

	Consider report by Chief Officer Health and Social Care Integration. (Copy attached.)	
9.	Scottish Borders Local Child Poverty Report 2021/22 and Action Plan 2022/23 (Pages 151 - 186) Consider report by Director Resilient Communities. (Copy attached.)	15 mins
10.	Review of Foster Carer Mileage Rates, Allowances and Fees (Pages 187 - 192) Consider report by Director Social Work and Practice. (Copy attached.)	15 mins
11.	QC Inquiry Update Verbal update by Director Education and Lifelong Learning.	5 mins
12.	Licensing of Short Term Lets (Pages 193 - 224) Consider report by Chief Legal Officer. (Copy attached.)	15 mins
13.	Common Good Heritable and Moveable Assets Registers (Pages 225 - 280) Consider report by Chief Legal Officer. (Copy attached.)	15 mins
14.	Draft Calendar of Meetings October 2022 - July 2023 (Pages 281 - 288) Consider draft Calendar of Meetings for the period 1 October 2022 to 31 July 2023. (Copy attached.)	5 mins
15.	Elected Members Champions' Roles (Pages 289 - 304) Consider report by Acting Chief Executive. (Copy attached.)	10 mins
16.	Hawick Common Good Fund - Request for Funding (Pages 305 - 312) Consider request for funding from Hawick Honorary Provost's Council. (Copy attached.)	10 mins
17.	Appointments to the Education Sub-Committee (a) To note the appointment of the Executive Member for Education & Lifelong Learning (Chair), the Executive Member for Developing Our Children & Young People, the Champion for Opportunities for Young People, and the Champion for Education & Young People to the Sub-Committee; and (b) To appoint two other members of the Administration and one other member not on the Administration to the Sub-Committee.	10 mins
18.	Open Questions	15 mins
19.	Any Other Items Previously Circulated	
20.	Any Other Items Which the Convener Decides Are Urgent	
21.	Private Business	

	<p>Before proceeding with the private business, the following motion should be approved:-</p> <p>“That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”</p>					
22.	<p>Minute (Pages 313 - 314)</p> <p>Consider private Section of Minute of Scottish Borders Council held on 25 August 2022. (Copy attached.)</p>	1 mins				
23.	<p>Committee Minutes</p> <p>Consider private Sections of the Minutes of the following Committees:-</p> <table> <tr> <td>(a) Chambers Institution Trust</td> <td>3 August 2022</td> </tr> <tr> <td>(b) Peebles Common Good Fund</td> <td>24 August 2022</td> </tr> </table> <p>(Please see separate Supplement containing private Committee Minutes.)</p>	(a) Chambers Institution Trust	3 August 2022	(b) Peebles Common Good Fund	24 August 2022	2 mins
(a) Chambers Institution Trust	3 August 2022					
(b) Peebles Common Good Fund	24 August 2022					

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.**

Please direct any enquiries to Louise McGeoch Tel 01835 825005
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SCOTTISH BORDERS COUNCIL

MINUTE of BLENDED MEETING of the SCOTTISH BORDERS COUNCIL held in Council Headquarters, Newtown St. Boswells and Microsoft Teams on 25 August 2022 at 10.00 a.m.

Present:- Councillors W. McAteer (Convener), J. Anderson, D. Begg, P. Brown, C. Cochrane, J. Cox, L. Douglas, M. Douglas, J. Greenwell, C. Hamilton, S. Hamilton, E. Jardine, J. Linehan, N. MacKinnon, S. Marshall, D. Moffat, S. Mountford, A. Orr, D. Parker, J. PatonDay, J. Pirone, C. Ramage, N. Richards, E. Robson, M. Rowley, F. Sinclair, E. Small, A. Smart, H. Steel, R. Tatler, V. Thomson, E. Thornton-Nicol, T. Weatherston

Apologies:- Councillor S. Scott.

In Attendance:- Acting Chief Executive, Director Education & Lifelong Learning, Director Infrastructure and Environment, Director Resilient Communities, Director Social Work & Practice, Director Strategic Commissioning & Partnerships, Joint Director of Health & Social Care, Acting Chief Financial Officer, Chief Legal Officer, Clerk to the Council.

1. CONVENER'S REMARKS

- 1.1 The Convener congratulated the Borders athletes who had competed in the recent Commonwealth Games in Birmingham and in particular the medal winners Stephen Clegg from Newcastleton, Gregor Swinney from Peebles, Rory Stewart from Galashiels and Samantha Kinghorn from Gordon.
- 1.2 The Convener commented on the welcome return of the Tour of Britain cycling race to the Borders on Monday 5 September with the stage starting in Hawick, touring around the Borders and finishing in Duns.
- 1.3 The Convener congratulated the young people at senior stages in Borders Schools who had undertaken formal exams for the first time since 2019 and paid tribute to the strong set of results achieved.

DECISION

AGREED that congratulations be passed to those concerned.

2. MINUTES

The Minutes of the Meeting held on 23 June and 12 July 2022 were considered. With reference to Appendix II of the Minute of 23 June 2022, listing the response to open questions, Councillor Begg asked that the full answer provided to him but not read out at the meeting be included and this was agreed.

DECISION

AGREED that the Minutes be approved and signed by the Convener, subject to the addition of further information to Appendix II of the Minute of 23 June 2022.

3. COMMITTEE MINUTES

The Minutes of the following Committees had been circulated:-

Hawick Common Good Fund	7 June 2022
Chambers Institution Trust	8 June 2022
Peebles Common Good Fund	8 June 2022
Audit & Scrutiny	9 June 2022

Berwickshire Area Partnership	9 June 2022
Police, Fire & Rescue and Safer Communities Board	10 June 2022
Planning & Building Standards	13 June 2022
Jedburgh Common Good Fund	13 June 2022
Executive	14 June 2022
Community Planning Strategic Board	16 June 2022
Local Review Body	20 June 2022
Kelso Common Good Fund	21 June 2022
Coldstream Common Good Fund	22 June 2022
Melrose Common Good Fund	27 June 2022
Tweeddale Area Partnership	27 June 2022
Pension Fund	29 June 2022
Pension Board	29 June 2022
William Hill Trust	29 June 2022
Lauder Common Good Fund	29 June 2022
Cheviot Area Partnership	29 June 2022
Eildon Area Partnership	30 June 2022
Planning & Building Standards	4 July 2022
Peebles Common Good Fund	12 July 2022
Local Review Body	18 July 2022
Hawick Common Good Fund	27 July 2022

DECISION

APPROVED the Minutes listed above.

4. ANTI-POVERTY STRATEGY – COST OF LIVING SUPPORT

There had been circulated copies of a report by the Director Resilient Communities proposing that, in recognition of the significant challenges that households were facing because of the increasing costs of living, the Council establish a financial support package and, along with key partners, immediately establish both strategic and operational multi-agency groups to respond to the needs of communities. The report explained that the current cost of living crisis was already affecting many residents in the Scottish Borders, and it was clear that this situation would significantly worsen as we moved towards autumn and winter. It was acknowledged that there was a significant number of supports already in place, but in a similar way that the Council and partners responded during the Covid-19 pandemic and the current Ukrainian crisis, we needed to build on what was currently being provided and step up with immediate action to further support those in need. Scottish Borders Council, along with Community Planning Partners and any other relevant partners, must prepare for these unprecedented and exceptional autumn and winter pressures on our communities and put plans in place to provide practical, as well as financial assistance and support as a priority. The proposal was to set up strategic and operational multi-agency officer groups with representatives from across the Community Planning Partnership and other external organisations that were either already providing support or assistance, or could have the potential to do so. The purpose of both these multi-agency groups would be to generate agile and rapid response proposals/ideas/actions/support plans to alleviate some of the impacts of the cost of living crisis, and would report into the Anti-Poverty Members Reference Group as well as provide regular briefings to Members in relation to local requirements and response. As reported through the 2021/22 outturn report, approved by the Executive Committee on 14 June 2022, the Council delivered a £1.4m underspend in 2021/22 which was directed to reserves at the financial year end. In response to the current cost of living crisis it was now proposed to release this underspend from the Council's reserves to provide £1.2m support to communities during 2022/23. The remaining £200k would be released to top up existing financial support to businesses which would be presented to Members for approval in a future report. There would also be a requirement to report to the Community Planning Partnership, as this action was also a key priority within their 12 month Work Plan. Director of Resilient Communities, Mrs Craig, advised that work was underway with the Communications Section to publicise this support. Members supported the proposals. Mrs Craig answered Members' questions and confirmed that the most appropriate methods of

payment would be sought to ensure support reached the purchases to which it was aimed. The excellent work of the CAB was also highlighted. The support for businesses was also welcomed. The need to make older people aware of pension credits was also emphasised.

DECISION

AGREED:-

- (a) **to approve the creation of a short term multi-agency Cost of Living Crisis Strategic Group and an Operational Officers Group in order to provide an enhanced response to the exceptional autumn and winter pressures our communities were facing;**
- (b) **that these multi-agency groups would report into the Anti-Poverty Members' Reference Group and the Community Planning Partnership and provide regular briefings to Members in relation to local requirements and response across each of our five localities;**
- (c) **to release £1.2m underspend from 2021/22 outturn from reserves to provide support to communities during 2022/23 and:**
 - (i) **allocate £585k of this to allow immediate dispersion of financial support as detailed in the report; and**
 - (ii) **to delegate authority to the Director of Resilient Communities, in consultation with the members of the Anti-Poverty Members Reference Group, to allocate the remaining £615k as required.**

5. MOTION BY COUNCILLOR ANDERSON

Councillor Anderson, seconded by Councillor Thornton-Nicol, moved approval of the following Motion as detailed on the agenda:-

"That Scottish Borders Council calls upon the UK Government to act now over the current fuel and energy crisis prior to winter and ensure the costs of the main fuels used come down to an affordable level for all in society. In particular it calls upon the (UK) Government to reinstate the previous cap of £1,277.00 (as of 01.11.21) on home fuel prices."

Councillor Richards, seconded by Councillor Marshall, moved as an amendment that the Motion be amended to include the words "Scottish and" before "UK Government".

Councillor Sinclair, seconded by Councillor PatonDay, moved as a further amendment to add the following wording on to the last sentence of the Motion: "...and to remove VAT from household fuel bills without delay."

Councillor Anderson accepted both of these amendments and both he and Councillor Thornton-Nicol spoke in support of the Motion which was unanimously approved

DECISION

AGREED that Scottish Borders Council called upon the Scottish and UK Governments to act now over the current fuel and energy crisis prior to winter and ensure the costs of the main fuels used came down to an affordable level for all in society. In particular it called upon the (UK) Government to reinstate the previous cap of £1,277.00 (as of 01.11.21) on home fuel prices and to remove VAT from household fuel bills without delay.

DECLARATION OF INTEREST

Councillor Rowley declared an interest in the following two items of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion.

6. **SOUTH OF SCOTLAND CYCLING STRATEGY**

There had been circulated copies of a report by the Director Infrastructure and Environment setting out a draft Cycling Strategy for the South of Scotland which looked at a ten year period between 2022 and 2032. A copy of the draft Strategy was appended to the report. The strategy document and associated action plan had been primarily developed by South of Scotland Enterprise, within a partnership approach incorporating national, regional and local partners including Scottish Borders Council and Dumfries and Galloway Council. The document sought to capture all of the active travel opportunities and help harness the ambition that was currently found throughout the South of Scotland. The document also looked to deliver a legacy from the Cycling World Championships that would be coming to the South of Scotland in 2023. The development of a cycling strategy was a key action in the delivery plan of the Regional Economic Strategy and was endorsed by the Regional Economic Partnership (REP). It was planned to launch the Cycling Strategy in September 2022 at the next meeting of the Convention of the South of Scotland which coincided with the Scottish Borders hosting Stage Two of the Tour of Britain, starting in Hawick and finishing in Duns. Members welcomed the report and highlighted the need for appropriate facilities infrastructure for cyclists in locations such as Innerleithen to mitigate impacts on local residents. In response to a request for good communication with communities, the Director confirmed that the Council would work with communities in advance of the World Championships.

DECISION

AGREED to:-

- (a) **approve the South of Scotland Cycling Strategy contained in Appendix A to the report; and**
- (b) **approve the associated Ten Year Action Plan contained in Appendix B to the report**

7. **MEMBERSHIP OF REGIONAL ECONOMIC PARTNERSHIP**

There had been circulated copies of a report by the Director Resilient Communities seeking agreement to renew the membership of the South of Scotland Regional Economic Partnership. The report explained that when the South of Scotland Regional Economic Partnership (REP) was established, it was agreed the members would initially be appointed for a period of two years. As the REP had been operating since September 2020, membership should now be renewed. The biennial membership review also provided an opportunity to reconsider the overall composition of the REP. It was proposed that the membership of the REP was widened to incorporate Members from Regional NHS Boards (NHS Borders and NHS D&G), Historic Environment Scotland, South of Scotland Destination Alliance (SSDA) and Young Person's representatives, with one drawn from each local authority area. It was further proposed that representation from Scottish Enterprise (SE) was removed as they had been included to support the transition period to support the creation of SOSE. The Third Sector and Registered Social Landlords were to be removed from the open recruitment process and REP membership assigned to representatives nominated by each of the Third Sector Interfaces and by Registered Social Landlords. There would be closer engagement on regional transport issues impacting the local economy achieved through the inclusion of both Regional Transport Partnerships (SWestrans and SEStran) as members of a re-established Regional Transport Working Group. This group would supply information to the REP as required and would be able to attend meetings of the REP when requested. The process of open recruitment would commence in September for representatives from the private sector, social enterprises, and communities, noting that current REP members could apply again.

DECISION

AGREED to approve the proposals outlined in the report for the renewal of the South of Scotland Regional Economic Partnership membership.

MEMBER

Councillor Rowley re-joined the meeting.

8. NATIONAL CARE SERVICE (SCOTLAND) BILL CONSULTATION RESPONSE

There had been circulated copies of a report by the Joint Director of Health and Social Care Integration proposing approval of the attached Scottish Borders Council response to the Scottish Parliament Health, Social Care and Sport Committee 'Call for Views' and 'Your Priorities' for the National Care Service (Scotland) Bill consultation. The report explained that following the introduction of the National Care Service (Scotland) Bill to the Scottish Parliament on 20 June 2022, as part of stage 1 of the Scottish Parliamentary legislative process, the Scottish Parliament Health, Social Care and Sport Committee launched a 'Call for Views' and a 'Your Priorities' consultation on 8 July 2022. Both consultations were due to close on 2 September 2022. The 'Call for Views' includes general questions about the Bill, questions about the Financial Memorandum, and the option to provide more detailed comments on individual sections of the Bill. It was primarily aimed at groups and organisations who were looking to input their views on the Bill. The 'Your Priorities' consultation offered an opportunity to ask questions or to highlight specific hopes or concerns about the Bill. The proposals, which were set out in the report, were significant and would result in a fundamental change to the role of local government in Scotland, if implemented. Amongst the recommendations, to help drive improvement in the sector, was the establishment of a National Care Service in Scotland. Members welcomed the robust response to the proposals and commented on a range of suggestions which they felt were unworkable. It was proposed that Scottish Borders offered to become a pathfinder area to ensure that people were at the forefront of the proposals. Officers were urged to have a business case ready as there would be competition to gain pathfinder status.

DECISION

AGREED to:-

- (a) endorse the response detailed in Appendix A to the report as the Scottish Borders Council's consultation response to the Scottish Parliament Health, Social Care and Sport Committee's consultation as part of stage 1 of the National Care Service (Scotland) Bill legislative process;**
- (b) support a local test of change in line with the purpose of the proposed National Care Service in partnership with NHS Borders and the Scottish Borders Health and Social Care Integration Joint Board, within the current legislative framework; and**
- (c) endorse the approach that the Leader be remitted to write to the Minister for Mental Health and Social Care setting out the proposal for a Scottish Borders test of change as per the recommendation at paragraph (b) above.**

9. REVIEW GROUP UPDATE IN CONNECTION WITH INDEPENDENT INQUIRY

With reference to paragraph 5 of the Minute of 23 June 2022, there had been circulated copies of a briefing paper by the Director Education and Lifelong Learning. The paper advised that work had now commenced in respect of all actions, as listed in the Action Plan, and in particular, work was ongoing in respect of the following elements:

- *Outcome 4:* Review and improvement of child protection training: a sub-group of the Public Protection Committee Training Group had drafted a matrix which ensured that the training met the needs of specific staff groups and was delivered at appropriate intervals and with robust methods of assessment.
- *Outcome 5:* review and improvement of the Scottish Borders Child Protection Procedures. This action was progressing in line with the implementation of revised national procedures.

- *Outcome 10(a) and 10(b)*: Auditing of existing tools and processes for communicating with parents was informing the areas for focused consultation with stakeholders, which would in turn inform a fuller review of communication methods and practice. Due to the correlation between these actions, it was intended that those continued to be delivered concurrently. There was likely to be an extension to the original timescale for delivery due to the scale of this outcome.
- *Outcome 12*: Ensure there was a clear process where any referrals concerning a staff member to the Child Protection Unit was, by default, copied to the HR Case Management System (failsafe measure).

It was noted that following the summer break meetings were now back to every two weeks.

DECISION

NOTED the update.

10. DIGITAL STRATEGY UPDATE AND OVERVIEW OF DIGITAL TRANSFORMATION PROGRAMME

With reference to paragraph 5 of the Minute of 13 May 2021, there had been circulated copies of a report by the Director Strategic Commissioning and Partnerships providing an update on the delivery of work supporting elements of Scottish Borders Council's Digital Strategy. It set out the progress on digital transformation which had been made since May 2021 and described the planned programme of digital transformation through to Quarter one of the next financial year. The Council's digital vision was for the Borders to become a smart rural region. In achieving this vision, it aimed to be an open, transparent organisation, where staff at all levels were empowered to make decisions. This required an organisation that was both data driven and risk aware, with a common purpose defined through the clear outcomes and aspirations set out in the Council plan. Realising this vision required the ongoing transformation and continual improvement of services, underpinned by digital technologies. The Council's strategic approach to mobilising and empowering the frontline workforce, capturing relevant, rich and accurate data that supported improved understanding of service delivery and outcomes, along with a wide reaching service redesign and a robust approach to performance management would make significant progress towards achieving that vision. The Council's Digital Transformation Programme would continue to move the Council forward in the journey towards achieving these goals, both through leveraging the existing digital capabilities and through the introduction of significant new enterprise level integrations and capabilities. The report provided details of a proposal to run a nine month Pathfinder project within the Digital Transformation Programme to evaluate the total impact of four highly interdependent work streams across the Social Work service. The evaluation of this Pathfinder would then be used to inform future decisions on the appropriate use of technology to support transformation across all other service areas. The Director Social Work and Practice outlined the benefits that this work would have for staff, allowing them to spend more time with clients and less time in front of a screen in the office. Members welcomed the proposals.

DECISION

AGREED:-

- to approve the updated position on the Digital Strategy supporting the Council Plan, and the 4 priority work streams which would deliver improvements in outcomes for Borders citizens in their interactions with the Council as well as efficiencies for staff;**
- to approve the Benefits Case and Change management plan presented in the report;**

- (c) that the findings of the Pathfinder Project would be used to inform the plans and priorities for a further structured programme of service redesign, integration of information systems and digital transformation across all other SBC services; and
- (d) that the Pathfinder forecast position would be reported to the Executive Committee as a core part of SBC's regular financial monitoring and reporting.

11. REVISED DEVOLVED SCHOOL MANAGEMENT SCHEME

There had been circulated copies of a report by the Director Education and Lifelong Learning seeking approval of a revised Scheme of Devolved School Management (DSM) and agreement that the revised Scheme be implemented and published in academic year 2022/23. The report explained that all Local Authorities were required to review and update their Scheme of Devolved School Management by August 2022. Headteachers and officers had worked collaboratively to draft a Scheme which was transparent and which empowered Headteachers to manage resources flexibly and responsively. A copy of the proposed DSM Scheme was contained in Appendix 1 to the report. The report detailed the changes which had been made to the Scheme and budget statements reflecting the new allocations had been prepared. Headteachers had planned resources for the academic year 2022/23 on the basis of the new Scheme. Virements were required to reallocate budgets between services within Education as part of the realignment to support the revised DSM Scheme and these were contained in Appendix 2 to the report. Councillor Leigh Douglas spoke in support of the report and proposed that recommendation (c) be amended to read "agree that adaptations to respond to service needs were ongoing with a formal review cycle of 3 years being implemented and any changes be reported to the Education Executive Committee. Members welcomed the report which allayed initial fears raised by parents. In response to a question on early years funding, the Director advised that there would be a Members briefing on the expansion of early years provision.

DECISION

AGREED:-

- (a) to approve the revised DSM Scheme, as contained in Appendix 1 to the report, for implementation from August 2022;
 - (b) to the publication and submission to Scottish Government of the revised Scheme;
 - (c) that adaptations to respond to service needs were ongoing with a formal review cycle of 3 years being implemented and any changes be reported to the Education Executive Committee; and
 - (d) to approve the virements as detailed in Appendix 2 to the report.
12. **SCOTTISH BORDERS RESPONSE TO THE REGIONAL TRANSPORT STRATEGY**
- With reference to paragraph 4 of the Minute of 27 January 2022, there had been circulated copies of a report by the Director Infrastructure and Environment providing an update on the Council's response to South-East of Scotland Regional Transport Partnership (SEStrans) Draft Regional Transport Strategy on 11 February and the subsequent work undertaken by officers to secure changes to the Draft Strategy which is to be considered for approval at the SEStran Board meeting in September 2022. The Council had approved a comprehensive set of comments on the Draft Regional Transport Strategy to SEStran which was submitted on 11 February 2022 that highlighted the need for the strategy to better reflect priorities in the Scottish Borders and other rural challenges and opportunities. The consideration of the Draft Regional Transport Strategy by SEStrans Board on the 18 March 2022 was deferred to allow discussion and agreement of revised text to be agreed with Scottish Borders Council. Revised text at key sections of the Draft Regional Transport Strategy had been agreed and it

was now proposed to take the final version of the Strategy to the SEStran Board in September 2022 for approval.

DECISION

AGREED that the Scottish Borders Council representatives on the SEStran Board approve the revised version of the Regional Transport Strategy that incorporated the alternative text agreed with officers, as detailed in the report.

13. LICENSING OF SHORT TERM LETS

There had been circulated copies of a briefing note by the Chief Legal Officer which updated Members on the requirements of the new mandatory licensing system for short term lets which local authorities were required to establish by 1 October 2022. It was explained that on 19 January 2022, the Civic Government (Scotland) Act 1982 (Licensing of Short Term Lets) Order 2022 was approved by the Scottish Government. The Order came into effect on 1 March 2022 and inserted new legislative provisions into the Civic Government (Scotland) Act 1982. Prior to the introduction of the legislation, there was no requirement to licence short-term lets and, therefore, local authorities did not have the ability to regulate these types of premises. The licensing scheme was brought in by the Scottish Government with the aim to ensure short-term lets were safe, address issues faced by neighbours, to facilitate local authorities in knowing and understanding what was happening in their area, and handling complaints effectively. It also enabled local authorities to ensure the people providing short-term lets were suitable. The legislation aimed to make sure that the economic and tourism benefits from short-term lets were balanced with the needs and concerns of local communities. The note outlined the two tier approach to implementation, the licensing process, the types of licence that could be applied for and the fees. A draft short-term lets licensing policy was currently being finalised for Members to consider, with a view thereafter of carrying out a short public consultation of three weeks on the terms of the draft policy. Upon the conclusion of the public consultation the responses would be collated and the findings reported to the Council's Civic Government Licensing Committee prior to the Licensing Policy being finalised. In response to a question, the Chief Legal Officer undertook to check the cost of licences for joint premises.

DECISION

NOTED the position.

14. REVIEW OF INTERIM SCHEME OF ADMINISTRATION

- 14.1 With reference to paragraph 4 of the Minute of 26 May 2022, there had been circulated copies of a report by the Acting Chief Executive proposing initial changes to the Interim Scheme of Administration and changes to Standing Orders, with a further report to be presented to Council in September 2022. At its meeting held on 26 May 2022, Scottish Borders Council agreed to the establishment of a Cross-Party Working Group to work on proposals for changes to the Interim Scheme of Administration. The Working Group had wide ranging discussions and its work continued but included in this report were the initial changes being proposed so far. The report contained the proposed changes to the Interim Scheme of Administration and the details were contained in the Appendix to the report. There were also changes being proposed to Standing Orders to amend the publication dates of agendas/papers for meetings from seven days prior to a meeting to ten days; and to further widen debate at meetings on Motions. The report also contained further proposals from the Working Group covering a pilot change of timing for a Council meeting; potentially allowing members of the public to submit questions for a Council meeting in a similar way to those submitted by Elected Members; a review of the Employee Council; and the future removal of the Community Planning Strategic Board as a Council committee linked to the current review of the Community Planning Partnership. The report gave details of which committee meetings should be held in a blended way (in the Chamber at Council HQ and online via Microsoft Teams) and which should be, for the main part, held wholly online (via Microsoft Teams) to take account of the current climate emergency and to assist with greater public engagement. The public business for these meetings would continue to be livestreamed and recorded. There were no known external venues out-with Council HQ at

the moment with the technology/capacity to livestream or record such meetings, so any physical meetings held out-with HQ could not currently be livestreamed or recorded.

14.2 Members generally supported the proposals but highlighted the need to keep the Scheme under continual review. Councillor Mountford moved that recommendation 3.1(e) “to amend the start time of the October or November meeting of Scottish Borders Council from 10am to 2pm and to review that impact thereafter” be deleted and to renumber the remaining recommendations accordingly. This was unanimously approved.

DECISION AGREED:-

- (a) **to make the following changes to the Interim Scheme of Administration (as detailed in the Appendix to the report):**
- (i) **Section II, Provisions applicable to all Committees – amend the wording in the second sentence to add clarity, so it read: “It shall be delegated to the Chief Executive or the Clerk to the Council to make the final determinations, in consultation with the Convener (Council) or Leader (Executive) or appropriate Chair, on whether or not an item of business should be included on an agenda.”**
 - (ii) **Section III – Council Sub-Committees (Major Contracts Governance Group) – the functions to monitor the performance of Live Borders be moved from the Executive Committee to this Group and the name of the Group was changed to the External Services/Providers Monitoring Group to better reflect that remit;**
 - (iii) **Section IV – Executive Committee and Education Performance Sub-Committee –**
 - **The Leader would chair all meetings of the Executive Committee**
 - **The removal of the Education Performance Sub-Committee**
 - **The establishment of an Education Sub-Committee of the Executive**
 - **That the current teacher, parent council, and pupil representatives on the Executive Committee moved to the Education Sub-Committee**
 - **The religious representatives became non-voting members of the Education Sub-Committee, in line with the other non-voting members of the Sub-Committee**
 - **The Education functions in the Executive Committee and the functions of the Education Performance Sub-Committee would be moved to the Education Sub-Committee**
 - **Seven Elected members would be appointed to the Education Sub-Committee, namely the Executive Member for Education & Lifelong Learning (Chair), the Executive Member for Developing Our Children & Young People, two other members of the Administration, the Champion for Opportunities for Young People, the Champion for Education & Young People and one other member not on the Administration;**
 - (iv) **Section V – Audit and Scrutiny Committee –**
 - **The removal of the Audit & Scrutiny Committee**
 - **The establishment of an Audit Committee, comprising 10 Elected Members and two non-voting members from an external source**
 - **The establishment of a Scrutiny & Petitions Committee, comprising 10 Elected Members**
 - **The audit and risk functions of the Audit & Scrutiny Committee would move to the Audit Committee**

- **The scrutiny and petitions/deputations functions of the Audit & Scrutiny Committee would move to the Scrutiny & Petitions Committee;**
- (b) that a further report be brought back to the next meeting of Council to allow Members to consider a proposal to invite a number of service users to attend - as non-voting members - those meetings of the External Services/Providers Monitoring Group for those meetings where Live Borders performance was being considered;**
 - (c) to appoint the existing Elected Members on the Audit & Scrutiny Committee to both the Audit Committee and the Scrutiny & Petitions Committee;**
 - (d) to amend the following Standing Orders:**
 - (i) Standing Order No. 8 to read: “Notice of the time and place of a meeting of the Council, and copies of any written reports to be considered, shall be given by the proper officer not later than ten days before the meeting by being left at or sent by post or communicated by e-mail to the usual place of residence of every member of the Council.”;**
 - (ii) Standing Order No. 33 to read: “A motion to which no amendment is moved may be the subject of debate at the sole discretion of the Chair, if the subject matter is considered by the Chair to be of special interest to the meeting, otherwise the motion will be declared carried.” ;**
 - (iii) Standing Order No. 35 to read: “At the discretion of the Chair, a member may address the Council more than once on any motion or amendment. A member may speak to a Point of Order or in explanation of some material part of a speech made by them which they believe to have been misunderstood or in reply to a question addressed to them through the Chair.”**
 - (e) that officers would bring a report to the next meeting of Council for consideration of a process for the inclusion of questions from the public at Council meetings;**
 - (f) that officers undertake a review of the purpose and function of the Employee Council and a report be brought back to Council in due course on the most appropriate vehicle for future employee engagement, including whether the Employee Council should remain within the Scheme of Administration in future;**
 - (g) in principle to the removal of the Community Planning Strategic Board as a formal committee of Council, once the current review of the Community Planning Partnership is completed;**
 - (h) that each Area Partnership would consider holding an annual event to showcase its work and the outcomes of the projects which it had grant-funded;**
 - (i) that the following Committee meetings be held in a blended way (with Members/Officers/the public attending in the Chamber at Council HQ or online via Microsoft Teams): Scottish Borders Council; Executive Committee; Civic Government Licensing Committee; Planning & Building Standards Committee; Local Review Body; Pension Fund Investment & Performance Sub-Committee; Staffing Appeals Committee; Education Appeals Committee; Asset Transfer Appeals Committee; and Scottish Borders Licensing Board;**

- (j) **that the following meetings be held wholly online via Microsoft Teams: all Common Good Fund Sub-Committees; William Hill Trust; External Services/Providers Monitoring Group; Education Sub-Committee; Audit Committee; Scrutiny & Petitions Committee; Sustainable Development Committee; Pension Fund Committee; JCG: Staff; JCG: Teachers; Police, Fire & Rescue, and Safer Communities Board; Community Planning Strategic Board; Area Partnerships; Local Licensing Forum; Police CAT Members Oversight Group; Anti-Poverty Members Reference Group; Community Council Scheme Review Working Group; and Regional Economic Strategy Reference Group; and**
- (k) **to note that the Chair of a committee retained the option to request meetings be held in person, taking account of travel for Members, Officers and other attendees, and also the potential impact on public engagement and attendance.**

15. PARTICIPATION REQUEST FROM SCOTTISH BORDERS COMMUNITY COUNCILS' NETWORK

There had been circulated copies of a report by the Director Resilient Communities presenting a Participation Request submitted to Scottish Borders Council by Scottish Borders Community Councils' Network (SBCCN) seeking to work with the Community Planning Partnership to "give the community perspective and knowledge as a member of the [Community Planning Partnership Strategic] Board at the highest level in determining policies that effect the community." Participations Requests were introduced in April 2017 under the Community Empowerment (Scotland) Act 2015. They were a way for communities to get involved in improving services provided by public authorities such as Scottish Borders Council. It was proposed that the Participation Request was agreed and the process (Outcome Improvement Process) put in place to achieve the identified aim of the Request was that SBCCN became a member of the Community Planning Partnership Strategic Board - a committee of Scottish Borders Council and therefore covered by the Council's Scheme of Administration. In response to a question on who the member would be, the Director confirmed this would be for the SBCCN to decide.

**DECISION
AGREED:-**

- (a) **to SBCCN's Participation Request;**
- (b) **that SBCCN be invited to join the Strategic Board with the Chair representing the Network; and**
- (c) **that the necessary amendment was made to the Council's Scheme of Administration.**

16. PROTOCOL ON RELATIONSHIPS BETWEEN POLITICAL GROUPS, ELECTED MEMBERS AND OFFICERS

There had been circulated copies of a report by the Acting Chief Executive seeking approval for a Protocol on Relationships between Political Groups, Elected Members and Officers. The report explained that the Councillors Code of Conduct, issued as required by the Ethical Standards in Public Life etc. (Scotland) Act 2000, set out the conduct expected of every Elected Member in Scotland. To complement this, and to give further clarity to both Elected Members and Officers in this Council, a draft Protocol had been produced on Relationships between Political Groups, Elected Members and Officers. The purpose of the Protocol was to guide Elected Members and Officers of the Council in their relations with one another; to develop co-operative relationships between Members; assist with Ward management; and provide a framework within which members of Political Groups within the Council were able to operate individually and collectively. The Draft Protocol was contained in the Appendix to the report. It was noted that there were no new elements contained in the protocol but gathered relevant information into one document.

DECISION

AGREED to approve the Draft Protocol for Relationships between Political Groups, Elected Members and Officers contained in the Appendix to the report.

17. APPOINTMENT OF SELECTION COMMITTEE – EXTERNAL MEMBERS OF AUDIT COMMITTEE

There had been circulated copies of a report by the Chief Officer Audit and Risk seeking approval to appoint a Selection Committee for the purpose of interviewing, selecting and appointing persons for the positions of External Members of the Audit Committee (now separate from Scrutiny as agreed at paragraph 14 above). Scottish Borders Council had had at least two External Members on its Audit Committee since 2002 to improve independence and objectivity and to ensure that the Committee's role in the scrutiny process would be robust as a key part of the Council's governance and in line with best practice. The appointment of the two existing External Members of the Audit and Scrutiny Committee (Audit business only) would end on 31 October 2022. A recruitment advertising process would commence soon. Approval was sought for the appointment of a Selection Committee for the purpose of interviewing, selecting and appointing persons as External Members of the Audit Committee. Furthermore, the Scottish Borders Health and Social Care Integration Joint Board (IJB) was looking to appoint an External Member to its Audit Committee and it was proposed to utilise the same recruitment advertising process. The IJB would approve its own process for interviewing, selecting and appointing a person as External Member of the IJB Audit Committee. Councillor Thornton-Nicol, Chair of the Audit Committee, paid tribute to the existing external members and the expertise they brought to their role.

DECISION

AGREED to:-

- (a) appoint a Selection Committee, comprising the Chair and Vice Chair of the Audit Committee, and the Executive Member for Service Delivery & Transformation for the purpose of interviewing, selecting and appointing persons as External Members of the Audit Committee; and**
- (b) note that the same recruitment advertising process would be utilised for the External Member of the IJB Audit Committee, and that the IJB would approve its own process for interviewing, selecting and appointing a person as External Member of the IJB Audit Committee.**

18. APPOINTMENT TO OUTSIDE BODIES

It was reported that the Council required to appoint a Tweeddale Councillor as a member of the Tweed Valley Tourism BID. Councillor Thornton-Nicol, seconded by Councillor Moffat, proposed Councillor Marshall Douglas be appointed. Councillor Parker, seconded by Councillor Small, moved that Councillor Tatler be appointed. There being two nominations, and in terms of Standing Order 43(b), the vote was conducted by secret ballot.

VOTE

<i>Councillor M. Douglas</i>	-	<i>11 Votes</i>
<i>Councillor Tatler</i>	-	<i>19 Votes</i>
<i>Abstentions</i>	-	<i>3</i>

Councillor Tatler was duly appointed.

DECISION

DECIDED that Councillor Tatler be appointed as the Council's representative on the Tweed Valley Tourism BID.

19. MOTION BY COUNCILLOR THORNTON-NICOL

The Motion was withdrawn from the agenda.

**DECISION
NOTED.**

20. **REMITTS OF COUNCIL CHAMPIONS**
The report was withdrawn from the agenda.

**DECISION
NOTED.**

21. **OPEN QUESTIONS**
The question submitted by Councillor Sinclair was answered.

**DECISION
NOTED the reply as detailed in Appendix I to this Minute.**

22. **PRIVATE BUSINESS
DECISION**

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

SUMMARY OF PRIVATE BUSINESS

23. **Minutes**
The private sections of the Council Minutes of 23 June and 12 July 2022 were approved.
24. **Committee Minutes**
The private sections of the Committee Minutes as detailed in paragraph 3 of this Minute were approved.
25. **Emergency Powers Report = Bus Service 101/102 Dumfries to Edinburgh**
Members noted a decision taken under the emergency powers procedure.

The meeting concluded at 1.00 p.m.

SCOTTISH BORDERS COUNCIL
25 AUGUST 2022
APPENDIX I

Question from Councillor Sinclair

To Executive Member for Estate Management & Planning

How many public toilets were closed due to Covid-19 response and which of these toilets still remain closed?

Response from Councillor Mountford

The Council has 41 public toilets distributed across 29 settlements and communities.

At the start of the pandemic all toilets were closed.

In August 2020, we reopened 16 facilities in key locations with an enhanced cleaning regime. A further 11 facilities were reopened from August 2021.

27 facilities are currently operating, with the exception of Earlston where there is a temporary but now protracted problem with the locking mechanism. Officers are working with our suppliers to resolve this issue as quickly as possible.

14 facilities remain closed. These are:

- Burnmouth
- Eyemouth Harbour
- Jedburgh Lothian Park
- Croft Park and Shedden Park in Kelso
- Bank Street Gardens and the High Street Car Park in Galashiels
- Greenyards in Melrose
- Scotts Place in Selkirk
- Stow
- Howegate and Volunteer Park in Hawick
- School Brae and Eastgate Car Park in Peebles

In Eyemouth, Jedburgh, Kelso, Galashiels, Melrose, Selkirk, Hawick and Peebles, the Council owns more than one facility and have sought to provide one operating facility in each of these towns. All disabled toilets are open.

Supplementary

Councillor Sinclair asked what the timeframe was for opening all facilities and Councillor Mountford advised that there were no current plans to re-open but officers were keeping the situation under review and would bring forward a report with recommendations for the future of these facilities at the earliest opportunity.



FLOOD RISK MANAGEMENT (SCOTLAND) ACT 2009 SECTION 38 FINAL REPORT ON PROGRESS OF ACTIONS DELIVERED IN THE TWEED, SOLWAY & FORTH ESTUARY LOCAL FLOOD RISK MANAGEMENT PLANS 2016 – 2022

Report by Director Infrastructure and Environment

SCOTTISH BORDERS COUNCIL

29 September 2022

1 PURPOSE AND SUMMARY

- 1.1 This report proposes that the Council approves the Section 38 Final Reports for the Tweed, Solway and Forth Estuary Local Flood Risk Management Plans (LFRMP), as a true reflection of the progress made during the 6 year Flood Risk Management (FRM) cycle 2016 - 2022 to mitigate flood risk in the Scottish Borders.**
- 1.2 This approval is required to allow for the publication of the Section 38 Final Reports for each Local Flood Risk Management Plan in Scotland by December 2022.**
- 1.3 The inception of the Flood Risk Management (Scotland) Act 2009 (FRM Act) requires the production of Local Flood Risk Management Plans covering each Local Plan District (LPD) in Scotland. Scottish Borders Council's area falls within 3 of the 14 Local Plan Districts in Scotland. These are Forth Estuary LPD, Tweed LPD and Solway LPD.
- 1.4 There are two sets of complementary plans; Flood Risk Management Strategies which were approved by Scottish Ministers and subsequently published by the Scottish Environment Protection Agency (SEPA) on 22 December 2015 and Local Flood Risk Management Plans produced by Lead Authorities and published 22 June 2016. Scottish Borders Council is the Lead Authority for Tweed Local Plan District.
- 1.5 The Flood Risk Management Strategies and Local Flood Risk Management Plans have been developed through collaborative partnerships between Local Authorities, SEPA and Scottish Water.
- 1.6 The Flood Risk Management Strategies and Local Flood Risk Management Plans provide a framework for co-ordinating actions across catchments to deal with all sources of flooding. These plans ensure long term planning around flooding and under Section 41(2) of the FRM Act, Scottish Ministers must take them into account when allocating funding. This approach helps target investment to areas where there is the greatest risk of flooding and

where communities can receive the greatest benefit. This will help to maximise the benefit of public investment.

- 1.7 The Local Flood Risk Management Plans take the objectives and actions identified in the Flood Risk Management Strategies and set out who will be responsible for delivering the action, how the action will be funded, a timetable for when the action will be delivered and how it will be co-ordinated within the first FRM Cycle 2016 - 2022.
- 1.8 Section 38 of the Flood Risk Management (Scotland) Act 2009 requires that the Lead Authority of each Local Plan District reviews and publishes a Final Report on the progress made in implementing the measures to mitigate flood risk detailed in the relevant Local Flood Risk Management Plan during the first FRM Cycle 2016 - 2022.
- 1.9 There is now a need to obtain the Council's approval of the Section 38 Final Reports for the Tweed, Solway and Forth Estuary Local Flood Risk Management Plan for national publication by December 2022.
- 1.10 NOTE: *The content and progress of the final reports for the Tweed, Solway and Forth Estuary Local Flood Risk Management Plans are correct and agreed with all responsible authorities for the purpose of this Council Report. The final public version to be presented to Scottish Ministers and the wider public will be finalised prior to formal publication, only addition will be relevant updates from South Lanarkshire Council.***

2 RECOMMENDATIONS

- 3.1 **I recommend that the Council approves the:-**
 - (a) S38 Final Report for the Tweed Local Flood Risk Management Plan;**
 - (b) S38 Final Report for the Solway Local Flood Risk Management Plan; and**
 - (c) S38 Final Report for the Forth Estuary Local Flood Risk Management Plan.**

3 BACKGROUND

- 3.1 The Flood Risk Management (Scotland) Act 2009 (FRM Act) requires the production of Flood Risk Management Plans covering each Local Plan District in Scotland.
- 3.2 There are two sets of complementary plans required; Flood Risk Management Strategies produced by the Scottish Environment Protection Agency (SEPA), and Local Flood Risk Management Plans produced by the Lead Local Authorities.
- 3.3 The Lead Authority of each local plan district is responsible for leading in the production, consultation, publication and review of the Local Flood Risk Management Plan for their district.
- 3.4 There are 14 local plan districts in Scotland. The Scottish Borders falls within 3 of these local plan districts, namely the Forth Estuary, Tweed, and Solway. Falkirk Council is Lead for the Forth Estuary, Scottish Borders Council is Lead for the Tweed, and Dumfries and Galloway Council is Lead for the Solway.
- 3.5 The Flood Risk Management Strategies produced by SEPA identify the main flood hazards and impacts, set out objectives for reducing flood risk and prioritise actions to achieve these objectives.
- 3.6 To prioritise actions across Scotland, SEPA made a technical, risk based assessment of costs and impacts. This independent assessment was used alongside information from partner organisations to jointly agree priorities and identify indicative delivery dates for actions. A National Prioritisation Working Group was established to provide guidance to SEPA on the priority for flood risk management actions.
- 3.7 The Local Flood Risk Management Plans take the objectives and actions identified in the Flood Risk Management Strategies and set out who will be responsible for delivering the action, how the action will be funded, a timetable for when the action will be delivered, and how it will be co-ordinated within a six-year cycle.
- 3.8 The Tweed Local Plan District has 13 Potentially Vulnerable Areas, 12 which are within the Scottish Borders Council's authority area and one which falls within the South Lanarkshire Council's authority area, namely Biggar, (PVA13/07).
- 3.9 The Forth Estuary Local Plan District has 29 Potentially Vulnerable Areas, one of which is within the Scottish Borders Council's authority area, namely the Berwickshire Coast, (PVA10/26).
- 3.10 The Solway Local Plan District has 26 Potentially Vulnerable Areas, one of which is within the Scottish Borders Council's authority area, namely Newcastleton (PVA14/03).
- 3.11 Both the Flood Risk Management Strategies and the Local Flood Risk Management Plans were developed collaboratively by SEPA, Local

Authorities and Scottish Water. Both the strategies and plans were subject to a combined public consultation prior to publication on 22 June 2016

3.12 In addition, the engagement and support of local and national advisory groups has been sought during the development of the Flood Risk Management Strategies and Local Flood Risk Management Plans.

3.13 The Flood Risk Management Strategies and the Local Flood Risk Management Plans give details on a number of objectives and the actions to fulfil these objectives. The actions taken forward within the Local Flood Risk Management Plans are:-

- Flood protection schemes/works;
- Natural flood management works;
- New flood warning;
- Flood protection study;
- Natural flood management study;
- Surface water plan/study;
- Strategic mapping and modelling;
- Maintain flood protection scheme;
- Maintain flood warning;
- Flood forecasting;
- Property level protection scheme;
- Community flood action groups;
- Self help;
- Awareness raising;
- Maintenance;
- Site protection plans;
- Emergency plans/response;
- Planning policies.

3.14 In combination the Flood Risk Management Strategies and the Local Flood Risk Management Plans determine how flood risk will be managed across the Scottish Borders through the three appropriate Local Plan Districts, namely the Forth Estuary, the Tweed and the Solway during the first Flood Risk Management Cycle 2016 – 2022.

3.15 Section 38 of the FRM Act states that the Lead Authority must review the Local Flood Risk Management Plan and publish a report on the progress being made to implement the measures identified to mitigate flood risk in the plan and provide a summary of the current measures which were not implemented, with reasons for their non-implementation and a description of any other measures implemented since the plan was finalised which the lead authority considers have contributed to the achievements of the objectives summarised in the supplementary part of the plan.

3.16 Detail on the Section 38 Final Report review can be found in the following appendices and links.

- See Appendix 1 – Tweed LPD INTERIM REPORT Local Flood Risk Management Plan – V1.2 Draft.
- See Appendix 2 –Solway LPD INTERIM REPORT Local Flood Risk Management Plan, Newcastleton PVA datasheet

- See Appendix 3 –Forth Estuary LPD INTERIM REPORT Local Flood Risk Management Plan, Berwickshire Coast PVA datasheet
- See Appendix 4 - Other Actions delivered not specified in the Local Flood Risk Management Plans

5 IMPLICATIONS

5.1 Financial

- (a) Funding from Scottish Government for implementation of actions including flood protection schemes and associated studies is included in the national 10 year funding period 2016 – 2026, whereby £42 million each year is allocated across Scotland to deliver the actions in each Local Flood Risk Management Plan. This is split 80% toward development of flood protection schemes and a 20% top slice to the delivery of all other actions. The 20% is shared with each Local Authority in Scotland based on the degree of flood risk they have. The 20% top slice is distributed to Local Authorities as part of the Councils general capital grant from the Scottish Government.
- (b) This report does not have any immediate financial implications with respect to implementing the remaining measures highlighted in the Local Flood Risk Management Plans as funding is included in the Flood & Coastal Management Revenue and Capital Block Allocations.

5.2 Risk and Mitigations

Currently there are no immediate risks to the completion of the actions detailed in the Local Flood Risk Management Plans. However this is based on the funding levels from the Scottish Government for flooding being maintained at their current level and that the allocation of budget within the Council to deliver the Local Flood Risk Management Plans is also maintained. There is no mitigation for this but there is a reputational risk to Scottish Borders Council if these actions are not delivered.

5.3 Integrated Impact Assessment

Flood Risk Management and the Section 38 Reporting does not discriminate against any individuals or groups. The end of cycle reporting is a review of actions that are of a technical nature to help whole communities mitigate and reduce flood risk.

5.4 Sustainable Development Goals

The development of the strategies and plans are being undertaken as part of implementing the Flood Risk Management (Scotland) Act 2009 which has, as its core principle, the need to act sustainably.

5.5 Climate Change

The implementation of actions, in particular construction projects will be assessed in detail through detail design and delivery of such projects to ensure that these are delivered in a sustainable and climate friendly manner. The delivery of such actions will be offset by the benefits in reducing the impacts of flooding.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in 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

No changes required.

6 CONSULTATION

6.1 The following officers have been consulted Director (Finance & Corporate Governance), Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council, Communications, Chief Executive and the Director (Resilient Communities) have been consulted and any comments received have been incorporated into the final report.

Approved by

John Curry

Director Infrastructure & Environment

Author(s)

Name	Designation and Contact Number
Duncan Morrison	Flood & Coastal Management Team Leader - 01835826701

Background Papers:

[Tweed Local Plan District](#)

[Solway Local Plan District](#)

[Forth Estuary Local Flood Risk Management Plan 2016 - 2022](#)

[Forth Estuary Flood Risk Management Plan Interim Report](#)

Previous Minute Reference: Scottish Borders Council, 31 January 2019

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

Contact us at Duncan Morrison, Scottish Borders Council, Council HQ, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 826701 Email:

DMorrison@scotborders.gov.uk

Flood Risk Management (Scotland) Act 2009:

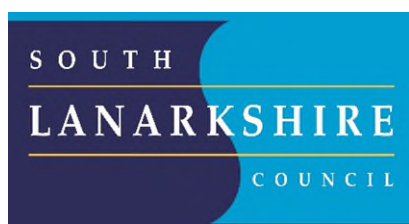
Tweed Local Plan District Local Flood Risk Management Plan FINAL REPORT



Published by:

Scottish Borders Council
Lead Local Authority
Tweed Local Plan District
September 2022

In partnership with:



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Foreword

This Final Report for the Local Flood Risk Management Plan shows the progress made in delivering the actions to avoid and reduce the risk of flooding, to allow us to prepare and protect ourselves and our communities across the breadth of the local plan district. The report also marks the completion of the first Flood Risk Management (FRM) Cycle as we now transition into the second FRM Cycle 2022 -2028.

“The impacts of flooding experienced by individuals, communities and businesses can be devastating and long lasting. It is vital that we continue to reduce the risk of any such future events and improve Scotland’s ability to manage and recover from any events which do occur.”

(Tweed Local Flood Risk Management Plan (LFRMP), June 2016)

The publication of this Final Report shows that the co-ordinated and collaborative efforts of public bodies can be brought together to deliver sustainable outcomes.

The Final Report is published by Scottish Borders Council, as Lead Local Authority for the Tweed Local Plan District (LPD) - a partnership comprising 2 local authorities - Scottish Borders Council & South Lanarkshire Council, SEPA, Scottish Water; Scottish Forestry and Forestry & Land Scotland.

Individuals are the first line of defence against flooding and have responsibilities to protect themselves from flooding. Through self-help and property flood resilience, awareness raising and signing up to Floodline (www.floodlinescotland.org.uk), individuals, businesses and communities can and have made key contributions to the delivery of the actions in the LFRMP (the ‘Plan’).

Since the publication of the Plan in June 2016, public sector finances in Scotland have continued to be under considerable pressure. This placed an even greater responsibility on SEPA, local authorities, Scottish Water and other responsible authorities to deliver their flood risk management responsibilities in an effective and sustainable way. During Cycle 1 we have also had to respond to the challenges of the COVID-19 pandemic.

SEPA, local authorities, Scottish Water, and other responsible authorities will continue to work collaboratively to implement the actions set out in the second FRM cycle 2022 - 2028.

Background

The Final Report is a statutory requirement of the Flood Risk Management (Scotland) Act 2009 (Section 38). The Final Report presents:

- an assessment of the progress made towards implementing the Tweed LFRMP;
- a summary of the planned actions which were not implemented, with reasons for their non-implementation; and
- a description of any other actions implemented since the plan was finalised which the lead authority considers have contributed to the achievement of the objectives.

A copy of the Tweed LFRMP Plan can be found at the following link:

[Tweed Local Flood Risk Management Plan 2016 - 2022](#)

Review of the Plan

This section presents the review of the Plan including progress highlights, a statement on the planned actions not implemented, the significant challenges faced and the next steps to be taken forward during the second FRM planning cycle.

Key progress in reducing the impacts of flooding since publication

- Selkirk Flood Protection Scheme was officially opened on 27 February 2017.
- Hawick Flood Protection Scheme is under construction and is due for completion in 2023.
- Jedburgh (Skiprunning Burn) Flood Protection Scheme was completed in spring 2016 and provides flood risk mitigation to the town centre of Jedburgh from the Skiprunning Burn.
- Peebles, Broughton & Innerleithen flood study completed with a flood scheme proposed in Peebles for delivery in the FRM Cycle 2022 – 2028
- Earlston flood study completed.
- A Property Level Protection Scheme was delivered to 39 properties in low-lying areas of Peebles, which are at high risk of flooding from the River Tweed.
- An Ettrick Valley Flood Study has been developed to assess the risk and appraise option to mitigate flood risk in the valley, in particular isolation during storm events.
- A flood study for Lindean has been developed to determine the existing flood risk and appraise options to mitigate that risk, public consultation due to take place in autumn 2022.
- A flood study has been progressed for the Slitrig Water in Hawick and inform the development of future flood risk management measures in the area.
- Successful repair of damaged gabion wall on the Galashiels Flood Protection Scheme.
- Successful Repair of leaking flood wall and flood windows on the Jedburgh (Richmond Row) Flood Protection Scheme.
- Awareness raising has been on-going in the Tweed LPD. Partnership working between responsible authorities has continued, informing the public of the flood risk in the LPD and what they can do to help themselves.

- Scottish Water has completed all 14, Section 16 Assessments that were programmed for the 2016 – 2022 FRM cycle.
- SEPA has continued to operate the Scottish Flood Forecasting Service Partnership with the Met Office. Daily, national flood guidance statements are issued to Category 1 and 2 agencies (such as emergency responders, local authorities and other organisations with flooding management duties). Each daily statement gives an assessment of the risk of flooding for the next five days to help enable these organisations to put preparations in place to reduce the impact of flooding. SEPA’s Flood Alert service is freely available to everyone and helps enable communities to be aware and prepared to reduce the impacts of flooding. SEPA has also continued to provide flood warning service to a number of locations within the Tweed Local Plan District.

Significant deviations from the plan

No significant deviations from the Plan are considered to have occurred

Significant challenges

Based on a review of the assessment of the progress of actions detailed in this report, the following key challenges and issues have been identified, some of which have had an impact on the delivery of actions to manage flood risk. Where these challenges have had an impact on the delivery of specific actions, this impact is detailed in the section headed Implementation of PVA-specific Actions.

Significant Weather Events

The Tweed LPD has been adversely affected by significant weather throughout the first FRM Cycle 2016 – 2022. There have been a number of named and un-named storms which have impacted on the delivery of actions. Storm Desmond and Storm Frank in December 2015 and adverse weather early 2016 caused flooding across the Local Plan District with significant property flooding, in Peebles, Hawick, Bonchester Bridge and Jedburgh. Many rural communities were isolated as a result of the flooding and there was significant impacts on the local road network. This in turn had a knock on effect on the initial delivery of actions in the Plan from June 2016 onwards with resources deployed to deal with the aftermath of the flooding.

Latterly Storms in February 2020 & February 2021 saw the same properties along the banks of the Slitrig flooded twice within a year and further damage caused to the road network and a local guest house destroyed as it fell into the River Teviot in Hawick.

COVID-19 Pandemic

The COVID pandemic has impacted the delivery of Cycle 1 actions including a requirement to suspend flood risk management construction works as part of the national effort to minimise the spread of the virus during the first national lockdown. The pandemic also disrupted flood risk

management studies and flood modelling due to the transition to home working and the challenges of effectively consulting and engaging with flood vulnerable communities. These impacts have resulted in higher implementation costs and programme delays.

Resources

Whilst the majority of actions have either been progressed in line or have advanced further than set out in the Plan, the primary reason for actions not progressing as far as intended was a challenging resource environment.

The available human resource, with the necessary skills to manage and develop solutions to reduce flood risk, has also constrained progress. Much of this human resource pressure has arisen from the increased level of investment in flood risk management across Scotland and the wider UK, leading to challenging recruitment. This pressure is compounded by flood risk management demanding particular technical skills. This human resource pressure has been observed within the authorities responsible for progressing individual actions and the engineering consultants that these authorities seek to engage to support the development of solutions.

Technical Complexity

Developing an understanding of how flooding occurs and the most appropriate combination of solutions to reduce flood risk is technically challenging, including the need to build complex computer models to understand how storm events, tides, watercourse geometry, topography, land use and climate change all interact to cause flooding. This challenge has impacted progress on a number of actions which has delayed progress on subsequent actions.

Cyber-attack on SEPA

On 24 December 2020, SEPA was subject to a serious and complex cyber-attack, which significantly impacted the organisation, staff, public and private partners, and the communities who rely on SEPA's services. Since the attack, SEPA has worked with Scottish Government, Police Scotland, the National Cyber Security Centre (NCSC) and the Scottish Business Resilience Centre (SBRC), to a clear recovery strategy. The incident has, however, temporarily impacted progress on a number of actions such as new flood warnings, mapping and modelling projects and some engagement activities. Many of these projects are still going ahead but the timescales for them have been adjusted.

Other Actions

- Facilitated the delivery of a property level protection scheme for the Peebles Tweed Green area. Funded from the flood grant money provided in the aftermath of Storms Desmond and Frank, this provides greater resilience to flooding for 39 properties in this area.

- Facilitated bank reinstatement & retaining wall works in the aftermath of Storms Desmond & Frank to the garden areas which bound the Rule Water to the rear of Weens Place, Bonchester Bridge.
- Storm damage repairs to significant stretches of banking at Liddesdale Crescent, Hawick which was impacting on properties as a result of erosion from the Slitrig Water.
- Flood works have been completed at Whitlaw and Crowbyres, Hawick on the banks of the Slitrig, providing flood mitigation to higher return period flood events.
- Upgrade of priority culvert inlet trash screen on the Bakehouse Burn, Galashiels to reduce the risk of flooding to the centre of Galashiels.
- Provided a floodgate to Malestroit Court, Jedburgh to complete the resident led flood works to protect three properties from flooding of the Jed Water.
- Worked with Scottish Borders Housing Association to provide property level protection to their housing stock in flood risk areas in Hawick and Bonchester Bridge.
- Successfully developed a formal flood protection scheme for Romannobridge to protect the Romannomill area, currently awaiting construction.
- Construction of collection sump and culvert to divert out of bank flows from small burn originating from Duns golf course, impacting road networks and housing estates.
- Re-instatement of collapsed river banking to rear of Bankend North Industrial Estate Jedburgh, reducing flood risk to local businesses, property and A68 Trunk Road.
- Installed river level sensor at Jedburgh Richmond Row flood gate to provide advanced warning of rising river levels.
- Small-scale ditching and culvert replacement to drainage channels adjacent to Forest Road, Bonchester Bridge to reduce surface water flood risk.
- New public sandbag store provided to Bonchester Bridge.
- Enhanced road drainage measures implemented on the A701 to mitigate surface water flooding to the centre of Broughton Village.

Tweed Forum Works

- Gala Water Catchment – Tweed Forum has now created 202ha of native riparian and hillslope woodlands and also the introduction of 16 pond and scrapes for flood water retention and wildlife habitats. Tweed Forum in partnership with SEPA also successfully undertook riverbank stabilisation works at two farms in the catchment. We are working with JBA on the NFM Scoping Study currently being carried out.
- Leader catchment – investigating NFM and bank protection works on the Leader and Cleekhimin Burn to reduce erosion and damage to land and infrastructure as well as slowing down out of bank flows.
- Teviot Catchment – Partners Tweed Forum have planted 142ha of riparian woodland and 4 ponds retention ponds across the following farms:
 - Bowanhill
 - Branxholme Braes
 - Broadhaugh
 - Commonside
 - Linhope

- Lymiecleuch & Gideonscleuch
- Northhouse
- Swinside Farm
- Whitchesters

and also in partnership with SEPA helped implement riverbank stabilisation at 1 farm.

- Bowmont Water Catchment – 59ha of riparian woodland planted across 5 farms and innovative trials undertaken of 4 types of bank stabilisation and log jams for catching sediment.
- Eddleston Water Catchment - Tweed Forum in partnership with key stakeholders are investigating the concept of NFM through a number of measures implemented in this catchment. To date the following NFM measures have been installed;
 - 209ha of riparian woodland created, which will help increase rainfall interception, evapotranspiration, soil infiltration and slow overland flow
 - 25km of fencing erected and just under 327,000 native trees planted
 - 2.9km of river re-meandered. This has increased river length, reduced the slope and speed of the water flow and provided more space for flood waters, as well as creating new habitats and improving the landscape.
 - 2.9 km of flood embankments removed
 - 136 ‘high flow restrictors’ installed that will encourage out-of-bank flow and hold back water in the headwaters
 - 40 leaky ponds created (29,955 m2). These wetland features have a good deal of ‘free board’ built in so that they will store water during intense rainfall events.

Click here <http://tweedforum.org/our-work/projects/the-eddleston-water-project/>

- Biggar Water Catchment - Tweed Forum is working with SEPA, South Lanarkshire Council and SBC to investigate the potential of restoring a section of the Biggar Water and reducing flooding through Biggar and Broughton. An options appraisal has been completed and detailed designs will take place shortly. A considerable funding package amounting to some £400k has been secured.

The Next Planning Cycle

This report marks the completion of Cycle 1 and we are now transitioning into the second FRM Cycle. (Cycle 2)

The Tweed Local Flood Risk Management Plan 2022 – 2028, is scheduled for publication during December 2022.

Many of the Cycle 1 actions were to undertake studies that have led to the identification of further actions to be implemented in Cycle 2 and beyond. For example, a flood protection study may recommend that a community flood action group is set up to increase resilience to flooding, or that a Flood Protection Scheme is constructed.

Conclusions

Overall, delivery of the majority of actions in the Tweed LRMP has been successful, enhanced by the partnership working and data sharing throughout Cycle 1. The actions delivered have helped reduce flood risk and helped to inform future actions that will be progressed during Cycle 2 and subsequent cycles to reduce flood risk further. Whilst the majority of actions have either been progressed in line or have advanced further than set out in the Plan, some actions have not progressed as far or as quickly as intended these action will be continue to conclusion into Cycle 2.

In summary, the Tweed Local Plan District benefits from being mostly covered by the Scottish Borders Council area with the exception of Biggar in South Lanarkshire. As Lead Authority, we believe that this has been a significant contributing factor to the successful delivery of actions in the Tweed Local Flood Risk Management Plan 2016 – 2022.

Assessment of progress

This section sets out an assessment of the implementation of actions set out in the Tweed LFRMP.

There are actions that apply across the whole of the Tweed LPD and actions that are specific to each of the 13 Potentially Vulnerable Areas (as defined under Section 13 of the Act) in the Tweed LPD, which are shown below in Figure 1

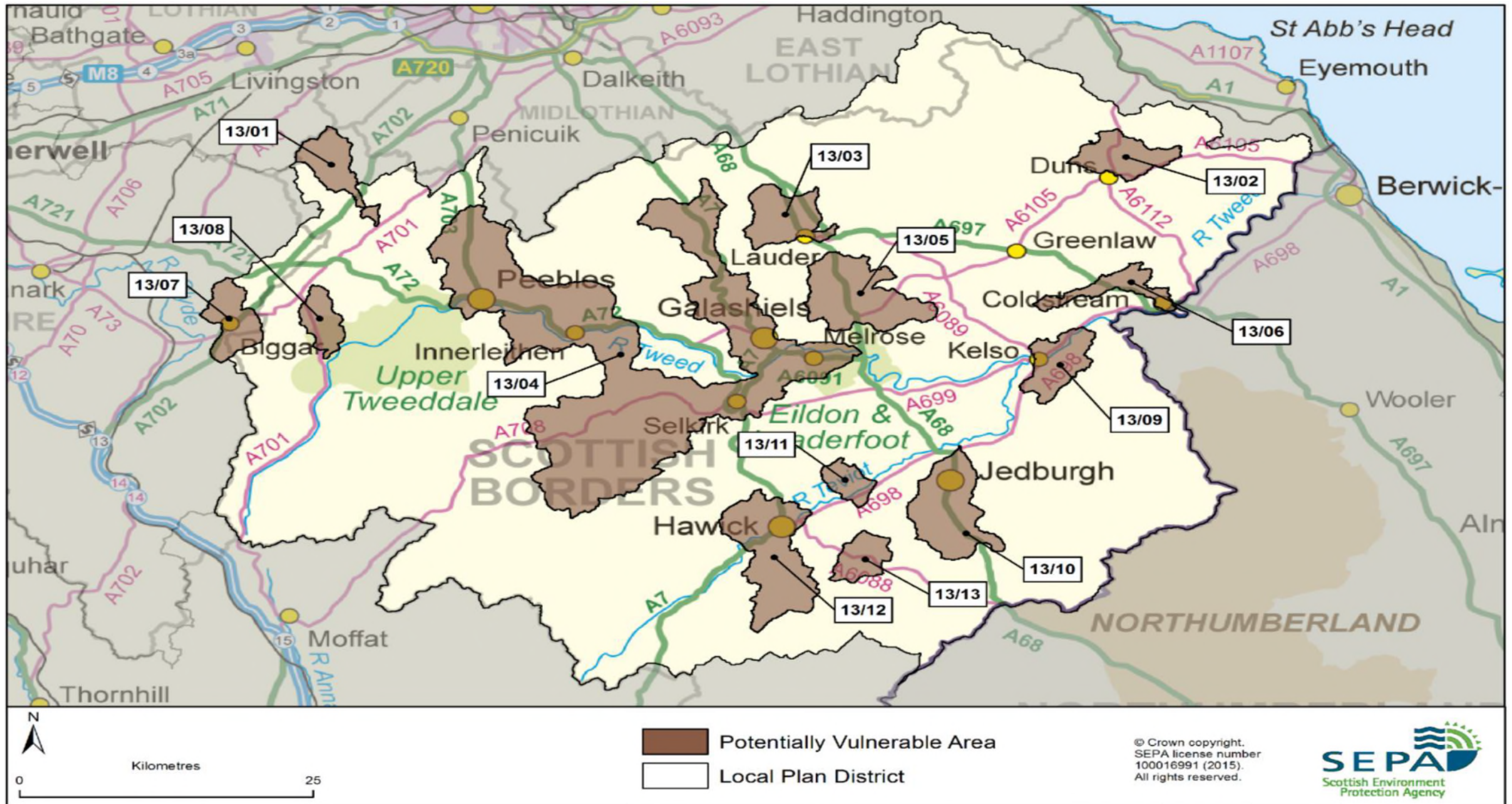


Figure 1: The Clyde and Loch Lomond Local Plan District with Potentially Vulnerable Areas identified

Reproduced from Tweed Local Plan District Flood Risk Management Strategy, SEPA (December 2015)

The actions that apply to individual PVA across the Tweed LPD are shown in Figure 2. The summary of the assessment of implementation is shown using the traffic light system, where each item is marked as Red, Amber or Green (RAG) and where:

- **GREEN** – Action has been delivered, is on programme and within budget;
- **AMBER** – Action is behind programme and/or over budget, but the key dates are still anticipated to be met.
- **RED** – Action is behind programme and/or over budget, with key dates unlikely to be met and/or the outputs unlikely to achieve what was anticipated by the LFRMP.

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/01 West Linton							G A		G	G			G	G	G		G	G
13/02 Preston									G	G			G	G	G		G	G
13/03 Lauder							G A	G		G			G	G	G		G	G
13/04 Eddleston/Peebles/Innerleithen/Selkirk/Stow & Galashiels	G			G	G	G	G A	G	G	G		G	G	G	G		G	G
13/05 Earlston				G			G A	G	G	G			G	G	G		G	G
13/06 Coldstream							G		G	G			G	G	G		G	G
13/07 Biggar				A			G A	G		G			G	G	G		G	G
13/08 Broughton				G			A			G			G	G	G		G	G
13/09 Kelso							G		G	G			G	G	G		G	G
13/10 Jedburgh							G	G	G	G	G	G	G	G	G		G	G
13/11 Denholm								G	G	G			G	G	G		G	G
13/12 Hawick	A				R	A	G A		G	G		G	G	G	G		G	G
13/13 Bonchester Bridge										G			G	G	G		G	G

Figure 2: Summary of progress of actions to manage flood risk in the Potentially Vulnerable Areas of Tweed Local Plan District

Tweed LPD Wide Actions - Assessment of progress

This section sets out an assessment of the implementation of actions that apply across the whole of the Tweed LPD covering the six-year plan 2016 - 2022, this is presented in Figure 3 overleaf.

Action	Status	Description	Delivery Lead	Details of Action Delivery 2016 - 2022
Flood forecasting	G	The Scottish Flood Forecasting Service is a joint initiative between SEPA and the Met Office that produces daily, national flood guidance statements which are issued to Category 1 and 2 Responders. The flood guidance statements provide an assessment of the risk of flooding for a five day period allowing responders time to put preparations in place to reduce the impact of flooding. The service also provides information which allows SEPA to issue flood warnings, giving people a better chance of reducing the impact of flooding on their home or business. For more information please visit SEPA's Website.	SEPA	SEPA continues to improve the Scottish Flood Forecasting Service with the Met Office, with daily Flood Guidance Statements and regional Flood Alerts issued as required to enable communities and responders to reduce the impacts of flooding. SEPA in partnership with the Met Office has developed a public version of the daily Flood Guidance Statement, the Scottish Flood Forecast, to provide better and earlier information to the public. A beta version of this product was launched in May 2022. It will be refined in the wake of user feedback. A more focussed version of the product, producing guidance at a local level, is planned for the next flood risk management cycle. Options for developing forecasts of surface water flooding have been published in 2022 to help urban areas and the transport network improve their resilience to and preparedness for flooding. The development and wider roll-out of this service is being considered alongside the technical, resource and communication challenges associated with providing surface water flooding guidance.
Self help	G	Everyone is responsible for protecting themselves and their property from flooding. Property and business owners can take simple steps to reduce damage and disruption to their homes and businesses should flooding happen. This includes preparing a flood plan and flood kit, installing property level protection, signing up to Floodline and Resilient Communities Initiatives, and ensuring that properties and businesses are insured against flood damage.	All Responsible Authorities	<p>Scottish Borders Council – throughout Cycle 1 continued to promote and deliver a subsidised Flood Product Scheme for the Scottish Borders allowing residents' access to affordable Property Level Protection. A Property Level Protection Scheme has been implemented by Scottish Borders Council to increase flood resilience at an area of frequent flooding in Peebles. Scottish Borders Council continues to promote and implement the Resilient Communities Scheme.</p> <p>South Lanarkshire Council - provide advice to those affected by flooding with regards to available property level flood protection products, techniques and potential funding opportunities to reduce flood risk.</p> <p>South Lanarkshire Council - will continue to offer advice and will work with Scottish Flood Forum in relation to Self Help requests from those affected by flooding.</p>
Awareness raising	G	SEPA and the responsible authorities have a duty to raise public awareness of flood risk. Improved awareness of flood risk and actions that prepare individuals, homes and businesses for flooding can reduce the overall impact.	All Responsible Authorities	<p>SEPA - continues to work with others to raise awareness of flood risk and its flood warning service. It has participated in local activities including school / education and community resilience activities when able. Some planned activities notably in person joint events have been limited or delayed due to Covid 19. They will also continue to engage with communities through local participation in national initiatives, including partnership working with Neighbourhood Watch Scotland. In addition, SEPA will engage with local authorities and community resilience groups where possible.</p> <p>Scottish Water will continue to support SEPA and responsible authorities with their awareness raising activities as required and provide targeted flooding communications for Scottish Water specific activities. Scottish Water will raise awareness by producing and supplying targeted information to the public on large capital projects and detailed local studies. More general information and flooding guidance are available on the Scottish Water website.</p> <p>Scottish Borders Council - continues to work with resilient communities set up under the scheme throughout the Scottish Borders. The Council worked with FloodRE in some Border Towns to increase awareness of the new Flood RE Insurance Scheme which provides affordable insurance scheme for those properties at Flood Risk. Scottish Borders Council continues to work closely with flood action groups and resilience groups to encourage actions to raise awareness of flood risk within the Scottish Borders. This includes letter dropping and attending Community Council and Local Flood Group Meetings.</p> <p>South Lanarkshire Council - continue to work alongside Scottish Water and SEPA to raise public awareness of flood risk. SLC's annual Winter Awareness Campaign includes information on flooding and is cascaded to staff and the public via the Council's social media accounts.</p>

				South Lanarkshire Council -will continue to work with Scottish Water and SEPA to raise public awareness of Flood Risk. SLC's annual Winter Awareness Campaign will continue to include information on flooding which will be cascaded to staff and the public via the Council's social media accounts. SLC will also continue to raise public awareness during the LFRMP 2 Consultation process.
Maintenance	G	Local authorities have a duty to assess watercourses and carry out clearance and repair works where such works would substantially reduce flood risk. They produce schedules of clearance and repair works and make these available for public inspection. Scottish Water undertake risk based inspection, maintenance and repair on the public sewer network. Asset owners and riparian landowners are responsible for the maintenance and management of their own assets including those which help to reduce flood risk.	Local Authorities	<p>Scottish Borders Council - continues to undertake a regime of watercourse inspections on a risk-based approach, updating the Section 18 Clearance & Repair Schedule and undertaking the necessary repairs to reduce flood risk. This has included maintenance works on the Jedburgh (Richmond Row) FPS and maintenance to the Selkirk FPS (St Marys Loch)</p> <p>South Lanarkshire Council – will continue to assess and maintain watercourses within the SLC area. Continue to review the application of the SLC watercourse telemetry network.</p> <p>South Lanarkshire Council - undertake regular assessment and clearance of watercourses in our area. To monitor the water levels and debris accumulations at our most at-risk flood locations, a network of watercourse telemetry equipment is maintained to provide real-time flood warnings</p>
Emergency plans/response	G	Providing an emergency response to flooding is the responsibility of many organisations, including local authorities, the emergency services and SEPA. Effective management of an emergency response relies on emergency plans that are prepared under the Civil Contingencies Act 2004 by Category 1 and 2 Responders. Scottish Water is a Category 2 responder under the Civil Contingencies Act 2004 and will support regional and local resilience partnerships as required. The emergency response by these organisations is coordinated through regional and local resilience partnerships. This response may be supported by the work of voluntary organisations.	Category 1 & 2 Responders	<p>All - Responders will continue a co-ordinated approach to emergency situations to initiate relevant Emergency Plans as appropriate in relation to MET office weather warnings and SEPA flood warning information.</p> <p>Scottish Borders Council - will continue to revise and develop relevant Emergency Plans as new information becomes available. SBC will also continue to undertake duties as Category 1 responders under the Civil Contingencies Act 2004 and contribute towards Resilience Partnership groups at local and regional levels.</p> <p>South Lanarkshire Council - We have an Emergency Management Team, led by our Contingency Planning Officer and made up of senior managers representing each of our main departments, which takes responsibility for preparing for and responding to emergencies. The Council's Flood Risk Management Team are represented on the Council's EMT.</p> <p>South Lanarkshire Council - is a Category 1 responder who works on a day-to-day basis with emergency services including Police, Fire and the NHS to ensure the safety and wellbeing of our communities during emergencies.</p>
Planning Policy	G	Scottish Planning Policy and accompanying Planning Advice Notes set out Scottish Ministers' priorities for the operation of the planning system and for the development and use of land. In terms of flood risk management, the policy supports a catchment-scale approach to sustainable flood risk management and aims to build the resilience of our cities and towns, encourage sustainable land management in our rural areas, and to address the long-term vulnerability of parts of our coasts and islands. Under this approach, new development in areas with medium to high likelihood of flooding should be avoided.	Planning Authority	<p>SEPA - continues to exercise its planning functions with a view to reducing overall flood risk. We effectively contribute to the delivery of sustainable flood risk management and we support the delivery of FRM Plans and Local FRM Plans. In line with the management actions that accord with national planning policies, we have and will continue to object to development at medium to high risk of flooding when it is contrary to the risk framework set out in Scottish Planning Policy. We have and will continue to engage from the start of the development plan process and encourage planning authorities to undertake a Strategic Flood Risk Assessment to inform their spatial strategy. We remain committed to exercising our planning functions with a view to reducing overall flood risk, and when a new national planning policy context is finalised later in 2022 via the National Planning Framework 4, we will take the same approach.</p> <p>Scottish Borders Council – will continue to provide advice to the planning authority on local planning publications within the Scottish Borders. This included the Housing Supplementary Guidance and the Main Issues Report, which supplements the Local Development Plan 2, ensuring that these assess all aspects of flood risk, encourage sustainable flood risk management and comply with Scottish Planning Policy and the FRM Act 2009.</p> <p>South Lanarkshire Council - The Council's Flood Risk Management team are consulted regularly to review planning applications in relation to flood risk. The Council's Local Development Plan also outlines the Council's flood risk requirements for proposed developments.</p>
Strategic mapping and modelling (surface water)		SEPA will be seeking to incorporate additional surface water hazard mapping information into the flood maps to improve understanding of flood risk. Approximately	SEPA	SEPA - The national surface water flooding modelling project will be completed in 2023. The outputs from this will be used to update SEPA maps early in cycle 2 and will inform SEPA's flood risk assessments for the next flood risk management cycle.

		2,100km ² of improved data is currently available within this Local Plan District.		
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Figure 3: Progress with LPD-wide Actions for the Tweed LPD

Implementation of PVA-specific Actions

This chapter is focused on the actions delivered in each Potentially Vulnerable Areas to manage flood risk.

The Potentially Vulnerable Area level action tables below set out the flood management actions that were to be achieved, provide a description of the action, identify who was responsible for the delivery, the implementation timescales of when the actions was undertaken and if the action was successfully delivered or not. The Local Plan District wide actions noted in Section 4 apply to all Potentially Vulnerable Areas.

West Linton (Potentially Vulnerable Area 13/01)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Lyne Water



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Summary of Progress for West Linton

There are fewer than 10 residential and non-residential properties at risk of flooding. The Annual Average Damages are approximately £4,200.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/01.

Key Progress

- West Linton is now an active Resilient Communities Group.

Overview of actions to manage flooding in West Linton

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/01							G A		G	G			G	G	G		G	G

Summary of actions delivered to manage flood risk in West Linton (PVA 13/01)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Strategic mapping and modelling	A	Surface water mapping developments: improved data areas across LPD.	SEPA	01/06/16	31/12/16	See Tweed LPD Wide Actions – Assessment of progress
Strategic mapping and modelling	A	Fluvial mapping developments: Upper Tweed Catchment	SEPA	01/06/16	31/12/17	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Strategic mapping and modelling	G	Assessment of flood risk in West Linton sewer catchment	Scottish Water	01/01/16	31/12/18	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain flood warning	G	Maintain the Romannobridge to Lyne Station flood warning area.	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Planning Policy

G

LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD

Preston (Potentially Vulnerable Area 13/02)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Whiteadder



Summary of Progress for Preston

There are approximately 30 residential properties at risk of flooding. The Annual Average Damages are approximately £140,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/02.

Key progress

Preston is now an active Resilient Community as part of the Abbey St Bathans/Bonkyl/Preston Community Council Area.

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Overview of actions to manage flooding in Preston

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/02									G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Preston (PVA 13/02)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						These columns represent the progress to date on the delivery of each action in this PVA which makes up the INTERIM REPORT for the Tweed LFRMP
Action	Status	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Maintain Flood Warning	G	Maintain the Preston to Paxton flood warning area.	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Flood Forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self Help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness Raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Lauder (Potentially Vulnerable Area 13/03)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Leader Water



Summary of Progress for Lauder

There are fewer than 10 residential and non-residential properties at risk of flooding. The Annual Average Damages are approximately £5,900.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/02.

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Overview of actions to manage flooding in Lauder

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/03							G	A	G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Lauder (PVA 13/03)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Strategic mapping and modelling	A	Fluvial mapping developments: Leader Water area.	SEPA	01/06/16	31/12/20	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Strategic mapping and modelling	G	Assessment of flood risk in Lauder sewer catchment	Scottish Water	01/01/16	31/12/19	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain Flood Protection Scheme	G	Continue to maintain the Lauder Station Yard Flood Protection Scheme.	Scottish Borders Council	Ongoing	-	Inspections of Lauder Station Yard FPS, June 2016, June 2017, July 2018 & July 2019.
Flood Forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self Help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness Raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Eddleston, Peebles, Innerleithen, Selkirk, Stow and Galashiels (Potentially Vulnerable Area 13/04)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Tweed



Summary of Progress for Eddleston, Peebles, Innerleithen, Selkirk, Stow and Galashiels

There are approximately 1,900 residential properties and 1,000 non-residential properties at risk of flooding. The Annual Average Damages are approximately £6.5 million.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/04.

Key Progress

- Selkirk Flood Protection Scheme was completed in 2016 and officially opened 27th February 2017.
- A Flood Study for Peebles, Innerleithen & Broughton was completed and preferred flood risk management measures presented at public exhibitions.
- Other actions – A property level protection scheme was completed in the Tweed Green area of Peebles providing resilience to flooding to 39 properties.
- Other actions – Repairs to failing gabion baskets on the Galashiels Flood Protection Scheme have been successfully completed.
- Other actions – Flood studies for Lindean and the Etrrick Valley have been carried out, detailing existing flood risk and possible flood risk management measures.

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Overview of actions to manage flooding in Eddleston, Peebles, Innerleithen, Selkirk, Stow and Galashiels

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies	
13/04	G			G	G	G	G	A	G	G	G		G	G	G	G		G	G

Summary of progress of actions to manage flood risk in Eddleston, Peebles, Innerleithen, Selkirk, Stow & Galashiels (13/04)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Flood protection scheme/works	G	Deliver Selkirk Flood Protection Scheme	Scottish Borders Council	01/01/14	27/02/17	Construction Complete, Scheme officially opened 27 th February 2017.
Flood protection study	G	Undertake Flood Study for Peebles, Broughton and Innerleithen to assess current flood risk and determine potential mitigation measures.	Scottish Borders Council	16/01/17	31/12/20	Flood Studies are complete with actions proposed Cycle 2.
Natural flood management study	G	Undertake a Natural Flood Management Study for the Gala Water catchment	Scottish Borders Council	01/03/23	30/06/23	The NFM study started in Spring 2022 and is scheduled for completion in June 2023
Surface water plan/study	G	Surface Water Management Plan to be developed for Peebles and Galashiels. Integrated Catchment Study (ICS) also to be developed for Galashiels.	Scottish Borders Council/Scottish Water	01/01/17	01/01/20	Peebles – Surface Water Management Plan, complete and South Peebles Surface Water Flood Study complete Galashiels – Surface Water Management Plan complete. Galashiels – Study was stopped at scoping stage as there was limited interaction found between sewers and watercourses.
Strategic mapping and modelling	A	Fluvial mapping developments: Gala Water, Ettrick Water, Upper Tweed, Eddleston Water and Biggar Burn areas.	SEPA	01/01/18	31/12/21	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are

						undertaken is being conducted to develop a more effective method of regional and national updates.
Strategic mapping and modelling	A	Surface water mapping developments: improved data areas across Local Plan District and use of Peebles area and Galashiels area Surface Water Management Plan and Integrated Catchment Study results if appropriate.	SEPA	01/01/18	31/12/16	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Strategic mapping and modelling	G	Assessment of flood risk in Galashiels; Melrose; Peebles; Selkirk & Walkerburn sewer catchments	Scottish Water	01/01/16	31/12/20	The Scottish Water assessment of flood risk within the individual sewer catchments has been completed and has been shared with the Local Authority.
Maintain flood protection scheme	G	Maintain flood protection schemes in Galashiels; Innerleithen; Peebles and Selkirk	Scottish Borders Council	Ongoing	Ongoing	<p>Galashiels – Inspection of Galashiels Flood Prevention Scheme completed in June 2018 and maintenance to mill lade inlet completed in September 2018 and damaged gabions repaired in September 2021.</p> <p>Innerleithen – Inspection of Innerleithen (Hall St) Flood Prevention Scheme completed August 2017, June 2018, July 2019, July 2020, September 2021 & May 2022.</p> <p>Peebles – Inspection of Edderston Burn Flood Prevention Scheme completed in June 2018 & July 2019.</p> <p>Selkirk – Selkirk Flood Protection Scheme is now complete and a walkover survey of the scheme was completed in May 2018 with further inspection completed on various parts of the FPS in 2019, 2020, & 2022.</p>

Maintain flood warning	G	Continue to maintain all flood warning areas in PVA 13/04	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Community flood action groups	G	Maintain Selkirk Long Philip Burn and Galashiels Bakehouse Burn Flood Warning Group	Scottish Borders Council	Ongoing	Ongoing	The Selkirk Long Philip Burn warning group has been finished due to the presence of the Selkirk FPS. The Galashiels Bakehouse Burn warning system is still active and operating from the Scottish Borders Council standalone water level monitoring system.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Earlston (Potentially Vulnerable Area 13/05)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Leader Water



Summary of Progress for Earlston

There are fewer than 70 residential properties and 50 non-residential properties at risk of flooding. The Annual Average Damages are approximately £640,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/05.

Key Progress

- A Flood Study for Earlston was completed and preferred flood risk management measures presented at public exhibitions.
- Earlston is now an active Resilient Communities Group.

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Overview of actions to manage flooding in Earlston

PVA	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/05				G			G A	G	G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Earlston (PVA 13/05)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Flood protection study	G	Undertake Flood study for Earlston to assess current flood risk and determine potential mitigation measures.	Scottish Borders Council	16/01/17	31/12/20	Flood Study is complete with study finding being used to inform flood risk management in Earlston, for example the redevelopment of the primary school.
Strategic mapping and modelling	A	Fluvial mapping developments: Leader Water Area	SEPA	01/06/16	31/12/20	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates
Strategic mapping and modelling	A	Surface water mapping developments: improved data areas across LPD.	SEPA	01/06/16	31/12/16	For planned actions on surface water mapping, see progress with Local Plan District wide actions.
Strategic mapping and modelling	G	Assessment of flood risk in the Earlston sewer catchment	Scottish Water	01/01/16	31/12/17	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain flood warning	G	Maintain the Earlston Flood Warning Area	SEPA	Ongoing	Ongoing	Continued operation of the flood warning service
Maintain flood protection scheme	G	Continue to maintain the existing Turfford Burn Flood Prevention Scheme.	Scottish Borders Council	Ongoing	Ongoing	Inspections of the Turfford Burn Flood Prevention Scheme were undertaken July 2016, June 2017, June 2018, November 2021.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD

Coldstream (Potentially Vulnerable Area 13/06)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	River Tweed



Summary of Progress for Coldstream

There are fewer than 10 residential properties and non-residential properties at risk of flooding. The Annual Average Damages are approximately £51,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/06.

Key Progress

- Coldstream is now an active Resilient Communities Group.
- Vegetation clearance of confluence of Leet Water and River Tweed.

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Overview of actions to manage flooding in Coldstream

	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/06							G		G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Coldstream (PVA 13/06)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Strategic mapping and modelling	G	Assessment of flood risk in the Coldstream sewer catchment	Scottish Water	01/01/16	31/12/19	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain flood warning	G	Maintain the Earlston Flood Warning Area	SEPA	Ongoing	Ongoing	SEPA has continue to operate the flood warning service
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Biggar (Potentially Vulnerable Area 13/07)

Local Plan District	Local authority	Main catchment
Tweed	South Lanarkshire Council	Biggar Water



Summary of Progress for Biggar

There are approximately 40 residential properties and 20 non-residential properties at risk of flooding. The Annual Average Damages are approximately £120,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/07.

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Overview of actions to manage flooding in Biggar

	Flood protection scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/07				A			G	A	G		G		G	G	G		G	G

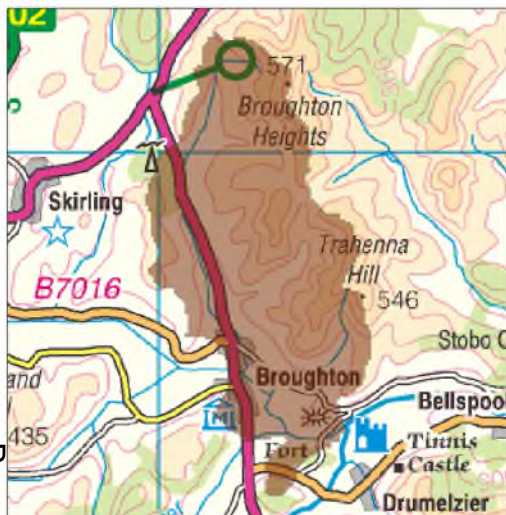
Summary of progress of actions to manage flood risk in Biggar (PVA 13/07)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Flood protection study	A	Undertake Flood study for Biggar to assess current flood risk and determine potential mitigation measures.	South Lanarkshire Council	April 2019	2020	South Lanarkshire Council has had discussion with SEPA and the Tweed Forum regarding the Study. The study is now programmed to take place 2019/20 subject to available resources.
Strategic mapping and modelling	G	Assessment of flood risk in the Biggar sewer catchment	Scottish Water	01/01/16	31/12/18	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Strategic mapping and modelling	A	Fluvial mapping developments: Upper Tweed, Eddleston Water and Biggar Burn	SEPA	01/06/18	31/12/21	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Maintain flood protection scheme	G	Maintain existing flood accommodation system at Biggar High School	South Lanarkshire Council	Ongoing	Ongoing	Continue maintenance programme.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD

Broughton (Potentially Vulnerable Area 13/08)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	River Tweed



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Summary of Progress for Broughton

There are approximately 40 residential properties and fewer than 10 non-residential properties at risk of flooding. The Annual Average Damages are approximately £160,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/08.

Key Progress

- A Flood Study for Peebles, Innerleithen & Broughton was completed and preferred flood risk management measures presented at public exhibitions.
- Broughton is now an active Resilient Communities Group.
- Enhanced road drainage measures implemented on the A701 to mitigate surface water flooding to the centre of Broughton Village.

Overview of actions to manage flooding in Broughton

	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/08				G			A			G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Broughton (PVA 13/08)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Flood protection study	G	Undertake Flood Study for Peebles, Broughton and Innerleithen to assess current flood risk and determine potential mitigation measures.	Scottish Borders Council	16/01/16	31/12/20	Flood Study is complete with study finding being used to inform flood risk management in Broughton.
Strategic mapping and modelling	A	Fluvial mapping developments: Gala Water, Ettrick Water, Upper Tweed, Eddleston Water and Biggar Burn areas.	SEPA	01/06/16	31/12/17	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Kelso (Potentially Vulnerable Area 13/09)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	River Tweed



Summary of Progress for Kelso

There are approximately 90 residential properties and 30 non-residential properties at risk of flooding. The Annual Average Damages are approximately £120,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/09.

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Overview of actions to manage flooding in Kelso

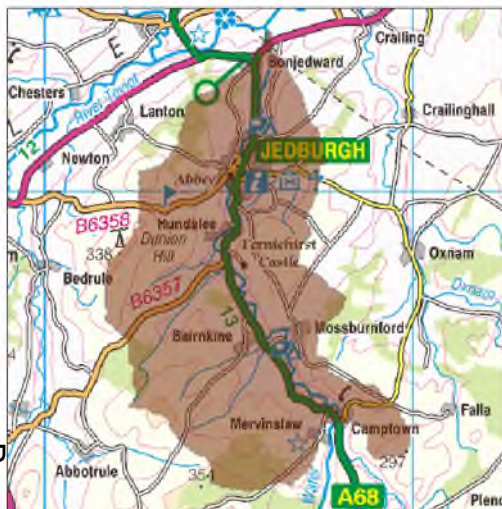
	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/09							G		G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Kelso (PVA 13/09)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Strategic mapping and modelling	G	Assessment of flood risk in Kelso sewer catchment	Scottish Water	01/01/16	31/12/20	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain Flood Warning	G	Maintain Kelso to Coldstream Flood Warning Area	SEPA	Ongoing	-	SEPA has continued to operate the flood warning service.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Jedburgh (Potentially Vulnerable Area 13/10)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Jed Water



Summary of Progress for Jedburgh

There are approximately 130 residential properties and 140 non-residential properties at risk of flooding. The Annual Average Damages are approximately £720,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/10.

Key Progress

- The Jedburgh Skiprunning Burn Flood Protection Scheme was completed in 2016.
- Jedburgh is now an active Resilient Communities Group.

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Overview of actions to manage flooding in Jedburgh

	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/10							G	G	G	G	G	G	G	G	G		G	G

Summary of progress of actions to manage flood risk in Jedburgh (PVA 13/10)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Strategic mapping and modelling	G	Assessment of flood risk in Jedburgh sewer catchment	Scottish Water	01/01/16	31/12/20	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Maintain flood protection scheme	G	Maintain Jedburgh Richmond Row FPS and Skiprunning Burn FPS	Scottish Borders Council	Ongoing	Ongoing	Inspections of the Jedburgh Richmond Row and Jedburgh Skiprunning Burn Flood Protection Schemes were undertaken August 2017, May 2018, August 2019, April 2021 & August 2022.
Maintain Flood Warning	G	Maintain the Camptown to Jedburgh and the Jedburgh to Jedfoot Bridge flood warning areas.	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Property level protection scheme	G	Property Level Protection implemented as part of the Skiprunning Burn FPS	Scottish Borders Council	Ongoing	Ongoing	The property level protection scheme remains in place and is maintained by the landlords at this location.
Community flood action groups		Maintain Jedburgh Skiprunning Burn Flood Warning Group.	Scottish Borders Council	Ongoing	Ongoing	The Flood Warning remains active in informing residents of flood risk from the Skiprunning Burn
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD

Denholm (Potentially Vulnerable Area 13/11)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	River Teviot



Summary of Progress for Denholm

There are fewer than 10 residential and non-residential properties at risk of flooding. The Annual Average Damages are approximately £25,000.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/11.

Key Progress

- Denholm is now an active Resilient Communities Group.

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Overview of actions to manage flooding in Denholm

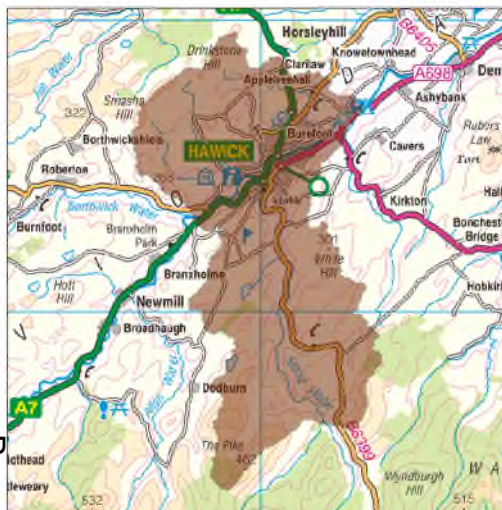
	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/11								G	G	G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Denholm (PVA 13/11)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Maintain flood protection scheme	G	Maintain Denholm Flood Prevention Scheme	Scottish Borders Council	Ongoing	Ongoing	Inspections of the Denholm Flood Protection Scheme were undertaken August 2017, June 2018, August 2019, February 2021 & April 2022.
Maintain Flood Warning	G	Maintain the Hawick to Monteviot flood warning area.	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness Raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Hawick (Potentially Vulnerable Area 13/12)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	River Teviot



Summary of Progress for Hawick

There are approximately 600 residential properties and 440 non-residential properties at risk of flooding. The Annual Average Damages are approximately £2.5 million.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/12.

Key Progress

- Construction of the Hawick Flood Protection Scheme has now commenced and is due for completion by December 2023.
- The Hawick Flood Group are very proactive in the town and work closely with Scottish Borders Council to prepare for flooding and assist during times of flooding.
- Hawick is also an active Resilient Communities Group.
- A Flood study has been developed to inform the potential for a future flood protection scheme for the Slitrig in Hawick.
- Small scale flood works have been completed at Whitlaw & Crowbyres to reduce the impacts of flooding.

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Overview of actions to manage flooding in Hawick

	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/12	A				R	A	G A		G	G		G	G	G	G		G	G

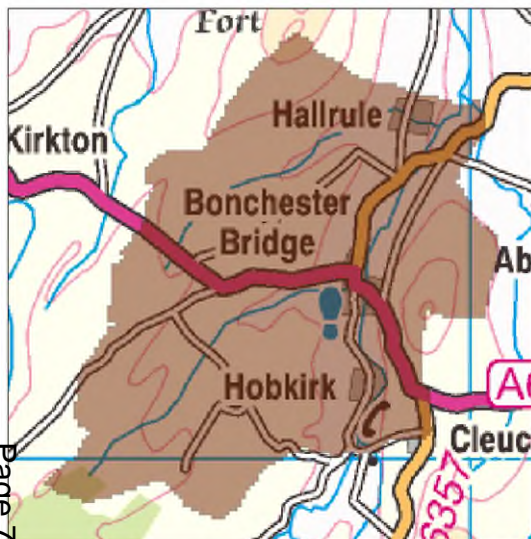
Summary of progress of actions to manage flood risk in Hawick (PVA 13/12)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action Delivery 2016 - 2022
Flood protection scheme works	A	Develop a flood protection scheme for Hawick to mitigate the risk of flooding in the town centre from a 1:75 year event from the River Teviot.	Scottish Borders Council	2020	2023	Construction of the Hawick FPS commenced in the summer of 2020 and is due for completion by December 2023.
Natural flood management study	R	Undertake a Natural Flood Management Study for the catchment above Hawick covering the Teviot, Slitrig and Borthwick Waters.	Scottish Borders Council	01/11/16	31/12/20	The development of Natural Flood Management Study has been delayed due to resources being deployed on the Hawick FPS, this is now scheduled to begin in Spring 2023.
Surface water plan/study	A	Surface Water Management Plan to be developed for Hawick	Scottish Borders Council	03/03/17	31/12/19	SWMP is ongoing taking into consideration the Hawick FPS and Active Traffic Travel Network, currently under construction. SWMP due for completion Q1 2023.
Strategic mapping and modelling	G	Assessment of flood risk in Hawick sewer catchment	Scottish Water	01/01/16	31/12/20	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.
Strategic mapping and modelling	A	Fluvial mapping developments: River Teviot area.	SEPA	01/01/16	31/12/18	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.

Maintain Flood Warning	G	Maintain the Hawick (Slitrig) flood warning area and the Hawick (Teviot) and the Hawick to Monteviot flood warning areas.	SEPA	Ongoing	Ongoing	SEPA has continued to operate the flood warning service.
Community flood action groups		Continue to work and support the Hawick Flood Group.	Scottish Borders Council	Ongoing	Ongoing	Scottish Borders Council has continued to support the Hawick Flood Group in any activities which help raise resilience and awareness of flooding to the general public in Hawick.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/responses	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Bonchester Bridge (Potentially Vulnerable Area 13/13)

Local Plan District	Local authority	Main catchment
Tweed	Scottish Borders Council	Rule Water



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Summary of Progress for Bonchester Bridge

There are approximately 40 residential properties and fewer than 10 non-residential properties at risk of flooding.

Further information can be found in the [Tweed Local Flood Risk Management Plan](#) under PVA 13/13.

Key Progress

- Other Actions – Flood damage repair to river bank undertaken to rear of gardens on Weens Place.
- New public sandbag store provided.
- Small Culvert replacement and re-forming of ditch to alleviate surface water flooding to properties on Forest Road.
- New drainage system constructed to relieve surface water flooding to properties around Laidlaw Memorial Hall.

Overview of actions to manage flooding in Bonchester Bridge

	Flood protections scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
13/13							A			G			G	G	G		G	G

Summary of progress of actions to manage flood risk in Bonchester Bridge (PVA 13/13)

Information in these columns represents what was proposed as an action in the Tweed LFRMP to manage flood risk in this PVA during the first Flood Risk Management Cycle 2016 - 2022						
Action	Status (Red; Amber; Green)	Description	Delivery Lead	Start date	End date	Details of Action delivery 2016 - 2022
Strategic mapping and modelling (new action)	A	SEPA will seek to develop flood mapping in the Rule Water area to improve understanding of flood risk, commencing in the second flood risk management cycle. The extent and timing of improvements will depend on detailed scoping and data availability. Where this work coincides with local authority studies, SEPA will work collaboratively to ensure consistent modelling approaches are applied.	SEPA	01/06/16	31/12/17	SEPA began working on river mapping updates in this area but upon review of the available information it is not appropriate to complete the update at this time. A review of how modelling and mapping updates are undertaken is being conducted to develop a more effective method of regional and national updates.
Flood forecasting	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Self help	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Awareness raising	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Maintenance	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Emergency plans/response	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				
Planning Policy	G	LPD Wide Action see above - Figure 3: Progress with LPD-wide Actions for the Tweed LPD				

Annex 1: Roles and Responsibilities

Individuals are the first line of defence against flooding. However, public bodies have responsibilities too and are working together to reduce the impacts of flooding in Scotland. Responsibility for flood risk management planning falls in the main to SEPA, local authorities and Scottish Water. However, individuals have a personal responsibility to protect themselves and their property.

Some of the key roles are outlined below and more information is available from the SEPA website.

Your responsibilities

Organisations and individuals have responsibilities to protect themselves from flooding. Being prepared by knowing what to do and who to contact if flooding happens can help you reduce the damage and disruption flooding can have on your life.

The first step to being prepared is to sign up to Floodline - www.floodlinescotland.org.uk - to receive messages to let you know where and when flooding is likely to happen. Other useful tools and advice on how to be prepared are available on the [Floodline](http://www.floodlinescotland.org.uk) website including a quick guide to who to contact in the event of a flood. You can also check how your area could be affected by flooding by looking at SEPA's [flood maps](http://www.sepa.org.uk/environment/water/flooding/flood-maps) - www.sepa.org.uk/environment/water/flooding/flood-maps

SEPA

SEPA is Scotland's national flood forecasting, flood warning and strategic flood risk management authority. SEPA has a statutory duty to produce Scotland's Flood Risk Management Strategies. SEPA works closely with other organisations responsible for managing flood risk through a network of partnerships and stakeholder groups to ensure that a nationally consistent approach to flood risk management is adopted.

SEPA also has a responsibility to identify where in Scotland there is the potential for natural flood management techniques to be introduced. Natural flood management is the use of the natural features of the land to store and slow down the flow of water.

In running Floodline, SEPA provides live flooding information and advice on how to prepare for or cope with the impacts of flooding 24 hours a day, seven days a week. To help forecast for flooding SEPA works closely with the Met Office.

To raise awareness of flooding at a national level, SEPA runs education initiatives, community engagement programmes and an annual campaign to promote the useful advice and information available through Floodline. SEPA works in partnership with local authorities, Neighbourhood Watch Scotland, Ready Scotland and others to share resources and help to promote preparedness and understanding of how flood risk is managed.

SEPA has a statutory role in relation to the provision of flood risk advice to planning authorities. This role is expressed in Section 72 of the FRM Act, 2009. SEPA also has a duty to co-operate with planning authorities in the preparation of development plans. When consulted in relation to planning applications for development or site allocations in development plans, and where the planning authority considers there may be a risk of flooding, SEPA will provide advice. The advice provided by SEPA will be with respect to the risk of flooding and on the basis of the relevant information it holds which is suitable for

planning purposes. It will also be in line with the principles and duties set out in the FRM Act. Further information about how SEPA engage in the planning system, including guidance on flood risk and planning is available on SEPA website

www.sepa.org.uk/environment/land/planning

Local authorities

Local authorities work together for flood risk management planning purposes through a single lead authority which has the responsibility to produce a Local Flood Risk Management Plan. Local authorities have been working collaboratively in the manner described above to develop these.

It is the responsibility of your local authority to implement its flood protection actions agreed within the Local Flood Risk Management Plan. You can help your local authority to manage flooding by not dumping material on the banks of a watercourse and by letting them know if flood defences are tampered with.

During severe flooding, local authorities will work with the emergency services and coordinate shelter for people evacuated from their homes.

Scottish Water

Scottish Water is a responsible authority for flood risk management and is working closely with SEPA, local authorities and other responsible authorities to coordinate plans to manage flood risk.

Scottish Water has the public drainage duty and is responsible for foul drainage and the drainage of rainwater run-off from roofs and any paved ground surfaces from the boundary of properties. Additionally, Scottish Water helps to protect homes from flooding caused by sewers either overflowing or becoming blocked. Scottish Water is not responsible for private pipework or guttering within the property boundary.

National Park

The two National Park Authorities, Loch Lomond and the Trossachs National Park Authority and Cairngorms National Park, were designated as responsible authorities for flood risk management purposes in 2013. Both have worked with SEPA, local authorities and Scottish Water to help develop Flood Risk Management Strategies and Local Flood Risk Management Plans. They also fulfil an important role in land use planning, carrying out or granting permission for activities that can play a key role in managing and reducing flood risk. Loch Lomond and the Trossachs National Park Authority is a responsible authority for the Clyde and Loch Lomond Local Plan District.

Forestry Scotland

Scottish Forestry was designated in 2013 as a responsible authority for flood risk management planning purposes and has engaged in the development of the Local Flood Risk Management Plan. This reflects the widely held view that forestry can play a significant role in managing flooding.

Other organisations

- The **Scottish Government** oversees the implementation of the Flood Risk Management (Scotland) Act 2009 which requires the production of Flood Risk Management Strategies and Local Flood Risk Management Plans. Scottish Ministers are responsible for setting the policy framework for how organisations collectively manage flooding in Scotland.
- **NatureScot** has provided general and local advice in the development of this Flood Risk Management Strategies. Flooding is seen as a natural process that can maintain the features of interest at many designated sites, so NatureScot helps to ensure that any changes to patterns of flooding do not adversely affect the environment. NatureScot also provides advice on the impact of Flood Protection Schemes and other land use development on designated sites and species.
- During the preparation of the first flood risk management plans **Network Rail** and **Transport Scotland** have identified works to address flooding at a number of frequently flooded sites. Further engagement is planned with SEPA and local authorities to identify areas of future work. There is the opportunity for further works to be undertaken during the first flood risk management planning cycle although locations for these works are yet to be confirmed.
- **Utility companies** have undertaken site specific flood risk studies for their primary assets and have management plans in place to mitigate the effects of flooding to their assets and also minimise the impacts on customers.
- The **Met Office** provides a wide range of forecasts and weather warnings. SEPA and the Met Office work together through the [Scottish Flood Forecasting Service](#).
- The **emergency services** provide emergency relief when flooding occurs and can coordinate evacuations. You should call the emergency services on 999 if you are concerned about your safety or the safety of others and act immediately on any advice provided.
- **Historic Environment Scotland** considers flooding as part of their regular site assessments. As such, flooding is considered as one of the many factors which inform the development and delivery of its management and maintenance programmes.
- The **Scottish Flood Forum** is a Scottish charitable organisation that provides support for those who are affected by, or are at risk of, flooding. It provides flood advice, information, awareness, education and training to individuals and communities to help reduce the risk of flooding; in partnership with the local authority, provides support during the recovery process following a flood incident and aims to support the development of resilient communities.

Annex 2: Supporting information

Sources of flooding described in this Plan

The Local Flood Risk Management Plan addresses the risk of flooding from rivers, the coast and surface water. The risk of flooding from rivers is usually due to rainfall causing a river to rise above bank level spreading out and inundating adjacent areas. Coastal flooding is where the risk is from the sea. Sea levels can change in response to tidal cycles or atmospheric conditions. Over the longer term sea levels and coastal flood risk may change due to climate change. Surface water flooding happens when rainwater does not drain away through the normal drainage systems or soak into the ground, but lies on or flows over the ground instead.

There can be interactions between these sources of flooding, and the Actions set out in this Plan take this into account.

The following aspects of flooding have not been incorporated into this Plan:

- **Groundwater** is generally a contributing factor to flooding rather than the primary source. It is caused by water rising up from underlying rocks or flowing from springs.
- **Reservoir breaches** have been assessed under separate legislation (Reservoirs (Scotland) Act 2011). Further information and maps can be found on SEPA's website.
- The Flood Risk Management Act (Scotland) 2009 does not require SEPA or responsible authorities to assess or manage **coastal erosion**. However, SEPA has included consideration of erosion in the Flood Risk Management Strategies by identifying areas that are likely to be susceptible to erosion and where erosion can exacerbate flood risk. As part of considering where actions might deliver multiple benefits, SEPA has looked to see where the focus of coastal flood risk management studies coincides with areas of high susceptibility to coastal erosion. Subsequent detailed studies and scheme design will need to consider how coastal erosion in these areas.
- **Coastal flood modelling.** The information on coastal flooding used to set objectives and identify actions is based on SEPA modelling using simplified coastal processes and flooding mechanisms at work during a storm. Wave overtopping cannot be accurately modelled at a national scale due to the importance of local factors such as prevailing wind conditions, the depth and profile of the near-shore sea bed or the influence of any existing defences or management structures. As a result, coastal flood risk may be underestimated in some areas. Conversely, in locations with wide and flat floodplains, the modelling may overestimate flood risk. To address this, in a number of locations where more detailed local models were available they have been incorporated into the development of the Flood Risk Management Strategies. Where wave overtopping has been specifically identified as a concern – but where no further detailed modelling is available – particular compensation has been made in the selection of appropriate actions to address coastal flood risk.

Commonly used terms

Below are explanatory notes for commonly used terms in flood risk management. A glossary of terms is also available.

- **Reference to flood risk.** During the development of the Strategy and Plan, flood risk has been assessed over a range of likelihoods. For consistency in reporting information, unless otherwise stated, all references to properties or other receptors being 'at risk of flooding' refer to a medium likelihood flood (up to a 1 in 200 chance of flooding in any given year). By exception, references will be made to high or low risk flooding, which should be taken to mean a 1 in 10 chance/likelihood or 1 in 1000 chance/likelihood of flooding in any given year respectively.

Likelihood of Flooding	Return Period	Annual Exceedance Probability (chance of event occurring in any one year)
High	10 year	10%
Medium	200 year	0.5%
Low	1000 year	0.1%

- **Annual Average Damages** have been used to assess the potential economic impact of flooding within an area. Depending on its size or severity each flood will cause a different amount of damage to a given area. Annual Average Damages are the theoretical average economic damages caused by flooding when considered over a very long period of time. It does not mean that damage will occur every year: in many years there will be no damages, in some years minor damages and in a few years major damages may occur.
High likelihood events, which occur more regularly, contribute proportionally more to Annual Average Damages than rarer events. Annual Average Damages incorporate economic damages to the following receptors: residential properties, non-residential properties, vehicles, emergency services, agriculture and roads. They have been calculated based on the principles set out in the Flood Hazard Research Centre Multi-Coloured Handbook (2010).

Annex 3: Flood risk management planning process

Flood risk management in Scotland aims to manage flooding in a sustainable way. Sustainable flood risk management considers where floods are likely to occur in the future and takes action to reduce their impact without moving the problem elsewhere. It considers all sources of flooding, whether from rivers, the sea or from surface water. It delivers actions that will meet the needs of present and future generations whilst also protecting and enhancing the environment.

The sustainable approach to managing flood risk works on a six year planning cycle, progressing through the key stages outlined below.

- ***Identifying priority areas at significant flood risk***

The first step to delivering a risk based, sustainable and plan-led approach to flood risk management was SEPA's **National Flood Risk Assessment**, which was published in 2011. The assessment considered the likelihood of flooding from rivers, groundwater and the sea, as well as flooding caused when heavy rainfall is unable to enter drainage systems or the river network. The likelihood of flooding was examined alongside the estimated impact on people, the economy, cultural heritage and the environment. It significantly improved our understanding of the causes and consequences of flooding, and identified areas most vulnerable to floods.

- ***Potentially Vulnerable Areas and Local Plan Districts***

Based on the National Flood Risk Assessment, SEPA identified areas where flooding was considered to be nationally significant. These areas are based on catchment units as it is within the context of the wider catchment that flooding can be best understood and managed. These nationally significant catchments are referred to as **Potentially Vulnerable Areas**.

In Scotland, 243 Potentially Vulnerable Areas were identified. They are estimated to contain 92% of the total number of properties at risk.

A small number of Candidate Potentially Vulnerable Areas were identified after the National Flood Risk Assessment in light of new information that warranted further assessment and appraisal. They are included in the flood risk management planning process. The National Flood Risk Assessment will be updated to inform each subsequent planning cycle.

For flood risk management purposes, Scotland was divided into 14 Local Plan Districts. Each Local Plan District will have a Flood Risk Management Strategy and a Local Flood Risk Management Plan.

- ***Improving the understanding of flooding***

SEPA developed **flood hazard and flood risk maps** between 2012 and 2014. These maps improved the understanding of flooding and helped inform the subsequent selection of actions to manage flood risk in Potentially Vulnerable Areas. The flood hazard maps show information such as the extent of flooding, water level, as well as depth and velocity where appropriate. The flood risk maps provide detail on the impacts on people, the economy, cultural heritage and the environment.

In 2012 SEPA also developed an **assessment of the potential for natural flood management**. The assessment produced the first national source of information on where natural flood management actions would be most effective within Scotland.

Flood hazard and flood risk maps and the assessment of the potential for natural flood management can be viewed on the SEPA website www.sepa.org.uk.

- ***Identifying objectives and selecting actions***

The objectives and actions to manage flooding will provide the long-term vision and practical steps for delivering flood risk management in Scotland.

Working collaboratively with local partnerships, SEPA has agreed the objectives for addressing the main flooding impacts. Actions that could deliver these agreed objectives have been appraised for their costs and benefits to ensure the right combinations are identified and prioritised. The actions considered in the development of this strategy include structural actions (such as building floodwalls, restoring flood plains, or clearance and repair works to rivers) and non-structural actions (such as flood warning, land use planning or improving our emergency response). Structural and non-structural actions should be used together to manage flood risk effectively.

An assessment of the potential for natural flood management was used to help identify opportunities for using the land and coast to slow down and store water. Natural flood management actions were recommended in areas where they could contribute to the management of flood risk. In such instances these actions were put forward as part of flood protection or natural flood management studies.

- ***Lead local authority***

The FRM Act requires a lead local authority to be identified for each Local Plan District. The lead local authority is crucial to the successful implementation of the FRM Act and, as such, must perform several important functions over and above the general duties and powers given to local authorities elsewhere in the FRM Act.

The lead local authority, having contributed with other local authorities to the production of the Flood Risk Management Strategy, must prepare a Local Flood Risk Management Plan of co-ordinated actions to reduce flood risk within the Local Plan District. Although the lead local authority is responsible for the production of the plan, its content will be drawn from and agreed by all local authorities, other responsible authorities and SEPA within the Local Plan District.

- ***Surface Water Management Plans***

A Surface Water Management Plan (SWMP) is a best practice plan which outlines the preferred surface water management strategy in a given location. In this context surface water flooding describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

A SWMP study is undertaken in consultation with key local partners who are responsible for surface water management and drainage in their area. Partners work together to understand the causes and effects of surface water flooding and agree the most cost effective way of managing surface water flood risk for the long term. The process of working together as a partnership is designed to encourage the development of innovative solutions and practices.

A SWMP should establish a long-term action plan to manage surface water in an area and should influence future capital investment, drainage maintenance, public engagement and understanding, land-use planning, emergency planning and future developments.

The UK Government SWMP guidance seeks to provide a simplified overarching framework, which allows different organisations to work together and develop a shared understanding of the most suitable solutions to surface water flooding problems. The SWMP guidance has

been written for local authorities to assist them as they co-ordinate and lead local flood risk management activities.

- ***Integrated Catchment Studies***

Integrated Catchment Studies (ICS) are led by Scottish Water in partnership with local authorities and SEPA. These studies will improve knowledge and understanding of the interactions between the above ground and below ground drainage network e.g. with the sewer network, watercourses and (where appropriate) the sea. This will improve the understanding of contributions these drainage networks play in local surface water flood risk.

Five ICS's were undertaken in Scotland during SR10 (2010-2015), to Modelling and Flood Risk Assessment stage, which have provided a fuller understanding of the sources and mechanisms of flooding across these catchments. These studies are expected to undertake an Optioneering phase between 2015-2021. This will identify the actions to reduce flood risk across the catchments, with the outputs feeding into the Local Authority led Surface Water Management Planning process.

Fifteen ICS's will begin in Scotland during SR15 (2015-2021). These studies will go through the Scoping and Modelling phases, which culminates in defining the sources and mechanisms of flooding in the catchment, and an understanding of the impacts of that flooding. It is expected that the ICS partnerships will remain and it is anticipated that the Optioneering phase for these studies will be initiated directly after the preceding phases. Within this Local Plan District, ICS's are being carried out in the following areas; Inverclyde (including Greenock and Port Glasgow), Erskine (including Inchinnan and Linwood) and East Kilbride.

- ***Natural flood management assessment and mapping of artificial and natural features***

The new approach to Flood Risk Management requires SEPA to consider whether techniques that restore, enhance or alter natural features and characteristics can contribute to managing flood risk. This means looking at the potential to work with natural hydrological and morphological processes.

Because the National Flood Risk Assessment provides only a strategic assessment of flood risk, further refined assessments may be required in Potentially Vulnerable Areas, including the mapping of artificial and natural features whose removal could increase flood risk. The development of catchment characteristics and methodologies, to assess the potential for natural flood management, commenced in 2012 alongside work to identify natural flood management actions, that could contribute to the management of flood risk. The information was published in 2013. The assessment of natural flood management was a consideration in the setting of objectives and actions in the Flood Risk Management Strategies. In January 2016 SEPA published the Natural Flood Management Handbook to provide practitioners with information on how best to implement natural flood management measures.

- ***Flood hazard and flood risk maps***

The production of flood hazard and flood risk maps has improved our understanding of flooding and helped inform the selection of actions required to manage flood risk in Potentially Vulnerable Areas. Work on production of these maps began in January 2012.

These maps show details of flood events for a range of probabilities and cover flooding from rivers, the sea, sewers, surface water run-off and groundwater.

A flood hazard map shows information that describes the nature of a flood, such as the extent of flooding, water level, depth and velocity where appropriate.

A flood risk map provides detail on the impacts on people, the economy, cultural heritage and the environment.

Further information regarding the development of the flood maps and providing a link to the maps, is available online on the SEPA website here –

<http://www.sepa.org.uk/environment/water/flooding/flood-maps/>

Annex 4: Acknowledgments

The information described in this Annex relates to the Figures and Maps that have been generated by SEPA as part of the Flood Risk Management Strategy and have been reproduced in this Local Flood Risk Management Plan. The Clyde and Loch Lomond Local Plan District Partners gratefully acknowledge the cooperation and input that various parties have provided, including inter alia, the following organisations:

SEPA

Local authorities acknowledge the inclusion of Figures, Maps and text generated by SEPA in preparation of the Clyde and Loch Lomond Flood Risk Management Strategy. Figures and Maps produced by SEPA for the Clyde and Loch Lomond Flood Risk Management Strategy have been reproduced in the Clyde and Loch Lomond Local Flood Risk Management Plan with authorisation from SEPA under SEPA Licence number 100016991 (2015).

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British Geological Survey

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Local authorities

Lead authorities acknowledge the provision of flood models and other supporting data and information from local authorities and their collaboration in the production of flood risk management information.

Scottish Water

Local authorities acknowledge the inclusion of surface water flooding data generated by Scottish Water in preparation of flood risk information.

Glossary

Actions - Actions describe where and how flood risk will be managed. These actions have been set by SEPA and agreed with flood risk management authorities following consultation. Selection of actions to deliver the agreed objectives has been based on a detailed assessment and comparison of economic, social and environmental criteria. The FRM Act uses the term 'measures' rather than 'actions'.

Annual Average Damages (AAD) - Depending on its size or severity, each flood will cause a different amount of damage to a flood prone area and we can calculate the cost of this damage. Annual Average Damages for an area are the average costs per year that would occur from flooding over a very long period of time. Scottish figures have been calculated based on the method set out in the Flood Hazard Research Centre's Multi-Coloured Handbook (2010).

Appraisal - Appraisal is the process of defining objectives, examining options and weighing up the costs, benefits, risks and uncertainties before a decision is made. The FRM Strategy appraisal method is designed to set objectives and identify the most sustainable combination of actions to tackle flooding from rivers, sea and surface water.

Awareness Raising - Public awareness, participation and community support are essential components of sustainable flood risk management. SEPA and the responsible authorities have a duty to raise public awareness of flood risk. This is undertaken both individually and collaboratively by a range of organisations. Improved awareness of flood risk and actions that prepare individuals, homes and businesses for flooding can reduce the overall impact.

Benefit Cost Ratio (BCR) - A benefit cost ratio summarises the overall value for money of an action or project. It is expressed as the ratio of benefits to costs (both expressed as present value monetary values). A ratio of greater than 1:1 indicates that the economic benefits associated with an action are greater than the economic costs of implementation; therefore this is taken as the threshold of economic viability. It should be acknowledged that it is not always possible to accurately estimate economic values for all elements of benefit, and BCR is just one of a number of techniques used in appraisal.

Candidate Potentially Vulnerable Area – A small number of Candidate Potentially Vulnerable Areas were identified after the National Flood Risk Assessment in light of new information that warranted further assessment and appraisal. They are included in the flood risk management planning process. The National Flood Risk Assessment will be updated to inform each subsequent planning cycle.

Catchment – The area of land drained by a drainage system – either natural or piped.

Category (CAT) 1 and 2 Responders – As defined by the Civil Contingencies Act 2004. Category 1 responders are 'core' responders: local authorities, police, fire and rescue services, ambulance service, NHS health boards, SEPA and the Maritime and Coastguard Agency. Category 2 responders are key co-operating responders in support of Category 1 responders. These include gas and electricity companies, rail and air transport operators, harbour authorities, telecommunications providers, Scottish Water, the Health and Safety Executive and NHS National Services Scotland.

Coastal Flooding – Flooding that results from sea level rise from a combination of high tides and stormy conditions. The term coastal flooding is used under the Flood Risk Management (Scotland) Act 2009, but in some areas it is also referred to as tidal flooding and covers areas such as estuaries and river channels that are influenced by tidal flows.

Combined Sewer - Combined sewers transport foul sewage from homes and industry as well as carrying surface water runoff from gutters, drains and some highways. Heavy or prolonged rainfall can rapidly increase the flow in a combined sewer until the amount of water exceeds sewer capacity.

Combined Sewer Overflow - Combined sewer overflows are purposely designed structures to ensure any excess water from sewerage systems is discharged in a controlled way and at a specific managed location.

Confluence - Where two or more rivers meet.

Conveyance - Conveyance is a measure of the carrying capacity of a watercourse. Increasing conveyance enables flow to pass more rapidly and reducing conveyance slows flow down. Both actions can be effective in managing flood risk depending on local conditions.

Cultural Heritage Site - Sites of particular cultural significance may be designated. The highest level of designation is a World Heritage Site. Historic Environment Scotland maintains lists of buildings of special architectural or historic interest; these buildings are referred to as 'listed buildings'.

Culvert - A pipe, channel or tunnel used for the conveyance of a watercourse or surface drainage water under a road, railway, canal or other obstacle.

Damages - Flood damages are categorised as direct or indirect i.e. as a result of the flood water itself, or subsequent knock on effects. Damage to buildings and contents caused by flood water are an example of direct damages, whilst loss of industrial production, travel disruption or stress and anxiety are indirect. Some damages can be quantified in monetary terms, and others can only be described. The potential damages avoided by implementation of a flood risk management action are commonly referred to as the benefits of that action. When comparing the effectiveness of different actions, it is useful to consider estimated damages and damages avoided across the lifespan of the action. Within the FRM Strategies, a 100 year appraisal period has been used as standard. This allows costs, damages and benefits across this time frame to be compared in present value terms. See also 'Annual Average Damages'.

Economic Impact - An assessment of the economic value of the positive and negative effects of flooding and / or the actions taken to manage floods.

Embankment – A flood embankment is an engineered earthfill structure designed to contain high river levels or protect against coastal flooding. They are commonly grass-covered, but may need additional protection against erosion by swiftly flowing water, waves or overtopping.

Emergency Plans / Response - Emergency response plans are applicable for all types of flooding. They set out the steps to be taken during flooding in order to maximise safety and minimise impacts where possible. Under the Civil Contingencies Act, Category 1 Responders have a duty to maintain emergency plans. Emergency plans may also be prepared by individuals, businesses, organisations or communities.

Environmental Impact - A change in the environment as a result of an action or activity. Impacts can be positive or negative and may vary in significance, scale and duration.

Environmental Impact Assessment (EIA) - A process which identifies the potential environmental impacts, both negative and positive, of a proposal.

Estuary - A coastal body of water usually found where a river meets the sea; the part of the river that is affected by tides.

Flood - In the terms of the FRM Act, 'flood' means a temporary covering by water, from any source, of land not normally covered by water. This does not include a flood solely from a sewerage system, as a result of normal weather or infrastructure drainage. A flood can cause significant adverse impacts on people, property and the environment.

Flood Bund - A constructed retaining wall, embankment or dyke designed to protect against flooding to a specified standard of protection.

Flood defence - Infrastructure, such as flood walls, embankments or flood storage intended to protect an area against flooding to a specified standard of protection.

Flood Extent - The area that has been affected by flooding, or is at risk of flooding from one or more sources for a particular likelihood.

Flood Frequency - The probability that a particular size/severity of flood will occur in a given year (see likelihood).

Flood Hazard - In terms of the FRM Act, hazard refers to the characteristics (extent, depth, velocity) of a flood.

Flood Hazard Map - Flood hazard maps are required by the FRM Act to show information that describes the nature of a flood in terms of the source, extent, water level or depth and, where appropriate, velocity of water. Flood hazard and risk maps are referred to collectively as flood maps and are available on the SEPA website.

Flood Prevention / Protection Scheme - A flood protection scheme, as defined by the FRM Act, is a scheme by a local authority for the management of flood risk within the authority area. This includes defence measures (flood prevention schemes) formerly promoted under the Flood Prevention (Scotland) Act 1961.

Flood Protection Study - Flood protection studies aim to refine understanding of the hazard and risk associated with flooding in a particular area, catchment or coastline. They will involve detailed assessment of flood hazard and / or risk and may develop options for managing flood risk.

Flood Protection Works - Flood protection works can include the same flood defence measures that would make up a formal Flood Protection Scheme but without the legal process, protections and requirements that would come by delivering the works as a scheme.

Flood Risk - A measure of the combination of the likelihood of flooding occurring and the associated impacts on people, the economy and the environment.

Flood Risk Assessment - Flood Risk Assessments are detailed studies of an area where flood risk may be present. These are often used to inform planning decisions, may help to develop flood schemes and have also contributed to the National Flood Risk Assessment.

Flood Risk Management Strategy - Sets out a long-term vision for the overall reduction of flood risk. Contains a summary of flood risk in each Local Plan District, together with information on catchment characteristics and a summary of objectives and actions for Potentially Vulnerable Areas.

Flood Risk Management (Scotland) Act 2009 (FRM Act) - The flood risk management legislation for Scotland. It transposes the EC Floods Directive into Scots Law and aims to reduce the adverse consequences of flooding on communities, the environment, cultural heritage and economic activity.

Flood Risk Management Cycle - Under the FRM Act flood risk management planning is undertaken in six year cycles. The first planning cycle is 2015 – 2021. The first delivery cycle is lagged by approximately 6 months and is from 2016 - 2022.

Flood Warning Scheme - A flood warning scheme is the network of monitoring on a coastal stretch or river, which provides SEPA with the ability to issue Flood Warnings.

Floodplain - Area of land that borders a watercourse, an estuary or the sea, over which water flows in time of flood, or would naturally flow but for the presence of flood defences and other structures where they exist.

Floodplain Storage - Floodplains naturally store water during high flows. Storage can be increased through natural or man-made features to increase flood depth or slow flows in order to reduce flooding elsewhere.

Green (Blue-Green) Infrastructure - The European Commission defines green infrastructure as “the use of ecosystems, green spaces and water in strategic land use planning to deliver environmental and quality of life benefits. It includes parks, open spaces, playing fields, woodlands, wetlands, road verges, allotments and private gardens. Green infrastructure can contribute to climate change mitigation and adaptation, natural disaster risk mitigation, protection against flooding and erosion as well as biodiversity conservation.”

Historic Environment Scotland - The new lead public body for the country’s historic environment. It brings together Historic Scotland and the Royal Commission on the Ancient and Historic Monuments of Scotland.

Habitats Regulations Appraisal - The Habitats Regulations require competent authorities to assess certain plans or projects which affect Natura sites. Any development proposal, which requires planning permission or other consent, is a 'project' which may require consideration under the Habitats Regulations.

Land Use Planning – The process undertaken by public authorities to identify, evaluate and decide on different options for the use of land, including consideration of long term economic, social and environmental objectives and the implications for different communities and interest groups.

Lead Local Authority - A local authority responsible for leading the production, consultation, publication and review of a Local Flood Risk Management Plan.

Local Development Plan – A Local Development Plan (LDP) provides the vision for how communities will grow and develop in the future. The intention is that they provide certainty for communities and investors alike about where development should take place and where it should not and the supporting infrastructure required for growth. A LDP is required for each council area across Scotland.

Local Flood Risk Management Plan - Produced by lead local authorities, these will take forward the objectives and actions set out in Flood Risk Management Strategies. They will provide detail on the funding, timeline of delivery, arrangements and co-ordination of actions at the local level during each six year FRM planning cycle.

Local Plan District - Geographical areas for the purposes of flood risk management planning. There are 14 Local Plan Districts in Scotland.

Local Plan District Partnerships - Each Local Plan District has established a local partnership comprised of local authorities, SEPA, Scottish Water and others as appropriate. These partnerships are distinct from the FRM Local Advisory Groups and they retain clear responsibility for delivery of the FRM actions set out in the Local Flood Risk Management

Plans. It is the local partnership that makes decisions and supports the delivery of these plans.

Maintenance - Sections 18 and 59 of the Flood Risk Management (Scotland) Act 2009 put duties of watercourse inspection, clearance and repair on local authorities. In addition, local authorities may also be responsible for maintenance of existing flood protection schemes or defences.

National Flood Risk Assessment (NFRA) - A national analysis of flood risk from all sources of flooding which also considers climate change impacts. Completed in December 2011 this provides the information required to undertake a strategic approach to flood management that identifies areas at flood risk that require further appraisal. The NFRA will be reviewed and updated for the second cycle of FRM Planning by December 2018.

Natural Flood Management - A set of flood management techniques that aim to work with natural processes (or nature) to manage flood risk.

Non-Residential Properties - Properties that are not used for people to live in, such as shops or other public, commercial or industrial buildings.

Potentially Vulnerable Area - Catchments identified as being at risk of flooding and where the impact of flooding is sufficient to justify further assessment and appraisal. There were 243 Potentially Vulnerable Areas identified by SEPA in the National Flood Risk Assessment and these will be the focus of the first FRM planning cycle.

Property Level Protection - Property level protection includes flood gates, sandbags and other temporary barriers that can be used to prevent water from entering individual properties during a flood.

Q&S - Quality and Standards (Q&S) is the process, governing costs and outputs, through which the planning and delivery of improvements by Scottish Water to the public drinking water and sewerage services in Scotland is carried out.

Receptor - Refers to the entity that may be impacted by flooding (a person, property, infrastructure or habitat). The vulnerability of a receptor can be reduced by increasing its resilience to flooding.

Residual Risk - The risk that remains after risk management and mitigation. This may include risk due to very severe (above design standard) storms or risks from unforeseen hazards.

Resilience - The ability of an individual, community or system to recover from flooding.

Responsible Authority - Designated under the FRM (Scotland) Act 2009 and associated legislation as local authorities, Scottish Water and, from 21 December 2013, the National Park Authorities and Forestry Commission Scotland. Responsible authorities, along with SEPA and Scottish Ministers, have specific duties in relation to their flood risk related functions.

Return Period - A measure of the rarity of a flood event. It is the statistical average length of time separating flood events of a similar size.

River Basin Management Planning (RBMP) - The Water Environment and Water Services (Scotland) Act 2003 transposed the European Water Framework Directive into Scots law. The Act created the River Basin Management Planning process to achieve environmental improvements to protect and improve our water environment. It also provided the framework for regulations to control the negative impacts of all activities likely to have an impact on the water environment.

Runoff Reduction - Actions within a catchment or sub-catchment to reduce the amount of runoff during rainfall events. This can include intercepting rainfall, storing water, diverting flows or encouraging infiltration.

Scottish Advisory and Implementation Forum for Flooding (SAIFF) - The stakeholder forum on flooding set up by the Scottish Government to ensure legislative and policy aims are met and to provide a platform for sharing expertise and developing common aspirations and approaches to reducing the impact of flooding on Scotland's communities, environment, cultural heritage and economy.

Scottish Flood Forecasting Service - SEPA operates a network of over 250 rainfall, river and coastal monitoring stations throughout Scotland that generate data 24 hours a day. The Scottish Flood Forecasting Service is a joint initiative between SEPA and the Met Office that produces daily, national flood guidance statements which are issued to Category 1 and 2 Responders. The flood guidance statements provide an assessment of the risk of flooding for a five day period allowing responders time to put preparations in place to reduce the impact of flooding. The service also provides information which allows SEPA to issue flood warnings, giving people a better chance of reducing the impact of flooding on their home or business. For more information please visit SEPA's website.

Self Help - Self help actions can be undertaken by any individuals, businesses, organisations or communities at risk of flooding. They are applicable to all sources, frequency and scales of flooding. They focus on awareness raising and understanding of flood risk.

Site Protection Plans - Site protection plans are developed to identify whether normal operation of a facility can be maintained during a flood. This may be due to existing protection or resilience of the facility or the network.

Site of Special Scientific Interest - Sites protected by law under the Nature Conservation (Scotland) Act 2004 to conserve their plants, animals and habitats, rocks and landforms.

Special Area of Conservation (SAC) - Strictly protected site designated under the European Habitats Directive. The Directive requires the establishment of a European network of protected areas which are internationally important for threatened habitats and species.

Strategic Environmental Assessment - A process for the early identification and assessment of the likely significant environmental effects, positive and negative, of activities. Often considered before actions are approved or adopted.

Strategic Flood Risk Assessment (SFRA) - A Strategic Flood Risk Assessment is designed for the purposes of specifically informing the Development Plan Process. A SFRA involves the collection, analysis and presentation of all existing and readily available flood risk information (from any source) for the area of interest. It constitutes a strategic overview of flood risk.

Standard of protection (SoP) - All flood protection structures are designed to be effective up to a specified flood likelihood (Standard of Protection). For events beyond this standard, flooding will occur. The chosen Standard of Protection will determine the required defence height and / or capacity.

Surface Water Management Plan (SWMP) - A plan that takes an integrated approach to drainage accounting for all aspects of urban drainage systems and produces long term and sustainable actions. The aim is to ensure that during a flood the flows created can be managed in a way that will cause minimum harm to people, buildings, the environment and business.

Surface Water Plan / Study - The management of flooding from surface water sewers, drains, small watercourses and ditches that occurs, primarily in urban areas, during heavy rainfall. FRM Strategy actions in this category include: Surface Water Management Plans, Integrated Catchment Studies and assessment of flood risk from sewerage systems (FRM Act Section 16) by Scottish Water. These have been selected as appropriate for each Potentially Vulnerable Area.

Sustainable Drainage Systems (SuDS) - A set of techniques designed to slow the flow of water. They can contribute to reducing flood risk by absorbing some of the initial rainfall and then releasing it gradually, thereby reducing the flood peak and helping to mitigate downstream problems. SuDS encourage us to take account of quality, quantity and amenity / biodiversity.

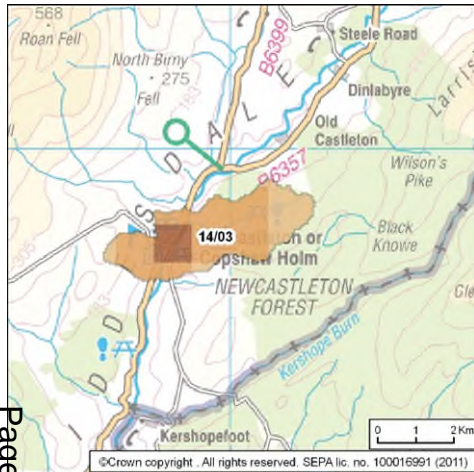
Sustainable Flood Risk Management - The sustainable flood risk management approach aims to meet human needs, whilst preserving the environment so that these needs can be met not only in the present, but also for future generations. The delivery of sustainable development is generally recognised to reconcile three pillars of sustainability – environmental, social and economic.

Surface Water Flooding - Flooding that occurs when rainwater does not drain away through the normal drainage systems or soak into the ground, but lies on or flows over the ground instead.

Vulnerability - A measure of how likely someone or something is to suffer long-term damage as a result of flooding. It is a combination of the likelihood of suffering harm or damage during a flood and the ability to recover following a flood (resilience).

Newcastleton (Potentially Vulnerable Area 14/03)

Local Plan District	Local authority	Main catchment
Solway Local Plan District	Scottish Borders Council	Liddel Water



Summary of Progress for Newcastleton

There are approximately 140 residential properties and 10 non residential properties at risk of flooding. The Annual Average Damages are approximately £160,000. Further information can be found in LFRMP under PVA 14/03. Page 43 of the SLPD Local Flood Risk Management Plan (<http://www.dumgal.gov.uk/flooding/>)

Key Progress in reducing impacts of flooding since publication:

- Newcastleton Flood Study was completed in 2019, with a flood protection scheme proposed for FRM Cycle 2.
- Newcastleton Surface Water Management Plan was completed in 2019.
- Newcastleton is now an active Resilient Communities Group.

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Overview of actions to manage flooding in Newcastleton

PVA	Flood protection scheme / works	Natural flood management works	New flood warning	Community flood action groups	Property level protection scheme	Site protection plans	Flood protection study	Natural flood management study	Maintain flood warning*	Awareness raising	Surface water plan / study	Emergency plans / response	Maintain flood protection scheme*	Strategic mapping and modelling	Flood forecasting	Self help	Maintenance	Planning policies
Newcastleton (14/03)				✓			✓		✓	✓	✓	✓		✓	✓	✓	✓	✓

Summary of progress of actions to manage flood risk in Newcastleton (PVA 14/03)

Action	Status	Description	Delivery Lead	FINAL REPORT	Revised dates and planned actions to complete / address delay
Community Flood Action Groups	G	Scottish Borders Council is currently in discussion with Newcastleton and District Community Council with a view to forming a Resilient Communities Group which would take action in the event of a flood.	Community	SBC has facilitated the setup of a resilient communities group in Newcastleton.	SBC has continued to work closely with Newcastleton resilient communities group, community council and community trust to raise awareness of flood risk. A flood group has also been set up and the Council is working with them to help manage flood risk in the village going forward.
Flood Protection Study	G	A study is recommended to develop upon previous studies, incorporating the most up to date information. The study will further investigate the feasibility of a flood protection scheme in Newcastleton, focusing on the benefit of direct flood defences on the Liddel Water and further property level protection scheme. This study should also consider natural flood management action to reduce runoff into the town. Other actions may also be considered to select the most sustainable combination of actions.	SBC	Flood Study is complete with study findings proposing a flood protection scheme for FRM Cycle 2.	Complete
Maintain Flood Warning	G	Continue to maintain the Newcastleton Village flood warning area which is part of the Newcastleton river flood warning scheme.	SEPA	SEPA has continued to operate the flood warning service.	SEPA has continued to operate the flood warning service.

Action	Status	Description	Delivery Lead	FINAL REPORT	Revised dates and planned actions to complete / address delay
		When flood events occur in an area with a flood warning service, SEPA will seek to verify and validate the warning service. SEPA will use feedback and post-event data to ensure that our flood warning service is timely and accurate.			
Surface Water Plan / Study	G	The area must be covered by a surface water management plan or plans that set objectives for the management of surface water flood risk and identify the most sustainable actions to achieve the objectives.	SBC	Newcastleton Surface Water Management Plan was completed in 2019, finding will be used to help inform any future flood protection scheme.	Complete
Strategic Mapping and Modelling	G	Scottish Water will carry out an assessment of flood risk within the highest risk sewer catchments to improve knowledge and understanding of surface water flood risk.	Scottish Water	The Scottish Water assessment of flood risk within the sewer catchment has been completed and has been shared with the Local Authority.	Complete
Awareness Raising	G	<i>For details see "Progress with LPD-wide Actions".</i>			
Emergency Plans / Response	G				
Flood Forecasting	G				
Self Help	G				
Maintenance	G				
Planning Policies	G				

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Action	Status (Red; Amber; Green)	Description	Delivery Lead	Planned Dates	Progress in Delivery, including key deliverables and dates	Revised dates and planned actions to complete / address delay
Flood Protection Study (100840005)	G	A flood protection study has been recommended for Eyemouth to assess whether flood defences, sediment management and natural flood management could reduce flood risk. The study should also consider the viability of property level protection. Natural flood management options that should be considered include wave attenuation. The study should be carried out in conjunction with the Berwickshire Coast Shoreline Management Plan. The study should take a sustainable approach and consider the interaction between actions and potential effects on coastal processes along the shoreline.	Scottish Borders Council	Commence 2019. Completion 2021	Contractor for the Coastal Study and SMP appointed in Q4 2019 with works commencing Q1 2020.	Works ongoing, coastal study nearing completion with SMP being driven by the development of Scottish SMP guidance. Proposed completion Q1 2023.
Maintain Flood Warning (100990030)	G	Maintain the Grantshouse to Eyemouth flood warning area. SEPA will continue to maintain the Eyemouth Coastal flood warning area which is part of the Firth of Forth and Tay coastal flood warning service, SEPA will seek to verify the flood forecasts and warnings. SEPA will use feedback and post-event data to ensure that our flood warning service is timely and accurate.	SEPA	Ongoing	SEPA has continued to operate the flood warning service.	SEPA will continue to operate the flood warning service.
Strategic mapping and modelling (100990016)	A	SEPA will work with the local authority to review the existing study data and establish any further work required to enable an update of the flood maps in the Eyemouth coastal area. SEPA will support the local authority if further work beyond a strategic scale is required.	SEPA	2016	Following the establishment of a coastal flood hazard map development framework and characterisation of the coastline, several projects are currently underway at this location: <ul style="list-style-type: none"> • Development of a national coastal joint probability dataset; • Update to the UK design extreme sea level dataset; • Collection of topographic survey data of beach profiles and defences. These projects/ datasets will inform a future coastal modelling and mapping project for the coastline from Arbroath to Berwick Upon Tweed. A detailed study has been undertaken for the Eyemouth area which was used to inform the Strategies in 2015.	A technical specification for coastal modelling and mapping for the coastline from Arbroath to Berwick Upon Tweed is under development. Opportunities will be sought to align the delivery of this project with any required developments to Flood Warning schemes in the area. It is planned that this action will be completed by the end of Cycle 1.
Strategic mapping and modelling (100990019)	G	Review the assessment of flood risk within the highest risk sewer catchments to improve knowledge and understanding of surface water flood risk. Scottish Water will undertake further investigation and modelling in the Eyemouth sewer catchment to improve knowledge and understanding of flood risk in this area, as required under S16 of the Flood Risk Management (Scotland) Act 2009. S16 assessment of Eyemouth sewer catchment	Scottish Water	Eyemouth 2018-20	Not Started.	On track to deliver as scheduled in the LFRMP.
Flood forecasting (100990009)	G	Link to Scottish Flood Forecasting Service	SEPA	Ongoing	Refer to Interim progress described in Figure 3 of this report.	Refer to the planned actions described in Figure 3 of this report.
Community Flood Action Groups (100840012)	G	Develop existing Scottish Borders Council links with community groups established through the Resilient Communities Initiative.	Community & Scottish Borders Council	Ongoing	Continued to work closely with Eyemouth and St Abbs resilient community groups and operate the Scottish Borders wide resilient communities' scheme.	Scottish Borders Council continues to work closely with resilient communities group, other local groups and members of the public to raise awareness of flood risk.
Self help (100990011)	G	Raise awareness of self help measures available to property owners	Communities	Ongoing	No additional self help activities have been carried out in this PVA, beyond those already described in Figure 3 of this report	Refer to the planned actions described in Figure 3 of this report.
Awareness raising (100990013)	G	Raise flood risk awareness with communities	Responsible Authorities	Ongoing	Further to the planned actions described in Figure 3 Scottish Borders Council have undertaken a test exercise to prepare for flood events with resilient community group and emergency services. This involved erecting emergency flood barriers in Eyemouth.	Refer to the planned actions described in Figure 3 of this report.
Maintenance (100990007)	G	Inspect and maintain locations of identified flood risk	Responsible Authorities and land/asset managers	Ongoing	Further to the planned actions described in Figure 3 all of the watercourses in the Berwickshire Coast PVA have been inspected within their inspection deadlines. Undertaken watercourse inspections in; 2018 - Catchpenny Burn, Burnmouth 2017- Eye Water, Eyemouth, Bogan, Hill, Milldown and St Andrews Burns in Coldingham.	Refer to the planned actions described in Figure 3 of this report.
Emergency plans / response (100990014)	G	Raise awareness of plans and actions in place for flood incidents	Category 1 and 2 Responders	Ongoing	No additional emergency / planning response activities have been carried out in this PVA, beyond those already described in Figure 3 of this report.	Refer to the planned actions described in Figure 3 of this report.
Planning Policy (100010001)	G	LDP reflects flood risk	Scottish Borders Council and Responsible Authorities	Ongoing	No additional planning policy actions have been carried out in this PVA, beyond those already described in Figure 3 of this report.	Refer to the planned actions described in Figure 3 of this report

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Other Actions

Tweed Local Plan District

- Facilitated the delivery of a property level protection scheme for the Peebles Tweed Green area. Funded from the flood grant money provided in the aftermath of Storms Desmond and Frank, this provides greater resilience to flooding for 39 properties in this area.
- Facilitated bank reinstatement & retaining wall works in the aftermath of Storms Desmond & Frank to the garden areas which bound the Rule Water to the rear of Weens Place, Bonchester Bridge.
- Storm damage repairs to significant stretches of banking at Liddesdale Crescent, Hawick which was impacting on properties as a result of erosion from the Slitrig Water.
- Flood works have been completed at Whitlaw and Crowbyres, Hawick on the banks of the Slitrig, providing flood mitigation to higher return period flood events.
- Upgrade of priority culvert inlet trash screen on the Bakehouse Burn, Galashiels to reduce the risk of flooding to the centre of Galashiels.
- Provided a floodgate to Malestroit Court, Jedburgh to complete the resident led flood works to protect three properties from flooding of the Jed Water.
- Worked with Scottish Borders Housing Association to provide property level protection to their housing stock in flood risk areas in Hawick and Bonchester Bridge.
- Successfully developed a formal flood protection scheme for Romannobridge to protect the Romannomill area, currently awaiting construction.
- Construction of collection sump and culvert to divert out of bank flows from small burn originating from Duns golf course, impacting road networks and housing estates.
- Re-instatement of collapsed river banking to rear of Bankend North Industrial Estate Jedburgh, reducing flood risk to local businesses, property and A68 Trunk Road.
- Installed river level sensor at Jedburgh Richmond Row flood gate to provide advanced warning of rising river levels.
- Small-scale ditching and culvert replacement to drainage channels adjacent to Forest Road, Bonchester Bridge to reduce surface water flood risk.
- New public sandbag store provided to Bonchester Bridge.
- Enhanced road drainage measures implemented on the A701 to mitigate surface water flooding to the centre of Broughton Village.

Forth Estuary Local Plan District (Berwickshire Coast)

- Delivered a property level protection scheme on Church Street, Eyemouth to 15 properties to reduce the impacts of sewer flooding.

Solway Local Plan District (Newcastleton)

- Worked with Scottish Border Housing Association to provide property level protection to their housing stock in Newcastleton.
- In association with Newcastleton, resilient Communities Group promoted and delivered property level protection products to properties effected by flooding in February 2020.
- Constructed a flood bund parallel to South/Mid Liddel Street to reduce the impacts of flooding from high frequency flood events.

Tweed Forum Works

- Gala Water Catchment – Tweed Forum has now created 202ha of native riparian and hillslope woodlands and also the introduction of 16 pond and scrapes for flood water retention and wildlife habitats. Tweed Forum in partnership with SEPA also successfully undertook riverbank stabilisation works at two farms in the catchment. We are working with JBA on the NFM Scoping Study currently being carried out.
- Leader catchment – investigating NFM and bank protection works on the Leader and Cleekhimin Burn to reduce erosion and damage to land and infrastructure as well as slowing down out of bank flows.
- Newcastleton – gave advice on NFM works to the community of Newcastleton
- Teviot Catchment – Partners Tweed Forum have planted 142ha of riparian woodland and 4 ponds retention ponds across the following farms:
 - Bowanhill
 - Branxholme Braes
 - Broadhaugh
 - Commonside
 - Linhope
 - Lymiecleuch & Gideonscleuch
 - Northhouse
 - Swinside Farm
 - Whitchesters

and also in partnership with SEPA helped implement riverbank stabilisation at 1 farm.

- Bowmont Water Catchment – 59ha of riparian woodland planted across 5 farms and innovative trials undertaken of 4 types of bank stabilisation and log jams for catching sediment.
- Eddleston Water Catchment - Tweed Forum in partnership with key stakeholders are investigating the concept of NFM through a number of measures implemented in this catchment. To date the following NFM measures have been installed;
 - 209ha of riparian woodland created, which will help increase rainfall interception, evapotranspiration, soil infiltration and slow overland flow
 - 25km of fencing erected and just under 327,000 native trees planted
 - 2.9km of river re-meandered. This has increased river length, reduced the slope and speed of the water flow and provided more space for flood waters, as well as creating new habitats and improving the landscape.
 - 2.9 km of flood embankments removed
 - 136 ‘high flow restrictors’ installed that will encourage out-of-bank flow and hold back water in the headwaters
 - 40 leaky ponds created (29,955 m²). These wetland features have a good deal of ‘free board’ built in so that they will store water during intense rainfall events.

Click here <http://tweedforum.org/our-work/projects/the-eddleston-water-project/>

- Biggar Water Catchment - Tweed Forum is working with SEPA, South Lanarkshire Council and SBC to investigate the potential of restoring a section of the Biggar Water and reducing flooding through Biggar and Broughton. An options appraisal has been completed and detailed designs will take place shortly. A considerable funding package amounting to some £400k has been secured.

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CARE VILLAGE DEVELOPMENT - HAWICK

Report by Chief Officer Health & Social Care Integration

SCOTTISH BORDERS COUNCIL

29 September 2022

1 PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to present the Outline Business Case (OBC) Initial Assessment to Council for Hawick Care Village provision, and to set out the next steps for a detailed options appraisal and development of the final Outline Business Case.**
- 1.2 The Draft Revenue & Capital Investment Plan (Revenue 2021/22 - 2025/26, Capital 2021/22-2030/31) agreed at 19th March 2020 Council includes a £22.679m allocation for "new residential care provision" for Tweedbank and Hawick.
- 1.3 The Outline Business Case Initial Assessment is attached as Appendix 1.

2 RECOMMENDATIONS

2.1 Scottish Borders Council is recommended to:

- (a) Note that the the Outline Business Case (OBC) Initial Assessment (Appendix 1) was considered by the Integration Joint Board on 21 September and the current options that will be taken forward and appraised within the development of the final OBC for Hawick Care Village provision;**
- (b) Agree the assessment criteria, weighting and scoring that will be used for the option appraisal, as set out in section 2.4 of the OBC Initial Assessment; and**
- (c) Approve the timeline and next steps for the development of a final OBC to be submitted to the Integration Joint Board and to Council in early 2023.**

3 BACKGROUND

- 3.1 The Draft Revenue & Capital Investment Plan (Revenue 2021/22 - 2025/26, Capital 2021/22-2030/31) agreed by 19 March 2020 Council, includes an allocation of £22.679m for care village provision Hawick and Tweedbank.
- 3.2 In November 2021, Council agreed that an Outline Business Case (OBC) for Care Village provision in Hawick be brought forward in 2022.
- 3.3 As social care services are delegated to the Integration Joint Board (IJB), in March 2022 the IJB directed the Council to scope the development of an OBC for residential care service provision in Hawick, and that as part of this process it is expected that:
- There will be full and appropriate consultation and engagement with stakeholders
 - The model of service will be needs based
- 3.4 Since that time, and over recent months, significant consultation and engagement work has been undertaken in the Hawick Area by the National Development Team for Inclusion (NDTi), on proposed residential care provision in Hawick. The final NDTi report on the outcome of the consultation and engagement work has just been received. The engagement work undertaken and some initial findings relating to residential care provision in Hawick are set out in section 2.1 of the OBC Initial Assessment and will also be fed into the next steps option appraisal. The final NDTi consultation report is attached as Appendix 2.
- 3.5 A Market Sounding Exercise has been undertaken for Hawick to help notify the market of our intention to develop a Care Village within the Hawick area, and to scope whether a strategic partnership with a provider may be possible. In addition to our potential partnership with Eildon Housing Association, two further providers have come forward.
- 3.6 The Health and Social Care Partnership commissioned Public Health Scotland to undertake a whole systems modelling and needs assessment for social care services covering the Scottish Borders to ascertain the current and future need for homecare and residential care services. This can be broken down by area, and will inform the assumptions for the Hawick and Tweedbank Care Village developments, and the Integration Joint Board's Strategic Commissioning Plan. This needs information will be fed into the option development and appraisal as part of the development of the final OBC.

4 OUTLINE BUSINESS CASE – INITIAL ASSESSMENT

- 4.1 The OBC Initial Assessment is set out in Appendix 1. It includes:
- the strategic case for change,
 - existing property considerations,
 - desired scope of service requirements including initial findings of the consultation exercise undertaken with Hawick and Area stakeholders,

- Current options that have been identified and that will be further developed and appraised as part of the development of the final OBC for Hawick Care Village provision

5 SUMMARY OF OPTIONS AND NEXT STEPS

5.1 The options set out below will be fully developed and appraised within the final Outline Business Case which will be developed following this initial assessment.

To aid the identification of further options, a market sounding exercise has been undertaken to determine potential interest from external sources to work in partnership in the development of a new care village in Hawick. Current options identified, which include those from the market sounding, are as follows:

- I. Refurbishment of Deanfield – This is a challenging option, as it may prove difficult to refurbish Deanfield so that it meets the new Care Inspectorate standards in relation to building better care homes guidance. It will also be expensive to upgrade and difficult to approve in line with dementia friendly design.
- II. Development of a new care village facility, in partnership with Eildon Housing Association (EHA), on part of the Stirches site currently owned by EHA – Meetings have been held with EHA to explore this option. EHA are happy to work in partnership to look at this option to build a new integrated care facility on part of their Stirches site, which would be alongside their approved plans for Extra Care Housing.
- III. Partnership with a National Private Residential Care provider at a site to be determined – A national residential care provider who currently operate care home facilities in the Borders, have come forward and are offering to work in partnership to build a new care village facility in Hawick. This could include them providing a 50% contribution to the capital funding of the build. They also have land available to build on in Hawick, the exact size and location is to be determined.
- IV. Partnership with a national Housing Management and Care company (market sounding) – Through the market sounding exercise a national provider of housing management, care and support are offering to work in partnership to design, build and manage a new care village facility in Hawick. They have worked with other local authorities to deliver and manage similar new residential care schemes. However, they do not have a site on which to build.

5.2 Following the OBC Initial Assessment, the options will be further developed, short listed and then appraised as part of the development of the final OBC for the Hawick Care Village. The final OBC will be submitted to the Integration Joint Board and to Council for consideration in early 2023.

5.3 It is proposed that the appraisal of the options will utilise the same criteria, weighting and scoring scale agreed and used within the Tweedbank final OBC, and these are set out in section 2.4 of the OBC Initial Assessment (Appendix 1).

- 5.4 As the IJB is responsible for the oversight and revenue of delegated services including social care, and the Council is responsible for the capital spend, the final OBC and FBC will be submitted to both the Integration Joint Board and to Council for sign off.

6. IMPLICATIONS

6.1 Financial

The Draft Revenue & Capital Investment Plan (Revenue 2021/22 - 2025/26, Capital 2021/22-2030/31) agreed at 19 March 2021 Council includes a £22.679m allocation for "two new residential care homes" one for Tweedbank and another for Hawick.

It is proposed that the revenue implications of the new development are met through the closure of Deanfield Care Home and revenue funding transferred to the Care Village. Depending on the size of the care village provision identified as required for Hawick, there is potential for additional revenue to be required over and above that transferred from Deanfield.

6.2 Risk and Mitigations

The Council-owned care estate would not meet all of the health and social standards introduced by the Care Inspectorate in 2018 for new buildings. Our existing facilities would therefore not be graded highly against these new standards.

We expect further revision of the guidelines in response to the Covid-pandemic. New facilities will need to be designed to meet this new guidance and be able to address any further changes to standards expected in future years.

To inform future development work additional demand modelling work will be undertaken and this will remain under review across both internal and external residential provision.

The Scottish Government is consulting on the recommendations from the recent Feeley Report following the review of adult social care. Should the Government decide to progress with the development of a National Care Service, there may be a risk regarding on-going funding arrangements to cover the impact of the capital funding for any development within the social care estate.

Any such risk could be mitigated through the current and future deliberations with the "Integration Unit" of Scottish Government. Agreement would be sought with the office for the Minister for Mental Wellbeing and Social Care ahead of the Council entering into a capital borrowing arrangement.

The very act of compiling an initial OBC itself helps to mitigate risks to the Council and its objectives by following a risk based approach to selecting appropriate options with regards to the development of a Hawick Care Village, taking into account factors such as capital, resources, the availability of partnering through market sounding (and as

such the potential to share risk), future proofing and changing legislation and guidance (e.g. in relation to the Care Inspectorate’s grading criteria).

Detailed Programme Plans, a Programme Board and Risk Management Arrangements (including the development and maintenance of a risk register and subsequent reporting) are in place to ensure that effective governance is in place and that risks to the development of the Hawick Care Village are identified, assessed, controlled, monitored and reviewed, enabling effective and informed decision making by Officers and Members.

6.3 Integrated Impact Assessment

An integrated impact assessment (IIA) template will be completed and will include carers and external providers.

6.4 Sustainable Development Goals

The UN Sustainable Development Goals checklist will be completed.

6.5 Climate Change

The Climate Change checklist will be completed as part of the development of the final OBC and Full Business Case.

6.6 Rural Proofing

n/a

6.7 Data Protection Impact Statement

It is anticipated that the proposals in this report will have a minimal impact on data subjects and the Data Protection Officer has confirmed that a Data Protection Impact Assessment is not required.

6.8 Changes to Scheme of Administration or Scheme of Delegation

n/a

7 CONSULTATION

8.1 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 and Corporate Communications are being consulted and any comments received have been incorporated into the final report.

Approved by

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Background Papers: Nil

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SCOTTISH BORDERS COUNCIL

Hawick Care Village

Appendix 1 - Outline Business Case

Initial Assessment

DRAFT

7th September 2022

V3.2

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1. CASE FOR CHANGE

1.1 Introduction

The Scottish Borders Health & Social Care Partnership propose an innovative new model of residential care, designed specifically to better support the changing needs of older people alongside providing high-quality care and support through proactive early intervention and preventative action aimed at those with complex needs, frailty and dementia.

The concept of the care village model supports unique needs, lifestyles and personal preferences for living, care and well-being for people living mainly with dementia and frailty. The focus is on possibility rather than disability and will be supported by 24-hour care, delivered by trained professionals.

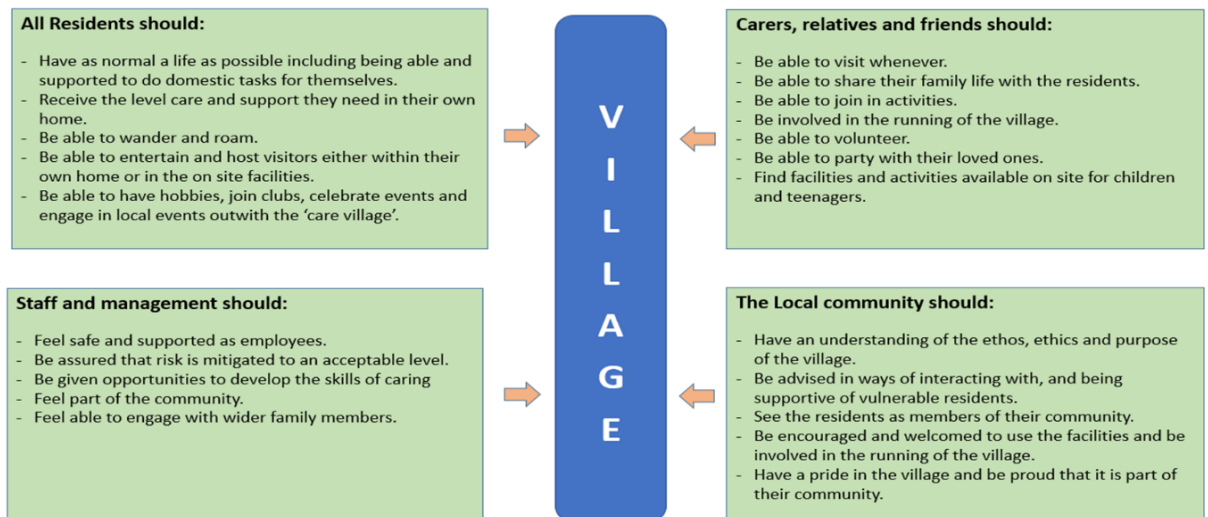
Following work already underway in enabling a Care Village setting in Tweedbank, this proposal is looking at the provision of a similar facility in Hawick. This new facility will be a re-provisioning of the existing Deanfield Care Home.

This case for change describes the proposals for delivering change and the potential options for further development and appraisal. Future work will be undertaken to demonstrate value for money; sustainability; affordability; feasibility; acceptability. The procurement strategy for the successful delivery of the project has been outlined at section 6.

1.2 The Strategic Case

In 2020 following a request by Elected Members and Senior Officers, investigative assessment was undertaken to identify innovative care and health thematic solutions for older people. This assessment involved researching eco systems, models and building solutions world-wide and a visit to the award winning Hogeweyk development in the Netherlands.

The vision, set out below, has been agreed and outline of the model of care, operational delivery and staffing model are under development:



The detail of this will be further jointly finalised between care and health colleagues. This will ensure effective use of a flexible bed-base, accompanied with a full range of care and intermediate care provision.

The outcomes of this proposal align closely with the identified population/demographic demand, and allows for the required revenue migration, through the transfer of existing provision from Deanfield, which will ultimately be closed, to the new development. Depending on the model of care, the supporting revenue model may require to be reviewed.

There has been extensive engagement with the communities in Hawick on the Care Village development to determine the requirement for the care facility and to seek the views of the Hawick communities regarding the type of provision they would like to see in the town.

National and Local Policy

Adult Social Care: Independent Review February 2021: The Feeley Report

The principal aim of this review was to recommend improvements to adult social care in Scotland, primarily in terms of the outcomes achieved by and with people who use services, their carers and families, and the experience of people who work in adult social care. The review takes a human-rights based approach.

The Hawick Care Village is an innovative alternative social and health care support model for the future which prioritises the principles of Feely and supports the recommendations of the Feeley Review. This will ensure that the citizens of Scottish Borders Council can maintain and develop rich social connections and to exercise as much autonomy as possible in decisions about their lives

Scottish Borders Health & Social Care Partnership Strategic Plan: Changing Health & Social Care For You 2018- 2022

The Partnership Strategic Plan provides the local strategic context for taking forward the care village development. Following a review in April 2021 by the Scottish Borders Strategic Planning Group, at the end of April 2021, the decision was taken to continue with the plan and with the three agreed existing objectives, and to build in lessons learned from COVID-19 and update existing priorities. The strategy and its priorities aim to deliver a vision where NHS Health and Council Social Care Services are joined-up and work in new partnerships together, with communities, residents and third sector providers to:

- improve the health of the population
- reduce the number of hospital admissions
- improve the flow of patients into, through and out of hospital
- improve the capacity within the community for people who have been in receipt of health and social care services to better manage their own conditions and support those who care for them.

The Hawick Care Village development will help to deliver these objectives and ensure services and care are:

- Accessible
- Closer to home (*and offering greater support for care at home*)
- Delivered within an integrated model
- Give greater choice and control

- Optimise efficiency and effectiveness
- Reduce health inequality

Scottish Borders Council, “Council Plan 2022 – 2023” describes SBC’s commitment to reshaping and improving services. The Hawick Care Village will contribute to the Council Plan Outcomes in relation to:

- Good Health and Wellbeing – People of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.
- Empowered, Vibrant Communities – The Scottish Borders has thriving, inclusive communities where people support each other and take responsibility for their local area
- Clean Green Future – A modern environmentally designed and built building will contribute to tackling climate change and the surrounding grounds will enhance our local environment

1.3 Investment Objectives

The investment objectives for this scheme have been developed to specifically fit with the key outcomes identified within the Health & Social Care Partnership Strategic Plan.

Investment Objectives	
1	Deliver Services within an Integrated Care Model
2	Give users greater choice and control of local health & social care service provision

Investment Objectives	
3	Improve access to services
4	Improve care pathways, capacity, and flow management
5	Maximise flexible, responsive and preventative care - at home, with support for carers
6	Optimise efficiencies and effectiveness
7	Improve quality & effectiveness of accommodation used to support service delivery
8	Improve safety of health & social care, advice, support & accommodation

1.4 Existing Property Considerations

There have been several reports highlighting challenges with the current SBC owned residential care estate and the inability to make alterations/improvements to the estate in a way that represents value for money. In addition, the requirements necessary as a result of the impacts associated with COVID-19 and the need to respond to infection control techniques cannot be easily met within existing estate and these will require to feature in the design/layout of the new estate.

There are also further specific challenges with the current provision:

- Ageing estate, which does not meet update Care Inspectorate Standards in relation to Building Better Care Homes guidance
- Expensive to upgrade (and still won't meet the new standards)
- Stand-alone care home with no integration with other services and the community
- Increased service user expectations and model of care required by service users

- Institutional type care rather than in their “own home” and increased risk of isolation from community
- Barriers to providing a flexible and adaptable approach to care as service users’ needs change after admission
- Difficulties in improving existing environments in line with Dementia Friendly Design

Consideration will be required regarding what to do with the existing Deanfield facility when it will no longer be in use as a care home.

2. DESIRED SCOPE AND SERVICE REQUIREMENTS

2.1 Scope

The scope of the care facility will be informed by the work carried out by NDTi engagement activities carried out in the Hawick Community and with residents, families and staff. A summary of the engagement carried out is as follows:

- Engagement session 27 June Hawick Town Hall –
 - Local groups, GP’s, the Borders Carers Centre, Health and Social Care representatives were invited to attend
 - People were asked what they would like to see in terms of care village/facility in Hawick and outcomes for people
 - People were also asked specifically to consider equalities and human rights and how we cater for these in the new facility – these will be fed into IIA and Business case as it develops
- This was followed by NDTi engagement activity in Hawick throughout July, asking the same questions at:
 - 2 Drop-in sessions Heart of Hawick;
 - Staff drop-in sessions in Hawick Town Hall;
 - Deanfield families and residents sessions;
 - On-line workshops with specific groups – Community Groups, Third and Independent Sector, Health and Social Work professionals, Mental Health;

- Conversations with key specific groups in Hawick – e.g. Burnfoot Cuppa and Chat group, Men’s Shed, Women’s Craft groups, Dementia Café, mental health and learning disability representatives, health and social care staff including the District Nursing Team.

NDTi initial findings

- It’s how the service is delivered that is key – joined up services
- A range of accommodation types are required to maintain independence – linked up
- Accommodation needs to allow couple with differing needs to stay together
- Respite provision required for carers
- More community involvement and not “shut away”
- More training for staff
- More trained volunteers to enhance service provision

The NDTi findings are in line with the agreed vision for the care villages. The full NDTi report can be found at appendix 2.

2.2 Care Home Demand Modelling and Assumptions

In May 2021 the HSCP and SBC CMT requested further evidence in relation to care home demand and modelling of the Scottish Borders older population. A Stakeholder Care Home modelling group was established with a specific ask to: Provide a 10-year forward projection of 24-hour care demand for older people and describe the expected changes in 24-hour care demand broken down by residential care, nursing care and specialist care provision with worse case and best case scenarios. If possible, the group were also asked to include potential for mid-range scenario. Several assumptions were applied to predicted future demand, these were

- Expected changes in population frailty or dependency levels will increase demand
- Expected changes in dementia prevalence and need for 24-hour care will increase demand

- Impact of changes in older peoples integrated preventative models of care may decrease demand for future 24-hour care

The outcomes of this study highlighted that the demographic projection and 30% increase in older people predicted the need for an additional 188 care home places by 2030, this represents between **8-11** additional care home places per year however :

- Scottish Borders benchmarks in lowest 4 Local Authorities for care home places
- There has been no change in Scottish Borders care home places 2009-2019 despite 20% increase in >75 Borders population
- The number of SBC-funded residents outwith Borders has been steady at 20% over the past 5 years
- Scottish Borders benchmarks in lowest 6 LAs for home care packages
- Suggestion that rurality and community/family support is maintaining more people at home
- The % of residents who remain in their own locality is directly related to the number of care home beds in a locality (0.91 correlation)
- Based on demographic change only, we can expect an increase of 188 beds by 2030. This has been broken down to a 28% increase in residential care beds and 29% nursing care beds
- This in numbers can be interpreted as an increase requirement of 14-17 beds per year by 2023-2026 and 19-23 beds per year in 2027-2029

Public Health Scotland are currently finalising a whole systems modelling and needs assessment piece of work covering the Scottish Borders. This work is focussing on identifying current and future need for homecare and residential care services and can be broken down to identify need in the Hawick and Tweedbank Areas. Once finalised it will help inform the current and future number and types of residential care units required in the new Hawick care facility. This needs information will be fed into the option development and appraisal process as part of the development of the final OBC.

2.3 Options for Consideration

The current options set out below will be fully developed and appraised within the final Outline Business Case following this initial assessment.

To aid the identification of further options, a market sounding exercise has been undertaken to determine potential interest from external sources to work in partnership in the development of a new care village in Hawick.

Current options identified, which include those from the market sounding, are as follows:

- I. Refurbishment of Deanfield – This is a challenging option, as it may prove difficult to refurbish Deanfield so that it meets the new Care Inspectorate standards in relation to building better care homes guidance. It will also be expensive to upgrade and difficult to approve in line with dementia friendly design.
- II. Development of a new care village facility, in partnership with Eildon Housing Association (EHA), on part of the Stirches site currently owned by EHA – Meetings have been held with EHA to explore this option. EHA are happy to work in partnership to look at this option to build a new integrated care facility on part of their Stirches site, which would be alongside their approved plans for Extra Care Housing.
- III. Partnership with a National Private Residential Care provider at a site to be determined – A national residential care provider who currently operate care home facilities in the Borders, have come forward and are offering to work in partnership to build a new care village facility in Hawick. This could include them providing a 50% contribution to the capital funding of the build. They also have land available to build on in Hawick, the exact size and location is to be determined.
- IV. Partnership with a national Housing Management and Care company (market sounding) – Through the market sounding exercise a national provider of housing management, care and support are offering to work in partnership to design, build and manage a new care village facility in Hawick. They have worked with other local authorities to deliver and manage new housing and care schemes. However, they do not have a site on which to build.

Initial discussions occurred with NHS Borders to ascertain whether there was a possibility to explore a joint opportunity with NHS Borders for a residential care facility in Hawick. However as it became clear that this option would significantly delay the process, and due to the associated risks to the care village programme’s delivery, this option has been discounted as it is not considered practical for the Hawick Care Village.

2.4 How the options will be appraised – criteria, weighting, scoring

The final non-financial appraisal of options will be undertaken using the same criteria, weighting and scoring that were agreed and used for the Tweedbank final OBC option appraisal. The criteria utilise the investment objectives set out in section 1.3 of this report, and have been developed to specifically fit with the key outcomes identified within the Health & Social Care Partnership Strategic Plan. The criteria, weighting and scoring are set out below:

Criteria – Investment Objectives	Weighting
Deliver Services within an Integrated Care Model	20%
Give users greater choice and control of local health & social care service provision	15%
Improve access to services	15%
Improve care pathways, capacity and flow management	10%
Maximise flexible, responsive and preventative care - at home, with support for carers	10%
Optimise efficiencies and effectiveness	10%

Improve quality & effectiveness of accommodation used to support service delivery	10%
Improve safety of health & social care, advice, support & accommodation	10%

The final options will be scored against each of the criteria using the options scoring scale set out below, which is the scale agreed and used in the Tweedbank final OBC options appraisal.

Options scoring scale

0	Not at all
1	To some extent
2	Satisfactory
3	Good
4	Very good
5	Excellent

A full financial appraisal of short-listed options will be also undertaken in the final outline business case.

3. EXPECTED OUTCOMES ARISING FROM A NEW MODEL OF CARE

On the basis that the proposed service model is put in place, the following identifies the key benefits likely to be attributable to achievement of each investment objective: As part of the project board deliverables a full benefits realisation of existing /status quo and business scope is required.

Investment Objective: Increase integration & communication between health & social care services and delivery to service users			
Outcome	Relative Value	Relative Timescale	Type

Delivery of more effective care with improved user outcomes	High	Medium & longer term	Qualitative and quantitative
Greater collaboration between partner organisations to improve effectiveness of preventative and	High	Medium & longer term	Qualitative
Improved staff engagement & communication between partner organisations	Medium	Medium & longer term	Qualitative
More service users able to return home following hospital care (based on draft intermediate care	High	Medium	Quantitative
Shared use of partner resources	Low	Medium term	Cash & resource
Improved working arrangements and facilities for staff resulting in greater job satisfaction and less turnover / sickness	Medium	Medium term	Qualitative & resource releasing

Investment Objective: Improve user experience of local health & social care service provision			
Outcome	Relative Value	Relative Timescale	Type
Positive experience of health and social care	High	Medium term	Qualitative
More people able to access care from their preferred location (i.e. at home)	High	Medium term	Quantitative
More people able to return home following hospital care (following rehabilitation and reablement)	High	Medium term	Quantitative & resource
Better transition through each care journey	High	Medium term	Qualitative
Positive experience of the environment in which services are provided	Medium	Medium term	Qualitative

Investment Objective: Improve access to care			
Outcome	Relative Value	Relative Timescale	Type

Maximised range of health and social care services available locally	High	Medium term	Qualitative
Point of access to care is less confusing	Medium	Medium term	Qualitative
More likely to receive the most appropriate care	High	Medium term	Qualitative
Ability to access care at home	High	Medium term	Quantitative
Better physical access to care facilities	Medium	Medium term	Qualitative
Flexible bed usage enables more user focused care	High	Medium term	Qualitative

Investment Objective: Improve care pathways, capacity and flow management			
Outcome	Relative Value	Relative Timescale	Type
More people treated on a scheduled rather than unscheduled basis	High	Medium & longer term	Quantitative
Service capacity meets service demands	High	Medium & longer term	Quantitative
Flexible use of beds better meets service user needs	High	Medium term	Qualitative
Reduction in overall number of beds (from the baseline high of 161 in 2011)	High	Medium term	Quantitative & cash
Services users don't have to stay in hospital longer than necessary	High	Medium term	Quantitative

Investment Objective: Maximise flexible, responsive and preventative care - at home, with support for carers			
Outcome	Relative Value	Relative Timescale	Type
More people able to access care from their preferred location i.e. at home	High	Medium term	Quantitative
More people able to return home following hospital care	High	Medium term	Quantitative & resource

Providing care at home is more cost effective than institutional care	High	Medium term	Cash & resource releasing to
Carers feel better supported in their role	High	Medium term	Qualitative
Increase in visits and involvement from relatives and wider family, including children, to the residents and within the care village	High	Medium term	

Investment Objective: Make best use of available resources			
Outcome	Relative Value	Relative Timescale	Type
Affordable service delivery	High	Short, medium &	Quantitative
Service capacity meets service demands	High	Medium & longer term	Quantitative
Service model is more flexible to future changes in demand	Medium	Medium term	Qualitative
Reduction in overall number of beds (from the baseline high of 161 in 2011)	High	Medium term	Cash & resource releasing to
Reduced demand for more expensive care pathways (through shift from health to social care models of care)	High	Medium to longer term	Cash releasing to NHS &

Investment Objective: Improve quality & effectiveness of accommodation used to support service delivery			
Outcome	Relative Value	Relative Timescale	Type
Improved user perception of quality of care	Medium	Medium term	Qualitative

Improved condition of available accommodation	Medium	Medium term	Qualitative
Accommodation meets modern service needs & enables flexibility of use	High	Medium term	Qualitative
Improved functionality of accommodation improves service effectiveness	High	Medium term	Qualitative

Investment Objective: Improve safety of health & social care, advice, support & accommodation			
Outcome	Relative Value	Relative Timescale	Type
Reduced risk of HAI incidents	High	Medium term	Qualitative
Reduced risk of harm from property related incidents	High	Medium term	Qualitative

Information Management and Information Communication Technology is a key enabler for the new village model, particularly to deliver:

- Integrated systems and care records – access to a shared clinical and care management system, joint information governance and data sharing arrangements; in and out of hours
- Connected infrastructure - mobile working solutions; shared domains
- Self-management and signposting – technology enabled care; health monitoring systems;
- Business Analytics for evaluation
- Access to STRATA referral pathways
- Access to Datix for reporting of adverse events and incidents
- Attend Anywhere for Virtual Consultation with GP and other services
- WIFI access for patients and families
- information, advice and guidance

Assessment and planning to deliver these component and operations are necessary and will be addressed further within the project planning and commissioning arrangements and a sub group has been set up to facilitate this work.

4. CONSTRAINTS AND DEPENDENCIES

4.1 Capital Funding Constraints

The project is proposed to be funded via the Council's Capital Plan. The current available capital is £22.679m for two new residential care facilities, one for Hawick and another for Tweedbank.

4.2 Dependencies

Revenue Funding Constraints - It is proposed that the revenue implications of the new development are met through the closure of Deanfield Care Home and revenue funding transferred to the Care Village. Depending on the size of the care village provision identified as required for Hawick through the needs assessment, there is potential for additional revenue to be required over and above that transferred from Deanfield.

Staffing - There may also be an increased workforce requirement if moving towards the provision of nursing/clinical care. As the model develops, specific workforce modelling will be required taking into consideration anticipated demands on the village and the skill mix required to support the proposed model.

To deliver the new model of care, requires key elements to be examined in more detail:

- transitioning the existing workforce to a new type of working model
- ability to recruit necessary workforce
- recognition of likely requirements within the proposed Health and Social Care Staff Bill
- Understanding dependency and the ratio of staffing to achieve personal outcomes

The Care Village concept is dependent upon the collaboration and inclusion of other partner organisations, such as the local GP practices, Allied Health Professionals, community nursing, community hospital services, local care providers, local charities and the voluntary Sector will enhance the Care Village concept.

5. CRITICAL SUCCESS FACTORS TO THE PROJECT

In addition to the Investment Objectives set out in the strategic case for change, a number of factors which, while not direct objectives of the investment, will be critical for the success of the project, and are relevant in judging the relative desirability of options.

The agreed Critical Success Factors are shown in the table below.

Key CSF's	Broad Description
Strategic fit and business objectives	Fits with the strategic intention to shift the balance of care from acute to primary care and from institutional care to home care. It is also in line with Scottish Borders Council's Single Outcome Agreement
VFM	It enhances service delivery, improves user experience, and achieves the project investment objectives from an efficient cost base, while at the same time reducing service delivery risks
Achievability	The key service providers are able to adapt to the proposed service changes and deliver an enhanced service from identified resources
Supply-side capacity and	Service providers have the resource capacity and capability to deliver the proposed service model and facilities; and the scheme will be able to attract the necessary investment.
Affordability	Available capital and/or revenue funds will be sufficient to provide the facilities and ongoing resources needed to deliver the proposed

6. PROCUREMENT

Since SBC are a government funded body they will have to comply with stringent procurement rules. This will include advertising the contract with the European Union via OJEU. This sets the limit for a contract of £4,733,252 (net of VAT) so anything above this has to be marketed via the OJEU process. This process can be time consuming and can be very labour intensive in terms of

reviewing the submitted returns. In some cases it can add between 3 – 6 months to the programme.

However, this process can begin early in the project to mitigate programme risks where possible. SBC has previously used Public Contracts Scotland to advertise projects above and below OJEU limits. It would be advisable to meet with the procurement team in the early stages of the project to establish the requirements.

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Future Care Provision in Hawick

A report of an engagement exercise in Hawick

A report to Scottish Borders Council and
Health and Social Care Partnership

August 2022





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www.ndti.org.uk

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Acknowledgements

Thank you to thank all the people we spoke with to produce this report. We appreciate how you gave us your time and shared your experiences with us. Our thanks also to the staff from Scottish Borders Council/ Health and Social Care Partnership for your guidance and help with organising the engagement exercise.

Executive Summary

Background

Scottish Borders Council (SBC) and the Health and Social Care Partnership (HSCP) are exploring options for future care provision including the development of a care village in Hawick and commissioned the National Development Team for Inclusion (NDTI) to engage with the community and key stakeholders in Hawick to hear their views.

NDTi carried out this engagement through talking with 113 people at stakeholder workshops, Locality Drop Ins, community groups, and online sessions with health and social care practitioners and third sector organisations. We also spoke with residents, families and staff at Deanfield Care Home. We structured our conversations around four key questions:

- What do you think are the **most important services** to be provided in Hawick and are there any current gaps?
- What are the most important features for care services **including 24-hour residential care** provision?
- What other services do you think would be important to be on a **community site**?
- How can the community **get involved**?

Findings

We heard that people **valued existing health and care services** in Hawick including from the community hospital, Deanfield care home, supported housing and community groups. They missed some of the services that had closed, and a core message was not to close any further facilities until new services were opened.

A number of **gaps in services** were highlighted, which reflected the demographics and focus of those engaging. Three of the main ones were a lack of support for independent living (through care at home and/or linked to sheltered housing), care and support for people with dementia, and carer support and respite. Other gaps included palliative care /end of life care at home, 24-hour care for younger people and having information about support when it is needed.

There were **concerns about a funding gap** between the cost of the services needed and resources available, and a view that that **services should be more joined up**.

Overall, it was clear that people want **flexible care options to meet their needs in a way that preserves their dignity and independence** at home and in residential settings through:

- better integration between housing, care and health services
- a person-centred approach where staff understands what matters to an individual
- future proofing when repurposing /designing care provision
- training and development for all care staff

In addition, **residential care** should be homely, have good sized bedrooms and ensuite bathrooms, provide access to outdoor space and the wider community, offer a range of activities and be a welcoming environment for visits from family and friends.

The engagement exercise showed that the question for most people is ‘**What care services does Hawick need**’ rather than what would a care village look like? This way of thinking moves the focus from a physical site to identifying a range of key services – housing, care, social and leisure facilities/activities – provided at sites across Hawick - that meet the needs of people requiring care. These needs reflect the SBC/HSCP principles for future care options in Hawick and can be summarised as:

- **People want to live as independently as possible** – either at home or in sheltered accommodation with ‘my own front door’ – remaining in their own neighbourhood and community, preserving the connections and networks they already enjoy – and with access to care services as needed.
- **Care services should be person-centred and flexible**, providing different options – home care, day services, respite care, 24-hour residential care - reflecting people’s circumstances and choice. They should enable people to have **dignity and respect**.
- **Support for carers needs to be responsive** and timely to maintain people’s independence and prevent emergency admissions to hospital/residential care.
- Residents, families and staff agree that **residential care should be provided in a homely setting that match people’s preferences** with modern ways of supporting care through design and technology, access to stimulating activities and be able to have contact with family, friends and the local community

Wherever the care facilities are, people stressed how the **location is important** as people in Hawick have a strong sense of place and for residents in sheltered housing and residential accommodation it must be possible to have two-way contact with the town.

Care provision should also be **inclusive** and thought given to the need for 24-hour provision specifically for younger people. For any age group, care at home or in residential accommodation should be appropriate for people with learning disabilities, LGBT+ people, and people from minority ethnic and the Gypsy and Traveller communities.

Local people and other stakeholders thought that care of older people should be something that runs through Hawick as a community so there could be a move from a care village concept in Hawick toward **Hawick as a village/town that cares**.

Those expressing the above felt this would enable **practical community links** and people mentioned possible roles for volunteers including running communal activities, taking individuals and/or groups on trips, and befriending by volunteers with key interests that could provide stimulation and support. Stakeholders agreed that for the approach to be successful, volunteers must have access to training and support and enhance (not replace) care from paid staff.

Hawick as a town that cares would also require a **partnership approach between agencies for integrated, flexible housing and care**. Housing, home care, day support, respite and residential care could then be delivered from across premises or ‘hubs’ across Hawick and be ‘joined up’ with the council, health, third and independent sectors working together.



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1. Introduction

Background

Scottish Borders Council (SBC) and the Health and Social Care Partnership (HSCP) are exploring options for future care provision including the development of a care village in Hawick and has commissioned the National Development Team for Inclusion (NDTI) to engage with the community and key stakeholders in Hawick to hear their views. The findings of this engagement exercise are presented in this report which will inform an options appraisal and the development of an Outline Business Case for Scottish Borders Council / Health and Social Care Integrated Joint Board in September 2022.

Council/HSCP commitment

The Council and HSCP are committed to improving care provision both in Hawick and Tweedbank and as part of this exploring the concept of a care village. This commitment has been made in the context of recovering from the pandemic and recognising the demands of a growing older population and increasing complexity of needs. New legislation and guidance have set out revised standards for accommodation and support which also need to be considered.

Improving care provision is not without challenges, notably around staffing and the economic/financial climate. However it will also provide an opportunity to embrace new technology and redesign services to bring them up to date including Deanfield Care Home.

Purpose of engagement

The Council/HSCP is keen to develop care services which are based on both identified need and reflect the views of local communities and key stakeholders. This approach allows all interested parties to contribute to service planning and resource allocation and provides opportunities for cross-sectoral partnership working.

The focus of engagement is with all stakeholders in the Hawick community and those people who use current services. Alongside this engagement process SBC/HSCP is undertaking an epidemiological needs assessment including future population projections and health needs to inform the future plans and options could be considered most suitable for care and then appropriate service level.

Principles for future care provision in Hawick

The detailed model of care and support including a care village will be informed by the engagement and needs assessment work. However our engagement with stakeholders and local people was based on the principles of future care provision in Hawick. These are:

- Emphasises the Importance of **place** - neighbourhood and communities
- Provides **flexible**, up to date **care** and **support**
- Gives people using services greater **choice** and **control** of their **social care** and **health**.
- Improves **access** to services and the local **community**.
- Supports people to **live as independently** as possible with their families and/or carers at home or in a setting of their choice.
- Enables people to live in a setting of their choice surrounded by the **facilities** and support of a local **neighbourhood** model.
- Optimises efficiencies and effectiveness.
- Maximises **flexible, responsive** and **preventative** care – in a homely setting, with support for families and carers.
- Improves **quality** and **effectiveness** of a homely setting and environment used to support service delivery.
- Improves **safety** of health and social care **advice, support** and **accommodation**.
- Provides more **options** for care - how and when it is delivered.



2. Engagement

NDTi's role

NDTi's role in Hawick has been to:

- To **engage** with, **hear** and **capture** the **voice** of **people providing** and **requiring support**, including **carers** and the **community**
- To **capture** the **views** and **ideas** of the **community, stakeholders** and **people** of Hawick to inform the plans for the provision of care in Hawick
- To provide a **report** of our **engagement findings** to **inform** the next stage of the development- this report
- Undertaken **research around care villages and alternative models of support** to inform the options for future care village provision and associated services.

Who we engaged, how, where and when

We took a blended virtual/in person approach to the engagement work in Hawick to capture the voices, knowledge, views and ideas of different groups of people as follows:

Stakeholder workshops

- Initial stakeholder workshop: Hawick Town Hall 27th June
- Online workshop: Third & Independent sector 18th July
- Online workshop: Health & Social Work professionals 22nd July
- Online workshop: Community Groups 25th July
- Online workshop: Mental Health 1st August

Locality drop ins:

- Session 1 on 14th July between 10 and 2 at the Heart of Hawick Community Café
- Session 2 on 19th July between 10 and 2 at the Heart of Hawick Community Café

Deanfield Care Home

- Staff – 12th July, 13th July
- Families – 12th July, 19th July
- Residents – 13th July

Other discussions with key groups in Hawick

- Conversations with people from: Men's Shed and Women's Craft groups, Dementia Café, Cuppa and Chat (Burnfoot Community Centre), mental health and learning disability representatives, and health and social care staff including the District Nursing Team.

In total, **113 people were engaged** through the above sessions. There were slightly more women than men engaged. Staff from the Council, NHS, third and independent sectors tended to be of working age. Most of the local people at the drop-ins and community groups were older e.g. over 60. This provided a wide range of perspectives although underrepresents those from people from some specific Equalities Groups (e.g. LGBT+, Learning Disabled people), which we discuss later in this report.

Questions for our conversations

We structured our conversations around four key questions:

- What do you think are the **most important services** to be provided in Hawick and are there any current gaps?
- What are the most important features for care services including 24-hour residential care provision?
- What other services do you think would be important to be on a **community site**?
- How can the community **get involved**?



3. Our findings – What people said

What do you think are the most important services to be provided in Hawick and are there any current gaps?

We heard that people really valued the existing health and care services in Hawick including Hawick community hospital, Deanfield care home, supported housing and many community groups that exist. There was still a sense of loss for some of the services that had closed, and a core message was not to close any further facilities until new services were opened. There were also concerns about a funding gap between the cost of the services needed and resources available in the current financial climate.

The following **gaps in services** were highlighted by a number of people we spoke with.

- Lack of social care to enable people to live at home for as long as possible
- Sheltered housing for independent living – with care as needed
- Palliative care/ end of life support at home is limited
- Support for people with dementia
- Carer support and the need for more short break/ respite options including residential care and opportunities during the day
- 24-hour on-site support for younger people
- The importance of getting the right information and support at the right time

A number of people talked to us about accessing any new services from Newcastleton pointing out the lack of services there for people who had long term, complex needs. This issue was also raised in relation to people living in other rural areas of Teviot.

Independent living

Most people we spoke with said that **remaining independent** was very important to them. Ideally, they wanted to remain **at home for as long as possible** with social care coming to them as needed. But there were concerns that home care is inadequate or inflexible just now with stories of people only coming for 10 minutes and/or to help people into bed by late afternoon.

People explained that when they did not feel able to remain in their own home, they would want some form of **accommodation with flexible care support** which could be increased when they had mobility issues and/or felt unable to live alone, often after losing a partner. Features that were mentioned often include:

- “My own front door”

- Communal facilities – a café, residents’ lounge
- A garden, space outside – somewhere to grow things
- Activities and trips – which the community can help organise
- Guest rooms or flat for when friends and relatives come to stay
- Location important – many preferred to be near centre of Hawick – to continue meeting friends, for shopping etc.
- Accommodation that could be easily adaptable as needs changed or new ways of delivering support and care developed

At present there seems to be a shortage of this type of flexible housing provision in Hawick currently although we did hear some good ideas from housing providers about how they worked in other areas to provide flexible support to people in need of housing and care.

Several people we met at the drop-in sessions and at local groups were concerned about the time that they had been waiting for sheltered housing and said that they did not know how long the wait was likely to be. Some people mentioned previous provision which could have been adapted to provide solutions such as ‘the cottages around Deanfield’ (sheltered housing which people said had been closed and been replaced by private housing).

Some home owners we talked with were interested in **mixed tenure housing** developments so they could buy accommodation that suited their needs as they required more care and retain their assets. There was also interest in shared ownership housing.

Support for people with dementia

The other significant gap highlighted by a range of people we spoke to was support for people with dementia and their carers. This included plugging current gaps through better:

- GP follow up post initial diagnosis e.g. for reassessment, review of medication
- Understanding and/or support for people with dementia to take part in previous interests and specialised, stimulating activities for people with dementia
- Appropriate home care as an alternative to residential care for people with moderate to severe dementia
- Support for carers through respite facilities

Carers of people with dementia explained about the gap between support for people for one year after a dementia diagnosis and the stage at which they required 24-hour (residential/nursing) care. During this time they wanted access to reviews by a GP on the progress of the disease and medication as well as social work reassessments. As one carer explained:

“People tend to see Alzheimer’s and dementia as a single condition – but the disease changes and progresses AND is different for different people. So provision has to be flexible”

People with dementia at the Dementia Café told us how they enjoyed the sandwiches and music, especially the songs they liked and could sing along too. The café runs for one afternoon a month and several people pointed out that more was needed to provide people with dementia with stimulating activities and an opportunity to socialise.

Although some people with dementia have care workers supporting them at home, they tended to provide personal care rather than stimulating activities. Although some home carers took people with dementia on walks and talked/reminisced with them about their interests, we also heard about carers who were untrained in understanding dementia and/or of different carers coming each visit which was confusing for people with dementia.

Carer support and respite

Carers of people with dementia and with other conditions told us how they appreciated the information and emotional support they received through the Dementia Café, the Dementia Support Group and the Carers' Centre.

But they felt that this support, although important, does not cover the need for **home care/support and day activities to allow respite for carers**. Carers mentioned that the day care facilities at Deanfield and the community hospital had closed. We heard from several people that the only day centre in the area is 'Place and Space' in Kelso, which incurs a charge and, if the person needs help going to the toilet, the carer needs to be there all day.

Some carers told us how they receive a limited amount of respite care (e.g. 2 x 2 hours a week) but others said how they were trying to get some but did not qualify. (It was unclear whether this was through SBC/SDS or privately arranged and paid for).

Carers also wanted access to respite care for weekends and occasionally a week. We heard that the nearest place this is available is in Eyemouth and that facility (at the hospital) is currently full.

Carers were concerned about the **effect of the gap in respite care on their physical and mental health**. This was echoed by health professionals, one of whom explained that:

"Family carers are under huge stress. Lack of paid carers puts all the pressure of caring on the family. Often carers become ill because of the stress and/or because they are not looking after their own health as their focus is on the person they care for. Then they get admitted to hospital, but often too late. The carer passes away and the person being cared for has to go into a care home. It's short sighted not to support carers more"

Other care gaps

Carers and health and care practitioners spoke to us about some other specific care gaps which are related to those above but require specialist care provision. These included **palliative care /end of life care at home** so people are able to remain in their own homes and die with dignity and as much independence as possible.

There is also a need for **24-hour care for younger people in Hawick**. The lack of this has meant young people with physical and/or learning disabilities in transition from children's to adult services have needed to go out of the area to receive complex care support. We also heard about a couple of instances where middle-aged people with physical disabilities were staying in residential care geared to older people, often with dementia, because there were no alternatives. They could result in feelings of isolation and lack of appropriate stimulation.

A common theme that runs through people's comments on care provision and gaps is the need for **information and support at the right time**. Whether for management of long-term conditions, home care, sheltered housing or specialist services, such as for dementia, people had often spent a lot of time trying to find out what was available and how they should go about accessing the provision. This is often a problem for people with long-term conditions who are not told/don't know how to get support after the initial diagnosis / assessment when they become aware of wider support needs and/or as the condition progresses.

Partnership approach between agencies for integrated, flexible housing and care

Many people, including representatives of the independent and third sector we spoke to, commented on the need for a range of flexible housing solutions and tenures and more joined up planning. For example, housing, home care, day support and respite care needs to be 'joined up' with the council, health, third and independent sector working together to:

- Enable people to be able to continue to live independently/in sheltered housing and increase the level of home care and day care they required without moving
- Prevent people having to move into 24-hour residential accommodation due to a lack of appropriate home/day care support
- Provide retirement/extra care/sheltered accommodation for couples combined with flexible care options so partners could stay together when one person requires care but the other either doesn't or needs a different type/level of care.

We understand that Eildon Housing Association has plans for an extra care housing development in Hawick. A few people we met were aware of this in very general terms and asked questions about how this would link to future care support and a care village. This raises the need for **partners working together to plan future housing and care in an integrated way that meets needs**.

Sufficient capital and revenue finance

People welcomed the commitment that SBC had made to a care support and a care village in Hawick but questioned whether the £8 million capital funding allocated for the development would be sufficient. Specific concerns included:

- Whether £8 million would be enough for the sort of care village/future care services that would represent a significant improvement over what is currently available
- Whether there would be increased revenue funding for training and development of specialist staff at the staffing levels needed
- How the community could be resourced to get involved e.g. how co-ordination, training and support of volunteers would be funded

These concerns about funding a new care village in a very tight financial climate led to a degree of scepticism from stakeholders. This was given as a possible reason why relatively few Deanfield staff and families came to the engagement sessions. Some people at the drop-in sessions and community groups also seemed jaded about 'council promises coming to nothing' and 'a traditional council that isn't good at change'.

Conversations with third sector and independent providers showed that the independent sector has a range of resources that could be utilised in partnership when developing housing and care provision. Some stakeholders suggested that working with the private sector more generally should also be explored to tap into wider resources.

What are the most important features for care services including 24-hour residential care provision?

Flexible care appropriate to individuals' needs now and in the future

We talked with residents and their families at Deanfield (see below), people whose relatives had received care at home and in residential settings and people who thought about what they would want from care they might receive in the future. The overarching view was that **people want flexible care options to meet their needs in a way that preserves their dignity and independence at home and in residential settings**. This means:

- better integration between housing and care (as discussed above)
- a person-centred approach to care where staff understand the individual and what matters to them
- future proofing when repurposing /designing care provision
- training and development for all care staff.

One local resident described what she would want from a care facility as:

“Ground floor cottages with 24-hour carer support and communal areas for meals if wanted my want own front door and view. I'd want to be able to make a cup of tea. And I'd need to get out – go to church, go out for lunch. Lots of places you go into then they shut the door and that's it – it shouldn't be like that”

Future 24-hour residential care - Learning from Deanfield care home

One aspect of any future care provision/ care village will be the repurposing of Deanfield Care Home and we talked with residents, families and staff at Deanfield to find out about what works well and what needs to be improved in the future. Maintaining as much independence and links with their family and local community were highlighted as key principles for people when they moved into a care home.

The things that work well in Deanfield are:

- the staff - who residents and families think are kind and attentive
- activities - such as craft competitions, keep fit, musical bingo (for residents with capacity to participate)
- residents' rooms and communal areas – clean and comfortable

The things that need improving are:

- size of bedrooms and ensuite bathrooms – too small particularly if residents use wheelchairs and/or hoists-

- ability for residents/visitors to make themselves a hot drink (kettles in rooms or access to communal facilities)
- private spaces to see visitors – rooms with chairs and/or more private spaces within communal areas
- communication – reception area could be staffed and easier to contact via phone
- staffing levels - residents worry about them being overworked and staffing shortages mean there are often not enough staff to run activities/ take residents out
- staff skills – families feel staff need more understanding of dementia, how it can affect people differently and how to communicate with residents with dementia
- outdoor area – that is accessible and safe for all residents to sit/walk in

Well trained, specialist staff

The importance of staffing for good quality, flexible care services was raised by stakeholder sessions, community drop-in and in conversations at Deanfield.

Care staff shortages including care at home were seen to be a barrier to providing flexible, person care. As one health professional put it:

“Investment is needed in [the social care] workforce - both in pay and conditions”

People thought staff needed to know about how conditions such as Parkinson’s, diabetes or dementia can affect people differently and what this means for their care. Several carers for people with dementia and families of residents at Deanfield suggested that specialist staff are needed to care for/support people with dementia in a similar way to having Macmillan nurses for people affected by cancer.

Stimulation and activities based on people’s interests – indoors and outdoors

People also stressed how important it is for care staff to understand an individual’s interests. This helps ‘good conversations’ and planning relevant activities such as gardening, watching football or tennis on television, going to church or learning how to Zoom with grandchildren.

Care and nursing staff agreed with this view but explained how they felt frustrated that the current staff shortages (made worse since/by Covid) made it difficult for them to spend quality time with individuals e.g. in activities or reminiscence sessions.

Carers and families of with dementia emphasised how they need stimulating activities, but that these require funding, organisation and staff with specialist skills.

In a residential setting, two members of staff are often needed for taking a resident to the park or into town, so these opportunities are restricted during staff shortages.

What services do you think would be important to be on a community site?

What care services does Hawick need?

As the engagement work progressed and we heard from people about their experience of care services, the gaps in provision and their priorities for improvement, it became clear

that the question to start with is ‘What care services does Hawick need’ rather than what would a care village look like?”

This way of thinking moves the focus from a physical site to identifying a range of key services – housing, care, social and leisure facilities/activities – that meet the needs of people requiring care and are integrated and provided flexibly through partners – public, private, community - working together.

These services could be provided at/from sites across Hawick as long as they are co-ordinated around a person-centred approach. This requires close working between partner agencies when planning and delivering these services.

Location for local links

Wherever the care facilities and services are situated, people stressed how it must be **possible to have two-way contact with the town**. Residents in all types of accommodation should have the choice to get into Hawick to go to for example, the shops/hairdressers, attend clubs/activities they enjoyed previously, meet friends and family for coffee or go to church/place of worship.

Likewise it is important that friends, families, volunteers from Hawick and beyond, who won't necessarily have access to a car, can get to the care village site(s). If the site(s) are outwith the centre of Hawick, and with limited bus services, this may mean that a minibus or volunteer car service is required for links between the care village and community.

“Families should be encouraged to visit [people in a care village]. Need a transport network, a playground for children, bird and wildlife watching, dog friendly visits, a coffee shop”
(Stakeholder workshop)

The **location and transport issues were raised frequently relation to Stirches**, which a lot of people thought was the agreed site for the care village. Buses only run from the town centre to Stirches once an hour and people with mobility issues find them difficult to use. There was a range of views about **other aspects of siting a care village at Stirches** including from some local residents being concerned about traffic, noise and lighting. Others living in the Stirches area raised the lack of local amenities there and thought a care village could bring facilities such as a shop and community café into the area and help bring the community together. Some people pointed to the potential inter-generational links that could be made with the local primary school which is next to the Stirches site.

People suggested **other sites for a care village** (or some parts of it if a diffused model is adopted) particularly Crumhaugh House (a disused care facility) in central Hawick. In any event, people felt strongly that **no more existing facilities should be closed before new care provision was opened**.

Key features of a care village

There were mixed views about a care village model and whether the care village is an £8 development on a single site or whether it is a more diffuse model of integrated care

provision across Hawick. However we found a lot of agreement that it should be **person-centred with some key features**. These are:

- A range of accommodation for people with different levels of care needs
 - Sheltered/extra care/retirement housing with 24-hour warden
 - 24-hour residential accommodation
 - Accommodation for couples
 - Guest rooms for visitors
- Care services including:
 - Home care – for people living independently and in sheltered housing
 - Day services – enabling participation in stimulating, social activities
 - Specialist care for people with dementia
 - Respite care and support for carers
 - Hub for specialist care services e.g. palliative care at home
- Communal facilities (for people in all types of accommodation and visitors):
 - Lounge/refreshment area
 - Café/restaurant/meal service
 - Outdoor space
 - Play area for children visiting
 - Trips and a range of regular activities (for residents)

Although people said access to communal facilities was important to them, having all services on site is not essential. Investing in and linking to existing businesses including cafes, shops, hairdressers and pharmacies would generate greater integration of a care village into the surrounding community, as well as bringing economic benefit to businesses and new jobs in the town

There were mixed views about **who a care village should be for**. Most people thought it was most practical to aim it at older people. There was some interest in including services to meet the needs of people with learning disabilities and/or young people in transition, including through a training flat. But there was a concern that it wouldn't work for there to be one or two young people in a care village where everyone else was a lot older. There were also comments that the budget wouldn't allow the necessary planning and facilities to include other demographic groups.

How can the community get involved?

Hawick as a town that cares

Local people and other stakeholders thought that care of older people should be something that runs through Hawick as a community so there could be a **move from a care village in Hawick to Hawick as a village/town that cares**.

There are already a good number of community groups and activities in Hawick, such as the Men's Shed and the Dementia Café, which enable people to maintain their interests,

socialise with other people, access information and give/receive peer support. The What Matters Hub, at Heart of Hawick can provide assessments for social care and occupational therapy and signpost people to a wide range of community support. We also heard of organisations providing support including counselling locally that could be developed.

Building on this existing community support could include helping shops, cafes and other businesses to be more aware of the needs of older people, disabled people and people with dementia and how their services could be more dementia friendly. This would also help reduce the stigma that carers of people with dementia spoke about.

Community groups could look at involving people with dementia and other care needs in their activities through additional support and/or customised sessions. One participant suggested that groups such as the Men's Shed might look into this.

Better links between the community and residents in a care village/care facilities could also be promoted through volunteering and intergenerational activities with, for example, local schools or as open community events e.g. tea party, karaoke entertainment.

This approach needs the active support of all stakeholders. While we engaged a wide range of all types of health and social care practitioners, and made contact with **GP surgeries**, we were unable to have a conversation with GPs directly. We would also have liked to **engage more local businesses, possibly through the Chamber of Commerce**. We suggest that SBC/HSCP involve these two groups during the further development of care plans in Hawick.

Inclusive care

Despite reaching out to a broad range of people and groups and our engagement providing a wide range of perspectives, we recognise that this report underrepresents some Equalities Groups including the direct voice of lived experience with:

- Learning Disabled people
- LGBT+ people
- Minority ethnic communities including the Gypsy Traveller community and Eastern European people (predominately Polish, Romanian and Roma) who stay in Hawick

However we did hear from other some professionals who were able to offer some thoughts but recognise this was not from people with direct experience of services.

As the plans for future care develops in Hawick, it will be important for SBC/HSCP to engage these groups. Although most people thought it was better that a specific care village was for older people, it would be useful to consult with people with a learning disability, their carers and practitioners in this field to discuss whether a care village could include care for Learning Disabled people, especially if a diffuse model of integrated care services across Hawick is pursued.

We are aware that people from ethnic minority communities can find it difficult in sheltered housing or residential accommodation as they may be in a very small minority and find that their language, dietary and cultural needs are not catered for. Like LGBT+ people, they can

be vulnerable to stigma, prejudice and discrimination. Engaging the relevant Equality Groups can help ensure that care services are inclusive of everyone's needs

Volunteering

Most people we spoke with thought that, in principle, **volunteering could be an important development to provide additional social support and involve more people from the Hawick community.** This would enable practical community links and people mentioned possible roles for volunteers including running communal activities, taking individuals and/or groups on trips, befriending and volunteers with key interests that could provide stimulation and support. Participants on online sessions made some specific suggestions:

“For befriending services, Interest Link a positive example of linking people with learning disabilities with volunteers with the right interest, skills and groups. Could a similar model be set up for older adults or around mental health buddying – or in a care village?”

However, a small number of practitioners expressed concerns about volunteering, often based on previous experience. They pointed out that as they would be working with vulnerable people, they would have to be trained appropriately and have PVG checks.

The current staff shortages also mean that recruiting volunteers can become a sensitive issue if it is thought that these may replace paid staff or fill gaps in staffing.

Overall it appeared that **volunteering is a good way to build community links with people needing care and support if it follows good practice**, such as:

- Allocating resources to co-ordinate, train and support volunteers
- Using volunteers to enhance (not replace) care from paid staff
- Enabling volunteers to link people needing care with local community activities



4. Conclusions

The engagement with the Hawick community and other stakeholders on options for future care provision, including the development of a care village, has reinforced Scottish Borders Council/Health and Social Care Partnership's **principles of future care provision in Hawick**.

It is also clear that individuals and services recognise the need for modern care provision in the area, which gives people the best possible options and choice for how care is provided. The way in which this is viewed as being achieved is however inconsistent. The concept of a site based dedicated care village is attractive to some, but equally others stated a desire to have an approach which embraced the wider community and opportunities that Hawick offers, utilised, improved or better-connected existing assets

- **People want to live as independently as possible** – either at home or in sheltered accommodation with 'my own front door' – remaining in their own neighbourhood and community – and with access to care services as needed.
- **Care services should be person-centred and flexible**, providing different options – home care, day services, respite care, 24-hour residential care - reflecting people's circumstances and choice. They should enable people to have **dignity and respect**.
- **Support for carers needs to be responsive** and timely to maintain people's independence and prevent emergency admissions to hospital/residential care.
- Residents, families and staff agree that **residential care should be provided in a homely, up to date setting with access to stimulating activities** – inside and outdoors - and be able to have contact with family, friends and the local community

Although people valued existing health and care facilities in Hawick, they identified gaps (e.g. for independent living, support for people with dementia, and carer support and respite) and made suggestions about how these and other services could be improved in line with the principles.

They felt that no more existing facilities should be closed before any new care provision was opened. And there were doubts about whether the £8 million development of a care village on a single site would be able to offer the improvements in care services that are needed.

Local people think Hawick is a caring place where 'people look out for each other' and are keen that the community is involved in care and support of older and vulnerable people. So

another way of thinking about improving care services would be to move from a care village in Hawick to **Hawick as a village/town that cares**.

This would involve taking a **partnership approach between agencies for integrated, flexible housing and care**. Housing, home care, day support, respite and residential care could then be delivered from across premises or 'hubs' across Hawick and be 'joined up' with the council, health, third and independent sectors working together.

FINAL DRAFT

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SCOTTISH BORDERS LOCAL CHILD POVERTY REPORT 2021/22 AND ACTION PLAN 2022/23

Report by Director - Resilient Communities

SCOTTISH BORDERS COUNCIL

29 September 2022

1 PURPOSE AND SUMMARY

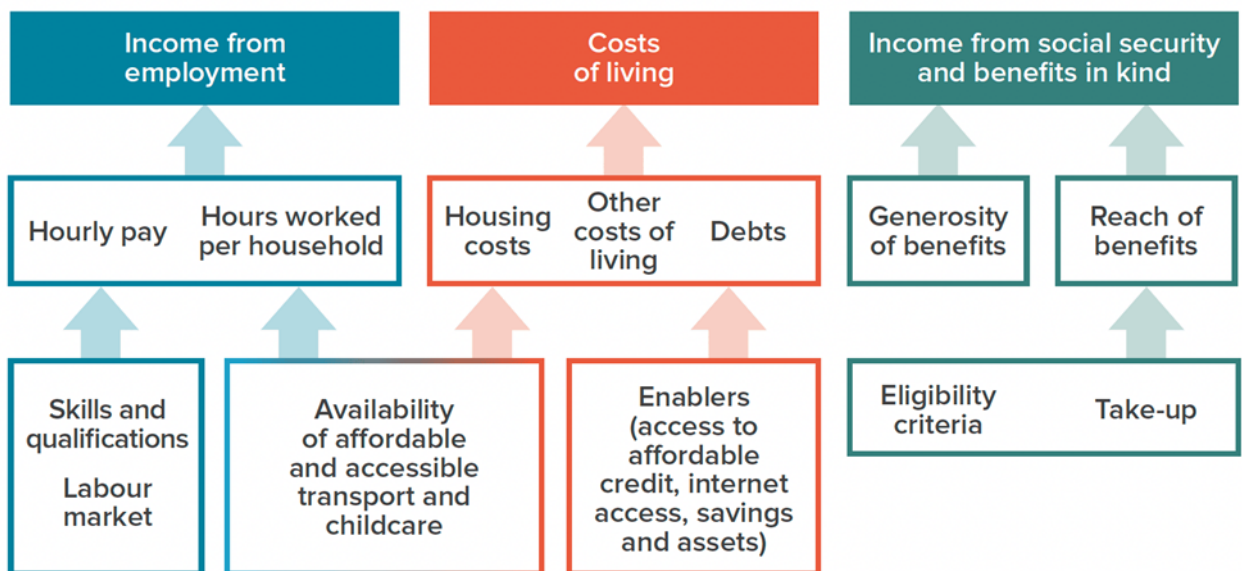
- 1.1 This report presents the Scottish Borders Local Child Poverty Report for 2021/22 and Action Plan for 2022/23 (Appendix 1) for endorsement before submission to Scottish Government.**
- 1.2 The Child Poverty (Scotland) Act 2017 requires Local Authorities and Health Boards to jointly prepare a Local Child Poverty Action Plan Report and an Annual Progress Report.
- 1.3 This report provides Scottish Borders Council and Scottish Government with an update on progress made in the Scottish Borders against activities within the Action Plan for 2021/22 and sets out planned actions in 2022/23.

2 RECOMMENDATIONS

- 2.1 I recommend that Scottish Borders Council endorse the Scottish Borders Local Child Poverty Report for 2021/22 and Action Plan for 2022/23 before submission to Scottish Government.**

3 BACKGROUND

- 3.1 The Child Poverty (Scotland) Act 2017 sets out the Scottish Government’s statement of intent to eradicate child poverty in Scotland by 2030. Local Authorities and Health Boards are required to jointly prepare a Local Child Poverty Report (including an Action Plan) and subsequently an annual progress report each year. The annual progress report should describe activities undertaken and planned locally to contribute towards tackling child poverty.
- 3.2 Scottish Government’s new tackling child poverty delivery plan 2022 to 2026, [Best Start, Bright Futures](#) sets out how we will work together to deliver on Scotland’s national mission to tackle child poverty. It is a plan for all of Scotland and recognises the contribution that all parts of society must make to deliver the change needed for children and families. This Local Child Poverty Report and action plan aligns to that approach.
- 3.3 The direct drivers of poverty fall in to three main categories – income from employment, costs of living and income from social security. We remain focused on actions around these themes, as summarised below:



4 NATIONAL CONTEXT

- 4.1 Scottish Government’s new tackling child poverty delivery plan 2022 to 2026, [Best Start, Bright Futures](#) sets out Scotland’s offer to families in order to tackle child poverty head on:

Part A: providing the opportunities and integrated support parents need to enter, sustain and progress in work, through actions in: a strengthened employment offer to parents, connectivity and childcare to enable access to employment and transforming our economy.

Part B: maximising the support available for families to live dignified lives and meet their basic needs, through actions in: a transformational approach

to people and place, enhanced support through social security, income maximisation and access to warm and affordable homes.

Part C: supporting the next generation to thrive, focused on: best start to life, supporting children to grow and learn and post school transitions.

4.2 The national delivery plan continues to focus on supporting families at greatest risk of poverty. Almost 90% of all children in poverty in Scotland live within these six priority family types:

1. Lone parents
2. Families with a disabled child or parent
3. Families with 3+ children
4. Minority ethnic families
5. Families where the youngest child is under 1
6. Mothers aged under 25

4.3 Key funding is set out in Best Start, Bright Futures. Funding is subject to relevant policy development and subject to the agreement of COSLA Leaders.

5 WHAT WE KNOW ABOUT CHILD POVERTY IN THE SCOTTISH BORDERS

5.1 Background Papers

Extensive background papers comprising of progress against actions, new actions, data and case studies were presented to the Community Planning Strategic Board on 8 September 2022. These papers demonstrate the vast range of activity being undertaken across partners to alleviate child poverty, and can be accessed here.

[Agenda for Community Planning Strategic Board on Thursday, 8th September, 2022, 2.00 pm - Scottish Borders Council \(moderngov.co.uk\)](#)

5.2 Child Poverty Data for the Scottish Borders

A selection of data is available at local authority level which helps us to monitor child poverty, including data relating to the nationally identified high priority family groups. We have chosen to show the data with comparison to Dumfries and Galloway as well as Scotland. The comparison to Dumfries and Galloway allows for a South of Scotland perspective on child poverty. Highlights include:

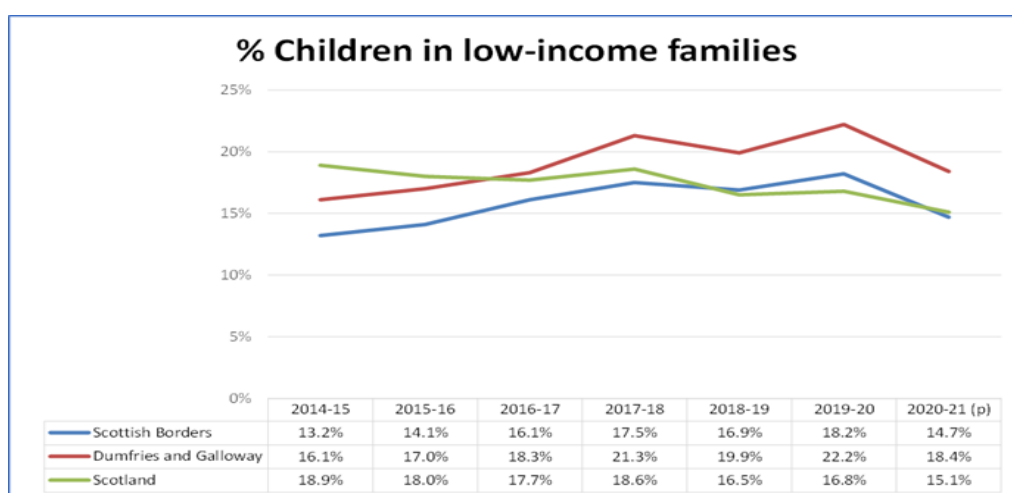
- a) Our children in low income families (before housing costs) has dropped from 18.2% in 2019/20 to 14.7% in 2020/21, similar to the trend for Scotland.
- b) One in five children still live in poverty (after housing costs) in the Scottish Borders
- c) The percentage of children living in relative low income families ranges from 7.9% in the Tweeddale West Ward to 23.0% in the Hawick and

Denholm Ward.

- d) In 2021, the gross weekly full-time workplace based wage in the Scottish Borders was £96 less per week than the average level for Scotland, this is the 2nd lowest of the 32 Scottish Local Authority areas.
- e) The cost of living crisis is now affecting the area with more families struggling to heat their homes or feed their children
- f) 29% of adults in the Scottish Borders had no savings as at 2019. This is before the Covid-19 Pandemic and the current cost of living crisis.
- g) In 2021, 25% of employment in the Scottish Borders was in 'lower paid' occupation.

5.3 Children in Low Income Families in the Scottish Borders

- (a) For the financial year 2021, **14.7%** of children in Scottish Borders were living in relative low income families, slightly lower than 15.1% for Scotland. This is a significant fall since the previous year (18.2%) and is the lowest since 2016.



Source 1: DWP/HMRC children in low-income families local measure (before housing costs)

- (b) The UK Government introduced a £20 uplift to Universal Credit (and some other means tested benefits such as Tax Credits) from April 2020 to help people on a low income through the Covid pandemic. The Scottish Government also introduced the Scottish Child Payment in February 2021. It was a £10 payment payable to low income families with a child under 6 years of age. These two changes contributed to a reduction in child poverty in Scotland over the financial year 2020/2021.
- (c) The £20 Universal Credit uplift was withdrawn in October 2021 which is likely to have a negative impact on child poverty levels over the whole UK for 2021/2022.
- (d) The Scottish Child Payment increased to £20 per week in April 2022. It is also due to be extended to children under 16 years of age by the end of 2022 and the amount will increase to £25 per

week. This means that a low income family with three children under 16 could receive £75 per week when the changes are introduced. This is likely to have a positive impact on child poverty levels in Scotland for 2022/2023.

5.4 The Scottish Borders Child Poverty Index

- (a) The Scottish Borders Child Poverty Index (SB CPI) provides additional insight into Child Poverty in the Scottish Borders. The SB CPI works alongside the Scottish Index of Multiple Deprivation (SIMD). The SB CPI provides an indication of child poverty levels based on four components - Children in Low Income Families (**CiLIF**), Free School Meals (**FSM**), Clothing Grant (**CLG**) and Educational Maintenance Allowance (**EMA16+**).
- (b) The table below shows the results for the Scottish Borders from 2017-2021:

Child Poverty Index Component / Year	SB CPI 2017	SB CPI 2018	SB CPI 2019	SB CPI 2020	SB CPI 2021
Children in Low Income Families - CiLIF (DWP) – specifically calculated for SBC CPI with one year lag	19.0%	20.7%	20.5%	22.0%	18.0%
Free School Meals - FSM (SBC)	10.0%	10.4%	11.6%	15.7%	15.4%
Clothing Grant - CLG (SBC)	14.6%	15.1%	15.2%	18.1%	18.0%
Educational Maintenance Allowance 16+ - EMA16+ (SBC)	8.2%	6.2%	3.8%	16.0%	10.0%

- (c) The impact of the Covid-19 pandemic can be seen in both the 2020 and 2021 results. Although the proportion of children living in low-income families for the 2021 index is lower compared to the 2020 index, the proportion receiving free school meals and clothing grant are similar.

6 WHAT WE ARE DOING ABOUT CHILD POVERTY IN THE SCOTTISH BORDERS

6.1 Scottish Borders Local Child Poverty Report and Action Plan

Appendix 1 provides details of the range of activities and actions being carried out across the Scottish Borders to alleviate child poverty by Scottish Borders Council, NHS Borders and key partners.

Various local plans also make a contribution, including the Scottish Borders Council Plan 2022-23, the Scottish Borders Anti-Poverty Strategy, the Integrated Children and Young People’s Plan 2021-23, our Children’s Rights Report 2021-23 and the Scottish Borders Community Planning Partnership Priority Themes.

6.2 Anti-Poverty Strategy – Cost of Living Support

Scottish Borders Council approved a report at their Council Meeting on 25 August 2022 on support for the Cost of Living crisis. A financial support package of £1.2m has been established along with strategic and operational multi-agency groups to respond to the needs of communities. An immediate allocation of a warm clothing payment of £100 will be made to each child entitled to either free school meals or clothing grants. This will benefit around 2350 children in the Scottish Borders.

<https://scottishborders.moderngov.co.uk/documents/s67382/Item%20No.%207%20-%20Cost%20of%20Living%20Crisis%20Response%20Report.pdf>

6.3 2021/22 Highlights

Good progress has been made against actions set out to tackle child poverty in 2021/22 by Scottish Borders Council, NHS Borders and Partners. Highlights include:

- (a) 20 families have engaged with the Intensive Family Support Service over the year. As a result, 5 adults have entered employment.
- (b) The total number of clients assisted in the year by Citizens Advice Bureau in the Scottish Borders was 4,327. The total financial gain relating to these clients was approximately £3.5m.
- (c) The Borders Housing Network dispersed funds to Housing Associations in the Scottish Borders to support tenants in fuel debt
- (d) Summer Activity camps averaged 80% occupancy with 62% of places free of charge for targeted children and young people.
- (e) £85k from the Council's Financial Hardship Fund was dispersed to local foodbanks/Fare Share, food growing projects, community cafes and Low & Slow Pilot Project.
- (f) There were 510 referrals for financial inclusion of mothers and pregnant women from the Health Visitor and Family Nurse Partnership, resulting in £1.25m in gains.

6.4 2022/23 Actions

Services, Partners, and other relevant organisations have contributed to the 2022/23 Action Plan. A broad range of activity is set out in the Action Plan which is aligned to the national delivery plan [Best Start, Bright Futures](#). Highlights include:

- (a) Ensure funded Early Learning Childcare (ELC) is free at the point of delivery for parents.
- (b) Run summer camps and volunteering for young people, allowing parents to be able to work a full day.
- (c) Continue to seek solutions to the workforce challenges for employers and employees in the third sector, where a low wage economy contributes to in-work poverty.
- (d) Continue to encourage partners, local employers and suppliers to adopt the real living wage

- (e) Develop a plan to transform whole family support services using funding from the Whole Family Wellbeing Fund.
- (f) Review and update the Scottish Borders Rapid Rehousing Transition Plan in order to prevent families from becoming homeless.
- (g) Continue to offer modern apprenticeship opportunities across a range of services.

7 IMPLICATIONS

7.1 Financial

Significant funding is attributed to tackling child poverty within the national delivery plan and our children and families will benefit as a result. Budgets and funding are detailed in Appendix 1.

7.2 Risk and Mitigations

(a) Risks associated with this report relate to the deepening problem of the cost of living crisis. Families already experiencing poverty before the cost of living crisis are likely to face further difficulties and new families will be identified as in poverty.

(b) Progress is outlined to alleviate child poverty in the Scottish Borders, and actions set out for 2022/23 show the response being made to the unprecedented challenge facing the Local Authority, Health Board and other partners due to the cost of living crisis.

7.3 Integrated Impact Assessment

An integrated impact assessment has been carried out for this report and there are no specific implications.

7.4 Sustainable Development Goals

In considering each of the UN Sustainable Development Goals, the following may be considered to make a difference:

- a) Goal 1 - End poverty in all its forms** – local action is reported in both the 2021/22 Annual Report and the 2022/23 Action Plan which contribute to this goal.
- b) Goal 2 - End hunger, achieve food security and improved nutrition and promote sustainable agriculture** – local action is reported in both the 2021/22 Annual Report and the 2022/23 Action Plan which contribute to this goal. Actions focus on access to food as well as food growing initiatives.
- c) Goal 3 - Ensure healthy lives and promote wellbeing for all at all ages** – activities are outlined which contribute to healthy lives e.g. Summer holiday programmes provided by a range of partners. These programmes offer a variety of different activities including sports, culture, arts, cooking lessons, and often supply food to families to take home.
- d) Goal 4 - Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all** – the Scottish Attainment Challenge provides schools with funds to design programmes to close the poverty related attainment gap. The cost of the school day is

constantly under review. The No One Left Behind project ensures that all children have a positive destination.

- e) **Goal 7 - Ensure access to affordable, reliable, sustainable and modern energy for all** – housing tenants are supported with energy debt, given money advice and budgeting tips. Affordable homes are built and planned for tenants, and vulnerable groups are identified and supported with specific issues.
- f) **Goal 8 - Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all** – the Parental employability scheme provides opportunities for parents to train for roles as well as gain employment. The intensive family support service targets specific families to support them into employment.
- g) **Goal 10 – Reduce inequalities** – local action is reported in both the 2021/22 Annual Report and the 2022/23 Action Plan which contribute to this goal. Actions aim to identify and tackle poverty and exclusion.

7.5 **Climate Change**

There is no impact on climate change as a result of this report.

7.6 **Rural Proofing**

There are no rural proofing implications contained in this report.

7.7 **Data Protection Impact Statement**

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

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

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

8 CONSULTATION

- 8.1 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 and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Jenni Craig
Director Resilient Communities

Signature

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Background Papers: n/a

Previous Minute Reference: Community Planning Strategic Board 08.09.22

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

Contact us at Janice Robertson, Scottish Borders Council, Council HQ, Newtown St.Boswells, Melrose, TD6 OSA, 01835 824000, jrobertson@scotborders.gov.uk

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Scottish Borders Local Child Poverty Report 2021/22 and Action Plan 2022/23

DRAFT

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Foreword and Introduction

Scottish Borders Council, NHS Borders and Community Planning Partners recognise the importance of tackling child poverty and share a strategic approach in doing so. We are determined to make a difference to children and families in the Scottish Borders, and this Plan sets out our commitment to them with key actions and priority areas of work to help tackle child poverty.

This report covers progress made in the Scottish Borders against activities within the Action Plan for 2021/22 and sets out planned actions in 2022/23.

The Child Poverty (Scotland) Act 2017 sets out the Scottish Government's statement of intent to eradicate child poverty in Scotland by 2030.

The Act requires Local Authorities and Health Boards to jointly prepare a Local Child Poverty Action Plan Report and an Annual Progress Report. The annual progress report should describe activities undertaken and planned locally to contribute towards the child poverty targets set out in the Act.

The Scottish Borders faces significant challenges, for example:

- One in five of our children live in poverty (after housing costs)
- In 2021, the gross weekly full-time workplace based wage in the Scottish Borders was **£96 less** per week than the average level for Scotland, this is the 2nd lowest of the 32 Scottish Local Authority areas. (NOMIS)¹.
- In 2020, **24.6%** of employees (18+) earned less than the living wage in the Scottish Borders.
- The cost of living crisis is now affecting the area with more families struggling to heat their homes or feed their children.

These are serious issues, and, if we are to make a difference to families and children, the actions within this plan must start to address them. We will work with national plans and local plans and strategies as outlined below as we take action throughout 2022/23.

Scottish Government's new tackling child poverty delivery plan 2022 to 2026, [Best Start, Bright Futures](#) sets out how we will work together to deliver on Scotland's national mission to tackle child poverty. It is a plan for all of Scotland and recognises the contribution that all parts of society must make to deliver the change needed for children and families. This Local Child Poverty Report and action plan aligns to that approach.

The Scottish Borders [Council Plan 2022-23](#) 'Empowered, vibrant communities' outcome contributes to our child poverty work by committing to '*reducing the number of children in poverty; and reduce the impact of living in poverty on families*'. This Local Child Poverty Report sets out actions which will help to meet that outcome. We welcome the inclusion of this commitment in the Council Plan.

The Scottish Borders [Anti-Poverty Strategy](#) sets out the way in which the Council and its partners will aim to work together to help reduce poverty across the region.

We recognise that partnerships are key to the achievement of the outcomes we plan for our children, young people and families in the Scottish Borders and thank the Child Poverty Planning Group and the Community Planning Partnership for their contributions to the Plan.

Councillor Caroline Cochrane – Chair of Community Planning Partnership

David Robertson – Acting Chief Executive, Scottish Borders Council

Ralph Roberts – Chief Executive, NHS Borders

National Context

¹ <https://www.nomisweb.co.uk/>

Fairer Scotland Duty

The Fairer Scotland Duty (the Duty) came into force on 1 April 2018 and places a legal responsibility on named public bodies in Scotland to actively consider ('pay due regard' to) how they can **reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions**. This is a complex, multidimensional problem, closely related to poverty. Having less access to resources can mean that individuals fare worse on outcomes including health, housing, education or opportunities to work or train, and these negative outcomes can reinforce each other. Adversity in childhood can have life-long impacts, and growing up in poverty is associated with poorer educational attainment, employment prospects and health inequalities. Therefore it is crucial that public bodies consider the impact that their decisions have on socio-economic disadvantage and the inequality of outcome that both adults and children may experience as a result.

Best Start Bright Futures

Scottish Government's new tackling child poverty delivery plan 2022 to 2026, [Best Start, Bright Futures](#) sets out how we will work together to deliver on Scotland's national mission to tackle child poverty.

'Successfully tackling child poverty requires our approach to evolve, to focus on outcomes rather than inputs, and to deliver evidence-informed wide ranging action across Scotland, which works together to wraparound and support families. It will require the transformation of our economy, further investment in key infrastructure such as childcare and transport, and provision of the right high-quality support at the right time in order to help families to move out of poverty'.

'No one action in isolation can make the change needed. It is the cumulative impact of action across sectors, by all partners, in all parts of Scotland, which will make the difference for children and families'.

The plan outlines Scotland's offer to families in order to tackle child poverty head on:

Part A: providing the opportunities and integrated support parents need to enter, sustain and progress in work

Part B: maximising the support available for families to live dignified lives and meet their basic needs

Part C: supporting the next generation to thrive

National Child Poverty Targets

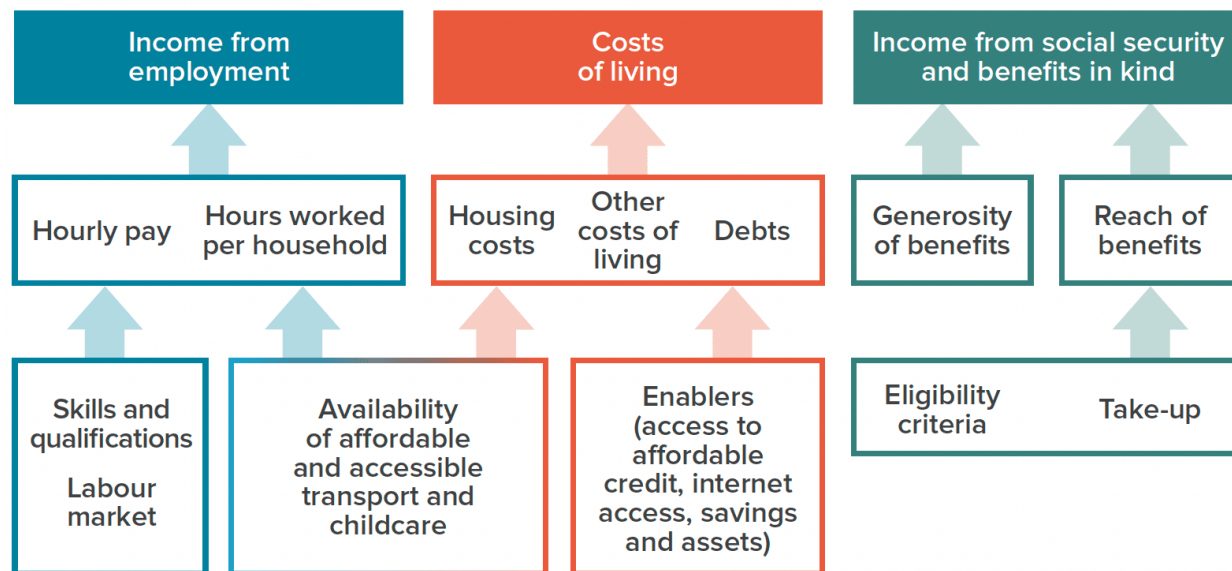
Achieving the targets set out by the Child Poverty (Scotland) Act 2017 is imperative to improving the lives and outcomes of Scotland's children and young people, their families and wider communities. The interim targets below must be met during the life of the national delivery plan (2023-2026), with final targets to be met by 2030.

Fewer than 18% of children living in families in relative poverty in 2023-24, reducing to fewer than 10% by 2030.
Fewer than 14% of children living in families in absolute poverty in 2023-24, reducing to fewer than 5% by 2030.
Fewer than 8% of children living in families living in combined low income and material deprivation in 2023-24, reducing to fewer than 5% by 2030.
Fewer than 8% of children living in families in persistent poverty in 2023-24, reducing to fewer than 5% by 2030.

Drivers of Child Poverty

The direct drivers of poverty fall into three main categories – income from employment, costs of living and income from social security. We remain focused on actions around these themes, as summarised in Figure 1 below.

Figure 1 – Drivers of child poverty



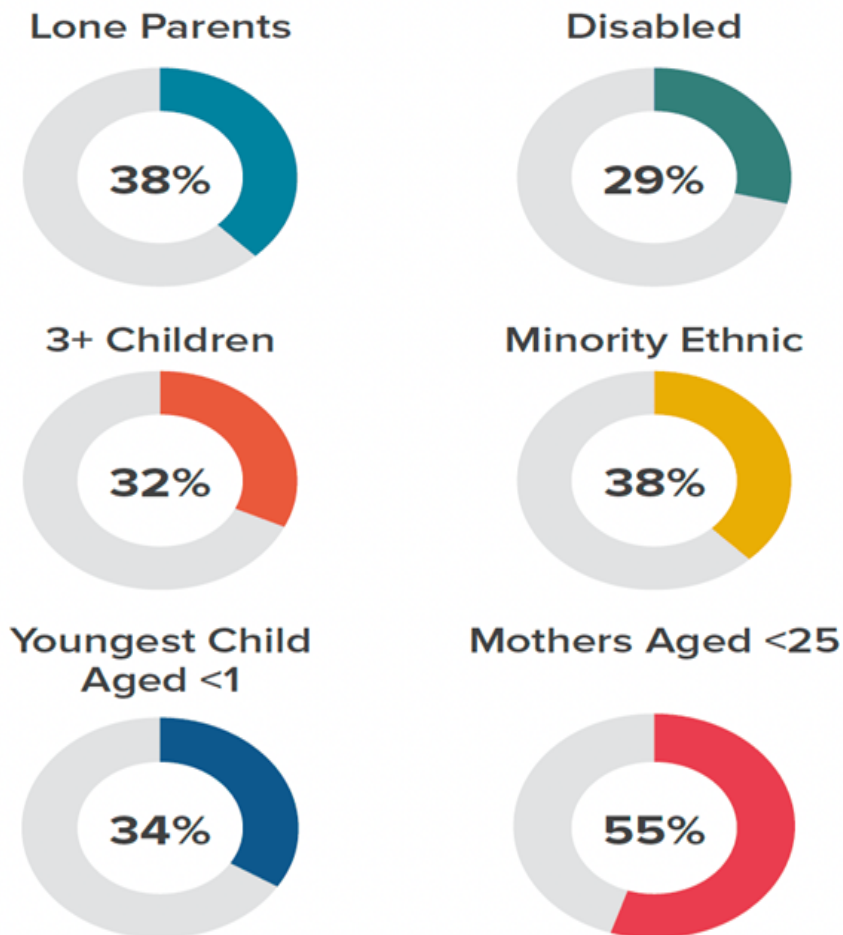
Source: [Best Start, Bright Futures](#)

Families at greatest risk of poverty

The national Child Poverty Delivery Plan continues to focus on supporting the six priority family types.

Almost 90% of all children in poverty in Scotland live within these six priority family types. These groups are set out below (Figure 2), with each more likely to experience poverty than all children in Scotland (24%) and households which do not have any of the priority family characteristics (10%). We remain focused on actions to help these families.

Figure 2 – Priority families with children in relative poverty:



Source: [Best Start, Bright Futures](#)

Local Context

Child Poverty Data for the Scottish Borders - what do we know?

The headlines below show that we face significant challenges in the Scottish Borders.

- Our children in low income families (before housing costs) has dropped from 18.2% in 2019/20 to 14.7% in 2020/21, similar to the trend for Scotland.
- 1 in 5 children still live in poverty (after housing costs) in the Scottish Borders
- The percentage of children living in relative low income families ranges from 7.9% in the Tweeddale West Ward to 23.0% in the Hawick and Denholm Ward.
- 29% of adults in the Scottish Borders had no savings as at 2019. This is before the Covid-19 Pandemic and the current cost of living crisis.
- In 2021, 25% of employment in the Scottish Borders was in 'lower paid' occupation

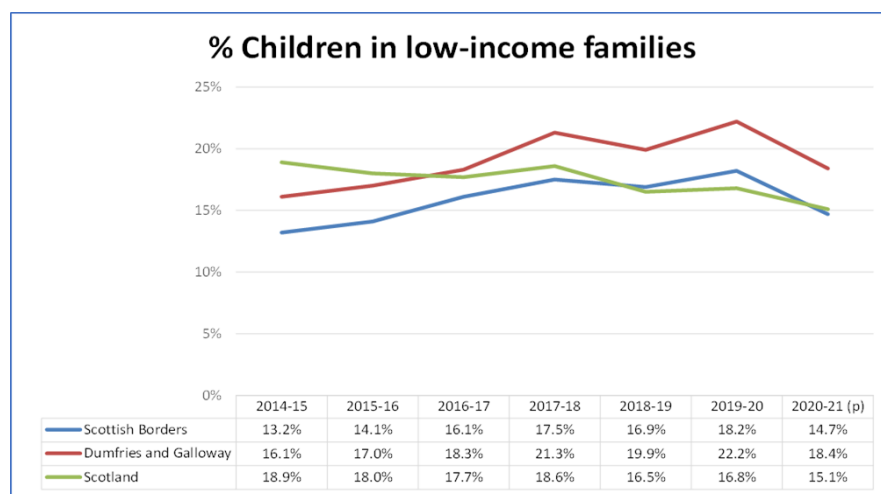
Scottish Government produces a [dashboard](#) that provides a selection of data available at local authority level to help monitor child poverty and its drivers locally. These indicators do not measure child poverty directly in the same way as the indicators used for the national targets, but they can be used to understand the local context and how that might be changing.

The information shows the results for the Scottish Borders with comparison to Dumfries and Galloway and Scotland. The comparison to Dumfries and Galloway allows for a South of Scotland perspective on child poverty.

Appendix 1(a) shows more detail, including data relating to the nationally identified high priority family groups.

Children in Low-Income Families

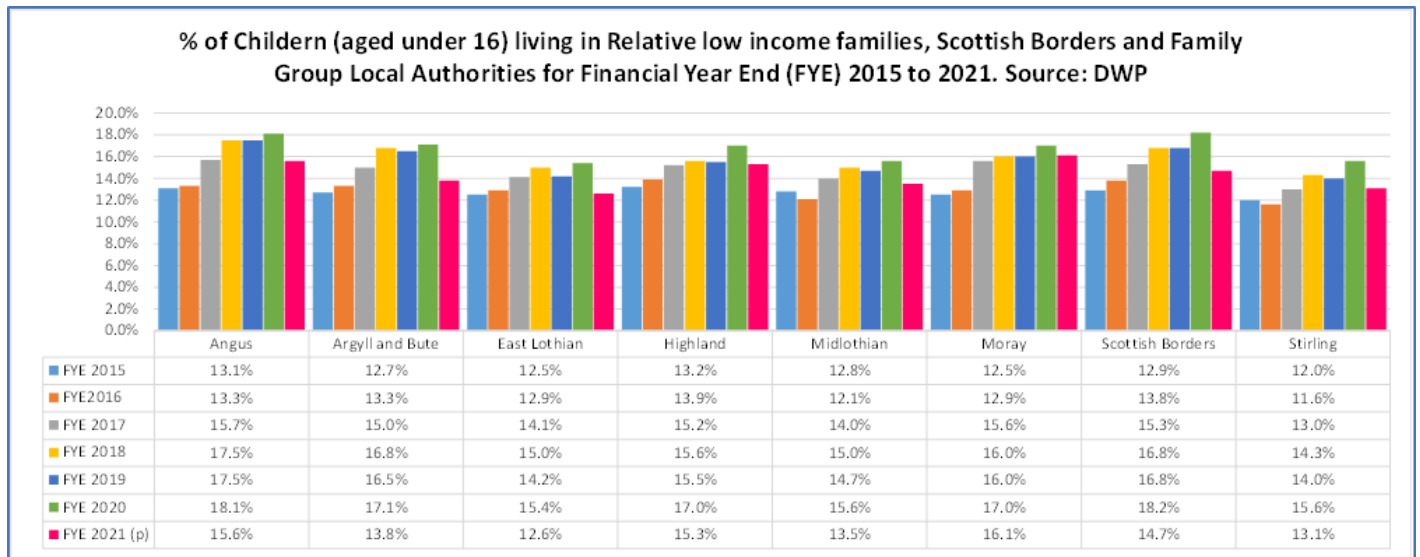
According to DWP/HMRC the proportion of children in low-income families (before housing costs) has increased from 13.2% in 2014-15 to 18.2% in 2019-2020 for the Scottish Borders. For the financial year 2021, **14.7%** of children in Scottish Borders were living in relative low income families, slightly lower than 15.1% for Scotland. This is a significant fall since the previous year (18.2%) and is the lowest since 2016.



Source 1: DWP/HMRC children in low-income families local measure (before housing costs)

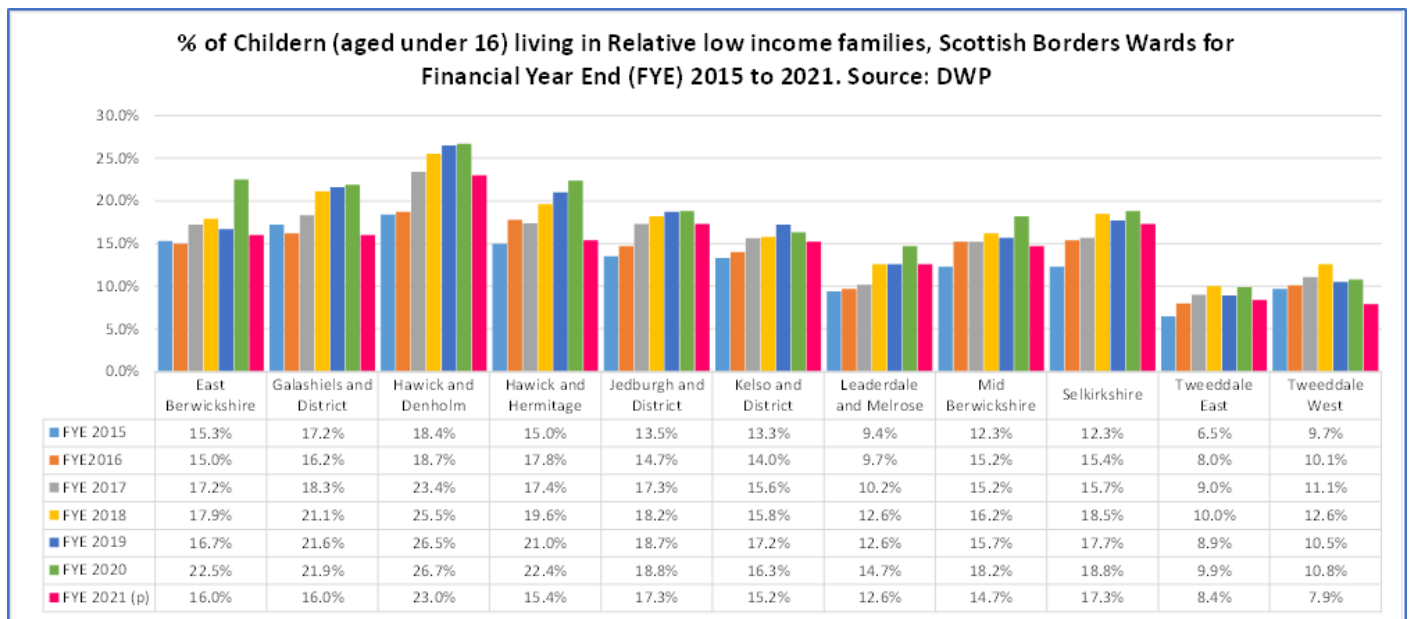
The Department of Work and Pensions (DWP) publication "[Children in low income families: local area statistics 2014 to 2021 - GOV.UK \(www.gov.uk\)](#)" provides information at local authority and ward level. The Scottish Borders is in a benchmarking group with seven other Scottish Local Authorities. The graph with table below show the proportion of children in Relative low income families FYE 2015 to 2021 It should be noted all areas had a lower proportion of children in Relative low income families in

2021 compared to 2020.



Source 2: Children in low income families: local area statistics 2014 to 2021 - GOV.UK (www.gov.uk)

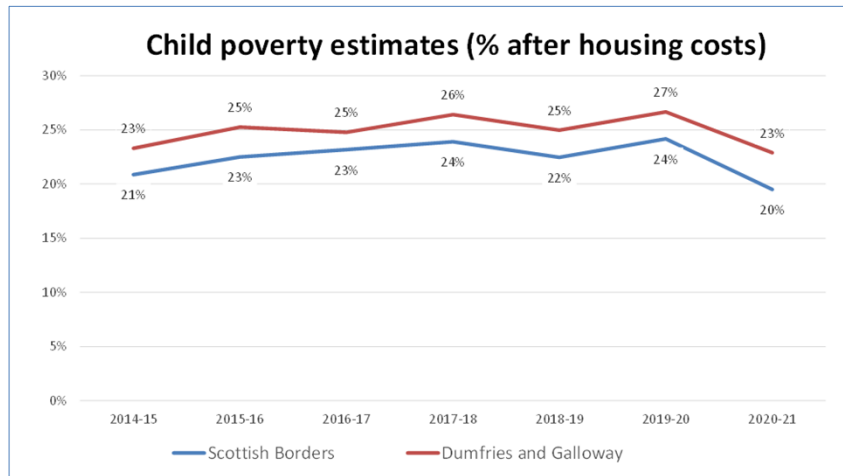
Within the Scottish Borders the percent of children (aged under 16) living in Relative low income families ranges between 7.9% for Tweeddale West compared to 23.0% for Hawick and Denholm for FYE 2021. The graph with table below show the proportion of children (aged under 16) living in Relative low income families for each ward in the Scottish Borders between FYE 2015 and 2021.



Source 3: Children in low income families: local area statistics 2014 to 2021 - GOV.UK (www.gov.uk)

Child Poverty Estimates after housing costs

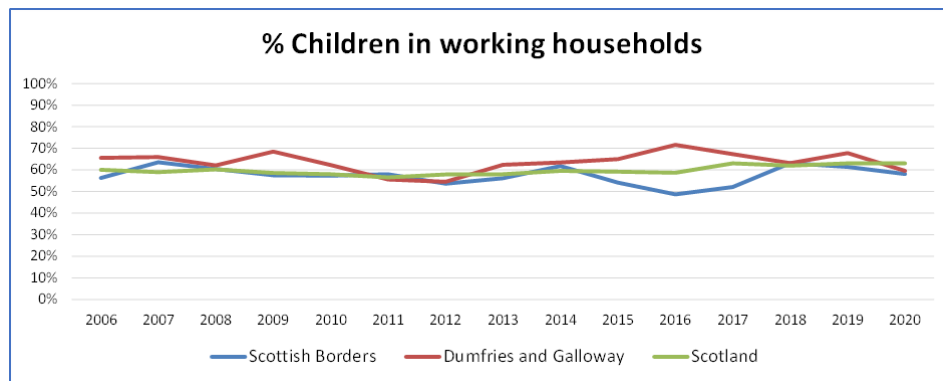
The End Child Poverty Coalition produce child poverty estimates (after housing costs) at local authority level. The trend in the Scottish Borders is similar to Dumfries and Galloway. In 2020-21 the proportion of children living in poverty (after housing costs) was the lowest in seven years, although 1 in 5 children still live in poverty.



Source 4: End Child Poverty Coalition child poverty estimates (after housing costs)

Children in Working Households

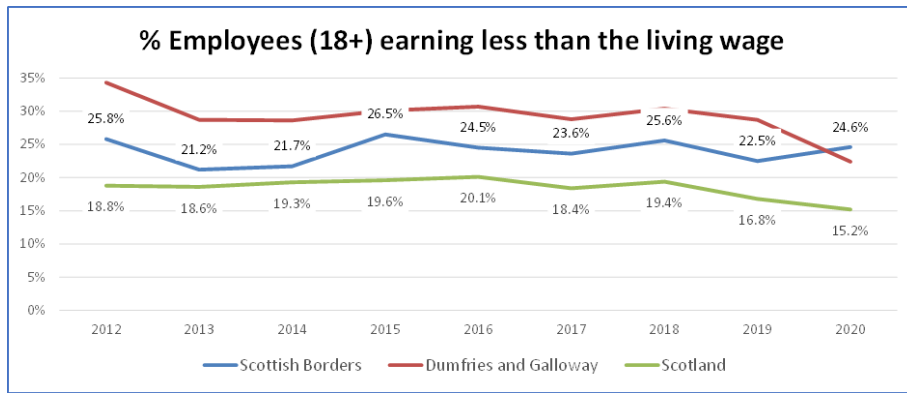
The proportion of children in working households in the Scottish Borders is consistently similar to the level for Scotland and Dumfries and Galloway.



Source 5: ONS Annual Population Survey, household economic activity status

Employees (18+) earning less than living wage

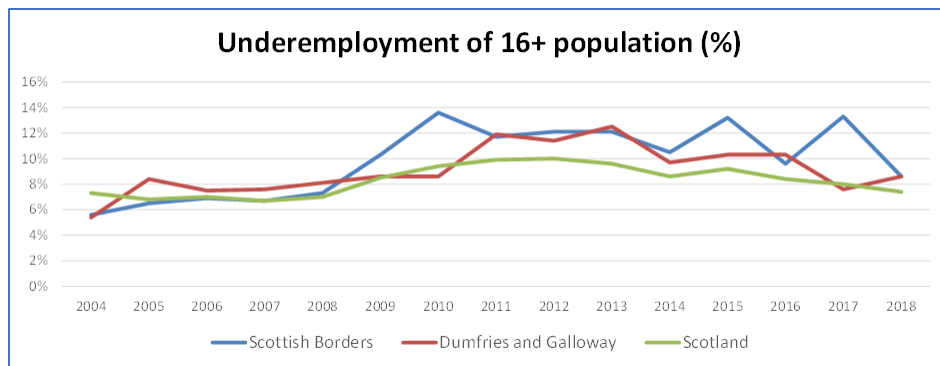
In the Scottish Borders the proportion of employees (18+) earning less than the living wage has been higher than the level for Scotland. In 2020, 24.6% of employees (18+) in the Scottish Borders earned less than the living wage, compared to 15.2% in Scotland (a difference of 9.4%).



Source 6: ONS Annual Survey of Hours and Earnings

Underemployment of 16+ population

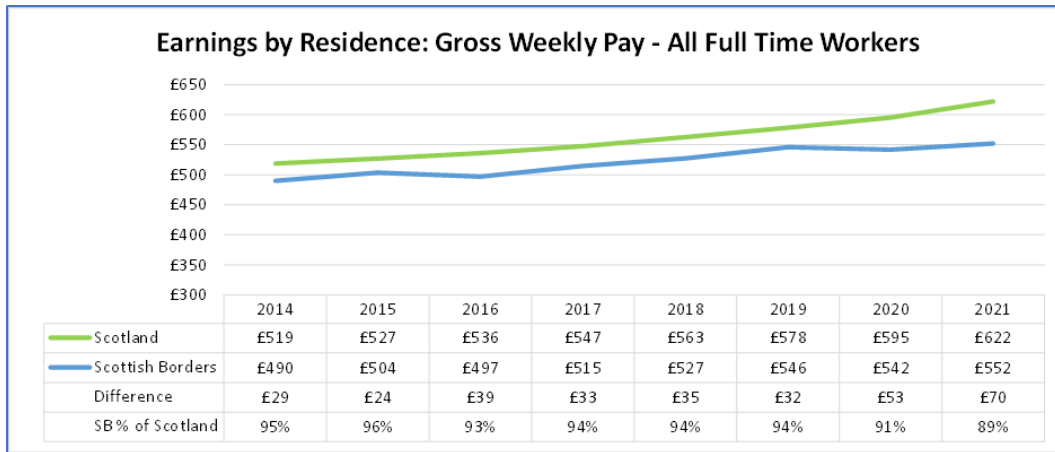
The proportion of 16+ population that is underemployed in the Scottish Borders has been above the level for Scotland since 2009 and has fluctuated.



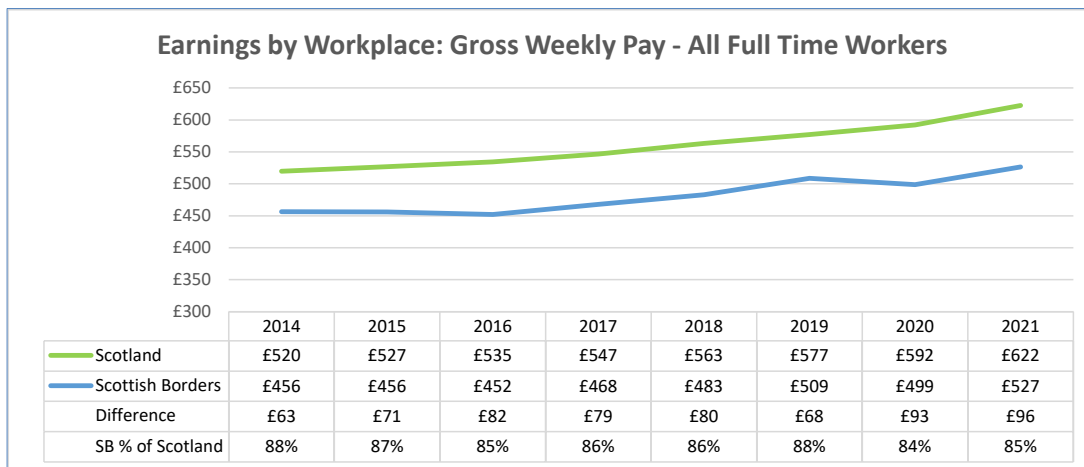
Source 7: ONS Annual Population Survey

Earnings

The earnings by residence and workplace in the Scottish Borders have consistently been below the level of Scotland. In 2021, the earnings of a full time worker was £70 less per week for residence based (where people live) and £96 less per week for workplace based (where people work). The gross weekly full-time workplace based wage in the Scottish Borders is the 2nd lowest of the 32 Scottish Local



Source 4: ONS Annual Survey of Hours and Earnings



Source 5: ONS Annual Survey of Hours and Earning

The Scottish Borders Child Poverty Index

The Scottish Borders Child Poverty Index (SB CPI) provides additional insight into Child Poverty in the Scottish Borders. The SB CPI was created to work alongside the Scottish Index of Multiple Deprivation (SIMD). SIMD provides a way of looking at deprivation in an area, covering the whole population and does not specifically reflect child poverty. The SB CPI is a tool to help inform the Local Child Poverty Action Plan. The SB CPI is a summary of four components:

² <https://www.nomisweb.co.uk/>

- Children in Low Income Families (**CiLIF**) – Source is [DWP/HMRC](#).³ Relative low-income is defined as a family whose equivalised income is below 60 per cent of contemporary median income. The SB CPI uses the most recent available year’s data, currently there is a one year lag e.g. the SB CPI 2021 uses the CiLIF data for 2020-21.
- Free School Meals (**FSM**) – Source is SBC. The proportion of pupils recorded for Free School Meals of all pupils in the area for the school year.
- Clothing Grant (**CLG**) - Source is SBC. The proportion of pupils recorded for Clothing Grant of all pupils in the area for the school year.
- Educational Maintenance Allowance (**EMA16+**) – Source is SBC. The proportion of pupils who are aged 16 or older (before 01 March of school year) who receive Educational Maintenance Allowance.

The table below shows the results for the Scottish Borders for 2017 to 2021

Child Poverty Index Component / Year	SB CPI 2017	SB CPI 2018	SB CPI 2019	SB CPI 2020	SB CPI 2021
Children in Low Income Families - CiLIF (DWP) – specifically calculated for SBC CPI with one year lag	19.0%	20.7%	20.5%	22.0%	18.0%
Free School Meals - FSM (SBC)	10.0%	10.4%	11.6%	15.7%	15.4%
Clothing Grant - CLG (SBC)	14.6%	15.1%	15.2%	18.1%	18.0%
Educational Maintenance Allowance 16+ - EMA16+ (SBC)	8.2%	6.2%	3.8%	16.0%	10.0%

The impact of the Covid-19 pandemic can be seen in both the 2020 and 2021 results. Although the proportion of children living in low-income families for the 2021 index is lower compared to the 2020 index, the proportion receiving free school meals and clothing grant are similar.

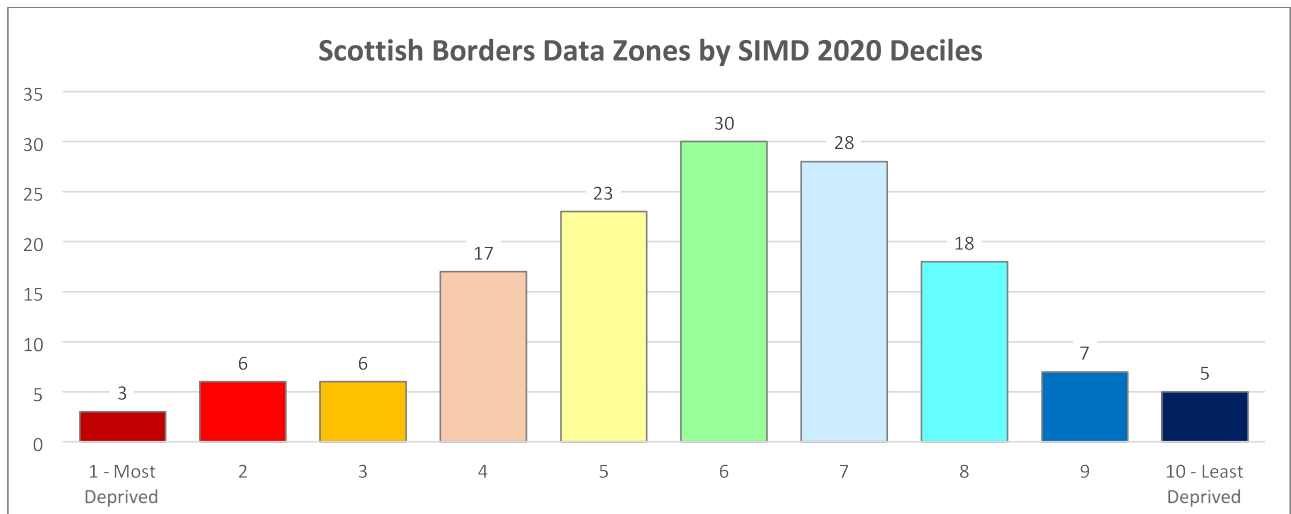
Comparing Scottish Borders Child Poverty Index 2021 to SIMD 2020

The Scottish Index of Multiple Deprivation (SIMD) is a good tool for identifying overall deprivation, however, it is not poverty specific, or child focused. The SB CPI is a tactile index created to enable better insight into child poverty within the Scottish Borders. This is a basic comparison between SIMD2020 Decile and SB CPI Score.

The graph below shows the count of the 143 data zones in the Scottish Borders by the SIMD 2020

³ The calculation of proportion of Children in Low Income Families for the purpose of the Scottish Borders Child Poverty Index differs to ‘official statistics’ due to the availability of the data from Stat-Xplore. The children in Stat-Xplore are defined as dependent individuals aged under 16; or aged 16 to 19 in full-time non-advanced education or in unwaged government training. (Not just those aged under 16 – unable to group into age bands). The figure for all children is then expressed as proportion of those aged 0 to 15 as published by NRS. It is recognised that this calculation is imperfect, but practical for the purpose of the SB CPI.

Decile.



What are we doing about Child Poverty in the Scottish Borders?

Tackling child poverty in the Scottish Borders is governed through the Community Planning Partnership. A Child Poverty Planning Group consisting of Scottish Borders Council, NHS Borders and other key partners, meets periodically to discuss the local approach as well as any national developments such as the new national delivery plan.

The Community Planning Partnership has oversight and approval duties associated with the Local Child Poverty Report and Action Plan but delegates the delivery of it to the Child Poverty Planning Group.

Local Plans outlined below all make a contribution to tackling child poverty too.

Council Plan

The Scottish Borders [Council Plan 2022-23](#) '*Working together – improving lives*', was approved in February 2022. It sets out their strategic framework for action until March 2023. 'Empowered, vibrant communities' outcome contributes to our child poverty work by committing to '*reducing the number of children in poverty; and reduce the impact of living in poverty on families*'.

Anti-Poverty Strategy

The Scottish Borders [Anti-Poverty Strategy](#) sets out the way in which the Council and its partners will aim to work together to help reduce poverty across the region and recognises that Child Poverty is included in this aim.

Integrated Children and Young People's Plan 2021-23

The [Integrated Children and Young People's Plan](#) sets out the strategic approach to supporting children and young people within the framework of the Scottish Borders Community Planning Partnership. A priority of this plan is 'keeping children and young people safe', and a theme associated with that is addressing child poverty. The following extract from the theme shows what is planned. '*Partners will understand the impact of child poverty of life chances, in particular on educational attainment, health, and child protection outcomes of children and young people. Echoing national research, there is an association within the Scottish Borders between poverty and child abuse health outcomes and neglect. Poverty is only one factor, but perhaps the most pervasive. The Partnership will plan and deliver services in ways which promote equity and where possible challenge the root causes of poverty and*

deprivation. Actions and activities associated with this Plan will seek to maximise family income and their available resources and deliver services in a way which is free from stigma or discrimination’.

Scottish Borders Community Planning Partnership – Priority themes

The Scottish Borders Community Planning Partnership have agreed four priority themes to support communities over the next year. The four areas of action agreed are:

- Enough money to live on
- Access to work, learning and training
- Enjoying good health and wellbeing
- A good place to grow up, live in and enjoy a full life

These areas of action will be developed into a work plan and will support our child poverty agenda.

Children’s Rights

Our [Children’s Rights Report 2021-2023](#) reports on the steps we have taken to fulfil the requirements of the United Nations Convention on the Rights of the Child (UNCRC). Consultation with children and young people was undertaken in preparation of the report to ensure they have a say about matters that are important to them. As well as feedback about their rights, other responses included: digital connectivity, free public transport, activities for young people and mental health assistance. All of these issues are reflected in the actions set out in the Child Poverty Action Plan.

The 2021/22 Action Plan Progress Report

Good overall progress has been made against the actions set out in the 2021/22 Action Plan. This is shown in detail in Appendix 1(b), and demonstrates the wide range of activities undertaken to help alleviate child poverty in the Scottish Borders. Highlights include:

Employability	<ul style="list-style-type: none"> • 20 families have engaged with the Intensive Family Support Service over the year. As a result, 5 adults have entered employment. • Live Borders recruited 20 members of staff to assist with the ‘Get into Summer’ programme. • Scottish Borders Social Enterprise Chamber (SBSEC), working with Community Jobs Scotland, supported 9 young people into employment
Education	<ul style="list-style-type: none"> • Cost of the school day work continues in schools with examples of uniform recycling, swap shops for dance/prom clothing, and free access to stationery • A pilot project in Hawick, Selkirk and Galashiels has taken place, focusing on data literacy to close the poverty related attainment gap
Information and advice	<ul style="list-style-type: none"> • The total number of clients assisted in the year by Citizens Advice Bureau in the Scottish Borders was 4,327. The total financial gain relating to these clients was approximately £3.5m. • TD1 have delivered their ‘Early Steps’ Programme which supported 20 young parents throughout the year. The programme used a youth work approach to re-engage the young parents, develop their skills and support them into employment and volunteering.
Housing and energy	<ul style="list-style-type: none"> • Home Energy Scotland processed approximately 6,600 interactions from households across the Scottish Borders in 2021/22. • The Borders Housing Network dispersed funds to Housing Associations in the

	<p>Scottish Borders to support tenants in fuel debt. The average energy debt for SBHA tenants is £787. Berwickshire Housing utilised £32k for immediate payment to energy suppliers on behalf of their tenants.</p> <ul style="list-style-type: none"> • SBHA completed a successful pilot in Hawick (Wellbeing Framework) to assess tenants against a series of risk factors to determine what supports/interventions were required to ensure tenancy sustainment. The framework was rolled out to all new SBHA tenants from January 2022.
Health and wellbeing	<ul style="list-style-type: none"> • Over 10,500 visits were made by children and young people to Live Borders 'Get into Summer' activities. Activity camps averaged 80% occupancy with 62% of places free of charge for targeted children and young people. • 5,021 young people participated in third sector youth work as at May 2022 and 18 third sector youth organisations were involved in the distribution of winter hardship funds reaching 549 young people in 274 households.
Digital exclusion	<ul style="list-style-type: none"> • 730 laptop loans were issued to students at Borders College to support and enable their learning during the academic year 2021/22
Food	<ul style="list-style-type: none"> • £85k from the Council's Financial Hardship Fund was dispersed to local foodbanks/Fare Share, food growing projects, community cafes and Low & Slow Pilot Project. • Over 50 families are being supported by the SBSEC on a weekly basis with food and clothing • Work in schools continues to support families impacted by poverty, including food parcel deliveries to ensure children will have at least 2 nutritional meals per day.
Financial inclusion	<ul style="list-style-type: none"> • The Borders Additional Needs Group (BANG) provided 75 Additional Support Needs (ASN) families with free summer respite camps • Scottish Borders Council issued £45k of supermarket gift cards directly to individuals and services in crisis from the Financial Hardship Fund. • There were 510 referrals for financial inclusion of mothers and pregnant women from the Health Visitor and Family Nurse Partnership, resulting in £1.25m in gains.
Money worries	<ul style="list-style-type: none"> • There were 408 new debt cases presented to the CABx in 2021/22.

As well as the progress shown in Appendix 1(b), case studies are shown in Appendix 1(c). These case studies provide valuable insight into the work of various Partners across the Scottish Borders.

Budgets and Funding

Significant budgets and funding are attributed to tackling child poverty in the Scottish Borders. Table 1 below sets these out for 2022/23.

Budget/Funding	2022/23
Crisis grants	£125,000

School clothing grants	£367,800
Free sanitary products in schools and workplaces	£94,000
Educational Maintenance Allowance	£335,814
Pupil Equity Funding	£1,923,695
Strategic Equity Fund	£225,440
Summer 2022	£208,377
Child Bridging Payment	£706,000
Care experienced Children and Young People Fund	£153,600
Whole Family Wellbeing Fund	£668,000
Support for the Cost of Living	£1,200,000
TOTAL	£6,007,726

Table 1 – Budgets and Funding in 2022/23

The Cost of living

The cost of living crisis is now gripping the country as a result of the impact of the Covid-19 Pandemic, economic uncertainty and war, as well as rising energy prices, inflation and the cost of goods and services. Many residents of the Scottish Borders are likely to be struggling to make ends meet for the first time, whilst those already in poverty are likely to be experiencing deepening issues.

Funding support from Scottish Government for the cost of living crisis is ongoing and is dispersed through a multi-agency Financial Hardship Group who make decisions based on evidence of need, demand and lived experience.

Funds provided to date include:

- a) A Financial Insecurity Fund, to support those in financial hardship of which an initial £330k was available for food and financial insecurity. A further £330k was made available in November 2021, with extended criteria to allow different approaches to be undertaken.
- b) Local Authority Covid Economic Recovery Fund (LACER) - £1.724m allocated to SBC to help support local economic recovery and further support to low-income households

The Financial Insecurity Fund has paid for the following:

Existing third sector food networks & supermarket gift cards - £82k	FareShare Food Outlets – depot, staffing and transport - £38k
Hardship payment to families - £100k	Connecting Borders Digital Project - £75k (matched by SoSE to £150k)
Warm & Well Scheme - £100k	Child Payment Bridging Payments - £26k
Clothing Grant Scheme - £117k	Inclusion Fund - £121k

Examples of support provided by this Fund:

1. Collaborative working with CABx, Changeworks & Home Energy Scotland to identify fuel poverty, co-ordinating referrals, advice and support
2. Partnership Co-ordinators recruited – 315 vulnerable people assisted, achieving £564k in financial savings so far including £350k for those in fuel poverty
3. Energy credit vouchers via Changeworks to tackle energy debt being issued & becoming a Fuel Bank partner
4. Assisting and supporting individuals to access benefits and funding enabling them to manage better in future
5. Officers working together to provide individual holistic support, mitigate hardship and relieve

exceptional pressure

- Digital devices including digital champions to support & assist

Local Authority Covid Economic Recovery Fund (LACER) has paid for the following:

One off payment of £150 to our lowest income families (7,700 households) - £1.155m	Payment of £100 to each child entitled to free school meals - £0.222m
Scotland Loves Local Scheme - £0.030m	Further support to businesses (currently being discussed, with report due back to Council after summer) - £0.317

Further detailed profiling work is being undertaken to consider known data gaps, but all of the above will enable SBC to continue to respond to future funding allocation in an efficient and timely way.

Cost of Living Support

Scottish Borders Council approved a report at their Council Meeting on 25 August 2022 on support for the Cost of Living crisis. A financial support package of £1.2m has been established along with strategic and operational multi-agency groups to respond to the needs of communities. An immediate allocation of a warm clothing payment of £100 will be made to each child entitled to either free school meals or clothing grants. This will benefit around 2350 children in the Scottish Borders.

Financial Inclusion

Financial inclusion actions help families to maximise their income and benefits.

Scottish Borders Council offer a range of different Financial Inclusion services and are involved in several different work streams with a variety of partners. A Partner Financial Inclusion Practitioners Group meets on a quarterly basis to discuss and agree actions to help families and referral processes are in place if required.

Financial inclusion support is provided in a number of ways:

- Direct support for families in crisis e.g. Provision of supermarket gift cards, grant payments, summer programmes, Christmas parcels
- Benefits check service to ensure that families are claiming all they are entitled to
- Referral pathways e.g. Health visitors and family nurse partnerships
- Discretionary funding awards e.g. Borders College helping students in financial hardship
- Awareness campaigns to encourage take up of specific benefits e.g. Scottish Welfare Fund
- Signposting to other benefits e.g. Best Start Grant, Scottish Child Payment

A case study set out in Appendix 1(c) shows the work of the Welfare Benefits Team in Early Years. There were in excess of 500 referrals to this service in 2021/22 which represented a 35% increase from the previous year. As a result, client total gains were £1.25m.

Scottish Borders Local Employability Partnership

The goal of the Scottish Borders Local Employability Partnership (LEP) is to support people into fair, sustainable jobs. Employment and Employability services are crucial to supporting families to fight poverty by enhancing their earning position. The LEP is committed to providing an effective and relevant range of provision based on need and demand and ensuring that the right support is in place for those who rely on these services.

The LEP oversees the allocation of funding from the Scottish Government and the delivery of No One Left Behind and monitors these projects to ensure they meet their required outputs and outcomes. It is

acknowledged by the LEP that the best and most effective way out of poverty for people is through employment. This is done through an evidence based approach by utilising all available evidence to co-produce an all age employability support service that is person centred, more joined up, flexible and responsive to individual needs.

Scottish Borders Council - Real Living Wage Employer

The Living Wage helps to tackle poverty, by putting more money into the pockets of our lowest paid workers. The real Living Wage is an independently calculated rate based on the cost of living and is paid voluntarily by employers. This enables workers to earn a wage that reflects living costs, helping lift families out of in-work poverty.

As an accredited real Living Wage employer, Scottish Borders Council is committed to encouraging the wider adoption of the real Living Wage by partners, local employers and suppliers. The Council has adopted the *Scottish Government Best Practice Guidance on Addressing Fair Work Practices*, including the Real Living Wage in Procurement for relevant contracts.

Food Conversations

Significant engagement work has been undertaken during the pandemic to support and grow existing food networks across the Scottish Borders, with funding being provided to assist with both short and longer term solutions. As a result of this work and the sharing of information across the network, new partnerships have been developed and different operating models have been adopted – cook clubs, slow cooker projects, food and financial inclusion assistance leaflets and other community connections have been and continue to be made with a range of partners.

Scottish Attainment Challenge

The Scottish Attainment Challenge (SAC) was established to promote equity in education by ensuring every child has the same opportunity to succeed, with a focus on closing the poverty-related attainment gap. It is underpinned by the National Improvement Framework, Curriculum for Excellence and Getting it Right for Every Child. It focuses on improvement activity in literacy, numeracy and health and wellbeing. Reducing educational inequity and closing the poverty-related attainment gap is a long term strategy which aims to impact on societal culture and thinking. In November 2021 the Cabinet Secretary announced the expanded mission statement, included below, of the refreshed SAC.

‘To use education to improve outcomes for children and young people impacted by poverty with a focus on tackling the poverty-related attainment gap’.

Scottish Borders Council has been part of the SAC since 2015 and receives funding through the Care Experienced Children and Young People (CECYP) Fund, Pupil Equity Funding (PEF), the Schools’ Programme Fund (up until 2021/22) and the Strategic Equity Fund from 2022/23.

In the Year 2021-22, Scottish Borders Council received £2,484,555 across all funding streams.

Two schools featured as part of the Scottish Attainment Challenge Schools’ Programme – Burnfoot Community School and Hawick High School, receiving funding totaling £173,525.

Education Scotland’s Recovery and Progress Report on 2021-22 for Scottish Borders Council identified the following key strengths:

- Partnership working with Community Learning and Development (CLD) and third-sector partners has helped schools deliver successful programmes for the most disadvantaged children and young people, and their families.
- Improvements in outcomes for care experienced children and young people, for example:
 - Increase in attendance and reduction in exclusion rates
 - Increasing attainment in literacy for school leavers

- A higher proportion of Looked After young people living in Scottish Borders achieving qualifications in the Senior Phase than the national average
- Improving trend in the percentage of school leavers entering a sustainable positive destination.
- Improvements in attainment for children and young people living within SIMD quintile 1 (Q1), for example:
 - In literacy, attainment is higher than the national average at third and fourth level
 - In numeracy, attainment has increased at early level
 - In the Senior Phase, overall attainment has increased at SCQF levels 5 and 6.
- Progress in closing the poverty-related attainment gap, for example:
 - In literacy, at first level the attainment gap has been reduced and at first, third and fourth level, the gap is below the national average.

The Council's Equity and Inclusion Lead will support schools and local authority colleagues in:

- Maximising the impact of the CECYP Fund on improved educational experiences and outcomes for Looked After children and young people through the Virtual School
- Maximising the impact of PEF and Schools' Programme funding in closing the poverty related attainment gap, with a focus on improving the use of data at all levels to inform planning, investing in evidence-based inclusive practices and building on improved outcomes from partnership working.

Attendance rates of children and young people living within SIMD Q1, particularly at secondary level – a joint test of change initiative between the South East Improvement Collaborative and Hawick High School was introduced to improve the attendance of some of the most disengaged young people. This project resulted in a number of change ideas being adopted to support attendance at school ensuring a range of appropriate strategies were in place for targeted young people. These included daily check-ins to support young people to plan for the day ahead and identifying designated places for break and lunch times where young people felt safe and supported. Senior leaders reported improvements to both attendance and how young people felt about coming to school.

The increased attainment gaps in literacy and numeracy in the BGE and Senior Phase - early literacy and numeracy frameworks have been successfully piloted. High quality professional learning opportunities have supported pedagogical approaches to literacy and numeracy and the implementation of the strategies. This has supported consistency in approach and improved outcomes for children. The strategies and resources have been made available to all practitioners through the school house teams' channel. Initial feedback from settings has been very positive and practitioners report improved knowledge and understanding of pedagogy and practice. In addition to creating a shared standard through more robust moderation, the frameworks and supporting strategies are intended to enable stronger transitions between settings and develop stronger partnership between early learning and childcare settings and schools.

The increased gap in the Positive Destination measure between young people who live within SIMD (Q1) and SIMD quintile 5 (Q5) - Partnership work with Scottish Borders Council, Skills Development Scotland (SDS) and Developing the Young Workforce is planned for targeted work in communities of Galashiels and Hawick to support narrowing the poverty related attainment gap for 2022-23.

Newcastleton Primary School worked in collaboration with Stirches Primary School, as partner schools until Easter 2021. Together they employed a support for learning teacher for an extra day through PEF Funding. The school also worked with Community Learning and Development (CLD) focusing on family learning. Focus of the work targeted individual families to encourage engagement with their child's learning.

Jedburgh Grammar Campus suspended the PEF literacy intervention as a result of Covid-19 and the

PEF lead introduced another intervention in response to newly identified needs to support young people with one to one approaches with home learning and technology. I pads were issued two days before the first lockdown. The establishment was directly supporting young people and their families who were experiencing issues with the technology as well as home learning/ disengagement. This support was maintained until November 2021.

Get into Summer 2021

The Get into Summer 2021 campaign was specifically designed to allow children and young people from all backgrounds to access activities during the summer period and ensure that cost and access were not barriers to taking part and getting involved. The campaign was a Scottish Government-funded initiative to help children, young people and families reconnect and re-engage with their peers, local communities and the environment following a challenging period for everyone due to Covid-19. The Scottish Government allocated resource to national and regional partners, including Scottish Borders Council.

Funding for this programme also came from the Rural Youth Work Collaborative and the Borders Get into Summer Micro and Small Grants Scheme.

Borders Get into Summer has been a significant opportunity to demonstrate the power of grass-root community organisations: highlighting their connections to local people and places and ability to 'make things happen'. As a result, more than 1800 children, young people and their families have valued the opportunity to reconnect, develop friendships, feel included, take the lead, and improve their confidence and self-belief through new experiences, activities, and learning.

The supported activity had a particular focus on children and young people who:

- have had a lack of participation in normal activities during the pandemic
- would benefit from socialising and reconnecting with friends, peers, trusted adults, the wider community, and the outdoors
- live in remote / rural areas, where the range of existing provision could be more limited and geographic barriers to access services may be considerable.

Activities were made available to children, young people, and their families at no cost.

Further information is included in our Case Studies shown in Appendix 1(c).

Scottish Borders Council Children and Families Social Work Service

Evidence suggests that direct and indirect impacts of poverty can both operate separately and also interact with other factors to increase or reduce the chances of abuse and neglect. It is within this sphere that children and families social work focus their day to day interactions and interventions. Children and Families social work (C&FSW) fulfils specific statutory duties to children and young people in the Scottish Borders, primarily contained in the following pieces of legislation:

- Children (Scotland) Act 1995
- Adoption and Children (Scotland) Act 2007
- Children's Hearings (Scotland) Act 2011
- Children and Young People (Scotland) Act 2014

C&FSW provides a range of functions and interventions linked to the impact of poverty including:

- an initial response to referrals, investigating concerns that children may be at significant risk of abuse and neglect;
- a comprehensive service for all looked after children, children on the child protection register and those who are at high risk of becoming so;
- work with children affected by disabilities and their families;
- recruitment of and support to foster carers and prospective adopters and assessment of kinship carers;
- residential provision for young people and a satellite unit for young people in transition to independent living;
- support to young people who were previously looked after and;
- specialist assessment and support to young people who have offended and their families.

The statutory role of C&FSW necessitates focusing on those children, young people and families assessed as most in need, supporting them to navigate complex systems which frequently place them in positions of disadvantage, and supporting children and their families who experience poverty to access services or resources that they may not have been able to. Examples include charity applications; sourcing essentials items such as food, household goods, and clothing; the provision of practical support; the provision of funding for utilities such as gas and electricity.

Advice is provided by staff within the service to support budgeting on a long term basis, and support is provided to ensure income maximisation and access to correct benefit payments. Where a child is placed with kinship carers, the set up costs to purchase bed, bedding, clothes and other equipment is offered to assist the successful commencement of the placement.

C&FSW also fund childminding where it is assessed to be in the child/family's best interest. Self-directed support, where families have increased choice about the support they receive, is currently primarily focused on children with disabilities, however this is a developing area of practice and Scottish Borders C&FSW will continue to engage with Scottish Government to explore options to extend self-directed support to other families.

Scottish Borders C&FSW also commission or purchase a number of services including:

- Aberlour Child Care Trust are commissioned to provide residential respite and day respite play scheme during school holiday periods for children affected by disabilities, and the Sustain Service for children and young people at risk of becoming looked after.
- Who Cares? Scotland are commissioned to provide an independent advocacy services for children and young people who are within external placements.
- Children 1st are jointly commissioned by C&FSW and the Children & Young People's Leadership Group to provide an Abuse and Trauma Recovery Service for children and young people who have been the victims of abuse.
- C&FSW also make a contribution to Children Hospice Association Scotland (CHAS) for hospice care services.
- Purchased services include a number of foster placements from independent providers and placements for children and young people who require intensive support in a residential setting.

Impact of Covid-19

- Additional support has been needed during this time for people who have been on reduced incomes, those who have lost jobs, the increase in food parcels and access to food banks etc. The impact on employment, the impact on mental health which can impact the ability of an individual to access employment but also their ability to access support possibly pushing them further into poverty. Children and families social work services are working to support people experiencing these difficulties.
- Additional funding was made available by Scottish Government to address the disproportionate impact of the pandemic on the most disadvantaged children and young people; a one-off

payment of £200 was provided for each child and young person who is/or was looked after at home, subject to kinship care, foster care, aftercare, or continuing care between 1 April 2020 and 30 June 2021; additional payments were made on an assessment-based model, where any child, young person, carer or family was provided with additional funding where their well-being has been impacted as a result of the pandemic.

Delivering The Promise - #KeepThePromise

Just over two years ago the Independent Care Review published [The Promise](#) and in February 2020 the Scottish Government signed up to the actions set out within it. Keeping the Promise requires Scottish Government to work with partners to bring transformational change. The Implementation Plan shares its ambition and works in harmony with the national child poverty plan - [Best Start, Bright Futures](#). Poverty is one of the 5 fundamentals of The Promise and steps must be taken at both a national and local level to alleviate the impact of poverty on families.

“Children growing up in poverty are over-represented on the child protection register and are more likely to be removed from their families...” (the promise)

“There must be significant, ongoing and persistent commitment to ending poverty and mitigating its impacts for Scotland’s children, families and communities...” (the promise)

Scottish Borders Council and Partners recognise the huge potential for transformational change and agree that a shift from crisis intervention to early intervention and prevention is needed. A Plan is being developed to create a Whole Family Support Service with funding received from the Whole Family Wellbeing Fund of £668k.

An Intensive Family Support Service, and a one-year ‘test of change’ pilot Family Group Decision Making Service are already in existence and contribute to the delivery of The Promise, and a Scottish Borders Whole Family Support mapping exercise is underway in order to understand the complex landscape further. Other projects which link to this are: the Children and Young People’s Emotional Health and Wellbeing Project and Primary Care Mental Health and Wellbeing Project.

In order for our workforce to understand the implications of The Promise, awareness raising sessions have been delivered as well as new multi-agency Corporate Parenting training-live sessions and e-learning. Links are also now made between SBC and NHS Borders on Trauma-informed Practice.

Student Poverty: Borders College

Poverty amongst the student body is an ongoing concern and continues to be impacted by the ongoing recovery from the global pandemic and now further exacerbated by the increasing costs of living and fuel.

Over the last academic year Borders College has mobilised resources to help support students, and as far as possible, help mitigate some of the additional financial pressures brought about by adjusting to learning remotely, alongside the very real challenge of managing lower incomes in a climate of increasing daily living costs.

Borders College has further rolled out its laptop loan initiative to ensure students who require IT equipment have access to this. In addition, data dongles or funding to boost mobile data packages is in place to ensure access to appropriate Broadband connectivity.

Significant levels of Discretionary and Hardship funding (circa £1.2M) have been awarded from student support funds, to help mitigate the increased living and fuel costs and to help alleviate some of the hardship difficulties being experienced.

Food poverty remains an ongoing issue. This has been addressed in part, by the issue of supermarket vouchers and grab and go lunch bags to those in need. The student association will play an important role going forward working in partnership with local organisations and supporting access to Fare Share initiatives.

Challenge Poverty Week – October 2021

Scottish Borders Council, NHS Borders and other partners supported Challenge Poverty Week in October 2021 by highlighting the wide range of information, advice and support that is available to support people experiencing financial hardship. The campaign was publicised through social media channels. The social media plan is shown in Appendix 1(d).

2022/23 Actions

Our 2022/23 Actions, from across a range of Partners, are set out in Appendix 1(e). They have been aligned to Scotland’s offer to families, as set out in Scottish Government’s new tackling child poverty delivery plan 2022 to 2026, [Best Start, Bright Futures](#). The plan outlines a commitment to working together to deliver differently in order to tackle child poverty head on, and our actions will contribute to that. Table 2 below provides a sample of the work being undertaken in the Scottish Borders.

Part A: providing the opportunities and integrated support parents need to enter, sustain and progress in work	
A strengthened employment offer to parents	Support and enhance the delivery of the Parental Employability Project using funding from Best Start, Bright Futures. The Employability Support service will continue to work in partnership with employers to ensure clients have the best possible chances of securing and sustaining paid jobs.
Connectivity and childcare to enable access to employment	Run summer camps and volunteering for young people, allowing parents to be able to work a full day. Deliver ‘Get into Summer 2022’ as part of Scottish Government’s commitment to childcare and activities for children and young people through school holiday periods. Ensure funded Early Learning Childcare (ELC) is free at the point of delivery for parents.
Transforming our economy	Continue to seek solutions to the workforce challenges for employers and employees in the third sector, where a low wage economy contributes to in-work poverty Work with, and support Additional Special Needs (ASN) young people to better understand their World of Work to overcome the barriers they may encounter.
Part B: maximising the support available for families to live dignified lives and meet their basic needs	

<p>A transformational approach to people and place</p>	<p>Develop a plan to transform whole family support services using funding from the Whole Family Wellbeing Fund</p> <p>Deliver Scottish Borders Housing Association's (SBHA) Wellbeing Framework to ensure Tenants can access the support and intervention they need to sustain their tenancy by identifying barriers and the correct pathway for support.</p>
<p>Enhanced support through social security</p>	<p>Berwickshire Housing Association (BHA) will continue to provide in-house financial inclusion support and signposting to relevant services including child specific welfare support, access to food resources and clothing grants</p> <p>Health visitors will continue to ask about money worries at every contact and refer clients to the Financial Inclusion Team where required</p>
<p>Income maximisation</p>	<p>Extend the eligibility for school clothing grants to encourage take up and link to other benefits such as Scottish Child Payment and Best Start Grants</p> <p>CABx continue to offer a benefit check to clients which highlights any eligibility to benefits</p>
<p>Access to warm and affordable homes</p>	<p>Provide fuel poverty support including Borders Housing Network (BHN) distribution of Scottish Government Fuel Support Funding and Fuel Bank vouchers</p> <p>Review and update the Scottish Borders Rapid Rehousing Transition Plan in order to prevent families from becoming homeless</p> <p>SBHA will build 300 homes over the next 7 years</p>
<p>Part C: supporting the next generation to thrive</p>	
<p>Best start to life</p>	<p>Our Early Years Centres continue to lead on a programme of activities with children and families. They focus on family meals, physical activity, practical and emotional support and community connections.</p>
<p>Supporting children to learn and grow</p>	<p>Promote the value of youth work and maximise the number of youth work opportunities available to young people</p> <p>Continue to implement the Equity Strategy to address inequalities in attainment and achievement</p>
<p>Post school transitions</p>	<p>Continue to offer modern apprenticeship opportunities</p>

	<p>across a range of services</p> <p>Delivery of the Young Person’s Guarantee by supporting appropriately aged young people and creating opportunities for them</p>
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Table 2 – Sample of 2022/23 Actions

Conclusion

In accordance with The Child Poverty (Scotland) Act 2017, the Scottish Borders Local Child Poverty Annual Report for 2021/22 describes the activities undertaken and planned locally to contribute towards Child Poverty targets set out in the Act.

It is clear from the Annual Progress Report for 2021/22 that Child Poverty in the Scottish Borders is an important issue which Partners take seriously, as shown by their actions, and we are grateful for their contributions to this report as well as their actions on the ground to make a difference to children and their families.

As well as the progress made in 2021/22, we are pleased to set out actions for 2022/23. The new Scottish Government national delivery plan for 2022-26 demonstrates a clear commitment to tackling child poverty both nationally and locally. This Local Child Poverty Report and Action Plan recognises that national commitment and provides an insight into the work that Scottish Borders Council, NHS Borders and Partners all do to play their part.

Working with the Community Planning Partnership, and recognising their contribution through the actions within their four priority themes, we will continue to raise the profile of, and tackle child poverty in the Scottish Borders through 2022/23 and beyond.

Appendices

1(a) - Local Child Poverty Context and Statistics

1(b) - 2021/22 Progress Report

1(c) – 2021/22 Case Studies

1(d) - Challenge Poverty Week 2021

1(e) - 2022/23 Child Poverty Actions

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SCOTTISH BORDERS FOSTER CARER MILEAGE RATE AND REVIEW OF ALLOWANCES AND FEES

Report by Director Social Work & Practice

SCOTTISH BORDERS COUNCIL

29 September 2022

1 PURPOSE AND SUMMARY

- 1.1 This report proposes an increase in the mileage rate for Foster Carers and a formal process of reviewing allowances and fees for carers.**
- 1.2 Since 2004, Scottish Borders Council's foster carers have been paid 35.1p per mile for use of their private vehicles when the journey is in addition to "day to day" expenses. This mileage rate has remained static and no review has taken place. It is now considered appropriate to review the mileage rate for foster carers and align this to the Approved Mileage Allowance Payment (AMAP) rate of 45p per mile for the first 10,000 miles and 25p thereafter; this rate applies to SBC employees and volunteer drivers who use a private car for business mileage. The rate applies across all fuel types.
- 1.3 At the time of the current mileage rate of 35.1p per mile being agreed, foster carers were travelling a total of c. 93,000 miles per annum. Whilst the number of miles has reduced since this time, and has been impacted as a result of restrictions during COVID-19, foster carers continue to utilise their own vehicles for activities additional to "day to day" business.
- 1.4 It is therefore proposed that approval is given to remunerate foster carers at the Approved Mileage Allowance Payment (AMAP) rate of 45p per mile for the first 10,000 miles and 25p per mile thereafter, when the journey is additional to "day to day" expenses, and that this change takes effect from 1 August 2022. It is further proposed that a formal process of reviewing allowances and fees for carers is introduced and that this forms part of the annual budget setting process, and is informed by officers.

2 RECOMMENDATIONS

- 2.1 **Scottish Borders Council is recommended to agree:**
 - (a) to remunerate foster carers at the Approved Mileage Allowance Payment (AMAP) rate of 45p per mile for the first 10,000 miles**

and 25p thereafter, when the journey is additional to “day to day” expenses, and that these rates commence with effect from 1 August 2022; and

- (b) that a formal process of reviewing allowances and fees for carers is introduced, and that this forms part of the annual budget setting process, and is informed by Officers.**

3 BACKGROUND

- 3.1 Since 2004, Scottish Borders Council's foster carers have been paid 35.1p per mile for use of their vehicles when the journey is in addition to "day to day" expenses. This includes attending training events, support groups, meetings (Reviews, etc.), to or from respite carers/family time, non-routine health appointments, school travel out-with catchment area e.g. if a child has moved from another locality to that of the foster carer. Day to day travel costs, which includes travelling to/from school within a catchment area, visiting friends, journeys to leisure activities, day trips, and shopping, are all met via the foster carer allowance. This mileage rate has remained static and no review has taken place.
- 3.2 It is now considered appropriate to review the mileage rate for foster carers and align this to the Approved Mileage Allowance Payment (AMAP) rate of 45p per mile for the first 10,000 miles and 25p thereafter; this rate applies to SBC employees and volunteer drivers who use a private car for business mileage. The rate applies across all fuel types.

4 ASSESSMENT

- 4.1 At the time of the current mileage rate of 35.1p per mile being agreed, foster carers were travelling a total of c. 93,000 miles per annum. Whilst the number of miles has reduced since this time, and has been impacted as a result of restrictions during COVID-19, foster carers continue to utilise their own vehicles for activities additional to "day to day" business.
- 4.2 In many cases the use of private vehicles removes the need for social work staff to travel with children and young people or the use of taxis, both of which are considerably more impactful in terms of resource and cost.
- 4.3 It is also noted that the current "cost of living crisis" is impacting on foster carers and their ability to undertake journeys out-with "day to day" travel.
- 4.4 Whilst undertaking a review of the mileage rate, it has also been identified that there is no systemic approach to reviewing allowances and fees paid to foster and kinship carers, and that any uplifts are generally agreed, either at the time of budget setting by Elected Members without input from officers, or within the service without independent scrutiny and approval. This issue is now addressed by the recommendations in this report.
- 4.5 The National Review of Care Allowances reported in September 2018, made 12 recommendations aimed at improving the consistency and transparency of support for kinship and foster families. The recommendation of the review was to "improve consistency and transparency in the delivery of child allowances" and Recommendation 3, specifically called for the Scottish Government and CoSLA to consider a Scottish Recommended Allowance for children in kinship and foster care. Whilst work is underway regarding the introduction of the Scottish Recommended Allowance it is likely that this may take time to be agreed and implemented.
- 4.6 It is therefore proposed that approval is given to remunerate foster carers at the Approved Mileage Allowance Payment (AMAP) rate of 45p per mile for the first 10,000 miles and 25p per mile thereafter, when the journey is

additional to "day to day" expenses, and that this change takes effect from 1 August 2022. It is further proposed that a formal process of reviewing allowances and fees for carers is introduced and that this forms part of the annual budget setting process, and is informed by officers.

5 IMPLICATIONS

5.1 Financial

The additional cost of funding the increased mileage will be met from existing budgets in 2022/23 and will form part of the budget setting process for 2023/24.

5.2 Risk and Mitigations

With the growing cost of living crisis, there is a risk that foster carers may not wish to use their private vehicles for transport out-with "day to day" provision. Aligning with the Approved Mileage Allowance Payment will mitigate this risk by encouraging foster carers to continue or increase additional travel, and therefore reduce staff time and costs or use of taxis.

5.3 Integrated Impact Assessment

By increasing the mileage rate for journeys out-with "day to day" expenses, this will bring foster carers in line with other Council staff.

5.4 Sustainable Development Goals

The proposals in this report will assist the Council in complying with UN Sustainable Goal No. 10 "Reducing inequalities within and among countries" by providing services in a non-discriminatory way.

5.5 Climate Change

While the increase in mileage allowance may lead to an increase in travel, it is considered that the benefits to foster children from such journeys will outweigh the potential increase in travel.

5.6 Rural Proofing

The increase in mileage rates will impact on all foster carers so there will be no discrimination for those living in rural areas.

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

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

6 CONSULTATION

- 6.1 The Acting Chief Financial Officer, the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council and Corporate Communications are being consulted and any comments received will be reported at the meeting.

Approved by

Stuart Easingwood

Director Social Work & Practice

Author(s)

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Background Papers: Nil

Previous Minute Reference: Nil

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<p>LICENSING OF SHORT TERM LETS</p> <p>Report by Chief Legal Officer</p>	
<p>SCOTTISH BORDERS COUNCIL</p> <p>29 September 2022</p>	

1. PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to provide Members with any opportunity to consider the terms of the draft short term lets licensing policy which the Council requires to implement following the commencement of the Civic Government (Scotland) Act 1982 (Licensing of Short Term Lets) Order 1982.
- 1.2 At its meeting on 25 August 2022, Council was provided with a briefing on the requirements of the new mandatory licensing system for short term lets which all local authorities are required to establish.
- 1.3 At its meeting on 26 August 2022, the Council’s Civic Government Licensing Committee agreed to recommend to Council that a 3 week statutory consultation be carried out on the draft policy as detailed at Appendix 1.

2. RECOMMENDATION

- 2.1 It is recommended that Council
 - (a) approves the draft short term lets licensing policy as detailed at Appendix 1
 - (b) instructs the Chief Legal Officer to conduct the statutory consultation required on the content of the draft short term lets licensing policy and to report to Council on the outcome of that consultation.

3. BACKGROUND

- 3.1 On 19 January 2022, the Civic Government (Scotland) Act 1982 (Licensing of Short Term Lets) Order 2022 ("the Order") was approved by the Scottish Parliament. The Order came into force on 1 March 2022 and inserts new legislative provisions into the Civic Government (Scotland) Act 1982 ("the Act")
- 3.2 The Order introduces a new mandatory licensing system for short term lets which local authorities are required to establish by 1 October 2022.
- 3.3 Prior to the introduction of the legislation, there was no requirement to licence short term lets and, therefore, local authorities did not have the ability to regulate these types of premises.
- 3.4 The licensing scheme was brought in by the Scottish Government with the aim to ensure that short term lets are safe, address issues faced by neighbours, to facilitate local authorities in knowing and understanding what is happening in their area and handling complaints effectively. It also enables local authorities to ensure the people providing short term lets are suitable. The legislation aims to make sure that the economic tourism and benefits from short term lets are balanced with the needs of the local communities.
- 3.5 The short term let licensing scheme will cover a wide range of residential accommodation including, but not exclusively, self-catered properties, B and B's, guest houses, glamping pods and yurts.

4. SCOPE OF THE LICENSING SCHEME

- 4.1 The licensing scheme includes new mandatory safety requirements that will cover every type of short term let. These are set out in the mandatory conditions of a licence. It will also include a "fit and proper" test to assess whether an applicant is suitable to be the holder of a licence. Every licence application will require consultation with Police Scotland and the Scottish Fire and Rescue Service. In addition, consultation will be carried out with the Council's Environmental Health Service and Planning and Building Standards departments.
- 4.2 The Council also has discretion to apply further appropriate conditions to address any local concerns.
- 4.3 The Order sets out a timetable for the implementation of the licensing scheme. This has been set out in paragraph 2 of the draft policy as detailed at Appendix 1.

5. PLANNING LEGISLATION

- 5.1 In addition to the introduction of the licensing scheme for short term lets, new planning regulations were brought into force in April 2021. The Town and Country Planning (Short Term Let Control Areas) (Scotland) Regulations 2021 provide a mechanism for the Council, as planning authority, to establish short term let "control areas" which aim to help manage high numbers of short term lets. Under these regulations, the Council, as planning authority, can establish areas where any property operating as a short term let for more

than 28 days a year has to apply for planning consent as it is considered a change of use. As set out in paragraph 16.6 of the draft policy as detailed at Appendix 1, the Council does not propose to designate any short term control areas meantime but this will be reviewed on a regular basis.

6. TIMESCALE FOR THE IMPLEMENTATION OF THE LICENSING SCHEME

- 6.1 The Scottish Government delayed the introduction of the legislation by a year but did not extend the timescales for local authorities to have to start accepting applications. The guidance for local authorities was not published until 25 March 2022 and the Council must be in a position to accept applications by 1 October 2022.
- 6.2 The implementation of any discretionary powers or conditions will require the Council to carry out a public consultation.
- 6.3 Subject to Council approval the consultation exercise will start immediately and will run for a period of three weeks.
- 6.4 The consultation will ask for views on the draft policy as detailed at Appendix 1.

7. LICENSING FEE STRUCTURE

- 7.1 Licensing authorities are required to charge fees in respect of processing and determining applications. The Civic Government (Scotland) Act 1982 states that licensing fees must be sufficient to cover the authority's administrative expenses. This doesn't just include staff time and ongoing associated expenses but all work involved in getting the licensing scheme up and running.
- 7.2 The Licensing fees being proposed are as set out in paragraph 17 of the draft policy as detailed at appendix 1. The proposed fees are comparable with those being proposed by a neighbouring local authority. The legislation also enables enforcement costs to be recovered separately. These are for premises which require inspection after ongoing complaints or where there is a failure to comply with conditions relating to the premises.

8. NEXT STEPS

- 8.1 Officers will monitor and collate the responses received during the public consultation.
- 8.2 A further report will be brought to Council following the statutory consultation in relation to agreeing a licensing policy and fee structure.

9. IMPLICATIONS

9.1 Financial

There are no costs attached to any of the recommendations contained in this report. There are no costs associated with the publication of the draft Short Term Lets Licensing Policy as this will be published online. The proposed Licensing fee structure will be reflected in the Council's fees and charges

schedule and any financial implications arising therefrom will be reflected through the monitoring process for the remainder of the financial year 2022/2023 and the financial planning process for 2023/2024. It is estimated that the new short term lets requirement will result in approximately 1000 applications being received and the income generated through the proposed fee structure will be applied to assist with the costs of providing this service.

9.2 Risk and Mitigation

The carrying out of the consultation and the consideration of the responses received will allow Council to determine the final content of the Short Term Lets Licensing Policy.

9.3 IIA

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

9.4 Sustainable Development Goals

There are no sustainable development goals arising from the proposals contained in this report.

9.5 Climate Change

There are no climate change impacts from the proposals contained in this report.

9.6 Rural Proofing

There are no rural proofing issues arising from the proposals contained in this report.

9.7 Data Protection Impact Statement

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

9.8 Changes to Scheme of Administration or Scheme of Delegation

No change to either the Scheme of Administration or the Scheme of Delegation as a result of the recommendations in this report.

10. CONSULTATION

The Chief Financial Officer, the Chief Legal Officer (Monitoring Officer), the Chief Officer Audit and Risk, the Chief Human Resources Officer and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

Approved by

Nuala McKinlay

Chief Legal Officer

Author(s)

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Background Papers: None

Previous Minute Reference: 25 August 2022

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SCOTTISH BORDERS LICENSING BOARD

SHORT TERM LETS LICENSING

DRAFT POLICY STATEMENT

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Foreword

This policy statement is the first one published by Scottish Borders Council.

The purpose of the policy is to provide guidance for applicants, licence holders and members of the public on the licensing system for short-term lets.

Consultation on the draft policy statement took place during the period from [] 2022 to [] 2022.

A report providing details of the comments received from consultees was considered at the meeting of the Planning, Protective Services and Licensing Committee on [] 2022. A copy of the report is available online at [].

This policy statement will be reviewed and revised when necessary.

1. Background

- 1.1. On 19th January 2022, The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 (“the Order”) was approved by the Scottish Parliament. The Order came into force on 1st March 2022 and inserts new legislative provisions into the Civic Government (Scotland) Act 1982 (“the Act”).
- 1.2. The Order introduces a new mandatory licensing system for short-term lets which local authorities are required to establish by 1st October 2022.
- 1.3. Prior to the introduction of the legislation, there was no requirement to licence short-term lets and, therefore, local authorities did not have the ability to regulate these types of premises.
- 1.4. The licensing scheme was brought in by the Scottish Government with the aim to ensure short-term lets are safe, address issues faced by neighbours, to facilitate local authorities in knowing and understanding what is happening in their area, and handling complaints effectively. It also enables local authorities to ensure the people providing short-term lets are suitable. The legislation aims to make sure that the economic and tourism benefits from short-term lets are balanced with the needs and concerns of local communities.

2. Timescales for applying

- 2.1. After 1st October 2022, new hosts and operators will need to have a licence. This means that, if you were not using your premises to provide short-term lets before 1st October 2022, you can advertise but not take bookings or receive guests until you have obtained a licence.
- 2.2. Existing hosts or operators (those using accommodation to provide short-term lets before 1st October 2022) have until 1st April 2023 to apply for a licence. During this period you can operate without a licence (by continuing to take bookings and receive guests) unless your licence application has been determined and refused.
- 2.3. After 1st April 2023, existing hosts can only continue to operate if they have submitted an application for a licence on or before 1st April 2023 that has not yet been determined or been granted a short-term let licence.

3. Definitions

- 3.1. A short-term let is defined in the 2022 Order as the use of residential accommodation provided by a host in the course of business to a guest, where all the following criteria are met-
 - (a) the guest does not use the accommodation as their only or principal home,
 - (b) the short-term let is entered into for commercial consideration,
 - (c) the guest is not-
 - (i) an immediate family member of the host,
 - (ii) sharing the accommodation with the host for the principal purpose of advancing the guest’s education as part of an arrangement made or

approved by a school, college, or further or higher educational institution, or

- (iii) an owner or part owner of the accommodation,
- (d) the accommodation is not provided for the principal purpose of facilitating the provision of work or services by the guest to the host or to another member of the host's household,
- (e) the accommodation is not excluded accommodation,
- (f) the short-term let does not constitute an excluded tenancy.

Commercial consideration - this includes money and a benefit in kind (such as a provision of a service or reciprocal use of accommodation).

Guest – this means a person who occupies accommodation under a short-term let.

Host – this means a person who is the owner, tenant or person otherwise in control over occupation and use of the accommodation.

Immediate family member – a guest is deemed to be an immediate family member of the host if they are-

- (a) your partner (spouse, civil partner or someone you live with as if you were married to them),
- (b) you or your partner's parent, grandparent, child, grandchild or sibling,
- (c) the partner of one of your parents, grandparents, children, grandchildren or sibling.

Excluded accommodation – this means accommodation which is, or is part of-

- (a) an aparthotel,
- (b) premises in respect of which a premises licence within the meaning of section 17 of the Licensing (Scotland) Act 2005 has effect and where the provision of accommodation is an activity listed in the operating plan as defined in section 20(4) of the 2005 Act,
- (c) a hotel which has planning permission granted for use as a hotel,
- (d) a hostel,
- (e) residential accommodation where personal care is provided to residents,
- (f) a hospital or nursing home,
- (g) a residential school, college or training centre,
- (h) secure residential accommodation (including a prison, young offenders institution, detention centre, secure training centre, custody centre, short-term holding centre, secure hospital, secure local authority accommodation, or accommodation used as military barracks),
- (i) a refuge,
- (j) student accommodation,

- (k) accommodation which otherwise requires a licence for use for hire for overnight stays,
- (l) accommodation which is provided by the guest,
- (m) accommodation which is capable, without modification, of transporting guests to another location,
- (n) a bothy, or
- (o) accommodation owned by an employer and provided to an employee in terms of a contract of employment or for the better performance of the employee's duties.

3.2. Please note that if you have an HMO licence for your property, you would still need a short-term let licence if it is also to be used for short-term lets. This is the case whether or not you live at the premises covered by your HMO licence.

3.3. Self-catering property in the grounds of a licensed hotel would be excluded.

It is recommended that people take their own independent legal advice on whether or not their accommodation would require a short-term let licence. The Licensing Authority cannot provide legal advice on whether or not a premises is excluded from requiring a short-term let licence.

Excluded tenancy – an excluded tenancy means a tenancy which falls within any of the following definitions:

- (a) protected tenancy (within the meaning of section 1 of the Rent (Scotland) Act 1984,
- (b) an assured tenancy (within the meaning of section 12 of the Housing (Scotland) 1988 Act),
- (c) a short assured tenancy (within the meaning of section 32 of the Housing (Scotland) Act 1988),
- (d) a tenancy of a croft (within the meaning of section 3 the Crofters (Scotland Act 1993),
- (e) a tenancy of a holding situated outwith the crofting counties (within the meaning of section 61 of the Crofters (Scotland Act 1993) to which any provisions of the Small Landholders (Scotland) Acts 1886 to 1931(8)) applies,
- (f) a Scottish secure tenancy (within the meaning of section 11 of the Housing (Scotland) Act 2001),
- (g) a short Scottish secure tenancy (within the meaning of section 34 of the Housing (Scotland) Act 2001),
- (h) a 1991 Act tenancy (within the meaning of section 1(4) of the Agricultural Holdings (Scotland) Act 2003),
- (i) a limited duration tenancy (within the meaning of section 93 of the Agricultural Holdings (Scotland) Act 2003),
- (j) a modern limited duration tenancy (within the meaning of section 5A of Agricultural Holdings (Scotland) Act 2003),
- (k) a short limited duration tenancy (within the meaning of section 4 of the Agricultural Holdings (Scotland) Act 2003),

- (l) a tenancy under a lease under which agricultural land is let for the purpose of its being used only for grazing or mowing during some specified period of the year (as described in section 3 of the Agricultural Holdings (Scotland) Act 2003),
 - (m) a private residential tenancy (within the meaning of section 1 of the Private Housing (Tenancies) (Scotland) Act 2016),
 - (n) a student residential tenancy.
- 3.4.** There are four types of licences for short-term let accommodation. Any licence granted must be for either-
- (a) Secondary letting,
 - (b) Home letting,
 - (c) Home sharing, or
 - (d) Home letting and home sharing.
- 3.5.** The different types of licences are defined as follows-
- (a) **Secondary letting** – this means a short-term let involving the letting of property where you do not normally live,
 - (b) **Home letting** - this means using all or part of your home for short-term lets whilst you are absent,
 - (c) **Home sharing** – this means using all or part of your own home for short-term lets whilst you are there. This includes guest houses or bed-and-breakfast accommodation within the host’s principal residence.
- 3.6.** A separate licence is required for each of your premises. However, a single licence may be issued in respect of unconventional accommodation where there is more than one separately bookable property on the site.
- 3.7. Dwellinghouse** means for these purposes, an independent dwelling (with its own front door, kitchen and bathroom) such as a house, flat, cottage etc.
- 3.8.** You do not need a separate licence for short-term lets within the same dwellinghouse. For example, if you are letting out two rooms in your home, that would be covered by one licence.
- 3.9. Unconventional accommodation** – this means residential accommodation that is not defined as a dwelling house and would include residential accommodation such as glamping pods and yurts.

4. Application and notification

- 4.1.** All applicants must complete an online short-term let licence application form. The application should either be submitted online or paper applications should ideally be emailed to liquorandlicensing@scotborders.gov.uk or, alternatively, posted to, The Licensing Unit, Scottish Borders Council details of which are available at **Appendix 1**.
- 4.2.** Applicants must either pay the application fee as part of the online application process or if submitting a paper application form by making a payment to Scottish Borders Council by contacting [insert once finalised].

- 4.3. Under the terms of the Act, all applicants who apply for a short-term let licence must display a notice for a period of 21 days beginning with the date on which the application was submitted to the licensing authority at or near the premises so that it can be conveniently read by the public.
- 4.4. The notice shall state that an application has been made for a licence, the main facts of the application, that objections and representations in relation to the application may be made to the licensing authority and how to make objections or representations. A template will be provided to the applicant once an application is submitted.
- 4.5. Applicants are required to certify compliance that they have displayed the site notice as soon as possible after the 21 days has expired. A template will be provided to the applicant once an application is submitted.
- 4.6. A copy of the application shall be sent to Police Scotland and the Scottish Fire and Rescue Service by the local authority. A copy will also be sent to:
 - Scottish Borders Council's Planning Department
 - Scottish Borders Council's Building Standards service
 - Scottish Borders Council's Environmental Health service
- 4.7. All personal data will be processed in line with the following privacy notices:

5. Objections and representations

- 5.1. The 1982 Act permits any member of the public to submit an objection or representation in relation to an application for a short-term let licence.
- 5.2. To enable Scottish Borders Council, as licensing authority ("the Council") to entertain an objection or representation, it must be:
 - (a) in writing (email is sufficient),
 - (b) specify the grounds of the objection or the nature of the representation,
 - (c) specify the name and address of the person making it,
 - (d) be signed off by them or on their behalf,
 - (e) be received by the Council within 28 days from when the notice of application is displayed.
- 5.3. Anonymous objections or representations will not be considered. "Anonymous" includes objections or representations where the person making the objection or representation cannot be contacted using the contact information provided.
- 5.4. Late objections or representations may be considered, entirely at the Council's discretion, if the Council is satisfied that there is sufficient reason as to why it was not made in the time required.
- 5.5. The objection should be relevant to the statutory grounds that can be taken into consideration when refusing an application. These are set out in the 1982 Act-
 - (a) the applicant or anyone else detailed in the application form is not a fit and proper person to be the holder of a licence,

- (b) the activity would be carried out by a person other than the applicant who, if he had made the application himself, would have been refused,
- (c) the premises is not suitable for the conduct of the activity, having regard to-
 - (i) the location, character or condition of the premises,
 - (ii) the nature and extent of the proposed activity,
 - (iii) the kind of persons likely to be in the premises,
 - (iv) the possibility of undue public nuisance, public order; or public safety,
 - (v) where there is other good reason

5.6. It should detail clearly the reasons for the objection/representation and why the applicant and/or the premises are not suitable.

5.7. A copy of the objection or representation will be provided to the applicant and will include your name and address. All personal data will be processed in line **with the following privacy notice:**

6. Determination of application

6.1. Everybody named on the application form will be subject to the fit and proper test. Every application form will require consultation with Police Scotland who will carry out background checks.

6.2. Licensing authorities are responsible for determining whether you are a fit and proper person to be the holder of a licence for short-term lets. Consideration will be given to a wide range of information including relevant criminal convictions, other relevant information provided by Police Scotland, any previous disqualifications from being a private landlord, previous revocations of a HMO licence and providing false or misleading information in your application form.

6.3. If there are no objections or adverse representations to a short-term let licence application, the application will be determined under delegated powers by the Clerk to the Council's Civic Government Licensing Committee and other duly authorised Licensing Officers within the Council's Licensing Unit.

6.4. If an objection or adverse representation is submitted in relation to the short-term let licence application, the application will be subject to a hearing at a meeting of the Council's Civic Government Licensing Committee.

6.5. The person submitting the objection or representation will be invited to attend the meeting of the Civic Government Licensing Committee and speak to their objection/representation. You will be given at least 14 days' notice of the hearing date.

6.6. The applicant or their representative will also be invited to attend the meeting and given the opportunity to state why the application should be granted.

6.7. The Committee will be able to ask questions of both parties and, thereafter, decide whether to grant or refuse the application. The grounds for refusing an application are set out at paragraph 5.5.

- 6.8.** Applications will be heard in public unless required to be taken privately on the grounds of disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.
- 6.9** Both the applicant and the person(s) making an objection/representation can request a statement of reasons for the decision within 21 days of the date of the decision. The statement of reasons will be produced by the Clerk to the Civic Government Licensing Committee within 10 days of that request.
- 6.10.** If your application for a licence is refused, you cannot reapply for a licence within one year of that decision, unless there has been a material change in your circumstances since then.

7. Right of appeal

- 7.1.** The applicant and the person(s) making an objection/representation have a right of appeal to the Sheriff Court.
- 7.2.** However, they only have this right if they have taken every opportunity to state their case to the Committee as has been made available.
- 7.3.** The Sheriff can uphold an appeal only if the sheriff considers that the licensing authority erred in law, based their determination on any incorrect material fact, acted contrary to natural justice or exercised their discretion in an unreasonable manner.
- 7.4.** Any appeal must be lodged by way of a summary application with the relevant Sheriff Clerk's office within 28 days of the date of the decision appealed against.
- 7.5.** Parties should seek their own independent legal advice in relation to an appeal.

8. Licence duration and renewal

- 8.1.** The duration of the licence applies from the date on which the licence comes into force. This will be specified on the licence together with the expiry date of the licence.
- 8.2.** When an application is made to renew a licence timeously, the existing licence will continue in effect until such time as a decision is made on the renewal application.
- 8.3.** A licence shall have effect-
- for a period of 3 years from the date when it comes into force; or
 - for such shorter period as the licensing authority may decide at that time when they grant; or
 - for such longer period as the licensing authority may decide at the time when they renew a short-term let licence
- 8.4.** The Scottish Government's guidance for licensing authorities on short-term lets has made it clear that licensing authorities are encouraged to renew licences for a period of 3 years, unless they have good reasons to do otherwise.
- 8.5.** Whilst each application will be decided on its own merits, it is not anticipated that licences will be renewed for a period longer than three years

9. Licence conditions

- 9.1.** The Act sets out a number of mandatory licence conditions which apply to all short-term let across Scotland. A list of these conditions can be found at **Appendix 2**.
- 9.2.** In addition to the mandatory licence conditions which apply to all short-term lets, licensing authorities may impose additional conditions. These enable the licensing authority to respond to local challenges and concerns relative to specific types of short-term letting.
- 9.3.** There are a number of additional conditions which will apply to all short-term let properties. There also some specific additional conditions which may only apply to certain types of short-term let properties or to properties following investigation of concerns. A list of the additional licence conditions which may apply to your short-term let licence can be found at **Appendix 3**.

10. Temporary exemptions

- 10.1.** The Council is not intending to grant temporary exemptions under any circumstances. This position will be kept under review.

11. Temporary licences

- 11.1.** A licensing authority can also decide to grant temporary licences. These can be applied for online or by way of a paper application. Details for the application process are set out in Section 3. Temporary licences may be granted for a duration of up to 6 weeks. A temporary licence cannot be renewed. However, if a host or operator applies for a full licence during the period of a temporary licence, the temporary licence duration will extend until their full licence application is determined.
- 11.2.** The Council is aware that under the 1982 Act, temporary short-term licences could be applied for. However, there is a limited consultation process with temporary licences in comparison to a full licence. A temporary licence application would have no requirement to display a site notice, and no opportunity for objections or representations to be received other than from the statutory consultees. In addition, under the legislation, the only bodies the Licensing Authority would consult with are Police Scotland and Scottish Fire and Rescue Service.
- 11.3.** Given a full consultation would not be undertaken, the Council is not proposing to consider any temporary licence applications for short-term let licence applications and instead require a full short-term let licence to be applied for as detailed at section 4. This would mean that all short-term let licence applications would be subject to the full consultation process as detailed in Section 4.4.

12. Compliance and enforcement

12.1. Unlicensed short-term lets

- 12.1.1.** It is a criminal offence to carry on an activity for which a licence is required without having a licence and without reasonable excuse.

- 12.1.2.** The Scottish Government has set out the following timescales for hosts and operators. Please note the rules are different depending on whether you are a new host/operator or an existing host/operator-

New hosts/operators

- From 1st October 2022 you **cannot** accept bookings until you have obtained a short-term let licence.
- From 1st October 2022, you **cannot** operate while your short-term let application is being determined.

Existing hosts/operators

- Existing hosts/operators must apply for a short-term let licence by 1st April 2023, at the latest.
- If you have been trading on or before 30th September 2022, you may continue to accept bookings after 1st October 2022 but only if you have made a licence application by 1st of April 2023.
- You can continue to operate for the time it takes for your licence application to be finally determined.
- A provisional licence number will be provided once the application is duly made and the licence application has been validated.
- It will be an offence to offer short-term let accommodation after 1st April 2024 unless you hold a licence.

- 12.1.3.** The Council will maintain a public register of short-term let licence applications and licences granted. This will allow members of the public to check the licensing status of a premises being used as a short-term let.

- 12.1.4.** Complaints about suspected unlicensed hosts/operators should be directed to the Council's Licensing Unit details of which are available at Appendix 1. .

12.2. Licensed short-term lets

- 12.2.1.** Hosts and operators must ensure that any advert or listing placed on or after they are granted a licence, or a provisional licence number, includes their licence number.

- 12.2.2.** Hosts and operators must ensure that they comply with all the mandatory and any additional conditions on their licence. It is a criminal offence to fail to comply with a licence condition if a licence holder has not used all due diligence to prevent the offence.

- 12.2.3.** It is also a criminal offence for a licence holder, without reasonable cause, to fail to notify the licensing authority of a material change of circumstances.

- 12.2.4. The Council may undertake premises site visits as part of the application process and throughout the duration of the licence to ensure compliance with licence conditions.

12.3. Complaints about licensed short-term lets

- 12.3.1. In the first instance, guests should raise any concerns about their short-term let with their host/operator or letting agent/platform. If the issue is sufficiently severe, then the Council may become involved.
- 12.3.2. A complaint must be relevant to the matters that the Council can take into consideration. Frivolous or vexatious complaints will not be considered.
- 12.3.3. The Council can consider matters relating to the suitability of the licence holder, threats to public safety or public order or whether a condition of the licence has been contravened.
- 12.3.4. These issues would include a host/operator exceeding the number of people staying at the premises, serious disturbance or antisocial behaviour or concerns about the maintenance and safety of the premises. These complaints can be directed to the Council's Licensing unit details of which are available at Appendix 1.
- 12.3.5. Please note that the Council cannot consider complaints in relation to the quality of a guest's stay or specific contractual matters between the guest and the host/operator as this is outside the scope of the licensing scheme.
- 12.3.6. Complaints will aim to be acknowledged within 5 working days. A full response advising you of the outcome may take some time if the complaint requires further investigation. The complaint may also need to be directed to other departments within the Council or other services such as Police Scotland or Scottish Fire and Rescue Service for input. Complainants will be kept up to date with progress if there is a delay in a full response being provided.
- 12.3.7. Premises site visits may be undertaken by the Council as part of an investigation into a complaint.

12.4. Enforcement

- 12.4.1. It is possible that some complaints may require enforcement action from the Council.
- 12.4.2. The Act provides for several options for enforcement action if justified. This includes additional licence conditions being attached, enforcement notices or variation, suspension or revocation of the licence or in more serious circumstance pursuing a prosecution.
- 12.4.3. The Council recognises the importance of having compliance issues monitored in order to ensure licensed Short-term lets are complying with licence standards and not causing an unnecessary nuisance to the community, nearby residents or neighbours. As such it will carry out a risk-based approach to enforcement, using a range of escalating informal measures, prior to an Enforcement Notice being

issued and subsequently a complaint being made to the Committee in relation to the STL licence.

- 12.4.4.** An enforcement notice will set out the matters constituting a breach or likely breach, the action required to rectify or prevent the breach and the date by which the action must be taken.
- 12.4.5.** If the matter is not addressed satisfactorily by the licence holder, the Council may then consider a variation, suspension or revocation of the licence.
- 12.4.6.** You will not be charged a fee for a routine visit. However, you will be charged if a follow up visit is necessary because you have breached one of your licence conditions

13. Variation of a licence

- 13.1.** A licensing authority may, at any time, whether or not upon an application made to them by the holder of the licence, vary the terms on any grounds they think fit.
- 13.2.** A variation application cannot, however, be used to substitute a new holder of the licence for the existing one i.e. effectively to transfer a licence.

14. Suspension or revocation of a licence

- 14.1.** A licensing authority may, whether upon a complaint made to them or not, suspend or revoke a licence.
- 14.2.** A licensing authority may order the suspension or revocation of a licence if in their opinion-
 - the holder of the licence is no longer a fit and proper person to hold the licence
 - the licence holder is managing the property on behalf of someone who would have been refused the grant or renewal of the licence
 - the short-term let is causing or is likely to cause undue public nuisance or a threat to public order or public safety; or
 - a condition of the licence has been contravened
- 14.3.** The period of suspension can be the unexpired portion of the duration of the licence, or such shorter period as the licensing authority may fix. The effect of the suspension shall be that the licence shall cease to have effect during the period of suspension.

15. Third party accreditation

- 15.1.** The Council will consider third party evidence, accreditation or certification from certain approved bodies provided they demonstrate compliance with the mandatory and any additional conditions of a licence.

16. Planning permission

- 16.1.** There is a separate legislative process from licensing which allows the Council, as planning authority, to establish short-term let control area.
- 16.2.** The purpose of control areas is to help planning authorities manage high concentrations of secondary letting (where it affects the availability of residential housing or the character of a neighbourhood) and to restrict or prevent short-term lets in places or types of buildings where it is not appropriate.
- 16.3.** Outside of a control area, it is for the planning authority to consider whether any change of use of a dwelling house is material and, therefore, requires planning permission. This is determined on a case by case basis.
- 16.4.** Within a control area designated by a planning authority, such a change of use will always require planning permission. The host or operator must make an application for planning permission or already have planning permission before they apply for a licence.
- 16.5.** It is a mandatory condition of the licence that a host or operator has planning permission or has made an application for planning permission where their premises is in a designated control area, they are using it for secondary letting and it is a dwelling house.
- 16.6.** The Council does not propose to designate any Short-term Control areas meantime but this will be reviewed on a regular basis.
- 16.7.** Hosts and operators must comply with both planning and licensing law.
- 16.8.** A host or operator who then subsequently obtains planning permission or a certificate of lawfulness of use or development can resubmit their licensing application provided the host or operator submits the licence application within 28 days of obtaining planning permission or a certificate.
- 16.9.** Before 1st April 2023, the Council, as licensing authority, cannot determine a licence application on the basis that it breaches planning control unless they have given existing hosts a chance to submit an application for planning permission or for a certificate of lawful use or development. However, the Council, as licensing authority, can determine a licensing application before this date where planning permission or a certificate of lawful use or development has already been refused.
- 16.10.** The applicant has 3 months to submit a planning application. If the applicant does not do so within 3 months, the licence application can be determined for these purposes and the applicant must cease providing short-term lets.
- 16.11.** Please note that planning authorities could designate control areas after a premises has already obtained a short-term let licence. Licence holders would be given a reasonable opportunity to comply with the mandatory condition by submitting a planning application as soon as possible after the control area is designated. If planning permission is refused, this may result in the licence being refused, varied or revoked as appropriate.
- 16.12.** Hosts and operators are, therefore, encouraged to engage with the Council's planning department **prior** to submitting a licence application to confirm whether they require planning permission or a certificate of lawful use of development.

17. Fees

- 17.1.** Licensing authorities are required to charge fees in respect of processing and determining, the consideration of applications, the issue of duplicate licences and other matters. They must ensure that the fees are sufficient to cover their administrative expenses and are reviewed periodically.
- 17.2.** Licensing fees are non-refundable. Whether or not a licensing application is granted, the Council incurs significant costs in processing the application.
- 17.3.** The Council has considered the following criteria in the process of determining the fees:
- The size of the premises
 - The number of rooms at the premises
 - The number of guests who can reside at the premises
 - The type of short-term let

Application and renewal – full licence

Guest capacity (people)	Home sharing and home letting	Secondary letting
1 to 3	£275	£300
4 to 6	£305	£335
7+ Occupants	£350	£385

Other types of application	Fee
Variation of Licence/ Change in circumstances	£75
Duplicate Licence	£35

ENFORCEMENT COSTS

A licensing authority may charge such reasonable fees as they may determine in respect of an inspection of premises following:

- (i) a failure to comply with a licensing condition, or
- (ii) a complaint relating to the premises (unless the complaint is frivolous or vexatious)

The decision to make such a charge will be taken in a proportionate in line with the Enforcement Policy for Environmental Health. Where such a charge is to be made, the Council will seek full cost recovery for such inspections based on the productive hourly rate for the grade of officer undertaking the inspection.

****Where a fee is charged for such a visit, a report must be provided to the host or operator within 28 days of the inspection. Otherwise, the fee must be refunded to the licence holder*****

Appendix 1 – Contact details

Licensing Unit, Scottish Borders Council, Council Headquarters, Newtown St.Boswells, TD6 0SA

Telephone – 01835 826662

Email –liquorandlicensing@scotborders.gov.uk

Appendix 2 – Mandatory licence conditions

Agents

1. Only those named as a holder of the licence can carry out the day to day management of the short-term let of the premises.

Type of licence

2. The holder of the licence may only offer the type of short-term let for which the licence has been granted.

Fire safety

3. The holder of the licence must ensure the premises has satisfactory equipment installed for detecting, and for giving warning of—
 - (a) fire or suspected fire, and
 - (b) the presence of carbon monoxide in a concentration that is hazardous to health.
4. The holder of the licence must keep records showing that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which the guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

Gas safety

5. Where the premises has a gas supply—
 - (a) the holder of the licence must arrange for an annual gas safety inspection of all gas pipes, flues and appliances in the premises,
 - (b) if, after an annual inspection, any appliance does not meet the required safety standard, the holder of the licence must not allow a short-term let of the premises until the works necessary to bring the appliance to the required safety standard have been carried out.

Electrical safety

6. Where there are electrical fittings or items within the parts of the premises which are for guest use, or to which the guests are permitted to have access, the holder of the licence must—
 - (a) ensure that any electrical fittings and items are in—
 - (i) a reasonable state of repair, and
 - (ii) proper and safe working order,
 - (b) arrange for an electrical safety inspection to be carried out by a competent person at least every five years or more frequently if directed by the competent person,
 - (c) ensure that, following an electrical safety inspection, the competent person produces an Electrical Installation Condition Report on any fixed installations,
 - (d) arrange for a competent person to—

- (i) produce a Portable Appliance Testing Report on moveable appliances to which a guest has access, and
 - (ii) date label and sign all moveable appliances which have been inspected.
7. In determining who is competent, the holder of the licence must have regard to guidance issued by the Scottish Ministers under section 19B(4) of the Housing (Scotland) Act 2006⁽²⁾.

Water safety: private water supplies

8. Where the premises are served by a private water supply, the licence holder must comply with the requirements on the owners of private dwellings set out in the Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017

Water safety: legionella

9. The holder of the licence must assess the risk from exposure to legionella within the premises, whether or not the premises are served by a private water supply.

Safety & repair standards

10. (1) The holder of the licence must take all reasonable steps to ensure the premises are safe for residential use.
- (2) Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard.

Maximum Occupancy

11. The licence holder must ensure that the number of guests residing on the premises does not exceed the number specified in the licence.

Information to be displayed

12. The holder of the licence must make the following information available within the premises in a place where it is accessible to all guests—
- (a) a certified copy of the licence and the licence conditions, (b) fire, gas and electrical safety information,
 - (c) details of how to summon the assistance of emergency services,
 - (d) a copy of the gas safety report,
 - (e) a copy of the Electrical Installation Condition Report, and
 - (f) a copy of the Portable Appliance Testing Report.

Planning Permission

13. Where the premises is in a short-term let control area for the purposes of section 26B of the Town and Country Planning (Scotland) Act 1997 (“the 1997 Act”), the holder of the licence must, where the use of the premises for a short-term let requires planning permission under the 1997 Act, ensure that either—
- (a) an application has been made for planning permission under the 1997 Act and has not yet been determined, or
 - (b) planning permission under the 1997 Act is in force.

Listings

14. (1) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises includes—
- (a) the licence number, and
 - (b) a valid Energy Performance Certificate rating if an Energy Performance Certificate is required for the premises, in accordance with the Energy Performance of Buildings (Scotland) Regulations 2008
- (2) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises is consistent with the terms of the short-term let licence.

Insurance

15. The holder of the licence must ensure that there is in place for the premises—
- (a) valid buildings insurance for the duration of the licence, and
 - (b) valid public liability insurance for the duration of each short-term let agreement.

Payment of fees

16. The holder of the licence must pay any fees due to the licensing authority in respect of the licence on demand.

False or misleading information

17. The holder of the licence must not provide any false or misleading information to the licensing authority.

Interpretation

18. In this schedule—

“Electrical Installation Condition Report” means a report containing the following information—

- (a) the date on which the inspection was carried out,
- (b) the address of the premises inspected,
- (c) the name, address and relevant qualifications of the person who carried out the inspection,
- (d) a description, and the location, of each installation, fixture, fitting and appliance inspected,
- (e) any defect identified,
- (f) any action taken to remedy a defect,

“Energy Performance Certificate” means a certificate which complies with regulation 6 of the Energy Performance of Buildings (Scotland) Regulations 2008,

“Gas safety report” means a report containing the following information—

- (a) the date on which the appliance or flue was checked,
- (b) the address of the premises at which the appliance or flue is installed,

- (c) a description of and the location of each appliance or flue checked,
- (d) any safety defect identified,
- (e) any remedial action taken,
- (f) confirmation that the check undertaken complies with the requirements of an examination of—
 - (i) the effectiveness of any flue,
 - (iii) the supply of combustion air,
 - (iv) subject to head (iv), its operating pressure or heat input or, where necessary, both,
 - (v) if it is not reasonably practicable to examine its operating pressure or heat input (or, where necessary, both), its combustion performance,
 - (vi) its operation so as to ensure its safe functioning,
- (g) the name and signature of the individual carrying out the check, and
- (h) the registration number with which that individual, or that individual's employer, is registered with a body approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998,

Appendix 3 – Additional licence conditions

Short-term Lets: Proposed Additional Conditions

Introduction

Scottish Borders Council considers that additional conditions should be applied to short-term let licences in its area. These derive from (a) the Part 2 Guidance for licensing authorities and (b) issues relating to guest safety which the Council has identified in its area and for which it considers additional licence conditions are necessary and appropriate.

The “Part 2” additional conditions, are based closely upon the examples provided by the Scottish Government. These conditions would be generally-applicable to all licences, although some, for instance those relating to impact noise are not necessary for detached premises with no party structures.

The guest safety conditions are intended for specific premises where certain facilities and amenities are provided for the use of guests (this would require a declaration on the application form). Alternatively, the conditions could be generally-applied with a conditional clause; the draft guest safety conditions are in the latter form.

Additional conditions based on Part 2 Guidance

Antisocial behaviour

1. The licence holder must take reasonable steps to manage the premises in such a way as to seek to prevent and deal effectively with any antisocial behaviour by guests to anyone else in the short-term let and in the locality of the short-term let.
2. The licence holder must take reasonable steps to:
 - Ensure that no disturbance or nuisance arises within or from the premises, for example by explaining the house rules to the guests;
 - Deal effectively with any disturbance or nuisance arising within or from the premises, as soon as reasonably practicable after the licence holder is made aware of it; and
 - Ensure that any vehicles belonging to guests are parked lawfully, for example explaining where any designated parking spaces are to be found and highlighting any local rules.

Privacy and security

1. The licence holder must manage the premises in such a way as to respect and protect the privacy and security of neighbours.
2. The licence holder must ensure:
 - Guests know and understand any particular rules applying to shared areas and entrances;

- Guests understand that shared doors should be properly and securely closed after use; and
- The provision of access codes or keys to guests cannot be used by guests to gain access to shared areas after they have finally departed.

Noise control in flatted premises

1. Where the premises are a flat above another dwellinghouse, the licence holder must:
 - Fit and maintain carpets (with appropriate underlay) to the floors of bedrooms, living room and any hallway.
 - Take reasonable steps to ensure that guests do not first arrive or finally depart from the property between the hours of 2300 and 0700. The licence holder must advise guests of this condition as part of their booking terms and conditions.
2. Note that “reasonable steps” allows for unavoidable circumstances, such as significantly-delayed transport.
3. The licence holder must take reasonable step to ensure that guests do not play amplified music within the garden or external areas after [23:00 hours] where it would impact neighbouring residents.

Littering and waste disposal

1. The licence holder must provide adequate information on, and the facilities for, the storage, recycling and disposal of waste.
2. The licence holder shall be responsible for advising residents of the refuse collection day and for making arrangements for the presentation of bins for collection at the appropriate time and day.
3. The licence holder must advise guests of:
 - Their responsibilities;
 - The use of the bins etc. provided for the premises; and
 - The location of the nearest recycling area or recycling point.
4. The licence holder must:
 - Clearly label bins as belonging to the premises;
 - Ensure that guests manage their waste in compliance with (2), including when they depart; and
 - Maintain the bins storage area and the exterior of the premises in a clean and tidy condition.

Damage to property

The licence holder shall not affix a key box, or any other device to facilitate guest entry to the premises, to any public or jointly-owned private structure or infrastructure without the prior written permission of the relevant authority or owner(s). The licence holder must be able to produce the written permission to the licensing authority on demand.

Additional Conditions for Guest Safety

Legionella risk assessment – spa pools/hot tubs

1. Where a spa pool, including any electric hot tub or wood-fired hot tub, is provided for the use of guests, the licence holder must install, maintain and operate it so it can be safely operated and used by guests.
2. The licence holder shall ensure:
 - That any such spa pool is installed and maintained in accordance with the guidance in HSE publication HSG282 *Control of legionella and other infectious agents in spa-pool systems*.
 - That there is a risk assessment and written scheme of control for *Legionella* in respect of any such spa pool.
 - That the risk assessment and written scheme of control are lodged with any application for a licence and are to the satisfaction of the licensing authority.
 - That, prior to any spa pool being brought into use for the first time during the period of the licence, at least 28 days' notice shall be given to the licensing authority and the risk assessment and written scheme of control shall be submitted at the time of such notice.
3. The licence holder shall provide guests with information on the safe use of the spa pool in accordance with the written scheme of control.
4. The licence holder shall not provide or install any inflatable hot tub for the use of guests without the prior written approval of the licensing authority. Note that the licensing authority will not give approval in respect of inflatable hot tubs not intended for commercial use and which cannot conform to the requirements of HSG282.

Guest safety – swimming pools and ponds

1. Where a swimming pool or swimming pond is installed and provided for the use of guests, the licence holder must take reasonable measures to ensure water quality and bather safety.
2. The licence holder shall ensure:
 - In the case of swimming pools, that a pool safety operating plan is prepared and lodged with any application for a licence and is to the satisfaction of the licensing authority. The licence holder shall have regard to the guidance in HSE publication HSG179 *Health and safety in swimming pools*.
 - In the case of swimming pools and swimming ponds, that a bather safety plan is prepared and lodged with any application for a licence and is to the satisfaction of the licensing authority. The bather safety plan shall include measures to minimise the risk of bathers getting into difficulty, to facilitate the rescue of bathers in difficulty and to call for the assistance of emergency services where necessary.
 - That, prior to any swimming pool or pond being brought into use for the first time during the period of the licence, at least 28 days' notice shall be given to the licensing authority and the pool safety operating plan and bather safety plan shall be submitted at the time of such notice.

3. In this condition, “swimming pond” means an outdoor body of untreated water in natural ground which has been excavated or modified to provide a facility for swimming. It does not include natural watercourses, fresh-water lochs or coastal waters.
4. This condition does not apply to swimming pools which are staffed and operated with continuous poolside supervision by trained lifeguards.

Risk of Carbon monoxide – barbecue huts

1. Where a barbecue hut is installed and provided for the use of guests, the licence holder must take reasonable steps to ensure that the risk from Carbon monoxide is minimised.
2. The licence holder shall:
 - Install, maintain and operate the barbecue hut only in accordance with the manufacturer’s instructions.
 - Install and maintain in proper working condition a Carbon monoxide monitor and alarm within the barbecue hut.
 - Provide guests with instructions on the safe use of the barbecue hut, the symptoms of Carbon monoxide poisoning and the actions to be taken in an emergency.
 - Not permit the use of the barbecue hut by persons under the age of 18 except in the presence of a person over the age of 18.
 - Not permit the use of a barbecue hut as sleeping accommodation.

Guest safety – provision and use of watercraft

1. Where any watercraft are provided for the use of guests, the licence holder must take reasonable measures to ensure the suitability and safety of the watercraft and the safety of persons using them.
2. The licence holder shall ensure:
 - That any watercraft provided are suitable for the waters upon which they are intended to be used.
 - That any watercraft are operated and maintained in accordance with the manufacturer’s instructions.
 - That personal flotation devices are provided which are suitable for the use intended and the user, and have regard to the categorisation of any inland waters or standards issued by the Maritime and Coastguard Agency.
 - That personal flotation devices are inspected and maintained in accordance with the manufacturer’s instructions.
 - That guests are provided with proportionate safety information about the use of watercraft, including the intended areas of use, local hazards, adverse weather conditions, actions to take in an emergency, and the means of contacting the emergency services.
3. In this condition, “watercraft” means any boat, canoe, kayak, stand-up paddleboard, raft, or similar vessel capable of carrying passengers or being ridden upon, and

equipped with sails, or an engine, or capable of being directed or steered using oars or paddles.

4. In complying with this condition, the licence holder shall have regard to advice and guidance issued by authoritative bodies including, where appropriate, MCA, RoSPA and the Scottish Canoe Association.

Guest safety – provision of bicycles

1. Where bicycles are provided for the use of guests, the licence holder must take all reasonable steps to ensure the safety of persons using them.
2. The licence holder shall ensure:
 - That any bicycles provided are suitable for the use intended and for the user.
 - That, where cycle helmets are provided, they are suitable for the use intended and the user.
 - That there is a programme of inspection and maintenance in place to ensure that bicycles and cycle helmets are only made available to guests when they are in a safe condition.
3. In complying with this condition, the licence holder shall have regard to the Cycle Hire Guidelines of the Association of Cycle Traders.

Guest safety – outdoor play equipment

1. Where any outdoor play equipment is provided for the use of guests, the licence holder must take all reasonable steps to ensure the safety of persons using the play equipment.
2. The licence holder shall ensure:
 - That only equipment which is suitable for the use intended shall be installed and provided for the use of guests.
 - That play equipment is installed and maintained in accordance with the manufacturer's instructions.
 - That play equipment is subject to an inspection and checking regime in accordance with the manufacturer's instructions.
 - That rules are in place and communicated to guests to ensure the safe use of play equipment and to prevent its abuse.
3. In complying with this condition, the licence holder shall have regard to the RoSPA *Code of good practice for play areas* and the RoSPA guidance on the safe use of garden trampolines.
4. The provision for the use of guests of inflatable play equipment which is intended for bouncing or climbing on is prohibited. This prohibition does not apply to inflatable play equipment which, at all times when it is use, is directly supervised by the licence-holder or their agent, or an employee of the licence-holder or their agent.

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APPROVAL AND PUBLICATION OF COMMON GOOD ASSET REGISTER

Report by Director of Finance and Regulatory Services

SCOTTISH BORDERS COUNCIL

29 SEPTEMBER 2022

1 PURPOSE AND SUMMARY

- 1.1 This report seeks approval to publish the final Common Good Register for the Council's twelve Common Good Funds.**
- 1.2 Under the Community Empowerment (Scotland) Act 2015 the Council is required to establish and maintain a register of property which is held by the authority as part of the Common Good. Before establishing a Common Good register, the Act requires the Council to publish a list of property that it proposes to include in the register and to consult the public on this list.
- 1.3 Each individual Common Good Fund Sub-Committee approved its respective draft asset register in December 2021 and agreed to the commencement of the public consultation. The consultation ran from December 2021 to 31 March 2022.
- 1.4 Following completion of the consultation, each Common Good Fund Sub Committee considered the responses received to the consultation relative to that Fund, and approved its section of the final register. This Report recommends to Council the combined register attached at Appendix 1 and seeks approval of that register for publication.

2 RECOMMENDATIONS

- 2.1 I recommend that Council:-**
 - (a) Approves the contents of the final list of heritable and moveable property assets held by the Council within the former Burghs of Coldstream, Duns, Eyemouth, Galashiels, Hawick, Innerleithen, Jedburgh, Kelso, Lauder, Melrose, Peebles and Selkirk ("the Common Good Register") as set out in Appendix 1;**
 - (b) Agrees to publish the Common Good Register;**

- (c) Notes that, following publication, the Common Good Register will be reviewed every five years, or at such time as relevant new information becomes available.**

3 BACKGROUND

- 3.1 Under the Community Empowerment (Scotland) Act 2015 the Council is required to establish and maintain a register of property which is held by the authority as part of the Common Good ("a Common Good Register"). Before establishing a Common Good Register, the Act requires the Council to publish a list of property that it proposes to include in the Register and to consult the public on this list.
- 3.2 A draft list was agreed by each Common Good Fund Sub-Committee in December 2021 and a public consultation on that list took place from 21 December 2021 to 31 March 2022. The consultation was available on-line via Citizens Space, with paper copies of the lists being made available on request. The Council advertised the consultation on its website and through each of its Local Area Partnerships. In addition, details of the consultation were issued to every Community Council in the Scottish Borders.

4. CONSULTATION

- 4.1 The consultation published the draft list of assets, together with a location plan for each of the land or building assets. The consultation asked for comments on (i) whether a proposed asset should be included as part of the Common Good; or (ii) whether there should be other assets included in the Common Good asset list.
- 4.2 There were 65 responses to the consultation. In considering the responses received, officers from the Council's Legal team liaised with Estates and Finance colleagues in order to determine the provenance of the assets concerned. The legal tests have then been applied to the information gathered in order to form a view as to the assets' common good status. The legal tests can be summarised as follows:
- All property or land owned by the Burgh in 1975 *may* belong to the Common Good;
 - If the title deeds of the asset contain a 'common good declaration' which clearly indicates that the property should be held for the people of the Burgh, it is likely that the asset belongs to the Common Good;
 - If there is evidence, from the title deeds or the Burgh records that the asset was acquired for a statutory purpose, or using statutory powers, the asset is unlikely to be part of the Common Good.
 - If the asset is part of a separate Trust, it will not form part of the Common Good.
 - Moveable items (such as art and artefacts) again may be Common Good if owned by the Burgh in 1975.
 - Items used principally for the administration of the Burgh (such as minute books) will not be part of the Common Good, whereas ceremonial items such as robes and chains are likely to form part of the Common Good.

- 4.3 Officers responded directly to each consultation comment, where contact details were provided. The responses for each former Burgh were then discussed at meetings of the individual Sub-Committees, who approved the final lists of assets set out in Appendix 1. Following that approval, all consultation comments, together with officers' approved responses, have been made available to view on the Council's website.
- 4.4 Council approval is now sought for publication of the final Common Good Register for all of the Common Good assets in the Scottish Borders.
- 4.5 It is possible that following this process, further assets may be identified as being Common Good, and where that is the case, the Council will update the Common Good Asset Registers. The Registers will similarly be updated if existing property is disposed of or reclassified. The Council will also ensure that the Common Good Asset Registers are reviewed on a regular basis, and at least every five years.

5 IMPLICATIONS

5.1 Financial

There are no direct costs attached to implementing any of the recommendations contained in this report. However, the Council has a duty to ensure the accuracy of the Council's accounts. It is therefore important that any assets which should properly be classified as being Common Good are contained within the Common Good Registers, and therefore the Common Good Accounts. However, any assets owned by the Common Good but operated by the Council, remain in the Council's accounts with appropriate disclosure notes included in both sets of accounts.

5.2 Risk and Mitigations

The Council's primary aim is to ensure compliance with Part 8 of the Act in respect of Common Good assets. If the Council fails to comply with the duties contained in Part 8 of the Act it will be in breach of the legislation and the Council may be subject to adverse public comments and legal challenge. The risk is mitigated by considering this report and the Council carrying out the actions detailed herein.

5.3 Integrated Impact Assessment

Steps were taken to ensure that the consultation was accessible to all. These steps included the publication of the consultation in paper copy which was made available on request.

5.4 Sustainable Development Goals

There are no economic, social or environmental effects in accepting or rejecting the recommendation

5.5 Climate Change There are no effects on carbon emissions in accepting or rejecting the recommendation.

5.6 Rural Proofing

This is not a new policy matter.

5.7 Data Protection Impact Statement

There are no data protection implications resulting from the proposed publication of the Registers of Common Good. No personal data will be used in the publication of consultation responses.

5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no changes required to the Council Schemes of Administration or Delegation.

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 and Corporate Communications have been consulted and comments received have been incorporated into the final report.

Approved by

Director of

Signature

Author(s)

Name	Designation and Contact Number
Hannah MacLeod	Principal Solicitor, 01835 825 216

Background Papers: Nil

Previous Minute Reference: Nil

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

Contact us at Hannah MacLeod, Legal and Licensing Services, Council Headquarters, Newtown St Boswells , 01835 825216 or email hannah.macleod@scotborders.gov.uk

Appendix 1

Scottish Borders Council Common Good Register

Registers for the following Common Good Funds are attached:

- Coldstream
- Duns
- Eyemouth
- Galashiels
- Hawick
- Innerleithen
- Jedburgh
- Kelso
- Lauder
- Melrose
- Peebles
- Selkirk

Common Good Registers for former Burgh of Coldstream

Land			
Name of Asset	Location	Description	Plan
Coldstream Museum	12 Market Square, Coldstream, TD12 4BD	Museum building acquired by the Coldstream Town Council in 1952. Minutes of 20.6.1952 states that the property is to be gifted to the Town Council by the Coldstreamers Association and that the Town Council is to accept.	Plan will be available on the website
Home Park (including play area, Pavilion, and Pitch)	Coldstream, TD12 4DT	Land used as a park and play area, gifted by the Earl of Home in 1922 to the Burgh "as representing the community of the said Burgh" for the purposes of a recreation ground only.	Plan will be available on the website
Lees Mill (and play area)	Coldstream, TD12 4AS	Land used as a park and play area, acquired by the Burgh in 1933 for price of £150 from Percy William Rampton.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Provost's Robes	Coldstream Museum	Used for civic purposes relating to former Burgh	
Provost's Chain of Office	Coldstream Museum	Used for civic purposes relating to former Burgh	

Portrait General Monck	of Coldstream Town Hall	Believed to have been donated to the Burgh.	
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Common Good Registers for former Burgh of Duns

LAND			
Name of Asset	Location	Description	Plan
Showground public car park	The Square, Duns, TD11 3ED	Open area since the mid-19 th century. Exact date of acquisition unclear as there appears to be no title deeds for the land.	Plan will be available on the website
The Mercat Cross	The Square, Duns, TD11 3ED	This cross is understood to date from 1792 but was re-sited in the public park in the 19 th century to make space for the Town House. The Mercat Cross was returned to the Market Square in 1994.	Plan will be available on the website
Site of Old Town Hall	The Square, Duns, TD11 3ED	This has been an open area since the demolition of the old town hall in 1966. The old Town Hall was built in 1820 and used for town business and as a jail.	Plan will be available on the website
ART AND ARTEFACTS			
Name of Asset	Location	Description	
Pair of white Provost's gloves	Council Chamber,		

	Newtown Street, Duns		
Provost of Duns bicorned hat	Council Chamber, Newtown Street, Duns		
Black quilted collar	Council Chamber, Newtown Street, Duns		
Full length Provost's robes	Council Chamber, Newtown Street, Duns		
Provost's Chain of Office [with 2 pendants]	Museum Store, Library Contact Centre, Newtown Street, Duns		
3 ceremonial wooden chairs	Council Chamber, Newtown Street, Duns		
Painting of Dunse Scotus	Council Chamber, Newtown Street, Duns		
COMMON GOOD FUND			
Name of Asset	Location	Description	
Duns Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Duns. As at 31 March 2021, fund consisted of net assets of £19,588.	

Common Good Registers for former Burgh of Eyemouth

LAND			
Name of Asset	Location	Description	
Brownsbank Park	Brownsbank, Eyemouth, TD14 5DJ	The land was gifted to Burgh for use as public park only in 1962.	Plan will be available on the website
Eyemouth Fort	Eyemouth, TD14 5BB	The Fort and the land in which it is erected was gifted by Mrs Home Robertson "for the benefit and enjoyment of the people of Eyemouth" in 1979.	Plan will be available on the website
High Street Toilets	High Street, Eyemouth, TD14 5EU	The land on which the public toilet was erected was conveyed to the Burgh for certain good and onerous causes in 1971.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Lord Provost's Chain	Eyemouth Museum		

ASSETS UNDER INVESTIGATION

Name of asset	Location	Description

Old Cemetery, Watch house and Remembrance Garden	High Street, Eyemouth	This property is not listed as an asset of SBC but is maintained by the Council. Ownership unclear.
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Common Good Register for former Burgh of Galashiels

LAND			
Name of Asset	Location	Description	Plan
Ladhope Drive car park	Ladhope Drive, Galashiels, TD1 1BT	Public car park, acquired by the Burgh of Galashiels in 1945. Subsequently acquired for a statutory purpose by Ettrick and Lauderdale District Council in 1989.	Plan will be available on the website
Old Gala House	Old Gala House, Scott Crescent, Galashiels, TD1 3JS	Museum property operated by Live Borders. The property was original acquired by the Burgh in 1975 in terms of an agreement with Galashiels Art Club (to the effect that premises would be made available to the art club in Old Gala House or other) for no consideration. The minutes state that the property was gifted by Gala Art Club 'for the benefit of the public of Galashiels'.	Plan will be available on the website
Ladhope Golf Course	Ladhope, Galashiels, TD1 2NJ	Golf Course acquired by the Burgh of Galashiels in 1945. The title states that the land is to be held "in trust for the Community of Galashiels and as part of the common good for the said Burgh".	Plan will be available on the website

Ladhope Woodland	Ladhope, Galashiels, TD1 2NJ	Woodland area, acquired by the Burgh of Galashiels in 1945. The title states that the land is to be held "in trust for the Community of Galashiels and as part of the common good for the said Burgh".	Plan will be available on the website
Ladhope Glen Park	Ladhope, Galashiels, TD1 2NJ	Park land, acquired by the Burgh of Galashiels in 1945. The title states that the land is to be held "in trust for the Community of Galashiels and as part of the common good for the said Burgh".	Plan will be available on the website
Ladhope recreation ground	Ladhope, Galashiels, TD1 2NJ	Recreational ground, acquired by the Burgh of Galashiels in 1945. The title states that the land is to be held "in trust for the Community of Galashiels and as part of the common good for the said Burgh".	Plan will be available on the website
Bank Street Gardens	Bank Street Gardens, Galashiels	Public Gardens and park land, acquired by the Burgh of Galashiels between 1939 and 1965. Land was all gifted by proprietors of neighbouring buildings - purpose was for a Council scheme of improvement. Early donors (State Bank and Liberal Club) stipulated that condition of gift was that ground had to be permanently used as open space.	Plan will be available on the website
Sir Walter Scott Statue	Bank Street, Galashiels,	Memorial statue. The land on which the statue is erected was acquired by the Burgh of Galashiels in	Plan will be available on the website

	TD1 3JX	1932 for the purpose of the erecting the statue in memory of Sir Walter Scott.	
Mercat Cross	Church Street, Galashiels, TD1 3JH	Market cross located at Church Street. The land on which it is erected was acquired under the Burgh charter and therefore is Common Good.	Plan will be available on the website
Leabrae Playground	Corner of Leabrae and Woodside Place, Galashiels	The land on which the playground is erected was gifted to the Burgh of Galashiels for the purpose of becoming a rest area and playground. No statutory purpose stated was stated in the titles and the Council minutes of 12.12.1932 refer to the land being a gift.	Plan will be available on the website
Amenity land at Halliburton Place/Terrace	Halliburton Place or Terrace, Galashiels	The land was acquired 'as an open space for behoof of the Public of Galashiels' in 1921 and 1959.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Provosts Chain & Badge	Paton Street, Galashiels	18ct gold chain and badge of office by Hamilton & Inches. Presented to the Burgh on 10 October 1889.	
Provosts Robes & Hats (2 of each)	Paton Street, Galashiels	One believed to be used by John hall, first Provost of Galashiels from 1868 – 1973 and 1875 – 1888	

Baillies Robes & Hats	Paton Street, Galashiels		
Gold Key & Medal	Municipal Buildings in Selkirk	Used at ceremonial opening of Galashiels Burgh Chamber in 1927. Medal inscribed "To Ex Provost Watson to Commemorate the	
		opening of the completed War Memorial and burgh Buildings, Galashiels, 1 st Jan 1927".	
Gold Watch	Paton Street, Galashiels	Early 20 th century gold pocket watch by Hamilton. Engraved "CB". Belonged to Christopher Boyd and gifted to Burgh	
Sir Walter Scott Manuscript	Old Gala House, Galashiels	Original extract from "The Pirate" by Sir Walter Scott	
COMMON GOOD FUND			
Name of Asset	Location	Description	
Galashiels Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Galashiels. As at 31 March 2021, fund consisted of net assets of £173,560.	

Common Good Registers for former Burgh of Hawick

LAND			
Name of Asset	Location	Description	Plan
Public car park	Cross Wynd Car Park, Cross Wynd, Hawick	This Car Park is on the site of the former Allars Church. The Church was acquired by Hawick Town Council in 1949 <i>"for behoof of the community of the said Burgh"</i> .	Plan will be available on the website
Lothian Street Store	Lothian Street, Hawick	This building is on the site of the former Allars Church. The Church was acquired by Hawick Town Council in 1949 <i>"for behoof of the community of the said Burgh"</i> .	Plan will be available on the website
Moat Park (including the playground)	Drumlanrig Square, Hawick	The park was acquired in 2 parts by the Hawick Town Council, both parts from the Duke of Buccleuch. The initial donation, in 1911, provided that the land was <i>"for the use, benefit and enjoyment of the inhabitants of the Burgh of Hawick for all time to come and to indicate my feelings of goodwill towards the inhabitants of the Burgh of Hawick"</i> .	Plan will be available on the website
Buccleuch Bowling Club (including Hawick Bowling Club and Henderson Gardens)	Buccleuch Road, Hawick	The land was acquired by way of gift from the Duke of Buccleuch to Provost etc of Burgh of Hawick 1919 <i>"for the benefit and enjoyment of the inhabitants of the said burgh for all time to come"</i> . The bowling greens had been formed some time previously (as evidenced by Council	Plan will be available on the website

		Minutes dating back to 1872, when the land was first made available).	
Hawick Golf Course (including sub-station site)	Vertish Hill, Hawick	The land for the golf course was granted to the Burgh under the Charter of 1537	Plan will be available on the website
Pilmuir Farm Including: 1. Pilmuir Farm Cottage 2. Acreknowe Reservoir (Part) 3. Williestruther Loch And Williestruther Path 4. Williestruther Cottage	Pilmuir Farm, Hawick	The land of Pilmuir Farm was granted to the Burgh under the Charter of 1537	Plan will be available on the website
St Leonards Farm Including: 1. Farmhouse Buildings 2. St Leonards Cottage & Park 3. St Leonards Hut 4. St Leonards Grazings 5. St Leonards Horse Gallop	St Leonards, Hawick	The land of St Leonards Farm was granted to the Burgh under the Charter of 1537	Plan will be available on the website
Public car park (including WCs)	Common Haugh Car Park, Victoria Road, Hawick	The land at the Common Haugh was granted to the Burgh under the Charter of 1537.	Plan will be available on the website
Underhaugh	Teviot Road, Hawick	Part of the Mill Lade conveyed to the Town council in 1916	Plan will be available on the website

Hawick Moor Racecourse and Buildings	Hawick Moor, Hawick	Granted to the Burgh under the Charter of 1537	Plan will be available on the website
Hawick Moor Shootings	Hawick Moor, Hawick	Granted to the Burgh under the Charter of 1537	Plan will be available on the website
Hawick Burgh Woodlands and Woodend Grazings (including former Nipknowes Stables site)	Hawick Moor, Hawick	Granted to the Burgh under the Charter of 1537.	Plan will be available on the website
Ca' Knowe Monument	Southfield, Hawick	This land was gifted to the town in 1937 by Buccleuch Estates to mark the 400th anniversary of the granting of the Hawick Burgh Charter	Plan will be available on the website
Volunteer Park (including Stand, 3G Pitch and Tennis court)	Buccleuch Road, Hawick	Acquired by trustees for the Hawick Common Riding Committee in 1920.	Plan will be available on the website
Linn (or Lynn) Wood, also known as Backbraes Woodland	Hawick	The wood was acquired by the Hawick Town Council in 1930 along with part of the site of what is now Renwick Terrace/Ramsay Road.	Plan will be available on the website
Haggis Ha/Burnflat Wall	Area between Burnflatbrae and Burnflat Lane, Hawick	Believed to form part of the land granted to the Burgh under the Charter of 1537	Plan will be available on the website
100 Stairs and Adjacent Land	Wilton Path, Hawick	Believed to form part of the land granted to the Burgh under the Charter of 1537	Plan will be available on the website
Millpath Stables	Millpath, Hawick	This property was believed to have been acquired from common good funds.	Plan will be available on the website

Hornshole Memorial	Hornshole, Hawick TD9 8RT	The site of the 1514 Lest We Forget Memorial donated to the Common Good	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
<u>Ceremonial and related Items</u>			
Official Robes –Provost x 1, Treasurer x 1, Bailies x 2	Hawick Town Hall	Ceremonial items connected to former Burgh of Hawick	
Provost's Chain x 2	Hawick Town Hall	Ceremonial items connected to former Burgh of Hawick	
Plaque with Hawick Town Crest	Hawick Town Hall		
Gavel and base	Hawick Town Hall	Antique gavel inscribed- <i>'The hammer is the property of the chief magistrate of Hawick....given by the inhabitants of Hawick to the hon John E Elliot 20th Oct 1837'</i>	
Gavel and base	Hawick Town Hall	Modern gavel	
Inkwell	Hawick Town Hall	Granite or marble slab with two glass inkwells	
Bell	Hawick Town Hall	Brass table bell	
Framed Charter	Hawick Town Hall	Copy of the 1537 Hawick Town Charter	

Decorative bowl	Hawick Hall	Town	Decorative bowl painted with 'Poznan' to represent link with Poland.	
Framed print of Steve Hyslop	Hawick Hall	Town		
Motor Cycle leathers			Leather clothing worn by Hawick motor cyclist Steve Hyslop	
<u>Art works in Hawick Town Hall</u>				
Portrait of Provost Robert Fraser Watson 1878-1887	Hawick Hall	Town	Portrait by Knighton Warren.	
Portrait of Provost John Melrose 1902-1919	Hawick Hall	Town	Portrait by Fiddes-Watt, R.S.A	
Portrait of Provost David Fisher, 1931 – 1938	Hawick Hall	Town	Portrait by James Tait	
Portrait of Provost David Aitkinson M.B.E, 1958-1962 & 1968-1975	Hawick Hall	Town	Portrait by unknown artist	
Portrait of Provost Robert Milligan, 1887-1890	Hawick Hall	Town	Portrait by Frank Wood	
Portrait of Provost John Nichol, 1871-1874	Hawick Hall	Town	Portrait by unknown artist	
Portrait of Provost George Wilson 1861-1868	Hawick Hall	Town	Portrait by unknown artist	
Portrait of Bailie Helen Scott	Hawick Hall	Town	Portrait by unknown artist	

"Border Reiver"	Hawick Hall	Town	Painting believed to have possibly been painted by artist John Martyn	
"The Common Riding, an old Borders Custom"	Hawick Hall	Town	Painting by Lionel Edwards	
"Covenanters "	Hawick Hall	Town	Painting by Tom Scott RSA	
"Lest We Forget" by Lesley Fraser Common Riding Scene	Hawick Hall	Town	Oil pastel drawing of Common Riding Scene (donated by Sonny Murray)	
Hawick Town Hall	Hawick Hall	Town	Painting by George Inglis	
Collection of framed photographs of Hawick Provosts from 1861 - 1975	Hawick Hall	Town	Photographs of: George Wilson, 1861 – 1868; George Hardie Fraser, 1868 – 1871; John Nichol, 1871 – 1874; Edward Wilson, 1874 – 1875; Robert Ewen, 1875 – 1878; Robert Fraser Watson, 1878 – 1887; Robert Milligan, 1887 – 1890; George Hogg, 1890 – 1893; Walter Scott Barrie, 1893 – 1896; Robert Mitchell, 1896 – 1902; John Melrose, 1902 – 1919; George Heron Wilson, 1919 – 1922; James Renwick, 1922 – 1928; William Scott Nichol, 1928 – 1931; David Fisher, 1931 – 1938; John Chapman Gray Landles, 1938 – 1940; Thomas Burns Mclagan, 1940 – 1945; George Fraser 1945 – 1958; David Atkinson, 1958 – 1962; James A. Henderson, 1962 – 1968	

		;David Atkinson, 1968 – 1975.	
Collection of framed photographs of Hawick Honorary Provosts	Hawick Town Hall	David Atkinson, 1975-1977; Frank Scott, 1977-1982; John R. Irvine, 1982-1988; Myra S. Turnbull, 1988-1996; Tom Hogg, 1996-1999; John Ross Scott, 1999-2002; John Robertson, 2002-2003; Zandra Elliot, 2003-2005 & 2007-2011; Kenneth McCartney, 2005-2007; Ron Smith, 2011-2013; Stuart Marshall, 2013 -.	
<u>Artworks held by Live Borders</u>			
Hawick Common Riding, 1846	Borders Textile Towerhouse	Painting by Andrew Kennedy	
Hawick from Wester Braid Road	Borders Textile Towerhouse	Painting by John McNairn	
Common Riding Procession at Tower Knowe, 1890	Borders Textile Towerhouse	Painting by James Tait	
Thomas Purdom	Hawick Museum	Painting by Frank Wood	
Hawick from Crumhaughhill	Hawick Museum	Painting by Andrew Richardson	
Deuchars Hill, Yarrow	Borders Textile Towerhouse	Painting by Tom Scott RSA	
Hermans Law	Borders Textile Towerhouse	Painting by Tom Scott RSA	
Return to Hawick from Hornshole 1514	Borders Textile Towerhouse	Painting by Tom Scott RSA	

River Tweed near Walkerburn	Borders Textile Towerhouse	Painting by Tom Scott RSA	
A Reivers Ride, 1900;	Borders Textile Towerhouse	Painting by Tom Scott RSA	
Rainbow over St Mary's Loch, 1916	Borders Textile Towerhouse	Painting by Tom Scott RSA	
Harbour Lights	Hawick Museum	Painting by Hector Chambers	
Harvest Scene	Hawick Museum	Painting by E A Walton	
Borders Scene	Hawick Museum	Painting by T H Laidlaw	
Neidpath Castle	Hawick Museum	Painting by T H Laidlaw	
Minto Crags	Hawick Museum	Painting by T H Laidlaw	
<u>Other Art works</u>			
Portrait of Sir Gilbert Elliot, 4 th Earl of Minto	Currently with the National Galleries of Scotland, but due to be rehoused at Minto Estate in 2022.	Painting by George Chinnery, gifted to the Hawick Town Council in 1893	
<u>Common Riding Flags</u>			
Hawick Common Riding Flag (1908)	Hawick Museum	Flag from Hexham	
Hawick Common Riding Flag (1832)	Hawick Museum	Red, gold and blue flag	
Hawick Common Riding flag (1707)	Hawick Museum	The oldest known existing Common Riding flag	

Hawick Riding flag, 1865	Common	Hawick Museum	Red and blue flag, on wooden pole with metal finial	
Hawick Riding Flag	Common	Hawick Museum		
Hawick Riding Flag	Common	Hawick Museum	Flag mounted on thick paper	
Hawick Riding Flag (1903)	Common	Hawick Museum	Blue and gold flag	
Hawick Riding Flag	Common	Hawick Museum	Flag with blue and gold swallow tail	
COMMON FUND	GOOD			
Name of Asset		Location	Description	
Hawick Good Fund	Common	N/A	Fund set up for the benefit of the inhabitants of Hawick. The balance of the fund as at 1 April 2021 was £614,528	

Property which is unconfirmed as common good but is under investigation

Name of Asset	Location	Description
Millpath Stables	Millpath, Hawick	<p>This property currently sits on the common good register. However, it was acquired after the abolition of Burghs, and therefore following the closure of the common good register.</p> <p>It was acquired by statutory conveyance from the Hawick Common Riding Committee in 1993, who acquired it themselves in 1992.</p>

		Investigations are underway to try to establish the reason for the property being added to the Common Good.
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Common Good Registers for former Burgh of Innerleithen

LAND			
Name of Asset	Location	Description	Plan
Memorial Hall, including the clock, offices and War Memorial	Leithen Road, Innerleithen, EH44 6HU	<p>This property was originally acquired by the Innerleithen Burgh Council by donation from Henry Ballantyne in 1919. The title contains a declaration that the land is "for behoof of the community of the said Burgh" and a statement of intent that it is "for the purposes of a Town Hall and other Buildings as a Memorial in Innerleithen for those who have fallen in the War".</p> <p>The Memorial Hall is currently operated by Live Borders.</p>	Plan will be available on the website
Damside Play Area	Bond Street, Innerleithen	The play area is situated on land donated to the Burgh Council in 1919 from Henry Ballantyne, on which the Memorial Hall was built.	Plan will be available on the website
Damside Park	The Strand, Innerleithen	This area of ground was donated to the Burgh Council in 1947 to be used for amenity purposes for benefit of inhabitants of Innerleithen - to be laid out with flower beds, shrubberies or other decorative plots and planted with suitable trees.	Plan will be available on the website
ART AND ARTEFACTS			

Name of asset	Location	Description	
Provost's chain and medal	St Ronans Wells Visitor Centre	Gold chain and medal used for ceremonial purposes.	
OTHER NOTABLE ASSETS			
Name of asset	Location	Description	
Jubilee Clock	Cleikum Mill	This clock was purchased by public subscription to commemorate Queen Victoria's Golden Jubilee in 1887. Although it is now sited on private property, the Common Good maintains its operation	
The Cameron Memorial	Leithen Road	This memorial, although not sited on Common Good land, was erected in 1906 by public subscription.	

Common Good Registers for former Royal Burgh of Jedburgh

ROYAL BURGH OF JEDBURGH

LAND			
Name of Asset	Location	Description	Plan
Jedburgh Castle Jail	Castlegate, Jedburgh, TD8 6QE	Jail purchased by Police Commissioners in 1901 in terms of Prisons Scotland Act 1877. Has historically been listed as a common good asset. Currently the museum is operated by Live Borders.	Plan will be available on the website
Mary Queen of Scots House	Queen Street, Jedburgh, TD8 6EN	Acquired by the Burgh of Jedburgh in 1929 for £1450. No purpose stated in the titles. Currently the museum is operated by Live Borders.	Plan will be available on the website
Murrays Green Park and car park	Abbey Place, Jedburgh, TD8 6BE	The Burgh of Jedburgh acquired the park in 1879, for behoof of the members of the Town Council and the whole community, for use for fairs and cattle markets (or other public purpose).	Plan will be available on the website
Dounehill (Dunshill)	Howdenburn Drive, Jedburgh, TD8 6NP	Part of field of Douneshill or Dunhill extending to 11 acres (4 hectares) was bequeathed by Mr Skead in 1930. The terms of the Will state that the bequest was made on the condition that the land be used as a park or field or to build houses of a nature in keeping with existing properties. In 1981 a transfer of 2 acres was	Plan will be available on the website

		authorised by the Court of Session by decree dated 29.4.1971 under the proviso that the proceeds of sale of any of the plots go to common good fund.	
Ramparts	Abbey Place, Jedburgh, TD8	Historically considered a common good asset.	Plan will be available on the website
	6BE		
Land at Oxnam Road	Oxnam Road, Jedburgh	2,000 square metres of land which was part of the field of Douneshill or Dunhill extending to 11 acres (4 hectares) which was bequeathed to the town by Mr Skead in 1930.	Plan will be available on the website
Market Cross/Jubilee Fountain	Market Place, Jedburgh	The fountain was erected in 1890 to celebrate the 1887 Diamond Jubilee of Queen Victoria. Historically considered a common good asset.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Portrait Sir D Brewster	Sheriff Court building, Jedburgh		
Marble Bust Sir D Brewster	Sheriff Court building, Jedburgh		
Gold Chains	SBC HQ		
Miscellaneous Relics –	Mary Queen of Scots House		
Lady Provost Brooch	SBC HQ		

George Tinline Plates (2)	Former library, Castlegate, Jedburgh (TBC)	Two large silver plated plates with inscription detailing the presentation of the plates to George Tinline by the South Australian Banking Company on 5 April 1853 in recognition of his services during the financial crisis and his efforts in connection with the Bullion Act which reportedly stabilised the value of gold at this time. These were gifted to the town by Mr Tinline	
Provost's Gold Chain	SBC HQ		
Provost's robes	Ex Callant's Room, Canongate		
Small Bust Sir John Tinline	Former library, Castlegate, Jedburgh (TBC)		
Framed copy of Burgh Charter	Jedburgh Castle Jail		
Casket containing Burgess	Jedburgh Castle Jail		
Tapestry	Mary Queen of Scots House		
COMMON GOOD FUND			
Name of Asset	Location	Description	
Jedburgh Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Jedburgh. The value of the fund as at 1 April 2021 was £1,026,159.	

Common Good Registers for former Burgh of Kelso

LAND			
Name of Asset	Location	Description	Plan
Tait Hall	Edenside Road, Kelso TD5 7BS	Title for the hall transferred to the Kelso Town Council in 1951. The deed narrates that prior to his death Arthur Middlemas had offered to gift his field to the Council for the erection of a hall. William E Tait provided a legacy of £10,000 "for the purpose of erecting a hall suitable to the needs of the community". The hall had been built and opened in 1935. The hall is currently operated by Live Borders.	Plan will be available on the website
Kelso War Memorial	Bridge Street, Kelso	The site on which the memorial is erected was acquired by Town Council (by way of gift from Duke of Roxburghe) 1921. Use of the land was restricted to that of a site for War Memorial. Memorial constructed by public subscription. Town Council Minutes 2nd August 1920 indicate that the Kelso and District War Memorial Fund had resolved that the Town Council was the most suitable body to undertake custody of the completed Memorial and invited it to do so - which it did.	Plan will be available on the website
Croft Park and play area	Edinburgh Road, Kelso	The land was acquired in 2 parts. The northern part was acquired in 1946 as part of a larger purchase (with site of what is now Croft Road and Inchmead Crescent). The deed narrates that to	Plan will be available on the website

		commemorate his 21st birthday, the 9th Duke of Roxburgh presented a 2.394 acre park 'to the Ducal Town of Kelso through the medium of the Provost, Magistrates and Councillors of the Burgh of Kelso'. The park would have been common good land. However, the Town Council later wished to use that area for part of its post war housing provision. The Duke confirmed that he had no objection to that, provided another area approved by him was provided by the Council for a playing field. The current park is the replacement provided.	
Pinnaclehill Woodlands	Kelso	The woodland was acquired by the Kelso Burgh Council in 1975 using common good funds. The amenity land contains a historical monument (bronze age burial site).	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Silver Bowl & Salver	Kelso Town House		
Provost's Chain of Office	c/o current Provost		
COMMON GOOD FUND			
Name of Asset	Location	Description	
Kelso Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Kelso. Value of fund as at 1 April 2021 was £311,625	

Common Good Registers for former Royal Burgh of Lauder

LAND			
Name of Asset	Location	Description	Plan
Lauder Old Cemetery	East High Street, Lauder	Old Lauder Cemetery believed to have been acquired under the Burgh Charter and therefore is Common Good.	Plan will be available on the website
Lauder Recreation Park and Pavillion	Croft Road, Lauder	The play park was acquired in 1929, with the price paid from the Common Good Account	Plan will be available on the website
Lauder War Memorial	Stow Road, Lauder	The war memorial is sited on the ancient burgh road which is believed to be Common Good held under the Burgh Charter.	Plan will be available on the website
Old Castleriggs grazings	Burnmill, Lauder	This is the grazing area adjacent to the public park. The land was acquired by bequest from George J. Fleming in 1970.	Plan will be available on the website
Burnmill Woodland	Burnmillhaugh, Burnmill, Lauder	This site appears to have been included in ancient titles and, in particular, a 1728 Instrument of Sasine in favour of the Town of Lauder (in respect of "Parson's Croft").	Plan will be available on the website
Raiths Acre & Chesters Acre	Galashiels Road, Lauder	Raith's Acre was acquired by the Lauder	Plan will be available on the website

			Town Council in 1781 and. Chesters Hill was acquired in 1815.	
Lauder Golf Course	Galashiels Road, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Town Hall	Market Place, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Common Farm	Lauder Common		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Common Farm Shootings	Lauder Common		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Common Plantations	Lauder Common		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Refuse Tip (1) Grazing	Galashiels Road, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Refuse Tip (2) Grazing	Galashiels Road, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Calfward Park Grazings	Galashiels Road, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Burnmill and Piggery Grazings	Galashiels Road, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Old Jail	Mid Row, Lauder		Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Old Castleriggs Recreation Ground	Manse Road, Lauder		This is the southern part of the public park acquired by bequest from George J Fleming in 1970.	Plan will be available on the website

Lauder Play Park	Lauder Road, Lauder	This play park is part of Lauder Public Park acquired by the common Good in 1929.	Plan will be available on the website
Public toilet	The Avenue, Lauder	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Lauder Village Hall	The Avenue, Lauder	The site upon which the hall is built appears to be part of the Burgh Charter and so is deemed to be Common Good.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Charter	Thirlestane Castle	The original charter of King James IV to the Royal Burgh of Lauder	
Snuff Mull	Thirlestane Castle	Presented to the Burgh of Lauder by Francis Dunshood in 1802. Formed from a mounted kudo horn, engine turned lid, and four tools. Inscribed "From the Cape of Good Hope"	
Certificate of Matriculation, Royal Burgh of Lauder 1938	Galashiels Town Hall	Applications for Parish charity 1737 - 1899	
Burgess Roll (2)	Galashiels Town Hall	Register of the Entries of Burgess of the Royal Burgh of Lauder 1829 - 1850	
Map of Burgess Acres, Royal Burgh of Lauder 1803	Galashiels Town Hall		

Set of Imperial Weight and Measures	Thirlestane Castle	Bushel, ½ bushel, peck, gallon, quart, pint, ½ pint, gill, ½ gill; all supplied to the Burgh of Lauder, made by J & R Warner, London; and the following weights: 56lb, 28lb, 14lb, 7lb, 4lb, 2lb, 1lb, 8oz, 4oz, 2oz, 8dwts, 4dwts	
Brass Yard Stick 1824	Thirlestane Castle		
Burgh of Lauder Seal	Stored by Bank of Scotland		
Provosts Chain	Stored by Bank of Scotland		
Provosts Robes	Lauder Town Hall		
Silver Punch Ladle o/w Toddy Ladle 1831	Thirlestane Castle	George III silver punch ladle WK, London 1831, inscribed with names of Burgh council officials, including Baillie James Shaw	
Burgh Standard, 1912	Lauder town hall		
COMMON GOOD FUND			
Name of Asset	Location	Description	
Lauder Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Lauder. Balance of fund as at 1 April 2021 was £285,883.	

Common Good Register for former Burgh of Melrose

LAND			
Name of Asset	Location	Description	Plan
Melrose Town Hall	Hamilton Place, Melrose, TD6 9PZ	The building was gifted to the Burgh in 1896 "for the public uses thereof in all time coming"... "for behoof of the whole body and Community of said Burgh". For use either as Town Hall or for such other public purpose as may be agreed upon by Burgh Commissioners.	Plan will be available on the website
ART AND ARTEFACTS			
Name of asset	Location	Description	
Painting of Leaderfoot	Paton St, Galashiels	Painting by Phoebe Anna Traquair	
Silver bowl, Gorham, USA	Galashiels town hall	Reproduction of an original by Paul Revere, presented to the people of Melrose by the Officials of Melrose, Massachusetts	
COMMON GOOD FUND			
Name of Asset	Location	Description	
Melrose Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Melrose. The balance of the fund as at 1 April 2021 was £18,596.50.	

ITEMS UNDER INVESTIGATION

Name of Asset	Location	Description	Action
Historical Map of Melrose	Unknown, last believed to be within Town Hall	18 th Century map of Melrose donated to the Burgh at start of 20 th Century	The Scout Group have confirmed that this item appears not to be within the Town Hall and Live
			<p>Borders have not been able to assist further.</p> <p>Local knowledge should be sought as to whereabouts of map before it can be added to Common Good Register</p>

Common Good Registers for former Royal Burgh of Peebles

LAND			
Name of Asset	Location	Description	
Tweed Green	Tweed Green, Peebles, EH45 8AP	Land including garages and public car park. Forms part of the Burgh Charter and is therefore Common Good.	Plan will be available on the website
Garages at Tweed Green	Greenside, Peebles	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Old Town Green and Greenside Public Car Park	Greenside, Peebles	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
George Meikle Kemp Monument	Redscaurhead, Peebles	The site and memorial was donated to the Burgh Council in 1935.	Plan will be available on the website
Victoria Park ,	Kingsmeadows Road, Peebles	Initial areas for the original park acquired by the Burgh Council in 1888 and 1914 both with Common Good dedications in titles - for use only as public park and recreation ground for behoof of community of the town or burgh of Peebles. An additional area on the south east side of the park, adjacent to Springhill Road was acquired by the Burgh Council in 1965 to safeguard/reinforce access to the main park, which itself was held on the common good account.	Plan will be available on the website

Victoria Park - Tennis Courts & Clubhouse	Springhill Road, Peebles	Initial area acquired by the Burgh in 1923. Additional area acquired in 1959 to augment existing common good asset.	Plan will be available on the website
Land at Gytes Leisure Centre	Walkershaugh, Peebles, TWD, EH45 8AU	The major part of the building is constructed on the land acquired in 1926, which is not common good, though there is a minor overlap onto common good land at the north-eastern end. The eastern car park lies on the strip of ground known as "The Gytes" which followed the line of an ancient mill lade and is believed to be held under the Burgh Charter (and thus to form part of the common good).	Plan will be available on the website
Peebles Disused Railway	Peebles	The section of railway from Tweed Bridge, through Ninians Haugh, past Priorsford Bridge and Walkershaugh allotments, over the Gytes and up to Innerleithen Road was acquired by the Burgh Council in 1965.	Plan will be available on the website
Peebles Golf Course (including Connor Ridge Monitoring Site and Garages)	Kirkland Street, Peebles, EH45 8EU	The Golf course as currently configured comprises parts of (a) the lands of Kirklands and Jedderfield, acquired in 1919 and (b) Eliot's Park, acquired originally for housing in 1919 but the unused part of which (the greater part of the property) was given over to the Common Good also in 1919. This site also includes Connor Ridge Monitoring Site	Plan will be available on the website
Jedderfield Farm	Jedderfield, Peebles	Part of the lands of Kirklands and Jedderfield acquired in 1919	Plan will be available on the website
Neidpath Grazings	Neidpath, Peebles	Also part of the lands of Kirklands and Jedderfield referred to above.	Plan will be available on the website

Haylodge Park, Play Pavillion and WC Including Fotheringham bridge	Neidpath, Peebles	The park was bought by the Burgh Council in 1920 and added to the Burgh's list of common good assets on acquisition.	Plan will be available on the website
Haylodge Depot	Neidpath, Peebles	This is part of property on North side of Neidpath Road which was acquired with Hay Lodge and grounds (now the Cottage Hospital etc) in 1931 by the Burgh. Hay Lodge and grounds were sold in 1952 but the cottages/stables/garages on the northern site was retained.	Plan will be available on the website
Haylodge Cottages - No 2	Neidpath Road, Peebles	This is part of property on North side of Neidpath Road which was acquired with Hay Lodge and grounds (now the Cottage Hospital etc) in 1931 by the Burgh. Hay Lodge and grounds were sold in 1952 but the cottages/stables/garages on the northern site was retained.	Plan will be available on the website
Old Corn Exchange Hall, Rear Hall and shop	High Street, Peebles	This is believed to be the Old Town Hall between 25 and 27 High Street which was acquired in 1752 by the Town Council.	Plan will be available on the website
Walkershaugh Store	Walkershaugh, Peebles	Former Gun shed sold by Burgh Council to Trustees of Peebles March Riding and Beltane Queen Festival Committee 1970. The Burgh Council later agreed to re-acquire it in exchange for title to the Beltane Shed at the Gytes.	Plan will be available on the website
Cuddy Green	Biggiesknowe, Peebles	South-eastern part of the Green is presumed held on the Burgh Charter so is Common Good.	Plan will be available on the website

Venlaw Wood	Venlaw High Road, Peebles	The wood was acquired to be held and kept as woodland or open space for the use, amenity and enjoyment of the inhabitants of Peebles and never to be developed.	Plan will be available on the website
Tweed Fishings	Burgh Limits, Peebles	Forms part of the Burgh Charter and is therefore Common Good.	Plan will be available on the website
Peebles Town Clock	Parish Church, Peebles	This is not a Common Good asset as such - having been appropriated by the Church of Scotland, along with the steeple and bells, in 1927. However, the Common Good Fund has an ongoing maintenance liability for the clock	Plan will be available on the website
Venlaw Quarry	Venlaw Quarry Road, Peebles	This property has appeared on the Common Good accounts since at least 1901. However, no obvious title to property has been found. It is believed that that the right may be to extraction rights enjoyed, as opposed to outright ownership.	Plan will be available on the website
Venlaw Amenity Ground	Venlaw Hill, Peebles	The land was acquired by the Burgh Council in 1909 to be held on behalf of the community of the Burgh of Peebles and used solely as ornamental or pleasure ground with the erection of buildings being prohibited.	Plan will be available on the website
Old Town Wall Monument	Venlaw Road/Northgate, Peebles	Held under the Burgh Charter and therefore is Common Good	Plan will be available on the website
Walkershaugh ACF Site and Gas Governor Site	Walkershaugh, Peebles	This property is situated on part of the site of 'the Gytes' and is thus held under the Burgh Charter and is Common Good.	Plan will be available on the website

Walkershaugh Bowling Green (Part)	Walkershaugh, Peebles	This entry relates to the triangular area of shrubbery etc. at the southern end of the bowling green, between the footpath and Tweed Avenue. It is believed that title is held under the Burgh Charter and therefore the Bowling Green is Common Good.	Plan will be available on the website
Ninians Haugh Park and Play Area Including Public Toilets and Kings Meadows Car Park	Kingsmeadows Road, Peebles, EH45 9HR 9HR	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Land At March Street	March Street, Peebles	Remnant of old Station etc acquired in 1964 by the Burgh Council (mostly sold off - what remains is a strip of land along the western side of the Cuddy Water)	Plan will be available on the website
Eliots Park Grazings	Eliots Park, Peebles	The grazings fall within part of the original Eliot's Park lying to the east of the golf course/southeast of former farmhouse, which was added to Common Good Asset list in 1919 .	Plan will be available on the website
Kingsland Primary School	Neidpath Road, Peebles	This is the "new" Kinglands school. It is sited on part of the Neidpath Grazings and is part of the "Kirklands and Jedderfield" title from 1919 therefore it is Common Good.	Plan will be available on the website
Woodland	Edinburgh Road, Peebles	An area of woodland running parallel to and between Edinburgh Road and the Eddleston Water which used to	Plan will be available on the website

		form part of Venlaw Estate and which was gifted to the town of Peebles in 1965.	
ART AND ARTEFACTS			
Name of asset	Location	Description	
<u>Furnishings from Chambers Institution</u>			
China Cabinet	Council offices, Chambers Institution		
Antique Mirror	Council offices, Chambers Institution		
Oak Mantle Clock (1930)	Council offices, Chambers Institution		
Antique Fire Irons & Grate	Council offices, Chambers Institution		
Miscellaneous items of furniture and lighting	Council offices, Chambers Institution		
<u>Items held in Tweeddale Museum</u>			
Silver bowl	Tweeddale Museum	Presented to the Royal burgh of Peebles by Royal Scots regiment 1954	
Provost's gold chain	Tweeddale Museum	Dated 1682 but reproduced in 19th century. Hall mark William Marshall (1822-1895)	
Weights and balances	Tweeddale Museum		
Provost's chain, 1823	Tweeddale Museum		

Provost's chain and Baillie's insignia, 1957	Tweeddale Museum	Gifted by James Muir, President of the Royal bank of Canada. Baillies insignia were copies of the Provost's medallion, suspended on simple chains	
Provost and Baillies robes, 1957	Tweeddale Museum	Gifted by James Muir, President of the Royal bank of Canada	
Commemorative bronze plaque	Tweeddale Museum	Commemorates gifts from James Muir, 1957	
Beltane Cup and Saddle 1663			
Beltane Silver plate 1677			
Town Drum 1677			
Silver arrow for St Bartholomew's fair, 1628		This arrow was shot and competed for on festival and saints days	
Silver Plate donated by earl of March, 1708		Engraved with earls of march's crest and motto, and town motto	
Silver bell of Peebles, with 2 smaller bells, 1647		Awarded for horse racing	
Engraving of Neidpath castle		Signed and donated by Mr Paterson, 1907	
Rennie Trophy and silver medallion		Gifted by Mr Rennie, for bowling	
Civic photograph album			
Old fire engine			
Portrait of Sir Michael Grieve Thorburn		Donated by Col. Wm Thorburn, 1956	
<u>Portraits hung in Rosetta Road Offices</u>			
J Ramsay Smith	Rosetta Road	Portrait by David Alison	

Sir Michael Thorburn of Glenormiston		Portrait by David Alison	
Alexander, 7 th Lord Elibank		Portrait by British (Scottish) School	
Henry B Marshall of Rachan		Portrait by R C Crawford	
Sir Graham Graham- Montgomery of Stanhope		Portrait by British (Scottish) School	
Sir R J Thompson of Kaimies		Portrait by Stanley Cursiter	
Montolieu, 10 th Lord Elibank		Portrait by Atkinson Horsburgh	
Sir John Hay c 1818		Portrait by Henry Raeburn (school of)	
Back of Old Town, Peebles		Painting by Philip Hutton	
COMMON GOOD FUND			
Name of Asset	Location	Description	
Peebles Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Peebles. The net balance of the fund as at 1 April 2021 was £577,966.	

Common Good Registers for former Royal Burgh of Selkirk

LAND			
Name of Asset	Location	Description	Plan
The Green Hut	West Port, Selkirk	Acquired by the Burgh in 1969 and initially used as a Housing Department Maintenance Depot.	Plan will be available on the website
Sir Walter Scott Statue	Market Place, Selkirk	Site believed to be held under Burgh Charter and therefore Common Good.	Plan will be available on the website
Pant Well	Market Place, Selkirk	Site believed to be held under Burgh Charter and therefore Common Good.	Plan will be available on the website
Victoria Hall Including Caretaker's Flat Fletcher's memorial	Scotts Place, Selkirk, TD7 4LN	Common Good due to common good dedication in title.	Plan will be available on the website
Pringle Park and play area	Dovecot Park, Selkirk	Donated to the Burgh in 1908 as recreation ground for the inhabitants of Selkirk.	Plan will be available on the website
Selkirk Golf Course	Selkirk Hill, Selkirk	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Selkirk Hill Grazings	Selkirk Hill, Selkirk	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Victoria Park Including play area, caravan Site,	Buccleuch Road, Selkirk, TD7 5DN	Majority of the site is held under the Burgh Charter. South western end (between old lade and Selkirk Bridge) was acquired	Plan will be available on the website

pavilion and swimming pool		by the Burgh Council in 1892 with a common good dedication in deed. Swimming pool currently operated by Live Borders	
Selkirk Town Hall And clock	Market Place, Selkirk, TD7 4BL	The Town and County Hall and Steeple was acquired in 1871 from the Sheriff of Roxburgh and Selkirk and others as trustees for behoof of heritors of the County by Provost and Magistrates of Burgh on behalf of themselves and the community of the Burgh of Selkirk.	Plan will be available on the website
Including 26 & 28 Market PLace			
South Common Farm Including South Common Plantations And South Common Shootings	South Common, Selkirk	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Smedheugh Farm Including Smedheugh Farm – Shootings Smedheugh Plantations	Smedheugh, Selkirk	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Linglie Farm Including Linglie Plantations Linglie Farm Shootings Linglie Mast Site	Linglie, Selkirk	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website

Civic Amenity Site	Riverside Road, Selkirk, TD7 5DN	Part of the Burgh Charter and therefore Common Good.	Plan will be available on the website
Rosebank Quarry Former Tip Site And play area	Selkirk	Part of this land (original site) was bought in 1901 with a view to provision of public water supply, with the price coming from Common Good funds. Two additional areas (1124 sq yds acquired in 1958 and 151.8 sq. mtr acquired in 2004) are not Common Good.	Plan will be available on the website
Shawpark Road Development Site	Shawpark Road, Selkirk	No common good dedication in the title deeds, but equally no reference to acquisition for statutory purposes and no information found in Burgh Council Minutes so presumed to be Common Good.	Plan will be available on the website
Salmon Fishings	Ettrick Water	Title reacquired from Crown Estate Commissioners 2006 by the Scottish Borders Council "as Trustee of the Common Good".	Plan will be available on the website
Bog Park Recreation Park and Playground	Selkirk	The land was acquired by the Burgh Council in 1942 using Common Good funds.	Plan will be available on the website
Park/Garden At Shawburn Road/Raeburn Place	Raeburn Place, Selkirk	The land was acquired in 1970 by the Burgh Council for £153. No Common Good dedication in title. Nothing found in Minute Books.	Plan will be available on the website
Shawburn Toll Embankment	Ettrick Terrace, Selkirk	The land was acquired in 1930 by the Burgh Council (at junction of Raeburn Place and Ettrick Terrace) so that the property could be reserved for public use during the Common Riding.	Plan will be available on the website

ART AND ARTEFACTS			
Name of asset	Location	Description	
<u>Ceremonial and related Items</u>			
Provosts Badge & Chain	Selkirk courthouse	Insignia and Chain of the Provost of Selkirk, comprising badge suspended from chain, applied with shield-shaped panels. Presumed to be gold.	
Baillies Badges & Chains	Selkirk courthouse	Two Silver and enamel badges and chains of office, presented to the Royal burgh of Selkirk, May 1937	
Burgess Cup			
Silver Cup and cover	Selkirk courthouse	Edinburgh 1815, deep cup shaped on pedestal foot, lid surmounted with the Madonna inscribed "Given by The Right hon. Walter Earl of Dalkeith to the Ancient Burgh of Selkirk, 1816"	
Burgess Roll	Selkirk courthouse	Bound volume commencing 1913	
Silver Arrow Display Case			
Copy of Royal Charter	Sir Walter Scott's courtroom	Photocopy of Selkirk's oldest existing Royal Charter, granted in 1535 by King James V, accompanies with modern translation	
Air view map of Royal Burgh of Selkirk, framed	Sir Walter Scott's courtroom	Donated by Selkirk Antiquarian Society, 1960	
List of householders in Selkirk and	Sir Walter Scott's courtroom		

vicinity, 1873, framed			
Certificate of Matriculation of the Arms of the Royal burgh of Selkirk	Sir Walter Scott's courtroom		
Ceremonial Burgh hallberds	Sir Walter Scott's courtroom		
<u>Paintings and Photographs</u>			
James Hogg "the Etrick Shepherd"	Sir Walter Scott's courtroom	Oil portrait by Nicholson	
After the Battle of Philiphaugh	Sir Walter Scott's courtroom	Watercolour by Tom Scott RSA	
Flowers of the Forest (or Return from Flodden)	Sir Walter Scott's courtroom	Watercolour by Tom Scott RSA (name of painting uncertain)	
The Legend of Ladywoodedge	Sir Walter Scott's courtroom	Watercolour by Tom Scott RSA	
Yarrow Valley	Sir Walter Scott's courtroom	Watercolour by Tom Scott RSA	
Selkirk: memories of Flodden	Sir Walter Scott's courtroom	Watercolour by Tom Scott RSA	
Thomas Anderson, surgeon, Selkirk	Sir Walter Scott's courtroom	Oil portrait by Colvin Smith RSA	
Henry Scott Anderson, MD, Provost 1868 - 80	Sir Walter Scott's courtroom	Oil Portrait by George Reid RSA	

Sir Walter Scott	Sir Walter Scott's courtroom	Copy portrait by Sir John Watson Gordon, 1830, together with plan of Abbotsford estate drawn by Sir Walter Scott	
Sir Walter Scott	Sir Walter Scott's courtroom	Copy engraving of portrait by R M Hodgetts	Live Borders to confirm location
Sir Walter Scott	Sir Walter Scott's courtroom	Copy engraving	
Sir Walter Scott	Sir Walter Scott's courtroom	Engraved sketch	
Sir Walter Scott	Sir Walter Scott's courtroom	Engraving by RW Sierier after Slater	
Sir Walter Scott	Sir Walter Scott's courtroom	Engraved by Edward Mitchell after Sir Henry Raeburn	Live Borders to confirm location
Sir Walter Scott	Sir Walter Scott's courtroom	Copy oil portrait by W. Yellowlees	
Framed photograph of Andrew Lang	Sir Walter Scott's courtroom		
Copy engraving of Mungo Park	Sir Walter Scott's courtroom		
Engraving of Robert Burns	Sir Walter Scott's courtroom	Engraved by Edward Mitchell after Alexander Nasmyth	
Conferment of the Freedom of Selkirk on the Royal Company of Archers, 1971	Sir Walter Scott's courtroom	Framed photograph	
Conferment of the Freedom of Selkirk on the Duke of	Sir Walter Scott's courtroom	Framed photograph	

Buccleuch and earl Home, 1963			
Conferment of the Freedom of Selkirk on the Kings own Scottish Borderers, 1953	Sir Walter Scott's courtroom	Framed photograph	Live Borders to confirm location
Dance of the Fairies, 1935	Sir Walter Scott's courtroom	Photograph from Linglie Gien, of 400 th anniversary celebrations	
Engraving- Prince Leopold of Belgium	Sir Walter Scott's courtroom		
<u>Handwritten letters</u>			
Letters from Walter Scott's daughter Charlotte	Sir Walter Scott's courtroom	Letter to Mr Archibald constable asking for the loan of some books	
Letter from Sir Walter Scott	Sir Walter Scott's courtroom		
Letters from Andrew Lang	Sir Walter Scott's courtroom		
Letter from Mungo Park	Sir Walter Scott's courtroom		
Signed copy of "Nithsdale"	Sir Walter Scott's courtroom	Signed copy of song "Nithsdale" by Robert Burns, dated 1795	Live Borders to confirm location
<u>Other items</u>			
Bust of Sir Walter Scott	Sir Walter Scott's courtroom		

Shield	Sir Walter Scott's courtroom	Presented to the Burgh of Selkirk by the Kings Own Scottish Borderers	
Shield	Sir Walter Scott's courtroom	Presented to the people of Selkirk by the National Small Bore Rifle Association, in 1968	
COMMON GOOD FUND			
Name of Asset	Location	Description	
Selkirk Common Good Fund	N/A	Fund set up for the benefit of the inhabitants of Selkirk. The balance of the fund as at 1 April 2021 was £298,688.	

ASSETS UNDER INVESTIGATION

NAME OF ASSET	DESCRIPTION
Heatherlie Play Park	The Council title for the play park at Heatherlie Park covers only part of the land area. SBC to investigate whether the remaining ownership can be ascertained in order to determine whether or not Common Good.

OTHER ASSETS OF NOTE:

The following assets have been the subject of debate between Scottish Borders Council and the Selkirk Common Good Research Group ("SCCRG").

NAME OF ASSET	DESCRIPTION
Selkirk Library and Governor's House, Ettrick Terrace, Selkirk	The Council believes this asset to have been acquired for statutory purposes in terms of the Public Libraries Consolidation (Scotland) Act 1887. The SCCRG believes this asset to be a common good asset.
Municipal Buildings, High Street, Selkirk	The Council believes this asset was purchased by the Burgh Council for statutory purposes in terms of the Burgh Police Act 1892. The SCCRG believes this asset to be a common good asset.

SCOTTISH BORDERS COUNCIL				
DRAFT CALENDAR OF MEETINGS				
OCTOBER 2022 - JULY 2023				
Oct-22	DATE	MONTH	COMMITTEE	TIME
SAT	1	OCT		
SUN	2	OCT		
MON	3	OCT	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	4	OCT	EXECUTIVE COMMITTEE	10.00 a.m.
WED	5	OCT	JCG: STAFF	2.00 p.m.
THUR	6	OCT		
FRI	7	OCT		
SAT	8	OCT		
SUN	9	OCT		
MON (SH)	10	OCT		
TUES (SH)	11	OCT	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9:30 a.m.
WED (SH)	12	OCT		
THUR (SH)	13	OCT		
FRI (SH)	14	OCT		
SAT	15	OCT		
SUN	16	OCT		
MON (SH)	17	OCT	LOCAL REVIEW BODY	10.00 a.m.
TUES	18	OCT	LOCAL LICENSING FORUM	4.00 p.m.
WED	19	OCT	PENSION FUND COMMITTEE/PENSION BOARD	10.00 a.m.
THUR	20	OCT	SCRUTINY & PETITIONS COMMITTEE	10.00 a.m.
FRI	21	OCT		
SAT	22	OCT		
SUN	23	OCT		
MON	24	OCT		
TUES	25	OCT		
WED	26	OCT	LICENSING BOARD	10.00 a.m.
WED	26	OCT	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
THUR	27	OCT	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI	28	OCT		
SAT	29	OCT		
SUN	30	OCT		
MON	31	OCT		
Nov-22				
TUES	1	NOV	TWEEDDALE AREA PARTNERSHIP	7.00 p.m.
WED	2	NOV	JCG: TEACHERS	2.00 p.m.
THUR	3	NOV		
FRI	4	NOV		
SAT	5	NOV		
SUN	6	NOV		
MON	7	NOV	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	8	NOV	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9:30 a.m.
TUES	8	NOV	TEVIOT & LIDDESDALE AREA PARTNERSHIP	6.00 p.m.
WED	9	NOV		
THUR	10	NOV	EDUCATION SUB-COMMITTEE	10.00 a.m.
FRI	11	NOV		
SAT	12	NOV		
SUN	13	NOV		
MON	14	NOV	AUDIT COMMITTEE	10.00 a.m.
MON	14	NOV	JEDBURGH CGF SUB-COMMITTEE	4.30 p.m.
			EXECUTIVE COMMITTEE	
			(FINANCE/PERFORMANCE/TRANSFORMATION)	
TUES	15	NOV		10.00 a.m.
TUES	15	NOV	KELSO CGF SUB- COMMITTEE	5.15 p.m.
WED	16	NOV	CHAMBERS INSTITUTION TRUST	4.00 p.m.
THUR	17	NOV	COMMUNITY PLANNING STRATEGIC BOARD	2.00 p.m.
THUR	17	NOV	EILDON AREA PARTNERSHIP	6.00 p.m.
FRI	18	NOV		
SAT	19	NOV		
SUN	20	NOV		
MON	21	NOV	LOCAL REVIEW BODY	10.00 a.m.
TUES	22	NOV	HAWICK COMMON GOOD FUND SUB-COMMITTEE	4.00 p.m.

WED	23	NOV	LICENSING BOARD	10.00 a.m.
WED	23	NOV	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
WED	23	NOV	PEEBLES CGF SUB-COMMITTEE	5.00 p.m.
WED	23	NOV	CHEVIOT AREA PARTNERSHIP	6.30 p.m.
THUR	24	NOV	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI	25	NOV		
SAT	26	NOV		
SUN	27	NOV		
MON (SH)	28	NOV	ST ANDREWS DAY HOLIDAY	
TUES	29	NOV	EXERNAL SERVICES/PROVIDERS MONITORING GROUP	10.00 a.m.
TUES	29	NOV	JOINT MEETING LICENSING BOARD/LLF	4.00 p.m.
WED	30	NOV	SUSTAINABLE DEVELOPMENT COMMITTEE	10.00 a.m.
Dec-22				
THUR	1	DEC	EMPLOYEE FORUM	3.30 p.m.
THUR	1	DEC	BERWICKSHIRE AREA PARTNERSHIP	6.30 p.m.
FRI	2	DEC		
SAT	3	DEC		
SUN	4	DEC		
MON	5	DEC	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	6	DEC	EXECUTIVE COMMITTEE (ECONOMIC DEVELOPMENT)	10.00 a.m.
TUES	6	DEC	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	2.00 p.m.
WED	7	DEC	SELKIRK CGF SUB-COMMITTEE	3.00 p.m.
THUR	8	DEC	SCRUTINY & PETITIONS COMMITTEE	10.00 a.m.
THUR	8	DEC	GALASHIELS CGF SUB-COMMITTEE	3.00 p.m.
FRI	9	DEC		
SAT	10	DEC		
SUN	11	DEC		
MON	12	DEC		
TUES	13	DEC	PENSION FUND COMMITTEE/PENSION BOARD	10.00 a.m.
TUES	13	DEC	WILLIAM HILL TRUST SUB-COMMITTEE	1.30 p.m.
TUES	13	DEC	LAUDER COMMON GOOD FUND SUB-COMMITTEE	2.00 p.m.
WED	14	DEC	LICENSING BOARD	10.00 a.m.
WED	14	DEC	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
WED	14	DEC	POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD	2.00 p.m.
WED	14	DEC	CHAMBERS INSTITUTION TRUST	4.00 p.m.
THUR	15	DEC	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI	16	DEC		
SAT	17	DEC		
SUN	18	DEC		
MON	19	DEC	LOCAL REVIEW BODY	10.00 a.m.
TUES	20	DEC		
WED	21	DEC		
THUR	22	DEC		
FRI (SH)	23	DEC		
SAT	24	DEC		
SUN	25	DEC		
MON (SH)	26	DEC	PUBLIC HOLIDAY	
TUES (SH)	27	DEC	PUBLIC HOLIDAY	
WED (SH)	28	DEC	OFFICE CLOSED	
THUR (SH)	29	DEC	OFFICE CLOSED	
FRI (SH)	30	DEC	OFFICE CLOSED	
SAT	31	DEC		
Jan-23				
SUN	1	JAN		
MON (SH)	2	JAN	OFFICE CLOSED	
TUES (SH)	3	JAN	OFFICE CLOSED	
WED (SH)	4	JAN		
THUR (SH)	5	JAN		
FRI (SH)	6	JAN		
SAT	7	JAN		
SUN	8	JAN		
MON	9	JAN	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	10	JAN	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9.30 a.m.
WED	11	JAN		
THUR	12	JAN	SCRUTINY & PETITIONS COMMITTEE	10.00 a.m.
FRI	13	JAN		

SAT	14	JAN		
SUN	15	JAN		
MON	16	JAN		
TUES	17	JAN	EXECUTIVE COMMITTEE	10.00 a.m.
WED	18	JAN	CHAMBERS INSTITUTION TRUST	4.00 p.m.
THUR	19	JAN	STANDARDS COMMITTEE	10:00 a.m.
FRI	20	JAN		
SAT	21	JAN		
SUN	22	JAN		
MON	23	JAN	LOCAL REVIEW BODY	10.00 a.m.
TUES	24	JAN	LOCAL LICENSING FORUM	4.00 p.m.
WED	25	JAN	LICENSING BOARD	10.00 a.m.
WED	25	JAN	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
WED	25	JAN	JCG: STAFF	2.00 p.m.
THUR	26	JAN	SCOTTISH BORDERS COUNCIL	10.00 a.m.
THUR	26	JAN	EILDON AREA PARTNERSHIP	6.00 p.m.
FRI	27	JAN		
SAT	28	JAN		
SUN	29	JAN		
MON	30	JAN	JEDBURGH CGF SUB-COMMITTEE	4.30 p.m.
TUES	31	JAN	KELSO CGF SUB-COMMITTEE	5.15 p.m.
Feb-23				
WED	1	FEB	CHEVIOT AREA PARTNERSHIP	6.30 p.m.
THUR	2	FEB		
FRI	3	FEB		
SAT	4	FEB		
SUN	5	FEB		
MON	6	FEB	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	7	FEB	TWEEDDALE AREA PARTNERSHIP	7.00 p.m.
WED	8	FEB	POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD	9.30 a.m.
THUR	9	FEB	BERWICKSHIRE AREA PARTNERSHIP	6.30 p.m.
FRI	10	FEB		
SAT	11	FEB		
SUN	12	FEB		
MON (SH)	13	FEB	AUDIT COMMITTEE	10.00 a.m.
TUES (SH)	14	FEB	EXECUTIVE COMMITTEE (FINANCE/PERFORMANCE/TRANSFORMATION)	10.00 a.m.
TUES (SH)	14	FEB	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	2.00 p.m.
WED (SH)	15	FEB	SELKIRK CGF SUB-COMMITTEE	3.00 p.m.
THUR (SH)	16	FEB		
FRI (SH)	17	FEB		
SAT	18	FEB		
SUN	19	FEB		
MON	20	FEB	LOCAL REVIEW BODY	10.00 a.m.
TUES	21	FEB	LAUDER COMMON GOOD FUND SUB-COMMITTEE	2.00 p.m.
TUES	21	FEB	TEVIOT & LIDDESDALE AREA PARTNERSHIP	6.30 p.m.
WED	22	FEB	LICENSING BOARD	10.00 a.m.
WED	22	FEB	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
WED	22	FEB	JCG: TEACHERS	2.00 p.m.
THUR	23	FEB	SCOTTISH BORDERS COUNCIL (BUDGET)	10.00 a.m.
FRI	24	FEB		
SAT	25	FEB		
SUN	26	FEB		
MON	27	FEB	PENSION FUND INVESTMENT & PERFORMANCE SUB	10.00 a.m.
TUES	28	FEB		
Mar-23				
WED	1	MAR	PEEBLES COMMON GOOD FUND SUB-COMMITTEE	5.00 p.m.
WED	1	MAR		
THUR	2	MAR	EDUCATION SUB-COMMITTEE	10.00 a.m.
THUR	2	MAR	GALASHIELS CGF SUB-COMMITTEE	3.00 p.m.
FRI	3	MAR		
SAT	4	MAR		
SUN	5	MAR		
MON	6	MAR	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	7	MAR	EXTERNAL SERVICES/PROVIDERS MONITORING GROUP	2.00 p.m.

WED	8	MAR	SUSTAINABLE DEVELOPMENT COMMITTEE	10.00 a.m.
WED	8	MAR	INNERLEITHEN COMMON GOOD FUND SUB-CTEE	3.00 p.m.
THUR	9	MAR	PENSION FUND COMMITTEE/PENSION BOARD	10.00 a.m.
THUR	9	MAR	COMMUNITY PLANNING STRATEGIC BOARD	2.00 p.m.
FRI	10	MAR		
SAT	11	MAR		
SUN	12	MAR		
MON	13	MAR	AUDIT COMMITTEE	10.00 a.m.
TUES	14	MAR	EXECUTIVE COMMITTEE (FINANCE)	10.00 a.m.
TUES	14	MAR	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	2.00 p.m.
WED	15	MAR	CHAMBERS INSTITUTION TRUST	4.00 p.m.
THUR	16	MAR	EMPLOYEE FORUM	3.30 pm
FRI	17	MAR		
SAT	18	MAR		
SUN	19	MAR		
MON	20	MAR	LOCAL REVIEW BODY	10.00 a.m.
TUES	21	MAR	LOCAL LICENSING FORUM	4.00 p.m.
TUES	21	MAR	HAWICK COMMON GOOD FUND SUB-CTEE	4.00 p.m.
WED	22	MAR	CHEVIOT AREA PARTNERSHIP	6.30 p.m.
THUR	23	MAR	EILDON AREA PARTNERSHIP	6.00 p.m.
FRI	24	MAR		
SAT	25	MAR		
SUN	26	MAR		
MON	27	MAR	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	28	MAR	TWEEDDALE AREA PARTNERSHIP	7.00 p.m.
WED	29	MAR	LICENSING BOARD	10.00 a.m.
WED	29	MAR	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
THUR	30	MAR	SCOTTISH BORDERS COUNCIL	10.00 a.m.
THUR	30	MAR	BERWICKSHIRE AREA PARTNERSHIP	6.30 p.m.
FRI	31	MAR		
Apr-23				
SAT	1	APR		
SUN	2	APR		
MON(SH)	3	APR		
TUES(SH)	4	APR		
WED(SH)	5	APR		
THUR(SH)	6	APR		
FRI(SH)	7	APR		
SAT	8	APR		
SUN	9	APR		
MON (SH)	10	APR		
TUES (SH)	11	APR	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9.30 a.m.
WED (SH)	12	APR		
THUR (SH)	13	APR		
FRI (SH)	14	APR		
SAT	15	APR		
SUN	16	APR		
MON	17	APR	LOCAL REVIEW BODY	10.00 a.m.
TUES	18	APR	EXECUTIVE COMMITTEE (ECONOMIC DEVELOPMENT)	10.00 a.m.
TUES	18	APR	TEVIOT & LIDDESDALE AREA PARTNERSHIP	6.30 p.m.
WED	19	APR		
THUR	20	APR	SCRUTINY AND PETITIONS COMMITTEE	10.00 a.m.
FRI	21	APR		
SAT	22	APR		
SUN	23	APR		
MON	24	APR	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	25	APR		
WED	26	APR	LICENSING BOARD	10.00 a.m.
WED	26	APR	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
THUR	27	APR	SCOTTISH BORDERS COUNCIL	10.00 a.m.
THUR	28	APR		
FRI	29	APR		
SAT	30	APR		
SUN	31	APR		
May-23				

MON (SH)	1	MAY	MAY DAY HOLIDAY	
TUES	2	MAY		
WED	3	MAY		
THUR	4	MAY		
FRI	5	MAY		
SAT	6	MAY		
SUN	7	MAY		
MON	8	MAY	AUDIT COMMITTEE	10.00 a.m.
TUES	9	MAY	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9.30 a.m.
WED	10	MAY		
THUR	11	MAY		
FRI	12	MAY		
SAT	13	MAY		
SUN	14	MAY		
MON	15	MAY	LOCAL REVIEW BODY	10.00 a.m.
TUES	16	MAY	EXECUTIVE COMMITTEE	10.00 a.m.
WED	17	MAY		
THUR	18	MAY	EDUCATION SUB-COMMITTEE	10.00 a.m.
THUR	18	MAY	GALASHIELS CGF SUB-COMMITTEE	3.00 p.m.
FRI	19	MAY		
SAT	20	MAY		
SUN	21	MAY		
MON	22	MAY		
TUES	23	MAY	HAWICK COMMON GOOD FUND SUB-CTEE	4.00 p.m.
WED	24	MAY	LICENSING BOARD	10.00 a.m.
WED	24	MAY	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
WED	24	MAY	PEEBLES COMMON GOOD FUND SUB-COMMITTEE	5.00 p.m.
THUR	25	MAY	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI	26	MAY		
SAT	27	MAY		
SUN	28	MAY		
MON	29	MAY	DUNS COMMON GOOD FUND	10.00 a.m.
MON	29	MAY	JEDBURGH CGF SUB-COMMITTEE	4.30 p.m.
TUES	30	MAY	EXERNAL SERVICES/PROVIDERS MONITORING GROUP	2.00 p.m.
WED	31	MAY	JCG: TEACHERS	2.00 p.m.
WED	31	MAY	CHEVIOT AREA PARTNERSHIP	6.30 p.m.
Jun-23				
THUR	1	JUN	SCRUTINY AND PETITIONS COMMITTEE	10.00 a.m.
THUR	1	JUN	INNERLEITHEN COMMON GOOD FUND SUB-CTEE	3.00 p.m.
THUR	1	JUN	BERWICKSHIRE AREA PARTNERSHIP	6.30 p.m.
FRI	2	JUN		
SAT	3	JUN		
SUN	4	JUN		
MON	5	JUN	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	6	JUN	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GRO	9.30 a.m.
TUES	6	JUN	LOCAL LICENSING FORUM	4.00 p.m.
TUES	6	JUN	TEVIOT & LIDDESDALE AREA PARTNERSHIP	6.30 p.m.
WED	7	JUN	POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD	9.30 am
WED	7	JUN	JCG: STAFF	2.00 p.m.
WED	7	JUN	SELKIRK CGF SUB-COMMITTEE	3.00 p.m.
THUR	8	JUN	COMMUNITY PLANNING STRATEGIC BOARD	2.00 p.m.
FRI	9	JUN		
SAT	10	JUN		
SUN	11	JUN		
MON	12	JUN	EYEMOUTH COMMON GOOD FUND	10.00 a.m.
			EXECUTIVE COMMITTEE	
TUES	13	JUN	(FINANCE/PERFORMANCE/TRANSFORMATION)	10.00 a.m.
TUES	13	JUN	TWEEDDALE AREA PARTNERSHIP	7.00 p.m.
WED	14	JUN	SUSTAINABLE DEVELOPMENT COMMITTEE	10.00 a.m.
WED	14	JUN	CHAMBERS INSTITUTION TRUST	4.00 p.m.
THUR	15	JUN	GALASHIELS CGF SUB-COMMITTEE	10.00 a.m.
THUR	15	JUN	EMPLOYEE FORUM	3.30 p.m.
THUR	15	JUN	EILDON AREA PARTNERSHIP	6.00 p.m.
FRI	16	JUN		
SAT	17	JUN		

SUN	18	JUN		
MON	19	JUN	LOCAL REVIEW BODY	10.00 a.m.
TUES	20	JUN	WILLIAM HILL TRUST SUB-COMMITTEE	1.30 p.m.
TUES	20	JUN	LAUDER COMMON GOOD FUND SUB-COMMITTEE	2.00 p.m.
TUES	20	JUN	MELROSE COMON GOOD FUND	3.30 p.m.
WED	21	JUN	LICENSING BOARD	10.00 a.m.
WED	21	JUN	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
THUR	22	JUN	PENSION FUND COMMITTEE/PENSION BOARD	10.00 a.m.
FRI	23	JUN		
SAT	24	JUN		
SUN	25	JUN		
MON	26	JUN	PENSION FUND INVESTMENT & PERFORMANCE SUB	10.00 a.m.
TUES	27	JUN	AUDIT COMMITTEE	10:00 a.m.
TUES	27	JUN	KELSO COMMON GOOD FUND	5.15 p.m.
WED	28	JUN	COLDSTREAM COMMON GOOD FUND SUB-COMMITTEE	10.00 a.m.
THUR	29	JUN	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI (SH)	30	JUN		
Jul-23				
SAT	1	JUL		
SUN	2	JUL		
MON (SH)	3	JUL	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES (SH)	4	JUL		
WED (SH)	5	JUL		
THUR (SH)	6	JUL		
FRI (SH)	7	JUL		
SAT	8	JUL		
SUN	9	JUL		
MON (SH)	10	JUL		
TUES (SH)	11	JUL	POLICE CAT MEMBER/OFFICER STRATEGIC OVERSIGHT GROUP	9.30 a.m.
WED (SH)	12	JUL		
THUR (SH)	13	JUL		
FRI (SH)	14	JUL		
SAT	15	JUL		
SUN	16	JUL		
MON (SH)	17	JUL	LOCAL REVIEW BODY	10.00 a.m.
TUES (SH)	18	JUL		
WED (SH)	19	JUL	LICENSING BOARD	10.00 a.m.
WED (SH)	19	JUL	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
THUR (SH)	20	JUL		
FRI (SH)	21	JUL		
SAT	22	JUL		
SUN	23	JUL		
MON (SH)	24	JUL		
TUES (SH)	25	JUL		
WED (SH)	26	JUL		
THUR (SH)	27	JUL		
FRI (SH)	28	JUL		
(SH) School Holiday				

Committee order as per Scheme of Administration

Meeting	Day	Date	Time	
Scottish Borders Council	Thursday	27-Oct-22	10.00 am	
	Thursday	24-Nov-22	10.00 am	
	Thursday	15-Dec-22	10.00 am	
	Thursday	26-Jan-23	10.00 am	
	Thursday	23-Feb-23	10.00 am	
	Thursday	30-Mar-23	10.00 am	
	Thursday	27-Apr-23	10.00 am	
	Thursday	25-May-23	10.00 am	
	Thursday	29-Jun-23	10.00 am	
Coldstream Common Good Fund	Wednesday	28-Jun-23	10.00 am	
Duns Common Good Fund	Monday	29-May-23	10.00 am	
Eyemouth Common Good Fund	Monday	12-Jun-23	10.00 am	
Galashiels Common Good Fund Sub-Ctee	Thursday	08-Dec-22	3.00 pm	
	Thursday	02-Mar-23	3.00 pm	
	Thursday	15-Jun-23	3.00 pm	
Hawick Common Good Fund Sub-Ctee	Tuesday	22-Nov-22	4.00 pm	
	Tuesday	21-Mar-23	4.00 pm	
	Tuesday	23-May-23	4.00 pm	
Innerleithen Common Good Fund	Wednesday	08-Mar-23	3.00 pm	
	Thursday	01-Jun-23	3.00 pm	
Jedburgh Common Good Fund Sub-Ctee	Monday	14-Nov-22	4.30 pm	
	Monday	30-Jan-23	4.30 pm	
	Monday	29-May-23	4.30 pm	
Kelso Common Good Fund Sub-Ctee	Tuesday	15-Nov-22	5.15 p.m.	
	Tuesday	31-Jan-23	5.15 p.m.	
	Tuesday	27-Jun-23	5.15 p.m.	
Lauder Common Good Fund Sub-Ctee	Tuesday	13-Dec-22	2.00 pm	
	Tuesday	21-Feb-23	2.00 pm	
	Tuesday	20-Jun-23	2.00 pm	
Melrose Common Good Fund	Tuesday	20-Jun-23	3.30 pm	
Peebles Common Good Fund Sub-Ctee	Wednesday	23-Nov-22	5.00 pm	
	Wednesday	01-Mar-23	5.00 pm	
	Wednesday	24-May-23	5.00 pm	
Selkirk Common Good Fund Sub-Ctee	Wednesday	07-Dec-22	3.00 pm	
	Wednesday	15-Feb-23	3.00 pm	
	Wednesday	07-Jun-23	3.00 pm	
William Hill Trust Sub-Committee	Tuesday	13-Dec-22	1.30 pm	
	Tuesday	20-Jun-23	1.30 pm	
External Services/Providers Monitoring Group	Tuesday	29-Nov-22	2.00 pm	
	Tuesday	07-Mar-23	2.00 pm	
	Tuesday	31-May-23	2.00 pm	
Executive Committee	Tuesday	04-Oct-22	10.00 am	
	Finance etc	Tuesday	15-Nov-22	10.00 am
	Ec Dev	Tuesday	06-Dec-22	10.00 am
		Tuesday	17-Jan-23	10.00 am
	Finance etc	Tuesday	14-Feb-23	10.00 am
	Finance	Tuesday	14-Mar-23	10.00 am
	Ec Dev	Tuesday	18-Apr-23	10.00 am
		Tuesday	16-May-23	10.00 am
	Finance etc	Tuesday	13-Jun-23	10.00 am
Education Sub-Committee	Thursday	10-Nov-22	10.00 am	
	Thursday	02-Mar-23	10.00 am	
	Thursday	18-May-23	10.00 am	
Audit Committee	Monday	14-Nov-22	10.00 am	
	Monday	13-Feb-23	10.00 am	
	Monday	13-Mar-23	10.00 am	
	Monday	09-May-23	10.00 am	
	Monday	27-Jun-23	10.00 am	
Scrutiny & Petitions Committee	Thursday	20-Oct-22	10.00 am	
	Thursday	08-Dec-22	10.00 am	
	Thursday	12-Jan-23	10.00 am	
	Thursday	20-Apr-23	10.00 am	
	Thursday	01-Jun-23	10.00 am	
Civic Government Licensing Committee	Wednesday	26-Oct-22	11.00 am	
	Wednesday	23-Nov-22	11.00 am	
	Wednesday	14-Dec-22	11.00 am	
	Wednesday	25-Jan-23	11.00 am	
	Wednesday	22-Feb-23	11.00 am	
	Wednesday	29-Mar-23	11.00 am	
	Wednesday	26-Apr-23	11.00 am	
	Wednesday	24-May-23	11.00 am	
	Wednesday	21-Jun-23	11.00 am	
Wednesday	19-Jul-23	11.00 am		
Licensing Board	Wednesday	26-Oct-22	10.00 am	
	Wednesday	23-Nov-22	10.00 am	
	Wednesday	14-Dec-22	10.00 am	
	Wednesday	25-Jan-23	10.00 am	
	Wednesday	22-Feb-23	10.00 am	
	Wednesday	29-Mar-23	10.00 am	
	Wednesday	26-Apr-23	10.00 am	
	Wednesday	24-May-23	10.00 am	
	Wednesday	21-Jun-23	10.00 am	
Wednesday	19-Jul-23	10.00 am		
Pension Fund Committee Followed by Pension Fund Board	Thursday	19-Oct-22	10.00 am	
	Wednesday	13-Dec-22	10.00 am	
	Thursday	09-Mar-23	10.00 am	
	Thursday	22-Jun-23	10.00 am	
Pension Fund Investment Performance Sub-Committee	Monday	27-Feb-23	10.00 am	
	Monday	26-Jun-23	10.00 am	
Planning & Building Standards Committee	Monday	03-Oct-22	10.00 am	
	Monday	07-Nov-22	10.00 am	

	Monday	05-Dec-22	10.00 am
	Monday	09-Jan-23	10.00 am
	Monday	06-Feb-23	10.00 am
	Monday	06-Mar-23	10.00 am
	Monday	27-Mar-23	10.00 am
	Monday	24-Apr-23	10.00 am
	Monday	05-Jun-23	10.00 am
	Monday	03-Jul-23	10.00 am
Local Review Body	Monday	17-Oct-22	10.00 am
	Monday	21-Nov-22	10.00 am
	Monday	19-Dec-22	10.00 am
	Monday	23-Jan-23	10.00 am
	Monday	20-Feb-23	10.00 am
	Monday	20-Mar-23	10.00 am
	Monday	17-Apr-23	10.00 am
	Monday	15-May-23	10.00 am
	Monday	29-Jun-23	10.00 am
	Monday	17-Jul-23	10.00 am
Sustainable Development Committee	Wednesday	30-Nov-22	10.00 am
	Wednesday	08-Mar-23	10.00 am
	Wednesday	14-Jun-23	10.00 am
JCG: Staff	Wednesday	05-Oct-22	2.00 pm
	Wednesday	25-Jan-23	2.00 pm
	Wednesday	07-Jun-23	2.00 pm
JCG: Teachers	Wednesday	02-Nov-22	2.00 pm
	Wednesday	22-Feb-23	2.00 pm
	Wednesday	31-May-23	2.00 pm
Employee Forum	Thursday	01-Dec-22	3.30 pm
	Thursday	16-Mar-23	3.30 pm
	Thursday	15-Jun-23	3.30 pm
Standards	Thursday	19-Jan-23	10.00 am
Police, Fire & Rescue, Safer Communities Board	Wednesday	14-Dec-22	2.00 pm
	Wednesday	08-Feb-23	9.30 am
	Wednesday	07-Jun-23	9.30 am
Community Planning Strategic Board	Thursday	17-Nov-22	2.00 pm
	Thursday	09-Mar-23	2.00 pm
	Thursday	08-Jun-23	2.00 pm
Berwickshire Area Partnership	Thursday	01-Dec-22	6.30 pm
	Thursday	09-Feb-23	6.30 pm
	Thursday	30-Mar-23	6.30 pm
	Thursday	01-Jun-23	6.30 pm
Cheviot Area Partnership	Wednesday	23-Nov-22	6.30 pm
	Wednesday	01-Feb-23	6.30 pm
	Wednesday	22-Mar-23	6.30 pm
	Wednesday	31-May-23	6.30 pm
Eildon Area Partnership	Thursday	17-Nov-22	6.00 pm
	Thursday	26-Jan-23	6.00 pm
	Thursday	23-Mar-23	6.00 pm
	Thursday	15-Jun-23	6.00 pm
Teviot & Liddesdale Area Partnership	Tuesday	08-Nov-22	6.00 pm
	Tuesday	21-Feb-23	6.00 pm
	Tuesday	18-Apr-23	6.00 pm
	Tuesday	06-Jun-23	6.00 pm
Tweeddale Area Partnership	Tuesday	01-Nov-22	7.00 pm
	Tuesday	07-Feb-23	7.00 pm
	Tuesday	28-Mar-23	7.00 pm
	Tuesday	13-Jun-23	7.00 pm
Local Licensing Forum	Tuesday	18-Oct-22	4.00 pm
	Tuesday	24-Jan-23	4.00 pm
	Tuesday	21-Mar-23	4.00 pm
	Tuesday	06-Jun-23	4.00 pm
Licensing Board/Local Licensing Forum Joint Meeting	Wednesday	29-Nov-22	4.00 pm
Police Community Action Team Member Officer Oversight Group	Monday	11-Oct-22	2.00 pm
	Tuesday	08-Nov-22	9.30 am
	Tuesday	06-Dec-22	9.30 am
	Tuesday	10-Jan-23	9.30 am
	Tuesday	14-Feb-23	9.30 am
	Tuesday	14-Mar-23	2.00 pm
	Tuesday	11-Apr-23	9.30 am
	Tuesday	09-May-23	9.30 am
	Tuesday	06-Jun-23	9.30 am
	Tuesday	11-Jul-23	2.00 pm
Chambers Institution Trust	Wednesday	16-Nov-22	4.00 pm
	Wednesday	18-Jan-23	4.00 pm
	Wednesday	15-Mar-23	4.00 pm
	Wednesday	14-Jun-23	4.00 pm



ELECTED MEMBER CHAMPIONS' ROLES AND REMITS

Report by Acting Chief Executive

SCOTTISH BORDERS COUNCIL

29 September 2022

1 PURPOSE AND SUMMARY

- 1.1 This report seeks approval for the Elected Member Champions' roles and remits and also the appointment of two new Champions – for Creative Industries and Mental Health.**
- 1.2 At its meeting on 26 May 2022, Scottish Borders Council appointed Elected Members to 11 Champions roles. To provide clarity for the Councillors undertaking a Champion role, officers were asked to provide further details on their remit.
- 1.3 Details of roles and remits for each Champion are provided in the Appendix to this report. It is intended that the Champions will work to ensure that the voices of those they are supporting will be heard; that they will raise awareness of the challenges facing their particular sector; that they will help shape priorities, launch new initiatives, participate in focus groups, attend local and national meetings as appropriate, and undertake any other relevant activities. The role of the Champion is apolitical with a focus on representing those in their particular sector. It is also proposed that the Champions meet as a minimum on a six monthly basis to discuss their respective areas of interest and update each other on their activities.
- 1.4 To avoid confusion, it is further proposed that the title of some of the Champions roles appointed on 26 May are now changed to better reflect the roles. The report also asks Council to appoint two new Champions to promote the Creative Industries and Mental Health.

2 RECOMMENDATIONS

2.1 It is recommended that Council:

- (a) approves the change in titles of the following Champions –**
 - (i) Opportunities for Young People Champion changed to Employment Opportunities Champion**
 - (ii) Education & Young People Champion changed to Young People's Champion;**

- (iii) Deaf Community Champion changed to Deaf People's Champion;**
 - (iv) Dementia Champion changed to People Living with Dementia Champion; and**
 - (v) Wellbeing & Safety Champion changed to Safety Champion;**
- (b) approves the Elected Member Champions' roles and remits as detailed in the Appendix to this report;**
- (c) appoints a new Creative Industries Champion and a new Champion for Mental Health; and**
- (d) agrees that the Elected Members Champions meet as a minimum on a six monthly basis to discuss their respective areas of interest and update each other on their activities.**

3 BACKGROUND

3.1 At its meeting held on 26 May 2022, Scottish Borders Council appointed the following Elected Members as Champions:

- Cllr John Greenwell – Champion for Armed Forces & Veterans
- Cllr James Anderson – Champion for Opportunities for Young People
- Cllr Annette Smart – Champion for Education & Young People
- Cllr Elaine Thornton-Nicol – Champion for the Deaf Community
- Cllr Elaine Thornton-Nicol – Champion for Dementia
- Cllr Neil Mackinnon – Champion for Energy Efficiency
- Cllr Mark Rowley – Champion for Equalities
- Cllr Pam Brown – Champion for Wellbeing & Safety
- Cllr Aileen Orr – Champion for Learning & Physical Disabilities
- Cllr Elaine Thornton-Nicol – Champion for Older People
- Cllr Viv Thomson – Champion for the Voluntary Sector

3.2 To provide clarity for the Councillors undertaking a Champion role, officers were asked to provide further details on their remit.

4 CHAMPIONS' ROLES AND REMITS

4.1 Details of roles and remits for each Champion are provided in the Appendix to this report. It is intended that the Champions will work to ensure that the voices of those they are supporting will be heard; that they will raise awareness of the challenges facing their particular sector; that they will help shape priorities, launch new initiatives, participate in focus groups, attend local and national meetings as appropriate, and undertake any other relevant activities. The role of the Champion is apolitical with a focus on representing those in their particular sector. It is also proposed that the Champions meet as a minimum on a six monthly basis to discuss their respective areas of interest and update each other on their activities.

4.2 To avoid confusion, it is further proposed that the title of some of the Champions roles appointed on 26 May are now changed to better reflect the roles. Those Councillors appointed to these roles on 26 May will continue as Champions. The proposed changes to titles are:

- Opportunities for Young People Champion changed to Employment Opportunities Champion (Cllr Anderson);
- Education & Young People Champion changed to Young People's Champion (Cllr Smart);
- Deaf Community Champion changed to Deaf People's Champion (Cllr Thornton-Nicol);
- Dementia Champion changed to People Living with Dementia Champion (Cllr Thornton-Nicol); and
- Wellbeing & Safety Champion changed to Safety Champion (Cllr Brown).

4.3 It is also proposed that Scottish Borders Council introduces two additional Elected Member Champion roles, one for the Creative Industries and one for Mental Health. The role and remit for each of the new Champion roles are included in the Appendix.

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 if the Elected Members' Champions are not provided with clarity on their role and remit. The role has been assigned as apolitical, as each Champion will work across the Council and the wider Borders on the issues that affect those in their particular sphere.

5.3 Integrated Impact Assessment

No Integrated Impact Assessment has been carried out on the Elected Members' Champions roles and remits as it is anticipated that there are no adverse equality issues.

5.4 Sustainable Development Goals

The work of the Elected Members' Champions should impact on a number of the UN Sustainable Development Goals: -

- Goal 1 and 2 (End poverty in all its forms everywhere; end hunger, achieve food security and improved nutrition) – encourage local action; change to service provision; encourage & support community enterprise.
- Goal 4 (Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all potential) – reach out to vulnerable and marginalised individuals and communities to ensure access to education and training to meet their needs.
- Goal 5 (Achieve gender equality and empower all women and girls) – ensure non-discriminatory service provision to citizens; mainstream gender equality.
- Goal 7 (ensure access to affordable, reliable, sustainable and modern energy for all) – identify gaps in access to affordable energy, particularly to vulnerable groups; identify areas for improvement for transport and carbon emissions.
- Goal 11 (Make cities and human settlements inclusive, safe, resilient and sustainable) – promote public transport; promote re-use and recycling; take action to mitigate the effects of climate change.
- Goal 13 (Take urgent action to combat climate change and its impacts) – raise awareness of climate change at local level.
- Goal 16 (Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels) – encourage local action & decision making; become more responsive to communities.

5.5 Climate Change

It is anticipated that some of the work by the Elected Member Champions will help identify opportunities to mitigate climate change impacts.

5.6 Rural Proofing

There is no specific impact on the rural area from the proposals contained in 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

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

6 CONSULTATION

6.1 The Acting Chief Financial Officer, the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change) and Corporate Communications have been consulted during the drafting of this paper.

Approved by

David Robertson

Acting Chief Executive

Author(s)

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

Background Papers: Nil

Previous Minute Reference: Scottish Borders Council, 26 May 2022

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, Democratic Services, Council HQ, Newtown St Boswells, Melrose, TD6 0SA.

Tel: 01835 825004

Email: jjwilkinson@scotborders.gov.uk

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Champions - Role and Remit

Champions		
1. Older People's Champion	One	Cllr E Thornton Nicol
2. Armed Forces and Veterans Champion	One	Cllr J Greenwell
3. Employment Opportunities Champion	One	Cllr J Anderson
4. Young People's Champion	One	Cllr A Smart
5. Deaf People's Champion	One	Cllr E Thornton Nicol
6. People Living with Dementia Champion	One	Cllr E Thornton Nicol
7. Energy Efficiency Champion	One	Cllr N Mackinnon
8. Equalities Champion	One	Cllr M Rowley
9. Safety Champion	One	Cllr P Brown
10. Learning & Physical Disabilities Champion	One	Cllr A Orr
11. Voluntary Sector Champion	One	Cllr V Thomson
12. Creative industry Champion	One	TBC
13. Mental Health Champion	One	TBC

1. Older People's Champion Role

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done by the Council and partner organisations.

The role is apolitical and will focus on representing the voices of Older People and from across the local area.

The Older People's Champion will be an Elected Member of the Council who will work to ensure that older people's voices are heard, giving older people the opportunity to live independent lives and supporting older people to stay in the community.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, Council colleagues and older people themselves to identify the key issues which effect people locally. This will include collecting and feeding back on older people's concerns to wider Council, leading on Council campaigns around older people's issues and communicating Council policy back to the community and voluntary sector bodies.

Where appropriate the individual will represent the Council in matters relating to older people, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attend local and national meetings
- * Any other activities relevant to the older people's agenda.

The appointee may be in the political administration or in opposition parties, the role is apolitical, with a focus on representing the voices of older people from across the local area.

Experience of the issues faced by older people would be beneficial but the ability to empathise and represent the views of others is more important.

2. Armed Forces and Veterans Champion Role (AFVC)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The role is apolitical and will focus on representing the voices of Armed forces and veterans from across the local area.

The Armed Forces and Veterans Champion will be an Elected Member of the Council who will work to ensure that those who serve their country in the armed forces, and those who have served, have their voices heard.

The Champion will work to ensure the service and sacrifice of armed forces personnel is recognised and respected.

The AFVC will help to assist those who have served their country, by raising awareness of the challenges they may face in civilian life and by sign posting them to public and other services, where required, to help them to live independent, fulfilled lives in the Borders.

They will help shape priorities that assist armed forces personnel and veterans and work with partners from the public, voluntary and independent sectors, council colleagues, and armed forces and veterans themselves, to identify the key issues which effect service and ex-service personnel locally.

This will include participating in acts of remembrance, collecting and feeding back on people's concerns to wider Council, leading on Council campaigns such as armed forces day and communicating with veterans groups.

Where appropriate the AFVC will represent the Council in matters relating to the armed forces, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Participating in acts of remembrance
- * Any other activities relevant to the Armed Forces and Veterans

3. Employment Opportunities Champion Role (EOCR)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The role is apolitical and will focus on representing the voices of those seeking employment from across the local area.

The Employment Opportunities Champion Role will be an Elected Member of the Council who will work to ensure that everyone seeking to enter the work force is aware of the opportunities in the Scottish Borders for both education and training. With a special focus on those who have faced barriers to employment including those from a care experienced background.

They will raise awareness of the real barriers that exist for people seeking employment. The champion will work with both council and partner organisations and local businesses to work on pathways to help people access employment, training and work experiences that will help them lead independent, fulfilled lives and reach their full potential.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, Council colleagues and those seeking employment to identify the key issues which affect such people locally and what support they require.

This will include collecting and feeding back on peoples concerns to wider Council, leading on Council campaigns around the issues that affect them and communicating Council policy back to the community and voluntary sector bodies.

Where appropriate the individual will represent the Council in matters relating to young people, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attend local and national meetings
- * Any other activities relevant to the employability agenda.

4. Young People's Champion Role (YPC)

Champions are ambassadors of the Council They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The role is apolitical and will focus on representing the voices of young people across the local area.

The Young People's Champion will be an Elected Member of the Council who will work to ensure that young peoples have their voices heard.

They will raise awareness of the opportunities that exist for young people in the Scottish Borders.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, Council colleagues and young people themselves to identify the key issues which affect young people locally.

This will include collecting and feeding back on young people's concerns to wider Council, leading on Council campaigns around the issues that affect them and communicating Council policy back to tertiary education, community and voluntary sector bodies.

Where appropriate the individual will represent the Council in matters relating to young people, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attend local and national meetings
- * Any other activities relevant to the education and young people's agenda.

5. Deaf People's Champion Role (DPC)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee may be in the political administration or from out-with the administration, as the role is apolitical, with a focus on representing the voices of those of the deaf community from across the local area.

Experience of the issues faced by the deaf community would be beneficial but the ability to empathise and represent the views of others is more important.

The Deaf People's Champion will be an Elected Member of the Council who will work to ensure that Deaf people are able to live independent, fulfilled lives in the Borders.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, council colleagues and deaf people themselves to identify the key issues which affect deaf people locally.

This will include collecting and feeding back on deaf people's concerns to the Council, leading on Council campaigns around the issues that affect deaf people, communicating council policy back to the deaf community and voluntary and independent sector bodies.

Where appropriate the individual will represent the Council in matters relating to deaf people, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attend local and national meetings
- * Any other activities relevant to the deaf people's agenda.

6. People Living with Dementia Champion Role

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee may be in the political administration or from out-with the administration, as the role is apolitical, with a focus on representing the voices of people living with dementia across the local area.

Experience of the issues faced by people living with dementia would be beneficial but the ability to empathise and represent the views of others is more important.

The Dementia Champion will be an Elected Member of the Council who will work to ensure that those living with dementia and their families and carers have their voices heard. They will work to ensure those living with dementia are given the opportunity to live as independently as possible in the community with appropriate support.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, council colleagues and those living with dementia themselves to identify the key issues which affect them locally.

This will include collecting and feeding back people's concerns to wider Council, leading on Council campaigns around the issues that affect people living with dementia and communicating Council policy back to individuals, the community and voluntary sector bodies.

Where appropriate the Champion will represent the Council in matters relating to people living with dementia, for example:

- * Launching new initiatives

- * Participating in focus groups
- * Attend local and national meetings
- * Ensuring new services are designed with those living with dementia, their families and carers
- * Any other activities relevant to the dementia agenda.

7. Energy Efficiency Champion Role

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on representing energy efficiency from across the Scottish Borders.

They will challenge officers and members to promote energy efficiency in all our activities, collecting and feeding back on issues to wider Council, leading on Council campaigns around energy efficiency and communicating Council policy back to the community and voluntary sector bodies.

Where appropriate the individual will represent the Council in matters relating to energy efficiency, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attending local and National meetings
- * Any other activities relevant to the energy efficiency agenda.

8. Equalities Champion Role

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring equality is front and foremost.

Experience of the issues faced by people with protected characteristics would be beneficial but the ability to empathise and represent the views of others is more important.

The Equalities Champion will be an Elected Member of the Council who will work to ensure that all people belonging to groups with protected characteristics under the Equalities legislation have their voices heard.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, council colleagues and those with protected characteristics themselves to identify the key equalities issues which effect people locally. This will include collecting and feeding back on people's concerns to wider Council, leading on Council campaigns around equalities issues and

communicating Council policy back to the community and voluntary sector bodies and those organisations representing equalities groups.

Where appropriate the individual will represent the Council in matters relating to people with protected characteristics, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attend local and national meetings
- * Any other activities relevant to the equalities agenda.

9. Safety Champion Role (WSC)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring that safety issues are paramount in the workplace for council staff and those in our care.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, and council colleagues to identify the key health and safety issues and promote measures to address them.

This will include collecting and feeding back on staff and service users concerns to wider Council, leading on Council campaigns around health and safety issues and communicating Council policy back to the staff, clients, community and voluntary sector bodies.

They will attend the Council's Wellbeing and Safety committee.

Where appropriate the individual will represent the Council in matters relating to health and safety, for example:

- * Launching new health and safety initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Any other activities relevant to the agenda.

10. Learning and Physical Disability Champion Role (LPDC)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring that the wellbeing of those with a learning and physical disability is met across the local area.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, council colleagues and people living with disabilities themselves to identify the key issues that affect them locally.

This will include collecting and feeding back on people's concerns to wider Council, leading on Council campaigns around the issues that affect people living with learning or physical disabilities, communicating Council policy and liaising with voluntary sector bodies providing services to, or representing, people living with disabilities.

Where appropriate the individual will represent the Council in matters relating to people living with a disability, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Any other activities relevant to the learning and disabilities agenda.

11. Voluntary Sector Champion Role (VSC)

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring the views on volunteering is met across the local area.

They will help shape priorities and work with partners from the voluntary sector to identify the key issues which effect voluntary groups locally.

This will include collecting and feeding back on their concerns to wider Council, leading on Council campaigns around issues affecting Voluntary Sector groups and communicating Council policy back to these bodies.

Where appropriate the individual will represent the Council in matters relating to voluntary groups, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Any other activities relevant to the voluntary sector agenda.

12. The Creative Industry Champion

Champions are ambassadors of the Council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring the views of the creative industries are front and foremost.

The champion of the creative industries will focus on helping grow this sector, particularly focusing on less well-publicised areas such as music, design, video, fashion, TV and radio, advertising, crafts, the visual arts and computer games.

Where appropriate the individual will represent the Council in matters relating to the creative industries, for example:

- * Launching new initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Any other activities relevant to the arts agenda.

13. Mental Health Champion Role (MHC)

Champions are ambassadors of the council. They are in position to work with communities and organisation to help promote the work being done in council and partner organisations.

The appointee will be an elected member. The role is apolitical, with a focus on ensuring the voices of those affected by mental health are heard.

They will help shape priorities and work with partners from the public, voluntary and independent sectors and Council colleagues to identify the key issues that affect mental health locally.

This will include collecting and feeding back on staff and service users concerns to wider Council, leading on Council campaigns around health and safety issues and communicating Council policy back to the staff, clients, community and voluntary sector bodies.

This role will demonstrate the Council's commitment to the mental health of everyone, employees and constituents alike.

They will help shape priorities and work with partners from the public, voluntary and independent sectors, and council colleagues to identify mental health issues and promote measures to address them.

Where appropriate the individual will represent the Council in matters relating to mental health, for example:

- * Launching new mental health initiatives
- * Participating in focus groups
- * Attending local and national meetings
- * Any other activities relevant to the good mental health agenda.

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Common Good Fund: Application Form for 2021/22*

*Please note this is a fund of last resort – you will need to demonstrate to the Common Good Fund Committee that you have tried to secure funding from other sources.

Applicant Group/Organisation:	Hawick Honorary Provost's Council
Name of your project:	HHPC Civic Duties
The name of the Common Good Fund that you are applying to:	Common Good

What does your organisation do and who does it support? If appropriate. (max. 100 words)

Tell us what your group does, the activities it undertakes and in what way it benefits the community.

Write here ...The Hawick Honorary Provost's Council (HHPC) are involved in various Civic duties throughout the year. Common Riding, Remembrance Day as well as holding Civic Receptions acknowledging the successes of local people and entertaining guests/dignitaries from the UK and overseas.

Summarise what you want to use this funding for (max. 100 words)

(i.e. will it increase access, improve quality of life etc.)

Write here ...The funding is used for outside catering for events, presents for those being recognised for what they have achieved or contributed to their community.

Summarise how the outcomes of the project will be measured/evaluated (max. 100 words)

Write here ...The HHPC carry out the Civic duties in Hawick. Through this committee local people are recognised and highlighted by their local residents for what they have achieved. As mentioned before it also enables the HHPC to showcase Hawick and offer hospitality to visiting groups.

Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the current/former Burgh (max. 200 words)

Tell us what activities you plan to carry out and how you will deliver it.

Write here ...The Honorary Provost's Council has been successful for many years providing the Civic duties, commensurate with showcasing the best Hawick has to offer.

Tell us how your project will be sustainable in the future (max. 100 words)

Write here ...Not Applicable

Expenditure: Please tell us how much money you need for the entire activity/project (you may be asked to provide up to 3 quotes to support your application)

Item of Expenditure	Cost (£)
TO cover cost of HHPC Civic Duties	£2,500
Total Expenditure	
How much would you like from the Common Good Fund?	£2,500
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	Submitted

Have you received funding in the last 5 years from Scottish Borders Council or any other external funders? If so, please detail the fund name, the amount and the purpose of the grant.

Fund	Amount	Purpose
Common Good	£2,500	Civic Duties

Tell us about your own fundraising or how you have secured other funding for this project.

	Amount	Purpose

Individual/Group/Organisation details:

Contact Name:	Councillor Clair Ramage
Position in Group/Org: (if appropriate)	Treasurer
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	Clair.ramage@scotborders.gov.uk
Date:	4/8/22
Signature:	

Equalities

Do you have an Equal Opportunities Policy or Equality Statement? Yes * No

Explain how your project complies with the obligations contained in the Equality Act 2010
Scottish Borders Council have an Equalities Act

Public Protection

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes what public protection policies do you have in place and how often are these reviewed?
Please provide a copy of these or give full details below.

Write here...Events organised by the HHPC could involve children, young people under the age of 18 or vulnerable adults but this will be covered by Scottish Borders Council.

Permissions

Does your project involve work to a building or land? Yes No *

If yes do you have the following? (please tick relevant)

- A lease agreement (Date of lease _____ and duration _____ years)
- Written permission of owner
- Planning permission (Reference No. _____)

Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/former Burghs. They can represent a substantial portfolio of land, property, some moveable items and investments and by law continue to exist for the benefit of the inhabitants of the former Burghs to which they relate. Scottish Borders Council is the owner of these Funds and each Fund has a sub-committee comprising the relevant local Councillors who make the decisions on the management of the Fund's assets and approval of any requests for funding (up to a limit of £20,000 above which full Council approval is required).

If you are successful in being awarded Common Good Funds, you will be asked to complete a monitoring & evaluation form when your project is complete or within 1 year of receiving funding. Future applications will not be considered until this has been received and the Common Good Fund Sub-Committee are satisfied with the evaluation you have provided.

This completed form and supporting documents should be submitted to William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA; Email: william.mohieddeen@scotborders.gov.uk; Telephone: 01835 826504

Your account statement

Issue date: 28 June 2022



201057010F0MBA0000000410001302 214 000

HAWICK HONORARY PROVOST'S COUNCIL



Write to us at: Bank of Scotland plc, PO Box 1000, BX2 1LB

Call us on: 0345 300 0268 (from UK)
+44 131 549 8724 (from Overseas)

Visit us online: www.bankofscotland.co.uk

Your branch: HAWICK HIGH ST

Sort code: [REDACTED] Account number: [REDACTED]

BIC: [REDACTED]

IBAN: [REDACTED]



TREASURERS ACCOUNT

HAWICK HONORARY PROVOST CNL

Account summary

Balance On 28 Apr 2022	£1,793.69
Total Paid In	£0.00
Total Paid Out	£981.69
Balance On 15 Jun 2022	£812.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Apr 22		STATEMENT OPENING BALANCE			1,793.69
06 Jun 22	CHQ	010422		635.00	1,158.69
15 Jun 22	CHQ	010423		346.69	812.00
15 Jun 22		STATEMENT CLOSING BALANCE	0.00	981.69	812.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

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**HAWICK HONORARY PROVOST'S COUNCIL
ACCOUNTS FOR THE 2 YEARS ENDED 31 MARCH 2022**

	2021-22	2020
	£	£
INCOME		
Grant – Hawick Common Good Fund		2,500
Donations	0.00	2,500
EXPENDITURE		
Ceremonial Hats Repairs		420
Presentation- Guest Speaker, Virtual Common-Riding 2021	30.00	244
Presentation to Mayor, Bailleul		20
Hon Provost's Council Achievement Award 2019		149
2020		268
Remembrance Sunday Wreaths 2 years	99.00	201
Bedding Plants for War Memorial in Park		334
Advertising AGM	48.00	
Postages/Stationery		
	177.00	1,636
(Deficit)/Surplus for the year	(177.00)	864
Add – Balance at 1 April	2,230.42	1,366
BALANCE AT 31 MARCH	2,053.42	2,230
FUNDS HELD IN BANK OF SCOTLAND TREASURER'S ACCOUNT	2,053.42	2,230

The activities of the Hon Provost's Council were severely disrupted for the 2 years from March 2020 due to Covid 19



Provost



Treasurer

INDEPENDENT EXAMINER'S REPORT

I have examined the available records and bank statements for the Hawick Honorary Provost's Council for the 2 years ended 31 March 2022, and confirm that the above statement is in agreement with these records.



1 May 2022

R Scott Elliot
Independent Examiner

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