

Public Document Pack



EXECUTIVE COMMITTEE TUESDAY, 18TH AUGUST, 2015

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 18 AUGUST 2015 at 10.00 am

J. J. WILKINSON,
Clerk to the Council,

11 August 2015

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 1 - 8) Minute of Meeting of Executive Committee of 9 June 2015 to be approved and signed by the Chairman. (Copy attached.)	2 mins
5.	Corporate Transformation Progress Report (Pages 9 - 38) Consider report by Corporate Transformation and Services Director on progress in developing and delivering the Council's Corporate Transformation Programme. (Copy attached.)	15 mins
6.	Quarterly Corporate Performance Report (Quarter 1, 2015/16) (Pages 39 - 102) Consider report by Chief Executive presenting a quarterly performance update. (Copy attached.)	20 mins
7.	Monitoring of the General Fund Revenue Budget 2015/16 (Pages 103 - 140) Consider report by the Chief Financial Officer providing budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 June 2015. (Copy attached.)	10 mins
8.	Projected Balances to 31 March 2016 (Pages 141 - 152) Consider report by Chief Financial Officer providing an analysis of the Council's balances as at 31 March 2015. (Copy attached.)	5 mins
9.	Monitoring of the Capital Financial Plan 2015/16 (Pages 153 - 188)	10 mins

	Consider report by the Chief Financial Officer on the progress of the 2015/16 Capital Financial Plan and seeking approval for projected outturns and associated virements. (Copy attached.)	
10.	Asset Transfer - Jedburgh Town Hall (Pages 189 - 204) Consider joint report by Corporate Transformation and Services Director and Service Director Commercial Services on community asset transfer issues. (Copy attached.)	10 mins
11.	Scottish Borders Council Community Grant Scheme - Generic Budget (Pages 205 - 260) Consider report by Service Director Strategy and Policy recommending 4 applications for funding from the Community Grant Scheme Generic Budget. (Copy attached.)	10 mins
12.	Control of Contractors Policy and Procurement (Pages 261 - 276) Consider joint report by Chief Financial Officer and Corporate Transformation and Services Director on the requirement for Constructionline accreditation as part of the Control of Contractors Policy. (Copy attached.)	15 mins
13.	Road Safety - Annual Position Statement (Pages 277 - 288) Consider report by Service Director Commercial Services presenting an update on reported road casualties in 2014 and progress towards meeting the Scottish Government casualty reduction targets. (Copy attached.)	30 mins
14.	Developer Contribution, Land South of Meigle Row, Clovenfords - 06-0104-FUL (Pages 289 - 292) Consider report by Service Director Neighbourhood Services seeking approval to utilise the developer contribution of £42,995 from Meigle Row, Clovenfords. (Copy attached.)	10 mins
15.	Discretionary Housing Payments - 2015/16 Performance Report (Pages 293 - 300) Consider report by Service Director Neighbourhood Services detailing the activity of the Discretionary Housing Payment scheme in the first quarter of 2015/16. (Copy attached.)	15 mins
16.	Any Other Items Previously Circulated	
17.	Any Other Items which the Chairman Decides are Urgent	
18.	Items Likely to be taken in private Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act."	

19.	<p>Minute (Pages 301 - 302)</p> <p>Private Minute of Meeting of Executive Committee of 9 June 2015 to be approved and signed by the Chairman. (Copy attached.)</p>	
20.	<p>SBC Contracts Financial Strategy (Pages 303 - 310)</p> <p>Consider report by the Chief Financial Officer and the Service Director Commercial Services outlining a financial strategy for SBC Contracts. (Copy attached.)</p>	

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.**

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

Please direct any enquiries to Fiona Walling Tel:- 01835 826504
 Email:- fwalling@scotborders.gov.uk

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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, 9 June 2015 at 10.00 a.m.

Present:- Councillor D. Parker (Chairman), S. Aitchison, C. Bhatia S. Bell, J. Brown, M. Cook, V. Davidson (from para 3), G. Edgar, J. Mitchell, D. Moffat, D. Paterson, F. Renton, R. Smith.

Also Present:- Councillors G. Logan, S. Mountford, A. Nicol, T. Weatherston.

In Attendance:- Depute Chief Executive – People, Depute Chief Executive – Place, Chief Financial Officer, Corporate Transformation and Services Director, Service Director Neighbourhood Services, Service Director of Regulatory Services, Democratic Services Team Leader, Democratic Services Officer (K. Mason).

MINUTE

1. The Minute of meeting of the Executive Committee of 12 May 2015 had been circulated.

DECISION

APPROVED for signature by the Chairman.

MEMBER

Councillor Davidson joined the meeting during discussion of the following item.

QUARTERLY CORPORATE PERFORMANCE REPORT

2. With reference to paragraph 2 of the Minute of Meeting of 10 March 2015, there had been circulated copies of a report by the Chief Executive presenting a quarterly performance update for members. The report advised that a high level summary of performance was provided at Section 4 of the report and Appendix 1 provided a more detailed presentation and explanation of each Performance Indicator (PI). Where possible, information which was collected on a quarterly basis was presented but this was not possible for all areas of Council business, for example, school attainment. The presentation used in Appendix 1 to the report was consistent with what was presented to Council on 26 June 2014 and to the Executive Committee each quarter thereafter. All information contained within the report was also made available on the SBC website using the public facing part of Council's Performance Management software.
3. By means of a power point presentation, Members were given background information by the Corporate Performance and Information Manager highlighting performance measures in the following two categories – key successes and below target. Proposed changes included (i) planning – alignment of PIs with the Planning Performance framework; (ii) People Department PIs – changes in structure and integration of health and social care; (iii) Complaints – alignment with Scottish Public Sector Ombudsman requirements; and (iv) Community Benefits – “adding value to community through procurement” policy. The Service Director Regulatory Services advised that three new PIs relating to the Scottish Government's Planning Performance Framework would be introduced for 2015/16 performance reporting. The focus would now be on the average time taken to process all planning applications split into three categories – major development; local development (non-household); and householder developments. These would replace the existing “0% determined within 2 Months” PI. The Principal Assistant Social Care and Health/Group Manager then went on to give information on the delivery of Social Care in the Scottish Borders and the effect legislative changes had on the way information was reported. Information on the options available for self-directed support was given. In response to a question asked about self-directed support it was noted that a new personal assessment tool

was being introduced. It was hoped that the tool would go live in December 2015 or January 2016 and would help speed up the process. With reference to cash seizures under the Proceeds of Crime Act it was noted that no reply had been received from Scottish Government regarding use of this money and it was agreed that this would be followed up.

DECISION

AGREED to:-

- (a) **acknowledge and note the performance presented within Appendix 1 to the report and the action which was being taken within Services to improve or maintain performance;**
- (b) **note the changes proposed in Section 5 of the report.**

2014/15 UNAUDITED REVENUE OUTTURN

4. There had been circulated copies of a report by the Chief Financial Officer providing a statement comparing final revenue outturn expenditure and income for 2014/15 with the final budget for the year and explanations for significant variances. The revenue account for 2014/15 delivered an outturn Net Expenditure of £258.522m against a revised budget of £258.925m (after adjusting for the carry forward of earmarked balances.) An unaudited outturn underspend of £0.403m was achieved. It was proposed that the unaudited underspend be allocated initially to the general fund unallocated reserve. The £0.403m underspend (0.16% of Final Approved Budget) was delivered following a number of earmarked balances approved by Executive during 2014/15. In total, these amounted to £7.492m and related to a number of initiatives across departments and specifically included £1.721m of carry forward for Devolved School Management. £5.352m of balances was brought forward to 2014/15 from previous years, thus producing a net increase in balances of £2.140m during 2014/15. In addition to those above, provision had been made of £0.1m to meet the additional costs projected in 2015/16 relating to the expected COSLA residential care home uplift and new PVG arrangements for SBCares, £0.3m for the continuation of Energy Efficiency initiatives (continuation of CEEF) and £0.1m roads maintenance which was work in progress at the end of the financial year. Members discussed adverse press reports relating to the 2014/15 Unaudited Revenue Outturn and the Chief Financial Officer advised that letters from the Depute Leader (Finance) had been sent this week to the Border Telegraph and the Southern Reporter correcting the information reported. A letter, in similar terms, would also be sent to the Berwickshire News

DECISION

(a) NOTED:-

- (i) **the underspend of £0.403m as the draft unaudited final revenue outturn position for 2014/15, as detailed in Appendix 1 to the report;**
- (ii) **that the draft unaudited outturn position would inform the budgetary control process and rolling quarterly financial planning process for the current and future years.**

(b) APPROVED

- (i) **the adjustments to earmarked balances as detailed in Appendix 1 to the report; and**
- (ii) **subject to conclusion of the statutory audit process, the transfer to the unallocated general fund reserve of £0.403m and provisions of £0.5m to meet additional PVG and residential care home costs £0.1m, continuation of CEEF £0.3m and investment in Roads and Infrastructure £0.1m.**

BALANCES AT 31 MARCH 2015

5. There had been circulated copies of a report by the Chief Financial Officer providing an analysis of balances as at 31 March 2015. The report advised that the Council's General Fund useable reserve (non-earmarked) balance was £7.259m at the end of the current financial year which exceeded the target set in the Council's approved Financial Strategy for 2014/15. The total of all revenue fund balances was £17.767m, compared to £16.351m at the end of 2013/14. It was stressed that the 2014/15 balances were before a series of technical accounting adjustments, the effect of which was expected to be broadly neutral. There were a number of areas of expected pressures identified for 2015/16, which if not addressed during the financial year, might require the drawdown of further resources from the useable reserve. The useable balance reflected approved budgets allocated to support the Revenue Financial plan, the commitment of reserves returned from the former Lothian and Borders Police and Fire joint boards to a variety of projects and the earmarking of budgets to support Corporate Transformation, ERVS and Roads repairs and maintenance. The total of all useable balances, excluding developer contributions, at 31 March 2015 was £26.279m, compared to £24.921m at 31 March 2014. It should be noted that the 2014/15 figures included £7.492m of balances earmarked for use in 2015/16 and future years. Members looked systematically through the appendices and received answers to their questions where further information was required.

DECISION

NOTED:-

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

CAPITAL FINANCIAL PLAN 2014/15

6. There had been circulated copies of a report providing a statement comparing the final capital out-turn for 2014/15 with the final budget for the year, and identifying the main reasons for any significant variations. The report explained that the final capital out-turn statement for 2014/15 was detailed in Appendix 1 to the report and included reasons which had been identified by the Project Managers and Budget Holders for the variances to the final approved budget. This identified an out-turn expenditure of £31.401m which was £3.360m below the final revised budget of £34.764m. The chart in paragraph 4.6 of the report demonstrated that there had been an increase in the cumulative net movement between 2014/15 and future financial years compared to the previous financial year.

DECISION

AGREED:-

- (a) **the final out-turn statement as detailed in Appendix 1 to the report;**
- (b) **to note the adjustments to funding as detailed in Appendix 1 to the report;**
- (c) **to note that the results would inform the capital planning, monitoring and control processes for the current (and future) years; and**
- (d) **that an update report on the Duns PS be brought to Committee as soon as practicable.**

CORPORATE DEBTS – WRITE OFFS IN 2014/15

7. There had been circulated copies of a report by the Chief Financial Officer advising that as required by the Financial Regulations, the report detailed the aggregate amounts of debt written off during 2014/15 under delegated authority. The report covered the areas of Council Tax, Non-Domestic Rates, Sundry Debtors, and Housing Benefit Overpayments. The total value of write-offs increased from £0.576m in 2013/14 to £0.627m in 2014/15. 2014/15

write-offs had remained at similar levels to the previous year, probably reflecting the levelling-off in economic conditions. There were however, ongoing risks associated with the management of the Council's debts and these might lead to an increase in the level of debts that might require to be written off as irrecoverable in future years.

DECISION

NOTED the debtor balances written off during 2014/15 under delegated authority.

INITIAL REVENUE VIREMENTS 2015/16

8. There had been circulated copies of a report by the Chief Financial Officer seeking approval for the Revenue Budget Virements for 2015/16. The report explained that the first Revenue Monitoring report to Executive would be made on 18 August 2015, based on monitoring analysis to the 30 June 2015. In addition, Revenue Management reports would be made to the Council's Corporate Management Team on a monthly basis. Initial monitoring work undertaken during the new financial year so far had identified the requirement to move resources between certain budget heads and to allocate and devolve resources to service areas. No virements were proposed as a result of the identification and addressing of any projected pressure or saving in 2015/16 thus far. Similarly, no proposals were made to earmark any 2015/16 resources for future years, given this early stage in the financial year.

DECISION

APPROVED the virements detailed in Appendix 1 to the report.

2015-2017 PROCUREMENT & PAYMENT SERVICES STRATEGY AND POLICY

9. There had been circulated copies of a report by the Chief Financial Officer introducing a refreshed Procurement & Payment Services Strategy and Policy for 2015-2017. The report explained that the Council spent approximately £120million each year on goods, services and works with suppliers. The 2015-2017 Strategy and Policy (the Strategy) set out how this expenditure would be managed and detailed the strategic objectives it aimed to deliver. The Strategy had four key areas of ambition and vision which linked directly to the existing Ambitious for the Borders Agenda, the Corporate Plan and the Community Planning Partnership priorities by: (a) adding value to all that we do; (b) maximising the delivery of responsible procurement; (c) reducing the cost of sourcing through to settlement; and (d) harnessing those opportunities to drive local economic growth.

DECISION

APPROVED the refreshed 2015-2017 Procurement & Payment Services Strategy and Policy as detailed in the Appendix to the report.

ASSESSING EMPLOYMENT STATUS POLICY AND GUIDELINES (ESI HMRC)

10. There had been circulated copies of a report by the Chief Financial Officer and the Chief HR Officer advising that the Assessing Employment Status Policy and associated procedural guidelines had been developed in response to an HMRC review during 2014. The report explained that objective of the Policy was to achieve best practice and compliance, ensuring that all self-employed individuals engaged by the Council were appropriately assessed in accordance with HMRC guidelines. The review determined a number of incorrect employment status determinations. As a result additional income tax and national insurance contributions would be sought from the Council, additionally a monetary penalty was likely to be applied (the value of which was yet to be determined). During the discussions it was noted that no formal correspondence had been received from HMRC as to whether a monetary penalty would be issued but it was hoped that the work carried out by the Council would minimise the level of any penalty.

DECISION

APPROVED the Assessing Employment Status Policy and Guidelines as detailed in the Appendix to the report.

MEMBER

Councillor Davidson left the meeting during consideration of the following item.

CORPORATE TRANSFORMATION PROGRESS REPORT

11. With reference to paragraph 11 of the Minute of Meeting of Council of 12 February 2015, there had been circulated copies of a report by the Corporate Transformation and Service Director presenting an update on progress in developing and delivering the Council's Corporate Transformation Programme since the report to Council on 12 February 2015 and setting out planned activity in the reporting period to August. The report explained that in February, Council agreed to establish a Corporate Transformation programme for the Council and that quarterly monitoring reports would be considered by the Executive. The report formed the first quarterly performance report and set out (a) Progress since February; and (b) planned work in the next reporting period to August 2015. Initially, 21 strands of work were identified through a series of workshops and away days with Corporate Management Team. These pieces of work included 8 projects and programmes which were already being progressed as part of the former Business Transformation Programme. The 21 programmes and projects had since been honed-down to 19 strands as work had progressed in scoping the Programme. These 19 pieces of work were set out in Appendix 1 to the report which included a brief description of the purpose of each and summarised progress made to date. The Corporate Transformation and Services Director answered Members' questions relating to street lighting, financial efficiency savings, GIS mapping and digital connectivity.

DECISION

NOTED the progress made in developing and delivering the Corporate Transformations Programme.

ADJOURNMENT

The meeting adjourned at 11.45 a.m. and reconvened at 11.50 a.m.

UK LANDFILL COMMUNITIES FUND

12. There had been circulated copies of a report by the Service Director Strategy and Policy recommending two projects for approval from the landfill Communities Fund (UK LCF) for the funding period to end March 2015. The following projects were recommend for approval (a) BCCF Environmental – Rock UK Adventure Centres Ltd – Newcastleton Bike Skills and Pump Track - £28,847.08; and (b) BCCF Environmental – Kirkhope Parish Hall – Hall Extension - £16,265. The report explained that the confirmed UK LCF balance to 31 March 2015 was £45,112.08 and the projects now recommended for approval totalled £45,112.08. No balance remained in the UKLCF. The report saw the end of Scotland's involvement in the UKLCF and explained that Scotland now had the powers to collect and manage Scottish Landfill Tax (SLFT) and to operate a Scottish Landfill Communities Fund (SLCF) scheme which commenced on 1 April 2015.

DECISION

(a) APPROVED:-

(i) a grant of £28,847.08 to BCCF Environment (Rock UK Adventure Centres Ltd – Newcastleton Bike Skills & Pump Track);

(ii) a grant of £16,265 to BCCF Environmental (Kirkhope Parish Hall – Hall Extension); and

(b) NOTED the end of Scotland's involvement in the UKLCF.

SCOTTISH BORDERS LOAN FUND – UPDATE

13. There had been circulated copies of a report by the Service Director Strategy and Policy seeking approval to extend the operation of the Scottish Borders Loan Fund until the proposed national Scottish Local Authorities Business Loan Fund, Business Loans Scotland, became operational. The report explained that at its meeting on 3 February 2015 the Executive Committee agreed to close the Scottish Borders Loan Fund on 31 March 2015 as

it would be replaced by the proposed national loan fund on the 1 April 2015. However, the new national loan fund had been delayed due to the Scottish Government experiencing difficulties with its planned timescales for the provision of European Funds to support public sector financial instruments. It was now expected that the new fund would not be operational until October 2015. This delay meant that local small businesses were at a disadvantage in relation to funding their growth ambitions and the resultant economic impacts would be lost or delayed. Extending the operation of the Scottish Borders Loan Fund would provide a facility for small businesses to raise finance until the new fund was operational. In addition, the Borders Railway Blueprint Action Plan set out an ambition to establish a Railway Investment Fund, during the summer of 2015, to support businesses seeking to exploit opportunities created by the arrival of the Borders Railway. The intention was that the Railway Investment Fund would be managed through Business Loans Scotland and extending the Scottish Borders Loan Fund would allow the Council to meet this commitment until Business Loans Scotland was operational.

DECISION

AGREED to extend the operation of the existing Scottish Borders Loan Fund until the proposed national Scottish Local Authorities Loan Fund, Business Loans Scotland, became operational.

SCOTTISH BORDERS ECONOMIC STRATEGY 2023 – ACTION PLAN REFRESH

14. With reference to paragraph 11 of the Minute of Meeting of Council of 30 May 2013, there had been circulated copies of a report by the Service Director Strategy and Policy seeking approval of the updated Action Plan for the Scottish Borders Economic Strategy 2023, which was originally agreed in May 2013. The report explained that the Economic Strategy set out the vision, strategic aims and objectives which would provide the focus for our efforts to ensure sustainable economic growth for the Scottish Borders. The associated Action Plan set out in detail how the Community Planning Partnership would deliver the outcomes identified in the Economic Strategy. The Action Plan had now been updated and refreshed to reflect the progress which had been made in delivering actions. It also included new actions responding to the changing economic demands of the area and the ongoing opportunities that arise. The refreshed Action Plan was detailed in Appendix 1 to the report.

DECISION:-

- (a) **NOTED the positive progress made in relation to the actions in the Economic Strategy Action plan.**
- (b) **AGREED the refreshed Action Plan for the Scottish Borders Economic Strategy 2023, as detailed in Appendix 1 to the report.**

EUROPEAN MARITIME FISHERIES FUND 2014 – 2020 – UPDATE

15. With reference to paragraph 3 of the Minute of Meeting of the Economic Development Group of 11 September 2014, there had been circulated copies of a report by the Service Director Strategy and Policy providing an update to the report to Economic Development Group on 11 September 2014 on EU local development funding for the period 2014 – 2020, and in particular to activity and progress in securing an allocation of European Maritime Fisheries Fund (EMFF) for the Scottish Borders. The Scottish Borders Fisheries Local Action Group (FLAG), which would be responsible for EMFF local development funding decisions, developed a proposal in 2014 to merge with the East Lothian FLAG in recognition of the strong links between these local fishing areas. The Scottish Government had subsequently proposed a more regionalised approach to Fisheries Local Action Groups (FLAGs). This was a change of approach and there was a risk that it would result in a delay to the launch and implementation of the local development funding programme. The fishing sector and the local authorities were concerned that this delay would have an adverse effect on programme delivery. The report recommended that the Chief Executive write to the Scottish Government, formally raising the Council's concern about the delay in implementing EMFF local development funding in East Berwickshire and Members agreed that the

recommendation be changed in that the Leader of the Council write to the Scottish Government.

DECISION

AGREED:-

- (a) **to note the delay in the introduction of European Maritime Fisheries Funding 2014 – 2020 local development funding.**
- (b) **to request clarification from the Scottish Government on its revised proposals for ‘regionalising’ Fisheries Local Action Groups in Scotland, given that Local Action Groups were predicated on coherence between areas in terms of their geography, commercial relationships and fishing practices; and**
- (c) **that the Leader write to the Scottish Government, formally raising the Council’s concern about the delay in implementing EMFF local development funding in East Berwickshire.**

MEMBER

Councillor Paterson left the meeting.

LOCAL ACCESS AND TRANSPORT STRATEGY

16. There had been circulated copies of a report by the Service Director Regulatory Services advising of the progress which had been made on the development of a Local access and Transport Strategy for the Scottish Borders. The report explained that development of a Local Access and Transport Strategy (LATS) was a key document for the Scottish Borders, providing a focus for transport issues throughout the local authority area and beyond, whilst detailing key projects and longer term aspirations. The publication of the previous Local Transport Strategy for the Scottish Borders was in 2008 and was designed to have approximately a three to five year working life and incorporating elements of a longer term transport related vision for the area. An important aspect in the preparation of this strategy document was the incorporation of countryside access alongside transport which it was felt would offer a more comprehensive and meaningful document. The Main Issues Report (MIR) provided the basis for consultation and asked a number of specific questions which would help mould the Council’s overall approach. A copy of the proposed draft MIR document was provided in Appendix A to the report. It was anticipated that the MIR would be available for consultation over a twelve week period.

DECISION

- (a) **NOTED the progress made in the development of a Local Access and Transport Strategy for the Scottish Borders; and**
- (b) **AGREED that the Main Issues Report be issued for consultation.**

MEMBER

Councillor Bhatia left the meeting.

COMPLAINTS ANNUAL PERFORMANCE REPORT

17. There had been circulated copies of a report by the Service Director Neighbourhood Services presenting the Council’s Complaints Annual Performance Report in a format guided by the Scottish Public Services Ombudsman (SPSO), who required the annual report to be submitted to the SPSO and for the Council to publish the report. The SPSO required all Scottish Local Authorities to present their annual performance on complaints in a publicly available annual report. Scottish Borders Council’s Complaints Annual Performance Report for complaints handled in 2014-15 was drafted to reflect the good practice as agreed with the SPSO. A number of areas for improvement in complaint handling were committed to in the annual report, notably: (a) the eight SPSO Performance Indicators were included in the Council’s performance management framework; (b) the Council works with the SPSO and

other Local Authorities to develop benchmarking of complaints performance indicators; and
(c) work to enhance service delivery and improve complaint response times.

DECISION

AGREED to:-

- (a) note the performance of handling complaints for the period 1 April 2014 to 31 March 2015;
- (b) endorse the identified improvement actions including the continued provision of statistics to the Complaint Handlers Network outlined in paragraph 4.9 of the report throughout 2015-16;
- (c) note the intention to review data collected from the complaints handling surveys outlined in paragraph 4.11 of the report, the results to be made available in the 2015-16 Complaints Annual Performance Report;
- (d) note the commitment to benchmarking outlined in paragraph 4.12 of the report; and
- (e) approve the annual report to be submitted to the SPSO and for the Council to publish the report.

PRIVATE BUSINESS

18. **DECISION**

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

SUMMARY OF PRIVATE BUSINESS

Minute

1. The Committee approved the private Executive Minute of 26 May 2015.

Annual Progress Report on the Sale of Surplus Property

2. The Committee considered a report by the Service Director Commercial Services and approved the recommendations contained therein.

Member

Councillor Davidson rejoined the meeting.

Urgent Business

3. Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

New Kelso High School

4. The Committee considered a report by the Service Director Commercial Services in relation to the New Kelso High School and approved the recommendations contained therein.

The meeting concluded at 1.15 p.m.

CORPORATE TRANSFORMATION PROGRESS REPORT

Report by Corporate Transformation & Services Director

EXECUTIVE COMMITTEE

18 AUGUST 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report updates the Executive Committee on progress in developing and delivering the Council's Corporate Transformation Programme since the last update report on 9 June 2015 and sets out planned activity in the reporting period to the end of October 2015.**
- 1.2 In February 2015, Council agreed to establish a Corporate Transformation Programme for the Council.
- 1.3 Progress Reports are brought to the Executive Committee on a quarterly basis. The last Corporate Transformation Progress Report was presented on 9 June 2015.
- 1.4 The main areas of progress since June include:
- (a) **Railway Programme** – the Borders Railway Blueprint Leadership Group and Champions Group continues to meet every 4-6 weeks to manage the phased delivery of projects. ScotRail has formally joined the partnership, and a new Communications Group has been set up to promote 'live, work, invest, visit' messages connected to the new Railway opening. Appendix 2a sets out a full update.
 - (b) **Culture Trust** – joint work with officers from Borders Sport and Leisure Trust (BSLT) progressing well to establish the feasibility of an Integrated Sport and Culture Trust. Feasibility report due to be presented to BSLT in late September and Council in October 2015.
 - (c) **Alternative Service Delivery Models** – following the report to Executive Committee on 12 May 2015 titled 'Edinburgh, Lothians, Borders and Fife Roads Collaboration Programme (ELBF Proposal) and SBC Roads Services', governance arrangements and a Project Team have been established. This review of roads will be completed before April 2016.

- (d) **ICT Programme** – activity is progressing on three core work streams as per the report to Council in April 2015 - the delivery of the ICT Review, implementation of the ICT Strategy and the work to put in place new Corporate governance structures.
 - (e) **Property & Assets** – work has continued in refining the Property and Assets Programme Brief – in particular, developing a better understanding of the relationship and dependencies with other parts of the programme.
 - (f) **Energy Efficiency** – the project team has been established to look at options for energy efficiency projects across the Council
 - (g) **Scoping of Briefs** for new pieces of work. Scoping of the new programmes and projects continues. Draft briefs for the Workforce Transformation and Property and Assets programmes have been completed and are summarised in this report. It is anticipated that the scoping work for remaining new programmes and projects will be completed in the next reporting period and, once complete, will enable the development of more detailed plans for the phasing and resourcing of the Corporate Transformation Programme.
- 1.5 The first detailed performance reporting for areas of work with programme, are set out in Appendix 3, covering the Property and Assets and Energy Efficiency programmes. It is the intention to provide this detailed reporting for 3 or 4 areas within the programme quarterly to Executive Committee. Over the course of the next year all areas of work within the programme will have been reported in this detail.

2 RECOMMENDATIONS

2.1 I recommend that Executive Committee:

- (a) **notes the progress made in developing and delivering the Corporate Transformation Programme**
- (b) **notes that the full proposal for ICT will be presented to Council on 17 December 2015 rather than Council on 8 October 2015 as originally planned.**

3 BACKGROUND

- 3.1 In February, Council agreed to establish a Corporate Transformation Programme for the Council which:
- (a) Is based around the four cross-cutting themes as set out in the Financial Strategy 2015–16:
 - (i) Making Best Use of our People
 - (ii) Working with our Partners
 - (iii) Looking after the Borders
 - (iv) Business Process Transformation
 - (b) Builds on the former Business Transformation Programme.
 - (c) Supports Member, Corporate and Partnership priorities.
- 3.2 Council agreed that quarterly monitoring reports would be considered by the Executive Committee.
- 3.3 This report forms the second quarterly Corporate Transformation Performance Report and sets out:
- (a) Progress since June 2015 (and rates that as Red, Amber or Green)
 - (b) Planned work in the next reporting period to the end of October 2015
- 3.4 Initially, 21 strands of work were identified through a series of workshops and Away Days with Corporate Management Team.
- 3.5 As work has progressed over the last few months in continuing to scope the detail of the programmes of work, the initial 21 programmes and projects have now been honed-down to 17 strands of work. Since the previous report to Executive Committee, the Co-location strand of work has been brought within the scope of the Property and Assets Programme, and Work-style Transformation is now included within the overall Workforce Transformation Programme.
- 3.6 These 17 pieces of work are set out in Appendix 1 under the 8 Corporate Priorities and includes a brief description of the purpose of each, summarises progress made to date (and rates that as Red, Amber or Green) and sets out key milestones in the next quarter.

4 PROGRESS

4.1 The main areas of progress within this reporting period are set out below.

4.2 Railways Programme

4.2.1 The main focus of work has been to progress the projects in the Borders Railway Blueprint Action Plan, and for partner budgets and staff resources to be agreed to allow projects to proceed. Priority has been given to project activity that needs to be in place by September 2015 in time for the railway opening.

4.2.2 Some general points of progress are summarised below:

- (a) Inward Investment Response: meetings have been held with Scottish Borders, Midlothian and Edinburgh City Councils to discuss a joint approach to inward investment promotion across the Borders Railway corridor (see Appendix 2b), working closely with national agencies including Scottish Enterprise and Scottish Development International (SDI). Additional staff resources are being identified to provide an integrated approach and single point of contact which will link directly to local economic development 'rapid response' teams. The new Borders Railway Inward Investment Prospectus and promotional film has been presented to the three local authorities, which will go live in August 2015.
- (b) Ministerial Meeting: the Leadership Group welcomed Mr Fergus Ewing MSP Minister to a meeting at Abbotsford in July 2015 for a briefing on Borders Railway Blueprint progress and the plans for maximising the tourism, business and community benefits of the Borders Railway investment.
- (c) Communications: the leadership of the Blueprint Communications Group has been confirmed by Scottish Enterprise, working with comms reps from each of the seven partner organisations, and ScotRail, Network Rail, and Marketing Edinburgh. It has been agreed that the existing BordersRailway.co.uk site will be redeveloped as the 'communications hub' for the Blueprint, building on the website's 325k unique users and 2.1 million page views to date.
- (d) Programme Evaluation: support has been provided by the Scottish Enterprise Appraisal and Evaluation team to develop a 'logic chain' for the Blueprint programme, setting out the Programme rationale, and the expected inputs, activities, outputs, outcomes and impacts (see Appendix 2c). This will provide a framework for monitoring the Programme, and will link into the Scottish Government project approval and reporting procedures.

- (e) Joint working with Abellio/ScotRail: following positive meetings with ScotRail to discuss opportunities for collaboration on business and tourism development activity, a formal partnership has now been agreed which brings Abellio Scotrail onto the Blueprint Leaders Group.
- (f) Joint working across the Partnership: great progress continues to be made in the 'team Borders Railway' approach to the Programme.

4.2.3 The project is an exemplar of partnership working across the public sector in the city-region area and at a National Level. Appendix 2 sets out a full update.

4.3 **Culture Trust**

All work at the moment continues to be focused on the feasibility of an Integrated Culture and Sport Trust with Borders Sports & Leisure Trust (BSLT), with the feasibility report due to be presented to BSLT in late September and Council in October 2015. The following areas have been the main areas of focus for the project team over the last period:

- (a) A progress report was presented to the Council on 25 June.
- (b) The team have been working with various Scottish Borders Council departments, partner organisations and other trusts to identify benefits under the wider health agenda from integrating sport with culture.
- (c) A draft Vision for Integrated Trust has been prepared.
- (d) Ownership of the Integrated Trust and avoiding a lengthy procurement exercise is a major topic that is being discussed.
- (e) Update meetings have been held with Cultural Services staff.
- (f) Good progress has been made on property arrangements for an integrated trust.
- (g) An actuary is looking at the pension implications of integration.
- (h) The financial business case for integration is being developed.
- (i) The VAT implications of integration are being examined.
- (j) The team plan to visit Highland's integrated trust early September.
- (k) Risk sessions have been held to understand the risks to Scottish Borders Council and Borders Sports & Leisure Trust of integration.

4.4 **Alternative Service Delivery Models**

- (a) The Governance arrangements and Project Board have been established for the review of the Council's Roads services.
- (b) SB Cares is now operating as agreed and is on track to deliver the planned financial outcomes.

4.5 **ICT Programme**

The ICT Programme is currently focusing on three core workstreams in alignment with the Chief Executive's report to Council on 2 April 2015.

4.5.1 Delivery of the ICT Review

- (a) Work is well underway reviewing City of Edinburgh Council's (CEC) procurement documents which specify the IT services they require from a new external supplier. Key service managers across SBC are discussing with the IT Business Partners how closely their own business requirements align with or differ from Edinburgh's.
- (b) Where differences are being identified, further analysis will need to be undertaken to understand specific business drivers and requirements. Once SBC has access to the proposals that CEC's preferred bidder CGI have put forward, the suitability and cost of individual services can be further examined. This information will be used to inform and define the proposed future landscape of ICT delivery for SBC.

4.5.2 Implementation of the ICT Strategy

- (a) The analysis and the subsequent engagement period with CGI to cost the detailed provision of additional services are expected to be significant. It is therefore planned that this phase will now run through September and October.
- (b) The full business case and detailed implementation plan for ICT Transformation will therefore not be delivered for Council consideration in October as originally communicated.
- (c) It is now planned to finalise the full proposal for ICT Transformation in readiness for consideration at Council on 17 December 2015.

4.5.3 ICT Governance

- (a) Work is ongoing to put in place the new ICT governance structures as outlined in the ICT Strategy which supported the 2nd April report to Council.
- (b) The delivery of key ICT solutions is critical to the success of a number of elements of the Corporate Transformation Programme. As such, the alignment of the current 'business as usual' ICT work plan to the strategic transformation priorities is the first step in providing a 'pipeline' model for managing potentially competing priorities and dependencies.
- (c) This single prioritised view of the pipeline of ICT work will provide early visibility of potential resource issues, allowing proactive intervention from the new ICT Board to ensure that the right resources are allocated to the right pieces of work at the right time in support of the Corporate Transformation Programme.

4.6 **Property and Assets Programme Brief**

- (a) The Property & Assets Programme is a major area of the Transformation Plan supporting the cost-effective, future delivery of Council services. There are significant dependencies with other Transformation areas, such as Energy Efficiency and Work-Style Transformation. It is therefore critical that the areas in-scope of the Property & Assets programme and out of scope of the programme are clearly defined.
- (b) Andrew Drummond-Hunt will maintain a corporate overview of all property and assets related work being taken forward under the Transformation Programme.
- (c) The Transformation Brief details the areas both in and out of scope of the Property & Assets Programme and will be used to initiate the projects to deliver the required changes and financial plan savings.
- (d) Within the scope of the programme is:
 - (i) More efficient use of the Property & Asset portfolio
 - (ii) Review of Street Lighting
 - (iii) Review of Electric Vehicles
- (e) Out of scope of the programme is:
 - (i) School Estate, Facilities Management and PPP contract
 - (ii) Energy Efficiency
 - (iii) Residential Care Homes and Day Centres

4.7 **Energy Efficiency**

A project team is currently looking at options for energy efficiency projects across the Council. These options include:

- (a) Building efficiency upgrades – boiler optimisers and roof insulation upgrades
- (b) Building lighting replacement – replacing old and inefficient lighting
- (c) Solar panel installations – across all high schools and HQ
- (d) Replacing off-peak electric heating systems – new, more efficient electric heating off-set by solar panels.

These are in addition to the lighting, windows, roof, boiler and heating replacements undertaken on an annual basis (as per the Capital Programme).

4.8 **Scoping**

- (a) Work has continued to progress on developing the detailed scopes for those new projects or programmes under the Corporate Transformation Programme. A draft brief for the Property and Assets Programme has been completed and is summarised at 4.6.
- (b) It is planned to complete the remaining briefs within the next reporting period – i.e. by the end of October.

5 COMMUNICATIONS AND ENGAGEMENT WITH THE UNIONS

- 5.1 A draft Communications Strategy for the Corporate Transformation Programme has been agreed by Corporate Management Team (CMT). Work is now focussed on a detailed implementation action plan to deliver the strategy. A staff briefing note has been prepared and will be included in the August edition of the Staff Newsletter "SB Scene" and there will be a specific feature on Corporate Transformation in each subsequent edition.
- 5.2 As highlighted in the last report to the Executive Committee, there is a need to better co-ordinate the reporting of issues flowing from the Corporate Transformation programme to the Trade Unions. To assist in doing this, an initial draft of the project tracker was presented to the Unions on 16 July 2015 to highlight the format and provide information on the current progress with the areas of work with the programme. The Unions will receive this on a monthly basis. Moving forward specific potential staffing issues will be highlighted in the tracker enabling timely management and engagement with Trade Unions.

6 REPORTING

- 6.1 The Corporate Transformation Programme Tracker is provided at Appendix 1. The format of the tracker has been revised to make it more consistent with other Performance Monitoring Reports that are presented to the Executive Committee. The Transformation Projects have also been aligned under the relevant corporate priorities to enable the Executive Committee and CMT to assess progress of the Programme against corporate priorities.
- 6.2 At the previous Executive Committee it was agreed that more detailed performance reporting information would be provided on the areas of work within the programme setting out what they were trying to achieve in terms of outcomes, the performance within the service areas they are covering, financial savings required and more detail on their progress. Appendix 3 provides this information in an "infographic" format in respect of the Energy Efficiency and Property and Assets programmes. It is proposed that this more detailed reporting will be presented quarterly to Executive Committee for 3 or 4 areas of work within the programme. Over the course of the next year every area of work within the programme will have been reported to Executive Committee in this detail.

7 FINANCE

- 7.1 As part of the financial monitoring of the Corporate Transformation Programme an assessment is made of current progress in planning the delivery of savings proposals included in the Financial Plan. Programmes of work being supported through the Corporate Transformation programme are now allocating all savings targets to specific projects.
- 7.2 As expected within a 5-year Financial Plan, savings in the early years of the Plan are further advanced in terms of planning and deliverability with less certainty on the specifics of delivery in the future years. There is a requirement to focus on the achievability and progress of planning the delivery of all savings within the Plan to ensure future plans continue to be set on a realistic and achievable basis.

- 7.3 As the financial planning process for 2016/17 – 2020/21 commences within the Council, work is being undertaken to ensure that any financial savings attached to the Corporate Transformation programmes are realistic and achievable.
- 7.4 Staffing implications associated with supporting the Corporate Transformation Programme are being funded through the Corporate Transformation budget where appropriate provision has been made within the revenue budget.

8 IMPLICATIONS

8.1 Financial

There are no specific costs attached to any of the recommendations contained in this report outside those considered within the Council's Financial Plan. Business cases with return on investment information will be developed for the projects and activities within the programme as appropriate.

8.2 Risk and Mitigations

A formal risk management approach will be applied consistently and appropriately across the programme.

8.3 Equalities

Equalities Impact Assessments will be carried out on the projects within the Corporate Transformation programme.

8.4 Acting Sustainably

The programme will support the approach of acting sustainably ensuring any effects are identified and the impact evaluated where appropriate.

8.5 Carbon Management

The programme will actively promote a positive impact on the Council's carbon emissions where appropriate.

8.6 Rural Proofing

This will be undertaken within the programme where appropriate.

8.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to be made to the Scheme of Administration or Scheme of Delegation.

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 the comments received have been incorporated into the final report.

Approved by

Rob Dickson
Corporate Transformation & Services Director

Signature

Author(s)

Name	Designation and Contact Number
Andrew Medley	Portfolio Manager – 01835 825267
James Lamb	Portfolio Manager - 01835 825392

Background Papers: Nil

Previous Minute Reference: Scottish Borders Council, 12th February 2015.

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

Contact us at James Lamb, Portfolio Manager, Programme Office, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825392 or – email jlamb@scotborders.gov.uk.

CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

10/08/15

Priority 1: Encourage sustainable economic growth

Railway Programme		Rob Dickson
Transport Programme		Andrew Drummond-Hunt

Priority 2: Improve attainment & achievement levels

Children & Young People		Donna Manson
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Priority 3: Provide high quality support, care and protection

Adult Services		Elaine Torrance
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Priority 4: Build the capacity and resilience of our communities

Localities Programme		Jeanette McDiarmid
Digital Connectivity		David Cressey

Priority 5: Maintain and improve our high quality environment

Waste Plan		Jenni Craig
Energy Efficiency		David Robertson







Priority 6: Develop our workforce

Workforce Transformation		Rob Dickson
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Priority 7: Develop our assets and resources

Property & Assets Programme		Andrew Drummond-Hunt
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Priority 8: Ensure excellent, adaptable, collaborative and accessible public services

Data/Info Sharing		Brian Frater
Alternative Service Delivery Models		Philip Barr
Co-production		Jeanette McDiarmid
Integration of Health & Social Care		Susan Manion
Customer First Phase 2		Jenni Craig
Business Process Re-engineering		David Robertson
ICT Change Programme		Rob Dickson

Key:





Critical issues to be reviewed by CMT

Some issues to be managed by Project Team

No issues to report


CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

Priority 1: Encourage sustainable economic growth

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Rob Dickson/ Sam Smith	Railway Programme	Delivery of actions to maximise the full economic and social benefits of the Borders Railway.		<p>Leadership Group meeting every 4-6 weeks; draft 'Action Plan' and project schedule in place. Project 'Approval Paper' and grant procedures in place by June 2015. Programme Manager appointed, start date 1 April 2015. The Council's financial contribution to current projects approved on 2 April 2015.</p> <p>Key projects underway: Tourism Marketing Programme, Tourism Destination Audit (complete), Tourism Business Development Programme, Tourism Train Market Assessment, Steam Train Experience, Inward Investment Prospectus.</p> <p>Programme progress: Communications Group now established, and Programme Evaluation Framework. Scotrail/ Abellio have formally joined the Leadership Group.</p>	<p>Communications Plan to be approved by Leaders Group by August 2015, linked to transfer and redevelopment of BordersRailway.co.uk.</p> <p>Risk Workshop with Leadership Group by August 2015.</p> <p>Inward Investment Prospectus soft launch/ go live by end July, with launch event in September.</p> <p>Rail/ bus service improvements by September 2015.</p>
Andrew Drummond-Hunt /Andrew Medley	Sustainable Transport	Implement a better, simpler, more accessible and cost effective model of transport service provision, through a multi-agency approach.		<p>Joint Framework contract management arrangements being developed and implemented with partners. First contracts have been tendered through framework. SBC/ CPP Transport Services structure being implemented.</p> <p>Total funding secured for "Community Transport Hub". Implementation of the "Hub" commenced.</p> <p>Bus and Borders Railway connectivity - Council agreement gained on proposals to improve connectivity in line with the Railway "Blueprint".</p>	<p>Finalise and fully implement Joint Framework contract management arrangements with partners. Commence monitoring of savings and benefits coming through the framework</p> <p>Fully implement SBC/ CPP Transport Services structure.</p> <p>"Community Transport Hub" implemented and operational.</p> <p>Bus and Borders Railway connectivity - Gain "Blueprint" funding approval. Fully implement proposals to improve connectivity for Borders Railway commencement on 6th September.</p> <p>Integrated Transport in Berwickshire - Hold first stakeholder/community events in Berwickshire and Eyemouth High Schools to identify transport solutions that improve transport and access to services in the Berwickshire Area.</p>


CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

Priority 2: Improve attainment & achievement levels

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Donna Manson/ Lizzie Turner	Children & Young People	Improve the learning experience and opportunities for our children and young people through early intervention and prevention, a sustainable school estate and more integrated and streamlined management and admin.		3 x PMs appointed, top level jobs in Business Support Review graded and staff consulted. Online Payments Training phase 2 complete. Management structure approved and staff consulted. Parental consultation on Early Learning & Childcare (ELCC) underway.	Staff communication to be issued. Managements Structure to be complete. Top level Business Support posts to be appointed and remaining phase 1 structure agreed and JDs agreed. Online Payments phase 2 launched. Facilities Management review first board meeting to be held. Project briefs and detailed timelines for Complex Needs centre and pupil support model to be completed. ELCC Parental consultation reviewed, detailed timeline complete. Capital Projects Officer appointed, detailed timeline to be complete Lead Officer to commence parental consultation and examine educational benefits.



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Priority 3: Provide high quality support, care and protection

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Elaine Torrance/ Graeme McMurdo	Adult Services	Deliver service change and financial savings across a range of Adult services, including charging policy and focus on a reablement approach to care.		Plans agreed on the detail of how 2015/16 will be achieved.	Work progressing on key projects for 2016/17. This will require linkages with SBCares in some areas.



CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

Priority 4: Build the capacity and resilience of our communities

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Jeanette McDiarmid/ David Mallin	Localities Programme	Ensure SBC activity within localities is co-ordinated, via 5 locality plans containing clear actions and accountability.		The Lead Officer for Localities has now met with most of the lead officers within SBC, the remaining meetings have taken place in early July. Meetings have also taken place with the six Elected Members. Meetings have also taken place with the CPP partners in July. The information and emerging themes gathered from these meetings will be incorporated into the draft locality plan for Cheviot. Draft Locality Plan to be completed by the end of July. Development of stakeholder consultation and engagement plan by end of July.	Stakeholder consultation and engagement will commence in early August to gain a wider perspective of views and priorities from groups within the Cheviot community. The community consultation and engagement process is hoped to be complete by end of September and a second draft Locality Plan produced by the end of October.
David Cressey	Digital Connectivity	Maximise community and town access to digital connectivity/broadband and mobile telephony.		Meeting held with key managers and notes distributed for comment. Brief will be drafted and a further meeting arranged. Further meeting have been held with stakeholders. Initial draft of the Transformation Brief has been produced and will be tailored and polished prior to the August deadline.	Brief to be completed for CMT in August.


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5: Maintain and improve our high quality environment

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Jenni Craig/ Ross Sharp-Dent	Waste Plan	Create efficiency savings, reduce expenditure and provide additional income through the implementation of a strategy that is financially and environmentally sustainable.		Report presented and approved by Council on 25th July outlining approach to developing a new Waste Management Plan. Integral to the approach is the introduction of a Member-Officer Working Group (MOWG).	First meeting of MORG planned for 3 August. Meeting of Project Board to be arranged by end of August.
David Robertson	Energy Efficiency Programme	Implement spend to save energy efficiency schemes across the Council estate.		A project team has now been convened to examine options for energy efficiency projects across the Council which will deliver long-term revenue benefits.	A costed project plan will be developed to advance energy efficiency projects.


CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

Priority 6: Develop our workforce

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Rob Dickson	Workforce Transformation	Enable staff to deliver service improvements, review existing management and admin structures and deliver a reward and benefit strategy.		Initial Meeting held on 14th May to define scope of programme. Proposed that Workstyle Transformation (see 17 below) is incorporated as a component of this programme. Rewards and Benefits Strategy - Final stages of appointing provider. Extranet solution will also form part of the provider package. Intended to roll out car scheme from mid-July and technology in September 2015. Further meeting held on 25th June to agree draft brief. Draft brief was discussed at CMT Away Day on 22 July.	Programme Brief to be completed.







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Priority 7: Develop our assets and resources

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Andrew Drummond-Hunt	Property & Assets	Pursue opportunities around estate rationalisation, taking full account of future service delivery models and school estate strategy, identifying specific targets for energy efficiencies		Meeting held with Transformation Group on 17 June 2015 and presented to CMT on 24 June 2015 to discuss Property & Asset savings targets. Full plans to meet financial targets need to be discussed and agreed.	Update on the detailed plans to meet the Transformation delivery timescales and savings targets.

CORPORATE TRANSFORMATION PROGRAMME TRACKER FOR EXECUTIVE COMMITTEE AS OF 30 JULY 2015

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

Corporate Lead/ Project Manager	Programme/ Project	Purpose	RAG	Milestones Achieved	Milestones to be achieved
Brian Frater	Data / Information Sharing	Deliver information sharing requirements across partners.		Programme currently being scoped to identify scale of task. Discrete projects being identified and prioritised. PID produced for eGIRFEC project.	Work to incorporate Integrated Joint Board work within eGIRFEC PID to be completed. Scoping and prioritisation of wider programme to be completed.
Philip Barr	Alternative service Delivery Models	Review service delivery and Trust models to develop more cost effective service delivery models (e.g.) LLP's and joint ventures.		Work progressing well with BSLT on benefits, dis-benefits and risks around integrated Culture and Sport Trust feasibility and a progress report was presented to Council in June. SB Cares now operational and delivering relevant Care Services.	Integrated Trust Feasibility report to be completed and presented to BSLT end September and Council early October.
Jeanette McDiarmid	Co-production	Involvement of communities from the outset in the development, design and delivery of service.		Not due to commence until September 2015.	
Susan Manion/ James Lamb	Integration of Health & Social Care	Improved outcomes for service users and carers who will have clear access routes to services and information.		Scheme submitted to Scottish Government. First Draft of Strategic Plan published. Second Draft in preparation. Stakeholder engagement sessions underway. Strategic Planning Group established. Second draft of strategic plan to Council and NHS Board on 25 June 2015 and published for consultation on 1 July 2015.	Stakeholder events are being organised for late August, early September 2015. Revised Scheme of Integration to be drafted and submitted over the Summer.
Jenni Craig/ Graeme Dobson	Customer First Ph2	Continued roll out and development of modern customer services across the Council.		Programme Brief now much more fully developed with all projects under this Programme currently progressing as planned.	Programme Brief to be completed and agreed by end of August. High Level Project Plans to be in place for all projects under this Programme by end of August.
David Robertson	Business Process Re-engineering	Agreed approach to process improvement applied across a range of service areas		Initial meeting has been held and proposal presented to Finance Management Team (FMT) regarding process modelling project.	Test proof of concept for process modelling approach with two key finance processes. Develop discrete proposal for overarching corporate approach to continual business process improvement.
Rob Dickson	ICT Change Programme	IT underpins the majority of the corporate transformation areas and implementation of the ICT strategy will support the delivery of financial savings.		ICT Programme Manager has started. Further work on Staff engagement ongoing. Skills Review of all ICT staff ongoing. Project Plan being developed. Ongoing discussion with Trade Unions. Review of CEC's Output Based Specification documents well underway as first step in business case definition. Work to define the detail around ICT Governance model started.	ICT governance model to be agreed. Programme sub-boards to be initiated. Progress validation of CEC's OBS documents to sign off where appropriate. Receive CEC's preferred supplier responses and commence review and analysis, with the business, of the service offerings' fit to SBC requirements.

Borders Railway Blueprint: Programme Update – July 2015

(From Leadership Group Report, 7 July 2015, updated for SBC Executive Committee 18 August 2015)

Purpose

To provide an update on the work on the Borders Railway Blueprint in the period since 29 May 2015, updating on project progress under each key theme.

Great Places for Working & Investing – Progress

- Central Borders Business Park – Phase 1 & 2

Phase 1 of the development, led by Scottish Enterprise (SE), received outline business case approval on 13 May. SBC has now confirmed to SE the expected extent of the road adoption on the station access route, and has established that a small strip of land in Network Rail ownership will be required in order to construct the new access to the Phase 1 site. The Council has also confirmed it does not intend to reserve any of the land in its ownership for possible future station car park provision, recognising the significant provision already in place at Tweedbank Station, and that there are alternative solutions for additional car parking if that should become necessary in future. Further work is now underway by SE and SBC on:

- Impact of route safeguarding south of Tweedbank station on the Phase 1 development site.
- Discussion with land/property owners in Phase 2, with initial focus on Aggmore Holdings.
- Initial design/visuals for the 'Eildon Mill' site, to ensure a complement to the GTS building in future.

Project approval for the Phase 1 investment in new business space is expected in September 2015.

- Borders Railway Inward Investment Prospectus

Web designers are due to complete the Inward Investment Prospectus website together with an interactive map of over 100 development sites by the end of July 2015. This is funded by Scottish Borders, Midlothian and Edinburgh City Councils. The web designers plan to share a test version of the website with the project team by 10 July. A 'soft launch' of the Prospectus, which will include a short video being developed by the web designers and the production of a desktop published brochure, is anticipated to take place in August, with a follow up launch event in Edinburgh in September 2015.

- Borders Railway Inward Investment Response

Following initial discussions with Edinburgh City Council's Invest Edinburgh team on the resources needed to proactively promote investment in the Railway corridor, meetings have been held with Midlothian and Scottish Borders Councils to agree the creation of a seconded senior post to jointly deliver inward investment activity and create a single point of contact for managing enquiries. Scottish Development International (SDI) input, facilitated by SE, has been provided to sense check the content of the Prospectus and the overall approach. It is expected that an application for Scottish Government Blueprint funds to deliver this activity will be submitted for approval in August 2015.

- Borders Railway Investment Fund

Assets have been being transferred from regional loan funds to the new 'Scottish Local Authorities Business Loan Fund' which will deliver a planned £1million finance mechanism for business investment in the Railway corridor. An application is in process to lever in additional ERDF investment to the national fund, and an application for Scottish Government Blueprint funds will be submitted by September 2015. The new fund will be available from 1st October 2015, and interim options for business loans are now available.

Great Places for Living & Learning – Progress- **Housing Land/ Development**

Following a Scottish Government facilitated a meeting of senior planners in Scottish Borders and Midlothian Councils to discuss the strategic role of the railway in creating a new ‘development corridor’ for Scotland, Local Authorities have completed some detailed work on the development status of housing sites along the corridor. An article on the Borders Railway and the housing/ planning/ place agenda appeared in Scottish Planner in July 2015. This is a priority area to be addressed after the opening of the Railway.

- **Integrated Transport at Station Hubs**

As a conclusion to dialogue between Scottish Borders Council and First Group Borders, the bus company has developed a number of services changes from September 7th which should assist bus/rail integration at Galashiels and Tweedbank.

A second meeting was held in June 2015 with transport contacts in ScotRail, Scottish Borders, Midlothian and Edinburgh City Councils to discuss integration of bus and rail scheduling, the physical connections from stations, and the planned provision for taxis, car hire, and bike hire facilities. Key gaps and opportunities are being progressed and a report outlining plans for rail/ bus service improvements to be in place by September 2015 in Scottish Borders was approved by Scottish Borders Council on 25th June 2015. This includes an expected financial contribution from Scottish Government Blueprint funds which will be submitted for approval in August 2015.

- **Develop walk/ cycle paths into wider network**

Projects are progressing led by Scottish Borders and Midlothian Councils to deliver ‘active travel projects’ and touch screen information points at key stations, funded by the Scottish Government/ Transport Scotland Smarter Choices grants.

The development of walking and cycle path connections in Scottish Borders is progressing well, with links between Clovenfords, Melrose, Abbotsford House and the Borders General Hospital all included in ongoing works. Signage and information is available at Stow, Galashiels and Tweedbank stations to inform visitors of the various short and long distance routes available for walking and cycling.

- **Scope out Potential Feasibility Work for Extending the Line**

Further discussions have been held with Transport Scotland regarding the scope of the project. Contact with other key partners in Dumfries and Galloway and Cumbria have been made via the ‘Borderlands’ project. Once agreement on the scope has been achieved, it is hope that initial feasibility work will start later in 2015.

Great Destinations to Visit - Progress- **Great Tapestry of Scotland – Pre-opening**

Plans are being progressed with the GTS team to showcase the Tapestry in temporary exhibitions at five locations along the Railway corridor in time for the opening celebrations in September 2015. Venues being explored are: Waverley Station in Edinburgh, the National Mining Museum in Newtongrange, Stow Primary School, Galashiels Transport Interchange and Abbotsford House.

Discussions are underway to also display some of the GT panels at the Milan Expo Pavilion during ‘Great Scotland’ week in September (11-14th). VisitScotland (VS) is working on creating a ‘Win a Trip to the Borders’. The Minister attending the Expo will be Mr Lochhead MSP. He will be briefed to cover the

Borders Railway in his presentations/meetings, plus any chance to serve local produce from the Borders/Midlothian (to tie in with Year of Food & Drink) will be maximised.

- **Great Tapestry of Scotland – Permanent Home**

Following the Feasibility Stage Proposals, completed in December 2014, Scottish Borders Council have commenced with the next stage of the design process, and the Planning Application was submitted in July 2015. The Project Governance structure has been established covering the general principles of how Scottish Borders Council will manage the design, cost control and reporting procedures throughout the design and construction phases.

SBC are in the process of finalising the appointments of the various consultants required to inform the overall design. The design consultants engaged to date are:

- Project Manager - Turner & Townsend
- Architect (Lead Consultant) – Page & Park
- Civil & Structural Engineer – Goodson Associates
- Cost Management – Faithful & Gould
- Landscape Architect – Harrisonstevens
- Mechanical & Electrical – Atelier Ten
- Fire Engineer – Atelier Ten

The team have now completed RIBA Stage 2. This includes Preparing Developed Designs, coordinated and updated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme. All associated site surveys including, Topographical, Ecology, Geo Physical, Site Investigation & Ground Investigation are now complete.

- **Steam Train Experience**

ScotRail have now appointed DB Schenker to run both the steam train for the opening celebrations and also the Steam Train Experience (STE) (18+1). The target for commencement of ticket sales for the STE is end July 2015 however ScotRail will try to better this. The STE evaluation exercise has been discussed between Transport Scotland (TS) and ScotRail and they have suggested that they may be in a position to carry out the evaluation. TS will seek advice/input from VS and SE on this. The draft BR Timetable has been published with slots included for running the STE. This aims to minimise the disruption to services.

- **Tourism Train Market Assessment**

A Tourism Train Market Assessment is underway, commissioned by Scottish Enterprise, working with Transport Scotland and VisitScotland. This research aims to review opportunities for the Borders route and how economic impact can be maximised. The work is being carried out by BTS, who have completed consultations with Abellio/ScotRail, tour operators, private sector and key stakeholders. An interim report was produced in July 2015, and final report is expected in August 2015.

- **Tourism Destination Audit**

The Tourism Destination Audit for Scottish Borders and Midlothian is now complete, and was launched at a joint tourism event held in Midlothian on 28th May. A joint news release was issued in June 2015 highlighting the audit findings, reporting almost 30 themed tourism business development gaps and opportunities linked to the Borders Railway. The audit findings form the basis for Tourism Business Development Programme.

- **Borders Railway Tourism Development Programme**

Using the findings of the Destination Audit, Business Gateway in Scottish Borders and Midlothian with support from Scottish Enterprise, have worked up a plan to support the tourism sector to respond to new economic opportunities linked to the Railway. The approach includes the development of a

'Business Opportunities Guide' linked to business briefings, innovation workshops, 1:1 and cluster business support. An application for Blueprint funding has been submitted for the July meeting of the Leaders Group.

- **Hop on/ Hop off Bus Services**

Plans are in progress to deliver a hop on/ hop off bus pilot in Scottish Borders in time for the opening weekend, to coincide with the six week Steam Train Experience pilot. Linked to bus/ rail service enhancements approved by Council in June 2015, an application for Blueprint funding will be submitted in August 2015.

- **Marketing Programme**

Following commitment of Blueprint Funding by Scottish Government and Local Authorities, a news release announcing the VisitScotland led Marketing Programme was issued in May 2015. Landing Pages on visitscotland.com/bordersrailway went live from the July 2015. Other recent progress:

- A blog page at visitscotland.com/bordersrailway is now live, directing visitors to the destination web pages and to buy tickets.
- The 'Borders Railway Industry Toolkit' on visitscotland.org has been further expanded to offer additional information about opportunities to get involved with ScotRail marketing and consumer ticket promotions, in addition to existing marketing information and other business support links.
- Following the successful 28 May industry event at Newbattle Abbey College which encouraged businesses to get involved in this marketing campaign, industry have also been engaged at:
 - 3 June 2015: Tourism Destination Audit presentation to Scottish Borders Tourism Partnership.
 - 17 June 2015: Borders Railway Tourism event at Carfraemill with ScotRail, hosted by Scottish Borders and Midlothian Councils. Both ScotRail and VisitScotland presented details of the marketing plans around Borders Railway and highlighted opportunities for businesses to get involved. This was promoted via the local Area Tourism Partnerships and had 90 places available for businesses.
- The Scotlanders blogger group press trip took place 11-14 June across Midlothian and the Scottish Borders. Extensive itineraries for six bloggers incorporated a wide range of attractions and activities, including Borders Book Festival, and generated engaging content across blogs and social media. The Scotlanders combined social media following is over 40,000 people in over one hundred countries.
- Creative brief for launch activity has been issued to media agency using iconic images for Midlothian, Scottish Borders and Edinburgh as backdrop to Brilliant Moments messaging. This activity will be multi-channel proposal initially using outdoor, digital and radio advertising mid-August – end September. As well as raising awareness of Borders Railway and inspiring visitors to the regions by train, the campaign will have a strong call to action with primary focus on data capture and generating business referrals.
- Cross-referencing media schedule with ScotRail marketing plans to ensure no cross-over of promotional activity occurs. This also offers opportunities to work in partnership on some activities, such as outdoor advertising.
- New photography is being captured by our in-house media team to refresh the imagery available for the regions. This is still being supplemented and will be built on by an external photographer commissioned to capture photographs of major events in the regions.
- Accommodation Partners and Food & Drink partners have been sourced for the media press trip in and around the opening weekend.
- Our consumer PR team is working with Saks 5th Avenue to create Scottish content for a new customer 'magalog' (high-end magazine meets catalogue). In addition to Scottish fashion shoots,

this will include a page of editorial on Scotland, and Borders Railway will feature as the top story. The magalog will go to 500k of Saks top customers (customers who have spent \$1m in the last year) – profiling suggests 80% of whom love to travel internationally. A launch event will be held in September in the Saks flagship NYC store.

- **Train Wrap**

Following the launch of the Train Wrap to ‘communicate to rail travellers the key leisure and tourism assets of each of the three Council areas and the increased connectivity and accessibility of the new Borders Railway line’, the wrapped train continues to generate significant interest on social media as it travels between the seven Scottish cities. Marketing Edinburgh on behalf of the three Local Authorities has developed a PR plan to build media activity and interest in the lead up to the opening celebrations, and funding a funding partnership is being discussed with ScotRail and the VisitScotland Growth Fund.

- **Borders Railway Expo**

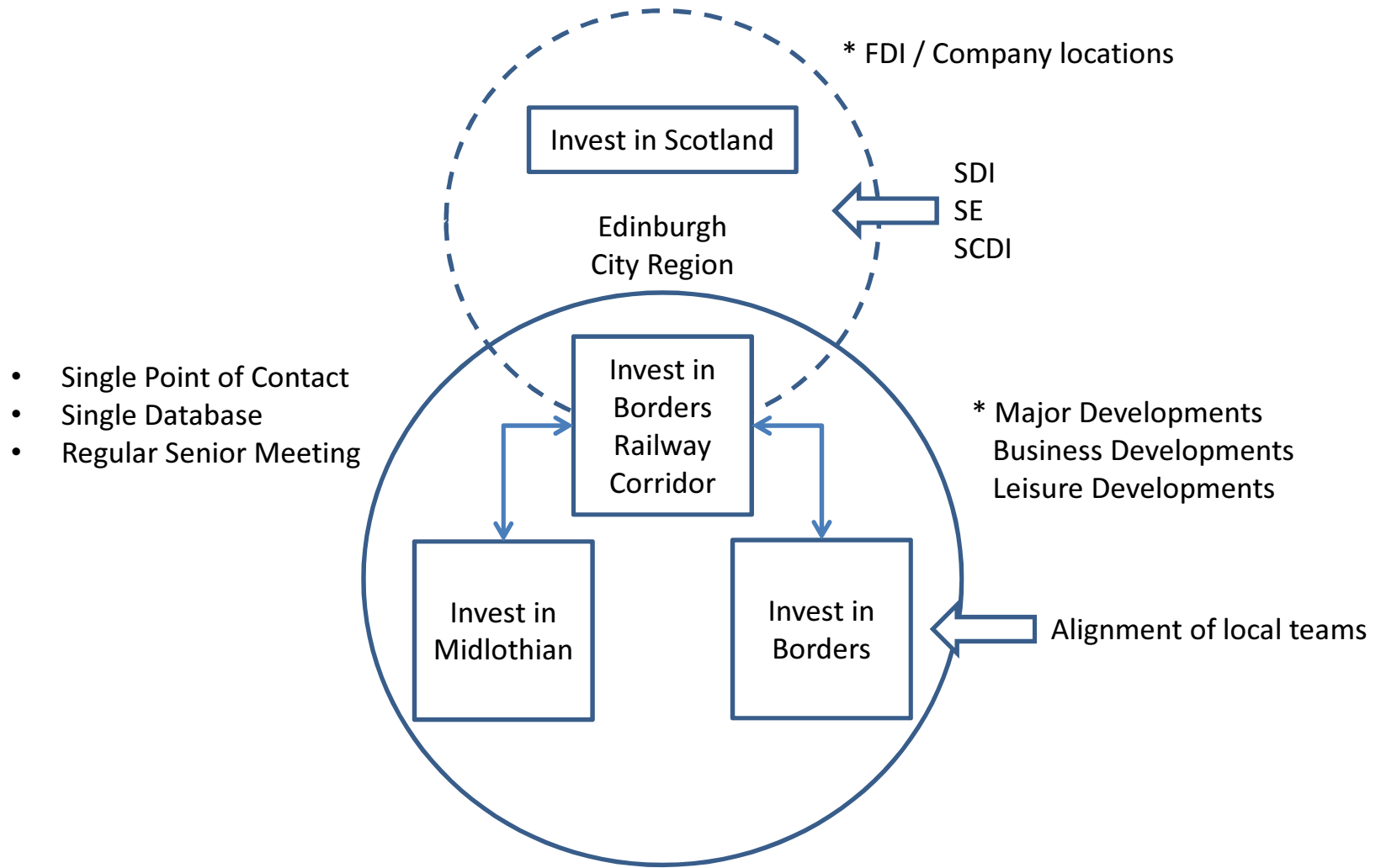
Plans continue to take shape for Borders Railway ‘Expo’ activities to increase the impact of the two day opening celebrations. This has moved away from a single ‘showcase’ event towards a programme of activity in different locations at different times, including:

- VisitScotland led FAM visits and press trips leading up to the opening celebrations.
- A Local Authority led ‘showcase’ of local food & drink and products at Waverley Station – timed for the opening celebrations and to continue for 3 weeks post opening.
- Attendance at VisitScotland Expo in Edinburgh in 2016.
- A launch event for the Borders Railway Inward Investment Prospectus in September 2015.
- SCDI event.

10 August 2015 (updated)

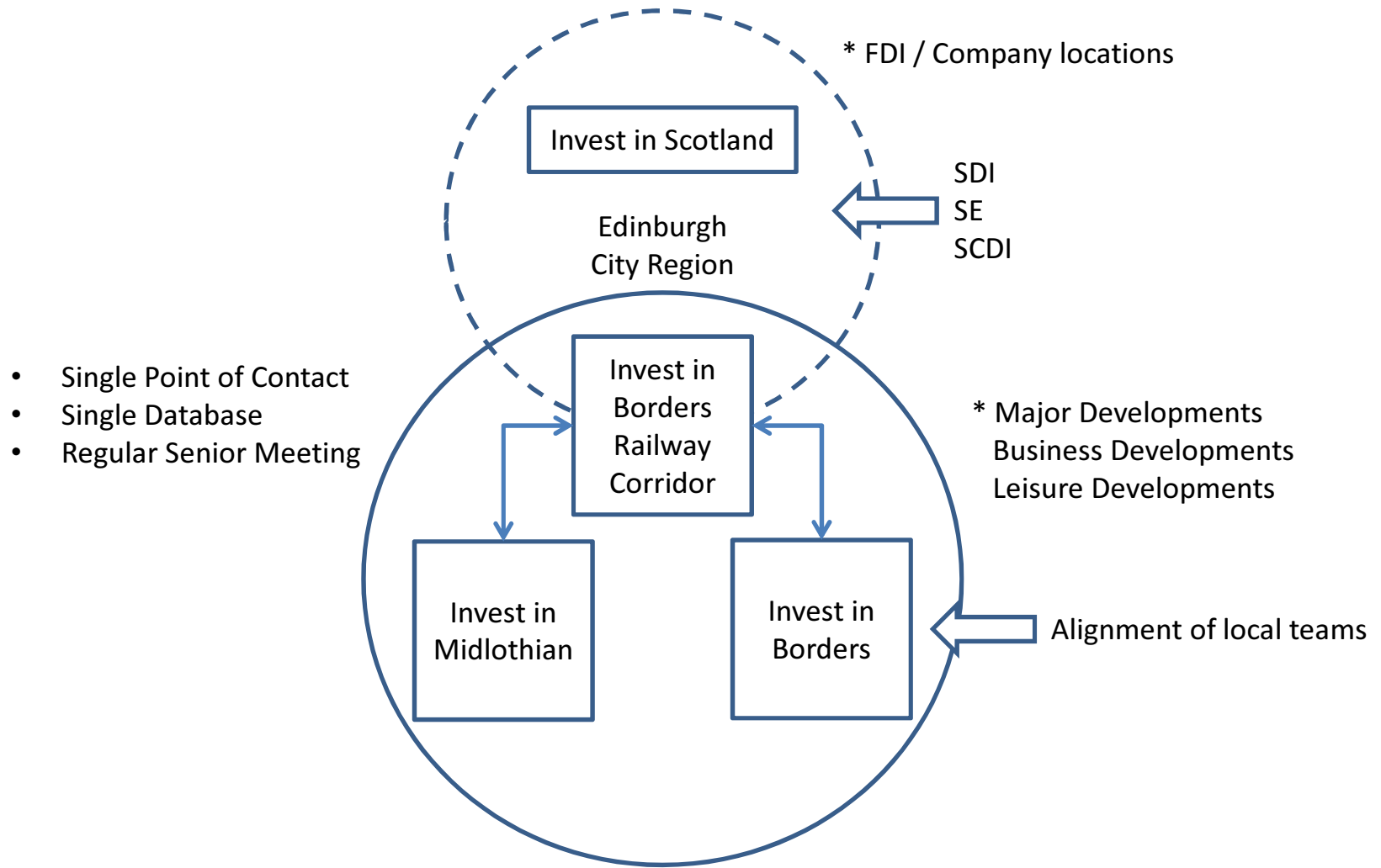
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Borders Railway Inward Investment Response



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Borders Railway Inward Investment Response



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MAINTAIN AND IMPROVE OUR HIGH QUALITY ENVIRONMENT: Corporate Transformation Programme

Energy Efficiency

Implement "spend to save" energy efficiency schemes across the Council

Financial Plan Savings:

£130k

April 2015 May 2015 June 2015 July 2015 Aug 2015 Sep 2015 Oct 2015 Nov 2015 Dec 2015 Jan 2016 Feb 2016 March 2016

Project team convened to examine options for energy efficiency projects across SBC

- Appoint project manager
- Progress window replace tender (office accommodation)
- Review Biomass survey findings

Create a costed project plan to advance projects. (Energy efficiency board already in place, with various business cases being developed, for submission to finance in September)

Finish "roof void" survey work with a view to identifying further investments and savings from Building Thermal Retentions

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Our Performance

SBC Energy Consumption

53,149k kWh
in 2014/15
(208.4 kWh per m²)

Consumption down from **54,534k** in 2013/14

SBC Energy Spend

£3.65m
in 2014/15
(£14.31 per m²)

Spend up from **£3.29m** in 2013/14

SBC Tonnage of CO₂

2011/12	16,719
2012/13	16,818
2013/14	15,161
2014/15	19,207

SBC Carbon Tax liability

2011/12	£200k
2012/13	£202k
2013/14	£182k
2014/15	£315k

Programme highlights

The following studies are currently progressing within SBC:

- **Building efficiency upgrades** - boiler optimisers & roof insulation upgrades
- **Building Lighting replacement** (replacing old inefficient lighting)
- **Solar panel installations** (all high schools + HQ)
- **Replacing off peak electric heating systems** with new more efficient electric heating, offset by solar panels

This is in addition to lighting, windows, roof, boiler & heating replacements undertaken on an annual basis (as per the Capital Programme)



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DEVELOP OUR ASSETS AND RESOURCES

CORPORATE TRANSFORMATION PROGRAMME


Property & Assets


Work jointly with the Community Planning Partnership (CPP) to pursue opportunities around estate rationalisation to support cost-effective, future delivery of Council services. Actively pursue opportunities for joint working and co-location with partners


Financial Plan Savings:


£2.437m
(including £0.581m street lighting)

April 2015 May 2015 June 2015 July 2015 Aug 2015 Sep 2015 Oct 2015 Nov 2015 Dec 2015 Jan 2016 Feb 2016 March 2016

Agreement of the in-scope and out of scope areas of the programme 

Review SBC use of Electric vehicles 

Agree the approach to deliver all savings required by 2018/19 within the programme (excluding street lighting) 

Street lighting: Deliver £124k savings this financial year (15/16) 

Our Performance

SBC Property Footprint m2
(July 15)
Operational = **255k**
All buildings = **341k**

Operational Buildings
In satisfactory condition = **86.9%**
(down from 91.6% in 13/14)


Operational Buildings
Suitable for current use = **86.7%**
(up from 83.6% in 13/14)

Surplus properties
26

Surplus properties currently being marketed
17


Surplus properties under offer
6

LED lanterns installed to date
2600
(end march 2015)



SBC Electric Vehicles
6 cars
1 refuse collection
3 goods vehicles
7 diesel vehicles currently being monitored to assess potential for electric replacement (mileage, range etc)

SBC Electric Vehicles Mileage per annum
70,000
(approx)
(cars, refuse collection, goods vehicles)



Programme highlights

During June and July, a detailed project brief has been prepared, which clearly identifies what is in and out of scope, but where clear linkages are required principally, out of scope are:

- Review of school estate
- Energy efficiency programme
- Ongoing reviews and projects within services e.g. review of Neighbourhood Services

The Programme Lead sits on the Community Planning "Future Services Reform" group, chaired by Nile Istephan (Eildon Housing) and property opportunities with partners will be developed through this group

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Quarterly Corporate Performance Report (Quarter 1, 2015/16)

Report by Chief Executive

Executive Committee

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report presents a quarterly performance update for members, as well as information on Audit Scotland's recent assessment of how SBC performance is reported publicly.**
- 1.2 A summary of the main changes made to performance indicators is provided at Section 4 of this report, followed by a high level summary of performance. 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. The presentation used in Appendix 1 is consistent with what was presented to Council on 26 June 2014 and to the Executive Committee each quarter thereafter.
- 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 (Covalent). This can be accessed at http://www.scotborders.gov.uk/info/691/council_performance/1353/our_performance_as_a_council and by clicking on "Scottish Borders Performs".
- 1.4 As this report is a key part of SBC's public performance reporting, a summary of Audit Scotland's recent assessment of the Council's public performance reporting is also included within this report.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee:**
 - (a) **Notes the changes to performance indicators in Section 4 of this report;**
 - (b) **Acknowledges and notes the performance presented within Appendix 1 and the action that is being taken within Services to improve or maintain performance;**
 - (c) **Notes the findings by Audit Scotland in relation to SBC's Public Performance reporting and action being taken to improve.**

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 partners.
- 3.3 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 CHANGES TO PERFORMANCE INDICATORS (PI)

- 4.1 As stated in previous reports, the PIs used by each service area are continuing to evolve in line with the business planning process, and are being refined to reflect policy and service changes. At the last Executive on 9th June, a number of changes were proposed and discussed, and the new financial year also provided a good opportunity to make changes or additions to add value to the reporting process. Changes are outlined below:

General- short term trend column has been removed from technical report (as information is easily seen from graphs). Long term trend (trend over the last 4 reporting periods) icon has been made clearer for PIs that SBC can influence;

Priority 1- planning PIs now reflect the Scottish Government focus on *average time taken*, with a one quarter lag in planning performance information as a consequence;

Priority 2- to better reflect the priorities of the Children and Young People's Services, a range of measure will now be presented each year around Literacy and Numeracy, Qualifications, Health and Well-being, Participation and Inclusion. Each quarter, a particular area will be focused upon;

Priority 3- as discussed at the last Executive, a measure around Self Directed Support has now been included and within the service, measures on waiting times and around integration of health and social care will be developed in the near future;

Priority 4- the "infographic" map now provides examples of funding awarded within each locality (as opposed to just Resilient Communities progress). PIs in relation to Landfill Communities Fund will be removed going forward as this funding pot is now exhausted, and will be replaced by a new Scottish Landfill Fund;

Priority 5- Killed and Seriously Injured(KSI) figures presented will now only be *vetted* figures from Police Scotland, and will lag by a quarter. Waste PIs have been changed to better align with reporting requirements for SEPA and instead of looking at recycling rates on a quarter by quarter basis, cumulative rolling averages are now presented;

Priority 6- HR absence data does not now include SB Cares (reports are currently being developed for SB Cares and will be taken

through its governance structure before coming to Executive). Because the Employment Support Service and the SBC Work Opportunities Scheme is now in its second year, "Supported Employees" PI has been removed as there is very little change from quarter to quarter (SBC has 6 employees who are supported e.g. because of a disability). "Advertised modern apprenticeships" PI has also been removed, important only during the first year of implementing the scheme;

Priority 7- PIs have now been included on community benefits and capital projects. Instead of only looking at capital receipts, PIs have been added to show total number of surplus properties, those being actively marketed and those under offer. Annual energy consumption and cost figures are also now presented;

Priority 8- complaints PIs are now better aligned with the reporting requirements for the Scottish Public Sector Ombudsman (SPSO) and a case study has been included to show how complaints have led to service improvement. This will be done on a quarterly basis.

5 CURRENT PERFORMANCE AGAINST THE COUNCIL'S CORPORATE PRIORITIES

5.1 Performance measures – summary of key successes

- (a) Economic indicators (JSA claimants, employment rate, Business Gateway, loans and grants) continue to show a positive trend. In addition, occupancy rates in Council-owned industrial and commercial property remain high;
- (b) Average time taken to process planning applications is showing long term improvements for major developments and householders compared to same period last year;
- (c) This year's school leavers have recorded a best ever performance of 34% of young people leaving school with five or more Highers, an increase of 4% from 2014;
- (d) The % of school leavers maintaining a positive destination (6 months on) is 94% (2.5pp higher than the national average) and higher than it was last year (92.1%);
- (e) School attendance continues to track at or above target for primary (96%) and secondary (92%), and exclusion numbers remain low;
- (f) Social Work continues to exceed targets in relation to people receiving a service within 6 weeks of their assessment, as well as in relation to adults with self-directed support arrangements;
- (g) Welfare Benefits Service continues to ensure that people receive the benefits they are entitled to, with monetary gains ahead of target;
- (h) Although Q1 saw a slight increase from same time last year, crimes have been decreasing month on month since April 2015 (Feb 293 – June 230) and if trend continues target position should be maintained or improved in the coming months;
- (i) National Lottery funding in Q1 was higher than the same time last year due to 3 large projects receiving grants (Brothers of Charity; Tweedsmuir Community Company; SBC for Selkirk 2G facility);
- (j) SBC continues to repair, within 7 days, just over 99% of all street lighting faults reported, with the roll out of LED lamps reducing the number of faults;

- (k) The SBC Employment Support Service's proactive work with Council services is currently supporting 22 students and 25 apprentices, with many new opportunities planned for the current financial year;
- (l) SBC's "Adding Value to communities through procurement" policy is already creating benefits, for example employment opportunities created through the Selkirk Flood protection scheme
- (m) The number of complaints received has come down and average time taken to respond is within target times set.

5.2 **Performance measures- summary of measures below target**

- (a) Children accommodated within a family rather than residential setting continues to be lower than the ambitious target of 80%. Continued action is underway to increase the number of children in family-based placements, including increasing kinship care and the ongoing recruitment of foster carers;
- (b) Cost of utilities rose in 2014/15, along with increases in gas and electricity consumption (although overall consumption was down slightly). This was predominantly due to:
 - Modifications to maximise the use of the Ground Source Heat Pump heating system at Clovenfords Primary School
 - A full year of operation of the new West Linton primary School;
 - Switch off of the biomass in the 3 PPP High Schools resulting in a rise in gas consumption (however, it should be noted that the increase in gas costs are and will be less than the cost of biomass);
 - Being locked in to national energy contracts;
- (c) SB Alert has only seen a very slight increase in uptake since the last quarter and renewed promotion is being undertaken including work with businesses;
- (d) Council Tax collection rates are down slightly compared to the same period in 2014. Steps will be taken over the coming months to target arrears and ensure collection rates are maximised;
- (e) % of FOIs dealt with within timescales has fallen slightly to 92% but is well above the same quarter last year;
- (f) The number of complaints closed at stage two within 20 working days as a % of the total number of stage two complaints is below target (at 82.6%) but is improved from Q4 14/15 and from Q1 last year. Ongoing reviews and analysis of previous quarter's complaints are being used to inform and drive forward service improvements across the Council.

- 5.3 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 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 reporting, as defined in the Local Government in Scotland Act 1992.

6 AUDIT SCOTLAND ASSESSMENT OF SBC'S PUBLIC PERFORMANCE REPORTING (FOR REPORTING PERIOD 2013/14)

- 6.1 The Accounts Commission now expects Councils to report a range of performance information publicly, including benchmarking. Taking a flexible approach, the Commission now expects councils to move away from merely reporting on the previously specified 25 indicators to presenting a range of information in a variety of ways to demonstrate best value.
- 6.2 Audit Scotland now prepares an annual report for the Accounts Commission to assess how well councils are publicly reporting performance on a range of topics, from responsiveness to communities and sustainable development to specific service areas e.g. waste and lighting as well as making comparison with other local authorities. This assessment is predominantly a desk based exercise, with signposting from councils. A report was presented to the Account Commission on 11th June and is available through papers published on Audit Scotland's website http://www.audit-scotland.gov.uk/about/docs/ac_150611_papers.pdf , pages 17-58.

(Note: Since the summary report on PPR was considered by the Accounts Commission, Audit Scotland has identified a small number of errata in the individual assessment for certain councils – but not for Scottish Borders. The changes to the data do not affect the key issues identified in the summary report. Where necessary, relevant councils will shortly be sent an updated individual assessment).

- 6.3 The assessment process has changed from last year. Instead of 3 ratings being used (*fully*, *partially* or *not meeting* requirements), Audit Scotland is now rating each of the topic areas examined as "Yes" (meeting the requirements) or "Area for Improvement" (AFI), as well as making a *summary judgement* and detailed comment on each topic area examined.
- 6.4 Key changes over time are as follows, demonstrating considerable and ongoing improvements in this area:
- For the reporting period 2011/12, SBC did not *fully* meet any of the requirements against the topic areas assessed;
 - For the reporting period 2012/13, SBC fully met 62% of requirements, partially met 33%, and did not met 5%;
 - Using this new assessment process for the reporting period 2013/14, 69% of topic areas assessed (under the following four categories; *Overall Quality Themes*, SPI1, SPI2, and SPI3) were rated as "Yes" (fully meeting the requirements), and 31% were rated as "Area for Improvement".
- 6.5 Audit Scotland has commended the Council for its structured approach to Public performance reporting (PPR), with clear presentation of information. It states:
"PPR material is set out clearly, in a consistent, uncluttered manner; A high-level pdf public performance report exists for each quarter and corporate priority; Each document has graphs, trend information, infographics and explanatory narrative. There is clear layering and signposting of information, making it easy for the reader to navigate"
- 6.6 However areas where SBC's public performance reporting has been rated as requiring improvement are:

- customer satisfaction
- user of comparators (beyond just the Local Government Benchmarking)
- benefits administration
- criminal justice social work
- cultural & community services
- employees
- assets
- protective services (environmental health and trading standards)

6.7 This year's assessment has been more rigorous and much more feedback has now been provided to individual Councils. This means that many of the topic areas assessed as requiring improvement can be rectified fairly quickly using the feedback provided, and looking to other areas identified as having good practice. The Corporate Performance and Information team is currently developing an improvement plan, divided into short, medium and long term actions, that help SBC make the necessary improvements to the way it reports performance publicly.

7 IMPLICATIONS

7.1 Financial

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

7.2 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.

7.3 Equalities

- (a) It was 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. A Corporate Equalities Officers Forum (CEOFF), chaired by the Service Director Neighbourhood Services, is working to ensure that the recommendations in the Equalities Review Group report are taken forward.
- (b) The CEOFF is currently reviewing all the performance indicators that sit under the SBC Equalities Outcomes (part of the Equalities Mainstreaming report 2013-17) with a view to improving performance information and will ensure that relevant information is pulled through into performance reports for the Council's Executive Committee. In addition, performance indicators around officer training in Equality Impact Assessment (EIA) processes and around number of EIAs undertaken will now be reported within services and to Corporate Management Team.

7.4 Acting Sustainably

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

7.5 Carbon Management

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

7.6 Rural Proofing

Not applicable.

7.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to be made.

8 CONSULTATION

- 8.1 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

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: Scottish Borders Council Corporate Plan 2012/13-2017/18 & Annex 2: Performance Management Framework

Previous Minute Reference: Scottish Borders Council Executive, 10th March 2015

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

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SCOTTISH BORDERS COUNCIL CORPORATE PRIORITIES

QUARTERLY PUBLIC PERFORMANCE REPORT: Q1 2015/16 (April-June)

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.

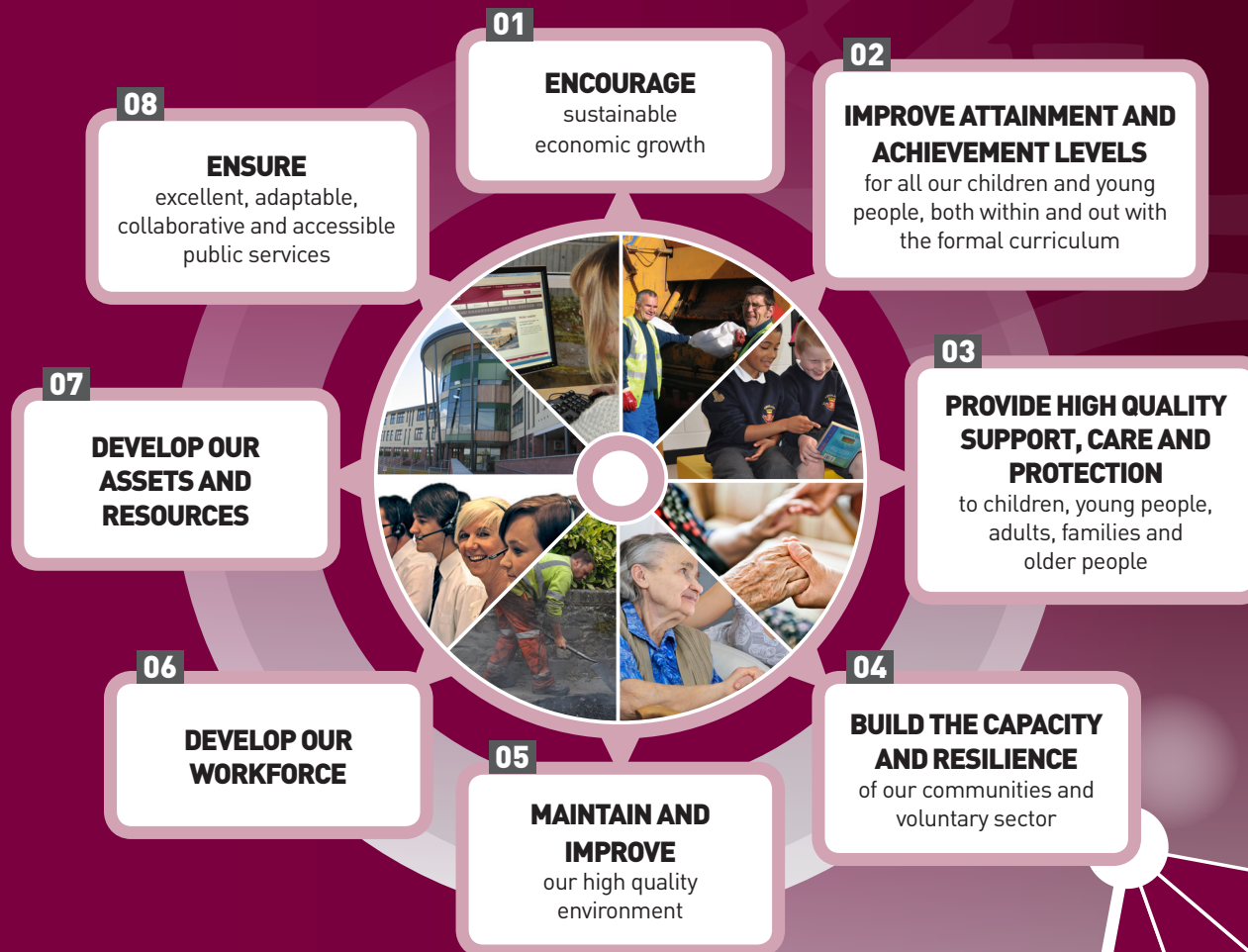
For each priority, a selection of performance information has been presented to let you see how we are doing.

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

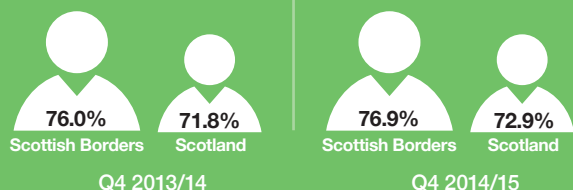


01

ENCOURAGE SUSTAINABLE ECONOMIC GROWTH

HOW ARE WE DOING?

Employment Rate

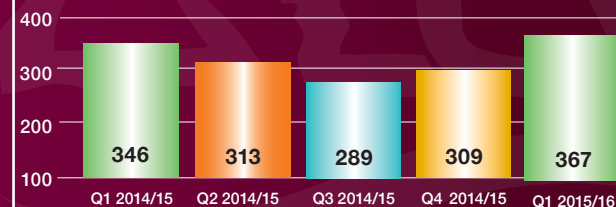


Businesses Supported

206 in Q1 2014/15 228 in Q1 2015/16

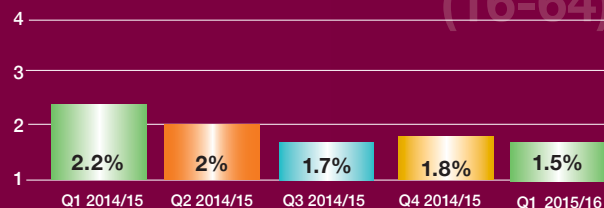


Number of planning applications received



Job Seekers Allowance

Working age population (16-64) claiming Job Seekers Allowance



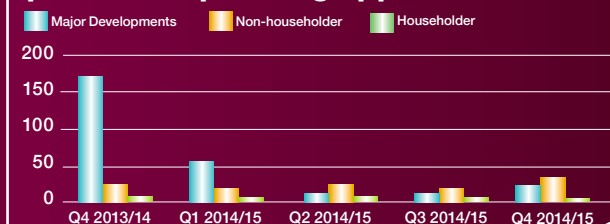
New Business Start ups

(Business Gateway)



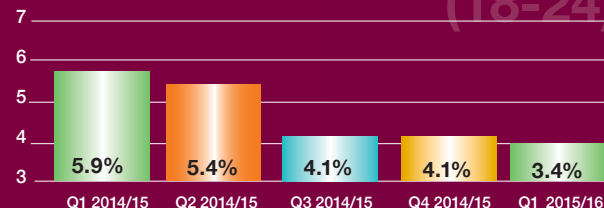
48 in Q1 2014/15 target 55 60 in Q1 2015/16 target 55

Av. Time Taken (in weeks) to process all planning applications



Job Seekers Allowance

Working age youth population (18-24) claiming Job Seekers Allowance



Funding for Businesses

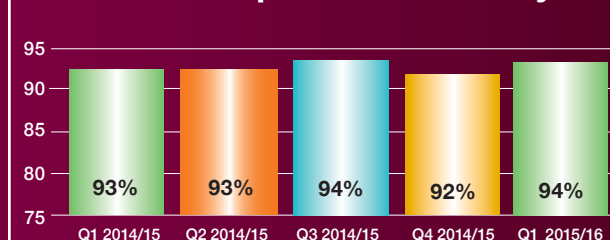
Q1 2015/16

Scottish Borders Business Loan Fund pilot =
2 loans awarded in Q1 totalling £32.5k








Scottish Borders Business Fund (grants) =
10 grants awarded totalling £31.5k



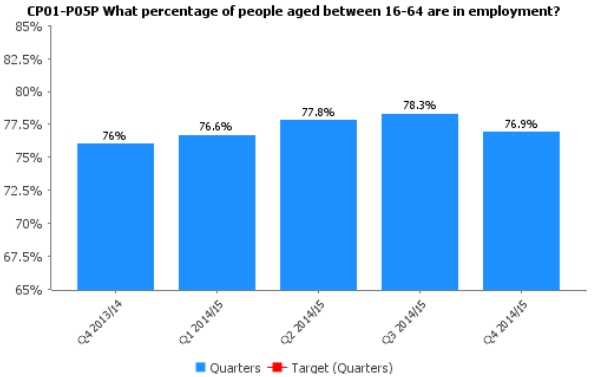


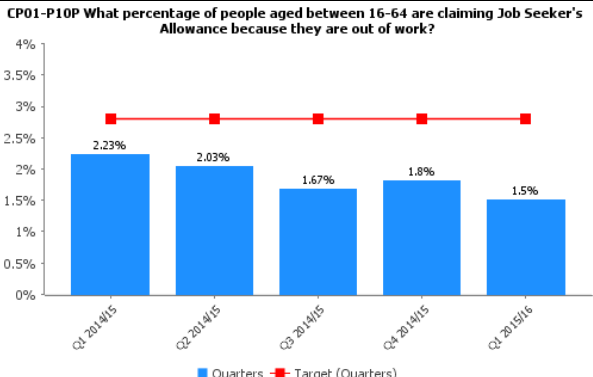


% of invoices paid within 30 days



Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

KEY	 positive long term trend (over last 4 periods)	 negative long term trend (over last 4 periods)	 Little long term change (over last 4 periods)	 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	Long Term Trend	Status against Target	Managed By												
What percentage of people aged between 16-64 are in employment? Page 49	CP01-P05P What percentage of people aged between 16-64 are in employment?  <table border="1"> <caption>CP01-P05P: Employment Percentage</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <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> <tr> <td>Q3 2014/15</td> <td>78.3%</td> </tr> <tr> <td>Q4 2014/15</td> <td>76.9%</td> </tr> </tbody> </table>	Quarter	Percentage	Q4 2013/14	76%	Q1 2014/15	76.6%	Q2 2014/15	77.8%	Q3 2014/15	78.3%	Q4 2014/15	76.9%	76.9%	Observations: 56,500 people were in employment in this quarter, which is 700 down on the previous quarter. The overall rate remains higher than Scotland (72.9%) and GB (72.7%). Note: One quarter lag in data.			Bryan McGrath
Quarter	Percentage																	
Q4 2013/14	76%																	
Q1 2014/15	76.6%																	
Q2 2014/15	77.8%																	
Q3 2014/15	78.3%																	
Q4 2014/15	76.9%																	
What percentage of people aged between 16-64 are claiming Job Seeker's Allowance because they are out of work?	CP01-P10P What percentage of people aged between 16-64 are claiming Job Seeker's Allowance because they are out of work?  <table border="1"> <caption>CP01-P10P: Job Seeker's Allowance Percentage</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>2.23%</td> </tr> <tr> <td>Q2 2014/15</td> <td>2.03%</td> </tr> <tr> <td>Q3 2014/15</td> <td>1.67%</td> </tr> <tr> <td>Q4 2014/15</td> <td>1.8%</td> </tr> <tr> <td>Q1 2015/16</td> <td>1.5%</td> </tr> </tbody> </table>	Quarter	Percentage	Q1 2014/15	2.23%	Q2 2014/15	2.03%	Q3 2014/15	1.67%	Q4 2014/15	1.8%	Q1 2015/16	1.5%	1.5%	Observations: The rate remains below the Scottish average of 2.4%. The upturn in Q4 can be ascribed to seasonal factors and Q1 data shows that the overall long term trend is still positive.			Bryan McGrath
Quarter	Percentage																	
Q1 2014/15	2.23%																	
Q2 2014/15	2.03%																	
Q3 2014/15	1.67%																	
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	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>CP01-P11P What percentage of people aged between 18-24 are claiming Job Seeker's Allowance because they are out of work?</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>5.8%</td> <td>6%</td> </tr> <tr> <td>Q2 2014/15</td> <td>5.4%</td> <td>6%</td> </tr> <tr> <td>Q3 2014/15</td> <td>4.13%</td> <td>6%</td> </tr> <tr> <td>Q4 2014/15</td> <td>4.1%</td> <td>6%</td> </tr> <tr> <td>Q1 2015/16</td> <td>3.43%</td> <td>6%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q1 2014/15	5.8%	6%	Q2 2014/15	5.4%	6%	Q3 2014/15	4.13%	6%	Q4 2014/15	4.1%	6%	Q1 2015/16	3.43%	6%	3.43%	<p>Observations: Young people still account for a large proportion of those who are unemployed although the general downward trend is extremely positive.</p>			Bryan McGrath
Quarter	Value (%)	Target (%)																						
Q1 2014/15	5.8%	6%																						
Q2 2014/15	5.4%	6%																						
Q3 2014/15	4.13%	6%																						
Q4 2014/15	4.1%	6%																						
Q1 2015/16	3.43%	6%																						
How many new businesses has Business Gateway help create? Target 50	<p>CP01-P06P How many new businesses has Business Gateway help create?</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>48</td> <td>50</td> </tr> <tr> <td>Q2 2014/15</td> <td>50</td> <td>50</td> </tr> <tr> <td>Q3 2014/15</td> <td>63</td> <td>50</td> </tr> <tr> <td>Q4 2014/15</td> <td>81</td> <td>50</td> </tr> <tr> <td>Q1 2015/16</td> <td>60</td> <td>50</td> </tr> </tbody> </table>	Quarter	Value	Target	Q1 2014/15	48	50	Q2 2014/15	50	50	Q3 2014/15	63	50	Q4 2014/15	81	50	Q1 2015/16	60	50	60	<p>How are we performing: Numbers are in line with expectations from previous years and the resources available within the service.</p> <p>Actions we are taking to improve/maintain performance:</p>			Bryan McGrath
Quarter	Value	Target																						
Q1 2014/15	48	50																						
Q2 2014/15	50	50																						
Q3 2014/15	63	50																						
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How many businesses has Business Gateway supported?	<p>CP01-P18P How many businesses has Business Gateway supported?</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>206</td> <td>250</td> </tr> <tr> <td>Q2 2014/15</td> <td>246</td> <td>250</td> </tr> <tr> <td>Q3 2014/15</td> <td>278</td> <td>250</td> </tr> <tr> <td>Q4 2014/15</td> <td>294</td> <td>250</td> </tr> <tr> <td>Q1 2015/16</td> <td>228</td> <td>250</td> </tr> </tbody> </table>	Quarter	Value	Target	Q1 2014/15	206	250	Q2 2014/15	246	250	Q3 2014/15	278	250	Q4 2014/15	294	250	Q1 2015/16	228	250	228	<p>As set out in the Business Gateway Improvement Plan, agreed by Executive Committee on 12 May 2015, actions we are taking include advice surgeries across the area and promotional activity such as business master classes.</p>			Bryan McGrath
Quarter	Value	Target																						
Q1 2014/15	206	250																						
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many loans to local businesses did we award?	<p>CP01-P27P How many loans to local businesses did we award?</p> <table border="1"> <caption>Data for CP01-P27P</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <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>Q3 2014/15</td> <td>3</td> <td>0</td> </tr> <tr> <td>Q4 2014/15</td> <td>2</td> <td>0</td> </tr> <tr> <td>Q1 2015/16</td> <td>2</td> <td>0</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014/15	0	0	Q2 2014/15	0	0	Q3 2014/15	3	0	Q4 2014/15	2	0	Q1 2015/16	2	0	2	<p>How are we performing: Two loans were approved in this Quarter out of three submissions. Funds approved were the largest amount for any Quarter since the scheme started operating.</p> <p>Actions we are taking to improve/maintain performance: The loans scheme will be superseded by the Scottish Local Authorities Business Loan Fund, which is due to begin in October.</p>			Bryan McGrath
Quarter	Quarters	Target (Quarters)																						
Q1 2014/15	0	0																						
Q2 2014/15	0	0																						
Q3 2014/15	3	0																						
Q4 2014/15	2	0																						
Q1 2015/16	2	0																						
How much money did those loans add to?	<p>CP01-P28P How much money did those loans add up to?</p> <table border="1"> <caption>Data for CP01-P28P</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <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>Q3 2014/15</td> <td>£21,602.34</td> <td>£0.00</td> </tr> <tr> <td>Q4 2014/15</td> <td>£30,000.00</td> <td>£0.00</td> </tr> <tr> <td>Q1 2015/16</td> <td>£32,500.00</td> <td>£0.00</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014/15	£0.00	£0.00	Q2 2014/15	£0.00	£0.00	Q3 2014/15	£21,602.34	£0.00	Q4 2014/15	£30,000.00	£0.00	Q1 2015/16	£32,500.00	£0.00	£32,500.00				Bryan McGrath
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many grants to local businesses did we award?	<p>CP01-P29P How many grants to local businesses did we award?</p> <table border="1"> <caption>Data for CP01-P29P</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <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>23</td> </tr> <tr> <td>Q4 2014/15</td> <td>6</td> <td>6</td> </tr> <tr> <td>Q1 2015/16</td> <td>10</td> <td>10</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014/15	12	12	Q2 2014/15	12	12	Q3 2014/15	23	23	Q4 2014/15	6	6	Q1 2015/16	10	10	10	<p>How are we performing: All grant applications submitted in this Quarter were approved. The value of grants awarded is greater than that for the previous Quarter, but down on the corresponding Quarter last year.</p> <p>Actions we are taking to improve/maintain performance: Business Gateway staff refers clients to the fund where appropriate. In addition, the team holds regular meetings with intermediaries such as banks, accountants etc., to make them aware of the fund and encourage referrals. Case studies are also included in Public Relations.</p>			Bryan McGrath
Quarter	Quarters	Target (Quarters)																						
Q1 2014/15	12	12																						
Q2 2014/15	12	12																						
Q3 2014/15	23	23																						
Q4 2014/15	6	6																						
Q1 2015/16	10	10																						
How much money did those grants add up to?	<p>CP01-P30P How much money did those grants add up to?</p> <table border="1"> <caption>Data for CP01-P30P</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <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>£55,017.13</td> </tr> <tr> <td>Q4 2014/15</td> <td>£21,584.50</td> <td>£21,584.50</td> </tr> <tr> <td>Q1 2015/16</td> <td>£31,532.50</td> <td>£31,532.50</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014/15	£40,786.51	£40,786.51	Q2 2014/15	£36,383.50	£36,383.50	Q3 2014/15	£55,017.13	£55,017.13	Q4 2014/15	£21,584.50	£21,584.50	Q1 2015/16	£31,532.50	£31,532.50	£31,532.50				Bryan McGrath
Quarter	Quarters	Target (Quarters)																						
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
How many planning applications do we receive?	<p>CP01-P52P How many planning applications do we receive?</p> <table border="1"> <caption>CP01-P52P How many planning applications do we receive?</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>309</td> </tr> <tr> <td>Q1 2015/16</td> <td>367</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	346	Q2 2014/15	313	Q3 2014/15	289	Q4 2014/15	309	Q1 2015/16	367	367	<p>Observations: The number of applications received in quarter 1 is higher than in the previous quarter and Q1 in 2014/15. There remains no evidence of any significant upturn in economic activity leading to an increase in development proposals in the Borders.</p>			Brian Frater
Quarter	Value																	
Q1 2014/15	346																	
Q2 2014/15	313																	
Q3 2014/15	289																	
Q4 2014/15	309																	
Q1 2015/16	367																	
Av.time (wks) taken to process all planning apps - Maj Dev. - ADJUSTED (cumulative)	<p>CP01-P54aP Av.time (wks) taken to process all planning apps - Maj Dev. - ADJUSTED (cumulative)</p> <table border="1"> <caption>CP01-P54aP Av.time (wks) taken to process all planning apps - Maj Dev. - ADJUSTED (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4 2013/14</td> <td>80.0</td> </tr> <tr> <td>Q1 2014/15</td> <td>51.4</td> </tr> <tr> <td>Q2 2014/15</td> <td>12.9</td> </tr> <tr> <td>Q3 2014/15</td> <td>14.4</td> </tr> <tr> <td>Q4 2014/15</td> <td>22.0</td> </tr> </tbody> </table>	Quarter	Value	Q4 2013/14	80.0	Q1 2014/15	51.4	Q2 2014/15	12.9	Q3 2014/15	14.4	Q4 2014/15	22.0	22.0	<p>How are we performing: This is the first quarterly report to show performance on the basis of average weeks to determine rather than % determined within two months, better reflecting the Government's new measures.</p> <p>There has been a marked improvement over the longer term in the ADJUSTED average time taken to process major applications. Figures are now significantly below both the Council's average and the Scottish average for the previous year.</p> <p>Note: At least one quarter lag in data for new ADJUSTED figures</p> <p>Actions we are taking to improve/maintain performance: Significant efforts are already underway to improve average speeds, particularly through more efficient processing of legal agreements and application of "stop the clock" procedures where delays are attributable to the inaction of applicants (as opposed to SBC). These actions have already</p>			Brian Frater
Quarter	Value																	
Q4 2013/14	80.0																	
Q1 2014/15	51.4																	
Q2 2014/15	12.9																	
Q3 2014/15	14.4																	
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
			resulted in a significant improvement in performance which will be shown in future monitoring reports.																					
Av.time (wks) taken to process all planning apps - Local Dev (non-householder) - ADJUSTED (cumulative)	<p>CP01-P55aP Av.time (wks) taken to process all planning apps - Local Dev (non-householder) - ADJUSTED (cumulative)</p> <table border="1"> <caption>CP01-P55aP Av.time (wks) taken to process all planning apps - Local Dev (non-householder) - ADJUSTED (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Value (wks)</th> <th>Target (wks)</th> </tr> </thead> <tbody> <tr> <td>Q4-2013/14</td> <td>21.3</td> <td>20.0</td> </tr> <tr> <td>Q1-2014/15</td> <td>20.2</td> <td>20.0</td> </tr> <tr> <td>Q2-2014/15</td> <td>22.5</td> <td>20.0</td> </tr> <tr> <td>Q3-2014/15</td> <td>16.6</td> <td>20.0</td> </tr> <tr> <td>Q4-2014/15</td> <td>33.6</td> <td>20.0</td> </tr> </tbody> </table>	Quarter	Value (wks)	Target (wks)	Q4-2013/14	21.3	20.0	Q1-2014/15	20.2	20.0	Q2-2014/15	22.5	20.0	Q3-2014/15	16.6	20.0	Q4-2014/15	33.6	20.0	33.6	<p>How are we performing: Up until Q4 there has been a continued improvement in the average ADJUSTED time taken to process local non-householder applications. However, the average time taken in the last quarter increased above the Council average for the previous year and was only marginally higher than the Scottish average.</p> <p>Note: At least one quarter lag in data</p> <p>Actions we are taking to improve/maintain performance: See above.</p>			Brian Frater
Quarter	Value (wks)	Target (wks)																						
Q4-2013/14	21.3	20.0																						
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Quarter	Value (wks)	Target (wks)																						
Q4-2013/14	8.3	7.0																						
Q1-2014/15	7.2	7.0																						
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	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>Performance (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>93%</td> <td>93%</td> </tr> <tr> <td>Q1 2015/16</td> <td>94%</td> <td>93%</td> </tr> </tbody> </table>	Quarter	Performance (%)	Target (%)	Q1 2014/15	92%	93%	Q2 2014/15	93%	93%	Q3 2014/15	94%	93%	Q4 2014/15	93%	93%	Q1 2015/16	94%	93%	94%	<p>How are we performing: Overall performance for the first quarter of 2015/16 is 1pp above the 93% target and the performance in the first quarter of last year</p> <p>Actions we are taking to improve/maintain performance: Implementation of the improvement plan actions is continuing to progress in order to support a sustainable delivery of target performance.</p>			Lynn Mirley
Quarter	Performance (%)	Target (%)																						
Q1 2014/15	92%	93%																						
Q2 2014/15	93%	93%																						
Q3 2014/15	94%	93%																						
Q4 2014/15	93%	93%																						
Q1 2015/16	94%	93%																						

02

**IMPROVE ATTAINMENT AND ACHIEVEMENT LEVELS FOR ALL OUR CHILDREN
AND YOUNG PEOPLE, BOTH WITHIN AND OUT WITH THE FORMAL CURRICULUM**
HOW ARE WE DOING?

In Progress

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

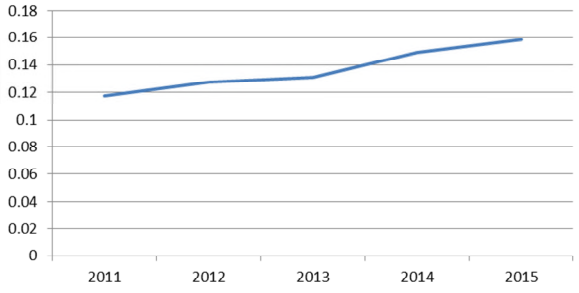


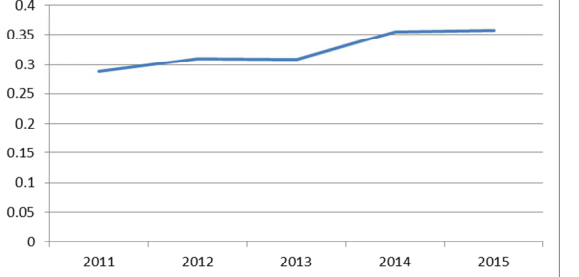


Corporate Priority 2: Improve attainment and achievement levels for all our children and young people, both within and out with the formal curriculum

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By														
<p>What % of our school pupils sustain a positive destination (e.g. employment, training, higher/further education or volunteering) six months after leaving school?</p> <p>Page 57</p>	<p>SNS-P48P What % of our school pupils sustain a positive destination (e.g. employment, training, higher/further education or volunteering) six months after leaving school? (SNS-P48P)</p> <table border="1"> <caption>Data for SNS-P48P Trend Chart</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2008/09</td> <td>88%</td> </tr> <tr> <td>2009/10</td> <td>87.3%</td> </tr> <tr> <td>2010/11</td> <td>90.4%</td> </tr> <tr> <td>2011/12</td> <td>89.2%</td> </tr> <tr> <td>2012/13</td> <td>92.1%</td> </tr> <tr> <td>2013/14</td> <td>94%</td> </tr> </tbody> </table>	Year	Percentage	2008/09	88%	2009/10	87.3%	2010/11	90.4%	2011/12	89.2%	2012/13	92.1%	2013/14	94%	94%	<p>Observations:</p> <p>The percentage of leavers from Scottish Borders Council reported as <i>still in a positive destination</i> in March 2015 was 94%, 2.5pp higher than the national average (91.5%), and higher than it was for the Borders in 2012/13 (92.1%).</p> <p>Within Scottish Borders Council, the destination category that had the greatest percentage point <i>increase</i> between the initial and the follow up return was employment, with an increase of 3.4pp. Conversely, the destination category that had the largest percentage point <i>decrease</i> between the initial and the follow up return was Further Education with a 1.5pp decrease. This is in line with the trends nationally.</p> <p>The longer term trends are very positive, with a higher % of young people sustaining their destination.</p>			Kevin McCall
Year	Percentage																			
2008/09	88%																			
2009/10	87.3%																			
2010/11	90.4%																			
2011/12	89.2%																			
2012/13	92.1%																			
2013/14	94%																			

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By
What % of our S6 pupils gained 5 or more awards at level 6 (Higher) or better?	<p>S6: 5+ SCQF Level 6 or better</p>	34.3%	<p>Observations: This year's school leavers have recorded a best ever performance of 34% of young people leaving school with five or more Highers. This is an increase of 4% from 2014.</p> <p>There has been an increase in the number of pupils obtaining Advanced Highers with more young people achieving qualifications compared to 2014. Significantly, there has been a 9% increase in the number of pupils achieving A Grade passes and a continued positive overall pass rate at grades A-D of 90%.</p>	👍		Donna Manson
What % of our S6 pupils gained 3 or more awards at level 6 (Higher) or better?	<p>S6: 3+ SCQF Level 6 or better</p>	48.4%	<p>All key performance measures have improved for sixth year pupils in 2015 compared to 2014.</p>	👍		Donna Manson

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
What % of our S5 pupils gained 5 or more awards at level 6 (Higher) or better?	<p style="text-align: center;">S5: 5+ SCQF Level 6 or better</p>  <table border="1"> <caption>S5: 5+ SCQF Level 6 or better</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>0.12</td> </tr> <tr> <td>2012</td> <td>0.13</td> </tr> <tr> <td>2013</td> <td>0.135</td> </tr> <tr> <td>2014</td> <td>0.15</td> </tr> <tr> <td>2015</td> <td>0.16</td> </tr> </tbody> </table>	Year	Percentage	2011	0.12	2012	0.13	2013	0.135	2014	0.15	2015	0.16	15.8%	<p>Observations</p> <p>The current fifth year is the first year through the new curriculum and they have provided Scottish Borders with a best ever performance in Highers in S5. This demonstrates that the new curriculum structures are making a positive difference to pupils' performance.</p> <p>The three key performance measures at Higher for fifth year pupils have improved across the board in 2015 compared to 2014.</p>			Donna Manson
Year	Percentage																	
2011	0.12																	
2012	0.13																	
2013	0.135																	
2014	0.15																	
2015	0.16																	
What % of our S5 pupils gained 3 or more awards at level 6 (Higher) or better?	<p style="text-align: center;">S5: 3+ SCQF Level 6 or better</p>  <table border="1"> <caption>S5: 3+ SCQF Level 6 or better</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>0.29</td> </tr> <tr> <td>2012</td> <td>0.31</td> </tr> <tr> <td>2013</td> <td>0.31</td> </tr> <tr> <td>2014</td> <td>0.35</td> </tr> <tr> <td>2015</td> <td>0.36</td> </tr> </tbody> </table>	Year	Percentage	2011	0.29	2012	0.31	2013	0.31	2014	0.35	2015	0.36	35.7%	More fifth year pupils are attaining Highers than ever before.			Donna Manson
Year	Percentage																	
2011	0.29																	
2012	0.31																	
2013	0.31																	
2014	0.35																	
2015	0.36																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
How many primary school pupils were excluded?	<p>CP02-P09aP How many primary school pupils were excluded? (CP02-P09aP)</p> <table border="1"> <caption>CP02-P09aP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>15</td> </tr> <tr> <td>Q2 2014/15</td> <td>5</td> </tr> <tr> <td>Q3 2014/15</td> <td>10</td> </tr> <tr> <td>Q4 2014/15</td> <td>12</td> </tr> <tr> <td>Q1 2015/16</td> <td>12</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	15	Q2 2014/15	5	Q3 2014/15	10	Q4 2014/15	12	Q1 2015/16	12	12	<p>How are we performing? Final quarter of the school calendar (Q1 15/16) saw a decline in the total number of pupils excluded (primary and secondary). Q1 2015/16 demonstrates significant improvements compared to Q1 2014/15, which is positive (down from 58 to 45)</p> <p>Actions we are taking to improve/maintain performance:</p>			Jackie Swanston
Quarter	Value																	
Q1 2014/15	15																	
Q2 2014/15	5																	
Q3 2014/15	10																	
Q4 2014/15	12																	
Q1 2015/16	12																	
How many secondary school pupils were excluded?	<p>CP02-P09bP How many secondary school pupils were excluded? (CP02-P09bP)</p> <table border="1"> <caption>CP02-P09bP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>43</td> </tr> <tr> <td>Q2 2014/15</td> <td>56</td> </tr> <tr> <td>Q3 2014/15</td> <td>61</td> </tr> <tr> <td>Q4 2014/15</td> <td>80</td> </tr> <tr> <td>Q1 2015/16</td> <td>33</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	43	Q2 2014/15	56	Q3 2014/15	61	Q4 2014/15	80	Q1 2015/16	33	33	<p>Overall exclusion targets are in place for schools which has continued to challenge and focus effort in the overall reduction of children being excluded.</p>	👍	🌍	Jackie Swanston
Quarter	Value																	
Q1 2014/15	43																	
Q2 2014/15	56																	
Q3 2014/15	61																	
Q4 2014/15	80																	
Q1 2015/16	33																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
What % of primary school pupils attend school?	<p>CP02-P11aP What % of primary school pupils attend school? (CP02-P11aP)</p> <table border="1"> <caption>Primary School Attendance Data</caption> <thead> <tr> <th>Quarter</th> <th>Attendance (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>96%</td> </tr> <tr> <td>Q2 2014/15</td> <td>97%</td> </tr> <tr> <td>Q3 2014/15</td> <td>95%</td> </tr> <tr> <td>Q4 2014/15</td> <td>95%</td> </tr> <tr> <td>Q1 2015/16</td> <td>96%</td> </tr> </tbody> </table>	Quarter	Attendance (%)	Q1 2014/15	96%	Q2 2014/15	97%	Q3 2014/15	95%	Q4 2014/15	95%	Q1 2015/16	96%	96%	<p>How are we performing: Attendance continues to track over 95% for the past 8 quarters.</p> <p>Actions we are taking to improve/maintain performance: Schools will continue to work with parents to ensure attendance increases.</p>			Jackie Swanston
Quarter	Attendance (%)																	
Q1 2014/15	96%																	
Q2 2014/15	97%																	
Q3 2014/15	95%																	
Q4 2014/15	95%																	
Q1 2015/16	96%																	
What % of secondary school pupils attend school?	<p>CP02-P11bP What % of secondary school pupils attend school? (CP02-P11bP)</p> <table border="1"> <caption>Secondary School Attendance Data</caption> <thead> <tr> <th>Quarter</th> <th>Attendance (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>93%</td> </tr> <tr> <td>Q2 2014/15</td> <td>95%</td> </tr> <tr> <td>Q3 2014/15</td> <td>92%</td> </tr> <tr> <td>Q4 2014/15</td> <td>92%</td> </tr> <tr> <td>Q1 2015/16</td> <td>93%</td> </tr> </tbody> </table>	Quarter	Attendance (%)	Q1 2014/15	93%	Q2 2014/15	95%	Q3 2014/15	92%	Q4 2014/15	92%	Q1 2015/16	93%	93%	<p>How are we performing: Increase of 1% from previous quarter. Q1 contains a short month (with April having a 2 week holiday)</p> <p>Actions we are taking to improve/maintain performance: Schools will continue to work with parents to ensure attendance increases. 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>			Jackie Swanston
Quarter	Attendance (%)																	
Q1 2014/15	93%																	
Q2 2014/15	95%																	
Q3 2014/15	92%																	
Q4 2014/15	92%																	
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many schools/nurseries in the Scottish Borders were inspected?	<p>CP02-P21P How many schools/nurseries in the Scottish Borders were inspected?</p> <table border="1"> <caption>Data for Trend Chart: CP02-P21P</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (Actual)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1-2014/15</td> <td>5</td> <td>3</td> </tr> <tr> <td>Q2-2014/15</td> <td>2</td> <td>3</td> </tr> <tr> <td>Q3-2014/15</td> <td>0</td> <td>3</td> </tr> <tr> <td>Q4-2014/15</td> <td>2</td> <td>3</td> </tr> <tr> <td>Q1-2015/16</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	Quarter	Quarters (Actual)	Target (Quarters)	Q1-2014/15	5	3	Q2-2014/15	2	3	Q3-2014/15	0	3	Q4-2014/15	2	3	Q1-2015/16	3	3	3	<p>Denholm Primary School and Parkside Primary and Nursery (in Jedburgh) were inspected in June 2015- see table below for levels attained.</p> <p>All schools inspected in 2015 attained quality indicator grades at 'satisfactory' or above.</p> <p>For the individual school inspection report please visit the Education Scotland website.</p>			Donna Manson
Quarter	Quarters (Actual)	Target (Quarters)																						
Q1-2014/15	5	3																						
Q2-2014/15	2	3																						
Q3-2014/15	0	3																						
Q4-2014/15	2	3																						
Q1-2015/16	3	3																						

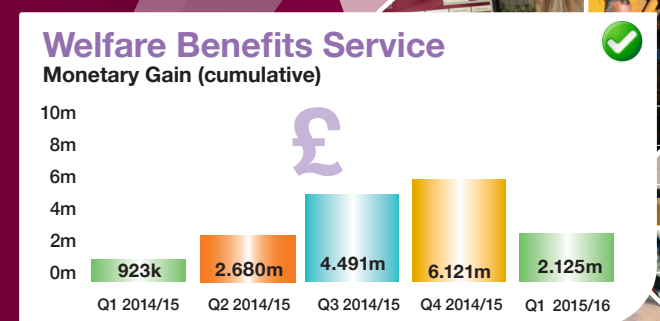
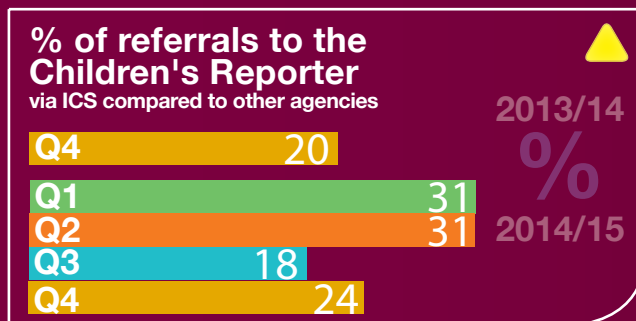
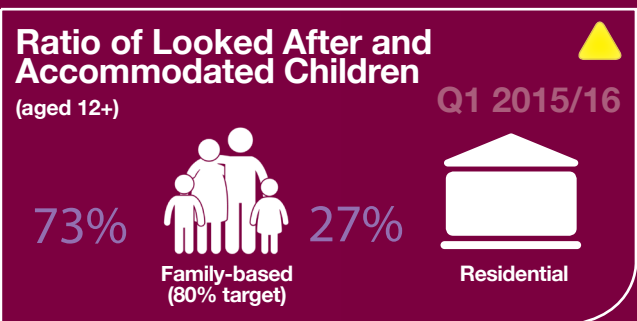
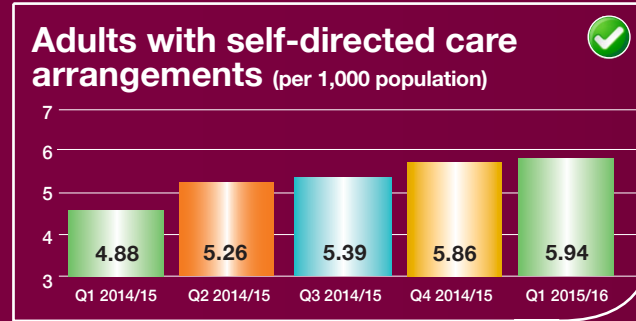
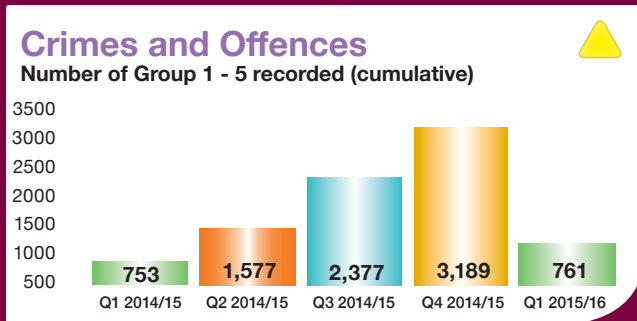
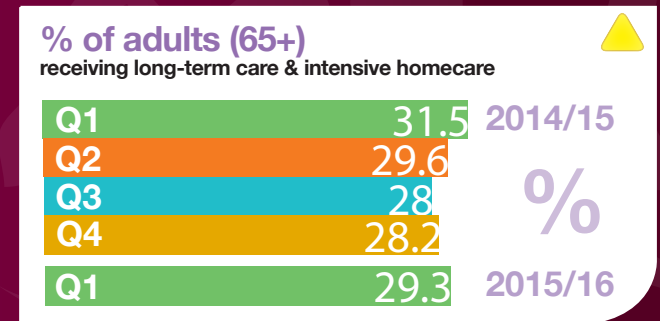
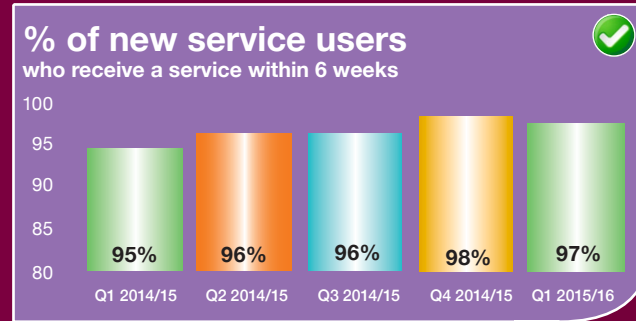
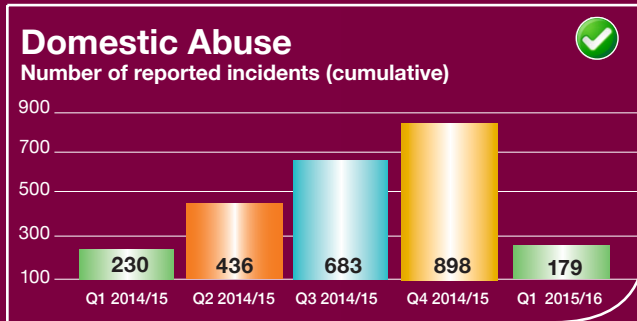
The table below shows the levels attained by schools in the last quarter:

School / Nursery	Date of Report	Improvements in Performance	Learners' Experience	Meeting Learning Needs	The Curriculum	Improvement through Self Evaluation
Denholm Primary	June 2015	Good	Good	Good	Satisfactory	Satisfactory
Parkside Primary	June 2015	Satisfactory	Good	Good	Satisfactory	Good
Parkside Nursery		Good	Good	Good	Satisfactory	Good

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

HOW ARE WE DOING?

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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

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	Long Term Trend	Status against Target	Managed By																		
What % of people aged 65+ receive their care at home?	<p>CP03-P02P What % of people aged 65+ receive their care at home?</p> <table border="1"> <caption>Data for CP03-P02P</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>31.0%</td> <td>31.0%</td> </tr> <tr> <td>Q2 2014/15</td> <td>29.6%</td> <td>31.0%</td> </tr> <tr> <td>Q3 2014/15</td> <td>28.0%</td> <td>31.0%</td> </tr> <tr> <td>Q4 2014/15</td> <td>28.2%</td> <td>31.0%</td> </tr> <tr> <td>Q1 2015/16</td> <td>29.3%</td> <td>31.0%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q1 2014/15	31.0%	31.0%	Q2 2014/15	29.6%	31.0%	Q3 2014/15	28.0%	31.0%	Q4 2014/15	28.2%	31.0%	Q1 2015/16	29.3%	31.0%	29.3%	<p>How are we performing: In line with new business plans this indicator will, in the near future, be replaced with new measurements providing a clearer indication of performance within this area. The target has been revised downwards, reflecting the move to Self-Directed Support (SDS)</p> <p>Actions we are taking to improve/maintain performance: Further investigation to identify the best indicators which will focus efforts on how to design and delivery a home care service that can help prevent those most at risk of unplanned hospital admissions will be completed within the next quarter.</p>			Elaine Torrance
Quarter	Value (%)	Target (%)																						
Q1 2014/15	31.0%	31.0%																						
Q2 2014/15	29.6%	31.0%																						
Q3 2014/15	28.0%	31.0%																						
Q4 2014/15	28.2%	31.0%																						
Q1 2015/16	29.3%	31.0%																						
The number of adults with self-directed care (SDS) arrangements per 1,000 population	<p>CP03-P04P The number of adults with self-directed care arrangements per 1,000 population</p> <table border="1"> <caption>Data for CP03-P04P</caption> <thead> <tr> <th>Quarter</th> <th>Value (per 1,000)</th> <th>Target (per 1,000)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>4.88</td> <td>4.0</td> </tr> <tr> <td>Q2 2014/15</td> <td>5.26</td> <td>4.0</td> </tr> <tr> <td>Q3 2014/15</td> <td>5.39</td> <td>4.0</td> </tr> <tr> <td>Q4 2014/15</td> <td>5.86</td> <td>4.0</td> </tr> <tr> <td>Q1 2015/16</td> <td>5.94</td> <td>4.0</td> </tr> </tbody> </table>	Quarter	Value (per 1,000)	Target (per 1,000)	Q1 2014/15	4.88	4.0	Q2 2014/15	5.26	4.0	Q3 2014/15	5.39	4.0	Q4 2014/15	5.86	4.0	Q1 2015/16	5.94	4.0	5.94	<p>How are we performing: This PI continues to increase with all new individuals being supported using SDS and existing clients are being moved from traditional methods to SDS. April 2015 was the first year anniversary of the introduction of the SDS approach and by 2017 all individuals are expect to be working with SDS.</p> <p>Actions we are taking to improve/maintain performance: Additional reporting of existing clients on traditional methods is being used to assist the movement towards all clients using the SDS approach. Any reassessments are conducted using the SDS approach and the movement of this PI in an upward direction continues to be our focus.</p>			Elaine Torrance
Quarter	Value (per 1,000)	Target (per 1,000)																						
Q1 2014/15	4.88	4.0																						
Q2 2014/15	5.26	4.0																						
Q3 2014/15	5.39	4.0																						
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
What % of people contacting Social Work receive a service within 6 weeks of their assessment?	<p>CP03-P28P What % of people contacting Social Work receive a service within 6 weeks of their assessment?</p> <table border="1"> <caption>Data for CP03-P28P</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>98%</td> <td>95%</td> </tr> <tr> <td>Q1 2015/16</td> <td>97%</td> <td>95%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q1 2014/15	95%	95%	Q2 2014/15	96%	95%	Q3 2014/15	96%	95%	Q4 2014/15	98%	95%	Q1 2015/16	97%	95%	97%	<p>How are we performing: Over 95% of people contacting Social Work receive a service within 6 weeks of assessment. This figure has remained consistently over 95% for the past 2 years.</p> <p>Actions we are taking to improve/maintain performance: Continued maintenance and development of reporting within this PI to further enhance and identify any issues has allowed the PI to remain above target. Early recognition of any drop in service is quickly picked up and resolved</p>			Elaine Torrance
Quarter	Value (%)	Target (%)																						
Q1 2014/15	95%	95%																						
Q2 2014/15	96%	95%																						
Q3 2014/15	96%	95%																						
Q4 2014/15	98%	95%																						
Q1 2015/16	97%	95%																						
What % of children (aged 12+) are accommodated with family rather than residential placements?	<p>CP03-P06P What % of children (aged 12+) are accommodated with family rather than residential placements?</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>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> <tr> <td>Q4 2014/15</td> <td>74%</td> <td>80%</td> </tr> <tr> <td>Q1 2015/16</td> <td>73%</td> <td>80%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q1 2014/15	72%	80%	Q2 2014/15	74%	80%	Q3 2014/15	73%	80%	Q4 2014/15	74%	80%	Q1 2015/16	73%	80%	73%	<p>How are we performing: Small downward fluctuation within this indicator.</p> <p>Actions we are taking to improve/maintain performance: Continued action is underway to increase the number of children in family-based placements in comparison to residential. This includes increasing kinship care (which has increased steadily over the last 4 years) and the ongoing recruitment of foster carers. The target of 80% is ambitious and continues to drive this performance area.</p>			Ann Blackie
Quarter	Value (%)	Target (%)																						
Q1 2014/15	72%	80%																						
Q2 2014/15	74%	80%																						
Q3 2014/15	73%	80%																						
Q4 2014/15	74%	80%																						
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
What % of referrals to the Scottish Children's Reporter Administration are made through Integrated Children's Services?	<p>CP03-P30P What % of referrals to the Scottish Children's Reporter Administration are made through Integrated Children's Services?</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>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> <tr> <td>Q3-2014/15</td> <td>18%</td> <td>20%</td> </tr> <tr> <td>Q4-2014/15</td> <td>24%</td> <td>20%</td> </tr> </tbody> </table>	Quarter	Value (%)	Target (%)	Q4-2013/14	20%	20%	Q1-2014/15	31%	20%	Q2-2014/15	31%	20%	Q3-2014/15	18%	20%	Q4-2014/15	24%	20%	24%	<p>Observations: We are currently awaiting the Q1 2015/16 Childrens Report which will be available shortly. Over 2014/15 we have maintained and exceeded the 20% target for three of the four quarters.</p>			Ann Blackie
Quarter	Value (%)	Target (%)																						
Q4-2013/14	20%	20%																						
Q1-2014/15	31%	20%																						
Q2-2014/15	31%	20%																						
Q3-2014/15	18%	20%																						
Q4-2014/15	24%	20%																						
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>Data for CP03-P35P</caption> <thead> <tr> <th>Quarter</th> <th>Value (Cumulative)</th> </tr> </thead> <tbody> <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> <tr> <td>Q4-2014/15</td> <td>2,361</td> </tr> <tr> <td>Q1-2015/16</td> <td>683</td> </tr> </tbody> </table>	Quarter	Value (Cumulative)	Q1-2014/15	593	Q2-2014/15	1,202	Q3-2014/15	1,748	Q4-2014/15	2,361	Q1-2015/16	683	683	<p>How are we performing: The Welfare Benefits Service statistics are considerably higher than would have been anticipated for the first quarter. A large settlement for a customer through Industrial Injuries; a member of staff leaving and proactively closing cases prior to departure, attendance by the team at a number of PACE events where they have given benefits and tax credits advice, and generally an increase in the number of people looking for advice and advocacy, are all likely factors in the increase over this period.</p>			Cathie Fancy						
Quarter	Value (Cumulative)																							
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
<p>How much money was gained for customers of the Welfare Benefits Service? (cumulative)</p>	<p>CP03-P36P How much money was gained for customers of the Welfare Benefits Service? (cumulative)</p> <table border="1"> <caption>CP03-P36P How much money was gained for customers of the Welfare Benefits Service? (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Actual (Quarters)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>£923,221.00</td> <td>£923,221.00</td> </tr> <tr> <td>Q2 2014/15</td> <td>£2,680,065.00</td> <td>£2,680,065.00</td> </tr> <tr> <td>Q3 2014/15</td> <td>£4,491,333.00</td> <td>£4,491,333.00</td> </tr> <tr> <td>Q4 2014/15</td> <td>£6,121,365.00</td> <td>£6,121,365.00</td> </tr> <tr> <td>Q1 2015/16</td> <td>£2,124,841.81</td> <td>£2,124,841.81</td> </tr> </tbody> </table>	Quarter	Actual (Quarters)	Target (Quarters)	Q1 2014/15	£923,221.00	£923,221.00	Q2 2014/15	£2,680,065.00	£2,680,065.00	Q3 2014/15	£4,491,333.00	£4,491,333.00	Q4 2014/15	£6,121,365.00	£6,121,365.00	Q1 2015/16	£2,124,841.81	£2,124,841.81	<p>£2,124,841.81</p>	<p>We would anticipate figures being more in line with the average over the next quarter due to annual leave of our own service staff and those who generally make referrals to the service.</p> <p>Complementary to the Council’s work, Citizens Advice Bureau (CAB) has approx. 280 live benefit cases per quarter and gained £309k for customers in Q1, as well as dealing with significant debt.</p> <p>Actions we are taking to improve/maintain performance: Technical issues, outwith our control, have delayed Zeacom telephony- to follow up.</p> <p>Ongoing work on WBS webpages to bring them up to date, more customer-focussed and in line with the wider changes to the SBC website. Role of WBS been made clearer- duty times; methods of contact etc. Search <u>benefits</u> and <u>welfare</u> on the SBC site. <i>Also queries can be sent to WBS mail box wbs@scotborders.gcsx.gov.uk or contact number 01896 661394.</i></p> <p>Q1- noticeable increase in the number of Personal Independence Payment decisions coming through, a significant number of which have been refusals. Many customers are finding they no longer meet criteria for mobility component and as a consequence are not entitled to a mobility vehicle and/or find that they have reduced or no entitlement to care- difficult adjustment for customers and although officers will work where appropriate to challenge decisions, in many cases claimants no longer have entitlement due to a changed criteria. However, certain groups of customers have benefited from the changes.</p>			<p>Cathie Fancy</p>
Quarter	Actual (Quarters)	Target (Quarters)																						
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
			Work planned with CAB in Q2 to monitor the direct financial impact of welfare reform on customers																					
How many incidents of domestic abuse are reported to Police Scotland? (cumulative)	<p>CP03-P37P How many incidents of domestic abuse are reported to Police Scotland? (cumulative)</p> <table border="1"> <caption>Data for CP03-P37P: Cumulative Domestic Abuse Incidents</caption> <thead> <tr> <th>Quarter</th> <th>Actual Incidents</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>230</td> <td>~150</td> </tr> <tr> <td>Q2 2014/15</td> <td>436</td> <td>~250</td> </tr> <tr> <td>Q3 2014/15</td> <td>683</td> <td>~350</td> </tr> <tr> <td>Q4 2014/15</td> <td>898</td> <td>~450</td> </tr> <tr> <td>Q1 2015/16</td> <td>179</td> <td>~550</td> </tr> </tbody> </table>	Quarter	Actual Incidents	Target (Quarters)	Q1 2014/15	230	~150	Q2 2014/15	436	~250	Q3 2014/15	683	~350	Q4 2014/15	898	~450	Q1 2015/16	179	~550	179	<p>How are we performing: 51 fewer reported domestic abuse incidents than at the same point in 2014/15, which equates to a 22.2% reduction. The aim is to encourage reporting of domestic abuse therefore ideally we would like to see the number of incidents to be increasing not decreasing.</p> <p>Actions we are taking to improve/maintain performance: The <u>Pathway Project</u> continues to be delivered addressing the needs of high risk victims, in addition to providing longer term community support and a groupwork programme for children and their mothers. Evaluation scheduled for Sep</p> <p><u>Multi-agency risk assessment (MARAC*)</u> has now been implemented, Coordinator post secured for a further year. Meetings held every 4 weeks, and on average discuss 8 high risk cases.</p> <p>The <u>STEPS project</u> is now fully staffed and receiving referrals weekly. Over 40 referrals have been received for the Safe Housing Options service since April - this has meant victims of domestic abuse having a wider range of housing options, and all have received a home security assessment. Partner agencies are working well with the project to ensure that the response is coordinated and delivering tangible safety and housing outcomes.</p> <p>The <u>Outreach Advocacy service</u> is working with some of the hardest to reach clients, using a</p>		 	John Scott;
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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By
Page 69			<p>proactive outreach model, and building relationships with key partner agencies eg pharmacies. This service works to reduce risks associated with rural isolation, language barriers, and other vulnerabilities such as mental health, substance use, offending behaviour, etc.</p> <p>The <u>Pathway project</u> funding has been extended by Big Lottery and Scottish Government to March 2016, this allows continuation of all three services - Domestic Abuse Advocacy Support service, Domestic Abuse Community Support Service, and the CEDAR Groupwork programme. There is currently no information from either funder as to the future availability of funding post 2016. It is expected that announcements will be made in the later autumn. The extension was based on an excellence performance by the Pathway project and across all three services all targets and outcomes being exceeded.</p> <p>An early Stage 1 bid has been made to the Big Lottery for <u>CEDAR</u> as it fits with their 21st Century Life programme, this fund ended June 2015. An "in principle" commitment to match funding 50% of the CEDAR Groupwork programme has been made within Place dept of SBC</p>			
<p>* The Annual Report for MARAC is in its final draft, and the evidence from the first 12 months of operation show significant impact on reducing the risk of further harm to victims of domestic abuse and their children. The overwhelming majority ie 98% of victims are female, with 89 children being identified through the MARAC process. Staff training continues with a further 40 staff being trained to undertake risk assessment for MARAC, and this is returning an increase in the number of partner agencies making referrals. It is expected that the rate of referrals to MARAC will increase over the coming year, to the maximum of 10 per meeting. Data suggests that we should expect approximately 200 high risk cases of domestic abuse per year in the Scottish Borders.</p> <p>MARAC has also enabled an increase in referrals to the Police Scotland MATAAC process - a multi-agency meeting, intelligence led, to address the behaviour of the highest tariff domestic abuse perpetrators in J Division. Scottish Borders makes on average 2 referrals to MATAAC each month.</p>						

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
<p>How many crimes and offences are recorded by Police Scotland? (cumulative)</p>	<p>CP03-P39P How many crimes and offences are recorded by Police Scotland? (cumulative)</p> <table border="1"> <caption>CP03-P39P How many crimes and offences are recorded by Police Scotland? (cumulative)</caption> <thead> <tr> <th>Quarter</th> <th>Actual (Quarters)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>763</td> <td>763</td> </tr> <tr> <td>Q2 2014/15</td> <td>1,717</td> <td>1,717</td> </tr> <tr> <td>Q3 2014/15</td> <td>2,387</td> <td>2,387</td> </tr> <tr> <td>Q4 2014/15</td> <td>3,489</td> <td>3,489</td> </tr> <tr> <td>Q1 2015/16</td> <td>761</td> <td>761</td> </tr> </tbody> </table>	Quarter	Actual (Quarters)	Target (Quarters)	Q1 2014/15	763	763	Q2 2014/15	1,717	1,717	Q3 2014/15	2,387	2,387	Q4 2014/15	3,489	3,489	Q1 2015/16	761	761	761	<p>How are we performing: Quarter 1 saw an increase in crime by 18 offences (2.4%) compared to the same time period last year. However, there has been a month on month reduction in crimes since May 2015 and if this trend continues we should be on course to meet our target for the year.</p> <p>The detection rate for the quarter ending 30/06/2015 was 54.1% compared to 52.4% for the same time period in the previous year, which is positive. Vandalism and malicious mischief continue to have lower detection rates than other crime groups but detections rates for this crime group have improved in this quarter when compared to the same time period last year.</p> <p>Actions we are taking to improve/maintain performance Continued delivery of the Local Policing Plan and a recent refresh of local Multi-Member Ward Plans have identified local issues and concerns in the community that will be tackled in the coming year. This includes all aspects of reported crime. Partnership work continues with a focus on preventing violence against women, reducing Antisocial Behaviour, Injury Prevention and reducing the impact of drugs and alcohol in our communities.</p>			John Scott
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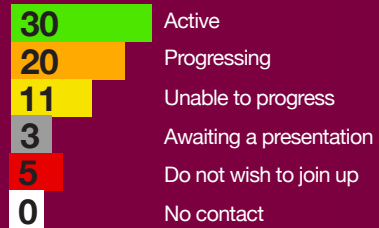
Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
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Quarter	Value (£)																	
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BUILD THE CAPACITY AND RESILIENCE OF OUR COMMUNITIES AND VOLUNTARY SECTOR

HOW ARE WE DOING?

Community Council Resilient Communities Plans

Q1 2015/16



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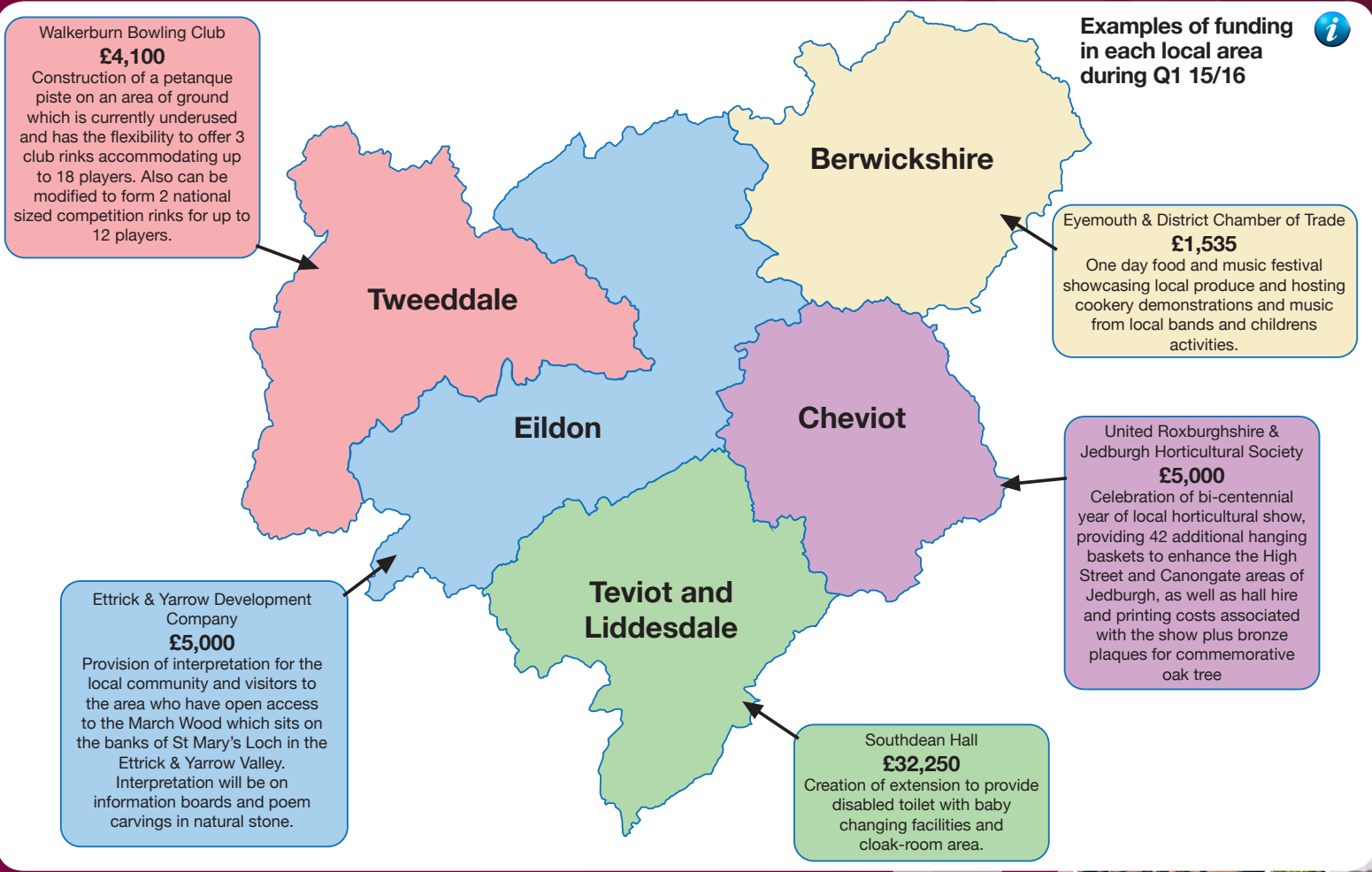


SCOTTISH BORDERS ALERT

Number of people registered

2,228

Q1 2015/16



Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

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

Short Name	Trend Chart	Current Value	Commentary	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> <table border="1"> <caption>CP04-P01P Data</caption> <thead> <tr> <th>Quarter</th> <th>Grants Awarded</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>11</td> <td>15</td> </tr> <tr> <td>Q2 2014/15</td> <td>8</td> <td>15</td> </tr> <tr> <td>Q3 2014/15</td> <td>15</td> <td>15</td> </tr> <tr> <td>Q4 2014/15</td> <td>15</td> <td>15</td> </tr> <tr> <td>Q1 2015/16</td> <td>13</td> <td>15</td> </tr> </tbody> </table>	Quarter	Grants Awarded	Target (Quarters)	Q1 2014/15	11	15	Q2 2014/15	8	15	Q3 2014/15	15	15	Q4 2014/15	15	15	Q1 2015/16	13	15	13	<p>Observations: The number of applications supported was higher this quarter than in Q1 2014/15. The number of awards is normally higher annually in Q1 due to new allocation of monies available.</p> <p>Total project costs are lower than in Q1 2014/15. This is due to more, smaller projects accessing funding during the last quarter. (Two larger scale projects (each over £100,000) were supported in the equivalent quarter in 2014/15) As well as offering match-funding for large-scale projects, the CGS offers funding for smaller community projects.</p>	👍	🌍	Shona Smith
Quarter	Grants Awarded	Target (Quarters)																						
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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> <table border="1"> <caption>Exec - Community Grant Scheme Data</caption> <thead> <tr> <th>Quarter</th> <th>CP04-P02aP (€)</th> <th>CP04-P02P (€)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>£42,607</td> <td>£666,912</td> </tr> <tr> <td>Q2 2014/15</td> <td>£17,918</td> <td>£110,854</td> </tr> <tr> <td>Q3 2014/15</td> <td>£47,381</td> <td>£87,296</td> </tr> <tr> <td>Q4 2014/15</td> <td>£46,671</td> <td>£115,726</td> </tr> <tr> <td>Q1 2015/16</td> <td>£46,788</td> <td>£63,548</td> </tr> </tbody> </table>	Quarter	CP04-P02aP (€)	CP04-P02P (€)	Q1 2014/15	£42,607	£666,912	Q2 2014/15	£17,918	£110,854	Q3 2014/15	£47,381	£87,296	Q4 2014/15	£46,671	£115,726	Q1 2015/16	£46,788	£63,548	£63,548	<p>The value of funding was higher this quarter than in Q1 2014/15. This demonstrates a higher number of awards supported to undertake community development.</p>	👎	🌍	Shona Smith
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Short Name	Trend Chart	Current Value	Commentary	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"> <caption>CP04-P04P Data</caption> <thead> <tr> <th>Quarter</th> <th>Grants Awarded</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>5</td> <td>4</td> </tr> <tr> <td>Q2 2014/15</td> <td>2</td> <td>4</td> </tr> <tr> <td>Q3 2014/15</td> <td>2</td> <td>4</td> </tr> <tr> <td>Q4 2014/15</td> <td>3</td> <td>4</td> </tr> <tr> <td>Q1 2015/16</td> <td>4</td> <td>4</td> </tr> </tbody> </table>	Quarter	Grants Awarded	Target (Quarters)	Q1 2014/15	5	4	Q2 2014/15	2	4	Q3 2014/15	2	4	Q4 2014/15	3	4	Q1 2015/16	4	4	4	<p>Observations: The UK Landfill Communities Fund came to an end in March 2015 with only a limited budget remaining to support community development to the end of that period. Project applications are now being generated for the new Scottish Landfill Communities Fund which will be delivered in association with SEPA regulations as opposed to Entrust.</p> <p>Consequently, the value of funds awarded is lower than in Q1 2014/15 due to lack of remaining budget in the UK Landfill Communities Fund.</p>	👍	📊	Shona Smith
Quarter	Grants Awarded	Target (Quarters)																						
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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"> <caption>Exec - Landfill Communities Fund Data</caption> <thead> <tr> <th>Quarter</th> <th>Grants (CP04-P05)</th> <th>Total Project Value (CPC4-P05a)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>£99,457</td> <td>£900,699</td> </tr> <tr> <td>Q2 2014/15</td> <td>£37,705</td> <td>£223,680</td> </tr> <tr> <td>Q3 2014/15</td> <td>£33,486</td> <td>£37,598</td> </tr> <tr> <td>Q4 2014/15</td> <td>£57,177</td> <td>£342,491</td> </tr> <tr> <td>Q1 2015/16</td> <td>£16,640</td> <td>£203,225</td> </tr> </tbody> </table>	Quarter	Grants (CP04-P05)	Total Project Value (CPC4-P05a)	Q1 2014/15	£99,457	£900,699	Q2 2014/15	£37,705	£223,680	Q3 2014/15	£33,486	£37,598	Q4 2014/15	£57,177	£342,491	Q1 2015/16	£16,640	£203,225	£91,640	<p>The total leverage is lower than that reported in Q1 2014/15 due to smaller projects being supported in this quarter (and the lack of remaining budget in the UK Landfill Communities Fund)</p>	👍	📊	Shona Smith
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How much National Lottery Funding (grants up to £10,000) was received in the Scottish Borders?	<p>CP04-P07aP How much National Lottery Funding (grants up to £10,000) was received in the Scottish Borders?</p> <table border="1"> <caption>CP04-P07aP Data</caption> <thead> <tr> <th>Quarter</th> <th>National Lottery Funding</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>£48,997</td> </tr> <tr> <td>Q1 2015/16</td> <td>£41,945</td> </tr> </tbody> </table>	Quarter	National Lottery Funding	Q1 2014/15	£257,492	Q2 2014/15	£281,626	Q3 2014/15	£185,150	Q4 2014/15	£48,997	Q1 2015/16	£41,945	£41,945	<p>Observations Overall, the number of awards made in this quarter is lower than in Q1 2014/15. It is anticipated that the new restrictions placed on "Awards for All" funding criteria has led to a reduction in applications (i.e. applications now require to be submitted <i>four months</i> in advance as opposed to two; and groups cannot re-apply for funding for 12 months etc.)</p> <p>Big Lottery was unable to provide all information</p>	👎	📊	Shona Smith						
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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By															
How much National Lottery Funding (grants over £10,000) was received in the Scottish Borders?	<p>CP04-P07bP How much National Lottery Funding (grants over £10,000) was received in the Scottish Borders?</p> <table border="1"> <caption>CP04-P07bP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>£292,913</td> </tr> <tr> <td>Q2 2014/15</td> <td>£125,956</td> </tr> <tr> <td>Q3 2014/15</td> <td>£486,789</td> </tr> <tr> <td>Q4 2014/15</td> <td>£824,781</td> </tr> <tr> <td>Q1 2015/16</td> <td>£916,120</td> </tr> </tbody> </table>	Quarter	Value (£)	Q1 2014/15	£292,913	Q2 2014/15	£125,956	Q3 2014/15	£486,789	Q4 2014/15	£824,781	Q1 2015/16	£916,120	£916,120	regarding awards made at the end of the last quarter due to embargo of information prior to UK General Election. Confirmation has been received that one further award was made totalling £35,377. However number of awards over £10,000 is higher than in previous quarter.			Shona Smith			
Quarter	Value (£)																				
Q1 2014/15	£292,913																				
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Q1 2015/16	£958,065.00																				
How many community council areas have an active "Resilient Communities" plan? (CP04-P06aP) (cumulative)	<p>Exec - Community Resilience Plans - Active and Progressing</p> <table border="1"> <caption>Exec - Community Resilience Plans Data</caption> <thead> <tr> <th>Quarter</th> <th>CP04-P06a</th> <th>CP04-P06b</th> </tr> </thead> <tbody> <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>Q3 2014/15</td> <td>30</td> <td>14</td> </tr> <tr> <td>Q4 2014/15</td> <td>30</td> <td>20</td> </tr> </tbody> </table>	Quarter	CP04-P06a	CP04-P06b	Q1 2014/15	24	32	Q2 2014/15	25	15	Q3 2014/15	30	14	Q4 2014/15	30	20	30	How are we performing: Although there have been no additional communities with active plans, there are indications from Bowden, Greenlaw, Skirling, Tweedsmuir and Lanton that they wish to progress. Unfortunately, resources have not been available to progress the work in the last quarter			Jim Fraser
Quarter		CP04-P06a	CP04-P06b																		
Q1 2014/15	24	32																			
Q2 2014/15	25	15																			
Q3 2014/15	30	14																			
Q4 2014/15	30	20																			
How many community council areas have a progressing plan? (CP04-P06bP) (cumulative)		20	Actions we are taking to improve/maintain our performance: As the initiative is in its second year, numbers and targets will be reviewed in the coming months to review the next stage for those communities with			Jim Fraser															

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																				
How many CC areas are unable to progress on a plan? (CP04-P06cP) (cumulative)	<p>Exec - Community Resilience Plans - Unable to progress, etc.</p> <table border="1"> <caption>Exec - Community Resilience Plans - Unable to progress, 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>14</td> <td>3</td> <td>3</td> <td>4</td> </tr> <tr> <td>Q3 2014/15</td> <td>11</td> <td>3</td> <td>0</td> <td>5</td> </tr> <tr> <td>Q4 2015/16</td> <td>11</td> <td>3</td> <td>0</td> <td>5</td> </tr> </tbody> </table>	Quarter	CP04-P06cP	CP04-P06dP	CP04-P06eP	CP04-P06fP	Q2 2014/15	14	3	3	4	Q3 2014/15	11	3	0	5	Q4 2015/16	11	3	0	5	11	active plans, and to plan the next steps for the initiative.			Jim Fraser
Quarter		CP04-P06cP	CP04-P06dP	CP04-P06eP	CP04-P06fP																					
Q2 2014/15		14	3	3	4																					
Q3 2014/15		11	3	0	5																					
Q4 2015/16	11	3	0	5																						
How many CC areas are awaiting a presentation? (CP04-P06dP) (cumulative)	3			Jim Fraser																						
How many CC areas have we had no contact (CP04-P06eP) (cumulative)	0			Jim Fraser																						
How many CC areas do not wish to join (CP04-P06fP) (cumulative)	5			Jim Fraser																						
How many people have registered for SB Alert?	<p>CP04-P08P How many people have registered for SB Alert?</p> <table border="1"> <caption>CP04-P08P How many people have registered for SB Alert?</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q2 2014/15</td> <td>41</td> <td></td> </tr> <tr> <td>Q3 2014/15</td> <td>220</td> <td></td> </tr> <tr> <td>Q4 2014/15</td> <td>1,708</td> <td></td> </tr> <tr> <td>Q1 2015/16</td> <td>2,098</td> <td></td> </tr> <tr> <td>Q2 2015/16</td> <td>2,228</td> <td></td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q2 2014/15	41		Q3 2014/15	220		Q4 2014/15	1,708		Q1 2015/16	2,098		Q2 2015/16	2,228		2,228	<p>Observations: The number of individuals signing up to SB Alert continues to grow slowly over time. A media communication has been released to target businesses in the Scottish Borders area and a pilot project is being done jointly by SBC & Police Scotland with the Selkirk Business Improvement Districts (BIDs) project to sign them up to the system.</p> <p>A multi-agency meeting is planned for mid-August to look at realistic target setting across partners.</p>			Jim Fraser		
Quarter	Quarters	Target (Quarters)																								
Q2 2014/15	41																									
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05

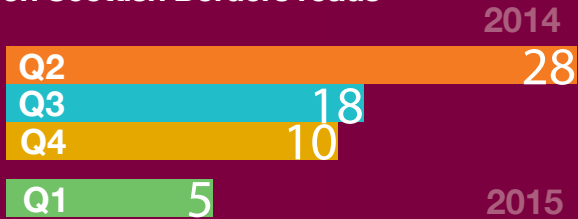
**MAINTAIN AND IMPROVE
OUR HIGH QUALITY ENVIRONMENT
HOW ARE WE DOING?**

Improving Road Safety

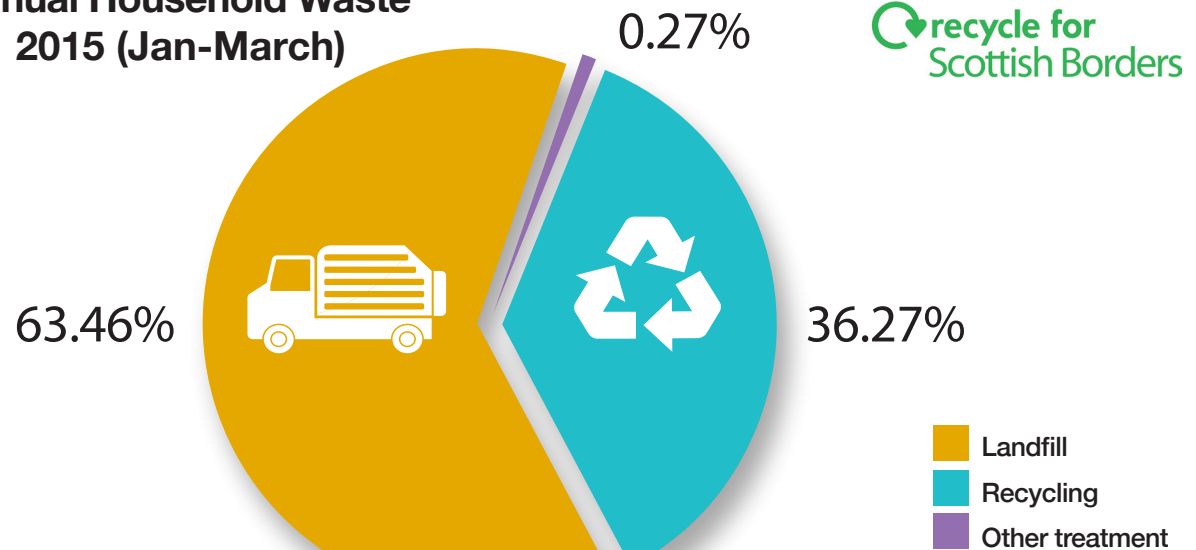
Number of people killed on Scottish Borders roads



Number of people seriously injured on Scottish Borders roads

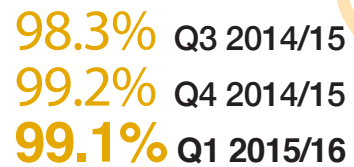


**Annual Household Waste
Q1 2015 (Jan-March)**

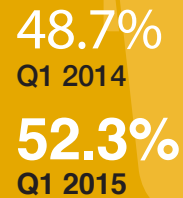


Street lighting

% of faults repaired within 7 days



Average Community Recycling Centre Recycling Rate



Corporate Priority 5: Maintain and improve our high quality environment

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many people are killed on our roads?	<p>CP05-P67vP How many people are killed on our roads?</p> <table border="1"> <caption>Data for CP05-P67vP</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q2 2014</td> <td>3</td> <td>0</td> </tr> <tr> <td>Q3 2014</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q4 2014</td> <td>4</td> <td>0</td> </tr> <tr> <td>Q1 2015</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014	0	0	Q2 2014	3	0	Q3 2014	0	0	Q4 2014	4	0	Q1 2015	0	0	0	<p>How are we performing: The first quarter's figures have now been validated and it is confirmed that there were no fatalities on Scottish Borders roads for that period. Validated figures confirm that the total number of seriously injured casualties in quarter 1 of 2015 was 5.</p> <p>Actions we are taking to improve/maintain performance: Continue to work with Police Scotland and other partners and carry out analysis to identify accident cluster sites and remedial measures.</p>			Colin Ovens
Quarter	Quarters	Target (Quarters)																						
Q1 2014	0	0																						
Q2 2014	3	0																						
Q3 2014	0	0																						
Q4 2014	4	0																						
Q1 2015	0	0																						
How many people are seriously injured on our roads?	<p>CP05-P68vP How many people are seriously injured on our roads?</p> <table border="1"> <caption>Data for CP05-P68vP</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014</td> <td>5</td> <td>0</td> </tr> <tr> <td>Q2 2014</td> <td>28</td> <td>0</td> </tr> <tr> <td>Q3 2014</td> <td>18</td> <td>0</td> </tr> <tr> <td>Q4 2014</td> <td>10</td> <td>0</td> </tr> <tr> <td>Q1 2015</td> <td>5</td> <td>0</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014	5	0	Q2 2014	28	0	Q3 2014	18	0	Q4 2014	10	0	Q1 2015	5	0	5				Colin Ovens
Quarter	Quarters	Target (Quarters)																						
Q1 2014	5	0																						
Q2 2014	28	0																						
Q3 2014	18	0																						
Q4 2014	10	0																						
Q1 2015	5	0																						

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
How quickly do reported faulty street lights get repaired?	<p>CP05-P13P How quickly do reported faulty street lights get repaired?</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>99.1%</td> </tr> <tr> <td>Q2 2014/15</td> <td>97.2%</td> </tr> <tr> <td>Q3 2014/15</td> <td>98.3%</td> </tr> <tr> <td>Q4 2014/15</td> <td>99.1%</td> </tr> <tr> <td>Q1 2015/16</td> <td>99.1%</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014/15	99.1%	Q2 2014/15	97.2%	Q3 2014/15	98.3%	Q4 2014/15	99.1%	Q1 2015/16	99.1%	99.1%	<p>How are we performing: In Q1, there were 337 faults reported and 334 were fixed within 7 days.</p> <p>Actions we are taking to improve/maintain performance: We continue to roll out the Street Lighting Energy Efficiency Programme (SLEEP) that replaces older lamps, thus reducing the number of faults we are dealing with on a quarterly basis.</p>			Colin Ovens
Quarter	Value (%)																	
Q1 2014/15	99.1%																	
Q2 2014/15	97.2%																	
Q3 2014/15	98.3%																	
Q4 2014/15	99.1%																	
Q1 2015/16	99.1%																	
How much of our household waste is recycled (%) (cumulative rolling average)	<p>CP05-P62aP How much of our household waste is recycled (%) (cumulative rolling average) CP05-P62aP</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014</td> <td>41.47</td> </tr> <tr> <td>Q2 2014</td> <td>39.39</td> </tr> <tr> <td>Q3 2014</td> <td>37.64</td> </tr> <tr> <td>Q4 2014</td> <td>36.85</td> </tr> <tr> <td>Q1 2015</td> <td>36.27</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014	41.47	Q2 2014	39.39	Q3 2014	37.64	Q4 2014	36.85	Q1 2015	36.27	36.27	<p>How are we performing: The annual household recycling performance has reduced by 5% compared to the same quarter the previous year. This decrease was expected and is due to the removal of the garden waste service.</p> <p>However, it is important to note that the Council has saved £450,000 per annum through the removal of the garden waste service.</p> <p>Note: quarters use calendar year- lag by one Q</p> <p>Actions we are taking to improve/maintain performance: Various service improvements are being taken which will assist in increasing the household recycling rate including:</p> <ul style="list-style-type: none"> • Various Community Recycling Centre upgrades. • New Kelso Community Recycling Centre opened in May 2015. <p>New food waste collection service introduced from May 2015.</p>			Ross Sharp-Dent
Quarter	Value (%)																	
Q1 2014	41.47																	
Q2 2014	39.39																	
Q3 2014	37.64																	
Q4 2014	36.85																	
Q1 2015	36.27																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
How much of our household waste goes to landfill (%) (cumulative rolling average)	<p>CP05-P62bP How much of our household waste goes to landfill (%) (cumulative rolling average) CP05-P62bP</p> <table border="1"> <caption>CP05-P62bP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014</td> <td>58.35</td> </tr> <tr> <td>Q2 2014</td> <td>60.43</td> </tr> <tr> <td>Q3 2014</td> <td>62.13</td> </tr> <tr> <td>Q4 2014</td> <td>62.90</td> </tr> <tr> <td>Q1 2015</td> <td>63.46</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014	58.35	Q2 2014	60.43	Q3 2014	62.13	Q4 2014	62.90	Q1 2015	63.46	63.46	<p>How are we performing: The annual percentage of household waste landfilled has increased by 5% compared to the same quarter the previous year, in line with projections associated with the removal of the garden waste service.</p> <p>However, it is important to note that:</p> <ul style="list-style-type: none"> the Council has saved £450,000 per annum through the removal of the garden waste service. the annual tonnage of household waste managed by the Council has decreased by 2,618 tonnes. <p>Note: quarters use calendar year- lag by one Q</p> <p>Actions we are taking to improve/maintain performance: See above.</p>			Ross Sharp-Dent
Quarter	Value (%)																	
Q1 2014	58.35																	
Q2 2014	60.43																	
Q3 2014	62.13																	
Q4 2014	62.90																	
Q1 2015	63.46																	
How much of our household waste requires other treatment (%) (cumulative rolling average)	<p>CP05-P62cP How much of our household waste requires other treatment (%) (cumulative rolling average) CP05-P62cP</p> <table border="1"> <caption>CP05-P62cP Data</caption> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014</td> <td>0.18</td> </tr> <tr> <td>Q2 2014</td> <td>0.19</td> </tr> <tr> <td>Q3 2014</td> <td>0.23</td> </tr> <tr> <td>Q4 2014</td> <td>0.25</td> </tr> <tr> <td>Q1 2015</td> <td>0.27</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014	0.18	Q2 2014	0.19	Q3 2014	0.23	Q4 2014	0.25	Q1 2015	0.27	0.27	<p>How are we performing: The annual tonnage of waste sent for 'Other Treatment' (i.e. not landfilled or recycled) has increased by 0.09% compared to the same quarter the previous year, which equates to 42.5 tonnes. This increase is thought to be due to the provision of more detailed information by third parties that manage the Council's waste. Further analysis is required.</p> <p>Note: quarters use calendar year- lag by one Q</p> <p>Actions we are taking to improve/maintain performance: Further analysis of data and discussion with recycling contractor to be undertaken.</p>			Ross Sharp-Dent
Quarter	Value (%)																	
Q1 2014	0.18																	
Q2 2014	0.19																	
Q3 2014	0.23																	
Q4 2014	0.25																	
Q1 2015	0.27																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
How much of our waste do we recycle at Community Recycling Centres? Page 81	<p>CP05-P63P How much of our waste do we recycle at Community Recycling Centres?</p> <table border="1"> <caption>Recycling Rates at Community Recycling Centres</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1-2014</td> <td>48.73</td> </tr> <tr> <td>Q2-2014</td> <td>50.00</td> </tr> <tr> <td>Q3-2014</td> <td>52.51</td> </tr> <tr> <td>Q4-2014</td> <td>53.04</td> </tr> <tr> <td>Q1-2015</td> <td>52.26</td> </tr> </tbody> </table>	Quarter	Value	Q1-2014	48.73	Q2-2014	50.00	Q3-2014	52.51	Q4-2014	53.04	Q1-2015	52.26	52.26	<p>How are we performing: The annual recycling performance at Community Recycling Centres has increased by 3.6% compared to the same quarter the previous year. This is equivalent to an additional 1,500 tonnes of waste being recycled.</p> <p>The increase is due to a significant increase in garden waste received over the year compared to the quarter last year and is directly related to the removal of the kerbside garden waste service.</p> <p>Note: quarters use calendar year- lag by one Q</p> <p>Actions we are taking to improve/maintain performance: Various service improvements are being taken which will assist in increasing the average Community Recycling Centre recycling rate including:</p> <ul style="list-style-type: none"> • Various Community Recycling Centre upgrades. • New Kelso Community Recycling Centre opened in May 2015. 			Ross Sharp-Dent
Quarter	Value																	
Q1-2014	48.73																	
Q2-2014	50.00																	
Q3-2014	52.51																	
Q4-2014	53.04																	
Q1-2015	52.26																	

DEVELOP OUR WORKFORCE HOW ARE WE DOING?



Modern Apprentices, Corporate Management Support

Work opportunities scheme Q1 2015/16 i

- 1 Employability Fund Posts
- 22 Student Placement
- 6 Supported Employees within SBC
- 25 Current Apprentices employed within SBC

Employability Fund Posts covered

- clerical work
- project work
- parks and green space work
- nursery work
- care work



Apprentice Electrician, Commercial Services

Number of SBC active e-learners (cumulative) i

3624 Q1 2015/16



Average % of working days lost ✓

3.8% Q1 2014/15
4% Q1 2015/16

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Corporate Priority 6: Develop our workforce

Short Name	Trend Chart	Current Value	Commentary	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 Data</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (%)</th> <th>Target (Quarters) (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>3.8%</td> <td>3.8%</td> </tr> <tr> <td>Q2 2014/15</td> <td>3.8%</td> <td>3.8%</td> </tr> <tr> <td>Q3 2014/15</td> <td>3.8%</td> <td>3.8%</td> </tr> <tr> <td>Q4 2014/15</td> <td>4%</td> <td>3.8%</td> </tr> <tr> <td>Q1 2015/16</td> <td>4%</td> <td>3.8%</td> </tr> </tbody> </table>	Quarter	Quarters (%)	Target (Quarters) (%)	Q1 2014/15	3.8%	3.8%	Q2 2014/15	3.8%	3.8%	Q3 2014/15	3.8%	3.8%	Q4 2014/15	4%	3.8%	Q1 2015/16	4%	3.8%	4%	<p>How are we performing: We are consistently meeting our target, with only very slight increases over the longer term.</p> <p>Actions we are taking to improve/maintain performance: Work continues to ensure that attendance management policy and procedure are applied consistently and that targets are met</p>			Clair Hepburn
Quarter	Quarters (%)	Target (Quarters) (%)																						
Q1 2014/15	3.8%	3.8%																						
Q2 2014/15	3.8%	3.8%																						
Q3 2014/15	3.8%	3.8%																						
Q4 2014/15	4%	3.8%																						
Q1 2015/16	4%	3.8%																						
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 Data</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (Cumulative)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>2,220</td> <td>2,220</td> </tr> <tr> <td>Q2 2014/15</td> <td>2,745</td> <td>2,745</td> </tr> <tr> <td>Q3 2014/15</td> <td>3,165</td> <td>3,165</td> </tr> <tr> <td>Q4 2014/15</td> <td>3,335</td> <td>3,335</td> </tr> <tr> <td>Q1 2015/16</td> <td>3,624</td> <td>3,624</td> </tr> </tbody> </table>	Quarter	Quarters (Cumulative)	Target (Quarters)	Q1 2014/15	2,220	2,220	Q2 2014/15	2,745	2,745	Q3 2014/15	3,165	3,165	Q4 2014/15	3,335	3,335	Q1 2015/16	3,624	3,624	3,624	<p>How are we performing: The number of active users now exceeds the original target set (based on PC users with a log-in account). As SB Learn is web-based, staff can now access it from a home or other PC.</p> <p>Election staff, some of whom were non-SBC, required access to SB Learn during this period (taking the number of active users up to just over 3800 at end May). However, these staff have been made "inactive" within the system, so are not included in the current total active user figure of 3624 (but they can be reactivated again if required in the future)</p> <p>Actions we are taking to improve/maintain performance: Learning modules continue to be developed and made available for all staff.</p>			Clair Hepburn
Quarter	Quarters (Cumulative)	Target (Quarters)																						
Q1 2014/15	2,220	2,220																						
Q2 2014/15	2,745	2,745																						
Q3 2014/15	3,165	3,165																						
Q4 2014/15	3,335	3,335																						
Q1 2015/16	3,624	3,624																						

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																								
CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)	<p>CP06-P45P CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)</p> <table border="1"> <caption>CP06-P45P CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>24</td> </tr> <tr> <td>Q2 2014/15</td> <td>26</td> </tr> <tr> <td>Q3 2014/15</td> <td>36</td> </tr> <tr> <td>Q4 2014/15</td> <td>38</td> </tr> <tr> <td>Q1 2015/16</td> <td>63</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	24	Q2 2014/15	26	Q3 2014/15	36	Q4 2014/15	38	Q1 2015/16	63	63	<p>Observations: Through this scheme, 63 opportunities are now being provided within SBC. The total is made up from:</p> <ul style="list-style-type: none"> • 1 Employability Fund post • 22 students • 25 apprentices • 9 "other" (e.g. work experience job taster) • 6 supported employees <p>However, the supported employees are no longer shown below as there is little change from quarter to quarter.</p>			Cathie Fancy												
Quarter	Value																													
Q1 2014/15	24																													
Q2 2014/15	26																													
Q3 2014/15	36																													
Q4 2014/15	38																													
Q1 2015/16	63																													
How many posts do we have for young people that are paid for through the Skills Development Scotland "Employability Fund"? (CP06-P31P)	<p>Executive - Supported Employment excl. ESS</p> <table border="1"> <caption>Executive - Supported Employment excl. ESS</caption> <thead> <tr> <th>Quarter</th> <th>CP06-P31P</th> <th>CP06-P32P</th> <th>CP06-P37P</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>2</td> <td>2</td> <td>14</td> </tr> <tr> <td>Q2 2014/15</td> <td>1</td> <td>2</td> <td>17</td> </tr> <tr> <td>Q3 2014/15</td> <td>0</td> <td>5</td> <td>25</td> </tr> <tr> <td>Q4 2014/15</td> <td>5</td> <td>5</td> <td>22</td> </tr> <tr> <td>Q1 2015/16</td> <td>1</td> <td>22</td> <td>25</td> </tr> </tbody> </table>	Quarter	CP06-P31P	CP06-P32P	CP06-P37P	Q1 2014/15	2	2	14	Q2 2014/15	1	2	17	Q3 2014/15	0	5	25	Q4 2014/15	5	5	22	Q1 2015/16	1	22	25	1	<p>How are we performing: As well as the one within SBC, we have co-ordinated three "Stage 3" work placements within the private sector (Ozzi McKinnon -Joinery, Robert Pringle -Butchers & Hapi project). Modern apprentices are distributed across a range of services.</p>			Cathie Fancy
Quarter		CP06-P31P	CP06-P32P	CP06-P37P																										
Q1 2014/15		2	2	14																										
Q2 2014/15	1	2	17																											
Q3 2014/15	0	5	25																											
Q4 2014/15	5	5	22																											
Q1 2015/16	1	22	25																											
How many student placements do we have? (CP06-P32P)	22	<p>Actions we are taking to improve/maintain performance: A new student process is now running with 52 students applying for opportunities within SBC.</p>			Cathie Fancy																									
How many apprentices do we employ? (CP06-P37P)	25	<p>There will be another opportunity for students to apply for opportunities in August/September and these will be advertised using social media, myjobscotland website and through various universities and local colleges.</p>			Cathie Fancy																									

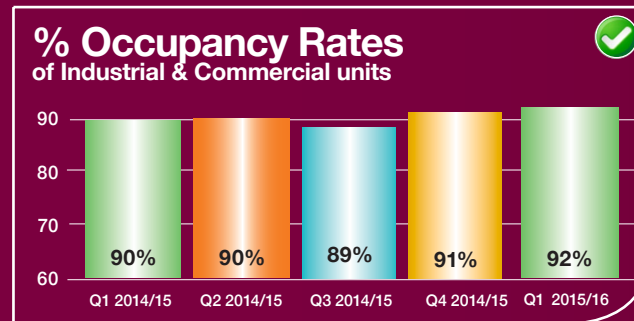
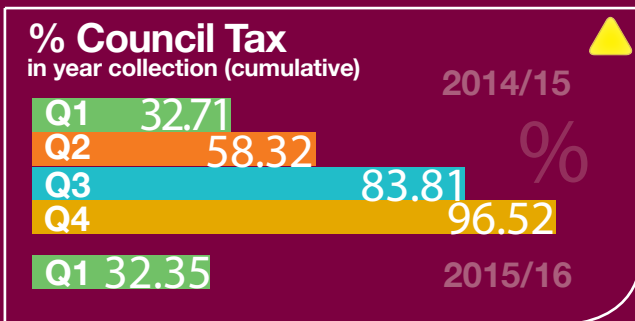
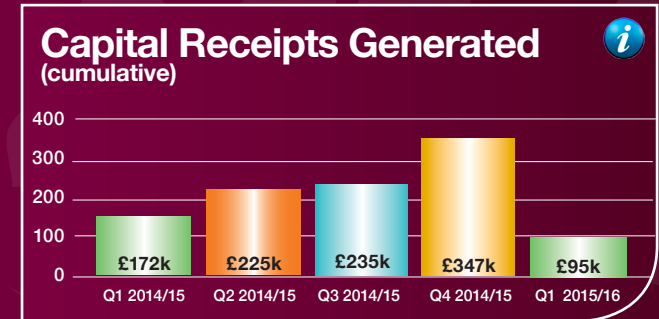
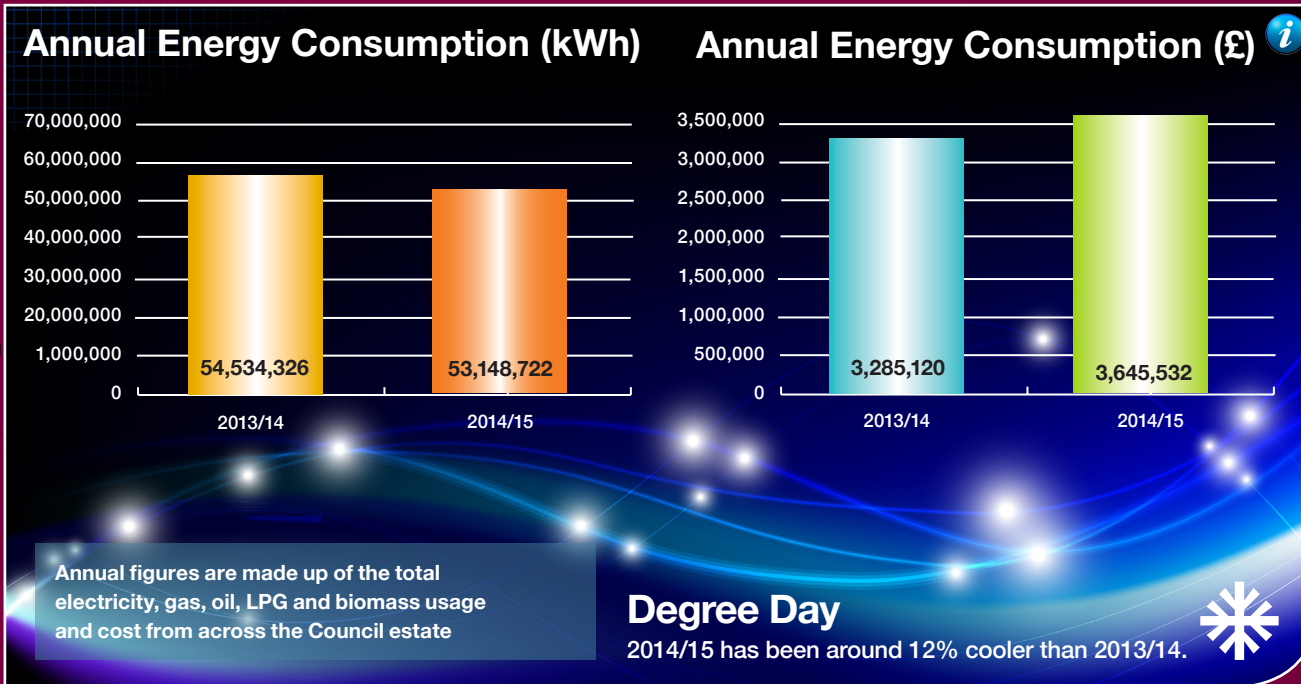
Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By
Work Opportunities Scheme - Current "Other" SBC opportunities	<p>CP06-P44P CP06-P44 Work Opportunities Scheme - Current Other SBC opportunities</p> <p>9</p> <p>Q1 2015/16</p> <p>■ Quarters ■ Target (Quarters)</p>	9	<p>Observations: This new PI has been introduced to pick up all "other" opportunities across SBC that are part of the scheme and will be reported on going forward.</p> <p>Mentoring training and awareness sessions for managers are being delivered in-house. Four booklets have now been produced to guide SBC managers when recruiting a Student, Modern Apprenticeship, Work Experience Placement/Job taster or a Stage 3 Employability Fund work placement. These are available to view or download on the intranet.</p>			Cathie Fancy

DEVELOP OUR ASSETS AND RESOURCES

HOW ARE WE DOING?

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Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Corporate Priority 7: Develop our assets and resources

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How much Council Tax is collected in a particular year?	<p>CP07-P07P How much Council Tax is collected in a particular year?</p> <table border="1"> <caption>CP07-P07P Data</caption> <thead> <tr> <th>Quarter</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>32.71%</td> <td>~90%</td> </tr> <tr> <td>Q2 2014/15</td> <td>58.32%</td> <td>~90%</td> </tr> <tr> <td>Q3 2014/15</td> <td>83.61%</td> <td>~90%</td> </tr> <tr> <td>Q4 2014/15</td> <td>96.52%</td> <td>~90%</td> </tr> <tr> <td>Q1 2015/16</td> <td>32.85%</td> <td>~90%</td> </tr> </tbody> </table>	Quarter	Actual (%)	Target (%)	Q1 2014/15	32.71%	~90%	Q2 2014/15	58.32%	~90%	Q3 2014/15	83.61%	~90%	Q4 2014/15	96.52%	~90%	Q1 2015/16	32.85%	~90%	32.35%	<p>How are we performing: Collection rates for Q1 are down slightly compared to the same period last year.</p> <p>Actions we are taking to improve/maintain performance: Steps will be taken over the coming months to target arrears and ensure collection rates are maximised.</p>			Jenni Craig; Portal Service Director
Quarter	Actual (%)	Target (%)																						
Q1 2014/15	32.71%	~90%																						
Q2 2014/15	58.32%	~90%																						
Q3 2014/15	83.61%	~90%																						
Q4 2014/15	96.52%	~90%																						
Q1 2015/16	32.85%	~90%																						
What % of industrial & commercial properties, owned by the Council, are occupied?	<p>CP07-P06P What % of industrial & commercial properties, owned by the Council, are occupied?</p> <table border="1"> <caption>CP07-P06P Data</caption> <thead> <tr> <th>Quarter</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>90%</td> <td>~95%</td> </tr> <tr> <td>Q2 2014/15</td> <td>90%</td> <td>~95%</td> </tr> <tr> <td>Q3 2014/15</td> <td>89%</td> <td>~95%</td> </tr> <tr> <td>Q4 2014/15</td> <td>91%</td> <td>~95%</td> </tr> <tr> <td>Q1 2015/16</td> <td>92%</td> <td>~95%</td> </tr> </tbody> </table>	Quarter	Actual (%)	Target (%)	Q1 2014/15	90%	~95%	Q2 2014/15	90%	~95%	Q3 2014/15	89%	~95%	Q4 2014/15	91%	~95%	Q1 2015/16	92%	~95%	92%	<p>How are we performing: The number of property enquiries has marginally increased on the first quarter of 2014/15.</p> <p>Actions we are taking to improve/maintain performance: We will continue to market property as widely as possible. The Borders Railway Inward Investment Prospectus website will provide a new tool for marketing when it goes live in August.</p>			Bryan McGrath
Quarter	Actual (%)	Target (%)																						
Q1 2014/15	90%	~95%																						
Q2 2014/15	90%	~95%																						
Q3 2014/15	89%	~95%																						
Q4 2014/15	91%	~95%																						
Q1 2015/16	92%	~95%																						


Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	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>CP07-P03P How much has the Council received for selling its fixed assets (e.g. buildings), shares or debt? (cumulative)</p> <table border="1"> <caption>CP07-P03P: Cumulative Revenue from Selling Fixed Assets</caption> <thead> <tr> <th>Quarter</th> <th>Revenue (£)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>171,836.00</td> <td></td> </tr> <tr> <td>Q2 2014/15</td> <td>225,054.00</td> <td></td> </tr> <tr> <td>Q3 2014/15</td> <td>234,845.00</td> <td></td> </tr> <tr> <td>Q4 2014/15</td> <td>347,360.00</td> <td></td> </tr> <tr> <td>Q1 2015/16</td> <td>95,297.00</td> <td></td> </tr> </tbody> </table>	Quarter	Revenue (£)	Target (Quarters)	Q1 2014/15	171,836.00		Q2 2014/15	225,054.00		Q3 2014/15	234,845.00		Q4 2014/15	347,360.00		Q1 2015/16	95,297.00		£95,297.00	<p>How are we performing: Volume and value of sales proceed slowly in the first quarter of year and will increase as the year progresses. Two sales did conclude in Q1 2015/16:</p> <ul style="list-style-type: none"> Coledale Depot, Kelso Land at Gunsreen Park, Eyemouth <p>Actions we are taking to improve/maintain performance: SBC is actively marketing 17 properties, and as part of its "Property and Assets" Corporate Transformation programme, is examining the whole estate with a view to rationalisation where possible and appropriate, including realising opportunities with partners.</p>			Andrew Drummond-Hunt
Quarter	Revenue (£)	Target (Quarters)																						
Q1 2014/15	171,836.00																							
Q2 2014/15	225,054.00																							
Q3 2014/15	234,845.00																							
Q4 2014/15	347,360.00																							
Q1 2015/16	95,297.00																							
How many properties are no longer required? (CP07-P23)	<p>Executive - Properties no longer required</p> <table border="1"> <caption>Executive - Properties no longer required</caption> <thead> <tr> <th>Quarter</th> <th>CP07-P23P</th> <th>CP07-P24P</th> <th>CP07-P25P</th> </tr> </thead> <tbody> <tr> <td>Q4 2014/15</td> <td>28</td> <td>18</td> <td>5</td> </tr> <tr> <td>Q1 2015/16</td> <td>26</td> <td>17</td> <td>6</td> </tr> <tr> <td>Q2 2015/16</td> <td>17</td> <td></td> <td></td> </tr> </tbody> </table>	Quarter	CP07-P23P	CP07-P24P	CP07-P25P	Q4 2014/15	28	18	5	Q1 2015/16	26	17	6	Q2 2015/16	17			26	<p>Observations: The Council has 26 properties surplus to requirements, of which a total of 17 properties are being actively marketed.</p>		Andrew Drummond-Hunt			
Quarter		CP07-P23P	CP07-P24P	CP07-P25P																				
Q4 2014/15		28	18	5																				
Q1 2015/16	26	17	6																					
Q2 2015/16	17																							
How many properties are advertised for sale? (CP07-P24)	17	<p>Expressions of interest in a few of the properties being marketed has resulted in negotiations commencing and potential closing dates being set.</p>		Andrew Drummond-Hunt																				
How many properties are under offer? (CP07-P25)	6	<p>Of the 17 properties actively marketed there are currently 6 properties under offer. Negotiations continue with purchasers to conclude sales which are subject to planning consent.</p> <p>The 9 properties surplus to requirements not actively marketed are being held back awaiting title clarification or on offer to Community Groups.</p>		Andrew Drummond-Hunt																				

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By						
Total Number of Contracts Awarded with Community Benefit Clauses (CBC) included	<p>CP07-P55P Total Number of Contracts Awarded with Community Benefit Clauses (CBC) included</p> <table border="1"> <caption>Data for Trend Chart: CP07-P55P Total Number of Contracts Awarded with Community Benefit Clauses (CBC) included</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4 2014/15</td> <td>12</td> </tr> <tr> <td>Q1 2015/16</td> <td>14</td> </tr> </tbody> </table>	Quarter	Value	Q4 2014/15	12	Q1 2015/16	14	14	<p>How are we performing: As this is a new policy, this number and the increase since Q4 is encouraging and in line with expectations. The Community Benefit Co-ordinator continues to develop relationships with officers, contractors and communities through promotion of the policy. The key area of focus and consequently added value benefit is Construction related contracts.</p> <p>Actions we are taking to improve/maintain performance: The Community Benefit Policy Group and Stakeholder Sub-Group consider every appropriate contract for Added Value opportunities</p> <p>It should be noted that the actual number of the contracts awarded will be subject to natural variation dependant on the scope and scale of contract opportunities from the Council. It is also important to consider proportionality in relation to community benefit requirements expected from contractors.</p> <p>In Q2, new contracts are likely to include the Complex Needs development in Earlston, Wilton Park, Hawick and Chirnside Primary School.</p>			Kathryn Dickson; Shona Smith
Quarter	Value											
Q4 2014/15	12											
Q1 2015/16	14											

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By						
Number of new Employment and Skills opportunities delivered as a result of Community Benefit Clauses (CBC)	<p>CP07-P59P Number of new Employment and Skills opportunities delivered as a result of Community Benefit Clauses (CBC)</p> <table border="1"> <caption>Data for Trend Chart</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4 2014/15</td> <td>19</td> </tr> <tr> <td>Q1 2015/16</td> <td>9</td> </tr> </tbody> </table>	Quarter	Value	Q4 2014/15	19	Q1 2015/16	9	9	<p>How are we performing:</p> <p>During Q4 Selkirk Flood Protection Scheme commenced, with ten new jobs created for local people, all of which are anticipated to continue until the end of the contract period. During Q1 further opportunities have been created. A local young person has commenced a Civil Engineering Apprenticeship, and a further four jobs have been delivered for local people. The contractor is engaging with both Selkirk and Ettrick and Yarrow Valley Community Councils and is providing support with projects such as dredging the curling pond in Ettrickbridge and sponsoring a St Marys Loch walking project. Additional benefits achieved from this contract include site visits for both students from Borders College and pupils from Selkirk High School. Support for the local common ridings has also been provided.</p> <p>Also during Q4 work began on the Demolition of the old Eyemouth High School. Three short term employment opportunities were created for people from the local area. Local contractors were used for elements of builder work involved in the contract, and a local haulier was contracted to transport recycled aggregates to three sites in the Eyemouth area. Further opportunities were achieved in Q1, with three further short term employment opportunities created. The main contractor for this contract has donated the old benches from the school to the local community trust with the refurbishment work on these co-ordinated with the Criminal Justice team</p> <p>Working with our Employability Services, our Tyre Management Services contract with Redpath Tyres initially delivered three work experience</p>			Kathryn Dickson; Shona Smith
Quarter	Value											
Q4 2014/15	19											
Q1 2015/16	9											

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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By
Page 91			<p>placements and through this has subsequently secured two apprenticeships for local young people. A third apprenticeship is under consideration.</p> <p>In Q1, the Selkirk 2G Pitch contract delivered a work experience opportunity for an unemployment person, the work experience subsequently was converted into a short term job, with the person being provided with training and recruited for the duration of the project.</p> <p>Actions we are taking to improve/maintain performance: Monitoring of all contracted community benefit clause is in place to ensure delivery is achieved.</p>			

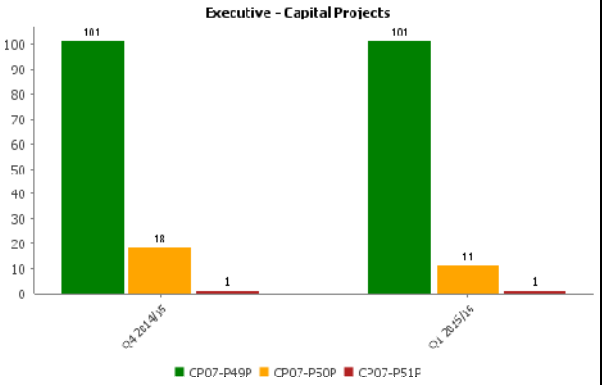



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Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By						
How much does the council spend on energy (£) - Annual	<p>CP07-P67P How much does the council spend on energy (£) - Annual</p> <table border="1"> <caption>CP07-P67P: Council Energy Spend (£)</caption> <thead> <tr> <th>Year</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>3,285,120</td> </tr> <tr> <td>2014/15</td> <td>3,645,532</td> </tr> </tbody> </table>	Year	Value (£)	2013/14	3,285,120	2014/15	3,645,532	3,645,532	<p>Observations: Energy costs have risen for 2014/15, despite overall energy consumption being slightly down.</p> <p>Electricity and gas costs and consumption rose in 2014/15 (see graphs below), despite the year being very similar weather-wise to the previous year.</p> <p>Contributing factors to the rises were:</p> <ul style="list-style-type: none"> • Modifications to maximise the use of the GSHP heating system at Clovenfords Primary School • A full year of operation of the new West Linton primary School; 			Andrew Drummond-Hunt
Year	Value (£)											
2013/14	3,285,120											
2014/15	3,645,532											
What is the total energy consumption for the council (KWh) - Annual	<p>CP07-P68P What is the total energy consumption for the council (KWh) - Annual</p> <table border="1"> <caption>CP07-P68P: Council Total Energy Consumption (KWh)</caption> <thead> <tr> <th>Year</th> <th>Value (KWh)</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>54,534,326</td> </tr> <tr> <td>2014/15</td> <td>53,148,722</td> </tr> </tbody> </table>	Year	Value (KWh)	2013/14	54,534,326	2014/15	53,148,722	53,148,722	<ul style="list-style-type: none"> • Switch off of the biomass in the 3 PPP High Schools resulting in a rise in gas consumption (however, it should be noted that the increase in gas costs are and will be less than the cost of biomass); • Being locked in to national energy contracts <p>Corporate Transformation programmes around 'Energy Efficiency' and 'Property and Assets' will seek to reduce usage and cost, including examining the way we use and occupy the estate.</p>			Andrew Drummond-Hunt
Year	Value (KWh)											
2013/14	54,534,326											
2014/15	53,148,722											

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How much does the council spend on electricity (£)	<p>Executive - Utilities Cost Comparative (£) - Annual</p> <table border="1"> <thead> <tr> <th>Category</th> <th>2015/14</th> <th>2014/15</th> </tr> </thead> <tbody> <tr> <td>Electric</td> <td>1,970,457</td> <td>2,378,160</td> </tr> <tr> <td>Gas</td> <td>778,953</td> <td>792,638</td> </tr> <tr> <td>Oil</td> <td>384,649</td> <td>444,492</td> </tr> <tr> <td>LPG</td> <td>16,508</td> <td>17,248</td> </tr> <tr> <td>Biomass</td> <td>134,553</td> <td>12,994</td> </tr> </tbody> </table>	Category	2015/14	2014/15	Electric	1,970,457	2,378,160	Gas	778,953	792,638	Oil	384,649	444,492	LPG	16,508	17,248	Biomass	134,553	12,994	2,378,160	See above			Andrew Drummond-Hunt
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How much does the council spend on gas (£)	792,638				Andrew Drummond-Hunt																			
How much does the council spend on oil (£)	444,492				Andrew Drummond-Hunt																			
How much does the council spend on LPG (£)	17,248				Andrew Drummond-Hunt																			
How much does the council spend on Biomass (£)	12,994				Andrew Drummond-Hunt																			
Electricity Consumption (KWh)	<p>Executive - Utilities Consumption Comparative (KWh) - Annual</p> <table border="1"> <thead> <tr> <th>Category</th> <th>2015/14</th> <th>2014/15</th> </tr> </thead> <tbody> <tr> <td>Electric</td> <td>18,481,466</td> <td>19,773,354</td> </tr> <tr> <td>Gas</td> <td>21,793,351</td> <td>23,889,648</td> </tr> <tr> <td>Oil</td> <td>9,031,008</td> <td>9,080,665</td> </tr> <tr> <td>LPG</td> <td>233,674</td> <td>229,915</td> </tr> <tr> <td>Biomass</td> <td>4,994,828</td> <td>175,140</td> </tr> </tbody> </table>	Category	2015/14	2014/15	Electric	18,481,466	19,773,354	Gas	21,793,351	23,889,648	Oil	9,031,008	9,080,665	LPG	233,674	229,915	Biomass	4,994,828	175,140	19,773,354	See above			Andrew Drummond-Hunt
Category		2015/14	2014/15																					
Electric		18,481,466	19,773,354																					
Gas		21,793,351	23,889,648																					
Oil		9,031,008	9,080,665																					
LPG		233,674	229,915																					
Biomass	4,994,828	175,140																						
Gas Consumption (KWh)	23,889,648				Andrew Drummond-Hunt																			
Oil Consumption (KWh)	9,080,665				Andrew Drummond-Hunt																			
LPG Consumption (KWh)	229,915				Andrew Drummond-Hunt																			
Biomass Consumption (KWh)	175,140				Andrew Drummond-Hunt																			

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
Number of Capital Projects where RAG status is "Green"	 <p>Executive - Capital Projects</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Green (CP07-P49P)</th> <th>Amber (CP07-P50P)</th> <th>Red (CP07-P51P)</th> </tr> </thead> <tbody> <tr> <td>Q4 2014/15</td> <td>101</td> <td>18</td> <td>1</td> </tr> <tr> <td>Q1 2015/16</td> <td>101</td> <td>11</td> <td>1</td> </tr> </tbody> </table>	Quarter	Green (CP07-P49P)	Amber (CP07-P50P)	Red (CP07-P51P)	Q4 2014/15	101	18	1	Q1 2015/16	101	11	1	101	<p>How are we performing: Of the 113 capital projects being managed by the Capital Projects team, only one (Peebles 3G Pitch) has a "red" status and has done so for the previous three reporting periods.</p> <p>Actions we are taking to improve/maintain performance: A Capital Projects tracker is now presented to Corporate Management Team and to the Executive Committee on a regular basis. In relation to Peebles specifically, a community consultation has taken place to identify a preferred location for the pitch and will be reported to Members in September 2015.</p>			Andrew Drummond-Hunt
Quarter		Green (CP07-P49P)	Amber (CP07-P50P)	Red (CP07-P51P)														
Q4 2014/15		101	18	1														
Q1 2015/16	101	11	1															
Number of Capital Projects where RAG status is "Amber"	11			Andrew Drummond-Hunt														
Number of Capital Projects where RAG status is "Red"	1			Andrew Drummond-Hunt														

ENSURE EXCELLENT, ADAPTABLE, COLLABORATIVE AND ACCESSIBLE PUBLIC SERVICES

HOW ARE WE DOING?

Interactions Q1 2015/16

logged through our Customer Relationship Management system

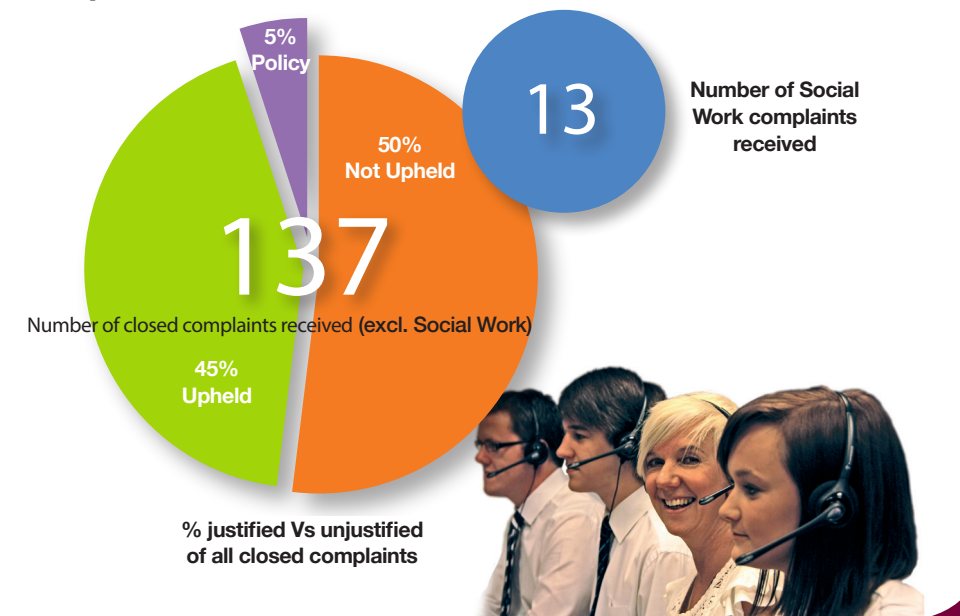
18,329
face to face interactions

25,540
voice interactions

Click before you call

www.scotborders.gov.uk

Complaints Q1 2015/16



Case Study

A customer applying for a Bus Pass on the grounds of disability was refused due to DVLA documentation not meeting the Transport Scotland criteria and subsequently complained.

Transport Scotland were contacted and after investigation found that the Bus Pass and DVLA criteria had both changed since being set. As a result Transport Scotland allowed us to award the customer with his Bus Pass and gave us greater power to use our discretion until they have updated the criteria for these types of pass.

The customer was very satisfied with the outcome of this complaint, and told us his faith in public services had been restored.

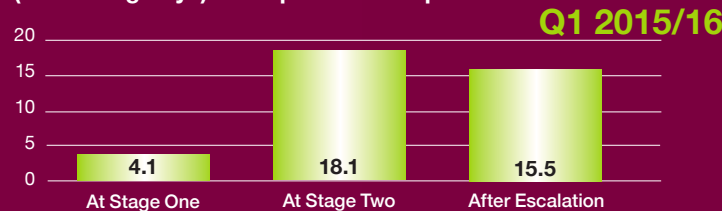
FOI Q1 2015/16

Freedom Of Information Requests received

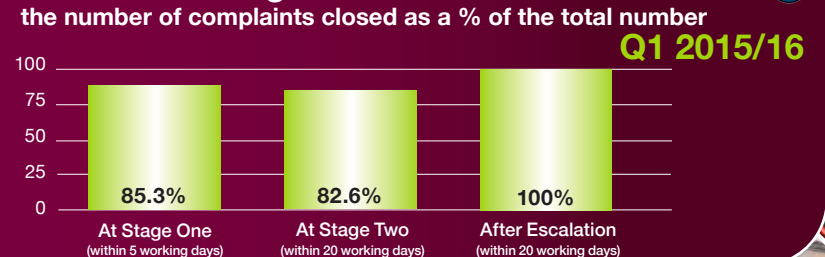
285
% completed on time

92%

Average Time (in working days) to respond to complaints



Performance against timescales



Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

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

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many transactions were logged as handled by Customer Services staff?	<p>CP08-P66P How many transactions were logged as handled by Customer Services staff?</p> <table border="1"> <caption>CP08-P66P Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>45,690</td> </tr> <tr> <td>Q1 2015/16</td> <td>44,873</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	49,298	Q2 2014/15	53,603	Q3 2014/15	39,821	Q4 2014/15	45,690	Q1 2015/16	44,873	44,873	<p>Observations: There has been a decrease of 817 (1.8%) interactions compared to Quarter 4 of 2014/15. There has been a decrease of 424 (2.3%) face-to-face interactions compared to Quarter 4 of 2014/15.</p> <p>There has been a decrease of 1397 (5.5%) voice interactions compared to Quarter 4 of 2014/15.</p> <p>Actions we are taking to improve/maintain performance: Work is continuing to move customer contact from Face to Face and Telephone to other more flexible and cost effective channels.</p>			Les Grant; Portal Manager						
Quarter	Value																							
Q1 2014/15	49,298																							
Q2 2014/15	53,603																							
Q3 2014/15	39,821																							
Q4 2014/15	45,690																							
Q1 2015/16	44,873																							
How many people were logged as coming into our Contact Centres to deal with our Customer Services staff face to face? (CP08-P63P)	<p>Exec - Customer Services Interactions logged on CRM</p> <table border="1"> <caption>Exec - Customer Services Interactions Data</caption> <thead> <tr> <th>Quarter</th> <th>CP08-P53P (Face to Face)</th> <th>CP08-P55P (Phone)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>13,484</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>23,706</td> </tr> <tr> <td>Q4 2014/15</td> <td>18,753</td> <td>26,937</td> </tr> <tr> <td>Q1 2015/16</td> <td>16,329</td> <td>25,540</td> </tr> </tbody> </table>	Quarter	CP08-P53P (Face to Face)	CP08-P55P (Phone)	Q1 2014/15	13,484	30,864	Q2 2014/15	20,004	33,599	Q3 2014/15	16,113	23,706	Q4 2014/15	18,753	26,937	Q1 2015/16	16,329	25,540	18,329				Les Grant; Portal Manager
Quarter	CP08-P53P (Face to Face)	CP08-P55P (Phone)																						
Q1 2014/15	13,484	30,864																						
Q2 2014/15	20,004	33,599																						
Q3 2014/15	16,113	23,706																						
Q4 2014/15	18,753	26,937																						
Q1 2015/16	16,329	25,540																						
How many people were logged as contacting our Contact Centres by phone? (CP08-P65P)		25,540					Les Grant; Portal Manager																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	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>Data for CP08-P53P</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>243</td> </tr> <tr> <td>Q2 2014/15</td> <td>273</td> </tr> <tr> <td>Q3 2014/15</td> <td>281</td> </tr> <tr> <td>Q4 2014/15</td> <td>303</td> </tr> <tr> <td>Q1 2015/16</td> <td>285</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	243	Q2 2014/15	273	Q3 2014/15	281	Q4 2014/15	303	Q1 2015/16	285	285	<p>Observations: Over the longer term, the volume of FOIs continues to rise steadily, although there has been a slight drop since Q4</p>			Nuala McKinlay
Quarter	Value																	
Q1 2014/15	243																	
Q2 2014/15	273																	
Q3 2014/15	281																	
Q4 2014/15	303																	
Q1 2015/16	285																	
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>Data for CP08-P54P</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>27%</td> </tr> <tr> <td>Q2 2014/15</td> <td>86%</td> </tr> <tr> <td>Q3 2014/15</td> <td>91%</td> </tr> <tr> <td>Q4 2014/15</td> <td>98%</td> </tr> <tr> <td>Q1 2015/16</td> <td>92%</td> </tr> </tbody> </table>	Quarter	Value	Q1 2014/15	27%	Q2 2014/15	86%	Q3 2014/15	91%	Q4 2014/15	98%	Q1 2015/16	92%	92%	<p>How are we performing: Although dipping slightly in this quarter, performance is now considerably higher than during 2013/14.</p> <p>Actions we are taking to improve/maintain performance: New procedures continue to help us deal efficiently with FOIs and similar data requests.</p>			Nuala McKinlay
Quarter	Value																	
Q1 2014/15	27%																	
Q2 2014/15	86%																	
Q3 2014/15	91%																	
Q4 2014/15	98%																	
Q1 2015/16	92%																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many complaints were received by our Social Work service?	<p>CP08-P30P How many complaints were received by our Social Work service?</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>Q1 2014/15</td> <td>12</td> <td>10</td> </tr> <tr> <td>Q2 2014/15</td> <td>14</td> <td>10</td> </tr> <tr> <td>Q3 2014/15</td> <td>23</td> <td>10</td> </tr> <tr> <td>Q4 2014/15</td> <td>10</td> <td>10</td> </tr> <tr> <td>Q1 2015/16</td> <td>13</td> <td>10</td> </tr> </tbody> </table>	Quarter	Complaints	Target	Q1 2014/15	12	10	Q2 2014/15	14	10	Q3 2014/15	23	10	Q4 2014/15	10	10	Q1 2015/16	13	10	13	<p>Observations: Continued low level of complaints in comparison to previous year with a small increase of 2 in June. Overall volume remains low which make it difficult to identify trends in relation to specific events or changes.</p>			Sylvia Mendham
Quarter	Complaints	Target																						
Q1 2014/15	12	10																						
Q2 2014/15	14	10																						
Q3 2014/15	23	10																						
Q4 2014/15	10	10																						
Q1 2015/16	13	10																						
How many complaints did we investigate to completion?	<p>CP08-P10P How many complaints did we investigate to completion?</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>Q1 2014/15</td> <td>150</td> <td>150</td> </tr> <tr> <td>Q2 2014/15</td> <td>153</td> <td>150</td> </tr> <tr> <td>Q3 2014/15</td> <td>167</td> <td>150</td> </tr> <tr> <td>Q4 2014/15</td> <td>147</td> <td>150</td> </tr> <tr> <td>Q1 2015/16</td> <td>137</td> <td>150</td> </tr> </tbody> </table>	Quarter	Complaints	Target	Q1 2014/15	150	150	Q2 2014/15	153	150	Q3 2014/15	167	150	Q4 2014/15	147	150	Q1 2015/16	137	150	137	<p>Observations: There has been a decrease of 10 complaints investigated this quarter, and a decrease of 13 against the same period last year.</p>			Les Grant; Portal Manager
Quarter	Complaints	Target																						
Q1 2014/15	150	150																						
Q2 2014/15	153	150																						
Q3 2014/15	167	150																						
Q4 2014/15	147	150																						
Q1 2015/16	137	150																						

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
How many of the complaints investigated to completion were upheld? (CP08-P11P)	<p>Exec - Upheld/Not Upheld Complaints</p> <table border="1"> <caption>Exec - Upheld/Not Upheld Complaints Data</caption> <thead> <tr> <th>Quarter</th> <th>CP08-P11P (%)</th> <th>CP08-P12P (%)</th> </tr> </thead> <tbody> <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> <tr> <td>Q4 2014/15</td> <td>43%</td> <td>52%</td> </tr> <tr> <td>Q1 2015/16</td> <td>45%</td> <td>50%</td> </tr> </tbody> </table>	Quarter	CP08-P11P (%)	CP08-P12P (%)	Q1 2014/15	44%	50%	Q2 2014/15	54%	41%	Q3 2014/15	46%	46%	Q4 2014/15	43%	52%	Q1 2015/16	45%	50%	45%	<p>How are we performing: There has been an increase in the number of 'upheld' complaints and a reduction in those categorised as 'not upheld'.</p> <p>Actions we are taking to improve/maintain performance: Ongoing reviews and analysis of previous quarter's complaints are being used to inform and drive forward service improvements across the Council.</p>			Les Grant; Portal Manager
Quarter		CP08-P11P (%)	CP08-P12P (%)																					
Q1 2014/15	44%	50%																						
Q2 2014/15	54%	41%																						
Q3 2014/15	46%	46%																						
Q4 2014/15	43%	52%																						
Q1 2015/16	45%	50%																						
How many of the complaints investigated to completion were not upheld? (CP08-P12P)	50%			Les Grant; Portal Manager																				
The average time in working days to respond to complaints at stage one (SPSO-04aP)	<p>SPSO-04aP The average time in working days to respond to complaints at stage one (SPSO-04aP)</p> <table border="1"> <caption>SPSO-04aP Average Time in Working Days Data</caption> <thead> <tr> <th>Quarter</th> <th>Quarters</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>4.4</td> <td>5.0</td> </tr> <tr> <td>Q2 2014/15</td> <td>3.5</td> <td>5.0</td> </tr> <tr> <td>Q3 2014/15</td> <td>4.2</td> <td>5.0</td> </tr> <tr> <td>Q4 2014/15</td> <td>3.7</td> <td>5.0</td> </tr> <tr> <td>Q1 2015/16</td> <td>4.1</td> <td>5.0</td> </tr> </tbody> </table>	Quarter	Quarters	Target (Quarters)	Q1 2014/15	4.4	5.0	Q2 2014/15	3.5	5.0	Q3 2014/15	4.2	5.0	Q4 2014/15	3.7	5.0	Q1 2015/16	4.1	5.0	4.1	<p>Observations: Q1 2015/16 There has been a slight reduction in the average number of days taken to respond to complaints at stage one for the same quarter last year.</p> <p>Average time in working days to respond to complaints at stage one per department:</p> <p>Chief Executive - 3.5 days People - 4.5 days Place - 4.1 days</p>			Les Grant
Quarter	Quarters	Target (Quarters)																						
Q1 2014/15	4.4	5.0																						
Q2 2014/15	3.5	5.0																						
Q3 2014/15	4.2	5.0																						
Q4 2014/15	3.7	5.0																						
Q1 2015/16	4.1	5.0																						

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
The average time in working days to respond to complaints at stage two (SPSO-04bP)	<p>SPSO-04bP The average time in working days to respond to complaints at stage two (SPSO-04bP)</p> <table border="1"> <caption>Data for SPSO-04bP Trend Chart</caption> <thead> <tr> <th>Quarter</th> <th>Value (Days)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>18.7</td> </tr> <tr> <td>Q2 2014/15</td> <td>17</td> </tr> <tr> <td>Q3 2014/15</td> <td>16.4</td> </tr> <tr> <td>Q4 2014/15</td> <td>15.9</td> </tr> <tr> <td>Q1 2015/16</td> <td>18.1</td> </tr> </tbody> </table>	Quarter	Value (Days)	Q1 2014/15	18.7	Q2 2014/15	17	Q3 2014/15	16.4	Q4 2014/15	15.9	Q1 2015/16	18.1	18.1	<p>Observations: Q1 2015/16 There has been a reduction (positive) in the average number of days taken to respond to complaints at stage two for the same quarter last year.</p> <p>Average time in working days to respond to complaints at stage two per department:</p> <p>Chief Executive - 22 days People - 15 days Place - 19.5 days</p>			Les Grant
Quarter	Value (Days)																	
Q1 2014/15	18.7																	
Q2 2014/15	17																	
Q3 2014/15	16.4																	
Q4 2014/15	15.9																	
Q1 2015/16	18.1																	
The average time in working days to respond to complaints after escalation (SPSO-04cP)	<p>SPSO-04cP The average time in working days to respond to complaints after escalation (SPSO-04cP)</p> <table border="1"> <caption>Data for SPSO-04cP Trend Chart</caption> <thead> <tr> <th>Quarter</th> <th>Value (Days)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>18.3</td> </tr> <tr> <td>Q2 2014/15</td> <td>16.6</td> </tr> <tr> <td>Q3 2014/15</td> <td>12</td> </tr> <tr> <td>Q4 2014/15</td> <td>20.1</td> </tr> <tr> <td>Q1 2015/16</td> <td>15.5</td> </tr> </tbody> </table>	Quarter	Value (Days)	Q1 2014/15	18.3	Q2 2014/15	16.6	Q3 2014/15	12	Q4 2014/15	20.1	Q1 2015/16	15.5	15.5	<p>Observations: There were 2 stage two complaints that were escalated and both were within Place.</p>			Les Grant
Quarter	Value (Days)																	
Q1 2014/15	18.3																	
Q2 2014/15	16.6																	
Q3 2014/15	12																	
Q4 2014/15	20.1																	
Q1 2015/16	15.5																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By												
The number of complaints closed at stage one within 5 working days as a % of the total number of stage one complaints (SPSO-05aP)	<p>SPSO-05aP The number of complaints closed at stage one within 5 working days as a % of the total number of stage one complaints (SPSO-05aP)</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>86.6%</td> </tr> <tr> <td>Q2 2014/15</td> <td>88.4%</td> </tr> <tr> <td>Q3 2014/15</td> <td>86.8%</td> </tr> <tr> <td>Q4 2014/15</td> <td>85.7%</td> </tr> <tr> <td>Q1 2015/16</td> <td>85.3%</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014/15	86.6%	Q2 2014/15	88.4%	Q3 2014/15	86.8%	Q4 2014/15	85.7%	Q1 2015/16	85.3%	85.3%	<p>Observations: Q1 2015/16 There has been a decrease of 1.3% in comparison to the same quarter last year. Overall, the figure has remained fairly consistent since the end of 2013/14, only fluctuating between 85.3% and 88.4%.</p>			Les Grant
Quarter	Value (%)																	
Q1 2014/15	86.6%																	
Q2 2014/15	88.4%																	
Q3 2014/15	86.8%																	
Q4 2014/15	85.7%																	
Q1 2015/16	85.3%																	
The number of complaints closed at stage two within 20 working days as a % of the total number of stage two complaints (SPSO-05bP)	<p>SPSO-05bP The number of complaints closed at stage two within 20 working days as a % of the total number of stage two complaints (SPSO-05bP)</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr> <td>Q1 2014/15</td> <td>71.1%</td> </tr> <tr> <td>Q2 2014/15</td> <td>82.6%</td> </tr> <tr> <td>Q3 2014/15</td> <td>87%</td> </tr> <tr> <td>Q4 2014/15</td> <td>75%</td> </tr> <tr> <td>Q1 2015/16</td> <td>82.6%</td> </tr> </tbody> </table>	Quarter	Value (%)	Q1 2014/15	71.1%	Q2 2014/15	82.6%	Q3 2014/15	87%	Q4 2014/15	75%	Q1 2015/16	82.6%	82.6%	<p>Observations: Q1 2015/16 There has been an increase of 11.5% in comparison to the same period last year.</p>			Les Grant
Quarter	Value (%)																	
Q1 2014/15	71.1%																	
Q2 2014/15	82.6%																	
Q3 2014/15	87%																	
Q4 2014/15	75%																	
Q1 2015/16	82.6%																	

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2015 (Q1 2015/16)

Short Name	Trend Chart	Current Value	Commentary	Long Term Trend	Status against Target	Managed By																		
The number of escalated complaints closed within 20 working days as a % of the total number of escalated stage two complaints (SPSO-05cP)	<p>SPSO-05cP The number of escalated complaints closed within 20 working days as a % of the total number of escalated stage two complaints (SPSO-05cP)</p> <table border="1"> <caption>SPSO-05cP Performance Data</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (%)</th> <th>Target (Quarters) (%)</th> </tr> </thead> <tbody> <tr> <td>Q2 2014/15</td> <td>66.7%</td> <td>100%</td> </tr> <tr> <td>Q3 2014/15</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Q4 2014/15</td> <td>75%</td> <td>100%</td> </tr> <tr> <td>Q1 2015/16</td> <td>25%</td> <td>100%</td> </tr> <tr> <td>Q2 2015/16</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Quarter	Quarters (%)	Target (Quarters) (%)	Q2 2014/15	66.7%	100%	Q3 2014/15	100%	100%	Q4 2014/15	75%	100%	Q1 2015/16	25%	100%	Q2 2015/16	100%	100%	100%	<p>Observations: Q1 2015/16 The 2 complaints within stage two that were escalated were within Place.</p>			Les Grant
Quarter	Quarters (%)	Target (Quarters) (%)																						
Q2 2014/15	66.7%	100%																						
Q3 2014/15	100%	100%																						
Q4 2014/15	75%	100%																						
Q1 2015/16	25%	100%																						
Q2 2015/16	100%	100%																						

MONITORING OF THE GENERAL FUND REVENUE BUDGET 2015/16

Report by the Chief Financial Officer

EXECUTIVE COMMITTEE

18 August 2015

1 PURPOSE AND SUMMARY

1.1 To provide the Council Executive with

- budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 June 2015;
- explanations of the major variances between projected outturn expenditure/income and the current approved budget.

1.2 The revenue monitoring position set out in this report is based on actual income and expenditure to the 30 June 2015. The position reported assumes significant pressures highlighted in the remainder of this report will be managed within existing departmental budgets. Failure to manage these identified pressures would result in a significant budget shortfall in the Council.

1.3 The management team is progressing with the programme to modernise and transform the Council, has identified corrective action where budgets are diverting from plan and has confidence that pressures will be managed and that a balanced out turn will be delivered. Pressures evident at month 3 include out of area children's placements, a higher than anticipated level of placements for Older People in Residential Care, and care packages for people with Physical Disabilities Community-Based services. Action is being taken by the People department to contain these pressures.

1.4 At 30th June, 50% (£3.829m) of planned efficiency savings have been delivered as per the Financial Plan, with a further 44% (£3.406m) profiled to be delivered over the remainder of the financial year. Of the remaining 6%, £40K has been achieved by alternative, permanent measures and £158k temporarily. A further £228k remains profiled to be achieved by alternative means.

- 1.5 Paragraph 3.3 also highlights two unbudgeted pressures which have the first results from management action taken early in the year to preserve service provision to vulnerable adults, delivered through two additional care home contracts that now being provided in house following decisions outwith the Council's control by care providers to hand back these contracts. A further area of additional cost is anticipated from changes in night time support legislation. Taken together these cost pressures are anticipated to total £0.307m and they will require a tactical draw-down from reserves in year.
- 1.6 Full details of pressures, risks and challenges and the significant majority of areas of the Council's operation where budget plans remain on track are detailed in Appendix 1 to this report.

2 RECOMMENDATIONS

2.1 It is recommended that the Executive:-

- (a) notes the projected corporate monitoring position reported at 30 June 2015, the underlying cost drivers of this position and the identified areas of financial risk;**
- (b) agrees that the Depute Chief Executives for People and Place and their Service Directors will continue to work with their management teams to ensure a balanced budget position is delivered 2015/16;**
- (c) approves the action set out in paragraph 3.4 to realign the budgeted contribution from SB contracts to the general fund;**
- (d) approves a drawdown from unallocated reserves of £0.307m to corporately fund the newly emerged pressures identified in paragraph 3.5;**
- (e) approves the budget virements set out in the appendix 1 and**
- (f) notes that the Corporate Management Team will develop proposals to permanently address budget pressures as part of the 2016/17 Financial Planning process.**

3 PROJECTED OUTTURN

- 3.1 The summary included in Appendix 1 is projecting an overall balanced position at 30 June 2015 despite pressures evident in Adult Services. Department management teams continue to work to deliver a range of measures to address pressures across their services and continue to work with Finance to enable the delivery of a balanced outturn across Chief Executive, People and Place departments. Appendix 2 sets out the progress made by the end of month 3 to deliver the savings approved in the Financial Plan in February 2015 plus prior year savings achieved by temporary means.

Chief Executive's

- 3.2 The Chief Executive's department is currently projecting a balanced position anticipating action to address a pressure of £70k attributable to an under-recovery against budget from recharges to the non-General Funds including the Pension and Loans Funds. A review of these recharges is being undertaken within Finance with a view to addressing this pressure permanently.

3.3 People

The People department continues to experience considerable pressure across its services. Within Children & Young People, remedial actions have been implemented in order to mitigate additional pressures attributable to a further increased number of children being placed out of area. 8 new placements in the first quarter of 2015/16 are forecast to cost £834k for the year. 2 existing placements have been transferred into more expensive accommodation at a forecast additional cost of £190k. These additional costs of over £1.0m are partially offset by £203k savings as a result of 6 placements being discharged earlier than previously forecast. Other remedial action proposed within the department is however enabling this pressure to be managed with no adverse impact on the outturn position projected at this stage. This will require close monitoring and continued proactive budget management during the remainder of 2015/16.

- 3.4 Within Adult Services, significant pressures are evident at month 3 but action is being taken by management to ensure these pressures will be contained at outturn. The main drivers of pressure are the continued demand for residential and home care above the levels provided for by the budget, particularly within the Older People service, together with additional high cost client care packages for People with Physical Disabilities. An action plan for delivering offsetting additional savings of £562k in-year has been developed which aims to review all high-cost care packages, meet targeted reductions in the number of homecare hours delivered each week and deliver further savings across locality teams. Further actions include a review of all non-critical commitments, vacancy controls on staff recruitment non-essential posts and planned reductions in discretionary spend. The balanced outturn anticipated is, it should be noted, dependent on £1.2m of financial plan savings being delivered during 2015/16, the majority of which is profiled and on-track at month 3.

- 3.5 Additionally, there are a number of pressures within Adult Services which were not anticipated in setting the 2015/16 revenue budget. These relate to:
- The termination of 2 major homecare contracts from the former providers Allied Healthcare and CIC has required the TUPE transfer of 62 staff. The termination of these contracts has resulted in the provision of service being transferred to SB Cares at a higher than previously incurred cost (approximate estimate £107k in 15/16).
 - Changes in employment legislation which will impact on the cost of providing Night Support sleep-in services (approximate estimate £200k in 15/16).

It is proposed that these costs be met by a draw-down of unallocated reserves of £307k in the current year.

- 3.6 There are further additional risks which may in turn further compound the pressure on the revenue budget which if unfunded would result in an overspend. These are in relation to the potential homecare rate increases required to sustain contracts with other providers and the potential harmonisation of TUPE'd staff with SB Cares home-carers which may take place during the remainder of 2015/16. These will be factored into the projected position in future monitoring reports as their timing and financial impact becomes clearer. It is anticipated that these additional costs, may also require to be funded by a draw-down of Reserves when confirmed. These recurrent pressures will require to be addressed on a permanent basis in the 2016/17 revenue budget.

3.7 **Place**

The Place department is currently projecting a breakeven position. Within the Place department the level of Projected Trading Contribution from SBc Contracts to the General Fund is currently under pressure due to a significant downturn in trading conditions. The position with SBc Contracts surplus is detailed in a report elsewhere on the Executive agenda. Action to address the projected pressure of £437k is proposed through:

- Savings of £193k identified from elsewhere in the Place department;
- An additional £1m Capital expenditure in 2015/16 on Roads which is projected to generate a surplus of £100k;
- Transfer of £144k budget from a projected saving in capital financing costs due to deferred borrowing.

Neighbourhood Services are also reliant on remedial actions within the department to support a budget pressure of around £350k within Materials, Sub-contract and Hire in the Roads service and have developed an action plan to fully address this pressure.

3.8 **Other**

Within Other, a balanced outturn position is projected at month 3. Savings are again being made in the current year due to the tactical treasury decision to defer borrowing in light of favourable interest rates. This temporary favourable position has been used to establish a treasury and financing reserve to assist the Council when interest rates increase. Commentators have recently indicated that macro-economic considerations are increasing the likelihood of a rise in interest rates by the first quarter of 2016/17 and the position is being kept under close review with the Council's Treasury advisors. Savings in the costs of capital financing resulting from favourable interest rates have been used in year to:

- contribute £1.0m to the established Treasury Reserve;
- offset the additional costs of £418k to support the 38 approved teacher applications for ERVS agreed by Council on 21st May 2015;
- resolve a net in-year budget shortfall of £120k attributable to the delayed implementation of the Culture Trust with £38k being funded from within the Service;
- Enable a virement of £144k towards reducing the general fund contribution from SBc Contracts

3.9 There are significant pressures detailed above being managed within existing budgets across the Council. Management of these savings in-year is crucial to the delivery of a balanced position in 2015/16.

4 IMPLICATIONS

4.1 **Financial Recommendations**

There are no costs attached to any of the recommendations contained in this report its content being specifically related to the performance of the revenue budget in 2015/16.

4.2 **Risk and Mitigations**

There is a risk that management action does not deliver the necessary measures to balance the budget and ensure the delivery of the 2015/16 Financial Plan. There is also a risk that further cost pressures may emerge in-year which may then impact further on the bottom line, particularly within People and Place departments. Every effort must continue to be made by Service Directors to contain projected spend in the remainder of the year and to consider permanent effects on the Financial Plan. Within all departments, a substantial level of savings require to be delivered through actions plans during the remainder of the financial year and accordingly, every effort must also be made to ensure that this is achieved and where there is any risk of non-delivery, further mitigating actions are identified.

4.3 It is imperative therefore that review is undertaken across all departments of savings identified within the 2015/16 and previous financial plans that have yet to be delivered or which are currently being met by other temporary means and alternatives, where appropriate, identified to ensure permanent affordability and budget sustainability.

The risks identified above are being managed and mitigated 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 and monthly reporting to CMT.
- (c) engagement with Departments and review of monthly management accounts by departmental management teams.
- (d) supporting departmental business transformation boards to monitor and deliver the planned business transformation savings in the medium-term Financial Plan.

4.4 **Equalities**

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.

4.5 **Acting Sustainably**

There are no significant effects on the economy, community or environment.

4.6 **Carbon Management**

No effect on carbon emissions are anticipated from the recommendation of this report.

4.7 **Rural Proofing**

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

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

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

5 CONSULTATION

5.1 Depute Chief Executives, Service Directors and their relevant staff have been involved in and agreed the compilation of the budgetary control statements appended.


Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
Suzy Douglas	Financial Services Manager 01835 824000

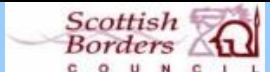
MONTHLY REVENUE MANAGEMENT REPORT SCOTTISH BORDERS COUNCIL 2015/16 AT END OF MONTH: Jun-15								
	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Chief Executive	27,291	13,779	29,626	29,497	129	(129)	0	Chief Executive's is currently projecting a balanced position following action to address a pressure of £70k attributable to an under-recovery against budget from recharges to the non-General Fund Pensions and Loans Funds. A review of these recharges is being undertaken within Finance.
People	167,333	45,892	169,102	169,860	(719)	451	(307)	Pressures currently identified in Out of Authority children's placements of over £800k are being managed within the Service to deliver a position in line with budget. A range of pressures in Older People residential care and People with Physical Disabilities packages of care continue to arise as a result of levels of demand currently being £562k above budget with action plans in place within the department to address this. Additionally there are also pressures emerging of an estimated £307k as a result in changes to legislation and changes in the provider market for care services which are being funded from a drawdown of unallocated reserves.
Place	36,145	11,369	36,847	36,975	(128)	128	0	A highly competitive trading market is adversely impacting profit margin within Sbc Contracts resulting in a considerable reduction in return of contribution to the general fund. This is currently being offset by savings in Property & Facilities Management and planned remedial actions. Additionally, further remedial savings within Neighbourhoods are required in order to deliver a projected breakeven position.
Loan Charges	20,710	0	20,710	19,028	1,682	(1,682)	0	Projected saving due to favourable interest rates being used to fund a contribution to the Treasury Reserve (£1.0m) ER/VS teacher applications (£418k), contribution to Sbc Contracts profit margin pressure (£144k) and unachievable Financial Plan saving in Community Services (£120k) due to delay in implementation of Culture Trust.
Other	3,089	4,405	4,541	10,563	(6,022)	6,022	0	Additional RSG funding for Council Tax Reduction Scheme (£5.539m) and Discretionary Housing Payments (£65k). Projected pressure on ER/VS scheme in 2015/16 based on approved/anticipated applications (£418k).
Total	254,568	75,445	260,826	265,923	(5,058)	4,790	(307)	
Financed by:								
Revenue Support Grant	(168,472)	(43,895)	(168,796)	(174,586)	5,790	(5,790)	0	Additional RSG for Council Tax Reduction Scheme (£5.539m), Discretionary Housing Payments (£65k), the Development of the Young Workforce (£165k) and Curriculum for Excellence (£21k).
Non-Domestic Rates	(34,849)	(8,268)	(34,849)	(34,849)	0	0	0	
Council Tax	(51,602)	(16,693)	(51,602)	(51,602)	0	0	0	
Reserves:								
Earmarked Balances from 2014/15	0	0	(5,840)	(5,840)	0	0	0	
Earmarked Balances for future years	860	0	860	1,860	(1,000)	1,000	0	Increase to the Treasury Reserve £1.0m
Transfers to/from Reserves	(508)	0	(599)	(906)	307	0	307	Drawdown of reserves to fund pressures in Adult Services from changes in legislation and changes in the provider market for care services.
	(254,571)	(68,856)	(260,826)	(265,923)	5,097	(4,790)	307	

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL **2015/16** **AT END OF MONTH: Jun-15**



Chief Executive	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Chief Executive	421	150	429	429	0	0	0	
Executive Support	370	98	424	374	50	(50)	0	Transfer of budget to Place and People (£84k), and from Strategic Policy Unit £34k, as consequence of Corporate Management Support restructure
Public Health								
Gross Expenditure	0	2	63	63	0	0	0	
Income	0	(59)	(63)	(63)	0	0	0	
	0	(57)	0	0	0	0	0	
Strategy & Policy								
Strategic Policy Unit	1,041	209	1,123	1,089	34	(34)	0	Staff transfer to Executive Support (£34k) as a result of Corporate Management Support restructure wef 1/6/15.
Economic Development	1,566	535	2,003	2,003	0	0	0	
Housing Strategy & Services	3,334	1,279	4,381	4,381	0	0	0	
Audit & Risk	473	92	473	404	69	(69)	0	Transfer of Fraud budget (£69k) to offset reduced Housing Benefit Admin Income within Place
Sub-total Strategy & Policy	6,414	2,115	7,980	7,877	103	(103)	0	
Finance	3,357	692	3,646	3,548	98	(98)	0	Staff transfers to SB cares (£98k)
Human Resources								
HR	1,399	283	1,398	1,398	0	0	0	
HRSS	762	180	785	785	0	0	0	
Sub-total Human Resources	2,161	5,410	2,183	2,183	0	0	0	
Business Transformation								
Transformation	777	234	864	826	38	(38)	0	Staff turnover savings (£38k) contributing towards Culture Trust pressure.
Information Technology	5,047	1,877	5,406	5,430	(24)	24	0	Budget transfer from People for Assistant Systems Admin post (£24k)
Community Services	4,622	1,083	4,612	4,748	(136)	136	0	Balance of unachievable Financial Plan saving due to delayed implementation of Culture Trust (£120k) to be met from savings in Loans Charges and (£38k) from Transformation. Transfer of 4 community wins to People (£22k)

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL **2015/16** **AT END OF MONTH: Jun-15**



Chief Executive	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Health & Safety	393	81	393	393	0	0	0	Income pressure of £70k due to reduced level of recharges to funds (e.g. Pension, Loans, Common Good) being lower than budget assumption is being addressed through a review of these recharges is being undertaken within Finance.
Emergency Planning	159	34	159	159	0	0	0	
Communications	506	155	506	506	0	0	0	
Democratic Services	1,452	476	1,358	1,358	0	0	0	
Sports Trusts	2,313	1,431	2,367	2,367	0	0	0	
Sub-total Business Transformation	15,269	5,371	15,665	15,787	(122)	122	0	
Recharge to Non-General Fund	(701)	0	(701)	(701)	0	0	0	
Total - Chief Executive	27,291	13,779	29,626	29,497	129	(129)	0	


Key Highlights


Corporate Management Support re-structure from 1 June reflected in the virements above.

Key Challenges

The delayed implementation of the Salary Sacrifice Scheme may make achieving the related savings of £60k challenging. Achieving staff turnover budgets continues to be a challenge for some services.

Key Risks

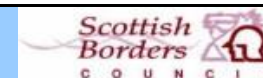
MONTHLY REVENUE MANAGEMENT REPORT							SCOTTISH BORDERS COUNCIL 2015/16		AT END OF MONTH: Jun-15			
People	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary				
Children & Young People												
Early Years	6,904	1,419	6,952	6,952	0	0	0	Roll-out of additional early year provision ongoing.				
Primary Schools	31,687	8,830	32,208	32,215	(7)	7	0	Budget transferred to cover pressure in Central Schools relating to software licensing £15k. The commencement of the new academic year will allow final teacher numbers and budget to be confirmed in August 2015. Transfer of 4 community wings from Chief Executive £22k.				
Secondary Schools	39,856	11,455	40,679	40,779	(100)	100	0	Allocation of additional funding from Scottish Government to support the development of the young workforce £90k. Budget transferred to cover pressure in Central Schools relating to software licensing (£12k). Budget devolved from Central Schools to support Raising Attainment £22k. The commencement of the new academic year will allow final teacher numbers and budget to be confirmed in August 2015.				
Central Schools	3,849	933	4,687	4,788	(101)	101	0	Allocation of additional funding from Scottish Government for Curriculum for Excellence £21k and to support the development of the young workforce £75k. Budget transferred from Primary and Secondary schools to cover pressure relating to software licensing (£27k). Budget devolved to Secondary Schools to support Raising Attainment £22k.				
Transportation	3,352	560	3,476	3,476	0	0	0					
School Meals	2,161	765	2,172	2,172	0	0	0					
Community Learning & Development	1,068	260	1,083	1,083	0	0	0					
Integrated Children's Services (ICS)	26,095	10,134	26,093	26,093	0	0	0	An identified out of authority placement pressure in excess of £800k within ICS as a result of an increased number of placements is being managed within the Service.				
Sub-total Children & Young People	114,972	34,356	117,350	117,558	(208)	208	0					
Chief Social Work Officer												
Services in the Criminal Justice System												
Gross Expenditure	1,228	297	1,275	1,228	47	0	47					
Income	(1,228)	28	(1,275)	(1,228)	(47)	0	(47)					
	0	325	0	0	0	0	0					
Adult Services												
Older People	24,191	5,011	24,652	24,558	94	(70)	24	Pressures attributable to additional beds and homecare hours being commissioned above budget offset by demographic investment within 'Other'. This budget will be realigned from Mth 4. Pressure as a result of the continued demand for residential and home care above the levels provided for by the budget being managed through an action plan. Pressures as a result of as a result in changes to legislation and changes in the provider market for care services are being funded from a drawdown of unallocated reserves (£307k). Transfer of budget to IT to fund Systems Administrator (£24k).				
Adults with Learning Disabilities (AWLD)	14,508	3,155	14,423	14,426	(3)	3	0					
People with Physical Disabilities (PWPDP)	3,250	920	3,142	3,317	(175)	(54)	(229)	Continued pressure within Community Based services due to demand/need, although reduced by 1 client from previously reported position, resulting in £66k reduction in outturn position.				
People with Mental Health Needs	2,241	482	2,190	2,295	(105)	50	(55)	Increased demand for a number of services due to higher than budgeted client numbers.				

MONTHLY REVENUE MANAGEMENT REPORT								
SCOTTISH BORDERS COUNCIL		2015/16		AT END OF MONTH: Jun-15				
PEOPLE								
People	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Generic Services & Staff Teams	4,575	1,036	4,427	4,749	(322)	275	(47)	Savings targets allocated to locality teams now on track, offset by increased SDS client numbers and a small number of miscellaneous pressures across a range of pressures. £228k virement to fund costs of SB Cares Management Team/Finance & support.
Contribution from SB Cares	(480)	(187)	(480)	(480)	0	0	0	
Adult Services	48,285	10,417	48,354	48,865	(511)	204	(307)	
Business Support	4,076	794	3,398	3,437	0	39	0	Transfer of budget from Chief Executive £39k as consequence of Corporate Management Support restructure
Total - People	167,333	45,892	169,102	169,860	(719)	451	(307)	
Key Highlights								
<p>Roll-out of Early Years provision to all 3 & 4 year olds and eligible 2 year olds.</p> <p>Delivery of Children & Young People, Business Support and Adult Services Transformation Programs & associated savings largely on track.</p> <p>In-year Adult Services remedial action plan to cover pressures of £562k on which above position is predicated is now starting to deliver projected savings. Additional pressures of £307k as a result of changes in legislation and changes in the provider market for care services are being funded from reserves.</p>								
Key Challenges								
<p>Children & Young People have still to fully identify permanent delivery of 2015/16 Transformation savings.</p> <p>Funding the pressure from within Children & Young People of increasing numbers of Out of Area Placements.</p> <p>Containing the costs of providing care to Adults will remain a challenge during 2015/16, in addition to delivering existing transformation and financial plan savings, remedial in-year plans already formed and bringing forward additional options to fund the residual reported pressure above. Additionally, there are a number of significant other pressures emerging (see below) which may further adversely increase the position above as they materialise during the year.</p>								
Key Risks								
<p>Maintaining teacher numbers to avoid risks to overall Council Funding.</p> <p>Permanently identifying transformation savings given restrictions on reducing teacher numbers.</p> <p>Within Adult Services, there are a number of significant potential pressures emerging during 2015/16. These relate to legislative changes (such as pension auto-enrolment, statutory sick pay and VAT) which are directly impacting on the costs of Self-Directed Support and further potential legislative direction over the waiving of charging where care or respite supports the benefit of carers. Such impacts are unknown at this precise time.</p>								

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL
PLACE

2015/16

AT END OF MONTH: Jun-15



Place	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Commercial Services								
Infrastructure Asset Management	2,121	688	2,288	2,334	(46)	46	0	Higher than anticipated unit price of electricity and fixed charges (£88k), partially offset by vacancy savings £42k.
Pay Parking	0	(4)	80	80	0	0	0	
Fleet Management	(215)	493	(226)	(226)	0	0	0	
Passenger Transport	2,190	336	2,183	2,246	(63)	63	0	(56k) additional costs associated with Gala Transport Interchange and (10k) reduction in minibus income, partially offset by 3k vacancy savings
Design Services	100	34	87	87	0	0	0	
Projects	121	(3)	201	170	31	(31)	0	Vacancy savings
Trading Contribution	(652)	1,650	(652)	(315)	(337)	337	0	Highly competitive market adversely impacting profit margin. £144k met from saving in Loan Charges
Property & Facilities Management	3,760	1,279	3,703	3,385	318	(318)	0	£262k additional net income associated with full year impact of asymmetric week and universal free school meals within Catering. £43k vacancy savings and £13k additional income.
Sub-total Commercial Services	7,425	4,473	7,664	7,761	(97)	97	0	
Neighbourhood Services								
Customer Services	1,476	381	1,626	1,695	(69)	69	0	Transfer from Audit and Risk of (£69k) to offset reduced Housing Benefit Admin Income.
Waste	9,396	913	8,942	8,942	0	0	0	
Safer Communities	390	(146)	452	452	0	0	0	
Neighbourhoods	12,093	5,410	12,265	12,313	(48)	48	0	Additional materials & third party costs
Sub-total Neighbourhood Services	23,355	6,558	23,285	23,402	(117)	117	0	

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL **2015/16** **AT END OF MONTH: Jun-15**



Place	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Regulatory Services								
Assessor & Electoral Registration Officer	681	148	740	740	0	0	0	
Legal Services	536	163	710	710	0	0	0	
Planning	720	(589)	1,905	1,905	0	0	0	
Regulatory Services	1,276	322	1,265	1,264	1	(1)	0	Reduced Stray dog expenditure
Built & Natural Heritage	852	0	0	0	0	0	0	
Sub-total Regulatory Services	4,065	44	4,620	4,619	1	(1)	0	
Business Support	1,300	294	1,278	1,193	85	(85)	0	(£108k) Chief Officer transfer to SB Cares, (£22k) support staff transfer to SB Cares & £45k from Chief Executive as a consequence of Corporate Management Support restructure
Total - Place	36,145	11,369	36,847	36,975	(128)	128	0	

Key Highlights

The ongoing difficult external construction market, is impacting the margins on SBContracts work and this has lead to a significant reduction in this year's surplus projection.
 The full year effect of the provision of Free School Meals with Property and Facilities Management has resulted in additional net income
 The budget assumed zero electricity inflation initial indication are that unit costs have increased by 4% for Street Lighting.
 As per the report that was taken to Council on 25th Of June the reduced departure charge for the Gala Transport Interchange has created an additional pressure of £56k

Key Challenges

Permanently achieving Passenger Transport Review Savings of £270k, reflected in the 2014-15 Financial Plan remains a challenge.
 A Business Support review is underway and is targeted to achieve a permanent saving of £150k

Key Risks

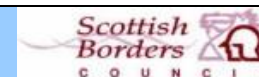
Key risk for potential future in year pressures are centred on effectively controlling Neighbourhood services expenditure on overtime and materials in line with available budgets. Mid-July, remedial actions to a value totalling £350k require to be implemented in order to ensure the projected breakeven position reported above for this service will be achieved.
 Provision for tankering concentrated levels of leachate at the Easter Langlee landfill site have been made. Actual tankering levels may change however depending on concentration levels and the weather however.
 Winter activity levels assumed are based on long-term historical averages, if weather conditions are worse than average this could again pose a financial risk to Neighbourhoods in 2015/16 later in the year.
 The Planning service is highly dependent on fee income to achieve their budget target although the current projection realistically reflects what is achievable.

MONTHLY REVENUE MANAGEMENT REPORT

SCOTTISH BORDERS COUNCIL

2015/16

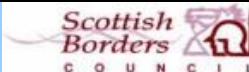
AT END OF MONTH: Jun-15



OTHER

Other	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Corporate Transformation								
Transformation (Projects)	(322)	72	680	680	0	0	0	
Sub-total Corporate Transformation	(322)	72	680	680	0	0	0	
Early Retirement/Voluntary Severance	418	200	918	1,336	(418)	418	0	Projected pressure based on current/anticipated demand on ER/VS scheme.
Fairer Scotland	223	0	13	13	0	0	0	
Loan Charges	20,710	0	20,750	19,068	1,682	(1,682)	0	Projected saving due to favourable interest rates being used to fund an earmarked balance into the established Treasury Reserve (£1.0m), pressure within the ER/VS budget (£418k), remaining pressure resulting from the delay in the Culture Trust implementation (£120k) and the contribution towards the pressure in SBc Contracts (£144k).
Capital Financed from Current Revenue (CFCR)	0	0	(40)	(40)	0	0	0	
Interest on Revenue Balances IORB	(10)	0	(10)	(10)	0	0	0	
Contribution to Property Maintenance	2,253	0	2,253	2,253	0	0	0	
Provision for Bad Debts	125	0	125	125	0	0	0	
Housing Benefits								
Gross Expenditure	29,910	7,356	29,910	29,910	0	0	0	
Income	(29,317)	(7,996)	(29,317)	(29,317)	0	0	0	
	593	(640)	593	593	0	0	0	
Discretionary Housing Payments	58	140	153	218	(65)	65	0	Additional funding through RSG
Council Tax Reduction Scheme	316	5,410	349	5,888	(5,539)	5,539	0	Additional funding through RSG
Non Domestic rates Relief	150	122	150	150	0	0	0	

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL **2015/16** **AT END OF MONTH: Jun-15**



Other	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	Summary Financial Commentary
Commercial Rents	(1,187)	(972)	(1,187)	(1,187)	0	0	0	
Scottish Welfare Fund	472	73	504	504	0	0	0	
Total - Other	23,799	4,405	25,251	29,591	(4,340)	4,340	0	

Key Highlights

Fairer Scotland funding with effect from 2016/17 is currently under review.
 Further increased investment in ERVS budget from 2014/15 balances to enable full funding of the 38 teacher applications approved by Council on 21st May 2015.
 Increase in the Treasury Reserve by £1.0m earmarked balance.

Key Challenges

Loan charges are dependant on progress with capital plan and borrowing required throughout the year.

Key Risks

MONTHLY REVENUE MANAGEMENT REPORT

PERFORMANCE INDICATOR INFORMATION 2015/16 AT END OF : **Jun-15**

Key Cost Driver Performance Analysis - Chief Executive

	Month Jun-14	Month May-15	Month Jun-15	Narrative
1 No of Homelessness Properties	104	165	165	
2 No of homelessness presentations	67	36	81	
3 No in B&B	3	1	2	
4 Vacant lets (Heart of Hawick)	22%	20%	20%	

Key Cost Driver Performance Analysis - People

	Month Jun-14	Month May-15	Month Jun-15	Narrative
Schools				
1 Transportation (proj % of budget)	100%	100%	100%	
2 Unitary Charge (proj % of budget)	100%	100%	100%	
3 Staff Turnover (% of target)	100%	100%	100%	
ADULT SERVICES				
	Baseline @ March 15	Month May-15	Month June-15	
4 Homecare Hours		n/a		
5 External: Internal homecare hours		n/a		
6 Residential: Elderly Beds (excl respite beds, and Intermediate care)		n/a		
		n/a		
ICS				
	Baseline @ March 15	Month May-15	Month June-15	
7 Out of Authority Placements	49	56	56	
8 Foster Care	89	91	91	
9 Kinship Care	48	43	51	
10 Secure Placements	0		1	

Key Cost Driver Performance Analysis - Place

MONTHLY REVENUE MANAGEMENT REPORT

PERFORMANCE INDICATOR INFORMATION **2015/16** **AT END OF :** **Jun-15**

	Month Jun-14	Month May-15	Month Jun-15	Narrative
Commercial Services				
1 Contracts Won (by value £k)	1,259	138	97	
2 PT Fares Income (£k)	168	186	171	
3 FM Dayworks costs (£k)	113	66	98	
4 Fuel Price (Derv ppl)	108	95	94	
5 Primary school meal uptake per day	44%	56%	56%	
6 Secondary school income per day	£4,840	£4,607	£4,874	
Neighbourhood Services				
7 Roads Expenditure Committed	233	250	242	
8 Salt Stock (t)	13,020	10,374	12,658	
9 Recyclate Tonnage	1,841	1462	2093	
10 Landfill Tonnage (MSW)	3,665	3300	3492	

Key Cost Driver Performance Analysis - Other Services

Other	Month Jun-14	Month May-15	Month Jun-15	Narrative
1 Current live procurement contracts	36	36	35	
2 ER/VS approved (FTE)	1.00	44.78	44.78	
3 Compulsory redundancies approved (FTE)	0.00	0.00	2.00	
4 Number of new HB Claimants	165	139	121	
5 Number of ongoing HB Claims requiring action	833	1535	1041	
6 No of properties eligible for full NDR Relief	3,451	3,578	3,590	
7 No of properties eligible for partial NDR Relief	1,150	1,138	1,145	

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Budget Virement Requirement Chief Executive No. of Virements 5

1 Virement is required from

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Executive Support	£	£	£
Budget Head	Employee Costs	(83,519)	(94,794)	(94,794)

Service	Strategic Policy Unit	£	£	£
Budget Head	Employee Costs	(33,558)	(40,269)	(40,269)

Total		(117,077)	(135,063)	(135,063)
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To

Department	People	2015/16	2016/17	2017/18
Service	Business Support	£	£	£
Budget Head	Employee Costs	39,496	47,397	47,397

Department	Place	2015/16	2016/17	2017/18
Service	Business Support	£	£	£
Budget Head	Employee Costs	44,023	47,397	47,397

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Executive Support	£	£	£
Budget Head	Employee Costs	33,558	40,269	40,269

Total		117,077	135,063	135,063
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Because

Transfer of budgets as consequence of Corporate Management Support restructure wef 1 June 2015.

2 Virement is required from

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Audit & Risk	£	£	£
Budget Head	Employee Costs	(68,590)	0	0

To

Department	Place	2015/16	2016/17	2017/18
Service	Customer Services	£	£	£
Budget Head	Income	68,590	0	0

Because

Underspend in employee costs due to transfer of Housing Benefit Fraud Investigation Team to Department for Work and Pensions (DWP) wef 1 March 2015, to offset reduced Housing Benefit administrative income (£52k).

3 Virement is required from

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Finance	£	£	£
Budget Head	Employee Costs	(97,652)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Generic Services & Staff Teams	£	£	£
Budget Head	Third Party Payments	97,652	0	0

Because

Transfer of staffing budget to SB Cares for seconded staff (£98k).
--

4 Virement is required from

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Transformation	£	£	£
Budget Head	Employee Costs	(38,000)	0	0

To

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Community Services	£	£	£
Budget Head	Supplies & Services	38,000	0	0

Because

Staff turnover saving (£38k) to be used to fund unachievable Financial Plan saving in Community Services due to delayed implementation of Culture Trust.
--

5 Virement is required from

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Community Services	£	£	£
Budget Head	Employee Costs	(4,141)	(4,141)	(4,141)
	Premises Related Costs	(17,499)	(17,499)	(17,499)
	Supplies & Services	(550)	(550)	(550)

Total	(22,190)	(22,190)	(22,190)
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To

Department	People	2015/16	2016/17	2017/18
Service	Schools	£	£	£
Budget Head	Employee Costs	4,141	4,141	4,141
	Premises Related Costs	17,499	17,499	17,499
	Supplies & Services	550	550	550

Total	22,190	22,190	22,190
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Because

Transfer of Community Wings - Coldstream (£1,388), Burnfoot (£8,854), St Ronans (£2,610) & Philiphaugh (£9,338) to People re Asset Transfer.
--

Budget Virement Requirement People No. of Virements 5

1 Virement is required from

Department	People	2015/16	2016/17	2017/18
Service	Primary Schools	£	£	£
Budget Head	Employee Costs	(15,000)	(15,000)	(15,000)
Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	(11,820)	(11,820)	(11,820)
Total		(26,820)	(26,820)	(26,820)

To

Department	People	2015/16	2016/17	2017/18
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	26,820	26,820	26,820

Because

To transfer available budget in compensation payments to cover a pressure in Central Schools relating to National Grid for Learning (NGfL) software licensing.

2 Virement is required from

Department	People	2015/16	2016/17	2017/18
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	(21,867)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	21,867	0	0

Because

To devolve budget to Secondary Schools from Curriculum for Excellence to support Raising Attainment.

3 Virement is required from

Department	People	2015/16	2016/17	2017/18
Service	Older People	£	£	£
Budget Head	Third Party Payments	(24,000)	(24,000)	(24,000)

To

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Information Technology	£	£	£
Budget Head	Employee Costs	24,000	24,000	24,000

Because

Permanent Transfer of Systems Administration budget of 1.0 FTE in respect of Framework-i.

4 Virement is required from

Department	People	0	0	0
Service	Older People	£	£	£
Budget Head	Third Party Payments	(46,000)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Generic Services & Staff Teams	£	£	£
Budget Head	Third Party Payments	46,000	0	0

Because

Re-alignment of Demographic investment to meet budget pressures.
--

5 Virement is required from

Department	People	0	0	0
Service	People with Physical Disabilities	£	£	£
Budget Head	Third Party Payments	(54,000)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	People with Mental Health Needs	£	£	£
Budget Head	Third Party Payments	50,000	0	0

Service	Adults with Learning Disabilities	£	£	£
Budget Head	Third Party Payments	3,000		0

Service	Generic Services & Staff Teams	£	£	£
Budget Head	Third Party Payments	1,000		0

Total		54,000	0	0
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Because

Re-alignment of Demographic investment to meet budget pressures.
--

Budget Virement Requirement Place No. of Virements 2

1 Virement is required from

Department	Place	2015/16	2016/17	2017/18
Service	Business Support	£	£	£
Budget Head	Employee Costs	(129,870)	0	0
Total		(129,870)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Generic Services & Staff Teams	£	£	£
Budget Head	Third Party Payments	129,870	0	0

Because

To transfer Chief Officer & Support staff budget to SB Cares.

2 Virement is required from

Department	Place	2015/16	2016/17	2017/18
Service	Properties & Facilities Management	£	£	£
Budget Head	Income	(318,000)	0	0
Service	Passenger Transport	£	£	£
Budget Head	Employee Costs	(3,000)	0	0
Service	Projects	£	£	£
Budget Head	Employee Costs	(31,000)	0	0
Service	Regulatory Services	£	£	£
Budget Head	Supplies & Services	(1,000)	0	0
Total		(353,000)	0	0

To

Department	Place	2015/16	2016/17	2017/18
Service	Infrastructure Asset Management	£	£	£
Budget Head	Premises related expenses	46,000	0	0
Service	Passenger Transport	£	£	£
Budget Head	Supplies & Services	56,000	0	0
Budget Head	Income	10,000	0	0
Service	Trading Contribution	£	£	£
Budget Head	Income	193,000	0	0
Service	Neighbourhoods	£	£	£
Budget Head	Supplies & Services	48,000	0	0

Total

353,000

Because

To transfer budget from increased Catering Income and Place vacancy savings to cover pressures related to Street Lighting Electricity, Galashiels Transport Interchange, SBc Contracts Trading Surplus & Neighbourhoods Materials.

Budget Virement Requirement Financed by No. of Virements 5

1 Virement is required from

Department	Financed by	2015/16	2016/17	2017/18
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(165,262)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	90,000	0	0

Service	Central Schools	£	£	£
Budget Head	Supplies & Services	75,262	0	0

Total		165,262	0	0
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Because

To allocate additional Revenue Support Grant funding to support the development of the young workforce.

2 Virement is required from

Department	Financed by	2015/16	2016/17	2017/18
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(21,000)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	21,000	0	0

Because

To allocate additional Revenue Support Grant funding to provide support for schools in respect of Scotland's Curriculum for Excellence for new qualifications.

3 Virement is required from

Department	Financed by	2015/16	2016/17	2017/18
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(5,539,000)	0	0

To

Department	Other	2015/16	2016/17	2017/18
Service	Council Tax Reduction Scheme	£	£	£
Budget Head	Supplies & Services	5,539,000	0	0

Because

Income received through RSG for Council Tax Reduction Scheme in 2015/16.

4 Virement is required from

Department	Financed by	2015/16	2016/17	2017/18
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(65,000)	0	0

To

Department	Other	2015/16	2016/17	2017/18
Service	Discretionary Housing Payments	£	£	£
Budget Head	Supplies & Services	65,000	0	0

Because

Funding from Scottish Government for Discretionary Housing Payments.
--

5 Virement is required from

Department	Financed by	2015/16	2016/17	2017/18
Service	Reserves	£	£	£
Budget Head	Supplies & Services	(307,000)	0	0

To

Department	People	2015/16	2016/17	2017/18
Service	Older People	£	£	£
Budget Head	Supplies & Services	307,000	0	0

Because

Drawdown of unallocated reserves to support pressures from changes in legislation and changes in the provider market for care services.

Budget Virement Requirement Other No. of Virements 1

1 Virement is required from

Department	Other	2015/16	2016/17	2017/18
Service	Loan Charges	£	£	£
Budget Head	Capital Financing Costs	(682,000)	0	0

To

Department	Other	2015/16	2016/17	2017/18
Service	Early Retirement/Voluntary Severance	£	£	£
Budget Head	Employee Costs	418,000	0	0

Department	Chief Executive	2015/16	2016/17	2017/18
Service	Community Services	£	£	£
Budget Head	Supplies & Services	120,000	0	0

Department	Place	2015/16	2016/17	2017/18
Service	SBC Contracts	£	£	£
Budget Head	Supplies & Services	144,000	0	0
	Total	682,000	0	0

Because

Projected underspend in Loan Charges due to favourable interest rates to be used to fund pressure in ER/VS budget (£400k) and unachievable Financial Plan saving in Community Services (£120k) due to delayed implementation of Culture Trust and pressure in SBC Contracts Trading surplus.
--

Budget Virement Requirement

Other

No. of Virements 1

1 Virement is required from

Department	Other	2015/16	2016/17	2017/18
Service	Loan Charges	£	£	£
Budget Head	Capital Financing Costs	(1,000,000)	0	0

To

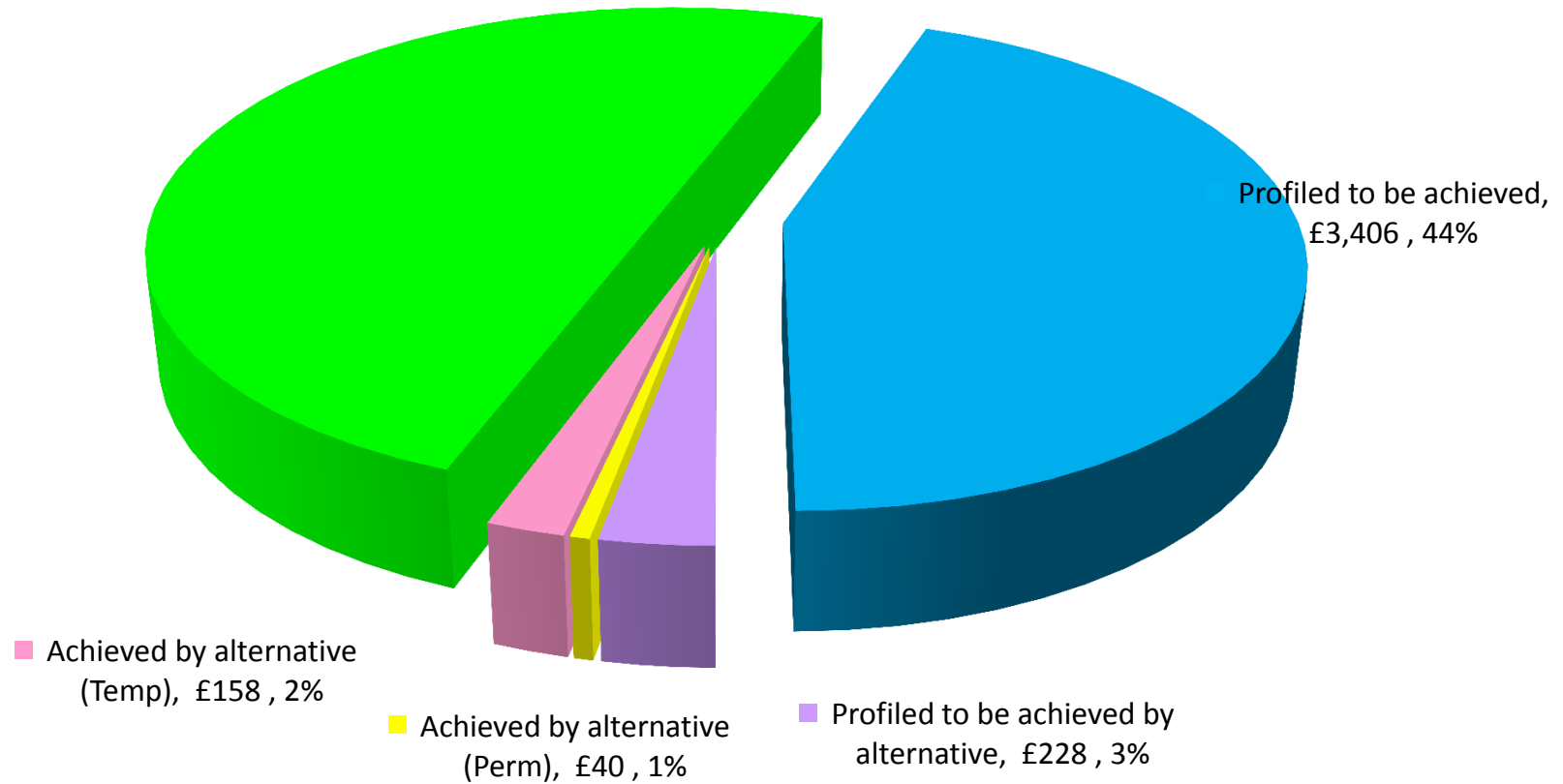
Department		2014/15	2015/16	2016/17
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	1,000,000	0	0

Because

To earmark available budget to contribute to the already established Treasury Reserve as agreed by Members on 25 September 2014.

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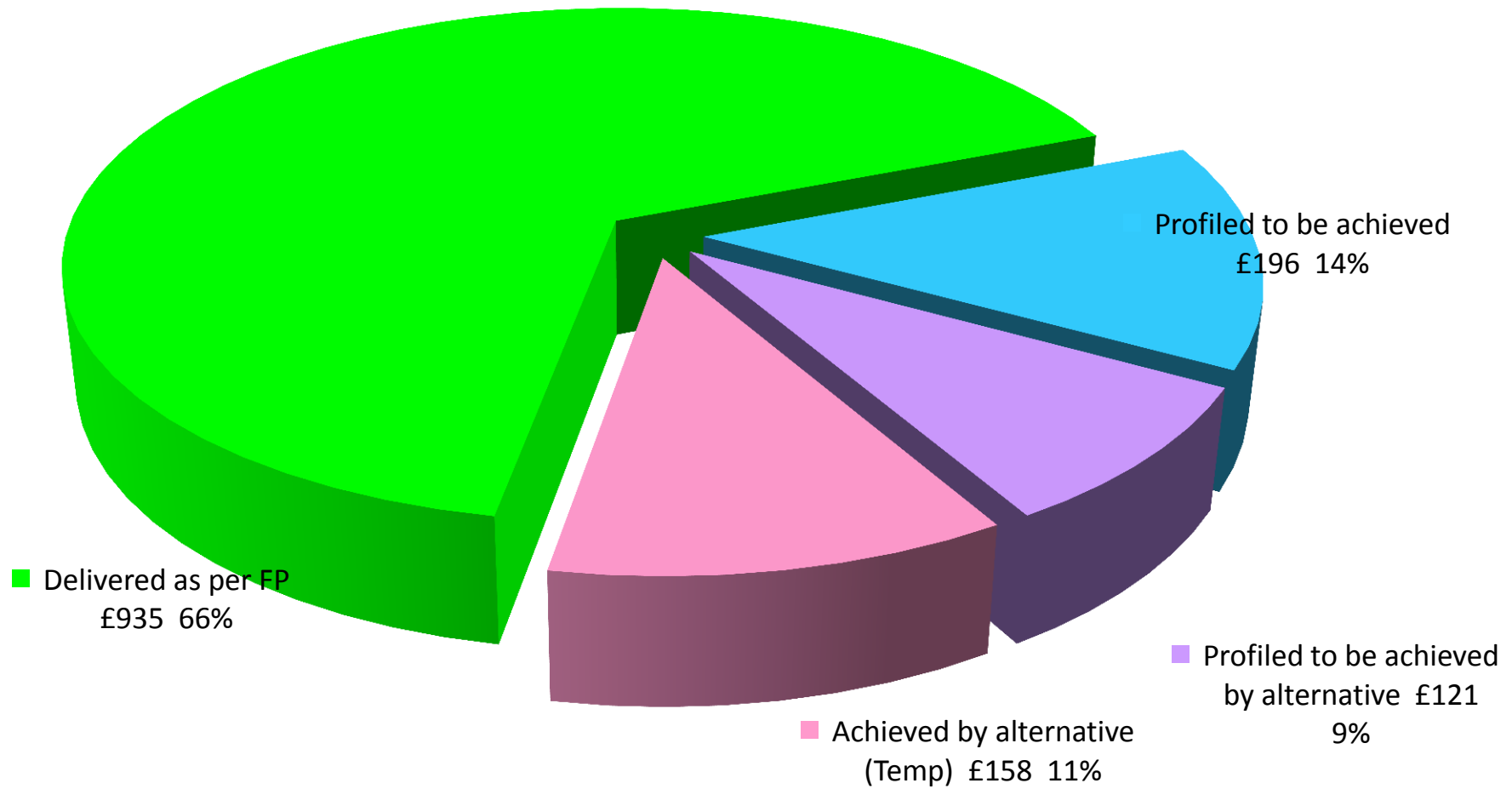
SBC (Total) Efficiency Savings Progress £'000
■ Delivered as per FP
£3,829 , 50%



FINANCIAL PLAN EFFICIENCY PROGRESS 2015/16

Status	Saving £'000
Delivered as per FP	£ 3,829
Profiled to be achieved	£ 3,406
Profiled to be achieved by alternative	£ 228
Achieved by alternative (Perm)	£ 40
Achieved by alternative (Temp)	£ 158
Not Achieved - Risk	£ -
	<u>7,661</u>

Chief Executive & Other Efficiency Savings Progress £'000



FINANCIAL PLAN EFFICIENCY PROGRESS 2015/16

CHIEF EXECUTIVE & OTHER

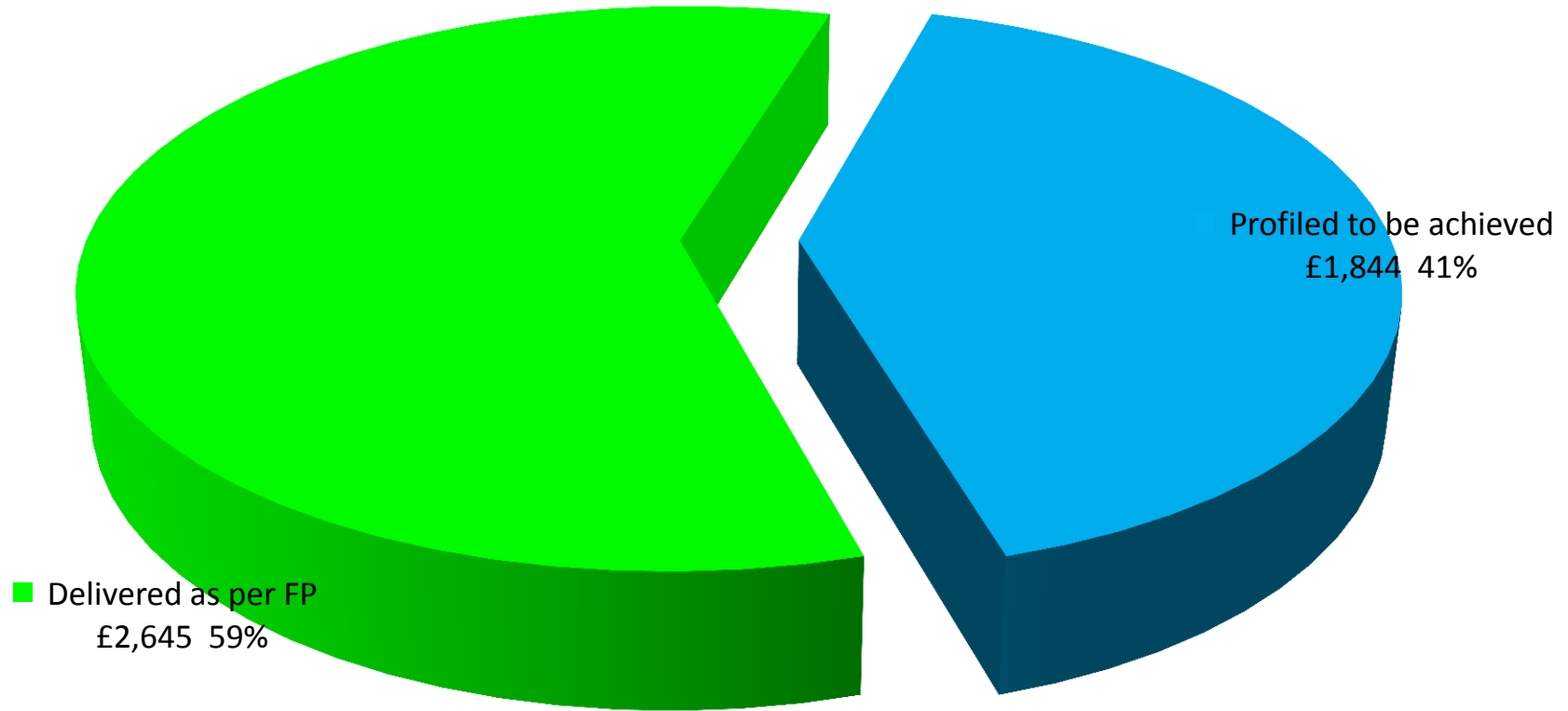
Savings :

£'000	Delivered as per FP	Profiled to be achieved	Profiled to be achieved by alternative	Achieved by alternative (Perm)	Achieved by alternative (Temp)	Not Achieved - Risk	Comment	Perm/Temp	Status	Saving £'000
Savings in back office support services	396	311	27	58						
Employee Benefits Strategy	60		60							
Legal & Democratic Services staffing review	16			16						
Cultural Services Review	203		65			138				
Reduce Management Fee to Sports Trusts	60	60								
Review of Discretionary Spending - CE	25	25								
Reduction in heating oil inflation	100	100								
Reduction in external printing costs	35	35								
Reduction in printing contract through contract renewal	30		30							
Commercial opportunities and Procurement	100	100								
Savings from Insurance retendering	26	26								
Reduction in road fuel inflation	104	104								
Savings in HRSS	7		7							
Savings in Information Technology	75	75								
Savings in Business Transformation	85	38		47						
Savings in Strategic Policy Unit	1		1							
Savings in Economic Development	1	1								
Savings in Housing Business Support Services	6		6							
Review of Heritage Hub budget (Heart of Hawick)	20				20					
Review of Comm. Serv Management (Prior Yrs NOT Met Permanently)	60	60								
	1,410	935	196	121	0	158				0

Delivered as per FP	£	935
Profiled to be achieved	£	196
Profiled to be achieved by alternative	£	121
Achieved by alternative (Perm)	£	-
Achieved by alternative (Temp)	£	158
Not Achieved - Risk	£	-
		1,410

Saving requirement brought forward from 2014/15 as only met temporarily last year
 Saving requirement brought forward from 2014/15 as only met temporarily last year
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 Saving requirement brought forward from 2014/15 as only met temporarily last year
 Saving requirement brought forward from 2013/14 as only met temporarily last year

People Efficiency Savings Progress £'000



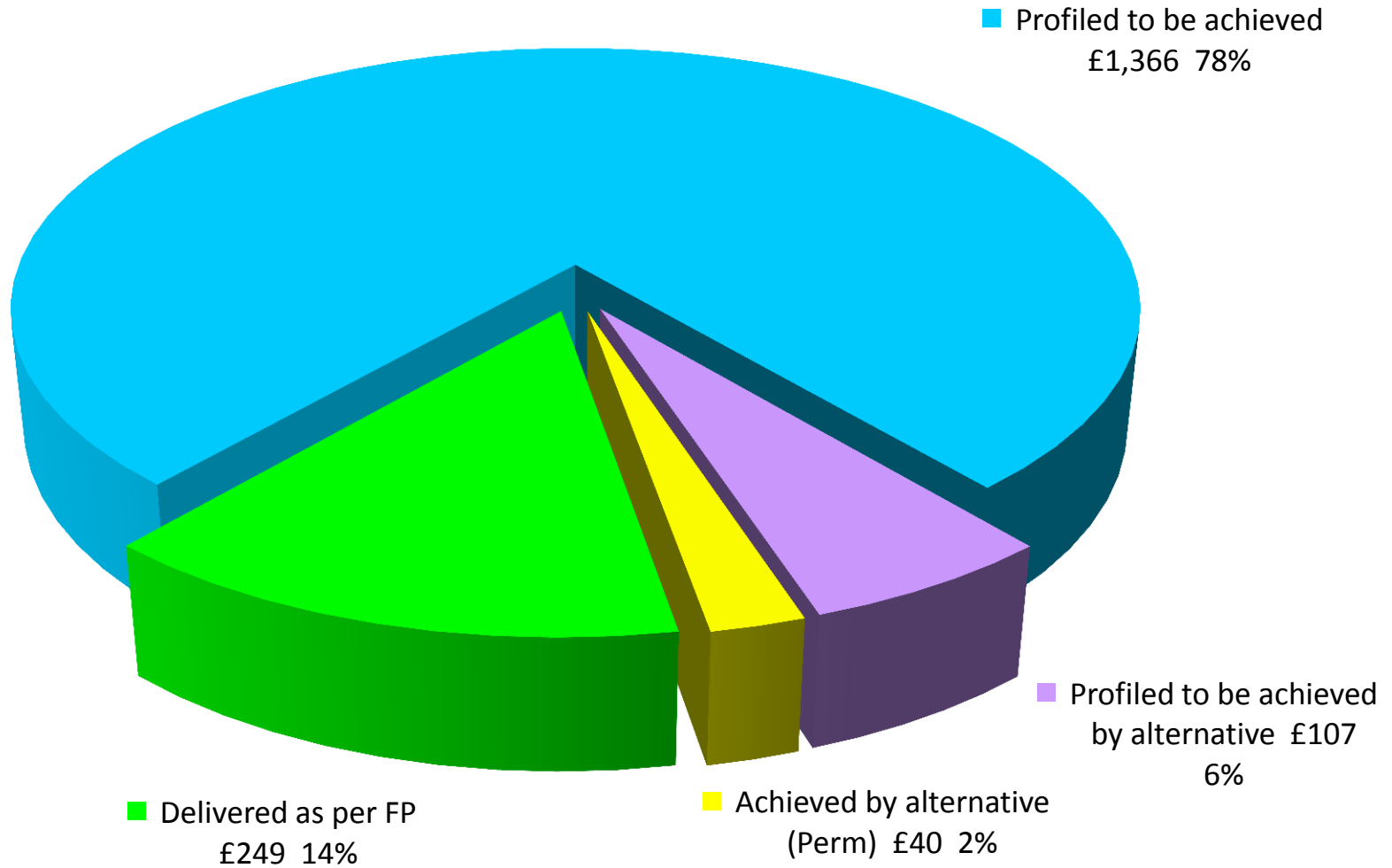
FINANCIAL PLAN EFFICIENCY PROGRESS 2015/16

PEOPLE

Savings :

	£'000	Delivered as per FP	Profiled to be achieved	Profiled to be achieved by alternative	Achieved by alternative (Perm)	Achieved by alternative (Temp)	Not Achieved - Risk	Comment	Perm/Temp	Status	Saving £'000
Review of all Social Work Business Support Services - CYP	107	107									Delivered as per FP £ 2,645
Review of all Social Work Business Support Services - Adults	86		86								Profiled to be achieved £ 1,844
Management & Admin Review of Children & Young People	388	310	78								Profiled to be achieved by alterr £ -
Pupil Support Review	185		185								Achieved by alternative means £ -
Demographic and Class Composition efficiency savings	1,181	1181									(Perm)
Learning Delivery Framework Review	389	149	240								Achieved by alternative means £ -
Extend peripatetic Janitor model	25	25									(Temp)
Review of Curriculum Development budgets	8	8									Not Achieved - Risk £ -
Review National Grid for Learning (NGfL) staffing	15	15									4,489
Strategy for Supporting Independence	100		100								
Strategy and delivery model for the provision of Night Support	25		25								
Review Day Services for Older People	182		182								
Review of Social Care and Health Specialist Support Services	18		18								
Review of Social Care Management	48		48								
Reduce commissioned services from Leadership Group	50	50									
Implementation of Arms-Length Organisation	480		480								
Review of cleaning arrangements in schools	30	30									
Review delivery model for ICS short-term outreach service	30	30									
Reduce commissioned services on client care by 1%	60		60								
Review of Discretionary spending - CYP	50	50									
Primary School Meals	16	16									
Social Work Charging Policy	400	278	122								
Reduction in costs of client care packages	250	250									
Bordercare Inflationary Charge	4	4									
Review Provision of Secondary Education	44		44								
More efficient use of premises for evening lets (2013-14 Part Year)	14		14					Saving requirement brought forward from 2014/15 as only met temporarily last year			
More efficient use of premises for evening lets (2014-15 Full Year Effect)	55		55					Saving requirement brought forward from 2014/15 as only met temporarily last year			
Review cleaning arrangements in Schools	20	20						Saving requirement brought forward from 2014/15 as only met temporarily last year			
Savings from ERVS applications	12	12						Saving requirement brought forward from 2014/15 as only met temporarily last year			
Transportation (2012-13 FYE)	75	75						Saving requirement brought forward from 2014/15 as only met temporarily last year			
Review delivery model for ICS short-term outreach service	35	35						Saving requirement brought forward from 2014/15 as only met temporarily last year			
Reduce self-directed support price point	100		100					Saving requirement brought forward from 2014/15 as only met temporarily last year			
Bring specific AWLD into local provision	7		7					Saving requirement brought forward from 2014/15 as only met temporarily last year			
	4,489	2,645	1,844	0	0	0	0				

Place Efficiency Savings Progress £'000



FINANCIAL PLAN EFFICIENCY PROGRESS 2015/16

PLACE											
Savings :	£'000	Delivered as per FP	Profiled to be achieved	Profiled to be achieved by alternative	Achieved by alternative (Perm)	Achieved by alternative (Temp)	Not Achieved - Risk	Comment	Perm/Temp	Status	Saving £'000
Assessors service staffing review	19			19							Delivered as per FP £ 249
Review of Place administrative services	150		150								Profiled to be achieved £ 1,366
Savings in Customer Services	32		32								Profiled to be achieved by alternative £ 107
Restructuring of the Planning service	25		25								Achieved by alternative (Perm) £ 40
Property rationalisation savings	88			88							Achieved by alternative (Temp) £ -
Investment in building energy & thermal efficiency to save utility costs	20		20								Not Achieved - Risk £ -
Develop an Integrated Waste Strategy	150		150								1,762
Review of Neighbourhood Services	200		200								
Review of discretionary spending - Place	68		68								
Review of Street Lighting provision (SLEEP project)	124		124								
Place fees & charges	80		80								
Regulated bus fares	30		30								
Review of Parks & Open Spaces	105		105					Saving requirement brought forward from 2014/15 as only met temporarily last year			
Review of Passenger Transport	270		270					Saving requirement brought forward from 2014/15 as only met temporarily last year			
Savings from rates appeals	65		65								
Charge for privilege lifts	12		12								
E&I transformation savings	249	249						Saving requirement brought forward from 2013/14 as only met temporarily last year			
Additional income from transformation of aggregates	40				40			Saving requirement brought forward from 2013/14 as only met temporarily last year			
Savings from rates appeals	20		20					Saving requirement brought forward from 2013/14 as only met temporarily last year			
Introduction of charges for pre-planning application advice	15		15					Saving requirement brought forward from 2013/14 as only met temporarily last year			
	1,762	249	1,366	107	40	0	0				

PROJECTED BALANCES TO 31 MARCH 2016

Report by CHIEF FINANCIAL OFFICER

EXECUTIVE COMMITTEE

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report provides the Executive with an analysis of the Council's balances as at 31 March 2015 and advises Members of the projected balances at 31 March 2016.**
- 1.2 The unaudited Council's General Fund useable reserve (non-earmarked) balance was £8.121m at 31 March 2015. This reflects an increase of £0.962m from the draft revenue outturn projected position of £7.159m presented to members on the 9 June 2015 prior to the production of the unaudited accounts. The increase is mainly the result of a one off write back of Scottish Water bad debt provision (£0.938m) but also includes minor technical adjustments (£0.024m).
- 1.3 The Council's allocated reserve balance was £3.379m at 31 March 2015 which was an increase of £0.262m from the draft revenue outturn projection of £3.117m. This increase is as a result of CFCRs not yet applied to finance capital expenditure in 2015/16.
- 1.4 There are a number of areas of potential financial pressures identified in the accompanying revenue monitoring report identified for 2015/16, which if uncontained by management action may require a call on these reserves.
- 1.5 The total of all useable balances, excluding developer contributions, at 31 March 2016 is projected to be £22.519m, compared to £27.504m at 31 March 2015. As the financial year progresses earmarked balances to be carried forward to 2016/17 and future years will increase.
- 1.6 The projected balance on the Capital Fund of £6.199m will 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.

2 RECOMMENDATIONS

2.1 It is recommend that the Executive Committee:-

- (a) Notes the unaudited 2014/15 revenue balances at 31 March 2015.**
- (b) Notes the projected revenue balances as at 31 March 2016 as per Appendices 1 & 2.**
- (c) Notes the projected balance in the Capital Fund as per Appendix 3.**

3 ACCOUNTS AND FUNDS OPERATED BY THE COUNCIL

3.1 Income and expenditure relating to the Council's services are accounted for and financed through the following funds (as required or permitted by statute):-

- General Fund
- Corporate Property Repairs & Renewals Fund
- Insurance Fund
- Plant & Vehicles renewals Fund
- Capital Fund

3.2 The balances on these Funds represent the Council's useable reserves which at 31 March 2015, as per the final unaudited accounts, comprised the following:

BALANCES	31/03/15 £000
Earmarked Balances (non DSM)	5,771
Earmarked Balances (DSM)	1,721
Allocated Reserves	3,379
Revenue (Unallocated Reserve)	8,121
Corporate Property Repairs & Renewals Fund	39
Insurance Fund	1,314
Plant & Vehicles Renewals Fund	5,646
Capital Fund (exc. Developer Contributions)	1,513
	27,504

4 PROJECTED BALANCES AT 31 MARCH 2016

4.1 Appendix 1 summarises the projected transactions and resultant balances at 31 March 2016 on the General Fund and Appendix 2 shows the projected non-General Fund balances. The net effect is to project the useable General Fund balance after earmarked funds and allocated reserves at **£7.813** at 31 March 2016.

4.2 The Corporate Financial Risk Register was considered at the Council Meeting on 12 February 2015 and identifies potential risks which include failure to control budgets within approved limits, severe weather events, the economic downturn, potential contractual claims and unplanned emergencies. The accumulated financial risk in the Risk Register is assessed to be at £10.295m and the projected useable General Fund balance, at £7.813m, is sufficient to cover 76% of risks identified at that time. The recommended balance to be maintained on the general fund reserve will continue to be monitored through the Corporate Financial Risk Register on a regular basis.

- 4.3 The projections in the statement appended in Appendices 1, 2 and 3 are based on actual expenditure and income to 30 June 2015 and are summarised below with confirmed movement from the 2014/15 unaudited accounts position as at 31st March 2015.

BALANCES	31/03/15 £000	2015/16 £'000	Movement £'000
Earmarked Balances (non DSM)	5,771	3,513	(2,258)
Earmarked Balances (DSM)	1,721	0	(1,721)
Allocated Reserves	3,379	2,780	(599)
Revenue (Unallocated Reserve)	8,121	7,813	(307)
Corporate Property Repairs & Renewals Fund	39	0	(39)
Insurance Fund	1,314	1,314	0
Plant & Vehicles Renewals Fund	5,646	5,473	(173)
Capital Fund (exc. Developer Contributions)	1,513	1,626	113
	27,504	22,519	(4,984)

The movements are as a result of:

	Movement	Explanation of movement
BALANCES		
Earmarked Balances (non DSM)	(2,258)	Drawdown of approved earmarked balances
Earmarked Balances (DSM)	(1,721)	No DSM approved for 15/16 yet
Allocated Reserves	(599)	Release of budget to support Financial Plan (£508k) and funding from Police & Fire reserve (91k)
Revenue (Unallocated Reserve)	(307)	Drawdown of reserves to support Adult Services revenue monitoring pressure
Corporate Property Repairs & Renewals Fund	(39)	Project fund will be fully utilised in 15/16
Insurance Fund	0	No movement
Plant & Vehicles Renewals Fund	(173)	Net increase in projected spend
Capital Fund (exc. Developer Contributions)	113	Increase in capital receipts
	(4,984)	

- 4.4 Allocated reserves of £0.599m have been released to support the 2015/16 revenue funding as previously agreed by members in the 2015/16 budget as set out in the Table below:

ALLOCATED RESERVES	2014/15 £'000	Released £'000	2015/16 £'000
Winter maintenance	650		650
Road repairs (pot holes)	100		100
Children's Placements	650	380	270
Financial Plan	450	128	322
CFCR continuing from 2013/14	345		345
Project funding from Police & Fire reserves	122	91	31
Municipal Mutual	400		400
SB Cares (PVG checks)	100		100
Contribution to Efficiency & Change Fund	300		300
CFCRs not yet applied to capital	262		262
Balance as at 30 June 2014	3,379	599	2,780

- 4.5 Unallocated reserves of £307k have been drawn down to support revenue pressures within Adult Services as detailed in the Revenue Monitoring report included in the agenda.
- 4.6 Appendix 3 details the balances currently held in the Capital Fund. These balances are temporarily held in the Loans Fund and will attract interest at the end of the financial year. The Fund can only be used for capital purposes or to repay external debt.

5 IMPLICATIONS

5.1 Financial

There are no financial implications beyond those contained in the report and appendices.

5.2 Risk and Mitigations

The major risks associated with this report are that the level of projected balances proves to be inaccurate and / or insufficient. Service budget pressures (as identified in the General Fund Revenue Monitoring report) plus unexpected liabilities are the most likely sources of pressure on reserves. These risks are being managed through regular monitoring of financial activity in all funds of the Council, including regular revenue and capital budgetary control reports to the Executive. In addition the Corporate Financial Risk Register is regularly reviewed by senior Finance staff and is considered by the Executive committee at regular intervals.

5.3 Equalities

There are no adverse equality issues arising from the report.

5.4 Acting Sustainably

There are no economic, social or environmental effects associated with this report.

5.5 Carbon Management

There are no effects on carbon emissions associated with this report.

5.6 Rural Proofing

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

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the Schemes of Administration or Delegation as a result of this report.

6 CONSULTATION

6.1 The Corporate Management Team, the Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit & Risk, the Chief Officer HR, and the Clerk to the Council have been consulted and any comments received have been reflected in the report.

Approved by

David Robertson

Chief Financial Officer

Signature

Author(s)

Suzy Douglas	Financial Services Manager 01835 825018
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Background Papers:

Previous Minute Reference: Council 12 February 2015

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SCOTTISH BORDERS COUNCIL
GENERAL FUND BALANCES AT 31 MARCH 2016

	GENERAL FUND £'000's	GENERAL FUND (DSM) £'000's	GENERAL FUND (EAR-MARKED) £'000's	ALLOCATED RESERVES £'000's	TOTAL £'000's
Balance at 1 April 2015	7,159	1,721	5,771	3,117	17,767
Projected Income (RSG, NDR, Council Tax)	261,037				261,037
Projected Net Revenue Expenditure	-265,923				-265,923
Earmarked Balances from previous year	5,840	-1,721	-4,118		0
Earmarked Balances to future years	-1,860		1,860		0
Funding allocated Financial Plan Revenue	508			-508	0
Committed Project spend from returned Police & Fire reserves	91			-91	0
CFRs not applied				262	262
Write back Scottish Water	938				938
Write back balance sheet	23				23
Write off Bridge Homes	-31				-31
Developer contribution correction	4				4
Finance Lease depreciation	28				28
Projected Balance at 31 March 2016	7,813	0	3,513	2,780	14,105

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SCOTTISH BORDERS COUNCIL
REVENUE FUND BALANCES AT 31 MARCH 2016
(EXCLUDING GENERAL FUND)

	CORPORATE PROPERTY REPAIRS & RENEWALS FUND £'000's	PLANT & VEHICLES RENEWAL FUND £'000's	INSURANCE FUND £'000's	TOTAL £'000's
Balance at 1 April 2015	39	5,783	1,314	7,136
Projected Income	2,253	2,463	1,489	6,205
	<u>2,292</u>	<u>8,246</u>	<u>2,803</u>	<u>13,341</u>
Projected Expenditure	2,292	2,773	1,489	6,554
Contribution to Reserves				-
Transfer to/from General Fund				-
Projected Balance at 31 March 2016	-	5,473	1,314	6,787

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SUMMARY OF CAPITAL FUND

	Balance as at 31/03/15 £'000	Balance as at 31/03/16 £'000
DEVELOPER CONTRIBUTIONS		
Waverley Railway	911	893
Technical Services	144	383
Education & Lifelong Learning	1,533	1,453
Planning & Economic Development	-	-
Social Work - Affordable Housing	385	383
Accrued Interest	561	1,461
Sub Total Developer Contributions	<u>3,534</u>	<u>4,573</u>
Capital Receipts	1,513	1,626
Total	<u><u>5,047</u></u>	<u><u>6,199</u></u>

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MONITORING OF THE CAPITAL FINANCIAL PLAN 2015/16

Report by Chief Financial Officer

EXECUTIVE COMMITTEE

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report updates the Executive Committee on the progress of the 2015/16 Capital Financial Plan and seeks approval for projected outturns and associated virements, and the reallocation of funds.**
- 1.2 The monitoring tables in Appendix 1 report on actual expenditure to 30 June 2015. Key issues identified in these tables are summarised within the main report.
- 1.3 The tables identify a net variance of £14.922m against the approved budget.
- 1.4 The net in-year budget reduction of £17.529m is primarily due to a budget change of £14.531m relating to the funding model for Kelso High School and the revised presentation of £4.2m for Next Generation Broadband (BDUK).
- 1.5 The net budget timing movements amount to £2.606m, of which the most significant are the forward timing movements of £1.0m for General Roads and Bridges Block, £2.0m for Selkirk Flood Protection and £0.849m for Langlee and Broomlands Primary Schools, partly offset by a timing movement of £0.836m to 2016/17 for Complex Needs – Central Education Base. Appendix 3 contains a summarised list of timing and budget movements within the 2015/16 Capital Plan.
- 1.6 Appendix 2 contains a list of the block allocations approved for this year and the various approved and proposed projects to be allocated from them within the 2015/16 Capital Plan.
- 1.7 At this stage in the year it is estimated that these adjustments will allow an element of reprioritisation of the capital programme and it is suggested that members use this flexibility to bring forward investment in the roads network and energy efficiency projects to help the Council's revenue position and carbon commitments.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee:**
 - (a) **Agrees the projected outturns and associated virements as identified in Appendix 1 as the revised capital budget;**
 - (b) **Notes the adjustments made to the budget for Kelso High School to reflect its status as a fully funded revenue project and agrees to maintain a £1m budget contingency within**

- capital while discussions continue with SFT to finalise the project delivery arrangements and determine the start date;**
- (c) Notes the change to the Kelso High School funding model and clarification of allowable costs has allowed the reallocation of £0.375m from Kelso High School and agrees to reallocate this funding to Energy Efficiency Projects across the Council School Estate resulting in reduced revenue costs for these properties;**
 - (d) Agrees the acceleration of £1.0m from 2018/19 Road Block to augment the roads budget for 2015/16 to allow improvements to key areas of the roads network;**
 - (e) Agrees the list of block allocations detailed in Appendix 2; and**
 - (f) Instructs project managers and budget holders to ensure that robust arrangements are in place to achieve the projected out-turns.**

3 BACKGROUND

- 3.1 The Council approved the Capital Plan for the period 2015/16 to 2024/25 on 12 February 2015, which has subsequently been updated to reflect budget adjustments associated timing movements and other approvals. The movements to the total available budget since the Council meeting is as follows:

	£000s
Capital Plan 2015/16 as approved at Council on 12 February 2015	58,429
Timing movements b/fwd from 2014/15	16,045
Duns Primary School reprofile, approved at Executive on 25 June 2015	(1,919)
Easter Langlee Cell Provision - budget movement from 2016/17, Emergency Powers report approved 2 July 2015	80
Borders Railway Stations adjustment, approved at Council 2 April 2015	(50)
Technical adjustment – Sunnybrae, Walkerburn	10
Latest Approved Capital Plan 2014/15 at 2 July 2015	72,595

- 3.2 The presentation of the monitoring tables in Appendix 1 focuses on the 3 year Operational Plan of the approved 10 year Capital Financial Plan. The first section of the tables in Appendix 1 focuses in detail on the 2015/16 position and then there are 3 columns each for 2016/17 and 2017/18. For 2015/16 the variance between the latest approved budget and the projected outturn is analysed between timing movements between financial years and absolute changes in costs (budget movements). For 2016/17 and 2017/18 the table presents the impact of the total variance projected between the latest approved budget and projected outturn. Below the tables, a narrative is provided where appropriate.
- 3.3 This report is the first monitoring report in the planned reporting schedule for 2015/16.

4 MONITORING THE PLAN

- 4.1 Appendix 1 to this report contains the budget monitoring tables. The actual expenditure to 30 June 2015 is shown together with the projected outturn for the full financial year and where appropriate contains an explanation of budget movements.
- 4.2 The actual expenditure to 30 June 2015 has been adjusted for any credit balances for accrued expenses from 2014/15 which have not yet been invoiced.
- 4.3 Appendix 2 contains a summary for each block allocation within the 2015/16 Capital Plan of approved and proposed proposals for various projects and programmes.
- 4.4 Appendix 3 contains a summary of budget virements and timing movements proposed for 2015/16 as part of this report.

5 SPECIFIC ISSUES

5.1 The following sections identify the other key areas of note within the Appendix 1 tables.

5.2 Looking after the Borders Place – Road & Bridge Infrastructure:

(a) General Roads and Bridges Block

A budget acceleration of £1.0m from 2018/19, to augment the roads budget for 2015/16 to allow improvements to key areas of the roads network to be undertaken. Details of the actual work planned is explained in a separate report to the meeting.

(b) A72 Neidpath Corner – Traffic Management

An exercise was undertaken following the Executive meeting on 26 May 2015, which established that it was feasible to carry out works earlier than originally planned, resulting in a timing movement of £0.156m from 2016/17.

5.3 Looking after the Borders Place – Lighting Infrastructure

Energy Efficient Street Lighting

A separate project update report is being considered at this meeting which gives details of project progress, resulting in a forward timing movement of £0.5m to 2015/16.

5.4 Looking after the Borders Place – Flood Protection Infrastructure

Selkirk Flood Protection

The main works contractor is progressing construction very well, with river conditions allowing works within the watercourse to progress. The latest cost profile indicates that a number of major expenditure activities will be completed this financial year, resulting in a timing movement of £2.0m forward to 2015/16.

5.5 Looking after the Borders People – School Infrastructure

(a) Kelso High School

The funding position of Kelso High School has now been reviewed following clarification from SFT of the revised arrangements at the end of May. The clarification has confirmed the inclusion of offsite works and furniture and fittings into eligible costs and the removal of External Consultant and Project Office costs. The figures shown in Appendix 1 now reflect the move to 100% funding of the DBFM contract via a revenue grant to match the unitary charge leaving only those costs that the Council is required to fund outwith the contract. This has required adjustments to be made to both the capital expenditure budget and the associated grant income. It is proposed at this juncture given ongoing uncertainty on the Kelso Project to leave £1m with the capital project as a contingency and release £0.375m to fund energy efficiency improvement projects in school and other council buildings.

(b) **Langlee and Broomlands Primary Schools**

Since the Executive approval for further investment in school infrastructure in October 2014, progress has been made to achieve an opening of Broomlands Primary School by March 2017. To achieve this, a site start early 2016 will be necessary. This will require a revised budget profile. Significant progress on Langlee Primary School has also taken place with the design process running in parallel with Broomlands Primary School. This will realise efficiencies within the projects on the basis of the same design team and project management for both schools. In addition, additional classroom capacity is being proposed to be included within both schools so as to future proof any possible school estate rationalisation in the Galashiels and Kelso catchment areas. This has placed a budget pressure on the Broomlands Primary School project in particular given the smaller budget allocation agreed in October 2014. It is proposed to consider both schools as a bundle and request a virement of £0.386m from Langlee to Broomlands to better reflect the repetitive size of the buildings.

(c) **School Refurbishment & Capacity Block**

Works at Chirnside are expected to be complete in Autumn 2015 and latest estimate is less than budget allocation by £0.175m. It is proposed to transfer this to the School Health & Safety Block

(d) **Complex Needs – Central Education Base**

Construction is now due to start in November 2015 and not be completed until into the next financial year, resulting in a requirement for a timing movement of £0.872m to 2016/17. The latest cost report indicates a budget pressure for this project which may occur in 2016/17, but until tenders are returned and evaluated this cannot be quantified.

5.6 **Looking after the Borders
Chief Executive – Heritage & Cultural Infrastructure**

Wilton Lodge Park

The timing movement has arisen due to Planning requiring further bat/bird surveys prior to approving the demolition work necessary to enable the new build café to commence. While the surveys have confirmed that there are no bat roosts or bird nests in the original café, the new build programme will now extend into 2016/17 requiring a timing movement of £0.300m.

5.7 **Business Process Transformation
Place – Property Asset Programme**

Energy Efficiency Projects

It is proposed to make a budget allocation of £0.375m to energy efficiency projects across the Council estate which will result in reduced revenue costs for the properties.

5.8 **Business Process Transformation
Chief Executive - IT Infrastructure
Next Generation Broadband (BDUK)**

The Scottish Government will pay direct all costs to the supplier. The Council's contribution has therefore been top sliced from the General Capital Grant. The project is therefore being removed from the Council's Capital Plan.

5.9 Emergency & Unplanned Schemes

The table below provides an update on the projected position of the Emergency & Unplanned Schemes:

	£000s
Budget as Approved at Council 12 February 2015	300
Allocation to Bongate Mill Industrial Area (Roads) approved 24 February 2015	(19)
Allocation to Stow Primary School Accommodation Works approved 24 February 2015	(72)
Carry forward of funds not used in 2014/15	189
Allocation to Neidpath Wall approved at Executive 26 May 2015	(150)
Allocation to General Flood Protection Block (for Bakehouse Burn Culvert) – Emergency Powers approved 2 July 2015	(60)
Allocation to Railway Black Path – Emergency Powers approved 2 July 2015	(65)
Allocation to Kelso Recycling Centre	(40)
Allocation to Jedburgh Flood Protection	(40)
Projected Balance	43

5.10 Capital Funding

- (a) With the recent clarification on Kelso High School as mentioned in para 5.5(a) £0.375m of Capital has been realised. It is proposed this is reallocated to Energy Efficiency Projects across the Councils Estate which will result in reduced revenue costs for the properties
- (b) As a result of the £14.923m in year net timing and budget movement identified in the programme (see Appendix 1), the estimated borrowing element of the capital financing for 2015/16 has been reduced.

6 IMPLICATIONS

6.1 Financial

- (a) There are no financial implications beyond those contained in the report and appendices.
- (b) Any capital borrowing requirements associated with these changes will be managed in line with the approved Treasury Strategy from approved budgets. The principal part of the capital financial plan is funded by long term loans and the resultant loan charges are reported within the revenue monitoring reports.

6.2 Risk and Mitigations

- (a) At the end of June 2015, actual expenditure totalled £5.630million which represents 9.9% of the projected outturn, excluding the impact of large accruals. There is still a risk of timing movements this financial year some of which has already been highlighted in narrative in Appendix 1. It is vital that capital budgets continue to be monitored carefully through the Project Managers and that their outturn projections are as accurate as possible.

- (b) Key risks associated with individual projects have been identified within the narrative and the individual project managers are undertaking the appropriate work to manage these.

6.3 Equalities

No Equalities Impact Assessment has been carried out in relation to the Capital Monitoring report; it is, however, expected that for individual projects this work will have been undertaken by the relevant project manager/budget holder.

6.4 Acting Sustainably

There are no direct economic, social or environmental issues with this report although there may be within individual projects and these will be identified and addressed as appropriate as part of their specific governance arrangements.

6.5 Carbon Management

There are no direct carbon emissions impacts as a result of this monitoring report; however, there may be within individual projects and these will be identified and addressed as appropriate as part of their specific governance arrangements.

6.6 Rural Proofing

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

6.7 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

7.1 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 in the preparation of this report and any comments received on the report have been incorporated into the report.

7.2 The Service Director Capital Projects and the Service Director Commercial Services have been consulted in the preparation of this report and the content of the appendices and any comments incorporated.

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
Kirsty Robb	Capital and Investment Manager, 01835 825349
Doreen Pringle	Senior Finance Officer - Capital, 01835 824000 Ext 5961

Background Papers: None
Previous Minute Reference: None

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treasuryteam@scotborders.gov.uk 01835 825249

SUMMARY	2015/16						2016/17			2017/18		
	Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
PLACE												
Looking after the Borders												
Galashiels Developments	891	1,868	1,868	0	0	0	442	0	442	200	0	200
Road & Bridge Infrastructure	478	5,470	4,314	1,156	1,156	0	3,909	(156)	3,753	4,195	0	4,195
Lighting Infrastructure	315	1,729	1,229	500	500	0	1,200	(500)	700	1,200	(500)	700
Cycling, Walking & Safety Infrastructure	7	633	582	51	0	51	278	0	278	284	0	284
Flood Protection Infrastructure	1,840	15,849	13,809	2,040	2,000	40	12,243	(2,000)	10,243	736	0	736
Waste Management Infrastructure	273	1,788	1,875	(87)	(127)	40	1,581	127	1,708	1,523	0	1,523
Other	3	873	838	35	0	35	453	0	453	104	0	104
	3,807	28,210	24,515	3,695	3,529	166	20,106	(2,529)	17,577	8,242	(500)	7,742
Business Process Transformation												
Property Asset Programme	19	1,400	1,043	357	0	357	1,165	0	1,165	1,365	0	1,365
Other Property	171	947	860	87	0	87	252	0	252	90	0	90
Investment in Plant & Vehicles	372	2,897	2,831	66	0	66	2,000	0	2,000	2,000	0	2,000
Other	3	154	154	0	0	0	(30)	0	(30)	50	0	50
	565	5,398	4,888	510	0	510	3,387	0	3,387	3,505	0	3,505
Total Place	4,372	33,608	29,403	4,205	3,529	676	23,493	(2,529)	20,964	11,747	(500)	11,247
PEOPLE												
Looking after the Borders												
School Infrastructure	625	14,519	29,212	(14,693)	(537)	(14,156)	11,792	10,857	22,649	7,308	(4,607)	2,701
Social Care Infrastructure	0	1,516	1,409	107	107	0	68	(65)	3	42	(42)	0
	625	16,035	30,621	(14,586)	(430)	(14,156)	11,860	10,792	22,652	7,350	(4,649)	2,701
Business Process Transformation												
School Infrastructure	36	973	855	118	(58)	175	819	58	877	405	0	405
Social Care Infrastructure	7	201	201	0	0	0	0	0	0	0	0	0
	43	1,174	1,056	118	(58)	175	819	58	877	405	0	405
Total People	668	17,209	31,677	(14,468)	(488)	(13,981)	12,679	10,850	23,529	7,755	(4,649)	3,106
CHIEF EXECUTIVE												
Looking after the Borders												
Heritage & Cultural Infrastructure	90	1,419	1,754	(335)	(335)	0	6,786	365	7,151	911	0	911
Sports Infrastructure	130	2,461	2,411	50	50	0	1,280	(50)	1,230	320	0	320
Economic & Regeneration Infrastructure	176	1,383	1,327	56	0	56	120	0	120	1,020	0	1,020
Housing Infrastructure	20	376	376	0	0	0	375	0	375	375	0	375
	416	5,639	5,868	(229)	(285)	56	8,561	315	8,876	2,626	0	2,626
Business Process Transformation												
IT Infrastructure	174	1,174	5,524	(4,350)	(150)	(4,200)	1,769	150	1,919	4,602	0	4,602
	174	1,174	5,524	(4,350)	(150)	(4,200)	1,769	150	1,919	4,602	0	4,602
Total Chief Executive	590	6,813	11,392	(4,579)	(435)	(4,144)	10,330	465	10,795	7,228	0	7,228
Emergency & Unplanned Schemes	0	43	123	(80)	0	(80)	300	0	300	300	0	300
TOTAL CAPITAL PLAN	5,630	57,673	72,595	(14,922)	2,606	(17,529)	46,802	8,786	55,588	27,030	(5,149)	21,881

Scottish Borders Council
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PLACE	R A G	2015/16					2016/17			2017/18			
		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Looking after the Borders													
Galashiels Developments													
	G	0	0	0	0	0	0	0	0	0	0	0	
	G	3	25	25	0	0	0	276	0	276	200	0	200
	A	888	1,693	1,693	0	0	0	16	0	16	0	0	0
	G	0	150	150	0	0	0	150	0	150	0	0	0
		891	1,868	1,868	0	0	0	442	0	442	200	0	200
Road & Bridge Infrastructure													
	A	466	4,652	3,742	910	1,000	(90)	3,529	0	3,529	3,560	0	3,560
	G	5	24	24	0	0	0	135	0	135	210	0	210
	G	3	185	29	156	156	0	170	(156)	14	0	0	0
	G	0	150	150	0	0	0	0	0	0	0	0	0
	A	0	101	101	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	50	0	50	400	0	400
	G	0	0	0	0	0	0	0	0	0	0	0	0
	G	0	50	50	0	0	0	25	0	25	25	0	25
	A	2	76	56	20	0	20	0	0	0	0	0	0
	G	2	20	20	0	0	0	0	0	0	0	0	0
	A	0	212	142	70	0	70	0	0	0	0	0	0
		478	5,470	4,314	1,156	1,156	0	3,909	(156)	3,753	4,195	0	4,195
Lighting Infrastructure													
	G	5	200	200	0	0	0	200	0	200	200	0	200
	A	310	1,506	1,006	500	500	0	1,000	(500)	500	1,000	(500)	500
	G	0	23	23	0	0	0	0	0	0	0	0	0
		315	1,729	1,229	500	500	0	1,200	(500)	700	1,200	(500)	700
Cycling, Walking & Safety Infrastructure													
	G	0	46	46	0	0	0	50	0	50	50	0	50
	A	1	191	171	20	0	20	171	0	171	173	0	173
	A	5	301	270	31	0	31	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0	0	0	0
	G	1	55	55	0	0	0	57	0	57	61	0	61
	G	0	40	40	0	0	0	0	0	0	0	0	0
		7	633	582	51	0	51	278	0	278	284	0	284
Flood Protection Infrastructure													
	G	(11)	342	342	0	0	0	0	0	0	0	0	0
	A	1,845	14,020	12,020	2,000	2,000	0	11,423	(2,000)	9,423	0	0	0
	A	2	554	554	0	0	0	517	0	517	536	0	536
	A	5	437	397	40	0	40	3	0	3	0	0	0
	A	(1)	496	496	0	0	0	300	0	300	200	0	200
		1,840	15,849	13,809	2,040	2,000	40	12,243	(2,000)	10,243	736	0	736

PLACE

Looking after the Borders

Galashiels Developments

Transport Interchange	Overall budget under pressure, but extent unclear for building construction element until final account. Ongoing discussions at senior officer level.
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Road & Bridge Infrastructure

General Roads and Bridges Block	Acceleration of budget of £1.0m from 2018/19 for improvements to key areas of roads network. Reallocation of block shown in Appendix 2.
A72 Neidpath Corner - Traffic Management	Exercise undertaken has established feasible to accelerate works from 2016/17 to 2015/16.
Selkirk Traffic Management Scheme	Ongoing negotiations with members of the community and local members in respect of finding an appropriate solution.
Bongate Mill Industrial Area (Roads)	Scope of project expanded to cover works being funded through the General Roads & Bridges Block.

Lighting Infrastructure

Energy Efficient Street Lighting	Reprofiling of budget sought to enable additional works to be undertaken in 2015/16 resulting in earlier programme completion.
CCTV Renewals	Public consultation ongoing.

Cycling, Walking & Safety Infrastructure

Cycling, Walking & Safer Streets	Additional grant income from Smarter Choices Smarter Places & SUstrans resulting in a grossing up of budget.
Railway Black Path	Additional funding from SUstrans (£31k) resulting in a grossing up of budget. Reallocation of block shown in Appendix 2.

Flood Protection Infrastructure

Selkirk Flood Protection	Current river conditions are allowing major progress in key areas, including within watercourse. NEC3 contract cost profile and other forecasts projecting a need to reprofile budget forward from 2016/17.
Jedburgh Flood Protection	Latest estimate of works following completion of detail design has increased overall project estimate by £40k, partly due to some additional requirements, preparation works and cost/risk associated with working in a constrained site between September and December. Tender issue late July and works to commence mid September.
General Flood Protection Block	Emergency Powers report approved to allocate £60k from Emergency & Unplanned Schemes for culvert repairs at Bakehouse Burn, Galashiels.

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		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Looking after the Borders (continued)													
Waste Management Infrastructure													
Easter Langlee Cell Provision	A	3	386	386	0	0	0	820	0	820	100	0	100
Waste Treatment Facility	G	6	0	127	(127)	(127)	0	587	127	714	0	0	0
Food Waste Collections	G	33	194	194	0	0	0	0	0	0	0	0	0
Waste Containers	G	0	42	42	0	0	0	45	0	45	46	0	46
Easter Langlee Leachate Management Facility	G	2	126	126	0	0	0	63	0	63	1,377	0	1,377
CRC - Improved Skip Infrastructure	G	1	597	597	0	0	0	0	0	0	0	0	0
CRC - Enhancements	G	0	20	17	3	0	3	48	0	48	0	0	0
Waste Transfer Stations Health & Safety Works	G	0	15	18	(3)	0	(3)	18	0	18	0	0	0
Dunion Landfill Gas Management	G	0	9	9	0	0	0	0	0	0	0	0	0
Prestonclugh Landfill Gas Management	G	0	23	23	0	0	0	0	0	0	0	0	0
Easter Langlee Cell 3 Leachate Pumping System	G	0	35	35	0	0	0	0	0	0	0	0	0
Waldo Recycling Centre	A	227	338	298	40	0	40	0	0	0	0	0	0
OCV Community Recycling Centres	G	1	3	3	0	0	0	0	0	0	0	0	0
		273	1,788	1,875	(87)	(127)	40	1,581	127	1,708	1,523	0	1,523
Other													
Play Facilities	G	0	46	46	0	0	0	51	0	51	52	0	52
Bannerfield Play Area	G	0	3	3	0	0	0	0	0	0	0	0	0
Clovenfords Play Park	A	0	35	0	35	0	35	0	0	0	0	0	0
Cemetery Land Acq & Development Block	G	0	401	401	0	0	0	350	0	350	0	0	0
HQ Main Office Block	G	0	299	299	0	0	0	0	0	0	0	0	0
Contaminated Land Block	G	3	89	89	0	0	0	52	0	52	52	0	52
		3	873	838	35	0	35	453	0	453	104	0	104

Looking after the Borders**Waste Management Infrastructure**

Waste Treatment Facility	Reprofile of budget to 2016/17 required as expenditure delayed pending the outcome of the Waste Management Plan.
CRC - Improved Skip Infrastructure	Reallocation of block shown in Appendix 2
CRC - Enhancements	Reallocation of block shown in Appendix 2
Waste Transfer Stations Health & Safety Works	Virement approval sought for contribution towards purchase of Weighbridge at Langlee.
Kelso Recycling Centre	Projected overspend £40k due to unexpected variations/difficulties on site. Final account being progressed.

Other

Clovenfords Play Park	Report being presented to Executive meeting on 18 August to approve project, fully funded from Developer Contributions.
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Scottish Borders Council
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PLACE	R A G	2015/16					2016/17			2017/18			
		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Business Process Transformation													
Property Asset Programme													
Structure/H&S Works Block	G	0	256	300	(44)	0	(44)	445	0	445	465	0	465
Asbestos Management Block	G	0	41	64	(23)	0	(23)	50	0	50	100	0	100
Building Systems Efficiency Upgrades Block	G	10	226	100	126	0	126	100	0	100	200	0	200
Electrical Infrastructure Upgrades Block	G	8	156	156	0	0	0	150	0	150	150	0	150
Fixed Assets Block	G	0	22	22	0	0	0	20	0	20	20	0	20
Building Thermal Efficiency Upgrades Block	G	1	324	401	(77)	0	(77)	400	0	400	430	0	430
Energy Efficiency Projects	A	0	375	0	375	0	375	0	0	0	0	0	0
		19	1,400	1,043	357	0	357	1,165	0	1,165	1,365	0	1,365
Other Property													
Demolition & Site Preparation Block	A	170	411	411	0	0	0	70	0	70	70	0	70
Cleaning Equipment Replacement Block	G	0	38	20	18	0	18	20	0	20	20	0	20
Combined Depot Enhancements	G	0	204	204	0	0	0	12	0	12	0	0	0
Office Accommodation Transformation Block	A	1	280	225	55	0	55	150	0	150	0	0	0
Projects Funded from Revenue Budgets	G	0	14	0	14	0	14	0	0	0	0	0	0
		171	947	860	87	0	87	252	0	252	90	0	90
Investment in Plant & Vehicles													
Waste Collection Vehicles - Non P&V Fund	G	0	890	750	140	0	140	0	0	0	0	0	0
Plant & Vehicle Replacement - P&V Fund	G	307	1,951	2,025	(74)	0	(74)	2,000	0	2,000	2,000	0	2,000
Other Fleet	G	65	56	56	0	0	0	0	0	0	0	0	0
		372	2,897	2,831	66	0	66	2,000	0	2,000	2,000	0	2,000
Other													
Drainage - Parks & Open Spaces Block	A	3	131	139	(8)	0	(8)	(30)	0	(30)	50	0	50
Additional Drainage in Parks and Open Spaces	A	0	23	15	8	0	8	0	0	0	0	0	0
		3	154	154	0	0	0	(30)	0	(30)	50	0	50
TOTAL PLACE		4,372	33,608	29,403	4,205	3,529	676	23,493	(2,529)	20,964	11,747	(500)	11,247

Business Process Transformation

Property Asset Programme

Structure/H&S Works Block	Reallocation of block shown in Appendix 2
Asbestos Management Block	Reallocation of block shown in Appendix 2
Building Systems Efficiency Upgrades Block	Reallocation of block shown in Appendix 2
Building Thermal Efficiency Upgrades Block	Reallocation of block shown in Appendix 2
Energy Efficiency Projects	Budget allocation to progress a number of projects on Council properties which will result in future revenue savings.

Other Property

Demolition & Site Preparation Block	Reallocation of block shown in Appendix 2 which is required to cover additional works at Eyemouth.
Combined Depot Enhancements	Several projects identified and allocation of block shown in Appendix 2.
Office Accommodation Transformation Block	Awaiting views of Leader's Group on possible upgrade of HQ Customer Service Area
Projects Funded from Revenue Budgets	Purchase of Cleaning Equipment funded by CFCR from Revenue

Investment in Plant & Vehicles

Waste Collection Vehicles - Non P&V Fund	Budget increase to allow purchase of a further 3 waste collection vehicles.
Plant & Vehicle Replacement - P&V Fund	The projected outturn may change if impacted by delivery delays due to manufacturers lead times and body builders availability.

Other
P
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Drainage - Parks & Open Spaces Block	Reallocation of block shown in Appendix 2
Additional Drainage in Parks and Open Spaces	Reallocation of block shown in Appendix 2

PEOPLE		2015/16						2016/17			2017/18		
		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Looking after the Borders													
School Infrastructure													
	G	0	7	7	0	0	0	0	0	0	0	0	
	G	1	10	10	0	0	0	10	0	10	0	0	
	G	17	6,300	6,300	0	0	0	3,000	0	3,000	0	0	
	G	5	31	31	0	0	0	0	0	0	0	0	
	A	346	1,516	16,047	(14,531)	(550)	(13,981)	154	550	704	24	0	
	G	14	103	108	(5)	0	(5)	0	0	0	0	0	
	G	0	15	15	0	0	0	0	0	0	0	0	
	G	0	5	0	5	0	5	0	0	0	0	0	
	A	10	1,179	400	779	779	0	350	9,233	9,583	5,637	(4,685)	
	A	10	870	800	70	70	0	7,125	238	7,363	275	78	
	A	18	281	456	(175)	0	(175)	635	0	635	1,140	0	
	G	2	72	72	0	0	0	23	0	23	0	0	
	G	76	176	176	0	0	0	0	0	0	0	0	
	R	117	3,064	3,064	0	0	0	0	0	0	0	0	
	A	9	659	1,495	(836)	(836)	0	20	836	856	0	0	
	G	0	131	131	0	0	0	475	0	475	232	0	
	G	0	100	100	0	0	0	0	0	0	0	0	
		625	14,519	29,212	(14,693)	(537)	(14,156)	11,792	10,857	22,649	7,308	(4,607)	
Social Care Infrastructure													
	A	0	1,180	1,180	0	0	0	3	0	3	0	0	
	A	0	278	171	107	107	0	65	(65)	0	42	(42)	
	G	0	58	58	0	0	0	0	0	0	0	0	
		0	1,516	1,409	107	107	0	68	(65)	3	42	(42)	
TOTAL Looking after the Borders		625	16,035	30,621	(14,586)	(430)	(14,156)	11,860	10,792	22,652	7,350	(4,649)	

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		2015/16						2016/17			2017/18			
		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	
PEOPLE		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Business Process Transformation														
School Infrastructure														
	School Health & Safety Block	A	18	423	363	60	(116)	175	587	116	703	200	0	200
	School Kitchen Improvement Block	A	12	350	292	58	58	0	82	(58)	24	55	0	55
	Equality Act School Adaptations (DDA) Block	G	6	200	200	0	0	0	150	0	150	150	0	150
			36	973	855	118	(58)	175	819	58	877	405	0	405
Social Care Infrastructure														
	Telecare	G	0	83	83	0	0	0	0	0	0	0	0	0
	BAES Relocation: Autoclave	A	0	87	87	0	0	0	0	0	0	0	0	0
	Extra Care Housing	A	7	31	31	0	0	0	0	0	0	0	0	0
			7	201	201	0	0	0	0	0	0	0	0	0
TOTAL PEOPLE			668	17,209	31,677	(14,468)	(488)	(13,981)	12,679	10,850	23,529	7,755	(4,649)	3,106

PEOPLE

Looking after the Borders

School Infrastructure

Duns Primary School & Locality Support Centre	Project update report and budget reprofile agreed at Council 25 June 2015. Construction due to start Aug/Sept 2015 with 60 week construction period.
Kelso High School	DBFM contract agreed. Capital budget adjusted to reflect only those elements of the project outwith the contract.
Langlee Primary School	Langlee Primary School – Tender forecast for September 2015 with the project able to start construction in Jan/Feb 2016 resulting in need to accelerate funding and budget profile for 2015/16 and future years. Additional classroom capacity being included within the project. Virement required to Broomlands PS.
Broomlands Primary School	Broomlands Primary School - Tender forecast for September 2015 with the project able to start construction in Jan/Feb 2016 resulting in need to accelerate funding and budget profile for 2015/16 and future years. Additional classroom capacity being included within the project. Virement required from Langlee PS.
School Refurbishment & Capacity Block	Chirnside completion due Oct 2015 with latest estimated cost less than budget allocation. Virement requested to School Health and Safety Block.
Early Learning & Childcare Block	Project fully funded by Scottish Government with no spend deadline. Only 70% of budget currently allocated to projects. A timing movement to 2016/17 is likely but is not yet quantified as it is dependent on feasibility work and identification of priorities.
Complex Needs - Central Education Base	Timing movement required, based on current cost report and estimated project time scale (on site mid November 2015, completion August 2016). Potential cost pressure for project in 2016/17, not yet quantified.

Social Care Infrastructure

Residential Care Home Upgrade Block	Phase 3 and 4 of Waverly works will not complete this financial year as the Fire Compartments are being completed first. Budget to be reprofiled to 2016/17. Budget split across projects still to be finalised.
Fire Compartments in Care Homes Block	Acceleration required from 2016/17 and 2017/18 to complete works at Waverly.

Business Process Transformation

School Infrastructure

School Health & Safety Block	Timing movement required. Chirnside Window Replacement re-scheduled for Summer 2016 due to a detailed analysis of the windows currently installed. Funds reallocated from School Refurbishment block to facilitate work programmed for 2015/16.
School Kitchen Improvement Block	Acceleration of funds required to complete 2015/16 works.

Social Care Infrastructure

BAES Relocation: Autoclave	Delays in lease negotiations may result in a timing movement to 2016/17. Costings to be provided once options paper approved.
Extra Care Housing	Small risk that a timing movement will be required, however this is not yet quantified.

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CHIEF EXECUTIVE		2015/16						2016/17			2017/18		
		Actual to 30/06/15	Projected Outturn	Latest Approved Budget	Variance	Timing Movement Fwd (Bwd)	Budget Movement	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Looking after the Borders													
Heritage & Cultural Infrastructure													
	A	74	1,035	1,335	(300)	(300)	0	711	300	1,011	101	0	101
	A	1	95	95	0	0	0	0	0	0	0	0	0
	G	0	28	28	0	0	0	0	0	0	0	0	0
	A	0	40	75	(35)	(35)	0	195	65	260	0	0	0
	A	0	30	30	0	0	0	80	0	80	810	0	810
	A	15	191	191	0	0	0	5,800	0	5,800	0	0	0
		90	1,419	1,754	(335)	(335)	0	6,786	365	7,151	911	0	911
Sport Facility Infrastructure													
	G	75	705	705	0	0	0	0	0	0	0	0	0
	R	9	1,104	1,104	0	0	0	0	0	0	0	0	0
	G	0	7	7	0	0	0	0	0	0	30	0	30
	A	3	50	0	50	50	0	990	(50)	940	0	0	0
	G	43	43	43	0	0	0	0	0	0	0	0	0
	A	0	552	552	0	0	0	290	0	290	290	0	290
		130	2,461	2,411	50	50	0	1,280	(50)	1,230	320	0	320
Economic & Regeneration Infrastructure													
	G	1	99	99	0	0	0	100	0	100	1,000	0	1,000
	G	2	36	36	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	20	0	20	20	0	20
	A	164	291	291	0	0	0	0	0	0	0	0	0
	G	0	171	171	0	0	0	0	0	0	0	0	0
	G	0	30	30	0	0	0	0	0	0	0	0	0
	G	9	500	500	0	0	0	0	0	0	0	0	0
	G	0	256	200	56	0	56	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0	0	0	0
		176	1,383	1,327	56	0	56	120	0	120	1,020	0	1,020
Housing Infrastructure													
	A	20	376	376	0	0	0	375	0	375	375	0	375
	G	0	0	0	0	0	0	0	0	0	0	0	0
		20	376	376	0	0	0	375	0	375	375	0	375

Looking after the Borders

Heritage & Cultural Infrastructure

Jim Clark Museum	Current projections assume a further spend in Q2 and if the HLF stage 1 application is successful further spend Q4 but expect that there will be a significant carry forward into 2016-17.
Wilton Lodge Park	New build café and bridge works now due to commence late Summer 2015, with construction extending across 2 financial years, resulting in a reprofile of budget to 2016/17.
Sir Walter Scott Court House - Phase 1	The CARS funded repairs to the courthouse has been re-profiled to allow adequate time for preparation of technical information & programming of the works to ensure seasonal disruption.
Sir Walter Scott Court House - Phase 2	External consultants are progressing the business case for the Court House Regeneration proposal. A full report will be presented to Executive in the near future. The business case is likely to identify the need to reprofile the capital expenditure.
Great Tapestry of Scotland - Building	Project manager working on re-profile of project which may result in a timing movement, but not yet quantified.

Sport Facility Infrastructure

Peebles 3G Synthetic Pitch	Timing movement probable due to delay in ascertaining site. Cost estimates being developed to present to APWG in August 2015.
Hawick 3G Synthetic Pitch	Timing movement required from 2016/17 to enable preliminary work to be carried out in 2015/16 .
Sports Trusts - Plant & Services Block	Eyemouth Leisure Centre refurbishment to be done Nov/Dec 2015. Awaiting update on Tweedbank lighting. Selkirk Leisure Centre costs may be higher than anticipated and may require acceleration of funds once quantified.

Economic & Regeneration Infrastructure

LUPS Strategic Business Land	Due to issues with external parties approvals and installations, especially the foul pump system, the site had to be closed to mitigate against ongoing cost increases. The delays have resulted in the project not being physically completed by the end of June, as approved by the European grant funding team. The works are expected to now be complete by the end of July, so there is a risk that this may affect the drawdown of EU grant until further approval is received.
Kelso Town Heritage Initiative	Final account agreed for Kelso Gap Site.
Borders Railway Stations	Budget increase as a result of securing match funding from Smarter Choices Smarter Places (£56k).

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		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Business Process Transformation													
IT Infrastructure													
General IT Block	A	5	236	236	0	0	0	200	0	200	200	0	200
Business Systems Real Time Monitoring	G	0	47	47	0	0	0	0	0	0	0	0	0
Passenger Transport MIS	G	0	75	75	0	0	0	0	0	0	0	0	0
Corporate IT Equipment Fund	G	67	234	234	0	0	0	291	0	291	350	0	350
Curricular Network IT Equipment Fund	G	54	144	144	0	0	0	383	0	383	380	0	380
Financial Systems Infrastructure Development	G	0	12	12	0	0	0	0	0	0	0	0	0
IT Disaster Recovery Programme	G	20	54	54	0	0	0	41	0	41	52	0	52
Unified Communications	G	0	14	14	0	0	0	40	0	40	65	0	65
Infrastructure & Microsoft Refresh	G	0	52	52	0	0	0	470	0	470	55	0	55
Integrated HR/Payroll System	G	0	2	2	0	0	0	0	0	0	0	0	0
Additional Server Storage	G	0	36	36	0	0	0	44	0	44	0	0	0
Next Generation Broadband (BDUK)	G	0	0	4,200	(4,200)	0	(4,200)	0	0	0	0	0	0
Peoples Network Upgrade	G	2	6	6	0	0	0	0	0	0	0	0	0
PSN Server Log Monitoring	G	9	0	0	0	0	0	0	0	0	0	0	0
Rent Management & Accounting System	A	0	33	33	0	0	0	0	0	0	0	0	0
Security Software	G	0	0	0	0	0	0	0	0	0	0	0	0
Triple Wi-Fi Provision	G	9	7	7	0	0	0	0	0	0	0	0	0
Data Backup Replacement	G	8	12	12	0	0	0	0	0	0	0	0	0
Corporate Applications Suite	A	0	100	250	(150)	(150)	0	300	150	450	3,500	0	3,500
Confirm Mobile Implementation	G	0	110	110	0	0	0	0	0	0	0	0	0
		174	1,174	5,524	(4,350)	(150)	(4,200)	1,769	150	1,919	4,602	0	4,602
TOTAL CHIEF EXECUTIVE		590	6,813	11,392	(4,579)	(435)	(4,144)	10,330	465	10,795	7,228	0	7,228

Business Process Transformation**IT Infrastructure**

General IT Block	Reallocation of block shown in Appendix 2
Next Generation Broadband (BDUK)	This project is being directly paid by Scottish Government to the supplier. The Councils contribution has been top sliced off the grant. The budget has been adjusted accordingly.
Rent Management & Accounting System	Potential timing movement as project currently on hold as awaiting commitment of resources.
Corporate Applications Suite	Timing movement required. Business case to be compiled. Costs for current year are based on appointment of Project manager and Business Analyst/Consultant.

Scottish Borders Council
Capital Financial Plan 2015/16 to 2017/18

CAPITAL FINANCING		2015/16					2016/17			2017/18			
		Projected	Latest	Variance	Timing	Budget	Latest	Variance	Projected	Latest	Variance	Projected	
		Outturn	Approved		Movement		Approved			Approved			Approved
R A G		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Police & Fire Reserves													
	Borders Railway Stations	G	(200)	(200)	0								
	Additional Drainage in Parks and Open Spaces	G	(15)	(15)	0								
			(215)	(215)	0	0	0	0	0	0	0		
CFCR													
	Easter Langlee Cell Provision (from Landfill Provision)	G	(175)	(175)	0		(767)	(767)					
	Bannerfield Play Area	G	(2)	(2)	0								
	Early Years Centres	G	(176)	(176)	0								
	Sunnybrae, Walkerburn	A	(21)	(21)	0								
	Wilton Lodge Park	G	(20)	(20)	0		(20)	(20)	(20)		(20)		
	Sir Walter Scotts Courtroom Interpretation	G	(22)	(22)	0								
	Selkirk 2G Synthetic Pitch (from Reserves)	G	(450)	(450)	0								
	Cleaning Equipment	A	(14)	0	(14)	(14)							
	Plant & Vehicle Replacement - P&V Fund	G	(25)	(25)	0								
	Other Fleet	G	(28)	(28)	0								
			(933)	(919)	(14)	0	(14)	(787)	0	(787)	(20)	0	(20)
Specific Grants from Scottish Government													
	Cycling, Walking & Safer Streets	G	(171)	(171)	0		(171)	(171)	(173)		(173)		
	Selkirk Flood Protection	A	(11,216)	(9,616)	(1,600)	(1,600)	(10,461)	1,600	(8,861)				
	Duns Primary School (via Scottish Futures Trust)	A	(3,999)	(2,598)	(1,401)	(1,401)		1,401					
	Kelso High School (via Scottish Futures Trust)	A	0	(13,558)	13,558	13,558	(4,500)	4,500	0	(65)	65	0	
	Galashiels School Review	A	(10)	(15)	5	5							
	Eyemouth School Review	G	(15)	(15)	0								
	Newtown St Boswells School Review	A	(5)	0	(5)	(5)							
	Early Learning & Childcare	G	(3,064)	(3,064)	0								
			(18,480)	(29,037)	10,557	(3,001)	13,558	(15,132)	7,501	(9,032)	(238)	65	(173)

Scottish Borders Council
Capital Financial Plan 2015/16 to 2017/18

CAPITAL FINANCING		2015/16					2016/17			2017/18		
		Projected	Latest	Variance	Timing	Budget	Latest	Variance	Projected	Latest	Variance	Projected
		Outturn	Approved Budget	£000	Movement Fwd (Bwd)	Movement	Approved Budget	£000	£000	Approved Budget	£000	£000
Other External Grants & Contributions												
	G	(355)	(355)	0			(6)	(6)				
	G			0					(100)		(100)	
	A	(20)	0	(20)		(20)						
	A	(31)	0	(31)		(31)						
	G			0					(25)		(25)	
	G	(18)	(18)	0								
	A	0	(550)	550	550		0	(550)	(550)			
	G	(29)	(29)	0								
	G	(550)	(550)	0								
	A	(745)	(961)	216	216		0	(216)	(550)	(73)	(73)	
	G	(27)	(43)	16	16		0	(16)	(16)	(620)	(620)	
	G			0			(2,500)	(2,500)				
	G			0					(1,000)		(1,000)	
	G	(18)	(18)	0								
	A	(56)	0	(56)		(56)						
	A	(55)	0	(55)		(55)						
		(1,904)	(2,524)	620	782	(162)	(2,506)	(782)	(3,622)	(1,818)	0	(1,818)
Developer Contributions												
	A	(97)	(97)	0								
	A	(35)	0	(35)		(35)						
	G	(43)	(43)	0								
	G	(150)	(150)	0			(100)	(100)	(100)	(100)	(100)	
		(325)	(290)	(35)	0	(35)	(100)	0	(100)	(100)	0	(100)
Capital Receipts												
	G	(1,699)	(1,699)	0			(1,435)	(1,435)	(2,630)	(2,630)	(2,630)	
General Capital Grant												
	G	(11,007)	(15,207)	4,200		4,200	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	
Plant & Vehicle Fund												
	G	(1,954)	(2,000)	46		46	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	
Borrowing												
	G	(301)	(301)	0								
	G	(20,855)	(20,403)	(452)	(387)	(65)	(12,842)	(15,505)	(26,612)	(8,224)	5,084	(3,140)
		(21,156)	(20,704)	(452)	(387)	(65)	(12,842)	(15,505)	(26,612)	(8,224)	5,084	(3,140)
TOTAL CAPITAL FUNDING		(57,673)	(72,595)	14,922	(2,606)	17,528	(46,802)	(8,786)	(55,588)	(27,030)	5,149	(21,881)

2015/16 BLOCK ALLOCATIONS

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
LOOKING AFTER THE BORDERS					
PLACE					
Road & Bridge Infrastructure					
General Roads and Bridges Block					
Footways	24/03/2015	75.0	(5.0)	70.0	0.0
Surface Dressing	24/03/2015	1,505.0		1,505.0	234.0
Patching	24/03/2015	594.0	(20.0)	574.0	219.0
Overlays	24/03/2015	1,257.0	(15.0)	1,242.0	13.0
Walls and Structures	26/05/2015	72.0		72.0	0.0
Masonry Works	24/03/2015	176.0	(50.0)	126.0	0.0
C8 Carlows Bridge	24/03/2015	9.0		9.0	0.0
Drainage	24/03/2015	54.0		54.0	0.0
Virement to Oxnam Road Jedburgh (Engineering Minor Works)			70.0		
Virement to Bongate Mill Industrial Area (Roads)			20.0		
Unallocated	18/8/2015		1,000	1,000.0	0.0
		3,742.0	1,000.0	4,652.0	466.0
Engineering Minor Works					
Pedestrian Links, Hawick		15.0		15.0	0.0
Oxnam Road, Jedburgh		15.0	70.0	85.0	0.0
Hawkslee Newtown St Boswells		27.0		27.0	0.0
Dingleton Melrose		85.0		85.0	0.0
Virement from General Roads and Bridges Block			(70.0)		
		142.0	0.0	212.0	0.0
Lighting Infrastructure					
General Lighting Block					
Replace Cut Down Columns	24/03/2015	17.0		17.0	0.0
Main Road, Stow	24/03/2015	43.0		43.0	0.0
Burnfoot Road, Hawick	24/03/2015	43.0		43.0	5.0
Langlee Street Galashiels	24/03/2015	22.0		22.0	0.0
A72 Walkerburn	24/03/2015	43.0		43.0	0.0
Main Road Heiton	24/03/2015	32.0		32.0	0.0
Unallocated	24/03/2015	0.0		0.0	0.0
		200.0	0.0	200.0	5.0
Cycling, Walking & Safety Infrastructure					
Accident Investigation Prevention Schemes					
Traffic Calming	24/03/2015	10.0		10.0	0.0
Road Safety Measures	24/03/2015	33.0		33.0	0.0
AIP Design	24/03/2015	3.0		3.0	0.0
Unallocated		0.0		0.0	0.0
		46.0	0.0	46.0	0.0
Cycling, Walking & Safer Streets					
Cycling Related Activities	24/03/2015	106.0	20.0	126.0	0.0
School Travel Plan Road Safety	24/03/2015	65.0		65.0	0.0
Gross up budget to reflect additional grant			(20.0)		
Unallocated	24/03/2015	0.0		0.0	0.0
		171.0	0.0	191.0	0.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
Railway Black Path					
Tweedbank Drive to New Station	24/02/2015	6.0	2.0	8.0	1.0
Winston Road, Galashiels	24/02/2015	6.0	(2.0)	4.0	0.0
Clovenfords Link	NEW	0.0	73.0	73.0	2.0
Buckholm Path	NEW	0.0	3.0	3.0	2.0
Langlee Path	NEW	0.0	22.0	22.0	0.0
Signing Strategy	NEW	0.0	20.0	20.0	1.0
BGH Path	NEW	0.0	25.0	25.0	0.0
B&Q Lighting	NEW	0.0	4.0	4.0	0.0
Benches	NEW	0.0	3.0	3.0	0.0
Redetermination Order	NEW	0.0	5.0	5.0	0.0
Allocation to Clovenfords Link (additional grant)			(31.0)		
Street Lighting Black Path	02/07/2015	120.0	0.0	120.0	0.0
Unallocated	24/03/2015	139.0	(125.0)	14.0	0.0
		271.0	(1.0)	301.0	6.0

Flood Protection Infrastructure

Flood Protection Works, Efficiency and Emergency Measures

Programme Management	12/02/2015	34.0		34.0	0.0
Community Resilience	24/03/2015	10.0		10.0	0.0
Liddesdale Crescent, Hawick	24/03/2015	200.0		200.0	1.0
Merlindale Flood Protection	13/05/2014	62.0	30.0	92.0	(2.0)
Meigle View/Riddle Dumble Park	24/02/2014	1.0		1.0	0.0
Still Burn Culvert, Fountainhall	24/03/2015	100.0		100.0	0.0
Bakehouse Burn Culvert, Galashiels	01/07/2015	60.0		60.0	0.0
Unallocated		30.0	(30.0)	0.0	0.0
		497.0	0.0	497.0	(1.0)

Waste Management Infrastructure

Improve Skip Infrastructure - Community Recycling Centres

Eshiels Recycling Centre	24/03/2015	57.0		57.0	0.0
Hawick CRC Skip	24/03/2015	321.0	25.0	346.0	1.0
Galashiels CRC Skip	24/03/2015	219.0	(25.0)	194.0	1.0
Unallocated		0.0		0.0	0.0
		597.0	0.0	597.0	2.0

Community Recycling Centre - Enhancements

Hawick Depot Wood Bay & Shed	24/03/2015	1.0	(1.0)	0.0	0.0
Ramps Community Recycling	24/03/2015	1.0	(1.0)	0.0	0.0
Virement from Waste Transfer Health & Safety Works			(3.0)		0.0
Weighbridge purchase, Langlee	NEW		21.0	21.0	0.0
Unallocated		14.0	(14.0)	0.0	0.0
		16.0	0.0	21.0	0.0

CCTV Community Recycling Centres

Selkirk CRC	24/03/2015	2.0		2.0	1.0
Eyemouth CRC	24/03/2015	1.0		1.0	0.0
		3.0	0.0	3.0	1.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Move-ment £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
Other					
Play Facilities					
Gibson Park Melrose	24/03/2015	33.0		33.0	0.0
Foulden	24/03/2015	13.0		13.0	0.0
Unallocated	24/03/2015	0.0		0.0	0.0
		46.0	0.0	46.0	0.0
Cemetery Land Acquisition & Development					
Lennel Cemetery, Coldstream	24/03/2015	163.0		163.0	0.0
Unallocated	24/03/2015	238.0		238.0	0.0
		401.0	0.0	401.0	0.0
Place - Other					
Contaminated Land					
Redbraes	24/03/2015	10.0		10.0	0.0
Ayton	24/03/2015	3.0		3.0	3.0
Unallocated	24/03/2015	75.0		75.0	0.0
		88.0	0.0	88.0	3.0

PEOPLE

School Infrastructure					
School Refurbishment & Capacity Block					
Westruther PS Extension	24/03/2015	31.0		31.0	5.0
Chirnside PS	24/02/2015	425.0	(175.0)	250.0	13.0
Virement to School Health & Safety Block			175.0		
Unallocated	24/03/2015	0.0	0.0	0.0	0.0
		456.0	0.0	281.0	18.0
Early Years Centres Block					
Eyemouth PS Early Years Centre	24/03/2015	106.0		106.0	35.0
Philiphaugh PS Early Years Centre	24/03/2015	20.0		20.0	18.0
Burnfoot PS Early Years Centre	24/03/2015	50.0		50.0	24.0
Unallocated	24/03/2015	0.0		0.0	0.0
		176.0	0.0	176.0	77.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
Early Learning and Childcare Block					
Tweedbank PS ELCC 3&4's	24/03/2015	140.0	35.0	175.0	4.0
Coldstream PS ELCC 3&4's	24/03/2015	195.0	55.0	250.0	15.0
Balmoral PS ELCC 2's	24/03/2015	8.0		8.0	0.0
Burnfoot PS ELCC 2's	24/03/2015	80.0		80.0	81.0
Cockburnspath PS ELCC 3&4's	24/03/2015	4.0	150.0	154.0	7.0
Trinity PS ELCC 2's	24/03/2015	13.0		13.0	0.0
Philiphaugh PS ELCC 3&4's	NEW	0.0	30.0	30.0	0.0
Stow PS ELCC 3&4's	NEW	0.0	20.0	20.0	0.0
Knowepark PS ELCC 3&4's	NEW	0.0	20.0	20.0	0.0
Halyrude ELCC 3&4's	NEW	0.0	5.0	5.0	0.0
Melrose PS ELCC 3&4's	NEW	0.0	20.0	20.0	0.0
Edenside PS ELCC 3&4's	NEW	0.0	20.0	20.0	0.0
Wilton PS ELCC 3&4's	NEW	0.0	5.0	5.0	0.0
Burnfoot PS ELLC 3&4 Kitchen	NEW	0.0	10.0	10.0	1.0
Glendinning PS ELLC 3&4 Kitchen	NEW	0.0	10.0	10.0	1.0
Howdenburn PS ELCC 3&4 Kitchen	NEW	0.0	10.0	10.0	1.0
Melrose PS ELCC 3&4 Kitchen	NEW	0.0	10.0	10.0	2.0
St Peters PS ELCC 3&4 Kitchen	NEW	0.0	10.0	10.0	1.0
Priorsford ELCC 3&4 Kitchen	NEW	0.0	12.0	12.0	2.0
Parkside PS Nursery Alterations	NEW	0.0	24.0	24.0	0.0
Fountainhall PS Changing Rooms	NEW	0.0	40.0	40.0	0.0
Unallocated ELLC 3&4's	24/03/2015	1,711.0	(486.0)	1,225.0	0.0
Unallocated ELLC 2's	24/03/2015	913.0		913.0	0.0
		3,064.0	0.0	3,064.0	115.0

Social Work

Residential Care Home Upgrade Block

Saltgreens, Eyemouth	24/03/2015	585.0		585.0	0.0
Waverly, Galashiels	24/03/2015	595.0		595.0	0.0
		1,180.0	0.0	1,180.0	0.0

Fire Compartments in Care Homes Block

Deanfield, Hawick	24/03/2015	45.0		45.0	0.0
Grove House, Kelso	24/03/2015	45.0		45.0	0.0
Saltgreens, Eyemouth	24/03/2015	10.0		10.0	0.0
St Ronans, Innerleithen	24/03/2015	45.0		45.0	0.0
Waverly, Galashiels	24/03/2015	26.0	107.0	133.0	0.0
Timing movement from 2016/17			(65.0)		
Timing movement from 2017/18			(42.0)		
		171.0	0.0	278.0	0.0

CHIEF EXECUTIVE

Sports Facility Infrastructure

Sports Trusts - Plant & Services

Energy Savings Projects	24/03/2015	22.0		22.0	0.0
Teviotdale Leisure Centre Refurbishment	24/03/2015	0.0		0.0	0.0
Tweedbank Bowling Centre Works	24/03/2015	13.0		13.0	0.0
Tweedbank Fitness Centre Lighting	24/03/2015	2.0		2.0	0.0
Eyemouth Leisure Centre Refurbishment	24/03/2015	218.0		218.0	0.0
Selkirk Leisure Centre Refurbishment	24/03/2015	261.0		261.0	0.0
Unallocated		35.0		35.0	0.0
		551.0	0.0	551.0	0.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Move- ment £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
PLACE					
Property & Asset Programme					
Structural / H&S Works Block					
Cleaning Equipment	24/03/2015	30.0	(30.0)	0.0	0.0
Teviothead Cemetery Wall Ph2	24/03/2015	11.0		11.0	0.0
St Boswells PS Resurfacing	24/03/2015	13.0	(5.5)	7.5	0.0
Galashiels Academy Resurfacing Ph1	24/03/2015	22.0	(3.0)	19.0	0.0
Yetholm PS Works	24/03/2015	25.0	(25.0)	0.0	0.0
Howdenburn PS Flue Replacement	24/03/2015	30.0	(10.0)	20.0	0.0
Selkirk HS Lighting Ph1	24/03/2015	20.0		20.0	0.0
Hawick HS Lighting Ph2	24/03/2015	15.0	(15.0)	0.0	0.0
Langlee Centre Lighting	24/03/2015	25.0	(25.0)	0.0	0.0
Abbotsford Road Social Work Lighting	24/03/2015	20.0	(20.0)	0.0	0.0
10/12 Gala Park Lighting	24/03/2015	15.0	(15.0)	0.0	0.0
Wilton Centre Lighting	24/03/2015	10.0	(10.0)	0.0	0.0
Wilton Park Resurfacing	24/03/2015	19.0		19.0	0.0
Melrose Grammar Lighting	24/03/2015	25.0		25.0	0.0
Parkside PS Structural Wall	24/03/2015	0.0	16.5	16.5	0.0
Morebattle PS Internal Environment Improvements	24/03/2015	0.0	6.5	6.5	0.0
Edenside PS Water Storage	24/03/2015	0.0	6.5	6.5	0.0
Peebles HS Internal Environment Improvements	24/03/2015	0.0	22.0	22.0	0.0
Tait Hall Lift Installation	24/03/2015	0.0	12.0	12.0	0.0
Gordon Old Cemetery Structural Wall	24/03/2015	0.0	16.5	16.5	0.0
St Mary's Mill Health & Safety Works	24/03/2015	0.0	22.0	22.0	0.0
Coldstream PS Lighting	24/03/2015	0.0	7.5	7.5	0.0
4-8 Newtown Street Duns Roof	24/03/2015	0.0	25.0	25.0	0.0
Virement to Cleaning Equipment Replacement Block			18.0		
Virement to Building Systems Efficiency Upgrades Block			26.0		
Unallocated		20.0	(20.0)	0.0	0.0
		300.0	0.0	256.0	0.0
Asbestos Management Block					
Virement to Building Systems Efficiency Block			23.0		
Unallocated	24/03/2015	64.0	(23.0)	41.0	0.0
		64.0	(23.0)	41.0	0.0
Building Systems Efficiency Upgrades Block					
Reston PS Boiler Upgrade	24/03/2015	17.0	(17.0)	0.0	0.0
Newtown PS Heating	24/03/2015	28.0	(28.0)	0.0	0.0
HQ Boiler Room Controls	24/03/2015	30.0	3.0	33.0	0.0
Wilton PS Boiler Upgrade	24/03/2015	25.0	8.0	33.0	0.0
St Margarets PS Boiler	24/03/2015	0.0	11.0	11.0	0.0
Tweedbank PS Heating	24/03/2015	0.0	27.5	27.5	0.0
Hawick HS Heating	24/03/2015	0.0	27.5	27.5	0.0
Peebles HS Heating	24/03/2015	0.0	14.0	14.0	3.0
Burnfoot CS Heating	24/03/2015	0.0	27.5	27.5	0.0
Howdenburn PS Roof Cover	24/03/2015	0.0	37.5	37.5	0.0
St Ronans Gym Hall Heating	24/03/2015	0.0	15.0	15.0	0.0
Virement from School Health & Safety Block			(26.0)		
Virement from Asbestos Management Block			(23.0)		
Virement from Building Thermal Efficiency Upgrades Block			(77.0)		
		100.0	0.0	226.0	10.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
Electrical Infrastructure Upgrades Block					
St Boswells PS Electrical Upgrade	24/03/2015	60.0		60.0	0.0
Galashiels Academy Electrical Upgrade	24/03/2015	90.0		90.0	0.0
Unallocated		6.0		6.0	0.0
		156.0	0.0	156.0	0.0
Building Thermal Efficiency Upgrades Block					
Wilton PS Roof Upgrade Ph3	24/03/2015	0.0	50.0	50.0	1.0
Cockburnspath PS Window Upgrade	24/03/2015	0.0	21.0	21.0	0.0
Greenlaw PS Windows Phase 1	24/03/2015	0.0	24.0	24.0	0.0
Langlee CPD Centre Upgrade Roof	24/03/2015	0.0	44.0	44.0	0.0
Chirnside PS Window Upgrade P1	24/03/2015	52.0	(52.0)	0.0	0.0
Earlston PS Roof Upgrade P1	24/03/2015	9.0		9.0	0.0
Greenlaw PS Roof Upgrade	24/03/2015	32.0	(32.0)	0.0	0.0
Edenside PS Window Upgrade	24/03/2015	18.0	(18.0)	0.0	0.0
Wilton PS Roof Upgrade Ph4	24/03/2015	50.0	(50.0)	0.0	0.0
Burnfoot PS Roof Upgrade P1	24/03/2015	30.0		30.0	0.0
Hobkirk PS Window Upgrade	24/03/2015	33.0	(33.0)	0.0	0.0
Abbotsford Road Social Work Windows	24/03/2015	35.0	(35.0)	0.0	0.0
St Peters PS Window Upgrade Ph1	24/03/2015	32.0	(32.0)	0.0	0.0
St Ronans PS Window Ph4	24/03/2015	11.0	16.5	27.5	0.0
Walkerburn PS Window PH3	24/03/2015	20.0	(11.5)	8.5	0.0
Morebattle PS Roof Upgrade P1	24/03/2015	20.0	(5.0)	15.0	0.0
Newcastleton PS Window P1	24/03/2015	16.0	(16.0)	0.0	0.0
Hawick HS Roof Upgrade Ph1	24/03/2015	42.0	(17.0)	25.0	0.0
Swinton PS Windows	24/03/2015	0.0	22.0	22.0	0.0
Langlee CPD Office Upgrade	NEW	0.0	35.0	35.0	0.0
Virement to Building Systems Efficiency Upgrades Block			77.0		
Unallocated	24/03/2015	1.0	12.0	13.0	0.0
		401.0	0.0	324.0	1.0
Other Property					
Demolition and Site Preparation Block					
Scott House, Newtown St Boswells	24/03/2015	1.0		1.0	0.0
Eyemouth HS	24/03/2015	275.0	119.0	394.0	168.0
Duns Public Toilet	24/03/2015	16.0		16.0	1.0
Duns Primary School	24/03/2015	100.0	(100.0)	0.0	0.0
Unallocated		19.0	(19.0)	0.0	0.0
		411.0	0.0	411.0	169.0
Cleaning Equipment Replacement Block					
Cleaning Equipment Replacement	24/03/2015	20.0	18.0	38.0	0.0
Virement from Structural / H&S Works Block			(18.0)		
		20.0	0.0	38.0	0.0
Office Accommodation Transformation Block					
Post Room & Cleaning Service	24/03/2015	20.0		20.0	1.0
SBC/NHS Office Moves - Earlston	24/03/2015	55.0	55.0	110.0	0.0
HQ Reception/Office Rationalisation	24/03/2015	150.0		150.0	0.0
Gross up budget – NHS contribution (Earlston)			(55.0)		
		225.0	0.0	280.0	1.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
Combined Depot Enhancements					
Galashiels Roads Depot, Wheatlands Road	NEW	0.0	14.0	14.0	0.0
Duns Depot, Station Road	NEW	0.0	55.0	55.0	0.0
Easter Langlee Depot, Galashiels	NEW	0.0	25.0	25.0	0.0
Reiver Complex, Newtown St Boswells	NEW	0.0	60.0	60.0	0.0
Lower Mansfield Combined Depot	NEW	0.0	50.0	50.0	0.0
Unallocated	12/02/2015	204.0	(204.0)		
		204.0	0.0	204.0	0.0

Other

Drainage in Parks and Open Spaces

Wilton Lodge Park Hawick	24/03/2015	30.0	(18.0)	12.0	0.0
Gibson Park Melrose	24/03/2015	4.0		4.0	3.0
Home Park Coldstream	24/03/2015	95.0	15.0	110.0	0.0
Virement to Additional Drainage in Parks and Open Spaces			8.0		
Unallocated		10.0	(5.0)	5.0	0.0
		139.0	0.0	131.0	3.0

Additional Drainage in Parks and Open Spaces

St Boswells	24/03/2015	15.0	8.0	23.0	0.0
Virement from Drainage in Parks and Open Spaces			(8.0)		
		15.0	0.0	23.0	0.0

BUSINESS PROCESS TRANSFORMATION

PEOPLE

School Infrastructure

School Health & Safety Block

Walkerburn PS Fire Alarm	NEW	0.0	7.0	7.0	0.0
St Ronans PS Fire Alarm	NEW	0.0	3.5	3.5	0.0
Peebles HS Fire Alarm	NEW	0.0	15.0	15.0	0.0
School Fire Alarms	24/02/2015	35.0	(25.5)	9.5	0.0
Selkirk HS Window Replacement	24/02/2015	100.0	(28.5)	71.5	17.0
Audit - Window Replacement	24/02/2015	25.0	0.0	25.0	0.0
Coldstream PS Window Replacement	24/02/2015	75.0	(3.5)	71.5	0.0
Chirnside PS Window Replacement	NEW	0.0	0.0	0.0	0.0
Edenside PS Window Replacement	NEW	0.0	27.5	27.5	0.0
Parkside PS Window Replacement	NEW	0.0	44.0	44.0	0.0
Broughton PS Secure Reception	24/02/2015	30.0	3.0	33.0	1.0
St Ronans PS Secure Reception	24/02/2015	30.0	3.0	33.0	1.0
Wilton PS Secure Reception	24/02/2015	30.0	3.0	33.0	1.0
Parkside PS Open / Eating Area	NEW	0.0	10.0	10.0	0.0
Timing Movement to 2016/17			115.5		
Virement from School Refurbishment & Capacity Block			(175.0)		
Unallocated	24/02/2015	38.0	1.0	39.0	(2.0)
		363.0	0.0	422.5	18.0

Project Name	Initial Allocation Approval	Latest Approved Budget £'000	Proposed Movement £'000	Projected Outturn £'000	Actuals to 30/06/15 £'000
School Kitchen Improvement Block					
Balmoral PS Kitchen Upgrade	24/03/2015	10.0	(10.0)	0.0	2.0
Yetholm PS Kitchen Upgrade	24/03/2015	6.0	(6.0)	0.0	0.0
Universal Free School Meals P1-P3	24/03/2015	43.0		43.0	10.0
St Peters Primary School	24/03/2015	21.0	16.0	37.0	0.0
Trinity PS Floor Replacement	24/03/2015	25.0		25.0	0.0
Peebles HS	30/09/2015	200.0		200.0	0.0
Earlston HS	30/09/2015	45.0		45.0	0.0
Timing Movement from 2016/17			(58.0)		
Unallocated	24/03/2015	(58.0)	58.0	0.0	0.0
		292.0	0.0	350.0	12.0
Equality Act School Adaptations (DDA) Block					
Burnfoot PS DDA Works	24/02/2015	10.0	102.0	112.0	5.0
Coldstream PS DDA Works	24/02/2015	35.0	(25.0)	10.0	0.0
Earlston PS DDA Works	NEW	0.0	13.0	13.0	0.0
Lilliesleaf PS DDA Works	24/02/2015	35.0	(15.0)	20.0	0.0
Melrose PS DDA Works	24/02/2015	10.0	(10.0)	0.0	0.0
Peebles PS DDA Works	24/02/2015	50.0	(33.0)	17.0	0.0
Priorsford PS DDA Works	24/02/2015	10.0	8.0	18.0	2.0
St Boswells PS DDA Works	24/02/2015	50.0	(50.0)	0.0	0.0
Unallocated	24/03/2015	0.0	10.0	10.0	0.0
		200.0	0.0	200.0	7.0

CHIEF EXECUTIVE

IT Infrastructure

General IT Block

Boardroom Audio-Visual Equipment	24/03/2015	1.0		1.0	1.0
E&I Domestic Abuse MIS	24/03/2015	17.0		17.0	0.0
Registrars E-Pads	24/03/2015	5.0	(2.5)	2.5	0.0
Aerial Imagery	24/03/2015	16.0	(0.5)	15.5	0.0
Server Room Kit	24/03/2015	31.0	(14.0)	17.0	0.0
Solar Winds	24/03/2015	5.0	(5.0)	0.0	0.0
E&I-Uniform Upgrade	24/03/2015	10.0	8.5	18.5	0.0
Lagan Upgrade	24/03/2015	8.0		8.0	1.0
Technology Forge Mobile	24/03/2015	10.0	(10.0)	0.0	0.0
Online Local Development Ph3	24/03/2015	5.0	(5.0)	0.0	0.0
SWM Storage	24/03/2015	3.0	(3.0)	0.0	0.0
Schneider	24/03/2015	5.0	(5.0)	0.0	0.0
Mosaic	24/03/2015	11.0	(11.0)	0.0	0.0
Building Information Modelling	24/03/2015	10.0		10.0	0.0
Smartboard Enterprise	NEW	0.0	29.0	29.0	0.0
PSN	NEW	0.0	15.0	15.0	0.0
Confirm V15 Upgrade	NEW	0.0	15.0	15.0	0.0
Desktop Technology	NEW	0.0	30.0	30.0	0.0
Website Development	NEW	0.0	26.5	26.5	0.0
EPM	NEW	0.0	30.0	30.0	0.0
Unallocated	24/03/2015	99.0	(98.0)	1.0	3.0
		236.0	0.0	236.0	5.0

Capital Financial Plan 2015/16

Analysis of Variance to Latest Approved Budget

	Timing Movement Budget (Backward)/ Forward	Budget Movement Budget linked to Increase/ (Decrease) in funding	Budget Movement in year – Virement
	£000	£000	£000
PLACE - LOOKING AFTER THE BORDERS			
General Roads and Bridges Block		1,000	(90)
A72 Neidpath Corner – Traffic Management	156		
Bongate Mill Industrial Area (roads)			20
Engineering Minor Works			70
Energy Efficient Street Lighting	500		
Cycling, Walking & Safer Streets		20	
Railway Black Path		31	
Selkirk Flood Protection	2,000		
Jedburgh Flood Protection			40
Waste Treatment Facility	(127)		
CRC – Enhancements			3
Waste Transfer Stations Health & Safety Works			(3)
Kelso Recycling Centre			40
Clovenfords Play Park		35	
TOTAL PLACE – LOOKING AFTER THE BORDERS	2,529	1,086	80
PLACE - BUSINESS PROCESS TRANSFORMATION			
Structure / H&S Works Block			(44)
Asbestos Management Block			(23)
Building Systems Efficiency Upgrades Block			126
Building Thermal Efficiency Upgrades Block			(77)
Energy Efficiency Projects			375
Cleaning Equipment Replacement Block			18
Office Accommodation Transformation Block		55	
Projects Funded from Revenue Budgets			14
Waste Collection Vehicles – Non P&V Fund		140	
Plant & Vehicle Replacement – P&V Fund		(74)	
Drainage – Parks & Open Spaces Block			(8)
Additional Drainage in Parks and Open Spaces			8
TOTAL PLACE – BUSINESS PROCESS TRANSFORMATION	0	121	389
TOTAL PLACE	2,529	1,207	469

	Timing Movement Budget (Backward)/ Forward	Budget Movement Budget linked to Increase/ (Decrease) in funding	Budget Movement in year - Virement
	£000	£000	£000
PEOPLE – LOOKING AFTER THE BORDERS			
Kelso High School	(550)		(12,981)
Galashiels School Review			(5)
Newtown St Boswells School Review			5
Langlee Primary School	779		
Broomlands Primary School	70		
School Refurbishment & Capacity Block			(175)
Complex Needs - Central Education Base	(836)		
Fire Compartments in Care Homes	107		
TOTAL PEOPLE – LOOKING AFTER THE BORDERS	(429)	0	(13,156)
PEOPLE – BUSINESS PROCESS TRANSFORMATION			
School Health & Safety Block	(116)		175
School Kitchen Improvement Block	58		
TOTAL PEOPLE – BUSINESS PROCESS TRANSFORMATION	(58)	0	175
TOTAL PEOPLE	(487)	0	(12,981)
CHIEF EXECUTIVE – LOOKING AFTER THE BORDERS			
Wilton Lodge Park	(300)		
Sir Walter Scott Court House – Phase 1	(35)		
Hawick 3G Synthetic Pitch	50		
Borders Railway Stations		56	
TOTAL CHIEF EXECUTIVE – LOOKING AFTER THE BORDERS	(285)	56	0
CHIEF EXECUTIVE - BUSINESS PROCESS TRANSFORMATION			
Next Generation Broadband (BDUK)			(4,200)
Corporate Applications Suite	(150)		
TOTAL CHIEF EXECUTIVE – BUSINESS PROCESS TRANSFORMATION	(150)	0	(4,200)
TOTAL CHIEF EXECUTIVE	(435)	56	(4,200)
EMERGENCY & UNPLANNED SCHEMES			
Jedburgh Flood Protection			(40)
Kelso Recycling Centre			(40)
TOTAL EMERGENCY & UNPLANNED SCHEMES	0	0	(80)
Total Budget Movement	1,607	1,263	(16,712)

ASSET TRANSFER – JEDBURGH TOWN HALL

**Joint Report by Corporate Transformation & Services
Director and Service Director Commercial Services**

Executive Committee

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report seeks Member’s consideration of community asset transfer issues that have arisen since Executive approved, in principle, the Transfer of Jedburgh Town Hall to Jedburgh Leisure Facilities Trust (JLFT) at its meeting on 18 February 2014. The report considered at Executive on 18 February 2014 is attached at Appendix 1. The minute of that meeting is attached at Appendix 2.**
- 1.2 Since the decision in February 2014 there has been ongoing discussion about the possible Transfer of the Town Hall to JLFT. No satisfactory conclusion has been reached. Officers are now recommending that the decision to transfer the asset taken in February 2014 is set aside and that Town Hall is considered with all other similar assets as part of the Transfer of services to a Culture Trust. Council is likely to make a decision on this matter in October 2015

2 RECOMMENDATIONS

- 2.1 It is recommended that the Executive Committee:**
- a) Agrees not to pursue the transfer of Jedburgh Town Hall to Jedburgh Leisure Facilities Trust at this time; and**
 - b) Agrees to consider Jedburgh Town Hall as part of the possible transfer of similar assets and services to a Culture Trust.**

3 February 2014 Position and Subsequent Issues

- 3.1 Executive agreed at its meeting on 18 February 2014 to delegate authority to officers to grant a lease to Jedburgh Leisure Facilities Trust (JLFT). The lease to be supported by tapering revenue financial assistance of £30,000 in year one reducing by 20% per annum to £0 after five years. Appendices 1 and 2 refer.
- 3.2 Three issues have been of concern to officers since the Executive considered the matter. Firstly the business case was finely balanced and there has remained concern that it would be very difficult for JLFT to balance the financial position on an annual basis. Secondly the public consultation does not seem to have been carried out as thoroughly as at first understood.
- 3.3 Thirdly there has been an ongoing and public debate about the appropriateness of the Council providing a lease to JLFT on the terms agreed by Executive. The Community Council, JLFT, the public and Councillors have all expressed differing views on the specifics of the lease and officers have been in receipt of a range of differing views about the appropriateness of the terms of lease in correspondence they have received.
- 3.4 The Core issues identified in the debate centre around:
- (a) The appropriateness of JLFT managing the Town Hall as opposed to the Council given the prominence and importance of the Town Hall to the wider community.
 - (b) The viability of the proposed business case. For the Council the central reason for undertaking a community asset transfer is for the community group taking on the facility to operate and run it at no cost to the Council. The community group should be in a better position to run the facility to meet community needs and generate an income to cover the costs.
 - (c) The proposed level of financial assistance along with the proposal to taper this to £0 over five years. It is worth noting that the principle of tapering support to £0 is consistent with previous Community Asset Transfers by the Council. Agreements to date include for example Chirnside Community Centre and Hawick Youth Centre. Tapering is agreed to give the community group more time to adjust to operating without Council revenue support.
 - (d) However, the tapering arrangement above is the highest level of revenue support currently available from the Council. In some instances community groups have taken transfers without Council revenue support including the Mens Shed, Langlee in Galashiels, Jedburgh former mortuary, St Abbs Community Hall and Birgham Community Hall. Whether a tapering arrangement is available is a matter of negotiation. But the position is that for new initiatives involving community activities that the Council wasn't previously providing revenue support for, revenue support is generally not available.
 - (e) Misunderstood comparison with the position of JLFT and its operation of the swimming pool with its proposed lease of the Town Hall. This comparison is erroneous as the terms of the lease for the Town Hall are under the powers available to the Council under the Disposal of Land by Local Authorities (Scotland) Regulations 2010 (a Community Asset Transfer) whereas the swimming pool is operated by JLFT under a service provision contract with an associated lease.

- (f) Misunderstood comparison with the possible position of comparable SBC properties under a transfer to a Culture Trust. Again the transfer to a Culture Trust would not be under the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and consequently the financial terms would be different.
- (g) The Service Director Commercial Services has discussed with JLFT the use of £40k capital from the Property & Assets Programme for works to address condition and upgrades (in addition to the revenue support). As yet no agreement has been reached on the use of these funds, though it is likely the funds would be used to help upgrade the kitchen and replace the main hall floor.
- (h) Furthermore JLFT believe the £40k to be inadequate for the work required and wish to see an ongoing commitment from the Council in respect of upgrades, repairs and maintenance. Such an ongoing commitment would be inconsistent with the agreement reached previously on other Community Asset Transfers.
- (i) If JLFT were to take on Jedburgh Town Hall, ultimately, they would be expected to bear all upgrade, repair and maintenance costs (as with other transfers). It should be noted that with any community asset transfer through a lease, there is an "escape clause" allowing the group to terminate the lease and hand the keys back to the Council if the maintenance burden becomes too much for them, thus mitigating the risk of unforeseen major repairs.

3.5 It is clear that there is not yet unanimity of view within the Jedburgh Community about the principle of the proposed lease to JLFT nor the terms of the lease. On that basis officers have not exercised the delegated authority to grant the lease to JLFT.

4 Possible Options for Next Steps

4.1 There are several options open to the council. Consideration of the options is below:

(a) Adjusting the Community Asset Transfer Policy

One option is to consider adjusting the established policy in respect of Community Asset Transfers, the whole ethos of which has been to transfer properties to community management such that they are run in future at no cost to the Council, with the community better able to run facilities to meet community needs and generate income to cover the running costs. To date the maximum revenue support has tapered to zero over a five year period where Council revenue support was previously in place. Where no Council revenue support has previously been in place, then none has been given.

(b) The Council could consider altering the policy to allow ongoing revenue support. However such a decision would almost certainly raise complaints from the organisations that have already successfully completed Transfers and are running their facilities without revenue support. It would also weaken the Council's ability to negotiate transfers in future because additional revenue funding would have to be found when a transfer is considered, which would be a huge barrier given the pressure on the Council to reduce costs across all services.

(c) Engage in further consultation to determine the way forward

Of greatest concern to officers has been the lack of unanimity of view within the Jedburgh Community. The Council could carry out some further consultation with interested groups. This could be informal and

led by Members or officers. It could be with individual interested groups or collectively as a single discussion with interested groups. One key objective of this consultation should be to clarify the position in respect of the decision made in February 2014. This should avoid further erroneous comparison with for example the possible Culture Trust. However, such consultation seems unlikely to address the fundamental issues around the business case and the view from JLFT that further revenue and capital funds are required.

- (d) It is clearly possible for Members to confirm that they wish consultation to be undertaken and for this to be a precursor to granting the lease to JLFT on the terms agreed by Executive in February 2014.
- (e) The Terms of the lease could be varied following consultation but this would require a further report to Executive. Officers suggest such a change should only be pursued following consultation with JLFT and other stakeholders.
- (f) Transfer to the new Culture Trust

Given the position with consideration of transferring Cultural Services to a new Culture Trust (last considered by Council on 25 June 2015) there is an option to set aside the February 2014 Executive decision and place Jedburgh Town Hall with comparable assets and services within the scope of this work. At present Council is scheduled to reach a decision on this service transfer on 8 October 2015.

5 IMPLICATIONS

5.1 Financial

There are no financial implications arising from the recommendations in this report, which if implemented, would see the current management and funding arrangements continue.

5.2 Risk and Mitigations

There is a risk of continued uncertainty over the management arrangements for Jedburgh Town Hall which is mitigated through adopting the recommendations in this report.

5.3 Equalities

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

5.4 Acting Sustainably

The proposals would ensure the continued use of an existing facility that forms an important focal point for Jedburgh.

5.5 Carbon Management

Adopting the proposals in this report would ensure continued provision of town hall facilities within Jedburgh encouraging the local population to remain in the locality rather than travelling to other areas for community orientated activity, so reducing their travel carbon footprint.

5.6 Rural Proofing

Adopting the recommendations in this report ensures continued provision of a facility that serves as a key focal point for Jedburgh and its surrounding rural area, so helping build community resilience.

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Lease of Jedburgh Town Hall

Report by Chief Executive

Executive Committee

18th February 2014

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes that a lease of Jedburgh Town Hall shown in Appendix 1 be granted to Jedburgh Leisure Facilities Trust (the Trust).**
- 1.2 The lease would be for up to 25 years at a rent of £1 if asked for, with the tenant responsible for all improvements, repairs and running costs. The premises would be used as a town hall/community centre for Jedburgh, providing facilities for a wide range of community groups, clubs and associations and be available for private hires and special events etc.
- 1.3 The proposal was developed following an approach by the Trust to the Council in response to a demand in the community for the opportunity for a Jedburgh based Trust to run the facility. By having a local Trust run the facility, it is believed that they would be better placed to maximise its use for the benefit of the Jedburgh and wider community.
- 1.4 It is believed that the most appropriate local Trust to run the town hall would be Jedburgh Leisure Facilities Trust who already successfully manage and run the local swimming pool. They have substantial experience of property and facilities management as well as being very experienced in making premises available to a wide range of local community groups.
- 1.5 The Council therefore entered into negotiations with the Trust, who developed a viable financial plan to run the town hall which is summarised in Appendix 2. This is on the basis of a 25 year lease at a rent of £1 per annum if asked for, with the Trust responsible for all running costs and improvements. This report therefore recommends that the lease proceeds.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee delegates authority to the Head of Property & Facilities Management together with the Head of Corporate Governance and in consultation with the Chief Financial Officer to grant Jedburgh Leisure Facilities Trust (or an organisation to be established by them for the purpose) a lease of**

up to 25 years at a rent of £1 if asked for per annum of the Jedburgh Town Hall with the following conditions:

- (a) the tenant to be responsible for all improvements, repairs, rates and running costs;**
- (b) the premises are to be used as a town hall/community centre (including hiring out for special events);**
- (c) the tenant to be responsible for health & safety at the premises;**
- (d) the tenant to be responsible for arranging any licenses it requires for the premises;**
- (e) the tenant to be able to terminate the lease at one month's written Notice at any time;**
- (f) the tenant to bear the costs of buildings insurance and to procure contents and third party insurance; and**
- (g) any other terms that the Head of Property & Facilities Management together with the Head of Corporate Governance and in consultation with the Chief Financial Officer deems to be reasonable.**
- (h) the Council to provide tapering revenue financial assistance commencing at £30,000 in year 1 and reducing by 20% year on year to zero, subject to a service level agreement to be agreed between the Council and the Trust, through the Director of Education & Lifelong Learning.**

3

BACKGROUND

- 3.1 Jedburgh Leisure Facilities Trust (the Trust) has successfully run the Jedburgh swimming pool, known as the Waterside Fitness Centre, since 2003. In running the facility the Trust has access to the necessary property and facilities management skills together with the skills needed to generate sufficient income from a wide range of users.
- 3.2 In view of its success with the Water Fitness Centre, the Trust approached the Council with a view to taking a 25 year lease of the town hall at a rent of £1 per annum if asked for, whereby the Trust would manage and operate it. In doing so the Trust would be responsible for all improvement works and repairs together with other running costs such as rates (if applicable) and services (gas, water and electricity) etc. The Trust would use its skills to generate an income from the users of the premises to sustain the running costs.
- 3.3 The premises to be leased are shown in Appendix 1 and comprise the town hall building plus an option to extend the town hall building in the future onto the area shown to the North of the building, provided in the Council's sole judgement, this does not adversely affect the play area of which the extension area forms a part.
- 3.4 The town hall is held in the general fund having been acquired in 1899 by the then Burgh for £1,000 under the Burgh Police (Scotland) Act 1892.
- 3.5 The Council is struggling to keep Jedburgh town hall (along with other town halls that are its responsibility) in good serviceable condition with the constraints in public expenditure brought about by the financial crisis. Against this backdrop there is no certainty in the long-term that the Council would be in a position to keep operating all of its the town halls. In the spirit of the Community Empowerment Bill, the Council is willing to consider transfers of town halls to community organisations that are backed by sound business/financial plans, knowledgeable volunteers/workers and non-council funding who would use their skills and expertise to run them successfully. The Trust is one of these community organisations.
- 3.6 The Council therefore entered into discussions with the Trust, who developed a viable financial plan a summary of which forms Appendix 2. The Trust believes it is in the best position to manage and operate the town hall and maximise its use for the benefit of the community based upon their track record with the Waterside Fitness centre.
- 3.7 The Trust plan to increase usage of the premises through making it more widely available to the Jedburgh and wider community through a more flexible management regime and building improvements it plans to undertake.
- 3.8 Extensive survey work was undertaken on the building fabric and generally the premises are in good serviceable condition, with some repair work required to the roof and the main hall floor, together with some improvement work to the kitchen. As a contribution towards this £40,000 has been provisionally agreed from the Property & Assets Programme of the Capital Programme for 2014/15.

- 3.9 The Trust has also been in consultation with the Council's Community Services who have agreed tapering revenue financial assistance with the Trust should the lease proceed, commencing at £30,000 in year 1 and reducing by 20% year on year to zero. The funding assumes that the Council would lease the premises to the Trust at £1 per annum if asked for and that the Trust would be responsible for all revenue running costs including rates, repairs, maintenance and services (electricity, water, gas and phone etc). The financial assistance would be subject to a service level agreement that would be agreed between the Council and the Trust, through the Council's Community Service, which is part of Education & Lifelong Learning.

4 PROPOSAL

- 4.1 In light of the above it is proposed that the Jedburgh Town Hall is leased to Jedburgh Leisure Facilities Trust for 25 years at a rent of £1per annum if asked for with the Trust responsible for:-

- Refurbishing the premises to make them fit for their purposes.
- All revenue maintenance and running costs of the premises.
- Making the premises available for use by community groups, clubs, other organisations and for hire for special events etc and for generally using the premises as a town hall/community centre.
- Health & safety on the premises.
- Arranging any licenses it requires for the premises.
- Bearing the costs of buildings insurance and procuring contents and third party insurance.

The lease would have an "escape clause" allowing the tenant to terminate early at one month's Notice in the event that the venture is no longer viable.

- 4.2 The proposed lease would proceed under the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the purpose of the lease would be for the promotion and improvement of the health and social well-being of Jedburgh and its wider community.

5 IMPLICATIONS

5.1 Financial

- (a) The premises have an asset value of £540,600 and this would be maintained if the lease proceeds, because it assumes that the premises would continue to be used as a town hall/community centre. The figure is based upon the replacement cost of providing an alternative property of a similar size, age and construction, which is then depreciated to reflect obsolescence in accordance with accounting valuation rules. The market value of the town hall would be a nominal sum (less than £10,000) because of its iconic status within the local community and planning restrictions which designate town hall as a category B listed building within a conservation area, meaning that finding an alternative non-community use would not be a financially viable proposition in the short to medium term.
- (b) The Chief Financial Officer has reviewed the financial plan as summarised in Appendix 2 and is reasonably satisfied that it is viable. The Trust has identified the revenue funding required to run

the facility into the future and if the proposal goes ahead, the Council would ultimately make overall savings of around £33,000 per annum in property running costs. In the initial years the Council would provide tapering revenue financial assistance commencing at £30,000 in year 1 and reducing by 20% year on year to zero.

5.2 **Risk and Mitigations**

If the proposal does not proceed, there is a risk that the Council might not be in a position to keep Jedburgh Town Hall open into the long-term future. This risk would be mitigated by adopting the recommendations in this report.

5.3 **Equalities**

An Equalities Impact Assessment has been carried out on this proposal and it is anticipated that there are no adverse equality implications. In particular, prospective alterations would improve disabled accessibility within the premises and with an experienced local community organisation running the facility, the future use of the centre would be as inclusive as practical.

5.4 **Acting Sustainably**

The proposals would ensure the upgrading and continued use of an existing facility that forms an important focal point for Jedburgh, so saving on the costs of sourcing a replacement facility or alternatively encouraging the local community to travel to other areas for community activity.

5.5 **Carbon Management**

Adopting the proposals in this report would ensure long term provision of town hall/community centre facilities within Jedburgh encouraging the local population to remain in the locality rather than travelling to other areas for community orientated activity, so reducing their travel carbon footprint.

5.6 **Rural Proofing**

Adopting the recommendations in this report ensures continued provision of a facility that serves as a key focal point for Jedburgh and its surrounding rural area, so helping build community resilience.

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

There are no changes to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in your report.

6 **CONSULTATION**

- 6.1 The Director of Education & Lifelong Learning, the Chief Financial Officer, the Head of Strategic Policy, the Head of Corporate Governance, the Head of Audit and Risk, the Clerk to the Council and the Human resources Manager were consulted in the preparation of this report and their comments have been incorporated in this report.

Approved by

Chief Executive

Signature

Author(s)

Name	Designation and Contact Number
Andrew Drummond-Hunt	Head of Property & Facilities Management tel 01835 826672

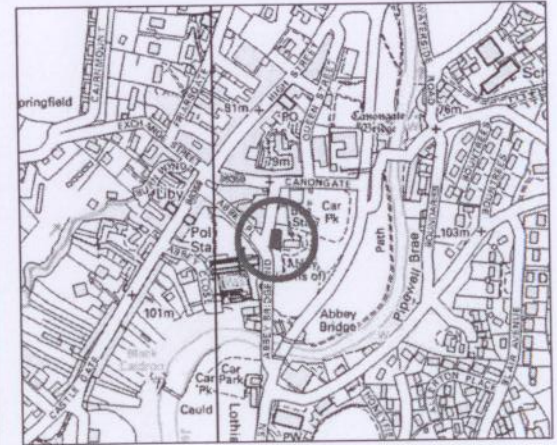
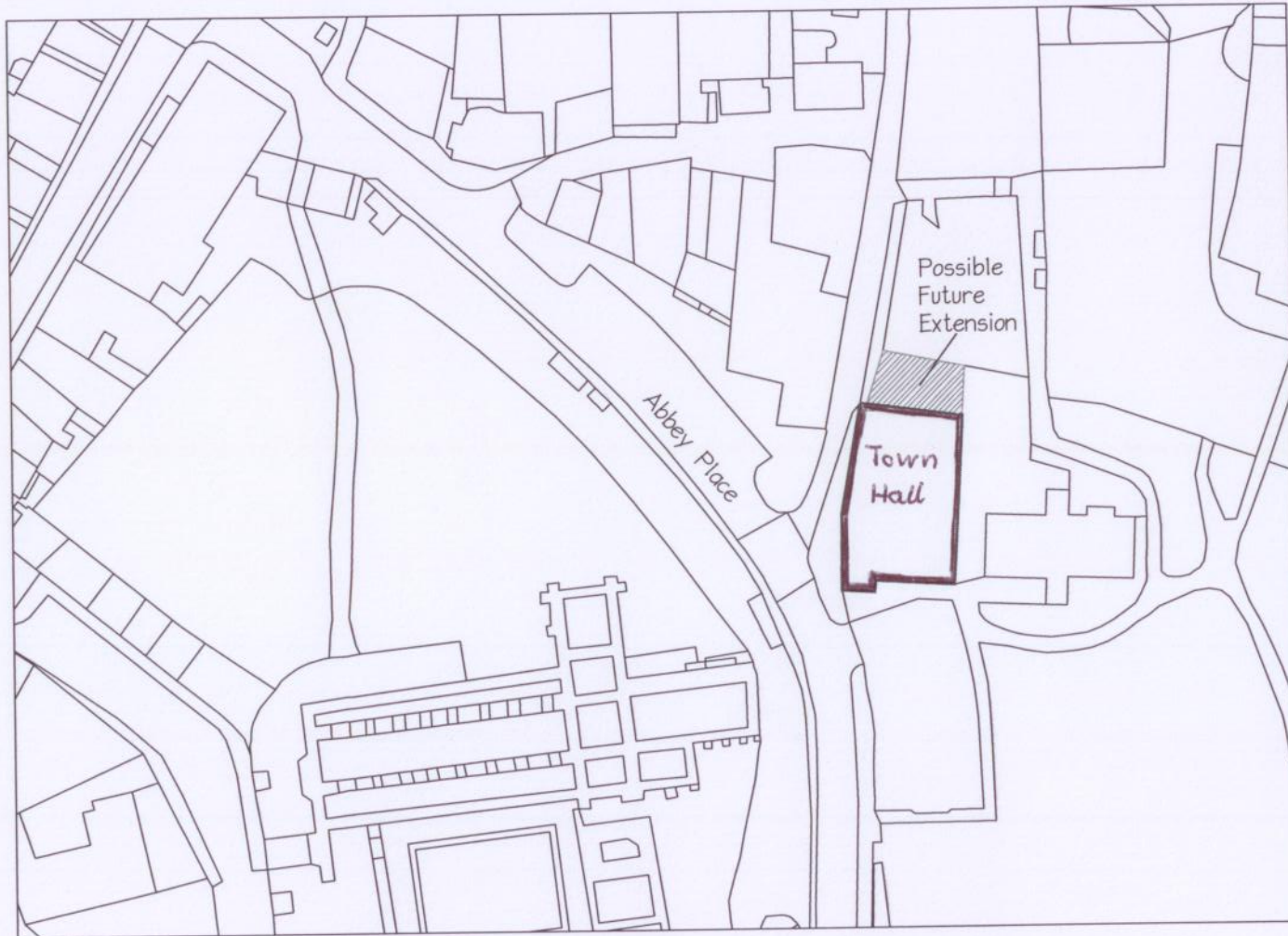
Background Papers: n/a

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. Andrew Drummond-Hunt can also give information on other language translations as well as providing additional copies.

Contact us at Scottish Borders Council, Council Headquarters, Newton St Boswells, Melrose, Scottish Borders, TD6 0SA tel 01835 826672 fax 01835 793120 e-mail adrummond-hunt@scotborders.gov.uk

Appendix 1



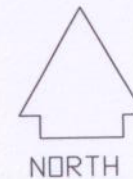
LOCATION PLAN (SCALE 1:10,000)

Building & land to be leased at:
 Jedburgh Town Hall
 Abbey Place
 Jedburgh

Area of Building: 450.55 m² o.t.
 Area of Possible Future Extension:
 107.37 m² o.t.

13/ED/007a

Date: 16th January 2014



Jedburgh Town Hall - JLFT Financial Plan Summary

Summary

Jedburgh Town Hall Summary of Financial Plan	Average per year 2005 - 2010	JLFT forecast				
		2014-15	2015-16	2016-17	2017-18	2018-19
Operating						
Income						
Trading income	£7,794	£11,100	£17,350	£22,510	£26,740	£27,470
SBC management fee	n/a	£30,000	£24,000	£18,000	£12,000	£6,000
Total income	£7,794	£41,100	£41,350	£40,510	£38,740	£33,740
Expenditure						
Variable costs	£27,068	£9,575	£14,640	£18,857	£21,761	£22,375
Fixed costs	£29,021	£18,200	£14,200	£12,200	£11,200	£10,200
Total operating costs	£56,089	£27,775	£28,840	£31,057	£32,961	£32,575
Operating surplus / -deficit	-£48,115	£13,325	£12,510	£9,453	£5,779	£895
Capital						
Income	£0	£40,000	£0	£0	£0	£0
Expenditure	£0	£40,000	£20,000	£0	£0	£0
Capital surplus / deficit	£0	£0	-£20,000	£0	£0	£0

SCOTTISH BORDERS COUNCIL
EXECUTIVE COMMITTEE

MINUTE of MEETING of the EXECUTIVE
COMMITTEE held in the Council Chamber,
Council Headquarters, Newtown St. Boswells
on 18 February 2014 at 10.00 a.m.

Present:- Councillors D Parker (Chairman), S. Aitchison (from para.3), S. Bell, C. Bhatia, J. Brown, M. Cook, V. Davidson, G. Edgar, J. Mitchell, D. Moffat, D. Paterson, F. Renton (from para.5), R. Smith, T. Weatherston.
Apologies:- Councillors J. Greenwell, S. Mountford.
Also Present:- Councillors K. Cockburn, G. Logan.
In Attendance:- Chief Executive, Director of Education and Lifelong Learning, Director of Environment and Infrastructure, Acting Director of Social Work, Financial Services Manager, Clerk to the Council, Democratic Services Team Leader,

Extract from Minute of Meeting

LEASE OF JEDBURGH TOWN HALL

5. There had been circulated copies of a report by the Chief Executive proposing that a lease of Jedburgh Town Hall be granted to the Jedburgh Leisure Facilities Trust. The report explained that the proposal had been developed following an approach by the Trust to the Council in response to a demand in the community for the opportunity for a Jedburgh based Trust to run the facility. By having a local Trust run the facility, it was believed that they would be better placed to maximise its use for the benefit of the Jedburgh and wider community. The Jedburgh Leisure Facilities Trust already successfully managed and ran the local swimming pool and had substantial experience of property and facilities management as well as being very experienced in making premises available to a wide range of local community groups. The Council had therefore entered into negotiations with the Trust, who developed a viable financial plan to run the Town Hall. This was on the basis of a 25 year lease at a rent of £1 per annum, if asked for, with the Trust responsible for all running costs and improvements. Members welcomed the proposal although there was some concern regarding the level of tapering off of revenue financial assistance.

DECISION

AGREED to delegate authority to the Head of Property & Facilities Management together with the Head of Corporate Governance and in consultation with the Chief Financial Officer to grant Jedburgh Leisure Facilities Trust (or an organisation to be established by them for the purpose) a lease of up to 25 years at a rent of £1, if asked for, per annum of the Jedburgh Town Hall with the following conditions:

- (a) the tenant to be responsible for all improvements, repairs, rates and running costs;
- (b) the premises were to be used as a town hall/community centre (including hiring out for special events);
- (c) the tenant to be responsible for health & safety at the premises;
- (d) the tenant to be responsible for arranging any licenses it requires for the premises;
- (e) the tenant to be able to terminate the lease at one month's written Notice at any time;

- (f) the tenant to bear the costs of buildings insurance and to procure contents and third party insurance;**
- (g) any other terms that the Head of Property & Facilities Management together with the Head of Corporate Governance and in consultation with the Chief Financial Officer deems to be reasonable; and**
- (h) the Council to provide tapering revenue financial assistance commencing at £30,000 in year 1 and reducing by 20% year on year to zero, subject to a service level agreement to be agreed between the Council and the Trust, through the Director of Education & Lifelong Learning.**

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

Report by Service Director Strategy & Policy

EXECUTIVE COMMITTEE
18 AUGUST 2015

1 PURPOSE AND SUMMARY

1.1 **This report recommends 4 applications for funding from the Community Grant Scheme (CGS) Generic Budget.**

1.2 The applications put forward for approval are:-

	Applicant/Project	Total Project Cost	Award Request
1	Scottish Borders Community Development Company (The Bridge) – Gala Wheels	£23,995	£5,000
2	Youthborders – Sounding Out	£20,000	£5,000
3	Border Samaritans – Support Grant	N/A	£2,500
4	NTC Touring Theatre Co Ltd – Support Grant	N/A	£2,361

1.3 The projects recommended for approval total £14,861 and there is only £13,840 available in the CGS Generic Budget for 2015-16.

1.4 It is recommended to award Border Samaritans a grant at the lower level of £1,700. Following discussion with the organisation it transpired that £800 of the original request was to cover IT equipment which had already been purchased and is not fundable under the terms of the scheme.

1.5 It is recommended to award NTC Touring Theatre Co Ltd a grant at the lower level of £2,140 being the balance remaining in the Generic budget, subject to the recommendations of this report being approved. The organisation received a project grant for a pilot project in 2014/15 which proved popular. The organisation is returning for a one-off support grant for this year's activity whilst it works towards future sustainability.

2 RECOMMENDATIONS

2.1 I recommend that the Committee approves grants:-

- (a) to the value of £5,000 to The Bridge.**
- (b) to the value of £5,000 to Youthborders.**
- (c) to the value of £1,700 to Borders Samaritans, the grant being conditional on the organisation revising its fundraising plans to bridge this gap in future years**
- (d) to the value of £2,140 to NTC Touring Theatre Co Ltd, the grant being conditional on the organisation revising its fundraising plans to bridge this gap in future years**

3 BACKGROUND

- 3.1 The terms and conditions of the scheme are as set down in the Scottish Borders Council Community Grant Scheme (CGS) application form, attached guidance notes and the Grants Policy and Guidelines. Copies of these documents are available on the Council's website (www.scotborders.gov.uk) or in hard copy from the Strategic Policy Unit. These include the criteria used to judge the suitability of a project and applicant body, procedures for the release of funds and monitoring requirements to comply with the rules of the scheme.
- 3.2 The CGS can provide either project funding or, in certain circumstances, a support grant to groups facing temporary financial difficulty. On 22 March 2006 the Grants to External Bodies Working Group agreed (approved by Executive on 18 April 2006) that, to reflect the intended one-off nature of support grants, a standard condition should apply. The standard condition requests that any group receiving a support grant should review its fundraising plans.
- 3.3 The Generic Budget can offer funding to Borders based organisations who carry out projects borders-wide and non-Borders based organisations who deliver projects which demonstrate direct benefits for identified groups in the Borders.
- 3.4 The base budget for the CGS Generic Budget is £10,000. An approved ear-marked balance of £1,805 has been carried forward into the 2015/16 generic budget. It was agreed by Executive on 26 February 2008 that any underspend in the annual Community Council Support budget should be vired into the Community Grant Scheme for further community benefit, however there was no underspend in 2014/15. It was also agreed by Executive on 27th January 2009 that any underspend in the annual Festival Grant Scheme budget should be vired into the Community Grant Scheme and an underspend of £875 was identified and transferred into the 2015/16 budget. A further £1,160 has been paid back as a result of grant refunds by community groups in 2014/15. The total budget for 2015/16 is therefore £13,840.

4 APPLICATIONS FOR APPROVAL

4.1 APPLICATION 1

APPLICANT:	The Bridge
PROJECT:	Gala Wheels
CGS No:	CGS/10/15
PROJECT COST:	£23,995
GRANT REQUEST:	£5,000
GRANT RECOMMENDATION:	£5,000

- (a) The Bridge is a charitable company limited by guarantee. The organisation's constitution has been reviewed and meets the requirements of the CGS. The organisation has been assessed as Borders-wide and is eligible for funding under the CGS Generic Budget. The organisation's accounts and Equalities Statements have also been reviewed and assessed as satisfactory.

- (b) The organisation provides capacity building support for a variety of voluntary organisations across the Central Borders, Roxburgh and Tweeddale areas and is part of a national network of Councils for Voluntary Service. The organisation also represents the interests of the community through the Scottish Borders Third Sector Interface.
- (c) The request for funding is for a project grant to contribute towards the cost of a replacement vehicle for the Gala Wheels service. The existing vehicle is no longer fit for purpose and is incurring high maintenance costs. The new vehicle will be an 8 seat vehicle, fully adapted to accommodate 2 wheelchairs as well as 5 seated passengers (See Appendix 1).
- (d) The organisation's savings are below the minimum level and the application is eligible for support.
- (e) The organisation has submitted a budget detailing a total project cost of £23,995. The organisation has secured a high level of external funding from Robertson Trust (£7,500); Christina Mary Hendrie Trust (£2,500) and Langhope Rig Wind Farm (£2,000) and has exhausted all other possible funding sources. The organisation is contributing £6,995 towards the cost of the project from its own funds.
- (f) The application has met the full assessment criteria of the CGS and is eligible for funding. The nature of the request complies with the Community Grant Scheme guidelines and meets the outcome 'communities have more access to better quality local services or activities'. A grant of £5,000 is recommended. The CGS award will complete the funding package, secure the funding already raised and enable the project to commence.

4.2

APPLICATION 2

APPLICANT:	Youthborders
PROJECT:	Sounding Out
CGS No:	CGS/17/15
PROJECT COST:	£20,000
GRANT REQUEST:	£5,000
GRANT RECOMMENDATION:	£5,000

- (a) Youthborders is a charitable company limited by guarantee. The organisation's constitution has been reviewed and meets the requirements of the CGS. The organisation has been assessed as Borders-wide and is eligible for funding under the CGS Generic Budget. The organisation's accounts and Equalities Statements have also been reviewed and assessed as satisfactory.
- (b) The organisation provides educational and social opportunities for young people across the Scottish Borders. It is the over-arching organisation for a network of youth groups in the area ranging from youth clubs, youth cafes and other non-uniformed clubs. It undertakes specialist projects and mentoring for young people of varying age ranges. It works closely with Community Learning Development, local high schools, youth agencies and volunteer groups in the area.

- (c) The request is for a project grant of £5,000 towards a yearlong music project to provide music making opportunities for young people across the Borders. It will encourage the development of music skills and a platform for networking between young people and music organisations in the area (See Appendix 2).
- (d) The organisation's savings are below the minimum level and the application is eligible for support.
- (e) The organisation has submitted a budget detailing a total project cost of £20,000 and has been successful in securing external funding from Creative Scotland (£15,000). The organisation is not contributing cash towards the cost of the project but is providing in-kind by way of project management and administration.
- (f) The application has met the full assessment criteria of the CGS and is eligible for funding. The nature of the request complies with the Community Grant Scheme guidelines and meets the outcome 'communities have more access to better quality local services or activities'. A grant of £5,000 is recommended. The CGS award will complete the funding package, secure the funding already raised and allow the project to commence.

4.3 **APPLICATION 3**

APPLICANT:	Border Samaritans
PROJECT:	Support Grant
CGS No:	CGS/07/15
PROJECT COST:	N/A
GRANT REQUEST:	£2,500
GRANT RECOMMENDATION:	£1,700

- (a) Border Samaritans is a charitable organisation. The organisation's constitution has been reviewed and meets the requirements of the CGS. The organisation has been assessed as Borders-wide and is eligible for funding under the CGS Generic Budget. The organisation's accounts and Equalities Statement have also been reviewed and assessed as satisfactory.
- (b) The organisation provides emotional support for those in crisis by way of telephone, instant messaging, email and one-one meetings. It also provides counselling training to community volunteers as well as larger organisations on request.
- (c) The request is for a support grant of £2,500 to contribute towards the cost of increased electricity charges resulting from a requirement to buy 4 computers to update communication systems and rising costs of volunteer travel expenses (See Appendix 3).
- (d) The organisation's savings are below the minimum level and the application is eligible for support.

- (e) The application has met the full assessment criteria of the CGS and is eligible for funding. The nature of the request complies with the Community Grant Scheme guidelines and meets the outcome 'more local groups or services are better supported to recover from financial difficulty'. In discussion with the organisation, it appears £800 of the request is for computer equipment which has already been purchased, a cost which is retrospective and not eligible under the terms of the scheme. A grant of £1,700 is recommended (£200 to cover increased electricity charges and £1,500 towards volunteer travel expenses). To reflect the intended nature of support grants, the offer of grant should be conditional on the organisation revising its fundraising plans to bridge this gap in future years.

4.4

APPLICATION 4

APPLICANT:	NTC Touring Theatre Co Ltd
PROJECT:	The Ugly Duckling
CGS No:	CGS/08/15
PROJECT COST:	£4,481
GRANT REQUEST:	£2,361
GRANT RECOMMENDATION:	£2,140

- (a) NTC Touring Theatre Company is a company limited by guarantee. The organisation's constitution has been reviewed and meets the requirements of the CGS. The organisation has been assessed as non Borders-based but which undertakes activity which benefits identified groups in the Scottish Borders and is eligible for funding under the CGS Generic Budget. The organisation's accounts and Equalities Statement have also been reviewed and assessed as satisfactory.
- (b) The organisation undertakes theatre productions which are accessible to rural communities disadvantaged by way of geographic, social, economic or transport constraints.
- (c) The request is for a project grant of £2,361 to contribute towards the cost of 4 performances of 'The Ugly Duckling' to be delivered at Longformacus, Cockburnspath, Lilliesleaf and Oxnam in November 2015. The activity will benefit rural communities who have limited access to public transport, enabling them to enjoy a professional theatre performance in their local area without the need to incur travel costs to Edinburgh. The grant will contribute towards the cost of performer expenses, hall hire, travel costs and marketing. (See Appendix 1)
- (d) The organisation's savings are below the minimum level and the application is eligible for support. It should be noted however that the organisation carried out a pilot project last year delivering a production of 'Rumpelstiltskin' and it is applying for a repeat programme of activity which is not a new project. The Community Grant Scheme is unable to provide annual funding for continuing activities, however the organisation is demonstrating a need for financial support to undertake the Borders activity, and it is recommended to offer a one-off support grant to which the usual condition applies.

- (e) The application has met the full assessment criteria of the CGS and is eligible for funding. The nature of the project complies with the Community Grant Scheme guidelines and meets the outcome 'more local groups or services are better supported to recover from financial difficulty'.
- (f) A grant at the lower level of £2,140 is recommended, being the balance remaining in the Generic budget. The organisation has confirmed it is confident it will be able to raise the remaining shortfall before the commencement of the activity in November 2015. To reflect the intended one-off nature of support grants, the offer of grant should be conditional on the organisation revising its fundraising plans to bridge this gap in future years.

5 BUDGET INFORMATION

- 5.1 The total generic budget is £13,840. No awards have been made from the 2015/16 budget to date.

6 IMPLICATIONS

6.1 Financial

- (a) There is sufficient funding within the CGS Generic Budget to cover the recommendations contained in this report and there are therefore no additional financial implications on the Council's resources.
- (b) Approval of the recommendations in this report will fully utilise the Generic Budget for 2015/16. Any further applications to the generic fund in 2015/16 will require to be assisted down other appropriate funding routes.

6.2 Risk and Mitigations

In relation to Applications 1 and 2, members may wish to consider awarding projects grants at a level lower than that recommended. Members should note that as part of the assessment process, a recommendation at a lower level was considered. Grant awards have been recommended for Applications 1 and 2 at the level of request as they have made significant efforts to raise external funding, as required by the Scheme. Awards at the recommended levels will enable the applicants to complete their funding packages and projects to start. Failure to secure a CGS award at the requested levels may result in projects being delayed or the external funding already raised being at risk.

6.3 Equalities

In accordance with the CGS assessment criteria, all applications are assessed in terms of how groups have taken account of equal opportunities. It is anticipated that there will be no adverse impact in regard to the protected characteristics (age, disability, gender, race, religion, sexual orientation, poverty, health, marital status) arising from the proposals in these applications. Membership of each organisation is open to all. Initial Equality Impact Assessments have been carried out and there are no apparent concerns.

6.4 **Acting Sustainably**

- (a) Application 1 will have a positive social and environmental impact by reducing social isolation for vulnerable people and using a more environmentally friendly vehicle for transport.
- (b) Applications 3 and 4 are considered to have no sustainability risks arising from their proposals. Both applications relate to one off support grants and both recommendations include the standard condition requiring the applicants to revise their fundraising plans and work towards financial sustainability.
- (c) Application 4 will have a positive social impact in relation to access to local rural services which may reduce transport use and isolation. The project supports the sustainability of the village hall network enabling local halls to generate income from project providers.

6.5 **Carbon Management**

- (a) Application 4 is likely to have a positive effect in the reduction of carbon emissions by reducing the need for travel to attend professional theatre performances elsewhere. Application 1 will reduce carbon emissions due to replacing an obsolete vehicle with a new more efficient vehicle.
- (b) There are believed to be no significant effects on carbon emissions arising from the proposals from Applications 2 and 3.

6.6 **Rural Proofing**

Although the recommendations in this report do not impact on rural policy, it is noted that the recommendations of this report will reduce disadvantage and isolation by increasing access to a range of rural services.

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

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

7 CONSULTATION

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

Approved by

David Cressey
Service Director Strategy & Policy

Signature

Author(s)

Name	Designation and Contact Number
Linda Cornwall	Grants Co-ordinator 01835 826659
Jean Robertson	Funding & Project Officer 01835 826543

Background Papers: None
Previous Minute Reference:

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.

Contact us at Chief Executives, Scottish Borders Council, Council Headquarters, Newtown St Boswells TD6 0SA. Tel: 01835-826659, Fax: 01835-825059, Email: communitygrants@scotborders.gov.uk

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SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



Received 22/6/15.

APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'

You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

Border Samaritans

2. Where is your group based?

Selkirk, TD7 4DG

3. Name of main contact

Name	Arabella Lewis
Position in Group	Fundraiser
Home Address	Cotfield, Lilliesleaf, Melrose
Post Code	TD6 9JW
Telephone Number	01835 870357
Email Address	arabella.lewis@btinternet.com

4. When did your group start?

1978

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

Our Scottish Borders
Your community

5. How many committee members are involved in running your group?

10

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

No

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
 Company limited by guarantee
 Company limited by shares
 Trust
 Charity recognised by OSCR (Charity Number SC0 15010)
 Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

Samaritans support anyone/anywhere with emotional concerns, whether they be suicidal or stressed, around the clock. All volunteers are trained for telephone, SMS, email and face to face support.

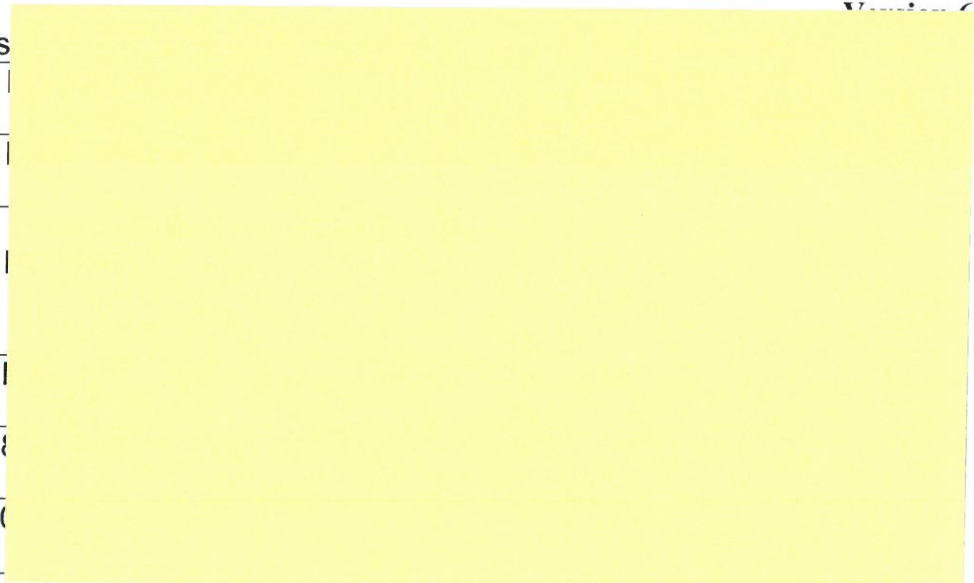
Samaritans also support, and train, Network Rail staff to deal with the prevention and aftermath of railway suicides. In view of the imminent arrival of the Border Railway this Border Branch could be called upon to provide additional assistance with this major project. Rural communities are becoming even more isolated due the the drink/drive law. When young lads used to share their worries and concerns over a pint, they now bottle up their emotions within themselves, possibly increasing feelings of despair and mounting isolation.

Each Samaritan Branch is self funding, depending totally on our own fundraising events and applications to Charitable Trusts. One of our major expenses is refunding our 28 volunteers travelling expenses, at 28p per mile, well below the recommended cost. This being a rural Branch, this adds to our running costs considerably. Each volunteer must be in the Selkirk Branch at least once a week, this is their commitment to Samaritans. Over the past year, like all Branches, we have had to buy expensive computers and other technology to update our communications system. This was a Head Office decision, but all branches must source/fund their own equipment.

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

9. Tell us your bank account details

Account Name	
Bank/Building Society Name	
Address of Bank/Building Society	
Post Code	
Sort Code	
Account Number/Roll Number	



How many people are required to sign each cheque or withdrawal from this account?

3

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position
Shirley Barrett	Chair
Lynne Hume	Vice Chair
Lindsay Marr	Vice Chair

Bank accounts require a minimum of two signatories. Grants will not be paid into an individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

10. Tell us what your total savings/cash or investments are (all accounts)

£5,027.02 at year end 31 August 2014
Development & Property Fund of £15,000 ring fenced

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs). **If your group has its own Equal Opportunities Policy please provide a copy.**

Voluntary membership of Border Samaritans is open to all, regardless of their race, gender, age, sexual orientation, religious or political beliefs. The activities and work of this volunteer led Branch of Samaritans benefits all sections of our local Community without restriction.

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 3 (SUPPORT GRANTS)

Support Grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual support payments.**

23. Tell us clearly why you need a support grant this year?

The added expense of buying new technology - 4 computers, routers and the like, so the Branch can comply with 'Connect' the new helpline communication system covering Samaritans throughout the UK. This has also brought about a sharp increase in our electricity bill.

Support grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual support payments.**

24. Based on the actual needs of your group, how much support grant do you need?

£2,500

This should be the minimum amount required to cover your group's temporary financial difficulty

25. Tell us what the support grant will actually pay for?

Item of Expenditure	Cost
Volunteer Travel Expenses	£1,500
Electricity Charges for new IT	£1,000

Please note the scheme cannot give grants for activities/expenditure which has already taken place. Please refer to the guidance notes to ensure that the costs you are applying for are eligible for assistance

26. Tell us what plans you intend to put in place to overcome this shortfall in the future?

Increased Funding applications and additional fundraising activities

27. If you have received a support grant before what changes did your group put in place to address the shortfall (ie. revised fundraising plans)

More funding applications were submitted and the Branch increased its fundraising activities. Unfortunately due to the costs of recent IT improvements, this has not covered our recent shortfall, but additional funding applications are being put together.

The scheme aims to support voluntary and community groups to become self-sustaining for the future, please detail what measures you have taken to overcome the previous temporary financial difficulty and how successful you have been in achieving this

28. Tell us what difference this support grant will make to your community

Additional funding will ensure the continuity of this Branch to support all those in emotional distress within the Borders.

Explain to us how this support grant will benefit the needs of your local community ie. does your group deliver a unique service in your area, provide activities which improve health or increase physical fitness, address the needs of a minority group of people etc

29. Tell us if you have applied to any other funding sources for this support (including any other Scottish Borders Council Departments) and the outcome of these applications

Not from SBC
National Lottery - but we were turned down.

If your group is already in receipt of funding for running costs from another Council Department you are unlikely to receive a grant.

If your group is in the process of negotiating funding from another Council Department this must be disclosed. **Failure to do so will result in the application being automatically withdrawn.**

Now go to Part 4 to complete your application for support funding

COMMUNITY GRANT SCHEME - ASSESSMENT SHEET

APPLICATION DETAILS		
Ref No: CGS/07/15	Grant Request: £2,500	Total Project Cost: £-
Project Title: Support Grant		
Brief Summary: One-off support to assist with the cost of increased electricity charges as a result of the need to purchase new technology to operate a helpline communication system. The application also seeks support for increasing costs associated with volunteer travel expenses.		
Match-Funding From Other Sources:	Not applicable as the application is for running costs.	
Contribution by Organisation:	Not applicable as the application is for running costs.	
ORGANISATION DETAILS		
Name of Organisation: Border Samaritans		
Type of Organisation: Charitable association		
SBC Members/Officers who are members of organisation:	Nil	
The following information has been received and checked by an Officer as correct:-		
<input checked="" type="checkbox"/> Signed and dated Constitution (<i>all organisations</i>) <input checked="" type="checkbox"/> Original Bank Statement less than 3 months old (<i>all organisations</i>) <input checked="" type="checkbox"/> Independently approved annuals accounts (<i>all organisations over a year old</i>) <input type="checkbox"/> Estimate of Income/Expenditure for first 12 months (<i>newly formed organisations only</i>) <input type="checkbox"/> Quotations/Estimates (<i>project grants only</i>) <input type="checkbox"/> Letter of Support (<i>project/support involving children or vulnerable adults only</i>)		
SBC Grants Received in last 2 years: Nil		
ASSESSMENT		
<ol style="list-style-type: none"> 1. The organisation has been in receipt of a grant from the Community Grant Scheme in the past which has been signed off appropriately 2. The organisation is properly set up and appears to be operating in line with its Constitution 3. The organisation has submitted accounts to 31st August 2014 which have been checked and appear in order 4. The organisation has savings of £28,162.99 which is more than one full year's typical income of £18,543.55, however it should be noted that £15,000 of these savings are restricted in a separate 'Development & Property Fund' to cover property maintenance, leaving a balance of £13,163. Any organisation which has more savings than the amount of income it receives in a year and which is not set aside for a specific purpose is unlikely to receive a grant. This amount of savings satisfies the terms of the Community Grant Scheme 5. The organisation's savings are below the minimum level and it is demonstrating a need for temporary financial assistance 6. The organisation has confirmed that the support for electricity costs includes £800 already paid out for computers, the cost of which is not eligible for support under the terms of the Community Grant Scheme as this cost is retrospective. Ideally, the organisation should have applied to Awards for All for development funding for the new computer equipment rather than use its own limited savings and it will be advised to consider this route for any future developments 7. The organisation has confirmed that it is applying for general support towards volunteer travel expenses which continue to rise year on year; it is not as a result of increased volunteers. 		

8. The project meets the scheme outcome 'more local groups or services are better supported to recover from financial difficulty' which links to the SOA outcomes:-
- Growing the economy
 - Reducing Inequality
 - Maximising the impact of the low carbon economy
9. The application meets the Corporate Plan priorities:-
- Encourage** sustainable economic growth
 - Improve attainment and achievement levels** for all our children and young people, both within and outwith the formal curriculum
 - Provide high quality support, care and protection** to children, young people, adults, families and older people
 - Build the capacity and resilience** of our communities and voluntary sector
 - Maintain and improve** our high quality environment
 - Develop our workforce**
 - Develop our assets and resources**
 - Ensure** excellent, adaptable, collaborative and accessible public services
10. The organisation provides a valuable support service for those in emotional crisis who may be facing suicidal tendencies. It offers confidential support via a variety of mediums such as SMS, email, telephone and one-to-one sessions, tailored to suit the requirements of the individual in times of extreme stress. The organisation can offer intermediary support which relieves pressure on formal health service referral routes if it is deemed that this is all that is required
11. Due to the pressure on the generic budget, it is recommended to award at the lower level of £1,700, £200 to cover increased electricity charges and £1,500 towards volunteer travel expenses. The organisation is aware that there is pressure on funding and has confirmed it would be grateful for whatever level of support may be available
12. Membership of the organisation is open to all and it appears committed to equal opportunities although it does not have its own Equal Opportunities Policy. The organisation has provided an Equalities Statement which confirms its activities benefit all in the community without restriction. An initial Equality Impact Assessment has been carried out and there are no apparent concerns. It is recommended by the SBC Equality & Diversity Officer that all organisations applying for funding should be asked to produce an Equal Opportunities Policy and this advice will be passed on to the organisation.

OFFICER RECOMMENDATION

Recommend to approve to the lower value of £1,700. To reflect the intended one-off nature of support grants, the offer of grant should be conditional on the organisation revising its fundraising plans to bridge this gap in future years.

Assessment Criteria

- *Grants received before*
- *How group has made use of previous grants*
- *How group is set up and managed*
- *Finances and financial need for funding*
- *Need/demand for project/activity*
- *How well the project meets the Community Grant Scheme outcomes (Communities have more access to better quality local services of activities; Communities have more access to better quality environment; Communities have more pride in their community; Communities have more access to better quality advice and information; More local groups or services are better supported to recover from financial difficulty)*
- *Support and involvement of wider community*
- *Efforts to secure other sources of funding*
- *How group has taken account of equal opportunities*

**SCOTTISH BORDERS COUNCIL
COMMUNITY GRANT SCHEME**



APPLICATION FORM

Received 23/6/15

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY ‘SEE ATTACHED’
You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

NTC TOURING THEATRE CO. LTD

2. Where is your group based?

ALNWICK, NORTHUMBRIA

3. Name of main contact

Name	GILLIAN HAMBLETON
Position in Group	ARTISTIC DIRECTOR
Home Address	THE PLAYHOUSE BONDGATE WICHOUT
Post Code	NE66 1PC
Telephone Number	01665 602586
Email Address	gill@northumberlandtheatre.co.uk

4. When did your group start?

13.9.1979

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?

9

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

No

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
 Company limited by guarantee
 Company limited by shares
 Trust
 Charity recognised by OSCR (Charity Number SC0)
 Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

To make professional touring theatre, of the highest quality accessible to those communities who are geographically disenfranchised through geographic, economic, social or transport constraints. Theatre which is made in Northumberland for local communities as well as a national audience, theatre which is accessible and relevant, is innovative and entertains with integrity and humour. In addition, NTC provides high quality training and support to emerging theatre practitioners through on-the-job training opportunities.

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

9. Tell us your bank account details

Account Name
Bank/Building Society Name
Address of Bank/Building Society
Post Code
Sort Code
Account Number/Roll Number

How many people are required to sign each cheque or withdrawal from this account?

2

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position
G. HAMBLETON	ARTISTIC DIRECTOR
H. BURNS	TOURS MANAGER
K. HIRST	FINANCE MANAGER

10. Tell us what your total savings/cash or investments are (all accounts)

£ 38,339

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title
22.9.2014	2650.00	RUMPELSTILTSKIN

Bank accounts require a minimum of two signatories. Grants will not be paid into an individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs). **If you group has its own Equal Opportunities Policy please provide a copy.**

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

PLGASE FWD ENCLOSED A COPY OF OUR EQUAL OPPORTUNITIES POLICY.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

THE UGLY DUCKLING

15. Tell us about your project, what it will do and how the grant will be spent

We plan to tour to four rural venues in the Borders as part of a national tour. The venues are in Cockburnspath, Littleleaf, Longfemacus and Oxnam. These are all very small rural venues, 2 on a fixed fee (£300 + VAT and £395 + VAT and 2 on a box office basis. The cost of this tour is greater than what we will receive so we need your help to help these communities.

Please note! as we are based in England we are unable to apply to Awards for All for a theatrical project. Further funding is being sought for the whole project.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

Touring theatre to communities helps to sustain a thriving society, by providing an affordable, entertaining and challenging arts event that the whole community can access, enjoy and talk about. These performances bring people of all ages together, providing a shared experience and sense of occasion that is a visible symbol of community, improving quality of life, social inclusion and community cohesion. The experience and ownership of the performance becomes part of the shared history that is the basis for community - it enables the youngest members to experience theatre, often for the first time, and to share this with their families and older members of the community, reducing isolation and loneliness and providing a sense of belonging.

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

We discussed possible shows with the venues, The Ugly Duckling was their choice. The volunteer promoters have booked their dates and will be seeking audiences.

Audience comments:

'Great show - so nice to get this locally! Without the need for travel. Please come back!'

Lillesteaf

'Excellent, please keep coming to Lillesteaf. Great to have this high standard of theatre in the village.'

Lillesteaf

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

16.11.2014

20. If your project involves work to a building or land who is the owner?

N/A

Do you have the following? (please tick relevant)

- A lease agreement (Date of lease and duration years)
- Written permission of owner
- Planning Permission (Reference No)

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Royalties 10%	144	
Performer costs for 1 week	2897	
Truck costs	314	
Promotional material	470	
Back office team	479	
On the road costs	30	
Contingency	104	
Support costs	43	
Totals	4481	2361

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

Name of Funding Body	Amount	Progress
PRIVATE TRUST	500	RECEIVED.

How much will your group contribute to the project?

BOX OFFICE INCOME £1,440, AGREED.
 DONATION INCOME FROM SUPPORTERS £180.

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

Requests of £500 and over require a minimum of 10% match-funding. 'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)

COMMUNITY GRANT SCHEME - ASSESSMENT SHEET

APPLICATION DETAILS		
Ref No: CGS/08/15	Grant Request: £2,361	Total Project Cost: £4,481
Project Title: The Ugly Duckling		
Brief Summary: As part of an overall touring programme covering Northumberland and the Borders, the NTC Touring Theatre Co Ltd will perform The Ugly Duckling at four rural venues in the Scottish Borders at Longformacus, Cockburnspath, Lilliesleaf and Oxnam. The grant will contribute towards the costs of performer expenses, hall hire, travel costs and marketing for the Borders performances.		
Match-Funding From Other Sources:	Private Trust (£500 – agreed); Private donation (£180 – agreed)	
Contribution by Organisation:	£1,440 estimated in box office income. Under the rules of the scheme, a minimum 10% is required for requests over £500 which can be cash or in-kind.	
ORGANISATION DETAILS		
Name of Organisation: NTC Touring Theatre Co. Ltd		
Type of Organisation: Company Limited by Guarantee		
SBC Members/Officers who are members of organisation:	Nil	
The following information has been received and checked by an Officer as correct:-		
<input checked="" type="checkbox"/> Signed and dated Constitution (<i>all organisations</i>) <input checked="" type="checkbox"/> Original Bank Statement less than 3 months old (<i>all organisations</i>) <input checked="" type="checkbox"/> Independently approved annuals accounts (<i>all organisations over a year old</i>) <input type="checkbox"/> Estimate of Income/Expenditure for first 12 months (<i>newly formed organisations only</i>) <input checked="" type="checkbox"/> Quotations/Estimates (<i>project grants only</i>) <input type="checkbox"/> Letter of Support (<i>project/support involving children or vulnerable adults only</i>)		
SBC Grants Received in last 2 years: Community Grant Scheme: 2014 (£2,650 – Rumpelstiltskin)		
ASSESSMENT		
<ol style="list-style-type: none"> 1. The organisation was in receipt of a grant from the Community Grant Scheme last year to undertake a performance of Rumpelstiltskin at 4 rural venues which has been signed off appropriately 2. The organisation is properly set up and appears to be operating in line with its Constitution 3. The organisation has submitted accounts to 31st March 2014 which have been checked and appear in order 4. The organisation has savings of £26,399 which is less than one full year's typical income of £96,246. Any organisation which has more savings than the amount of income it receives in a year and which is not set aside for a specific purpose is unlikely to receive a grant. This amount of savings satisfies the terms of the Community Grant Scheme 5. The organisation has submitted a breakdown of cost for the delivery of the performances which details a total project cost of £4,481. It estimates ticket income to be in the region of £1,440 6. It should be noted that this is not a new project as the organisation carried out the same programme of activity last year, delivering a performance of Rumpelstiltskin in these communities. 7. As the Community Grant Scheme cannot provide annual support for continuing activities, the application should be treated as one-off support with the usual condition applying to encourage the organisation to increase its fundraising activities to enable sustainability of this programme of activity for the future 8. The organisation's savings are below the minimum level and it is demonstrating a need for support 		

to cover the Borders activity

9. The project meets the scheme outcome 'more local groups or services are better supported to recover from financial difficulty' which links to the SOA outcomes:-

- Growing the economy
- Reducing Inequality
- Maximising the impact of the low carbon economy

10. The project meets the Corporate Plan priorities:-

- Encourage** sustainable economic growth
- Improve attainment and achievement levels** for all our children and young people, both within and outwith the formal curriculum
- Provide high quality support, care and protection** to children, young people, adults, families and older people
- Build the capacity and resilience** of our communities and voluntary sector
- Maintain and improve** our high quality environment
- Develop our workforce**
- Develop our assets and resources**
- Ensure** excellent, adaptable, collaborative and accessible public services

11. The organisation has demonstrated the support and involvement of the wider community.

Evaluation of last year's performances estimates 371 people benefitted from the rural performances (74 – Longformacus), (50 – Lilliesleaf), (130 – Oxnam) and (117 – Cockburnspath). Audiences last year were of a mixed age range; Under 20 (46%), 20-40 (5%), 40-60 (17%) and Over 60 (32%)

12. The organisation has confirmed that box office income forms part of a set fee, normally £395 which was charged for Longformacus, Oxnam and Cockburnspath last year. A lesser fee of £275 set for Lilliesleaf last year which was supplemented by some box office income but it does not keep a record of this

13. The Arts Development Manager has confirmed the activity fits within the Cultural Services Strategy for the Scottish Borders which identifies rural touring as a theme which requires development. This is also a priority within Creative Scotland's 'Review of the Theatre Sector'. Arts Development has also carried out research into venue development within the Scottish Borders to support touring activities. The Arts Development Manager is supportive of the activity but is unable to offer any funding from the Arts Development Service

14. Membership of the organisation is open to all and the organisation has its own Equality & Diversity Policy which confirms it is opposed to any form of discrimination. The project will deliver professional theatre performances at 4 rural locations in the Scottish Borders which will reduce inequality for the elderly or those with mobility issues who are unable to access public transport to attend professional performances in Edinburgh. An initial Equality Impact Assessment has been carried out and there are no apparent concerns

15. Due to the pressure on the generic budget and in view of the fact that Community Grant Scheme provided funding for the same programme of activity last year, it is recommended to fund at the lower level of £2,140. The organisation has confirmed it will be able to generate the small shortfall before the programme commences in November 2015.

OFFICER RECOMMENDATION

Recommend to approve at the lower level of £2,140, conditional on the organisation revising its fundraising plans to bridge this gap in future years.

Assessment Criteria

- *Grants received before*
- *How group has made use of previous grants*
- *How group is set up and managed*
- *Finances and financial need for funding*
- *Need/demand for project/activity*
- *How well the project meets the Community Grant Scheme outcomes (Communities have more access to better quality local services of activities; Communities have more access to better quality environment; Communities have more pride in their community; Communities have more access to better quality advice and information; More local groups or services are better supported to recover from financial difficulty)*
- *Support and involvement of wider community*
- *Efforts to secure other sources of funding*
- *How group has taken account of equal opportunities*

**SCOTTISH BORDERS COUNCIL
COMMUNITY GRANT SCHEME**



Received 30/6/15

APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'
You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

Scottish Borders Community Development Company - The Bridge

2. Where is your group based?

Galashiels

3. Name of main contact

Name	Jan Laing
Position in Group	Central Borders Area Manager -
Home Address	3 Roxburgh House Court Galashiels
Post Code	TD1 1NY
Telephone Number	01896 755370
Email Address	jan.laing@the-bridge.uk.net

4. When did your group start?

April 2007

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?

Seven

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

Sandy Aitchison

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
 Company limited by guarantee
 Company limited by shares
 Trust
 Charity recognised by OSCR (Charity Number SC0 SC037646)
 Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

The Bridge is part of a national network of Councils for Voluntary Service whose aim is to represent and support the voluntary sector and to assist local organisations to get together for common purposes. We look to enable local people to gain access to decision-making processes which affect their lives and their communities. We support Community and Voluntary Organisations by providing community development support and practical help on a range of issues. We represent the interests of Community and Voluntary Organisations through the Scottish Borders Third Sector Interface and we inform Community and Voluntary Organisations by communicating with partners in both the statutory and voluntary sector.

In addition to this supporting and enabling role there are two direct services which The Bridge provides: two Thrift Shops, located in Jedburgh and Innerleithen, and The Bridge Community Transport Initiative which is the focus of this application and which is described in more detail in Section 2 below.

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

The name on the bank account and annual accounts should be the

9. Tell us your bank account details

Account Name	
Bank/Building Society Name	
Address of Bank/Building Society	
Post Code	
Sort Code	
Account Number/Roll Number	
Number	

How many people are required to sign each cheque or withdrawal from this account?

3

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position
Andrew Findlay	Treasurer
Margaret Hindmarsh	Director
David Brackenridge	Director

10. Tell us what your total savings/cash or investments are (all accounts)

£98,309. This is our organisational reserve, at 25% of annual expenditure per our reserve policy. None of it relates to or has been set aside for the project in this funding application.

individual's bank account

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title
18/04/2014	4,452.00	Tweed Wheels

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs)

The Bridge has a strong commitment to equal opportunities, both in relation to employment and delivery of services. Our Equal Opportunities and Harrassment Policy covers recruitment of staff and provision of services and ensures that nobody seeking employment with us or support from us is disadvantaged on account of sex, marital status, sexual orientation, racial or ethnic origin (which includes colour, race, nationality and national or ethnic origin), gender identity, religion or belief, age or disability.

The provision of a community transport service is a demonstration of the organisation's commitment to supporting people disadvantaged through disability or frailty. The focus of this application relates to the replacement of our accessible vehicle which specifically supports disadvantaged people with the aim of increasing their capacity to participate in the ordinary activities of life within their communities.

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

The Bridge Community Transport Initiative - Gala Wheels

15. Tell us about your project, what it will do and how the grant will be spent

The Bridge - CVS - formed in 2007 - brought together two Community Transport initiatives, Tweed Wheels in Tweeddale and Teviot Wheels in Roxburgh. A third service, Gala Wheels, came under the management and control of The Bridge in **2006**. The purpose of this application is to part fund the purchase of a new accessible 8-seat vehicle to be based at Galashiels and operated by Gala Wheels as part of The Bridge community transport service. The vehicle will be adapted to take two people in wheelchairs plus five seated passengers and the driver. This vehicle will replace the oldest in a small fleet of three vehicles, one which is very quickly reaching the end of its serviceable life. Gala Wheels uses volunteer drivers to operate its vehicles. Service users may also hire an adapted vehicle to transport a relative with mobility needs.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

The purchase of a new disabled passenger vehicle, seats 8 passengers, up to two of whom can be in a wheelchair, and has an electric passenger lift. It will be available to any Central Borders resident unable to use public transport because of disability, frailty or isolation. The vehicle is an important lifeline for vulnerable and disadvantaged people enabling them to continue to undertake ordinary activities and to play an active part in their community. The vehicle is driven by a team of volunteer drivers who have passed the Minibus Drivers Awareness Scheme (MiDAS). The vehicle is 9 years old, has become increasingly uneconomic to maintain and needs to be replaced.

The need for the service has been well established since 2006 with records of usage and regular customer surveys.

In 2013-14 Gala Wheels made 7,410 passenger journeys covering a total of 59,020 miles. The evidence to date is that this number will be exceeded in 2014-15.

Types of journey:

Retail 8.8%, Social 57.4%, Health 32.9%, Transport(other) 0.7%.

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

The need for the service has been well established since 2006 with records of usage and regular customer surveys

The Community Car provides a vital service for the community of Tweeddale. We keep detailed statistics for the use of the vehicle and support for the service is demonstrated by the year-on-year increase in usage. For example, the number of journeys in 2006/07 was 216, increasing to 378 for the year 2011/12. There was a decrease in usage for 12/13 as a result of the vehicle having to be off the road for three months due to failure of the tail-lift and the very long lead in time for obtaining and fitting replacement parts. Feedback, which we seek from users on an annual basis through our annual Quality Assurance Survey, is consistently positive with users frequently reporting that without the transport they would be isolated and unable to participate in normal social activities or to attend appointments etc. To assist us in determining the specification for the new vehicle we consulted with a small focus group of users and drivers. This has helped us to ensure that the vehicle continues to meet the needs and requirements of users and has influenced the make and model of vehicle we intend to purchase

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

Date not yet confirmed. Likely to purchase vehicle in Autumn 2015 when the funding package required is complete

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

20. If your project involves work to a building or land who is the owner?

N/A

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Do you have the following? (please tick relevant)

- A lease agreement (Date of lease and duration years)
- Written permission of owner
- Planning Permission (Reference No)

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Purchase of Vehicle	23,995	5,000
Totals	23,995	5,000

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

Name of Funding Body	Amount	Progress
Robertson Trust	£7,500	confirmed
Christina Mary Hendrie Trust	£2,500	confirmed
Langhope Rig Wind Farm	£2,000	confirmed

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

Requests of £500 and over require a minimum of 10% match-funding.

'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

How much will your group contribute to the project?

The Bridge is contributing £6,995 to this initiative.

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

All volunteer drivers using our vehicles have to be registered with The Bridge and MiDAS trained. The registration includes being PVG checked. MiDAS refresher training takes place every four years.

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)

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COMMUNITY GRANT SCHEME - ASSESSMENT SHEET

APPLICATION DETAILS		
Ref No: CGS/10/15	Grant Request: £5,000	Total Project Cost: £23,995
Project Title: The Bridge Community Transport Initiative – Gala Wheels		
Brief Summary: Gala Wheels provides offers a community service by providing vehicles to transport the elderly or those with mobility issues at affordable rates. The service ensures the reduction of social isolation for those who are unable to use public transport, allowing them to take part in everyday life and community activities without restriction. One of the vehicles currently used is now at the end of its useful life and the grant will contribute towards the cost of a replacement vehicle which will be fully adapted to accommodate the physically impaired as well as the able bodied.		
Match-Funding From Other Sources:	Robertson Trust (£7,500 - agreed); Christina Mary Hendrie Trust (£2,500 – confirmed); Langhope Rig Wind Farm (£2,000 – confirmed)	
Contribution by Organisation:	£6,995. Under the rules of the scheme, a minimum 10% is required for requests over £500 which can be cash or in-kind.	
ORGANISATION DETAILS		
Name of Organisation: The Bridge		
Type of Organisation: Charitable Company Limited by Guarantee		
SBC Members/Officers who are members of organisation:	Councillor Sandy Aitchison	
The following information has been received and checked by an Officer as correct:-		
<input checked="" type="checkbox"/> Signed and dated Constitution (<i>all organisations</i>) <input checked="" type="checkbox"/> Original Bank Statement less than 3 months old (<i>all organisations</i>) <input checked="" type="checkbox"/> Independently approved annuals accounts (<i>all organisations over a year old</i>) <input type="checkbox"/> Estimate of Income/Expenditure for first 12 months (<i>newly formed organisations only</i>) <input checked="" type="checkbox"/> Quotations/Estimates (<i>project grants only</i>) <input type="checkbox"/> Letter of Support (<i>project/support involving children or vulnerable adults only</i>)		
SBC Grant Received in last 2 years: Chief Executive: 2013 (£14,741 – Operational Grant); 2014 (£16,000 – Operational Grant) Environment & Infrastructure: 2013 (£26,160 – Community Transport & £17,000 Social Car Scheme) Community Grant Scheme: 2013 (£4,453 – Tweed Wheels Replacement Vehicle)		
ASSESSMENT		
<ol style="list-style-type: none"> 1. The organisation has been in receipt of a grant from the Community Grant Scheme in 2013 to purchase a replacement vehicle for Tweed Wheels which has been signed off appropriately 2. The organisation is properly set up and appears to be operating in line with its Constitution 3. The organisation has submitted accounts to 31st March 2014 which have been checked and appear in order 4. The organisation has savings of £184,795 which is less than one full year's typical income of £499,725, however it should be noted that £86,485 of these savings are restricted to support staffing, transport costs, leaving a balance of £98,310. Any organisation which has more savings than the amount of income it receives in a year and which is not set aside for a specific purpose is unlikely to receive a grant. This amount of savings satisfies the terms of the Community Grant Scheme 5. The organisation has submitted a quotation for the cost of an adapted vehicle which appears to be in order 6. The application demonstrates a need for the project as one of the existing vehicles used by Gala 		

Wheels is approaching the end of its useful life. The new vehicle will help to reduce the level of vehicle maintenance costs which have been rising due to the age of the existing vehicle

7. The project meets the scheme outcome 'communities have more access to better quality local services or activities' which links to the SOA outcomes:-
 - Growing the economy
 - Reducing Inequality
 - Maximising the impact of the low carbon economy
8. The project meets the Corporate Plan priorities:-
 - Encourage** sustainable economic growth
 - Improve attainment and achievement levels** for all our children and young people, both within and outwith the formal curriculum
 - Provide high quality support, care and protection** to children, young people, adults, families and older people
 - Build the capacity and resilience** of our communities and voluntary sector
 - Maintain and improve** our high quality environment
 - Develop our workforce**
 - Develop our assets and resources**
 - Ensure** excellent, adaptable, collaborative and accessible public services
9. The organisation has demonstrated the support and involvement of the wider community whose use of the community vehicles has steadily risen since inception in 2006. Feedback from users has demonstrated that this is a valuable service which many rely on to reduce social isolation and assist with mobility issues. The organisation consulted with user groups and volunteer drivers to determine the best type of vehicle to meet the community need
10. The organisation receives annual support for the Community Wheels Initiative from Environment & Infrastructure. The Passenger Transport section has confirmed it does not specify how monies are to be spent but it is likely to be used to cover running costs with little or no funding available for replacement costs. The organisation also receives annual support for the Social Car Scheme but all of this funding is used to cover mileage for client trips
11. The organisation has met the external funding requirements of the scheme, having secured a high level of support from a variety of external funders. It is unable to approach Awards for All for funding for this project as Tweed Wheels have already gained funding from this source for a similar project. The organisation has exhausted all other external funding options for this project and requires funding from CGS as the last part of match funding to enable the project to go ahead
12. Membership of the organisation is open to all and it appears committed to equal opportunities. The organisation has provided an Equality Statement confirming that it has its own Equal Opportunities & Harassment Policy and has a strong commitment to ensuring equality for all. The project will provide an adapted vehicle which is capable of accommodating the physically impaired as well as the able bodied. An initial Equality Impact Assessment has been carried out and there are no apparent concerns.

OFFICER RECOMMENDATION

Recommend to approve to the value of £5,000, conditional on match-funding being achieved for the project.

Assessment Criteria

- *Grants received before*
- *How group has made use of previous grants*
- *How group is set up and managed*
- *Finances and financial need for funding*
- *Need/demand for project/activity*
- *How well the project meets the Community Grant Scheme outcomes (Communities have more access to better quality local services of activities; Communities have more access to better quality environment; Communities have more pride in their community; Communities have more access to better quality advice and information; More local groups or services are better supported to recover from financial difficulty)*
- *Support and involvement of wider community*
- *Efforts to secure other sources of funding*
- *How group has taken account of equal opportunities*

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SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



Received 14/7/15.

APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'

You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

YouthBorders

2. Where is your group based?

Galashiels

3. Name of main contact

Name	Clare de Bolle Clare de Bolle
Position in Group	YouthBorders Chief Officer
Home Address	Langlee Complex Marigold Drive Galashiels
Post Code	TD1 2LP
Telephone Number	01896 755110
Email Address	Clare@youthborders.org.uk

4. When did your group start?

In its current guise, October 2008

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?

7

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

2: Graham Easton (CLD) and Roger Barrow (Ed Psychologist)

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
- Company limited by guarantee
- Company limited by shares
- Trust
- Charity recognised by OSCR (Charity Number SC0 37680)
- Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

YouthBorders is the network of third sector youth organisations and non-uniformed clubs across the Scottish Borders region. YouthBorders overarching aim is to create and support alternative environments where young people thrive in the Scottish Borders. YouthBorders will enable young people throughout the Scottish Borders to maximise their full potential through the provision of quality educational and social opportunities.

Our membership currently covers 39 groups across the Scottish Borders, supporting over 3,100 young people. Members range from youth organisations, clubs, youth cafes and information projects, as well as specialist projects, such as arts projects and mentoring projects.

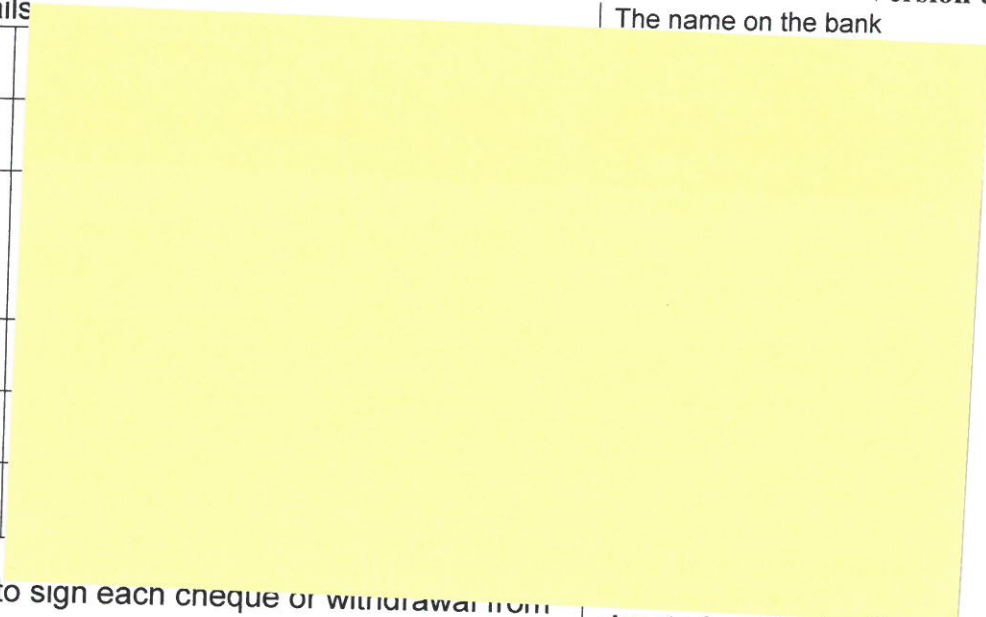
YouthBorders has 7 generic lead organisations based around the 9 high school localities and their work includes drop in sessions, activities (sport/dance/art/crafts/photography/music etc) and project led or themed sessions. We link closely with our specialist youth service members and with the specialist network generally.

All members have an open door equal opportunities policy whereby any young person is welcome and treated with respect. We work closely with agencies, CLD, Council, Volunteer Centre Borders and many other stakeholders to build partnerships and offer opportunities to young people. We work with our communities (through contacts with community councils, youth forms, businesses and others) to strengthen effective relationships and partnerships with all our stakeholders and to build strong and resilient communities for all

9. Tell us your bank account details

The name on the bank

Account Name
Bank/Building Society Name
Address of Bank/Building Society
Post Code
Sort Code
Account Number/Roll Number



How many people are required to sign each cheque or withdrawal from this account?

2

signatories. Grants will not be paid into an individual's bank account

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position
David Harvey	Chairperson
Sandy Brydon	Trustee, Vice Chair
Graham Easton	Trustee
Clare de Bolle	Chief Officer

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

10. Tell us what your total savings/cash or investments are (all accounts)

£53,874.25

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs). **If your group has its own Equal Opportunities Policy please provide a copy.**

YouthBorders has an Equal Opportunities Policy attached. It is written in conjunction with the national policy provided by Youth Scotland. In addition our equal opportunities statement is set out clearly in employment contracts, recruitment information, employee handbok and application packs

We work closely with our members to ensure their policies are in place and operate an open door policy to welcome young people regardless of their background, race, gender, age, sexual orientation, religious or political beliefs

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

Sounding Out

15. Tell us about your project, what it will do and how the grant will be spent

The Sounding Out project aims to bring together musicians, young people and music making organisations from a range of musical genres to enhance the provision of youth music services and opportunities (out of school), developing a sustainable network by growing and building capacity within the Scottish Borders community. Sounding Out builds on an extensive mapping and research exercise that was carried out in 2014 by Creative Options who specialise in working with arts organisations and the voluntary sector. The report confirms that there is a large volume of activity in the informal music sector in the Scottish Borders, however, the mapping highlighted that the opportunities that exist are not exclusively for young people and there were gaps in certain areas of the Scottish Borders. This project will address access youth music access issues and build a platform on which activities can develop and grow. The final report recommends that the Scottish Borders requires a "more coherent voice for youth music."

Funding (75%) has been secured from Creative Scotland, however, we require match funding to deliver the proposed year long programme of activities. The grant will be spent on aspects of the project which include development and reinvigoration of the website, meeting and training events for the Youth Forum and pop up music sessions for young people.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

We believe that involving young people in decision making through the proposed youth committee will have many benefits as the project aims to promote young people as active participants and creators:

- More accountable and improved youth music structure and decision making - better networking between different parts of the Borders
- Improvement in the quality of music by giving young people a voice and actively involving them in the shaping of project activities
- Opportunities for self-development among those who are excluded or not engaged in music activity in the Scottish Borders and improve areas where music provision is thin
- Empowerment – by involving young people, the project will be more successful and looking to the future will help make the case for further investment for projects supporting youth music
- Ability to generate fresh ideas and new ways of working and celebrate and raise the profile of the strengths of music activity across the Borders

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

As part of the research, a needs analysis was carried out and consultation with young people in schools and youth centres through focus group discussions supplemented by written surveys. Time, transport, cost and lack of companions to share involvement with were revealed as barriers. When the young people were asked what would help them become more involved in music, the largest response was "nothing; everything is fine", although, the second and third largest response after that was that more gigs or concerts for the under 18's are needed and "knowing about opportunities to get involved in music" is important. In addition to the consultations with young people, Creative Options held face to face interviews with music groups, organisations, youthworkers, music tutors.

Creative Options consulted with over 100 different organisations and individuals and the within the research and findings identified a number of weaknesses in relation to leadership and networking and noted that despite high levels of interest and participation in music the scene is largely fragmented and that youth music lacks a strong coherent voice.

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

August 2015

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

20. If your project involves work to a building or land who is the owner?

N/A

Do you have the following? (please tick relevant)

A lease agreement (Date of lease and duration years)

Written permission of owner

Planning Permission (Reference No)

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Website	2,500	2,500
Pop-up music events		
Hire of venues	900	900
Refreshments	450	450
Musician/performance fees	840	840
Meetings for Forum	310	310
Totals	5000	5000

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

Name of Funding Body	Amount	Progress
Creative Scotland	£15,000	Approved, with conditions

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

How much will your group contribute to the project?

YouthBorders - will contribute in kind with management, IT, office space and support

Requests of £500 and over require a minimum of 10% match-funding.

'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

With our association with Youth Scotland, we are PVG providers and assessors and these are carried out immediately. We have a child protection policy and equal opportunities policy. All staff are required to take Child Protection Awareness Training (and the next level training depending on their role) and Youth Scotland Child Protection Training.

References are taken and there is a 3 month probationary period. We have an employee handbook setting out policies and procedures.

We review these annually.

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)

Our Scottish Borders
Your community

Sounding Out Budget for 1 year

**Youth Borders and Arts Development Scotland, Scottish Borders
Youth Music Initiative: Strengthening Youth Music
August 2015-August 2016**

	Existing Budget	Comm Grant
	£	£
Staffing and Coordination		
Project Development Worker 12 hours a week @£13.20	8236.80	
Travel and Subsistence	960.00	
Marketing and Communications		
Website development (domain reg, hosting, interactive)	2500.00	2500.00
PR and print	800.00	
Forum Events		
Training (6 x £100 per session)	600.00	
Refreshments	300.00	
Hire of venues	480.00	
Meetings and expenses	500.00	310.00
Activities for young people		
Pop up music events x9 in each high school locality	900.00	900.00
Hire of venue	450.00	450.00
Musician/performance fees	840.00	840.00
End of Project celebratory event		
Hire of venue	150.00	
Travel costs for young people	600.00	
Musician/performance fees	650.00	
Other costs	233.20	
Overheads		
Management fee and cost recovery/payroll processing	1800.00	
	Total	
	£20,000.00	
Budget received from Creative Scotland:		
Shortfall		
Community Grant Fund request		£5,000.00

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COMMUNITY GRANT SCHEME - ASSESSMENT SHEET

APPLICATION DETAILS		
Ref No: CGS/17/15	Grant Request: £5,000	Total Project Cost: £20,000
Project Title: Sounding Out		
Brief Summary: Yearlong project to development a youth music forum which will engage young people with local musicians and music-making bodies. The project will provide an opportunity for young people to access many forms of music and take part in the wider music scene within their community. The project will include pop up music sessions involving local schools and youth groups, providing a platform for young people to join together to take part in gigs and musical events where they are currently under-represented. The project will also encourage those who do not normally take part in musical activities to become more interested and involved. The grant will contribute towards the cost of website development, pop-up music events, venue hire, musician fees, cost of meetings and refreshments.		
Match-Funding From Other Sources:	Creative Scotland (£15,000 – agreed)	
Contribution by Organisation:	Not applicable, although the organisation will be donating in-kind my way of project management, administrative support and office space.	
ORGANISATION DETAILS		
Name of Organisation: Youth Borders		
Type of Organisation: Charitable company limited by guarantee		
SBC Members/Officers who are members of organisation:	Graham Easton (CLD – Communities & Families) Roger Barrow (Communities & Families)	
The following information has been received and checked by an Officer as correct:-		
<input type="checkbox"/> Signed and dated Constitution (<i>all organisations</i>) <input checked="" type="checkbox"/> Original Bank Statement less than 3 months old (<i>all organisations</i>) <input checked="" type="checkbox"/> Independently approved annuals accounts (<i>all organisations over a year old</i>) <input type="checkbox"/> Estimate of Income/Expenditure for first 12 months (<i>newly formed organisations only</i>) <input checked="" type="checkbox"/> Quotations/Estimates (<i>project grants only</i>) <input type="checkbox"/> Letter of Support (<i>project/support involving children or vulnerable adults only</i>)		
SBC Grants Received in last 2 years: Children & Families: 2013 (£41,000 – Service Level Agreement); 2014 (£37,500 - Service Level Agreement)		
ASSESSMENT		
<ol style="list-style-type: none"> 1. The organisation has not been in receipt of a grant from the Community Grant Scheme in the past but it does receive annual funding from Children & Families by way of a Service Level Agreement to assist with running costs 2. The organisation is properly set up and appears to be operating in line with its Constitution 3. The organisation has submitted accounts to 30th September 2014 which have been checked and appear in order 4. The organisation has savings of £81,927 which is less than one full year's typical income of £148,798 (it should be noted that approximately £52,784 of these savings are restricted), leaving a balance of £29,143. Any organisation which has more savings than the amount of income it receives in a year and which is not set aside for a specific purpose is unlikely to receive a grant. This amount of savings satisfies the terms of the Community Grant Scheme 5. The organisation has submitted an estimate of cost for the total project which appears to be in order 6. The organisation is the overarching body representing a network of 39 youth groups in the Scottish Borders. It currently supports approximately 3,100 young people across the Scottish Borders. It offers drop in sessions, youth activities such as dance, sport, arts, crafts etc and undertakes defined 		

- projects to develop youth services in the area
7. The application demonstrates a need for the project as extensive research has already been carried out as part of a needs analysis in which young people highlighted a desire for more musical concerts for the under 18s age group and a wish to become more involved in music. The research also highlighted a gap in provision for under 18s and the project will help to build better networking and understanding between young people, local musicians, music groups and music organisations in the area
 8. The project meets the scheme outcome 'communities have more access to better quality local services or activities' which links to the SOA outcomes:-
 - Growing the economy
 - Reducing Inequality
 - Maximising the impact of the low carbon economy
 9. The project meets the Corporate Plan priorities:-
 - Encourage** sustainable economic growth
 - Improve attainment and achievement levels** for all our children and young people, both within and outwith the formal curriculum
 - Provide high quality support, care and protection** to children, young people, adults, families and older people
 - Build the capacity and resilience** of our communities and voluntary sector
 - Maintain and improve** our high quality environment
 - Develop our workforce**
 - Develop our assets and resources**
 - Ensure** excellent, adaptable, collaborative and accessible public services
 10. The organisation has demonstrated the support and involvement of the wider community through through the consultation which has already been carried out with young people and musicians in the local area. The organisation worked alongside SBC Arts Development Service to develop a project which would specifically meet the needs of young people whilst linking in with the Cultural Development Strategy for the area
 11. The organisation has met the external funding requirements. Creative Scotland have already agreed a grant of £15,000. The organisation is unable to apply to Awards for All as this source no longer supports arts projects, funding for arts now rests with Creative Scotland. The organisation has exhausted other external funding potential and match-funding is required from the Community Grant Scheme to enable the project to go ahead
 12. Membership of the organisation is open to all and it has its own Equal Opportunities Policy which confirms its commitment to equalities. The project will meet a gap in provision of musical activities for young people under the age of 18, thereby reducing inequality for this age group. An initial Equality Impact Assessment has been carried out and there are no apparent concerns.

OFFICER RECOMMENDATION

Recommend to approve to the value of £5,000.

Assessment Criteria

- *Grants received before*
- *How group has made use of previous grants*
- *How group is set up and managed*
- *Finances and financial need for funding*
- *Need/demand for project/activity*
- *How well the project meets the Community Grant Scheme outcomes (Communities have more access to better quality local services of activities; Communities have more access to better quality environment; Communities have more pride in their community; Communities have more access to better quality advice and information; More local groups or services are better supported to recover from financial difficulty)*
- *Support and involvement of wider community*
- *Efforts to secure other sources of funding*
- *How group has taken account of equal opportunities*

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Control of Contractors Policy & Procurement

**Joint Report by Chief Financial Officer
& Corporate Transformation and Services Director**

EXECUTIVE COMMITTEE

18 AUGUST 2015

1 PURPOSE AND SUMMARY

- 1.1 This report provides an update on the requirement for Constructionline accreditation as part of the Control of Contractors Policy (Design, Construction, Maintenance and Repair).**
- 1.2 The policy defines how the Council will uphold its Health and Safety responsibilities, and the principles contained within it extend to all employees, and those employed to undertake contracted works for and on behalf of the Council.
- 1.3 The policy is owned and managed by Wellbeing & Safety Management Services and contains a requirement that SBC only employs contractors who are fully accredited SSIP (Safety Schemes in Procurement) members of Constructionline and have green status.
- 1.5 The requirements of the policy are applied to all relevant Construction, Maintenance and Repair procurement exercises, including the recent Repair & Maintenance Framework Agreement.

2 RECOMMENDATION

- 2.1 It is recommended that the Executive Committee notes the update on the requirement for Constructionline accreditation as part of the Control of Contractors Policy (Design, Construction, Maintenance and Repair).**

3 BACKGROUND

- 3.1 The Council adopted the Control of Contractors Policy during May 2014. The policy requires that SBC will only employ contractors who are fully accredited SSIP (Safety Schemes in Procurement) members of Constructionline and have green status. The full policy is attached to this report as **Appendix 1**.
- 3.2 The Authorities Benchmarking Committee (across 11 local authorities) considers the Control of Contractors Policy to be an essential policy for a Local Authority to be deemed compliant with regards to Health and Safety management.

4 CONTROL OF CONTRACTORS POLICY

- 4.1 SBC is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principle extends to all employees including those employed to do contracted works for and on behalf of the Council by ensuring they are provided with all necessary information and instruction. The Council discharges its duties with all due care and diligence so far as is reasonably practicable and promotes Health and Safety as a main consideration.
- 4.2 The Health and Safety at Work etc. Act 1974 requires safe places and safe systems of work with minimised risks to employees or others affected by the organisations undertakings.
- 4.3 In general contractors are less familiar with the workplace than staff based at that workplace or visiting and yet they are often carrying out tasks more hazardous than those normally occurring there.
- 4.4 The policy is aimed at defining how SBC will uphold its responsibilities, how these responsibilities will be carried out, who has responsibility and to provide guidance to those persons.
- 4.5 The policy covers all premises, sites owned or leased by the Council along with sites on which the Council may be working and covers matters of Health and Safety and good working practices in relation to contracted employees.
- 4.6 It is the intention of the policy to provide control which will ensure the Health and Safety of all persons on SBC premises where a contractor is employed and the contractor themselves.
- 4.7 From a legal perspective, the Council is the Client for all works orders and therefore has a legal duty to provide a safe working environment. Any absence of a suitable accreditation would require Officers to assess every contractor/tradesmen for every piece of work carried out. This is not possible for any of logistical, resource, time and associated cost reasons.
- 4.8 The adoption of the requirement for Constructionline accreditation supports a streamlined tendering process for Construction Works by minimising bureaucracy, and for the lower value reactive and planned maintenance works, ensures all trades working for the Council are compliant with Health and Safety requirements.

5 CONSTRUCTIONLINE

- 5.1 Constructionline is the UK's leading procurement and supply chain management service that collects, assesses and monitors standard company information through a question set that is aligned to the standardised pre-qualification questionnaire (PQQ). This PQQ has been developed by the British Standards Institution and aims to reduce duplication within the construction industry.
- 5.2 Constructionline was established in 1998 by the predecessor UK Government Department of Business, Innovation and Skills. The key ambition was to reduce the pre-qualification burden on the construction industry by providing a single point for the collection of all standard pre-qualification data that can then be used by a range of clients.
- 5.3 Until January 2015, Constructionline was owned by the UK Government and operated by Capita under a concession contract. Capita have now bought the company from the UK Government and have a key objective to ensure a safe and efficient continuation of service to existing Constructionline customers. This change of ownership will be monitored to ensure the service continues to operate efficiently and effectively.
- 5.4 The aim is to provide efficiency savings to public and private sector buyers and the construction industry as a whole by streamlining procurement procedures and improving the supply chain management processes by reducing risk, creating cost efficiencies and helping buyers engage with new suppliers, including SMEs and local companies.
- 5.5 Fees relating to this accreditation are scaled based on turnover and business size. Membership offers additional benefit to micro and SME businesses through being pre-qualified for other contract opportunities with an associated reduction in time and cost of filling out paperwork. For instance, access to Constructionline allows local contractors to be included in tender lists for work beyond the Scottish Borders.
- 5.6 The fees relating to Constructionline accreditation range from £90.00 (net of VAT) for a business with a turnover up to £99,999, to a maximum fee of £1565.00 (net of VAT) for a business with a turnover beyond £50 million.

6 USE OF PROCUREMENT TO ACHIEVE POLICY

- 6.1 Procurement processes are a mechanism to achieve Council policy across a significant number of areas. These can include Health and Safety requirements, Data Protection, Quality Management and Equalities considerations.
- 6.2 In the case of the Repairs and Maintenance Framework Agreement (an agreement for reactive and planned maintenance covering 11 trade services including joiners, glaziers, plumbers, electricians, builders and roofers) the procurement process included the requirement noted at 3.1.
- 6.3 With over 10,000 orders per annum and a budget of circa £1.8m, management of this volume of activity does not allow for direct supervision of each job, therefore external verification of each contractor's compliance with appropriate legislation is crucial to minimise risk to both the Council, the public and the contractors themselves.

7 CONTRACTOR SUPPORT

- 7.1 In order to support and facilitate contractors with the Repair and Maintenance tender process a series of 5 workshops were held in Peebles, Chirnside, Kelso, Galashiels and Hawick before the tender was formally launched. Representatives from the Procurement, Property Management and Wellbeing and Safety teams, as well as Constructionline were in attendance.
- 7.2 The tender document for the Repairs & Maintenance Framework Agreement included clear guidance and noted the requirement for any potential contractor to be willing to undertake Constructionline registration before being fully admitted to the participation list.
- 7.3 The information provided with the tender document allowed sufficient time for those admitted to the Framework Agreement to complete their registration with Constructionline and SSIP accreditation – the timescale was subsequently extended to 20th July 2015 to allow contractors to commence the process.
- 7.4 A further engagement event was more recently held at Springwood Park, Kelso with over 60 contractors attending to hear a presentation from Constructionline followed by the opportunity to discuss accreditation directly with Constructionline.
- 7.5 While there have been isolated instances of resistance, this significant change process has been adopted positively by the majority of our local tradesmen.
- 7.6 138 Contractors are participating in the Repair and Maintenance Framework Agreement. As at 10th August 2015, 72% (99) of these contractors are fully registered with Constructionline. Of the remaining contractors, all are in the process of registration.
- 7.7 The SSIP requirement (which complements Constructionline registration) can be fulfilled through a number of options and so is a matter of choice for each contractor. Of the contractors fully signed up to Constructionline 58% (57) were already or have subsequently registered with the organisation of their choice.
- 7.8 These figures are being monitored daily by Property Services, Procurement and Constructionline. The trend is positive with those achieving full registration increasing on a day to day basis.

8 IMPLICATIONS

8.1 Financial

- (a) There are no direct financial implications to this report.

8.2 Risk and Mitigations

- (a) The Control of Contractors Policy supports the legal duty to provide a safe working environment and so mitigates any risk to the Council of not doing so.
- (b) There is a risk that any amendment to the requirements of the Control of Contractors Policy will compromise Councils Health and

Safety responsibilities and disaffect any contractor who has completed the accreditation process.

8.3 Equalities

- (a) This is an information only based report and as such there are no equalities implications.

8.4 Acting Sustainably

- (a) This is an information only based report and as such there are no sustainability implications.

8.5 Carbon Management

- (a) This is an information only based report and as such there are no carbon management implications.

8.6 Rural Proofing

- (a) Not applicable

8.7 Changes to Scheme of Administration or Scheme of Delegation

- (a) No changes required

9 CONSULTATION

- 9.1 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 with comments received incorporated into the report.

Approved by

David Robertson
Chief Financial Officer

Signature

Rob Dickson
Corporate Transformation and Services Director

Signature

Author(s)

Name	Designation and Contact Number
Kathryn Dickson	Procurement & Payment Services Manager x 6646
Graham Cresswell	Senior Wellbeing & Safety Adviser x 6627
Stuart Mawson	Property Manager x 6550

Background Papers:

Previous Minute Reference: Scrutiny Committee, 28th May 2015

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

Contact us at Kathryn Dickson, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, email: Kathryn.dickson@scotborders.gov.uk

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Control of Contractors Policy (Design, Construction, Maintenance and Repair).

Document reference number.

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**Wellbeing and Safety Management System.
Control of Contractors Policy (design, construction,
maintenance and repair)**



Document reference number. COR POL O 015

Issue No.	Document changes history.	Current status
1	Initial release	Obsolete
2	Changes to accommodate 'Constructionline' and separation of guidance into separate document.	Obsolete
3	Inclusion of ' plus sites on which the Council may be working' in para 3.1 ; Add 'Constructionline' in definitions para 4.5; para 6.5.1.7 include ' as defined in the accompanying guidance documents' .; para 6.9.4 Note added; para 7.1 revised with para 7.2 deleted. and para 8.4 inclusion of link to Constructionline.	Obsolete
4	Annual review changes: Para 4.5 Delete "government owned and maintained"; para 4.6 new Constructionline definitions added; para 5.1.3 update CDM from 2007 to 2015 and para 7.4 add "or in circumstances where the council may fail to deliver its obligatory service commitments." Change green to white throughout document in reference to satisfactory status for Constructionline. New para 7.6 added re monitoring of exceptional use.	Live

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POLICY STATEMENT

1. Statement

- 1.1.** Scottish Borders Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to all employees including those employed to do contracted works for and on behalf of Scottish Borders Council by ensuring they are provided with all necessary information and instruction.

The Council will discharge its duties with all due care and diligence so far as is reasonably practicable and promote Health and Safety as a main consideration.

INTRODUCTION

2. Introduction

- 2.1.** The Health and Safety at Work etc. Act 1974 requires safe places and safe systems of work with minimised risks to employees or others affected by the organisations undertakings. This policy does not exempt from nor alter the duties of the organisation and contractors under this legislation and associated legislation.
- 2.2.** In general contractors are less familiar with the workplace than staff based at that workplace or visiting and yet they are often carrying out tasks more hazardous than those normally occurring there.
- 2.3.** This policy is aimed at defining how the organisation will uphold its responsibilities, how these responsibilities will be carried out, who has responsibility and to provide guidance to those persons.

SCOPE

3. Scope

- 3.1.** This policy covers all premises, sites owned or leased by Scottish Borders Council plus sites on which the Council may be working and covers matters of Health and Safety and good working practices in relation to contracted employees.
- 3.2.** It is the intention of this policy to provide control which will ensure the Health and Safety of all persons on SBC premises where a contractor is employed and the contractor themselves.
- 3.3.** Areas where outside services are likely to be contracted for include:
- 3.3.1. Building and construction
 - 3.3.2. Civil Engineering
 - 3.3.3. Demolition
 - 3.3.4. Maintenance work

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- 3.3.5. Boiler work and other pressurised containers
- 3.3.6. Electrical installation
- 3.3.7. Servicing/ maintaining electrical equipment and fire detection and prevention systems
- 3.3.8. Asbestos removal

NB This list is not exhaustive

DEFINITIONS

4. Definitions

- 4.1. For the purpose of this policy the term ‘Contractor’ shall cover any company, organisation, person or persons appointed to carry out work concerning Design, Construction, Maintenance and Repair for or on behalf of SBC.
- 4.2. ‘Council’ shall mean Scottish Borders Council (SBC)
- 4.3. ‘Responsible person’ shall mean person responsible for the engagement of contractor and / or management thereof (e.g. Property services, SBC Contacts and Design Services management, Budget Holder responsible for employment of contractors, most senior line manager in property concerned.)
- 4.4. ‘PQQ’ refers to the Pre-Qualification Questionnaire that is completed during the Procurement process for any goods, services or works that meets the appropriate cost threshold
- 4.5. Constructionline –is a database of contractors, consultants and material suppliers that have completed a pre-qualification criterion. This has been developed with government and industry bodies including the Health and Safety Executive and Constructing Excellence. For contractors to be eligible for works within SBC they shall additionally be required to be fully accredited in terms of a Safety Schemes in Procurement (SSIP).
- 4.6. Constructionline status –

White (may show as grey colour on data base) status on the Constructionline data base represents that the contractor is registered and has the essential **safety documentation**; policies; insurances etc. in place and these are in date.

Amber status shows that Constructionline have some concerns relating to this contractors performance rating. **SBC should not use this contractor.**

Red status indicates **Constructionline accreditation is unsatisfactory and the contractor must not be used.**

LEGAL AND OTHER ASPECTS

5. Legal and Other Aspects

5.1. The relevant legislation applicable to this document include:

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- 5.1.1. Health and Safety at Work etc Act 1974
 - 5.1.2. Management of Health and Safety at Work Regulations 1999
 - 5.1.3. Construction (Design Management Regulations) 2015 (CDM)
 - 5.1.4. Control of Substances Hazardous to Health Regulations 2002 (as amended) Nov 2013 (COSHH)
 - 5.1.5. Work at Height Regulations 2005
 - 5.1.6. Control of Asbestos Regulations 2012
 - 5.1.7. RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - 5.1.8. Provision and Use of Work Equipment Regulations (PUWER) 1998
 - 5.1.9. Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
 - 5.1.10. Control of Noise at Work Regulations 2005
 - 5.1.11. Control of Vibration at Work Regulations 2005
 - 5.1.12. Electricity at Work Regulations 1989
 - 5.1.13. Pressure Systems Safety Regulations 2000
 - 5.1.14. Confined Spaces Regulations 1997
 - 5.1.15. Manual Handling Operations Regulations (MHOR) 1992
 - 5.1.16. Personal Protective Equipment at Work Regulations (PPE) 1992
 - 5.1.17. Health and Safety (First Aid) Regulations 1981 (Oct 2013 reprint)
 - 5.1.18. Health and Safety Consultation with Employees Regulations 1996
- 5.2.** This policy should be read in conjunction with the following SBC policies:
- 5.2.1. Corporate Wellbeing and Safety Policy
 - 5.2.2. General Health and Safety Risk Assessment Policy
 - 5.2.3. Accident Incident Reporting Policy
 - 5.2.4. Fire Safety Policy
 - 5.2.5. First Aid Policy
 - 5.2.6. Unacceptable Behaviour Policy
 - 5.2.7. Manual Handling Policy
 - 5.2.8. COSHH Policy
 - 5.2.9. Scottish Borders Council Document for the Management of Asbestos in Buildings

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ROLES AND RESPONSIBILITIES

6. Roles and Responsibilities

6.1. Chief Executive

6.1.1. The Chief Executive is responsible for ensuring the implementation of suitable arrangements to ensure the effective control of contractors in terms of Health and Safety within SBC and ensuring that adequate resources are available to effectively implement this policy.

6.2. Depute Chief Executives

6.2.1. Depute Chief Executives carry the prime responsibility for health, safety and welfare for the Services within their area of responsibility and ensure that the control of contractor policy is applied within their service area.

6.3. Service Directors

6.3.1. Service Directors have responsibility for the co-ordination and compliant delivery of the control of contractors policy within their service area they will:

- 6.3.1.1. Ensure that this policy is enforced within their Service
- 6.3.1.2. Provide adequate resources to ensure effective Control of Contractors within their Service.
- 6.3.1.3. Ensure that controls are in place to ensure competent contractors are selected
- 6.3.1.4. Ensure statutory Health and Safety requirements are met particularly the requirement of Risk Assessment by SBC, contractors and any Sub contractors

6.4. Responsible Persons

6.4.1. Responsible persons have responsibility for the co-ordination and compliant delivery of the Control of Contractors Policy within their service/ location area they will:

- 6.4.1.1. Ensure that this policy is enforced
- 6.4.1.2. Ensure that contractors who are employed are trained and competent for the tasks for which they will be undertaking.
- 6.4.1.3. Ensure statutory Health and Safety requirements are met particularly the requirement for suitable and sufficient Risk Assessments and safe systems of work by contractors and / or their Sub contractors

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- 6.4.1.4. All employees under their control are consulted and are made fully aware of the relevant risk assessments and control measures in place for their safety.
- 6.4.1.5. Report any concerns involving bad or unsafe practice of a contractor (to Property Services, Design Services or SBC Contracts) or incident involving a contractor to the Wellbeing and Safety department (see Accident Incident Reporting Policy)
- 6.4.1.6. Where the employment of a contractor involves working with members of the public (e.g. pupils, service users, etc) any concerns with contractors undertaking or performance must be reported to senior management immediately
- 6.4.1.7. Ensure where applicable that contractors working in a building or site for which they have control that they are made aware of any localised risks and have signed in / out using local arrangements for this
- 6.4.1.8. Ensure where applicable i.e. they are the responsible person for building/ property or employment of the contractor, that contractor has read, understood and signed the building Asbestos register, Fire Safety Arrangements and are aware of any other significant safety risks etc.

6.5. Place Management

- 6.5.1. Additionally to the responsibilities listed above for the responsible person
 - 6.5.1.1. Ensure that when engaging the services of a contractor for Construction, Civil Engineering or Maintenance and Repair works that those contractors employed are trained and competent for the works and tasks to be undertaken and are approved SBC contractors
 - 6.5.1.2. Review risk assessments provided by contractors to ensure they are 'suitable and sufficient' concerning high risk or specialist type undertakings and that method statements and safe systems of work are in place.
 - 6.5.1.3. Ensure contractors are provided with contact details of the relevant persons to consult with prior to, during and upon completion of contracted works including any emergency situations
 - 6.5.1.4. Provide advice or assistance to the responsible persons where queries or concerns are raised regarding Contractors Health and Safety Performance. Should issues arise regarding

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the performance of contractors it must be reported to Wellbeing and Safety section

- 6.5.1.5. Ensure that contractors are made familiar with all known or foreseeable site based or premises based risks prior to the start of any works
- 6.5.1.6. Request and record information to document that contractors plant and equipment complies with minimum legal standards or better as required
- 6.5.1.7. Inform Wellbeing and Safety of any high risk activities, as defined in accompanying guidance documents, which are being undertaken in Council premises, or sites on which the Council is working.

6.6. Wellbeing and Safety Section

- 6.6.1. Provide advice, guidance and assistance to any parties involved in the employment of contractors or those affected by a contractors undertakings
- 6.6.2. Have an active involvement in the PQQ process for areas, sections or services employing goods, services or works where Health and Safety is of paramount concern where the known risks of the activities/ works to be undertaken or environmental risks are high
- 6.6.3. Carry out site and or works audits either scheduled or ad-hoc
- 6.6.4. Record, monitor and review incidents that are reported concerning contractors and report them under RIDDOR if required

6.7. Employees

- 6.7.1. Scottish Borders Council employees are expected to report unsafe practices or conditions (within their capabilities to recognise unsafe practice) to their line manager who will ensure an Accident / Incident report form is completed. If a concern is recognised with working practice of a contractor the contractor should be asked, by management, to cease work with immediate effect.

6.8. Contractors

- 6.8.1. Contractors shall be responsible to the relevant parties engaging them in their undertakings on behalf of the Council
- 6.8.2. Contractors shall comply with current safety legislation, best practice, industry standards, contractual terms and conditions and the Council's policies and management procedures.

6.9. The role of contractor will include:

- 6.9.1. Not undertaking any works within SBC properties or sites without the express authority of relevant responsible person

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- 6.9.2. Providing appropriate risk assessments and method statements prior to undertaking work to the respective responsible person
- 6.9.3. Co-operate and communicate with the responsible person in planning and managing the works undertaken, including reasonable instruction, induction and site rules
- 6.9.4. Providing details of any other contractor who is engaged on their behalf in the undertaking of contracted works and ensure that they too conduct their work safely.

Note: 'SBc Contracts' may employ subcontractors who, if not registered with Constructionline' must then adopt and work within the scope of SBC policies and procedures managed by SBc Contracts management, as required.

- 6.9.5. Ensure all employees are familiar with local arrangements in aspects concerning Health and Safety (such as Fire Safety, First Aid, Asbestos, Local Security Arrangements etc.)
- 6.9.6. Bring to the attention of the responsible person any safety issues relating to the works
- 6.9.7. Bring to the attention of the responsible person all injuries and incidents including near misses, reportable accidents, diseases and dangerous occurrences.
- 6.9.8. Sign in and out of site in conjunction with local arrangements for doing so and remain in regular contact throughout works with the duty holder.

PROCUREMENT OF CONTRACTORS

7. Procurement and Appointment of a Competent Contractor

- 7.1. SBC will only employ contractors who are fully accredited SSIP members of Constructionline and have white status. (See para 4.6 above).**
- 7.2.** The service will carry out checks to ensure that the contractor has relevant experience in the field of work for which they applying.
- 7.3.** Contractors Health and Safety performance within the Council will be checked via SBC systems to ascertain that they are currently of a standard to allow employment within SBC premises / sites. (See 7.1 above).
- 7.4. During the transition period contractors who do not hold Constructionline registration and accredited SSIP membership can be awarded work up until 20th July 2015. On or after 20th July 2015 work can only be awarded to framework contractors who hold Constructionline registration and accredited SSIP membership with white status. Where contractors currently on the SBC framework do not achieve Constructionline registration and accredited SSIP**

Document Title.	Control of Contractors Policy (design, construction, maintenance and repair)	Issue No.	4	Date of Issue.	22 nd April 2015
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**Wellbeing and Safety Management System.
Control of Contractors Policy (design, construction,
maintenance and repair)**



Document reference number. COR POL O 015

membership by 1st September 2015 they will be removed from the Framework and therefore not qualify to be awarded work from SBC.

- 7.5. The involvement of Corporate Procurement Department in the procurement process will be dependant on value of contracted works or service and /or the level of known / foreseeable risk involved in works.

Note: It is recognised that a situation may occur where specialist contractors will be required to undertake reactive works in unplanned or unforeseen circumstances. If a scenario arises that contractors with the required specialism are not available through Constructionline then the service responsible for the works may employ from out with the Constructionline system.

It is envisaged that such a scenario will only occur in an emergency, one off circumstance or in circumstance where the Council may fail to deliver its obligatory service commitments. The service responsible for employment will take all reasonable steps to be satisfied that the contractor is sufficiently skilled, experienced and competent to carry out works prior to employment there of and ensure SBC policy and guidance is followed and enforced.

- 7.6 Where the above emergency / one off circumstance occurs the use of this contractor must be advised to Wellbeing and Safety Section by the service appointing the contractor in order that close monitoring of the use of this process is monitored and the policy is being applied as intended.

FURTHER INFORMATION

8. Further Information

- 8.1. Further information available from HSE's Approved Codes of Practice (ACOPs) or guidance books e.g. HSG 159 (10/11) Managing Contractors

<http://www.hse.gov.uk/pubns/books/hsg159.htm>

- 8.2. Wellbeing and Safety guidance documents for Control of Contractors

- 8.3. PAS91:2013

<http://www.nfbtraining.co.uk/resources/nfb/000/323/902/PAS91-2013.pdf>

- 8.4. <http://www.constructionline.co.uk/>

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ROAD SAFETY – ANNUAL POSITION STATEMENT

Report by Service Director Commercial Services

EXECUTIVE COMMITTEE

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes to update the committee on reported road casualties in 2014 and progress towards meeting the Scottish Government casualty reduction targets.**
- 1.2 In June 2009 the Scottish Government set revised targets for accident reduction across a number of key headings. The base taken for this is the 2004 – 08 annual average and the target reduction is by the year 2020 with interim targets set for 2015.
- 1.3 The five areas identified as national reduction targets are as follows :-
1. The number of people killed in road accidents
 2. The number of people seriously injured in road accidents
 3. The number of children under 16 killed in road accidents
 4. The number of children under 16 seriously injured in road accidents
 5. The slight injury accident rate

Progress against these national targets is the main focus of this report.

- 1.4 The national position is generally positive based on the official 2013 figures, with reductions continuing to be shown across all the accident reduction areas identified in 1.3 above and all but the second category outlined currently exceeding the level of reduction needed to meet interim 2015 and/or 2020 reduction targets. Provisional 2014 figures however indicate some worrying increases in key categories.
- 1.5 At a local Scottish Borders level 2014 was another positive year for the area, with the long term trend of accident casualty reduction in the Scottish Borders being continued across all categories.

2 RECOMMENDATIONS

2.1 I recommend that the Committee

- (a) **notes the position with respect to injury accidents in 2014 and the progress that is being made in relation to meeting the Scottish Government targets for road casualty reduction.**

- (b) endorses the proposals for accident prevention going forward:**
- To continue to concentrate its Accident Investigation and Prevention resources on locations identified through the moving cursor programme.**
 - And that broader elements such as education, encouragement and communications will continue to be addressed through the Scottish Borders Road Safety Working Group. In particular, maintaining close liaison with the police in terms of appropriate enforcement as necessary.**

3 BACKGROUND

- 3.1 The Scottish Borders Road Safety Working Group is the overarching body looking at road safety and vehicle accident prevention in the area. The Working Group is multi-partnership with representatives drawn from the Police, Fire and Rescue, RoSPA, Trunk Road Operating Company AMEY and Lothian and Borders Safety Camera Partnership, in addition to the Council's Commercial Services section and Children and Young Peoples' Service.
- 3.2 Although accidents and casualties have shown a general decrease over recent years it has previously proved difficult for rural areas, such as the Scottish Borders, to meet the ambitious national targets set for the rate of casualty reduction.
- 3.3 Accident and casualty reporting is initially undertaken by the police and the statistics are passed to local authorities for vetting before being returned for validation. This can be a time-consuming practice and means that data is some three to four months behind in terms of validated accident figures at any point in the year. It should also be noted that only injury accidents are recorded and notified by the police.
- 3.4 It should further be noted that all accident figures quoted include those that occur on trunk roads as well as those on Council controlled roads.

4 NATIONAL POSITION

- 4.1 In looking at the national position the statistics available are up until the end of 2103, as national statistics are produced in late October for the previous year. Subsequent to the first drafting of this report provisional 2014 figures have been released and these are also outlined in the following paragraphs.
- 4.2 172 people were reported as killed on Scotland's roads in 2013. This is 41% below the 2004-2008 average of 292 and as such the reduction seen to date already exceeds that needed to reach the 2015 milestone and the 2020 target (175). Unfortunately the provisional figures for 2014 indicate a sharp rise, in the number of fatalities nationally, to 200.
- 4.3 1,672 people were reported as seriously injured in 2013. This is 36% below the 2004-2008 average of 2,605. The number of people seriously injured therefore remains above the 2015 milestone of 1484. Provisional figures for 2014 indicate a slight rise (1,694) in the number of serious injuries compared to 2013.
- 4.4 9 children were reported as killed on Scotland's roads in 2013. This in isolation is 40% below the 2004-2008 baseline average of 15, but it is also worth noting that the average deaths involving children over the 2011-2103 period is 6 (60% reduction). The reduction seen to date therefore exceeds that needed to reach the 2015 milestone and the 2020 target of a 50% fall. In 2014 provisional figures indicate that 7 children were killed in road accidents in Scotland.

- 4.5 143 children were reported as seriously injured in 2013. This is 56% below the 2004-2008 average of 325, exceeding the reduction required to meet the 2015 milestone and on profile to achieve the 2020 reduction target. Unfortunately the provisional 2014 figures indicate a sharp rise to 171.
- 4.6 The slight casualty rate of 22 casualties per million vehicle kilometres in 2013 was 32% below the 2004-2008 baseline average of 32.5. No 2014 figure has been released to date.
- 4.7 Overall it can be seen that the national picture based on the official 2013 figures is a very positive one, with accident rates reducing across all five categories and the previously set national 2015 milestones and 2020 reduction targets being surpassed already in some instances. Unfortunately it would appear that 2014 has bucked the downward trend and in two key areas, fatalities and serious child injuries there has been a significant and worrying increase from the previous year.

5 2014 ACCIDENT STATISTICS FOR SCOTISH BORDERS

- 5.1 In general terms 2014 was another positive year with the long term trend of accident casualty reduction in the Scottish Borders being continued.
- 5.2 Progress against targets is discussed in the following paragraphs and shown in graphical and tabular form respectively in Appendices A and B.

Progress Against Target 1 – 30% Reduction by 2015 in the Number of People Killed and a 40% Reduction by 2020

- 5.3 In 2014 there were seven vehicle accident related fatalities in the Scottish Borders; two of which were on the trunk road network. This is up on the all-time low of 2013 but still represents a reduction of five from the 2004 – 08 base. The reduction seen to date exceeds that needed to reach the 2015 milestone.
- 5.4 The 2014 total of seven resulted from six separate incidents and consisted of two pedestrians, a motorcyclist, a tractor driver and three car occupants.

Progress Against Target 2 – 43% Reduction by 2015 in the Number of people Seriously Injured and a 55% Reduction by 2020

- 5.5 The total number of serious casualties in 2014 was sixty two. This is twelve below the previous year's figure and reversed the trend of an increase in serious injuries in the last few years. It is also significantly down on the 2004 -08 base of ninety five, but remains below the reduction rate required to meet the 2015 milestone and 2020 national reduction targets.
- 5.6 Seventy four percent of the serious injury casualties occurred in the six month period covering April through September. Other than there is more traffic on the roads in these months it is not clear why this should be so pronounced this year.

Progress Against Target 3 - 35% Reduction by 2015 in the Number of Children (aged < 16) Killed and a 50% Reduction by 2020

- 5.7 As in the previous three calendar years there were no child fatalities in 2014. The 2004-08 annual average was zero point four.

Progress Against Target 4 - 50% Reduction by 2015 in the Number of Children (aged < 16) Seriously Injured and a 65% Reduction by 2020

- 5.8 There was only one child under 16 years of age seriously injured on roads within Scottish Borders in 2014. This is the lowest recorded rate for the area since records began and displays a reduction of seven on the 2004 – 08 annual average.

Progress Against Target 5 – 10% reduction in the slight casualty rate, expressed as the number of people slightly injured per million vehicle kilometres

- 5.9 The slight casualty rate for an area is calculated nationally and is not available until the November following the previous year end. The Scottish Borders figure for 2013 was twenty two which is comfortably below the five-year base average of thirty eight and the 2020 reduction target of thirty five.

Identified Trends and Issues for Scottish Borders

- 5.10 The long-term trend for the Scottish Borders is positive in that all categories of accident (fatal, serious and slight) are showing a reduction and that the rate of that reduction for fatal and slight accidents is in line with or better than the national targets that have been set. Notwithstanding this all accidents are treated seriously and work needs to continue to eliminate any contributory factors accounting for them.
- 5.11 There remains a number of road-user categories that continue to be a particular concern at a local level. These are discussed below and will continue to be the focus of the Scottish Borders Road Safety Working Group and the Council's Network Section. It should be noted that both the 2014 figures and the previous four years figures have been taken into consideration in the following paragraphs.
- 5.12 Pedestrians are perhaps the most vulnerable of all road users and this is reflected in the seriousness of their injuries when they are involved in vehicular accidents. Unfortunately there were two pedestrian fatalities in 2014 bringing the five year total to four. The area however, remains significantly below the national average for both fatal and serious accidents in this road-user category. This is perhaps not that surprising in that such accidents are most prevalent in more urban authority areas where vehicle and pedestrian interaction is much greater. Nevertheless this is an area of concern; not least because fatalities have a tendency to fall under the very young or very old age group category.
- 5.13 Cyclists can be equally vulnerable as borne out by four fatalities over the five year period. In terms of fatalities this is almost three times the national average over the period; but when fatal and serious injuries are combined the figures are much more balanced. It is perhaps worth pointing out that in any category where the traditional numbers are relatively low, the introduction of small variations can cause very spiky results and it is pleasing to report no cycle fatalities in 2013 or 2014. Nevertheless this is an area that will necessitate careful consideration and monitoring.
- 5.14 Motorcyclists make up 1% of Scotland's road traffic, but account for 13% of its fatalities. This user group has been a particular concern for the Scottish Borders for a number of years as they are attracted in large numbers to the area; in part by the nature of the roads and the challenge that they can present. There have now been eight motorcycle fatalities in

the area in the last five years and many more serious casualties. In percentage terms Scottish Borders are above (22% to 16%) the national average for combined fatal and serious motorcycle casualties, although this can, to an extent, be explained by the rural nature of the area. Casualties in this particular group continue to be dominated by those over the age of thirty five. One area where attempts have been made to try and address motorcycle accidents is through the "Around the Corner Campaign" which originated in the Lothian and Borders and has gone on to win national acclaim including a Prince Michael International Road Safety Award.

- 5.15 In common with almost every area in Scotland, young drivers make up a disproportionate amount of those involved in injury accidents, with road users under 26 making up a third of all casualties recorded. In addition young drivers make up a quarter of all fatal and serious casualties involving car occupants. Locally the area continues to target new and future drivers through various education initiatives at schools and more recently the Scottish Borders has been leading the country with its funding of Advanced Driver courses for young drivers. Nationally more stringent tests, graduated licences and night-time curfews are some of the areas that are again under active consideration.
- 5.16 In line with Scotland's Road Safety Framework Targets it is suggested that the Council continues to concentrate its Accident Investigation and Prevention resources on locations identified through the moving cursor programme that identifies where accident are occurring. In addition to this the broader elements such as education, encouragement and communications will continue to be addressed through the Scottish Borders Road Safety Working Group. In particular, close liaison will be maintained with the police in terms of appropriate enforcement as necessitated.

6 IMPLICATIONS

6.1 Financial

- (a) There are no costs attached to any of the recommendations contained in this report.
- (b) The costs associated with accidents are substantial with current national statistics putting the average cost to the nation of an injury accident at £92,660 and the cost of a fatal accident at £1,990,632. An annual capital allocation of £50,000 is currently available to spend on accident investigation prevention schemes.

6.2 Risk and Mitigations

There is a risk that the current downward trend in accident casualties is not continued. This is particularly true of the Scottish Borders where the relatively low figures for some categories can sometimes lead to quite dramatic fluctuations in the numbers involved. This risk is mitigated by the work of the Network Section and the wider Scottish Borders Road Safety Working Group.

6.3 Equalities

An Equalities Impact Assessment scoping exercise has been carried out on this proposal which concluded that there are no adverse equality implications and a full EIA was not required.

6.4 Acting Sustainably

There are no economic, social or environmental effects directly related to the recommendations of this report.

6.5 Carbon Management

This report has no direct impact on the Council’s carbon emissions.

6.6 Rural Proofing

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

6.7 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the 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 any comments received have been incorporated into the final report.

7.2 As the report may be of media interest the Corporate Communications team have been consulted and any comments received have been incorporated into the final report.

Approved by

Andrew Drummond-Hunt

Service Director Commercial Services

Signature

Author(s)

Name	Designation and Contact Number
Brian Young	Network Manager 01835 825178

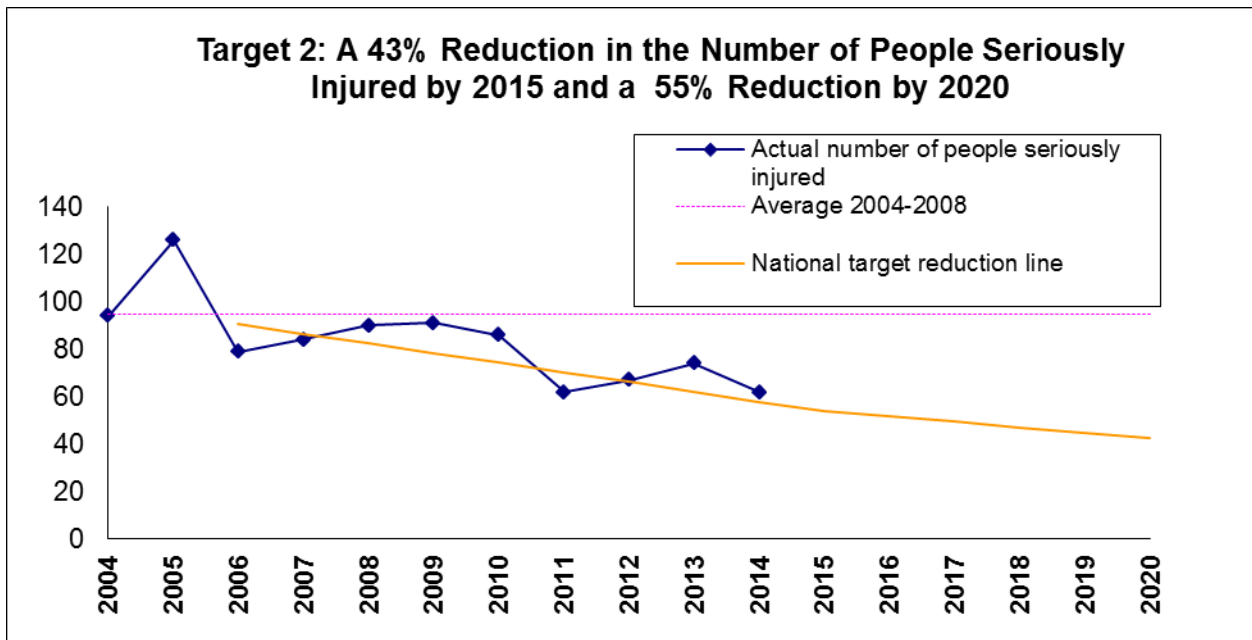
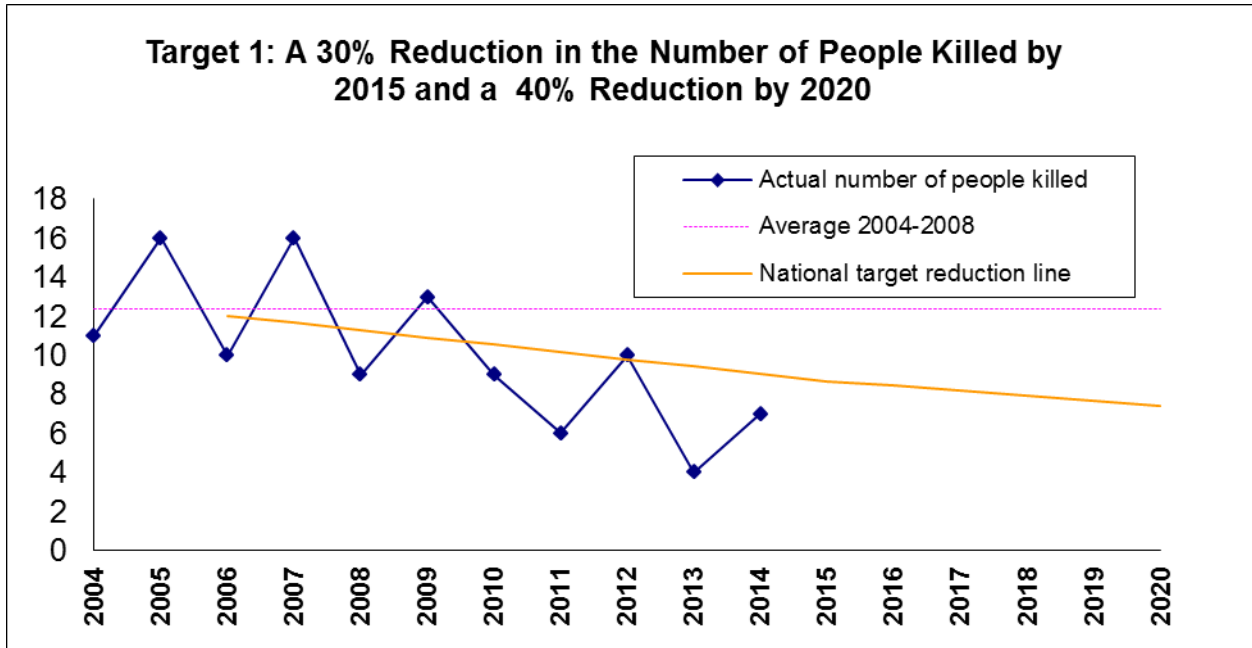
Background Papers: Scottish Borders Road Safety Plan 2010 - 2020

Previous Minute Reference: None

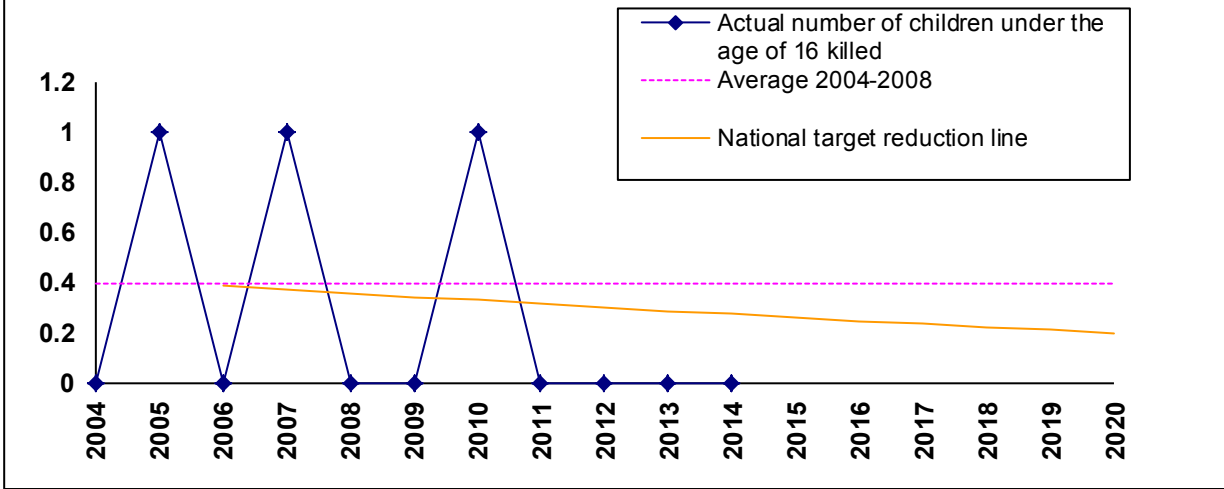
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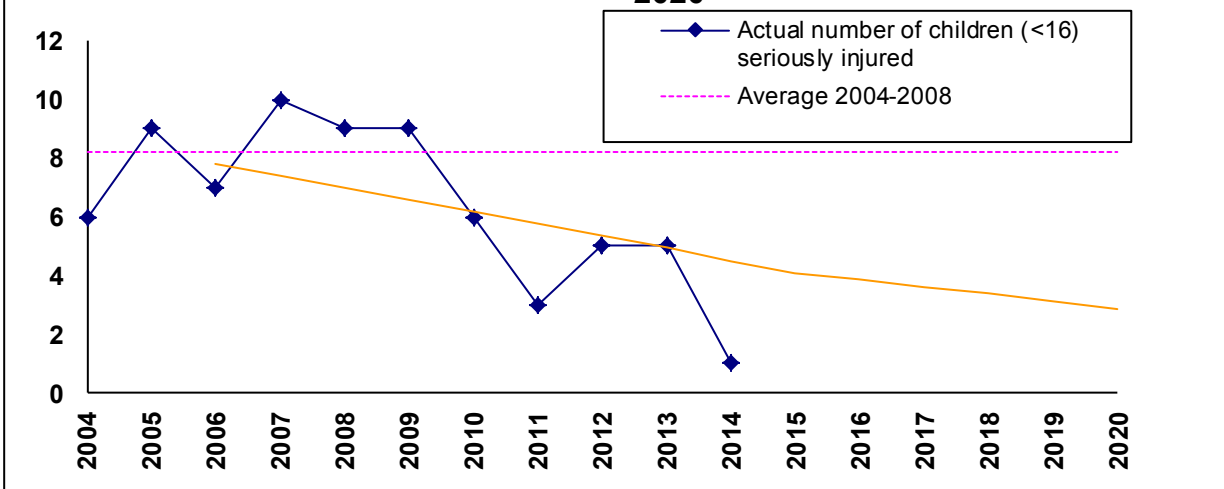
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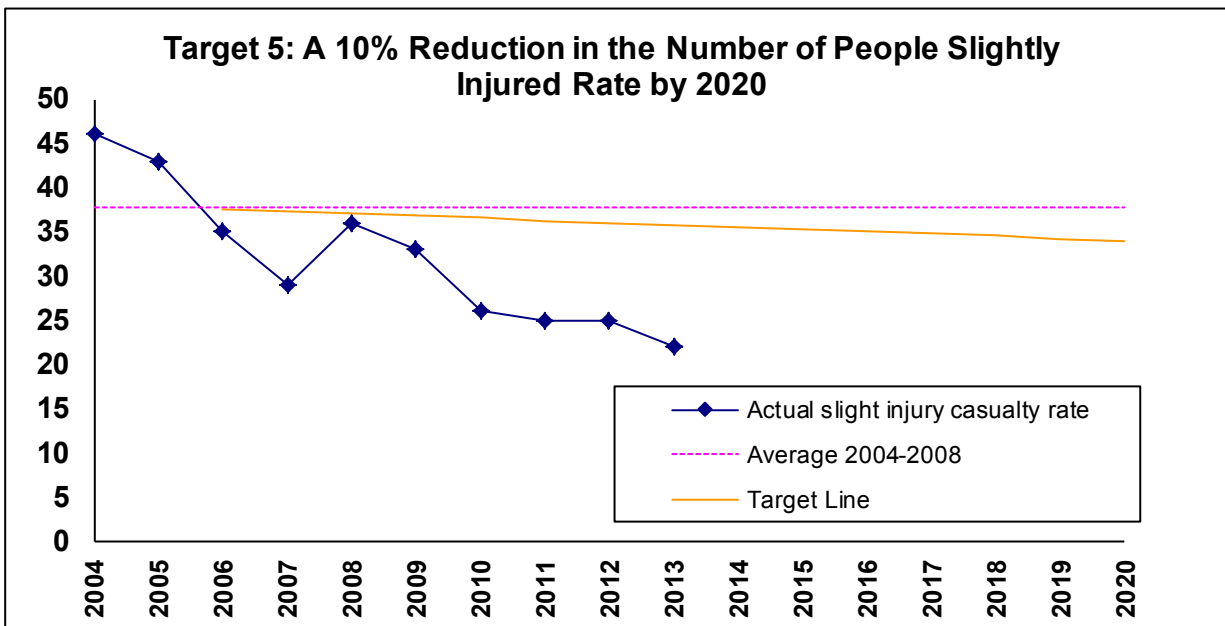


Target 3: A 35% Reduction in the Number of Children Under the Age of 16 Killed by 2015 and a 50% Reduction by 2020



Target 4: A 50% Reduction in the Number of Children Under the Age of 16 Seriously Injured by 2015 and a 65% Reduction by 2020





Appendix B
Progress Towards National Target Reductions

	Target 1			Target 2			Target 3			Target 4			Target 5		
	Killed	Base line	Proposed Reduction	Base line	Proposed Reduction	Children <16 killed	Base line	Proposed Reduction	Children <16 serious	Base line	Proposed Reduction	Slight accident rate	Base line	Proposed Reduction	
Ave 2004-2008	12.4	12.4		94.6	94.6	0.40	0.40		8.2	8.2		37.8	37.8		
2004	11	12.4		94	94.6	0	0.40		6	8.2		46	37.8		
2005	16	12.4		126	94.6	1	0.40		9	8.2		43	37.8		
2006	10	12.4	12.0	79	94.6	91	0.40	0.39	7	8.2	7.79	35	37.8	38	
2007	16	12.4	11.7	84	94.6	86	0.40	0.37	10	8.2	7.38	29	37.8	37	
2008	9	12.4	11.3	90	94.6	82	0.40	0.36	9	8.2	6.97	36	37.8	37	
2009	13	12.4	10.9	91	94.6	78	0.40	0.34	9	8.2	6.56	33	37.8	37	
2010	9	12.4	10.5	86	94.6	74	0.40	0.33	6	8.2	6.15	26	37.8	37	
2011	6	12.4	10.2	62	94.6	70	0.40	0.32	3	8.2	5.74	25	37.8	36	
2012	10	12.4	9.8	67	94.6	66	0.40	0.30	5	8.2	5.33	25	37.8	36	
2013	4	12.4	9.4	74	94.6	62	0.40	0.29	5	8.2	4.92	22	37.8	36	
2014	7	12.4	9.1	62	94.6	58	0.40	0.27	1	8.2	4.51		37.8	36	
2015		12.4	8.7		94.6	54		0.26		8.2	4.10		37.8	35	
2016		12.4	8.4		94.6	52		0.25		8.2	3.85		37.8	35	
2017		12.4	8.2		94.6	49		0.24		8.2	3.61		37.8	35	
2018		12.4	7.9		94.6	47		0.22		8.2	3.36		37.8	35	
2019		12.4	7.7		94.6	45		0.21		8.2	3.12		37.8	34	
2020	7.4	12.4	7.4	43	94.6	43	0.20	0.20	2.87	8.2	2.87	34.02	37.8	34	
Annual reduction required to 2015 target	0.37			4.07			0.01		0.41						
Annual reduction required to 2020 target	0.25			2.27					0.25			0.25			

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**DEVELOPER CONTRIBUTION, LAND SOUTH OF MEIGLE ROW,
CLOVENFORDS 06-0104-FUL**

Report by Service Director Neighbourhood Services

EXECUTIVE COMMITTEE
18 AUGUST 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report seeks approval to utilise the developer contribution of £42,995 from Meigle Row, Clovenfords in line with details contained within the negotiated agreement ref; 06-0104-FUL to provide additional equipment to the play area adjacent to Muscat Brae.**
- 1.2 As part of the development at land South of Meigle Row, Clovenfords, the Council negotiated a developer contribution for the amount of £42,000 as a contribution towards the provision of additional equipment at the play areas adjacent to Muscat Brae, Clovenfords. However, after allowing for indexation and interest charged the balance held by the Council in relation to this agreed contribution is currently £42,995. Included in the sum is £17,890 towards costs associated with ongoing maintenance, insurance and depreciation of the equipment as per the developer contribution policy. This leaves a remaining capital budget of £25,105.
- In addition to this, the Tweeddale Area Forum agreed to contribute a further amount of £10,000 from its Quality of Life Budget to further improve access, boundary and surfacing, creating an overall capital budget of £35,105
- 1.3 Officers from Neighbourhood Services have been working with local elected Members and the Community Council to agree a design for the extra play equipment to be delivered. This preferred design has now been agreed locally and officers have undertaken a procurement exercise and identified preferred providers. Officers are now pursuing the delivery of the approved design using the developer contribution.

2 RECOMMENDATIONS

- 2.1 **I recommend that Executive Committee:**
- (a) **Agrees to include £25,105 funded by a Developer Contribution within the Financial Capital Plan for 2015-16.**

- (b) Agrees to the inclusion of £17,890 from the Developer Contribution budget to the Revenue budget to enable the delivery and ongoing maintenance of additional play equipment and other improvements to the Play Area adjacent to Muscat Brae.**

- (c) Agrees a virement of £10,000 from Quality of life to Capital as approved by the Tweeddale Area Forum.**

3 BACKGROUND

- 3.1 The Council has received a developer contribution (the play park provision contribution) from the development at Meigle Row, Clovenfords for the amount of £42,995 with Barratt Homes (the developer). The money is to be used to upgrade an existing facility adjoining the land/development site.
- 3.2 At the Tweeddale Area Forum on 4 March 2015, proposals were agreed to utilise £10,000 of Quality of Life funding to create an overall budget of £52,995 to provide other improvements to the play area, which could not be delivered using the developer contribution, including boundary fence surfacing and access improvements.
- 3.3 Included in the budget is an amount for maintenance of £17,890. This therefore leaves an available capital budget to deliver the improvements of £35,105.
- 3.4 Officers from Neighbourhood Services have been working with local elected Members and the Community Council to agree a design for the extra play equipment to be delivered. This plan has now been agreed locally and officers have undertaken a procurement exercise and identified preferred providers. Officers are now pursuing the delivery of the approved design using the developer contribution.

4 IMPLICATIONS

4.1 Financial

The approved design has been subject to competitive tendering and a preferred supplier selected to deliver the scheme, to a value of £35,105.

The remaining balance of £17,890 is to be used to meet depreciation and maintenance costs associated with the new play equipment that has been provided over a ten year period.

4.2 Risk and Mitigations

The Council has negotiated and received £42,995 to be used in line with the agreement number (06-01404-FUL). The money is not able to be used for any other purpose and requires to be spent within five years following receipt of the money from the developer, which was 3 March 2015. As officers have developed proposals for the use of the sum along with the community and local elected Members, there are no risks associated with the use of the money for its intended purpose.

4.3 Equalities

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

4.4 Acting Sustainably

The improvements to the play facilities in Clovenfords will support community cohesion and social and mental health and well being principles by providing good quality play space in accessible locations to approved

standards.

4.5 Carbon Management

There are marginal effects on carbon emissions arising as a result of delivering the proposals contained in this report, principally as a result of the construction activities of the contractors involved in delivering the approved plans.

4.6 Rural Proofing

This does not apply to the proposals contained in this report

4.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to be made to the schemes of administration or delegation as a result of the proposals contained in this report.

5 CONSULTATION

5.1 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 on this report and any comments have been incorporated in the final report.

Approved by

Service Director of Neighbourhood Services Signature

Author(s)

Name	Designation and Contact Number
Jason Hedley	Neighbourhood Area Manager (Tweeddale) 01835-824000 (8037)

Background Papers: None

Previous Minute Reference: Tweeddale Area Forum 4th March 2015

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**DISCRETIONARY HOUSING PAYMENTS – 2015/16
PERFORMANCE REPORT**

Report by Service Director Neighbourhood Services

EXECUTIVE COMMITTEE

18 August 2015

1 PURPOSE AND SUMMARY

- 1.1 **This report details the activity of the Discretionary Housing Payment scheme in the first quarter of 2015/16. The report provides an update on the funding and performance of the scheme.**
- 1.2 The total amount of Discretionary Housing Payments awarded in the first quarter of 2015/16 was £518,080
- 1.3 The total amount of Discretionary Housing Payments awarded and paid in 2014/15 was £733,398
- 1.4 There were 1,101 Discretionary Housing Payment applications received in the first quarter of 2015/16. Of the 1,048 decided 993 (95%) were successful. The high rate has been achieved by the Council working jointly with Citizens Advice Scotland and Housing Associations to identify people who may be eligible and improve the quality of applications and close partnership working with Housing Associations and Citizens Advice Bureau.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Committee notes the activity relating to Discretionary Housing Payments in the first quarter of 2015/16 and continues to monitor progress on a quarterly basis.**

3 BACKGROUND

- 3.1 Discretionary Housing Payments were introduced in July 2001 and replaced the Exceptional Hardship and Exceptional Circumstances Payments. They are not payments of Housing Benefit but separate payments made at the Council's discretion, within Government guidelines, in cases where it is considered that extra help with housing costs is needed.
- 3.2 Payments are funded from a budget provided by the Department for Work and Pensions (DWP) and Scottish Government. In addition, for 2014/15 the Council could top up, by 1.5 times the level of funding available for this purpose. This restriction has been removed and there is no limit to the level of top up the Council can provide. This top up includes any contribution from Scottish Government.
- 3.3 The Scottish Government (SG) has reduced the guaranteed funding provided from £426,546 for 2014/15 to £65,266 in year 2015/16. The SG has also committed to mitigating the social sector size reductions and up to £122,734 will be made available in May 2016 if the initial budget of £548,607 (the combination of the DWP and SG funds) is exceeded. The additional sum will only be paid based on the amount it costs the authority to mitigate the Social Sector Size Criteria reductions. The Council has committed to providing a top up of £58,000 if required.

- 3.4 The funding comparison is:-

	2015/16	2014/15
SBC discretionary top up	£ 58,000	£ 58,000
DWP Budget	£483,341	£464,841
Scottish Government top up	£ 65,266	£426,546
Scottish Government provisional top up	<u>£122,734</u>	
Table Funding available	<u>£729,341</u>	<u>£949,387</u>

1

- 3.5 The information at Table 1 reflects available in year funding. Members have previously agreed to commit the unspent funds arising from 2014/15 to help meet 2015/16 requirements.
- 3.6 The Council revised its Discretionary Housing Policy on 31 October 2013 to take account of the increased funding and welfare reforms. Anyone who is currently receiving Housing Benefit, and requires further help with their housing costs, can apply for additional help. This is typically because of a high rent, a claimant who has more bedrooms than allowed within the Housing Benefit regulations, to help with costs when moving, rent deposits or where the claimant is responsible for rents on two properties for a short period. The policy is being reviewed annually taking into account the impact of funding changes.

4 CURRENT POSITION

4.1 The total figures for 2015/16 compared to 2014/15 are shown below:-

Number of DHP claims and spend		
	2015/16	2014/15
	April 2015 to June 2016	April 2014 to March 2015
Number of Applications considered	1,048	2,265
One-off payments	£7,870	£69,798
Ongoing payments	£510,210	£663,600
Total awards for the year	£518,080	£733,398

Table2

- 4.2 Awareness of Discretionary Housing Payments has increased dramatically in the previous 18 month period, particularly due to the take up campaign started in January 2014. Scottish Borders Council will continue to work closely with Scottish Borders, Berwickshire, Waverley and Eildon Housing Associations to identify people who need help because of the changes in the spare room subsidy. As budgets have been reduced a review of the awards policy and procedure is being undertaken to ensure the budget provisions continue to be allocated and spent in alignment with policy priorities
- 4.3 The Council is also working jointly with the Department for Work and Pensions to identify and support people who are affected by the Benefit Cap. The number of people affected by the benefit cap is likely to increase in April 2016 if the level of the cap reduces from £25,000 per year to £20,000 per year creating additional pressure for DHPs.
- 4.4 As predicted in previous reports, the full level of available funding was not required in 2014/15 however based on 2014/15 expenditure this is not likely to be the case in 2015/16 due to reduced funding levels. High levels of existing take up means that the vast majority of tenants who are likely to be eligible in 2015/16 have applied or had their awards extended already into 2015/16. It is not possible at this time to predict likely future application levels.
- 4.5 As in previous years unspent funding from the DWP will have to be repaid. The non DWP funding relates to Scottish Government funding which has been partially allocated to Councils with the balance only to be paid if required to mitigate the effects of the social sector size criteria reductions. In addition, the Council has committed to a top up of £58,000 should there be an overall shortfall however this will ease the difficulties in planning for payments of awards in the latter part of the financial year and reduces the risk of applications being refused.
- 4.6 At 30 June 2015 there were 53 Discretionary Housing Payment applications awaiting decisions by officers. All of these applications were less than two weeks old.

- 4.7 The total number of applications received in the first quarter of 2015/16 was 1,101, including applications which were still to be decided or could not be processed due to lack of information. A detailed analysis of claims is provided in Appendix 1. This shows that:-
- 993 (95%) of the claims decided have been successful. This is partly due to work with partner organisations, who have helped advise and signpost potential claimants who may not have been entitled under the previous policy.
 - 923 (93%) of those successful applications are from people affected by the social sector size criteria.
- 4.8 A campaign was undertaken in January 2014 to specifically target people affected by the the Social Sector Size Criteria reductions-who had not already come forward for help. The vast majority of tenants-who have been affected the change have been identified and there is ongoing work to engage with the hard to reach people. This has included
- a letter and applications form;
 - telephone calls if officers hold a contact number;
 - a visit to their home;
 - the offer of a further visit if assistance is required to make an application
- 4.9 The DWP allocation for DHPs in Scotland in 2015/16 has been reduced by £1.9 million however there has been a £19000 increase in the Council's allocation for 2015/16 due to revision in the calculation data used by DWP. The Scottish Government has committed to topping up DHP funds to 80% of the estimated funding required to fully mitigate the impact of the social sector size criteria with up to a further 20% being made available when the total impact is known in May 2016.
- 4.10 The Scotland Bill currently being progressed through Parliament contains measures which would transfer powers to the Scottish Government allowing it to set up its own scheme.

5 IMPLICATIONS

5.1 Financial

Other than the financial implications outlined in the report, there is uncertainty on the future of funding for Discretionary Housing Payments.

5.2 Risk and Mitigations

- (a) There is a risk that Scottish Borders Council may use all of the Discretionary Housing Payment funding before the financial year end and people who are in need may not be able to receive the intended assistance. This has been mitigated to an extent by further reviewing of the existing policy to ensure priority cases are identified and by the Council providing a top up provision for officers discretionary use.
- (b) The increased volume of applications, reviews and monitoring is causing an additional burden which will be partially mitigated by

additional temporary resources funded from existing budget resources provided for such purposes.

5.3 Equalities

There are no adverse equality implications.

5.4 Acting Sustainably

- (a) This report highlights that there are economic and social impacts which require to be monitored and may require a future policy change.
- (b) No environmental effects were identified.

5.5 Carbon Management

There are no effects on carbon emissions.

5.6 Rural Proofing

This policy highlights the additional funding that is specifically aimed at rural issues. Changes to the Discretionary Housing Payments Policy were previously made following a workshop with stakeholder groups and a take up campaign focused specifically on people affected by the Social Sector Size Criteria in rural areas.

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the Scheme of Delegation required.

6.0 CONSULTATION

- 6.1 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, the Service Director Capital Projects and the Clerk to the Council are being consulted and their comments will be incorporated into the report.

Approved by

Service Director Neighbourhood Services **Signature**.....

Author(s)

Name	Designation and Contact Number
Jenni Craig	Service Director Neighbourhood Services, 01835 825013
Les Grant	Customer Services Manager 01835 824000 ext 5547

Background Papers: None

Previous Minute Reference: Scottish Borders Council 21 April 2015.

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Contact us at Les Grant, Customer Services Manager, Scottish Borders Council,
Newtown St. Boswells, MELROSE TD6 0SA. Tel 01835 824000 ext 5547 email
customerservices@scotborders.gov.uk

DHP applications award breakdown 2015/16						
Application Period	Reason / Outcome	Local Housing Allowance Changes	Not Related to Welfare Reform	Spare Room Subsidy	Benefit Cap	Total
Apr 15– Jun 16	Successful	43	58	941	6	1048
	Refused	17	30	8	0	55
	Spend	14,832	12,083	481,491	9,674	518,080

Refusal Reasons	April 2015 to June 2015	2014/15
Benefit Increased as a result of application	0	5
Capital	0	7
No rent shortfall	3	20
Refusal to move to a more affordable property (after some short term help)	0	4
Withdrawn / Info not provided	11	46
Excess Income	0	1
No HB claim	14	64
No hardship shown	13	28
Excluded charges	0	13
Other	14	51
Outgoings unreasonably high	0	1
Totals	55	240

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