

POLICY AND RESOURCES COMMITTEE

THURSDAY 3 DECEMBER, 1998

NOTICE IS HEREBY GIVEN that a Meeting of the POLICY AND RESOURCES COMMITTEE will be held within The Gallery, Elgin Library, Elgin on Thursday 3 December. 1998 at 10 a.m.

Alistair Keddie
Depute Chief Executive (Finance & IT)

27 November 1998

BUSINESS

1. Consider, and if so decide, adopt the following resolution:-

“That under Section 50A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Items 23 to 34 of business on the grounds that they involve the likely disclosure of exempt information as defined in the appropriate paragraphs of Part 1 of Schedule 7A of the Act”, as shown against each item.
2. Capital Plan 1998/99 – Monitoring - Report by the Depute Chief Executive (Finance & IT)
3. Capital Budget 1998/99 – Broomhill Cemetery Keith Extension - Report by the Director of Technical and Leisure Services
4. Revenue Budget 1999/2000 – Public Consultation - Report by the Depute Chief Executive (Finance & IT)
5. Treasury Management Monitoring Report - Report by the Depute Chief Executive (Finance & IT)

6. Collection Statistics - Report by the Depute Chief Executive (Finance & IT)
7. Capital Street Lighting Programme – Revised Programme - Report by the Director of Economic Development and Planning
8. Grant Lodge Local Heritage Centre - Report by the Director of Technical and Leisure Services
9. Buckie Common Good Fund – Application by 1st Buckie Company Boys' Brigade - Report by the Depute Chief Executive (Finance & IT)
10. Cullen Common Good Fund – Application by Cullen Christmas Lights Committee - Report by the Depute Chief Executive (Finance & IT)
11. Elgin Common Good Fund – Application for Financial Assistance - Report by the Depute Chief Executive (Finance & IT)
12. Application for Financial Assistance – North East Scotland Heritage Trust - Report by the Depute Chief Executive (Corporate Services)
13. Private Sector Housing – Income from Sale of Private Sites - Report by the Director of Community Services
14. Project Development and Funding Sources: Services to People with Disabilities - Report by the Director of Community Services
15. Grampian Fire Brigade – Attendance at Non-Statutory Incidents - Report by the Depute Chief Executive (Finance & IT)
16. Strategic Defence Review – Territorial Army - Report by the Depute Chief Executive (Corporate Services)
17. The Moray Lesbian, Gay and Bisexual Switchboard – Application for Funding - Report by the Director of Community Services
18. Future of DLOs/DSOs: Joint Scottish Office/COSLA Seminar – Report by the Depute Chief Executive (Corporate Services)
19. Use of the Plainstones, High Street, Elgin – Report by the Legal and Administration Services Manager
20. Guidelines on Public Consultation - Report by the Depute Chief Executive (Corporate Services)
21. Best Value Implementation Plan for 1999-2000 – Report by the Corporate Best Value Group
22. Administration of the Best Value Initiative - Report by the Depute Chief Executive (Corporate Services)

Items the Committee may wish to discuss with the media and public excluded

23. Revenue Budget Monitoring - Report by the Depute Chief Executive (Finance & IT) [Para 6]
 24. Grampian Fire Brigade – Financial Position - Report by the Depute Chief Executive (Finance & IT) [Para 6]
 25. Report on the Work of Internal Audit Section in the Period 1st April, 1998 to 30th September, 1998 - Report by the Depute Chief Executive (Finance & IT) [Paras 8 & 9]
 26. Moray Development Plan - Report by the Director of Economic Development and Planning [Para 13]
 27. Information and Advice Services – Report by the Director of Community Services [Paras 6, 8 & 9]
 28. Appointment of Independent Adviser - Report by the Depute Chief Executive (Corporate Services) [Para 93]
 29. Health Promotions Shop – 239 High Street, Elgin - Report by the Director of Community Services [Paras 8 & 9]
 30. Sale of Caravan Sites - Report by the Director of Economic Development and Planning [Paras 6, 8 & 9]
 31. Former Mackintosh Warehouse, Francis Place, Elgin - Report by the Director of Economic Development and Planning [Para 9]
 32. Buckie Harbour Slipway Extension - Report by the Director of Economic Development and Planning [Para 93]
 33. Future Use of Winchester House, King Street, Elgin - Report by the Director of Community Services [Paras 8 & 9]
 34. Travelling Families Site, Elgin - Report by the Director of Community Services [Para 1]
- NB Paragraph 1 - Information relating to staffing matters
Paragraph 6 - Information relating to the financial or business affairs of any particular person(s).
Paragraph 8 - Information on the amount of any expenditure proposed to be incurred by the Authority
Paragraph 9 - Information on terms proposed or to be proposed by or to the Authority
Paragraph 13 - Information relating to proposals to an Act or Notice under or by virtue of which requirements are imposed on a person or to make an order or direction under any enactment

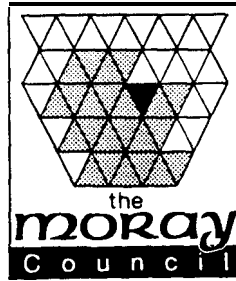
CONTACT PERSON:	Alistair Fanning
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POLICY AND RESOURCES COMMITTEE

SEDERUNT

COUNCILLOR T.A. Howe (Chairman)
COUNCILLOR G. McDonald (Vice Chairman)
COUNCILLOR E. Aldridge
COUNCILLOR D. Crawford
COUNCILLOR A. Farquharson
COUNCILLOR M.C. Howe
COUNCILLOR W. Jappy
COUNCILLOR J. Stewart
COUNCILLOR H.M. Cumiskie (Ex Officio)

CLERK TO THE COMMITTEE - MR A FANNING
Tel. 01343 563014 Room No. 103



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: CAPITAL PLAN 1998/99 - MONITORING

BY: DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)

1. **Reason for Report**

- 1.1 To provide Members with an update on the present position regarding the Capital Programme for 1998/99.

2. **Background**

- 2.1 Details of capital expenditure are provided to this Committee for monitoring purposes. Since the last report additional capital consent of \$400,000 has been awarded to the Council for flood prevention measures. The position regarding Section 94 Capital Consents is summarised as follows:-

	£'000
General Consent	4,595
Partnership Challenge Fund	500
New Deal for Schools	495
Cycle Challenge Fund	6
Air Quality Monitoring	14
Flood Prevention Measures	400

	6,010
	=====

3. **Monitoring Statement**

- 3.1 A summary of the planned and projected expenditure for each service and reference to the detailed Appendices are as follows:-

	Approved Expenditure £'000	Projected Expenditure £'000	Appendix
Education	1,931	1,931	3
General Services	5,518	5,953	4
Roads and Transportation	2,312	2,307	5
Social Work	987	987	6
Flood Works	210	211	7
Non-HRA Housing	1,001	1,001	8
	<hr/>	<hr/>	
TOTALS	11,959	12,390	1
	<hr/> <hr/>	<hr/> <hr/>	

3.2 A line has been included under Flood Prevention on Appendix 4 to allow for the additional Capital Consent of 5400,000 and it is understood that the Chief Roads Officer will report to Committee regarding this matter in due course.

3.3 The position regarding capital receipts is set out on APPENDIX 2.

4. Staffing and Environmental Implications

4.1 There are no direct staffing or environmental implications arising from this Report.


5. Consultations

5.1 Staff in all relevant Service Departments have been consulted in preparing the Appendices to this Report.

6. Recommendations

6.1 It is recommended that the Committee note the contents of this Report.

Author of Report: Mark Palmer, Assistant Chief Financial Officer – Ext. 3 103
Ref: MP/MJT/325

Signature: 

Designation: Depute Chief Executive

Name: Alastair Keddie

CAPITAL PROGRAMME SUMMARY 1998/99

ITEM 2
PAGE 3

	A	B	C	C as % of A
	Approved Exp. £'000	Actual Exp. £'000	Projected Exp. £'000	
Expenditure				
Education	1,931	330	1,931	100%
General Services	5,518	1,540	5,953	108%
Roads & Transportation	2,312	254	2,307	100%
Social Work	987	225	987	100%
Flood Works	210	108	211	100%
	<u>10,958</u>	<u>2,457</u>	<u>11,389</u>	104%
Non-HRA Housing	1,001	256	1,001	100%
	<u>11,959</u>	<u>2,713</u>	<u>12,390</u>	104%

Financed By		
Section 94 Capital Consent b/f	315	315
Section 94 Capital Consent 1997198	5,596	6,010
Challenge fund anticipated consent	200	200
Net Receipts to be used	5,818	5,835
Anticipation Facility (max +5% or - 10%)	230	230
	<u>11,959</u>	<u>12,390</u>

Capital Receipts - Carry Forward

Capital Receipts 1997198 b/f	5,450
Receipts Target 1998/99 (net of set aside)	2,383
Less: Receipts to be used	<u>(5,835)</u>
Carry forward to 1999/2000	<u>1,998</u>

CAPITAL PROGRAMME MONITORING 1998/99 - AS AT 31 October 1998

CAPITAL RECEIPTS

		A	B	C	
		Target	Actual	Projected	C as %
		£'000	Receipts	Income	of A
		£'000	£'000	£'000	
<u>ALL SERVICES EXCEPT HOUSING</u>					
	Caravan sites			400	
	Halliman House, Lossiemouth	200		180	90%
7699	9999 Developer's Contribution	215	215	215	100%
	Macintosh Warehouse, Elgin	100		0	0%
	Queen Street Offices Buckie			65	
	Portakabins at Headquarters	5		0	0%
	Highfield	300		270	90%
	Deduct: set aside (Receipts prior to 1.8.98)	(410)		0	
2399	3982 Pooled Property - Woodhill	47	47	47	100%
2311	3008 Industrial Estates to Balance Isla Bank Mills	162		162	
		<u>619</u>	<u>262</u>	<u>1,339</u>	216%
Other Receipts					
	ERDF from Roads 1996/97 projects	44		44	100%
2399	3951 Buckie Harbour • PESCA	159	100	159	
7699	5104 Burghead Railway Bridge - Developer Contribution	80	80	80	100%
2311	3003 Elgin Site Servicing, Chanomy	115	118	115	
2311	3004 Site Servicing, Waterford Road, Forres	110		110	
2311	3008 Isla Bank Mills , Keith	382		382	
23	12 3204 Cullen Viaduct [further income to be rcvd next year to balance project to approved amount]			25	
		<u>890</u>	<u>298</u>	<u>915</u>	103%
<u>NON-HRA HOUSING</u>					
	Site sales	100	51	100	100%
	50% set aside (Receipts prior to 1.8.98)	(50)	(11)	(11)	22%
	Loan repayments	40	7	40	100%
		<u>90</u>	<u>47</u>	<u>129</u>	143%
Total Receipts (net of set a side)		<u>1,599</u>	<u>607</u>	<u>2,383</u>	149%

CAPITAL PROGRAMME MONITORING 1998/99 - AS AT 31 October 1998

ITEM	2
PAGE	5

EDUCATION

Ref	Project Title	A	B	C	C as % of A
		Approved Exp. £'000	Actual Exp. £'000	Projected Exp. £'000	
<u>NURSERY / PRIMARY</u>					
2101 0001	Lhanbryde Replacement	112	11	72	64%
21010002	Milne's	1		1	100%
<u>SECONDARY</u>					
2102 0024	Buckie Curtain Walling	90	79	90	100%
21020025	Upgrades: Science, Home Economics, Computing, Library Facilities Primary	120		118	98%
21020022	Forres Academy - Asbestos Replacement	130	130	130	100%
<u>SEN</u>					
21030035	SEN Minor Works	15	4	15	100%
21030038	Keith Campus SEN	25	22	25	100%
	Buckie CHS	50		85	170%
<u>GENERAL</u>					
21050017	Minor Works / Planned Maintenance	100	35	100	100%
21050018	Health and Safety (including curtains and blinds)	25	5	30	120%
2105 0021	Roads Related Projects	20		20	100%
2107	Challenge Fund Project	734	12	734	100%
2108	<u>NEW DEALS FOR SCHOOLS</u>	509		511	100%
21080068	Forres Acad. Upgrade Prac. Areas		19		
21080069	Elgin Academy Upgrade		1		
21080075	Forres Acad. Sports Hall Floor		12		
		<u>1,931</u>	<u>330</u>	<u>1,931</u>	

CAPITAL PROGRAMME MONITORING 1998/99 -AS AT 31 October 1998

GENERAL SERVICES

Ref	Project Title	A Approved Exp. f '000	B Actual Exp. f '000	C Projected Exp. f '000	C as % of A
Environmental Protection					
23002016	Env Protect. Client/DSO Computer Syst.	24	4	24	100%
2320 4100	Broomhill Cemetery Extension, Keith	14	17	12	86%
2320 4101	Cabrach Cemetery Extension	10		0	0%
2320 4102	Downan Cemetery Extension, Glenlivet	45		0	0%
2321 4108	Dallachy Landfill Site Lining and Treatment	110		110	100%
2321 4121	Vehicle/Plant Replacement Programme	400	237	400	100%
2322 4127 / 4118	Ashgrove DSO Depot (Rationalisation) - increased costs approved by P&R 22.10.98	350	8	350	100%
2321 4130	Kitchen Management	40	28	40	100%
2321 4135	Gully Cleaning Storage Bays	18		18	100%
2321 4136	Landfill site Restoration	50	34	50	100%
2321 4137	Landfill site cover Material	40	36	40	100%
	Air Quality Monitoring Equipment	14		14	
	Total Environmental Protection	1,115	364	1,058	
Economic Development & Planning					
2310 3103	Factory refurbishment/ Minor works Malverston	40	0	40	100%
		0	13	13	n/a
2311 3003	Elgin Site Servicing, Chanorry	123	106	123	100%
2311 3004	Site Servicing Waterford Rd, Forres	322		322	100%
2311 3008	Isla Bank Mills, Keith	746	343	746	100%
2311 3009	PESCA	243	237	243	100%
2312 3005	Buckie Railway Cutting / Cluny Square Area	6	2	6	100%
2312 3204	Cullen Viaduct - See note on Appendix 2 re: balancing receipts	50	14	100	n/a
2312 3206	Ex - GRC Houses - Upgrade	60	3	60	100%
2300 2041	1 Pultney St Portknockie (P&R 25.6.1998)	6	6	6	100%
	City Centre Redevelopment (Council 17.9.98)	136		136	
	Total Economic Dev & Planning	1,732	724	1,795	
Other					
2305 2100	CCTV		30	30	
Shared Office Accommodation					
2300 2004	Accommodation alterations	39	16	35	90%
2300 2007	Payroll/ Personnel System	32	49	49	153%
2300 2008	Council Tax/ HB/ NDR System	11	6	11	100%
2300 2012	Employee Car Loans	75		75	100%
2300 2015	Revenues Collection Elgin	3		2	67%
2300 2026	Homeworking Development	8	6	8	100%
2300 2027	Buckie Access Point	26	14	20	77%
2300 2030	Network Upgrade-Typing Pool, District Count System	20	14	20	100%
2300 2038	Council Buildings - Essential Repair etc	45	8	45	100%
2300 2040	Printing Machinery - new machinery	50	51	51	102%
	Council Chamber (P&R 25.6.98)	150		142	95%
2300 2042	Academy Street (Council 24.5.98)	122	17	122	100%
	Emergency Planning (Council 24.5.98)	15		15	100%
	Housing DLO relocation costs (P&R 16.4.98)	35	36	36	103%
	Roads DLO relocation costs (P&R 3.9.98)	49		49	100%
	(Subject to site valuation report)				
	Total Shared Accom	680	217	680	

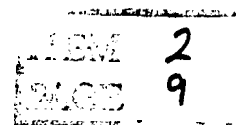
GENERAL SERVICES

Ref	Project Title	A Approved Exp. £'000	B Actual Exp. £'000	c Projected-7 Exp. £'000	as % of A
Corporate IT					
2300 2002	IT Equipment	135		135	100%
2300 2033	Network Equipment	100	38	100	100%
2300 2034	Distaster Recovery	100		100	100%
2300 2035	Year 2000 Project	50	26	50	100%
	Revenues System	25		25	100%
	Cash Receipting System	75		75	100%
2300 2032	Vehicle Fleet Management System	30	20	30	100%
	GIS Disaggregation	50		50	100%
	Fuel Issuing/Sales System	20		20	100%
2300 2029	IT VFM Initiatives	15	14	15	100%
		600	98	600	
Community Development					
	Elgin Library Covenant	125		125	100%
2324 4043	Buckie Drifter - air conditioning	40		40	100%
2326 4002	Keith Pool Refurbishment	12		12	100%
2326 4031	Lossiemouth Football Pavilion Roof	146		146	100%
2326 4041	Refurbishment of Buckie Swimming Pool	123		123	100%
2326 4042	Moray Leisure Centre	49	19	49	100%
2327 4007	Buckie Fishermen's Hall	7		7	100%
	Cycle Challenge Fund	6		6	100%
	Total Leisure	508	19	508	
Harbours					
7610 5557	Buckie Harbour No. 4 Pier	3		1	33%
	Total Harbours				
Coastal Protection					
7603 5601/5	Kingston Coastal Protection	113	84	114	101%
	Total Coastal Protection	113	84	114	
Flood Prevention					
	Developer Contribution Works	215		215	
	Additional Consent for Flood Prevention			400	
2330 4137	Flood Prevention Measures	200	3	200	100%
2330 4128	Cooper Park	3	0	3	100%
2330 4129	Millbuies	49	1	49	100%
		467	4	867	
Matched Funded Projects					
	ED&P Projects - PESCA	250		0	0%
	To be considered	38		288	n/a
2334 4008	Storage of Artworks (P&R 3.9.98)	12		12	100%
		300	0	300	
	Grand Total General Services	5,518	1,540	5,953	

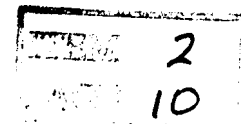
CAPITAL PROGRAMME MONITORING 1998/99 - AS AT 31 October 1998

ROADS & TRANSPORTATION		A	B	C	C as %
Ref	Project Title	Approved Exp. £'000	Actual Exp. £'000	Projected Exp. f '000	of A
ROADS					
BRIDGES					
7600 5451	B90 16 Enzie Bridge	9		20	222%
7600 5136	Silver Bridge Replacement	125		123	98%
76005111	U 1284 Delnabo		1	1	
LIGHTING - COLUMN REPLACEMENT					
7602	Lighting Column Replacement	75	12	75	100%
7602 5400	Street Lighting				
NON PRINCIPAL ROADS					
7604 5160	C20H Landslip South of Culragie	50		62	124%
7604 5161	B975 Landslip at Castle Road	75	51	60	80%
7604 5171	Carriageway Resurfacing Oth. Rds	362	70	326	90%
7604	B9104 : A96 Junction to Jn USE Spey Bay	700	53	700	100%
TRAFFIC					
7605 5117/57	Disabled Crossing	10		10	100%
7605 5153/57	Signs and Road Markings	20	3	20	100%
7605 5154/57	Transportation Studies	13		13	100%
7605 5 158 or	Road Safety Provision	100	4	100	100%
	Batchen Street	9		9	100%
PRINCIPAL ROADS					
7606 5 165	Carriageway Resurfacing Pr. Rds	167	15	167	100%
BRIDGE ASSESSMENTS					
7623 5775	Bridge Assessments	275	37	264	96%
RAIL BRIDGE ASSESSMENTS					
7624 5975	Rail Bridge Assessments	140		140	100%
FORESTRY ROADS					
7626	Forrestry Access Roads	150		150	100%
LIGHTING - HYDRO UNDERGROUND					
7627	Lighting - Hydro Underground	32	8	20	63%
LANDSLIPS					
7604 5237	Uige Ordquish Road landslip	0	0	21	
7606 5030	A94 1 Drumbain Landslip	0	0	21	
7606 5031	A940 Tomdow Bridge Landslip	0	0	5	
		0	0	47	
Total for Roads & Transportion		2312	254	2307	

CAPITAL PROGRAMME MONITORING 1998199 - AS AT 31 October 1998



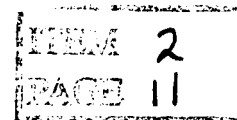
SOCIAL WORK		A	B	C	C as %
Ref	Project Title	Approved Exp. £'000	Actual Exp. £'000	Projected Exp. £'000	of A
2200 1005	Fire precautions / Minor Works	60	3	60	100%
2200 1011	Andrew Thomson House - Conversion of Houses	1		1	100%
2200 1014	Contribution to facility for elderly persons in Forres	354		354	100%
2200 1015	Replacement IT System - approved expenditure increase at P&R 22.10.98	222	201	222	100%
2200 1025	Homes for elderly Review. Contribution	130		130	100%
2200 1024	Day care etc Elgin - Learning disabilities	200		200	100%
2200 1023	Health Promotions Shop	20	21	20	100%
2200 1026	Relocation of ladybird Playgroup				
		987	225	987	100%



CAPITAL PROGRAMME MONITORING 1998/99 - AS AT 31 October 1998

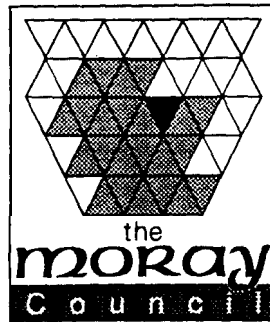
FLOOD WORKS

			A Approved Exp. f '000	B Actual Exp. £'000	C Projected Exp. f '000	C as % of A
7625	5358	Phorp Bridge	17	15	17	100%
7625	5360	Sandyhill Bridge	28	17	17	61%
7625	5361	Auchinove Bridge	3	6	6	200%
		Minor Works			9	
			<u>48</u>	<u>38</u>	<u>49</u>	
Flood Prevention Works						
7625	9999	Flood Prevention Works	28	6	28	100%
			<u>28</u>	<u>6</u>	<u>28</u>	<u>100%</u>
Flood studies						
7625	5357	Flood Studies	134	64	134	100%
			<u>134</u>	<u>64</u>	<u>134</u>	<u>100%</u>
		Grand total	<u>210</u>	<u>108</u>	<u>211</u>	<u>100%</u>



CAPITAL PROGRAMME MONITORING 1998/99 - AS AT 31 October 1998

Non-I-IRA Housing		A	B	C	C as %
Ref.		Approved Exp. £'000	Actual Exp. £'000	Projected Exp. £'000	of A
3200-3220	Statutory Grants	550	108	550	100%
	- Improvements				
	- Repairs				
	- Standard Amenities				
	Discretionary Grants				
	- Imp.non BTS Hsg.				
3212 9999	- Repair non BTS Hsg.				
	Improvement BTS Hsg.	100	115	100	100%
	Care & Repair				
	Disabled Adaptions				
	Property Conversions	6		6	100%
	Lead Plumbing				
	Radon Gas				
	Housing Association				
3225 & 3226	Prov. of Serviced Sites	37	27	37	100%
	3230 Environmental Imps.	50		50	100%
	Other Investment				
	- Joint Venture				
	- Capitalised Admin.				
3234	Rough Sleeping Initiative	140		140	100%
3235	Home Energy Conservation Act	24		24	100%
	Housing Partnerships Initiative	54		54	100%
3228	Travelling Families Site - Refurbishment	40	6	40	100%
Grand Total Non-HRA Housing		1001	256	1001	



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3RD DECEMBER
1998

SUBJECT: CAPITAL BUDGET 1998/99 - BROOMHILL CEMETERY KEITH
EXTENSION

BY: **DIRECTOR OF TECHNICAL AND LEISURE SERVICES**

1. **Reason for Report**

1.1 To make Members aware of an overspend situation on the Broomhill Cemetery, Keith extension contract.

2. **Background**

2.1 The contract to create the car park/roadway element of the Broomhill Cemetery, Keith Extension has been completed.

2.2 The contract has been administered by the Council's Principal Architect on behalf of the Environmental Protection Section, Client Services.

2.3 Following re-measurement, a final account was agreed between the contractor and the Council's agents. This indicates that the actual expenditure will be £5,000 more than the approved Capital allocation.

2.4 The total cost of the contract will now be £56,000 compared to the approved tender of £51,000. The increase is due to deeper topsoil investigations being encountered on site and also additional drainage works being required. This work was unavoidable once the contract had commenced, and it would have proved more expensive to delay progress whilst seeking Committee approval for the increase in costs.

2.5 It should also be noted that the project was managed by an external agent. The agent did not seek approval from the Council prior to allowing the additional works to proceed and Officers were, therefore, not in a position to consider advising Members on this issue. Additional procedures have since been put in place to ensure that agents seek approval from the Council prior to allowing such increases in future.

2.6 The project commenced in 1997/98 and the balance of work required to be carried out in the current year was included in the Capital Plan as £12,000. The expenditure this year will therefore be 07,000.

2.7 The matter was discussed with the Assistant Chief Financial Officer at the time and based on the information provided he indicated that it would be in order to progress with the works and subsequently report the matter to this Committee.

3. **The Proposals**

3.1 Members are asked to note the overspend situation and **recognise** that the approved account submitted by the contractor had to be passed for payment.

4. **Financial Implications**

4.1 The project will exceed the Capital allocation in the current year by £5,000.

5. **Staffing and Environmental Implications**

5.1 There are no staffing or environmental implications.

6. **Consultations**

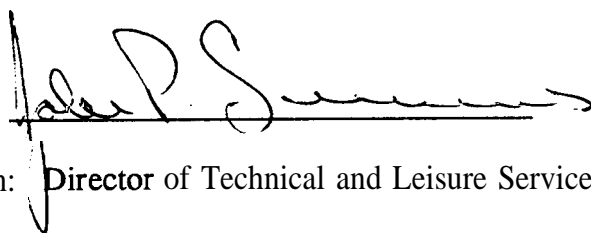
6.1 Consultations have taken place with Eddie Milne, Principal Quantity Surveyor with Economic Development and Planning, and Mark Palmer, Assistant Chief Financial Officer, who are in agreement with the contents of this report.

7. **Recommendations**

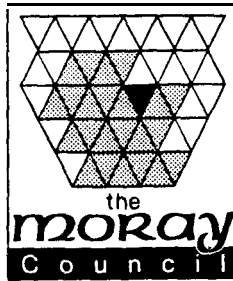
7.1 **The Committee are asked to note that the project will exceed the approved capital allocation by £5,000 and approve this increase in the Capital allocation.**

Author of Report: Garry Morrison, Senior Client Support Officer - 3374
Ref: GLM/MAS

Signature:



Designation: Director of Technical and Leisure Services Name: John Summers



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3RD DECEMBER,
1998

SUBJECT: REVENUE BUDGET **1999/2000** - PUBLIC CONSULTATION

BY: DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)

1. **Reason for Report**

1.1 To ask the Committee to consider a draft timetable and procedure for public consultation on the 1999/2000 Revenue Budget.

2. **Background**

2.1 As part of the Revenue Budget setting process for 1998/99, a series of public consultation meetings were held. In the Council's annual review issued in March, 1998, it was indicated that a similar process would be incorporated in the arrangements for setting the next Revenue Budget.

3. **The Proposals**

3.1 It is proposed that public consultation meetings are used to assist in the Revenue Budget setting process for 1999/2000.

3.2 It is envisaged that, similar to last year, a series of evening meetings will be held in the major towns in Moray, Representatives from all Service Departments will be in attendance at the meetings.

3.3 An essential part of the process will be the issue of a questionnaire in advance of the meetings and this will include a section to enable suggestions to be put forward for items to be included on the Agendas for the public meetings.

3.3 **Timetable**

The proposed timetable for the consultation process is as follows:-

- | | | |
|----|---|--|
| 1. | Initial Advertisement in the local press for general awareness of the process and notification that questionnaires are available. * | Week commencing 30th November, 1998. |
| 2. | Questionnaires Returned. | 31st December, 1998 |
| 3. | Results from Questionnaires summarised and provided to Members. | 12th January, 1999 |
| 4. | Dates of Meetings to be advertised in the local press. | Week commencing 11th January, 1999 |
| 5. | <i>Meetings:</i>
Lossiemouth and Buckie
Elgin and Aberlour
Forres and Keith | 19th January, 1999
20th January, 1999
21st January, 1999 |
| 6. | Summary of the Meetings to be provided to all Members in order to assist with their Revenue Budget deliberations. | 4th February, 1999 |

*The four Group Leaders were consulted on this item and agreed to the adverts being issued prior to this meeting.

3.4 Staff will be advised of the process through Team Briefing and Consultation Meetings will be held with staff prior to the public meetings.

4. **Financial, Staffing and Environmental Implications**

4.1 The cost of advertising will be met from the Finance and LT. Revenue Budget.

4.2 As indicated above, it is proposed that separate meetings are held for consultation with staff.

4.3 There are no direct environmental implications arising from this Report.

5. **Recommendations**

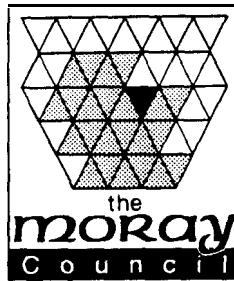
5.1 **It is recommended that the Committee considers the draft timetable and procedure for public consultation on the 1999/2000 Revenue Budget.**

Author of Report: Mark Palmer, Assistant Chief Financial Officer
Ref: MP/LJM/32 1

Signature: 

Designation: Depute Chief Executive (Finance and I.T.)

Name: Alastair Keddie



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: TREASURY MANAGEMENT MONITORING REPORT

BY: DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)

1. Reason for Report

1.1 To advise Members on matters relating to the Treasury Management function.

2. Background

2.1 In terms of para. 19 of the Treasury Policy Statement, a Monitoring Report requires to be submitted to each meeting of the Policy and Resources Committee detailing the movements in the debt portfolio.

3. Money Market Review

3.1 The total debt outstanding at 19 November, 1998, was f 101.8 million, the average length of debt being 26.3 years at an average interest rate of 8.59 % .

3.2 During the period surplus funds of f9.4 million have been invested at an average interest rate of 6.61%. As at 19 November, 1998, f8.4 million is invested in the market place.

3.3 Analysis of the debt outstanding is as follows:-

Borrowings up to 1 year

	f m	
Market Loans	(8.4)	(8.2%)
P.W.L.B. Variable Rate Loans	2 . 5	<u>2.4%</u>
TOTAL	(5.9)	(5.8%)
	===	====

Borrowings over 1 year

	f m	
P.W.L.B. Fixed Rate Loans	<u>107.7</u>	<u>105.8%</u>
TOTAL	107.7 = = = =	105.8% = = = =
TOTAL DEBT OUTSTANDING	<u>101.8</u>	100.0% = = = =

4. **Financial Implications**

- 4.1 Members will be aware that the bank base rate reduced from 7.25% to 6.75% on 5 November, 1998, with further reductions likely to follow. It is important, therefore, that the market be closely monitored with a view to taking advantage of changing circumstances as they arise.

5. **Staffing and Environmental Implications**

- 5.1 There are no staffing or environmental implications in this Report.


6. **Consultations**

- 6.1 There is no consultation requirement in the preparation of this Report.

7. **Recommendations**

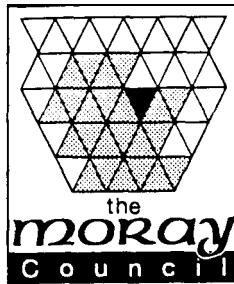
- 7.1 It is recommended that the Monitoring Report on the Treasury Management function be noted.

Author of Report: Dennis Clark, Depute Chief Financial Officer - Ext. 3101
 Background Papers: Policy & Resources Committee of 12 March, 1998, Proposed
 Borrowing Strategy 1998/99
 Ref: DC/MJT/604

Signature: 

Designation: Depute Chief Executive

Name: Alastair Keddie



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: COLLECTION STATISTICS

BY: DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)

1. **Reason for Report**

1.1 To provide collection statistics in respect of Community Charges, Council Tax and Non-Domestic Rates as at 31 October, 1998

2. **Background**

2.1 This Report provides information in respect of-

- (a) Community Charges for the years 1989/90 to 1992/93.
- (b) Council Tax from 1993/94 to 1998/99.
- (c) Non-Domestic Rates from 1989/90 to 1998/99.

3. **Community Charges**

3.1	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>	<u>1992/93</u>
	£	£	£	£
Amount Collectable	14,435,642	12,899,672	10,356,272	11,965,685
LESS : Amount Collected	14,021,725	12,243,632	9,845,474	11,291,938
Amount Outstanding	<u>413,917</u>	<u>656,040</u>	<u>5 10,798</u>	<u>673,747</u>
% Collected	97.13%	94.91%	95.07%	94.37%
Collected in October	3,016 = = =	4,320 =====	3,773 =====	6,662 -----

3.2 The Revenues Section have recently completed the transfer of Community Charge information from the Grampian Regional Council mainframe system and implemented a system fully controlled by the Moray Council. This has given the Revenues Section the ability to analyse more effectively the outstanding Community Charges. It is proposed that an update of the Section's progress will be provided in future reports.

4. **Council Tax**

4.1 The information in respect of Council Tax is shown in the attached APPENDIX A.

4.2 Council Tax reminders have been issued recently to those persons who have fallen behind with their instalments. This is the first recovery action to be undertaken since the transfer of Council Tax information from the Grampian Regional Council mainframe system to the Sanderson system implemented by Moray Council.

4.3 The introduction of the new system gives the Section the ability to customise recovery documentation taking into consideration the customer's circumstances. As well as delivering a more focused customer service, it provides the Revenues Section with better information to plan and execute new recovery initiatives.

4.4 The following measures have been developed and incorporated into the Section's general recovery processes:-

- Recovery documentation will, where appropriate, clearly detail the customers overall arrears position in addition to the sum being reminder as overdue.
- The documentation issued to persons in receipt of income support will highlight to the customer our awareness of their financial position. Helpful advice on the actions they can take to pay their account as well as information on the course the Council will take to recover overdue sums will be provided.
- Persons in receipt of income support from whom we are receiving amounts by way of direct deductions from their income support will also be identified and receive a customised recovery document. Within the document it is acknowledged that we can only realistically continue to receive the deduction amounts from the Department of Social Security, but are obligated to send appropriate recovery documentation to the customer.

5. **Non-Domestic Rates**

5.1	<u>Prior Years</u>	<u>1997/98</u>	<u>1998/99</u>
	£	£	£
Amount Collectable	137,202,617	19,601,171	20,774,852
LESS: Amount Collected	135,856,364	19,223,895	14,342,983
Amount Outstanding	<u>1,346,253</u>	<u>377,276</u>	<u>6,431,869</u>
% Collected	99.02%	98.08%	69.04%
Collected in October	<u>0</u>	<u>26,895</u>	<u>3,285,241</u>

6. **Financial Implications**

- 6.1 The total Community Charge collected as at 31 October, 1998, is £47,402,769, being 95.46% of the total collectable. The amount collected during the period 1 April, 1998 to 31 October, 1998, was 2102,095.
- 6.2 The total Council Tax arrears, excluding the current year, as at 31 October, 1998, is £2,763,635, being 3.75% of the total collectable. A total of £1,693,014 was collected in October, 1998, £23,376 of which related to previous years.
- 6.3 The Non-Domestic Rates figures given for prior years include the financial years from 1989/90 to 1996/97 inclusive, rather than the years 1993/94 to 1996/97 as in previous reports.

7. **Staffing and Environmental Implications**

- 7.1 There are no staffing or environmental implications in this Report.

8. **Recommendations**

- 8.1 **The Committee is asked to note the contents of this Report.**

Author of Report: Eric Bell, Revenues Manager - Ext. 3 107
 Ref: EB/MJT/

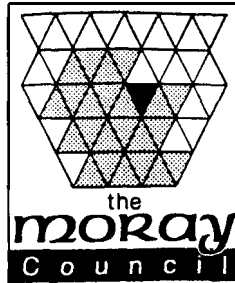
Signature: 

Designation: Depute Chief Executive

Name: Alastair Keddie

COUNCIL TAX COLLECTION FIGURES

	<u>1993/94</u>	<u>1994/95</u>	<u>1995/96</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
	£	£	£	£	£	£
Amount Collectable	13,412,379	14,076,410	14,814,310	15,131,726	16,211,947	17,802,529
LESS: Amount Collected	13,146,258	13,682,523	14,309,843	14,531,426	15,213,087	9,730,755
Amount Outstanding	266,121 =====	393,887 =====	504,467 -----	600,300 =====	998,860 =====	8,071,774 =====
% Collected	98.02%	97.2%	96.59%	96.03%	93.84%	54.66%
Collected in October	1,197 =====	4,803 =====	7,887 =====	5,029 -----	4,460 =====	1,669,638 -----



ITEM: 7

PAGE: 1

REPORT TO: POLICY AND RESOURCES **COMMITTEE** ON 3 DECEMBER 1998

SUBJECT: CAPITAL STREET LIGHTING PROGRAMME - REVISED PROGRAMME

BY: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

1. Reason for Report

- 1.1 To seek the Committee's approval of a revised programme of street lighting schemes funded from the **Capital** budget 1998/99 as recommended by the Economic Development & Planning Committee.

2. Background

- 2.1 **Reference is made to the minute** of the Special Meeting of The Moray Council on 24 February 1998 (item 2 of the minute refers) which approved the Capital programme for 1998/99.
- 2.2 Street lighting schemes are detailed as
- i) replacement of dangerous lighting columns at various locations and
 - ii) erection of columns in conjunction with the under-grounding of Hydro Electric cables in Craigellachie.
- 2.3 Since the programme was approved the Scottish Hydro Electric have indicated that they will be unable to fund undergrounding schemes in the meantime and therefore the Craigellachie works will not proceed at this time.
- 2.4 Since the CCTV scheme became operational, a number of locations, all in Elgin, have been identified where minor street lighting improvements are required in order to gain optimum benefit from the system. The locations identified to date are:
- Lane between High Street and Ladyhill Road adjacent to the Cinema
 - South end of Commerce Street at junction with South Street
 - Batchen Lane at Thunder-ton Lane

- 2.5 At the meeting of the Economic Development & Planning Services Committee on 30 June 1998 (para 11 of the minute refers) it was agreed to Suspend Standing Orders, given the relevant and material change in circumstances, and recommend to this Committee approval of the revised programme of works as detailed in section 4.1 of this report.
- 2.6 The Committee also agreed that the Chief Roads Officer write to SHE expressing the Committee's concerns in regard to the impact this change will have on the Council's street lighting Capital Programme and to raise the possibility of entering into a Service Level Agreement.
- 2.7 At the meeting of this Committee on 3 September, 1998 (para 12 of the minute refers) it was agreed to continue consideration of the recommendation from the Economic Development and Planning Committee until a response had been received from SHE in regard to the concerns relating to the impact SHE's review of undergrounding schemes would have on the Council's streetlighting programme.
- 2.8 At the Economic Development and Planning Committee Meeting on 17 November, 1998 there was submitted a Report by the Director of Economic Development and Planning on the response from SHE and it was noted that it was understood that the complete hydro cable under-grounding programme has been placed in suspension for the current and next financial year. The Meeting also noted that in addition to the suspension of works SHE have advised that further improvement works will not consist of existing overhead wires being replaced by underground cables but will, if necessary, be replaced with aerial bundled cables (ABC) as is currently being carried out in parts of Aberdeenshire and is considered by Road Service staff to be visually obtrusive and undesirable.
- 2.9 Following consideration of the Director's report the Committee agreed:-
- to recommend to this Committee that the earlier request to relocate funds towards lighting improvement works in association with THE CCTV Scheme in Elgin be approved;
 - that in order that the environmental intrusion of ABC services is minimised, if not eliminated, appropriate Officers discuss alternative arrangements with SHE, thereby encouraging SHE to bury services in footpaths alongside Council streetlighting services; and
 - that, given the Committee's concerns regarding SHE's current position relating to underground cabling, a meeting be arranged with SHE to discuss these concerns.

3. **The Proposals**

- 3.1 It is proposed that the slippage in the 1998/99 **Capital** Undergrounding programme carried out in conjunction with Scottish Hydro Electric (SHE) be reallocated to accommodate

these amendments and improvements needed to street lighting because of the introduction of CCTV cameras in Elgin. The balance of the approved Capital budget would remain allocated to the works in Craigellachie awaiting further proposals from SHE, with any additional costs being considered in the 1999/00 budget proposals.

4. Financial Implications

4.1 The revised Capital programme is as follows:

	<u>Approved</u>	<u>Proposed</u>
Unsafe lighting column replacement	£75,000	275,000
Work in conjunction with Hydro undergrounding in Craigellachie	£20,000	£12,538
Minor improvements to accommodate CCTV scheme	Nil	£7,462

5. Staffing and Environmental Implications

5.1 There are no staffing or environmental implications arising from the contents of this report.

6. Consultations

6.1 Mark Palmer, Assistant Chief Financial Officer has been consulted on the contents of the report to the Economic Development & Planning Services Committee and is in agreement with the Committee's recommendation.

6.2 The Chief Roads Officer has been consulted and has intimated that given that SHE have advised that they will not consider re-introducing their programme of underground works this year then any delay in proceeding with the revised proposals could have implications on the ability to spend the Capital money this financial year.

6.3 No European funding is available for the proposed works.

7. Recommendations

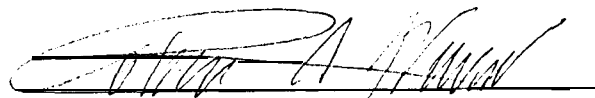
7.1 **That the Committee approve the revised Capital street lighting programme of works for 1998/99 as detailed in the report.**

Author of Report: Ron Ritchie, Senior Administration Officer, in consultation with the Chief Roads Officer

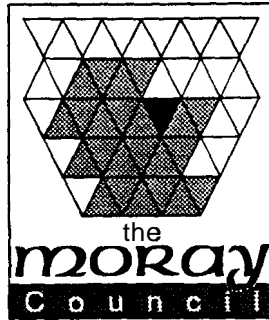
Background Papers: Report to and decision of the Economic Development & Planning Services Committee dated 30 June 1998.

Ref: RR/BR

Signature: _____



Designation: Director of Economic Development and Planning Name: Robert A Stewart



REPORT TO: POLICY AND RESOURCES COMMITTEE ON **3RD** DECEMBER
1998

SUBJECT: GRANT LODGE LOCAL HERITAGE CENTRE

BY: DIRECTOR OF TECHNICAL AND LEISURE SERVICES

1. **Reason for Report**

1.1 **This report informs the Committee of the progress being made in developing the Grant Lodge Local Heritage Centre.**

2. **Background**

2.1 **At the Meeting of the Technical and Leisure Services Committee held on 20th November 1997 (para 33 of the Minute of Meeting refers) it was agreed that Grant Lodge, Elgin should act as the Council's Local Heritage Centre, combining the Archives and Local Studies Services and upgrading facilities to provide appropriate environmental and secure conditions for the collections. An application for Lottery Funding is being prepared.**

2.2 **The need for £80,000 of match funding has been identified in the Capital Programme.**

2.3 **Extensive consultations were carried out with local heritage organisations and individuals interested in heritage, with the Keeper of The Records of Scotland, with the Council's Chief Conservation Officer and with other local authorities, prior to a Brief being prepared for the architects in March 1998. A copy of the Brief is contained in Appendix I. Those organisations consulted, supportive of the proposals, are listed in Appendix II.**

3.0 **Proposals**

3.1 **It has been identified that the most likely source of significant external funding will be the Heritage Lottery Fund.**

3.2 **The technical specifications for the project are complete and costings have yet to be completed. The Lottery Heritage Fund normally takes around six months to deal with applications. It is clear, therefore, that the work will not proceed in the current financial year, although an element for professional fees will be required.**

- 3.3 It is likely that final costs and technical proposals will be confirmed by 31st December 1998 and that the submission to the Heritage Lottery Fund will be early in the New Year. The outcome of the bid should be known by August 1999. The anticipated timescale for the works required is 6 months, giving a completion date of c. March 2000.
- 3.4 The renovations will require Grant Lodge to be vacated for a 4-6 month period. The Local Heritage Service, and the substantial collections currently located in Grant Lodge, will require to be housed in alternative premises. The additional costs for these premises will depend on what is available at that time, with every effort being made to use property within the Council's ownership.
- 3.5 On completion, the redeveloped Grant Lodge will allow the transfer of the archives collection currently stored in totally unacceptable conditions at the Tolbooth, Forres, those archives stored on the Council's behalf by Aberdeen City Council, and those archives removed by the Keeper of the Records of Scotland.
- 3.6 In addition, the existing local studies collection at Grant Lodge will be integrated with these resources to form a comprehensive record of Moray's rich heritage.
- 3.7 The outline proposals for the Development of Grant Lodge are contained in **Appendix III**. In summary:
- i. Collections held by the Council offer a resource of local, national and international interest. The location of Grant Lodge will encourage working with Elgin Museum, Elgin Cathedral and Elgin Library.
 - ii. The intention is to provide a local heritage service to the public, utilising the ground floor of the building for public access and the remainder of the building for collection storage purposes. There is no intention to alter the external or internal features of the building. The emphasis will be on carrying out remedial stonework, redecoration, and anti-vandalism measures.
 - iii. Collections Care and Security
A key objective is to ensure appropriate care of the collections and their preservation for future generations. The basement area and front area on the first floor of the building will be developed to meet modern archival storage conditions in respect of shelving, environmental control and security.

External security systems will be improved, while internal security in the public area will be upgraded to provide CCTV recording and a materials security system.
 - iv. Access
Increased access at local, national and international level lies at the heart of the proposals. Grant Lodge will be a centre of excellence. Through the Intranet and Internet, enquirers, including all local schools and libraries, will be able to **identify** key materials by using **LIBINDEX**. In addition, and crucial to the long-term care of the collections, will be the digitisation of materials within the collections, with copies being made available at a local level, thereby generating greater interest and involvement by local communities in their heritage.

v. Conclusion

The redeveloped Grant Lodge offers access to collections of national importance. The development of the building will ensure its integrity while providing a research centre offering unique material in an appropriate setting and adopting the latest techniques. In addition, the proposed digitisation of the collection, and the ensuing access through the Internet, will benefit scholarship, support education, encourage local heritage groups and provide economic benefits through increased visitor numbers to Moray.

4. Financial Implications

4.1 The precise costs of the redevelopment proposals have yet to be confirmed, but it is anticipated that they will be identified by 31st December 1998. Capital provision will be required in the Council's Capital Plan for 1999-2000.

4.2 The cost of professional fees for the current year has not yet been identified.

5. Staffing and Environmental Implications

5.1 There are, at present, no staffing or environmental implications.

6. Consultations

6.1 Helpful advice has been received from other authorities successful in securing lottery funding for archival developments (e.g. Gloucestershire and Oxfordshire), from the Society of Archivists' Lottery Adviser, Mrs Catherine Cassarchis, and from the Heritage Lottery Fund's Advisor on Archives and Libraries, Mr Stephen Green. In addition, the Keeper of The Records of Scotland and his staff have been particularly helpful in giving technical advice and in their wholehearted support for the project.

6.2 Internal consultations have taken place with the Principal Architect and with the Chief Conservation Officer.

6.3 Community consultations have taken place with sixteen heritage organisations or experts in the heritage field, all of whom support the proposals for the development of Grant Lodge.

7. Recommendations

7.1 **In respect of the future of Grant Lodge, Elgin, the Committee is requested to:**

- i. **note the proposals for the redevelopment of Grant Lodge as a Local Heritage Centre, with appropriate storage facilities for, and access to, the Council's heritage records;**
- ii. **note that work will not proceed in the current financial year;**
- iii. **agree that the project be carried forward to the Capital Programme for 1999-2000; and**

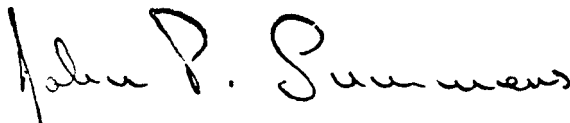
- iv. **note that when work does proceed interim accommodation will be required and a further report will be brought forward on this.**

Author of Report: Alistair Campbell, Libraries & Museums Manager - 3398

Background Papers:

Ref: GAC/IC/p&r/dec98- 1

Signature:



John P. Summers

Designation: Director of Technical and Leisure Services Name: John P Summers

Appendix I
GRANT LODGE LOCAL HERITAGE CENTRE

Brief



Introduction

The Moray Council propose to establish a Local Heritage Centre incorporating the Council's local studies collection and archives within Grant Lodge, which formerly housed Elgin's public library.

Grant Lodge was built c1751 and is a B Listed building. A summary of the proposals is contained in Appendix I.

Scope of Brief

This Brief is restricted to the works required to upgrade the premises to the standard required

Standards

The recognised standards for archival premises are covered by "BS 5454" and by 'A Standard for Record Repositories' produced by the Royal Commission on Historical Manuscripts. Copies of these are attached in Appendix II(a) and II(b) respectively.

Any works should seek to relate to these standards wherever practicable.

Project Funding

The project is dependant on external funding and seeks to achieve an acceptable level of provision at an economic cost. Where an acceptable more economic method can be identified this should be the one adopted. Likewise it will be essential to identify what is essential and what is merely desirable.

Given the need to attain acceptable standards and economic costs, ongoing liaison between the Property Services team and the Libraries and Museums Manager will be essential.

Outline Proposals

The intention is to provide a local heritage service to the public utilising the ground floor of the building for public access and the basement and first floor for collection storage purposes.

There is no intention to alter the external features of the building, while any alterations to the internal features of the ground floor should be minimal. An assessment of the load bearing capacity of the 1st floor will be required to assist in determining shelving layouts. The ground floor layout will be retained.

External Works

Essential stonework repairs should be identified, with costs, the necessity being to ensure that the building is wind and watertight.

In addition, the costs of improving the external appearance of the stonework on the facade of the building and on the west bay window should also be explored.

External roughcast is to be repaired and complete external decoration carried out.

The existing external sign should be replaced by "Grant Lodge Local Heritage Centre".

All broken window frames should be replaced

It is intended that basement windows be bricked up from the inside. Advice is sought whether it would also be advisable to replace any glass panes in the basement area with vandalite or equivalent

A key challenge will be to minimise or indeed eliminate the threat of flooding.

Advice is sought in terms of the feasibility Of bricking up one of the basement doors from the inside and in taking any other measures that will eliminate intrusion at the east side of the rear unit of the building.

Advice is also sought in terms of how any water intruding into the basement area can be quickly and effectively removed.

Storage Areas

The storage areas for archives and for Local Studies are marked on the plans contained in Appendix III.

Sirongrooms in the basement area, including doors and ceilings, must offer 4 hour fire resistance

All existing basement doors (internal) should be replaced to offer improved fire resistance and must be fitted with mortice deadlocks.

All basement windows on the rear section of the building should be bricked up from the inside but with a ventilation grill being provided for ventilation.

Fire and Security

Smoke detectors with automated fire alarms linked to the fire station or security agency should be fitted throughout the building, including all rooms etc.

An adequate number of portable non-aqueous fire extinguishers should be provided.

Lockable doors should be fitted at either end of the basement corridor.

Consideration should be given to bricking off at least one basement door from the inside to reduce the possibility of flooding and of repfacing the other basement doors and fitting secure locks (subject to fire escape provision).

The existing intruder system will be upgraded to include all basement doors, but this work does not form part of this brief.

Likewise CCN cameras will be provided on the ground floor, again outwith the remit of this brief

Electric plant and main switches should, if possible, be located outside the storage accommodation.

Environment

Consideration should be given to replacing the existing oil heating boiler and removing all unacceptable asbestos.

Consideration should also be given to replacing the heating system and radiators.

It is essential that water pipes do not pass through storage areas and that any leakages from pipes will not intrude into storage areas.

Careful consideration requires to be given to ensuring appropriate heating/environmental conditions, including appropriate controls in the storage areas in both the basement and on the first floor. It is essential that temperatures be kept in the range 13° - 18° C, that any fluctuations are minimised, and that humidity is between 55%-65%

Before commitment to any system or systems, measurements will be required for all areas over a reasonable period of time.

ITEM 8
PAGE 7

Electrics and Lighting

All wiring in storage areas should be in steel conduit.

All storage areas should be fitted with fluorescent lighting with diffusers to comply with Health and Safety Standards.

The condition/potential of existing wiring/electrical provision should be examined given the necessity to increase the number of power points.

The additional power points identified thus far are indicated on Appendix III. Existing power points should be retained.

Power points will be required for internal CCTV, details of which have yet to be identified

IT Requirements

IT requirements have yet to be identified but do not form part of this Brief.

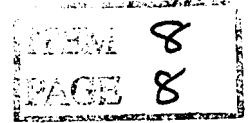
Toilet Facilities

It is essential that toilets be provided for the disabled, public and staff.

The staffing levels are no more than 2 while the maximum number of visitors to Grant Lodge is unlikely to exceed 20 at any time.

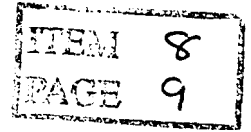
Provision of toilets on the ground floor should be pursued, the possibility of using the existing toilet areas being the preferred choice, with access via the rear stairway being blocked Off.

GRANT LODGE LOCAL HERITAGE CENTRE

Record of Organisations and Individuals Consulted Thus Far

- Aberdeen and North East Scotland Family History Society
- Mrs E **Beaton**, Author – retired inspector Ancient Monuments
representative of Scottish Vernacular Buildings Working Group
- Buckie District Fishing Heritage Museum
- Cullen, **Deskford** and **Portknockie** Heritage Group
- Findhorn Village Heritage Centre
- Friends of the Falconer Museum
- Keith Cultural Heritage Group
- Lossiemouth **Scots** Language Group
- Professor Charles **McKean**, University of **Dundee**, Author
- Moray Education Library Service Users Group
- Moray History Teachers Group
- The Moray Society (Elgin Museum)
- Mr Richard **Oram**, Historian, Author
- Portgordon Heritage Group
- Mr Andrew Wright, Architect, Law & Dunbar-Nasmith

GRANT LODGE LOCAL HERITAGE CENTRE



GRANT LODGE

Situated in the Cooper Park, Grant Lodge was built c1750 as the Elgin residence of the Seafeld family and was greatly enlarged a century later.

It was the location of the last clan uprising in Scotland when in 1820 700 Highlanders of Clan Grant marched on Grant Lodge to protect Lady Ann Grant during an election dispute.

Grant Lodge and the *Cooper* Park were gifted to the town of Elgin by *Sir* George Cooper in 1903 with Grant Lodge serving as the town's library from that time until November 1996. Cooper Park was laid out by A Marshall Mackenzie, Sir George's brother-in-law, and is a key amenity area identified within the Moray District Local Plan "as the single most important environmental feature of the town."

Grant Lodge is a category B listed building thereby identifying both its local and national importance.

Given its importance in historical and architectural terms, its location within Cooper Park, and its close proximity to Elgin Cathedral, Elgin Museum and Elgin Library, the sympathetic development of Grant Lodge offers the potential of a unique heritage experience to the community, visitors, researchers and tourists and would network with these other amenities.

THE COLLECTIONS

The existing local studies collection within Grant Lodge offers an invaluable record of Moray's past. Its 10,000 books, 20,000 photographs, 16,000 maps, 19,000 microforms, pamphlets, newspapers, genealogical records, census records etc confirm it as one of the most comprehensive in Scotland.

A key element of the local collection is the computerised LIBINDEX database which, with its 2.5 million indexed entries offers a superb search tool. LIBINDEX is about to be made available on the Internet.

The Local Studies Service receives several thousand enquiries and visitors each year, many from out-with the UK. Charles McKean in "The District of Moray : An Illustrated Architectural Guide" describes the Local Collection as 'excellent'.

A particular strength of the collection lies in the Wittet and Doig Collections of architectural papers, the Wittet collection of 15,000 plans covering the period from the early 19th century to 1960 and including churches, farms, houses, shops etc. The Doig Collection of plans of distilleries covers the major wave of expansion during the 1890s. The Wittet Collection has been used as an exemplar in "Scottish Architects Papers : A Source Book" by Rebecca M Bailey.

The Moray Archives Office is currently located in the Tolbooth, Forres. With its letter books, court cases, title deeds, maps and plans etc it offers an excellent record of the way of life in Moray from the 13th century to the present. Of particular note are the Burgh records for the Royal Burghs of Elgin, Forres and Cullen.

These archives provide an extensive selection of primary sources on the history of Moray. When these are combined with the wealth of primary and secondary sources within the Local Collection at the one location of Grant Lodge, and indexed on LIBINDEX, Moray will have a record and resource of local, national and international interest.

PROPOSALS

Grant Lodge

The intention is to provide a local heritage service to the public, utilising the ground floor of the building for public access and the remainder of the building for collection storage purposes.

There is no intention to alter the external or internal features of the building.

The emphasis will be on carrying out remedial stonework, redecoration, the provision of an appropriate fire alarm system, the upgrading of the heating system and anti-vandalism measures, particularly in respect of the basement windows.

ITEM 8
PAGE 10

Through such an approach the building will be upgraded to a quality in keeping with the greatly increased level of service and resources which will be made available.

Collections **Care and Security**

A key objective is to ensure appropriate care of the collections and their preservation for future generations.

It is proposed to provide appropriate shelving, including rolling stacks, in the basement area of the building and to develop the storage potential of the first floor of the premises. Appropriate environmental conditions will be ensured.

External security systems will be enhanced, while internal *security* will be upgraded to provide CCTV recording, digitised locks and a materials security system.

Access

Increased access at an immediate, local, national and international level lies at the heart of the proposals.

Through the availability of LIBINDEX on the Council's Intranet and the Internet, enquirers, including all local schools and public libraries, will be able to identify key materials.

In addition, and crucial to the long term care of the collections, will be the digitisation of materials within the collections.

It is the firm intention to make key sources available on the Internet thereby encouraging a greater interest in Moray, its heritage and its potential as a visitor destination.

At a local level, and in parallel with the Internet developments, a wide range of local studies materials will be digitised on CD Rom, with copies being supplied to local schools and local libraries thereby offering local researchers access at a local level and encouraging a wider appreciation of local history.

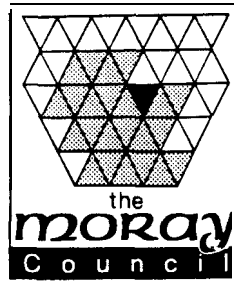
Thus, for example, a researcher will have access to a combination of maps, photographs, plans, architects drawings, photographs and articles when pursuing a particular topic.

It is our firm conviction that this level of access will enhance usage and understanding while ensuring long term preservation of the original materials.

CONCLUSION

The proposed development of Grant Lodge offers access to collections of national importance. The development of the building will ensure its integrity while providing a research centre offering unique material, in an appropriate setting and adopting the latest techniques.

In addition, the proposed digitisation of the collection and the ensuing access through the Internet, will benefit scholarship, support education, encourage local heritage groups and provide economic benefits in terms of increased tourism.



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: **BUCKIE COMMON GOOD FUND - APPLICATION BY 1ST BUCKIE COMPANY BOYS' BRIGADE**

BY: DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)

1. **Reason for Report**

- 1.1 To consider an application by 1st Company Boys' Brigade for financial assistance towards the costs of replacement of five side snare drums.

2. **Application for Assistance**

- 2.1 The letter of application from the Captain is shown as an APPENDIX to this report, together with a Statement of Annual Accounts as at December, 1997, from which it can be seen that the Company has funds of £2,724.
- 2.2 The five drums have been in the Company for approximately 40 years and require urgent replacement at an estimated cost of f 1,400.
- 2.3 The Company is one of the largest in Scotland, with a strength of approximately 200 boys between the ages of 6 to 17 years. The bugle band of 24 boys is very active and recently led the Annual North Scottish Area Parade at Lossiemouth.
- 2.4 A number of fund raising events are planned throughout the year, including a coffee morning which is hoped to raise approximately f750. However, the running costs of the Company are in excess of £9,000 per annum and, therefore, they are looking for favourable consideration to be given to their application.

3. **Financial Implications**

- 3.1 Members will be aware that only the income earned in the financial year by Common Good Funds is available for disbursement, thus leaving the original capital investment intact. Disbursements to date total £1,400, leaving an estimated amount of £6,100 available.

4. **Staffing and Environmental Implications**

4.1 There are no staffing or environmental implications in this report.

5. **Consultations**

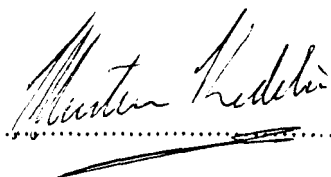
5.1 A copy of this report has been distributed to local Members who will make a recommendation to the meeting.

6. **Recommendations**

6.1 Members are asked to consider the application from 1st Buckie Company Boys' Brigade and make a recommendation to the Full Council.

Author of Report: Dennis Clark, Depute Chief Financial Officer – Ext. 3 10 1
Background Papers: Letter from Company Captain dated 3 November, 1998
Ref: DC/MJT/361

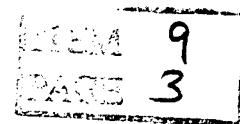
Signature:



Designation: Depute Chief Executive

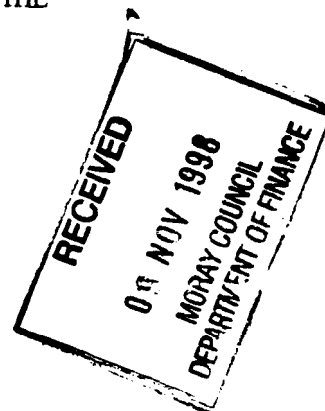
Name: Alastair Keddie

Kintail
40 West Church Street
BUCKIE
Banffshire
AB56 1HL



3 November 1998

The Chairperson
Common Good Fund Committee
BUCKIE
Banffshire



Dear Sir

I am writing on behalf of the 1st Buckie Company Boys' Brigade to ask for financial assistance in the replacement of our 5 side snare drums. These drums have been in the Company for approximately 40 years and are in desperate need of replacement. At present the bugle band is very active and has a strength of approximately 24 boys. They recently led the Annual North Scottish Area Parade at Lossiemouth.

The cost of replacing drums would be in the region off 1400 (f239 + VAT per drum)

Our Company accounts are audited by the Buckie South & West Church and a copy is enclosed for reference.

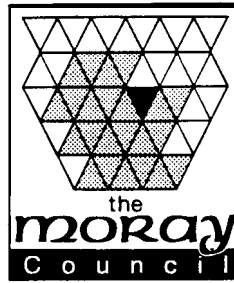
Shortly, the Company will be paying its annual insurance to Boys' Brigade Headquarters (approx. f 1600) which will leave very little of a bank balance. A coffee morning is planned and it is hoped to raise approximately £750. Other fund raising events are organised during the year but as you can see **from** our balance sheet there are several substantial outgoing payments throughout the year.

1st Buckie Company, being one of the largest in Scotland, has a strength of approximately 200 boys.

I trust you will look at our request favourably and if **further** information is required please contact me on Buckie 01542 832999.

Yours faithfully

Alan McIntosh
Captain
1st Buckie Company Boys' Brigade



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: **CULLEN COMMON GOOD FUND - APPLICATION BY CULLEN CHRISTMAS LIGHTS COMMITTEE**

BY: **DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)**

1. **Reason for Report**

- 1.1 To consider an application from the Cullen Christmas Lights Committee for a financial contribution towards the installation and electricity costs for the Cullen Christmas Lights.

2. **Application for Assistance**

- 2.1 **A request has been made by the Committee for financial assistance towards the installation and electricity costs** of the Cullen Christmas Lights. An estimate of f480 has been received for the erection and installation of the lights and the electricity costs for December, 1997/January, 1998 amounted to f 145. For information purposes, grants have been made in previous years towards the electricity costs of the Christmas Lights display.
- 2.2 A Statement of Accounts for the Christmas Lights Committee for the year to 30 April, 1998, is attached as an APPENDIX.

3. **Financial Implications**

- 3.1 Members will be aware that only the income earned in the financial year by Common Goods is available for disbursement, thus leaving the original capital investment intact.
- 3.2 Cullen Common Good is one of the smaller Funds and, as such, has only approximately f500 of income available each year for disbursement. Although this has been fully disbursed in the current year, a revenue balance of approximately £1,300 has accumulated over the last few years and, as such, can be legally disbursed in terms of Council policy.

4. **Staffing and Environmental Implications**

4.1 There are no staffing or environmental implications in this Report.

5. **Consultations**

5.1 A copy of this Report has been distributed to the local Member who will make a recommendation to the Meeting.

6. **Recommendations**

6.1 **Members are asked to consider the application from Cullen Christmas Lights Committee and make a recommendation to the Full Council.**

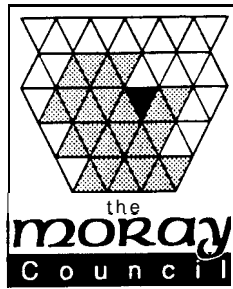
Author of Report: Dennis Clark, Depute Chief Financial Officer - Ext. 3101
Background Papers: Letter from Treasurer of Cullen Christmas Lights Committee
Ref: DC/MJT/363

Signature:



Designation: Depute Chief Executive

Name: Alastair Keddie



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: **ELGIN COMMON GOOD FUND - APPLICATION FOR FINANCIAL ASSISTANCE**

BY: **DEPUTE CHIEF EXECUTIVE (FINANCE AND I.T.)**

1. Reason for Report

1.1 **To homologate the decision of the local Members in awarding a grant of f 100 from the Elgin Common Good Fund to Lauren Kelly.**

2. Background

2.1 The applicant, Lauren Kelly, is a local girl who has been selected to represent Scotland in the World Freestyle Disco Championships in Hungary from 3rd to 6th December, 1998 inclusive. Given that Lauren did not receive notification of her selection until 29th October, 1998, there was an urgent need on her part to organise fund raising to enable her to accept the invitation and book flights, etc.

2.2 Accordingly, the local Members agreed to give the application early consideration and have their decision homologated at this meeting.

3. Application for Assistance

3.1 A letter of application from Lauren is shown as an APPENDIX to this report.

3.2 From this it can be seen that this is a prestigious invitation, with Lauren representing Elgin, Moray and Scotland in a world event.

3.3 Lauren has made considerable fund raising efforts to meet her costs which will amount to approximately f700 to cover transport to Glasgow, flight to Hungary and hotel accommodation and expenses.

3.4 The local Members are of the view that a grant of f 100 should be awarded to reflect the fact that Lauren is representing Elgin, Moray and indeed Scotland in a world-wide event.

4. Financial Implications

4.1 Members will be aware that only the income earned in the financial year by Common Good Funds is available for disbursement, thus leaving the original capital investment intact. In terms of the Special Meeting of 24 February, 1998, the expenditure from the Fund is to be restricted to a sum equivalent to 75 % of the annual income. Disbursements to date total f 13,105, leaving an estimated amount of £5,645 available.

5. Staffing and Environmental Implications

5.1 There are no staffing or environmental implications in this report.

6. Consultations

6.1 The local Members have been consulted and made the decision to be homologated at this meeting.

7. Recommendation

7.1 **Members are asked to homologate the decision of the local Members in awarding a grant of £100 to Lauren Kelly.**

Author of Report: Dennis Clark, Depute Chief Financial Officer - Ext. 3101
Background Papers: Special Meeting of the Moray Council of 24 February, 1998
Ref: DC/MJT/369

Signature: 

Designation: Depute Chief Executive

Name: Alastair Keddie

21, WHITES PLACE
BISHOPMILL
ELGIN
MORAY
IV3C 29L
TEL: 540464
4-11-98

Dear Councillor Keith,

As requested in our telephone conversation of 4-11-98 enclosed are the details of the application for financial assistance from the ELGIN Common good Fund.

As I have explained to you I have been selected to represent SCOTLAND in the "World Freestyle device championships" in HUNGARY from 3-12-98 to 6-12-98 inclusive. To allow me to take up this prestigious invitation I would require financial assistance with my travel and accommodation expenses as the trip is all self funded.

Next year I will be studying a Bachelor of Law degree, and this may well be my one and only chance to represent Moray and my Country at such an event.

Fundraising activities initiated to date are:

- a) organising a prize tombola in Bishopmill Hall on Fri 13/11/98
- b) local businesses have been approached by letter and personal visit to donate a prize for tombola or financial donation towards the cost of the trip
- c) An approach has been made to the princes

trust for financial assistance, but because of new rules and Specific Categories to qualify, looks to be unsuccessful.

D) A Signed Celtic top has been donated for auction, date and Venue of auction yet to be decided.

E) A request has been made to the financial Committee of "Eggin High School", which I attend.

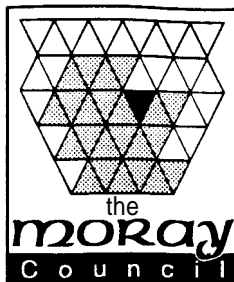
I apologise for not been able to give definite amounts raised but would like to make you aware I did not receive notification of my Selection until Thursday 29/10/98. The fundraising efforts listed above have been initiated between Friday 30/10/98 until present 4/11/98

There will be an article and photograph published in this weeks ^(OF THE Northern SOFT) edition 6/11/98 for publicity which will draw attention to the above events

I would like to take this opportunity to thank the Committee for their Consideration of this request

Yours faithfully,

L. Kelly
 Lauren Kelly



ITEM: 12

PAGE: 1

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: APPLICATION FOR FINANCIAL ASSISTANCE – NORTH EAST SCOTLAND HERITAGE TRUST

BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)

1. **Reason for Report**

- 1.1 To invite the Committee to consider a request for financial assistance from the North East Scotland Heritage Trust (NESHT).

2. **Background**

- 2.1 The NESHT was established in 1990 and prior to reorganisation was funded jointly by the five Local Authorities within Grampian and Grampian Regional Council.
- 2.2 Since 1996 the Trust has been funded jointly by Aberdeen City, Aberdeenshire and The Moray Council.
- 2.3 The purpose of the Trust is to advance the education of, and otherwise to benefit the community of the North-East of Scotland, by promoting and encouraging the preservation of the language and the cultural heritage of the North-East. A copy of an information sheet outlining its aims and objectives is attached to this Report as an **APPENDIX**
- 2.4 The Council's representatives on the Trust are Councillors M. Anderson, H. McDonald and T.A. Howe.
- 2.5 It is understood that the Aberdeen City and Aberdeenshire Councils have resolved to make contributions of £4,600 each subject to proportionate funding being forthcoming from the other Authorities.
- 2.6 At the Annual General Meeting of the Trust held on 2 November, 1998, the Trustees agreed that a person be appointed in the interim on a temporary or part-time basis to put a programme into action as soon as possible and that an advertisement be placed for the appointment of a Development Officer for a period of one year to develop the programme.

3. **Proposal**

- 3.1 It is proposed that the Council consider the application from the North East Scotland Heritage Trust to make a contribution of 22,330 in respect of the financial year 1998/99.

4. **Financial Implications**

- 4.1 Any contribution to the Trust funds will require to be met from the Policy and Resources Committee Budget for grants to outside organisations.

5. **Staffing and Environmental Implications**

- 5.1 There are no staffing or environmental implications arising from this Report.

6. **Consultations**

- 6.1 The Council's representatives on the Trust have been consulted and have indicated that they would wish the Council to continue to support the work of the Trust.
- 6.2 The Depute Chief Executive (Finance & IT) has been consulted and has indicated that a grant of 52,330 could be met from the current budget provision for grants to outside organisations.
- 6.3 The Libraries and Museums Manager has been consulted and has indicated that whilst recognising the valuable work carried out by the Trust in the past, he would wish to see incorporated into its programme of activities, the policies and priorities of The Moray Council in respect of the Scots language and culture and that appropriate events be organised within Moray.

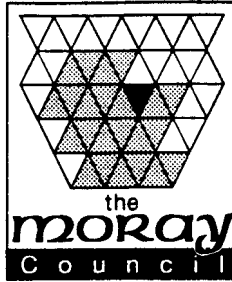
7. **Recommendation**

- 7.1 **It is recommended that the Committee consider the application for financial assistance from the North East Scotland Heritage Trust.**

Author of Report: Alistair Fanning, Principal Administration Officer
Background Papers: Correspondence from the Clerk to the Trust
Ref: AF/BR

Signature: 

Designation: Depute Chief Executive (Corporate Services) Name: Karen B. Williams



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3RD DECEMBER 1998

SUBJECT: PRIVATE SECTOR HOUSING - INCOME FROM SALE OF PRIVATE SITES

BY: DIRECTOR OF COMMUNITY SERVICES

1. **Reason for Report**

- 1.1 This report seeks the Policy & Resources Committee's approval to 'ring fence' income from the sale of private sites for private sector housing use for financial years 1999/2000 and 2000/2001 as recommended by the Housing Committee on the 10th November 1998.

2. **Background**

- 2.1 Income and capital expenditure for private sector housing now forms part of the General Services Capital Account. Previously the budget was ring fenced as the "Block B Capital Account" or the "non-HRA," with a separate allocation made by the Scottish Office each year. Funding for private sector housing came from The Scottish Office Capital Allocation, the sale of private sites, and loan repayments e.g. from loans to Housing Associations.
- 2.2 Expenditure of this budget is primarily to provide Improvement and Repair Grants, and Disability Grants. Other legitimate areas for spending include developing private serviced sites, Rough Sleeping Initiatives and Home Energy conservation measures.
- 2.3 Currently the Grant Budget is under pressure there being a sharp uptake in the demand for Disability grants. More people with disabilities are choosing to stay at home as against going into care. In some instances this can only be achieved by adapting the houses they stay in. A similar impact is currently being felt in the HRA budget for adaptations.
- 2.4 The Set Aside Rule relating to Capital receipts meant that the usable income from sale of sites was f 250,000 in 1996/97 and f 66,000 in 1997/98. The Set Aside Rule no longer applies as from July 1998 and the usable income from site sales for the first six months of this year is £33,000.

2.5 It is anticipated that the usable income from sale of sites this year to be in the region of **£66,000**.

2.6 In the life of the previous Moray District Council the programme of providing serviced sites for sale was developed to generate “ring fenced” income for private sector housing.

3. The Proposals

3.1 It is proposed that for financial years 1999/2000 and **2000/2001**, the income **from** the sale of serviced sites be ring fenced to the General Services: Other Housing Capital Account.

3.2 This will benefit the Council by allowing the current level of investment in the Improvement and Repair Grant programme particularly BTS housing and Disability Adaptations to be sustained .

3.3 Currently, sites for sale have a total value of f **532,000**, although depending on market conditions only a small percentage of these sites are expected to be sold this year.

3.4 Capital income from sale of private sites is anticipated to be :-

1998/1999	f 66,000
1999/2000	f 100,000
2000/2001	f 100,000

4. Financial, Staffing and Environmental Implications

4.1 Additional funding to the General Services: Other Housing account will allow. The Moray Council to consider the results of the on going Private Sector House Condition Survey and determine their strategy for tackling houses in most need of upgrading.

4.3 There are no staffing implications associated with this report

5. Consultations

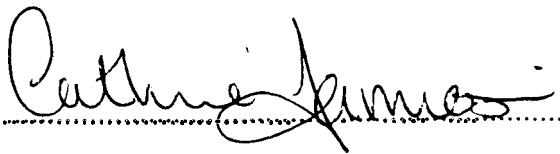
5.1 Consultation has taken place with the Development & Resources Manager, Chief Housing Officer of Community Services and the Assistant Chief Financial Officer (Planning) who agree with the recommendations of this report.

6. Recommendations

6.1 **It is recommended from Housing Committee to Policy & Resources Committee:**

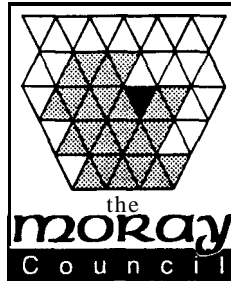
- a) **That the income from the sale of private sites for financial years 1999/2000 and 2000/2001 is ring fenced for General Services: Other Housing Capital Account.**

Author of Report: John Anderson, Private Sector Grants Officer
Background Papers:
Ref: JA/LJW/CJ/Private Sites/Dec98

Signature: 

Designation: Chief Housing Officer

Name: Catherine Jamieson



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3rd December 1998

SUBJECT: PROJECT DEVELOPMENT & FUNDING SOURCES: SERVICES TO PEOPLE WITH LEARNING DISABILITIES

BY: DIRECTOR OF COMMUNITY SERVICES

1. Reason for Report

1.1 The purpose of this report is to seek the endorsement and approval of the Policy & Resources Committee of a recommendation of the Social Work Committee of 12th November 1998 (**para 9** of the draft minute refers) in relation to a number of Project Developments for people with learning disabilities and in particular the continuation of the the temporary post of an Information Officer within the European funded Access project.

2. Backwound

2.1 This report provides an update of project developments considered at the Social Work Committee on 4th June 1998 (**Para 6** of minute refers) on Funding Sources for Project Developments.

2.2 In response to identified needs through the Grampian Wide Strategy Review and seminars held for adults with learning disabilities, their parents and **carers**, a number of projects have been developed, some which could access European Funding.

2.3 For these projects matching **funding** and support may be provided in the form of existing Moray Council **staff** and accommodation resources, thus absorbed within the current budget.

2.4 The Social Work Committee at its meeting on the 12th November 1998 approved the proposal set out in Section 3 below and agreed to recommend these (**Para 9** of draft minute refers) to the Policy and Resources Committee.

3 The Proposals

3.1 European Social Fund - Objective 5b – Measure 2.1- Training & Skills Enhancement

Objective **5b funding** is aimed at facilitating the general development of rural areas in the East of Moray. Two proposals have been submitted for the continuation of projects.

3.1.1 Morav Desktop Publishing Project

ESF **funding** established the Moray Desktop Publishing project in 1996. The training for 14 participants has been delivered in an business environment and the project has provided a service to the local business community as a spin off from the training activities, through the production of small quantities, high quality **colour** publications ranging **from** leaflets, business cards to local guides. The demand placed on both the Desktop Publishing training and services exceeded the anticipated expectations and the project received **funding** to continue in January to July 1997 **from** LEADER II to bridge the overbid on the ESF measure. ESF **funding** has been made available **from** August 97 to 31st December 1998. The vocational part of the project has offered beneficiaries an opportunity to complete SCOTVEC modules in

- Office practice
- Introduction to the nature of business
- Desktop Publishing

3.1.2 To build on the success of the project in bridging an identified skill and service gap, an application for the continuation of the project for the years 1999 and 2000 has been submitted. It is planned to offer in addition to the Desktop Publishing training, a programme that will incorporate **Website** design and the use of the Internet, which will enhance participant's chances to take up forthcoming employment opportunities. The proposed training programme will offer 14 participants 20 hours per week over a period of 46 weeks each year with a continuing structure of 13% Vocational Guidance and Counselling, 15% Theory, 72% Practical and Work Experience.

3.1.3 The total project cost is f115,021.93 with 45% of the total cost requested from the European Social Fund Objective 5b. The f 63,262.06 (55% of total costs) of matching **funding** required **from** the Council is available by offsetting existing resources, which includes accommodation, maintenance, administration and management staff costs.

3.1.4 Community Training: Project

The Moray Community Care Plan and Grampian Strategy Review provides a *commitment to* implement the Central Government policy *on* Care in the Community through a shift in provision of care **from** institutional to community models, **with** a substantial number of local workplaces being created. As this process will be a gradual tangent it is anticipated that there will be a demand for trained **staff**, with a sound *range* of practical work experiences and skills over the next number of years. In recognition of the local skills shortage, it is proposed to build on the success of the presently ESF **funded** Community Training project and provide further training opportunities in 1999

for local people to diversify and / or increase their skills to enter the forthcoming employment opportunities.

3.1.5 The project is targeted mainly at those who are either returners to work or presently undertake unskilled part-time work. The training package will provide 10 participants with an opportunity to complete GSVQ Level II Care, with a priority focus on care for people with learning disabilities. The project is directly linked to the local employment market, as the work placements are part of the integrated training package. Throughout the **44-week** training course, 47% of the time will be based in day centres, projects and residential settings; providing the participants with a wide range of work experiences, essential to secure long-term employment prospects.

3.1.7 The total cost for the proposed project in 1999 is f 40880.47 with 45% of the total cost requested **from** the European Social Fund Objective 5b. The f **22,484.26** (55% of total costs) of matching **funding** required **from** the Council is available by offsetting existing resources, which includes accommodation, maintenance, administration and management **staff** costs.

3.2 European Social Fund - Objective 3 Priority 4 – Enhance the capacity for community development

Objective 3.4 **funding** is available for capacity building measures, which will assist community groups and the voluntary sector to support those, who are presently excluded **from** the **labour** market such as people with disabilities.

3.2.1 Access Project

The project, considered at the 4th June 1998 Social Work Committee, has been **successfully** piloted with ESF Objective 3.4 **funding**. For the capacity building measure of the project a consortium has been formed consisting of representatives of the Voluntary / Community sector, College and Community Services Department **staff**. The overall aims and objectives of the ACCESS project are to formalise and develop partnerships with Community groups, which will:

- develop and co-ordinate a new system of employment support for the disabled
- use a bottom up approach to develop joint strategies and actions
- reach target groups through new outreach measures
- promote effective community development, through providing information, advice and training
- enable the voluntary and community sector to access European and other **funding** through training, support and development work

Since the setting up of the present **Access** consortium network additional community groups have joined and the project plan for the 1999 application for **funding** has been developed out of the activities undertaken in the pilot scheme and their evaluation, which includes;

- **The setting up of an information system** – A temporary Information Officer post has been created to co-ordinate and gather information. The evaluation of the new system showed the need for joint publicity on services and support available for the ultimate beneficiaries, people with a disability.

- **Publicity** - It is planned to create additional publicity using the Internet and provide workshops on how to create publicity, dealing with the media.
- **Setting up of Drop-in facilities** – The establishment of Moray-wide evening provision for adults with a learning disability has been very successful. In the continuation of the drop-ins, it is envisaged, in direct response to the identified needs, that some of the activities will be led by the Voluntary sector.
- **Piloting a mentoring scheme** – **The initial training seminar showed a need for further series of training and information events on mentoring, with the overall aim of providing mentoring to people with a disability.**
- **Fundraising & Information seminar** – **It is planned to hold a Fundraising seminar in November / December. In the development of this event a need from the Voluntary sector has been identified for additional publication on locally available funding, advice and support measures. A further Options day – Information seminar is proposed for February / March 1999.**
- **Educational guidance** – **A Moray-wide educational guidance and counselling roadshow took place in September. It is proposed to provide further educational guidance at a planned information seminar with individual consultations sessions being available.**
- **Project developments** – **So far three partnership projects have been developed for the ultimate beneficiaries group as a direct result of the Access project. Applications for funding are presently pending.**
- **New employment support structure for people with a disability** – **Following an intensive consultation process, a newly developed employment support structure for people with a learning or physical disability will provide a one-stop, Moray-wide co-ordinated approach. The new system will provide easy access to employment support for people with a disability, the Voluntary sector, training providers and employers. Following the initial piloting it is envisaged that this system will be formed into an overall strategy.**
- **Development of transnational links** – **Initial links with Ireland, Cork have been formed with a view for the setting up of an exchange of immediate and ultimate beneficiaries to explore new approaches in combating long-term unemployment through a variety of support measures.**
- **Evaluation Skills Strategy** -**The Access project network has identified the need for a series of training workshops for Community groups and staff on the Scottish Office supported ‘Five Nations Evaluation Skills Strategy’, which will enhance an equal partnership status in the development, delivery and monitoring of projects.**

3.2.3 Should **funding** become available for the continuation of the Access project, it is proposed that the temporary post of Information Officer would be extended until 31st December 1999. The post holder's role will continue to implement an information service for service users and carers, in direct response to the views of users and carers expressed at the Options Day and the piloting of the Access programme. The post is entirely financed through European **funding** and line managed by the Social Work Section's Operational Service Manager. As there may be a delay in the **decision-making** process and notification by the Scottish Office, regarding the success of the **funding** bid, it is proposed, if necessary, to underwrite the post of Information Officer, for up to two calendar months, at a cost of **£2,671**, including employers costs, through Resource Transfer from **Grampian** Health Board which has been made available for the development of community-based day service projects as part of the Strategic Agreement with the Council.

3.2.4 Whilst it is likely that this project will receive continued ESF funding, in the event that the application for continuation of the Access Project is unsuccessful the post of Information Officer will be discontinued and the activities of the project restricted.

3.2.5 The total project cost is f **87,766.-** with 50% of the total cost requested **from** the European Social Fund Objective 3.4. for the above outlined sections. The f 43,883 (50% of total costs) of matching **funding** required **from** the Council is available by offsetting existing resources, which includes accommodation, maintenance, administration and management **staff** costs.

3.3 **European Social Fund - Objective 3. Priority 1- Pathways to Emnlovment**

Objective 3.1 **funding** is available for training measures, which will facilitate the integration of long-term unemployed people, who are presently excluded **from** the **labour** market through disadvantages such as disabilities, literacy and numeracy difficulties etc.

3.3.1 **START II (Special Training And Retail Trading)**

The original START project was piloted with ESF Objective 3 **funding** in Buckie in 1997. The scheme has been continued has a partnership project with the Voluntary Sector, Moray Reach Out, and secured National Lottery Charities Board funding until the year 2000. Due to the success and demand placed upon the project in Buckie an application for ESF Obj. 3 funding has been submitted to pilot a START branch in **Elgin**.

3.3.2 The proposed project will be set up as a retail training shop in haberdashery **& crafts**, providing 12 adults with learning disabilities with literacy and numeracy training in a practical work environment, whilst having a direct link to the public / community and potential employers. In addition to providing pre-vocational training, practical work experience and guidance, all beneficiaries can complete SCOTVEC module in Service Skills - Retail.

3.3.3 Should funding become available it would give the Needlepoint project, presently **funded** by Leader II, considered at the 4th June Social Work Committee, an ideal base to continue their activities beyond the initial 10 months funding.

3.3.4 The total project cost is **£40,844**, with 45% of the total cost requested from the European Social Fund Objective 3.1. for the above outlined sections minus estimated income to the project of **£500**. The **£22,464** (55% of total costs) of matching funding required from the Council is available by offsetting existing resources, which includes accommodation, maintenance, administration and **staff** costs.

3.4 **Leader II – Furniture Restoration Project**

An application for the setting up of a vocational training project with Leader II **funding** (Links between Actions for the Development of Rural Economy, part-funded by the European Union, other local agencies and administrated through Moray Badenoch and Strathspey Enterprise) has been successful.

3.4.1 This pilot scheme takes a new approach in providing training in the skills of **furniture** restoration and repair, whilst meeting a growing demand for this service in Moray. The project is aimed at 8 adults **with learning difficulties**, who are presently excluded from the **labour** market through their disabilities, lack of local supportive training provision, work experience and any vocational qualifications. The vocational training project is based at the Moray Furniture Store, which is **specialised** in providing **furniture** for people in need. The training will be run over 46 weeks in a business / workshop environment, giving participants an ideal supportive practical work base, whilst having a direct link to the public / community. The work experience will enable participants to make informed training choices, whilst gaining practical skills using commercial machinery and tools. The individual tailored training programme will contribute to achieving vocational qualifications (SCOTVEC module in Working with Wood or Furniture: Preparation of surfaces.) and allocates 15% to vocational training, 65% to practical work experience training and 20% to pre-vocational guidance and **counselling**.

3.4.2 The total project cost is f 27969.78 with 45% of the total cost (f 12586.40) met by Leader II to finance the Moray Furniture Store Trainers, use of machinery, material and college costs. The f 22,464 (55% of total costs) of matching **funding** required from the Council is available by offsetting existing resources, which includes travel, Support and Outreach **staff costs**.

3.5 **Rural Challenge Fund -Wood Recycling Project**

The Wood Recycling Project, considered at the Social Work Committee on 20th March 1997 (**Para 9** of minute refers), has been developed and an application had been submitted to the Rural Challenge Fund in November 1997. The bid had been **successful** through the scoring stage, but due to limited **funding**, placed on a reserve list. The Scottish Office, Agriculture, Environment and Fisheries Department have invited applications for the Rural Challenge Fund 1999 – 2000 and a new bid has been submitted.

3.5.1 The project is an innovative partnership development between The Moray Council, Community Services Department, the Voluntary Sector -**Lochpark** Challenge, **Banff & Buchan** College and the Private Sector – **Lochpark** Rural Skills Centre. The pilot scheme will provide vocational training and work experience for 16 adults with learning disabilities, whilst recycling timber - surplus forest branches and household Christmas trees. The recycled wood chips will be forwarded for creating forest paths as part of an integrated plan of restoration and reinstatement of the Community Woodland and the national plan of creating a Millennium Forest.

3.5.2 The total project costs for over 2 years is f 110,520.- with **£49,630.-** requested from the Rural Challenge Fund. The Matching Funding of f **60,890.-** consists of f 7000.- Further Education, f 10,000.- Private Sector, f 43890.- required from the Council which is available by offsetting existing resources of Support and Outreach **staff costs**.

3.6 **Aluminium Can Recycling Project**

A partnership project between Moray Reach Out and The Moray Council, Community Services Department is in the development stage. The aim of the project is to provide vocational training for 10 participants, whilst recycling Aluminium Cans. It is planned,

should funding become available, to pilot the project in **Buckie**. The project will complement The Moray Council's overall commitment to recycling and it is envisaged to develop the project in the long term on a Moray-wide basis.

- 3.6.1 An application to the Lloyds TSB Foundations trust is in the preparation stage, with Moray Reach Out being the lead applicant The Moray Council, Community Services Department support for this project is in the form of a secondment of a support worker. The worker is presently working with the service users, who have been part of developing this pilot scheme.

4. **Financial Implications**

- 4.1 **In** the past the Community Services Department of the Moray Council has been successful in attracting additional **funding** to enhance and develop new service projects, using existing resources to meet matching funding requirements. The new proposals outlined in this report are aimed to **maximise** existing resources, stimulate new developments and improvement of services.

- 4.2 For all project proposals matching **funding** through staffing support, administration, accommodation costs are already available within the Councils existing resources as outlined above and there are no new additional Council subsidies required.

- 4.3 The summary of costs for all the projects outlined in this report are as follows:

<u>Moray Desktop Publishing Project</u>	f 115,021.93
European Social Fund	f 51,759.87 - 45%
The Moray Council	f 63,262.06 - 55%
<u>Community Training Project</u>	f 40,880.47
European Social Fund	£ 18396.21 - 45%
The Moray Council	f 22484.26 - 55%
<u>Access Project:</u>	f 87,766.00
European Social Fund	f 43,883.00 - 50%
The Moray Council	f 43,883.00 - 50%
<u>START II:</u>	f 40,344.00
European Social Fund	f 17,880 - 44.32%
The Moray Council	f 22,464 - 55%
Revenue	f 500 -
<u>Furniture Restoration Project:</u>	f 27969.78
Leader II	f 12586.40 - 45%
The Moray Council	f 15383.38 - 55%
<u>Wood Recycling Project:</u>	f 110520.-
Rural Challenge Fund	f 49630.-
The Moray Council	f 43890.-
Private Sector	f 10000.-
Further Education	f 3600.-

5. **Staffing Implications**

- 5.1.1 It is proposed to continue the post of Information Officer for the Access project described in paragraph 3.2.1 on a temporary basis until 31st December 1999 subject to the likely continuation of ESF Objective 3.4 funding. The post is currently filled on a

temporary basis at the grade of AP2, as assessed by the Personnel Services Section of the Council.

6. **Environmental Implications**

6.2 There are no environmental implications.

7. **Consultations**

7.1 Consultation has taken place with the European Programme Co-ordinator and the European Unit in relation to the European projects.

7.2 Consultation has taken place with the Chief Environmental Protection Officer in relation to the proposed recycling projects.

7.3 Consultation has taken place With Voluntary **Organisations**, Service Users, staff and training providers in relation to the projects described in paragraph 3 above.

7.4 Consultation has taken place with the Joint Commissioning Unit in relation to the Access project and the possible temporary finance of the post of Information Officer. The Joint Commissioning **Unit** is in agreement with the proposal.

7.5 Consultation has taken place with **Colin Pettigrew**, Accountant - Finance and Information Technology Department, **Katrina McGillivray**, Assistant Personnel Services Manager – Corporate Services Department, regarding the preparation of this report and both are in agreement with the proposals.

8. **Recommendations**

8.1 **The Policy and Resource Committee is asked to:**

- a) **Note the progress made in relation to project development and the identification of funding sources for services for people with disabilities.**
- b) **Approve the submission of project applications as described in paragraph 3 of this report with no additional funding being required.**
- c) **Continue the temporary post of Information Officer until 31st December 1999 subject to continued European funding.**
- d) **Approve the continued development of projects and applications for funding, where matching funding and support can be met out of existing resources.**

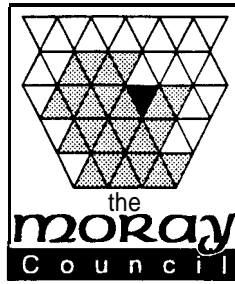
Author of Report: Reni Milburn, Assistant Manager, Service Development
Background Papers: Seminars evaluation reports, applications and funding
submissions on file in the Community Services Department.

Ref.:

Signed: D. A. Sullivan Date: 24/11/98

Name: David Sullivan

Designation : Chief Social Work Officer



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER 1998

SUBJECT: GRAMPIAN FIRE BRIGADE – ATTENDANCE AT NON STATUTORY INCIDENTS

BY: DEPUTE CHIEF EXECUTIVE (FINANCE & I.T.)

1. Reason for Report

1.1 To consider a letter from the Firemaster concerning the Fire Brigade's attendance at Non Statutory incidents.

2. Background

2.1 An Emergency Planning Meeting was held at Moray College on 10 November 1998 which was attended by, amongst others, John Summers in his role as the Council's Emergency Planning Officer, Sandy Ritchie Chief Roads Officer and Ali Erginsoy the Council's Public Relations officer.

2.2 At that meeting, reference to a financial crisis at the Brigade was made by the senior Fire Brigade officer who was present and also that attendance at future non statutory incidents such as the recent flash flooding in Rothes was being reviewed.

2.3 The Firemaster has stressed that there is no connection between the two issues but confirms his belief that, in the past, the Brigade has been inappropriately used to pump water at localised flooding incidents and that the Council should not be relying on the Brigade to carry out this function.

2.4 Copies of my letter to the Firemaster and his subsequent response are attached as **Appendices 1 and 2** to this report. The Firemaster has already copied the correspondence to Members of the Fire Board.

2.5 It should be noted that the proposed review of operational practices being considered by the Firemaster have not been submitted to the Fire Board for consideration.

3. Proposal

3.1 Since the matter has not yet formally been considered by the Fire Board, it is proposed that the Board's views regarding the review of the Fire Brigade's operational practices is sought

4. **Financial, Staffing and Environmental Implications**

4.1 None at this *stage*, though the cost of the Council establishing an emergency response team/ facilities for dealing with localised flooding incidents could be significant.

5. **Consultations**

5.1 John Summers has been provided with a copy of the Firemaster's response.

6. **Recommendations**

6.1 It is recommended that the Committee note the terms of the correspondence with the Firemaster and write to the Fire Board seeking their views regarding the proposed review of operational practices.

Report by: Alastair Keddie
Background papers: Letters are enclosed in appendices.
Ref:

Signature:  _____

Designation: Depute Chief Executive

Name: Alastair Keddie

If telephoning or calling ask for: **Alastair Keddie**
Direct Dial: (01343) 563 100

Our Ref: **AK/MJT/**
Your Ref:

13 November, 1998

Mr. John Williams,
Firemaster,
Grampian Fire Brigade,
Brigade Headquarters,
19 North Anderson Drive,
ABERDEEN,
A1315 6DW.

Dear Mr. Williams,

ATTENDANCE AT NON-STATUTORY INCIDENTS

It has been brought to my attention that statements were made by an officer of the Fire Brigade (Mark Jones) at an Emergency Planning Meeting at Moray College on 10 November, 1998, to the effect that the financial position of Grampian Fire Brigade was such that response to future incidents was being reviewed.

It was clearly indicated at the meeting that Grampian Fire Brigade may be less responsive to flooding incidents in **future** and that attendance at **all** non-statutory incidents, such as flooding, was to be reviewed. A commitment was given that the Brigade would respond to calls for assistance **from** agencies and public bodies, but it was indicated that calls from the public would not be responded to unless **evacuation** and rescue were involved.

A specific parallel was drawn with the recent flash flooding in Rothes, where I understand some five tenders/pumps attended the flooding incident and were key to keeping the flooding at bay within the town. It was indicated that such a response from the Fire Brigade may not be repeated in future.

2.

Mr. John Williams

13 November, 1998

I am extremely concerned that such statements are being made by Grampian Fire Brigade without any consultation with local authorities **or other** agencies and I am not aware of the matter having been considered by the Fire Board. I certainly understood from previous statements that the financial position of the Fire Board would not impact upon the level of service in rural areas and I should be **grateful** if you will confirm, at your earliest convenience, whether the position outlined by your officer is correct.

Yours sincerely,

Alastair Keddie
Depute Chief Executive

Our Ref: JW/LCN/Ops
Your Ref: AK/MJT

Please ask for Mr J Williams

18 November 1998

Mr A Keddie
Depute Chief Executive
The Moray Council
Council Office
High Street
Elgin
IV30 1BX

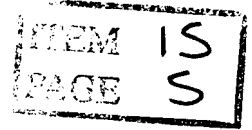
Grampian
FIRE BRIGADE

APPENDIX 2
(PAGE 1)



FIRE BRIGADE HEADQUARTERS, 19 NORTH ANDERSON DRIVE,
ABERDEEN AB15 6DW
TEL: 01224 686688 FAX: 01224 692224

FIREMASTER • JOHN WILLIAMS B.Sc., M.I.Fire.E



Dear Mr Keddie

Attendance at Non-Statutory Incidents

Thank you for your correspondence of 13 November relating to the recent Emergency Planning Meeting at Moray College on 10th November and the statements on the Brigade's attendance to flooding incidents being attributed to Assistant Divisional Officer Mark Jones. I am grateful for the opportunity to respond.

I would like to clarify a fundamental issue at the outset; there is no read-across whatsoever between the issue of the Brigade's response to flooding incidents and the financial position of the Brigade. I have been assured by ADO Jones that he did not intend to give that impression; to the contrary in fact, when questioned, he was at pains to ensure that this specific linkage was not made.

As far as I am concerned, the Brigade's role and responsibility has not changed from that as outlined in the Grampian Joint Emergencies Executive Committee 'Severe Weather Warning and Response Plan' which states, and I quote :

- a) *Grampian Fire Brigade will provide an initial response to domestic and commercial property **affected** by flooding.*
- b) *Grampian Fire Brigade response will be based on the dissemination of **information** and statutory obligations which **may** have an over-riding priority.*
- c) *Grampian Fire Brigade will respond to the rescue **of** persons trapped by flooding. These occurrences will be given the same priority as other "**persons** trapped" incidents.*
- d) *Grampian Fire Brigade will maintain communications with the Police Control Room.*
- e) *Fire Brigade equipment and resources will be used, where practical, to mitigate damage to **property**.*

Note: Where incidents can be subsequently serviced by other agencies appropriate measures should be taken to restore and emergency response capability”.

You will note from the above extracts from the severe weather warning and response plan that the Brigade’s role is clearly identified and been known by your emergency planning officer since their development; and those are the parameters to which the Brigade is following.

I am therefore puzzled by your remarks in the final paragraph **which I find** somewhat “alarmist” in the extreme given the present budgetary position.

What I believe ADO Jones was attempting to advise the meeting of was drawn from the experiences of the 1997 flooding in the **Elgin/Forres** areas and more recently in Rothes where the Brigade was being asked to commit its manpower and equipment resources **outwith** of the parameters outlined above in (a) - (e) i.e. undertaking the role of the statutory agencies.

What appears to be being missed **in** this dialogue is the fact that the Brigade is the undertaking of the fire authority, with a clearly provided statutory role in terms of its legal obligations to attend fires with a given weight and speed of attack. When involved with non-statutory incidents on these scales previously experienced, they do present the Brigade with *significant logistical* problems.

You, as a Senior representative of Moray, I feel should be sympathetic to that position.

I see no value in the Brigade being simply utilised as an agent to **pump** water from one location to another, particularly when rain is still falling and water levels are continuing to rise. That is the role we have been previously asked to undertake. I would remind you of the footnote to extracts from the severe weather warning and response plan (a) - (e) above. It is my professional opinion **that** on occasions the Brigade has been inappropriately **utilised** to supplement shortfalls in equipment provision which should be maintained by the responsible agents. **This** fact was confirmed to ADO Jones at the recent meeting.

There needs to be a distinction drawn between what represents a **localised** incident to be dealt with more appropriately by the agency with the statutory responsibility for that - as the July 1998 Rothes flooding incident was; and a more serious widespread incident which the July 1997 flooding was, when all agencies, including the Brigade and military, were committed to assist.

Simply because a centre of population has a **fire** brigade resource, it cannot be right that another statutory agency has, as part of its contingency arrangement plans to utilise resources **outwith** of its control as a means of addressing its statutory duty. I am given to understand that comments made by **Officers** of Moray Council with responsibility for roads made a statement to the effect that they relied on the Brigade for pumping water in **the** past and had few alternatives.

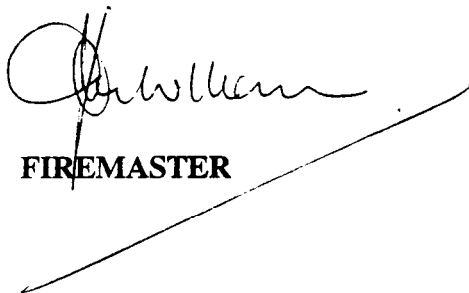
I do not wish to prolong this correspondence unnecessarily but the fundamental problem here would appear to be a lack of appreciation of the Brigade’s statutory role together with too much reliance being placed on it to supplement **the** duties to be provided by other more

appropriate agencies. The fire service in recent times has been **reviewed by auditors** as to its role in society and the value it provides. Further more, detailed reviews are being undertaken on particular aspects of that initial review. I **am** constantly being asked to respond to issues of brigade performance; the most recent through Best Value, requiring me to review all the Brigade's current areas of operations and consider options for change.

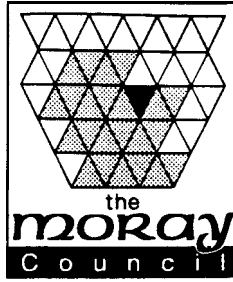
It is on this basis that this review of commitments **outwith** of the statutory duty are being undertaken. It may be that ADO Jones was a bit presumptuous in exposing this particular change of philosophy. As you quite rightly identify, it has yet to be placed before the Joint Fire Board but in general terms I do not disagree with the views he communicated.

I have copied the correspondence to Members of Moray Council on the Joint Fire Board, the Convener, the Vice Convener and the Clerk of the Joint Fire Board.

Yours sincerely



FIREMASTER



ITEM: | b

PAGE: 1

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: STRATEGIC DEFENCE REVIEW – TERRITORIAL ARMY

BY: THE DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)

1. **Reason for Report**

- 1.1 To note the terms of a letter from the Ministry of Defence in regard to the Strategic Defence Review and its implications for the Territorial Army in Moray.
- 1.2 A copy of a letter from the Head of Regional Policy Unit, Ministry of Defence is attached to this Report as an **APPENDIX**.

2. **Background**

- 2.1 The Committee will recall that at a meeting of the Full Council on 2 July, 1998 it was agreed to make representations to the Secretary of State for Defence for the retention of the Territorial Army in Scotland at its present level amid concerns that any diminution of its strength would be to the detriment of both of the Civil and Military Authorities.
- 2.2 Under the Review proposals, the two Field Squadrons providing engineering support to RAF Kinloss as RAF Lossiemouth would be discontinued. However, the Centres at Elgin and Keith will remain although the Elgin Centre will be downgraded from Battalion to Platoon status.

3. **Proposal**

- 3.1 It is proposed that the Committee note the terms of this Report.

4. **Financial, Staffing and Environmental Implications**

- 4.1 There are no financial, staffing or environmental implications arising from this Report.

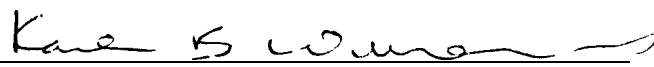
5. **Consultations**

- 5.1 None

6. **Recommendation**

- 6.1 **It is recommended that the Committee note the contents of the letter from the Ministry of Defence in regard to the Strategic Defence Review and its implications on the Territorial Army in Moray.**

Author of Report: Alistair Fanning, Principal Administration Officer
Background Papers: Letter from the Ministry of Defence dated 17 November, 1998
Ref: AF/BR

Signature: 

Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams



From: PM Whittingham, Head of Regional Policy Unit
MINISTRY OF DEFENCE
 Main Building, Whitehall, London SW1A 2HB

Telephone (Direct dial) 0171 218 3549
 (Switchboard) 0171 218 9000
 (Fax) 0171 218 7539

Mrs K Williams
 Deputy Chief Executive
 Moray Council
 Council Offices
 High Street
 Elgin
 IV30 1BX

Your reference

Our reference
 D/RPU/3/13

Date
 17 November 1998

Dear Mrs Williams

The Secretary of State is today announcing the outcome of the detailed review of the organisation and structure of the Territorial Army for the future. I am therefore writing to let you know what it has been decided to do within Moray.

The proposals carry forward one of the main conclusions of the Strategic Defence Review, that our forces must be structured for future needs well into the next century. We have already announced how we intend to correct imbalances in our Regular forces so that they are fully adapted to the post Cold War era; we are now setting out a modernisation programme for the Territorial Army. It is the result of extensive consultation during which we listened to all views and have made substantial changes to the initial outline proposals that provided the basis for consultation by the Army.

The changes which have been decided on will, we believe, enable the Territorial Army to continue to provide what the nation requires of it. They are consistent with the reforms that we are implementing throughout the Armed Forces and are similarly driven by our strategic analysis. They encompass also a major drive to ensure that service with the Territorial Army is not only as demanding as it has ever been but also to increase and recognise the value of service with the Territorial Army of the future.

We recognise that these changes, although necessary and worthwhile, will be painful to many volunteers and individuals, both military and civilian, who support them. We shall be setting up arrangements to help those in units which are disbanded but who wish and are able to continue in voluntary service; there will be a number of opportunities for them, within and outside the TA itself. We shall also be consulting with the trades unions concerned about the implications for the many civilian employees throughout the country who will be affected by this reform programme.

The Territorial Army for the Future

Our starting point has been that the Territorial Army needs a new structure if it is to continue to provide a vital component of the nation's overall defence capability as we fully intend. Its current structure is still dominated by Cold War requirements to provide formed units in the combat arms to defend the United Kingdom against invasion, or to reinforce NATO in Germany. Because these are such remote contingencies most Territorial Army units are at low readiness states. One effect of this is that the TA is under-strength. This reflects a lack of clarity about their role. And yet we are using individual volunteers from the Territorial Army more than ever before, in Bosnia and in support of the Regular forces elsewhere, and we expect this new pattern of use to continue.

For the future, therefore, we see three main requirements for the Territorial Army:

Its structure should facilitate our planning for the use of the Territorial Army to support and sustain expeditionary operations. There will be a shift in emphasis between the roles that the TA will perform: more emphasis on providing a full range of roles in support of a military deployment; less emphasis on other roles that are essentially to do with military home defence. In this way the Territorial Army's structure should enable it to be more relevant to tomorrow's needs.

It should be more capable of use in these kinds of operations. Units will no longer be held under-strength. Instead we will give all units a clear role to play as an essential part alongside Regular forces in operations in support of the nation's interests abroad, and man them accordingly. More units will as a result be at significantly higher states of readiness. And we will be prepared to call them up if necessary in a wider range of contingencies.

It should be more closely integrated than ever before in planning for our forces as a whole. These reforms will bring much closer the concept that the Regulars and Reserves constitute a single capability trained and planned to operate together in the field, making use of the particular strengths of each to support the other.

Our detailed plans reflect consideration of a wide range of factors which we have made publicly available. We have met the operational requirement to provide a future role and mission for

the TA that is robust; but we have also recognised and explicitly reserved the wider role of the Territorial Army in the community. Our plans will maintain a widespread representation of the TA across the nations, regions and counties, reflecting existing strong links with communities. Without compromising operational effectiveness we have also sought to ensure that, where there are reductions, their impact is spread throughout the country.

In July we said that the Territorial Army would be somewhere about 40,000 strong. This more detailed review has confirmed that its new roles will require a Territorial Army of 41,200 compared with the existing strength of over 54,000. This will include provision for the University Officer Training Corps at its existing strength.

There has been particular interest in the future for the infantry and yeomanry. Our proposals will provide a broader range of opportunities for reduced, but still substantial, numbers of volunteers in both of these combat arms. One company or more from each of the existing TA infantry battalions will be retained within a total TA infantry strength of over 7,100 formed into fifteen new battalions. This will ensure that regimental affiliations are retained at company level. This arrangement already works well in the London Regiment of the TA which already embraces, at company level, representation from other regiments, thus preserving historic linkages at that level. Names for the new battalions will be decided following consultation in the normal way.

Four regiments of yeomanry, with a combined strength of over 1,300, will similarly enable yeomanry squadrons to maintain their regimental identity, where this has not been maintained at major unit level. The new arrangements will give the yeomanry a much clearer role and relationship with the four armoured Royal Armoured Corps regiments in the United Kingdom. In addition, we have decided to give an enhanced role for two squadrons of yeomanry within the new, joint arrangements for Nuclear, Biological and Chemical defence.

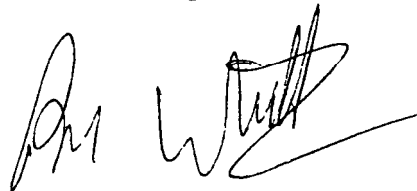
We have also taken into account from the outset the impact on the cadets. Many Army Cadet Force units, and some cadet forces linked to the other Services, share premises with the Territorial Army and receive support of various kinds from them. We will ensure that no cadet unit is left without suitable facilities as a result of the restructuring of the TA: we will retain some TA centres specifically for the cadets, and are prepared to spend up to £12 Million to provide alternative facilities where this proves necessary. This is in addition to the modest increase in resources for the cadet forces that was announced in July this year.

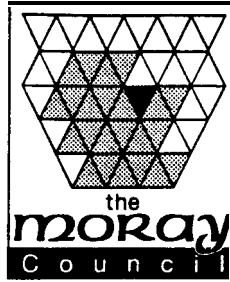
I am afraid that the two field squadrons providing engineer support to RAF Kinloss and RAF Lossiemouth will not continue, but we will retain detachments of infantry in the Centres at Elgin and Keith.

The Army will now set in hand arrangements to move as quickly as possible to the new structure. We will be adopting a phased approach. We expect the main transition to have completed some six months after today's announcement. There are a few cases where a TA unit's role is being transferred to a Regular unit which has yet to be established; no such TA unit will be disbanded until the transfer has taken place.

The Territorial Army has served this country well in past conflicts and during the Cold War. We owe it to the men and women of the Territorial Army to ensure we adapt and modernise the role of the TA so that it not only continues to play an important role but that the role is enhanced and more vital than ever before.

Yours sincerely





REPORT TO: POLICY AND RESOURCES COMMITTEE 3RD DECEMBER,
1998

SUBJECT: THE MORAY LESBIAN, GAY AND BISEXUAL SWITCHBOARD

BY: DIRECTOR OF COMMUNITY SERVICES

1. **Reason for Report**

1.1 To consider a request from The Moray Lesbian, Gay and Bisexual Switchboard for financial support to assist them sustain their current service.

2. **Background**

2.1 The Moray Lesbian, Gay and Bisexual Switchboard has operated since November 1997. The service is provided by volunteers operating the Switchboard on two evenings per week. The organisation is managed by 4 Trustees and has recently attained registered charity status. They are also members of Moray Voluntary Services Organisation.

2.2 To date, most of the funding for the Switchboard has been raised by members and supporters. Recent costs of achieving charitable status and having to relocate the Switchboard have depleted their resources. The organisation have submitted their draft Annual Report and audited accounts and these are attached at **APPENDIX 1**.

3. **The Proposals**

3.1 The Switchboard are requesting financial support of £268 which will cover their telephone costs for one year.

4. **Financial, Staffing and Environmental Implications**

4.1 Support to the Switchboard would be a new initiative for The Moray Council and would require a budget to be identified and established.

5. **Staffing and Environmental Implications**

5.1 There are no staffing or environmental implications associated with this report.

6. **Consultations**

6. **Consultations**

6.1 There have been consultations with the Lesbian, Gay and Bisexual switchboard with regard to the preparation of this report.

6.2 The Depute Chief Executive Finance and IT has been consulted on and agrees with the contents of this report.

7. **Recommendations**

7.1 It is recommended **that the Policy and Resources Committee give consideration to the request for financial support from the Lesbian, Gay and Bisexual Switchboard.**

Signed:  : 20/11/98
Designation:- Director of Community Services _____

Author of Report: Mike Martin, Director of Community Services
Background Papers: Correspondence on file
Ref: MDM/JMH/P&R 3.12.98 Les&Gay

Annual Report

ITEM 17
PAGE 3

On the resignation of E. R. from the Switchboard management group it was decided to move the Switchboard line from his home address. There were a number of reasons why this was necessary. The line was housed in uncomfortable accommodation made unhygienic by the presence of various caged rodents, and a number of **free-range** rodents. Confidentiality, which is of the utmost importance to a Switchboard, could not be guaranteed. At that time, the **future** ownership of the premises was also in doubt.

Given the offer of accommodation with a professional **Health organisation** we readily accepted and duly moved the line.

The huge telephone bills which the Switchboard received at that time indicated that there was considerable abuse by the household **making** personal and domestic calls on the Switchboard line, none of which was being paid for.

Bills off 140 and f 170 compared with the present average of f67 per bill gives the true indication of this.

Our immediate task on making this fresh start was to recruit more volunteers who were willing to operate in the more appropriate environment, followed by our intention to register as a Charity. We also had to make considerable efforts at fund-raising in order to create income for the Switchboard. The regular sweepstake at the now fortnightly social gathering has been well supported by the gay **community**, and the Rothes Glen Christmas **function** was a great success.

Having numerous comments that a Social 'Group should be formed in view of the growing number of gay people attending functions, the Switchboard members set the ball rolling by opening proceedings and getting a steering Committee elected to **organise** the setting up of the Social Group.

We made it clear that the confidential nature of the Switchboard operation meant that the Social Group organisation could not be a **function** of the Switchboard, although we would be members as individuals, and would promote the Social Group as a desirable facility, for gay people in the area. It is our sincere hope that, having set the Social Group in motion, it will grow and continue to provide Social outlets for the gay population in Moray and beyond. **It is gratifying** to see more people appearing at venues who have got there through the Switchboard.

A sad reflection on the attitudes prevalent in Society is the number of married men and women who contact the Switchboard in need of **counselling**. They are gay people who bowed to Society and **family** expectations and tried to repress their sexuality by marrying and creating a family. Most are in middle age, and **realise** the unhappiness they have created for themselves, and also for **their** marriage partner. Although most of them are unable to participate in Social activities with other gay people, they do need to talk with others who understand, are non judgmental, and offer confidentiality.

We have applied for grant aid **from** two major charity giving **organisations**, primarily for the purposes of establishing office and confidential interviewing accommodation, completely separate **from** the Switchboard line, for blanket advertising in the surrounding areas including Strathspey, Badenoch, Forres, and **Nairn**, and for volunteers expenses in order to undertake outreach work which would be an inevitable consequence of such advertising. We have already advertised in the Coastal, Huntly, and Keith areas, and the calls from those areas have shown an encouraging increase.

The office is also necessary to provide security for the growing files of correspondence and the matters relating to the Switchboard. The present method of meeting people on "ice-breakers" at pubs, bus stops, or telephone kiosks is clandestine and seedy, and one which both the Switchboard volunteers and the clients who contact us find wholly unsatisfactory.

We gained Charity status earlier in the year, and we are **grateful** for the help given by our legal representative in Edinburgh, particularly in view of the financial records, and lack of accountability in the previous year. This was gained under a Trust Deed, and the Switchboard has been managed by four Trustees.

We are also indebted to both **Health Promotions** and Moray Voluntary Services Organisations for the help and support they have given, and continue to give us.

We are concerned along with Health Promotions (Grampian Health Board) for the promotion of sexual Health and the prevtion of HIV/AIDS. The Switchboard distributes condoms and leaflets which are provided by Health Promotions, at all functions. With our increasing number of Switchboard Volunteers we also anticipate becoming active with them in promoting safe sex and advice for young gay men and women at local events.

We are also indebted to Ash, a professional Trainer in people management and **counselling**, who also has undertaken the training of Switchboard Volunteers free of charge. Ash also has sound experience of Switchboard operation at the London National Switchboard and we really are fortunate to have access to his services.

The Switchboard operates to a Code of Practice which has been agreed by the National Switchboard Association. We also have membership of National Friend, and The Scottish Switchboard Association. We are on the mailing list of Stonewall Scotland, Scottish Gay Men's Health, and other organisations, which up dates us on all that is happening with regard to gay people in Scotland. They are also invaluable sources of advice on matters which we may not feel **fully** competent to deal with.

We cannot end this first Annual Report without expressing sincere thanks to all the gay people in Moray and beyond, who have given so much towards financing the Switchboard and enabling us to carry on offering a service. We would especially include the regular visitors **from Findhorn** Foundation who are generous in their support, as do regular visitors **from Nairn**, Inverness, and Speyside. Thank you all, your support is very much appreciated.

The Switchboard has achieved a great deal in the past year, and has remained solvent despite the a additional costs of the previous address telephone bill, the legal costs of becoming a Registered Charity, and the additional costs of moving the line twice, a total amount of about f790.

We therefore look forward to the next year with hope of greater progress in the task of providing a service to gay people in even wider area of the Country, and bringing some hope and comfort to the many who continue to lead frightened and lonely existence's,

It is reckoned that at least 12% of the population is gay to a greater or lesser extent, and in a population of 12,000 people, that is 1,440 persons. The area which the Switchboard could be serving has a population greater than that!

Attached to this report is our Audited Balance Sheet for 1997-98, and a table of Annual Statistics for the Switchboard line.

Trustees of The Moray Lesbian Gay Bisexual Switchboard

Switchboard Statistics for 1996/1997 and 1997/1998, November 1st to October 31st.

	1996/97	1997/98
First time Male callers	26	24
First time Female callers	11	20
Repeat calls from Males	25	33
Repeat calls from Females	5	9
Switchboard Business calls (in)	12	31
Gay people seeking information	31	51
Abusive calls	Nil	Nil
	Nil	1
“ “ “ “ - Female	1	1
Personal calls for previous co-ordinator B. R	216	N/A
Personal calls for other Volunteers	8	3

Repeat calls were **from** callers needing further support and information before venturing to social **functions** or ice-breaker meetings with volunteers.

There were many instances of Gay people on holiday in the area seeking information on accommodation, Gay friendly venues, and social **functions**.

MEAD KEMP

ITEM 17
PAGE 7

Moray Lesbian Gay and Bisexual Switchboard

Financial Statements

for the

Year Ended 31st October 1998

**Allan J Wilson & Co
6 North Guildry Street
ELGIN
Moray
IV30 1JR**

Registered Auditors

Moray Lesbian Gay and Bisexual Switchboard

ITEM 17
PAGE 8

Office Bearers

Secretary	R Pacitti
Treasurer	P Walker
Womens Officer:	M Mackie

Registered Office

P 0 Box 5763
Elgin
IV30 2ZE

Auditors

Allan J Wilson & Co
6 North Guildry Street
Elgin
IV301 JR

Bankers

Bank of Scotland Plc
90 High Street
Elgin
IV30 1BN

Charity Registered in Scotland Number SC 027931

Trustees Report
for the year ended 31st October 1998

The Trustees submit their report and the Un-audited Accounts for the Year Ended 31st October 1998.

RESULTS

The Charity is a non profit making organisation

The Trustees have accounted for the income and expenditure for the year which has resulted in an operational deficit off -213

REVIEW OF THE BUSINESS

This is the 1st full year of operation and several costs incurred have been of an " one off " nature. This has been the main reason for an operating deficit

The trustees are confident that changes in operation have been made that shall allow improved results and operations in future years

TRUSTEES RESPONSIBILITIES

The Trustees are aware of their responsibilities relating to the Charity.

Part of these responsibilities relates to the preparation of Financial Statements

AUDITORS

A resolution to re-appoint as auditors Allan J Wilson & Co CA will be put to the board.

By order of the Board
Secretary.

Income and Expenditure Account
for the year ended 31st October 1998

1998

£

Income :

Roths Glen Party	1469	
Cheese and Wine Parties (3)	494	
Sweepstakes	281	
Brae Party	215	
	<hr/>	2459
Donations / Grants:		
P I vision	300	
Gayzette Donation	32	
M F R Grant	100	
	<hr/>	432
Refunds B.T. / Bus	36	
Sundry Receipts Petty Cash	64	
Bank Interest	11	
	<hr/>	111
Total Income		<hr/> 3002

Expenditures :

Roths Glen Charges	845	
Roths Glen Ticket Refund/Sundries	102	
British Telecom Charges	468	
British Telecom Line Transfer	119	
Solicitor Fees	447	
Accountancy Fees	294	
Newspaper Advertising	441	
Gay Pride Stall Rental & Purchases	113	
Cheese and Wine Purchases	106	
Volunteer Expenses and Outlays	99	
Administration Postage & Room Hire	70	
Repairs and Sundries (kettle)	59	
P 0 Box Rental	52	
	<hr/>	3215
- Deficit / Surplus for the Year		<hr/> -213

Moray Lesbian Gay and Bisexual Switchboard

ITEM 17
PAGE 11

Balance Sheet
for the year ended 31st October 1998

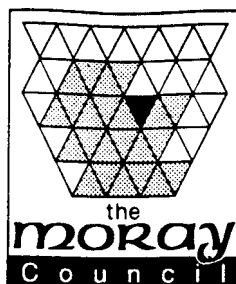
	Notes	1998	1998
		<u>£</u>	<u>£</u>
FIXED ASSETS			
Tangible Assets			0
CURRENT ASSETS			
Cash at Bank		13	
Cash in Hand		61	
		<u>74</u>	
CURRENT LIABILITIES			
Trade Creditors and Accruals		294	
		<u>294</u>	
NET CURRENT LIABILITIES		-220	-220
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>-220</u></u>
RESERVES			
Deficit Brought Forward			-7
Deficit for the Year			<u>-213</u>
			<u><u>-220</u></u>

Handwritten notes and stamps on the right side of the page, including a date stamp '10' and a signature 'SCENERY: J. M. M. P. B. 1998'.

Trustees Statement :

The accounts have been presented by the Auditors from information and explanations provided by us.
They are an accurate presentation of the financial activities of the Charity for the Year Ended 31st October 1998 .

Signed: _____
Trustee



ITEM: 18

PAGE: 1

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: FUTURE OF DLOs/DSOs: JOINT SCOTTISH OFFICE/COSLA SEMINAR

BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)

1. **Reason for Report**

- 1.1 To invite the Committee to consider attendance at a Joint Scottish Office/COSLA Seminar on the future of DLOs/DSOs to be held in Edinburgh on Thursday 10 December, 1998.

2. **Background**

- 2.1 At the last meeting between COSLA and the Secretary of State, it was agreed that a Seminar on the future of DLOs/DSOs in Scotland would take place for Council Readers,
- 2.2 The Seminar, which will be under Chatham House Rules will be addressed by Mr Henry McLeish MP, Minister for Local Government; Bob Black, Controller of Audit; Councillor David Sneller, East Ayrshire and Professor Alan Alexander.

3. **Proposal**

- 3.1 It is proposed that the Committee consider attendance at the above noted Seminar.

4. **Financial Implications**

- 4.1 Full details of the Seminar have still to be intimated by COSLA and it is not known what the Seminar fee, if any, will be.

5. **Staffing and Environmental Implications**

- 5.1 There are no staffing or environmental implications arising from this Report.

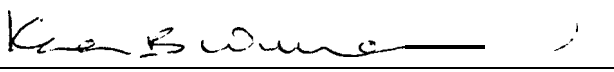
6. **Consultations**

6.1 None

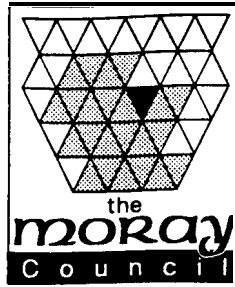
7. **Recommendation**

7.1 It is recommended that the Committee consider attendance **at the above noted Seminar to be held in the Scottish Office, Victoria Quay, Edinburgh on Thursday 10 December, 1998.**

Author of Report: Alistair Fanning, Principal Administration Officer
Background Papers: Letter from COSLA dated 11 November, 1998
Ref: AF/BR

Signature: 

Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams



REPORT TO: POLICY & RESOURCES COMMITTEE ON 3 DECEMBER, 1998

SUBJECT: USE OF THE PLAINSTONES, HIGH STREET, ELGIN

BY: LEGAL AND ADMINISTRATION SERVICES MANAGER

1. Reason for Report

1.1 To invite the Committee to note the outcome of the Licensing Committee's consideration of reports advising of the current procedures in connection with the use of the Plainstones and that a review of these procedures is being undertaken.

2. Background

2.1 As Members will be aware a fundamental review of policies and procedures of the Council as Licensing Authority has been undertaken by Officers within the Litigation and Licensing Team in Legal and Administration Services,

2.2 The area of the Plainstones, as outlined in the plan appended to this report (**APPENDIX I**) is in the possession of the Moray Council. Legal and Administration Services on behalf of the Council as occupier currently administers applications for use of the Plainstones.

2.3 Although the granting of permission to use the Plainstones is not a licensing matter it has become inter-connected to the granting of Public Charitable Collection Permits in terms of Section 119 of the Civic Government (Scotland) Act 1982. Accordingly, procedures have developed along licensing lines.

2.4 Previously the majority of such requests to use the Plainstones have simply been to hold public charitable collections. This is however changing e.g. the recent leg of the Scottish RAC Rally and increasing requests from Elgin Business Action to place various forms of entertainment on the Plainstones.

3. Current Procedures

3.1 At present, applications for use of the Plainstones are made on the form attached (**APPENDIX II**).

- 3.2 Applications are referred to the Chief Constable for his comments. Whilst not a requirement, this practice has emerged as a result of the historical connection to Public Charitable Collection Permits.
- 3.3 Discretion is used as to other Officials who are consulted depending on the nature of the application.
- 3.4 **Any** adverse observations are taken account of and if the imposition of conditions would allow the application to be granted, these are incorporated. If not, the application is refused.
- 3.5 If the application can be granted, permission to use the Plainstones is issued to the applicant subject to standard conditions which are as follows:

“Permission is hereby granted on the understanding that the area in the immediate vicinity of the activity will be kept in a clean and tidy condition at all times and the accumulation of any litter removed forthwith. You should also be aware that in terms of the Traffic Order which regulates the movement of traffic within the Pedestrian&d area around St. Giles Church, no vehicles should enter that area between the hours of 10 a.m. and 4 p.m. and therefore any traffic movements associated with the event should be undertaken **outwith** the times stipulated.

Please note that you are also required not to park any vehicle or place any structure or object upon the mosaic which lies within the Plainstones and is marked with a ‘X’ on the enclosed map.”

- 3.6 The plan appended to this report (**APPENDIX I**) is issued along with the permission to indicate the extent of the area to be used.
- 3.7 Permission is not granted where the activity proposed is religious, political or commercial. This emanates from a policy agreed by the former Moray District Council.

4. **Consideration by Licensing Committee**

- 4.1 At the meeting of the Licensing Committee on 1 October 1998 it was agreed:-
- (i) to instruct the Legal and Administration Services Manager to review the procedures in connection with permission to use the Plainstones and thereafter to consult with the four Local Members, the Chief Constable, the Director of Technical and Leisure Services, the Director of Economic Development and Planning and Elgin Business Action;

- (ii) that a report be submitted to a **future** meeting of the Committee advising of the outcome of consultations; and
- (iii) that the terms of the report and the Committee's decision be brought to the attention of the Policy & Resources Committee.

4.2 At a subsequent meeting on 19 November, 1998 the Committee considered a report by the Legal and Administration Services Manager inviting the Committee to note interim arrangements proposed for Christmas and New Year 1998/99 and advising of the outcome of initial Consultation with the consultees referred to at 4.1 (ii) above.

4.3 Following consideration the Committee agreed to:-

- (i) note the interim arrangements proposed for Christmas and New Year 1998/99;
- (ii) that **further** consultations are to include the Firemaster;
- (iii) intrust the Legal and Administration Services Manager to undertake a further consultation with the Director of Technical and Leisure Services, the Director of Economic Development and Planning, Elgin Business Action and the Firemaster on: -
 - (a) how to exploit the potential of the Plainstones; and
 - (b) a revised standard application for letter of permission and guidance notes;
- (iv) bring forward a report to the next meeting of the Licensing Committee on 21 January, 1999 advising of the outcome of the **further** consultation.

5. **Proposals**

5.1 That the Committee note the outcome of the Licensing Committee's consideration of reports advising of the current procedures in connection with the use of the Plainstones and that a review of these procedures is being undertaken.

6. **Financial, Staffing and Environmental Implications**

6.1 There are no financial, staffing or environmental implications arising directly as a result of this report.

7. **Consultations**

7.1 The author of the report to the Licensing Committee, L. May, Solicitor has been consulted and is in agreement with the terms and recommendation of the report.

8. **Recommendations**

- 8.1 It is recommended that the Committee note the outcome of the Licensing Committee's consideration of reports advising of the current procedures in connection with the use of the Plainstones and that a review of these procedures is being undertaken.

Author of Report: Ron McKay, Administration Officer
Background Papers: Report to & decision of Licensing Committee dated 1 /10/98
Ref: RMc/BR/P&R/reports/Plainst.doc

Signature:  _____

Designation: Legal and Administration Services Manager Name: Roderick D. Burns

THE MORAY COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

ITEM 19
PAGE 6

PUBLIC CHARITABLE COLLECTION

APPLICATION FOR USE OF PLAINSTONES, ELGIN

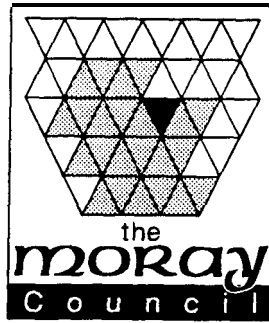
Each question **MUST** be answered - use **BLOCK letters**.

<p>1. Full name of applicant (who must be the Organiser of the event).</p> <p>(a) Address of Applicant.</p> <p>(b) Business hours telephone no. of applicant.</p> <p>(c) Date of birth.</p>	
<p>2. Name of Chanty to which proceeds of collection are to be applied. (Full particulars should be given).</p>	
<p>- Type of activity proposed</p> <p>(e.g. Bookstall, Caravan, Display, etc.)</p>	
<p>4. Date and time of proposed event.</p>	
<p>5. Approximately how many persons is it proposed to authorise to act as collectors.</p> <p>How will they be identifiable?</p>	
<p>6. is it proposed that remuneration should be paid out of the proceeds of the collection -</p> <p>(a) to collectors?</p> <p>(b) to other persons?</p> <p>If so. at what rates and to what classes of persons?</p>	
<p>7 Will the collection be by collecting box?</p> <p>If 'No' please give details.</p>	<p>YES/NO</p>
<p>8. Has the applicant previously organised a charitable collection?</p>	
<p>9. Has the applicant, or to the knowledge of the applicant. anyone associated with the promotion of the collection been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars including name of Licensing Authority and date of refusal or revocation</p>	
<p>10. Has the applicant been convicted of any crime or offence?</p> <p>If so. subject to the provisions of the Rehabilitation of Offenders Act, 1974, details should be given.</p>	<p>YES/NO</p>

I declare that the particulars **given** by me on this form are, to the best of my knowledge and belief, correct.

Signature

(Applicant)



REPORT TO: POLICY & RESOURCES COMMITTEE
3 DECEMBER 1998

SUBJECT: GUIDELINES ON PUBLIC CONSULTATION

BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)

1. **Reason for Report**

1.1 The Committee is asked to consider a framework for a guidance document on public consultation and participation.

2. **Background**

2.1 As part of the Best Value regime the Council has made a commitment to a number of consultation exercises and to assist the departments in carrying out these commitments the Council has also stated that it will draft a consultation document.

2.2 Currently, a significant amount of public consultation is currently carried out by the Council. The success of these exercises has been variable and the general lack of inter-departmental liaison has led to a fragmented approach to consultation. As a result, examples of good practice have not been shared across the Council.

2.3 The requirement to consult with service users has increased following the introduction of Best Value and a number of other initiatives, in particular Community Planning.

2.4 In order to progress the requirements of Best Value in this area, a Consultation Working Group was established by the Central Management Team to look at the issue of consultation and produce a set of guidelines to assist departments.

3. **Proposals**

3.1 The Consultation Working Group has put together a framework for a guidance document on public consultation and participation (attached). The Committee is requested to agree the scope of the exercise and identify any additional areas they want the group to consider.

3.2 A draft document based on the framework will be submitted to the Committee for approval in March 1999.

4. Financial, **Staffing** and Environmental Implications

- 4.1 The guidance document will be produced in-house and apart from staff time and printing costs there will be no financial or staffing implications. There are no environmental implications.
- 4.2 Public consultation does have financial and staffing implications for the Council. The guidance document will stress the importance of identifying these costs at an early stage in the planning process.

5. Consultations

- 5.1 An earlier draft of the attached framework was submitted to the Central Management Team and was approved.

6. Recommendations

6.1 **It is recommended that the Committee:-**

- a) **agrees the framework for the document to be prepared by the Consultation Working Group;**
- b) **identifies any other areas they want the group to consider;**
- c) **agrees to receive a draft Public Consultation document by March.**

Author of Report: Tom Snowling

Background Papers: None

Ref:

Signature: 

Designation: Depute Chief Executive (Corporate Services)

Name: Karen Williams

PUBLIC CONSULTATION & PARTICIPATION

---Guidelines and Good Practice---

PART I - Introduction

1. Purpose of Document

- improve Moray Council's standards for all aspects of public consultation
- form a coherent, corporate approach to consultation
- inform Members and officials of consultation methods and techniques
- develop more effective consultation techniques, which do not place too many demands on our service users

2. Objectives

- highlight the importance of public consultation in the current and future work of Moray Council
- research the methods currently being used by Moray Council to consult its client and citizen groups
- identify existing examples of good practice
- examine other methods of public consultation
- outline the benefits of greater public involvement in the work of the Council
- identify methods for involving a broad cross-section of the public in the consultation process
- produce a guideline document which will form the basis for the Council's policy on public consultation

3. Background

- a) formation of a Consultation working group to examine the issues surrounding public consultation and report to CMT and, thereafter, Policy and Resources Committee
- b) outline the growing requirement to extend and improve the ways local councils involve their clients and citizens
- c) illustrate the linkages between public consultation and existing Moray Council policies and initiatives such as:

• Best Value	• Customer Care
• LA21	• Budget
• Environmental Charter	• Service Plans
• Decentralisation	• Community Planning
• Principles & Priorities	• Community Safety

[provide examples, eg. point 13 of the Environmental Charter states that we will . . . "increase community involvement"].

- d) reasons for consulting and encouraging greater public participation
- inform local people/communities
 - ascertain local needs and priorities
 - inform the policy making process
 - influence the Council's priorities and strategies
 - prevent waste and duplication
 - evaluate performance
 - establish if Council services are accessible, equitable and effective
 - facilitate the Council's community governance role
 - involve the community in the decision-making process
 - improve representative and participative democracy
 - promote a better understanding of the Council's priorities and constraints
 - enhance the public's view of the Council and what it is trying to achieve
 - enhance the public's sense of ownership in the services they use.
- e) list of clients and groups we consult with (for statutory and non-statutory reasons):
- | | |
|--|---|
| <ul style="list-style-type: none"> • the general public • community groups • the voluntary sector • council employees • other council departments • council tenants • school boards | <ul style="list-style-type: none"> • parents • the business community • other local agencies/bodies • national organisations • neighbouring councils • ad hoc/special interest groups • statutory consultees |
|--|---|
- f) dangers of not having a co-ordinated approach to public consultation, eg. too many surveys, lack of quality control, failure to deliver, high expectancy, etc. Surveys should not be used to legitimise decisions that have already been made.
- g) identify that different approaches exist

PART II– Purpose of Consultation

Examine the questions that have to be considered before we carry out any form of public consultation or participation, ie. purpose of public consultation and participation.

- why do we want to consult?
- what sort of issues do we want to consult the public about?
- for whose benefit are these consultation exercises primarily designed - councillors, officers, customers, or all three?

- at what stage of the planning/policy process do we want to seek people's views?
- how will the results of the consultation exercise be fed into the policy process?
- what level of impact will people have?
 - whose views are we seeking?
 - are some people's views more important than others?
- what is an acceptable level of consultation?
 - how can we ensure that we get a representative range of views?
 - how will we consult people?
 - how will we encourage people to put forward their views?
 - how much information will we provide to the public?
 - how will we consult front-line staff?
 - how much weight will we give the views and arguments expressed?
 - what will we do if the views expressed contradict our plan?
 - do we have sufficient resources to collate and analyse the responses?
- do we plan to continue consulting during the implementation phase?
 - is there a need for regular consultation mechanisms?
 - what systems will we set up to ensure that the results of consultation inform policy?
 - and, ultimately, will these systems improve services to the public?

PART III - Types of Consultation

Look at the four basic levels of consultation:

1. **Information dissemination** - informing the community about our services and intentions
[give examples of information provision where there is little or no real consultation]

2. **Consultation/Market Research** - seeking the views of the community about our activities
 - Postal surveys
 - telephone interviews
 - face-to-face interviews
 - referendums
 - exhibitions
 - seminars/conferences
 - leaflets/newsletters
 - teledemocracy*[give explanations/examples of these **quantitative** techniques]*

3. **Participation** - involving the community in formulating options/solutions for themselves and making some commitment to take their views into account
 - citizens' juries
 - focus groups
 - user groups
 - consensus conferencing
 - workshops
 - citizens' panels
 - issues forums
 - study circles*[give explanations/examples of **qualitative** techniques]*

4. **Empowerment** - involving the community in the decision-making process and encouraging them to make some decisions themselves

The techniques referred to above can all be used to facilitate empowerment, the difference being in the way decisions are made and acted upon, ie. by the community or forum.

PART IV - Moray Council's Existing & Planned Consultation Exercises

Tom Snowling spoke to SMT members in **all** departments during the summer. Include a description of what the Council (i) has done, (ii) is currently doing and (iii) is planning to do in the near future. The list needs to be up-dated and the consultations **categorised** under the 4 basic consultation models mentioned above.

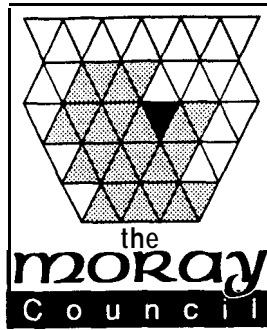
Distinguish between statutory and non-statutory consultation. Examine the good practice that has been established in individual departments that can be shared with others. Give contact names.

PART V - Suggestions for Future Consultation

- Produce an agreed policy
- Ensure that all future public consultations are referred to the lead officer of the appropriate Best Value group.
- Take steps to avoid too many surveys/consultations. We want to avoid "consultation fatigue".
- Provide training for staff who will be involved in public consultation exercises.
- People carrying out surveys must look at ways of feeding information back to their respondents. We may have to look at procedures for m-consultation.
- Surveys must comply with the Customer Care guidelines.
- Assess resources available in-house for conducting surveys/consultations.
- Opinionmeter.
- Carry out an annual review of consultation exercises carried out by the Council.

Appendix

4-page guidelines on research techniques that was issued to SMT group in Feb.
 Details of Opinionmeter
 Council contacts for consultation
 Timetable



ITEM: 21

PAGE: 1

REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER 1998

SUBJECT: BEST VALUE IMPLEMENTATION PLAN FOR 1999-2000

BY: CORPORATE BEST VALUE GROUP

1. Reason for Report

1.1 This report seeks committee approval for the Best Value Implementation Plan to be submitted to the Scottish Office.

2. Background

2.1 As part of the Best Value Regime, The Council has to submit a new Best Value Implementation Plan to the Scottish Office by 30 November 1998, to cover the period 1999-2000.

2.2 The Draft Implementation Plan attached as **APPENDIX 1** has been submitted to the Scottish Office, with a letter explaining that the Implementation Plan is subject to Policy and Resources Committee approval.

2.3 The Implementation Plan has been prepared by the Corporate Best Value Group and has been approved by Corporate Management Team. An earlier draft was submitted informally to the Scottish Office and they have given their informal approval to this, as well as suggesting a few minor additions, which have now been incorporated.

3. The Proposals

3.1 **It is proposed that Policy & Resources Committee gives their approval to the proposed Implementation Plan attached as APPENDIX 1 for formal submission to the Scottish Office, as the Council's basis for implementing Best Value for the period 1999-2000.**

4. Financial Implications

4.1 **There are no direct financial implications. Service Reviews will be reported to the appropriate Committees as they are undertaken. The Implementation Plan will be subject to regular monitoring reports to Policy and Resources Sub-Committee. Any**

financial implications arising **from** the implementation of the plan will be reported at the appropriate time.

5. Staffing Implications

5.1 There are no direct staffing implications in this report. Any staffing implications arising **from** service reviews or implementation of the plan will be reported at the appropriate time.

6. Environmental and European Funding Implications

6.1 There are no environmental or European Funding Implications.

7. Consultations

7.1 Consultations have taken place with the Corporate Management Team, who agree with the recommendations of this Report.

8. Recommendations

8.1 **The Policy and Resources Committee is recommended to approve the Best Value Implementation Plan attached as APPENDIX 1.**

Author of Report: Alistair Watt, Development and Resources Manager

Background Papers: Various, held on file.

Ref: alistair/bv/implementation plan

Signed

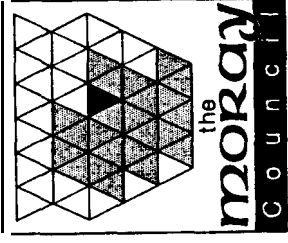


Name

Alistair Watt

Designation

Development and Resources Manager
(Chair of Corporate Best Value Group)



BEST VALUE Implementation Plan

***Covering the Period
1999 - 2000***

The Moray Council Best Value Implementation Plan

1. Introduction

1.1 Aim of the Implementation Plan

The aim of this Implementation Plan is to:

- outline the actions that will be taken by The Moray Council to implement Best Value
- address our Performance Management Framework in order to enable the production of the public performance report to be produced in May 2000, in line with Scottish Office circular 12/98.

1.2 Format of the Plan

It is **recognised** that there was considerable duplication in the previous Implementation Plan and in the Management Arrangements Audit Action Plan.

This new Implementation Plan has therefore been reformatted in order to simplify the process of implementation, monitoring and reviewing. The Implementation Plan therefore includes all those elements previously included in the Implementation Plan, the Corporate Service Plan and the Management Arrangements Audit Action Plan.

The Council **recognises** the need for the Implementation Plan to be **SMART** (Specific, Measurable, Achievable, Realistic and Timed). The Implementation Plan therefore is a concise document outlining the action the Council will take. For each issue, the Council is developing a detailed action plan for its own use for implementing, monitoring and

reviewing. Although these detailed action plans are for the Council's own use, these can be made available if required. However, the enclosed implementation Plan should suffice for the purposes required by the Scottish Office.

The Implementation Plan addresses all the elements of Best Value. Some issues and actions will straddle several areas of Best Value. However, in order to avoid duplication and for ease of presentation, they will appear under only one heading. The Implementation Plan tables include a column noting the Best Value elements to which each issue refers.

1.3 Process in Developing the Implementation Plan

The Implementation Plan has been developed by the Corporate Best Value Officers Working Group, in close consultation with the Corporate Management Team and endorsed by Policy and -Resources Committee. This process has given all Departments a strong sense of ownership of the plan.

Each Department has produced a Key Service Plan, which is based on the Best Value Service Reviews. Staff in each Department have been involved in the production of the Key Service Plans by contributing service developments aimed at continuous improvement of the services. Again, this process has assisted in developing a sense of ownership in the plans. Key Service Plans are being considered by Service Committees during the current cycle of Committee meetings and should all be approved by 1 December 1998. This integrates our planning and Best Value Regime processes, with a common timetable.

2. **Issues Brought Forward from the Previous Implementation Plan**

2.1 It has been recognised that there are recurring themes in the previous Implementation Plan that require to be addressed by the Council. These are:

- Community Focus
- Developing Service Standards
- Performance Management, including monitoring and reporting
- Continuous Improvement, including Benchmarking, Staff Development and Training
- Three Year Budgeting/Activity Costing

These themes are addressed within the core of the Implementation Plan.

3. **Service Reviews**

3.1 The Service Reviews form an essential element of the Departmental Key Service Plans and it is recognised that these are essential to the continuous improvement of the Council's services. Some issues included in Departmental Key Plans are subject to a corporate remit, with particular Departments taking a lead role.

The Service Review process follows the format of the European Foundation for Quality Management model.

Completed Service Reviews (from the previous Implementation Plan) have been considered by the appropriate Service Committee.

The three year Service Review schedules are included in the core of the Implementation Plan, following the Implementation Plan Action Tables.

4. **The Core Implementation Plan**

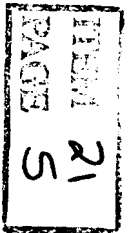
4.1 The core of the Implementation Plan consists of action plan tables and the Service Review schedules. The action plan tables are divided into four main areas of development. Some issues will again straddle more than one of these areas but will appear under only one heading, in order to avoid duplication and assist in the monitoring and updating of the **plan**.

The four main areas are:

1. Community Focus
2. Performance Management Framework
3. Forward and Action Planning
4. Financial Management

5. Monitoring the Implementation Plan.

5.1 The Implementation Plan will be subject to monthly monitoring by the Corporate Management Team, with quarterly reporting to Policy and Resources Committee.



Best Value implementation Plan

Community Focus

Issue	BV Ref.	Desired Outcomes	Action	By Whom	Timescale
Develop Community Planning Strategy	A,B	<ul style="list-style-type: none"> • Process agreed • Development arrangements established • Draft Community Plan proposed by Autumn 99 	<ul style="list-style-type: none"> • Establish Member/Officer working party with timetabled remit. • Agree aims for Community Plans • Agree process for developing plans • Promote Community Planning among our partners • Training and development for staff involved in CP • Identify limited number of areas for intensive development work for local plans • Prepare draft plan for agreed areas including extensive consultations • Finalise agreed area plans – including consultations 	Corporate Management Team	Dec 98
				<ul style="list-style-type: none"> Wkg Party Wkg Party Wkg Party Wkg Party Wkg Party Wkg Party Policy & Resources Committee 	<ul style="list-style-type: none"> Feb 99 March 99 Jan→ Feb→ Feb/March 99 March – Aug 99 Autumn 99
Develop Social Inclusion Strategy	A,B	<ul style="list-style-type: none"> • A Social Inclusion Strategy and Action Plan will be developed and agreed 	<ul style="list-style-type: none"> • Establish member/officer WP with timetable, remit and work plan • Establish Corporate priorities for strategic actions • Review existing strategies in light of Social Inclusion priorities and identify 'gaps' • Agree limited 'key actions' to support • Submit Social Inclusion Partnership bid • Investigate opportunities for external funding to support priority areas of work • Review position of Working Party 	Dir of Comm Services	Nov 98
				<ul style="list-style-type: none"> Wkg Party Wkg Party Wkg Party Wkg Party Wkg Party Wkg Party Policy & Resources Committee 	<ul style="list-style-type: none"> Jan 99 Jan 99 Jan – March 99 Jan 99 Jan 99 March+ May/June

PAGE 6
 21

Develop Community Involvement	A,B,C,G	<p>The Community will be consulted on:</p> <ul style="list-style-type: none"> • Deciding priorities • Setting service standards • Reviewing Council Activities • Setting budgets • Community Planning <p>The role of the voluntary sector will be clarified</p>	<ul style="list-style-type: none"> • Develop consultation strategy • Gather examples of best practice • Evaluate consultation methods • Produce guidance • Consult with Voluntary organisations • Define the role of MVSO 	<p>Consultation Working group</p> <p>Lead officers of selected issues.</p> <p>Consultation Working Group</p> <p>Dir. Tech Serv (Lead Officer)</p> <p>Dir. Tech Serv (Lead Officer)</p>	<p>April 99 Apr-May 99</p> <p>June 99 – Jan 2000</p> <p>Feb-Mar 00</p> <p>Apr-Jun 99</p> <p>Aug-Ott 99</p>
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Key To BV Reference

A - Customer/Citizen Focus

D - Sound Financial Management

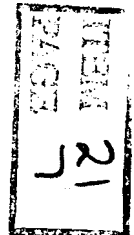
G - Continuous Improvement

B - Sound Strategic Management

E - 3 Year Budgeting

C - Sound Operational Management

F - Performance Management



Best Value Implementation Plan

Performance Management

Issue	BV Ref.	Desired Outcomes	Action	By Whom	Timescale
Develop Service Standards	F,G	<ul style="list-style-type: none"> • Service Standards will be developed as part of the Service Review process. • Involvement of staff in the development of clearly defined service standards. • Service Standards will enable performance to be measured. • Service Standards will provide guidelines to all involved in services. • Public will know what standards of service to expect • Service Standards will enable effective benchmarking. • Service Standards will be implemented. 	<ul style="list-style-type: none"> • Service Managers, in conjunction with operational staff, to specify what is provided within their service(s). • Identify service requirements. • Draft service standards. • Report to committee for approval. • Implement service standards. 	All Departments	<p>For those services that are the subject of PPR's. Jan 99-June 99</p> <p>For services not subject of PPR's – timescale as per Service Review Schedules in Key Service Plans.</p>
Develop Local Performance Indicators	C,F,G	<ul style="list-style-type: none"> • Involvement of staff in the development of PI's. • Local PI's will be developed for each department. • Development of PI's will form part of the service review process. • Local PI's will complement National PI's. • PI's will identify local priorities • PI's will identify if we are meeting the required standards. • Targets will be set to measure outcomes against. • PI's will enable regular reporting. • PI's will be implemented. 	<ul style="list-style-type: none"> • Staff to identify from service standards, priorities to be measured. • Obtain examples from other authorities. • Consult customers. • Identify indicators. • Agree realistic targets with managers to measure against. • Pilot indicators, where appropriate. • Report indicators to committee for approval. • Inform/train staff on new PI's. • Implement indicators. • Review indicators as part of service review process and monitor regularly. 	All Departments	<p>For those services that are the subject of PPR's July 99 – Dec 99</p> <p>For services not subject of PPR's – timescale as per Service Review Schedules in Key Service Plans.</p>

21
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 21

Develop Benchmarking techniques	C, F, G	<ul style="list-style-type: none"> We will make use of information from benchmarking clubs and similar groups. Good practice will be identified. Service standards, costs and processes will be compared with other organisations as part of the service review process. Continuous improvement of services will be achieved by learning from others and implementing good practice. 	<ul style="list-style-type: none"> Best Value group to produce corporate benchmarking guidelines and to brief departments. Departments and service managers to identify as part of service review programme: <ul style="list-style-type: none"> areas and aspects of service(s) to benchmark. organisations or family groups to benchmark with. Service managers to identify good practice, make comparisons, learn from others. Assessment and reporting of findings and proposals for change to be carried out. Service staff to be involved in benchmarking process and to be trained where changes in services occur. Benchmarking processes and results for each department to be shared within the council. Good practice identified to be implemented. 	Best Value group Directors/All departments	Dec 1998 - Feb 1999 Ongoing - long term
Address the issue of adopting a Quality Management System	B,C,F,G	A decision on adopting a QMS for the council will be made.	<ul style="list-style-type: none"> Establish small officer group. Gather information on existing Quality Management Systems. Assess systems including issue of staff time required to implement system, training etc. Assess our needs - Report proposals to go to CMT. CMT to make decision on whether to adopt a corporate QMS. 	QMS Group CMT	Jan 1999 - July 1999 Aug 1999 Decision by Sept 1999

Key To BV Reference

- A - Customer/Citizen Focus B - Sound Strategic Management C - Sound Operational Management
D - Sound Financial Management E - 3 Year Budgeting F - Performance Management
G - Continuous Improvement

Best Value Implementation Plan

Forward and Action Planning

Issue	BV Ref.	Desired Outcomes	Action	By Whom	Timescale
Perform a Full Activity Review to properly inform the 3 year Budgeting and Activity Based Costing Process	B	An approved list of all Service Activities.	• Review Service Activity Database.	Financial Planning Working Group	May 99
			• Report recommended list to Financial Planning Working Party.	FPWG	June 99
Establish an agreed Process for setting 3 year Revenue Budgets with Medium Term Goals as opposed to single year planning.	B, D E	<ul style="list-style-type: none"> • Agreed Process for setting 3 year Revenue Budgets. • 3 year Revenue Budget. 	• Establish Process with the Budget Steering Group.	Budget Steering Group	Oct 99
			• Establish Process and Timetable to achieve 3 year budgeting.	Budget Steering Group	Nov 99
			• Ensure FMS system developments to facilitate 3 year budgeting.	F&IT FMS Dev. Group	Dec 99
Establish an agreed Process for setting 3 year Capital Budgets with Medium Term Goals as opposed to single year planning.	B, D E	<ul style="list-style-type: none"> • Agreed Process for setting 3 year Capital Budgets. • 3 year Capital Budget. 	• Establish Process	Budget Steering Group	Oct 99
			• Establish Process and Timetable to achieve 3 year budgeting.	Budget Steering Group	Nov 99
			• Ensure FMS system developments to facilitate 3 year budgeting.	F&IT FMS Dev. Group	Dec 99
Develop 3 year service planning linked to 3 year budgeting.	B, D, E, G	Approved 3 year service plans providing medium term organisational activity planning with projected budgets.	• Establish process and timetable for 3 year service planning.	CMT	Dec 99 – Jan 2000
			• Co-ordinate production of departmental and corporate plans.	BV Group	Feb 2000 – Mar 2000
			• Obtain Committee approval of 3 year service plans.	CMT	April 2000

21

Develop Activity Based Costing	C, D F, G	The cost of all the Authority's Service Activities will be identified.	<ul style="list-style-type: none"> Review FMS Structure in comparison to Activities Identified. Assess the functionality of the FMS in terms of providing Activity Based Costing. If necessary, assess available ABC software packages. Develop ABC Pilot 	F&IT F&IT F&IT F&IT	Aug 99 Oct 99 Nov 99 Dec 99 – Jan 2000
Develop and Implement Departmental Key Service Plans	B,G	<ul style="list-style-type: none"> Staff will be involved in the development of KSP's Key Service Plans (KSP's) will be developed for each department KSP's will be SMART KSP's will reflect the priorities for each service and will focus on the continuous improvement of the service Performance information will be taken into account in service reviews KSP's will be implemented 	<ul style="list-style-type: none"> Train managers in producing and implementing KSP's and in action plan procedures Develop common features for Key Service Plans First line managers to produce, in conjunction with staff, contributions to service improvements Produce KSP, with action plans for each service review and 3 year service review schedule. Seek Committee approval of Key Service Plans. Service reviews to be undertaken in line with agreed process and timetable. Report progress quarterly to Service Committee and Policy & Resources Sub-Committee 	Training Team Best Value Group All Departments (Lead Officers to be nominated) Directors Lead Officers Directors	April-July 99 July/Aug 99 September 1999 October 1999 Nov 99 April 1999 to April 2000 (see service review programme)

Develop Staff Training and Development	B,C,G	<ul style="list-style-type: none"> • Training and development of staff will be geared towards the priorities of the Council and improvement of services 	<ul style="list-style-type: none"> • Prepare Training Plan • Finalise Employee Review and Development Programme • Implement ERDP in all Council Departments 	Training Working Group and Training Team Personnel Section All Departments	April-June 99 April 99 May 99 – Dec 99
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Key To BV Reference

A - Customer/Citizen Focus

D - Sound Financial Management

G - Continuous Improvement

B - Sound Strategic Management

E - 3 Year Budgeting

C - Sound Operational Management

F - Performance Management

ITEM 21
PAGE 13

Best Value Implementation Plan

Financial Management

Issue	BV Ref.	Desired Outcomes	Action	By Whom	Timescale
Continue to review and develop/enhance the Corporate Financial Management System in line with the organisation's changing needs.	C,D,F,G	A Corporate Financial Management System which fully meets the needs of the organisation.	<ul style="list-style-type: none"> Investigate requirement for enhanced reporting tool. 	F&IT	Jan 99
			<ul style="list-style-type: none"> Investigate User Group requirements with particular emphasis on Best Value Programme. 	F&IT	Ongoing
			<ul style="list-style-type: none"> Appraise technical advances with a particular interest in cost reduction and work efficiencies. 	F&IT	Ongoing
			<ul style="list-style-type: none"> Ensure Millenium compliance. 	F&IT	Mar 99

Key To BV Reference

A - Customer/Citizen Focus

D - Sound Financial Management

G - Continuous Improvement

B - Sound Strategic Management

E - 3 Year Budgeting

C - Sound Operational Management

F - Performance Management

**Office of the Chief Executive
SERVICE/ACTIVITY REVIEWS
1 April 1999 – 31 March 2002**

	BEST VALUE YEAR 2 - 1999/2000												BEST VALUE YEAR 3 - 2000/2001												BEST VALUE YEAR 4 - 2001/2002											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Members Support																																				
Information, Research and PR																																				
Policy and Administration																																				
Corporate Management																																				

Community Services Dept
 SERVICE/ACTIVITY REVIEWS
 1 April 1999 – 31 March 2002

	BEST VALUE YEAR 2 - 1999/2000					BEST VALUE YEAR 3 - 2000/2001					BEST VALUE YEAR 4 - 2001/2002													
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Joint Commissioning																								
Capital Programme Procurement & Monitoring																								
Transport																								

MEM 21
 PAGE 17

**EDUCATION DEPARTMENT
SERVICE/ACTIVITY REVIEWS**

1 April 1999 – 31 March 2001

	BEST VALUE YEAR 2 - 1999/2000												BEST VALUE YEAR 3 - 2000/2001												BEST VALUE YEAR 4 - 2001/2002											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Service Development																																				
Education/Business Partnership*																																				
Area Group Working*																																				
INSET Strategy*																																				
Quality Assurance'																																				
Parents' Services																																				
*Donald Duncan 'Kevin Gavin																																				
Support Services																																				
Education Psychology'																																				
Frank Reynolds																																				
Nursery Education Provision*																																				
Kevin Gavin																																				
Primary Education																																				
5-14 Programme																																				
Secondary Education																																				
Higher Still Programme																																				
Donald Duncan																																				
Special Education																																				
Service Review																																				
SEBD Provision																																				
Alternatives to Exclusion																																				
Frank Reynolds																																				
Planning/Resources IT Strategy Including																																				
PFI*																																				
School Provision*																																				
Stuart McCalman																																				
Staffing																																				
Appraisal Scheme (Teachers)																																				
Non-Teaching Staff																																				
School Management Structure																																				
Drew Todd																																				

21
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**Finance & Information Technology Dept
SERVICE/ACTIVITY REVIEWS**

1 April 1999 – 31 March 2002

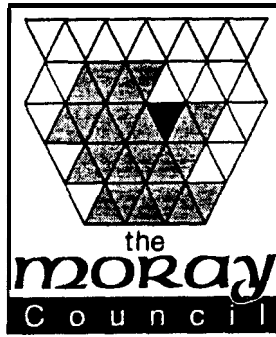
	BEST VALUE YEAR 2 - 1999/2000												BEST VALUE YEAR 3 - 2000/2001												BEST VALUE YEAR 4 - 2001/2002											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Accounting																																				
Payroll Services																																				
Payroll																																				
Travel and Subsistence																																				
Admin and Exchequer																																				
Loans and Insurances																																				
Processing Section																																				
Internal Audit																																				
Revenues Section																																				
Billing and Collection																																				
Processing of Benefits																																				
IT Services:																																				
Client Services																																				
Information Technology																																				
Information Systems																																				

ITEM 21
PAGE 22

Technical & Leisure Services Dept SERVICE/ACTIVITY REVIEWS 1 April 1999 – 31 March 2002	BEST VALUE YEAR 2 - 1999/2000					BEST VALUE YEAR 3 - 2000/2001					BEST VALUE YEAR 4 - 2001/2002				
	A	M	J	J	A	A	M	J	J	A	A	M	J	J	A
	M	A	J	J	S	M	A	J	J	S	M	A	J	J	S
Environmental Protection Service															
Grounds Maintenance *															
Cleansing Services															
Waste Disposal and Recycling															
Moray Training															
Fleet Management *															
Environmental Health															
Trading Standards															
Building Cleaning *															
School Catering and Other Catering															
School Catering and Other Catering *															
Moray Council Contracts															
Community Development Service															
Sports & Leisure Management															
Arts Entertainment & Community Activities															
Library & Information Services *															
Museums and Heritage															
Community Education															

* started during 1998/99

Ref: my documents\alistair\bv\implementation plan



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 3 DECEMBER 1998

SUBJECT: ADMINISTRATION OF THE BEST VALUE INITIATIVE

BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)

1. Reason for Report

1.1 **The** Policy and Resources Committee on 3 September 1998 considered the future arrangements for management of the Best Value initiative and gave approval for inter alia a post to be based within the Chief Executive's section.

2. Background

2.1 **The** Council approved that an officer of substantial experience of local government at a senior level be employed on a fixed term contract for a period of some 18 months and the post to be filled by external advertisement.

2.2 It was also agreed at committee that a job description and final salary grading be assessed and remitted back to committee for approval. A draft job description and person specification is attached for Members consideration.

3. The Proposals

3.1 **The** grade has been assessed as being PO3 (£25,257 – 27,207) and it is proposed that the Committee consider the attached draft job description and person specification.

3.2 The draft job description is deemed to have two elements in it. A co-ordination role, as well as developing corporate guidance. The co-ordination role is anticipated to focus on assisting departments to meet the requirements of Best Value. This could involve working directly with departments or just by assembling information required **from** each department, which is a huge task. This is currently undertaken by the Corporate Best Value Working Party along with secretarial support from Corporate Resources. The emphasis is aimed to be on assisting departments to achieve the requirements of the programme on a consistent basis.

- 3.3 The second element is to anticipate developments and attempt to provide guidance on such corporate issues as performance indicators, service level agreements, benchmarking, quality model and performance monitoring. It is anticipated that the successful candidate would develop this in co-operation with the departments.

4. Financial, Staffing and Environmental Implications

- 4.1 The post can be accommodated within the budgetary provision of £50,000 in the current year as indicated in the report to Policy and Resources Committee on 3 September 1998. There will, however, be a call on next year's revenue budget in order to **fund** the full year costs of additional **staffing** consultation.

5. Consultations

- 5.1 CMT and Information and Research have been consulted regarding the attached post.

6. Recommendations

- 6.1 **It is recommended that the committee agree the draft job description, subject to any changes that they see appropriate, and that the post proceed to advertisement.**

Author of Report: Karen Williams, Depute Chief Executive (Corporate Services)
Background Papers: Job Description, Person Specification and organisational chart
(attached)
Ref: KBW/ag

Signature:



Name:

Karen B. Williams

Designation:

Depute Chief Executive (Corporate Services)

THE MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY	
POST TITLE: Best Value Co-ordinator	DEPARTMENT: Chief Executive's Office
SECTION:	LOCATION: HQ
REPORT TO: Chief Executive	
GRADE: PO3 (Fixed Term 18 months)	POST NO:

(2) JOB PURPOSE AND WAY OF WORKING	
1.	To take a major role in support of the Chief Executive and Central Management Team in the development, implementation and communication of a corporate approach to Best Value including developing a corporate approach and in the implementation of the Best Value plan already agreed by the Council.
2.	To initiate and maintain effective links with and between appropriate officers and groups so as to effectively co-ordinate and progress relevant Best Value issues.
3.	To liaise with the Scottish Office and the Accounts Commission, internal/external agencies as appropriate and to work in conjunction with the existing Officer Best Value Working Group.

(3) MAJOR TASKS	
<u>Best Value</u>	
1.	Co-ordinate an effective corporate approach across the authority.
2.	Co-ordinate the effective implementation of existing Best Value programmes in conjunction with CMT and relevant senior officers.
3.	Carry out appropriate research and draft documentation in relation to returns of information to the Scottish Office and Accounts Commission, in conjunction with CMT and relevant senior officers.

(3) MAJOR TASKS

Performance Measurement

1. Responsible for developing appropriate corporate guidance and for the co-ordination, monitoring and reporting of the Council's key measures of service performance, quality, benchmarking, performance indicators (national and local), and service level agreements in conjunction with the relevant service Directors and existing Performance Measurement Working Party.
2. Provide support of the Chief Executive and CMT in reviewing and continuously improving the Council's approach to Best Value.

(4) REPORTING RELATIONSHIPS This job is indicated by *

The post reports directly to the Chief Executive and, in his/her absence, to the two Depute Chief Executives. The position of the post in the organisational structure is shown on the attached chart.

(5) DUTIES TYPICALLY INCLUDE:

Best Value

1. Co-ordination of an effective corporate approach across the authority.
2. Assist with the development of the corporate Best Value Action Plan including the establishment of appropriate monitoring and performance measurement of existing Best Value and Implementation Plans.
3. Maintain regular liaison and participate in the existing Best Value Working Group in order to facilitate progress, address issues and provide support and work with the Corporate Resources and Training Sections in relation to the dissemination of information throughout the Council's staff relating to Best Value.
4. Maintain regular liaison and communication with the Chief Executive, two Deputes and CMT in order to facilitate progress on departmental Best Value Action Plans drawing links with the corporate Best Value tasks.
5. Maintain regular liaison/communication with the Scottish **Office** and Accounts Commission as appropriate in liaison with senior officers.
6. Manage the corporate progression and implementation of service review initiatives in conjunction with service direction, service directors and CMT.
7. Implement and continue to support the corporate aspects of Best Value.
8. Carry out appropriate research and draft documentation in relation to returns of information to the Scottish **Office** and Accounts Commission, in conjunction with CMT and relevant senior officers.

(5) DUTIES TYPICALLY INCLUDE:

Performance Measurement

1. Co-ordinate the monitoring and reporting on the Council's key measures of service performance and quality in conjunction with service departments, colleagues and the Performance Measurement Working Party and to develop appropriate corporate guidance on same.
2. Ensure that performance measurement data information produced by departments is regularly collated and reported to committee in conjunction with service departments and colleagues within the Office of the Chief Executive (Information and Research).
3. Monitor trends and key measures of service performance, identify areas which may benefit under closer examination and propose, in conjunction with relevant service departments, courses of action which may lead to service improvement.
4. Produce reports to the Chief Executive, two Deputies, CMT and Committees as appropriate

General Approach

The Council's approach to the Best Value Regime is managed through the Office of the Chief Executive in conjunction with CMT. Each Chief Officers Management Team has a pivotal role in managing the process. At departmental level each Director has responsibility for their own departmental action plan and service plan. It is important to ensure that the Council's approach to Best Value is a corporate one, **recognising** the importance of each department's contribution and to ensure that the Council approaches Best Value in a strategic, rather than departmental way. It is important that the postholder works in conjunction with Corporate Resources and Training sections in order to disseminate the Council's policies on Best Value throughout the Council.

(The above is intended to provide a clear and concise statement of the major tasks and activities of the post and is not intended as an exhausting list of every aspect of the postholders duty).

SIGNATURES AND ADMINISTRATION ONLY

Author's Signature:

Validator's Signature:

Date:

Postholder's Name:

Signature:

Date:

Supervisor's Name:

Signature:

Date:

THE MORAY COUNCIL

22

6

STANDARD PERSON SPECIFICATION

JOB TITLE: Best Value Co-ordinator

DEPARTMENT: Chief Executive's Office

SECTION:

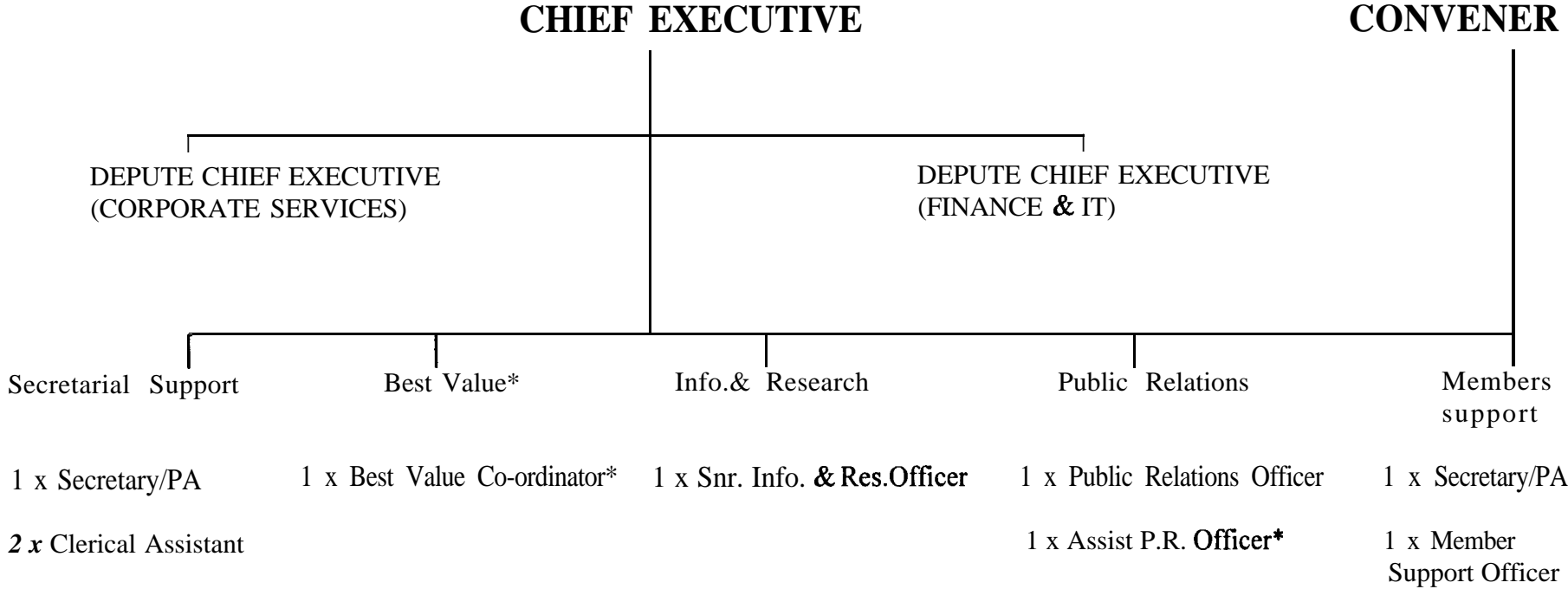
POST NUMBER:

GRADE: PO 3 (Fixed Term 18 months)

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Senior experience in local government or an large organisation	Knowledge and experience of Best Value.
(2) Education & Qualifications	Degree and/or relevant professional qualification	
(3) Special Skills/Aptitudes	Ability to manage change and adapt to a changing environment. Ability to work with departments and services for the production of Best Value. Ability to recognise that a holistic approach to Best Value is required with senior mangers being "signed up" to the process. Ability to motivate staff and assist departments in balancing competing priorities in order to ensure that Best Value is achieved and adhered to, whilst recognising the operational difficulties surrounding service delivery.	I.T. literate Ability to demonstrate team working skills as well as being able to work on own initiative. Presentational skills.

Special Skills/Aptitudes	Ability to assimilate information quickly under pressure and give practical and realistic advice and guidance.	
(4) Personal Qualities	<p>Good communication skills.</p> <p>Ability to relate well to colleagues and Elected Members.</p> <p>Approachable and flexible.</p>	
(5) Circumstances	Ability to adapt quickly to new situations.	
(6) Other Relevant Factors		Clean driving licence.

STRUCTURE FOR THE OFFICE OF THE CHIEF EXECUTIVE



MEET
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