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EXECUTIVE COMMITTEE TUESDAY, 15 SEPTEMBER 2020

A MEETING of the EXECUTIVE COMMITTEE will be held on TUESDAY, 15 SEPTEMBER 2020 at 10.00 am. The Chairman has directed that this meeting will be conducted in accordance with Section 43 of the Local Government in Scotland Act 2003 and will be accessed remotely by Members via MS Teams. The meeting will be live-streamed to the public and a link will be on the Council website.

J. J. WILKINSON,
Clerk to the Council,

8 September 2020

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
ECONOMIC DEVELOPMENT BUSINESS		
4.	Covid-19 Financial Support to Business (Pages 5 - 8) Consider report by Executive Director, Corporate Improvement & Economy, providing information on the financial support distributed to businesses by Scottish Borders Council as part of Scottish Government's Coronavirus Support Scheme (copy attached).	10 mins
5.	The Establishment of the South of Scotland Regional Economic Partnership (Pages 9 - 18) Consider report by Executive Director, Corporate Improvement & Economy, on the phased establishment of the South of Scotland Regional Economic Partnership (copy attached).	10 mins
OTHER BUSINESS		
6.	Minute (Pages 19 - 26) Minute of meeting held on 11 February 2020 to be noted for signature by the Chairman (copy attached).	2 mins
7.	Monitoring of the General Fund Revenue Budget 2020/21 (Pages 27 - 68)	10 mins

	Consider report by the Executive Director, Finance and Regulatory, providing budgetary control statements for the Council's General Fund (copy attached).	
8.	Monitoring of the Capital Financial Plan 2020/21 (Pages 69 - 94) Consider report by Executive Director, Finance & Regulatory (copy attached).	10 mins
9.	Projected Balances at 31 March 2021 (Pages 95 - 104) Consider report by Executive Director, Finance & Regulatory, on projected balances at 31 March 2021 (copy attached).	10 mins
10.	Corporate Debts - Write Offs in 2019/20 (Pages 105 - 110) Consider report by the Executive Director, Finance & Regulatory, providing details of the aggregate amounts of debt written off during 2019/20 under delegated authority, as required by the Financial Regulation (copy attached).	10 mins
11.	Our Plan and Your Part In It: SBC's Corporate Performance and Improvement Report 2019/20 (Pages 111 - 194) Consider report by Executive Director, Corporate Improvement & Economy (copy attached).	20 mins
12.	Live Borders Performance Report Quarter 4 - 2019/20 (Bi-Annual Summary and Data for Quarters 3 & 4 2019/20) (Pages 195 - 216) Consider report by Executive Director, Corporate Improvement & Economy (copy attached).	15 mins
13.	Draft Food Growing Strategy (Pages 217 - 286) Consider report by Chief Officer Roads (copy attached).	15 mins
14.	Jedburgh - Asset Transfer Proposal (Pages 287 - 308) Consider report by Service Director Customer & Communities (copy attached).	10 mins
15.	Any Other Items Previously Circulated	
16.	Any Other Items which the Chairman Decides are Urgent	
17.	Private Business 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."	
18.	Minute (Pages 309 - 310) Private section of Minute of Meeting held on 11 February 202 for noting and signature by the Chairman.	2 mins

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, S. Hamilton, E. Jardine, S. Mountford, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston

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Update on the COVID 19 Financial Support to Business

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This paper provides information on the financial support distributed to businesses by Scottish Borders Council as part of Scottish Government's Coronavirus Support Schemes.

2 RECOMMENDATIONS

- 3.1 **I recommend that the Committee:**
- **Recognises the Council's efforts in distributing the Scottish Government's COVID 19 Grant Support Funding to businesses throughout the Scottish Borders.**

3 Background

- 3.1 Scottish Borders Council as with other local authorities across Scotland was involved in distributing finance to business as part of Scottish Government's Coronavirus Support Schemes. The focus of this support was on the immediate response to the crisis, helping businesses to address the immediate impact. During the last few months as the crisis unfolded and the impact of the support schemes were examined in more detail, Scottish Government guidance was updated and additional elements of support were put in place to help address specific gaps in funding allocation.
- 3.2 The support funds that were administered by Scottish Borders Council on behalf of Scottish Government were the:
- Small Business Grant Fund (three phases);
 - Retail, Hospitality and Leisure Grant Fund;
 - Newly Self Employed Hardship Fund; and
 - Bed & Breakfast Hardship Fund (B&BHF).
- 3.3 The administration, management and delivery of the business support grant process was primarily undertaken by the Council's Business Gateway, Economic Development and Customer Services Sections, with a large number of staff from a range of other Council Departments involved in assisting in the process of awarding the grants. At the height of the grant

delivery process there were a team of approximately 60 officers involved in the administration and payment of the grant funding.

4 Business Grants Distributed

4.1 At 27th August 2020 Scottish Borders Council (SBC) had received:

- 3389 applications for the Small Business Grant Fund, with 2944 grants awarded and 441 declined.

The total value of this funding was £28,597,500.

- 276 applications for the Retail, Hospitality and Leisure Grant Fund, with 206 grants awarded and 70 declined.

The total value of this funding was £4,887,500.

- 226 applications to the Newly Self Employed Hardship Grant Fund, with 144 grants awarded and 82 declined.

The total value of this funding was £288,000.

- 14 applications for Bed & Breakfast Hardship Fund, with 11 grants awarded and 3 declined.

The total value of this funding was £33,000.

In total approximately 3900 applications were received and approximately 3300 grant awards were made. The total value of funding distributed through the four funding streams is approximately £33,800,000.

4.2 All four support funds noted in paragraph 3.2 are now closed and an appeals panel consisting of a number of senior officers which was set up to reconsider a number of declined applications met for the last time on Tuesday 1st September.

4.3 The Scottish Government also introduced two new Business Rates Reliefs from 1 April 2020. All non-domestic properties have been awarded a 1.6% rates relief for the billing year 2020/21. This relief effectively reverses the change in poundage for 2020/21. In addition to this, those businesses in the retail, hospitality and leisure industry will receive 100% rates relief for the billing year 2020/21. To qualify for this relief, a property has to have been occupied at 17 March 2020 and satisfy the specified purpose detailed in Schedule 1 of The Non-Domestic Rates (Coronavirus Reliefs) (Scotland) Regulations 2020. Properties that closed temporarily due to the Government's COVID-19 advice are treated as occupied. To date 2440 properties have been awarded this relief. No application is necessary for either of these reliefs, they are awarded automatically based on the information held however, ratepayers can use the on-line enquiry form, specific to this relief type, if they think they are eligible for the relief.

- 4.4 In addition to the grant support funds administered by Scottish Borders Council, discretionary funding providing additional support for businesses in the South of Scotland was administered by South of Scotland Enterprise (SOSE) through two grant funding streams. These two funding schemes were the Creative, Tourism and Hospitality Enterprise Hardship Fund and the Pivotal Enterprise Resilience Fund. The funds proved useful in filling gaps and supporting the additional funding requirements of businesses throughout the South of Scotland. SOSE worked with Scottish Borders Council to help determine which businesses had already received funding from the other support schemes offered by Scottish Government. SOSE issued grant offers from these Funds to 137 companies in the Scottish Borders totalling just over £6m.

5 IMPLICATIONS

5.1 Financial

There are no costs attached to any of the recommendations contained in this report as this work has been fully funded by the Scottish Government.

5.2 Risk and Mitigations

- (a) This is a report mainly about historic financial support provided by Scottish Borders Council on behalf of the Scottish Government and there are no risks attached to it.

5.3 Equalities

- (a) This is an informational report and there are no equality and diversity implications.

5.4 Acting Sustainably

- (a) This is an informational report and there are no sustainability implications.

5.5 Carbon Management

- (a) This is an informational report and there are no effects on carbon emissions.

5.6 Rural Proofing

- (a) This is an informational report and it does not require any rural proofing.

5.7 Changes to Scheme of Administration or Scheme of Delegation

- (a) There are no changes which are required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

6 CONSULTATION

6.1 The Corporate Management Team, 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 any comments received have been incorporated into the final report.

Approved by
Executive Director, Corporate Improvement and Economy

Signature

Author(s)

Douglas Scott	Senior Policy Adviser
Graeme Johnstone	Lead Officer Access and Transport

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. Enter Contact can also give information on other language translations as well as providing additional copies.

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The Establishment of the South of Scotland Regional Economic Partnership

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This paper provides the background and context to the phased establishment of the South of Scotland Regional Economic Partnership (REP). It comprises an overview of the work of the COVID 19 Team South of Scotland Leadership Group, the forerunner of the REP, then goes on to discuss the work of the REP which has now held two meetings.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Committee**
- a) Recognises the work carried out by the COVID 19 Team South of Scotland Leadership Group.**
 - b) Welcomes the progress being made in establishing the South of Scotland Regional Economic Partnership and its work programme.**

3 Background

- 3.1 At its meeting on 31 October 2019, Scottish Borders Council agreed to support the establishment of South of Scotland Regional Economic Partnership (REP). Following this meeting, work commenced to transition from the South of Scotland Alliance (SOSA) to the Regional Economic Partnership (REP). The remit and composition of the REP is set out in Appendix 1.
- 3.2 Briefly, the REP aims to support the establishment of South of Scotland Enterprise by developing and driving forward a South of Scotland Regional Economic Strategy. It comprises members of Scottish Borders Council, Dumfries and Galloway Council, South of Scotland Enterprise, together with appointed members from business, communities, social enterprise, registered social landlords, and representatives from colleges, universities and public bodies including the Scottish Funding Council, Skills Development Scotland, Scottish Enterprise, and VisitScotland.
- 3.3 The REP also links into the South of Scotland Convention which is chaired by the Deputy First Minister. The first meeting of the South of Scotland Convention was held in Dumfries in February 2020.
- 3.4 In early March 2020, it was agreed to pause efforts to establish the REP as the scale of the COVID-19 pandemic became clear, recognising the immediate need to re-focus resources.
- 3.5 The severity of the economic impact was recognised from the outset of the pandemic, evidenced by the unprecedented scale of support measures announced by the Scottish and UK Governments. These included: significant funding support for businesses, in addition to schemes covering job retention, vat deferral and loans. Scottish Borders Council, Dumfries and Galloway Council and South of Scotland Enterprise (SOSE) since assuming its legal powers on 1 April 2020, then focused on responding and mitigating the impact of COVID-19.
- 3.6 To ensure an aligned and rapid response to addressing impacts, the Councils, together with SOSE, acted quickly to establish the COVID-19 Team South of Scotland Leadership Group. Also the South of Scotland was predicted to be amongst the worst impacted of Scotland's regions, reflecting its rurality, high levels of employment in exposed sectors and high levels of self-employment. The need to be as proactive as possible was seen as a key part of the Group's efforts across all of its activities.
- 3.7 Reflecting its economic focus and remit, members of the Leadership Group were: Councillor Rob Davidson, Depute Leader of Dumfries and Galloway Council and chair of the Economy and Resources Committee, Councillor Mark Rowley, Executive Member for Business and Economic Development and Professor Russel Griggs OBE, chair of SOSE. The Leadership Group met every two to three weeks, with the chair rotating across all three members. The Group was supported by senior officers from the two councils, SOSE and Skills Development Scotland (SDS).

4 THE COVID-19 TEAM SOUTH OF SCOTLAND LEADERSHIP GROUP

- 4.1 The Covid-19 Team South of Scotland Leadership Group's focus was to provide strategic direction and oversight to the initial economic response to COVID-19 in the South of Scotland, consistent with the national approach. This helped to address immediate economic and social issues arising from the pandemic and ensured an aligned approach across partner organisations using capacities and resources to maximise impact.
- 4.2 Under the direction of the Leadership Group, Senior Officers from across the Councils and SOSE worked effectively together to ensure businesses could access grant support, coming together to deliver operational activity. As well as delivering significant support to businesses to help them survive the impacts, this also enabled intelligence to be gathered to help identify gaps in coverage. It ensured that the South of Scotland perspectives were made clear to Government. Contacts with business were used to signpost to relevant areas of potential support, capturing issues and concerns being raised.
- 4.3 The proactive and co-ordinated implementation of national schemes, alongside a commitment to exploring other forms of support, has helped to safeguard businesses and jobs across the South of Scotland and the Scottish Borders. The joined-up operational approach has assisted in delivering maximum impact using capacity and resources to best effect.
- 4.4 Key activities for the group included:
 - a. **Understanding the impact of COVID-19** – the Group recognised it was vital to understand the impact of COVID-19 on the South of Scotland to help shape response activity. The Group received a regular evidence pack capturing national, regional and local data to help understand the differential impact.
 - b. **Supporting business** – providing effective business support has been key through the crisis. The Councils and SOSE entered into a data sharing agreement to ensure a joined-up approach to dealing with businesses, sharing information and identifying those in need. The Group worked to ensure the property grants provided through Councils and the Hardship and Pivotal Enterprise Resilience Grants provided by SOSE reached key businesses. The Group monitored potential gaps in provision and put proposals to the Scottish Government about a potential future discretionary grant scheme.
 - c. **Supporting communities** – the primary focus of the Group was on tackling the economic impact of COVID-19 and the immediate impact on business. It also looked at support being given to communities across the South of Scotland and took forward work to understand anchor institutions and encourage a more strategic approach to national funding.

- d. **Advocating for the South of Scotland** – the Group has been able to present a strong and direct voice to government, advocating for the South of Scotland, influencing national policy thinking
- e. **Communication** - The Group agreed a joint approach to communications, with team South of Scotland responses supporting an effective partnership approach delivering a co-ordinated, consistent and effective message.
- f. **Tackling labour market challenges** – the Group has monitored COVID-19’s impact on the labour market, with improved real-time intelligence sharing about potential redundancies and potential employment opportunities. Work continues on developing a South of Scotland approach to tackling unemployment, with SDS working with the councils, SOSE and the Borders Learning and Skills Partnership and the Dumfries and Galloway Employability Partnership. This is a key area for future activity, building on initial scoping activity.
- g. **Aligning response, restart and recovery activity** – the Group recognised the range of activity underway at national, regional and local level and the complexity of the landscape. It worked to align a strategic approach to restart and recovery activity which could form an effective basis for future activity.
- h. **Setting the groundwork for the REP** – the Group took forward work to develop the approach to the REP, deciding on a phased approach to establish the REP.

5 SOUTH OF SCOTLAND REGIONAL ECONOMIC PARTNERSHIP (REP)

- 5.1 In starting the process to establish the REP, the Team SOS Leadership Group agreed to do this a phased way. The first phase was to bring together members from Scottish Borders Council, Dumfries and Galloway Council and SOSE, with the full REP to be established as soon as practicable thereafter. Scottish Borders Council is now represented on the REP by Councillors Shona Haslam, Mark Rowley, Simon Mountford and Stuart Bell: with Councillor Euan Robson as a substitute member. There have now been two meetings of the REP. These took place on Friday 31 July 2020 and Friday 21 July 2020.
- 5.2 The REP will be chaired by the Councils, alternating annually based on financial years. Dumfries and Galloway Council is chairing the REP for this financial year 2020/21. It is planned that the REP will meet every other month up until the end of March 2021, to build relationships and maintain momentum, and then meet less frequently.
- 5.3 The setting up of the REP is involving the appointment of members from the private sector, community development, social enterprise, Third Sector and Registered Social Landlords from both the Scottish Borders in Dumfries and Galloway. The members from the Scottish Borders following an open recruitment exercise that have been appointed are Mrs Sue Berry, Mr Trevor Jackson, Mr Keith Dickinson, Mr Crick Carleton and Mrs Julia Mulloy. A member from the Third Sector from the Scottish Borders is still to be identified. There will be College and University members, and the Scottish Borders is be represented by Ms Elaine Acaster, Interim Chair of Borders

College Board and Mr Grant Innes, Chair of Court, Heriot Watt University. In addition there will members from national agencies.

- 5.4 A key task for the fully formed REP which holds its first meeting on the 18 September 2020 will be to set the strategic direction for the regional economy in the South of Scotland by developing the South of Scotland Regional Economic Strategy and Action Plan. The Regional Strategy will be long term and build on previous analysis of the opportunities and challenges that had taken place before COVID-19. The Action Plan will likely have a shorter, say 5 year time span, and be reviewed annually.
- 5.5 It is likely that the REP will want to reflect on the impact of COVID-19 on the regional economy, which has been experienced differently across different areas of the economy. Currently there is significant uncertainty and there will need monitor closely emerging trends, to ensure a future strategy focuses on the right priorities. Key matters to be considered the national and regional levels are as follows:

National

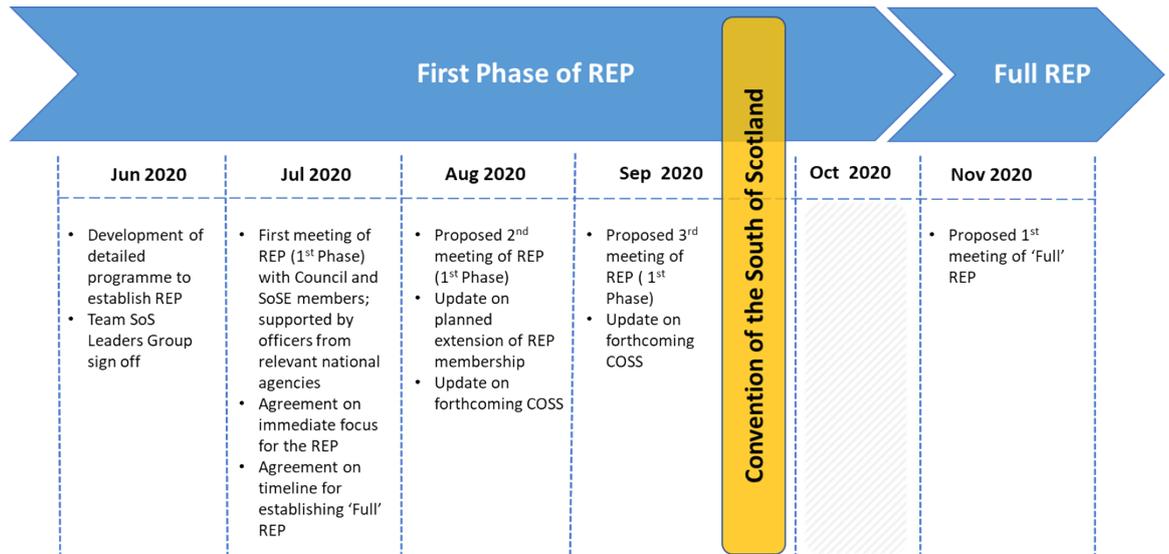
- A range of expert groups providing recommendations on recovery that will inform national recovery strategies at UK and Scotland level;
- Regular, new and short term policy and funding announcements from UK Government and Scottish Government;
- Timing of phases to the new normal;
- Impact of EU exit and a trade deal, and trade deals with other countries ; and
- Budget discussions.

Regional

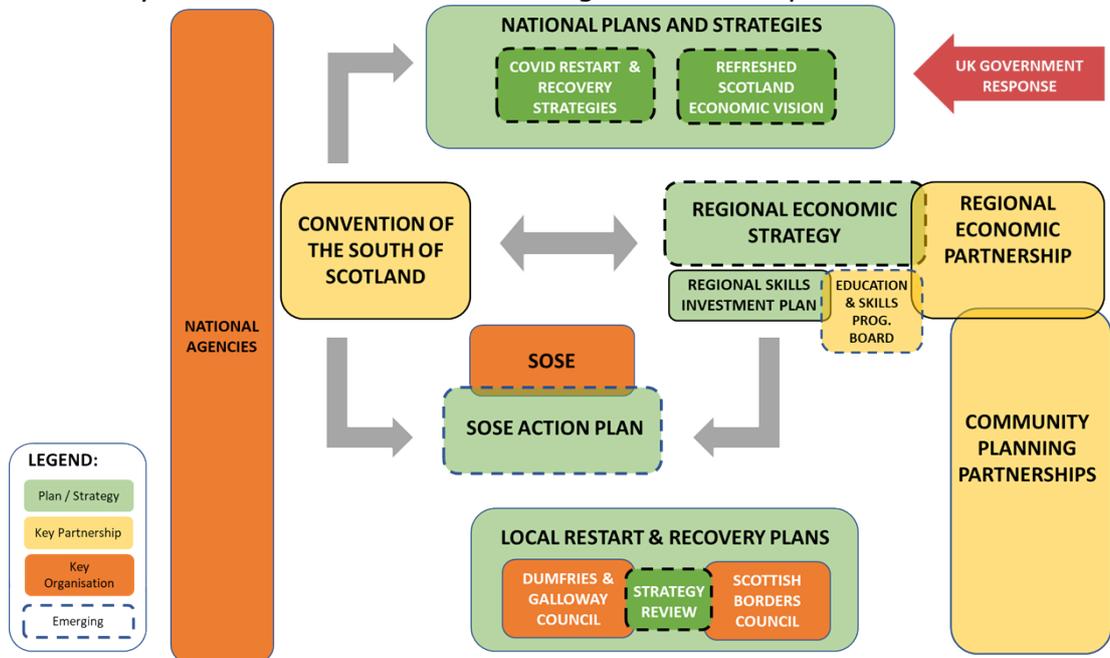
- Increasing volatility in the labour market;
- Increasing poverty and disadvantage;
- Building confidence in places and communities;
- Emerging growth opportunities;
- The Borderlands Inclusive Growth Deal is being finalised by the Borderlands local authorities; and

SOSE will also be developing its Action Plan, through a process set out in legislation that will include extensive consultation.

- 5.6 As part of its early work, the REP will also be taking account of the next meeting South of Scotland Convention which takes place on 28 September 2020. The agenda of the Convention is aiming to reflect the outcomes of its February meeting and ensuring that the economic impact of COVID-19 on the South of Scotland is fully discussed.
- 5.7 The diagram below sets out the timeline the REP is working to at present.



5.8 The table below sets out the relationship between the various key elements of activity and core elements of the regional landscape:



6 IMPLICATIONS

6.1 Financial

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

6.2 Risk and Mitigations

The report fully describes all the elements of risk that have been identified in relation to this project and no specific additional concerns need to be addressed

6.3 Integrated Impact Assessment

Given the nature of the report there are no equality and diversity implications and an Integrated Impact Assessment is not required.

6.4 Acting Sustainably

This is an informational report and there are no sustainability implications.

6.5 Carbon Management

This is an informational report and there are no effects on carbon emissions.

6.6 Rural Proofing

This is an informational report and it does not require any rural proofing.

6.7 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

7.1 The Corporate Management Team, 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 any comments received have been incorporated into the final report.

Approved by

Executive Director, Corporate Improvement and Economy

Signature

Author(s)

Douglas Scott	Senior Policy Adviser
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Background Papers: None

Previous Minute Reference: Scottish Borders Council 31 October 2019

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Appendix 1

South of Scotland Regional Economic Partnership

The South of Scotland Regional Economic Partnership's (REP) primary purpose is to secure and enable sustainable and inclusive economic growth across the South of Scotland. It will do this by:

- Setting the strategic direction for the regional economy in the South of Scotland through the development of a South of Scotland Regional Economic Strategy. The REP will set priorities within this Strategy and ensure that partner organisations are focused on delivering the agreed Strategy.
- Addressing the strategic economic issues pertaining to the South of Scotland through effective partnership work.
- Ensuring that collectively, partner capacities and resources are harnessed to maximum effect.
- Bringing together stakeholders from across the area under a common purpose to drive inclusive and sustainable economic growth in the South of Scotland.
- Identifying barriers to inclusive and sustainable economic growth, particularly those that are specific to the South of Scotland.

The REP is to be led by a senior member of the two Councils. As with the South of Scotland Alliance, the two Councils are to alternate the chairing role of the REP, for 12 months at a time.

The membership of the REP is to take the following form:-

Membership of the South of Scotland Regional Economic Partnership	
Organisation	Number of Representatives
Dumfries & Galloway Council	Four elected members (including Leaders)
Scottish Borders Council	Four elected members (including Leaders)
South of Scotland Enterprise	Four members (Chair and three additional board members)
Skills Development Scotland	One representative
Scottish Enterprise	One representative
VisitScotland	One representative

Scottish Funding Council	One representative
Borders College	College Chair
Dumfries & Galloway College	College Chair
SRUC	College Chair
Higher Education	One from each area
Private Sector	Two from each area
Social Enterprise	One from each area
Third Sector	One from each area
Communities	One from each area
Registered Social Landlords	One from each area

Senior officials from partner organisations, including Chief Executives and Principals, are also to be in attendance as required at each meeting.

**SCOTTISH BORDERS COUNCIL
EXECUTIVE COMMITTEE**

MINUTE of Meeting of the EXECUTIVE COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St Boswells, TD6 0SA on Tuesday, 11 February 2020 at 10.00 am

Present:- Councillors S. Haslam (Chairman), S. Aitchison (Vice Chairman), G. Edgar, C. Hamilton, E. Jardine, T. Miers, M. Rowley, R. Tatler, G. Turnbull, T. Weatherston

Also present:- Councillors H. Anderson, S. Bell, S. Mountford, D. Parker, N. Richards

In Attendance:- Executive Director (R. Dickson), Executive Director Finance & Regulatory, Service Director Assets & Infrastructure, Service Director Customer & Communities, Democratic Services Team Leader, Trainee Democratic Services Officer

1. **ORDER OF BUSINESS**

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

2. **MINUTE**

There had been circulated copies of the Minute of the meeting of 21 January 2020.

DECISION

APPROVED for signature by the Chairman.

3. **MONITORING OF THE GENERAL FUND REVENUE BUDGET 2019/20**

3.1 There had been circulated copies of a report by the Executive Director Finance and Regulatory providing the budgetary control statements for the Council's General Fund based on actual expenditure and income to 31 December 2019 and providing explanations of the major variances identified between projected outturn expenditure/income and the current approved budget. The report explained that after the third quarter of 2019/20, the Council was projecting a balanced position with significant budget pressures, primarily from delays in delivery of financial plan savings, being addressed from one-off underspends elsewhere in the Council. In total, budget pressures of £1.8m were being offset from a successful Non Domestic Rates appeal generating a one-off benefit of £0.670m, an underspend in Loans Charges as a result of tactical borrowing decisions of £0.844m and a range of service underspends across the Council as a result of the Corporate Management Team (CMT) instruction to implement a freeze on discretionary spend. Total budget pressures within Health & Social Care (H&SC) which had required support from other areas of the Council and additional support from the Integration Joint Board (IJB). In total, the H&SC budget had required additional support of £3.1m beyond the approved budget. The Executive Director Finance and Regulatory, Mr Robertson reminded Members that the Integration Joint Board overspent their budget by a similar figure in 2018/19 which was addressed through the financial planning process for 2019/20 and the level of expenditure being incurred by H&SC was unsustainable. Finance staff had continued to support managers in their forecasting responsibilities with month-end forecasting tools being automatically emailed out to all budget managers directly from Business World. Whilst further progress had been made in engaging and training of managers over the last quarter, there were still a number of areas where further work was still required to ensure universal ownership of the budget by managers, their full engagement in the monitoring process and the robustness and accuracy of projections.

- 3.2 The report also explained that savings had been made as shown in Appendix 4 to the report. As at 31 December 2019, 69% (£9.116m) of the savings required by the approved budget had been delivered permanently within the current year. A further 2% (£0.289m) was profiled to be delivered during the remainder of 2019/20, with the remaining 29% (£3.858m) having temporary in-year mitigations to deliver alternative savings. Emphasis during the remainder of 2019/20 needed to be placed on ensuring those savings were delivered permanently in 2020/21. This was particularly important due to the requirement to deliver ambitious savings plans in future financial years within the Financial Plan. Mr Robertson explained that full details of the pressures, risks and challenges and the significant majority of areas of the Council's operation where budget plans remained on track were detailed in Appendix 1 to the report.
- 3.3 After the third quarter of 2019/20 the projected balanced position with significant budget pressures, primarily from delayed delivery of financial plan savings, were being addressed from one-off underspends elsewhere in the Council. The failure to control expenditure within the approved budget levels during 2019/20 within H&SC had destabilised the financial position of the Council, reducing resources to be spent on other key service areas hampered the ability to invest in key services developments which would modernise Council services. The continued overspend in the H&SC budget delegated from the IJB was not sustainable. Mr Robertson explained that consideration of the permanent effects of both increases in service delivery of the current scale within H&SC and non-delivery of savings across the Council must be considered as part of the 2020/21 financial planning process to ensure the budget was as robust as possible. Permanent delivery of savings remained the key financial challenge facing the Council and a key requirement to ensure the Council could operate a sustainable budget. Full details of the pressures, risks and challenges and the significant majority of areas of the Council's operation where budget plans remained on track were detailed in Appendix 1 to this report.
- 3.4 Mr Robertson responded to Members' questions relating to the successful non domestic rate appeal, concerns regarding the Planning Service forecast of a £400k pressure within the planning fee income due to a drop in application numbers and better future planning for the funding of health and social care. In response to a comment regarding the lack of savings from recycling it was suggested that this could be considered by the Sustainable Development Committee. The virements contained in Appendices 2 and 3 were discussed and Mr Robertson emphasised that every effort would continue to be made by Service Directors to contain projected spend in the remainder of the year and identified savings were delivered permanently to ensure affordability and budget sustainability. Members noted the position.

DECISION

(a) AGREED:-

- (i) the virements as detailed in Appendices 2 and 3 to the report; and**
- (ii) to continue to actively promote a culture of sound financial; management across the Council, and that budget affordability be fully considered in service delivery decisions in order to ensure the ongoing financial sustainability of the Council.**

(b) NOTED:-

- (i) the projected corporate monitoring position reported at 31 December 2019, the pressures identified, the underlying cost drivers of this position and the identified areas of financial risk as reflected in Appendix 1; and**
- (ii) the progress made in achieving Financial Plan savings in Appendix 4.**

4. **MONITORING OF THE CAPITAL FINANCIAL PLAN 2019/20**

There had been circulated copies of a report by the Executive Director Finance and Regulatory providing an update on the progress of the 2019/20 Capital Financial Plan and seeking approval for virements and the reallocation of funds. The monitoring tables in Appendix 1 to the report detailed actual expenditure to 31 December 2019. Key issues identified in the tables were summarised within the main report. The tables identified a projected net budget variance of £13.138m, which was made up of timing movements £13.883m to future years. The most significant of which were movements into 2020/21 for Early Learning and Childcare £4.053m, Extra Care Housing £1.45m, Borders Innovation Park £2.424m and Energy Efficiency works £0.9m. 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 2019/20 Capital Plan. Appendix 3 contained a list of estimated whole project capital costs for single projects which would not be completed in the current financial year. The Executive Director Finance and Regulatory, Mr Robertson advised that a review of the Capital Programme was being undertaken as part of the 2020/21 Financial Planning process and the Capital Plan had subsequently been updated to reflect budget adjustments, associated timing movements and other approvals. This would allow the Council to better profile spend within the blocks, which in turn would optimise available funding for specific projects within the Capital Financial Plan. He further advised that the emergency and unplanned schemes projected balance was now zero with an analysis of the financial summary, block allocations, slippage and proposed actions outlined in the Appendices to the report. In response to a question Mr Robertson advised that details of capital receipts could be provided and these were not ringfenced for particular projects. Members welcomed the review to improve the accuracy of the Capital Planning process.

DECISION

(a) **AGREED the projected outturns in Appendix 1 to the report as the revised capital budget and approved the virements required.**

(b) **NOTED:-**

(i) **the budget virements previously approved by the Executive Director Finance & Regulatory and the Service Director Assets and Infrastructure detailed in Appendix 2 under delegated authority;**

(ii) **the list of block allocations detailed in Appendix 2 to the report; and**

(iii) **the list of whole project costs detailed in Appendix 3 of the report**

5. **BALANCES AT 31 MARCH 2020**

There had been circulated copies of a report by the Executive Director Finance and Regulatory providing an analysis of the Council's balances as at 31 March 2019 and details of the projected balances at 31 March 2020. The report explained that the unaudited Council's General Fund useable reserve (non-earmarked) balance was £6.315m at 31 March 2019. The projected General Fund useable reserve was projected to remain at £6.315m at the 31 March 2020 in line with the Council's Financial Strategy. The total of all useable balances, excluding developer contributions, at 31 March 2020 was projected to be £27.266m, compared to £27.799m at 31 March 2019. The projected balance on the Capital Fund of £8.150m 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. In response to a question, Mr Robertson confirmed that the risk profile was reviewed on a regular basis.

DECISION

NOTED:-

- (a) the projected revenue balances as at 31 March 2020 as contained in Appendices 1 & 2 to the report; and
- (b) the projected balance in the Capital Fund as contained in Appendix 3 to the report.

6. LIVE BORDERS PERFORMANCE REPORT QUARTER 2 2019/20 (BI-ANNUAL SUMMARY AND DATA FOR QUARTERS 1 & 2 2019/20)

- 6.1 With reference to paragraph 10 of the Minute of 20 August 2019, there had been circulated copies of a report by the Executive Director providing a high level summary of Live Borders' performance during Quarters 1 and 2 2019/20, with details contained in Appendices 1 and 2 to the report. On 1 April 2016, a new Integrated Culture and Sport Trust, Live Borders, was established. As part of the Service Provision Agreement (the contract), SBC developed a Performance Management Framework to ensure effective oversight of the work of the Integrated Trust, ensuring that six key outcomes were being addressed. A set of performance indicators were developed at this time and had been used to report performance to Executive Committee. During 2018, Live Borders developed and agreed a new Strategic Plan, with a vision and 6 strategic goals. Underpinning this was a revised set of performance indicators. As a result, a new format for performance reporting had been established and was presented at Appendices 1 and 2 to the report. Section 4 summarised the key successes and challenges during Quarters 1 and 2 2019/20 and the work being carried out to either maintain or improve performance. Section 5 summarised financial performance. The information contained within the appendices would be made available on [SBC's website](#), ensuring that the duty to report publicly and demonstrate Best Value was met.
- 6.2 Members considered the performance information presented for Live Borders and the key successes during the two quarters which included active membership and to communicate charitable objectives. The key challenges were the 'learn to swim' programme, staff absences and other sports participation. The table contained in the report showed how the Strategic Plan goals would assist Live Borders in working towards the 6 outcomes in the contract with Scottish Borders Council. A range of Key Strategic Indicators (KSI) had been developed under the 6 strategic goals, along with a range of financial measures presented in Appendix 1 to the report. The case studies to showcase the work being done across Live Borders and the impact that it was having on people's health and wellbeing in the Scottish Borders was presented in Appendix 2 to the report. The Director of Business Services for Live Borders, Ms Linda Ross was present to answer Members questions and highlighted the key successes along with a number of key questions and challenges.

DECISION

NOTED Live Borders' performance and the action being taken to maintain or improve performance.

7. OUR PLAN AND YOUR PART IN IT: SBC'S CORPORATE PERFORMANCE AND IMPROVEMENT REPORT QUARTER 3 2019/20

- 7.1 There had been circulated copies of a report by the Service Director Customer & Communities which presented a high level summary of Scottish Borders Council's Quarter 3 2019/20 performance information with more detail contained within Appendices 1, 2a and 3 attached to the report. The report included reporting on the progress of change and improvement projects across Scottish Borders Council (SBC) under the Fit for 2024 programme. The report explained that in order to monitor progress against the four themes, a review of performance and context information would be undertaken quarterly and presented to Executive Committee as well as an annual summary in June each year. During Quarter 3 2019/20, SBC had continued to press ahead with a range of important initiatives and innovation which included:-

- (a) Achieving the Living Wage accreditation;

- (b) Continuing to progress our innovative Inspire Learning programme, completing deployment of iPads to pupils in 4 secondary schools; and
 - (c) Launching AskSARA, a website tool developed to help people stay more independent in their own homes for longer, the first of its kind in Scotland
- 7.2 The information contained within the report and the appendices were also available on the SBC website and could be accessed at www.scotborders.gov.uk/performance. The Appendices reflected a quarterly reporting format structured around the four corporate themes, and use a mixture of narratives, highlights, performance and context indicators. Appendix 1 to the report contained updates on Fit for 2024, change and improvement projects. These were monitored by Corporate Management Team (CMT) and through the SBC Financial Plan and associated monitoring. Appendix 2a to the report contained updates on specific performance and context indicators structured around the corporate themes. A schedule of indicators was provided at Appendix 2b to the report covering quarterly and annual reporting through the Local Government Benchmarking Framework provided for information. To reflect the significant investment made by SBC, an overview of the work and impact of the Police Scotland's Community Action Team was provided within Appendix 3 to the report.
- 7.3 The Service Director Customer & Communities advised that all projects were delivering the savings in the monitoring report and the performance indicators were back on track. Ms Craig further advised that overall the report continued to demonstrate the level of work ongoing to deliver financial savings as well as meeting the ongoing challenges. In response to a question on school absences compared to other areas, Ms Craig undertook to circulate this information. Members commented on the layout and some of the terminology used in the report and were assured that the presentation of the report would continue to be refined.

**DECISION
NOTED:-**

- (a) **the progress update relating to Change and Improvement Projects, referenced in Section 4 and detailed further in Appendix 1;**
- (b) **the changes to performance indicators outlined in Section 5 of the report; and**
- (c) **the performance summarised in Sections 6 and 7, and detailed within Appendices 1, 2a and 3 and the action that was being taken within services to improve or maintain performance.**

8. SCOTTISH BORDERS COUNCIL'S COMPLAINTS ANNUAL PERFORMANCE REPORT 2018/19

- 8.1 With reference to paragraph 3 of the Minute of the Executive Committee held on 4 September 2018, there had been circulated copies of a report by the Service Director Customer & Communities which presented a summary of Scottish Borders Council's Complaints Annual Performance Report 2018-19 contained in Appendix 1 to the report. This set out how many complaints had been received, how effectively complaints had been dealt with, trends over time and how Scottish Borders Council (SBC) compared to other similar rural Local Authorities and the national average. It also provided a summary of the eight performance indicators that the Scottish Public Services Ombudsman (SPSO) required all Local Authorities to report against each year. The Annual Report was a requirement of all Councils and allowed the SPSO to assess the effectiveness of Councils' Complaint Handling Procedures (CHP). It also ensured an ongoing focus on improving the way complaints were handled and ensured that Councils learned from the complaints received. Councils could also learn from best practice through a network of complaint handling practitioners, the Local Authority Complaints Handling Network (LACHN). The

report explained that during 2018/19, SBC received 826 complaints, of which 625 were defined as valid. Scottish Borders Council continued to perform well against the Scottish average and similar Scottish Local Authorities in relation to the 8 SPSO performance indicators. Resolving more complaints at the frontline would continue to remain a priority.

- 8.2 In presenting the report the Service Director Customer & Communities advised that complaints made to SBC about its services accounted for a very small proportion of all the customer interactions recorded in the Council's Relationship Management System in 2018/19 (0.5%, or 896 out of 173,133 interactions). There had been a 3.3% decrease in all complaints received (Valid or Invalid) compared to 2017/18 (927). The year 2018/19 again saw an increase in the number of complaints received online (429, compared to 411 in 2017/18) but between 2017/18 and 2018/19 there had been a 4.3% increase over the previous year (22% increase from 2016/17 to 2017/18). It was noted that fewer complaints were received in 2018/19 compared to 2017/18 and the number that were classified as 'valid' decreased; 625 valid compared to 670 in the previous year. The proportion of 'invalid' complaints for 2018/19 increased to 30% from 28% in 2017/18 which indicated that customers, in some instances, had unintentionally submitted complaints rather than requests for service. In 2018/19 the SPSO received 11 complaints about Scottish Borders Council and this was equal to 0.8% of all complaints received by the SPSO in relation to the Local Authority sector. Of the 24 SPSO closed complaints in 2018/19, only 1 was upheld or partially upheld compared to 5 in 2017/18, the details of which were presented within Appendix 1 to the report. Ms Craig confirmed that Live Borders had a Complaints Handling Procedure that aligned with Scottish Borders Council's procedure and a summary of their performance was included in Appendix 1 to the report as well as Live Borders learning process from complaints. Members were pleased to see the improvements within the report. It was noted that the reporting of complaints from Health and Social Care clients needed to be reviewed as they could be submitted to either SBC or the NHS.

DECISION

AGREED to:-

- (a) **note the performance of handling complaints for the period 1 April 2018 to 31 March 2019;**
- (b) **endorse the identified improvement actions presented at Section 4.9 of this report and within the "Next Steps" of the Appendix 1; and**
- (c) **approve the annual report at the Appendix 1, that would now be submitted to the SPSO and published on SBC's website.**

9. 75TH ANNIVERSARY VE CELEBRATION FUND

There had been circulated copies of a report by the Service Director Customer & Communities which presented a proposal for the creation of a Victory in Europe Day (VE) Celebration Fund to be launched on Monday 24 February 2020, to enable non-profit making community or voluntary groups, schools and churches to apply for funding to undertake special celebratory projects to mark the 75th anniversary of VE Day. The Scottish Borders VE Celebration Fund would give community councils, schools, churches and community and voluntary organisations the chance to apply for grant funding that would enable them to hold special celebratory events or projects for the benefit of their local and wider communities. The report explained that a total of £60,000 had been set aside for the fund and typical grants were expected to be in the region of £1,000, but grants up to a maximum of £2,500 would be considered for larger projects or for projects that would create a lasting legacy of VE Day. Applicants would need to be able to demonstrate that they would use the fund to provide more opportunities for communities to come together. To enable applications to be processed quickly and efficiently on a fast track basis, it was proposed that decision-making would be agreed at Officer level, with final approval and sign off by the Service Director Customer and Communities. It was

proposed that each Area Partnership would contribute from their Community Fund on a per-head of population basis to enable a fund of £60,000 to be created. The VE Celebration Fund would close on 31 May 2020. Ms Craig advised that the early May Bank Holiday in 2020 had been moved from Monday 4 May to Friday 8 May to encourage communities to come together and commemorate this significant historical event. It was confirmed that an evaluation process on feedback would be carried out and a report prepared for Members.

DECISION

(a) APPROVED:-

- (i) the creation of a VE Celebration Fund of £60,000 which was funded on a per head of population basis from each Area Partnership's Community Fund: and**
- (ii) for decision-making for the Council's VE Celebration Fund to be agreed at Officer level, with final approval and sign-off by the Service Director Customer and Communities**

(b) AGREED a report detailing the evaluation and outcomes of the VE Celebration Fund would be brought back to Executive in late 2020.

**10. PRIVATE BUSINESS
DECISION**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in Appendix 4 to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1, 6, 8 and 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

11. SOUTH OF SCOTLAND ECONOMIC PARTNERSHIP FUNDING - UPDATE

The private report by the Executive Director was approved.

The meeting concluded at 11:43 a.m.

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MONITORING OF THE GENERAL FUND REVENUE BUDGET 2020/21

Report by the Executive Director, Finance & Regulatory

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This report provides the Executive Committee with budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 June 2020 along with explanations of the major variances identified between projected outturn expenditure/income and the current approved budget.**
- 1.2 As reporting to the Council meeting on 27 August 2020, after the first quarter of 2020/21 a detailed budget review exercise has been undertaken to realign budgets in light of the financial implications of the COVID-19 response. This analysis of the revenue budget has highlighted estimated revenue budget pressures of £20.449m and available resources of £19.056m from a combination of in year savings and additional grant support leaving a residual budget pressure, based on current forecasts, of £1.393m.
- 1.3 As previously reported, there is likely to be a significant impact on the delivery of planned Financial Plan savings during 2020/21 as a result of the emergency situation. Financial plan savings of £12.091m require to be delivered in 2020/21. An analysis of deliverability has been updated as shown in Appendix 4. Following the June month end £5.279m (44%) savings have been delivered permanently, £3.205m (26%) are profiled to be delivered by 31 March 2021 and £3.607m (30%) have been delivered on a temporary basis through alternative savings.
- 1.4 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 Committee:-

- (a) notes the projected corporate monitoring position reported at 30 June 2020, the pressures identified, the underlying cost drivers of this position and the identified areas of financial risk as reflected in Appendix 1;**
- (b) following the revisions to the revenue budgets for 2020/21 approved by Council on 27 August 2020, agrees the virements attached as Appendix 2;**
- (c) approves the virements in Appendix 3 to earmark budget into 2021/22;**
- (d) notes the progress made in achieving Financial Plan savings in Appendix 4; and**
- (e) asks the Corporate Management Team to continue to take all possible management action to balance the budget in the current year.**

3 PROJECTED OUTTURN

- 3.1 The revenue monitoring position set out in this report and summarised in Appendix 1 is based on actual income and expenditure to the 30 June 2020.
- 3.2 After the first quarter of 2020/21 the detailed review of the revenue budget presented to Council on 27 August 2020, highlighted estimated revenue budget pressures of £20.449m in 2020/21. Comparing the £19.056m identified funding from the budget review with £20.449m projected pressure results in a shortfall in the COVID-19 reserve of £1.393m, with all known commitments and impacts at this time being taken into account. This means the Council is projecting to spend more than has been provided for in the COVID-19 reserve.
- 3.3 In order to support the Council's response to the COVID-19 pandemic funding has been made available by the Scottish Government. The level of support provided has not, however, been sufficient to fund the full financial impact of COVID-19 including the significant impact on the level of income which funds local services. Additional Scottish Government funding in the form of grant has addressed 33% of the total pressure identified, with the welcome easing of restrictions in the use of specific grants within Children & Young People taking this up to 50%. The remainder of funding has required to be found from within existing Council budgets and reserve balances. To supplement the Scottish Government funding and balance the revenue budget where possible, CMT have undertaken an in-year budget review to determine where existing Council budgets could be directed to fund the additional costs and loss of income initially in 2020/21.
- 3.4 The current shortfall of £1.393m plus any further impacts, beyond the estimated shortfall, which are not yet identified will require further funding to be identified in order for the Council to successfully manage the financial impacts of COVID-19 by 31 March 2021. The financial projections and assumptions in this paper are based on an early assessment of the impact of COVID-19 after 3 months. While this assessment is based on quantitative information in the Council's ledger, further pressures may emerge as the year progresses. Should a second wave of the pandemic impact on the delivery of Council services this will have additional financial consequences. Even if a second wave does not transpire it is possible that further measures may have to be taken to address risks around COVID-19 and it is possible the full costs of responding to COVID-19 are not yet evident.
- 3.5 Key assumptions which have been made in arriving at these figures include:
- CYP grant can be redirected to support Education recovery, currently £1.481m remains uncommitted to support the service during the remainder of 2020/21;
 - No further distribution of grant to support H&SC from Scottish Government has been reflected in the forecast at this stage pending further information and agreements with NHS Borders;
 - Council Tax Reduction Scheme (CTRS) pressures will be funded from the nationally announced £50m;
 - The Council will have to fund pressures in the ultimate level of Council Tax collection currently estimated at £0.777m (a national review is being undertaken by COSLA on the impact on Council Tax

collection but no national funding has been attributed to this as yet);

- It is currently assumed that Live Borders will not require additional financial support from the Council over and above the agreed management fee. Uncertainties do, however, remain relating to transition of their services out of lockdown and the impact of revised opening arrangements on operating income. As such their financial position will continue to be monitored closely. COSLA are currently discussing an income scheme with Government which is understood will include ALEOs like Live Borders.

3.6 The following management action will be undertaken during the remainder of the financial year with the aim of closing the current £1.393m gap and containing any pressures yet to emerge. Updates on the progress of this management action will be presented to the Executive Committee on a quarterly basis as part of the monitoring process:

- Contain additional costs wherever possible;
- Maximise income opportunities for the Council;
- Continue the current freeze on discretionary spend to release further service budgets to contribute to the COVID-19 reserve;
- Consider wherever possible how savings can be accelerated from 2021/22 into 2020/21 to support the financial position in the current year;
- Continue engagement with COSLA to ensure the Council is fully aware and engaged in any discussions on any further Scottish Government funding.

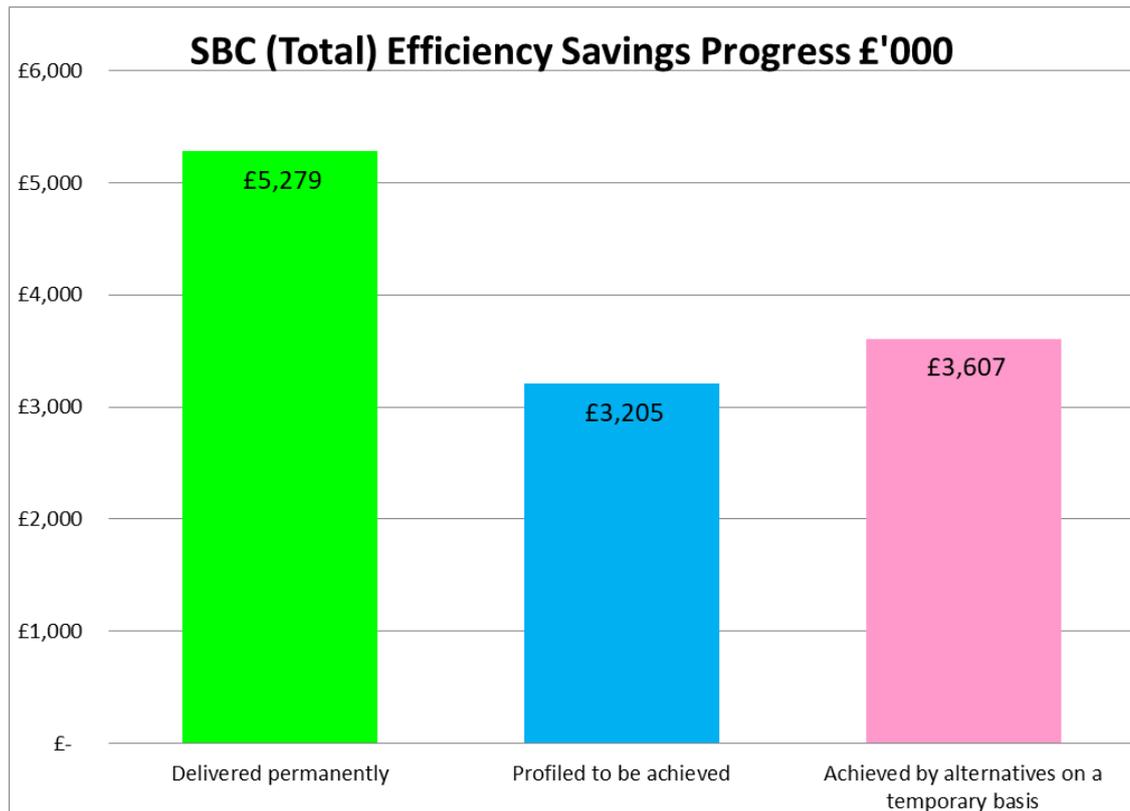
3.7 The Council has been made aware of funding sources from Scottish Government which have not yet been confirmed and as such have not been included in this reported financial position of the Council. These will be reflected in the monitoring position when allocations are confirmed and will contribute towards closing the remaining gap in funding in 2020/21. These indicative national funding streams include:

- £20 million will be allocated to help Councils with additional costs associated with new health protection measures, school transport, enhanced cleaning and other essential logistical issues.
- Further Barnett consequential from the UK Government to be allocated to Scottish Councils of £49m.
- A new income loss scheme to partly compensate Councils for loss of income from fees and charges.
- Further IJB funding of £50m to support the Social Care Sector – this covers full IJB activities so may also include funding for NHS Borders.

3.8 It should be noted that any budget shortfall at 31 March 2021 will require to be funded from reserves at year end.

3.9 As previously reported, there is likely to be a significant impact on the delivery of planned Financial Plan savings during 2020/21 as a result of the emergency situation. Financial plan savings of £12.091m require to be delivered in 2020/21. An analysis of deliverability has been updated as shown in Appendix 2. Following the June month end £5.279m (44%) savings have been delivered permanently, £3.205m (26%) are profiled to be delivered by 31 March 2021 and £3.607m (30%) have been delivered

on a temporary basis through alternative savings as shown in the graph below.



3.10 Delivery of £8.886m (74%) of savings in the first quarter of the financial year is a very positive position. By comparison, in the last 2 financial years, 56% and 54% of savings respectively were delivered at this stage in the financial year. CMT are placing significant emphasis on ensuring the £3.205m which are profiled to be delivered by 31 March 2021 are progressed and delivered as soon as possible. A piece of work has also commenced to ensure that permanent plans are in place for the £3.607m delivered temporarily in 2020/21 to ensure permanent full year delivery in 2021/22.

3.11 **Culture & Sport**

Culture and Sport are projecting a balanced position after the first quarter as a result of the continuation of their management fee from the Council, furloughing of 80% of their staff and additional funding commitments. There remains financial risk around the opening up of services as highlighted in section 3.5 above.

Assets & Infrastructure

Assets & Infrastructure has experienced significant COVID-19 related pressures through loss of income and additional costs such as catering and cleaning. These pressures have been partially offset by re-prioritisation of service budgets with the balance being funded corporately from the COVID-19 reserve.

3.12 **Economic Development & Corporate Services**

The most significant budgetary impact in Economic Development & Corporate services relates to projected loss of planning fee income of just under £1m through the impact of lockdown and the economic downturn. This continues to be monitored closely and has been funded from the COVID-19 reserve.

3.13 **Health & Social Care**

The Health and Social Care function is experiencing significant additional costs primarily within Homecare and increased client care package costs. There has also been an impact on the service's ability to deliver £1.147m of financial plan savings due to resources being diverted to the COVID-19 response. These pressures are partly offset by reducing budget growth in the financial plan with the remainder being funded from the COVID-19 reserve.

3.14 **Children & Young People**

The Children & Young People service is experiencing financial pressure from childcare hub arrangements over the summer holidays as well as education recovery costs. These pressures have primarily been funded from changes in grant conditions for Early Years expansion funding and Pupil Equity Fund grants to be used to support children during this period. The grant arrangements freed up £3.486m budget with £1.481 remaining uncommitted to support the return to school from 11 August 2020.

3.15 **Customer & Communities**

The service has experienced pressures from loss of income as well as the costs of Business Crisis grants and Community Council funding from the Food Fund. These costs have been partially offset by the Scottish Government funded Food Fund along with the redirection of earmarked balances from 2019/20 with the balance funded from the COVID-19 reserve.

3.16 **Finance & Corporate Services**

The Finance service holds the corporate COVID-19 costs and as such all corporate expenditure and Scottish Government funding are reflected in this budget. £1.299m loans charges budget has been allocated to the COVID-19 reserve due to reduced borrowing requirements to fund the Capital Plan.

3.17 **Human Resources**

The service has not experienced significant COVID-19 related financial pressures but has contributed to the corporate COVID-19 reserve through the redirection of budget growth and uncommitted service budgets.

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 2020/21.

4.2 **Risk and Mitigations**

There is a risk that further cost pressures may emerge as the year progresses or that the savings required to compensate for non-delivery of Financial Plan savings may not be delivered as planned, both of which may impact on the outturn position. 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. These efforts include maintaining a focus on sound financial management, balancing the budget and delivering good value for money and ensuring these remain key aspects the culture of the council.

4.3 It is imperative therefore that as many savings as possible identified within the 2020/21 and previous financial plans are delivered

permanently to ensure 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 Business World System.
- (b) review of budget variances and monitoring of management actions to control expenditure by Finance, Service staff and Service Directors and monthly reporting to CMT.
- (c) engagement with Departments and review of monthly management accounts by management teams.
- (d) supporting departmental corporate transformation projects to monitor and deliver the planned corporate transformation savings in the medium-term Financial Plan.

4.4 **Integrated Impact Assessment**

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 The Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

David Robertson
**Executive Director,
Finance & Regulatory**

Signature

Author(s)

Name	Designation and Contact Number
Suzy Douglas	Financial Services Manager 01835 824000 X 5881

Background Papers: Scottish Borders Council 27th August 2020
Previous Minute Reference:

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the Author. Information on other language translations as well as additional copies can also be provided.

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL 2020/21
SUMMARY
AT END OF MONTH: Jun-20


	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
Asset & Infrastructure	40,476	7,672	40,794	43,182	(2,388)	2,388	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Economic Development & Corporate Services	9,835	2,561	13,902	12,713	1,189	(1,189)	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Health & Social Care	53,946	(2,054)	53,733	56,706	(2,973)	2,973	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Children & Young People	110,205	29,938	112,903	113,404	(501)	501	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Customer & Communities	14,213	(29,753)	15,199	16,645	(1,446)	1,446	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Finance & Regulatory Services	36,340	4,309	42,399	37,292	5,107	(6,500)	(1,393)	The remaining budget shortfall of £1.393m is being held centrally within the COVID-19 reserve, this will be updated on a monthly basis as more information becomes available
Human Resources	5,978	968	6,468	6,281	187	(187)	0	Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council
Total	270,992	13,641	285,399	286,223	(825)	(568)	(1,393)	
Financed by:								
Revenue Support Grant	(186,755)	(53,516)	(192,750)	(193,768)	1,018	(1,018)	0	Additional income towards Discretionary Housing Payments (£956k including £74k funding for Covid-19) and 1+2 Lanquages (£62k).
Non-Domestic Rates	(23,388)	(6,885)	(23,388)	(23,388)	0		0	
Council Tax	(65,401)	(65,426)	(65,401)	(64,624)	(777)	777	0	Anticipated pressure from increased discounts and exemptions and delays in new housing growth as a result of Covid-19.
Second Homes Council Tax	(855)	(1,132)	(855)	(1,132)	277	(277)	0	Additional projected income through Second Homes Council Tax.
Council Tax Reduction Scheme	5,407	6,036	5,407	5,407	0		0	Projected outturn £6,086k. Assuming pressure will be met by additional Scottish Government funding.
Capital Financed from Current Revenue	0	0	0	0	0		0	
Reserves:								
Earmarked Balances from 2019/20	0	(8,412)	(8,412)	(8,412)	0		0	
Earmarked Balances for future years	0	0	0	2,544	(2,544)	2,544	0	To earmark Second Homes Council Tax budget into 2021/22 to support future investment in affordable housing.
Transfers to/from Reserves	0	0	0	(1,458)	1,458	(1,458)	0	2019/20 underspend released from Reserves to fund in-year Covid-19 pressures.
Total	(270,992)	(129,334)	(285,399)	(284,830)	(568)	568	0	

Asset & Infrastructure	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
Property	11,963	518	11,972	11,779	193	(193)	0	
Property Management Services	12,530	1,233	12,556	12,384	172	(172)	0	Delay in delivery to property rationalisation and Corporate Landlord savings (£150k), Utility savings as an impact of Covid 19 (£200k). Successful rates appeals (£122k)
Estates Management Services	426	75	409	409	0	0	0	
Commercial Property Income	(1,254)	(944)	(1,254)	(1,226)	(28)	28	0	Anticipated pressure based on reduced occupancy.
Architects	118	127	118	102	16	(16)	0	(£18k) Savings identified within service towards Covid Fund, (£2k) travel & expenses pressure as a result of Covid.
Major Projects	143	28	143	110	33	(33)	0	Undeliverable FP saving from previous year (£13k) being offset with staff savings (£11k) and reduction of Feasibility Fund (£35k) with the balance contributing to the Covid Fund.
Facilities	4,899	1,665	4,899	7,006	(2,107)	2,107	(0)	
Catering Services	786	465	721	1,420	(699)	699	(0)	(0) Loss of income due to impact of COVID 19 (£859k), £344k offset by saving in Education, School Meals. Reduction in food cost (£306k). FSM cost of food pressure £146k, funded by Food Fund.
Cleaning & Facilities Management	4,112	1,200	4,178	5,586	(1,408)	1,408	0	Pressure from additional manpower for touch points and desk cleaning within Education setting (£210k), additional PPE and cleaning materials (£1.053m), undeliverable financial plan savings as cleaning requirements mean changes cannot be made (£145k)
Parks & Environment	4,228	597	4,338	4,216	122	(122)	(0)	
								Savings in manpower (£124k), premises related costs (£27k), transport related costs (£40k), supplies and services (£28k) and third party payments (£6k). Covid pressures relating to net loss of toilet income for 6 months (£51k), toilet FP saving unachievable for 6 months (£50k), reduced income for sports pitches (£2k).
Passenger Transport	1,615	1,200	1,615	1,747	(132)	132	0	
								Pressures in Bus Subsidy Income (£39k), Community Transport grants (£37.5k) and non-delivery of savings due to Covid 19 (£55k)
Roads & Infrastructure	8,822	2,305	9,022	9,231	(209)	209	0	
Network & Infrastructure Asset Management	9,012	471	9,048	9,067	(19)	19	(0)	(0) Savings in manpower and hired and contracted services contributing to Covid Fund. Pressure of £70k income partially offset by underspend in third party
SBCContracts	(699)	1,194	(699)	(699)	0	0	0	
Fleet Management Services	(316)	377	(316)	(182)	(134)	134	0	Income pressure (£114k), pressure in materials & third party contracts (£20k)
Engineers	829	236	829	885	(56)	56	0	Income pressure (£35k), and additional legal costs (£21k). Service dealing with bridge repairs as a result of Storm Dennis and Ciara (£206k) by prioritising existing works budgets.
Pay Parking	(4)	26	160	160	0	0	0	

Asset & Infrastructure	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
Waste Management Services	8,948	1,387	8,948	9,203	(255)	255	(0)	Income pressure across the services (£460k Covid-19 related), offset by reduced residual waste contract charges relating to reduction in income as a result of Covid 19 £156k, manpower related costs (overtime) £4k, agency staff £9k, savings in vehicle costs £16k and supplies & services £20k.
Total	40,476	7,672	40,794	43,182	(2,388)	2,388	0	

Key Highlights, Challenges and Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements.

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Economic Development & Corporate Services	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
Audit & Risk	331	111	331	341	(10)	10	0	Pressure due to delayed implementation of shared risk service as a result of Covid-19 (£10k).
Business Planning Performance & Policy Development	491	136	499	491	8	(8)	0	Available budget through discretionary spend freeze.
Corporate Policy	294	(10)	294	293	1	(1)	0	Discretionary spend savings.
Cultural Services	3,563	1,775	3,553	3,553	0		0	
Economic Development	1,324	(172)	1,677	1,609	68	(68)	0	Savings in staffing costs.
Emergency Planning	128	30	128	128	0		0	Contribution towards joint Covid-19 Officer (£2k), funded from discretionary spend savings.
Housing Strategy & Services	883	111	4,812	2,546	2,266	(2,266)	0	To earmark Second Homes Council Tax budget into 2021/22 to support future investment in affordable housing (£2,544k). Additional projected Second Homes Council Tax (£277k). Small income pressure from anticipated reduction in Private Sector Housing Grants administration fees due to Covid-19 (£1k).
Planning Services	756	(382)	544	1,541	(997)	997	0	Estimated impact of Covid-19 on planning and building standards fee income (£951k) and Access & Countryside income (publication sales & ranger led walks) (£1k). Costs anticipated relating to enforcement works at Jedburgh High Street due to delays in securing ownership of the site (£70k) partly offset by savings in staffing costs and discretionary spend savings within service (£25k).
Sports Services	2,066	963	2,066	2,213	(147)	147	0	Transfer budget from Loan Charges to fund depreciation and interest charges for sports pitches (£147k).
Total	9,835	2,561	13,902	12,713	1,189	(1,189)	0	

Key Highlights, Challenges & Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements.

Health & Social Care	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
Child Protection	191	28	191	197	(6)	6	0	
Adult Protection	317	68	328	330	(2)	2	0	
Emergency Duty Team	312	82	312	346	(34)	34	0	Higher than anticipated staffing costs
Business Support - Staff Development	196	0	0	0	0	0	0	
Quality Improvement	191	39	191	191	0	0	0	
Services in Criminal Justice System	1	95	1	1	0	0	0	
Safer Communities	1,154	28	1,175	1,141	34	(34)	0	Training courses not undertaken and lower than anticipated travel costs resulting on £34k favourable variance
Elder People	9,025	(9,790)	8,288	9,804	(1,516)	1,516	0	£250k Covid related undeliverable savings as well as £2,224k Covid related additional expenditure in relation to increased homecare, residential and self-directed support costs, off set by initial allocation of Scottish Government Covid-19 funding of £341k. Further off-set by the release of financial plan growth that is not required due to Covid (delay in the opening of 2 extra care housing developments (£352k) and planned 'spend to save' growth relating to a focus on single handed homecare (£150k). Service savings arise from £79k higher than budgeted for increase in Social care Fund transfer from NHSB as well as slightly higher than anticipated SDS direct payment clawback (£29k)
Joint Learning Disability	16,399	3,127	16,529	16,868	(339)	339	0	£372k Covid related undeliverable savings plus further anticipated Covid expenditure of £121k relating to additional Homecare and residential beds, off set by initial allocation of Scottish Government Covid-19 funding of £62k. £92k service saving relating to unfilled vacancies.
Joint Mental Health	2,164	339	2,164	2,240	(76)	76	0	Significant client based cost pressure relating to higher than anticipated care costs (£246k), negated by savings in Staffing Team costs due to unfilled vacancies (£170k). Covid-19 pressure relating to forecast increased external provider costs of £5k off-set by initial allocation of Scottish Government Covid funding
People with Physical Disabilities	2,458	719	2,451	2,676	(225)	225	0	Service pressures relating to increased void rates at Station Court due to hospital admissions and 1 deaths (£38k), 2 new clients with significantly high Package of care costs (£101k), increased 24 hour permanent care costs (£44k), as well as £42k client driven pressures across all localities. Covid-19 pressure relating to forecast increased external provider costs of £1k off-set by initial allocation of Scottish Government Covid funding

Health & Social Care	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	5,278	(74)	5,270	6,186	(916)	916	0	£474k Covid related undeliverable savings plus further anticipated Covid expenditure of £68k relating to increased IT costs associated with staff deployment and homeworking, off set by initial allocation of Scottish Government Covid-19 funding of £11k. £110k service pressure relating to higher than anticipated client package costs across all localities. Virements relate to the movement of the START staffing team from SB Cares into Generic Services localities (£268k) as well as a minor alignment of budget to Generic Services to cover the cost of an externally provided service (£7k).
SB Cares	16,170	3,306	16,742	16,635	107	(107)	0	£51K Covid related undeliverable savings plus further anticipated Covid expenditure of £343k relating to Personal protective Equipment (PPE) and Community Equipment Store purchases, off-set by initial allocation of Scottish Government Covid funding (£148k). £85k savings contributing to Covid Fund as a result of significantly reduced Agency staff expenditure.
Total	53,855	(2,033)	53,642	56,615	(2,973)	2,973	0	

Public Health	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/under spend	
Public Health	92	(22)	92	92	0		0	
Total	92	(22)	92	92	0	0	0	

Key Highlights, Challenges and Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements.

Children & Young 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
Early Years	5,801	4,267	7,119	7,120	(1)	1	0	2020/21 CPD Allocation £1k. Pressure due to additional costs of childcare for key workers and vulnerable children due to Covid-19 by the Private & Voluntary sector of £1,313k to 11th August 2020 is being absorbed within the EY budget using the earmarked balance from 2019/20. It is anticipated that any additional pressures will be absorbed using the EY funding in year.
Primary Schools	29,096	7,592	29,612	31,117	(1,505)	1,505	0	2020/21 Pupil Equity Funding allocation £1.324m, 2020/21 CPD Allocation £34k. Covid Pressures relate to supply teacher retention scheme £230k and reduction in lets of income £12k. There is a reduction in sickness of 60% from the same period in 19/20, gives a potential £95k allowing for anticipated increased absence when schools return in August. Greater flexibility around existing C&YP government funding will be utilised to offset additional costs that are expected to arise when the Covid-19 education recovery plan is finalised.
Secondary Schools	39,852	11,630	40,491	41,001	(511)	511	0	2020/21 Pupil Equity Funding allocation £465k, 2020/21 CPD Allocation £30k. Covid Pressures relate to supply teacher retention scheme £207k and reduction in lets of income £18k. There is a reduction in sickness of 60% from the same period in 19/20, giving a potential £95k allowing for anticipated increased absence when schools return in August. There is an unachievable Librarian saving of £178k. Unitary charge insurance releases £95k. Greater flexibility around existing C&YP government funding will be utilised to offset additional costs that are expected to arise when the Covid-19 education recovery plan is finalised.
Additional Support Needs	11,382	1,824	11,382	11,439	(57)	57	0	2020/21 CPD Allocation £7k. £50k financial plan saving re transport unlikely to be achieved. Tier 2 allocations not yet finalised for new term, initial applications show large increase in applications but until further details are known the extent of pressure is not known.
Children & Families Social Work	14,417	2,679	14,641	14,641	0		0	Breakeven position projected although potential pressure as there are 4 external residential placements being sought.
Educational Psychology	719	131	719	691	28	(28)	0	Underspend due to vacancy £28k.
Central Schools	2,754	1,145	2,754	1,130	1,624	(1,624)	0	Pupil Equity Funding allocation £1.789m PEF to schools. Devolve CPD allocations to Early Years, Primary and Secondary Schools and Additional Support Needs in respect of teacher training (£72k). Allocation from Scottish Government in respect of 1+2 Languages Funding (£62k). Savings of Music (£75k) and Clothing & Footwear Grants (£42k) require resource and management time which are severely constrained due to Covid-19. There is an additional FP saving (£58k) subject to Fit for 2024 review which requires resource and management time which are severely constrained due to Covid-19.
School Meals	1,781	396	1,781	1,438	344	(344)	0	Projected loss of revenue due to Covid-19 to end June is offset by reduction in recharge from Catering. Further assessment will be made when details of Education Recovery Plan is finalised.
School Transport	3,442	1	3,442	3,754	(312)	312	0	Additional FP savings of £312k are subject to Fit for 2024 review which requires and management time which are severely constrained due to Covid-19.

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Community Learning & Development	961	271	961	1,071	(111)	111	0	Additional FP savings of £111k are subject to Fit for 2024 review which requires and management time which are severely constrained due to Covid-19.
Total	110,205	29,938	112,903	113,404	(501)	501	0	

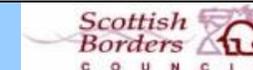
Key Highlights Challenges & Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements. Funding which has been freed up from specific grants (Early Years expansion and Pupil Equity Fund) for use specifically within Children & Young People has been applied within the service to support children return to school on 11th August 2020, with £1.481m remaining uncommitted.

**MONTHLY REVENUE MANAGEMENT REPORT
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Customer & Communities	Base Budget (£'000)	Actual to Date (£'000)	Revised Budget (£'000)	Projected Outturn (£'000)	Outturn Variance (£'000)	Proposed Virement (£'000)	Projected (over)/underspend	Summary Financial Commentary
Assessor & Electoral Registration Services	805	184	825	825	0		0	
Business Change & Programme Management	1,183	254	1,175	1,030	145	(145)	0	Additional staff savings to be used to fund pressures within Customer & Communities.
Business Support	5,306	1,247	5,326	5,311	15	(15)	0	Small discretionary spend saving. Staff turnover (£228k) and Financial Plan (£195k) savings fully delivered.
Community Planning & Engagement	329	74	176	238	(62)	62	0	Balance of funding required to support extension of Locality Development Officer position to March 2021 (£62k).
Localities/Community Fund	318	53	871	943	(72)	72	0	Covid-19 pressure (payments to Community Council's) to be funded from Food Fund.
Customer Advice & Support Services	3,226	854	3,410	3,679	(269)	269	0	Projected loss of income (registrars, blue badge, overpayments recovered and penalty income) and additional homeless accommodation costs due to Covid-19 (£417k). Additional staff turnover savings (£24k) and discretionary spend savings (£124k). Staff turnover (£164k) and Financial Plan savings (£137k) delivered.
Democratic Services	1,726	583	1,732	1,792	(60)	60	0	Projected underspends in Elected Members costs (travel expenses and delayed bi-election) and Civic Functions due to Covid-19 (£38k). Costs associated with bi-election re-scheduled to November 2020 estimated at £40k. Pressure as a result of staffing contribution for NHS PA support (£15k) and anticipated costs above budget relating to Children's Panel, Reporters and Appeal Expenses (£43k). Staff turnover (£25k) and Financial Plan (£10k) savings fully delivered.
Discretionary Housing Payments	0	152	0	956	(956)	956	0	Additional Scottish Government funding through Revenue Support Grant (includes £74k funding for Covid-19).
Housing Benefits	623	340	623	797	(174)	174	0	Assumed pressure in net spend and reduction in overpayments recovered as a consequence of Covid-19.
Non Domestic Rates Relief	150	(33,586)	150	163	(13)	13	0	Pressure as a result of an increase in charitable relief for youth and community.
Scottish Welfare Fund	546	91	911	911	0		0	
Total	14,213	(29,753)	15,199	16,645	(1,446)	1,446	0	

Key Highlights, Challenges & Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements.

Finance and Regulatory Services	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	188	70	181	174	7	(7)	0	Managed underspends through discretionary spend freeze.
Finance	3,558	(95)	3,136	3,336	(200)	200	0	Projected shortfall in grants administration recharge based on current external funding opportunities (£200k).
Covid-19 Reserve Fund	0	(1,744)	6,470	2,533	3,937	(5,330)	(1,393)	Transfer budget to offset pressures elsewhere in the Council.
Information Technology	11,611	4,015	11,617	11,617	0		0	
Legal Services	743	247	757	772	(15)	15	0	Projected loss of licensing fee (pubs, private functions, taxi licences) income due to Covid-19 (£104k). Additional staff turnover savings and increased income (£89k).
Loan Charges	19,111	1,284	19,111	17,665	1,446	(1,446)	0	Reduced borrowing due to timing movements in the capital programme as a result of Covid-19. Transfer budget to Sports Services to fund depreciation and interest charges for sports pitches (£147k).
Protective Services	1,588	408	1,584	1,612	(28)	28	0	Income pressure from estimated reduction in sampling (private water and food) and domestic pest control treatments suspended due to Covid-19 (£105k). Additional staff (£65k) and discretionary spend savings (£12k).
Provision for Bad Debts	125	125	125	125	0		0	
Recharge to Non-General Fund	(583)	0	(583)	(543)	(40)	40	0	Pressure to be funded from underspend in Loan Charges.
Total	36,340	4,309	42,399	37,292	5,107	(6,500)	(1,393)	

Key Highlights, Challenges & Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. The Finance service holds the COVID-19 reserve and therefore the remaining budget shortfall of £1.393m is being held centrally within this service, this position will be updated on a monthly basis as more information becomes available.

Human Resources	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
Communications & Marketing	542	126	542	532	10	(10)	0	Loss of income from reduced printing production (£15k) and purchase of laminator for signage (£7k) as a result of Covid-19. Additional staff turnover and discretionary spend savings (£32k).
Corporate Transformation	724	(218)	1,015	765	250	(250)	0	Contribution to Covid Fund (£250k).
Early Retiral/Voluntary Severance	67	0	67	67	0		0	
Employment Support Service	378	75	378	366	12	(12)	0	Additional staff turnover and discretionary spend savings (£6k) and projected income from Skills Development Scotland (£6k).
Human Resources	4,266	984	4,466	4,551	(85)	85	0	Pressures in apprenticeship levy (£85k).
Total	5,978	968	6,468	6,281	187	(187)	0	

Key Highlights, Challenges & Risks

All known pressures and available budgets have been reflected in the corporate in-year budget exercise approved by Council on 27th August 2020. This leaves a balanced service position following all required virements.

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Budget Virement Requirement

Corporate

No. of Virements 1

1 Virement is required from

Department	Human Resources	2020/21	2021/22	2022/23
Service	Corporate Transformation	£	£	£
Budget Head	Third Party Payments	(250,000)	0	0
Department	Finance by	2020/21	2021/22	2022/23
Service	Transfers to/from Reserves	£	£	£
Budget Head	Capital Financing Costs	(1,458,000)	0	0
Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Loan Charges	£	£	£
Budget Head	Capital Financing Costs	(1,023,000)	0	0
Service	Covid-19 Reserve Fund	£	£	£
Budget Head	Third Party Payments	(5,330,000)	0	0
Total		(8,061,000)	0	0

To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Primary Schools	£	£	£
Budget Head	Supplies & Services	147,000	0	0
Service	Secondary Schools	£	£	£
Budget Head	Supplies & Services	6,000	0	0
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	175,000	0	0
Service	Community Learning & Development	£	£	£
Budget Head	Supplies & Services	111,000	0	0
Department	Human Resources	2020/21	2021/22	2022/23
Service	Human Resources	£	£	£
Budget Head	Employee Costs	63,000	0	0
Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Planning Services	£	£	£
Budget Head	Income	931,000	0	0
Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Localities/Community Fund	£	£	£
Budget Head	Supplies & Services	72,000	0	0
Service	Customer Advice & Support Services	£	£	£
Budget Head	Premises Related Expenditure	30,000	0	0
	Income	224,000	0	0

Service	Housing Benefits	£	£	£
Budget Head	Income	151,000	0	0
Service	Non Domestic Rates Relief	£	£	£
Budget Head	Third Party Payments	13,000	0	0
Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Catering Services	£	£	£
Budget Head	Income	699,000	0	0
Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Cleaning & Facilities Management	£	£	£
Budget Head	Employee Costs	247,000	0	0
	Supplies & Services	1,053,000	0	0
Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Fleet Management Services	£	£	£
Budget Head	Third Party Contracts	20,000	0	0
	Income	114,000	0	0
Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Waste Management Services	£	£	£
Budget Head	Income	255,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Child Protection	£	£	£
Budget Head	Employee Costs	6,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Adult Protection	£	£	£
Budget Head	Third Party Payments	2,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Older People	£	£	£
Budget Head	Third Party Payments	1,523,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Joint Learning Disability	£	£	£
Budget Head	Third Party Payments	372,000	0	0
	Supplies & Services	(33,000)		
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Joint Mental Health	£	£	£
Budget Head	Employee Costs	(14,000)	0	0
	Supplies & Services	90,000		
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	People with Physical Disabilities	£	£	£
Budget Head	Third Party Payments	113,000	0	0
	Transfer Payments	112,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Generic Services	£	£	£
Budget Head	Employee Costs	280,000	0	0
	Supplies & Services	194,000	0	0
	Third Party Payments	147,000	0	0
	Transfer Payments	20,000	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	SB Cares	£	£	£
Budget Head	Supplies & Services	110,000	0	0
	Third Party Payments	51,000	0	0
Department	Financed by	2020/21	2021/22	2022/23
Service	Council Tax	£	£	£
Budget Head	Income	777,000	0	0
	Total	8,061,000	0	0

Because Reallocation of budget across services, in line with the in-year budget review exercise approved by Council on 27th August 2020, to address budget pressures arising from the COVID-19 response.

Budget Virement Requirement Asset & Infrastructure No. of Virements 1

1 Virement is required from

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Property Management Services	£	£	£
Budget Head	Premises Related Expenditure	(172,000)	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Architects	£	£	£
Budget Head	Employee Costs	(16,000)	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Major Projects	£	£	£
Budget Head	Third Party Payments	(33,000)	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Parks & Environmental	£	£	£
Budget Head	Employee Costs	(122,000)	0	0

Total		(343,000)	0	0
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To

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Commercial Property Income	£	£	£
Budget Head	Income	28,000	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Network & Infrastructure Asset Management	£	£	£
Budget Head	Income	19,000	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Passenger Transport	£	£	£
Budget Head	Third Party Payments	37,500	0	0
Budget Head	Income	94,500	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Engineers	£	£	£
Budget Head	Third Party Payments	21,000	0	0
Budget Head	Income	35,000	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Cleaning & Facilities Management	£	£	£
Budget Head	Financial Plan Savings	108,000	0	0

Total		343,000	0	0
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Because

Reallocation of budget within A&I, in line with the in-year budget review exercise approved by Council on 27th August 2020, to address budget pressures arising from the COVID-19 response.

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

1 Virement is required from

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Business Planning Performance & Policy Development	£	£	£
Budget Head	Supplies & Services	(8,000)	0	0
Service	Corporate Policy	£	£	£
Budget Head	Supplies & Services	(900)	0	0
	Third Party Payments	(100)	0	0
Service	Economic Development	£	£	£
Budget Head	Employee Costs	(2,000)	0	0
Total		(11,000)	0	0

To

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Audit & Risk	£	£	£
Budget Head	Income	10,000	0	0
Service	Housing Strategy & Services	£	£	£
Budget Head	Income	1,000	0	0
Total		11,000	0	0

Because

Pressure due to delayed implementation of shared risk service (£10k) and anticipated reduction in Private Sector Housing Grants administration fees (£1k), both as a result of Covid-19, to be offset by additional staff turnover and discretionary spend savings.

2 Virement is required from

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Economic Development	£	£	£
Budget Head	Employee Costs	(66,000)	0	0

To

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Planning Services	£	£	£
Budget Head	Third Party Payments	45,000	0	0
	Income	21,000	0	0
Total		66,000	0	0

Because

Savings in staffing costs from delayed recruitment to be used to fund balance of pressure relating to enforcement works at Jedburgh High Street (£45k) and shortfall in planning fee income due to Covid-19.

Budget Virement Requirement

Health & Social Care

No. of Virements 3

1 Virement is required from

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	SB Cares	£	£	£
Budget Head	Employee Costs	(268,309)	(268,309)	(268,309)

To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Generic Services	£	£	£
Budget Head	Employee Costs	268,309	268,309	268,309

Because

To transfer budget in line with a planned staff moves from the START team within SB cares to Generic Services Localities.

2 Virement is required from

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Older People	£	£	£
Budget Head	Employee Costs	(7,000)	(7,000)	(7,000)

To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Generic Services	£	£	£
Budget Head	Third Party Payments	7,000	7,000	7,000

Because

To fund additional costs in relation to the "Food Train" contract - providing food and shopping related services to Older People.

3 Virement is required from

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Safer Communities	£	£	£
Budget Head	Third Party Payments	(34,000)	0	0

To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Emergency Duty Team	£	£	£
Budget Head	Employee Costs	34,000	0	0

Because

To release available budget within Safer Communities as a result of delayed training due to Covid-19 to fund staffing pressures within the Emergency Duty Team.

Budget Virement Requirement

Children & Young People

No. of Virements 3

1 Virement is required from

Department	Children & Young People	2020/21	2021/20	2022/23
Service	Central Schools	£	£	£
Budget Head	Third Party Payments	(1,789,455)	0	0

To

Department	Children & Young People	2020/21	2021/20	2022/23
Service	Primary Schools	£	£	£
Budget Head	Employee Costs	1,324,587	0	0

Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	464,868	0	0

Total	1,789,455	0	0
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Because

To allocate 2020/21 Pupil Equity Funding (PEF) to Primary and Secondary schools.

2 Virement is required from

Department	Children & Young People	2020/21	2021/20	2022/23
Service	Central Schools	£	£	£
Budget Head	Employee Costs	(71,584)	0	0

To

Department	Children & Young People	2020/21	2021/20	2022/23
Service	Early Years	£	£	£
Budget Head	Employee Costs	1,259	0	0

Service	Primary Schools	£	£	£
Budget Head	Employee Costs	33,820	0	0

Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	29,688	0	0

Service	Additional Support Needs	£	£	£
Budget Head	Employee Costs	6,817	0	0

Total	71,584	0	0
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Because

To devolve Continuing Professional Development (CPD) budget to Early Years, Primary Schools, Secondary Schools and Additional Support Needs in relation to Teachers training.

3 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	School Meals	£	£	£
Budget Head	Supplies & Services	(344,000)	0	0

Service	Education Psychology	£	£	£
Budget Head	Employee Costs	(28,000)	0	0

Total		(372,000)	0	0
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To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Secondary Schools	£	£	£
Budget Head	Supplies & Services	10,000	0	0

Service	Additional Support Needs	£	£	£
Budget Head	Supplies & Services	50,000	0	0

Service	School Transport	£	£	£
Budget Head	Transport Costs	312,000	0	0

Total		372,000	0	0
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Because

To reallocate budgets to reflect various pressures and underspends within Children & Young People.
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Budget Virement Requirement

Customer & Communities

No. of Virements 2

1 Virement is required from

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Business Change and Programme Management	£	£	£
Budget Head	Employee Costs	(145,000)	0	0

To

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Community Planning & Engagement	£	£	£
Budget Head	Employee Costs	62,000	0	0

Service	Democratic Services	£	£	£
Budget Head	Employee Costs	15,000	0	0
	Supplies & Services	22,550	0	0
	Third Party Payments	22,450	0	0

Service	Housing Benefits	£	£	£
Budget Head	Income	23,000	0	0

Total		145,000	0	0
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Because

Additional staff savings within Business Change to be used to i) support extension of Locality Development Officer position to March 2021 (£62k); ii) partially offset pressure in net spend within Housing Benefits (£23k); and iii) fund anticipated costs above budget relating to Children's Panel, Reporters and Appeal Expenses (£43k), additional staffing costs within Corporate Management Support Team (£15k) and shortfall in funding for bi-election (£2k).

2 Virement is required from

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Business Support	£	£	£
Budget Head	Supplies & Services	(15,000)	0	0

To

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Customer Advice & Support Services	£	£	£
Budget Head	Income	15,000	0	0

Because

Managed underspend within Business Support to part fund projected loss of blue badge income due to Covid-19.

Budget Virement Requirement

Finance and Regulatory Services

No. of Virements 1

1 Virement is required from

Department	Finance and Regulatory Services	2020/21	2021/22	2022/23
Service	Loan Charges	£	£	£
Budget Head	Capital Financing Costs	(423,000)	0	0
Service	Chief Executive	£	£	£
Budget Head	Supplies & Services	(7,000)	0	0
Total		(430,000)	0	0

To

Department	Finance and Regulatory Services	2020/21	2021/22	2022/23
Service	Finance	£	£	£
Budget Head	Income	200,000	0	0
Service	Legal Services	£	£	£
Budget Head	Income	15,000	0	0
Service	Protective Services	£	£	£
Budget Head	Income	28,000	0	0
Service	Recharge to Non-General Fund	£	£	£
Budget Head	Income	40,000	0	0
Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Sports Services	£	£	£
Budget Head	Capital Financing Costs	147,000	0	0
Total		430,000	0	0

Because

Reduced borrowing due to timing movements in the capital programme as a result of Covid-19 (£423k) plus small discretionary spend savings within Chief Executives (£7k) to be used to fund i) projected shortfall in grants administration recharge based on current external funding opportunities (£200k); ii) net loss of income within licensing (£15k) and Protective Services (£28k) due to Covid-19; iii) pressures in Recharge to Non-General Fund (£40k); and iv) depreciation and interest charges relating to synthetic pitches (£147k).

Budget Virement Requirement

Human Resources

No. of Virements 1

1 Virement is required from

Department	Human Resources	2020/21	2021/22	2022/23
Service	Communications & Marketing	£	£	£
Budget Head	Supplies & Services	(10,000)	0	0

Service	Employment Support Service	£	£	£
Budget Head	Employee Costs	(2,000)	0	0
	Supplies & Services	(4,000)	0	0
	Income	(6,000)	0	0

Total		(22,000)	0	0
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To

Department	Human Resources	2020/21	2021/22	2022/23
Service	Human Resources	£	£	£
Budget Head	Employee Costs	22,000	0	0

Because

Additional Skills Development Scotland income (£6k), discretionary spend (£14k) and staff turnover savings (£2k) to be used to part fund pressure in apprenticeship levy.

Budget Virement Requirement

Financed by

No. of Virements 3

1 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Revenue Support Grant (RSG)	£	£	£
Budget Head	Income	(62,000)	0	0

To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Central Schools	£	£	£
Budget Head	Third Party Payments	62,000	0	0

Because

To allocate Revenue Support Grant funding for implementation of the 1+2 Language Learning policy.

2 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(955,977)	0	0

To

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Discretionary Housing Payments	£	£	£
Budget Head	Transfer Payments	955,977	0	0

Because

To allocate additional Revenue Support Grant funding to Discretionary Housing Payments (DHP), includes Covid-19 funding of £74k.

3 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Council Tax	£	£	£
Budget Head	Income	(277,000)	(277,000)	(277,000)

To

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Housing Strategy & Services	£	£	£
Budget Head	Third Party Payments	277,000	277,000	277,000

Because

Additional projected income from Second Homes Council Tax to support investment in affordable housing.

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Budget Virement Requirement

Economic Development & Corporate Services No. of Virements 1

1 Virement is required from

Department	Economic Development & Corporate Services	2020/21	2021/22	2022/23
Service	Housing Strategy & Services	£	£	£
Budget Head	Third Party Payments	(2,544,000)	0	0

To

Department		2020/21	2021/22	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	2,544,000	0	0

Because

To earmark Second Homes Council Tax budget into 2021/22 to support future investment in affordable housing.

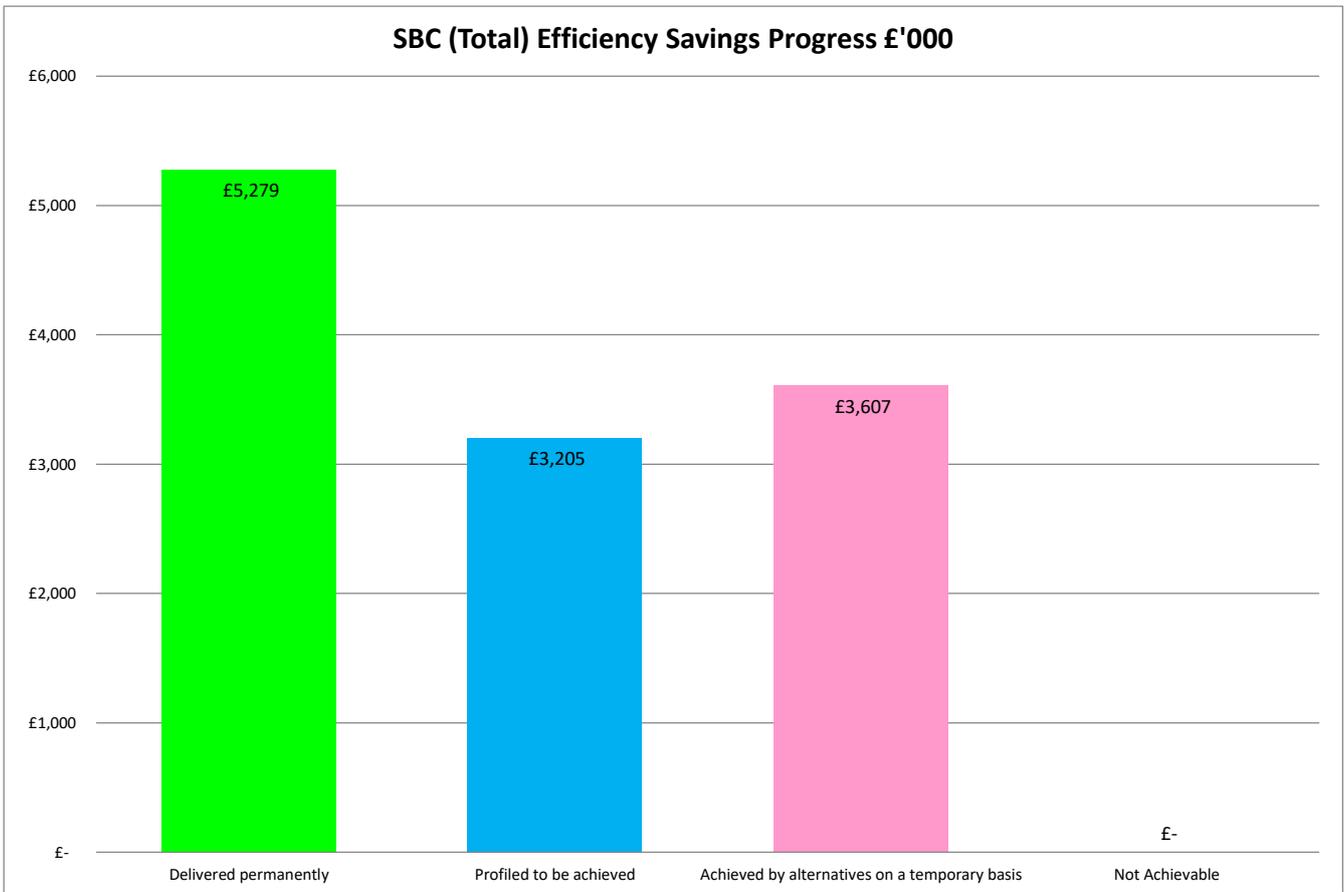
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FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

SBC Total

Status	Saving £'000	Saving %
Delivered permanently	£ 5,279	44%
Profiled to be achieved	£ 3,205	26%
Achieved by alternatives on a temporary basis	£ 3,607	30%
Not Achievable	£ -	0%
	12,091	100%

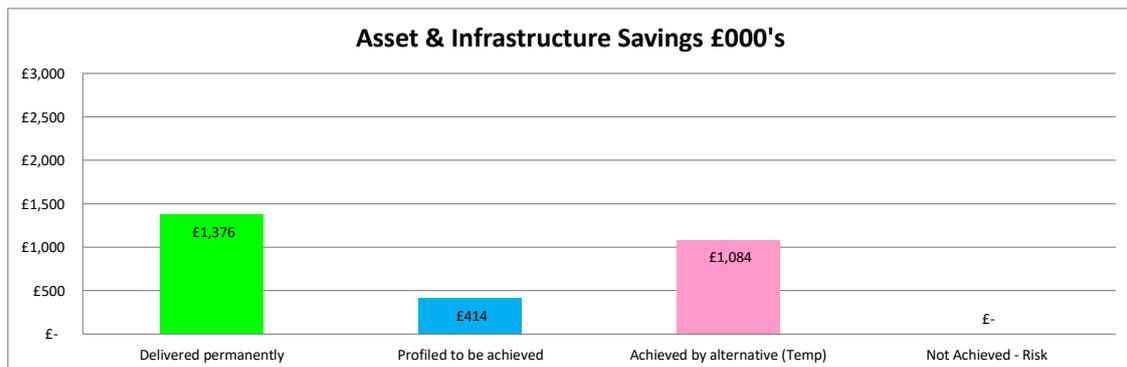
SBC (Total) Efficiency Savings Progress £'000



ASSETS & INFRASTRUCTURE

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
Roads review savings - Plant & Vehicle Rationalisation	150				150
Cleaning Services Rationalisation (inc Janitor, crossings)	48	4			44
More efficient property and asset portfolio	51	51			
Modernise Winter operations	100		100		
Neighbourhoods home to work mileage	20		20		
Staff Canteen Efficiency	40	40			
Review of Winter working patterns / overtime	50		50		
Roads review savings - Hires, Materials, Key Plant	100	45			55
More efficient property and asset portfolio and implementation of Corporate Landlord	279	229			50
More efficient property and asset portfolio and implementation of Corporate Landlord	100				100
2019/20					
Waste Services kerbside collection review	94	94			
More efficient property and asset portfolio and implementation of Corporate Landlord	100		100		
Catering - Health Improving Initiatives	12	12			
Catering - changes to meals in schools	17	17			
Rent & Service Charge Income from third parties	100	100			
Asset & Infrastructure staffing restructures	46	46			
Increase income at Aggregates Yard	50				50
Review of non-Roads plant and vehicle	50				50
Waste Services - Operational Efficiencies	35	20	15		
Waste - education around recycling	200				200
2020/21 Savings:					
Energy Efficiency Project	103		103		
New delivery model for Public Toilet provision	50				50
Waste Services kerbside collection review	110	110			
Additional fees & charges across Assets & Infrastructure	28	28			
Review of environmental provision	50				50
Reduce bus subsidies	165	110			55
Property Management - Saving in Rates, from appeals	236	236			
Property Management - Income	15	15			
Cleaning & Facilities - Restructure	51				51
Catering Services - Removal of external catering facilities at High Schools	24	24			
Roads - Events	25				25
Waste Services - Operational Efficiencies	50	40	10		
Waste Management - Holiday Lets	40	40			
Property savings	14				14
Facilities Management savings	61		16		45
Review of environmental provision	50				50
Waste Management	75	75			
Passenger Transport	75	30			45
Upgrade of CONFIRM	10	10			
	2,874	1,376	414	1,084	0



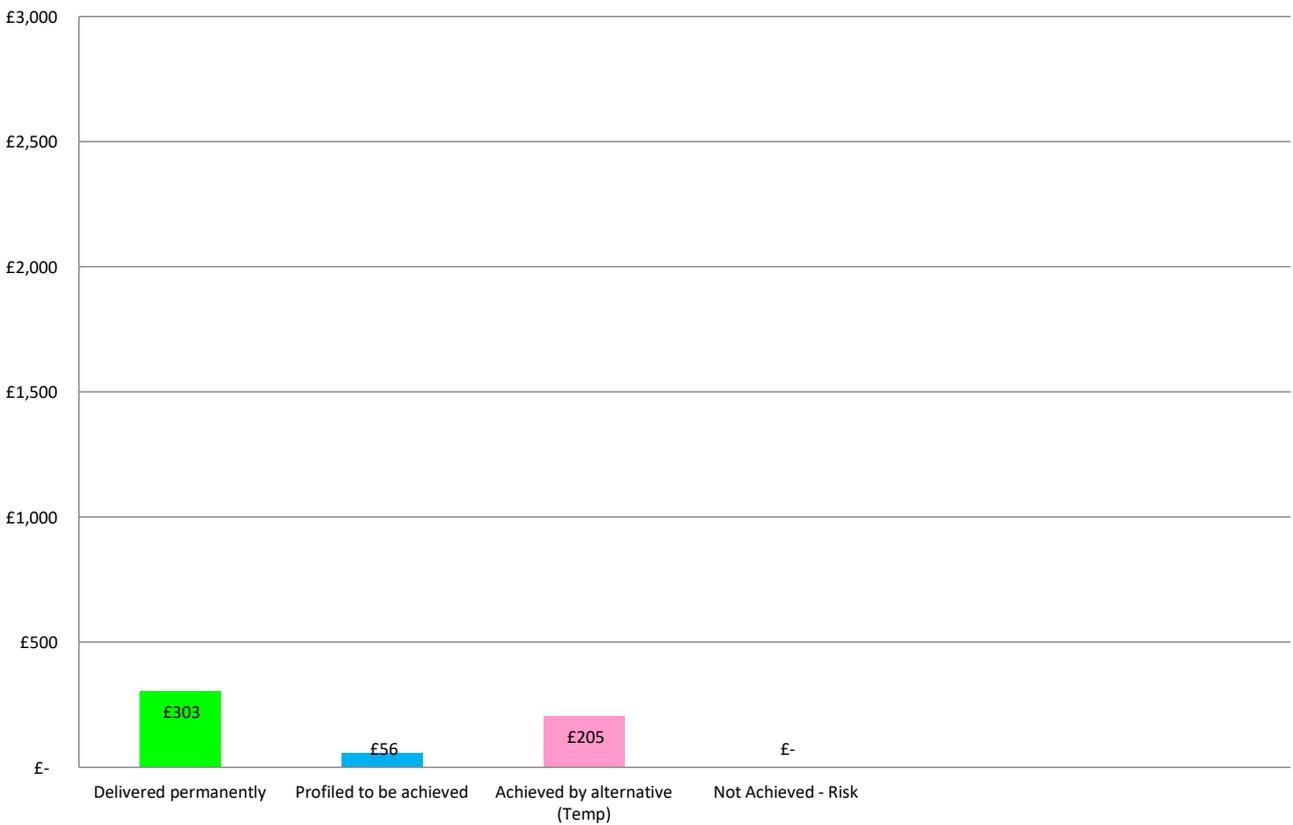
FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

ECONOMIC DEVELOPMENT & CORPORATE SERVICES

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
Planning Fee income	100			100	
Access Paths	100	15	44	41	
2019/20					
Planning Fee income	30			30	
2020/21 Savings:					
Commercial Rent income	10	10			
Management Fee reduction to Live Borders based	160	160			
Economic Development	40	40			
Business Planning	20	5		15	
Additional Fees & Charges Income	8	8			
Planning Services - South East Scotland Planning Authority (SESPlan)	50	50			
Planning Services - Additional Income Opportunities	15	15			
Audit & Risk - Shared Service Opportunity	22		12	10	
Planning	9			9	
	564	303	56	205	0

Economic Development & Corporate Services Savings £000's

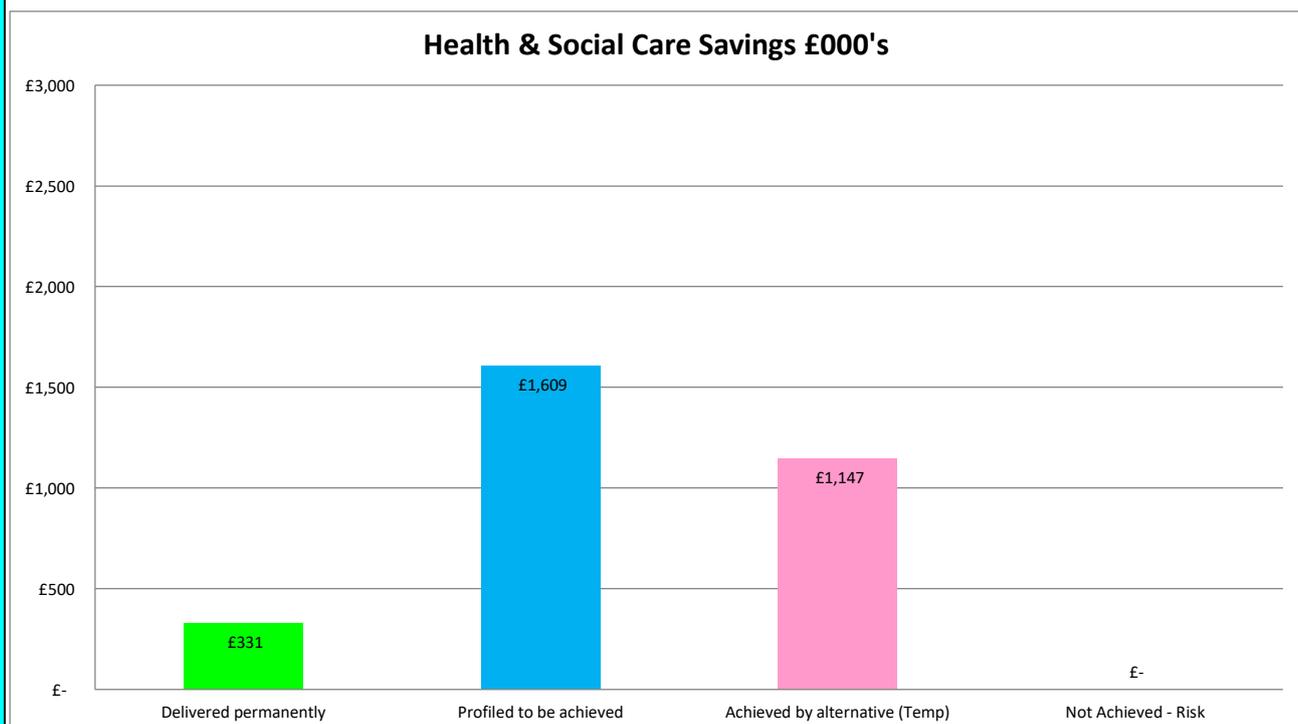


FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

HEALTH & SOCIAL CARE

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
2018/19					
SB Cares Savings	240	240			
2019/20					
Review of Day Services (OP and LD)	290		290		
Roll-out of Hospital to Home initiative in all localities	75	75			
2020/21					
Return adults with high supported living needs to the Scottish Borders, decommissioning high-tariff out of area placements (LD)	52		52		
Review of Financial Assessment Policy	194			194	
Bordercare Alarms	75		75		
Bordercare Alarms (Inflationary increase)	10		10		
Better use of Fleet Vehicles	30		30		
Review of Care Packages (OP and LD)	300		230	70	
Single Handed Care Proposal (OP)	250				250
Care Home Sleepover	203		152		51
Review of Day Care Services (LD)	70		70		
Reablement of Homecare	150		150		
Review of structures within Adult Social Care	150		100		50
Trusted Assessment (OP and LD)	50		50		
Discharge Hub	16	16			
Direct Payment Recoupment	250		250		
What Matters Hubs	50		50		
Shared Lives	202				202
Performance reporting	230				230
Private Provider efficiencies (OP and LD)	200		100		100
	3,087	331	1,609	1,147	0

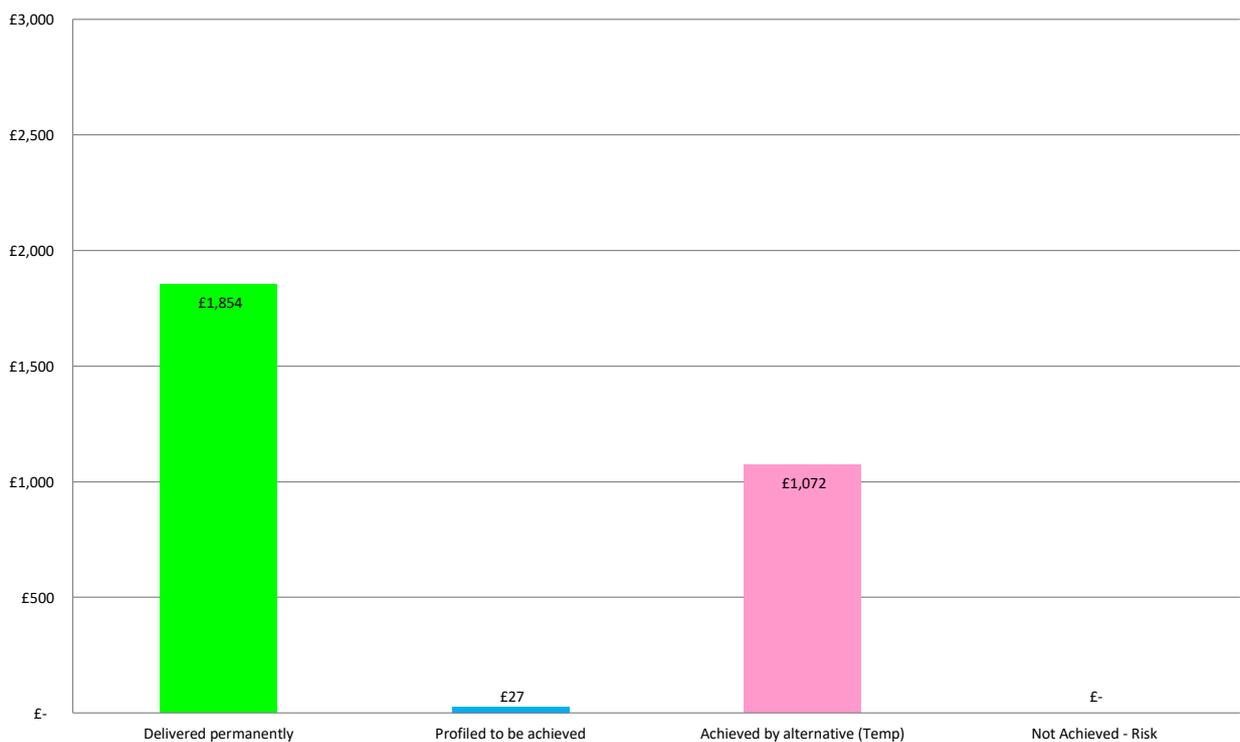


CHILDREN & YOUNG PEOPLE

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
Music Tuition Review (included within Central Schools Covid Pressure)	19			19	
Review of Community Learning & Development (CLD) service (Adults & Youth)	50	50			
2020/21					
Increased fees & charges - School Meals 2019/20, 2020/21 and 2022/23 and general inflationary increase to Lets (included within Primary and Secondary Covid Pressure)	31		15	16	
Fit for 2024: Secondary Schools Classroom Teacher Allocation	826	826			
Inspire Learning	78	78			
School Estate Review	53	53			
Remove 0.5 FTE Teacher Vacancy	26	26			
C&FSW External Placements	0	0			
Reduction in grants to providers of Out of School care, professional learning, etc.	60	60			
Reduce each Early Years Centre by £3k	12	12			
Removing 2 core grants to provider associations	39	39			
Renegotiate contract and reduction in resources budget	2	2			
More efficient planning of Transport for Additional Support Needs Learning Communities	50			50	
Removal of central catering budget	20	20			
Remove general Central Schools budget	12		12		
Primary and Secondary Schools Implementation of Revised DSM Scheme in August 2020	67	67			
Central Schools	1,029	621		408	
School Transport	156			156	
Community Learning & Development	312			312	
	111			111	
	2,953	1,854	27	1,072	0

Children & Young People Savings £000's



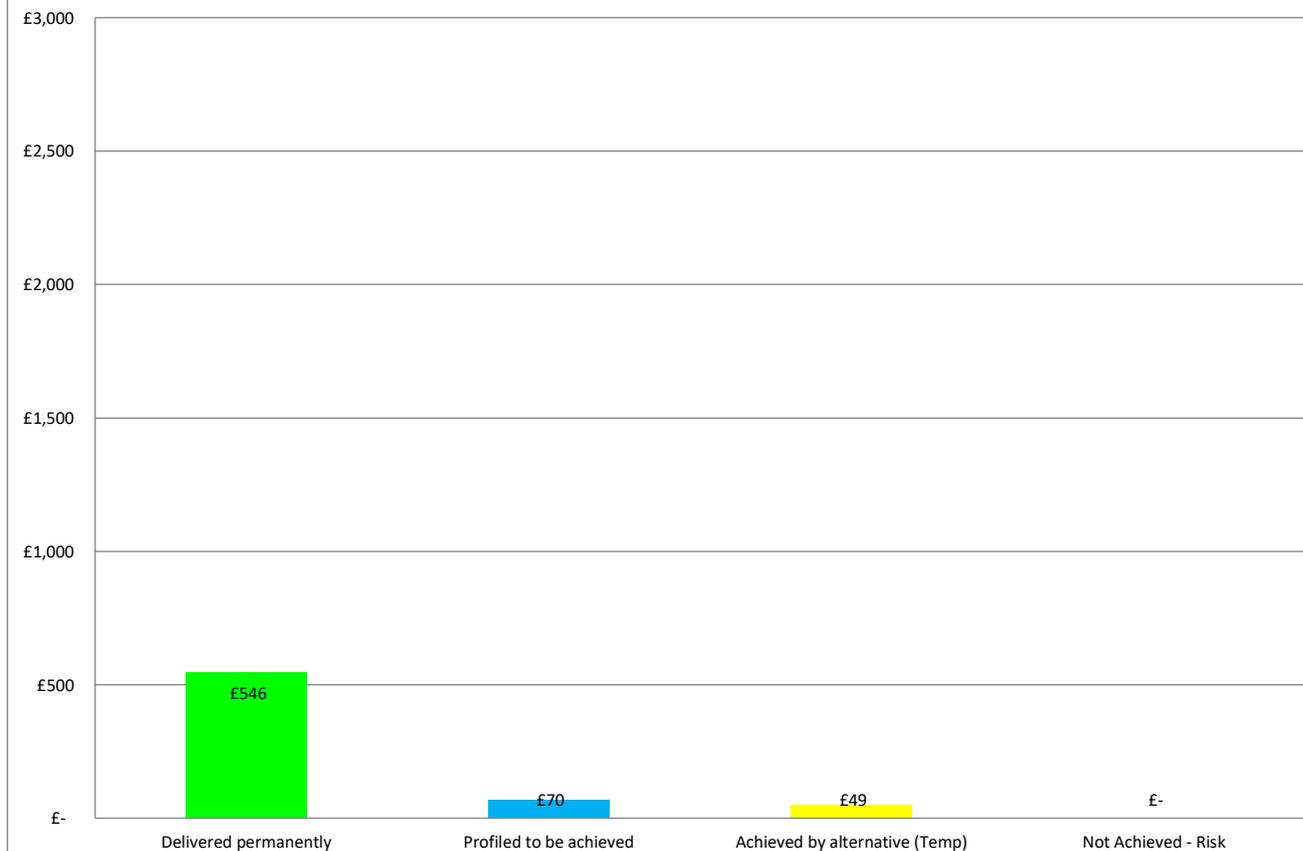
FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

CUSTOMER & COMMUNITIES

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
2019/20					
Reduce subscriptions budget across the Council by a further 10%	38		38		
2020/21 Savings:					
Fees & Charges	17	17			
Digital Customer Access (DCA) savings	100	100			
Business Support and Business Change	105	90		15	
Housing Benefits overpayment	185	185			
Assessors & Electoral Registration Services	2	2			
Progress the rollout of digital services across the Council	136	102		34	
A re-designed operating model across Business Support and Customer Advice & Support Services	50	50			
A review of community capacity/development resources across the Council	32		32		
	665	546	70	49	0

Customer & Community Savings £000's



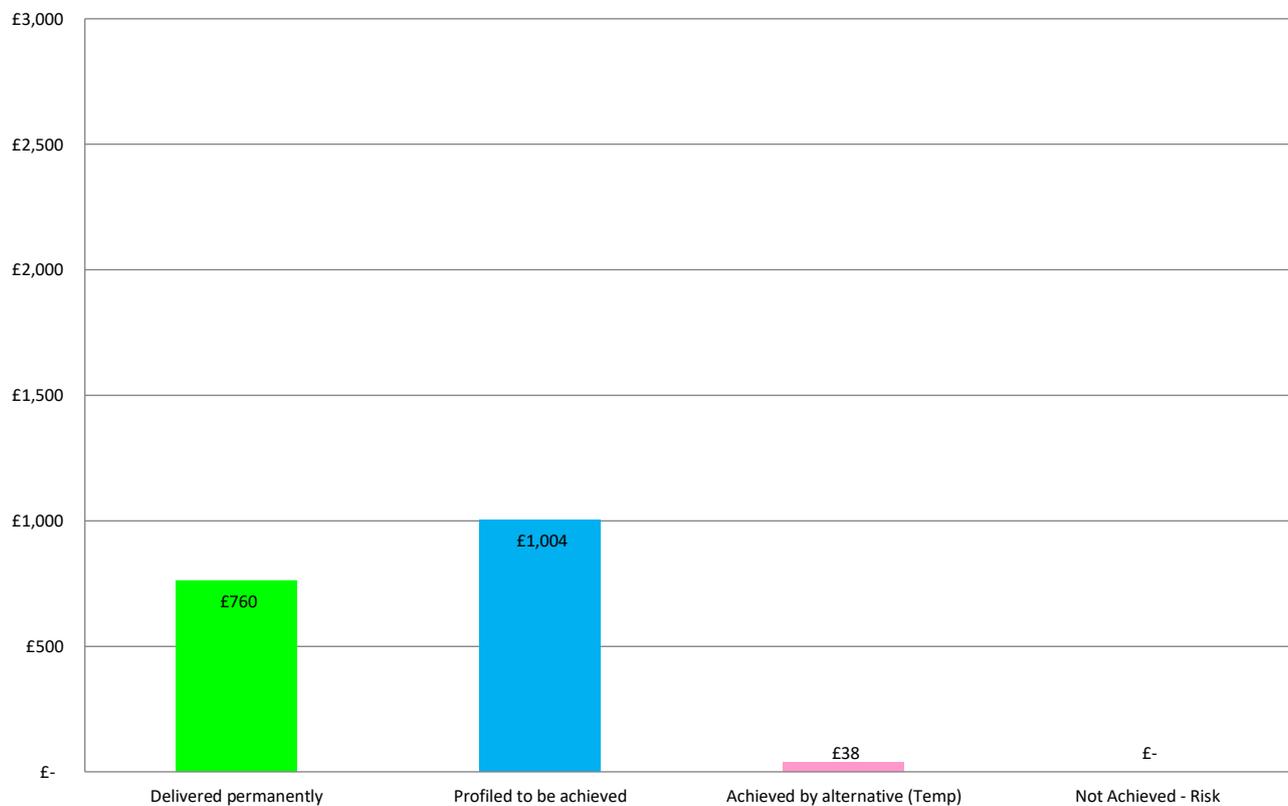
FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

FINANCE, IT & PROCUREMENT

Savings :

	£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
Brought Forward Savings					
2019/20					
Procurement savings across all departments	55	55			
Corporate Commissioning (Contract Management)	132		132		
Corporate Commissioning (Contract Management)	149		149		
2020/21					
Procurement savings across all departments	143	9	134		
Delivery of Contract Management Savings	400		400		
Protective Services - Shared Service Opportunity	28	28			
Additional Fees & Charges Income	14	14			
Finance savings	125	54	39	32	
IT savings	150		150		
Loans Charges	600	600			
Legal Services	6				6
	1,802	760	1,004	38	0

Finance, IT & Procurement Savings £000's



FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

HUMAN RESOURCES

Savings :

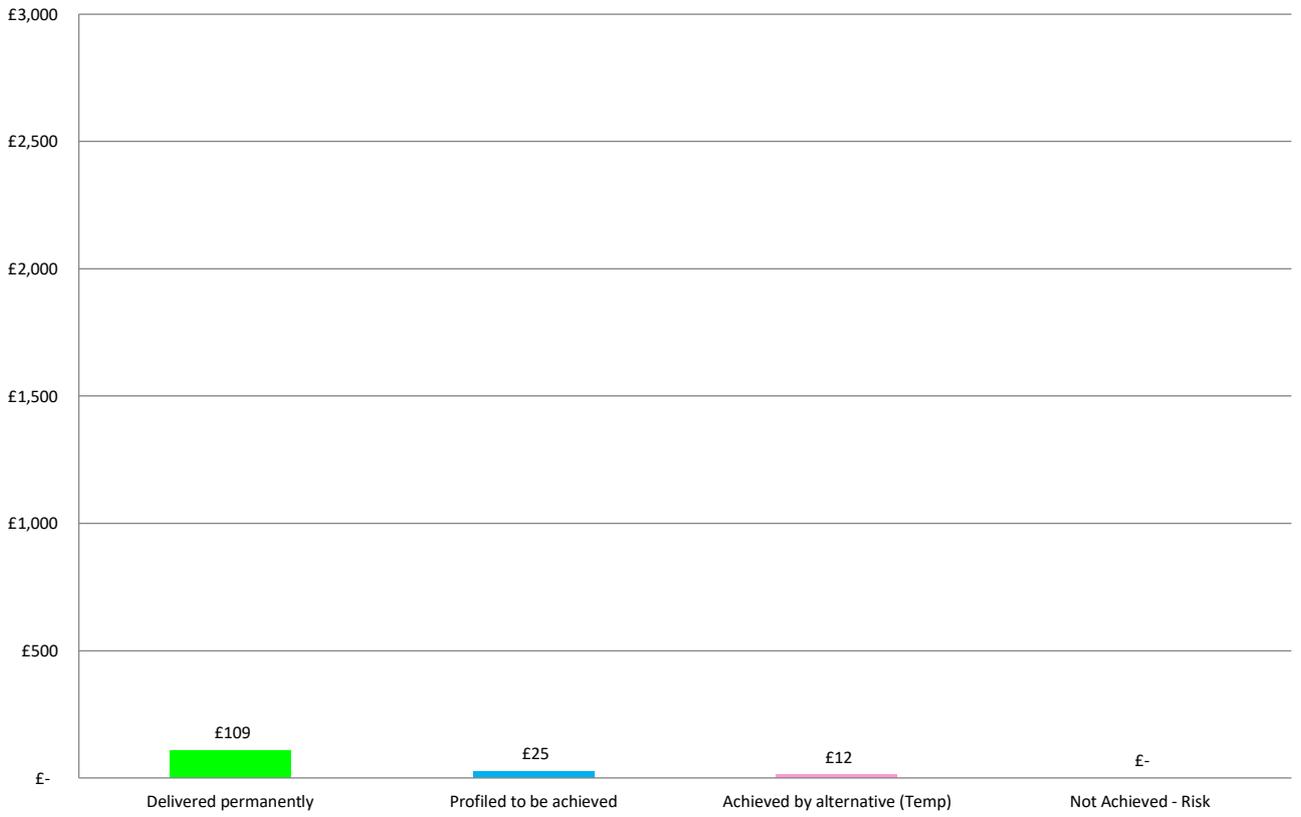
£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
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Brought Forward Savings

2020/21 Savings:

Additional Voluntary Contributions (AVC) to the Pension Fund	5	5		
HR - structural review as a result of process reviews	129	104	25	
Communications & Marketing - Structural review & income generation opportunities	7			7
Employment Support Service - Structural review	5			5
	146	109	25	12
				0

Human Resources Savings £000's



MONITORING OF THE CAPITAL FINANCIAL PLAN 2020/21

Report by Executive Director, Finance & Regulatory

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 **This report updates the Executive Committee on the progress of the 2020/21 Capital Financial Plan, seeks approval for virements and the reallocation of funds.**
- 1.2 The monitoring tables in Appendix 1 report on actual expenditure to 30 June 2020. Key issues identified in these tables are summarised within the main report.
- 1.3 The review of the capital budget, in light of financial implications of COVID-19 as presented to Council on 27 August 2020, focussed on assessing the impact of the national "lockdown" of the construction industry and the associated inevitable delays in current and planned programmes of work. The overall impact on the capital plan is that net £26.855m of budget within the Capital Plan has moved as a timing movement to future years with a movement from base budget of £96.953m to a revised plan of £70.098m. This revised plan is based on a review of deliverability of the Plan with revised budgets now representing what project managers are forecasting will be spent and delivered during the remainder of 2020/21.
- 1.4 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 2020/21 Capital Plan.
- 1.5 Appendix 3 contains a list of estimated whole project capital costs for single projects which will not be completed in the current financial year.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee:**
 - (a) **Agrees the projected outturns in Appendix 1 as the revised capital budget, following the approval of these revisions to the capital Plan by Council on the 27th August 2020, and approves the virements required;**
 - (b) **Notes the budget virements previously approved by the Executive Director, Finance & Regulatory and Service Director Assets & Infrastructure detailed in Appendix 2 under delegated authority;**
 - (c) **Notes the list of block allocations detailed in Appendix 2; and**
 - (d) **Notes the list of whole project costs detailed in Appendix 3.**

3 BACKGROUND

- 3.1 The Council approved the Capital Plan for the period 2020/21 to 2029/30 on 26 February 2020, which has subsequently been updated to reflect budget adjustments, associated timing movements and other approvals.
- 3.2 The most significant timing movements reported as part of out-turn 2019/20 related to the following projects: School Estate Block £1.593m; Borders Town Centre Regeneration Block £1.374m; Hawick Flood Protection £1.112m; Borders Innovation Park £0.677m; Reston Station £0.6m; Roads & Bridges Block £0.577m.
- 3.3 The presentation of the monitoring tables in Appendix 1 focuses on the three 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 2020/21 position, there are three columns each for 2021/22 and 2022/23 and then three columns for the 7 year strategic plan 2023/24 to 2029/30. For 2020/21 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 2021/22 and 2022/23 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.
- 3.4 This report is the first monitoring report in the planned reporting schedule for 2020/21.

4 MONITORING THE PLAN

- 4.1 Appendix 1 to this report contains the budget monitoring tables. The actual expenditure to 30 June 2020 is shown together with the projected outturn for the full financial year and where appropriate contains an explanation of budget movements. Appendix 2 also contains any budget and timing movements approved by the Executive Director, Finance & Regulatory and Service Director Assets & Infrastructure under the Financial Regulations approved in November 2018.
- 4.2 The review of the capital budget, in light of financial implications of COVID-19 as presented to Council on the 27th August 2020, focussed on assessing the impact of the national "lockdown" of the construction industry and the associated inevitable delays in current and planned programmes of work. The overall impact on the capital plan is that net £26.855m of budget within the Capital Plan has moved as a timing movement to future years with a movement from base budget of £96.953m to a revised plan of £70.098m. This revised plan is based on a review of deliverability of the Plan with revised budgets now representing what project managers are forecasting will be spent and delivered during the remainder of 2020/21.
- 4.3 The movements to the total available budget since the budget was approved at the Council meeting on 26th February 2020 is as follows:

	£000s
Capital Plan 2020/21 as approved at Council 26 February 2020	86,266
Cycling, walking, safer streets additional funding as part of settlement	318
Gross up Hawick Flood Protection Scheme following Council on 26 th February 2020	5,044

Transfer of Extra Care housing to Revenue budget	(3,023)
Timing movements and budget adjustments reported as part of out-turn 2019/20	8,348
Timing movement to future years at June 2020	(26,855)
Latest Capital Plan 2020/21	70,098

- 4.4 The actual expenditure to 30 June 2020 has been adjusted for any credit balances for accrued expenses from 2019/20 which have not yet been invoiced.
- 4.5 Appendix 2 contains a summary for each block allocation within the 2020/21 Capital Plan of approved and proposed proposals for various projects and programmes.
- 4.6 Appendix 3 contains a list of estimated whole project capital costs for single projects where the project will not be completed in the current financial year.

5 SPECIFIC ISSUES

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

5.2 Hawick Flood Protection Scheme

The Hawick Flood programme has been re-profiled including budget for an additional £5.5m COVID-19 risk impact taking the overall programme up to £88m over the life of the project. This revised programme has been agreed with Scottish Government with 80% of the overall funding provided by Scottish Government and the remaining 20% SBC.

5.3 Jedburgh High Street Building

Timing movement from 2020/21 of £0.551m due to delays in securing ownership of the building.

5.4 Reston Station

Timing movement from 2020/21 of £0.6m in line with updated project timescales.

5.5 Roads & Bridges - including RAMP and Winter Damage/Slopes

Additional funding confirmed for investment in the roads network from the Strategic Timber Transport Scheme (STTS) of £0.586m. The allocation of these funds are detailed within Appendix 2.

5.6 Inspire Learning

A Capital Financed from Current Revenue (CFCR) of £1.071m is being actioned to reflect the beneficial option to buy hardware through capital rather than lease through revenue.

5.7 Early Years Expansion

Early Learning and Childcare projects, fully funded by Scottish Government grant, are on site at Priorsford and St Ronan's Primary Schools and are due for completion in Summer 2021. Timing movement from 2020/21 of £2.69m for future projects.

5.8 Eyemouth Primary School

Timing movement from 2020/21 of £7.102m. Work has been paused on any further design development of the replacement school until such times as public consultation can take place prior to the planning application.

- 5.9 **Gala Academy**
Timing movement from 2020/21 of £1.114m in line with project timescales
- 5.10 **School Estate Block**
Timing movement from 2020/21 of £2.726m due to delays in projects as a result of Covid-19.
- 5.11 **Peebles High School**
Timing movement from 2020/21 of £1.654m in line with project timescales. Design work and preparation of feasibility study continue.
- 5.12 **Borders Innovation Park**
Timing movement from 2020/21 of £7.78m due to delays in the project as a result of Covid-19.
- 5.13 **Hawick Regeneration**
Timing movement from 2020/21 of £1.023m due to delays in the project as a result of Covid-19.
- 5.14 **Emergency & Unplanned Schemes**
The table below provides an update on the projected position of the Emergency & Unplanned Schemes:

	£000s
Budget as Approved at Council 28 February 2019	220
Timing Movement as part of out-turn 2019/20	(8)
General Flood Protection Block	83
Building Upgrades Block	98
Energy Efficiency Works	139
Netherdale Spectator Stand	44
CRC – Improved Skip Infrastructure	(4)
Projected Balance	572

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 loans charges are reported within the revenue monitoring reports.

6.2 Risk and Mitigations

- (a) At the end of June 2020, actual expenditure totalled £4.261m which represents 6.08% of the projected outturn, excluding the impact of year end accruals. There is 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. This is important as optimism bias by managers with respect to spend profiles may result

in the council borrowing in advance of need and thereby incurring the cost of carrying surplus funds.

- (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 prior to budget being approved.

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/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.
- 7.2 The Service Director Assets & Infrastructure has been consulted in the preparation of this report and the content of the detailed appendices and any comments incorporated.

Approved by

David Robertson
Executive Director, Finance & Regulatory Signature

Author(s)

Name	Designation and Contact Number
Suzy Douglas	Financial Services Manager 01835 824000 X 5881

Background Papers: Scottish Borders Council, 27th August 2020

Previous Minute Reference: None

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the Author. Information on other language translations as well as additional copies can also be provided.

SUMMARY

	2020/21				2021/22			2022/23			2023/24 - 2029/30		
	Actual to 30/06/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
	£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Plant & Vehicle Fund	95	2,000	2,000	0	2,000	0	2,000	2,000	0	2,000	14,000	0	14,000
Non Plant & Vehicle Fund	64	271	213	58	0	0	0	0	0	0	1,200	0	1,200
Flood & Coastal Protection	504	23,273	25,807	(2,534)	23,447	1,197	24,644	16,132	3,893	20,025	8,006	2,852	10,858
Land and Property Infrastructure	211	8,990	10,379	(1,389)	7,157	1,006	8,163	5,467	0	5,467	19,697	0	19,697
Road & Transport Infrastructure	613	10,577	10,636	(60)	8,071	614	8,685	12,036	0	12,036	59,027	0	59,027
Waste Management	0	901	901	0	50	150	200	1,850	0	1,850	373	0	373
Total Assets & Infrastructure	1,486	46,012	49,936	(3,925)	40,725	2,967	43,692	37,485	3,893	41,378	102,303	2,852	105,155
Corporate	2,177	3,374	2,303	1,071	350	0	350	358	0	358	2,828	0	2,828
Total Other Corporate Services	2,177	3,374	2,303	1,071	350	0	350	358	0	358	2,828	0	2,828
School Estate	440	7,240	22,326	(15,086)	27,150	12,239	39,389	41,762	3,047	44,809	89,728	(200)	89,528
Total Children & Young People	440	7,240	22,326	(15,086)	27,150	12,239	39,389	41,762	3,047	44,809	89,728	(200)	89,528
Sports Infrastructure	0	736	1,156	(420)	443	0	443	648	0	648	6,463	0	6,463
Culture & Heritage	4	223	338	(115)	99	115	214	500	0	500	0	0	0
Total Culture & Sport	5	959	1,494	(535)	542	115	657	1,148	0	1,148	6,463	0	6,463
Economic Regeneration	118	9,363	18,104	(8,741)	6,332	8,810	15,142	2,134	0	2,134	2,826	0	2,826
Housing Strategy & Services	33	535	535	0	450	0	450	450	0	450	3,500	0	3,500
Total Economic Development & Corporate Services	151	9,898	18,639	(8,741)	6,782	8,810	15,592	2,584	0	2,584	6,326	0	6,326
Emergency & Unplanned Schemes	0	572	212	360	250	0	250	250	0	250	1,750	0	1,750
Total Emergency & Unplanned Schemes	0	572	212	360	250	0	250	250	0	250	1,750	0	1,750
Social Care Infrastructure	2	2,043	2,043	0	11,015	0	11,015	7,757	0	7,757	826	0	826
Total Health & Social Care	2	2,043	2,043	0	11,015	0	11,015	7,757	0	7,757	826	0	826
Planned Programming Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Planned Programming Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Scottish Borders Council	4,261	70,098	96,953	(26,856)	86,814	24,131	110,945	91,344	6,940	98,284	210,224	2,652	212,876

Scottish Borders Council
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		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 30/06/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Plant & Vehicle Fund														
Plant & Vehicle Replacement - P&V Fund	G	95	2,000	2,000	0	2,000	0	2,000	2,000	0	2,000	14,000	0	14,000
		95	2,000	2,000	0	2,000	0	2,000	2,000	0	2,000	14,000	0	14,000
Non-Plant & Vehicle Fund														
Other Fleet - Electric Vehicles	G	58	58	0	58	0	0	0	0	0	0	0	0	0
Other Fleet - Electric Vehicles - Infrastructure	G	6	44	44	0	0	0	0	0	0	0	0	0	0
Waste Collection Vehicles - Non P&V Fund	G	0	169	169	0	0	0	0	0	0	0	1,200	0	1,200
		64	271	213	58	0	0	0	0	0	0	1,200	0	1,200
Flood & Coastal Protection														
Flood Studies	G	32	386	632	(246)	350	246	596	350	0	350	2,450	0	2,450
General Flood Protection Block	G	6	333	416	(83)	160	0	160	160	0	160	1,120	0	1,120
Hawick Flood Protection	A	465	22,554	24,759	(2,205)	22,937	951	23,888	15,622	3,893	19,515	4,436	2,852	7,288
		504	23,273	25,807	(2,534)	23,447	1,197	24,644	16,132	3,893	20,025	8,006	2,852	10,858
Land and Property Infrastructure														
Asset Rationalisation	A	39	1,637	1,957	(320)	2,750	320	3,070	1,382	0	1,382	0	0	0
Building Upgrades	G	58	815	913	(98)	584	0	584	624	0	624	4,368	0	4,368
Cleaning Equipment Replacement Block	G	4	4	4	0	50	0	50	50	0	50	350	0	350
Commercial Property Upgrades	G	0	66	66	0	40	0	40	40	0	40	280	0	280
Contaminated Land Block	G	0	17	52	(35)	93	35	128	93	0	93	294	0	294
Energy Efficiency Works	G	60	3,198	3,437	(239)	1,045	100	1,145	1,045	0	1,045	7,315	0	7,315
Health and Safety Works	G	44	581	727	(146)	585	0	585	585	0	585	4,095	0	4,095
Play Areas & Outdoor Community Spaces	G	0	1,479	1,479	0	640	0	640	828	0	828	1,862	0	1,862
Jedburgh High Street Building	A	0	500	1,051	(551)	511	551	1,062	400	0	400	0	0	0
Coldstream Cemetery Development	G	0	628	628	0	0	0	0	0	0	0	0	0	0
Cemetery Land Acquisition	G	5	65	65	0	859	0	859	420	0	420	1,133	0	1,133
		211	8,990	10,379	(1,389)	7,157	1,006	8,163	5,467	0	5,467	19,697	0	19,697

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 30/06/20 £000	Projected Outturn £000	Latest Approved Budget £000	Variance £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000
Road & Transport Infrastructure														
	G	0	20	20	0	0	0	0	0	0	0	0	0	0
A72 Dirtpot Corner - Road Safety Works	G	5	40	40	0	40	0	40	40	0	40	280	0	280
Accident Investigation Prevention Schemes Block	G	1	545	507	38	211	0	211	221	0	221	1,711	0	1,711
Cycling Walking & Safer Streets	G	0	0	14	(14)	0	14	14	0	0	0	0	0	0
Engineering Minor Works	G	(0)	0	69	(69)	0	0	0	0	0	0	0	0	0
Galashiels Developments	G	13	224	224	0	160	0	160	160	0	160	1,120	0	1,120
Lighting Asset Management Plan	G	0	0	0	0	0	0	0	0	0	0	420	0	420
Peebles Bridge	G	0	0	600	(600)	0	600	600	0	0	0	1,740	0	1,740
Reston Station Contribution	A	493	8,823	8,237	586	7,660	0	7,660	11,615	0	11,615	53,756	0	53,756
Roads & Bridges -inc. RAMP, Winter Damage & Slopes	A	0	0	0	0	0	0	0	0	0	0	0	0	0
Selkirk Town Centre (Streetscape works)	G	94	218	218	0	0	0	0	0	0	0	0	0	0
Street Lighting Energy Efficiency Project	G	7	707	707	0	0	0	0	0	0	0	0	0	0
Union Chain Bridge	G	613	10,577	10,636	(60)	8,071	614	8,685	12,036	0	12,036	59,027	0	59,027
Waste Management														
	G	0	150	0	150	0	0	0	0	0	0	0	0	0
CRC - Improved Skip Infrastructure	G	0	179	179	0	0	0	0	0	0	0	0	0	0
Easter Langlee Cell Provision	G	0	290	440	(150)	0	150	150	0	0	0	0	0	0
Easter Langlee Leachate Management Facility	G	0	0	0	0	0	0	0	1,800	0	1,800	0	0	0
Easter Langlee Community Recycling Centre	G	0	204	204	0	0	0	0	0	0	0	0	0	0
New Easter Langlee Waste Transfer Station	G	0	30	30	0	0	0	0	0	0	0	0	0	0
Closed Landfill Site- Health & Safety Works	G	0	48	48	0	50	0	50	50	0	50	373	0	373
Waste Containers	G	0	901	901	0	50	150	200	1,850	0	1,850	373	0	373
Total Assets & Infrastructure		1,486	46,012	49,936	(3,925)	40,725	2,967	43,692	37,485	3,893	41,378	102,303	2,852	105,155

Scottish Borders Council
Capital Financial Plan

Waste Collection Vehicles - Non P&V Fund	
Other Fleet - Electric Vehicles	Gross up external grant from Transport Scotland.
Flood & Coastal Protection	
Flood Studies General Flood Protection Block	Timing movement to 2021/22 as an impact of Covid 19. Review of planned works has identified budget which can be returned to Emergency & Unplanned to be used where other projects have identified increased costs resulting from Covid 19 which cannot be managed within existing budgets.
Hawick Flood Protection	Following initial delays, the main contract has now been awarded to McLaughlin & Harvey. Project is being grossed up to reflect potential increased costs due to Covid-19 delays

Land and Property Infrastructure	<p>Asset Rationalisation Timing movement of £320k to 2021/22 to allow design work on agile working projects in Council HQ, Paton Street Galashiels and Town Hall Hawick</p> <p>Building Upgrades Reallocation of block required as detailed in Appendix 2. Review of planned works has identified budget which can be returned to Emergency & Unplanned to be used where other projects have identified increased costs resulting from Covid 19 which cannot be managed within existing budgets.</p> <p>Contaminated Land Block Timing movement of £35k to 2021/22 - impact of Covid 19</p> <p>Energy Efficiency Works Timing movement of £100k to 2021/22 for LCITP Smart Grid project - impact of Covid 19. Review of planned works and reduction in estimated tender value, has identified budget which can be returned to Emergency & Unplanned to be used where other projects have identified increased costs from Covid 19 which cannot be managed within existing budgets.</p> <p>Health and Safety Works Reallocation of block required as detailed in Appendix 2. £146k virement to Waste Services, Galashiels Community Recycling Centre.</p> <p>Market Place/High Street Jedburgh Timing movement of £551k to 2021/22 - delays in securing ownership of the building</p>
Road & Transport Infrastructure	<p>Cycling Walking & Safer Streets Re-allocation of block in Appendix 2. Gross up of external income of £37.5k from Paths for All.</p> <p>Engineering Minor Works Timing movement to 2021/22.</p> <p>Galashiels Developments Virement of £69k to Galashiels Town Centre Regeneration.</p> <p>Reston Station Contribution Timing movement to 2021/22. Planning application is expected to be submitted in August 2020.</p> <p>Roads & Bridges -Inc. RAMP, Winter Damage & Slopes Re-allocation of block in Appendix 2 and gross up external funding from STTS.</p>
Waste Management	<p>CRC - Bulky Waste Adjustments Virement of £146k from Health & Safety works for works at Galashiels Community Recycling Centre and £4k from Emergency and Unplanned to fund the works.</p> <p>Easter Langlee Leachate Management Facility Timing movement sought to 2021/22 as an impact of COVID. Works are being undertaken to deliver a regulatory solution.</p>

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		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 30/06/20 £000	Projected Outturn £000	Latest Approved Budget £000	Variance £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000
Corporate														
ICT - Outwith CGI Scope	G	18	295	295	0	80	0	80	80	0	80	560	0	560
ICT Transformation	G	532	866	866	0	222	0	222	167	0	167	1,119	0	1,119
Inspire Learning	A	1,628	2,103	1,032	1,071	48	0	48	111	0	111	1,149	0	1,149
IT Projects - pre CGI Contract	G	0	110	110	0	0	0	0	0	0	0	0	0	0
		2,177	3,374	2,303	1,071	350	0	350	358	0	358	2,828	0	2,828
Total Other Corporate Services		2,177	3,374	2,303	1,071	350	0	350	358	0	358	2,828	0	2,828

Corporate		
Inspire Learning	Budget increased to take account of Capital Receipt expected from sale of Ipads as per agreement to lease.	

Scottish Borders Council
Capital Financial Plan

	R A G	2020/21				2021/22			2022/23			2023/24 - 2029/30		
		Actual to 30/06/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
School Estate														
Early Years Expansion	A	21	3,150	5,840	(2,690)	0	2,690	2,690	0	0	0	0	0	0
Jedburgh Learning Campus	G	107	860	657	203	0	0	0	0	0	0	0	0	0
Eyemouth Primary School	A	222	465	7,567	(7,102)	7,400	4,055	11,455	400	3,047	3,447	0	0	0
Earlston Primary School	G	1	383	383	0	450	0	450	4,162	0	4,162	4,388	0	4,388
Gala Academy	A	11	400	1,514	(1,114)	2,500	1,114	3,614	23,400	0	23,400	23,400	0	23,400
New Hawick High School	G	17	200	0	200	0	0	0	0	0	0	48,400	(200)	48,200
School Estate Block	A	61	1,382	4,311	(2,929)	1,800	2,726	4,526	1,800	0	1,800	12,540	0	12,540
Peebles High School	A	0	400	2,054	(1,654)	15,000	1,654	16,654	12,000	0	12,000	1,000	0	1,000
		440	7,240	22,326	(15,086)	27,150	12,239	39,389	41,762	3,047	44,809	89,728	(200)	89,528
Total Children & Young People		440	7,240	22,326	(15,086)	27,150	12,239	39,389	41,762	3,047	44,809	89,728	(200)	89,528

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School Estate	
Early Years Expansion	Timing movement to 2020/21 for Galashiels area
Jedburgh Learning Campus	Additional costs funded from the School Estate Block
Eyemouth Primary School	Work has been paused on any further design development of the replacement school until such times as public consultation can take place prior to the planning application. Timing movement to 2020/21 and 2021/22 in line with adjusted project timelines
Gala Academy	Design development has continued for the replacement of the secondary school provision in Galashiels. Consideration of how future early years, primary and residential care could also be incorporated as part of future development phases. It is expected SG funding applications will be issued around September 2020. Timing movement to 2020/21 in line with project timescales
New Hawick High School	Accelerating limited early design work. No impact on overall project timelines
School Estate Block	Reallocation of block as detailed in Appendix 2 including allocation of budget to Jedburgh Campus and timing movement to 2021/22
Peebles High School	Design work and preparation of feasibility study continue, timing movement to 2020/21 in line with project timescales

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 30/06/20 £000	Projected Outturn £000	Latest Approved Budget £000	Variance £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000	Latest Approved Budget £000	Variance £000	Projected Budget £000
Sports Infrastructure														
Culture & Sports Trusts - Plant & Services	G	0	557	557	0	290	0	290	290	0	290	2,030	0	2,030
Melrose 3G Pitch	G	0	24	24	0	0	0	0	0	0	0	0	0	0
Netherdale Spectator Stand	A	0	0	44	(44)	0	0	0	0	0	0	0	0	0
Floodlighting	G	0	155	155	0	0	0	0	0	0	0	0	0	0
Synthetic Pitch Replacement Fund	A	0	0	376	(376)	153	0	153	358	0	358	4,433	0	4,433
		0	736	1,156	(420)	443	0	443	648	0	648	6,463	0	6,463
Culture & Heritage														
Jim Clark Museum	G	4	53	53	0	0	0	0	0	0	0	0	0	0
Public Hall Upgrades	G	0	110	225	(115)	99	115	214	0	0	0	0	0	0
Sir Walter Scott Court House - Phase 2	G	0	0	0	0	0	0	0	500	0	500	0	0	0
Trimontium, Melrose	G	0	60	60	0	0	0	0	0	0	0	0	0	0
		4	223	338	(115)	99	115	214	500	0	500	0	0	0
Total Culture & Sport		5	959	1,494	(535)	542	115	657	1,148	0	1,148	6,463	0	6,463

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Sports Infrastructure		
Netherdale Spectator Stand	Original brief completed, returning remaining budget to Emergency & Unplanned	
Synthetic Pitch Replacement Fund	No planned pitch replacements this year so no funding required	
Culture & Heritage		
Public Hall Upgrades	Timing movement to 2020/21 as a result of delays due to Covid-19	

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
R A G		Actual to 30/06/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	Emergency & Unplanned Schemes													
	Emergency & Unplanned Schemes	0	572	212	360	250	0	250	250	0	250	1,750	0	1,750
	Total Emergency & Unplanned Schemes	0	572	212	360	250	0	250	250	0	250	1,750	0	1,750
	Planned Programming Adjustments													
	Planned Programme Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Planned Programming Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0

	Emergency & Unplanned Schemes	
	Emergency & Unplanned Schemes	Budgets returned to Emergency and Unplanned from General Flood Protection Block (£83k), Building Upgrades (£98k), Energy Efficiency Block (£139k), Netherdale Spectator Stand (£44k) less budget transfer to CRC - Improved Skip Infrastructure (4k)

Scottish Borders Council
Capital Financial Plan

	R A G	2020/21				2021/22			2022/23			2023/24 - 2029/30		
		Actual to 30/06/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Scottish Borders Council														
Wheelchair Housing Strategy	G	0	0	0	0	0	0	0	0	0	0	0	0	
Springwell Brae, Broughton	G	0	0	0	0	0	0	0	0	0	0	0	0	
Green House Pilot	G	0	0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	0	
Scottish Borders Council - Funding														
Developer Contributions	G	0	0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	0	

Scottish Borders Council
Capital Financial Plan

CAPITAL FINANCING	2020/21			2021/22			2022/23			2023/24 - 2029/30		
	Projected	Latest	Variance	Latest	Variance	Projected	Latest	Variance	Projected	Latest	Variance	Projected
	Outturn	Approved Budget		Approved Budget		Budget	Approved Budget		Budget	Approved Budget		Budget
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
C9001 - Capital - General Capital Grant												
Capital - General Capital Grant	(11,071)	(11,071)	0	(15,400)	0	(15,400)	(15,400)	0	(15,400)	(107,800)	0	(107,800)
C9002 - Scottish Government Specific Capital Grant												
Flood Studies	(386)	(632)	246	(350)	(246)	(596)	(350)	0	(350)	(2,450)	0	(2,450)
Hawick Flood Protection	(16,243)	(18,170)	1,927	(16,192)	(1,393)	(17,585)	(10,318)	(3,294)	(13,612)	(3,549)	(1,632)	(5,181)
Cycling Walking & Safer Streets	(507)	(507)	0	(211)	0	(211)	(221)	0	(221)	(1,711)	0	(1,711)
Early Years Expansion	(3,150)	(5,840)	2,690	0	(2,690)	(2,690)	0	0	0	0	0	0
	(20,286)	(25,149)	4,863	(16,753)	(4,329)	(21,082)	(10,889)	(3,294)	(14,183)	(7,710)	(1,632)	(9,342)
C9003 - Other Grants & Contributions - Capital												
Other Fleet - Electric Vehicles	(58)	0	(58)	0	0	0	0	0	0	0	0	0
Other Fleet - Electric Vehicles - Infrastructure	(44)	(44)	0	0	0	0	0	0	0	0	0	0
Hawick Flood Protection	(2,250)	(3,386)	1,136	(3,279)	(276)	(3,555)	(2,724)	224	(2,500)	0	(1,085)	(1,085)
Roads & Bridges -inc. RAMP, Winter Damage & Slopes	(586)	0	(586)	0	0	0	0	0	0	0	0	0
Cycling Walking & Safer Streets	(38)	0	(38)	0	0	0	0	0	0	0	0	0
Play Areas & Outdoor Community Spaces	0	0	0	(133)	0	(133)	0	0	0	0	0	0
Jim Clark Museum	(21)	(21)	0	0	0	0	0	0	0	0	0	0
Hawick Regeneration	(753)	(1,776)	1,023	(489)	(1,023)	(1,512)	0	0	0	0	0	0
Borders Town Centre Regeneration Block	(1,123)	(1,123)	0	0	0	0	0	0	0	0	0	0
Jedburgh High Street Building	(405)	(405)	0	0	0	0	0	0	0	0	0	0
Borders Innovation Park	(1,557)	(6,018)	4,461	(5,659)	(4,360)	(10,019)	(1,950)	0	(1,950)	(1,950)	0	(1,950)
Landfill Provision	(400)	(550)	150	0	(150)	(150)	0	0	0	0	0	0
Peebles High School Insurance Receipt	(400)	(2,000)	1,600	(8,000)	(1,600)	(9,600)	0	0	0	0	0	0
Borders Town Centre Regeneration Block	(50)	(50)	0	0	0	0	0	0	0	0	0	0
	(7,685)	(15,373)	7,689	(17,560)	(7,409)	(24,969)	(4,674)	224	(4,450)	(1,950)	(1,085)	(3,035)
C9004 - Capital Funded from Current Revenue (CFCR)												
ICT - Outwith CGI Scope	(215)	(215)	0	0	0	0	0	0	0	0	0	0
	(215)	(215)	0	0	0	0	0	0	0	0	0	0
C9005 - Developer Contributions												
Roads & Bridges Block	(80)	(80)	0	0	0	0	0	0	0	0	0	0
Reston Station Contribution	0	0	0	0	0	0	0	0	0	(100)	0	(100)
Play Areas & Outdoor Community Spaces	(114)	(114)	0	(7)	0	(7)	0	0	0	0	0	0
Engineering Minor Works	0	(14)	14	0	(14)	(14)	0	0	0	0	0	0
School Estate Block	(100)	(100)	0	(100)	0	(100)	(100)	0	(100)	(700)	0	(700)
	(294)	(308)	14	(107)	(14)	(121)	(100)	0	(100)	(800)	0	(800)

	2020/21			2021/22			2022/23			2023/24 - 2029/30		
	Projected	Latest	Variance	Latest	Variance	Projected	Latest	Variance	Projected	Latest	Variance	Projected
	Outturn	Approved Budget		Approved Budget		Budget	Approved Budget		Budget	Approved Budget		Budget
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
CAPITAL FINANCING												
C9006 - Capital Receipts												
General Capital Receipt	(2,440)	(2,440)	0	(300)	0	(300)	(400)	0	(400)	0	0	0
Inspire Learning Capital Receipt	(1,071)		(1,071)	0	0	0	0	0	0	0	0	0
	(3,511)	(2,440)	(1,071)	(300)	0	(300)	(400)	0	(400)	0	0	0
C9007 - Plant & Vehicle Fund												
Plant & Vehicle Replacement - P&V Fund	(2,000)	(2,000)	0	(2,000)	0	(2,000)	(2,000)	0	(2,000)	(14,000)	0	(14,000)
Synthetic Pitch Replacement Fund	0	(364)	364	(153)	0	(153)	(358)	0	(358)	(3,773)	0	(3,773)
	(2,000)	(2,364)	364	(2,153)	0	(2,153)	(2,358)	0	(2,358)	(17,773)	0	(17,773)
C9008 - Capital Borrowing												
	(25,036)	(40,032)	14,996	(34,541)	(12,379)	(46,920)	(57,523)	(3,870)	(61,393)	(74,191)	65	(74,126)
TOTAL CAPITAL FUNDING	(70,098)	(96,952)	26,855	(86,814)	(24,131)	(110,945)	(91,344)	(6,940)	(98,284)	(210,224)	(2,652)	(212,876)

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget £000's	Proposed Movement	Projected Outturn	Actuals to 31/06/2020
Assets & Infrastructure					
Flood & Coastal Protection					
General Flood Protection Block					
Romanno Bridge Flood Bank		152	0	152	0
Community Resilience		5	20	25	5
Bankend North, Jedburgh		153	(153)	0	0
Minor Works		51	50	101	1
Management Fees		30	0	30	0
Denholm Flood Works		25	0	25	0
Available for Covid pressures			83	0	0
		416	0	333	6
Flood Studies					
Flood Scheme Preparation		170	(85)	85	0
Peebles, Innerleithen, Broughton			11	11	11
Hawick National Flood Management Scheme Preparation		175	(90)	85	0
Galashiels National Flood Management Scheme Preparation		160	(140)	20	0
Eyemouth Coastal		70	35	105	15
Ettrick Valley		15	25	40	6
Lindean		32	8	40	0
Unallocated		10	(10)	0	0
Timing movement to 2021/22			246		
		632	0	386	32
Land and Property Infrastructure					
Health and Safety Works					
Legionella Upgr Water Tanks		60	(38)	22	3
School Toilet Refurbishment		55	0	55	0
ASBESTOS MANAGEMENT BLOCK		100	(68)	32	11
Philpheadrig PS Toilet Upgrade		0	0	0	0
Drumlanrig Tower structural works		0	2	2	2
Duns Roads depot roofing works		0	7	7	0
Lanark Lodge boiler upgrade		0	53	53	0
Skirling & Innerleithen cemetery boundary wall works		0	0	0	0
Priorsford Primary School external lighting upgrade		0	2	2	2
Philpheadrig Primary School car park repairs		0	15	15	0
Selkirk HS carpark upgrade		0	10	10	0
Knowepark PS carpark upgrade		0	10	10	0
Emergency damp proofing works to lift shaft at Galashiels Library		0	0	0	0
Emergency rhone replacements at Paton Street offices, Galashiels		0	0	0	0
Window replacement works at Drumlanrig PS, Hawick		0	0	0	0
Lead testing - Phase 2		0	64	64	27
Duns Industrial Estate upgrades - new loading bay doors to units A, F & G		30	0	30	0
Chambers Institute leadwork replacement		0	17	17	0
Drumlanrig PS window replacement - phase 1		0	7	7	0
Galashiels Library - external windows and doors refurbishment		0	17	17	0
St Ronan's Wells House kitchen and toilet upgrade		0	11	11	0
Storm damage - wall & railings to rear of Gytes Centre		0	10	10	0
Heart of Hawick external window improvements		0	11	11	0
Linglie Mill structural improvements		160	(82)	78	0
Selkirk HS games hall floor upgrade		27	(7)	20	0
Wellgate Cemetery Lodge, Hawick structural improvements		0	11	11	0
Clock electrical mechanism upgrades		0	30	30	0
Coldstream library electrical heating upgrade		0	17	17	0
Electrical infrastructure condition surveys		0	39	39	0
Greenlaw PS distribution board replacement		0	11	11	0
Coldstream workshops car park upgrade		40	(40)	0	0
Heriot Hall electrical infrastructure upgrade		80	(80)	0	0
Swinton PS external surface upgrades (playground)		10	(10)	0	0
Melrose Grammar School flat roofing works		30	(30)	0	0
Galashiels Academy switchroom upgrade		90	(90)	0	0
HEALTH & SAFETY WORKS - UNALLOCATED		45	(45)	0	0
Virement to Galashiels CRC - Waste Services			146	0	
		0	727	0	581
					44

CFO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/06/2020
Commercial Property Upgrades				
School Brae, Peebles - Window Replacements	30	0	30	0
General Lighting Upgrades to various Units when vacated	10	0	10	0
General Heating Upgrades to various Units when vacated	10	0	10	0
Linglie Mill, Selkirk - Upgrades	16	0	16	0
Unallocated Balance	0	0	0	0
Timing Movement		0		
	0	66	0	66
Building Upgrades				
Saltgreens windows upgrade phase 1	82	(82)	0	0
Selkirk HS Electrical upgrade	0	25	25	25
Deanfield RHE roof upgrade phase 1	0	15	15	15
Langlee Centre window upgrade (screens phase 1)	0	4	4	4
Katherine Elliot Centre external fascia upgrade	0	7	7	7
Coldstream Primary School boiler room upgrade	0	66	66	0
Dunsdale Workshops roof replacements	0	100	100	0
Ayton PS - window replacement block 01a	17	(17)	0	0
Coldingham PS roofing upgrade	88	(44)	44	0
Coldstream workshops roofing upgrade - final phase	44	0	44	0
Greenlaw PS roofing upgrade incl. rooflights	0	54	54	0
Priorsford PS - sealing flat roof and repair rooflights	0	22	22	0
St Margaret's PS, Gala window replacements - phase 3 of 5	0	28	28	0
St Margaret's PS, Gala roofing upgrade incl. rooflights block 01	0	66	66	0
Unit 12 Tweedbank Craft Centre roofing upgrade	0	11	11	0
1 Castlegate, Jedburgh roofing upgrade	0	11	11	0
Trinity PS gym hall window replacement	44	(5)	39	1
Harestanes Centre roofing upgrade	0	0	0	0
Drumlanrig PS window replacement - phase 1	150	(21)	129	7
Burnfoot Community Wing window upgrade - block 01	27	0	27	0
Hawick Town Hall boiler upgrade	0	40	40	0
Peebles HS - replacement water heater to Millenium building	0	33	33	0
Council HQ tower & external lighting upgrade	0	22	22	0
Melrose Grammar lighting upgrade	25	3	28	0
Dunsdale Workshops roof replacements	0	0	0	0
Hawick HS roofing upgrades (science block)	77	(77)	0	0
Wilton PS windows & doors upgrade	45	(45)	0	0
Boiler Upgrades	150	(150)	0	0
Kelso Library offices windows upgrades	11	(11)	0	0
Linglie Mill Industrial units upgrade	87	(87)	0	0
BUILDING UPGRADES - UNALLOCATED	66	(66)	0	0
Available for other Service pressures		98		
	0	913	0	815
				58
Cleaning Equipment Replacement Block				
Cleaning Equipment	4	0	4	4
Unallocated Balance	0	0	0	0
	0	4	0	4
Contaminated Land Block				
Contaminated Land	18	(18)	0	0
09/00059/PIIA	34	(17)	17	0
Unallocated Balance	0	0	0	0
Timing movement to 2021/22		35		
	0	52	0	17
				0
Outdoor Community Spaces				
Peebles Play Park & Skate Park	495	0	495	0
Wilton Lodge Park, Hawick	201	0	201	0
Public Park, Duns	171	14	185	0
Bantry, Eyemouth	198	(13)	185	0
Play Facilities & Surfacing Review	112	0	112	0
Newtown Play Park	125	0	125	0
Management Fee	105	0	105	0
Developer Contributions for Hawick	0	0	0	0
Unallocated Balance	72	(1)	71	0
	0	1,479	0	1,479
				0
Asset Rationalisation				
HQ Reception and new canteen	644	0	644	0
Langlee Complex	0	0	0	0
Old Canteen Demolition & Surfacing Works	99	0	99	3
2 Bowden Road demolition	38	(28)	10	0
Paton Street Galashiels Agile Working	311	(261)	50	10
Hawick Town Hall Agile Working	297	(247)	50	11
HQ Agile Working	62	88	150	2
HQ Lift	0	100	100	0
Redundant School Building Demolition	0	0	0	14
Howdenburn PS, Jedburgh - demolition	105	0	105	0
Wilton PS, Hawick - demolition	14	0	14	0
Knowpark PS, Selkirk - demolition	11	0	11	0
Ednam, Kelso - demolition	10	0	10	0
Fees	75	0	75	0
Demolition - preliminaries, provisional sums, contingencies, surveys & fees etc	154	0	154	0
ROSLA, Galashiels Academy	85	(85)	0	0
St Margaret's Hawick	0	90	90	0
Bristol Building	0	10	10	0
Selkirk Municipal Buildings - Relocation works	50	0	50	0
Unallocated Balance	2	13	15	0
Timing movement to 2021/22		320		
	0	1,957	0	1,637
				39

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/06/2020
Energy Efficiency Works					
Energy Efficiency Works		3,437	(239)	3,198	60
Unallocated		0	0	0	0
Available for other Service pressures			139		
Timing Movement to 2021/22			100		
	0	3,437	0	3,198	60
Road & Transport Infrastructure					
Roads & Bridges -inc. RAMP, Winter Damage & Slopes					
Surface Dressing		2,034	(534)	1,500	172
Patching		1,730	(280)	1,450	107
Resurfacing/Overlays		2,572	450	3,022	106
Walls & Structures		385	(35)	350	48
Footways		210	0	210	16
Drainage		350	(25)	325	27
Masonry Refurbishment		763	0	763	10
Union Chain Bridge		112	0	112	7
Unallocated Balance		1	(1)	0	0
C77 Roundabout		80	0	80	0
STTS Schemes		0	1,011	1,011	0
Gross Up External Funding STTS			(586)		
Timing Movement			0		0
	8,237	0	8,823	493	
Lighting Asset Management Plan					
Craigend Road, Stow		30	0	30	2
Langlee Drive/Ave, Galashiels		30	0	30	3
The Green, Selkirk		30	0	30	2
Bourtree Terrace, Hawick		30	0	30	3
Damside, Innerleithen		30	0	30	2
Corroded Columns		21	0	21	0
Marmion Road Galashiels		20	0	20	0
Bristol Terrace, Galashiels		14	0	14	0
Minto Road, Denholm		19	0	19	0
Unallocated Balance		0	0	0	0
Timing movement			0		
	224	0	224	13	
Accident Investigation Prevention Schemes Block					
AIP Schemes (Road Safety)		30	(1)	29	0
Traffic Calming Measures		6	0	6	0
Design fees		4	1	5	5
Unallocated Balance		0	0	0	0
	40	0	40	5	
Cycling Walking & Safer Streets					
Cycle Related Activities		100	218	318	1
Walking Related Activities		89	100	189	1
Gross up external income - Paths for All		0	38	38	0
Unallocated Balance		318	(356)	0	0
	507	0	545	1	
Waste Management					
CRC - Improved Skip Infrastructure					
Galashiels Community Recycling Centre		0	150	150	0
Virement from Health & Safety - Property Services		0	(146)		0
Virement from Emergency and Unplanned			(4)		
	0	0	150	0	
Finance, IT and Procurement					
Corporate					
ICT-Outwith CGI Scope					
PC replacement		295	0	295	18
	295	0	295	18	
Children & Young People					
School Estate					
Early Learning and Childcare					
Unallocated Balance - Early Years Block		5,840	(2,690)	3,150	21
Timing movement from 2020/21			2,690	0	
	5,840	0	3,150	21	
School Estate Block					
Improve and enhance school environments:					
High School Social Areas		748	(498)	250	
Primary School Refurbishments		999	(499)	500	3
Priorsford extension		135	(100)	35	
School toilet programme		200	(150)	50	1
Meet security and legislative obligations					
Kitchen refurbishment programme		340	(200)	140	
Accessibility works		666	(606)	60	(4)
Secure receptions programme		393	(273)	120	
ASN Provision Enhancements					
ASN Provision Enhancements		500	(400)	100	
Urgent, unplanned and fees					
Professional fees		140	(13)	127	
Project closure contingencies		100	(100)	0	
Unallocated balance		90	(90)	0	61
Virement to Jedburgh Campus		0	203	0	
Timing movement from 2020/21		0	2,726	0	
	4,311	0	1,382	61	
Culture & Sport					
Sports Infrastructure					
Culture & Sports Trusts - Plant & Services					
Building Energy Management System Upgrades		10	0	10	0

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/06/2020
Pool Hall Humidity Sensors		10	0	10	0
Lighting		16	0	16	0
External Remedials		0	0	0	0
Pool Tank Grouting/Expansion Joints		7	0	7	0
Pool Plant/Filtration/Sand Media		5	0	5	0
Lightning Protection		0	0	0	0
Heating/Air Handling Unit's		13	0	13	0
NEW Teviot Leisure Centre Fire Alarm		30	0	30	0
Eyemouth LC Reception		40	0	40	0
Galashiels SP Reception		25	0	25	0
Tweedbank Outdoor SC Changing Rooms		10	0	10	0
Teviotdale LC Disability Pool Pod		10	0	10	0
Eyemouth LC Gas Boilers		45	0	45	0
Kelso SP Gas Boilers		35	0	35	0
Teviotdale LC External Refurbishment		80	0	80	0
Kelso SP External Refurbishment		45	0	45	0
GSP Pool Tank Refurbishment		43	0	43	0
Eyemouth LC & Peebles SP Pool Circulation Pumps		15	0	15	0
Eyemouth LC & Kelso SP Pool Heat Exchangers		8	0	8	0
Teviotdale LC Pool Filter Refurbishment		30	0	30	0
Eyemouth LC Pool Filter Replacement		30	0	30	0
Jedburgh Leisure And Facilities Trust		17	0	17	0
Berwickshire Recreation and Sports Trust		32	0	32	0
Unallocated Balance		1	0	1	0
		557	0	557	0
Public Hall Upgrades					
Core Halls - Theatre Sound & Lighting		70	(5)	65	0
Tait Hall Balcony Seating		60	(60)	0	0
Corn Exchange/Ormiston Institute FoH Refurbishment		45	0	45	0
Non Core Halls FoH Refurbishment		50	(50)	0	0
Unallocated Balance		0	0	0	0
Timing movement from 2020/21			115		
		225	0	110	0
Economic Development					
Economic Regeneration					
Hawick Regeneration					
Former Armstrong/Almstrong Building		1,776	(1,023)	753	12
Unallocated		0	0	0	
Timing movement from 2020/21		0	1,023		
		1,776	0	753	12
Borders Town Centre Regeneration Block					
Jedburgh Abbey Ramparts - contribution to CARS project		93	0	93	8
Jedburgh Place Plan		25	0	25	0
Hawick Public realm/ Former Armstrong Building		97	0	97	0
Town Centre Funds (Jedburgh, Hawick, Galashiels, Eyemouth, Selkirk)		1,123	0	1,123	2
Other Hawick sites - feasibility study work or groundworks		50	0	50	0
Workshop Development		86	0	86	0
Unallocated Balance		0	0	0	0
		1,474	0	1,474	10

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/06/2020
Borders Innovation Park					
Phase 1		5,393	(3,427)	1,966	6
Phase 2/3		5,360	(4,360)	1,000	37
Timing movement from 2020/21			7,787		
		10,753	0	2,966	43

Health & Social Care**Social Care Infrastructure****Adult Services Facilities Upgrades**

Unallocated		0	0	0	0
		0	0	0	0
		0	0	0	0

Care Inspectorate Requirements & Upgrades

Deanfield, Hawick		10	0	10	2
Grove House, Kelso		10	0	10	0
St Ronan's, Innerleithen		10	0	10	0
Saltgreens, Eyemouth		10	0	10	0
Waverly, Galashiels		10	0	10	0
Day Services		4	0	4	0
Unallocated		0	0	0	0
		54	0	54	2

BALANCES AT 31 MARCH 2021

Report by Executive Director, Finance & Regulatory EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This report provides the Executive Committee with an analysis of the Council's balances as at 31 March 2020 and advises Members of the projected balances at 31 March 2021.**
- 1.2 The unaudited Council's General Fund useable reserve (non-earmarked) balance was £6.315m at 31 March 2020. The projected General Fund useable reserve is projected, at this early stage in the financial year, to remain at £6.315m at 31 March 2021 in line with the Council's Financial Strategy. Any year end overspend as a result of the COVID-19 pandemic will, however, require to be funded from reserves.
- 1.3 The total of all useable balances, excluding development contributions, at 31 March 2021 is projected to be £23.490m, compared to £29.866m at 31 March 2020.
- 1.4 The projected balance on the Capital Fund of £7.965m 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 recommended that the Executive Committee:

- (a) Notes the unaudited 2019/20 revenue balances at 31 March 2020;**
- (b) Notes the projected revenue balances as at 31 March 2021 as per Appendices 1 & 2; and**
- (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):

- (a) General Fund
- (b) Corporate Property Repairs & Renewals Fund
- (c) Insurance Fund
- (d) Plant & Vehicles renewals Fund
- (e) Capital Fund

4 BALANCES AT 31 MARCH 2020

4.1 Appendix 1 summarises the projected transactions and resultant projected balances at 31 March 2021 on the General Fund and Appendix 2 shows the projected non-General Fund balances. The net effect is the useable General Fund balance after earmarked funds and allocated reserves is projected to be **£6.315m** at 31 March 2021 which is in line with the recommended level included in the 2020/21 Financial Strategy approved by Council. It should, however, be noted that due to the circumstances in the current year, any year end overspend as a result of the COVID-19 pandemic will require to be funded from reserves.

4.2 The projections in the statement attached in Appendices 1, 2 and 3 are based on actual expenditure and income to 30 June 2020 and are summarised in the table below.

	31/03/20 £m	31/03/21 projection £m	Movement £m
BALANCES			
Earmarked Balances (non DSM)	7.251	2.544	(4.707)
Earmarked Balances (DSM)	1.160	0	(1.160)
Allocated Balances	2.993	2.993	0.000
General Fund (Unallocated Reserve)	6.315	6.315	0.000
Unaudited 2019/20 revenue outturn	1.458	0	(1.458)
Corporate Property Repairs & Renewals Fund	0	0	0
Insurance Fund	1.397	1.782	0.385
Plant & Vehicles Renewals Fund	7.608	8.222	0.614
Capital Fund (exc. Developer Contributions)	1.684	1.634	(0.050)
	29.866	23.490	(6.376)

4.3 Key movements in the General Fund allocated balances during 2020/21 to date are as a result of:

- Allocation of 2019/20 outturn of £1.458m from the general fund

balance to the revenue account in 2020/21.

- Movement in earmarked balances is as a result of all earmarked balances from 2019/20 being applied to 2020/21 as planned.

4.4 The Corporate Financial Risk Register was considered at the Council Meeting on 26 February 2020 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 £12.252m and the projected useable General Fund balance, at £6.315m, is sufficient to cover 52% of risks identified at that time. £6.315m is the recommended level of General Fund Reserve identified in the Financial Strategy approved by Council on 26 February 2020. The general fund reserve will continue to be monitored through the Corporate Financial Risk Register on a regular basis.

4.5 Allocated balances have been maintained at £2.993m to date in 2020/21:

ALLOCATED BALANCES	31st March 2019 £m	Increase during 2020/21 £m	Released during 2020/21 £m	31st March 2021 £m
IT transformation	1.108	0	0	1.108
Municipal Mutual	0.233	0	0	0.233
Adverse Weather (including flood)	1.000	0	0	1.000
Approved contribution to Energy Efficiency & Change Fund	0.300	0	0	0.300
Workforce Management	0.352	0	0	0.352
Total	2.993	0	0	2.993

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 insufficient. Service budget pressures plus unexpected liabilities are the most likely sources of pressure on reserves. Current pressures as a result of the COVID-19 pandemic being highlighted through the 2020/21 revenue monitoring process increase the likelihood of a draw down from reserves being required in 2020/21. 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 Committee. In addition, the Corporate Financial Risk Register is regularly reviewed by senior Finance staff.

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 Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

David Robertson
Executive Director,
Finance & Regulatory

Signature

Author(s)

Suzy Douglas	Financial Services Manager 01835 824000 X5881
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Background Papers:
Previous Minute Reference:

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SCOTTISH BORDERS COUNCIL
GENERAL FUND BALANCES AT 31 MARCH 2021

	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 2020	7,774	1,160	7,251	2,993	19,179
Projected Income (RSG, NDR, Council Tax)	277,505				277,505
Projected Net Revenue Expenditure	(283,374)				(283,374)
Earmarked Balances from previous year	8,412	(1,160)	(7,252)		0
Earmarked Balances to future years	(2,544)	0	2,544		0
Draw down 2019/20 underspend into revenue account	(1,458)				(1,458)
Projected Balance at 31 March 2021	6,315	0	2,544	2,993	11,853

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SCOTTISH BORDERS COUNCIL
REVENUE FUND BALANCES AT 31 MARCH 2021
(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 2020	-	7,608	1,397	9,005
Projected Income	2,222	2,078	1,626	5,926
	<hr/> 2,222	<hr/> 9,686	<hr/> 3,023	<hr/> 14,931
Projected Expenditure	2,222	1,464	1,241	4,927
Contribution to Reserves				-
Transfer to/from General Fund	<hr/>	<hr/>	<hr/>	<hr/> -
Projected Balance at 31 March 2021	-	8,222	1,782	10,004

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SUMMARY OF CAPITAL FUND

	Balance as at 31/03/20 £'000	Balance as at 31/03/21 £'000
DEVELOPER CONTRIBUTIONS		
Waverley Railway	-	-
Technical Services	1,020	814
Education & Lifelong Learning	4,503	4,414
Planning & Economic Development	-	-
Social Work - Affordable Housing	573	534
Accrued Interest	570	570
Sub Total Developer Contributions	6,666	6,331
Capital Receipts	1,684	1,634
Total	8,349	7,965

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CORPORATE DEBTS – WRITE OFFS IN 2019/20

Report by Executive Director, Finance & Regulatory

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 **As required by the Financial Regulations, this report details the aggregate amounts of debt written off during 2019/20 under delegated authority.**
- 1.2 The report covers the areas of Council Tax, Non-Domestic Rates, Sundry Debtors, Housing Benefit Overpayments and aged debt from the balance sheet.
- 1.3 The total value of write-offs increased from £0.702m in 2018/19 to £1.872m in 2019/20.
- 1.4 There are ongoing risks associated with the management of the Council's debts and these may lead to an increase in the level of debts that may require to be written off as irrecoverable in future years. These have been identified in paragraph 6.2. The Council maintains an appropriate bad debt provision to help manage these risks.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee note the debtor balances written off during 2019/20 under delegated authority.**

3 BACKGROUND

- 3.1 Financial Regulations give the Executive Director Finance & Regulatory authority to write-off individual irrecoverable debts up to £100,000. Any debt in excess of £100,000 may only be written off as irrecoverable following approval by the Executive Committee. No write-offs have fallen into this category in 2019/20.
- 3.2 Financial Regulations also require that the Executive Director Finance & Regulatory shall report to the Executive Committee annually on the aggregate amounts written off under delegated authority and this report fulfils that remit for financial year 2019/20.

4 LEVEL OF WRITE OFFS

- 4.1 The total net amounts which were written off during 2019/20 are shown in table 1 below. Figures for the previous two financial years, previously reported, are shown for comparison.

Table 1

Category	Net amount written off (£'000)	Net amount written off (£'000)	Net amount written off (£'000)
	2017/18	2018/19	2019/20
Council Tax	39.9	433.8	597.0
Non Domestic Rates	8.3	-3.6	928.1
Sundry Debts	133.4	218.9	298.1
Housing Benefits Overpayments	78.3	53.4	49.1
Aged debt from balance sheet	0	0	0
Total	259.9	702.5	1,872.3

- 4.2 The 'write-offs' are net of any amount 'written back on'. This occurs where a debt has been written off and subsequent information is received, such as a new forwarding address, which would enable the Council to again pursue a debt previously considered irrecoverable. In these circumstances, the write-off will be reversed by a write-on and the debtor will then be pursued for the debt.
- 4.3 In all cases, a debt will only be written off when at least one of the following occurs: -
- Legislation prevents its recovery;
 - It is uneconomic to pursue;
 - The Debtor becomes insolvent;
 - All options of recovery have been exhausted, which includes the use of the Council's Legal team and the Sheriff Officers, 'Walker Love';
 - After a professional assessment of the debt concludes that recovery is unlikely. For example, if Sheriff Officers advise that there are no assets, or the debtor has left the area and cannot be traced.

- 4.4 The value of Council Tax write offs processed within 2019/20 has increased slightly in comparison to 2018/19. In 2017/18 the amount written off was unusually low and it was expected the level of write offs would increase significantly from 2018/19 onwards as a result of addressing the backlog of cases to be cleared. The ongoing works have been maintained leading to the continued level of write offs.

The highest value of write-offs for Council Tax in 2019/20 continues to be within the category where the liable party has become insolvent. The number of cases increased from 533 in 2018/19 to 557 in 2019/20 although some of these cases would have become insolvent in 2018/19.

There has been a significant increase debt written off in cases where there was no forwarding address which is due to the increase in numbers of untraceable debtors (up from 340 to 631) including historic cases.

- 4.5 The value of Non-Domestic Rates write offs processed within 2019/20 has increased significantly in comparison to previous years. This is due to an increased number of cases being processed including historic caseloads but particularly within the Insolvency category which will include debt from previous years.

It was expected that the level of write offs would increase from the low 2018/19 level and this is reflected in the figures for 2019/20. As expected the level of write offs has increased during 2019/20 as a result of addressing the backlog of cases to be cleared and this is likely to continue as ongoing works are maintained.

The highest value of write-offs for Non-Domestic Rates in 2019/20 is in the category where the liable party has become insolvent.

- 4.6 The amount of Housing Benefit overpayments written off has reduced slightly in comparison to 2018/19, however some historically uncollectable debt is still being written off. Housing Benefit Overpayments attract up to 100% subsidy from The Department for Work and Pensions which combined with the ongoing recovery measures minimises any potential financial loss to the Council.

As a result of work continuing on Housing Benefit overpayments aimed at reducing outstanding uncollectable aged debt, the level of Housing Benefit Overpayment write offs in 2020/21 is likely to remain at a similar level to 2019/20. The subsidy arrangements will, however, continue as outlined above.

- 4.7 As intimated in previous year's report, write-offs for Sundry Debt continued at a higher rate in 2019/20 as the Council continues to encounter difficulties in recovering social care debt and liquidations/sequestrations. The amount of Sundry Debt currently owed to the Council, and deemed to be at risk, presently stands at £0.95m. The Bad Debt Provision currently stands at £1.0m. To take account of the expected continuation of high level of write-offs in 2020/21, exacerbated by the Covid-19 situation, a further £125k has been added to the bad debt provision for Sundry Debt.

5 ANALYSIS OF WRITE OFFS

5.1 Council Tax

Table 2 shows the Council Tax debts which have been written off in 2019/20 and have been categorised by reason for the write off:-

Table 2

Reason for Write Off	Council Tax - net amounts written off 2018/19 (£)	No. of transactions	Council Tax - net amounts written off 2019/20 (£)	No. of transactions
Small balance (less than £10)	2,675	3,977	-324	421
Surcharges	47,536	1,674	62,387	1,693
Deceased	103,695	631	138,736	450
No Forwarding Address	94,414	340	175,997	631
Insolvency	182,680	533	217,534	557
Miscellaneous	2,848	143	2,654	211
Total	433,848	7,298	596,984	3,963

5.2 Non Domestic Rates

Table 3 shows the Non Domestic Rates debts which have been written off in 2019/20 and have been categorised by the reason for the write off:-

Table 3

Reason for Write Off	Non Domestic Rates - net amounts written off 2018/19 (£)	No. of transactions	Non Domestic Rates - net amounts written off 2019/20 (£)	No. of transactions
Small balance (less than £10)	-12	19	30	16
Surcharges	87	2	86,648	188
Deceased	0	0	2,711	1
No Forwarding Address	0	0	42,886	23
Insolvency	-4,321	3	790,473	173
Miscellaneous	617	38	5,332	43
Total	-3,605	62	928,080	444

5.3 Sundry Debt

The total amount of Sundry Debts written off in 2019/20 is shown in table 4 below by individual services. Comparative write offs which have already been approved is provided for the two previous financial years.

Table 4

Service	Net amount written off (£)		
	2017/18	2018/19	2019/20
Chief Executive	3,118	32,470	14,097
People	86,998	135,987	172,206
Place	43,312	50,502	111,873
Total	133,428	218,959	298,176

6 IMPLICATIONS

6.1 Financial

An annual budget provision for sundry bad debts of £125k and £635k for Council Tax is maintained, which is regularly reviewed and if necessary will be revised in future.

6.2 Risk and Mitigations

It is expected that the level of debts written off in 2020/21 will be higher than 2019/20 due to continued heightened risk factors detailed in paras 4.4-4.7. Performance in this area continues to be closely monitored and management action, including the approved policy on debt recovery and supporting procedures, are in place to minimise risk. It should be noted that in Sundry Debtors, there is £0.95m of outstanding debt assessed as carrying the risk of requiring write-off and it is expected that a significant part of this may be irrecoverable and require future write-off.

The Council maintains an appropriate bad debt provision to help manage these risks.

6.3 Integrated Impact Assessment

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine financial monitoring report which is required to comply with the Financial Regulations. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio-economic factors have duly been considered when preparing this report.

6.4 Acting Sustainably

There are no environmental implications directly associated with this report.

6.5 Carbon Management

There is no impact on the Council's carbon emissions.

6.6 Rural Proofing

There are no changes in policy or strategy in relation to rural areas.

6.7 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

- 7.1 The Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and their comments have been incorporated into this report.

Approved by

David Robertson

Executive Director, Finance & Regulatory Signature.....

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Background Papers:

Previous Minute Reference:

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OUR PLAN AND YOUR PART IN IT: SBC'S CORPORATE PERFORMANCE AND IMPROVEMENT REPORT 2019/20

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This report presents a high level summary of Scottish Borders Council's 2019/20 performance information with more detail contained within Appendices 1a, 1b, 2a and 3. The report includes reporting on the progress of change and improvement projects across Scottish Borders Council (SBC), under the Fit for 2024 programme.**
- 1.2 SBC approved a revised Corporate Plan (Our Plan and Your Part in it 2018-2023) in February 2018, with four corporate themes. In order to monitor progress against the four themes, performance and context information will be presented quarterly to Executive Committee, with an annual summary in June each year.
- 1.3 During 2019/20, SBC has continued to press ahead with a range of important initiatives and innovation, including:
 - (a) The progression of a number of key capital projects including the completion of Jedburgh Grammar Campus. Works progressed on other key projects including the Great Tapestry of Scotland and preparation work for the Hawick Flood Protection scheme;
 - (b) Progressing the implementation of the Inspire Learning programme, with every secondary school teacher and student receiving an iPad, enabling SBC to have a dedicated platform to allow for consistent managed remote learning opportunities for all secondary teachers and students;
 - (c) The council continued to engage around the Borderlands Inclusive Growth Deal and is continuing to take forward the Borders Innovation Park project as part of the Edinburgh and South East Scotland City Region Deal. Scottish Borders Council has taken a lead role in the establishment of the Covid-19 Team South of Scotland Leadership

Group together with South of Scotland Enterprise Agency and Dumfries and Galloway Council. The aim of the Group is to secure and stabilise the economy of the South of Scotland in the context of the Covid-19 pandemic and its consequences, in order to provide a foundation for the future work of the South of Scotland Regional Economic Partnership;

- 1.4 The information contained within this report and appendices is also made available on the SBC website. This can be accessed at www.scotborders.gov.uk/performance

2 STATUS OF REPORT

- 2.1 This report would ordinarily have been produced for the June 2020 Executive Committee but has been delayed until September 2020 through Covid impacts.

3 RECOMMENDATIONS

3.1 I recommend that the Committee:-

- (a) Notes the progress update relating to Change and Improvement Projects, referenced in Section 5 and detailed further in Appendix 1;**
- (b) Notes the changes to performance indicators outlined in Section 6 of this report;**
- (c) Acknowledges and notes the performance summarised in Sections 7 and 8, and detailed within Appendices 1, 2a and 3 and the action that is being taken within services to improve or maintain performance.**

4 BACKGROUND TO SBC PERFORMANCE REPORTING

- 4.1 SBC approved a revised Corporate Plan in February 2018 (Our Plan and Your Part in it 2018-2023). Against a continued challenging external context, the plan presented how SBC will focus Services for our communities, set across four corporate themes:
1. Our Services For You
 2. Independent, Achieving People
 3. A Thriving Economy, With Opportunities For Everyone
 4. Empowered, Vibrant Communities.
- 4.2 In order to ensure that the corporate themes are addressed effectively, SBC's Performance Management Framework (PMF) was updated and presented to Council on 30th August 2018. This revised PMF set out how SBC would strengthen its performance management across both SBC Services and Commissioned services.
- 4.3 The Appendices reflect a quarterly reporting format structured around the four corporate themes, and use a mixture of narrative, highlights, performance and context indicators.
- (a) Updates on Fit for 2024, Change and Improvement projects are contained in Appendix 1a. These are monitored by Corporate Management Team (CMT) and through the SBC Financial Plan and associated monitoring.
 - (b) Appendices 1b and 2a contain updates on specific performance and context indicators, structured around SBC's 4 Corporate Themes.
 - (c) A schedule of indicators is provided for information at Appendix 2b covering quarterly performance reporting and also annual reporting through the Local Government Benchmarking Framework.
 - (d) To reflect the significant investment made by SBC, an overview of the work and impact of Police Scotland's Community Action Team is provided in Section 8 and within Appendix 3.

5 CHANGE & IMPROVEMENT PROJECTS – UPDATE

- 5.1 Change and Improvement projects are now managed and monitored collectively under Fit for 2024. These projects are delivered in support of SBC's Corporate Plan, the SBC Financial Plan and the Health and Social Care Strategic Plan.
- 5.2 Fit for 2024, the Council's new Transformation Programme was agreed by Council on 28th February 2019. Characterised as 'the next generation' of transformation, the programme aims to fundamentally reshape the Council, from our engagement with our citizens and communities to the way we go about our business. The purpose is to deliver a Council that is adaptable, efficient and effective and capable of not only meeting the challenges ahead, but of fully optimising outcomes for the citizens and communities for which it is responsible.

5.3 The following highlights are reported:

- a) Promoting via a leaflet with annual council tax bills the new online customer account 'MyScotBorders', enabling customers to sign up for council services online, pay for services, track progress and report issues;
- b) Undertaking a review of the council fleet;
- c) Progressing the Inspire Learning programme with roll out of iPads to all secondary school teachers and pupils.
- d) Progressed a review of Social Work.
- e) Through the Health and Social Care Partnership made available a number of technology enabled care initiatives including:
 - o 'Florence' to allow people to self manage their long term health condition.
 - o TEC Goody Bag which contains a number of small items of technology that can help people remain independent in their homes, including those with a dementia diagnosis.
 - o Attend Anywhere which is a web-based platform that helps health and social care providers offer video call access to their services as part of their 'business as usual', day-to-day operations
 - o EMIS Web connects clinicians with the information they need at the point of care.
 - o The Health & Social Care Partnership has worked with the Disabled Living Foundation to develop a Scottish Borders version of AskSARA. This is an online self-assessment tool, with the aim to help individuals remain independent in their own homes for as long as possible
- f) A 16 vehicle E-Car Community Car Club was launched on 22nd April 2019 building on the roll-out of 55 pool cars across the Borders

6 ADDITIONS/CHANGES TO SBC PERFORMANCE INDICATORS (PI)

6.1 Additional indicators have been added to this report including:

- (a) The % of roads requiring maintenance has been included in line with previous annual reports;
- (b) The results of the Annual Participation Measure have been included;
- (c) An annual indicator has been included showing the % of clients surveyed (Adults) that reported feeling safer on exit from Domestic Abuse Advocacy Support;
- (d) An annual indicator has been included showing Additional homes provided affordable to people in the Borders, based on our wages;
- (e) This report includes the twice yearly indicators on 'Contracts awarded with community benefits clauses' and 'Employment opportunities delivered as a result of community benefit clauses'

- (f) Although not new indicators, a number of measures captured under the Local Government Benchmarking Framework have been included in Appendix 2a. Note that information for the 2018-19 year is the most recent published;

6.2 We have been unable on this occasion to update a number of indicators within the report:

- (a) Final 2019/20 Complaints performance figures are not available at the time of publishing. The annual performance report on complaints for 2019/20 will be published later in the year;
- (b) Customer contact statistics for 2019/20 are incomplete due to an issue with provision of March 2020 data;
- (c) Full year 2019/20 figures for businesses supported by Business Gateway have not been made available.

6.3 Previously reported figures have been revised as follows:

- (a) The Recycling rate at Community Recycling Centres has been updated for the year ended Quarter 3 2019, correcting an earlier error;
- (b) A number of Electricity and Gas consumption and cost figures have been revised for previous quarters due to billing adjustments;
- (c) The Quarter 3 figure for road fatalities has been updated;
- (d) The previous 2019-20 quarters figures for Bed Days Associated with Emergency Admissions 75+ (rate per 1000 population) have been revised;
- (e) The figures for the amount awarded under the Community Fund for Berwickshire and Tweeddale have been revised for Quarter 1 2019-20;

7 PERFORMANCE AGAINST THE COUNCIL'S CORPORATE THEMES

7.1 Performance measures – summary of successes

- (a) The determination time for planning (local developments - householder) was within target (quicker) at 6.2 weeks overall for the year. The figure for local developments – non-householder was on target at 8.0 weeks. These figures are provided on an adjusted basis by the Scottish Government, twice yearly. The number of planning applications reduced to 1,200 in 2019/20 compared to 1,369 in 2018/19.
- (b) Full year Waste and Recycling figures for 2019 show an improved performance following the introduction of the residual waste approach which commenced in July 2019. Household recycling improved in 2019 to 47.61% from 38.80% in 2018. Recycling at Community Recycling Centres increased to 63.56% in 2019 from 57.95% in 2018. Household waste landfilled reduced to 28.67% in 2019 from 60.84% in 2018.
- (c) Electricity consumption at key sites was 4.5% lower in 2019/20 however costs were 4.9% higher due to price increases. However, Gas use was 3.7% higher with colder weather a factor.
- (d) Although the number of people seeking welfare benefits advice was lower in 2019/20 compared to 2018/19, the value of additional benefits increased from £4.5m to £4.9m.

- (e) The time to process claims for housing benefit reduction (new claims and change events) reduced significantly on average for 2019/20.
- (f) Exclusions in our secondary schools reduced considerably in 2019/20 to 153 (158 incidents) from 236 (263 incidents) in 2018/19. Primary school exclusions however increased in the year.
- (g) The percentage of mediation cases showing agreement or improvement after mediation was 90.7% in 2019/20, slight below 2018/19 but ahead of our 80% target.
- (h) The number of additional homes provided in 2019/20 that were affordable to people in the Borders, based on wages, was 141, lower than 191 in 2018/19 but above the target of 128.
- (i) The percentage of invoices paid on time in 2019/20 increased to 90% from 84% in 2018/19 albeit remaining slightly below the target of 93% for 2019/20.
- (j) 91% of industrial and commercial properties owned by the council were occupied (end March 2020), above the level of 88% for March 2019.
- (k) 46 Employment and Skills opportunities were delivered as a result of community benefit clauses in 2019/20, up from 25 in 2018/19. However, the figure for contracts awarded with community benefit clauses reduced to 18 in 2019/20 from 26 in 2018/19.
- (l) Although context indicators, the number of social media engagements (Facebook/Twitter) increased significantly in 2019/20.
- (m) The context indicators for Modern Apprentices (MA) showed 39 employed in the year (vs 33 in 2018/19). 14 securing employment with SBC after the MA (vs 11 in 2018/19). The number of MA's stood at 50 at the end of March 2020 compared to 34 a year earlier.

7.2 Performance measures – summary of challenges

- (a) Although the percentage of Freedom of Information requests completed on time had improved in 2019/20 to 88% from 85.8% in 2018/19, this remains below the level SBC strives to meet.
- (b) The percentage of new properties added to the council tax valuation list (within 3 months) in 2019/20 has shown a very slight reduction from 2018/19 but at 90% is almost on target (91%). The percentage amended on the Valuation Roll for Non Domestic properties (new, altered or demolished properties) (also within 3 months) has improved in 2019/20 but at 63% remains below target.
- (c) School attendance was slightly below target for Primary and Secondary schools.
- (d) The percentage of looked after children (aged 12+) in a family based placement (compared to residential) had reduced to 64% by the end of March 2020. This downward trend may relate to the increasing number of young people aged 16+ who move to the legal status of Continuing Care. When including young people with Continuing Care status, the percentage for those aged 12+ was 72% for March 2020. Across all age groups, the percentage in a family based placement (compared to residential) was 80%.

- (e) Although showing an improving trend in recent years, Bed Days Associated with Delayed Discharges (residents 75+, rate per 1000 population) increased in Quarter 4 of 2019-20 to 206, above the target of 180. Bed Days Associated with Emergency Admissions (75+, rate per 1000 population) also increased in Quarter 4 of 2019-20 to 858.25 but remained below target.
- (f) The number of new business created with help from Business Gateway reduced to 177 in 2019/20 from 218 in 2018/19.
- (g) The context indicators for claimant count showed an increase for 16-64 age groups (up to 2.77% in Q4 2019/20 from 2.47% in Q4 2018/19) and also for 18-24 age group (up to 5.17% in Q4 2019/20 from 4.53% in Q4 2018/19).

8 COMMUNITY ACTION TEAM – SUMMARY OF ACTIVITY AND IMPACT

8.1 An infographic summary on the impact of the Community Action Team (CAT) is provided at Appendix 3.

During 2019/20 the CAT has:

- Carried out 585 hours of High Visibility foot patrols and 1,046 hours of mobile patrols;
- Carried out 117 static road checks;
- Issued 47 Road Traffic Fixed Penalties;
- Issued 742 parking tickets;
- Carried out 185 Person Drug searches (37.3% positive) and 55 Premises Drug searches (83.6% positive);

8.2 Examples of "Tasking" in Quarter 4 included:.

- (a) Youth issues of antisocial behaviour in the Berwickshire locality, and drug dealing to young people;
- (b) Community engagement and involvement in the search for a missing person in the Cheviot locality;
- (c) CAT officers were involved in a significant drugs seizure in the Eildon locality;
- (d) Executed warrants in the Teviot locality;
- (e) Executed a drugs warrant in the Tweeddale locality;

9 IMPLICATIONS

9.1 Financial

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

9.2 Risk and Mitigations

Effective performance management arrangements will ensure that services, and those providing services on behalf of SBC, are aware of any weaknesses and can take corrective action in a timely manner, therefore mitigating any risks more effectively. The Council's Risk Management Policy

and framework ensures that all services, and services delivered by third parties, identify and manage risks to the achievement of their objectives, with senior management providing appropriate levels of oversight. Performance should be enhanced by having robust risk management arrangements in place. In response to the Best Value Assurance Audit of SBC during 2019, a Best Value Audit Action Plan was created. This action plan includes provision for strengthening SBC's approach to performance reporting.

9.3 Integrated Impact Assessment

There are no adverse equality/diversity implications. Performance reporting may help the Council to identify and address any equality / diversity issues and improve processes and procedures.

9.4 Acting Sustainably

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

9.5 Carbon Management

There are no significant effects on carbon emissions arising from the proposals contained in this report.

9.6 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.

9.7 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.

10 CONSULTATION

10.1 The Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Rob Dickson
Executive Director

Corporate Improvement and Economy

Signature

Author(s)

Name	Designation and Contact Number
Alasdair Collison	Senior Business Services Officer Tel: 01835 824000 Ext 8023

Background Papers:

Previous Minute Reference: 11 February 2020

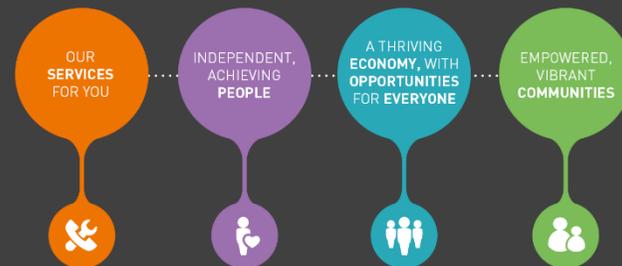
Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Alasdair Collison can also give information on other language translations as well as providing additional copies.

Contact us at Alasdair Collison, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, Tel 01835 824000 Ext 8023, Alasdair.Collison@scotborders.gov.uk

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OUR PLAN for 2018-23 and your part in it

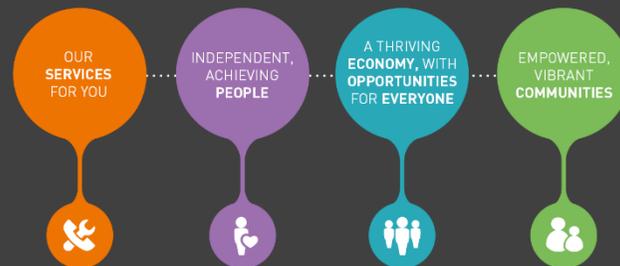
HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



APPENDIX 1a: HIGHLIGHTS, CHANGE & IMPROVEMENT

OUR PLAN for 2018-23 and your part in it

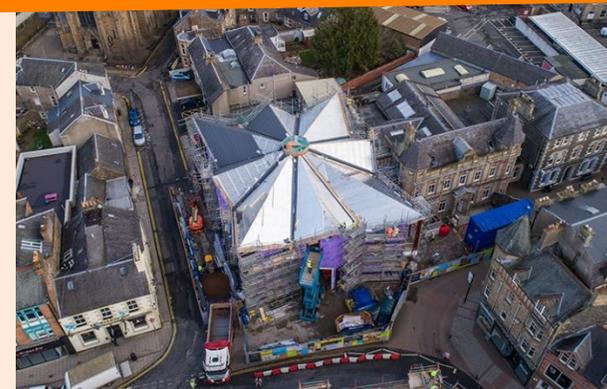
HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



KEY CAPITAL WORKS PROGRESSED DURING 2019/20



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The 2019/20 Capital Plan saw the completion of the Jedburgh Grammar Campus. Although this is a revenue based funded project an element of Capital is allocated to fund non fixed items such as offsite roadworks, loose furniture and ICT equipment. The completion of the project during March 2020 was ahead of the Scottish Government's target completion date at the time of funding award and one of fastest delivered schools within the overall School for the Future programme.

Works also started on the Great Tapestry of Scotland in Galashiels and a significant amount of preparatory/advance works has taken place in Hawick for the Flood Protection Scheme. That project itself has completed the procurement phase and a preferred contractor identified.

The procurement phase for an Office development in Tweedbank was also completed that is associated with the Borders Railway Blueprint, City Deal and Scottish Borders Council funding packages. Site works are due to commence in Summer 2020, subject to current restrictions.

In July 2019, the Jim Clark Motorsport Museum opened again at the end of the construction of the extension and refurbishment of the former museum.

The fire at Peebles High School in November 2019, has led to accelerated preparatory design work to identify a replacement for the damaged parts of the building. Planned design work for a replacement Galashiels Academy and Eyemouth Primary School have also made good progress throughout the year.

OUR PLAN for 2018-23 and your part in it

HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



2019 ANNUAL PARTICIPATION MEASURE

The latest Annual Participation Measure produced by Skills Development Scotland has revealed that **91.9%** of 16-19 year olds in the Scottish Borders are participating in education, training or employment. This compares to a national figure of **91.6%**.



The Participation Measure covers all those aged 16 to 19, not just the school leavers.

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Scottish Borders 2019: 4,682 16-19 year olds

91.9% (Scot 91.6%)	2.0% (Scot 3.1%)	6.0% (Scot 5.3%)
participating in education, training or employment	were not participating	With an unconfirmed status
<ul style="list-style-type: none"> 72.1% in Education 18.3% in Employment 1.6% in Training & Personal Development 	<ul style="list-style-type: none"> 0.8% Unemployed Seeking 1.2% Unemployed Not Seeking 	

Scottish Borders 2018

92.8% participating	2.2% not participating	5.0% unconfirmed
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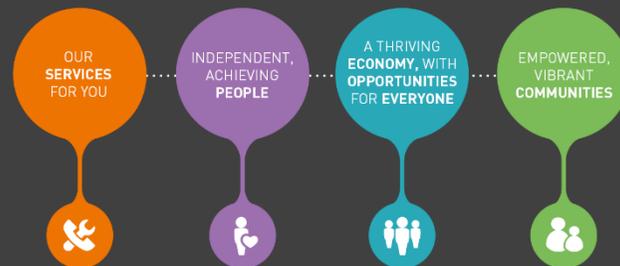
JEDBURGH GRAMMAR CAMPUS



In March 2020, the keys to Jedburgh Grammar Campus were handed over to Scottish Borders Council, the campus is our first education provision which caters for children and young people from ages 2 – 18 with a very strong intergenerational drive to ensure the campus supports and is used by the entire community of Jedburgh.

OUR PLAN for 2018-23 and your part in it

HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



PEEBLES HIGH SCHOOL



Following a devastating fire at Peebles High School in November 2019, Scottish Borders Council worked tirelessly to ensure that the children and staff were able to return to their school as quickly as possible.

Pupils in S1-3 were accommodated in a number of church halls in Peebles where they were able to continue to engage in learning and S4-6 were hosted by Galashiels Academy where, apart from a slightly longer bus journey, their studies continued as normal.

The school opened its doors once again in February 2020.

PRIMARY ACHIEVEMENTS

STOW DISRUPTERS

Pupils from Stow Primary School became Scottish Champions in the Better Energy School Awards, which celebrate excellence in environmental education.

SCOTTISH MATHS WEEK

Sprouston Primary School received a £300 grant from Maths Week Scotland which they used to purchase a weather station. Pupils collected weather data from the weather station and at the end of the week the pupils showcased their work and were joined by Meteorologist Dr Heather Reid, aka 'Heather the Weather'.

RIGHT RESPECTING SCHOOLS GOLD AWARD

Ayton Primary School was awarded Rights Respecting Schools Gold Status. This accolade is awarded to schools who uphold the UNICEF values, based on the United Nations Convention on the Rights of the Child (CRC).

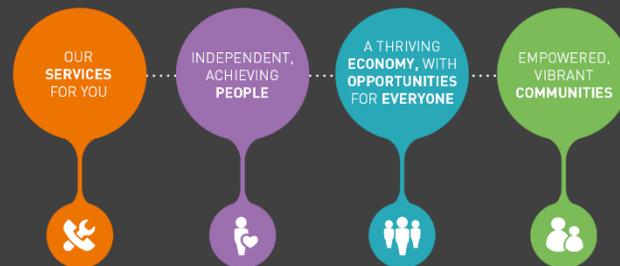
ALWAYS BE WARY



An education resource about keeping safe online has been rolled out to all secondary pupils. It has been developed by a group of S3 pupils at Galashiels Academy on behalf of the Child Protection Committee. The short film animation sends a stark and meaningful message to all young people about internet safety.

OUR PLAN for 2018-23 and your part in it

HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



JOINT OLDER PEOPLE'S SERVICES REVIEW

A report published during February 2020 following a progress review of older people's services by the Care Inspectorate and Healthcare Improvement Scotland found that the Health and Social Care Partnership had made progress in addressing each of the 13 recommendations in their report from 2017, and demonstrated a commitment to ongoing improvement. It was felt that the partnership was in a stronger position than in 2017. Due to the positive findings from their review, there will be no need for further scrutiny in relation to their previous recommendations.

In its conclusion the report highlighted that senior managers within the partnership demonstrated an improvement in joint working at a strategic level and that a shared direction of travel and understanding was evident upon review. In response to Recommendation 2 of the report the Partnership has also created a joint performance management framework that encompasses both health and social care indicators and measures and these were felt to be meaningful and were used to inform decision making.

It is hoped that improved governance and performance reporting will serve as a solid and stable foundation for furthering the aims of the partnership and in improved outcomes.

However, also in its conclusion, the report identifies that work is still required to improve on engagement with stakeholders and representation of service users on the Integrated Joint Board (IJB) and the Strategic Planning Group (SPG) to ensure that strategies and decisions are shaped by those who will be impacted by them. In addition and while progress is evident, further work is needed to improve access to specialist assessments, in a timely and equitable manner, after initial dementia diagnoses.

This review also enabled the Partnership to self-identify the need for ongoing evaluation of activities and strategies as well as the need to self-evaluate.

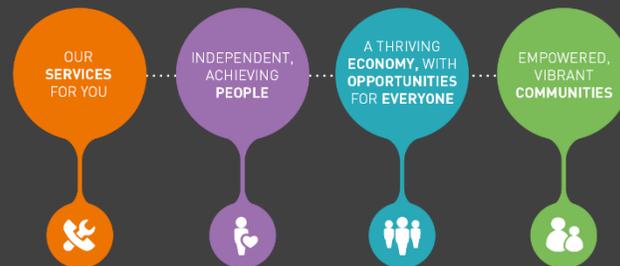
As the above represents only a small part of the review please visit the following link for a full breakdown of the progress made against the 13 recommendations in the official report:

<http://bit.ly/progressreview-scottishborders>



OUR PLAN for 2018-23 and your part in it

HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



ECONOMIC UPDATE

The economic impact of COVID-19 in the Scottish Borders is very serious. However, because of changing circumstances the exact scale of this impact is still unclear on businesses, social enterprises, community and voluntary organisations and the people and workforce.

Scottish Borders Council has distributed grants to local businesses for the main generic Scottish Government Schemes to mitigate the economic impact of COVID 19.

As of 26 May 2020, Scottish Borders Council had received:

- 2,662 applications to the Small Business Grant. 2058 grants had been awarded from this fund, with 187 rejected, referred or deferred. The total value of this funding was £20,575,000.
- 208 applications to the Retail, Hospitality and Leisure Grant. 138 grants have been awarded, with 42 rejected, referred or deferred. The total value of this funding was £3,437,500.
- 180 applications to the Newly Self Employed Hardship Fund. 114 grants have been awarded, with 52 rejected. The total value of this funding is £228,000.

The total value of funding distributed by SBC through these funds is £24, 240,500.

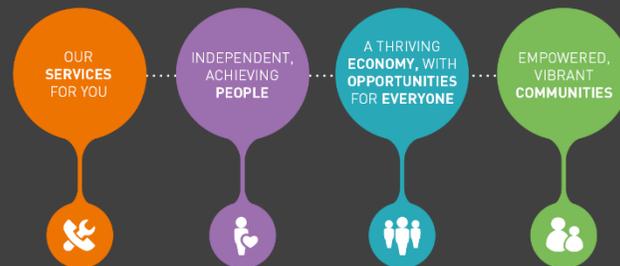
Scottish Borders Council has taken a lead role in the establishment of the Covid-19 Team South of Scotland Leadership Group together with South of Scotland Enterprise Agency and Dumfries and Galloway Council. The aim of the Group is to secure and stabilise the economy of the South of Scotland in the context of the Covid-19 pandemic and its consequences, in order to provide a foundation for the future work of the South of Scotland Regional Economic Partnership. The main activities of this Group have been to gather intelligence on the economic impact of the pandemic across the South of Scotland, assess and respond to the needs and requirements of businesses and community and voluntary groups, and to advocate the interests of the South of Scotland to Scottish and UK Governments.

In tandem with this work the Council is working on projects and programmes that will lead to the conclusion of the Borderlands Inclusive Growth Deal, and the Council is also continuing to take forward the Borders Innovation Park project as part of the Edinburgh and South East Scotland City Region Deal.



OUR PLAN for 2018-23 and your part in it

HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**



COMMUNITY FUND SUPPORTS PROJECTS ACROSS THE SCOTTISH BORDERS

As part of the Area Partnership and Community Fund Review, in February 2019 the Council decided to establish a Community Fund consolidating grant funding that was previously part of other grant schemes available to community groups.

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The Community Fund has been able to support a number of projects across the Scottish Borders which have ranged from creating community gardens, food and cooking initiatives for young people, providing equipment for Men's Sheds and also clean up days which have enhanced our villages, towns and riverbanks. The Fund has also supported the provision of health and wellbeing activities across all age ranges, community benches and rural transport projects.

Support was provided for our Community Councils, Federation of Village Halls and local Festivals, and awards from the Welfare and Enhancement Funds made to communities in each of our localities. The second round of the pilot Localities Bid Fund was completed, and awards made to those who succeeded in obtaining the public vote.

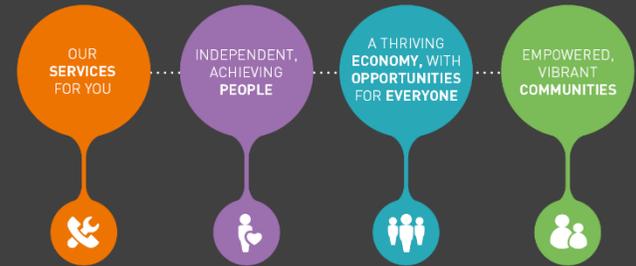
A public consultation exercise was also carried out by an external consultant to support the Area Partnership and Community Fund Review, with findings to be brought to Council at a later date.

A VE Celebration Fund was launched at the end of February 2020, and over £20,000 had been awarded as of 20 March 2020.



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



MAKING ONLINE SERVICES EASIER TO USE AND AVAILABLE WHEN NEEDED

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With this year's annual Council Tax bills we included a leaflet promoting our new online customer account called MyScotBorders. By signing up via our website, you will be able to access more Council services online and track the progress of requests. Customers will be able to report issues and pay for services much quicker online.

The leaflet also included details of Council Tax Online, another service coming soon that will offer online features such as viewing your account, balance, instalments and payments as well as applying for discounts.



Every year, we deal with over 200,000 customer enquiries over the phone or face to face, but do you know 9 out of 10 queries we receive could be done online?

We are making our online services easier for you to use and available when you need them!

We'll soon be launching a new online customer account called **MyScotBorders**. By signing up via our website, you'll be able to:

- Access more Council services online
- Submit requests, report issues, and pay for services much quicker
- Track the progress of your requests online - when you self-serve, you will save time

Another service coming soon is **Council Tax Online** which will offer online features, such as:

- set up or amend Direct Debit
- apply for or cancel Single Person Discount
- apply for Student Reduction
- notify of Change of Address: moving in to the Borders, moving within the Borders, moving out of the Borders

By linking your **MyScotBorders** account to the Council Tax Online service, you'll be able to view account details, such as your balance, payments made and next payment due.

What do I need to do?
KEEP the 10 character online reference written on your Council Tax bill in a safe place.
You will need it later to view your Council Tax account online.

Look out for further updates about when you can create your account.



FLEET REPLACEMENT UPDATE

A review of the Council fleet was undertaken during 2019 with each of the services. The review not only considered whole life cost of vehicles but operational requirement of the service and condition and utilisation of vehicles.

The 30 highest priority vehicles were approved in November 2019. This list included, but was not limited to, grass cutting tractors, winter gritting equipment and a white liner.



The procurement of these vehicles continues, with some having been delivered and some still on order, due to lead times.

The process to identify the next group of priority vehicles is ongoing.



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



INSPIRE LEARNING UPDATE

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Since the Inspire Learning project began in late Spring last year we have deployed an effective Mobile Device Management system which allows Scottish Borders Council (SBC) and our strategic partners CGI to exercise appropriate levels of control of the devices. In June of 2019 we deployed 550 iPads to all teachers in our secondary schools and began a programme of dedicated training and support to assist them in using the devices in the most effective way.

From September 2019 to March 2020 we deployed approximately 6500 iPads to all students within our secondary schools. In advance of each deployment of devices each school had new wifi infrastructure and service installed to allow for the use of such large numbers of internet enabled devices to be used simultaneously. This deployment has been completed significantly ahead of the planned timescale and the final school Jedburgh Grammar had iPads deployed to all

students in a single day in anticipation of the Covid 19 related school closure the following day. This means SBC had a unique opportunity in having a dedicated platform to allow for consistent managed remote learning opportunities for all secondary teachers and students.

New Apple compatible audio visual equipment has been installed across the entire secondary school estate to maximise the flexibility of using Apple devices in a classroom setting.

The project team is currently close to finalising arrangements for the deployment of 570 iPads to all Primary teachers. This has been made significantly more complex by the ongoing Covid 19 emergency which has necessitated a different deployment approach involving the individual delivery of iPads to each teachers home and the creation of a remotely supported self build process.

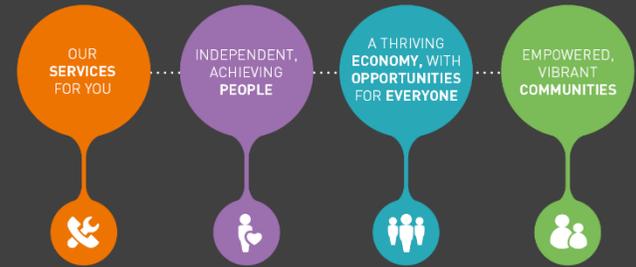
Once the exercise to provide all primary school teachers with iPads has been completed attention will shift to exploring options for deployment of devices to students transitioning from P7 to S1 and to students in P6 and P7 and also the provision of classroom sets of iPads available to P1 to P5 students on a ratio of one device for every five students.

In February 2020 an Apple Regional Training Centre was launched in the Scottish Borders. Based at Kingsland Primary School it will provide facilities and resources to allow our own staff as well as participants from elsewhere in Scotland to benefit from bespoke training in the use of Apple equipment and learning resources within an educational context.



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



REVIEW OF SOCIAL WORK

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The Council’s Fit For 2024 programme includes a review of Social Work. As part of this staff briefings were carried out throughout autumn of 2019. Over 150 partnership staff attended the sessions and generated over 200 ideas and suggestions. These were collated, benchmarking against other areas undertaken, as well as process mapping. Work was then undertaken with operational and corporate colleagues to initiate a number of change projects, some of which aim to optimise current delivery, some of which are enablers for change and there are some that will introduce more transformational change.

These projects were in varying stages of development as we ended the 2019/20 financial year, but two are in the final stages of implementation. Trusted Assessment has been developed across the Partnership and is currently being implemented within the Home First team,

Waverley Transitional Care Facility and Garden View. The aim is that this will extend to the Older Peoples Assessment Area at the Borders General hospital.

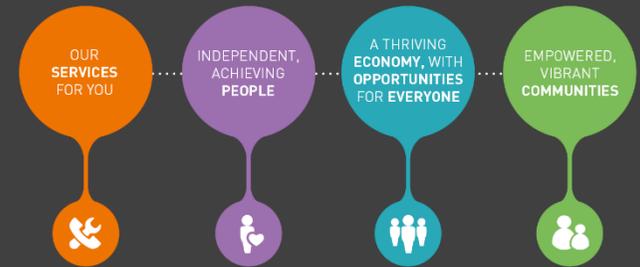
An Occupational Therapy review of double handed care packages has also been undertaken. This project is reviewing double handed care packages, the aim being to reduce down to single handed care with the use of equipment, where appropriate. Staff have been trained and the OT reviews have been undertaken and equipment ordered.



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



TECHNOLOGY ENABLED CARE UPDATE

Florence

The Scottish Borders Health & Social Care Partnership has introduced Florence Home Mobile Health Monitoring to allow people to self-manage their long term health condition. Florence is an automated text messaging service which asks people to submit health readings - such as blood pressure. Florence generates automated responses and gives advice to the patient. The readings that are submitted are stored in the Florence system and can be reviewed by clinical staff. The aim is that the introduction of Florence will give patients control, be less disruptive, will decrease the time taken for diagnosis and will allow patients to self-manage their condition. Florence is currently being used to diagnose and monitor Hypertension in 18 of the 23 practices across the Borders. In the first nine months of this project 339 patients used the Florence system and 678 clinical appointments were released. The increase in usage of this system will help deal with the ever increasing demand of our growing, ageing population. Feedback from patients has been very positive.

TEC Goody Bag

In December the TEC project team launched their TEC Goody-Bag. The goody-bag contains a number of small items of technology that can help people remain independent in their homes, including those with a dementia diagnosis.

The bags are managed by and available from What Matters Hubs and Hospital to Home teams. Members of the public are able to trial items for up to six weeks to see if they are useful in helping them with everyday living.

The kits currently contain a Droplet Hydration cup, a dementia clock, a large button phone, a movement sensor night light and a simple remote control. SB Cares is also offering a six week free trial of a number of their TEC solutions including personal alarm and GPS trackers. After the six week trial, if people find that the items are useful, then they can be purchased online or on the high street.

Attend Anywhere

Attend Anywhere is a web-based platform that helps health and social care providers offer video call access to their services as part of their 'business as usual', day-to-day operations.

Apart from internet access, all people need to use Attend Anywhere is the Google Chrome web browser on a computer or Android mobile device, or an app on Apple iPads or iPhones. Computer users will also need a web camera (usually built into laptops).

Throughout 2019/20 the Partnership has been increasing the use of Attend anywhere. This usage has been accelerated by the occurrence of COVID 19 with many hospital departments, GP Practices, LD and Mental Health Services, Social Work Offices, Home Care offices, Care homes, START teams and Community Care Reviewing teams now all using the system.



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



EMIS HEALTH

EMIS Web connects clinicians with the information they need at the point of care.

By making shared care records available across organisations, it means everyone can:

- Create continuity of care across primary, secondary, community and specialist sectors
- View a patient's history in real time
- Deliver high-quality and informed treatment
- Improve patient safety
- Enhance the patient experience.

Clinicians can also share information thanks to clear sharing agreements. With more integrated care that joins up disjointed providers, EMIS Web is already supporting clinical services to provide better care that meets their targets and goals.

EMIS Web has now been rolled out to most community services including:

- Bowel, Bladder and Pelvic Floor Service
- CAMHS
- Community AHPs
- Community Nursing
- Health Visitors
- Home First
- Learning Disability Service
- Mental Health Community Service
- Palliative Care Community Nursing Team
- Wellbeing Services

EMIS Web can also provide a mobile solution to enable clinicians to view and update an 'off-line' version of their patients records which is then synchronised on their return to base. This option is being explored by NHS Borders and a business case will be produced in due course.

AskSARA

The Health & Social Care Partnership has worked with the Disabled Living Foundation to develop a Scottish Borders version of AskSARA. This is an online self-assessment tool, with the aim to help individuals remain independent in their own homes for as long as possible.

AskSARA allows an individual (or a family member) to answer a number of questions, designed by Occupational Therapists, on a topic that they may be having difficulty with e.g. bathing, food preparation, climbing the stairs.

The application then produces an individualised report showing small items of equipment that may assist and where these items can be purchased locally or online.

The website will recommend a full occupational therapy assessment via a What Matters Hub appointment if the report highlights any areas of concern. The site launched in December 2019 and the response from users has been positive.



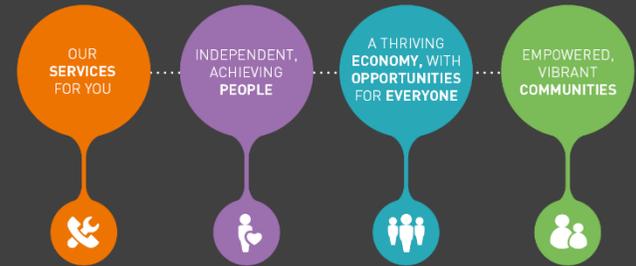
For smart ways to stay well - AskSARA
Visit: www.scotborders.gov.uk/asksara



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HIGHLIGHTS DURING THE YEAR **APRIL 2019** to **MARCH 2020**
Programmes & projects that will impact on performance



COMMUNITY CAR CLUB UPDATE

A 16 vehicle E-Car Community Car Club was launched on 22nd April 2019 building on the roll-out of 55 pool cars across the Borders.

The scheme aims to maximise the value of the Scottish Borders Council pool car fleet and offset costs by generating income.

During 2019/20 (from May 2019 to March 2020), there has been £1,190.78 income from the car club. There are 14 active members, who have completed 71 bookings. These bookings equated to 365.75 hours, and 3,034 miles were travelled.



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APPENDIX 1b: SUMMARY OF PERFORMANCE & CONTEXT INDICATORS

OUR SERVICES FOR YOU

OUR PERFORMANCE DURING THE YEAR **APRIL 2019 to MARCH 2020**



Planning Permission # Local – Non Householder ●

8.0 weeks – average time to determine **LOCAL DEVELOPMENTS – NON HOUSEHOLDER** during 2019/20

Down from 9.0 in 18/19 (Yr)

Planning Permission # Local – Householder ●

6.2 weeks – average time to determine **LOCAL DEVELOPMENTS – HOUSEHOLDER** during 2019/20

Down from 7.0 in 18/19 (Yr)

Road Condition ●

45.2% of roads requiring maintenance

Down from 45.3% in previous period

Waste Recycling Household Recycling

47.61% of our household waste on average, was **recycled** over the **12 months ended Dec-19**

Up from **38.80%** in 12 mths ended Dec-2018

Waste Recycling Household ‘Other’ Treatment

23.72% of our household waste required **‘other’ treatment**, on average over the **12 months ended Dec-19**

Up from 0.36% in 12 mths ended Dec-18

Energy Use (26 key sites) Electricity ●

7,567,839 kilowatt hours or Electricity used at a cost of **£1.022m**

Down from **7,921,217 Kwh** in 2018/19
Up from £0.975m in 2018/19

Waste Recycling Household Landfilled

28.67% of our household waste on average, was **sent to Landfill** over the **12 months ended Dec-19**

Down from **60.84%** in 12 mths ended Dec-18

Waste Recycling Community Recycling Centres

63.56% of waste was **recycled** at SBC **Community Recycling Centres**, on average, over the **12 months ended Dec-19**

Up from **57.95%** in 12 mths ended Dec-18

Energy Use (26 key sites) Gas ●

12,183,596 kilowatt hours of Gas used at a cost of **£0.366m**

Up from **11,744,733 Kwh** in 2018/19
Up from £0.313m in 2018/19

Note: Current year waste treatment figures not yet verified by SEPA



For more on performance visit www.scotborders.gov.uk/performance or email performance@scotborders.gov.uk
Correct at time of publication: 08 Sep 2020

Context Indicators Update

Indicator	2018/19	2019/20	Change
Planning Applications	1,369	1,200	↓
Fatalities on Borders Roads	11 2018	6 2019	↓
Seriously injured on Borders Roads	65 2018	68 2019	↑
Capital Receipts Cumulative **	£1.444m	£0.676m	↓
Properties surplus	30	39	↑
Properties marketed	5	7	↑
Properties under offer	16	15	↓

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)

OUR SERVICES FOR YOU

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Welfare Benefits 1,264 people contacted us for Welfare Benefits advice receiving over £4.916m in additional benefits Down from 1,329 people in 18/19 Up from £4.537m in 18/19	Housing Benefit Reduction – New Claims 13.63 days – average time to process New Claims Down from 24.20 days in 18/19	Housing Benefit Reduction – Change Events 4.90 days – average time to process Change Events Down from 6.51 days in 18/19
Customer Calls 78,703 phone interactions were logged by our Contact Centres (11mths to Feb-20) 94,086 in 18/19	Council Tax 96.62% of Council Tax due was collected Down from 96.84% in 18/19	

Note: Final 2019/20 Complaints performance figures are not available at the time of publishing. The annual performance report on complaints for 2019/20 will be published later in the year.



For more on performance visit www.scotborders.gov.uk/performance or email performance@scotborders.gov.uk
 Correct at time of publication: 08 Sep 2020

Context Indicators Update

Indicator	2018/19	2019/20	Change
Face to Face Interactions (CRM) by Customer Services	58.5k	49.2k 11mths to Feb	n/a
Total logged customer contact with SBC	162.2k	138.5k 11mths to Feb	n/a
Complaints Closed	645	614	↓

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Freedom of Information Requests (FOI) ●

88% of FOI requests were completed on time

Up from **85.8%** in 18/19

SBC Absence Rate – Staff

Annual absence rate **5.23%**

Up from **5.03%** in 18/19

SBC Absence Rate – Teaching Staff

Annual absence rate **3.48%**

Up from **3.34%** in 18/19

Staff Absence Rate – SB Cares

Note: Integrated into SBC Figs from Dec-19

8.33% in 18/19

Council Tax Valuation List Time to add new properties ●

90% of new properties added to list within 3 months of the date of occupation/completion and the issue of the banding notice

Down from **91%** in 18/19

Valuation Roll (Non Domestic) Time to amend valuation roll ●

63% amended on roll within 3 months of the date of completion and the issue of the valuation notice (new, altered or demolished properties)

Up from **56%** in 18/19



For more on performance visit www.scotborders.gov.uk/performance or email performance@scotborders.gov.uk
 Correct at time of publication: 08 Sep 2020

Context Indicators Update

Indicator	2018/19	2019/20	Change
FOIs requests received	1,418	1,254	↓
Facebook Engagements	259.6k	516.7k	↑
Twitter Engagements	33.2k	58.3k	↑

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)

INDEPENDENT, ACHIEVING PEOPLE

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<p>School Attendance Primary Schools ●</p> <p>94.4% of pupils attended their primary school (avg. of mthly attendance)</p> <p>Down from 95.3% in 18/19</p>	<p>School Exclusions Primary Schools ●</p> <p>46 exclusion incidents in primary schools 38 exclusions from primary school</p> <p>Up from 31 in 18/19 Up from 29 in 18/19</p>	<p>Looked After Children Aged 12+ ●</p> <p>64% of looked after children (aged 12+) in a community family based placement (end of Mar-20)</p> <p>Down from 70% at end of Mar-19</p>
<p>School Attendance Secondary Schools ●</p> <p>91.0% of pupils attended their secondary school (avg. of mthly attendance)</p> <p>Down from 91.2% in 18/19</p>	<p>School Exclusions Secondary Schools ●</p> <p>158 exclusion incidents in secondary schools 153 exclusions from secondary school</p> <p>Down from 263 in 18/19 Down from 236 in 18/19</p>	<p>Looked After Children All Ages ●</p> <p>80% of looked after children (all ages) in a community family based placement (end of Mar-20)</p> <p>Down from 84% at end of Mar-19</p>
<p>School Attendance Overall ●</p> <p>92.7% of pupils attended school overall (avg. of mthly attendance)</p> <p>Down from 93.2% in 18/19</p>	<p>School Exclusions Overall ●</p> <p>204 exclusion incidents at primary and secondary schools 191 exclusions from primary and secondary schools</p> <p>Down from 294 in 18/19 Down from 265 in 18/19</p>	<p>2019 Participation Measure</p> <p>91.9% of 16-19 year olds participated in education, training or employment</p> <p>Down from 92.8% in 2018</p>

Context Indicators Update

Indicator	2018/19	2019/20	Change
Schools/Nurseries inspections	15	5	↓
Looked After Children	202	200	↓
Inter-agency Referral Discussions - child	590	475	↓
Child Protection Register	46	30	↓
New Modern Apprentices employed this year	33	39	↑
Modern Apprentices securing employment with SBC after MA	11	14	↑
Number of Current Modern Apprentices	34	50	↑

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)



Status

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Correct at time of publication: 08 Sep 2020

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Social Care Care at Home ●

79% of adults (aged 65yrs+) received care at home compared to a care home/residential setting (end Mar-20)

Up from 78% at end of Mar-19



Mediation Service ●

90.7% of cases showing agreement or improvement after mediation

Down from 93.3% at end of 18/19

Social Care Self Directed Support ●

94.4% of adults are using the Self Directed Support approach (end Mar-20)

Up from 85.2% at end of Mar-19

Bed Days Associated With Emergency Admissions

3,285.38 bed days associated with emergency admissions (aged 75+) (rate per 1000 population) (2019/20)

Down from 3,544.9 18/19

Delayed Discharges From Hospital

676 bed days associated with delayed discharges in residents aged 75+ (rate per 1000 population) (2019/20)

Down from 761 during 18/19

Note: The suite of indicators reported here are under review with a view to representing a fuller assessment of Adult Social Care performance in future reports.



Context Indicators Update

Indicator	2018/19	2019/20	Change
Adult protection - Concerns	338	356	↑
Adult protection - Investigations	176	205	↑
Referrals To Domestic Abuse Services **	762	693	↓
Reported incidents of domestic abuse **	1,008	1,129	↑
High Risk domestic abuse cases discussed at Multi Agency Risk Assessment Conference	93	102	↑
Number of reported ASB Incidents **	5,741	5,460	↓
ASB Early Interventions **	899	804	↓
Monitored for ASB **	1,561	1,636	↑
Referrals to mediation **	123	152	↑
Group 1-5 recorded crimes and offences **	3,652	3,577	↓

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)

A THRIVING ECONOMY, WITH OPPORTUNITIES FOR EVERYONE

OUR PERFORMANCE DURING THE YEAR APRIL 2019 to MARCH 2020



Business Gateway New Businesses



177 new businesses were created with our help

Down from **218** in 18/19

Business Gateway Businesses Supported

971 businesses were supported in 3 quarters ended Dec-19

1,497 in 18/19

Affordable Homes



141 additional homes were provided last year that were affordable to people in the Borders, based on our wages

Down from **191** in 18/19

Invoices Paid



90% of invoices, on average were paid within **30 days**

Up from **84%** in 18/19

Occupancy Rates



91% of industrial and commercial properties owned by the council were **occupied** (end Mar-20)

Up from **88%** at end of Mar-19

Top Capital Projects

Of the top **major projects** ongoing across the council

12 are rated **Green** *

Down from **18** at Mar-19

6 are rated **Amber** *



Up from **1** at Mar-19

0 are rated **Red** *

In line with **0** at Mar-19

* June 20 RAG's

● ● ● Status

For more on performance visit www.scotborders.gov.uk/performance or email performance@scotborders.gov.uk
Correct at time of publication: 08 Sep 2020

Context Indicators Update

Indicator	2018/19	2019/20	Change
16 - 64 Employment rate #	75.7% Q4	74.9% Q4	↓
16 - 64 Claimant Count	2.47% Q4	2.77% Q4	↑
18 - 24 Claimant Count	4.53% Q4	5.17% Q4	↑
SB Business Fund - grants	19	11	↓
SB Business Fund – grants £	£57.1k	£36.3k	↓

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)

EMPOWERED VIBRANT COMMUNITIES

OUR PERFORMANCE DURING THE YEAR APRIL 2019 to MARCH 2020



SCOTTISH BORDERS COUNCIL COMMUNITY ACTION TEAM (WITH POLICE SCOTLAND) 2019-20 Figs (18/19)

585 (335)
Hours of High Visibility foot patrols

1,046 (588.5)
Hours of mobile patrols

742 (884)
Parking tickets issued

185 (217)
Person Drug searches (37.3%
positive)

55 (65)
Premises Drug searches (83.6%
positive)

117 (101)
Static road checks

47 (23)
Road traffic fixed penalties



Status

Asset Transfer Requests

4 asset transfer requests were
Received

Up from 0 in 18/19

3 asset transfer requests were
Agreed

In line with 3 in 18/19

0 asset transfer requests were
Refused

In line with 0 in 18/19

Community Resilience SB Alert Registrations

6,211 people were registered
for SB Alert at end of Mar-20

Up from 5,266 at end of Mar-19

Community Participation

3 participation requests were
Received

Down from 6 in 18/19

3 participation requests was
Agreed

In line with 3 in 18/19

1 participation request was
Refused

Down from 2 in 18/19

Community Benefit Clauses

18 contracts awarded with
community benefit clauses

Down from 26 in 18/19

Employment and Skills opportunities

46 opportunities delivered as
a result of community benefit
clauses

Up from 25 in 18/19

Context Indicators Update

Indicator	2018/19	2019/20	Change
Active community resilience plans	47 Q4	55 Q4	↑
Progressing community resilience plans	6 Q4	0 Q4	↓
Community Funding - Total Scottish Borders	n/a	£198.5k	n/a
Community Fund – Berwickshire	n/a	£17.1k	n/a
Community Fund – Cheviot	n/a	£26.0k	n/a
Community Fund – Eildon	n/a	£88.3k	n/a
Community Fund - Teviot & Liddesdale	n/a	£22.6k	n/a
Community Fund - Tweeddale	n/a	£43.4k	n/a
Community Fund - Borderswide	n/a	£1.1k	n/a
Neighbourhood Small Schemes Fund – £ **	£176.7k	£157.7k	↓
Volunteer work with SBC	155 Q4	181 Q4	↑

Key: # 1 quarter lag ** Cumulative in year ↑ Increased ↓ Reduced

Context Indicators are indicators where Scottish Borders Council has indirect influence (e.g. crime figures) or can include the context within which the council is operating (e.g. employment rate)



APPENDIX 2a: PERFORMANCE INDICATORS

Trend Key (trends are typically represented over the preceding year)

	Increasing value - improvement		Decreasing value – improvement		Broadly level trend
	Increasing value - deterioration		Decreasing value - deterioration		
	Increasing value – context indicator		Decreasing value – context indicator		

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Planning Permission – Average Time to Determine (Weeks)

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Major Developments	Average Weeks to determine	12.4	13.9	-	-	12.9	-	12.9	-	n/a	n/a
Local Devs – Non Householder	Average Weeks to determine	7.7	9.0	7.4	8.8	7.4	8.3	8.0	8.0	↘	
Local Devs –Householder	Average Weeks to determine	6.8	7.0	6.0	6.7	6.1	5.9	6.2	8.0	↘	

Planning Permission – Application Numbers

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4-19-20	19-20	Target	Trend	Status
Number of applications	Total number in period	1,307	1,369	339	319	285	257	1,200	-	↘	Context

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Observations:

Adjusted data for time to determine continues to be received from Scottish Government twice yearly.

Figures for 2019-20 show that processing times for local developments for both non-householder and householder have been faster in each quarter than they were for 2018-19 overall averages. In relation to the full year position, SBC was faster than the Scottish average.

The planning service made good use of its planning performance monitoring spreadsheet, which won a Scottish Government Award, to improve speed of decision-making. The Council has also invested in bespoke software which will assist in both

workflow management and performance improvement, and which is anticipated to be implemented during the course of this financial year.

Quarter 4 application numbers are the lowest in the 2019/20 financial year and 91 lower than Q4 of 2018/19 (26% lower). Full Year application numbers at 1,200, are 169 lower (12%) than 2018/19.

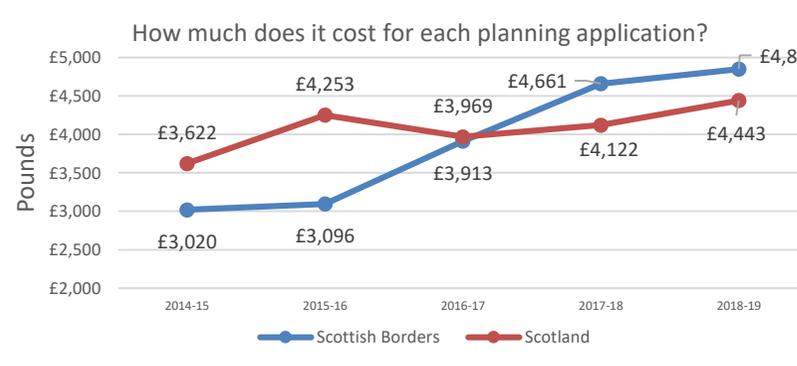
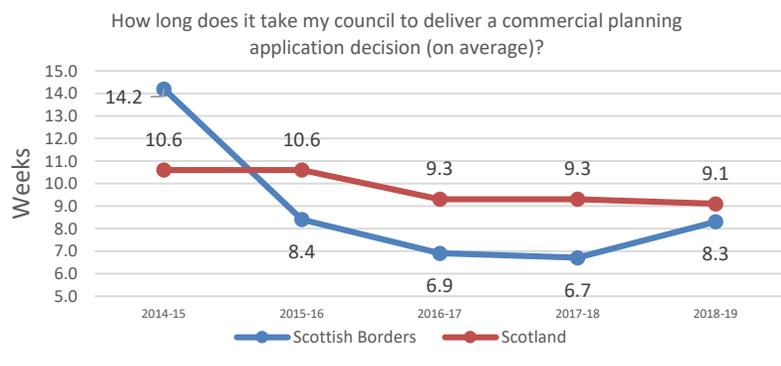
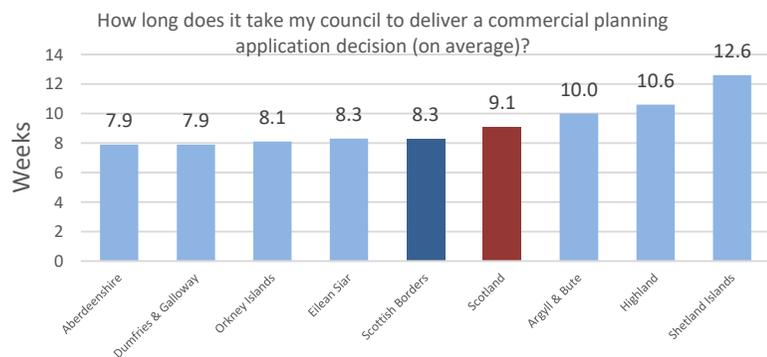
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Planning – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Waste and Recycling

*SEPA verified figs

Performance Indicators	Basis	*2017	*2018	Q1 19	Q2 19	Q3 19	Q4 19	2019	Target	Trend	Status
Household Waste Recycled	% Recycled rolling annual basis	39.88%	38.80%	38.95%	39.52%	43.87%	47.61%	47.61%	-	↗	n/a
Household Waste Landfilled	% Landfilled rolling annual basis	59.76%	60.84%	60.71%	60.16%	42.56%	28.67%	28.67%	-	↘	n/a
Household Waste Other Treatment	% Other Treatment rolling annual basis	0.35%	0.36%	0.34%	0.33%	13.57%	23.72%	23.72%	-	↗	n/a
Recycling – Community Recycling Centres	% Recycled rolling annual basis	58.54%	57.95%	58.52%	59.39%	62.16%	63.56%	63.56%	-	↗	n/a



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Observations:

Note: Recycling data is reported on a rolling annual basis. Years relate to calendar years to align to SEPA reporting. Q4 19 relates to the year to December-2019

It is important to note that the data used to calculate this indicator has not yet been validated by SEPA and it is possible that some material streams will need to be re-categorised. This may result in an adjustment to performance for the year.

The **household waste recycling** performance has increased by 3.74% in the final quarter figures, from 43.87% to 47.61%. This is predominantly due to the new residual waste contract commencing on 1st July 2019, which involves residual waste being pre-treated to

extract potentially recyclable materials prior to treatment by Energy from Waste.

The **household waste landfill** rate has reduced by 13.89%, from 42.56% to 28.67% in the final quarters figs, again predominantly due to the closure of the Councils landfill site and the commencement of the new residual waste contract. In future it is expected that only a small proportion of the Councils waste will be treated by landfill.

The **household waste other treatment** rate has increased by 10.15%, from 13.57% to 23.72% in the final quarters figs. In future it is expected that the 'other treatment' rate will increase in line with the

move away from landfill towards Energy from Waste.

The **CRC recycling performance** has increased by 1.4% from 62.16% to 63.56% in the final quarters figs. This is predominantly due to the new residual waste contract commencing on 1st July 2019, which involves bulky residual waste from the Community Recycling Centres being pre-treated to extract potentially recyclable materials prior to treatment by Energy from Waste.

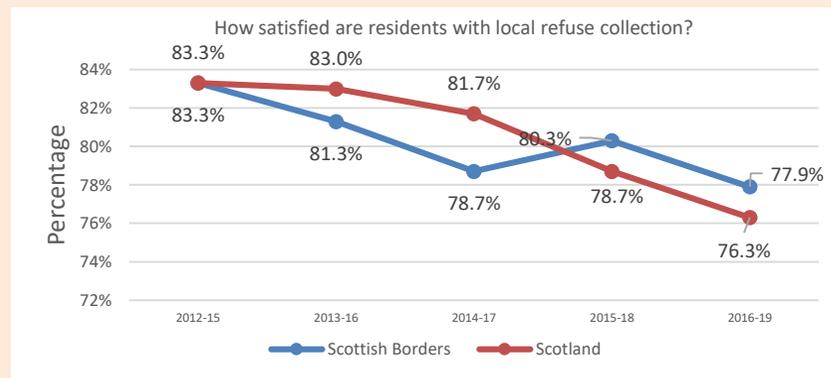
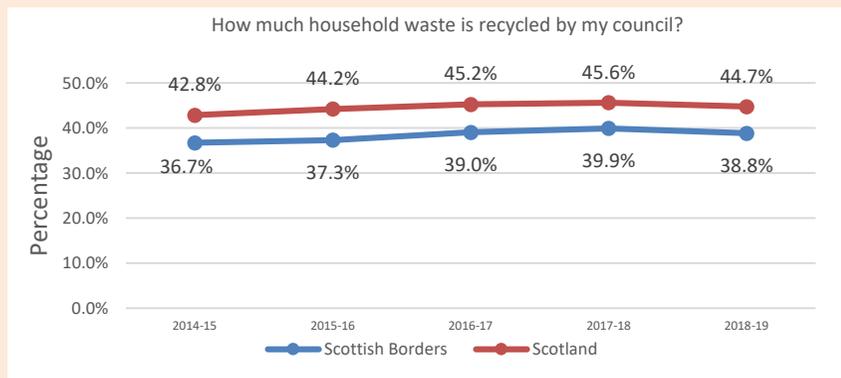
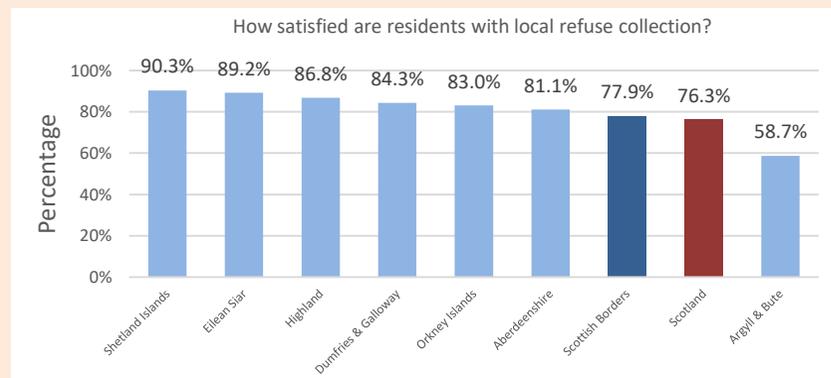
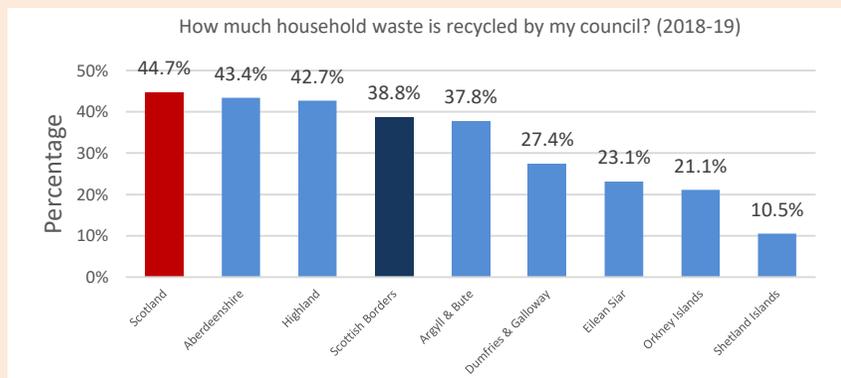
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Waste – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Note: The impact of the residual waste contract which commenced on 1st July 2019 will not yet be reflected within the Scottish Borders figures on this page.

Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

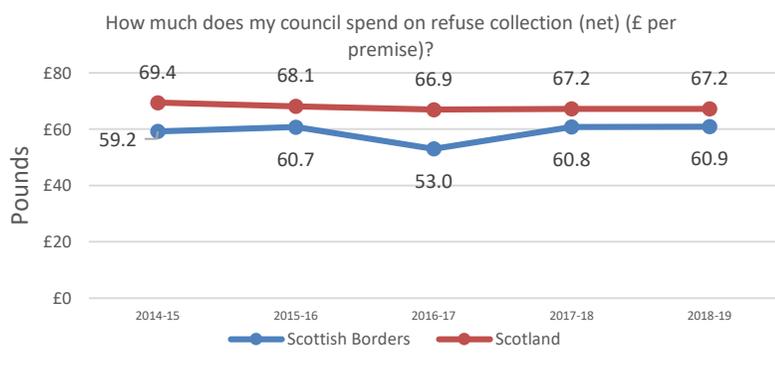
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Waste – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)

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Note: The impact of the residual waste contract which commenced on 1st July 2019 will not yet be reflected within the Scottish Borders figures on this page.

Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Energy Use (26 key Sites)

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Electricity Consumption	Kwh in period	8,395,393	7,921,217	1,582,702	1,157,529	2,293,332	2,534,276	7,567,839	-	↘	
Electricity Cost	£ in period	£919,671	£974,848	225,506	171,923	314,812	310,184	1,022,425	-	↗	n/a
Gas Consumption	Kwh in period	12,671,961	11,744,733	2,236,586	1,100,264	4,032,732	4,814,014	12,183,596	-	↗	# Note
Gas Cost	£ in period	£299,824	£313,440	72,707	46,560	114,593	132,622	366,482	-	↗	n/a

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Observations:

Note: Figures relate to 26 key sites and include some estimated bills so will be subject to minor changes. Data on SB Cares energy consumption is still being gathered and verified so have been excluded from this report and will be integrated into reporting from next year.

Overall our energy consumption was 0.4% higher than the previous 12 months and due to increases in the cost of fuel our overall costs have increased by 7.8%. Although, if you adjust for the colder weather we experienced this year we actually used an equivalent of 2.2% less energy than the previous 12 months with a cost increase of only 6.6%.

Electricity consumption was 4.5% lower than the same period last year but costs increased by 4.9% due to price increases. Electricity decreases are linked to LED lighting upgrades, Solar PV installations and Combined Heat and Power (CHP) installations.

However we have seen increases at sites with electric heating linked to cooler weather.

Gas consumption increased by 3.7% compared to the previous 12 months with an increase in costs of 16.9%. Adjusting for colder weather, we used an equivalent of 0.7% less gas than last year, and only a 12% increase in costs.

Actions we are taking to improve our performance

The Energy Efficiency Programme (EEP) is focussed on delivering cost effective energy reductions that represent best value for money while reducing energy consumption and costs as much as possible.

What we have done:

Continued LED upgrades; Continued installing solar panel arrays; Retrofitting oil heating systems with biomass boilers; Converting oil boilers to natural gas; Installing gas CHP which generates electricity while capturing heat otherwise wasted for our buildings;

Upgraded aging storage heaters with high heat retention heaters; Replaced older storage heaters with new quick reacting closely controlled electric heaters; Replacing thermally inefficient glazing.

What's coming up:

Further phases of LED lighting projects; Construction phase for Non-Domestic Energy Efficiency Framework (NDEEF) for a number of sites; Maximise renewable energy potential by installing battery systems; Option appraisals to eliminate expensive and high carbon fuels from our estate; Identifying and planning priority work at our most inefficient properties and highest consumers; Working closely with managed services partners to identify and implement efficiencies; Continue to work hard with new buildings to ensure they are run as efficiently as possible; Ensuring new building stock is as efficient as possible and renewable energy opportunities are realised.

OUR SERVICES FOR YOU

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Road Condition

Performance Indicators	Basis	15-16	16-17	17-18	18-19	19-20	Trend	Status
What condition are our roads in?	% of roads requiring maintenance	46.3%	46.6%	48.5%	45.3%	45.2%	→	

Observations:

line with the previous year at 45.2% requiring maintenance.

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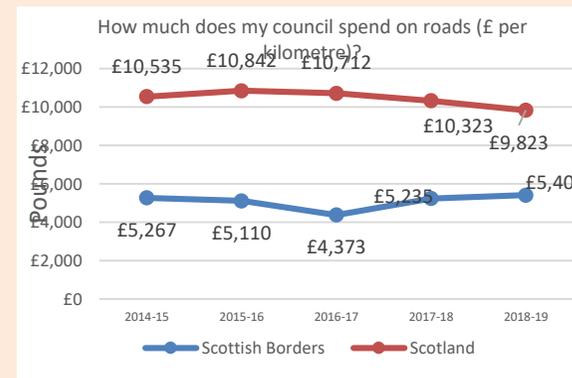
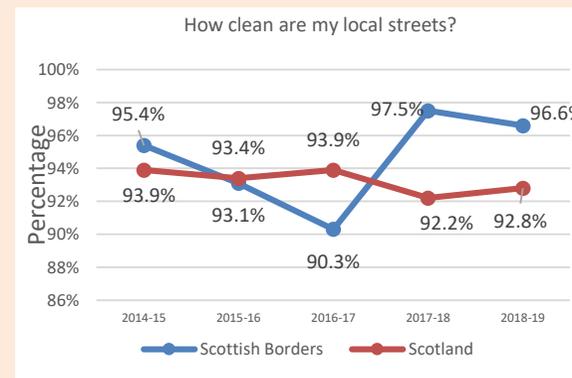
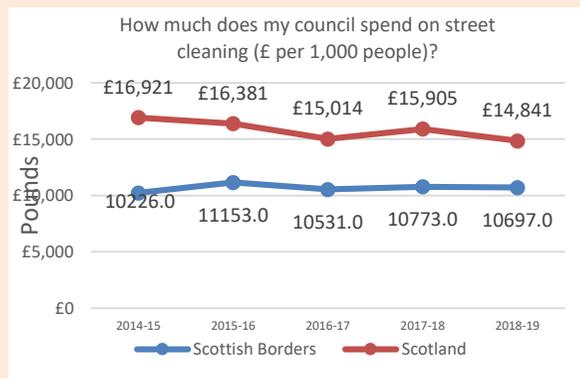
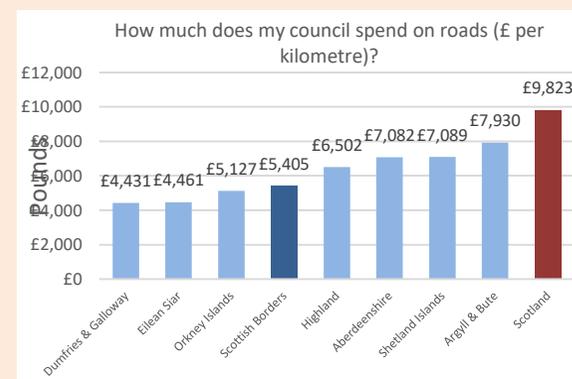
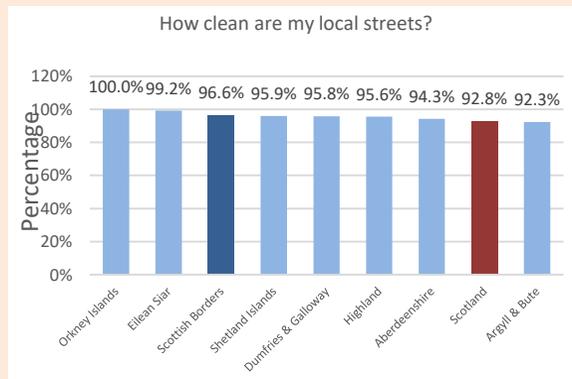
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Roads – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)

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Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

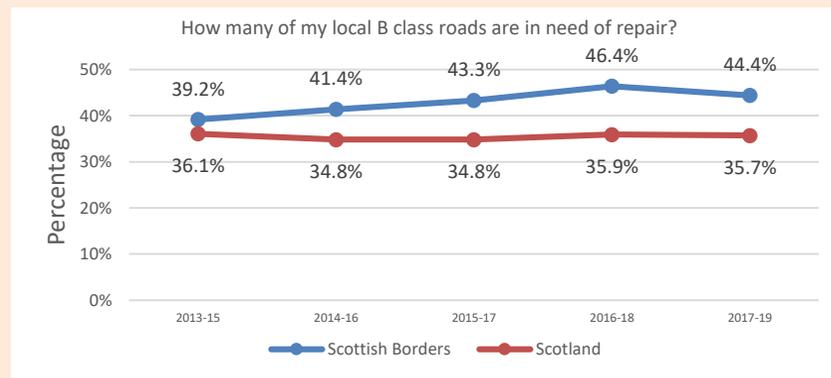
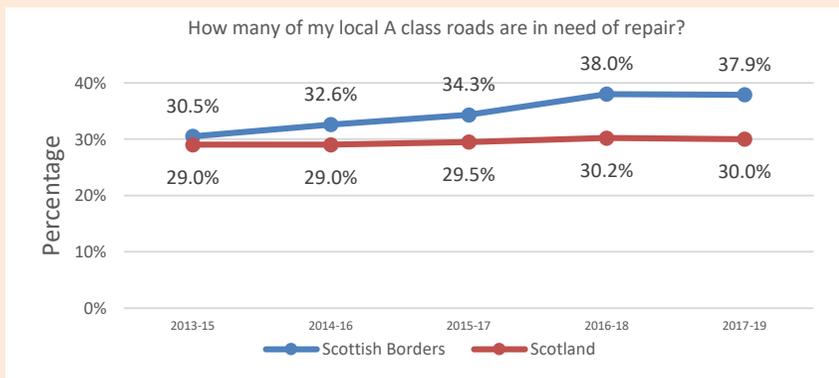
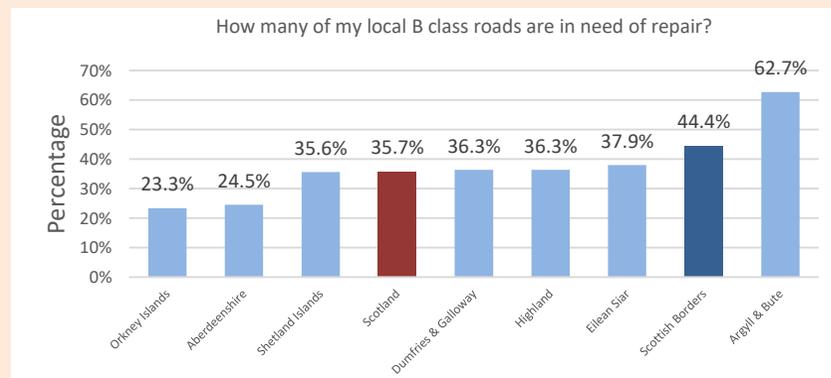
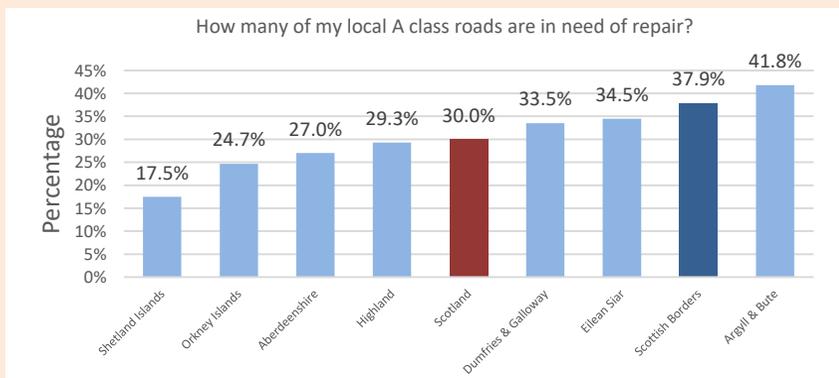
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Roads – How do we compare to others ? (Local Government Benchmarking Framework)

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Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

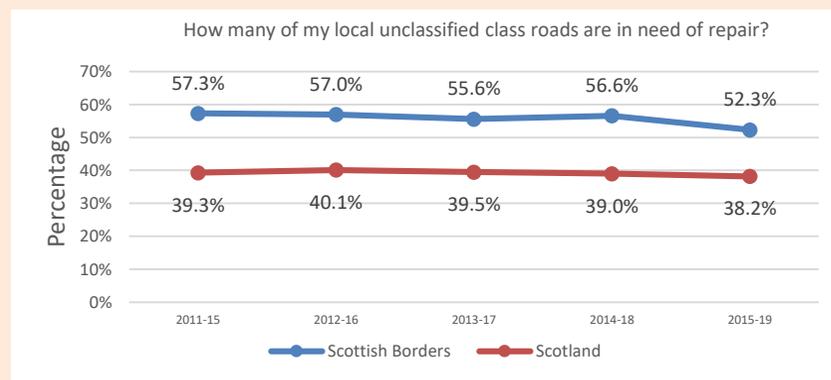
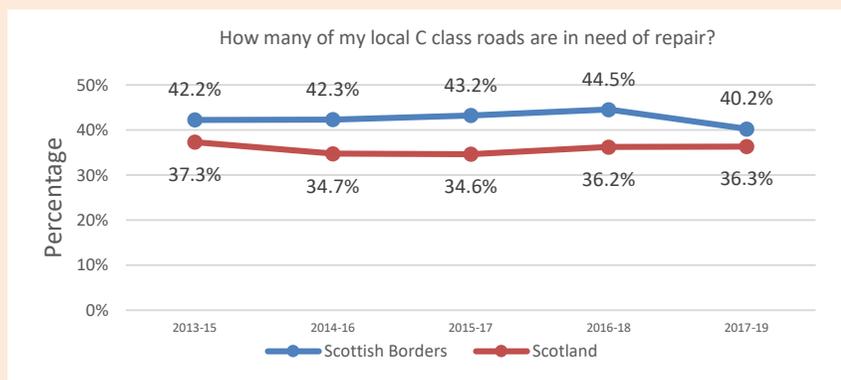
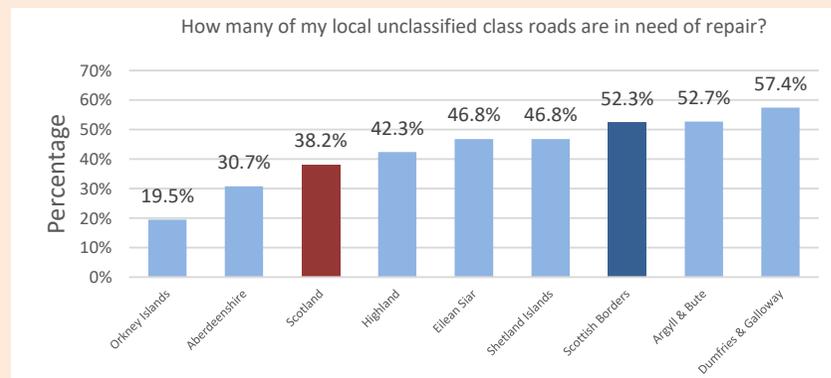
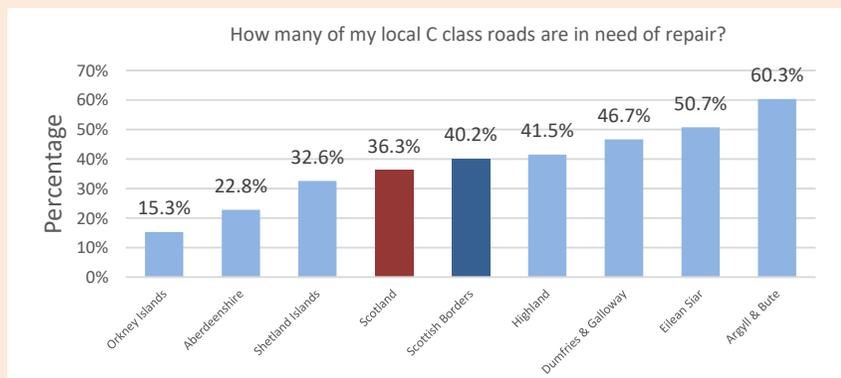
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Roads – How do we compare to others ? (Local Government Benchmarking Framework)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Road Casualties

Performance Indicators	Basis	2017	2018	Q1 19	Q2 19	Q3 19	Q4 19	2019	Trend	Status
Fatalities on Borders Roads	Number in period	7	11	2	2	2	0	6	↘	Context
Seriously Injured on Borders Roads	Number in period	54	65	13	20	31	4	68	↗	Context

Observations:

Note that Road Casualty figures here are reported on a calendar year basis, by quarter.

Tragically there were 6 fatalities resulting from road accidents in the Scottish Borders during 2019. This compares to a figure of 11 for 2018.

There were 68 people seriously injured as a result of road accidents in the Scottish Borders during 2019 which is 3 more than 2018.

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Customer Advice & Support Services

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Housing Benefit New Claims	Average time to process in days	29.11	24.20	15.42	13.42	12.79	12.81	13.63	23.00	↘	Green
Housing Benefit Change Events	Average time to process in days	7.06	6.51	5.39	7.72	7.51	2.38	4.90	7.00	↘	Green
Welfare Benefits – People Contacting Us	Number in period	n/a	1,329	328	299	297	340	1,264	-	↘	Orange
Welfare Benefits – Monetary Gain	£m in additional benefits, cases closed in the quarter	n/a	£4.534m	£1.300m	£1.080m	£1.070m	£1.466m	£4.915m	-	↗	Green
Welfare Benefits – Cumulative Monetary Gain	£m in additional benefits, cases closed ytd	n/a	£4.537m	£1.300m	£2.380m	£3.450m	£4.916m	£4.916m	-	↗	Green



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Observations:

Welfare Benefits: Overall approaches to our service are down by 65 in 2019/20 compared to 2018/9 this can be partly attributed to the Covid 19 situation which developed during the last two weeks of March 2020. This saw the number of referrals to our service reduce as the Courts and Tribunals Service all but closed down meaning customers benefit appeals were put on hold and no new benefit appeals were scheduled. This is the core work of our service. In addition to this referrals in to our Macmillan Welfare Benefit Cancer Service and Early Years' Service also reduced due to clinics being cancelled and Family Centres, Nurseries and Schools closing down.

Despite the number of approaches being reduced for the year the amount of money gained for our customers has increased which is a very positive outcome. Not only do customers have more money to which they are entitled to the local economy will also benefit from the increased spending power of these customers.

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Customer Contact



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Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Voice interactions logged by contact centres	Number in period	100.5k	94.1k 83.4k 11mths equiv	22.6k	23.3k	18.5k	14.3k 2mths	78.7k 11mths	-	↘	n/a
Face to face interactions – logged through CRM	Number in period	62.4k	58.5k 52.4k 11mths equiv	14.6k	14.1k	12.1k	8.4k 2mths	49.2k 11mths	-	↘	Context
Total Customer Contacts	Number in period	169.3k	162.2k 144.5k 11mths equiv	39.7k	40.1k	33.3k	25.4k 2mths	138.5k 11mths	-	↘	Context

Observations:

Note: It has not been possible on this occasion to report a full final quarter of the 2019-20 year. The figures for Q4 19-20 above relate to 2 months only, Jan-20 and Feb-20.

When comparing the 2019-20 figures (Apr-19 to Feb-20 - see note above) to the equivalent 11 month period for the 2018-19 financial year (Apr-18 to Feb-19), this shows:

- A reduction in voice interactions of 5.7%
- A reduction in face to face interactions of 6.2%
- A reduction in total interactions of 4.2%

We actively promote the website and the Customer Advice & Support Service (0300 100 1800) telephone number. We are also continually working to increase the number of services delivered digitally and to encourage self-service.

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Council Tax Collection



Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Council Tax Due that was collected	% in period (ytd)	96.81%	96.84%	31.04%	56.67%	82.26%	96.62%	96.62%	96.84%	↘	

Observations:

In the full year 2019/20, 96.62% of council tax was collected, 0.22% lower than 2018/19.

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Property



Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Capital receipts	Cumulative in year £m	£0.380m	£1.444m	£0.390m	£0.402m	£0.579m	£0.676k	£0.676k	£1.55m	↘	Context
Properties surplus	Number at end of period	21	30	38	44	42	39	39	-	↗	Context
Properties marketed	Number at end of period	7	5	6	8	8	7	7	-	↗	Context
Properties under offer	Number at end of period	7	16	19	19	17	15	15	-	↘	Context

Observations:

Five sales have concluded in the final quarter of 2019/20 generating a total **capital receipt** for the financial year of £675,500. While this is well below the target for the year this is mainly down to the difficulties in bringing certain properties to the

market, demand for the properties being marketed, withdrawal of interests and timescales to conclude some sales.

The total number of assets **surplus** to the Council's requirements is 39 with 7 currently being marketed,

and 15 under offer. The remainder are subject to title checks, awaiting final approvals for marketing or subject to other property rationalisation activity. Many of the properties under offer are awaiting planning approvals before conclusion and final settlement.

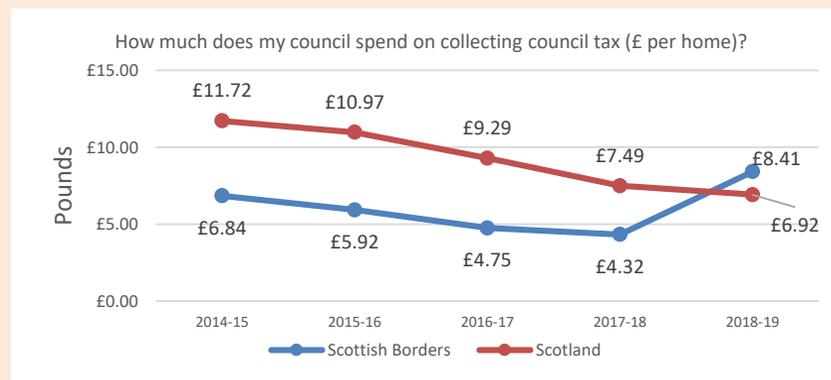
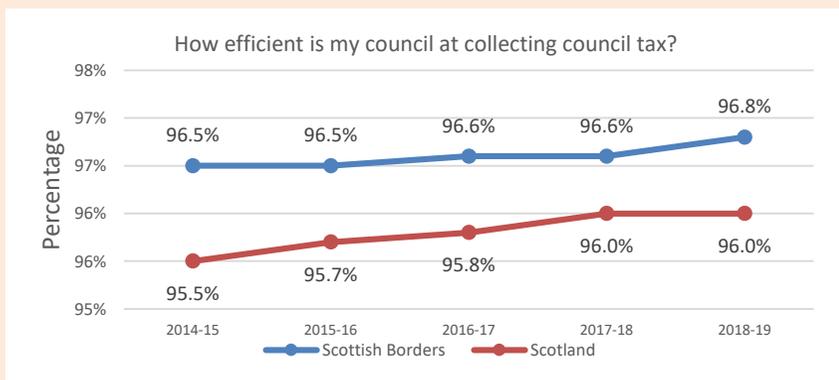
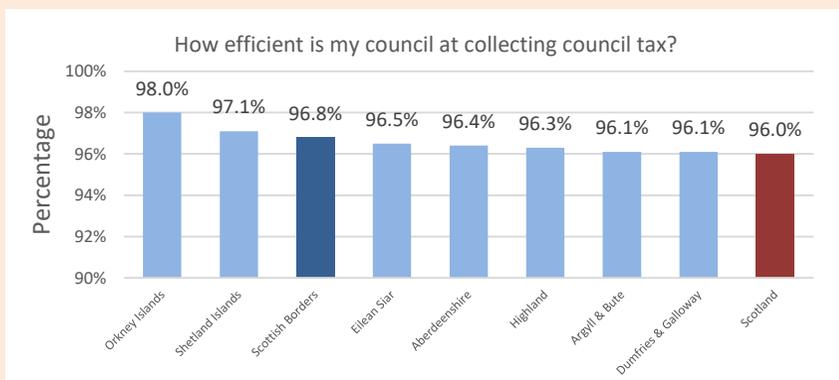
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Council Tax Collection – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

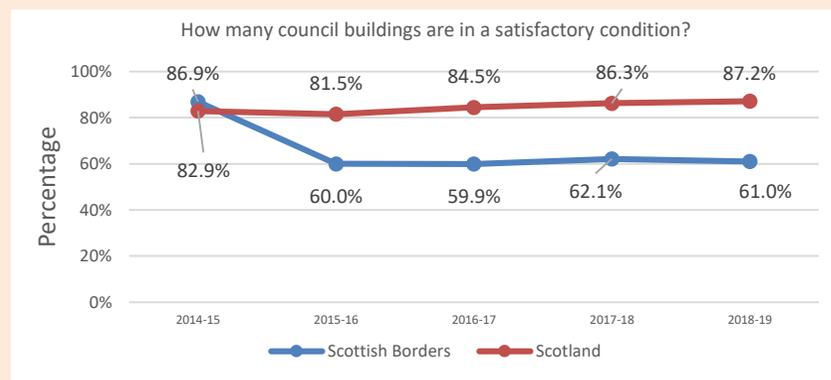
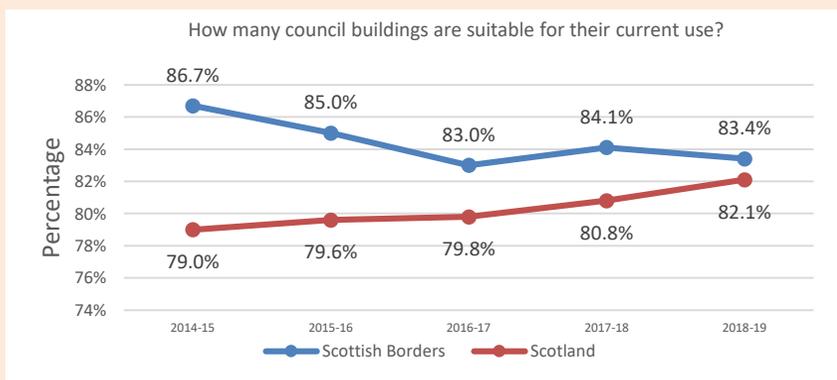
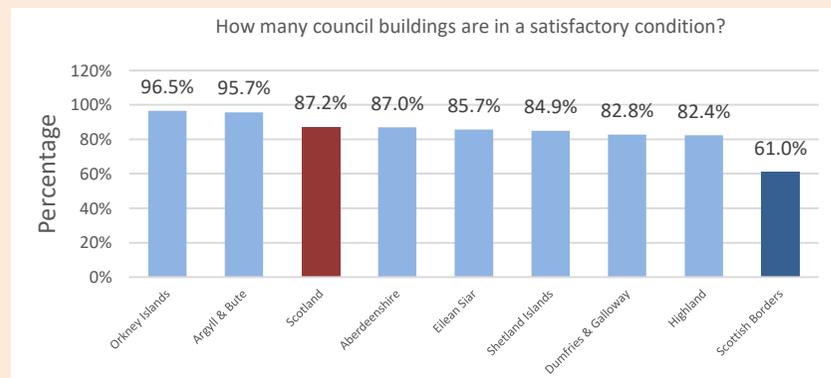
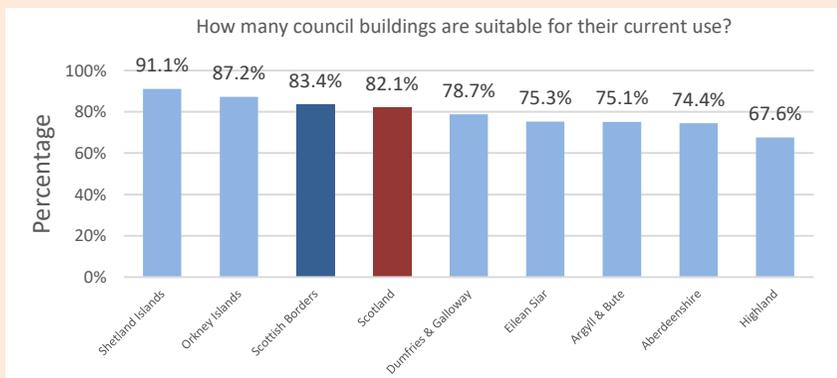
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Property – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Complaints Handling

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Complaints Closed at Stage One avg days	Average time to process in days	4.0	4.55	4.5	4.3	6.7	* 4.9	**	5	**	**
Complaints Closed at Stage One within time	% Closed within 5 working days	86.4%	81.0%	82.4%	85.3%	71.5%	* 83%	**	100%	**	**
Complaints Closed at Stage Two avg days	Average time to process in days	17.7	18.22	20.7	22.0	17.6	* 18.3	**	20	**	**
Complaints Closed at Stage Two within time	% Closed within 20 working days	67.4%	73.9%	71.4%	59.5%	71.9%	* 77.8%	**	100%	**	**
Complaints Closed – Escalated – avg days	Average time to process in days	18.0	14.93	21.8	17.5	23.8	* 17.8	**	20	**	**
Complaints Closed – Escalated – within time	% Closed within 20 working days	53.8%	78.6%	60%	76.9%	50%	* 62.5%	**	100%	**	**
Number of Complaints Closed	Number in period	691	645	173	157	128	156	614	-	↘	Context

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Observations:

* *Note: Quarter 4 performance information is indicative at the time of publishing and remains subject to validation.*

** *Note: Final 2019/20 Complaints performance figures are not yet available. The annual performance report on complaints for 2019/20 is intended to be published later in the year.*

The council aspires to meet all complaints within timescale. The majority of complaints closed are closed at Stage one.

SBC's Customer Relationship Management System is used to manage complaints within allocated timescales. We also provide refresher training for staff where necessary.

SBC's Complaints Annual Report 2018/19 also outlined a number of improvement actions to be pursued and these will be refreshed in the 2019/20 report.

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Complaints Handling – How do we compare to others ? (SBC Complaints Annual Report 2018/19)

Complaints Closed by Stage

	2017/18			2018/19		
	SBC	Family Group	Scotland	SBC	Family Group	Scotland
Stage One	75.4%	78.6%	88.9%	78.4%	75.3%	87.1%
Stage Two	20.8%	18.7%	8.4%	17.2%	21.3%	9.7%
Escalated from Stage One	3.8%	2.7%	2.6%	4.3%	3.4%	3.1%

Complaints Closed by Stage

	2017/18			2018/19		
	SBC	Family Group	Scotland	SBC	Family Group	Scotland
Stage One	4.0	8.6	8.1	4.6	7.9	7.1
Stage Two	17.7	18.2	23.8	18.2	18.5	29.9
Escalated from Stage One	18.0	18.9	15.5	14.9	20.3	23.0

Complaints Upheld / Not Upheld

	2017/18			2018/19		
	SBC	Family Group	Scotland	SBC	Family Group	Scotland
Stage One - Upheld	42.0%	44.7%	65.8%	36.8%	47.9%	64.5%
Stage One - Not Upheld	58.0%	55.3%	33.5%	63.2%	52.1%	34.6%
Stage Two - Upheld	38.2%	36.9%	53.5%	45.0%	36.8%	55.9%
Stage Two - Not Upheld	61.8%	63.2%	46.2%	55.0%	63.1%	44.1%
Escalated from Stage One - Upheld	50.0%	39.6%	54.0%	39.3%	48.2%	52.3%
Escalated from Stage One - Not Upheld	50.0%	60.4%	46.5%	60.7%	51.8%	47.4%

Complaints Closed Against Timescales

	2017/18			2018/19		
	SBC	Family Group	Scotland	SBC	Family Group	Scotland
Stage One	86.4%	64.5%	62.9%	81.0%	61.3%	65.0%
Stage Two	67.4%	79.4%	76.6%	73.9%	71.0%	58.2%
Escalated from Stage One	53.8%	65.3%	61.5%	78.6%	61.2%	67.4%

Sources: Scottish Borders Council Complaints Annual Report 2018/19

OUR SERVICES FOR YOU

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Freedom of Information Requests (FOI)

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
% of FOI requests completed on time	% in period	93.3%	85.8%	86%	91%	89%	86%	88%	100%	↘	
Number of FOI requests received	Number in period	1,279	1,418	303	338	306	307	1,254	-	↘	Context



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Observations:

How are we performing:

Whilst the Council always endeavours to reach 100% there are a variety of reasons which contribute to the occasions when this is not achieved. In Q4 2019/20 86% were completed on time, this is down on the 89% in Q3 2019/20, 91% in Q2 2019/20 and again 86% in Q1 2019/20. Requests continue to be voluminous and complex and take a considerable amount of time to collate the information, especially if more than two services require input and if exemptions required to be considered and applied. In addition, access to information and data within some areas can sometimes impact on the Council's ability to retrieve information timeously. The FOI process is still under review to see if we can make changes to improve efficiency and a proposal will be submitted to CMT in due course.

Actions we are taking to improve/maintain performance:

Performance is reviewed by SBC's Corporate Management Team on a monthly basis, with response times from individual departments monitored so that any problems or delays can be addressed. Performance information is also discussed at SBC's Information Governance Group on a quarterly basis and improvement actions identified. All staff must undergo training on dealing with FOIs, and the streamlining of processes within departments, as well as the availability of information on SBC's website, means that we can respond to the majority of FOI requests quickly and efficiently. Services continue to be encouraged to seek advice from the Information Management Team in the early stages to avoid any potential issues.

Scottish Borders Council received 307 requests for information in Q4 2019/20, 1 higher than Q3 2019/20, 31 lower than Q2 2019/20 and 4 higher than Q1 2019/20. This takes the total received for 2019/20 to 1254.

OUR SERVICES FOR YOU

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Social Media

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Facebook Engagements	Number in period	368.2k	259.6k	95.6k	86.3k	126.3k	208.5k	516.7k	-	↗	Context
Twitter Engagements	Number in period	120.8k	33.2k	7.3k	8.8k	18.8k	23.4k	58.3k	-	↗	Context

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Observations:

During Quarter 4 the total reach of all our Facebook posts was 2,598,399, with 208,507 post engagements. Our Twitter posts during the quarter were seen 758,043 times, with 23,391 engagements.

The coronavirus pandemic and Storm Ciara and Storm Dennis contributed to the significant volumes detailed above.

OUR SERVICES FOR YOU

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Assessor – Council Tax Valuation List and Valuation Roll (Non Domestic Rates)

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Council Tax Valuation List- Time taken to add new properties to the List	% Within 3 months of the date of occupation/completion and the issue of the banding notice	88%	91%	84% Ytd	88% Ytd	91% Ytd	90% Ytd	90%	91%	→	
Valuation Roll (Non Domestic) - Time taken to amend the valuation roll to reflect new, altered or demolished properties	% Within 3 months of the date of completion and the issue of the valuation notice	45%	56%	100% Ytd	86% Ytd	70% Ytd	63% Ytd	63%	65%	↗	

vs 18-19



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Observations:

These figures are reported annually to Scottish Government. The Assessor Performance Reports are published at www.saa.gov.uk/scottishborders/our-performance/ and other statistical information can be found at www.saa.gov.uk/general-statistics/

The Assessor for Scottish Borders Council is an independent statutory official who is responsible for the preparation and maintenance of the Valuation Roll and Council Tax Valuation List for the Scottish Borders Valuation Area.

The Council Tax Valuation List contains all domestic properties showing an allocated Council Tax band which is based on the market value of the property as at 1991. The Assessor measures performance relating to the time taken for new properties to be added to the Valuation List within the current financial year. Targets are based on previous achievements, the pressures on resources and the volume of work

anticipated in other areas of the Service. At the end of Quarter 4 90% of new properties were added within 3 months, just below the target of 91%.

The Valuation Roll contains an entry and a rateable value for every non-domestic property in the Scottish Borders. The Assessor measures performance relating to the time taken for valuation amendments to be reflected in the Valuation Roll within the current financial year. At the end of Quarter 4 63% of valuation amendments were completed within 3 months, 2% below the target of 65%.

Actions we are taking to improve/maintain performance

Monitoring of workloads and acquiring completion information from stakeholders.

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Staff Absence

* SPI Basis

Performance Indicators	Basis	* 17-18	* 18-19	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
SBC Absence Rate – Staff	Annual absence rate % to end of quarter reported	4.95%	5.03%	5.29%	5.92%	5.23%	-	↗	n/a
SBC Absence Rate – Teaching Staff	Annual absence rate % to end of quarter reported	2.71%	3.34%	3.60%	4.30%	3.48%	-	↗	n/a
Staff Absence Rate – SB Cares	Annual absence rate % to end of quarter reported	9.11%	8.33%	Integrated into SBC figs from Dec-19					

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Observations:

Whilst the full year figures for 2019/20 show an increase over the quoted 2018/19 figures, these are not yet directly comparable since 2018/19 figures were compiled on an 'SPI basis'. The 2018/19 figures excluded temporary staff with contracts for less than 12 months, and were based on actual full time equivalent (fte) available and absence days, capped at 224/195 days in the year, excluding school and public holiday periods.

The figures for Quarter 4 show an increase over the previous quarter of 0.63% for staff and 0.7% for teaching staff. The Human Resources Case Management Team continues to support managers in dealing with staff absence, with particular focus on higher level areas. Our Occupational Health Service, Employee Assistance Programme and Chaplaincy Service also provide support for our employees.

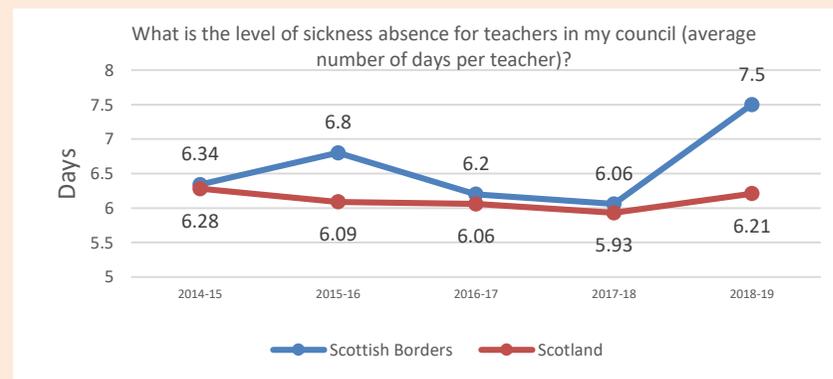
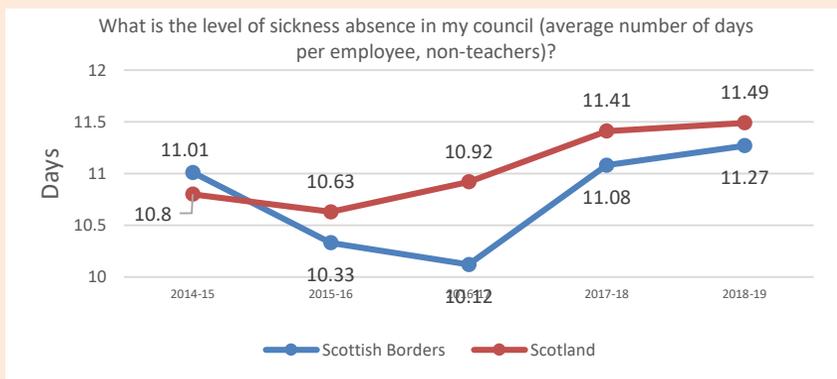
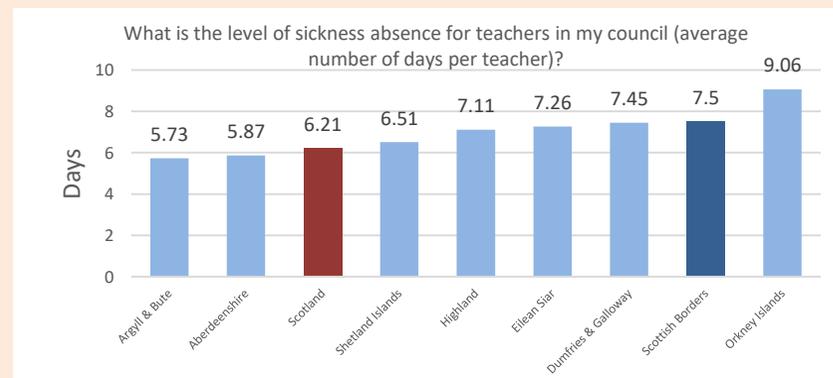
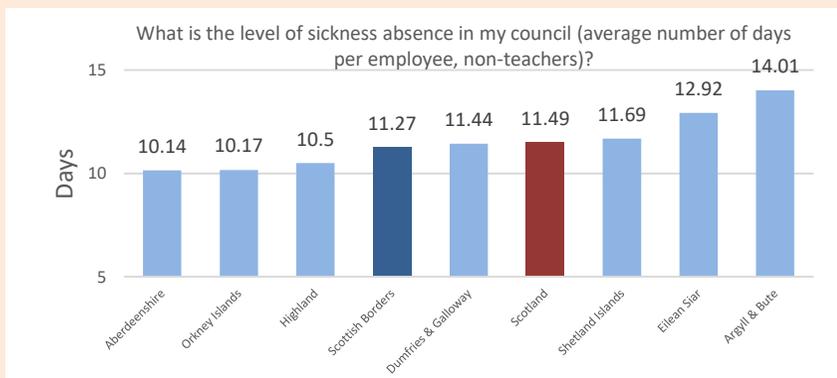
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Staff Absence – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)

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Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

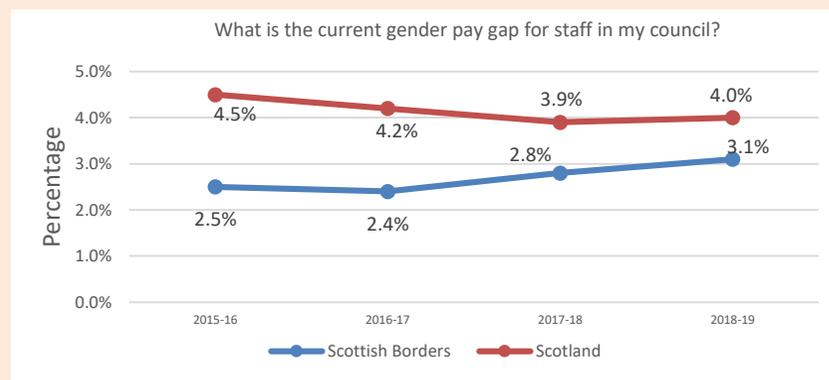
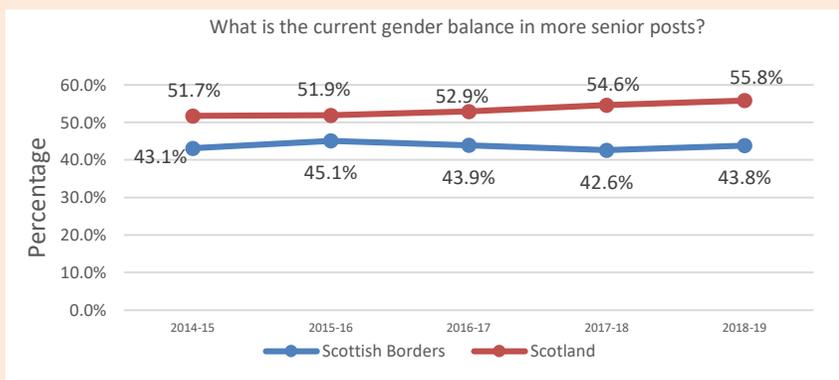
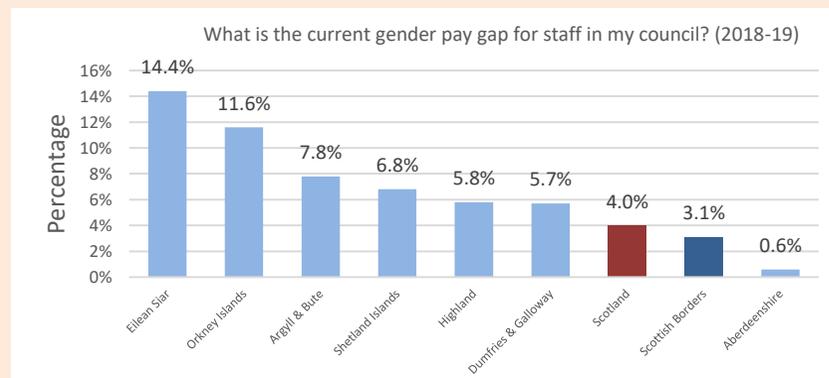
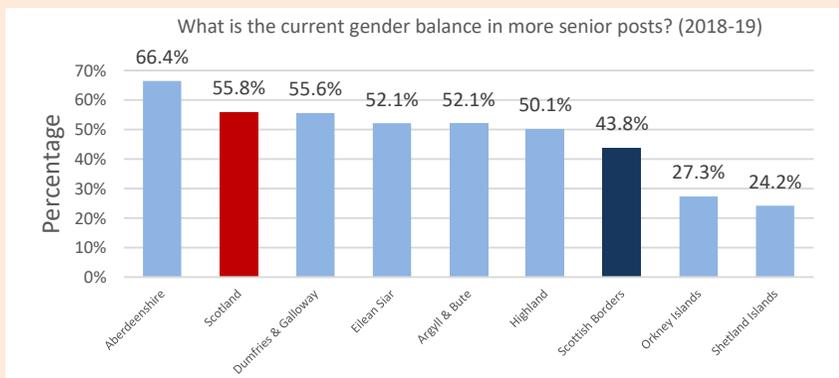
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Gender – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)

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Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Schools

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Attendance – Primary Schools	% Attendance in period	95.4%	95.3%	95.30%	96.44%	93.91%	92.71%	94.4%	95%	↘	Orange
Attendance – Secondary Schools	% Attendance in period	91.1%	91.2%	91.48%	92.93%	89.69%	90.74%	91.0%	92%	↘	Orange
School Attendance – Overall	% Attendance in period	93.3%	93.2%	93.4%	94.7%	91.8%	91.7%	92.7%	-	↘	Orange
Exclusion Incidents – Primary Schools	Number in period	51	31	12	10	15	9	46	-	↗	Red
Exclusions – Primary Schools	Number in period	49	29	9	8	12	9	38	-	↗	Red
Exclusion Incidents – Secondary Schools	Number in period	178	263	59	22	38	39	158	-	↘	Orange
Exclusions – Secondary Schools	Number in period	166	236	51	25	38	39	153	-	↘	Orange
School Exclusion Incidents – Overall	Number in period	229	294	71	32	53	48	204	-	↘	Orange
School Exclusions – Overall	Number in period	215	265	60	33	50	48	191	-	↘	Orange
School / Nursery Inspections	Number in period	1	15	2	1	1	1	5	-	n/a	Context

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Observations:

Attendance rates for Primary and Secondary were below their respective targets of 95% and 92% attendance overall for 2019/20. Primary average attendance for the year was lower than the previous year with Secondary overall attendance almost on

par with prior year.

Exclusions and Exclusion Incidents have increased in the year for Primary but reduced significantly for Secondary Schools. Exclusion data is monitored by the Education team and a new policy has been created by SBC (in line with Scottish Government).

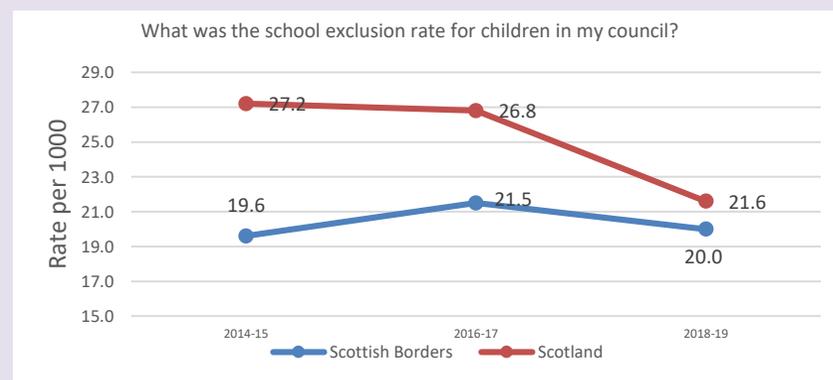
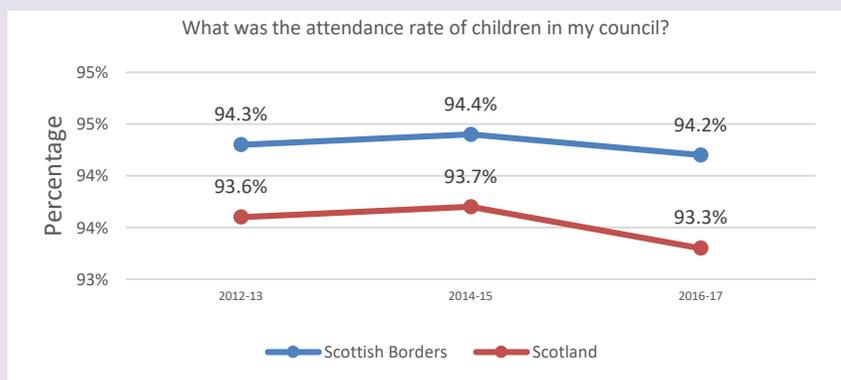
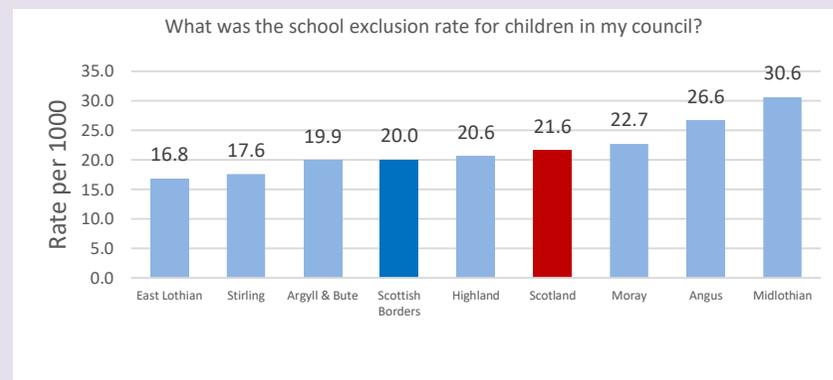
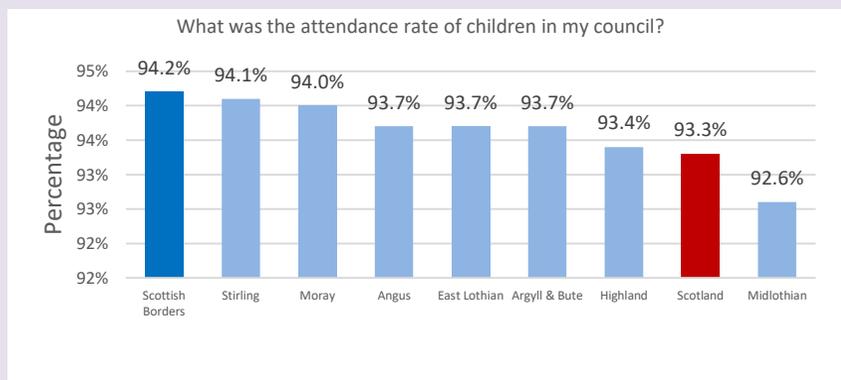
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Children's Services – How do we compare to others ? (Local Government Benchmarking Framework)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

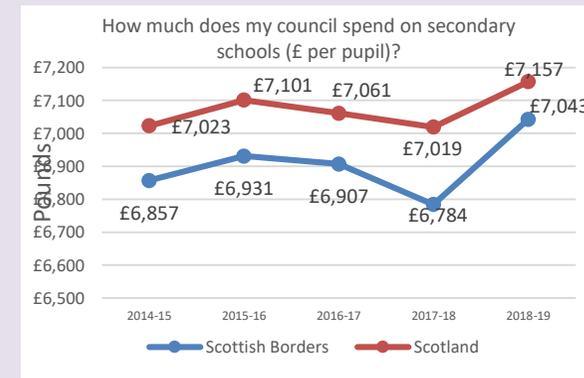
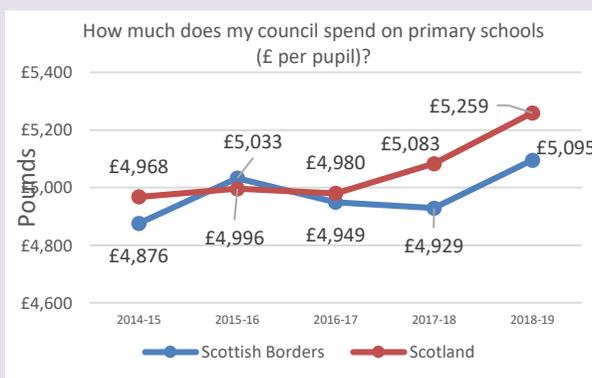
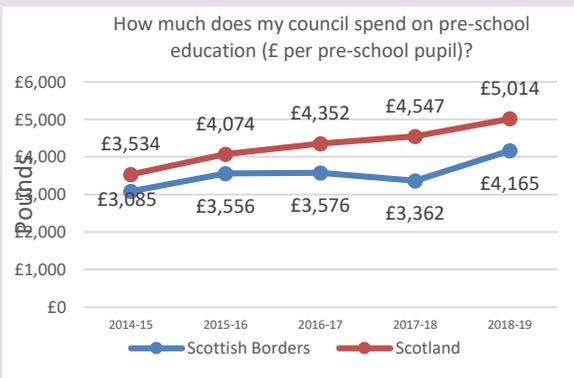
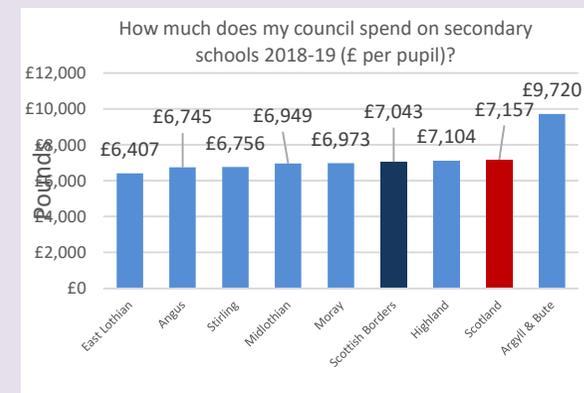
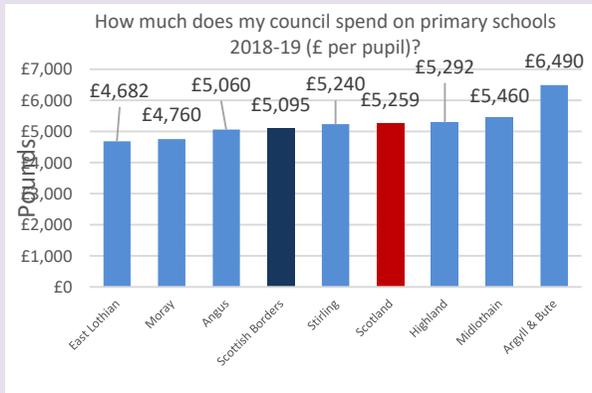
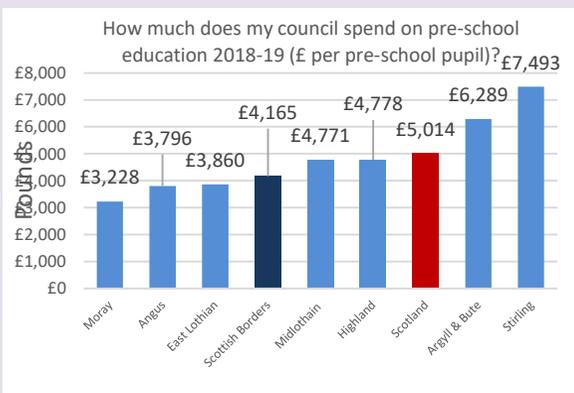
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Spend on Schools – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)

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Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Annual Participation Measure

Performance Indicators	2016	2017	2018	2019
Annual Participation Measure – Training & Personal Development	1.8%	1.2%	1.7%	1.6%
Annual Participation Measure - Employment	15%	17.5%	18.5%	18.3%
Annual Participation Measure - Education	74.6%	73.9%	72.6%	72.1%

Source: Skills Development Scotland Annual Participation Measure

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Observations:

The Skills Development Scotland 2019 Annual Participation measure revealed that in 2019, 91.9% of 16-19 year olds in Scottish Borders were participating in education, training or employment compared to 91.6% nationally and 92.8% in SB 2018. 1.6% are participating in Training & Personal Development, 18.3% in Employment and 72.1% in Education. The participation rate varies by age group as follows:

- 16 yrs – 99.5% (99.0% Scot, 99.0% SB 2018)
- 17 yrs – 96.3% (94.8% Scot, 96.1% SB 2018)
- 18 yrs – 88.7% (89.1% Scot, 90.8% SB 2018)
- 19 Yrs – 84.0% (83.9% Scot, 85.3% SB 2018)

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Children & Families Social Work

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Looked After Children (aged 12+) in Community Family Based Placement rather than residential	% at end of period	71%	70%	69%	70%	67%	64%	64%	80%	↘	
Looked After Children (all ages) in Community Family Based Placement rather than residential	% at end of period	84%	84%	85%	85%	83%	80%	80%	80%	↘	
Number of Looked After Children	Number at end of period	224	202	198	196	200	200	200	-	→	Context
Inter-agency Referral Discussions - child	Number in period	559	590	107	116	119	133	475	-	↘	Context
Child Protection Register	Number at end of period	42	46	43	46	32	30	30	-	↘	Context

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Observations:

2019/20 has seen a decrease in the percentage of Looked After Children over the age of 12 placed within a family setting rather than residential. This relates at least in part to the increasing number of young people aged 16+ who move to the legal status of Continuing Care. When including those with Continuing Care status, the % for those aged 12+ rises to 72% (Mar-20). Where applied, continuing care ensures that young people are supported up until their 21st birthday which, among other benefits, allows valuable time for continued development of life

skills and independence.

During the year, the fourth in a line of successful fostering conferences was held in the Scottish Borders. The theme of this year's conference was 'Change a Future' which focused on continuing care for young people as they transition into adulthood.

The number of Looked After Children has remained broadly level during the year.

The number of Inter-agency Referral Discussions (IRD) continues to fluctuate over the quarters but was lower in the year at 475 (590 during 18-19). As

children are brought to the attention of Social Care via other agencies, organisation or the public, a co-ordinated response is provided. IRD's provide a whole system co-ordinated approach to ensuring vulnerable children are highlighted, supported and their situation monitored to provide stability.

The number of children on the Child Protection Register reduced to 30 in the year, from 46 at the end of the 2018/19 following a reduction in a number of large family groups.

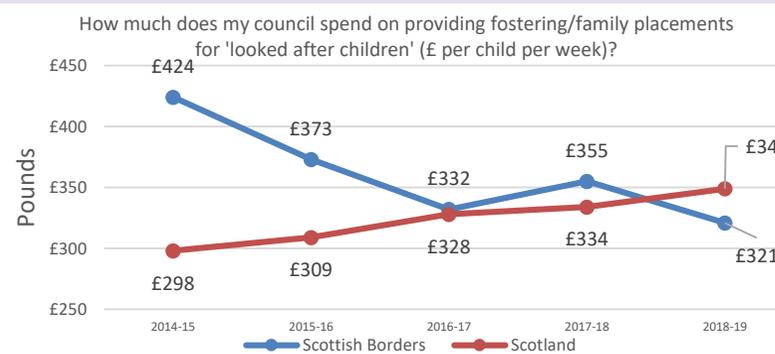
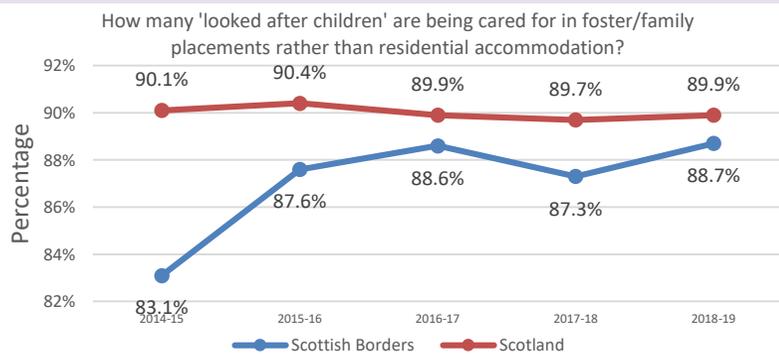
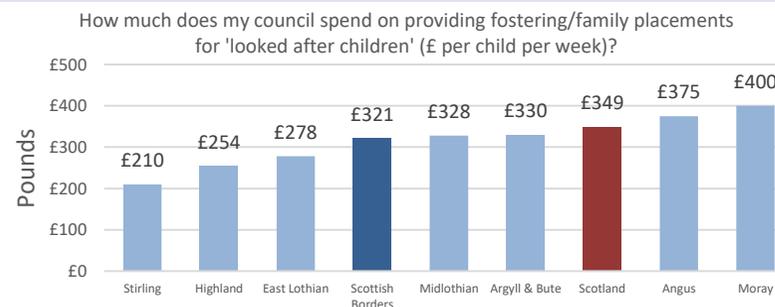
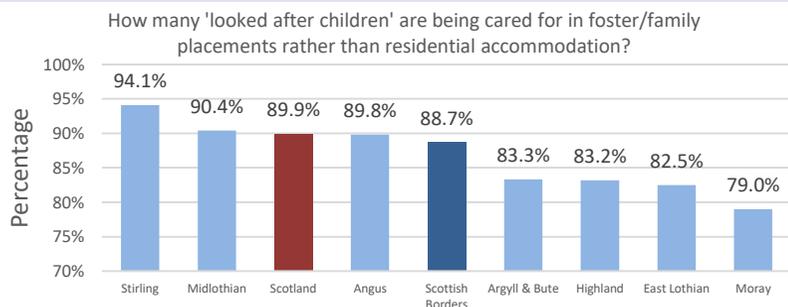
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Children's Services – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Community Learning & Development (Annual Performance)

Performance Indicators	17-18	18-19	19-20	Trend	Status
Participation – Number of Learners	877	717	685	↓	Green
Participation - Number of learning programmes delivered	937	896	817	↓	Green
Achievement - Number of learning programmes that lead to outcomes of: Increased employability	156	204	147	↓	Orange
Achievement - Number of learning programmes that lead to outcomes of: Increased health and wellbeing	635	562	598	↑	Orange
Achievement - Number of learning programmes that lead to outcomes of: Increased skills	374	317	305	↓	Orange
Achievement - Number of learning programmes that lead to outcomes of: Family outcomes	379	326	284	↓	Orange
Progression - Number of learning programmes that lead to: Progression to employment, further learning, volunteering or participation in a community activity	387	484	400	↓	Orange
Progression - Number of learning programmes that lead to: Accreditation (nationally recognised)	273	346	204	↓	Orange

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Observations: (Note: Figs currently compiled on Annual Basis)

Each learning programme leads to the achievement of evidenced learning outcomes. Learners of all ages (9-65+yrs) may take part in more than one learning programme, which is delivered locally, largely in schools and Community Centres, across the Borders. Learning is designed to be accessible to vulnerable learners, including: people with few or no qualifications; socially isolated; additional support needs; living in SIMD deciles 1-3; low income; unemployed; health issues and Looked After Children.

Learning programmes include: literacy, numeracy; English for Speakers of Other Languages (ESOL); employability; family learning; transitions for vulnerable young people; building young people's resilience; intergenerational learning; health and wellbeing and skills development.

The impact of covid-19 is apparent in the slightly reduced number of participants. The impact is more marked in the achievement of outcomes: many learners have been unable to reach a point in learning programmes where measurable outcomes have been achieved, including gaining accreditation.

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Modern Apprentices

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
New Modern Apprentices employed this year	Number in period	n/a	33	25	33	39	39	39	-	↗	Context
Number of Current Modern Apprentices	Number at end of period	30	34	58	54	54	50	50	-	↗	Context
Modern Apprentices securing employment with SBC after MA	Cumulative in year number	n/a	11	3	10	14	14	14	-	↗	Context

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Observations:

SBC have recruited 39 apprentices during 2019/20. There are already further SBC apprenticeships currently being advertised for 2020/21.

By the end of 2019-20 there were 50 apprentices in SBC completing an apprenticeship. To help support our apprentices have a successful experience during their time with the organisation a Modern Apprenticeship forum takes place every 2 months. The forum provides an opportunity to meet other apprentices and offer training and awareness sessions on topics of interest such as

pensions, pay role, staff benefits, overview of SBC, SB Learn, Equality and Diversity, Fit for 2024, study support and social media awareness.

There have been 14 apprentices who have secured paid employment with SBC after their apprenticeship during 2019/20.

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Adult Social Care



Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Adults (aged 65+) receiving care at home	% at end of period	78%	78%	79%	78%	79%	79%	79%	70%	→	Green
Adults using Self Directed Support approach	% at end of period	77.6%	85.2%	89.0%	91.6%	92.3%	94.4%	94.4%	90%	↗	Green

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Bed days



Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Bed days associated with delayed discharges from hospital (residents 75+)	Rate per 1000 population, in period	855	761	164	180	125	206	676	180 Qtr	↗	Red
Bed days associated with Emergency Admissions (75+)	Rate per 1000 population, in period	3,599.5	3,544.9	821.57	794.04	811.52	858.25	3285.38	997.2 Qtr	↗	Orange

Observations:

Note: The suite of indicators reported here are under review with a view to representing a fuller assessment of Adult Social Care performance in future reports.

The percentage of Adults (aged 65+) receiving care at home has continued to remain relatively stable, at 79%. We continue to assess clients under the Self Directed Support (SDS) approach and review their needs to help ensure they are able to remain within the community. The percentage of adults directing their own care and

support has increased to 94.4%.

The rate of Bed Days Associated with Delayed Discharge has an overall positive trend over the long term (3 years) but Q4 2019/20 shows a significant increase to 206 days, which is above the average and above our 180 day local target.

Performance relating to Bed Days associated with Emergency Admissions (rate per 1000 population) was also below that of the prior year at 3285.38

(down from 3544.9) and with a positive trend over 3 years (note: does not include the Borders' Community Hospitals).

The Health & Social Care Partnership are looking to further develop community capacity and examine the bed-base mix across the care estate including the usage, role & function of Community Hospital beds.

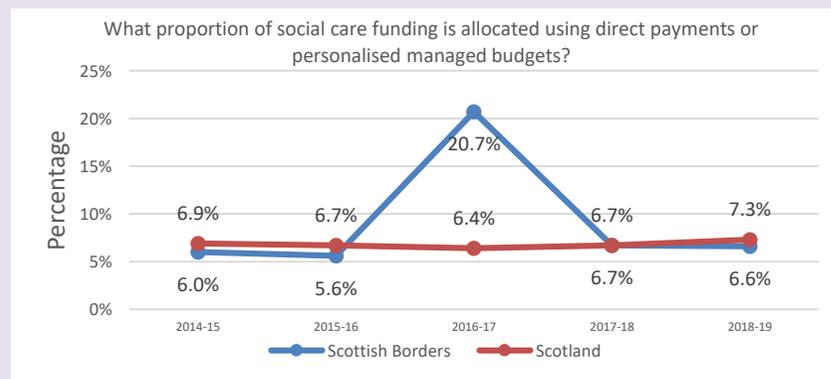
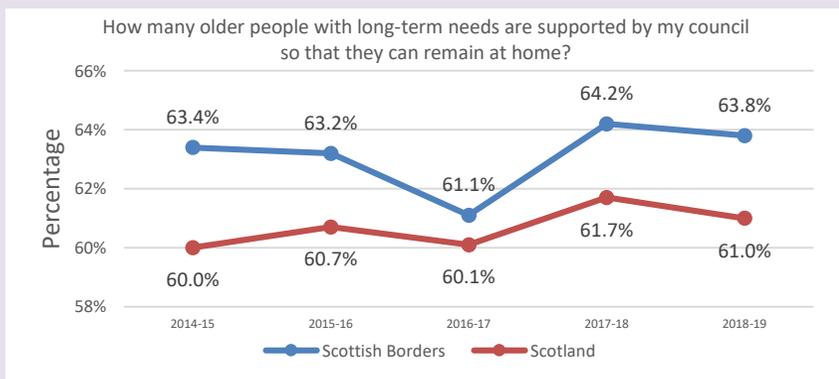
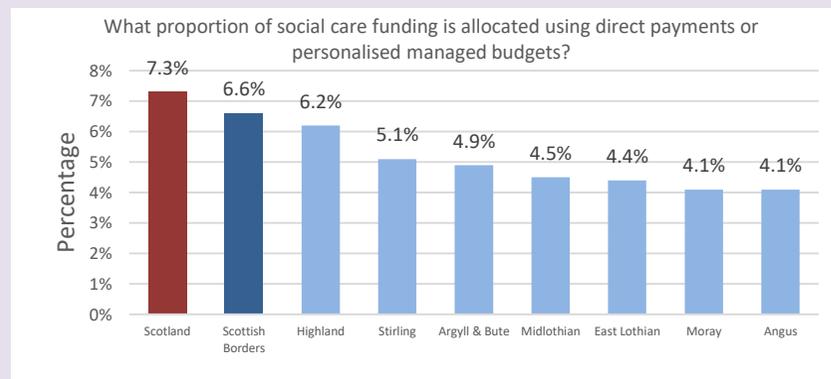
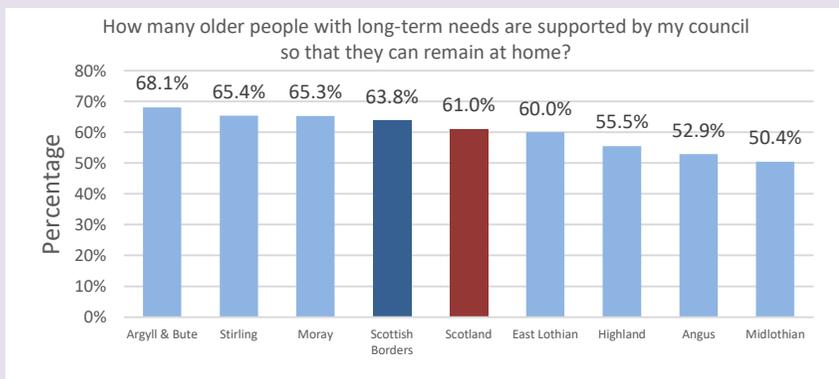
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Adult Social Care Services – How do we compare to others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Adult Protection

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Adult protection - Concerns	Number in period	277	338	98	100	86	72	356	-	↗	Context
Adult protection - Investigations	Number in period	131	176	53	63	49	40	205	-	↗	Context
Referrals To Domestic Abuse Services	Number in year to date	756	762	196	391	553	693	693	762 *	↘	Context
Reported incidents of domestic abuse	Number in year to date	1,082	1,005	263	575	863	1,129	1,129	1,008 *	↗	Context
High Risk domestic abuse cases discussed at Multi Agency Risk Assessment Conference	Number in year to date	99	93	31	48	77	102	102	93 *	↗	Context

* Target = 2018/19 Q4 Ytd. value

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Observations:

We have seen an increasing trend in the number of **Concerns** raised during 2019/20 finishing 18 higher (5%) than 2018/19.

There was a 16% rise (+29) in the number of **Investigations** undertaken for Adults at Risk in 2019/20, although these reduced during Quarters 3 and 4.

There have been 693 **Referrals to SBC Domestic Abuse services** (Adults) in the year to date, which is 69 fewer than 2018/19 at this point and equates to a 9%

reduction. However 2018/19 figures included referrals into the Court Advocacy Service, which is no longer operating, resulting in a reduction in total referrals. Referrals to the DAAS service remain higher than last year at this point and referrals to Safe Housing options and the Outreach service are similar to last year at this point. Referrals to the DAAS service reduced in the latter part of March 2020 following the introduction of government measures to combat COVID-19.

With regards **Reported Incidents of Domestic Abuse**,

there were 121 additional incidents reported in the year to date when compared to 2018/19 for the same time period, which equates to a 12% increase.

102 cases were **discussed at MARAC** in 2019/20. This is an increase of 9.7% (9 cases) when compared to 2018/19. MARAC referrals remain lower than the expected yearly total of 200. This projected figure is based on a national UK wide statistical indicator that suggests that a population the size of Scottish Borders could expect 200 high risk cases per year (SafeLives 2015).

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OUR PERFORMANCE DURING THE YEAR APRIL 2019 to MARCH 2020



Safer Communities

* Target = 2018/19 Q4 Ytd. value

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Cases showing agreement or improvement after mediation	% in period	87.7%	93.3%	86.7%	91.2%	95.7%	90.7%	90.7%	80%	↘	On Track
% of clients surveyed (Adults) that reported feeling safer on exit from Domestic Abuse Advocacy Support	% in period	91%	100%	n/a				100%	100%	→	On Track
Referrals to mediation	Number in year to date	153	123	49	87	126	152	152	123 *	↗	Context
Number of reported ASB Incidents	Number in year to date	5,633	5,676	1,454	2,931	4,142	5,460	5,460	5,741 *	↘	Context
ASB Early Interventions	Number in year to date	806	899	192	375	591	804	804	899*	↘	Context
Monitored for ASB	Number in year to date	1,688	1,561	448	865	1,235	1,636	1,636	1,561*	↗	Context
Group 1-5 recorded crimes and offences	Number in year to date	3,404	3,704	1,021	1,930	2,750	3,577	3,577	3,652 *	↘	Context



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Observations:

10.7 percentage points increase in the percentage of **mediation cases that show agreement/improvement** after mediation in 2019/20 when compared to the baseline target, which is positive. Mediation is proving successful in the majority of cases taken on. Action has included increased integration of the mediation service into the daily operations of the ASBU (Anti-Social Behaviour Unit) and awareness raising of the service.

21 of 21 clients surveyed stated they felt slightly or much **improved safety on exit from Domestic Abuse Advocacy Support**.

The **number of Reported ASB Incidents** decreased by 4.9% (281 incidents) compared to 2018/19. We intervene

early in cases of antisocial behaviour to try and reduce the number of cases where there is an escalation. Effective partnership working allows us to target problematic cases and provide a coordinated response to more persistent issues.

Early ASB interventions decreased by 95 in 2019/20 when compared to 2018/19, which equates to a 10.6% decrease. We continue to work as a partnership to share information and respond in a coordinated way. Interventions by partner agencies are down on this time last year, which has resulted in the overall decrease. We are using analysis to better understand antisocial behaviour and to improve the approach being taken and outcomes for complainants.

75 additional persons **monitored for antisocial behaviour** in 2019/20, a 4.8% increase. We are looking at amendments to the current antisocial behaviour recording system to enable us to better analyse and understand the effectiveness of intervention methods and so improve the approach being taken and as a result improve the outcomes for complainants. We are continuously looking at what other agencies do or what diversions can be implemented. A formal process exists between partner agencies to take a consistent approach to addressing antisocial behaviour.

Group 1-5 crimes showed a 2.1% decrease in 2019/20 when compared to 2018/19, which equates to 75 fewer victims.

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OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Economic Development and Procurement

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
New businesses were created with Business Gateway help	Number in period	224	218	49	48	36	44	177	49(qtly)	↘	Orange
Businesses supported by Business Gateway	Number in period	1,324	1,497	283	516	172	n/a	n/a	-	n/a	n/a
Industrial and commercial properties owned by the council that were occupied	% occupied at end of period	88.8%	88%	88%	90%	91%	91%	91%	88%	↗	Green
SB Business Fund - grants	Number in period	33	19	5	1	3	2	11	-	↘	Context
SB Business Fund – grants £	Amount £ in period	£100.9k	£57.1k	£16.9k	£2.7k	£8.8k	£7.9k	£36.3k	-	↘	Context
Invoices paid within 30 days	% in period	78%	84%	89%	87%	92%	91%	90%	93%	↗	Orange
PCIP Score (Procurement Capability Improvement Programme)	Bi-annual score	72% 2016	78% 2018	n/a	n/a	n/a	n/a	n/a	-	n/a	n/a
Additional homes provided affordable to people in the Borders, based on our wages?	Number provided in year	145	191	Annual measure				141	128	↘	Green

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Observations:

177 **new businesses** were created with the help of **Business Gateway** during 2019/20. The number of businesses supported through Business Gateway was 971 in the first 3 quarters of the year. (Q4 not available)

Occupancy Rates have risen to 91% in 2019/20, above the 88% target which has consistently been achieved. Breakdown by locality shows Berwickshire occupancy was 80% (76% Q3), Cheviot 97% (97% Q3), Eildon 96% (97% Q3), Teviot and Liddesdale 80% (80% Q3), Tweeddale 100%(100% Q3). There would have been

3 new leases in Q4 but for the lockdown measures put in place for COVID-19.

11 **Scottish Borders Business Fund grants** were awarded during 2019/20 and totalled £36,322. Sectors supported included construction, transportation and storage, textiles, food and drink, tourism, financial services and manufacturing.

The proportion of **invoices paid within 30 days** has increased from 88% in 2018/19 to 90% in 2019/20, narrowly missing the 93% target.

141 **affordable homes** were delivered in 2019/20, exceeding the Council's Local Housing Strategy annual target of 128 homes.

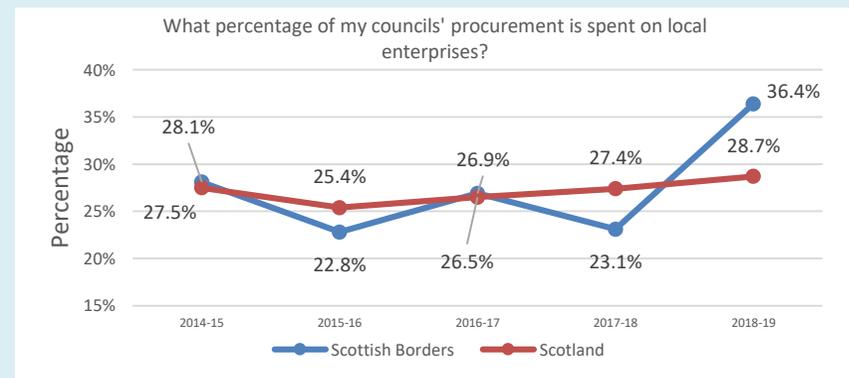
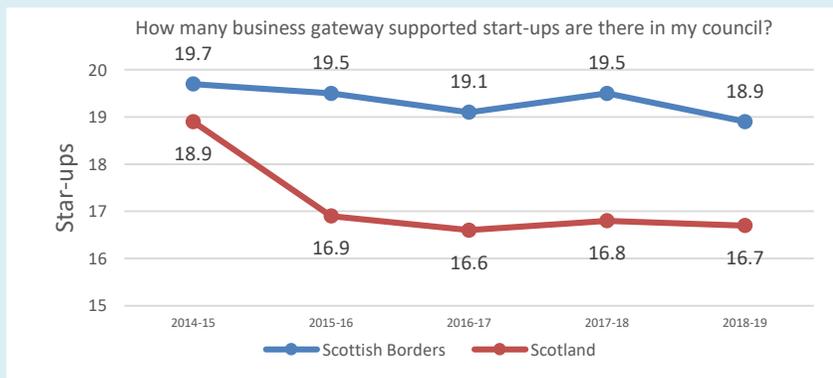
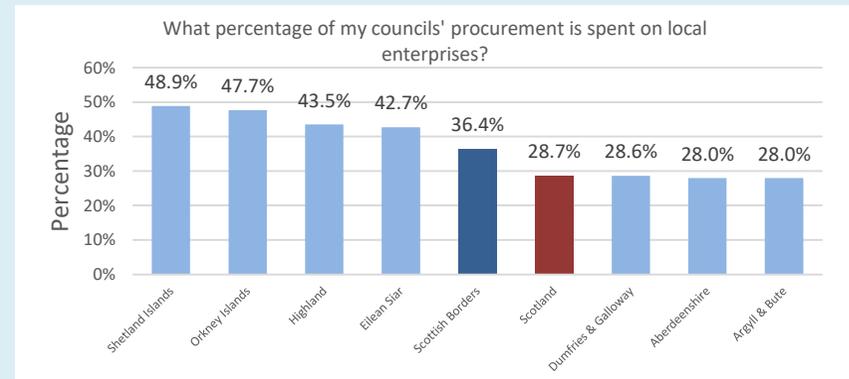
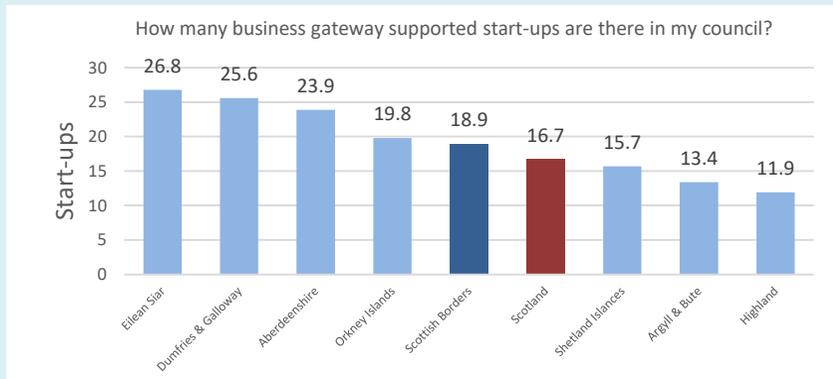
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Economic Development – How do we compare to Others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

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Employment

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
16 - 64 Employment rate	% final quarter in period	74.1% Q4	75.7% Q4	75.2%	75.8%	76.2%	74.9%	74.9% (Q4)	74.5% National Rate	↘	Context
16 - 64 Claimant Count	% final quarter in period	1.63% Q4	2.47% Q4	2.53%	2.6%	2.57%	2.77%	2.77% (Q4)	3.27% National Rate	↗	Context
18 - 24 Claimant Count	% final quarter in period	3.43% Q4	4.53% Q4	4.83%	5.07%	4.87%	5.17%	5.17% (Q4)	4.47% National Rate	↗	Context



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Observations:

Employment rate (16-64) in the final quarter of the year was 74.9%. The number of those employed in the Scottish Borders fell by 1,100 this Quarter to 53,600. The rate was above that of Scotland (74.5%), but below that of Great Britain (76%).

The average rate of people aged **16-64 claiming out-of-work benefits** was 2.77% in the final quarter of the year, lower than the Scottish rate of 3.27%. At the end of March 2020, there were 1,905 people claiming out-of-work benefits, which is 130 more than at the end of the previous Quarter.

The average rate of people aged **18-24 claiming out-of-work benefits** was 5.17% in the final Quarter, which was higher than the Scottish average of 4.47%. At the end of March 2020, there were 415 young people claiming out-of-work benefits, which was 25 more than at the end of the previous Quarter.

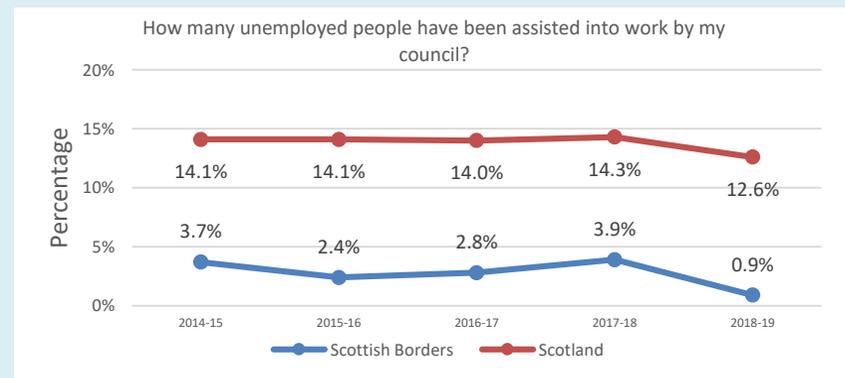
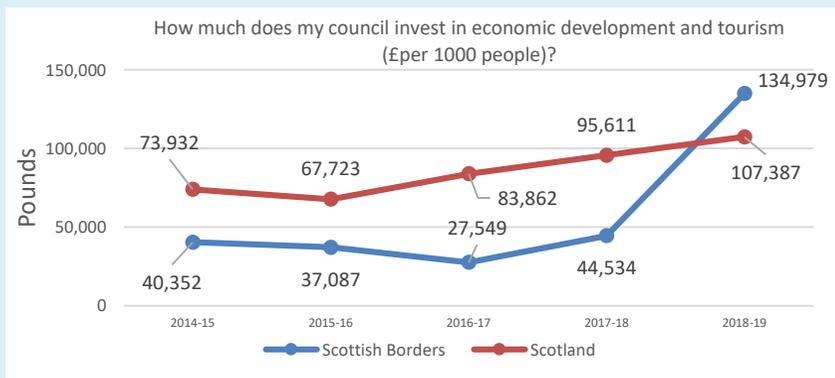
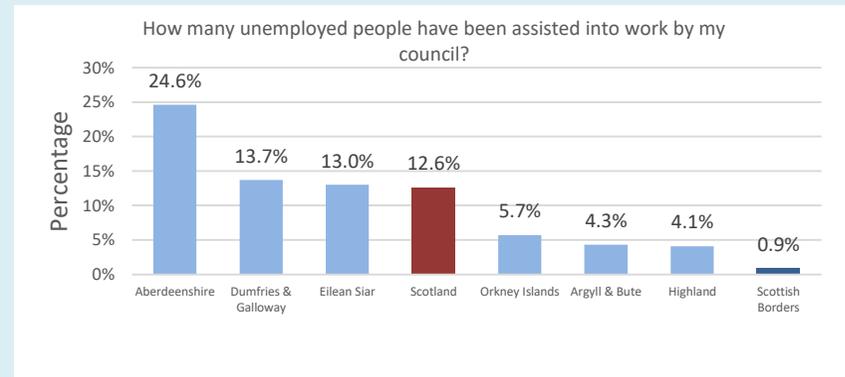
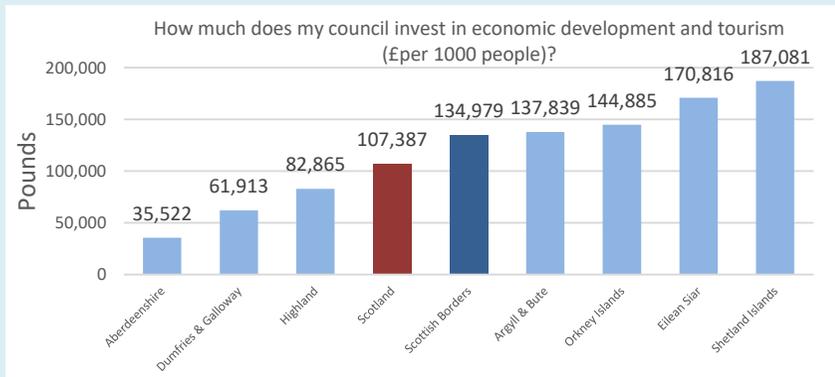
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Economic Development – How do we compare to Others ? (Local Government Benchmarking Framework 2018-19)



Source: Adapted from mylocalcouncil website, latest LGBF family group & national comparisons

A THRIVING ECONOMY, WITH OPPORTUNITIES FOR EVERYONE

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Major Projects

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	* Q4 19-20	* 19-20	Trend	Status
Top Capital projects on target	Number with 'Green' RAG at end of period	18	18	18	19	16	12	12	↘	Orange bar
Top Capital projects slightly behind target	Number with 'Amber' RAG at end of period	3	1	1	0	2	6	6	↗	
Top Capital projects not on target	Number with 'Red' RAG at end of period	0	0	0	0	0	0	0	-	

* June 20 RAG's



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Observations:

Note that details of Capital Monitoring are provided to Executive Committee under a separate agenda item.

EMPOWERED VIBRANT COMMUNITIES

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Community Empowerment

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Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Asset transfer requests Received	Number in period	4	0	0	0	1	3	4	-	↗	n/a
Asset transfer requests Agreed	Number in period	0	3	0	0	0	3	3	-	→	n/a
Asset transfer requests Refused	Number in period	1	0	0	0	0	0	0	-	→	n/a
Community Participation requests Received	Number in period	1	6	1	0	1	1	3	-	↘	n/a
Community Participation requests Agreed	Number in period	0	3	0	1	0	2	3	-	→	n/a
Community Participation requests Refused	Number in period	1	2	1	0	0	0	1	-	↘	n/a
People carrying out volunteer work with SBC	Number of people volunteering	213 Q4 17-18	155 Q4 18-19	161	178	174	181	181 Q4 19-20	-	↗	Context

Observations:

Regarding **asset transfer requests**, during Q4 three informal enquiries have been submitted about the possible lease or purchase of land/buildings. One formal asset transfer request (sale) has been agreed under the Community Empowerment (Scotland) Act 2015. One lease and one permission to use land have been agreed out-with the Act.

One **participation request** was received in Q4, this was also agreed in Q4. A participation request that was received in Q3 was agreed in Q4.

The economic benefit to the Borders of **volunteers**, that are recorded here, working

with SBC during Q4 is calculated to be £18,042.08. There has been an increase in the number of volunteer hours worked due to volunteers committing their time to respond to service needs, and support the delivery of, mental health services.

The value of volunteering undertaken as part of the Duke of Edinburgh (DoE) award scheme during 2019/2020 is calculated to be £213,315.20 (815 young people). The value of volunteering supporting the DoE award scheme is £31,748.08 (49 adults). Figures relating to the DoE scheme will be reported quarterly from Q1 2020/21.

EMPOWERED VIBRANT COMMUNITIES

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Community Funding

Community Fund – Total Value of funding	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Total Scottish Borders	£ awarded in period	n/a	n/a	£12.3k	£31.2k	£87.9k	£67.1k	£198.5k	-	n/a	Context
Berwickshire	£ awarded in period	n/a	n/a	£0.9k	£8.5k	£3.4k	£4.3k	£17.1k	-	n/a	Context
Cheviot	£ awarded in period	n/a	n/a	0	£2.6k	£18.5k	£4.8k	£26.0k	-	n/a	Context
Eildon	£ awarded in period	n/a	n/a	£2.8k	£15.2k	£32.9k	£37.4k	£88.3k	-	n/a	Context
Teviot & Liddesdale	£ awarded in period	n/a	n/a	£5k	0	£14.9k	£2.7k	£22.6k	-	n/a	Context
Tweeddale	£ awarded in period	n/a	n/a	£3.6k	£4.8k	£18.3k	£16.8k	£43.4k	-	n/a	Context
Borders-Wide	£ awarded in period	n/a	n/a	0	0	0	£1.1k	£1.1k	-	n/a	Context

Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Neighbourhood Small Schemes Fund	£ awarded in period year to date	£151.8k	£176.7k	£19.0k	£36.2k	£70.0k	£157.7k	£157.7k	-	↘	Context

*vs 18-19

Observations:

Community fund awards totalled £198.5k across 48 grants. Cumulatively to the end of Q4 2019/20, 84 **Neighbourhood Small Schemes Fund** projects were awarded a total of £157,717. The amounts awarded ranged from £20 to £8,466 and averaged £1,878.



EMPOWERED VIBRANT COMMUNITIES

OUR PERFORMANCE DURING THE YEAR **APRIL 2019** to **MARCH 2020**



Community Resilience



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Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Community Resilience – SB Alert Registrations	Number at end of period	5,163 Q4 17-18	5,266 Q4 18-19	5,679	5,690	6,051	6,211	6,211	10,000 (2 yrs)	↗	
Active community resilience plans	Number at end of period	42 Q4 17-18	47 Q4 18-19	47	47	47	55	55	-	↗	Context
Progressing community resilience plans	Number at end of period	12 Q4 17-18	6 Q4 18-19	6	0	0	0	0	-	-	Context

Observations:

Note: Target for SB Alert Registrations is an aspiration to reach 10,000 over 2 years.

There were 6,211 **people registered with SB Alert** at the end of 2019/20. The benefits of SB Alert will continue to be highlighted through the social media feeds and Resilient Community Groups to encourage additional sign up.

The number of **Active Community Resilience Plans** has increased to 55 with a further 12 awaiting update. These plans facilitate the ability of community groups and individuals to respond effectively to local issues and emergencies.

While a majority of communities in the Scottish Borders have signed-up and have plans in place there is still work to do to encourage more sign-ups because of the benefits these plans can have in helping communities mitigate some of the risks associated with emergency situations. Benefits of resilience plans include:

- Identifying a single point of contact for co-ordinators
- Provision of equipment

- Communities are better able to recover after emergency situations (e.g. severe weather)

More information about community resilience can be found at:

https://www.scotborders.gov.uk/info/20008/emergencies_and_safety/191/resilient_communities

EMPOWERED VIBRANT COMMUNITIES

OUR PERFORMANCE DURING THE YEAR **APRIL 2019 to MARCH 2020**



Community Benefits



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Performance Indicators	Basis	17-18	18-19	Q1 19-20	Q2 19-20	Q3 19-20	Q4 19-20	19-20	Target	Trend	Status
Contracts awarded with community benefit clauses	Number during period	21	26	5	3	4	6	18	-	↘	Orange
Employment opportunities delivered as a result of community benefit clauses	Number during period	28	25	13	14	12	7	46	-	↗	Green

Observations:

The number of **contracts awarded** during this reporting period containing a community benefit clause continues to be encouraging. During this reporting period contracts awarded that contained a community benefit clause included Multiple Playparks, Swinton Primary School, Borders Innovation Park, NDEEF Phase 2, Multiple Building Demolition, Small Plant and Accommodation Hire Framework, and Repairs and Maintenance Framework.

The following are examples of significant projects due to commence later this year, all containing added value through CBCs - Hawick Flood Protection Scheme; Armstrong Building Works Hawick; Borders Union Bridge; Social Hub SBC HQ; Eyemouth Community Campus.

It should be noted that the number of the contracts awarded and start dates of those contracts will be subject to natural variation dependant on the timing of contract award, scope and scale of contract opportunities from the Council. It is therefore not possible to trend this indicator on a short term basis.

In this reporting period **six new jobs** and **thirteen work experience posts** were realised from of our projects.

New job opportunities for unemployed people were delivered in relation to The Great Tapestry of Scotland Building in Galashiels, The Jedburgh Intergenerational Campus, and Roads Aggregates Framework.

The Construction Sector Skills Academy continues to provide a number of work experience opportunities for local unemployed people. This programme is delivered by the Job Centre in Galashiels and CBC's contained in the Councils third party contracts are used to facilitate two week work experience opportunities for candidates on the course. This arrangement has already led to a number of students securing full time employment in the construction industry.

During this reporting period work experience has been provided on the following Council contracts - The Repairs and Maintenance Framework, Great Tapestry of Scotland Building, Home Energy Efficiency Programme.

Local frameworks agreements including Repairs and Maintenance, Small Plant Hire and Roads Aggregates continue to support the local economy through a wide range of employment and apprenticeship opportunities.

Monitoring of all contracted community benefit clause is in place to ensure delivery is achieved.



APPENDIX 2b: PERFORMANCE INDICATOR SCHEDULE

OUR PLAN for 2018-23 and your part in it

PERFORMANCE INDICATORS SCHEDULE



Our Services For You

Indicators	Quarterly (#Exec)	Annual (*LGBF)
Planning Application Times	•	Bus & Ind
Planning Application numbers	•	
Cost Per Planning Application		•
Waste Treatment/Recycling Rates	•	Household
Adult Satisfaction - refuse collection		•
Net cost of waste collection per premise		•
Net cost of waste disposal per premise		•
Energy Consumption & Costs By Fuel Type	•	
Road Casualties - Killed & Seriously Injured	•	
Housing Benefits Processing Times	•	
Welfare Benefits - Referrals & Monetary Gain	•	
Customer Interactions By Channel	•	
Council Tax - Collection Levels	•	•
Cost per dwelling of collecting council tax		•
Operation Buildings % - Suitable for current use / Satisfactory Condition		•
Capital Receipts Generated	•	
Properties Surplus / Marketed / Under Offer	•	
Complaints - % Within Timescale	•	
Complaints - Days to respond	•	
Complaints - Numbers	•	
FOI's Received & Completed on Time	•	

Indicators	Quarterly (#Exec)	Annual (*LGBF)
Social Media Engagements By Type	•	
Assessor Performance	•	
Gender pay gap		•
Highest paid 5% employees who are women		•
Sickness absence days - non teacher		•
Sickness absence days - teacher		•
Support services as a % of total gross expenditure		•
Adult Satisfaction - Libraries / Parks & Open Spaces / Museums & Galleries / Leisure Facilities		•
Cost of parks & open spaces per 1,000 popn		•
Cost per attendance - Sports / Libraries / Museums		•
% Roads that should be considered for maintenance treatment by Class	Annual Overall	•
Adult Satisfaction - street cleaning		•
Cost of roads per kilometre		•
Cost per 1,000 population -Trading Standards / environmental health		•
Net cost of street cleaning per 1,000 population		•
Street Cleanliness Score		•
Staff Absence Rates	•	•

OUR PLAN for 2018-23 and your part in it

PERFORMANCE INDICATORS SCHEDULE



Independent, Achieving People

Indicators	Quarterly (#Exec)	Annual (*LGBF)
School Attendance Rate(s)	•	•
School Exclusions Rates(s)	•	•
School attendance rate (Looked After Children)		•
School exclusion rates ('looked after children')		•
Schools/Nurseries inspected	•	
Resident Satisfaction - Schools		•
Cost per Pupil By School Type (Pri/Sec/Pre)		•
Funded early years provision which is graded good/better		•
Children meeting developmental milestones		•
Pupil Attainment - Deprived Areas By Level		•
Pupil Attainment By Level	Annual	•
Pupil Attainment By SIMD Quintile		•
Pupils Positive Destinations		•
Participation rate for 16-19 year olds	Annual	•
Child - Inter-agency Referral Discussions	•	
Looked After Children - Number	•	
Looked After Children - Placement	•	Community
Looked After Children - Gross Costs - Residential / Community		•
Looked After Children - more than 1 placement in the last year		•
Number on Child Protection Register	•	
Child protection re-registrations		•

Indicators	Quarterly (#Exec)	Annual (*LGBF)
Community Learning & Development - Achievement	Annual	
Community Learning & Development - Participation	Annual	
Community Learning & Development - Progression	Annual	
Modern Apprentices - Council Employment	•	
Adults 65+ receiving care at home	•	•
Adults supported at home - agree that services/support had an impact in improving/maintaining quality of life		•
Home care costs per hour 65+		•
Residential costs per week 65+		•
Clients using the Self Directed Support approach	•	
Bed Days - Delayed Discharges / Emergency Admissions 75+	•	
Adult Protection - Concerns & Investigations	•	
Adult Satisfaction - Care or Support		•
Direct Payments + Managed Personalised Budgets spend on adults 18+ as a % of total social work spend on adults 18+		•
Domestic Abuse - Referrals / Incidents / MARAC	•	
Anti-Social Behaviour - Numbers / Early Interventions / Monitored	•	
Group 1-5 Crimes Numbers	•	
Mediation - Referrals & Improvement	•	

OUR PLAN for 2018-23 and your part in it

PERFORMANCE INDICATORS SCHEDULE



A Thriving Economy, With Opportunities For Everyone

Indicators	Quarterly (#Exec)	Annual (*LGBF)
Business Gateway - Businesses Supported	•	
Business Gateway - Start Ups	•	per 10k popn
Invoices paid within 30 days	•	•
Occupancy Rates of Industrial and Commercial Units	•	
Immediately available employment land as a % of total land allocated for employment purposes in the local dev plan		•
Procurement Capability Improvement Programme Score	Annual	
% of procurement spend spent on local enterprises		•
Scottish Borders Business Fund - Number / Value of grants	•	
Employment Rate & Claimant Count	•	
Unemployed people assisted into work - council operated / funded employability programmes		•
Investment in Economic Development & Tourism per 1,000 Population		•
Proportion of people earning less than the living wage		•
Proportion of properties receiving superfast broadband		•
Town Vacancy Rates		•
Capital Project Summary	•	

Empowered Vibrant Communities

Indicators	Quarterly (#Exec)	Annual (*LGBF)
Asset Transfers	•	
Participation Requests	•	
Volunteer Hours	•	
Community Fund - Value of Funding (inc By Locality)	•	
Neighbourhood Small Schemes Fund - value awarded	•	
Community Resilience Plans by Stage	•	
SB Alert Registration Numbers	•	
Community Benefit Clauses - Contracts / Employment & Skills Opportunities	•	

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COMMUNITY ACTION TEAM

IMPACT REPORT FOR QUARTER 4 JANUARY to MARCH 2020



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BERWICKSHIRE	CHEVIOT	EILDON	TEVIOT	TWEEDDALE
TASKING DURING PERIOD 1. Youth issues of antisocial behaviour in Eyemouth High Street during weekends. 2. Drug dealing to young people in Eyemouth.	TASKING DURING PERIOD 1. Community engagement and involvement in the search for a missing person in Kelso.	TASKING DURING PERIOD 1. CAT officers were involved in a significant drugs seizure in Galashiels.	TASKING DURING PERIOD 1. Warrants executed in Hawick.	TASKING DURING PERIOD 1. Drugs warrant executed.
EVIDENCE OF IMPACT 1. Patrols carried out by CAT and other community and response colleagues resulted in a 44% reduction in youth call volume at weekends. 2. A drugs warrant was successfully executed and class B and C drugs were seized.	EVIDENCE OF IMPACT 1. CAT carried out foot patrols in Kelso providing a visible presence and support and reassurance to the community.	EVIDENCE OF IMPACT 1. As a result of a vehicle stop in Galashiels £80,000 of heroin was seized.	EVIDENCE OF IMPACT 1. CAT successfully executed warrants in Hawick in relation to a spate of housebreakings in the area.	EVIDENCE OF IMPACT 1. CAT successfully executed a drugs warrant that resulted in £1400 of class A and C drugs being seized and also £2,500 in cash.

COMMUNITY ACTION TEAM (CAT) ACTIONS																				
	Q1	Q2	Q3	Q4																
Raised in Quarter	5	2	4	7	5	5	4	7	5	6	8	9	3	7	3	10	2	6	4	6
Accepted in Quarter	3	2	3	4	2	3	3	3	3	5	7	6	3	4	3	6	1	5	3	6

Note: Not all issues received and discussed at the CAT oversight group meeting are taken on as actions by the CAT. Some actions may be more appropriately followed up and actioned by another service within SBC or by a partner organisation. Also some actions are tasked directly through Police Scotland so are not reflected in the figures above but show the impact the team is having in the Borders.

COMMUNITY ACTION TEAM

IMPACT REPORT FOR QUARTER 4 JANUARY to MARCH 2020



HI-VISIBILITY FOOT PATROL (HOURS)



Q1	Q2	Q3	Q4
118	117	166	184
ANNUAL TOTALS			
18-19	335	19-20	585

During the quarter the CAT has conducted targeted foot patrols in the identified areas of concern. Patrols are conducted at all times of the day and night allowing officers the opportunity to engage with different members of our local communities. Officers visited retail businesses giving crime prevention advice and information on things such as latest crime trends. Visits to licenced premises allowed officers to ensure compliance with licensing requirements as well as an opportunity to remind staff of their responsibilities in relation to excessive drinking and drink/drug driving.

MOBILE PATROL (HOURS)



Q1	Q2	Q3	Q4
133	153	280	480
ANNUAL TOTALS			
18-19	588.5	19-20	1,046

The roll out of new mobile data devices to front line officers in the Borders has increased the capabilities of the CAT officers to carry out moving checks on vehicles. The CAT have used these devices to great effect during road checks carried out throughout the Borders since December 2019 allowing a greater volume of vehicles to be stopped and checked, documents verified and drivers engaged with.

STATIC ROAD CHECKS



Q1	Q2	Q3	Q4
27	14	33	43
ANNUAL TOTALS			
18-19	101	19-20	117

The use of new mobile data devices has allowed the CATs to increase their presence on the roads in the last quarter and has also allowed the CATs to do proactive stops of vehicles which are carrying persons involved in criminality.

ROAD TRAFFIC NO. OF FIXED PENALTIES ISSUED



Q1	Q2	Q3	Q4
14	4	10	19
ANNUAL TOTALS			
18-19	23	19-20	47

From completing mobile patrols and static road checks several motorists have been charged with relevant road traffic offences with fixed penalty tickets being issued and drivers reported to court.

NUMBER OF DRUG SEARCHES UNDERTAKEN PERSONS



Q1	Q2	Q3	Q4
66	12	72	35
ANNUAL TOTALS			
18-19	217	19-20	185

57.1% (Q4) **37.3%** (19/20) of searches were positive for drugs

PARKING NO. OF TICKETS ISSUED



Q1	Q2	Q3	Q4
209	160	212	161
ANNUAL TOTALS			
18-19	884	19-20	742

All Borders towns have received attention in relation to dangerous and inconsiderate parking with 161 parking tickets issued the quarter. Officers have been completing timed parking in our Main/High Streets in response to concerns raised.

NUMBER OF DRUG SEARCHES UNDERTAKEN PREMISES



Q1	Q2	Q3	Q4
14	15	16	10
ANNUAL TOTALS			
18-19	65	19-20	55

80% (Q4) **83.6%** (19/20) of searches were positive for drugs



LIVE BORDERS PERFORMANCE REPORT Quarter 4 2019 – 20 (BI-ANNUAL SUMMARY AND DATA FOR QUARTER'S 3 & 4 2019/20)

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 This report presents a high-level summary of Live Borders' performance during quarters 3 and 4 2019/20, with details contained within Appendices 1 and 2.**
- 1.2 On 1 April 2016, a new Integrated Culture and Sport Trust, Live Borders, was established. As part of the Service Provision Agreement (the contract), SBC developed a Performance Management Framework to ensure effective oversight of the work of the integrated trust, ensuring that six key outcomes were being addressed. A set of performance indicators were developed at this time and have been used to report performance to Executive Committee.
- 1.3 During 2018, Live Borders developed and agreed a new Strategic Plan, with a vision and 6 strategic goals. Underpinning this is a revised set of performance indicators. As a result, a new format for performance reporting has been established and is presented at **Appendices 1 and 2**.
- 1.4 Section 4 summarises the key successes and challenges during quarters 3 and 4 2019/20 and the work being done to either maintain or improve performance. Section 5 summarises financial performance.
- 1.5 The information contained within the appendices will be made available on [SBC's website](#), ensuring that the duty to report publicly and demonstrate Best Value is met.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Executive Committee notes Live Borders' performance and the action being taken to maintain or improve performance.**

3 BACKGROUND

- 3.1 On 1 April 2016, a new Integrated Culture and Sport Trust, Live Borders, was established. As part of the Service Provision Agreement (the contract), SBC developed a Performance Management Framework to ensure effective oversight of the work of the integrated trust, ensuring that six key outcomes were being addressed. Within this Framework, a set of performance measures were proposed under each outcome, and have been used to report performance (reports can be accessed on [SBC's website](#)).
- 3.2 During 2018, Live Borders developed a [new strategic plan](#) for the period 2018 – 2023 which was approved by their Board in February 2018. The Strategy contains a new vision ("*Everyone living in, working in, and visiting the Borders will be healthier, happier and stronger*") and 6 strategic goals that are aligned to the outcomes specified in the contract:
- i. Expand levels of participation
 - ii. Grow earned income
 - iii. Develop plural funding streams
 - iv. Build on reputation for great customer service
 - v. Create a sustainable charity
 - vi. Nurture staff to be proud of what they do

The table below shows how the Strategic Plan goals will assist Live Borders in working towards the 6 outcomes in the contract with SBC:

Contract Outcomes	Live Borders Strategic Goals					
	Expand levels of participation	Grow earned income	Develop plural funding streams	Build Reputation	Create a sustainable charity	Nurture staff to be proud of what they do
Improved mental and physical health and wellbeing	X					
Enhanced learning opportunities	X					
Increased economic benefits to the Scottish Borders	X	X	X			
Enhanced partnerships, pathways and access	X	X	X	X	X	
Stronger communities	X	X	X	X	X	
Increasingly effective operations	X	X	X	X	X	X

- 3.3 A range of Key Strategic Indicators (KSI) has now been developed under the 6 strategic goals, along with a range of financial measures; these measures are presented at **Appendix 1**.

4 PERFORMANCE

4.1 **Appendix 1** presents a range of information for each of the KSIs including why the indicator is important, a performance gauge (based on set criteria presented within Appendix 1), an annual target (approved by the board), actual performance, quarterly performance compared to the same time last year. The position based on green, amber or red (defined within Appendix 1). Appendix 2 presents a range of case studies to showcase the work being done across Live Borders and the impact that it is having on people's health and well-being in the Scottish Borders.

4.2 Key successes during the two quarters included:

Library Membership: membership numbers grew in the last quarter, with a positive increase in online membership in March.

4.3 Key challenges during the two quarters included:

Staff absence: Our target, of 2.5% absence was ambitious and well below industry benchmarks. We continue to proactively manage all long-term absences and monitor patterns for short-term absence.

Other sports participation: has been adversely impacted on our play and gymnastics programmes as additional free child care has been rolled out as part of the Government commitment.

4.4 The majority of Live Borders staff were furloughed in early April, therefore the figures for KSI 12, 20 and 21B are not available.

5 FINANCIAL PERFORMANCE

5.1 **Earned income as a % of turnover:** Performance in line with budget, until the impact of Coronavirus pandemic in March 2020.

5.2 **Surplus/Deficit:** Services supported by the Service Provision Agreement were £68k worse than budget for the year.

5.3 The effect on income due to the coronavirus pandemic is estimated at £200k mainly on uncollected membership income for the period. However, there was still an increase in income excluding Management fee, of £135k compared to the previous year.

5.4 This has been an exceptional year, with the fire at Peebles High School significantly affecting services in that area over December and January.

5.5 Costs, although within budget, were £372k higher than 2019/20 mainly as a result of additional staffing costs in sports facilities. This needs to be the focus going forward.

6 IMPLICATIONS

6.1 Financial

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

6.2 Risk and Mitigations

As specified in the agreed Performance Management Framework, a Live Borders /SBC Joint Officers Group meets quarterly to discuss performance and financial information and agree actions that need to be taken in order to maintain or improve performance. On an ongoing basis, Live Borders uses SBC's agreed approach to identifying and managing risk.

6.3 Equalities

There are no adverse equality/diversity implications. Performance reporting may help to identify and address any equality / diversity issues and improve processes and procedures.

6.4 Acting Sustainably

The outcomes specified within SBC's contract with Live Borders and the strategic goals within the Live Borders strategic plan are focussed on creating a sustainable integrated trust, focused on improving the health and wellbeing of people in the Scottish Borders, as well as contributing to the local economy. By monitoring performance on a regular basis, and across a number of key areas, the Joint Officer Group is well placed to ensure future sustainability - socially, economically and environmentally.

6.5 Carbon Management

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

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 Executive Director Finance & Regulatory, the Monitoring Officer/ Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Rob Dickson

Executive Director

Corporate Improvement and Economy Signature

Author(s)

Name	Designation and Contact Number
Linda Ross	Director of Business Services, Live Borders

Background Papers: Performance Management Framework for the Integrated Sport and Culture Trust

Previous Minute Reference: Executive Committee, 8 March 2016; Performance Report- Executive Committee August 20, 2019

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

Contact us at Alasdair Collison, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, Tel 01835 824000 Ext 8023, Alasdair.Collison@scotborders.gov.uk

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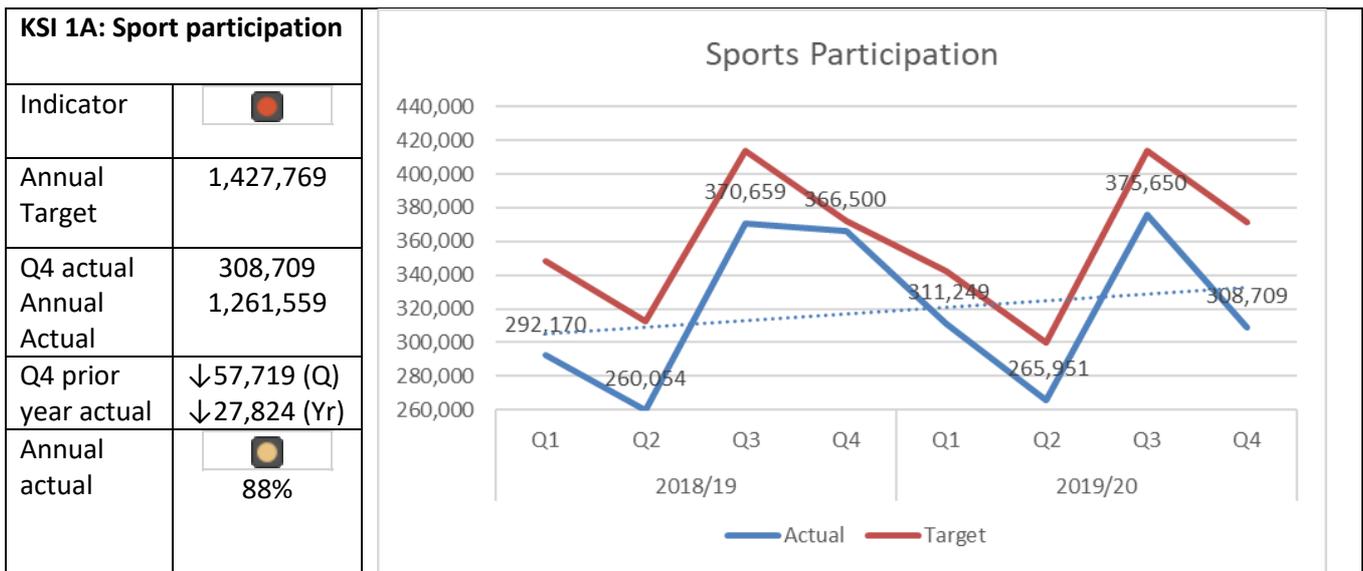
Appendix 1: Detail of Performance Indicators and trends

Ref	Key Strategic Indicator	Quarterly Gauge	Trend Q4 Q3	Annual Actual
EXPAND LEVELS OF PARTICIPATION				
KSI 1A	Sports participation		▼	
KSI 1B	Culture visits		▼	
KSI 2	Sport Active Membership (One Club)		▲	
KSI 3	Learn 2 Swim Membership		▲	
KSI 4	Other sport/active membership		▶	
KSI 5	Library Membership		▲	
KSI 6	Health Referrals		▼	
GROW OUR EARNED INCOME				
KSI 8	Earned income as percentage of total turnover		▼	
KSI 9	Staff costs as percentage of total income less management fee		▼	
DEVELOP PLURAL FUNDING STREAMS				
KSI 10	Funding income achieved and as percentage of total turnover	Annual	▼	N/A
KSI 11	Donations income achieved and as percentage of total turnover	Annual	▲	
KSI 12	Percentage success rate for external funding applications	Annual		Not available
BUILD ON OUR REPUTATION FOR GREAT CUSTOMER SERVICE				
KSI 13	Net Promoter Score		▲	
KSI 14	Number of staff trained in World Host (as percentage of front line staff)	Annual	▲	
KSI 15	Percentage of active members retained each year		▲	
CREATE A SUSTAINABLE CHARITY				
KSI 16	KSI11: Communicating our charitable objectives		▲	
NURTURE OUR STAFF TO BE PROUD OF WHAT THEY DO				
KSI 18	Staff absence rate		▼	
KSI 19	Staff turnover	Annual		
KSI 20	Volunteer numbers	Annual		Not available
FINANCIAL				
KSI 21A	Energy consumption by square meter (KW/sqm)		▲	
KSI 21B	Carbon Management tCO ₂ e	Annual		Not available
KSI 22	Surplus/deficit (Service Provision Agreement)		▼	
KSI 23	Cost per attendance – Sport (plus other key ratios)		▲	
KSI 24	Cost per attendance – Library (plus other key ratios)		▲	
KSI 25	Cost per attendance – Museum (plus other key ratios)		▲	

Quarterly	
	95% plus of target met
	85-94% of target met
	Significant under achievement

Annual	
	Within 5%
	Within 15%
	Significant underachievement

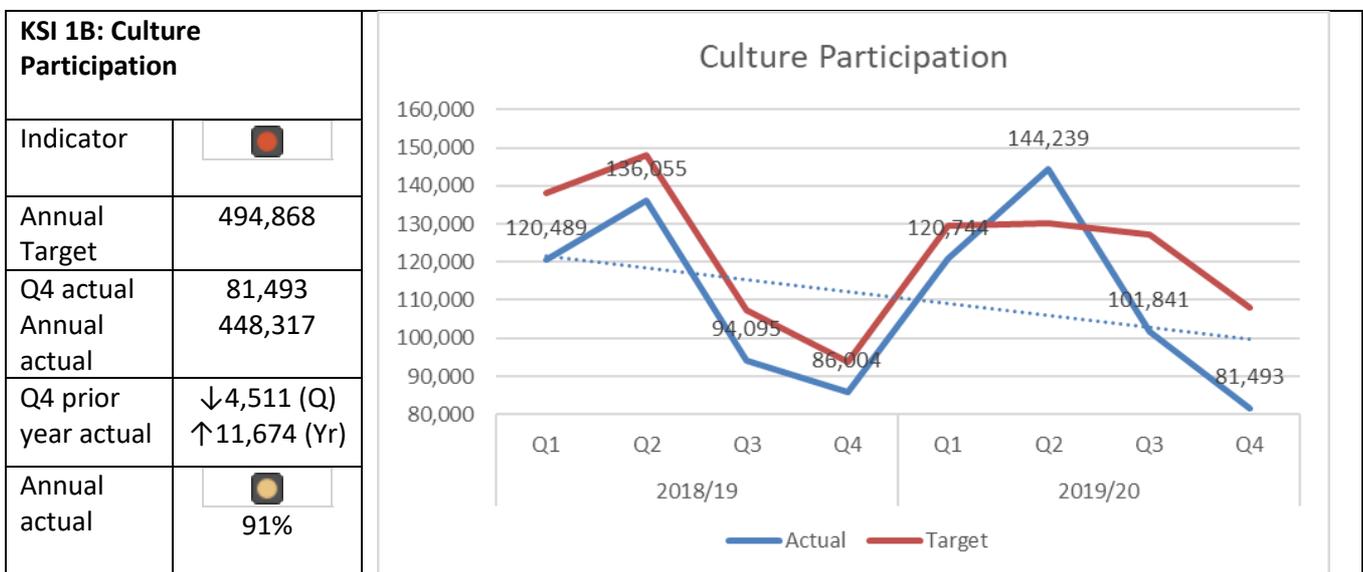
Trend	▶ Static	▲ Positive	▼ Negative
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Why: This measure captures the participation numbers engaged in sport and physical activity and demonstrates the reach of the Trust. Participation is not only important to the economic viability of the Trust but it also demonstrates we are contributing to improving health and wellbeing of the Borders population. Quarters 1, 3 and 4 include ASMO (active schools participation data).

Performance:

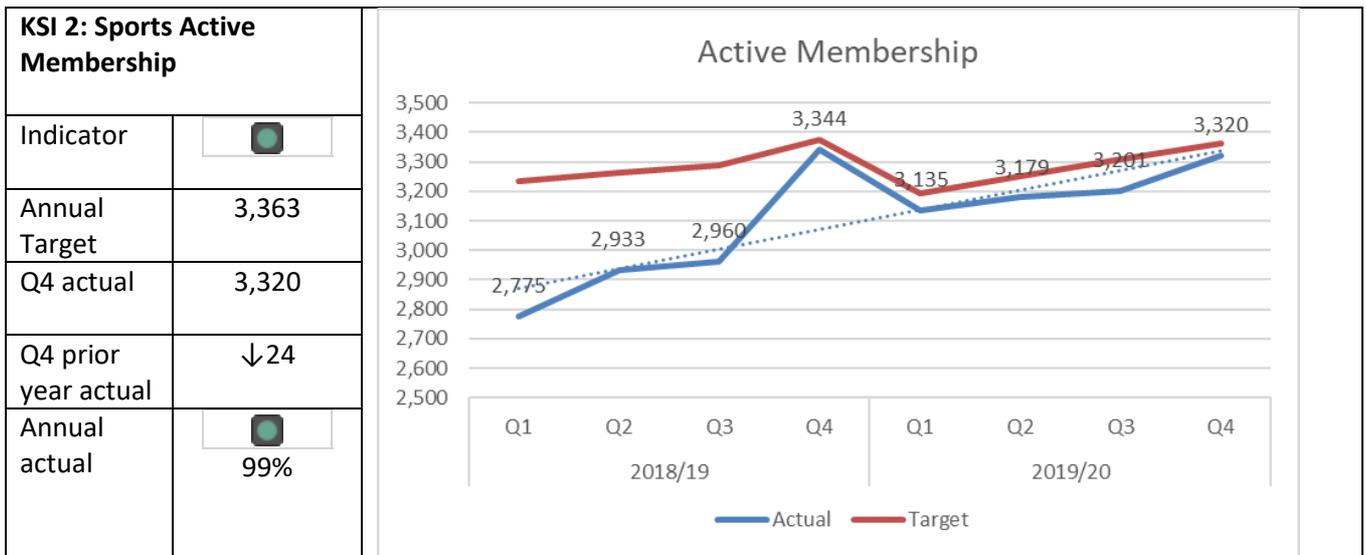
Membership activity for March, calculated at 70% for the month. General transactions for sport down by 50% across the Board in March. ASMO had a poor performance, again impacted by coronavirus. Without the reduction in March participation, it is anticipated that we would have achieved 98% of our target for the year.



Why: This measure captures the participation numbers engaged in cultural activity and demonstrates the reach of the Trust. Participation is not only important to the economic viability of the Trust but it also important to improving health and wellbeing of the Borders population. 9 of our 12 museums close in October/ November and re-open in March /April.

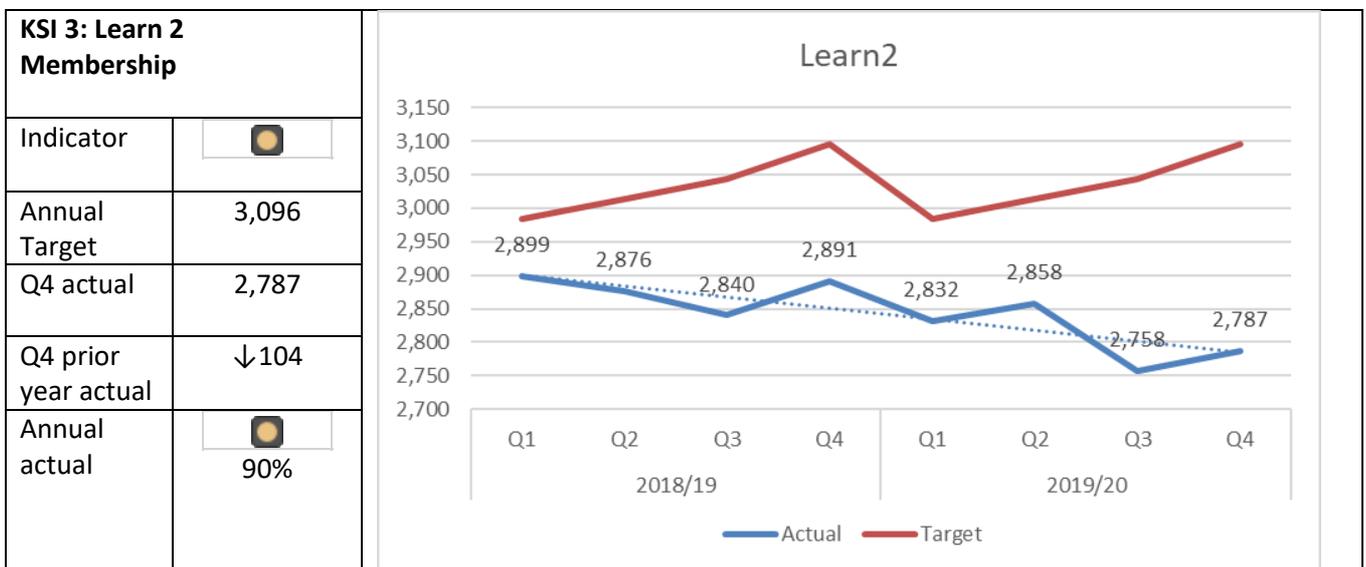
Performance:

Quarter 4 attendance down slightly on prior year. Targets for library and museum and galleries figures not achieved for the year, however, overall attendance increased by 11,674. Had quarter 4 attendance been as last year we would have achieved 92% of the annual target.



Why: This measure captures the number of distinct users who pay for our gym, swim and fitness membership. Payments are through direct debit, a scheme that provides the Trust with a regular, stable source of income and encourages users to become more active more often. Member attendance is included in the participation numbers reported in KSI 1A.

Performance: Member subscriptions for February 2020 has been used, as all memberships were suspended in March. Only 24 members short of the target and our highest ever levels.



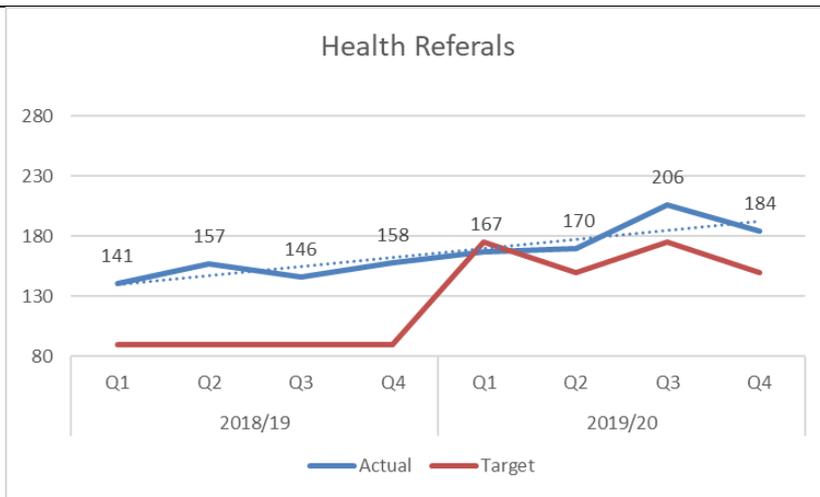
Why: This measure captures the number of distinct users who pay for our swim tuition. Their attendance is included in the participation numbers above. Payments are through direct debit, a scheme that provides the Trust with a regular, stable source of income and encourages children to become more active more often and stay safe around water.

Performance: Members for February 2020 has been used, as all memberships were suspended in March. Good to see an increase in membership reflecting the proactive work done to reverse the previously declining trend.

KSI 4: Other sport / active membership		
Indicator		
Annual Target	865	
Q4 actual	518	
Q4 prior year actual	↓221	
Annual actual	 60%	
<p>Why: This measure captures the number of distinct users who pay for our services. Their attendance is included in the participation numbers above. Payments are through direct debit, a scheme that provides the Trust with a regular, stable source of income and encourages users to become more active or in the case of the advanced player development supports players through a performance pathway.</p> <p>Performance: Member subscriptions for February 2020 have been used, as all memberships were suspended in March. The ambitious target for play has been adversely impacted by the additional Government free childcare hours.</p>		

KSI 5: Library Membership (active users)		
Indicator		
Annual Target	15,398	
Q4 actual	15,593	
Q4 prior year actual	↑1,019	
Annual actual	 101%	
<p>Why: This measure captures the number of distinct users who use our library service. Their attendance is included in the participation numbers above. With the evolving demands on libraries this a key measure to report the reach of library services.</p> <p>Performance: Positive increase in membership allowing us to exceed target in quarter 4, our highest quarterly total over the last 2 years.</p>		

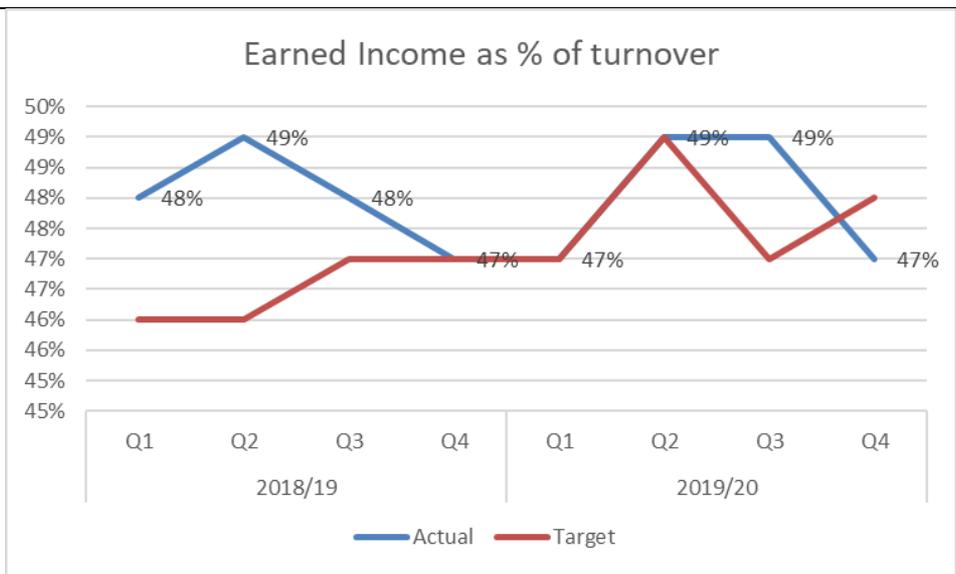
KSI 6: Health Referrals	
Indicator	
Annual Target	650
Q4 actual	184
Annual actual	727
Q4 prior year actual	↑26 ↑125
Annual actual	 112%



Why: Early intervention advice and medical referrals are increasingly taking the form of exercise and social prescribing. The number of referral demonstrates our active engagement and ability to influence key partners (NHS) and funders in an area of growing demand.

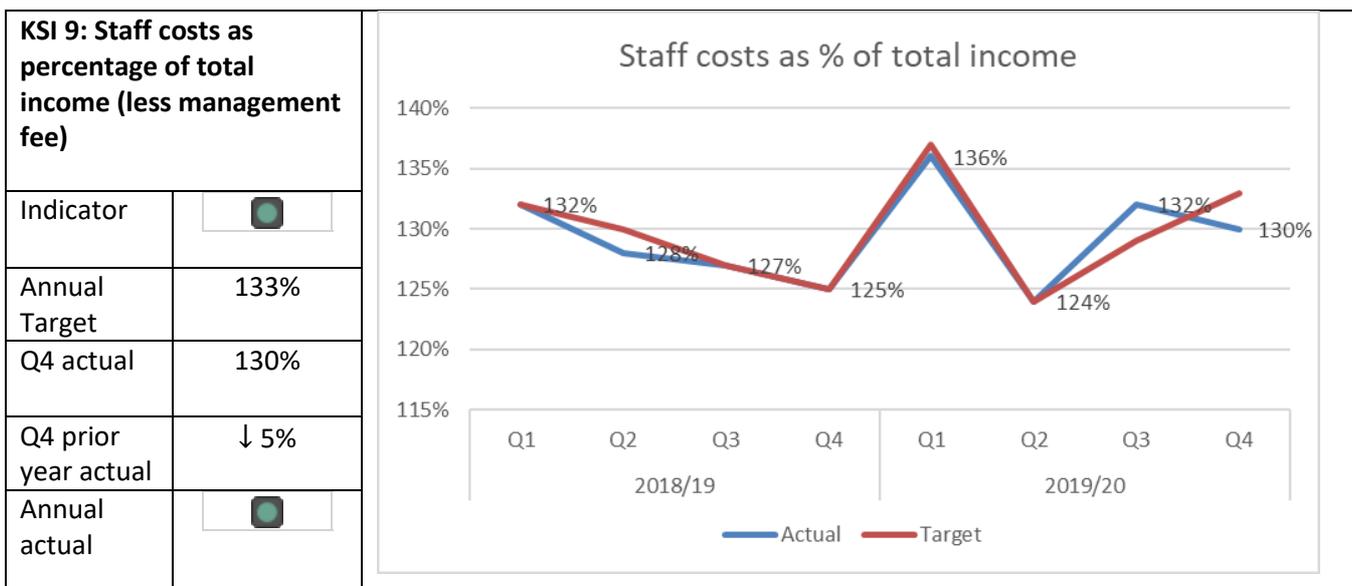
Performance:
Referral numbers continue to be strong and perform ahead of target.

KSI 8: Earned income as percentage of turnover	
Indicator	
Annual Target	48%
Q4 actual	47%
Q4 prior year actual	↔
Annual actual	 98%



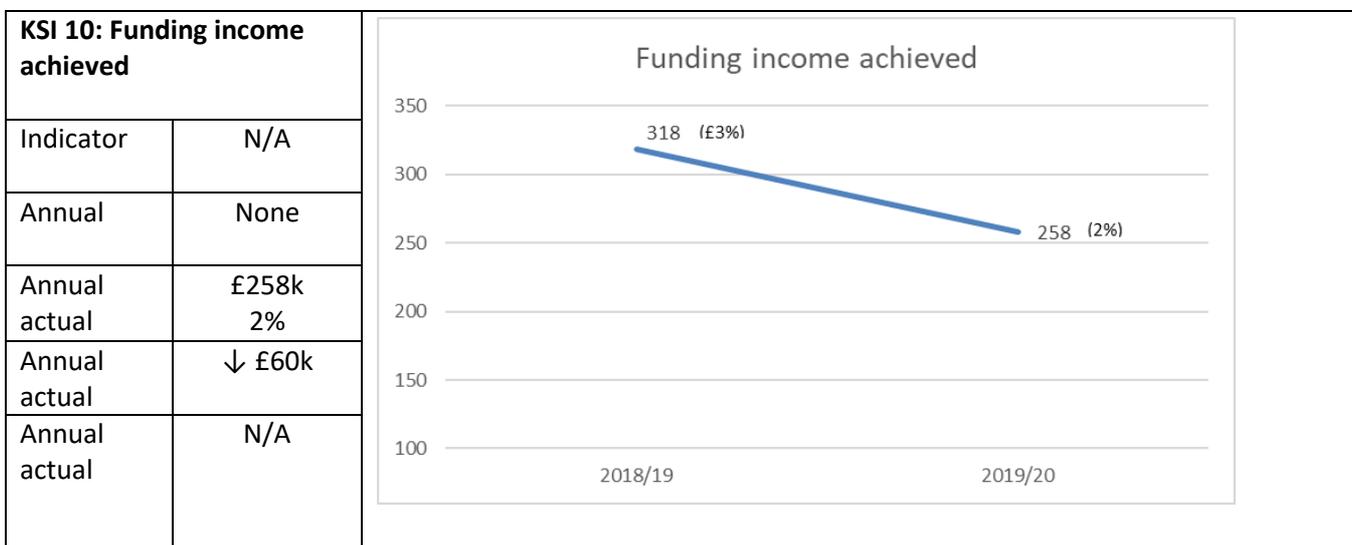
Why: This measure shows our reliance on income we generate rather than grant or management fee. It is important measure to our strategic goal of growing our earned income.

Performance:
Performance broadly in line with budget, until the impact of Coronavirus in March 2020.



Why: This measure shows how we are managing staff costs in relation to our income. Income includes grants, reflecting grant funding often involved staff costs. It is an important measure to demonstrate how we are effectively managing our business.

Performance:
An improved performance in quarter 4 as we continue to drive the management of staff costs.



Why: It is an important measure to monitor progress against our strategic goal to develop plural funding streams.

Performance:
Funding will vary year on year depending on the projects targeted. Our Funding Plan approach to ensure we apply for funding that supports delivery of our objectives, rather than chase a financial target.

KSI 11: Donations as a percentage of total turnover		<p style="text-align: center;">Donations income achieved</p> <table border="1"> <caption>Donations income achieved (£000's)</caption> <thead> <tr> <th>Year</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>30 (0.6%)</td> <td>14</td> </tr> <tr> <td>2019/20</td> <td>£44k (1%)</td> <td>£35k</td> </tr> </tbody> </table>	Year	Actual	Target	2018/19	30 (0.6%)	14	2019/20	£44k (1%)	£35k
Year	Actual		Target								
2018/19	30 (0.6%)		14								
2019/20	£44k (1%)		£35k								
Indicator											
Annual Target	£35k (0.7%)										
Annual actual	£44k (1%)										
Prior year actual	↑£14k										
Annual actual	 125%										
Why: It supports our demonstration of our charitable status and a shift in proactive customer engagement.											
Performance: Strong donations performance, particularly in our museums service.											

KSI 13: Net Promotor score		<p style="text-align: center;">Net promotor Score</p> <table border="1"> <caption>Net Promotor Score</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>26</td> <td>34</td> <td>39</td> <td>42</td> </tr> <tr> <td>2019/20</td> <td>36</td> <td>48</td> <td>44</td> <td>49</td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	26	34	39	42	2019/20	36	48	44	49
Year	Q1		Q2	Q3	Q4												
2018/19	26		34	39	42												
2019/20	36		48	44	49												
Indicator																	
Annual Target	50																
Q4 actual	49																
Q4 prior year actual	↑7																
Annual actual	 98%																
Why: NPS is an indicator that measures the willingness of customers to recommend, used as a proxy for gauging customers overall satisfaction. Continual improvement to our level of customer service is core to our service delivery.																	
Performance: Another strong performance as we fall just short of our ambitious target for the year. Industry average is 36.																	

KSI 14: World host		<h3 style="text-align: center;">Frontline staff trained in World Host</h3> <table border="1"> <caption>Frontline staff trained in World Host Data</caption> <thead> <tr> <th>Year</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>31%</td> <td>50%</td> </tr> <tr> <td>2019/20</td> <td>52%</td> <td>55%</td> </tr> </tbody> </table>	Year	Actual (%)	Target (%)	2018/19	31%	50%	2019/20	52%	55%
Year	Actual (%)		Target (%)								
2018/19	31%		50%								
2019/20	52%		55%								
Indicator											
Annual Target	145 staff 57% front line										
Annual actual	131 52%										
Q4 prior year actual	↑ 52 / 5%										
Annual actual	 91%										

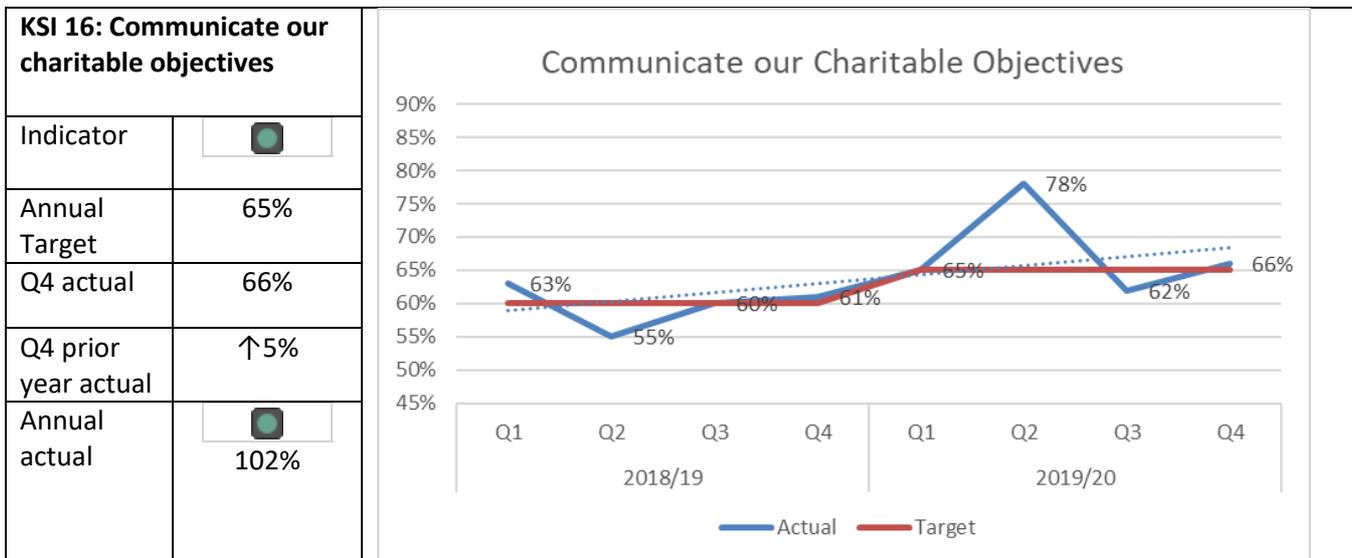
Why: Good customer service will lead to satisfied customers who will be regular users of facilities and services and advocates of the Trust.

Performance:
A further 52 staff trained during the year, falling short of the target set.

KSI 15: percentage active members retained each year		<h3 style="text-align: center;">Members Retained</h3> <table border="1"> <caption>Members Retained Data</caption> <thead> <tr> <th>Year</th> <th>Quarter</th> <th>Actual (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td rowspan="4">2018/19</td> <td>Q1</td> <td>65%</td> <td>47%</td> </tr> <tr> <td>Q2</td> <td>64%</td> <td>75%</td> </tr> <tr> <td>Q3</td> <td>71%</td> <td>78%</td> </tr> <tr> <td>Q4</td> <td>76%</td> <td>80%</td> </tr> <tr> <td rowspan="4">2019/20</td> <td>Q1</td> <td>77%</td> <td>80%</td> </tr> <tr> <td>Q2</td> <td>79%</td> <td>80%</td> </tr> <tr> <td>Q3</td> <td>77%</td> <td>80%</td> </tr> <tr> <td>Q4</td> <td>79%</td> <td>80%</td> </tr> </tbody> </table>	Year	Quarter	Actual (%)	Target (%)	2018/19	Q1	65%	47%	Q2	64%	75%	Q3	71%	78%	Q4	76%	80%	2019/20	Q1	77%	80%	Q2	79%	80%	Q3	77%	80%	Q4	79%	80%
Year	Quarter		Actual (%)	Target (%)																												
2018/19	Q1		65%	47%																												
	Q2		64%	75%																												
	Q3		71%	78%																												
	Q4		76%	80%																												
2019/20	Q1	77%	80%																													
	Q2	79%	80%																													
	Q3	77%	80%																													
	Q4	79%	80%																													
Indicator																																
Annual Target	80%																															
Q4 actual	79%																															
Q4 prior year actual	↑3%																															
Annual actual	 99%																															

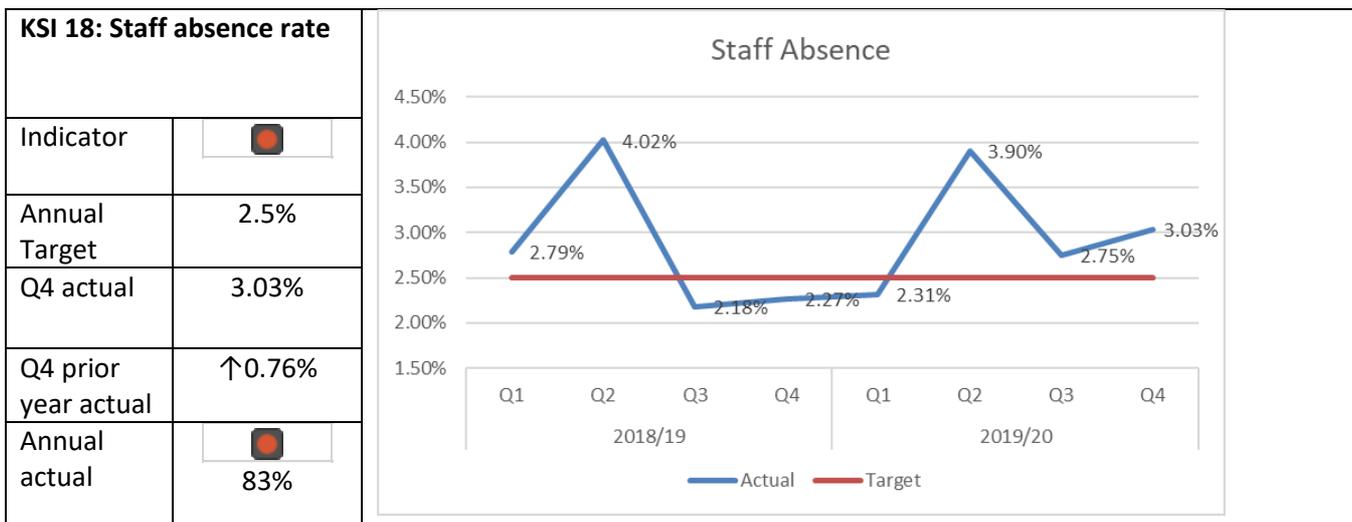
Why: Measuring retention allows us to understand the effectiveness of our marketing attracting and operational teams retaining customers. This measure is crucial to retaining earned income for longer periods.

Performance:
Continued strong performance, figures are based on February membership as all membership was suspended in March 2020.



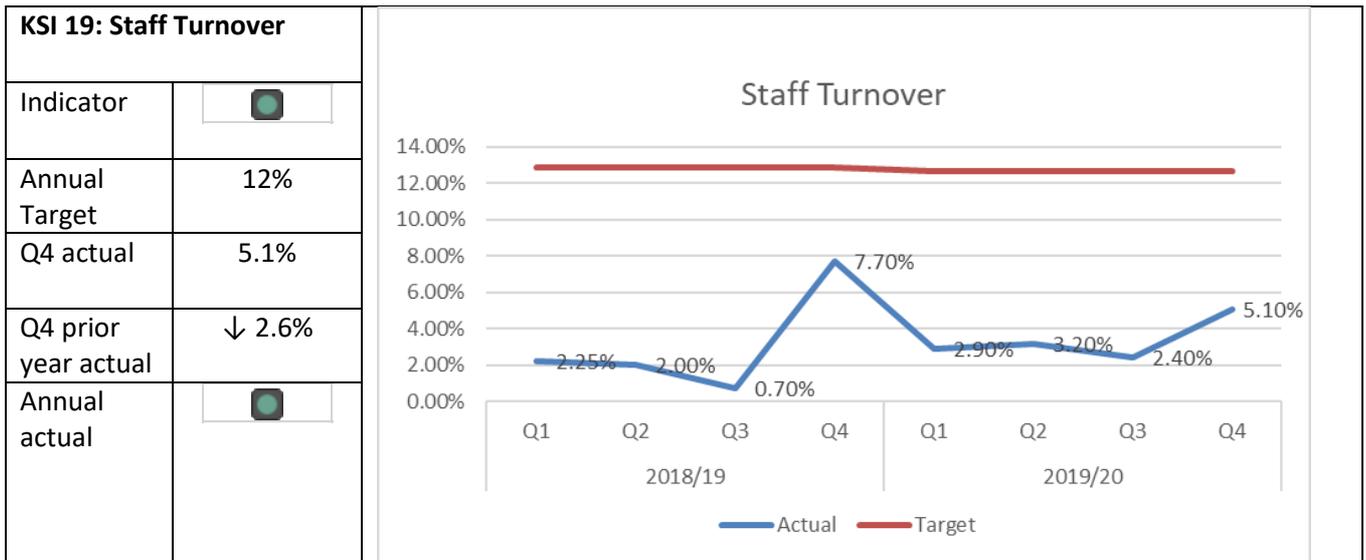
Why: This measure illustrates the success of key messages that Live Borders is a Charity. Our Charitable status is considered a unique part of our proposition and differentiates us from competitors.

Performance:
A steady and good performance as we strive to increase our charitable awareness. The new Fundraising post was appointed in February 2020 and will seek to further increase awareness.



Why: This measure allows us to review frequency, types of absence or patterns to help better inform our people management strategies

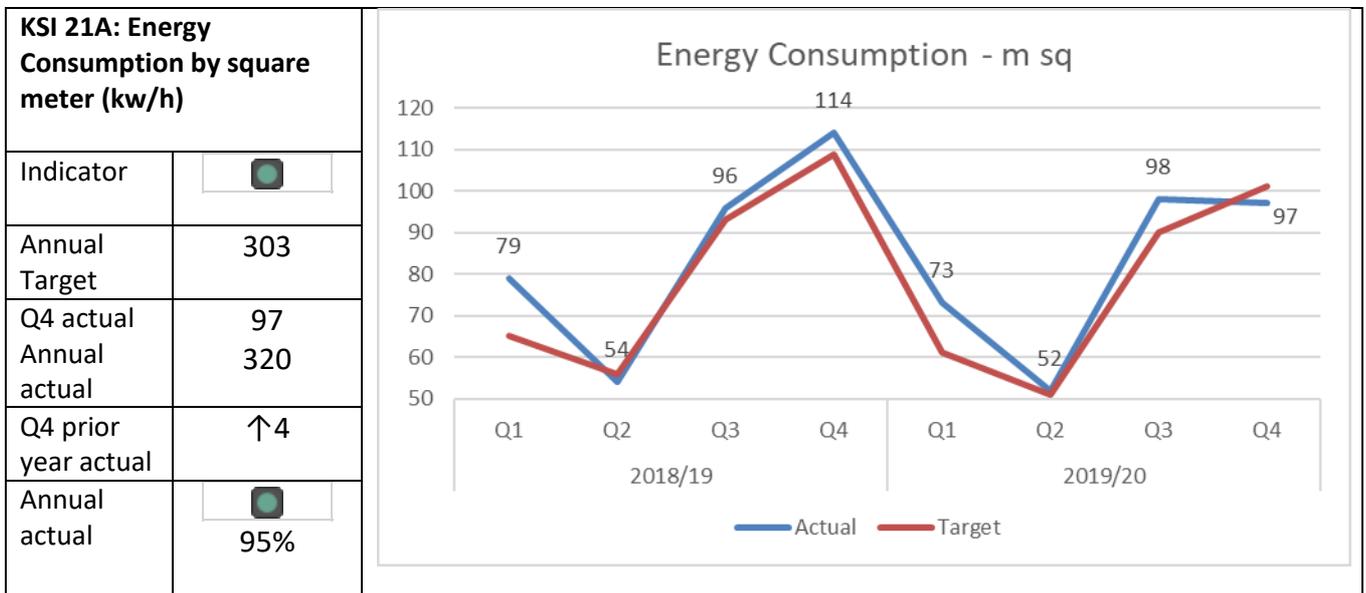
Performance:
Quarter 4 short term absence was 1.7%, long term 1.4%. We continue to proactive manage absence set against a very challenging target.



Why: This measure allows us to review patterns of staff turnover to help better inform our people management strategies.

Performance:

Our staff turnover remains low. Every organisation would like a degree of turnover; reducing turnover allows us to reduce cost. However, a very low turnover can also cause problems. We continue to work hard on our staff engagement approach.

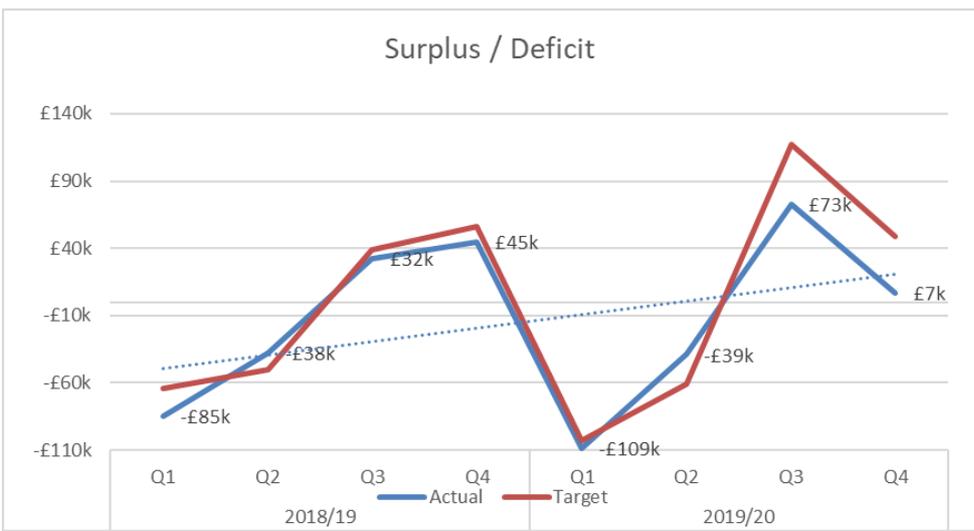


Why: Running especially pool facilities, uses a huge amount of energy and will account for significant amount of Trust's expenditure (10%). Taking steps to reduce energy consumption means that the Trust has money to invest elsewhere.

Performance:

Strong quarter 4 performance, however, facilities were closed from the middle of March. Work continues to drive consumption down.

KSI 22: Surplus / deficit (Services Provision Agreement)	
Indicator	
Annual Target	£2k
Q4 actual Annual	£7k (£68k)
Q4 prior year actual Annual	↓£38k ↓£22k
Annual actual	



Why: This measure shows how we are performing financially against our budget for services provided under the Service Provision Agreement.

Performance:
Full report in budget monitoring report.

KSI 23: Cost per visit – Sport	
Indicator	<input checked="" type="checkbox"/>
Annual Target	£7.26
Q4 actual	£7.16
Q4 prior year actual	↓£0.15
Annual actual	<input checked="" type="checkbox"/>

Why: Nationally reported comparable indicator and provides year on year trend for analysis and shows how we are managing costs in relation to participant visits. 2019/20 figures below are cumulative year to date.

Performance:
Strong performance under target, especially given the March 2020 trading position.

Quarter 4 2019/20		SPORT		
		2018/19	2019/20	Growth %
Subsidy/Visit	$([-F]+[H])/[A]$	£2.88	£3.01	-5
Income/Visit	$[B]/[A]$	£4.13	£4.15	1
Cost/Visit	$[D]/[A]$	£7.01	£7.16	-2
Staff Cost/Visit	$[C]/[A]$	£4.08	£4.42	-8
Visits/000	$[A]/[G]$	7.67	7.73	1
Rate of Return	$[B]/[D]$	60.11	58.84	-2
Admissions				
	Quarter 1	210,233	216,658	3
	Quarter 2	222,058	224,468	1
	Quarter 3	208,087	237,621	14
	Quarter 4	232,734	200,484	-14
Total Admissions	[A]	873,112	879,231	1
Pool Activities		192,547	338,342	76
Other Activities (Non Swim)		680,565	540,889	-21
		873,112	879,231	1
	Swim Borders D	2,891	2,787	-4
	Membership	3,344	3,347	0
Income	[B]	£3,606,005	£3,651,723	1
	Cost of Sales	£199,726	£131,320	
	Staffing [C]	£3,558,793	£3,883,666	
	Expenses	£2,240,907	£2,191,657	
Expenditure	[D]	£5,999,426	£6,206,643	-3
Operating Loss	[E]	(£2,393,421)	(£2,554,920)	-7
Less Other costs		(£118,209)	(£90,972)	23
Surplus/ Deficit	[H]	(£2,511,630)	(£2,645,892)	-5

KSI 24: Cost per visit – Library	
Indicator	
Annual Target	£3.40
Q4 actual	£3.41
Q4 prior year actual	↓£0.23
Annual actual	

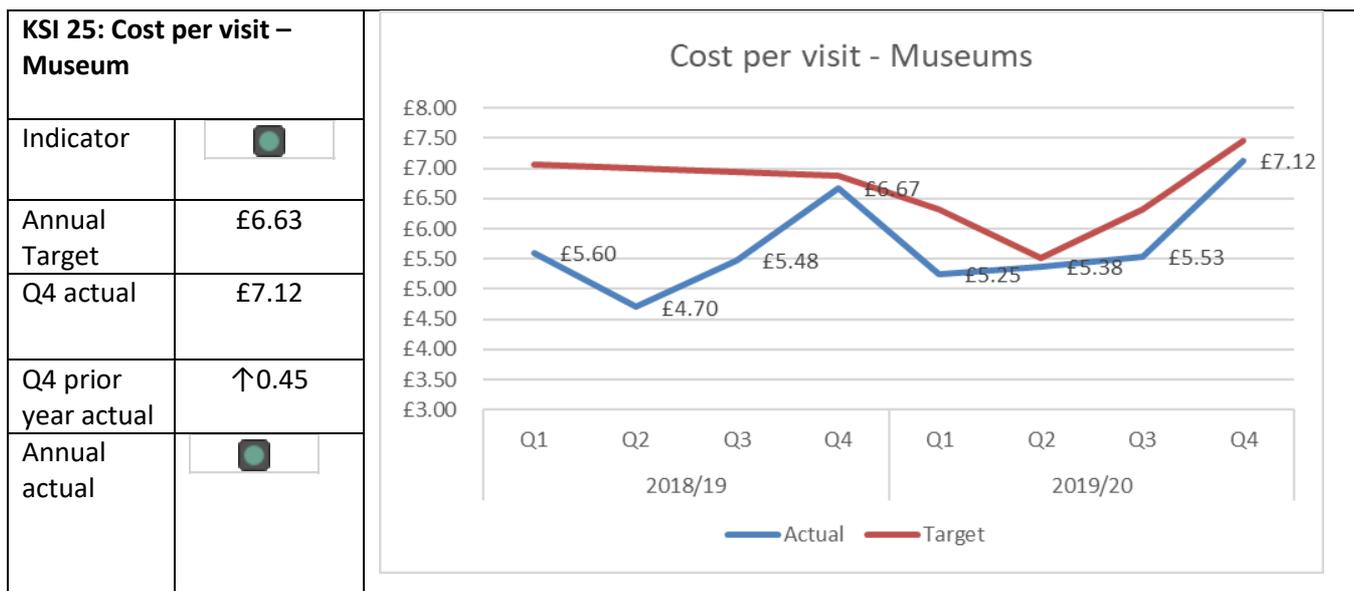
Cost per visit - Library

Year	Quarter	Actual (£)	Target (£)
2018/19	Q1	£3.54	£3.35
	Q2	£3.53	£3.40
	Q3	£3.45	£3.45
	Q4	£3.63	£3.63
2019/20	Q1	£3.52	£3.75
	Q2	£3.60	£3.50
	Q3	£3.44	£3.44
	Q4	£3.41	£3.41

Why: Nationally reported comparable indicator and provides year on year trend for analysis and shows how we are managing costs in relation to participant visits. 2019/20 figures below are cumulative year to date.

Performance:
Good performance with staffing and overheads costs managed.

		Libraries		
		2018/19	2019/20	Growth %
Subsidy/Visit	$([-F]+[H])/[A]$	£3.46	£3.29	-5
Income/Visit	$([B])/[A]$	£0.17	£0.12	-28
Cost/Visit	$([D])/[A]$	£3.63	£3.41	-6
Staff Cost/Visit	$([C])/[A]$	£2.27	£2.19	-3
Visits/000	$([A])/[G]$	2.57	2.59	1
Rate of Return	$([B])/[D]$	4.71	3.59	-24
Admissions				
	Quarter 1	72,979	72,377	-1
	Quarter 2	75,858	75,964	0
	Quarter 3	68,818	73,753	7
	Quarter 4	74,684	72,049	-4
Total Admissions	[A]	292,339	294,143	1
Income	[B]	£49,950	£35,950	-28
Cost of Sales				
	Staffing [C]	£664,620	£645,618	-3
	Expenses	£395,787	£356,726	-10
Expenditure	[D]	£1,060,407	£1,002,344	
Operating Loss	[E]	(£1,010,457)	(£966,394)	
Less Other costs				
Add Management Fee	[F]			
Surplus/ Deficit	[H]	(£1,010,457)	(£966,394)	



Why: Nationally reported comparable indicator and provides year on year trend for analysis and shows how we are managing costs in relation to participant visits. 2019/20 figures below are cumulative year to date.

Performance:

Increased costs and income as a result of the opening of the Jim Clark Motorsport Museum.

		MUSEUMS		
		2018/19	2019/20	Growth %
Subsidy/Visit	$([-F]+[H])/[A]$	£4.87	£4.39	-10
Income/Visit	$([B])/[A]$	£1.80	£2.73	52
Cost/Visit	$([D])/[A]$	£6.67	£7.12	7
Staff Cost/Visit	$([C])/[A]$	£4.46	£4.80	8
Visits/000	$([A])/[G]$	1.12	1.20	7
Rate of Return	$([B])/[D]$	26.93	38.40	43
Admissions				
	Quarter 1	43,514	43,808	1
	Quarter 2	55,932	63,903	14
	Quarter 3	20,263	22,718	12
	Quarter 4	7,363	5,934	-19
Total Admissions	[A]	127,072	136,363	7
Income	[B]	£228,148	£372,673	63
	Cost of Sales	£11,935	£48,689	
	Staffing [C]	£566,831	£654,221	15
	Expenses	£268,437	£267,718	0
Expenditure	[D]	£847,203	£970,628	
Operating Loss	[E]	(£619,055)	(£597,955)	
Less Other costs				
Add Management Fee	[F]			
Surplus/ Deficit	[H]	(£619,055)	(£597,955)	

EVERYONE LIVING IN, WORKING IN AND VISITING THE BORDERS WILL BE HEALTHIER HAPPIER, STRONGER

Expand levels of Participation and build on our reputation for great customer service



Libraries are not just about books, nor are they a place of silence. They play an important part in the community, working with the young to the old, delivering a service from cradle to grave. Over the last year Hawick library has hosted a reminiscence group in association with the joint health improvement team. Some 10 to 15 members with varying levels of dementia, are accompanied by volunteers on monthly visits to the library for recollection sessions. Initially museums reminiscence boxes were used to resource the sessions, then the library staff made their own materials using yesteryear photos which were passed round the group, prompting memories and conversations. Library staff then heard about a project called Playlist for Life, which piqued their interest. An attendee attended a training session, then created a playlist of old Christmas songs, at the Christmas session over a cuppa and mince pies the group played a game of match the band photo to the song.

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This is part of our work to make communities healthier, happier and stronger, working with other agencies to deliver a valuable service to enhance the lives of a group of dementia sufferers, the outcome is the bringing together of the group, carers and volunteers and the happiness the sessions generate. Hawick has been part of a @Playlist for Life' pilot and will work with them to develop some library specific resources.

Healthier, Happier, Stronger: The lockdown

At the close of play on Friday 20 March Live Borders sadly closed its doors to the public in line with Government Guidelines.

Memberships were suspended, although we are heartened that some members have elected to continue paying their direct debits.

In the following weeks, we have contributed to our communities in various ways in response to the coronavirus crisis. A great example of this is our support of the Educational Hubs across the region. Many of our colleagues have provided invaluable support to these Hubs providing a haven for the children of essential workers and to vulnerable children. Some of our staff have been supporting SB Cares, both Care Homes and Care in the Community. The feedback from all staff engaged in these new activities has been extremely positive.



Expand levels of participation through Health Referral Programme

This case study looks at the social impact of Live Borders physical activity programmes for those adults diagnosed with long term health conditions and who would otherwise be unlikely to engage in mainstream forms of physical activity. It measures Live Borders' strategic vision to make people and communities healthier, happier, and stronger. As part of Live Borders commitment to increasing participation for all and to address physical inactivity amongst some of societies hardest to reach groups, an exercise referral programme and pay as you go programme of activities is available to those referred by a health professional. Over the last 3 years, a wide and varied programme of activity has grown to include a varied range of tailored sessions from Active ageing to Weight management programmes. The health development programme provides gentler, lower impact activity and allows participants to progress at a rate that allows them to feel comfortable. Most classes have some element of behavioural change theory within them to ensure that physical activity habits become lifelong. Social interaction following classes is an additional benefit offered with refreshments providing a great way of reducing social isolation for participants.

"the programme offered me the chance to get invaluable support to get me started but also to keep going. It's not just about the physical activity but about having the confidence to do other things that I wouldn't have engaged with previously"

" If you are diabetic, inactive, and in need if motivation and encouragement then I recommend this class to you. I am grateful I was given the opportunity to join"

"The whole thing has been great, I feel physically and mentally better than I have for a long time. Thoroughly enjoying the twice weekly sessions, especially the social side of it which to me is as important as any physical benefits"

Health Referral Programme:

- General health conditions
- Dialysis classes
- Diabetes classes
- Weight management programmes
- Active ageing classes
- Steadi (Falls prevention) classes
- Gentle Movement
- Macmillan Move More classes
- Multiple Sclerosis activity sessions



EXPERIENCE

PARTICIPATION

COLLABORATION

EXPERIENCE

PARTICIPATION

COLLABORATION



CONSULTATION ON DRAFT FOOD GROWING STRATEGY

Report by Executive Director, Finance and Regulatory

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1. Following the legislative requirements set out in Part 9 of the Community Empowerment (Scotland) Act 2015, this report introduces Scottish Borders Council's first ever Food Growing Strategy – 'Cultivating Communities' and seeks approval for consultation on the Draft Strategy. This report also sets out the process and next steps in delivering on the Strategy Action Plan, as well as associated changes to Allotment management –including new Allotment Regulations - as required by the legislation.**
- 1.2. The Food Growing Strategy supports the Locality Plans for the region and is itself supported with the proposed creation of new policy EP17 in the Local Development Plan.
- 1.3 The Consultation Draft Food Growing Strategy was proposed to be brought to Executive on March 17th 2020. However due to Covid-19, this has been delayed. This paper now brings the Draft Strategy, and proposed Allotment Regulations, to Executive for approval for consultation and resourcing.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee:-**
 - (a) Approves the Draft Strategy for Consultation**
 - (b) Approves the proposals for resourcing as set out in 9.1**
 - (c) Approves the proposed statutory consultation on the new Allotment Regulations**

3 BACKGROUND

- 3.1 Part 9 of the Community Empowerment (Scotland) Act 2015 updates and simplifies allotments legislation, bringing it together in a single instrument, introducing new duties on local authorities to increase transparency on the actions taken to provide allotments in their area and limit waiting times. Allotments are defined in Part 9 as land that is owned or leased by a local authority and used wholly or mainly for the cultivation of vegetables, fruit, herbs or flowers and not for profit. A key requirement of the Legislation is for every local authority to develop a Food Growing Strategy under section 119 of the Act. Each authority must set out in its food-growing strategy how it will provide land to meet demand for food growing as allotments or other forms of cultivation of vegetables, fruit, herbs or flowers for community or individual growing.
- 3.2 While Part 9 of the Community Empowerment (Scotland) Act came into effect in 2015, the detailed guidance on preparing the Food Growing Strategy was published in November 2018. Since then officers have been engaging with stakeholders and undertaking a review of Allotments and Community food growing in the Scottish Borders.

4 STAKEHOLDER AND COMMUNITY CONSULTATION

- 4.1 Stakeholders such as Community Planning Partners, local 3rd sector organisations, Allotment Associations/Societies and Community growing project managers have been consulted with through a series of meetings, gaining insight into current growing activities and needs for future capacity building.
- 4.2 A 12 week public consultation was launched on 24 July 2019, following the format of similar consultations undertaken by Greenspace Scotland in other local authorities. The aim of this was to gain insight into current and potential local food growing activity, to guide the development of the Strategy.
- 4.3 The consultation ran for 12 weeks from 24 July to 16 October 2019 and was promoted to all Community Councils, In Bloom groups, 3rd sector organisations, publicly via a press release (30 July) and via website and social media. It had a good response, with 300 respondents. A summary of the consultation is included as an appendix to the Strategy.
- 4.4 The Allotment Regulations are subject to a statutory 1 month consultation, upon approval by the Executive.

5 COVID-19

- 5.1 Covid-19 has transformed the way we live our lives. The duration and future outlook for the virus is not known. However, the Food Growing Strategy remains largely unchanged in its aim and approach – to facilitate communities wishing to grow their own food locally. Indeed, the mental health benefits of outdoor working and community support are even more acutely needed, as is the role of local Food Security. To this end, it is felt that the Food Growing Strategy can contribute positively to the lives of our communities during the CV-19 era. The Strategy has been amended to include advice around working safely in communities to prevent any spread of infection, see the volunteer information sheet at the end (and the risk commentary at 9.2 below).

- 5.2 The activities of the volunteer programme situated at Wilton Lodge Park Hawick are detailed at 7.2 of this report. However the proposed investment into the Conservatory glass house set out at 9.1.2 is, in light of CV-19, critical to the ongoing success of this project and indeed the wider Food Growing Strategy, as it creates a safe, fit for purpose place where volunteers can take shelter and practice social distancing, as well as the additional propagation and cultivation opportunities it creates.
- 5.3 All food growing strategies were to be in place originally by April 2020, however the impacts of CV-19 have delayed this for SBC. Colleagues at Scottish Government have been supplied a revised timeline for SBC adopting a final strategy of April 2021, and this anticipates a launch of the Draft Strategy for Consultation in late September 2020.

6 STRATEGY

- 6.1 Following the consultation outlined in section 4 above, the Strategy has been developed based on the information gathered. The aim of this Strategy is to support and facilitate anyone who wants to get growing, through existing growing opportunities and new approaches to growing. The key objectives of the Food Growing Strategy are:
- To provide a central resource for community growing information
 - To raise awareness around community growing in the Scottish Borders
 - To show you how to get growing: where, how and who can help you/your community group
 - To help you get your community growing project off the ground
 - To help identify potential allotment sites and growing spaces
- 6.2 In developing a food growing strategy for the Scottish Borders the Council is committed to delivering the wider benefits associated with food growing including:
- Improving health and wellbeing outcomes
 - Promoting opportunities for social interaction
 - Environmental improvement including climate change and food waste
 - Skills development
 - Economic development and sustainability.

In delivering these benefits the Food Growing Strategy is supportive of the work of the Community Food Network, Locality Planning and Education & Lifelong Learning.

- 6.3 Survey responses identified a need for support to individuals and communities interested in food growing, broadly falling into three themes which form the structure of the strategy:

Getting started: how can I get growing? Support for getting started - Skills and Advice; training, confidence and resources to get started.

Where can I grow? Help to find space – existing sites and new growing spaces and getting the right permissions in place.

Where can I get support for my growing project/growing activities?
How to resource your project: Funding, networking and skills sharing

- 6.4 The Strategy places emphasis on participation and self-mobilisation, supporting and facilitating the linking up of volunteers to projects, new growing aspirations to existing resources, and skills sharing across the Borders. Within the region there are a wealth of projects and growing groups who work collaboratively, sharing skills and volunteers. There are opportunities to work with local schools.
- 6.5 The Strategy also sets out new growing opportunities within the region, thinking creatively about how and where communities can get growing. The extensive network of amenity greenspace owned by Scottish Borders Council presents an opportunity for communities to 'adopt' areas for growing: former bedding plant areas and amenity grass areas may lend themselves to adoption for community food growing, and the strategy invites exploration of these opportunities within communities.
- 6.6 As part of the Strategy, information on all growing opportunities within the region – existing community growing sites, allotment sites and other growing sites - are listed and mapped to be made available online. If approved, it is proposed that the online mapping will be launched as a consultative draft at the same time as the Strategy.

7 ACTION PLAN AND RESOURCING

- 7.1 As well as supporting and facilitating self-deployment of individuals and community groups to get growing, the Strategy sets out the Council's commitments through the Action Plan:

Action	
1. Develop Policy Framework	1.1. Investigate and explore opportunities to develop further policies in support of food growing and community growing with Community Planning Partners
	1.2. Adopt new planning policy - EP17 Food Growing and Community Growing spaces – as part of the Local Development Plan, safeguarding food growing spaces and enabling increased provision.
	1.3. Review of corporate policies and strategies to support Food Growing and Community Food Growing.
2. Review provision and Management of Allotments	2.1. Co-ordinate waiting list information with appropriate Allotments Associations to ensure data collection is handled accurately and appropriately
	2.2. Investigate new allotment sites in areas of demand, working with community groups and private landowners where possible
	2.3. Review and implement new Allotment Regulations, including setting of fair rent charges
	2.4. Prepare an Annual Allotment Report
3. Support the Community Growing Network	3.1. Develop networking event(s) for community growers and volunteers
	3.2. Explore the creation of 'Growing Ambassadors', as part of the #yourpart Corporate Programme
	3.3. Consolidate resources for food growing through the development of the Volunteer Coordinator role

7.2 Scottish Borders Council in partnership with Live Borders, has operated a community volunteering project at Wilton Lodge Park, Hawick since 2010. This provides opportunities for a wide range of volunteers and voluntary groups to access and gain support for skills development in food growing, under a supervised programme offered by the Council. During the last 10 years, the project has made a huge difference in terms of supporting volunteers with specific needs to get involved in community food growing. Action 3.3 above highlights the need for maximising existing resources through the development of the existing Volunteer Co-ordinator role based at Wilton Lodge Park Walled Garden. This post currently sits with LIVE Borders, having been transferred over in 2018. By bringing this resource back in house, the post can be aligned with the delivery of the Strategy outcomes, supporting volunteers and sharing skills across the region. To fully maximise the opportunity to support and promote Community growing and Education, replacement of the dilapidated Conservatory in the Walled Garden is also proposed (see section 9).

8 ALLOTMENTS

- 8.1 As outlined in Section 111 of the legislation, local authorities have a duty to maintain a waiting list. Scottish Borders Council currently maintains a waiting list, but must make minor amendments to the way in which the data is held;
- Liaising with 3rd party allotment managers (such as Allotment Associations) of Council owned land, ensuring waiting list data is merged to ensure no 'double counting'.
 - Collect data on allotment requirements: size/access requirements
- 8.2 Under the terms of section 112 of the legislation when certain trigger points of demand are reached, Local Authorities have a duty to take reasonable steps to ensure: (1) that the number of people on their waiting list for an allotment does not exceed half the total number of allotments owned and leased by the authority; and (2) that a person on the list does not wait more than five years for an allotment. The Action Plan sets out the next steps in ensuring that adequate provision of local authority allotments is assured throughout the Borders.
- 8.3 Authorities also have a duty to produce an annual Allotments Report. This is to include data such as demand, uptake and waiting list details.
- 8.4 Local Authorities are also required to develop Allotment Regulations, in accordance with Section 115 of the legislation. The draft regulations are included at Appendix 2 and it is anticipated that this will be advertised for statutory consultation of 1 month. Section 115 of the legislation also requires Authorities to set fair rents for allotments which has been undertaken as part of the 20/21 budget process.

9 IMPLICATIONS

9.1 Financial

The financial impact of transferring the Volunteer Co-ordinator post back from Live Borders to the Parks & Environment Service within Scottish Borders Council are set out below and will be met from the budget currently used to fund the Service Level Agreement (SLA) between Live Borders and SBC - details of which are shown below:

Grade 6 SCP 043	
	25 hrs/wk
Gross	£17,141
NI	£1,514
Pension	£ 3,085
	£21,740

The capital expenditure to support the ongoing programme of volunteering and develop resources for Community Food Growing is focussed on the replacement of the existing conservatory within Wilton Lodge Park Walled Garden, for which costs are estimated at £100k. This will be funded from the Community Benefit derived from the Hawick Flood scheme and the Community Outdoor Facilities

9.2 Risk and Mitigations

- 9.2.1 In order to meet the requirements of the legislation Scottish Borders Council has undertaken a consultation exercise and engaged with stakeholders, and their views have been taken into account in shaping the Strategy. The Action Plan aims to ensure that the Strategy is implemented and mitigates potential risks to success.
- 9.2.2 The Action Plan requires resource to be implemented. There is a risk to delivery if insufficient resource is allocated to the Actions contained therein, e.g. supporting community growing, sourcing land and associated infrastructure for growing etc. There are various options available which will be explored further to mitigate against this this.
- 9.2.3 Due to Covid-19, signs will be erected across outdoor volunteering and allotment sites advising the public to follow government social distancing guidance regarding Covid-19. The same information will be included in the Strategy as a central point of reference.

9.3 Integrated Impact Assessment

An IAA has been undertaken and it is anticipated that there are no adverse impact on unlawful discrimination, harassment and victimisation; equality of opportunity between people who share a characteristic (age, disability, gender re-assignment, trans/transgender identity, marriage or civil partnership, pregnancy and maternity, race groups, religion or belief, sex-gender identity, and sexual orientation) and those who do not. Indeed, reducing socio-economic inequality is inherent in the promotion and facilitation of local food growing opportunities to all.

9.4 Acting Sustainably

There are no adverse direct economic, social or environmental issues identified within this report.

9.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report; there may be net reduction in emissions related to reduced food miles and increased carbon capture.

9.6 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.

9.7 Changes to Scheme of Administration or Scheme of Delegation

None

10 CONSULTATION

- 10.1 The Monitoring and Chief Legal Officer, the Executive Director Finance & Regulatory, the Chief Officer Audit and Risk, the Service Director HR and Communications and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

Approved by

David Robertson

Executive Director, Finance and Regulatory Signature

Author(s)

Name	Designation and Contact Number
Jason Hedley	Chief Officer Roads. Ext 8037
Carol Cooke	Urban Designer, Ext 5537

Background Papers:**Previous Minute Reference:**

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

Contact - Jacqueline Whitelaw, Council Headquarters, Newtown St Boswells, TD6 0SA, 01835-824000, ext. 5431.

APPENDIX 1 – DRAFT FOOD GROWING STRATEGY (see separate pdf)

APPENDIX 2 – PROPOSED ALLOTMENT REGULATIONS

THE SCOTTISH BORDERS COUNCIL

Allotment Rules and Regulations 2020

Rules and Regulations for Allotment Plots on Council Managed Land 2020

The Scottish Borders Council ("the Council") has a statutory duty to provide allotments in terms of Part 9 of the Community Empowerment (Scotland) Act 2015 ("the 2015 Act"). These rules are made in support of this statutory function and to support those leasing allotment plots ("tenants") understand their responsibilities. Where there is a contradiction between these rules and the 2015 Act the terms of the 2015 Act including any regulations ("Regulations") shall apply. These rules will be subject to review once final guidance relating to Part 9 of the 2015 Act has been provided.

1 Allotment Plot Letting

- (a) For allotment plots on Council owned land, an allotment plot application form must be completed and submitted in writing either by email to placebookings@scotborders.gov.uk or send to Business Support Team (Allotments), Council Headquarters, Newtown St Boswells TD6 0SA or such other address as is publicised by the Council.
- (b) The Council maintains a waiting list and will offer available plots to the first person on the list based on what has been requested or the next available size. Applicants may remain on the list until the prescribed size of plot has been offered however, if a valid offer is refused due to personal circumstances, applicants will be moved to the end of the waiting list if the five year time limit prescribed by the 2015 Act will or has been exceeded.
- (c) Allotment tenancies will only be granted to residents, 18 years or over who reside within the Scottish Borders Council area. Individuals who live outside or move outwith the Scottish Borders area shall not be entitled to retain an allotment tenancy and the Council or the relevant association shall be entitled to require that any such tenancy be brought to an end in accordance with the termination provisions herein.
- (d) The Council reserves the right to inspect any allotment sites and records without giving prior notice to ensure that allotment plots are being managed in accordance with these rules.
- (e) All tenants are required to sign an agreement in terms of the Scottish Borders Council Allotments – Conditions of Let annexed hereto annually in advance agreeing to lease an allotment plot for that year and that they shall adhere to these rules and any that may pertain to the particular allotment site and/or any Regulations.
- (f) The tenant shall ensure that any change of address or contact details are notified as soon as reasonably practicable to the Business Support Team (Allotments) at the address specified in 1(a) above. The Council / Association shall not be held responsible for any losses resulting from a failure by a tenant to provide information.
- (g) Should an existing tenant wish to increase the size of their allotment plot they shall submit a new application form and will be added to the end of the waiting list of applicants wishing to let an allotment tenancy.
- (h) Any applicant who accepts a smaller allotment plot than requested will be removed from the waiting list. Should the tenant wish a larger plot at a later date, a new application must be submitted to join the waiting list.
 - (i) Where a person (or joint applicant) who has had an allotment tenancy previously terminated by the Council or Association makes an application for an allotment tenancy it shall be considered taking into account the circumstances of the previous termination and any Regulation that may apply at that time.
- (j) A tenant shall not sub-let or share occupation of any part of their allotment plot with any

other person without the prior written consent of the Council/Association.

- (k) The Council will consider the transfer of an allotment tenancy to a joint applicant 18 years or over, should the existing tenant be permanently unfit or deceased. If approved, the Council will require written proof to be submitted and a new tenancy agreement shall be signed.
- (l) If an allotment tenancy is terminated, there will be no refund due to the tenant by the Council.
- (m) The first named person on joint applications shall be considered the lead applicant. Should the lead applicant withdraw, the second named applicant will remain on the waiting list unless advised in writing that both wish to withdraw. Further applicants cannot be added and second named applicants will remain on the list as a single applicant.

2 Charges

- (a) An annual subscription fee will be payable for allotment plots on Council managed/owned sites.
- (b) For Council managed allotment sites the annual subscription of the allotments will be due on 1 April each year. The annual subscription shall be set by the Council at its sole discretion.
- (c) The Council shall consider any subscription not paid in full within 30 days of the invoice date as an indication that the tenant of that allotment plot wishes to give up the allotment tenancy. Following a defined timescale, the Council shall be entitled to enter upon the allotment plot and remove all items and building or erections and make the allotment plot available for re-letting to another person
- (d) Changes to circumstances that affect your ability to pay, must be advised in writing to the Business Support Team (Allotments). The Council will review specific circumstances and offer support and guidance.
- (e) Annual subscriptions and any other charges that may be payable are subject to annual review and tenants will be notified of any increase in advance. To cover costs, charges will be based on a rate per square metre and what services are provided which may vary from site to site.
- (f) When an allotment plot is allocated in a secure site, a key will be issued to the tenant.
- (g) A tenant shall notify the Business Support Team (Allotments) of any lost / stolen keys.

3 Allotment Plot Management

- (a) All tenants shall be responsible for keeping their allotment plots in a clean and tidy condition at all times of year to the standard outlined in the rules and regulations at the Council's sole discretion. Allotment sites will be regularly inspected by the Council and/or Association.
- (b) An allotment plot must be used for the sole purpose of growing vegetables, fruit and other produce and tenants may sell such produce grown (other than with a view to making a profit). At least 50% of individual allotment plots should be used for growing purposes.
- (c) All tenants shall be responsible for ensuring that weed growth is controlled and their allotment plots are cultivated by the end of April prior to the growing season all to a

standard outlined in the rules and regulations at the Council's sole discretion, e.g. the allotment plot should either be: well underway in the process of being prepared for crops; in readiness for growing; or be well stocked with growing produce. Seed heads should be removed before they set and pernicious weeds such as couch grass, ground elder, brambles or mares tail must be controlled.

- (d) A tenant shall be responsible for keeping the boundaries and paths adjacent to their allotment plot in a clean and tidy condition. Where a path is adjacent to two allotment plots, the respective tenants shall come to an agreement as to how it is to be kept clear of weeds and any obstructions failing which the Council or Association shall direct the tenants as to how this is to be done.
- (e) The prior written consent of the Council or Association shall be obtained by a tenant regarding the location and size of any buildings to be erected within their allotment plot, which consent will not be unreasonably withheld if the proposals do not unduly shade adjacent allotment plots or take up more than 25% of the said plot. The Council or Association will be entitled to ask for whatever information it considers necessary in order to reach a decision as to whether such consent is to be given.
- (f) A tenant shall not allow trees on the allotment plot, with the exception of fruit trees which must be maintained within the allotment plot and which shall not grow into or cause shade to be cast on neighbouring allotment plots. Fruit bushes are permitted to be grown.
- (g) A tenant shall be responsible for ensuring that appropriate pest and disease control is carried out on the allotment plot.
- (h) A tenant must not allow their allotment plot to be used for the storage of glass, timber, refuse or any other material deemed unsuitable by the Council.
- (i) A tenant shall not do anything to adversely affect other allotment plots, including but not limited to, spray damage, fertiliser run off, spreading/seeding weeds or any other activity that may cause damage and/or nuisance.
- (j) Crops, structures, etc. on individual allotment plots are the responsibility of the tenant and the Council and/or Association shall not be liable for any incidents that take place and/or damage occurring to said items save where such incidents and/or damage are as a result of the actions of their employees or authorised representatives.
- (k) Tenants are encouraged to practice good housekeeping and sustainable practices e.g. composting green waste on the allotment plot, the use of water butts for collecting water and responsible disposal of waste material.
- (l) Tenants are responsible for the removal of all waste lawfully from their allotment plot. Small scale burning using a closed vessel such as a chiminea is permitted however must be controlled and must not compromise adjacent allotment plots and/or neighbouring properties.
- (m) To increase sustainability and keep charges manageable, tenants are encouraged to harvest water within their allotment plots to supplement mains water provision where provided. It is not permitted to install additional water taps.
- (n) Where no mains water is provided, plot holders must harvest water within their allotment plot.
- (o)

4 Structures and Property

- (a) No greenhouse, polytunnel, shed or storage hut shall be erected on an allotment plot or in an allotment site by a tenant without the prior written consent from the Council who will advise of a suitable location to minimise or eradicate shading to other allotment plots. Caravans are not permitted on any allotment site.
- (b) Prior to the erection of a greenhouse, shed or other building / structure, the tenant shall provide construction details to the Council or Association for approval. Details shall include: type of structure; size of structure; height of structure; building materials; location on allotment plot (in order that it shall not result in any adverse affect on neighbouring allotment plots) and any other information considered necessary.
- (c) No consent given by the Council shall operate as planning permission, building warrant, or any other approval which the tenant may require from the Council in any of their capacities. The tenant shall be responsible for obtaining all necessary planning consents and/or building warrants in respect of the erection of a greenhouse, shed or other building/structure, if applicable.
- (d) Tenants are solely responsible for the safety and maintenance of any structure as well as boundary fences on their allotment plots. Tenants are not permitted to plant boundary hedges.
- (e) When any structure is to be demolished the tenant shall ensure that all waste materials are removed from the allotment plot and allotment site and disposed of lawfully.
- (f) No more than 25% of an allotment plot shall be used for non growing structures such as sheds, seating, storage.
- (g) The tenant shall indemnify the Council against all claims and liabilities which may be made against the Council arising directly or indirectly from any breach or non-performance by the tenant of their obligations under the Allotment Agreement or from any act, omission or negligence of the tenant or any person acting expressly or implied with the authority of the tenant in relation to the Plot or so arising from the presence of any of the tenant's property and from the expenses of proceedings arising therefrom.
- (h) The tenant shall insure any greenhouse, shed or other building/structure erected upon their allotment plot against the risk of loss or damage by fire and shall provide a copy of the current Certificate of Insurance to the Council, if asked to do so. The tenant shall be responsible for insuring the contents of the greenhouse, shed or other building/structure, if desired.
- (i) The Scottish Borders Council and its employees cannot accept responsibility for any claims, loss or damage which may arise from using this facility, except so far as provided by statute.
- (j) Tenants are responsible for the removal of any structures as requested by the Council following the end of a lease. Failure to do so, may result in charges being levied to cover any costs incurred by the Council.

5 Animals/Livestock

- (a) Dogs are allowed on allotment sites. The tenant shall be responsible for keeping or, if not the owner, ensuring that the dogs are kept under control at all times and that they are kept on a lead.
- (b) Tenants who bring their dogs on to or permit a visitor to bring dogs on to an allotment site are responsible for the safe disposal of any dog waste and for any damage that may be caused by said dogs.

- (c) Tenants shall not kennel animals/poultry overnight nor permit the same on any part of an allotment site.
- (d) No animals/livestock shall be permitted on an allotment site without the prior written consent of the Council whose decision shall be final.

6 Security and Maintenance

- (a) All tenants share responsibility for the security of an allotment site at all times and shall enter and leave the allotment site only through the authorised boundary gates. Children must be supervised by an appropriate adult at all times.
- (b) Each of the boundary gates of an allotment shall be padlocked and tenants shall lock these at all times on entering and leaving. Where applicable, each tenant shall ensure that keys are retained securely.
- (c) The key to the allotment site remains the property of the Council and/or Association and is issued to a tenant strictly for the purposes of access to and egress from an allotment site and is not transferable to any other person.
- (d) A tenant is responsible for the security of any greenhouse, shed, property etc., on their allotment plot.
- (e) Each tenant shall not enter an un-let allotment plot or one let to another person or remove any item or materials from said allotment plots.
- (f) Issues relating to general site maintenance on Council managed allotments must be reported to the Business Support Team (Allotments) or via the Association where appropriate.

7 Monitoring

- (a) The Business Support Team (Allotments) and/or where appropriate, members of the Association shall be entitled to carry out general inspections (at their discretion) of all allotment plots. The purpose of these inspections will be to assess whether sufficient progress is being made to reach and maintain the agreed cultivation and maintenance standards, as well as noting any non-conformance of rules and regulations.
- (b) Tenants who fail to meet the required standards will receive a first warning letter advising that issues must be rectified within 14 days. If the issue is not rectified within the specified deadline, or no response is received the Council or Association shall issue a formal notice advising that the tenancy will be terminated within 40 days from the letter date. If there is still no response a final notice will be issued confirming that the tenancy has been terminated.
- (c) The tenant will be notified in writing to vacate their allotment plot and where applicable return their key(s) to the Business Support Team (Allotments).
- (d) The tenant is responsible for any remediation work or waste disposal and the costs thereof required to be undertaken by the Council and/or Association.
- (e) Any tenant who has been issued with a previous warning in a 12 month rolling period, will immediately be issued with a final warning on the second occasion.
- (f) Any tenant who has been issued with two prior warnings within a 12 month rolling period will automatically have their allotment tenancy terminated on the third occasion.
- (g) Issues relating to a tenant's gross misconduct such as theft or inappropriate behaviour

will be referred to the Business Support Team (Allotments). In such circumstances the Council reserves the right to terminate the allotment tenancy immediately.

- (h) In the event of any dispute regarding the interpretation of these rules, the matter shall be referred to the Business Support Team (Allotments). The Council shall have regard to the 2015 Act and any Regulations in arriving at its decision.

8 Miscellaneous

- (a) The foregoing allotment rules and regulations supersede any other rules and regulations previously made in respect of allotment plots on Council owned land within the Scottish Borders area.
- (b) The Scottish Borders Council reserves the right to amend the Rules and Regulations in accordance with the requirements of the Community Empowerment (Scotland) Act 2015.

Notes to Allotment Plot Holders

These rules are made to help ensure that every tenant gets the best results and enjoyment from their allotment plot. It is in the tenant's interests to ensure that these are adhered to.

For information and assistance, tenants are encouraged to join the onsite allotment association where one is provided and seek advice/guidance from other professional gardening bodies where appropriate. Additionally, the Council's Business Support Team (Allotments) and/or the relevant management committee will be pleased to help with any queries you may have.

Holidays and Illness

In the event of longer term holidays or illness, please notify the Business Support Team (Allotments) or management committee in advance as there may be someone willing to tend your allotment plot in your absence. If you are unable to cultivate your allotment in accordance with the rules because of illness or personal difficulties, the Council will, where possible take personal situations into account. However, we are obliged to ensure that plots are being managed appropriately for the sake of neighbouring tenants or those on the waiting list and any action can only be deferred for up to one calendar month to ensure that allotment plots do not fall into a poor state or have a detrimental impact on neighbouring plots. It is a tenant's responsibility to seek assistance to keep an allotment plot in an acceptable condition otherwise there is a risk of having the tenancy agreement terminated.

Contact Details

All correspondence should be addressed to PLACE, Business Support, Council Headquarters, Newtown St. Boswells, MELROSE, TD6 0SA. Telephone 0300 100 1800 or or email placebookings@scotborders.gov.uk.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs, Telephone 0300 100 1800 or email placebookings@scotborders.gov.uk

APPENDIX 3 – CONSULTATION FEEDBACK SUMMARY

SCOTTISH BORDERS FOOD GROWING STRATEGY CONSULTATION FEEDBACK

The consultation ran for 12 weeks from 24 July to 16 October 2019 and was promoted to all Community Councils, In Bloom groups, some 3rd sector organisations and publicly via a press release (30 July) and via website and social media. The total number of respondents was 300. The breakdown of responses can be summarised as follows;

Locality	No. responses
Berwickshire	43
Cheviot	39
Eildon	126
Teviot & Liddesale	37
Tweeddale	54
Other	1

The following is a breakdown of the responses received.

Do you grow your own vegetables, fruit, herbs or flowers?

	Number	%
No	48	16%
Yes	252	84%
If yes, in what kind of space do you grow your own vegetables, herbs, fruit or flowers (Note: respondent can select multiple answers)?		
Own garden	224	75%
Someone else's garden	13	4%
Allotment	39	13%
Community Garden	20	7%
Back green	1	<1%
School garden	10	3%
Orchard	5	2%
Other (including: My own garden and polytunnel; Pots at front of house; local gardens, farmland; Ruberslaw Wild Woods Camping site; HAPI project at KEC; A few pots by the back door for herbs ; Planters in front of house for flowers; In my flat; on our farm; School for adult education and retreat centre; Hospital garden; Only in pots; community garden at my work in Edinburgh; partner's garden; projects in gardens of care homes and day centres for elderly; Fruit and vegetables are grown for visitors and guests and students of the school; Rented land from Buccleuch Estates; Pick from wild; The walled garden in Hawick as a volunteer)	20	7%

What is stopping you growing your own vegetables, fruit, flowers or herbs? (Note: respondent can select multiple answers)

	Number	%
No garden	11	23%
Can't get an allotment	14	29%
Don't know how/lack of skills	23	48%
Time	10	21%
Tools (lack of)	13	27%
Lack of community support/interest	6	12%
Lack of volunteers	0	0%
Nothing!	2	4%
Other (including: No information on who to contact regarding our local allotments; My garden isn't big enough and is North facing; Need help to clear overgrown garden to start this as I'm disabled; Gardens produce garden waste it's difficult to dispose of garden	9	19%

<i>waste; Lack of space in garden; Shared garden with neighbours; Just moved house, not organised yet but I plan to; I've got a few but not very much and would like to grow more; I don't have an allotment at the moment however I would like to have one; Cost. Grow a few herbs but would like to grow vegetables; Would like to put in raised beds in my garden to do this but it's expensive to set up with good top soil etc.; Waiting to move into my house; Physical disability)</i>		
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Would you like to grow your own vegetables, fruit, herbs or flowers?

Yes	49
Percentage of respondents (48) who are not currently growing their own produce	100%

What support, if any, do you need to grow your own vegetables, fruit, herbs or flowers?

	Number	%
Funding advice	75	25%
Support for growing activities	125	42%
Help to find suitable land	83	28%
Help to get a group started locally	59	20%
Other (Including: <i>Advice on eco/perma culture and planting schedule for all year growth; Discount on Council Tax for helping the planet etc.; I like the idea of a community garden as many don't have suitable or enough garden space; Seed and plant share; Seed & plant swaps; reliable source of compost; Growing advice; Information on soil quality, what grows well here, when to start planting etc would be great; Compost cones are useful and I use 2 or 3 of them; Connection to a permaculture resource to work out how to optimally set up our garden for 'no till' gardening to grow fruit and veg and encourage wildlife; Access to compost created from SBC collected green waste; Education on how to grow food effectively, just going on trial and error at the moment!; An advice hub or space tailored to local conditions; Advice on pests and feeding; Expertise; The community orchard would benefit from funding; Funding for seeds etc; Accessibility; Commune gardens are needed in all areas; More ground; Help with how to do container gardening; Education and networking with other growers; Possibly advice on how to stop the plants from being eaten by slugs and other predators; Any assistance to generate locally grown fruit and vegetables will surely be helpful; Advice on growing eg when something goes wrong with gardening there is nobody local to speak to. I have surplus seed each year, maybe a local seed sharing scheme? Local access to information and advice about growing (there aren't any old gardeners to ask!). A seed sharing facility, I have surplus seed each year and would happily share with others.; None personally but a number of people need full support; Advice/mentoring; There are no allotments at all near here and I would love one; A local allotment space would be great to be able to grow more veg etc.; Help to find suitable land.; I would like to extend my garden but I need to apply to SBC for a change of use which will cost me money; Green waste compost delivered cheaply; New gardeners need easily available information about how to grow different types of fruits and vegetables, soil requirements etc; troubleshooting; Would be great if we could get free top soil and</i>	75	25%

<p><i>access to recycled wood to create raised beds in the garden (bad back so difficult to grow at ground level); No help required as shown by my parents; Help with infrastructure - there is no bus route. ; Info on continuing to garden with back or other problems; connecting with volunteers; have a walled garden that I would like to utilise for community purposes; We're doing just fine, thank you; Allotment space in Newcastleton; Help to build containers; a way of donating excesses, especially of apple varieties, possibly in exchange for occasional help in the garden; Practical advice; Advice on which vegetables are most suitable for this climate.; could council sell reduced cost compost from garden recycling; How to start - no idea what I need! Advice about where in my garden is suitable; Need to get allotments properly maintained and rabbits exterminated.; A tool library would be useful; I need a couple of gardeners (am old); advice regarding tackling problems that prevent successful growth; I would like to start a community garden; Education; Advice; I need to know more about growing food successfully in the Borders climate; Interested in local growing around me.)</i></p>		
None	14	5%

Do you have any other comments regarding food growing in the Scottish Borders you would like to make?

<p>We have struggled the last 2 or 3 years to grow as my husband, who is the gardener really, has been very ill. We previously grew potatoes, carrots, onions, herbs, raspberries as well as the apples, rhubarb, and blackberries - that are still trying with little intervention.</p>
<p>We have tried for a couple of years to get a community allotment and a community garden set up in Chirnside but the council have not managed to find us any ground to site these on. We have approached local land owners and have managed on our own to get a site that is suitable. We still need to find assistance with the legalities of creating a lease with the landowner as land agents and solicitors dealing with this seem to be few and far between making the transition to opening the land up for production a very slow one, there also a lack of easily accessible information on what funding might be available and what it can be used for. We need help with boundaries. Many of the discussions we have already been able to have ourselves with neighbours to the plot but more assistance would make it an easier transition.</p>
<p>I would love to start a community vegetable garden in Jedburgh.</p>
<p>i have horticulture qualifications and previously worked for the national trust as an organic vegetable gardener. i would love to set up a csa or other kind of community growing veg box scheme or farm. however i have found it difficult to find support on start up and funding options and finding land available to set something like this up.</p>
<p>N/A</p>
<p>It should be encouraged with subsidised Growers' Markets, seeds and compost to get would be gardeners going. Monthly 'garden waste' collections would be very helpful for key 8 months of the year. Shared Community Gardens are excellent for town/village situations. Regular Newsletter with planting and subsidy advice. Occasional social events. Open gardens focusing on allotments, veg patches and polytunnels/greenhouses. Helping gardeners to establish support networks.</p>
<p>More teaching of skills in schools, day centres etc to inspire anyone to realise what they can grow, even in a wee window box.</p>
<p>Although a lot of people in the area do grow their own produce, It has been requested several times</p>

<p>from the community about the possibility of allotments, unfortunately there has never been suitable ground found !</p>
<p>Local knowledge workshops on how to grow with the seasons etc. Maybe a Facebook page local to here to keep people in contact and to establish a knowledge resource people could tap into. More local allotments would also be good</p>
<p>I believe there are ample suitable sites that could be turned into community growing spaces or allotments which are currently sitting as unused whilst the demand for an allotment comes with a 3 year wait. My allotment is private but I would love to be part of a community space to share knowledge and expertise. I believe growing your own food is a fundamental activity to health and well-being and in reality is very simple. I believe a lot more people could be encouraged to get involved with some help and advice from the local authority.</p>
<p>It's very rewarding and the taste is so good on anything home grown and it can be as good as a gym workout at times. What better than sitting in the garde on a summer afternoon admiring the garden?</p>
<p>I grow flowers and herbs but have yet to grow veggies. Advice on where to start would be great. What will work in our area etc. We have a massive problem with slugs which is why I've not started. Starting a community where we can all share advice would be great.</p>
<p>More support is needed to encourage people to grow - I think maybe combining growing with other initiatives such as mental health groups, women groups, older persons social groups-buddying up or organising growing sessions to help people get started and interested in growing. Could also be directed towards health benefits or get businesses involved e.g. local cafes? I have an older friend that visits and helps me regularly and he has lost weight, improved his diet and without being involved he would be very inactive so the social side of it is maybe a way in?</p>
<p>Gardening skills are being lost and there are few people who grow anything never mind food growing. It would be good to see some form of nursery/primary education earlier on this, and then later in school perhaps as part of home economics/biology. It would also be beneficial for local resident growers to be encouraged to share their knowledge and expertise to their communities and for suitable community garden areas to be identified and created. Due to space I only have some raspberry canes and windowsill herbs. Low maintenance and don't take up too much room. I'm not very green fingered and would love to have the resources and time to grow more.</p>
<p>We have a large walled fruit and vegetable garden which could be used for community use or dementia friendly activity space for growing . At present it is full of weeds. We have actively tried over the years to get groups interested in our garden</p>
<p>a showcase other than through BOG. Not everyone can entirely organic. a local gardening show perhaps. School competitions other than going up to Edinburgh events.</p>
<p>It would be fantastic if the Duns/Berwick area had allotment space for community groups or individuals to rent and grow their own fruit and vegetables. We dont have a garden and right now our nearest allotment is pretty far away!</p>
<p>Unused unproductive land can be beneficial to the community to grow their own as well as be positive to their well being but equally areas should be allowed to remain or return to nature to help protect our much needed pollinators.</p>
<p>Investment in community garden increased</p>
<p>Lots of people growing own but needs a cooperative type society to promote sharing/exchanging produce as well as seeds/seedlings/cuttings/tools etc. Hooking up individuals and groups to benefit from greater buying power for things like seeds, fleece, netting etc. Buying in bulk and splitting costs. Also routes to providing community shops with excess fruit/veg/flowers in a sustainable way.</p>
<p>I think this is incredibly important - for people to gain knowledge on providing food for themselves in a healthy, affordable and sustainable way. It's better for our health & for the planet. I'm very much in support of this strategy and look forward to seeing what happens, and would love to learn more about it. People are too out of touch with where their food comes from, and I think the most important thing to consider here is engaging & educating communities on the benefits of growing our</p>

own food.
Like to see schools and community projects getting more involved. Also locality groups to swap excess produce and ensure no waste.
I am fortunate and have lots of room to compost etc. I think people in town struggle with dealing with the volume of green waste from gardens and may be put off growing their own fruit and vegetables because of this.
We badly need to grow more food here. When I first came to the Borders I assumed that there would be plenty of crops grown for food. Now I know it's a total food desert, monopolised by the supermarkets who want us to rely on them for an ever-declining choice of real food...buying anything organic or local is almost out of the question. There needs to be more guidance and help for grow your own projects so we all have real choices. So much land in so few hands, so little choice.
We need less housing and more allotments and land to grow in and around Peebles or Tweeddale.
It would be good to see more smaller food growing areas e.g. where there are currently grassy utility strips in residential areas and road sides/roundabouts so everyone is nearer to a community garden that's easily accessible to them. The focus should be on perennial forest garden style planting which maximises the yield while minimising the input/maintenance required e.g. fruit and nut trees (hazelnuts, beech nuts, walnuts, apples, pears, plums, damson, quince, mulberry, desert cherries etc), fruit bushes (gooseberries, jostaberries, red currants, white currants, black currants, blueberries etc) and canes (raspberries, blackberries, tayberries, loganberries etc), rhubarb and ground cover plants instead of grass e.g. wild/alpine strawberries. Primarily perennial herbs e.g. rosemary, thyme, chives, lovage, Angelica, lemon balm etc. It's important that communal food garden areas are well labelled with the common name of the plants along with an ID guide and potentially some suggested uses to encourage this less confident gardeners/foragers to make use of the spaces.
I have really benefited from growing my own fruit and veg not only economically but health wise too. Great being outdoors and enjoying the produce and sharing with neighbours too .
The intense pleasure you get going round the supermarket and not having to buy fruit, veggies, jams etc !!
Great that this is being encouraged. More allotments would be a really positive development. We have had recent problems with poor quality and herbicide-contaminated compost. Council could be supplying locally made quality compost?
We don't really fit into your questionnaire but there are over 100 members of the Border Beekeepers Association in the Borders, and also a large association in Peebles, most of whom are producing honey. We mostly sell at our doors or in local shops. The production of local honey is much welcomed by local residents and tourists alike.
I don't feel like there is enough allotments in the Scottish Borders.
I would like to see a community orchard established in Lauder.
I think it's more and more important for anyone who has space to grown their own, even if it's just a pot of herbs. However, it seems quite daunting and difficult, so some sort of mentoring scheme might be good where experienced Gardeners' give advice to novices. Also would be good if Scot borders council tax payers can get free compost from the green garden waste we deliver to the recycling facilities- I haven't got composting facilities but supply loads of green stuff which gets turned into compost by a commercial company. I think there is a real willingness for people to reconnect with the land - because of brexit, concern about packaging and environment, and the health benefits of growing your own. Maybe a website with local resources and advice for our particular region and weather - gardening programmes and magazines don't really reflect our Scottish conditions. I'm totally passionate about all this, as you might be able to tell!! I would be very willing to help with any projects- please Keep me updated!
It would be a good idea to plant edible planters around villages and towns encouraging people to help themselves. This would generate interest in growing food for all age groups and would encourage youngsters to eat fresh fruit and vegetables. The planters would look good as well.

<p>We would love some communal space to grow veg in Eddleston - my kids love the idea of growing their own.</p>
<p>There used to be allotments but they were all sold off for housing. Many gardens are too small and people want more to be able to grow veg. There is lots of 'wasted' land that could be used. Make it available and support communities to take part and grow veg - not just flowers</p>
<p>The growing of food needs to be linked to the preparation of food. It's also good to be aware of the health and carbon benefits.</p>
<p>I have been involved with growing vegetables, fruit and flowers first with my father with an allotment in Galashiels which he lost as the ground was sold for housing. I obtained an allotment plot at Galashiels Sewage Works which I worked until ground taken by Scottish Water when they expanded their site at Netherdale. Then in home garden land until the present so have years of experience growing the above which has been picked up by two of my sons so they are now following the family tradition. Our first family allotment was developed by my grandfather just after WW2 ended.</p>
<p>I also volunteer with the local Yetholm Primary School at their allotment patch and to grow herbs etc in the school grounds</p>
<p>The Council in their wisdom several years ago planted trees in and around new developments, these trees should have been fruit trees.</p>
<p>With so much "waste" land within the borders towns it would be a great advantage to see community gardens within housing areas, perhaps close to play parks or sporting fields, to involve the entire community in growing and maintaining these areas as both educational and recreational areas.</p>
<p>There is absolutely no effort on behalf of the local authorities to encourage home and community food growing. First step should be to fund and develop community groups to coordinate what land, people, equipment, seeds etc. are available to each community, ascertain need and desire to grow, and look to have a minimal input of food into the community from the community. This could all be funded through a local levy on land occupied by supermarkets and their profits.</p>
<p>Is there a worker to co ordinate the allotments/ community garden schemes in the Borders. We could then have a network which might support us in our growing and could encourage new folks</p>
<p>There are not enough allotments here with facilities such as car park areas, storage, running water and toilets. Land should be identified for possible allotment use but not land that is identified in the Local Plan for possible future house building as users may be unwilling to commit to buying sheds and turning waste land into productive food growing areas only to find that the next year it is wanted for housing.</p>
<p>I take it this the results of this survey may contribute to the self sufficiency which will be required when we crash out of the European Union with a No Deal Brexit. Back to the days of 'Dig for Victory'! I hope the Tory administration of the Scottish Borders appreciates the dire consequences of Tory government policies on Scotland's economy and well being!</p>
<p>It would be good to have a group to advise on how best to use land for growing. We have a few acres but don't grow food. There must be many others in the Borders who could benefit from advice and sharing of ideas</p>
<p>Encourage people to join Borders Organic Growers.</p>
<p>sharing of information on when to plant seedlings, plant out etc for successful veg growing in the local area</p>
<p>Think it's a good idea we are lucky have the community shed with its garden in Selkirk nice if other town had the same opportunity</p>
<p>I have previously had an allotment which is great for people in smaller houses/gardens and excellent as when circumstances change the allotment passes to others with no drama. I do grow a few fruit trees which is a bit of work at times actually and not for everyone. It is nice to get fruit but it can be variable and veg too is more of an interest and a token gesture than really high levels of production. The growing of herbs is straightforward but after nearly 40 years of being a gardener of some type growing vegetables is still a challenge at times with pests and the labour involved and actually farmers are probably better at it than me so good to support local farms such as Standhill tomatoes etc Border Berries is the best of both worlds where people can be actively involved picking etc with no commitment until the day. Maybe different ways might be to have some veg box schemes etc?</p>

<p>It is essential that community gardens and gardeners are supported to garden without chemicals where possible, particularly when children are involved. Skills and techniques are often lost in favour of a blunt instrument like pesticides or herbicides.</p>
<p>Make composters freely available to all. Start a fruit and veg giveaway point so that those who produce too much can give to those who cannot provide for themselves</p>
<p>There are probably thousands of people in the borders who would jump at the chance to get into this. If they are like me then what would get them moving is personal contact with others and a local community of some kind.</p>
<p>It would be great if we had some allotment space in our Village. I know there are many people who would be interested.</p>
<p>It is important that people can have the opportunity to grow their own and that help and advice to do so is available from school age and onwards. There are many benefits!</p>
<p>there are many spaces in villages and towns that would be good to utilise - close to interested parties, makes the villages and towns look tidier and prettier and would allow all ages and abilities to get involved</p>
<p>We used to take part in a community growing initiative at Whitmuir Organic Farm called 2000m squared. This was a great family and community activity and was the only way we had access to fresh vegetables a couple of summers ago when we unfortunately had to rely on food bank parcels for a while. Unfortunately the funding for this project ended (climate challenge fund I think?) and it was discontinued. But the land (3 or 4 big polytunnels and a field donated by the farm) is still there and could be utilised to grow a lot of food for the local community if there were only some funding available for someone to run it. It might be a worthwhile project for the council to look into to maximise growing in the Tweeddale area, Whitmuir Organic Farm are always looking for partners.</p>
<p>Whitmuir had a great programme including composting that's lapsed.</p>
<p>We would be keen to have an allotment should one become available</p>
<p>There is insufficient allotment provision in Innerleithen - all comments say its impossible to get one of the 6 available in Miller Street.</p> <p>I believe many members of the community would benefit from reduced isolation, better physical and mental health as well as the satisfaction & joy of producing flowers, fruit & vegetables .</p> <p>Experience at Walkerburn Allotment site shows that siting needs to be carefully considered to avoid steep gradients, and to ensure the soil can be worked (its no good dropping a load of top soil once).</p>
<p>The main issue is finding a committed/consistent community who think differently. Crailing Community Orchard has a very small but dedicated group of volunteers and we have managed to find an outlet for the orchard's produce. However, it's always precarious. People are busy and often gardening is a refuge from work so committing to work with others can be difficult. It seems to me there's an opportunity to share growing in small villages but promoting the ideas is a challenge.</p>
<p>Small plot between our and next doors (was Waterboard owned, until sold at auction). Purchaser was denied planning permission for a dwelling house, irrevocably, eventually, as it is situated on a blind corner on a B road. The plot is now dilapidated, totally overgrown and possibly dangerous. Would make an ideal community allotment if it could be compulsory purchased.</p>
<p>It would be great to have a community allotment space in our village in Oxton, scottish borders.</p>
<p>I am lucky enough to have my own garden but in the past I have benefitted from allotment sites- I think the chance to have an allotment at a cheap rent is a great opportunity for people in urban areas (and a nice community thing as well). Community orchards and gardens are also valuable but they require more organisation (committees of volunteers and group equipment etc) and therefore more funding.</p>
<p>Some unused allotments still have occupants who are possibly ageing. Would it be possible to suggest that these allotments are shared, or ask if the holders would accept assistance with working them for a share of the produce? They could share their knowledge and expertise with people new to growing.</p>

<p>Some allotments or under used land around towns could be used as micro allotments, perhaps grouped together, so that people with less available time or less growing experience could get started on growing their own food on a small patch.</p>
<p>In Hawick there are many untended small pieces of land around town. Some could be used as vegetable growing areas but would possibly need appropriate fences and gates. Some are too small for that use but could still be planted with such things as herbs and wild flowers to support bees and other pollinators. There are also many areas of hard standing where raised beds could be located for growing produce.</p>
<p>Could SBC be pro-active when suitable land is identified and leaflet surrounding residential properties inviting people to get together to explore using patches of land for growing as a community? Could housing associations be encouraged to undertake a similar approach?</p>
<p>we use our patch to encourage people with disabilities to grow and eat more healthy foods</p>
<p>Whilst there is a variety of community gardens locally, I am unable to participate/volunteer as work full-time and there is no provision outwith these times.</p>
<p>More funding and promoting needs to be addressed, especially towards school projects and wildflowers</p>
<p>I have space in my garden that I would like to use to grow veg but am not very confident, would be great if I could pair up with someone who has experience and knowledge but no longer has space/land so we could perhaps work together.</p>
<p>I was previously offered an allotment 2019 but declined as I was thinking of moving out with the area. I would like to have moving. I used to have a very large vegetable plot, strawberry patch, apple and pear trees, sift fruits and rhubarb. I would love to grow all this again!</p>
<p>I would like the provision of an allotment near me in oxton</p>
<p>I love my allotment and want to convert the space to make it wheelchair accessible from the main road. It is so satisfying to grow produce and eat the results.</p>
<p>More allotments for people without gardens would be great. With support to learn and also to cook. Community orchards would also be amazing and great for the environment. Would be good to have spaces like these near lay areas to help children get involved</p>
<p>I set up a social enterprise Food Communities Ltd in 2017 and have been focused for some time on trying to help make truly local, non packaged, organic food become the norm. I have organised various events such as food swaps, talks and garden visits and have set up three community gardens in Tweeddale using private shared land. I also help grow food in two further private gardens and my own allotment. There are various Food Community Facebook groups across the Borders with around 2000 members right now pooling and sharing information and resources (knowledge, skills, tools, plants, seeds, materials, produce, etc) to grow, forage, preserve and cook more food in their communities. This year I have been selling some of the fruit, veg and herbs via local greengrocers. I am very keen to speak with Scottish Borders Council about a new food strategy and can be contacted on info@foodcommunities.org.</p>
<p>I work with Abundant Borders to create a network of community food gardens across the Scottish Borders. The community food gardens are training bases for people to learn how to grow food in a sustainable way and then how to turn that food into healthy, inexpensive meals. Our aim is that everyone, regardless of personal circumstances, should have access to healthy, nutritious food.</p> <p>From a practical point of view, we teach up to 15 people at a time the skills needed to grow their own food. Many don't have access to garden space, so we base the training on a piece of community land. These small pieces of land, previously underused or derelict are turned into productive use for community benefit.</p> <p>Knowing how to grow food is only part of the picture so we then teach how to cook healthy, inexpensive meals from the food grown or sourced locally.</p>

<p>The final piece of the jigsaw is long-term support for participants, volunteers and the community. Having created a community food garden as part of the food growing course, participants can stay engaged with and continue to work in the garden. Some of the people involved have little hope of full or even part-time employment so access to local volunteering opportunities is crucial.</p> <p>We would appreciate support in growing the project, specifically helping communities find land on which to create community gardens.</p>
<p>I get advice online about sowing/planting times and know season is relatively short compared to much of UK because of height above sea level. Personally, I would love more information on earliest/latest sowing dates and reliable information about what can be overwintered.</p>
<p>We need land reform, fairer distribution of land ownership alongside a shift from intensive agriculture to smaller scale farms/smallholdings. We need to grow food within residential areas and encourage people to be more self sufficient, reducing food miles and food waste as well as reducing our dependence on fossil fuels to transport food.</p> <p>Reforestation, rewilding grouse moors would have massive environment benefits.</p> <p>Current land use benefits the already affluent few, with no regard to the devastating environmental impact.</p>
<p>Anything that can be done to encourage people to grow their own food is good.</p>
<p>There's a lack of allotments in West Linton - in fact there's none. Not sure where they could go but it would be good to get some land to have them. There was an initiative at Whitmuir Farm for Community land, but this ran out of funding. If the funding could be found again then it could restart.</p>
<p>A seed exchange/ seedlings would be great always have too much of one thing none of another. Community compost would be great too so many people bin green waste so a separate collection with composting would be great and could sell compost</p>
<p>There are no allotment spaces in West Linton even tho most properties have small garden spaces.</p>
<p>The Croft land opposite us used to be a market garden before the Council made the appalling decision to allow houses to be built on it. It would be good to have lots of smallish areas dedicated to allotments so that they are convenient and close by.</p> <p>If you took a couple of fields (like the ones above the Croft, currently used for a handful of grazing cows) and made hundreds of little raised beds in them, you could employ a couple of workers to help oversee it all. You could allocate a raised bed to every household nearby, so those households could be largely self-sufficient in fresh, organic food. The two workers could help train everyone in how to grow in their raised beds (ie crop rotation etc), harvests could be pooled together so that all families could have a good veg box each week. Surplus could be sold.</p> <p>There could be space for bees and hens/eggs.</p> <p>Families could contribute a certain amount each year as part of the scheme. It would all be local, no food miles, and local people would have food security and could eat better.</p> <p>I have thought about this a lot as I walk past the fields watching cows taking up so much space when we can't get local organic food here.</p>
<p>I really like the idea of community gardens, I am not aware of any in West Linton. There is a perfect patch of land at the foot of school brae, near the health centre.</p> <p>I wonder if schemes exist where owners of large gardens 'donate' space for allotment-style patches to groups/families who don't have growing space (?)..</p> <p>Growing food should be taught in schools.</p>
<p>There is a small stretch of land, presently up for sale that could be turned into a veg garden around the corner from St Romans' old folks home. If it was cultivated it would also be a great place for resident to come and enjoy.</p>
<p>Our fairly small garden in Langlee is used creatively to produce a variety of fruit and veg. We are self sufficient until around Christmas for a number of things, potatoes, onions, garlic, jam from blackcurrant and cider made from apples amongst other things. I would like to see more public land turned over to food production, even the planting of fruit bushes or apple trees etc like has been done in one of the parks in Earlston by the river. I work in food retail and am keenly aware of how</p>

<p>vulnerable the food supply chain is to sudden and unexpected shocks. Learning food growing skills is both useful and therapeutic and I believe there is a huge potential to tap into.</p>
<p>We don't have a large garden in Langlee, but we use the space we have creatively to enable us to be self sufficient with a number of fruit and veg for part of the year eg potatoes, onions, garlic, jam from blackcurrants, cider from apples, preserves and other produce. I would like to see more public land being turned over to local food production, even if it only planting fruit bushes and apple trees (like has been done in one of the public parks in Earlston near the river).</p> <p>I work in food retail and am very much aware of how vulnerable the supply chain is to sudden shocks, as well as to things like climate change etc. Growing locally can reduce the dependence on the supply chain as well as reducing food miles to almost zero.</p> <p>Growing food is also therapeutic and great for mental health.</p> <p>Unfortunately many of the skills for growing food have been lost, but by using public space creatively, some of these skills, and others associated with them (eg preserving food) can be learned.</p>
<p>Member of Eyemouth Allotment association.</p> <p>Number of areas in Town could be adopted to grow fruit and veg.(old primary school allotment)</p> <p>I was of the understanding that the old sports pitch next to existing allotments could be adopted if demand arose. This is now to be used as a skate park made of soil,this seems both short sighted and ill thought out. Surely during winter the whole site will be awash and probably dissolve.</p>
<p>I would like to see a lot more support for organic growing. Also more places for people like me to be able to have to grow.</p>
<p>More local allotments would be great.</p> <p>I live in Ashkirk so the nearest is Selkirk - I've been on a list for just over a year so far. Something within walking /cycling distance would be great.</p> <p>I'm also part of Crailing Community Orchard and we'd like to see the orchard used much more for educational and cultural activities for example but require some funding for a few basics e.g. compost toilet and a simple shelter so that there is some cover for events and perhaps a part time post to generate activities and projects. We had applied for funding through the Local Regional Food Fund for a project that linked The Broomhouse Centre, Edinburgh with the orchard as a way of making links in a Geddsian way between urban and rural and which would allow us to do some basic developments at the orchard as described above. Sadly this wasn't successful as the main impetus for the funding was around tourism and although the 'tourism' was between Edinburgh and Crailing this wasn't really what they were looking for.</p> <p>Much more use could also be made of all the fruit (apples, plums etc) that are not harvested in the Borders. This could be a social enterprise project which picked, collected and then used the apples in different ways - including for those in poverty (food banks etc) or preserved as chutneys, jams etc - again a development worker would be required for something like this.</p> <p>The Scottish Borders has wonderful fertile growing land and could be growing a large amount of food (veg, herbs and fruit) for local consumption which in a time of Climate Emergency is something that should be taken very seriously. However, most of the land is used to grow grains for brewing industry or fodder for animals (both of which have value, but perhaps more land could be used to create food for local consumption. Does that mean more community growing projects perhaps alongside a way of encouraging farmers to use their land to grow food for consumption here ? Could the Council pass a policy that states that any unused land can be grown on? This has happened in Todmorton, Yorkshire for example.</p>
<p>more allotments around the borders or those who dont have the garden space</p>
<p>Looks like the enthusiasm is here in the Borders already so would be good to enhance .</p>
<p>There is a small but steady flow of people approach me personally as co-ordination of a growing space and as a community council member, who would like to have access to land to grow food but either cannot reach each other to form a pressure group and/or cannot access land as much locally which might be suitable is held in private ownership.</p>

A centrally held database of "notes of interest" might be a way of monitoring interest at a community level.
It would be great if we could use the overgrown and abandoned bits of land to grow food and flowers on. I think we need more community initiatives rather than just allotments, especially in the bigger towns in the Borders like Galashiels. I think it would also be good to hold a database or similar to show where the fruit trees and brambles are locally so people can go and pick them, I'm sure there was something national done on this a few years ago but I can't quite remember the details. I guess you would have to be careful of greedy folk stripping everything though. The council seem to be cutting their responsibilities for the upkeep of green spaces every year, it would be good if they could balance this out by offering some resource for local communities e.g. seeds, tools, growing advice etc.
Some info about the sharing of materials might be useful, e.g. - a seed cooperative - info about people who may have manure they would be happy to get rid of - ways of recycling plastic pots
I would love to have the opportunity to further my ambition, given the present political climate I feel it is imperative we learn to do this, either individually or better in a cooperative to support self and the wider community.
Your survey popped up on my Facebook at a rather auspicious moment. I live on the Balmoral estate and I am also chair on the newly formed Gala polices group whose aim it is, alongside the council and other community groups to improve, maintain and manage the policies for now and future generations. I strongly believe that starting a sustainable community garden within the balmoral estate would work perfectly with the gala policies project and would raise moral locally, offer skill sharing opportunities, tackle mental health issues as well as reducing our carbon footprint, reduce plastic use and help support those in need with a fresh and abundant source of clean food. I have been in touch with Edible estates about this very subject and I am glad I came across this survey. I have been a keen amateur grower for over 25 years, have lived and worked on a farm, worked for 15 years as chef and have been a vegetarian for many years. I would really like to speak to someone regarding this scheme as I feel that I am perfectly placed and connected to the community to help set up and maintain a sustainable community garden that could really help to solve some of the issues within the community and give hope for the future. Many thanks Bonnie Fairbrass
More support for and further events similar to BOG potato day
We grow potatoes, leeks, carrots, turnip, parsnip, lettuce, rosemary, strawberries, plums, apples, rhubarb and gooseberries.
It would be great to have schoolchildren involved in growing food. Having an allotment within school grounds. I am sure there would be volunteers from the retired community to help.
More schools should be encouraged to have a school garden and for gardening to be part of the school curriculum
I would grow a lot more food if I had an allotment plot in or near Lauder. I have a small raised bed at Drygrange but it's too far for me to really keep it up. I grow a lot in my home garden, but I could grow much more.
It would be great to find out how to grow food in a shared outdoor space with no soil or grass to plant in.
I would like greater encouragement and support from the council towards food being grown and available to buy locally, to reduce food miles - thus emitting fewer greenhouse gasses in transportation.
More allotment sites would be great, as well as the information new gardeners need to get started. It would also be extremely beneficial to encourage commercial food producers to grow in a more environmentally sympathetic and sustainable way - ideally organically. It would be truly ground breaking if SBC could push this - imagine if all produce from the Borders was certified organic! Borders-grown produce would be in serious demand, and it would also result in many more jobs, as

smaller scale and organic farms are more labour intensive. Market gardeners and other small-scale producers would have more chance of earning a good living.
To encourage others to utilise some garden space to grow their fruit and vegetables.
I would be happy to be involved in community gardens
We have a very health waitlist for plots without promoting in any way . Suggesting that there is a demand for places to grow food that is not being met
I have been an allotment holder 5 years and enjoy growing fruit and vegetables and flowers , it is a social pastime as well as very rewarding . It is also good to be able to give veg to freinds and neighbors when there is a glut .
I would like SBC to provide suitable land for allotments in the village of Stow to enable residents to grow their own fruit and vegetables.
We have allotments here if which I have one. It is productive, fun, and social.
Yes. When the Council or developers are planting trees they should (providing it is safe to do so) plant trees that provide edible fruit, nuts, berries etc. to provide free foraging opportunities. Also plant up vegetable patches for the public or to provide food for the public with some also going to local food banks. Actively promote food growing at schools to promote local food production in the future. Council parks staff could also provide advice, leaflets to promote food growing by the public.
If you could make it that any wood at recycling centres or at the council is offered up free to people to use for veg raised beds, along with free top soil for such beds that would be great. Any recycled free plastic sheeting to make small greenhouses or covers for plants would be good, as would free bark when you cut down dead trees to be used for mulching. Talks or sessions on growing veg also good as I usually kill all my plants or the bugs eat them. Maybe a seeds/cuttings exchange site or something where people could get access to free plants to start growing their veg/fruit/herbs etc.
Maybe promoting to private landlords too so that they don't have an issue with their tenants turning their gardens into allotments instead of lawns.
I have been running Lauder Primary Schools Gardening Club for the last 5 years as a volunteer. Thd garden is just for the School to use we dont have a space for growing veg as a community in Lauder and I think a Community Garden here would be well used it would just take land and people. Due to other commitments I wont be running the School Gardening Club anymore and we are struggling to find a replacement. Relying on volunteers to run garden clubs is unsustainable it's a big job and takes time and lots of it. We need the Council to be willing to see the importance of introducing children to growing and provide funding to Schools or to Community Gardens that can run sessions for Schools.
Allotment space availability in Walkerburn and Traquair House but none locally or within walking distance of house. Disappointed that I'd have to use transportation to join a growing community
I am lucky in having more than enough space in my own garden, as well as money to buy plants etc. I would love to see more people gardening. In my village, Ancrum, I also run the school gardening activities, and we have several community projects under the auspices of Go Gardening Ancrum. We can get small amounts of money for plants and compost, and we have tools. The biggest issue is not getting something started, it is getting maintenance to happen. In time, these wonderful areas of new plantings deteriorate unless people accept responsibility in the longer term. From over 10 years of experience I now believe that some regular professional input would help resolve this. If someone with knowledge and skills could come for even an hour a month from the start, and provide a long term strategy I think the problem would be massively reduced. Community gardeners come and go - they move, retire, get ill, die, get more family commitments. Someone who was paid to do long term planning would ensure that things did not collapse when the current group of enthusiastic amateurs moved on.
All for growing yer own healthy food not processed leads to healthy mind & life Then folk need be shown how cook use fresh food as surprising lots folk don't know how as we live in throw away society ping meals etc
Community garden would be fantastic
The questions in this consultation focus entirely on small scale production, with no reference to

processing, retail or distribution. There's no distinction between food growing as a therapeutic activity or hobby for self sufficiency and food growing as a source of local food for public retail or consumption. If we are to get beyond the idea that home grown food is a private activity, we have to begin to develop routes to market and an infrastructure for distribution and retail.

We could be looking at a network of growers who retail into local cafes, shops, restaurants or projects and schools. We need to be mapping land that is fit for arable production.

We could be considering using a shop frontage for the retail of locally produced veg. We could be working out the links between local growers and the local food banks - and thinking of ways of converting recipients of food parcels into producers and managers of local food.

There is no mention of collaborating with farmers - people who actually grow food for a living. We should be assessing the potential for expanding traditional upland livestock farms to include horticultural produce. We should be looking at sources for horticultural training and support (school, college, peer groups).

We should be looking at scale and market opportunity - ie can we access the public sector in terms of public procurement. The sector should be held together by more than blue string and personal friendships.

There has to be co-ordinator and collaboration or we never get beyond a very fragile food chain. We could also look at processing of local produce - preserving, pickling, cooking and freezing - but it has to be seen as a commercial activity. Food production without a customer can result in food waste.

In the present challenges which may come with Brexit, this could be an opportunity for people to develop skills in growing own food. There are many disused walled gardens which could be brought into cultivation, (my own allotment is in one) also unused plots of land within communities. Gardening is a great way to bring people together and has been used in many therapeutic situation including mental health.

Lots of schools have the space but perhaps not the time within the school day- how about school gardening clubs with volunteers to help ?

A general comment first:

Given Scotland has declared a climate emergency, it seems vital that here in the Borders our communities can become as self-sufficient in food as possible.

There are now green groups in most Border towns, all keen to raise awareness of all climate change related issues.

It would be very encouraging if the SBC could support the aims of these green groups by declaring a climate emergency.

Regarding your enquiry about food growing: Our garden here at Chisholme near Roberton has the potential to produce an abundance of good organic food. Our constraints are simply the lack of help to be able to fully develop the potential of the garden.

We would be happy to be kept in touch regarding the proposed strategy.

There is a need for more allotments. There is an ongoing battle with the owners of March Street Mill who want to build on our allotments. If I didn't have mine I wouldn't be as fit or as happy.

I have a very small garden, and would like an allotment in Stow where my family and I can grow fruit and vegetables to feed ourselves and to give to friends, neighbours, etc.

I don't drive so it would ideally need to be within walking distance of the village. There is a lot of grazing land in the valley either side of the village which could be used for allotments, but I presume it is privately owned. The Gala Water seems to flood occasionally, so a sloping site on the side of the valley would presumably be better.

A number of other families and individuals in Stow are also keen to have allotments.

There is a lot of vacant little spaces of land - often left to go wild - that people could use as allotments. You don't need a lot of space to grow vegetables etc. Look st the back of the parish church in Selkirk.
wOULD LIKE TO SEE MORE COMMUNITY FOOD GARDENS
Food growing improves both mental and physical health. Food growing would encourage community engagement and develop skills covering all ages and genders
I think it would be lovely for people to be supported and encouraged to grow their own vegetables, fruit, herbs. It needs discussion and insight into each individual's life, preferences, abilities, needs to be successful and rewarding. Hope it all works well.
There is so many wasted gardens the local authorities should approach these tenants and ask them to lease out there gardens for people who want to gto but don't have the garden
I think the community garden at Burnfoot Hub is a wonderful place to help folk to understand all concepts of growing vegetables & being encouraged to cook &eat local & home grown foods.Also to avoid waste which is so important to the environment.
Fruit grown so we can go and pick the berries and the knowledge to be shown how to freeze the fruit and use to make Chutney Jam etc..
I live in a village where Some people who have large gardens don't want to garden. I would like to see more schemes developed where folk who want to garden but have no (or too little) ground could be linked to larger garden owners.Crops could be shared with host. Secondly there seems to be another concern for Mill St Peebles allotments. These must be protected. Thirdly can there be more literature/ encouragement for gardeners to be organic Fourthly workshops to introduce people to the basics of growing food
We need somewhere to get advice for growing veg in a small area
There aren't enough allotments, and I'm finding my Housing Association wants detailed costed plans for changing the patch of grass into raised beds which they may or may not approve. Very frustrating.
Shared expertise would help. Promoting a culture of real food as opposed to processed. I think Scotland is behind much of Europe in having a high fruit and veg diet. Bartering groups to trade excess production. Advice on how produce like marrow/pumpkin which grow well in the borders can be stored and used. Oh and if you could do something about the weather.!
Considering what an amazing resource a garden, even if tiny, offers it always astonishes me how little regarded so many of them are. However, it is difficult to know how to anchor gardens and gardening back into a culture in which they flourished well into the 1900s. More school gardens? More community gardens? Travelling garden road shows?
Growing vegetables outside is fraught with difficulty particularly if you have no background in gardening. It is also expensive if you have to protect plants from wildlife and if you wish to be organic. I manage in most years to grow simple vegetables such as potatoes, marrows and beans but I struggle to extend the growing period and to deal with gluts - I regularly try to give away gluts via our local shop but usually don't succeed. One area I feel needs to be explored is how gardeners can give away gluts to the wider community.
I would like advice on how to grow my own fruit vegetables and flowers Thanks
Hiw to protect plants from agricultural chemicals (live next to a field)
Why dont SBC take on some of the gardens that are full of weeds or not being used in some of their tenants houses. There are a lot of people who would like a nice garden but dont have the time to do it.
Although the community garden I run is in Edinburgh I'd like to do more in my community in Earlston to link up with the growers here and share things like tools, knowledge, ideas, swapping surplus veg etc. Some kind of website for communicating when we can't all meet up face to face would be great.
I'd like to be more confident of growing enough to freeze, and then use for the rest of the year. As it is, with a small plot, I get barely more than we can eat as we go along.
It is said that it is easy to grow: plant the seeds and water. Not my experience.! Issues of growing vegies in a short growing season without a polytunnel, plant rotation and dealing with slug infestations and other animals and insects which won't share the harvest with the gardner are deterrents. Oh yes and the time it takes.....and then there's only a small harvest .

<p>I am fortunate to have a bit of a garden. There are only about 6 allotments in Innerleithen. They are badly managed with 2 of them not being looked after/ cultivated at all and yet I was told there was a waiting list of at least 6 years. In Peebles there are quite a lot of allotments but the same situation exists, poor management , some plots allowed to go unattended, plots are very big and could easily be split in 2 as they come up to allow more people to have some growing space . Council could be much more active in cutting less grass in the big parks which would be much better for wildlife and attract pollinating insects and save money and planting fruit trees in the parks and open spaces.</p>
<p>Yes, you should know that Morebattle villagers own a series of some 18 small plots at the north end of the village, small fields called PILMUIRS. This is a very special situation and so far as I know, the only one left in Scotland. Anybody interested in gardening can readily ask around and someone will direct them to some land to use. it is impossible to unscramble who owns which small field. Any attempt to untangle this will be defeated.</p> <p>I gather one person owns several. Another has been planted with trees. Several have been put together. This is the possible subject of a social historian dissertation actually.</p> <p>The houses in the village street were mainly those who were allocated pilmuirs, I think in the late 18th century, when a local laird, marquess of Tweedsdale?, stopped owning the village. I am uncertain about the veracity of this but it the little fields are an interesting phenomenon.</p> <p>In my (ex-Manse)garden, I grow vegetables and there is always a small extra plot in which others sometimes have grown their own.</p>
<p>Morebattle is unique in owning about 18 small fields called Pilmuirs, first distributed to the houses in the village in the 1790s I believe. The ownership of these is now impossibly tangled. If people want to grow, they can always ask around and someone will direct them to the possibility of using one. Several have been put together. One person owns several I gather. One has been planted with trees, now bulging.</p> <p>I have a substantial exManse garden and with help grow my own veg. There is a small extra plot which can be used by neighbours.</p>
<p>Schools should have mandatory access to a poly tunnel so that food can be grown successfully within the school term. Educating children on how to grow food will stay with them forever.</p>
<p>Especially at this time of climate crisis, it's very important that people are encouraged to grow their own food. It's also a valuable learning and social experience.</p> <p>We garden the Secret Garden, one of the community gardens in Peebles and we welcome anyone who would like to visit, garden, learn or simply sit and enjoy.</p> <p>We have just produced (with funding and help from Out of the Box's dementia project) a colourful leaflet giving information about all the volunteering opportunities in the community gardens in Peebles and Innerleithen and we would welcome SBC's help in publicising it.</p> <p>Thank you Lesley Morriosn 07792932406</p>
<p>It should be open to all regardless of socioeconomic status or age/ability etc. I am involved in intergenerational projects which help strengthen links between young and old and make everyone feel included and useful. I have seen such projects benefit people living with dementia and school pupils who are excluded from mainstream education. At the moment the projects rely on external funding but they make an important contribution to the work of health and social services. Time spent in green places = better physical wellbeing + better emotional and mental wellbeing.</p>
<p>I currently have my own allotment and enjoy growing my own food/flowers.</p> <p>I also lead on a mental health growing project next to Huntlyburn Ward in Melrose..</p> <p>I would like to see the project and Huntlyburn link into growing projects throughout the Borders to help people develop the ability, nurture an interest and produce home grown vegetables/fruit. In the current political climate and with mental health and wellbeing big topics, this is an area that builds community, enhances resilience and helps create sustainability.</p> <p>The Gala Resource Centre also has a garden space where we have been working with the people who use the centre to grow vegetables and herbs.</p>
<p>We need more community gardens, orchards and other growing spaces.</p>

<p>We need to have less persistent herbicide (like RoundUp/glyphosate) sprayed around our streets and green spaces.</p>
<p>Chemical farming in the area should be discouraged in favour of more sustainable and productive methods.</p>
<p>As growers there is at times surplus. It would be good if there was a local network for sales or distribution.</p>
<p>Land needs to be close to ones residence. Mine is across a minor road with no water supply.</p>
<p>It is so rewarding to grow and eat your own produce and well worth the effort. I did help on the Community Plot at Walkerburn Allotments, but my husband created a vegetable plot in our garden, so I grow my vegetables there now.</p>
<p>Would like to ideal start my own fruit and veg growing business but not through normal ways, through hydroponics which involves grown just in water, no soil used at all</p>
<p>There's a real chance to establish the borders as a destination for locally grown produce. If the council helps town/ village market days could be established to sell/ advertise local growth like a car boot sale. There are some sites for potential development, what about waste land in between places.... eg along the Cuddy in Peebles, plant brambles and wild raspberry's and elderflower. They'll look after themselves and be available for all. There's a field on Venlaw which keeps having planning permission turned down. It would make a great community orchard!</p>
<p>Community growing I think would be a great idea . It cuts down food miles, educates people especially children how easy and cheaply food can be grown. A good way to get people working together and a great feeling of achievement</p>
<p>It would great if the council could create spaces in the locality for allotment plots that would enable people to grow their own, house plots are not big enough to allow people to grow fruit and vegetables.</p>
<p>Allotment space should be more readily available. The council should be taking a lead in this. The health benefits ,both physical and mental , from gardening have been identified in many studies.</p>
<p>Not at this stage</p>
<p>Just to say there should be a lot more of it for groups and individuals to take back control of the way we we eat and live in the borders</p>
<p>Very worthwhile and enjoyable on several levels - interaction with others, fresh air, enjoyable product, and can also from time to time help SBC garden staff.</p>
<p>Need more allotments</p>
<p>Growing foodstuffs should be part of the curriculum and schools should have a space available, such as an allotment area. This would encourage children from the outset, as well as allowing them to see where some of our food comes from. Great for those studying food science to better grasp local & seasonal produce.</p>
<p>I love growing my own food but would love advice on best crops for my garden. Also interested in sharing seeds. Plants etc</p>
<p>Make more land available for allotments and less for housing in Peebles!</p>
<p>I'm sure there is a wealth of knowledge in the borders that no one is tapping and would be good to save for the next generation</p>
<p>I am aware some allotment space is not being used in Hawick yet when I went on the council site it said there was a 2 year waiting list so I made alternative arrangements further afield.</p>
<p>Every community (town and village) should have access to allotments for growing food.</p>
<p>there appear to be lots of pockets of ground beside the A1 and railway left wild which perhaps could be brought into cultivation.</p>
<p>This is a great initiative and one all schools should be involved in too. Selkirk High School have an amazing garden.</p>

Some of the available allotments in Hawick are quite inaccessible without transport or are so overgrown it puts people off. If the existing allotments were tidied up, some divided into smaller plots and had facilities for sharing tools and storage then it may be easier for people to get involved.

Changes to the climate over the next few years may see the Kalewater experience more extremes of weather. This year an unusually warm Spring boosted some areas of fruit production, but an even supply of water will be key to trying to manage even the small family-sized gardens which probably form the bulk of community growing in the absence of allotments. A distribution of water butts and assistance for the elderly/disabled to install these to take advantage of rainfall at wetter times of the year, could pay dividends.

Public flower beds etc could be planted with seasonal veg/herbs. There are many small community groups with growing projects and these should be given more support with public funding. This could include giving/leasing Common Good land to them at preferential rates.

More allotment space would be great. We can only grow a few herbs and summer veg in pots due to space. Would love an allotment for growing veg to feed our family.

Thank you for taking part!

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CULTIVATING COMMUNITIES

SCOTTISH BORDERS FOOD GROWING STRATEGY - CONSULTATION DRAFT



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CULTIVATING COMMUNITIES SCOTTISH BORDERS FOOD GROWING STRATEGY

1. INTRODUCTION

Community growing is for all. Community growing is about creating and sustaining places where people can grow together - where they can produce healthy food locally and experience the social, environmental and health benefits of growing. Anyone who wants to grow their own fruit and vegetables should be able to - growing should be accessible and affordable for everyone.

The Community Empowerment (Scotland) Act 2015 aims to help empower communities across Scotland and improve access to land for food growing purposes, for those wanting to grow your own. Scottish Borders Council recognises the benefits of community growing in its many forms and through this Strategy seeks to support and promote community growing across the region.

Community growing can offer a whole range of benefits:

Health

Fruit and vegetable consumption increases when people are involved in community growing. As well as the nutritional benefits, the physical and mental health benefits of gardening and community growing are well documented.

Environmental

Community growing can mean enhanced space and habitat for wildlife, such as pollinator friendly planting and the management of green infrastructure linking to adjacent wildlife corridors. Community growing can contribute to reducing carbon emissions through reduced food miles and improving air quality, as well as reducing waste packaging and food waste (people are less likely to waste food that they grow, with any grow-your-own waste being composted).

Economic

Community gardens tend to spend grant funding locally, utilising local goods and services, employing local people and training up local volunteers. Growing your own can be a cost effective part of household food spending, saving families money. The Social Value of community gardening has been measured through studies and clearly demonstrates benefits to stakeholders, volunteers and local people; the skills and training opportunities, both formal and informal, support the local economy indirectly by preparing people for employment.

Social

A sense of community is encouraged when people participate in good growing activities. Community growing can offer 'social horticulture' creating social inclusion for individuals or groups who may otherwise feel excluded, isolated or lonely.

Educational

Community growing can contribute to learning, offering both practical skills development and a therapeutic environment. Food growing is for all ages and encompasses a broad range of learning areas including biodiversity, provenance, horticulture, climatology, ecology, cookery, history and health and wellbeing.

Food Security

Food security, as defined by the United Nations' Committee on World Food Security, means that all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life. Grow-your-own and locally grown produce ensures sustainable, safe access to produce in the Scottish Borders.

Our vision for community growing in the Scottish Borders is that people wishing to grow their own fruit and vegetables can access or develop a range of community growing opportunities in their area.



Community food garden ©Abundant Borders

CULTIVATING COMMUNITIES

SCOTTISH BORDERS FOOD GROWING STRATEGY

2. AIMS OF THE STRATEGY

The aim of this strategy is to support and facilitate anyone who wants to get growing, through existing growing opportunities and new approaches to growing. Scottish Borders Council has consulted with communities and groups already involved in Community Food Growing initiatives to help us develop this Strategy.

The key objectives of the Food Growing Strategy are:

- To provide a central resource for community growing information
- To raise awareness around community growing in the Scottish Borders
- To show you how to get growing: where, how and who can help you/your community
- To help you get your community growing project off the ground
- To help identify potential allotment sites and growing spaces

In preparing this Strategy we consulted with members of the public and with community groups. Survey responses identified a need for support to individuals and communities interested in food growing, broadly falling into three themes:



Wilton Lodge Park Walled Garden ©Lisa Brydon

Getting started: how do I get growing?	Support for getting started - Skills and Advice; training, confidence and resources to get started...
Where can I grow?	Help to find space – existing sites and new growing spaces and getting the right permissions in place...
Where can I get support for my growing/project/growing activities?	How to resource your project: Funding, networking and skills sharing...

In the following sections the Strategy sets out the context of Community Growing in the Scottish Borders, addressing these three questions, drawing together resources and information from across the Region to help you get started. Finally, the Action Plan sets out the Council's commitment to develop Community Growing over the next 5 years.



Wilton Lodge Park Walled Garden ©Lisa Brydon

Volunteer experiences of community growing at Wilton Lodge Park

"K has spent over a year and a half volunteering at the walled garden. He had never considered gardening before and was quite apprehensive... and was totally surprised at how enjoyable it was. He remarked on how it was like a 'family' and everyone 'looked out' for each other, he was amazed at how sociable it felt.

He has learned a lot about gardening over the year and even passed on tips and ideas to others such as companion planting, planting chives round the pear trees to help keep the aphids away. He also liked the fact that the gardening was all organic and learning how to make our own liquid fertiliser with comfrey and nettles.

One of the huge benefits of the experience is having company and being with other volunteers; it's something to look forward to and a routine to help get him out. This has contributed to increased self-confidence and he has been able to obtain a SQA Volunteering Skills Award. This, along with all the other skills gained and confidence on a personal level has helped with his illness and contributed to his general wellbeing and feeling part of a community project. Due to his new found confidence he now volunteers on another project, talking to the public and looking after an exhibition. This is a huge step, and his time spent in the garden has contributed to his much improved mental health."

CULTIVATING COMMUNITIES SCOTTISH BORDERS FOOD GROWING STRATEGY

3. COMMUNITY GROWING

There are several ways that Communities - Individuals, Schools and Community groups - can grow their own fruit and vegetables or help others in food growing. This strategy focuses on the most common ways of doing this, listed below.

3.1. Allotments

Allotments are plots of land made available for non-commercial gardening and food growing, leased by an individual or community group for that sole purpose. The standard sized according to most current legislation is 250m² for a full plot or 125m² for a half plot. As well as those managed by Scottish Borders Council, there are others leased and managed by Allotment Associations, or run privately by 3rd party groups. See the [map](#) for locations in your area. If you are interested in leasing an allotment, you can apply online for a Council site [here](#). If you are on the waiting list, there are other growing opportunities that you might want to consider in the meantime – such as local community gardens, garden shares schemes, or adopting a bed in your local public park!



Lee Brae Allotments



Mossilee Allotments

Scottish Borders Council manages 82 allotment plots at various sites in Peebles, Innerleithen and Hawick.

There are also privately run allotments sites across the region, in towns such as Peebles, Galashiels Eyemouth, Tweedbank, Hawick, Kelso, Selkirk, and Traquair.

3.2 Orchards

Orchards are areas where there are a minimum of 5 fruit trees. Greener Melrose have established a community orchard at Drygrange Community Woodland and plans are afoot for Kelso Community Orchard. According to a recent inventory* there is a rich legacy of orchard sites within the Scottish Borders. Jedburgh was once famous for its orchards and the 'Jethart Pear' - Queen of Scots House in Jedburgh still has remnants of the original infamous orchard where Lord Darnley was allegedly found upon his death. [* https://www.orchardrevival.org.uk/wp-content/uploads/2018/06/BORD-Orchard-Inventory-Area-Report-v1-2018-web.pdf](https://www.orchardrevival.org.uk/wp-content/uploads/2018/06/BORD-Orchard-Inventory-Area-Report-v1-2018-web.pdf)



Apples ©Abundant Borders

3.3 Community gardening and food growing in public spaces

Community growing is about growing food within a shared space, where communities can come together and share the workload, learn, connect, and grow in a way that works for them. There are lots of different kinds of community gardens and growing sites, from therapeutic growing projects to community gardens, to 'public' beds that are adopted by community groups for growing plants, flowers, herbs or fruits and vegetables.



Courthouse Beds ©Adam Skelton

3.4 Schools

Across the Scottish Borders there are a large number of growing projects within Primary and Secondary schools already happening as an integral part of delivering the Curriculum for Excellence, Outdoor learning, Learning for sustainability and School Improvement Plans. From polytunnels to community gardens, there are opportunities to develop these further and for volunteers to get involved.

3.5 Community Planning Partners

There are opportunities to change the way Community Planning Partners manage their land. Within the NHS, there is scope to develop sites within their estate for community and therapeutic food growing. The Space to Grow Project in Melrose is a great example of what can be achieved, with the therapeutic benefits of gardening and food growing being offered to patients and volunteers alike.

3.6 Social enterprise and Business

There are a number of ways that community growing projects can be developed through Social Enterprise and Business. For example, Borders Food Communities has piloted an approach to getting locally grown produce from community gardens to the market place. Community farming can offer opportunities for community growing. Local Businesses such as Jarvis Pickle in Eyemouth have worked in partnership with organisations such as Abundant Borders to develop their own community herb gardens.

There are also opportunities for better connecting local growers and growing groups to communities who may benefit from their produce. Schemes such as Community Fridges, Fareshare, etc help to distribute food to anyone who needs it.

3.7 Other ways of growing

There are, of course, other ways of growing your own food – be it on your doorstep, balcony, garden, or even hydroponics. While the Strategy focusses on Community gardening and allotments, we recognise the hugely important role of ‘growing your own’ in all its many forms. If you are simply in need of some guidance and advice, then please check out section 4 and 6 for links to resources and training opportunities.



Food Communities Food Share ©Adam Skelton



Food Communities Food Share ©Adam Skelton



Food Communities Food Share ©Adam Skelton



Courthouse Garden, Peebles ©Adam Skelton

CULTIVATING COMMUNITIES SCOTTISH BORDERS FOOD GROWING STRATEGY

4. GETTING STARTED: HOW CAN I GET GROWING?

Through consultation for this strategy you said (42%) you would like support for growing activities. If you or your group are needing help there are lots of organisations that can assist you to get started and develop your skills.

Scottish Borders Council in partnership with Live Borders, has operated a community volunteering project at Wilton Lodge Park, Hawick since 2010. This provides opportunities for a wide range of volunteers and voluntary groups to access and support for skills development in food growing, under a supervised programme offered by the Council. During the last 10 years, the project has made a huge difference in terms of supporting volunteers with specific needs to get involved in community food growing.

Anyone wishing to consider how to get their project off the ground is welcome to visit the garden at Hawick and meet the volunteer coordinator to discuss their project. The volunteer coordinator can offer real support to new groups, in terms of 'dos and don'ts' and provide tips and advice in setting up your project. The Volunteer Co-ordinator and team of volunteers have a wealth of experience about the creation and management of raised beds for people with access issues and we can help ensure that you get the best possible start for your project. Anyone wishing to find out more can contact Lisa Brydon on Lisa.Brydon@LiveBorders1.org.uk.

4.1 Skills training, workshops and advice

Who Can Help?	Support Available
Assistance with funding	
The Bridge https://onlineborders.org.uk/community/thebridge	Finding the right funding for your idea How to apply for funding
BAVS http://www.bavs.org.uk/ Communities & Partnership Team, SBC	Can advise on local funds to get you started - full list of local funds available online here; https://www.scotborders.gov.uk/info/20076/community_grants_and_funding/261/community_fund
Men's Sheds https://scottishmsa.org.uk/find-a-shed/	Can help you explore funding for your project
Keep Scotland Beautiful – Climate Challenge Fund https://www.keepsotlandbeautiful.org/sustainability-climate-change/climate-challenge-fund/	Funding and sustainability advice
Support and Training	
Scottish Allotments and Gardens Society http://www.sags.org.uk/	Advice on setting up your allotment group. Links to other Allotment Societies.
Sustainable Thinking Scotland CIC The Conservation Volunteers Scottish Borders Public Health Team Scottish Borders Social Enterprise Borders	Offer a programme of “How to” workshops, for example composting, preserving, cooking, wildflowers and companion planting
Drygrange Community Orchard	Orchard development: Tree identification, planning, planting and maintaining an orchard
Scottish Orchards http://www.scottishorchards.com/new_scottish_Orchards/Welcome.html	Advice on orchard growing
Borders Food Communities https://www.foodcommunities.org/	Gardening and food growing skills sharing Skills development Growing and cooking classes Organic gardening skills sharing

SBC Volunteer Coordinator Lisa Brydon	Advice, guidance and skills sharing
Burnfoot Community Futures https://en-gb.facebook.com/BurnfootCommunityFutures/	Community gardening skills development
Borders Organic Gardeners http://www.bordersorganicgardeners.org/	Organic gardening skills sharing
Trellis Scotland, https://www.trellisscotland.org.uk/	Skills sharing, help setting up your site
Abundant Borders http://abundantborders.org.uk/	Permaculture – no-dig gardening, skills development, cookery courses

Volunteer experiences of community growing at Wilton Lodge Park

“In 2018 the garden became an official site which was classed ‘Macmillan Friendly’. This allows cancer patients either in treatment or remission to access the garden and join the project along with their family members should they wish to participate. P, along with his wife, started in the spring of 2018. His cancer was in remission and he wanted to get out and join a volunteer project to help him be more physically active. Both P and his wife have thrown themselves into the project and loved every minute of it. For them this has helped on various levels and P’s diabetes has seen a marked improvement in his sugar levels since being in the garden, and also said that some of his friends have remarked on his weight loss since joining.”

Volunteer experiences of community growing at Wilton Lodge Park

“B started volunteering at the Wilton Lodge Park project in 2014. Being part of a community project was very important to her and she felt it was very important to give something back. Within the garden B helps with seed preparation, digging of the beds, stone removal, planting and pruning.

She loves the social aspect of volunteering in particular the walled garden group and takes great pride in the maintenance and upkeep of the vegetable and perennial areas of the walled garden. Being part of the group has helped with her feeling part of the local community and having a routine and purpose in life.”

4.2 Setting up your group

If you are interested in setting up your own growing group, there are several places to go for advice and guidance. Social Farms and Gardens have a comprehensive Community Growing Resources Pack. Other local groups are happy to share their extensive knowledge of getting started.

Who Can Help?	Support Available
The Bridge CVS Communities & Partnership Team	Setting up your group Becoming constituted, etc.
Social Farms and Gardens	Resources for getting started; https://www.farmgarden.org.uk/resources/community-growing-resource-pack-scotland
Borders Food Communities	Can put you in touch with local groups who are happy to share their experience of getting started.

4.3 Joining a group/getting an allotment

If you would like to find out more about getting involved in growing in your area, there are various groups across the region who would be very happy to hear from you - for a list of growing groups in your area, please see section 5.2. If you are interested in finding out more about allotments in your area, please consult the map [here](#), and read on to find out about groups in your area.



Abundant Borders Team ©Abundant Borders

CULTIVATING COMMUNITIES SCOTTISH BORDERS FOOD GROWING STRATEGY

5. WHERE CAN I GET GROWING?

Through consultation for this strategy, **you said (28%)** you would like **help finding suitable space for growing** fruit and vegetables, herbs and flowers. If you or your group wants to grow fruit and vegetables there are a variety of ways to get growing or joining in with those who might already be doing this in your area.

The priority for our support will be to match people wanting to grow or to get involved to liaise with those on these sites before creating new growing spaces.

5.1 Allotment Sites

The Council is committed to ensuring a sustained supply of allotment sites to meet demand. If you are interested in an allotment please let us know. There are currently public and private allotments sites across the region, and while there are waiting lists in some areas, we are required to ensure that no one waits longer than 5 years. We are also required to support a sufficient supply of land for allotments to ensure demand can be met.

For information on where the allotments in your area are and who to contact please check out [the map](#) online.

If you are a community group looking to start your own allotment site, please see below for information on finding land and accessing support. Or have you thought about the community growing model?



Space to Grow, Melrose©Jan Moffat

5.2 Community Gardens and Orchards

There are existing community gardens across the region, such as that in Peebles, Hawick, Innerleithen, Galashiels, Melrose, Eyemouth, and Ayton. As described in part 2 these are about sharing the load, supporting each other and making growing your own more accessible. Community orchards also offer a unique chance to come together. If you are interested in your local Community garden or orchard see the list of contacts below:

Community Growing Project	Description	Contact
Tweeddale		
The Courthouse Garden Beside Peebles Parish Church, Peebles High Street EH45 8SW	Community food garden created by volunteers from Peebles Food Community. Meeting times can vary so please contact Adam for details.	https://www.foodcommunities.org/
The Secret Garden Deans Wynd, off the High Street, Peebles EH45 8SW	Growing and learning community garden: sessions every Saturday 11-2 and daily.	https://www.tweedgreen.org.uk/community-garden
St Ronans Wells Garden St Ronans Wells Wells Brae, Innerleithen EH44 6RB	St Ronan's Wells community garden with lots for all abilities to do including a ground level herb bed. Volunteers meet from 11.00 - 3.00 on Thursdays and usually the 2nd Saturday each month. As the garden is at the top of a steep slope transport can usually be arranged	https://otbds.org/wp-content/uploads/2019/09/garden_flyer_web_reduced-2.pdf

Community Growing Project	Description	Contact
Tweeddale (cont'd)		
Peebles CAN Garden Kingsmeadows Road, Peebles EH45 9BH	Volunteer sessions (Tuesdays and Fridays from 10.00 -12.00) welcome gardeners of all ages and abilities, from those who would like to share their knowledge, to supporting people who are learning to grow fruit and vegetables. The garden promotes sustainable living, inclusive communities and living a healthy lifestyle.	https://www.peeblescan.org/contact
Lamancha Community Hub	Old School House, West Linton, Scottish Borders, EH46 7BD	http://www.lamanchacommunityhub.org.uk/contact.html
The Glebe Project The Manse, Innerleithen Road, Peebles, EH458BD	The Glebe Project is a therapeutic growing project for people in the Tweeddale area with a mental health or cancer diagnosis who are in the recovery phase of their illness and have low to moderate support needs. People are welcome to come on a Wednesday between 10.00 and 4.00 for a coffee/tea and a chat, or to work in the garden. Volunteers welcome.	https://otbds.org/wp-content/uploads/2019/09/garden_flyer_web_reduced-2.pdf
The Edible Garden St. Ronan's Primary School, St Ronan's Rd, Innerleithen EH44 6PB	The Edible Garden is a community garden behind St Ronan's Primary School in Innerleithen, run by volunteers and a steering group. Their aim is to inspire, motivate and build confidence in adults and children of all ages and abilities to learn how to grow their own food in order to promote a healthy lifestyle. They provide workshops about gardening, growing and reducing your carbon footprint. Volunteers meet on Friday mornings 10.00 - 11.00 to tend the garden and pick produce.	http://www.youcangrow.org.uk/
Teviot and Liddesdale		
Abundant Borders Hawick Community Food Garden Behind Salvation Army Store, High Street, Hawick TD9 9EE	Abundant Borders support community food gardens across the Scottish Borders. They run training courses and workshops on all aspects of food from sustainable food growing, cooking healthy, affordable meals through to food preservation and avoiding food waste. In Hawick the garden is behind	http://abundantborders.org.uk/contact/

Community Growing Project	Description	Contact
Teviot and Liddesdale (cont'd)		
	the Salvation Army Community Store on the High Street. Volunteers meet Tuesdays and Fridays 10.30 - 12.30 in the winter and 10.30 to 12.30 in the summer. There is a volunteer co-ordinator on site to support volunteers who may have additional needs.	
Burnfoot Grows Together Community Garden Burnfoot Community Hub, 89 Burnfoot Rd, Hawick TD9 8EJ	The Burnfoot Grows Together project is Burnfoot Community Future's ambitious community growing and eating project. The group has transformed the current outside space at the Burnfoot community hub into a new growing, demonstration and educational area.	www.facebook.com/groups/657099337996052/
Wilton Lodge Community Garden Wilton Lodge Park, Hawick TD9 7LG	Volunteer group meets Monday and Wednesday 10am until 3pm, April to November, and every Tuesday and Wednesday 10am until 3pm, December - March. If staying all day folk need a packed lunch but teas, coffees and biscuits provided!	https://www.scotborders.gov.uk/info/20032/parks_and_outdoors/833/wilton_lodge_park_volunteering
Eildon		
Selkirk Community Shed The Argus Centre Goslawdales Cottage Goslawdales, Selkirk TD7 4EP		http://selkirkshedders.org.uk/
Space to Grow Community Garden Huntlyburn, Borders General Hospital TD6 9BD	The 'Space to Grow' garden project at Huntlyburn is an innovative concept that allows patients the opportunity to leave the boundaries of the ward to spend time in the natural environment and is located only a stone's throw away from Huntlyburn Mental Health unit. The project provides an opportunity to utilize a sustainable resource which impacts positively on mental and physical wellbeing contributing to the patients' recovery and return to independent living by allowing patients to participate in Social Therapeutic Horticulture (STH), be active outdoors and engage/explore/absorb the natural environment.	https://www.facebook.com/nature4mentalhealth/
Community Allotments, Orchard & Woodland Drygrange, Melrose TD4 6AG		https://en-gb.facebook.com/AGreenerMelrose/

Community Growing Project	Description	Contact
Berwickshire		
Abundant Borders Ayton Community Food Garden Summerhill Park, Ayton, Berwickshire	Abundant Borders support community food gardens across the Scottish Borders. They run training courses and workshops on all aspects of food from sustainable food growing, cooking healthy, affordable meals through to food preservation and avoiding food waste. In Ayton the garden is just off The Beanburn. The garden is open to volunteers each day, though volunteers meet on Monday and Thursday afternoons between 1.30-3.30	http://abundantborders.org.uk/contact/
Abundant Borders Eyemouth Community Food Garden Eyemouth, Berwickshire	Abundant Borders support community food gardens across the Scottish Borders. They run training courses and workshops on all aspects of food from sustainable food growing, cooking healthy, affordable meals through to food preservation and avoiding food waste. In Eyemouth the garden is part of Eyemouth Allotments, off the Harbour Road. The garden is open to volunteers each day, though volunteers meet on Friday mornings between 10.30 – 12.30	http://abundantborders.org.uk/contact/
Abundant Borders Duns Community Food Garden, Todlaw, Duns	Abundant Borders support community food gardens across the Scottish Borders. They run training courses and workshops on all aspects of food from sustainable food growing, cooking healthy, affordable meals through to food preservation and avoiding food waste. In Duns the garden is part of the BHA Housing Development at Todlaw (between Knoll Hospital and Pearsons Garden Centre). The garden will be open from Spring 2020. Contact robin@abundantborders.org.uk for more details	http://abundantborders.org.uk/contact/
Abundant Borders Coldingham Community Food Garden, Coldingham Priory, Coldingham	Abundant Borders support community food gardens across the Scottish Borders. They run training courses and workshops on all aspects of food from sustainable food growing, cooking healthy, affordable meals through to food preservation and avoiding food waste. In Coldingham the garden is alongside Coldingham Priory. The garden will be open from Spring 2020. Contact robin@abundantborders.org.uk for more details	http://abundantborders.org.uk/contact/

5.3 Public spaces

Scottish Borders Council has a wealth of over 600 hectares of publicly accessible greenspace that may lend itself to accommodating food growing. From amenity bedding areas to tracts of grass in our towns and villages. 'Guerrilla gardening' is one term used for those engaged in adopting perhaps neglected pockets of ground and turning it over to local food production. 'Incredible edibles' is a network of community food growers who have adopted public spaces in their communities. Or you may see a corner of a park or greenspace near where you live that you simply feel could be turned over to food growing for the community. There may be scope within this network for sites to be informally 'adopted' by community growers on an agreed basis.

The Community Empowerment Act asks all local authorities to identify land for food growing where demand exists. Scottish Borders Council recognise this green network as a tremendous opportunity, and in order to ensure that land for food growing is identified collaboratively with communities, and is in the right location to meet local demands, we welcome enquiries for any sites within your area.

As a community or individual, if you wish to enquire about availability of land in your area, contact us at Scottish Borders Council Parks and Environment service – either online https://www.scotborders.gov.uk/site/xfp/scripts/xforms_form.php?formID=143&language=en or by telephone (insert number and ask to speak to someone about food growing). We can then explore the opportunities with individuals or groups to better understand their needs and consider the suitability of any spaces the Council may manage/maintain, for food growing. Should officers feel that a suitable opportunity could be realised through the 'adoption' of land within the Council's ownership, the proposal would be subject to a council report and permissions/consultations with other services. Where the Council does not believe that it has an appropriate site capable of meeting the local food growing needs, then it may consider what alternatives it can offer, including sites in settlements that may not be local to the individual or group.

Scottish Borders Council is monitoring demand and supply of Allotment sites, using the tools set out in the legislation such as demand thresholds and Annual Allotment Reports. Where necessary, the Council may consider the acquisition of appropriate land to meet the needs of the area, taking into account reasonable distance and travel times.

The Council will always wish to work in partnership to respond to enquiries about access to land for food growing.

Where Council land is not an option then you or your group may have other ideas for places where you would like to grow, and you may wish to consider leasing land from landowners or be interested in community growing as part of new development. We don't intend to be too prescriptive, but we are happy to discuss any local ideas you may have. Section 5.7 of the strategy sets out the permissions required for you and your group to begin using a space for growing.

Across communities there are also areas of amenity greenspace owned by our other Community Planning Partners (NHS Borders, Scottish Fire and Rescue, Police Scotland, and Scottish Enterprise). Community groups can apply for these sites to be transferred to Community ownership (for more information please see https://www.scotborders.gov.uk/info/20062/strategies_plans_and_policies/764/asset_transfer) as community growing sites.

If you are interested in these kinds of opportunities for growing sites in your area, please see the following.

5.4 Schools

A number of schools within the Scottish Borders have an active gardening area which focuses on growing fruit and vegetables. This can enhance the outcomes and experience delivered within Curriculum for Excellence. There can be links made to all the curriculum areas.

<https://education.gov.scot/improvement/learning-resources/a-summary-of-learning-for-sustainability-resources>

Initiatives within schools are very happy to hear from those wishing to get involved in food growing and will welcome some support – many hands make light work, particularly through the summer break. If you are interested in finding out more about what's going on in your local school(s) then please get in touch.

5.5 Garden share

Schemes such as 'Lend and Tend', where a garden owner shares their garden with individuals or groups of growers, can be a great way to get growing. Schemes like this are already happening in Hawick and Peebles.

5.6 Making space for growing

Where council land isn't an option, you or your group may have other ideas for places where you would like to grow, and you may wish to consider leasing land from farmers or be interested in community growing as part of new development. Partners such as Eildon Housing Association are developing opportunities for food growing within their network. We don't intend to be too prescriptive, but we are happy to discuss any local ideas you may have. This section of the strategy sets out the permissions required for you and your group to begin using a space for growing.



Community food garden ©Abundant Borders

Case Study: St Ronan's Primary School, Innerleithen

The Edible Garden at St. Ronan's School in Innerleithen was established in 2014 in partnership with a local social enterprise company, You Can Cook. This was the first growing project of its kind to be set up in a school in Scotland. The initial project was funded by a grant from the Climate Change Fund and was professionally designed and staffed, all in conjunction with the children as a learning experience. In 2018/19, the direct input of the social enterprise partnership ended and the management of the garden became part of the St. Ronan's Youth & Community Centre, with a designated a sub-group, as part of a carefully planned transition for sustainability. The community centre committee presented a bid to the SBC Locality Bid Fund and was successful in obtaining funding to continue to employ a part-time gardener and make material improvements to the garden.

The gardener leads classroom sessions, alongside school staff, in sowing and propagating.

The children are then involved in the whole growing and harvesting process. The garden produces a range of fruit, vegetables and herbs. Produce is used in cooking projects, can be harvested for home use by all members of our community, are sent home with children from time to time as a family gift or sold in local shops. All ages of children, from Nursery-P.7, are involved, with a Friday afternoon gardening club open to all children and their parents/carers. There are also regular seasonal opportunities for adult gardening drop-in sessions.



Case Study: Tweedbank Allotments

Tweedbank Allotment Society was founded in 2012 by a group of enthusiastic local residents who, with the help of Scottish Borders Council worked to identify a site and secure funding. The site at Essenside Drive is former amenity grass adjacent to an informal kickabout area. It is leased from the Council and was opened in 2013. The site is managed and run by a group of volunteer members of the Society and accommodates 15 plots, a communal shed and water butts.



Case Study: Courthouse, Peebles

The Courthouse Garden is a community garden run by Peebles Food Community, on an area of private land that the owners have allowed access to. In the space of two and a bit years, from a disused weed jungle, the community now has a brilliant space growing an abundance of organic fruit, veg and herbs. The garden is maintained by volunteers and produce is shared amongst volunteers and the owners.

All materials such as tools, seeds and plants have been donated by group members while others have been sourced for free locally (polythene, manure, cardboard, pallets, etc), with greenhouses, cold frames, compost bins, and planters all built by the volunteers. Local people of all ages have been involved in the progress of the garden, including great help

from five high school children doing their Duke of Edinburgh Awards. The garden is run without community funding, and has no outgoings such as rent so is a self-sustaining project that can adapt and evolve to community needs.



Case Study: Salvation Army Garden, Hawick

Abundant Borders is a Charity aimed at giving everyone, regardless of personal circumstances access to freshly grown produce. In 2018, Abundant Borders joined together in partnership with the Salvation Army to develop the grounds behind the Salvation Army shop on the High Street in Hawick. This site offers growing and training opportunities for volunteers, as well as fresh produce to those in the town and immediate area who are using the food banks.

In partnership with the Community Hub, they also employ a sessional worker to deliver healthy cooking and healthy eating initiatives in the town,

for whom in turn they share knowledge and experience in helping to grow the community garden space at The Hub.



5.7 What about planning?

Early discussions with landowners and the Planning department about any community growing project is advised – they will explain what consents you may need and what information they need from you to help you get your project moving forward. If you are looking to enclose an allotment site, you may need to submit a planning application seeking consent to do this. You may also need planning permission for new structures, like sheds, and possibly raised planting beds. We would prefer that this be done for the site as a whole as part of the Allotment Management Group's initial planning application, rather than being done on an individual basis each time a plot holder wishes to put up a tool shed, which will also enable a consistent approach to buildings and structures. If there are any designations on the land that might be impacted by your allotment site, the Council will advise you about what you can and can't do. Designations to look out for include:

- Sites of Special Scientific Interest, Special Landscape Areas, Special Areas for Conservation, Wildlife Sites and Sites of Importance for Nature Conservation
- Conservation Areas and Areas of Townscape Value
- Designed Landscapes and Historic Gardens

Designations can be seen on the relevant proposals map of the Scottish Borders Local Development Plan [here](#).

Planning consent is likely to be required for:

- Any works within a Conservation Area
- Structures on site, including:
- Outbuildings and sheds on each individual plot;
- Communal buildings;
- Fencing; and
- Parking facilities

To begin growing you will need to liaise with the landowner or developer. It's worth noting that new development will now be assessed against policy EP17 (see below) which seeks to safeguard food growing sites wherever possible and integrate community food growing needs into new development.

Planning Officers are finalising a new policy EP17 entitled 'Food Growing & Community Growing Spaces' within the proposed new Local Development Plan. In essence the policy confirms the requirement for the safeguarding and enhancement of any existing food growing area and lays down criteria tests for considering proposals for new or extended food growing areas which meet community needs.

Scottish Borders Council has details of land in its ownership. If the site belongs to the Council, there is a process you need to follow to agree how you intend to use the growing space. Scottish Borders Council Property and Estates team will be involved in agreeing lease arrangements for Council-owned land.

Contamination

When you have found your potential food growing site you should liaise with the contaminated land specialists within Scottish Borders Council's Environmental Health department to establish if land contamination presents a potential constraint which requires further consideration.

How potential land contamination is considered will depend upon the requirement for planning consent for the land's new use. In the first instance a request may be made to Scottish Borders Council for any relevant environmental information held about the proposed site (an Environmental Information Request). Please note that there may be a charge for this. The information provided may assist in understanding the history of the site, its former uses/

operations, neighbouring uses, if previous ground investigations have been undertaken and their findings, and if land contamination is a potential constraint likely to require further assessment.

If land contamination is identified as a potential constraint an appropriate phased risk assessment will also be required, where planning consent is necessary.

Where planning consent is not required the creation of a food growing site may still result in liabilities under Part IIA of the Environmental Protection Act 1990. In considering such liabilities investigations can be undertaken on a voluntary or due diligence basis. SBCs Contaminated Land specialist can be consulted in regard to such investigations to ensure the site is demonstrated to be suitable for its proposed use, and to ensure future regulatory intervention is not necessary.

It is recommended that you liaise with the contaminated land team at an early stage, and throughout the process as necessary - we would be very happy to hear from you!

An overview flow chart of the land contamination evaluation process is presented in Appendix XXX

We will help by:

- Creating specific policy safeguarding for Allotments and food growing sites in the Local Development Plan.
- Support community growing within council land where possible
- Planning for future allotment sites in new developments and securing land for growing to meet demand
- Identifying potential community growing sites
- Sharing information on what's happening in your area.



Beds ©Abundant Borders

Who else can help	Support available
Scottish Allotments and Gardens Society (SAGS)	Maintenance of online resources and database of growing sites http://www.sags.org.uk/
Private Landowners	May provide space for your growing and/or allotment project
Community Planning Partners	If you are interested in taking on a community asset such as greenspace around a local community facility, you can apply for a Community Asset Transfer; https://www.scotborders.gov.uk/info/20062/strategies_plans_and_policies/764/asset_transfer
Registered Social Landlords	Eildon Housing Association Berwickshire Housing Association Scottish Borders Housing Association Waverley Housing Association Hanover Housing Association
Community Land Advisory Service	Help finding land and agreeing lease arrangements with the landowner. https://sc.communitylandadvice.org.uk/
Land Register of Scotland	Information about who owns land in Scotland. Please note, there is a charge for obtaining land ownership information. https://www.ros.gov.uk/our-registers/land-register-of-scotland
Borders Food Communities	Garden share opportunities; information on local community growing projects; networking with other interested growers. https://www.foodcommunities.org/

CULTIVATING COMMUNITIES SCOTTISH BORDERS FOOD GROWING STRATEGY

6. WHERE CAN I GET SUPPORT FOR MY GROWING PROJECT/ GROWING ACTIVITIES?

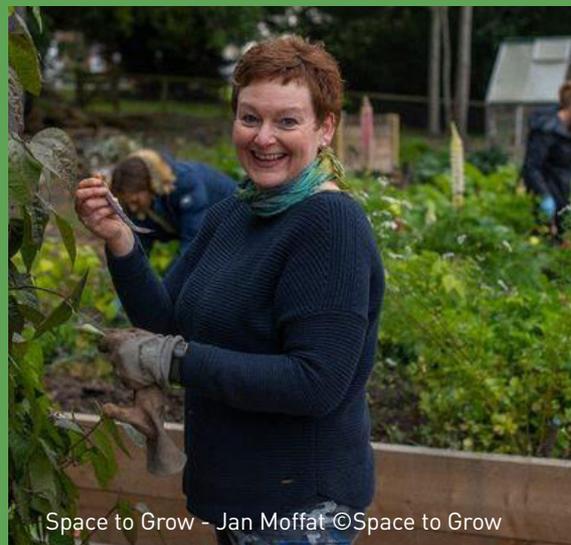
During the consultation **you said** (25%) you needed advice about funding your growing project or activities. As well as highlighting some key funding sources, we can help by facilitating sharing of resources and of skills, so that food growing is affordable and accessible to all who want to get involved. In the Borders there are various different models of community growing, from grant-funded to self-sustaining, and it depends on the individual needs and vision of your project which model may be best. There are many ways of achieving your goal of getting involved in growing, so don't feel overwhelmed or alone – please get in touch.

6.1 Resourcing your project

Resources – funding, materials, skills, volunteers – are vital to sustaining community growing in its many different forms. During the consultation various specific issues came up as well as funding such as linking up with volunteers, sourcing materials (e.g. timber for raised beds, seeds); lack of tools; a need for training/skills sharing.

We will help by:

- Supporting groups in submitting grant applications for their community growing project(s)
- Creating opportunities for groups to share resources to make growing affordable to more people.
- Providing information for networking with other groups who have a growing project
- Providing information on organisations and businesses that can help community projects as part of their Corporate Social Responsibility commitments
- Share up-cycling and recycling opportunities, for example by connecting community growing groups with wood recycling projects



With our partners, we will:

Explore the feasibility of 'sharing events' hosted by different organisations bringing growers together to share plants and seeds

Liaise with the Council's Unpaid Work team (Community Justice Service) who may be able to provide help with clearing your plot and preparing the ground for planting

Share information about potential funding sources and work together to maximise opportunities for all community growing groups in the Scottish Borders.

Who else can help	Support available
Communities & Partnership Team	Community funding applications; advice on local funds available; Community Planning Partners liaison
Social Farms and Gardens	<p>Free enquiry service to talk through any aspect of your project, available to everyone</p> <p>Resource pack available, "Getting Started – Community Growing Resource Pack" for projects based in Scotland.</p> <p>Regional Training and Networking Events</p> <p>https://www.farmgarden.org.uk/resources</p> <p>https://www.farmgarden.org.uk/resources/community-growing-resource-pack-scotland</p>
Community Food Social Enterprise Network (SEN)	<p>Support for any community food organisation that is aspiring to be a social enterprise.</p> <p>https://www.communityfoodandhealth.org.uk/2012/social-enterprise/</p>
Business sponsorship and Corporate Social Responsibility volunteer days	<p>Seek opportunities for groups to use "end of season" stock and donated materials.</p> <p>Many businesses provide Corporate Social Responsibility volunteering opportunities for their staff. Business volunteers could help you create and plant your growing space.</p> <p>Assistance may be available in developing your groups Risk Register through the Institute of Internal Audits UK – Risk Auditors</p> <p>Corporate Social Responsibility volunteering commitments</p> <p>Funding sources and assistance with funding bids</p> <p>Capacity building for local groups and organisations</p>
The Conservation Volunteers	Linking up Corporate volunteering to projects
Criminal Justice Team	<p>Unpaid workers are those who are required to undertake community payback work as part of a sentence. They may be able to help get your project started by helping with preparing your site (clearing the ground, preparing paths, etc).</p> <p>To find out more get in touch with the Unpaid Work Coordinator via</p> <p>https://www.scotborders.gov.uk/info/20037/justice_services/89/community_based_services</p>

6.2 Other Resources

Community food growing has a role to play in carbon reduction, improving health and wellbeing, tackling poverty and enhancing biodiversity.

There are a wealth of resources to help you develop your growing group in any one of these aspects.

The Borders Healthy Living Network (HLN) operates across Burnfoot, Eyemouth, Langlee & Selkirk. The HLN aims to work in partnership to reduce health inequalities and build community capacity for health improvement, and trains and develops local community members to become community health volunteers. They offer a range of healthy living projects and initiatives, including adults cookery classes, food growing partnerships and summer holiday programmes for children. For more information about health improvement and the work we do, please contact us at <mailto:Health.improvement@borders.scot.nhs.uk> Health.improvement@borders.scot.nhs.uk.

The Cyrenians operate the Fareshare network across the region, linking up people to produce. They are also interested in the link between food growing and production and healthy food for all. <https://cyrenians.scot/community-and-food/good-food/fareshare/>

Volunteer experiences of community growing at Wilton Lodge Park

"I spent years in a very stressful job, needed to get out amongst people once I retired. I didn't want to be inside so decided to go to the community garden. I love the camaraderie, discussions, laughs and that we work as a group, discuss everything and decide what we want to grow and produce."



Abundant Borders Team ©Abundant Borders



CULTIVATING COMMUNITIES

SCOTTISH BORDERS FOOD GROWING STRATEGY

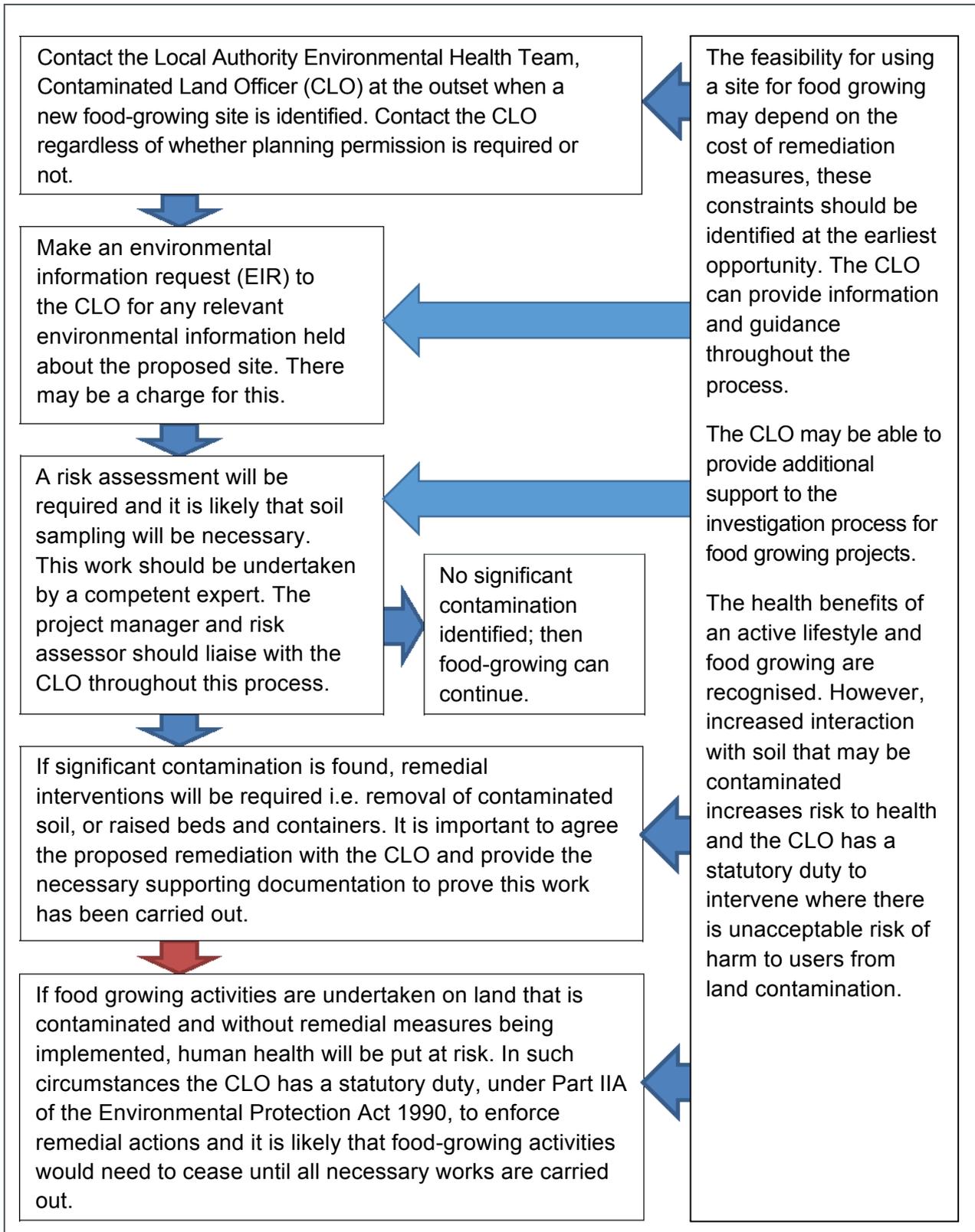
7. ACTION PLAN

This Food Growing Strategy covers a five year period from 2020-2025. As well as the activities listed above, Scottish Borders Council will undertake to deliver against the legislative requirements via the Action Plan:

Action	
1. Develop Policy Framework	1.1. Investigate and explore opportunities to develop further policies in support of food growing and community growing with Community Planning Partners 1.2. Adopt new planning policy - EP17 Food Growing and Community Growing spaces – as part of the Local Development Plan, safeguarding food growing spaces and enabling increased provision.
2. Review provision and Management of Allotments	1.3. Review of corporate policies and strategies to support Food Growing and Community Food Growing. 2.1. Co-ordinator waiting list information with Allotments Associations on leased out sites to ensure data collection is handled accurately and appropriately 2.2. Investigate new allotment sites in areas of demand, working with community groups and private landowners where possible 2.3. Implement new Allotment Regulations 2.4. Prepare an Annual Allotment Report
3. Support the Community Growing Network	3.1. Develop a networking event(s) for community growers and volunteers 3.2. Explore the creation of 'Growing Ambassadors', as part of the #yourpart Corporate Programme 3.3. Consolidate resources for food growing through the development of the Volunteer Coordinator role

APPENDIX ONE

CONTAMINATED LAND PROCESS



APPENDIX TWO

CONSULTATION FEEDBACK REPORT

SCOTTISH BORDERS FOOD GROWING STRATEGY CONSULTATION

The consultation ran for 12 weeks from 24 July to 16 October 2019 and was promoted to all Community Councils, In Bloom groups, some 3rd sector organisations and publicly via a press release (30 July) and via website and social media. The total number of respondents was 300.

The breakdown of responses can be summarised as follows;

Locality	No. responses
Berwickshire	43
Cheviot	39
Eildon	126
Teviot & Liddesale	37
Tweeddale	54
Other	1

The following is a breakdown of the responses received.

Do you grow your own vegetables, fruit, herbs or flowers?

	Number	%
No	48	16%
Yes	252	84%
If yes, in what kind of space do you grow your own vegetables, herbs, fruit or flowers (<i>Note: respondent can select multiple answers</i>)?		
Own garden	224	75%
Someone else's garden	13	4%
Allotment	39	13%
Community Garden	20	7%
Back green	1	<1%
School garden	10	3%
Orchard	5	2%
Other (including: <i>My own garden and polytunnel; Pots at front of house; local gardens, farmland; Ruberslaw Wild Woods Camping site; HAPI project at KEC; A few pots by the back door for herbs ; Planters in front of house for flowers; In my flat; on our farm; School for adult education and retreat centre; Hospital garden; Only in pots; community garden at my work in Edinburgh; partner's garden; projects in gardens of care homes and day centres for elderly; Fruit and vegetables are grown for visitors and guests and students of the school; Rented land from Buccleuch Estates; Pick from wild; The walled garden in Hawick as a volunteer</i>)	20	7%

What is stopping you growing your own vegetables, fruit, flowers or herbs? (Note: respondent can select multiple answers)

	Number	%
No garden	11	23%
Can't get an allotment	14	29%
Don't know how/lack of skills	23	48%
Time	10	21%
Tools (lack of)	13	27%
Lack of community support/interest	6	12%
Lack of volunteers	0	0%
Nothing!	2	4%
Other (including: No information on who to contact regarding our local allotments; My garden isn't big enough and is North facing; Need help to clear overgrown garden to start this as I'm disabled; Gardens produce garden waste it's difficult to dispose of garden waste; Lack of space in garden; Shared garden with neighbours; Just moved house, not organised yet but I plan to; I've got a few but not very much and would like to grow more; I don't have an allotment at the moment however I would like to have one; Cost. Grow a few herbs but would like to grow vegetables; Would like to put in raised beds in my garden to do this but it's expensive to set up with good top soil etc.; Waiting to move into my house; Physical disability)	9	19%

Would you like to grow your own vegetables, fruit, herbs or flowers?

Yes	49
Percentage of respondents (48) who are not currently growing their own produce	100

What support, if any, do you need to grow your own vegetables, fruit, herbs or flowers?

	Number	%
Funding advice	75	25%
Support for growing activities	125	42%
Help to find suitable land	83	28%
Help to get a group started locally	59	20%
Other (Including: Advice on eco/perma culture and planting schedule for all year growth; Discount on Council Tax for helping the planet etc.; I like the idea of a community garden as many don't have suitable or enough garden space; Seed and plant share; Seed & plant swaps; reliable source of compost; Growing advice; Information on soil quality, what grows well here, when to start planting etc would be great; Compost cones are useful and I use 2 or 3 of them; Connection to a permaculture resource to work out how to optimally set up our garden for 'no till' gardening to grow fruit and veg and encourage wildlife; Access to compost created from SBC collected green waste; Education on how to grow food effectively, just going on trial and error at the moment!; An advice hub or space tailored to local conditions; Advice on pests and feeding; Expertise; The community orchard would benefit from funding; Funding for seeds etc; Accessibility; Commune gardens are needed in all areas; More ground; Help	75	25%

What is stopping you growing your own vegetables, fruit, flowers or herbs? (Note: respondent can select multiple answers)

	Number	%
<p><i>with how to do container gardening; Education and networking with other growers; Possibly advice on how to stop the plants from being eaten by slugs and other predators; Any assistance to generate locally grown fruit and vegetables will surely be helpful; Advice on growing eg when something goes wrong with gardening there is nobody local to speak to. I have surplus seed each year, maybe a local seed sharing scheme? Local access to information and advice about growing (there aren't any old gardeners to ask!). A seed sharing facility, I have surplus seed each year and would happily share with others.; None personally but a number of people need full support; Advice/mentoring; There are no allotments at all near here and I would love one; A local allotment space would be great to be able to grow more veg etc.; Help to find suitable land.; I would like to extend my garden but I need to apply to SBC for a change of use which will cost me money; Green waste compost delivered cheaply; New gardeners need easily available information about how to grow different types of fruits and vegetables, soil requirements etc; troubleshooting; Would be great if we could get free top soil and access to recycled wood to create raised beds in the garden (bad back so difficult to grow at ground level); No help required as shown by my parents; Help with infrastructure - there is no bus route. ; Info on continuing to garden with back or other problems; connecting with volunteers; have a walled garden that I would like to utilise for community purposes; We're doing just fine, thank you; Allotment space in Newcastleton; Help to build containers; a way of donating excesses, especially of apple varieties, possibly in exchange for occasional help in the garden; Practical advice; Advice on which vegetables are most suitable for this climate.; could council sell reduced cost compost from garden recycling; How to start - no idea what I need! Advice about where in my garden is suitable; Need to get allotments properly maintained and rabbits exterminated.; A tool library would be useful; I need a couple of gardeners (am old); advice regarding tackling problems that prevent successful growth; I would like to start a community garden; Education; Advice; I need to know more about growing food successfully in the Borders climate; Interested in local growing around me.)</i></p> <p>None</p>		
	14	5%

Volunteer experiences of community growing at Wilton Lodge Park

"I wanted to give something back after retiring and gardening is my thing, I love growing stuff and getting produce back from all the hard work. I also enjoy showing the younger ones tips on growing and what to do with flowers as well as vegetables

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Parks & Environment
 Scottish Borders Council | Headquarters | Newtown St Boswells
 MELROSE | TD6 0SA
 email: neighbourhoodservice@scotborders.gov.uk

Volunteering

in our communities

To all the wonderful volunteers in our communities, thanks for playing #yourpart to keep our towns and villages looking their best. If you are planning to help with things like tidy-up operations and flower planting please take into account the following guidance:

SOCIAL DISTANCING



Please adhere to the Scottish Government's latest guidelines regarding social distancing measures.

01

TOOLS AND EQUIPMENT



The sharing of tools, gloves, etc is strongly discouraged. Volunteers should bring their own gloves wherever possible. When working on Council land, please stick to non-motorised equipment only to avoid any accident or injury.

02

PRACTICE GOOD HYGIENE



Wash hands before arriving at the site. Use hand sanitiser and wipe down with disinfectant any shared equipment or communal areas after use.

03

TAKE CARE OF WASTE



Please dispose of green waste/litter appropriately, via your local recycling centre if required.

04

BE RESPONSIBLE



You are responsible for the safety of yourself, others around you and the general public.

05

KEEP IN TOUCH



Let us know how you plan to help out and we can offer further advice and support. Email neighbourhoodservice@scotborders.gov.uk or call us on 0300 100 1800.

06

**DRAFT REPORT ON THE RESPONSE TO OUTLINE PROPOSAL
FROM THE JEDBURGH LEGACY GROUP SCOTTISH BORDERS
COUNCIL ON JEDBURGH TOWN HALL LIBRARY AND OTHER
SERVICES**

Report by Service Director, Customer & Communities

EXECUTIVE COMMITTEE

15 September 2020

1 PURPOSE AND SUMMARY

- 1.1 **The aim of this report is to make Elected Members aware of the outline proposal to Scottish Borders Council by the Jedburgh Legacy Group for an asset transfer, which would allow the group to take over and operate Jedburgh Town Hall, Library building, public toilets and other services (see Appendix 1).**
- 1.2 The response detailed within this paper outlines a positive way forward in progressing this proposal under the Community Asset Transfer process within the Community Empowerment (Scotland) Act 2015
- 1.3 The outline proposal (see Appendix 1) from the Jedburgh Legacy Group is an ambitious one that involves taking over the running of an enlarged Town Hall, Library building and public toilets. It also includes the maintenance of play parks, grassed areas, flower beds and hedges. The outline proposal sees the running, and potentially ownership, of these facilities passing over to a new body, Jedburgh Town Services. The bodies to be involved in operating Jedburgh Town Services are Jedburgh Community Council, Jedburgh Community Trust, Jedburgh Leisure Facilities Trust, Jedburgh Alliance, Jedburgh and District News Group (incorporating the Jedburgh Marketing and Tourism Group) and Jedburgh Horticultural Society.
- 1.4 It is considered that the outline proposal should initially be progressed using Scottish Borders Council's established process for dealing with applications by Community Groups under Community Empowerment Act (Scotland) 2015 legislation – i.e. an "expression of interest" prior to a formal Asset Transfer Request.
- 1.5 A brief overview and analysis of the outline proposal is given in Section 5 below. The proposal is aligned with Scottish Borders Council's draft 5-year Strategic Property Framework, with the preferred solution for the Town Hall and Library building being an asset transfer to the community. This strategic fit is welcomed and supported where it complements other local

services and assets.

- 1.6 A Multi-disciplinary Officer Group should be established to support the Jedburgh Legacy Group on developing the outline proposal into a formal Asset Transfer Request. The principles, processes, timescales and financial implications for carrying out this work are set out in Section 6 of the report.

2 RECOMMENDATIONS

2.1 It is recommended that Executive Committee agrees:

- (a) That the outline proposal from the Jedburgh Legacy Group should be progressed using Scottish Borders Council's established process under the Community Empowerment Act (Scotland) 2015 legislation.**
- (b) An Inter-agency Officer Group be established to assess, and offer to work with the Jedburgh Legacy Group on the outline proposal.**

3 BACKGROUND

- 3.1 The Jedburgh outline proposal needs to be considered in the context of the:
- (a) Significant economic issues facing the town a result of job losses in its two major companies and the economic pressures on other businesses in the town.
 - (b) Investments being made in the town by Scottish Borders Council and other partners in both business and new community facilities.
- 3.2 Over the last decade Jedburgh has experienced significant economic challenges particularly in relation to the decline of its town centre and the need to attract more business investment into the town. These issues have become a more acute as a result of the Covid-19 pandemic which has led to significant job losses in its main companies and more economic pressures on businesses, particularly in the town centre.
- 3.3 Despite these challenges, the town has major strengths and opportunities that need to be maximised. These relate to its attractive location within a rural setting, historic assets, strong community and place loyalty, business base, its proximity and gateway to large urban populations in Northern England and in Central Scotland, and the international airports in Newcastle and Edinburgh.
- 3.4 To support the town, significant public investments have and are being undertaken by Scottish Borders Council and other partners. These include:
- (a) The £35m investment in the new intergenerational Campus for Jedburgh which has involved Jedburgh Grammar School and its two primaries schools being co-located into one new fit for purpose education and community campus along with provision for new community facilities and activities. This highly innovative approach to educational and community provision will provide a strong foundation for securing the future of education and public services in the town as well as responding to future educational and community needs.
 - (b) A Jedburgh Conservation Area Regeneration Scheme (CARS) with funding of just over £1million from Historic Environment Scotland (HES) and Scottish Borders Council to support town centre regeneration. This project is underway with the appointment of a part-time Project Manager.
 - (c) The £450,000 investment in the Jedburgh (Skiprunning Burn) Flood Protection Scheme in 2014.
 - (d) £1.8m to support the corner building redevelopment in the town centre.
 - (e) £900,000 from the Scottish Government Town Centre Fund to support the restoration and sustainable re-use by the community of the A listed Port House, in Exchange Street. This project is also supported by other external funding, including Jedburgh CARS, the

Architectural Heritage Fund and Fallago Environment Fund.

- (f) £100,000 from the Scottish Government Town Centre Fund to provide additional support for the repair of the Jedburgh Abbey Ramparts retaining wall, alongside support from Jedburgh CARS and Scottish Borders Council.
- (g) £35,000 from the Scottish Government Town Centre Fund to deliver a Jedburgh Shopfront Improvement Grant Scheme.

3.5 The outline proposal arose out of the public engagement event held in June 2019. The event, held in Jedburgh Town Hall and attended by over 180 people, showcased plans for the new Campus with a focus on the community aspects of the new facility. Proposals for the rationalisation of associated legacy properties were also presented – i.e. the Town Hall, Library building and the Grammar School site. Attendees were asked to give views on the future use of the buildings and who should be involved in a feasibility study for the legacy buildings.

3.6 Following the event, a feasibility study was commissioned to look at options for the legacy properties, taking on board the views of the public obtained from the June engagement event. In the same period, a petition was raised by a local group against proposals for relocating the Library to the Campus and closing the Library building. The petition resulted in a representation being made to the Scottish Borders Council's Audit and Scrutiny Committee in December 2019, which agreed that there should be further engagement with the community in the form of a survey on local views on the future of the Library. The community-led survey was held in early 2020 and extended to enable more people to respond. The results of the Community Survey have yet to be published, but these community views will form an important part of the Community Asset Transfer process.

3.7 In February and March 2020, two meetings were held with representatives from key Community Groups (based on names put forward at the engagement event) to discuss the draft feasibility study. The representatives at the meetings form the Jedburgh Legacy Group. Since then the outline proposal has been developed and has now been submitted to the Council for consideration in principle.

4 THE OUTLINE PROPOSAL - SUMMARY

4.1 The outline proposal (see Appendix 1) from the Jedburgh Legacy Group involves initially, the asset transfer from the Scottish Borders Council of:

- (a) Jedburgh Town Hall (including a proposed extension).
- (b) The Library/Contact Centre building.
- (c) Two Public Toilets at the Main Car Park and Glebe.

Also, the maintenance of green spaces in the town (flower beds, grass-cutting, hedge-cutting and play parks). The outline proposal sees the running, and potentially the ownership, of these facilities passing over to a new body, Jedburgh Town Services.

- 4.2 The theme behind the outline proposal is tourism, recognising Jedburgh's heritage and position as a gateway town to Scotland and the Borders; ensuring that there is an attractive environment for both visitors and local residents; that people are encouraged to stop and visit with associated economic benefits arising from spend and events. The outline proposal also highlights the morale boost and capacity building benefits within the community that could be expected from the successful realisation of the project.
- 4.3 The Jedburgh Legacy Group, submitting the proposal comprises 11 community organisations. There are 4 main bodies that will be involved in the Jedburgh Town Services are Jedburgh Community Council, Jedburgh Community Trust, Jedburgh Leisure Facilities Trust and Jedburgh Alliance. Associated bodies include, Jedburgh and District News Group (incorporating the Jedburgh Marketing and Tourism Group) and Jedburgh Horticultural Society. Each group has a remit, competence and experience that would support the development and potential delivery of the outline proposal.

5 RESPONSE TO THE OUTLINE PROPOSAL

- 5.1 It is proposed that the outline proposal will be considered as a request for a potential asset transfer using Scottish Borders Council's established process for dealing with applications by Community Groups under the Community Empowerment (Scotland) Act 2015. Progressing the proposal from the Jedburgh Legacy Group through the Community Asset Transfer request process affords the Group a level of protection through the requirement to form a specified recognised body and includes a right to request a review and subsequent appeal if they do not agree with the decision that has been made by in relation to the Community Asset Transfer request.
- 5.2 The outline proposal should be seen an expression of interest and at pre-application stage. The Council's Community Asset Transfer process is set out in Appendix 2 and this shows the parameters of this pre-application stage before a formal Community Asset Transfer request is made and timescales are invoked. Once a formal request is received, the Council must publish the request and allow 4 weeks for views to be given. Thereafter the Council has 6 months to make a decision. If the Council agrees to an asset transfer, then both parties work together to agree the final contract.
- 5.3 The Council has previously given an undertaking that any expressions of interest regarding legacy buildings in Jedburgh will be accepted until August 2121, after which the Council will then proceed to consider alternative disposal options.
- 5.4 The outline proposal is ambitious, challenging and complex. In Scottish Borders Council's draft 5-year Strategic Property Framework, the preferred solution for the Town Hall and Library building has been an asset transfer to the community and therefore this strategic fit is welcomed and supported where it complements other assets and services in the community. From an initial assessment of the proposal, it is Officers' views that there are a number of areas that need to be considerably/significantly strengthened in preparation of a formal business

case being submitted.

- 5.5 Any business case submitted will need to demonstrate how the project, which will rely heavily on grant-funding, will be financially sustainable. The main source of proposed funding is from the Community Choices 1% Framework Agreement for which process and guidance is still to be published. Income generation which will be critical for long term sustainability, is still to be developed and does not feature proportionally in the outline proposal so far. It is critical to an acceptable business case being submitted for asset transfer and to funders. This would appear to be the biggest challenge in creating a sustainable business case, particularly given the low starting point in terms of usage in both the Library and the Town Hall, and the commercial competition with other facilities such as the Campus, Port House and other community venues such as the Rugby Club.
- 5.6 Regarding these challenges, the outline proposal does not refer to these in-scope assets, including the new Community Campus. There is a need to look at the potential synergies with, and the impact on/competition with/duplication of the community offering at the new Campus and other community facilities.
- 5.7 As part of the due diligence process around this proposal, the Council must consider the wider financial implications for the Council as a whole, as well as the specific financial arrangements of the business case. There are some overarching finance principles from a Council perspective which are relevant for any other communities proposing to take a similar approach going forward. These are detailed below:
- (a) The Council will work with communities in line with the guidance included in the Community Empowerment (Scotland) Act 2015.
 - (b) The Council will work with communities in line with the guidance for Community Groups on asset transfer under the Act developed by the Scottish Government and Scottish Borders Council's own Community Asset Transfer Policy.
 - (c) The funding allocated to Communities to deliver agreed services will not equate to 1% of Scottish Borders Council's budget as proposed in the Jedburgh Town Services proposal, as this is not the intention of the Participatory Budgeting approach.
 - (d) Instead the Council will work with Community Groups to develop a business model considering existing Council investment, level of service provision and objectives going forward along with external funding opportunities.
 - (e) This agreed business model would result in an agreed financial envelope provided by the Council. This funding will not be subject to indexation each year. It should also be noted that maintenance and repair of capital assets going forward will not be a burden for the Council.
- 5.8 To assess the outline proposal properly and effectively there is a need for appropriate governance and support. The outline proposal crosses a number of Council service and organisational remits. It is considered that

the Council needs to establish a Multi-disciplinary Team to offer to work with the Jedburgh Legacy Group to further explore the potential of the community taking over these assets.

5.9 This Group would be led by the Service Director Customer & Communities, who would act as Project Executive and comprise officers from:

- a) Communities & Partnership
- b) Communications
- c) Legal Services
- d) Planning and Development
- e) Neighbourhood Services
- f) Roads and Public Transport
- g) Economic Development
- h) Estates
- i) Financial Services

Officials from external organisations such as South of Scotland Enterprise, Visit Scotland, Registered Social Landlords and Live Borders would be invited to attend meetings of the group as and when appropriate.

5.10 It is proposed that this project team would offer to work iteratively with the Jedburgh Legacy Group in the further development of the outline proposal to progress a business case for Community Asset Transfer.

6 IMPLICATIONS

6.1 Financial

The financial implications for the Council are outlined in Section 5.7 above. Any proposal agreed with the local community will be made following a full and detailed analysis of the financial implications for the Council, as well as the specific financial arrangements of any agreement.

6.2 Risk and Mitigations

- (a) Supporting the proposal as outlined above requires dedicated and sustained resource and the options to put this in place are being examined by Officers.
- (b) If we do not support the Outline Proposal, there is a danger that resistance from the local community translates into political resistance that prevents property rationalisation.
- (c) That we fail to comply with our duty under the Community Empowerment (Scotland) Act 2015.
- (d) If the proposal fails to progress, it is likely that the Council will be portrayed as the reason for this failure. This will be mitigated by transparency and communications during the process under the Community Empowerment (Scotland) Act 2015.
- (e) Related to the above, the costs of the proposals may mean that anticipated savings are not achieved within the expected

timescales, and if the financial request to the Council within the business case is deemed unaffordable and unsustainable, it is likely that the Council will be blamed for any failure to progress the asset transfer.

- (f) There is a significant issue in that the proposal competes with the investment already made in the new Campus (detracting from the community offering at the Campus, taking away potential income or, if the Campus successfully takes business that might otherwise have gone to the Town Hall) the Council ends up with the blame for the failure of the asset transfer proposal.
- (g) All of the above could be mitigated through involvement in the development of the proposal – which needs to be an iterative process (i.e. we offer to work with the community to build the business case– rather than wait for the business case to be submitted and then respond.)

6.3 Equalities

As per the Asset Transfer guidance, the views of all stakeholders will need to be reflected/represented in the development of the proposal.

6.4 Acting Sustainably

The framework seeks to ensure that properties provision, in future, is on a more sustainable footing.

6.5 Carbon Management

Reducing our property footprint and targeting our investment in a reduced set of properties should enable a corresponding reduction in our carbon footprint.

6.6 Rural Proofing

The framework seeks to ensure that services are maintained or improved across existing communities through investment in a reduced number of properties.

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 Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and their comments have been incorporated into this report.

Approved by

Jenni Craig
Service Director, Customer & Communities **Signature.....**

Author(s)

Name	Designation and Contact Number
-------------	---------------------------------------

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Douglas Scott	Senior Policy Advisor
Shona Smith	Communities & Partnerships Manager

Background Papers:

Previous Minute Reference:

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Contact us at James Lamb, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA. Tel 01835 824000.

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Outline Proposal to Scottish Borders Council

Jedburgh Town Hall and Library and other services

1. Summary

The great news for Jedburgh about our new school campus has been diminished by the disappointing news that our Town Hall and our Library are to be closed by the Council.

On top of that blow to the town centre, the recent announcements by the two long-established major firms in the town, Mainetti and Starrett, that they are closing their factories means that some 200 workers will lose their jobs. The knock on effect on the town centre will cause further shop closures whilst local traders will lose vital business.

We understand that the Council is under severe financial pressure and has to save money. At the same time, the town centre is very important to the wellbeing of the community and cannot suffer the closure of two such significant buildings and the loss of so many jobs.

We have prepared this outline proposal because Jedburgh is going to be even more reliant on tourism. It has to be so attractive in appearance that passing visitors would wish to stop here and shop. And we need events and attractions in the town that would encourage prospective visitors to travel here.

Our proposal would improve the appearance of the town, be welcoming to visitors by providing services, develop and operate the Town Hall with superb facilities and increased audiences, and make the Library a social resource. In so doing it will create jobs in the town.

This would be funded under the Community Choices 1% Framework Agreement. What we propose is our Community Choice.

We believe this outline proposal would be to the benefit of both Jedburgh and Scottish Borders Council.

Once the principle of this proposal is agreed we will prepare a detailed Business Plan for implementing the proposal.

2. Jedburgh Town Services (working title)

Jedburgh Town Services (JTS) is the working name for the time being for the body that would implement this proposal. Using existing strong organisations in the town, we are proposing a coordinated structure to provide services needed by the community, to maximise the benefits of common assets, and to utilise the capabilities of local organisations. Funding would be by means of 1% pro rata of SBC's budget plus revenue generated in the town.

The initial areas we propose to encompass are :

The Town Hall

The Library

Town Maintenance (Flower Beds, Grasscutting and Hedgecutting, Play parks)

The 2 Public Toilets at the Main Car Park and The Glebe

An advantage of our proposal is that we would be able to consider other standalone activities and any others as decided by the community and agreed with SBC

3. Facilities to be involved

All of the facilities involved in this proposal are important for both the wellbeing of local residents and for the many visitors we wish to attract to the town as a destination and those who stop here on their way to the rest of the Borders and Scotland.

Providing these facilities will create jobs and can lead to further initiatives to improve services and additional job creation.

3.1 The Town Hall

We have already produced development plans for the area of the Ramparts, Abbey Place, and Murray's Green to become an events venue, of which the Town Hall will be a central feature.

We are finalising and costing plans for developing the use of the hall including, as well as existing activities, indoor markets, business incubators, weddings, Callant's Festival events. The adjacent Bandstand and park will be altered to make a larger flat area which will enable tented spaces directly accessible as an adjunct to the Town Hall.

We will improve the facilities of the Town Hall by extending it to the north and the east, thus providing a ground-level kitchen, and lift access.

The Town Hall would have its own management board, comprised of users and other representative bodies. It would be responsible for developing the facility,

obtaining grant funding, developing the activities, promoting use of it, accounting for income and expenditure.

3.2 The Library

The Library would have its own management committee, comprised of users and other representative bodies. It would be responsible for developing the facility, obtaining grant funding, developing existing and new activities, liaising with the Borders Library Service, promoting use of it, accounting for income and expenditure.

3.3 Flower Beds

Jedburgh is an important tourist town in itself but especially because it is a major gateway to the Borders and Scotland. Its appearance is critical to make it attractive to visit and stay and shop. The appearance of the our flowerbeds is a key visual first impression of Scotland.

The Council has already relinquished responsibility for maintain the flower beds in Jedburgh, some of which are which now are being maintained by volunteers, which is a limited resource. Jedburgh Horticultural Society will provide guidance for the layout of our floral displays. We could receive plants from JHS and others as well as purchasing some, whilst planting would be by a combination of voluntary and paid labour. Volunteers from the Jed Shed could provide items such as planters.

3.4 Grasscutting and Hedgecutting

Tidy grassed areas and neat hedges are likewise important to attract visitors. They need to be mowed and trimmed as and when required (ie not by a fixed schedule) which is easier to manage at a local level. This would be undertaken by paid trained staff.

3.5 Play parks

As well as play parks being a vital local amenity, the one adjacent to the main car park is an attraction for visitors and gives a good impression of the town. It needs to be maintained and insured.

3.6 Public Toilets

Jedburgh is the first town in the Scottish Borders that visitors come to when travelling to Scotland by car or coach. Our welcome is lessened by them having to pay to use the public toilets. JLFT has already made a proposal to SBC to manage the two public toilets, whilst having free entry. This would be advertised at the entrances to the town as an incentive for visitors to stop and shop. Again, this welcome is important not only for the town but for onward journeys to the rest of the Borders and Scotland.

4. Ownership of assets

Depending on discussions with the Council and its requirements, several options for each property are possible. Ownership could remain with the Council and the facilities leased to JTS. Alternatively, options for local ownership of the property and land assets in this proposal could include Jedburgh Common Good Fund, Jedburgh Community Trust or Jedburgh Leisure Facilities Trust.

5. Budget (draft)

Town Hall	£ 24,000
Library	£ 12,000
Town maintenance	£ 47,000
Public Toilets	£ 17,000
Total	£100,000

This is only an indicative budget. A separate budget is being developed for the Town Hall and will be finalised when details of the 2019-20 Town Hall finances have been obtained, whilst the town maintenance budget will require data on the location and sizes of grassed areas and hedging.

In the initial years, financial support for the Town Hall would be the first priority; that is, money spent on other services would be depend on what is available after the Town Hall has been financed.

6. Organisation

The main bodies that will be involved in Jedburgh Town Services are :

6.1 Jedburgh Community Council

As a statutory body JCC its Members are elected by the public under legislation and JCC is accountable to the Audit Commission. It is in the best position to receive questions from the public and to make decisions about what is required by the community.

6.2 Jedburgh Community Trust

JCT was formed 20 years ago to own property which would be held for the community. It already owns the Port House in Exchange Street and the Jed Shed in Abbey Wynd.

6.3 Jedburgh Leisure Facilities Trust

JLFT has been running the Swimming Pool and Fitness Centre since 2003. It is efficient, effective and highly regarded and has been working constructively with the Council for 17 years.

It is owned and managed by and for the community. Because it is run as a social enterprise, it can provide services to other community bodies (as has happened previously).

These services can include supplying staff (eg opening the Town Hall for activities), employing workers for town work, insuring workers and property, providing accounting services, adhering to employment law.

Open from 6am to 8pm on weekdays and 9am to 3pm at weekends, it would make bookings for the Town Hall and would be the contact point for services.

6.4 Jedburgh Alliance

Formed in 1999, JA provides a forum for organisations in the town to discuss and coordinate their activities. It would continue to ensure implementation of the Jedburgh Development Plan. It would monitor the services provided under this proposal and generate new ideas for further services and events.

Other associated bodies include :

6.5 Jedburgh and District News Group

JDNG is the umbrella body for the town's website and our monthly news magazine The Jed Eye. It will report on our activities, undertake satisfaction surveys, etc. It also markets the town.

It also incorporates Jedburgh Marketing and Tourism Group which produces tourist information, banners and other marketing initiatives.

5.6 Jedburgh Horticultural Society

JHS would provide advice and assistance on landscaping and planting.

7. Funding for the proposal

7.1 Community Choices 1% Framework Agreement

This is a commitment by the Scottish Government to work in partnership with local government to have at least 1% of local authority budgets subject to participatory budgeting. That is, local people would have a direct say in how that defined budget can be used to address our priorities. 1% of the Council's budget applied pro rata to Jedburgh would be about £100,000.

This proposal goes beyond how SBC currently implements Community Choices, but is entirely consistent with the Scottish Government's commitment. It would enhanced to promote local democracy, more efficient use of limited resources, and

improvements in citizen engagement and community health, satisfaction and well-being.

The funding could be administered by Jedburgh Community Council (legislation permitting) or by Jedburgh Leisure Facilities Trust which has ALEO status and already has a long-standing financial relationship with the Council.

We propose that our model is used as a pilot project for all towns in the Scottish Borders.

7.2 Earned income

The Town Hall would gradually generate more income as its use is marketed, promoted and locally managed, as would the Library to a lesser extent.

7.3 Development grants

We would apply for development grants from other bodies such as Creative Scotland. This would include improving the facilities of the Town Hall by extending it to the north and the east, thus providing a larger stage, dressing rooms, ground level kitchen, and lift access.

7.4 Jedburgh Common Good Fund

The Trustees of JCGF would be requested to ensure that applications for funding would be for the public good, principally for investment in infrastructure with a long lasting benefit. JCGF could have equity in such investments.

7.5 Other income

Current possibilities being explored are, for example, the two cauld which are suitable for installing turbines, at the Glebe and the Anna. Initial work has been done by JLFT. A town-wide group will be set up to take this to fruition and generate funds for the town and its development.

8. Benefits to Jedburgh and Scottish Borders Council

It is a time of great stress to the people of Jedburgh through closure of factories, shops and key town facilities, loss of jobs, upheaval over many years in the town centre, and compounded by the lockdown. This proposal will energise the townspeople and give them hope and an incentive to be more involved in what goes on in the town. It will be a huge boost to morale.

In a letter to Jedburgh Community Council on 12 March SBC explained it is undertaking a review of every operational property in the Borders as it is no longer feasible to maintain all existing properties. If applied to other towns, this proposal will

be able to offer a solution to the likely objections by these towns to any proposed closures to properties and services.

By making allocations of funding in the way proposed, SBC will save operational and administrative costs.

SBC will be recognised throughout Scotland as a forward looking Council whose application of this proposal will be emulated in many other authorities.

9. Next steps

We request Scottish Borders Council to make a decision in principle to support this outline proposal.

We will set up an Enabling Committee to include representatives from the main groups/organisations that would be involved in the proposal, as described above. This would progress plans to start implementation of the services in this proposal.

We will prepare our detailed Business Plan setting a sustainable vision for the future and a clear financial plan over 5 years, showing long term financial sustainability and demonstrating benefits for both SBC and Jedburgh.

10. Conclusion

This proposal is in the best interests of Scottish Borders Council as well as of Jedburgh and its inhabitants.

The Council would save money by being able to discontinue services, without unrest, that would be carried out by the community itself. It could be a pilot initiative applicable to the rest of the Scottish Borders, and the Scottish Government would be interested for its extension on a Scotland-wide basis, using funding that is already dedicated to local communities. The image of the Council will be enhanced, locally and Scotland-wide.

The people of Jedburgh will have their Town Hall as a focal point of the development of Abbey Place, they will continue to have the Library as a social centre, and they will have control over local services. The effects of the proposal will include greater citizen engagement and will provide the basis for locally initiated improvements to the town.

George Burt
1 July 2020

On behalf of the Jedburgh Legacy Group, consisting of :

Jedburgh Community Council
Jedburgh Alliance
Jedburgh Marketing & Tourism Forum
Jedburgh and District Community News Group

Jethart Callants' Festival
Jedburgh Horticultural Society
Jedburgh Community Trust
Jedburgh Rotary Club
Jedburgh Leisure Facilities Trust
Jedburgh Events
Jedforest Instrumental Band

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ASSET TRANSFER INFORMATION FOR BRIEFING NOTE - JEDBURGH LEGACY GROUP PROPOSAL

Background

Part 5 (asset transfer requests) of the Community Empowerment (Scotland) Act 2015 sets out the rights that community bodies have to request to use, lease or purchase assets that are owned or leased by public authorities. Since it came into force on 23 January 2017 SBC has received 35 of enquiries through the Communities & Partnerships Team. Of these three have progressed to formal applications and two are in the final stages of preparation.

The Scottish Government has developed guidance for community groups on asset transfer under the Act. This along with SBC's own Community Asset Transfer Policy provides good direction for any group considering the submission of an asset transfer request.

Support available to groups

Council officers from the Communities & Partnerships, Estates and Legal teams work with groups, which express an interest in asset transfer, to navigate the process including:

- Identifying the right asset (if available) for the identified purpose
- Providing information on the running costs and condition of the asset (where applicable and possible)
- Advise on the application and act as a sounding board as an application is developed.

Support in the development of business and financial plans, community consultation and forming a Community Transfer Body (CTB), that is recognised under this part of the Act, is available from The Bridge and BAVS.

Asset transfer process – first contact

Scottish Borders Council encourages groups to contact us for an informal discussion about their project before they even state developing their application. Although there is nothing to stop CTBs from submitting an asset transfer application without any prior notification we have found that working with a group from the start enables us to provide any information that they may need about an identified asset and help them to develop their application. By working closely with a group we are in a position to ask challenging questions, as a critical friend, such as how will they meet unexpected costs associated with buildings e.g. roof damage or boiler breakdown, have they thought about ongoing revenue costs and how they will meet them if projected income isn't realised. These are not intended to act as barriers to an application but to ensure that the group has fully considered all eventualities. It is in the interests of both the CTB and SBC that the project is not just successful in years one and two but continues to flourish in the long term.

We have found that a number of groups choose not to progress their applications. This is due to many different reasons including the capacity of the group, the costs involved in maintaining an asset and the unavailability of buildings to suit their needs.

Both Jedburgh Community Council and Jedburgh and District Community News Group have had discussion with Council officers about the possible asset transfer of the Jedburgh

Library Contact Centre. Although the draft proposals were very different we felt that there was merit in them working together and suggested that they do so in order to identify how they could work together to both the benefit of the community and the sustainability of the project. It is therefore encouraging to see that these and another nine organisations have come together to form the Jedburgh Legacy Group and submit an outline proposal to operate the Town Hall, Library Contact Centre and a number of other amenities in the town.

Although the outline proposal does not mention asset transfer it is suggested that any discussions proceed down this route and the robust process which it entails. In order to be able to submit an asset transfer request Jedburgh Legacy Group will be required to form either a:

- Scottish Charitable Incorporated Organisation (SCIO)
- A company
- A Community Benefit Company (ComBen)
- An unincorporated organisation that incorporates the provisions set out in the Act, or
- A body designated by Scottish Ministers.

Formally becoming a recognised organisation will provide a level of protection to each of the member bodies ensuring that no single group could be left with the legal responsibility for one or all of the assets concerned.

Asset transfer process – application process

As part of the application the CTB (Jedburgh Legacy Group) is required to provide information on:

- The community proposal – explanation of the project objectives, why there is a need for it, any planned development or changes to the land or building, and any activities that will take place there.
- The benefits of the proposal - how the project will benefit the community including whether it is expected to promote or improve:
 - Economic development
 - Regeneration
 - Public health
 - Social wellbeing
 - Environmental wellbeing

Whether it will reduce inequalities of outcome which result from socio-economic disadvantage and/or any other benefits that may arise of the request is agreed.

- How the CTB will comply with any restrictions on the use or development of the land/building. It is expected that any restrictions will have been identified and discussed during early discussions with SBC.
- Potential negative consequences for the local economy, environment, or any group of people that may occur if the request is agreed. Experience to date shows that this part of the application is the one that groups struggle with most and is where the officer role as a critical friend is particularly valuable.
- The CTB is required to evidence its capacity to manage the project and achieve the objectives they have set out. This could include the skills/experience of those involved, track record of delivering projects or whether external advice will be sought.

The experience of Jedburgh Community Trust in acquiring the Port House in 2010 and the challenges faced restoring the building which, ten years on, still isn't complete would be addressed when considering their capacity to be part of a much larger project.

- Level and nature of support - This could include information on the proportion of the community (geographical and thematic) who are involved with the request, how the community has been engaged with and what their response has been. It should also be shown how other communities that may be affected by the proposals have been engaged. Part of the purpose following the submission, and validation, of a request is the publication of a public notice, for 28 days, at which point those that do/don't support the project can share their views with the SBC. It is therefore important that the CTB has listened to the views of all those that would be affected.
- Funding – although many groups assume that any asset transfer will be at a peppercorn rent/purchase price the council has a duty to achieve Best Value. All potential applicants are advised of the market value during early conversations. During the decision making process the following benefits are considered:
 - Economic development
 - Regeneration
 - Public health
 - Social wellbeing
 - Environmental wellbeing
 - Whether the project will reduce inequalities of outcome which result from socio-economic disadvantage
 - Any other benefits that may arise if the request is agreed.

The expected level of benefit may be taken into account when proposing a rental/purchase price but it cannot be assumed. The CTB should show the calculations of the costs associated with the transfer of the asset and their future use of it, including any redevelopment, ongoing maintenance costs of the project. All proposed income and investment should be identified, including volunteering and donations. If it is the CTBs intention to apply for grants or loans they should identify the funders/grant schemes that they will be approaching.

In addition to the information included in the application form the following documentation is also required:

Asset transfer process – next steps

Once an asset transfer request has been submitted SBC can request further information from the group until we are satisfied that enough information has been received on which to base a decision whether to agree or refuse the request. Once enough information has been received the request is validated and SBC has six months to reach a decision.

Asset transfer process – public notice of request

Once the request has been validated a public notice of request is published for 28 days, during which time anyone can make representation to SBC. It is therefore in the CTB's interest to ensure that the public engagement undertaken listens to any concerns that may be raised; it is possible that such concerns may be raised during the public notice period if they haven't been addressed by the CTB.

Asset transfer process – decision making

Decision making under the asset transfer process is delegated to the Asset Transfer Officer Group:

- Service Director Assets & Infrastructure (Chair)
- Service director Customer & Communities (Vice Chair)
- Chief Financial Officer or their representative
- Chief Legal Officer or their representative
- Relevant Service Director or their representative

When making the decision the Asset Transfer Officer Group should consider the benefits of the proposal as detailed above. *Change the bullets to numbers and reference the benefits that should be considered when making the decision.*

It must be stressed that if officers are aware of reasons that they know will result in the request being refused e.g. conditions of use stipulated within the title deeds, these should be made known to the CTB and alternative land/buildings explored.

The decision is shared with the CTB who have 20 working days to request a review of the decision or the conditions attached to it. The review is heard by Elected Members. If the asset transfer request decision is upheld by Elected Members the CTB can appeal to Scottish Ministers.

If the request is agreed the CTB has a minimum of 6 months to submit an offer. During this time the terms of the offer can be negotiated.

Once the offer has been submitted by the CTB the contract must be concluded within 6 months – during this time further negotiations can take place.

Asset transfer – summing up

Progressing the proposal from the Jedburgh Legacy Group through the asset transfer request process, set out in the Community Empowerment (Scotland) Act 2015, not only affords the group a level of protection through the requirement to form a specified recognised body but includes a right to request a review and subsequent appeal if they do not agree with the decision that has been made by the Asset Transfer Officer Group.

The asset transfer request process is not quick and even in the most straightforward of situations can take over a year to complete. However, the robust and rigorous nature of the process means that a decision is only made once officers are satisfied that any weaknesses in the request have been addressed and that, if successful, it is likely to achieve the identified objectives.

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