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KELSO COMMON GOOD SUB-COMMITTEE TUESDAY, 12TH SEPTEMBER, 2023

A MEETING of the KELSO COMMON GOOD SUB-COMMITTEE will be on TUESDAY, 12TH SEPTEMBER, 2023 at 5.30 PM. Arrangements are in place to stream the meeting for public viewing and a link will be provided on the Council's website before the meeting.

All Attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded and that recording will be available thereafter for public view for 180 days .

J. J. WILKINSON,
Clerk to the Council,

2 September 2023

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declaration of Interests.	
4.	Minute and Action Tracker	
	(a) Minute (Pages 3 - 6) Minute of Meeting of 27 June 2023 to be agreed and signed. (Copy attached.)	5 mins
	(b) Action Tracker (Pages 7 - 8) Review Action Tracker. (Copy attached.)	5 mins
5.	Monitoring Report for 3 months to 30 June 2023 (Pages 9 - 26) Consider report by Director of Finance and Procurement. (Copy attached.)	15 mins
6.	Croft Park Toilet Block	15 mins

	Initial discussion regarding the Toilet Block at Croft Park, Kelso at the request of Councillor Weatherston.	
7.	Any Other Items Previously Circulated.	
8.	Any Other Items which the Chairman Decides are Urgent.	

NOTES

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

Membership of Committee:- Councillors E. Robson (Chairman), S. Mountford, T. Weatherston and Community Councillor G. Horsburgh

Please direct any enquiries to Fiona Henderson, Democratic Services Officer Tel: 01835826502
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**SCOTTISH BORDERS COUNCIL
KELSO COMMON GOOD SUB-SOMMITTEE**

MINUTES of Meeting of the KELSO
COMMON GOOD SUB-COMMITTEE held
via Microsoft Teams on Tuesday, 27 June
2023 at 5.30 pm

- Present:- Councillors E. Robson (Chair), T. Weatherston, S. Mountford.
- Apologies:- Community Councillor Gavin Horsburgh.
- In Attendance:- Director of Finance and Procurement (Suzy Douglas), Solicitor (Lauren Mitchell), Democratic Services Officer (F Henderson).

ORDER OF BUSINESS

The Chair varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

1. MINUTE AND ACTION TRACKER

- 1.1 There had been circulated copies of the Minute of the Kelso Common Good Fund Sub-Committee held on 27 June 2023.

DECISION

AGREED to APPROVE the Minute for signature by the Chairman.

1.2 Action Tracker

The Action Tracker had been circulated. The Chairman advised that there was no update from the Woodland Trust and a longer term plan would require to be discussed prior to an update in September 2023.

- 1.3 In terms of the actions in respect of the Pinnaclehill Woodland, there had been circulated copies of a briefing note on work required at Pinnaclehill Woodland. Ballantyne Tree Services (on the BSC Works framework) had quoted for the following works at a cost of £600 + VAT:

- From the access next to Pinnaclehill Lodge, the trees on the mount are a mixture of semi-mature Douglas Fir, young Cherry, semi-mature Spruce and Sycamore. In the past, approximately 10 years ago, height was taken off a Fir.
Recommend: this time severing a 1m strip of ivy on the trees main stem, in particular those at the rear of 22/23 Pinnaclehill Park, when it dies back, reduce weight and sail affect within the trees crown.
- The trees in the Linn (burn running to the river) are a mixture of mature Beech and Sycamore. There was the odd dead Elm and stumps were noted on the opposite bank which was not work previously aware of
Recommend: sever ivy clearing 1m strip on mature trees adjacent the burn.
- Rear of 23 Pinnaclehill and top of steps, to the left just before the steps going down is a group of Hazel, four Sycamore and a Laurel. In the past these have been laterally reduced over the fence line. **Recommend:** Coppice hazel group, laterally reduce by 2m the Sycamore and Laurel.

- The bank behind 22 to 32 Pinnaclehill was particularly steep, and there were a number of 22m+ Beech, Lime and Sycamore. Storm Arwen caused the loss of a number of trees, most noticeable being a Beech which did have *Kreztshumaria deusta* which affected the structural length of the main stem. The trees remain where they fell across the banking.

Recommend: ivy severance take place on all large trees, including those at the top of the bank. Also here, Maple and Lime may be pruned back and crown lifted 5 over the fenceline.

- The riverside footway between the two benches had a number of low growing Sycamore and Elm.

Recommend: crown raise to 4m over the footway.

- At the bottom of the second set of steps a mature Sycamore is leaning towards the river.

Recommend: severing ivy to reduce weight.

- Rear of 52 Pinnaclehill Park, the Horse Chestnut was pruned over 10 years ago now. That, along with Holly and Sycamore may be pruned back to clear fenceline.

Recommend: Lateral crown reduction to fend line at 5m.

DECISION

AGREED:-

- (a) **that Ballantyne Tree Services be instructed to carry out the work as detailed in the briefing note at a cost of £600 plus VAT as soon as possible;**
- (b) **that the Tree Officer assess any further work required in terms of safety and confirm that there were no other tress infected with *Kreztshumaria deusta*;**
- (c) **that their thanks to the Tree Officer be recorded for arranging the work to be undertaken.**

2.0 FINANCIAL MONITORING REPORT FOR 12 MONTHS TO 31 MARCH 2023

- 2.1 There had been circulated copies of a report by the Director of Finance and Procurement providing details of the income and expenditure for the Kelso Common Good Fund for the year 2022/23 including balance sheet values as at 31 March 2023, a full year projected out-turn for 2023/24 and projected balance sheet values as at 31 March 2024. Appendix 1 to the report provided the projected Income and Expenditure position for 2022/23, which showed a surplus of £11,820 for the year, which was higher than the surplus previously reported in January 2023. Director of Finance and Procurement advised that the projected surplus for 2023/24 was £8,880. Appendix 2 to the report provided an actual balance sheet value as at 31 March 2023 and showed a projected decrease in reserves of £101,288. Appendix 3(a) to the report provided a breakdown of the property portfolio showing rental income and net return for 2022/23, and actual property income to 31 December 2022. Appendix 3(b) provided a breakdown of the property portfolio showing projected property expenditure for 2022/23, and actual property expenditure to 31 March 2023. Appendix 4 provided a breakdown of the property portfolio showing actual property valuations at 31 March 2023. Appendix 5 detailed the value of the Aegon Asset Management Investment Fund to 31 March 2023. The Director of Finance and Procurement highlighted the main points in the report and answered Members' questions. In response to a question about capital valuations, the Director advised that the valuation had previously been undertake in house, however it had been recognised that it was more important to have a valuation in March of each year and DMM Hall had undertaken the valuations, which had been very close to the internal valuations previously supplied.

DECISION

- (a) **AGREED that the projected income and expenditure for 2023/24 detailed in Appendix 1 to the report as the revised budget for 2023/24;**
- (b) **NOTED:-**
- (i) **the actual income and expenditure for 2022/23 in Appendix 1;**
 - (ii) **the final balance sheet value as at 31 March 2023 and projected balance sheet value as at 31 March 2024 in Appendix 2 to the report;**
 - (iii) **the summary of the property portfolio in Appendices 3 and 4 to the report; and**
 - (iv) **the current position of the Aegon Asset Management Investment Fund in Appendix 5 to the report.**

URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chair was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision or to keep Members informed.

3.0 PINNACLEHILL PARK – ORCHARD PROJECT

There had been circulated copies of a request from Residents within Pinnaclehill Park to develop a small area of common good land currently designated as the 'play area'. Mrs Kirsty Robb, Resident presented the concept to the Members and explained that the land was a grassed area which was cut twice a year. There was no play equipment on the site, and there never had been any, with a path at one edge which gave access to the riverside walk as detailed in the map supplied. The purpose of the project was to turn the space into a community orchard with a strong emphasis on increasing the use of the space and the biodiversity of the site. The space would include benches to allow residents to meet and interact with each other.

- 3.1 All residents had been invited to attend an open meeting to discuss the proposed project and to gauge support or otherwise for the project. The meeting had been attended by 8 households and emails and notes of support had been received from a further 7 households. Possible plans and ideas had been discussed and some Volunteers to take the project forward were identified. The draft plans and information discussed with the Residents were submitted for information, including process and timing, benefits to the community, benefits to nature and the environment and funding. Following discussion the Sub-Committee agreed to support the project in principle, however prior to any further consideration and approval, the following actions required to be undertaken by the Residents:-

- Planning Permission sought
- Estimated costs be drawn together
- A formally constituted Group be established
- A bank account in the name of the constituted Group be opened established

DECISION

AGREED;-

- (a) **that the Solicitor to the Kelso Common Good identify and confirm that the area of land in question was in the ownership of the Common**

- (b) that on confirmation that the area of land was in the ownership of the Common Good, the following steps be undertaken by the residents, and a lease of the land would be considered;**
- (c) that the following actions be undertaken by the Residents**
- Planning Permission sought**
 - Estimated costs drawn together**
 - A formally constituted Group be established**
 - A bank account in the name of the constituted Group be opened**

The meeting concluded at 5.50 pm



MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023

Report by Director of Finance & Procurement

KELSO COMMON GOOD FUND SUB-COMMITTEE

12 September 2023

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Kelso Common Good Fund for the three months to 30 June 2023, a full year projected out-turn for 2023/24, and projected balance sheet values as at 31 March 2024.**
- 1.2 Appendix 1 provides the projected income and expenditure position for 2023/24. This shows a projected surplus of £8,280 for the year which is less than the previously reported surplus on 27 June 2023, as a result of an increase in the property repairs budget.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £70,108.
- 1.4 Appendix 3a provides a breakdown of the property portfolio showing projected rental income and projected net return for 2023/24 and actual property income to 30 June 2023.
- 1.5 Appendix 3b provides a breakdown of the property portfolio showing projected property expenditure for 2023/24 and actual property expenditure to 30 June 2023.
- 1.6 Appendix 4 provides a breakdown of the property portfolio showing projected property valuations at 31 March 2024.
- 1.7 Appendix 5 shows the value of the Aegon Asset Management Investment Fund to 30 June 2023.

2 RECOMMENDATIONS

- 2.1 I recommend that the Common Good Fund Sub-Committee:**
 - (a) Notes the actual income and expenditure for 2023/24 in Appendix 1 as the revised budget for 2023/24;**
 - (b) Notes the projected balance sheet value as at 31 March 2024 in Appendix 2;**
 - (c) Notes the summary of the property portfolio in Appendices 3 and 4; and**

(d) Notes the current position of the Aegon Asset Management Investment Fund in Appendix 5.

3 BACKGROUND

3.1 This report provides the Committee with financial information for the period to 30 June 2023 and projections to 31 March 2024. The report also contains a projected balance sheet for the Common Good Fund as at 31 March 2024.

4 FINANCIAL POSITION 2023/24

4.1 Appendix 1 provides details on income and expenditure for the 2023/24 financial year. The projected net position for the year is a surplus of £8,280.

4.2 Income & Expenditure – Property Income

There is no Rental Income from the properties owned by the Kelso Common Good Fund.

4.3 Income & Expenditure – Non-Property Related Income

- (a) The projected out-turn position shows an amount of £270 relating to interest receivable on cash held by SBC. Also included are dividends from the Common Good Funds investment in Aegon Asset Management amounting to £12,975, with the projection for 2023/24 remaining at the 5% target and the monthly distribution profile projections provided by Aegon. The position will be monitored closely with Aegon Asset Management.
- (b) Rebate income of £63 from Aegon Asset Management received in March 2023 along with the corresponding 65 units purchased in April, was accounted for in 2022/23.

4.4 Income & Expenditure – Property Expenditure

- (a) The property expenditure for 2023/24 is shown in Appendices 1 & 3b, with Appendix 3b detailing the actual property expenditure by individual property. Actual expenditure is reported on a cash basis until the year end with quarter 4 reports incorporating any annual adjustments for prepayments and accruals.
- (b) The projected property expenditure for 2023/24 has been increased by £600 to reflect the agreed works in the woodland at Pinnaclehill.
- (c) Appendices 3a and 3b show a full breakdown of the proposed budget for property rental and repairs for 2023/24. These will be revised as further information is received.

4.5 Income & Expenditure – Grants & Other Donations

The grants and other donations approved and distributed to 31 March 2024 are shown below:

Grant Recipients	Approved	£
Approved and paid to 30 June 2023		
E Dalzial – Girl Guide Jamboree	22/03/2022	250
Kelso Over 60s Club	15/11/2022	400
Total Paid to 31 March 2024		650
Approved but not yet paid		0
Total Grants Approved not paid		0
Budget 2023/24		2,500
<i>(Unallocated)/Overallocated Budget</i>		<i>(1,850)</i>

4.6 Income & Expenditure – Central Support Service Charge

The proposed charge for 2023/24 is currently estimated using a 2% uplift on the 2022/23 charge. This is subject to revision once the 2023/24 pay award is confirmed and a full Service Charge Review has been completed and approved by Council.

4.7 Income & Expenditure – Depreciation Charge

The projected depreciation charge for the year is £78,388. This is not a cash transaction and is off-set by a corresponding contribution from the Revaluation Reserve at the end of the financial year.

4.8 Appendix 2 provides the actual balance sheet value as at 1 April 2023 and a projected balance sheet as at 31 March 2024.

4.9 Balance Sheet – Fixed Assets

All fixed assets of the Common Good Fund are revalued every 5 years as part of the Council's rolling programme. The fixed assets were revalued at 1 April 2019. Appendix 4 shows the actual values of the individual properties at 31 March 2023, projected depreciation charges for 2023/24 and projected values at 31 March 2024.

4.10 Balance Sheet – Investment Fund

The fund has a 11.30% unrealised loss in market value since investment, largely due to continued volatility in investment markets. Overall, taking account of the income received the fund has achieved a return of 16.45% since investment in February 2018.

4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £57,163 at 31 March 2024 and is detailed below:

Cash Balance	£
Opening Balance at 1 April 2023	49,206
Projected Surplus for year from Income & Expenditure Statement	8,280
Net Cash Movement in Debtors/Creditors	0
Rebate Investment in Aegon	(323)
Projected Closing Balance as at 31 March 2024	57,163

4.12 Balance Sheet – Capital Reserve

The movement in the Capital Reserves include the unrealised loss for the Aegon Asset Management Fund as at 31 March 2023, but due to the nature of the markets no estimate has been made for the future years' movement.

5 IMPLICATIONS

5.1 Financial

There are no further financial implications other than those explained above in Section 4.

5.2 Risk and Mitigations

There is a risk that investments in the Aegon Asset Management Fund may reduce in value due to market or investment performance. This risk cannot be fully mitigated; however, it is being managed by the selection of a Fund Manager with a clear objective of preserving capital values while aiming to produce returns in line with the benchmark.

5.3 Integrated Impact Assessment

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine financial monitoring report, which forms part of the governance of the management of the Common Good Funds. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio-economic factors have duly been considered when preparing this report.

5.4 Sustainable Development Goals

Whilst there are no economic, social or environmental effects arising from the proposals contained in this report, there are, through the activities reported upon, positive impacts upon the economy through protection of employment, positive impacts upon the quality of community life and improvements in local amenities and nurturing of local talent. The potential improvement in levels of income through the use of the new investment fund will act to make the Common Good Fund more sustainable in the future.

5.5 Climate Change

There are no effects on climate change arising from the proposals contained in this report.

5.6 Rural Proofing

There are no effects on rural proofing arising 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

There are no changes required to the Scheme of Administration or Scheme of Delegation arising from the proposals contained in this report.

6 CONSULTATION

- 6.1 The Chief Legal Officer (including as Monitoring Officer), the Chief Officer Audit and Risk, Director (People Performance & Change), the Clerk to the Council and Communications have been consulted and their appropriate comments have been incorporated into this report.

Approved by

Suzy Douglas
Director of Finance & Procurement

Author(s)

Suzy Douglas	Director of Finance & Procurement - Tel: 01835 825881
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Background Papers:

Previous Minute Reference: Kelso Common Good 27 June 2023

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

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**KELSO COMMON GOOD FUND
PROJECTED INCOME AND EXPENDITURE 2023/24**

APPENDIX 1

	Actuals at 30/06/23	Full Year Approved Budget 2023/24	Full Year Projected Out-turn 2023/24	Full Year Projected Over/ (Under) Spend 2023/24	Para Ref	Comments
	£	£	£	£		
Property Income						
Rental Income	0	0	0		4.2	
Non-Property Related Income						
Interest on Cash deposited with Council	(0)	(150)	(150)		4.3	Est 5% return
Investment Fund – Dividends Rec'd	(2,011)	(12,975)	(12,975)		4.3	
Other Income	(0)	(270)	(270)		4.3	
Total Income	(2,011)	(13,395)	(13,395)			
Property Costs – General	0	0	600	600	4.4	
Grants & Other Donations	0	2,500	2,500		4.5	3 year average
Central Support Service Charge	0	2,015	2,015		4.6	Subject to review
Depreciation						
Depreciation Charge	0	78,388	78,388		4.7	
Contribution from Revaluation Reserve	0	(78,388)	(78,388)		4.7	
Net impact of Depreciation on Revenue Reserve	0	0	0			
Total Net (Surplus)/Deficit for year	(2,011)	(8,880)	(8,280)	600		

PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2024

	Opening Balance at 01/04/23 £	Projected Movement in Year £	Projected Closing Balance at 31/03/24 £
Fixed Assets			
Land & Buildings	910,112	(78,388)	831,724
Moveable Assets	19,080	0	19,080
Feu Duties	0	0	0
Total Fixed Assets	929,192	(78,388)	850,804
Capital in Investment Fund			
Investment Fund Book Value	280,887	323	281,210
Unrealised Gains/(Loss)	(32,669)	0	(32,669)
Market Value	248,218	323	248,541
Current Assets			
Debtors	778	0	778
Cash deposited with SBC	49,206	7,957	57,163
Total Current Assets	49,984	7,957	57,941
Current Liabilities			
Creditors	0	0	0
Receipts in Advance	0	0	0
Total Current Liabilities	0	0	0
Net Assets	1,227,394	(70,108)	1,157,286
Funded by:			
Reserves			
Revenue Reserve	(84,759)	(8,280)	(93,039)
Capital Reserve	(213,443)	0	(213,443)
Revaluation Reserve	(929,192)	78,388	(850,804)
Total Reserves	(1,227,394)	70,108	(1,157,286)

**PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24
(Actual income to 30 June 2023 and projections to 31 March 2024)**

Rental Income – Land & Buildings	2023/24		2023/24
	Approv'd Budget £	Actuals as at 30/06/23 £	Proposed Net (Return) /Loss £
Croft Park Toilet	0	0	0
Kelso Tait Hall	0	0	0
Kelso War Memorial	0	0	0
Croft Park	0	0	0
Croft Park Play Area	0	0	0
Pinnaclehill Woodlands	0	0	600
Total	0	0	600

PROPERTY PORTFOLIO PERFORMANCE FOR 2023/24
(Actual expenditure to 30 June 2023 and projections to 31 March 2024)

Property Expenditure – Land & Buildings	2023/24				
	Approv'd Budget	Projected Budget	Actual (Repair & Maint)	Actual (Other)	Actual Total
	£	£	£	£	£
Croft Park Toilet	0	0	0	0	0
Kelso Tait Hall	0	0	0	0	0
Kelso War Memorial	0	0	0	0	0
Croft Park	0	0	0	0	0
Croft Park Play Area	0	0	0	0	0
Pinnaclehill Woodlands	0	600	0	0	0
Total	0	600	0	0	0

**PROPERTY PORTFOLIO VALUATION FOR 2023/24
(Projected property valuation to 31 March 2024)**

Fixed Assets – Land & Buildings	Net Book Value at 01/04/23 £	Project'd Depn Charge 2023/24 £	Project'd Net Book Value at 31/03/24 £
Croft Park Toilet	7,867	(3,133)	4,734
Kelso Tait Hall	897,745	(75,255)	822,490
Kelso War Memorial	0	0	0
Croft Park	0	0	0
Croft Park Play Area	0	0	0
Pinnaclehill Woodlands	4,500	0	4,500
Total	910,112	(78,388)	831,724

Fixed Assets – Moveable Assets	Projected Net Book Value at 31/03/24 £
Silver Bowl & Salver	19,080
Total	19,080

INVESTMENTS EXTERNALLY MANAGED

Cost of Investment	Units	£
Aegon Asset Management Investment (February 2018)	225,870	244,550
Aegon Asset Management Investment (September 2018)	18,490	20,000
Aegon Fund Rebate – (2018-2019)	250	270
Aegon Fund Rebate – (2019-2020)	202	226
Aegon Fund Rebate – (2020-2021)	249	249
Aegon Asset Management Investment (March 2022)	13,951	15,000
Aegon Fund Rebate – (2021-2022)	244	269
Aegon Fund Rebate – (2022-2023)	331	323
Total Invested to 30 June 2023	259,587	280,887

Value of Investment	£
31 March 2018	243,760
31 March 2019	266,674
31 March 2020	224,885
31 March 2021	267,410
31 March 2022	282,615
30 June 2022	251,385
30 September 2022	235,577
31 December 2022	248,821
31 March 2023	248,218
30 June 2023	249,282
Increase/(Decrease) from Total Cash Invested	(31,605)

Return on Investment from inception	Capital Return %	Total Return %
to 31 March 2018	-0.30	
to 31 March 2019	+3.86	+9.41
to 31 March 2020	-15.16	-5.98
to 30 June 2020	-8.52	+2.76
to 30 September 2020	-7.91	+4.83
to 31 December 2020	-0.61	+14.09
to 31 March 2021	+0.78	+16.84
to 31 June 2021	+1.10	+18.71
to 30 September 2021	+0.36	+19.52
to 31 December 2021	+3.93	+25.02
to 31 March 2022	+0.68	+22.56
to 30 June 2022	-10.46	+10.70
to 30 September 2022	-16.12	+5.84
to 31 December 2022	-11.43	+12.81
to 31 March 2023	-11.69	+13.46
to 30 June 2023	-11.30	+16.45

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023
What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
Description of the proposal: (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate).	Quarterly report to Kelso Common Good Fund on the projected out-turn for 2023/24 and the projected balance sheet for 2023/24
Service Area: Department:	Common Good Funds Finance & Regulatory
Lead Officer: (Name and job title)	Suzy Douglas, Director of Finance & Procurement
Other Officers/Partners involved: (List names, job titles and organisations)	
Date(s) IIA completed:	07/08/2023

2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?

Yes / No (please delete as applicable)
If yes, - please state here:

3 Legislative Requirements

3.1 Relevance to the Equality Duty:	
<p>Do you believe your proposal has any relevance under the Equality Act 2010? <i>(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)</i></p>	
Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	Given the subject matter of this assessment, it is not relevant to Equality duty.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	

3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
All of the protected characteristics including Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation.	X			No impact or relevance. This is a routine monitoring report required as part of good governance of the Common Good Funds
3.3 Fairer Scotland Duty				
This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.				
The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.				
Is the proposal strategic? No				
Yes / No <i>(please delete as applicable)</i>				
If No go to Section 4				
If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:				
	Impact		State here how you know this	

	No Impact	Positive Impact	Negative Impact	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.				
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies				
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				
Socio-economic Background – social class i.e. parents' education, employment and income				
Looked after and accommodated children and young people				
Carers paid and unpaid including family members				
Homelessness				
Addictions and substance use				
Those involved within the criminal justice system				

4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

Yes / No (please delete as applicable)

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

Report is a regular governance report required to ensure good governance of the Common Good Fund. All members of the Fund have equal status under the regulations followed.

Signed by Lead Officer:	Suzy Douglas
Designation:	Director of Finance & Procurement
Date:	07/08/2023
Counter Signature Service Director	
Date:	

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