

# Public Document Pack



## EXECUTIVE COMMITTEE TUESDAY, 13 MARCH 2018

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 13 MARCH 2018 at 10.00 am

J. J. WILKINSON,  
Clerk to the Council,

7 March 2018

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute (Pages 3 - 8)</b>  Minute of the meeting held on 14 February 2018 to be approved and signed by the Chairman.	2 mins
5.	<b>Final Revenue Virements &amp; Earmarked Balances 2017/18 (Pages 9 - 20)</b>  Consider report by Chief Financial Officer. (Copy attached).	15 mins
6.	<b>Scottish Borders Council Community Grant Scheme - Year End Position 2017/18 (Pages 21 - 26)</b>  Consider report by Service Director Customer and Communities. (Copy attached.)	10 mins
7.	<b>Management Rules for Public Libraries in the Scottish Borders (Pages 27 - 36)</b>  Consider report by Service Director Regulatory Services. (Copy attached.)	10 mins
8.	<b>Blind Person/Concession Rail Scheme (Pages 37 - 52)</b>  Consider report by Service Director Regulatory Services. (Copy attached.)	10 mins
9.	<b>Any Other Items Previously Circulated</b>	
10.	<b>Any Other Items which the Chairman Decides are Urgent</b>	

## **NOTES**

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

---

**Membership of Committee:-** Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, W. McAteer, T. Miers, S. Mountford, M. Rowley, G. Turnbull and T. Weatherston.

---

Please direct any enquiries to: Pauline Bolson. Telephone: 01835 826503  
Email:- [pbolson@scotborders.gov.uk](mailto:pbolson@scotborders.gov.uk)

---

**SCOTTISH BORDERS COUNCIL  
EXECUTIVE COMMITTEE**

MINUTES of Meeting of the EXECUTIVE COMMITTEE held in Council Chamber, Council Headquarters, Newtown St Boswells, TD6 0SA on Wednesday, 14th February, 2018 at 10.00 am

-----

Present:- Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, S. Mountford, G. Turnbull and T. Weatherston.  
Apologies:- Councillors W McAteer, T Miers, M Rowley.  
Also present:- Councillors A Anderson, S Bell.  
In Attendance:- Chief Financial Officer, Executive Director (P Barr), Cultural Service Manager, Policy, Planning & Performance Manager, Democratic Services Team Leader, Democratic Services Officer (J Turnbull).

1. **MINUTE**

The Minute of the meeting of the Executive Committee of 30 January 2018 had been circulated.

**DECISION**

**APPROVED for signature by the Chairman.**

2. **COMMITTEE MINUTE RECOMMENDATION**

With reference to the Item 8 of the Audit and Scrutiny Committee Minute of 15 January 2018, copies of which had been circulated with the Agenda, it had been agreed to recommend to the Executive Committee that:

“They consider reviewing Key Performance indicators for the Housing Benefit service as part of their regular review of performance”.

2.2 Councillor Mountford advised that he had discussed with the Service Director Customer and Communities, and the Executive Committee agreed the recommendation.

**DECISION**

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

3. **QUARTERLY CORPORATE PERFORMANCE (QUARTER 3, 2017/18)**

3.1 With reference to paragraph 7 of the Minute of 21 November, there had been circulated copies of a report by the Chief Executive presenting a summary of Scottish Borders Council's quarterly performance information with details contained within Appendix 1 to the report. Appendix 2, to the report also provided details of Live Borders performance. The report advised that the Council had approved a Corporate Plan in April 2013, with eight priorities that it wished to address for the Scottish Borders over a five year period. In order to monitor progress against the eight priorities, a review of performance information was undertaken quarterly and presented to Executive Committee, as well as an annual summary in June each year. A summary of any changes made to performance indicators was provided at Section 4 of the report, followed by a high level summary of performance in Section 5. Appendix 1 provided more detail for each Performance Indicator (PI). All information contained within the report and appendices was also made available on the

Scottish Borders Council (SBC) website using the public facing part of SBC's Performance Management software (Covalent). This could be accessed at [www.scotborders.gov.uk/performance](http://www.scotborders.gov.uk/performance) and by clicking on "Scottish Borders Performs". Section 6 and Appendix 2 of the report presented summaries of performance during 2017/18 for Live Borders (who had delivered sport and cultural services as part of an integrated trust since April 2016). Reporting performance in February and August/September each year to Executive Committee was agreed within the Performance Management Framework, approved when services were transferred to Live Borders.

- 3.2 Members discussed the report and received answers to their questions. With regard to the Scottish Borders Business Loan Fund, it was explained that companies were now accessing funding via the Scottish Government Scheme and Economic Development were reviewing the continued need for a local fund. The Committee referred to the increase in recorded crime, it was noted that this reflected a national trend and would be scrutinised in more detail by the Police, Fire & Rescue and Safer Communities Board. With regard to the business sector providing work experience for young adults, it was advised that secondary schools had developed links with local businesses and were proactive in arranging work experience. It was also noted that the Council's modern apprenticeship scheme currently employed 40 young adults. The Committee then asked for an update on the Union Chain Bridge project. The Executive Member for Roads and Infrastructure advised that an application for funding had been submitted to the Heritage Lottery Fund, a decision was anticipated in March.
- 3.3 The Committee then discussed the performance indicators relating to Live Borders. The Executive Director, Mr Barr, explained that Live Borders' Trustees and the Council were examining strategic outcomes, which would be reflected in performance monitoring. In response to a question regarding Live Borders' charging policy, Mr Barr advised that Live Borders were not undercutting the private sector. He further advised that ownership of the facility impacted on the charge, for example dependent on whether there was a service level agreement in place or if the facility was managed by the community. He suggested that he bring a report on Live Borders' Charging Policy to a future Executive Committee and this was agreed. He also suggested that the Executive Committee, or Council, received an update from Live Borders and SBCares on their achievements and aspirations for the future. The Chairman thanked officers for their attendance and it was noted that the performance management framework and indicators would be refreshed in the next financial year to align with the new performance framework.

## **DECISION**

### **AGREED:-**

- (a) To note changes to performance indicators outlined in Section 4 of the report;**
- (b) To acknowledge and note the performance summarised in Section 5 and 6 of the report and detailed within Appendices 1 and 2, and the action being taken within services to improve or maintain performance;**
- (c) To provide details of Live Borders' Charging Policy; and**
- (d) To request a presentation, in the next financial year, from Live Borders and SBCares on their achievements to date and their plans for the future.**

## **MEMBER**

Councillor Aitchison joined the meeting during consideration of the above report.

## **4. MONITORING OF GENERAL FUND REVENUE BUDGET**

- 4.1 With reference to paragraph 11 of the Minute of 21 November, there had been circulated copies of a report by the Chief Financial Officer providing budgetary control statements for

the Council's General Fund based on actual expenditure and income to 31 December 2017 and explanations of the major variances between projected outturn expenditure/income and the current approved budget. The report explained that after the third quarter of 2017/18 the Council overall was projecting a balanced position at 31 March 2018 with all known pressures and risks being managed within the 2017/18 revenue budget. The Chief Financial Officer referred to paragraph 3.1 of the report and advised that the additional funding of £601k being directed from IJB had been received, removing this risk. The Chief Executive's instruction to restrict discretionary spend for the remainder of 2017/18 had contributed to this forecasted balanced position and would remain in place for the remainder of 2017/18. This budgetary action aimed to mitigate any further budget pressures which might arise during the remainder of 2017/18 and maximise year end underspend opportunities to support the financial position of the Council. The approach adopted around restricting discretionary spend towards the end of the financial year had been very beneficial to the Council in previous years. Previous monitoring reports in 2017/18 had highlighted to Members that work was ongoing to stabilise the new Business World ERP system. Ongoing technical difficulties were still being experienced including bank reconciliation and payroll, the resolution of these issues was being managed by external consultants and being paid for by CGI. Work to enhance Business World functionality was progressing with CGI and steady progress continued to be made against an agreed rectification plan. Appendix 4 showed the savings that had been delivered within the current year. The remaining 3% (£0.430m) were profiled to be delivered during the remainder of 2017/18. Emphasis during the remaining three months of 2017/18 needed to be placed on delivering as many savings as possible permanently as per the Financial Plan. Full details of pressures, risks and challenges were detailed in Appendix 1 to the report. Appendix 2 reflected virements required to realign budgets in line with current forecasts. Appendix 3 included earmarking of £1m which had been transferred to Allocated Balances to support the 2018/19 Financial Plan.

- 4.2 The Committee discussed the report and noted that at present only 58% of the savings had been made on a permanent basis. Mr Robertson explained that the Corporate Management Team was working on making permanent savings and progress with the implementation of Business World, and the Roads Review was being tracked. Mr Robertson explained that a remediation plan had been agreed with CGI, prioritising Business World's workstreams. However, it was anticipated this would not be completed until the autumn. The Executive Committee would continue to receive updates on progress through quarterly monitoring reports.

#### **DECISION**

**(a) NOTED:-**

- (i) the corporate monitoring position projected at 31 December 2017, the underlying cost drivers and the identified areas of financial risk as reflected in Appendix 1 to the report;**
- (ii) progress made in achieving Financial Plan savings in Appendix 4 to the report; and**
- (iii) the action taken by Corporate Management team to deliver a balanced budget in the current year.**

**(b) AGREED:-**

- (i) the virements attached as Appendix 2 in order to realign budgets in 2017/18 in line with current forecasts; and**
- (ii) the earmarking of budget from 2017/18 attached as Appendix 3 to the report.**

5. **BALANCES AS AT 31 MARCH 2018**

With reference to paragraph 12 of the Minute of 21 November 2017, there had been circulated copies of a report by the Chief Financial Officer providing an analysis of the Council's balances as at 31 March 2017 and advising of the projected balances at 31 March 2018. The report explained that the unaudited Council's General Fund useable reserve (non-earmarked) balance was £5.842m at 31 March 2017. This reflected a balance of £5.638m in line with the approved Financial Strategy. The projected balance as at 31 March 2018 remained at £5.63m. The Council's allocated reserve balance was £6.049m at 31 March 2017. The projected balance in the allocated reserve at 31 March 2018 was £4.147m as a result of approved planned draw downs and further allocations during 2017/18. A total of £2m had been transferred from Earmarked Balances to Allocated Balances to reflect budget being allocated to support the 2018/19 Financial Plan. The total of all useable balances, excluding developer contributions, at 31 March 2018 was projected to be £20.806m, compared to £19.705m at 31 March 2017. The projected balance on the Capital Fund of £4.796m would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year.

**DECISION**

**NOTED:-**

- (a) **the projected revenue balances as at 31 March 2018 as per Appendices 1 and 2; and**
- (b) **the projected balance in the Capital Fund as per Appendix 3.**

6. **MONITORING OF THE CAPITAL FINANCIAL PLAN**

With reference to paragraph 13 of the Minute of 21 November, there had been circulated copies of a report by the Chief Financial Officer providing an update on the progress of the 2017/18 Capital Financial Plan and seeking approval for projected outturns, associated virements and the reallocation of funds. The monitoring tables in Appendix 1 to the report showed actual expenditure to 31 December 2017. Key issues identified in these tables were summarised within the main report. The tables identified a projected net variance of £12.951m against the approved budget. The most significant items for the variance were budget timing movements to future years of £12.909m, with the majority of the movement relating to £5.022m for the Easter Langlee Waste Transfer Station, £2.5m for the Central Borders Business Park and £2.554m for the Hawick Regeneration project. Appendix 2 contained a list of the block allocations approved for this year and the various approved and proposed projects to be allocated from them within the 2017/18 Capital Plan. Appendix 3 contained a summarised list of timing and budget movements within the 2017/18 Capital Plan. Appendix 4 contained a list of estimated whole project capital costs for single projects which would not be completed in the current financial year. In response to questions, it was noted that the proposed CARS scheme was outwith the Hawick Regeneration project and additional funding. With reference to the Jim Clark Museum it was advised that works were anticipated to commence in the Summer 2018. With regard to the Great Tapestry of Scotland project, an application for funding had been made to the Heritage Lottery Fund.

**DECISION**

(a) **AGREED:-**

- (i) **the projected outturns in Appendix 1 to the report as the revised capital budget; and**
- (ii) **to approve the virements as detailed in Appendix 3 to the report.**

(b) **NOTED:-**

- (i) **the budget virements previously approved by the Chief Financial Officer and Service Director Assets & Infrastructure under delegated authority detailed in Appendix 2 to the report;**
- (ii) **the block allocations detailed in Appendix 2 to the report; and**
- (iii) **the whole project costs detailed in Appendix 4 to the report.**

**7. SCOTTISH BORDERS COUNCIL/LIVE BORDERS MUSEUM & GALLERIES COLLECTIONS DEVELOPMENT POLICY 2018-2023**

- 7.1 There had been circulated copies of a report proposing some amendments to the current SBC Museum and Gallery Collections Development Policy 2014-19 and its subsequent redrafting as the Collections Development Policy 2018-23. The report explained that although the responsibility for managing the Council's heritage and art collections passed to Live Borders in 2016 the ownership of these collections remained with Scottish Borders Council. The parameters for collecting and the procedures for disposing of material to and from the collections therefore required to be set and approved by SBC based on comment and advice received from Live Borders Museums & Galleries Manager. Under the terms of the Arts Council England's (ACE) UK Museum Accreditation Scheme (administered in Scotland by Museums Galleries Scotland (MGS) – a Museum and Gallery was required to have in place an approved Collections Development Policy to cover the acquisitions and disposals of material into and from its permanent museum object and art collections. Having such a policy in place was a recognised and accepted indicator of good museum practice and management. Live Borders Museums & Galleries was in the process of reapplying for Museum Accreditation and was therefore required to present an updated Collections Development Policy that had been approved by SBC. The current Collections Management Policy was approved by SBC on 21 January 2014 and was due to run until 2019. However, since its approval there had been minor changes made to the model policy issued by ACE as representing best practice and which needed to be adopted. In addition, the new policy needed to acknowledge the change in management arrangements for the museum and art collections was devolved to Live Borders in March 2016. In line with ACE Museum Accreditation Standard requirements, these changes had been incorporated in the policy which had now been renamed Scottish Borders Council/Live Borders Museums & Galleries Collections Development Policy 2018-2023. The revised Policy was attached as Appendix 1 to the report, with the necessary changes, which were relatively minor, detailed in section 3.
- 7.2 The Cultural Services Manager was in attendance and in response to questions advised that it would be possible to display artefacts in other venues, providing funding was available to cover any environmental and security issues. Items could be borrowed or loaned and associated costs depended on the circumstance of the request. With regard to independent museums, arrangements were in place to provide advice and support. Live Borders and the Council would also work together to protect independent collections whenever practical.

**DECISION**

**AGREED the amended Scottish Borders Council/Live Borders Museums & Galleries Collections Development Policy 2018-2023.**

**8. PRIVATE BUSINESS**

**AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this minute on the grounds that it involved the likely disclosure of exempt information as defined in the relevant paragraphs of part 1 of schedule 7A to the Act.**

9. **PRIVATE MINUTE**  
The Private Minute of 30 January 2018 had been circulated.

**DECISION**  
**APPROVED for signature by the Chairman.**

*The meeting concluded at 10.55 am.*



---

## **FINAL REVENUE VIREMENTS AND EARMARKED BALANCES 2017/18**

**Report by the Chief Financial Officer**  
**EXECUTIVE COMMITTEE**

---

**13 MARCH 2018**

---

### **1 PURPOSE AND SUMMARY**

- 1.1 **This report seeks approval for the final 2017/18 budget virements and approval to carry forward identified earmarked budgets to 2018/19.**
- 1.2 The monitoring of the General Fund Revenue Budget at the end of January has identified the final virements and earmarked balances for 2017/18. These include routine virements in Appendix 1 and earmarked balances in Appendix 2 where it has been identified that budget is required to be carried forward to support expenditure in 2018/19.

### **2 RECOMMENDATIONS**

- 2.1 **It is recommended that the Executive Committee:**
  - (a) **approves the virements in Appendix 1, and**
  - (b) **approves the earmarked balances in Appendix 2.**

### **3 BACKGROUND**

3.1 During 2017/18, and most recently at the meeting held on 14 February 2018, the Executive Committee approved a number of revenue budget virements. The original projections on which the February virements were based were made in January 2018, based on actual spend to 31 December 2017. Since then, further work on projected expenditure and income has identified the requirement to seek approval for further budgetary adjustments.

### **4 VIREMENTS REQUIRED**

4.1 These fall into two categories as follows:

(a) **2017/18 – Routine Virements (Appendix 1)**

This adjustment supplements the virements approved by Executive during the financial year, including those approved on 14 February 2018, and are detailed in Appendix 1. Final approvals are now sought to reflect:

- An increase of Revenue Support Grant for 2017/18 following final confirmation from Scottish Government. This requires the income budgets to be “grossed up” to fund expenditure.

(b) **Earmarked Balances (Appendix 2)**

These also supplement the earmarked balances approved by the Executive Committee during 2017/18 to date. These virements are detailed in Appendix 2 and earmarking is required:

- where projects or initiatives will now be completed in 2018/19;
- to reflect the Scottish Government decision to provide £0.767m of the 2018/19 financial settlement before the 31<sup>st</sup> March 2018 as part of the 2017/18 funding. This amount now requires to be carried forward to support the 2018/19 budget approved on 20 February 2018.

### **5 IMPLICATIONS**

5.1 **Financial**

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

5.2 **Risk and Mitigations**

The main risk is that after the earmarked balances are carried forward into 2018/19, the Services do not come within budget at year-end, this is mitigated by year-end adjustments which will reduce earmarked balances in relevant services where there are budget pressures to ensure the annual budget provision is not exceeded.

5.3 **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.

5.4 **Acting Sustainably**

There are no economic, social or environmental effects.

## 5.5 Carbon Management

There are no effects on carbon emissions.

## 6 CONSULTATION

- 6.1 Directors and their staff where appropriate have been involved in and agreed the compilation of the final virements.
- 6.2 The Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit & Risk, the Chief Officer HR and the Clerk to the Council have been consulted and any comments reflected in the report.

### Approved by

**David Robertson**

**Chief Financial Officer**

**Signature .....**

### Author(s)

Name	Designation and Contact Number
Suzy Douglas	Financial Services Manager

### Background Papers:

**Previous Minute Reference:** - Executive Committee, 14<sup>th</sup> February 2018

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

Contact us at: Suzy Douglas, Financial Services Manager, Financial Services, Chief Executive's, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA.

Telephone – 01835 824000 X5881

e-mail – [sdouglas@scotborders.gov.uk](mailto:sdouglas@scotborders.gov.uk)

This page is intentionally left blank

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

**1 Virement is required from**

Department	Financed by	2017/18	2018/19	2019/20
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(660,000)	0	0

**To**

Department	Financed by	2017/18	2018/19	2019/20
Service	Council Tax Reduction Scheme	£	£	£
Budget Head	Supplies & Services	660,000	0	0

**Because**

Additional Revenue Support Grant for Council Tax Reduction Scheme as per the Local Government Finance Settlement final confirmation for 2017/18.
--

This page is intentionally left blank

Budget Virement Requirement

Assets & Infrastructure

No. of Virements 2

**1 Virement is required from**

Department	Assets & Infrastructure	2017/18	2018/19	2019/20
Service	Neighbourhood Services	£	£	£
Budget Head	Supplies & Services	(218,000)	218,000	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	218,000	(218,000)	0

**Because**

To earmark budget approved as part of the 2017/18 Financial Plan to enable the delivery of identified Playparks in 2018/19.

**Budget Virement Requirement      Economic Development & Corporate Services      No. of Virements    2**

**1 Virement is required from**

Department	Economic Development & Corporate Services	2017/18	2018/19	2019/20
Service	Economic Development	£	£	£
Budget Head	Third Party Payments	(97,000)	97,000	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	97,000	(97,000)	0

**Because**

To earmark budget approved as part of the 2017/18 Financial Plan for enhanced tourism signage into 2018/19 following a consultation process.

**2 Virement is required from**

Department	Economic Development & Corporate Services	2017/18	2018/19	2019/20
Service	Economic Development	£	£	£
Budget Head	Supplies & Services	(46,297)	46,297	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	46,297	(46,297)	0

**Because**

To earmark match funding for Employability Scottish Borders European Social Fund (ESF) project for delivery in 2018/19.



Budget Virement Requirement

Customer & Communities

No. of Virements 1

**1 Virement is required from**

Department	Customer & Communities	2017/18	2018/19	2019/20
Service	Localities Fund	£	£	£
Budget Head	Supplies & Services	(208,000)	208,000	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	208,000	(208,000)	0

**Because**

To earmark Localities Bid Fund budget for allocation in 2018/19 (£208k) to match the current bid process.

**Budget Virement Requirement**

**Human Resources**

**No. of Virements 2**

**1 Virement is required from**

Department	Human Resources	2017/18	2018/19	2019/20
Service	Corporate Transformation	£	£	£
Budget Head	Third Party Payments	(104,698)	104,698	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	104,698	(104,698)	0

**Because**

To earmark budget from Corporate Transformation due to the timing of the Railway Blueprint project delivery, into 2018/19 to allow further development of land and destinations surrounding the Borders Railway.

**2 Virement is required from**

Department	Human Resources	2017/18	2018/19	2019/20
Service	Corporate Transformation	£	£	£
Budget Head	Third Party Payments	(10,000)	10,000	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	10,000	(10,000)	0

**Because**

To earmark budget into 2018/19 to support Corporate Transformation.

**Budget Virement Requirement**

**Financed by**

**No. of Virements 1**

**1 Virement is required from**

Department	Financed by	2017/18	2018/19	2019/20
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(767,000)	767,000	0

**To**

Department		2017/18	2018/19	2019/20
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	767,000	(767,000)	0

**Because**

To earmark Revenue Support Grant into 2018/19 to reflect the Scottish Government decision to pay Councils part of the 2018/19 funding allocation in 2017/18 which would then require to be carried forward.
---

This page is intentionally left blank



## **SBC COMMUNITY GRANT SCHEME – YEAR END POSITION 2017/18**

### **Report by Service Director of Customer & Communities EXECUTIVE COMMITTEE**

**13 March 2018**

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

- 1.1 **The purpose of this report is to inform Members of the estimated year end balances for Community Grant Scheme (CGS) for 2017/218 and recommends carry forward of these balances into 2018/19.**
- 1.2 The current budget position of the CGS 2017/18 and estimated year end balances are as follows:-

Budget Heading	Total Budget 2017/18	Expenditure to date	Applications Waiting	Estimated Year End Underspend
Berwickshire	£ 22,568	£ 17,071	£1,740	£ 3,757
Cheviot	£ 21,144	£ 15,736	£1,845	£ 3,563
Eildon	£ 38,040	£ 33,755	£ 500	£ 3,785
Teviot & Liddesdale	£ 19,168	£ 10,726	£ 0	£ 8,442
Tweeddale	£ 22,463	£ 21,807	£ 0	£ 656
Generic	£ 11,676	£ 500	£ 0	£11,176
Totals	£135,059	£ 99,595	£4,085	£31,379

- 1.3 Members should note that estimated year end balances are as at end of February 2018 and final carry forward to end March 2018 are expected to be lower.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee:-**
- Notes the estimated year end balance for 2017/18.
  - Approves the carry forward into 2018/19.
  - Notes that further recommendations in relation to the Community Grants Scheme and the current Grants & Funding Review will be brought to Executive Committee for consideration in due course.

### 3 BUDGET INFORMATION

#### 3.1 Total base budget for 2017/18

<b>Budget breakdown for 2017/18</b>				<b>Total</b>
	Base Budget for 2017/18	c/f from 2016/17	Grant Refunds	
Berwickshire	£ 22,408	£ 160	£0	£ 22,236
Cheviot	£ 20,996	£ 90	£58	£ 21,202
Eildon	£ 37,698	£ 0	£342	£ 38,040
Teviot & Liddesdale	£ 19,168	£ 0	£0	£ 19,168
Tweeddale	£ 22,445	£ 0	£18	£ 22,463
Generic	£ 10,000	£ 1,676	£0	£ 11,676
<b>TOTALS</b>	<b>£132,715</b>	<b>£ 1,926</b>	<b>£418</b>	<b>£135,059</b>

3.2 It should be noted that the carry forward from 2016/17 for the generic budget incorporated £926 CGS underspend plus £750 unclaimed Local Festival Grants (Cockburnspath £375; Gordon £375). It was agreed at Executive in 27 January 2009 that any unclaimed Festival Grants are carried forward to the CGS Generic budget.

3.3 Full details of grants awarded are detailed in the attached Appendix.

### 4 IMPLICATIONS

#### 4.1 Financial

There are no financial implications in relation to the recommendations in this report. The report recommends the carrying forward of 2017/18 year end balances into 2018/19 in line with the agreed processes of CGS.

#### 4.2 Risk and Mitigations

There are no risks to the Council in relation to the recommendation in this report.

#### 4.3 Equalities

Not applicable.

#### 4.4 Acting Sustainably

Not applicable.

#### 4.5 Carbon Management

Not applicable.

#### 4.6 Rural Proofing

Not applicable.

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

There are no changes to be made.

## 5 CONSULTATION

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

### Approved by

**Jenni Craig**

**Service Director of Customer & Communities Signature .....**

### Author(s)

Name	Designation and Contact Number
Claire Penny	Funding Officer Ext. 5644

**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. Claire Penny can also give information on other language translations as well as providing additional copies.

Contact us at Claire Penny, Scottish Borders Council, Council Headquarters, Newtown St Boswells TD6 0SA Email: [Claire.Penny@scotborders.gov.uk](mailto:Claire.Penny@scotborders.gov.uk)

**SBC COMMUNITY GRANT SCHEME – YEAR END POSITION 2017/18****Berwickshire – Total Budget: £22,568**

<b>Date</b>	<b>Description</b>	<b>Award</b>
26/06/2017	Swinton & Ladykirk Community Council – Purchase of Gala Tent Marquees	£2,958
27/06/2017	Friends of Eyemouth Fort – Purchase of Mower	£5,000
31/06/2017	BAVS – Eyemouth Wellbeing Week	£363
29/09/2017	Connect Youth Berwickshire – One-Off Support Grant	£5,000
12/12/2017	Eyemouth Museum Trust – One-Off Support Grant	£3,750
	<b>TOTAL</b>	<b>£17,071</b>

One application totalling £1,740 is awaiting approval and the total estimated underspend for Berwickshire area is £3,757.

**Cheviot – Total Budget: £21,144**

<b>Date</b>	<b>Description</b>	<b>Award</b>
24/04/2017	Kelso Chamber of Trade – New Hanging Baskets	£3,286
01/02/2018	Jedforest Rugby FC – New Kitchen Equipment	£5,000
01/02/2018	Well Road Productions – Upgrade of AV Equipment	£2,450
01/02/2018	Stichill Village Hall – New Flooring	£5,000
	<b>TOTAL</b>	<b>£15,736</b>

Two applications totalling £1,845 are awaiting approval and the total estimated underspend for Cheviot area is £3,563.

**Eildon – Total Budget: £38,040**

<b>Date</b>	<b>Description</b>	<b>Award</b>
20/02/2017	Selkirk Regeneration Company – Heritage Book of Photographs	£153
01/06/2017	YES Arts Festival – Commissioning of Film Production	£4,877
08/05/2017	Earlston Community Council – Community Action Plan	£5,000
12/06/2017	Stow Community Park – Refurbishment of Public Park	£5,000
12/06/2017	Lauder Golf Club – Purchase of Fairway Mower	£5,000
12/06/2017	Rowlands (Selkirk) – One-Off Support Grant	£1,943
12/06/2017	Galashiels Camera Club – Photographic Equipment	£3,013
14/08/2017	Lauder Community & Leisure Centre – One-Off Support Grant	£3,700
14/08/2017	Earlston Paths Group – Leaderfoot Interpretation/Shelter	£3,570
04/10/2017	Ettrick & Yarrow Community Development Company – Lunch Club	£1,499
	<b>TOTAL</b>	<b>£33,755</b>

One application totalling £500 is awaiting approval and the total estimated underspend for Eildon is £3,785.



**Teviot & Liddesdale – Total Budget: £19,168**

<b>Date</b>	<b>Description</b>	<b>Award</b>
24/02/2017	Hawick United AFC – Town Twinning with Bailleul, France	£1,301
29/06/2017	Live Music Hawick – Hawick Music Festival	£4,425
21/11/2017	Hawick Reivers Association – Borders Kith & Kin	£5,000
	<b>TOTAL</b>	<b>£10,726</b>

There are no applications awaiting approval and the total estimated underspend for Teviot & Liddesdale is £8,442.

**Tweeddale – Total Budget: £22,463**

<b>Date</b>	<b>Description</b>	<b>Award</b>
01/02/2017	Peebles Lawn Tennis Club – Upgrade of Blaes Courts/Floodlighting	£688
07/06/2017	Clovenfords Summer Fair Committee – Purchase of 2 Gala Tents	£535
01.08/2017	Walkerburn Bowling Club – New Clubhouse Landscaping	£5,000
05/09/2017	Innerleithen Lawn Tennis Club – Re-surfacing of Courts	£5,000
12/09/2017	Innerleithen Pipe Band – Internal Refurbishment of Hall	£5,000
12/09/2017	Tweedsmuir Community Company – Architects Fees (£4,656 awarded but only £4,000 drawn down)	£4,000
20/10/2017	Peebles Golf Club – Floodlighting Project	£1,584
	<b>TOTAL</b>	<b>£21,807</b>

There are no applications awaiting approval and the total estimated underspend for Tweeddale area is £656.

**Generic – Total Budget: £11,676**

<b>Date</b>	<b>Description</b>	<b>Award</b>
31/01/2018	Scottish Borders Rape Crisis Centre – One Woman Play	£500
	<b>TOTAL</b>	<b>£500</b>

There are no applications awaiting approval and the total estimated underspend for the generic area is £11,176.

This page is intentionally left blank



---

## **MANAGEMENT RULES FOR PUBLIC LIBRARIES IN THE SCOTTISH BORDERS**

### **Report by Service Director Regulatory Services EXECUTIVE COMMITTEE**

---

**13 March 2018**

---

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

- 1.1 This report proposes that Scottish Borders Council approves the revised Management Rules for Public Libraries in the Scottish Borders.
- 1.2 Under the Civic Government (Scotland) Act 1982 the Council is empowered to create and operate a set of Management Rules for Public Libraries which define the way the service should be used and the conduct of the people using the service. This includes library membership, periods of borrowing, charges, returns and recovery of items, damage and loss of items, inappropriate and offensive behaviour and penalties.
- 1.3 The existing Management Rules were approved in April 2008 and expire on 14 April 2018. It is therefore necessary that a further set of Management Rules is made to continue to secure the purposes of those rules.
- 1.4 Scottish Borders Council no longer provides the library service itself, but rather does so through a Service Provision Agreement with Live Borders. It is however Scottish Borders Council who has the statutory power to make Management Rules and not Live Borders. Given that the libraries are still owned by Scottish Borders Council and that the library service is being provided on behalf of Scottish Borders Council further to a Service Provision Agreement relating to that service, the Council still has the legal authority to create new Management Rules. However to comply with the statutory scheme, the Council will require to appoint a Live Borders employee or employees as an officer of the council for the purposes of enforcing those Rules.
- 1.5 The Civic Government (Scotland) Act requires that any proposed Management Rules be subject to a period of public consultation prior to their being made. It is proposed that public consultation commence from 15 March 2018 and will, in keeping with the statute, run until 15 April 2018

## **2 RECOMMENDATIONS**

### **2.1 It is recommended that Executive:**

- (a) Authorise the commencement of public consultation on the proposed Management Rules for Public Libraries throughout Scottish Borders**
- (b) Authorise the Service Director Regulatory Service, in consultation with Chief Legal Officer, to make the Rules on completion of the consultation period if no substantive comments are received during that consultation period**
- (c) Appoint the Live Borders Libraries Staff as officers of Scottish Borders Council as regards the enforcement of the Management Rules**

### **3 MANAGEMENT RULES AND PUBLIC LIBRARIES IN SCOTLAND**

- 3.1 The existing Management Rules have been reviewed and updated by employees of Live Borders working within the libraries service area together with Officers of the Council's Legal Services. The revised draft Management Rules are attached as Appendix A to this report.
- 3.2 The main changes to the proposed rules are changes to reflect new technology and changes to the library provision which has resulted from that new technology together with changes to reflect the fact that the libraries are now managed by Live Borders on behalf of the Council. Changes have also been introduced to reflect a change in culture within libraries that no longer require those facilities to be places of silence.
- 3.3 The Management Rules once approved will subsist for a period of ten years after which time they will automatically lapse. If it is considered that there is a need to review those rules during that ten year period then the legislation permits that to happen at any time.
- 3.4 The Act creates certain powers to enforce the Rules. In particular it allows a person contravening the Rules to be expelled or excluded from the premises. The power to expel or exclude does however lie with "an authorised officer of a local authority". In order to facilitate this ability to enforce it is therefore recommended that the libraries staff of Live Borders be appointed to act as authorised officers of the Council for these purposes. The appointees will not become employees of the council by virtue of this appointment, but simply will be empowered to act in these matters.

### **4 IMPLICATIONS**

#### **4.1 Financial**

There are no financial implications arising directly out of this report. Once the Management Rules are approved they will require to be exhibited within each of the library buildings. However Live Borders will bear the cost of that display.

#### **4.2 Risk and Mitigations**

- (a) If the Management Rules are made there is a risk that they could be challenged on the basis that Scottish Borders Council no longer operates the libraries on its own behalf. However this risk has been mitigated by full consideration being given to the powers available to Scottish Borders Council under Section 112 of the Civic Government (Scotland) Act 1982. It is considered that the Council can lawfully make and approve the Management Rules for Libraries. The risk is further mitigated by the consultation process. Stakeholder engagement in that process will reduce the risk of future challenge.
- (b) If the recommendation in this report is not approved and the Management Rules are not made there is a risk that the library service will not be able to operate properly or efficiently.

#### **4.3 Equalities**

There are no equalities issues arising out of this report or from these Management Rules.

#### **4.4 Acting Sustainably**

There are no economic, social or environmental effects arising out of this

report.

**4.5 Carbon Management**

There are no impacts on carbon emissions arising out of this report.

**4.6 Rural Proofing**

There are no rural proofing issues arising from this report

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

There are no changes required to the Scheme of Administration or Scheme of Delegation arising out of this report.

**5 CONSULTATION**

5.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and the Clerk to the Council are being consulted and any comments received will be incorporated into the final report.

**Approved by**

**Brian Frater**  
**Service Director Regulatory Services**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Nuala McKinlay	Chief Legal Officer

**Background Papers:** [insert list of background papers used in compiling report]

**Previous Minute Reference:** [insert last Minute reference (if any)]

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

Contact Nuala McKinlay, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, Tel 01835 825220, [NMckinlay@scotborders.gov.uk](mailto:NMckinlay@scotborders.gov.uk)

Library	✓
Integrated site	✓

## Appendix

### Management Rules

#### Scottish Borders Council

#### Civic Government (Scotland) Act 1982

#### Management Rules for Public Libraries throughout the Scottish Borders

THE SCOTTISH BORDERS COUNCIL, by virtue of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982, resolved and do hereby resolve that as from 15/04/2018 the following Management Rules shall have effect for the use of, and the conduct of persons while in, any public library in the Scottish Borders owned, occupied or managed by the Scottish Borders Council, or otherwise under their control, to which the public have access, whether on payment or otherwise.

#### Interpretation

1. The Interpretation Act 1978 shall apply to the interpretation of these Management Rules as it applies to an Act of Parliament.

#### Glossary

2. The following words and expressions in these Management Rules mean:-
  - a) “**Area**” means the area of the Scottish Borders Council, as defined in the Local Government etc. (Scotland) Act 1994;
  - b) “**Assistance Dog**” means an assistance dog as defined in Section 173 of the Equality Act 2010.
  - c) “**Authorised Officer**” means an officer of the Council authorised to enforce these Management Rules.
  - d) “**Child**” means a person under 16 years of age, and the word “**Children**” shall be construed accordingly;
  - e) “**Council**” means the Scottish Borders Council or any committee, sub-committee or officer of the Council with power in terms of Section 56 of the Local Government (Scotland) Act 1973 to discharge any functions or exercise any powers of the Council;
  - f) “**Item**” means any book, journal, newspaper, pamphlet, poster, document, music score, picture, print, photograph, film, slide, cassette, gramophone record, compact disc, digital video disc (DVD), videotape, computer software, manuscript, engraving, etching, deed, chart, plan, map, sculpture, microfiche, exhibit or other article of like nature, including any digital content, forming part of the contents of the Library whether the property of Live Borders or not, or lent therefrom to any person in terms of these Management Rules by or on behalf of Live Borders, and the word “**Items**” shall be construed accordingly;
  - g) “**Joint Library**” means any library which for specified periods is provided for the exclusive use of pupils of a specified school whether or not it is situated within that school, and which at other specified times is provided for use as a public library;
  - h) “**Libraries Manager**” means libraries manager employed by Live Borders or any duly authorised member of staff;
  - i) “**Library**” means any public library owned, occupied or managed by the Council, or occupied or managed on behalf of the Council by Live Borders, to which the public have access, and shall include any room, passage, entrance etc. thereto and shall further include any motor vehicle or trailer used for library purposes and for the avoidance of doubt shall also include, when appropriate, a Joint Library;
  - j) “**Live Borders**” means Live Borders Limited, a company incorporated under the Companies Acts (Company Number SC243577) and having its Registered Office at Borders Sport and

Leisure Trust, Melrose Road, Galashiels, Selkirkshire, TD1 2DU, or any employee of Live Borders Limited;

- k) **“Parent”** shall include guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person, being the meaning ascribed to it in Section 35 of the Education (Scotland) Act 1980 ;
- l) **“User”** means any person or institution to whom a Membership Card has been issued in accordance with these Management Rules for the purpose of borrowing Items, accessing public access computers; or any person making use of any Library facility, and the word **“Users”** shall be construed accordingly;
- m) **“Membership Card”** means a card issued by the Live Borders in terms of these Management Rules and includes a junior Membership Card or other variants as may be issued, and the term **“Membership Cards”** shall be construed accordingly.

### **General**

- 3. The Libraries Manager shall have general charge of the library and shall be responsible for the safe custody of all Items and other property belonging to the Live Borders and shall be empowered to make regulations for the day to day administration of the Library and in particular, but without prejudice to the generality of the foregoing, for any matter for which he/she is directed or empowered to make regulations within these Management Rules.

### **School libraries and Joint Libraries**

- 4. These Management Rules shall not apply to a school library other than one which is a Joint Library and shall only apply to a Joint Library during such times as it is being used as a public library.

### **Opening**

- 5. The Library shall be open to the public on such days and during such hours as the Live Borders may from time to time determine.

### **Membership of the library**

- 6. Live Borders shall have powers in their sole discretion to determine which Items may be borrowed and the persons to whom and the conditions under which under which Membership Cards shall be issued and used.
- 7. Any person wishing to borrow any Item shall complete and sign the appropriate form and thereupon shall receive the appropriate Membership Card, subject to Rule 14.
- 8. Such signature referred to in Rule 7 shall be taken as an undertaking by the signatory to conform to these Management Rules and any regulations made under Rule 3 above in force for the time being, including:-
  - a) an obligation to replace or pay the value of any Items which may be lost, destroyed or damaged while in the User's possession;
  - b) an obligation to pay any fines owed for retaining Items beyond the period for which they are issued; and
  - c) an obligation to pay any expenses, including, without prejudice to the generality of the foregoing obligation, any expenses relating to stationery and postage utilised recovering or attempting to recover such Items or the fines thereon, or any charge made under this Management Rule.
- 9. Live Borders shall further have powers to determine who may use, and to what extent, other facilities provided by the Library, being facilities other than lending facilities. Any person wishing to use the public access computers in the Library will in addition be required to accept any acceptable use policy which governs the use of the Library's public access computers.

### **Children**

- 10. Children may borrow Items from any Library subject to their application forms being signed by one of their parents who shall thereby undertake to ensure timeous return in good condition of any Items borrowed. Parents in giving such an undertaking shall accept the same



responsibility for such Items issued to Children under their charge as though these Items had been issued to them personally in accordance with rule 8 above.

11. Children borrowing Items in accordance with rule 10 above shall only be permitted to borrow Items outwith the children's section of the Library at the discretion of the Libraries Manager, who may require the consent of any Child's parent in respect of any particular Item or Items.
12. Children wishing to use the public access computers in the Library shall only be permitted to do so with the prior written authorisation of their parent, as contained in the Child's registration form.

#### **False name and address**

13. No person shall give a false name or address when applying for membership of the Library or for the purpose of using any other facilities which are or may be offered by the Library.

#### **Membership Cards**

14. No Membership Card will be issued until such time as the Libraries Manager is satisfied as to the identity and address of the applicant.
15. Membership Cards are not transferable.
16. Unless previously surrendered or cancelled all Membership Cards shall be valid for such period as is from time to time determined by Live Borders. Users must report changes of address to the Libraries Manager immediately.

#### **Period of borrowing**

17. Items borrowed shall be returned to the Library within the lending period determined by the Live Borders from time to time.
18. Notwithstanding Rule 17 the Libraries Manager shall have power to request the immediate return of any Item to the Library at any time. The period of loan of any Item may be extended at the discretion of the Libraries Manager.

#### **Reservation of Items**

19. Any Item which Live Borders has determined to be an Item available for borrowing in terms of Rule 6 above may be reserved for a User on the completion of an appropriate form. A fee for reservations or for advising a User of the availability of a particular Item reserved may be charged according to a scale fixed by Live Borders from time to time.

#### **Charges**

20. Live Borders may apply such charges in so far as not precluded by statute for the loan of any Item as they may from time to time determine.

#### **Return and recovery of Items**

21. In the event of any Item not being returned within the appropriate period of time, the Libraries Manager may take such steps as he/she may deem appropriate for its recovery and may suspend or cancel the Membership Cards of habitual offenders under this Rule.
22. Further Live Borders shall have power to charge fines if a borrower fails to return an Item within the period of loan, according to a fixed scale which may be altered from time to time by Live Borders. Any fines outstanding for the non-return and the cost of recovery of any Item shall be paid by the User.

#### **Damage and loss**

23. No person, whether a User of the Library or otherwise, shall damage, destroy or wrongfully remove any article of furniture, fitting, fixture, exhibit or other contents of any Library. In the event of any such article etc. being damaged, destroyed or removed by any member of the public, such person shall be liable for the cost (as reasonably determined by Live Borders) of making good the damage or replacing the article concerned.
24. A User shall be deemed to be responsible for any Item which is borrowed against a Membership Card in their name except that in the case of Children such responsibility shall belong to the parent who signs the Child's application form in terms of Rule 10 above.

25. In the event of any such Item being damaged or lost, the User shall pay a sum sufficient for the repair or replacement of the Item, as may be determined by the Libraries Manager.
26. An Item shall be regarded as being lost when a statement to that effect has been made by the borrower or by its not being returned in response to a final demand notice issued by the Libraries Manager.
27. The loss of a Membership Card shall be notified immediately to the Libraries Manager, who shall be empowered to make a charge for its replacement.

### **Genealogical research and other service charges**

28. Live Borders shall have power to make charges for research carried out in respect of genealogical, archival or local history enquiries.
29. Live Borders shall further have power to make charges for provision of business, historical or similar information by means of on-line database searching or similar information retrieval facilities available in a Library.

### **Obstruction and annoyance**

30. No person shall wilfully disturb, obstruct, interrupt or annoy Library staff in the execution of their duties, or any other person engaged in the proper use of the Library.
31. No person shall commit any nuisance in any part of the Library. Without prejudice to the foregoing generality, no person shall engage in conversation or use a mobile phone in such a way as to distract other Users of the Library. The use of a mobile phone to make or receive a phone call in the Library shall constitute a nuisance. For the avoidance of doubt, conversation is not prohibited provided those conversing keep an appropriate tone, language and volume level.
32. No person shall cause or allow any radio, or other sound-producing equipment or devices, to be operated in any part of the Library without the consent of the Libraries Manager. Without prejudice to the foregoing generality, a person may use such equipment or devices along with headphones, earphones, or other such hardware restricting the audio output of said equipment or devices, provided the audio output is so restricted and audible only to the person operating the device or equipment.
33. No person may consume food or drink (whether alcoholic or non-alcoholic) in any Library unless within a designated area of the Library approved by the Libraries Manager for this purpose. Notwithstanding the foregoing generality, the Libraries Manager may make regulations regarding a Library's food and drink policy permitting the consumption of certain food or drink or classes of food or drink.

### **Offensive behaviour**

34. No person who is under the influence of drink or drugs or offensively unclean in person or dress shall enter or use the Library.
35. No person shall behave in an offensive or abusive manner or commit a breach of the peace or use offensive language in any Library.
36. The Libraries Manager shall have power to refuse to lend Items or deny the use of the Library to any person who appears to be intoxicated or who neglects or refuses to comply with these Management Rules.

### **Animals**

37. No person shall bring into or allow to remain in any Library any dog or other animal belonging to them or under their control, other than an Assistance Dog, except with the consent of the Libraries Manager.

### **Vehicles**

38. The Libraries Manager shall be empowered to exclude from a Library any wheeled vehicle or conveyance when its admission is likely to cause inconvenience to other members of the public, but shall always ensure that duties under the Equality Act 2010 are met, including making any reasonable adjustments to facilitate access for any disabled person.

## **Notices**

39. No person shall display, distribute, affix or post any bill, placard or notice in or upon any part of the Library nor shall any Items be offered for sale without the consent of the Libraries Manager.

## **Photocopies etc.**

40. Any portion of any book, magazine, newspaper, map or other such material, physical or otherwise, may be reproduced or photocopied at the discretion of the Libraries Manager, provided that such reproduction shall be in accordance with the requirements of the Copyright, Designs and Patents Act 1988 as amended and that the User, if so required by the Libraries Manager, shall sign a guarantee that such a reproduction shall not be used in contravention of the aforesaid Act.

41. Live Borders shall have power to make an appropriate charge for this service.

## **Photography**

42. No photographs may be taken in any Library without the consent of the Libraries Manager.

## **Audio-visual materials**

43. No audio-visual materials borrowed from the Library shall be used at any performance for which there is a charge for attendance. The use of any such audio-visual material which is the property of the Live Borders shall not confer any right or licence in respect of copyright or public performance. Any User proposing to use such audio-visual material for public performances shall inform the Libraries Manager beforehand and give a written undertaking indemnifying Live Borders and the Council against any claim which may be made on this account in respect of any audio-visual material borrowed from the Library.

## **Recovery of costs etc.**

44. Live Borders shall have power to recover any non-returned Item or any outstanding charge, fine or other cost levied or imposed in terms of these Management Rules, by due process of law.

## **Scope**

45. Nothing in these Management Rules shall interfere with or prevent the execution of any duties of Library staff and any act by a member of Library staff necessary for the proper performance of their duties shall not be deemed or considered to be in contravention of these Management Rules.

## **Penalties**

46. In terms of Section 118 of the said Civic Government (Scotland) Act 1982 any person who:

- a) on being required to leave any Library by any Authorised Officer, when they have reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any Management Rule, fails to leave; or
- b) on being informed by the Libraries Manager or any other Authorised Officer, when they have reasonable grounds for believing that the person is about to contravene any Management Rule, that he/she is excluded from the Library, enters or attempts to enter the Library; or
- c) being a person subject to an exclusion order under Section 117 of the said Civic Government (Scotland) Act 1982, enters or attempts to enter the land or premises to which the exclusion order relates;

- shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale of Fines (the current maximum fine, at the time of making these Management Rules, being £200.00), or such other amount as may from time to time be fixed by statute.

## **Citation and commencement**

47. These Management Rules shall, be cited as the Scottish Borders Council (Library and Information Services) Management Rules 2018. These Management Rules shall come into force on the 15<sup>th</sup> of May 2018 and shall remain in force for a period of ten years thereafter, unless earlier revoked or amended.

Made this 15<sup>th</sup> day of April in the year 2018

Signed ..... (Sealed)  
xxxx  
Scottish Borders Council,  
Council Headquarters,  
Newtown St Boswells,  
Melrose, TD6 0SA

---

## **BLIND PERSONS/COMPANION RAIL CONCESSION**

**Report by Service Director Regulatory Services**

---

### **EXECUTIVE COMMITTEE**

**27 February 2018**

---

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

- 1.1 **This report advises Members of a proposal to trial a scheme where the companions of registered blind travellers are offered a concession on the Borders railway. The report also includes the estimated costs of implementing a trial scheme and suggests where budget may be sourced.**
- 1.2 At present companions who accompany registered blind persons on bus services may travel for free. This "+1" scheme has been in place since 1999. Section 3.1 below provides further details of that scheme. Rail services are not currently included in the +1 scheme.
- 1.3 The Council has discretionary powers to introduce a concessionary scheme which would enable a companion accompanying a registered blind person to travel for a reduced fare. It is for the Council to determine whether it wishes to introduce such a scheme and if so what level of concession it wishes to apply.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee agrees to introduce a one year trial scheme for +1 blind persons companions rail concessions and considers one of the following two options for how the trial will operate:**
  - (a) **That a 50% discount scheme is adopted by the Council, which would effectively give a blind persons companion half-price rail travel on the Borders Railway (preferred option).**
  - (b) **A nominal 10p flat fare scheme is adopted by the Council which would effectively give a blind persons companion very close to free travel on the Borders Railway (alternative option).**

### 3 BACKGROUND

- 3.1 The Scottish Blind Rail Travel Scheme (SBRTS) was initiated in 1999 in recognition that some people with visual impairments, who were not able to take advantage of Council managed concessionary fares schemes offering discounted or free bus travel, might be able to take advantage of travel by rail if the fares barrier was removed.
- 3.2 The key features of the scheme introduced in 1999 have not changed since then:
- 1 Scottish holders of National Entitlement Cards (NECs) issued by virtue of Visual Impairment (identified by the incorporation of an 'eye' symbol) may travel by rail without payment of fare anywhere in Scotland and Berwick-on-Tweed and Carlisle. No tickets are issued.
  - 2 All train operators providing rail passenger services in Scotland (except for heritage railways) participate in the scheme, including the operators of the Glasgow Subway and the Edinburgh Tram.
  - 3 NECs issued to holders who are Registered Blind display a '+1' symbol which allows a companion to travel also without payment on *buses*, but there is no entitlement in Scotland for a companion to travel without payment on rail services under the terms of SBRTS.
  - 4 SBRTS also includes a right for island residents to make two return ferry trips to the mainland each year.
  - 5 SBRTS is funded by the individual Councils (with Strathclyde Partnership for Transport acting on behalf of its constituent authorities in the Greater Glasgow area).
  - 6 Payments are made on the basis of a standard annual cost for each visually impaired NEC holder in each Council area. The annual cost in 1999 was agreed with ScotRail at £5.40 for each such cardholder, on the basis of a calculation designed to provide a fair return for the rail operators on assumptions about likely take-up. It has risen broadly in line with inflation since then. The figure for 2017 is £8.75, and the last increase in the rate was in 2015 when 25p was added.
  - 7 ScotRail acts as a single point of contact with SPT and individual Councils in the rest of Scotland. ScotRail sends out the bills, receives the payments, and passes on appropriate proportions to the other rail operators and to ferry operators, with whom they have their own agreements.
- 3.3 In order to obtain an NEC by virtue of visual impairment it is necessary that the applicant be registered with a recognised blind society or their local authority. The Royal National Institute for the Blind estimates that there are many more people with such impairments than choose to register.
- 3.4 There are currently 287 blind and partially sighted persons who apply for a concessionary travel pass in the Scottish Borders. Of that figure 193 take up the +1 option for free bus travel for their companions.
- 3.5 The annual cost for Scottish Borders Council for blind persons bus travel concessions in 2017 was £2511.25. This figure is based on the number of registered blind persons living wholly within the Scottish Borders Council area multiplied by £8.75 as described in 3.2.6 above.

3.6 Concessionary pass holders in other Scottish Council areas with direct access to the Borders Railway are:

- Edinburgh – 1062 of which 773 also take up the +1 option
- Midlothian - 191 of which 156 also take up the +1 option

Blind persons and their companions outside the Scottish Borders would not be included in this proposal.

3.7 Feedback from colleagues in the Sensory Services team have highlighted three particular points relating to concessionary travel:

- There is already a good scheme in place via the National Entitlement Card (NEC) this is mainly for older adults and is based around equity and social inclusion (improved access to services, facilities and social networks) as well as the freedom to continue to use public transport.
- This scheme offers access to facilities both within and outside the Scottish Borders area.
- This scheme encourages modal transfer from car to train, reducing traffic congestion, improving the environment and reducing the number of possible transport related accidents.

3.8 Additional information including background to the SBRTS and NEC schemes, details of traveller numbers across Scotland and any other locally offered rail concessions can be seen in appendix 2.

3.9 The blind persons +1 scheme was raised as an agenda item at a meeting with The Transport Minister and Officials from Transport Scotland on 16 January 2018. The Minister acknowledged the issue but said there were no plans to make changes to the current +1 scheme nationally.

#### **4 OPTIONS AND POTENTIAL BENEFITS**

4.1 A yearlong trial of a +1 blind person's companion scheme on Borders railway would allow Officers to gather travel data; users, travel patterns and costs. This would allow for a more detailed paper to be presented to the Council in the future.

4.2 The calculations used to estimate travel costs for Council concessions are shown in Appendix 1. A half fare proposal effectively giving companions a 50% discount on fares would cost the Council circa £9428pa.

4.3 Scotrail have advised that currently there is no facility to provide free travel for companions however it would be possible to apply a nominal fare of 10p single/20p return, which offers the companion very close to free travel. The annual cost to the Council in implementing this would be circa £18,850.

4.4 The National Rail website refers to a number of locally arranged blind person's concessions schemes; the closest of these to The Borders are those operated by West Lothian and East Lothian Councils. However on closer inspection these are actually not specific to blind persons or companions. For example the scheme in West Lothian advertises a 50% reduced fare but only relates to persons holding an NEC card. If the +1 companion does not hold an NEC card the concession will not be applied and the full fare will still be expected.

4.5 It is also possible that people who currently use the National (Scotland) Concessionary Travel for Blind Persons card may instead use the Borders railway knowing their guide/companion can travel for a reduced fare.

4.6 Feedback from the Sensory Awareness Team has suggested that Initiatives such as concessionary scheme for +1's that encourage the use

of public transport, increase levels of physical activity which in turn improve physical health. Social interaction, before, during and after the journey, as a result of concessionary travel also has positive impacts on general 'wellbeing' associated with more active lifestyles. This improves quality of life and provides a cost effective way to pursue public health objectives.

## **5 IMPLICATIONS**

### **5.1 Financial**

The half fare proposal would cost the Council circa. **£9,426 pa**. The nominal 10p fare proposal is estimated to cost the Council circa **£18,850 pa**. which would be preferred option.

Passenger Transport would undertake to finance the 1 year trial from within their existing budgets up to a maximum cost of £20k. If the trial is viewed as successful a growth bid would be put into the 2019/20 financial plan to provide permanent funding for the scheme to continue.

### **5.2 Risk and Mitigations**

There may be risk of other groups coming forward and asking why the companion rail concession only applies to people with visual impairment. These groups may also ask for the same concession and this may be difficult to refuse as precedent has been set. Any challenge may result in complaints, reputational damage and increased cost to the council. There is also a risk that a trial of this concession would be difficult to withdraw once implemented, again resulting in complaints, reputational damage and increased costs.

Figures quoted in section 4 are estimates and may change if the predicted number of journeys changes. If the availability of this concession results in a significant increase in journeys, or if the uptake of this scheme is otherwise higher than anticipated, this could significantly increase the cost to the Council.

### **5.3 Equalities**

The proposals in recommendations 2.1 (a) and (b) have a potentially positive impact on equalities by facilitating easier and more frequent travel by registered blind persons improving access to services and facilities improving health and quality of life. The proposal in recommendation 2.1 (c) has no impact on the current situation and experiences of registered blind people.

### **5.4 Acting Sustainably**

The proposals in recommendations 2.1 (a) and (b) have the potential to encourage some modal shift to a more sustainable form of transport.

### **5.5 Carbon Management**

Train use is a low carbon alternative to individual cars/taxis and bus travel.

### **5.6 Rural Proofing**

The proposals do not have any rural proofing implications.

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

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

## **6 CONSULTATION**

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer,



the Chief Officer Audit and Risk, the Chief Officer HR, and the Clerk to the Council are being consulted and their comments will be incorporated into this report.

**Approved by**

**Brian Frater**  
**Service Director Regulatory Services**      **Signature .....**

**Author(s)**

Name	Designation and Contact Number
Timothy Stephenson	Strategic Transport Services Manager – 01835 825182
Alan Bonfield	Rehabilitation Worker Low Vision Services - 01896 826272

**Background Papers:                      None**

**Previous Minute Reference:    None**

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

Contact us at Jacqueline Whitelaw, Place, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 824000 Ext. 5431, Fax 01835 825071, email [eitranslationrequest@scotborders.gov.uk](mailto:eitranslationrequest@scotborders.gov.uk)

This page is intentionally left blank

- The fare used to undertake this calculation is the Tweedbank to Edinburgh Anytime Day Return ticket – currently valued at £16.20.
- The number of blind persons companions (referred to as +1 in item 3.4 above) is 193
- The calculations made in this section assume that around half of those registered blind persons +1 made at least one journey per month.

The costs of the options are broken down into an annual and a monthly cost to the Council.

This page is intentionally left blank

## **ATCO Scotland Information Paper 2016/1: Concessionary Travel by Rail for Scottish Residents**

### **Introduction**

- 1 At its meeting on 12 February 2016 the COSLA Development, Economic and Sustainability (DES) Executive Group considered the status of the ‘Scottish Blind Rail Travel Scheme’. This interest was prompted by uncertainties about the scope of the scheme and what rights, if any, there are for travelling companions. It was agreed that the DES Spokesperson should seek a meeting with Scottish Ministers.
- 2 COSLA officials have asked ATCO Scotland to prepare a background report detailing the current arrangements for concessionary travel by rail within Scotland and further afield.
- 3 These arrangements comprise:
  - \* The Scottish Blind Rail Travel Scheme;
  - \* Enhancements for local residents in some Council areas;
  - \* Discounts for visually impaired travellers and their companions throughout Great Britain, and
  - \* Railcards sold by train operators.

### **The Scottish Blind Rail Travel Scheme**

- 4 The Scottish Blind Rail Travel Scheme (SBRTS) was initiated in 1999 following discussions between COSLA and ATCO Scotland. ATCO (Association of Transport Co-ordinating Officers) is the professional body representing officers working in local authorities and related organisations to organise public transport services to supplement commercial provision, and to publicise and promote public transport opportunities within their areas.
- 5 In the late 1990s there was recognition that some people with visual impairments, who were not able to take advantage of Council managed concessionary fares schemes offering discounted or free bus travel, might be able to take advantage of travel by rail if the fares barrier was removed. The key features of the scheme introduced in 1999 have not changed since then:
  - \* Scottish holders of National Entitlement Cards (NECs) issued by virtue of Visual Impairment (identified by the incorporation of an ‘eye’ symbol) may travel by rail without payment of fare anywhere in Scotland and Berwick-on-Tweed and Carlisle. No tickets are issued.
  - \* All train operators providing rail passenger services in Scotland (except for heritage railways) participate in the scheme, including the operators of the Glasgow Subway and the Edinburgh Tram.

- \* NECs issued to holders who are Registered Blind display a '+1' symbol which allows a companion to travel also without payment on *buses*, but there is no entitlement for a companion to travel without payment on rail services under the terms of SBRTS. There is however a right for companions of all blind and partially-sighted travellers (not just those with '+1' entitlement) to travel at discounted fares throughout Great Britain - under a scheme run by ATOC (the Association of Train Operating Companies) - see #21 below.
  - \* SBRTS also includes a right for island residents to make two return ferry trips to the mainland each year.
  - \* SBRTS is funded by the individual Councils (with SPT acting on behalf of its constituent authorities).
  - \* Payments are made on the basis of a standard annual cost for each visually impaired NEC holder in each Council area. The annual cost in 1999 was agreed with ScotRail at £5.40 for each such cardholder, on the basis of a calculation designed to provide a fair return for the rail operators on assumptions about likely take-up. It has risen broadly in line with inflation since then. The current figure for 2015-16 is £8.50, unchanged from 2014-2015.
  - \* ScotRail acts as a single point of contact with SPT and individual Councils in the rest of Scotland. ScotRail sends out the bills, receives the payments, and passes on appropriate proportions to the other rail operators and to ferry operators, with whom they have their own agreements.
- 6 There are currently (as at December 2015, which was the relevant date for determining 2015-2016 payments) 14,123 NECs in circulation by reason of Visual Impairment (Appendix 1). The total payment made by Councils for 2015-2016 is accordingly around £120,000.
  - 7 In order to obtain an NEC by virtue of visual impairment it is necessary that the applicant be registered with a recognised blind society or their local authority. The Royal National Institute for the Blind estimates that there are many more people with such impairments than choose to register.
  - 8 In 1999, concessionary schemes for travel by bus in Scotland were organised and paid for by SPT and Councils, dealing directly with the bus operators. It was therefore natural that local authorities should at that time take on the same functions for the new SBRTS.
  - 9 In 2006 full responsibility for concessionary travel by bus was taken over by Transport Scotland in a new Scotland-wide national free scheme. The SBRTS therefore pre-dates the national bus scheme by 7 years. The budget for national free bus travel in FY 2016-17 by those over the age of 60, or with disabilities at a younger age, is £212m. In 2006, COSLA and the Scottish Executive negotiated an equivalent agreed reduction to each Council's GAE to reflect the transfer of funding responsibility for *bus* concessions.
  - 10 It was then, and remains, the view of ATCO Scotland that responsibility for organising and funding SBRTS and ferry concessions should have transferred to Transport Scotland at the same time, but that view was not shared by Transport Scotland and SBRTS remains a discrete scheme, administered separately from the national bus scheme.

- 11 The Scottish Government conducted a major review of the free bus travel scheme in 2009, including examination of the merits and costs of extending concessions to additional categories of eligibility and modes of travel. This was undertaken by a Steering Group comprising representatives of the Scottish Government's Transport Directorate, Transport Scotland and the Confederation of Public Transport (the trade organisation representing bus operators).
- 12 The Steering Group report noted that *"Since the introduction of the concessionary travel scheme, communications from members of the public and others have been strongly in favour of the scope of the scheme to be extended to include rail travel"* (sic). The possibility that more categories of disabled and elderly NEC holders might be granted free travel by rail was considered but discounted on cost and capacity grounds. No mention was made of the case for absorbing the existing free rail travel arrangements for blind NEC holders.
- 13 There was a further opportunity to rationalise the present arrangement when the ScotRail franchise came for renewal with effect from April 2016, by including the scheme within the specification in the Invitation to Tender. But despite representations by ATCO to Transport Scotland, and later to each of the short-listed bidders, this was not included and thus SBRTS remains as a stand-alone scheme.
- 14 SBRTS does not give benefits for travel within England and Wales. However the overall cost of cross-Border journeys can be reduced by using SBRTS to travel without charge from a Scottish station to Carlisle or Berwick-on-Tweed, before buying a ticket from there to or from the final destination.

### **Local Enhancements**

- 15 Some local Councils have chosen to enter into individual agreements with rail operators to secure and pay for local enhancements for their own residents. These Councils, and summaries of the benefits provided, are listed in Appendix 2. Only within the SPT, East Lothian, Fife, Highland and West Lothian areas are these agreements relevant for the companions of visually impaired rail travellers.
- 16 Within the SPT area companions of holders of NECs showing the "eye symbol" may travel at specified reduced fares within the designated area at any time. There is also no peak-time restriction for other disabled NEC holders and their companions. Other SPT (over 60) NEC holders are entitled to travel at reduced fares but not on rail services between 06:00 and 09:00 or between 16:30 and 18:00 on weekdays. There are no peak-time restrictions on weekends or on national public holiday. On Glasgow Subway elderly and disabled NEC holders may not travel before 09:00, but there is no evening restriction.
- 17 Companions of East Lothian '+1' Blind cardholders may travel within the former 'Lothian Region' area for 5p single or 10p return if the start or finish of the journey is a station within East Lothian.
- 18 All Fife elderly and disabled NEC holders and companions of '+1' Fife cardholders may travel off-peak (ie at all times except before 09:15 on weekdays) on rail services wholly within Fife for £1.00 per single journey and £2.00 return.

- 19 Elderly or disabled Highland NEC holders may travel at half fare within the Highlands. Companions of Blind ‘+1’ NEC holders may travel for £0.50 single or £1.00 return on journeys which are entirely within the Highlands or are on through services which terminate in Aberdeen, Edinburgh or Glasgow.
- 20 West Lothian disabled and elderly NEC holders, and companions of all ‘+1’ cardholders, can travel off-peak for £2 single / £4 return within West Lothian and to / from adjoining Council areas (see Appendix 2), and at half-fare to stations in Glasgow on the Bathgate and Shotts routes, and to East Lothian.

### Discounts for Companions of Visually Impaired Travellers throughout Great Britain

- 21 SBRTS does not give any benefits for travelling companions. However a scheme run by ATOC (the Association of Train Operating Companies) does offer discounts for companions throughout Great Britain, including Scotland. The companion of a blind or visually impaired adult may do so at the discounted rates below:

Ticket Type	Discount on Adult Fare
First Class / Standard Anytime Day Return	50%
First Class / Standard Anytime Singles and Returns	34%

- 22 Within England and Wales, whilst visually impaired travellers without Railcards are not generally eligible for discounted tickets, they are entitled to the above discounts when accompanied, though not when travelling alone. Because Scottish NECs might not be recognised south of the Border, travellers are advised to carry:

*‘a document from a recognized institution such as Social Services, their local Authority or Blind Veterans UK. Acceptable documentary evidence includes: CVI (Certificate of Visual Impairment); BPI (Scotland) BD8 certificate, Local Authority registration card or letter for being blind or partially-sighted’.*

### Railcards and ScotRail ‘Club 50’ Scheme

- 23 The railway operators sell a ‘Disabled Persons Railcard’, at a charge of £20 for one year or £54 for three years, which allows discounts of 1/3 on all types of rail ticket, and the same discount for any adult companion.
- 24 ‘Senior Railcards’, costing £30 for one year and £70 for three years, offer the same 1/3 discount but without the right for a companion to receive the same benefit.
- 25 ‘Highland Railcard’ is a commercial product costing £9 a year and available to all permanent residents aged 16 or over living in Postcode areas:  
all IV except IV12, IV30, IV31, IV32, IV36; all KW; all HS; PA20 to PA38, PA41 to PA49, PA60 to PA78; PH16, PH17, PH30 to PH44, PH49, PH50; FK20, FK21; G83.  
Highland Railcard holders are entitled to travel at half fare on the Mallaig / Fort William / Oban - Glasgow; Wick / Thurso - Inverness: and Kyle of Lochalsh - Inverness routes, and two accompanying children can travel for a flat fare of £2 each.
- 26 ‘Club 50’ is administered by ScotRail, but the benefits apply to the services of all operators in Scotland. Anyone aged 50 or over may pay an annual membership fee of £15 which allows discounts of 20% for online purchases (10% for station sales and tele-sales) on Off-peak and Advance fares anywhere in Scotland.



- 27 Railway staff are instructed to apply whichever discount scheme is most beneficial to the passenger for a particular journey, but two schemes cannot be used in conjunction with each other.

### **Conclusion**

- 28 The complexity of current arrangements for visually impaired passengers travelling with companions in Scotland is evident. It is hoped that this Information Paper will provide helpful factual background to any discussion of possible changes.

ATCO Scotland

May 2016

**Appendix 1: Numbers of National Entitlement Cards in Circulation at December 2015  
by Reason of Visual Impairment**

*Holders who are Registered Blind receive '+1' cards which entitle a companion to travel without payment on buses only*

	Visually Impaired +1	Visually Impaired	Total
Aberdeen	281	247	528
Aberdeenshire	340	190	530
Angus	158	87	245
Argyll & Bute	238	85	323
Clackmannanshire	66	25	91
Comhairle Nan Eilean Siar	23	10	33
Dumfries & Galloway	230	107	337
Dundee City	369	211	580
East Ayrshire	272	81	353
East Dunbartonshire	177	98	275
East Lothian	156	56	212
East Renfrewshire	130	64	194
Edinburgh	773	289	1062
Falkirk	260	119	379
Fife	796	264	1060
Glasgow City	1426	445	1871
Highland	412	54	466
Inverclyde	228	94	322
Midlothian	156	35	191
Moray	137	79	216
North Ayrshire	394	154	548
North Lanarkshire	646	196	842
Orkney Islands	26	5	31
Perth & Kinross	265	190	455
Renfrewshire	428	167	595
<b>Scottish Borders</b>	<b>193</b>	<b>94</b>	<b>287</b>
Shetland Islands	21	4	25
South Ayrshire	246	99	345
South Lanarkshire	652	279	931
Stirling	135	72	207
West Dunbartonshire	226	60	286
West Lothian	251	82	333
<b>Total</b>	<b>10,097</b>	<b>4,026</b>	<b>14,123</b>

## Appendix 2: Local Arrangements for Travel by Rail at Reduced Fares

Area	Benefits
Aberdeenshire	Taxicard holders may travel by rail at half fare within Aberdeen / Aberdeenshire and to/from Montrose and Nairn. No provision for companions.
Angus	Scheme allows half-fare rail travel for all Angus NEC holders (disabled and elderly) within Angus and to/from Dundee and Broughty Ferry was withdrawn in 2016. No provision for companions.
East Lothian	East Lothian NEC holders can travel off-peak for 50% fare between any stations within the former 'Lothian Region' area if the start or finish of the journey is a station within East Lothian. Companions of '+1' Blind cardholders may travel within the former 'Lothian Region' area for 5p single or 10p return if the start or finish of the journey is a station within East Lothian.
Edinburgh	Companions of Blind '+1' Entitlement Cards issued anywhere in Scotland may travel without payment on Edinburgh trams. Holders of Taxicards issued by Edinburgh Council may travel without payment on rail services within the Lothians. No provision for companions.
Fife	All elderly and disabled Fife NEC holders and their companions may travel off-peak on journeys wholly within Fife for (since 15 May 2016) £1.00 single and £2.00 return (except before 09:15 on weekdays).
Highland	Companions of Highland resident Blind '+1' NEC holders may travel for £0.50 single or £1.00 return on journeys which are entirely within the Highlands or are on through services which terminate in Aberdeen, Edinburgh or Glasgow.
Midlothian	Holders of Taxicards issued by Midlothian Council may travel without payment on rail services within the Lothians. No provision for companions.
Perth & Kinross	The Council issues Highland Railcards on request to NEC holders with PH17 postcodes (the sparsely populated Rannoch, Bridge of Gaur area) without charge.
SPT	Strathclyde NEC holders may travel by rail within the SPT area for £0.90 single / £1.30 return for journeys of 10 miles or less, and at half-fare for longer journeys. Travel is permitted on the Subway for £0.90 single / £1.30 return but not before 09:00 on weekdays. <b>Companions of '+1' NEC holders travel at half-fare, or the greater of £0.90 single / £1.30 return and the standard fare.</b> Full details in the Scheme Guidance document at: ( <a href="http://www.spt.co.uk/travelcards/concessions/">http://www.spt.co.uk/travelcards/concessions/</a> )
West Lothian	West Lothian NEC holders can travel off-peak for £2 per single journey between stations in West Lothian and stations in Edinburgh, Falkirk and North Lanarkshire Council areas (Croy, and stations on the Edinburgh to Queen Street, Glasgow via Bathgate or West Calder lines); and at half fare to stations in East Lothian and Glasgow (stations on the Edinburgh to Glasgow via Bathgate or West Calder lines). Companions of '+1' Blind cardholders may travel at the fares specified above. Holders of West Lothian Taxicards may travel free by rail within West Lothian and stations in Edinburgh, Falkirk and North Lanarkshire. Travel to and from stations in East Lothian, and Glasgow (as specified above) is at half fare.

This page is intentionally left blank