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EILDON AREA PARTNERSHIP THURSDAY, 22ND JULY, 2021

A MEETING of the EILDON AREA PARTNERSHIP will be held VIA MS TEAMS on THURSDAY,
22 JULY 2021 at 6.00 pm

J. J. WILKINSON,
Clerk to the Council

14 July 2021

BUSINESS		
1.	Welcome	
2.	Apologies	
3.	Eildon Community Fund Assessment Panel (Pages 3 - 10) Consider report by Service Director Customer & Communities. (Attached)	
4.	Build Back a Better Borders Fund (Pages 11 - 14) Consider application from Melrose Scout Group. (Attached)	
5.	Any Other Business	
6.	Date of Next Meeting The next scheduled meeting of the Area Partnership is due to take place on Thursday 9 September 2021 at 6:00pm and will be held via Microsoft Teams. The meeting will also be livestreamed.	

NOTES

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 G. Edgar (Chair), S. Aitchison, A. Anderson, C. Cochrane, E. Jardine, J. Linehan, T. Miers, D. Parker, H. Scott and E. Thornton-Nicol.

Please direct any enquiries to Jenny Wilkinson, Clerk to the Council
Tel: 01835 825004 Email: jjwilkinson@scotborders.gov.uk

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EILDON COMMUNITY FUND ASSESSMENT PANEL

Report by Service Director, Customer & Communities

EILDON AREA PARTNERSHIP

22 July 2021

1 PURPOSE AND SUMMARY

- 1.1 This report proposes details of how members will be appointed to the Eildon Community Fund Assessment Panel and how that Panel will operate with regard to meetings.**
- 1.2 In terms of appointments of applicants from the Eildon area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Eildon Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.
- 1.3 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Area Partnership agrees to:-**
 - (a) delegate authority to the Service Director Customer & Communities, in consultation with the Chair of the Area Partnership and the Executive Member for Community Development and Localities, to appoint members of the Eildon community to the Eildon Community Fund Assessment Panel, following a suitable recruitment process; and**
 - (b) approve the constitution and procedural rules for the Assessment Panel as detailed in the Appendix to this report;**
 - (c) appoint 3 SBC Elected Members, one each from the Galashiels & District, Leaderdale & Melrose, and Selkirkshire wards, as non-voting members of the Eildon Assessment Panel.**

3 BACKGROUND

- 3.1 At its meeting on 25 March 2021, Council agreed that Area Partnerships could set up an Assessment Panel for Community Fund applications. Thereafter the Eildon Area Partnership considered details of the proposed Assessment Panel at its meetings on 25 March. The Panel would be responsible for scrutinising grant applications to ensure consistency of assessment against approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. At that time, 9 members were proposed to include 3 SBC Elected Members and 6 community representatives. The Chair of the Panel would chair meetings to assess applications to the Fund and then present the findings of the Panel to the Area Partnership for decision. Decisions being made in the Assessment Panel on recommendations to the Area Partnership on applications to the Fund would be reached by a simple majority, with all Panel members having an equal vote, and the Chair having a casting vote if required. A quorum of 4 is suggested for the Panel.
- 3.2 The Working Group was advised that a number of matters needed further consideration:
- (a) Any SBC Elected Member on the Assessment Panel would need to be careful not to form a final view on an application to the Community Fund until the Area Partnership itself, when decisions on applications were being made. This may be best achieved by being non-voting members of the Assessment Panel. If a strong view was expressed by an SBC Elected Member at the Panel, that Member may have to declare an interest and not participate in the Area Partnership discussion/decision.
 - (b) The Area Partnership would need to agree the process for making appointments to the Assessment Panel and there were a number of options for this - an Appointment Committee set up by the Area Partnership; the appointments being delegated to officers; or the appointments being delegated to officers in consultation with some SBC Elected Members e.g. Chair of the Area Partnership (Cllr Edgar), Executive Member for Community Development and Localities (Cllr Tatler)
 - (c) The Area Partnership would also need to agree procedural rules for meetings of the Assessment Panel.

4 ASSESSMENT PANEL - APPOINTMENTS

- 4.1 It is proposed that the recruitment process for membership of the Assessment Panel from people living in Eildon will begin on 8 July 2021, with a closing date for applications of 28 July 2021. The aim is to have an Assessment Panel that is as inclusive as possible and which effectively represents the broad, diverse area of Eildon. Candidates should have a genuine interest in the voluntary sector, as well as an interest in the positive development of communities across Eildon. They should have an understanding of local need and priorities, have good communication and interpersonal skills, and be willing to work as part of a team. Members of the Assessment Panel need to be willing and able to consider information and options, and to develop their thinking before coming together as a

group to agree a joint position, whilst being respectful of the views of others and to adopt a constructive and supportive approach.

- 4.2 It is proposed that 3 SBC Elected Members are members of the Assessment Panel. However, as those Elected Members may potentially have to vote on these applications at a future Area Partnership meetings, their voting at the Assessment Panel stage could be problematic. It is therefore proposed that 3 SBC Elected Members are members of the Assessment Panel and have no voting rights at any Panel meeting.
- 4.3 In terms of appointments of applicants from the Eildon area public to the Assessment Panel, it is proposed that this decision is delegated to the Service Director Customer & Communities, in consultation with the Chair of the Eildon Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates will be notified to the next available meeting of the Area Partnership. Suitable training will be provided to all members of the Assessment Panel.

5 ASSESSEMENT PANEL – CONSTITUTION AND PROCEDURAL RULES

- 5.1 Details of the proposed constitution and procedural rules for the Assessment Panel are contained in the Appendix to this report. The main points are:
- (a) The Panel shall consist of 6 representative from the Eildon area (appointed through a recruitment process) each with voting rights
 - (b) Three SBC Elected Members are to be appointed to the Panel with no voting rights.
 - (c) The Panel shall make recommendations on applications to the Eildon Community Fund to the Area Partnership and it will be the Area Partnership that will make the final decision on the applications.
 - (d) Meetings of the Panel shall, in the first instance, be held online, in private.
 - (e) Members of the Panel shall declare if they have an interest in any application and not participate in any debate or decision on recommendations for that particular application
 - (f) Appropriate support shall be provided for meetings of the Panel by SBC Officers
 - (g) The final decision on applications to the Community Fund shall be made by the Area Partnership, either through consensus, or if that cannot be achieved, then by SBC Elected Members at the Area Partnership meeting.

- 5.2 The operation of the Assessment Panel will be reviewed after one year.

6 IMPLICATIONS

6.1 Financial

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

6.2 Risk and Mitigations

There is a risk that not enough applicants from the Eildon community will meet the criteria for appointment to the Assessment Panel, but the recruitment campaign will be widespread and should provide sufficient

applicants. By giving voting rights solely to community members on the Panel, this will ensure it is the community representatives who will be making the recommendations to the Area Partnership on grant funding. The assessment process will be sufficiently robust to ensure transparency in how recommendations have been reached.

6.3 Integrated Impact Assessment

No Integrated Impact Assessment has been carried out, although the template has been completed. Applications to be members of the Assessment Panel are open to all. It is not anticipated that the work of the Assessment Panel will have a negative impact on people who share a characteristic (age, disability, gender re-assignment, trans/transgender identity, marriage or civil partnership, pregnancy and maternity, race groups, religion or belief, sex-gender identity, and sexual orientation) and those who do not.

6.4 Sustainable Development Goals

The Assessment Panel meets indirectly 2 of the UN Sustainable Development Goals:

- (a) Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all potential – members of the Assessment Panel will receive suitable training
- (b) Achieve gender equality and empower all women and girls – it is hoped that the Assessment Panel will represent a cross-section of the Eildon community, including women.

It should be noted that applications to the Community Fund which will be assessed by the Panel will meet many of the UN Sustainable Development Goals.

6.5 Climate Change

Meetings of the Assessment Panel will take place online, thus reducing the need for any travel. It is anticipated that many of the applications to the Community Fund which will be assessed by the Panel will have reduction of climate impact as part of their project.

6.6 Rural Proofing

Applications to be a member of the Assessment Panel are being encouraged from across the Eildon area so that the Panel reflects a cross-section of the community.

6.7 Data Protection Impact Statement

All potential risks of non-compliance with Data Protection legislation are being identified, assessed and recorded within a Data Protection Impact Assessment. The controls to mitigate any potentially negative impacted identified within the Assessment will be implemented to ensure the proposed change to/new data processing complies with Data Protection legislation. Members of the Assessment Panel will be required to comply with Data Protection legislation.

6.8 Changes to Scheme of Administration or Scheme of Delegation

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

7 CONSULTATION

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

Approved by

Jenni Craig

Service Director, Customer & Communities

Signature

Author(s)

Name	Designation and Contact Number
Jenny Wilkinson	Clerk to the Council Tel: 01835 825004

Background Papers: Nil

Previous Minute Reference: Eildon Area Partnership, 25 March 2021

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

Contact us at Jenny Wilkinson, Council HQ, Newtown St Boswells, Melrose, TD6 0SA.
Tel: 01835 825004 Email: jjwilkinson@scotborders.gov.uk

Eildon Community Fund Assessment Panel**Membership**

Six members of the Eildon community (appointed through a recruitment process) with, in addition, three non-voting SBC Elected Members (one from each of the Eildon Wards). The term of office for Eildon public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be one of the public members from the Eildon community and shall be elected by the Panel.

Quorum

Four members of the Panel (excluding the SBC Elected Members) shall constitute a quorum.

Meetings

Meetings of the Panel shall take place online via Microsoft Teams or some other such suitable online platform or in a pre-identified place when restrictions allow. Meetings will be held in private.

Voting

Decisions of the Panel should be reached by consensus where possible. Otherwise, each member of the Panel shall have equal voting rights, with the Chair having a casting vote if required. SBC Elected Members on the Panel have no voting rights.

Remit and powers

1. To assess applications for grants from the Eildon Community Fund in line with current criteria.
2. To question as necessary applicants and officers on the details of specific applications.
3. To complete a scoring matrix/assessment on the suitability or otherwise of an application for grant funding.
4. To make recommendations to the Area Partnership on applications to the Eildon Community Fund.
5. The Chair or other Member of the Panel shall present the Panel's recommendations, with appropriate, supporting paperwork to the Area Partnership meeting for decision.
6. An annual report shall be provided to the Area Partnership by the Panel with details of its work throughout the year.
7. Any such other matters, as delegated by the Area Partnership.

Procedural rules

1. All members of the Assessment Panel must behave respectfully at any meeting, and should not behave in a manner that is improper or offensive, or disruptive to the business of the meeting.
2. Meetings of the Panel shall be held online, hosted by SBC if MS Teams is the chosen platform, and likely quarterly.
3. An agenda and papers for each meeting shall be provided by SBC Officers.
4. At least 7 clear days before a meeting, the agenda and papers for the meeting will be issued by electronic means to members of the Panel.

5. Meetings of the Panel will be held in private to ensure a free and frank exchange of views.
6. A special meeting of the Panel may be called to deal with urgent business if necessary.
7. Members will be required to declare an interest in any application in which they have an interest (financial or otherwise) and may not participate in any debate or decision, whether it be by consensus or voting, around that particular application.
8. If the Chair is not present at a meeting, the meeting will be chaired by another member of the Panel appointed at the meeting.
9. No business will be carried out at a meeting unless a quorum of members is present.
10. No substitute members are allowed.
11. If a member fails to attend more than 3 meetings in any one calendar year, without suitable reason, then he/she will be deemed to have resigned from the Panel.
12. It is the duty of the Chair to ensure that meetings are held in accordance with these Procedural Rules and that a fair hearing is given to all participants.
13. The Chair shall have discretion to determine all questions of procedure where no specific provision is made under these Procedural Rules. The Chair may seek guidance from an SBC Officer. The Chair's decision in these matters shall be final.
14. Where one or more options for decision are before a meeting of the Panel, each of these options shall be proposed and seconded, and then voted on by individual members of the Panel (no SBC Elected Member shall propose or second any option). An SBC Officer will record the final decision.
15. A note of the decisions of the Panel about each application will be taken by an SBC Officer.
16. Only the Area Partnership may amend any of the above Procedural Rules.

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Build Back a Better Borders Recovery Fund - Assessment Form

For the purpose of assessment, projects have been ranked high, medium or low to reflect how strongly the application meets the criteria of the Build Back a Better Borders Recovery Fund.

High – a strong demonstration of how the project will assist recovery from the pandemic

Medium – provides acceptable examples of how the project will assist recovery from the pandemic

Low – lacks detail of how the project will assist recovery from the pandemic

1. Applicant Details:

Organisation name	Melrose Scout Group				
Organisation structure	Constituted Group				
Application reference	BBBB-EIL-01				
Theme of application	Sport	Arts & Culture	Environment	Community Capacity	Community resilience
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project start date	July 2021	Project end date			January 2022

2. Organisation's finances:

End of year balance	£17,737.00
Current bank balance	£19,241.04
Total cash/Unrestricted reserves available & purpose	£ 3,373.00
Total restricted /committed funds & purpose	<p>The Trustees believe that £3,500 is an appropriate level of reserves to allow for any unexpected expenditure, such as cancellation of camps and outings, and unexpected maintenance on the Scout Hall, as well as covering fixed costs in the event of a sudden loss of income. In addition, the Trustees believe that £1,000 is an appropriate level of reserves to cover the timing differences between receipts and payments.</p> <p>Designated Funds: The Trustees have created a Fund of reserves to be used specifically for the purpose of buying new equipment, Funding specific projects, charitable purposes and the hardship support of our members. These funds are available to be spent at the rate of £500 per term (£1,500 per annum). Break down of end of year bank Account Balance;</p> <p>£4,500 Restricted Funds £9,500 Designated Fund £3,737 General Funds</p>

Project:

Outline of what the group plan to do to help people recover from the pandemic. Projects will be ranked higher if the application strongly demonstrates that they are meeting an identified need in the community. (e.g. area of deprivation, protected characteristics, tackling wellbeing and isolation, tackling climate change)

High Medium Low **Comment:**

Melrose scout group currently have 60 members but wish to expand and provide Scouting to more young people within the neighbouring communities. They would like to offer a scout group in St Boswells and Newtown St Boswells, where there is currently no provision and which ranks poorly on the Scottish Index Multiple deprivation rankings. Within these groups they would like to focus on outdoor activities.

The scout leaders have held positive talks with the head teachers from both primary schools in St Boswells and Newtown and both schools are keen to encourage young people into scouting. This activity would support both girls and boys aged between 6 and 14 with life skills. The programme, if established, would look to build leadership skills and also increase young people's involvement within communities. Scouting involves a lot of volunteers and by offering two new groups this would result in more volunteer opportunities for adults to support these groups.

The group would also like to expand their outdoor activity offer while being able to increase the number of camping opportunities that they can provide to young people each year. Therefore the group wish to access £3,500 of funding that will be used to buy more tents, camping and cooking equipment. The Scout group are hopeful of hosting a camping event for all their members once restrictions allow, ideally this summer.

The group also wish to utilise the opportunities on the River Tweed and are looking to purchase new canoes along with the appropriate safety equipment to the value of £6,000.

The scout group currently have an outdoor classroom and would like to make this an all year round outdoor classroom realising the importance of outdoor learning. Therefore the group would like to purchase a heavy duty canvas tent along with tables to enable sessions to be held outdoors in the winter months.

Evidence of individuals, groups or communities likely to benefit from the new initiative and how they have been affected by the pandemic:

High Medium Low **Comment:**

This activity would benefit young people aged between 6 and 14. It would be open for all to attend at no cost.

The programme will deliver new opportunities to young people who would normally not access these opportunities. All scout activities were stopped during the pandemic as with many activities for young people which has had a negative effect on young people's mental wellbeing.

The activities would focus on outdoors activities including camping, cooking, orienteering, canoeing and rafting. These activities will allow the young people to participate in outdoors activities and equip them with new skills while also working on team building and improving confidence.

An increased number of members will enable us to provide more volunteering opportunities in the locality, whilst also increasing our community work where we fund raise for local causes, help with litter clearance projects, tend community flower spaces, and interact with local Rotary groups. The group are in the process of starting a project to interact with the elderly, who are often isolated, through projects with local care homes and the provision of coffee mornings.

As part of the Group's recovery they want to increase their membership as well as focus on three new areas: Firstly, an increase in water based activities such as rafting and canoeing thereby allowing their members to make full use of the River Tweed which is our biggest natural asset within the Scottish Borders. They applications includes £6,000 to buy canoes and safety equipment. Secondly, an increase in the number of camping opportunities that they offer members each year. In addition £3,500 to buy tents, camping and cooking equipment. They intend to hold a camp for all members as soon as it is permitted. Thirdly, improved facilities at their outdoor classroom to make it an all year round site. A budget of £2,200 to buy a heavy duty canvas tent with tables to enable sessions to be held outdoors in the winter months.

Expected impact of the new initiative and how will it help those most in need recover from the pandemic

High <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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Comment:

The outcomes of the Scouting movement is to improve young people's confidence and develop life skills. Allowing for the group to expand their provision into Newtown and St Boswells, along with their existing members will provide young people with positive experiences and outdoor learning opportunities.

The opportunity would allow young people to make full use of the River Tweed, in a safe and supported way. The programmes and opportunities delivered by Melrose Scout group would be to improve confidence, social skills, independence while developing teamwork and leadership skills.

Project Expenditure:

Total Project Cost	£12,134.59
10% organisation contribution	£1,213.46
Request to BBBB	£10,921.13

Item of expenditure	Cost
Canoes & Safety Equipment	£6,477.20
Camping Equipment	£3,484.89
Outdoor Classroom Equipment	£2,172.50
	£
	£

Match/other funding sought:

Funder	Funding Requested	Status
	£	
	£	
	£	

Grants received from Scottish Borders Council or any other funder within the last three years

Date	Project Title	Amount
June 2020	Covid Small Business Grant	£10,000

SBC OFFICER ASSESSMENT	i.e. the application meets the criteria of the BBBB fund
Comments	Application meets the criteria Will provide positive experiences for young people while also looking to develop a further two groups in areas where there is currently no Scout Groups and which are considered areas of deprivation.
Additional terms and conditions required	Start-up dates of the new Scout Groups and number of members. Including the number of camping events held throughout the funding period; number of times the canoes have been utilised during the period of funding. Feedback from participants on the activities that they have attended. Consideration to promote Scouting within the catchment area High School.