

# Public Document Pack



## EXECUTIVE COMMITTEE TUESDAY, 10TH MARCH, 2015

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS on TUESDAY, 10 MARCH 2015 at 10.00 am

J. J. WILKINSON,  
Clerk to the Council,

3 March 2015

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute</b> (Pages 1 - 6)  Minute of Meeting of Executive Committee of 24 February 2015 to be approved and signed by the Chairman. (Copy attached).	2 mins
5.	<b>Quarterly Corporate Performance Report (Quarter 3, 2014/15).</b> (Pages 7 - 58)  Consider report by Chief Executive presenting a quarterly performance update for Members. (Copy attached.)	20 mins
6.	<b>Final Revenue Virements And Earmarked Balances 2014/15.</b> (Pages 59 - 72)  Consider report by Chief Financial Officer seeking approval for Revenue Budget Virements. (Copy attached.)	10 mins
7.	<b>UK Landfill Communities Fund.</b> (Pages 73 - 80)  Consider report by Service Director Strategy and Policy recommending three projects for approval from the Landfill Communities Fund. (Copy attached.)	5 mins
8.	<b>Local Festival Grant Scheme.</b> (Pages 81 - 118)  Consider report by Service Director Strategy and Policy seeking approval for the allocation of 29 Local Festival grants for 2015/16, 2016/17 and 2017/18 inclusively. (Copy attached.)	5 mins
9.	<b>Scottish Borders Council Community Grant Scheme - Year End Position 2014/15.</b> (Pages 119 - 124)  Consider report by Service Director Strategy and Policy seeking approval of	5 mins

	estimated carry forwards into the Community Grant Scheme for 2015/16. (Copy attached.)	
10.	<b>Any Other Items Previously Circulated</b>	
11.	<b>Any Other Items which the Chairman Decides are Urgent</b>	

**NOTES**

1. **Timings given above are only indicative and not intended to inhibit Members' discussions.**
2. **Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

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**Membership of Committee:-** Councillors D Parker (Chairman), S Aitchison, S Bell, C Bhatia, J Brown, M J Cook, V Davidson, G Edgar, J G Mitchell, D Moffat, D Paterson, F Renton and R Smith

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**SCOTTISH BORDERS COUNCIL**  
**EXECUTIVE COMMITTEE**

MINUTE of MEETING of the EXECUTIVE  
COMMITTEE held in the Council Chamber,  
Council Headquarters, Newtown St. Boswells  
on Tuesday, 24 February 2015 at 10.00 a.m.

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Present:- Councillors J. Mitchell (Chairman), S. Aitchison (during paragraph 3(a)), S. Bell, C. Bhatia, J. Brown, M. Cook, V. Davidson (during paragraph 3(a)), G. Edgar, D. Moffat, D. Paterson, F. Renton, R. Smith.

Also Present:- Councillors I. Gillespie, G. Logan, S. Mountford.

Apology :- Councillor D. Parker.

In Attendance:- Chief Executive, Depute Chief Executive – Place, Chief Financial Officer, Chief Social Work Officer, Service Director Capital Projects, Service Director Strategy & Policy, Service Director Regulatory Services, Corporate Transformation & Service Director, Democratic Services Team Leader, Democratic Services Officer (K Mason).

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**CHAIRMAN**

1. In the absence of Councillor Parker, the meeting was chaired by Councillor Mitchell.

**MINUTE**

2. The Minute of the Executive Committee of 3 February 2015 had been circulated.

**DECISION**

**APPROVED for signature by the Chairman.**

**MEMBERS**

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

**REVENUE BUDGET MONITORING**

3. (a) Monitoring of the General Fund Revenue Budget 2014/15  
There had been circulated copies of a report by the Chief Financial Officer providing (a) budgetary control statements for the Council's General Fund based on actual expenditure and income to 31 January 2015; and (b) an explanation of the major variances between projected outturn expenditure/income and the current approved budget. The report explained the revenue monitoring position set out in this report was based on the actual income and expenditure to 31 January 2015 and was currently reporting a projected breakeven position at 31 March to the end of the reporting period. Work continued across departments to deliver a programme of in-year savings measures put in place to address a number of significant cost and income pressures experienced during the financial year, the full delivery of which was required in order to ensure the above position and in particular, a breakeven outturn position across Chief Executive, People and Place departments. Current pressures on the budget requiring remedial action were due to 2 main factors: (a) unfunded compulsory redundancies (£99K) and (b) shortfall in income from Commercial Rents (£69k). Specifically, further actions had been identified within People and Place of £89k and £67k respectively to address new arising pressures, the assumed delivery of which were factored into the projected position. A projected underspend in Children and Young People of £199k was directly offsetting projected pressures in Adult Services of the same value. Additional projected income from Council Tax (£168k) had been used to offset the position in Other Services enabling a breakeven position overall to be reported. 80% (£6,466k) of 2014/15 Financial Plan savings remained achieved as planned with 13% (£1,052k) being achieved through alternative means. This left 4% (£362k) of the current savings which were profiled to be achieved during the remainder

of the financial year and the reported balanced outturn position was therefore dependent on their delivery by 31 March 2015. Progress on achievement of Financial Plan savings were detailed in Appendix 5 to the report. Full details of pressures, risks and challenges were detailed in Appendix 1 to the report. Proposed virements and earmarked balances were detailed in Appendices 2 and 3 respectively. Appendix 4 contained the Council's position on budget movements for the year to 31 January 2015. Members looked systematically through the appendices and received answers to their questions where further information was required. Members were pleased to note the success of the Small Business Grants Scheme and a request was made to encourage businesses not eligible for grants to apply for loans instead. Members further noted that the balance of funds (£95k) would be used for the continuation of the Scottish Welfare Fund project in 2015/16 with reduced staff.

**DECISION**

**(a) NOTED**

- (i) the projected balanced breakeven position reported at 31 January 2015; and**
- (ii) the efficiency savings detailed in Appendix 5 to the report and all previously identified savings proposals for deliverability, including those where no or only partial process had been made and were being met by other temporary measures.**

**(b) AGREED**

- (i) that the Depute Chief Executives for People and Place and their Service Directors would continue to work with their management teams to deliver all planned savings measures and if necessary, bring forward further actions to ensure this outturn position was delivered 2014/15; and**
- (ii) proposals for budget virements and earmarked balances detailed in Appendices 2 and 3 to the report respectively.**

**(b) Projected Balances to 31 March 2015**

There had been circulated copies of a report by the Chief Financial Officer providing an analysis of the Council's opening balances as at 31 March 2014 and advising Members of the Council's projected closing balances at 31 March 2015. The Council's General Fund useable reserve (non-earmarked) balance was £6.756m at 31 March 2014. The total of all useable balances excluding developer contributions at 31 March 2015 was projected to remain at £6.756m. The current balance on the Capital Fund £5.510m would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year. The report explained that finance staff had undertaken a review of the Council's Balance Sheet at 31 March 2013 which identified additional resources not included in the 5 year Financial Plan of £0.326m. This was used on a one-off basis to fund additional investment priorities of Members, supplementing £810k of additional resources approved from the return of Police and Fire reserves to the Council. At that time, the Chief Financial Officer committed to an annual review of the Balance Sheet, which had again been undertaken during 2014/15 and which had identified further additional resources of around £500k not included in the 2015/16 Financial Plan. It was proposed to ring-fence this resource in order to support Economic Development activity and infrastructure, the Borders Railway blueprint and associated action plan and the development of locality planning during 2015/16. Members expressed concern about the proposal to ring fence these additional resources, and agreed that an additional recommendation be added in the following terms "that proposals regarding the spend of the additional resources detailed in paragraph 4.5 of the report be considered at a future meeting of the Executive".

**DECISION**

**(a) NOTED**

- (i) the projected revenue balances as detailed in Appendices 1 and 2 to the report; and**
- (ii) the current balance in the Capital Fund as detailed in Appendix 3 to the report.**

- (b) AGREED that proposals regarding the spend of the additional resources, as detailed in paragraph 4.5 of the report, be considered at a future meeting of the Executive.**

**MONITORING OF THE CAPITAL FINANCIAL PLAN 2014/15**

- 4. There had been circulated copies of a report by the Chief Financial Officer presenting up-to-date information on the progress of the 2014/15 Capital Financial Plan. The monitoring tables in Appendix 1 to the report detailed actual expenditure to 31 January 2015. Key issues identified in these tables were summarised within the main report and identified a net variance of £3.7million. The net budget timing movements amounted to £4.5m, of which the most significant were due to the re-profiling of the following projects – Galashiels Transport Interchange, Easter Langlee Cell Provision, Easter Langlee Leachate Management, HQ Main Office Block, Duns Primary School, Kelso High School, Early Learning and Childcare, Strategic Business Land, Sunnybrae, Walkerburn, and Corporate IT Equipment Fund. Appendix 2 to the report contained a list of the block allocations approved for the year and the various approved and proposed projects to be allocated from them within the 2014/15 Capital Plan. The Chief Financial Officer guided Members through the various appendices, highlighting key areas, giving further information and answering Members' questions where required. The Chief Executive reassured Members that budgets were being managed appropriately and any information of overspends would be reported at future meetings. In response to a concern raised in relation to an area of erosion by the River Tweed near to Cardrona and on how quickly the budget could be mobilised if the erosion started to undermine the road, the Chief Executive advised this would be taken back to the department to ensure they were aware of this.

**DECISION**

**AGREED**

- (a) the projected outturns and associated virements as identified in Appendix 1 to the report as the revised capital budget; and**
- (b) to instruct project managers and budget holders to ensure that robust arrangements were in place to achieve the projected outturns.**

**DECLARATION OF INTEREST**

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

**REQUEST FOR ROAD WORKS TO BE INCLUDED IN THE COUNCIL'S CAPITAL FINANCIAL PLAN 2015/16**

- 5. There had been circulated copies of a report by the Service Director Regulatory Services seeking approval for the inclusion of the works associated with the completion of the roads within part of the housing development at Dingleton Road, Melrose in the Council's Capital Financial Plan 2015/16. The Council had a duty under the Roads (Scotland) Act 1984 and associated regulations to complete the road works to an adoptable standard in a development where construction consent had been issued and the conditions had not been adhered to or the developer ceased trading. In this instance, the Council held security to a value of approximately £55,000, in the form of a cash deposit, which was lodged as a requirement of the construction consent issued for Phase 2 of the housing development at Dingleton Road, Melrose. Due to the non-compliance of conditions within the consent and the developer going into voluntary liquidation, the Council now had to progress the road

works required to complete the roads to an adoptable standard. All steps had been taken to minimise the required expenditure and funding would be met primarily by security currently lodged with the Council as part of the original approvals for this development with additional funding from the Council. Members expressed some concern about the position and discussions took place over the possibility of requesting a larger bond up front, to protect against inflationary costs. The Service Director Regulatory Services advised that the Council requests in relation to bonds could not be unreasonable and sensible discussions with developers needed to take place. Another option might be to have a review period during the construction of a development to adjust the Bond if required. It was noted that the Society of Chief Officers of Transportation in Scotland was currently seeking changes to legislation which would give Councils more power when seeking to pursue legal action against any developer who did not continuously provide the relevant security for a housing development.

**DECISION**

**AGREED to the inclusion of the road works in the Council's Capital Financial Plan 2015-16 with a budget of £85,000, funded using security (£55,000) currently held by the Council under the relevant regulations with the remaining costs being met from the Council's Roads (including RAMP and winter damage) budget 2015-16.**

**SCHOOL HEALTH & SAFETY REFURBISHMENT & CAPACITY AND EQUALITIES  
BLOCK CAPITAL ALLOCATIONS 2015/16**

6. There had been circulated copies of a report by the Depute Chief Executive People advising that the Council's Capital Plan which was approved on 12 February 2015 contained three specific Block allocations for schools to the value of £1 million. The report proposed allocating the School Health & Safety, School refurbishment & Capacity and School Equalities Act Blocks to a number of individual projects. The report explained that there were a number of capacity, suitability and accessibility issues within the school estate. A comprehensive School Estate Review would be carried out in 2015 to prioritise these known issues, however, in the short term, some immediate priorities required to be addressed in order to ensure that the Council met its obligations with respect to the safety and wellbeing of school building users. The proposed projects sought to address some of the highest priority issues maximising the schools summer holiday break for construction. Further capital and revenue allocations towards the school estate would be proposed as part of the PLACE Property Asset Programme allocations under a separate report. A Draft programme of works in schools under the Block Allocation during 2015/16 was included in Appendix A to the report. Government Early Years funding, aimed at providing improved nursery facilities and creating new spaces for 2-year old provision within schools to meet Care Inspectorate requirements, was managed by Children & Young People project team under a separate reporting mechanism. Capital projects planned for 2015/16 under this workstream were included in Appendix B to the report.

**DECISION**

**AGREED the following capital allocations utilising School Health & Safety, School Refurbishment & Capacity and School Equalities Act Block Allocations 2015/16:**

- (a) **School Health & Safety Block to be allocated as follows:-**
- (i) **Secure Entrance Reception projects £90,000**
  - (ii) **Fire Alarm projects £35,000**
  - (iii) **Window upgrade Audit and Implementation at Coldstream Primary and Selkirk High School £200,000**
  - (iv) **Virement of £235,000 to projects within School Refurbishment & Capacity Block.**
- (b) **School Refurbishment & Capacity Block to be allocated as follows:-**
- (i) **Chirnside Primary School £425,000 including £235,000 virement from Schools Health & Safety Block.**

- (c) School Equalities Act Block to be allocated to the following projects – Burnfoot, Coldstream, Lilliesleaf, Melrose, Priorsford, St Boswell’s Primary Schools and Peebles High School.**

**STOW PRIMARY SCHOOL ACCOMMODATION WORKS**

7. There had been circulated copies of a report by the Service Director Capital Projects seeking authorisation for expenditure on additional accommodation works at Stow Primary School in connection with the Borders Railway. In light of the proximity of the new railway and station to the existing Stow Primary School, some additional accommodation works were considered desirable. These included a new separate road access for station traffic and protection from train and station noise. The report summarised the measures proposed and requested authorisation for the necessary expenditure. The Service Director Capital Projects and the Borders Railway Community Liaison Officer answered Members’ questions and explained that Network Rail had carried out a considerable amount of work in regard to noise protection undertaking more than was expected of them. The value of the Planning and Building Standards Committee’s safeguarding policy and the reasons for adhering to the policy were highlighted. A request was made that drawings be provided with similar reports in the future to provide Members who were not fully acquainted with the site the appropriate information.

**DECISION  
APPROVED**

- (a) the virement of £2,522 from the Emergency/Unplanned Schemes in 2014/15 to Stow Primary School;**
- (b) the virement of £72,416 from the Emergency/Unplanned Schemes in 2015/16 to Stow Primary School; and**
- (c) the allocation of £22,552 of the School Health and Safety Block in 2016/17 to Stow Primary School.**

**HEALTH RESOURCE TRANSFER OF MOUNTVIEW SERVICES**

8. There had been circulated copies of a report by the Chief Social Work Officer proposing that there was a transfer of funding from NHS Borders to Scottish Borders Council in relation to the services currently provided by NHS Borders in Mountview, Duns, a residential care home for 7 adults with a Learning Disability. Mountview was currently a registered residential care home contracted by NHS Borders to an independent care provider, Streets Ahead. The majority of the funding was provided by NHS Borders with some funding by SBC. The current building was owned by Berwickshire Housing Association. In line with the Scottish Government strategy for learning disability services (The Keys to Life 2013), Mountview was transferring to a supported living service model. Advanced plans were underway to transfer the current residents from the residential care home to 2 purpose built attached bungalows. Completion was planned for February 2015. The support required by the service users was predominantly social care and the supported living model was best provided by SBC and should not be the remit NHS Borders. This report recommended that the existing NHS Borders funding should be transferred to SBC via a Health Resource Transfer. Previous Health Resource Transfers had taken place between NHS Borders and SBC. COSLA arrangements were already in place to settle the annual uplift arrangements for Health Resource Transfers. The Health Resource Transfer would allow SBC to apply its Charging Policy to all tenants therefore maximising income not currently available in a health funded service. The new supported living scheme would require additional funding. There would be one vacancy and as the tenancies provided best value compared to similar schemes, the Learning disability service had agreed to provide the funding to balance the budget. The Joint Learning Disability Service and finance representatives from both organisations had discussed and agreed the financial model for the re-provisioning of Mountview Care Home.

**DECISION**

(a) **AGREED** that the £429,923 NHS Borders Mountview Funding be resource transferred to Scottish Borders Council.

(b) **NOTED** the proposed funding arrangements for the remaining balance.

**SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME – GENERIC**

9. There had been circulated copies of a report by the Service Director Strategy and Policy recommending an application for funding from the Community Grant Scheme Generic Budget. The application was from Alchemy Film & Arts which was an organisation based in Hawick but which delivered a range of arts projects across the Borders. The request was for a support grant to contribute towards the normal running costs of its annual Alchemy Film & Moving Image Festival which would be held in Hawick, from 16 to 19 April 2015. The organisation was in short-term financial difficulty. £7,121 was available in the CGS Generic Budget and the grant request was for £4,500. The Funding and Project Officer answered Members' questions and explained this would be a one-off grant. A bid for funding from Creative Scotland had not been lodged in time by Alchemy Film & Arts for this project but discussions regarding future funding had been held.

**DECISION**

**APPROVED** a grant to the value of £4,500 to Alchemy Film & Arts, conditional on the organisation revising its fundraising plans to bridge this gap in future years.

*The meeting concluded at 11.40 a.m.*



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## **Quarterly Corporate Performance Report (Quarter 3, 2014/15)**

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### **Report by Chief Executive**

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### **SBC Executive Committee**

**10 March 2015**

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

- 1.1 **This report presents a quarterly performance update for members.**
- 1.2 A high level summary of performance is provided at Section 3 of this report and Appendix 1 provides a more detailed presentation and explanation of each Performance Indicator (PI). Where possible, information that is collected on a *quarterly* basis is presented but this is not possible for all areas of Council business, for example, school attainment. Where quarterly information is not available, annual PIs have been used. The presentation used in Appendix 1 is consistent with what was presented to Council on 26 June 2014 and to the Executive Committee on 30 September 2014 and 9 December 2014.
- 1.3 All information contained within this report is also made available on the SBC website using the public facing part of SBC's Performance Management software. This can be accessed at [http://www.scotborders.gov.uk/info/691/council\\_performance/1353/our\\_performance\\_as\\_a\\_council](http://www.scotborders.gov.uk/info/691/council_performance/1353/our_performance_as_a_council) and by clicking on "Scottish Borders Performs".
- 1.4 The Local Government Benchmarking Framework data was publicly released on 30 January and where appropriate, SBC performance in relation to other Councils has been highlighted with Appendix 1. Data can be accessed at the new [My Local Council](#) website.

#### **2 RECOMMENDATION**

- 2.1 **I recommend that the Executive Committee notes the performance presented within Appendix 1 and the action that is being taken within Services to improve or maintain performance.**

### **3 BACKGROUND**

- 3.1 SBC approved a Corporate Plan in April 2013. Against a challenging external context, the Plan presented a vision for Scottish Borders Council, underpinned by a set of values and standards and eight priorities.
- 3.2 In order to ensure that these eight priorities are addressed effectively, a Performance Management Framework (PMF) was also approved, covering the performance reporting arrangements for both the Council and for its work with Community Planning partner.

### **4 CURRENT PERFORMANCE AGAINST OUR CORPORATE PRIORITIES**

- 4.1 Under each of our Corporate priorities, a range of performance information is presented within Appendix 1 and presents a mixture of PIs with targets that have been rated either Red, Amber or Green, based on whether or not targets have been achieved, and PIs that are "for information only" and give Elected Members a sense of performance trends and how well SBC is doing in terms of addressing the agreed corporate priorities.
- 4.2 Below is a high level summary of performance and details of what is being done to either improve or maintain performance are provided in Appendix 1.
- 4.3 **Performance measures - key successes**
  - (a) Economic indicators (JSA claimants, employment rate, Business Gateway, loans and grants) are all showing a positive trend. In addition, occupancy rates in Council-owned industrial and commercial property remain high;
  - (b) SBC invoice payment within 30 days is slightly above target, helping the local economy;
  - (c) The % of pupils going into a "Positive Destination" is amongst the best in Scotland at 94.2% (4<sup>th</sup> in Scotland);
  - (d) Social Work continues to exceed targets in relation to people receiving their assessment within six weeks of contacting the service;
  - (e) The Welfare Benefits Service continues to ensure that people receive the benefits they are entitled to;
  - (f) In line with national trends, crime rates are lower than in Quarter 3 last year;
  - (g) With over 1700 people registered at the end of December, SB Alert is receiving very positive feedback from message recipients;
  - (h) Of all the street lighting faults reported in Quarter 3, 98.3% were repaired within seven days;
  - (i) Community Recycling Centre recycling rates now sit at 57.61%, showing a significant improvement since Quarter 3 last year;
  - (j) The Employment Support Service's proactive work with Council departments is currently supporting students (5), those with specific support needs (6) and apprentices (25);
  - (k) SBC staff absence rates are now below the 4% target and the long-term trend is positive; and
  - (l) Council Tax collection rates are on target, and for 2013/14 were amongst the best in Scotland.

#### 4.4 Performance measures- below target

- (a) The % of planning applications determined within two months has fallen from 69% in quarter 2 to 65% in quarter 3. Actions are currently being taken to improve speed, particularly through the more efficient processing of legal agreements relating to planning applications;
- (b) As Social Work client are being offered and are moved to Self-Directed Support (SDS), giving them much more choice over the services they receive, the % of people over 65 receiving care at home services is showing a downward trend. To more accurately reflect the work being done to increase uptake of SDS, a measure will be introduced for future reports;
- (c) Children accommodated with family rather than residential placements continues to be lower than target and is dependent on the needs of the children and the availability of suitably matched placements which is out with the direct control of SBC;
- (d) Still thought to reflect significant historical under-reporting, the number of domestic abuse incidents reported to date in 2014/15 is higher than it was this time last year. The Pathway Project continues to address the needs of high risk victims;
- (e) There were sadly four fatal accidents on our roads between Oct and Dec, and our ongoing work with partners such as Police Scotland is vital for tackling this very important issue;
- (f) Although still slightly below our ambitious target of 100%, the % of FOIs dealt with on time is almost back to levels achieved during 2013/14 and is showing significant improvement each quarter; and
- (g) The % of complex complaints responded to within target times is below our target of 100%, but those responded to within 20 working days is improving steadily each quarter. The Council continues to use complaints information to drive service improvement, as reported to the Scottish Public Sector Ombudsman in our annual report in January.

4.5 The technical report at Appendix 1 provides detail against every PI for both Elected Members and for members of the public. This information can also now be accessed at [http://www.scotborders.gov.uk/info/691/council\\_performance/1353/our\\_performance\\_as\\_a\\_council](http://www.scotborders.gov.uk/info/691/council_performance/1353/our_performance_as_a_council) and then by clicking on "*Scottish Borders Performs*". Not only does this improve accessibility to performance information, it ensures that Scottish Borders Council responds effectively to recommendations made by Audit Scotland around public performance reporting and helps us fulfil our duty more effectively in relation to Public Performance report as defined in the Local Government in Scotland Act 1992.

4.6 The Performance Indicators used by each service area are evolving in line with the business planning process and it is therefore anticipated that PIs will be refined over the coming months and changes may be made to reflect policy and service changes.

## 5 LOCAL GOVERNMENT BENCHMARKING FRAMEWORK – HOW WE COMPARE TO OTHERS

5.1 The Improvement Service has been working with all councils for the last three years to improve the use and availability of benchmarking data across a variety of service areas. On 30 January 2015, the Improvement

Service published its overview report on the 2013/14 data and on the national trends over the last three years. A new national website has also been developed, [My Local Council](#), to host the benchmarking data and make it easily accessible to members of the public. All councils are required to provide clear links to this site from relevant pages within their own website.

- 5.2 In order to explain the local context and the reasons for any variation in cost or performance for each of the benchmarked indicators, each Council has also been asked to construct webpages around a number of themes, for example, "what we are doing to improve services". This can be accessed at [http://www.scotborders.gov.uk/info/691/council\\_performance/1352/how\\_we\\_compare\\_to\\_others](http://www.scotborders.gov.uk/info/691/council_performance/1352/how_we_compare_to_others)
- 5.3 A key part of the Local Government Benchmarking Framework is the sharing of best practice amongst similar local authorities. Within relevant family groups, i.e. those local authorities who share similar geographic characteristics, population etc., officers are already taking part in meetings to explore and share best practice. Phase 1 of this work covers more detailed discussions on Waste Management, Looked After Children and Council Tax and Phase 2 will cover Museums, Street Cleaning, Equalities and Human Resources.

## **6 IMPLICATIONS**

### **6.1 Financial**

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

### **6.2 Risk and Mitigations**

Effective performance management arrangements will ensure that services are aware of any weaknesses and can take corrective action in a timely manner therefore mitigating any risks more effectively.

### **6.3 Equalities**

- (a) It is recognised within the "Report of the Equalities Review Group" (SBC, 29 May 2014) that more effective performance indicators in relation to equalities need to be developed. The Corporate Equalities and Diversity Officer and the Corporate Performance and Information Manager are working to ensure that the recommendations in the Equalities Review Group report are taken forward and reflected in future reporting to the SBC Executive Committee.
- (b) To start this process, all Heads of Service were recently asked to complete a self-evaluation exercise in which they evaluated their service areas performance of the Equality Duty. The information gathered will be used to inform business planning and the development of suitable performance indicators.

### **6.4 Acting Sustainably**

Economic, social and environmental impact of SBC actions can be monitored more effectively if there is effective performance reporting arrangements in place.

### **6.5 Carbon Management**

There are no effects on carbon emissions as a result of this report.

### **6.6 Rural Proofing**

Not applicable.

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

There are no changes to be made.

## 7 CONSULTATION

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

### Approved by

**Tracey Logan**  
**Chief Executive**

**Signature ...Tracey Logan.....**

### Author(s)

Name	Designation and Contact Number
David Cressey	Service Director, Strategy and Policy, Tel: 01835 825082
Sarah Watters	Corporate Performance and Information Manager, Tel: 01835 826542

**Background Papers:** SBC Corporate Plan 2012/13-2017/18 & Annex 2: Performance Management Framework

**Previous Minute Reference:** Scottish Borders Council Executive, 9<sup>th</sup> December 2014.

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

Contact Sarah Watters, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, Tel 01835 826542, [swatters@scotborders.gov.uk](mailto:swatters@scotborders.gov.uk)

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# SCOTTISH BORDERS COUNCIL CORPORATE PRIORITIES

## QUARTERLY PUBLIC PERFORMANCE REPORT: Q3 2014/15 (Oct-Dec)

### HOW ARE WE DOING?






In 2013, we published our Corporate Plan, with eight priorities to work towards over a five year period. This report gives you an overview of our progress.

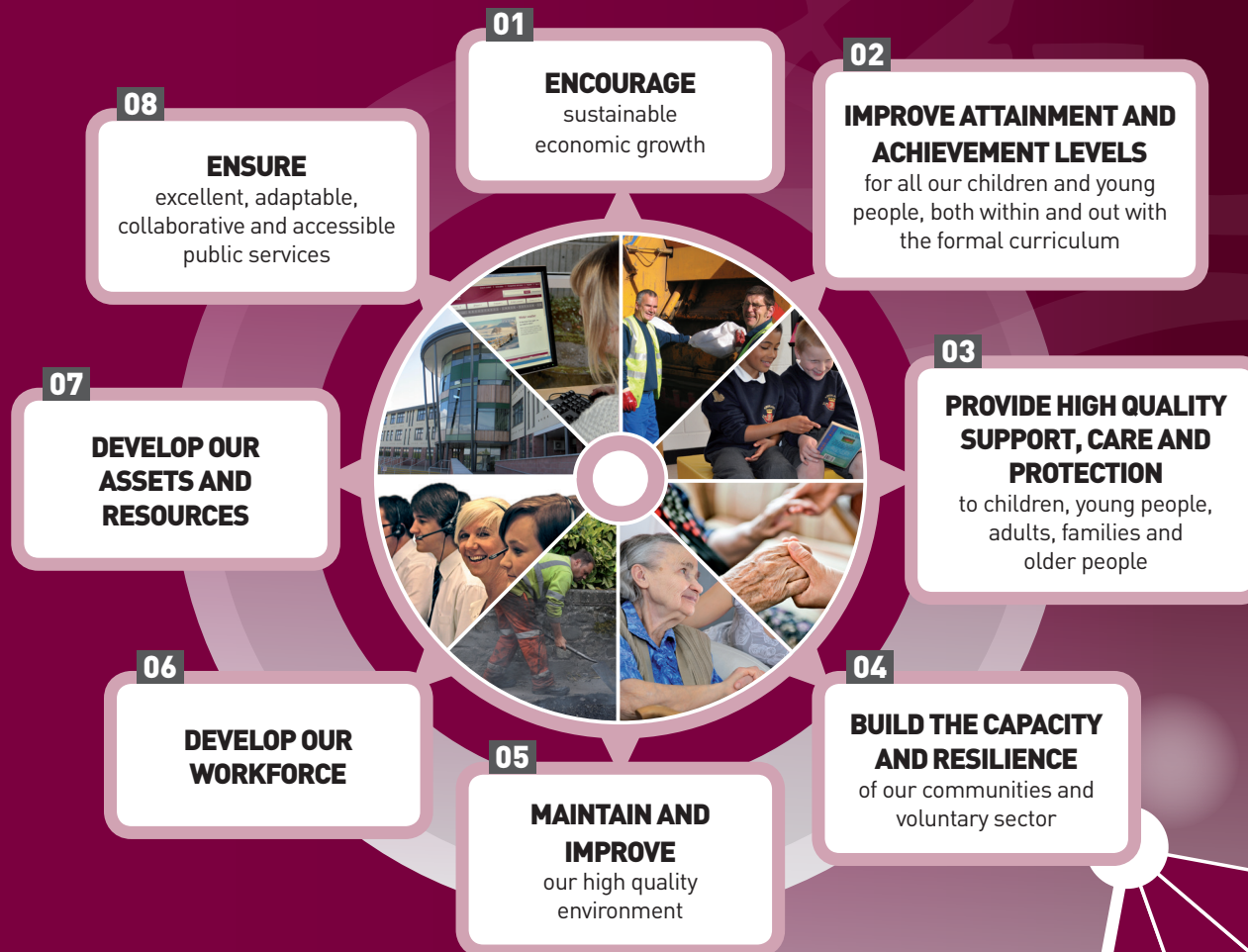
For each priority, a selection of performance information has been presented to let you see how we are doing.

Where possible, quarterly (Q) data has been used, but this is not possible for every area of our work, for example, educational attainment.

Some of the data presented may be subject to minor amendments as end of year figures are compiled for reporting to the Scottish Government.

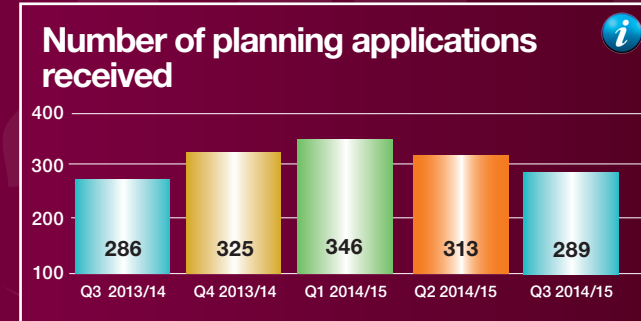
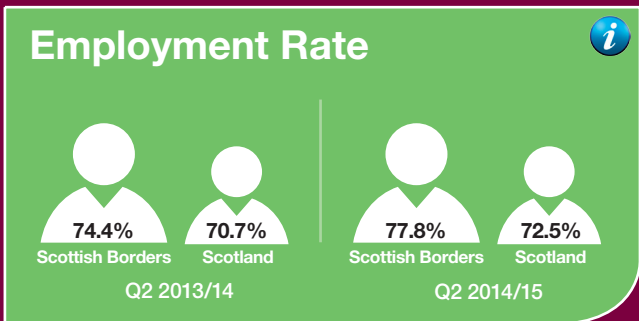
**KEY:**

-  On target
  -  Just off target
  -  Off target
  -  For information
  -  Position in Scotland
- Q1** - Apr-Jun  
**Q2** - Jul-Sep  
**Q3** - Oct-Dec  
**Q4** - Jan-Mar

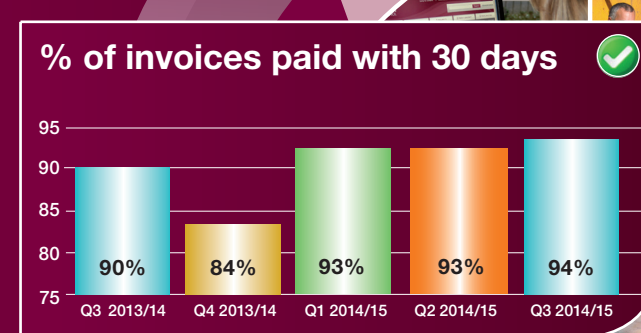
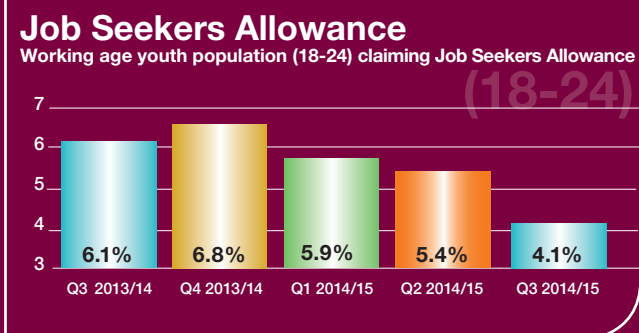
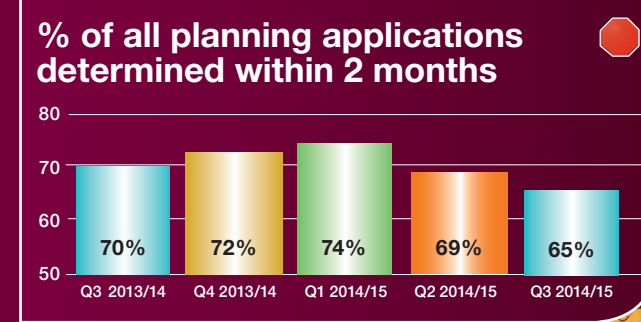
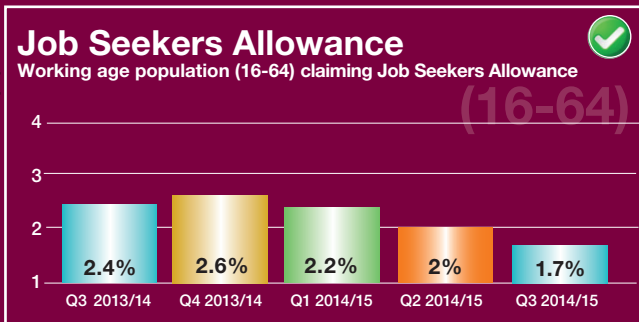


# ENCOURAGE SUSTAINABLE ECONOMIC GROWTH

## HOW ARE WE DOING?



Page 14





# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

<b>KEY</b>	positive trend	negative trend	on target	just off target	off target	data only
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## Corporate Priority 1: Encourage sustainable economic growth

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
What percentage of people aged between 16-64 are in employment?	<p><b>CP01-P05P What percentage of people aged between 16-64 are in employment?</b></p> <table border="1"> <caption>Employment Rates Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>74.4%</td> </tr> <tr> <td>Q3 2013/14</td> <td>74.9%</td> </tr> <tr> <td>Q4 2013/14</td> <td>76%</td> </tr> <tr> <td>Q1 2014/15</td> <td>76.6%</td> </tr> <tr> <td>Q2 2014/15</td> <td>77.8%</td> </tr> </tbody> </table>	Quarter	Percentage	Q2 2013/14	74.4%	Q3 2013/14	74.9%	Q4 2013/14	76%	Q1 2014/15	76.6%	Q2 2014/15	77.8%	77.8%	<p><b>Observations:</b> The Scottish Borders employment rate now sits at 5.3% higher than the Scottish average. The increase over the previous quarter equates to an extra 1,500 people in employment.</p> <p>Note: One quarter lag in data.</p>				Bryan McGrath
Quarter	Percentage																		
Q2 2013/14	74.4%																		
Q3 2013/14	74.9%																		
Q4 2013/14	76%																		
Q1 2014/15	76.6%																		
Q2 2014/15	77.8%																		
What percentage of people aged between 16-64 are claiming Job Seeker's Allowance because they are out of work?	<p><b>CP01-P10P What percentage of people aged between 16-64 are claiming Job Seeker's Allowance because they are out of work?</b></p> <table border="1"> <caption>Job Seeker's Allowance Rates Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>2.4%</td> </tr> <tr> <td>Q3 2013/14</td> <td>2.7%</td> </tr> <tr> <td>Q4 2013/14</td> <td>2.23%</td> </tr> <tr> <td>Q1 2014/15</td> <td>2.03%</td> </tr> <tr> <td>Q2 2014/15</td> <td>1.67%</td> </tr> </tbody> </table>	Quarter	Percentage	Q2 2013/14	2.4%	Q3 2013/14	2.7%	Q4 2013/14	2.23%	Q1 2014/15	2.03%	Q2 2014/15	1.67%	1.67%	<p><b>Observations:</b> The general downward trend is extremely positive, although the rate of decrease has slowed over the last few months.</p>				Bryan McGrath
Quarter	Percentage																		
Q2 2013/14	2.4%																		
Q3 2013/14	2.7%																		
Q4 2013/14	2.23%																		
Q1 2014/15	2.03%																		
Q2 2014/15	1.67%																		

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
What percentage of people aged between 18-24 are claiming Job Seeker's Allowance because they are out of work?	<p><b>CP01-P11P What percentage of people aged between 18-24 are claiming Job Seeker's Allowance because they are out of work?</b></p> <table border="1"> <caption>CP01-P11P Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>6.07%</td> </tr> <tr> <td>Q4 2013/14</td> <td>6.8%</td> </tr> <tr> <td>Q1 2014/15</td> <td>5.88%</td> </tr> <tr> <td>Q2 2014/15</td> <td>5.45%</td> </tr> <tr> <td>Q3 2014/15</td> <td>4.13%</td> </tr> </tbody> </table>	Quarter	Percentage	Q3 2013/14	6.07%	Q4 2013/14	6.8%	Q1 2014/15	5.88%	Q2 2014/15	5.45%	Q3 2014/15	4.13%	4.13%	<p><b>Observations:</b> Young people still account for a large proportion of those who are unemployed although as above, the general downward trend is extremely positive.</p>	↑	↑	✅	Bryan McGrath
Quarter	Percentage																		
Q3 2013/14	6.07%																		
Q4 2013/14	6.8%																		
Q1 2014/15	5.88%																		
Q2 2014/15	5.45%																		
Q3 2014/15	4.13%																		
How many new businesses has Business Gateway help create?	<p><b>CP01-P06P How many new businesses has Business Gateway help create?</b></p> <table border="1"> <caption>CP01-P06P Data</caption> <thead> <tr> <th>Quarter</th> <th>Number of Businesses</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>50</td> </tr> <tr> <td>Q4 2013/14</td> <td>106</td> </tr> <tr> <td>Q1 2014/15</td> <td>48</td> </tr> <tr> <td>Q2 2014/15</td> <td>50</td> </tr> <tr> <td>Q3 2014/15</td> <td>63</td> </tr> </tbody> </table>	Quarter	Number of Businesses	Q3 2013/14	50	Q4 2013/14	106	Q1 2014/15	48	Q2 2014/15	50	Q3 2014/15	63	63	<p><b>How are we performing:</b> There have been 151 new starts supported year to date (99% of year to date target) and it is expected that the full year target of 220 will be achieved.</p> <p>The overall number of businesses working with the Business Gateway remains strong.</p>	↑	↓	✅	Bryan McGrath
Quarter	Number of Businesses																		
Q3 2013/14	50																		
Q4 2013/14	106																		
Q1 2014/15	48																		
Q2 2014/15	50																		
Q3 2014/15	63																		
How many businesses has Business Gateway supported?	<p><b>CP01-P18P How many businesses has Business Gateway supported?</b></p> <table border="1"> <caption>CP01-P18P Data</caption> <thead> <tr> <th>Quarter</th> <th>Number of Businesses</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>286</td> </tr> <tr> <td>Q4 2013/14</td> <td>461</td> </tr> <tr> <td>Q1 2014/15</td> <td>206</td> </tr> <tr> <td>Q2 2014/15</td> <td>246</td> </tr> <tr> <td>Q3 2014/15</td> <td>278</td> </tr> </tbody> </table>	Quarter	Number of Businesses	Q3 2013/14	286	Q4 2013/14	461	Q1 2014/15	206	Q2 2014/15	246	Q3 2014/15	278	278	<p><b>Actions we are taking to improve/maintain performance:</b> As set out in the Business Gateway Performance Improvement Plan the team has developed the start-up service to include delivery of workshops on Saturdays and a "light" half day outreach workshop.</p> <p>The team continues to promote the service utilising national and local campaigns as well as targeting intermediaries and business networks to push for referrals.</p>	↑	↓	📊	Bryan McGrath
Quarter	Number of Businesses																		
Q3 2013/14	286																		
Q4 2013/14	461																		
Q1 2014/15	206																		
Q2 2014/15	246																		
Q3 2014/15	278																		

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many loans to local businesses did we award?	<p><b>CP01-P27P How many loans to local businesses did we award?</b></p> <table border="1"> <caption>Data for CP01-P27P</caption> <thead> <tr> <th>Quarter</th> <th>Loans Awarded</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q2-2013/14</td> <td>1</td> <td>1</td> </tr> <tr> <td>Q4-2013/14</td> <td>2</td> <td>2</td> </tr> <tr> <td>Q1-2014/15</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q2-2014/15</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q2-2014/15</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	Quarter	Loans Awarded	Target	Q2-2013/14	1	1	Q4-2013/14	2	2	Q1-2014/15	0	0	Q2-2014/15	0	0	Q2-2014/15	3	3	3	<p><b>How are we performing:</b> All loans submitted in this Quarter were approved. The number of loans submitted is expected to remain steady in the next Quarter.</p> <p>Funds approved were the second largest of any Quarter in which the loan scheme has been running.</p> <p><b>Actions we are taking to improve/maintain performance:</b></p>	↑	↑		Bryan McGrath
Quarter	Loans Awarded	Target																							
Q2-2013/14	1	1																							
Q4-2013/14	2	2																							
Q1-2014/15	0	0																							
Q2-2014/15	0	0																							
Q2-2014/15	3	3																							
How much money did those loans add up to?	<p><b>CP01-P28P How much money did those loans add up to?</b></p> <table border="1"> <caption>Data for CP01-P28P</caption> <thead> <tr> <th>Quarter</th> <th>Money Added (£)</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q2-2013/14</td> <td>£10,000.00</td> <td>£10,000.00</td> </tr> <tr> <td>Q4-2013/14</td> <td>£14,500.00</td> <td>£14,500.00</td> </tr> <tr> <td>Q1-2014/15</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Q2-2014/15</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Q2-2014/15</td> <td>£21,602.34</td> <td>£21,602.34</td> </tr> </tbody> </table>	Quarter	Money Added (£)	Target	Q2-2013/14	£10,000.00	£10,000.00	Q4-2013/14	£14,500.00	£14,500.00	Q1-2014/15	£0.00	£0.00	Q2-2014/15	£0.00	£0.00	Q2-2014/15	£21,602.34	£21,602.34	£21,602.34	<p><b>Business Gateway staff are all fully aware of the loan fund and where appropriate they will refer clients to the fund. In addition, the team hold regular meetings with intermediaries such as banks, accountants etc., to make them aware of the fund and encourage referrals; also include case studies in Public Relations.</b></p>	↑	↑		Bryan McGrath
Quarter	Money Added (£)	Target																							
Q2-2013/14	£10,000.00	£10,000.00																							
Q4-2013/14	£14,500.00	£14,500.00																							
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many grants to local businesses did we award?	<p><b>CP01-P29P How many grants to local businesses did we award?</b></p> <table border="1"> <caption>CP01-P29P Data</caption> <thead> <tr> <th>Quarter</th> <th>Grants Awarded</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3-2013/14</td> <td>19</td> <td>19</td> </tr> <tr> <td>Q4-2013/14</td> <td>16</td> <td>16</td> </tr> <tr> <td>Q1-2014/15</td> <td>12</td> <td>12</td> </tr> <tr> <td>Q2-2014/15</td> <td>12</td> <td>12</td> </tr> <tr> <td>Q3-2014/15</td> <td>23</td> <td>12</td> </tr> </tbody> </table>	Quarter	Grants Awarded	Target	Q3-2013/14	19	19	Q4-2013/14	16	16	Q1-2014/15	12	12	Q2-2014/15	12	12	Q3-2014/15	23	12	23	<p><b>How are we performing:</b> The number of grants approved in this period was almost double that for the previous two Quarters.</p> <p>The total amount awarded is 33% above that for the previous Quarter and higher than for the corresponding Quarter last year.</p> <p><b>Actions we are taking to improve/maintain performance:</b></p>	↑	↑		Bryan McGrath
Quarter	Grants Awarded	Target																							
Q3-2013/14	19	19																							
Q4-2013/14	16	16																							
Q1-2014/15	12	12																							
Q2-2014/15	12	12																							
Q3-2014/15	23	12																							
How much money did those grants add up to?	<p><b>CP01-P30P How much money did those grants add up to?</b></p> <table border="1"> <caption>CP01-P30P Data</caption> <thead> <tr> <th>Quarter</th> <th>Amount (£)</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3-2013/14</td> <td>£46,887.37</td> <td>£46,887.37</td> </tr> <tr> <td>Q4-2013/14</td> <td>£51,273.16</td> <td>£51,273.16</td> </tr> <tr> <td>Q1-2014/15</td> <td>£40,786.51</td> <td>£40,786.51</td> </tr> <tr> <td>Q2-2014/15</td> <td>£36,383.50</td> <td>£36,383.50</td> </tr> <tr> <td>Q3-2014/15</td> <td>£55,017.13</td> <td>£36,383.50</td> </tr> </tbody> </table>	Quarter	Amount (£)	Target	Q3-2013/14	£46,887.37	£46,887.37	Q4-2013/14	£51,273.16	£51,273.16	Q1-2014/15	£40,786.51	£40,786.51	Q2-2014/15	£36,383.50	£36,383.50	Q3-2014/15	£55,017.13	£36,383.50	£55,017.13	<p>This increase in activity is a result of earlier promotional activity and has been so successful that we are now at full budget allocation.</p> <p>Business Gateway staff are all fully aware of the grant fund and where appropriate they will refer clients to the fund. In addition, the team hold regular meetings with intermediaries such as banks, accountants etc., to make them aware of the fund and encourage referrals; also include case studies in Public Relations.</p>	↑	↑		Bryan McGrath
Quarter	Amount (£)	Target																							
Q3-2013/14	£46,887.37	£46,887.37																							
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How many planning applications do we receive?	<p><b>CP01-P20P How many planning applications do we receive?</b></p> <table border="1"> <caption>CP01-P20P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>286</td> </tr> <tr> <td>Q4 2013/14</td> <td>325</td> </tr> <tr> <td>Q1 2014/15</td> <td>346</td> </tr> <tr> <td>Q2 2014/15</td> <td>313</td> </tr> <tr> <td>Q3 2014/15</td> <td>289</td> </tr> </tbody> </table>	Quarter	Value	Q3 2013/14	286	Q4 2013/14	325	Q1 2014/15	346	Q2 2014/15	313	Q3 2014/15	289	289	<p><b>How are we performing:</b> The total number of applications received in the quarter 3 was 289. This was 16% lower than the previous quarter but virtually unchanged from the same quarter in 2013/14. Performance for the quarter, when looking at the % of all planning applications determined within 2 months, was 65%, 4 percentage points lower than the previous quarter. The historical national target of 80% has been retained as an aspirational local target.</p>				Brian Frater
Quarter	Value																		
Q3 2013/14	286																		
Q4 2013/14	325																		
Q1 2014/15	346																		
Q2 2014/15	313																		
Q3 2014/15	289																		
How quickly are planning applications dealt with?	<p><b>CP01-P23qP How quickly are planning applications dealt with?</b></p> <table border="1"> <caption>CP01-P23qP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>70%</td> </tr> <tr> <td>Q4 2013/14</td> <td>72%</td> </tr> <tr> <td>Q1 2014/15</td> <td>74%</td> </tr> <tr> <td>Q2 2014/15</td> <td>69%</td> </tr> <tr> <td>Q3 2014/15</td> <td>65%</td> </tr> </tbody> </table>	Quarter	Value	Q3 2013/14	70%	Q4 2013/14	72%	Q1 2014/15	74%	Q2 2014/15	69%	Q3 2014/15	65%	65%	<p><b>Actions we are taking to improve/maintain performance:</b> A new Planning Performance Framework (PPF) setting out performance against a broader range of measures was approved by the Planning and Building Standards Committee on 1 September and submitted to Scottish Ministers. Scottish Government feedback on the PPF has been generally positive but it highlights the need to further improve the speed with which applications are processed.</p>				Brian Frater
Quarter	Value																		
Q3 2013/14	70%																		
Q4 2013/14	72%																		
Q1 2014/15	74%																		
Q2 2014/15	69%																		
Q3 2014/15	65%																		

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many invoices, received by us, were paid within 30 days of receiving the invoice?	<p>CP01-P25P How many invoices, received by us, were paid within 30 days of receiving the invoice?</p> <table border="1"> <caption>Invoice Payment Performance Data</caption> <thead> <tr> <th>Quarter</th> <th>Actual Performance (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>90%</td> <td>93%</td> </tr> <tr> <td>Q4 2013/14</td> <td>84%</td> <td>93%</td> </tr> <tr> <td>Q1 2014/15</td> <td>92%</td> <td>93%</td> </tr> <tr> <td>Q2 2014/15</td> <td>93%</td> <td>93%</td> </tr> <tr> <td>Q3 2014/15</td> <td>94%</td> <td>93%</td> </tr> </tbody> </table>	Quarter	Actual Performance (%)	Target (%)	Q3 2013/14	90%	93%	Q4 2013/14	84%	93%	Q1 2014/15	92%	93%	Q2 2014/15	93%	93%	Q3 2014/15	94%	93%	94%	<p><b>How are we performing:</b> Overall performance for the third quarter of 2014/15 is slightly above the target of 93% and is well ahead of the performance in the third quarter of last year.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Improvement plan actions continue to be implemented to ensure that targets continue to be met.</p>				Lynn Mirley
Quarter	Actual Performance (%)	Target (%)																							
Q3 2013/14	90%	93%																							
Q4 2013/14	84%	93%																							
Q1 2014/15	92%	93%																							
Q2 2014/15	93%	93%																							
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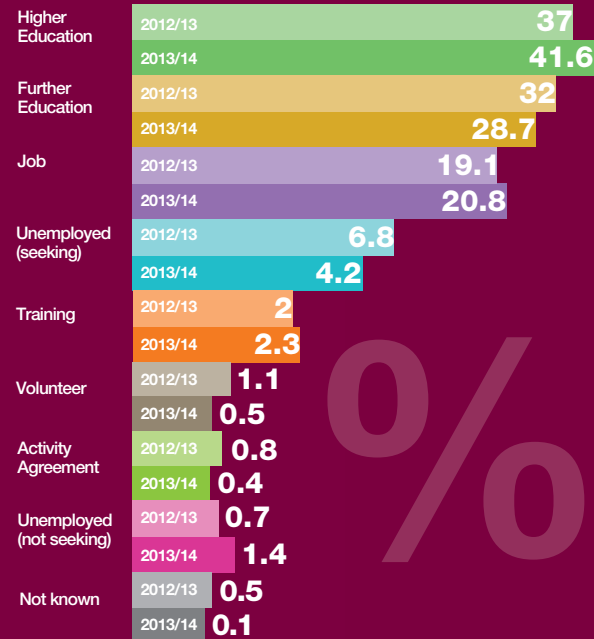
# IMPROVE ATTAINMENT AND ACHIEVEMENT LEVELS FOR ALL OUR CHILDREN AND YOUNG PEOPLE, BOTH WITHIN AND OUT WITH THE FORMAL CURRICULUM

## HOW ARE WE DOING?

### Positive Destinations

**92%** of the 1,222 school leavers went to positive destinations  
2012/13  15th

**94.2%** of the 1,059 school leavers went to positive destinations  
2013/14  4th



### Attendance

Primary 95%  
Secondary 92%

### Number of pupils excluded

Primary 10  
Secondary 60

Q3 2014/15



### School Inspections

2013/14  
Q2 - Langlee Primary School & Nursery  
Q2 - Chimside Primary School & Nursery  
Q3 - St Joseph's RC Primary School  
Q3 - Eddleston Primary School  
Q4 - Selkirk High School

2014/15  
Q1 - Reston Primary School & Nursery  
Q1 - Wilton Primary School & Nursery  
Q1 - St Boswells Primary School  
Q2 - West Linton Primary School & Nursery



# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 2: Improve attainment and achievement levels for all our children and young people, both within and out with the formal curriculum

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
What % of our school pupils leave school and go into a positive destination e.g. employment, training, higher/further education or volunteering? (SNS-P23P)	<p>SNS-P23P What % of our school pupils leave school and go into a positive destination e.g. employment, training, higher/further education or volunteering? (SNS-P23P)</p> <table border="1"> <caption>SNS-P23P Data</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2009/10</td> <td>87.3%</td> </tr> <tr> <td>2010/11</td> <td>92.3%</td> </tr> <tr> <td>2011/12</td> <td>90.9%</td> </tr> <tr> <td>2012/13</td> <td>92%</td> </tr> <tr> <td>2013/14</td> <td>94.2%</td> </tr> </tbody> </table>	Year	Percentage	2009/10	87.3%	2010/11	92.3%	2011/12	90.9%	2012/13	92%	2013/14	94.2%	94.2%	<p><b>How are we performing?</b> Performance is now within the top quartile in Scotland (4<sup>th</sup> overall). Increased focus on youth unemployment by the Council and Community Planning partners is starting to yield positive results.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Proactive partnership developments continue through the Wood Commission event on 2<sup>nd</sup> February 2015 and the Senior Phase Working Group. This work will assist us in maximising Government support to implement the further changes required to continue improvements.</p>	↑	↑		Kevin McCall						
Year	Percentage																								
2009/10	87.3%																								
2010/11	92.3%																								
2011/12	90.9%																								
2012/13	92%																								
2013/14	94.2%																								
How many primary school pupils were excluded? (CP02-P09aP)	<p>Executive - School Exclusions</p> <table border="1"> <caption>Executive - School Exclusions Data</caption> <thead> <tr> <th>Quarter</th> <th>CP02-P09aP (Primary)</th> <th>CP02-P09bP (Secondary)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>20</td> <td>94</td> </tr> <tr> <td>Q4 2013/14</td> <td>14</td> <td>114</td> </tr> <tr> <td>Q1 2014/15</td> <td>14</td> <td>47</td> </tr> <tr> <td>Q2 2014/15</td> <td>5</td> <td>56</td> </tr> <tr> <td>Q3 2014/15</td> <td>10</td> <td>60</td> </tr> </tbody> </table>	Quarter	CP02-P09aP (Primary)	CP02-P09bP (Secondary)	Q3 2013/14	20	94	Q4 2013/14	14	114	Q1 2014/15	14	47	Q2 2014/15	5	56	Q3 2014/15	10	60	10	<p><b>How are we performing?</b> There were significantly fewer exclusions in Q3 14/15 than in Q3 13/14 in terms of Primary Schools. In Secondary Schools the increase in exclusions is due to 3 pupils within 3 schools.</p>	↓	↑		Jackie Swanston
Quarter		CP02-P09aP (Primary)	CP02-P09bP (Secondary)																						
Q3 2013/14	20	94																							
Q4 2013/14	14	114																							
Q1 2014/15	14	47																							
Q2 2014/15	5	56																							
Q3 2014/15	10	60																							
How many secondary school pupils were excluded? (CP02-P09bP)	60	<p><b>Actions we are taking to improve/maintain performance:</b> Senior Education Officers will have follow up discussions with the 3 schools to determine what support is required.</p>	↓	↑		Jackie Swanston																			



# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
What % of primary school pupils attend school? (CP02-P11aP)	<p><b>Executive - School Attendance</b></p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>CP02-P11aP (%)</th> <th>CP02-P11bP (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>96</td> <td>93</td> </tr> <tr> <td>Q4 2013/14</td> <td>96</td> <td>92</td> </tr> <tr> <td>Q1 2014/15</td> <td>96</td> <td>93</td> </tr> <tr> <td>Q2 2014/15</td> <td>97</td> <td>95</td> </tr> <tr> <td>Q3 2014/15</td> <td>95</td> <td>92</td> </tr> </tbody> </table>	Quarter	CP02-P11aP (%)	CP02-P11bP (%)	Q3 2013/14	96	93	Q4 2013/14	96	92	Q1 2014/15	96	93	Q2 2014/15	97	95	Q3 2014/15	95	92	95%	<p><b>How are we performing:</b> There was a small decrease in attendance in Q3 14/15 from Q2 14/15 in both Primary and Secondary Schools. This will be explored further as there is no obvious reasons for the decrease and in the main most absences have been authorised.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Schools will continue to work with parents to maintain this improvement. At secondary school, ongoing improvements and changes to the curriculum will ensure that the needs of all young people are more effectively met, further encouraging attendance.</p> <p>An attendance panel is being progressed for one Secondary School pupil.</p>	↓	↓		Jackie Swanston
Quarter		CP02-P11aP (%)	CP02-P11bP (%)																						
Q3 2013/14	96	93																							
Q4 2013/14	96	92																							
Q1 2014/15	96	93																							
Q2 2014/15	97	95																							
Q3 2014/15	95	92																							
What % of secondary school pupils attend school? (CP02-P11bP)	92%	↑	↑		Jackie Swanston																				
How many schools/nurseries in the Scottish Borders were inspected?	<p><b>CP02-P21P How many schools/nurseries in the Scottish Borders were inspected?</b></p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Number Inspected</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>4</td> </tr> <tr> <td>Q4 2013/14</td> <td>1</td> </tr> <tr> <td>Q1 2014/15</td> <td>5</td> </tr> <tr> <td>Q2 2014/15</td> <td>2</td> </tr> <tr> <td>Q3 2014/15</td> <td>0</td> </tr> </tbody> </table>	Quarter	Number Inspected	Q3 2013/14	4	Q4 2013/14	1	Q1 2014/15	5	Q2 2014/15	2	Q3 2014/15	0	0	<p>There were no full school inspections in third quarter of 2014/15. However the following schools had follow-up visits:</p> <ul style="list-style-type: none"> <li>St Joseph's RC Primary School</li> <li>Tweedbank Primary School</li> </ul> <p>In both cases Education Scotland recognised significant improvements on the original inspection.</p> <p>For the individual school inspection reports please visit the <a href="#">Education Scotland</a> website.</p>	↑	↑		Kevin McCall						
Quarter	Number Inspected																								
Q3 2013/14	4																								
Q4 2013/14	1																								
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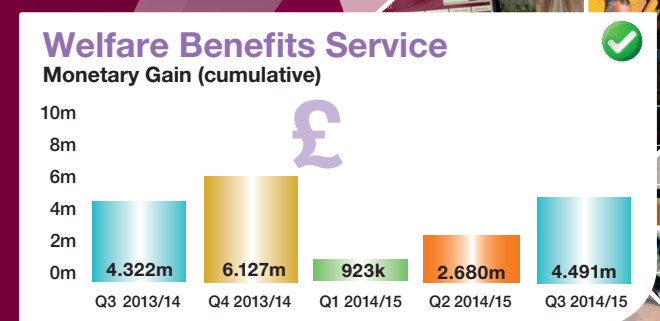
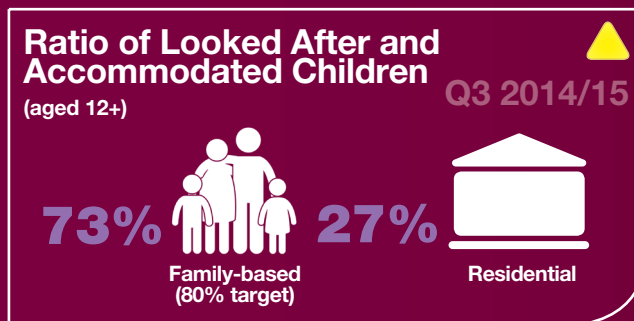
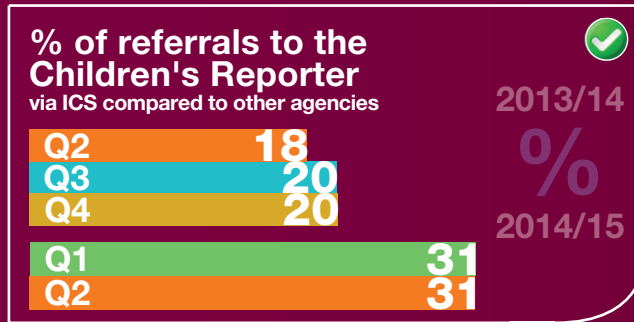
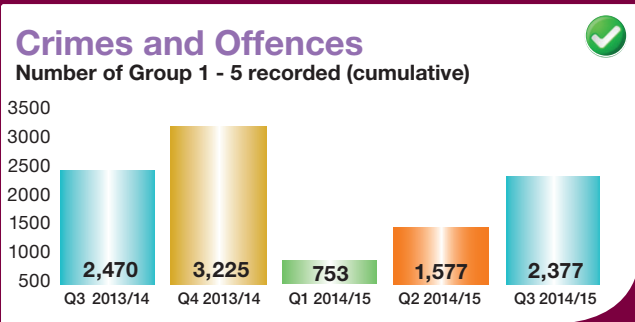
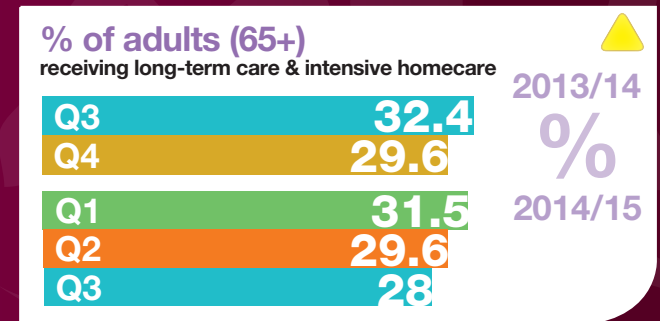
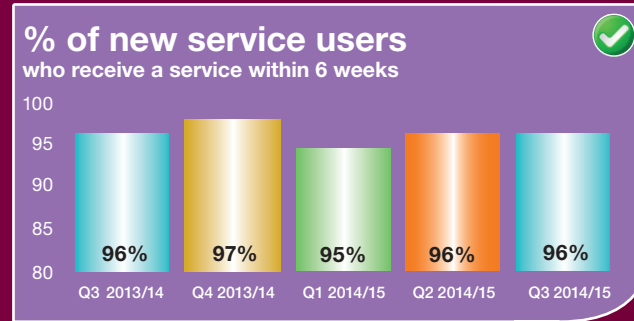
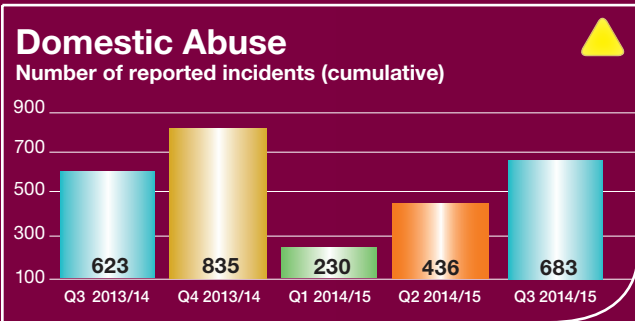
## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

**SCHOOL INSPECTIONS** The table below shows the results of schools inspected in the last twelve months:

School / Nursery	Date of Report	Improvements in Performance	Learners' Experience	Meeting Learning Needs	The Curriculum	Improvement through Self Evaluation
Langlee Primary	November 2013	Satisfactory	Good	Very Good	Good	Good
Nursery		Satisfactory	Satisfactory	Satisfactory	Good	Good
Chirnside Primary	November 2013	Good	Good	Good	Satisfactory	Satisfactory
Nursery		Good	Good	Good	Satisfactory	Satisfactory
St Joseph's RC Primary	October 2013	Unsatisfactory	Weak	Unsatisfactory	Unsatisfactory	Weak
Eddleston Primary	January 2014	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Weak
Selkirk High	March 2014	Good	Good	Good	Satisfactory	Satisfactory
Reston Primary	April 2014	Good	Good	Good	Good	Good
Nursery		Good	Good	Good	Good	Good
Wilton Primary	May 2014	Good	Good	Good	Good	Satisfactory
Nursery		Satisfactory	Satisfactory	Satisfactory	Good	Satisfactory
St Boswells Primary	June 2014	Good	Good	Good	Satisfactory	Satisfactory
West Linton Primary	August 2014	Weak	Satisfactory	Weak	Unsatisfactory	Unsatisfactory
Nursery		Satisfactory	Satisfactory	Weak	Unsatisfactory	Unsatisfactory

# PROVIDE HIGH QUALITY SUPPORT, CARE AND PROTECTION TO CHILDREN, YOUNG PEOPLE, ADULTS, FAMILIES, AND OLDER PEOPLE

## HOW ARE WE DOING?



# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 3: Provide high quality support, care and protection to children, young people, adults, families and older people

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
What % of people aged 65+ receive their care at home?	<p><b>CP03-P02P What % of people aged 65+ receive their care at home?</b></p> <table border="1"> <caption>Data for CP03-P02P</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>32.4%</td> <td>32.4%</td> </tr> <tr> <td>Q4 2013/14</td> <td>29.6%</td> <td>32.4%</td> </tr> <tr> <td>Q1 2014/15</td> <td>31.0%</td> <td>32.4%</td> </tr> <tr> <td>Q2 2014/15</td> <td>29.6%</td> <td>32.4%</td> </tr> <tr> <td>Q3 2014/15</td> <td>28.0%</td> <td>32.4%</td> </tr> </tbody> </table>	Quarter	Percentage	Target	Q3 2013/14	32.4%	32.4%	Q4 2013/14	29.6%	32.4%	Q1 2014/15	31.0%	32.4%	Q2 2014/15	29.6%	32.4%	Q3 2014/15	28.0%	32.4%	28.0%	<p><b>How are we performing:</b> This measure is showing an ongoing reduction against the original targets set, due to the reduction in packages of care to maintain independence. Higher levels of hours have also now moved to Self-Directed Support (SDS).</p> <p><b>Actions we are taking to improve/maintain performance:</b> All new clients and clients being reviewed are being offered SDS options and therefore it is anticipated that there will be a continued decrease in this measure. A measure around SDS will be introduced in the future.</p>	↓	↓	⚠	Elaine Torrance
Quarter	Percentage	Target																							
Q3 2013/14	32.4%	32.4%																							
Q4 2013/14	29.6%	32.4%																							
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What % of people contacting Social Work receive a service within 6 weeks of their assessment?	<p><b>CP03-P28P What % of people contacting Social Work receive a service within 6 weeks of their assessment?</b></p> <table border="1"> <caption>Data for CP03-P28P</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>96%</td> <td>95%</td> </tr> <tr> <td>Q4 2013/14</td> <td>97%</td> <td>95%</td> </tr> <tr> <td>Q1 2014/15</td> <td>95%</td> <td>95%</td> </tr> <tr> <td>Q2 2014/15</td> <td>96%</td> <td>95%</td> </tr> <tr> <td>Q3 2014/15</td> <td>96%</td> <td>95%</td> </tr> </tbody> </table>	Quarter	Percentage	Target	Q3 2013/14	96%	95%	Q4 2013/14	97%	95%	Q1 2014/15	95%	95%	Q2 2014/15	96%	95%	Q3 2014/15	96%	95%	96%	<p><b>How are we performing:</b> Social Work continues to exceed targets in relation to people receiving their assessment within 6 weeks* of contacting the service</p> <p><b>Actions we are taking to improve/maintain performance:</b> Since the introduction of the panel which scrutinises the allocation of services this has resulted in much tighter application of the eligibility criteria, this is working well ensuring consistency fairness across localities</p> <p>*Note: 6 weeks commences from approval by panel, when the care plans are completed and signed off</p>	▬	▬	✅	Elaine Torrance
Quarter	Percentage	Target																							
Q3 2013/14	96%	95%																							
Q4 2013/14	97%	95%																							
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
What % of children (aged 12+) are accommodated with family rather than residential placements?	<p><b>CP03-P06P What % of children (aged 12+) are accommodated with family rather than residential placements?</b></p> <table border="1"> <caption>Data for CP03-P06P</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>73%</td> <td>80%</td> </tr> <tr> <td>Q4 2013/14</td> <td>76%</td> <td>80%</td> </tr> <tr> <td>Q1 2014/15</td> <td>72%</td> <td>80%</td> </tr> <tr> <td>Q2 2014/15</td> <td>74%</td> <td>80%</td> </tr> <tr> <td>Q3 2014/15</td> <td>73%</td> <td>80%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q3 2013/14	73%	80%	Q4 2013/14	76%	80%	Q1 2014/15	72%	80%	Q2 2014/15	74%	80%	Q3 2014/15	73%	80%	73%	<p><b>How are we performing:</b> There is very little change since the previous quarter. Natural variations are expected, dependent on the needs of the children and the availability of suitably matched placements.</p> <p><b>Actions we are taking to improve/maintain performance:</b> All placements are monitored through the statutory Section 31 review, which is carried out as a Meeting Around the Child. This meeting looks holistically at all aspects of the child or young person, including how they are managing in their placement.</p> <p>The Resources team continue to develop our range of available placements, reviewing existing carers, seeking to recruit additional carers, and working with other providers.</p>				Ann Blackie
Quarter	Value (%)	Target (%)																							
Q3 2013/14	73%	80%																							
Q4 2013/14	76%	80%																							
Q1 2014/15	72%	80%																							
Q2 2014/15	74%	80%																							
Q3 2014/15	73%	80%																							
What % of referrals to the Scottish Children's Reporter Administration are made through Integrated Children's Services?	<p><b>CP03-P30P What % of referrals to the Scottish Children's Reporter Administration are made through Integrated Children's Services?</b></p> <table border="1"> <caption>Data for CP03-P30P</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>18%</td> <td>20%</td> </tr> <tr> <td>Q3 2013/14</td> <td>20%</td> <td>20%</td> </tr> <tr> <td>Q4 2013/14</td> <td>20%</td> <td>20%</td> </tr> <tr> <td>Q1 2014/15</td> <td>31%</td> <td>20%</td> </tr> <tr> <td>Q2 2014/15</td> <td>31%</td> <td>20%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q2 2013/14	18%	20%	Q3 2013/14	20%	20%	Q4 2013/14	20%	20%	Q1 2014/15	31%	20%	Q2 2014/15	31%	20%	31%	<p><b>How are we performing:</b> This indicator, which is used as a proxy indicator for joint working, has held steady for a second quarter at the improved level of performance. Note: One quarter lag in data.</p> <p><b>Actions we are taking to improve/maintain performance:</b> We will continue to clearly communicate expectations that referrals are made jointly to ensure best practice for the child. The majority of referrals which do not come through Integrated Children's Services are made directly from the Police to SCRA, reflecting immediate concerns, and this is not expected to change.</p>				Ann Blackie
Quarter	Value (%)	Target (%)																							
Q2 2013/14	18%	20%																							
Q3 2013/14	20%	20%																							
Q4 2013/14	20%	20%																							
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How many people have received advice or advocacy through Welfare Benefits Service? (cumulative)	<p>CP03-P35P How many people have received advice or advocacy through Welfare Benefits Service? (cumulative)</p> <table border="1"> <caption>CP03-P35P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>1,721</td> </tr> <tr> <td>Q4 2013/14</td> <td>2,291</td> </tr> <tr> <td>Q1 2014/15</td> <td>593</td> </tr> <tr> <td>Q2 2014/15</td> <td>1,202</td> </tr> <tr> <td>Q3 2014/15</td> <td>1,748</td> </tr> </tbody> </table>	Quarter	Value	Q3 2013/14	1,721	Q4 2013/14	2,291	Q1 2014/15	593	Q2 2014/15	1,202	Q3 2014/15	1,748	1,748	<p><b>How are we performing:</b> As anticipated there has been a drop in the numbers accessing the service in the third quarter but is in line with the office closure over the holiday period. Despite this, the trend is still high at 99% of target.</p> <p>This quarter shows the gains as slightly above target (102%) for the first time this year.</p> <p>Complementary to the Council's work, Citizens Advice Bureau has approx. 240 live benefit cases per quarter and gained £344k for customers in Q3, as well as dealing with significant debt.</p>	↓	↑	⚠	Cathie Fancy
Quarter	Value																		
Q3 2013/14	1,721																		
Q4 2013/14	2,291																		
Q1 2014/15	593																		
Q2 2014/15	1,202																		
Q3 2014/15	1,748																		
How much money was gained for customers of the Welfare Benefits Service? (cumulative)	<p>CP03-P36P How much money was gained for customers of the Welfare Benefits Service? (cumulative)</p> <table border="1"> <caption>CP03-P36P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>£4,321,579.00</td> </tr> <tr> <td>Q4 2013/14</td> <td>£6,126,664.00</td> </tr> <tr> <td>Q1 2014/15</td> <td>£923,221.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>£2,681,65.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>£4,491,333.00</td> </tr> </tbody> </table>	Quarter	Value	Q3 2013/14	£4,321,579.00	Q4 2013/14	£6,126,664.00	Q1 2014/15	£923,221.00	Q2 2014/15	£2,681,65.00	Q3 2014/15	£4,491,333.00	£4,491,333.00	<p><b>Actions we are taking to improve/maintain performance:</b> Some additional resource appears to have been put into Personal Independence Payment (PIP) assessments by Dept. for Work &amp; Pensions, which is helping to speed up the decisions on some claims. There are still however a considerable number of people waiting for assessment for more than 9 months.</p> <p>In addition workers focussed on closing cases, where possible, prior to the festive break has helped to improve the income gains.</p> <p>The Welfare Benefits Service has just developed a stakeholder survey which will be issued next month with a view to using the feedback to inform and improve service delivery and to make sure that we are delivering the service in line with customer requirements and focussing our resources effectively.</p>	↑	↑	✅	Cathie Fancy
Quarter	Value																		
Q3 2013/14	£4,321,579.00																		
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Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many incidents of domestic abuse are reported to Police Scotland? (cumulative)	<p><b>CP03-P37P How many incidents of domestic abuse are reported to Police Scotland? (cumulative)</b></p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Incidents</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>623</td> <td>623</td> </tr> <tr> <td>Q4 2013/14</td> <td>835</td> <td>835</td> </tr> <tr> <td>Q1 2014/15</td> <td>230</td> <td>230</td> </tr> <tr> <td>Q2 2014/15</td> <td>436</td> <td>436</td> </tr> <tr> <td>Q3 2014/15</td> <td>683</td> <td>683</td> </tr> </tbody> </table>	Quarter	Incidents	Target (Quarters)	Q3 2013/14	623	623	Q4 2013/14	835	835	Q1 2014/15	230	230	Q2 2014/15	436	436	Q3 2014/15	683	683	683	<p><b>How are we performing:</b> 11.2% increase on previous year has been recorded it is believed we are continuing to address the significant under reporting in Police incident rates. In accordance with accepted national research, we expect there to be in the region of 1,200 victims per year in the Scottish Borders.</p> <p><b>Actions we are taking to improve/maintain performance:</b> The Pathway Project continues to be delivered addressing the needs of high risk victims, in addition to providing longer term community support. Funding applications have been submitted to continue the project until March 2016, formal confirmation of funding is currently awaited.</p> <p>The Pathway project is currently in the process of commissioning an external evaluation, with the final report expected in October 2015.</p> <p>Multi-agency risk assessment (MARAC) has now been implemented, with co-ordination staff resource secured for a further year. MARAC meetings are now scheduled to take place every 4 weeks, and will review a maximum of 10 high risk cases. Over the period August to December 80 staff members have been trained in risk assessment with the aim of widening referrals to MARAC from partner agencies.</p> <p>The STEPS project is now in implementation phase, with staff in position from 3<sup>rd</sup> February 2015. This project is aimed at addressing the needs of hard to reach victims where an outreach service is required. Additionally, the project will work with the partners and clients to provide safe housing options relevant to the clients needs.</p>				John Scott
Quarter	Incidents	Target (Quarters)																							
Q3 2013/14	623	623																							
Q4 2013/14	835	835																							
Q1 2014/15	230	230																							
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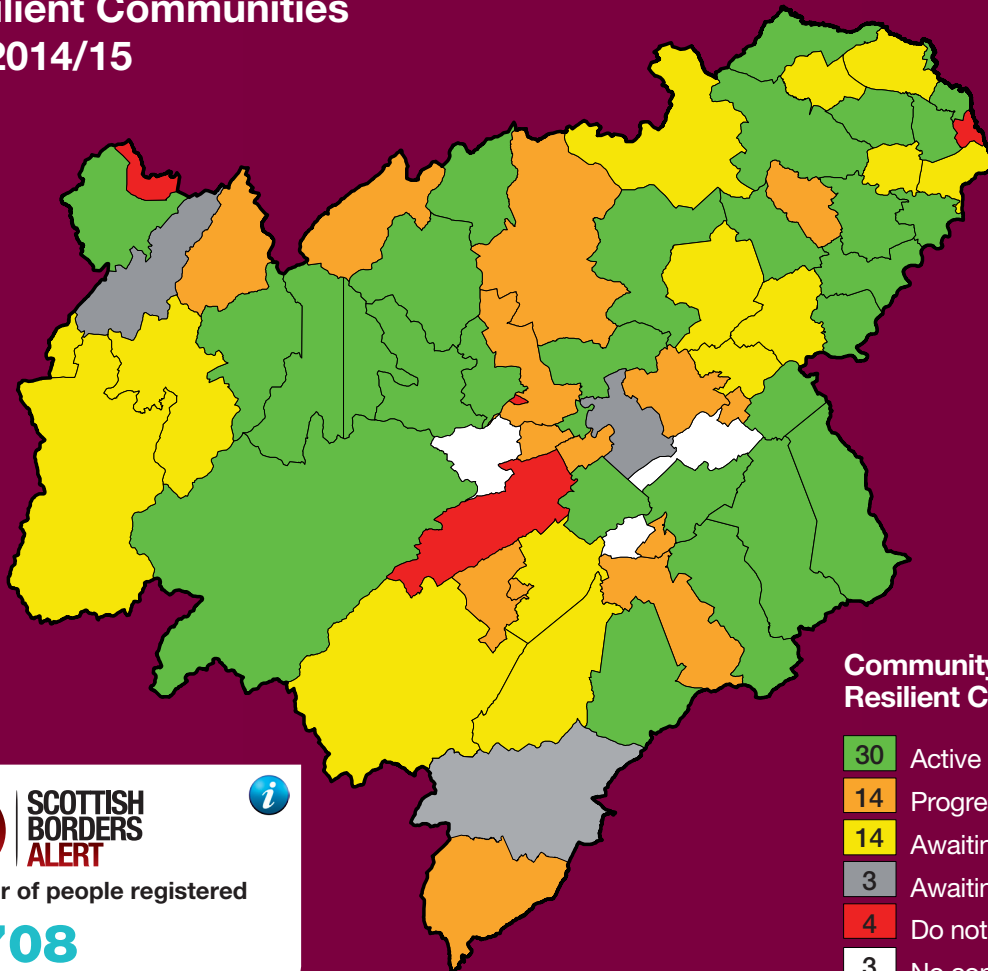
Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many crimes and offences are recorded by Police Scotland? (cumulative)	<p><b>CP03-P39P How many crimes and offences are recorded by Police Scotland? (cumulative)</b></p> <table border="1"> <caption>CP03-P39P Data</caption> <thead> <tr> <th>Quarter</th> <th>Crimes and Offences</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>2,470</td> <td>2,470</td> </tr> <tr> <td>Q4 2013/14</td> <td>3,225</td> <td>3,225</td> </tr> <tr> <td>Q1 2014/15</td> <td>800</td> <td>800</td> </tr> <tr> <td>Q2 2014/15</td> <td>1,607</td> <td>1,607</td> </tr> <tr> <td>Q3 2014/15</td> <td>2,477</td> <td>2,477</td> </tr> </tbody> </table>	Quarter	Crimes and Offences	Target (Quarters)	Q3 2013/14	2,470	2,470	Q4 2013/14	3,225	3,225	Q1 2014/15	800	800	Q2 2014/15	1,607	1,607	Q3 2014/15	2,477	2,477	2,377	<p><b>How are we performing:</b> Reported crimes to Police Scotland continues to decrease with 3.7% less group 1 to 5 crimes being recorded in comparison to the same period last year. However, over the same period the overall detection rate has dropped by 5.8% to 52%</p> <p><b>Actions we are taking to improve/maintain performance:</b> Detection rates are actively being addressed by Police Scotland at a local level.</p> <p>Our focus on addressing antisocial behaviour and licensing is having a positive impact with a decrease in the number of common assaults. Our focus on early intervention will continue.</p>	↑	↑	✅	John Scott
Quarter	Crimes and Offences	Target (Quarters)																							
Q3 2013/14	2,470	2,470																							
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How much money is seized by Police Scotland? (cumulative)	<p><b>CP03-P14P How much money is seized by Police Scotland? (cumulative)</b></p> <table border="1"> <caption>CP03-P14P Data</caption> <thead> <tr> <th>Quarter</th> <th>Money Seized (£)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>£307,229.00</td> <td>£307,229.00</td> </tr> <tr> <td>Q4 2013/14</td> <td>£354,363.00</td> <td>£354,363.00</td> </tr> <tr> <td>Q1 2014/15</td> <td>£1,253,399.00</td> <td>£1,253,399.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>£1,519,753.00</td> <td>£1,519,753.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>£1,525,415.00</td> <td>£1,525,415.00</td> </tr> </tbody> </table>	Quarter	Money Seized (£)	Target (Quarters)	Q3 2013/14	£307,229.00	£307,229.00	Q4 2013/14	£354,363.00	£354,363.00	Q1 2014/15	£1,253,399.00	£1,253,399.00	Q2 2014/15	£1,519,753.00	£1,519,753.00	Q3 2014/15	£1,525,415.00	£1,525,415.00	£1,525,415	<p><b>Observations:</b> Proceeds of crime money is distributed to local areas via the "Cashback for Communities" Scheme, focused on youth diversionary activity.</p> <p>The delivery agent for Cashback for Communities, Inspiring Scotland, has been contacted to ask about flexibility with the programme moving forward to allow us to use money to meet local need. No response received to communication, follow up letter sent. Cllr Parker has also engaged correspondence with Scottish Ministers.</p>	↑	↑	📄	John Scott
Quarter	Money Seized (£)	Target (Quarters)																							
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# BUILD THE CAPACITY AND RESILIENCE OF OUR COMMUNITIES AND VOLUNTARY SECTOR

## HOW ARE WE DOING?

### Resilient Communities Q3 2014/15



#### Community Council Resilient Communities Plans

- 30 Active
- 14 Progressing
- 14 Awaiting an update
- 3 Awaiting a presentation
- 4 Do not wish to join up
- 3 No contact

**SCOTTISH BORDERS ALERT**

Number of people registered

**1,708**

Q3 2013/14

### Community Grant Scheme Q3 2014/15

15 awards

SBC awarded £47,381

Awards enabled projects totalling £87,296

### Landfill Communities Fund Q3 2014/15

2 awards

SBC awarded £33,486

Awards enabled projects totalling £37,598

### National Lottery Funding Q3 2014/15

31 awards

£671,939

6 awards Over £10k Total £486,789

25 awards Up to £10k Total £185,150

Page 31

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 4: Build the capacity and resilience of our communities and voluntary sector

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By
How many grants did we award from the Community Grant Scheme (CGS)?	<p>CP04-P01P How many grants did we award from the Community Grant Scheme?</p>	15	<p><b>Observations:</b></p> <p>We awarded more grants in quarter 3 this year than in the same quarter last year. Community activity has remained buoyant over the Christmas period in 2014, where generally trend is to drop off in the preceding weeks over Christmas period</p> <p>The <b>value of awards made</b> in quarter 3 this year is lower than in the previous year.</p>	↑	↑		Shona Smith
What was the value of the Community Grant Scheme grants awarded? (CP04-P02aP)	<p>Exec - Community Grant Scheme: Grants / Total Project Value</p>	£47,381		↑	↑		Shona Smith
What was the total value of the projects the Community Grant Scheme money contributed to? (CP04-P02P)	<p>Exec - Community Grant Scheme: Grants / Total Project Value</p>	£87,296		↓	↓		Shona Smith

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																	
How many grants did we award from the Landfill Communities Fund?	<p>CP04-P04P How many grants did we award from the Landfill Communities Fund?</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Grants Awarded</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>5</td> </tr> <tr> <td>Q4 2013/14</td> <td>1</td> </tr> <tr> <td>Q1 2014/15</td> <td>5</td> </tr> <tr> <td>Q2 2014/15</td> <td>2</td> </tr> <tr> <td>Q3 2014/15</td> <td>2</td> </tr> </tbody> </table>	Quarter	Grants Awarded	Q3 2013/14	5	Q4 2013/14	1	Q1 2014/15	5	Q2 2014/15	2	Q3 2014/15	2	2	<p><b>Observations:</b>                      Quarterly fluctuations are as a result of the progress of individual projects. The availability of landfill funds are dependent on fluctuating landfill tonnage and taxation paid by SBC and this dictates <i>when</i> projects are submitted to SBC Executive Committee for funding decisions. However, all landfill funds must be allocated within the financial year concerned.</p> <p>Total project costs vary with landfill, with it sometimes being the final funder of a large project or the only funder of smaller projects that may have failed with other external funding.</p>				Shona Smith					
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Q1 2014/15	5																							
Q2 2014/15	2																							
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What was the value of the Landfill Communities Fund grants awarded? (CP04-P05P)	<p>Exec - Landfill Communities Fund: Grants / Total Project Value</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>CP04-P05</th> <th>CP04-P05a</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>£76,864</td> <td>£267,053</td> </tr> <tr> <td>Q4 2013/14</td> <td>£37,625</td> <td>£4,150,814</td> </tr> <tr> <td>Q1 2014/15</td> <td>£99,457</td> <td>£900,699</td> </tr> <tr> <td>Q2 2014/15</td> <td>£37,795</td> <td>£223,680</td> </tr> <tr> <td>Q3 2014/15</td> <td>£33,486</td> <td>£37,598</td> </tr> </tbody> </table>	Quarter	CP04-P05	CP04-P05a	Q3 2013/14	£76,864	£267,053	Q4 2013/14	£37,625	£4,150,814	Q1 2014/15	£99,457	£900,699	Q2 2014/15	£37,795	£223,680	Q3 2014/15	£33,486	£37,598	£33,486				Shona Smith
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How much National Lottery Funding (grants up to £10,000) was received in the Scottish Borders?	<p><b>CP04-P07aP How much National Lottery Funding (grants up to £10,000) was received in the Scottish Borders?</b></p> <table border="1"> <caption>CP04-P07aP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>£9,900</td> </tr> <tr> <td>Q4 2013/14</td> <td>£92,105</td> </tr> <tr> <td>Q1 2014/15</td> <td>£257,492</td> </tr> <tr> <td>Q2 2014/15</td> <td>£281,626</td> </tr> <tr> <td>Q3 2014/15</td> <td>£185,150</td> </tr> </tbody> </table>	Quarter	Value (£)	Q3 2013/14	£9,900	Q4 2013/14	£92,105	Q1 2014/15	£257,492	Q2 2014/15	£281,626	Q3 2014/15	£185,150	£185,150	<p><b>Observations</b>                      Quarter 3 in 2013/14 included a single large award to Burnfoot Community Futures of £1.180m. Taking this into account, this quarter shows an increase in smaller level project award totals.</p>	↓	↑		Shona Smith
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By															
How many community council areas have an <b>active</b> "Resilient Communities" plan? (CP04-P06aP) (cumulative)	<table border="1"> <caption>Exec - Community Resilience Plans - Active and Progressing</caption> <thead> <tr> <th>Quarter</th> <th>CP04-P06a</th> <th>CP04-P06b</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>22</td> <td>31</td> </tr> <tr> <td>Q1 2014/15</td> <td>24</td> <td>32</td> </tr> <tr> <td>Q2 2014/15</td> <td>25</td> <td>15</td> </tr> <tr> <td>Q2 2014/15</td> <td>30</td> <td>14</td> </tr> </tbody> </table>	Quarter	CP04-P06a	CP04-P06b	Q4 2013/14	22	31	Q1 2014/15	24	32	Q2 2014/15	25	15	Q2 2014/15	30	14	30	<p><b>How are we performing:</b> Emergency Planning have conducted an audit to ascertain the Community Councils that wish to proceed to the full implementation of a Resilient Communities Plan. Those that are 'progressing' are doing so, those who are 'awaiting an update' on their situation will either go into a holding position or move forward with a full plan.</p> <p>They have been given support and assistance to reach this point and it is generally due to the lack of volunteers that prevents them from proceeding.</p> <p>During recent snow events, 4 resilient communities plans were activated, and Etrick and Yarrow used their "call tree" to inform community of trees on road during recent high winds</p>	↑	↑		Jim Fraser
Quarter		CP04-P06a	CP04-P06b																			
Q4 2013/14	22	31																				
Q1 2014/15	24	32																				
Q2 2014/15	25	15																				
Q2 2014/15	30	14																				
How many community council areas have a <b>progressing</b> "Resilient Communities" plan? (CP04-P06bP) (cumulative)	14	<p><b>Actions we are taking to improve/maintain performance:</b></p> <p>Over the coming months SBC will do the following to proactively promote and develop this work:</p> <ul style="list-style-type: none"> <li>• use existing networks e.g. Federation of Village Halls,</li> <li>• deliver presentations at community council meetings</li> <li>• deliver Community Resilience Education in schools</li> <li>• Undertake planned exercises</li> <li>• Continue to meet and support Active Resilient Communities to develop their local plans</li> <li>• pilot projects to look at the use of mechanised equipment and gritting</li> </ul>	↓	↓		Jim Fraser																
How many community council areas are we <b>awaiting an update</b> on a "Resilient Communities" plan? (CP04-P06cP) (cumulative)	<table border="1"> <caption>Exec - Community Resilience Plans - Awaiting an update, etc.</caption> <thead> <tr> <th>Quarter</th> <th>CP04-P06cP</th> <th>CP04-P06dP</th> <th>CP04-P06eP</th> <th>CP04-P06fP</th> </tr> </thead> <tbody> <tr> <td>Q2 2014/15</td> <td>16</td> <td>3</td> <td>4</td> <td>4</td> </tr> <tr> <td>Q3 2014/15</td> <td>14</td> <td>3</td> <td>3</td> <td>4</td> </tr> </tbody> </table>		Quarter	CP04-P06cP	CP04-P06dP	CP04-P06eP	CP04-P06fP	Q2 2014/15	16	3	4	4	Q3 2014/15	14	3	3	4	14	<p><b>Actions we are taking to improve/maintain performance:</b></p> <p>Over the coming months SBC will do the following to proactively promote and develop this work:</p> <ul style="list-style-type: none"> <li>• use existing networks e.g. Federation of Village Halls,</li> <li>• deliver presentations at community council meetings</li> <li>• deliver Community Resilience Education in schools</li> <li>• Undertake planned exercises</li> <li>• Continue to meet and support Active Resilient Communities to develop their local plans</li> <li>• pilot projects to look at the use of mechanised equipment and gritting</li> </ul>	↓	↑	
Quarter		CP04-P06cP	CP04-P06dP	CP04-P06eP	CP04-P06fP																	
Q2 2014/15		16	3	4	4																	
Q3 2014/15		14	3	3	4																	
How many community council areas are <b>awaiting a presentation</b> on a "Resilient Communities" plan? (CP04-P06dP) (cumulative)	3	<p>↓</p> <p>↑</p>		Jim Fraser																		
How many community council areas have we had <b>no contact</b> with regarding a "Resilient Communities" plan? (CP04-P06eP) (cumulative)	3		↓	↑		Jim Fraser																
How many community council areas <b>do not wish to join up</b> and have a "Resilient Communities" plan? (CP04-P06fP) (cumulative)	4	↓	↑		Jim Fraser																	

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How many people have registered for SB Alert?	<p>CP04-P08P How many people have registered for SB Alert?</p> <table border="1"> <caption>SB Alert Registration Data</caption> <thead> <tr> <th>Quarter</th> <th>Registered People</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>41</td> <td>41</td> </tr> <tr> <td>Q2 2014/15</td> <td>220</td> <td>220</td> </tr> <tr> <td>Q3 2014/15</td> <td>1,708</td> <td>1,708</td> </tr> </tbody> </table>	Quarter	Registered People	Target	Q1 2014/15	41	41	Q2 2014/15	220	220	Q3 2014/15	1,708	1,708	1,708	<p><b>Observations:</b> The participation level for SB Alert continues to rise. Since its launch on the 23rd October last year, we have over 1,700 people and businesses signed up to the system to receive crime, weather, scam, and bogus caller related information via email, text or phone call.</p> <p>The messages sent out by partners involved in the system so far have achieved a high success rating from recipients and the feedback continues to identify that this is a very effective system in alerting the recipients in the Scottish Borders.</p>	↑	↑		Jim Fraser
Quarter	Registered People	Target																	
Q1 2014/15	41	41																	
Q2 2014/15	220	220																	
Q3 2014/15	1,708	1,708																	

**05**

**MAINTAIN AND IMPROVE  
OUR HIGH QUALITY ENVIRONMENT  
HOW ARE WE DOING?**

**Improving Road Safety**

Number of people killed on Scottish Borders roads

2014



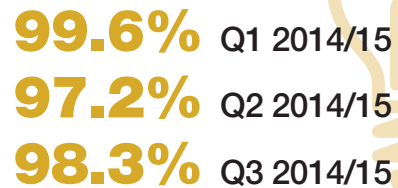
Number of people seriously injured on Scottish Borders roads

2014



**Street lighting**

% of faults repaired within 7 days



**Household Recycling Rate**



**44.7%**

Q2 2013/14

**39.3%**

Q3 2013/14

**34.7%**

Q4 2013/14

**34.5%**

Q1 2014/15

**36.9%**

Q2 2014/15



**Average Community Recycling Centre Recycling Rate**



**49.2%**

Q2 2013/14

**57.6%**

Q2 2014/15



**Household landfill tonnage & associated Landfill tax costs**



**7,778 tonnes**

**£622k**

Q2 2014/15



# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 5: Maintain and improve our high quality environment

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How many people are killed on our roads?	<p>CP03-P12P How many people are killed on our roads?</p> <table border="1"> <caption>Data for CP03-P12P: How many people are killed on our roads?</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>1</td> </tr> <tr> <td>Q1 2014/15</td> <td>0</td> </tr> <tr> <td>Q2 2014/15</td> <td>3</td> </tr> <tr> <td>Q3 2014/15</td> <td>0</td> </tr> <tr> <td>Q4 2014/15</td> <td>4</td> </tr> </tbody> </table>	Quarter	Value	Q4 2013/14	1	Q1 2014/15	0	Q2 2014/15	3	Q3 2014/15	0	Q4 2014/15	4	4	<p><b>How are we performing:</b> There was a very disappointing end to the year with a fatal accident in November and two fatal accidents in December resulting in a further 3 fatalities.</p> <p>This brought the total number of fatalities for 2014 up to 7, an increase of 3 from 2013 but below the nationally set reduction figure of 8.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Continue to liaise with Police Scotland and other partners such as fire and ambulance through Scottish Borders road safety Working Group. In addition we identify accident cluster sites, undertake analysis and bring forward improvements as appropriate from the Capital Fund for AIP, currently 50k. Larger schemes are put forward as individual PBC's.</p>	↑	↑		Colin Ovens
Quarter	Value																		
Q4 2013/14	1																		
Q1 2014/15	0																		
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How many people are seriously injured on our roads?	<p>CP03-P13P How many people are seriously injured on our roads?</p> <table border="1"> <caption>Data for CP03-P13P: How many people are seriously injured on our roads?</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>15</td> </tr> <tr> <td>Q1 2014/15</td> <td>5</td> </tr> <tr> <td>Q2 2014/15</td> <td>28</td> </tr> <tr> <td>Q3 2014/15</td> <td>16</td> </tr> <tr> <td>Q4 2014/15</td> <td>14</td> </tr> </tbody> </table>	Quarter	Value	Q4 2013/14	15	Q1 2014/15	5	Q2 2014/15	28	Q3 2014/15	16	Q4 2014/15	14	14	<p><b>How are we performing:</b> Based on unvetted police statistics there was a total of 14 serious injury casualties in the final quarter of 2014. This number may vary slightly once full validation has taken place.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Continue to liaise with Police Scotland and other partners such as fire and ambulance through Scottish Borders road safety Working Group. In addition we identify accident cluster sites, undertake analysis and bring forward improvements as appropriate from the Capital Fund for AIP, currently 50k. Larger schemes are put forward as individual PBC's.</p>	↑	↑		Colin Ovens
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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How quickly do reported faulty street lights get repaired?	<p><b>CP05-P13P How quickly do reported faulty street lights get repaired?</b></p> <table border="1"> <caption>Data for CP05-P13P</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>97.8%</td> </tr> <tr> <td>Q4 2013/14</td> <td>96.5%</td> </tr> <tr> <td>Q1 2014/15</td> <td>98.3%</td> </tr> <tr> <td>Q2 2014/15</td> <td>97.2%</td> </tr> <tr> <td>Q3 2014/15</td> <td>98.3%</td> </tr> </tbody> </table>	Quarter	Percentage	Q2 2013/14	97.8%	Q4 2013/14	96.5%	Q1 2014/15	98.3%	Q2 2014/15	97.2%	Q3 2014/15	98.3%	98.3%	<p><b>How are we performing:</b> Of the 1,144 faults that were reported from October to December, 1,125 were fixed within 7 days.</p> <p><b>Actions we are taking to improve/maintain performance:</b> We are currently implementing a street lighting energy efficiency programme that replaces existing lights with LED units which have a longer life and save energy. This will reduce the number of faults reported going forward.</p> <p>Members of the public are encouraged to report faults at <a href="http://www.scotborders.gov.uk/reportit">www.scotborders.gov.uk/reportit</a></p>	↑	↑	✔	Colin Ovens
Quarter	Percentage																		
Q2 2013/14	97.8%																		
Q4 2013/14	96.5%																		
Q1 2014/15	98.3%																		
Q2 2014/15	97.2%																		
Q3 2014/15	98.3%																		
How much of our household waste do we recycle?	<p><b>CP05-P35P How much of our household waste do we recycle?</b></p> <table border="1"> <caption>Data for CP05-P35P</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>44.65%</td> </tr> <tr> <td>Q3 2013/14</td> <td>39.27%</td> </tr> <tr> <td>Q4 2013/14</td> <td>34.68%</td> </tr> <tr> <td>Q1 2014/15</td> <td>34.52%</td> </tr> <tr> <td>Q2 2014/15</td> <td>36.86%</td> </tr> </tbody> </table>	Quarter	Percentage	Q2 2013/14	44.65%	Q3 2013/14	39.27%	Q4 2013/14	34.68%	Q1 2014/15	34.52%	Q2 2014/15	36.86%	36.86%	<p><b>How are we performing:</b> As anticipated recycling performance has reduced when comparing Q2 2013/14 (Apr - Jun) to Q2 2014/15 (Apr-Jun). This reduction is as a result of the removal of the garden waste service.</p> <p>Note: One quarter lag in data.</p> <p><b>Actions we are taking to improve/maintain performance:</b></p> <ul style="list-style-type: none"> <li>A new statutory food waste collection service is to be introduced during Summer 2015.</li> <li>A new Community Recycling Centre is to be opened in Kelso in Spring 2015.</li> <li>Various Community Recycling Centres are to be upgraded.</li> </ul>	↑	↓	🌱	Ross Sharp-Dent
Quarter	Percentage																		
Q2 2013/14	44.65%																		
Q3 2013/14	39.27%																		
Q4 2013/14	34.68%																		
Q1 2014/15	34.52%																		
Q2 2014/15	36.86%																		

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How much of our household waste goes to landfill?	<p><b>CP05-P35bP How much of our household waste goes to landfill?</b></p> <table border="1"> <caption>CP05-P35bP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>7,343</td> </tr> <tr> <td>Q3 2013/14</td> <td>7,145</td> </tr> <tr> <td>Q4 2013/14</td> <td>7,338</td> </tr> <tr> <td>Q1 2014/15</td> <td>8,152</td> </tr> <tr> <td>Q2 2014/15</td> <td>7,778</td> </tr> </tbody> </table>	Quarter	Value	Q2 2013/14	7,343	Q3 2013/14	7,145	Q4 2013/14	7,338	Q1 2014/15	8,152	Q2 2014/15	7,778	7,778	<p><b>How are we performing:</b> The amount of household waste sent to landfill has increased compared to the same quarter the previous year. This is likely to be due to a combination of waste growth and the removal of the garden waste service.</p> <p>Note: One quarter lag in data.</p> <p><b>Actions we are taking to improve/maintain performance:</b> See above.</p>	↑	↓		Ross Sharp-Dent
Quarter	Value																		
Q2 2013/14	7,343																		
Q3 2013/14	7,145																		
Q4 2013/14	7,338																		
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Q2 2014/15	7,778																		
How much does it cost to put our household waste into landfill?	<p><b>CP05-P37P How much does it cost to put our household waste into landfill?</b></p> <table border="1"> <caption>CP05-P37P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>£528,700</td> </tr> <tr> <td>Q3 2013/14</td> <td>£514,421</td> </tr> <tr> <td>Q4 2013/14</td> <td>£528,336</td> </tr> <tr> <td>Q1 2014/15</td> <td>£652,160</td> </tr> <tr> <td>Q2 2014/15</td> <td>£622,240</td> </tr> </tbody> </table>	Quarter	Value (£)	Q2 2013/14	£528,700	Q3 2013/14	£514,421	Q4 2013/14	£528,336	Q1 2014/15	£652,160	Q2 2014/15	£622,240	£622,240	<p><b>How are we performing:</b> The cost of sending household waste to landfill has increased compared to the same quarter last year. This is due to the annual increases in landfill tax (i.e. increased from £72/tonne to £80/tonne) as well as an increase in waste growth and the removal of the green waste collections.</p> <p>Note: One quarter lag in data.</p> <p><b>Actions we are taking to improve/maintain performance:</b> See above.</p>	↑	↓		Ross Sharp-Dent
Quarter	Value (£)																		
Q2 2013/14	£528,700																		
Q3 2013/14	£514,421																		
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Q1 2014/15	£652,160																		
Q2 2014/15	£622,240																		
How much of our waste do we recycle at Community Recycling Centres?	<p><b>CP05-P40P How much of our waste do we recycle at Community Recycling Centres?</b></p> <table border="1"> <caption>CP05-P40P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q2 2013/14</td> <td>49.16%</td> </tr> <tr> <td>Q3 2013/14</td> <td>47.97%</td> </tr> <tr> <td>Q4 2013/14</td> <td>46.63%</td> </tr> <tr> <td>Q1 2014/15</td> <td>54.02%</td> </tr> <tr> <td>Q2 2014/15</td> <td>57.61%</td> </tr> </tbody> </table>	Quarter	Value (%)	Q2 2013/14	49.16%	Q3 2013/14	47.97%	Q4 2013/14	46.63%	Q1 2014/15	54.02%	Q2 2014/15	57.61%	57.61%	<p><b>How are we performing:</b> The recycling performance at Community Recycling Centres has increased compared to the same quarter last year. This is due to a significant increase in green waste received compared to the same quarter last year.</p> <p>Note: One quarter lag in data.</p> <p><b>Actions we are taking to improve/maintain performance:</b></p> <ul style="list-style-type: none"> <li>Various Community Recycling Centres are scheduled to be upgraded.</li> </ul>	↑	↑		Ross Sharp-Dent
Quarter	Value (%)																		
Q2 2013/14	49.16%																		
Q3 2013/14	47.97%																		
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## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By
			<ul style="list-style-type: none"> <li>A new Community Recycling Centre is to be opened in Kelso in Spring 2015.</li> <li>Re-use project introduced at Selkirk Community Recycling Centre.</li> </ul>				

# DEVELOP OUR WORKFORCE HOW ARE WE DOING?



Modern Apprentice Service Reception / Hire Co-ordinator, Commercial Services

## Work opportunities scheme Q3 2014/15

- 0** Employability Fund Posts
- 5** Student Placement
- 6** Supported Employees within SBC
- 25** Current Apprentices employed within SBC
- 2** Advertised Apprenticeships

## Supported Employees

- 4** Cleaners
- 1** Care Assistant
- 1** Road Crossing Assistant



Modern Apprentice Electrician, Commercial Services

## Number of SBC active e-learners (cumulative)

**3,165**

Q3 2014/15



## Average % of working days lost

**4.2%** Q3 2013/14

**3.9%** Q3 2014/15

# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 6: Develop our workforce

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
What % of working days are lost due to absence?	<p>CP06-P14P What % of working days are lost due to absence?</p> <table border="1"> <caption>CP06-P14P Absence Rates</caption> <thead> <tr> <th>Quarter</th> <th>Absence Rate (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>4.2%</td> <td>4%</td> </tr> <tr> <td>Q4 2013/14</td> <td>4%</td> <td>4%</td> </tr> <tr> <td>Q1 2014/15</td> <td>3.9%</td> <td>4%</td> </tr> <tr> <td>Q2 2014/15</td> <td>3.9%</td> <td>4%</td> </tr> <tr> <td>Q3 2014/15</td> <td>3.9%</td> <td>4%</td> </tr> </tbody> </table>	Quarter	Absence Rate (%)	Target (%)	Q3 2013/14	4.2%	4%	Q4 2013/14	4%	4%	Q1 2014/15	3.9%	4%	Q2 2014/15	3.9%	4%	Q3 2014/15	3.9%	4%	3.9%	<p><b>How are we performing:</b> Staff absence rates are now below the target of 4% and the long term trend is positive, and improved since quarter 3 last year</p> <p><b>Actions we are taking to improve/maintain performance:</b> Ongoing improvements to implementation of policies and training in relation to managing attendance should result in a continued positive trend.</p>				Clair Hepburn
Quarter	Absence Rate (%)	Target (%)																							
Q3 2013/14	4.2%	4%																							
Q4 2013/14	4%	4%																							
Q1 2014/15	3.9%	4%																							
Q2 2014/15	3.9%	4%																							
Q3 2014/15	3.9%	4%																							
How many of our employees are actively using SB Learn (our e-learning tool)? (cumulative)	<p>CP06-P11P How many of our employees are actively using SB Learn (our e-learning tool)? (cumulative)</p> <table border="1"> <caption>CP06-P11P Active Users of SB Learn</caption> <thead> <tr> <th>Quarter</th> <th>Cumulative Active Users</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>874</td> <td>3,165</td> </tr> <tr> <td>Q4 2013/14</td> <td>1,181</td> <td>3,165</td> </tr> <tr> <td>Q1 2014/15</td> <td>2,220</td> <td>3,165</td> </tr> <tr> <td>Q2 2014/15</td> <td>2,745</td> <td>3,165</td> </tr> <tr> <td>Q3 2014/15</td> <td>3,165</td> <td>3,165</td> </tr> </tbody> </table>	Quarter	Cumulative Active Users	Target	Q3 2013/14	874	3,165	Q4 2013/14	1,181	3,165	Q1 2014/15	2,220	3,165	Q2 2014/15	2,745	3,165	Q3 2014/15	3,165	3,165	3,165	<p><b>How are we performing:</b> Use of SB Learn is increasing each month as mandatory modules are introduced, as projects such as Public Sector Network (PSN) require staff to undertake relevant online modules, and as managers promote its use through individual performance reviews.</p> <p><b>Actions we are taking to improve/maintain performance:</b> SBC's Training service sends emails to staff each week highlighting new and existing elearning opportunities. Paper format of mandatory online course information has been passed to some managers to trial group delivery for non-office based staff.</p>				Clair Hepburn
Quarter	Cumulative Active Users	Target																							
Q3 2013/14	874	3,165																							
Q4 2013/14	1,181	3,165																							
Q1 2014/15	2,220	3,165																							
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Q3 2014/15	3,165	3,165																							

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																									
How many posts do we have for young people that are paid for through the Skills Development Scotland "Employability Fund"? (CP06-P31P)	<p style="text-align: center;"><b>Executive - Supported Employment</b></p> <table border="1"> <caption>Executive - Supported Employment Data</caption> <thead> <tr> <th>Quarter</th> <th>CP06-P31P</th> <th>CP06-P32P</th> <th>CP06-P33P</th> <th>CP06-P37P</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>2</td> <td>1</td> <td>5</td> <td>0</td> </tr> <tr> <td>Q1 2014/15</td> <td>2</td> <td>2</td> <td>6</td> <td>14</td> </tr> <tr> <td>Q2 2014/15</td> <td>1</td> <td>2</td> <td>6</td> <td>17</td> </tr> <tr> <td>Q3 2014/15</td> <td>0</td> <td>5</td> <td>6</td> <td>25</td> </tr> </tbody> </table>	Quarter	CP06-P31P	CP06-P32P	CP06-P33P	CP06-P37P	Q4 2013/14	2	1	5	0	Q1 2014/15	2	2	6	14	Q2 2014/15	1	2	6	17	Q3 2014/15	0	5	6	25	0	<p><b>How are we performing:</b> SBC is continuing to create and support opportunities across the organisation through its Work Opportunities Scheme and significant progress continues to be made, especially around the number of apprentices employed (2 female, 23 male) and in supporting employees with particular needs. The 6 individuals currently supported are:</p> <ul style="list-style-type: none"> <li>Cleaner, Waverley Care Home</li> <li>Cleaner, Corporate Cleaning Services</li> <li>Road crossing Assistant, Eyemouth</li> <li>Care Assistant, Salt Greens Day Centre</li> <li>Cleaner, Kinglands Primary School</li> <li>Cleaner, Channelkirk Primary School</li> </ul>	↓	↓		Cathie Fancy
Quarter		CP06-P31P	CP06-P32P	CP06-P33P	CP06-P37P																											
Q4 2013/14		2	1	5	0																											
Q1 2014/15		2	2	6	14																											
Q2 2014/15	1	2	6	17																												
Q3 2014/15	0	5	6	25																												
How many student placements do we have? (CP06-P32P)	5	<ul style="list-style-type: none"> <li>Cleaner, Waverley Care Home</li> <li>Cleaner, Corporate Cleaning Services</li> <li>Road crossing Assistant, Eyemouth</li> <li>Care Assistant, Salt Greens Day Centre</li> <li>Cleaner, Kinglands Primary School</li> <li>Cleaner, Channelkirk Primary School</li> </ul>	↑	↑		Cathie Fancy																										
How many supported employees do we have? (Those who have specific support needs e.g. disability and are supported by our Employment Support Service (ESS)). (CP06-P33P)	6	<p><b>Actions we are taking to improve/maintain performance:</b> A "Work Opportunity Scheme" lunch time Q&amp;A session for staff was held on 13 November 2014.</p> <p>Work Opportunity Scheme is now to be included in manager's recruitment and selection training. A student process is being established to raise awareness of the opportunities SBC will offer in the coming year/s.</p>	→	↑		Cathie Fancy																										
How many apprentices do we employ? (CP06-P37P)	25	<p>Mentor training is being developed for mentors and managers in partnership with Workforce Planning and Development &amp; HR.</p>	↑	↑		Cathie Fancy																										

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By															
How many apprenticeships are we advertising? (CP06-P34P)	<p><b>CP06-P34P How many apprenticeships are we advertising? (CP06-P34P)</b></p> <table border="1"> <caption>Data for Trend Chart: CP06-P34P How many apprenticeships are we advertising? (CP06-P34P)</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>12</td> <td>12</td> </tr> <tr> <td>Q1 2014/15</td> <td>7</td> <td>7</td> </tr> <tr> <td>Q2 2014/15</td> <td>2</td> <td>2</td> </tr> <tr> <td>Q3 2014/15</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>■ Target (Quarters)</p>	Quarter	Value	Target	Q4 2013/14	12	12	Q1 2014/15	7	7	Q2 2014/15	2	2	Q3 2014/15	2	2	2	<p><b>How are we performing:</b> There are only 2 apprenticeships currently advertised. However, around 30 Modern Apprenticeships have been identified for the coming financial year</p> <p><b>Actions we are taking to improve/maintain performance:</b> See above</p>				Cathie Fancy
Quarter	Value	Target																				
Q4 2013/14	12	12																				
Q1 2014/15	7	7																				
Q2 2014/15	2	2																				
Q3 2014/15	2	2																				

# DEVELOP OUR ASSETS AND RESOURCES

## HOW ARE WE DOING?

### Energy Consumption (kWh) (cumulative)

#### Electricity



#### Gas



### Energy Consumption (£) (cumulative)

#### Electricity



#### Gas

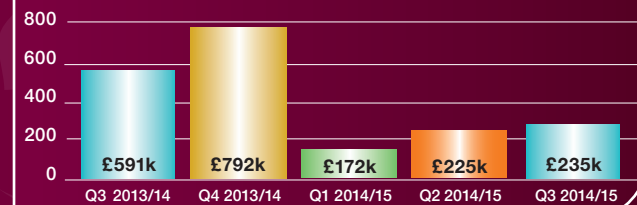


### Degree Day

Q1 + Q2 + Q3 2014/15 has been almost 12% milder than the same period in 2013/14.



### Capital Receipts Generated (cumulative)



### SBC Property Disposals

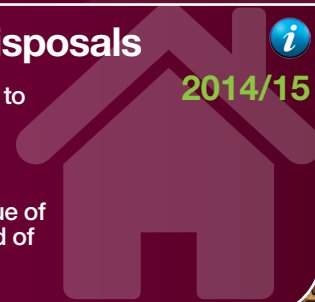
Total number of properties to be disposed of

**6**

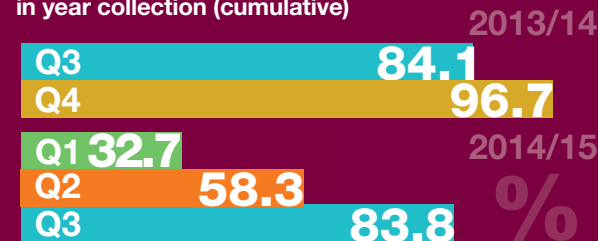
Estimated Full Market Value of all property to be disposed of

**£683,050**

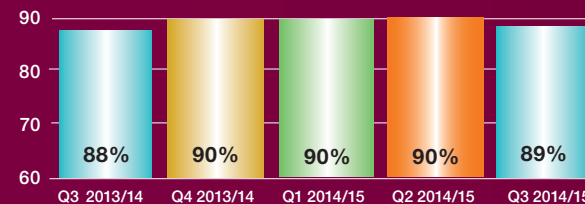
2014/15



### % Council Tax in year collection (cumulative)



### % Occupancy Rates of Industrial & Commercial units





# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 7: Develop our assets and resources

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
How much has the Council received for selling its fixed assets (e.g. buildings), shares or debt? (cumulative)	<p><b>CP07-P03P How much has the Council received for selling its fixed assets (e.g. buildings), shares or debt? (cumulative)</b></p> <table border="1"> <caption>CP07-P03P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>591,439.00</td> </tr> <tr> <td>Q4 2013/14</td> <td>791,518.00</td> </tr> <tr> <td>Q1 2014/15</td> <td>171,836.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>225,054.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>234,845.00</td> </tr> </tbody> </table>	Quarter	Value (£)	Q3 2013/14	591,439.00	Q4 2013/14	791,518.00	Q1 2014/15	171,836.00	Q2 2014/15	225,054.00	Q3 2014/15	234,845.00	£234,845.00	<p><b>How are we performing:</b> The market continues to be subdued although discussions with agents indicate that there are signs of renewed activity in some property markets. The Council has seen three offers for property withdrawn over the last month, namely the Former Caddonfoot Primary School, Coledale Depot, Kelso and Buckholm Mill, Galashiels. The reasons being given are difficulty with getting finance and personal circumstances changing.</p> <p><b>Actions we are taking to improve/maintain performance:</b> A total of 11 properties are actively being marketed and a total of 4 additional properties are under offer. A review of all land and property assets is currently under way with a view to bringing more properties to the market in the spring/summer.</p>	↑	↓		Andrew Drummond-Hunt
Quarter	Value (£)																		
Q3 2013/14	591,439.00																		
Q4 2013/14	791,518.00																		
Q1 2014/15	171,836.00																		
Q2 2014/15	225,054.00																		
Q3 2014/15	234,845.00																		
What % of industrial & commercial properties, owned by the Council, are occupied?	<p><b>CP07-P06P What % of industrial &amp; commercial properties, owned by the Council, are occupied?</b></p> <table border="1"> <caption>CP07-P06P Data</caption> <thead> <tr> <th>Quarter</th> <th>Occupancy (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>88%</td> </tr> <tr> <td>Q4 2013/14</td> <td>90%</td> </tr> <tr> <td>Q1 2014/15</td> <td>90%</td> </tr> <tr> <td>Q2 2014/15</td> <td>90%</td> </tr> <tr> <td>Q3 2014/15</td> <td>89%</td> </tr> </tbody> </table>	Quarter	Occupancy (%)	Q3 2013/14	88%	Q4 2013/14	90%	Q1 2014/15	90%	Q2 2014/15	90%	Q3 2014/15	89%	89%	<p><b>How are we performing:</b> The number of property enquiries has increased by 18% for the first three quarters of 2014/15 compared to the same time in 2013/14. However, the take-up of leases by these enquirers has slowed in the third quarter as reflected in the lower occupancy figure.</p> <p><b>Actions we are taking to improve/maintain performance:</b> An inward investment property promotion appeared in the 'Institute of Directors' Winter</p>	↓	↓		Bryan McGrath
Quarter	Occupancy (%)																		
Q3 2013/14	88%																		
Q4 2013/14	90%																		
Q1 2014/15	90%																		
Q2 2014/15	90%																		
Q3 2014/15	89%																		

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# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By														
			2014 magazine. We continue to provide information and advice on industrial and commercial premises for all business enquirers. Information includes property and land owned by the Council and the private sector, and also involves signposting to other Council services and working closely with Business Gateway.																		
How much does the Council spend on electricity? (cumulative)	<p>CP07-P17aP How much does the Council spend on electricity?</p> <table border="1"> <caption>CP07-P17aP: Council spend on electricity (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q1 2013/14</td> <td>249,625.00</td> </tr> <tr> <td>Q2 2013/14</td> <td>435,599.00</td> </tr> <tr> <td>Q3 2013/14</td> <td>743,035.00</td> </tr> <tr> <td>Q1 2014/15</td> <td>245,967.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>434,887.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>741,450.00</td> </tr> </tbody> </table>	Quarter	Value (£)	Q1 2013/14	249,625.00	Q2 2013/14	435,599.00	Q3 2013/14	743,035.00	Q1 2014/15	245,967.00	Q2 2014/15	434,887.00	Q3 2014/15	741,450.00	£741,450	<p><b>Observations:</b></p> <p><b>Electricity</b> consumption has reduced by approximately 6% for the first 3 quarters of 2014/15 although associated electricity costs have remained at a similar level.</p> <p><b>Gas</b> consumption and costs have risen by approximately 14% for the same period despite being lower in the first half of the year. This may in part be due to Quarters 2 and 3 for 2014/15 being colder than the same periods the previous year however Q3 consumption is over 30% higher than the previous year and this has been attributed to higher gas consumption at the three PPP High Schools following the switching off of the Biomass heating systems early 2014.</p>	↑	↑		Andrew Drummond-Hunt
Quarter	Value (£)																				
Q1 2013/14	249,625.00																				
Q2 2013/14	435,599.00																				
Q3 2013/14	743,035.00																				
Q1 2014/15	245,967.00																				
Q2 2014/15	434,887.00																				
Q3 2014/15	741,450.00																				
How much does the Council spend on gas? (cumulative)	<p>CP07-P18aP How much does the Council spend on gas?</p> <table border="1"> <caption>CP07-P18aP: Council spend on gas (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q1 2013/14</td> <td>78,876.00</td> </tr> <tr> <td>Q2 2013/14</td> <td>113,880.00</td> </tr> <tr> <td>Q3 2013/14</td> <td>215,750.00</td> </tr> <tr> <td>Q1 2014/15</td> <td>69,025.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>108,193.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>228,906.00</td> </tr> </tbody> </table>	Quarter	Value (£)	Q1 2013/14	78,876.00	Q2 2013/14	113,880.00	Q3 2013/14	215,750.00	Q1 2014/15	69,025.00	Q2 2014/15	108,193.00	Q3 2014/15	228,906.00	£228,906	<p>Interrogating "Degree Day" data, Q1+Q2+Q3, 2014/15 has been almost 12% milder than the same period in 2013/14. Q2 + Q3 however was approximately 10% cooler in 2014/15 than 2013/14 part explaining the relative drop in consumption reduction since Q1.</p> <p>Despite electricity consumption reducing by</p>	↓	↓		Andrew Drummond-Hunt
Quarter	Value (£)																				
Q1 2013/14	78,876.00																				
Q2 2013/14	113,880.00																				
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## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By														
How much electricity in kilowatt hours does the Council use? (cumulative)	<p><b>CP07-P17P How much electricity in kilowatt hours does the Council use?</b></p> <table border="1"> <caption>Electricity Usage Data</caption> <thead> <tr> <th>Quarter</th> <th>Usage (kWh)</th> </tr> </thead> <tbody> <tr> <td>Q1 2013/14</td> <td>2,440,800</td> </tr> <tr> <td>Q2 2013/14</td> <td>4,181,276</td> </tr> <tr> <td>Q3 2013/14</td> <td>7,203,559</td> </tr> <tr> <td>Q1 2014/15</td> <td>2,207,995</td> </tr> <tr> <td>Q2 2014/15</td> <td>3,880,543</td> </tr> <tr> <td>Q3 2014/15</td> <td>6,767,947</td> </tr> </tbody> </table>	Quarter	Usage (kWh)	Q1 2013/14	2,440,800	Q2 2013/14	4,181,276	Q3 2013/14	7,203,559	Q1 2014/15	2,207,995	Q2 2014/15	3,880,543	Q3 2014/15	6,767,947	6,767,947	<p>around 6% electricity costs have remained similar showing the difference in unit cost between the periods which reinforces the need for continual improvements in efficiency and energy reduction to mitigate future energy price rises.</p> <p>Note: these consumption figures are quarterly actuals for only the 26 SBC "Half Hourly" monitored properties, which represents over 50% of the estate as the rest of the estate is only measured once a year. However these figures can be used to determine trends.</p>	↑	↑		Andrew Drummond-Hunt
Quarter	Usage (kWh)																				
Q1 2013/14	2,440,800																				
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How much gas in kilowatt hours does the Council use? (cumulative)	<p><b>CP07-P18P How much gas in kilowatt hours does the Council use?</b></p> <table border="1"> <caption>Gas Usage Data</caption> <thead> <tr> <th>Quarter</th> <th>Usage (kWh)</th> </tr> </thead> <tbody> <tr> <td>Q1 2013/14</td> <td>2,324,181</td> </tr> <tr> <td>Q2 2013/14</td> <td>2,993,393</td> </tr> <tr> <td>Q3 2013/14</td> <td>6,173,635</td> </tr> <tr> <td>Q1 2014/15</td> <td>1,998,932</td> </tr> <tr> <td>Q2 2014/15</td> <td>2,829,506</td> </tr> <tr> <td>Q3 2014/15</td> <td>7,020,285</td> </tr> </tbody> </table>	Quarter	Usage (kWh)	Q1 2013/14	2,324,181	Q2 2013/14	2,993,393	Q3 2013/14	6,173,635	Q1 2014/15	1,998,932	Q2 2014/15	2,829,506	Q3 2014/15	7,020,285	7,020,285	Any differences seen in the utilities cost over the course of the year will be due unit cost price fluctuations and any rebates received.	↓	↓		Andrew Drummond-Hunt
Quarter	Usage (kWh)																				
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## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

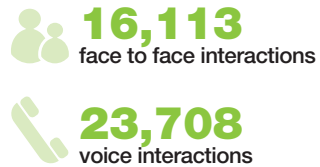
Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How much Council Tax is collected in a particular year?	<p><b>CP07-P07P How much Council Tax is collected in a particular year?</b></p> <table border="1"> <caption>CP07-P07P How much Council Tax is collected in a particular year?</caption> <thead> <tr> <th>Quarter</th> <th>Collection Percentage</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>84.13%</td> <td>84.13%</td> </tr> <tr> <td>Q4 2013/14</td> <td>96.65%</td> <td>96.65%</td> </tr> <tr> <td>Q1 2014/15</td> <td>32.71%</td> <td>32.71%</td> </tr> <tr> <td>Q2 2014/15</td> <td>58.32%</td> <td>58.32%</td> </tr> <tr> <td>Q3 2014/15</td> <td>83.81%</td> <td>83.81%</td> </tr> </tbody> </table>	Quarter	Collection Percentage	Target (Quarters)	Q3 2013/14	84.13%	84.13%	Q4 2013/14	96.65%	96.65%	Q1 2014/15	32.71%	32.71%	Q2 2014/15	58.32%	58.32%	Q3 2014/15	83.81%	83.81%	83.81%	<p><b>How are we performing:</b> Current levels of collection appear lower at this point in time, compared to 2013/14. This is due to the continuing shift of customers paying over 12 months rather than 10. Revised projections indicate the collection rate for the year will be on target.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Measures continue to be taken to encourage payment of balances due prior to 31 March 2015. The position is monitored on a monthly basis.</p>	↑	↑	✓	Jenni Craig
Quarter	Collection Percentage	Target (Quarters)																							
Q3 2013/14	84.13%	84.13%																							
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# ENSURE EXCELLENT, ADAPTABLE, COLLABORATIVE AND ACCESSIBLE PUBLIC SERVICES

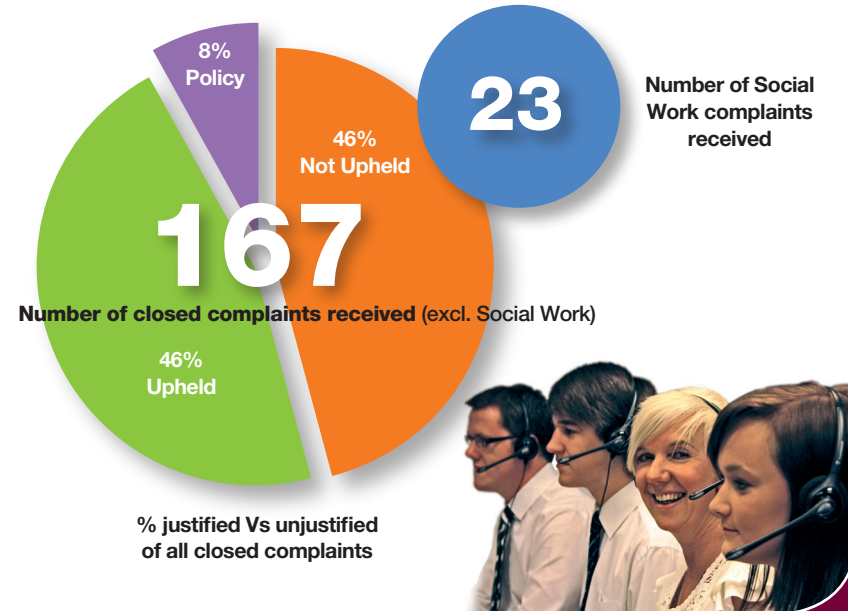
## HOW ARE WE DOING?

### Interactions Q3 2014/15

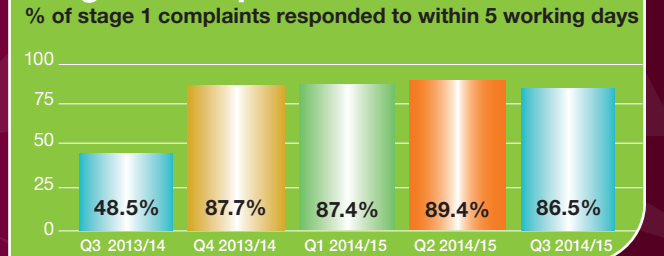
logged through our Customer Relationship Management system



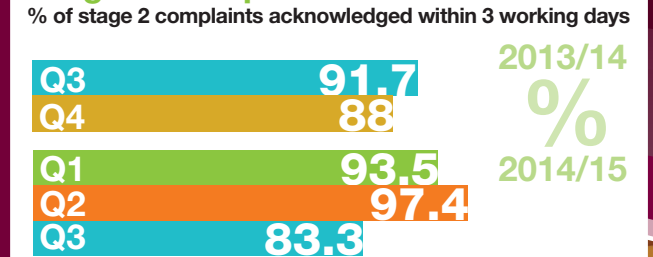
### Complaints Q3 2014/15



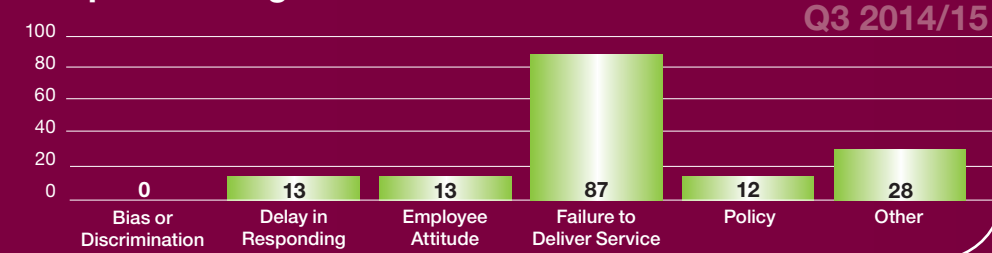
### Stage 1 Complaints



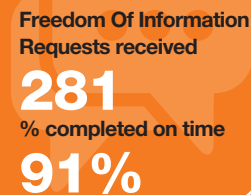
### Stage 2 Complaints



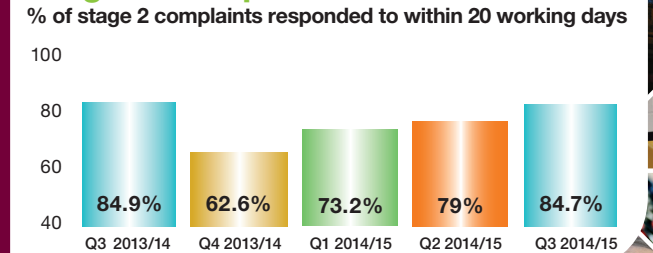
### Complaint Categories (excl. Social Work)



### FOI Q3 2014/15



### Stage 2 Complaints



# Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

## Corporate Priority 8: Ensure excellent, adaptable, collaborative and accessible public services

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																	
How many transactions (face to face and telephone) were logged as handled by Customer Services staff?	<p><b>CP08-P66P How many transactions were logged as handled by Customer Services staff?</b></p> <table border="1"> <caption>CP08-P66P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>42,176</td> </tr> <tr> <td>Q4 2013/14</td> <td>51,250</td> </tr> <tr> <td>Q1 2014/15</td> <td>49,298</td> </tr> <tr> <td>Q2 2014/15</td> <td>53,603</td> </tr> <tr> <td>Q3 2014/15</td> <td>39,821</td> </tr> </tbody> </table>	Quarter	Value	Q3 2013/14	42,176	Q4 2013/14	51,250	Q1 2014/15	49,298	Q2 2014/15	53,603	Q3 2014/15	39,821	39,821	<p><b>Observations:</b> The number of face to face and telephone interactions handled has fallen by 13,782 this quarter over Quarter 2. This is largely due to us no longer receiving calls about the referendum, the uplift of garden waste bins and the office being closed over the festive period. The number of interactions has fallen by 2,355 for the same quarter last year.</p> <p><b>Actions we are taking to improve/maintain performance:</b> Work continues to encourage channel shift through improving and expanding information availability, access channels and self-serve options and automated feedback/updates to customers.</p>				Les Grant					
Quarter	Value																							
Q3 2013/14	42,176																							
Q4 2013/14	51,250																							
Q1 2014/15	49,298																							
Q2 2014/15	53,603																							
Q3 2014/15	39,821																							
How many people were logged as coming into our Contact Centres to deal with our Customer Services staff face to face? (CP08-P63P)	<p><b>Exec - Customer Services Interactions logged on CRM</b></p> <table border="1"> <caption>Exec - Customer Services Interactions Data</caption> <thead> <tr> <th>Quarter</th> <th>CP08-P63P (Face to Face)</th> <th>CP08-P65P (Phone)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>17,496</td> <td>24,680</td> </tr> <tr> <td>Q4 2013/14</td> <td>20,285</td> <td>30,965</td> </tr> <tr> <td>Q1 2014/15</td> <td>18,434</td> <td>30,864</td> </tr> <tr> <td>Q2 2014/15</td> <td>20,004</td> <td>33,599</td> </tr> <tr> <td>Q3 2014/15</td> <td>16,113</td> <td>23,708</td> </tr> </tbody> </table>	Quarter	CP08-P63P (Face to Face)	CP08-P65P (Phone)	Q3 2013/14	17,496	24,680	Q4 2013/14	20,285	30,965	Q1 2014/15	18,434	30,864	Q2 2014/15	20,004	33,599	Q3 2014/15	16,113	23,708	16,113				Les Grant
Quarter	CP08-P63P (Face to Face)	CP08-P65P (Phone)																						
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Q1 2014/15	18,434	30,864																						
Q2 2014/15	20,004	33,599																						
Q3 2014/15	16,113	23,708																						
How many people were logged as contacting our Contact Centres by phone? (CP08-P65P)		23,708					Les Grant																	

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many requests for information, under the Freedom of Information Act, did we receive?	<p>CP08-P53P How many requests for information, under the Freedom of Information Act, did we receive?</p> <table border="1"> <caption>CP08-P53P: Requests for information received</caption> <thead> <tr> <th>Quarter</th> <th>Requests</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>194</td> <td>300</td> </tr> <tr> <td>Q4 2013/14</td> <td>298</td> <td>300</td> </tr> <tr> <td>Q1 2014/15</td> <td>243</td> <td>300</td> </tr> <tr> <td>Q2 2014/15</td> <td>273</td> <td>300</td> </tr> <tr> <td>Q3 2014/15</td> <td>281</td> <td>300</td> </tr> </tbody> </table>	Quarter	Requests	Target	Q3 2013/14	194	300	Q4 2013/14	298	300	Q1 2014/15	243	300	Q2 2014/15	273	300	Q3 2014/15	281	300	281	<p><b>Observations:</b> There was a slight increase in Freedom of Information (FOI) requests made during the third quarter of 2014/15, but significantly more than this time last year.</p>				Nuala McKinlay
Quarter	Requests	Target																							
Q3 2013/14	194	300																							
Q4 2013/14	298	300																							
Q1 2014/15	243	300																							
Q2 2014/15	273	300																							
Q3 2014/15	281	300																							
What percentage of requests for information received, under the Freedom of Information Act, did we complete on time?	<p>CP08-P54P What percentage of requests for information received, under the Freedom of Information Act, did we complete on time?</p> <table border="1"> <caption>CP08-P54P: Percentage of requests completed on time</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>89%</td> <td>100%</td> </tr> <tr> <td>Q4 2013/14</td> <td>77%</td> <td>100%</td> </tr> <tr> <td>Q1 2014/15</td> <td>27%</td> <td>100%</td> </tr> <tr> <td>Q2 2014/15</td> <td>86%</td> <td>100%</td> </tr> <tr> <td>Q3 2014/15</td> <td>91%</td> <td>100%</td> </tr> </tbody> </table>	Quarter	Percentage	Target	Q3 2013/14	89%	100%	Q4 2013/14	77%	100%	Q1 2014/15	27%	100%	Q2 2014/15	86%	100%	Q3 2014/15	91%	100%	91%	<p><b>How are we performing:</b> After a period of significant decline there was a dramatic improvement in performance from Q1 to Q3 and performance is now higher than during 2013/14.</p> <p><b>Actions we are taking to improve/maintain performance:</b> New staff appointments within the Information Management Team and new procedures continue to help us deal efficiently with FOIs and similar data requests.</p>				Nuala McKinlay
Quarter	Percentage	Target																							
Q3 2013/14	89%	100%																							
Q4 2013/14	77%	100%																							
Q1 2014/15	27%	100%																							
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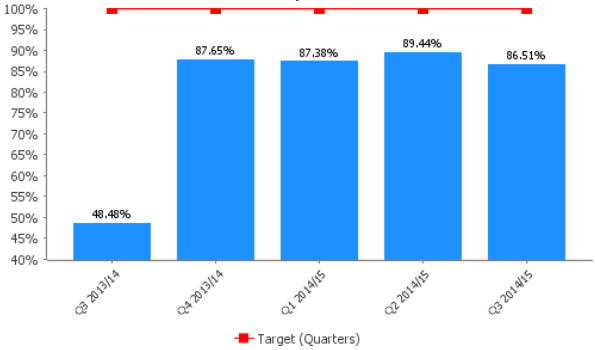

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																		
How many complaints were received by our Social Work service?	<p><b>CP08-P30P How many complaints were received by our Social Work service?</b></p> <table border="1"> <caption>Data for CP08-P30P</caption> <thead> <tr> <th>Quarter</th> <th>Complaints</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>23</td> <td>23</td> </tr> <tr> <td>Q4 2013/14</td> <td>15</td> <td>15</td> </tr> <tr> <td>Q1 2014/15</td> <td>12</td> <td>12</td> </tr> <tr> <td>Q2 2014/15</td> <td>14</td> <td>14</td> </tr> <tr> <td>Q3 2014/15</td> <td>23</td> <td>23</td> </tr> </tbody> </table>	Quarter	Complaints	Target	Q3 2013/14	23	23	Q4 2013/14	15	15	Q1 2014/15	12	12	Q2 2014/15	14	14	Q3 2014/15	23	23	23	<p><b>Observations:</b> There was a decrease in the number of Social Work complaints made during the fourth quarter of 2013/14 and the number of complaints continued to decline during the first quarter of 2014/15. However, the number of complaints received during the third quarter of 2014/15 are on par with the same time last year.</p>	↓	↓		Sylvia Mendham
Quarter	Complaints	Target																							
Q3 2013/14	23	23																							
Q4 2013/14	15	15																							
Q1 2014/15	12	12																							
Q2 2014/15	14	14																							
Q3 2014/15	23	23																							
How many complaints did we investigate to completion?	<p><b>CP08-P10P How many complaints did we investigate to completion?</b></p> <table border="1"> <caption>Data for CP08-P10P</caption> <thead> <tr> <th>Quarter</th> <th>Complaints</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>107</td> <td>107</td> </tr> <tr> <td>Q4 2013/14</td> <td>154</td> <td>154</td> </tr> <tr> <td>Q1 2014/15</td> <td>150</td> <td>150</td> </tr> <tr> <td>Q2 2014/15</td> <td>153</td> <td>153</td> </tr> <tr> <td>Q3 2014/15</td> <td>167</td> <td>167</td> </tr> </tbody> </table>	Quarter	Complaints	Target	Q3 2013/14	107	107	Q4 2013/14	154	154	Q1 2014/15	150	150	Q2 2014/15	153	153	Q3 2014/15	167	167	167	<p><b>Observations:</b> There has been an increase of 15 complaints investigated this quarter over last quarter and an increase of 60 against the same period last year.  As staff have become more aware of the new complaints handling process complaints that would once not have been logged are now being recognised as complaints and logged in line with new guidelines.</p>	↓	↓		Les Grant
Quarter	Complaints	Target																							
Q3 2013/14	107	107																							
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Q3 2014/15	167	167																							



## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By																																										
How many of the complaints investigated to completion were upheld? (CP08-P11P)	<table border="1"> <caption>Exec - Upheld/Not Upheld Complaints</caption> <thead> <tr> <th>Quarter</th> <th>CP08-P11P (%)</th> <th>CP08-P12P (%)</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>41%</td> <td>44%</td> </tr> <tr> <td>Q4 2013/14</td> <td>44%</td> <td>45%</td> </tr> <tr> <td>Q1 2014/15</td> <td>44%</td> <td>50%</td> </tr> <tr> <td>Q2 2014/15</td> <td>54%</td> <td>41%</td> </tr> <tr> <td>Q3 2014/15</td> <td>46%</td> <td>46%</td> </tr> </tbody> </table>	Quarter	CP08-P11P (%)	CP08-P12P (%)	Q3 2013/14	41%	44%	Q4 2013/14	44%	45%	Q1 2014/15	44%	50%	Q2 2014/15	54%	41%	Q3 2014/15	46%	46%	46%	<p><b>How are we performing:</b> There has been a drop in the number of 'upheld' complaints and a slight increase in those categorised as 'not upheld'.</p>	↑	↑		Les Grant																								
Quarter		CP08-P11P (%)	CP08-P12P (%)																																														
Q3 2013/14	41%	44%																																															
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Q2 2014/15	54%	41%																																															
Q3 2014/15	46%	46%																																															
How many of the complaints investigated to completion were not upheld? (CP08-P12P)	46%	<p><b>Actions we are taking to improve/maintain performance:</b> Ongoing reviews and analysis of previous quarters complaints are being used to inform and drive forward service improvements across the Council.</p>	↑	↑		Les Grant																																											
How many complaints were categorised as <b>bias &amp; discrimination</b> ?	<table border="1"> <caption>Exec - Complaint Categories</caption> <thead> <tr> <th>Quarter</th> <th>CP08-P17P</th> <th>CP08-P18P</th> <th>CP08-P19P</th> <th>CP08-P20P</th> <th>CP08-P21P</th> <th>CP08-P22P</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>0</td> <td>8</td> <td>13</td> <td>43</td> <td>23</td> <td>20</td> </tr> <tr> <td>Q4 2013/14</td> <td>3</td> <td>13</td> <td>15</td> <td>71</td> <td>34</td> <td>20</td> </tr> <tr> <td>Q1 2014/15</td> <td>2</td> <td>5</td> <td>31</td> <td>69</td> <td>28</td> <td>13</td> </tr> <tr> <td>Q2 2014/15</td> <td>4</td> <td>13</td> <td>20</td> <td>63</td> <td>39</td> <td>15</td> </tr> <tr> <td>Q3 2014/15</td> <td>0</td> <td>13</td> <td>13</td> <td>87</td> <td>28</td> <td>12</td> </tr> </tbody> </table>	Quarter	CP08-P17P	CP08-P18P	CP08-P19P	CP08-P20P	CP08-P21P	CP08-P22P	Q3 2013/14	0	8	13	43	23	20	Q4 2013/14	3	13	15	71	34	20	Q1 2014/15	2	5	31	69	28	13	Q2 2014/15	4	13	20	63	39	15	Q3 2014/15	0	13	13	87	28	12	0		↑	↑		Les Grant
Quarter		CP08-P17P	CP08-P18P	CP08-P19P	CP08-P20P	CP08-P21P	CP08-P22P																																										
Q3 2013/14		0	8	13	43	23	20																																										
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Q2 2014/15		4	13	20	63	39	15																																										
Q3 2014/15		0	13	13	87	28	12																																										
How many complaints were categorised as a <b>delay in responding</b> (by the Council)?	13	<p><b>How are we performing:</b> Whilst there are no significant trends in the categorisation of complaints 'Failure to deliver service' remains the primary reason for customer complaints to the Council.</p>	▬	↓		Les Grant																																											
How many complaints were categorised as <b>employee attitude</b> ?	13	<p><b>Actions we are taking to improve/maintain performance:</b> We continue to look at each complaint category in detail to identify specific service areas and complaint categories to enable corrective action to be taken.</p>	↑	↑		Les Grant																																											
How many complaints were categorised as our <b>failure to deliver a service</b> ?	87		↓	↓		Les Grant																																											
How many complaints were	28		↑	↑		Les Grant																																											

## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
categorised as "other"? I.e. something that cannot be categorised.																			
How many complaints were categorised as "policy"? I.e. the way the Council has taken a decision to deal with something.		12		↑	↑		Les Grant												
How many frontline complaints were responded to by us within five working days?	<p>CP08-P58P How many frontline complaints were responded to by us within five working days?</p>  <table border="1"> <caption>CP08-P58P: Frontline Complaint Response Rates</caption> <thead> <tr> <th>Quarter</th> <th>Response Rate (%)</th> </tr> </thead> <tbody> <tr> <td>Q2-2013/14</td> <td>48.48%</td> </tr> <tr> <td>Q4-2013/14</td> <td>87.65%</td> </tr> <tr> <td>Q1-2014/15</td> <td>87.38%</td> </tr> <tr> <td>Q2-2014/15</td> <td>89.44%</td> </tr> <tr> <td>Q3-2014/15</td> <td>86.51%</td> </tr> </tbody> </table>	Quarter	Response Rate (%)	Q2-2013/14	48.48%	Q4-2013/14	87.65%	Q1-2014/15	87.38%	Q2-2014/15	89.44%	Q3-2014/15	86.51%	86.51%	<p><b>How are we performing:</b> In Quarter 3 there were 141 Stage 1 complaints closed, of which 18 exceeded the five working day response target (please note this figure includes complaints where permission to extend timescales had been given).</p> <p>Only 5 of the 18 late cases sought to extend the response period (which is a requirement of the Complaint Handling Procedure for any complaint exceeding the 5 working day timescale at Stage 1).</p> <p><b>Actions we are taking to improve/maintain performance:</b> A revised monitoring procedure has recently been implemented within Customer Services with the aim of highlighting issues at an earlier point in the complaint process however it is too early to see how effective this is. Monitoring will continue to evaluate what further improvements can be made.</p>	↓	↑		Les Grant
Quarter	Response Rate (%)																		
Q2-2013/14	48.48%																		
Q4-2013/14	87.65%																		
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## Appendix 1: Council Executive – Quarterly Public Performance Report, March 2015

Short Name	Trend Chart	Current Value	Commentary	Short Term Trend	Long Term Trend	Status against Target	Managed By												
			Local authority benchmarking of the Scottish Public Services Ombudsman (SPSO) performance indications is being progressed, this will drive sharing of best practice and service improvements.																
How many complex complaints were acknowledged by us within three working days?	<p><b>CP08-P59P How many complex complaints were acknowledged by us within three working days?</b></p> <table border="1"> <caption>CP08-P59P Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>91.67%</td> </tr> <tr> <td>Q4 2013/14</td> <td>87.96%</td> </tr> <tr> <td>Q1 2014/15</td> <td>93.45%</td> </tr> <tr> <td>Q2 2014/15</td> <td>97.77%</td> </tr> <tr> <td>Q3 2014/15</td> <td>83.33%</td> </tr> </tbody> </table>	Quarter	Percentage	Q3 2013/14	91.67%	Q4 2013/14	87.96%	Q1 2014/15	93.45%	Q2 2014/15	97.77%	Q3 2014/15	83.33%	83.33%	<p><b>How are we performing:</b> In Quarter 3 there were 25 Stage 2 complaints closed.</p> <p>Of the 25 Stage 2 complaints, 22 were acknowledged within 3 working days (it is a requirement of the Complaint Handling Procedure that Stage 2 complaints are acknowledged within 3 working days).</p> <p><b>Actions we are taking to improve/maintain performance:</b> See above.</p>	↓	↓	⬮	Les Grant
Quarter	Percentage																		
Q3 2013/14	91.67%																		
Q4 2013/14	87.96%																		
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Q3 2014/15	83.33%																		
How many complex complaints were responded to by us within 20 working days?	<p><b>CP08-P60P How many complex complaints were responded to by us within 20 working days?</b></p> <table border="1"> <caption>CP08-P60P Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q3 2013/14</td> <td>84.92%</td> </tr> <tr> <td>Q4 2013/14</td> <td>62.59%</td> </tr> <tr> <td>Q1 2014/15</td> <td>73.21%</td> </tr> <tr> <td>Q2 2014/15</td> <td>78.97%</td> </tr> <tr> <td>Q3 2014/15</td> <td>84.72%</td> </tr> </tbody> </table>	Quarter	Percentage	Q3 2013/14	84.92%	Q4 2013/14	62.59%	Q1 2014/15	73.21%	Q2 2014/15	78.97%	Q3 2014/15	84.72%	84.72%	<p><b>How are we performing:</b> In Quarter 3 there were 25 Stage 2 complaint responses, of which 3 exceeded the 20 working day response target (please note this figure also includes complaints where permission to extend timescales had been given).</p> <p>Only 1 of the 3 late cases sought to extend the response period (which is a requirement of the complaint Handling Procedure, for any complaint exceeding the 20 working day timescale at Stage 2).</p> <p><b>Actions we are taking to improve/maintain performance:</b> See above.</p>	↑	↑	⬮	Les Grant
Quarter	Percentage																		
Q3 2013/14	84.92%																		
Q4 2013/14	62.59%																		
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**FINAL REVENUE VIREMENTS AND EARMARKED BALANCES  
2014/15**

**Report by CHIEF FINANCIAL OFFICER**

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**EXECUTIVE**

**10 MARCH 2015**

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**1 PURPOSE AND SUMMARY**

**1.1 To seek approval for Revenue Budget Virements.**

1.2 The monitoring of the General Fund Revenue Budget at the end of January has identified the final virements and earmarked balances for 2014/15. These include routine virements and balances for schemes and initiative which will be delayed until 2015/16.

**2 RECOMMENDATIONS**

**2.1 It is recommend that the Executive:-**

**(a) approves the virements in Appendix 1**

**(b) approves the earmarked balances in Appendix 2**

### **3 BACKGROUND**

- 3.1 At the meeting held on 24 February 2015, the Executive approved a range of Revenue Budget virements. The original projections on which these virements were based were made in late January 2014, based on actual spend to the 31<sup>st</sup> December 2014. Since then, a number of events have occurred which require further virements.

### **4 VIREMENTS REQUIRED**

- 4.1 These fall into two categories as follows:-

(a) **2014/15 – routine virements**

These supplement the virements approved by Executive during the financial year, including 24 February 2015 and are detailed in Appendix 1 and comprise virements to reflect:

- a range of projected over/under spends
- additional income received
- the need to defer grant income in order to match the income with the timing of the expenditure being incurred, and
- technical accounting adjustments.

(b) **Earmarked balances**

These supplement the earmarked balances approved by Executive on 24 February 2015. A number of further schemes/initiatives have been delayed resulting in a requirement to carry-forward current year budget for use in 2015/16 and beyond detailed in appendix 2. No previously agreed earmarked balances are projected to require reversing, either in full or part, at this point in the financial year.

### **5 IMPLICATIONS**

5.1 **Financial**

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

5.2 **Risk and Mitigations**

The major risk is that management action does not deliver the necessary measures to balance the budget and further pressures arise within Social Work. This risk is being managed through:-

- (a) monthly reports of actual expenditure and income against approved budgets being made available to budget managers from the Council's financial information system.
- (b) review of budget variances and monitoring of management actions to control expenditure by Finance, Service staff and Directors.
- (c) engagement with Departments and review of monthly management accounts by departmental management teams.

5.3 **Equalities**

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

5.4 **Acting Sustainably**

(a) There are no economic, social or environmental effects.

5.5 **Carbon Management**

(a) There are no effects on carbon emissions.

**6 CONSULTATION**

6.1 Directors and their relevant staff have been involved in and agreed the compilation of the final virements. The Corporate Management Team has agreed the proposals for addressing the projected pressures.

6.2 The Head of Corporate Governance, the Head of Audit and Risk, the HR Manager, the Clerk to the Council, the Head of Strategic Policy are being consulted and any comments will be reported to the meeting.

**Approved by David Robertson**

**Chief Financial Officer**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Paul McMenamin	Business Partner (Finance)

**Background Papers:** - Executive 24 February 2015

**Previous Minute Reference:** N/A

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

Contact us at: Paul McMenamin, Business Partner, Financial Services, Chief Executive, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Telephone – 01835 825018. Fax – 01835 825011.

e-mail – paul.mcmenamin@scotborders.gov.uk

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**Budget Virement Requirement**      **Chief Executive**      **No. of Virements**      **3**

**1 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Strategic Policy Unit	£	£	£
Budget Head	Transport Related	(5,850)	0	0
	Third Party Payments	(7,150)	0	0
<b>Total</b>		<b>(13,000)</b>	<b>0</b>	<b>0</b>

**To**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Economic Development	£	£	£
Budget Head	Third Party Payments	13,000	0	0

**Because**

Managed underspends in travel expenses (£6k) and payments to external bodies (£7k) to fund pressures in Economic Development relating to Youth Employment Scotland Scheme (YES) administration and Hawick and Jedburgh WiFi project.

**2 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Housing Strategy & Services	£	£	£
Budget Head	Third Party Payments	(25,000)	0	0

**To**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Economic Development		£	£
Budget Head	Third Party Payments	25,000	0	0

**Because**

Underspend in Private Sector Leasing (PSL) budget to be used to fund pressures within Economic Development, including Town Centre development (£25k).

**3 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Audit & Risk	£	£	£
Budget Head	Employee Costs	(14,880)	(63,306)	(63,306)
	Transport Related Expenses	0	(738)	(738)
	Supplies & Services	0	(1,580)	(1,580)
	Third Party Payments	0	26,000	47,000
<b>Total</b>		<b>(14,880)</b>	<b>(39,624)</b>	<b>(18,624)</b>

**To**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Finance		£	£
Budget Head	Employee Costs	14,880	63,306	63,306
	Transport Related Expenses	0	738	738
	Supplies & Services	0	1,580	1,580
	Third Party Payments	0	(26,000)	(47,000)
<b>Total</b>		<b>14,880</b>	<b>39,624</b>	<b>18,624</b>

**Because**

Transfer of Insurance Service budgets to Finance wef 1 January 2015 following a restructure.

**Budget Virement Requirement      People      No. of Virements    5**

**1 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Central Schools	£	£	£
Budget Head	Employee Costs	(23,367)	0	0
Service	Community Learning & Development	£	£	£
Budget Head	Supplies & Services	(10,000)	0	0
Service	Performance & Improvement	£	£	£
Budget Head	Employee Costs	(70,000)	0	0
Service	Strategic Support	£	£	£
Budget Head	Supplies & Services	(12,000)	0	0
<b>Total</b>		<b>(115,367)</b>	<b>0</b>	<b>0</b>

**To**

Department	People	2014/15	2015/16	2016/17
Service	Primary Schools	£	£	£
Budget Head	Employee Costs	33,367	0	0
Service	Integrated Children's Services	£	£	£
Budget Head	Third Party Payments	82,000	0	0
<b>Total</b>		<b>115,367</b>	<b>0</b>	<b>0</b>

**Because**

To transfer available savings identified through budget monitoring in various areas within Children and Young People's Services in line with current plans to cover further pressures in Out of Authority placements in Integrated Children's Services (ICS).

**2 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Central Schools	£	£	£
Budget Head	Transport Related Expenses	(37,500)	0	0

**To**

Department	People	2014/15	2015/16	2016/17
Service	Transportation	£	£	£
Budget Head	Transport Related Expenses	37,500	0	0

**Because**

To transfer budget from Curriculum for Excellence to Transport in line with actual spend relating to Senior Phase courses.

**3 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Secondary Schools	£	£	£
Budget Head	Supplies & Services	(3,492)	0	0

**To**

Department	Other	2014/15	2015/16	2016/17
Service	Loan Charges - Capital Financing Costs	£	£	£
Budget Head	Capital Financed from Current Revenue	3,492	0	0

**Because**

To transfer revenue budget from Secondary Schools to Capital in relation to the purchase of a digital photocopier at Berwickshire High School .

**4 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Strategic Support	£	£	£
Budget Head	Supplies & Services	(5,000)	0	0

**To**

Department	Other	2014/15	2015/16	2016/17
Service	Loan Charges - Capital Financing Costs	£	£	£
Budget Head	Capital Financed from Current Revenue	5,000	0	0

**Because**

To transfer Revenue budget from Strategic Services to Capital in relation to the purchase of an Apple Macbook for Children & Young People's Planning Partnership (CYPPP).

**5 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Primary Schools	£	£	£
Budget Head	Supplies & Services	(5,276)	0	0

**To**

Department	Other	2014/15	2015/16	2016/17
Service	Loan Charges - Capital Financing Costs	£	£	£
Budget Head	Capital Financed from Current Revenue	5,276	0	0

**Because**

To transfer revenue budget from Primary Schools to Capital in relation to the procurement of additional IT equipment.

**Budget Virement Requirement      Place      No. of Virements    1**

**1 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Legal	£	£	£
Budget Head	Employee Costs	(12,000)	0	0
Budget Head	Income	(5,000)	0	0

Service	Regulatory Services	£	£	£
Budget Head	Supplies and Services	(13,000)	0	0
Budget Head	Third Party Payments	(19,000)	0	0
Budget Head	Income	(8,000)	0	0

Service	Business Support	£	£	£
Budget Head	Employee Costs	(9,000)	0	0

Service	Customer Services	£	£	£
Budget Head	Hired & Contracted Services	(5,000)	0	0
Budget Head	Income	(14,000)	0	0

Service	Waste	£	£	£
Budget Head	Property	(16,000)	0	0
Budget Head	Transport	(4,000)	0	0
Budget Head	Supplies & Services	(20,000)	0	0

<b>Total</b>		<b>(125,000)</b>	<b>0</b>	<b>0</b>
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**To**

Department	Place	2014/15	2015/16	2016/17
Service	Fleet	£	£	£
Budget Head	Income	25,000	0	0

Service	Passenger Transport	£	£	£
Budget Head	Employee Costs	3,000	0	0
Budget Head	Income	15,000	0	0

Service	Planning	£	£	£
Budget Head	Income	36,000	0	0

Service	Neighbourhoods Environmental	£	£	£
Budget Head	Employee Costs	6,415	0	0
Budget Head	Hired & Contracted Services	39,585	0	0

<b>Total</b>		<b>125,000</b>	<b>0</b>	<b>0</b>
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**Because**

To transfer available budget identified through the budget monitoring process to cover pressure areas identified within Fleet Management, Passenger Transport, Planning and Neighbourhoods Environmental Services.
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**Budget Virement Requirement      Other      No. of Virements    2**

**1 Virement is required from**

Department	Other	2014/15	2015/16	2016/17
Service	Scottish Welfare Fund	£	£	£
Budget Head	Transfer Payments	(30,000)	0	0

**To**

Department	Other	2014/15	2015/16	2016/17
Service	Housing Benefits	£	£	£
Budget Head	Income	30,000	0	0

**Because**

Transfer of surplus Scottish Welfare Fund budget to offset pressure in Housing Benefit subsidy as a consequence of real time information updates, less overpayments made.

**2 Virement is required from**

Department	Other	2014/15	2015/16	2016/17
Service	Discretionary Housing Payments	£	£	£
Budget Head	Supplies & Services	(10,000)	0	0

**To**

Department	People	2014/15	2015/16	2016/17
Service	Central Schools	£	£	£
Budget Head	Transfer Payments	10,000	0	0

**Because**

Transfer of budget from Discretionary Housing Payments budget to cover the shortfall in Education Clothing and Footwear grants in 2014/15.

**Budget Virement Requirement      Financed by      No. of Virements    1**

**1 Virement is required from**

Department	Financed by	2014/15	2015/16	2016/17
Service	Council Tax	£	£	£
Budget Head	Income	(54,029)	0	0

**To**

Department	Other	2014/15	2015/16	2016/17
Service	Housing Benefits	£	£	£
Budget Head	Income	46,000	0	0

Department	Chief Executives	2014/15	2015/16	2016/17
Service	Financial Services	£	£	£
Budget Head	Employee Costs	8,029	0	0

Total		54,029	0	0
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**Because**

Transfer of Council Tax surplus to cover projected overspend in Housing Benefit subsidy due to Real Time information updates. Transfer of budget to cover salary costs for temporary Credit Control Officer.
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**Budget Virement Requirement**

**Chief Executive**

**No. of Virements 7**

**1 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Chief Executive	£	£	£
Budget Head	Supplies & Services	(8,000)	8,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	8,000	(8,000)	0

**Because**

To earmark balance of hospitality budget to fund opening of new railway in September 2015 (£8k).

**2 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Economic Development	£	£	£
Budget Head	Supplies & Services	(20,341)	20,341	0
	Third Party Payments	(150,543)	150,543	0
<b>Total</b>		<b>(170,884)</b>	<b>170,884</b>	<b>0</b>

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	170,884	(170,884)	0

**Because**

To earmark budget in to 2015/16 to fund i) Town Centres (£72.5k); ii) management of Youth Employment Scotland Scheme (YES) through Barnardos until September 2015 (£5,303); iii) railway prospectus (£18.5k); iv) Jedburgh & Hawick WiFi (£7k); and v) mountain biking feasibility study (£10k). Match funding with Scottish Government and EU for EU Fisheries project (£20,341) and South of Scotland Business Competitiveness Project (£37,240) respectively, both continuing in to 2015/16.

**3 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Housing Strategy & Services	£	£	£
Budget Head	Third Party Payments	(40,000)	40,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	40,000	(40,000)	0

**Because**

To earmark balance in Private Sector Leasing (PSL) budget to fund consultant for Local Housing Strategy and essential repairs to homeless properties in 2015/16 (£40k).

**4 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	HRSS	£	£	£
Budget Head	Employee Costs	(10,000)	10,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	10,000	(10,000)	0

**Because**

To earmark additional staff turnover savings to fund improved sickness reporting following delay in implementing sickness absence recording within ResourceLink due to other corporate priorities (£10k).

**5 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Information Technology	£	£	£
Budget Head	Supplies & Services	(196,000)	196,000	0

Department	Other	2014/15	2015/16	2016/17
Service	Broadband	£	£	£
Budget Head	Third Party Payments	(144,000)	144,000	0

<b>Total</b>		<b>(340,000)</b>	<b>340,000</b>	<b>0</b>
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**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	340,000	(340,000)	0

**Because**

To earmark balance for rollout of broadband network and ICT infrastructure across the Scottish Borders, scheduled for completion in 2015/16.

**6 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Finance	£	£	£
Budget Head	Employee Costs	(4,500)	4,500	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	4,500	(4,500)	0

**Because**

To earmark budget into 2015/16 for SQL training to improve reporting functionality which has been delayed due to the supplier being unavailable to deliver training until May 2015.



**7 Virement is required from**

Department	Chief Executive	2014/15	2015/16	2016/17
Service	Finance	£	£	£
Budget Head	Third Party Payments	(20,000)	20,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	20,000	(20,000)	0

**Because**

To earmark budget for ICON and Q&A upgrades which will now take place in 2015/16 following Windows 7 rollout.
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**Budget Virement Requirement      People      No. of Virements    1**

**1 Virement is required from**

Department	People	2014/15	2015/16	2016/17
Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	(46,316)	0	0
	Supplies and Services	(27,260)	0	0
<b>Total</b>		<b>(73,576)</b>	<b>0</b>	<b>0</b>

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	73,576	0	0

**Because**

To earmark the projected Secondary DSM carry forward including staffing, cash and externally funded projects from 2014/15 into 2015/15. This virement will bring the total Secondary projected carry forward to £539k, this includes £254k which has been externally funded.

**Budget Virement Requirement                      Place    No. of Virements    8**

**1 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Budget Head	Assessors & Electoral Registration	£	£	£
Service	Third Party Payments	(42,500)	42,500	0
Budget Head	Supplies & Services	(7,500)	7,500	0
<b>Total</b>		<b>(50,000)</b>	<b>50,000</b>	<b>0</b>

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	50,000	(50,000)	0

**Because**

To earmark budget from 2014/15 to 2015/16 to fund the ongoing transition to Individual Electoral Registration

**2 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Planning	£	£	£
Budget Head	Third Party Payments	(13,000)	13,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	13,000	(13,000)	0

**Because**

To earmark budget from 2014/15 to 2015/16 for the independent examination of the Local Development Plan which will continue though into 2015/16.

**3 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Planning	£	£	£
Budget Head	Third Party Payments	(30,000)	30,000	0

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	30,000	(30,000)	0

**Because**

To earmark budget from 2014/15 to 2015/16 for the legal fees associated with the East Neuk Wind Farm planning appeal, which is not now expected to be heard until 2015/16.

**4 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Built & Natural Heritage	£	£	£
Budget Head	Third Party Payments	(5,486)	5,486	

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	5,486	(5,486)	0

**Because**

To earmark Geographical Information System Aerial budget into 2015/16 due to a continued delay in the project work, this is a project undertaken in partnership with Tweed Forum.

**5 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Neighbourhoods Waste	£	£	£
Budget Head	Supplies & Services	(15,000)	15,000	

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	15,000	(15,000)	0

**Because**

To earmark balance for required Weighbridge software update, which will not now be completed until early 2015/16.

**6 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Neighbourhoods Environmental Services	£	£	£
Budget Head	Supplies & Services	(20,000)	20,000	

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	20,000	(20,000)	0

**Because**

To earmark balance for registry searches required which will not now take place until early 2015/16.

**7 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Projects	£	£	£
Budget Head	Third Party Payments	(50,000)	50,000	

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	50,000	(50,000)	0

**Because**

To earmark budget for Feasibility Studies which are continuing beyond year end.

**8 Virement is required from**

Department	Place	2014/15	2015/16	2016/17
Service	Neighbourhoods Roads	£	£	£
Budget Head	Supplies & Services	(25,000)	25,000	

**To**

Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	25,000	(25,000)	0

**Because**

To earmark budget for the transfer in ownership of 'D' class Bushelhills Road from public to private ownership and responsibility. The legal agreement is not now due for completion and signing until early 2015/16.
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**UK LANDFILL COMMUNITIES FUND**

**Report by Service Director Strategy and Policy**

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**EXECUTIVE COMMITTEE**

**10 March 2015**

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**1 PURPOSE AND SUMMARY**

1.1 **This report recommends three projects for approval from the Landfill Communities Fund (UK LCF) for the funding period to December 2014 and that any balance of the UK LCF remaining at 31 March 2015 is allocated to BCCF Environmental, to be held for future approval to Borders projects in 2015/16.**

1.2 The report also informs Members of the new Scottish Landfill Communities Fund (SLCF) and the outcome of a deferred application from Executive of October 2014.

1.3 The following projects are recommended for approval:

	<b>Applicant</b>	<b>Project</b>	<b>Award request (incl. fees)</b>
1	BCCF Environmental	Liddesdale Heritage Association – Carbon Reduction Project	£9,675
2	BCCF Environmental	Smith Memorial Hall – Centenary Refurbishment Project	£14,195
3	BCCF Environmental	Earlston Community Development Trust – Construction of Adventure Play Park	£27,252

1.4 The confirmed UK LCF balance to 31 December 2014 is £96,551.89 and the projects recommended for approval total £51,122. A balance of £45,429.81 remains to 31 December 2014.

**2 RECOMMENDATIONS**

2.1 **I recommend that the Executive Committee:**

- (a) approves a grant of £9,675 to BCCF Environmental (Liddesdale Heritage Association – Carbon Reduction Project);**
- (b) approves a grant of £14,195 to BCCF Environmental (Smith Memorial Hall – Centenary Refurbishment Project);**
- (c) approves a grant of £27,252 to BCCF Environmental (Earlston Community Development Trust – Construction of Adventure Play Park);**

- (d) approves the allocation of any unspent balance at 31 March 2015 to BCCF Environmental, to be held for future approval to Borders projects;**
- (e) notes the change from the UK LCF to the SLCF from April 2015; and**
- (f) notes the outcome of the deferred application from the Executive of October 2014.**



### **3 BACKGROUND AND THE NEW SCOTTISH LANDFILL COMMUNITIES FUND**

- 3.1 Tax on landfill waste was introduced in 1996 as a means to reduce the amount of landfill waste and to promote a shift to more environmentally sustainable methods of waste management. The tax credit scheme enables operators of landfill sites (the Council) to contribute money to enrolled Environmental Bodies (such as BCCF Environmental) to carry out projects that meet the environmental objects contained in the Landfill Tax Regulations.
- 3.2 The UK Government saw the UK LCF as a way for Landfill Operators and Environmental Bodies to work in partnership to create significant environmental benefits and jobs, to promote sustainable waste management and/or to undertake projects which improve the lives of communities living near landfill sites.
- 3.3 Landfill Operators can contribute up to 5.1% of their landfill tax liability to Environmental Bodies and reclaim 90% of this contribution as a tax credit. The Council contributes the remaining 10% contribution from identified budgets within the Place Directorate - Neighbourhood Services. The UK LCF budget is notified quarterly based on waste tonnage returns submitted by Place Directorate - Neighbourhood Services to the Chief Executive's Department – Financial Services. The returns and budget figures within this report include the Council's 10% contribution.
- 3.4 As a condition of the UK LCF, enrolled Environmental Bodies submitting applications must firstly obtain the approval of ENTRUST for the works associated with individual projects. This is to ensure compliance with all the conditions of the National Scheme and to confirm eligibility of the projects being recommended for funding. (ENTRUST is the Regulatory Body of the UK Landfill Tax Credit Scheme).
- 3.5 Members should note that the Revenue Scotland and Tax Powers Act 2014 was given Royal Assent in September 2014. This, together with the Landfill (Scotland) Act 2014, gives Scotland the framework to collect and manage Scottish Landfill Tax (SLFT) and to operate a Scottish Landfill Communities Fund (SLCF) scheme.
- 3.6 The SLCF will continue to allow landfill operators to contribute a capped proportion of their tax liability to be used for environmental and community projects. This rate is expected to be 10% higher than the UK LCF rate at introduction (UK LCF rate currently 5.1%). The SLCF will be regulated by SEPA (rather than ENTRUST).
- 3.7 There will be a two year transitions period from 1 April 2015 to 31 March 2017 during which time unspent funds held by environmental bodies on 31 March 2015 can be spent on projects located throughout the UK, including Scotland. This protects the balance referenced at Para 2.1(d), where the balance is recommended to be allocated to BCCF Environmental, to be held for future approval to Borders projects early in 2015/16.

### **4 UK LCF APPLICATIONS**

- 4.1 Three ENTRUST approved projects are awaiting a decision on their UK LCF applications and a budget of £96,552.89 is confirmed.

#### 4.2 **Project 1**

**Applicant:** BCCF Environmental  
**Project:** Liddesdale Heritage Association – Carbon Reduction Project  
**ENTRUST No:** 711138.082  
**Project Costs:** £10,350  
**LCF Request:** £9,675

- (a) Liddesdale Heritage Centre & Museum is situated in the small rural village of Newcastleton and is owned and run by a community-led charitable association. The building is a converted church dating from 1804 and is not listed. In addition to the heritage centre and museum, the building also accommodates the SBC Registrar for births, deaths and marriages. The building and has been undergoing phased development in recent years. Developments undertaken include a new heating system, double glazing, redecoration both internally and externally, replacement of WC and washbasin (currently being undertaken), new cabinets, a series of themed rooms, reception desk, office space for the Scottish Borders Council Registrar, installation of computer and telephone facilities and improved gardens.
- (b) The project will install solar panels on the south facing roof of the building along with electronic controls to maximise power generated. The project will reduce heating costs, keeping the building warm for users and volunteers and improve environmental conditions for the storage collections and artefacts.
- (c) The total project cost is £10,350. £675 is being contributed by Liddesdale Heritage Association. £9,000 is requested from the UK LCF plus ENTRUST/BCCF Environmental fees of £675 following an unsuccessful approach to the Heritage Lottery Fund. The project contributes to Corporate Priorities 4, 5 and 7.

#### 4.3 **Project 2**

**Applicant:** BCCF Environmental  
**Project:** Smith Memorial Hall – Centenary Refurbishment Project  
**ENTRUST No:** 711138.083  
**Project Costs:** £35,247  
**LCF Request:** £14,195

- (a) The Smith Memorial Hall was gifted to the village of Darnick in 1914 by an Australian benefactor in the timber trade and is run by a Village Committee. The building is of fine stone with a timber interior.
- (b) The Village Hall now requires some refurbishment to bring it up to modern standards, improve the internal environment for its users and reduce its running costs and environmental impact. The project will improve insulation in the roof space, fit secondary double glazing, undertake draught proofing, ground work, wall pointing and redecoration.
- (c) The total project cost is £35,247 and the centenary year provided the opportunity to raise funding in Australia if matched by local sources. The Village Hall Committee has securing funding from the Central Borders Federation of Village Halls (£3,000), Helen MacPherson Smith Trust Australia (£6,500), Awards for All (£9,952) and has raised a further £1,600 in local fundraising. £13,205 is

requested from the UK LCF plus £990 ENTRUST/BCCF Environmental fees as the final part of the funding package. The project contributes to Corporate Priorities 4, 5 and 7.

#### 4.4 **Project 3**

**Applicant:** BCCF Environmental  
**Project:** Earlston Community Development Trust (ECDT) –  
Adventure Play Park

**ENTRUST No:** 711138.075

**Project Costs:** £307,005

**LCF Request:** £27,452

- (a) ECDT is a local community development trust and a charity registered in Scotland. It has delivered a range of local community projects including the Orchard Town Project and various community days.
- (b) The project will develop an area of amenity land at the Cauldie in the village of Earlston and will provide an adventure play park for children up to age 18 and for all sectors of the community. The area of land is owned by the Council who agreed to lease part of the land to ECDT at Executive in June 2013. The project will create the adventure play park using timber materials in keeping with its natural setting. The project includes sensory paths, play areas for differing age groups, specialist multi-ability equipment, outdoor classroom/shelter, seating, picnic areas, stepping stones, fencing and planting.
- (c) Total project cost is £307,005. ECDT has been successful in securing funding from the Big Lottery Fund (£250,000) and local in-kind contributions (£17,600). £13,869 is awaited from Trusts and Foundations. £25,536 is requested from the UK LCF plus £1,916 ENTRUST/BCCF Environmental fees. The project contributes to Corporate Priorities 4, 5 and 7.

## 5 **END OF YEAR BALANCE**

- 5.1 £96,551.89 is the available budget to 31 December 2014. If the recommendations of this report are approved this will reduce to £45,429.8. In addition, it is estimated that approximately £35,000 will accrue between January to March 2015 leaving an approximate balance of £80,000 at 31 March 2015.
- 5.2 SBC is not permitted to carry forward any unallocated balance of landfill funds from one accounting period (year end) to another. In line with ENTRUST regulations and to safeguard the final end of year balance for future allocation by SBC to Borders projects in 2015/16, it is recommended that any unallocated balance at 31 March 2015 is allocated to BCCF Environmental to be held for future approval to Borders projects early in 2015/16. This approach to the end of year balance was previously agreed by Executive on 30 March 2010.
- 5.3 Members should note that, although a balance remains at 31 March 2015, four applications requesting approximately £84,000 are currently at the development stage. A further report is expected early in 2015/16.
- 5.4 BCCF Environmental will hold the balance and projects will be approved by Executive in the normal way, irrespective of which registered environmental body makes the application.

## **6 DEFERRED APPLICATION**

- 6.1 At Executive in October 2014, an application was recommended for approval to BCCF Environmental - Our Lady & St Andrews Catholic Church. The application was to undertake window restoration to reinstate original leaded glass in line with the original architectural structure of the building. The total project cost was £36,170 and the grant request was for £15,050. A decision was deferred until further detail and alternative solutions were explored.
- 6.2 Following various conversations with the Church and the Council's Conservation Officer, a cheaper solution has been identified the cost of which can be met by the Church's existing funds. The application has now been withdrawn.

## **7 IMPLICATIONS**

### **7.1 Financial**

- (a) A budget of £96,551.89 is identified and available.
- (b) Approval of the recommendations in this report total £51,122 and a balance of £45,429.81 will remain to December 2014.
- (c) It is estimated that by 31 March 2015 a balance of approximately £80,000 will remain. Para 5.2 recommends its allocation to BCCF Environmental for future allocation to Borders projects early in 2015/16.

### **7.2 Risk and Mitigations**

- (a) There is a risk that if Executive does not approve the project recommendations, the projects may be delayed or may not be able to proceed and the benefits in their communities will not be realised. This is mitigated through ensuring all three projects are ENTRUST approved, all have sound project planning and the majority of match funding in place. All have been assessed and recommended for funding by the UK LCF Working Group.
- (b) There is risk that if Executive does not approve the recommendation to allocate the end of year balance to BCCF Environmental, these unallocated funds will revert to the UK Treasury. This is mitigated by the Executive of March 2010 having approved the approach to the end of year balance.

### **7.3 Equalities**

There are no apparent equality impacts on the Council. The UK LCF is operated by Customs and Excise and regulated by ENTRUST. The applicant, BCCF Environmental, is responsible for ensuring that funded projects are fully compliant with Landfill Tax Regulations, including equality of access. SBC holds BCCF Environmental Equal Opportunities Policy.

### **7.4 Acting Sustainably**

- (a) All three projects impact positively on the built heritage or local environment.
- (b) Project 1 will install solar panels, reducing the dependence on traditional heating and reducing the carbon emissions and energy costs. The electronic control system will ensure the maximum amount of PV generation is used within the building.

- (c) Project 2 is targeted on the sustainability of the building overall and retaining its use as community space. The works will also contribute to reducing energy consumption and energy costs.
- (d) Project 3 is designed to be sensitive to the existing natural surroundings. It will incorporate natural materials such as timber and bark . Native plants, bushes and fruit trees will increase biodiversity, help protect the environment and further enhance the area.

**7.5 Carbon Management**

Projects 1 and 2 have a specific aim of reducing carbon emissions and reducing heating costs as detailed at Para 7.4

**7.6 Rural Proofing**

Not applicable.

**7.7 Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals contained in this report.

**8 CONSULTATION**

- 8.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR, and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.
- 8.2 Officers comprising the UK LCF Working Group, drawn from the Chief Executive’s Department (Financial Services and Strategic Policy Unit) and Place-Neighbourhood Services and Regulatory Services (Legal Services) have been consulted and have agreed the recommendations.

**Approved by**

**David Cressey**  
**Service Director Strategy & Policy**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Jean Robertson	Funding and Project Officer 01835 826543

**Background Papers:** None.

**Previous Minute Reference:** Executive 30 March 2010; Executive 21 October 2014

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

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## **LOCAL FESTIVAL GRANT SCHEME**

**Report by Service Director Strategy and Policy**

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### **EXECUTIVE**

**10 March 2015**

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

- 1.1 **This report seeks approval for the allocation of 29 Local Festival grants for 2015/16, 2016/17 and 2017/18 inclusively.**
- 1.2 Scottish Borders Council operates an allocation-based grant scheme for Local Festivals. Currently, 28 Local Festivals are part of the scheme and each one receives a pre-determined annual grant towards the running costs of its festival activities. The current budget is £82,360
- 1.3 As part of this routine three yearly review, the report proposes the addition of the Burnfoot Carnival as a new entrant to the Scheme at an additional cost of £2,750 annually.
- 1.4 The report proposes a budget level of £85,110 from 2015/16 to 2017/18.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee approves the:**
  - (a) **allocation of 28 Local Festival Grant Scheme grants for 2015/16, 2016/17 and 2017/18 inclusively, as listed in Appendix 1;**
  - (b) **inclusion of Burnfoot Carnival as a new entrant to the Scheme at an additional cost of £2,750 from 2015/16;**
  - (c) **virement of £2,750 from the current Community Grant Scheme budget to fund the addition of the Burnfoot Carnival.**

### **3 BACKGROUND**

- 3.1 On 29 March 2005, the Executive agreed recommendations made by a Working Group which was established to put forward proposals for the provision of grants to Community Councils, Local Festivals, etc.
- 3.2 New levels of funding for 30 Local Festivals, based on populations and the inclusion of horse cavalcades for the larger festivals (populations to 3,500), were approved and automatic grant allocations were put in place, to be approved on a three yearly basis.
- 3.3 It was agreed in 2005 that grant levels should reflect the increased costs of:
  - (a) public liability insurance; and
  - (b) public protection measures for festivals with horse cavalcades.
- 3.4 On 27 January 2009, following the first three yearly review, the Executive agreed recommendations to continue funding each of the Local Festivals at 2005 levels, to remove Clovenfords Gala Week and Leitholm Sport Committee on the grounds that they had not accessed their allocation for three consecutive years and to add Greenlaw Festival as a new addition.
- 3.5 On 22 January 2013, following the second three yearly review, the Council agreed recommendations to continue funding each of the Local Festivals at 2005 levels, to remove Reston which was no longer operating and to create a Grouping 4a to provide an enhancement to the Yetholm Festival Week in recognition of it having a horse cavalcade.
- 3.6 28 Local Festivals (Appendix 1) remained in the Local Festival Grant Scheme and a budget of £82,360 was approved to 2014/15.

### **4 ANALYSIS OF LOCAL FESTIVALS INCOME AND EXPENDITURE 2012/13 TO 2014/15**

- 4.1 As a condition of the Local Festival Grant Scheme, festival committees are required to submit their latest approved annual accounts as part of their annual grant claim. Appendix 2 shows the income, expenditure and free reserves of each of the 28 Local Festivals. Free reserves are that part of an organisation's income that is freely available for general purposes/spending. Organisations may also hold restricted reserves such as fixed assets or other restricted funds not readily available for spending.
- 4.2 Based on reported free reserves only, it would appear that all festival committees are operating within the confines of their budgets without the need for increased financial assistance from the Council. However, members should note that the three yearly review does not include an analysis of why free reserves are being held at such levels or of the future plans of any financially well managed festival committee who may well have risk assessed the need to hold higher reserve levels or who may be saving towards a significant development or event in the future.
- 4.3 Of the 28 Local Festivals, 28 report that they are financially viable and report end of year free reserves at varying levels.
- 4.4 For analysis purposes only, a very basic but widely recognised means testing rule of funding is that a financially well managed organisation should be working towards having a minimum of one year's typical income as a minimum level of free reserves. Based on this basic rule, and as a



guide only, 16 Local Festivals, although reporting a level of savings, nevertheless have free reserves that are lower than the minimum level of one year's typical income.

- 4.5 Of those 16, six Local Festivals have very low free reserves that fall below 50% of one year's typical income.
- 4.6 At the other end of the scale, 12 Local Festivals are reporting high levels of free reserves that are in excess of one year's typical income.
- 4.7 Of those 12, nine have free reserves which are significantly high in relation to both annual income and to the grant awarded. This leads to the assumption that the grant being allocated to those Local Festivals may be contributing to reserves levels year on year and is not actually required for the purpose provided. However, as stated at Para 4.2, it is not known why these festival committees are operating with high reserves.
- 4.8 Two Local Festivals (Cockburnspath Gala [£375] and Newcastleton Music Festival [£500]) have not claimed their grants for 2014/15 and the underspend of £875 will be transferred to the Community Grant Scheme Generic Budget in 2015/16 only, as agreed by Executive January 2009.
- 4.9 Based on the above information, the Local Festivals are considered to be in a healthy financial state. All appear to be financially well managed, financially viable and the Scheme has worked well to support a sustainable Local Festival sector in the Scottish Borders.

## **5 REVIEW OF FUNDING GROUPINGS**

- 5.1 The creation of the Local Festival Grant Scheme in 2005 was based on population levels and eight population-based groupings formed the Council's funding approach. As per Para 3.6, Grouping 4a was added in 2013 to create the current nine groupings. Groups 1, 2, 3a and 4a receive higher grant levels due to the inclusion of horse cavalcades in their festival activity. Population levels were updated at each review and there were no changes to Groupings.
- 5.2 This current three yearly review has updated the population figures for Groups 1-4 based on the 2012 National Registers of Scotland population estimates. Although population figures have changed within groupings, there are no changes to the original 2005 groupings.

## **6 CHANGES/ADDITIONS TO CURRENT SCHEME**

- 6.1 One addition is proposed to the existing Scheme.
- 6.2 The Burnfoot Carnival has been growing steadily over the last seven years and is now a vibrant part of the Local Festival calendar.
- 6.3 Burnfoot Community Council has a track record of applying to the Community Grant Scheme for support grants in 2009, 2013 and 2014 and has been regularly supported by the Hawick Common Good Fund. The Carnival Committee has now requested to be included in the Scheme.
- 6.4 It is recommended, given their track of grant claims, that Burnfoot Carnival be included in the Local Festival Grant Scheme from 2015/16. Based on a population level of 2,954, with no horse cavalcade, it is proposed that the Burnfoot Carnival be included in Group 3b. If Burnfoot Carnival were to be included in the Scheme, it would no longer be eligible to apply to the Community Grant Scheme.

- 6.5 Members should note that a population adjustment for Hawick Common Riding (Group 1) to exclude Burnfoot would not affect groupings or grant levels.

## **7 CONCLUSIONS**

- 7.1 Based upon the analysis of the annual accounts provided by the Local Festivals currently included in the scheme (Appendix 2), it would appear that the current system is fair and the level of grants awarded has helped to support the current sound financial position for the Local Festivals concerned.
- 7.2 Although some festivals do not appear to have a financial need for a grant, based on their annual accounts only, it is recommended that the Scheme continues until the next review point of 2017/18 and while additional information and understanding is gathered as part of the Council's risk mitigation actions outlined at Para 8.2.
- 7.3 At the next review in 2017/18, consideration will also be given to the introduction of a rule that if the level of free reserves exceeds 2 year's typical income the allocated grant may not be released. This will bring the Scheme into line with the Community Council Grant Scheme.
- 7.4 With the addition of Burnfoot Carnival detailed in Para 6, it is recommended that the Local Festival Grant Scheme should continue to fund the Local Festivals, with population groupings and grant allocations remaining unchanged.
- 7.5 A budget £85,110 is required for the three years from 2015/16 to 2017/18 resulting in a budget increase of £2,750 to be vired from the current Community Grant Scheme budget.

## **8 IMPLICATIONS**

### **8.1 Financial**

- (a) A budget of £82,360 is currently identified. The proposal to include the Burnfoot Carnival in the Scheme from 2015/16 will result in a budget growth of £2,750 and a budget request of £85,110.
- (b) It is proposed that £2,750 will be vired from the existing Community Grant Scheme budget held by Strategic Policy Unit.

### **8.2 Risk and Mitigations**

- (a) There are a number of risks to the Council in relation to these recommendations to continue the Local Festival Grant Scheme in its current form, including risks in relation to the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- (b) The Local Festival Grant Scheme, as set up in 2005, has no control measures and no evidence is held to assure the Council that grants are soundly made in line with Following the Public Pound and the Council's Grants Policy.
- (c) Good practice in grant making would suggest that, as a minimum, grant-making risks can be minimised by ensuring that the Council holds up-to-date constitutions, annual accounts and equality statements for all organisations funded. For sound audit purposes the Council should state the purpose of the grant within a grants contract and monitor and evaluate the grant spend. This should be

done in a proportionate way commensurate with the level of the grant made. As a small grant scheme (grants under £10,000), a light touch, minimalistic approach to grant-making is appropriate.

- (d) Good practice also suggests that risks can be further reduced (for both grant makers and grant recipients) through the provision of advice notes covering relevant legislation changes and signposting to support agencies, enabling the Council to evidence that we have informed the organisations we fund of key changes that may (or may not) impact on their risk levels.
- (e) To mitigate the risks of recommending the continuation of the Local Festival Grant Scheme in its current form, the Strategic Policy Unit will ensure, prior to the release of grants in 2015/16, that:
  - (1) all up-to-date constitutions are requested, reviewed and held in support of the award; that
  - (2) the latest annual accounts are held and reviewed (this is the only current requirement of the Scheme); and that
  - (3) Equal Opportunities Policies or Statements are requested, where they exist. Where Festival Committees have not yet adopted an Equalities Statement they will be asked, as part of the grant award, to sign a general statement linked specifically to the purpose of the grant.
- (f) A short grant contract will be issued stipulating the purpose of the award (to contribute towards the increasing costs of public liability, public liability insurance and public protection measures). A short evaluation form will accompany the contract.
- (g) A range of advice notes will be developed with the Third Sector Interface providing information (including signposting to support agencies) relating to:
  - (1) recent governance changes/options in Scotland;
  - (2) the Equality Act and the impact on the voluntary sector; and
  - (3) the services and support information of the Safety Advisory Group and the Events Team.

Festival Committees will be advised to review their risk assessments in line with this information.

### 8.3 Equalities

- (a) There is a risk to the Council in relation to the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- (b) As the Local Festival Grant Scheme has no control measures this, in itself, represents the equalities risk to the Council. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.
- (c) Within the Equality Impact Assessment (Appendix 3), all the protected characteristics of the Equality Act 2010 are therefore categorised as high risk. However, this is purely based on the Council not holding any relevant information on the Local Festivals we fund.

- (d) The mitigation measures detailed at Para 7 will help us to gather the information we need and review, understand and assess it in more depth. Gathering the relevant information will help us to re-assess the Council's equalities risks based on the actual up-to-date position of each Festival Committee.
- (e) A full EIA is attached as Appendix 3 and this will continue to be developed as the new processes are assessed in relation to how effectively they support the Council to minimise the risk.

**8.4 Acting Sustainably**

There are no direct economic, social or environmental issues within this report which would affect the Council's sustainability policy

**8.5 Carbon Management**

There are no direct carbon emissions impacts as a result of this report.

**8.6 Rural Proofing**

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report.

**8.7 Changes to Scheme of Administration or Scheme of Delegation**

No changes to the Scheme of Administration or Scheme of Delegation are required as a result of this report.

**9 CONSULTATION**

- 9.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.
- 9.2 The Corporate Equality and Diversity Officer has been fully consulted and her comments have been incorporated into the final report and the EIA.

**Approved by**

**David Cressey**  
**Service Director Strategy & Policy**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Jean Robertson	Funding and Projects Officer Ex 6543

**Background Papers:** Council Report January 2013, Appendices 1,2 and 3  
**Previous Minute Reference:** None.

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

Contact us at Jean Robertson, Scottish Borders Council, Council HQ, Newtown St Boswells, Melrose, TD6 OSA [jjrobertson@scotborders.gov.uk](mailto:jjrobertson@scotborders.gov.uk) 01835 826543

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# LOCAL FESTIVALS FUNDING

GRANTS AGREED BY THE COUNCIL  
EXECUTIVE ON 31 JANUARY 2013

APPENDIX 1

	Population 2010	Grant 2012/13 to 2014/15
<b>Group 1. Population over 10,000</b>		
Hawick Common Riding Committee	13460	£9,300
Galashiels Braw Lads Committee	12,239	£9,300
<b>Group 2. Population 3,500-10,000</b>		
Peebles Beltane Festival	8,031	£6,500
Kelso Laddies Association	6,206	£6,500
Selkirk Common Riding Trust	5,492	£6,500
Jethart Callants Festival	4,015	£6,500
<b>Group 3A. Population 1,000-3,500 which have horse cavalcades</b>		
Duns Summer Festival	2,554	£3,300
Melrose Festival Committee	3,017	£3,300
Presenting Coldstream Association	1,997	£3,300
West Linton Whipman Play Society	1,486	£3,300
Lauder Common Riding Committee	1,268	£3,300
<b>Group 3B. Population 1,000-3,500 without horse cavalcades</b>		
Eyemouth Herring Queen	3,109	£2,750
St Ronans Festival Week	3,096	£2,750
Earlston Civic Week	1,805	£2,750
Tweedbank Fair Committee	2,047	£2,750
Chirnside Civic Week	1,185	£2,750
St Boswells Village Committee	1,172	£2,750
<b>Group 4a. Population 500-1000 which have horse cavalcades</b>		
Yetholm Festival Week	641	£775
<b>Group 4b. Population 500-1,000 without horse cavalcades</b>		
Greenlaw Festival	584	£500
Newcastleton Music Festival	717	£500
Walkerburn Summer Festival	639	£500
Coldingham Gala Committee	619	£500
Stow Gala Day and Sports Committee	617	£500
<b>Group 5. Population 300-500</b>		
Cockburnspath Gala		£375
Gordon Civic Week		£375
Eddleston Summer Festival		£375
<b>Group 6. Population 100-300</b>		
Burnmouth Village Hall Committee		£210
<b>Group 7. Professional Games</b>		
Morebattle Games Committee		£150
<b>TOTALS</b>		<b>82,360</b>

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## FESTIVALS ANALYSIS 2012/2015

Festival	Grant Award		2012/13	2013/14	2014/15
Burnmouth	£210	Income	£14,112.65	£10,727.79	£4,561.63
		Expenditure	£6,853.35	£23,059.59	£3,959.65
		Income/Expenditure	£7,259.30	-£12,331.80	£601.98
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£14,859.50	£2,527.70	£3,129.68
		Grant Claimed	Yes	Yes	Yes
Chirside	£2,750	Income	£8,367.01	£8,880.73	£6,331.12
		Expenditure	£8,644.65	£9,220.58	£9,135.08
		Income/Expenditure	-£277.64	-£339.85	-£2,803.96
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£4,900.42	£4,560.57	£1,756.61
		Grant Claimed	Yes	Yes	Yes
Cockburnspath	£375	Income	£2,768.85	£520.00	
		Expenditure	£4,357.05	£1,828.78	
		Income/Expenditure	-£1,588.20	-£1,318.78	
		Restricted Savings	£0.00	£0.00	
		Free Reserves	£2,872.17	£2,460.51	
		Grant Claimed	Yes	Yes	Not Claimed
Coldstream	£3,300	Income	£29,564.96	£31,023.45	£35,800.90
		Expenditure	£22,997.97	£25,839.57	£27,431.17
		Income/Expenditure	£6,566.99	£5,183.88	£8,369.73
		Restricted Savings	£5,737.00	£4,620.00	£3,849.00
		Free Reserves	£14,336.79	£19,520.67	£27,736.75
		Grant Claimed	Yes	Yes	Yes
Coldingham	£500	Income	£6,100.96	£6,175.65	£7,502.75
		Expenditure	£4,711.63	£5,433.59	£4,614.42
		Income/Expenditure	£1,389.33	£742.06	£2,888.33
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£5,328.38	£6,070.44	£8,958.77
		Grant Claimed	Yes	Yes	Yes
Duns	£3,300	Income	£26,649.13	£22,044.75	£22,647.27
		Expenditure	£22,182.43	£20,283.30	£27,570.88
		Income/Expenditure	£4,466.70	£1,761.45	-£4,923.61
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£4,466.70	£6,228.15	£1,304.54
		Grant Claimed	Yes	Yes	Yes
Earlston	£2,750	Income	£11,246.15	£13,743.09	£13,153.32
		Expenditure	£10,710.87	£12,293.70	£12,065.85
		Income/Expenditure	£535.28	£1,449.39	£1,087.47
		Restricted Savings	£5,000.00	£5,000.00	£5,000.00
		Free Reserves	£16,063.67	£17,513.06	£18,600.53
		Grant Claimed	Yes	Yes	Yes
Eddleston	£375	Income	£798.52	£678.59	£4,681.42
		Expenditure	£1,040.09	£706.89	£803.65
		Income/Expenditure	-£241.57	-£28.30	£3,877.77
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£736.91	£708.61	£4,586.38
		Grant Claimed	Yes	Yes	Yes

Festival	Grant Award				
Eyemouth	£2,750	Income	£8,864.58	£10,713.21	£20,553.44
		Expenditure	£8,842.75	£11,966.69	£15,156.16
		Income/Expenditure	£21.83	-£1,253.48	£5,397.28
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£18,757.95	£17,504.57	£22,931.75
		Grant Claimed	Yes	Yes	
Galashiels	£9,300	Income	£46,865.73	£50,187.14	£49,939.26
		Expenditure	£43,011.86	£47,244.53	£50,738.28
		Income/Expenditure	£3,854.87	£2,942.61	-£789.02
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£34,155.24	£37,097.85	£36,308.83
		Grant Claimed	Yes	Yes	Yes
Gordon	£375	Income	£2,440.40	£2,130.88	£2,462.20
		Expenditure	£1,951.64	£2,474.35	£2,386.34
		Income/Expenditure	£488.76	-£343.47	£75.86
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£9,244.23	£8,900.76	£8,976.62
		Grant Claimed	Yes	Yes	Yes
Greenlaw	£500	Income	£9,972.00	£12,802.00	£12,742.00
		Expenditure	£6,975.00	£9,466.00	£10,927.00
		Income/Expenditure	£2,997.00	£3,336.00	£1,815.00
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£10,462.00	£13,798.00	£15,613.00
		Grant Claimed	Yes	Yes	Yes
Hawick	£9,300	Income	£92,171.00	£88,794.00	£92,557.00
		Expenditure	£85,642.00	£86,182.00	£78,967.00
		Income/Expenditure	£6,529.00	£2,612.00	£13,590.00
		Restricted Savings	£76,223.00	£80,337.00	£66,000.00
		Free Reserves	£110,928.00	£109,426.00	£137,353.00
		Grant Claimed	Yes	Yes	Yes
Innerleithen	£2,750	Income	£40,448.33	£38,904.03	£37,206.57
		Expenditure	£38,953.53	£36,854.54	£37,835.19
		Income/Expenditure	£1,494.80	£2,049.49	-£628.62
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£5,102.94	£7,152.43	£6,523.81
		Grant Claimed	Yes	Yes	Yes
Jedburgh	£6,500	Income	£51,783.49	£48,824.21	£44,398.09
		Expenditure	£45,173.15	£45,740.33	£43,980.74
		Income/Expenditure	£6,610.34	£3,083.88	£417.35
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£16,447.90	£29,531.78	£29,949.13
		Grant Claimed	Yes	Yes	Yes
Kelso	£6,500	Income	£21,512.00	£30,815.00	£27,300.00
		Expenditure	£20,692.00	£25,806.00	£27,621.00
		Income/Expenditure	£820.00	£5,009.00	£321.00
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£49,123.00	£54,132.00	£53,811.00
		Grant Claimed	Yes	Yes	Yes
Lauder	£3,300	Income	£30,029.48	£26,139.34	£22,753.43
		Expenditure	£31,217.12	£23,915.60	£25,018.35
		Income/Expenditure	-£1,187.64	£2,223.74	-£2,264.92
		Restricted Savings	£14,000.00	£14,000.00	£14,000.00
		Free Reserves	£7,202.52	£3,395.91	£2,814.41
		Grant Claimed	Yes	Yes	Yes

Festival	Grant Award				
Melrose	£3,300	Income	£28,942.56	£31,046.66	£31,441.92
		Expenditure	£28,930.12	£32,345.16	£29,209.90
		Income/Expenditure	£12.44	<b>-£1,298.50</b>	£2,232.02
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£3,175.81	£1,877.31	£4,109.33
		Grant Claimed	Yes	Yes	Yes
Morebattle	£150	Income	£770.59	£579.07	£941.17
		Expenditure	£800.33	£615.21	£330.43
		Income/Expenditure	<b>-£29.74</b>	<b>-£36.14</b>	£610.74
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£71.65	£35.51	£646.25
		Grant Claimed	Yes	Yes	Yes
Newcastleton	£500	Income	£7,942.45	£8,231.20	
		Expenditure	£10,783.19	£6,404.17	
		Income/Expenditure	<b>-£2,840.74</b>	£1,827.03	
		Restricted Savings	£0.00	£0.00	
		Free Reserves	£7,436.15	£2,336.58	
		Grant Claimed	Yes	Yes	Not Claimed
Peebles	£6,500	Income	£41,548.24	£37,781.57	£38,858.50
		Expenditure	£40,190.80	£39,314.59	£37,266.05
		Income/Expenditure	£1,357.44	£1,533.02	£1,592.45
		Restricted Savings	£1,525.00	£1,525.00	£1,525.00
		Free Reserves	£39,234.63	£41,301.61	£47,494.06
		Grant Claimed	Yes	Yes	Yes
Selkirk	£6,500	Income	£14,139.17	£15,574.90	£14,623.13
		Expenditure	£14,418.76	£19,649.51	£17,208.16
		Income/Expenditure	<b>-£279.59</b>	<b>-£4,074.61</b>	<b>-£2,585.03</b>
		Restricted Savings	£35,000.00	£35,000.00	£35,000.00
		Free Reserves	£44,813.17	£40,738.56	£38,153.53
		Grant Claimed	Yes	Yes	Yes
St Boswells	£2,750	Income	£2,752.02	£3,610.26	£2,752.03
		Expenditure	£4,472.95	£4,693.16	£5,006.86
		Income/Expenditure	<b>-£1,720.93</b>	<b>-£1,082.90</b>	<b>-£2,254.83</b>
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£10,567.18	9,484.28	£7,229.45
		Grant Claimed	Yes	Yes	Yes
Stow	£500	Income	£5,429.00	£4,753.00	£5,985.00
		Expenditure	£5,171.00	£5,586.00	£5,013.00
		Income/Expenditure	£258.00	<b>-£833.00</b>	£971.00
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£5,518.00	£4,686.00	£5,658.00
		Grant Claimed	Yes	Yes	Yes
Tweedbank	£2,750	Income	£5,414.59	£6,210.63	£5,405.00
		Expenditure	£5,272.89	£6,082.96	£5,730.65
		Income/Expenditure	£141.70	£127.67	<b>-£325.25</b>
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£4,946.00	£5,073.67	£4,748.42
		Grant Claimed	Yes	Yes	Yes
Walkerburn	£500	Income	£3,135.69	£3,053.00	£3,685.87
		Expenditure	£2,746.98	£2,994.10	£4,052.38
		Income/Expenditure	£388.71	£58.90	<b>-£366.51</b>
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£3,872.10	£3,931.00	£3,564.49
		Grant Claimed	Yes	Yes	Yes

Festival	Grant Award				
West Linton	£3,300	Income	£29,210.00	£26,850.00	£31,132.00
		Expenditure	£26,820.00	£26,539.00	£27,386.00
		Income/Expenditure	£2,390.00	£311.00	£3,746.00
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£25,971.00	£26,282.00	£30,028.00
		Grant Claimed	Yes	Yes	Yes
Yetholm	£500	Income	£5,601.66	£7,161.26	£6,740.88
		Expenditure	£5,429.12	£7,462.65	£7,802.34
		Income/Expenditure	£172.54	-£301.39	-£1,061.46
		Restricted Savings	£0.00	£0.00	£0.00
		Free Reserves	£7,965.77	£7,664.38	£6,602.92
		Grant Claimed	Yes	Yes	Yes

Free reserves' includes all year end balances which are not clearly shown in accounts to be restricted for a specific purpose or are Reserve Bonds/fixed assets which cannot be accessed.

**Scottish Borders Council  
Equality and Diversity Impact Assessment Guidance**

**Part 1 Initial Assessment  
Step 1 – Preparation**

Lead Officer:	Jean Robertson
Directorate:	Chief Executive's
Service:	Strategy and Policy – Strategic Policy Unit
Name of Policy, Strategy or Service:	Local Festivals Grant Scheme
Is this a new or existing Policy/Strategy or Service New <input type="radio"/> Existing <input checked="" type="radio"/>	Existing grant scheme – existing service
Members of EIA Group (Name and Title):	
Name: Shona Smith	Job Title: Communities and Partnership Manager
_____	_____
Jean Robertson	Funding and Project Officer
_____	_____
David Cressey	Service Head Strategy and Policy
_____	_____
Rosie Kennedy	Corporate Equality and Diversity Officer
_____	_____
_____	_____

<b>Dates of assessment</b>	
Start date:	<b>21<sup>st</sup> November 2014</b>
End date:	<b>By June 2015</b>

**Part 1 initial assessment  
Step 2 Screening**

**Policy Details**

**Title:** *Local Festival Grant Scheme*

**Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

**Communities affected:** Appendix 1 lists the 28 communities potentially affected. Although not all will be, anecdotal evidence at this stage suggests the majority will be affected by the in-depth review but not necessarily by the influence of the Equality Act 2010.

**Thematic groups affected:** The 28 voluntary organisations concerned with the delivery of a local festival - commonly referred to as the 'local festivals' – the 28 historic, 'common riding type' annual calendar of local festivals as set by Executive in 2005.

**Groups of people:** Local community volunteers, the wider geographical community which participates in the festivals and the wider community of interest who may attend the festivals from further afield.

**All the protected groups of the Equality Act 2010**

**Note:** This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equality Act 2010 and the Act's Public Sector General Equality Duty.

**As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage.** As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.

**All the protected characteristics** of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.

<b>1. Who does the proposed piece of work/policy/proposal affect?</b>				
<b>Staff</b>	<b>Service Users/Carers</b>	<b>Communities/Voluntary Groups</b>	<b>Public</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Tick all that apply. Note that a policy might be aimed at one particular group but still affect others**

2	<p><b>What are the aims and objectives of the policy being assessed?</b></p> <p>No defined aims and objectives of the original 2005 Scheme were set. The purpose behind the creation of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the larger (population) festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p><i>As part of the proposed review, a range of options for the future of the Local Festival Grant Scheme will be developed, including proposals for clear aims and objectives of any new Scheme.</i></p>
---	---

		Yes	No
3.	<b>Will the proposal have any impact (either positive or negative) on equality of opportunity, discrimination between groups or relations between groups?</b>	Yes	
4.	<b>Is the proposal controversial in any way in terms of equality and diversity (including media, academic, voluntary or sector specific interest)?</b>	Yes	
5.	<b>Does the policy relate to our equality outcomes?</b>	Yes	
6	<b>Does the policy relate to functions that previous involvement activities have identified as being important to a particular protected group?</b>	Yes	
7.	<b>Does the policy relate to an area where there are known inequalities? (eg disabled peoples access to public transport services or premises)</b>	Yes	
8	<p><b>Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?</b></p> <p><i>If you are unsure of any of the answers tick yes and do a full impact assessment.</i></p>	Yes	

**If the answer to any of the above questions is yes or you are unsure of your answers to any of the above a full impact assessment is recommended.**

9.	<b>Given the above statement, do you recommend a full impact assessment is completed?</b>	Yes	
----	---	-----	--



10.	<b>If a full impact assessment is not required briefly explain why and provide evidence for the decision. n/a</b>
-----	---

Completed By

Name	Jean Robertson	Dept.	Strategy and Policy
Post	Funding and Projects Officer	Date	31 <sup>st</sup> October 2014

For your records, keep one copy of this Equality Scoping Assessment form and send an electronic copy plus any supporting documentation to evidence your decision to [rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk)

## Part 2 Undertaking the Equality Impact Assessment

### Step 1 Aims and Purpose

Details of Service	
2.1	<p><b>Name and brief description of the service, policy or function:</b> Local Festival Grant Scheme – an allocation based grant Scheme set up in 2005 to provide grants to a pre-determined list of local festival organisations.</p>
2.2	<p><b>What are the aims and purpose of the service, policy or function? (<i>consider explicit and implicit aims and outcomes</i>) and how does this relate to equality?</b></p> <p>No defined aims and objectives of the original 2005 Scheme were set.</p> <p>The purpose of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the a larger festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p>The Scheme is ‘allocation’ based as opposed to ‘application’ based.</p> <p>It has no eligibility criteria beyond Executive agreement of the:</p> <ol style="list-style-type: none"> <li>(1) various festivals included in the Scheme,</li> <li>(2) groupings of the various festivals based on population,</li> <li>(3) groupings with/without horse cavalcades and</li> <li>(4) grant levels set for each of the groupings.</li> </ol> <p>The Scheme is approved by Executive 3 yearly and grants are released annually on that basis. No checks are made on governance of the Festival Committees, equalities, financial need for the grant or what the grant is spent on.</p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Scheme does not appear to comply with the Equality Act 2010 Public Sector General Equality Duty.</p> <p>The Council’s Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process. The Policy requires grant monitoring and evidence of spend to be provided.</p>
2.3	<p><b>Which aspects of the policy are particularly relevant to each element of the general duty?</b></p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Council’s Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process.</p> <p>The operation of the Scheme in its current shape does not provide the Council with any assurances in relation to the Act’s Public Sector General Equality Duty as, at this point, the</p>

	<p>Council neither holds nor requests any information on grant scheme recipients, the purpose of the grant and the final details of how it is actually spent.</p> <p>In delivering the Scheme and the related grant decisions the Council cannot demonstrate, at this stage, how it has paid due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between the protected groups and others as it is currently making grants without any stated criteria, assessment of grant recipients or grant spend processes.</p> <p><b>Note:</b> <i>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to understand and mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</i></p> <p><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></p>
2.4	<p><b>Which equality groups and communities might be helpful to involve in the development of the policy? Consider the policy relevance to the Protected Characteristics (as defined by the Equality Act 2010)</b></p> <ul style="list-style-type: none"> <li>• 28 local festival organisations (listed in Appendix 1)</li> <li>• Third Sector Interface</li> <li>• Elected Members</li> <li>• Safety Advisory Group</li> </ul>

**Part 2 Undertaking the Equality Impact Assessment  
Step 2 Information and Data**

**What qualitative/quantitative data has been considered in the development/review of the policy? Are there any gaps?**

**Data held:**

- As the Scheme has no set criteria, application mechanism, assessment requirement or grant monitoring, little useful evidence is held.
- Annual accounts are requested annually as the means of tracking the grant previously paid only.
- Constitutions are held, in some cases. Some are out of date as we know, anecdotally, that some festivals have amended their governance. From this out of date information we know that:

- 27 constitutions are held
  - 1 festival appears to be operating without a constitution
  - 13 appear to be operating in a 'restricted' manner
  - 4 require small, technical changes to the constitution that can be easily fixed
  - 10 appear to be eligible fully eligible
  - All 28 appear to require information and advice on the recent changes to Charity Law in Scotland, the Equality Act 2010 and the benefits of working with the Safety Advisory Group, particularly in light of the recent Jim Clark Rally tragedy.
- The Council's Grant Policy and Guidelines is explicit in relation to the Council's commitment to equality legislation and advises that all grant applicants will be asked, as part of the application process, to consider their commitment to equalities.
  - The Local Festival Grant Scheme however, is not an application based scheme and therefore no requests have ever been made to any of the Festival Committees to provide an Equalities Policy or Statement.

This EIA is being prepared to support the recommendation for an in-depth review of the Local Festival Grant Scheme.

**Gaps:**

The Scheme in its current shape does not provide the Council with any assurances in relation to the Act's Public Sector General Equality Duty as, at this point, the Council neither holds nor requests any useful information on grant scheme recipients.

The Scheme does not align with Following the Public Pound or the Councils Grants Policy.

In delivering the Scheme and the related grant decisions the Council cannot demonstrate, at this stage, how it has paid due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between the protected and groups and others as it is currently making grants without any stated criteria or grant monitoring.

The scope of the in-depth review has yet to be defined but it will include:

- **Equality Act 2010** – the review will mitigate any risks to the Council in relation to the Act's Public Sector General Equality Duty. The review will also seek to advise Scheme festivals of the changes, how they may be affected by them and how they may wish to mitigate any of their own risks.
- **Change to Charity Law in Scotland** – the review will seek to advise Scheme festivals of the changes and the new governance options now available to them.
- **Annual Accounts** – the review will seek to advise festival committees on the effects of the Charity Law changes in Scotland and how these may affect the preparation of annual accounts.
- **Safety Advisory Group (SAG)** – SAG for the Scottish Borders is co-ordinated by the Council and is made up of representatives from SBC, the emergency services and other relevant organisations. They meet to review events, co-ordinated services and advise on public safety. The review will seek to inform Scheme festivals of SAG and how its support can contribute to festival co-ordination and risk management in relation to public safety.
- **Financial Sustainability of some festivals** – All of the Scheme festivals have worked hard over the last 10 years to build financial sustainability. Para 4 provides some limited information based purely on income, expenditure and savings extracted from annual accounts. The review will seek to understand more about the financial position of the Scheme festivals and arrive at a more realistic overview of actual financial positions.

**Future of the Scheme:** The review will:

- build the capacity of Festival committees by advising them of the governance options available to them and supporting them to amend governance as appropriate (including annual accounts).
- build the capacity of festival organisations by advising them of their responsibilities under the Equality Act 2010 and supporting them to develop relevant Equalities Policies.
- build the capacity of festival organisations by supporting them more through participation in the SAG.
- allow the Council to understand more about how each local festival organisation actually operates and assess more accurately their commitment to equalities based on the facts.
- allow the Council to understand more about the financial position of each festival organisation, arrive at a more realistic overview of the actual financial position and assess the financial need for a grant to be made.
- assure the Council that the reviewed Scheme (if approved) will, through a range of mitigating actions, comply as far as possible with the Act's Public Sector General Equality Duty.
- Provide a range of options on the future shape of the Scheme.

**Part 2 Undertaking the Equality Impact Assessment  
Step 3 – Conduct consultation**

<b>Who was consulted</b>	<b>How many people were involved</b>	<b>Main issues raised</b>	<b>Protected Characteristic</b>
Service Head Strategy and Policy	3	The Scheme's apparent lack of fit with the Act's Public Sector General Equality Duty – support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Communities and	2	The Scheme's lack	<b>All</b>

Partnership Manager		of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	
Leader's Group	<b>n/k</b>	The Scheme's apparent lack of fit with the Act's Public Sector General Equality Duty – support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Equalities Officer	<b>3</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Events Officer	<b>1</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Emergency Planning Officer	<b>1</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme	<b>All</b>

		from 2016/17	
<b>Future review consultees:</b> <ul style="list-style-type: none"><li>• As above</li><li>• 28 x Festival Organisations</li><li>• Third Sector Interface</li><li>• Elected Members</li><li>• SAG</li><li>• Relevant equalities groups as identified as the review progresses</li></ul>			





Please use the table below to assess the impact of the policy on different equality groups. Please mark negative or positive impacts for each equality group.

Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative
	Negative		Positive	
<b>Age: Effects on children, young people and older people</b>	low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<b>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or</b>	Low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is</p>

recurring					<p>being been met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<p><b>Gender: Effects on Male, Female, Transgender and Transsexual people</b></p>	low	med	High X		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being been met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>

Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative
	Negative		Positive	
Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</b></p>
Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	Low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</b></p>

<p><b>Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</b></p>	<p>Low</p>	<p>med</p>	<p>High  x</p>		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
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Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative	
	Negative		Positive		No Impact
<p><b>Effects on Poverty Groups: (including impacts on communities in rural areas, people on low wages, who have literacy and other difficulties etc.)</b></p>	Low	med	High X		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<p><b>Effects on people with health problems/issues or needs (including those with recognised medical and mental health conditions). The effects on public health and the general health of the population caused by the service change should also be</b></p>	Low	med	High X		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>

assessed here.							
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**Part 3 Improvement Plan**

Where negative impacts have been identified, complete Part 4. If no impacts have been identified please go to Part 5.

**Recommendations and actions for the Local Festival Grant Scheme**

<b>Protected Characteristic</b>	<b>Actions(s)</b>	<b>Lead Staff Member</b>	<b>Completion Date</b>
All	Recommendation to Executive to review the Scheme.	David Cressey	Executive January 2015
	If review approved, set up Working Group and notify Festival Committees		February 2015
	If review approved, and for grant continuity purposes, develop an interim proposal for 2015/16 to mitigate risks to the Council until the review is complete		February/March 2015 (for grant release April 2015)
	Review the Scheme.		February to June 2015 (dates to be confirmed once review is agreed and scoped)
	Bring forward options for its future from 2016/17 based on factual findings.		Executive August 2015
	Develop grant mechanism for chosen option, if approved.		September to December 2015
	New Scheme in place, if approved.		April 2016

***These actions should either be completed before the policy sign off, or be ongoing actions/part of the policy.***

**Part 4: Summary and signing off the Equality Impact Assessment**

<p><b>4.1</b></p>	<p><b>Please summarise the general impact of the service, policy or function and its impact on the equality groups:</b></p> <p>The Council has, since 2005, delivered a Local Festival Grant Scheme, which provides a differing range of grants to an agreed list of 28 local festival committees.</p> <p>The Scheme is an allocation based grant scheme with no criteria in relation to grant recipient's governance, equalities or financial need.</p> <p>Grants have been approved three yearly since 2005 and issued annually.</p> <p>As there is no application mechanism, assessment or monitoring processes, only anecdotal evidence is known about the grant recipients, how they govern themselves, how they comply with their equalities commitments and how they spend the grant.</p> <p>The Scheme in its current shape does not provide the Council with any assurances in relation to the Equality Act's Public Sector General Equality Duty based on the Council neither holding nor requesting any useful information on grant scheme recipients.</p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy</p> <p><b>NOTE:</b> This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage</p> <p>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</p>
<p><b>4.2</b></p>	<p><b>Please summarise mitigation actions to deal with negative impacts of the service, policy or function:</b></p> <p>To mitigate the risks presented by the Scheme in its current shape, is it recommended that an in-depth review of the Scheme be carried out and factual findings be presented to Members with a range of options to consider the future shape of a Scheme that complies with the Equality Act's Public Sector General Equality Duty.</p> <p>For grant continuity purposes in 2015/16, it is also recommended that an interim grant scheme mechanism be developed to mitigate the risks to the Council in 2015/16, while the review is undertaken. This interim mechanism will include a short claim form, grant assessment, grant contract specifying spend purpose and reporting on spend.</p>



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**Step 1 Summary**

**Part 4  
Step 2 Sign off**

<b>Agreed by Manager or Head of Service</b>	<b>Name/Job Title:</b>  <b>Date:</b>
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Part 5 Publishing the Equality Impact Assessment

<b>Equality Impact Assessment (EIA)</b> <b>SUMMARY (Publishing Form)</b>	
<b>Title of Policy/Function/Service:</b>	<b>Local Festival Grant Scheme</b>
<b>Directorate/Department:</b>	Chief Executive's Department
<b>Head of Service:</b>	David Cressey, Service Head Strategy and Policy
<b>Telephone No:</b>	<a href="mailto:dcressey@scotborders.gov.uk">dcressey@scotborders.gov.uk</a>
<b>Email Address:</b>	01835825082
<b>Names/ Job titles of Assessors</b>	
<b>Summary of Policy / Service /Function aims:</b>	<p>No defined aims and objectives of the original 2005 Scheme were set. The purpose behind the creation of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the larger (population) festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p><i>As part of the proposed review, a range of options for the future of the Local Festival Grant Scheme will be developed, including proposals for clear aims and objectives of any new Scheme.</i></p>
<b>Strands Impacted:</b>  <b>Please note:</b> If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular strand.	<p>Age x    Disability X    Gender x    Race x    Religion or Belief x</p> <p>Sexual Orientation x    Poverty/Social Exclusion x    Health x</p> <p><i>(all strands at this stage, in the absence of evidence)</i></p>
<b>Summary of key issues arising and decisions made</b>	<p>No defined aims and objectives of the original 2005 Scheme were set.</p> <p>The Scheme is 'allocation' based as opposed to 'application' based.</p> <p>It has no eligibility criteria beyond Executive agreement of (1) the various festivals included in the Scheme, (2) the groupings of the various festivals based on population, (3) the groupings with/without horse cavalcades and (4) the grant levels set for each of the groupings.</p> <p>The Scheme is agreed by Executive 3 yearly and grants are released annually on that basis. No checks are made on governance of the Festival Committees, equalities, financial need for the grant or what the grant is spent on.</p>

	<p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Scheme does not appear to comply with the Equality Act 2010 Public Sector General Equality Duty.</p> <p>The Council's Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process. The Policy requires grant monitoring and evidence of spend to be provided.</p>
<p><b>Summary of key recommendations</b></p>	<ol style="list-style-type: none"> <li>1) Undertake an in-depth review and bring forward options for the future of the Scheme form 2016/17</li> <li>2) Develop an interim grant process for 2015/16 to allow for grant continuity until the review is complete</li> </ol>

Agreed by Head of  Name:

Date:



**We are required by law to publish our EIA findings. Fill out this section and published on the website under EIA downloads (If you require help please contact Corporate Communications).**

**If you would like a copy of the full EIA please contact the Council's equality officer: [rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk) who will arrange this for you.**

**Part 6 Follow Up Actions**

**Step 1 Monitoring and Review**

*Please detail the arrangements for review and monitoring of the Policy*

How will the PFS be monitored? What equalities monitoring will be put in place?	
When will the PFS be reviewed?	
Is there any procurement involved in this PFS? If yes confirm that you have read the Equality & Diversity Guidelines on procurement.	

**Part 6  
Step 2 – Publishing**

Signature:	Date:
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**Part 6  
Step 3 – Service planning**

*Link to service planning/covalent – update service plan/covalent actions accordingly. Give details, insert name, and number of covalent action and or related Performance Indicator (PI)*

PI/Covalent Name and Number	
Signature:	Date:

**Part 6  
Step 4 – Committee Reporting**

*Complete relevant paragraph on committee report and provide further information as necessary.*

Signature:	Date:
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**Part 6  
Step 5 Completed form**

*All parts of the completed forms should be retained within department with copies passed to the Corporate Equality & Diversity Officer within the Strategic Policy Unit.  
[rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk).*

Signature:	Date:
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**SBC COMMUNITY GRANT SCHEME – YEAR END POSITION  
2014/15**

**Report by Service Director Strategy & Policy**

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**EXECUTIVE COMMITTEE**

**10 MARCH 2015**

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**1 PURPOSE AND SUMMARY**

- 1.1 **This report recommends the approval of estimated carry forwards into the Community Grant Scheme (CGS) for 2015/16.**
- 1.2 The current budget position of the Community Grant Scheme 2014/15 and estimated carry forwards are as follows:

	Budget 2014/15	Expenditure to Date	Applications Pending	Estimated Underspend
Berwickshire	£26,441	£26,441	£0	£0
Cheviot	£36,257	£26,722	£5,000	£4,535
Eildon	£39,238	£30,155	£5,000	£4,083
Teviot & Liddesdale	£21,941	£13,795	£5,000	£3,146
Tweeddale	£26,202	£3,148	£9,410	£13,644
Generic	£21,071	£13,950	£4,500	£2,621
<b>Totals</b>	<b>£171,150</b>	<b>£114,211</b>	<b>£28,910</b>	<b>£28,029</b>

- 1.3 Following approval, the estimated carry forward of £28,029 will be detailed as a virement request for ear-marking in a separate report by Financial Services to Executive Committee. Each Area Forum and the Generic Budget will retain its individual carry forward protecting balances for allocation to projects in 2015/16.

**2 RECOMMENDATIONS**

- 2.1 **I recommend that the Committee approves the estimated carry forwards for 2015/16.**

### 3 BACKGROUND

- 3.1 The 2014/15 base budget for the Community Grant Scheme was £135,465.
- 3.2 On 18 March 2014, the Executive Committee approved the amalgamation of the former Borders-wide and non Borders-based budgets into a single Generic Budget. It was further agreed that an allocation of £10,000 from the annual base budget would be set aside for the Generic Budget.
- 3.2 The remainder of the base budget (£125,465) was divided between the 5 Area Forums, based on the Census 2011 population levels.
- 3.3 Some organisations did not fully spend their 2013/14 grant award and the following amounts were returned to the respective Area Forum budgets:  
 Berwickshire: £2,164 – increasing the balance available to £26,441  
 Eildon: £82 – increasing the balance available to £39,238
- 3.4 As agreed by the Grants to External Bodies Sub Committee on 26 February 2008 and Executive on 29 January 2009, any underspends in the Community Council’s Support budget and the Local Festival Grants budget is to be carried forward into the Borders-wide budget (now the generic budget).
- 3.5 There were no underspends carried forward into 2014/15 from the Community Council’s Support budget or the Local Festival Grants budget.
- 3.6 £1,569 was returned to the Generic Budget in unspent grants from 2013/14.
- 3.7 Following carry forward of approved ear-marked balances from 2013/14 the budget available to each area forum and generic budget was as follows:

	Base Budget 2014/15	Approved ear-marked balances 2013/14	Grant Refunds	2014/15 Total Budget
Berwickshire	£23,211	£1,066	£2,164	£26,441
Cheviot	£20,325	£15,932	£0	£36,257
Eildon	£38,882	£274	£82	£39,238
Teviot & Liddesdale	£20,752	£1,189	£0	£21,941
Tweeddale	£22,295	£3,907	£0	£26,202
Generic	£10,000	£9,502	£1,569	£21,071

- 3.8 In 2014/15 the Community Grant Scheme has awarded grants totalling £114,211 to date.

## 4 BUDGET INFORMATION

### 4.1 Berwickshire Area

Grants awarded are as follows:-

Date	CGS No	Description	Award
02/05/14	CGS/05/14	Duns Tennis Club – Clubhouse & Tennis Courts	£5,000
02/05/14	CGS/51/13	Chirnside Development Group – Chirnside Community Centre	£5,000
02/05/14	CGS/50/13	Duns Rugby Football Club – Installation of Electricity Supply	£5,000
17/10/14	CGS/34/14	Allanton Village Hall – Renovation Programme	£3,096
17/10/14	CGS/31/14	Coldstrea Community Trust – Support Grant	£1,800
11/11/14	CGS/40/14	Gunsgreen House Trust – Support Grant	£5,000
20/11/14	CGS/45/14	Ayton Community Council – Christmas Lights	£400
9/12/14	CGS/22/14	Grantshouse Community Council – Community Action Plans	£1,145
<b>TOTAL</b>			<b>£26,441</b>

There is no underspend for the Berwickshire area.

### 4.2 Cheviot Area

Grants awarded are as follows:-

Date	CGS No	Description	Award
04/06/14	CGS/15/14	St Boswells Parish Community Council – Gypsy Fair Exhibition	£1,852
18/07/14	CGS16/14	Ancrum Community Council – Planters & Plants	£625
18/07/14	CGS/47/13	Jedburgh Community Council – Xerscape Project	£5,000
22/09/14	CGS/25/14	Jedburgh Leisure Facilities Trust – Jedburgh Town Hall Start Up	£4,895
17/10/14	CGS/26/14	Kalewater Community Council – Defibrillator Project	£304
17/10/14	CGS/21/14	Sprouston Village Hall – Replacement Floor	£5,000
17/10/14	CGS/23/14	Crailing Eckford & Nisbet Community Council – Defibrillators	£4,892
20/11/14	CGS/37/14	Yetholm & District Community Council – Replacement LED Christmas Lights	£374
05/01/15	CGS/39/14	Jedburgh & District Community News Group – Blue Plaques Scheme	£2,430
14/01/15	CGS/42/14	Kelso Community Council – New War Memorial	£1,350
<b>TOTAL</b>			<b>£26,722</b>

One application totalling £5,000 is awaiting approval and the total estimated underspend for Cheviot area is £4,535.

#### 4.3 Eildon Area

Grants awarded are as follows:-

Date	CGS No	Description	Award
02/05/14	CGS/04/14	Selkirk Chamber of Trade – Support Grant	£4,300
20/05/14	CGS/08/14	Ettrick & Yarrow Community Council – Brockhill Bridge Re-instatement	£562
20/05/14	CGS/58/13	Selkirk Christmas Illuminations Group – Christmas Illuminations Project	£2,203
20/05/14	CGS/07/14	Kirkhope Parish Church – Energy Audit Project Finale Phase	£3,000
04/09/14	CGS/24/14	Melrose Music Society – Support Grant	£650
15/10/14	CGS/35/14	The Tim Stead Trust – Tim Stead Main Issues Study	£5,000
15/10/14	CGS/36/14	Galashiels Chamber of Trade – Christmas Lights	£5,000
25/11/14	CGS/44/14	Galashiels Swimming Club – New Pool Equipment	£4,440
09/12/14	CGS/33/14	Galashiels Fairydean Rovers FC – Upgrade of Changing Rooms/PA System	£5,000
<b>TOTAL</b>			<b>£30,155</b>

One application totalling £5,000 is awaiting approval and the total estimated underspend for Eildon area is £4,083.

#### 4.4 Teviot & Liddesdale Area

Grants awarded are as follows:-

Date	CGS No	Description	Award
02/05/14	CGS/01/14	Burnfoot Community Council – Support Grant	£1,480
02/05/14	CGS/59/13	Hawick Community Café – Shop Frontage Change	£5,000
04/06/14	CGS/02/14	Minto Golf Club Ltd – Drainage Project 3 <sup>rd</sup> Fairway	£5,000
02/09/14	CGS/30/14	Hawick Royal British Legion – Beating Retreat	£880
05/01/14	CGS/50/14	Future Hawick – Support Grant	£1,435
<b>TOTAL</b>			<b>13,795</b>

One application totalling £5,000 is awaiting approval and the total estimated underspend for Teviot & Liddesdale area is £3,146.



#### 4.5 Tweeddale Area

Grants awarded are as follows:-

Date	CGS No	Description	Award
22/09/14	CGS/32/14	Friends of Dovecot – Grand Hands Travelling Club	£1,848
15/10/14	CGS/29/14	Peebles Burgh Silver Band – Borders Entertainment Contest	£1,000
07/01/15	CGS/46/14	Clovenfords & District Community Council – History Leaflet	£300
<b>TOTAL</b>			<b>£3,148</b>

Two applications are awaiting approval totalling £9,410 and the total estimated underspend for Tweeddale area is £13,644.

#### 4.6 Generic Budget

Grants awarded are as follows:-

Date	CGS No	Description	Award
19/08/14	CGS/14/14	NTC Touring Theatre Co Ltd – Rumpelstiltskin	£2,650
19/08/14	CGS/28/14	Survivors Unite – Group Development & Learning Project	£1,370
11/11/14	CGS/41/14	Instinctively Wild – Support Grant	£4,930
20/01/15	CGS/49/14	Borders Community Radio & Media Ltd – TD1 Radio FM	£5,000
<b>TOTAL</b>			<b>£13,950</b>

One application is currently awaiting approval totalling £4,500 and the total estimated underspend for the Generic Fund is £2,621.

## 5 IMPLICATIONS

### 5.1 Financial

There are no additional financial implications on the Council's resources.

### 5.2 Risk and Mitigations

There are no risks to the Council in relation to the recommendation in this report. The report recommends the carry forward balances which will protect the budget in each respective area and ensure it remains available to Members for allocation to projects in 2015/16.

### 5.3 Equalities

- (a) An Equalities Scoping Assessment has been carried out on this proposal and it is anticipated that there are no adverse equality implications.

### 5.4 Acting Sustainably

- (a) The Community Grant Scheme can assist with funding for a wide range of community projects, many of which have positive economic, social or environmental impacts.

**5.5 Carbon Management**

(a) There are believed to be no effects on carbon emissions relative to the recommendation in this report.

**5.6 Rural Proofing**

(a) Not applicable.

**5.7 Changes to Scheme of Administration or Scheme of Delegation**

(a) There are no changes to be made.

**6 CONSULTATION**

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

**Approved by**

**David Cressey**  
**Service Director Strategy & Policy**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
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Jean Robertson	Funding & Project Officer Ext. 6543

**Background Papers:**

**Previous Minute Reference: Executive Committee 18 March 2014**

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

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