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AUDIT AND SCRUTINY COMMITTEE THURSDAY, 9 DECEMBER 2021

A MEETING of the AUDIT AND SCRUTINY COMMITTEE will be held VIA MICROSOFT TEAMS on THURSDAY, 9 DECEMBER 2021 at 10.00 am

J. J. WILKINSON,
Clerk to the Council,

2 December 2021

BUSINESS		
1.	Apologies for Absence.	
2.	Order of Business.	
3.	Declarations of Interest.	
4.	<p>Minute. (Pages 3 - 14)</p> <p>(a) Consider Minute of Meeting of the Audit and Scrutiny Committee held on 22 November 2021 to be approved and signed by the Chairman. (Copy attached.)</p> <p>(b) Consider Minute of Special Meeting of the Audit and Scrutiny Committee held on 30 November 2021 to be approved and signed by the Chairman. (Copy attached.)</p>	5 mins
SCRUTINY BUSINESS		
5.	<p>Scrutiny Action Tracker (Pages 15 - 18)</p> <p>Consider Action Tracker. (Copy attached.)</p>	5 mins
6.	<p>Rural Proofing Policy (Pages 19 - 40)</p> <p>Consider report by Director Resilient Communities. (Copy attached.)</p>	25 mins
7.	<p>Community Funding - Evaluation Process (Pages 41 - 88)</p> <p>Consider report by Director Resilient Communities. (Copy attached.)</p>	30 mins
8.	<p>Waste & Recycling Communications Update (Pages 89 - 92)</p> <p>Consider report by Director Infrastructure & Environment. (Copy Attached.)</p>	15 mins
9.	Petition	30 mins
	(a) Petitions Procedure at Committee	(Pages 93 -

	(Copy attached.)	96)	
	(b) Flowerpot Café, Victoria Park	(Pages 97 - 110)	
	(i) Petition – Flowerpot Café, Victoria Park. (Copy attached.)		
	(ii) Report by Director Infrastructure and Environment. (Copy attached.)		
10.	Any Other Scrutiny Items Previously Circulated.		
11.	Any Other Scrutiny Items which the Chairman Decides are Urgent.		

NOTES

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

Membership of Committee:- Councillors S. Bell (Chairman), H. Anderson, J. A. Fullarton, J. Greenwell, N. Richards (Vice-Chairman), E. Robson, H. Scott, E. Thornton-Nicol and S. Scott,

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**SCOTTISH BORDERS COUNCIL
AUDIT AND SCRUTINY COMMITTEE**

MINUTES of Meeting of the AUDIT AND
SCRUTINY COMMITTEE held Via Microsoft
Teams on Monday, 22 November 2021 at
10.15 am

Present:- Councillors S. Bell (Chairman), H. Anderson, J. A. Fullarton, N. Richards, E
Robson, H. Scott, and E. Thornton-Nicol.
Apologies: Councillor J. Greenwell, Ms H Barnett and Mr M. Middlemiss
In Attendance:- Chief Executive, Director Finance & Corporate Governance, Pensions &
Investment Manager, Chief Officer Audit and Risk, Clerk to the Council,
Democratic Services Officer (D. Hall).

AUDIT BUSINESS

1 MINUTE.

There had been circulated copies of the Minutes of 5 October 2021 and 21 October 2021.

DECISION

APPROVED both for signature by the Chairman.

2 AUDIT ACTION TRACKER

There had been circulated copies of the Audit Action tracker. The Chief Officer Audit and Risk advised that there were a number of completed actions which would now be removed from the Tracker, and indicated that Best Value audit actions would be brought to the next meeting that would consider Audit Business.

DECISION

AGREED to add the Best Value audit update for the February 2022 meeting to the Audit Action Tracker.

**3 ANNUAL ASSURANCE STATEMENT 2020/21 TO THE SCOTTISH HOUSING
REGULATOR - UPDATE**

3.1 With reference to paragraph 8 of the Minute of 10 May 2021, there had been circulated copies of a report by the Director, Resilient Communities, outlining progress in the areas set out in appendix 1 of Scottish Borders Council Annual Assurance Statement 2020/2021 to the Scottish Housing Regulator of the annual governance Statement 2020/21 and Annual Assurance Statement 2020/21 to the Scottish Housing Regulator which was considered by Audit and Scrutiny Committee at its meeting on 10 May 2021. At its meeting on 10 May 2021, the Audit and Scrutiny Committee approved the Annual Assurance Statement 2020/21 in respect of landlord services provided by the Council to be submitted to the Scottish Housing Regulator, and requested that an update report be presented to Audit and Scrutiny Committee, outlining progress in the areas set out in the annual Assurance Statement to the Scottish Housing Regulator. The report outlined progress in the areas set out in the annual Assurance Statement to the Scottish Housing Regulator as detailed in the updates Summary Statement of Self-Assessment of Compliance against Regulatory Framework as set out in Appendix 2 to the report.

3.2 Homelessness Services Manager, David Kemp, joined the meeting to present the report. Mr Kemp provided some context to the report, and highlighted the unprecedented level of pressure that had been placed upon temporary accommodation stock levels. With regard to the timescale of work at Tweedside Caravan Park, Mr Kemp clarified that he expected work to be carried out throughout the winter, to be completed by spring of next year. Regarding regulatory action, Mr Kemp advised that he was uncertain what options were

available to the Housing Regulator, and explained that if agreement with the Park could not be reached then work would not be able to proceed and an alternative would need to be found. In response to a question, Mr Kemp gave an overview of the number of properties owned by SBC, explaining that the properties were well spread across major population centres, with good access to services. Mr Kemp also drew attention to the Council not having used Bed and Breakfast accommodation for over 2 years as a positive sign in relation to the management of temporary accommodation stock.

DECISION

NOTED the progress in the areas set out in the Annual Assurance Statement to the Scottish Housing Regulator as detailed in the updated Summary Statement of Self-Assessment of Compliance against Regulatory Framework.

4 BRIDGE HOMES LLP FINAL ACCOUNTS.

With reference to paragraph 5.2 of the Minute of 21 October 2021, there had been circulated copies of the Annual Report and Financial Statements of Bridge Homes LLP for the year to 31 March 2021. The Director, Finance & Corporate Governance, explained that the Committee had previously seen the unaudited accounts. These accounts included an unmodified audit opinion, giving a true and fair account of activities. In response to a question, the Director explained that the 40% increase in management fees reflected the level of service they had undertaken, and having to pay the market rates for the services received. The Director also undertook to pass on concerns raised regarding the high number of pigeons present on roofs at Henderson Court in Kelso.

DECISION

NOTED the Bridge Homes LLP Final Accounts.

5 MID-YEAR TREASURY MANAGEMENT REPORT 2021/22

5.1 There had been circulated copies of a report by the Director Finance & Corporate Governance presenting the mid-year report of treasury management activities for 2021/22, in line with the requirements of the CIPFA Code of Practice, including Prudential and Treasury Management Indicators and seeking comments from Audit and Scrutiny Committee prior to consideration of the report by Council. This provided a mid-year report on the Council's treasury activity during the six month period to 30 September 2021 and demonstrated that Treasury activity in the first six months of 2021/22 had been undertaken in full compliance with the approved Treasury Strategy and Policy for the year. Appendix 1 to the report contained an analysis of the performance against the targets set in relation to Prudential and Treasury Management Indicators, and proposed revised estimates of these indicators in light of the 2021/21 out-run and experience in 2021/22 to date for Council approval. The Pensions & investments Manager, Kirsty Robb, highlighted the main points of the Council's Capital Expenditure and Financing summarised in the Appendix to the report. She explained that there was a small amount of slippage from 2020/21 to 2021/22.

5.2 The Director, Finance & Corporate Governance, Mr Robertson, and Ms Robb answered Members' questions and provided further detailed information where requested. Regarding the delivery of the capital programme, Ms Robb welcomed further scrutiny as having the potential to have a positive impact on slippage and re-phasing within the program. In relation to lending capital to other Local Authorities, Ms Robb acknowledged that whilst other Local Authorities were involved in lending, Scottish Borders Council did not anticipate lending at this time. Concerning the UK infrastructure Bank, Ms Robb explained that there had not been a need to borrow yet, but that options would be investigated to ascertain whether lower costs could be achieved using the Bank. The Chairman asked a question about the levels of slippage within the programme and what action was being taken to ameliorate the issues faced. Mr Robertson explained that it was important to examine the circumstances behind the slippage. Councillor Anderson asked that the next project briefing included an assessment of deliverability. The Director highlighted that the capital programme was particularly large, including amongst other

projects, the flood works at Hawick and two major high school projects, and faced a unique set of challenges, such as the ongoing scarcity of labour and rising cost of materials.

DECISION

AGREED:-

- (a) to note that treasury management activity in the six months to 30 September 2021 was carried out in compliance with the approved Treasury Management Strategy and Policy;**
- (b) that the Treasury Management Mid-Year Report 2021/22, as contained in Appendix I to the report, be presented to Council for approval of the revised indicators; and**
- (c) to request the Director Finance & Corporate Governance include factors affecting deliverability within the next budget briefing.**

6 INTERNAL AUDIT MID-TERM PERFORMANCE REPORT 2021/22

With reference to paragraph 11 of the Minute of 8 March 2021, there had been circulated copies of a report by the Chief Officer Audit & Risk to inform of the progress Internal Audit had made, in the first 6 months of the year to 30 September 2021, towards completing the Internal Audit Annual Plan 2021/22. It also summarised the statutory obligations for Internal Audit and requirements of the Public Sector Internal Audit Standards (PSIAS). The Internal Audit Annual Plan 2021/22 that was approved by the Audit and Scrutiny Committee on 8 March 2021, set out the audit coverage for the year utilising available Internal Audit staff resources to enable the Chief Officer Audit and Risk (the Council's Chief Audit Executive (CAE)), to provide the statutory annual Internal Audit opinion regarding the adequacy and effectiveness of internal control within the Council. Internal Audit assurance services and annual opinions were also provided to the Scottish Borders Pension Fund Board and Committee, and the Scottish Borders Health and Social Care Integration Joint Board to meet their obligations. Appendix 1 to the report provided details of the half-yearly progress by Internal Audit with the delivery of its programme of work. Internal Audit had made good progress in the first half of the year towards completing the approved Internal Audit Annual Plan 2021/22, despite lower than planned Internal Audit staff capacity. The programme of work for the six months from October 2021 to March 2022, based on maintaining current staffing levels within this period, indicated that the Internal Audit Annual Plan 2021/22 could be delivered in full. The report also summarised the statutory obligations for Internal Audit and the requirements of the PSIAS, to which the SBC Internal Audit Function conformed.

DECISION

AGREED to note the progress Internal Audit had made towards completing the Internal Audit Annual Plan 2021/22 and to confirm that the Committee was satisfied with the Performance of the Internal Audit service.

7 INTERNAL AUDIT WORK TO OCTOBER 2021

With reference to paragraph 6 of the Minute of 20 September 2021, there had been circulated copies of a report by the Chief Officer Audit & Risk providing details of the recent work carried out by Internal Audit and the recommended Audit actions agreed by management to improve internal controls and governance arrangements. The work Internal Audit had carried out in the period from 28 August to 5 November 2021 associated with the delivery of the approved Internal Audit Annual Plan 2021/22 was detailed in the report. During this period a total of 5 final Internal Audit reports had been issued. There were 4 recommendations made associated with 1 of the reports. An Executive Summary of the final Internal Audit reports issued, including audit objective, findings, good practice, recommendations (where appropriate) and the Chief Officer Audit and Risk's independent and objective opinion on the adequacy of the control environment

and governance arrangements within each audit area was shown in Appendix 1 to the report. In response to a question regarding the timescale for the proposed disaster recovery test by CGI, the Director, Finance & Corporate Governance explained that a detailed plan was being formulated, with a series of checks on the system being carried out in advance of the test. Given the importance of IT systems to the operation of the Council, it was necessary to carry out the checks in a controlled, managed manner to avoid any potential disruption. In a discussion of the report, Members expressed concern regarding the business continuity plans that Senior Management had in place. Councillor Anderson, seconded by Councillor Thornton-Nicol, proposed a further recommendation requesting that the Corporate Management Team (CMT) review business continuity arrangements across the Council and report back to the Committee. This was unanimously accepted.

**DECISION
AGREED to:**

- (a) note the final assurance reports issued in the period from 28 August to 5 November 2021 associated with the delivery of the approved Internal Audit Annual Plan 2021/22;**
- (b) note the Internal Audit Assurance work in progress and Internal Audit Consultancy and other work carried out in accordance with the approved Internal Audit Charter;**
- (c) acknowledge the assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work; and**
- d) request the Corporate Management Team to review business continuity arrangements across the Council and that an assurance report be presented to the Audit and Scrutiny Committee at its February 2022 meeting.**

8 PROGRESS ON IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS

With reference to paragraph 3 of the Minute of 29 June 2021, there had been circulated copies of a report by the Chief Officer Audit & Risk providing an update to members of the Audit and Scrutiny Committee on the status of the implementation by Management of audit recommendations made and agreed in Internal Audit reports during 2020/21 and previous years. A table within the report highlighted the current status of Internal Audit recommendations from current and previous years and further details on those recommendations not yet fully implemented were shown in Appendix 1 to the report. There were no outstanding overdue recommendations, with a relatively small number of recommendations still to be implemented. Regarding progress on the implementation of Total Mobile, the Director Finance & Corporate Governance explained that planning was well developed, with the project expected to go live later in the week. The Chairman expressed his gratitude for the work undertaken by CMT to make progress on internal audit recommendations.

**DECISION
AGREED:-**

- (a) to acknowledge the progress made by Management in implementing Internal Audit recommendations to improve internal controls and governance, and mitigate risks;**
- (b) that the Committee was satisfied with the progress made by Management; and**

- (c) **to note that Internal Audit would continue to monitor for completion of the outstanding recommendations and would provide update reports to the Audit & Scrutiny Committee.**

9 **RISK MANAGEMENT POLICY AND STRATEGY 2021-2024**

With reference to paragraph 7 of the Minute of 10 May 2021, there had been circulated copies of a report by the Chief Officer Audit & Risk presenting the Committee with a revised Risk Management Policy Statement and Risk Management Strategy. The report explained that effective Risk Management was one of the foundations of effective Corporate Governance and was recognised as such in the Council's Local Code of Corporate Governance. Compliance with the principles of sound Corporate Governance required the Council to adopt a coherent approach to the management of risks that it faced every day. Better and more assured risk management would bring many benefits to the Council and the people it served. Management had the primary responsibility to systematically identify, analyse, evaluate, control and monitor risks to the achievement of the Council's objectives. Internal Audit was required to give independent assurance on the effectiveness of all internal controls and other arrangements put in place by Management to manage risk. Part of the Audit and Scrutiny Committee's role (Audit function) was to scrutinise the framework of internal financial control, risk management and governance throughout the Council to ensure its adequacy. A revised Risk Management Policy statement, included as Appendix 1 to the report, and 3-year Risk Management strategy, included as Appendix 2 to the report were included for consideration and endorsement by the Committee in advance of their presentation to Council.

DECISION

AGREED to:

- (a) **endorse the revised Risk Management Policy Statement and Risk Management strategy for full Council approval;**
- (b) **acknowledge the role and responsibilities of the Audit and Scrutiny Committee in the Risk management Policy; and**
- (c) **note the reporting for assurance purposes on efficacy of Risk Management arrangements in the Risk Management Policy.**

10 **COUNTER FRAUD POLICY AND STRATEGY 2021-2024**

With reference to paragraph 6 of the Minute of 10 May 2021, there had been circulated copies of a report by the Chief officer Audit & Risk presenting a revised Counter Fraud Policy statement and Counter Fraud Strategy. The report explained that the Council was committed to minimising the risk of loss due to fraud, theft or corruption and to taking appropriate action against those who attempted to defraud the Council, whether from within the authority or from outside. The primary responsibility for the prevention, detection and investigation of fraud rested with Management, supported by the Integrity Group. Internal Audit provided advice and independent assurance on the effectiveness of processes put in place by Management. Part of the Audit and Scrutiny Committee's role was to oversee the framework of internal financial control including the assessment of fraud risks and to monitor counter fraud strategy, actions and resources. A revised Counter Fraud Policy Statement had been included in Appendix 1 to the report and a revised 3-year Counter Fraud Strategy Management Strategy had been included in Appendix 2 to the report which were presented for consideration and endorsement by the Committee in advance of their presentation to Council. The Chief Officer Audit & Risk answered Members' questions and provided further detailed information where requested. In relation to the Integrity Group, the Chief Officer explained that the group was a forum that aimed to support Management in their responsibilities tackling fraud. Membership of the group included two members of CMT and senior officers from procurement, financial services, IT management and a representative from Roads. Regarding the support

available to Council Employees, Ms Stacey highlighted the employee helpline, occupational health and various HR policies designed to support staff manage the risks posed by, and impact of, fraud.

**DECISION
AGREED to:**

- (a) endorse the revised Counter Fraud Policy Statement and Counter Fraud Strategy for full Council approval;**
- (b) acknowledge the role and responsibilities of the Audit and Scrutiny Committee in the Counter Fraud Policy Statement; and**
- (c) note the reporting for assurance purposes on efficacy of counter fraud arrangements in the Counter Fraud Policy Statement.**

SCRUTINY BUSINESS

11 SCRUTINY ACTION TRACKER AND WORK PROGRAMME

With reference to paragraph 6 of the Minute of 21 October 2021, there had been circulated copies of an Action Tracker for Scrutiny business. The Clerk to the Council, Ms Wilkinson, advised that the Tracker included outstanding actions which had not yet been reported back to Committee as complete. With regard to the action (a) on Responsible Dog Ownership Strategy Review about options for the collection and processing of dog waste, it was confirmed that this was simply a request for the Department to provide any information on a more sustainable disposal route for dog waste. With regard to the action on the Autism Strategy, Ms Wilkinson advised that after conversations with Chris Myers, the newly appointed Chief Officer for the Health & Social Care Partnership, it was thought the best route for a review of the Strategy was through the Integrated Joint Board (IJB) as part of its future work plan. Councillor Greenwell, who was a member of the IJB would likely be involved in this review. Further updates on outstanding actions would be provided to the meeting of Audit & Scrutiny being held on 9 December 2021.

DECISION

NOTED the Scrutiny Action Tracker.

The meeting concluded at 12.30 pm

SCOTTISH BORDERS COUNCIL AUDIT AND SCRUTINY COMMITTEE

MINUTE of Meeting of the AUDIT AND SCRUTINY COMMITTEE held via Microsoft Teams on Tuesday 30 November 2021 at 10:00am.

Present:- Councillors S Bell (Chairman), H. Anderson, J. Greenwell, N. Richards, H. Scott, S. Scott, E. Thornton-Nicol.
Apologies:- Councillor J. Fullarton.
Also Present - Councillor W. McAteer.
In Attendance:- Chief Officer – Integrated Joint Board, Chief Officer – Adult Social Work and Social Care, Service Manager (Home care), Clerk to the Council.

1. PETITION – RE-OPEN TEVIOT DAY SERVICE

1.1 The Chairman welcomed everyone to the meeting, in particular the Principal Petitioner, Mr Sean Elliot (on behalf of his mother, Mrs Madge Elliot), supported by Mrs Shirley Brown. The meeting was held via Microsoft Teams and livestreamed and the Chairman gave details of the protocols for the meeting.

1.2 Petitions Procedure

There had been circulated copies of an extract from the Audit and Scrutiny Committee Petitions procedure. The Chairman outlined the process and in particular the procedure which would be followed during the meeting and the options available to members of the Committee once they had considered all the information before them.

1.3 Re-open Teviot Day Service

There had been circulated copies of a petition entitled “Re-Open Teviot Day Service”, which had received well over 1,000 signatures. There had also been circulated copies of a briefing note by the Director Social Work & Practice in response to the petition. In the statement within the petition, it was explained that Teviot Day Service(TDS) provided an essential resource for mainly older people, many with dementia related illnesses, enabling them to socialise with peers, engage in activities and generally improve their quality of life. It also provided essential respite for unpaid carers, enabling them to have time to themselves and confidence that their loved ones were being cared for by professionally trained Day Service staff. In March 2019, Scottish Borders Council had announced a plan to decommission day services throughout the Borders based on a localised, small pilot in Eyemouth. Following a campaign by TDS Support Group, the then Chief Officer Health & Social Care Integration publicly stated in February 2020 that there was no suitable alternative to TDS in Hawick, a pre-requisite to the Council’s authority to decommission a day service and that TDS would remain open. Like everything else, Covid had resulted in TDS being suspended, but the Council reneged on its commitment and was refusing to re-open TDS. Council senior officers had used Covid to deliberately engineer a situation where Social Workers and Health Workers could not refer people to TDS because it was not open, thereby artificially suppressing the demand. The Council was ignoring the needs of our older people and their unpaid carers, as well as ignoring the advice of their own Social Workers NHS Community Health Workers, and Third Sector Organisations such as Borders Carers Centre. The petitioners demanded that the Council re-opened Teviot Day Service without further delay.

1.4 The Chairman invited Mr Elliot, Lead Petitioner, to present the petition on behalf of his mother. In support of the petition statement, Mr Elliot advised that the petition had been lodged on behalf of the most vulnerable group, many of whom suffered from dementia

with a medium to high care need which covered medication and assistance. These people were not able to make decisions on their own but did not require residential care as they were able to live in their own homes with unpaid carers. There was a need to consider the carers who bore the burden and the Council had a statutory duty to provide support for respite for them. While there had been general re-opening of services, TDS remained closed, with no plans to re-open but not suitable alternative in place. The RVS (Royal Voluntary Service) provision in Hawick was for a social centre, not a day centre and only operated 2 days per week rather than the 5 days the previous day centre had been open. This social centre did not meet the needs of those clients with medium to high needs as staff there could not provide personal care. Mr Elliot read out a letter from a family member about a particular individual's care needs which were not currently being met through the RVS social centre and queried the lack of respite for carers. While fully supporting the use of Self Directed Support, these particular people did not have the ability to make choices so the group was marginalised and isolated. Until a suitable alternative was in place, then TDS had to re-open without further delay.

- 1.5 The Chairman thanked Mr Elliot for clearly expressing his concerns and the issues these raised, and then invited members of the Committee to ask questions. With regard to the allegations of non-adherence by the Council to its statutory obligations, the Chairman advised that it would not be appropriate to impute motivation without evidence and this should be discarded. It was important that all got a full and fair chance to express their opinions and discussion needed to centre on the facts. Mr Elliot confirmed his support for Self Directed Support but the group of people to which he referred were not able to do so and this meant the burden of looking after them fell on relatives or other unpaid carers. The only offer which had been made for his mother was to attend the RVS social centre but due to some health issues she had not been in a position to take up that offer. A number of people were in the situation where they needed personal care during the day but that was not provided at the social centre and someone else who had wished to arrange for a carer to attend had been turned down. There were 5 or 6 people in this same situation and it was acknowledged that there was a shortage of care workers at the moment. Mr Elliot confirmed that previously TDS had provided respite from 9am to 3:30pm each day an individual attended which provided benefit and relief for carers. From March 2020 to earlier this year it had been difficult for everyone and Mr Elliot's mother had continued to receive her package of care which included regular phone calls from the Borders Carers Centre and SB Cares.
- 1.6 Mr Brian Paris, Chief Officer – Adult Social Work and Social Care, presented the briefing note which gave details of the background to the Day Service transformation “Re-imaging Day Services”, the national context including Self-Directed Support, the consultation process and the current provision. The briefing note also gave a commentary on the various concerns raised in the petition. Also circulated with the briefing note were 3 appendices, namely, the report to the Executive Committee from 4 June 2019 which sought approval to decommission individual day services only when suitable alternatives that met assessed needs had been identified; case studies from the Local Area Co-ordination team from older adults and adults with a physical disability; and a summary of communication with on the service in Teviot including with the Teviot support group. Mr Paris commented that there were many layers to the petition, some of which were personal, some about the decommissioning process for TDS and some about larger issues facing older people, carers and those with dementia. Mr Paris explained that he had spent 20 years improving service, working very closely with older people's organisations and families/carers in redesigning services and all actions he had taken had been carried out with integrity and honesty. At the time the decommissioning of TDS started, Covid struck with its compulsory lockdowns which led to the shutting down of all building based services. Action was immediately taken to engage with partners and stakeholders to put out information on what could and could not take place. Work was ongoing to find solutions for the people in Hawick and across the region for those in the moderate to advanced stage of dementia both now and in the future. The Borders Carers Centre and Third Sector organisations were involved in this. The Council contract with

RVS was for the provision of social centres, and care had to be taken that this remained a sustainable service that did not cause more stress on high needs clients. The need to comply with Covid guidelines was referenced, along with taking account of the resources available to meet everyone's needs: clients and carers. The decommissioning of day centres as part of the transformation of day services was in line with the national agenda and personalisation of services. Prior to Covid, there was strong evidence that attendance at day centres had declined and the Council looked to Local Area Co-ordination (LAC) to ensure communities were able to support people with all needs. However, it was recognised that the type of engagement which would usually be carried out by the Council had been hindered over the last 18 months. The world in that time had changed and the level of need was now higher.

- 1.7 In response to Members' questions, Mr Paris explained that the current workforce across the Health & Social Care partnership was not sufficient to meet the demand. In terms of Social Work assessments, these were fluid rather than fixed and depended on changes in an individual's needs. It was crucial to have conversations with families and these would have been carried out as best as possible in the circumstances. It was possible to tailor services for a more personal situation and SDS gave a great deal more flexibility about how services were arranged to give an individual more choice. There would be a small number of people whose needs/situations were so complex e.g. where they lived, their family situation, etc. that it would not be possible to arrange something other than a very specialised service which would be suitable for some but preclude others. Individual conversations would be needed in this event. The engagement process for planning future provision of service had started but was restricted due to the public health agenda for Covid. If a building based service was being considered, the whole age and need spectrum would be taken into account although one service would not fit all needs. Everyone was in agreement that we wanted to do our best for people with dementia but dementia had different impacts on people and that had to be taken into consideration. The best way to assess an individual was to see them in their home environment, not in a day centre, and the focus would be on what was important to that individual and what they wanted to do, rather than whether they wanted to attend a day centre. Dependent on resources available in that particular community, options could be considered. While the availability of respite care was currently restricted, Social Work teams spoke to families, the Carers Working Group, and Borders Carers Centre to try to understand the pressures carers faced and look for solutions to help them. With regard to SDS, there were 4 options – direct payment to an individual where they had direct control and they arranged their own care support; an individual directed available support and that would be arranged by the Council and the individual did not have to worry about organising support; the Council Social Work service made arrangements; and lastly, a combination of the other 3 methodologies. The difference between a Day Centre and Social Centre was that Day Services had to be registered with the Care Commission and staff were registered to undertake personal care support in that setting, while Social Centres were run by volunteers, not registered, and did not offer personal care. The RVS centre in Hawick was a social centre. People with dementia could attend such a social centre dependent on their needs, and as the illness progressed may get to the stage where such attendance was not possible. The Council was not in a position to say it could open a building based service as there was not the workforce to do so and it would mean having to stop some other care service to be able to do this. While there may be a desire for a buildings based service - which was not the same as a need for one - that did not mean there was not a need. Mr Paris confirmed that he was happy to look at successful solutions from elsewhere e.g. that being rolled out in East Lothian which could include short term solutions and pathways for when the disease progressed. It was possible for someone to attend a social centre along with their carer by using their SDS or for people to agree to have a shared carer. The quality and standards of training given to volunteers in the RVS centres was monitored through the contract with regular meetings. RVS provided dementia services nationally and had access to good training.

1.8 Mr Paris then answered questions from Mr Elliot, explaining that the decommissioning process for the day service had started prior to Covid but then had to close. The previous Chief Officer of the Health & Social Care Partnership had intimated that the day service would remain open while an alternative was found but the reality was that TDS had had to close due to Covid guidance and the number of people who would have been attending had either found alternatives or their circumstances had changed, which meant only two people out of the original cohort were left. The whole value of a day service was to get that social connection and with only one or two people attending that made re-opening impractical as it would not fulfil those needs and was not sustainable. The day service was being decommissioned so was not open for new clients. Mr Paris acknowledged that there would be a number of people who had a high level of needs but these would not necessarily be wholly met by attendance at a day centre. It was recognised that there were needs within the community, and conversations would be ongoing to find a way to meet these needs. With regard to the consultation process, this would have included the Borders Carers Centre, with NDTi involved to transition from a building based service to a community based service and that community would have included unpaid carers. A social work assessment was a way of engaging with an individual and/or their family on how that person was living, what was important to them, and what they needed. An eligibility criteria was applied and the Council then looked at the type of support needed to maintain as high a quality of life as possible for that individual. This assessment included a range of criteria, including environment so if that individual would benefit from having social interaction so they did not feel isolated, a suitable service would be found which would allow them to interact with others. A risk assessment would also be carried out to ensure that the individual was safe in whatever activity they undertook. If a particular service was not available at the time of an assessment then it would not have been included. Mr Paris confirmed that the RVS social centre in Hawick was open 2 days per week, whereas the day centre had been open 5 days per week. The Council was currently in dialogue with RVS to see what enhanced service could be provided for those suffering from dementia although this would require a variation in the contract. Explicit service provision was not detailed in the contract, but the outcomes and benefits were included and the actual service to be provided was then the subject of discussion between partner organisations. Mr Paris further confirmed that he had responded to all communication sent to him from the TDS support group. The services being provided in Hawick, including the social centre, were not the same as before but were currently constrained due to Covid. The role of volunteers in the provision of service was invaluable and they needed to be trained to work in any setting safely.

Note: Councillor H. Scott left the meeting at this point.

1.9 The Chairman thanked both Mr Elliot and Mr Paris for their contributions to the meeting, acknowledging that the topic was both challenging and complex. Members then considered their next steps. While expressing sympathy, Councillor S. Scott proposed that no further action be taken as work was underway to find alternatives to the TDS in Hawick. His proposal received no seconder and therefore fell. Councillor Anderson commented that this was a very complicated issue and was not sure it was best dealt with through the petitions process as it was a combination of individual cases and the redesign of care services. Something needed to be done for the 2 individuals concerned who had previously attended TDS. Councillor Anderson therefore proposed that the matter of the 2 individuals be referred to the Director of Social Work and Practice to undertake an immediate evaluation of care packages, including addressing any respite care needs for the 2 individuals and also that those people attending social centres were made aware they could bring personal support with them. This was seconded by Councillor Thornton-Nicol. Councillor Greenwell commented that much of the service redesign was to do with commissioning services which would come under the purview of the Health & Social Care Integrated Joint Board which should be asked to look at this and come up with alternatives. Councillor Bell was in agreement and proposed that the matter also be referred to the Integrated Joint Board to ask them to examine the scope of buildings

based services that the Borders may require in future, including the alternatives of day centres and social centres. Councillor Greenwell seconded the proposal.

**DECISION
AGREED:-**

- (a) to refer the petition to the Director, Social Work & Practice, and request that he:
 - (i) undertook an immediate evaluation of the care packages for the two individuals impacted by the current closure of the Teviot Day Service, including addressing any respite care needs; and**
 - (ii) ensured that those attending social centres were made aware that they could arrange to bring support with them to provide any personal care needs.****

- # (b) to refer the petition to the Health and Social Care Integrated Joint Board and ask the Board to examine the scope of buildings-based services that the Borders may require in the future, including the alternatives of day centres and social centres.**

The meeting concluded at 12:55 pm

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SCOTTISH BORDERS COUNCIL
SCRUTINY BUSINESS ACTION SHEET
AUDIT and SCRUTINY COMMITTEE

Notes:-

1. Paragraphs Marked with a * require full Council approval before action can be taken
2. Items for which no actions are required are not included

TITLE	DECISION REQUIRING ACTION	DEPARTMENT/ SECTION	RESPONSIBLE OFFICER	Action Update
30 November 2021				
1. Petition – Re-open Teviot Day Service	Para 1.9 – action (a) AGREED to refer the petition to the Director, Social Work & Practice, and request that he: (i) undertook an immediate evaluation of the care packages for the two individuals impacted by the current closure of the Teviot Day Service, including addressing any respite care needs; and (ii) ensured that those attending social centres were made aware that they could arrange to bring support with them to provide any personal care needs.	Social Work	Stuart Easingwood	
	Para 1.9 – action (b) AGREED to refer the petition to the Health and Social Care Integrated Joint Board and ask the Board to examine the scope of buildings-based services that the Borders may require in the future, including the alternatives of day centres and social centres.	Health & Social Care	Chris Myers	
22 November 2021				
1. Scrutiny Action Tracker	Para 11 - NOTED that an updated Action Tracker for Scrutiny business would be brought to the next meeting.	Democratic Services	Jenny Wilkinson	On agenda for 9 December 21.
19 August 2021				
1. Responsible Dog Ownership Strategy Review	Para 2.4 – action (a) AGREED to request that the Head of Waste Services and Head of Neighbourhood Services attend a future meeting of the Committee to discuss options for the Council on the collection and processing of dog waste;	Infrastructure & Environment	Ross Sharp-Dent/Jason Hedley	Agreed at meeting on 22 November 2022 that information was sought from the Service to

TITLE	DECISION REQUIRING ACTION	DEPARTMENT/ SECTION	RESPONSIBLE OFFICER	Action Update
				provide any information on a more sustainable way of processing dog waste.
29 June 2021				
1. Scrutiny Work Programme	Para 11 – NOTED the Scrutiny Work Programme			
	(a) Income Management Policy – Review the Income Management Policy established in 2012 and benchmark current charges against other areas of Scotland (Initial Scrutiny hearing to determine best methodology and reporting)	Finance	David Robertson	
	(b) Rural Proofing Policy – Review the Effectiveness of the current Rural Proofing Policy (Scrutiny hearing)	Resilient Communities	Jenni Craig	On agenda for Audit & Scrutiny meeting on 9 December 2021
	(c) Council resources on Roads, including white lining – a review of the effectiveness of the application of Council resources to the roads network to provide a benchmark for future years for the national Roads Condition Index (Scrutiny hearing)	Infrastructure & Environment	John Curry	Scheduled for meeting of Audit & Scrutiny on 13 January 2022
	(d) Following the Public Pound – An evaluation of the process for grant monitoring and evaluation. (Scrutiny hearing)	Resilient Communities	Jenni Craig	On agenda for Audit & Scrutiny meeting on 9 December 2021
	(e) Management and Maintenance of Public Halls – An evaluation of the community contribution to the management and maintenance of public halls, including those managed by Live Borders. (Scrutiny hearing)	Commissioning Services	Jen Holland	
	(f) Public transport and communities – An evaluation of the current situation and future plans for supporting rural communities to set up their own community transport where there was demand and current transport inadequate. (Initial Scrutiny hearing to determine best methodology and reporting)	Infrastructure & Environment	John Curry	Given the fact Passenger Transport is focussing on the new Home to School Contract, we propose that this is considered at a Committee next

TITLE	DECISION REQUIRING ACTION	DEPARTMENT/ SECTION	RESPONSIBLE OFFICER	Action Update
				Spring.(potentially 14 March meeting)
3 June 2021				
1. Recycling and Waste Policy Update	Para 2.5 – action (b) AGREED that the Service Director Assets & Infrastructure provide a report to the Audit & Scrutiny Committee, in 3 months, to provide an update on progress on communications with the public to encourage a reduction in contamination of waste; and	Infrastructure & Environment	Ross Sharp-Dent	Members briefing in October provided an update. A further update will be provided to Audit and Scrutiny on 9 December.
	Para 2.5 – action (c) AGREED that comparative costs for the Council be provided for processing waste before and after landfill was closed in the Borders.	Infrastructure & Environment	Ross Sharp-Dent	Report due to come back to Committee in Spring 2022. It will need some analysis by Finance who are focussing on monitoring and next year's budget process. It may well be quite difficult to provide this information in detail given the way the Council's budgets are structured.
14 January 2021				
1. Child Poverty	Para 3.3 – action (a) AGREED that an updated table of figures showing child poverty levels in each Ward would be circulated.	Resilient Communities	Jenni Craig	
	Para 3.3 – action (b) AGREED to request that officers provide an update to the June Audit & Scrutiny Committee to facilitate discussion on the following: <ul style="list-style-type: none"> (i) a definition of child poverty and a view of the key drivers for child poverty; (ii) how Councillors could be involved in the Council's approach to tackle child poverty; 	Resilient Communities	Jenni Craig	

	<p>(iii) the information to be included in presentation of data in quarterly performance reports; and</p> <p>(iv) whether benchmarking with local authorities within the family group could be carried out to identify any underlying issues giving rise to the difference in percentage levels of child poverty and to learn from best practice.</p>			
25 November 2019				
Petition – Jedburgh Contact Centre and Library	Para 2.8 - AGREED to refer the petition to the Service Director Customer and Communities with the recommendation that, during the months of January to March 2020 and prior to the opening of the JGC, a consultation be carried out with the Jedburgh Community Council and local community to address the concerns raised.	Resilient Communities	Jenni Craig	
24 October 2019				
Community Access to Schools	Para 4.2 – AGREED to approve the process for reviewing community access to schools, with a view to concluding this matter as soon as possible.	Education & Lifelong Learning	Lesley Munro	



Rural Proofing Policy

Report by Director of Resilient Communities

Audit and Scrutiny Committee

9 December 2021

1 PURPOSE AND SUMMARY

- 1.1 This paper provides information on the existing Rural Proofing policy and the effectiveness of the policy in helping to ensure that rural issues are properly considered in Council policy making.**
- 1.2 A Rural Proofing policy was developed and approved by the Executive Committee in November 2007 and was reviewed over the first few years of implementation. The most recent report was taken to the Executive Committee in 2011.
- 1.3 The key aims of the policy were to help ensure that the needs of people living and working in the rural areas were fully taken into account in the development of all new Council policies and strategies.
- 1.4 Scottish Borders Council has embraced and incorporated the UN Sustainable Development Goals Checklist and an Integrated Impact Assessment into the Council reporting structure which raises the question regarding the validity of the Rural Proofing policy and whether the Council requires this particular checklist within the Committee Report Template.

2 RECOMMENDATIONS

- 2.1 It is recommended that the members of the Audit and Scrutiny Committee discusses the relevance of the rural proofing policy in light of the inclusion of UN Sustainable Development Goals and the Integrated Impact Assessment checklists within the Council Committee reporting template and decide whether they wish to take any further action.**

3 BACKGROUND

- 3.1 A 'Rural Proofing' policy was developed and approved by the Executive in November 2007, which was a key commitment at that particular time. The policy was initially developed to help ensure that the needs of people living and working in rural areas were taken into account in the development of all new Council policies and strategies.
- 3.2 The policy was implemented in April 2008 and a section relating to Rural Proofing was incorporated within the Equalities Section of the Council's Committee Report Template. This section was completed by report authors for all new or refreshed Council policies or strategies and was designed to help identify any potential adverse impacts on the rural nature of the Scottish Borders. A copy of the rural proofing checklist is provided in **Appendix A**.
- 3.3 The policy was reviewed three times over the first few years following implementation, with the last review taking place in 2011. From that report, it could be noted that 12% indicated that the policy or strategy would have a positive impact on the rural area, whilst seventy two percent reported that the new or refreshed policy or strategy would have no adverse impact on the rural area, with none reporting an adverse impact. Sixteen percent reported 'unknown impact' due to further work on Rural Proofing needing to be done at implementation stage.
- 3.4 Amongst those reports in which the Rural Proofing section had not been completed, most had included a standard equalities statement outlining that there were no adverse equalities issues expected from the report.
- 3.5 Scottish Borders Council formally agreed to commit to the implementation of the UN's 17 Sustainable Development Goals as they relate to Local Government in August 2019, following a report to Council. A suitable checklist relating to Sustainable Development Goals was subsequently incorporated into the Committee Report Template. For clarity, the list of global goals has been provided in **Appendix B**.
- 3.6 The Council has a statutory obligation to eliminate unlawful discrimination, harassment and victimisation and advance equality of opportunity for all of the people throughout the Scottish Borders. To help achieve this aim, an Integrated Impact Assessment is also currently part of the Committee Report Template.

4 PROPOSAL

- 4.1 Following an initial review, officers suspect that the rural proofing checklist incorporated into the Committee Report Template could be considered as being surplus to requirements, primarily due to the fact that Elected Members have rural communities at the heart of decision making in all Council processes and a checklist associated with rural aspects seems unnecessary.

- 4.2 In addition some of the aspects associated with rural proofing appear to be covered by the UN's Sustainable Development Goals and the Integrated Impact Assessment which are both part of the Council's Committee Report template.

5 IMPLICATIONS

5.1 Financial

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

5.2 Risk and Mitigations

The key risk associated with this report is that rural issues are not given due prominence within the Council reporting structure. However, as the report details, rural issues appear to be well integrated into the decision making process and further mitigated by the existing report template checklists which appear to adequately cover the majority of rural aspects.

5.3 Integrated Impact Assessment

There are no direct implications associated with an Integrated Impact Assessment. However, if the recommendations of this report are accepted, the IIA will potentially have more prominence within the report checklist.

5.4 Sustainable Development Goals

If the recommendations of this report are accepted, the sustainable development goals will have more prominence within the report checklist.

5.5 Climate Change

There are no direct implications associated to climate change in the report.

5.6 Rural Proofing

If the recommendations of this report are accepted, the rural proofing section of the report template checklist may not be required

5.7 Data Protection Impact Statement

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

5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the scheme of administration or the scheme of delegation proposed in this report.

6 CONSULTATION

- 6.1 The Director (Finance & Corporate Governance), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council, Corporate Equalities and Diversity Officer and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Jenni Craig
Director of Resilient Communities

Signature

Author(s)

Name	Designation and Contact Number
Graeme Johnstone	Lead Officer

Background Papers: Executive Committee – 13 November 2007
Executive Committee – 28 April 2009
Executive Committee – 29 June 2010
Executive Committee – 16 August 2011
Scottish Borders Council – 29 August 2019

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: gjohnstone@scotborders.gov.uk – 01835 825138

APPENDIX 6

The rural proofing checklist – 2009/10

Consider all the questions below. Will your initiative encounter the challenges presented by rural circumstances? Answering 'Yes' indicates a potential negative impact which should be highlighted and, where appropriate, adjustments should be made. Some potential solutions are indicated to help you consider appropriate adjustments. *Please refer to the guidance note 'Frequently Asked Questions' before completing the checklist.*

Name of policy/ strategy:

Date checklist completed:

Completed by:

	Yes	No	Summary of likely negative impacts:
<p>1. Will the policy have a negative affect on the availability or delivery of services for people living in rural areas?</p> <p><u>For example</u>, might it encourage closure or centralisation, and will this have an unequal/negative effect in rural areas where services are already limited?</p> <p><i>Rural solutions: improve transport/ accessibility to compensate for the centralisation of services; encourage other funds for threatened rural services; provide more money to rural outlets to maintain service standards.</i></p>			<p>Summary of adjustments made:</p>

	Yes	No	Summary of likely negative impacts:
<p>2. Will access to the service be restricted for people living in rural areas? (If yes, how will the service be made available to people living in rural areas?)</p> <p><u>For example</u>, will the policy result in the need for increased travel, or have a negative impact on the ease and/ or cost of travel? Will the impact be different in sparsely populated or remote rural areas, where journey times tend to be longer,</p>			

<p>public transport is poor, more people rely on a car and travel options are limited or expensive?</p> <p><i>Rural solutions: reduce the need to travel by using mobile services, local delivery or telephone / internet; ease travel by coordinating or improving transport links (e.g. additional services, on-demand transport, community transport/ community car schemes, taxi vouchers); reduce the costs of travel by subsidising services or individuals (remembering that there may be no public transport service between many locations; share premises or staff with other service providers to maintain or create a rural outlet ('joint provision').</i></p>			<p>Summary of adjustments made:</p>
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	Yes	No	Summary of likely negative impacts:
<p>3. Will the cost of delivery be higher in rural areas (where customers are more widely dispersed or it is hard to be cost-effective)? (If yes, how will this extra cost be met or lessened?)</p> <p><i>For example, will longer travel times or distances to clients add to the cost of service provision? Will services need to be run out of smaller outlets, reducing cost-effectiveness?</i></p> <p><i>Rural solutions: allow for higher unit delivery costs when calculating costs (e.g. a 'sparsity' factor) or when specifying cost-efficiency criteria; encourage joint provision to reduce costs.</i></p>			<p>Summary of adjustments made:</p>
<p>4. Will the policy have a negative effect on the availability of affordable housing in rural areas?</p> <p><i>For example, have all the knock-on consequences been considered which might affect or reduce the</i></p>			<p>Summary of likely negative impacts:</p>

<p>number of houses available or make it more difficult for people to find a housing solution in rural areas?</p> <p><i>Rural solutions: consider provision of alternative affordable rural housing solutions.</i></p>			<p>Summary of adjustments made:</p>
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	Yes	No	Summary of likely negative impacts:
<p>5. Will the policy be delivered by the private sector, or through a public-private partnership or local institution that may limit provision in rural areas?</p> <p><u>For example</u>, will the smaller, scattered population in rural areas provide a sufficient market to attract the private sector? Will there be similar opportunities for choice and competition? Does the private sector in rural areas have the capacity to deliver? Will the policy be as effective in rural areas, where private, public and voluntary sector organisations tend to be smaller and have less capacity? If funds or services are to be allocated via a bidding process, will small organisations be able to compete fairly?</p> <p><i>Rural solutions: consider the use of regulation, including universal service obligations; set rural delivery targets; draw up contracts that prevent cherry picking of the most profitable (urban) markets; encourage commercial providers with incentives; offset higher rural costs (e.g. through rate relief); provide specific support for capacity building; allow longer timescales for bidding; simplify the bidding process; allow an increased level of public or voluntary sector input to compensate for limited private sector input.</i></p>			<p>Summary of adjustments made:</p>

	Yes	No	Summary of likely negative impacts:
<p>6. Does the policy rely on infrastructure for delivery (e.g. mobile phone coverage, broadband ICT, main roads, utilities) that may be limited in rural areas?</p> <p><u>For example</u>, how will the policy work in rural areas where the existing infrastructure is typically less developed (e.g. no mobile phone coverage), or where infrastructure does not exist (e.g. cable TV, mains gas), and / or where upgrading of infrastructure may be difficult or expensive?</p> <p><i>Rural solutions: consider using regulation or licences to encourage the development of better infrastructure; encourage or coordinate demand to make supply viable; use the public sector's collective demand to stimulate supply; provide other ways of accessing the service. Use local radio and existing local communication networks to disseminate information.</i></p>			<p>Summary of adjustments made:</p>

	Yes	No	Summary of likely negative impacts:
<p>7. Will the policy have a negative impact on rural businesses, or land-based businesses, (including the self-employed) and therefore, on rural economies and environments?</p> <p><u>For example</u>, will it have a different effect on smaller businesses (which employ a larger part of the workforce in rural areas) or those sectors which are typically more important in rural areas – farming, forestry, tourism? Will the higher proportion of self-employed people in rural areas be affected (including those running part-time businesses)?</p> <p><i>Rural solutions: ensure the needs of small businesses are specifically addressed; take support, advice and training out to businesses; where possible avoid too much red tape that will unduly affect small firms. Consider opportunities for innovative local service delivery mechanisms which may also boost local employment and income; identify 'win-win' solutions which deliver economic, social and environmental benefits (e.g. identify local delivery solutions; consider incentives for environmentally friendly practices; promote local supply chains; allow for and encourage a wide range of rural enterprises).</i></p>			<p>Summary of adjustments made:</p>

	Yes	No	Summary of likely negative impacts:
<p>8. Will the policy have a negative impact on employment in rural areas?</p> <p><u>For example</u>, will any full or part-time posts be lost as a result? Will the existing jobs become less attractive and therefore harder to fill in a rural location? What will be the impact on other services provided in the area?</p> <p><i>Rural solutions: consider if part-time jobs can be 'rolled up' to create a more sustainable post; look for a local delivery solution; consider measures to improve the choice of work (e.g. increasing skills, improving local childcare, improving transport to work).</i></p>			<p>Summary of adjustments made:</p>

	Yes	No	Summary of likely negative impacts:
<p>9. Will the policy have a negative impact on people who are disadvantaged in rural areas? (If the policy is targeted at addressing disadvantage, how will it target rural disadvantage, which is not usually concentrated in neighbourhoods?)</p>			

<p>For example, do the indicators used for identifying need measure rural deprivation issues (e.g. access to services, access to job opportunities, low earnings and housing affordability)?</p> <p><i>Rural solutions: use small area statistics to identify pockets of hardship; adjust the indicators or their weighting to accommodate both urban and rural aspects of deprivation; choose larger areas for targeting to pick up scattered disadvantage; target population groups rather than areas.</i></p>			<p>Summary of adjustments made:</p>
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	Yes	No	Summary of likely negative impacts:
<p>10. Does the policy assume 'one size fits all', and fail to take into account the different size and specific circumstances of smaller rural schools and other isolated rural service facilities?</p> <p><i>For example, would centralisation of a service reduce local purchasing and job opportunities in the rural area, or create increase travel time and energy costs?</i></p> <p><i>Rural solutions: consider the possibility of creating localised and alternative solutions in rural areas.</i></p>			<p>Summary of adjustments made:</p>

Steps to take

1. Ensure you are clear about the objectives of the proposed policy, its intended impacts or outcomes (including which areas, groups or organisations should benefit) and the means of delivery.
2. Run through each question in the checklist, identifying where the proposed policy is likely to have a different impact in rural areas, focusing on potential negative impacts.
3. Where there is uncertainty or a potentially different (worse) impact, this should be investigated further (and included in the overall assessment of the costs and benefits of the policy).
4. Where the impact in rural areas will be significantly different, explore policy options to produce the desired outcomes in rural areas or avoid/ reduce any undesirable impacts. This exercise may also highlight opportunities to maximise positive impacts in rural areas.

Feed the results of your appraisal, including solutions, into the decision-making process and ensure a record is kept, to be included in your Department's annual proofing report.

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APPENDIX A

The United Nations Sustainable Development Goals

GOAL 1: No Poverty

GOAL 2: Zero Hunger

GOAL 3: Good Health and Well-being

GOAL 4: Quality Education

GOAL 5: Gender Equality

GOAL 6: Clean Water and Sanitation

GOAL 7: Affordable and Clean Energy

GOAL 8: Decent Work and Economic Growth

GOAL 9: Industry, Innovation and Infrastructure

GOAL 10: Reduced Inequality

GOAL 11: Sustainable Cities and Communities

GOAL 12: Responsible Consumption and Production

GOAL 13: Climate Action

GOAL 14: Life Below Water

GOAL 15: Life on Land

GOAL 16: Peace and Justice Strong Institutions

GOAL 17: Partnerships to achieve the Goal

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COMMUNITY FUNDING – EVALUATION PROCESS

Report by Director – Resilient Communities

Audit & Scrutiny Committee

9 December 2022

1 PURPOSE AND SUMMARY

- 1.1 This report provides an overview and summary of the evaluation process of the Community Fund from April 2021 to present date.**
- 1.2 On 25 March 2021 Council agreed that from April 2021 the current evaluation regime for applications would be extended to any body/organisation which receives a grant award from any part of the Community Fund.
- 1.3 It was also recognised that the need for uniform scrutiny and evaluations across all Area Partnerships was important and support would be offered where required. Members commented on the operation of the fund in their areas and the need to involve groups in this process in addition to community councils.
- 1.4 The Community Fund budget for 2021/2022 is £470,718 and is allocated to each Area Partnership based on population estimates as detailed in section 3. It also contains a number of ring-fenced grants totalling £194,593 made to Community Councils, Village Halls and Festival Grants.

2 RECOMMENDATIONS

- 2.1 I recommend that the Audit and Scrutiny Committee notes the evaluation process including evaluation form, and progress to date.**

3 BACKGROUND

- 3.1 At its meeting of 25 March 2021, Council agreed a number of changes to the Community Fund to allow flexibility as to how the fund would operate and be dispersed within each Area Partnership.
- 3.2 Each Area Partnership can if desired, allocate their funds to different schemes, priorities and timescales, for example Quality of Life/Member Priority Fund, VE Celebration Fund, or to a third party to undertake local participatory budgeting on their behalf. It is likely that each of these of sub-fund schemes will have set outcomes and criteria. Each Area Partnership may also allocate funding to market and promote the Community Fund as they see fit.
- 3.3 It was acknowledged that there was a need for scrutiny and evaluation across all of the Community funding, and that support would be offered as each Area Partnership determined their arrangements.
- 3.4 It was also agreed that from April 2021 onwards, the current evaluation regime for successful applications was extended to any community body or organisation which received a grant award from any part of the Community Fund.
- 3.5 The Community Fund budget for 2021/22 is £470,718. Based on this figure, the allocations for each Area Partnership based on population estimates is shown at table 2 below:

Base Budget 2021/22	£
	470,718
Community Councils	58,159
Village Halls	50,074
Community Council Network*	1,250
Festival Grants	85,110
Balance	276,125

*Contribution to Borders-wide Network

Table 1

Area	Population	£
Berwickshire	20,969	50,230
Cheviot	19,433	46,551
Eildon	35,598	85,273
T&L	17,925	42,938
Tweeddale	21,345	51,131
Total	115,270*	276,125

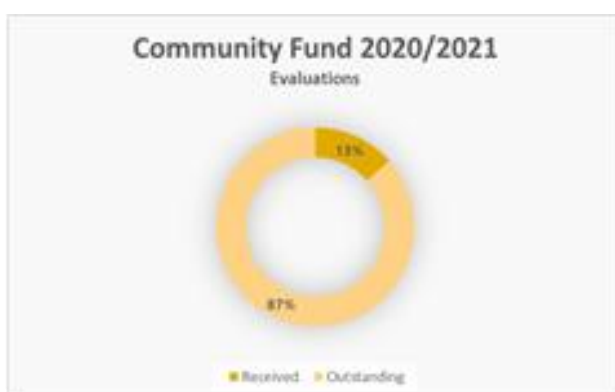
*2018 Population Estimate (NRS)

4 EVALUATION PROCESS – COMMUNITY FUND

- 4.1 As part of the terms and conditions within the Community Fund award letter, each organisation or community group gives signed agreement to complete an evaluation and monitoring form as detailed at *Appendix A*. A reminder is also sent 12 months after the funding award being made, asking for completion of the form, or to advise us if they are encountering delays in delivering their project. Support can be provided for those who encounter any difficulties in completing the form, and the award letter also gives examples of the type of evaluation that is expected for their specific project.
- 4.2 An evaluation and monitoring process has been in place for the last two years, with return levels at 51% for 2019/2020. Reminders have been sent out to those who received grant funding, and we are actively chasing these evaluation forms.



- 4.3 For 2020/21, evaluation returns are 13%, although it needs to be borne in mind that there has been a considerable delay in delivering projects due to the Covid-19 pandemic. The Communities & Partnership Team have been in discussion with groups to find out if they can deliver their original projects, or if the award needs to be repurposed in light of the pandemic.



- 4.4 The decision made by Council on 25 March 2021, now means that **no community body or organisation will be able to apply for further funding** if they have not provided an evaluation form for a previous award.

- 4.5 For those who have completed their projects and evaluation forms, they are invited to their local Area Partnership to discuss and demonstrate how their project has made a difference within their community and to answer any questions from the Area Partnership attendees in relation to this. The evaluation form is also published on the Area Partnership Agenda, and some examples of completed evaluation forms are detailed at *Appendix B*.
- 4.6 Grants made to 69 Community Councils (£58,159) are for administration (treasurers and secretariat expenses etc.) and for those who require hall hire in order to hold their meetings. Each Community Council is required to submit their annual accounts and evidence of spend before the grant is awarded and no awards are made until these documents have been submitted and checked. It is anticipated that hall hire reimbursements will be very low for 2021/22 due to the pandemic.
- 4.7 In the relation to grants made to Village Halls (£50,074), this is distributed via the four federations of village halls in the Borders, (Berwickshire, Central Borders, Roxburghshire and Peeblesshire) with each federation aiming to support the development of the village halls in their area as well as provide training and ongoing advice to village hall committees. The four federations provide a set of annual accounts which is summarised at *Appendix X*, and provides review of achievements and performance. A summary of the Accounts is detailed at *Appendix C*.
- 4.8 The Festival Grant Scheme (£85,110) supports 29 festivals across the Borders in relation to public liability insurance and public protection measure costs. The level of grant awarded is based on population levels and the requirement of horse cavalcades at festival activities as detailed at *Appendix D*. As per the other ring-fenced grants, annual accounts and evidence of spend is required before further awards are made.
- 4.9 Insurance and associated costs were met during the pandemic, and 50% of the grant is being awarded to Festivals this year, as per the report that was approved by Council on 16 March 2021. The remaining 50% of the Festival Grant will be returned to each area's Community Fund for local projects.
- 4.10 As this evaluation process has now been formally agreed at Council, it will continue to be reported to Area Partnerships as detailed above, and reported via Executive as part of regular performance reporting and monitoring.

5 IMPLICATIONS

5.1 Financial

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

5.2 Risk and Mitigations

There is a reputational risk to the Council that if efficient and effective outcome based evaluation does not take place, it will be unable to justify the benefits and impacts that community funding brings to each local area. By signing an award letter, organisations and groups agree to the terms and conditions of the grant, which include evaluation.

As this process has now been agreed formally at Council, the Communities & Partnership Team will not accept future applications from those who have not provided evaluation from previous awards.

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 Sustainable Development Goals

There are no direct economic, social or environmental issues with this report which would affect the Council's sustainability policy.

5.5 Climate Change

There are no direct implications associated to climate change in the report.

5.6 Rural Proofing

There are no implications or amendments to this policy or strategy from the proposals contained within this report.

5.7 Data Protection Impact Statement

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

5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no implications to the Scheme of Administration or Scheme of Delegation from the proposals contained within 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 have been incorporated into the final report.

6.2 The Corporate Management Team have been consulted and any comments received have been incorporated into the final report.

Approved by

Jenni Craig
Director, Resilient Communities

Author(s)

Name	Designation and Contact Number
Shona Smith	Communities & Partnership Manager, Resilient Communities

Background Papers: Council, 25 March 2021

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.

Please ask for: Grants Administrator
E-mail: communitygrants@scotborders.gov.uk
Reference Number: CF2122/XXX/XX

Date: XX XXX 2021

ContactName
GroupName

Dear ContactFirstName,

LOCALITYNAME COMMUNITY FUND 2021-22 – GRANT OFFER LETTER

Ref No. CF2122/XXX/XX Application Name: GroupName

I am pleased to inform you that your application to the above fund has been successful and your group has been awarded a grant of £0.00.

Each grant application has its own unique reference number. Your unique reference number for this grant is shown above. Please use this reference on all correspondence to avoid any delays in processing.

Accepting this Offer

Please read this letter and all its attachments carefully paying particular attention to the Terms and Conditions attached to the offer.

If you accept the offer and agree to meet all relevant Terms and Conditions, **please return one full signed copy of this offer letter within 3 weeks** of the date shown above. Please note that your Chair, Vice-Chair, Secretary or Treasurer should sign the letter.

You must not detach the Terms and Conditions from the signed offer letter that you return to us. They are part of the contract between us.

Terms and Conditions

We can only pay you the grant if your organisation accepts our Terms and Conditions. Our standard Terms and Conditions are attached to this letter. Please read them carefully. They help us make sure that the money is spent correctly and meets our evaluation and monitoring requirements.

Additionally, LOCALITYNAME Area Partnership may apply some additional Terms and Conditions to specific grants. Any additional Terms and Conditions for your grant are listed below.

Additional Terms and Conditions

- Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed, and all participants agreeing to adhere to this protocol

By accepting our Terms and Conditions you also agree to meet our evaluation and monitoring requirements as detailed below.

You will be requested to evaluate the impact of your project either on conclusion or a year after receipt of your grant funding, whichever comes first. We expect evaluation data to be proportionate to the level of the grant received.

A Grant Evaluation Form is enclosed to help structure your response, feel free to append additional information which supports the achievements of your project.

We recommend GroupName consider the following measures to help them evaluate impact:

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3
- Bullet Point 4

At the assessment stage your project was identified as meeting the Community Fund outcome(s) identified below, we therefore expect reporting and information to focus on evidencing this change:

(DELETE BULLET POINTS BELOW AS NECESSARY)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information
- More local groups or services are better supported to recover from financial difficulty

How to claim your grant

You can claim your grant by returning **one full signed copy of the offer letter** to the Communities & Partnership Team at **communitygrants@scotborders.gov.uk**. For payment to be made directly into the group's bank account via BACS, this agreement needs to have been established previously by signing and returning the relevant paperwork. Please advise us if your bank details have changed since any previous grant as failure to do so may result in a delay to the payment being made. If we do not have an agreement in place to pay you via BACS, payment will be sent by cheque to the address on the bank statement you have provided along with a BACS form for you to complete and return to our finance team.

If you have any questions about this offer, it's Terms and Conditions, the evaluation requirements or are unable to return your award letter electronically, please contact the Communities & Partnership Team as soon as possible.

I wish you every success and look forward to hearing from you shortly.

Yours sincerely,

INSERT OFFICER NAME HERE

LOCALITYNAME COMMUNITY FUND 2021-22

GroupName

I am authorised on behalf of the organisation named above to accept this offer of grant on the Terms and Conditions stated.

Name _____

Position in Organisation _____

Signature _____

Date _____

Please Note: All publicity and marketing materials produced in relation to the project should acknowledge funding received from Scottish Borders Council's Community Fund and display the SBC logo where appropriate.

SCOTTISH BORDERS COUNCIL COMMUNITY FUND

STANDARD TERMS AND CONDITIONS OF GRANT

The Scottish Borders Council's Community Fund is funded by Scottish Borders Council. Scottish Borders Council administers the Scheme.

Our standard Terms and Conditions apply to all grants that we make. Additional Terms and Conditions may apply to your grant. These will be listed in your offer letter.

1. The grant will be used for exactly the purpose set out in your application form.
2. No major changes will be made to the grant without first receiving agreement, in writing, from Scottish Borders Council.
3. Any equipment or other assets purchased by the grant will not be disposed of without agreement, in writing, from Scottish Borders Council.
4. The grant will not be used to pay for any goods or services ordered or paid for before approval.
5. No changes will be made to the sections of your constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving agreement, in writing, from Scottish Borders Council.
6. Any changes to bank or building society accounts should be notified, in writing, to Scottish Borders Council.
7. Acknowledgement of the grant will be given in your annual report, Chair or Secretary's reports at your AGM, the accounts which cover the period of the grant and in all publicity material produced. The publicity material should also include the Scottish Borders Council logo
8. The Scottish Borders Council Community Fund can use your name (and the name of your project) in its own publicity materials.
9. The grant will be spent within 12 months of the date of acceptance of the grant.
10. If any part of the grant is not spent within 12 months of the date of acceptance of the grant, any unspent amount will be returned to Scottish Borders Council.
11. The success of the grant will be monitored and a Grant Evaluation Form will be sent to Scottish Borders Council within one month of the date of completion. Receipted invoices will be attached to the Grant Evaluation Form.
12. As part of the Grant Evaluation you will be asked back to the Area Partnership to share the impact of your project with the Area Partnership, either after the project has finished or after a 12 month period (whichever comes first).
13. The grant will not be increased if your project becomes overspent.
14. All financial records and accounts, including receipts for items bought with the grant, will be kept for at least two years.
15. The grant will be repaid to Scottish Borders Council in the following circumstances:
 - If the terms of this contract are not kept.
 - If the application form is found to have been completed dishonestly or the supporting documents give false or misleading information.
 - If equal opportunities practice is not followed when employing people, recruiting new members or in providing services.
 - If any member of your governing body, staff or volunteers act dishonestly or negligently in their duties during the grant period.
 - If the project is not completed within 12 months of the date of acceptance of the offer.
 - If your organisation dissolves, become insolvent, goes into administration, receivership or liquidation.
16. If your organisation closes down, you will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council.
17. Your group shall comply with all relevant legislation that affects the way you carry out your project.
18. Your group must ensure that any contractors used to erect/carry out work must be able to demonstrate they are suitably qualified and adequately insured particularly in relation to public liability.
19. These Terms and Conditions will apply until the whole grant is spent and until Scottish Borders Council has received and approved the Grant Evaluation Form and receipts. If any equipment or asset has been purchased with the grant these Terms and Conditions will apply until the end of the normal working life of the asset.

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2021/22 COMMUNITY FUND

Evaluation Form



1. Organisation details

Organisation name:
Project name:
CF Reference No.:
Project start date:
Project end date:

Following your successful application to SBC Community Fund we would like to hear what impact your funded project/activity has had in your area. Community Fund projects will be invited to share their story with the wider community at local Area Partnership meetings.

Failure to report will impact on your eligibility to secure future funding, as per the terms and conditions of your award letter.

Which of these outcomes do your project relate to?

- Communities have more access to better quality local services or activities
- Communities have more access to a better quality environment
- Communities have more pride in their community
- Communities have more access to better quality advice and information
- More local groups or services are better supported to recover from financial difficulty

Or as agreed by the Area Partnership:

2. Tell us about the success of your project and the difference it has made within your community

You can submit photographs, short films, audio or press releases to show the impact your project had. Remember to refer back to the suggested evaluation measures of your project as outlined in your award offer letter to assist you in the evaluation of your project or visit [Evaluation Support Scotland](#).

2021/22 COMMUNITY FUND

Evaluation Form



If the items purchased are different in any way from the expenditure listed in your original application form, please use the space below to explain the change(s).

Please provide details of any unspent funds below

5. Signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from the payment of the grant. We understand that this does not release from our statutory obligations to keep records for longer periods. We are aware we may be visited to inspect our records and that this evaluation form may be made public if requested, with any sensitive information redacted.

Name:		Date:	
Position:		Tel No.:	

For Internal Use Only

Expenditure satisfactory

Receipts satisfactory

Benefits consistent

Attending Area Partnership

Further monitoring required

Reason for monitoring:

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SCOTTISH BORDERS COUNCIL

COMMUNITY FUND
INTERIM EVALUATION FORM

Group name:	Tweeddale Youth Action
CF Reference No.	CF2021/TW/14

Please return this form when your project/period of support is complete. If you have any questions about this form or are unclear as to what is required when reporting, please contact the Communities & Partnerships Team on Tel: 0300 100 1800.

Section 1: Spending your grant

Please give details below of the items funded by this grant. Please note that **original receipts must be submitted** with this form for review. All receipts submitted will be returned to you.

Item/activity	Cost (corresponding evidence of spending attached)
Volunteer delivery expenses (mileage @ 40p per mile)	£134.80
Xero food receipts summary 1	£1,293.87
Xero food receipts summary 2	£419.96
Xero food receipts summary 3	£492.95
Xero food receipts summary 4	£26.20
Xero food receipts summary 5	£17.36
Xero food receipts summary 6	£11.40
Cash and carry invoices still to be processed.	£300.00
Total amount spent by your group	£2,696.54

If the items detailed above are **different in any way** from what was stated in your original application form, use the space below to explain the change(s). Please give details of the contact you had with Communities & Partnerships Team to agree these changes.

Total project spend £2,696.54

Spend includes lots of food receipts- summarised above through xero accountancy software. Minor underspend on volunteer mileage- spent on ingredients.

Section 2: The benefits of your award

Which age group(s) has the grant benefitted most?

(0-16)	(17-25)	(26-49)	(50-70)	(70+)
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How many people do you estimate have benefitted from the grant?

(5-100)	(101-500)	(501-1,000)	(1,001-5,000)	(5,001-10,000)	(10,000+)
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Tell us the difference the grant has made to your community?

Improved the health and wellbeing of community members
 Improved the quality of life of community members
 Reduced social isolation
 Increased participation in community activities
 Created better learning

Tell us in what way the project has achieved these differences

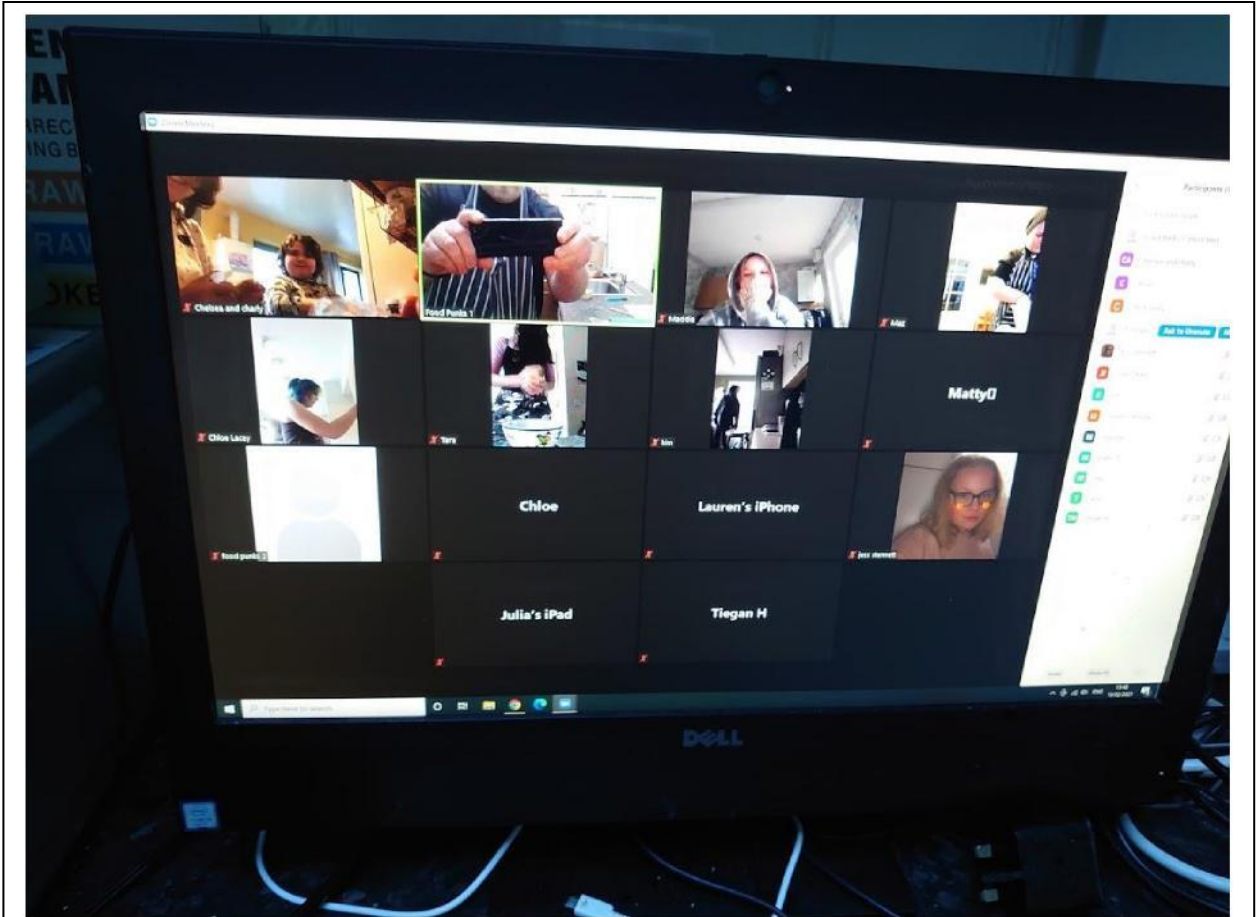
Our Food Punks Feel Good Friday cookery sessions came at a bleak time with lockdown restrictions preventing face to face socialising, dark days and miserable weather. Our aim was to give a focal point for coming together and through collective cooking and baking, to bring some much needed cheer and opportunities for conversation.

The project was hugely successful and from December 2020 to the end of March 2021, 33 different young people joined us online with a typical weekly attendance of 15-20 each week.

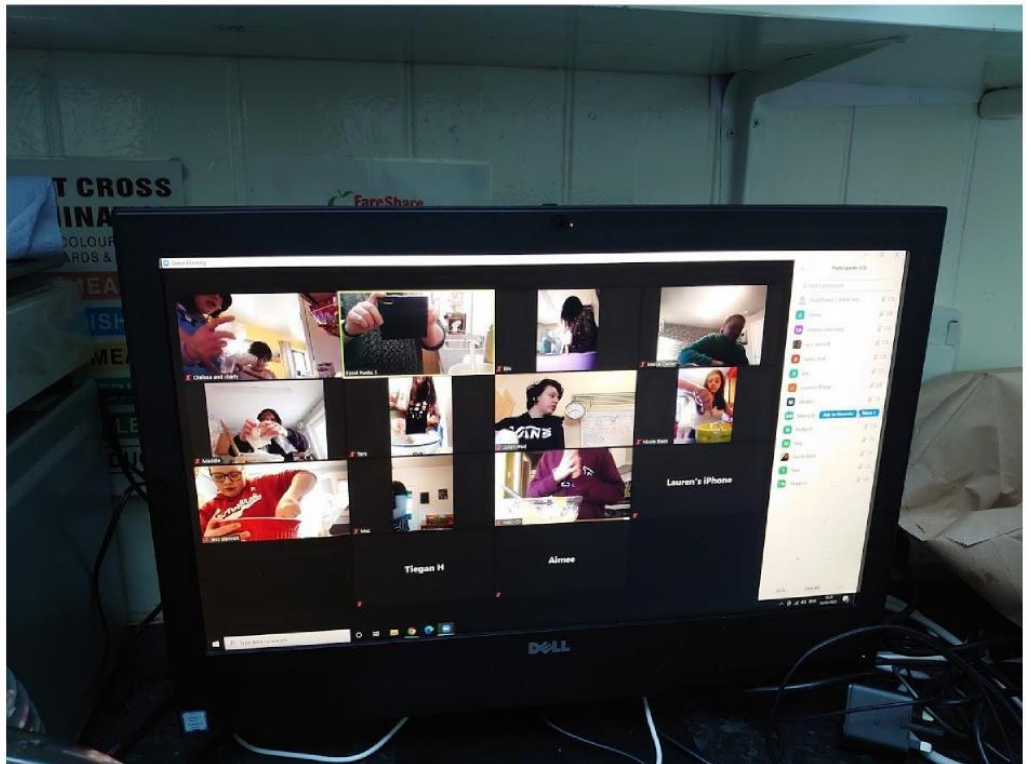
In total, we delivered 435 bags of ingredients to 47 young people over 14 weeks and the following e-mail demonstrates the impact the project has had, even for those who didn't join us online:

Food Punks is proving to be a great motivator for the young person I am working with. "A" is struggling with depression and low mood, impacting on motivation to engage in all daily activities. Having previously enjoyed baking, Food Punks was something that appealed to her. Receiving the ingredients pack takes away the barrier of cost for a family on a low income and having everything measured out makes the task less overwhelming for "A" helping her to feel confident in being able to complete the activity. On top of that "A" and her family get to enjoy the goodies! This brings the family together and builds self-confidence for "A". Having the option to participate in the zoom cookery class either with or without the video on means "A" can relax and join when she's ready to. Whilst young people are used to using tech to communicate, it can lead to angst, this zoom class provides a 'safe space' which enables young people to learn, enjoy and socialise with peers at the same time. Dave is planning to do some more challenging recipes too, which will increase the challenge and skills when the young person is ready. Overall this is a great initiative for young people that is flexible and can be graded to the individual's ability. By overcoming some of the barriers as I've outlined above, this paves the way for lots of positive outcomes.

I have also attached a few pics to show what we've been up to.

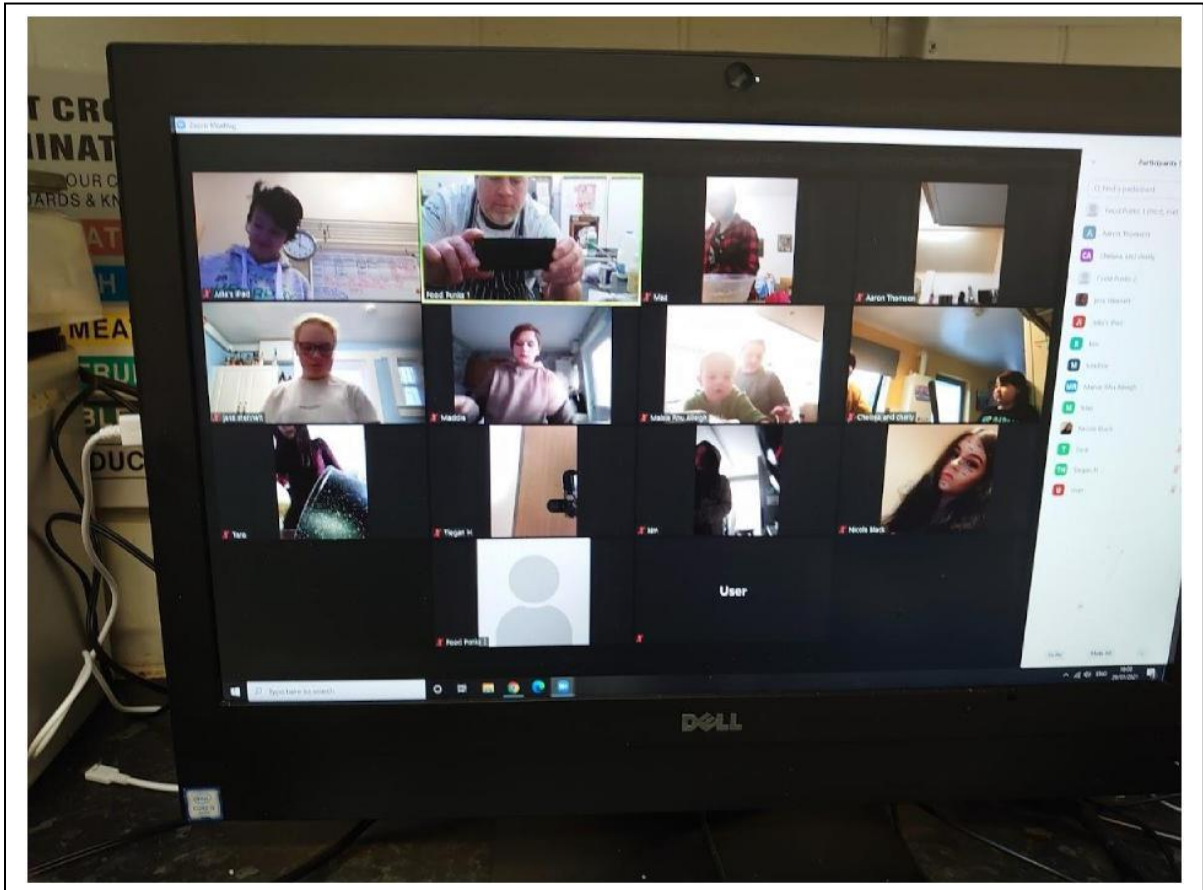


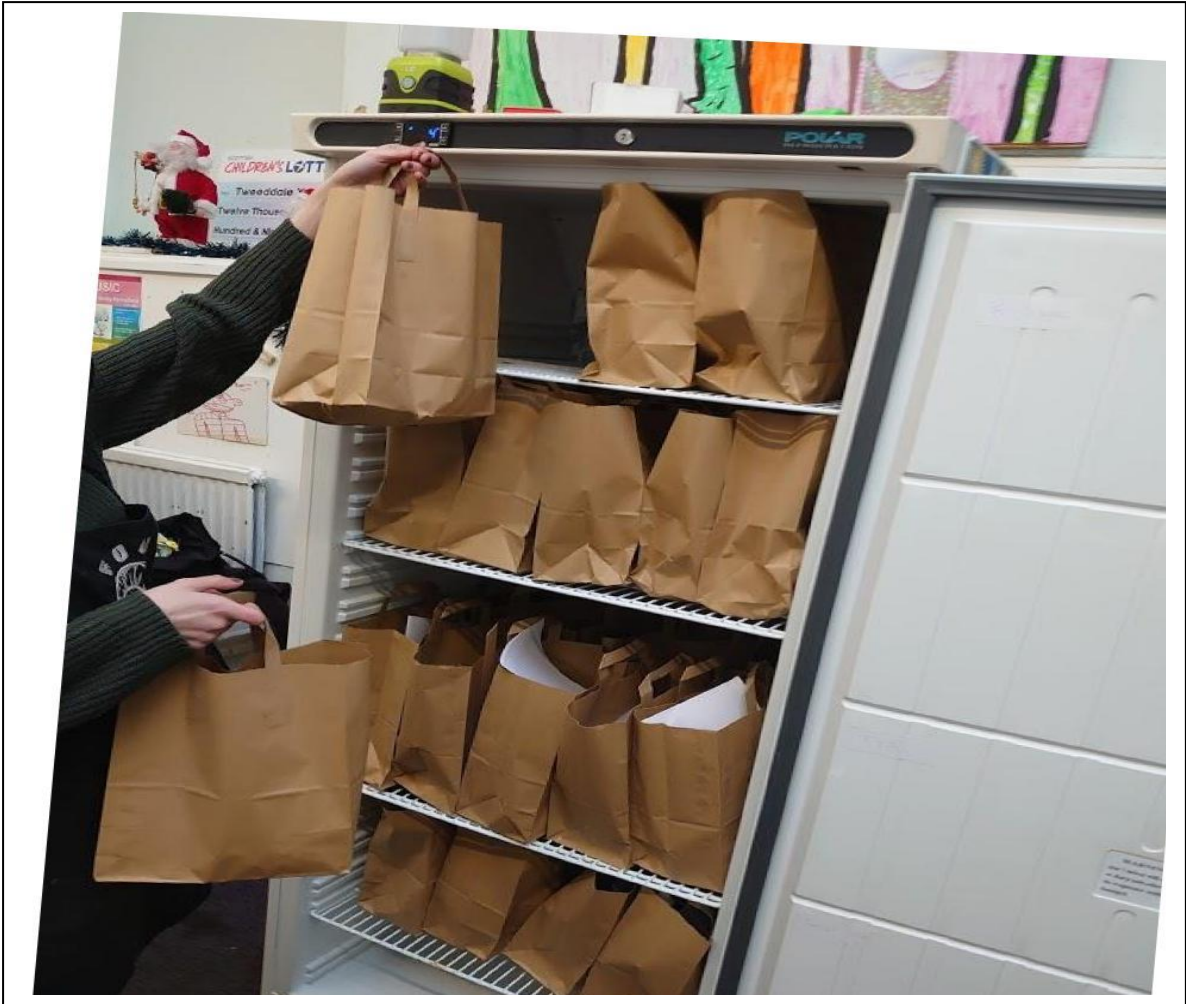














Group name:	Stable Life
CF Reference No.	CF1920/EIL/12
Amount Awarded	£20,000

Following your successful application to the Interim Communities Fund we would like to hear what impact your funded project / activity has had in your area. Remember that failure to report will impact on your eligibility to secure future funding. Community Fund funded projects will also be invited to share their story with the wider community at local Area Partnership meetings.

Your project had the identified outcomes of:

- Communities have more access to better quality local services or activities*
- Communities have more access to a better quality environment*
- Communities have more pride in their community*
- Communities have more access to better quality advice and information*
- More local groups or services are better supported to recover from financial difficulty*

Section 1: Tell us about your project / activity and what difference it has made

To tell us what you did and what difference your project / activity made to your community. You can submit photographs, short films or audio as well as feedback from people who were involved. Alternatively you can write about your experiences here. Remember to refer back to the description of your idea / project in your application and include information on the number of people who were involved, how they benefited and what the impact of the project / activity was. If your project has achieved a different outcome or additional outcomes, please select the different / additional outcomes above and explain why.

We have had a productive year at Stable Life despite the current crisis and as an organisation we feel we have grown and developed and enhanced the services we offer to the young people we support. This includes:

- We have become fully affiliated to provide the SQA National Progression Award Level 4 Horse Care
- In partnership with Borders College able to deliver the SQA National Progression Award Level 4 in Rural Skills
- Project staff have been trained to deliver Hi5's, Dynamic and Youth Achievement Awards

Over the year we received 74 new referrals and were already supporting 28 young people. The majority of these referrals have come in over the last few months which we anticipated following the Covid lockdown. Over the year 66 young people have completed

their intervention with us. 2 young people disengaged during their time, 5 were unable to continue, 2 did not engage with Stable life and one referral was unsuitable. We are currently supporting 29 young people and have a waiting list of 26.

Activities:

Over the year 69 young people participated in our main EAL programme. This consisted of 39 young people participating in 1:1 sessions of which 19 young people progressed on to join group sessions. In addition 30 young people went straight into group sessions. The 1:1 sessions ran for 10 weeks and the group session followed a 17-week programme both once a week. All group sessions usually last around 2 hours and 1:1's run for one hour. We deliver our sessions during term time within school hours. We ran 171 1:1 sessions and 124 group sessions over the year.

In addition to the main EAL programme in August we started our Healing Hooves project which links the benefit of sport as well as mental health support through our EAL programme, a personal fitness instructor and a qualified Mental Health Professional. We have delivered 41 sessions to 11 young people working with the personal trainer to develop a fitness plan for the young people as well as EAL sessions. This integrates the skills young people need to build confidence, and watching our first groups go through has shown how their confidence has grown exponentially. Supporting their team through fitness, has also shown the benefits as they are working around the horses.

From December 2019 to April 2020 3 young people participated in our 11 Environmental Group sessions once a week for 2 hours where they made bird feed, grew vegetables, landscaped round the yard and planted flowers.

Working in partnership with Selkirk High School and Borders College, from August 2020, 7 young people have participated in our Pathway to Rural Skills programme which is giving young people an opportunity to work towards gaining their NPA Level 4 in Horse Care and NPA Level 4 in Rural Skills. We are working with the farmer to offer a more diverse programme including working with sheepdogs, land maintenance, and fencing as well as environmental conservation. This programme runs twice a week on a Monday and Wednesday afternoon and is aimed at young people who are struggling in main stream education. We have ran 33 sessions to date and the programme will run over the academic year finishing in June 2021.

4 young people have completed work experience on the yard over the year. Due to COVID and looking at how to keep our young people, staff and volunteers safe we had to limit the number of people on the yard as a result of this we have not been able to offer as many transitional work placements as we would have liked.

We have provided peer mentoring opportunities for 4 young people through a tailored training package. Each Peer Mentor attended once a week to help deliver a group session. 18 young people are also volunteering on the yard completing over 3,700 volunteering hours between them, helping out at weekends, after school and during school holidays, again all have completed a tailored training package. 4 of these came through our EAL programme this year and 17 have obtained Saltire Awards for the hours of volunteering

they have completed, 10 have completed a NPA level 4 in Horse Care. Again due to COVID we have had to reduce the number of volunteers helping out on the yard.

Due to COVID this year we were unable to run a summer programme however from the 1st July, as restrictions continued to lift, our project staff started to resume our services and developed a programme that we were able to offer whilst fully complying with guidelines as laid down by Scottish Government. This consisted of meeting up with our young people on a 1:1 basis. As transport was an issue we decided that the staff could go to the young people's town/village and meet up with them there to do a social distancing walk and chat or activity in a local park. This worked well for a few weeks over the summer holidays and allowed us to catch up with the young people we had major concerns about.

Main Outcomes:

Outcome 1 - Young people have improved confidence.

Of the 66 young people who completed their intervention with us, we have seen a significant increase in self-confidence for 16 of them. 49 of these young people showed a moderate to slight increase and 1 young person showed no change - this was because lack of self-confidence was not an issue for them. Although some young people did not complete the



programme we still saw various improvements in them and feedback from the young people also showed that they had felt some benefit of attending Stable Life.

Of the 28 young people we are currently working with we are seeing 17 young people experiencing progress every week they attend. We have 11 young people who have yet to experience progress, as they have just started.

Examples of this progress includes young people taking the lead in sessions, young people volunteering for Stable Life to 6 young people having the confidence to go on and complete a SQA Level 4 in Horse Care. Visually the difference in the young people is very noticeable, they begin as non-engaging within the group, not knowing each other, to being happy and laughing while completing tasks and activities, the groups start to bond, often keeping in touch after their intervention has been completed.

An example of this is one young boy who being part of a very nurturing group, using psychosocial intervention, developed new skills in a new environment and developed valuable transferable skills. He is now showing the confidence to use them & developing new friendships in school, he is a voice and advocate for others, being part of the school media group, LGBT Group & Pupil Council. He is more able to regulate emotions, deal with social situations and peer problems that may arise, whilst accepting who he is and being proud of himself.

Feedback from referring agencies will give us an indication that the skills they have developed have been transferred to other areas of their lives, including engaging in school, joining in with extracurricular activities and increased attendance and attainment.

Attendance at multi-agency meetings allows feedback to be provided from a different setting. *"X is much more confident in interacting with others and also less anxious about trying new things"* Feedback from a teacher.



Feedback from young people also evidences the progress they have made: *"I didn't think it was possible to achieve everything that I have"*
"This is the first time I have felt proud of myself"
"It made me feel love"

Outcome 2 - Young people develop increased resilience.

We have seen a significant increase in resilience for 13 of them. 51 of these young people showed a moderate to slight increase and 2 young people showed no change.

An example of this progress is a young person who was diagnosed with ASD and found the diagnosis difficult. He was an extremely bright & articulate boy, but was experiencing overwhelming emotions, and required time out of classes as he struggled to self-regulate, and very much experienced fight, flight or freeze in a number of situations, and due to sensory issues, heightened anxiety. He had very set interests and could find it difficult when others don't have the same interest or understanding. Participating at Stable Life, from the challenges and experiences here, he began to show his true self and enjoyed sharing experiences with the group and increased in confidence as the weeks passed. If we threw something different into the mix or change ponies unexpectedly, he coped with this and saw it through, even if he found this difficult, clearly showing self-regulation. He is more aware of social cues, and can readily take turns as well as being able to offer opinions and advice to others, showing great kindness and empathy. He fully recognised the changes in himself and the impact this had on his life out with Stable Life. In his own words he has become more resilient, and able to cope. He is more flexible in his thinking and more accepting of others.

Other feedback we have received also evidences the difference in the young people: *"A has had a very positive experience at Stable Life which has had a positive impact on how he manages his behaviour. It has given him much needed time to talk and be himself away from what can be a very chaotic family life"* Feedback from a teacher

"X can often appear unmotivated and it has been noted that she is motivated to participate and feedback during Stable Life sessions. It is great to learn that she has been challenging herself: we are currently building on X resilience within school so it is hoped that she can transfer the skills built at Stable Life" Feedback from a teacher

Feedback from young people: *"Stable Life helps me behave"* *"Joining my group at Stable life has been amazing, it has brought me out of myself and I think others are more accepting of me now"*

Outcome 3 - Young people have improved social skills.

We have seen a significant improvement in relationships with 13 young people. 53 of these young people showed a moderate to slight increase.

An example of this progress is A 12 year old boy, transitioning to High School in a different town after experiencing bullying was referred with issues of low self-confidence, social isolation, low self-esteem, relationships, mental health and a victim of bullying. He presented as very awkward & anxious and clung to Mum & communication was limited. We completed some 1:1 sessions over the Summer, with a view to commencing group



work, when transition to local High School would happen. By communicating in a different way using Equine Assisted Learning techniques, with one of our ponies he was able to become more assertive in order to join up and communicate in a way where he & the pony understood each other. This enabled him to start talking more about feelings and emotions, and further develop some techniques and strategies when fear & anxiety started to rise. After a few sessions, he began to cling less and less to his Mum and had less trouble 'letting – go' when he was dropped off, and was able to give positive feedback and share his experiences when he was picked up.

Over the weeks that followed, using various exercises on and off the ponies, focused around resilience, communication, friendships, trust & problem solving, he was able to become more vocal and was more willing to voice his opinion and talk in front of others. He was also able to show his enjoyments and sense of humour, seeing much more open body language and smiles and laughs, readily joining in, without the need to prompt and encourage as much. He developed strong friendships within the group, with a greater sense of self. As a result things became much more settled at school, with less issues around attendance & peer relationships, with greater independence, and less reliance on Mum.

Other feedback we have received includes:

"X has gained much more confidence with horses and this will extend into other parts of her activities. The insights provided by focusing on how the horse communicates have really given her a valuable tool in all forms of communication" Feedback from a parent

"I'm not a Hermit anymore and I feel less trapped" Feedback from a young person

Other outcomes include:

- All of the young people we have supported over the last year have increased their level of physical fitness through participation in the sessions
- 14 young people re-engaged with school
- 1 gained a place at college
- 1 found employment
- 6 young people have gone on to start commercial riding lessons
- 7 young people have gone on to join other new groups i.e. Scouts, youth club

- 8 adult volunteers have helped out on the yard or in EAL sessions and between them have completed over 1,700 volunteer hours. 3 have been awarded Saltire Awards and one has completed a NPA Level 4 in Horse Care

Challenges:

When Covid hit the country and lockdown began we had to cease all activities on both our main services and commercial activities. We had to furlough our Project Staff, Volunteer Co-Ordinator and an Instructor. Our yard staff continued to look after the ponies during this period and the Team Leader and myself continued to work from home on reduced hours. Initially our project staff contacted parents and offered the opportunity for them to get in touch if they needed to at any time. We were putting posts up on our social media highlighting how our ponies are doing, some self-care tips and any other support that we could offer.

During the crisis we have learnt that we have been able to cope well with the situation as an organisation, and adapt to change quickly however delivery of our services very heavily rely on our ponies and it has been very frustrating not being able to support our young people in our normal way.



Our main services recommenced in August and where our group session historically had children from different localities, due to restrictions we are not able to offer this and all groups had to be from an individual school bubble. Transport has also been a major issue with the restrictions in place and these factors have impacted the service we can provide, resulting in an increased amount of potential groups we would be expected to offer and 1:1 sessions. The result of Covid19 has also amounted to an increase in referrals in which we have had to implement a waiting list. Session intakes were split in to 4 per year. This was to ensure no young person had a significant period on a waiting

list. Due to Lockdown we were not able to start our Easter intake, however the referrals were moved forward to the August intake.

Our use of volunteers has been limited due to restrictions and reduced capacity which has impacted on our ability to offer supported work experience, work placements and volunteering opportunities to some of our young people which has included the establishment of the young people's steering committee.

In the first quarter of 2019/20 our commercial income was £25,631 and commissioned income was £4,316 in total circa £30k. During lockdown our commercial income was £4,568 and commissioned income was nil for the first quarter of 2020/21 – this was a huge reduction and a major concern, however were able to access the Scottish Government's Third Sector Resilience Grant and Business Support Grant which helped to cover some of the loss. Our funders have also been very proactive and flexible with diverting our grant funding to where we require it which has also helped with our financial situation.

Since the lifting of restrictions our commercial activities were able to offer a reduced number of riding lessons, riding school hire and smaller sized Pony Club activities, however in total the numbers have reduced dramatically and are over half of what they are normally.

In amongst the Covid epidemic our Indoor School project has eventually started – timing could have been better but it's underway and we are working around it and focusing on the end product which is starting to get there and will be fantastic when finished (hopefully in December) This too has impacted on our service delivery and commercial income. Our lease extension will come into effect from when the work on the Indoor Riding School is complete and as such we await a copy of it from the landlords.

Between September and October two of our Project Workers have recently resigned and in light of losing 2/3 thirds of our Project Team we completed a recruitment drive and have just started 2 new Project Workers. As we are limited at the moment with what we can deliver we have offered them both 20-hour posts with the possibility of increasing these hours as restrictions are lifted and our capacity increases. Prior to the October holiday we had a few young people finish their intervention with us and we were due to start new groups up after the break – we delayed starting these groups so that we can continue to cover our current sessions with the staff we had in place, however these new groups have just started this week.

As time goes on there will be ongoing changes that we envisage will impact on the charity, our staff, clients and partner agencies and we are looking at this as a time of opportunity and how we can adapt our services to best meet these changes for everyone whilst ensuring the sustainability of Stable Life.

Section 2: How you spent the money

Please give details below of the items funded by the award. Please note that **original receipts must be submitted** with this evaluation form. All receipts submitted will be returned to you. This table can be copied if more space is required.

Item/activity	Reference Number (please number your receipts)	Cost (corresponding evidence of spending attached)
Contribution to rent costs	Invoice 6	9,000
Contribution to electricity costs	Invoice 4	2,000
Contribution towards water bills from Dec 19 to Nov 20	Invoice 3	1,000
Contribution to Mobiles from Dec 19 to Nov 20	Invoice 1	1,000

Interim Community Fund Evaluation Form



Contribution towards landlines & broadband	Invoice 2	1,000
Contribution towards Insurance costs	Invoice 5	6,000
Total amount spent by your group		£20,000

If the items detailed above are **different in any way** from the expenditure listed in your original application form, use the space below to explain the change(s).

Section 3: Future work

If your project is continuing, let us know what you have planned for the next stage or, if your project has inspired you to start a new community project, please tell us about it

Due to Covid the progress made on our Business Plan has not progressed as we had planned, for many months it was a case of focussing on short-term survival and not longterm planning, however the crisis has allowed us time to look at where we are going as an organisation and we actively working on our recovery plan and longer term goals. Some of the changes that will help with our recovery plan include reviewing our commercial prices as well as our commissioned costings as neither has been increased for a number of years and the implementation of an equine management software system so we work more efficiently, safer and smarter, keeping tighter control on budgets, costings and financial management.

We have our ongoing funding from Children In Need, Big Lottery and Comic Relief. In addition we have secured one-year grant of £20,000 from KP4 and one-year grant of £12,000 from the Bank of Scotland Foundation. In addition we have received funding from the Scottish Government's Third Sector Resilience

communitygrants@scotborders.gov.uk 0300 100 1800

Grant of £11,300 and Business Support Grant of £25,000 to support us during Covid. We will also continue to apply for identified funding streams as required as well as continue to try to develop a clear commissioning framework between Stable Life and referring partners which includes SBC which again has not progressed very far over the year



Coldingham Beach Wheelchair Project Evaluation



'Such a special day at our favourite place. Thank you so much Coldingham Beach Wheelchairs - it's so amazing having this facility right on our doorstep & was so good for us all to be able to enjoy it together!'

Irene Dougal, Auchencrow. Scottish Borders

Project delivered by Sea the Change

Report compiled by Alice Fisher, Project Coordinator, August 2020



Summary of the Project

Sea the Change is a social enterprise striving to create happier, healthier, more sustainable communities. We aim to foster a greater appreciation and respect for our coastline and encourage our whole community to get outdoors, connect with others, and make small changes to reduce our environmental impact. Our work, with schools, community groups and local businesses helps to reduce social isolation and improve health and wellbeing for our whole community.

This is well aligned with Scottish Borders Council Community Plan that encourages projects that have a positive impact on quality of life, well-being, our economy and in promoting communities where more people are in good health and leading an active lifestyle at any age or stage in life.

In August 2018, following our Sea the Change Beach School sessions where some children could not access the beach, we carried out a community consultation to identify whether there was a need locally to get some beach accessible wheelchairs. The response was overwhelmingly in favour of the idea, and so began our journey to making Berwickshire beaches accessible for all.

'I watched a disabled child in a wheelchair being taken on this experience and I found it one of the most amazing things to witness. I feel that everyone should be able to have the opportunity to experience the sanctuary that the coastline can offer, regardless of ability or financial status and I heavily support this great cause.'

Zoe Long, Berwick Upon Tweed. Northumberland

In March 2019, we received a grant from UnLtd to purchase our first children's beach wheelchair and with a grant received from Greencoat Drone Hill Community Fund in partnership with Coldingham School, we were able to build our storage unit at the beach. In August 2019 we won the Scottish Borders Locality Bid, as voted for by the local community, that enable us to purchase our additional two adult wheelchairs. **The project was officially launched on the 14th July 2019.**



'I haven't been on a beach for around 10 years due to my disability and would love to do so again.' Neil McMurdo, Eyemouth. Scottish Borders

Summary of Achievements

- Community Consultation undertaken
- Funding secured to purchase 3 beach wheelchairs, hoist, and storage unit
- Storage unit build on Coldingham Beach
- A team of volunteers trained and recruited to help manage the project
- Plans to install additional disabled parking and upgrade the storage to enable more families can enjoy a day at the beach together.

Community Consultation

Following requests for a beach wheelchair, in August 2018 we invited the whole community to have a say in the projects that Sea the Change proposed for East Berwickshire Communities and the feedback was incredibly positive. We held an open house event at our office in Eyemouth and more than 30 people attended, including Cllr Carol Hamilton, Cllr Helen Laing and MSP Paul Wheelhouse who were all hugely supportive of the proposed Beach Wheelchairs Project.



In addition to this, we circulated an online and paper copy questionnaire in the community. The results of this questionnaires have shown that respondents believe that there is demand for this initiative in the community - all respondents strongly supported the scheme and 96.8% agreed that not only disabled people would benefit of such scheme but also people with long term health conditions and older people in general who may find difficult to walk on sand.

Most respondents were either an individual who is unable to access the beach due to age or a pre-existing health condition; a main carer or provided paid or volunteering assistance to people who would benefit of such scheme in the area. This correlates with our conversations with older peoples' services such as Saltgreens Residential Care Home and sheltered residential complex such as Linkim Court and Swan Court as well as Chest Heart & Stroke group in the area, BHA residents, NHS Life Style advisor feedback, Ability Borders and the local physical rehabilitation group.

'This service would offer a fantastic opportunity for people if all ages to continue to access the beach, the sea and benefit physically and emotionally.'



Sea the Change has comprehensive public liability & contents insurance that is required to protect goods, customers, equipment, and volunteers.

Storage

Sea the Change partnered with Coldingham School on a funding application to Drone Hill Windfarm to open a community beach hut. As space would be limited in this hut due to the size of our wheelchairs, we managed to negotiate a separate storage unit to house our beach wheelchairs.

Our storage container is currently located opposite the community beach hut. It is close to the beach and the toilets, however the path to access it has a very uneven surface that has proved tricky to wheelchair users. We want to reassess whether this is the ideal location for our storage unit, or whether we could house our wheelchairs closer to the disabled parking at the foot of the hill (in discussion with Scottish Borders Council).

Our Beach Wheelchairs & Hoist



We are delighted to now have 3 beach wheelchairs: one child and two adult beach wheelchairs available for hire - a large Hippocampe, a Terrawheels, and a Sandcruiser All Terrain Beach Wheelchair. In addition to this we now have a Birdie Compact Folding Hoist.

Picture	Type	Features
	Hippocampe	Often used for children and small adults.
	Terrawheels	Adult wheelchair
	Sandcruiser All Terrain	Adult wheelchair
	Birdie Compact Folding Hoist	Transportable Hoist.

Hiring wheelchairs

It is FREE for all users to hire one of our wheelchairs, however we do accept donations to cover the cost of maintenance, marketing, and insurance.

'When you wake up to beautiful sunshine on a Sunday morning so decide to head to the beach. No longer an issue for us now we know we can use the beach wheelchair without any fuss as it stays at Coldingham beach. Lots of fun and laughter had by all and lovely to see it so busy! And bonus, we met a couple who hadn't been on the beach together for years so we set up the adult wheelchair so they could stroll to the waterfront together too'

Fiona Blaikie. Eyemouth. Scottish Borders

Our Volunteers

We currently have a team of 15 volunteers that have been recruited to help administer our beach wheelchairs.

All volunteers are expected to undertake regular training sessions and will need to register in the PVG Scheme (Protecting Vulnerable Adults) run by Disclosure Scotland. We would also like to get all volunteers First Aid Trained

Sadly, due to COVID-19 many of our volunteers have been unable to give their time due to shielding.



'It was nice to get onto Coldingham beach this week. Thanks to the volunteers for helping us out on the day'. Neil McMurdo. Eyemouth. Scottish Borders

Training for volunteers



All volunteers undertake training and will also now be required to complete the online Covid Awareness Training.

- Operations on the beach
- Opening and Closing Up
- Safe use of equipment
- Customer Service
- Maintenance of equipment
- Administration

'Can't thank you all enough. First class service.'
Elaine Wood, Berwick Upon Tweed. Northumberland



Impact within our Community

Sea the Change aims to empower people to make positive changes and play their part in looking after themselves and the place where they live.

Improvements in mental health and wellbeing can not only benefit individuals and their carers, but it can also reduce demand in services such as social and the NHS. By enjoying the outdoors and more specifically, the East Berwickshire coast, we can make our community a more vibrant place and help people to develop a positive outlook of the area where they live.

'Emma loved it in the beach wheelchair and being able to play in the sea with her sisters and cousin.'
Karen Thomson. Coldingham. Scottish Borders

Research has shown that spending time in nature has been associated with decreased levels of mental illness, with the strongest links to reduced symptoms of depression and anxiety, in addition to increased self-esteem.

Feedback users, their families and support staff and volunteers who participated in this project has been overwhelmingly positive about the impact these beach wheelchairs have had, on both then and this wider community and visiting residents:

'My daughter had an amazing time at the beach. Something she has not done for a long time and something we all take for granted. Thanks once again. You were amazing.' Angela Richie. Belford, Northumberland



<  Elaine Wood recommends Coldingham Beach Wheelchairs. 21 mins · 

We had an absolutely amazing time today. Thankyou very much. Kerry loved it and as you can see even her great nephew hitched a lift 🙌 we will definitely be back. Can't recommend you enough. 🍌🍌🍌



Partnership Work within the Community

Just prior to COVID, Sea the change was awarded 6mth funding from Awards for All to recruit a project coordinator for 1 day a week to help train up members of our community in the logistics of accessing the storage unit, health and safety requirements and operations of our chairs. This training will remove the requirement of an additional volunteer needed to access our wheelchairs and will ensure the sustainability of the project.

'I work at Lanark Lodge, a day service for adults with learning disabilities. We have a few service users who would love a walk along the beach who are not physically able.' Marnie Liddle, Lanark Lodge Care Home



Obviously COVID has changed our immediate plans and it is now looking unlikely that we will be able to engage with local residential care homes in the surrounding area, but what we are hearing is that families are struggling without the regular support or day cays sessions and activities that would normally take place on a weekly basis.

We now need to focus on a new way to engage. A safe way that supports families struggling in a lockdown world. We need to make this service as easy and accessible as possible and let families have fun and enjoy being outdoors in a safe environment.

'It would be great if you could come and do a presentation to Brainbox to tell the parents all about your wheelchairs- Brainbox is a north east charity that support families with young people with a brain injury and neurological conditions.' Elizabeth Bruin, Brainbox

Lessons Learnt

- We must move our Beach Storage Unit closer to the beach– the current location is too difficult for wheelchair users to access safely.
- An additional Beach Hut would give us capacity to host another wheelchair, plus much needed shelter for our volunteers.
- More volunteers are needed. Currently we only have a handful who are available due to COVID.
- A fixed hoist would be easier. One that does not require the battery to be charged after each hoist.
- The beach this summer was busier than ever. At least one additional disabled parking space is required.
- Access to the beach via the boardwalk must be achieved. Accessing via the slip ramp can be difficult when wet and sandy.
- Access to the beach café should be reviewed and upgraded
- The current disabled toilets are outdated and inaccessible. Ideally funding would be accessed to upgrade these to a *Changing Places Toilet* located next to the new storage hut.



'Be easier if there was a way to hoist next to the beach'
Catherine Bond. Darlington. County Durham

Future Aspirations

With one in 5 people in the UK living with a disability or health condition, there is a clear business case for ensuring that disabled people's needs are catered to and that everyone, regardless of age or disability given equal access to our beautiful East Berwickshire coast.

Tourism is booming across the UK, according to a press release published by the Department of Work and Pensions in August 2018 the industry is now worth over £66 billion a year to the economy with "more than 11 million disabled people in the UK with a combined spending power of their households, standing at around £250 billion". Schemes such as these can be a real boost to the tourism industry in the area and we must ensure that they are invested in appropriately.



Ashley Sim

This is such a great service thank you so much for helping my princess smile she has never enjoyed being at the beach as we normally sit to the side while her brothers play this is fantastic she's never stopped talking about it!!! Thanks again Karen and Antonio for taking them xx

4 w Like Reply



'This will only work if the infrastructure is in place to support it. Disabled Parking, Disabled toilets, all easily accessible'. Mike Clift, Coldingham. Scottish Borders



We want Berwickshire Beaches to be accessible to everyone. Coldingham Bay is the ultimate destination location that should be accessible for all.

Sea the Change are now looking for funding for a long-term Beach Wheelchair Coordinator who will manage the changes needed for this project.

Joelle's Story

My 12-year-old daughter Joelle has quadriplegic cerebral palsy amongst a host of other medical issues. We have lived beside the beach all her life but haven't been able to fully enjoy the benefits for the last 8yrs as Joelle has become too heavy to lift from her chair. While visiting North Berwick on a day trip we came across the charity Beach Wheelchairs which offered people with disabilities the opportunity to experience the beach just like everyone else. It was the most spectacular sight, seeing my daughter feel the sand and sea water on her toes again and the joy she expressed sharing in the fun with her brother and step sister was an experience I will never forget. To be lucky enough to have this facility on our immediate doorstep at Coldingham Sands would enhance my daughter's life, and therefore our family life, immeasurably. It would allow us to enjoy our fabulous surroundings together along with her newest siblings and really give Joelle the ability to enjoy new sensations, sounds and sights which have been previously difficult for us to offer her. It is so important for her development, health, and mental wellbeing to be able to enjoy nature, outdoors and experiences other people take for granted. Having a beach wheelchair available locally would allow her, and others, to safely access all our beautiful area as to offer. It will also bring new visitors to our towns who may never have had the luck to see what awaits them at Coldingham Sands, an absolute haven of beauty and serenity. **Fiona Blaikie. Eyemouth. Scottish Borders**



Summary of Federation of Village Halls Accounts 2019/20

Berwickshire	Award administered by BAVS
Number of Halls	27
Grant from SBC 19/20	£13,502
Total Receipts	£16,106
Total Payments	£25,705
Village Hall payments	£22,929 to 12 halls
Admin Fee (BAVS)	£823 (6% of SBC grant)
Other costs	£1,953
Contingency fund	£3,000
Opening balance	£18,535
Closing balance	£8,936

Central Borders	Award administered by The Bridge
Number of Halls	23
Grant from SBC 19/20	£14,470
Total Receipts	£14,470
Total Payments	£15,016
Village Hall payments	£14,020.22 to 9 halls
Admin Fee (The Bridge)	£723.50
Other costs	£272
Contingency fund	£2,000
Opening balance	£7,586
Closing balance	£7,041* (audited but unsigned accounts)

Roxburghshire	Award administered by The Bridge
Number of Halls	32
Grant from SBC 19/20	£13,870
Total Receipts	£13,877
Total Payments	£14,865
Village Hall payments	£13,988.59 to 21 halls
Admin Fee (The Bridge)	£693.45 (5% of SBC grant)
Other costs	£183.27
Contingency fund	£2,000
Opening balance	£25,355
Closing balance	£24,366

Peeblesshire	Award administered by The Bridge
Number of Halls	14
Grant from SBC 19/20	£8,184
Total Receipts	£8,224
Total Payments	£8,124
Village Hall payments	£7,700 to 14 halls
Admin Fee (The Bridge)	£409.20 (5% of SBC grant)
Other costs	£15
Contingency fund	None listed
Opening balance	£233
Closing balance	£333

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LOCAL FESTIVALS FUNDING

GRANTS AGREED BY THE COUNCIL
EXECUTIVE ON 24th February 2015

	Population 2014	Grant 2015/16 to 2017/18
Group 1. Population over 10,000		
Hawick Common Riding Committee	13,833	£9,300
Galashiels Braw Lads Committee	12,365	£9,300
Group 2. Population 3,500-10,000		
Peebles Beltane Festival	7,853	£6,500
Kelso Laddies Association	6,192	£6,500
Selkirk Common Riding Trust	5,640	£6,500
Jethart Callants Festival	3,946	£6,500
Group 3A. Population 1,000-3,500 which have horse cavalcades		
Duns Summer Festival	2,479	£3,300
Melrose Festival Committee	2,007	£3,300
Presenting Coldstream Association	1,839	£3,300
West Linton Whipman Play Society	1,457	£3,300
Lauder Common Riding Committee	1,109	£3,300
Group 3B. Population 1,000-3,500 without horse cavalcades		
Eyemouth Herring Queen	3,155	£2,750
St Ronans Festival Week	3,004	£2,750
Earlston Civic Week	1,793	£2,750
Tweedbank Fair Committee	2,097	£2,750
Chirnside Civic Week	1,244	£2,750
St Boswells Village Committee	1,058	£2,750
Burnfoot Community Carnival	2,954	£2,750
Group 4a. Population 500-1000 which have horse cavalcades		
Yetholm Festival Week	552	£775
Group 4b. Population 500-1,000 without horse cavalcades		
Greenlaw Festival	639	£500
Newcastleton Music Festival	762	£500
Walkerburn Summer Festival	720	£500
Coldingham Gala Committee	572	£500
Stow Gala Day and Sports Committee	630	£500
Group 5. Population 300-500		
Cockburnspath Gala		£375
Gordon Civic Week		£375
Eddleston Summer Festival		£375
Group 6. Population 100-300		
Burnmouth Village Hall Committee		£210
Group 7. Professional Games		
Morebattle Games Committee		£150
TOTALS		£85,110

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WASTE & RECYCLING COMMUNICATIONS UPDATE

Report by Director - Infrastructure & Environment

AUDIT & SCRUTINY COMMITTEE

9 December 2021

1 PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to provide a progress update on communications with the public to encourage reduction in contamination of waste and recycling.
- 1.2 A number of activities have been undertaken since the Scrutiny update in June, including:
- Promotion of 'Recycling Week' and the digital 'Recycling Sorter tool'.
 - Schools Resource Pack introduced at 8 Primary Schools as part of a pilot project.
 - Kerbside Recycling Contract awarded, which includes a requirement for the supplier to provide support with public engagement and education.
 - Compositional Analysis of kerbside recycling and general waste bins
 - Development of stakeholder engagement questionnaire

2 RECOMMENDATIONS

3.1 **I recommend that the Committee:-**

- (a) Supports the delivery of a stakeholder engagement questionnaire to help inform future communications and education programmes**

3 BACKGROUND

- 3.1 On 3 June 2021 the Audit and Scrutiny Committee were provided with an update on the effectiveness of the Council's Recycling and Waste Policies.
- 3.2 The update outlined a number of positives in relation to the performance of the Council's Recycling and Waste Services including; increasing recycling rates, reducing landfill rates, reducing carbon emissions, low numbers of missed collections, high satisfaction levels and relatively low service provision costs, compliance with the landfill ban well ahead of the 2025 deadline.
- 3.4 However, there were a number of areas that were identified as requiring improvement including:
- The large quantity of potentially recyclable material that remains in the general waste bin i.e. 70%.
 - The increasing levels of contamination in the kerbside recycling material i.e. 25%.
- 3.5 The Audit & Scrutiny Committee were keen understand what could be done to increase awareness of what goes in each bin to maximise recycling performance and to reduce contamination of the kerbside recycling material. This note focuses on the work that has been undertaken in this area since the Audit & Scrutiny Committee.

4 RECYCLING WEEK (20th to 26th September 2021)

- 4.1 Recycling Week is an annual celebration of recycling across the nation, promoted by Zero Waste Scotland.
- 4.2 This year's theme was '***Its Time to Get Recycling Sorted***', which focused on helping to make recycling easier, see link to television advert below:
- [Its time to get recycling sorted | Recycle Week 2021 - YouTube](#)
- 4.3 As part of Recycling Week, Zero Waste Scotland launched a new [Recycling Sorter](#). The digital recycling tool is aimed at helping combat confusion and help Scotland meet future recycling targets.
- 4.4 The tool allows for residents to search what items can be recycled, and in which bin, in any Scottish Local Authority.
- 4.5 Interestingly research carried out by Zero Waste Scotland has shown that a third of Scots often aren't sure about which items can and can't be recycled and almost half of Scots admit that they could increase the amount of recycling they do. This supports the discussion at Audit & Scrutiny on 9th June and demonstrates that this is not just a local issue but a national one.
- 4.6 Ultimately the new Recycling Sorter aims to help simplify and bring clarity to recycling, ensuring that all households across the Scottish Borders are recycling more of the right things in the right places and preventing recyclable items from ending up in landfill.

- 4.7 Scottish Borders Council supported the campaign through a local press release and ongoing social media. This was delivered using information and downloads from the Recycling Week Toolkit, see following link [Recycle Week 2021 – Zero Waste Partners](#)
- 4.8 In addition to the work already undertaken we are working with the Communications Team to update the Council's website so that there is a direct link to the [Recycling Sorter](#) tool, along with further social media to raise awareness.

5 SCHOOLS RESOURCE PACK

- 5.1 The Council has been working with Levenseat Ltd to develop a Schools Resource Pack covering recycling, sustainability, and eco-friendly practices.
- 5.2 The [Schools Resource Pack](#) has been developed in partnership with the Council's Education Department to ensure that it aligns with the principles set out by 'A Curriculum for Excellence' and the emphasis on the coherent education from ages 3-18.
- 5.3 The recycling and awareness activities aim to lay the foundation for future learning for children and young people as they progress through the education system and provide an enjoyable and educational experience that will:
- Provide young people with key waste reduction and recycling messages and create a positive image of the waste management sector.
 - Offer real- life context for learning. Allow for opportunities to develop skills for learning and skills for life, in order to live a more sustainable life.
 - Develop young children's literacy, numeracy and health and wellbeing, whilst allowing them to learn about recycling, sustainability, and eco-friendly practices. Support children in developing the four capacities: confident individuals, responsible citizens, effective contributors and successful learners.
 - Ensure cross-curricular links are made on the general themes of waste management, recycling, caring for the environment and renewable energy
- 5.4 The Schools Resource Pack was rolled out to 8 of primary schools after the October break as part of a pilot project. Feedback from the Schools will be used to develop the final version of the pack for wider roll out in August 2022.

6 KERBSIDE RECYCLING CONTRACT

- 6.1 The Council very recently entered into a new contract for the treatment and haulage of its kerbside recycling.
- 6.2 Under the new contract the supplier (REGEN Ltd) is required to work with the Council to improve recycling performance and reduce contamination. This includes supporting the Council with public engagement and education. We will be discussing this in more detail with REGEN and the Councils communications department as part of the ongoing contract meetings.

7 WASTE COMPOSITIONAL ANALYSIS

- 7.1 The Council has been successful in obtaining funding from Zero Waste Scotland to undertake a waste compositional analysis of both the kerbside recycling and general waste bins.
- 7.2 The Compositional analysis was completed over a two week period finishing on 26 November.
- 7.3 Information from the Compositional Analysis will help identify the performance of the Council's current collection services and will be used to inform where further education and communications campaigns need to be targeted.

8 STAKEHOLDER ENGAGEMENT

- 8.1 Officers are currently developing a stakeholder engagement questionnaire for issue in the first quarter of 2022. The aim of the stakeholder engagement is to gather information on customer awareness, opinion and behaviour in relation to the kerbside recycling service provided by the Council, including communications/guidance.
- 8.2 This information will be used to inform how we deliver future waste and recycling communications campaigns.

9 NEXT STEPS

- 9.1 Once we have received feedback from the Waste Compositional Exercise and the Stakeholder Engagement, work with Zero Waste Scotland, Third Parties and the Councils communications department to develop a communications plan.

Approved by

Name – John Curry

Title – Director, Infrastructure & Environment

Author(s)

Name	Designation and Contact Number
Ross Sharp-Dent	Waste & Passenger Transport Manager



Scottish Borders Council Audit & Scrutiny Committee Petitions Procedure

Part of the remit of the Audit & Scrutiny Committee is to consider petitions submitted to the Council in accordance with the Council's approved petitions procedure, outlined below, and to determine the appropriate action to be taken within the terms of the procedure.

Petitions

1. Petitions should raise issues which relate to matters within the responsibility of Scottish Borders Council or the general well-being of the residents of the Scottish Borders. Petitioners should be able to demonstrate that there is a public interest in the issue that they are raising.
2. A petition should be on a standard form, titled and should include a clear statement (no more than 250 words) which covers the main subject. Any further information, for example, about measures already taken or approaches made to other bodies, should be included but limited to no more than 4 sides of A4 paper.
3. Petitions should be accompanied by at least 10 signatures in total, from persons aged 16 and over, resident in the Scottish Borders. The signatures must be from a minimum of 3 separate addresses. The principal petitioner should be on the Register of Electors for the Scottish Borders Council area.
4. Petitions from local businesses shall be accepted where there is support from at least 5 businesses on the Valuation Roll for Scottish Borders Council.
5. Elected Members may not be a signatory on a petition and no petition will be accepted from a political party.
6. Where there are already regulatory procedures in place or the matter relates to individuals, then it would not be appropriate to accept such petitions, therefore petitions shall not be accepted:
 - (i) about planning, licensing, or other matters where there are already regulatory procedures in place;
 - (ii) about personal or business issues;
 - (iii) about commercially sensitive or confidential material;

- (iv) about individual Councillors, members of Council staff, or other individuals who may easily be identified;
 - (v) about employees' terms and conditions of employment;
 - (vi) about information which is protected by an interdict or court order;
 - (vii) about an allegation that someone has broken the law;
 - (viii) which contain language which is defamatory, offensive, provocative or otherwise inappropriate;
 - (ix) which relate to a complaint or grievance (which should be handled through the Council's complaints procedure);
 - (x) which relate to a decision made by the Council or a committee during the preceding six months; and
 - (xi) which are identical or similar to other petitions made within the preceding twelve months.
7. The Clerk to the Council, or her representative, shall ensure petitions keep to procedures and are admissible. All valid petitions, with accompanying information if any, shall be passed to the next scheduled meeting of the Audit & Scrutiny Committee. Petitions which are the same, or substantially similar, shall be considered together.
 8. A summary report shall be prepared for the Committee by the Clerk to the Council about any petitions received during the period that are considered inadmissible for any of the reasons listed in paragraph 6 above. The Committee will make the final decision as to whether these are valid.

Meetings of the Audit & Scrutiny Committee

9. When hearing a petition the relevant Director(s), Executive Member(s) and Community Planning Partner representative(s) shall be invited to attend the meeting to provide further information, as appropriate.
10. The principal petitioner should indicate on the form whether or not he/she, or a named deputy, wish to have the opportunity to make a statement at the meeting of the Audit & Scrutiny Committee where their petition is being considered. It would be normal practice to allow the principal petitioner or a deputy to speak, but this is at the discretion of the Chairman of the Committee.
11. No deputation to the Meeting of the Audit & Scrutiny Committee shall exceed 10 in number and, at the discretion of the Chairman, only one speaker shall be heard by the Committee. The time allowed to present the petition shall not exceed 10 minutes, except at the discretion of the Chairman. The speaker should also be prepared to answer questions.

12. Notice of petitions scheduled to be considered by the Audit & Scrutiny Committee will be through the usual on-line public access facility to committee papers, with a link from the petitions "page" on the Council website. Those signing petitions should be made aware that the detail of the petition, with their name and address (but not signature), will be published on the Council website as part of the agenda pack for the meeting of the Audit & Scrutiny Committee.
13. For the moment, no "e-petitions" will be facilitated, or comments from the public accepted on petitions scheduled for consideration by the Audit & Scrutiny Committee.
14. The procedure at the meeting, for each petition considered, shall be as follows:
 - (i) the meeting shall be in public unless the subject matter of the petition would be deemed to be confidential under the terms of Section 7A of the Local Government (Scotland) Act 1973;
 - (ii) the principal petitioner, or named deputy, shall give a statement in explanation of the petition;
 - (iii) there will be an opportunity for Members of the Committee to ask questions of the petitioner or their named deputy;
 - (iv) there will be an opportunity for any Director(s), Executive Member(s) and Community Planning Partner representative(s) present to ask questions of the petitioner or their named deputy;
 - (v) a response to the petition may be heard from a Director, Executive Member and/or Community Planning Partner representative present at the meeting;
 - (vi) there will be an opportunity for Members of the Committee to ask questions of any Director, Executive Member(s) and Community Planning Partner representative(s) present at the meeting;
 - (vii) there will be an opportunity for the petitioner or their named deputy to ask questions of any Elected Member, Director or Community Planning Partner representative present at the meeting;
 - (viii) Members of the Committee shall then discuss the information available and consider their findings. The Committee may defer a decision should further information be required.

Note: any contribution on behalf of the petition from a second or other speaker(s) shall be at the discretion of the Chairman. The public will not be allowed to speak at the meeting unless invited to do so by the Chairman.
15. The Audit & Scrutiny Committee shall agree to one of the following:-

- (i) refer the petition to another Committee or Director, with or without a recommendation or comment. That Committee or Director shall then make the final decision which could include taking no further action;
 - (ii) refer the petition to the relevant Community Planning Partner, with or without a recommendation or comment, if appropriate;
 - (iii) that the issue(s) raised do not merit or do not require further action.
16. The decision of the Audit & Scrutiny Committee, and any reason for that decision, shall be recorded in the Minute of the Meeting and a copy of the Minute shall be sent to the principal petitioner by Democratic Services staff. Where the petition is referred to a Director or another body, the responsibility for communicating the final outcome of the petition is also referred. Updates on these outcomes will be provided to the Audit & Scrutiny Committee.
17. There will be no right of appeal in response to a final decision made in response to a petition.
18. The usage and effectiveness of the petitions procedure shall be reviewed on an annual basis.

Reference (official use)



Petitions – submission form

If you wish to submit a petition for consideration by the Audit & Scrutiny Committee, please complete the form below. You are advised to refer to the Guidance Questions and Answer sheet provided.

Details of Principal Petitioner	
Please enter the name and contact details of the person raising the petition. <i>The Principal Petitioner must be on the Register of Electors for the Scottish Borders Council area.</i>	
Name:	Marion Henthorn
Address:	● Drovers Way
	Peebles
Postcode:	EH 45 ●
Telephone no:	
Email:	●

Title of Petition and Petition Statement
Please enter the title of the Petition and a statement to cover the main subject of the Petition or the action you would like the Council to take.
Title: Flower Pot Cafe Victoria Park
Statement (no more than 250 words):

Further information.

Please enter below any measures already taken, or persons/organisations approached to attempt to resolve the issues. Attach additional sheets to this form if required but please note that this information must be limited to no more than 4 sides of A4 paper.

Presentation of petition to the Committee.

Please indicate below if you would like the opportunity to make a statement at the meeting of the Audit & Scrutiny Committee when your petition is considered. Whether or not you will be invited to do so will be at the discretion of the Chairman.

*I ~~do~~/do not wish the opportunity to make a brief statement about the petition.

*I would like my deputy named below to make a statement on my behalf.

Name of deputy

Contact details

Signature of deputy.....


* please delete as appropriate

Statement

The Flowerpot Café provided an income stream to the Food Foundation which enabled them to access grants to continue their work in the community . The decision to no longer allow 4 tables and seating in the community Garden in Victoria park has forced the closure of the Café and severe curtailment of highly valued services of the food foundation. We the undersigned are petitioning for the reopening of the Flowerpot Café.

Signature of Principal Petitioner.

If you are satisfied your petition meets all the requirements as stated in the Guidance Questions and Answers please add your signature and date below.



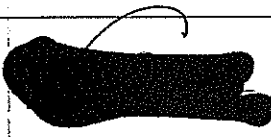

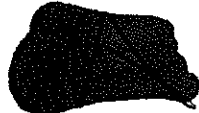
Signature of Principal Petitioner..... 

Date..... 18 August 2021

Accompanying signatures.

Your petition must be accompanied by at least 10 signatures in total, from persons aged 16 and over, resident in the Scottish Borders. The signatures must be from a minimum of 3 separate addresses.

Please be aware that if the petition is on the agenda for a meeting of the Audit & Scrutiny Committee the names and addresses, but not signatures, of all signatories will be published on the Council website.

	Name	Address	Signature
1	John Linton	2 GILSON PLACE PEEBLES	
2	Emma Robertson	Studio One Peebles.	
3	NICK MAGLIVEN	"	
4	Angie HARDEN	"	
5	Andrew Hartman	2 Drovers Way Peebles TD14 5 9BN	
6			
7			

Signature of Principal Petitioner.

If you are satisfied your petition meets all the requirements as stated in the Guidance Questions and Answers please add your signature and date below.

Signature of Principal Petitioner..... [REDACTED]

Date.....

Accompanying signatures.

Your petition must be accompanied by at least 10 signatures in total, from persons aged 16 and over, resident in the Scottish Borders. The signatures must be from a minimum of 3 separate addresses.

Please be aware that if the petition is on the agenda for a meeting of the Audit & Scrutiny Committee the names and addresses, but not signatures, of all signatories will be published on the Council website.

	Name	Address	Signature
1	HEATHER FINLAYSON	BALNAMONN'S CAVE HIGH ST PEEBLES EH45 [REDACTED]	[REDACTED]
2	ALISON FITZGERALD	[REDACTED] OLD TOWN PEEBLES EH45 8JF	[REDACTED]
3	Fiona Betts.	[REDACTED] Kittle Geary View.	[REDACTED]
4	Nichole Dow	[REDACTED], Elbank, Wilkerton EH45 [REDACTED]	[REDACTED]
5	Andrew Fisi	[REDACTED] Edleston Road Peebles	[REDACTED]
6	Elizabeth D'Arcy	[REDACTED] Kingsway Peebles	[REDACTED]
7	STEPHEN BLAKE	[REDACTED] Morning Hill Peebles EH45 [REDACTED]	[REDACTED]

8	ELLEN CHAPMAN	Weedale cottages innerleichen Road Peebles EH45	[REDACTED]
9	B. Macleod	CLARK PLACE PEEBLES. EH45	[REDACTED]
10			

Attach additional sheets of signatures if you wish.

Please submit this form and any additional sheets to:-

Clerk to the Council, Scottish Borders Council, Council Headquarters, Newtown
St Boswells, Melrose, TD6 0SA,
or email to:

Signature of Principal Petitioner.

If you are satisfied your petition meets all the requirements as stated in the Guidance Questions and Answers please add your signature and date below.

Signature of Principal Petitioner.....

Date.....

Accompanying signatures.

Your petition must be accompanied by at least 10 signatures in total, from persons aged 16 and over, resident in the Scottish Borders. The signatures must be from a minimum of 3 separate addresses.

Please be aware that if the petition is on the agenda for a meeting of the Audit & Scrutiny Committee the names and addresses, but not signatures, of all signatories will be published on the Council website.

	Name	Address	Signature
1	CHRISTINE DUNNOND	● DROVERS WAY PEEBLES	
2	JACQUELINE WILSON	● Rovers Way Peebles	
3	Frank Drummond	● Drovers Way Peebles	
4	SHIRLEY WILLIAMS	● PROUST WALKER COURT PEEBLES	
5	Julie Hatley	● Towaldholm AVENUE	
6		WALKER BURN	
	RICHARD MERRICK	● RENWICK LANE, MORONA	
7	Christine Bruce	● Eddleston Ridge PARK	

8	Margaret Stuart	Kings meadows Gardens Peebles EH45 [redacted]	[redacted]
9	GALINA MACNEACAIL	[redacted] CARLOPS, by PENICUIK, EH26NF	[redacted]
10	GERSA STEVENSON	[redacted] CARLOPS, by PENICUIK RH26 [redacted]	[redacted]

Attach additional sheets of signatures if you wish.

Please submit this form and any additional sheets to:-
 Clerk to the Council, Scottish Borders Council, Council Headquarters, Newtown
 St Boswells, Melrose, TD6 0SA,
 or email to:

8	Deirdre Duncan	13 Craigerne House EH45 9 AS PEABLES	[Redacted Signature]
9	Joe Gilham	8 Gallowhill Road EH45 7BA	[Redacted Signature]
10	Emma Price + Daniel Price	55 CONNORIDGE EH45 8AN	[Redacted Signature]

Attach additional sheets of signatures if you wish.

Please submit this form and any additional sheets to:-

Clerk to the Council, Scottish Borders Council, Council Headquarters, Newtown
St Boswells, Melrose, TD6 0SA,
or email to:

clerk@scottishborders.gov.uk

Reference (official use)



Petitions – submission form

If you wish to submit a petition for consideration by the Audit & Scrutiny Committee, please complete the form below. You are advised to refer to the Guidance Questions and Answer sheet provided.

Details of Principal Petitioner

Please enter the name and contact details of the person raising the petition. The Principal Petitioner must be on the Register of Electors for the Scottish Borders Council area.

Name:	Margaret Stuart
Address:	KINGS MEADOWS GDN, PERBLES
Postcode:	FH45 [REDACTED]
Telephone no:	[REDACTED]
Email:	[REDACTED]

Title of Petition and Petition Statement

Please enter the title of the Petition and a statement to cover the main subject of the Petition or the action you would like the Council to take.

Title:

Statement (no more than 250 words):

FLOWERPOT CAFÉ AT VICTORIA PARK DAY CENTRE

Report by Director - Infrastructure and Environment

AUDIT & SCRUTINY COMMITTEE

9 December 2021

1 PURPOSE AND SUMMARY

- 1.1 This report summarises the content and context of a petition received by the Audit and Scrutiny Committee. The petition, titled "Flowerpot Café, Victoria Park", received in the region of 30 signatures.**

2 PETITION

- 2.1 The petition requests the reopening of the Flowerpot café run by the Food Foundation (FF) which operated in the community garden at the Victoria Park Day Centre (VPDC) in the Summer of 2020.

3 BACKGROUND

- 3.1 The FF is a social enterprise that aims to help develop skills and confidence in people. Prior to Covid they were supplying catering and buffet food for events. They have been using the kitchen and other areas at VPDC for many years for preparing the food and training people although no formal lease is in place.
- 3.2 VPDC is operated by SBC/SB Cares to provide the Peebles Learning Disability Day Service (LDDSS). In addition, VPDC also houses the Care at Home office base for the Peebles Homecare provision.
- 3.3 In July 2020, the FF opened an outdoor café operating from the garden at the centre with funding from SBC through the locality bid fund. At this time due to the pandemic the LDSS was temporarily closed in line with National guidance and limited staffing was in the building for Care at Home provision due to restriction on office working. This meant during this time FF were able to use many areas within the centre which were operated by SB Cares.

- 3.4 In February 2021, SBC/SB Cares resumed running their LDDS day in line with national guidance for opening up all Day Service provisions. Access to respite/day care to support unpaid carers and for families with a disabled family member was part of Scotland's Route map out of Covid in Phase 1. Some of the individuals being supported are in the shielding category and due to the nature of their learning and physical disabilities, all of these individuals are in the high-risk group should they contract Covid. In depth infection control, health and safety and individual risk assessments were carried out for the building and surrounding areas and stringent measures put in place, before agreement was given to re-open the service to these individuals.
- 3.5 The FF café was shut at the start of January 2021 as a result of the second National lockdown and the FF requested to reopen their café at the VPDC from April 26th 2021. Their request was investigated but due to the LDDS service having reopened from the building in February 2021, in line with the risk assessment and required protocols in place for operating a day service this was not viable. Requirements state specific social distancing, enhanced cleaning protocols, thus due to the areas within the building that FF staff would need access to the reopening of the community café was not possible.
- 3.6 The FF identified an alternative area within the centre grounds to open the café. This was reviewed with SBC/SB Cares and the Council's Health and Safety team. This area was deemed not to be safe for the operation of a café due to the unevenness of the ground and risk of slips and trips.
- 3.7 Another area within the grounds has been identified, reviewed and approved and a temporary occupation has been drafted to allow the FF to use this area for the café. This agreement also formalises the use of areas within the building by the FF. The temporary agreement was sent to the FF for their review at the end of September and will allow their use of part of centre and an area within the grounds while a longer term lease is negotiated with this hopefully being agreed in early 2022. It is expected that VPDC will remain an operational facility for the delivery of LDDS services for the foreseeable future and this will be a consideration when discussing terms for a long term lease Planning permission will be required for use of the outdoor area as a café but no planning application has yet been received. Use of this ground for a café has been approved by the Landlord so there will be no objection from the Landlord to a planning application for change of use of the ground.

John Curry

**Approved by
Director Infrastructure & Environment**

Author(s)

Name	Designation and Contact Number
Tricia Hill	Estates Surveyor

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

Contact us at estatemangement@scotborders.gov.uk

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