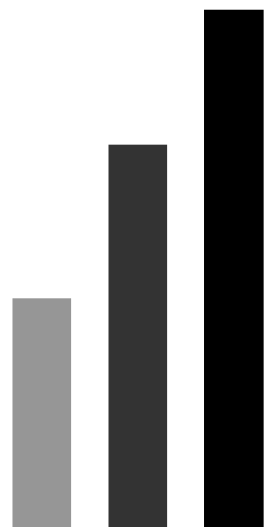


Agenda 2016

Inverclyde Council

For meeting on:

1	December	2016
---	----------	------



A meeting of the Inverclyde Council will be held on Thursday 1 December 2016 at 4pm within the Municipal Buildings, Greenock.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

****Copy to follow**

1. Apologies and Declarations of Interest	
NEW BUSINESS	
<p>2. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards</p> <p>Local Police & Fire Scrutiny Sub-Committee (p237)</p> <p>Inverclyde Council (pp 238 – 247)</p> <p>Appointment Panel – Corporate Director Environment, Regeneration & Resources (p248)</p> <p>Planning Board (p249)</p> <p>Local Review Body (p250)</p> <p>General Purposes Board (p251)</p> <p>Appointment Panel – Corporate Director Environment, Regeneration & Resources (p252)</p> <p>Audit Committee (pp 253 – 254)</p> <p>Health & Social Care Committee (pp 255 – 258)</p> <p>Environment & Regeneration Committee (pp 259 – 263)</p> <p>Education & Communities Committee (pp 264 – 269)</p> <p>Planning Board (pp 270 – 272)</p> <p>General Purposes Board (pp 273 – 275)</p> <p>Environment & Regeneration Committee (Special) (pp 276 – 277)</p> <p>Policy & Resources Committee (pp 278 - 284)</p> <p>** Education & Communities Committee (Special) (pp 285 -)</p>	

3.	Frank's Law – Request by Councillor McCabe Report by Head of Legal & Property Services	p
4.	Sky Lanterns – Request by Councillor McCabe Report by Head of Legal & Property Services	p
5.	Education Psychologists in Scottish Schools – Motion by East Dunbartonshire Council Report by Chief Executive	p
6.	Financial Strategy 2016/2024 - Update Report by Chief Financial Officer	p
7.	2018 Review of UK Parliament Constituencies – Publication of Initial Proposals Report by Head of Legal & Property Services	p
8.	Local Government Elections 2017: Review of Polling Scheme Report by Head of Legal & Property Services	p
9.	Proposed Expansion of Joint Civil Contingencies Service to include West Dunbartonshire Council Report by Chief Executive	p
REMITS FROM COMMITTEES		
10.	Chief Social Work Officer Annual Report 2015/16: Remit from Health & Social Care Committee Report by Corporate Director Environment, Regeneration & Resources	p
11.	Treasury Management – Mid-Year Report 2016/17: Remit from Policy & Resources Committee Report by Corporate Director Environment, Regeneration & Resources	p
12.	Proposed Traffic Regulation Order – Disabled Persons' Parking Places (On Street) Order No. 2 2016: Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p
TRUST BUSINESS		
13.	Trust Funds Annual Accounts 2015-2016 Report by Honorary Treasurer	p
14.	Watt Complex Refurbishment – Remit from Education & Communities Committee Report by Corporate Director Environment, Regeneration & Resources	p
15.	McLean Museum Draft Collections Development Policy – Remit from Education & Communities Committee Report by Corporate Director Environment, Regeneration & Resources	p

<p>The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7(A) of the Act as detailed in the minute of the relevant Committee, Sub-Committee or Board.</p>	
<p>NEW BUSINESS</p> <p>16. Business in the Appendix</p>	

Enquiries to – **Rona McGhee** - Tel 01475 712112

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Head of Legal & Property Services	Report No:	RMcG/LP/138/16
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Frank's Law – Request by Councillor McCabe		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the Council to consider a request from Councillor McCabe.

2.0 SUMMARY

- 2.1 Councillor McCabe has requested that the Council consider supporting the campaign by Mrs Amanda Kopel for Frank's Law for the extension of free personal care for those under the age of 65 who require it. A copy of the email from Mrs Kopel is attached (APPENDIX).

3.0 RECOMMENDATION

- 3.1 That the Council consider the request from Councillor McCabe.

Gerard Malone
Head of Legal & Property Services

APPENDIX

Dear Councillor McCabe

My name is Amanda Kopel and I am campaigning for Frank's Law, free care for under 65s who need it

I launched this national appeal after my husband Frank Kopel, a popular footballer in his youth, developed dementia at the age of 59. Our local council gave vital support in a local day centre but we had to pay for all the care he got because he was not old enough. In 2014, shortly after his 65th birthday, Frank died.

Instead of enjoying the last of Frank's years together, we had to struggle to get by paying his charges and eventually selling his football mementos and medals to pay the mortgage. If Frank had been over 65 when he developed dementia, most of his care would have been free.

We have been winning support from thousands of people all over Scotland who can see the injustice of this type of treatment of people under 65 whether it is because of dementia, motor neurones disease, Parkinson or other long term conditions. As far back as 2001 when free personal care for older people was introduced, the Scottish Government said that it could be extended to the under 65s if people wanted it.

Now 5 councils have passed motions calling on the Scottish Government to take action on Frank's Law. Aberdeenshire, Angus, Fife, Dundee and the latest one, Falkirk. I would like to ask you to consider putting up a similar motion to your next council meeting.

The motion passed by Falkirk read:

- Council notes that, currently, legislation enables personal care to be provide free for people in Scotland aged over 65, provided they are assessed as needing it.
- Of the 85,807 dementia sufferers in Scotland 3,201 are under the age of 65 and therefore not entitles to the help.
- Council commends the campaign by Mrs Amanda Kopel - "Frank's Law" - to request that the Scottish Government extends free personal care to anyone under the age of 65 who requires such care for their dementia, motor neurone disease, Parkinson's, multiple sclerosis, cancer, progressive supranuclear palsy (or any other degenerative brain disease).
- Council therefore instructs the Chief Executive to write to the First Minister requesting her to consider the introduction of a "Frank's Law" so that free personal care is extended to under 65s as set out above.

If you would like to talk about this, you can email me on haisteramal4@btinternet.com . Its not easy for me to travel to every part of the country but if it would help I might be able to come along and speak as I have done at a number of councils already.

Yours Sincerely

Amanda Kopel

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Head of Legal & Property Services	Report No:	RMcG/LP/139/16
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Sky Lanterns – Request by Councillor McCabe		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the Council to consider a request from Councillor McCabe.

2.0 SUMMARY

- 2.1 Councillor McCabe has requested that the Council consider the attached email from Mr Allan Bowie, President, NFU Scotland asking the Council to ban the use of sky lanterns on Council owned property and at Council run events (APPENDIX).

3.0 RECOMMENDATION

- 3.1 That the Council consider the request from Councillor McCabe.

Gerard Malone
Head of Legal & Property Services

APPENDIX

Dear Sir or Madam,

NFU Scotland represents over 8,500 farmers and crofters from across Scotland, and we need your support to improve the safety in our countryside.

Sky lanterns, also known as Chinese lanterns, can cause untold harm and damage not only to the environment, but also to animals and can cause fires on farms and crofts too.

To date, eight local authorities in Scotland have banned the use of sky lanterns and or helium balloon release on council-owned land, and we're working to urge others to follow suit and help to make our farms, crofts, and wider countryside safer.

The lanterns are constructed from paper with a wire or wooden frame and contain a lighted candle. Whilst seemingly innocent as they are released they can pose a fire hazard to stacks of straw, woodland and farm buildings and amount to litter when they return to the ground. If they land within livestock fields, or amongst crops grown for livestock feed, the wires risk being ingested by livestock and have been seen to cause great harm and suffering to animals.

Given the damage that Chinese lanterns can cause to the environment, property and animals, NFU Scotland would like to see greater public awareness of these risks. The Union believes that it is the responsibility of councils, such as yourselves, to publicly recognise these risks by banning their use on council owned property and at council run events.

NFUS asks that you follow the example of other councils within Scotland and take similar measures to demonstrate that you also take your responsibility towards the environment, property and animal welfare seriously by supporting a ban of sky lanterns within your area.

If you would like further information regarding this, please do not hesitate to contact me.

Kind Regards

Allan Bowie | President

NFU Scotland | Rural Centre, West Mains, Ingliston, Newbridge, EH28 8LT

Tel: [0131 472 4000](tel:01314724000) | **Mob:** 07887 717622 | **Email:** allan.bowie@nfus.org.uk | **Website:**

<http://www.nfus.org.uk/>

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Chief Executive	Report No:	RMcG/LP/151/16
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Education Psychologists in Scottish Schools - Motion by East Dunbartonshire Council		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the Council to consider the attached from East Dunbartonshire Council requesting that the Council give consideration to its motion regarding education psychologists in Scottish schools. Appendix

2.0 RECOMMENDATION

- 2.1 The Council is asked to consider the attached motion from East Dunbartonshire Council.

Aubrey Fawcett
Chief Executive

APPENDIX

SENT ON BEHALF OF GERRY CORNES, CHIEF EXECUTIVE

All Scottish Councils Council Leaders / Chief Executives

Dear Council Leader / Chief Executive

EDUCATION PSYCHOLOGISTS IN SCOTTISH SCHOOLS

At its meeting on 10 November 2016 East Dunbartonshire Council unanimously agreed the following motion:-

This Council:-

- a. Recognises the invaluable nature of the role played by educational psychologists in Scottish schools.
- b. Notes that the number of pupils identified with additional needs (ASN) has increased dramatically throughout Scotland in recent years.
- c. Instructs the Chief Executive to write to John Swinney, Education Secretary, asking him to investigate measures, including the reintroduction of educational psychologist bursaries; to ensure that there are sufficient numbers of educational psychologists to meet present and future demands in all Scottish schools.
- d. Instructs the Chief Executive to send a copy of this Motion to all Scottish Councils for their consideration.

Consequently I am writing to you, as instructed by the Council, to ask that your Council give consideration to this motion regarding education psychologists in Scottish schools.

Thank you for your consideration of this request.

Yours faithfully

GERRY CORNES
Chief Executive

Martin Cunningham
Corporate Governance Manager
Legal & Democratic Services
Education, People & Business
East Dunbartonshire Council
tel 0141 578 8251
mob 07771691011
e <mailto:martin.cunningham@eastdunbarton.gov.uk>
w <http://www.eastdunbarton.gov.uk>

Report To:	Inverclyde Council	Date:	1st December 2016
Report By:	Chief Financial Officer	Report No:	FIN/111/16/AP/LA
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Financial Strategy 2016/2024 - Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to present the updated Financial Strategy to the Council for review and approval.

2.0 SUMMARY

- 2.1 The six month review of the Financial Strategy has been undertaken and takes into account the approved 2016/18 Budget, a review of all funding models included in the Appendix and the latest information from UK and Scottish Government including matters included in the new Scottish Government's programme.
- 2.2 It can be seen from table 3 in paragraph 7.8 that the Council has a revenue funding gap over 2016/18 of £2.805 million. It has been agreed as part of the 2017/19 Budget Strategy to close this gap by a combination of a Council Tax increase and reserves.
- 2.3 In line with Best Practice, Section 7 also includes 3 different scenarios for the 2017/20 Revenue funding gap based on different assumptions around Government Grant, income, inflation and budget pressures. This gives a range in funding shortfalls of between £13.1 million to £37.4 million. Informal indications are that the 2017/18 grant settlement could be worse than even the pessimistic scenario.
- 2.4 Table 5 in paragraph 7.13 shows that overall the Council has a £0.84 million deficit on the 2016/18 Capital Programme. A new 2017/20 Capital Programme is being developed for Members to consider as part of the February 2017 Budget.
- 2.5 All the other appendices and tables have been updated as follows:

Appendix 4 – Riverside Inverclyde – this reflects the Single Operating Plan.

Appendix 5 – School Estate Management Plan – this reflects the latest phasings and decisions taken as part of the budget. It remains financially balanced based on the assumptions made.

Appendix 6 – General Fund Reserves – this reflects the decisions taken as part of the 2016/18 budget and the latest Policy & Resources information.

Appendix 7 – Capital Fund – this reflects the latest review of receipts and £3.0 million allocated for Loans Charges.

Appendix 8 – Repairs and Renewals Fund – this reflects the position including the latest projections.

Appendix 9 – AMP – this reflects the latest projected figures taken into account latest information and decisions including a review of the timing of loan charges and the application of savings agreed by the Council.

Appendix 10 – Vehicle Replacement Programme – reflects latest information and budget savings including savings from Vehicle Tracking.

Appendix 11 – RAMP – shows the five year planned investment of £29 million ending in 2017/18. Proposals for the next phase are due to be considered as part of the February 2017 Budget.

Appendix 12 – This Appendix illustrates how the Council intends to address a significant loans charges funding pressure between 2016/17 and 2021/22. In addition the figures reflect the £2.0 million saving in Loans Charges agreed by Policy & Resources as part of the 2016/18 budget and a further £650,000 allocated for the SEMP acceleration.

Appendix 13 – This Appendix provides a medium/longer term initial projection of the City Deal programme from both a revenue and capital perspective.

- 2.6 Section 11 reflects the identified risks to the Financial Strategy and mitigating actions whilst Appendices 1 to 3 highlights the major short / medium / long term issues the Council needs to be aware of which could materially impact on the figures presented.
- 2.7 Overall the Financial Strategy confirms the significant challenges facing the Council in coming years but that all models remain affordable, based on the latest information.
- 2.8 The Corporate Management Team have contributed to and approved the content of the revised Financial Strategy.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council approve the latest revision of the Financial Strategy.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 The Financial Strategy requires to be reviewed twice per year and reported to the Full Council. This is done in June and December each year.

5.0 CURRENT POSITION

- 5.1 The Strategy has been updated to reflect latest information as detailed in Section 2 of this report and confirms that the Council has a current recurring funding gap of £2.8 million by 31st March 2018 but took decisions in March 2016 to manage this for 2017/18.
- 5.2 All models in the Appendices have been reviewed and all remain affordable.
- 5.3 Appendices 1-3 outline the short, medium and long term challenges which the Council requires to consider when agreeing future budgets.
- 5.4 The Strategy has taken account of the latest information from the new Scottish Government with a key announcement being the expected 2017/18 Budget on 15th December 2016.
- 5.5 Whilst there is no official line from the Government indications via Cosla are that 2017/18 could be at least no better than last year with cash cuts in excess of 3.5%. The current mid-range funding scenario assumes a reduction of around 1.7%.

6.0 IMPLICATIONS

Finance

- 6.1 The Financial Strategy is the key document for the Council's financial planning and links into other strategic strategies and plans. Given the financial challenges which lie ahead then the importance of regular reviews of the document increases.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 There are no specific Legal issues arising from the report.

Human Resources

- 6.3 There are no specific Human Resources issues arising from the report

Equalities

- 6.4 There are no specific equalities issues arising from the report

Repopulation

- 6.5 Having medium term financial plans which realistically reflect the pressures and opportunities faced by the Council and the communities it serves will help build confidence in the area and contribute to the Repopulation agenda.

7.0 CONSULTATIONS

- 7.1 The Financial Strategy has been produced after consultation with and input from the CMT and other relevant Officers.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 None.



Financial Strategy

2016/17– 2023/24

December 2016

Contents

1. Foreword
2. Why have a Financial Strategy?
3. Financial Summary
4. Overall Economic Position
5. Local Context
6. Financial Management
7. Financial Outlook
 - Short to Medium Term - Revenue
 - Other Short to Medium Term Revenue Issues
 - Long-Term Revenue Issues
 - Short to Medium Term Capital Projections
 - Long-Term - Capital Projections
8. Treasury Management
9. Reserves
10. Monitoring and Reporting Arrangements
11. Risk Management

Appendices

Appendix 1 - Short-Term Issues

Appendix 2 - Medium-Term Issues

Appendix 3 - Long-Term Issues

Appendix 4 - Riverside Inverclyde Funding Details

Appendix 5 – School Estate Management Plan Funding Details

Appendix 6 – General Fund Reserves

Appendix 7 – Capital Fund

Appendix 8 – Repairs & Renewals Fund

Appendix 9 – Office & Depot AMP Funding Details

Appendix 10 – Vehicle Replacement Programme

Appendix 11 – Roads AMP

Appendix 12 – Loan Charges

Appendix 13 – City Deal

1.0 Foreword

This latest revision of the Council's Financial Strategy has been undertaken at a time of continued financial austerity, political uncertainty and constitutional change.

Given the challenging economic situation, and the significant financial issues we will face over future years, it is essential that the Council updates its Financial Strategy regularly to ensure it provides a practical framework within which policy choices can be identified, debated and approved.

The approval of this revised Financial Strategy demonstrates that we are clear both about the outcomes we want to achieve for our communities and the financial challenges that need to be addressed if we are to successfully deliver on these outcomes.

To provide a clear, consistent strategic direction for the Council the following outcomes were agreed for the Financial Strategy – it will ensure that:

- **the Council has a comprehensive, coherent, balanced budget;**
- **the Council reviews the level of Council Tax annually in the context of the Financial Strategy, to determine an appropriate level in the best interests of the people of Inverclyde;**
- **resources are allocated and deployed to facilitate delivery of the outcomes in the Corporate Statement and Single Outcome Agreement and Corporate Directorate Improvement Plans;**
- **all key strategic decisions on the allocation and deployment of resources are made within the appropriate financial context;**
- **Members can take full account of the impact of decisions on the overall financial resources of the Council in the short, medium and long term;**
- **there is a high level of confidence in the financial management of the Council;**
- **the Council has flexibility to address new policy requirements, or significant changes to existing policies, within overall available financial resources;**
- **resources are invested effectively, efficiently and on a sustainable basis;**
- **there is continued improvement in the delivery of major projects;**
- **there remains a focus on securing efficiencies across the organisation;**
- **a significant proportion of efficiencies secured are invested in improving service quality, delivering new infrastructure, enhancing service levels and upgrading existing assets;**
- **there is an increased level of understanding on behalf of the wider community with regard to the finances of the Council.**

The primary financial challenge facing the Council over the 2016/18 period, given the impact of the economic downturn on public sector expenditure, will be to stay within the approved revenue budget and deliver a capital programme that continues to maintain a high level of investment in key infrastructure.

There is no doubt that setting the 2016/18 budget generated options required difficult decisions. This position is expected to be magnified over the period 2018/20. One of the main challenges faced by the Council is therefore forward planning, preparatory investment and a sufficient lead in period prior to implementation of both savings and investment for the period beyond the current budget.

Given the difficult position the Council faces on capital expenditure, it is essential that future capital expenditure proposals are largely self-financing through the release of other capital assets, as well as delivering efficiencies which will secure ongoing revenue savings.

The Council has also approved corporate policies to charging and income generation – including maximising external funding from sources such as the various Lottery Funds to supplement existing resources and support service delivery. The Council's approach to charging will require to be reviewed as part of the overall 2018/20 Budget.

The Financial Strategy also ensures that strategic initiatives which require long term revenue and capital commitments such as The City Deal, Asset Management Strategy and the School Estates Management Plan are locked down.

We also need to ensure that the Financial Strategy continues to support the Corporate Statement directly, the Single Outcome Agreement for Inverclyde, and effectively link this Strategy to our Corporate Directorate Improvement Plans.

The Financial Strategy is a dynamic document and will be monitored on an ongoing basis by the Corporate Management Team and the Policy & Resources Committee. It will continue to be formally reviewed by the Council twice yearly, in June and in December.

This Financial Strategy is key to the future success of the Council – it is about making sure we have sufficient resources in place when required to deliver the outcomes we realistically can achieve for the communities of Inverclyde.

Councillor Stephen McCabe
Leader of the Council

Aubrey Fawcett
Chief Executive

2.0 Why have a Financial Strategy?

- 2.1 The purpose of our Financial Strategy is to provide clear direction, supported by a practical framework and explicitly defined parameters, on how the Council will structure and manage financial resources in the medium to long term to ensure they are deployed effectively to achieve corporate objectives.
- 2.2 This is not just another financial process – the Financial Strategy is integral to our Strategic Planning and Performance Management Framework which underpins the achievement of the outcomes identified in the Single Outcome Agreement, Corporate Statement, and is an integral part of the Corporate Directorate Improvement Plans.
- 2.3 The requirement to develop a medium to long term financial strategy covering the next three to eight years (and in some areas longer) is a vital component of decision making.
- 2.4 The Council has taken into account guidance from CIPFA when developing the Financial Strategy as well as best practice from other local authorities.
- 2.5 Our ambition is to maintain a single, coherent Financial Strategy that brings together the corporate objectives of the Council along with all the relevant financial information in a clear, accessible document.
- 2.6 The value of such a Strategy is that it enables the Council to develop a better understanding of the wider policy and financial environment within which it operates, identify and respond flexibly to opportunities and threats, manage and mitigate risks and ensure that financial resources are contributing to achieving corporate objectives.
- 2.7 The Strategy will also provide information to a range of stakeholders:

Table 1 – Stakeholder Information

For the Council and Elected Members	to decide how available financial resources will be used
For Chief Officers, managers and employees	To help optimise the available resources and reinforce their roles in financial management arrangements
For residents	to show how the Council's Financial Strategy impacts upon service provision
For Council Tax payers	to demonstrate how the Council looks after public resources
For partners	to share the Council's vision and help identify opportunities for joint working and resource deployment.

- 2.8 The Strategy covers the period 2016/18 in detail and also identifies issues that will impact in the longer term, so that the Council can plan ahead. It includes expenditure forecasts and projected funding, where known for key priorities.
- 2.9 Inevitably some of the information of the Financial Strategy will be based on forecasts and these will change over time - the Strategy is reviewed regularly so that the Council can respond proactively to any such changes.
- 2.10 The inclusion of information in the Financial Strategy does not infer approval and all financial projections and issues will have to be subject to approval through the budget process.
- 2.11 The Strategic Planning and Performance Management Framework continues to develop links between the strategic planning and budgeting processes. This allows services to plan ahead, taking into account the resources available and proactively identify opportunities to achieve efficiencies or secure alternative funding sources. This process also encourages the development of joint resourcing opportunities within the Inverclyde Alliance.

3.0 Financial Summary

- 3.1 On 10 March 2016 the Council agreed the 2016/18 Revenue Budget which included the temporary use of up to £2.81 million from Reserves to balance the 2017/18 Budget. The requirement to use this level of reserves in 2017/18 will be reviewed in February 2017 once details of the 2017/18 Settlement are known. The Council has agreed however that reserves will be used to close any funding gap in 2017/18 to allow the new Council, due to be elected in May 2017, to shape future years policies and priorities.
- 3.2 The same meeting also reaffirmed the 2015/18 Capital Programme which took into account the latest Government Grant settlement information.

Table 2 – Short Term Summary – Approved Revenue and Capital Budgets (March 2016)

	2016/17 £million
<u>General Fund Revenue Budget</u>	190.348
<u>Financed by</u>	
Government Grant (Including NDR)	(163.552)
Council Tax	(26.796)
Approved Contribution to General Reserve	-
<u>Capital Programme (2016/17)</u>	
Approved Spend	28.72
<u>Financed by</u>	
Government Grants	8.48
Capital Receipts	0.69
Other Grants/CFCR etc	0.98
Prudential Borrowing	18.12
Resources Carried Forward from prior year	5.05
Surplus in Resources in 2016/17	3.55

4.0 Overall Economic Position

UK Context

- 4.1 The UK Government Spending Review (SR) was announced in November 2015 and covered the period to 2020/21. The Autumn statement for 2016 is due from the Chancellor on 23rd November. This will provide a crucial indication of the medium term strategy the Government intends to adopt post the vote to leave the EU.
- 4.2 The SR estimated real GDP growth of between 2.3% and 2.5% over each of the next 5 years. In addition it reflected a gradual increase in CPI and Interest Rates to 2% by 2020/21. These figures are expected to be revised by the Chancellor post the Brexit vote with almost monthly revisions to growth, inflation and interest rates forecasts from the Bank of England, National Institute for Economic & Social Research (NIESR), IFS etc.
- 4.3 The High Court ruling on Article 50 on 3rd November is expected to cause further delay and uncertainty and as such it is important that the Council continues to plan for a range of financial scenarios as outlined in Section 7.
- 4.4 Despite the fluid situation and different predictions one thing that is common is the fact that there is no indication of material rises in tax rates and as such considerable pressure will remain on the Public Finances.

The Scottish Context

- 4.5 In December 2015 the Scottish Government announced a one year Budget covering 2016/17 with the expectation that the new Scottish Government will announce a 1 year (2017/18) Budget on 15th December 2016.
- 4.6 The SNP manifesto contained a number of commitments which are expected to impact on Local Government finances in the next few years. The main areas are as follows:
 - NHS Budget to increase by £500m more than inflation by the end of the Parliament
 - Additional £1.3 billion in Health & Social Care Partnerships
 - To almost double the free early years provision by 2021
 - Increase Scottish Attainment Fund by £750 million with more allocated to Head Teachers
 - Extend payment of the Living Wage to all Social Care Workers by October 2016
 - Abolish the "Bedroom Tax"
 - Council Tax increases to be capped at +3%
 - Assignment of some income tax to Councils
 - Reform of Council Tax

Progress has been made on a number of these commitments with the imminent Scottish Budget announcement expected to provide further clarity.

- 4.7 In addition a number of other points which will impact on Local Government were included as follows:
 - A review of the roles and responsibilities of local authorities and between local authorities and health boards
 - Introduction of a Bill that will decentralise local authority functions, budgets and democratic oversight to local communities
 - 1% of local authority budgets to be allocated to local communities under Community Choice arrangements
 - Consideration of a system of penalties for local authorities which have not settled equal pay claims

- 4.8 The following table shows the projected movement in the Scottish Budget over the period 2016/20 based on information received from John McLaren in May 2016. These figures will be revised post the Scottish Government Spending Review announcement in December.

	<u>2016/17</u> %	<u>2017/18</u> %	<u>2018/19</u> %	<u>2019/20</u> %	<u>Cumulative</u>
Scottish DEL - Cash	+0.7	+1.0	+0.7	+1.0	+3.4%
Scottish DEL - Real	-1.0	-0.7	-1.4	-1.1	-4.2%

For Councils, based on no increase in Council Tax and NDR, the average annual cash terms reduction is nearer 1.6%.

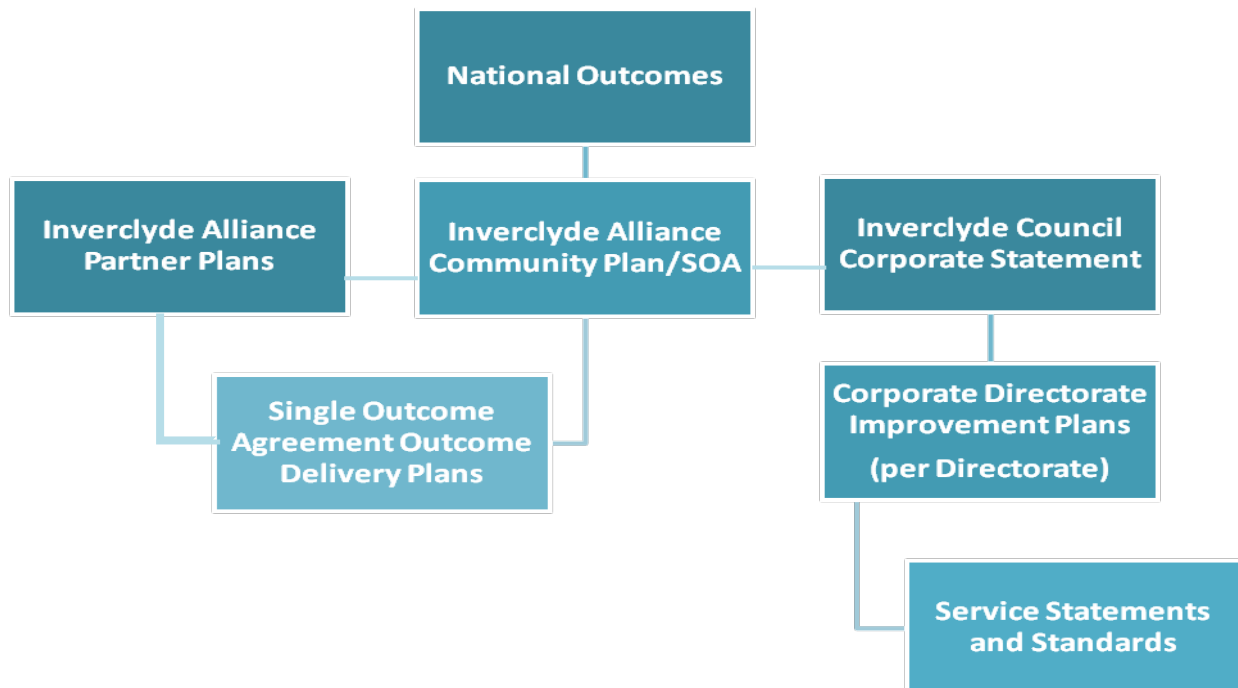
- 4.9 In addition the Fiscal Framework Principles have been agreed between UK and Scottish Government. The main areas are as follows:

- Barnett Formula is retained
- Scottish Rate Income Tax (SRIT) implemented from April 2016
- Welfare changes commencement date to be agreed
- 10p of VAT receipts (standard) and 2.5p (reduced) to be assigned to the Scottish Government by 2019/20
- Borrowing –
 - Capital –
 - Up to £3bn cap over a 10 year period with a £450m annual cap. (Over and above capital block grant).
 - Revenue –
 - Up to £600m/year but limit is £1.75bn
 - Reserves –
 - To manage spend and tax volatility with a £700m aggregate cap. Annual limit is £250m revenue, £100m capital

- 4.10 Based on the above it is clear that Local Government faces a continued squeeze on resources for the foreseeable future which will require clear prioritisation and inevitably a review of some of the universal service provision policies at both a national and local level.

5.0 Local Context

- 5.1 The local environment within which the Council operates has changed significantly in recent years and will alter further in future years due to the impact of national legislation and policy, further economic turbulence, societal changes and developing customer expectations.
- 5.2 The overall strategic framework within which the Council operates is outlined in the Strategic Planning and Performance Management Framework. The Framework includes the Single Outcome Agreement, the Corporate Statement, Corporate Directorate Improvement Plans and the Financial Strategy.
- 5.3 The Strategic Planning and Performance Management Framework is shown in the Diagram below.



- The **National Outcomes** are set by the Scottish Government and sit within a National Performance Framework. These outcomes are an overarching guide for the local community planning partnership document, the Single Outcome Agreement.

The Council has agreed that the [Single Outcome Agreement](#) will act as the **Community Plan** for the Inverclyde area. The current SOA will run from 2012 to 2017 and was subject to a minor review in 2013 to match guidance released by the Scottish Government, following the Review of Community Planning and SOAs. The SOA is the high level strategic partnership document setting out the vision and direction for the Inverclyde area, as agreed by all the Inverclyde Alliance partner organisations. The outcomes are based on evidence of the key issues and challenges for the Inverclyde area and through community engagement. They set out what we want to achieve for all the communities of Inverclyde.

- The **SOA Outcome Delivery Plans** set out the Partnership actions and projects which will contribute to the achievement of the SOA outcomes and are expressed through the wellbeing indicators (as set out in the SOA, see below in 5.5) to help better understand their impact on a crosscutting basis.
- The **Corporate Statement** is a public facing, focused statement setting out the Council's vision. The Corporate Statement also reflects the eight local outcomes and the wellbeing indicators from the SOA and sets out, at a high level, what the Council will do to deliver on the eight local outcomes. It also sets out the high level budget by key services.

- **Corporate Directorate Improvement Plans** set out the vision for each Directorate. The Plan covers two broad areas, the first being corporate cross cutting improvement actions and the second Directorate Improvement actions. These improvement actions are based on robust self evaluation and referenced to community outcomes and wellbeing indicators.
- **Service Statement and Standards** set out what services do on a day to day basis and will not change significantly year on year, but will be refreshed to reflect any structural or legislative changes. It is a public facing document which also sets out a summary of the financial and employee resources allocated to run the service. Service standards are also reflected in the Service Statements, setting out what quality standards the service follows and what customers can expect.

Outcomes for Inverclyde

- 5.4 The focus of the Strategic Planning and Performance Management Framework is on addressing the main challenges facing the area, and the eight outcomes set out in the SOA are the agreed priority areas for all partners to work together on, covering the areas of:
- Repopulation
 - Successful Communities
 - Economic Regeneration and Employability
 - Health Inequalities
 - Alcohol Misuse
 - Best Start in Life for children and young people
 - Environment
 - Continuously improving, best value services
- 5.5 There are also a series of **wellbeing outcomes**, which the Inverclyde Alliance, including the Council, has adopted, which have been adapted and expanded from 'Getting it Right for Every Child', to help us work towards 'Getting it Right for Every Child, Citizen and Community'. The wellbeing outcomes cover the core areas of Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.
- 5.6 A key challenge for the Inverclyde Alliance, and the public agencies, operating in Inverclyde, over the next five years will be to ensure better alignment between available resources, across all agencies, and the outcomes identified in the SOA.
- 5.7 There are a number of improvement actions which have been developed from the Quality Assurance of the SOA including the need to develop a process to identify how partners are shifting planning and resources to early intervention and measuring success on reducing demand, costs and releasing savings. The Council is working to establish a picture of resource deployment in the context of the SOA and will work with partners to try to capture the picture across all involved agencies.

Demographics and Population

- 5.8 The most significant challenge facing Inverclyde is depopulation and associated demographic change – this has been recognised by the Council and our Partners as a priority and is reflected in the Corporate Statement and Single Outcome Agreement.
- 5.9 The fundamental issue for the Council is that at some point if the decline in population continues at the current pace then the area could become no longer sustainable as a unit of administration which would have an associated impact on other services such as health, police and fire.

- 5.10 In 2011 Census the population for Inverclyde was 81,485, a decrease of 3.2% from 84,200 in the 2001 census. The most recent population estimates set out Inverclyde's population for 2015 at 79,500, a decrease of 1.0% from 80,310 in 2013. The population of Inverclyde accounts for 1.5% of the total population of Scotland.
- 5.11 In Inverclyde 13,301 (16.7%) of the population are aged 16 to 29 years. This is smaller than Scotland where 18.3% are aged 16 to 29 years. Persons aged 60 and over make up 25.9% of Inverclyde. This is larger than Scotland where 24% are aged 60 and over.
- 5.12 Since 1985, Inverclyde's total population has fallen overall, Scotland's population has risen over this period.
- 5.13 By 2039 the population of Inverclyde is projected to be 70,271, a decrease of 12 per cent compared to the population in 2014. The population of Scotland is projected to increase by 7 per cent between 2014 and 2039.
- 5.14 Over the 25 year period the age group that is projected to increase the most in size in Inverclyde is the pensionable age and over age group. This is the same for Scotland as a whole.
- 5.15 The population aged under 16 in Inverclyde is projected to decline by 16 per cent over the 25 year period.
- 5.16 In the [SIMD](#) 2004, Inverclyde, locally, had 32.7% of data zones in the most deprived 15% of all data zones, however by 2006, this had increased to 38.2%. In 2009, the percentage of datazones in the most deprived 15% remained static at 38.2%, increased in the 2012 SIMD release to 40.0% and reduced to 36% in 2016. The number of Inverclyde datazones in the 5% most deprived in Scotland has fallen by 3 from 14 to 11. This equates to 9.6% of all 114 Inverclyde datazones in the 5% most deprived category.

Inverclyde has the second highest concentration of deprivation in Scotland, sitting behind Glasgow.

- 5.17 Demographic change will have significant impact on services as funding allocated from the Scottish Government is partly based on the population of an area. Even with additional allocations to take account of deprivation the budget is will reduce in real terms over the next five years.
- 5.18 In terms of indicators of deprivation the profile for Inverclyde differs significantly from the national picture, these include¹:
- Of the 9,890 working age key benefit claimants in Inverclyde 5,950 (11.7% of the working age population) are claiming Employment Support Allowance and Incapacity Benefits. This is higher than the Scottish figure of 7.9%.
 - 2.3% (1,180) of working age benefit claimants are claiming Job Seekers Allowance. Of this, a higher proportion of 18 – 24 year olds (5.3%) are claiming than 25 – 49 year olds (3.1 %) or 50 – 64 year olds (2.0%).
 - 19.4% of the working age (16-64yrs) population of Inverclyde are out-of-work benefit claimants, compared to 13.7% of the Scottish population as a whole.
 - Approximately 86.5% of working age adults in Inverclyde have NVQ1 and above, or other formal qualifications. 91% of the Scottish population have NVQ1 and above or other formal qualifications (2015 figures).
 - Median earnings for full time workers (Gross Weekly Pay) in 2015 in Inverclyde were £518.9 which has increased from the 2007 rate of £383 per week. This is approximately 1.53% lower than those for Scotland as a whole (£527), with the gap decreasing from 13%.
 - Working age people account for 63.6% of all people in Inverclyde (2015). This is 1% lower than for Scotland as a whole.
-

- 5.19 The projected population changes will have an impact on all service areas, particularly Education and Social Care, where there will be a need to actively manage the transition from current service delivery arrangements to new models that are built around the needs of the future population.
- 5.20 The deprivation profile will have major implications for services as research indicates that those most vulnerable to poverty are more likely to require greater interventions and a targeted focus to move out of poverty and this will come at a significant cost to public agencies.
- 5.21 The predicted demographic changes also have other implications. A decline in younger economically active people and a growth in the older, more vulnerable age group can mean there will be fewer informal carers which could result in a higher dependency on the services provided by the Health & Social Care Partnership.

The changing public sector landscape in Inverclyde

- 5.22 The public sector landscape has changed significantly over the last decade in Inverclyde with the creation of Riverside Inverclyde, River Clyde Homes and the Health & Social Care Care Partnership – these organisations join Inverclyde Leisure and the wider voluntary sector as part of a mixed economy of public service provision.
- 5.23 The development of this mixed economy of public service provision presents new challenges for the Council as it seeks to ensure that outcomes are achieved and that resources are being deployed effectively and efficiently. This is particularly relevant in the context of the SOA where there will need to be a robust appraisal of whether existing service delivery arrangements across all partner agencies can effectively deliver on the agreed outcomes.
- 5.24 The Christie commission report set out the future of public service reform, with a major emphasis on preventative spend and early intervention. Whilst the Council has to tackle the problems associated with poverty and deprivation now, it also has to look to the future, and ensure that effective intervention is put into place now, to prevent further problems from developing, which will ultimately require expensive interventions. Investment in the lives of our children and young people early on in their lives will result in a better outcomes and quality of life for them as they grow up in the Inverclyde area.
- 5.25 The Community Empowerment (Scotland) Bill was passed on 17 June 2015 and received royal assent on 24 July 2015. The Act places new duties on the Council and its partners to provide new rights for community bodies. The Act came into effect in July 2016 and different parts of the Act are likely to have different start times from then. Statutory guidance is currently being prepared to support the implementation of the Act. This Act will potentially have a significant impact on the way the Council interacts with the Community.

5.26 *Riverside Inverclyde*

Riverside Inverclyde is a joint initiative between the Council and Scottish Enterprise to regenerate 330 acres of the Clyde Waterfront scheduled to run from 2006/7 until 2017/18.

The Council's contribution towards Riverside Inverclyde was originally to be £24 million over the ten year period. In addition the Council has made contributions in kind by transferring specific assets to the Urban Regeneration Company which will count towards the £24 million contribution and a further £5.7 million financial support to specific major Regeneration projects led by Riverside Inverclyde.

Following the mid-term review in 2013 a new Single Operating Plan covering the period 2014/17 was approved. The Single Operating Plan reviewed objectives, outcomes and financing. A further review in 2015/16 resulted in a decision to extend Riverside Inverclyde to March 2019.

5.27 *River Clyde Homes*

River Clyde Homes is a not-for-profit housing organisation, which is run by a Board of Tenants, Council nominees and community members. It is regulated by the Government to ensure that it manages housing in the best interests of the tenants of Inverclyde, and the community as a whole.

The transfer to River Clyde Homes of all the Council housing stock was based on significantly more money being available to invest in homes and neighbourhoods and give tenants a real say in the decisions that are made about their housing, with tenants on the Board influencing policies and investment decisions.

River Clyde Homes prepared a Business Plan which gives tenants a clear understanding of what they can expect from the new organisation on key issues like improvements, repairs and rent levels. Government cuts have impacted on progress against the original Business Plan.

5.28 *Inverclyde Leisure*

Inverclyde Leisure is a 'company limited by guarantee', not having share capital and recognised by HMRC and OSCR as having charitable status. In October 2001, the Trust was asked to take responsibility for the management and delivery of Inverclyde Council's sport and recreational services.

The Leisure Trust works in close partnership with Inverclyde Council and other internal and external agencies in order to develop the optimum service for residents and visitors to Inverclyde and so to ensure the Trust's Mission Statement is implemented.

The Council's Community Facilities transferred to Inverclyde Leisure in April 2010 and the transfer of the management of Outdoor Leisure Facilities to Inverclyde Leisure took place in April 2015. Inverclyde Leisure has revised its Business Planning process and a new Business Plan was presented to the Council in March 2014 and is reviewed annually.

The Council's percentage contribution to the Leisure Trust has reduced considerably and is currently under 30% of the Leisure Trust turnover.

5.29 *Inverclyde Health and Social Care Partnership (HSCP)*

The Council and Greater Glasgow and Clyde Health Board established an integrated Community Health and Care Partnership in October 2010. This has resulted in greater partnership working and efficiencies in line with the Government's stated objective of integrating aspects of Health & Social Care.

The Public Bodies (Joint Working) Act 2014 resulted in the creation of a HSCP Integrated Joint Board (IJB) during 2015/16 and required a revised Governance and Financial framework. The IJB is a separate legal entity and will receive resources from and delegate resources to the Council and Health Board. The Council is well placed to meet this challenge given the 4 successful years of CHCP operation.

The financial integration became live in April 2016. The Council expects increased pressure on Council Budgets as the impact of pressures in the Acute side of Health work their way through the IJB Finances.

6.0 Financial Management

Corporate Governance

- 6.1 The Council positively promotes the principles of sound corporate governance within all aspects of its activities.
- 6.2 Corporate governance is about the structures and processes for decision-making, accountability, controls and behaviour throughout the Council. It is based around key principles of openness, equality, integrity and accountability.
- 6.3 The fundamental principles of corporate governance should be reflected in the various dimensions of Council business, including;
- Ensuring a community focus underpins the Council's vision and priorities;
 - Ensuring the effective delivery of local services on a sustainable basis;
 - Establishing effective management structures and processes which include clearly defined roles and responsibilities for officers;
 - Developing and maintaining effective risk management systems that form part of the Council's strategic decision making process;
 - Ensuring high standards of propriety and probity in the stewardship of the Council's funds and the management of the Council's affairs;
 - A commitment to openness in the Council's affairs and the provision of full, accurate and clear information to all stakeholders.
- 6.4 The Chief Financial Officer has been designated as "the proper officer" and is responsible for advising the Council on all financial matters.
- 6.5 The Financial Regulations were refreshed and approved in September 2016 and are an essential component of the corporate governance of the Council.
- 6.6 The Financial Regulations are designed to facilitate the smooth running of the Council, protect its interests and the interests of members and officers, and ensure the proper administration of all the Council's financial affairs, including, Partnerships, The Common Good and Sundry Accounts.
- 6.7 Head Teachers must also comply with the Financial Regulations, with the exception of virement which is defined in the Devolved Management of Resources Scheme.

Roles and Responsibilities

- 6.8 It is important to set out clearly the roles and responsibilities of the key parties involved in the Financial Strategy and the management of overall financial resources of the Council.

Elected Members

- 6.9 Elected Members, through Full Council and Committees are responsible for considering and approving budgets and the Financial Strategy for the Council. Approved budgets must be financially balanced and demonstrate value for money and sustainability.

- 6.10 Throughout the year Committees receive reports which allow progress against approved budgets to be scrutinised. All members receive appropriate training in the areas of Financial Strategy, Local Government Finance and key specialist areas such as Treasury and Risk Management.

Corporate Management Team

- 6.11 The Chief Executive and Corporate Directors form the CMT, chaired by the Chief Executive, who are responsible, individually and collectively, for ensuring effective financial management across the organisation.
- 6.12 As Budget Holders the CMT are responsible for the budgets delegated to deliver the services within their Directorate in line with the priorities of the Council. Whilst they may delegate this responsibility within their Directorate they remain accountable in exercising overall financial control.
- 6.13 The CMT have a specific meeting each reporting cycle to consider corporate financial matters including employee costs, key budget lines, earmarked reserves and savings delivery progress.

Chief Financial Officer

- 6.14 The Chief Financial Officer has a statutory role to ensure appropriate arrangements are in place for the proper administration of the financial affairs of the Council. He has the authority to comment and advise CMT, Chief Executive and Elected Members on all financial matters.

Heads of Service

- 6.15 Heads of Service are individually responsible for ensuring that the services within their remit are delivered in line with the agreed policy, and support the strategic direction of the Council. As Budget Holders they are responsible for the budgets delegated to them to deliver their service in a manner which demonstrates value for money in line with the priorities in the Corporate Directorate Improvement Plans.

Budget Managers

- 6.16 Responsibility for budgetary control lies with the Corporate Directors and as delegated budget holders, their Heads of Service and Service Managers. In recognition of the need to ensure budget holders are appropriately supported and trained, Finance Services delivers training to all Heads of Service and Managers on Financial Governance and budgetary control issues.

Financial Support to Services

- 6.17 The Council agreed in November 2009 to a “Hub and Spoke” model for the delivery of financial support to Services. This means each Directorate has a dedicated Finance Manager and Principal Accountant who to prepare and monitor the Directorate budget as well as providing a full range of financial advice to the Directorate.

Internal Audit

- 6.18 Internal Audit provide assurance to Elected Members, the Chief Executive and management that the internal processes of the Council are being managed appropriately in line with the overarching policies and outcomes are being delivered in an efficient and effective manner.

External Audit

- 6.19 The role of External Audit is to provide assurance to the Auditor General and the Accounts Commission that the Council has spent public money properly to deliver outcomes in an efficient and effective manner. They also provide assurance to the Elected Members, the CMT and general public that the Council's performance is reported in accordance with the financial standards and presents a fair account of the Council's activities.

Managing the Budget

- 6.20 Committees receive five budget monitoring reports throughout the year. These are jointly prepared by the Chief Financial Officer and the relevant Corporate Director.
- 6.21 The Corporate Management Team receive and discuss a budget overview every budget monitoring cycle covering key budget lines, employee costs, earmarked reserves, progress on the approved savings and key projects with financial implications.
- 6.22 All Services receive detailed budget information five times per year and in addition are sent FMS budget reports in intervening months plus having access to real time information held on the Council's Finance Management System.
- 6.23 The Council operates a risk based approach to budget monitoring ensuring that focus is given to larger and more volatile budgets. The identification of key budgets is agreed annually between Directorates and Finance.

7.0 Financial Outlook

- 7.1 Key financial issues are known or anticipated events and activities that have to be addressed within overall financial resources in the short-term (within 3 years), medium-term (within 5 years) or long-term (over 5 years).
- 7.2 Events and activities include efficiencies, planned savings, changes to service priorities and delivery, and known potential pressures. The financial impact of an event or activity may be one-off, recurring or time-limited.
- 7.3 The Council is due to receive Revenue Grant/Non-Domestic Rates Income of £163.552m in 2016/17.
- 7.4 When the Council's own projection of Council Tax Income based on 96.8% collection rate is added (£26.796m) then the income for the Council in 2016/17 is projected to be £190.348.
- 7.5 The Financial Strategy runs up to 2023/24 and beyond in terms of identifying potential issues, but the revenue forecasts are limited to the period which can be reasonably forecast.
- 7.6 The level of resources available to the authority to fund its revenue expenditure is also dependent on Council Tax and the approved budget shows no increase over 2016/17 although the Council has the option to increase Council Tax by up to 3.0% in 2017/18.
- 7.7 The Council has agreed a Reserve Strategy which requires a minimum unallocated General Fund Reserve of 2% of turnover. Based on the 2016/17 Budget this now equates to £3.8 million. The overall position of the Reserves shown in Appendix 6 and has been updated to reflect the latest projections. The Reserve Strategy was reviewed and approved by the Policy & Resources Committee in September 2016.
- 7.8 The projected budget position in the short to medium term, is set out in the following tables and notes for both revenue and capital. Details of the short, medium and long-term issues identified in consultation with Services are contained at Appendices 1, 2 and 3.

Finance Strategy - December 2016

Table 3

	<u>2016/17</u> <u>£m</u>	<u>2017/18</u> <u>£m</u>
Base Budget for Prior Year	195.855	190.348
<u>UPLIFTS FROM PRIOR YEAR</u>		
<u>Inflation (Note1)</u>		
Pay Inflation	2.110	1.745
Other Inflation	0.500	1.000
Income	-0.110	-0.110
	<u>2.500</u>	<u>2.635</u>
<u>Budget Increases (Note 2)</u>		
Unavoidable Pressures	2.090	0.400
Loan Charges	0.400	0.400
New Pressures - P&R November 2014	0.471	-
New Pressures - Inverclyde Council March 2016	1.390	-
Further Social Care Pressures - 2016/17	1.291	-
	<u>5.642</u>	<u>0.800</u>
<u>Adjustments (Note 3)</u>		
Reduce Inflation Allowance	-2.900	-
2015/16 Budgeted Surplus	-2.587	-
Other Adjustments Applied	0.301	0.020
Funding from IJB (£250 million Share)	-2.560	-
	<u>196.251</u>	<u>193.803</u>
Net Revenue Budget Before Savings		
<u>Funded by: (Note 4)</u>		
Revenue Grant/NDR Income	163.552	160.525
Council Tax Income (Net of CTR)	26.796	26.796
	<u>190.348</u>	<u>187.321</u>
Annual Budget Before Savings (Surplus)/Deficit	<u>5.903</u>	<u>6.482</u>
Cumulative Budget Gap before Savings	<u>5.903</u>	<u>12.385</u>
<u>Savings Applied (Cumulative)</u>		
Savings Applied February 2015	-3.277	-3.277
Budget Topslice 2016/17	-0.820	-0.820
Efficiencies & Adjustments Nov 2015 / Feb 2016	-1.322	-1.687
Loans Charges Savings - September 2015	-	-2.220
Use of Reserves 2017/18	-	-
Savings Agreed February 2016	-0.484	-0.976
Savings Target Approved March 2016	-	-0.600
	<u>0.000</u>	<u>2.805</u>
Approved Budget (Surplus)/Deficit		

Finance Strategy Notes – June 2016

Note 1 Inflation

- a) Pay – The allowance for pay inflation is an allowance available over the 2 year period to fund all pay related pressures including the annual pay award, impacts of living wage, equal pay etc, increases in employers national insurance/pension costs and movement in service bottom up employee budgets.

A two year pay award was agreed for 2015/16 and 2016/17. The approved 1% increase for 2016/17 cost approximately £350,000 for teachers and £700,000 for non-teachers.

- b) Other Inflation – Inflation has been at an unprecedented low rate in recent times and as such the allowances have been greatly reduced. Indications are that pressures are building on both construction and workforce related costs and as such the allowance has been increased to £1 million from 2017/18.
- c) Income – A review of the income lines for 2016/18 has resulted in anticipated income inflation of £110k for both years (2%).

Note 2 Budget Increases

- a) Unavoidable Pressures – Reflects approvals for Auto Enrolment, Teachers pension increase from August 2015 and abolition of National Insurance contracting out rebates from 2016/17.
- b) Loan Charges Movement – Figures reflect anticipated increase due to capital investment and further investment for RAMP/AMP in 2017/18
- c) New Pressures – P&R November 2014 – Reflects pressures approved during Budget setting February 2015.
- d) New Pressures – Inverclyde Council March 2016 – Reflects pressure approved during Budget setting March 2016.

Note 3 Adjustments

- a) Reduce Inflation Allowance – Reflects decisions taken during Budget setting February 2016.
- b) Funding from IJB Share £250 million – Reflects Councils share of £4.45 million allocated to Integrated Joint Boards used to alleviate pressures within Council Social Care Budget.
- c) Other Adjustments – Figure reflects decisions taken at September 2015 Policy and Resources Committee and Budget setting March 2016. The main adjustments relate to realigning School transport, increasing turnover target to 15% and increasing Internal Resources Income budget.

Note 4 Funded By

- a) Reflects 2016/17 Finance Settlement included in Scottish Government Circular 1/2016. The 2017/18 figures are estimated based on continuing grant loss due to Depopulation and estimated cash reductions per 2016 Autumn Statement.
- b) Council Tax Income is shown net of Council Tax Reduction (CTR) Scheme. Grant is included within Council General Revenue Grant for CTR.

7.9 *Other Short Term Revenue Issues*

The main remaining risks associated with the 2016/18 budget position will be around Pay Awards, non-pay inflation allowances and the 2017/18 Grant settlement. Regular reporting to Committee will ensure officers report any significant variances at the earliest opportunity.

7.10 *Medium to Long Term Revenue Issues*

Looking beyond 2017/18 becomes increasingly difficult with uncertainty around the level of funding likely to be available, the impact of the Scotland Act and the use the Scottish Government will make of its new powers.

The incremental impact of current major initiatives including Riverside Inverclyde, Schools Estate Strategy, and Asset Management Plans will have been fully incorporated the overall Budget.

Post 2017/18 the main issues impacting on the revenue budget will be:

- **Funding will be impacted by future population change/demographic shifts and any changes to the way local government in Scotland is funded.**
- **Decisions of the new Scottish Government regarding any protection afforded to Local Government or other parts of the Budget plus the use that is made available tax raising powers.**
- **Welfare Reform changes and associated budget cuts will impact on DWP/Government grants to the Council, Service demands on the Council and employee numbers in certain Council Services.**
- **Health/Social Care integration will become embedded and the fundamental fact is that there is not enough money in current budgets to meet increasing demand.**
- **Pension costs influenced by the impact of auto-enrolment, the changes to LGPS and Teachers Pensions, plus costs associated with the Council resizing its workforce in order to balance its budgets and potential changes to Pension Tax Relief.**
- **Costs associated with sustainability including waste disposal and recycling, energy and fuel costs and general procurement inflation due to increased global demand for raw materials.**
- **As Loans Charges become a larger proportion of the Revenue Budget due to funding reductions and the Council's ambitious Capital Investment Programme then the impact of increases in interest rates will become greater.**
- **Overall global economic situation and in particular the recent Brexit vote resulting in uncertainty around investment returns, inflation levels and further reductions in public sector funding.**

The fundamental issue for the Council is that at some point if the squeeze on public sector finances and the decline in population continues then the area could become unviable as a unit of administration and this will have an associated impact on other local services such as health, police and fire.

7.11 Table 4 shows the high level estimate of the 2017/20 budget gap based on the above.

Table 4a

2017/20 Budget Gap - High Level Estimate

	2017/18 £m	2018/19 £m	2019/20 £m	Cumulative £m
1/ Estimated Block Grant Reduction	1.8	3.7	2.9	8.4
2/ Continuing cash cut due to Depopulation	1.0	1.0	1.0	3.0
3/ Inflation - Pay	1.2	1.8	2.4	5.4
- Non-Pay (As present)	1.0	1.5	2.0	4.5
4/ Pressures (Known)				
- Auto-enrolment (75% take up -Oct 2017)	0.4	0.6	-	1.0
- RAMP/AMP	0.4	0.4	0.4	1.2
- General Pressures	0.3	1.0	1.0	2.3
- Apprenticeship Levy	0.5	-	-	0.5
5/ Savings Identified to Date	(3.8)	-	-	(3.8)
	<u>2.8</u>	<u>10.0</u>	<u>9.7</u>	<u>22.5</u>

a/ This excludes a general allowance for demographic pressures coming through HSCP from 2017/18.

b/ Allows for £4.6 million per year Prudential Borrowing for RAMP and £1.0 million per year for AMP.

c/ Assumes no Council Tax increase. (3% annual increase would raise £0.81 million per year towards the gap).

d/ 2018/19 Pressures includes £0.15 million increased funding for the Beacon Arts Centre.

e/ Key Assumptions	2017/18 %	2018/19 %	2019/20 %
GRG/NDRI	-1.0	-2.1	-1.7
Pay Inflation	1.0	1.5	2

In line with good practice tables 4b and 4c provide two further scenarios based on different assumptions. Table 4b represents an “optimistic” scenario with a 2017/20 funding gap of £13.1 million before any Council Tax increase and Table 4c representing a “pessimistic” scenario with a pre-Council Tax increase funding gap of £37.4 million.

Table 4b**2017/20 Budget Gap - Optimistic Scenario**

	2017/18 £m	2018/19 £m	2019/20 £m	2017/20 £m
Block Grant Reduction	0.0	1.9	1.2	3.1
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	1.2	1.2	1.2	3.6
- Non-Pay	1.0	1.0	1.5	3.5
Known Pressures - Auto Enrolment	0.4	0.6	-	1.0
- RAMP/AMP	0.4	0.4	0.4	1.2
- General Pressures	0.0	0.5	0.5	1.0
- Apprenticeship Levy	0.5	-	-	0.5
Savings Identified	(3.8)	-	-	(3.8)
Funding Gap	0.7	6.6	5.8	13.1

Table 4c**2017/20 Budget Gap - Pessimistic Scenario**

	2017/18 £m	2018/19 £m	2019/20 £m	2017/20 £m
Block Grant Reduction	4.5	6.3	5.5	16.3
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	2.4	3.0	3.6	9.0
- Non-Pay	1.5	2.0	2.7	6.2
Known Pressures - Auto Enrolment	0.4	0.6	-	1.0
- RAMP/AMP	0.4	0.4	0.4	1.2
- General Pressures	1.0	1.5	1.5	4.0
- Apprenticeship Levy	0.5	-	-	0.5
Savings Identified	(3.8)	-	-	(3.8)
Funding Gap	7.9	14.8	14.7	37.4

The clear message from these three tables is that the new Council post May 2017 will require to make large cost savings unless there is a significant improvement in the funding of Local Government in the forthcoming Spending Review.

7.12 *Short to Medium Term Capital Projections*

The Council agreed a 2 year Capital Programme covering 2016/18 in March 2016 which included significant extra investment in roads infrastructure and increased investment in Property Assets and an acceleration of the Schools Estate Management Plan.

In addition, the Council has already approved a significant level of Prudentially Funded capital projects including investment in schools, leisure, a new depot, rationalisation of offices and vehicles.

A 2017/20 Capital Programme will be developed over 2016 for member's consideration.

The Council has agreed an asset disposal strategy on the premise that assets are not sold whilst the market continues to be depressed unless the Council is clear it can demonstrate Best Value is being achieved.

7.13 *Long-Term Capital Projections*

There is greater certainty around capital spend for the post 2017/18 period due to the fact that the School Estate Strategy will use around 50% of projected capital grant in the medium term.

This will leave a limited amount for other projects which will be required to maintain the Council's existing infrastructure asset base i.e. Operational Properties, Roads, Lighting, Open Spaces and ICT.

Given the difficult position the Council faces on revenue expenditure, it is essential that future capital expenditure proposals are largely self – financing through the release of other capital assets, as well as delivering efficiencies which will secure ongoing revenue savings.

Indications are that Local Government Capital Grants will increase in the medium term. Given the major revenue financial pressures the Council needs to seriously consider using any increase in grant to reduce prudential borrowing/use of reserves rather than identifying new projects.

Table 5 - Capital Programme 2016/2018 (Medium Term Capital Projections)

Table 5

<u>Expenditure/Projects by Committee</u>	<u>2016/17</u> <u>£m</u>	<u>2017/18</u> <u>£m</u>	<u>Totals</u> <u>£m</u>
Policy & Resources	0.25	0.76	1.01
Environment & Regeneration	16.59	20.06	36.65
Education & Communities (Exc School Estate)	2.91	4.1	7.01
School Estate	7.56	21.9	29.46
CHCP	1.41	2.16	3.57
	28.72	48.98	77.7
<u>Financed By</u>			
Government Grant	8.48	9.25	17.73
Sales/Contributions	0.69	0.44	1.13
Other Income	0.98	0.07	1.05
Revenue	0.45	4.38	4.83
Prudential Borrowing	18.12	21.04	39.16
Resources Carried Forward	5.05		5.05
	33.77	35.18	68.95
Shortfall in Resources			8.75
Planned Cashflow funding - SEMP			(8.57)
Actual Funding Gap			<u>0.18</u>

Notes

1 As per November 2016 P&R Committee

8.0 Treasury Management

- 8.1 Inverclyde Council has adopted the CIPFA “Treasury Management in the Public Services – Code of Practice” which sets out good practice for treasury management governance. The Council complies with legal and regulatory requirements in relation to its Treasury Management activities and has appointed consultants to provide advice on Treasury Management issues, including technical issues and the formulation of views on interest rates.
- 8.2 In complying with the Code of Practice, the Council produces a Treasury Management Practices document which sets out how the Council will manage and control its Treasury Management activities. This document is submitted to Committee for approval every three years with approval also being sought for any amendments in the intervening period.
- 8.3 Some significant changes were made to the requirements for Treasury Management reporting following the implementation of the revised CIPFA Treasury Management Code of Practice in April 2010. This has resulted in the following:
- (a) An annual Treasury Management Strategy submitted at the start of the financial year and which includes the Council's Prudential Indicators and covers issues such as the economic situation, the prospects for interest rates, and the Council's borrowing and investment strategy for the coming year.
 - (b) A mid-year review of the Strategy which include details of the Council's debt and investment position, activity undertaken during the quarter, and performance to date against the Council's Prudential Indicators and agreed policy limits.
 - (c) An Annual Report for Treasury Management which is submitted to Members before the end of September each year and which advises Members of the Treasury Management activities during the previous financial year.

It should be noted that whilst all the above reports will go to the Policy & Resources Committee for initial scrutiny, all now require to go before the Full Council for approval.

- 8.4 Table 6 below shows the Council's debt and investments position as at 30/9/16.

Table 6 – Council's Debt and Investment Position – 30/9/16

The Council's treasury portfolio position at 31/3/16 comprised:

		Principal		Average Rate
		£000	£000	
Fixed rate funding	PWLB Market	105,245	55,000 160,245	3.98%
Variable rate funding	PWLB Market	0	47,960 47,960	4.86%
TOTAL DEBT			208,205	4.18%
TOTAL INVESTMENTS			43,726	0.67%

9.0 Reserves

- 9.1 A key aspect of the consideration of the Financial Strategy is the position of the General Fund Reserves. The Reserves Strategy was last reviewed and approved by Council in September 2016.
- 9.2 Reserves can be held for three main purposes:-
- A working balance to help cushion the impact of uneven cash flows - this forms part of General Reserves.
 - A contingency to cushion the impact of unexpected events or emergencies which also forms part of General Reserves.
 - A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.
- 9.3 The Reserves Strategy is based on the core General Fund Reserve being maintained at a level of 2% of turnover. A turnover of approximately £190 million results in a core General Fund Reserve of £3.8 million. In the event that the Reserves are projected to fall below this level then Members must have a clear route for bringing Reserves back up to the level over the subsequent three financial years.
- 9.4 The Reserves Strategy also assumes the continued use of earmarked reserves. In this way, earmarked reserves can be separated from the core General Fund Reserve which should allow Members to more transparently track the underlying reserves position.
- 9.5 Within Inverclyde Council the main Reserves/Funds comprise; General Fund Reserve, Insurance Fund, Capital Fund and Repairs & Renewals Fund. The latest projected position is shown below.
- 9.6 (a) General Fund “Free” Reserves – This Reserve represents the Council’s contingency for unforeseen/unquantifiable events. The level of the Reserve is determined by the Reserve Strategy whilst the projected balance is reported to each Policy and Resources Committee. See Appendix 6.

Projected Balance 31/3/17 = £4.25 million

- (b) Insurance Fund – The Insurance Fund balance is required to meet Insurance Liabilities not covered by external Insurance Policies. The balance on the Fund is reviewed every 3 years by an independent actuary who comments upon not only the balance of the Fund but also the on-going internal contributions to the Fund.

Balance 31/3/16 = £3.815 million

- (c) Capital Fund – The Capital Fund is a Fund into which Capital Receipt income can be paid and used to fund either capital investment or repay the Principal element of debt repayments. The balance and planned usage of the Capital Fund is incorporated into the Financial Strategy. See Appendix 7.

Balance 31/3/16 = £2.318 million

- (d) Repairs & Renewals Fund – The Repairs & Renewals Fund consists of sums received from external parties or allocated directly from Council resources which are thereafter released on a phased basis to maintain specific assets. Use of specific allocations to the Fund are agreed by Policy & Resources Committee and the overall position will be reported as part of the Financial Strategy. See Appendix 8.

Balance 31/3/16 = £3.184 million

10.0 Monitoring, Reporting and Review Processes

- 10.1 The Financial Strategy should be a dynamic, relevant document and will be monitored on an ongoing basis by Finance - it will also be formally reviewed twice yearly, in May and then in November.
- 10.2 The formal review of the Financial Strategy will be reported to CMT and Full Council on a six monthly basis – there will also be capacity to review the Strategy as and when required, particularly when a new issue arises or the impact of major policy or initiative becomes clearer.
- 10.3 The Financial Strategy will only be revised if there are material changes to estimates, projections or policy which will have a financial impact however issues which may impact will be flagged up in the regular General Fund Budget reports to Policy & Resources Committee.
- 10.4 The deminimus level for a major impact requiring immediate review is 50% of the core General Fund reserves, £1.9 million, subject to the opinion of the Chief Financial Officer.
- 10.5 The financial management principles and expectations have been communicated and are understood by all Chief Officers and budget holders.
- 10.6 The Financial Strategy has been drawn up with the full involvement of the CMT and, will be communicated throughout the organisation.

11.0 Risk Management

- 11.1 The Council has developed a Corporate Risk Register, Directorate Risk Registers and individual service risk registers where appropriate.
- 11.2 Further work has also been undertaken to develop a Risk Register for the Financial Strategy and the required actions to mitigate risks – these are set out in the table below.
- 11.3 The risk assessment below considers the risks to our financial position arising out of matters considered in this Financial Strategy and utilises the same methodology used for the Corporate, Directorate and Service Risk Registers.

Risk	Management of Risk
The Financial Strategy does not reflect in financial terms the objectives set out in other strategic plans of the Council.	<p>The Financial Strategy provides a high level overview of the various strategic plans the Council has signed up to – it acknowledges that there will inevitably be financial implications arising from the SOA and Corporate Statement but it is not possible to quantify all of these at present.</p> <p>The Financial Strategy is updated as further information becomes available regarding these strategic plans.</p>
The directorate planning process will identify a range of additional budget pressures over and above those currently considered in this Financial Strategy.	The Directorate Planning Guidance identifies that Corporate Directorate Improvement Plans (CDIP) should reflect the resources allocated – the need for additional resources to achieve a particular priority should be specifically identified via the Financial Strategy prior to the preparation of the CDIP.
Forecasts within the Financial Strategy are not accurately determined or reviewed on a regular basis.	<p>The Budget and Financial Strategy set out the expected levels of expenditure and income for the future. The forecasts are arrived at through careful consideration of historic trends and actual expenditure levels and any factors which may have an impact in the future.</p> <p>Three scenarios are included in the Strategy based on Pessimistic, Mid-Range and Optimistic. This provided a broad range of potential outcomes.</p> <p>Throughout the financial year, the Council regularly monitors its financial performance against its budgets and will revise them where necessary, subject to remaining within the agreed overall budget for the Council.</p>
There is a continuing need to deliver significant cuts and efficiencies over the medium to long term. Robust and detailed plans will be required on an operational level to ensure that this risk is mitigated and savings are duly delivered.	<p>The risks relating to the delivery of savings will be mitigated by robust monitoring and financial control through the budget monitoring process, with action plans being required to find compensating savings for any overspends identified.</p> <p>Individual savings are reviewed by lead officers on a regular basis and material issues reported to the CMT and if required, Committee.</p>
Income budgets not achieved or become unsustainable.	<p>Chief Officers are consulted on proposed increases in income budgets/fees and charges and have the opportunity determine the levels of individual charges to achieve the budgeted income target.</p> <p>Equally, income budgets are monitored throughout the financial year and where a shortfall in income is anticipated, this is highlighted in reports to Committee.</p>

	Proposals to increase fees and charges are reviewed in line with the Council's Charging Policy prior to reporting to Committee.
The Council has insufficient capital resources to sustain capital commitments.	<p>The Council has already identified through the Financial Strategy a reduced reliance on capital receipts and Government Grants in the medium term.</p> <p>The combination of reduced funding and the economic position mean that the Council has to focus on maintaining key infrastructure whilst utilising prudential borrowing for specific capital projects.</p> <p>The Council has identified the need to complete Asset Management Plans for all its assets with the Open Space AMP due for completion in the near future.</p>
Bankruptcy of a major supplier or customer which could result in the Council having to pay twice for the same service or see artificially inflated prices if a replacement service needs to be obtained at very short notice.	<p>The Council has reviewed its procurement process and a procurement manual has been developed which includes supplier financial appraisal at PQQ stage. This will ensure that the financial position of new contractors is vetted prior to ITT stage and entering into any large contracts.</p> <p>Regular reviews of financial position are undertaken for key suppliers on an ongoing basis.</p>
Legislative changes are not anticipated and the financial impact is not addressed through the budget process of Financial Strategy.	<p>Chief Officers are required to highlight the impact of legislative changes through the strategic planning and budgeting process and the likely resource requirement.</p> <p>In addition COSLA has a key role in assessing the financial impact of changes in legislation and lobbying for Councils to be funded appropriately.</p>
Interest rates on borrowing may be higher than forecast.	Regular review of treasury management decisions. Prudent assumptions on likely interest rates have been incorporated into Financial Strategy. Borrowing is spread to reduce impact of short-term changes.
Reserves are required to cash flow unanticipated budget shortfalls and fall below minimum recommended level.	Reserve Strategy is in place which clearly states that these must be a clear route to bring reserves back up to the minimum level over the subsequent 3 financial years.
Large contracts are due to be re-tendered where costs are likely to be higher due to the current economic climate.	Assumptions have been built into the budget for increase in price of goods and services.
Revenue implications of capital programme/projects are not fully anticipated.	All capital projects identify revenue implications and link into Council priorities. All capital projects are subject to a robust approval process which includes a review of revenue implications.
The recent decision to leave the European Union will provide impacts which are not fully reflected in the Financial Strategy.	There is currently little hard information regarding impacts and their timing however, regular monitoring of the situation and the use of scenario planning will help manage the uncertainty.

Short-Term Issues (2016/18)

The tables in Appendices 1, 2 and 3 have been developed through ongoing consultation with the CMT by the Chief Financial Officer to develop detailed knowledge of the issues to inform the Financial Strategy and future budget setting.

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & Potential Impacts</u>	<u>Action Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Equal Pay	Provision for outstanding claims may not be sufficient and new groups may claim.	Offers are being issued to address the vast majority of outstanding claims. Provision will continue to be monitored and reviewed taking account of relevant legal judgements and advice from the Council's legal advisors.	Steven McNab	Ongoing
	Inflation	Uncertainty over pay awards and other inflation pressures are not fully clear over the 2017/18 period.	Inflation allowances are regularly reviewed. Regular monitoring and reporting to CMT/Members.	Alan Puckrin	Ongoing
	Welfare Reform	Impact of Welfare Reform and increase in demand for Services can only be estimated. Longer term funding for Council Tax reduction scheme to be clarified.	Extra funding agreed Update reports going to Committee each cycle.	Alan Puckrin	Ongoing
	Auto-enrolment	Amount set aside for auto-enrolment is an estimate and full cost may be greater than estimated.	Close monitoring of impact from October 2017.	Steven McNab	From December 2017
Social Care	Health/Social Care Integration	Impacts on Governance/Funding could be significant	Monitor developments, report to relevant Committees. Increased Government Funding will help offset some pressures.	Brian Moore	Ongoing

	Self Directed Support	Implement robust Resource Allocation System, possible pressure from new clients, who may otherwise not engage with Service.	As above	Brian Moore	On Going
	Relationship with Service Providers.	Managing provider expectations whilst in a period of uncertainty over the future of the National Care Home Contract along with expectations from those providers out with this contract to fund inflation/impact of pensions/living wage.	As above	Brian Moore	Ongoing
Education & Communities	Children & Young Persons Act	Current funding is not sufficient to meet all the requirements in the legislation.	SEMP reviewed January 2016 with Early Years investment agreed.	Wilma Bain	Ongoing
	Teacher Numbers	The Government threat of sanctions if teacher numbers are reduced limits options to balance the budget.	Continue to lobby for flexibility and monitor developments.	Wilma Bain	Ongoing
Environment & Regeneration	Waste Strategy	Significant cost increases expected in treating residual waste from 2017/18.	Monitor Waste Strategy and report to CMT/Committee at appropriate time.	Robert Graham	December 2016

Appendix 2

Medium-Term Issues (2018/21)

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Reductions in other public sector partner's funding streams	As Public Sector funding reductions continue, partners are reducing their contributions to key Council priorities such as Riverside Inverclyde, HSCP, River Clyde Homes etc.	Continue dialogue with partners.	Corporate Directors	Ongoing
	Reduction in Council Funding	Funding over 2017/20 likely to be further reduced in line with UK Fiscal Policy and Scottish Government priorities.	Await next Scottish Government Spending Review figures and factor into revised Financial Strategy.	Alan Puckrin	December 2017
	Government needs to reduce Public Sector Borrowing	Prudential Borrowing Capping would require revision of capital plans.	Rolling 3 Year Capital Programme developed annually and longer term loan charges projections undertaken.	Alan Puckrin	On Going
	Removal of key services from Council control.	Scottish Government could review Public Sector landscape which could result in loss of large parts of the Council remit and resultant impact on corporate viability.	Keep track of developments and report to Committee as required.	Aubrey Fawcett	Ongoing
	Increased cost for externally provided contracts and services due to the Living Wage.	There is a clear desire to ensure suppliers of Council Services pay the Living Wage. This could add significant costs to the Council if passed on by suppliers.	Monitor developments and report to Committee when required.	Corporate Management Team	Ongoing
	Potential changes to funding of Local Government	New Scottish Government has undertaken to review and cap Council Tax. In addition assigning income tax to Councils has the potential to have a major impact on funding of Councils.	Monitor National developments and report as required.	Aubrey Fawcett/Alan Puckrin	Ongoing
	Further increase in Pension Costs	Potential changes to Pension Tax Relief would add costs to both to Council and employees.	Monitor development and report to Committee when required.	Steven McNab	Ongoing

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
	Impact of Living Wage on the Pay & Grading Model.	The implementation of the Living Wage may require a significant review of the Pay & Grading Model with resultant cost implications.	Monitor developments at a National Level and report to Committee.	Steven McNab	November 2017
Social Care	Ongoing Demographic demand pressures across many Social Care areas and ongoing drive towards Self-Directed Support and Independent Living	Continuing increased demand will put considerable pressure on “flat cash” budgets.	Extra funding approved as part of the 2016/18 budget. Await IJB Strategic Plan/Budget for 2017/18.	Brian Moore	March 2017
	Impact of inclusion of elements of the Acute Health Services within the IJB Budget.	Potential for the Council to have to meet a proportion of any overspend caused by increasing pressure on Health Budgets.	Regular monitoring of the IJB Strategic Plan and financial projections added to supporting robust financial scrutiny by the IJB.	Brian Moore	On Going
Environment & Regeneration	Roads Asset Management Plan	Current RAMP funding ends 2017/18. Funding for continued investment to be identified.	Funding for 2018/19 onwards to be factored into the 2017 Budget proposals	Robert Graham/Alan Puckrin	January 2017
Education & Communities	School Estate Management Plan	Reduced Capital resources and corporate cost pressures may make current timescales for delivery of SEMP unachievable.	Six monthly review off all aspects of SEMP to continue. Recent review reflects approved acceleration programme which is still affordable in line with plan for completion but resources getting tighter.	Wilma Bain/Alan Puckrin	Ongoing

Appendix 3

Long-Term Issues (Post 2021)

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Depopulation and Change of Demographics	Continued loss of grant income, over provision of infrastructure. Viability of area under threat.	Population/Demographic trends to be monitored and reported to SOA/Alliance on a regular basis.	Wilma Bain	Ongoing
Social Care	Increase in number of Elderly and Adults with Learning Difficulties and resource implications of policy direction of Independent Living and Self Directed Support.	Significant costs associated with reshaping, expanding delivery models.	Develop as part of HSCP Strategic Plan..	Brian Moore	Ongoing
Environment & Regeneration	Regeneration of Greenock and Port Glasgow Town Centres.	Reports to Committee have identified significant investment needs within the Greenock and Port Glasgow Town Centre areas. Whilst contributions will be sought from Partners and the Private Sector the Council will require to provide a large amount of the funding.	Develop a funding model with clear outputs and funding sources.	Scott Allan	Ongoing
	Global Warming/Climate Change leading to rising sea levels	Significant impact on Council area with increased flooding and expenditure on sea defenses.	6 year SEPA Flood Plan includes funding for a number of Council projects to be approved by Summer 2016.	Scott Allan	Ongoing
	Closure of major local employer	Could further increase rate of depopulation and would significantly impact of areas regeneration efforts.	Regular review of the approved ri/Council Joint Operating Plan.	Scott Allan/Stuart Jamieson	As required

Current Profile

Appendix 4

Riverside Inverclyde
Funding Profile
2006/7 → 2017/18

<u>Year</u>	<u>Revenue</u> <u>£000</u>	<u>Capital</u> <u>£000</u>	<u>Other</u> <u>£000</u>	<u>Total</u> <u>£000</u>
To 31/03/08	1,772	700	1,878	4,350
2008/9	1,840	85	1,112	3,037
2009/10	1,513	-	-	1,513
2010/11	2,100	-	-	2,100
2011/12	2,100	-	-	2,100
2012/13	1,900	-	-	1,900
2013/14	1,600	-	-	1,600
2014/15	1,500	-	-	1,500
2015/16	1,300	-	-	1,300
2016/17	1,175	-	-	1,175
2017/18	298	-	-	298
2018/19	77	-	-	77
Gourock Redevelopment	-	-	1,100	1,100
PG Town Centre	-	-	500	500
Gourock - 1 way system	-	-	1,000	1,000
Area Renewal Fund	-	-	200	200
Reserves Substitute Funding	-	-	250	250
	17,175	785	6,040	24,000

- a In addition to the £24 million the Council has provided an additional £4.05 million towards the two major projects at Gourock (£3.55 million) and Port Glasgow Town Centre (£0.5 million) over 2012/16.
- b In January 2016 Environment & Regeneration Committee allocated the residual Regeneration funding for 2018/19 (£0.298m) to Riverside Inverclyde as part of the Single Operating Plan covering the period to March 2019, £0.077m of which is included in the table above.
- c Further investments being delivered through Riverside Inverclyde include:
- | | |
|-----------------------------|--------|
| Gourock Municipal Buildings | £0.3m |
| Broomhill Regeneration | £0.86m |
| Lower Port Glasgow | £0.5m |
| Bakers Brae Re-alignment | £1m |
| Kilmacolm Self Build | £0.25m |
| Tourism | £0.15m |
- d Reduction between 2016/17 & 2017/18 is £400,000 for Depot AMP and £400,000 for City Deal and £77,000 repensed to 2018/19.

Jan 16 RPI Update & 15/16 Actuals

School Estate - Earmarked Reserves

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Earmarked Reserve b/fwd	2,942	5,701	3,889	3,394	2,482	1,909	1,554	1,831	2,089	2,208	2,427	2,624	2,799	2,951	3,076
Available Savings added (a)	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	3,305	3,130	3,145	3,145	3,145	3,145	3,795	3,795	3,795	3,795	3,795	3,795	3,795	3,795	3,795
Prudential Schools Loan Charges (c)	-3,851	-4,166	-4,394	-5,011	-5,098	-5,106	-5,115	-5,124	-5,134	-5,144	-5,155	-5,167	-5,179	-5,192	-5,206
Unitary Charge Payment (d)	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942
Unitary Charge Inflation Element (e)	-481	-723	-996	-1,279	-1,573	-1,880	-2,198	-2,529	-2,874	-3,232	-3,605	-3,992	-4,395	-4,814	-5,250
Unitary Charge Funding from Inflation Contingency	522	723	996	1,279	1,573	1,880	2,198	2,529	2,874	3,232	3,605	3,992	4,395	4,814	5,250
One Off Costs (f)	-696	-1,416	-878	-669	-235	0	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-276	-196	-204	-213	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to / from General Reserves (h)	2,400	-1,000		0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	<u>5,701</u>	<u>3,889</u>	<u>3,394</u>	<u>2,482</u>	<u>1,909</u>	<u>1,554</u>	<u>1,831</u>	<u>2,089</u>	<u>2,208</u>	<u>2,427</u>	<u>2,624</u>	<u>2,799</u>	<u>2,951</u>	<u>3,076</u>	<u>3,175</u>

(a) £4,682k of savings have been achieved to date. Savings now complete as Sacred Heart building remains.

(b) Compensating loan charges for receipts transferred to the Capital Fund come in from 2015/16. Annual Saving of £175k applied 2016/17 and a further saving of £200k taken from 2017/18 onwards. £45k per year funding for St Stephen's added 2015/16 & 2016/17. Additional £260k added from 2017/18 to 2020/21 increasing to £910k per year thereafter.

(c) Uses a pool fund rate of 3.95% for 2015/16 and 2016/17, 3.90% for 2017/18 and 2018/19 and 4.00% from 2019/20 onwards. £50k contingency added from 2016/17. £200k saving taken from 2017/18 onwards. £260k additional costs added 2017/18 and £910k added per year there after.

(d) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million plus £100k contingency from 2013/14.

(e) Base at Jan 2016 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5)

(f) Includes cost of QIO for period April 2016 to June 2018, full NDR for St Stephen's decant building for 2015/16 to 2017/18, £45k per year rent in 2015/16 to 2017/18 for St Stephen's land, £497k provision for St Stephen's demolition made in 2014/15. Elected Members have agreed to meet cost of PPP Contract Review from SEMP Model. After 2023/24 all one-off costs cease.

(g) Saving of £75k per year taken from 2016/17.

(h) £1.0m written back to General Reserves in 2016/17. £2.4m added 2017/18 per Inverclyde Council Budget approved 10/03/16.

Finance Strategy
General Fund "Free" Reserves
2016/17 Balance Projection

	<u>£000</u>
Reserves Balance at 31st March 2016	8,773
<u>Budgeted Contribution to Reserves: Note 1</u>	
2015/16 Outturn Earmarked for 2016/17	10,688
2016/17	<u>0</u>
	10,688
Contribution to Reserves 2016/17 Note 2	2,260
Planned Use of Reserves 2015/17 Note 3	(17,968)
Projected Surplus (Deficit) Note 4	498
Free Reserves Balance 31st March 2017	4,251

GRG/NDR/Council Tax will be £190 million from 2016/17. Recommended minimum level of reserves is 2% / £3.8 million.

Notes:

- 1/ 2016/17 figures reflect a balanced budget set at the 2016/18 budget setting process.
- 2/ 2016/17 Figures represent decisions taken as part of the 2016/18 Budget process.

	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
SEMP Loans Charges not required until 2017/18	260	0	0	260
Reduction to Watt Museum/Library Project	2,000	0	0	2,000
	<u>2,260</u>	<u>0</u>	<u>0</u>	<u>2,260</u>

- 3/ Represents decisions taken as part of the 2013/16 Budget, February 2014, 2015/17 Budget, 2016/18 Budget and further decisions taken September 2016 and based on latest phasings:

<u>Approved Use of Reserves</u>	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
February 2015 - £5.305m	(456)	(2,200)	(250)	(2,906)
February 2015 - £0.670m (MBWG Proposals)	(179)	(350)	0	(529)
February 2015 - Temp Use of Reserves £3.298m	0	0	0	0
September 2015 - £3.503m	(260)	(2,027)	0	(2,287)
November 2015 - Temp Use of Reserves £2m	0	(2,000)	0	(2,000)
November 2015 - Former Tied Houses	0	0	0	0
March 2016 - £4.966m	(1,106)	(2,305)	(1,555)	(4,966)
September 2016 - I-Zones to 31/03/18	0	(180)	0	(180)
September 2016 - Bridging Finance	0	(800)	(4,300)	(5,100)
	<u>(2,001)</u>	<u>(9,862)</u>	<u>(6,105)</u>	<u>(17,968)</u>

- 4/ Figure reflects projected surplus reported to Policy & Resources Committee November 2016:

	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
Projected Surplus (Oct 2016 P&R)	313	0	0	313
Early Achievement of Planned Savings	185	0	0	185
	<u>498</u>	<u>0</u>	<u>0</u>	<u>498</u>

Finance Strategy
Capital Fund

Appendix 7

		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'002	2021/22 £'004
Balance B/fwd		(2,318)	(2,288)	(757)	(1,667)	(1,261)	(1,646)
Additions (Estimate)	a	(366)	308	(2,141)	(801)	(600)	
Interest (Estimate)		(12)	(17)	(9)	(33)	(25)	(33)
Principal Repayments	b	285	240	240	240	240	240
Other Payments	c	123	1,000	1,000	1,000		
Balance at Year End		(2,288)	(757)	(1,667)	(1,261)	(1,646)	(1,439)

Notes

- a Estimated Receipts:
- 2016/17 SEMP Receipts, £0.1m, Highlanders & remainder of Kings Glen site.
SEMP Receipts, return of £0.198m, St Gabriels, dut to site abnormalities.
Other Receipts, £0.464m, Former Kempock Hse (Initial payment), Coronation Park
 - 2017/18 SEMP Receipts, £0.075m, Barmoss Nursery
SEMP Receipts, return of £0.750m, St Stephens, Kings Glen, due to site abnormalities.
AMP receipts £0.13m, Strone Office & 9 William St.
Other Receipts, £0.237m, McLeans Yard & Cumberland Walk
 - 2018/19 SEMP Receipts, £1.954m, Greenock Academy, Lilybank.
Other Receipts, £0.187m, Orchard, Hunters Place, Bay Hotel site.
 - 2019/20 Other Receipts, £0.07m, Wateryetts Drive.
Recovery of Scottish Enterprise Clawback, £0.731m
 - 2020/21 SEMP Receipts, £.0.600m, Sacred Heart
- b £240k SEMP from 2015/16.
Further £45k SEMP 2015/16 & 2016/17 to fund lease back of St Stephen's.
- c Other Payments:
- 2016/17 £0.013m purchase of solum, Trafalgar St.
 - 2016/17 £0.11m clearance of Cumberland Walk.
 - 2017/20 £3.0m payment to fund Loan Charges smoothing exercise.
- d Former Wellington academy site transferred at nil receipt for site of new Health Centre

Finance Strategy
Repairs & Renewals Fund

		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Balance B/fwd		(3,184)	(3,075)	(3,096)	(3,144)	(3,152)	(3,163)
Additions:							
Leisure Strategy	a	(210)	(120)	(60)			
Central Energy Efficiency Fund		(5)	(9)	(9)	(9)	(9)	(9)
Maintenance Payments:							
Greenock Cut		14	14	14	14	14	14
Gallaghers/Port Glasgow Development	d	36	36	36	36	36	1
Inverkip Footbridge		2	6	2	2	2	37
Leisure Strategy	b	194	45		16	16	371
Contribution to Energy Efficiency Administration	c	94	30				
Interest							
Greenock Cut		(2)	(2)	(2)	(6)	(5)	(5)
Gallaghers/Port Glasgow Development		(1)	(1)	(1)	(1)	(1)	0
Inverkip Footbridge		(2)	(2)	(3)	(6)	(6)	(6)
Leisure Strategy		(5)	(7)	(11)	(26)	(29)	(33)
Former Housing Repairs & Renewals Fund		(5)	(9)	(12)	(24)	(25)	(25)
Affordable Housing Fund		0	(1)	(1)	(1)	(2)	(1)
Central Energy Efficiency Fund		(1)	(1)	(1)	(3)	(2)	(3)
Balance:							
Greenock Cut		(287)	(275)	(263)	(255)	(246)	(237)
Gallaghers/Port Glasgow Development		(141)	(106)	(71)	(36)	(1)	0
Inverkip Footbridge		(304)	(300)	(301)	(305)	(309)	(278)
Leisure Strategy		(978)	(1,060)	(1,131)	(1,141)	(1,154)	(816)
Former Housing Repairs & Renewals Fund		(1,181)	(1,190)	(1,202)	(1,226)	(1,251)	(1,276)
Affordable Housing Fund		(66)	(67)	(68)	(69)	(71)	(72)
Central Energy Efficiency Fund		(118)	(98)	(108)	(120)	(131)	(143)
Balance at Year End		(3,075)	(3,096)	(3,144)	(3,152)	(3,163)	(2,822)

Finance Strategy
Repairs & Renewals Fund

Notes

- a Future contribution to Leisure Strategy subject to confirmation of available funds.
- b Leisure Strategy commitments:
 - 2016/17 £160k Contribution to Inverkip Community Facility
 - 2016-20 Pitches/MUGA's Lifecycle costs
- c Central Energy Efficiency Fund commitments:
 - 2015/16 Ardgowan Primary School
 - 2016/17 LED Lighting, Ingleston MRF
 - 2016/17 LED Lighting, Greenock Municipal Building
 - 2016/18 £90k contribution to Spend to Save Earmarked Reserve
- d Gallaghers/Port Glasgow Development fund fully utilised by 2021/22 creating Revenue budget pressure of £36k per annum.

Finance Strategy
Asset Management Plan - Offices

Earmarked Reserve Offices	<u>2016/17</u> £000's	<u>2017/18</u> £000's	<u>2018/19</u> £000's	<u>2019/20</u> £000's
Earmarked Reserve b/fwd	679	481	184	221
Additional Funding (Note d)	375	375	375	375
Available Savings/(Cost) Added (Note a)	285	327	326	386
Loan Charges (Note b)	(462)	(600)	(664)	(664)
Further One Off Costs (Note c)	(396)	(399)	0	0
Net Saving/(cost) for year	(198)	(297)	37	97
Earmarked Reserve c/fwd	481	184	221	318

Notes

- a Net Revenue Savings & Costs Excluding Loan Charges
- b Assumes an interest rate of 4%
- c Further One Off costs relate to the temporary appointment of an Asset Manager and costs for various decants, demolitions and rental of storage area as well as an allowance for dilapidations of leased properties and a £300k contribution towards William St refurb.
- d Additional funding consists of original funding allocation of £1m adjusted for:
 - £200k Workstream Saving from 2011/12
 - £30k Topslice saving from 2012/13
 - £60k Workstream Saving from 2013/14
 - £100k Workstream Saving from 2014/15
 - £45k BPRA scheme saving from 2015/16
 - £65k Revenue saving from 2015/16
 - £125k further Revenue saving from 2016/17
- e In addition the Business Store has been declared surplus to requirements, financial implications of this have not been reflected at this stage.

Finance Strategy
Asset Management Plan - Depots

Earmarked Reserve Depots	<u>2016/17</u> £000's	<u>2017/18</u> £000's	<u>2018/19</u> £000's	<u>2019/20</u> £000's
Earmarked Reserve b/fwd	634	681	928	973
Additional Funding (Note d)	400	800	800	800
Available Savings/(Cost) Added (Note a)	131	174	97	97
Loan Charges (Note b)	(422)	(677)	(852)	(865)
Further One Off Costs (Note c)	(62)	(50)	0	0
Net Saving/(cost) for year	47	247	45	32
Earmarked Reserve c/fwd	681	928	973	1,005

Notes

- a Net Revenue Savings & Costs Excluding Loan Charges
b Assumes an interest rate of 4%
c Further One Off costs relate to the temporary appointment of an Asset Manager
d Additional funding made up of:
- | | | |
|--------------------------------------|---------|--|
| Contribution from Zero Waste Fund | £200k | From 2010/11 |
| Contribution from Revenue Budget | £300k | From 2012/13, original £500k allocation reduced by £200k Workstream Saving 2015/16 |
| One off reduction in EMR balances | £(500)k | from 2016/17 & as a result of reduction in capital spend of £1.5m |
| Reduction in funding | £(100)k | |
| Additional Contribution from Revenue | £400k | From 2017/18, diversion of Riverside Inverclyde budget. |

Finance Strategy
Vehicle Replacement Programme

Earmarked Reserve	<u>2016/17</u> £000's	<u>2017/18</u> £000's	<u>2018/19</u> £000's	<u>2019/20</u> £000's	<u>2020/21</u> £000's	<u>2021/22</u> £000's
<u>Capital Requirements:</u>						
Vehicle Purchases	775	2,179	582	1,442	2,140	667
Residual Value	(610)	(385)	(134)	(337)	(543)	(187)
Net Capital Requirement	165	1,794	448	1,105	1,597	480
 Earmarked Reserve b/fwd	 208	 233	 269	 251	 228	 192
Loan Charges	(1,095)	(1,076)	(1,130)	(1,135)	(1,148)	(1,078)
Additional Revenue Costs, Tracking System	(28)	(28)	(28)	(28)	(28)	(28)
	(1,123)	(1,104)	(1,158)	(1,163)	(1,176)	(1,106)
 Funding Available						
Loan Charges	1,129	1,140	1,140	1,140	1,140	1,140
Other Adjustments	19	0	0	0	0	0
Total Funding Available	1,148	1,140	1,140	1,140	1,140	1,140
 Annual Funding Surplus/(Shortfall)	 25	 36	 (18)	 (23)	 (36)	 34
 Earmarked Reserve c/fwd	 233	 269	 251	 228	 192	 226

It should be noted that the model:

- a Assumes continuation of Food Waste collection and includes replacement of Food Waste Vehicles, 2017/18.
- b Includes Low Carbon Vehicles, due for replacement 2016/17. The replacement of these vehicles has recently been approved by Environment & Regeneration Committee funded from a combination of Government grant and reductions in Service Revenue budgets.
- c Includes Glass Recycling Vehicles purchased in 2014/15 using a combination of grants and prudential borrowing and assumes replacement in 2019/20.
Funding Available has been increased by £35k from 2015/16 to reflect the initial purchase.
- d Other Adjustments:
From 2016/17 includes £20k additional funding vired from underspend in Fuel.

Finance Strategy
Roads Asset Management Plan

Appendix 11

		<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2013/16</u>	<u>2013/18</u>
		Actual	Actual	Approved	Approved	Approved	Proposed	3 Year	5 Year
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<u>Funding Available</u>									
Core/Supported Borrowing	a		1,300	1,300	1,300	1,400	1,400	3,900	6,700
Prudential Borrowing				2,100	2,100	4,600	4,600	4,200	13,400
CFCR:									
Early Allocation (Feb 2012)	b	1,373	1,627					3,000	3,000
Further Allocation (Feb 2013)	c		1,100	2,400	2,400			5,900	5,900
Total Funding Available		1,373	4,027	5,800	5,800	6,000	6,000	17,000	29,000
<u>Allocation of Expenditure</u>									
Carraigeways		1,220	2,997	3,654	4,215	2,600	2,745	12,086	17,431
Footways		153	248	295	585	515	1,500	1,281	3,296
Lighting	d		113	266	896	994	1,910	1,275	4,179
Road Markings				50	50	50	50	100	200
Drainage				75	50	50	50	125	225
Structures			3	515	183	239	835	701	1,775
Fees & Staffing Costs			269	326	445	444	410	1,040	1,894
Total Allocation of Expenditure		1,373	3,630	5,181	6,424	4,892	7,500	16,608	29,000
Over/(Under) Allocation		0	(397)	(619)	624	(1,108)	1,500	(392)	0

Notes

- a 2016/18 funding approved February 2015.
- b Funds were set aside during February 2012 budget process prior to the formal approval of the RAMP model.
- c CFCR part funded from underspends due to reduced requirement for Loan Charges in early years.
- d Lighting programme has been delayed due to delays in carrying out the column surveys and development of the outline business case and strategy. It is now anticipated that the original intended programme will not be completed within the initial 3 year period but will be extended into 16/17 and 17/18.

Finance Strategy
Loan Charges

Appendix 12

		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
Balance B/fwd		2,152	5,169	5,161	3,428	1,460	(1,778)	(1,459)	(890)
Projected Loan Charges	a	14,276	15,274	15,457	15,662	15,902	11,695	11,445	11,301
Available Budget	b	14,293	12,766	12,724	12,694	12,664	12,014	12,014	12,014
Loan Charge Surplus/(Deficit)		17	(2,508)	(2,733)	(2,968)	(3,238)	319	569	713
Additional Funding:									
Contribution from Reserves	c	3,000	1,500						
Contribution from Capital Fund	d		1,000	1,000	1,000				
Balance at Year End		5,169	5,161	3,428	1,460	(1,778)	(1,459)	(890)	(177)

- Notes
- a Revised projections as at July 2015 and excludes Loan Charges relating to funded models (SEMP, AMP, VRP, City Deal, Birkmyre Trust). Does not include the effect of decisions on SEMF acceleration taken in March 2016 except for the £650k annual budget transferred to SEMF from 2021/22.
From 2018/19 onwards, general capital grant is applied to core allocations only and not to individually funded models (e.g. VRP).
Includes £1 million per year from 2018/19 for increased core Property investment plus £4.5 million extra Prudential Borrowing in 2016/17.
- b Adjustments to Available Budget:
For 2016/17
£400k added to ongoing budget for loan charges on Additional Capital Expenditure, as agreed November 2014
£30k removed for ICT saving agreed February 2015 (additional sum removed each year until last year 2020/21)
£12k removed for ICT saving agreed February 2013 (additional sum removed each year until last year 2018/19)
For 2017/18
Further £400k added to ongoing budget for loan charges on Additional Capital Expenditure, as agreed November 2014
£140k added to ongoing budget for loan charges on Children's Homes
Saving of £2.025m applied from 2017/18 in lieu of major saving from 2021/22. Deficit in 2020/24 to be funded from core Reserves
For 2021/22
£650k removed from ongoing budget and transferred to SEMF relating to SEMF acceleration, as agreed in March 2016
- c Allocation of £4.5million over 2016/18 to address medium term Loan Charges funding issue.
- d Allocation from Capital Fund. It should be noted that this contribution is dependent on receipts from property disposals and as such cannot be guaranteed.

City Deal - Medium Term Financing

Capital	<u>£m</u> <u>15/16</u>	<u>£m</u> <u>16/17</u>	<u>£m</u> <u>17/18</u>	<u>£m</u> <u>18/19</u>	<u>£m</u> <u>19/20</u>	<u>£m</u> <u>20/21</u>	<u>£m</u> <u>21/22</u>	<u>£m</u> <u>22/23</u>	<u>£m</u> <u>23/24</u>	<u>£m</u> <u>24/25</u>	<u>£m</u> <u>Total</u>
Overall Grant	30	30	30	30	30	30	30	70	60	60	400
Regional Projects	0.32	1.3	2.68	3.22	4.85	31.42	13.55	34.1	45.32	33.94	170.7
Grant Available	29.5	28.7	27.32	26.78	25.15	0	15.03	35.9	14.68	26.06	229.3
Inverclyde's Grant Share	0.856	0.832	0.792	0.777	0.729	0.000	0.436	1.041	0.426	0.756	6.644
Project Spend											
Ocean Terminal	0.030	0.160	3.800	6.500	0.510	0	0	0	0	0	11.000
Inverkip	0.004	0.100	1.388	1.689	0.069	0	0	0	0	0	3.250
Inchgreen	0	0	0	0	0	0	4.714	4.713	0	0	9.427
Total Cost	0.034	0.26	5.188	8.189	0.579	0	4.714	4.713	0	0	23.677
Annual Grant Shortfall	0.822	0.572	-4.396	-7.412	0.150	0.000	-4.278	-3.672	0.426	0.756	-17.033
Cumulative Grant Shortfall	0.822	1.394	-3.002	-10.414	-10.264	-10.264	-14.542	-18.214	-17.788	-17.033	
Revenue	<u>£m</u> <u>15/16</u>	<u>£m</u> <u>16/17</u>	<u>£m</u> <u>17/18</u>	<u>£m</u> <u>18/19</u>	<u>£m</u> <u>19/20</u>	<u>£m</u> <u>20/21</u>	<u>£m</u> <u>21/22</u>	<u>£m</u> <u>22/23</u>	<u>£m</u> <u>23/24</u>	<u>£m</u> <u>24/25</u>	
Revenue Budget	0	0	350	350	350	350	350	350	350	350	
Interest Charge	0	0	(18)	(184)	(310)	(308)	(410)	(591)	(630)	(613)	
Balance at Year End	0	0	332	498	538	580	520	279	(1)	(264)	

Notes

- 1/ The project spend profiles are initial high level estimates and will be firmed up as part of the detailed Business Case preparation. Figures do not include any partner contributions and represent the worst case scenario.
- 2/ The Council will require to finance the interest costs associated with the grant shortfall and has set aside up to £400,000 per year for this purpose of which £50,000 is set aside for the Programme Management Office.
- 3/ Interest rates based on 7 day LIBOR rates projected for the year.
- 4/ Regional projects have first call on the grant and total £174.3million. Spend beyond 2024/25 is not shown above.

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Head of Legal & Property Services	Report No:	GM/LP/153/16
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	2018 Review of UK Parliament Constituencies – Publication of Initial Proposals		

1.0 PURPOSE

- 1.1 This report informs the Council of the Initial Proposals received from the Boundary Commission for Scotland for the 2018 Review of UK Parliament Constituencies and advises that consultation responses are invited by 11 January 2017.

2.0 SUMMARY

- 2.1 The Boundary Commission for Scotland (BCS) is an independent non-political body which makes recommendations for UK Parliament Constituencies in Scotland.
- 2.2 BCS is undertaking a review of UK Parliament Constituencies in Scotland and it is intended that a report be made to the Secretary of State for Scotland by 1 October 2018.
- 2.3 The Initial Proposals which have been received use electorate data from 1 December 2015 and proposes a new Inverclyde and Largs County Constituency in Inverclyde and North Ayrshire Council areas with 73,965 electors. Consultation comments on the proposals are invited by 11 January 2017.

3.0 RECOMMENDATION

- 3.1 That the Council consider the BCS 2018 Review of UK Parliament Constituencies relative to the proposed Inverclyde and Largs County Constituency and remits it to the Head of Legal & Property Services to respond to the consultation, accordingly.

Gerard Malone
Head of Legal & Property Services

4.0 BACKGROUND

- 4.1 The BCS is one of the four UK Parliamentary Boundary Commissions which are simultaneously reviewing UK Parliament Constituencies. The BCS is an independent, non-political body which is undertaking the review in Scotland in terms of the Parliamentary Constituencies Act 1986. A report is to be submitted by the BCS to the Secretary of State for Scotland in respect of the Scottish UK Parliament Constituencies by 1 October 2018.
- 4.2 The Council received on 20 October 2016 a copy of the Initial Proposals from the BCS. The consultation period for responses expires on 11 January 2017 and comments on the proposals are invited.
- 4.3 The proposals form the basis of the current review for 2018 alteration. Members may recall that the BCS previously undertook as consultation exercise for the proposed Sixth Review in March 2011 but in January 2013, the UK Parliament amended the relative legislation and, as a result, the BCS stopped that work on the review.
- 4.4 The previous proposal, as reported to the Council in December 2011, was to extend the Inverclyde County Constituency to include Bishopton, Bridge of Weir, Langbank, Erskine and Inchinnan (resulting in a proposed electorate of 77, 647 at that time).

5.0 PUBLIC CONSULTATION

- 5.1 Upon receipt of the Initial Proposals, public display of the proposals has been undertaken in the Customer Service Centre and in the public libraries within Inverclyde. As part of the consultation process, public hearings are also being held throughout Scotland and the relative location for the proposed Inverclyde and Largs County Constituency is to be held in Ayr Town Hall, Newbridge Street, Ayr KA7 1JX on 1 December 2016 (for the local authority areas of East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire and South Ayrshire).

6.0 PROPOSED INVERCLYDE AND LARGS COUNTY CONSTITUENCY

- 6.1 It is proposed that the new UK Parliament Constituency is Inverclyde and Largs and this will comprise 73,965 electors with a total area of 346km². The proposed constituency follows ward boundaries in Inverclyde and North Ayrshire Council areas with one exception: Ward 6 (Dalry and West Kilbride) where the boundary follows a Community Council boundary. The review of UK Parliament Constituencies was originally announced in February 2016 and will use electorate data as from 1 December 2015. The review is undertaken in terms of the Parliamentary Constituencies Act 1986 which specifies that there are now to be 600 constituencies in total within the UK with each constituency returning a single member to the UK Parliament.
- 6.2 By virtue of the legislation, there is a UK electoral quota of 74,769.2 electors per constituency. This is calculated by dividing the total electorate by the relevant number of seats to be allocated (there are provisions for island constituencies within this calculation). It is a provision of the legislation that there be no less than 95% and no more than 105% of the UK electoral quota and this means that the electorate of a constituency has to be no fewer than 71,031 and no more than 78,507 electors. Within Scotland, there are 51 UK Parliament Constituencies and 2 specified islands constituencies making a total of 53 constituencies. The constituencies may not exceed a maximum area of 13,000km².
- 6.3 In terms of BCS principles for constituency design, account is taken of existing boundaries and it is an objective to design as many constituencies as practicable that do not cross a Council area boundary and which recognises existing community ties, takes into consideration any local geography issues (for example transport links, other electoral boundaries, administrative boundaries and natural features) and which considers any special geographical considerations, where appropriate. There are 59 existing UK Parliament Constituencies within Scotland as from 2005. In terms of the review, the number of mainland constituencies in Scotland will reduce from 57 constituencies to 51 constituencies (with two island constituencies making the overall total 53 constituencies).

- 6.4 The BCS is explicit in its terms that it is aware that many people would like the boundaries of the UK Parliament Constituencies and the Scottish Parliament Constituencies to be the same: there are 73 Scottish Parliament Constituencies and as there are to be 53 UK Parliament Constituencies within Scotland it is not possible for their boundaries to coincide. Equally the BCS is aware that many people would wish the boundaries of constituencies and Council areas to be the same but the same practical considerations apply with regard to the quota.
- 6.5 As part of the BCS review, there is a recommended name for each constituency and it is within these guidelines to use an existing constituency name where there is a successor constituency that is recognisably similar, hence the proposed Inverclyde and Largs County Constituency.
- 6.6 Five public hearings around Scotland are to be held during the consultation period to 11 January 2017 (as above, the relevant Inverclyde Council and North Ayrshire Council public hearing being in Ayr on 1 December 2016). The purpose of these hearings is to explain the proposals and to give an opportunity to all to make representations on these.
- 6.7 Written representations can be made by the Council (and by members of the public) by 11 January 2017. Representations can oppose or support the Initial Proposals. After 11 January 2017, the BCS will publish on its website the representations received along with the record of the public hearings and will invite written comment on them during a further period of four weeks. If the Initial Proposals are altered in the light of these comments, the BCS will publish the resulting Revised Proposals for further public consultation and will invite representations about these. The consultation period for any Revised Proposals will be eight weeks.
- 6.8 When the BCS has completed its review, it will submit its recommendations in a report to the Secretary of State for Scotland in September 2018. The Secretary of State for Scotland is responsible for laying the report before the UK Parliament. Thereafter, when all of the four Boundary Commissions have submitted their reports, Ministers will be responsible for submitting a draft Order to the UK Parliament to give effect to any of the recommendations and when this process completes its legislative steps, it will come into operation for the next general election to the UK Parliament.

7.0 IMPLICATIONS

Finance

- 7.1 None.

Financial Implications:

One Off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

Legal

- 7.2 This review is being undertaken by the BCS in terms of the Parliamentary Constituencies Act 1986 and the Council has an opportunity to submit its written consultation response by 11 January 2017.

Human Resources

7.3 None.

Equalities

7.4 None.

Repopulation

7.5 There are no direct impacts affecting the Council's repopulation strategies.

8.0 CONCLUSIONS

8.1 This Council has the opportunity to consider the BCS proposals and to submit a consultation response. The public consultation map will be on display for the Council meeting. The BCS has prepared a summary of initial proposals and a booklet specifying its policies and procedures and both have been made available within the Members' library. The consultation portal sponsored by the BCS is: www.bcs2018.org.uk.

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Head of Legal & Property Services	Report No:	GM/LP/154/16
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Local Government Elections 2017: Review of Polling Scheme		

1.0 PURPOSE

- 1.1 This report proposes a draft Polling Scheme for purposes of the local government elections in May 2017 to take account of the decision of the Local Government Boundary Commission for Scotland (LGBCS) to review Inverclyde Council ward boundaries as from that election.

2.0 SUMMARY

- 2.1 The Council at its meeting on 29 September 2016 considered the decision of the LGBCS to increase Councillor numbers from 20 to 22 and to form a new seventh ward (six 3-Member wards and one 4 Member ward).
- 2.2 The new ward alignment means that an interim Polling Scheme be proposed to take account of the new ward and its consequent effect on polling districts. Additionally, it is the Council's objective to release pressure on the School Estate and to seek substitute venues instead of primary schools for future elections. Furthermore, the Schools Estate Management Plan is being implemented and there are necessary alterations to the Polling Scheme by reason of the unavailability of formerly long-established polling places.
- 2.3 This report proposes an interim Polling Scheme to take account of the new ward, new polling districts, the Council's policy and the progress of the SEMP. It is proposed that an informal public consultation exercise be undertaken for this interim review and that the finalised scheme be the subject of a campaign for local public awareness.

3.0 RECOMMENDATION

It is recommended that:

- 3.1 The Council considers the terms of this report and approves the draft Polling Scheme attached for purposes of an interim review;
- 3.2 That it be remitted to the Head of Legal & Property Services to conduct a community consultation and to report thereon to a special meeting of the Council in January 2017; and
- 3.3 Meantime, that in the interests of preparing for the May 2017 local government elections it be remitted to the Head of Legal & Property Services to secure viable options for the Polling Scheme as considered appropriate.

4.0 BACKGROUND

- 4.1 The LGBCS proposal which has been approved by Scottish Ministers as at 14 September 2016 provides for 22 Councillors within Inverclyde with one 4-Member ward and six 3-Member wards thus increasing the number of wards in Inverclyde by one and increasing Councillor numbers by two.
- 4.2 The electoral wards for Inverclyde are as follows:

Ward No	Ward Name	Councillors	Electorate Sept 13	Actual Variation from Parity	Forecast Electorate	Forecast Variation from Parity
1	Inverclyde East	3	8,515	-2%	8,260	2%
2	Inverclyde East Central	3	8,084	-3%	7,841	-3%
3	Inverclyde Central	3	8,271	-1%	8,023	-1%
4	Inverclyde North	4	10,854	-3%	10,528	-3%
5	Inverclyde West	3	8,655	4%	8,395	4%
6	Inverclyde South West	3	8,832	6%	8,567	6%
7	Inverclyde South	3	8,030	-4%	7,789	-4%
	Totals	22	61,241	3%	59,403	3%

- 4.3 Plans illustrating the ward boundary changes are attached as Appendix 1 and will be on display at the Council meeting.
- 4.4 This Council always reviews its Polling Scheme arrangements after each election or referendum. The LGBCS decision of September 2016 has necessitated a full-scale review of the Polling Scheme. Additionally, it is the Council's preference to release pressure on the School Estate and to seek substitute venues for primary schools as far as is possible. Furthermore, the implementation of the Schools Estate Management Plan has resulted in the necessary substitution of formerly long-standing primary schools as polling stations.
- 4.5 The previous statutory review of polling places was approved by the Council at its meeting on 10 April 2014 and in this way the Council has complied with its schedule of compulsory reviews. Subsequent compulsory reviews must be started and completed within every fifth year from October 2013. In view of the timescales from the LGBCS decision in September 2016 it is only possible for this Council to carry out an interim review at this juncture (and the compulsory review will be undertaken for completion by October 2018). The interim review can be undertaken with a period of public consultation during December 2016 with a report back on responses in January 2017 thus allowing for progress of all electoral arrangements to secure polling places by May 2017.

5.0 POLLING SCHEME

- 5.1 In order to deal with the creation of a new ward within the central area of Inverclyde, there are many significant changes to ward boundaries and polling districts which have, in turn, necessitated a major revision of the Council's Polling Scheme.
- 5.2 There are delegated powers remitted to the Chief Executive to take account of any necessary changes in the interim Polling Schemes in order to facilitate proper electoral arrangements (closure of buildings, alternative venues for polling places and so on). Additionally, this Council reviews its Polling Scheme after each election or referendum in order to ensure that it is kept up-to-date.
- 5.3 Appendix 2 forms the proposed new polling scheme and it comprises the following details: current ward number; new ward number; current polling district; new polling district; current polling place; new polling place, current number of polling stations; new number of polling stations, indicative electorate for that polling district.

- 5.4 The new ward boundaries have necessitated many changes to polling district boundaries. A polling district is a geographical area created by the sub-division of an electoral ward. In Scotland, as far as is practicable, each electoral ward must be divided into two or more polling districts (unless there are special circumstances). A polling place is the building or area in which polling stations will be selected. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across that polling district. (A polling station is the room or area within the polling place, itself, where voting takes place. Unlike polling districts and polling places which are fixed by the Council, polling stations are chosen by the Returning Officer for the election). Appendix 2 provides Members with details of how the new ward boundaries affect the polling districts and specifies polling places within each electoral ward.
- 5.5 It is proposed that the attached Polling Scheme (Appendix 2) be considered as an interim review (given the timescales available from the LGBCS September 2016 decision). A full review will be undertaken prior to October 2018.
- 5.6 In the meantime, the changes are as described in Appendix 2. The changes have necessitated the full-scale re-numbering of all Polling Districts. Some key changes are highlighted as follows:
- (a) New Venue – St Mary's Episcopal Church, Bardrainney Avenue, Port Glasgow – to release pressure on School Estate (substituting for St Francis' Primary School).
 - (b) New Venue – St Francis' Church, Auchenbothie Road, Port Glasgow – to take account of voters who previously voted in Ward 1 (IG05) but who now are in Ward 2 (IG05);
 - (c) New venue – Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow – to replace the long-standing polling station at Boglestone Community Centre – this is necessitated by the re-definition of this polling place from Ward 1 to Ward 2 thus requiring this significant change.
 - (d) The McLean Museum and Art Gallery, Watt Hall will not be available for use as a polling place by virtue of necessary repairs and St John's Episcopal Church, Union Street, Greenock will be the substitute polling place.
 - (e) A new polling place will be established at the Mount Kirk, 95 Dempster Street, Greenock for voters in new Ward 7.
 - (f) Lady Alice Primary School, Inverkip Road, Greenock will not be available as a polling place and a substitute location is the Southwest Library, Barr's Cottage, Greenock.
 - (g) Moorfoot Primary School, Moorfoot Drive, Greenock is unavailable for use as a polling place and will be substituted by Gourrock Golf Club, Cowal View, Gourrock.
 - (h) New venue – Inverkip Community Centre in place of Inverkip Primary School.
 - (i) As a result of the LGBCS changes to the Ward Boundaries, voters in Polling District IG05 (Ward 1) as indicated above in point (b) have been split between new Ward 1 (IG04) – St Mary's Episcopal Church and new Ward 2 (IG05) – St Francis' Church. Similarly, voters in Polling District IG18 (Ward 3) who used to vote at the Salvation Army Centre have been split between new Ward 3 (IG15) which is Prospecthill Christian Fellowship Church and new Ward 4 (IG17) which remains at the Salvation Army Centre.
- 5.7 There are many consequent changes for the electorate in respect of their polling places and a full scheme of public advertisement and awareness will be undertaken with the assistance of Corporate Communications to ensure voter awareness. All of the changes, the maps and the draft Polling Scheme have been intimated to Members on 23 September and 9 November 2016.
- 5.8 As this is proposed as an interim review, given the necessary timescales, public comment will be sought from the Community Councils and from Elected Members, the MP, MSPs and MEP. The draft Polling Scheme will also be displayed at the Customer Service Centre and at the public libraries within Inverclyde. The consultation response date for the interim review will be 6 January 2017 and the outcome of this consultation process will be reported to a special meeting of the Council to be held in January 2017.
- 5.9 In the meantime, given the timescales for preparation, the Head of Legal & Property Services will make such arrangements as are necessary to secure options for the proposed electoral arrangements.

- 5.10 In view of the timescales, the Electoral Registration Officer (the Renfrewshire Valuation Joint Board Assessor) had intended to compile the Electoral Register and publish this by 1 December 2016. However, in view of significant changes affecting the Council and East Renfrewshire and Renfrewshire Councils, the ERO is now intending to complete the Electoral Register by February 2017. In the interim, the Council has been in close contact with the ERO and has given him in early November the draft Polling Scheme for his assistance in compiling the register.

6.0 IMPLICATIONS

Finance

- 6.1 None.

Financial Implications:

The Scottish Government funds the electronic counting infrastructure but the Council is financially responsible for all other costs of holding the Local Government elections and provision of £120,000 is sought.

One Off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
To be determined	n/a	n/a	n/a	n/a	Possible accommodation alterations and infrastructure
Local Government Elections	Elections	2017/18	£120,000	n/a	From Earmarked Reserves

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
Services to Members	Remuneration	2017	£41,000	n/a	Increase in remuneration because of two additional Councillors.
	Travelling expenses/ training etc.		£3,000		Provides for a 10% increase in overhead budgets

Legal

- 6.2 The draft Polling Scheme will be the subject of an interim review to take account of necessary timescales for the electoral arrangements to be implemented for May 2017 local government elections.

Human Resources

- 6.3 None.

Equalities

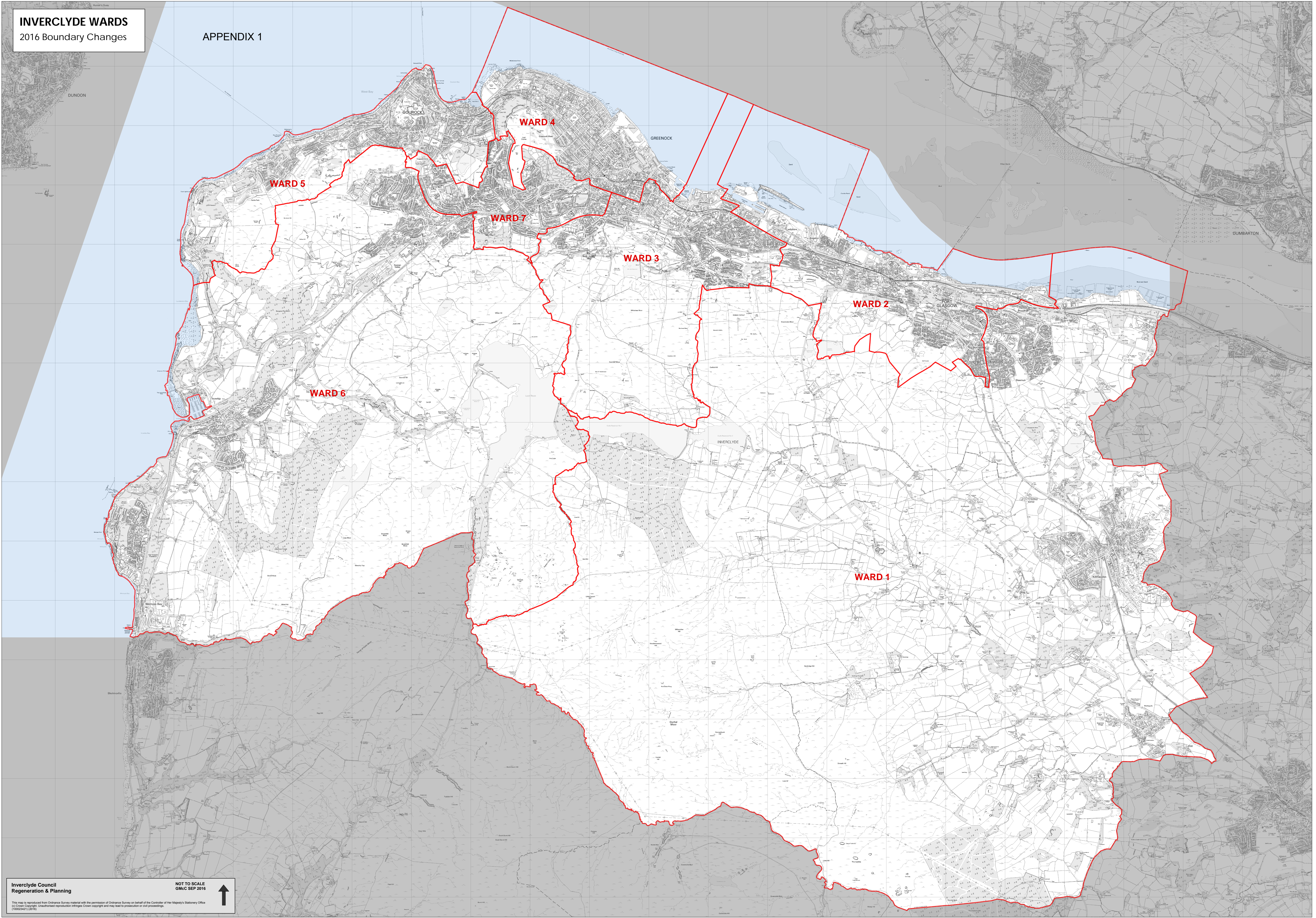
- 6.4 None.

Repopulation

- 6.5 The revised boundaries and Councillor numbers takes account of proposed forecasts for electorate numbers within Inverclyde and, accordingly, seek to address and sustain local democracy within this area.

7.0 BACKGROUND PAPERS

- 7.1 None.



APPENDIX 2**POLLING SCHEME
CURRENT AND PROPOSED
NOVEMBER 2016**

Current Ward No	New Ward No	Current Polling District Reference	New Polling District Reference	Current Polling Place	New Polling Place	Current No of Polling Stations	New No of Polling Stations	New Polling District Indicative Electorate
1	1	IG02	IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow	Holy Family Church Hall, Parkhill Avenue, Port Glasgow	1	1	1095
1	1	IG03	IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow	Struthers Memorial Church, Arran Avenue, Port Glasgow	1	1	1090
1	1	IG04	IG03	Park Farm Community Hall, Oronsay Avenue, Port Glasgow	Park Farm Community Hall, Oronsay Avenue, Port Glasgow	1	1	514
1	1	IG05	IG04	St Francis' Primary School, East Barmoss Avenue, Port Glasgow	St Mary's Episcopal Church, Bardrainey Avenue, Port Glasgow	3	2	1424
1	2	IG05	IG05	St Francis' Primary School, East Barmoss Avenue, Port Glasgow	St Francis Church, Auchenbothie Road, Port Glasgow	3	1	1063
1	2	IG06	IG06	Clune Park Resource Centre, Montgomerie Street, Port Glasgow	Clune Park Resource Centre, Montgomerie Street, Port Glasgow	1	1	622
1	2	IG07	IG07	Boglestone Community Centre, Dubbs Place, Port Glasgow	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow	3	3	2348
2	2	IG08	IG08	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow	2	2	1150
2	2	IG09	IG09	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow	2	2	1233
2	2	IG11	IG10	Gibshill Community Centre, 2 Smillie Street, Greenock	Gibshill Community Centre, 2 Smillie Street, Greenock	1	2	1136

APPENDIX 2**POLLING SCHEME
CURRENT AND PROPOSED
NOVEMBER 2016**

Current Ward No	New Ward No	Current Polling District Reference	New Polling District Reference	Current Polling Place	New Polling Place	Current No of Polling Stations	New No of Polling Stations	New Polling District Indicative Electorate
2	3	IG12	IG11	Auchmountain Halls, Burnhead Street, Greenock	Auchmountain Halls, Burnhead Street, Greenock	2	2	2265
2	3	IG13	IG12	Craigend Resource Centre, McLeod Street, Greenock	Craigend Resource Centre, McLeod Street, Greenock	2	1	990
2	3	IG14	IG13	Crawfurdsburn Community Centre, Carwood Street, Greenock	Crawfurdsburn Community Centre, Carwood Street, Greenock	2	2	1757
2	3	IG16 & IG10	IG14	Whinhill Primary School, Drumfrochar Road, Greenock	Whinhill Primary School, Drumfrochar Road, Greenock	1	1	1102
3	4	IG17	IG16	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock	1	1	936
3	3	IG18	IG15	Salvation Army Centre, 59 Regent Street (enter from Roxburgh Street), Greenock	Prospecthill Christian Fellowship Church, 8 Prospecthill Street, Greenock	2	2	1353
3	4	IG18	IG17	Salvation Army Centre, 59 Regent Street (enter from Roxburgh Street), Greenock	Salvation Army Centre, 59 Regent Street (enter from Roxburgh Street), Greenock	2	2	1307
3	4	IG19	IG18	McLean Museum & Art Gallery, Watt Hall, (enter from Kelly Street), Greenock	St John's Episcopal Church, Union Street, Greenock	3	3	2745
3	4	IG20	IG19	Ardgowan Club, Ardgowan Square, Greenock	Ardgowan Club, Ardgowan Square, Greenock	2	2	1436
3	4	IG21	IG20	Finnart Scout Hall, 159 Finnart Street, Greenock	Finnart Scout Hall, 159 Finnart Street, Greenock	2	2	2252

APPENDIX 2**POLLING SCHEME
CURRENT AND PROPOSED
NOVEMBER 2016**

Current Ward No	New Ward No	Current Polling District Reference	New Polling District Reference	Current Polling Place	New Polling Place	Current No of Polling Stations	New No of Polling Stations	New Polling District Indicative Electorate
3	4	IG22	IG21	Lyle Kirk Hall, Bentinck Street, Greenock	Lyle Kirk Hall, Bentinck Street, Greenock	2	2	1537
4	7	IG23	IG33	Prospecthill Christian Fellowship Church, 8 Prospecthill Street, Greenock	Mount Kirk, 95 Dempster Street, Greenock	1	1	1026
4	7	IG24	IG34	Lady Alice Primary School, Inverkip Road, Greenock	South West Library, Barr's Cottage, Greeock	3	3	2816
4	7	IG25	IG35	Grieve Road Community Centre, Grieve Road, Greenock	Grieve Road Community Centre, Grieve Road, Greenock	1	1	809
4	7	IG26	IG36	St Joseph's Primary School, Wren Road, Greenock	St Joseph's Primary School, Wren Road, Greenock	2	2	1744
4	7	IG27	IG37	St Andrew's Primary School, Chester Road, Greenock	St Andrew's Primary School, Chester Road, Greenock	2	2	1316
5	5	IG28	IG22	Cardwell Bay Sailing Club, Cove Road, Gourock	Cardwell Bay Sailing Club, Cove Road, Gourock	2	2	1757
5	5	IG29	IG23	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock	2	2	1774
5	5	IG30	IG24	Kirn Drive Community Centre, Kirn Drive, Gourock	Kirn Drive Community Centre, Kirn Drive, Gourock	2	2	2079
5	5	IG31	IG25	Moorfoot Primary School, Moorfoot Drive, Gourock	Gourock Golf Club, Cowal View, Gourock	1	1	811

APPENDIX 2**POLLING SCHEME
CURRENT AND PROPOSED
NOVEMBER 2016**

Current Ward No	New Ward No	Current Polling District Reference	New Polling District Reference	Current Polling Place	New Polling Place	Current No of Polling Stations	New No of Polling Stations	New Polling District Indicative Electorate
5	5	IG32	IG26	Spinnaker Hotel, Albert Road, Gourrock	Spinnaker Hotel, Albert Road, Gourrock	1	1	824
5	5	IG33	IG27	Royal Gourrock Yacht Club, Ashton Road, Gourrock	Royal Gourrock Yacht Club, Ashton Road, Gourrock	2	2	1151
6	6	IG34	IG28	Upper Larkfield Community Hall, Lothian Road, Greenock	Upper Larkfield Community Hall, Lothian Road, Greenock	2	2	1755
6	6	IG35	IG29	Aileymill Nursery School, Norfolk Road, Greenock	Aileymill Nursery School, Norfolk Road, Greenock	2	2	1624
6	6	IG36	IG30	Branchton Community Centre, Branchton Road, Greenock	Branchton Community Centre, Branchton Road, Greenock	1	1	648
6	6	IG37	IG31	Inverkip Primary School, Station Road, Inverkip	Inverkip Community Centre, Main Street, Inverkip	3	3	2519
6	6	IG38	IG32	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay	2	2	2010
1	1	IN01	IN01	Carsemeadow, Craigbet Road, Quarriers Village, Bridge of Weir	Carsemeadow, Craigbet Road, Quarriers Village, Bridge of Weir	1	1	623
1	1	IN02	IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm	St Columba Church Hall, Bridge of Weir Road, Kilmacolm	3	3	3605

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Chief Executive	Report No:	LP/149/16
Contact Officer:	John Arthur	Contact No:	01475 714263
Subject:	Proposed Expansion of Joint Civil Contingencies Service to include West Dunbartonshire Council		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek the Council's approval to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council.
- 1.2 In November 2008 the Council approved the establishment of a Joint Civil Contingencies Service (CCS) based in Renfrewshire Council and covering East Renfrewshire, Inverclyde and Renfrewshire Council areas. The service has been in operation since April 2009 and has supported significant improvements in the resilience of each Council area and the ability to respond to civil contingencies incidents and events.
- 1.3 The service is governed by a Joint Management Board comprising the Chief Executives of each of the member Councils supported by a relevant Head of Service from each Council and the CCS Senior Officer.
- 1.4 Similar reports have been considered and approved by Renfrewshire, East Renfrewshire and West Dunbartonshire Councils.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council:
 - i. approves the proposal to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council; and
 - ii. authorises the Chief Executive together with the Head of Legal and Property Services to conclude the required changes to the "Minute of Agreement" and "detailed specification of service" for the Joint Civil Contingencies Service to reflect the expansion of the service to include West Dunbartonshire Council.

John Arthur
Head of Safer & Inclusive Communities

3.0 BACKGROUND

- 3.1 In November 2008 the Council approved the establishment of a Joint Civil Contingencies Service, (CCS) based in Renfrewshire Council and covering East Renfrewshire, Inverclyde and Renfrewshire Council areas. The three Councils subsequently entered into a Minute of Agreement which defines their roles and responsibilities in relation to the CCS with Renfrewshire as the Lead Authority. The service has been in operation since April 2009 and has brought a number of benefits:
- Better use of available staff resources across the three Councils.
 - Increased resilience and service development, particularly in training and exercising.
 - Increased efficiency from reduced duplication of effort.
 - Improved relationships, training and information sharing arrangements with Category 1 Responders and other national agencies.
 - Significant performance improvements in resilience, contingency planning and emergency response.
 - Improved capacity and expertise to be able to respond to changing and emerging risks and threats – counter terrorism, and COMAH in particular.
 - Improved capacity to support organisational resilience, build community capacity and resilience and support local businesses and voluntary organisations with their business continuity management and plans.
- 3.2 Since the service was created, a range of initiatives including the development of Council Incident Officer roles, training and exercising programmes and a range of policies and procedures have been developed by the service that have been widely accepted as best practice and adopted within other Council areas across Scotland. The service has also been efficient, providing increased resilience for the three Council areas it serves while contributing to overall reductions in costs that mean Council contributions to the service have fallen rather than increased since 2008.
- 3.3 The service is governed by a Joint Management Board comprising the Chief Executives of each of the member Councils supported by a relevant Head of Service from each Council and the CCS Senior Officer.
- 3.4 Earlier this year the Joint Management Board of the CCS was approached by West Dunbartonshire Council with a request that they consider the expansion of the Joint Civil Contingencies Service to include the West Dunbartonshire Council area.
- 3.5 In considering this request the CCS Senior Officer undertook a review of current civil contingencies working arrangements and policies within West Dunbartonshire, the nature of relevant specific risks and response arrangements that are in place and the data on historic incident response requirements over the period from 2013 to 2016. This showed that there is no reason, in principle, why the service could not be successfully expanded to cover the West Dunbartonshire Council area and that there would be no detrimental impact on existing members of the service if this were done.
- 3.6 The analysis determined that the service could be provided for West Dunbartonshire Council at the same cost as for East Renfrewshire and Inverclyde Councils on the basis that an additional transitional resource be provided to support the integration of the service over the first 2 years of operation. This report now seeks approval to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council. Similar reports have been considered and approved by Renfrewshire, East Renfrewshire and West Dunbartonshire Councils.
- 3.7 Should the proposal be formally approved by each Council, the initial annual budget contribution to the service from West Dunbartonshire Council would match East Renfrewshire and Inverclyde Council's current contribution - £55,645. This figure is jointly reviewed and agreed annually by the Joint Management Board. In addition an administration employee resource will be provided by West Dunbartonshire Council for the transitional period, up to the value of £20,000 per annum, working directly to the Senior Civil Contingencies Officer in the Civil Contingencies Service to support the administration of the transition process including aligning and integrating existing systems and processes for the service. Arrangements for

transitional training and development for West Dunbartonshire Council and area risk familiarisation for existing CCS officers will also be supported.

- 3.8 An additional transitional fund of £5,000 per annum will be provided by West Dunbartonshire Council for the first 2 years of the service to be used for any training requirements specifically targeted at aligning a group of West Dunbartonshire's officers to the Council Incident Officer programme that is currently in place across the existing 3 Councils and to provide a contingency to support any emergency incidents or events in West Dunbartonshire during the transitional period and any other unplanned ancillary costs associated with the integration of West Dunbartonshire's Civil Contingencies into the shared service.
- 3.9 Following agreement of all Councils the recruitment of professional officers to support the new expanded CCS service will be undertaken to ensure that the service continues to support each Member Council with an identified single point of contact and support officer within the service.

4.0 PROPOSALS

- 4.1 It is recommended that the Council approves the expansion of the Joint Civil Contingencies Service to include West Dunbartonshire Council.

5.0 IMPLICATIONS

Finance

- 5.1 Inverclyde Council currently supports the CCS with a contribution of £55,645. This will not be affected by the proposals outlined in this report.

Financial Implications:

One Off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 5.2 The Minute of Agreement and detailed specification of service for the CCS will require to be updated to reflect the proposed addition of West Dunbartonshire Council. This exercise will be led by Renfrewshire Council Legal Services working with the agreement of each of the Member Councils.

Human Resources

- 5.3 None. The CCS is based in Renfrewshire and provided to each of the other member Councils from Renfrewshire. All employees of the CCS are Renfrewshire Council employees.

Equalities

- 5.4 There are no equalities implications at this time.

Repopulation

- 5.5 The CCS contributes towards Inverclyde being a safe and secure place for those living, working or visiting the area.

6.0 CONSULTATIONS

- 6.1 The Head of Legal and Property Services, the Head of Safer and Inclusive Communities and the Chief Financial Officer have been consulted in the preparation of this report.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 Not applicable.

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/143/16
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Chief Social Work Officer Annual Report 2015/16 – Remit from Health & Social Care Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Health & Social Care Committee of 20 October 2016 relative to the Chief Social Work Officer Annual Report 2015/16.

2.0 SUMMARY

- 2.1 The Health & Social Care Committee of 20 October 2016 considered the attached report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership relative to the Chief Social Work Officer Annual Report 2015/16 which requires to be submitted to the Chief Social Work Adviser to the Scottish Government.
- 2.2 The Health & Social Care Committee agreed:
- (1) To approve the Inverclyde HSCP Chief Social Work Officer Annual Report for 2015/16 for submission to the Office of the Chief Social Work Adviser to the Scottish Government; and
 - (2) To submit the report to the Inverclyde Council for consideration.

3.0 RECOMMENDATION

- 3.1 The Inverclyde Council is asked to consider the remit from the Health & Social Care Committee.

Report To:	Health and Social Care Committee	Date:	20 October 2016
Report By:	Brian Moore Corporate Director (Chief Officer) Inverclyde Health and Social Care Partnership (HSCP)	Report No:	SW/53/2016/DP
Contact Officer:	Derrick Pearce Service Manager – Quality and Development, HSCP	Contact No:	01475 715375
Subject:	CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2015/16		

1.0 PURPOSE

- 1.1 The purpose of this report is to present to the Health and Social Care Committee the 2015/16 Chief Social Work Officer Annual Report for approval and endorsement for submission to the office of the Chief Social Work Advisor to the Scottish Government.

2.0 SUMMARY

- 2.1 There is a statutory requirement on each Local Authority to submit an annual Chief Social Work Officer Report to the Chief Social Work Advisor to the Scottish Government.
- 2.2 The collection of Chief Social Work Officer reports from across Scotland by the Chief Social Work Advisory allows for the development of a picture of social work and social care practice across the country. This is vital to us in benchmarking our performance in terms of implementation of legislation, development of innovative practice and, now crucially, in respect of health and social care integration.

3.0 RECOMMENDATION

- 3.1 It is recommended that Committee members approve the Inverclyde HSCP Chief Social Work Officer Report for 2015/16 for submission to the Office of the Chief Social Work Advisor in the Scottish Government.
- 3.2 It is recommended that the report is remitted to the Inverclyde Council for consideration.

Brian Moore
Corporate Director, (Chief Officer)
Inverclyde HSCP

4.0 BACKGROUND

- 4.1 Under the Social Work (Scotland) Act 1968, there is a long standing requirement for all Scottish local authorities to submit reports on an annual basis from their Chief Social Work Officer (CSWO).
- 4.2 Revised guidance for Chief Social Work Officers and a new template were developed in March and May 2016 respectively, by the office of the Chief Social Work Advisor to the Scottish Government. This guidance and template were endorsed by COSLA.
- 4.3 Local Authorities are democratically accountable for the role and functions of the CSWO. It was recognised by the Scottish Government that there was a need to help Integrated Joint Boards (IJBs) to understand the CSWO role in relation to the context of implementing the integration of health and social care and the Public Bodies (Joint Working) (Scotland) Act 2014. This is particularly the case given the diversity of organisational structures and the range of organisations and partnerships with an interest and role in the delivery of social work services.
- 4.4 The Inverclyde Chief Social Work Officer's report for 2015/16 provides an outline of our current demographic profile, notes the key challenges that are evident in Inverclyde along with a review of our performance and description of improvements we have made during the past year. There is an emphasis on the partnership and governance structure and its links to the Council and Health Board reporting processes. The report sets out the assets we have in Inverclyde and the development of our ambitious, co-produced 'People Plan' in terms of a whole systems approach to workforce planning and development.
- 4.5 As we go forward as a fully integrated partnership, the report takes the opportunity to reinforce the achievements of collaborative relationships we have established over the past 5 years in which social work practice and values have had a significant impact. Social Work has a vital role to play in the development of new partnerships into the future, while addressing challenges and delivering better outcomes for the people of Inverclyde.

5.0 PROPOSALS

- 5.1 It is proposed that Committee members endorse the attached annual report for the period 2015/16, detailing the position of Inverclyde HSCP in respect of social work and social care practice, performance and compliance with statutory responsibilities.

6.0 IMPLICATIONS

Finance

- 6.1 There are no financial implications from this report.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

6.2 There are no legal implications from this report.

Human Resources

6.3 There are no Human Resources implications from this report.

Equalities

6.4 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
√	NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

6.5 There are no repopulation implications from this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 The role of the Chief Social Work Officer, Guidance issued by Scottish Ministers pursuant to Section 5(1) of the Social Work (Scotland) Act 1968, revised version - March 2016.

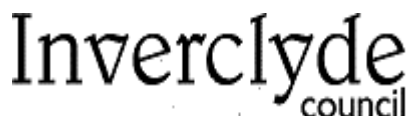
7.2 Annual Report by Local Authority Chief Social Work Officers, Suggested Template and related guidance for production of 2015-16 report – May 2016.

8.0 CONSULTATIONS

8.1 No consultations have taken place in the production of this report.

ANNUAL REPORT BY LOCAL AUTHORITY CHIEF SOCIAL WORK OFFICERS

2015-2016 REPORT FROM INVERCLYDE HEALTH AND SOCIAL CARE PARTNERSHIP (IHSCP)



1. Summary Reflection – Key Challenges and Developments in the past year

Welcome to the Annual Chief Social Work Officer's Report from Inverclyde Council and Inverclyde Health and Social Care Partnership for 2015/16. This is my last report as Chief Social Work Officer. Since assuming the role of Chief Officer of the Inverclyde Integration Joint Board and HSCP I have passed on the role of Chief Social Work Officer to my Head of Children's Services and Criminal Justice. This report marks the formal handover of responsibilities from myself to Sharon McAlees.

Readers will be aware that under section 3 of the Social Work (Scotland) Act 1968, local authorities are required to appoint a Chief Social Work Officer (CSWO). The function of the CSWO is to provide appropriate professional advice to the local authority, to provide strategic leadership, governance and continuous improvement on all statutory social work provision and service delivery as stated in section (5) (B) of the Act. This requirement has not been changed with the advent of integrated health and social care arrangements. In Inverclyde we have been integrated since the inception of our Community Health and Care Partnership (CHCP) in 2010, and we have been a formally established HSCP and Integration Joint Board since 1st April 2016. In line with statutory officer requirements Sharon, as Chief Social Work Officer, will have 6 monthly access to the Council's Chief Executive and quarterly access to the Council's Corporate Management team to fulfil advisory and governance functions.

2015/16 has been a very busy year with Inverclyde having to bear its share of challenging fiscal and demand pressures. My report highlights the opportunities, developments and challenges which have impacted on social work services and social work practice over this period in our area. My report also sets out our successes in terms of delivering the HSCP's core vision of 'Improving Lives' for the people, communities and localities in Inverclyde through our planning, involvement or interventions, most recently re-stated through our HSCP Strategic Plan 2016 – 2019.

1.1 Integration and Values

Our social work values are crucial to achieving our commitment to "Improving Lives" for people who use our services, carers, families, local people and communities. They are the fundamental principles which underpin our practice and approach. These values have been embedded into the "Nurturing Inverclyde" brand which runs through our Single Outcome Agreement (SOA) and guides our Community Planning Partnership. Our SOA, and indeed our HSCP Strategic Plan, pledges a commitment

that the people of Inverclyde are safe, healthy, achieving, nurtured, active, respected, responsible and included. They drive our approach to collaboration and 'putting people first' by focusing on the individual, their networks and communities as assets and potential solutions to need. Placing the person at the centre of all that we do and working in partnership with them is essential in identifying alternatives to statutory interventions and achieving better outcomes. This approach enables us to empower people to challenge inequality and discrimination and overturn the effects of socio-economic deprivation experienced in Inverclyde.

1.2 Partnership and Collaborative Working.

We have long established and embedded joint working relationships in Inverclyde. We have built on this collaborative approach further with the implementation of the health and social care integration agenda. Our experience of establishing our IJB, Strategic Planning Group and related structures has been positive and relatively straight forward. The culture of working together that exists in Inverclyde has been a major factor in this, as has our incremental and steady approach. Integration and joint working for us reaches into primary care with our GP colleagues and across the NHS system with our colleagues in secondary care. Our central role in the local Community Planning Partnership (Inverclyde Alliance) has been further enhanced by the advent of our IJB.

We established our Strategic Planning Group (SPG) successfully with service user and carer representation, staff partnership involvement, independent, third sector, housing and NHS acute sector engagement. The SPG has delivered on its remit to develop, consult, produce and publish the HSCP 2016 – 2019 Strategic Plan by 1st April 2016. This group will continue to be the reviewing body for all subsequent Strategic Plans and service specific plans prior to them being presented to the IJB for approval. It will also be the main reporting vehicle to the HSCP Integration Joint Board (IJB) on strategic planning matters in terms of development, implementation, monitoring and review.

We have worked collaboratively with colleagues from Scottish Government's Information Services Division (ISD) and NHS Clyde Sector to develop a strategic needs assessment which informed the Strategic Plan and is a living body of evidence for future strategic and operational planning.

1.3 Social Work and Social Care Practice

This year we reviewed, revised and launched our Supervision Policy covering social work and social care staff in the HSCP. As an integrated partnership committed to collaboration in practice, we are comfortable in recognising uni-professional requirements so have put this policy in place to respond to the need for guidance in supervising social work and social care practice. Similar guidance already existed prior to this development for other professional groups. The policy is now being embedded across relevant service areas, with learning and development delivered jointly with the Social Care Institute for Excellence (SCIE) planned to start in Autumn 2016.

1.4 GIRFEC

We have worked hard to prepare for the implementation of the statutory functions as set out in the Children and Young People (Scotland) Act 2014. The new functions introduce the 'Named Person' responsibility which was planned to take effect from 1st September 2016. This has been delayed as a consequence of a supreme court judgement relating to information sharing aspects of the legislation. We will continue to develop our systems processes and practice in line with GIRFEC which includes wellbeing assessment, early help, working to effectively support children and their families. This also includes complaints about the Named Person function under parts 4 and 5 of the Act.

1.5 Complaints

There has been ongoing consultation around the repeal of the Social Work (Representations Procedures) (Scotland) Directions 1996 (SWSG5/1996) and the removal of the Social Work Complaint Review Committee appeal stage. Complaints about Social Work Services will fall into the Scottish Public Services Ombudsman's (SPSO) generic public sector model complaints handling procedure. This significant change to social work complaints process is due to be implemented by April 2017. However, further consultation and engagement will take place with the SPSO and Scottish Government to debate and finalise the timescales for specific social work complaints.

In the interim, we have developed an aligned health and social care complaints procedure in collaboration with SPSO to meet the spirit of the integration agenda. This has brought together the statutory social work and the NHS Greater Glasgow and Clyde (NHSGGC) procedures. Investigative complaint training was co-delivered to Heads of Service, Service Managers and Team Leaders by the SPSO and our complaints officer over May, June and July 2015.

Frontline resolution training was delivered by our Quality and Learning Team targeted at practitioners through to business support and administration staff in June, July and August 2015. Feedback was positive from attendees and our revised processes are embedding well.

1.6 Community Justice Arrangements

In January 2016, I submitted a Community Justice Transition plan to the IJB in response to the Community Justice (Scotland) Bill which was introduced to the Scottish Parliament on 7th May 2015. The Community Justice Division provided the outline of what is required in a local plan with a submission of 31st January 2016. Our local plan was approved by the IJB and submitted within the timescale.

In preparation for enactment, we appointed a Community Justice Lead Officer in September 2015 funded by the Community Justice Transitional monies. A Transition Group has been established and includes both the statutory partners outlined in the Community Justice (Scotland) Bill and other key partners from the third sector.

1.7 Child Sexual Exploitation (CSE)

Following the publication in November 2014 of Scotland's National Action Plan to Tackle Child Sexual Exploitation, Inverclyde Child Protection Committee (CPC) has taken forward a proactive approach through the CSE Strategic Working Group which was established in April 2015. The CSE Strategic Working Group has developed and continues to progress an Inverclyde wide work plan based around core themes of: Prevention, Intervention, Recovery and Disruption. A local multi-agency CSE operational group has been established to map the available recovery services across Inverclyde and NHSGGC referral pathways, identify the types of support and gaps in provision to assist in the support provided to young people at the right time.

Significant work has been undertaken during this period to provide staff training including foster carers and kinship carers. The CSE working group also developed a local public awareness-raising initiative to complement the national campaign. Collaborative work has also been undertaken on national and local developments in education for young people.

Our Inverclyde Child Protection Committee (CPC) annual conference key themes focused on the local CSE work plan which was positively received by participants.

1.8 Mental Health Officer Arrangements

Provision of Mental Health Officers services within Inverclyde has continued to be challenging in 2015/16 because of high levels of demand. We have responded to this in a number of different ways, principal amongst which has been a major service review of the MHO service which I expect to make specific recommendations about sustaining this work into the future. To provide capacity to deliver we have recruited two full time Mental Health Officers to fill vacancies, we have one sessional Mental Health Officer to boost capacity at points of high demand and we are training more Mental Health Officers from within our pool of social work staff (one this year and two next year).

1.9 Refugee and Migrant Resettlement

Inverclyde Health and Social Care Partnership is currently participating in two Government Refugee Schemes and is in discussions to welcome other refugees and asylum seekers to the area.

The two refugee schemes are the Afghan Locally Engaged Staff Ex-Gratia Scheme and the Syrian Vulnerable Persons Relocation Scheme. The Afghan scheme involves local authorities in the UK settling former interpreters from Afghanistan, and their families, who served on the front line with British Forces in that country. As part of their redundancy package, the interpreters are given the option of coming to the UK with their families where there are concerns about their safety in Afghanistan. The second scheme is designed to allow refugees who have fled Syria - are living in countries near the Syrian border and are deemed to be vulnerable - to come and settle in the UK.

In the reporting period, Inverclyde agreed to take twelve Afghan families and accommodate and support them in our area. This figure has now been reached. All of our new families have settled well in our area and continue to integrate into the local community. All of the men speak good English and have been actively seeking work since their arrival in the area. Three of the men are now employed full time and the others continue to seek employment. All of the women, none of whom are able to read or write in their own language, are involved with local English classes and are progressing at a steady pace. A number of the children are attending nursery or school and are enjoying their first taste of formal education. Early reports indicate that they are doing well at class work and have made lots of friends, many of whom live in the local community.

There are now a total of 24 adults and 29 children from this cohort of resettled people or refugees living in our area, with four of those children having been born here. The Home Office has recently asked the Council to consider taking additional families. This request is currently under review. The Syrian scheme was initially launched in January 2014 with no set level being placed on the number of refugees the UK would take. However, following an announcement by the Prime Minister in September 2015, it was agreed that the UK would take 20,000 refugees from countries surrounding Syria where refugees had fled to. Families coming to the UK through the scheme have to meet vulnerability criteria set by the Government and have to be assessed against the criteria by the United Nations High Commission for Refugees. Inverclyde agreed to take ten families and already has 6 living in the area. The numbers are likely to be increased in the near future. None of the families were able to speak English on arrival and all of the adults are currently involved in English classes.

1.10 Integrated Children and Young People's Services Plan

We have well developed and embedded joint working across children's services in Inverclyde, with excellent operational level collaboration. I believe, however that our joint planning of services for children could be improved upon. To that end with the Corporate Director for Education I have established a Children's Services Plan Working Group, under the Best Start in Life Outcome Delivery Group, to improve our integrated planning processes and deliver a new Integrated Children and Young People's Services Plan. We anticipate the plan being an on-line document, with interactive functionality to enable children, young people, families and others to engage with developmental work and inform our strategic direction. We anticipate the Plan being ready for sign off by the relevant governance structures by the end of 2016/17.

1.11 Review and Redesign

During the reporting period, a number of internal service reviews and redesigns have been underway. Services such as Older People's Day Care, Physical Disability Services, Learning Disabilities Services and Homelessness Services have all been subject to review and redesign. We also successfully transformed our support services in 2015/16 with the advent in September 2015 of our new Quality and Development Service, developed to streamline strategic support provision to services, improve efficiency and meet the financial challenges faced by the Council and NHS Board. We have also taken forward various strands of work with third and independent sector colleagues in relation to the implementation of the living wage.

1.12 Conclusions

The challenges and successes we have faced in 2015/16 are discussed in much more detail throughout this report. I am proud of what the HSCP has achieved in 2015/16 and feel confident in our abilities to continue to rise to the challenges that face us as we move forward. We are an innovative and solution focussed partnership with dedicated and skilled staff, a local population keen to work in partnership with us and partner agencies who want to join us in our core vision of Improving Lives.

I hope you will find this report useful and informative and that it will help to continue the debate about the pivotal role of social work in modern health and social care delivery, in public sector reform, tackling inequality and improving outcomes for people.

Brian Moore
Chief Social Work Officer
September 2016

2. Partnership Structures/ Governance Arrangements

On 1st April 2015 Inverclyde Health and Social Care Partnership (HSCP) was established as a legal entity in line with the Public Bodies (Joint Working) (Scotland) Act 2014. Our HSCP replaced the former Community Health and Care Partnership (CHCP) arrangements between Inverclyde Council and NHS Greater Glasgow and Clyde Health Board (NHSGGC) which had been in place since 2010.

The requirement of the 2014 act was to establish a shadow Integrated Joint Board (IJB) through an Integration Scheme and establishment plan. At this point, the delegated responsibility and governance arrangements were not fully transferred to the IJB from the Council and NHSGGC. Instead, an interim shadow IJB arrangement was set in place until 1st April 2016 when the IJB assumed the full delegated governance, delivery, budget and planning of health and social care services for Inverclyde.

The membership of the IJB has brought together a diverse range of individuals with a wide breadth of experience, knowledge and skills. This has enriched the governance and scrutiny process through conversations, debate, challenge and decision making as an important factor in our drive for continuous improvement.

To ensure effective and professional leadership, a structured and accountable Clinical and Care Governance process proposal was accepted by the IJB in May 2016, with an implementation date of 1st October 2016. The CSWO function will influence the direction of travel in respect of social work practice governance. This integrated process sets out the approach to managing and providing advice on professional matters to the IJB, NHSGGC Board and Inverclyde Council.

In light of the new organisational arrangements for Inverclyde Health and Social Care Partnership (HSCP), we are continuing to review our existing performance framework to ensure that we make significant progress on the National Outcomes for Health and Social Care and the Integration Principles. The structure which has been implemented to help measure and report on progress, challenges and improvements as outlined in the Strategic Plan 2016-2019 includes a commitment to track change in need and demand through performance management arrangements. Every service undergoes a quarterly service review, chaired by the relevant Head of Service. Service use, waiting times and any other pressures are closely reviewed alongside progress against the service's key objectives.

The diagram below shows our partnership governance arrangements.

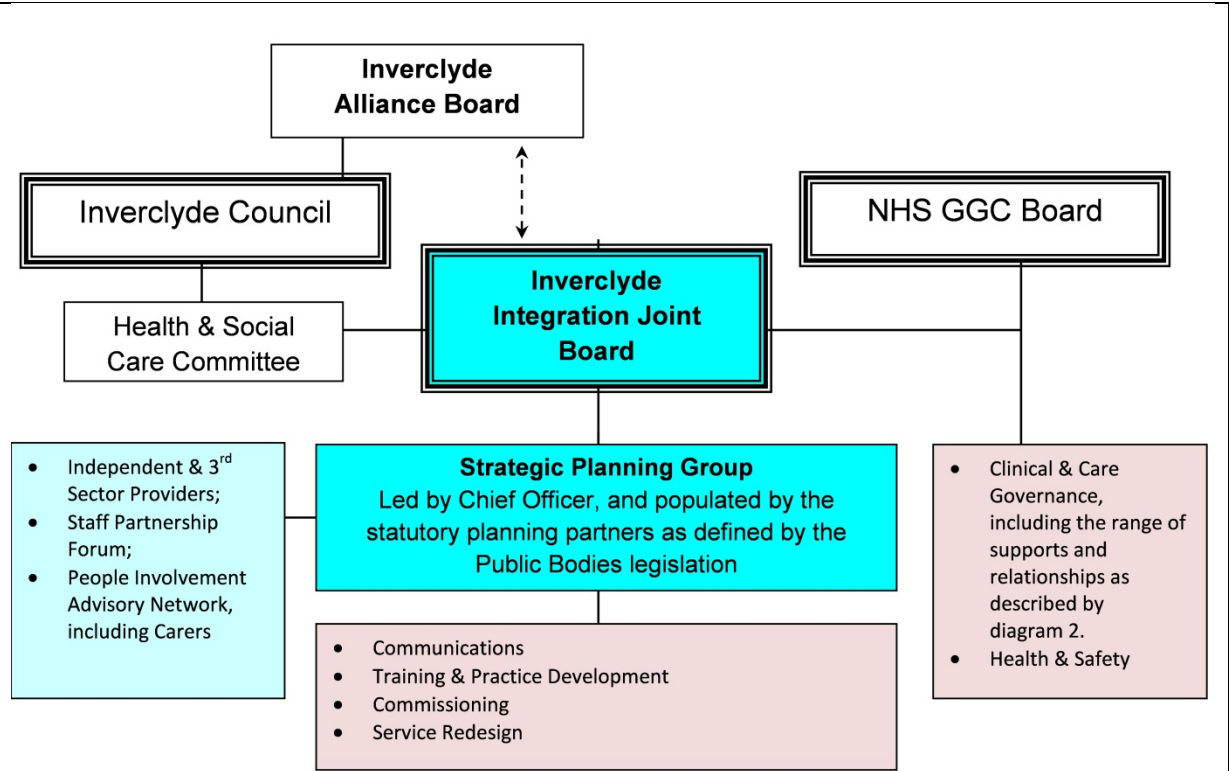


Diagram 1: Reporting and Accountability

3. Social Services Delivery Landscape

Inverclyde HSCP provides social care through a mixed economy of provision with both internal and external services. Internally the HSCP has thirteen services registered with the Care Inspectorate providing a diverse range of social care provision such as Children's Residential Units, Respite Unit, Day Care and a variety of Care at Home Services to approximately 1700 service users. We also purchase services from 136 external providers that deliver 193 services. These services are purchased via national contracts, individual contracts, framework agreement(s), individual placement agreements, spot or call off contracts, and grants to voluntary organisations.

Work is progressing through the development of our local Market Position Statement and a Market Facilitation Plan to establish the future balance of care and market split. In excess of 70% of our services are currently delivered internally via HSCP provision.

This section describes the mixed market of social care delivery in each of the service area groups;

1. **Children & Families and Criminal Justice** –
we support 44 children and young people via externally contracted services
2. **Adult Learning Disabilities** –
we support 166 adults with a learning disability via externally contracted services
3. **Older People** –
we support 1869 older people via externally contracted services
4. **Physical Disability** –
we support around 20 individuals with a physical disability via externally contracted services
5. **Mental Health, Addictions and Homelessness** –
we support around 350 service users in this service category via externally contacted services

It is our intention in 2016/17 to realign our commissioning arrangements to our 5 key Strategic Commissioning Themes as set out in our Strategic Plan, to move away from service areas or client group silos towards collaborative strategic commissioning across the HSCP.

The 5 key Strategic Commissioning Themes are:

- Employability and meaningful activity
- Recovery and support to live independently
- Early intervention, prevention and Reablement
- Support for families
- Inclusion and empowerment

3.1 Children & Families and Criminal Justice

We currently contract with 12 external providers, who provide 16 services to children and families and people in the criminal justice system. See the breakdown in table below:

Table 2

Children & Families	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	4	5	Family Support/Short Breaks/ Sitter Service/Child Care/Residential
Out with Inverclyde	8*	11	Fostering/School Care Accommodation/Secure Care /Care Home Service Residential School Care & Education
Total	12	16	

*One provider also delivers services within Inverclyde

Inverclyde HSCP Children and Families Service and the Strategic Commissioning Team contributed to the implementation of national contractual arrangements led by Scotland Excel which are now in situ covering the three main areas of external Children and Young People provision. All three National Frameworks are in contract extension periods and Inverclyde HSCP is continuing to contribute to the development of the new Frameworks which are:

- National Framework Agreement for Secure Care.
- National Framework Agreement for the provision of Children's Residential Services (which includes short break services, education and day placements).
- National Framework Agreement for Foster Care.

Over the last year Inverclyde HSCP has purchased placements in respect of all areas of provision with new placements purchased under the terms and conditions of the contract/frameworks. Work is progressing in migrating existing placements onto the new framework agreements.

The HSCP currently has 44 children and young people placed in external care provision:

- 10 young people receiving a residential service this may also include education provision.
- 2 young people with learning disability receiving residential care home provision.
- 7 children and young people receiving foster care services.
- Approximately 25 young people receive short breaks provision per annum.
- 3 services currently deliver a service in the form of hours to children and young people.

The reason for the increased use of external placements is due to the level of demand and complexity of need. However, in the past year we have seen a decrease in our use of secure care.

Currently all external children and family providers have a Care Inspectorate grading of 4 (good) or 5 (very good) with 2 services gaining grades in some themes of 6 (excellent) indicating high levels of quality of service delivery. Care Inspectorate gradings for internal residential children's services are all 5 (very good).

Inverclyde HSCP provides quarterly secure care monitoring information to Scotland Excel who manage the frameworks on behalf of participating Local Authorities. Residential and Fostering Providers also submit quarterly information to Scotland Excel which is collated and reported to Local Authorities. This data is also used to inform the development of the new frameworks. A detailed report is produced quarterly for commissioners on the delivery of each contract, highlighting any areas of concern and examples of good practice.

3.1.1 Future Challenge for Children's Residential Services

On 26 November 2015 the Scottish Government announced a requirement for the residential child care workforce to be qualified to SCQF level 9 (degree level) by 2017. Inverclyde's internal residential children's services workforce are qualified to a high level and the majority are compliant with this new requirement. Plans are in place to ensure compliance for those who currently do not hold degree level qualifications or equivalent. External providers we currently commissioning from have expressed that this will be a major future challenge for them, their staff and funding arrangements, but it is universally recognised that this change reflects the complex and challenging quality nature of the work of residential child care, warranting specific qualification requirement. Phased registrations will begin on 1st October 2017.

3.2 Adult Learning Disabilities

We currently contract with 36 providers, providing 49 services to Adults with a Learning Disability. See the breakdown in table 3 below:

Table 3

Adults Learning Disability Provision	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	8	20	Supported Living Services Housing Support/ Supported Employment/Job Coaching /Care Home Service/ Alternatives to Day Opportunities
Out with Inverclyde	28*	29	Supported Living Service/ Housing Support/ Care Home Service
Total	34	49	

*2 providers also deliver services within Inverclyde

3.2.1 The National Framework Agreement for Care Homes for Adults with Learning Disabilities, developed in response to recommendation 6 of the Scottish Government's "The Keys to Life" strategy commenced on the 29th June 2015, led by Scotland Excel. Since the beginning of this contract we have placed two residents. Discussions are on-going with a view to migrate the existing residents within Care Homes that are part of the Framework over to the contractual terms of the agreement. The HSCP currently has around 40 care home placements for adults with learning disability at a cost of around £1,701,169 per annum.

During 2016/17 the HSCP will continue evaluating the contracts and service provision currently delivered under the framework arrangements, this will include the contractual arrangements that are required in terms of supported living across all service user groups, and in line with SDS and integration.

The HSCP currently has around 126 learning disability service users receiving a service at a cost of approximately £4,483,390. The supported living framework delivers support to a range of service user groups including older people, physical disabilities, mental health, addictions and homeless service users. In terms of external learning disability services, only one contracted provider, with whom the HSCP is working closely in partnership, has been graded by the Care Inspectorate as 3 (adequate) and 2 (poor). All other HSCP contracted services are graded higher, with the majority at 4 (good) and 5 (very good).

3.2.3 Future challenges for Learning Disabilities Services

As described earlier in this report a learning disability redesign is currently underway within Inverclyde HSCP which will influence the development of a three year Strategic Commissioning Plan for Learning Disability 2016-2019. The HSCP vision is 'Improving Lives of people with a learning disability and their families should:

- Have choice and control in their daily lives;
- Have access to good quality services that deliver good outcomes for people making them healthy with positive mental wellbeing.
- Have positive things to do to achieve their potential;
- Feel safe and respected and feel included in their community and- ;
- Their family carers feel well supported.

At a recent engagement event with local people with Learning Disabilities and their family carers, it was evident that what people want is good, flexible support to access activities and personal development opportunities that they have choice and control over. People expressed how important that keeping healthy was to them and their families and with some support they could access local leisure facilities more often. Younger people at the event reflected on their experience of leaving school and transitioning into adult life. They advised that getting accessible up to date information regarding what is available to them in advance would have helped make transitioning a more positive experience. Our learning disabilities Strategic Commissioning Plan will recognise the significant challenges in public funding at a time when the population is changing resulting in an increase in demand for services.

3.3 Older People

We currently contract with 64 providers, providing 98 services to older people. See the breakdown in table below:

Table 4

Older People	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	32	50	Care At Home Housing Support Care Homes Transport Day Care Information/Advice
Out with Inverclyde	36*	48	Care homes
Total	64	98	

*4 providers provide a service within and out with Inverclyde

There are National Care Home Framework Contracts in place with all 15 older people **care homes** locally, providing a service to 590 individuals. Inverclyde HSCP also funds 44 individuals placed in older people care homes out with Inverclyde. In 2015-16 the actual spend on the 15 local care homes was £11.67m. The fee increase was 3.8% and this included:

- Any provider delivering publicly funded care must pay care staff a minimum of £7 per hour from April 2015/16;
- Providers agree that remuneration can be periodically monitored by the commissioning authority, including direct verification with employees of the provider and;
- There will be no displacement of cost onto staff by the employer

There are currently 8 **Care at Home** providers and our annual spend on these contracts, is £2,689,801 per annum. Provision is arranged around 7 geographical lots due to the transportation costs linked to geographical dispersion and to create competition amongst smaller suppliers. The geographic breakdown as follows:

- Greenock West & Gourock
- Greenock East
- Port Glasgow
- Kilmacolm & Quarriers – East
- Kilmacolm & Quarriers – West
- Greenock South West (Inner)
- Greenock South West (Outer), Inverkip & Wemyss Bay
- Inverclyde Wide – Adhoc

The new contracts commenced on 1st of April 2015.

There are four **Day Care** providers operating within Inverclyde. A review of Day Care services has been completed, and a preferred option for future provision has been chosen. There will be a period of public and service user consultation.

The option chosen will include:

- Day Care for Older People with critical and substantial needs
- Specialist Day Care for individuals with dementia;
- A single point of access to day care with an emphasis on personal choice, reablement and outcomes

It is anticipated that the Day Care Tender exercise will begin in October 2016 with contracts being awarded in March 2017, with a start date for the services of April 2017.

3.4 Physical Disability

We currently contract with 5 providers, providing 5 services to people with a Physical Disability. See the breakdown in table below:

Table 5

Adults	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	2	2	Housing Support, Care Home Service
Out with Inverclyde	3	3	Housing Support, Supported Living Service
Total	5	5	

3.4.1 Within the next reporting period the HSCP will review the current provision and financial package for placements as part of the on-going review of Physical Disability services. A review of the physical disability service is being undertaken. The scope of the review is:

- Community Occupational Therapy Service and Sensory Impairment Service;
- Joint Equipment Store;
- Information services;
- Social Group provision;
- Commissioned Services;
- Analysis of spend on care packages, equipment and adaptations.

The review will cover the current provision of service including details of complexity of what the service provides and the demands and current pressures. To allow for rounded consideration of potential savings the report will look at efficiencies undertaken to maximise efficiency and reduce costs in day to day operations, and will identify previous savings that have previously been made in the service, before laying out efficiencies options.

3.5 Mental Health, Addictions and Homelessness

3.5.1 In Mental Health Services we are currently contracting with 12 providers, providing 16 services to adult service users. Three of the providers included also provide services to other client groups (Addiction, Learning Disability) and are therefore included in those figures.

Table 6

Adults	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	6	10	Advocacy, Housing Support, Care at Home, Day Care, Supported Employment,
Out with Inverclyde	6	6	Housing Support, Care at Home
Total	12	16	

3.5.2 In Mental Health, the 8 individuals with more complex support needs have moved from the Adult NHS continuing care provision on the Ravenscraig site into their own tenancies with specialist support. This collaborative partnership project involving Inverclyde Council/HSCP, River Clyde Homes and Turning Point Scotland has proved highly successful, with all those identified for the project settling well to their own respective tenancies. The collaboration between the organisations continues to work well, and each individual continues to move forward with their recovery focused support plans. The Governance and Steering Group for the project to meet regularly to monitor the progress the project is making.

3.5.3 The remaining 42 NHS continuing care beds will be re-provided on the IRH site adjacent to the existing hospital. This is being taken forward via the Scottish Futures Trust West Hub Co. Once this is complete the Ravenscraig Hospital site will close. Due to delays related to a procurement matter the timescale for the new unit to open is September 2017.

3.5.4 In Addiction Services we are currently contracting with 4 providers, providing 4 services to adult service users. Two of the providers tabled below also provide services to other care groups (Mental Health and Homelessness).

Table 7

Adults	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	3	3	Housing Support
Out with Inverclyde	1	1	Housing Support, Care at Home, Care Home
Total	4	4	

3.5.5 In the Homelessness Service we are currently contracting with 4 providers, providing 4 services to adult service users. One provider tabled below also provides services to service users with Addictions.

Table 8

Adults	Number of Providers	Number of Services	Type of Provision
Within Inverclyde	3	3	Housing Support, Advice & Information
Out with Inverclyde	2	2	Housing Support, Care at Home
Total	5	5	

3.6 Conclusions and Future Challenges in relation to commissioned services

In conclusion, Inverclyde HSCP has a close working relationship with all its external providers and operates within a contract management framework. Contract monitoring is carried out on both a planned basis and in response to specific areas of concern where enhanced monitoring arrangements are required. Liaison arrangements with the Care Inspectorate are crucial in this process and the HSCP has established arrangements in place.

Formal governance arrangements were established to ensure that contracted services maintain quality of service provision, meet financial governance requirements and are active participant's in future commissioning processes.

Quarterly governance reports provide a strategic overview of performance and contract compliance of external providers both private and voluntary. Governance meetings are led by the Commissioners responsible for specific HSCP service areas in partnership with Contracts Leads and Finance colleagues. These meetings provide a forum for 2 way discussion around:

- Quality performance
- Financial viability
- Development opportunities
- Issues raised by either providers or commissioners

The governance process and reporting has been appreciated by the care providers and are contributing to better communication and relationships being developed between providers and the HSCP. There are regular governance reports to both the Health and Social Care Committee and the Integration Joint Board.

Providers continue to operate within the constraints of the current financial climate and the HSCP is working in partnership with them and organisations such as Scottish Care and the Care Providers Scotland (CPS) to identify any potential areas for efficiencies and stability of services.

3.7 In-House Services

Frontline in-house services are delivered through a variety of integrated teams, operating on either an Inverclyde-wide basis or loosely in alignment with our three health and wellbeing localities. Inverclyde is a small area both in terms of population and land-mass so we do not operate a defined locality model for operational delivery in the majority of our in house services.

We have been working for some time to create an agreed access to service framework for application across the piece with the intention of streamlining our access arrangements principally to help people navigate services and to get the support they need more quickly and efficiently from the right person or team. There are already a number of service area specific single points of access (Mental Health, Addictions, Physical Disability) with work underway to develop others such as in Specialist Children's Services. Access to services out of hours within Health & Community Care has been improved by co-location of services and the use of a single point of contact for General Practitioners to access support to enable an increase in health or social care out of hours.

Performance in relation to in house services, and what we delivery in relation to our statutory obligations are explored in more detail in sections 5 and 6.

4. Finance

The 2015/16 Social Work revenue budget of £48.767 million was net of £1.191million savings and ended the financial year with a relatively small underspend of £451,000 being 0.91% of the budget.

Within the revenue budget there were significant issues and pressures for some services:

Older People's Services ended the year with an overspend of £195,000 which is 0.89% of the £21.996 million budget. This was due to increased costs of homecare and also increases in the costs of residential & nursing care due to increased numbers of clients. This reflects a national trend and additional pressure funding of £745,000 has been included in the 2016/17 budget to address these pressures.

Physical & Sensory Services underspent by £141,000 which is 6.48% of the £2.174 million budget mainly due underspends on the costs of client care packages.

Mental Health Services ended the year with an underspend of £110,000 which is 10.25% of the £1.071 million budget, mainly due to underspends on the costs of client care packages.

Children & Families underspent by £410,000 which is 3.9% of the £10.513 million budget. This was due to continued difficulty in filling vacancies, and underspends on some new funding streams due to delays in establishing projects.

Homelessness overspent by £209,000 which is 30.95% of the £675,000 budget. The overspend reflects the under occupancy of the Inverclyde Centre and the temporary furnished flats, which is a trend continuing from 2014/15. Work has been undertaken to realign the budget for 2016/17 to reflect this trend, including the budget adjustment agreed as part of the 2016/17 budget setting process.

Revenue Reserves of £1.030 million were carried into 2016/17 to fund a number of projects, mostly under the Integrated Care Fund.

The Social Work Capital Budget for 2015/16 was £156,000 and included the commencement of works to replace the Neil Street Children's Home.

5. Service Quality and Performance

Continuous improvement is core to our aims and objectives. This is reinforced by strong leadership of service performance across the partnerships, and underpinned by arrangements to help identify areas of concern, and success, and to facilitate measures to improve. A twice yearly performance Improvement Exceptions Report (PIER) is presented to the Integration Joint Board and the Health and Social Care Committee. An annual performance report in relation to the 9 National Outcomes and 23 health and social care indicators is also produced. Our performance arrangements also include our Quarterly Service Review (QSR) arrangements, routine management information reports, performance returns and work streams to maximise our intelligence in relation to improvement. We have also in 2015/16 started a process of developing quality improvement capacity supported by NHS Education for Scotland, the Scottish Government and colleagues in NHS GGC. In addition we have benefitted from our engagement with Health and Social Care benchmarking network and a range of other benchmarking and peer learning fora.

Team leaders and Senior Social Workers are responsible for ensuring that the quality of case recording including measurable outcomes to meet appropriate standards. The Performance and Information Team provide monitoring reports to allow the responsible person to address any issues with recording appropriate information.

The transition from reporting outputs to outcomes will ensure that people are at the forefront of all that we do from an outcomes-based assessment of need through to the eventual achievement of personal outcomes.

Data demonstrating the performance of our services is split across this section and the following section on statutory duties.

5.1. Health, Community Care and Primary Care

Table 1 Core activity

Community Care	2014-15	2015-16
Number of people accessing Self Directed Support	1441	2509
Number of service user requests for Aids for Daily Living (ADL) equipment	4054	4000
Number of new care home admissions	210	232
Number of completed Community Care Assessments for 65+ population	755	843
Total number of people in receipt of care at home	1882	2027
Total number of hours of care at home provided	493216	532743
Numbers of people in receipt of Reablement	851	881
%age of those in receipt of Reablement going to require mainstream care at home	45	43
Numbers of people accessing telecare (community alarms etc) (all ages)	678	1287

The number of residents in Long Term Care (LTC) has increased in the last year. These figures can be partly attributed to the fact that people are living longer. The number of discharges from care homes due to death has decreased significantly but the demand for the service is still increasing as the over 65 age group grows. The current trend is being monitored and plans put in place to deal with the resulting demand for services.

There has been a very small reduction in the requests for equipment provision (1.3%). Equipment is provided following a professional assessment. As part of the assessment all other solutions are exhausted (such as techniques and advice) prior to the prescription of equipment.

The Joint Equipment Store has reviewed the equipment it provides. As more small inexpensive pieces of equipment have become easily available through local retailers, the service has moved away from supplying this type of equipment and used the resources to support the increased demand for complex equipment solutions such as hoists, profiling beds and more specialist equipment solutions to maximise individuals' abilities and their carers' safety in relation to moving and handling solutions.

Table 2: Delayed Discharges

Delayed Discharge (65+)	2014-2015 (cumulative actuals)	2015-2016 (cumulative actuals)
Number of acute bed days lost to delayed discharges (including Adult With Incapacity (AWI))	3,462	1560
Number of acute bed days lost to delayed discharges for AWI	31	0

From April 2015 the target for Delayed Discharge, decreased from 4 weeks to 2 weeks. NHS Greater Glasgow and Clyde has also reported on the number of bed days lost due to delayed discharges; this provides a more complete picture of the impact of hospital delays.

We continue to maintain positive performance in relation to the 14 day Delayed Discharge target. Consistently achieving zero delays over 2 weeks since April 2015 up to and including May 2016. Despite an increase in delays and bed days lost during the winter period (in Inverclyde as well as the rest of GG&C) we are achieving the overall target of reducing bed days so far this financial year reaching a 76.8% reduction on Bed Days Lost against the 2009-10 baseline, 1.8% better than the target set for us.

Table 3: Emergency Admissions

Emergency Admissions (65+)	2014-2015 (cumulative actuals)	2015-2016 (cumulative actuals)
Number of emergency admissions 65+	4,828	4,542
Emergency admissions 65+ Rate /1,000 pop	313	289

Good progress has been made in the last year on continuing to drive down local use of secondary care on an avoidable, emergency basis. We have a number of work streams in place jointly between the HSCP and our acute colleagues to continue with the downward trend in performance in respect of emergency admissions for people over 65.

5.2 Children and Families & Criminal Justice

Table 4: Looked After and Accommodated Children (LAAC)

LAAC	2014-15	2015-16
Number of children LAAC at 31 st March	213	197
% looked after in the Community	85.6%	83.2%

There has not been a significant change in the number of children looked after between 2014/15 and 2015/16. In 2014/15 15.3% of those who were looked after were looked after in a Residential Placement Type. 84.7% were looked after in a Community Placement. 2015/16 shows a decrease in looked after children in a Residential Placement Type to 11.8%, and an increase in looked after in a Community Placement to 88.2%.

There is a rise in the number of young people remaining in care post 18 years old. This will further increase with the new Continuing Care legislation.

Table 5: Children's Hearing (Scotland) Act (2011)

Children's Hearing (Scotland) Act	2014-15	2015-16
Number of new compulsory supervision orders issued	53	27
% of children seen within timescales	100%	92.6%
Number of Children's Hearing Reports completed	930	795
% submitted within timescale	72.1%	76.7%

The implementation of Early and Effective Intervention Screening Groups has reduced the number of referrals to the Children's Reporter. Youth crime has also reduced.

5.3 Criminal Justice Social Work (CJSW)

Table 6: Court Reports (CJSWR, CJSWR Supplementary & Section 203 only)

Court Reports	2014-15	2015-16
Number of CJ Court Reports submitted to Courts	472	469
% submitted within timescales	100%	100%

There has been a small reduction in Court Reports requested and submitted by CJ social workers between 2014-15 and 2015-16. This reduction is due to falling crime figures nationally, resulting in lower volumes of work going through our local courts. There have also been policy/procedural changes which have impacted on the business going through Courts, such as Greenock Sheriff Court, relating to Fiscal marking which has seen cases diverted to the Justice of the Peace Court and the impact of direct measures.

Table 7: Community Payback Orders (CPO)

Community Payback Orders	2014-15	2015-16
Number of CPO orders issued	292	347
Number with unpaid work element attached to the Order	230	265

The number of Community Payback Orders (CPOs) issued in 2014-15 has increased from the previous year by 19% from 292 to 347. A closer analysis of the 2015-16 figures show that CPOs with an Unpaid Work requirement increased 152% on the previous year's figure (from 230 to 265. Although we are seeing a reduction in the number of Criminal Justice Court Reports requested this is not being met by a reduction in the number of community social work sentences being imposed by Courts. Rather the reverse is true. From a CJSW perspective this would suggest a better targeting/deployment of resources.

5.4 Mental Health, Addictions and Homelessness

Much of the work undertaken by Mental Health Services is rooted in the delivery of statutory functions, hence the more detailed information relating to mental health services is in section 6.

5.4.1 Addictions

Table 8: Drug and Alcohol Team Activity

Drug and Alcohol Services	2014-15	2015-16
Referrals to drug and alcohol services	1221	1146
Drugs and Alcohol - % of patients seen < 3 weeks	94%	86.9%
Alcohol Brief Interventions (HEAT Target):		
Priority Settings	331	760
Wider Settings	141	23
Total Alcohol Brief Intervention	472	783

Between March and July 2015 performance within the drug service against the 90% target dropped due to a number of issues, including an increase in referrals. In order to address this situation safely cases are prioritised; people with child care responsibilities and those injecting are seen quickly. The service has negotiated alternative routes to support for non-urgent cases and those not requiring medical intervention, for example Cannabis users. Service users can now be referred to organisations that can support them appropriately. By taking a more targeted and focussed approach the performance is now improving.

The number of Alcohol Brief Interventions (ABI) undertaken showed a significant increase from the previous year (up to 66%). Inverclyde's target for the number of ABIs to be delivered was reviewed and increased from 441 to 612 for 2015/16, To achieve this at least 80% (490) of the target for ABI's must be carried out within the priority settings of; Primary Care, Accident & Emergency and Antenatal Care. Any ABI's delivered outside these setting are defines as "Wider Settings" and include areas such as the Wellpark centre and homelessness services.

5.4.2 Homelessness Service

Table 9: Homelessness

Homelessness Services	2014-15	2015-16
Homelessness presentations: plus section 11 (homelessness etc. (Scotland) Act 2003)	264 (169 Section 11)	243 (169 Section 11)
% of decision notifications issued within 28 days of initial presentation	92.39%	96.2%
Number of households provided with Housing Options advice and assistance not requiring statutory homeless assessment	916	740

Homelessness presentations nationally and locally have been reducing year on year. This has been attributed mainly, to the increased activity around prevention work, housing options and the work of the Housing Options Hubs initiated by the Scottish Government.

The reduction in the number of households requiring statutory assessments can be attributed to the recent implementation of Choice Based Lettings by all the Registered Social Landlords (RSL's). This is resulting in homeless people receiving an offer of housing earlier.

5.5 Planning, Health Improvement and Commissioning

5.5.1 Advice Services

Table 10: Advice First Triage Services

Advice First Triage Services	2015-16
Number of enquires	10945
Number of appointments	2776

The Advice First telephone line is the single point of access to Advice Services. Many of the clients who are contacting the service often have multiple issues, many of which could be resolved over the telephone, thus either negating the need for an appointment or addressing some of the issues prior to attending an appointment. To ensure the service is as accessible as possible, there is also a monitored email address where referrals are received from other agencies, clients and other HSCP services.

In the financial year 2015-2016 the total financial gains achieved on behalf of clients by Advice Services was £4,782,663 :-

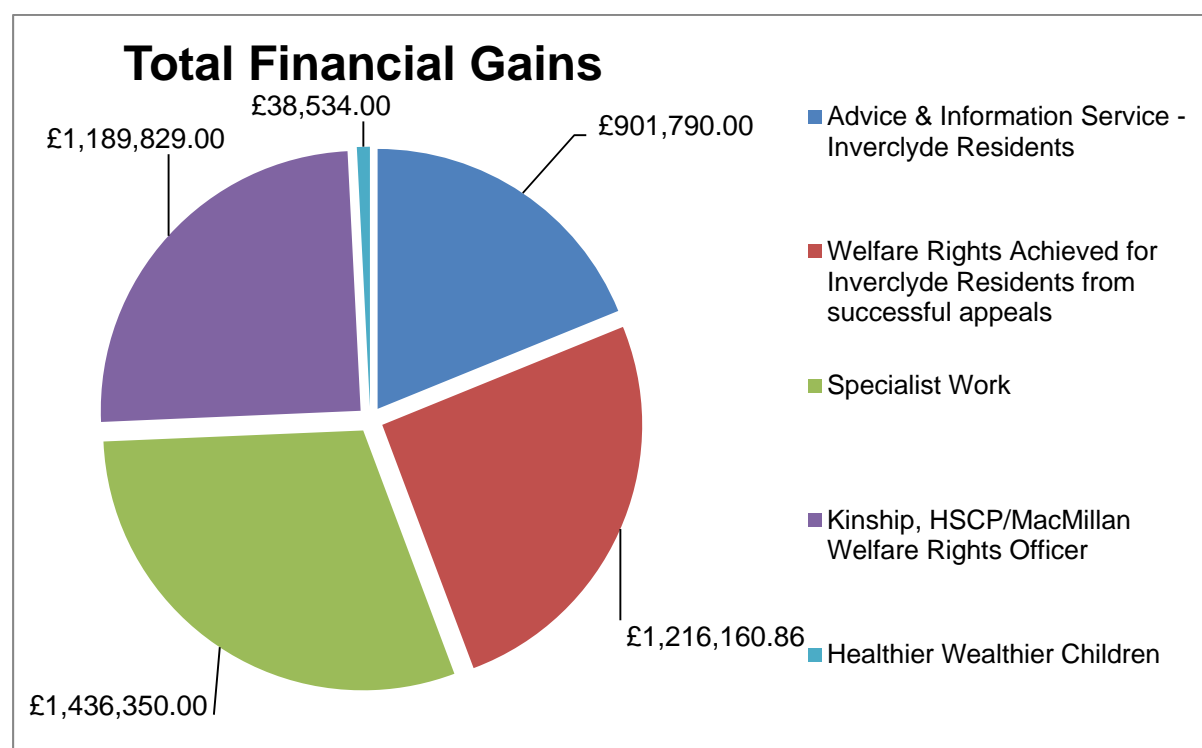


Table 11: Advice Services - Appeals

Advice Services	2015-16
Total Clients Seen	698
Total Financial Gain Achieved	£1,216,160

Welfare Rights Officers represent on behalf of the appellant when an appeal is being made against a benefits decision.

Of the 698 scheduled appeals 516, (74%) had a positive outcome in favour of the appellant.

Advice Services also provide a variety of specialist services to clients in Inverclyde. One example of this type of service is the work that has been carried out since 2009 with kinship carers to ensure that they are supported to continue in their caring role. Following a referral a Welfare Rights Officer (WRO) contacts the carer to arrange an income maximisation check. This is followed up by regular reviews to ensure full benefit entitlement remains in place. This income maximisation intervention was held up as a model of good practice by the Scottish Government for other Local Authorities to consider implementing

In addition, funding from the Big Lottery allowed for the employment of an Advice Worker with a remit of working with hard to reach client groups. As indicated the service delivery focus is on hard to reach client groups, specifically vulnerable clients with chaotic lifestyles (Drugs/Alcohol/Homelessness). The post has proved particularly effective with the establishment of strong links with the Community Drugs Team, Alcohol and Homelessness Teams.

Table 12: Advice Services - Outreach Worker Vulnerable groups

Advice Services	2015-16
Total clients seen	315
Total Financial Gain achieved (£)	£1,436,3503

5.5.2 The Inverclyde HSCP/Macmillan Welfare Rights Officer

This initiative continues to provide a pathway for cancer patients which maximises income for vulnerable clients, improving access to essential goods and services and reducing the financial burden of cancer. The service is firmly embedded as an integral part of IRH Oncology with strong ties maintained with Ardgowan Hospice. The service model is effective both in terms of direct net financial gain for patients and their families as well as the supplementary gains of improved quality of life, well-being and empowerment.

Table 13: Debt Advice

Debt Advice	2015-16
Interventions	258
Total Debt Advice	1,393,712

The Debt Advice Service is established on a rights-based approach that contributes to the alleviation of poverty and effects of debt in the Inverclyde community, making a positive difference to the lives of many.

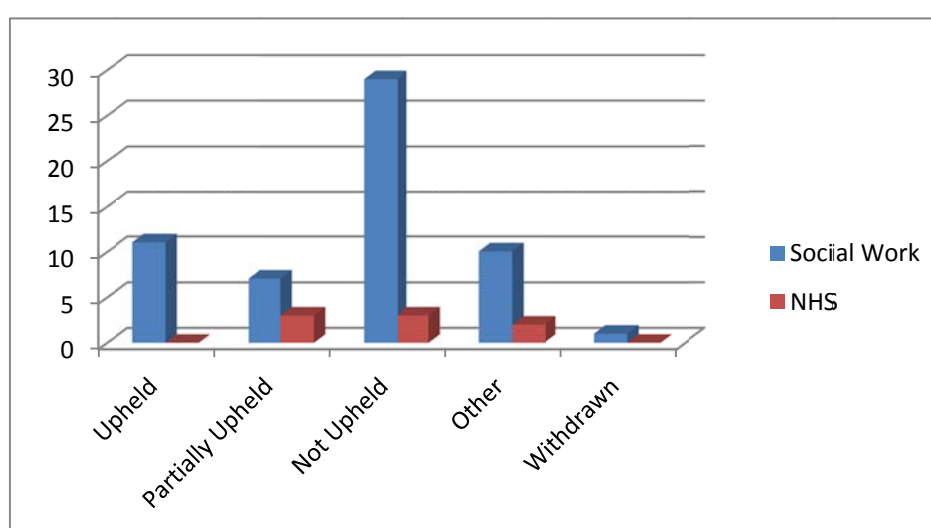
People in poverty pay more for goods and services. This is often termed the 'poverty premium'. Debt Advice seeks to address this by helping clients make informed decisions in relation to accessing financial services and making arrangements for best payment options in relation to utilities. Clients requiring a specialist and ongoing debt/money advice service are provided with timely and appropriate advice and case work intervention. People trying to manage debt while living on a low income experience stress and depression. Money/Debt Advice, works and the earlier people access the help on offer the better their chances of reaching good outcomes for themselves and their families.

The service is looking forward to the next 12 month period. The firm expectation is that demand for Advice Services will increase to reflect the ongoing roll out of Personal Independence Payment and other scheduled changes to Disability Benefits. A further key objective for the service going forward will be to seek accreditation for the Scottish National Standards for Information and Advice Providers recently reconstituted by the Scottish Government under the auspices of the Scottish Legal Aid Board.

5.5.3 Complaints, Freedom of Information (FOIs) and Subject Access Requests (SARs)

Table 14: Complaints

Complaints		2015/16*includes FLR and Investigated Complaints			2014/15^ Investigated Complaints Only		
		Met	Not Met	% within timescale	Met	Not Met	% within timescale
Social Work	Acknowledged within Timescale	54	4	93.1%	48	3	94.1%
	Completed within Timescale	39	19	67.2%	34	17	66.7%
NHS	Acknowledged within Timescale	8	0	100%	15	0	100%
	Completed within Timescale	7	1	87.5%	11	4	73.3%



There were 66 complaints received in 2015/2016. This is a reduction of nearly 20% from the 82 received the previous year. Fifty eight complaints related to Social Work and eight related to community NHS services. This year's figures also include the complaints resolved as Frontline Resolutions. Going forward it is important that we create a culture of resolving and learning from complaints at the frontline. This will be further examined in the Annual Complaints Report.

Meeting timescales is an important aspect of effectively managing complaints. Despite this year's amended timescales and the complex, multi-factorial element of complaints there has been a slight improvement in the % of complaints completed within the designated timescales.

Table 15: Freedom of Information (FOI) Requests

FOI Requests	2014-2015	2015-2016
Number of requests received	165	166
% dealt with within legal timescales	100%	89%
% related to children and families services	43%	29%

The number of Freedom of Information requests has remained steady but continues to put additional pressure on staff due to the timescales and range of requests being received. Staff continue to respond to these requests to the best of their ability sometimes to the detriment of other work plans. To alleviate some of this pressure, the service are getting better at understanding that people can be signposted to information if it is already published in the public domain.

Table 16: Subject Access Requests (SARs)

SAR Requests	2014-2015	2015/2016
Number of request received	16	21

We experienced an increase in the number of Subject Access Requests in the last year. We have delivered training for key officers who participate in SARs and our SARS lead has participated in an event held up the Information Commissioners Officer to help build our capacity to respond. In the vast majority of cases we have been able to response to SARs within the timescale, the expectation to this being where cases are very complex when we work closely with the applicant.

6. Delivery of Statutory Functions

The principal function of the Chief Social Work Officer (CSWO) is to take an authoritative and informed decision on behalf of the local authority with respect to a range of Social Work matters, including for example; adoption, secure accommodation decisions; emergency transfer of placement; Welfare Guardianship Orders (Local Authority), and Welfare Guardianship Orders (Private Individuals).

The CSWO holds wider responsibilities in respect to practice standards and statutory functions of the services, in particular to those delivered through the registered social worker workforce relating to matters of public protection. Such decisions require judgements about rights, need and risk both in respect of individuals and the wider community.

The delivery of these functions is supported by governance, performance and workforce development arrangements described elsewhere in this report. The following tables and commentary provide information of key functions.

6.1 Public Protection

Our Public Protection hub consists of Adult Protection, Child Protection and MAPPA Co-ordinators. This approach has facilitated the opportunity for a training agenda to be developed between the three areas, which will focus on public protection issues for Inverclyde HSCP and partner agency staff.

6.1.1 Multi-Agency Public Protection Arrangements (MAPPA)

Since September 2014, the MAPPA Unit has been co-located within Inverclyde Health and Social Care Partnership premises within our Public Protection Hub.

On average, 40 sex offenders were managed in the community of Inverclyde during 2015-16. This is an increased average from 38 in 2014/15 and represents 11.6% of the total registered sex offenders within the North Strathclyde Criminal Justice Authority.

The MAPPA Unit for NSCJA is hosted by Inverclyde Criminal Justice Social Work (CJSW) Services and supports the risk assessment and risk management of Registered Sex Offenders (RSOs) and mentally disordered offenders (restricted patients) through facilitating the sharing of information between responsible authorities.

As a result of the first formal review of MAPPA in Scotland, which commenced in October 2014 and was carried out by the Care Inspectorate and HM Inspectorate of Constabulary for Scotland (HMICS), an action plan has been developed to address all of the recommendations listed in the report. In addition to this a Short Life Working Group has been established to review the progress of the actions and also to prepare a comprehensive report which will be submitted to the Strategic Oversight Group, Scottish Government and also the Thematic Review Team.

6.1.2 Child Protection

Child Protection	2014-15	2015-16
Number of new referrals received	169	144
Pre-Birth as % new referrals	17.2%	19.4%
Number of children on Child Protection Register at 31 st March	41	25
Number of child protection orders issued (Section 37)	6	10
Number of serious case reviews undertaken	0	0
Number of appeals against CP registration	1	0

There has been a decrease of Child Protection (CP) Referrals between 2014/15 and 2015/16, however an increase in pre-birth referrals.

The numbers of children on the Child Protection register as at 31.3.15 (41) and 31.3.16 (28) shows a significant decrease. Between these dates, there were 69 children registered and 82 de-registered. The Child Protection Performance Management Group will be undertaking analysis to understand the reasons for these changes.

The CP register snapshot of 31.3.15 has a high amount of sibling groups (11). This breaks down to 9 sibling groups of 2 children, 1 of 3 children and 1 of 4 children. The CP register snapshot of 31.3.16 has 5 sibling groups. This breaks down to 1 sibling group of 2, 3 of 3 children and 1 of 5 children.

A process has been implemented within SWIFT to ensure more robust recording in relation to Child Protection Orders which may be the reason for the increase in Child Protection Orders from 2014/15 to 2015/16 figures.

6.1.3 Adult Support and Protection

Inverclyde Adult Support and Protection Committee has now been meeting for six years with representation from all relevant public agencies. Additionally the committee has service user and carer representatives. Like the Child Protection Committee the forum has an agreed constitution with responsibility for the governance arrangements for the service as a whole and for the strategic development of the service. The work of the Committee is progressed through a number of working groups and is reported through a Biennial Report and Annual Business Plan. The Independent Chair is also a core member of the Chief Officers' Group. The Committee is supported by the Coordinator and administrative staff hosted by HSCP.

Adult Protection	2014-15	2015-16
Adult Protection (AP) referrals received	621	270
(AP) Investigations dealt with during	34	27
(AP) Case Conferences held	11	13
(AP) Initial Case Conferences held	2	7
(AP) Review Case Conferences held	8	6

The referral figures above show a decrease in the number of adult protection referrals received however this needs to be considered in the context of changes introduced by Police Scotland. Police Scotland introduced a new Vulnerable Persons Database (VPD) and since 18th March 2014, Inverclyde received Police Concern Reports. The introduction of this system resulted in a significant increase in the number of reports received relating to adults. The number of police adult concern reports received continues to significantly increase totalling 766 in 2015/16. The police reviewed their working practices marking those viewed by the police as adult protection. The figure of 270 AP referrals received includes 181 police reports marked as adult protection. If working practices had not changed the referral figure would have been 855. Social Work continues to assess all police adult concern reports and whilst the majority do not require intervention under the auspices of adult protection they are followed up under the auspices of other legislation.

The number of adult protection investigations has reduced; however, the conversion rate from referral to investigation is now 10% and is a return to the rate prior to 2014/15. Protection Orders continue to be sought where that level of action is required as part of a plan. In 2015/16 2 Full Banning Orders both with power of arrest were taken having a significant beneficial impact on the safety and wellbeing of the adults concerned.

There has been a decrease in the number of adult protection meetings. The number of case conferences has continued to significantly decrease. The reasons for this are being considered.

6.3 Mental Health Service and Mental Health Officer Activity

Within the last year the already high level of demand on MHO services in Inverclyde has continued to increase. This experience is replicated across Scotland, where numbers of practicing MHOs, in context of an ageing MHO workforce, has been the cause of considerable discussion and concern. Individual local authorities are responding to this concern by reviewing numbers of MHOs, their remuneration workload, and their location within the service structure.

	2015-2016	Comments
Welfare Guardianship (ongoing)	28	Up from 24 in 2014/15
Welfare and Financial Guardianship (ongoing)	22	
	TOTAL 50	
Welfare Guardianship (Granted in period)	16	Up from 15 in 2014/15
Welfare and Financial Guardianship (granted in period)	5	
	TOTAL 21	
Orders for which CSWO is Guardian	17	Up from 8 in 2014/15
Assessments by MHO for Welfare Guardianship	39	Up from 21 in 2014/15
Compulsory treatment orders, Granted	28	Down from 32 in 2014/15
Compulsory Treatment Orders(Already subject to before 01/04/2015)	54	Up from 46 in 2014/15
Emergency Detention	18 with consent 23 by Stand By MHO (with consent) 29 no consent TOTAL 70	Up from 50 in 2014/15
Short Term Detention	89	Up from 68
Social Circumstances Reports	28	Down from 38 in 2014/15
Assessments completed by MHOs (MHA)**	171	Up from 143 in 2014/15

** Assessments include detention assessment, social circumstances report assessment and compulsory treatment order assessments.

Mental Health Services	2014-15	2015-16
Number of Legal orders for short term admission (MH (Scotland) Act 2003)	68	89
Number of Assessments undertaken by Mental Health Officer's (MHO) MH Care & Treatment Scotland Act 2003 (number reduced, but still reflective of high levels of activity) increased	143	171
Number of Welfare Guardianship Assessments (private applications and those taken by Local Authority)	15	21
Number of Guardianship Orders (where CSWO is Guardian)	8	17

A review of Inverclyde's MHO service has been conducted in the last year, making specific recommendations that are currently under consideration by senior management. If accepted, these recommendations will expand the capacity of MHOs to undertake key statutory functions under relevant legislation. In particular, these proposed recommendations will attempt to address the following challenges;

- The MHO service is undertaken by both specialist and dispersed workers (who perform MHO tasks alongside their wider social work role.) The majority of dispersed workers are at Team Leader level, and as such have greater limitations on capacity due to already remanding roles these people perform.
- Overall numbers of MHOs have reduced over the past years
- Our current workload projections exceed our capacity

The service manages these challenges by careful prioritising of resources. It has also been possible to recruit a sessional MHO who is able to take on short term pieces of work.

It is hoped that three social work candidates from Inverclyde will complete the MHO course this year, which will be a significant addition to our local workforce.

In terms of the overall demands on the services, it should be noted that numbers of admissions to hospital under short term admission have increased from what was already a high level. Overall, the numbers of assessments undertaken by MHOs in respect of Mental Health Care and Treatment (Scotland) Act (2003) shows a considerable increase, reflective of the increasing volume and complexity of the work across a wide range of client groups.

Numbers of emergency admissions also show a considerable increase. This has been identified nationally as a cause for concern; as such detentions often happen without MHO consent, thereby lacking wider scrutiny. The current high level of such orders within Inverclyde is in part reflective of the fact that the local Intensive Psychiatric Care Unit (IPCU) provides a service to patients from outside of the Inverclyde area, most of whom would have an MHO involved from their own area. The majority of emergency detentions occur out of office hours, but it is encouraging to note that almost half of these detentions proceeded with Stand By MHOs having consented to the detention.

Overall numbers of new Compulsory Treatment Orders (CTO) have reduced slightly, but the ongoing work around managing long term CTOs within hospital and community settings has increased, leading to no significant change to this area of work.

In terms of actions under the Adults with Incapacity (Scotland) Act (2000), there has also been a significant increase in overall activity during the last year. This is reflective of the fact that services within Inverclyde are increasingly being provided to an ageing population. These people therefore require additional supports in relation to managing lost capacity around financial and welfare decisions. It is anticipated that this demand will continue to increase.

The number of completed social circumstances reports within the last year has declined. This is reflected in MHO practice across Scotland, where the provision of these reports has often been affected by rising workloads and workload capacity. Within Inverclyde, we have decided to implement a monitoring and reminding process, to more closely manage performance. This will remain part of our local action plan in order to promote best practice.

The HSCP continues to commission a range of services to meet the statutory duties to provide accommodation and support services laid out within sections 25 and 26 of the Mental Health [Care and Treatment] [Scotland] Act 2003.

6.4 Adoption and Family Placement

The following activity took place within the Fostering & Adoption Service: For the period 1st April 2015 – 31st March 2016 :

- 16 adoption enquiries
- 2 adopter approvals – 1 on behalf of another local authority
- 5 permanent fostering applications – 4 for specific children
- 3 children matched for permanent fostering
- 4 children matched for adoption
- 11 children registered for permanence, 4 children's circumstances reviewed
- 5 Adoption Orders Granted;
- 39 Approved Foster Carers at 31st March 2016;
- 26 Fostering enquiries received during 2015/6
- Advice panel on fostering application, 4 deregistration's, 1 temporary fostering applications, 3 skills to foster progression, 1 respite carer application.

Kinship Carers at July 2016

- 24 kinship carers looking after 36 children (Section 83);
- 41 kinship carers looking after 56 children (Section 11).

6.5 Secure Accommodation and Emergency Transfers

The Chief Social Work Officer has a specific responsibility in respect of the authorisation of emergency transfers of placement for looked after and accommodated children and the authorisation of secure care. During the period 2015-16, seven emergency transfers and four secure placement authorisations were granted.

At 31st March 2016, 213 children in total were looked after or accommodated by this local authority under the Children's Hearing (Scotland) Act 2014 and/or the Children's (Scotland) Act 1995.

6.6 Significant Case Reviews

The CSWO Officer has a responsibility to ensure that significant case reviews are undertaken into all critical incidents either resulting or which may have resulted in death or serious harm. This responsibility is shared with Adult and Child Protection Committee Chairs and the Chair of the MAPPA Strategic Oversight Group. SCRS are kept under continuous review.

7. User and Carer Empowerment

Our HSCP has developed and embedded well-established cultures of engagement, co-production and partnership in practice and in the local community. Our guiding principles, which we have reinforced through the publication of our Strategic Plan this year, remain centred around facilitating better outcomes for service users and their carers, making closer connections with community resources, and enabling individuals to feel that they are making a contribution to their community.

In 2015/16 our People Involvement Advisory Network has gone from strength to strength, increasing its reach and growing in member numbers. There are currently in excess of 2500 local people linked to the HSCP People Involvement Network. The Network is steered by our People Involvement Advisory Group, supported by Your Voice (our engagement partners), consists of twelve public partners who meet regularly with managers of the HSCP to discuss issues raised across the 12 health and social care thematic groups. The Advisory Group provides a clear and transparent route for individuals to raise concerns or offer suggestions for improvement relating to health and social care services.

Service users and carers were involved in the development of the Strategic Plan for the HSCP and representatives were selected to become involved in both the Integration Joint Board (non-voting membership) and the Strategic Group with an expectation that they will keep their constituent members informed of developments. This will be further developed through Joint Commissioning processes, where service user and carer representatives will be involved in the planning and commissioning of future services.

At an individual level, as part of assessment and support planning, individual reviews are conducted on a regular basis. This provides the opportunity for individual service users and their carers to engage in determining outcomes and how these can be achieved, particularly given the new opportunities since the implementation of Self Directed Support (SDS).

In 2015/16 the Inverclyde Youth Participation Strategy was developed and will go forward to form a cornerstone of our approaches to developing our Integrated Children and Young People's Services Plan. In addition, practice-led approaches have been developed around the engagement of children and young people.

The SDS team continues to work closely within the local community to ensure that SDS and the benefits it can bring are highlighted and embedded. We have developed a Community Connector's pilot in the last year to help local people access community resources which can augment or help avoid statutory care plans where appropriate. This links to the embedding of Self Directed Support as more local people will be supported to consider alternatives to core or traditional services in support plans.

8. Workforce

8.1 Workforce Planning

8.1.1 Inverclyde HSCP People Plan

In our HSCP we have a rich and diverse assets base in our communities and localities. This comes from a committed workforce of individuals, groups, professionals, independent, third sector and housing providers, employed, non-employed and volunteers who contribute directly or indirectly to the provision of health and social care services in Inverclyde Building on the strong tradition we have of integrated workforce development and planning we have used the creation of the IJB and development of our Strategic Plan to set up a People Planning Group (PPG). The PPG has membership from across the statutory, independent, voluntary, housing and community sectors with input from staff side. The People Plan Group will develop our HSCP People Plan (workforce development plan, workforce profile and integral organisational development plan) by April 2017.

8.1.2 Promoting Attendance

We have a well embedded process in place to ensure that absence management information is provided routinely to management teams to ensure that our targets are monitored and improvement steps taken to address any issues affecting our performance. In 2015 an audit was undertaken for all absences over 4% focussing on:

- the numbers referred to Occupational Health;
- the number of letters of concern issued;
- frequency of contact with staff member and how this is recorded;
- number of disciplinary hearings held linked to absence;
- support arrangements to facilitate return to work.

A centralised logging system for all council HR paperwork has now been implemented to ensure better and more efficient processes are in place to monitor and track recruitment and vacancy management. A new integrated Workforce Management Report is maturing in its development for reporting to our Staff Partnership Forum.

8.1 Workforce Development

In delivering the Learning and Development Plan during 2015/16 , HSCP staff:

- engaged in just over 1524 Brightwave e-learning courses (257 staff). It is estimated that at least further 1000 courses were accessed by Inverclyde HSCP staff on the NHS Learn-pro platform
- took up 2031 places on 110 different in house and external short courses;
- supported 51 staff to achieve qualifications;

In 2015/16 we offered practice learning placements to approximately 90 students of which 18 were social workers and 6 were social care staff. The remainder were nurses, health visitors and occupational therapists.

There have been collaborative approaches to learning and development in place across the HSCP. Examples delivered during 2015 include courses and other learning events on Adult Support and Protection, Child Protection, Alcohol and Drugs, Suicide Prevention, Welfare Reform and Health Improvement. Further examples of this approach include multi agency training covering the new GIRFEC arrangements and a co-produced multi agency approach to learning which has been successfully piloted by our Dementia Strategy Learning and Development Group.

Our HSCP has its own SQA approved SQA Centre to help staff meet SSSC registration requirements. Over the past 7 years 277 staff have gained SVQs through our SVQ Centre. During 2015 the HSCP supported 27 staff to achieve SVQs related to social services and health care at levels 2, 3 and 4. The Centre has introduced and delivered the Professional Development Award in Health and Social Care Supervision to nine Home Support Seniors. In 2015 a new Centre Co-ordinator was appointed.

The Centre has been granted additional funding to deliver a further 40 SVQ level 2 and 3 qualifications in Social Services to independent sector care at home staff.

Currently 96.4% of our Residential Child Care staff are fully qualified, but we are considering how the Centre might develop the capacity to facilitate the transition to the new qualification requirements at SCQF level 9 which have been recently announced by SSSC and SQA.

The Staff Development Management System (SDMS) which is a learning and development database covering all HSCP staff has recently been upgraded to enable more comprehensive training data and analysis about learning and development activity across the HSCP. This will help to identify gaps in learning and inform future workforce development plans.

The HSCP has a relatively small number of newly qualified social workers join the organisation each year. All new staff have access to a Welcome Pack and eLearning induction programmes. Newly qualified social workers also undertake core courses on public protection, SWIFT and specialist areas of practice. Professional support for the newly qualified social workers is very much guided by Senior Social Workers to ensure that their knowledge and practice experience develops together, rather than separately.

Leadership Development is important in our HSCP; there is a set of established programmes to enable HSCP supervisors and managers to build on their leadership capabilities. These programmes include qualifications such as the Chartered Management Institute (CMI) Certificate in Leadership and the Professional Development Award (PDA) in Health and Social Care Supervision along with programmes such as NHS GGC's "Ready to Lead".

9. Improvement Approaches and examples/case studies of improvement activities

We are an innovative partnership that seeks to make improvements in the way we do things, learning from others and sharing our experiences. In 2015/16 there have been a number of service improvements to report on, these include:

9.1 Special Needs In Pregnancy Service (SNIPS)

In order to support best practice in relation to offenders and maternity care an improvement was identified around information sharing to minimise risk. Given the often complex nature of offending, it was agreed that access to professional insight on criminal behaviour/ offending and supportive background information would enhance decision making and support any required pre-birth assessment.

9.2 Complaints Handling and Investigation

In April 2015 we identified issues in consistency of approach to complaint handling and investigation. We introduced an aligned HSCP complaint procedure combining the Statutory Social Work Complaints Procedure Directions and NHS Greater Glasgow and Clyde Health Board model complaint handling procedure. The aligned procedure assured consistency of approach and process in complaints handling and was co-presented with the Scottish Public Services Ombudsman (SPSO). Investigative training was targeted at Head of Service, Service Managers and Team Leader levels across the HSCP and frontline resolution sessions were provided to all qualified social work and health colleagues and support staff.

9.3 Quality Framework

We developed the Inverclyde HSCP Children's Services Quality Assurance and Improvement Framework, which was implemented in April 2016. This document describes the quality assurance and improvement activity being undertaken by the children and families service and supports the effective delivery of improvements to wellbeing and child protection practice in Inverclyde. This has identified and produced the following improvements:

- A revised supervision policy for registered and non-registered staff;
- Case file reading tools and guidance have been developed for social work supervisors;
- Case file reading and practice observations have been implemented;
- The children and families first quarterly Quality Assurance Report is anticipated to be available in Autumn 2016

We plan to use the learning from this programme to develop and roll out an HSCP wide Quality Assurance process across all services in 2016/17.

9.4. Getting It Right For Every Child (GIRFEC)

Our workforce readiness to meet the statutory requirements of the Children and Young Persons (Scotland) Act 2014 was on target to meet the implementation date of 1st September 2016. The formal implementation of the Named Person Service has been delayed as a consequence of the supreme court ruling. Inverclyde Council and partners are, nevertheless, fully committed to building upon the excellent practice developments achieved to date in preparation for full implementation of the Act. The key cornerstones of the Getting it Right for Every Child approach - the wellbeing assessment and the offer and provision of early help to children and their families is thus being implemented as planned and as outlined in the Inverclyde GIRFEC Pathways in the Inverclyde GIRFEC Practice Guidance.

9.5 Support Planning

Supporting people to work toward their individual outcomes has been aided by the introduction of Self Directed Support (SDS) legislation since April 2014. The principles of SDS being that people should be given the choice to direct their agreed support to suit their individual needs. To facilitate this process and to ensure consistent recording and reporting of the change to people's lives, a support plan has been developed and implemented across the teams in adult services. The format of this document and the processes to support the recording of information has been established to allow the service to capture:-

- Eligibility Criteria
- Assessed Need/Problem/Risk
- Shanarri outcomes
- Met or unmet need
- carers contribution to the persons package
- Informal Care
- Financial contributors
- Service provided
- Support Plan Review

9.5 Community Connectors

We know that helping people make connections with local activities and resources is key to helping them stay active in their local community, live independently, achieve their personal outcomes and avoid admission to hospital. We have a lot of evidence to suggest that despite the very vibrant third sector locally, connections are not as strong as they could be between community activities and resources and more established services in the HSCP.

Agreement has been reached to run a Community Connectors Pilot. Access to the Community Connectors resource will be for all adults (over 16) in Inverclyde who may benefit from it. This may include people who are in receipt of HSCP services, who have accessed support from a third sector organisations or who have personally identified they could benefit from input from the Community Connector to help them maximise their independence or prevent isolation. This may also include people who have or who have not been formally assessed as requiring a service or who

have articulated their personal outcomes. We intend that Community Connectors will assist the HSCP in supporting independence, promoting choice, encouraging prevention and establishing positive change.

Early intervention and effective prevention are critical to improving the health of our population, delivering better outcomes, narrowing the equalities gap and reducing the demand for services, particularly in acute care.

9.6 Transitions

A gap was identified in the support provided to young people with learning disabilities when leaving school and making the transition to adult services. Evidence indicates that people with learning disability experience significant unmet health needs compared to the general population. Due to this health inequality, a transition pilot project was undertaken in 2015. The aim of this project was to ensure that young people with learning disabilities are provided with health screening before leaving school. This information is shared with partners in our Specialist Children's services, NHS GGC Learning Disability Liaison Team, The Community Learning Disability Team and Social Work Assessment & Care Management services to monitor this in adulthood with the outcome of reducing health inequalities and improving lives for adults with learning disabilities.

9.7 Inverclyde Integrated Women's Service

In 2015/16 Inverclyde HSCP Criminal Justice Social Work (CJSW) Service in partnership with Action for Children (AFC) continued to develop and enhance its approach to working with women in the Criminal Justice System which began in 2014. Our approach is informed by the findings of the Commission on Women Offenders (2012) in terms of providing greater co-ordinated support to women, and does so in a way that holistically looks at women's well-being and is collaborative and asset based. The Service has a variety of components: referral group; drop-in; individual and outreach work and group work.

In 2015/16, 17 women were referred to the service and a total of 34 women were worked with over the year, i.e., half the women referred during the previous year were still engaging with the project in 2015/16. Using the GIRFEC indicators, the women who engaged with the service experienced a 68% increase in their wellbeing over the year. We believe this is real evidence of improving some of the most potentially vulnerable lives in Inverclyde.

An Annual Report on the Inverclyde Women's Service for 2015 / 16 is being finalised and key developments for 2016 /17 will include introduction and systematic use of a new outcomes tool – again, based on the GIRFEC outcomes – and looking at further ways of helping women move on through the service through opportunities presented in terms of the Community Justice agenda.

10. Conclusions

Social Work, by its very nature, is focussed on the alleviation of inequality and the achievement of equality for all based on rights. My Chief Social Work Officer's Report, therefore, reflects the activity undertaken across our partnership and with partners external to the HSCP, which directly and indirectly is aimed at the achievement of our equalities outcomes driver by our partnership vision of Improving Lives.

The 6 National Wellbeing Outcomes came into being during the reporting period to which this report relates. Our performance Reporting and our strategic/operational planning is now aligned to the National Outcomes. Individual support planning also reflects these outcomes via their relationships to Talking Points and SHANARRI. My intention would be that as we progress our outcomes agenda, future reports will be more closely based around our delivery of work to address the national wellbeing outcomes with individuals and communities across Inverclyde.

As I said in my foreword to this report, 2015/16 has been a challenging but rewarding year across the HSCP. We can be confident that we have continued to advance our core aim of Improving Lives and have delivered some innovative practice developments. We have sought to learn and grow as an integrated partnership and can be confident in our ability to set a bar for national comparison. 2016/17 is certainly proving to be another challenging year but we are looking ahead with confidence and positivity.

Report To:	Inverclyde Council	Date:	1 December 2016
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	RMcG/LP/150/16
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Treasury Management – Mid-Year Report 2016/17: Remit from Policy & Resources Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Policy & Resources committee.

2.0 SUMMARY

- 2.1 The Policy & Resources Committee to its meeting on 15 November 2016 consider a report by the Chief Financial Officer on the operation of the treasury function and its activities for the first six months of 2016/17 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements on Management Information Arrangements".
- 2.2 A copy of the report to the Policy & Resources Committee is attached as Appendix 1.
- 2.3 The Policy & Resources Committee decided:
- (1) that the contents of the Mid-Year Report on Treasury Management for 2016/17 and the ongoing work to ensure the delivery of financial benefits for the Council be noted; and
 - (2) that the Mid-Year Report be remitted to the Inverclyde Council for approval.

3.0 RECOMMENDATION

- 3.1 The Committee is asked to approve the Treasury Management Mid-Year Report 2016/17.

Rona McGhee
Head of Legal & Property Services

Report To:	Policy & Resources Committee	Date:	15 November 2016
Report By:	Chief Financial Officer	Report No:	FIN/106/16/AP/KJ
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	TREASURY MANAGEMENT – MID-YEAR REPORT 2016/17		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Members of the operation of the treasury function and its activities for the first six months of 2016/17 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".

2.0 SUMMARY

- 2.1 As at 30 September 2016 the Council had gross external debt (including PPP) of £274,977,928 and investments of £43,725,926. This compares to gross external debt (including PPP) of £280,951,047 and investments of £51,529,212 at 31 March 2016.
- 2.2 The Council is projected to be underborrowed by £34,073,000 compared to its Capital Financing Requirement as at 31 March 2017. This is a reduction in projected underborrowing of £1,826,000 from the estimate of £35,899,000 in the 2016/17 Treasury Management Strategy. The Council has undertaken no borrowing so far in 2016/17 and no borrowing is projected for the remainder of the year.
- 2.3 The average rate of return achieved on investments during the first six months of 2016/17 was 0.75% which exceeds the benchmark return rate for the year of 0.38% by 0.37% and resulted in £87,000 of additional interest on investments for the Council.
- 2.4 During the first six months of 2016/17 the Council did not undertake any debt restructuring and operated within the required treasury limits and Prudential Indicators for the year set out in the Council's Treasury Policy Statement, annual Treasury Strategy Statement, and the Treasury Management Practices.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the contents of the Mid-Year Report on Treasury Management for 2016/17 and the ongoing work to ensure the delivery of financial benefits for the Council.
- 3.2 It is also recommended that the Mid-Year Report be remitted to the Full Council for approval.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 The Council is required by the CIPFA Code of Practice on Treasury Management 2011 and the CIPFA Prudential Code for Capital Finance in Local Authorities to produce a mid-year treasury management review of activities and prudential and treasury indicators for 2016/17.
- 4.2 Treasury Management in this context is defined as: “The management of the local authority’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 4.3 A glossary of treasury management terms is attached as Appendix 1.

5.0 MID-YEAR REVIEW

- 5.1 The treasury management issues arising during the first six months of 2016/17 were:
 - a. The Council’s debt (including PPP) has reduced during the period by £5.973m due to repaying maturing debt without undertaking new borrowing.
 - b. The Council’s investments have reduced by £7.803m due to repaying debt from existing funds and regular cash flow movements.
 - c. As at 31 March 2016 the Council had under borrowed against its capital financing requirement by £21.210m. The latest projection is for the under borrowing to increase to £34.073m at 31 March 2017. Under borrowing means that the Council is using funds it currently has to cash flow capital expenditure rather than bringing in new funds from borrowing. The projected level of under borrowing is considered manageable but the position is kept under review in light of Council capital financing and other funding requirements.
 - d. The outcome of the EU Referendum has resulted in increased and ongoing volatility in the financial markets and economic uncertainty in the UK and around the world. As well as large falls in exchange rates for the pound, PWLB borrowing rates fell to unprecedented levels, the Bank of England increased stimulus to the economy (through further Quantitative Easing), and cut the UK Bank Rate from the record low of 0.50% (set in March 2009) down to 0.25%.
 - e. The Council’s treasury advisers are forecasting a further cut in the Bank Rate to 0.10% in Quarter 4 of 2016 although this will depend on the economic conditions and outlook.
 - f. During the period PWLB rates for new borrowing had been expected to increase by between 0.10% and 0.30% but the uncertainty following the EU Referendum led to rates falling by between 0.30% and 0.88%. The volatility during the 6-month period resulted in spreads between the high and low rates for some loan periods of up to 1.22% (e.g. a new borrowing rate that reached 3.09% later fell to a low of 1.87%).
 - g. The Council’s treasury advisers expect PWLB rates to rise gently during the rest of the year but the extent and speed of increase will depend on economic factors affecting the UK and global markets.
 - h. No borrowing has been undertaken during 2016/17 to date and no borrowing is projected for the rest of the year.
 - i. The Council did not undertake any debt restructuring during the first six months of 2016/17 and remained within its Prudential Indicator and Treasury Management limits.
 - j. Two of the Council’s LOBO loans had their “lender option” feature removed by the lender (as they did with many of their clients) and so these market loans have become fixed rate loans at their existing interest rates.
 - k. Investment returns were expected to remain relatively low and this was indeed the position during the period, with rates falling further after the Bank Rate cut in August (as did the rates on the Council’s Deposit and Notice Accounts).
 - l. The Council’s investments earned a rate of return of 0.75% during the period and outperformed the benchmark return of 0.38% resulting in additional income to the Council of £87,000.
 - m./

- m. All investments were in accordance with the Council's investment policy and no institutions with which investments were made had any difficulty in repaying those investments and interest in full during the period.
- n. The Council's investment performance is due to undertaking fixed term investments and placing funds in notice accounts at interest rates that were above the benchmark with counterparties that have high creditworthiness (the Bank of Scotland and Santander UK) and in accordance with the Council's investment strategy.

5.2 The UK Government are continuing with proposals to sell their remaining shares in the Lloyds Banking Group which includes the Bank of Scotland who are the Council's bankers and with whom the Council has regularly undertaken fixed term deposits. On 7 October the UK Government announced that they would put in place a further trading plan for the sale of these shares over a period of up to 12 months. The removal of government ownership does not affect the strength or stability of the Bank but may cause the Council to reduce the maximum period for investments with the Bank under the Investment Strategy and affect the likely return on any fixed term funds invested with the Bank in future.

The Council's current contract with the Bank of Scotland for banking services is for 5 years from 1 April 2012 until 31 March 2017 with an option to extend for a further two 1 year periods until 31 March 2019. It is proposed initially to exercise the option for the first of the 1 year periods to extend the service until 31 March 2018.

5.3 The Council's debt position was as follows:

	At 31 March 2016	At 30 September 2016
	£	£
Total Excluding PPP	213,224,047	208,204,928
PPP Debt	67,727,000	66,773,000
Total Including PPP	280,951,047	274,977,928

Further detail is given in the following table:

	At 31 March 2016		At 30 September 2016		Movement In Period
	Principal	Rate	Principal	Rate	Principal
	£000		£000		£000
Fixed Rate Funding:					
- PWLB	110,684		105,245		(5,439)
- Market *	71,000		55,000		See * Below
	181,684	4.05%	160,245	3.98%	(5,439)
Variable Rate Funding:					
- PWLB	0		0		0
- Market *	31,400		47,400		See * Below
- Temporary #	140		560		420
	31,540	4.96%	47,960	4.86%	420
Total Debt (Excl PPP)	213,224	4.18%	208,205	4.18%	(5,019)
PPP Debt	67,727		66,773		(954)
Total Debt (Incl PPP)	280,951		274,978		(5,973)

* - Market Loans are shown as variable when they have less than 1 year to go until their next call date. The total value of Market Loans has not changed between financial years, just the split between fixed and variable.

- Temporary Loans have increased due to Scottish Government requirements that, from 1 April 2016, funds held by the Council on behalf of the Common Good and Trust Funds are to be treated as borrowing for Treasury Management purposes.

5.4 The Council's investment position was as follows:

	At 31 March 2016		At 30 September 2016		Movement In Period
	Principal	Return	Principal	Return	Principal
	£000		£000		£000
Investments:					
- Fixed Term Deposits	25,500	0.85%	24,000	0.74%	(1,500)
- Notice Accounts (95 Day and 120 Day)	14,529	0.95%	14,572	0.70%	43
- Deposit Accounts	11,500	0.50%	5,154	0.25%	(6,346)
Totals	51,529	0.80%	43,726	0.67%	(7,803)

Maximum level of investments in Period: £53,962,026 on 16 September 2016

Minimum level of investments in Period: £41,178,926 on 27 September 2016

Daily average for the period: £47,044,665

5.5 2016/17 Latest Projection Compared to Estimates in 2016/17 Strategy

The latest 2016/17 projection compared to the estimates in the 2016/17 strategy:

	2016/17 Estimate	2016/17 Latest Projection
<u>Borrowing Requirement</u>	£000	£000
New borrowing	0	0
Alternative financing requirements	0	0
Replacement borrowing	5,000	0
TOTAL	5,000	0
<u>Prudential/Treasury Management Indicators</u>		
	£000	£000
Gross external debt including PPP (As at 31 March 2017)	278,842	273,935
Capital financing requirement (As at 31 March 2017)	314,741	308,008
(Under)/over borrowing against CFR	(35,899)	(34,073)
Net external borrowing and capital financing requirement (As at 31 March 2017)	£000 (66,464)	£000 (66,886)
Capital expenditure	£000	£000
• Capital Programme	33,632	29,539
• PPP Schools/Finance Leases (incl. accounting adjustments)	(1,908)	(1,908)
Total	31,724	27,631
Ratio of financing costs (including PPP/ Finance Leases) to net revenue stream	13.38%	13.23%
Incremental impact of capital investment decisions - incremental increase in council tax (band D) per annum (use of capital receipts and prudential borrowing for capital expenditure)	£2.61	£2.03

5.6 2016/17 Mid-Year Position Compared to Limits in 2016/17 Strategy

The 2016/17 mid-year position compared to limits in the 2016/17 strategy:

	2016/17 Limits	2016/17 Mid-Year Actual Position
<u>Prudential/Treasury Management Indicators</u>		
Authorised limit for external debt	£000	£000
• Borrowing	229,000	208,205
• Other long term liabilities	68,000	66,773
	297,000	274,978
Operational boundary for external debt	£000	£000
• Borrowing	219,000	208,205
• Other long term liabilities	68,000	66,773
	287,000	274,978
Upper limit for fixed interest rate exposure	130%	97%
Upper limit for variable rate exposure	40%	3%
Upper limit on sums invested for periods longer than 364 days (Actual is maximum in period)	£000 10,000	£000 0
Limits on fixed rate borrowing maturing in each period (LOBOs included based on call dates and not maturity dates) at 31 March 2017		
• Under 12 months	45%	0.3%
• 12 months and within 24 months	45%	15.9%
• 24 months and within 5 years	45%	12.6%
• 5 years and within 10 years	45%	15.7%
• 10 years and within 30 years	45%	5.5%
• 30 years and within 50 years	45%	25.0%
• 50 years and within 70 years	45%	25.0%
<u>Council Policy Limits</u>		
Maximum Percentage of Debt Repayable In Year	25%	19.2%
Maximum Proportion of Debt At Variable Rates	45%	23.0%
Maximum Percentage of Debt Restructured In Year	30%	0.0%

The forecast Investment Balances for 2016/17 required under Investment Regulation 31 and the actual position at 30 September 2016 is shown in Appendix 2. An analysis of the cash balances managed in-house is shown in Appendix 3.

5.7 The forecast from the Treasury Advisors in the 2016/17 Strategy for the Bank Rate as at 31 March and the latest forecast for the Bank Rate are:

	Forecast Per 2016/17 Strategy	Latest Forecast
2016/17	0.75%	0.10%
2017/18	1.25%	0.10%
2018/19	1.75%	0.25%

- 5.8 The Council's investment policy for the year is governed by Scottish Government Investment Regulations, which was implemented in the annual investment strategy approved by the Council on 7 April 2016. This policy sets out the approach for choosing investment categories and counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks, credit default swaps, bank share prices etc.
- 5.9 All investments were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full during the period.

The result of the investment strategy undertaken by the Council in the first six months of 2016/17 is as follows:

Average Investment	Rate of Return (gross of fees)	Benchmark Return (3 month LIBID uncompounded)
£47,044,665	0.75%	0.38%

The Council have outperformed the benchmark by 0.37% resulting in additional income to the Council of £87,000. Opportunities for the Council to out-perform the benchmark rate are becoming fewer due to more standardisation of rates and periods offered.

6.0 IMPLICATIONS

Legal

- 6.1 None. Any borrowing or lending is done under the Council's legal powers.

Finance

- 6.2 Through the achievement of exceeding the investment benchmark return rate, the Council has benefited from additional returns of £87,000. The Council utilises Treasury Management as part of the overall Financial Strategy. Officers will continue to investigate borrowing and investment opportunities to bring financial benefits to the Council, all within the Treasury Management Policy.

Human Resources

- 6.3 None

Equalities

- 6.4 None

Repopulation

- 6.5 None

7.0 CONSULTATIONS

- 7.1 This report has been produced based on advice from the Council's treasury advisers (Capita Treasury Solutions Limited).

8.0 LIST OF BACKGROUND PAPERS

- 8.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2011 Edition
Inverclyde Council – Treasury Management Strategy 2016/17.

TREASURY MANAGEMENT
GLOSSARY OF TERMS

Authorised Limit for External Debt

This is a limit for total Council external debt as set by the Council based on debt levels and plans.

Bank of England

The central bank for the UK with ultimate responsibility for setting interest rates (which it does through the Monetary Policy Committee or “MPC”).

Bank Rate

The interest rate for the UK as set each month by the Monetary Policy Committee (“MPC”) of the Bank of England. This was previously referred to as the “Base Rate”.

Call Date

A date on which a lender for a LOBO loan can seek to apply an amended interest rate to the loan. The term “call date” is also used in relation to some types of investments with a maturity date where the investments can be redeemed on call dates prior to the maturity date.

Capital Expenditure

Expenditure on or for the creation of fixed assets that meets the definition of Capital Expenditure under the accounting rules as set-out in the Code of Practice on Local Authority Accounting in the United Kingdom and for which the Council are able to borrow.

Capital Financing Requirement

The Capital Financing Requirement (sometimes referred to as the “CFR”) is a Prudential Indicator that can be derived from the information in the Council’s Balance Sheet. It generally represents the underlying need to borrow for capital expenditure (including PPP schemes).

CIPFA

CIPFA is the Chartered Institute of Public Finance and Accountancy who produce guidance, codes of practice, and policy documents for Councils.

Counterparty

Another organisation involved in a deal i.e. if the Council enters a deal with a bank then the bank would be referred to as the “Counterparty”.

Credit Ratings

Credit ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an opinion on the relative ability of a financial institution to meet its financial commitments. Credit ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

The highest credit rating is AAA.

European Central Bank

Sometimes referred to as “the ECB”, the European Central Bank is the central bank for the Eurozone and is the equivalent of the Bank of England. The European Central Bank sets interest rates for the Eurozone.

Eurozone

This is the name given to the group of 19 countries in Europe that have the Euro as their currency and that participate in a monetary union. Interest rates in the Eurozone are set by the European Central Bank. The Eurozone is comprised of: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain.

Federal Reserve

Sometimes referred to as “the Fed”, the Federal Reserve is the central bank for the US and is the equivalent of the Bank of England. The Federal Reserve sets interest rates for the US.

Fixed Term Deposit

A Fixed Term Deposit or Fixed Term Investment is an investment with a named bank or financial institution which matures on a set date and which is repaid with interest on the maturity date. Fixed Term Deposits cannot be traded and cannot be terminated before the maturity date without the payment of a penalty (if at all).

Gilt Yields

A gilt yield is the effective rate of return that someone buying a gilt at the current market price will receive on that gilt. Since the market price of a gilt can vary at any time, the yield will also vary.

Gilts

Gilts are bonds (i.e. debt certificates) that are issued (i.e. sold) by the UK Government. When they issue gilts the Government sets the interest rate that applies to the gilt, sets when they will repay the value of the gilt, and it agrees to make interest payments at regular intervals until the gilt is repaid or redeemed. Gilts are traded in the financial markets with the price varying depending on the interest rate applicable to the gilt, when the gilt will be repaid (i.e. when it will mature), on Bank Rate expectations, and on market conditions.

Gross Domestic Product

Gross Domestic Product (“GDP”) is a measure of the output of goods and services from an economy.

Growth

Positive growth in an economy is an increase in the amount of goods and services produced by that economy over time. Negative growth in an economy is a reduction in the amount of goods and services produced by that economy over time.

Incremental Impact of Capital Investment Decisions

These are Prudential Indicators that reflect the impact on Council Tax of movements in projected and estimated capital expenditure within and between financial years.

Inflation

Inflation is the term used for an increase in prices over time. It can be measured in various ways including using the Consumer Prices Index (“CPI”) or the Retail Prices Index (“RPI”).

Investment Regulations

The Local Government in Scotland Act 2003 allows the Scottish Ministers to introduce Regulations to extend and govern the rules under which Scottish Councils may invest funds. The Local Government Investments (Scotland) Regulations 2010 came into effect on 1 April 2010.

LIBID

This is the London Interbank Bid Rate – an interest rate that is used between banks when they wish to attract deposits from each other.

LIBOR

This is the London Interbank Offering Rate – an interest rate that is used as a base for setting interest rates for deals between banks.

LOBO

This is a form of market loan that the Council has with some lenders. The term is short for the phrase “Lender Option/Borrower Option”.

MPC

The MPC or Monetary Policy Committee is a committee of the Bank of England that meets regularly during the year (in meetings over 2 days) to set the Bank Rate for the UK.

Operational Boundary

This is a level of debt set by the Council at lower than the Authorised Limit and which Council debt levels should not normally exceed during normal operations.

Prudential Code

Councils are required to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities. These requirements include the production of Prudential Indicators. The Prudential Code was last revised in November 2011.

Prudential Indicators

Indicators set-out in the Prudential Code that will help Councils to meet requirements in relation to borrowing limits or which will help Councils demonstrate affordability and prudence with regard to their prudential capital expenditure.

PWLB

The Public Works Loan Board is a government agency and part of the Debt Management Office. The PWLB provides loans to local authorities and other specified bodies.

PWLB Certainty Rates

In the Budget in March 2012, the Chancellor of the Exchequer announced that local authorities that provide information on their long-term borrowing and capital spending plans would be eligible for a 0.20% discount rate for new PWLB borrowing. The PWLB Certainty Rates came into effect on 1 November 2012.

PWLB Rates

These are the interest rates chargeable by the Public Works Loan Board for loans. The rates for fixed rate loans are determined by the day on which the loan is agreed. The rates to be charged by the PWLB for loans are set each day based on gilt yields at the start of business each day and then updated at least once during the day.

Quantitative Easing

This is the creation of money by a central bank (such as the Bank of England) in order to purchase assets from banks and companies and boost the supply of money in an economy.

Spread

For interest rates the spread is the difference between the highest and lowest rate for that interest rate over a period.

Treasury Management Code

This is the "Treasury Management in the Public Services: Code of Practice" and is a code of practice for Council treasury management activities. It is produced by CIPFA and was last revised in November 2011.

Treasury Management Indicators

These are Prudential Indicators specifically relating to Treasury Management issues.

Treasury Management Practices (TMPs)

This is a Council document that sets out Council policies and procedures for treasury management as required by the Treasury Management Code. The Council also agrees an annual treasury management strategy that is submitted to Committee in accordance with the Treasury Management Practices.

Yield

The yield is the effective rate of return on an investment.

**FORECAST OF INVESTMENT BALANCES
ESTIMATE FOR 2016/17 AND ACTUAL AT 30 SEPTEMBER 2016**

Investment Regulation 31 requires the Council to provide forecasts for the level of investments. The estimate for 2016/17 and the actual as at 30 September 2016 are:

	2016/17 Estimate For Year	2016/17 Actual For 1 April 2016 To 30 September 2016
	£000	£000
Cash balances managed in-house		
- At Start of Year	50,124	51,529
- At End of Year/Period	30,565	43,726
- Change in Year/Period	(19,559)	(7,803)
- Average daily cash balances	40,345	47,045
Holdings of shares, bonds, units (includes local authority owned company)		
- At Start of Year	2	2
- Purchases	0	0
- Sales	0	0
- At End of Year/Period	2	2
Loans to local authority company or other entity to deliver services		
- At Start of Year	600	602
- Advances	0	0
- Repayments	35	16
- At End of Year/Period	565	586
Loans made to third parties		
- At Start of Year	2,212	2,212
- Advances	3	0
- Repayments	28	27
- At End of Year/Period	2,187	2,185
Total of all investments		
- At Start of Year	52,938	54,345
- At End of Year/Period	33,319	46,499
- Change in Year/Period	(19,619)	(7,846)

**CASH BALANCES MANAGED IN-HOUSE
ACTUAL AS AT 1 APRIL 2016 AND 30 SEPTEMBER 2016**

The following is an analysis of cash balances managed in-house as at 1 April 2016 and at 30 September 2016:

	As At 1 April 2016	As At 30 September 2016
	£	£
<u>Fixed Term Deposits</u>		
Bank of Scotland	25,500,000	24,000,000
	25,500,000	24,000,000
Average Interest Rate	0.85%	0.74%
<u>Notice Accounts (95 Day and 120 Day)</u>		
Santander UK	14,528,714	14,572,027
	14,528,714	14,572,027
Average Interest Rate	0.95%	0.70%
<u>Deposit Accounts</u>		
Bank of Scotland	11,500,000	5,153,400
Santander UK	498	499
	11,500,498	5,153,899
Average Interest Rate	0.50%	0.25%
TOTAL	51,529,212	43,725,926
Average Interest Rate	0.80%	0.67%

Report To:	THE INVERCLYDE COUNCIL	Date: 1 DECEMBER 2016
Report By:	CORPORATE DIRECTOR, ENVIRONMENT, REGENERATION & RESOURCES	Report No: LP/152/16
Contact Officer:	CAROLINE SHAW	Contact No: 01475 712115
Subject:	PROPOSED TRAFFIC REGULATION ORDER – DISABLED PERSONS’ PARKING PLACES (ON-STREET) ORDER NO. 2 2016	

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment and Regeneration Committee held a Special Meeting on 15 November 2016 at which it:-
- (a) conducted a hearing, in accordance with the Rules of Procedure recommended by Officers for the same, to allow the objector who maintained her objection to be heard, and considered the representations of the objector; and
 - (b) considered a report by the Corporate Director Environment, Regeneration and Resources:
 - (i) advising of the outcome of a statutory public consultation, including the objection not withdrawn, and discussions with the objector undertaken by Officers; and
 - (ii) asking the Committee, having considered the objection received and representations made at the Special Meeting, to decide either to dismiss the maintained objection and recommend approval of the proposed Traffic Regulation Order (“TRO”) or uphold the outstanding objection and seek a modification to the proposed TRO.
- 2.2 At the Special Meeting, following the conduct of the hearing and consideration of the report in terms of 2.1 above, the Committee decided that the maintained objection be dismissed and that the proposed TRO as detailed in said report be approved and referred to the next meeting of the Inverclyde Council with a recommendation that it approve formally the proposed TRO and authorise the Head of Legal and Property Services and the Head of Environmental and Commercial Services to take all necessary action in accordance with the statutory procedure.

3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On-Street) Order No. 2 2016, all as/... Appendix 2

as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith.

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person's Badge, is regulated by The Disabled Persons' Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.
- 4.3 The Committee at its meeting of 1 September 2016 considered the terms of a report by the Corporate Director Environment, Regeneration and Resources, advising the Committee of the progress of the statutory public consultation process on the proposed TRO and authorised Officers to make arrangements for the holding of a public hearing in the form of a Special Meeting into the maintained objection as part of that process.
- 4.4 The report to the Special Meeting of the Committee of 15 November 2016 (which forms Appendix 1) provided background information on and details of the implications of the recommendation, and details of the consultations undertaken.
- 4.5 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

Appendix 1

5.0 IMPLICATIONS

Finance

- 5.1 There are no financial implications arising from this report.

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

- 5.3 There are no HR implications arising from this report.

Equalities

- 5.4 There are no equalities implications arising from this report.

Repopulation

- 5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library, Port Glasgow Library, Gourock Library and Inverkip & Wemyss Bay Library.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Report To:	Environment and Regeneration Committee	Date:	15 November 2016
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	LP/142/16
Contact Officer:	Peter MacDonald	Contact No:	2618
Subject:	The Inverclyde Council Disabled Persons' Parking Places (On Street) Order No. 2. 2016 The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999		

1.0 PURPOSE

- 1.1 Further to the statutory consultation process undertaken in terms of the Road Traffic Regulation Act 1984 and the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 on The Inverclyde Council Disabled Persons' Parking Places (On Street) Order No. 2 2016 (the Proposed TRO), the purpose of this report is to:
- request that the Committee adopt the rules of procedure (Rules of Procedure) for the purposes of the special meeting;
 - advise the Committee in relation to the Proposed Traffic Regulation Order (TRO) of the discussions between Council Officers and the person who has, as part of the public consultation, objected to the Proposed TRO (the Objector); and
 - facilitate the effective, fair and proper hearing by the Committee of the Objector who has not withdrawn her objections (the Remaining Objector) in order that the Committee can consider her objections (the Remaining Objection) and come to a formal recommendation on the Proposed TRO.

2.0 SUMMARY

- 2.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation Act 1984 as amended and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 2.2 Officers have undertaken a public consultation process in relation to the Proposed TRO, as a result of which one objection was received.
- 2.3 It is necessary that the Remaining Objector be given an opportunity to be heard by the Committee before it reaches a decision on whether or not to recommend the Proposed TRO for formal approval of the Inverclyde Council. The special meeting has been convened to provide such an opportunity.
- 2.4 Because of the requirements of the statutory process and the formal nature of the special meeting, it is vital that the Remaining Objector has a fair and impartial hearing and the Rules of Procedure provide for this.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Approve the Rules of Procedure as detailed in Appendix 1.

- 3.2 Consider the terms of Appendix 2 in relation to the Remaining Objection.
- 3.3 Allow the Remaining Objector an opportunity to be heard at the special meeting of the Committee in accordance with the Rules of Procedure.
- 3.4 Consider the Remaining Objection and such oral representations on it made by the Remaining Objector and Officers at the special meeting, and thereafter **either**:
 - 3.4.1 dismiss the Remaining Objection, approve the Proposed TRO as detailed in Appendix 3 and refer it to the next meeting of the Inverclyde Council recommending that the Inverclyde Council formally approve the Proposed TRO and remit it to the Head of Environmental and Commercial Services and Head of Legal and Property Services to arrange for its implementation in accordance with the statutory procedure;
 - or**
 - 3.4.2 uphold in whole or in part the Remaining Objection and remit to the Head of Environmental and Commercial Services and Head of Legal and Property Services to amend the terms of the Proposed TRO to deal with the part or parts of the Remaining Objection so upheld in accordance with the decision of the Committee, and to report to a future meeting of the Committee with the Proposed TRO as further amended for approval

all in accordance with the Rules of Procedure.

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984. Under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 Officers proceeded with a public consultation process in accordance with the legislation. At its meeting of 1 September 2016 this Committee was updated as to the consultation process, and it authorised Officers to make arrangements for the holding of a public hearing in the form of this special meeting.
- 4.3 Officers have continued to engage with the Remaining Objector since that date to advise her of the arrangements for and proposed procedure at this special meeting. Officers have provided the Remaining Objector with a Statement of Case which sets out the position of the Head of Environmental and Commercial Services as regards the Proposed TRO; the Statement of Case is in Appendix 4.
- 4.4 Appendix 2 provides the full text of both the Remaining Objection and the correspondence with Officers.
- 4.5 Before making a proposed TRO, the Council is, in terms of the Act and the Regulations, required to take into consideration any objections timeously received by them and to give any objector an opportunity to be heard by them. This special meeting is therefore necessary to permit the Remaining Objector to be heard by the Committee in terms of the recommendations above.
- 4.6 As the hearing of objections is a statutory entitlement for objectors, the Committee will be discharging legal responsibilities at this special meeting effectively as if it were a formal Tribunal or Board with the obligations which are already familiar to Elected Members as regards Hearings and continuity of attendance.

5.0 PROPOSALS

- 5.1 The form of the Proposed TRO which Officers are recommending for approval is included at Appendix 3 of this report.
- 5.2 This special meeting will proceed effectively as if a formal Tribunal or Board. In the interests of fairness, openness and transparency it is therefore necessary that the basis on which the hearing element of the meeting will proceed be formalised. Officers have therefore prepared draft Rules of Procedure for this meeting per Appendix 1. These have been circulated to the Remaining Objector prior to this meeting and are recommended for approval by the Committee.
- 5.3 Because of the formality of the hearing process and the statutory process for making Management Rules, only certain decisions of the Committee on this matter are competent. Further, it is vital that the Objector has a fair and impartial hearing and the Rules of Procedure provide for this. The decisions which the Committee can competently make are: to dismiss the objection; to uphold the objection; or to uphold part of the objection and dismiss other parts of the objection. If the objection is upheld, it will be necessary for officers to report back to the Committee at a future date with detailed wording. These eventualities are addressed in the possible Committee outcomes specified in Paragraph 3.4.
- 5.4 The Committee is asked to note that, if approved, the Proposed TRO may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

6.0 IMPLICATIONS

Finance

6.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 As a local authority, the Inverclyde Council has power in terms of the Road Traffic Regulation Act 1984 and the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 to make Traffic Regulation Orders. In accordance with the statutory procedure, the Proposed TRO has been publicised and objections received. Before making the TRO, the Council must take into consideration any objections timeously received and give any objector who maintains their objection an opportunity to be heard by them.

Human Resources

- 6.3 There are no human resources implications associated with the making of the Proposed TRO.

Equalities

- 6.4 There are no equalities implications associated with the making of the Proposed TRO.

Repopulation

- 6.5 There are no repopulation implications associated with the making of the Proposed TRO.

7.0 CONSULTATIONS

- 7.1 The Head of Environmental and Commercial Services has been consulted on the terms of this report.

8.0 BACKGROUND PAPERS

- 8.1 None.

APPENDIX 2

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 2 2016
TRAFFIC REGULATION ORDER

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES (ON-STREET)
ORDER NO. 2 2016

The Inverclyde Council in exercise of the powers conferred on them by Section 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 2 2016" and shall come into operation on #####
2. In this Order the following expressions have the meanings hereby assigned to them:-
 - "Council" means The Inverclyde Council or its successors as Roads Authority;
 - "disabled person's badge" means:
 - (a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
 - (b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or
 - (c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;and which has not ceased to be in force;
 - "disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;
 - "parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;
 - "parking place" means an area of land specified by number and name in Columns 1 and 2 in the Schedule to this Order;
 - "traffic sign" means a sign prescribed or authorised under Section 64 of the Act; and
 - "vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.
3. The Schedule titled "Disabled Persons' Parking Places (On Street) Order No. 2 2016" forms the Schedule to this Order.
4. Each area of road which is described in the Schedule to this Order and the plans relative to this Order is hereby designated as a parking place.
5. The parking places shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

6. The limits of each parking place shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2002.

7. Every vehicle left in any parking place shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if:-

the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and

the vehicle, or any part thereof, is not within the limits of any adjoining parking place.

8. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.

9. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:-

for the purpose of facilitating the movement of traffic or promoting its safety;

for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;

for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;

on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or

for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.

10. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

11. This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule to this Order, partially revokes and amends The Inverclyde Council On-Street Parking Places (Without Charges) Order Nos: 01/1997, 02/2002 and 01/2003 and The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order Nos: 03/2007, 03/2009, 01/2011, 03/2011 and 04/2015 respectively.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by #####, Proper Officer, on the ##### day of #####, Two Thousand and Sixteen.

DRAFT

INVERCLYDE COUNCIL

DISABLED PERSONS' PARKING PLACES (ON-STREET) ORDER No.2 2016

SCHEDULE

Rev E

All and whole that area of ground as described in Column 2 in the table below:

Column 1	Column 2
<u>Ref No.</u>	<u>Address of Disabled Person's Parking Place to be created or revoked ® "ex-adverso"</u>
1555	7 Finlaystone Place, Kilmacolm
1568	36 Glencairn Road, Greenock
1573	13 Bridgend Avenue, Port Glasgow
1574	50 Leven Road, Greenock
1575	46D Brisbane Street, Greenock
1578	Knockbuckle Road, Kilmacolm
1579	12 Mallard Crescent, Greenock
1580	17 Linnet Road, Greenock
1582	27 Glen Fruin Road, Greenock
9612	26 Brisbane Street, Greenock ®
0203	9 Caledonia Crescent, Gourock ®
0253	48 Lilybank Road, Port Glasgow ®
0722	46 Langhouse Road, Inverkip ®
0731	55 Burnside Avenue, Port Glasgow ®
0908	24 Border Street, Greenock ®
0915	44 Pennyfern Road, Greenock ®
1042	22 Mavis Road, Greenock ®
1123	3 Sir Michael Street, Greenock ®
1529	56 Northfield Avenue, Port Glasgow ®

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 2 2016

**Statement of Reasons for Proposing to Make
the above Order**

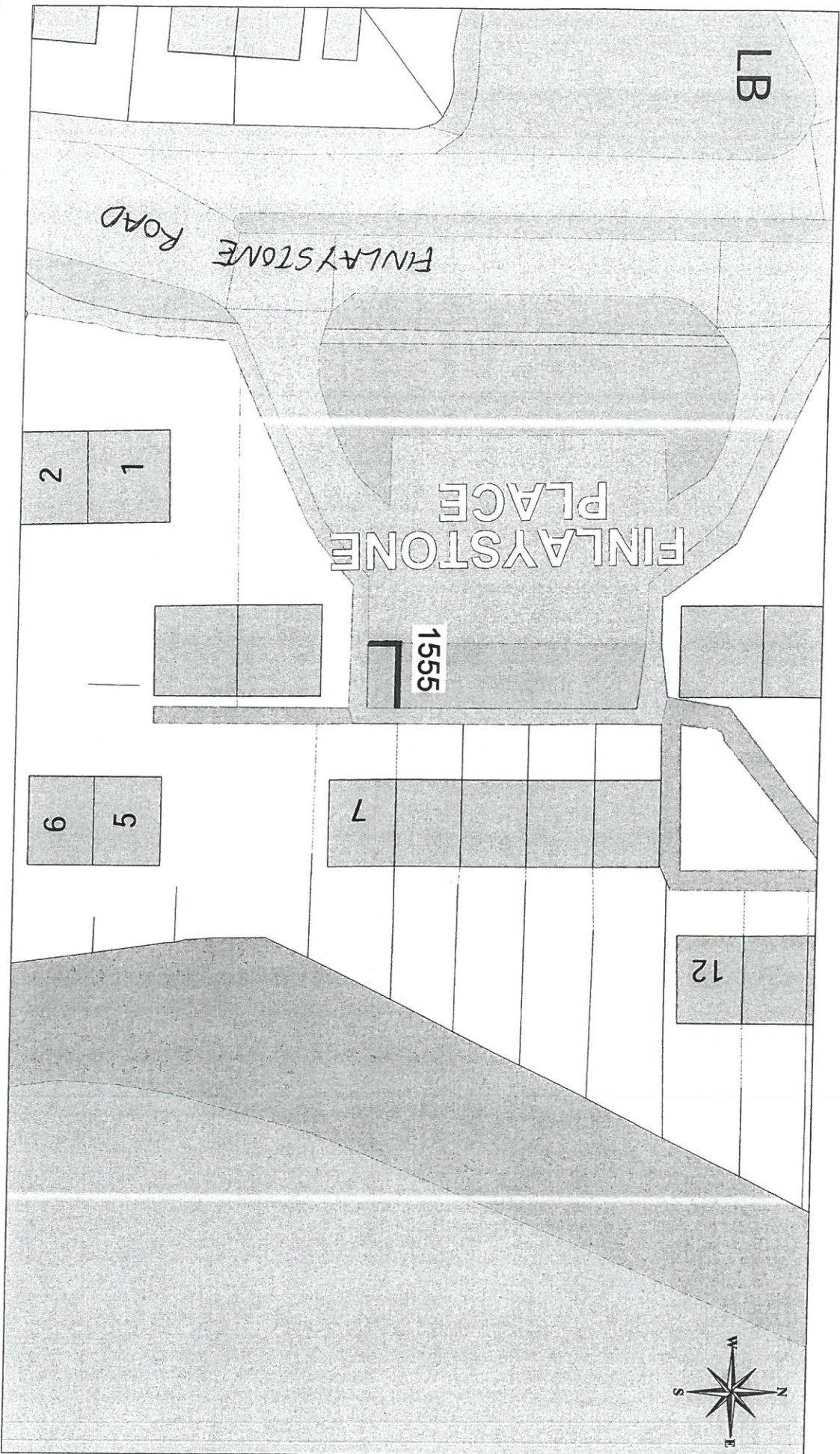
It is considered necessary in order to comply with The Disabled Persons' Parking Places (Scotland) Act 2009, Section 5, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and by revoking those parking places no longer required to maximise street parking capacity.

Ian Moffat
Head of Environmental & Commercial Services
1 Ingleston Park
Cartsburn Street
GREENOCK
PA15 4UE

Inverclyde Council

Environmental Services

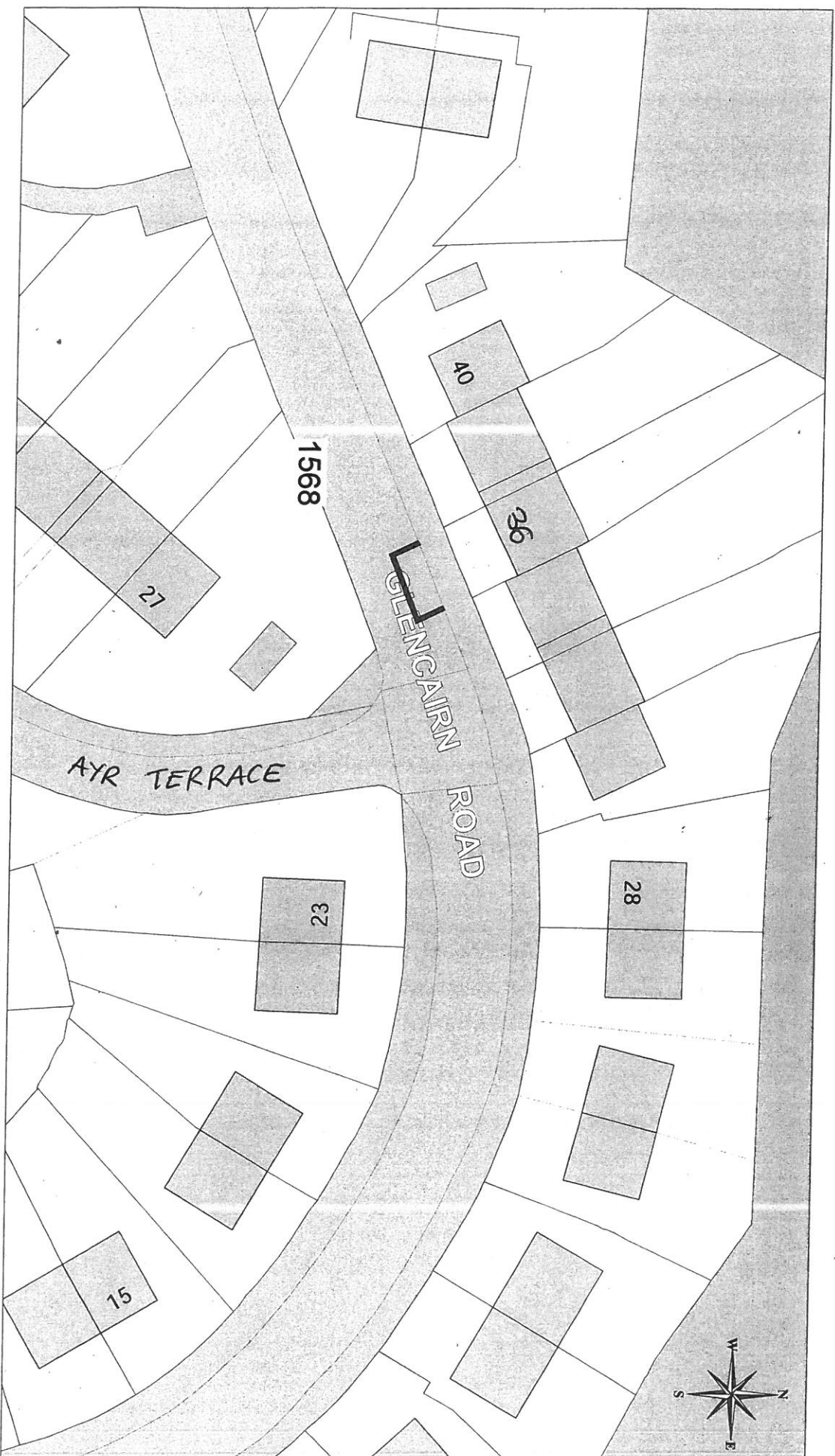
Regeneration & Environment
Corporate Director: Audrey Fawcett
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
audrey.fawcett@inverclyde.gov.uk



DISABLED PERSONS' PARKING PLACE
7 FINLAYSTONE PLACE, KILMACOLM
PLACE NO. 1555



This material has been reproduced from
Ordnance Survey digital data made available
under the terms of the Ordnance Survey
Open Licence. It is the property of
© Crown copyright. Ordnance Survey.



Inverclyde
council

Environmental Services

Regeneration & Environment
Corporate Director: Audrey Fawcett
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
a.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
36 GLENCAIRN ROAD, GREENOCK
PLACE NO. 1568

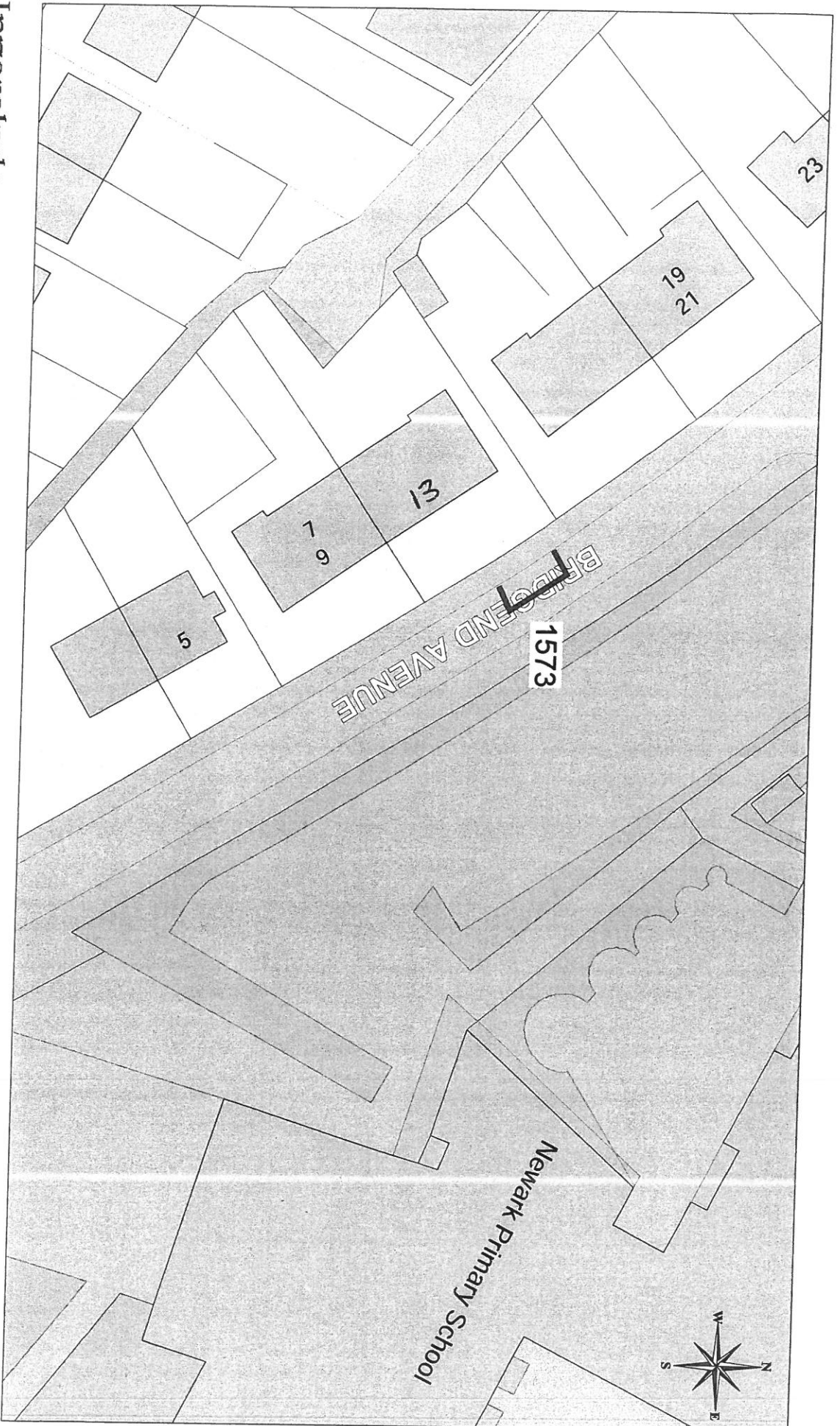
OS Ordnance
Survey
Licensed System Supplier

This material has been reproduced from
the Ordnance Survey database with
the permission of the Controller of
Her Majesty's Stationery Office.
Licence Number: 100023421

Inverclyde Council Environmental Services

Regeneration & Environment
Corporate Director: Aubrey Fawcett

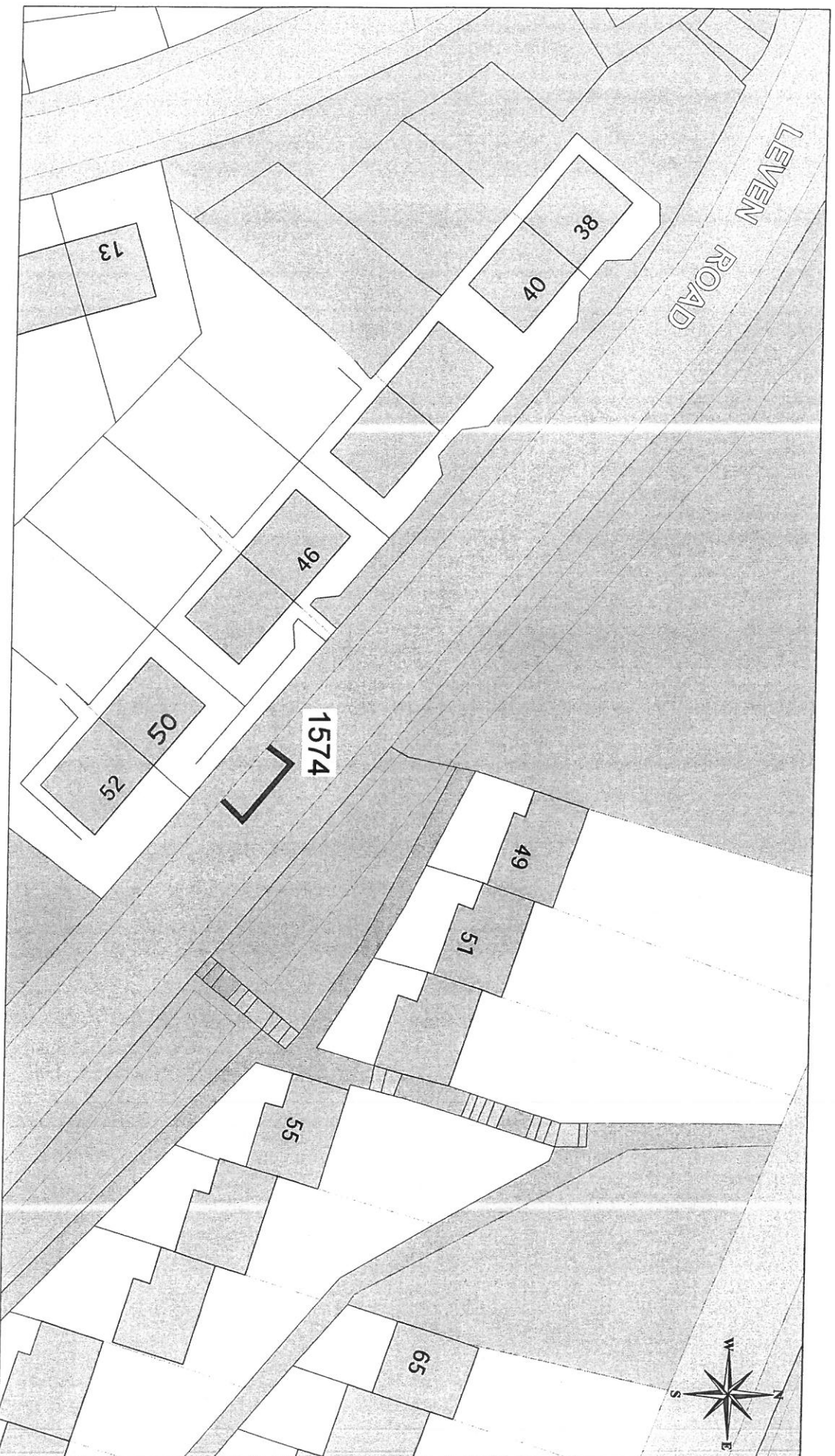
Municipal Buildings
Clude Square
Glasgow
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk



DISABLED PERSONS' PARKING PLACE
13 BRIDGEND AVENUE, PORT GLASGOW
PLACE No. 1573

615 Ordnance
Survey
Licensed System Supplier

This material has been reproduced from the Ordnance Survey database with the permission of the Controller of Her Majesty's Stationery Office. © Crown copyright.



Inverclyde

council

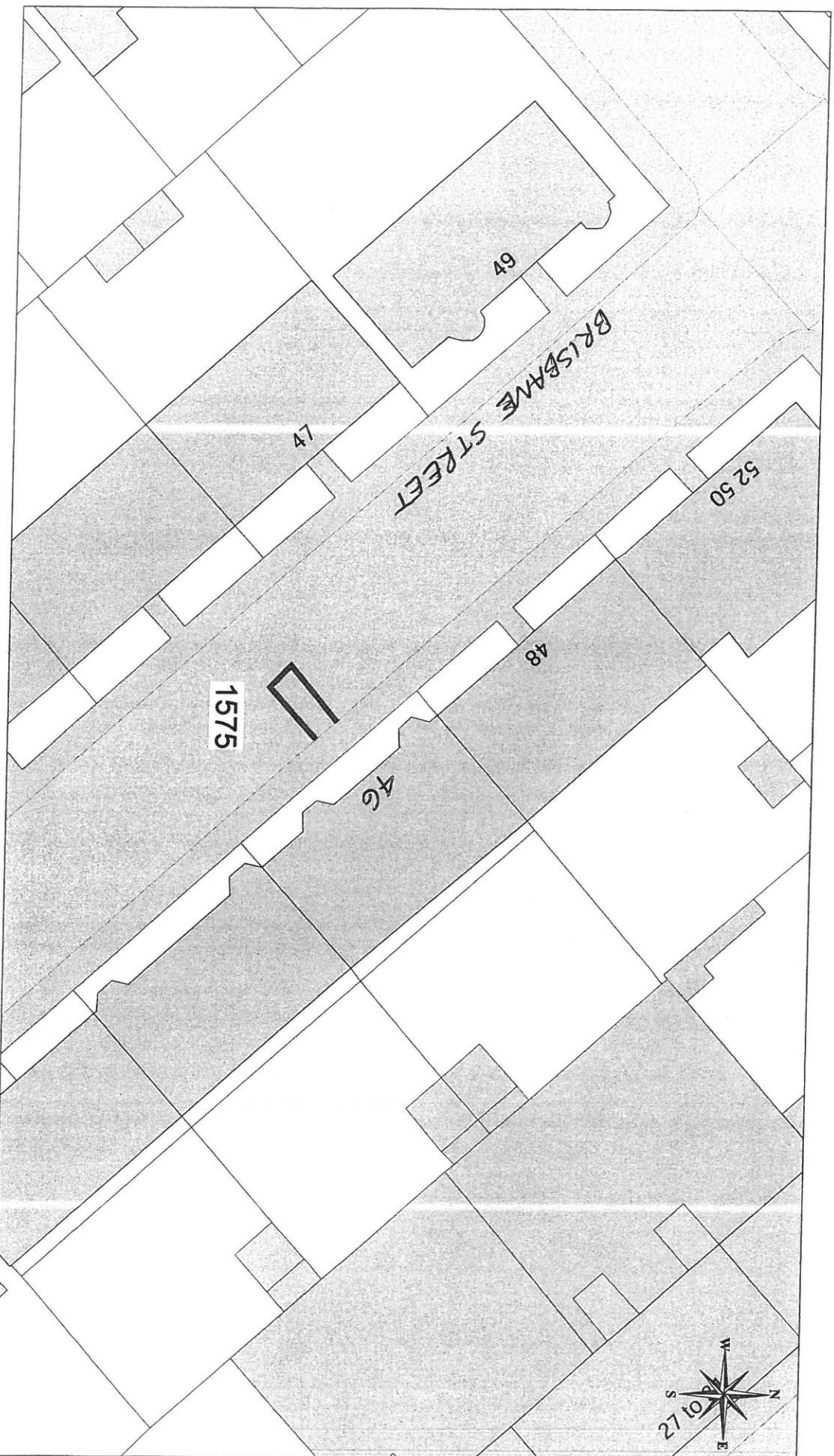
Environmental Services

Regeneration & Environment
Corporate Director: Aubrey Fawcett
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
50 LEVEN ROAD, GREENOCK
PLACE NO. 1574



This material has been reproduced from
Ordnance Survey digital map data with
the permission of the Controller of
Her Majesty's Stationery Office
© Crown Copyright



Inverclyde
council

Environmental Services

Regeneration & Environment
Corporate Director: Audrey Fawcett
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
audrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
46D BRISBANE STREET, GREENOCK
PLACE NO. 1575



Licensed System Supplier

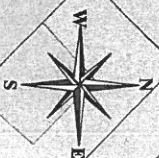
This material has been reproduced from
Ordnance Survey digital map data with
the permission of the Controller of
Her Majesty's Stationery Office.
© Crown copyright.
Licence Number: 1000734931

St Columba's Junior School

KNOCKBUCKLE ROAD

1578

FS



Inverclyde Council Environmental Services

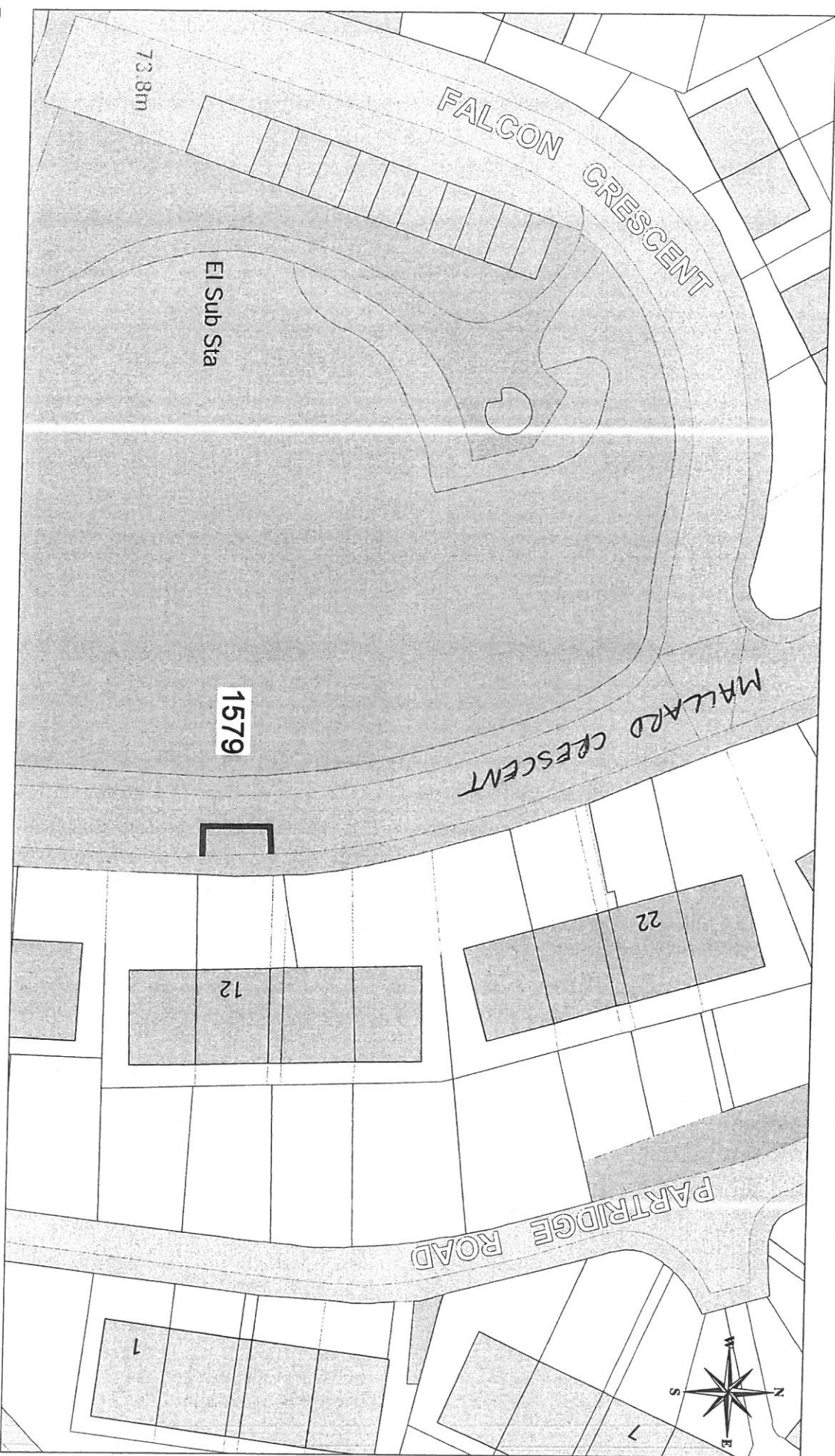
Regeneration & Environment
Corporate Director: Aubrey Fawcett
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
KNOCKBUCKLE ROAD, KILMACOLM
PLACE No. 1578

Ordnance
Survey

Licensed System Supplier

This material has been reproduced from
Ordnance Survey data and is provided with
the permission of the Controller of
Her Majesty's Stationary Office.
© Crown Copyright 2001
Licence Number: 100029421



Inverclyde

council

Environmental Services

Regeneration & Environment

Corporate Director: Audrey Lawcett

Municipal Buildings

Clyde Square

Greenock

PA15 1LY

Tel: 01475 712712

Fax: 01475 712731

audrey.lawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
12 MALLARD CRESCENT, GREENOCK
PLACE NO. 1579

Environmental Services

Council

Regeneration & Environment
Corporate Director: Andrew Fairweather

Corporate Director: Aubrey Fawcett

Municipal Buildings

Clyde Square

Greenock
PA15 1LY

Tel: 01475 712712

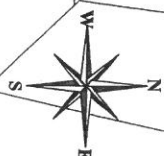
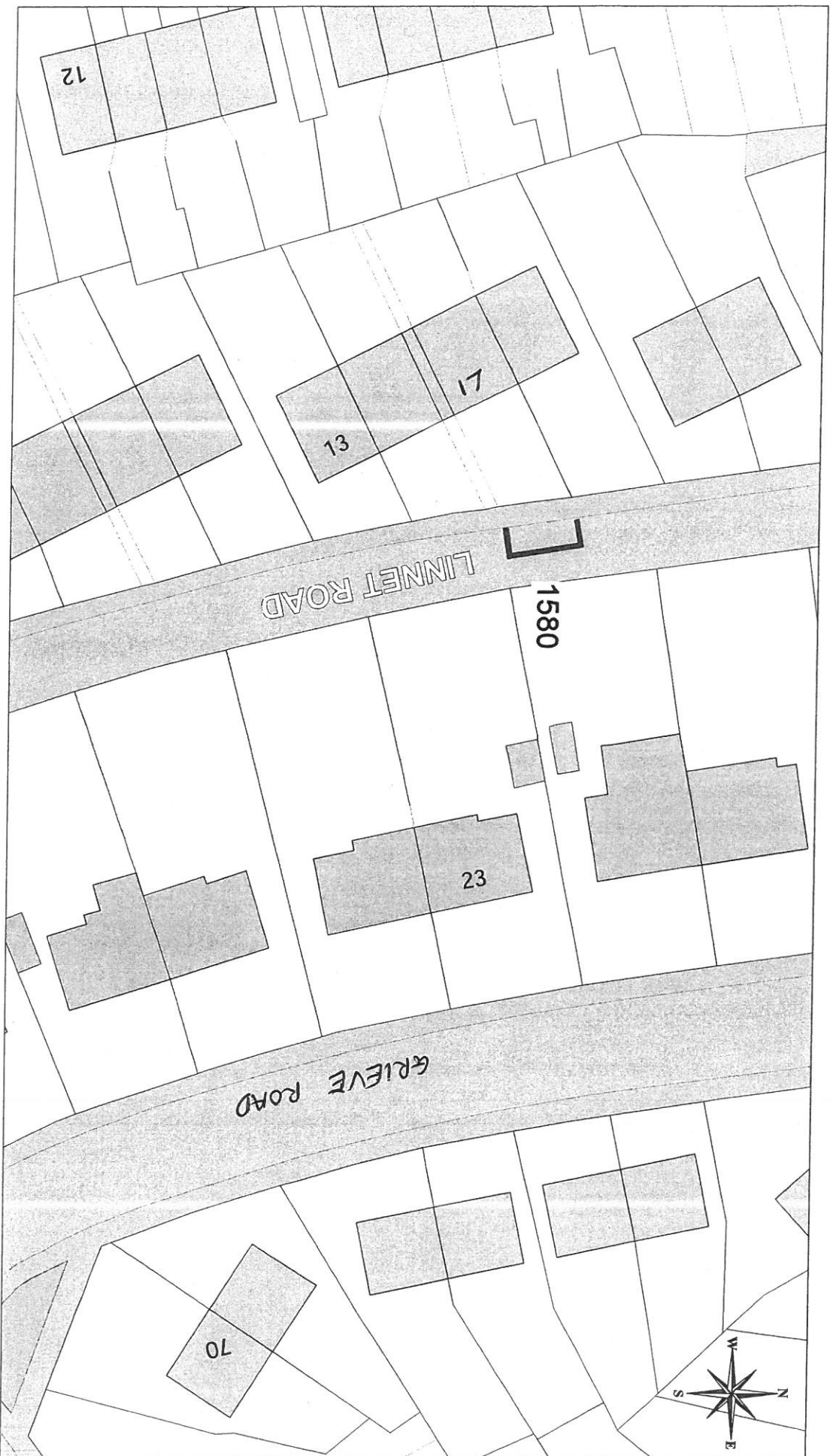
Fax: 01475 712731

aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE

17 LINNET ROAD, GREENOCK

PLACE No. 1580



OS Ordnance Survey

Licensed System Supplier

This material has been reproduced from Ordnance Survey digital map data with the permission of the Controller of Her Majesty's Stationery Office.
© Crown copyright.
Licence Number: 100072471



Inverclyde Council

Environmental Services

Regeneration & Environment
Corporate Director: Aubrey Fawcett

Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712751
aubrey.fawcett@inverclyde.gov.uk

Glen Douglas Way

GLEN FRUIN ROAD

1582

EI
Sub
Sta

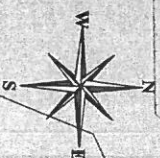
29

27

23

32

62



7

11

21

1

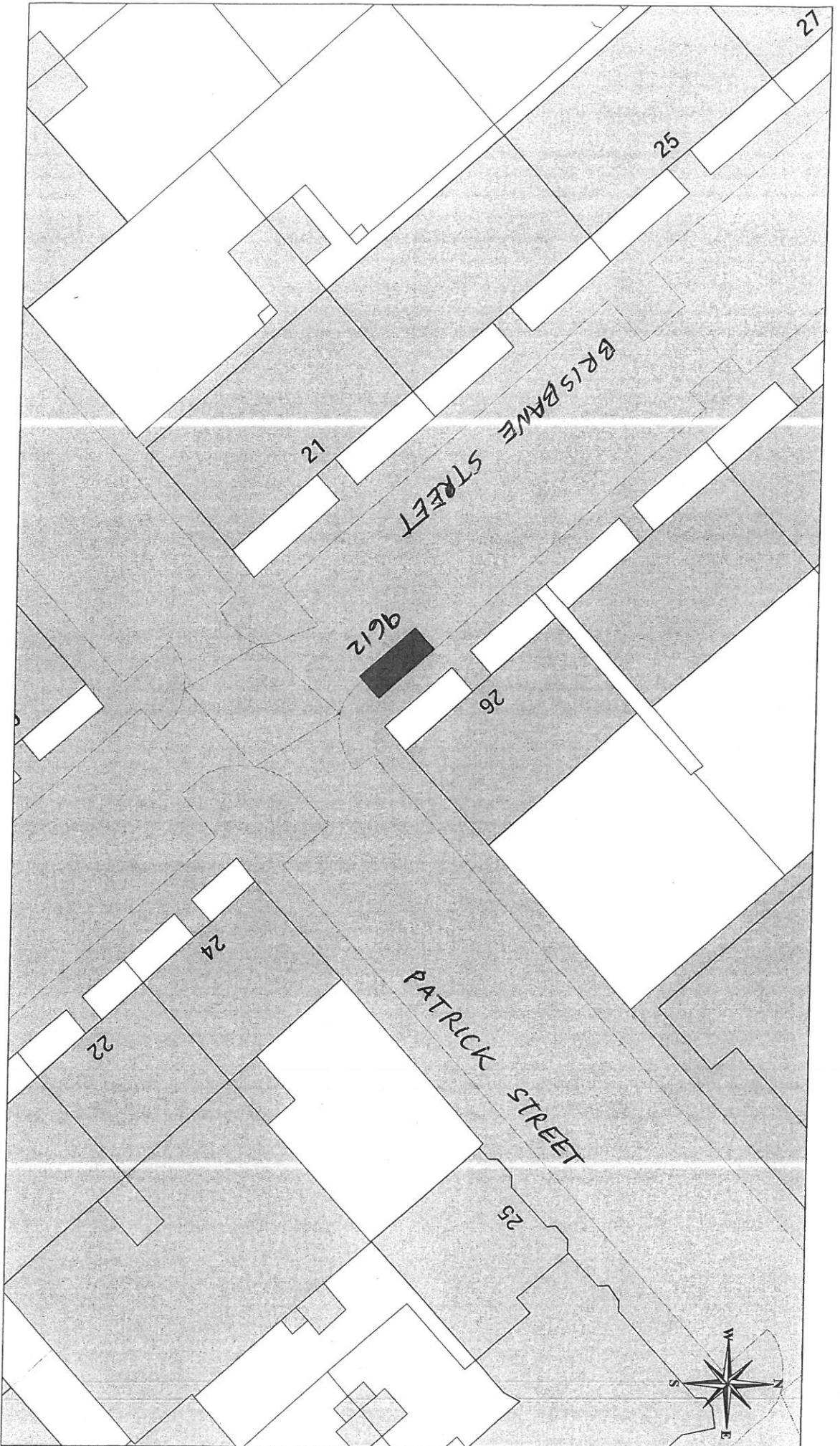
3

31

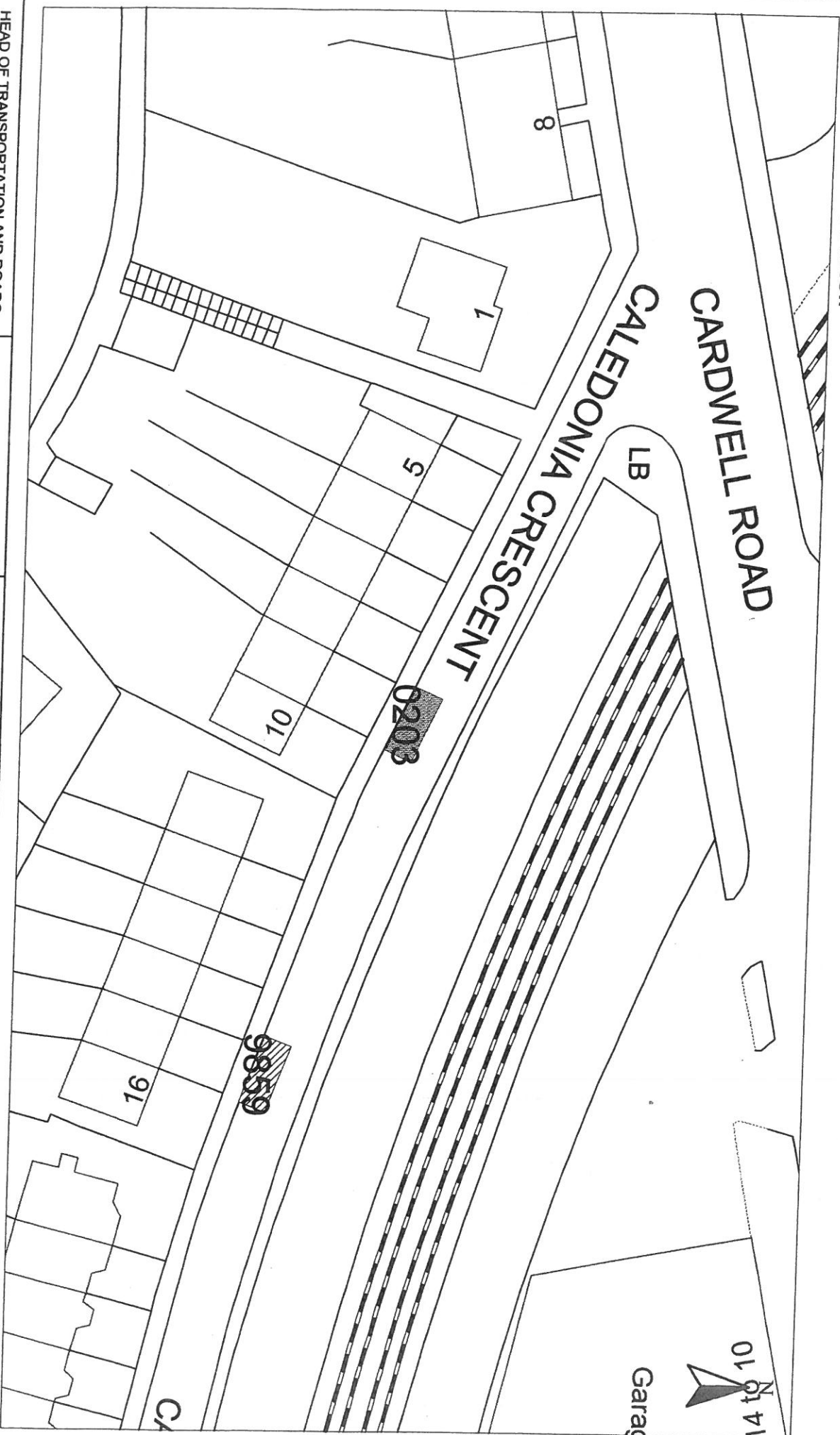
DISABLED PERSONS' PARKING PLACE
27 GLEN FRUIN ROAD, GREENOCK
PLACE No. 1582

OS Ordnance
Survey
Licensed System Supplier

This material has been reproduced from
the Ordnance Survey database with
the permission of the Controller of
Her Majesty's Stationary Office.
© Crown copyright.



DISABLED PERSONS' PARKING PLACE
26 BRISBANE STREET, GREENOCK
PLACE NO. 9612 REVOCATION



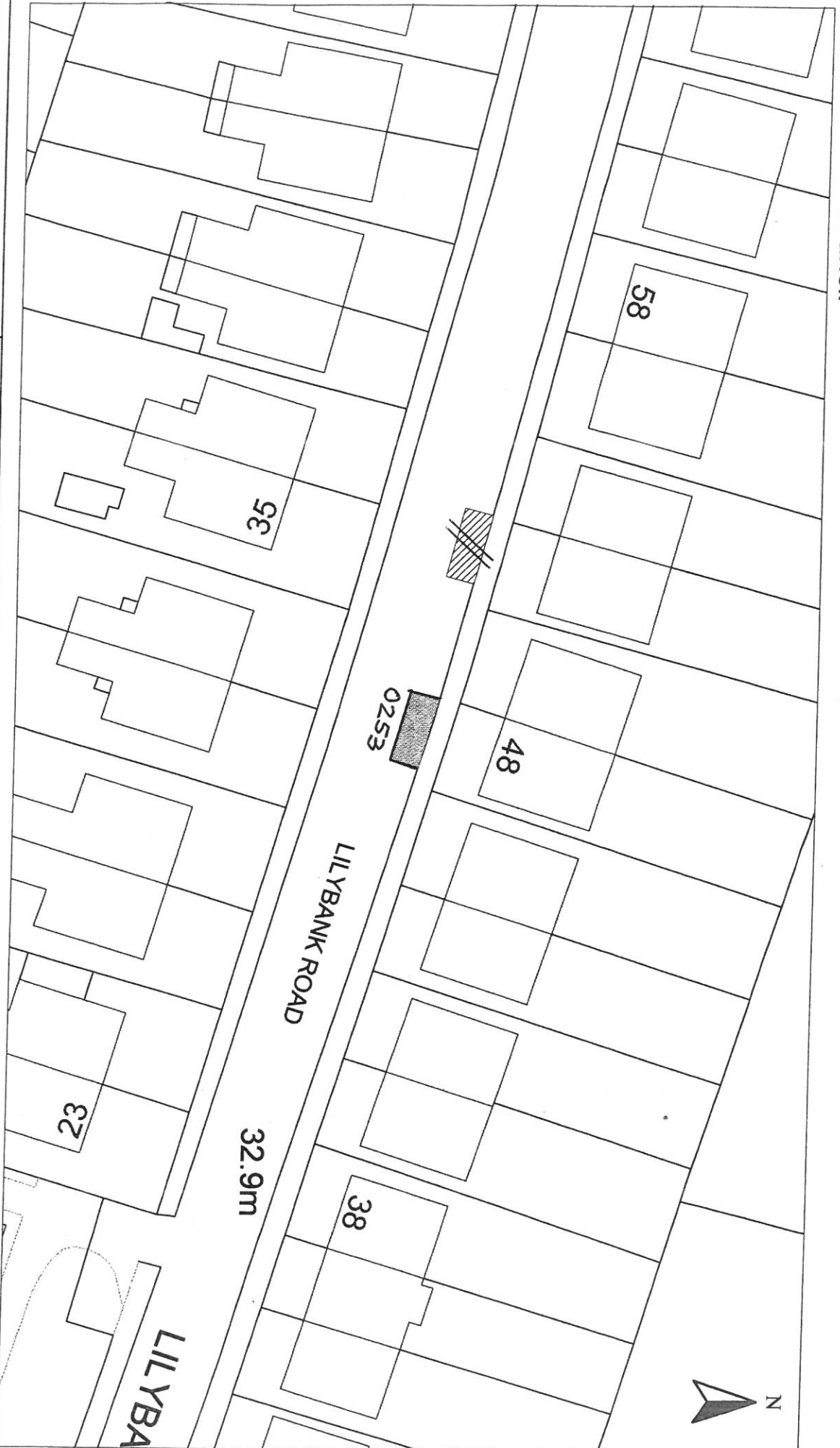
HEAD OF TRANSPORTATION AND ROADS
R.J. SMALL B.Sc., C.Eng., M.I.C.E.

Disabled Bays
71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.
Licence No. LA03097L

DISABLED DRIVERS PARKING BAY
9 CALEDONIA CRESCENT, GOUROCK
PLACE NO. 0203 REVOCATION

Scale :	1:500	Date :	JULY 2002
Prepared by :	R. MACKAY	Checked by :	
Drawn by :	R. MACKAY	Approved by :	
Drawing No. :		File No. :	19/12



HEAD OF TRANSPORTATION AND ROADS
R.J. SMALL B.Sc., C.Eng., M.I.C.E.

Disabled Bays

71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

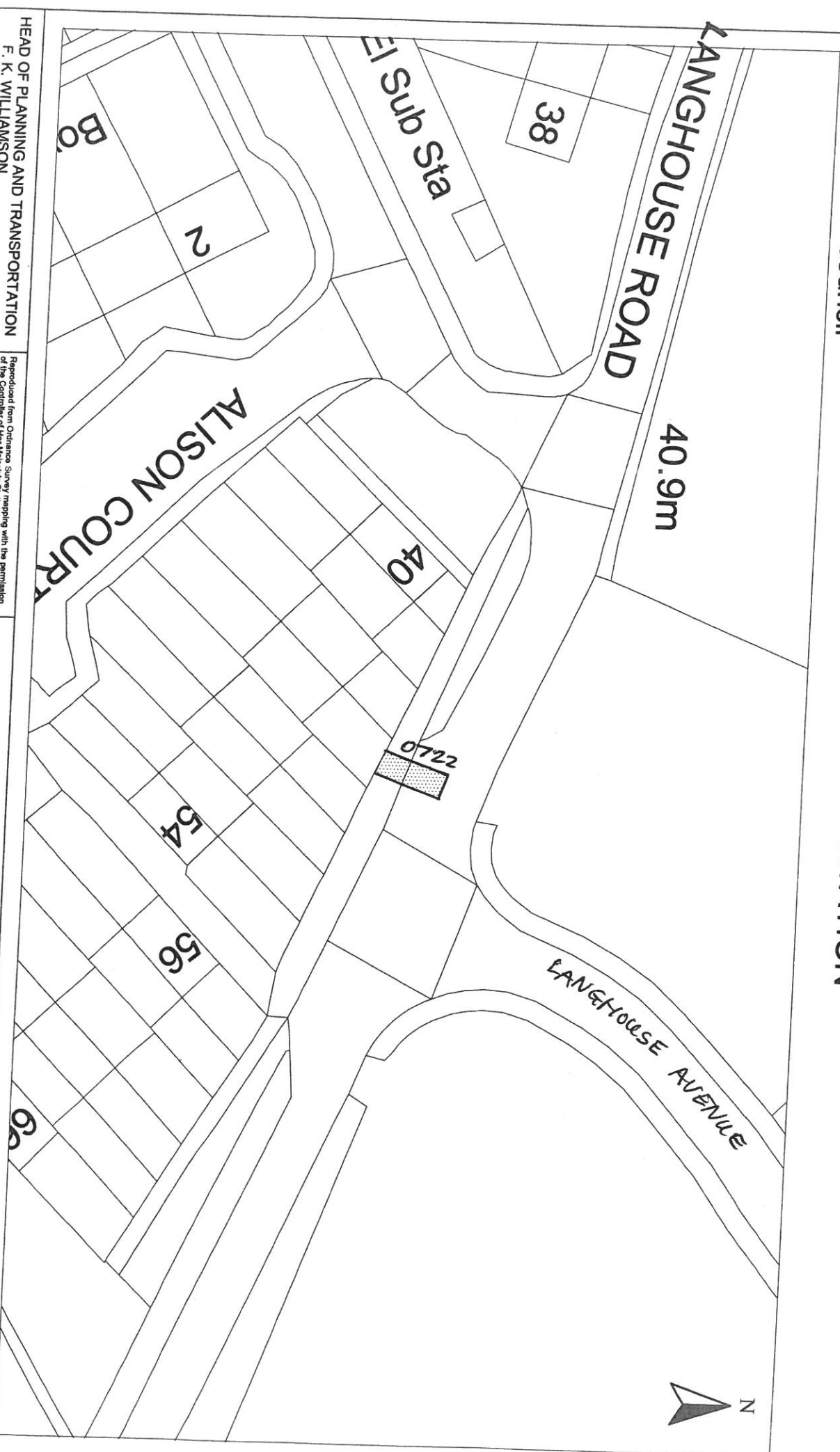
Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright.
Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.
Licence No. LA03097L

DISABLED DRIVER'S PARKING BAY
48 LILYBANK ROAD, PORT GLASGOW
PLACE No. 0253 REVOCATION

Scale :	1:500	Date :	JULY 2002
Prepared by :	R. MACKAY	Checked by :	
Drawn by :	R. MACKAY	Approved by :	
Drawing No. :		File No. :	19/12

Inverclyde council

PLANNING AND TRANSPORTATION



HEAD OF PLANNING AND TRANSPORTATION
F. K. WILLIAMSON

Disabled Bays
6 CATHCART SQUARE
GREENOCK, PA15 1LS

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

Licence No. 1000023421



DISABLED PERSONS' PARKING PLACE
46 LANGHOUSE ROAD, INVERKIP
PLACE No. 0722 REVOCATION

Scale :	1:500	Date :	SEPT 2007
Prepared by :	R. MACKAY	Checked by :	
Drawn by :	R. MACKAY	Approved by :	
Drawing No. :			

Inverclyde council

PLANNING AND TRANSPORTATION



HEAD OF PLANNING AND TRANSPORTATION
F. K. WILLIAMSON

Disabled Bays
6 CATHCART SQUARE
GREENOCK, PA15 1LS

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationary Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

Licence No. 1000023421



DISABLED PERSONS' PARKING PLACE
55 BURNSIDE AVENUE, PORT GLASGOW
PLACE NO. 0731 REVOCATION

Scale : 1:500

Date : SEPT 2007

Prepared by : R. MACKAY

Checked by :

Drawn by : R. MACKAY

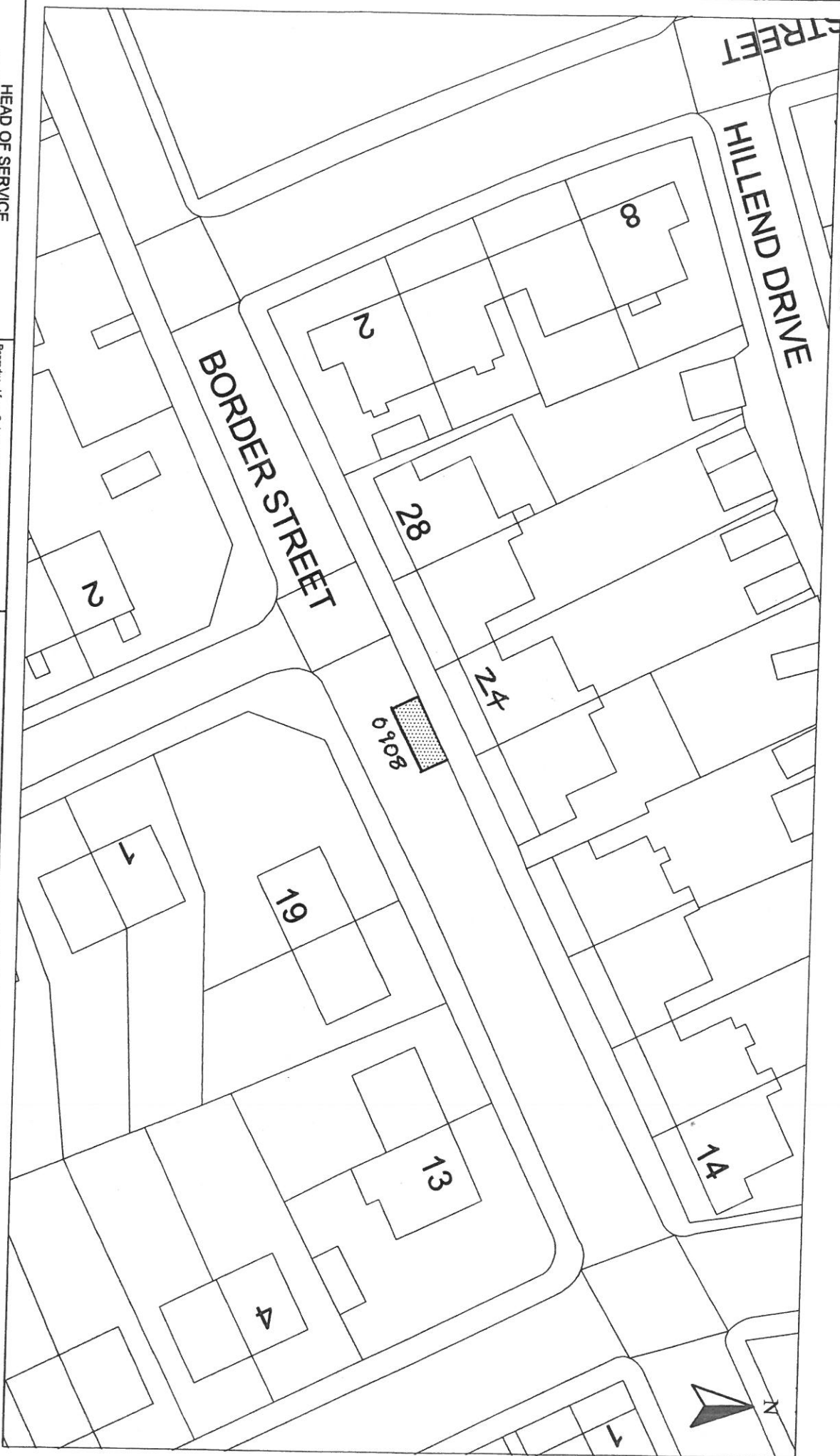
Approved by :

Drawing No. :

File No. :

Inverclyde council

ENVIRONMENTAL SERVICES



HEAD OF SERVICE
ALAN G BARNES MCIMM CENV

Disabled Bays

71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

License No. LA03097L



DISABLED PERSONS' PARKING PLACE

24 BORDER STREET, GREENOCK
PLACE No. 0908 REVOCATION

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : MAY 2009

Checked by :

Approved by :

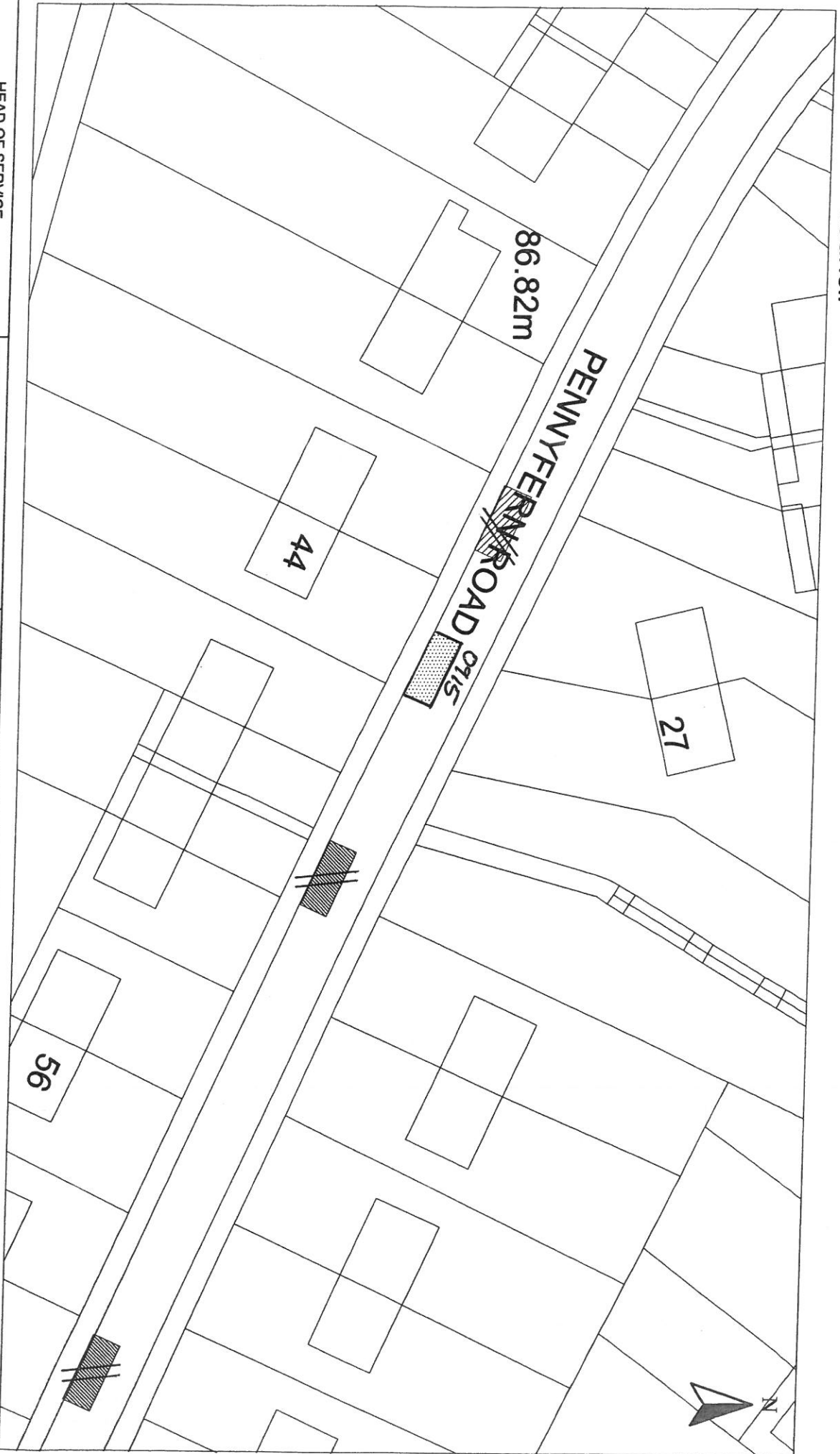
File No. :

19/12

Inverclyde

council

ENVIRONMENTAL SERVICES



HEAD OF SERVICE
ALAN G BARNES MCIVM CEnv

Disabled Bays

71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

Licence No. LA03097L



DISABLED PERSONS' PARKING PLACE

44 PENNYFERN ROAD, GREENOCK
PLACE No. 0915 REVOCATION

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : MAY 2009

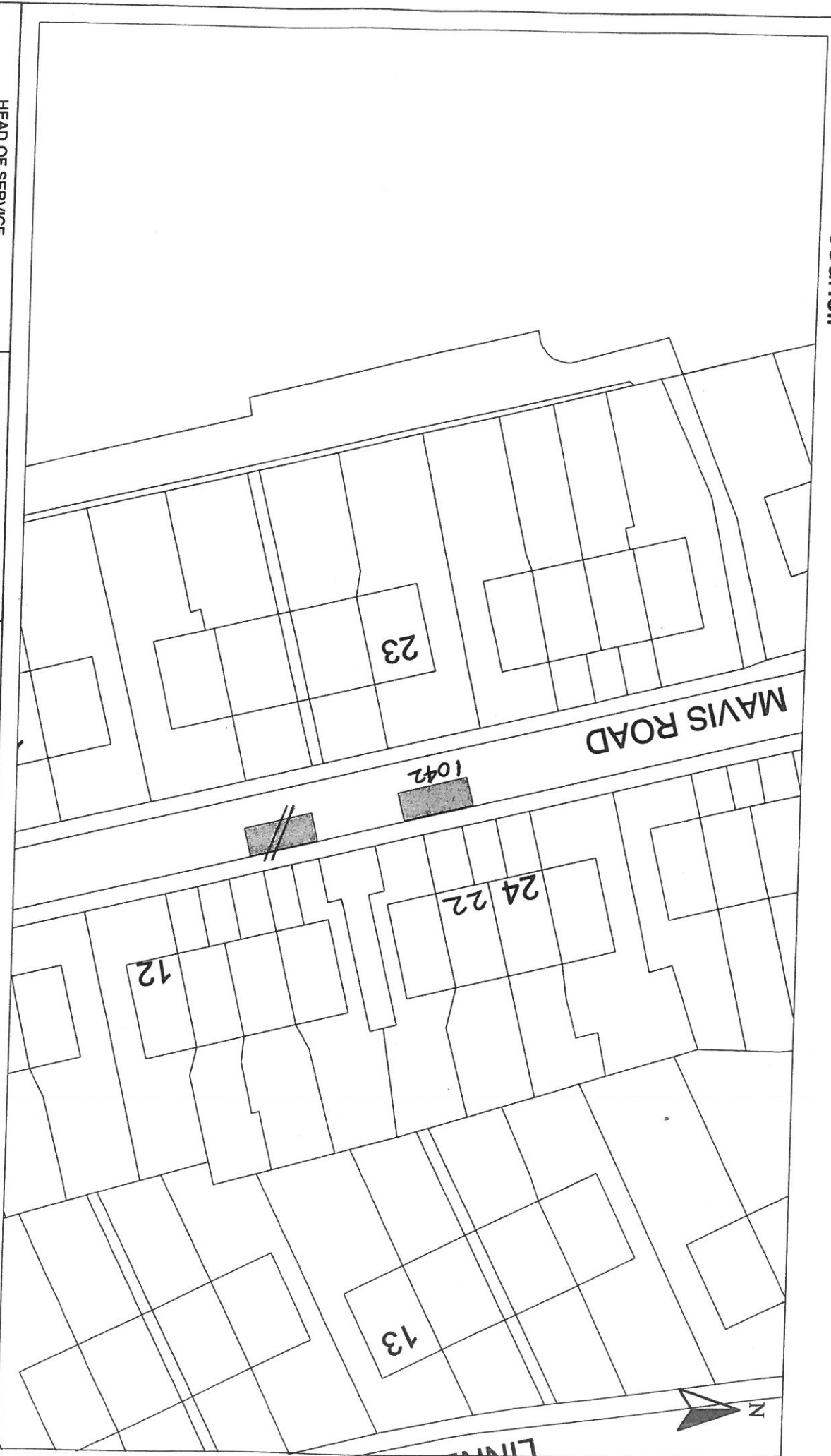
Checked by :

Approved by :

File No. : 10/12

Inverclyde council

ENVIRONMENTAL & COMMERCIAL SERVICES



HEAD OF SERVICE

ALAN G BARNES MCIMM CENV

Disabled Bays

71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

Licence No. LA03097L



DISABLED PERSONS' PARKING PLACE

22 MAVIS ROAD, GREENOCK
PLACE No. 1042 REVOCATION

Scale : 1:500

Date : NOV 2010

Prepared by : R. MACKAY

Checked by :

Drawn by : R. MACKAY

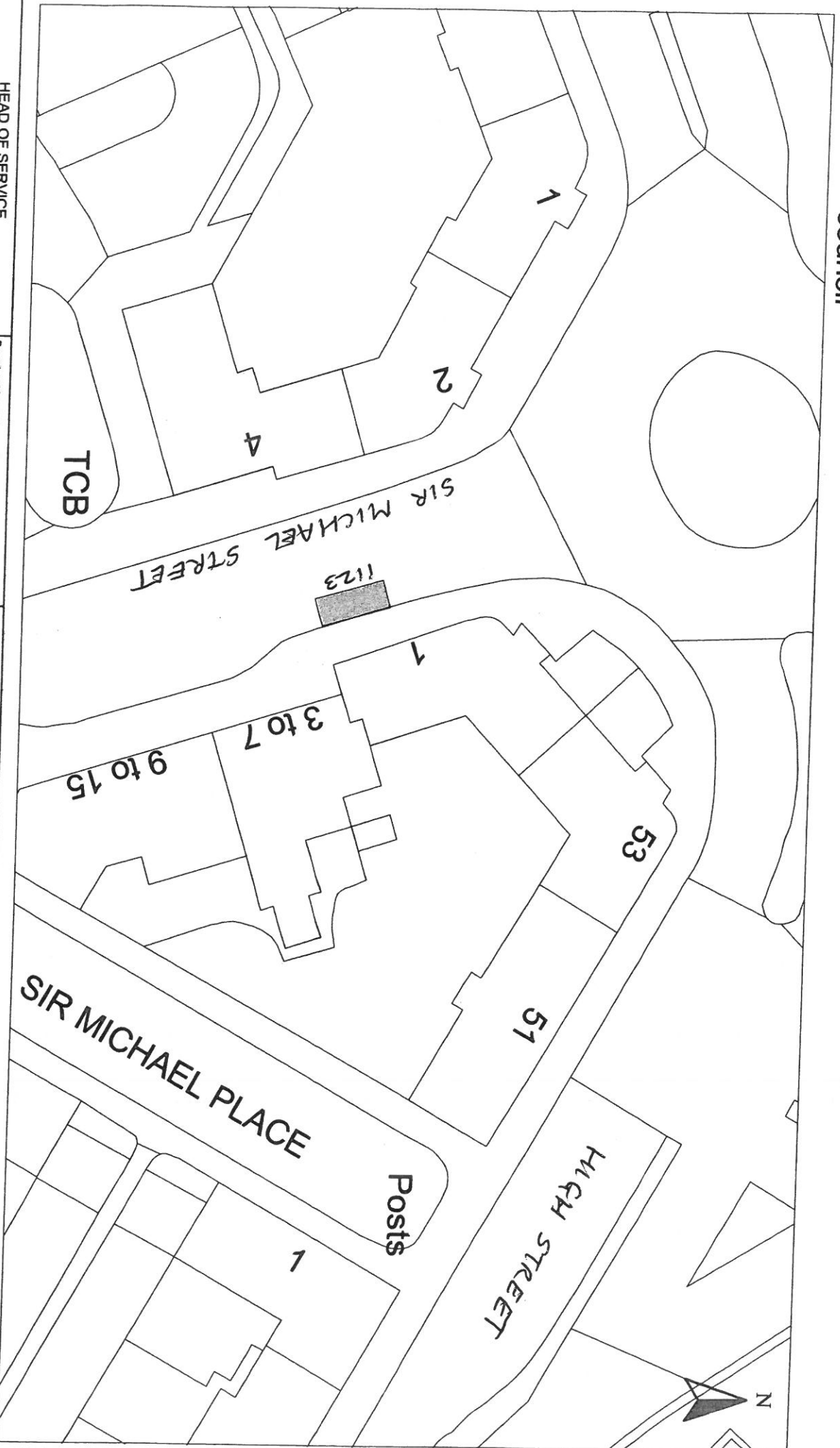
Approved by :

Drawing No. :

File No. : 19/12

Inverclyde council

ENVIRONMENTAL & COMMERCIAL SERVICES



HEAD OF SERVICE

IAN MOFFAT

Disabled Bays

71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationary Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.

Licence No. LA03097L



DISABLED PERSONS' PARKING PLACE

3 SIR MICHAEL STREET, GREENOCK
PLACE No. 1123 REVOCATION

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

Drawing No. :

Date : APR 2011

Checked by :

Approved by :

File No. :

Inverclyde Council

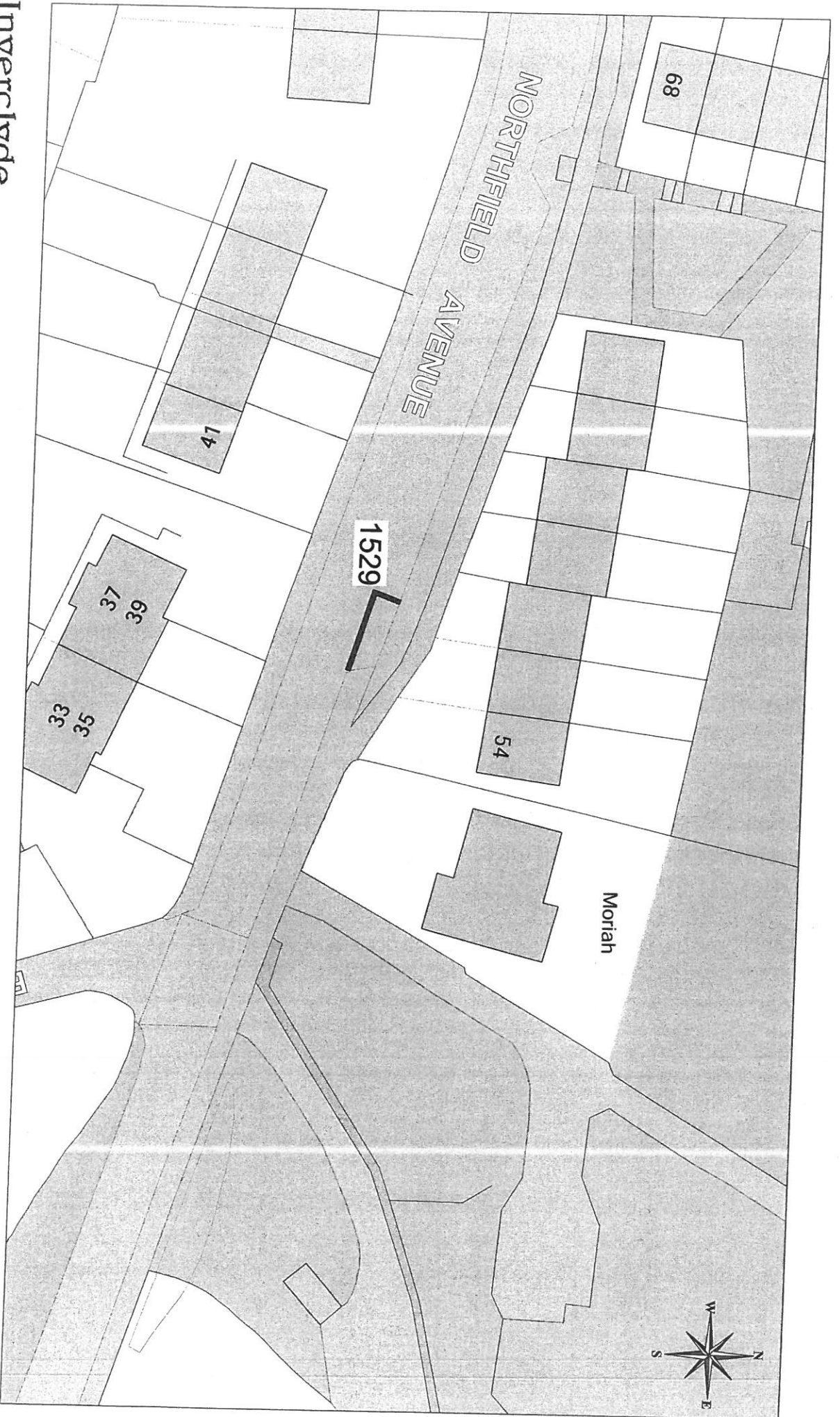
Environmental Services

Regeneration & Environment
Corporate Director: Audrey Fawcett

Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Tel: 01475 712712
Fax: 01475 712731

audrey.fawcett@inverclyde.ncl.nhs.uk



DISABLED PERSONS' PARKING PLACE
56 NORTHFIELD AVENUE, PORT GLASGOW
PLACE NO. 1529 REVOCATION

Ordnance
Survey
Licensed System Supplier

This material has been reproduced from
Ordnance Survey data. All rights reserved.

Report To:	Trustees of Council's Charities	Date:	01 December 2016
Report By:	Honorary Treasurer	Report No:	FIN/96/16/AP/CM
Contact Officer:	Matt Thomson	Contact No:	01475 712223
Subject:	Trust Funds Annual Accounts 2015-2016		

1.0 PURPOSE

1.1 The purpose of this report is to ask the trustees:

- a) To adopt the examined Annual Accounts of the Birkmyre Trust and the Watt Institution Trust Fund.
- b) To note the examined Annual Accounts of the McLeod Trust.

2.0 SUMMARY

2.1 It is good practice for trustees to approve the examined Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. These trusts are not registered charities and accordingly do not require to be filed with an external agency. The Independent Examiner has confirmed that the financial statements present fairly the finances of the trusts.

3.0 RECOMMENDATION

3.1 It is recommended that the trustees:

- a) Review and approve the Annual Accounts for the Birkmyre Trust and Watt Institution Trust Fund for the year ended 31 March 2016.
- b) Note the accounts of the McLeod Trust for the year ended 31 March 2016.

Alan Puckrin
Honorary Treasurer

4.0 BACKGROUND

- 4.1 It is good practice for trustees to approve the Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE), the same basis as the Council. These trusts are not registered charities and accordingly do not require to be filed with an external agency.
- 4.2 The two trusts concerned are:
- Birkmyre Trust
 - Watt Institution Trust Fund
- 4.3 The Accounts of the Birkmyre Trust show that the trust's income exceeded expenditure during the year and a surplus of £153,121 was added to the reserves brought forward, £12,450 to the Useable Revenue Reserve and £140,671 to the Unusable Revaluation Reserve. An up-to-date independent valuation of the Trust's land and buildings was conducted at the year-end and this has resulted in the unrealised gains in the Unusable Revaluation Reserve.
- 4.4 The Useable Revenue Reserves, available to support services at the discretion of Trustees, now stands at £126,469. The Trustees have previously agreed commitments of £50,000 towards Pitch Improvements and £40,000 towards Environmental Works leaving an uncommitted balance of £33,471. The Unusable Revaluation Reserve holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets were sold and now stands at £1,146,054.
- 4.5 The Accounts of the Watt Institution Trust Fund show that expenditure marginally exceeded income during the year and the deficit of £207 was drawn down from the reserves brought forward. The Trust has a balance of £117,447 on its Revenue Reserve available to provide services in accordance with the objects of the Trust. The Education and Communities Committee recently approved a plan to decant high value and fragile objects during refurbishment and remitted to the Watt Trust Trustees to approve funds for part of this decant. Subject to this approval £61,000 will be committed towards the decant, there are no other commitments agreed at this time.
- 4.6 The independent examination of the accounts of the trusts has been completed by David Connell CPFA free of charge and his signed certificate is attached to each set of accounts. In both cases, the certificate confirms that the financial statements present fairly the finances of the trust for the period.
- 4.7 The financial statements of both trusts continue to be included within the audited Annual Accounts for Inverclyde Council under the Local Authority Accounts (Scotland) Regulations 2014.
- 4.8 The accounts of the McLeod Trust are also included for trustees' information. The independently examined financial statements for 2015-2016 have been approved at a meeting of the school's Senior Management Team (which was also the AGM of the trustees) and are attached for information.

5.0 IMPLICATIONS

5.1 Finance

There are no financial implications arising from this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

5.2 Legal

There are no legal implications arising from this report.

5.3 Human Resources

There are no human resources implications arising from this report.

5.4 Equalities

Has an Equality Impact Assessment been carried out?

☐ Yes See attached appendix

☒ No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

5.5 Repopulation

There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 The Head of Legal and Property Services has been consulted about the matters in this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Birkmyre Trust

Annual Report and Financial Statements 2015-2016



Year ended 31 March 2016

Inverclyde
council

Birkmyre Trust Contents

Trustees Annual Report	3-6
Independent Examiner's Report	7
Income and Expenditure Statement	8
Balance Sheet	9
Notes to the Accounts	10-13

Adam Birkmyre (1848-1906) of Shallot, Kilmacolm was a generous benefactor to Kilmacolm and donated to them Birkmyre Park. He also paid for the reading room and the library in the village.

In 1889 he purchased land in the middle of the village to provide a public park for the inhabitants of the Parish of Kilmacolm for their "use, benefit, enjoyment and recreation".

The following year after work to lay out footpaths, play areas for children and pitches for sports, Birkmyre Park was formally opened to the public. In addition to the parkland, four cottages on the land were donated.

The cottages were subsequently converted into what became known as the Pavilion. A feature of this building was the decoration of the Birkmyre name and family emblem on its end walls. The Pavilion served various purposes over the years including a children's nursery and accommodation for the park keepers.

By the turn of the Millennium, and after over 100 years of service, the Pavilion was in need of renovation. Starting in 2005, capital improvements were made to the Pavilion and its surrounds by the local authority.

In 2009, with financial assistance from the council, a further programme of very extensive refurbishment to the Pavilion was successfully completed. The building now houses modern leisure facilities.

The trust for the Birkmyre Park was established under the trust disposition of Adam Birkmyre to the Parish of Kilmacolm in 1897.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trust and reports to Council.

Inverclyde
council

Birkmyre Trust
Trustees' Annual Report
For the Year ended 31 March 2016

The trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2016.

Reference and Administrative Information

- Trust Name Birkmyre Trust
- Principal Offices C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer)

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

Structure, Governance and Management

Governing Document

The legal name of the charity is Birkmyre Trust. It is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust was established in terms of a disposition granted by Adam Birkmyre on 1 November 1987 and recorded in 1908.

In this deed, he conveyed to himself and others, including the Parish Council of Kilmacolm, as trustees of the trust, an area of ground known as Birkmyre Park, four cottages known as the Park Cottages and some related areas of ground. After his death, Mr. Birkmyre's testamentary trustees conveyed further ground to the trustees of the trust in terms of two further dispositions recorded in 1908 and 1916 respectively. The terms of the trust have been amended by court approved *cypres* schemes in 1995 and in 2005.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Risk Management

The Council has assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risk.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust. In this way, the income stream for the future benefit of the charity is protected while allowing income for the current year's expenditure.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Income and Expenditure Statement.

Object and Activities

Object

Its purpose is

"the said park . . shall be kept open and free (except as mentioned) every day Sundays and holidays included for the use, benefit, enjoyment and recreation of the public for all time coming.

The area of the park so far as not occupied by walks, trees, buildings and other fixtures shall be devoted to the purpose of games and the inhabitants of

the Parish of Kilmacolm shall have the sole use of the said area for that purpose”

The end of the financial year is 31 March 2016.

Activities

The trust meets the costs of the Park and its buildings not otherwise defrayed by the Council, and receives income from chargeable activities. The balance of funds is invested with the Council.

Performance and Achievements

Performance

The leisure centre operated by Inverclyde Leisure was substantially enhanced by a £100,000 investment in new gym equipment. The gym reopened to the public after the refurbishment on 30th September 2015. The gym now has over 60 stations that have the latest Technogym equipment.

The centre's Club Live increased to 512 members and footfall in 2016 averaged 2,516 visits per month. The gym ran over 21 gym based classes per week. The MyWellness system indicated in March that 399 accounts were active which meant that they had used the gym within the last 30 days.

Achievements

1,150 MyWellness accounts have been created, which allows instant contact with the members. This is used as a tool to help motivate and encourage people to “*get active, be active and stay active*” for longer by enabling users to track their activity and staff to update programmes and offer advice in text or video form that the member can access their MyWellness accounts at the gym, or on their mobile phone or laptop/PC wherever they are in the world.

This system will play a key role in ensuring everyone is training towards their goals. Staff at the facility now have more active

engagement with members, and in turn can support them every step of the way.

The Leisure Centre worked in partnership with a number of local organisations and voluntary groups such as Birkmyre Rugby Club, St. Columba's School, Live Active and the walking group that meet every Thursday.

The Park hosted the annual Kilmacolm Running Festival. The 2015 event was the biggest in its history. 641 people registered for the event that included the Toddle Waddle, family 3k, 10k and half marathon.

The races were kicked off by pipers from two local schools Port Glasgow High School and St. Columba's High School. The event was well attended by families and local residents showing their support. The event supported the Dreams Come True charity on the day with collection buckets at the registration.

The facilities in Birkmyre Park host many other outdoor sports and activities such as Birkmyre Rugby Club, cricket and cross-country events. The leisure trust runs a host of outdoor leisure activities in the Park on behalf of the local authority such as the MUGA (Multi Use Games Area) for football, tennis and basketball, and the putting green, all of which are very well used.

All of these facilities coupled with the support from the workforce at the leisure centre operated by Inverclyde Leisure means that the Birkmyre Park continues to be a well-established hub of the Kilmacolm community, with the on-site café catering for various social gatherings too.

Financial Review

Income and Expenditure for the Year ended 31 March 2016

The Income and Expenditure Statement on page 8 provides an analysis for the

trust of the income and expenditure for the twelve months from 1 April 2015 to 31 March 2016.

The trust incurred expenditure of £8,370 covering insurance (£695), loan interest (£4,620), governance costs (£500) and annual depreciation charge (£2,555). Income of £18,265 was received; £17,705 from rents and pitch hires and £560 from interest on short-term deposits with Inverclyde Council.

An up-to-date independent valuation of the Trust's land and buildings was conducted at the year-end and this resulted in unrealised gains of £143,226. The aggregate surplus for the year of £153,121 was added to the reserves brought forward: £12,450 was added to the Usable Revenue Reserves and £140,671 was added to the Unusable Revaluation Reserve.

Assets and Liabilities at 31 March 2016

The balance sheet on page 9 provides an analysis for the trust of the assets and liabilities as at 31 March 2016.

The reserves of the trust are £1,272,523. Usable revenue reserves are £126,469 and the unusable revaluation reserve stands at £1,146,054.

The carrying value of the land and buildings held by the trust is £1,285,339. Inverclyde Council holds cash of £93,948 on behalf of the trust and £2,998 is due by Inverclyde Leisure for pitch hire income collected by them. The trust has borrowings for capital investment of £109,762 advanced by Inverclyde Council of which £8,868 is repayable in the next financial year.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of revenue reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £126,469.

Future Plans

The Birkmyre Trust will continue to work in partnership with the local authority to support the continued operation of the parkland and buildings in the Park.

Conclusion

The trust's income exceeded expenditure during the reporting period and the surplus of £153,121 has been added to the reserves brought forward, £12,450 added to the usable revenue reserves plus £140,670 added to the unusable revaluation reserve.

The trustees look forward with some confidence. The trust has a healthy balance of £126,469 of usable revenue reserves. Funding is in place for the future with income from rents. The buildings have been extensively refurbished and house modern nursery and leisure facilities to serve the local community. Plans are at an advanced stage for extensive improvements to land drainage of the park.

Approved by the trustees on First December, Two Thousand and Sixteen and signed on behalf of all trustees.

Provost Robert Moran

Chair of the trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Independent Examiner's Report to the Trustees of the Birkmyre Trust

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 8 to 13.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRS) as adopted by the European Union, and interpreted and adopted by the Code of Practice on local authority accounting in the United Kingdom 2015/16 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell CPFA
59 Shankland Road
Greenock
PA15 2QR
01 December 2016

Birkmyre Trust
Income and Expenditure Statement
for the Year ended 31 March 2016
(including Movement in Reserves Statement)

This statement shows the cost of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; usable reserves that can be applied to fund expenditure, and unusable reserves, the unrealised gains on the revaluation of the trust's land and buildings.

Total 2014-2015		Note	Usable Reserves: Revenue	Unusable Reserves: Revaluation	Total 2015-2016
£			£	£	£
763	Insurance Costs	3	695		695
0	Property Repairs		0		0
500	Governance Costs	4	500		500
2,901	Annual Depreciation Charge	5	2,555		2,555
4,164	Gross Expenditure		3,750	0	3,750
(3,923)	Hire of Pitches		(2,998)		(2,998)
(2,707)	Rental for Nursery School		(2,707)		(2,707)
(12,000)	Rental for Leisure Centre	3	(12,000)		(12,000)
(18,630)	Gross Income		(17,705)	(0)	(17,705)
(14,466)	Cost of Services		(13,955)	0	(13,955)
	Financing and Investment Income and Expenditure				
5,050	Interest Paid	3	4,620		4,620
(490)	Interest Received	3	(560)		(560)
4,560			4,060	0	4,060
(9,906)	(Surplus) or Deficit on the Provision of Services		(9,895)	0	(9,895)
	Other Income and Expenditure				
0)	Unrealised gains on revaluation of land and buildings	5	0	(143,226)	(143,226)
(9,906)	Net (Increase) or Decrease before Transfers		(9,895)	(143,226)	(153,121)
0	Transfers between Reserves	5	(2,555)	2,555	0
(9,906)	(Increase) or Decrease in the Year		(12,450)	(140,671)	(153,121)
(1,109,496)	Balance at 1 April		(114,019)	(1,005,383)	(1,119,402)
(1,119,402)	Balance at 31 March Carried Forward		(126,469)	(1,146,054)	(1,272,523)
The Birkmyre Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 13 form part of these financial statements.					

Birkmyre Trust

Balance Sheet as at 31 March 2016

The balance sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. Reserves are reported in two categories. The first category of reserves is usable reserves i.e. those reserves that the Trust may use to provide services. The second category of reserves is those that the trust is not able to use to provide services. This category of reserves holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

31 March 2015		Notes	31 March 2016
£			£
	Non-current Assets		
1,144,668	Property, Plant and Equipment	5	1,285,339
	Current Assets		
0	Short-term debtors	6	2,998
92,992	Cash and Cash Equivalents	7	93,948
	Current Liabilities		
(8,496)	Short-term Borrowing	8	(8,868)
	Long-term Liabilities		
(109,762)	Long-term Borrowing	8	(100,894)
1,119,402	Net Assets		1,272,523
	Reserves		
114,019	Usable Reserves: Revenue		126,469
1,005,383	Unusable Reserves: Revaluation		1,146,054
1,119,402	Total Reserves		1,272,523
<p>The notes on pages 10 to 13 form part of these accounts. Approved by the trustees on 01 December 2016 and signed on their behalf by:</p>			
<p style="text-align: center;">Provost Robert Moran Chair of the trustees</p>		<p style="text-align: center;">Alan Puckrin CPFA Honorary Treasurer</p>	

Birkmyre Trust

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Incoming Resources

All incoming resources are included in the Income and Expenditure Account when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Charges to Revenue for Non-current Assets

Depreciation, revaluation and impairment losses are charged to record the cost of holding fixed assets during the year.

Depreciation is charged on a straight-line basis over the useful life of the assets, assessed as 15 years for the recent refurbishment work to the Pavilion building and 10 years for the improvements to the nursery school area. No depreciation is charged in the year of acquisition; a full year's depreciation is charged in the year of disposal.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable immediately. The trust has no cash equivalents.

Debtors

Debtors are recognised at the settlement amount due.

Cash

Cash comprises deposits with Inverclyde Council repayable on demand. The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts.

Borrowing

The amounts presented on the balance sheet are the outstanding principal repayable plus any accrued interest. The interest chargeable to the Income and Expenditure Statement is the amount payable for the year.

Property, Plant and Equipment

Assets that have physical substance and are held for use in the supply of services, for rental to others or for administrative purposes and that are expected to be used for more than one financial year are classified as Property Plant and Equipment.

Assets are included at fair value (that would be paid for the asset in its existing use) and are revalued sufficiently regularly to ensure their carrying value is not materially different from their fair value at the year-end (but as minimum every five years) by external independent professional valuers. A valuation was conducted at 31 March 2016 by James Barr Ltd.

Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Reserves

The Trust has two reserve funds. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

The Unusable Reserves (Revaluation) holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

Comparative Figures and Taxation

Figures for 2014-2015 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the expense or income to which it refers.

Taxation

The Birkmyre Trust is included by HMRC as part of Inverclyde Council. The trust is not liable to income tax or capital gains tax. VAT is recovered by Inverclyde Council.

Note 2 Staff Numbers and Costs

The Birkmyre Trust has no staff. All support functions are provided by Inverclyde Council.

Note 3 Related Party Disclosures

During the year, Inverclyde Council recharged insurance premiums of £695 to the trust (2014-2015 £763). Interest of £560 was received from, and interest of £4,620 was paid to, the local authority (2014-2015 £490 and £5,050). As at 31 March 2016, Inverclyde Council held £93,948 for the trust (2015 £92,992). The trust owed £109,762 to Inverclyde Council (2015 £118,258).

The trust received a rental of £12,000 (2014-2015 £12,000) from the local authority leisure company as independently determined by the District Valuer. The leisure company is responsible for all running and maintenance costs under the lease.

Note 4 Governance Costs

Inverclyde Council provides management services to the trust at £500 (2014-2015 £500). The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

Note 5 Analysis of Property Plant and Equipment

The figure in the balance sheet on page 9 reflects the depreciated current value of the land and buildings of the Trust. The five-yearly valuation of the Trust's land & buildings has resulted in unrealised gains of £143,226 as disclosed in the table below and in the Income and Expenditure Statement on page 8.

The depreciation charge for the year relates entirely to unrealised gains on revaluation and is written out of the Unusable Reserves (Revaluation). This is achieved by a transfer between usable and unusable reserves that is shown on the Income and Expenditure Statement.

2015 £		2016 £
	Valuation	
1,297,093	1 April	1,297,093
0	Additions in year	0
0	Disposals in year	0
0	Revaluations adjustments to Income & Expenditure Statement	(11,754)
1,297,093	At 31 March	1,285,339
	Depreciation and Impairment	
149,524	At 1 April	152,425
2,901	Depreciation charge for the year	2,555
0	Revaluation adjustments to Income & Expenditure Statement	(154,980)
152,425	At 31 March	0
1,144,668	Balance Sheet as at 31 March 2016	1,285,339

Note 6 Short-term Debtors

2015 £	2016 £
Amounts receivable within 12 Months	
0 Pitch Hire income collected by Inverclyde Leisure	2,998
02 Balance at 31 March 2016	2,998

Note 7 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

2015 £	£	2016 £
88,326	Balance at 1 April 2015	92,992
	Net Cash Inflow from Operating Activities	
14,466	Net surplus/(deficit) on the cost of services	10,957
2,901	Adjustments for non-cash movements	2,555
		13,512
	Net Cash Outflow from Investing Activities	
(0)	Expenditure on property, plant & equipment	(0)
490	Interest received	560
		560
	Net Cash Inflow from Financing Activities	
0	Receipts of long-term borrowing	0
(8,141)	Repayment of long-term borrowing	(8,496)
(5,050)	Interest paid on borrowing	(4,620)
		(13,116)
92,992	Balance at 31 March 2016	93,948

Note 8 Borrowing

The trust has secured long-term borrowing to fund capital investment on the buildings. The borrowing was undertaken in the two financial years 2011 and 2012 and is repayable over a period of 15 years. The fair value is shown in the table below, assessed on inputs that are observable for the liability.

2015 £	2016 £
Amounts due within 12 Months	
8,141	At 1 April 2015
0	New Borrowings
8,496	Transfer from Debt over 12 Months
(8,141)	Repayments to Inverclyde Council
8,496	Balance at 31 March 2016
	8,868

	Amounts due over 12 Months	
118,258	At 1 April 2015	109,762
0	New Borrowings	0
(8,496)	Transfer to Debt under 12 Months	(8,868)
(0)	Repayments to Inverclyde Council	(0)
109,762	Balance at 31 March 2016	100,894

Note 9 Payments to Trustees

No trustee or any person related to a trustee was remunerated during the year, nor was there any requirement for any expenses to be paid.



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

Watt Institution Trust Fund

Annual Report and Financial Statements 2015-2016



Year ended 31 March 2016

Inverclyde
council

Watt Institution Trust Fund Contents

Trustees Annual Report	3-7
Independent Examiner's Report	8
Income and Expenditure Statement	9
Balance Sheet	10
Notes to the Accounts	11-12

Greenock Corporation took over responsibility for running the Watt Library, McLean Museum, Art Gallery and Watt Hall (known collectively as the Watt Institution) from the Watt Trust in 1973.

In July 1984, the existing trustees of three bodies - the Committee of Management of the Greenock Library; the Committee of Management of the Watt Hall and Museum and Greenock Art Gallery; and the James McLean Trust - were discharged from their relative trust obligations and the whole trust estate was invested in the former Inverclyde District Council.

The Court of Session, at that time, declared a Scheme of Administration for the future management and use of the assets and funds invested in the trust and all of the land and buildings and moveable assets transferred to the Council at that time.

The Council is responsible for holding the land and buildings in trust as a memorial to the late James Watt LLD and to use it as a library, museum and hall for the benefit of the inhabitants of Greenock.

Additionally, the Council is to hold and apply the whole of the moveable property the investments from time to time

representing the same and the income thereof in trust for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

The Watt Institution Trust Fund has its own funds which are to be used for similar purposes and any expenditure from this Fund must meet the conditions listed above.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trust and reports to Council.

Inverclyde
council

Watt Institution Trust Fund
Trustees' Annual Report
For the Year ended 31 March 2016

The trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2016.

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer).

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

Structure, Governance and Management

Structure

The name of the trust is the Watt Institution Trust Fund. The trust is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust in its current form was established under a court approved *cy pres* scheme in July 1984.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Comprehensive Income and Expenditure Statement.

Objects and Activities

Objects

Its purpose is to hold and apply the investments and income thereof for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

Activities

The trust meets the costs of the Watt Institution not otherwise defrayed by the Council and invests the balance of funds with the Council.

Performance and Achievements

In line with policy adopted by the Council and the terms of the trust, the Watt Institution Trust Fund supported the continued operation of the museum, art gallery and library in the Watt Institution in partnership with the local authority.

Performance

During the year there were:

- 34,922 visitors in person to the McLean Museum and Art Gallery;
- 78,506 visitors to/usages of the McLean Museum and Art Gallery, including web sessions; and
- 1,114 people attended meetings in the Watt Hall.

Achievements

Three exhibitions were mounted in the Watt Hall as follows: *Creative Coursework*, 5 to 11 June; *Ashore and Afloat: the Art of Frank H. Mason*, 26 June to 12 September; and *The Greenock Art Club Annual Exhibition*, 26 September to 10 October. Pictures from the fine art collection were also displayed. The McLean's Mason display featured a great variety of his works and was the only one of three held nationally on the subject.

The Museum's major commemoration of World War 1, *Inverclyde's Great War 1914-1918*, generously supported by a grant of £51,300 to Inverclyde Council from the Heritage Lottery Fund, continued with the presentation of a play at the Beacon Arts Centre, Greenock. This work, entitled *Fair Broke the Day* by Elizabeth Cumming, features the Gallipoli campaign in which many Inverclyde soldiers lost their lives. The commemorative website continues to be updated and enhanced.

Donations include two watercolour paintings and group of objects and regalia from the former Soroptimist International, Greenock and District branch.

The Museum's website pages now appear in a new format on the Inverclyde Council's site which has been redesigned for phone and tablet use. The Museum's collections online website now features over 7,000 items from its diverse collections, including WW1 posters and archival records. The online website was prepared with financial assistance from Museums Galleries Scotland, which is gratefully acknowledged.

Curator Val Boa has contributed to the Steering Group which seeks to organise a wide variety of commemorative events to celebrate the achievements of the Greenock-born engineer, James Watt, in recognition of the 250th anniversary of his

idea of the separate condenser in 2015 and the 200th anniversary of his death in 2019. The Museum loaned a replica portrait of Watt for a special celebration of his work which was held at the Scottish Parliament.

Several art works were loaned to major temporary exhibitions. A large watercolour by Arthur Melville was loaned to *Arthur Melville: Adventures in Colour* at the Scottish Gallery of Modern Art, Modern Two. Works by Ivy Gardner and Mary Armour were loaned to *Modern Scottish Women, Painters and Sculptors 1885 – 1965* at the Scottish National Gallery of Modern Art, Modern Two. An oil painting by Margaret Wright was loaned to the University of St. Andrews for display in the exhibition *Recording Scotland: World War II through Artists' Eyes*.

Work placements included a graduate student at Glasgow University studying for a Masters in Museum Studies with a Costume and Textiles speciality and a Modern Apprentice Lauren Renfrew, studying Customer Service. The graduate organised a workshop and a small temporary display of selected items from the Museum's costume collection. A number of volunteers also assisted the work of the Museum and the Archives during the year.

A new Council Activist was appointed in March. Loans of object handling boxes were made to Inverclyde schools and care homes and Museum staff gave external talks. A redesigned display of Ancient Egyptian artefacts was created by Gabrielle Heffernan, an Egyptologist and Future Curator studying at the British Museum to conclude her work placement at the Museum.

Meetings held in the Watt Hall included the annual lecture programme of the Greenock Philosophical Society and a *Roots of Empathy* project session for

babies. The Hall was also utilised for Education meetings including a display of the work of newly qualified teachers and as a Polling Station for the General Election in May. Various workshops have taken place in the Watt hall including figure drawing classes with Annie McKay, literature workshops with Kirstin Zhang, a National Museums of Scotland workshop for museum staff relating to the *Scotland Creates* project and an archaeology workshop organised in conjunction with Archaeology Scotland.

A new leaflet by Joy Monteith was produced in the series of *Famous People of Inverclyde* featuring the composer Hamish MacCunn and William Wallace. The Museum participated in the *Doors Open Day* for Inverclyde and displayed a sculpture by Shona Riaz as part of the *Galoshans Festival*.

The Museum has taken part in the *Touching Memory* project in collaboration with Ardgowan Primary School, Your Voice, Inverclyde HSCP and RIG Arts. The project has enabled P6 and P7 pupils attending Ardgowan Primary School, Greenock to explore the everyday life of people living in the Inverclyde area from the 1950s to the 1980s and collect objects for memory boxes which will ultimately be used by patients and staff in the new build Inverclyde Mental Health Continuing Care Facility for patients with severe and complex dementia.

Financial Review

Income and Expenditure for the Year ended 31 March 2016

The Income and Expenditure Statement on page 9 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2015 to 31 March 2016.

Running costs reduced considerably compared to the previous year. The contribution to the salary of a part-time archivist ceased with the conclusion of his temporary contract. The trust spent

£278 on supplies and services on archival quality acid free boxes and other archival preservation materials. £500 was incurred on governance costs. Income of £571 was received from interest on short-term deposits with Inverclyde Council.

The deficit of £207 was deducted from the reserves of £117,654 brought forward.

Assets and Liabilities at 31 March 2016

The balance sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2016.

The reserves of the trust are £117,447 and are all held by Inverclyde Council.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £117,447.

Future Plans

The Watt Institution Trust Fund will continue to work in partnership with the local authority to support the operations of the museum, art gallery and library in the Watt Institution.

Conclusion

The trust's expenditure marginally exceeded income during the reporting period and the deficit of £207 has been drawn down from the reserves brought forward. The Watt Institution Trust Fund has a healthy balance of £117,447 of Revenue Reserves.

The first works on the repairs of the building fabric have commenced. Current services provided within the Watt

Complex continue to be under review with the intention of submitting further applications to grant awarding bodies. If approved, this funding will considerably assist the extensive refurbishment planned by the local authority to provide modern facilities for the library, art gallery and museum.

Approved by the trustees on First December Two Thousand and Sixteen and signed on behalf of all trustees.

Provost Robert Moran

Chair of the Trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Independent Examiner's Report to the Trustees of the Watt Institution Trust Fund

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 9 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

David Connell CPFA
59 Shankland Road
Greenock
PA15 2QR
01 December 2016

Watt Institution Trust Fund
Income and Expenditure Statement
for the Year ended 31 March 2016
(incorporating Movement in Reserves Statement)

This statement shows the costs of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the reserves held by the trust that can be applied to fund expenditure.

Usable Reserves : Revenue 2014-2015		Note	Usable Reserves: Revenue 2015-2016
£			£
16,295	Expenditure		778
15,795	Supplies and Services	5	278
500	Governance Costs	6	500
(0)	Income		(0)
16,295	Cost of Services		778
(601)	Financing and Investment Income and Expenditure		(571)
0	Interest paid		0
(601)	Interest received	2	(571)
15,694	(Surplus) or Deficit on the Provision of Services		207
0	Other Income and Expenditure		0
15,694	(Increase) or Decrease in the Year		207
(133,348)	Balance at 1 April		(117,654)
(117,654)	Balance at 31 March Carried Forward		(117,447)
<p>The Watt Institution Trust Fund has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 11 to 12 form part of these financial statements.</p>			

Watt Institution Trust Fund

Balance Sheet as at 31 March 2016

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. These usable reserves are available to the trustees to provide services.

31 March 2015		Notes	31 March 2016
£			£
	Current Assets		
117,654	Cash and Cash Equivalents	7	117,447
117,654	Net Assets		117,447
	Reserves		
117,654	Usable Reserves: Revenue		117,447
117,654	Total Reserves		117,447
<p>The notes on pages 11 to 12 form part of these accounts. Approved by the trustees on 01 December 2016 and signed on their behalf by:</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Provost Robert Moran Chair of the trustees </div> <div style="text-align: center;"> Alan Puckrin CPFA Honorary Treasurer </div> </div>			

Watt Institution Trust Fund

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable on demand. The trust has no cash equivalents.

Reserves

The trust has a single reserve fund. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

Comparative Figures

Figures for 2014-2015 are shown as appropriate for purposes of comparison.

Note 2 Related Party Disclosures

Interest of £571 was received from the local authority (2014-2015 £601). As at 31 March 2016, Inverclyde Council held £117,447 for the trust (2015 £117,654).

As part of the management arrangements of the Scheme of Administration, Inverclyde Council remains responsible for all costs and any income relating to the Watt Institution and is entitled to the unrestricted use of its assets.

Under accounting standards and the associated guidance, arrangements that convey the right to use an asset require to be accounted for as a lease even where they do not have the legal form of a lease. The local authority has assumed the risks and rewards of ownership and the arrangements have the substance of a finance lease. The Watt Institution and its collections require to be disclosed on the balance sheet of the local authority and accordingly are not included in the trust fund's accounts. The holding value of these assets in the Council's Annual Accounts is £3.5 million (2015 £3.5 million) for the buildings and £17.8 million (2015 £17.8 million) for its collections of heritage assets.

The Watt Institution Trust Fund has a notional investment in the lease-type arrangement, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the assets when the arrangement comes to an end.

The value of the lease debtor and the investment is not considered significant because the arrangements under the Scheme of Administration are expected to remain in place for the foreseeable future.

Note 3 Staff Numbers and Costs

The trust does not employ any staff (see note 5).

Note 4 Payments to Trustees

No trustee or any connected person was remunerated during the year, nor was there any requirement for any expenses to be paid.

Note 5 Supplies and Services

£278 was incurred on archival quality acid free boxes and other archival preservation materials (2014-2015 £1,627). In 2014-2015, a contribution of £14,168 was made by the trust to Inverclyde Council towards the cost of one part-time worker. This ceased at 31 March 2015.

Note 6 Governance Costs

Inverclyde Council provides support services to the trust at a fee of £500 (2014-2015 £500). The independent examination has been conducted on a “no-charge” basis and accordingly no accrual has been made for the examiner’s fees.

Note 7 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council’s bank accounts. The balance is repayable on demand. Interest is paid on balances.

2014-2015		2015-2016	
£		£	£
133,348	Balance at 1 April 2015		117,654
	Net Cash (Outflow) from Operating Activities		
(16,295)	Net surplus/(deficit) on the cost of services	(778)	
0	Adjustments for non-cash movements	0	(778)
	Net Cash Inflow from Investing Activities		
601	Interest Received		571
0	Net Cash Inflow from Financing Activities		0
117,654	Balance at 31 March 2016		117,447



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

McLeod Trust

Annual Report and Financial Statements 2015-2016



•
Year ended 31 March 2016



McLeod Trust Contents

Trustees' Annual Report	3-6
Independent Examiner's Report	7
Income and Expenditure Statement	8
Balance Sheet	9
Notes to the Accounts	10-11

The McLeod Trust was established by two donations from Mr George F. McLeod of Wyomissing, Berks County, Pennsylvania United States, a former pupil of Port Glasgow High School, to provide scholarships for further education to pupils of Port Glasgow High School from disadvantaged backgrounds or from families of no history of further education.

contacting the Head Teacher at McLeod Trust, Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP, Tel: 01475-715200 or e-mail: information@portglasgow.inverclyde.sch.uk.

The trust fund was established under a Deed of Trust in 2003. The trust provides for financial and other assistance and support to assist with the costs of further education.

The major part of the trust funds are invested in UK stocks and shares and managed by a firm of stockbrokers and investment managers under a discretionary agreement. Interest and dividend income is used to provide three and four year scholarships to former pupils to assist with the costs of their further education.

Normally, four or five awards are made each year. Awards were made to five people in September 2015.

The Trustees are the Head and Depute Head Teacher and the Finance Officer of the school plus a chaplain of the school.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by



McLeod Trust
Trustees Annual Report
For the Year ended 31 March 2016

The Trustees present their report together with the financial statements and the Independent Examiners' report for the year ended 31 March 2016.

Reference and Administrative Information

- Trust Name McLeod Trust
- Principal Office Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP.

Current Trustees

- Stuart Clark
- Fiona Craig
- Isabelle McKillop
- Glen Miller

Other Trustees who served during the Year

- Alan Dick
- Andrew McLean

Chair

- Stuart Clark

Honorary Secretary

- Role fulfilled by Fiona Craig

Honorary Treasurer

- Role fulfilled by Isabelle McKillop

Stockbrokers and Investment Managers

- Speirs and Jeffrey, 28-36 Renfield Street Glasgow G2 1NA

Bankers

- Bank of Scotland, 25 John Wood Street Port Glasgow PA14 5HX (School Funds)

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

On behalf of the Trustees, I am pleased to present the 2016 Annual Report for the McLeod Trust.

We have been able to use the funds at our disposal to make awards to assist five of our students who have gone on to further education where they will have the opportunity to maximise their undoubted potential to the benefit of themselves and our community.

Structure, Governance and Management Governing Document

The McLeod Trust is an unincorporated trust governed on the basis its constitution in the Deed of Trust of May 2003.

Appointment of Trustees

The trust deeds provide for up to five trustees. Three of the Trustees are assumed on their appointment to one of the designated posts in the Trust Deeds – the Head Teacher, a nominated member of the Senior Management Team and the Finance Officer. The Trust Deeds provide for the appointment of up to two other persons and these appointments are decided by the Trustees. There is no set term of office.

Organisational Structure

At a special annual meeting, Trustees consider the income and expenditure levels during the financial year and ensure that expenditure remains within available resources and to maintain reasonable levels of reserves.

The School and Inverclyde Council provide support services to the trust. Neither the School nor Inverclyde Council makes any charge to the Trust. There are no other costs in connection with governance.

Related Parties

Three of the trustees hold this position because they are senior teaching or administrative support staff of the school.

Risk Management

The Trustees have assessed the major risks to which the trust is exposed, in particular those related to its operation and finances, and are satisfied that systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees have appointed a firm of external stockbrokers and investment managers to manage the capital funds of the trust. These funds are invested in bonds and shares. Under accounting standards, these investments are disclosed at market value (and not the historic cost value).

The Trustees conducted a periodic review of the trust's exposure to financial risk in November 2012, with assistance from the investment managers, and confirmed the investment approach as low risk/cautious with the primary objectives of capital growth and income for awards. In this way, the capital and income stream for the future benefit of the trust is protected. The investment gains and losses in the financial year are shown in the Income and Expenditure Statement.

The revenue funds of the trust are deposited with the school funds, with the investment managers as income cash balances and with Inverclyde Council as on-call deposits. Cash deposits with the stockbrokers receive bank interest. The deposits with Inverclyde Council receive interest at the average market rate for the Council's short-term borrowing.

Objects and Activities

Its purpose is "for the relief of poverty, suffering and stress and the advancement of education by providing further assistance for the University education of former pupils of Port Glasgow High School . . . who by reason of poverty, could not otherwise attain the benefit of a University education."

Activities

The Trust makes educational scholarships in accordance with its purposes to former pupils of the school and invests its funds with the primary objectives of capital growth and income for awards.

The trust deeds provide a number of powers to trustees, key of which are:

- “to advance funds to former pupils of Port Glasgow High school to assist in the furtherance of their university education, the terms, extent and provision of such assistance to be determined by my Trustees in their sole discretion, subject always to the terms of the Trust. Generally, the Trustees should provide annual advances of funds, each installment being dependent upon written confirmation from the appropriate university of the successful completion of all assessments from the previous year of study.”
- “to invest any funds which are not immediately required for the administration of the Trust or for the Trust’s activities, in such investments as may be considered appropriate (and to dispose of and vary such investments)

Achievements and Performance

In line with policy adopted by the Council and the terms of the trust, the McLeod Trust made awards to five former pupils of the school to assist with the costs of their University education. These covered a diverse range of courses of study including philosophy, law, primary education, and chemistry. One award was in respect of a new applicant to assist her with her first year at University. The other four awards were for continuing support to permit students already in receipt of awards for previous years to progress with their course of study in the 2015/16 academic year.

Financial Review

Income and Expenditure for the Year ended 31 March 2016

The Income and Expenditure Statement on page 8 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2015 to 31 March 2016.

Revenue Reserves: The trust made awards totalling £3,500 and incurred investment management fees of £240. On the income side, the trust received £2,485 from interest and dividends.

The deficit of £1,255 was deducted from the revenue reserves of £5,117 brought forward.

Capital Reserves: Global uncertainties had a profound impact on stock markets and the financial year proved to be challenging for investors. A reduction of £6,473 in the value of investments at 31 March 2016 was recorded and this has been deducted from the capital reserves of £70,677 brought forward.

Assets and Liabilities at 31 March 2016

The Balance Sheet on page 9 provides an analysis for the trust of the assets and liabilities as at 31 March 2016.

The total reserves of the trust are £68,066; £3,862 held in Revenue Reserves and £64,204 in Capital Reserves.

The Capital Reserves are invested in bonds and shares using an external firm of stockbrokers and investment managers. The Trust bears all market risks and rewards.

The Revenue Reserves of the trust are deposited with the school funds, with the investment managers as income cash balances and with Inverclyde Council as on-call deposits.

Reserves Policy

The Trust has two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

The trust has been in existence for some time and the Trustees consider that its reserves are sufficient.

Future Plans

The McLeod Trust will continue to provide scholarships in accordance with the terms of the trust.

Conclusion

We have been able to use the funds at our disposal to make significant awards to five students in the current year during challenging economic conditions while protecting our reserves to safeguard funding for the future.

Awards exceeded net incoming resources during the reporting period and the deficit of £7,728 has been deducted from the reserves brought forward.

The trust has a healthy balance of £68,066 of reserves for the future benefit of students of Port Glasgow High School.

Approved by the Trustees on 19 September, Two Thousand and Sixteen and signed on behalf of all Trustees.

Stuart Clark

Chair of the Trustees

Independent Examiner's Report to the Trustees of McLeod Trust

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 8 to 11.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by The Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE). On the advice of the Chief Financial Officer of Inverclyde Council, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell
59 Shankland Road
Greenock
PA15 2QR
19 September 2016

McLeod Trust
Income and Expenditure Statement
for the Year ended 31 March 2016
(incorporating Movement in Reserves Statement)

This statement shows the cost of the operations of the Trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; the Revenue Reserves that provide the funding of awards and the Capital Reserves that are for capital growth and to provide for income.

Total 2014-2015		Note	Revenue Reserves	Capital Reserves	Total 2015-2016
£			£	£	£
2,800	Awards	4	3,500	0	3,500
2,800	Gross expenditure		3,500	0	3,500
0	Gross income		0	0	0
2,800	Cost of services		3,500	0	3,500
	Financing and investment income and expenditure				
(418)	Interest received	6	(362)	0	(362)
(2,702)	Dividends received		(2,123)	0	(2,123)
210	Investment management fees		240	0	240
(2,910)			(2,245)	0	(2,245)
(110)	(Surplus) or deficit on the provision of services		1,255	00	1,255
0	Transfers between reserves		(0)	0	0
(2,126)	Other income and expenditure (Gains) and losses on investments	7	0	6,473	6,473
(2,236)	(Increase) or decrease in the year		1,255	6,473	7,728
(73,558)	Balance at 1 April		(5,117)	(70,677)	(75,794)
(75,794)	Balance at 31 March carried forward		(3,862)	(64,204)	(68,066)
The McLeod Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 11 form part of these financial statements.					

McLeod Trust

Balance Sheet as at 31 March 2016

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the Trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the Trust. These usable reserves are available to the trustees to provide awards or for capital growth.

31 March 2015		Notes	31 March 2016
£			£
	Non-current assets		
70,677	Long-term investments	7	64,204
	Current assets		
5,117	Cash and cash equivalents	8	3,862
75,794	Net assets		68,066
	Usable reserves		
5,117	Revenue reserves		3,862
70,677	Capital reserves		64,204
75,794	Total reserves		68,066
<p>The notes on pages 10 to 11 form part of these accounts. Approved by the Trustees on 19 September 2016 and signed on their behalf by:</p> <p>Stuart Clark Chair of the Trustees</p>			

McLeod Trust

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

The figures in the Accounts have been prepared from the transactions and balances held for the Trust in the financial records in the School Funds, the corporate financial systems of Inverclyde Council and the nominee statements of the stockbrokers.

Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the Trust is entitled to the income. All incoming resources are applied to usable reserves funds. Dividends and Interest are included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Investments

Stocks and shares held by the trust are measured and carried at fair value i.e. quoted market price. The capital cash balances held by the Stockbrokers are for capital growth and are classified as part of long-term investments.

Changes in holding value are recognised in other comprehensive income and expenditure and the gain or loss is taken to the Capital Reserves.

Cash and Cash Equivalents

Cash is represented by the aggregate of earmarked balances within school funds, income cash balances held by the stockbrokers on behalf of the trust and deposits with the Council. All cash is payable on demand and the Trust has no cash equivalents.

Reserves

The Trust has a two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

Comparative Figures and Taxation

Figures for 2014-2015 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the income or expense to which it relates.

Note 2 Staff Numbers and Costs

The McLeod Trust has no staff. All support functions are provided by the School or by Inverclyde Council.

Note 3 Payments to Trustees

No remuneration or expenses were paid during the year to any Trustees or person connected to a Trustee.

Note 4 Awards

Awards were made in the year to five former pupils for three or four year scholarships to assist with the costs of further education.

Note 5 Governance Costs

Port Glasgow High School and Inverclyde Council provide administrative services to the Trust at no charge. The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

Note 6 Related Party Disclosures

Interest of £11 was received from the local authority (2014-2015 £14). As at 31 March 2016, Inverclyde Council owed the Trust £2,192 (2014 £2,480). The School Funds held £9 (2015 £715).

Note 7 Long-term Investments

The McLeod Trust has investments managed under a discretionary agreement by a firm of stockbrokers and investment managers. The investments are held in UK Government Bonds and UK and global equities. The market values at the year-end were as follows:

2015 £		2016 £	%
Portfolio			
33,643	UK Equities	31,124	48.5
18,034	Equity Funds, UK and Global	14,375	22.3
9,189	UK Government Bonds	9,112	14.2
8,361	Strategic Bond	8,143	12.7
1,450	Capital Cash Balance with Stockbrokers	1,450	2.3
70,677	Balance at 31 March	64,204	100.0
2,126	Gains and (losses) on investments	(6,473)	

Note 8 Cash and Cash Equivalents

The McLeod Trust has earmarked balances within school funds, income cash balances held by the investment managers on behalf of the trust and deposits with Inverclyde Council. The change in the year is as follows:

2014-2015 £		2015-2016 £
5,007	Balance at 1 April 2015	5,117
3,367	Short-term Deposits with Inverclyde Council	2,480
1,578	Income Cash Balances with Stockbrokers	1,922
62	Earmarked Balances in School Funds	715
(2,800)	Net Cash (Outflow) from Operating Activities	(3,500)
(2,800)	Cost of Services	(3,500)
2,910	Net Cash Inflow from Investing Activities	2,245
3,120	Interest and Dividends Received	2,485
(210)	Investment Managers Fees	(240)
0	Net Cash Inflow from Financing Activities	0
5,117	Balance at 31 March 2016	3,862
2,480	Short-term Deposits with Inverclyde Council	2,192
1,922	Income Cash Balances with Investment Managers	1,661
715	Earmarked Balances in School Funds	9



Port Glasgow High School, Port Glasgow Campus, Kilmacolm Road, Port Glasgow PA14 6PP
Tel: 01475 715200 Fax: 01475 715201 portglasgow.inverclyde.sch.uk

Report To:	The Inverclyde Council	Date:	1 December 2016
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/147/16
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Watt Complex Refurbishment – Remit from Education & Communities Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council, as Trustees of the Watt Institution, to note the decision made by the Education & Communities Committee relative to the Watt Complex Refurbishment Project.

2.0 SUMMARY

- 2.1 The Education & Communities Committee on 1 November 2016 considered a report by the Corporate Director Education, Communities & Organisational Development relative to the Watt Complex Refurbishment Project. A copy of the report is attached as Appendix 1.

- 2.2 The Education & Communities Committee decided:

- (1) that authority be granted to proceed to tender for two phases of works and that delegated authority be granted to the Head of Legal & Property Services to accept the lowest acceptable tenders provided the costs are within the budget allocation for the project;
- (2) that approval be given for the decant plan and likely closure periods of the library and museum to allow the contract work, decant and reinstatement to take place and that it be noted that, subject to approval by the Watt Trust Trustees, Phase 1 of the decant will be funded from the Watt Trust Cy-pres Scheme;
- (3) that it be noted that the options for the potential temporary delivery of service during the closure of the library and museum will be submitted to the January meeting of the Committee;
- (4) that it be noted that Officers are continuing to examine ways of funding further internal works to the Watt Complex and will submit reports at the appropriate time; and
- (5) that the decision of the Committee be referred, for noting, to the next meeting of the Inverclyde Council, as Trustees of the Watt Institution.

3.0 RECOMMENDATIONS

- 3.1 The Trustees are asked to note the decision of the Education & Communities Committee relative to the Watt Complex Refurbishment Project.

Report To:	Education and Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/73/16/AW
Contact Officer:	Alan McClintock / Alana Ward	Contact No:	01475 712330
Subject:	Watt Complex Refurbishment – Progress Report		

1.0 PURPOSE

The purpose of this report is:

- 1.1 to inform the Education and Communities Committee about progress on the Watt Complex Refurbishment project, the necessary decant of library and museum archives, books and artefacts, and the likely service disruption period during the contract work.
- 1.2 to seek authority to tender for two phases of contract works and to grant delegated authority to the Head of Legal & Property Services to accept the lowest acceptable tenders for each phase provided the costs are within the budget allocation for the project.

2.0 SUMMARY

- 2.1 At its meeting of 08 March 2016, the Education and Communities Committee agreed to divert £2m from Council funds committed to the Watt Complex project to Reserves and to use the remaining £1.8m (Council funds) to address the immediate repairs that are required to make the Watt Complex safe and water-tight. The Watt Complex Design Team were requested to provide confirmation of which works could be undertaken within the £1.8m budget.
- 2.2 In August 2016, Historic Environment Scotland confirmed grant aid of up to £297,000 towards the Watt Complex refurbishment, increasing the overall budget available for the project to £2.1m.
- 2.3 The scope of works possible for £2.1m is to undertake emergency repairs to the parapets and towers, external fabric repairs including stone repairs and window replacement, and roof repairs including wet rot works and gutter repairs. This will include decanting of valuable artefacts and formation of safe stores on site for less valuable artefacts.
- 2.4 It is proposed to use 3 levels of decant to adequately protect the contents of the library and museum during the contract work: using an external storage company only for those items which due to value or fragility must be removed from the site; utilising spaces within the library and museum untouched by the builder work to retain as many archives, books and objects on site as possible, and protecting those large and heavy Museum artefacts which cannot be moved during the work.
- 2.5 It is proposed to use the existing staffing complement to prepare, pack and move (where possible) objects to protect them from harm during the contract work.
- 2.6 It is likely that the library and museum will have to close to the public for a period of 18 months to 2 years to allow the decant, contract work and re-instatement to take place, but it may be

possible to offer a service from an alternative delivery point yet to be determined.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee grant authority to proceed to tender for two phases of Works, and grant delegated authority to the Head of Legal & Property Services to accept the lowest acceptable tenders provided the costs are within the budget allocation for the project.
- 3.2 It is recommended that the Committee approve the decant plan and likely closure periods of the library and museum to allow the contract work, decant and re-instatement to take place and note that, subject to approval by the Watt Trust Trustees, Phase 1 of the decant will be funded from the Watt Trust Cy-pres scheme.
- 3.4 It is recommended that the Committee note that options for the potential temporary delivery of service during the closure of the Library and Museum will be presented to the January Committee.
- 3.5 It is recommended that the Committee note that officers are continuing to examine ways of funding further internal works to the Watt Complex and will bring reports back at the appropriate time.
- 3.6 It is recommended that the decision of the Committee is referred to the next meeting of the Inverclyde Council for noting as Trustees of the Watt Institution.

Wilma Bain
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 Over a number of years, the Grade A listed Watt Complex has experienced problems relating to the maintenance and repair of its buildings. Although major roof repairs have been carried out, there are continuing issues relating to the fabric of the building. Although the McLean Museum and Art Gallery was refurbished in 1990, the Watt Library has never had any refurbishment. Furthermore, a bid submitted in 2013 to seek partnership funding for a major refurbishment was unsuccessful. In 2015, architectural consultant Collective Architecture developed proposals for a project which both refurbished the complex and added significantly to the regeneration of the area through activities including learning, employment, volunteer and training opportunities, an improved tourism offer, and improved social capital. However, in order to address the unexpectedly wide funding gap faced by the Council as a result of the poorer than expected Scottish Government Grant settlement for 2016/17, the Corporate Management Team proposed that £2m from Council funds committed to the Watt Complex project should be diverted to Reserves and the remaining £1.8m (Council funds) should be used to address the immediate repairs that are required to make the Watt Complex safe and water-tight.
- 4.2 At its meeting of 08 March 2016, the Education and Communities Committee approved the amendment to the Watt Complex proposals and requested that the Watt Complex Design Team provide confirmation of which works could be undertaken within the £1.8m budget.
- 4.3 In August 2016, Historic Environment Scotland confirmed grant aid of up to £297,000 towards the Watt Complex Refurbishment. All aspects of the fabric repair are grant-eligible but work must be approved prior to issue of the contract.
- 4.4 Taking into account a total budget of £2.1m (£1.8m of Council funds and up to £0.3m grant from Historic Environment Scotland) the following works can be achieved to make the Watt Complex wind and water-tight:
- Emergency repairs to parapet and towers.
 - Accelerated works involving the replacement of timber windows, structural repair to parapets and towers, stone repairs to facades.
 - The main works to include roof repairs and wet rot works to the Library and repair of the roof and gutters to the Museum. This phase will expose the building to water ingress which can be mitigated by the use of a canopy and appropriate working practices but cannot be totally avoided. Decanting of the artefacts is therefore required.
- 4.5 The Works will be carried out in two phases with the first phase comprising parapet, tower and window replacement commencing in January. The second phase, main works, comprising roof repairs and wet rot works to commence in the summer.
- 4.7 It should be noted that while this project represents a very substantial investment in the Watt Complex, the budgetary envelope is not sufficient to fund the addition of a lift. On re-opening, there will still be no access to the upper floor of the Museum or the Art Gallery for visitors with limited mobility. Officers will continue to examine ways of funding a lift and other internal works and a report will be brought back to the Committee at the appropriate time.
- 4.8 The Phase 1 contract work is due to start onsite in January 2017. The collections of the Watt Library and McLean Museum are of national and international significance; their value and arguably their importance surpasses that of the building. The service would therefore decant archives, books and objects from the Watt Library and McLean Museum during the period of Phase 1 contract work where the interior is not open to weather. The Library and Museum would also close to the public to allow the contract work to take place.

5.0 DECANT PROPOSALS

5.1 In light of the tight budget for the contract work, the costs and time involved of fully decanting the library and museum are prohibitive and thus the service has worked to prepare a decant plan involving three levels of decant work as follows:

1. High value and particularly fragile objects will be stored externally by a storage company who can provide satisfactory security and environmental control. It is envisaged that 86 fine art works and ship models will require external storage. The estimated cost of external storage for one year is £61,000.
2. Utilisation, where possible, of the parts of the building which will be untouched by the contract work e.g. the current Art Gallery and the Main Store, and also other spaces already available to the service e.g. Kingston Unit 5, Central Library Basement Store, etc for archives, books and artefacts of lower value. There will be costs involved in racking out and protecting the floor of the Art Gallery, storage material e.g. plastic boxes, wrapping materials etc. These costs are likely to be in the region of £20,000.
3. Very heavy and large objects, for example a Bas-relief from the Great Temple of Bastet at Bubastis, would be protected from the contract work by having a frame built around them and being sealed in a waterproof container. The costs of this will be minimal and will be met by the main contract budget.

The total cost, therefore of the decant plan set out above, is £81,000, and it is proposed that the Phase 1 cost of £61,000 be met by funds from the Watt Trust. This will require approval by the Trustees at the next Full Council meeting on 1 December 2016.

An earlier quote obtained for decanting the full contents of the library and museum to external storage was £215,000, so there are considerable savings to be achieved in following the plan set out above.

5.2 The decant process would be managed by the Council's library, museum and archive professionals, with each member of the curatorial team being responsible for the collections in their charge. Other staff will assist, under supervision, to pack and move objects. This is a long and delicate process as some of the items are priceless, irreplaceable and fragile, including relics, antiques, artefacts and paintings. There must be a realistic amount of time dedicated to the decant to allow staff to pack and move the collections in an orderly fashion to mitigate risk to valuable items and to ensure that staff members' health and safety are not compromised by having to handle heavy, awkward and sometimes poisonous items in a rush. Items have to be recorded and logged as they are moved so that staff know where everything is at all times for audit purposes. The move also presents the opportunity to photograph and digitise collection items so that they will be accessible online when they are not available for direct viewing.

5.3 The current staffing complement for the Watt Complex is 8.8 FTE, comprising 3.6 FTE museum and archive professionals, 2 FTE library staff, and 3.2 FTE front-of-house museum staff. It will not be possible to run the public side of the service at the same time as decanting the books, archives and artefacts and therefore it will be necessary to close the library and museum, prior to the work taking place, for the duration of the work, and for a short period after the work for library and museum re-instatement.

6.0 LIBRARY AND MUSEUM CLOSURE PROPOSALS

6.1 The level of contract work being undertaken, and the resource-heavy nature of managing the decant in-house, gives a service disruption profile as follows:

Time Period	Event
Dec 2016	Library & Museum close to the public (Greenock Philosophical Society can continue to access Watt Hall until Feb 2017).
Jan-Summer 2017	-Limited Watt Library service offered from Central Library.

	-Museum staff prepare, pack, move objects for decant.
Summer 2017-Summer 2018	Alternative service delivery elsewhere or staff redeployed within the service. Watt Library provision could continue from Central Library.
Summer 2018-Autumn 2018	End of contract. Library & Museum contents re-instated.
Autumn 2018	Library & Museum re-open to the public.

Publicity surrounding the closure and ensuing works will be handled by Corporate Communications.

- 6.2 The McLean Museum is a polling station within the Council's approved Polling Scheme and it would be closed over the local election period in May 2017. Accordingly, the current position will be noted within the arrangements for review of the Polling Scheme to be considered later this year by the Council and there are alternative arrangements available within the neighbourhood of the polling district, as will be proposed to the Council at that time.

7.0 ALTERNATIVE PREMISES FOR SERVICE DELIVERY

- 7.1 It would be possible to run the library and museum service from an alternative delivery point for around 1 year of the contract work, from Summer 2017. Details of a suitable location, and anticipated costs, will be the subject of a further report to this Committee in due course.

8.0 IMPLICATIONS

8.1 Finance

The contract work and decant costs will be contained within the project budget and from Watt Trust funds. Staffing costs will be unaffected. Other revenue budget costs should be offset by the reduced cost of rates, utilities, exhibitions and goods for resale while the library and museum are closed. Costs of delivering services from an alternative location, and possible mechanisms for replenishing Watt Trust funds, including potential sales of artefacts, will be the subject of future reports to this Committee.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Capital Programme	Watt Complex Refurbishment	From 2016	£1.8m		
Capital Programme	Watt Complex Refurbishment	From 2017	£0.3m		Funded by a grant from Historic Environment Scotland.
Watt Trust	Decant	From 2017	£61		Subject to approval by the Trustees.

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
-------------	----------------	------------------	------------------------	-------------------------------	----------------

--	--	--	--	--	--

8.2 Legal

The Head of Legal and Property Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for noting.

8.3 Human Resources

The health & safety of library and museum staff carrying out the decant will be paramount. Should no alternative delivery location be available, the service will seek to temporarily redeploy all staff displaced by the contract work.

8.4 Equalities

Has an Equality Impact Assessment been carried out?

☐

Yes See attached appendix

☒

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

8.5 Repopulation

The McLean Museum and Watt Library form a key part of Inverclyde's tourism, culture and heritage offer, providing significant services to visitors and residents of Inverclyde. The project offers an opportunity to invest significantly into one of Inverclyde's best regarded heritage assets.

9.0 CONSULTATIONS

- 9.1 The Council's insurers, Zurich, have been consulted on the decant plans and have confirmed that they believe the logistics are being well-managed by the service and that the risk mitigations being put in place are satisfactory to them.

10.0 LIST OF BACKGROUND PAPERS

- 10.1 None

Report To:	The Inverclyde Council	Date:	1 December 2016
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/148/16
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	McLean Museum Draft Collections Development Policy – Remit from Education & Communities Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council, as Trustees of the Watt Institution, to note the decision made by the Education & Communities Committee relative to the McLean Museum Draft Collections Development Policy.

2.0 SUMMARY

- 2.1 The Education & Communities Committee on 1 November 2016 considered a report by the Corporate Director Education, Communities & Organisational Development seeking approval of an updated Collections Development Policy for the McLean Museum and Art Gallery, the adoption and implementation of which are a requirement of the Arts Council England (ACE) Accreditation Scheme which sets nationally agreed standards for museums in the United Kingdom. A copy of the report is attached as appendix 1.
- 2.2 The Education & Communities Committee decided:
- (1) that approval be given to the McLean Museum Collections Development Policy to meet the requirements of the Arts Council England (ACE) Accreditation Scheme; and
 - (2) that the decision of the Committee be referred, for noting, to the next meeting of the Inverclyde Council as Trustees of the Watt Institution.

3.0 RECOMMENDATIONS

- 3.1 The Trustees are asked to note the decision of the Education & Communities Committee relative to the McLean Museum Draft Collections Development Policy.

Report To:	Education and Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/64/16/AW
Contact Officer:	Alana Ward, Libraries, Museums and Archives Manager	Contact No:	01475 712330
Subject:	McLean Museum Draft Collections Development Policy		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the committee to approve an updated Collections Development Policy for the McLean Museum and Art Gallery. The adoption and implementation of such a policy by the Inverclyde Council, the Governing Body of the McLean Museum and Art Gallery, is a requirement of the Arts Council England (ACE) Accreditation Scheme which sets nationally agreed standards for museums in the UK.

2.0 SUMMARY

- 2.1 This Policy is intended to replace the Acquisition and Disposal Policy approved at Committee in October 2010 and supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the Museum.
- 2.2 This policy represents the aims and plans of the Inverclyde Council at the time of its adoption in November 2016 and as such will be subject to revision as the Museum develops. Museums Galleries Scotland will be notified of any changes to the Collections Development Policy.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 approves the McLean Museum Collections Development Policy to meet the requirements of the Arts Council England Accreditation Scheme; and
- 3.2 refers the decision of the Committee to the next meeting of The Inverclyde Council for noting as Trustees of the Watt Institution.

4.0 BACKGROUND

- 4.1 The adoption and implementation of a Collections Development Policy for the McLean Museum and Art Gallery by the Inverclyde Council, the Governing Body of the McLean Museum and Art Gallery, is a requirement of Arts Council England (ACE) Accreditation Scheme for Museums in the UK.
- 4.2 The McLean Museum and Art Gallery currently enjoys Accredited Status within the Scheme and seeks to retain this status as it is a benchmark standard which attracts Government funding. Museums that do not meet the standard do not receive Government grants.
- 4.3 It is considered good practice to review Collections Development Policies every five years. The current Acquisition and Disposal Policy was approved by the Regeneration Committee in October 2010.

5.0 PROPOSALS

- 5.1 It is proposed that Inverclyde Council will approve the Draft Collections Development Policy.

6.0 IMPLICATIONS

6.1 Finance

There are no implications.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

6.2 Legal

The Head of Legal and Property Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for noting.

6.3 Human Resources

There are no implications.

6.4 Equalities

Has an Equality Impact Assessment been carried out?

☐ Yes See attached appendix

☒

No

This report does introduce a revised policy, however it does not have an impact on people. Inverclyde Council's Equalities Officer has been consulted on the draft document and has confirmed that no Equality Impact Assessment is required.

6.5 Repopulation

There are no implications.

7.0 CONSULTATIONS

- 7.1 Museums Galleries Scotland have been consulted on the draft document and have confirmed that it meets the requirements of the Accreditation Scheme.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Draft McLean Museum Collections Development Policy.



McLean Museum and Art Gallery

Collections Development Policy 2016

Inverclyde
council

Definition of this policy document:	<p>This collection development policy covers the various procedures and standards used in collections development with the McLean Museum and Art Gallery's Collections.</p> <p>The McLean Museum and Art Gallery serves as Inverclyde Council's Museum Service.</p>
Aims of this document:	To describe the collections development policy used at the McLean Museum and Art Gallery, Greenock and serve as the reference document for Museum staff, external bodies and service users.
Date of initial compiling	<p>Originally compiled as part the Museum's Accreditation application in 2006 and updated in accordance with regulatory changes.</p> <p>This is the September 2016 edition incorporating the revised Museum Accreditation standard of the Arts Council of England and has been approved by Museums Galleries Scotland.</p>
Name of the compiler:	George A. Woods, Assistant Curator
Amendments:	

Contents of the Collections Development Policy

1. Relationship to other relevant policies/plans of the organisation	4
2. History of the collections	5
3. An overview of current collections	14
4. Themes and priorities for future collecting	22
5. Themes and priorities for rationalisation and disposal	26
6. Legal and ethical framework for acquisition and disposal of items	27
7. Collecting policies of other museums	28
8. Archival holdings	28
9. Acquisition	28
10. Human remains	29
11. Biological and geological material	29
12. Archaeological material	29
13. Exceptions	29
14. Spoliation	29
15. The Repatriation and Restitution of objects and human remains	30
16. Disposal procedures	30

Name of museum: McLean Museum and Art Gallery

Name of governing body: Inverclyde Council

Date on which this policy was approved by governing body: 1 November 2016

Policy review procedure:

The Collection Development Policy of the McLean Museum and Art Gallery will be monitored annually by the Curator of the Museum and recommended changes and revisions discussed with senior local authority management prior to Committee approval and approval by Inverclyde Council as Trustees of the Watt Institution at least every five years.

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: November 2021

***Museums Galleries Scotland* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.**

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

"The McLean Museum and Art Gallery exists to enhance and enrich the learning, leisure and cultural experiences of people who live, work and visit Inverclyde."

The aims of the McLean Museum and Art Gallery's collection development policy are:

- To enhance the role of the collections in fulfilling the learning, research and cultural goals of the Museum.
- To ensure that acquisitions to a museum's collections are in accordance with the McLean Museum's mission statement and that current collections are regularly assessed to establish relevance to the Museum's mission.
- To ensure that all acquisitions and disposals are made in conformity with applicable ethical and legal standards and with the ACE Museum Accreditation Scheme.
- To ensure that any acquisitions contribute to a balanced growth of the various collections to enable the Museum to properly fulfill its mission and purpose.
- To ensure that any proposed acquisitions can be accommodated within the current and future human, spatial and financial resources of the Museum.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account

limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - the disposal will significantly improve the long-term public benefit derived from the remaining collection
 - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

2. History of the collections

- 2.1 The current collections at the McLean Museum have been acquired over the last 140 years and represent a unique record of the history of the Inverclyde area. This heritage is a special part of the broader national heritage embodying some of the most important themes, events, industries and experiences that have helped shape modern Scotland. The preservation of this heritage is therefore of great importance not simply for the people of Inverclyde but also for the nation as a whole.
- 2.2 The McLean Museum grew out of the activities of the Greenock Philosophical Society and the collections it had acquired. By 1816 a museum of natural and artificial curiosities already existed as a branch of the Society. When the Greenock Library moved to the Watt Library in the 1830s some members added autographs, maps, prints, coins, medals, and armour to the collection. This collection was later expanded by gifts from travellers and by donations from scientific societies and individuals.
- 2.3 A report of 1850 stated that: 'as the building is well adapted to the purpose of a museum it is hoped that donations of a like kind and of articles generally of literary or historical interest will continue to increase.' In the first report of the Philosophical Society suggestions were made to interest owners and masters of local ships in the collection of natural history specimens, and for the purchasing of some scientific apparatus. But the main and practical object aimed at was 'a collection to illustrate the industries, the Natural History and the Antiquities of the town and its neighbourhood.'
- 2.4 From 1863 onwards the erection of a suitable lecture hall, with a museum attached, became an important objective of the Society. James McLean, a local timber merchant, gave the funds to build the Watt Hall and the Museum, which now bears his name. He laid a memorial stone on 23rd September 1875, in the northwest wall of the Museum Building. The Museum opened on 3rd November 1876 and although James McLean was not able, through illness, to be present he recovered sufficiently to visit the Museum; and inspect its contents before his death in January 1877.
- 2.5 In the early days the Museum's collections were enhanced from time to time with temporary loans from other museums such as the Victoria and Albert Museum and the

National Gallery. In return the Museum lent to the National Museums some of their collection for exhibition purposes. Up until 1914 the Museum received regular donations from the Egypt Exploration Society and was therefore able to acquire an interesting collection of Egyptian material. Collecting in the early days was focused on areas such as Natural History, Technology and Egyptology although some artworks were also acquired. From 1913 onwards the collecting of Fine Art became an important aspect of the Museum's activities and a significant collection of art works were collected through a combination of donation, bequest and purchase.

- 2.6 Since the Museum became administered by the local authority in late 1970s the collections have grown considerably. A large amount of Social History material has been acquired and collecting has continued in all areas with the exception of the Natural Sciences collection which is effectively closed to future acquisitions.
- 2.7 The McLean Museum aspires to preserve and develop the collection so that it remains relevant and fulfils the mission and purposes of the institutions and aim to have the collection widely recognised and valued by the Inverclyde community and others through the provision of high quality services enabling the collections to be enjoyed by all.

The main current collections at the McLean Museum and Art Gallery are:

- Archaeology
- Coins, Medals and Tokens
- Costumes and Textiles
- Decorative and Applied Art
- Fine Art
- Natural Sciences
- Photographs
- Social History
- Social History: Publications
- World Cultures

2.8 Archaeology

The most significant part of the Archaeology collection consists of ancient Egyptian objects that were collected from the 1880s to 1914 as donations from the archaeological activities of the Egypt Exploration Fund. Many of the pieces came from digs carried out by the most eminent archaeologists of the day. It includes items discovered by Sir William Flinders Petrie (1853-1942), the founding father of British Egyptology and Édouard Naville (1844-1926), two of the most important nineteenth century European Egyptologists. The collection contains pieces of national and international significance such as the mummy cartonnage from Herakleopolis Magna and the temple stone from the Great Temple of Bast at Bubastis. The collections are of importance to researchers since the material is properly provenanced and comes from published archaeological excavations, giving the collection a continuing relevance.

There is also a mixed collection of material from elsewhere collected in an ad hoc fashion since 1876. This consists of stone-age tools from the Kilmacolm area, a Bronze Age spear head, Roman and medieval material from London and some undistinguished foreign items, largely collected as souvenirs and items from archaeological digs carried out at Newark Castle, Port Glasgow; Castle Levan, Gourock and the site of the former Clyde Pottery Works, Greenock.

Significant donors to the Archaeology Collection include:

- The Egypt Exploration Fund

2.9 Coins, Medals and Tokens

This collection contains coins, tokens, commemorative medals and banknotes collected in an ad hoc fashion since the opening of the Museum in 1876. There are coins from Ancient Rome, Egypt and Byzantium. It also contains coins and banknotes issued in Britain, European states and non-European coins and banknotes. The collection also contains communion tokens non-military medals and trade tokens. Although the collection has groups of items it has no overall coherence in terms of donation, collecting or subject matter.

2.10 Costume and Textiles

Much of this collection has only a very weak connection with Inverclyde and has been collected in an ad hoc fashion. Some of the items such as Burgh robes were donated by the local authorities. It includes European costume of all types: men's, women's and children's clothes and accessories used in a wide variety of contexts such as fashion, sports and leisure wear, sacred dress, theatrical costume and uniforms. It also includes council robes of office and military items. There is a smaller group of items such as decorative panels, quilts, carpets, samplers and curtains. Little of this material, apart from the civic items, has a strong connection with the Inverclyde area is therefore of general interest only.

2.11 Decorative and Applied Art

This collection contains items with strong Inverclyde connections especially items made by the Clyde Pottery of Greenock and Greenock Provincial Silver pieces. The most important items in the ceramics collection are from the Clyde Pottery. The Clyde Pottery collection at the McLean Museum is the world's largest collection of ceramics from this pottery. The collection was acquired partly from the Clyde Pottery Co. in the late 1870s and has subsequently been added to via purchase. The Clyde Pottery material is a unique resource and reference point for collectors and scholars documenting an important Inverclyde industry which produced wares from 1816 to the early 1900s.

The collection also contains glassware and stained glass works of an architectural or decorative type, the major part of this collection consists of pieces of revival Venetian glass made by the Salviati Company and donated by them to the Museum in the nineteenth century.

Greenock Provincial Silver is well represented with pieces of undoubted quality and skill by John Heron, Jonas Osborn, John Taylor, William Clark and Nathaniel Hunter. These have been acquired via purchase since the 1970s. There are also examples of Scottish, British and European decorative metalwork in a variety of metals, especially pewter, dating from the seventeenth century. These have been acquired through donation and purchase.

Significant donors to the Decorative and Applied Art Collection include:

- The Clyde Pottery Co., Greenock
- Venice and Murano Glass and Mosaic Company Limited

2.12 Fine Art

The McLean Museum's Fine Art Collection is one of the most interesting in Scotland and is the product of over 130 years of donations, bequests and active collecting by the Museum. The first painting to become part of the Museum's collections was, appropriately, a 'Portrait of the late James McLean' in oil, which entered the collections in 1877. Until 1913 the bulk of the art collection was devoted to portraits of local people and views of the

locality. This changed with the Mackellar Bequest. Peter H. Mackellar (1872-1911) was a local merchant who had interests in shipping and property. Peter Mackellar was one of the first to recognize the important effect that the presence of a large art collection would have on his fellow townsfolk. To further the appreciation of art he arranged that on his death his large collection of 46 Victorian and Edwardian paintings should be made available to the public at large.

The original nucleus of the Caird Art Collection was the personal collection of Mr. Stuart Anderson Caird, a ship owner in Greenock who died in 1917. In 1917 he bequeathed his own picture collection to the McLean Museum, Greenock. At the same time he also bequeathed a sum of £6,000 to fund a trust that would purchase other works of art and add them to the collection 'for the promotion of Art in the town of Greenock'. Stuart Anderson Caird was anxious to ensure that the public should benefit to the maximum extent from his bequest and to that end he requested that the artworks were 'to be displayed in the McLean Museum, to be open for inspection by the public at all times the Museum is open, and that they were to be viewed free of charge.'

Several other bequests and donations have made important contributions to the art collection. In 1939 a retired ship surveyor, Andrew Young, bequeathed his collection of 18 paintings to the museum. In 1961 William Y. Laurie, a former Greenockian, donated his large collection of works, adding to the increasingly important collection of marine art held by the museum. Miss Elizabeth T. Caird also gifted several important works to the collection. These are some of the major donations and bequests to the collection, the most recent large bequest being over 20 works from the Scottish Arts Council in 1998. There have also been many individual works bequeathed and donated by local people.

Significant donors to the Fine Art Collection include:

- Stuart Anderson Caird Bequest: Over 150 artworks covering Scottish, British and European Art. Stuart Anderson Caird (1837-1917) was a member of the prominent local shipbuilding family and a ship owner.
- Colin Y. Caird (Sydney) Bequest: Colin Young Caird (1865-1928) bequeathed funding for the purchase of watercolours and works on paper as well as sculpture. A collection of over 40 works.
- Walter Graham Bequest: A collection of 4 works by William McTaggart (1835-1910) and Eugène Louis Boudin (1824-1898)
- Peter Mackellar Bequest: A collection of 46 works, mainly Scottish, acquired by the Greenock merchant Peter Mackellar (1832-1912).
- Scottish Arts Council Bequest 1998: A collection of 22 post war Scottish artworks, including artists from Inverclyde.
- Colonel A.E.S. Stewart Bequest: A bequest of 16 works by John Stewart and John Pettie (1839-1893).
- Andrew Young Bequest: Andrew Young (1869-1939) was a local ship surveyor who bequeathed his art collection of 18 works which included paintings by Sir John Lavery (1856-1941) and Sir Alfred East (1844-1913).
- Elizabeth Tennant Caird (1891-1993): A donation of 17 etchings and drypoints by eminent artists working in that field.
- Sir William Burrell (1861-1958): Donated a group of four European paintings to the Museum.
- William Y. Laurie: Donated his collection of 18 marine paintings to the Museum.
- Thomas C. Riddell (d.1974): A donation of 6 paintings by William McTaggart and others.

2.13 Natural Sciences

The Natural Science collection is substantial and reflects the considerable importance attached to collecting in this field over the years of the Museum's existence from its inception up until the 1940s. The holding of bird specimens, mainly mounted for display

includes significant species such as the extinct Passenger Pigeon and Eskimo Curlew. Other animal groups are represented, including several thousand specimens of insects (mainly Coleoptera and Lepidoptera), and molluscs. The origin of the animal material is world-wide and includes the large mounted big game specimens including a Nile crocodile, Indian Tiger, Okapi and a Bongo.

The botany section of the Natural History collection includes vascular plants, (flowers, trees, grasses and ferns) and the bryophytes (mosses and liverworts) which reproduce with microscopic spores as opposed to seeds. The botanical specimens of the Natural History collection are currently undergoing cataloguing. The botanical specimens are mostly nineteenth century examples of which around one third were collected within the Renfrewshire area. There are over 1100 herbarium specimens mainly local to Inverclyde providing a source of data for the geographical distribution of species within the Renfrewshire area in the nineteenth century. The rest of the botanical collection was been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. The lichen section in the natural history collection is now effectively closed and is not used for either long term or temporary display, in part due to conservation concerns over the fragile nature of many of the specimens. It is now primarily a research resource.

The McLean's collection of over 1,000 geological specimens encompasses rocks, minerals and fossils from all over the world. Only a small proportion of this material is of local origin. The collection includes a limited amount of high quality material but its strength is in its range and diversity. The specimens serve as good illustrative material for topics relating to some of the principal areas of study in geological science. There are minerals with a wide range of specimens from around the world and from across the major mineral groups including native elements, carbonates, oxides, sulphides, sulphates and phosphates. The fossil collection contains mostly specimens from Scotland and England. The rock collection is a general collection including examples from Scotland, England and beyond.

The geological section of the natural history collection has been acquired in an ad hoc manner and whilst providing a wide range of examples, it does not do so on any scientific basis. It is now effectively closed and is not used for either long term or temporary display and is now primarily a research resource.

The zoological section of the Natural History collection includes bird and bird egg specimens. The collection mostly consists of mounted bird specimens and bird eggs and a small number of study skin specimens and some un-catalogued osteological specimens of British bird sterna along with a variety of other material such as skeletons and skulls. The specimens come from the British Isles, Europe, Asia, the Americas, Australia and especially Africa. Specimens were collected from the middle nineteenth century until the 1960s. Many of the specimens are provenanced and several of the specimens in the collection are of now extinct or severely endangered birds such as the Passenger Pigeon and the New Zealand Kakapo. Many of the specimens in the collection are now almost 100 years old and conservation requirements make them unsuitable for public display, they are currently retained for research purposes.

The invertebrate section of the Natural History collection contains insect specimens. Although the collection is has large numbers of British specimens there are also holdings of butterflies, moths and beetles from around the world. The specimens date from the mid nineteenth century to the mid twentieth century. Most of the specimens are dried and pinned. The most significant group within the collection are the specimens donated by George Rodgers Macdougall. These have been professionally mounted in glazed plaster moulds.

The collection consists of dry empty shells and includes terrestrial, fresh water and marine molluscs from all over the world. The specimens date from mid nineteenth century to the mid twentieth century. The geographical range is worldwide but there is a particular emphasis on foreign species.

The Natural History collection contains 4 reptile specimens: an iguana, a python skin, a turtle shell and a Nile crocodile *Crocodylus niloticus*, the latter being the only specimen of note. There are also some mammal and fish specimens acquired in the 1920s and 1930s. The mammal mounts are of high quality having been made by Rowland Ward of London, the world's leading taxidermist of the inter war years. These include Indian Tiger, Bongo, Okapi, Lion and Leopard.

Significant donors to the Natural Sciences collection include:

- Robert Ferris Damon (1845-1925), a noted fossil collector and dealer of the period.
- Sir Alexander Tilloch Galt (1817-1893), son of the famous Inverclyde novelist and Governor-General of Canada.
- Robert Lyons Scott (1871-1939), a prominent member of an Inverclyde shipbuilding dynasty and Director of Scotts' Shipbuilding and Engineering Ltd.
- George Rodgers Macdougall (1843-1917), a trustee of the Museum and a leading international sugar trader.

2.14 Photographs

This collection contains photographs dating from the 1850s onwards. The subjects are mainly ships and maritime scenes with a large number of views of Inverclyde locations, scenes and events. The collection largely consists of prints along with large format glass negatives and some modern colour transparencies. This collection is the largest repository of images of Inverclyde and as such plays a unique role. The Paterson Collection of shipping photographs serves as an important archive of Clyde maritime images containing many photographs of Clyde built vessels on trial and in service at various Clyde ports. There are also yachting images of Sir Thomas Lipton and

The most significant donor to this collection is:

- Robert Beatty Paterson (1917-1993): donated over 3,800 photographs of Clyde shipping to the collection.

2.15 Social History

The Social History Collection has been acquired from a wide range of donors ranging from local companies to local organisations and individual donors. Unlike the relatively small number of large scale donors to the Fine Art Collection, the Social History collection has been collected from a wide range of sources reflecting the diversity of Inverclyde's industrial and social history.

An important aspect of the collection is material relating to the civic and political history of Inverclyde. The relatively early development and industrialisation of the Inverclyde meant that the burghs of Greenock and Port Glasgow were to the fore in creating and developing the idea and practice of municipal governance, setting a pattern that was to be emulated throughout Scotland and beyond. The items are related to the governing of Greenock, Gourock and Port Glasgow, the growth of the burghs, including the incorporation of surrounding villages such as Wemyss Bay, Inverkip and Kilmacolm. This collection is unique to Inverclyde and records the development, decline and regeneration of the area. The collection is strong in terms of material relating to civic initiatives, public services and other areas of burgh responsibility.

The collection also documents the many religious and faith based groups that have been established in the Inverclyde area and, in addition, there are items from faith based or inspired organisations, such as the Temperance movement. It also records the historical religious divisions in the area and includes sectarian and anti-sectarian objects material.

There is material relating to social amenities, entertainments and hobbies and all forms of amateur and professional sporting activity in Inverclyde. The collection also contains material relating to social organisations and their activities in the Inverclyde area including material related to fraternal organisations and clubs, charities, trades unions, political organisations and other social and political organisations. The collection also has material relating to domestic, personal and family life in the Inverclyde area.

The collection also contains material relating to the history of warfare and defence in the Inverclyde area and to the participation of the Inverclyde area in broader conflicts elsewhere. It includes items relating to local militia, volunteers, defence units and regiments from the eighteenth century onwards. There is a small collection of licenced weapons and a significant collection of First World War material such as posters and proclamations.

James Watt (1739-1819) is the most famous person to have been born in the Inverclyde area. His discoveries and inventions helped to make Britain the world's first industrial power. The collection contains items that are personally linked with him and includes tools and other items used by him or invented by him. These items are of international significance.

Shipbuilding and ship repair were industries of enormous significance for the Inverclyde area and had at various times national and international significance. In many ways these industries were the key forces that defined the Inverclyde area in the later nineteenth and early twentieth centuries, creating much of what is now perceived as local tradition and heritage. As the predominant employer in the area for a century and a half these industries influenced several generations of local people in wide variety of fields beyond employment such as politics, education and social development. The collection includes predominantly builder's models of vessels built by local shipyards and engine models made by local marine engineering companies.

The sugar processing industry is also represented in the collection with items such as product samples, engineering models and other equipment used in the industry. As a major Inverclyde industry sugar processing influenced the lives of many Inverclyde people. In the 250 years of its existence it led to Inverclyde becoming involved in many aspects of British foreign policy from the age of slavery to the colonial produce protection schemes of the twentieth century. This material not only has Inverclyde significance but also illustrates aspects of national and international trading activity. Other industrial material in the collection relates to rope making, whaling, banking, seafaring, tailoring, electronics and computer manufacturing, retailing and land transport within Inverclyde.

This collection is the largest collection of items with Inverclyde connections and as such it occupies a unique place. It documents the personal, working and social life of Inverclyde's inhabitants over the last five hundred years and as such it is a valuable resource for Inverclyde residents and those researching Inverclyde's past.

Significant donors to this collection are:

- Thomas Thompson (1856-1935): He was a banker and Treasurer of the McLean Museum and was the prime mover in acquiring the outstanding collection of over 1,000 First World War posters and proclamations.
- The former Burghs of Greenock, Gourock and Port Glasgow: donated much material related to civic life.

2.16 Social History: Publications

This small collection contains a mixture of locally published newspapers, books on subjects related to prominent Inverclyde industries such as shipbuilding, rope making and sugar refining. There are also a small number of large format art books such as David Roberts' 'Nubia'. The collection is a mixture of low quality mass market books, commercial material and a small amount of high quality material of significance and value. Some of the large format books, such as the seventeenth century maritime atlas *Le Neptune François*, are of national and international importance.

Significant donors to this collection are:

- Miss Mae Caird: Donated important 19th century publications and other rare books.

2.17 World Cultures

The World Cultures collection contains items from all over the world beyond the British Isles but has particular strengths in the cultures of Asia, Africa and Oceania. The World Cultures collection of the McLean Museum has been an important part of the Museum's displays since its foundation in 1876. The collection grew as a result of the Inverclyde area's importance as a seaport and its involvement in maritime and trading activities of all types. The importance of this connection was not lost on the Museum's early trustees who actively encouraged and commissioned ships' captains to gather material on their voyages for the collection. Much of the material from the Pacific area was collected in this way. In addition many people from Inverclyde sought their living abroad as planters, mining engineers, administrators, soldiers and missionaries. They donated a wide variety of objects from the many different cultures they encountered.

The collection contains items from a wide range of locations in western, eastern and southern Africa. The items date from the nineteenth and twentieth centuries include weapons, domestic and ceremonial items, musical instruments and personal items such as jewellery. It includes a collection of ironwork from West Africa, items from the battlefield of Isandlwana and ceremonial adzes of the Tiv people of northern Nigeria.

There are also items from China and territories of the former Chinese Empire including Tibet and Formosa. The items are mainly from the latter part of the Qing dynasty that ended in 1911, and from the early period of the Chinese Republic. They come from various parts of China and fall into two broad categories: items produced for export to Europe and America, and those items produced by the Chinese for themselves. Items of particular importance are the 17th century Kang Xi period fire screen and a pair of Tibetan bodhisattva figures.

One of the most significant parts of the collection in terms of scale, quality and significance is the large collection of Japanese items which date from the 16th century onwards. It includes armour, swords and sword fittings, tsuba, lances and other military items, ceramics, inro, lacquer work, netsuke, printed items, wood carvings, equestrian items and costume.

There is also a small group of items from Europe and the near and middle east. This small collection is of a very miscellaneous nature including items such as handcuffs from Siberia and thumbscrews from Portugal. Almost all of this material has poor provenances and is of no known Inverclyde, national or international significance.

The American material contains a variety of objects from arrowheads to snowshoes. It contains some items of significance such as a Naskapi painted caribou skin from Labrador, a Yurok dance hat and early period birch bark and moose hair baskets.

The collection contains material from the Pacific region and includes items from Polynesia, Melanesia, Micronesia and Australia. This varied collection includes weapons such as clubs and spears as well as ceremonial and religious items along with domestic items. This group of items has a high significance. It is one of the larger public collections of this material in Scotland it includes a nationally and internationally important collection of Malagan material from New Ireland and Papua New Guinea and includes contemporary material.

Much of the material from South Asia was brought home as 'souvenirs' by nineteenth century travellers to India who were fascinated by the richness, variety and complexity of the societies that they found. These nineteenth century travellers collected those items that often seemed to represent the unique inner qualities of the south Asian world - its religions and their beliefs. As such, the collection centres on the gods, myths and legends of south Asia. Figures of the Buddha from Myanmar (Burma), the Hindu gods and other deities are prominent as are weapons.

The world cultures collection at the McLean Museum is one the top half dozen collections of its type in Scotland. This collection documents the activities of people from the Inverclyde area as well as Inverclyde's connections with the wider world.

The most significant donors to this collection are:

- George Rodgers Macdougall (1843-1917): Macdougall was prominent in many local enterprises such The Harbour Trust, School Board and the Museum. He was involved in the local sugar trade and eventually his business led him to emigrate to New York, where he established one of the largest commodity trading firms of the day. In the period 1900-1914 he acquired and donated a significant collection of Japanese material to the Museum.
- Captain David Swan (1849-1914): Captain Swan was a local mariner who captained emigrant ships travelling in Pacific waters. It was on these trips that he acquired an important collection of Malagan items from the island of New Ireland which he donated to the Museum.
- Sir William Northrup McMillan (1872-1925): McMillan was an American industrialist who travelled in Africa collecting African material, especially from Benin and East Africa, which was donated to the Museum in the 1920s.
- Mrs. Jessie Ballantyne: Mrs. Ballantyne donated an important collection of material from Papua New Guinea. This had been collected by her son David Ballantyne (1868-1909), a local man who rose to become Controller of Customs for British New Guinea.

3. An overview of current collections

3.1 Archaeology

The Archaeology Collection currently contains 481 catalogued items.

The strength of the collection is:

- Ancient Egyptian material

Outstanding items include:

- Female mummy cartonnage from Herakleopolis Magna
- Temple stone frieze from the Great Temple of Bast at Bubastis.

The Archaeology collection has a few items recovered from various sites within Inverclyde and archaeological digs carried out at Newark Castle, Port Glasgow; Castle Levan, Gourrock and the site of the former Clyde Pottery Works in Greenock. The non-Inverclyde material includes a group of Palaeolithic flint implements from Milton Street,

Kent and stone axes from Ireland. There is also a small quantity of Roman and medieval material from London and a small collection pre-Columbian pottery from Peru and a votive tablet from Carthage bearing an inscription incised in Phoenician referring to the deity Baal Hammon. The most important part of the Archaeology Collection is the important collection of Ancient Egyptian material which contains pottery, shabtis, amulets, and scarabs in addition to carvings, stela and other funerary equipment from sites at Abydos, Bubastis, Defenna, and Deir el-Bahri, Dendera, Diospolis Parva, El Amra, Herakleopolis Magna, Naukratis and Oxyrhynchus.

3.2 Coins Medals and Tokens

The Coins, Medals and Tokens Collection currently contains 1417 catalogued items.

The collection contains coins from the Ancient World and includes Roman, Greek and other near eastern coins. There are coins from Ancient Rome, Roman occupied Egypt and Byzantium. The collection also contains coins and banknotes issued in Britain and range in date from the reign of Elizabeth I to the decimal era but are primarily eighteenth and nineteenth century. There are also coins issued by the major European states and non-European coins and banknotes, including material issued by the colonial powers for use in their colonies. Scottish material includes a range of banknotes from Scottish banks including Dumfries Commercial Bank, Greenock Bank Company, British Linen Bank Company, Caithness Bank and the Renfrewshire Bank Company.

The collection also contains communion tokens, used to allow access to the celebration of communion in Protestant churches. The communion tokens are mainly from the eighteenth and nineteenth centuries. There are also non-military medals and a variety of trade tokens. There are medals and badges issued to or by the military, mainly First and Second World War period from a wide variety British Army regiments. The collection also has medals, mostly Victorian, on various subjects such as Lord Nelson, George Washington, Queen Victoria's jubilees, the Pope and Christopher Columbus and some medals relating to the Great Reform Act in Renfrewshire.

3.3 Costume and Textiles

The Costume and Textiles Collection currently contains 354 catalogued items.

Much of this collection has only a very weak connection with Inverclyde and is therefore of general interest only. It includes European costume of all types: men's, women's and children's clothes and accessories used in a wide variety of contexts such as fashion, sports and leisure wear, sacred dress, theatrical costume and uniforms. It also includes council robes of office and military items. There is a group of items such as decorative panels, quilts, carpets, samplers and curtains.

3.4 Decorative and Applied Art

The Decorative and Applied Art Collection currently contains 850 catalogued items.

The strengths of the collection are:

- Ceramic pieces made by the Clyde Pottery, Greenock
- Greenock Provincial Silver
- Venetian revival glassware
- Pewter Collection

Outstanding items include:

- Silver punch bowl yachting trophy of the Northern Yacht Club by John Heron of Greenock.

This collection contains items with strong Inverclyde connections especially items made by the Clyde Pottery of Greenock and Greenock Provincial Silver pieces. There are also Scottish, British and European ceramic pieces made from fired clay in earthenware, stoneware and porcelain. There are tiles, drinking and serving vessels, bowls, dishes, storage jars and decorative items

The most important items in the ceramics collection are from the Clyde Pottery. The Clyde Pottery collection at the McLean Museum is the world's largest collection of ceramics from this pottery. The collection provides a unique resource and reference point for collectors and scholars documenting an important Inverclyde industry which produced wares from 1816 to the early 1900s.

The collection also contains glassware and stained glass works of an architectural or decorative type. The major part of this collection consists of pieces of revival Venetian glass made by Salviati Company containing a variety of dishes, bowls, jugs and flagons. There is also a small group of stained glass pieces.

The collection includes Greenock Provincial Silver in the form of teaspoons, sugar tongs, wine labels, serving trays, ladles, cups and a yachting trophy produced by local silversmiths. There are pieces of undoubted quality and skill by John Heron, Jonas Osborn, John Taylor, William Clark and Nathaniel Hunter.

The collection also includes Scottish, British and European decorative metalwork in a variety of metals, primarily pewter. These date from the seventeenth century onwards and were made for ecclesiastical use and several of these have Inverclyde connections and provenances. They include tankards, plates, teapots, jugs, salvers, communion jugs and church collection plates.

3.5 Fine Art

The Fine Art Collection currently contains 1028 catalogued items.

The strengths of the collection are:

- Scottish Art from 1800
- British and European Art
- Works by Inverclyde Artists
- Marine Art

Outstanding works include:

- Paintings by the Scottish Colourists
- Art works by The Glasgow Boys
- Paintings by William Clark of Greenock
- Paintings by John Fleming
- Paintings by Robert Salmon

The McLean Museum's Fine Art Collection is one of the most interesting in Scotland and is the product of over 130 years collecting by the Museum. It contains a wide range of works including American and European art as well as contemporary work from Papua New Guinea.

The collection contains American artworks dating from the middle of the nineteenth century to around the First World War period. There are works from the Tonalist school of artists and other American artists of the late 19th and early 20th century.

Although small in number, there are paintings by major European artists such as Eugène Louis Boudin, Jean-Baptiste-Camille Corot and Gustave Courbet. The collection also contains paintings by lesser known European artists from France, Italy, Russia and the Netherlands and Italian sculpture.

British Art in the collection includes English landscapes, English Victorian narrative paintings, history paintings and genre paintings with several important artists from this period represented in the collection. Particularly noteworthy are a group of five watercolours on Italian and Spanish subjects by John Frederick Lewis and a group of oil paintings on Inverclyde subjects by the marine artist Robert Salmon. Other British artists include Dame Laura Knight, Lord Frederic Leighton, Sir Alfred John Munnings and works by the Irish artists Sir William Orpen and Seán Keating. The collection also includes sculpture by Sir Francis Legatt Chantrey and Sir Charles Wheeler.

Scottish Art is a major part of the collection with works by Scottish artists from the eighteenth century to the present day and includes a work by almost every significant Scottish artist between 1800 and 1950. Of particular note are the groups of works the Glasgow Boys and the Scottish Colourists.

The Scottish Art collection also includes portraits by artists such as Allan Ramsay and Sir Henry Raeburn. Other significant Scottish artists working in a range of genres such as landscapes, Scottish Victorian narrative and history paintings, portraits, architectural and wartime subjects are represented and include Horatio McCulloch, Waller Hugh Paton, Sir William Quiller Orchardson, William Strang, Muirhead Bone, John Duncan, George Houston, Robert Gemmell Hutchison, James Kay and John McGhie. Of particular note is the group of eight paintings by William McTaggart and five paintings by Robert Inerarity Herdman.

The Glasgow Boys are also well represented in the McLean collection with works by Sir David Young Cameron, David Gauld, Sir James Guthrie, George Henry, Edward Atkinson Hornel, Sir John Lavery, Arthur Melville, James Paterson, Robert Macaulay Stevenson and George Henry.

The Scottish Colourists are also represented with works by Francis Campbell Boileau Cadell, John Duncan Fergusson and Samuel John Peploe.

The collection also has works from the post Second World War period till the present and include paintings Stanley Cursiter, John MacLauchlan Milne, Alberto Morrocco, James McIntosh Patrick, Anne Redpath, Robert Sivell, Mary Nicol Neill Armour, Robert Henderson Blyth, William Crosbie, James William Hunter Cumming, David Ewart, William Russell Flint, William George Gillies and Alexander Goudie.

Of particular importance to Inverclyde is the Museum's unique collection of works by Inverclyde artists. The Inverclyde area has made a valuable contribution to Scottish art over the last two centuries, producing artists of importance working in a wide variety of genres. The collection has significant holdings of nineteenth century works by William Clark, John Fleming, and Patrick Downie in addition to works by other local artists. Twentieth century works include paintings by George Telfer Bear, Leonard Boden, Margaret Isobel Wright, William Somerville Shanks, William Niven, Alexander Galt and others. An important recent acquisition was a landscape by the Greenock born artist William Scott.

3.6 Natural Sciences

The Natural Sciences Collection currently contains 9,503 catalogued items.

The strengths of the collection are:

- Mounted mammal specimens
- Herbarium specimens

Outstanding items include:

- Indian Tiger (mounted specimen)
- Sloth Bear (mounted specimen)
- Nile Crocodile (mounted specimen)

The McLean's Natural Sciences collection is substantial in size and reflects the considerable importance attached to collecting in this field the Museum's inception up until the 1940s. The collection covers Botany, Zoology and Geology.

There are over 1100 herbarium specimens mainly local to Inverclyde in the form of labelled herbarium sheets comprising pressed and dried plant material mounted in album leaves. The botanical collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. It is now primarily a research resource.

The collection has over 1,000 geological specimens of rocks, minerals and fossils from all over the world with only a small proportion of this material being of local origin. The fossil specimens mainly come from Scotland and England. The collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. The minerals and rocks form a general collection containing a wide range of specimens from around the world and from across the major mineral groups including native elements, carbonates, oxides, sulphides, sulphates and phosphates. The geological specimen collection is now primarily a research resource.

The zoological section includes bird and bird egg specimens. The collection mostly consists of mounted bird specimens and bird eggs with a small number of study skin specimens. The specimens come from the British Isles, Europe, Asia, the Americas, Australia and especially Africa. Specimens were collected from the middle nineteenth century until the 1960s. Several of the specimens in the collection are of now extinct or severely endangered birds. These include the Passenger Pigeon and the New Zealand Kakapo. Such extinct and endangered specimens are particularly important for research purposes.

The Invertebrate section of the Natural Sciences collection contains insect specimens. The collection contains over 3,100 specimens of butterflies, moths and coleoptera specimens. There are also mollusc specimens including amphineura, bivalves, cephalopods and gastropods. This collection consists of dry empty shells and includes terrestrial, fresh water and marine molluscs from all over the world.

The Natural Sciences collection contains 4 reptile specimens: an iguana, a python skin, a turtle shell and a Nile crocodile (*Crocodylus niloticus*). The mammal section of the Natural Sciences collection contains specimens, mostly of big game mounts of African animals. Some of the mammal specimens form part of the long term display on the upper floor of the Museum.

3.7 Photographs

The Photograph Collection currently contains 10,877 catalogued items.

The strengths of the collection are:

- Clyde maritime and ship photographs.
- Photographs of the Inverclyde area.
- Photographic surveys of urban development schemes in Inverclyde.

Outstanding items include:

- Photographs of the Greenock Blitz aftermath in 1941.

The collection has all formats of photographs reflecting the acquisition the material in an ad hoc fashion. The collection spans some 150 years of Inverclyde's history and records many now vanished streets and locations. These images record the life of Inverclyde's people as they worked in the industries of the area, their leisure activities, important local events and the buildings and streets of the various towns and villages of the area. There are also photographs of miscellaneous non Inverclyde subjects.

The Paterson Collection of Clyde shipping photographs was compiled by Mr. Robert Beatty Paterson of Dunoon. It contains almost 5,000 images of all the many types of vessels that were once so common on the Clyde and also records many of the piers, harbours and anchorages of the river. There is also a large collection of postcards of Inverclyde and non-Inverclyde subjects.

3.8 Social History

The Social History Collection currently contains 4,609 catalogued items.

The strengths of the collection are:

- Industrial history of Inverclyde
- Social history of the Inverclyde area
- Civic history of the Inverclyde area
- Items relating the First World War

Outstanding items include:

- Original builder's ship models of locally built vessels
- First World War propaganda and recruitment posters

The Social History Collection includes is the largest collection of items with Inverclyde connections and as such it occupies a unique place. It documents the personal, working and social life of Inverclyde's inhabitants over the last five hundred years and as such it is valuable resource for Inverclyde residents and those researching Inverclyde's past. It also includes a variety of domestic, personal and working items without any strong Inverclyde connections.

An important part of the collection covers material relating to the civic and political history of Inverclyde and the historical burghs of the area and the governance of the burghs of Greenock, Gourock and Port Glasgow, the growth of the burghs, as well as Wemyss Bay, Inverkip and Kilmacolm. There are plaques, boards, police batons, badges, chains of office, medals, badges, glass and ceramics, textiles, uniforms, burgess tickets, burgh lamp glass, seals & dies, coats of arms for Inverclyde and its various constituent former burghs, weights and measures, commemorative trowels and other ephemera and a variety of commemorative items.

The collection also contains material relating to the domestic, personal and family life of individuals and families in the Inverclyde area and covers a wide range of topics such as housing, domestic life, food, eating, drinking, smoking; heating, sanitation, cleaning, childhood, marriage and poverty. The collection also documents the many religious and faith based groups that have been established in the area and, in addition, there are items from faith based or inspired organisations, such as the

Temperance movement. It also records the historical religious divisions in the area and includes sectarian and anti-sectarian objects such as sashes and ephemera.

The collection also has small group of items relating to education and health in the Inverclyde area. The type of object ranges from educational medals, a writing slate and a tawse to material from chemist's shops, equipment and instruments, nurses' uniforms and ophthalmic equipment, medical equipment and instruments, commemorative items and badges.

The collection contains a range of items associated with the historical industries of the Inverclyde area and includes tools, equipment and other items associated in addition to a collection of engineering and shipbuilding models.

There is also material relating to working life in Inverclyde outside the industries listed above. These include items associated with rope making, whaling, banking, seafaring, tailoring, electronics and computer manufacturing, retailing and land transport within Inverclyde. The sugar processing industry is represented in the collection with items such as product samples, engineering models and other equipment used in the industry.

The collection contains ship models from the early nineteenth century onwards. They are predominantly builder's models of vessels built by local shipyards with engine models made by local marine engineering companies. There are also engineering models relating to the sugar processing industry and other businesses. Some of these items are of Inverclyde and national significance.

There are models of Comet, the first commercial steamship in Europe, models of important vessels built by Caird & Co. such as the Windsor Castle (the first steel ship to sail to India) and the Mona's Isle and vessels built by Scott's, Lithgow and other Inverclyde yards. The collection also includes Napoleonic Prisoner of War models in bone. The engineering models are also of significance and include a trunk engine made by Caird & Co. around 1860 and a working model of a compound surface condensing steam engine made by John Gray, an apprentice of John Napier in 1838 and an early steam pumping engine from the 1790s.

The collection contains material relating to social amenities, entertainments and hobbies and all forms of amateur and professional sporting activity in Inverclyde. Items in this group include awards, sporting medals, ceramic figures, trophies, cups and shields, sporting costume and equipment such as football jerseys. A wide range of sporting activities are represented with medals, shields, trophies, associated ephemera and sporting equipment. The sports covered include swimming, football, boxing, bowling, tennis, cycling, and golf, sailing, rowing and running.

There is also material relating to social organisations and their activities in the Inverclyde area including material related to fraternal organisations and clubs, charities, trades unions, political organisations and other social and political organisations. A wide range of community organisations and activities are covered with the items represented including medals, regalia and associated ephemera.

The collection contains material relating to the history of warfare and defence in the Inverclyde area and to the participation of the Inverclyde area in broader conflicts elsewhere, including the First and Second World Wars. There are items relating to local militia, volunteers, defence units and regiments from the eighteenth century onwards and includes badges, medals, uniforms, armbands.

The collection also contains many printed items from the First World War period. There is a large collection of posters, proclamations and other printed material relating to the First World War. Around 500 of these items are colourful illustrated posters on all aspects of the British and Allied war effort. There are also 500 proclamations issued by the German military occupation authorities, the Imperial German General Governorate of Belgium (Kaiserliches Deutsches Generalgouvernement Belgien) which shows how the German occupation forces controlled various aspects of civilian life in that country. These rare items provide a special historical resource for everyone with an interest in the First World War. In addition to British items it also includes Canadian, New Zealand, United States, Portugal, Greece and other countries in its comprehensive survey of the subject.

3.9 Social History: Publications

The Publications Collection currently contains 133 catalogued items.

Outstanding items include:

- Six volume work 'The Holy Land, Syria, Idumea, Arabia, Egypt and Nubia. After lithographs by Louis Haghe from drawings made on the spot by David Roberts, R.A.
- 'Le Neptune François ou recueil des cartes marines levées et gravées par ordre du roy.'

This small collection contains a mixture of published items from books on local industries to rare editions of nineteenth century works

3.10 World Cultures

The World Cultures Collection currently contains 1,780 catalogued items.

The strengths of the collection are:

- Japanese collection
- Material from the Pacific

Outstanding items include:

- Collection of material from New Guinea
- Collection of Malagan items from New Ireland

The World Cultures collection at the McLean Museum is one the top half dozen collections of its type in Scotland. This collection documents the activities of people from the Inverclyde area as well as Inverclyde's connections with the wider world with many of the items being donated by seafarers, merchants, missionaries and others from Inverclyde who made their careers in the far flung parts of the world.

The collection grew as a result of the Inverclyde area's importance as a seaport and its involvement in maritime and trading activities of all types. Many people from Inverclyde have sought their living abroad as planters, mining engineers, administrators, soldiers and missionaries. They have donated a wide variety of objects from the many different cultures they encountered. Today this material provides important evidence of their travels and of the societies they visited.

The World Cultures collection contains items from all over the world beyond the British Isles but has particular strengths in the cultures of Asia and the Pacific. The items in the collection date from the nineteenth to twenty first centuries and the types of objects include weapons, domestic, religious and ceremonial items, clothing, musical instruments and jewellery.

The collection contains items from a wide range of locations in western, eastern and southern Africa. The items date from the nineteenth and twentieth centuries and the types of objects include weapons, domestic and ceremonial items, musical instruments and personal items such as jewellery. It includes a collection of ironwork from West Africa and items from the battlefield of Isandlwana, the great battle between the Zulus and the British Army. Other items of interest include a manuscript from Ethiopia and ceremonial adzes of the Tiv people of northern Nigeria.

The collection includes material South Asia. Much of it was brought home as 'souvenirs' by nineteenth century travellers and as such, is focussed on the gods, myths and legends of south Asia such as figures of the Buddha, the Hindu gods and other deities. The material is generally of modest significance although it does contain some important pieces such as Burmese marble Buddhas.

There are also items from China and territories of the former Chinese Empire including Tibet and Formosa. The items are mainly from the latter part of the Qing dynasty that ended in 1911, and from the early period of the Chinese Republic. They come from various parts of China and fall into two broad categories: items produced for export to Europe and America, and those items produced by the Chinese for themselves. Items of particular importance are the 17th century Kang Xi period fire screen and a pair of Tibetan bodhisattva figures.

The American material contains a variety of objects from arrowheads to snowshoes. It contains some items of significance such as a Naskapi painted caribou skin from Labrador, a Yurok hat and early period birch bark and moose hair baskets. The southern and Central American material contains mostly domestic items and weapons and ranges from the modern West Indies to and ceramic items from Mexico.

The Pacific area group of items contains items from Polynesia, Melanesia, Micronesia and Australia. This varied collection includes a wide range of items from the area and although there are a large number are weapons such as clubs and spears there are also ceremonial and religious items along with domestic items. This group of items has a high significance and includes the nationally and internationally important collection of Malagan material from New Ireland. It is one of the larger public collections of this material in Scotland.

4. Themes and priorities for future collecting

- 4.1 The McLean Museum aspires to develop the collection so that it remains relevant and fulfils the mission statement and purpose of the Museum. The Museum aims to have the collection widely used and valued by the Inverclyde community and others that it serves through the provision of high quality. The Museum aspires to remove all barriers to accessing the collection including physical, cultural, social, financial, intellectual, psychological and emotional barriers and making the collection available to all in a wide variety of forms. The Museum also aspires to preserve the collection for future generations through proper stewardship and by adherence to recognised standards and best professional practice.
- 4.2 The aims of the McLean Museum and Art Gallery's collection development policy are:
 - To enhance the role of the collections in fulfilling the learning, research and cultural goals of the Museum.
 - To ensure that acquisitions to the museum's collections are in accordance with the McLean Museum's mission statement and that current collections are regularly assessed to establish relevance to the Museum's mission.

- To ensure that all acquisitions and disposals are made in conformity with applicable ethical and legal standards and with the Accreditation Scheme for Museums and Galleries in the United Kingdom.
- To ensure that any acquisitions contribute to a balanced growth of the various collections to enable the Museum to properly fulfill its mission and purpose.
- To ensure that any proposed acquisitions can be accommodated within the current and future human, spatial and financial resources of the Museum.

4.3 The McLean Museum will seek to implement the aims and aspirations of the Collection Development Policy by ensuring that they inform the strategic plans, operational plans and written procedures of the museum. Collection management plans will incorporate objectives that meet the SMART definition: that they are Specific, Measurable, Achievable, Realistic and Time Specific.

4.4 Archaeology

Given the paucity of Scottish material in the archaeology collection the McLean does not seek to actively collect in this field and if objects are offered they would be best placed with the National Museum of Scotland or another appropriate holder of archaeological material. The exception to this rule would be for finds located within Inverclyde subsequent to notification of the Regional Archaeologist. Items which are without a provenance or an Inverclyde connection will not be collected. The Museum will not acquire archaeological antiquities, including excavated ceramics, where the governing body or responsible officer has any suspicion that the recovery of the object(s) involved a failure to follow the appropriate legal procedures.

The Egyptian material in the collection was acquired before 1914 as a result of the activities of the Egypt Exploration Fund. Since the legal export of antiquities has been restricted since the 1920s, it is unlikely that this collection will have any further additions in the future from contemporary archaeological excavations in Egypt. Therefore only the passive collecting of properly provenanced items exported prior to 1914 should be considered and, with this exception, this collection is effectively closed to future acquisitions.

4.5 Coins, Medals and Tokens

The Coins, Medals and Tokens collection does not generally seek to add material which does not have an Inverclyde connection except in very exceptional cases which will be judged on a case by case basis by the Curator. Only items with a specific and strong Inverclyde connection or context will continue to be collected. Items made elsewhere and merely used in the Inverclyde area for a general purpose should not be accepted, this includes non-Inverclyde coins, tokens, metallic checks and banknotes (appropriate museums will be recommended to potential donors when such items are offered to the McLean Museum).

4.6 Costume and Textiles

Future collecting objectives include the acquisition of textile products by local industry, e.g. Fleming Reid & Co. and working clothes representing local occupations. The following categories and objects are excluded from future collecting: Samplers (unless of exceptional historical or local interest); Wedding dresses; Christening gowns and baby clothing; general men's and women's clothing of the period, unless it has specific Inverclyde associations in its manufacture, use or ownership, with supporting documentation.

4.7 Decorative and Applied Art

The Decorative Arts collection should continue to collect material with a strong Inverclyde connection, in particular items relating to the Clyde Pottery and Greenock Provincial Silver. Items without a strong Inverclyde connection should only be collected when their other qualities make a strong claim on being part of the collection. This may be their quality, craftsmanship, aesthetic or design or some other aspect which would enhance the overall standard and quality of the collection. Trophies presented by or to local societies or similar organisations, unless of special significance to local history, will be excluded from future collecting.

4.8 Fine Art

The collection of American and European art works contribute to the breadth and scope of the collection as a whole and will continue to be collected when the opportunity arises. Collecting should be of a passive rather than active nature since this does not constitute a primary collecting priority for the Art Collection as a whole.

The collecting of Scottish and British art works is central to the Art collection and the Museum Collections as a whole. Collecting should be of an active nature, especially in seeking artworks that fall within the key genres of the collection: marine works, portraits of Inverclyde people, depictions of Inverclyde scenes and works by significant Scottish and British artists. These should be sought as part of a long term strategy of building on the strengths of the collection. Of particular importance is the continued acquisition of high quality works by artists from Inverclyde, enhancing the Museum's role as the main repository for the artistic traditions of the Inverclyde area.

All artworks which become available as potential additions to the collection should be considered for acquisition only if they meet the aesthetic standards of the existing collection, do not require inappropriately high levels of conservation and can be effectively displayed within the current facility.

Our ability to collect certain sorts of work, e.g. Sculpture and other 3D work is limited by the available storage space available to the Museum service. Acquisitions are therefore dependent on adequate storage facilities.

4.9 Natural Sciences

The Natural Sciences collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. Although the Zoology Collection is a historically important one for the McLean Museum, the principal current use of the historical collection is in permanent and temporary display work. There is no systematic collecting of Zoological material for scientific study, so it is effectively a closed collection.

The fossil, rock and mineral collections are retained primarily for the purposes of display, exhibition and research. As there is no systematic collecting of this material for scientific study, it is now effectively a closed collection with the exception of material from Inverclyde with accompanying collection data. It is now primarily a historical research resource. The Natural Sciences collection was collected on an ad hoc basis, limiting the scientific and research use of the collection. There is no current collecting of specimens in any of the Natural Sciences collections so effectively it is a closed collection. The focus of the Natural Sciences collections will be on consolidating and improving the storage of the existing vulnerable collections and making them more accessible to the public, rather than in adding to the collection.

4.10 Photographs

The McLean seeks to add to its collection of historical photographs of local maritime interest and views of people and places relating to Inverclyde. Wherever possible, the copyright or reproduction rights should be acquired by the Museum in order to permit the widest possible public access to the Photograph Collection. The Museum should build up, as far as is practicable, contemporary photographic records as a valuable archive for future exhibitions and research. In particular the Museum should collect in the following key areas: photographs showing local subjects such as local scenes, events and activities and photographs of interior scenes in Inverclyde buildings, domestic and industrial, from any period. In particular the Museum will collect photographs showing local subjects which cannot be represented in the collections by objects.

Photographs of non-Inverclyde subjects will be excluded from future collecting as will photographs of equipment or machines of unknown purpose which lack accompanying documentation. Portraits, unless the identity of the sitter is known or the photograph has an Inverclyde connection, will not be collected.

4.11 Social History

The McLean Museum will specifically collect objects connected to the history of the towns and people of the Inverclyde area. Many items, including oral recollections, have been donated as a result of an active programme of temporary exhibitions on a variety of topics related to Inverclyde's history. This should continue. Items of contemporary date may be added to the collection where this is merited. This collection will also continue to collect items which reflect aspects of industrial, social, working and personal life in the Inverclyde area.

Items for the Social History Collection will only be collected where they do not require inappropriately high levels of conservation and can be effectively displayed within the current facility.

The Social History collection will refuse purchases, donations and deposits of material which fall outside its area of interest, or where it is the professional opinion of the Museum's Curator that the material is inappropriate for permanent preservation, or where such acquisitions would threaten the principles of archival integrity and respect of provenance, or where there are grounds to believe that the vendor, donor or depositor does not have the legal right to dispose of the material in question. The Museum will not collect large items of industrial equipment such as steam engines and machinery, owing to lack of display and storage space. It will not collect items lacking a specific and strong Inverclyde connection or context or generic items made elsewhere and merely used in the Inverclyde area for a general purpose.

4.12 Social History: Publications

Where appropriate, the Museum will seek to add to this collection to fill in gaps and expand the range of subjects covered provided that it falls within the stated areas of interest, which is the Inverclyde area. Special formats such as video or film may be transferred to specialist repositories with the agreement of the donor/depositor. Vendors, donors and depositors offering us material outside of our area of interest will be urged to pass such material on to a more appropriate archive repository.

4.13 World Cultures

Given the significance of the World Cultures collection, and its importance within the permanent and temporary display framework of the Museum, it is desirable to

augment the collection when suitable opportunities arise. World Cultures items are still regularly donated to the Museum, often by inhabitants of the Inverclyde area. Material must be of a high enough quality to merit preservation and not duplicate material already held. Items with local associations are particularly welcome as are objects of oriental origin which would give added breadth and depth to the strong and substantial collection of material from Japan, China and the Pacific Region.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 The McLean Museum aspires to develop the collection so that it remains relevant and fulfils the mission and purpose of the Museum through the policies in this document. The Museum also aims to have the collection widely recognised and valued by the Inverclyde community and other users that it serves through the provision of high quality services enabling the collections to be enjoyed by all. The Museum also aspires to preserve the collection for future generations through proper stewardship and by adherence to recognised standards and best professional practice.

The McLean Museum and Art Gallery acknowledges the importance of significance assessment when considering an item for disposal from the collection. Significance does not refer simply to the item's physical state or appearance; it also explains the object's meaning for the Museum and influence future decisions concerning the acquisition, interpretation, display, conservation or disposal of an object. Significance assessment provides valid arguments for or against the acceptance of an item into the collection or for the disposal of an item from the collection.

- 5.4 Significance includes all aspects of an object that add to the object's story including the history, use and the social and spiritual values of an object. It is through these that the object gains meaning. The individual significance of an item and its value to the McLean Museum and Art Gallery collection will be evaluated as part of the rationalisation process.
- 5.5 Through the significance assessment process the McLean Museum and Gallery is able to demonstrate the importance of the item to the collection and the community. The significance assessment process will include these steps:
 - Researching the object's history and provenance.
 - Consultation with relevant donors, owners, users, community groups and ethnic communities.
 - Establishing an understanding of the object's context
 - Documenting the object's condition.
 - Consideration of any comparative examples.

An assessment will be made regarding the acceptance or disposal and recorded in the catalogue record of the object.

- 5.6 The McLean Museum and Art Gallery employs four main criteria when assessing significance:

- Historical significance: There is a proven association between the object and a known individual, event or historical period that is considered significant by the McLean Museum and Art Gallery.
- Aesthetic significance: Objects as significant because of their beauty, age, skill used in creation, style or design.
- Scientific, research or technical significance: The item shows a significant degree of technical or creative achievement for the period of their creation.
- Social or spiritual significance: Objects considered important by communities because of their cultural or spiritual associations.

5.7 The McLean Museum and Art Gallery also employs an extra five criteria which may alter the main criteria assessment when evaluating an object's significance. They are:

- Condition and completeness: An incomplete object or object in poor condition can only tell part of its story.
- Contribution to interpretation: The ability of an object to interpret particular themes, people or ideas to users of the Museum service.
- Provenance: This is crucial in assessing significance because knowledge of the provenance increases the Museum's capacity to communicate the story of the object. Without a provenance, the Museum may only communicate a partial, possibly inaccurate history of the object.
- Representativeness: The object may or may not represent a particular category of item or activity, a way of life or some other theme relevant to the Museum's purpose.
- Rarity: The significance of an object to the Museum would increase if it is rare or uncommon and relates to the Museum's mission statement and policies.

Rationalisation reviews will also include all other aspects of the collections, especially the storage, management capacity and conservation requirements of the collections.

5.8 Although all collections may potentially be reviewed in the future, depending on circumstances, the collections under consideration at the moment are:

- Natural Sciences Collection
- Social History Collection

The main issues relating to the Natural Sciences collection are:

- Health and safety limitations on the use of the collection
- The usability, relevance and significance of the specimens in the fulfilment of the Museum's statement of purpose
- Conservation and storage required for the collection.

The main issues in the Social History collection are:

- Relevance and significance of the material in the fulfilment of the Museum's statement of purpose
- Duplication of items
- Conservation and storage requirements.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with

these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museums and organisations:

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums:

- Castle House Museum, Dunoon
- Renfrewshire Museums Service
- Glasgow Museums Service
- North Ayrshire Museums Service
- Inverclyde Archives Service
- Inverclyde Libraries Local History Service

8 Archival holdings

The Museum does not intend to hold or collect archival materials. All such materials relating to the Inverclyde area fall under the remit of the Inverclyde Archives Service and the Museum will cooperate with them where required to ensure that archival materials are held in the appropriate repository.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

The Curator and Assistant Curators of the Museum are authorised to acquire items on behalf of the Museum. Where the item is of significant value, scale or bears a cost in acquiring it or imposes costs in terms of storage or transportation then the agreement of the Curator and the Manager of Inverclyde Libraries, Museum and Archives is required.

Authority to approve the acquisition of items is delegated by the Inverclyde Council according to value. The authorisation levels for agreeing acquisitions (whether purchases, gifts or bequests) are:

Value of Item	Authoriser
Up to £1,000	Assistant Curator
£1,000 and over	Curator

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002 the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

- 10.1 As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11 Biological and geological material

- 11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to The McLean Museum and Art Gallery by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the Inverclyde Council, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 Exceptions

- 13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

- 14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

- 15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in Scottish Museums' issued by MGS in 2011) , objects or

specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

- 15.2 The disposal of human remains from museums in Scotland will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or, as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other

interested individuals and organisations giving priority to organisations in the public domain.

- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Museums Galleries Scotland.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession **and** disposal.

Disposal by exchange

- 16.13 The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

THE INVERCLYDE COUNCIL

AGENDA AND ALL PAPERS TO:

All Councillors	20
-----------------	----

Officers:

Chief Executive	1
Corporate Communications & Public Affairs	1
Chief Officer, Health & Social Care Partnership	1
Head of Children & Families & Criminal Justice	1
Head of Community Care & Health	1
Head of Planning, Health Improvement & Commissioning	1
Head of Mental Health & Addictions	1
Clinical Director	1
Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
Head of Safer & Inclusive Communities	1
Head of Organisational Development, Human Resources & Communications	1
Corporate Director Environment, Regeneration & Resources	1
Chief Financial Officer	1
Head of Legal & Property Services	1
S Lang, Legal & Property Services	1
R McGhee, Legal & Property Services	1
N Duffy, Legal & Property Services	1
F Denver, Legal & Property Services	1
L Carrick, Legal & Property Services	1
Members' Services Manager	1
Chief Internal Auditor	1
Head of Environmental & Commercial Services	1
Head of Regeneration & Planning	1
File Copy	1

TOTAL	<u>46</u>
--------------	------------------

AGENDA AND ALL NON-CONFIDENTIAL PAPERS TO:

Community Councils	10
--------------------	----

TOTAL	<u>10</u>
--------------	------------------