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EXECUTIVE COMMITTEE TUESDAY, 20 APRIL 2021

A MEETING of the EXECUTIVE COMMITTEE will be held VIA MICROSOFT TEAMS on TUESDAY, 20 APRIL 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,

13 April 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
ECONOMIC DEVELOPMENT BUSINESS		
4.	Scottish Borders Business Gateway Delivery (Pages 3 - 10) Consider report by Executive Director, Corporate Improvement and Economy. (Copy attached).	10 mins
5.	Update on the Scottish Borders Strategic Events Plan (Pages 11 - 16) Consider report by Executive Director, Corporate Improvement and Economy. (Copy attached).	10 mins
OTHER BUSINESS		
6.	Minute (Pages 17 - 22) Minute of meeting held on 16 March 2021 to be noted for signature by the Chairman. (Copy attached).	2 mins
7.	Proposed Financial Contribution to Fund Dedicated Empty Homes Officer (Pages 23 - 30) Consider report by Executive Director Corporate Improvement and Economy. (Copy attached).	10 mins

8.	Capital Programme 2021-22 Block Allocations (Pages 31 - 52) Consider report by Executive Director, Finance & Regulatory. (Copy attached).	10 mins
9.	Any Other Items Previously Circulated	
10.	Any Other Items which the Chairman Decides are Urgent	
11.	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.”	
12.	Minute (Pages 53 - 54) Consider Private Minute of meeting held on 16 March 2021. (Copy attached).	2 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 BUSINESS GATEWAY DELIVERY

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE

20 APRIL 2021

1 PURPOSE AND SUMMARY

1.1 This paper sets out the actions taken by South Of Scotland Enterprise (SOSE) in preparation for the transfer of the Business Gateway Service from Scottish Borders Council (SBC) details the future SOSE Business Gateway delivery model in Scottish Borders and the Performance Management Framework to be utilised in reporting by SOSE to SBC.

2 RECOMMENDATIONS

2.1 Executive is recommended to:-

- a) Note the work undertaken to transfer the Business Gateway Service to SOSE.**
- b) Agree the Performance Management Framework and associated Indicators for 2021/22 proposed within the report.**
- c) Agree to receive the necessary performance management information as part of the scheduled Quarterly Performance Management reports Executive already receives.**

3 BACKGROUND

- 3.1 Scottish Borders Council (SBC) took a decision on 5 November 2020 to transfer the operational delivery of the Business Gateway service from SBC to South of Scotland Enterprise (SOSE). Subsequently the SOSE Board agreed to deliver Business Gateway service on behalf of Scottish Borders Council as part of a strategic partnership agreement.
- 3.2 The arrangement is part of the strategic partnership protocol between SOSE and SBC that Council agreed on 26 November 2020 to help both organisations work together to achieve their joint aims for the benefit of the local economy.
- 3.3 As part of the agreement, the role of Business Gateway transferred from SBC to SOSE from 1 April 2021.

4 SOSE ACTION PLAN FOR DELIVERY OF BUSINESS GATEWAY IN SCOTTISH BORDERS

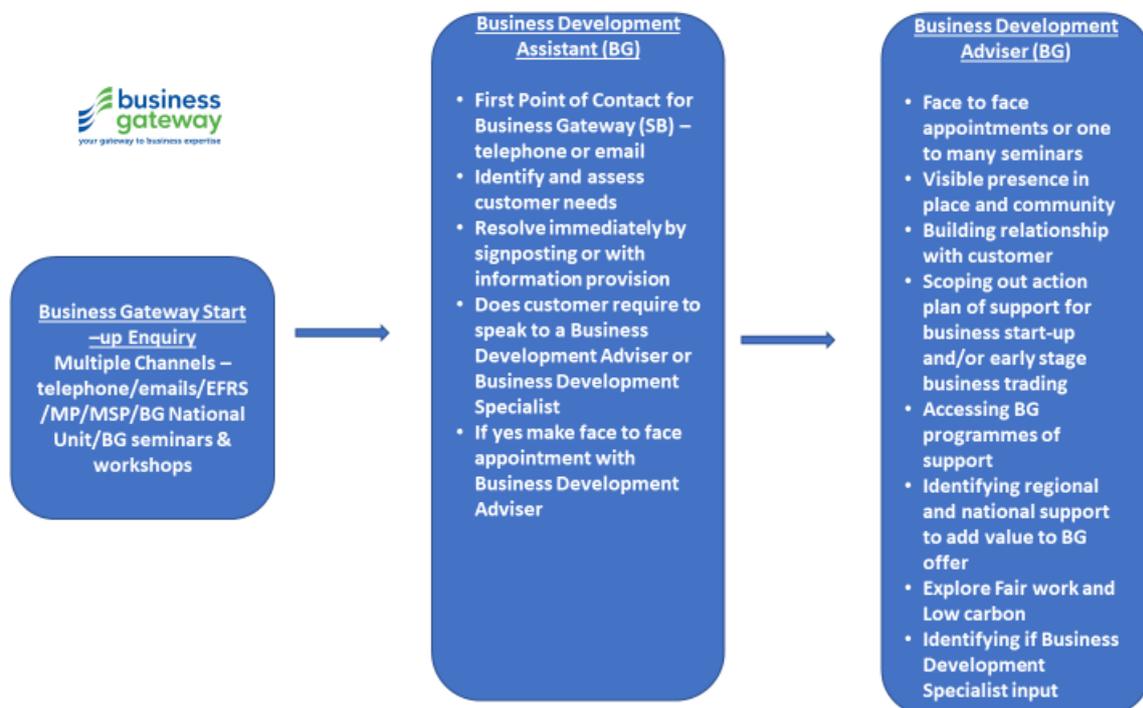
- 4.1 SOSE's action plan for delivery is attached at Annex 1. This sets out the detailed plan in respect of the work being undertaken by SOSE to establish the Business Gateway operation within their organisation.

5 SOSE BUSINESS GATEWAY SCOTTISH BORDERS DELIVERY FROM 1 APRIL 2021

- 5.1 The vision for SOSE's Business Gateway Borders delivery model is to have a strong customer focus, to be flexible, easy to access, inclusive and credible. It will focus on individuals starting-up in business and through the early stages of trading and development. The Business Gateway Scottish Borders service will provide a seamless pathway for businesses to access SOSE support in line with business needs.
- 5.2 Business Gateway Scottish Borders will deliver a customer focused service through a team of Business Development Assistants and Business Development Advisers, managed by a Business Development Co-ordinator.
- 5.3 The Business Development Assistants take the main role in providing a high quality first point of contact/front line information service by phone or email for individuals and business contacting the Business Gateway Service in Scottish Borders.
- 5.4 The Business Development Advisers take the lead role in providing a high quality 1-2-1 business advisory service to pre-start, start-up and businesses in early stages of trading and development to maximise their potential, helping to build the Scottish Borders business base and improve Economic Impact.
- 5.5 The Business Development Co-ordinator will be a seconded post for 12 months to co-ordinate the establishment and development of the SOSE Business Gateway Scottish Borders team.

6. CUSTOMER JOURNEY

6.1 The customer journey and description of activities for each role is below:



7 ROLES AND RESPONSIBILITIES

- 7.1 Cllr Rowley will continue to represent Scottish Borders at Business Gateway Board meetings. SOSE will provide quarterly updates to SBC's Executive, as part of the scheduled performance management information they receive, on Business Gateway operational delivery to align with the Business Gateway Board meetings.
- 7.2 SOSE Head of Areas Operations and Business Gateway National Chief Operating Officer will meet monthly to discuss and update on operational delivery.
- 7.3 SOSE will be responsible for recording data on CRM Dynamics in line with Business Gateway National guidelines and provide relevant reporting information for Business Gateway National Unit and Scottish Borders Council.
- 7.4 SOSE will deliver the Digital Boost programme that aligns with Business Gateway and provides digital support for SMEs.
- 7.5 SOSE will align with Business Gateway National unit on the delivery of the virtual workshop and seminar schedule.

8 PERFORMANCE MANAGEMENT

- 8.1 SOSE will provide quarterly activity reports. The activity will align with Business Gateway National and SLAED performance indicators.
- 8.2 The table below sets out an update on the performance indicators used to measure Business Gateway performance up until 31 March 2021. There have been a number of changes that mean that a smaller set of outputs now need to be captured. These changes are primarily the ending of European Regional Development Funding (ERDF) funding and reporting; and Scottish Enterprise's move from a segmented Growth Pipeline/Account Management model to Opportunity Management. This has fundamentally changed the overall approach to business support.

Output Targets 2021/22			
Start-up Service	Targets 2020/21	Current Position	Targets 2021/22
Total number of start-up customers who have begun trading	220	Reduction reflecting focus on coming out of COVID	150
Start-up with Employees	30	Replaces Early Stage Growth	20
Number of business Start-up enquiries	0	New target introduced to demonstrate demand for individuals exploring business start-up	300
Number of Start-up workshops / seminars held	72	Currently BG workshop programme is being delivered by BG National. Local workshops will recommence following end of Covid restrictions - target adjusted to reflect this	35
Number of clients attending start-up workshops/seminars	432	This target reflects the estimated number of attendees from Scottish Borders at national workshops/seminars	250

Previous Indicators That Are Superseded

Growth Services	Targets 2020/21	Current Position	Targets 2021/22
Local Growth Advisory Service (LGAS) business expected to increase annual turnover by £100k in 3 years	30	ERDF target, no longer applicable- SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Growth Advisory Service (GAS) business expected to increase annual turnover by £200k in 3 year	15	ERDF target, no longer applicable- SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished

Growth Pipeline (GP) businesses expected to increase turnover by £400k in 3 years, approved by Scottish Enterprise	6	Scottish Enterprise support – service no longer exists SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Account Management (AM) Businesses who meet Scottish Enterprise criteria for acceptance on to national account management structure	2	Scottish Enterprise support – service no longer exists SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Number of workshops aimed at growing businesses	60	SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Number of clients attending growing business workshops/seminars	360	SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
ERDF Targets	Targets 2020/21	Current Position	Targets 2021/22
Number of Masterclasses held	6	ERDF target, no longer applicable – SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Number of Scottish Borders Business Fund grant issued	20	ERDF target, no longer applicable – SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Increase in Employees in assisted companies	40	ERDF target, no longer applicable – SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished
Number of businesses assisted to export for the first time	15	ERDF target, no longer applicable – SOSE will deliver a service to support existing businesses to achieve outcomes detailed in SOSE strategic plan for SOS	No longer applicable – ERDF programme finished

8.3 SOSE will keep records and report on the following diverse groups: -

- Number of Young People Engaging with Business Gateway start-up service and starting up in business.
- Number of Women engaging with Business Gateway start-up service and starting up in business.
- Number of people identifying as disabled engaging with Business Gateway start-up service and starting up in business.
- Number of BAME engaging with Business Gateway start-up service and starting up in business.

8.4 SOSE will record the following to provide an overview of economic impact and place activity and report on an annual basis.

- Number of jobs created

- Estimated GVA
- Details of Place/Location with Scottish Borders of individuals engaging with Business Gateway service and starting a business
- Sector breakdown of Business Start-ups

9 IMPLICATIONS

9.1 Financial

- a) As part of the strategic partnership agreement between SBC and SOSE, SBC will transfer £250k per annum to SOSE for Business Gateway delivery.
- b) The funds required to run Business Gateway come to the Council as part of the annual Local Government settlement. These funds will be transferred to South of Scotland Enterprise in order to cover the costs of running the service. The approved full year budget for the service in 2020/21 was £249,603. The approved figure for transfer in 2021/22 has not been finalised as the pay award is to be agreed.

9.2 Pensions

An admission agreement to the LGPS was approved by the SBC Pension Fund Committee on 12 September 2019. SBC will in future administer pensions on behalf of SOSE. A financial guarantee protecting the pension Fund in the event that SOSE is wound up has been signed by Ministers and SOSE. The actuary, Hymans Robertson, has determined an initial contribution rate of 20.6% of payroll which will be reviewed as part of the 2020 Triennial valuation process.

9.3 Risk and Mitigations

- a) There is a potential risk that transferring Business Gateway out of the Council could mean a loss of input to the activity of business advice in the region. This will be mitigated as SBC will retain the ultimate responsibility for delivery of the Service. It is further mitigated by entering into a Strategic Partnership Protocol which will ensure SBC and SOSE work collaboratively together to ensure the shared aims of both bodies are met. In addition, a regime of regular meetings between SBC and SOSE and of reporting will be established by the Memorandum of Understanding to be formed between the bodies.
- b) There is a risk that an opportunity to improve the delivery of support to business in the Scottish Borders area will be lost if Members do not agree the recommendations in this report.

9.4 Integrated Impact Assessment

An integrated impact assessment has been completed. It is anticipated that providing a more seamless service to business allowing them easier access to funding will have a positive impact on the economic well-being of the Scottish Borders area and could have positive impacts for those individuals who experience difficulty in the employment market due to disability or age.

9.5 Sustainable Development Goals

It is anticipated that providing a more seamless service to business allowing them easier access to funding will have a positive impact on the economic well-being of the Scottish Borders area and that the more efficient use of public resource will be increase sustainability.

9.6 **Climate Change**

It is not anticipated that there will be any effects on carbon emissions as a direct result of the recommendations in this report.

9.7 **Rural Proofing**

This section should only be completed if this is a new or amended policy or strategy.

9.8 **Data Protection Impact Statement**

All potential risks of non-compliance with Data Protection legislation have been identified, assessed and recorded within a Data Protection Impact Assessment. The controls to mitigate any potentially negative impacted identified within the Assessment have been implemented to ensure the proposed new data processing complies with Data Protection legislation. Importantly there is a Data Sharing Protocol in place between SBC and SOSE.

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

No changes to the Schemes of Administration or Delegation are required by the recommendations in this report.

10 CONSULTATION

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

Approved by

Name - Rob Dickson

Signature

Title – Executive Director, Corporate Improvement & Economy

Author(s)

Name	Designation and Contact Number
Rob Dickson	Executive Director, Corporate Improvement & Economy

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. Corporate Management Support can also give information on other language translations as well as providing additional copies.

Contact us at CorporateMgtSupport@scotborders.gov.uk

SOSE ACTION PLAN FOR DELIVERY OF BUSINESS GATEWAY IN SCOTTISH BORDERS

Action	Owner	Progress
1. TUPE process for existing SBC Business Gateway staff	<ul style="list-style-type: none"> SOSE HR Manager 	<ul style="list-style-type: none"> Transfer agreed and will take place on 1 April 2021
2. Recruitment of Business Gateway Team	<ul style="list-style-type: none"> SOSE Head of Area Operations SOSE HR Manager 	<ul style="list-style-type: none"> In progress
3. Business Gateway National arrangements <ul style="list-style-type: none"> Business Gateway Operational Network Delivery Reporting 	<ul style="list-style-type: none"> SOSE Head of Area Operations Business Gateway National Chief Operating Officer 	<ul style="list-style-type: none"> Agreement on delivery post 1 April 2021 Regular meetings with BG Chief Operating Officer and SOSE Heads of Area Operations
4. Business Gateway Systems <ul style="list-style-type: none"> Telephone Line CRM Access Events Management system Planning to start 	<ul style="list-style-type: none"> Business Gateway National Unit SOSE Head of Area Operations 	<ul style="list-style-type: none"> Agreement on delivery post 1 April ongoing discussions and training in progress Telephone line live
5. Business Gateway Communication channels <ul style="list-style-type: none"> Social media/Facebook/Twitter 	<ul style="list-style-type: none"> BG National Unit SOSE – Comms SOSE Head of Area Operations 	<ul style="list-style-type: none"> Meetings with partners held Discussion on roles and responsibilities agreed
6. Joint Press Release between SOSE and SBC	<ul style="list-style-type: none"> SOSE Comms 	<ul style="list-style-type: none"> Issued
7. Scottish Borders Council – reporting activity	<ul style="list-style-type: none"> SBC Executive Director SOSE Head of Area Operations 	<ul style="list-style-type: none"> SBC Executive 20 April
8. Digital Boost delivery	<ul style="list-style-type: none"> SOSE Head of Area Operations Digital Boost Programme Manager 	<ul style="list-style-type: none"> Agreement on delivery post 1 April and ongoing meetings



UPDATE ON THE SCOTTISH BORDERS STRATEGIC EVENTS PLAN

Report by Executive Director, Corporate Improvement and Economy

EXECUTIVE COMMITTEE

20 April 2021

1 PURPOSE AND SUMMARY

- 1.1 This paper provides Elected Members with an update on the Council's Events Strategy and the impact of Covid-19 Pandemic on the events sector.
- 1.2 This paper outlines the significant impact events have in the region as well as highlighting some of the future opportunities.
- 1.3 The report recommends that a new Events Strategy should be produced this year and should reflect the Event Scotland National Strategy, the VisitScotland National Tourism Strategy and take account of the significant challenges associated with the Covid-19 Pandemic.
- 1.4 One of the key events in forthcoming years is the Enduro World series. This event will be held in the Tweed Valley and an allocation of £10,000 from the Scottish Borders Council Events Budget is recommended to help support this major event during the current financial year.

2 RECOMMENDATIONS

2.1 It is recommended that the Executive Committee:

- a) **Agrees that a new Scottish Borders Strategic Events Plan 2022 – 32 is presented for approval later this year following discussions with event organisers, Event Scotland and VisitScotland;**
- b) **Agrees funding of £10,000 for the Enduro World Series during the current financial year and**
- c) **Agrees to delegate authority to the Executive Director Corporate Improvement & Economy in consultation with the Executive Member for Economic Regeneration & Finance to provide financial support for Events in 2021 as follows:**
 - i. **Up to £2.5k to plan an entirely new event in 2021 or 2022**
 - ii. **Up to £5k in 2021 to prepare to hold an existing event in 2022 where no event is held in 2021**
 - iii. **Up to £10k to hold an existing event in 2021**

3 BACKGROUND

- 3.1 The previous Scottish Borders Events Plan 2010-20 outlined the vision that the Scottish Borders is to be seen as a destination for significant events that raise the profile of the area and create sustainable economic benefits.
- 3.2 Events are recognised as an important part of the social and economic life of communities, they enrich the lives of local residents, attract visitors and improve the economic viability of an area. Recognising the importance of events the Council has had an Events Plan for over ten years and has allocated funds to large scale events accruing economic benefits on an annual basis. Separate arrangements and funding are in place to support community events, festivals and common ridings.
- 3.3 A draft Strategic Events Plan 2020-30 was developed by Council Officers but due to the Covid-19 pandemic was not presented to Executive as planned in March 2020. That draft Plan has been significantly superseded by the impacts of COVID -19. It is proposed that a new Events Strategy 2022-32 is developed and that this should outline the Council's approach for the support, development, delivery and measurement of the impact of events in the Scottish Borders. It has previously been estimated that events generate and contribute over £7million per annum to the local economy in the Scottish Borders.
- 3.4 With the improving conditions from COVID-19 and a reduction in current restrictions it is possible and in some cases likely that the following events may take place in 2021, The Tour of Britain, Tour of the Borders and Melrose 7s being examples. Events around Sir Walter Scott's 250th Anniversary, The Enduro Worlds Series and The Borders Book Festival (in November) will take place. Looking ahead to 2022 we are hoping to see the return of the Melrose 7's in the Spring and the Jim Clark Rally in May as well as a host of other events.

4 EVENTS AND FUNDING 2021

- 4.1 It is clear that almost every event organiser in the Scottish Borders in 2020 has been affected by the Covid-19 pandemic. Furthermore the ongoing nature of the pandemic and its restrictions have had far reaching consequences for the event sector during the current calendar year. Planning events for 2021 remains very challenging.
- 4.2 Event organisers and promoters are increasingly confident about running events when restrictions will allow. However, in some cases the host communities appear to be somewhat less confident at the present time. This reticence is wholly understandable and must be addressed and reflected in planning for any event. A good example of excellent community involvement is the Community Interest Company in Innerleithen which has been established to assist with the delivery of the Enduro World Series (see below). The event organisers have established good practice around community involvement and engagement and the community are involved at the planning stage of the event and are encouraged to support local periphery activities. This can reduce community resistance and negativity, thereby creating a positive experience for all.

- 4.3 In the short term, Officers will continue to engage with event organisers to ensure that the Council is as responsive as possible to the changing needs of the sector. In particular, there will be a focus on assessment in collaboration with event organisers in terms of event organisation within the current changing and challenging Covid-19 guidelines. This will be managed through the Council's long established and highly effective Safety Advisory Group (SAG) process.
- 4.4 The Council has provided a range of financial support to events over many years. This funding is provided following assessment of an application from Event Organisers that sets out exactly what the funds will be used for, the visitor numbers anticipated and the likely economic impact of the event. Event Scotland guidance and impact assessments are used to assist with this process. All funding requires completion of a post event report that sets out the impact of the funds provided. This process and use of funds was established as part of the 2009-19 Strategy.
- 4.5 For 2021, in the absence of a current Events Strategy, an interim process is proposed to allow the allocation of funds to event organisers. Given the impacts of COVID-19 and the absence of events in 2020 there is a clear need to redesign many events as well as undertake new planning and assessments to manage events. This is likely to be onerous for event organisers and incur a series of one off costs. It is proposed to offer funding for 2021 that recognises the needs and challenges in both planning and holding events. Additionally, event organisers considering new events should be supported in order to ensure the viability of their events can be appropriately considered within the SAG process.
- 4.6 It is therefore recommended that Officers continue to engage with and assess the most appropriate support for event organisers in 2021 and that in undertaking that work Council provides funding in three ways to event organisers:
- i. Up to £2.5k to plan an entirely new event in 2021 or 2022
 - ii. Up to £5k in 2021 to prepare to hold an existing event in 2022 where no event is being held in 2021
 - iii. Up to £10k to hold an existing event in 2021

It is anticipated that it should be possible to return to more normal funding arrangements in 2022 and decisions in respect of that can be made when the draft Events Strategy 2022-32 is considered later this year.

- 4.7 One of the Key events for the Tweedvalley over the next few years is the Enduro World Series (EWS), with the first event due to take place in October 2021. It is anticipated if COVID-19 restrictions are relaxed and international travel has resumed there will be approximately 1200 competitors and in excess of 5,000 spectators building up to a potential 10,000 spectators in 2023. With an estimated economic impact of £1.5m for the area. At the present time, the event already has 1000 entrants and a waiting list.

- 4.8 Post 2023, the organisers envisage hosting two more years of the EWS in the Scottish Borders leaving a lasting legacy. This potential five-year project for the Tweed Valley could create a wealth of opportunities for cycling activities and adventure sport and could also help promote the Scottish Borders to a global audience. This event is likely to be supported by Event Scotland.
- 4.9 Scottish Borders Council has been asked by the organisers of the EWS to provide a contribution of £10,000 to the overall project budget for the event. Officers are working with the Event Organisers to develop the proposal and to clarify the exact use of the funds along with the anticipated Economic outcomes the event is seeking to achieve; there is a strong fit with desired outcomes from major events and it is therefore recommended that £10,000 is allocated to this event subject to the normal application and review process.

5 NEW EVENTS STRATEGY FOR 2022-32

- 5.1 A redrafted 2022–2032 Strategic Events Plan should be ambitious and propose targeting support towards events that have the greatest economic impact as well as a national and international profile. The approach will aim to maximise financial leverage from EventScotland and other partners, as well as maximising social, cultural and environment benefits. Successful event delivery requires a partnership approach with ambitious event organisers and National agencies as well as local businesses and communities. The plan will also reflect the current state of the event sector following the effects of the COVID 19 pandemic.
- 5.2 The National Events Strategy for Scotland (Scotland The Perfect Stage) provides the strategic focus for delivering events throughout the country for a ten year period, with the document initiated in 2015. The strategy document is due to have an interim review during the current financial year and will likely reflect the problems associated with the Covid-19 Pandemic. In addition, Visit Scotland announced a new tourism strategy in March 2020 which has a ten year horizon. The main focus of the strategy document is centred on responsible and sustainable tourism.
- 5.3 It is therefore recommended that Council Officers, undertake new work and engage with event organisers to produce a fully re-drafted event strategy for 2022-32 taking into account the impact of the Covid-19 restrictions and taking account of proposed revisions in the National Events Strategy and referencing the Visit Scotland tourism document.

6 IMPLICATIONS

6.1 Financial

The proposal will be funded from the existing event budget of £100k.

6.2 Risk and Mitigations

Event development is a priority for Scottish Borders Council and there is a risk that if the Council does not support events the economic, environmental and social benefits will not be maximised.

6.3 Integrated Impact Assessment

A key aspect of Scottish Borders Council’s work in relation to Economic Development is to reduce barriers to economic inequality and help ensure that information on service delivery in relation to equalities groups is constantly monitored.

6.4 Sustainable Development Goals

The new strategic events plan will seek to ensure that the planning, development and delivery of events incorporates socially and environmentally responsible decision making balanced with providing economic benefit to help sustain local communities.

6.5 Climate Change

There is no specific impact in relation to Climate Change.

6.6 Rural Proofing

There is no impact in relation to rural proofing.

6.7 Data Protection Impact Statement

There are no personal data implications arising from the proposals contained in this report.

6.8 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

7.1 The Executive Director, Finance and Regulatory Services, 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 will be incorporated into the final report.

Approved by

Rob Dickson
Executive Director, Corporate Improvement and Economy

Signature

Author(s)

Name	Designation and Contact Number
Jane Warcup	Events Officer
Graeme Johnstone	Lead Officer

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. Graeme Johnstone can also give information on other language translations as well as providing additional copies.

Contact us at jwarcup@scotborders.gov.uk

**SCOTTISH BORDERS COUNCIL
EXECUTIVE COMMITTEE**

MINUTES of Meeting of the EXECUTIVE
COMMITTEE held via Microsoft Teams on
Tuesday, 16 March 2021 at 10.00 am

Present:- Councillors S. Haslam, S. Mountford, G. Edgar, C. Hamilton, E. Jardine, M Rowley, G. Turnbull, R. Tatler, T. Weatherston.
Apologies:- Councillor S. Aitchison.
Also Present: Councillors S. Bell, W. McAteer.
In Attendance:- Executive Director, Corporate Improvement and Economy, Executive Director, Finance & Regulatory, Service Director - Assets & Infrastructure, Service Director – Customer & Communities, Democratic Services Team Leader, Democratic Services Officer (F. Henderson.)

1. **MINUTE**

The Minute of the Meeting held on 9 February 2021 had been circulated.

DECISION

AGREED that the Minute be approved and signed by the Chairman.

2. **ECONOMIC DEVELOPMENT – GALALAW, HAWICK**

There had been circulated copies of a report by the Executive Director Corporate Improvement & Economy which provided an update on an economic development opportunity to allow business expansion at Galalaw Industrial Estate, Hawick in collaboration with South of Scotland Enterprise. The report explained that the proposed Local Development Plan 2020 included, for business and industrial use, zoning at site BHAWI0092 covering some 6.6 ha. During 2020, Officers from a range of services within the Council had collaborated with colleagues from South of Scotland Enterprise (SOSE) to identify a development opportunity that would allow business expansion within the Galalaw Industrial Estate in Hawick. The Council had the ability to accept £250k of funding from SOSE to allow for the design and implementation of road infrastructure to allow for future development at Galalaw. The report detailed the background, the Funding and the Development opportunities and Asset Management. Confirmation was given that the roads infrastructure could be achieved within the £250k budget and that the current Units were occupied.

DECISION

(a) NOTED the contents of the report.

(b) AGREED to accept the offer of £250k grant funding from South of Scotland Enterprise to allow for business expansion at Galalaw Industrial Estate in Hawick.

2. **OUR PLAN AND YOUR PART IN IT: SBC'S CORPORATE PERFORMANCE AND IMPROVEMENT REPORT QUARTER 3 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 3 2020/21 performance information with more detail contained within Appendices 2a and 3 of the report. A condensed version of the report was presented as Officers responsible for compiling much of the 3rd Quarter data were heavily committed to managing the Covid-19 Response at the time of preparing the report. This had allowed the report to be available on the normal timescale for Executive. The fourth Quarter

2020/21 Outturn Report would be provided in June 2021. 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. The information contained within the report and appendices was also available on the SBC website and could be accessed at www.scotborders.gov.uk/performance. Mr Dickson highlighted a number of successes which included improvement in the determination for planning applications and high levels of Council Tax payments which was close to target despite the decision to pause recovery action for a significant part of the year due to Covid-19. Mr Dickson touched on some of the challenges which included School attendance which remained just below targets and would be further investigated before the next report although it was acknowledged that school attendance had to be put into context in terms of the impact of Covid-19. Mr Dickson answered Members questions and undertook to provide further information on comparisons between having a single CAT Team last year and two during the current year. Further information on fuel usage across the estate would also be provided.

DECISION

(a) NOTED the changes to performance indicators outlined in Section 6 of the report.

(b) ACKNOWLEDGED AND NOTED the performance summarised in Sections 7 and 8, and detailed within Appendices 2a and 3, and the action that was being taken within services to improve or maintain performance.

3. FOLLOWING THE PUBLIC POUND CODE OF PRACTICE UPDATE

With reference to paragraph 8 of the Audit and Scrutiny Minute of 15 February 2021, there had been circulated copies of a report by the Executive Director, Finance & Regulatory which presented to Members the Council's updated Following the Public Pound code of practice for approval. The report explained that as noted by Audit Scotland as part of the 2019/20 statutory audit, the Council's Following the Public Pound guidance had not been refreshed since 2006 resulting in a risk that the existing guidance was no longer relevant and the Council was not ensuring it was delivering value for money. The guidance had been updated as attached in Appendix 1 to the report as per the Audit Scotland national guidance on Following the Public Pound. Adherence to the guidance would ensure the Council adhered to the principles of good governance in expending public money. It was noted that in refreshing the guidance it was confirmed that current practices were in line with guidance and no operational changes were required as a result of the update. On approval the guidance would be made available on the Council's intranet to ensure all staff had access to it.

DECISION

APPROVED the updated Code of Practice on Following the Public Pound.

4. PROPOSED FINALISED FOOD GROWING STRATEGY

With reference to paragraph 10 of the Minute of 15 September 2020, there had been circulated copies of a report by the Service Director of Assets & Infrastructure. The report presented the finalised Food Growing Strategy 'Cultivating Communities', for proposed adoption following a 12 week public consultation. The 5 year Strategy was a legislative requirement under Part 9 of the Community Empowerment (Scotland) Act 2015. The report summarised the consultation process and outcomes, next steps in delivering on the Strategy Action Plan, and sought approval for the adoption of the Strategy. The Food Growing Strategy supported the Locality Plans for the Scottish Borders and was itself supported with the proposed creation of new policy EP17 in the Local Development Plan. The report further detailed the background to the development of the Strategy, the process undertaken to achieve the final strategy which was attached to the report and the consultation feedback. It was highlighted that the Strategy placed emphasis on participation and self-mobilisation, supporting and facilitating the linking up of volunteers

to projects, new growing aspirations to existing resources, and skills sharing across the Borders. Within the Scottish Borders there are a wealth of projects and growing groups who worked collaboratively, sharing skills and volunteers. There were also opportunities to work with local schools. Clarification was sought on how decisions would be made on competing proposals for the use of former play parks. Mr Hedley advised that they were looking for creative solutions and each request would be considered on its merit. Councillor Tatler, seconded by Councillor Rowley moved the following amendment to the recommendation;-

“Approve the finalised Strategy and Action Plan for adoption including an additional section outlining the potential benefits from collective management of Council-owned allotments by plot holders.”

DECISION

(a) **NOTED** the feedback provided during the consultation on the Draft Food Growing Strategy.

* (b) **AGREED TO RECOMMEND APPROVAL** of the finalised Strategy and Action Plan for adoption including an additional section outlining the potential benefits from collective management of Council-owned allotments by plot holders.

5. ADOPTION OF ALLOTMENT REGULATIONS FOLLOWING CONSULTATION

With reference to paragraph 10 of the Minute of 15 September 2020, there had been circulated copies of a report by the Service Director Assets & Infrastructure seeking approval of the Allotment regulations contained in the report. The report explained that following the legislative requirements set out in Part 9 of the Community Empowerment (Scotland) Act 2015, Local Authorities in Scotland were required to introduce Allotment Regulations. The report summarised the process, provided an update on the feedback received during the 12 week consultation and made recommendations as to the next steps including formal adoption of the new regulations and a consideration for introducing concessions to the fee structure for allotment rental. The consultation had received 29 responses via the online form and email and 25 responses via the Citizenspace online form. The vast majority of feedback received was in relation to the new fees, objecting to the increase and the lack of concessions made available to allotment holders. No objections were received in relation to the other content and wording of the draft Regulations or Conditions of Let. The Regulations themselves had attracted no objections and on that basis were recommended for immediate adoption. Members spoke in support of the report and Mr Hedley highlighted the benefits of the dedicated officer support in providing advice to allotment holders on all aspects of their management. The availability of support from other groups such as Scottish Borders Organic Gardeners was also highlighted.

DECISION

(a) **NOTED** the feedback received during the consultation as outlined in the report;

(b) **AGREED:-**

(i) **the Allotment Regulations contained in Appendix 1 to regulate allotments managed by Scottish Borders Council; and**

(ii) **that the proposed amendment to the fee structure for Allotment rental in 2021/22 include concessions as considered as part of the Budget setting process.**

6. HAWICK FLOOD PROTECTION SCHEME UPDATE

With reference to paragraph 20 of the Private Council Minute of 17 December 2020, there had been circulated copies of a report by the Service Director Assets & Infrastructure which provided an update in connection with the additional funding for the Hawick Flood Protection Scheme. The report explained that the successful outcome of the funding application for the Active Travel Network part of the overall Flood Protection Scheme in the sum of £12.462m provided a significant addition to the flood protection scheme. While most of the active travel network had already been included within the construction works that commenced in 2020, an additional element of £3.7m was made available for works outwith the flood scheme. This had allowed for the project budget to be grossed up to £91.8m. Working in collaboration with Sustrans, Officers were agreeing how to proceed with the design and construction of the additional works to the theme of 'Neighbourhood Links' and would report back on the additional work later in 2021.

DECISION

(a) NOTED

(i) the additional funding contribution from Sustrans towards the Neighbourhood Links Active Travel Network; and

(ii) that the project budget increase from £88.1M to £91.8M as a result of the additional funding.

(b) AGREED that a further report be presented later in 2021 for approval as proposals for the Neighbourhood Links Active Travel Network are developed.

DECLARATION OF INTEREST

Councillor Weatherston 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.

7. LOCAL FESTIVAL GRANT SCHEME – PAYMENTS for 2021/22

With reference to paragraph 20 of the Minute of Council held on 27 August 2020, there had been circulated copies of a report by the Service Director Customer & Communities which presented recommendations in relation to Local Festival Grant Scheme payments for 2021/22. The report explained that it was proposed that an allocation of 50% of the Local Festival Grant Scheme, which was currently ring-fenced within each Area Partnership Community Fund, be made available to the 29 festivals within the Scheme to support public liability insurance and public protection measures, and to support those who were adapting their arrangements in response to the Covid-19 pandemic. It was further explained that the report was not a review of the Local Festival Grant Scheme, which would take place once the Fit For 2024 Review of Area Partnerships and the Review of the Community Fund were complete. In response to a question Mrs Craig confirmed that all Festival Committees would be contacted, advised that funding was available and that plans required to be submitted before funding was allocated.

DECISION

AGREED:-

(a) that 50% of the Festival Grant (approx. £42.5k) was awarded for 2021/22 in respect of public liability insurance and public protection measures, and to make a contribution to those festivals who were adapting or making alternative arrangements in response to the Covid-19 pandemic; and

(b) the remaining 50% of the Festival Grant for 2021/22 (approx. £42.5k), be retained within each Area Partnership Community Fund for community led projects.

8. FINAL REVENUE VIREMENTS AND EARMARKED BALANCES 2020/21

There had been circulated copies of a report by the Executive Director, Finance & Regulatory which sought approval for the final 2020/21 budget virements and approval to carry forward identified earmarked budget to 2021/22. The report explained that monitoring of the General Fund Revenue Budget at the end of January had identified the final virements and earmarked balances for 2020/21. These included routine virements in Appendix 1 and earmarked balances in Appendix 2 to the report, where it had been identified that budget was required to be carried forward to support expenditure in 2021/22.

**DECISION
APPROVED:-**

- (a) the Virements in Appendix 1 to the report ; and
- (b) the earmarked balances in Appendix 2.

9. **PRIVATE BUSINESS
DECISION**

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

SUMMARY OF PRIVATE BUSINESS

10. **MINUTE**

The private section of Minute of meeting held on 9 February 2021 was approved.

11. **EYEMOUTH OPERATIONS AND MAINTENANCE PROJECT**

Members approved a report by the Executive Director, Corporate Improvement and Economy on allocation of funding for the Scheme.

12. **SALE OF HOWDENBURN FORMER PRIMARY SCHOOL SITE**

Members approved a report by the Service Director Assets and Infrastructure on the sale of Howdenburn former Primary School site.

The meeting concluded at 11:40am

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PROPOSED FINANCIAL CONTRIBUTION TO FUND A DEDICATED EMPTY HOMES OFFICER

Report by Executive Director Corporate Improvement and Economy

Executive Committee

20 April 2021

1 PURPOSE AND SUMMARY

- 1.1 This report seeks approval to use £40,000 from the second homes council tax affordable housing investment budget to fund a full time, dedicated Empty Homes Officer for a period of 24 months.**
- 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 was approved by Scottish Borders Council and submitted to the Scottish Government in September 2017. The LHS identifies the need to bring empty properties back in to effective use.
- 1.3 Since 2010 the Scottish Empty Homes Partnership, funded by the Scottish Government and co-ordinated by Shelter Scotland, has been working with Councils and their partners to develop services aimed at bringing private sector empty homes back into use. One focus of the partnership is to support local authorities to develop empty homes work and ensure dedicated resources to work with owners. The Empty Homes Partnership will fund 50% of the staffing cost for 24 months as kick-starter funding. 22 Local Authorities across Scotland currently employ a dedicated empty homes officer.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee:-**
 - (a) Notes that a contractual arrangement will be finalised with the Scottish Empty Homes Partnership (SEHP) to utilise kick-starter funding to support the recruitment of an Empty Homes Officer**
 - (b) Approve that the additional funding for the post be provided from the revenues raised from the second homes council tax affordable housing investment budget.**

3 BACKGROUND

- 3.1 Empty homes represent a wasted resource in the Borders (as elsewhere) and can also cause significant problems for neighbours and surrounding communities. There is merit in securing capacity to develop dedicated services for this type of work, as it is recognised that working proactively with owners to bring properties back into use can be time consuming and complex.
- 3.2 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. Tackling issues around empty properties and bringing them back into effective use remains a priority for action in this strategy.
- 3.3 In March 2021 the Scottish Government published a 20 year Strategy for Housing; [Housing to 2040](#). A number of key actions specific to empty homes have been identified including:
- Work with local authorities to audit empty homes and determine those that should be brought back into use
 - Give councils the powers they need to regulate and charge owners appropriately for homes lying empty and ensure they have the mechanisms to bring them back into productive use
 - Create a support package for homeowners in trouble to help them stay in their home if that is right for them and to prevent homes falling into disrepair or becoming empty in the first place.
 - Establish a new fund for local authorities to apply to in order to bring empty homes and potential empty homes back into residential use and convert suitable empty commercial properties in town centres.
- 3.4 To contribute to achieving the vision that no home remains empty, a network of Empty Homes Officers is continuing to expand across Scotland. These officers are predominately employed by local authorities, supported by the Scottish Empty Homes Partnership (SEHP) who offer two-year 'kick-starter' funding to local authorities to introduce and establish this type of post.
- 3.5 SEHP exists to facilitate bringing private sector empty homes back into use. Discussions have taken place with them with a view to further developing partnership working with the Council to enhance existing services to help bring empty homes back into use.
- 3.6 In light of the success achieved elsewhere by establishing a dedicated Empty Homes Officer post, it is now proposed to establish such a post for the Scottish Borders.
- 3.7 The SEHP have agreed that they will contribute financial assistance (50% funding for the first 2 years) for the employment of an Empty Homes Officer. This position would be incorporated into the structure of the Housing Strategy, Policy and Development Service within Planning and Housing and will contribute to the strategic objectives for empty homes as

highlighted in the [LHS](#), the [Strategic Housing Investment Plan](#) (SHIP) and the [Rapid Re-Housing Transition Plan](#) (RRTP). In addition tackling empty properties supports the approach to town centres and regeneration. Reducing the number of empty properties can help improve the sustainability of town centres and the re-provisioning or re-purposing of existing buildings can help better meet the needs of the current/future population.

- 3.8 The role will also include co-ordinating a cross-Resource working group with representation from other Council services such as council tax, homelessness, environmental health, anti-social behaviour, legal, landlord registration and planning as well as external partners such as local RSLs, Rural Housing Scotland and South of Scotland Community Housing.
- 3.9 The dedicated officer will provide a range of services, advice and assistance tailored to the individual needs of each owner who engages with the service. Monitoring and reporting arrangements will be put in place (including a financial assessment of the impact of the revised approach to the service). As the service develops and becomes established it is likely in future this may also require a small operational budget. The most common hurdle for empty home owners is the financial cost of bringing the property back into use, costs typically ranging from £6k to £25k. The creation of a specific fund to assist owners of empty homes to bring the properties back into use will be explored; potentially utilising some of the revenue generated by the empty home council tax surcharge, as there is an expectation for a proportionate contribution from the extra income to support the action on empty homes and be used to assist empty home owners to bring their properties back into use.

4 EMPTY HOMES IN THE BORDERS

- 4.1 The costs of empty homes to the local economy impact on both the community and the Council. Community impacts include reduction in property values, anti-social behaviour, vandalism, increased levels of stress and anxiety and a loss of community pride. Bringing these properties back into use will help to reverse these negative effects. The benefits to the Council include an increased supply of housing across tenures, supporting communities, creating an improved property market, increased revenue through collection of council tax (if the property was previously exempt), potentially reduced legal costs and less intervention required by staff.
- 4.2 Homes lying empty cost communities in financial terms (as well as social) for example in lost rent, lost local spending, cost of boarding up properties, dealing with and responding to anti-social behavior, crime, and emergency services call-outs. By proactively tackling empty homes in addition to saving on these costs, the estimated community spend generated through the re-occupation of an empty home is estimated as £13,410 per property per year¹.
- 4.3 National Registers of Scotland (NRS) data suggests that LTE homes currently make up 2.8% of the total housing stock in the Borders which is higher than the national average of 1.8%. Council Tax Data from 2019/20

¹<https://www.ons.gov.uk/peoplepopulationandcommunity/personalandhouseholdfinances/incomeandwealth/compendium/familyspending/2014-12-02>

relative to unoccupied dwellings, and long term empty (LTE) properties shows that at 31st March 2020, there were 1,543 properties registered as long term empty (LTE). 54% of these owners were paying a 100% levy on their council tax. This figure has remained broadly consistent over the past seven years as the number of empty homes in 2013 was 1,379.

Table 1: Long Term Empty properties by HMA and as a proportion of all properties by HMA

HMA	All Long Term Empty	All Dwellings*	Long Term Empty as a proportion of all dwellings
Berwickshire	306	10,931	2.8%
Central	957	34,077	2.8%
Northern	218	12,303	1.8%
Southern	62	1,483	4.2%
Total	1,543	58,794	2.6%

Source: Council Tax Data

- 4.4 While the majority of empty homes brought back into use are likely to be market housing (for sale or private let) there will also be opportunity to create new affordable homes. On average there are approximately over 1,200 lets every year among the four Borders Based RSLs. Across the region 1,362 properties were made available to let during 2019/20. Bids were made by both existing tenants and housing list applicants. Collectively there were 21,602 bids made for available properties, an average of 16 bids per property.
- 4.5 Bringing empty homes back in to use is not only a sustainable way of increasing the local supply of housing, but reduces the negative impact that neglected empty homes can have on communities and has the environmental benefit of reduced CO2 production compared with new build.

5 IMPLICATIONS

5.1 Financial

- (a) This post has been graded using the Council's job evaluation scheme. 50% of these costs will be provided by SEHP over the next two years to assist with the initial implementation of this service. It is recommended in this report that £40k is allocated from the second home council tax affordable housing investment budget to match fund the SEHP commitment for 24 months.
- (b) The affordable housing investment budget income can be used by local authorities to support revenue and capital expenditure related to a range of affordable housing activity including "bringing empty properties back into affordable housing use and topping up or establishing an Empty Homes Loan Fund". The ambitions of the empty homes post meet the suitability criteria for the Council tax income generated from second homes. Table 2 sets out current commitments.

Table 2: Second Homes Council Tax Commitments:

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Funding brought forward	2,879	3,200	2,807	3,952	5,135
Anticipated 2nd Homes Council Tax	1,211	1,247	1,285	1,323	1,363
Total Funding Available	4,090	4,447	4,092	5,275	6,498
Current Investment Commitments	890	1,640	140	140	890
Available Funding	3,200	2,807	3,952	5,135	5,608

- (c) Dedicated resource should result in more empty homes being brought back in to use. Where these empty homes are currently charged 200% Council Tax there would be a reduction in Council Tax income. It is difficult to quantify at this stage what that reduction may be, however at paragraph 3.9 the intention to carry out a financial assessment of this revised approach within the 24 month “kick starter” timeframe has been set out.
- (d) Where any specific actions are considered as having a further resource implication for the Council Officers would bring back proposals for consideration by the Executive Committee as they arise.

5.2 Risk and Mitigations

- (a) Delivery of the LHS aims and objectives in relation to empty homes 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) Toward the end of the 24month kick-start period there will be a review of the empty homes service and the resource requirement, to assess the potential to appoint a full time Empty Homes Officer if appropriate, or alternative action as deemed necessary.

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 Sustainable Development Goals

It is considered that the recommendations in this report will contribute positively to goals 7, 8 and 11. Bringing empty homes back in to use reduces the negative impact that neglected empty homes can have on communities and contributes to the local economy as noted at 4.2.

5.5 Climate Change

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 by promoting sustainability through better use of existing stock. Bringing empty homes back in to use is a sustainable way of increasing the local supply of housing and has the environmental benefit of reduced CO2 production compared with new build. Officers will also promote and support energy efficiency upgrades and installation of renewable technologies where renovations are undertaken.

5.6 Data Protection Impact Statement

There are no personal data implications arising from the proposals contained in this report.

5.7 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. In relation to empty homes there is likely to be a wide range of positive outcomes for rural communities, including improvements in communities through bringing homes back in to use and possible increased availability of affordable housing in a variety of tenures.

5.8 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 have been consulted and any comments received have been incorporated into the final report.

Approved by

**Rob Dickson
Executive Director Corporate
Improvement and Economy**

Signature

Author(s)

Name	Designation and Contact Number
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Donna Bogdanovic	Principal Officer, Housing Strategy, Policy & Development 01896 661 392
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Background Papers: 2013 [Guidance Note for Local Authorities](#) to cover the new powers enabled by the Local Government Finance (Unoccupied Properties etc.) (Scotland) Act, and related regulations.

[Local Government and Communities Committee Report](#) in to Empty Homes in Scotland November 2019

Previous Minute Reference: None

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. 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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CAPITAL PROGRAMME 2021/22 – BLOCK ALLOCATIONS

**Report by Executive Director, Finance & Regulatory
EXECUTIVE COMMITTEE**

20th April 2021

1 PURPOSE AND SUMMARY

- 1.1 This report seeks Executive Committee approval for the proposed individual projects and programmes within the various block allocations in the 2021/22 Capital Financial Plan.**
- 1.2 Appendices A – R contain proposals for various projects to be allocated resources from the block allocations within the 2021/22 Capital Financial Plan and those budgets approved at the meeting of Scottish Borders Council on 19 March 2021.
- 1.3 Not all projects have been fully identified at this point and as and when this information is available this will be brought to the Executive Committee for consideration.

2 RECOMMENDATIONS

- 2.1 It is recommended the Executive Committee approves the block allocation breakdowns contained in Appendices A – R.**

3 BACKGROUND

- 3.1 Section 7 of the current Financial Regulations covers Budgetary Control and from paragraph 7.15 onwards details the framework for Capital. The Regulations stipulate detailed expenditure plans must be presented to the Executive Committee for approval. This report provides the details for the initial allocation of items in the Capital Financial Plan identified as blocks in financial years 2021/22 - 2023/24 for approval.
- 3.2 The Council approved the 2021/22 to 2030/31 Capital Financial Plan on 19 March 2021 and this programme contained a number of block allocations.
- 3.3 Following the approval of the Capital Financial Plan, project managers have been working to develop the individual projects and streams within these block allocations.

4 CAPITAL BLOCK ALLOCATIONS 2021/22 – 2023/24

- 4.1 It is proposed that the following budget headings within the 2021/22 Capital Financial Plan, as approved on 19 March 2021, are treated as block allocations within the context of the Financial Regulations as they apply to Capital Budgetary Control. They are listed below along with the Appendix number where detail of the proposed allocations can be found:

A PP		2021/ 22 £'000	2022/ 23 £'000	2023/ 24 £'000	Total Operational Plan
	CAPITAL INVESTMENT PROPOSALS				
	Flood & Coastal Protection				
A	Flood Prevention Works & Scheme Preparation	431	372	372	1,175
B	General Flood Protection Block	112	0	0	112
	Land and Property Infrastructure				
C	Asset Rationalisation & Demolition	1,977	967	0	2,944
D	Cemetery Land Acquisition & Development	601	294	0	895
E	Building Upgrades	484	437	437	1,358
F	Energy Efficiency Works	1,245	1,045	1,045	3,335
G	Health and Safety Works	529	400	400	1,329
H	Outdoor Community Spaces	1,516	828	508	2,852
	Road & Transport Infrastructure				
I	Cycling Walking & Safer Streets	406	406	406	1,218
J	Lighting Asset Management Plan	209	160	160	529
K	Roads & Bridges -inc. RAMP, Winter Damage & Slopes	7,660	7,660	7,660	22,980
	Corporate				
L	ICT - Outwith CGI Scope	56	56	56	168
	Learning Estate				
M	Learning Estate Block	1,800	1,800	1,800	5,400
	Sports Infrastructure				
N	Culture & Sports Trusts - Plant & Services	362	215	215	792
	Culture & Heritage				
O	Public Halls Upgrades	279	0	0	279

	Economic Regeneration				
P	Borders Town Centre Regeneration Block	723	70	70	863
Q	Hawick Regeneration	1,912	0	0	1,912
	Social Care Infrastructure				
R	Care Inspectorate Requirements & Upgrades	38	40	41	119
	Total	20,340	14,750	13,170	48,260

5 IMPLICATIONS

5.1 Financial

- (a) The blocks in Appendices A –R are reported as the amounts relating to the 2021/22 budgets and contain any timing movements resulting from the 2020/21 programme monitoring reported up to the Executive Committee on 9 February 2021.
- (b) It is proposed that in order to comply with the Financial Regulations, the individual lines contained in the Appendix for each block will be interpreted as the detailed plans for the block. Each line in the block is therefore an individual project or “budget heading” for the purpose of Budgetary Control. This means that, if required, virements between these “budget headings” will be subject to the appropriate approval process. The only exception to this is where there is still an “Unallocated Balance”.
- (c) These block allocations may be affected by the 2020/21 capital monitoring out-turn which will be reported to Executive Committee in June 2021 and any changes as a result of this will be reflected in future monitoring reports.

5.2 Risk and Mitigations

There is a risk that as a project progresses through the various phases from inception to construction and commissioning, adjustments will be required to the phasing of the projects delivery or cost estimate, or that the project may not be able to be progressed as anticipated. These risks will be managed through regular capital project monitoring meetings with budget holders and project managers and timely reporting to elected members for decision-making at an appropriate Committee.

5.3 Equalities

It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

5.4 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.

5.5 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.

5.6 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.

5.7 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.

6 CONSULTATION

- 6.1 The Chief Legal Officer (Monitoring officer), the Chief Officer Audit & Risk, the Chief Officer HR, and the Clerk to the Council have been consulted and comments have been reflected in this final report.
- 6.2 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 Services

Author(s)

Name	Designation and Contact Number
Suzy Douglas	Financial Services Manager Tel: 01835 824000 X5881

Background Papers: None.

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. Capital and Investment Team can also give information on other language translations as well as providing additional copies.

Contact us at Suzy Douglas, Council HQ, sdouglas@scotborders.gov.uk, 01835 824000 X5881.

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Flood & Coastal Protection
Block	Flood Prevention Works & Scheme Preparation

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	431	372	372
Total Budget	431	372	372

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Flood Scheme Preparation Newcastleton	120		
Flood Scheme Preparation Peebles	25		90
Flood Scheme Preparation Slitrig	32		
Flood Scheme Preparation Lindean	9		
Hawick Natural Flood management Study	65	65	
Galashiels Natural Flood Management Study	50	50	
Eyemouth Coastal and Berwickshire SMP	50		
Ettrick Valley	20		
Hawick SWMP	26		
Newcastleton Study	34		
Flood Scheme Preparation Jedburgh		55	75
Flood Scheme Preparation Bonchester Bridge		40	60
Coastal		20	12
Community Resilience		10	10
Ettrick Valley Electronic Signage		15	
Selkirk FPS Rip Rap Protection		50	
Galashiels FPS Gabion Basket Replacement		12	
Unallocated Balance		55	125
TOTAL	431	372	372

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Land and Property Infrastructure
Block	Building Upgrades

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	484	437	437
Total Budget	484	437	437

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Chirnside Primary window replacement		275	
Burnfoot Primary window replacement, next phase	33		
Burnfoot Primary roofing upgrade	44		
Hawick Library stonework minor refurbishment	22		
Coldingham Primary window replacement	44		
Coldingham Primary roofing upgrade	132		
St Margarets Primary roofing upgrade	22		
Newby Court Units, Peebles roofing upgrade	25		
Dunsdale Workshops, Selkirk roof/valley gutter	55		
Kirkhope Cemetery boundary wall upgrade	16		
Millfield Day Centre boiler replacement/relocation	39		
Wilton Primary calorifier replacements	33		
Lift infrastructure upgrades	19	75	50
Boiler upgrades			100
Linglie Mill Ind. Units structural improvements			70
Industrial units fabric upgrades			50
Unallocated Balance	-	87	167
TOTAL	484	437	437

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Land and Property Infrastructure
Block	Energy Efficiency Works

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	1,245	1,045	1,045
Total Budget	1,245	1,045	1,045

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Non Domestic Energy Efficiency (NDEE) PH2	600	600	400
Solar PV PH2	300	300	200
PPP LED Lighting Project	50	50	50
Low Carbon Infrastructure Transformation (LCITP) Smart Grid	295		
Unallocated Balance		95	395
TOTAL	1,245	1,045	1,045

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Land and Property Infrastructure
Block	Health and Safety Works

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	529	400	400
Total Budget	529	400	400

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Asbestos Management	50	50	50
Legionella Management	30	30	30
Electrical Infrastructure Management	25	20	10
Drumlanrig Primary window upgrade	100	100	50
Innerleithen Library dry rot works	20		
Greenlaw Primary DB replacement	18		
St Ronan's Primary heating upgrade	100	75	
Clock upgrades	30	20	10
Halyrude Primary electrical infrastructure upgrade		25	
Selkirk HS electrical infrastructure upgrade	50		90
Lochpark Industrial Estate external improvements	10		
Lead Testing Phase 2 Upgrade Works	96		
Unallocated Balance	-	80	160
TOTAL	529	400	400

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Land and Property Infrastructure
Block	Outdoor Community Spaces

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	1,516	828	508
Total Budget	1,516	828	508

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Peebles Play & Skate Park	327		
Public Park, Duns	198		
Bantry, Eyemouth			198
Scott Park, Galashiels			20
Play Facilities & Surfacing Review	181		
Newtown Play Park	150		
Management Fee	80	83	51
Jedburgh Play Park & Skate Park	205	200	
Walled Garden Glass House, Hawick	120		
Footpath, Shedden Park, Kelso	50		
Haylodge Park, Peebles	27		
Unallocated Balance	178	545	239
TOTAL	1,516	828	508

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

APPENDIX I

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Road & Transport Infrastructure
Block	Cycling Walking & Safer Streets

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	406	406	406
Total Budget	406	406	406

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Walking	102	102	102
Cycling	304	304	304
Unallocated Balance			
TOTAL	406	406	406

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Road & Transport Infrastructure
Block	Lighting Asset Management Plan

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	209	160	160
Total Budget	209	160	160

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Netherdale Ind Est, Galashiels	30		
Main Road, Earlston	30		
Station Road, Stow	30		
Eyemouth Ind Est, Eyemouth	30		
Rinkvale Cottages, Hawick	10		
Preston Road, Duns	20		
Corroded Columns	21		
Craigend Road, Stow	10		
Langlee Drive/Ave, Galashiels	7		
Damside, Innerleithen	11		
Marmion Road Galashiels	10		
Wellington Court, Hawick		30	
Kenilworth Avenue, Galashiels		20	
Main Road, Earlston		30	
Forrest View, Peebles		20	
Langlee Drive, Galashiels		20	
Corroded Column		10	
Larchbank Street, Galashiels			30
The Pleasance, Jedburgh			30
Berrymoss Court, Kelso			30
Corroded Columns			10
Unallocated Balance		30	60
TOTAL	209	160	160

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Asset & Infrastructure
Sub Heading	Road & Transport Infrastructure
Block	Roads & Bridges -inc. RAMP, Winter Damage & Slopes

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	7,660	7,660	7,660
Total Budget	7,660	7,660	7,660

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Surface Dressing - prior patching where necessary, applying bond coat to existing surface and then small chips on top. This is preventative maintenance.	2,365	1,892	1,430
Patching - applying first time fixes to A&B class roads, these repairs will be permanent and semi-permanent, this will include cutting out defective area, and trimming the edges of the holes before re-filling.	1,880	1,504	1,140
Resurfacing/Overlays - this will include overlays on the top of the existing surface and in-lays i.e. removing existing surface and replacing with new material.	1,800	1,440	1,080
Walls & Structures	250	200	150
Footways	230	184	140
Drainage	300	240	180
Masonry Refurbishment	720	576	480
Union Chain Bridge	115	115	0
Unallocated Balance	-	1,509	3,060
TOTAL	7,660	7,660	7,660

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Finance, IT and Procurement
Sub Heading	Corporate
Block	ICT - Outwith CGI Scope

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	56	56	56
Total Budget	56	56	56

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
PC Replacement	56	56	56
Unallocated Balance			
TOTAL	56	56	56

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Children & Young People
Sub Heading	Learning Estate
Block	Learning Estate Block

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	1,800	1,800	1,800
Total Budget	1,800	1,800	1,800

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Improve and Enhance School Environments			
High School Social Areas	200	150	-
Primary School Refurbishments	800	600	500
School toilet programme	200	200	200
Meet security and legislative obligations			
Kitchen refurbishment programme	50	50	50
Accessibility works	50	30	10
Secure receptions programme	120	80	40
ASN Provision Enhancements	50	-	-
Urgent, unplanned and fees			
Professional fees	180	180	180
Project closure contingencies	150	150	100
Unallocated Balance	-	360	720
TOTAL	1,800	1,800	1,800

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Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Contracted Services
Sub Heading	Sports Infrastructure
Block	Culture & Sports Trusts - Plant & Services

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	362	215	215
Total Budget	362	215	215

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Pool Hall Humidity Sensors	10		
Lighting Eyemouth Leisure Centre	18		
External Remedials (Teviotdale Leisure Centre)	40		
External Remedials (Kelso Swimming Pool)	25		
Pool Tank Refurbishment	30		
Teviotdale Leisure Centre Pool Pod	10		
Galashiels SP & Teviotdale LC - Replacement Pool Covers	20		
Selkirk Leisure Centre External Refurbishment	30		
Air handling unit (AHU) Refurbishment - Various Sites	90		
Kelso SP & Teviotdale LC Calorifiers?	15		
Transform pH Correction (CO ² to Sodium Hypochlorite) - All Pools	30		
Gytes Leisure Centre Boilers		40	
Teviotdale Leisure Centre Pool Tank Refurbishment		30	
Gytes Leisure Centre External Refurbishment		40	
Ultra Violet Filtration - Pools TBC		50	
Gytes Leisure Centre air handling unit (AHU)			50
Teviotdale Leisure Centre Boilers			60
Kelso Swimming Pool Tank Refurbishment			20
Jedburgh Leisure And Facilities Trust	15	15	15
Berwickshire Recreation and Sports Trust	29	15	15
Unallocated Balance		25	55
TOTAL	362	215	215

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Contracted Services
Sub Heading	Culture & Heritage
Block	Public Halls Upgrades

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	279	-	-
Total Budget	279	-	-

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Core Halls - Theatre Sound & Lighting	95		
Non-Core Halls - Refurbishment	48		
Non Core Halls - Front of House Refurbishment	30		
Tait Hall - Balcony Seating	50		
Tait Hall - Dressing Rooms	20		
Tait Hall - Lesser Hall Refurbishment	36		
Unallocated Balance			
TOTAL	279	-	-

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Economic Development & Corporate Services
Sub Heading	Economic Regeneration
Block	Borders Town Centre Regeneration Block

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	723	70	70
Total Budget	723	70	70

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Port House, Jedburgh	457		
Hawick Public Realm	110		
Workshop Development	86		
Town Centre Regeneration Enabling Work (Galashiels, Hawick, Eyemouth, Jedburgh, Selkirk)	70	70	70
TOTAL	723	70	70

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

2021/22 BLOCK ALLOCATIONS

Service	Economic Development & Corporate Services
Sub Heading	Economic Regeneration
Block	Hawick Regeneration

Budget Allocation	2021/22 £000's	2022/23 £000's	2023/24 £000's
Approved Budget per 2021/22 Financial Plan	1,912	-	-
Total Budget	1,912	-	-

Table of Proposed Schemes	2021/22 £000's	2022/23 £000's	2023/24 £000's
Project Title			
Former Armstrongs Building	1,912	-	-
TOTAL	1,912	-	-

Unallocated balance in year 1 should be 0% of total, Year 2 roughly 20% of total and Year 3 roughly 40% of total

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