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JEDBURGH COMMON GOOD SUB-COMMITTEE MONDAY, 13TH NOVEMBER, 2023

A MEETING of the JEDBURGH COMMON GOOD SUB-COMMITTEE will be held on MONDAY, 13TH NOVEMBER, 2023 at 4.30 PM. The meeting will be conducted by Microsoft Teams.

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 .

NUALA McKINLAY,
Director Corporate Governance,

3 November 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 11 September 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 6 months to 30 September 2023 (Pages 9 - 26) Consider report by Chief Financial Officer. (Copy attached.)	20 mins
6.	Any Other Items Previously Circulated.	

7.	Any Other Items which the Chairman Decides are Urgent.	
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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 P. Brown (Chair), S. Hamilton, S. Scott and Community Councillor J. Taylor

Please direct any enquiries to Fiona Henderson Tel: 01835 826502
E-mail: fhenderson@scotborders.gov.uk

SCOTTISH BORDERS COUNCIL
JEDBURGH COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the
JEDBURGH COMMON GOOD FUND
SUB-COMMITTEE held via Microsoft
Teams on Monday, 11 September 2023
at 4.30 p.m.

Present: - Councillors S. Hamilton, S. Scott and Community Councillor J. Taylor.

Apologies: Councillor P. Brown.

In Attendance: - Statutory Accountant (Gordon Reid) Solicitor (Fraser Rankine), Democratic Services Officer (F. Henderson).

Members of the Public: - 0

APPOINTMENT OF CHAIRMAN

In the absence of the Chair, Councillor Scott, proposed that Councillor Hamilton be appointed as Chairman for the meeting. There being no other nominations, Councillor Hamilton was appointed as Chair.

DECISION

AGREED that Councillor Hamilton be appointed as the Chair for the meeting of Jedburgh Common Good Fund Sub-Committee.

1. MINUTE

There had been circulated copies of Minute of the Jedburgh Common Good Fund Sub-Committee held on 23 May 2023.

2. ACTION TRACKER

With reference to paragraph 2 of the Minute of 23 May 2023, Community Councillor Taylor advised that an alternative repairer had yet to be identified. It was agreed that the balance of £500 would remain allocated but not paid in the meantime. Should the repairs to the ceremonial robes be unable to progress for a prolonged period the Common Good would consider re-payment of the Grant.

2.1 The Democratic Services Officer was requested to seek grant evaluation forms from the following;-

- Jedburgh Community Trust – awarded £3,000
- Jedburgh Rotary (Birl and Beer Festival) – awarded £1,500
- Jedburgh Community Council – Christmas Lights – awarded £2,300
- Jethart Festival – awarded £5,000 (2022)

DECISION

AGREED that:-

- (a) the Minute of Meeting held on 23 May 2023 be approved;**
- (b) the balance of £500 in respect of the repairs to the Ceremonial Robes remain allocated but unpaid;**
- (c) Democratic Services Officer seek funding evaluation forms from the following:-**
 - **Jedburgh Community Trust – awarded £3,000**
 - **Jedburgh Rotary (Birl and Beer Festival) – awarded £1,500**
 - **Jedburgh Community Council – Christmas Lights – awarded £2,300**
 - **Jethart Festival – awarded £5,00 (2022)**
- (d) that completed actions be removed from the Tracker.**

3.0 MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2023

3.1 There had been circulated copies of a report by the Director of Finance and Procurement which provided the income and expenditure for the Jedburgh Common Good Fund for the three months to 30 June 2023, full year projected out-turn for 2023/24, and projected balance sheet values as at 31 March 2024. Appendix 1 provided the projected income and expenditure position for 2023/24 and showed a surplus of £34,241 for the year. Appendix 2 provided a projected balance sheet value as at 31 March 2024, which projected a decrease in reserves of £47,278. Appendix 3a provided a breakdown of the property portfolio showing projected rental income and projected net return for 2023/24. Appendix 3b provided a breakdown of the property portfolio showing projected property expenditure of 2023/24 and actual property expenditure to 30 June 2023. Appendix 4 provided a breakdown of the property portfolio showing projected property valuations at 31 March 2024. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 30 June 2023, which highlighted a total return of 16.5%, although a Capital Return of -11.3%. The Statutory Accountant was present and answered Members questions.

**DECISION
NOTED**

- (i) the actual income and expenditure for 2022/23 as shown in Appendix I to the report;**
- (ii) the projected balance sheet value as at 31 March 2024 in Appendix 2;**
- (iii) the summary of the property portfolio in Appendices 3 and 4; and**
- (iv) the current position of the Aegon Asset Management Investment Fund in Appendix 5 to the report.**

**APPLICATIONS FOR FINANCIAL ASSISTANCE
JETHART CALLANT'S FESTIVAL**

4.1 There had been circulated copies of an application for Financial Assistance from the Jethart Callant's Festival for a grant of £6,000 towards the costs of the 2023 Festival. The application, which had previously been submitted on an annual basis, advised that the festival covered a 3 week period of horse rideouts, ceremonial events and public

entertainment for all ages – dances, family days, swimming gala, bike run etc. which gave the residents the opportunity to come together and celebrate the history and heritage of the Town as well as attracting visitors to the Town. The application detailed the actual costs of the Event in 2022. The non-income generating costs of the event which included hire of Principals horses, Principals Uniforms, purchase of bunting, hire of halls and trophies/rosettes were highlighted. The total amount raised from Patron donations totalled £2,865.22, a grant of £6,340.58 for bunting and the Community Annual Grant of £6,500.00 had been paid. There followed considerable discussion regarding the amount requested, which was rising year on year and the festival demonstrating sustainability. It was acknowledged that the festival was important and beneficial to the Town and the Organising Committee had introduced a sponsorship initiative and increased awareness of the patron's scheme together with increased fund-raising events. Members highlighted the events running at a loss and were reluctant to be a permanent funding source. It was noted that grants of £4,500 had been paid in September 2019 and £5,000 in 2022.

DECISION

AGREED:-

- (a) to award a grant of £6,000 to the Jethart Callant's Festival for 2023;**
- (b) that a letter highlighting concerns about the sustainability of the festival and the events running at a loss be sent to the Festival Committee;**
- (c) that an evaluation form be submitted.**

The meeting closed at 4.55 p.m.

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SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

Jedburgh Common Good – 3 November 2023

Notes:-

Items for which no actions are required are not included

Agenda Number	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
11 September 2023				
Item 4(b)	Para 2.1 – AGREED that the Democratic Services Officer seek grant evaluation forms from the following: <ul style="list-style-type: none"> • Jedburgh Community Trust – awarded £3,000 • Jedburgh Rotary (Birl and Beer Festival – awarded £1,500 • Jedburgh Community Council – Christmas Lights – awarded £2,300 • Jethart Festival – awarded £5,000 	Corporate Governance	Fiona Henderson	Evaluation Forms requested
Item 6	Para 4.1 – AGREED:- <ol style="list-style-type: none"> (a) to award a grant of £6,000 to the Jethart Callant’s Festival for 2023; (b) that a letter highlighting concerns about the sustainability of the Festival and the events running at a loss be sent to the Festival Committee; (c) that an evaluation form be submitted. 	Corporate Governance	Fiona Henderson	Actioned – 18.10.23 – awaiting submission of evaluation form
30 January 2023				
Item 6(b)	Para 5.2 - AGREED to award a grant of £2,500 to the Jedburgh Community Council for the refurbishment of the Ceremonial Robes.	Finance & Corporate Governance	Fiona Henderson	Payment of £2,000 requested – 02.02.23 and payment made. Payment should have been £2,500 – further payment to be made once

Agenda Number	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
				an alternative repairer has been identified – 29.05.23 Ongoing – 11.09.23 Ongoing
12 September 2022				
Item 7(b)	Para 5.3 – (b) that the Jedburgh Community Trust report back to the Common Good on the progress and success of the proposed work	Finance & Corporate Governance	Fiona Henderson	To be brought to a future Meeting – Evaluation Form requested as above

MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2023

Report by Director of Finance & Procurement

JEDBURGH COMMON GOOD FUND SUB-COMMITTEE

13 November 2023

1 PURPOSE AND SUMMARY

- 1.1 This report provides the details of the income and expenditure for the Jedburgh Common Good Fund for the six months to 30 September 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 deficit of £34,241 for the year.
- 1.3 Appendix 2 provides a projected balance sheet value as at 31 March 2024. It shows a projected decrease in reserves of £47,278.
- 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 September 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 September 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 September 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;**
 - (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 September 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 deficit of £34,241.

4.2 Income & Expenditure – Property Income

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

4.3 Income & Expenditure – Non-Property Related Income

- (a) The projected out-turn position shows an amount of £340 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 £44,804, 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) Included within other income is a rebate from Aegon Asset Management of £216, which has been re-invested to purchase an additional 228 units.

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) Appendices 3a and 3b show a full breakdown of the projected 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 September 2023		
Jethart Callant's Festival	11/09/23	6,000
Total Paid to 31 March 2024		6,000
Approved but not yet paid		
Scottish Borders Council	28/02/22	50,000
Scottish Borders Council (Ceremonial robes)	30/01/23	500
Total Grants Approved not paid		50,500
2023/24 Budget		76,000
(Unallocated)/Overallocated Budget		(19,500)

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 £13,037. 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 13.16% unrealised loss in market value since investment, largely due to continued volatility in investment markets. Overall, however, taking account of the income received, the fund has achieved a return of 15.88% since investment in February 2018.

4.11 Balance Sheet – Cash Balance

The cash held by the fund is projected to be £81,015 at 31 March 2024 and is detailed below:

Cash Balance	£
Opening Balance as at 1 April 2023	116,356
Projected deficit for year from Income & Expenditure Statement	(34,241)
Net movement in debtors /creditors	0
Rebate Investment in Aegon	(1,100)
Projected Closing Balance as at 31 March 2024	81,015

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.

4.13 Contingent Asset – Jedburgh Golf Club

The final accounts will also include a Contingent Asset of £15,000 for the remaining balance of the secured grant given to Jedburgh Golf Club in January 2005 for the purchase of two additional fields. This position will be reviewed on an annual basis to assess the likelihood of the Golf Club disposing of the fields.

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)

Kirsten Robertson	Statutory Reporting & Treasury Business Partner – Tel: 01835 825506
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Background Papers:

Previous Minute Reference: Jedburgh Common Good Committee 11 September 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.

Contact us at Pensions & Investments, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 824000 Fax: 01835 825166
Email: t&cteam@scotborders.gov.uk

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

APPENDIX 1

	Actuals at 30/09/23	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)	(340)	(340)		4.3	
Investment Funds – Dividends Rec'd	(24,735)	(44,804)	(44,804)		4.3	
Other Income	(216)	(950)	(950)		4.3	Est 5% return
Total Income	(24,951)	(46,094)	(46,094)			
Property Expenditure						
Property Costs – General	0	0	0		4.4	
Total Property Expenditure	0	0	0			
Grants & Other Donations	6,000	76,000	76,000		4.5	
Central Support Service Charge	0	4,335	4,335		4.6	Subject to review
Depreciation						
Depreciation Charge	0	13,037	13,037		4.7	
Contribution from Revaluation Reserve	(0)	(13,037)	(13,037)		4.7	
Net impact of Depreciation on Revenue Reserve	0	0	0			
Total Net (Surplus)/Deficit for year	(18,951)	34,241	34,241			

**JEDBURGH COMMON GOOD FUND
PROJECTED BALANCE SHEET VALUE AS AT 31 MARCH 2024**

APPENDIX 2

	Opening Balance at 01/04/23	Projected Movement in Year	Projected Closing Balance at 31/03/24
	£	£	£
Fixed Assets			
Land & Buildings	538,963	(13,037)	525,926
Feu Duties	0	0	0
Total Fixed Assets	538,963	(13,037)	525,926
Capital in Investment Funds			
Investment Fund Book Value	966,462	1,100	967,562
Unrealised Gains/(Loss)	(109,632)	0	(109,632)
Market Value	856,830	1,100	857,930
Current Assets			
Debtors	2,688	0	2,688
Cash deposited with SBC	116,356	(35,341)	81,015
Total Current Assets	119,044	(35,341)	83,703
Current Liabilities			
Creditors	0	0	0
Receipts in Advance	0	0	0
Total Current Liabilities	0	0	0
Net Assets	1,514,837	(47,278)	1,467,559
Funded by: Reserves			
Revenue Reserve	(170,332)	34,241	(136,091)
Capital Reserve	(808,215)	0	(808,215)
Revaluation Reserve	(536,290)	13,037	(523,253)
Total Reserves	(1,514,837)	47,278	(1,467,559)

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

Rental Income – Land & Buildings	2023/24		2023/24
	Approv'd Budget	Actuals	Projected Net (Return) /Loss £
	£	£	£
Market Cross/Jubilee Fountain	0	0	0
Jedburgh Castle Jail	0	0	0
Mary Queen of Scots House	0	0	0
Murray's Green Park	0	0	0
Murrays Green Car Park	0	0	0
Dounehill (Dunshill)	0	0	0
Dounehill (Dunshill) Playpark	0	0	0
Ramparts	0	0	0
Land at Oxnam Road	0	0	0
Total	0	0	0

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

Property Expenditure – Land & Buildings	2023/24			
	Approv'd Budget	Actual (Repair & Maint) £	Actual (Other) £	Actual Total £
	£	£	£	£
Market Cross/Jubilee Fountain	0	0	0	0
Jedburgh Castle Jail	0	0	0	0
Mary Queen of Scots House	0	0	0	0
Murray's Green Park	0	0	0	0
Murrays Green Car Park	0	0	0	0
Dounehill (Dunshill)	0	0	0	0
Dounehill (Dunshill) Playpark	0	0	0	0
Ramparts	0	0	0	0
Land at Oxnam Road	0	0	0	0
Total	0	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
	£	£	£
Market Cross/Jubilee Fountain	0	0	0
Jedburgh Castle Jail	538,963	(13,037)	525,926
Mary Queen of Scots House	0	0	0
Murray's Green Park	0	0	0
Murrays Green Car Park	0	0	0
Dounehill (Dunshill)	0	0	0
Dounehill (Dunshill)	0	0	0
Playpark	0	0	0
Ramparts	0	0	0
Land at Oxnam Road			
Total	538,963	(13,037)	525,926

**Fixed Assets –
Moveable Assets**

Portrait Sir D Brewster
 Marble Bust Sir D Brewster
 Gold Chains
 Relics – Queen Mary House
 Lady Provost Brooch
 George Tinline Plates (2)
 Provost's Gold Chain & Robes
 Small Bust Sir John Tinline
 Framed copy of Burgh Charter
 Casket containing Burgess Ticket
 Tapestry

Total

**JEDBURGH COMMON GOOD FUND
INVESTMENTS EXTERNALLY MANAGED**

APPENDIX 5

Cost of Investment	Units	£
Aegon Asset Management Investment (February 2018)	834,019	902,994
Aegon Fund Rebate - (2018-2019)	853	921
Aegon Fund Rebate - (2019-2020)	693	771
Aegon Investment - November 2020	36,819	38,859
Aegon Fund Rebate - (2020-2021)	855	861
Aegon Fund Rebate - (2021-2022)	870	956
Aegon Asset Management Investment	20,838	20,000
Aegon Fund Rebate - (2022-2023)	1,128	1,100
Aegon Fund Rebate - (2023-2024)	228	216
Total Invested to 30 September 2023	896,303	966,678

Value of Investment	£
31 March 2018	900,074
31 March 2019	910,178
31 March 2020	767,550
31 March 2021	952,879
31 March 2022	952,867
30 June 2022	847,575
30 September 2022	794,275
31 December 2022	858,911
31 March 2023	856,830
30 June 2023	860,502
30 September 2023	842,705
Increase/(Decrease) from Total Cash Invested	(123,973)

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 30 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
to 30 September 2023	-13.16	+15.88

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 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 Jedburgh 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)	Kirsten Robertson – Statutory Reporting & Treasury Business Partner
Other Officers/Partners involved: (List names, job titles and organisations)	
Date(s) IIA completed:	12/10/2023

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:	Kirsten Robertson
Designation:	Statutory Reporting & Treasury Business Partner
Date:	12/10/2023
Counter Signature Service Director	
Date:	

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