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EXECUTIVE COMMITTEE TUESDAY, 9 FEBRUARY 2021

A MEETING of the EXECUTIVE COMMITTEE will be held on TUESDAY, 9 FEBRUARY 2021 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,

2 February 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Minute of meeting held on 19 January 2021 to be noted for signature by the Chairman (copy attached).	2 mins
5.	Monitoring of the General Fund Revenue Budget 2020/21 (Pages 7 - 54) Consider report by the Executive Director, Finance & Regulatory, providing budgetary control statements for the Council's General Fund (copy attached).	10 mins
6.	Monitoring of the Capital Financial Plan 2020/21 (Pages 55 - 80) Consider report by Executive Director, Finance & Regulatory providing an update on the progress of the 2020/21 Capital Financial Plan (copy attached).	10 mins
7.	Balances at 31 March 2021 (Pages 81 - 90) Consider report by Executive Director, Finance & Regulatory, with an analysis of balances as at 31 March 2020 and on projected balances at 31 March 2021 (copy attached).	10 mins
8.	Covid-19 Response - Proposals to Further Support Individuals Facing Financial Hardship (Pages 91 - 110)	20 mins

	Consider report by Service Director Customer & Communities (copy attached).	
9.	Local Housing Strategy (LHS) 2017-22 Year 3 Progress (Pages 111 - 166) Consider report by Executive Director Corporate Improvement & Economy seeking endorsement of the Annual Progress Report (copy attached).	10 mins
10.	Scottish Borders Council's Response to the Employability Challenge in the Scottish Borders (Pages 167 - 184) Consider report by Executive Director Corporate Improvement & Economy (copy attached).	20 mins
11.	Any Other Items Previously Circulated	
12.	Any Other Items which the Chairman Decides are Urgent	
13.	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."	
14.	Earlston Industrial Estate - Relocation of Border Coatings to Lauder Industrial Estate (Pages 185 - 190) Consider report by Service Director Assets & Infrastructure (copy attached).	10 mins
15.	Teviotdale Indoor Bowling Centre, Hawick (Pages 191 - 196) Consider report by Service Director Assets & Infrastructure (copy attached).	10 mins

NOTES

- Timings given above are only indicative and not intended to inhibit Members' discussions.**
- 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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**SCOTTISH BORDERS COUNCIL
EXECUTIVE COMMITTEE**

MINUTE of Meeting of the EXECUTIVE
COMMITTEE held remotely by Microsoft
Teams on Tuesday, 19 January 2021 at
10.00 am

Present:- 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.

Also Present:- Councillor A. Anderson

In Attendance:- Executive Director Corporate Improvement & Economy, Executive Director
Finance & Regulatory, Service Director Assets & Infrastructure, Service
Director Young People Engagement & Inclusion, Democratic Services Team
Leader, Democratic Services Officer (F. Henderson).

EDUCATION BUSINESS

Present:- Mr I. Topping, Mr G Wilkinson, (Parent Representative), Harry Scott (Pupil
Representative), Lindsay Craig.

Apologies:- Mr T. Davidson, Katie Brookes.

CHAIRMAN

Councillor Hamilton chaired the meeting for consideration of the Education business and welcomed everyone to the meeting.

1. **APPROVAL OF FINAL DRAFT OF NURTURING APPROACHES GUIDELINES**

There had been circulated copies of a report by the Service Director Young People Engagement & Inclusion which proposed the approval of the whole school nurturing approach and targeted nurture intervention groups as detailed in Appendix 1 to the report which reflected and aligned with previous SBC Inclusion guidance and legislation to provide a clear strategic direction on Nurturing practice for all schools and Early Years settings in Scottish Borders Council. The report explained that the Nurturing Approaches Guidelines formed part of a suite of Inclusion documents described and presented to the Executive Committee in January 2020. These were in line with National Legislation and Guidance listed in the previous Committee Report in June 2018. Recent documents had been published by Scottish Government (Education Scotland) to provide further guidance to Local Authorities and their policy making and outline Scotland's vision and underlying principles of inclusion. Caroline Didcock presented a summary of the Guidelines and answered Members questions and highlighting the work being undertaken to ensure there were proper connections between schools and parents.

DECISION

AGREED:-

- (a) **to approve the draft of Scottish Borders Council's Nurturing Approaches Guidelines - A practical guide for schools and settings to develop a whole school nurturing approach and targeted nurture intervention groups (Appendix 1).**
- (b) **that the documents could be circulated to all learning establishments in Scottish Borders.**

2. **APPROVAL OF FINAL DRAFT OF LEARNING, TEACHING AND ASSESSMENT FRAMEWORK**

There had been circulated copies of a report by the Service Director, Young People Engagement and Inclusion which sought approval of the Learning, Teaching and Assessment Framework contained in the report which reflected and aligned with the National guidance and legislation to provide strategic direction for Learning, Teaching and Assessment in all schools and Early Years settings within Scottish Borders Council. The report explained that the development of this Learning, Teaching and Assessment Framework was a key priority for this year's Education Service Plan. Analysis of data and self-evaluation highlighted a need to provide consistent guidance for all schools and settings. Adherence to the guidance and focused attention on key areas would ensure the highest possible standards of learning and teaching for all children and young people across Scottish Borders Schools and Settings. The consistency provided by the Framework would support quality assurance activity and the identification of any improvement needs for schools and professional learning needs for all staff. Catriona McKinnon and Catherine Thomson presented the report and answered Members questions. Members thanked officers for the presentation and asked if they could receive a copy of the slides.

DECISION

AGREED:-

- (a) **to approve the Draft of the Learning, Teaching and Assessment Framework contained in Appendix 1 of the report;**
- (b) **that the document could be circulated to all learning establishments in the Scottish Borders; and**
- (c) **copies of the presentation be circulated to the Committee.**

OTHER BUSINESS

CHAIRMAN

Councillor Haslam chaired the meeting for the remainder of the meeting with the exception of paragraph 6.

3. **MINUTE**

There had been circulated copies of the Minute of the meeting of 1 December 2020.

DECISION

APPROVED for signature by the Chairman.

4. **OUR PLAN AND YOUR PART IN IT: SBC'S CORPORATE PERFORMANCE AND IMPROVEMENT REPORT – QUARTER 1 AND QUARTER 2 2020/21**

There had been circulated copies of a report by the Executive Director, Corporate Improvement and Economy which presented a high level summary of Scottish Borders Council's Quarter 1 and Quarter 2 2020/21 performance information with more detail contained within Appendices 1, 2a and 3. 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 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 would be presented quarterly to Executive Committee, with an annual summary in June each year. During Quarter 1 and Quarter 2 2020/21, SBC had continued to press ahead with a range of important initiatives and innovation, including:

- (a) The opening of the new Jedburgh Grammar Campus to pupils;

- (b) The use of Inspire Learning by pupils and teachers during the Covid-19 lockdown period; and
- (c) Beginning work on the Borders Innovation park

The information contained within this report and appendices was also made available on the Council website and could be accessed at www.scotborders.gov.uk/performance. The quarter 1 element of the report would ordinarily have been produced for the August 2020 Executive Committee but had been delayed due to the impact of the COVID -19 pandemic, and combined with Quarter 2. Quarter 3 would be presented in March with the full outturn in June. Mr Dickson highlighted the areas which had been impacted by the Covid-19 pandemic. Members commented that despite the pandemic standards had mostly been maintained and noted improvements in areas such as recycling and payment of invoices. Mr Dickson answered Members questions and undertook to provide further information on Looked After Children and an update on the gender pay gap.

DECISION

(a) NOTED:-

- (i) **the progress update relating to Change and Improvement Projects, referenced in Section 5 and detailed further in Appendix 1; and**
- (ii) **the changes to performance indicators outlined in Section 6 of this report;**

(b) ACKNOWLEDGED and noted the performance summarised in Sections 7 and 8, and detailed within Appendices 1, 2a and 3 and the action that has been taken within services to improve or maintain performance.

5. THE GREAT TAPESTRY OF SCOTLANDVISITOR CENTRE, GALASHIELS – UPDATE REPORT

There had been circulated copies of a report by the Service Director Assets & Infrastructure which provided an update. The report explained that the site works commenced on 10 June 2019 under a contract awarded to Ogilvie Construction and had progressed well on site until the outbreak of COVID -19 pandemic early in 2020 and the country wide lockdown. Following a resumption of construction in July 2020, significant progress had been made with the project and the works on site within the final 18 weeks and remained on schedule for a 2021 opening. Finalised costs for the exhibition/display cases fit out had been presented to the Council and these were in excess of the allowance within the current budget. In order to resolve this, additional funding of £316k from the Emergency & Unplanned Scheme fund for 2021 was being sought. The report detailed the background, the need for specialist exhibition display cases and the financial implications. In response to questions, Mr Curry advised that the cases also incorporated a number of technological features including lighting which would enhance the display of the Tapestry and improve the visitor experience. Members considered that the budget increase was unfortunate at this stage but that this was a crucial project for the future of tourism in the Borders.

DECISION

- (a) **NOTED the contents of the report**
- (b) **AGREED £316k be allocated from the 2020/21 Emergency & Unplanned Schemes funds to allow completion of the building fit out.**

DECLARATION OF INTEREST

Councillor Haslam declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion. In the absence of Councillor Haslam, Councillor Mountford chaired the meeting.

6. **BORDERS DISCRETIONARY SUPPORT FUND FOR BUSINESS**

There had been circulated copies of a report by the Executive Director, Finance & Regulatory which set out a proposal to establish a cash limited discretionary business support fund. The fund was intended to complement other arrangements put in place by Scottish Government to assist businesses and organisations to survive the current emergency situation. The report explained that the Council had been provided with a grant of £672,021 to administer a COVID-19 Local Authority Discretionary Fund. The funding represented 2.7% of a £25m national discretionary fund agreed by COSLA Leaders. The aim of the fund was to mitigate the short term financial challenges being experienced by businesses since October 2020. The fund was intended to enable local authorities to direct additional financial support based on the distinct characteristics of local economies. Financial support could be provided to Limited Companies, Charities, Social Enterprise, Sole Traders and Trusts. The report detailed the purpose of the funding, Eligibility for funding, funding priorities, the application process, scope, Grant criteria and financial implications. Following discussion, it was agreed that the wording 'per eligible business' be removed from recommendation (b).

DECISION

AGREED:-

- (a) the establishment of a discretionary fund for business as set out in the report based on the criteria in section 4.1 of the report;**
- (b) that the final amount of support to individual business be determined by the number of eligible applications received;**
- (c) to delegate authority to the Executive Director, Finance and Regulatory Services, to determine grant applications in accordance with the provisions agreed in the report;**
- (d) to delegate authority to the Executive Director, Finance and Regulatory Services - in consultation with the Executive Member for Economic Development and Finance - any further changes required to the approved criteria of the scheme to enable the grant scheme to function effectively; and,**
- (e) that the Executive Director, Finance and Regulatory Services, submit a report to Council by the end of May 2021 setting out the numbers and types of business assisted by the discretionary scheme.**

The meeting concluded at 11.55 am.



MONITORING OF THE GENERAL FUND REVENUE BUDGET 2020/21

Report by the Executive Director, Finance & Regulatory

EXECUTIVE COMMITTEE

9th February 2021

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 31 December 2020 along with explanations of the major variances identified between projected outturn expenditure/income and the current approved budget.**
- 1.2 As reported to the Executive Committee on 17th November 2020, after the second quarter of 2020/21 a residual COVID-19 budget pressure of £0.628m remained, based on forecasts at that point.
- 1.3 Forecasts have now been updated to the third quarter of 2021/21, based on the 31st December a balanced outturn position is forecast at the 31st March 2021. The latest forecast includes all known pressures including loss of income, confirmed Scottish Government funding, the effects of the continued freeze on discretionary spend and assumptions around delivery of Financial Plan savings. This position reflects an improvement of £0.628m from the second quarter.
- 1.4 During the year financial returns have been made on a quarterly basis to ensure that expenditure associated with social care is included within a return collated with NHS Borders and submitted to Scottish Government as a COVID mobilisation plan. Funding has then been distributed via Health to the Council and this balanced position assumes within H&SC that all H&SC additional expenditure related to COVID-19 will be funded by Scottish Government through the mobilisation return process.
- 1.5 As previously reported, there has been 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 December month end £5.670m (47%) savings have been delivered permanently, £0.645m (5%) are profiled to be delivered by 31 March 2021 and £5.776m (48%) have been delivered on a temporary basis through alternative savings. It should be noted that the highly uncertain environment the Council is operating in may impact on delivery of the remaining £0.645m savings which still require to be delivered before 31st March 2021.

- 1.6 Full details of pressures, risks and challenges and the significant majority of areas of the Council's operation where budget plans remain on track are detailed in Appendix 1 to this report.

2 RECOMMENDATIONS

2.1 It is recommended that the Executive Committee:-

- (a) notes the projected corporate monitoring position reported at 31 December 2020, the pressures identified, the underlying cost drivers of this position and the identified areas of financial risk as reflected in Appendix 1;**
- (b) approves the virements attached at Appendix 2;**
- (c) approves the earmarked balances attached at Appendix 3, noting the support these balances are providing to the 2021/22 Financial Plan totalling £1.562m;**
- (d) notes the progress made in achieving Financial Plan savings in Appendix 4;**
- (e) delegates authority for the remainder of the financial year to allow the Executive Director, Finance & Regulatory to approve any year end adjustments required for COVID-19 related funding expected late in the financial year; and,**
- (f) 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 31 December 2020.
- 3.2 After the second quarter of 2020/21 an improved projected outturn position was reported with a remaining residual pressure of £0.628m forecast. This residual revenue budget pressure was as a result of identified pressures of £22.903m with estimated funding of £22.524m. This position has now been updated at the third quarter, December 2020 month end, with the Council now projecting a balanced outturn position. During the year financial returns have been made on a quarterly basis to ensure that expenditure associated with social care is included within a return collated with NHS Borders and submitted to Scottish Government as a COVID mobilisation plan. Funding has then been distributed via Health to the Council and this balanced position assumes within H&SC that all H&SC additional expenditure related to COVID-19 will be funded by Scottish Government through the mobilisation return process.
- 3.3 The third quarter reporting has now identified projected annual additional expenditure and impacts on income of £28.901 as shown below.

Budget Pressure	£m	Comment
Additional costs	20.543	These additional costs are detailed per service in Appendix 1 and include additional costs such as PPE, cleaning materials and additional homecare costs.
Delays in delivery of financial plan savings	3.794	The emergency response has reduced management capacity to drive forward change in some cases along with the current operating models making change very challenging which has resulted in delays in delivery.
Loss of budgeted income	3.960	Income from fees & charges has been impacted over the first 9 months of 2020/21 in services such as planning fee income, schools meals and waste income.
Council Tax	0.604	The projected impact on Council Tax ultimate collection levels for 2020/21 including the impact of delays in house building.
Total Council COVID-19 pressures	28.901	

- 3.4 In order to support the Council's response to the COVID-19 pandemic funding has been made available by the Scottish Government. To supplement the Scottish Government funding and with the aim of balancing the revenue budget, CMT have redirected existing Council budgets to fund the additional costs and loss of income in 2020/21. The updated total available resources of £28.901m are detailed below:

Funding	£m	Comment
Scottish Government funding (SG)	8.489	Including £1.1m hardship fund, £3.408m share of £155m Barnett consequentials, £0.013m Death Registration and £1.107m Food Fund phases 1 & 2, £1.078m SG funding and £0.506m for safe opening of schools.
Share of £75m IJB fund (SG)	5.728	Share of £75m to support Social Care pressures plus confirmed IJB funding of £1.991m and assumed £2.120m of further funding to cover all expenditure pressures.
Specific Grant flexibility (SG)	6.658	SG are allowing Councils to be flexible in the use of grants such as PEF and Early Years expansion
Redirect earmarked balances (SBC)	0.740	Earmarked balance carried forward from 2019/20, now directed to COVID-19
Reduce previously agreed 2020/21 budget growth (SBC)	1.252	2020/21 budget growth, now directed to COVID-19
2020/21 resources identified by budget review exercise (SBC)	4.576	Budgets removed based on uncommitted budget and reduced activity in 2020/21
Draw down from reserves (previously agreed use of 2019/20 underspend)	1.458	2019/20 underspend of £1.458m allocated to reserves at year end, now being drawn down
Total Council COVID-19 reserve	28.901	

- 3.5 Based on the December month end the Council is projecting a balanced outturn position at 31st March 2021. 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 the impact of COVID-19 after 9 months. The on-going impact and response to the pandemic remains fluid, any further financial implications not yet evident will require to be managed as the year progresses.

3.6 Key assumptions which have been made in arriving at these figures include:

- CYP grant can be redirected to support Education recovery, currently the forecast reflects best estimate of resources required to support COVID-19 in 2020/21 with the balance of funding being earmarked into 2021/22;
- It is assumed that grant to support COVID-19 pressures experienced during 2020/21 in H&SC will be provided from Scottish Government;
- It is assumed the remaining nationally announced £25m for Council Tax Reduction Scheme (CTRS) pressures will be allocated to Councils to cover forecast pressures (initial share of £25m received and reflected in budget);
- The Council will have to fund pressures in the ultimate level of Council Tax collection currently estimated at £0.604m;
- It is currently assumed that Live Borders will not require additional financial support from the Council during 2020/21 over and above the agreed management fee. Uncertainties do, however, remain relating to the second lockdown. As such their financial position will continue to be monitored closely.

3.7 The following management action will be continued during the remainder of the financial year with the aim of containing any pressures yet to emerge:

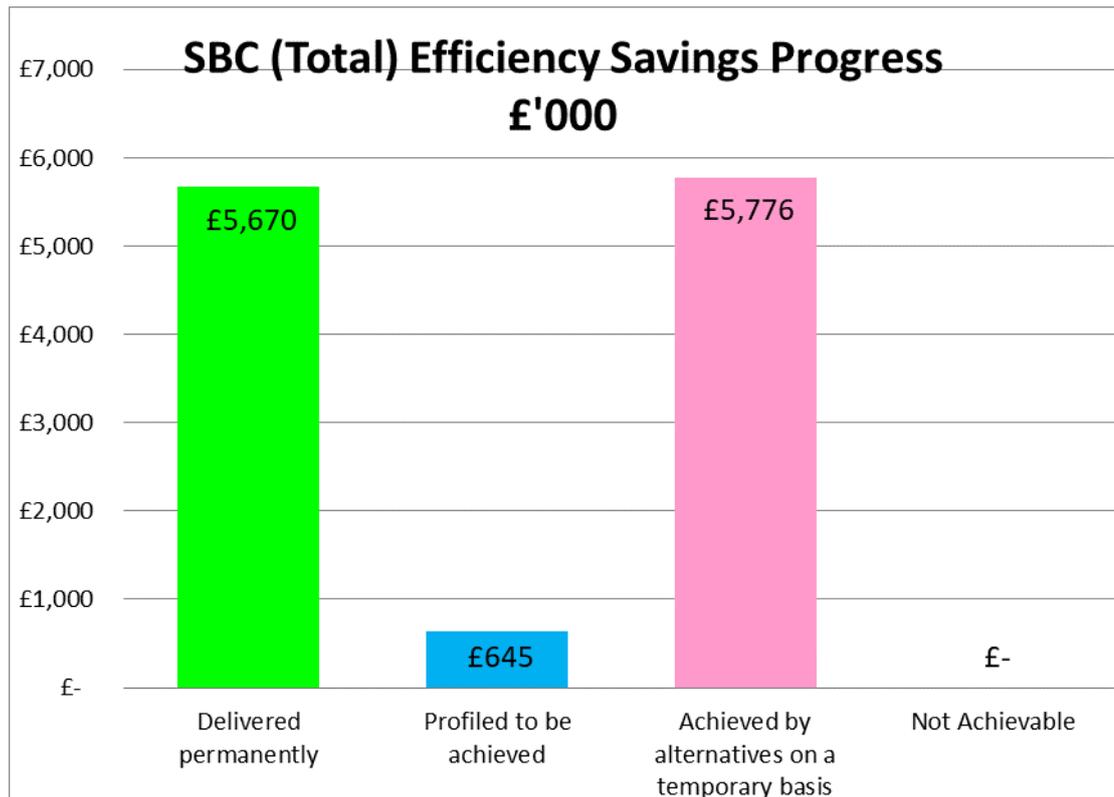
- Contain additional costs wherever possible;
- Maximise income opportunities for the Council;
- Continue the current freeze on discretionary spend to release further service budgets to contribute to the COVID-19 reserve;
- Consider wherever possible how savings can be accelerated from 2021/22 into 2020/21 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.

3.8 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 budget, and reported through the outturn position when allocations are confirmed. These indicative national funding streams include:

- A further £30m over and above the confirmed £20 million allocated to help Councils with additional costs associated with new health protection measures, school transport, enhanced cleaning and other essential logistical issues. The Council will be required to demonstrate additional expenditure in order to bid in to this additional £30m.
- A new income loss scheme of £90m (with a further £110m announced on 28th January 2021) nationally to partly compensate Councils for loss of income from fees and charges.
- A share of £15m nationally to fund specific pressures resulting from Tier 4 restrictions, the Council will need to justify spend in order to

draw down this additional funding.

- 3.9 It should be noted that any budget shortfall at 31 March 2021 will require to be funded from reserves at year end.
- 3.10 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 December month end £5.670m (47%) savings have been delivered permanently, £0.645m (5%) are profiled to be delivered by 31 March 2021 and £5.776m (48%) have been delivered on a temporary basis through alternative savings as shown in the graph below.



- 3.11 CMT are placing significant emphasis on ensuring the £0.645m which are profiled to be delivered by 31 March 2021 are progressed and delivered as soon as possible. It should be noted that the highly uncertain environment the Council is operating in may impact on delivery of these savings before 31st March 2021. A piece of work has also commenced to ensure that permanent plans are in place for the £5.776m savings delivered temporarily in 2020/21 to ensure permanent full year delivery in 2021/22.

3.12 **Assets & Infrastructure**

The service continues to experience COVID-19 pressures which are being addressed through the Council's COVID-19 reserve. The service is currently being impacted by severe weather, this has resulted in additional costs being forecast for leachate at the Easter Langlee landfill site. The roads service is also being impacted by both COVID-19 and the adverse weather. Resources and budget are currently being diverted towards winter, where above average winter conditions are currently being experienced.

3.13 **Corporate Improvement & Economy**

Corporate Improvement & Economy are projecting a small underspend position after the third quarter through the freeze on discretionary spend. Live Borders are expected to be able to operate within their management fee for 2020/21 as a result of their use of the furlough scheme and support grants. There remains financial risk around the re-opening up of services which will continue into 2021/22.

3.14 **Health & Social Care**

The Health and Social Care function is continuing to experience significant pressures as a result of the COVID-19 response. Further funding from Scottish Government has been received to provide for costs projected at quarter 2. Further funding is anticipated to provide for additional pressures which have materialised since quarter 2. There has also been a further impact on the service's ability to deliver financial plan savings due to resources being diverted to the COVID-19 response with a further £0.435m savings being delivered through alternative means through support from elsewhere in the Council.

3.15 **Children & Young People**

The service continues to experience COVID-19 related pressures which are being funded through the Scottish Government's decision to allow Councils to free up specific grant to support education recovery with forecast excess grant funding being earmarked into 2021/22. Temporary savings in Additional Support Needs of £459k are being made available to assist with COVID-19 pressures in other areas of the Council.

3.16 **Customer & Communities**

The service is able to manage services within budget following the third quarter of the year and also able to make a contribution to the COVID-19 reserve to support pressures elsewhere in the Council.

3.17 **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. IT investment is being funded through a planned drawdown from the IT transformation allocated reserve.

3.18 **Human Resources**

Delayed delivery of Council-wide Corporate Transformation savings as a result of management resources across the Council being diverted to the COVID-19 response. This is partially offset by savings within the wider Human Resources service.

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**

It should be noted that the highly uncertain environment the Council is operating in may impact on the assumptions that have been made for the full-year projections which are based on 9 months' financial information and COVID-19 impact to December 2020 month end. The on-going impact and response to the pandemic remains fluid; any further financial

implications not yet evident will require to be managed as the year progresses. Management actions stated in this report will continue during the remainder of the financial year. 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 are being consulted and any comments received will be 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:

Previous Minute Reference:

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MONTHLY REVENUE MANAGEMENT REPORT SCOTTISH BORDERS COUNCIL 2020/21								AT END OF MONTH: Dec-20			
SUMMARY											
	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	29,431	44,144	44,488	(344)	344	0	The service continues to experience COVID-19 pressures which are being addressed through the Council's COVID-19 reserve. In addition the service is currently being impacted by adverse weather within the roads service, where resources and budgets are being directed towards winter response and waste services where high leachate costs are being experienced. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Corporate Improvement & Economy	9,835	8,583	12,636	12,296	340	(340)	0	All pressures within the service are being managed within, discretionary spend savings contributing to the Council's COVID-19 reserve. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Health & Social Care	53,946	37,309	56,651	54,768	1,883	(1,883)	0	The service continues to experience COVID-19 pressures which are being addressed through a combination of confirmed and anticipated funding from Scottish Government. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Children & Young People	110,205	76,946	112,204	107,936	4,268	(4,268)	0	All COVID-19 pressures within the service are being addressed through the Government allowing specific grants within Children & Young People to be redirected to support schools during this period. Some service savings are available to support other services. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Customer & Communities	14,213	1,298	16,652	15,916	736	(736)	0	All areas within the service are managing within existing budgets with some underspends available to contribute to the Council's COVID-19 reserve. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Finance & Regulatory Services	36,340	19,198	36,748	39,782	(3,034)	3,034	0	The COVID-19 reserve is held within Finance reflecting corporate COVID-19 costs and additional Scottish Government funding to be allocated to services. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Human Resources	5,978	4,592	6,399	6,520	(121)	121	0	A pressure within Corporate Transformation is being reported with delays to savings as a result of managers across the Council being diverted to the Covid response. This is being partially offset by savings within the HR service. Balanced position is forecast following virements to reflect latest expenditure and income forecasts across the Council.			
Total	270,992	177,356	285,435	281,706	3,729	(3,729)	0				
Financed by:											
Revenue Support Grant	(186,755)	(140,905)	(194,318)	(195,843)	1,525	(1,525)	0	Additional funding from Scottish Government in respect of i) Environmental Health & Trading Standards Covid-19 officer (£38k); ii) share of £20m safe reopening of schools (£506k); iii) hardship grants (£222.7k); iv) share of £400k for administration of hardship grants (£5.9k); v) administration of self-isolation grants (£19.7k); vi) Scottish Parliamentary Election May 21 (£66k); vii) Council Tax Reduction Scheme (£550k); viii) Rapid Rehousing Transition Plan (RRTP) £105k; and ix) Community justice Partnerships - funding to support collaborative working (£12.5k).			
Non-Domestic Rates	(23,388)	(19,754)	(23,388)	(23,388)	0	0	0				
Council Tax	(65,401)	(65,231)	(64,709)	(64,797)	88	(88)	0	Improved net growth and lower exemptions.			
Second Homes Council Tax	(855)	(1,132)	(1,173)	(1,190)	17	(17)	0	Additional projected income through Second Homes Council Tax.			
Council Tax Reduction Scheme	5,407	5,987	5,407	5,957	(550)	550	0	Initial share of additional government funding (£550k), further £25m still to be allocated. Forecast outturn of £6,090k, assumes pressure will be covered by Scottish Government.			
Capital Financed from Current Revenue	0	0	372	481	(109)	109	0	Capitalise available revenue budget (£109k) to fund laptop refresh (Windows 10).			
Reserves:											
Earmarked Balances from 2019/20	0	(8,412)	(8,412)	(8,412)	0	0	0				
Earmarked Balances for future years	0	2,544	2,544	7,413	(4,869)	4,869	0	To earmark available budget into 2021/22 to support/fund i) Covid-19 pressures (£1,312k); ii) Sustain Aberlour project (£250k); iii) Scottish Parliamentary Election May 2021 (£66k); iv) Rapid Rehousing Transition Plan (£385k); v) Railway Blueprint (£50k); vi) delayed opening of Great Tapestry of Scotland (£225k); vii) Appropriate Adult (£11k); viii) Safer Communities (£72k); ix) Realising Change (£90k); x) 1140 Hours (£2.4m).			
Transfers to/from Reserves	0	(1,458)	(1,758)	(1,927)	169	(169)	0	Drawdown from IT Allocated Reserve (£211k). Increase Workforce Management allocated reserve with projected underspend in ERVS budget (£42k).			
Total	(270,992)	(228,360)	(285,435)	(281,706)	(3,729)	3,729	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	8,545	12,237	11,819	418	(418)	0	
Property Management Services	12,530	10,027	12,875	12,454	421	(421)	0	Earmark balance of £90k Lifecycle Maintenance saving and £430k water rebates to 2021/22. (£99k) pressure due to service being unable to fund the full Covid pressure of Agile working equipment.
Estates Management Services	426	263	397	376	21	(21)	0	Savings in employee expenses (£18k) and supplies and services (£3k)
Commercial Property Income	(1,254)	(1,655)	(1,256)	(1,216)	(40)	40	0	Uptake of new leases has reduced as a result of COVID
Architects	118	(1)	102	105	(3)	3	0	Income pressure (£6k) as a result of Covid on external clients project plans, partially offset by discretionary spend savings within the service (£3k)
Major Projects	143	(89)	119	100	19	(19)	0	Savings in employee expenses (£19k)
Facilities	4,899	5,078	7,291	7,302	(11)	11	0	
Catering Services	786	1,287	1,753	1,929	(176)	176	0	Income pressure due to Covid, assuming return to School mid February (£218k), offset by savings in employee expenses (£42k)
Cleaning & Facilities Management	4,112	3,791	5,537	5,373	164	(164)	0	Pressures in Transport Interchange departure charges as a result of Covid (£26k) and the mailroom (£20k) offset by savings in employee expenses (£190k) as additional funding for Covid has not all been required and non-manpower savings throughout the Service (£19k).
Parks & Environment	4,228	2,382	4,084	3,861	223	(223)	0	Savings in employee expenses (£86k), transport (£60k), supplies and services (£46k), third party payments (£29k) and premises (£4k) offset by small income pressure (£2k)
Passenger Transport	1,615	1,187	1,883	1,892	(9)	9	0	Small pressure in employee expenses (£9k)
Roads & Infrastructure	8,822	6,192	9,168	9,325	(157)	157	0	
Network & Infrastructure Asset Management	9,012	4,322	9,065	9,065	0	0	0	Balanced position
SBCContracts	(699)	885	(699)	(699)	0	0	0	Balanced position
Fleet Management Services	(316)	366	(243)	(243)	0	0	0	Balanced position
Engineers	829	595	885	874	11	(11)	0	Savings in employee expenses (£9k) and discretionary spend (£2k)
Pay Parking	(4)	23	160	328	(168)	168	0	(£123k) reduction of income projected. Staffing & Vehicle costs April - 9 August & December (£45k). Impact of stay at home law will mean no income January and potentially to March 2021. Additional staffing pressure January to March 2021.

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	6,048	9,481	10,289	(808)	808	0	Pressures within Waste Treatment of £644k, original forecasts were based on assumptions around the anticipated impact of Covid. Tonnage data has now shown a significant increase in waste being collected and treated. This increase is an impact of Covid, with a decrease in trade waste and an increase in household waste being seen. The residual waste contract has seen a net overall increase across the waste streams (£266k), increased dry mixed recyclate costs as a result of changes in market conditions (£130k), increased glass recycling tonnages (£48k). The financial plan assumed a saving as a result of reduced recycling within the residual waste, the increase in residual waste means that this saving has not been delivered (£200k). Pressure in leachate charges which have been adversely impacted by the winter weather currently being experienced (£300k). Offset by savings in employee expense (£72k), vehicle costs (£46k), Supplies & Services (£19k)
Total	40,476	29,431	44,144	44,488	(344)	344	0	

Key Highlights, Challenges and Risks

The service continues to experience COVID-19 pressures which are being addressed through the Council's COVID-19 reserve. The service is currently being impacted by severe weather, this has resulted in additional costs being forecast for leachate at the Easter Langlee landfill site. The roads service is also being impacted by both Covid and the adverse weather. Resources and budget are currently being diverted towards winter, where above average winter conditions are currently being experienced.

Corporate Improvement & Economy	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	276	330	327	3	(3)	0	Staff turnover savings.
Business Planning Performance & Policy Development	491	319	485	434	51	(51)	0	Staff turnover (£37k) and discretionary spend savings (£14k).
Corporate Policy	294	(23)	293	293	0		0	
Cultural Services	3,563	2,704	3,553	3,553	0		0	
Economic Development	1,324	897	1,609	1,322	287	(287)	0	Managed discretionary spend savings (£62k). To earmark available budget into 2021/22 due to revised opening date of Great Tapestry of Scotland (£225k).
Emergency Planning	128	104	128	161	(33)	33	0	Further contribution towards joint Covid-19 Contingency Planning Co-ordinator position (£1.5k). Projected additional corporate pressure relating to potential Covid-19 and emergencies stand-by payments from November 20 to January 21 (£10k). Staffing pressure due to the anticipated continuation of additional hours within the service to 31 March 21 due to Covid-19 (£21k).
Housing Strategy & Services	883	2,217	2,584	2,601	(17)	17	0	Additional projected Second Homes Council Tax (£17k).
Planning Services	756	529	1,549	1,549	0		0	
Sports Services	2,066	1,561	2,107	2,058	49	(49)	0	Underspend in premises costs due to Live Borders being awarded 100% Retail, Hospitality & Leisure Rates relief in-year £23k (relief introduced by SG as a consequence of Covid-19) and cleaning contract due to temporary closure of facilities (£16k). Reduced contribution towards Borders Disability Sports Officer due to furlough (£9.5k).
Total	9,835	8,583	12,636	12,296	340	(340)	0	

Key Highlights, Challenges & Risks

All pressures within the service are being managed within, discretionary spend savings contributing to the Council's COVID-19 reserve.

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	118	191	195	(4)	4	0	
Adult Protection	317	225	370	371	(1)	1	0	£12k pressure in relation to increased agency staffing costs. Virement relates to a proposed earmarked balance of £11k "Appropriate Adult" specific funding into 2021-22 due to delays in planned spend due to Covid-19
Emergency Duty Team	312	251	344	338	6	(6)	0	
Business Support - Staff Development	196	0	0	0	0		0	
Quality Improvement	191	47	64	63	1	(1)	0	
Services in Criminal Justice System	1	(91)	1	1	0		0	
Safer Communities	1,154	716	1,141	1,079	62	(62)	0	Virement relates to the confirmation of additional Scottish Government Funding for Community Safety (£12.5k) as well as a proposed earmarked balance of £72k from ring fenced funding for the recruitment to two posts, delayed until 2021-22 due to Covid-19.
Older People	9,025	2,726	9,116	6,668	2,448	(2,448)	0	Increased external 24 hour permanent care costs resulting from a requirement for an additional 12 beds (£171k). £651k forecast additional sustainability payment forecasts resulting from extended Scottish Government deadlines for claims and expanded new Sustainability Payments guidance. £90k pressure relating to an urgent need for Nursing beds. Reduction in anticipated external homecare pressures relating to CV-19 (£228k). It is anticipated that Scottish Government funding will address these pressures as well as unfunded undeliverable savings to end Quarter 2 amounting to £508k. Confirmed funding of Covid pressures from the Scottish Government for pressures up to the end of quarter 2 amounts to £1,991k. Operational savings amounting to £99k resulting from reduced client package of care costs £63k and a rebate from the Royal Voluntary Service in relation to reduced Social Centre provision due to Covid-19. £150k pressure arising from the undeliverability of financial plan savings. Virement relates to reallocation of Covid-19 budget support as well as a general reallocation to address overspends within Health & Social Care.
Joint Learning Disability	16,399	12,743	17,114	17,732	(618)	618	0	Additional Covid related pressures amount to £205k in relation to Carers support and increased external provider costs. It is anticipated that SG funding will cover Covid-19 pressures. The service has experienced operational pressures in relation to net client care costs have increasing by £311k since September in addition to £255k pressure at that time. This increase relates to new clients transitioning from Children & Families services as well as increase package of care costs for existing clients. Additional residential care costs are forecast to be £76k. £105k planned service delivery changes to mitigate against pressures throughout the year now deemed undeliverable. £100k financial plan savings now deemed undeliverable also. Virement relates to budget transfer from SB Cares in relation to underspends in Day Centre running costs due to Covid-19
Joint Mental Health	2,164	1,601	2,318	2,256	62	(62)	0	Income reflected in relation to a seconded post (£48k) and reduced client care package costs (£14k)
People with Physical Disabilities	2,458	2,216	2,648	2,644	4	(4)	0	Reduced client care package costs



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

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	3,948	6,486	6,635	(149)	149	0	Unanticipated legal fees in relation to a client specific court case (£60k), £84k additional staffing in direct response to Covid-19 pressures, increased locality staffing costs (£11k) as well as unanticipated carers support costs estimated at £40k. It is anticipated that SG Covid-19 funding will address these pressures. Return of staff member from long term absence into an unbudgeted post causing a pressure of £17k and increases in client locality care costs (£18k) off set by delay in recruitment to a Group Manager post (£12k) as well as reduction in demand for Sensory Services (£33k) and other minor underspends across the service (£15k). £175k financial plan savings deemed undeliverable.
SB Cares	16,170	12,791	16,766	16,695	71	(71)	0	Covid related pressures amounting to £352k have arisen in the last 3 months. Increasing overtime costs relating to Covid-19, off-set by other staffing underspends amounts to £63k. Other pressure relating to urgently required additional staffing to cope with current Covid response plans (£25k), staffing costs relating to the opening of 2 day centres for Learning Disability clients requiring critical day care (£53k), staffing pressures within care homes (£113k). £80k staffing pressure resulting from CMT decision to waive repayment of holiday pay paid in error. Higher than forecast Personal Protective Equipment and Community Equipment Store expenditure amounts to £18k. It is anticipated that SG funding for Covid-19 will address these pressures. Virement relates to transfer of budget to Learning Disability Service in relation to savings made due to Covid enforced closure of Day Centres in order to off-set savings target.
Total	53,855	37,291	56,560	54,677	1,883	(1,883)	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	19	92	91	1	(1)	0	
Total	92	19	92	91	1	(1)	0	

Key Highlights, Challenges and Risks

The service continues to experience COVID-19 pressures, further funding of £1.991m has been received to support additional expenditure required with further funding anticipated to cover all additional COVID-19 costs to 31st March 2021. Council funding previously provided to the service to address COVID-19 pressures can now be re-directed to pressures elsewhere in the Council. Service pressures in the Learning Disability service are being addressed from available budget elsewhere in the service.

MONTHLY REVENUE MANAGEMENT REPORT
SCOTTISH BORDERS COUNCIL 2020/21

AT END OF MONTH: Dec-20



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	491	7,152	3,905	3,247	(3,247)	0	Earmark Realising Change funding from 2020/21 into 2021/22 (£90k) . Earmarking 1140 hours funding from 2020/21 into 2021/22 (£2,900k less £492k transferred to central schools to cover COVID-19 costs)
Primary Schools	29,096	22,315	30,822	30,057	765	(755)	10	Earmark DSM underspend in 1st lockdown £100k. Earmark 4.5 mths of primary school teacher cost not utilised in 20/21 £146k. Phase 2 of STEM Funding for bespoke training from Central Schools £10k.
Secondary Schools	39,852	31,476	40,498	40,972	(474)	479	5	Earmark DSM underspend in 1st lockdown £300k. Earmark lifecycle maintenance not required £246k. Phase 2 of STEM Funding for bespoke training from Central Schools £5k.
Additional Support Needs	11,382	7,790	11,177	10,718	459	(459)	(0)	Recruitment of staff delayed due to COVID-19 and travel savings as a result of COVID-19 restrictions
Children & Families Social Work	14,417	9,389	14,645	14,217	428	(428)	0	Earmark underspends for Aberlour £250k. Further reductions in forecast due to freeze on discretionary spend and slippage of vacancies
Educational Psychology	719	410	642	641	1	(1)	(0)	
Central Schools	2,754	720	860	1,452	(592)	568	(24)	Probationer overspend as income not received in final settlement from SG (£100k). COVID-19 pressures in school costs (£492k). Phase 2 of STEM Funding for bespoke training devolved to Schools and Community Learning and Development (£24k)
School Meals	1,781	1,084	1,437	1,168	269	(269)	0	Majority pf pupils learning at home so reduction in catering costs, offsets pressure in Catering within A&I
School Transport	3,442	2,498	3,897	3,832	65	(65)	(0)	Additional transport to separate the public and pupils currently not being provided as majority of pupils learning at home.
Community Learning & Development	961	772	1,073	974	99	(91)	9	Further reductions in forecast due to freeze on discretionary spend and slippage of vacancies (£99k). Phase 2 of STEM Funding for bespoke training from Central Schools (£9k)
Total	110,205	76,946	112,204	107,936	4,268	(4,268)	0	

Key Highlights Challenges & Risks

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 schools with forecast excess grant funding being earmarked into 2021/22. It is not anticipated any carry forwards will be necessary for PEF funding due to realignment to reflect financial year.
Temporary School Meals savings due to schools closures of £269k offset the pressure in catering income for A&I.
Temporary savings in Additional Support Needs of £459k are being made available to assist with COVID-19 pressures in other areas of the Council.

Customer & Communities	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
Assessor & Electoral Registration Services	805	559	825	825	0	0	0	Additional Scottish Government funding to facilitate measures to manage the expected increase in postal vote applications for the Scottish Parliamentary Election to be held on 6 May 2021 (£66k) to be earmarked into 2021/22.
Business Change & Programme Management	1,183	785	1,068	1,042	26	(26)	0	Staff turnover savings.
Business Support	5,306	3,904	5,231	5,119	112	(112)	0	Staff turnover (£83k) and discretionary spend savings (£22k), additional recharge income (£7k).
Community Planning & Engagement	329	183	256	245	11	(11)	0	Staff turnover savings.
Localities/Community Fund	318	444	947	947	0		0	Balance available from Business Crisis Fund (£251k) to be used to fund increased demand on Community Fund.
Customer Advice & Support Services	3,226	2,456	3,823	3,306	517	(517)	0	Additional penalty income (£50k), net underspend in homeless rents payable and receivable (£144k) identified following review and staff turnover savings (£43k). Additional Scottish Government funding (£105k) for Rapid Rehousing Transition Plans (RRTPs) to be earmarked into 2021/22 along with projected in-year underspend (£280k).
Democratic Services	1,726	1,345	1,761	1,712	49	(49)	0	Projected underspend in Members travel (£20k), Reporters costs (£5k) and Appeal Expenses (£9k). Staff turnover savings (£15k).
Discretionary Housing Payments	0	411	956	956	0		0	
Housing Benefits	623	365	711	700	11	(11)	0	Forecast assumes net spend of £825k less overpayments recovered £125k.
Non Domestic Rates Relief	150	(9,509)	163	153	10	(10)	0	Impact following introduction by Scottish Government of 100% relief to Retail, Hospitality & Leisure sectors due to Covid-19.
Scottish Welfare Fund	546	355	911	911	0		0	
Total	14,213	1,298	16,652	15,916	736	(736)	0	

Key Highlights, Challenges & Risks

All areas within the service are managing within existing budgets with some underspends available to contribute to the Council's COVID-19 reserve.
 Scottish Government Financial Insecurity funding of £330k is being administered within Customer & Communities along with the administration of all Business grants through the CASS team.

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	145	181	152	29	(29)	0	Staff turnover savings.
Finance	3,558	1,754	3,899	4,080	(181)	181	0	Management time continues to be redirected to Covid-19 and has contributed to further delays in the delivery of the Contract Management Financial Plan savings (£181k).
Covid-19 Reserve Fund	0	1,930	560	1,937	(1,377)	1,377	0	Additional funding from Scottish Government in respect of i) Environmental Health & Trading Standards Covid-19 officer (£38k); ii) share of £20m safe reopening of schools (£506k); iii) hardship grants (£222.7k); iv) share of £400k for administration of hardship grants (£5.9k); and v) administration of self-isolation grants (£19.7k);
Information Technology	11,611	8,579	12,995	14,230	(1,235)	1,235	0	Drawdown from IT allocated reserve (£211k) to partly offset transformational pressures within service. Pressure as a result of requirement to increase Council's laptop estate (£187k) and delivery of the Digital Inclusion Project (£49k) due to Covid-19. Capitalise revenue budget (£109k) to fund increased hardware purchase.
Legal Services	743	527	767	1,335	(568)	568	0	Staff turnover savings, projected additional licensing (civic government) income and resolution of legal dispute.
Loss Charges	19,111	5,074	17,202	16,952	250	(250)	0	Reduced borrowing due to timing movements in the capital programme.
Protective Services	1,588	1,115	1,582	1,534	48	(48)	0	Staff turnover (£43k) and discretionary spend savings (£5k).
Provision for Bad Debts	125	125	125	125	0	0	0	
Recharge to Non-General Fund	(583)	(50)	(563)	(563)	0	0	0	
Total	36,340	19,198	36,748	39,782	(3,034)	3,034	0	

Key Highlights, Challenges & Risks

The COVID-19 reserve code is held within Finance reflecting Scottish Government funding to be allocated to services.
IT investment is being partly funded through a planned drawdown from the IT transformation allocated reserve.

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	350	502	479	23	(23)	0	Staff turnover savings.
Corporate Transformation	724	657	845	1,096	(251)	251	0	Delayed delivery of Council - wide Corporate Transformation savings as a result of management resources across the Council being diverted to the Covid response (£293k). Carry forward budget due to the timing of the Railway Blueprint project delivery (£50k), into 2021/22 to allow further development of land and destinations surrounding the Borders Railway. Small pressure in budget due to increased usage of pool cars due to Covid-19 (£8k).
Early Retiral/Voluntary Severance	67	25	67	25	42	(42)	0	Projected underspend based on known commitments to be transferred to Workforce Management allocated reserve.
Employment Support Service	378	236	358	328	30	(30)	0	Additional Skills Development Scotland income.
Human Resources	4,266	3,323	4,626	4,591	35	(35)	0	Staff turnover savings (£15k) and projected underspend in occupational health fees (£20k).
Total	5,978	4,592	6,399	6,520	(121)	121	0	

Key Highlights, Challenges & Risks

Delayed delivery of Council-wide Corporate Transformation savings as a result of management resources across the Council being diverted to the Covid response. This is partially offset by savings within the wider Human Resources service

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Budget Virement Requirement

Corporate

No. of Virements 1

1 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Additional Support Needs	£	£	£
Budget Head	Employee Costs	(458,800)	0	0
Service	School Meals	£	£	£
Budget Head	Supplies & Services	(269,200)	0	0
Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Business Change & Programme Management	£	£	£
Budget Head	Employee Costs	(26,000)	0	0
Service	Business Support	£	£	£
Budget Head	Employee Costs	(83,000)	0	0
	Supplies & Services	(22,000)	0	0
	Income	(7,000)	0	0
Service	Community Planning & Engagement	£	£	£
Budget Head	Employee Costs	(11,000)	0	0
Service	Customer Advice & Support Services	£	£	£
Budget Head	Employee Costs	(43,000)	0	0
	Income	(194,000)	0	0
Service	Democratic Services	£	£	£
Budget Head	Employee Costs	(15,000)	0	0
	Transport Related Expenditure	(20,000)	0	0
	Third Party Payments	(14,000)	0	0
Service	Housing Benefits	£	£	£
Budget Head	Transfer Payments	(11,000)	0	0
Service	Non Domestic Rates Relief	£	£	£
Budget Head	Third Party Payments	(10,000)	0	0
Department	Corporate Improvement & Economy	2020/21	2021/22	2022/23
Service	Business Planning Performance & Policy Development	£	£	£
Budget Head	Employee Costs	(37,000)	0	0
	Supplies & Services	(14,000)	0	0
Service	Economic Development	£	£	£
Budget Head	Supplies & Services	(2,000)	0	0
	Third Party Payments	(30,000)	0	0
Service	Sports Services	£	£	£
Budget Head	Premises Related Expenditure	(39,000)	0	0
	Supplies & Services	(10,000)	0	0
Department	Financed by	2020/21	2021/22	2022/23
Service	Council Tax	£	£	£
Budget Head	Income	(88,000)	0	0
Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Older People	£	£	£
Budget Head	Third Party Payments	(1,813,000)	0	0
	Total	(3,217,000)	0	0

To

Department	Human Resources	2020/21	2021/22	2022/23
Service	Corporate Transformation	£	£	£
Budget Head	Transport Related Expenditure	8,140	0	0
	Supplies & Services	204,860	0	0

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Covid-19 Reserve Fund	£	£	£
Budget Head	Third Party Payments	585,000	0	0

Service	Information Technology	£	£	£
Budget Head	Third Party Payments	987,000	0	0

Service	Legal Services	£	£	£
Budget Head	Supplies & Services	568,000	0	0

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Catering Services	£	£	£
Budget Head	Income	56,000	0	0

Service	Waste Management Services	£	£	£
Budget Head	Premises-Related Expenditure	300,000	0	0
Budget Head	Third Party Payments	508,000	0	0

Total		3,217,000	0	0
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Because

Reallocation of budget across Council services to address service and COVID-19 pressures.

Budget Virement Requirement

Asset & Infrastructure

No. of Virements 1

1 Virement is required from

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Estates Management Services	£	£	£
Budget Head	Employee Costs	(18,000)	0	0
	Supplies & Services	(3,000)	0	0

Service	Major Projects	£	£	£
Budget Head	Employee Costs	(19,000)	0	0

Service	Cleaning & Facilities Management	£	£	£
Budget Head	Employee Costs	(164,000)	0	0

Service	Parks & Environment	£	£	£
Budget Head	Employee Costs	(86,000)	0	0
	Premises Related Expenditure	(4,000)	0	0
	Transport Related Expenditure	(60,000)		
	Supplies & Services	(46,000)	0	0
	Third Party Payments	(27,000)	0	0

Service	Engineers	£	£	£
Budget Head	Employee Costs	(9,000)	0	0
	Supplies & Services	(2,000)	0	0

Total		(438,000)	0	0
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To

Department	Asset & Infrastructure	2020/21	2021/22	2022/23
Service	Property Management Services	£	£	£
Budget Head	Supplies & Services	99,000	0	0

Service	Commercial Property Income	£	£	£
Budget Head	Income	40,000	0	0

Service	Architects	£	£	£
Budget Head	Income	3,000	0	0

Service	Passenger Transport	£	£	£
Budget Head	Employee Expenses	9,000	0	0

Service	Pay Parking	£	£	£
Budget Head	Employee Costs	45,000	0	0
	Income	123,000	0	0

Service	Catering Services	£	£	£
Budget Head	Income	119,000	0	0

Total		438,000	0	0
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Because

Reallocation of budget across services to address both service and COVID-19 pressures.

Budget Virement Requirement

Corporate Improvement & Economy

No. of Virements 1

1 Virement is required from

Department	Corporate Improvement & Economy	2020/21	2021/22	2022/23
Service	Audit & Risk	£	£	£
Budget Head	Employee Costs	(3,000)	0	0
Service	Economic Development	£	£	£
Budget Head	Premises Related Expenditure	(5,000)	0	0
	Supplies & Services	(18,000)	0	0
	Third Party Payments	(7,000)	0	0
	Total	(33,000)	0	0

To

Department	Corporate Improvement & Economy	2020/21	2021/22	2022/23
Service	Emergency Planning	£	£	£
Budget Head	Employee Costs	33,000	0	0

Because

Reallocation of budget across services to address COVID-19 pressures.

Budget Virement Requirement Health & Social Care No. of Virements 2

1 Virement is required from

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	SB Cares	£	£	£
Budget Head	Employee Costs	(70,000)	0	0

To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Joint Learning Disability	£	£	£
Budget Head	Third Party Payments	70,000	0	0

Because

Re-allocation of budget resulting from underspends in SB Cares learning disability day services, closed due to the Covid pandemic, to the Joint Learning Disability Service to off-set financial plan savings.

2 Virement is required from

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Emergency Duty Team	£	£	£
Budget Head	Employee Costs	(6,000)	0	0

Service	Quality Improvement	£	£	£
Budget Head	Employee Costs	(1,000)	0	0

Service	Safer Communities	£	£	£
Budget Head	Third Party Payments	(2,000)	0	0

Service	Older People	£	£	£
Budget Head	Third Party Payments	(636,000)	0	0

Service	Joint Mental Health	£	£	£
Budget Head	Employee Costs	(62,000)	0	0

Service	People with Physical Disabilities	£	£	£
Budget Head	Third Party Payments	(4,000)	0	0

Service	SB Cares	£	£	£
Budget Head	Third Party Payments	(1,000)	0	0

Service	Public Health	£	£	£
Budget Head	Third Party Payments	(1,000)	0	0

Total		(713,000)	0	0
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To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Child Protection	£	£	£
Budget Head	Third Party Payments	4,000	0	0

Service	Adult Protection	£	£	£
Budget Head	Third Party Payments	12,000	0	0

Service	Joint Learning Disability	£	£	£
Budget Head	Third Party Payments	548,000	0	0

Service	Generic Services	£	£	£
Budget Head	Third Party Payments	149,000	0	0

Total		713,000	0	0
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Because

Reallocation of various underspends within Health & Social Care to address both service and Covid-19 pressures.

Budget Virement Requirement

Children & Young People

No. of Virements 3

1 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Early Years	£	£	£
Budget Head	Employee Costs	(492,000)	0	0

To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Central Schools	£	£	£
Budget Head	Employee Costs	492,000	0	0

Because

To reallocate ELC expansion programme budget to cover COVID-19 costs as allowable per Scottish Government guidance.

2 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	(25,891)	0	0

To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Primary Schools	£	£	£
Budget Head	Supplies & Services	9,825	0	0

Service	Secondary Schools	£	£	£
Budget Head	Supplies & Services	4,600	0	0

Service	Central Schools	£	£	£
Budget Head	Supplies & Services	2,000	0	0

Service	Community Learning & Development	£	£	£
Budget Head	Supplies & Services	9,466	0	0

Total		25,891	0	0
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Because

To reallocate Phase II Enhancing Professional Learning in STEM Grant Funding for bespoke training to Schools and Community Learning & Development.

3 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Early Years	£	£	£
Budget Head	Employee Costs	(257,000)	0	0
Service	Primary Schools	£	£	£
Budget Head	Supplies & Services	(519,000)	0	0
Service	Children & Families Social work	£	£	£
Budget Head	Supplies & Services	(178,000)	0	0
Service	Educational Psychology	£	£	£
Budget Head	Supplies & Services	(1,000)	0	0
Service	School Transport			
Budget Head	Transport Related Expenditure	(65,000)	0	0
Service	Community Learning & Development	£	£	£
Budget Head	Employee Costs	(99,000)	0	0
	Total	(1,119,000)	0	0

To

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Secondary Schools	£	£	£
Budget Head	Supplies & Services	1,019,500	0	0
Service	Central Schools	£	£	£
Budget Head	Supplies & Services	99,500	0	0
	Total	1,119,000	0	0

Because

Reallocation of budget across services to address both service and COVID-19 pressures.

Budget Virement Requirement Finance & Regulatory Services No. of Virements 2

1 Virement is required from

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Information Technology	£	£	£
Budget Head	Supplies & Services	(109,000)	0	0

To

Department	Financed by	2020/21	2021/22	2022/23
Service	Capital Financed from Current Revenue	£	£	£
Budget Head	Capital Financing Costs	109,000	0	0

Because

Capitalise revenue budget to fund increased hardware purchase due to Covid-19.
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2 Virement is required from

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Chief Executive	£	£	£
Budget Head	Employee Costs	(29,000)	0	0

Service	Loan Charges	£	£	£
Budget Head	Capital financing Costs	(250,000)	0	0

Service	Protective Services	£	£	£
Budget Head	Employee Costs	(43,000)	0	0
	Third Party Payments	(5,000)	0	0

Total		(327,000)	0	0
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To

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Finance	£	£	£
Budget Head	Supplies & Services	181,000	0	0

Service	Information Technology	£	£	£
Budget Head	Third Party Payments	146,000	0	0

Total		327,000	0	0
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Because

Reallocation of budget across services to address both service and COVID-19 pressures.
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Budget Virement Requirement

Human Resources

No. of Virements 2

1 Virement is required from

Department	Human Resources	2020/21	2021/22	2022/23
Service	Early Retiral/Voluntary Severance	£	£	£
Budget Head	Employee Costs	(42,000)	0	0

To

Department	Financed by	2020/21	2021/22	2022/23
Service	Transfer to/from Reserves	£	£	£
Budget Head	Capital Financing Costs	42,000	0	0

Because

Transfer available ERVS budget to Workforce Management allocated reserve.

2 Virement is required from

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

Service	Employment Support Service	£	£	£
Budget Head	Income	(30,000)	0	0

Service	Human Resources	£	£	£
Budget Head	Employee Costs	(35,000)	0	0

Total		(88,000)	0	0
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To

Department	Human Resources	2020/21	2021/22	2022/23
Service	Corporate Transformation	£	£	£
Budget Head	Supplies & Services	88,000	0	0

Because

Staff turnover savings and additional income to be used to address pressure as a result of delayed delivery of Council - wide Corporate Transformation savings as a result of management resources across the Council being diverted to the Covid-19 response.

Budget Virement Requirement

Financed by

No. of Virements 4

1 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Revenue Support Grant	£	£	£
Budget Head	Income	(12,500)	0	0

To

Department	Health & Social Care	2020/21	2021/22	2022/23
Service	Safer Communities	£	£	£
Budget Head	Third Party Payments	12,500	0	0

Because

Additional Scottish Government funding to support collaborative working across Community Justice Partnerships, provided to bolster justice social work capacity (£12.5k).

2 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Transfer to/from Reserves	£	£	£
Budget Head	Capital Financing Costs	(211,000)	0	0

To

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Information Technology	£	£	£
Budget Head	Third Party Payments	211,000	0	0

Because

Planned drawdown from IT allocated reserve to partly offset in-year transformational pressures with service (£211k).

3 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Revenue Support Grant	£	£	£
Budget Head	Capital Financing Costs	(1,512,985)	0	0

To

Department	Finance & Regulatory Services	2020/21	2021/22	2022/23
Service	Covid-19 Reserve Fund	£	£	£
Budget Head	Third Party Payments	791,985	0	0

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Assessor & Electoral Registration Services	£	£	£
Budget Head	Third Party Payments	66,000	0	0

Service	Customer Advice & Support Services	£	£	£
Budget Head	Third Party Payments	105,000	0	0

Department	Financed by	2020/21	2021/22	2022/23
Service	Council Tax Reduction Scheme	£	£	£
Budget Head	Transfer Payments	550,000	0	0

Total		1,512,985	0	0
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Because

Additional funding from Scottish Government in respect of i) Environmental Health & Trading Standards Covid-19 officer (£38k); ii) share of £20m safe reopening of schools (£506k); iii) hardship grants (£222.7k); iv) share of £400k for administration of hardship grants (£5.9k); v) administration of self-isolation grants (£19.7k); vi) Scottish Parliamentary Election May 21 (£66k); vii) Council Tax Reduction Scheme (£550k); and viii) Rapid Rehousing Transition Plan (RRTP) £105k.

4 Virement is required from

Department	Financed by	2020/21	2021/22	2022/23
Service	Council Tax	£	£	£
Budget Head	Income	(17,000)	0	0

To

Department	Corporate Improvement & Economy	2020/21	2021/22	2022/23
Service	Housing Strategy & Services	£	£	£
Budget Head	Third Party Payments	17,000	0	0

Because

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

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Budget Virement Requirement

Corporate

No. of Virements 1

1 Virement is required from

Department	Asset & Infrastructure	2020/21	2021/20	2022/23
Service	Property Management Services	£	£	£
Budget Head	Premises Related	(520,000)	0	0

Department	Children & Young People	2020/21	2021/20	2022/23
Service	Primary Schools	£	£	£
Budget Head	Employee Costs	(246,000)	0	0

Service	Secondary Schools	£	£	£
Budget Head	Employee Costs	(300,000)	0	0
	Supplies & Services	(246,000)	0	0

Service	Children & Families	£	£	£
Budget Head	Third Party Payments	(250,000)	250,000	0

Department	Finance & Regulatory Services	2020/21	2021/20	2022/23
Service	Covid-19 Reserve Fund	£	£	£
Budget Head	Third Party Payments	0	1,312,000	0

Total		(1,562,000)	1,562,000	0
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To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	1,562,000	(1,562,000)	0

Because

To earmark available budget to support the 2021/22 Financial Plan as outlined in the draft plan.

Budget Virement Requirement Corporate Improvement & Economy No. of Virements 1

1 Virement is required from

Department	Corporate Improvement & Economy	2020/21	2021/20	2022/23
Service	Economic Development	£	£	£
Budget Head	Third Party Payments	(225,000)	225,000	0

To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	225,000	(225,000)	0

Because

To earmark available budget into 2021/22 due to revised opening date of Great Tapestry of Scotland.

Budget Virement Requirement

Health & Social Care

No. of Virements 2

1 Virement is required from

Department	Health & Social Care	2020/21	2021/20	2022/23
Service	Adult Protection	£	£	£
Budget Head	Third Party Payments	(11,000)	11,000	0

To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	11,000	(11,000)	0

Because

To earmark ring fenced funding in relation to Appropriate Adult, forecast expenditure delayed in current year due to Covid-19.

2 Virement is required from

Department	Health & Social Care	2020/21	2021/20	2022/23
Service	Safer Communities	£	£	£
Budget Head	Third Party Payments	(72,000)	72,000	0

To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	72,000	(72,000)	0

Because

To earmark Safer Communities funding in relation to planned recruitment of a Wellbeing Officer and Community Justice Officer posts. Recruitment delayed due to Covid-19.

Budget Virement Requirement

Children & Young People

No. of Virements 2

1 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Early Years	£	£	£
Budget Head	Employee Costs	(90,300)	90,300	0

To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	90,300	(90,300)	0

Because

To earmark Realising Change Fund grant from Scottish Government to support the ELC expansion programme until full implementation in August 2021, delayed due to Covid. Purpose is to support the benefit and need for change by, planning and supporting the effective change delivery by backfilling of existing staff, support, communication events & business management support.

2 Virement is required from

Department	Children & Young People	2020/21	2021/22	2022/23
Service	Early Years	£	£	£
Budget Head	Employee Costs	(2,408,000)	2,408,000	0

To

Department		2020/21	2021/20	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	2,408,000	(2,408,000)	0

Because

To earmark this ring fenced grant from Scottish Government for the Early Years 1140 hours allocation from 2020/2021 into 2021/22 to support the delivery and implementation of the expansion. Underspend due to COVID restrictions and delayed implementation (lower birth rate than anticipated, delay in setting up new hubs in the Eyemouth, Galashiels and Hawick areas and unfilled staffing vacancies).

Budget Virement Requirement

Customer & Communities

No. of Virements 2

1 Virement is required from

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Assessor & Electoral Registration Services	£	£	£
Budget Head	Third Party Payments	(66,000)	66,000	0

To

Department		2020/21	2021/22	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	66,000	(66,000)	0

Because

To earmark Scottish Government funding received to facilitate measures to manage the expected increase in postal vote applications for the Scottish Parliamentary Election to be held in May 2021.

2 Virement is required from

Department	Customer & Communities	2020/21	2021/22	2022/23
Service	Customer Advice & Support Services	£	£	£
Budget Head	Third Party Payments	(385,000)	385,000	0

To

Department		2020/21	2021/22	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	385,000	(385,000)	0

Because

To earmark available Rapid Rehousing Transition Plan (RRTP) budget for delivery in 2021/22.

Budget Virement Requirement

Human Resources

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	(50,000)	50,000	0

To

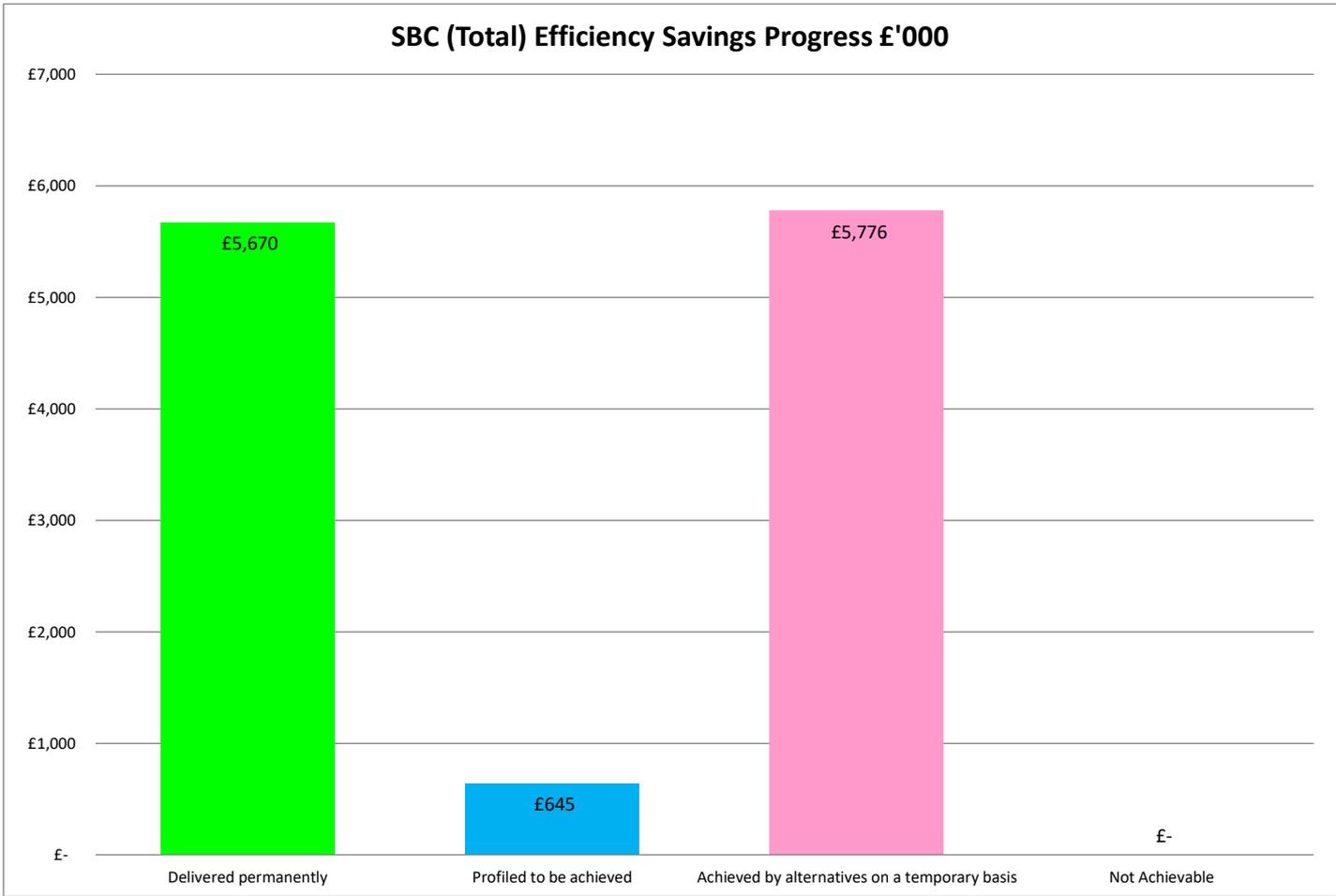
Department		2020/21	2021/22	2022/23
Service		£	£	£
Budget Head	General Fund Reserve - Earmarked Balances	50,000	(50,000)	0

Because

Carry forward into 2021/22 the remaining Railway Blueprint budget to align with revised project timescales.

FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

SBC Total			
Status		Saving £'000	Saving %
Delivered permanently	£	5,670	47%
Profiled to be achieved	£	645	5%
Achieved by alternatives on a temporary basis	£	5,776	48%
Not Achievable	£	-	0%
		12,091	100%

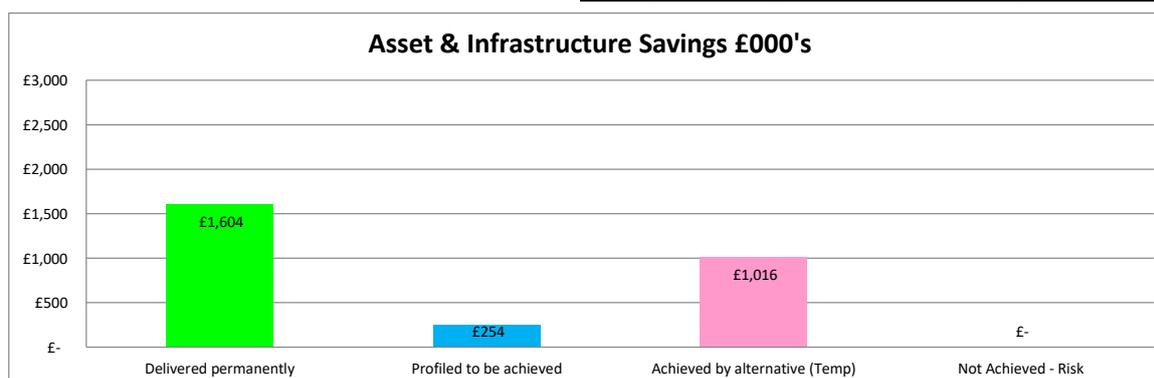


FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

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	11			9
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		10		40
Review of non-Roads plant and vehicle	50	2			48
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	15	16		30
Review of environmental provision	50				50
Waste Management	75	75			
Passenger Transport	75	30			45
Upgrade of CONFIRM	10	10			
	2,874	1,604	254	1,016	0



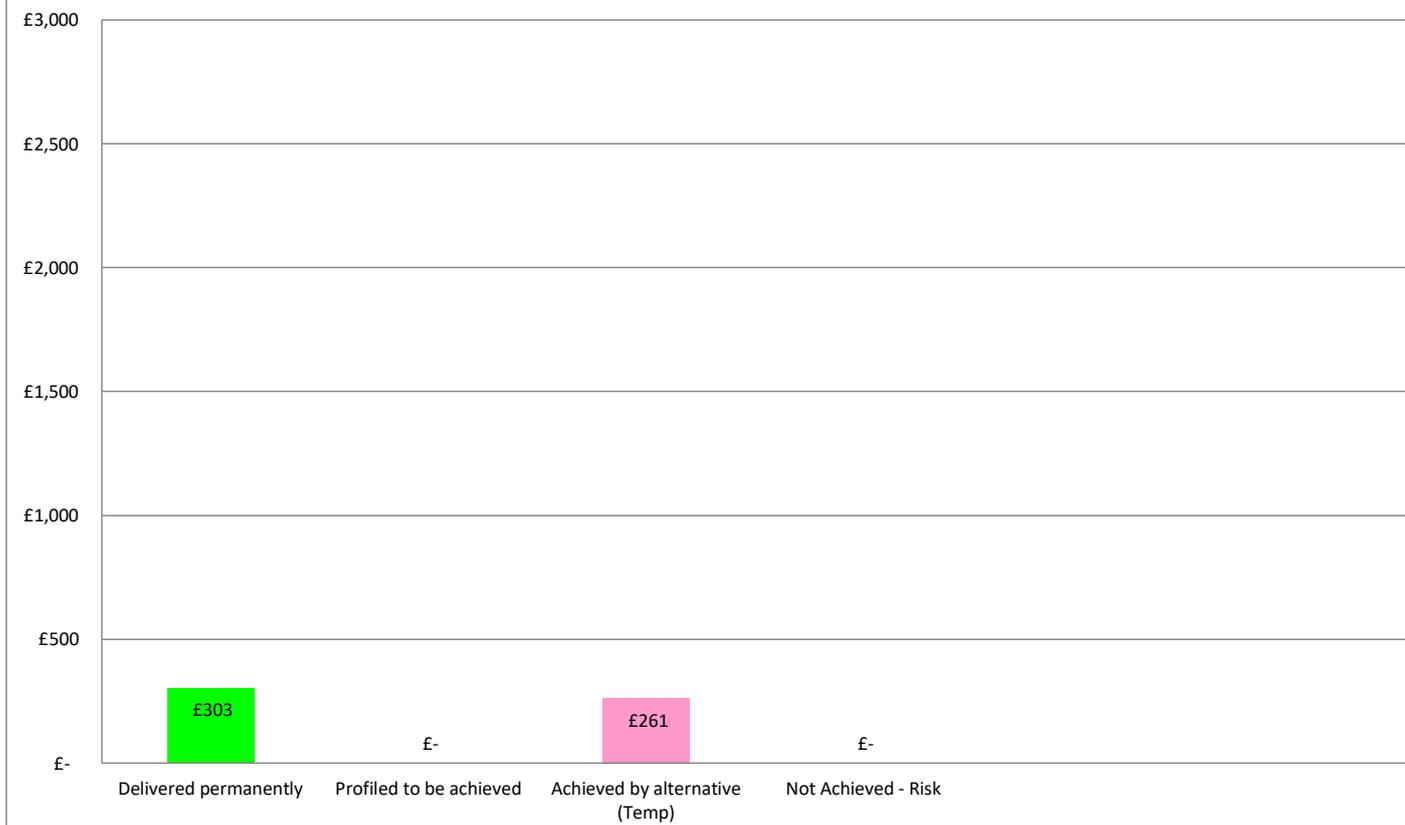
FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

Corporate Improvement & Economy

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		85	
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			22	
Planning	9			9	
	564	303	0	261	0

Corporate Improvement & Economy Savings £000's

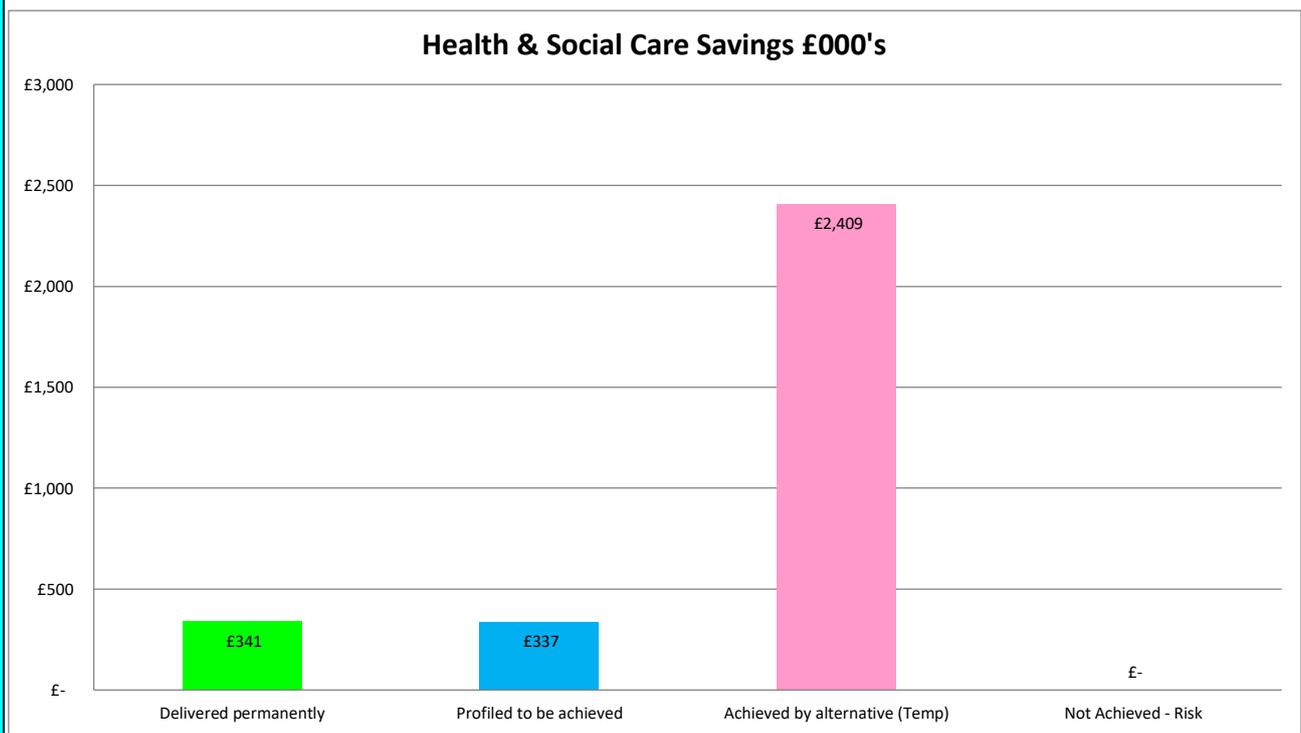


FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

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		30	270	
Single Handed Care Proposal (OP)	250			250	
Care Home Sleepover	203		152	51	
Review of Day Care Services (LD)	70		0	70	
Reablement of Homecare	150		25	125	
Review of structures within Adult Social Care	150			150	
Trusted Assessment (OP and LD)	50		0	50	
Discharge Hub	16	16			
Direct Payment Recoupment	250		100	150	
What Matters Hubs	50			50	
Shared Lives	202			202	
Performance reporting	230			230	
Private Provider efficiencies (OP and LD)	200		0	200	
	3,087	341	337	2,409	0

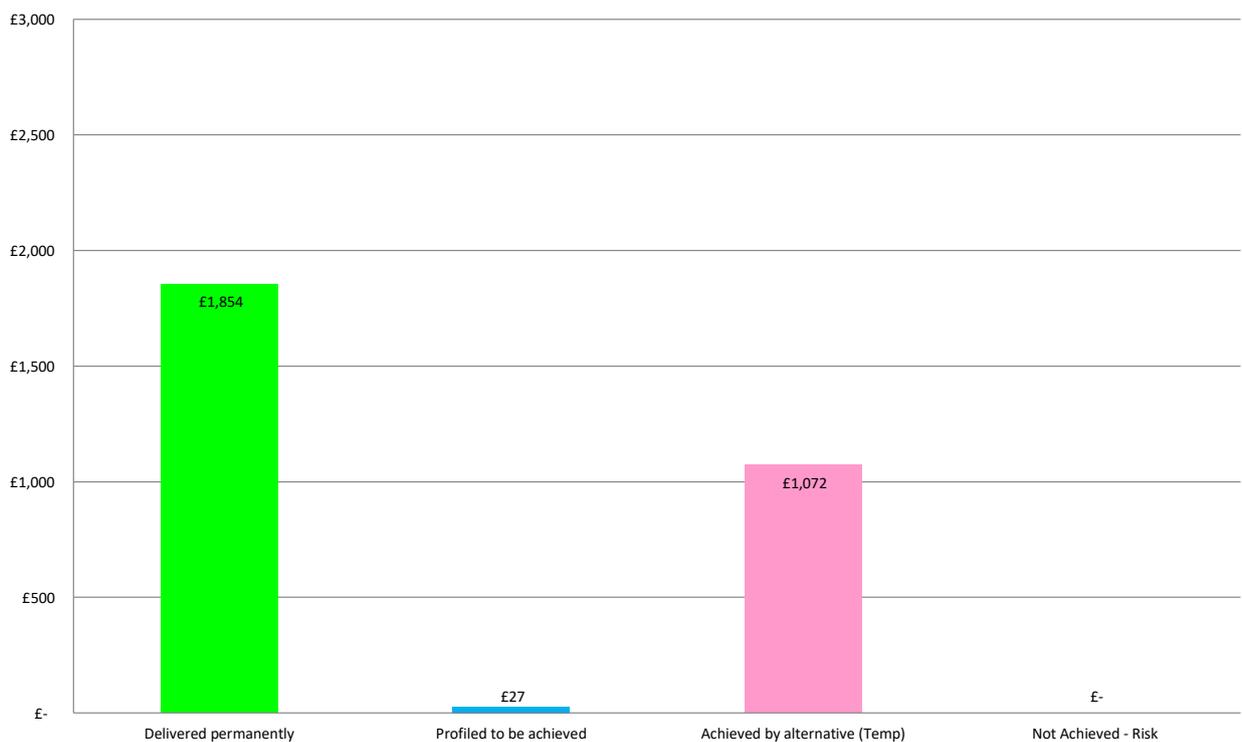


CHILDREN & YOUNG PEOPLE

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		
Remove general Central Schools budget	67	67			
Primary and Secondary Schools Implementation of Revised DSM Scheme in August 2020	1,029	621		408	
Central Schools	156			156	
School Transport	312			312	
Community Learning & Development	111			111	
	2,953	1,854	27	1,072	0

Children & Young People Savings £000's



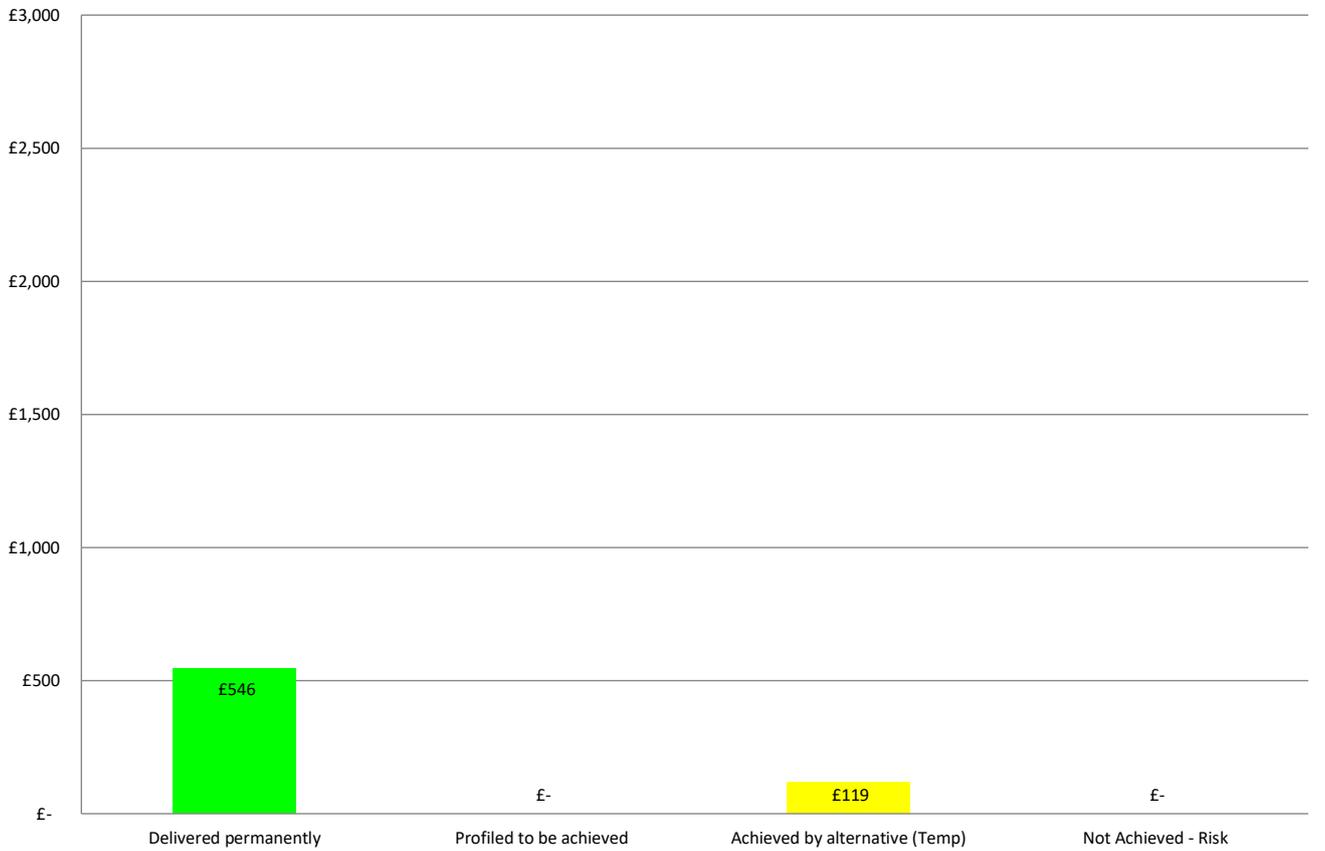
FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

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	0	119	0

Customer & Community Savings £000's

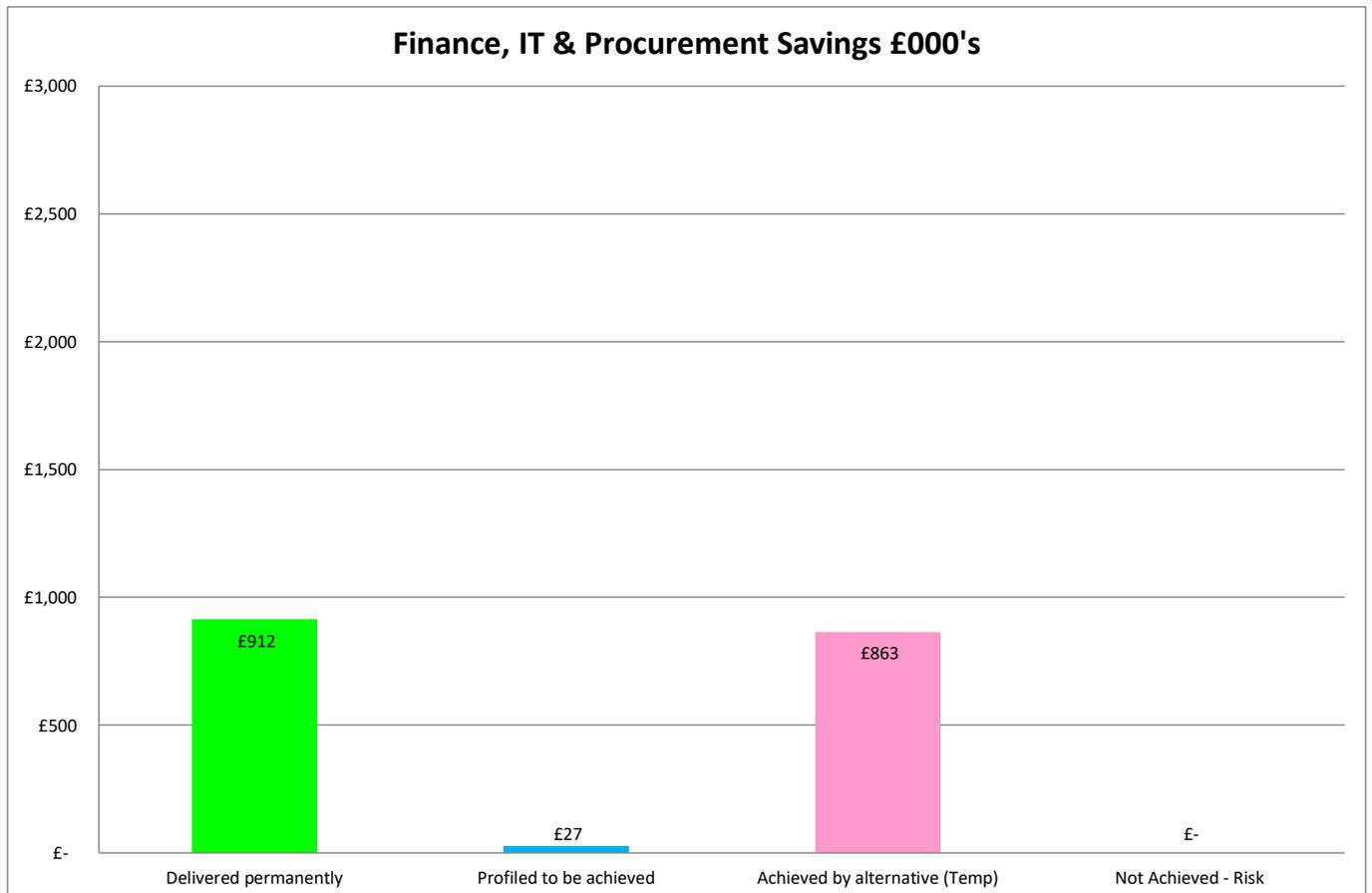


FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

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	11	27	105	
Delivery of Contract Management Savings	400			400	
Protective Services - Shared Service Opportunity	28	28			
Additional Fees & Charges Income	14	14			
Finance savings	125	54		71	
IT savings	150	150			
Loans Charges	600	600			
Legal Services	6			6	
	1,802	912	27	863	0



FINANCIAL PLAN EFFICIENCY PROGRESS 2020/21

HUMAN RESOURCES

Savings :

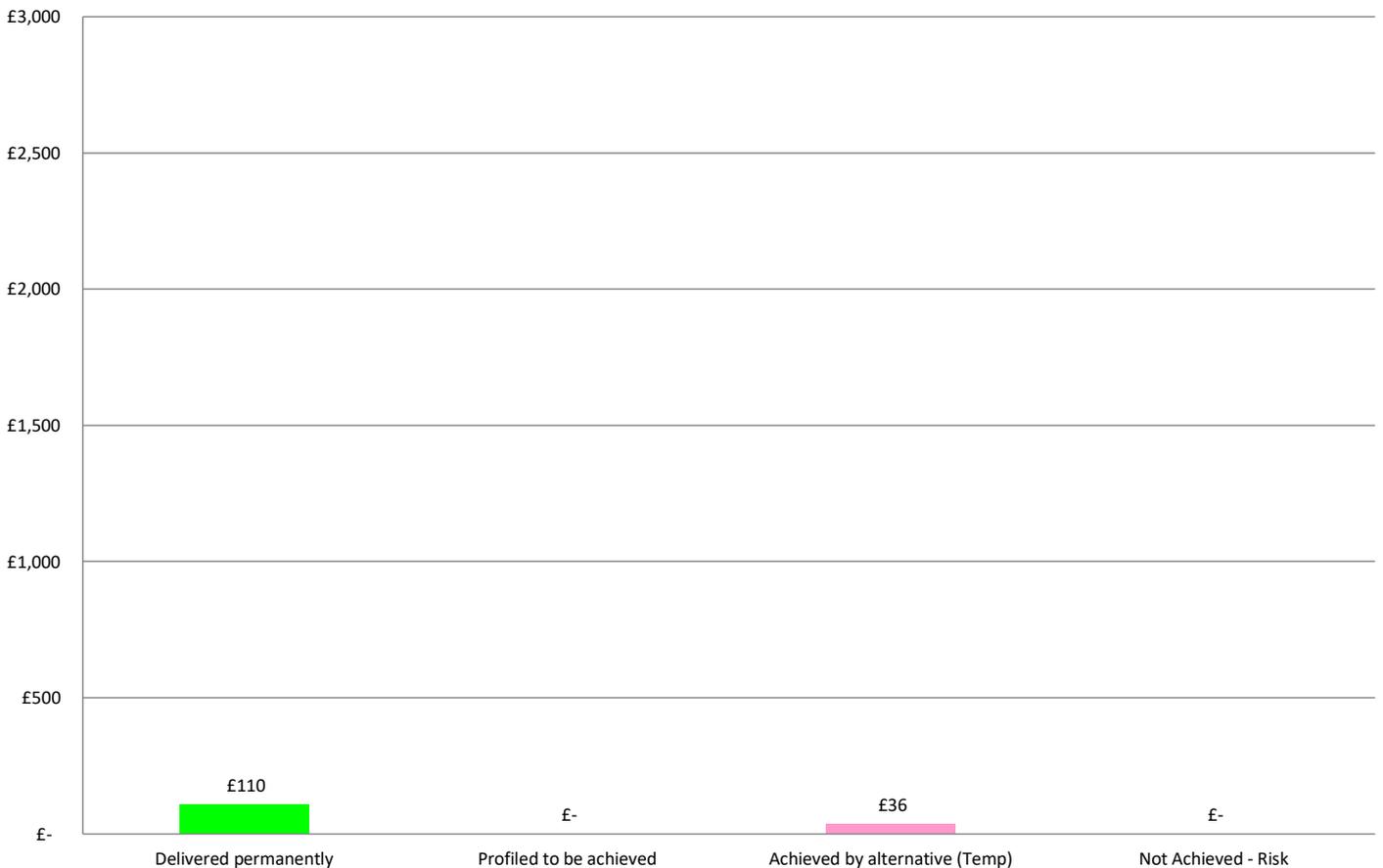
£'000	Delivered Permanently	Profiled to be achieved	Achieved by alternatives on a temporary basis	Not Achievable
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Brought Forward Savings

2020/21 Savings:

Additional Voluntary Contributions (AVC) to the Pension Fund	5	5		
HR - structural review as a result of process reviews	129	105	24	
Communications & Marketing - Structural review & income generation opportunities	7		7	
Employment Support Service - Structural review	5		5	
	146	110	0	36
				0

Human Resources Savings £000's



MONITORING OF THE CAPITAL FINANCIAL PLAN 2020/21

Report by Executive Director, Finance & Regulatory

EXECUTIVE COMMITTEE

9 February 2021

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 31 December 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 approved by Council on 5 November 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 assessment of COVID-19 impacts has continued during the third quarter of the year with a net budget variance of £4.033m now being identified. This includes net timing movements from 2020/21 of £4.143m. The most significant of which are Coldstream Cemetery development £0.528m, Borders Town Centre regeneration block £0.653m, Residential Care Home upgrades £0.685m and Residential Care Home Tweedbank £0.500m.
- 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 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. The movements to the total available budget since the Council meeting 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 movements to future years at 30 June 2020	(26,855)
Gross up Hawick Walled Garden Glasshouse	11
Net timing movements to future years at 30 September 2020	(1,758)
Latest Approved Capital Plan 2020/21 at 31 December 2020	68,351

- 3.2 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.
- 3.3 This report is the third 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 31 December 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 actual expenditure to 31 December 2020 has been adjusted for any credit balances for accrued expenses from 2019/20 which have not yet been invoiced.

- 4.3 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.
- 4.4 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 **Coldstream Cemetery development**

Delay in utility diversions resulting in a timing movement of £528k to 2021/22. Contract drawings and documents have been designed and priced, archaeological investigation to be undertaken prior to the main work commencing.

5.3 **Borders Town Centre regeneration block**

The Port House Jedburgh project, which equates to £457k of the requested timing movement, is currently on-site and is making good progress, but has experienced delays primarily due to Covid-19 restrictions. The project is funded through the Scottish Government's Town Centre Fund. The balance of the timing movement within the block is in line with revised project timescales which have been impacted by Covid-19.

5.4 **Residential Care Home upgrades**

The Covid-19 pandemic has resulted in increased service activity and service pressure within Social Care. Additionally, the Covid-restrictions have impacted on the capacity and the practicality of undertaking capital works – particularly in the Council-owned care homes. Following the relaxation of Covid-restrictions towards the end of 2020, plans were put in place to undertake the external works (identified in the care home condition surveys) between January 2021 and March 2021, but this has again been further delayed by the new 'lockdown'. However some of the external works are still scheduled for the 2020/21 financial year, and the remainder will be completed early in the 2021/22 financial year. In regard to the internal works (which is the bulk of the capital provision), these works are fully dependent on Covid-restrictions being lifted.

5.5 **Residential Care Home Tweedbank**

Due to the COVID-19 pandemic, plans and work have been paused on the two Residential care Home projects in Hawick and Tweedbank.

5.6 **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 2020	220
Timing Movement as part of out-turn 2019/20	
General Flood Protection Block	(8)
Building Upgrades Block	83
Energy Efficiency Works	98
Netherdale Spectator Stand	139
	44

CRC – Improved Skip Infrastructure	(4)
Roads investment	(120)
Netherdale Spectator Stand (phase 2)	(50)
Tapestry	(316)
Borders Innovation Park	(86)

Projected Balance **0**

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 December 2020, actual expenditure totalled £34.4m which represents 53.49% 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 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.

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 will be consulted and any comments received will be 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:

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.

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Scottish Borders Council
Capital Financial Plan

SUMMARY

	2020/21				2021/22			2022/23			2023/24 - 2029/30		
	Actual to 31/12/20	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	1,406	2,500	2,500	0	2,000	0	2,000	2,000	0	2,000	14,000	0	14,000
Non Plant & Vehicle Fund	253	587	587	0	0	0	0	0	0	0	1,200	0	1,200
Flood & Coastal Protection	8,897	17,000	16,786	214	25,815	1,376	27,191	21,367	(2,150)	19,217	14,832	4,296	19,128
Land and Property Infrastructure	3,755	6,778	8,046	(1,268)	8,773	1,268	10,041	5,467	0	5,467	19,697	0	19,697
Road & Transport Infrastructure	4,783	10,420	10,457	(37)	8,925	49	8,974	12,036	0	12,036	59,027	0	59,027
Waste Management	277	752	811	(59)	290	59	349	1,850	0	1,850	373	0	373
Total Assets & Infrastructure	19,371	38,037	39,187	(1,150)	45,803	2,752	48,555	42,720	(2,150)	40,570	109,129	4,296	113,425
Corporate	6,009	8,815	8,816	(1)	128	110	238	191	0	191	2,022	0	2,022
Total Other Corporate Services	6,009	8,815	8,816	(1)	128	110	238	191	0	191	2,022	0	2,022
School Estate	3,898	7,201	7,201	0	36,663	0	36,663	44,809	0	44,809	89,528	0	89,528
Total Children & Young People	3,898	7,201	7,201	0	36,663	0	36,663	44,809	0	44,809	89,528	0	89,528
Ports Infrastructure	357	622	781	(159)	448	147	595	648	0	648	6,463	0	6,463
Culture & Heritage	74	158	223	(65)	214	65	279	500	0	500	0	0	0
Total Culture & Sport	431	780	1,004	(224)	662	212	874	1,148	0	1,148	6,463	0	6,463
Economic Regeneration	4,386	8,771	9,679	(908)	15,142	(7,476)	7,666	2,134	670	2,804	2,826	7,799	10,625
Housing Strategy & Services	152	270	335	(65)	500	65	565	450	0	450	3,500	0	3,500
Total Economic Development & Corporate Services	4,538	9,041	10,014	(973)	15,642	(7,411)	8,231	2,584	670	3,254	6,326	7,799	14,125
Emergency & Unplanned Schemes	0	0	86	(86)	250	0	250	250	0	250	1,750	0	1,750
Total Emergency & Unplanned Schemes	0	0	86	(86)	250	0	250	250	0	250	1,750	0	1,750
Social Care Infrastructure	153	444	2,043	(1,599)	11,015	1,599	12,614	7,757	0	7,757	826	0	826
Total Health & Social Care	153	444	2,043	(1,599)	11,015	1,599	12,614	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	34,400	64,317	68,351	(4,033)	110,163	(2,738)	107,425	99,459	(1,480)	97,979	216,044	12,095	228,139

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 31/12/20	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	1,406	2,500	2,500	0	2,000	0	2,000	2,000	0	2,000	14,000	0	14,000
		1,406	2,500	2,500	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	84	239	239	0	0	0	0	0	0	0	0	0	0
Other Fleet - Electric Vehicles - Infrastructure	G	6	179	179	0	0	0	0	0	0	0	0	0	0
Waste Collection Vehicles - Non P&V Fund	G	163	169	169	0	0	0	0	0	0	0	1,200	0	1,200
		253	587	587	0	0	0	0	0	0	0	1,200	0	1,200
Flood & Coastal Protection														
Flood Studies	G	153	378	386	(8)	596	8	604	350	0	350	2,450	0	2,450
General Flood Protection Block	G	97	333	333	0	160	0	160	160	0	160	1,120	0	1,120
Hawick Flood Protection	G	8,647	16,289	16,067	222	25,059	1,368	26,427	20,857	(2,150)	18,707	11,262	4,296	15,558
Waukeith Flood Protection	G	(0)	0	0	0	0	0	0	0	0	0	0	0	0
		8,897	17,000	16,786	214	25,815	1,376	27,191	21,367	(2,150)	19,217	14,832	4,296	19,128
Land and Property Infrastructure														
Asset Rationalisation	G	978	1,563	1,563	0	2,824	0	2,824	1,382	0	1,382	0	0	0
Building Upgrades	G	547	740	815	(75)	584	75	659	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	1	66	66	0	40	0	40	40	0	40	280	0	280
Contaminated Land Block	G	0	17	17	0	93	0	93	93	0	93	294	0	294
Energy Efficiency Works	G	1,479	2,998	3,198	(200)	1,045	200	1,245	1,045	0	1,045	7,315	0	7,315
Health and Safety Works	G	267	452	581	(129)	585	129	714	585	0	585	4,095	0	4,095
Play Areas & Outdoor Community Spaces	G	367	773	1,109	(336)	1,131	336	1,467	828	0	828	1,862	0	1,862
Jedburgh High Street Building	G	(0)	0	0	0	1,562	0	1,562	400	0	400	0	0	0
Coldstream Cemetery Development	A	47	100	628	(528)	0	528	528	0	0	0	0	0	0
Cemetery Land Acquisition	G	65	65	65	0	859	0	859	420	0	420	1,133	0	1,133
		3,755	6,778	8,046	(1,268)	8,773	1,268	10,041	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 31/12/20	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
Road & Transport Infrastructure														
A72 Dirtpot Corner - Road Safety Works	G	0	15	20	(5)	0	0	0	0	0	0	0	0	0
Accident Investigation Prevention Schemes Block	G	5	40	40	0	40	0	40	40	0	40	280	0	280
Cycling Walking & Safer Streets	G	62	545	545	0	211	0	211	221	0	221	1,711	0	1,711
Engineering Minor Works	G	0	0	0	0	14	0	14	0	0	0	0	0	0
Lighting Asset Management Plan	G	79	175	224	(49)	160	49	209	160	0	160	1,120	0	1,120
Peebles Bridge	G	0	0	0	0	0	0	0	0	0	0	420	0	420
Reston Station Contribution	G	0	0	0	0	600	0	600	0	0	0	1,740	0	1,740
Roads & Bridges -inc. RAMP, Winter Damage & Slopes	G	4,491	8,703	8,703	0	7,900	0	7,900	11,615	0	11,615	53,756	0	53,756
Selkirk Town Centre (Streetscape works)	G	0	0	0	0	0	0	0	0	0	0	0	0	0
Street Lighting Energy Efficiency Project	G	129	218	218	0	0	0	0	0	0	0	0	0	0
Galashiels Transport Interchange	G	0	17	0	17	0	0	0	0	0	0	0	0	0
Union Chain Bridge	G	16	707	707	0	0	0	0	0	0	0	0	0	0
		4,783	10,420	10,457	(37)	8,925	49	8,974	12,036	0	12,036	59,027	0	59,027
Waste Management														
RCRC - Improved Skip Infrastructure	G	134	150	150	0	0	0	0	0	0	0	0	0	0
Easter Langlee Cell Provision	G	94	120	179	(59)	0	59	59	0	0	0	0	0	0
Easter Langlee Leachate Management Facility	G	1	200	200	0	240	0	240	0	0	0	0	0	0
Easter Langlee Community Recycling Centre	G	0	0	0	0	0	0	0	1,800	0	1,800	0	0	0
New Easter Langlee Waste Transfer Station	G	7	204	204	0	0	0	0	0	0	0	0	0	0
Closed Landfill Site- Health & Safety Works	G	0	30	30	0	0	0	0	0	0	0	0	0	0
Waste Containers	G	42	48	48	0	50	0	50	50	0	50	373	0	373
		277	752	811	(59)	290	59	349	1,850	0	1,850	373	0	373
Total Assets & Infrastructure		19,371	38,037	39,187	(1,150)	45,803	2,752	48,555	42,720	(2,150)	40,570	109,129	4,296	113,425

Flood & Coastal Protection	
Flood Studies Hawick Flood Protection	Small timing movement to 2021/22. Gross up of budget for additional Sustrans funding and re-profile of budgets in line with updated main contractor programme

Land and Property Infrastructure	
<p>Building Upgrades Energy Efficiency Works</p> <p>Health and Safety Works Parks & Open Spaces - Upgrades Play Areas & Outdoor Community Spaces</p> <p>Coldstream Cemetery Development</p>	<p>Timing movement of £75k to 2021/22 required due to project being delayed due to Covid.</p> <p>Timing movement of £200k to 2021/22 required for Low Carbon Infrastructure Transformation Project Smart Grid project delayed due to Covid.</p> <p>Timing movement of £129k to 2021/22 required due to projects being delayed due to Covid.</p> <p>Timing movement of £336k to 2021/22 - detailed breakdown at Appendix 2.</p> <p>Timing movement to 2021/22 to allow the delivery of projects delayed due to the impact of Covid. Hawick Glasshouse require additional budget of £25k to allow tender to be awarded and this will be reflected in 2021/22 block allocation.</p> <p>Timing movement of £528k to 2021/22 required due delays to utility diversions</p>
Road & Transport Infrastructure	
<p>A72 Dirtpot Corner - Road Safety Works Lighting Asset Management Plan Galashiels Transport Interchange</p>	<p>Small project underspend</p> <p>Timing movement of £49k to 2021/22 - detailed breakdown at Appendix 2.</p> <p>Retention cost funded from underspends in A&2 Dirtpot Corner and Floodlighting</p>
Waste Management	
<p>Easter Langlee Cell Provision</p>	<p>Timing movement to 2021/22 as an impact of covid to allow project completion.</p>

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R A G	Actual to 31/12/20 £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	404	404	295	109	80	0	80	80	0	80	560	0	560
ICT Transformation	G	2,803	5,392	5,392	0	0	0	0	0	0	0	313	0	313
Inspire Learning	G	2,803	3,019	3,019	0	48	0	48	111	0	111	1,149	0	1,149
IT Projects - pre CGI Contract	G	0	0	110	(110)	0	110	110	0	0	0	0	0	0
		6,009	8,815	8,816	(1)	128	110	238	191	0	191	2,022	0	2,022
Total Other Corporate Services		6,009	8,815	8,816	(1)	128	110	238	191	0	191	2,022	0	2,022

Corporate		
ICT - Outwith CGI Scope		Capitalise revenue budget to fund additional requirement to increase Council's laptop estate due to Covid-19.
IT Projects - pre CGI Contract		Timing movement to 2021/22 to reflect revised project timescales, delayed 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 31/12/20	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	£000
Sports Infrastructure															
	Culture & Sports Trusts - Plant & Services	G	214	410	557	(147)	290	147	437	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	G	8	50	50	0	0	0	0	0	0	0	0	0	0
	Floodlighting	G	135	138	150	(12)	5	0	5	0	0	0	0	0	0
	Synthetic Pitch Replacement Fund	G	0	0	0	0	153	0	153	358	0	358	4,433	0	4,433
			357	622	781	(159)	448	147	595	648	0	648	6,463	0	6,463
Culture & Heritage															
	Jim Clark Museum	G	14	53	53	0	0	0	0	0	0	0	0	0	0
	Public Hall Upgrades	G	0	45	110	(65)	214	65	279	0	0	0	0	0	0
	Walter Scott Court House - Phase 2	G	0	0	0	0	0	0	0	500	0	500	0	0	0
	Timontium, Melrose	G	60	60	60	0	0	0	0	0	0	0	0	0	0
			74	158	223	(65)	214	65	279	500	0	500	0	0	0
	Total Culture & Sport		431	780	1,004	(224)	662	212	874	1,148	0	1,148	6,463	0	6,463

Sports Infrastructure		
Culture & Sports Trusts - Plant & Services	Timing movements to 2021/22 to align with revised project timescales as a result of Covid delays and Project Manager furlough.	
Floodlighting	Projected underspend (£12k). Funding now secured towards project from i) Vale of Leithen Football Club - successful in obtaining £5k grant funding from Scottish Football Partnership; ii) Coldstream Football Club - awarded £2.5k funding from Scottish Football Partnership; and iii) Clubsport grant of £4k awarded to Live Borders for Coldstream, reducing borrowing requirements.	
Culture & Heritage		
Public Hall Upgrades	Timing movements to 2021/22 to align with revised project timescales as a result of Covid delays and Project Manager furlough.	

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R	Actual to 31/12/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
	A	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	G													
Economic Regeneration														
CY038	G	1,608	3,161	3,161	0	0	0	0	0	0	0	0	0	0
CY014	A	328	792	1,474	(682)	100	653	753	100	0	100	700	0	700
CY039	G	1,795	3,465	2,966	499	13,446	(8,883)	4,563	1,950	670	2,620	1,950	7,799	9,749
CY013	G	0	0	56	(56)	84	56	140	84	0	84	176	0	176
CY090	G	293	364	633	(269)	0	299	299	0	0	0	0	0	0
CY017	G	319	353	753	(400)	1,512	400	1,912	0	0	0	0	0	0
CY094	G	42	636	636	0	0	0	0	0	0	0	0	0	0
		4,386	8,771	9,679	(908)	15,142	(7,476)	7,666	2,134	670	2,804	2,826	7,799	10,625
Housing Strategy & Services														
CY005	G	152	270	335	(65)	500	65	565	450	0	450	3,500	0	3,500
		152	270	335	(65)	500	65	565	450	0	450	3,500	0	3,500
Total Economic Development & Corporate Services		4,538	9,041	10,014	(973)	15,642	(7,411)	8,231	2,584	670	3,254	6,326	7,799	14,125
Economic Regeneration														
Borders Town Centre Regeneration Block		Timing movement to 2021/22 to align with project timescales and movement within block allocation from Jedburgh Place Plan to alleviate pressure in Jedburgh Abbey Ramparts project as a result of additional findings. Transfer of available budget to Eyemouth Regeneration (£29.5k) to fund small pressure in Eyemouth Off-shore Operations & Maintenance project.												
Borders Innovation Park		Acceleration of budget from 2021/22 for phase 1 costs due to project progress, small pressure on project costs due to Covid-19. Re-profiling of future years costs for phase 2/3 City Deal element of project to closer align with project timescales and contractor cashflow.												
Newtown St Boswells Regeneration		Timing movement to 2021/22 to align with project timescales.												
Eyemouth Regeneration		Timing movement to 2021/22 to align with project timescales. Transfer of available budget from Borders Town Centre Regeneration Block (£29.5k) to fund small pressure in Eyemouth Off-shore Operations & Maintenance project due to additional costs associated with civil works and rock extraction not identified in initial site investigation works and Covid-19.												
Hawick Regeneration		Timing movement to 2021/22 to align with project timescales.												
Housing Strategy & Services														
Private Sector Housing Grant - Adaptations		Timing movement to 2021/22 due to latest Covid-19 restrictions, impact on assessments and access by contractors.												

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
		Actual to 31/12/20	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	A	0	0	86	(86)	250	0	250	250	0	250	1,750	0	1,750
		0	0	86	(86)	250	0	250	250	0	250	1,750	0	1,750
Total Emergency & Unplanned Schemes		0	0	86	(86)	250	0	250	250	0	250	1,750	0	1,750
Planned Programming Adjustments														
Planned Programme Adjustments	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	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		Budget allocated to Borders Innovation Park for pressure related to covid-19 (£86k)												

Scottish Borders Council
Capital Financial Plan

	R A G	2020/21				2021/22			2022/23			2023/24 - 2029/30		
		Actual to 31/12/20	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														
Tweed Bridge Court, Peebles	G	0	6	6	0	0	0	0	0	0	0	0	0	
Tarth Crescent, Blyth Bridge	G	0	10	0	10	0	0	0	0	0	0	0	0	
		0	16	6	10	0	0	0	0	0	0	0	0	
Scottish Borders Council - Funding														
Developer Contributions	G	0	(16)	(6)	(10)	0	0	0	0	0	0	0	0	
		0	(16)	(6)	(10)	0	0	0	0	0	0	0	0	

Scottish Borders Council
Capital Financial Plan

		2020/21				2021/22			2022/23			2023/24 - 2029/30		
	R	Actual to 31/12/20	Projected Outturn	Latest Approved Budget	Variance	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget	Latest Approved Budget	Variance	Projected Budget
	A	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	G													
Social Care Infrastructure														
Adult Services Facilities Upgrades	G	23	0	0	0	0	0	0	0	0	0	0	0	0
Health & Social Care Equipment Purchase	G		0	0	0	0	0	0	0	0	0	0	0	0
Care Inspectorate Requirements & Upgrades	G	0	54	54	0	55	0	55	57	0	57	426	0	426
Residential Dementia Care	G	50	0	0	0	0	0	0	0	0	0	0	0	0
Technology Enabled Care	G	0	160	160	0	200	0	200	200	0	200	400	0	400
Residential Care Accommodation - Upgrades	A	0	80	765	(685)	760	685	1,445	0	0	0	0	0	0
Residential Care Home - Hawick	G	81	150	564	(414)	7,000	414	7,414	1,000	0	1,000	0	0	0
Residential Care Home - Tweedbank	A	0	0	500	(500)	3,000	500	3,500	6,500	0	6,500	0	0	0
		153	444	2,043	(1,599)	11,015	1,599	12,614	7,757	0	7,757	826	0	826
Total Health & Social Care		153	444	2,043	(1,599)	11,015	1,599	12,614	7,757	0	7,757	826	0	826
Social Care Infrastructure														

Page 2

Scottish Borders Council
Capital Financial Plan

CAPITAL FINANCING	2020/21			2021/22			2022/23			2023/24 - 2029/30		
	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
C9001 - Capital - General Capital Grant												
Capital - General Capital Grant	(10,685)	(10,685)	0	(14,804)	0	(14,804)	(15,050)	0	(15,050)	(105,350)	0	(105,350)
C9002 - Scottish Government Specific Capital Grant												
Flood Studies	(378)	(386)	8	(596)	(8)	(604)	(350)	0	(350)	(2,450)	0	(2,450)
Hawick Flood Protection	(12,207)	(12,181)	(26)	(17,727)	(460)	(18,187)	(14,441)	2,527	(11,914)	(8,271)	(2,041)	(10,312)
Cycling Walking & Safer Streets	(507)	(507)	0	(211)	0	(211)	(221)	0	(221)	(1,711)	0	(1,711)
Early Years Expansion	(3,150)	(3,150)	0	(2,690)	0	(2,690)	0	0	0	0	0	0
	(16,242)	(16,224)	(18)	(21,224)	(468)	(21,692)	(15,012)	2,527	(12,485)	(12,432)	(2,041)	(14,473)
C9003 - Other Grants & Contributions - Capital												
Other Fleet - Electric Vehicles	(239)	(239)	0	0	0	0	0	0	0	0	0	0
Other Fleet - Electric Vehicles - Infrastructure	(179)	(179)	0	0	0	0	0	0	0	0	0	0
Hawick Flood Protection	(2,271)	(2,162)	(109)	(3,500)	(451)	(3,951)	(2,806)	(1,351)	(4,157)	(923)	(1,824)	(2,747)
Roads & Bridges -inc. RAMP, Winter Damage & Slopes	(586)	(586)	0	0	0	0	0	0	0	0	0	0
Cycling Walking & Safer Streets	(38)	(38)	0	0	0	0	0	0	0	0	0	0
Play Areas & Outdoor Community Spaces	0	(11)	11	(133)	(11)	(144)	0	0	0	0	0	0
Jim Clark Museum	(21)	(21)	0	0	0	0	0	0	0	0	0	0
Hawick Regeneration	(353)	(753)	400	(1,512)	(400)	(1,912)	0	0	0	0	0	0
Borders Town Centre Regeneration Block	(666)	(1,123)	457	0	(457)	(457)	0	0	0	0	0	0
Jedburgh High Street Building	0	0	0	(405)	0	(405)	0	0	0	0	0	0
Borders Innovation Park	(1,157)	(1,657)	500	(10,019)	7,970	(2,049)	(1,950)	(670)	(2,620)	(1,950)	(7,799)	(9,749)
Landfill Provision	(251)	(310)	59	(240)	(59)	(299)	0	0	0	0	0	0
Peebles High School Insurance Receipt	(400)	(400)	0	(9,600)	0	(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
Inspire Learning	(123)	(123)	0	0	0	0	0	0	0	0	0	0
Floodlighting	(11)	0	(11)	0	0	0	0	0	0	0	0	0
ICT Transformation	(421)	(421)	0	0	0	0	0	0	0	0	0	0
	(6,766)	(8,073)	1,307	(25,409)	6,592	(18,817)	(4,756)	(2,021)	(6,777)	(2,873)	(9,623)	(12,496)
C9004 - Capital Funded from Current Revenue (CFCR)												
ICT - Outwith CGI Scope	(324)	(215)	(109)	0	0	0	0	0	0	0	0	0
Inspire Learning	(372)	(372)	0	0	0	0	0	0	0	0	0	0
	(696)	(587)	(109)	0	0	0	0	0	0	0	0	0

CAPITAL FINANCING	2020/21			2021/22			2022/23			2023/24 - 2029/30		
	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
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	(58)	(106)	48	(7)	(58)	(65)	0	0	0	0	0	0
Engineering Minor Works	0	0	0	(14)	0	(14)	0	0	0	0	0	0
School Estate Block	(100)	(100)	0	(100)	0	(100)	(100)	0	(100)	(700)	0	(700)
	(238)	(286)	48	(121)	(58)	(179)	(100)	0	(100)	(800)	0	(800)
C9006 - Capital Receipts												
General Capital Receipt	(626)	(1,110)	484	(1,630)	0	(1,630)	(400)	0	(400)	0	0	0
Inspire Learning Capital Receipt	(1,071)	(1,071)	0	0	0	0	0	0	0	0	0	0
	(1,697)	(2,181)	484	(1,630)	0	(1,630)	(400)	0	(400)	0	0	0
C9007 - Plant & Vehicle Fund												
Plant & Vehicle Replacement - P&V Fund	(2,500)	(2,500)	0	(2,000)	0	(2,000)	(2,000)	0	(2,000)	(14,000)	0	(14,000)
Synthetic Pitch Replacement Fund	0	0	0	(153)	0	(153)	(358)	0	(358)	(3,773)	0	(3,773)
	(2,500)	(2,500)	0	(2,153)	0	(2,153)	(2,358)	0	(2,358)	(17,773)	0	(17,773)
C9008 - Capital Borrowing												
	(25,493)	(27,815)	2,322	(44,822)	(3,329)	(48,151)	(61,783)	975	(60,808)	(76,816)	(431)	(77,247)
TOTAL CAPITAL FUNDING	(64,317)	(68,351)	4,034	(110,163)	2,737	(107,426)	(99,459)	1,481	(97,978)	(216,044)	(12,095)	(228,139)

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget £000's	Proposed Movement	Projected Outturn	Actuals to 31/12/2020
Assets & Infrastructure					
Flood & Coastal Protection					
General Flood Protection Block					
Romanno Bridge Flood Bank		122	(6)	116	7
Community Resilience		25	25	50	35
Minor Works		131	(46)	85	21
Management Fees		30	0	30	32
Denholm Flood Works		25	(5)	20	0
Selkirk Flood		0	32	32	2
		<u>333</u>	<u>0</u>	<u>333</u>	<u>97</u>
Flood Studies					
Flood Scheme Preparation		85	76	161	18
Hawick National Flood Management Scheme Preparation		85	(55)	30	5
Galashiels National Flood Management Scheme Preparation		20	(20)	0	0
Eymouth Coastal		105	40	145	106
Ettrick Valley		91	(49)	42	24
Timing movement to 2021/22		0	8	0	0
		<u>386</u>	<u>0</u>	<u>378</u>	<u>153</u>
Land and Property Infrastructure					
Health and Safety Works					
LEGIONELLA UPGR WATER TANKS		22	0	22	9
INDUSTRIAL UNIT FABRIC UPGRADE		0	10	10	10
SCHOOL TOILET REFURBISHMENT		55	(25)	30	6
ASBESTOS MANAGEMENT BLOCK		32	(2)	30	16
School Security Upgrade Work		0	35	35	9
Drumlanrig Tower structural works		2	(2)	0	0
Duns Roads depot roofing works		7	(7)	0	0
Lanark Lodge boiler upgrade		53	12	65	8
Tweedside Caravan Park compulsory upgrades		0	0	0	0
Priorsford Primary School external lighting upgrade		2	(2)	0	0
Saltgreens RHE emergency boiler replacement		15	5	20	20
Selkirk HS carpark upgrade		10	(10)	0	0
Knowepark PS carpark upgrade		10	(10)	0	0
Window replacement works at Drumlanrig PS, Hawick		7	0	7	7
Lead testing - Phase 2		64	(28)	36	36
Duns Industrial Estate upgrades - new loading bay doors to units A, F & G		30	0	30	4
Chambers Institute leadwork replacement		17	(4)	13	11
Galashiels Library - external windows and doors refurbishment		17	(7)	10	10
St Ronan's Wells House kitchen and toilet upgrade		11	(11)	0	0
Storm damage - wall & railings to rear of Gytes Centre		10	0	10	10
Heart of Hawick external window improvements		11	29	40	40
Linglie Mill structural improvements		78	(69)	9	9
Selkirk HS games hall floor upgrade		20	(16)	4	4
Wellogate Cemetery Lodge, Hawick structural improvements		11	0	11	3
Clock electrical mechanism upgrades		30	2	32	32
Coldstream library electrical heating upgrade		17	0	17	12
Electrical infrastructure condition surveys		39	(29)	10	10
Greenlaw PS distribution board replacement		11	0	11	1
HEALTH & SAFETY WORKS - UNALLOCATED		0	0	0	0
Timing movement to 2021/22			129		
		<u>0</u>	<u>581</u>	<u>0</u>	<u>452</u>
					<u>267</u>

CTO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/12/2020
Commercial Property Upgrades				
School Brae, Peebles - Window Replacements	30	0	30	0
General Lighting Upgrades to various Units when vacated	10	(10)	0	0
General Heating Upgrades to various Units when vacated	10	(2)	8	0
Lingle Mill, Selkirk - Upgrades	16	0	16	0
Newbie Court, Peebles	0	12	12	1
Unallocated Balance	0	0	0	0
	0	66	0	66
				1
Building Upgrades				
Selkirk HS Electrical upgrade	25	0	25	25
Deanfield RHE roof upgrade phase 1	15	30	45	45
Langlee Centre window upgrade (screens phase 1)	4	0	4	4
Katherine Elliot Centre external fascia upgrade	7	0	7	7
Coldstream Primary School boiler room upgrade	66	12	78	78
Dunsdale Workshops roof replacements	100	(88)	12	12
Coldingham PS roofing upgrade	44	0	44	3
Coldstream workshops roofing upgrade - final phase	44	0	44	3
Greenlaw PS roofing upgrade incl. rooflights	54	(2)	52	52
Priorsford PS - sealing flat roof and repair rooflights	22	(6)	16	16
St Margaret's PS, Gala window replacements - phase 3 of 5	28	(28)	0	0
St Margaret's PS, Gala roofing upgrade incl. rooflights block 01	66	(66)	0	0
Unit 12 Tweedbank Craft Centre roofing upgrade	11	0	11	5
1 Castlegate, Jedburgh roofing upgrade	11	0	11	1
Trinity PS gym hall window replacement	39	2	41	41
Drumlanrig PS window replacement - phase 1	129	(99)	30	23
Burnfoot Community Wing window upgrade - block 01	27	15	42	42
Hawick Town Hall boiler upgrade	40	(40)	0	0
Peebles HS - replacement water heater to Millennium building	33	16	49	49
Council HQ tower & external lighting upgrade	22	0	22	8
Melrose Grammar lighting upgrade	28	(3)	25	2
Burgh Primary window replacement - hall & kitchen	0	10	10	0
Edenside Primary School lift replacement	0	30	30	0
St Ronan's Community Wing boiler replacement	0	10	10	0
Stow Town Hall Upgrades		38	38	38
UPS Upgrades		25	25	25
Hawick Tower Mill		7	7	7
Galashiels Academy Upgrades		25	25	25
Queen Centre Structural Roof Works		6	6	6
Eyemouth Fire Alarm Upgrade		10	10	10
Peebles High School Access Control		14	14	14
Smailholm Cemetery Boundary Wall		7	7	7
BUILDING UPGRADES - UNALLOCATED	0	0	0	0
Timing movement to 2021/22		75		
	0	815	0	740
				547
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	0	0	0	0
09/00059/PIIA	17	0	17	0
Unallocated Balance	0	0	0	0
	0	17	0	17
Outdoor Community Spaces				
Peebles Play Park & Skate Park	298	0	298	0
Wilton Lodge Park, Hawick	251	0	251	251
Chirnside Play Park	13	0	13	13
Play Facilities & Surfacing Review	110	(90)	20	0
Newtown St Boswells Play Park	183	(150)	33	0
Shedden Park, Kelso	50	0	50	0
Walled Gardens Glasshouse Hawick	100	(95)	5	0
Management Fee	103	0	103	103
Unallocated Balance	1	(1)	0	
Timing movement to 2021/22		336		
	0	1,109	0	773
				367
Asset Rationalisation				
HQ Reception and new canteen	644	58	702	703
Old Canteen Demolition & Surfacing Works	99	(49)	50	3
2 Bowden Road demolition	10	0	10	10
Paton Street Galashiels Agile Working	50	(2)	48	11
Hawick Town Hall Agile Working	50	(2)	48	12
HQ Agile Working	150	111	261	44
HQ Lift	100	22	122	2
Redundant School Building Demolition				
Howdenburn PS, Jedburgh - demolition	105	0	105	49
Wilton PS, Hawick - demolition	0	0	0	(2)
Knowpark PS, Selkirk - demolition	11	2	13	13
Ednam, Kelso - demolition	0	0	0	(1)
Fees	75	(30)	45	13
Demolition - preliminaries, provisional sums, contingencies, surveys & fees etc	154	(104)	50	13
ROSLA, Galashiels Academy	0	0	0	0
St Margaret's Hawick	90	10	100	100
Bristol Building	10	(1)	9	9
Selkirk Municipal Buildings - Relocation works	0	0	0	0
Unallocated Balance	15	(15)	0	0
Timing movement from 2021/22		0		
	0	1,563	0	1,563
				978

	CFI/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/12/2020
Energy Efficiency Works					
Energy Efficiency Works		3,198	(200)	2,998	1,479
Unallocated		0	0	0	0
Timing movement to 2021/22			200		
	0	3,198	0	2,998	1,479
Road & Transport Infrastructure					
Roads & Bridges -inc. RAMP, Winter Damage & Slopes					
Surface Dressing		1,440	(280)	1,160	607
Patching		1,380	10	1,390	481
Resurfacing/Overlays		3,225	270	3,495	1,674
Walls & Structures		350	0	350	415
Footways		260	0	260	119
Drainage		315	0	315	122
Masonry Refurbishment		523	0	523	394
Union Chain Bridge		112	0	112	0
C77 Roundabout		80	0	80	0
STTS Schemes		1,018	0	1,018	679
		8,703	0	8,703	4,491
Lighting Asset Management Plan					
Craigend Road, Stow		30	(15)	15	4
Langlee Drive/Ave, Galashiels		30	(10)	20	15
The Green, Selkirk		30	0	30	21
Bourtree Terrace, Hawick		30	0	30	3
Damside, Innerleithen		30	(11)	19	2
Corroded Columns		21	(11)	10	1
Marmion Road Galashiels		20	(10)	10	0
Bristol Terrace, Galashiels		14	3	17	9
Minto Road, Denholm		19	5	24	24
Timing movement to 2021/22		0	49	0	
		224	0	175	79
Accident Investigation Prevention Schemes Block					
AIP Schemes (Road Safety)		29	0	29	0
Traffic Calming Measures		6	0	6	0
Design fees		5	0	5	5
Unallocated Balance		0	0	0	0
		40	0	40	5
Cycling Walking & Safer Streets					
Cycle Related Activities		356	0	356	57
Walking Related Activities		189	0	189	5
Unallocated Balance		0	0	0	0
		545	0	545	62
Waste Management					
CRC - Improved Skip Infrastructure					
Galashiels Community Recycling Centre		150	0	150	134
		150	0	150	134
Finance, IT and Procurement					
Corporate					
ICT-Outwith CGI Scope					
PC replacement		295	109	404	404
		295	109	404	404
Children & Young People					
School Estate					
Early Learning and Childcare					
Unallocated Balance - Early Years Block		3,150	0	3,150	1,995
Timing movement from 2020/21				0	
		3,150	0	3,150	1,995
School Estate Block					
Improve and enhance school environments:					
High School Social Areas		250	0	250	16
Primary School Refurbishments		500	0	500	99
Priorsford extension		35	0	35	19
School toilet programme		50	0	50	90
Meet security and legislative obligations					
Kitchen refurbishment programme		140	0	140	40
Accessibility works		60	0	60	65
Secure receptions programme		120	0	120	34
ASN Provision Enhancements					
ASN Provision Enhancements		100	0	100	0
Urgent, unplanned and fees					
Professional fees		88	0	88	
Project closure contingencies		0	0	0	
Unallocated balance		0	0	0	
Virement to Jedburgh Campus		0	0	0	
Timing movement from 2020/21		0	0	0	
		1,343	0	1,343	363
Culture & Sport					
Sports Infrastructure					
Culture & Sports Trusts - Plant & Services					
Transformation through Automation		125	0	125	95
Disabled Provision		11	0	11	0
Teviotdale Drain and Stairs		4	0	4	0
Pool Hall Humidity Sensors		10	(10)	0	0
Lighting Eyemouth LC		18	(18)	0	0
External Remedials (Eyemouth, Peebles, Teviotdale, Kelso)		102	(65)	37	18
Pool Tank Grouting/Expansion Joints		38	(38)	0	0
Pool Tank Refurbishment		0	8	8	0
Pool Plant/Filtration/Sand Media		17	0	17	0
Lightning Protection		4	0	4	0

	CFO/ Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/12/2020
NEW Teviot Leisure Centre Fire Alarm		25	0	25	0
Galashiels SP Reception		25	(25)	0	0
Teviotdale LC Building & Pool Heating Pumps		0	25	25	0
Teviotdale LC Pool Pod		10	(10)	0	0
Eyemouth LC Gas Boilers and Flues		43	0	43	5
Peebles SP Pool Circulation Pumps		15	0	15	4
Teviotdale LC Pool Filter Refurbishment		25	0	25	21
Eyemouth LC Pool Filter Replacement		35	1	36	36
Jedburgh Leisure And Facilities Trust		17	0	17	17
Berwickshire Recreation and Sports Trust		32	(14)	18	18
Unallocated Balance		1	(1)	0	0
		557	(147)	410	214
Public Hall Upgrades					
Core Halls - Theatre Sound & Lighting		65	(65)	0	0
Tait Hall Balcony Seating		0	0	0	0
Corn Exchange/Ormiston Institute FoH Refurbishment		45	0	45	0
Non Core Halls FoH Refurbishment		0	0	0	0
Unallocated Balance		0	0	0	0
		110	(65)	45	0
Economic Development					
Economic Regeneration					
Hawick Regeneration					
Former Armstrong/Almstrong Building		753	(400)	353	319
Unallocated		0	0	0	0
		753	(400)	353	319
Borders Town Centre Regeneration Block					
Jedburgh Abbey Ramparts - contribution to CARS project		93	18	111	24
Jedburgh Place Plan		25	(25)	0	0
Hawick Public realm/ Former Armstrong Building		97	(97)	0	0
Town Centre Funds (Jedburgh, Hawick, Galashiels, Eyemouth, Selkirk)		1,123	(457)	666	295
Other Hawick sites - feasibility study work or groundworks		50	(35)	15	9
Workshop Development		86	(86)	0	0
Unallocated Balance		0	0	0	0
		1,474	(682)	792	328

	CH/Service Dir Asset&Infr Approval	Latest approved budget	Proposed Movement	Projected Outturn	Actuals to 31/12/2020
Borders Innovation Park					
Phase 1		1,966	999	2,965	1,687
Phase 2/3		1,000	(500)	500	108
		<u>2,966</u>	<u>499</u>	<u>3,465</u>	<u>1,795</u>
Health & Social Care					
Social Care Infrastructure					
Adult Services Facilities Upgrades					
Unallocated		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>23</u>
		<u>0</u>	<u>0</u>	<u>0</u>	<u>23</u>
Care Inspectorate Requirements & Upgrades					
Deanfield, Hawick		10	0	10	
Grove House, Kelso		10	0	10	
St Ronan's, Innerleithen		10	0	10	
Saltgreens, Eyemouth		10	0	10	
Waverly, Galashiels		10	0	10	
Day Services		4	0	4	
Unallocated		0	0	0	
		<u>54</u>	<u>0</u>	<u>54</u>	<u>0</u>

Scottish Borders Council
Project Net Expenditure Summary

	Previous Years Life to Date	2020/21				2021/22			2022/23			2023/24 - 2029/30			Total Project Cost
		Actual to 31/12/20	Latest Approved Budget	Variance	Projected Outturn	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	
Flood & Coastal Protection															
01-C00223 - Hawick Flood Protection	14,536	8,647	16,067	222	16,289	25,059	1,368	26,427	20,857	(2,150)	18,707	11,262	4,296	15,558	91,517
Road & Transport Infrastructure															
01-C00183 - Reston Station Contribution	500	0	0	0	0	600	0	600	0	0	0	1,740	0	1,740	2,840
01-C00162 - Union Chain Bridge	293	16	707	0	707	0	0	0	0	0	0	0	0	0	1,000
Corporate															
01-C00296 - ICT Transformation	10,441	2,803	5,392	0	5,392	0	0	0	0	0	0	313	0	313	16,146
Waste Management															
01-C00235 - Easter Langlee Cell Provision	975	94	179	(59)	120	0	59	59	0	0	0	0	0	0	1,154
01-C00234 - Easter Langlee Leachate Management Facility	275	1	200	0	200	240	0	240	0	0	0	0	0	0	715
School Estate															
01-C100059 - Jedburgh Learning Campus	4,528	575	860	0	860	0	0	0	0	0	0	0	0	0	5,388
01-C00263 - School Estate Review	50	363	1,343	0	1,343	1,800	0	1,800	1,800	0	1,800	12,540	0	12,540	17,533
01-C100262 - Eyemouth Primary School	633	449	465	0	465	11,455	0	11,455	3,447	0	3,447	0	0	0	16,000
01-C100274 - Earlston Primary School	67	98	383	0	383	450	0	450	4,162	0	4,162	4,388	0	4,388	9,450
01-C100264 - Gala Academy	86	130	400	0	400	3,614	0	3,614	23,400	0	23,400	23,400	0	23,400	50,900
New Hawick High School	0	98	200	0	200	0	0	0	0	0	0	48,200	0	48,200	48,400
Peebles High School	46	191	400	0	400	16,654	0	16,654	12,000	0	12,000	1,000	0	1,000	30,100
Health & Social Care															
Residential Care Home - Hawick	0	150	564	(414)	150	7,000	414	7,414	1,000	0	1,000	0	0	0	8,564
Residential Care Home - Tweedbank	0	0	500	(500)	0	3,000	500	3,500	6,500	0	6,500	0	0	0	10,000
Culture & Heritage															
01-C00179 - Jim Clark Museum	1,449	14	53	0	53	0	0	0	0	0	0	0	0	0	1,502
Economic Regeneration															
01-C00204 - Great Tapestry of Scotland - Building	3,952	1,608	3,161	0	3,161	0	0	0	0	0	0	0	0	0	7,113
01-C00205 - Central Borders Business Park	1,769	1,795	2,966	499	3,465	13,446	(8,883)	4,563	1,950	670	2,620	1,950	7,799	9,749	22,166
01-C1000 - Eyemouth Regeneration	166	293	633	(269)	364	0	299	299	0	0	0	0	0	0	829

BALANCES AT 31 MARCH 2021

Report by Executive Director, Finance & Regulatory EXECUTIVE COMMITTEE

9 February 2021

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 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 £26.625m, compared to £29.866m at 31 March 2020.
- 1.4 The projected balance on the Capital Fund of £7.720m will be affected by any further capital receipts, development 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 projected revenue balances as at 31 March 2021 as per Appendices 1 & 2; and**
 - (b) 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. It should 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 31 December 2020 and are summarised in the table below.

BALANCES	31/03/21 projection £m
Earmarked Balances (non DSM)	7.413
Earmarked Balances (DSM)	0
Allocated Balances	2.524
General Fund (Unallocated Reserve)	6.315
Corporate Property Repairs & Renewals Fund	0
Insurance Fund	1.551
Plant & Vehicles Renewals Fund	7.622
Capital Fund (exc. Developer Contributions)	1.200
	26.625

- 4.3 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.

- 4.4 Allocated balances total £2.524m in 2020/21 with the movement from the last period relating to a draw down from the IT transformation reserve and an increase in the Workforce Management reserve as shown below:

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	(0.211)	0.897
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	(0.300)	0
Workforce Management	0.352	0	0.042	0.394
Total	2.993	0	(0.469)	2.524

- 4.5 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 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.

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 are being consulted and any comments received will be incorporated into the final report.

Approved by

David Robertson

Signature

Executive Director, Finance & Regulatory

Author(s)

Suzy Douglas	Financial Services Manager 01835 824000 X5881
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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. Suzy Douglas can also give information on other language translations as well as providing additional copies.

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)	278,781				278,781
Projected Net Revenue Expenditure	(280,248)				(280,248)
Earmarked Balances from previous year	8,412	(1,160)	(7,251)		0
Earmarked Balances to future years	(7,413)	0	7,413		0
Draw down 2019/20 underspend into revenue account	(1,458)				(1,458)
Drawdown from Energy Efficiency & Change Fund	300			(300)	0
Drawdown from IT Transformation Allocated Reserve	211			(211)	0
Increase Workforce Management allocated Reserve	(42)			42	0
Projected Balance at 31 March 2021	6,315	0	7,413	2,524	16,253

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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	2,387	1,642	6,251
	<hr/> 2,222	<hr/> 9,995	<hr/> 3,039	<hr/> 15,256
Projected Expenditure	2,222	2,373	1,488	6,083
Contribution to Reserves				-
Transfer to/from General Fund				-
	<hr/>	<hr/>	<hr/>	<hr/>
Projected Balance at 31 March 2021	-	7,622	1,551	9,173

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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	887
Education & Lifelong Learning	4,503	4,492
Planning & Economic Development	-	-
Social Work - Affordable Housing	573	574
Accrued Interest	570	567
Sub Total Developer Contributions	6,666	6,520
Capital Receipts	1,684	1,200
Total	8,349	7,720

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COVID-19 RESPONSE – PROPOSALS TO FURTHER SUPPORT INDIVIDUALS FACING FINANCIAL HARDSHIP

Report by Service Director of Customer & Communities

EXECUTIVE COMMITTEE

9 February 2021

1 SUMMARY AND PURPOSE

- 1.1 **This report presents a number of proposals for the allocation of the Scottish Government “Addressing future need to support individuals at financial risk 2020/21” Fund. It also outlines further measures to provide wider financial support to those individuals who require additional help.**
- 1.2 Scottish Government announced on 20 October 2020, a fund of £30M would be made available to Local Authorities to support those who are facing financial hardship as a result of coronavirus (Covid-19) over the winter period and to continue the provision of Free School Meals during the forthcoming school holidays. The Fund has been split into 2 areas – Supporting Individuals at Financial Risk (£20m), Free School Meals (£6.95m to cover the October, Christmas and February school holidays), with the balance of £3.05m expected to be provided to support school meals during the Easter holidays in 2021/22.
- 1.3 Scottish Borders Council have been allocated approximately £330k of the £20m element for Supporting Individuals at Financial Risk, providing that any claims made are in accordance with the Fund’s criteria and guidance. The £6.95M element of the funding for Free School Meals (of which Scottish Borders Council received £111k) has also been allocated to provide Free School Meal vouchers for the October, Christmas and February school holidays.
- 1.4 A Financial Insecurity Group made up of relevant Officers and led by the Service Director of Customer & Communities, has met to discuss the Fund and potential spend. Proposals for the allocation are presented at Section 4, which are based on the Scottish Government guidance, main objectives and the expected outcomes of the fund. All claims for this phase of the Fund have to be made by 31 March 2021.
- 1.5 This approach is in line with other Local Authorities, and reflects the need to maximise the opportunities to disperse this funding in a timely, direct and

efficient manner across each of our five locality areas of the Scottish Borders.

- 1.6 Approval is being sought in order to ensure that Scottish Borders Council expedite and maximise the opportunity to make claims in an efficient and timely manner using existing third sector and other organisations with established networks. To delay could have a significant impact on both the Scottish Borders community and prevent assistance reaching those who are suffering financial hardship.
- 1.7 All claims, monitoring and evaluation will be in accordance with the guidance and requirements of the Fund.

2 RECOMMENDATIONS

2.1 I recommend that the Executive Committee:

(a) Delegates authority to the Service Director of Customer & Communities to allocate funding as per the areas detailed below:

- i. Fund the expansion of the Connecting Scotland Project to address the shortfall at a local level;**
- ii. Provide a one off emergency payment to vulnerable families across the Scottish Borders as detailed in Section 4;**
- iii. Allocate funding to a range of existing third sector networks, Community Planning Partners (including Registered Social Landlords) and any other partnerships, networks, resilience groups or other organisations who are already working with vulnerable individuals, to assist with essentials in accordance with the guidance, based on the principles of digital, fuel and food poverty and other items deemed as emergency essentials;**
- iv. Provide payments for families with disabled children under 18 years old who are not eligible for the Child Winter Heating Assistance payment.**

(b) In relation to the Discretionary Housing Payments Policy:

- i. Approves an increase in the removal costs to £500 for moves within the Scottish Borders and £800 for moves from another Local Authority area, to take effect from 1 February 2021;**
- ii. Approves an addition to disregard income of up to £20 per adult and £5 per child as detailed in paragraph 5.3.2.**
- iii. Approves to disregard all Scottish Child Payment awards.**

- iv. Delegates authority to the Service Director of Customer & Communities to review and update the maximum removal costs which can be paid through Discretionary Housing Payments Policy on an annual basis.**

- (c) Agrees to a marketing and promotion campaign to raise awareness of the Scottish Welfare Fund; and**
- (d) Agrees that all claims, financial monitoring and evaluation will be undertaken in accordance with the guidance and requirements of the Fund.**

3 BACKGROUND

- 3.1 Scottish Government announced, on 20 October 2020, a fund of £30m would be made available to Local Authorities to support those who are facing financial hardship as a result of coronavirus (Covid-19) over the winter period and to continue the provision of Free School Meals during the forthcoming school holidays. The Fund has been split into 2 areas – Supporting Individuals at Financial Risk (£20m), Free School Meals (£6.95m to cover the October, Christmas and February school holidays), with the balance of £3.05m expected to be provided to support school meals during the Easter holidays on 2021/22.
- 3.2 Scottish Borders Council have been allocated approximately £330k of the £20m element for Supporting Individuals at Financial Risk, providing that any claims made are in accordance with the Fund’s criteria and guidance. The £6.95M element of the funding for Free School Meals (of which Scottish Borders Council received £111k) has also been allocated to provide Free School Meal vouchers for the October, Christmas and February holidays.
- 3.3 COSLA Leaders have agreed allocations for each Local Authority for the first element of this Fund and a Grant Offer Letter has been received in connection with providing a flexible fund to support individuals at financial risk. The allocation is based on Scottish Index of Multiple Deprivation (SIMD) formula.
- 3.4 Scottish Borders Council will be able to draw down approximately £330k of this Fund for other types of support described above, providing that any evidence of spend is in accordance with the Fund’s criteria and guidance. The Grant Offer Letter and relevant guidance sets out principles, criteria and timescales for claims and spend.
- 3.5 The main objectives and expected outcomes to be achieved from the Fund are set out below:
- i. Provision of cash-based support to tackle food insecurity, or alternate provision where this is more appropriate or is the preference of individuals themselves, including for households whose children are registered for Free School Meals;
 - ii. Supplementing local budgets for the Scottish Welfare Fund to ensure demand is met in full;
 - iii. Providing support to meet fuel costs, for example, through existing schemes such as fuel cards or a locally targeted fuel grant;
 - iv. Further boosting local funding for Discretionary Housing Payments as needed;
 - v. Other activities and services, as necessary, to support individuals to overcome financial crisis and support wellbeing.
- 3.6 The first phase of the Fund is open and closes on 31 March 2021, and therefore the proposals have been developed with these timescales in mind.

4. PROPOSALS FOR USING THE FUNDING

- 4.1 The Financial Insecurity Group, led by the Service Director of Customer & Communities, has considered the issues and impacts from the ongoing

pandemic, and using a range of established networks, have identified a range of high level actions that they believe can be delivered in the timescales and which align with the main aims and objectives of the Fund.

4.2 Whilst there are a number of existing support mechanisms to support those suffering financial hardship, this funding is intended to enable Local Authorities to provide additional support being deployed to specific areas, based on immediate need and local insight.

4.3 In reference to the main objectives and outcomes of the Fund, it is the Financial Insecurity Group's opinion that the Fund should be allocated in the following 4 ways:

4.3.1 Expansion of the Connecting Scotland Programme to address shortfall: The Connecting Scotland Programme will have provided 765 devices to vulnerable people within the Scottish Borders once the current phases are complete. Details of applications and awards made are detailed below:-

	Programme Phase	Applications	Awards/ Allocation	Shortfall
1	Phase 1 – Shielding & clinically vulnerable group	449	217 awarded	232
2	Phase 2 – Families & Care Leavers (round 1)	675	409 awarded	266
3	Phase 2 – Families & Care Leavers (round 2)	96	30 available (to be allocated)	66
4	Winter support package - People who are older and/or disabled (round 1)	10	10 awarded	-
5	Winter support package - People who are older and/or disabled (round 2)	176	99 available (to be allocated)	77
	Totals	1406	765	641

- i. Each phase has been targeted to provide devices, connectivity and digital champion support to different vulnerable groups. Each phase has been oversubscribed with applications from a range of organisations in the Scottish Borders, meaning some organisations have only been granted partial or no awards.
- ii. The two current phases, shown at 3 and 5 above, are focused on providing support to individuals who are (1) Families & Care Leavers, and (2) Older People and/or People with a Disability. The expected shortfall of these phases within the Scottish Borders is around 143. Organisations will be required to make decisions about who the devices and support are awarded to.
- iii. Additionally, there are other cohorts known within the region who have not qualified for the Connecting Scotland programme yet, but

are vulnerable, digitally excluded and face barriers to digital inclusion such as financial, connectivity, skills and motivation.

- iv. The expansion of the programme 'Connecting Scottish Borders' would replicate Connecting Scotland at a local level and build upon local partnerships in its delivery. These partnerships would focus on the provision of digital champion support where recipients lack digital skills, provide appropriate opportunities for training and skills development, and other support such as maximising income through access to benefits, financial inclusion and household budget management.
- v. This approach aligns with the 'No One Left Behind' theme of the National Digital Strategy for Scotland, which seeks to support those in greatest need by providing training and support to ensure that people have the skills, confidence and information literacy required to make the most of being online.
- vi. The Connecting Scotland programme has provided a robust framework to support Local Authorities and organisations to enable individuals to become digitally connected. This includes providing digital champion training and a range of support materials for both champions and recipients. We believe the Connecting Scotland procurement process can also be used for regional expansions of local programmes.
- vii. Although the overall shortfall of applications to date is around 641, this does include some duplication where a number of organisations have applied on behalf of the same individuals. An immediate task would be to address the gap in the current phases where there is unmet demand. If the initial expected shortfall is 143 then it is proposed that £75,000 is allocated to expand the Connecting Scotland programme.
- viii. Beyond that, engagement would take place with the Third Sector Interface within the Scottish Borders and other key partners, to identify organisational capacity to support individuals and identify further gaps in digital inclusion of those who have not met Connecting Scotland criteria to date.

- 4.3.2 **An emergency payment for vulnerable families:** Vulnerable and low income families that may be in hardship are considered a high priority. During the current Covid-19 restrictions, Scottish Borders children from 3 to 18 are receiving remote learning instead of being in school. This situation is placing additional financial strain on families, including additional costs for utilities and printing resources etc, that are required to support online learning. This pressure on family budgets will be proportionately greater on those families with the lowest incomes, coupled with the negative impacts due to parents and carers having to adjust hours or being on furlough.

- i. It is therefore proposed that an emergency payment of £75.00 (totalling £98,475) is made to those families (approximately 1313 families/2246 children) that qualify for Free School Meals across the Scottish Borders.
- ii. This funding will assist these high priority families during the winter period, whilst remote learning is in place, with the direct emergency payment, providing a dignified way of receiving this support.

4.3.3 **Support via Third Sector and other Organisations:** Delegate authority to the Service Director of Customer & Communities to provide funding for vulnerable households via key organisations. These may include third sector organisations, Resilient Communities Groups, Community Planning Partners (including Registered Social Landlords), and any other existing and established partnerships or networks across the Scottish Borders where financial support is required to enable those organisations to provide assistance around digital, fuel and food poverty, and any other items that are deemed emergency essentials. This will be managed through the Community Assistance Hubs.

4.3.4 **Child Winter Heating Assistance Payments:** Some families are not eligible for the Child Winter Heating Assistance payments, which is payable to children who received the high rate of Disability Living Allowance (Care Component) because they were migrated to Personal Independence Payment before September 2020. They still meet all the eligibility criteria, but have been excluded from the Scottish Government scheme which pays all children up to 18 years old.

4.3.5 It is proposed that the funding be used to make payments of £200 per child, which mirrors the Scottish Government payments. Those families, who would have otherwise been eligible if their claim had not been migrated by DWP, would be identified from the information the Council already holds. Although the anticipated number of families within this category is likely to be very low, this payment could make a significant benefit to those families.

5 FURTHER PROPOSALS TO INCREASE FINANCIAL SUPPORT

- 5.1 The Council already have a range of support in place to provide financial support to individuals. The Financial Insecurity Group have considered this range of support and are proposing some further actions to ensure the right level of support is reaching those that need it.
- 5.2 **Scottish Welfare Fund** - The Scottish Welfare Fund provides Crisis Grants and Community Care Grants to individuals on low incomes and is administered by the Customer, Advice & Support Service in line with Scottish Government Guidance. In order to ensure that individuals are assisted in maximising their income, it is proposed that a marketing and

promotion campaign is undertaken to raise further awareness of the Scottish Welfare Fund. The cost will be met from existing resources within the Customer Advice & Support Service.

5.3 Discretionary Housing Payments - Discretionary Housing Payments are again administered by the Customer, Advice & Support Service and provide additional help for those eligible for Housing Benefit or Universal Credit to cover housing costs. The current Discretionary Housing Payment Policy is attached at Appendix 1 and to ensure that the funding supports those who require it officers are seeking approval for the following amendments to the policy which will take effect immediately and will be funded from the existing Discretionary Housing Payments budget.

5.3.1 Section 7.2 of the policy states the maximum removal costs which can be awarded are £300. Under recent restrictions, applicants have been unable to get assistance from family or friends and the need for removal companies have increased. It is proposed that the maximum level for Discretionary Housing payment awards is increased to £500 for moves within the Scottish Borders and £800 between Local Authority areas. This should be reviewed annually and with the Authority for any further amendments to removal costs within the Policy being delegated to the Service Director of Customer & Communities.

5.3.2 Under section 6.2, in assessing income, it is proposed that a weekly disregard of up to £20 for adults or £5 for children is applied, in accordance with the hardship level, as well as a disregard for all Scottish Child Payment awards which is in line with the Scottish Government's policy intention.

5.4 The above proposals will aim to address the poverty that is being experienced across a number of different circumstances across the Scottish Borders – emergency assistance to vulnerable families, supporting all within our communities to maximise income and benefit take up, enabling digital support, and providing emergency solutions to food, fuel and digital access poverty.

6 IMPLICATIONS

6.1 Financial

Scottish Government announced on 20 October 2020, a fund of £30m would be made available to Local Authorities to support those who are facing financial hardship as a result of coronavirus (Covid-19) over the winter period and to continue the provision of Free School Meals during the forth-coming school holidays. Scottish Borders Council have been allocated approximately £330k of the £20m element for Supporting Individuals at Financial Risk, providing that any claims made are in accordance with the Fund's criteria and guidance. The £6.95m

element of the funding for Free School Meals (of which Scottish Borders Council received £111k) has also been allocated to provide Free School Meal vouchers for the October, Christmas and February holidays with the balance of £3.05m expected to be provided to support school meals during the Easter holidays on 2021/22. In order for the Council to successfully claim the £330k share of the £20m funding to support individuals at financial risk by the 31st March 2021, it is crucial that decisions can be made in a timely way to allocate funding to Borderers in line with the proposals outlined in this report.

6.2 **Risk and Mitigations**

If we do not action these proposals in accordance with the timescales of the Fund we will be unable to claim the Scottish Borders Council share of the £20m funding (£330k) which will result in the extent of hardship being greater for communities within the Scottish Borders, and there will be a further impact on those who are at financial hardship risk as the continuing effects of the pandemic are known.

6.3 **Integrated Impact Assessment**

This funding will go towards addressing some of the inequality and hardship as a result of the ongoing pandemic over the winter period.

6.4 **Acting Sustainably**

It is anticipated that as a result of this funding there will be a positive effect on the following community outcomes:

- a) Include under-represented or excluded groups
- b) Improve community quality of life
- c) Improve community capacity
- d) Take into account equal opportunities

6.5 **Carbon Management**

There will be no impact on the Council's carbon footprint as a result of the recommendations in this report.

6.6 **Rural Proofing**

Not applicable.

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

No changes are 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 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

Jenni Craig
Service Director, Customer & Communities

Signature

Author(s)

Name	Designation and Contact Number
Jenni Craig	Service Director Customer & Communities
Shona Smith	Communities & Partnership Manager

Background Papers: Appendix 1 – Discretionary Housing Payment Policy

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

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

Contact us at Council Headquarters, Newtown St Boswells, Melrose TD6 0SA.

Discretionary Housing Payment Policy

1. What is a Discretionary Housing Payment (DHP)?

1.1. DHPs provide existing Housing Benefit claimants with further financial assistance, in addition to other welfare benefits, where the Council considers that help with housing costs is required. The legislation governing Discretionary Housing Payments is contained in the Discretionary Financial Assistance Regulations 2001 (SI 2001/1167) and further guidance on good practice is supplied by the Department for Work and Pensions.

1.2. The scheme is intended to help you if you already receive Housing Benefit or Universal Credit (housing element) but require further assistance to meet your housing costs. It is also specifically targeted at people in rural areas who are affected by the removal of the spare room subsidy, (sometimes known as The Bedroom Tax).

1.3. When requests for DHP's are being considered, the following priorities will be used:-

Discretionary Housing Payments Priority Levels	
Priority Level	Description
A	<p>People fleeing personal or domestic violence</p> <p>Foster Parents or Kinship Carers who require addition rooms not otherwise covered by Housing Benefit,</p> <p>People affected by the Removal of the Spare Room Subsidy who are actively seeking (registered) to be re-housed by a Housing Association</p> <p>People affected by the Removal of Spare Room Subsidy who live in settlements of less than 6000 where there is a limited supply of appropriately sized properties.</p> <p>People who live in properties significantly adapted to meet the needs of disabled occupants</p> <p>People who have been placed in a specific property by the Council or other organisation.</p> <p>People under imminent threat of eviction.</p> <p>People who require help to move out of homeless accommodation</p> <p>People who are unable to share a bedroom because of disability and a higher rate disability benefit is in payment.</p> <p>People who cannot be reasonably expected to share a room because of long term physical or mental illness or disability</p>
B	<p>People with localised or informal care arrangements</p> <p>People who require help with removal costs to move to a more affordable property</p> <p>People who live in specific properties to meet the needs of a disability but where the property has not been significantly adapted.</p> <p>People affected by the benefit cap who have engaged with support agencies</p>
C	<p>People who are responsible for two properties for a short period of time where the liability is unavoidable and not already covered by Housing Benefit.</p> <p>Parents who are separated but share responsibility of caring for children</p> <p>People who have recently gone onto benefit and need time to adjust their spending levels</p> <p>Families with needs and established links to the local area</p> <p>People who are over accommodated but where there will be a foreseeable change in the household such as a birth or birthday</p> <p>People who are employed or about to be employed in the area in which they live</p>
D	<p>Any one who receives Housing Benefit which does not cover all of the rent and can demonstrate that it is reasonable for the Council to make a Discretionary Housing Payment.</p> <p>Any one who receives Housing Benefit and requires assistance with a rent deposit, rent in advance or removal costs can demonstrate that it is reasonable for the Council to make a Discretionary Housing Payment.</p>

1.4. In making an award the Council may suggest steps that you can take such as looking for alternative accommodation or reducing expenditure.

1.5. The period for any award will normally be up to 31st March in any particular year unless circumstances are expected to change before the end of that period.

2. How does the scheme work?

- the scheme is discretionary and no-one has a statutory right to a payment;
- the amount that a local authority can pay out in any financial year is cash limited by the Government and the Council must determine how to operate the scheme,
- Discretionary Housing Payment is not a benefit payment;
- you must be in receipt of Housing Benefit or Universal Credit in the benefit week that a Discretionary Housing Payment is awarded for;
- the Discretionary Housing Payment will be paid in the same way as Housing Benefit;

3. Who can request a Discretionary Housing Payment?

3.1. Anyone can ask for a Discretionary Housing Payment provided -

- you are in receipt of Housing Benefit or Universal Credit, and
- you require further assistance to meet your housing costs, and
- you can demonstrate that you are unable to make up the deficit from your existing household income.

4. How can a request be made?

4.1. Requests must be made on the application form provided and these should be handed into any Council Contact Centre or posted to Customer Services, Scottish Borders Council, Council HQ, Newtown St.Boswells, MELROSE TD6 0SA. The form includes an income and expenditure statement which must also be completed. The form can be obtained on-line at www.scotborders.gov.uk, (under Housing Benefits), by telephoning 0300 1001800 or collected at any Council Contact Centre

5. What information will be required?

5.1. Clear reasons why a Discretionary Housing Payment is being requested.

5.2. An income and expenditure statement.

5.3. Where the request is made because of medical reasons, you may be required to provide written evidence. This will usually be a statement from a medical practitioner however; there is no guarantee that this will secure a Discretionary Housing Payment.

5.4. If you are at immediate risk of eviction you must provide written evidence of this with along with your application form.

5.5. You may be asked to provide evidence to support why you feel that you are in a priority group.

6. How does the Council decide if a Discretionary Housing Payment will be paid?

6.1. The Council will look at your individual circumstances and set a priority level (detailed above). All of the information that you give will be checked and you will be asked to provide supporting evidence where required.

6.2. The Council will assess your income and expenditure and classify your hardship as High, Medium or Low.

6.3. You will need to tell the Council about any capital that you have including bank accounts, shares, property and other investments.

6.4. Both the priority and hardship level will be used to make a decision on the award.

- 6.5. The availability of suitable alternative housing will be taken into consideration.
- 6.6. The existence of a medical condition will not guarantee that a Discretionary Housing Payment will be paid. Each application will be considered based on its circumstances. The Council will not ask you to provide a medical certificate if your medical needs are apparent from the benefits that you receive. For example, Disability Living Allowance Higher rate, Personal Independence Payment or Carers Allowance can be sufficient to indicate the need for an extra bedroom.
- 6.7. Both the Care Component and Mobility Component of Disability Living Allowance will be counted as income and the costs associated with managing any disability should be included in the statement of expenditure.
- 6.8. The Council reserves the right to advise you to reduce expenditure if it is unreasonably high. It may also be reasonable to expect you to reduce expenditure on non-essential items, such as mobile phones, cable/satellite television, cigarettes & alcohol, entertainment and leisure activities. However, your personal circumstances will be considered when determining if this expenditure is non-essential.
- 6.9. The Council may ask for further information to support your application.

7. What are Discretionary Housing Payments used for?

- 7.1. Rent excluding Service Charges detailed in Annex1
- 7.2. Removal charges where you are moving to secure a more affordable tenancy, or a property of a more appropriate size. You must provide receipts or quotes with your application. Van hire and petrol costs can also be paid. The maximum payment for removal will be £300.
- 7.3. Rent deposits where you are moving to secure a more affordable tenancy, or a property of a more appropriate size and a deposit cannot be obtained from other means such as the Rent Deposit Scheme.
- 7.4. Rent deposits and rent in advance can be paid to assist people who are moving out of homeless accommodation.
- 7.5. Applications can be made if you have a room that cannot reasonably be used as a bedroom.
- 7.6. Applications can be made if you require a room because you have joint custody of a child.

8. How long will it take the Council to make a decision?

- 8.1. Once all of the required information is supplied, the Council will aim to make a decision within no more than 14 days. Where you have indicated that there is an immediate risk of eviction a decision will be made within 2 working days and you will be advised by telephone where possible.
- 8.2. Discretionary Housing Payments will be paid along with normal housing benefit payments,
- 8.3. The Council may ask for further information to support your request.
- 8.4. If your request is successful you will receive written confirmation of the amount and duration of the award.
- 8.5. The Council reserves the right, to advise you to seek alternative accommodation if it feels that your current accommodation is inappropriate for your needs.

9. What happens if you disagree with the decision?

- 9.1. There is no formal right to appeal if your request is refused. However, a written reply detailing the reasons for the refusal will be sent to you and you can ask for the claim to be looked at again. On receipt of the request, another member of staff will re-determine the application
- 9.2. You may also submit any relevant additional information that you have not already supplied;
- 9.3. If there has been a re-determination and you still disagree with the outcome you can appeal in writing to the Head of Shared Services. You must state the reasons why you think that the decision is wrong and which element of this policy has not been applied correctly;
- 9.4. The appeal will be considered independently by at least two Senior Officers of staff and this will be communicated to you within 21 working days of the appeal. The decision of these Senior Officers will be final.

10. Are there circumstances where the Council will not make a DHP?

- 10.1.If you are not in receipt of Housing Benefit.
- 10.2.Once the Discretionary Housing Payment fund is spent or committed the Council will make no further payments in that year.
- 10.3.If you fail to supply requested information, Discretionary Housing Payment will not be paid.
- 10.4.Discretionary Housing Payment will not be paid if the Council considers that you can pay the additional housing costs from your existing income.
- 10.5.Discretionary Housing Payment cannot cover service charges that are not eligible for Housing Benefits.

Scottish Borders Council
Council HQ
Newtown St.Boswells
MELROSE
TD6 0SA

Tel: 0300 100 1800

Annex 1 - Ineligible Costs

- Fuel charges – for heating, lighting, hot water, cooking – unless it is for a communal area
- Meals
- Water and Sewerage Charges
- Window cleaning – unless you are in sheltered accommodation or are unable to do it yourself due to age, disability or the fact that the accommodation is not on the ground floor
- Cable and satellite TV
- Cleaning – unless it is for a communal area
- Counselling and support services
- Emergency alarm system
- Laundry – washing sheets etc for you
- Medical expenses
- Nursing and personal care
- Sports facilities
- Transport
- TV licence
- TV rental

Appendix 2

Current Issues Identified at the Joint Workshop on 28th August 2013

1. Concern was expressed over the lack of confidence that we have in the quality of income and expenditure information. There are fears that this results in a Discretionary Housing Payment being refused too often because claimants have not given enough thought to their income and expenditure when they complete the application.
2. There are further concerns that in attempting to fairly assess income and expenditure we effectively are introducing another means test with considerable administration overheads.
3. There are issues with people “playing the system” and completing the form with what they think we want to see. This often results in income not being fully declared or expenditure being inflated. Further information on our criteria may help applicants to complete the application with more realistic assessments but this would need to be carefully worded to avoid encouraging speculative claims.
4. There is a lack of information on what are acceptable expenditure levels. In practice the assessment is done on what the assessor feels is reasonable however, it would be better to base decisions on standard expenditure levels. Organisations seem reluctant to publish what levels they use and where they are made available the amounts seem to be quite high.
5. There is confusion about what circumstances in which the Council will consider paying rent in advance and who it will be paid to. There was also a concern that landlords who would not otherwise have asked for rent in advance may start to ask for it if they think that their tenants will get it via Discretionary Housing Payments. There is also a concern that the rent in advance may only be requested from tenants who are known to be on Housing Benefit. This would have the opposite effect to that intended by the policy.
6. We should be clearer on the criteria for paying removal costs as it can falsely raise the expectation of claimants e.g. moving to a more affordable property. Claimants are not usually asked for quotes or receipts as this would increase the administration. However, we are aware of the additional cost of moving because of the greater distances. There is a suggestion that we consider arranging removal service rather than paying cash to claimant so that they can arrange their own removal.
7. Insufficient evidence or proof provided with the application can result in a negative decision or delay the decision making process.
8. Vulnerable people are being forced to move away from their support groups as a result of the removal of the spare room subsidy.
9. Some parents with joint custody of children are excluded under the existing policy as the child is only deemed to be living with the parent who receives the Child Benefit. This is in line with the current Housing Benefit rules and there is concern that a move away from this position would be fraught with anomalies and could result in the Council funding rooms that are not really used.
10. The short term nature of awards can leave people feeling vulnerable and insecure. We have been asked to consider making all awards up to 31st March unless there is a known or expected change that would make it likely that a change will occur.
11. People don't want to downsize into low demand areas for multiple reasons. It is difficult to separate the rural aspects. People in the Borders do tend to have a very strong community identity that makes it difficult to resettle in other locations where appropriate housing may be available.
12. Under the current policy disabled people who have had their properties adapted or who live in purpose built accommodation and are affected by the size criteria would normally receive Discretionary Housing Payment. However as Disability Living Allowance is usually higher than other

income related benefit rates, there are some applications for Discretionary Housing Payments that have been refused because there is sufficient income to cover the shortfall on the rent.

13. If we are taking Disability Living Allowance into consideration we should ensure that we take all associated expenditure into account.
14. We should look to make awards for 12 months as the rural nature of the area means that there is a lower turnover of housing and fewer opportunities to move.
15. It may therefore be appropriate to award where people are actively working to find other properties. The customer should evidence that they have registered and are engaged with Housing Associations or private landlords.
16. There is a lack of availability of appropriate housing in the appropriate area. This can result in Social Isolation as well as problems with succession of tenure in the more rural areas.
17. Medical evidence for carers is difficult to obtain and we have been asked to pay for letters from medical practitioners.
18. There are concerns that funding may not be maintained at current levels and as a result policy changes introduced to fully utilise current funding may have to be reversed in subsequent years. This could lead to frequent changes and inconsistent decisions. In order to address this it is proposed that staff compile a list of claim categories in order of priority which can be used as a guide as to what cases will be paid.

Appendix 3

Suggested Policy Changes

The following suggestions were made by the workshop:-

1) *Changes to Criteria*

- i) Those affected by the removal of the spare room subsidy and actively looking to move to more affordable accommodation should receive up to 12 Months Discretionary Housing Payment support with a partial review after 6 months. Registering with Social Landlords is sufficient however; we should invite applicants to tell us what actions they are taking.
- ii) We should check the availability of housing stock in the area, and turnover levels to establish the availability of alternatives. The Registered Social Landlords could give information to support decisions made on availability.
- iii) We should give assistance to people who have some employment in a particular area and are limited in their housing options. We should also consider why people have moved to a particular area.
- iv) People who have been specifically placed in purpose built or significantly adapted accommodation which is not of the appropriate size should not be refused on the grounds of income.
- v) Subject to conditionality some parents with joint custody of children should be allowed to apply for Discretionary Housing Payment. This will include contacting the other parent to verify that this is the case.

2) *Changes to Assessment of Income*

- i) It is suggested that we introduce a set of financial tolerances based on the individual's circumstances to be used when making the financial assessment in recognition that the assessments are not usually accurate enough to make a conclusive decision in establishing that a financial need exists.
- ii) The set amounts as follows:-

(1) One or more Disabled Persons in the household:	£50
(2) Family rate:	£40
(3) All others:	£20
- iii) Hardship should be classified as follows:
 - (1) HIGH - Income is less than moderated expenditure;
 - (2) MEDIUM – Income exceeds moderated expenditure but is less than the tolerance level;
 - (3) LOW - Income is more than reasonable expenditure and tolerance combined;
- iv) The Higher rate of Disability Living Allowance should be sufficient evidence for people who need an extra room for night time needs.
- v) Capital should be taken into account and this should be requested on the application form.
- vi) Applicants should be asked to give reasons why their living costs may be higher because of disability or other circumstances beyond their control;
- vii) We should bring in a category for 2 bedroom 2 person properties where the landlord can demonstrate that the rent level is less than a normal 2 bedroom property and neither bedroom exceeds 8m²;

3) Changes to Processes

- i) Decision makers should establish both the Priority and Hardship level and base their decisions on the combined assessment. For example, Decision makers may be directed that payment can be made to people on Priority A and LOW hardship, Priority B and C with MEDIUM hardship but only to pay Priority D if there is a HIGH level of hardship.
- ii) Higher number of applications should be processed without further investigation. The application form should be improved to ensure that the assessor has as much of the appropriate information as possible;
- iii) Information to allow better completion of income and expenditure should be provided. Claimants should be invited to give reasons why particular items of income exceed expected amounts.
- iv) Every claimant who requests Discretionary Housing Payment should be asked to give reasons why they may not be able to move.
- v) Applicants should be encouraged to seek support with completion and awareness sessions should be run for support staff to help them to support applications effectively;
- vi) There should be a fast track route for people under threat of eviction. These should mainly come from the homeless service.
- vii) Awards should normally be up to 31st March by default unless there is a reason not to award so far in advance.
- viii) There should be staged reviews so that we do not deluge CAB and RSL Welfare officers in April when new funding is available;
- ix) It is proposed that we only seek documentary evidence of disability where it is absolutely necessary and should take the payment of a disability benefit together with a statement from the applicant as sufficient evidence.

Decision Matrix

Priority / Hardship level	A	B	C	D
High	Yes	Yes	Yes	Yes
Medium	Yes	Yes	No	No
Low	Yes	No	No	No

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LOCAL HOUSING STRATEGY (LHS) 2017-22 YEAR 3 PROGRESS

Report by Executive Director Corporate Improvement and Economy

Executive Committee

9th February 2021

1 PURPOSE AND SUMMARY

- 1.1 This report seeks endorsement of the Annual Progress Report which sets out what has been achieved in the delivery of year three of the Local Housing Strategy (LHS) 2017-22 (Appendix 1) and approval to submit this to the Scottish Government More Homes Division.**
- 1.2 The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to develop a Local Housing Strategy, supported by an assessment of housing need and demand. This strategy sets out the strategic direction for housing investment and service delivery in the Scottish Borders for 2017-22 and is informed and developed through extensive research and consultation with partners and the wider community. The LHS was approved by Scottish Borders Council and submitted to the Scottish Government in September 2017.
- 1.3 The Council and its partners have made good progress since the LHS was formally approved. Work in 2019/20 includes the delivery of 141 affordable homes, the submission of a very ambitious Strategic Housing Investment Plan (2020-2025) underpinned by up to £158m of investment, implementing the first year of the Affordable Warmth and Energy Efficiency Strategy, developing the Warm and Wells Borders project, initiating the pilot of the Missing Shares Scheme in Hawick, undertaking a study on wheelchair accessible housing in the Borders and 82 major adaptations being completed, are just some of the achievements over the year.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Committee:-**
 - (a) Notes the progress made in delivering on the strategic actions as set out in the appended Annual Progress Report and Monitoring and Evaluation Matrix**
 - (b) Approve submission of the Annual progress Report and Matrix to the Scottish Government More Homes division.**

3 LOCAL HOUSING STRATEGY BACKGROUND

- 3.1 The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to develop a Local Housing Strategy (LHS). The LHS sets out the strategic direction for housing investment and service delivery in the Scottish Borders for 2017-22 and was approved by Scottish Borders Council and submitted to the Scottish Government in September 2017.
- 3.2 As a statutory housing authority the main focus in the delivery of the LHS is ensuring that the Council meets its statutory duties regarding access to, and the provision of, affordable housing and the prevention of homelessness. An annual progress report for 2019-20 is appended at Appendix 1. A detailed monitoring and evaluation matrix has been developed to track the delivery of the strategic actions and is appended at Appendix 2.

4 LOCAL HOUSING STRATEGY 2017-22 – YEAR 3 ACHIEVEMENTS

- 4.1 The Scottish Government increased its Affordable Housing Investment Programme funding allocation to Scottish Borders to £16m. An additional £3.377m was then made available via slippage from other Council areas, therefore the total annual grant spend increased to a record £19.375m. This has supported the delivery of 141 affordable homes in 2019/20, exceeding our annual 128 unit target. There were also 14 assisted purchases through Scottish Government's Open Market Shared Equity Scheme. Unfortunately due to the adverse impact of the Covid pandemic it is anticipated that annual affordable housing completions in 2020-2021 will be reduced to around 122 new homes. This will fall slightly short of the LHS annual target of 128 homes. The current SHIP identifies 1,125 affordable homes for anticipated completion from 2021-2026.
- 4.2 £1.34 million has been invested in energy efficiency measures for private homes across the region and now includes an Air Source Heat Pump installation scheme. The RSL's have continued to make good progress towards the Energy efficiency Standard for Social Housing (ESSH) and the Borders Home Energy Forum celebrated its first year of operation. SBC also secured two years of funding to the amount of £551,000 from National Grid's Warm Homes Fund to deliver the "Warm and Well Borders" project. These activities are supporting a reduction in fuel poverty across the area.
- 4.3 During 2019/2012 928 households approached the Council's Homelessness Team for advice and/ or assistance. 91% of households assessed as unintentionally homeless secured settled accommodation. The remaining 9% may have returned to previous accommodation or moved in with friends/ relatives. 100% of clients are now provided with housing options advice and the level of repeat homelessness remains low. The Borders Homelessness and Health Strategic Partnership continues to operate with a key focus on the implementation of the Scottish Borders Rapid Rehousing Transition Plan.

- 4.4 Over 5,000 Private Landlords are now registered within the Scottish Borders, with over 8,000 rental properties. The Private Sector Liaison and Enforcement Officer continues to work with landlords to help improve management and property standards, and to support landlords and tenants through recent legislative changes. A fully booked Landlord forum was held in October 2019, as well as several training events throughout the year. Further forums and training events are being planned for future dates.
- 4.5 In 2019/20, under Scheme of Assistance, £439,345 was spent on 82 completed major adaptations and £81,946 on 400 small adaptations and repairs. A Missing Shares Scheme will also be piloted in Hawick to help the private home owners with common repairs issues.
- 4.6 Newhaven Research Scotland Ltd were commissioned to undertake an assessment of the requirements and need for wheelchair accessible housing in the Scottish Borders. This examined the current profile of wheelchair users, the current housing stock suitable for wheelchair users, the challenges wheelchair users face and the current and potential shortfalls in the provision of wheelchair accessible homes. The work involved a multi-method approach and a wide range of engagement with wheelchair users and professional stakeholders. The finalised assessment and the proposed targets were approved by the Executive Committee on the 17th November 2020.

5 IMPLICATIONS

5.1 Financial

- (a) There is no direct financial implication contained in the report. However delivery of the LHS is dependent on SBC's continuous provision of core services, financial resource allocations from Scottish Government, the continuing support from the affordable housing budget (Second Homes/ Council Tax) and resources arising from the affordable housing policy, partner agencies and private individuals.
- (b) Where any specific actions are considered as having a resource implication for the Council Officers would bring back proposals for consideration by the Executive Committee as they arise over the period of the strategy.

5.2 Risk and Mitigations

- (a) Delivery of the LHS aims and objectives is largely dependent upon a number of variables, not least of which relate to resource and other political and organisational decision making processes beyond the control of the Local Authority.
- (b) A Strategic Environmental Impact Assessment (SEA) Screening Report was undertaken when the LHS was developed. This concluded that a full SEA would not be required for the LHS as it is unlikely to have significant environmental effects. Any potential environmental effects from any specific proposals or plans which may relate to the LHS will be individually considered and addressed through the planning process and full SEAs in due course.

5.3 Integrated Impact Assessment

- (a) A full Equality Impact Assessment was carried out on the current LHS (2017-2022). Equalities forms an integral part of the LHS process and is part of the LHS guidance.
- (b) A full Integrated Impact Assessment will be embedded in the development process of the new Local Housing Strategy.

5.4 Acting Sustainably

It is considered that there are no direct economic, social or environmental effects arising from the report recommendations.

5.5 Carbon Management

It is considered that there are no direct effects on the Council's carbon emissions arising from the report recommendations. There are likely to be positive effects through fuel poverty and energy efficiency outcomes, as well as promoting sustainability through better use of existing stock.

5.6 Rural Proofing

The LHS 2017-22 has been rural proofed and it is anticipated there will be no adverse impact on the rural area from implementation. There is likely to be a wide range of positive outcomes for rural communities, including improvements in health, fuel poverty levels and availability of affordable housing in a variety of tenures.

5.7 Changes to Scheme of Administration or Scheme of Delegation

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

6 CONSULTATION

- 6.1 *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 are being consulted and any comments received will be incorporated into the final report.*

Approved by

Rob Dickson
Executive Director Corporate
Improvement and Economy

Signature

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Background Papers: APPENDIX 1: LHS Annual Progress Report 2019/2020
APPENDIX 2: Monitoring and Evaluation Matrix 2017-22 – Year 3

Previous Minute Reference: 20 August 2019 – Executive Committee

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

Contact us at housingenquiries@scotborders.gov.uk or tel:01896 661392

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SCOTTISH BORDERS COUNCIL'S
**LOCAL HOUSING
STRATEGY 2017-2022**
ANNUAL REPORT 2019/20



Contents

1.	Introduction	3
2.	Housing Supply	4
3.	Good Quality, Energy Efficient Homes	12
4.	Homelessness	20
5.	Support to Live Independently	25
6.	Key developments for the year ahead	28

1. Introduction

The Housing [Scotland] Act 2001 places a Statutory Duty on all Local Authorities to produce a Local Housing Strategy, framed by Statutory Guidance published by Scottish Government. The current Scottish Borders Local Housing Strategy covers the five year period from April 2017 to March 2022.

The strategy was developed with our partners, stakeholders and the voluntary sector over an 18 month period and was formally approved in September of 2017. The strategy addresses a wide range of challenges and issues as well as setting out outcomes, priorities and actions to deliver our shared vision for housing in the Scottish Borders.

The Local Housing Strategy sets out the vision and priorities for the future of housing and all housing related services across the Scottish Borders

It considers all tenure and types of accommodation and reflects both national priorities and local needs



The vision for the LHS is:

Every person in the Scottish Borders lives in a home that meets their needs

In order to deliver this vision successfully; the following four LHS priorities were defined:

- LHS Priority 1: The Supply of Housing Meets the Needs of Our Communities
- LHS Priority 2. More People Live In Good Quality, Energy Efficient Homes
- LHS Priority 3: Fewer People Are Affected By Homelessness
- LHS Priority 4. More People Are Supported To Live Independently In Their Own Homes

Some of the key objectives within the Local Housing Strategy include:

- To help ensure adequate housing supply across all tenures to address the varying and diverse housing need in the Borders.
- To promote and increase awareness of energy efficiency and reduce fuel poverty through the development and implementation of a new Home Energy Efficiency & Affordable Warmth Strategy.
- To increase the supply of new affordable housing that meets the needs of our community through the ongoing development and delivery of the next and future Strategic Housing Investment Plans.
- To tackle disrepair and below tolerable standard in the private sector stock and address landlord compliance in the private rented sector.
- To address the Housing, Support and Care needs of the growing Older People population through the implementation of an Integrated Strategic Plan for Older People's Housing, Support and Care Needs.
- To improve the health and wellbeing for people experiencing Homelessness; and ensure fewer people are affected by homelessness.
- To gain a better understanding of the housing aspirations and needs of young people in the Borders

This annual report provides an update on progress from April 2019 to March 2020; including key highlights and significant achievements, as well as ongoing challenges for the future.

2. Housing Supply

Addressing Priority 1: The Supply of Housing Meets the Needs of Our Communities

Highlights

- Record level of Scottish Government funding allocation in 2019/20 of over £19m
- The 2020/25 SHIP received very positive feedback from the Scottish Government
- Work continues on proposals for the regeneration of Upper Langlee in Galashiels. The proposals envisage the demolition of 159 homes, refurbishment of 68 homes and revised provision of 109 new build homes
- 141 Affordable homes were delivered throughout the Scottish Borders
- Eildon Housing Association recently won the “Best Small Affordable Housing Development of the Year” at the Scottish Home Awards for their development at High Street/ Chapel Street in Selkirk

Affordable Housing Supply

Over the course of the current parliament the Scottish Government have set a national target for the delivery of 50,000 affordable homes within Scotland. In total almost £16 million of Affordable Housing Supply Programme funding was provided by the Scottish Government to assist with the delivery of affordable housing within the Scottish Borders Council area over the 2019/20 period.

The allocation was used and an additional £3.377m was made available via slippage from other Council areas, therefore the total annual grant spend increased to a record £19.375m. As a result of this and previous annual grant funding, at 31 March 2020 there were 342 affordable homes (15 projects) under construction, 157 homes (5 projects) at the pre-site start stage and 105 homes (3 projects) at the planning application stage.

The Strategic Housing Investment Plan [SHIP] is the sole strategic document for prioritising affordable housing investment within the Scottish Borders and sets out a rolling five year planning horizon. The SHIP 2020/25 was approved by the Council in November 2019 and proposes the delivery of 1,066 new affordable homes, this will be under-pinned by an estimated investment of £158m over the period of the plan. Work has started to inform the development of the next SHIP submission.

141 affordable homes delivered across the Scottish Borders in 2019/20

These were provided as follows –

114 new build affordable homes provided by Registered Social Landlords

- 25 at The Glebe Chirnside by Berwickshire Housing Association
- 27 at Millar Court Duns by Berwickshire Housing Association
- 10 at High Street Selkirk by Eildon Housing Association
- 17 at Station Yard Cardrona by Eildon Housing Association
- 28 at Somerville Way Jedburgh by Eildon Housing Association

- 3 at Springfield Terrace St. Boswells by Eildon Housing Association
- 4 at Somerville Way Jedburgh by Waverley Housing

5 Individual house purchases

- 2 by Eildon Housing Association
- 1 by SBHA
- 2 by Waverley Housing

8 assisted by the Scottish Government’s Rural Housing Grant

- 6 at Cessford Farm Cottages
- 2 at The Glen Innerleithen

There were also 14 purchases assisted by the Scottish Government’s Open Market Shared Equity Scheme.



Completed Developments in 2019/20



Station Yard, Cardrona



Springfield Terrace, St. Boswells (Passivhaus Project)



Cessford Farm Cottages



Millar Court, Duns



The Glebe, Chirnside



High Street, Selkirk

Addressing Housing Need and Demand

During the 2019/20 period the Council used Second Homes Council Tax to support:

- Trust Housing Association to provide Extra Care Housing at Todlaw Duns;
- Eildon Housing Association to provide Extra Care housing at Langhaugh Galashiels;
- Ettrick and Yarrow Community Development to provide five affordable homes at Ettrickbridge

During 2019/20 the Council also used Affordable Housing Developer Contributions to support the following programmes:

- A wheelchair accessible housing need study;
- To support Eildon Housing Association's "Green House Pilot" home energy efficiency action based research initiative;
- Eildon HA in providing a wheelchair standard house at Springwell Brae in Broughton.

Masterplan for Upper Langlee, Galashiels Regeneration

The Council and Waverley Housing have been working closely to consider suitable options for the future of an estate in Upper Langlee, Galashiels. There are 229 homes in the study area and the proposals envisage the demolition of 159 homes, refurbishment of 68 homes and provision of 109 new build energy efficient homes for social rent which will better meet the needs of tenants and residents in the local community and address future housing demand in the Galashiels area.

This is a high cost regeneration project with estimated costs of £23m which will be delivered over a number of years.



The refurbishment element of the regeneration proposals to 68 homes has been awarded to a contractor with work starting on site in January 2020 with a planned completion date of November 2020.

Various consultation methods have been utilised to gauge residents views on the estate

regeneration proposals and useful feedback has been obtained on a range of issues such as location of play parks, street names and the types of housing to be provided these were incorporated into the detailed planning application for the new build housing which was submitted to Scottish Borders Council in June 2020.

Bridge Homes

Bridge Homes is the second limited liability partnership established in recent years to provide affordable housing for mid-market rental. Bridge Homes has ended its development phase and now owns 54 affordable homes throughout the Scottish Borders. The Council is now considering how best to retain these homes in the affordable rented sector whilst also safeguarding tenancy rights as well as the Council's financial interests.



Lowood, Tweedbank

Lowood in Tweedbank is the only strategic housing site identified in the Borders Railway Corridor and in the South East Scotland City Region Deal that is situated within the Scottish Borders. Following a considerable amount of work, draft Supplementary Planning Guidance has been developed and was agreed by the Council during the 2019/20 period. This has now been published as a Consultative Draft with public consultation open until May 2020. This guidance, once finalised and agreed, will steer future work to agree a master plan for development, help assemble infrastructure investment and implementation phasing packages. Work has also continued in the development of ideas for a care village as one element of the future development of Lowood. The SHIP 2020/25 proposes a first phase of affordable housing by Eildon Housing Association a project which it is estimated could complete during the period 2024/25.

South East Scotland City Region Deal

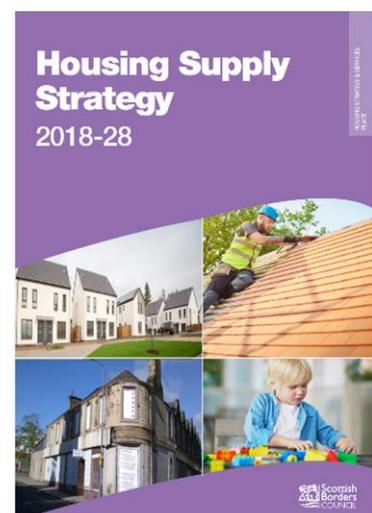
Building on previous Council joint working through the South East Scotland Plan arrangements, City Region Deal joint working has developed on a number of fronts, with new governance arrangements being developed and agreed upon. A new Regional Housing Board was established in the spring of 2019 as a means of better engaging the housing sector and harnessing its potential contribution towards the wider City Region Deal objectives. A number of work streams have been, or are being developed. There is a particular focus on the development of a "Regional Growth Framework", the potential requirement to commission or deliver a Housing Need and Demand Assessment 3 and the development of greater understanding of infrastructure requirements and challenges as well as opportunities for modern methods of construction and funding bids.

Housing Supply Strategy

The Housing Supply Strategy 2018 - 2028 has been developed to help better understand how the council and its partners can more effectively respond to the challenge of increasing the supply of new and suitable housing for the local area, while achieving our strategic vision for housing growth in the Scottish Borders over the next ten years and beyond. The Housing Supply Strategy supports the Local Housing Strategy (2017-2022) with particular focus on strategic priority 1 of the LHS: The supply of housing meets the needs of our communities.

Providing an adequate supply of new affordable, high quality and appropriate housing will not only aid in sustaining the council's rural communities but also with attracting potential new residents to the area.

Partnership working is an essential element of developing and implementing the Housing Supply Strategy which aims to deliver high quality housing across the Scottish Borders. Some of the actions currently being progressed are:



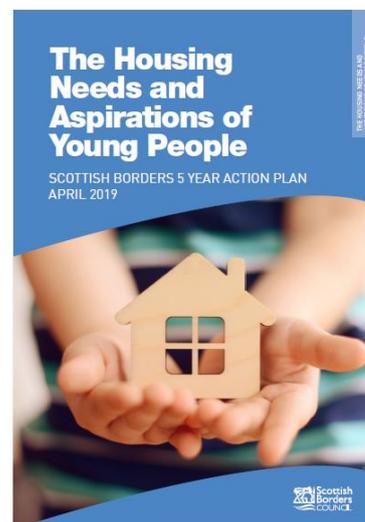
- Providing information and advice on shared equity schemes and promoting alternative home ownership options
- Creating housing profiles for each of the five localities within the region
- Developing a profile of empty homes
- Reviewing levels of second/ holiday home ownership and consider any potential interventions
- Promoting the self-build loan fund

Young People’s Housing Study

At the beginning of 2018 Scottish Borders Council commissioned The Indigo House Group to undertake an assessment of the housing needs and aspirations of young people in the Scottish Borders. This resulted in the production of a five year action plan which identified four outcomes.

The five year Action Plan aims to improve the housing options and outcomes available to all young people aged from 16 to 34 across the Scottish Borders. The plan has developed a range of policy and practical responses, with commitment from a range of partners. This will enable young people to make more successful and sustainable transitions into their own housing. Work is currently underway towards ensuring these actions are delivered and that Scottish Borders Council works closely with our partners. Some of these actions are:

- Engage with transport initiatives and seek to link with housing to maximise impact e.g. Explore opportunities to subsidise first months travel for new Modern Apprentices at SBC
- Develop and implement the private rented sector strategy to improve access to and quality in the private rented sector.
- Work with community councils and other community representatives to consider whether there is interest and capacity within communities to enable new community led housing development
- Review model of access to social housing in Scottish Borders across all providers to minimise time in temporary accommodation and achieve Rapid Rehousing
- Housing leads to support the development of the Child Poverty Plan in 2019



Town Centre Work

Housing has a significant role to play in contributing to and helping to maintain the vibrancy of town centres. Through implementing actions outlined in the LHS, in 2019/20 Scottish Borders Council has continued to work with partners on initiatives to improve town centres, including support to reduce the number of vacant properties, the ongoing preparation of Town Centre Housing Contribution Statements for Hawick and Eyemouth, targeting energy efficiency measures within areas, such as Jedburgh; as well as piloting a missing shares scheme in Hawick supporting scheme of assistance approaches in regard to housing condition, including common repair.

Work has been completed on the Town Centre Housing Contribution Statement for Hawick and work is currently underway in regards to developing a statement for Eyemouth.

Conservation Area Regeneration Scheme (CARS)

The Conservation Area Regeneration Scheme (CARS) is part of a national programme to conserve Scotland’s traditional buildings and support the regeneration of town centres. CARS activity supports the Scheme of Assistance which helps address issues of housing quality and condition. Information and advice is provided

to owner occupiers, landlords and tenants of privately let properties; helping address disrepair and supporting owners of empty property to bring them back into use.

Jedburgh CARS

Jedburgh CARS completed year three of its five year duration at the end of 2019/20. Over 75 enquiries for building repair funding have been received.



By the end of year three a total of 29 individual grant offers for building repairs, towards 19 town centre buildings, totalling over £250k had been made with a number projects progressing on site. Further applications have been received which require development and assessment which will likely result in the Repair Grant fund being oversubscribed.

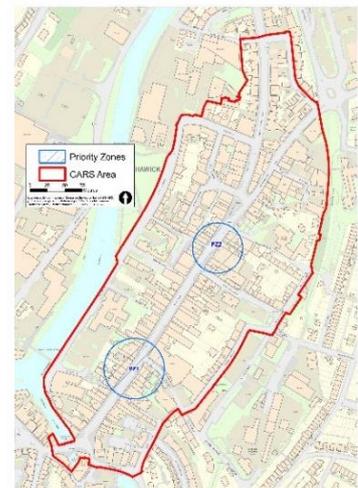
Two of the priority projects for Jedburgh CARS have been offered funding totalling over £220,000 and these will be progressed on site during 2020/21.

An additional component of Jedburgh CARS is the development of a Public Realm project which has focused on the essential repairs to the Abbey Ramparts retaining wall. The works are now fully tendered and are ready to proceed on site once a suitable start date can be identified by the contractor.

Hawick CARS

Hawick CARS formally launched in November 2019 and is scheduled to run until March 2024. There has already been significant interest in the funding available with over 20 enquiries received seeking funding for building repairs. Many of these enquiries are in the process of actively developing repair work projects and it is anticipated that a number of these will make formal applications for Hawick CARS funding during 2020/21.

The first three grant offers have already been made and these projects are due to progress on site in 2020/21 providing a significant impact within the town centre at the outset of the CARS Initiative. Hawick CARS is also assisting owners in the development of Priority Repair projects at six key locations in the town centre. Two of these projects are currently being tendered and are expected to be delivered in either 2020/21 or 2021/22.



A complementary Missing Shares initiative is also being delivered in the town to assist willing owners in progressing with essential repairs where one or more other owners has not engaged. This initiative has gained some interest and may be developed and delivered on a number of projects in the future.

Empty Homes

The Local Housing Strategy and supplementary Empty Homes Strategy sets out how Scottish Borders Council aims to identify and bring back empty homes into residential use. It identifies potential for new investment to help return empty homes to use, particularly as affordable rented accommodation.

Work has begun on the creation of an updated empty homes profile for the Scottish Borders. This will provide a more complete picture of empty homes within the region. In addition further analysis on the

current data held by the council in order to gain a better understanding of exemptions and long term empty properties has been carried out. Officers have engaged with empty home owners providing them with advice in relation to bringing empty homes back into use, including realistic timescales for the necessary work involved in doing so.

Furthermore, officers have also promoted initiatives such as the matchmaker service for empty home owners and advised owners in relation to potential VAT exemptions available for qualifying repairs as well as any potential funding opportunities such as the rural housing fund where these are applicable. In addition, council tax is levied at 200% on long term empty homes. Discretion on this higher level of Council Tax can be applied where a package of work to return the property to use is agreed.

One example of our empty homes work involved a property at High Street, Coldstream where Officers' guidance and specialist advice has helped the owner to progress works and secure VAT exemptions. Support has also been provided to assist the owner's application for the rural housing fund, with the intention of assisting the owner with bridging any funding deficit in the renovation of the listed property bringing it back in to use.



3. Good Quality and Energy Efficient Homes

Addressing Priority 2: More People Live In Good Quality, Energy Efficient Homes

Highlights

- SBC allocated £1.34m grant funding from Scottish Government for 2019/20 HEEPS: ABS
- HEEPS:ABS Air Source Heat Pump installation scheme developed to support properties in off gas areas
- 724 referrals for support via Home Energy Scotland on energy efficiency and fuel poverty
- Pilot of Missing Shares Scheme initiated in Hawick Conservation Area
- Scottish Borders Council currently has over 5,000 approved registered Landlords and over 7,800 rental properties approved
- Landlord Forum held in Galashiels with around 100 Landlords/agents attending.
- LAS and SBC training course in Tenancy Agreements & Notices for private landlords and letting agents within the Scottish Borders held in Hawick in November 2019.

Affordable Warmth and Home Energy Efficiency Strategy

To support Priority 2 of the LHS, the new Borders Home Energy Forum was established, and the Affordable Warmth and Home Energy Efficiency Strategy (AWHEEs) was launched in 2019. The Strategy will run to 2023 and will be regularly reviewed by the LHS Partnership Group and the Borders Home Energy Forum. It takes lead and inspiration from commitments on fuel poverty and home energy efficiency, as well as the ongoing wider Scottish Government support, to provide an effective Strategy that delivers for all in the Scottish Borders.

The Strategy provides actions to deliver affordable warmth for those that need it most and, a commitment to increase the energy efficiency of all homes regardless of circumstance – providing multiple benefits that reach out to the householder, providers and the wider supply chain.

Covering the period 2019-23, the Vision is that ‘more people live in energy efficient and affordably warm homes’. The Priorities that work towards fulfilling this Vision are:

- Priority 1: To collectively work with our partners to improve affordable warmth and energy efficiency in homes.
- Priority 2: To explore wider measures to better manage energy and increase warmth in the home.
- Priority 3: To ensure that the AWHEEs provides opportunities for all in the Scottish Borders.

The first year of this Strategy has now been implemented and a separate update report is currently being prepared.

The report will measure the impact and delivery of the Scottish Borders Home Energy Forum. It will look at what impact the forum has had as well as seeking feedback from members as to any changes that could be introduced to further strengthen its position and positive impact. This will enhance delivery against the forums key priorities and ensure that it remains relevant.

Eildon Housing Association's Green Homes Pilot

Eildon Housing Association has previously secured £100,000 from Construction Scotland Innovation Centre and Scottish Borders Council in order to carry out an action based research and independent evaluation exercise, which is known as the "Green House Pilot".

Seven of the Association's affordable housing projects have been selected for inclusion in the Pilot, which will involve the design, development and delivery of around 79 homes using three different energy efficient solutions such as Passivhaus, Energiesprong and Off-site construction/ Volumetric Design alongside a twelve house traditional build "control" project. The first Passivhaus development comprises three houses at Springfield Terrace Street Boswells and was completed in March 2020. The remaining 76 homes aim to be built to low or zero carbon energy efficiency standard, with estimated house completions in 2020/22.

Independent monitoring and evaluation will be undertaken by Mackintosh Environmental Architecture Research Unit within the Mackintosh School of Architecture. The research will use monitoring processes designed to measure energy efficiency and return on investment throughout the life of the Pilot. The outcomes of the research will inform the Association's new build design guide and its approach to component replacement and energy efficiency in its existing properties. It will also influence the Association's Rent Setting Policy. Eildon Housing Association propose to share the experience gained with other Registered Social Landlords and Councils across Scotland.

Home Energy Efficiency Programmes Area Based Schemes (HEEPS:ABS)

Over the last ten years of working on private tenure energy efficiency programmes in the Scottish Borders, there have been a significant number of installations of a range of measures. Key achievements over ten years of programmes in the Scottish Borders include:

- 11,465 measures have been installed across 8,221 households;
- This has been funded using £18.2 million of Scottish Government funding and leveraged £3.8 million of CERT and ECO funding;
- Installations have resulted in lifetime financial savings of £42m.
- Installations have resulted in lifetime CO2 savings of 35,238 tonnes

External Wall Installations in Town Yetholm:



The total amount of Scottish Government HEEPS: ABS 2019/20 grant awarded in the Scottish Borders is £1.34m.

It is anticipated that around 250 homes will receive free or subsidised insulation measures across the region and for the first time HEEPS:ABS also includes an Air Source Heat Pump installation scheme. The programme is live and is due to finish in December 2020.

The 2019/20 programme targets the following areas:

- External Wall Insulation (EWI): Targeting specifically Langlee, Burnfoot, Jedburgh and Hawick
- Internal Wall Insulation (IWI): Targeting all HEEPS:ABS areas across the Borders
- Hard to treat Cavity Wall Insulation (HTTCs): Targeting all HEEPS:ABS areas across the Borders

Both the Internal Wall Insulation and Hard to Treat Cavity Wall Insulation programme will enable eligible households to qualify for the scheme regardless of area. Following a successful trial in 2018/19 working in partnership with trusted voices within selected local communities to promote HEEPS: ABS, this year HEEPS:ABS is looking to identify and work in a similar capacity with further communities to replicate the positive impacts of this trial.

As HEEPS:ABS mobilises there will be local community events held to raise awareness of the external wall insulation scheme with residents (where safe to do so and in line with Scottish Government Covid 19 guidelines). Furthermore, the project has partnered with Home Energy Scotland to run after-care events providing further support where external wall insulation measures have been installed. As part of the HEEPS:ABS scheme delivery a decarbonisation Air Source Heat Pump installation proposal was developed to support properties in off gas areas.

Following data analysis of the Borders region a suitable area was identified with properties that would benefit from the installation of an Air Source Heat Pump heating system. The technology and specification was determined and a contractor appointed to deliver the measures. Table 1 shows the estimated fuel bill and CO2 savings for 2019/20.

Table 1: Estimated fuel bills and CO2 savings for 2019/20 HEEPS:ABS based on anticipated measures

Measure	Tenure			Total	CO ₂ Savings (tonnes)		Financial Savings (£)	
	Owner Occupied	Private rented	Social Landlord		Annual	Lifetime	Annual	Lifetime
Internal Wall Insulation (solid wall)	56	0	0	56	43	321	10,080	362,880
External Wall Insulation (solid wall)	86	0	0	86	65	493	15,480	557,280
Hard to treat CWI (CWI solution)	126	0	0	126	57	434	12,600	529,200
Air Source Heat Pump (ASHP)	10	0	0	10	25	500	6,950	139,000
Total	278	0	0	278	190	1,748	45,110	1,588,360

Monitoring and evaluation activities this year include customer satisfaction surveys; energy usage monitoring and; enhanced monitoring on a sample to households to include effect on temperature and energy and carbon reduction.

Home Energy Scotland Referrals



Home Energy Scotland (HES) is funded by the Scottish Government and managed by the Energy Saving Trust to provide free and impartial advice on ways to save energy, reduce fuel bills and make homes cheaper and easier to heat. They have a network of five advice centres across Scotland to help them reach householders, community organisations, businesses and local authorities in order to reduce fuel poverty and carbon emissions. They can provide advice on energy efficiency, switching suppliers, renewables, saving water, sustainable transport and refer people for benefits and tax checks.

Table 2 shows the last five years of interactions data from Home Energy Scotland for the Scottish Borders.

Table 2: Number of Home Energy Scotland interactions

	2015/16	2016/17	2017/18	2018/19	2019/20
Inbound calls	1,223	1,175	934	1,245	1,130
Outbound calls	815	592	705	977	558
Events	330	299	1,379	945	516
Other (e.g. emails, letters, home visits)	1,343	2,521	2,106	2,244	2,973
HEEPS:ABS	238	0	0	0	0
Total advice interactions	3,949	4,587	5,124	5,411	5,117

Energy Efficient Scotland (EES) Pilot Project

The Energy Efficiency Scotland Route map is to define a set of actions aimed at making Scotland’s buildings near zero carbon by 2050, in a way that is socially and economically feasible. It considers two main policy areas: fuel poverty and climate change. The two main objectives are to:

- Remove poor energy efficiency as a driver for fuel poverty.
- Reduce greenhouse gas emissions through more energy efficient buildings and the decarbonisation of heat supply.

There are 5 measures proposed to improve the energy efficiency in domestic buildings:

- By 2040 all Scottish homes achieve an EPC C, where technically and financially feasible.
- Maximise the number of social rented homes achieving EPC B by 2032.
- Privately rented homes to reach EPC E by 2022, EPC D by 2025, and EPC C by 2030, where technically and financially feasible.
- All owner occupied homes to reach EPC C by 2040, where technically and financially feasible.
- All homes with households in fuel poverty to reach EPC C by 2030 and EPC B by 2040, where technically and financially feasible.

The Energy Efficient Scotland pilot project in Peebles (Change Works in Peebles hub – CWiP) has now been extended to the whole of Tweeddale until June 2020 and focuses specifically on behavioural change and in engaging and supporting local householders and businesses to reduce energy consumption and fuel bills as well as increasing the uptake of energy efficient measures.

This is seen as the first stage in covering all five localities during the funding period of Energy Efficient Scotland. The primary target for this self-funded project is owner occupiers with an EPC banding lower than C.

Additional funding received enabled the CWiP Hub to expand to cover the whole of Tweeddale, exploring specifically the self-funded market. The primary target for this self-funded project is owner occupiers with an EPC banding lower than C.

Additionally, workshops and events were held regularly; a survey of all Peebles based businesses has been carried out; Peebles High School had received £400,000 funding and support through the capital works programme and Energy Efficient Scotland funding; there has been research across the supply chain on barriers and opportunities to implement energy efficiency measures.



Local Heat and Energy Efficiency Strategy (LHEES)

Local Heat and Energy Efficiency Strategy (LHEES) is designed to be a coordinated programme to support the local planning and delivery of improved energy efficiency in homes and buildings in the public, commercial and industrial sectors in addition to supporting the decarbonisation of their heat supply.

To date, local authorities have been encouraged, on a voluntary basis, to develop district heating strategies, as well as to outline plans to improve energy efficiency and heat decarbonisation within households across their areas

Over the past two years, the Council have worked in collaboration with Changeworks and the local community to develop a pilot LHEES in Peebles. The output is a draft pilot strategy and implementation plan to increase the level of energy efficiency measures and low carbon heat in Peebles.

The implementation plan will provide a series of short term and aspirational targets for the support of owner occupied, private and social rented as well as fuel poor households.

Borders Home Energy Forum

The Borders Home Energy Forum continues to ensure that a strategic, multi-agency approach is taken to help reduce fuel poverty, improve energy efficiency and improve health and well-being in the Scottish Borders, particularly for the most vulnerable households within the region.

The Partnership comprises organisations representing housing associations, statutory bodies, advisory groups, bodies associated with energy, affordable warmth, health and income maximisation, and representatives from Scottish Borders Council.



The Forum has acted as a catalyst for building collective support for ongoing strategies including;

- HEEPS:ABS and the Energy Efficiency Standard for Social Housing (ESSH)
- Funding opportunities are also being discussed at the Forum
- Joint proposals have been planned and submitted by RSLs
- Upcoming funding opportunities are being discussed proactively and in advance of calls being released

It has additionally served as a platform to promote and facilitate measures and schemes that target alleviating fuel poverty and increasing energy efficiency in households; as well as improving health and wellbeing.

Energy Efficient Standard for Social Housing (ESSH)

The Energy Efficient Standard for Social Housing (ESSH) aims to improve the energy efficiency of social housing in Scotland. Social landlords are required to reach a set energy efficiency rating for a household based on the housing type and fuel type used to heat it. The first milestone (ESSH 1) is for all applicable social housing to reach the minimum rating of no lower than an EPC C or D by 31st December 2020.

Progress for 2019/20 against EESSH includes:

- Waverley Housing – 96% EESSH compliance as of February 2020
- SBHA – 93% EESSH compliance by the end of January 2020
- BHA – 71% EESSH compliance with a large 140 property home improvement scheme set to deliver further improvements across 2019/20
- Eildon – 95% EESSH compliance as of March 2020

Warm & Well Borders

SBC has recently secured two years of funding to the amount of £551,000, from National Grid’s Warm Homes Fund to deliver the “Warm and Well Borders” project. This project will help develop a multi-agency approach to reducing fuel poverty, improving the energy efficiency of homes and improving the health and well-being of the most vulnerable households in the Borders.



The project will be delivered through a partnership between Scottish Borders Council, Changeworks, three local Citizens Advice Bureau, Home Energy Scotland, health and social care teams and community health organisations. By the end of the project period Warm and Well Borders aims to have supported 1,420 fuel poor households to live affordably warm at home by tackling high fuel bills, fuel debt, and supporting skills to be in better control of energy costs as well as building resilience to tackle the causes of fuel poverty.

Private Landlord Registration

The Scottish Government is committed to ensuring a well-managed, thriving private rented sector in Scotland that provides quality and security for tenants.

Mandatory registration is an important strand of the Government’s wider policy framework for the private rented sector, designed to secure good management, good standards and good behaviour across the sector, and by so doing to reinforce the positive contribution it makes to meeting housing need in Scotland.

Landlord registration gives local authorities the ability to control and regulate who can operate legitimately as a private landlord. This provides local authorities with an effective means of dealing with the worst performing landlords who, by their behaviour and attitude, mismanage their properties, or fail to act in respect of their anti-social tenants and cause misery for their own tenants, other tenants, neighbours and communities.

Better understanding of the sector has led to more relevant and effective local policies to improve, regulate and support the contribution that the private rented sector makes, to local economies and local housing markets.

At the end of the 2019/20 period there were over 5,000 approved registered Landlords and more than 7,800 rental properties within the Scottish Borders.

Statutory guidance emphasises the importance of liaising with private landlords and their tenants, including considering a range of actions to help landlords reach the standards required in privately letting properties, and keeping them informed of any changes in legislation.

In recent years emphasis has shifted from registration enforcement to a liaison and support service for landlords and tenants. The Service provided is focused on engagement, and enforcement is applied as a last resort. Key engagement activities include:

- Scottish Borders Council, in partnership with Landlord Accreditation Scotland (LAS), hosted a free Landlord Forum for landlords and letting agents registered with the council. The event took place in Galashiels in October 2019 covering subjects such as the new energy efficiency legislation.
- In November 2019 the Council along with LAS provided a training course, held in Hawick, on Tenancy Agreements & Notices for private landlords and letting agents
- Updating the website to provide relevant information to landlords such as Scottish Government guidance during Covid-19
- The introduction of an additional expiry reminder letter to lessen the number of landlords missing their renewal date
- After the introduction of prescribed information checks, officers have been working closely with landlords to help them understand their obligations
- Rent penalty notices have been issued as a last resort where landlords fail to meet legal standards
- Fit and proper tests have been carried out in line with Scottish Government legislation to ensure the suitability of landlords within the region



The Liaison & Enforcement Officer has initiated 275 actions involving private landlords in relation to registration issues in 2019/20.

In addition there have been a total of 50 inspections undertaken in relation to complaints regarding condition, repairing standards and management practices. This work involves working closely with affected parties to reach a satisfactory conclusion.

Scheme of Assistance



Introduced by the Housing (Scotland) Act 2006, to address issues of housing quality and condition in the private sector, the Scheme of Assistance changed the way local authorities can help home owners and the private rented sector to carry out repairs, maintenance and improvements.

The Scheme of Assistance is aimed at private home owners including owner-occupiers, landlords and tenants of privately let properties, who are looking for advice and assistance regarding property repairs and adaptation works.

The Scheme of Assistance helps to achieve the Local Housing Strategy's vision, with particular contribution to Priority 1, Priority 2 and Priority 4. These priorities are supported through a range of services which:

- Help older people and people with disabilities who are living in the private sector to make adaptations to their homes ensuring that they are able to live in a safe environment within their own property (Priority 4)
- Working with Environmental Health and Building Standards to address disrepair in private sector homes (Priority 2)
- Ensuring that properties in the Private Rented Sector meet the repairing standard and providing advice to both tenants and landlords about their rights and responsibilities
- Support owners of empty property to bring them back into use (Priority 1 & 2)

The Scheme of Assistance offers:

- Information and advice for private sector housing residents on home repairs, maintenance, improvements and adaptations.
- Common repairs work, engaging with and bringing together multiple owners to resolve complex repairs
- Working with Building Standards to deliver enforcement work
- Practical assistance through services offering help relating to repair and maintenance of private sector homes.
- Financial help to cover some (or all) of the costs of eligible adaptations.
- Information and advice to support empty homes owners to bring them back into use.

The Council have further developed the information and advice available, in particular relating to organising common repair which includes working towards a pilot project to introduce missing shares.

During the reporting period practical assistance was given to 40 cases; repair and maintenance including common repair; empty homes advice; support to landlords and tenants and, as a last resort, enforcement. In addition general information and advice was also provided in regard to private property house condition concerns.

Missing Shares Scheme

Under the Housing (Scotland) Act 2006 a local authority can consider paying a missing share where the majority of owners have agreed to carry out necessary common repairs and maintenance but they cannot progress the repair because either an owner is unable or is unwilling to pay or it is unreasonable to require the owner to deposit the sum in question or where the owner cannot be identified or found by reasonable inquiry. This can hold up much needed repairs.

Under this scheme and, depending on the circumstances and eligibility criteria, the Council could choose to pay a missing share on behalf of an owner and recover the contribution. This means that owners can get on with their repairs.

In 2019 Scottish Borders Council agreed to pilot a Missing Shares Scheme in the Scottish Borders. Initially this pilot will target the Hawick Conservation Area over a two year period. The intention is to manage the Missing Shares scheme in tandem with the Scheme of Assistance and to support activity through the approve Hawick Conservation Area Regeneration Scheme. The pilot will be reviewed regularly and progress monitored.

4. Homelessness

Addressing Priority 3: Fewer People Are Affected By Homelessness

Highlights

- During 2019/2020, 928 households approached the Council's Homelessness Team for advice and/ or assistance
- 628 households were assessed as unintentionally homeless or threatened with homelessness
- 91% of households assessed as unintentionally homeless secured settled accommodation
- During 2019/20 the Housing support team received 388 new referrals. The number of cases closed during 2019/20 was 255 of which 80% were closed due to a successfully completed intervention.
- RSLs have made changes to their Allocations Policies that will help to resolve homelessness quicker
- The Council and its partners commenced implementation of its Scottish Borders Rapid Rehousing Transition Plan
- The TCAC Supported Accommodation Project reach its 10 year anniversary. 91% of care leavers who stayed there went on to maintain successful tenancies

Key Homelessness Statistics

- 928 households approached the Council's Homelessness team for advice and/or assistance
- 770 households presented as homeless, this remains a relatively stable figure with 768 statutory homeless presentations in 2018/2019
- 645 households were assessed as homeless or threatened with homelessness, this is an increase of 2.5% from 2018/2019 but is lower than the national increase of 4%. Of which, 628 were assessed as unintentionally homeless or threatened with homelessness
- The level of repeat homelessness applications in Scottish Borders remains low, only 4.5% of new homelessness assessments had applied within the previous year. This is lower than the most recent national average of 5.7%.
- 91% of households assessed as unintentionally homeless secured settled accommodation. This compares favourably with the most recent national average of 82%.
- Contact with homeless households was maintained until closure in 88% of cases, maintaining the same level from 2018-2019.
- For homelessness cases that closed in 2019/20 it took an average of 117 days from assessment to closure, compared to the national average for the same period of 224 days.
- The use of bed and breakfast as a temporary accommodation option in Scottish Borders remains minimal with only 8 households entering bed and breakfast during the year.
- 256 statutory homeless cases were open at the start of the period and 224 cases at close of period, which represents a 4.5% reduction and a reduction of 14.5% since 1st April 2018. This indicator is especially encouraging in the



context of the Scottish Governments 'Ending Homelessness Together' commitment, and our corresponding Rapid Rehousing Transition Plan commitment, to reducing the 'backlog' of homelessness cases and, correspondingly, the level of need for temporary accommodation.

Partnership Working

Scottish Borders Council continues to work in partnership with Registered Social Landlords and other providers to ensure a wide range of services are available to ensure that fewer people are affected by homelessness.

The Housing Options Protocol for Care Leavers in the Scottish Borders, which was developed and implemented in partnership between the Council and the four locally based Registered Social Landlords in 2017/2018, seeks to ensure that the priority accommodation and support needs of care leavers are recognised in order that their needs for suitable housing are met in a planned and sustainable way. One of the key aims of the protocol is to ensure that care leavers do not need to enter the homelessness system in order to access housing. Continuing application of the Protocol during 2019/2020 saw seven care leavers achieving a permanent housing solution and three accessing supported transitional flats within Through Care After Care (TCAC) Supported Accommodation Project at Albert Place.

The Through Care and After Care Supported Accommodation Project reach its 10 year anniversary this year. Over the past ten years, 36 care leavers have lived there and moved on to permanent housing in the community. Out of those 36, 33 of them have been successful in maintaining a tenancy for 12 months or more. This equates to a success rate of 91%

The 'Sustainable Housing On Release for Everyone' (SHORE) standards, which were launched nationally 2017, are intended to ensure that the housing needs of individuals in prison are addressed from an early stage and in a consistent way across Scotland. The standards are designed to ensure that people leaving prison can access services and accommodation in the same way as people living in the community. During 2019/2020, the council continued worked closely with the Scottish Prison Service on an information sharing protocol which was adopted and has improved the information sharing arrangements and has contributed to the aspirations of SHORE, allowing for earlier intervention both in terms of the prevention and resolution of homelessness.



In May 2019 Scottish Borders Housing Association implemented a new allocations policy which changed the way in which homeless applicants were allocated permanent housing. The new process involves the matching of homeless applicants to void properties and has increased the percentage of let's being allocated to homeless households from 23% in 2018/19 to 39% in 2019/20 and is in keeping with the aims and objectives of the Rapid Re-housing Transition Plan.

Borders Homelessness and Health Strategic Partnership (BHHSP)

The Borders Homelessness and Health Strategic Partnership (BHHSP) established in 2018/19 continues to operate with a key focus on the implementation of the Scottish Borders Rapid Rehousing Transition Plan. The BHHSP includes senior officers from Scottish Borders Council and NHS Borders with responsibility in homelessness, health and social care, public health, social work, property management and housing strategy. The four locally based Registered Social Landlords who own the majority of the social rented housing stock in the Borders have representation from senior officers. These are; Berwickshire Housing Association, Eildon Housing Association, Scottish Borders Housing Association (SBHA) and Waverley Housing.

Rapid Rehousing Transition Plan (RRTP)

Rapid Rehousing is a key component of the whole-system approach whereby the responsibility for tackling homelessness lies not just with Local Authorities but with housing providers, Health and Social Care Partnerships and the broad range of organisations that provide support. Housing First is a key element of this.

Housing First provides general settled housing as a first response for people with complex needs, recognising that a safe and secure home is the best base for recovery, it offers personalised, open-ended, flexible support for people to end their experience of homelessness and address wider needs.



Development of the Scottish Borders RRTP has been led by the Borders Homelessness and Health Strategic Partnership and has included consultation with key partners including the Borders Housing Alliance and the Health and Social Care Integration Strategic Planning Group.

Implementation of the RRTP commenced in March 2019 (2019/20), which includes the development of projects to be launched from late 2020 onwards.

A Rapid Rehousing Development Officer was appointed in January 2020 and will play a key role in the implementation of the RRTP and achieving the aims and objectives of the plan.

November 2019 saw the publication of the national 'Way Home Scotland' guidance, which aims to improve housing pathways for care leavers. Scottish Borders Council welcomes the guidance and is committed, in principle, to its recommendations as we work towards ending homelessness in Scotland and implementing the Scottish Borders RRTP.

Housing Support

The Housing Support Service forms part of the Council's Homelessness and Financial Support Team and consists of an internal Housing Support team and a commissioned service.

Housing Support offers accessible, flexible and personalised support to individuals in critical need to enable them to secure, establish, manage and maintain their home. The team's objectives are to:

- Prevent homelessness through the provision of person centred housing support
- Prepare individuals/households for independent living, and help them maintain their housing independence
- Assist and support households towards securing suitable, affordable, sustainable permanent accommodation
- Support households regardless of accommodation status i.e. in temporary accommodation, at home and no fixed abode
- Promote the health, wellbeing and social integration of homeless households

During 2019/20 the Housing support team received 388 new referrals, while the number of supported people who received a service during the reporting period was 395. The average number of working days it took to engage a supported person within the service was 9 working days. The number of cases closed during the period was 255 of which 80% (204) were closed due to a successfully completed intervention.

During 2019/20, 100% of the feedback received from supported people confirmed that they were satisfied with the service they received and had achieved their personal goal set out in their support plan.

Table 3 highlights partner feedback during 2019/20. Partners were asked to rate how well they felt the Housing Support team worked in partnership with them, clearly showing that over 80% of partners felt that the Housing Support Team worked either extremely or very well with them.

Table 3: Partner Feedback to Housing Support Service

Partner Feedback	%
Extremely well	36%
Very well	45%
Somewhat well	13%
Not so well	3%
Not at all well	0%
Not Answered	3%

Partners were also asked to rate the quality of support that the Housing Support team provided, Table 4 shows that the vast majority of partners rated the quality of support as being either very high quality or high quality.

Table 4: Partners Feedback on Quality of Support

Quality Option	Percent
Very high quality	36%
High quality	45%
Neither high nor low quality	13%
Low quality	0%
Very low quality	0%
Not Answered	7%

Below are a few comments from partners who were asked what they felt the Housing Support Team were doing well and what was working:

- 'I feel the service is a vital component of homelessness services and we rely on their hard work and expertise to support vulnerable clients in their resettlement. Without them I have no doubt there would be a massive increase in the failure of tenancies and people would struggle to maintain them.'
- 'Great communication, partnership working, active problem solving and ability to look for solutions out of the norm'
- 'Huge amount of knowledge and skill with regards to all tenancy issues. Provide flexibility and compassion for services users and an understanding as to the complexities of working with particularly vulnerable and at times challenging service users.'

- ‘Good joint working - and communication with the Justice Service.’
- ‘It is a great service that is essential for other professionals and service users alike’
- ‘Individualised support provision where tenant’s needs are identified.’

Scottish Housing Day



Scottish Housing day was held on the 18th of September 2019. To mark Scottish Housing Day, Scottish Borders Council joined up with RSLs, other Local Authorities and other organisations across Scotland to promote Housing as a Human Right.

Councilor Mark Rowley, SBC’s Executive Member for Business and Economic Development said:

“Everyone should have access to a safe, secure and affordable home and Scottish Housing Day brings together the entire housing sector to celebrate the positive impact that good quality housing makes to the lives of people and communities right across Scotland, as well as highlighting the range of housing options that are available”.

Throughout the day information on housing was publicised across the Council’s social media platforms to provide information, advice and awareness of all the services the council offers in relation to homelessness, housing and other housing related services.

A bake sale was held at Council HQ reception in Newtown St Boswells, raising a total of £315 for Home Basics. Home Basics is a small local charity which helps families on low incomes in the Scottish Borders furnish their homes.



5. Support to Live Independently

Addressing Priority 4: More People Are Supported To Live Independently In Their Own Homes

Highlights

- 5 wheelchair accessible units delivered throughout the region
- Extra Care Housing under construction at sites in both Duns and Galashiels
- A study on Wheelchair Accessible Housing in the Borders has been completed. The finalised report “Space to live – Wheelchair accessible housing in the Scottish Borders” was finalised in January 2020
- 116 major adaptations provided by RSLs

Extra Care Housing

The “Integrated strategic plan for Older People’s Housing Care and Support 2018-28” sets out a number of strategic actions, in particular development of Extra Care Housing in the main towns within the Scottish Borders. This helps to tackle “not fit for purpose” older people’s housing and supports the delivery of 300 new homes for older people. Individual project proposals to deliver on these have been identified in the SHIP 2020/25.

New governance arrangements are being developed which will integrate the 2018-28 strategy into new work streams in order to develop a wider Scottish Borders interagency Older Persons Strategy. The Extra Care Housing working group will continue to oversee the delivery of the programme. Developments are currently under construction in both Duns and Galashiels.

Wheelchair Accessible Housing Need Study

Based on commitments in its Delivery Plan, in March 2019 the Scottish Government issued guidance to councils requiring them to set targets for the delivery of wheelchair accessible homes across all tenures and to develop plans for meeting these. In response to this, the Council’s Housing Strategy Team commissioned consultants to investigate:

- The numbers, profile and views of wheelchair users and other people with substantial mobility issues who are likely to require wheelchair or similar forms of accessible housing.
- The current stock of housing suitable for wheelchair users, particularly in the social housing sector.
- The challenges wheelchair users and their families experience in securing a suitable home and the factors that have contributed to this.
- Current and potential shortfalls in the provision of wheelchair accessible homes with particular reference to affordable housing provision.

Following the delivery of the finalised report titled “A space to live – Wheelchair accessible housing in the Scottish Borders” by consultants in January 2020, work has continued to engage stakeholders. It is intended that the action plan will now be delivered and integrated with the Local Housing Strategy 2017-22 actions through the LHS monitoring and reporting processes.

The final report identified a wide range of issues and challenges which will need to be addressed at national as well as at a local Scottish Borders level by the council and partner agencies. The core findings indicate

that up to 20 new wheelchair accessible homes will be required, per year, across all tenures in order to address current unmet and future need. It is anticipated that this report and its findings will be used to inform interagency planning and resource allocation processes.

The finalised report will be used to inform setting a revised proposed Scottish Borders Council wheelchair accessible housing target with a committee report being drafted for consideration by the Executive Committee in 2020-21. The finalised report will also influence the house type/size mix of individual pipeline affordable housing projects being developed by Borders Registered Social Landlords.

Wheelchair Accessible Housing Delivery

During the 2019/20 period five units have been delivered which meet wheelchair accessible housing standards. Units were delivered by Berwickshire Housing Association at The Glebe in Chirnside as well as at Todlaw Park in Duns. Eildon Housing Association also provided properties at Howdenburn in Jedburgh and the former GP surgery in Town Yetholm.

Care and Repair

The Council has a contract with Eildon Housing Association to deliver the Borders Care and Repair Service. The aim of the service is to enable older people and people with disabilities living in the private sector to have warm, well maintained and safe homes. Care & Repair helps to achieve this by:

- Providing help and advice on housing repairs, improvements and adaptations, and to ensure the work is carried out in accordance with The Care & Repair Standards.
- Providing a Home Handyperson service to help to support community care groups (prioritising older people and people with disabilities), to continue to live at home through the provision of practical household help and support.



The service is available to:

- home owners over 60 years of age
- private tenants over 60 years of age
- disabled owners or private tenants of any age

During 2019/20, Care and Repair handymen fitted a total of 2,038 grab rails throughout the Scottish Borders.

Disabled Adaptation Outcomes

A major adaptation involves permanent changes to the structure of a person's home. These works are subject to mandatory grant provision and are prioritised for financial assistance by Scottish Borders Council. These include:

- Provision of standard amenities which can include an extension to provide any or all of the standard amenities;
- Provision of structural adaptations with the exception of extensions, to provide living accommodation.

During the 2019/20 period a total of £439,345 was spent on adaptations throughout the region. Table 5 details the types of adaptations that were installed within the Scottish Borders.

Table 5: Major Adaptations (Private) Completed in 2019/20

Adaptation Type	Number Completed
Curved Stair Lift	4
Closomat	2
Convert Garage to Bedroom & Wet Floor Shower	1
Convert Room into Bedroom & Shower Room	1
Create Downstairs Shower Room	1
Extension with Wet Floor Shower	1
External Ramp	3
Level Access Shower	39
Ramp	2
Stair Lift	18
Wet Floor Shower	5
Wet room	3
Widen Doorways	1
Widen Path for Wheelchair Access	1
Total	82

Within the Scottish Borders there are currently 1,065 signed up members subscribed to the Handyperson Service. During 2019/20, the Care and Repair Handyperson Service fitted a total of 2,038 grab rails, at a total cost of £7,085. Table 6 details information on small repairs and adaptations and the Handyperson's Service.

Table 6: Small Repair & Adaptations & Handyperson 2019/20

	Number Completed	Spend
Small Repairs & Adaptations	400	81,946
Handyperson Jobs	4,060	Subscription Service

In 2011 there was a significant move to the development of a 'One Stop Shop' model for all adaptations in the Borders, which was achieved through an agreement with each of the four larger Registered Social Landlords (RSLs). This provides a consistent adaptation service to all people in the Borders regardless of tenure.

Through the One Stop Shop approach, Care and Repair effectively spend the funding awarded from the Scottish Government national budget, referred to as Stage 3 funding, for each of the RSLs. Table 7 details the number of major adaptations and spend by each RSL.

Table 7: Major Adaptations carried out by RSLs in 2019/20

RSL	Number Completed	Spend
Berwickshire Housing Association	23	£79,451
Eildon Housing Association	24	£86,369
Scottish Borders Housing Association	54	£197,468
Waverley Housing	15	£45,252
Total	116	£408,540

6. Some key developments for the year ahead

As the Annual Report for 2019/20 is being finalised, work and life has changed dramatically due to the coronavirus crisis. Each Local Authority and Housing Association across the country has had to adapt the way they work, while ensuring tenants, customers and those at risk of homelessness continue to get the services and support that is needed now more than ever.

Local Authorities and Housing Associations have been on the front line of the crisis, supporting communities to adjust to the huge challenges they now face. Continuing our commitment to ensuring everyone has a home which meets their needs is more vital than ever and looking to the year ahead SBC and partners will be working hard to deliver on the ambitions of the Local Housing Strategy and working towards ensuring that people have access to affordable, good quality housing and feel safe and supported in their homes.

The impact of the pandemic has already been felt within the region, development at sites has been put on hold or delayed and project teams are now planning how to restart sites in the safest way possible when lockdown restrictions are eased.

Advice has been given to the region's landlords throughout the pandemic, they have been kept up to date with the latest Scottish Government advice through our webpages which have been regularly updated as the situation evolves.

The year ahead will see continued efforts to help ensure that every person in the Scottish Borders lives in a home that meets their needs. As far as possible given the uncertain context of the impacts of Covid-19 this will be through the delivery of more affordable homes; ensuring people live in good quality, energy efficient homes and ensuring people have the support that they need to live independently. Scottish Borders Council greatly appreciate the hard work that our local partners and communities have contributed towards the delivery of our ambitious targets set out in the LHS and will continue to build on those excellent foundations, maintaining the momentum of delivering on the Local Housing Strategy.

Strategic Housing Investment Plan 2021-2026

The Scottish Government has allocated £16.972m to the Scottish Borders in 2020/21. Work has begun to draft the next Strategic Housing Investment Plan (SHIP) 2021-26 to set out affordable housing project priorities, which currently indicates that all being well, it is anticipated that up to 383 affordable homes could potentially be delivered during 2020/21.

It is expected that the SHIP 2021/26 will be due to be submitted to Scottish Ministers by the 30th of October 2020. However, there are considerable uncertainties in the housing sector regarding the future level of the Affordable Housing Supply Programme budget allocations beyond the Scottish Parliamentary election which is due to be held in May of 2021.

Housing Need and Demand Assessment (HNDA)

The previous HNDA for the SESPlan area¹ was signed off as robust and credible by the CHMA in March 2015. Since then, and in particular over the last 12 months, there have been significant changes to the legislative, policy and guidance context, impacting on SESPlan, the City Deal and SESHoF (South East Scotland Housing Forum) activities.

¹ City of Edinburgh, East Lothian, Midlothian, West Lothian, Scottish Borders and part of Fife

SESHoF have been working closely with Heads of Housing across the respective local authorities to raise awareness of HNDA3, and communicating with the SESPlan Project Board and the Edinburgh City Region Deal Housing Partnership to agree a project plan for HNDA3.

SESHoF have discussed how to prioritise work for HNDA3 and how this will align with the National Planning Framework (NPF4). It is anticipated that the proposed timescales could ensure the HNDA3 receives robust and credible status from the CHMA by the end of 2021/22 financial year.

Housing to 2040

The Scottish Government have begun to consider longer term aspirations for housing in Scotland and the opportunities for how this might be achieved. Following on from the Housing Beyond 2021 paper that published in September 2018 and aimed to help inform discussions on the future of housing, a report on these discussions was published in May 2019 and the paper was renamed 'Housing to 2040'

The purpose of Housing to 2040 is to plan together how homes and communities in Scotland should look and feel in 2040, taking account of the range and variety of places across Scotland, from urban to rural to island.

The draft housing vision for 2040 describes in more detail what the housing system will look and feel like in the future. It is meant to be ambitious and aspirational:

- High quality sustainable homes
- A well-functioning housing system
- Sustainable communities
- Homes that meet people's needs

The 15 principles underpinning the vision are a high-level guide to how policy decisions might be made to make the vision a reality. It is expected that the final version of the Housing to 2040 Report and Route Map will be published later on in 2020.

Town Centre Work

Housing has a significant role to play in contributing towards and helping to maintain the vibrancy of our Town Centres.

Through implementing actions outlined in the LHS, in 2020 the Council will continue to work with partners on initiatives to improve our town centres, including support to reduce the number of vacant properties, the preparation of Town Centre Housing Contribution Statements, targeting energy efficiency measures within CARS areas, such as Jedburgh and Hawick; as well as the missing shares pilot in Hawick an initiative which has gained interest which will hopefully be built upon.

Implementing the Wheelchair Accessible Housing Study

Following the delivery of the finalised wheelchair housing study report titled "A space to live – Wheelchair accessible housing in the Scottish Borders" by consultants in January 2020, the council have continued to engage with stakeholders to discuss how the report will be delivered. The action plan was developed by the consultants as part of the stakeholder engagement workshops and will now be delivered and integrated



with the Local Housing Strategy 2017-22 actions through normal action monitoring and reporting processes.

The finalised report will be used to set a revised proposed Scottish Borders Council wheelchair housing target once this has been considered by the Council's Executive Committee in 2020-21. The finalised report will also influence the house type and size of individual pipeline affordable housing projects being developed by Borders Registered Social Landlords through the Strategic Housing Investment Plan.

Undertaking an assessment of Supply and Demand in the Social Housing Sector

Undertaking an assessment into the demand and supply of housing in the Scottish Borders will provide key information around the mismatch that may be present within the Scottish Borders social housing sector, as the gap between demand and supply of housing of the right type and quality in the right places is considered to be an issue in some areas. With social housing under increasing pressure it is important to understand what can be done to better utilise current stock and ensure that future stock is addressing the need and demand of the Borders population, including those at risk of, or currently facing, homelessness.

This study will be of particular support to Priority 1 and 3 of the LHS and the development of the next LHS expected to cover the period 2023-2028. This research will also play a vital role in the delivery of the Scottish Borders Rapid Rehousing Transition Plan, which aims to prevent, and ultimately eradicate, homelessness through the timely provision of a stable and suitable home.

Private Sector Housing

The private sector is the biggest tenure in the Scottish Borders with a large percentage of the population either owning their own homes or renting privately. One of the key challenges in this sector is to ensure everyone is living in good quality homes. Good quality housing makes an important contribution to many aspects of a successful Borders including supporting local economies, improving individual's health and well-being and by making communities safer.

Over the next year, the Council will be undertaking a significant amount of work to improve our understanding of the condition of private sector housing through the development of the Private Sector Housing Condition Improvement Action Plan.

The plan will set out how the Council, with partners, will support the improvement of private sector house conditions by tackling disrepair and below tolerable standards across tenures.

The team has worked closely with landlords over the past year developing new processes to improve our service and will continue to do so moving forward for example keeping landlords up to date with proposed energy efficiency measures in the private sector and providing advice where needed.

Fuel Poverty and Energy Efficiency

Living in a warm, comfortable and energy efficient home is something that everyone should have access to and this is why it is a priority in the LHS. The Affordable Warmth and Home Energy Efficiency Strategy was developed in 2018/19 and the first year of the strategy has been implemented.

The Borders Home Energy Forum is in a strong position to deliver, and monitor progress against the Affordable Warmth and Home Energy Efficiency Strategy. It will continue to work closely to deliver against Scottish Government targets, as well as targeting efforts to work collectively on issues of fuel poverty and energy efficiency.

The recent consultation on improving energy efficiency to support national efforts to reduce greenhouse gas emissions and to address fuel poverty has seen a response from officers within the department who are well placed to provide support and guidance to property owners in the event of any new measures introduced.

Beyond Energy Efficiency Standard for Social Housing (EESH2)

The Energy Efficiency Standard for Social Housing (EESH) was introduced in March 2014 and sets a milestone for social landlords to meet for social rented homes by 31 December 2020. As stated earlier in this report Registered Social Landlords in the Scottish Borders are on track to meet this standard and have made significant investments in properties to meet these targets.

Under EESH2, all social housing must meet, or can be treated as meeting EPC Band B (Energy Efficiency rating), or is as energy efficient as practically possible by the end of December 2032 and within the limits of cost, technology and necessary consent.

This will have implications in the Scottish Borders due to the rural nature of the region higher percentage of pre-1945 solid walled properties that are more expensive to bring up to the required energy efficiency standard. Similarly, having a large percentage of properties off the gas grid also brings additional costs and challenges in improving the energy efficiency rating of a property.

Homelessness

With the appointment of dedicated Rapid Rehousing Development Officer and additional development resources allocated to Rapid Rehousing we look forward to working towards the 'Ending Homelessness Together' commitments, by progressing the Scottish Borders RRTP with our Housing Association and Health and Social Care partners. We are mindful of the changing landscape brought about by the coronavirus crisis and the impact this has had on the development of our RRTP, however, we are equally aware of the significant contribution that our RRTP can make during our recover period and the opportunities that have generated from the strengthened relationships during the pandemic.

Housing and Communities

Housing has an important role to play in our communities, not just by providing safe, secure and affordable homes but by contributing on a wider scale to the places and spaces in which we live and where communities can thrive.

There is a significant stimulus to the local economy with the development of new housing, in addition Housing Associations support a range of community initiatives and provide a wide scope of additional services such as befriending services, support services, financial inclusion activity, community gardens, supporting the third sector and many other examples from all our local RSLs.

In addition new more environmentally friendly construction methods are being trialled throughout the region as well as the regeneration of areas such as Upper Langlee.

Berwickshire Housing Association are currently developing the 'Bumblebee Garden' a dementia friendly sensory garden at Todlaw in partnership with A Heart for Duns, Community Integrated Care (CIC) and with HARTS who are main contractors in the housing development at Todlaw.

In addition a Community Garden at Todlaw in a slightly larger gap site between new housing developments is being developed. This will be completed in partnership with Abundant Borders and will include an orchard, raised beds and other facilities to encourage use of the garden by tenants and their families.

Berwickshire Housing Association sponsored and supported the Living and Caring for Dementia Event held in Duns in October 2019 which gave information about the services, organisations and practical support that is available locally to people affected by dementia and their carers / families.

In addition Eildon Housing will be looking to continue their green pilot scheme with sites at Denholm, Westruther, Innerleithen and Galashiels.

There are a number of challenges facing us over the lifetime of this Local Housing Strategy, however, Scottish Borders Council and LHS Partners recognise the opportunities not only to provide good quality homes for all within sustainable communities, but to also stimulate community regeneration, the local economy, protect the environment and improve social wellbeing and inclusion.

Collaborative working to deliver on the ambitions of this LHS is paramount, and through continued effective partnership working the vision of the LHS is being taken forward. Collectively we aim to build upon these achievements to ensure the Scottish Borders remains a place where everyone is able to enjoy affordable, good quality housing in a pleasant and safe environment.



You can get this document on audio CD, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

HOUSING STRATEGY, POLICY & DEVELOPMENT

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LHS 2017-2022 Monitoring Tool

2019/20 – Year Three



There are significant issues that require immediate remedial action. **WILL IMPACT ON SERVICE DELIVERY**



Issues have been identified that will require remedial action if work is to remain within tolerance. **NOT ON SCHEDULE BUT WILL NOT IMPACT SERVICE DELIVERY**



Progressing to plan.

LHS Priority 1: The supply of housing meets the needs of our communities

Outcomes:

1.1 Increase the supply of affordable housing					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Review and update Strategic Housing Investment Plan (SHIP) in accordance with Scottish Government Guidance	Liaise with RSLs for SHIP Project Prioritisation	Ongoing work with RSLs, meetings continue on a regular basis		SHIP Working Group	Strategic Housing Investment Plan (SHIP) 2020-2025 SHIP 2019-2020 Progress Delivery Report
	Liaise with Scottish Government quarterly through SGMHD Liaison Meetings	Ongoing work with Scottish Government, meetings continue on a regular basis			
	SHIP Delivery Support Group to continue to meet regularly	The group was established in 2017/18 and continues to improve working relationships with the development management team and help unlock a number of projects in the Borders			
	Submit SHIP 2020-2025 to Scottish Government in November 2019	SHIP 2020-2025 was submitted to Scottish Government at the end of October 2019. The SHIP received very positive feedback from the Scottish Government			
Identify mismatch of supply and demand in social rented housing, including need for re-provisioning, to inform investment priorities	Continue regular meetings with the Borders Housing Alliance	Meetings are on a frequent basis with the four local RSLs		LHS Partnership Group	Border Housing Alliance Minutes SHIP 2020-2025 Learning Disability Service Strategic Commissioning Plan 2016-19 Space To Live: Wheelchair Accessible Housing in The Scottish Borders SESHoF Minutes Langlee Steering Group minutes
	Working with the Learning Disability Service to identify supported accommodation solutions	SBC housing attend the Learning Disability Commissioning Group to provide a link with delivery of SHIP projects			
	Collaborate with the Mental Health Service to support the delivery of supported housing service	Eildon Housing Association investigating potential site opportunity			
	RSLs developing individual site proposals for SHIP sites	Ongoing work as part of affordable housing delivery			
	Liaise with RSLs to gather information on tenants and those on their housing registers to better understand stock and client groups across the Borders, and explore the potential to commission a piece of work to identify this (if appropriate).	A mis-match project brief has been developed and agreed with the RSLs. Work on this will begin in 2021/22.			
	Undertake an assessment of supply and demand in the social housing sector	A mis-match project brief has been developed and agreed with the RSLs. Work on this will be being in April 2021			
	Commission Consultants to undertake a study on wheelchair housing	Consultants were appointed in March 2019. Work was carried out throughout 2019 and the Wheelchair Accessible Housing Study and associated Action Plan was completed in January 2020			
	Await clarification of HNDA3 timescales and requirements	There have been ongoing discussion with SESHoF, City Region Deal Housing Board and the Scottish Government to discuss the timelines of HNDA3. Its anticipated work will begin in summer 2020.			
	Continue to work to support with Waverley Housing to progress work on Upper Langlee Regeneration	There are 229 homes in the study area and the proposals envisage the demolition of 159 homes, refurbishment of 68 homes and provision of 112 new build energy efficient homes for social rent. The refurbishment element of the regeneration proposals to 68 homes has been awarded to a contractor with work starting on site in January 2020 with a planned completion date of August 2020.			
Implement the actions identified in the Young Persons Housing needs study	Actions from the Young Persons Housing Study are being implemented. A progress report for year 1 is currently being drafted		The Housings Needs and Aspirations of Young People; Scottish Borders 5 Year Action Plan April 2019		
Accelerate infrastructure projects to enable affordable housing projects to proceed; engage with infrastructure development agencies and national/regional construction firms to identify housing led growth opportunities (in/around the Border railway corridor)	Engage Scottish Government to review and extend use of Housing infrastructure funding	Discussions initiated with Scottish Government via Edinburgh and South East Scotland City Region Deal		SBC, HfS, Developers, Scottish Enterprise	City Deal Workstreams Minutes Regional Housing Board Minutes SHIP 2020-2025 Housing Supply Strategy 2018-2028
	Identify potential Housing Infrastructure Fund project bids	No new housing infrastructure bids identified			
	Develop Supplementary Planning Guidance	Draft Supplementary Planning Guidance for the Lowood strategic site has been developed and was agreed by the Council during the 2019/20 period. This has now been published as a Consultative Draft with public consultation open until May 2020.			
	Identify infrastructure investment and funding requirements to facilitate developments at Lowood	Once the Supplementary Planning Guidance has been finalised and agreed, it will steer future work to agree a master plan for development, help assemble infrastructure investment and implementation phasing packages.			
	Develop actions related to infrastructure to support housing growth in the final draft of the Housing Supply Strategy.	A review of the first year of implementation on the Housing Supply Strategy is underway. This will include an update on actions, including actions on infrastructure			

Build capacity in the construction sector through training and employment initiatives to ensure businesses compete more efficiently	Work together with other LA's within the City Deal Region to promote training and working in the construction sector via the skills and innovation work stream.	A new Regional Housing Board was established in the spring of 2019 as a means of better engaging the housing sector and harnessing its potential contribution towards the wider City Region Deal objectives.		SBC, Borders College, South East Scotland Housing Forum	City Deal Workstreams Minutes
	Work with Economic Development, particularly in response to the establishment of the South East Scotland Enterprise Agency, to support increasing capacity in the construction sector.	RSLs and SBC forging new linkages with the new agency.			Regional Housing Board Minutes
	Monitor and evaluate Eildon Housing Association working in partnership with Harts builder to create apprenticeships and training opportunities through the delivery of affordable housing projects	Eildon Housing Association and Harts working in partnership to create apprenticeships and training opportunities through the delivery of affordable housing projects. Eildon and Harts have jointly funded a Community Benefits Officer A review is expected to be carried out by Eildon Housing and is part of a planned action in the Housing Supply Strategy			Housing Supply Strategy 2018-2028
Proactively engage with housing land owners and developers to improve communication, share market intelligence, influence value expectation and cultivate development opportunities	Continue to engage with landlord owners and developers	Ongoing work through discussion planning, prior to pre-planning application through SHIP and through Housing Land Audit processes		SBC, RSL's	SHIP 2020-2025
	Explore Homes for Scotland facilitated workshop with the Plans and Research Team (Planning)	This has been identified as a priority in the Housing Supply Strategy and initial discussions have taken place with planning. This will be taken forward into 2020/21.			Housing Supply Strategy 2018-2028
1.2 Increase options for affordable housing					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Based on improved intelligence of the economies of development in the Borders, examine innovative procurement techniques, construction technologies, partnership agreements and funding models to maximise the delivery of housing supply	Ensure improved intelligence is in the SHIP and is part of the development of the SHIP	Short life working group established to look at modern methods of construction and other off site construction methods and opportunities City Region Deal is looking at modern methods of construction which could manifest through the SHIP As the of their Green House Pilot, Eildon Housing Association, have selected 7 of their affordable housing projects for inclusion in the Pilot, which will involve the design, development and delivery of around 79 homes using three different energy efficient solutions such as Passivhaus, Energiesprong and Off-site construction/ Volumetric Design alongside a twelve house traditional build "control" project.		South East Scotland Housing Forum, SHIP Working Group	SHIP 2020-2025 Regional Housing Board Minutes
	Explore collaboration opportunities with the Construction Scotland Innovation Centre	CSIC are involved in the short life working group (SHIP) and the City Region Deal discussions. CSIS gave £50k to Eildon towards monitoring and reviewing the Greenhouse Pilot			
Improve understanding of the economics of development in a Borders context including development costs, construction industry capacity and land values through analysis and research across development partners	Meet with RSLs to discuss sites through the project prioritisation process within SHIP, weighting each site by a range of factors including construction	Ongoing work with RSLs, developers and Scottish Government. Discussions and information sharing continue to take place on a regular basis		South East Scotland Housing Forum, SHIP Working Group	SHIP 2020-2025
	Consider any relevant findings from consultation on the Main Issues Report (LDP process).	Relevant findings have been considered and a response table has been developed for housing matters. The finalised response tables will be available once this has been approved by council			Main Issues Report
Explore options to make house purchase an attractive option for young economically active people encouraging them to come to or stay in the Scottish Borders	Provide information and advice on shared equity schemes	Information is available on SBC website and we continue to provide information and advice to promote the schemes		SBC, South East Scotland Housing Forum	Communications Plan
	Implement and monitor the action plan for young people's housing	Actions from the Young Persons Housing Study are being implemented. A progress report is current being developed for 2019/20			The Housings Needs and Aspirations of Young People; Scottish Borders 5 Year Action Plan April 2019
	Continue to engage with SFT to contribute to the development of the 5k home in the Borders	Discussions are ongoing with Scottish Futures Trust and Eildon to explore opportunity to pilot the 5k and or 40k home at a site in Earlston			Border Housing Alliance Minutes
Work in partnership with economic development partners to address gaps in construction industry/skills capacity which create a barrier to housing led economic growth	Work together with other LA's within the City Deal Region to promote training and working in the construction sector	A new Regional Housing Board was established in the spring of 2019 as a means of better engaging the housing sector and harnessing its potential contribution towards the wider City Region Deal objectives.		Skills Development Scotland Business Gateway	Regional Housing Board Minutes
	Develop closer links between Borders housing sector and SOSEA and SOSEP	RSLs and SBC forging new linkages with the new agency.			Border Housing Alliance Minutes
	Eildon working in partnership with development partners to capitalise on local employability opportunities through recruitment of a Community Benefits/ Employability coordinator.	Eildon Housing Association and Harts working in partnership to create apprenticeships and training opportunities through the delivery of affordable housing projects.			Borders Home Energy Forum Minutes

		Eildon and Harts have jointly funded and appointed a Community Benefits Officer			
	Consider skills and opportunities emerging from Energy Efficient Scotland and how this can align with broader construction opportunities	The Change Works in Peebles project completed supply chain exercise to understand better the barriers, challenges and opportunities for tradespeople with regards energy efficiency. Peebles High School had received £400,000 funding and support through the capital works programme and Energy Efficient Scotland funding and the Scottish Borders Home Energy Forum works collaboratively with Borders College to identify opportunities.			

1.3 Review and progress delivery of locality plans

Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Support the development of a town centre living strategy	Housing officers will continue to engage and support economic development partners in developing town centre strategies	Supporting the delivery of CARS i.e. Jedburgh and Hawick Jedburgh CARS completed year three of its five year duration at the end of 2019/20. Over 75 enquiries for building repair funding have been received. Hawick CARS formally launched in November 2019 and is scheduled to run until March 2024. A complimentary Missing Shares initiative is also being delivered in the town to assist willing owners in progressing with essential repairs where one or more other owners has not engaged.		CPP	Town Centre Strategies - CARS SHIP 2020-25 Town Centre Contribution Statements
	Identify town centre opportunities in the SHIP and report on progress.	Town centre projects are monitored through SHIP. Projects that are within the town centre boundary/ very close to the boundary include: <ul style="list-style-type: none"> Former St. Aidan's church site, Gala Park Gala - 24 units Eildon (20/21) Peebles Road site Innerleithen - 9 units Eildon (2020/21) Tweedbridge Court site Peebles - 22 units Eildon (2021/22) The Valley site Selkirk - 4 units Eildon (2020/21) St Dunstons, Melrose – 8 units SBHA (2022/23) High St/Market Pl Jedburgh – 4 units Eildon (2022/23) Burgh Yard Gala - 20 units Eildon (potential pipeline project) 			
	Monitor the number of town centre affordable housing completions annually	121/123 High Street Selkirk - 10 units completed by Eildon Housing Association in 2019/20			
	Develop Housing Contribution Statement to Support Town Centre Living	The housing contribution statement for Hawick has been completed and work is underway on the Eyemouth statement. There are plans to develop contribution statements for other town centres e.g. Galashiels			
Improve understanding of housing need and aspirations through community engagement and by sharing information across services and partnerships	Engage with the locality working groups	Housing Strategy meet regularly with locality partners. The team are Currently developing housing locality profiles for each locality		SESplan Housing Market partnership	Strategic Planning Group Minutes Housing Locality Profiles Community Led Steering Group Minutes
	Contribute to the community led support steering group	Housing Strategy continue to contribute to the community led support steering group			
	Engage with Health and Social Care through the Integrated Joint Board and Strategic Planning Group	RSL and Housing Strategy Team are represented on the Strategic Planning Group			

1.4 Reduce the number of empty homes

Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Reduce the number of empty properties by offering information and advice to property owners	Provide information, advice and practical assistance regarding; condition, remedial actions, standards to be applied & incentives including VAT exemptions.	Ongoing as part of the Scheme of Assistance and empty homes work		SBC, RSL's	Scheme of Assistance Communications Plan Housing Supply Strategy 2018-2028
	Work with the Customer Service Team to consider applications where the 200% Council Tax may be exempt to home owners actively bringing properties back into use	Dual approach adopted. Work with owners to agree package of work and timescales. Case application made to customer services requesting discretion – including supporting statement from empty homes officer			
	Continue to update the corporate website with information and advice on empty properties	Information is up to date and relevant. Some Work has undertaken to plan restructure of the housing pages and to improve linkages between private sector initiatives			
	Explore the provision of financial incentives such as an Empty Homes Loan Scheme, with the Shelter Empty Homes Partnership	Work continues with the Empty Homes Partnership. Including discussion around appointing a dedicated officer. In principle a shared funding arrangement has been agreed			
	Monitor the impact of the council raise of 200% on long term empty properties	The long term empty property numbers remain at relatively constant level. The overall empty homes numbers in the Scottish Borders will continue to be monitored.			
	Implement and deliver actions identified in the Housing Supply Strategy which relate to empty properties	Work is ongoing to deliver the actions for year one and provide a progress update			

	Develop Private Sector House Condition Strategy to include a focus on improving conditions and standard of empty properties, supporting owners to bring them back in to use.	A project brief for the strategy has been agreed and work on the strategy is currently being developed			
1.5 Contribute to strategic planning					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Use the land reform and community empowerment agendas to promote and offer opportunities for land assembly through local communities	Gain a better understanding of the potential to use this legislation to assist affordable housing delivery	Discussions with Rural Housing Service and Dumfries and Galloway Small Communities Housing Trust have taken place and information events have been attended, and promoted, by Officers.		SBC, RSL's, South East Scotland Housing Forum	Housing Supply Strategy 2018-2028

Performance Indicators:

Strategic outcome	Relevant Indicators	Baseline (date)	Targets	Previous Performance	Performance 2019-20	Data type & source	Timescale
1.1 Increase the supply of affordable housing	Total number of completions	325 per annum (ave: 2011/12 – 2014/15)	348 pa	2017/18 – 222 2018/19 – 345	331 (provisional figure)	SBC Housing & Planning	2017-22
	Number of affordable homes completed	87 pa (2011/12 – 2014/15)	128 pa	2017/18 – 87 RSL 2018/19 – 139 (130 RSL & 9 NHT)	114	SBC Housing & Planning	2017 - 2022
	Number of new social rented homes completed	79% of affordable completions in 2014/15 were social rent	85% of affordable housing to be social rent	2017/18 – 78% 2018/19 – 84%	84%	SBC, SG AHIP	2017 - 2022
	Number of other affordable homes delivered (all subsidised and un-subsidised intermediate tenures and mid-market rented homes)	21% of affordable completions in 2014/15 were not social rent	15% of affordable housing to be 'other' affordable housing	2017/18 – 146 (23%) 2018/19 – 192 (16%)	141 (16%)	SBC, SG AHIP	2017 - 2022
Page 155 2 Increase options for affordable housing	Options identified	None	Complete option identification	Exploring SFT 5k and 40k house model	Model being explored with partners	SBC Committee reports	2020
	Feasibility studies undertaken	None	Complete feasibility studies	Not applicable	-	SBC operational information	2020
	No. of MMR units	None	Increase provision of MMR	2017/18 – 45 (Bridge Homes) 2018/19 – 9 (Bridge Homes)	0	SBC, RSL information	2017-22
1.3 Review and progress delivery of locality plans	No of Locality Plans reviewed and delivered	SOA agreed 2013	Locality Plans in place and increase supply of affordable housing in Town Centres in line with Whole Town Plans e.g. Selkirk, Kelso, Hawick and Galashiels	-	Housing Locality Profiles have been developed for the five localities	SBC, SG returns, SLAED	2017-22
1.4 Reduce the number of empty homes	No. of long-term empty homes	1,421 (2014 figure)	< 1,421 homes	March 2018 – 1,438 March 2019 – 1,500	March 2020 – 1,542	Revenues and benefits data	2017-22
	Enforcement orders used – e.g. CPOs	0	>0	2017/18 – 0 2018/19 – 0	6 (in collaboration with Building Standards)	SBC data	2017-22
	Homes brought back into use	9 (ave 2011/12 – 2014/15)	> 9 homes	2017/18 – 5 2018/19 –	6	SBC operational information	2017-22
1.5 Contribute to strategic planning	Adoption of SESplan2	SESplan	Adopt SESplan2 in 2018, as basis for HSTs, LDP and wider strategic planning	-	SESPLAN SDP2 was rejected by Ministers due to transport concerns. SDP2 has not been adopted, and in 2020/21 LAs will work towards developing a new Regional Spatial Strategy.	SBC Committee reports	2018
	Delivery of HNDA3	HNDA2	Set in place partnership arrangements to deliver HNDA3 and inform the next LHS	-	Work on HNDA3 will commence summer 2020	South East Scotland Housing Forum, HNDA3	2022
	Engage with Planning Review	HNDA3, SHIP	Mechanisms to streamline and enable new housing supply	-	Housing Officers are involved in the development of 2 regional spatial strategies (South East Scotland and one with D&G Council)	HNDA3, SHIP	2017-22

LHS Priority 2: More people live in good quality energy efficient homes

Outcomes:

2.1 Social housing stock meets the SHQS					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019-20 Status	Partners	Related documents
SBC and RSL's partner will work together to develop a plan for addressing SHQS failures, exemptions and abeyances	Monitor progress through the Borders Housing Alliance	The Borders Housing Alliance continues to meet regularly		SBC, RSLs, developers	Borders Housing Alliance Minutes
	RSLs to carry out stock condition surveys and report to the Scottish Housing Regulator annually	RSLs provide data each year to the Scottish Housing Regulator as part of their ARC submissions (Scottish Social Housing Charter)			SHR Data
2.2 Social Housing stock meets EESSH 2020 target					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019-20 Status	Partners	Related documents
Work in partnership to improve the quality of the social housing stock: to meet SHQS and EESSH targets, and support improved energy efficiency standards in new build developments	Maintain the Borders Home Energy Database and use it when targeting future funding opportunities	Database is maintained and update by the Energy Efficiency Strategy and Policy Officer.		SBC, RSLs, developers	Borders Home Energy Database
	Carry out an audit on energy efficiency measure installed and planned installations in the social rented sector	Data requested from RSLs as part of the RSL annual summary of information for 2018/19			BHEF Minutes
	Identifying funding opportunities through partnership working and Scottish Government initiatives	The Borders Home Energy Forum has proactively responded to funding opportunities throughout the year. The most significant award was £500k over 2 years from the Warm Homes Fund.			Affordable Warmth and Home Energy Efficiency Strategy
RSLs to prepare annual reports on their progress on achieving EESSH	Collate and monitor annual reports from RSLs, and report progress through the Borders Home Energy Forum	RSLs provide annual updates on EESSH compliance as part of their reporting to the Scottish Housing Regulator. These can be considered at the Borders Home Energy Forum <ul style="list-style-type: none"> • BHA – 71% EESSH compliance • Eildon – 95% EESH compliance • SBHA – 93% EESSH compliance • Waverley–96% EESSH compliance 		SBC, RSLs, developers	Affordable Warmth and Home Energy Efficiency Strategy SHR Data
2.3 Significant improvement in fuel efficiency of housing stock					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019-20 Status	Partners	Related documents
Page 159 Explore the potential to support communities to come together to negotiate discounted rates for fuel provision in rural areas or acknowledged areas of deprivation	Work in partnership with RSLs, Home Energy Scotland and Changeworks to identify opportunities and examples of good practice and to develop case studies accordingly	Borders Home Energy Forum continues to meet regularly to promote and develop opportunities. Identified positive impacts of case studies with Changeworks and requested for new studies as appropriate.		SBC, SG, Utility Companies, Developers, East Scotland Home Energy Forum	Affordable Warmth and Home Energy Efficiency Strategy
	Borders Home Energy Forum to consider opportunities to work with utility companies and other agencies to explore ways to offer cheaper energy to households across the Borders	Exploring opportunities within the forum. Contact within utility company identified as potential guest speaker at forum pending members/chair approval.			BHEF Minutes
	Liaise with HES to understand the best practice to engage these types of householders and areas	Ongoing meetings with HES to develop strategic use of data, Home Analytics and Borders Home Energy Database to identify areas and householders that would be a "right fit". Work to share best practice. Identified with Duns scoped as a potential area.			
Incentivise mixed tenure approaches to improve energy efficiency	Continue to proactively look for opportunities through HEEPS and Energy Efficient Scotland	Early engagement with RSLs to deliver HEEPS:ABS alongside RSL stock improvements. RSL focus on EESSH 1 resulted in limited appetite. As RSLs pass EESSH 1 deadline and focus on EESSH 2 will follow up opportunities.		SBC, SG, RSLs, Developers,	Affordable Warmth and Home Energy Efficiency Strategy
	Consider mixed tenure solutions as part of the HEEPS:ABS/Energy Efficient Scotland programme development and funding bid process	Offered a workable process to RSLs where private properties identified in blocks adjacent to RSL properties, those able to receive HEEPS:ABS funding can be progressed if the RSLs opts to carry out measures within their property. Ongoing as further opportunities are scoped. RSLs identify properties with private neighbours to assess against HEEPS funding.			BHEF Minutes
	Liaise with RSLs to identify opportunities regularly and through the Home Energy Forum	Ongoing meetings directly with RSL and through Borders Home Energy Forum.			
Target resources, information and advice to ensure owner occupiers and private landlords benefit from opportunities for insulation, double glazing, upgraded heating systems etc.	Respond to the Energy related consultations from Scottish Government as they emerge	Submitted a response to the Energy Efficient Scotland: Improving Energy Efficiency in Owner Occupied Homes consultation.		SBC, SG, RSLs, Developers, SAL, Private Landlords, East Scotland Home Energy Forums	Affordable Warmth and Home Energy Efficiency Strategy
	Develop an increased web presence on the SBC website and on social media to promote energy efficiency and affordable warmth in the home, referral mechanisms and funding opportunities	Content for the website was updated in June 2019 and is continually reviewed and updated. Further work will be carried out throughout 2020			Consultation Responses
	Explore opportunities to engage and support households in relation to behavioural change, energy efficiency and affordable warmth in the home – including liaison with Home Energy Scotland	SBC has recently secured two years of funding to the amount of £551,000, from National Grid's Warm Homes Fund to deliver the "Warm and Well Borders" project. This project will help develop a multi-agency approach to reducing fuel poverty, improving the energy efficiency of homes and improving the health and well-being of the most vulnerable households in the Borders.			

	Explore opportunities to engage with households in relation to fuel costs.	Warm and Well Borders aims to have support 1,420 fuel poor households to live affordably warm at home by tackling high fuel bills, fuel debt, and supporting skills to be in better control of energy costs as well as building resilience to tackle the causes of fuel poverty.			
	Explore opportunities to engage with households in relation to income maximisation	Three Citizens Advice Bureau offices across Borders are partners in Warm & Well Borders scheme. Key roles are the Income Maximisation Advisors. Sharing best practice and developing networks to enable signposting householders to income maximisation support across all channels.			
	Proactively inform private landlords of requirements for Energy Efficient Scotland and engage further to outline support, resources, funding opportunities and advice in collaboration with Scheme of Assistance	Energy Efficiency Standards in the PRS was the key topic for discussion at the Private Landlord Forum held in September 2019. This event was very well attended. Landlord also receive advice and support via newsletters, social media posts, web pages and HEEPS:ABS.			
	Continue to deliver the local HEEPS/Energy Efficient Scotland projects which are aimed at improving the efficiency in the private sector	The total amount of Scottish Government HEEPS: ABS 2019/20 grant awarded in the Scottish Borders is £1.34m. It is anticipated that around 250 homes are expected to receive free or subsidised insulation measures across the region and for the first time HEEPS: ABS also includes an Air Source Heat Pump installation scheme. The 2019/20 programme targets the following areas: <ul style="list-style-type: none"> External Wall Insulation (EWI): Targeting specifically Langlee, Burnfoot, Jedburgh and Hawick Internal Wall Insulation (IWI): Targeting all HEEPS:ABS areas across the Borders Hard to Treat Cavity Wall Insulation (HTTCs): Targeting all HEEPS:ABS areas across the Borders 			
	Identify new and existing schemes to leverage funding to support the fuel poor.	Discuss and share potential funding opportunities within forum and colleagues. Have attended webinars hosted by Low Carbon Energy Development Fund to scope options for potential new funding streams.			
	Ensure all support extends to, and is relevant for rural and/or off-gas grid areas, and is relevant for; the elderly and vulnerable and; households that are experiencing child poverty.	HEEPS:ABS criteria applied through individual householder assessment to ensure eligible applicants out with a defined HEEPS:ABS area can receive support. Offers increased flexibility to better support vulnerable households. Developed process with Changeworks & HES to ensure right households are offered support.			
	Explore best practice on engaging the 'self-funded' market to develop a programme of encouragement and support for this these homeowners	Learnings from the Change Works in Peebles scheme has informed how to best engage the "able to pay" market. Share finding of final report with forum and wider.			
Ensure effective targeting of energy efficiency measures on those who are experiencing fuel poverty	Gather data relating to the new fuel poverty definition, to ensure actions remain fit for purpose	The Scottish House Condition Survey includes the new fuel poverty definition in its figures. This data is downloaded and monitored annually by the team.		SBC, RSLs, SG, East Scotland Home Energy Forum, SPAP	Affordable Warmth and Home Energy Efficiency Strategy BHEF Minutes
	Develop & Implement An Affordable Warmth and Home Energy Efficiency Strategy	The strategy was endorsed by the executive committee in June 2019. The first year of the strategy is currently being implemented.			
	Carry out an audit on all fuel poverty activity in the area, working in partnership with RSLs, Changeworks, Home Energy Scotland and through the local Home Energy Forum	Ongoing activity to track and review across delivery channels. Potential to be and carried forward into 20/21			
	RSLs to continue financial inclusion activity and develop bespoke projects with key partners (such as Changeworks) to deliver targeted home energy advice to tenants	SBHA have a secured funding for project to support their tenants with energy efficiency and awareness. Also called "Warm & Well" but directed at social tenants. Share best practice with SBC and other RSLs via Home Energy Forum.			
	Continue to prioritise HEEPS investment in fuel poor areas and effectively target programmes, utilising information from a wide range of resources, including the home energy database, RSLs and local knowledge	Ongoing use of data analysis and Home Analytics to identify target areas. Developing network of relations such as NHS, Area Partnerships and community groups such as Sustainable Selkirk, to raise awareness of HEEPS programmes in fuel poor areas.			
Develop a local, multi-agency home energy forum to support the development and implementation of the strategic approach to tackling fuel poverty	Ensure the Borders Home Energy Forum remains fit for purpose in terms of membership, networks and priorities	As part of the update for the forum, a review of the terms of reference is being carried out following an anonymous survey by members.		SBC, RSLs, East Scotland Home Energy Forum	BHEF Minutes
	Lead officer/Chair to prepare Annual Activity Report detailing the forums progress over 2019/20	The annual activity report for the forum is currently being developed			
Explore the development of a comprehensive local network of delivery options to provide enhanced fuel poverty and energy efficiency advice	Develop a longer-term approach for the Borders for home energy efficiency and fuel poverty projects, which includes a comprehensive local network of delivery options	A local network infrastructure being developed and shared with stakeholders to further ensure as may partners can be included. Ensure all stakeholders are aware of activity across the region.		SBC, RSLs, East Scotland Home Energy Forum	Affordable Warmth and Home Energy Efficiency Strategy BHEF Minutes
	Work with Home Energy Scotland, Health and Social Care and NHS Borders to engage with the health sector (and particularly	Ongoing activity with NHS and social care to ensure that opportunities and options available to signpost for support. Key deliverable of the Warm & Well Borders scheme is to embed support within Social Care.			

	with GP practices and community pharmacies and hospitals), to reach people who are in or at risk of fuel poverty.				
2.4 Improved functioning of the private sector housing portfolio					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019-20 Status	Partners	Related documents
Work in partnership to improve condition of empty homes in rural areas and town centres	Work in partnership with, and provide local support, to the Shelter Scotland Empty Homes Initiative	Housing Strategy, Policy and Development work with Shelter Empty Homes Partnership. Officers have also met with Energise Galashiels to discuss specific issues and provide advice.		SBC, SG, RSLs, Developers, CPP	CARS Empty Homes Work
Develop effective routes to liaise and collaborate with the private landlord sector to maximise the quality and impact of the private rented sector in Scottish Borders	Hold at least one landlord forum per annum	A private landlord forum was held in October 2019 in Galashiels in partnership with LAS. Continued partnership with LAS has been agreed. In November 2019 the Council along with LAS provided a training course, held in Hawick, on Tenancy Agreements & Notices for private landlords and letting agents		SBC, RSLs, Private Landlords, SAL, BHSP	Communication Plan PRS Quarterly Reports
	Develop a private rented sector engagement strategy to support effective engagement with landlords and tenants across the Scottish Borders (including activity such as newsletter, guidance, checklists, training events etc)	This has been included in the Communications Strategy for Housing Strategy, Policy and Development. This includes a communication timeline			
	Work closely with Scottish Government, managing agents, landlords and other organisations to support and facilitate effective communications and referrals	Legislative changes and guidance are effectively shared using the communication routes described above. Consultations and working groups are contributed to inform best practice in the private rented sector.			
	Prepare quarterly Private Rented Sector Report	This is prepared on a regular basis. KPI's have been identified and are updated on a monthly basis and a quarterly reported is produced.			
	Develop information and guidance materials for private tenants (RRTP 2.16)	Checklists for landlords and tenants have been developed, providing information what is expected of them and signposting			
	Develop a new Private Sector House Condition Strategy	A project brief for the strategy has been agreed and work on the strategy is currently being developed			
Deliver multi-tenure information and advice to enable households to manage the condition of their property	Develop processes, and packages of advice and assistance to ensure SBC'S duty to deal with BTS property is met where possible, including exploring potential enforcement actions and resource required	Draft guidance on organising repairs has been prepared. In particular relating to Common and mutual repairs. Improved processes promoting the responsibility of owners to undertake repair - better aligning those responsibilities through to enforcement action as a last resort.		SBC, RSLs, Shelter, CAB	Scheme of Assistance
	Better align private sector initiatives such as Scheme of Assistance, landlord engagement, empty homes and enforcement activity	Improved referral and communication with Environmental Health – in particular in the PRS with the dual roles of the Tolerable and Repairing Standards are encountered.			
Explore and implement mixed tenure solutions to improve stock condition	Explore and consider the use of the missing share power under section 50 of the Housing (Scotland) Act 2006 to enable common repairs to proceed	A two year missing share pilot was approved in Oct 2019 – the pilot will cover the Hawick Conservation Area and aligns with the approved Hawick Conservation Area Regeneration Scheme.			Missing Shares Committee Report

Performance Indicators:

Strategic outcome	Relevant Indicators	Baseline (date)	Targets	Previous Performance	Performance 2019-20	Data type & source	Timescale
2.1 Social housing stock meets the SHQS	% of dwellings that meet the SHQS	91% compliance (2014/15)	100%	2017/18 – 94% 2018/19 – 94%	Data not available yet	SHR returns	2018
	% of dwellings with failures, abeyances or exemptions	9% (2014/15)	0%	2017/18 – 6% 2018/19 – 6%	Data not available yet	Audit Scotland return	2020
2.2 Social Housing stock meets EESSH 2020 target	% of dwellings that meet the EESSH 2020 target	Baseline to be established as a key priority.	100% compliance	2017/18 – 68% 2018/19 – 80%	Data not available yet	RSL SHR returns; Audit Scotland return	2017-20
2.3 Significant improvement in fuel efficiency of housing stock	Production of a 2017 Fuel Poverty Delivery Strategy	N/A	Complete	Draft Affordable Warmth and Energy Efficiency Strategy is currently out for consultation	Affordable Warmth and Energy Efficiency Strategy was approved by council. First year of implementation	SBC operational	2018
	Households in fuel poverty	40% fuel poor and 11% extreme fuel poor (2011-2013)	Reduce households in fuel poverty	2014-2016 – 34% fuel poor and 13% extreme fuel poor 2015-2017 – 31% fuel poor and 8% extreme fuel poor	2016-2018 – 29% fuel poor and 15% extreme fuel poor (please note new definition is being used)	SHCS	2017-22

	HEEPS-ABS investment in Scottish Borders	£1,623,023 (2014/15)	Full HEEPS:ABS spend	2017/18 – £1,409,119 2018/19 – award is almost £1.3m	£1.34 million	SBC	2017-22
	Social rented sector stock built to Silver energy standard	N/A	100%	2017/18 – 87 (100%) 2018/19 – 130	114	RSL data	2017-22
	No. of private sector measures installed	420 (370 External wall insulation, 50 cavity wall insulation) (2014/15)	>420	2017/18 – Over 700 (600 Hard to Treat cavities, 37 EWI, 35 IWI) 2018/19 – 732 private measures and 3 social measures (10 virgin loft, 39 loft top-up, 32 room in roof, 50 CWI, 8 underfloor, 44 IWI, 26 EWI, 526 HTTCs)	278 private measures installed (126 Hard to Treat Cavities, 65 External Wall Insulation, 56 Internal Wall Insulation and 25 Air Source Heat Pumps)	Operational data	2017-22
	No. of households provided with energy advice/information	4,041 Engagements; 895 referrals (Home Energy Scotland) (2014/15)	>4,041	2017/18 – 5,124 Engagements; 2,034 referrals 2018/19 – 5,411 engagements; 847 referrals	5,117 engagements, 724 referrals	Operational data	2017-22
2.4 Improved functioning of the private sector housing portfolio	Finalise private sector strategy, including provision for BTS strategy	N/A	Complete	-	Strategy to be finalised by March 2021	SBC operational	2018
	No. of private sector properties where serious disrepair and BTS reduced	TBC	80 units per annum	2017/18 - 18 supported with Advice and practical Assistance. 11 resulting in action 2018/19 - 25 supported with Advice and practical Assistance.	40 instances of practical assistance.	SBC: Environmental Services data;	2017-22
	Enforcement orders used	0	>0	2017/18 – 0 2018/19 – 0	6 (in collaboration with Building Standards)	SBC data	2017-22

LHS Priority 3: Fewer People are affected by homelessness

Outcomes:

3.1 Use effective housing options and preventative intervention to successfully prevent homelessness					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Develop and analyse client group profiles for homeless applicants to identify reasons for homelessness, housing support needs and how to target prevention activity to specific groups	Map and analyse current housing support arrangements across all housing agencies, to inform further actions (RRTP 4.1)	A number of factors served to delay the recruitment process of a dedicated RRTP officer, which has resulted in a delay of some of the RRTP actions, additionally the COVID-19 emergency has further restricted the full application of this resource. A dedicated officer is now in post and additional resource have been allocated, in order to compensate for time lost and a full review of the RRTP action plan is underway.		BHHSP, Housing Support providers, Information & advice agencies	Rapid Rehousing Transition Plan (RRTP)
Monitor the strategic homelessness approach through the newly established Homelessness and Health Strategic Partnership, and delivery of the new Rapid Re-Housing Transition Plan	Monitor delivery of year one of the new RRTP and prepare progress report on year 1.	The BHHSP has monitored and progressed the RRTP throughout 2019/2020		BHHSP, SG, private landlords, Housing Support providers, Information & advice agencies	
3.2 Improve access to & impact of Housing Options model					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Conduct research and analysis of the reasons behind sustainment outcomes for previously homeless households to ensure that effective support models are identified and are made more widely available	Develop and implement comprehensive local modelling framework to build on existing evidence base and ensure that we continually improve our understanding of the whole picture of homelessness in the Scottish Borders including with regard to homelessness demand, housing supply, range and availability of housing options, housing options advice and assistance services, access to housing, homelessness prevention, housing sustainment, support services. (RRTP 1.5)	A number of factors served to delay the recruitment process of a dedicated RRTP officer, which has resulted in a delay of some of the RRTP actions. A large part of this work will be delivered through the implementation of the RRTP as more evidence is gathered and through work on the next Housing need and Demand Assessment which will begin in June 2020		BHHSP, Housing Support providers, Information & advice agencies	Rapid Rehousing Transition Plan (RRTP)
Improve access and links to education, training or employment opportunities within homelessness and resettlement processes	Map the availability of Employment Support Services for household who are homeless or threatened with homelessness (RRTP 4.5)	A number of factors served to delay the recruitment process of a dedicated RRTP officer, which has resulted in a delay of some of the RRTP actions, additionally the COVID-19 emergency has further restricted the full application of this resource. A dedicated officer is now in post and additional resource have been allocated, in order to compensate for time lost and a full review of the RRTP action plan is underway.		BHHSP, Employability services, Housing Support providers	Rapid Rehousing Transition Plan (RRTP)
Implement a common approach to housing options which stimulates collaboration, considers all tenures, focuses on prevention and early action and creates a single point of access	Carry out an evaluation of prevention and early intervention activities (RRTP 2.1)	Scoping work completed for Crisis Intervention Fund which will be launched in 20/21, this will be further enhanced by a review of Section 11 procedures.		BHHSP, BWA, private landlords, Housing Support providers, Info & advice agencies, IJB, H&SCP,	Rapid Rehousing Transition Plan (RRTP)
	Review the National Housing Options Training Toolkit, completed an impact assessment to establish required resources to deliver (RRTP 1.17)	The launch of the National Toolkit has been delayed, however, SBC have continued to monitor the development progress and have actively input into the development of the modules.			
	Review the delivery of services at preventing homelessness for key groups* (RRTP 2.7)	The Scottish Government announced that they would be convening working groups to produce guidance, local work streams will be informed by these guidance's as they are published. 'A Way Home Scotland' Guidance was published in November 2019, aimed at preventing youth homelessness for young people with care experience.			
Develop a range of Housing Options pathways tailored to the needs of specific client groups and communities	SBC and local RSLs continue to work together to review rehousing processes to ensure homeless households, or those in greatest housing need are being housed as quickly as possible (RRTP 2.11)	Local RSL reviewed and implemented new Allocation Policies, taking account of the aims and objectives of the Scottish Borders RRTP.		BHHSP, BWA, private landlords, Housing Support providers, Info & advice agencies, IJB, H&SCP	Rapid Rehousing Transition Plan (RRTP)
	Ensure pathways are developed to provide support to groups who are predictably at highest risk of rough sleeping and homelessness, namely the key groups* (RRTP 4.4)	As RRTP action 2.7 above, we await SG guidance before local works can be progressed.			
	Explore and define the requirements for the development and implementation of a Housing First model that meets the needs of people with multiple needs in the Scottish Borders and which, as far as is possible in a rural context, conforms with the 7 principles of Housing First. (RRTP 4.2)	Given the delays highlighted above a new target date of April 2021 has been set against the launch of a Housing First Pilot, the RRTP action plan is currently being reviewed and will reflect this new target date.			

3.3 Improve access to a range of settled accommodation options					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Improve access to a better range of settled accommodation options for homeless households	Increase use of Deposit Guarantee Scheme, including expand as a wider option for households in housing need not just homelessness or potential homeless households (RRTP 2.14)	Under the Resource Plan section of the Scottish Borders RRTP 2019/20-2023/24, the aim was to have 0.5 FTE Private Sector Officer in place from September 2019. This has been delayed and is currently being reviewed in line with the RRTP action plan review.		SG, DWP, BHHSP, BWA, private landlords, Housing Support providers, Info & advice agencies	Rapid Rehousing Transition Plan (RRTP)
	Enhance rehousing solutions in the private rented sector (RRTP 2.17)	Under the Resource Plan section of the Scottish Borders RRTP 2019/20-2023/24, the aim was to have 0.5 FTE Private Sector Officer in place from September 2019. This has been delayed and is currently being reviewed in line with the RRTP action plan review.			
	Commence review model of access to social housing across Scottish Borders including across all providers, to minimise homelessness and achieve rapid rehousing as the default response as homelessness occurs. (RRTP 3.3)	In May 2019 SBHA introduced a direct matching process for homeless applicants, early indications are that the new process is bedding in well and contributing to the aims of the Scottish Borders RRTP. EHA are adopting a similar process in October 2020 following a review of their allocations policy. The Crash Pad also has a key aim of reducing time spent in temporary accommodation.			
	Carry out analysis on specific areas (localities/ settlements) of the Scottish Borders to gain a better understanding on pressure points for housing demand	Housing Locality Profiles are currently being developed. This include information on a wide range of housing, included affordability and income			
3.4 Lessen the impact of residing in temporary accommodation					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Review the strategy for temporary accommodation to ensure financial sustainability and to continuously improve customer outcomes	Scope ways in which to reduce no of applicants being placed into bed and breakfast and length of time spent in temporary accommodation (RRTP 5.1)	Scoping work completed with the aim of introducing a 'Crash Pad' in 2020/21, which will be complimented by a change in the homelessness duty system.		SG, DWP, BWA, BHHSP, private landlords, Housing Support providers, Info & advice agencies	Rapid Rehousing Transition Plan (RRTP)
	Scope ways in which to reduce the number of people placed into temporary accommodation (RRTP 5.2)	Scoping work completed with the aim of introducing a 'Crash Pad' in 20/21, which will be complimented buy a change in the homelessness duty system.			
	Scope ways in which to reduce average length of time spent in temporary accommodation (RRTP 5.3)	In May 2019 SBHA introduced a direct matching process for homeless applicants, early indications are that the new process is bedding in well and contributing to the aims of the Scottish Borders RRTP. EHA are adopting a similar process in October 2020 following a review of their allocations policy.			
	Review temporary accommodation rental structure to increase accessibility to temporary accommodation when it is needed (RRTP 5.7)	The Scottish Government are currently reviewing the temporary accommodation funding framework which will inform the local review.			
Explore ways to expand the range of transitional accommodation options for homeless households	Review temporary accommodation type and size need and align with customer need as RRTP develops (RRTP 5.6)	Ongoing throughout the RRTP, to date there has been no requirement to reconfigure the current temporary homeless accommodation profile.		SG, BHHSP, private landlords, Housing Support providers, Information & advice agencies	Rapid Rehousing Transition Plan (RRTP)
3.5 Promote independent living & tenancy sustainment through effective delivery of housing support duty					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Improve access to health and social care services for homeless people, particularly for those with complex needs by working with integration partners	Carry out an evaluation of current activities across SBC, RSLs, Health and Social care partnership aimed at improving tenancy sustainment in a consistent way (RRTP 2.2)	The BHHSP has contribute to the strengthening linkages in this area and expectation that these linkages will play a vital role in further evaluation of tenancy sustainment activities.		BHHSP, IJB, H&SCP	Rapid Rehousing Transition Plan (RRTP)

Performance Indicators:

Strategic outcome	Relevant Indicators	Baseline (date)	Targets	Previous Performance	Performance 2019-20	Data type & source	Timescale
3.1 Use effective housing options and preventative intervention to successfully prevent homelessness	Number Housing Options cases assisted to a. maintain existing accommodation b. access settled housing	(a) 10% remained in existing accommodation: 2014/15 (b) 26% accessed settled accommodation – 17% social/9% PRS: 2014/15	a. 2% increase per annum b. 2% increase per annum per annum	2017/18 – (a) 13% (b) 15% 2018/19 – (a) 11% (b) 7%	a) 26% b) 13%	SBC Homeless Case Management Prevention Data	2017-22
	Number & % assessed as homeless	535 (83% of all applications): 2014/15	Not applicable	2017/18 – 590 (84% of applications) 2018/19 – 629 (82%)	645 (82%)	SBC HL1 data – assessed in period	2017-22

	% applicants reassessed as homeless in same year	44 (4.5% of all applications): 2014/15	1% reduction per annum	2017/18 – 30 (4.5%) 650 2018/19 – 29 (3.8%)	36 (4.6%)	SBC HL1 data – assessed in period	2017-22
	% young people presenting as homeless	210 (34% applications): 2014/15	5% reduction per annum	2017/18 – 171 (24% applications) 2018/19 – 197 (26% applications)	205 (27% applications)	SBC HL1 data – open in period. 16-24yr old	2017-22
3.2 Improve access to & impact of Housing Options model	Number accessing Housing Options service	636: 2014/15	5% increase per annum	2017/18 – 403 2018/19 – 268	288	SBC Homeless Case Management Prevention Data	2017-22
	Number partners delivering Housing Options model	1 (Homelessness Team) 2014/15	5 partners offering full Housing Options service	2017/18 – For consideration in 2018/19 by Borders Homelessness & Health Strategic Partnership 2018/19 – Agreement of Scottish Borders RRTP 2019/20-2023/24 including actions 1.16, 1.17 and 1.18.	Agreement of Scottish Borders RRTP 2019/20-2023/24 including actions 1.16, 1.17 and 1.18.	SBC data	2022
	% housing options cases that progress to homeless application	37%: 2014/15	Not applicable	2017/18 – 62% 2018/19 – 65%	49%	SBC Homeless Case Management Prevention Data	2017-22
3.3 Improve access to a range of settled accommodation options	% homeless cases closed in period accessing settled accommodation as outcome a. Social housing b. Private housing	(a) 55% accessed social housing: 2014/15 (b) 3% accessed assured PRS tenancy: 2014/15	a. 1% increase per annum b. 2% increase per annum	2017/18 – (a) 57% (b) 6% 2018/19 – (a) 58% (b) 7%	(a) 59% (b) 6%	SBC HL1 Data – closed in period	2017-22
	% unintentionally homeless household access settled accommodation	59% (2014/15)	90%	2017/18 – 62% 2018/19 – 78%	91% ¹	SBCHL1 Data – closed in period	2022
	Number of homeless people housed through rent deposit scheme	84 (2014/15)	10% increase per annum	2017/18 – 21 2018/19 –	10	DGS Data	2017-22
	% RSL lets to homeless households	23% (2014/15)	50%	2017/18 – 22% 2018/19 – 28%	30%	SHR data (RSL provided for 2019/20 as ARC not yet published)	2022
Page 162 3.4 Lessen the impact of residing in temporary accommodation	Number of self-contained temporary accommodation spaces	104 spaces: 2014/15	104 spaces	2017/18 – 107 2018/19 – 104	106	SBC data	2017-22
	Number of supported accommodation spaces	8 spaces (5 x refuge, 4 x looked after children): 2014/15	13 spaces	2017/18 – 8 spaces (4 x refuge, 4 x looked after children) 2018/19 – 8 spaces (4 x refuge, 4 x looked after children)	8 spaces (4 x refuge, 4 x looked after children)	SBC data	2017-22
	% accessing temporary accommodation (i.e. not emergency placements)	94%: 2014/15	100%	2017/18 – 99% 2018/19 – 98%	Data not available yet	SHR data	2022
	% of households who occupied temporary accommodation - B&B accommodation	7%: 2014/15	0%	2017/18 – 1% 2018/19 – 2%	Data not available yet	SHR data	2022
	Average length of stay in temporary accommodation	100 days: 2014/15	10% reduction in length of stay per annum	2017/18 – 118 2018/19 – 128	Data not available yet	SHR data	2017-22
	% satisfaction of temporary or emergency accommodation	83% very and fairly satisfied (2015/16)	90% satisfaction rate	2017/18 – 90% 2018/19 – 90% satisfaction rate	Data not available yet	SHR data	2017-22
	% of offers of temporary or emergency accommodation refused	15%: 2015/16	Reduce refusals by 5%	2017/18 – 14% 2018/19 – 3%	Data not available yet	SHR data	2017-22
3.5 Promote independent living & tenancy sustainment through effective delivery of housing support duty	Number of referrals received to Housing Support services(inclusive of Commissioned service(s))	425 cases: 2014/15	Not applicable	2017/18 – 476 2018/19 – 592	388 (new methodology, see footnote) ²	SBC Better Futures data and commissioned service annual return	2017-22
	Number of cases open within Housing Support Services(inclusive of Commissioned service(s))	237 cases: 2014/15	Not applicable	2017/18 – 278 2018/19 – 296	395	SBC Better Futures data and commissioned service annual return	2017-22

¹ New methodology – now unknowns are excluded from analysis – this is following the same methodology as Scottish Government

² Please note new method is being used. Previous years have included some double counting between services – e.g. 358 received internally and 252 by Commissioned services = 610 (however 218 referral were direct referral to commissioned services from internal service therefore total = 388)

	Number of housing support cases closed due to successfully completed intervention, as a proportion of total number of housing support cases closed by SBC Homelessness housing support service and its commissioned service(s)	67% 2014/15	3% increase per annum	2017/18 – Collective 73% of total cases closed (291 cases) 2018/19 – 74%	Total closed cases 255, 204 identified with a positive outcome = 80%	SBC Better Futures data and commissioned service annual return	2017-22
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LHS Priority 4: More people are supported to live independently in their own homes

Outcomes:

4.1 More people being able to live independently in their own homes					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Liaise with RSL partners to consider a range of new, and existing provision that could be adapted to suit changing needs and service configuration.	Consider potential projects for the inclusion in SHIP	Wheelchair housing Study was completed in January 2020. The findings from the study will be included in the next SHIP RSLs bringing forward proposals to include wheelchair provision Kelso High School – 34 units Extra Care Housing – with some of these being to wheelchair standard		SBC, RSLs	Space To Live: Wheelchair Accessible Housing in The Scottish Borders SHIP 2020-2025
Investigate the feasibility of developing shared ownership and equity release schemes for older people to finance property adaptations	Explore the SFT Home Scheme (5k and the 40k home)	Discussions are ongoing with Scottish Futures Trust and Eildon to explore opportunity to pilot the 5k and or 40k home at a site in Earlston		SBC, SG, RSLs	Border Housing Alliance Minutes
Explore the future potential of the Borders Care & Repair scheme to further provide a wider range of services which will enable people to live independently.	Support the implementation and delivery of the older people's housing care and support strategy through the various relevant programme boards	NHS and SBC are developing new governance arrangements to oversee older people's services		SBC, Eildon, SWD	Integrated Strategic Plan for Older People's Housing, Care and Support 2018-2028
	Monitor and develop the SoA in relation to the provision of major adaptations, including budget management and eligibility criteria in relation to SG legislation.	Housing Strategy continue to manage the grant budget for major adaptation provision in the borders relative to the requirement of the Housing (Scotland) Act. Satisfactory levels of support and resultant spend have been achieved		SBC Housing Strategy, Care and Repair Service	Scheme of Assistance
Make better use of digital infrastructure and telephony to enable individuals to live independently.	Support the implementation and delivery of the older people's housing care and support strategy through the various relevant programme boards	NHS and SBC are developing new governance arrangements to oversee older people's services		IJB, RSLs, SBC	Integrated Strategic Plan for Older People's Housing, Care and Support 2018-2028
	Support the implementation of the Health and Social Care Integrated Strategic Plan and provide updates for inclusion in reporting	The Annual Performance Report has been delayed due to COVID and work will start on this during the summer - housing will continue to contribute			Strategic Plan
4.2 Increased provision of specialised housing					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Implement an Older People's Housing Strategy in partnership with the Health and Social Care Partnership	Support the implementation and delivery of the older people's housing care and support strategy through the various relevant programme boards	NHS and SBC are developing new governance arrangements to oversee older people's services		IJB, SWD, RSLs	Integrated Strategic Plan for Older People's Housing, Care and Support 2018-2028 RRTP
	Through delivery of the RRTP monitor the numbers of older people experiencing homelessness	Statutory homelessness presentations from older people are being monitored and will be included in RRTP reports			
Assess the extent and nature of needs within the gypsies and traveller community; and develop appropriate response.	Support the development of National Action Plan on Gypsy Traveller Access to services, in particular ensure provision and quality of permanent Gypsy/Traveller sites in the Borders – if required	The Scottish Borders Gypsy Traveller Policy Working Group continue to meet.		SESHoF, SBC, G&T community	RRTP SESHoF minutes LHS Guidance 2019
	Ensure gypsies and traveller community are on the agenda at SESHoF	This continues to be on the agenda and discussed at SESHoF. A Project Initiation Document (PID) for HNDA3 has been developed which includes an increased focus on specialist housing provision – including Gypsy/Travellers			
	Review new draft LHS Guidance from the Scottish Government in relation to requirements for gypsy and traveller communities	A review of the new LHS guidance has been carried out. Further actions will be included in the next LHS			
4.3 Effective housing input to process of health and social care integration					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Include housing within integration and locality planning processes to make sure that housing provision for a range of client groups is in the right place with sufficient connectivity to transport and digital infrastructure developments.	Contribute to the annual report for the Health and Social Care Strategic Plan	The Annual Performance Report has been delayed due to COVID and work will start on this during the summer - housing will continue to contribute		IJB, RSLs, Third sector	Strategic Plan Locality Working Group minutes Housing Contribution Statement 2018
	Monitor housings contribution to the Health and Social Care Strategic Plan	The Housing Contribution Statement was updated in 2018 and monitored on a regular basis			
	Attend locality working groups regularly and contribute to implementation of locality plans	Housing attend the locality working groups. The original groups have disbanded and new arrangement have been introduced			
	Ensure housing continues to be represented at the H&SC Strategic Planning Group	SBC and RSL representation attend the Strategic Planning Group			

Enable a collaborative approach to a mapping exercise with the integration joint board to establish the availability of local advice and support services as part of the locality planning process (rural exclusion analysis)	Contribute to development of locality plans and area partnerships	Housing Strategy are currently developing housing profiles for each locality SBC housing is involved in the new locality planning arrangements		SBC, IJB, RSLs, Third sector	Locality Plans Community Led Support Group Minutes
	Regularly attend and contribute to the Community Led Support Group for the Borders 'What Matters'	Energy Efficiency and Policy Officer attends this meeting to ensure the links between the Hub and Home Energy Scotland are in place			
4.4 Improved availability of housing support services					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Monitor availability and impact of housing support for young people and other vulnerable client groups	Re-examine the potential and feasibility of lodgings for young people project or other accommodation sharing projects (RRTP 3.6)	The Scottish Government are currently finalising changes to the Unsuitable Accommodation order, local works cannot commence in this area until this has been completed. To allow for completion of this works and exploration within the Borders a new target date will be set out in the RRTP action plan review.		SBC, RSLs, BHHSP	RRTP The Housings Needs and Aspirations of Young People; Scottish Borders 5 Year Action Plan April 2019
	Implement and Monitor Delivery of the Young People's Housing Needs Plan	The first year of the action plan is currently being implemented and work is currently ongoing on producing a progress report.			
	Deliver on the actions identified in the RRTP	The BHHSP has monitored and progress the RRTP throughout 2019/2020		BHHSP	RRTP
4.5 Increase in prevention and early intervention					
Strategic actions	2019-2020 Actions	2019-2020 Progress	2019/20 Status	Partners	Related documents
Ensure RSLs work in partnership with care and support providers to improve intelligence of need across a range of client groups plus developments in technology and design innovation.	Support the implementation and delivery of the older people's housing care and support strategy through the various relevant programme boards, in particular tech enabled care programme board	NHS and SBC are developing new governance arrangements to oversee older people's services		SBC, RSLs	Integrated Strategic Plan for Older People's Housing, Care and Support 2018-2028 Physical Disability Strategy Strategic Plan
	Contribute to the development of the Physical Disability Strategy	Housing Strategy continue to be involved in Physical Disability Strategy Reference Group			
	Commission Consultants to undertake a study on the need/future needs for wheelchair housing in the Scottish Borders to inform strategic investment and SHIP priorities	Consultants were appointed in March 2019. Work was carried out throughout 2019 and the Wheelchair housing Study was completed in January 2020. The findings from the study will be included in the next SHIP			
	Ensure continued Housing Representation on the Strategic Planning Group	SBC and RSL representation attend the Strategic Planning Group			
	Ensure continued Housing Representation on the Learning Disability Commissioning Group	SBC housing is represented on the Commissioning Group			
Provide information and advice to a range of client groups on the options available to them as their housing and care needs change, encouraging and supporting pre-planning.	Review Housing Advice availability within Scottish Borders with the aim of creating a consistent response to people experiencing housing difficulties across all sectors. (RRTP 1.16)	A number of factors served to delay the recruitment process of a dedicated RRTP officer, which has resulted in a delay of some of the RRTP actions, additionally the COVID-19 emergency has further restricted the full application of this resource. A dedicated officer is now in post and additional resource have been allocated, in order compensate for time lost and a full review of the RRTP action plan is underway		SBC, RSLs Third sector	RRTP Communication Plan
	RSLs provide Information and advice on their allocation processes on their stock	Berwickshire and Eildon have recently consulted on their allocations policies			
	Continue to keep the website up to date	Work has begun on updating the website and ensuring it is easy to navigate and user friendly. There have been lots of discussions with officers and the comms team. This will be completed by December 2020			
	Implement the Strategic Housing Teams Communications Plan	The Communication Plan for Housing Strategy, Policy and Development was developed in March 2019, including consultation with the Comms team			

Performance Indicators:

Strategic outcome	Relevant Indicators	Baseline (date)	Targets	Previous Performance	Performance 2019-20	Data type & source	Timescale
4.1 More people being able to live independently in their own homes	Number of persons receiving aids/adaptations and handyman services	Minor adaptations – 355 Minor repairs – 20 Handyperson – 4495 Major adaptations – 75	Minor adaptations – > 355 Minor repairs - > 20 Handyperson – > 4495 Major adaptations – > 88 Targets to be agreed annually with Care and Repair service.	2017/18 – Minor adaptations – 331 Minor repairs – 2 Handyperson – 4,154 Major adaptations – 85 2018/19 – Small repairs and adaptations - 421 Handyperson – 4,058 Major adaptations – 94 RSL adaptations - 128	Small repairs and adaptations – 400 Handyperson – 4,060 Major adaptations – 116	SBC data / annual	2017-22
4.2 Increased provision of specialised housing	Number of specialist housing places	ECH/HwC places = 129 (Dec 2014)	ECH/HwC = 180	2017/18 – 14 2018/19 – 4	5	SBC and AHIP	2017-22
	Number of new homes to wheelchair and varying needs standard	ECH/HwC places = 129 (Dec 2014)	ECH/HwC = 180	2017/18 – 4 2018/19 – 4	5 (2 BHA and 3 EHA)	SBC and AHIP	2017-22
4.3 Effective housing input to process of health and social care integration	Recognition of HCS by HSCP	N/A	Housing involved in service redesign plans.	Housing Contribution Statement 2016 in place	Housing Contribution Statement 2018 in place	Reference SCP and HCS and emerging plans for localities	2020
	Housing represented at strategic planning level	N/A	Housing involved in service redesign plans.	Housing represented	Housing represented	Reference SCP and HCS and emerging plans for localities	2020
	Housing representation on locality planning groups	N/A	Housing involved in service redesign plans.	Housing represented	Housing represented	Reference SCP and HCS and emerging plans for localities	2020
4.4 Improved availability of housing support services	Outsourcing of housing support	N/A	Evaluation of benefits in outsourcing housing support	-	-	SBC	2020
	Number of cases open within Housing Support Services (inclusive of Commissioned service(s))	N/A	Increase in number receiving support	2017/18 – 476 2018/19 – 592	388 (new methodology, see footnote) ³	SBC data annual	2017-22
	Greater transparency and assessment of sufficiency of Housing support services	N/A	Assessment of impact of changes in support of objective	-	-	SBC data	2020
4.5 Increase in prevention and early intervention	Maximise use of Care and Repair budget	Social Rented Sector = £322k, Private Sector = £375k (2016/17)	Monitor and evaluate procedures, value for money and impact of adaptations and equipment provision. Maintain existing level of budget provision.	2017/18 – Social Rented Sector = £423k Private Sector = £442k 2018/19 - Social Rented Sector = £452k Private Sector = £406k	Social Rented Sector = £409k Private Sector = £439k	SBC	2017-22
	Increased use of technology to support individuals	No. receiving community alarm or telecare: Aged 18-64 = 239 and Aged 65+ = 1,690	Introduction of new technologies. Evaluation report on outcomes.	2017/18 - Aged 18 – 64: 219 Aged 65+: 1,445 2018/19 - Aged 18 – 64: 239 Aged 65+: 1,637	Aged 18 – 64: 290 Aged 65+: 2,564	SBC social work and health	2017-22
	Evaluation of housing options advice and general advice/information services	n/a	Evaluation report on outcomes.	2017/18 - Initially considered as part of Homelessness restructure on 2018/19 - Will be taken forward as part of the RRTP	Part of RRTP action Plan	SBC Homelessness team	

³ Please note new method is being used. Previous years have included some double counting between services – e.g. 358 received internally and 252 by Commissioned services = 610 (however 218 referral were direct referral to commissioned services from internal service therefore total = 388)

Scottish Borders Council's Response to the Employability Challenge in the Scottish Borders

Report by Executive Director, Corporate Improvement and Economy Executive

9 February 2021**1 PURPOSE AND SUMMARY**

- 1.1 **The purpose of this report is to highlight the challenges of increased unemployment and numbers of redundancies in the Scottish Borders; and to set out Scottish Borders Council's approach to employability and training in response to existing and new employability measures introduced by the Scottish and UK Governments. It seeks the Council's endorsement for this work and also updates the Executive on actions being taken at a South of Scotland level.**
- 1.2 Unemployment has increased significantly in the past year as a result of the Covid-19 pandemic and is likely to increase further due to the end of the UK national furloughing scheme for employees. Young people aged 16-24 have been particularly affected. The report highlights Scottish Borders Council's significant role in providing leadership in tackling employability and in supporting UK and Scottish Government employment and employability programmes. The Covid-19 pandemic has had an adverse effect in progressing the local delivery of these programmes. The report also sets out the Council's involvement in the recently announced UK and Scottish Government employability programmes especially Kickstart, Youth Guarantee and the Partnership Action for Continuing Employment Programme (PACE). The importance of co-ordinating the work of the Borders Learning and Skills Partnership is highlighted together with the strategic approach being developed at a South of Scotland level.

2 RECOMMENDATION

- 2.1 **It is recommended that the Council:**
- a) Note the scale of the unemployment challenge particularly facing young people in the Scottish Borders as set out in Section 3.**
 - b) Note the additional Scottish Government and UK Government employability support measures as set out in Section 4.**
 - c) Note the Council's involvement in existing employability measures as set out in paragraphs 5.3, 5.4 and 5.5.**

- d) Endorse the Council's approach to Employability as set out in section 5 and its involvement in the UK Government's Kickstart initiative, and the Scottish Government's Youth Guarantee and the Partnership Action for Continuing Employment (PACE) programmes as set out in paragraphs 5.7 to 5.11.**

- e) Note the establishment of the South of Scotland Education and Skills Strategic Coordination Group that will link into the South of Scotland Regional Economic Partnership (REP) as mentioned in Section 6.**

3 UNEMPLOYMENT IN THE SCOTTISH BORDERS

- 3.1 As elsewhere in Scotland and the UK, the Scottish Borders has experienced a significant rise in unemployment in the past year. (See Appendix 1.) The claimant figures for December 2020 show claimant unemployment at 3,505 (2,040 males and 1,465 females) and compares with 1,755 (1,085 males and 670 females) in the same month in 2019. It should be noted that the increase in unemployment numbers has slowed over the past few months, which is also the case nationally. This is probably due to the UK Government's national employment furloughing scheme still being in place. The latest information on those furloughed in the Scottish Borders is that 3,300 workers were on the scheme on 31 October 2020.
<https://www.skillsdevelopmentscotland.co.uk/media/47100/rsa-infographic-scottish-borders.pdf>
- 3.2 Unemployment is affecting all age groups but especially the 16-24 age group. The numbers unemployed in this group in December 2020 were 765 - 22% of the total. The increase in unemployment is spread across the Scottish Borders with the largest increases in Jedburgh and District (3.4 percentage points), Hawick and Denholm (3.2 percentage points), Tweeddale West (2.7 percentage points), Galashiels and District (2.7 percentage points), East Berwickshire (2.6 percentage points), and Leaderdale and Melrose (2.6 percentage points) local authority wards.
- 3.3 National economic forecasts suggest that the levels of unemployment and redundancies will increase markedly, particularly as the funding for the UK Government's furloughing scheme is reduced and comes to an end. This will likely lead to increased poverty and more disadvantaged and vulnerable families and individuals, and place additional demands on public sector support services.
- 3.4 The labour market impacts of the pandemic will not solely be restricted to those who are in work. Modelling work undertaken by Skills Development Scotland (SDS) and validated by team South of Scotland partners suggests that a broad range of groups are likely to see their labour market choices impacted by the economic and labour market crisis. This includes:
- Secondary school students due to make the transition to education, training or employment.
 - Apprentices currently in training who may be at greater risk of redundancy.
 - College and University leavers who are due to complete their studies.

4 SCOTTISH AND UK GOVERNMENT EMPLOYABILITY SUPPORT MEASURES

- 4.1 Local authorities are recognised as key delivery partners at a local level for national employability support measures. The Scottish Government and COSLA signed a 'No One Left Behind' Employability Partnership Agreement in December 2018. The Partnership Agreement is supported by a Delivery Plan which provides a range of funding to local authorities including the Parental Employment Support Fund and funding for youth and adult employability measures.

- 4.2 The Scottish Government have responded to the problems in the labour market with an additional £100 million to be invested in targeted employment support and training, including:
- £60 million in a Young Person's Guarantee to give all young people access to work, training or education.
 - £25 million in a National Transition Training Fund to support those facing redundancy and unemployment focused on helping those in sectors and regions most exposed to the current economic downturn.
 - £5 million to maximise resources for those facing redundancy through Partnership Action for Continuing Employment (PACE).
- 4.3 The UK Government has launched the Kickstart scheme, which provides funding to employers to create new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment. Funding will cover 100% of the relevant National Minimum Wage for 25 hours a week, the National Insurance contributions and employer minimum automatic enrolment contributions. This is part of the UK Government's 'Plan for Jobs', and aims to create hundreds of thousands of new, fully funded jobs across the UK.
- 4.4 Other UK Government measures include the ability for employers with under 250 staff to reclaim Statutory Sick Pay (SSP) for employees unable to work due to coronavirus; support for self-employed; SSP from day 1 for those who cannot work due to COVID and the Job Retention Scheme.

5 RESPONSE BY SCOTTISH BORDERS COUNCIL

- 5.1 In response to the challenges arising from increasing unemployment in the Scottish Borders, the Council's Corporate Management Team has established a **Leadership Group on Employability**. This is led by the Executive Director, Corporate Improvement and Economy and involves the Service Director Human Resources, Service Director Young People Engagement and Inclusion, the Service Director Customer & Communities, Employment Services Manager and Senior Policy Adviser. Also there is an inter-service Employability officer group which reports into this Leadership Group.
- 5.2 The Council is also working closely with Borders College to coordinate employability and training across the Scottish Borders. This is undertaken by **the Borders Learning and Skills Partnership** and this body includes representation from a range of organisations including the Developing Young Workforce, Heriot Watt University, South of Scotland Enterprise Agency, the voluntary sector and national agencies i.e. the Department of Work and Pensions and Skills Development Scotland. It has links into the employment, skills and training work being carried out at a South of Scotland level, and as part of the Edinburgh and South East Scotland City Region Deal.
- 5.3 Scottish Borders Council is playing a significant role in **directly supporting employability measures**.

This involves:

- Operating its own all age Employment Support Service in Human Resources which has a core budget provided by the Council of £378,477 in 2020/21.
- Delivering on the Scottish Government funded employability programmes as part of the local No One Left Behind delivery plan which links to the national plan mentioned in paragraph 4.1. This

comprises the Parental Employment support and youth employability programmes.

- Using European Social Fund to support the work of the Council's Employment Support Service, and to improve the employability of vulnerable individuals such as people with special needs, care leavers and ex-offenders.
- Carrying out a disadvantaged families' project led by the Council's Community Learning and Development service with specific funding from the Edinburgh and South East Scotland City Region Deal Integrated Regional Employment Services (IRES).

These initiatives are overseen by the Council's employability officer group which comprise a range of services i.e. Employment Support Service, Education, Community Learning and Development, Children and Families and Criminal Justice services, and Economic Development.

5.4 Appendix 2 sets out the Council's involvement in externally funded employability projects. These projects are currently being reviewed by the Employability Officers Group as their implementation has been (and continues to be) seriously affected by the Covid-19 pandemic which has impacted on delivery, staffing and accessing clients; together with issues surrounding accessing the European Social Fund. However considerable efforts are now being made to progress all of these programmes and projects. Discussions are also taking place with the Scottish Government to ensure that any unspent monies can be carried forward in the next financial year 2021/22 based on an agreed plan of action.

5.5 Apart from these measures, Scottish Borders Council is also:

- Supporting transitions for school leavers and young people to training and employment through Education, Skills Development Scotland (SDS) Careers Services, the Development Young Workforce, Borders College, and Department of Work and Pensions.
- Contributing to the delivery of the local PACE redundancy initiative by Council services.
- Encouraging the provision of foundation apprenticeships for young people.
- Providing a number of modern apprenticeships for young people, as an employer.
- Leading the Workforce Mobility Project as part of Edinburgh and South East Scotland City Region Deal Integrated Regional Employment Services (IRES) programme.
- Linking into other projects IRES projects - Labour Market Intelligence, Employer Engagement, Knowledge Information Systems, Management Systems, Digital Data and Construction Training.

5.6 The Council has responded to the Scottish and UK Government's employability programmes and the problems of increasing unemployment particularly facing young people in the Scottish Borders, by taking a leading role in the implementation locally of the Kickstart scheme. It has also taken action in relation to the Youth Guarantee Fund and the enhancement of the PACE Redundancy initiative.

5.7 In relation to the UK Government's **Kickstart programme** there was a requirement to respond to a tight deadline. Scottish Borders Council using its Employment service has acted as the lead partner (a Gateway Organisation) with other partners from the Borders Learning and Skills Partnership i.e. NHS Borders, Borders College, the Scottish Borders Enterprise Chamber and the Chamber of Commerce and put forward a bid

to the Department of Work and Pensions for 90 Kickstart places for young people. This will involve the arrangement of employment placements with public, private and voluntary sector employers. This includes 30 places within Scottish Borders Council (see paragraph 5.8). This bid amounted to £688,320 has been successful, and the monies need to be committed by December 2022. Scottish Borders Council as the lead partner will receive a payment of £300 per placement, generating £18,000 over the period. It intended to use funding to provide a staff resource to support the programme.

- 5.8 Scottish Borders Council's 30 Kickstart placements will include opportunities within Social Care, Education, Administration, Cleaning and Catering but will not be restricted to these vocations as choice of job will be important. As an employer, the Council will be able to claim £1500 per person as each placement is started i.e. £45,000 between November 2020 and December 2021.
- 5.9 The Scottish Government has allocated monies to local authorities to deliver **the Youth Guarantee Fund**. Scottish Borders Council has been allocated £623,186. The majority of this award will be used on staffing and committed before March 2021 so the funds can be carried forward to March 2022. A tight deadline was given for accepting the award and a working group of officials led by the Service Director Young People Engagement and Inclusion examined how best to make use of it. This led to the production of the delivery plan which has been submitted to the Scottish Government. This will be delivered by the Council's Community Learning and Development and Employment services supported by Economic Development.
- 5.10 It is intended that that the delivery plan will support 222 young people. Young people will be targeted in the following groups:
- Young people who face significant barriers to employment.
 - 16/17 year olds who are not eligible for Kickstart.
 - Young People who are not engaging with mainstream provision.
 - Care experienced young people.
 - Young people who are not in a positive destination.
 - Those with mental health issues including autism.
 - Young people from remote rural areas.
 - Young people with disabilities/ Additional Support Needs.

It is planned to work closely with partners to reach the more vulnerable young people who are most in need of employability support. These partners include the pastoral teams within secondary schools, Skills Development Scotland, Job Centre Plus and third sector specialist service providers.

- 5.11 Local Authorities are also to receive **Partnership Action for Continuing Employment (PACE)** funding to establish employ an officer who would be a single point of contact (SPOC) for PACE and a key worker to provide PACE support worker. Scottish Borders Council has been awarded £82,180. The current PACE partnership operation in the Scottish Borders is led by the local Skills Development Scotland (SDS) service and is very strong. In discussion with SDS and other partners it is considered that the most appropriate way to use this money is to strengthen the local PACE team, by appointing a PACE SPOC officer and PACE support worker within the Council. This will enhance services to existing and potential clients.

6. SOUTH OF SCOTLAND

- 6.1 A **South of Scotland Education and Skills Strategic Coordination Group** has established a sub-group of the South of Scotland Regional Economic Partnership (REP). The Group is chaired by Professor Russel Griggs and the

Council is to be represented the Service Director Young People Engagement and Inclusion.

6.2 The Group will focus on four key areas:

- Overseeing the implementation of the South of Scotland Regional Skills Investment Plan.
- Ensuring a robust, comprehensive, and regionally sensitive evidence base of labour market intelligence – to influence the shape of future education and skills provision.
- Developing innovative approaches to work-based learning delivery in the South of Scotland – to ensure that real or perceived barriers to participation from employers and individuals are overcome.
- Co-ordinating a coherent South of Scotland response to labour market challenges – including COVID-19 impacts, Brexit etc. to ensure that the skills system effectively supports economic recovery.

7 IMPLICATIONS

Financial

7.1 a) Apart from the Council's core funding of the Employment Support Services all the employability schemes mentioned in this report where the Council is involved are fully funded by the Scottish and UK Governments. The Council is looking to roll forward any underspends on these schemes into the financial year 2021/22 and where necessary it is working with the Scottish Government to achieve this. There may be required to be pay back grant assistance if carry forwards are not agreed.

b) Although the circumstance is unlikely to occur on short term placement schemes such as Kickstart', recruiting managers and budget holders should be aware that when an employee reaches two years continuous service with the Council they will have the same redundancy and redeployment rights as a permanent member of staff should such a situation arise. Additionally if an individual was previously employed by local government with less than a two week gap before joining the Council this will count as continuous service.

7.2 Risk and Mitigations

a) The key risk is that the Council fails to support the people in the Scottish Borders who are unemployed or being made redundant, especially young people, effectively and optimally. By failing to respond the Council also suffers reputational risk.

b) There is a risk that the Council might not be able to implement the schemes that are to be delivered through Kickstart, the Youth Guarantee Fund and PACE. This could involve the need to return funding to the UK and Scottish Governments. This also applies to existing Scottish Government funded programmes. To mitigate this the CMT Leadership Group is taken a strong role in overseeing the implementation of these programmes and a close dialogue is taking place with Scottish Government officials.

7.3 Integrated Impact Assessment

Tackling inequalities is key part of the work of on employability and every effort will be made to support disadvantaged individuals within the protected characteristic groups in the implementation of various schemes.

7.4 **Acting Sustainably**

Tackling unemployment is a key part of acting sustainably as involves working towards a fairer distribution of resources across society.

7.5 **Carbon Management**

The support for employability has no direct impact on carbon management.

7.6 **Rural Proofing**

The support for employability will cover communities and individuals in all parts of the Scottish Borders including rural areas.

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

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

8 CONSULTATION

8.1 The Executive Director Finance & Regulatory, Chief Legal Officer (and Monitoring Officer), Service Director HR & Communications, Clerk to the Council, and Communications team have been consulted on this report and comments received have been incorporated into the final report.

8.2 The Corporate Management Team have been consulted and its 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
Bruce Brodie	Employment Services Manager

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 email address below.

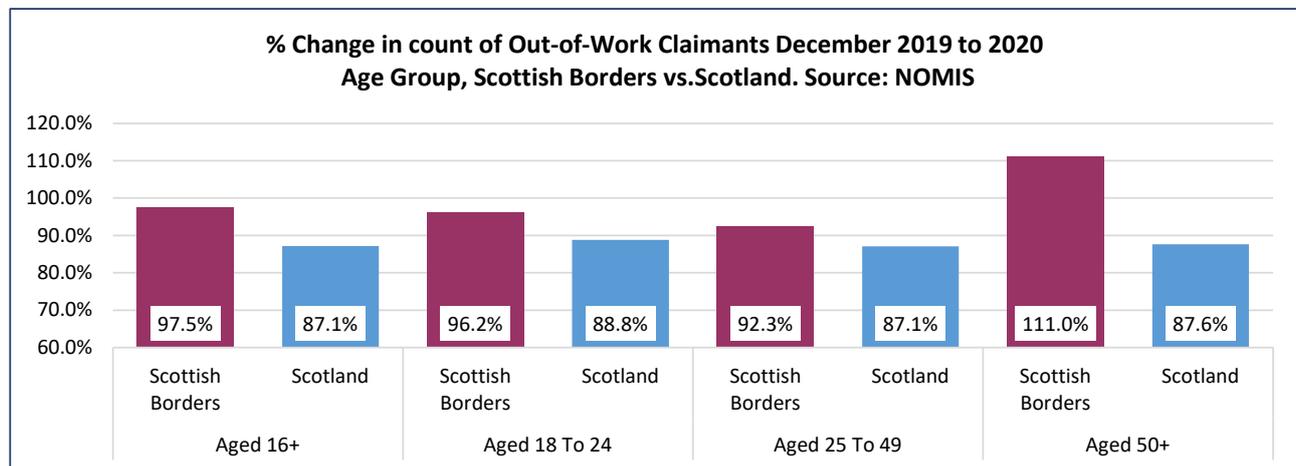
Contact us at: Douglas Scott, Senior Policy Adviser dscott@scotborders.gov.uk tel: 01835 825155

Appendix 1: Out of Work Claimant Count data¹

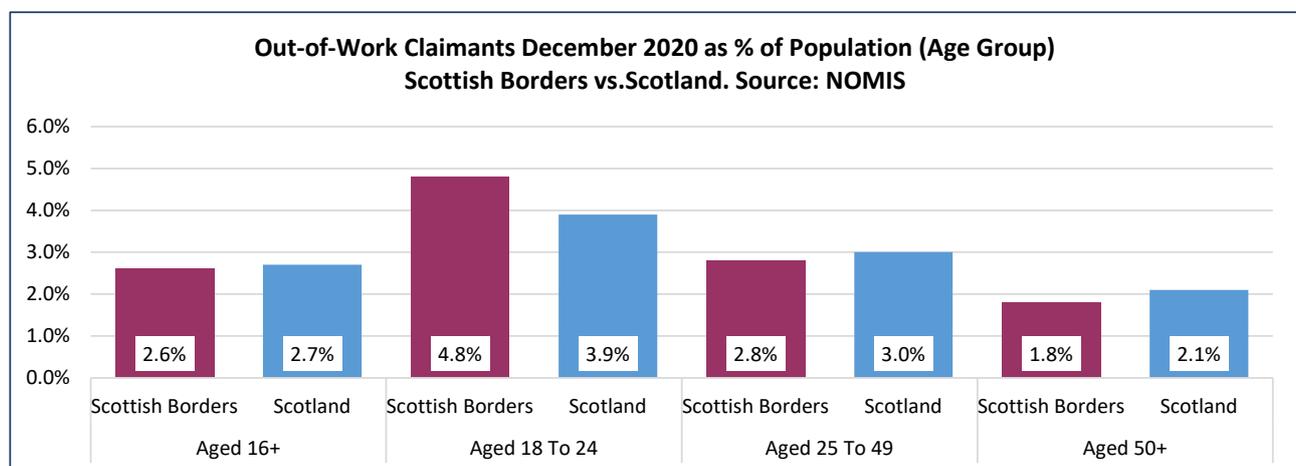
Unemployment Claimant Count in the Scottish Borders and Scotland

Area	Age Group	December 2019		December 2020		Change 2020 Less 2019		
		Claimant Count	% of Pop	Claimant Count	% of Pop	Claimant Count	% Change of Count	% of Pop
Scottish Borders	Aged 16+	1,775	2.6%	3,505	5.2%	1,730	97.5%	2.6%
	Aged 18 To 24	390	5.0%	765	9.8%	375	96.2%	4.8%
	Aged 25 To 49	915	3.0%	1,760	5.8%	845	92.3%	2.8%
	Aged 50+	455	1.7%	960	3.5%	505	111.0%	1.8%
Scotland	Aged 16+	110,705	3.2%	207,180	5.9%	96,475	87.1%	2.7%
	Aged 18 To 24	20,420	4.4%	38,550	8.3%	18,130	88.8%	3.9%
	Aged 25 To 49	62,075	3.5%	116,130	6.5%	54,055	87.1%	3.0%
	Aged 50+	27,405	2.4%	51,420	4.5%	24,015	87.6%	2.1%

Across all age groups the Scottish Borders had a higher change in count of Out-of-Work claimants compared to Scotland.



In December 2020 the Scottish Borders had a higher **proportion of population** aged 18-24 claiming Out-of-Work benefits compared to Scotland.

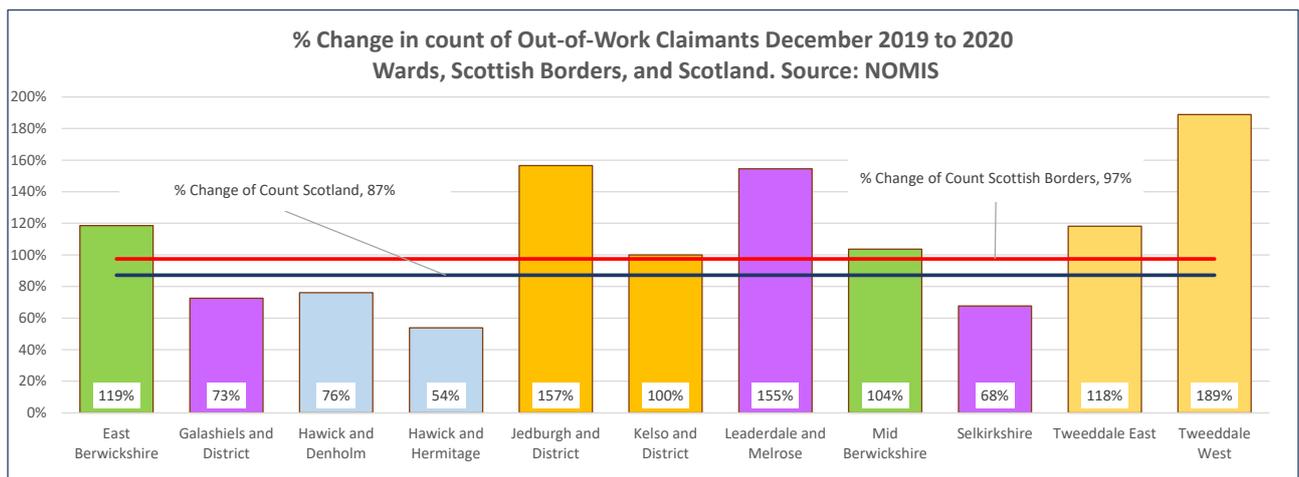


¹ <https://www.nomisweb.co.uk>

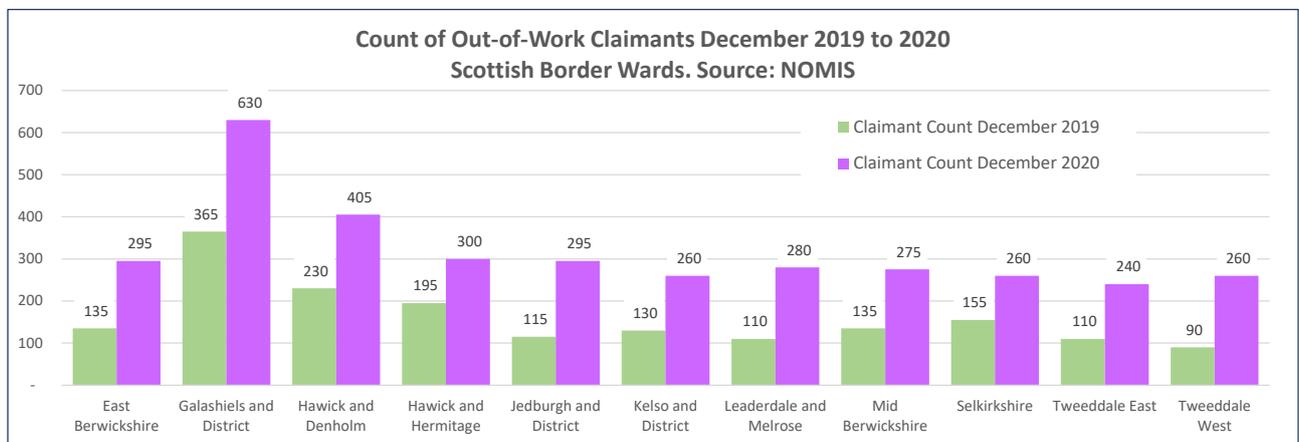
Claimant Count in the Scottish Borders

Ward / Area	Dec 2019 Age 16+		Dec 2020 Age 16+		Change 2020 Less 2019		
	Claimant Count	% of Pop	Claimant Count	% of Pop	Claimant Count	% Change of Count	% of Pop
East Berwickshire	135	2.3%	295	4.9%	160	119%	2.6%
Galashiels and District	365	3.7%	630	6.4%	265	73%	2.7%
Hawick and Denholm	230	4.2%	405	7.4%	175	76%	3.2%
Hawick and Hermitage	195	3.9%	300	5.9%	105	54%	2.0%
Jedburgh and District	115	2.2%	295	5.6%	180	157%	3.4%
Kelso and District	130	2.3%	260	4.6%	130	100%	2.3%
Leaderdale and Melrose	110	1.8%	280	4.4%	170	155%	2.6%
Mid Berwickshire	135	2.2%	275	4.5%	140	104%	2.3%
Selkirkshire	155	2.8%	260	4.6%	105	68%	1.8%
Tweeddale East	110	1.8%	240	3.8%	130	118%	2.0%
Tweeddale West	90	1.5%	260	4.2%	170	189%	2.7%
Scottish Borders	1,775	2.6%	3,505	5.2%	1,730	97%	2.6%
Scotland	110,705	3.2%	207,180	5.9%	96,475	87%	2.7%

The graph below shows the percentage change in count of Out-of-Work Claimants between December 2019 and December 2020 for the 11 Scottish Borders wards compared to the % change for the Scottish Borders (97%) and Scotland (87%). Wards with the highest change are Tweeddale West, Jedburgh and District and Leaderdale and Melrose.

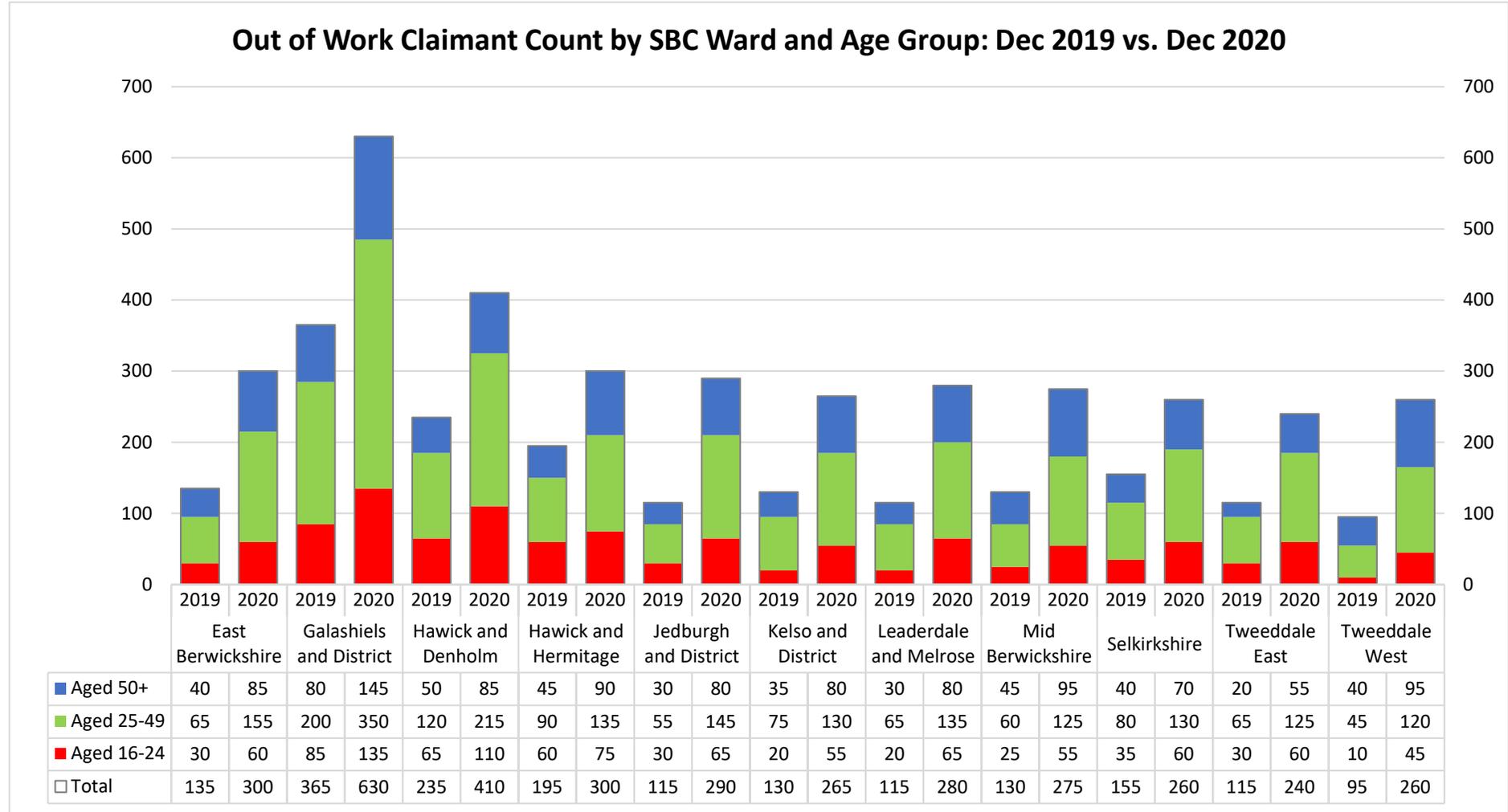


The graph below shows the Out-of-Work claimant count for both December 2019 and 2020. It is important to note that Galashiels and District is a larger ward compared to the others.

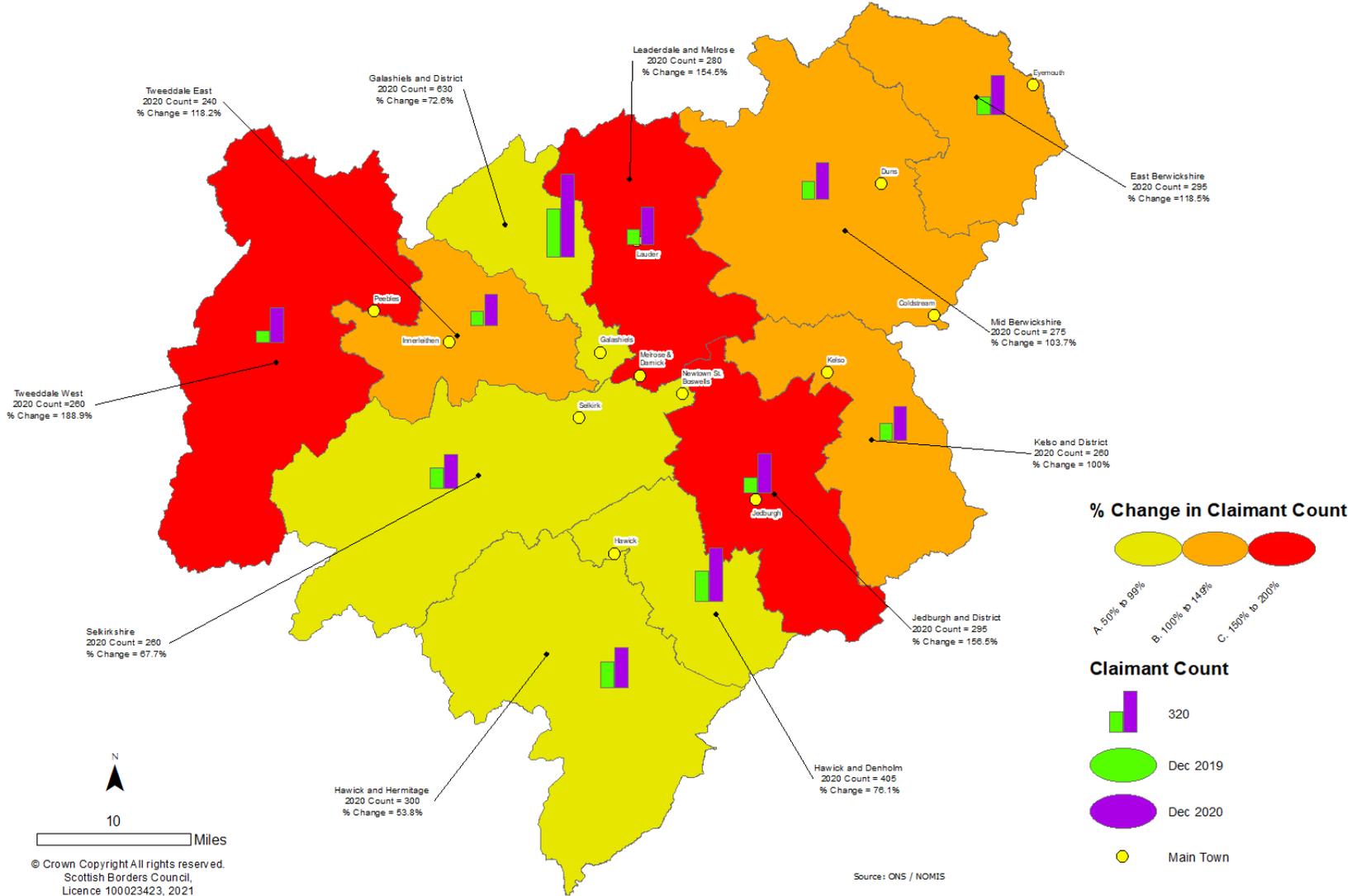


Out of Work Claimant Count by SBC Wards and Age Group.

The graph / table below shows the count of claimants in each SBC Ward by age group. All wards had an increase in claimants for all age groups.

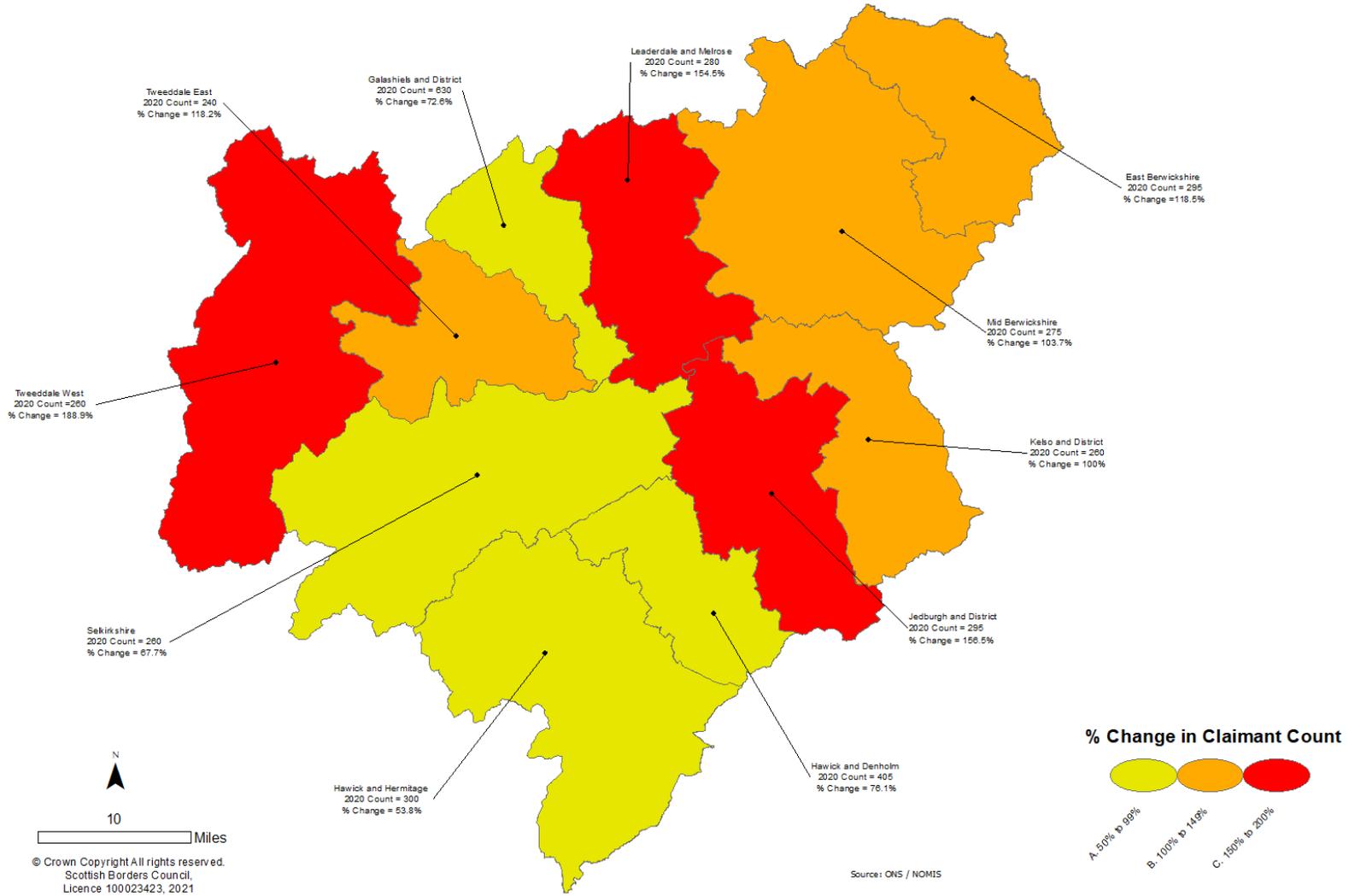


Scottish Borders Wards - Out of Work Claimant Change Dec 2019 to Dec 2020

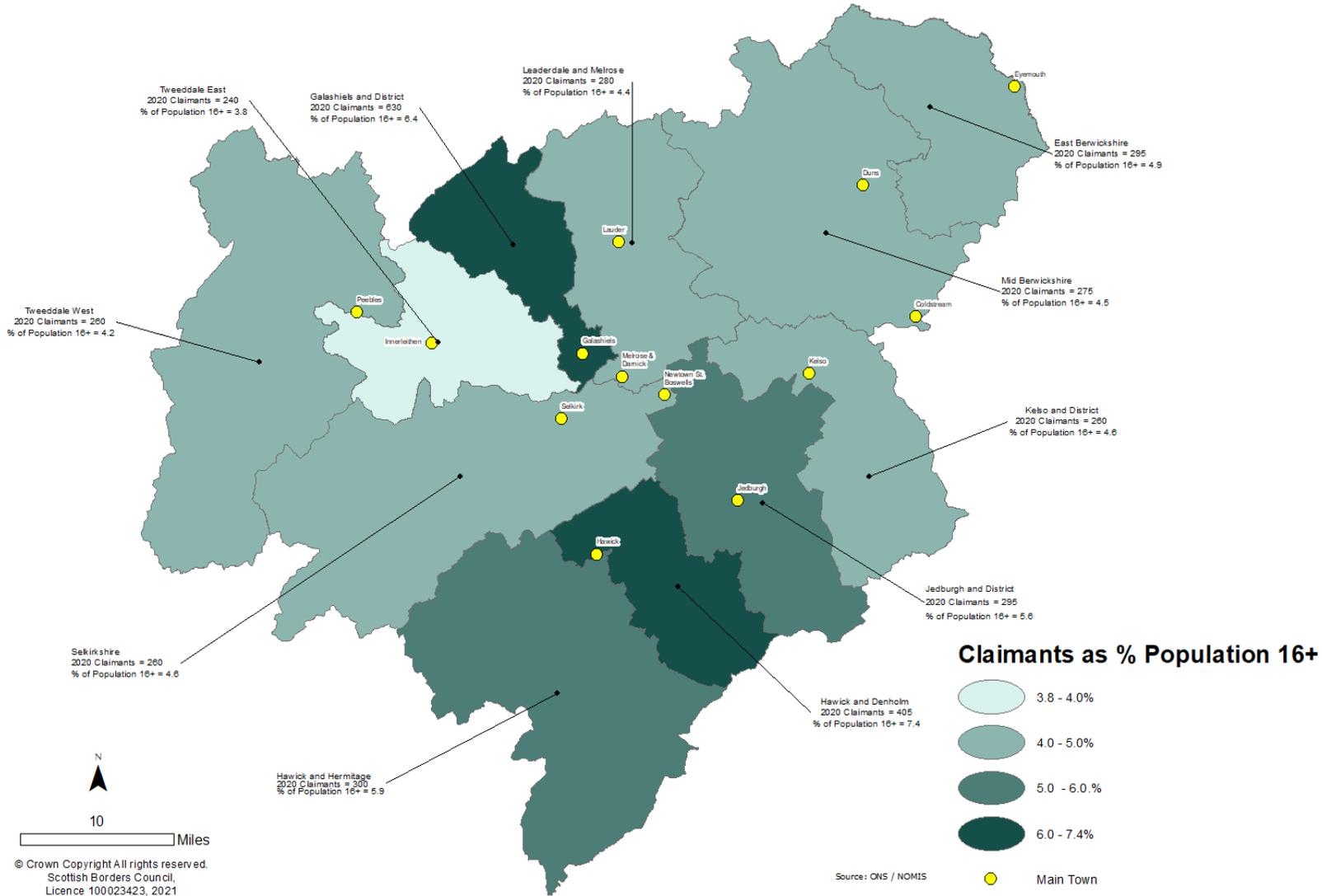


This is a plainer version of the map above (choose between them)

Scottish Borders Wards - Out of Work Claimant Change Dec 2019 to Dec 2020



Scottish Borders Wards - Out of Work Claimants % of Population Aged 16+



Appendix 2

Scottish Borders Council – Current Employability Projects

Project/Programme	Council Services	Purpose	Funding Source
Opportunities for All Activity Agreement	Community Learning & Development – Youth Services	To provide activity agreements for young people 16-19 to take part in tailored learning and activity which helps them to become ready for formal learning or employment.	Scottish Government – No One Left Behind funding
Training in Employment	HR Employment Support Service (ESS) & Economic Development	To provide a training places over a 12month period for employers committing to a training place for a minimum of 16hrs per week.	Scottish Government – No One Left Behind funding
Parental Employment Support	Community Learning & Development – Adult Services	Support to parents to enhance employment opportunities	Scottish Government – No One Left Behind funding
Disadvantaged Families	Community Learning & Development – Adult Services	Working to support 10 disadvantaged families	Edinburgh and South East Scotland City Region Deal
Employment Support Service	Human Resources – Employment Support Service	ESF used contribution to funding officers in the	European Social Fund (ESF)

		<p>Council's Employment Support Service (EES) for all ages. (some 100% and some 40% of time, plus management time)</p> <p>The aim of the service is to provide employability focused support to clients engaging with the ESS, ranging from overcoming barriers, job searching, preparing for interviews, arranging work experience placements, job coaching and ongoing advice and guidance in work.</p> <p>Use of the SDS Employability Fund to support 76 people of all ages through Stage 2 and 3. This involves the provision of 3 Employment Development Officers. (Stage 2 is a pre employability</p>	<p>Skills Development Scotland</p>
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		<p>training course for young disengaged people to give them the skills required to enter the workplace. Stage 3 is a Work Experience programme which is a direct follow on from stage 2)</p>	
Project Search	Human Resources – Employment Support Service (ESS)	<p>Partnership between SBC, NHS Borders and Borders College to supply internships to young people with additional support needs, such as learning disability or Autism based in NHS Borders. One support worker is employed through ESS.</p>	European Social Fund
Borders Family Firm	Human Resources – Employment Support Service	<p>Providing focused support to care leavers as they transition out of care into independent living. One support worker</p>	European Social Fund

		employed through ESS.	
Supporting individuals with a learning disability, mental health issues and those on the autistic spectrum	Children and Young People – Learning Disability Service	To assist clients engage in voluntary work opportunities with the ultimate aim of bridging the employability gap. There is two support worker one who is in the Berwickshire area, and one recently recruited in Roxburgh area	European Social Fund
Right Track	Criminal Justice	Supporting ex-offenders to overcome barriers to employment, ranging from support with disclosures, job applications and in work support. Due to suspension issues both have now left. Posts were due to be advertised as Covid 19 Lockdown started	European Social Fund

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