

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



22 Hill Street, Dunoon PA23 7AP
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29 July 2014

NOTICE OF MEETING

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in the **EAGLESHAM HOUSE, ROTHESAY** on **TUESDAY, 5 AUGUST 2014** at **9:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - (a) Dunoon Common Good Fund - 23 May 2014 (for noting) (Pages 1 - 2)
 - (b) Cowal Transport Forum - 6 June 2014 (for noting) (Pages 3 - 6)
 - (c) Bute and Cowal Area Committee - 11 June 2014 (Pages 7 - 16)
 - (d) Cowal Games Partnership - 30 June 2014 (for noting) (Pages 17 - 20)
- 4. PUBLIC AND COUNCILLOR QUESTION TIME**
- 5. EATSAFE AWARD**

Presentation by Environmental Health Officer to 3 in 1 Takeaway, Argyle Street, Rothesay (Pages 21 - 38)
- 6. ACHA**

Presentation by Chief Executive of ACHA
- 7. ACTIONS FOR GROWTH - BUTE & COWAL ECONOMY**

Presentation by Head of Economic Development and Strategic Transportation

8. **THIRD SECTOR GRANTS**
Report by Community Development Officer (Pages 39 - 64)
9. **AREA PLAN SCORECARD FQ1**
Report by IOD Programme Manager (Pages 65 - 70)
10. **OLDER PEOPLE'S CARE AT HOME SERVICE UPDATE FQ1**
Report by Area Manager (Operations) (Pages 71 - 78)
11. **MEARS CARE**
Report by Performance Improvement Officer (Pages 79 - 80)
12. **LEARNING DISABILITY DAY SERVICES**
Report by Area Manager (Operations) (Pages 81 - 84)
13. **CASTLE LODGE GATE HOUSE**
Report by Head of Roads and Amenity Services (to follow)
14. **ROADS REVENUE BUDGET 2013 TO 2014 - FQ4 UPDATE/YEAR END**
Report by Roads Performance Manager (Pages 85 - 100)
15. **ROADS UPDATE**
Report by Roads Performance Manager (Pages 101 - 106)
16. **ROAD SAFETY/TRAFFIC MANAGEMENT AND CAR PARKING IMPROVEMENTS**
Report by Roads Performance Manager (Pages 107 - 122)
17. **ARGYLL STREET, DISABLED ACCESS AND PARKING FACILITY**
Report by Roads Performance Manager (Pages 123 - 126)
18. **NOTICE OF MOTION UNDER STANDING ORDER 13**
That having regard to the decision of the Council on 25th June 2014 to refer final determination of the community right to buy application to the Policy and Resources meeting on 21st August 2014 that the Area Committee resolves as follows:-

To note the overwhelming community support following a ballot in respect of the proposal by South Cowal Community Development Trust to acquire the land and buildings at Castle Toward and also being aware of the large amount of financial support from HIE enabling SCCDT to reach the stage they are at, and to intimate the support of the Area Committee for the proposal which proposes to create economic benefit and employment in Cowal and to provide a benefit to the community.

Therefore the Area Committee commends the proposal to the Policy and Resources Committee and invites them to note the support of the local committee when considering the matter at their forthcoming meeting.

Proposed: Councillor B Marshall

Seconded: Councillor Robert MacIntyre

- E1 19. DUNOON CHORD UPDATE**
Report by Regeneration Project Manager – Dunoon (Pages 127 - 132)

- E1 20. COUNCIL ASSETS - BUTE & COWAL AREA**
Report by Asset Manager (to follow)
- E1 21. SHOP PREMISES, 3 MONTAGUE STREET, ROTHESAY**
Report by Asset Manager (Pages 133 - 136)
- E1 22. COTTON MILL LANE, ROTHESAY**
Report by Asset Manager (Pages 137 - 142)
- E1 23. TOWARD SAILING CLUB**
Report by Legal Services Manager (to follow)

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an “E” on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 Paragraph 8 The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services; and

Paragraph 9 Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

BUTE & COWAL AREA COMMITTEE

Councillor Gordon Blair	Councillor Michael Breslin
Councillor Robert Macintyre (Chair)	Councillor Bruce Marshall (Vice Chair)
Councillor Alex McNaughton	Councillor James McQueen
Councillor Len Scoullar	Councillor Isobel Strong
Councillor Dick Walsh	

Contact: Danielle Finlay, Senior Area Committee Assistant

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MINUTES of MEETING of DUNOON COMMON GOOD FUND held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON AND BY VC TO HOUSING MEETING ROOM, KILMORY on FRIDAY, 23 MAY 2014

Present: Councillor Michael Breslin (Chair)

Councillor Walsh
Councillor McQueen
Shirley MacLeod, Area Governance Manager

1. APOLOGIES

There were no apologies intimated.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes of the previous meeting of 5th November 2013 were approved as a correct record.

4. APPLICATION FOR FINANCIAL ASSISTANCE

(a) DUNOON GRAMMAR SCHOOL

An application from Dunoon Grammar School was received by Members.

Decision

Members unanimously agreed to grant £200 to the applicant.

(Ref: Application dated 9th May 2014, submitted.)

MINUTES of MEETING of COWAL TRANSPORT FORUM held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON on FRIDAY, 6 JUNE 2014

Present: Councillor Alex McNaughton (Chair)

Stephen Doogan, Area Governance Officer
 Paul Farrell, Engineer/Technical Officer
 Douglas Blades, Public Transport Officer
 Simon Richmond, Argyll Ferries
 Sean Clemie, Transport Scotland
 Eleanor Stevenson, South Cowal Community Council
 Fulton McInnes, Hunter's Quay Community Council
 Iain MacInnes, Lochgoil Community Council
 Iain MacNaughton, Sandbank Community Council

1. APOLOGIES

Apologies were received from Max Barr of Dunoon Community Council, Gordon Ross of Western Ferries and Archie Reid of Strachur Community Council.

2. MINUTES

The Minutes of the previous meeting of 28th February 2014 were approved as a correct record subject to the change on page 1, item 4 – “the Tender for the works has been issued and won. The tender is currently in its 10 day standstill period after that completes it” should be deleted from the Minutes.

3. MATTERS ARISING

There were no matters arising.

4. FERRIES UPDATE

Simon Richmond from Argyll Ferries advised the Forum that CMAL are looking into updating their facilities at Gourock, including Kilcreggan steps. He advised there will be a new timetable for these services. The Area Governance Assistant agreed to distribute the timetable to all Community Councils.

He reported that there is now a new vessel on the Tarbert-Portavadie sail and the last sailing over the winter is later to allow customers that are arriving off the Islay Ferry in Kennacraig to catch it.

5. UPDATE OF ROAD WORKS ON REST AND BE THANKFUL (A83)

Sean Clemie from Transport Scotland had a discussion with the Forum in regards to signage on the A83. The forum expressed their concerns over the signage as nothing has yet been done which is still causing a lot of confusion when the road closes.

Paul Farrell advised that a report will be going to BEAR and Transport

Scotland with instructions and options of what Argyll and Bute Council would like in regards to additional signage on the A83.

It was agreed that a representative from Transport Scotland would attend a meeting of each of the local Community Councils to update on the signage problems and provide reviewed operations plans of what work is going to be done. It was also agreed that subject to timing this commitment could be superseded by attending a caucus meeting.

Paul advised that the A83 study has now been completed at the Rest and Be Thankful and they have finished putting the nets up which will reduce the risk of a landslide. He informed that the netting was the best solution for the Rest and Be Thankful and the most cost effective option and was working well.

6. A83 TURNING CIRCLE UPDATE

Douglas Blades updated the Forum on the A83 turning circle land and advised that 5 people have been invited to tender. He advised that this will not be completed now until July 2015 as the levels and depths had proven to be much more difficult from an engineering and cost perspective than previously thought. Douglas agreed to keep the forum informed.

7. BUS ISSUES

The Forum had a discussion on the number of complaints which have been received recently in regards to the change in the bus timetables.

Eleanor Stevenson raised a concern about the Toward/Ardentinny bus time table as she has received complaints in regard to the connection for the ferry on the Toward – Dunoon leg as the timing is too tight and people are missing their ferries because the bus time table was behind its schedule.

Douglas advised that the bus timetables have now been amended.

Douglas asked the forum to try and promote the Saturday morning bus service from Strachur as there is only 5 or 6 people using this service and the people of Strachur don't want to lose it.

Douglas reported on the paper that is going to the Bute and Cowal Area Committee. After consultation with parents, pupils and the local community a decision has been taken by the Education Service to vary the opening hours of Dunoon Grammar School with effect from August 2014. Douglas advised that he had been informed that this would enable the school to further embrace the Scottish Government's rationale for Curriculum for Excellence.

8. AOCB

Bus Stop at Ferry Terminal

Callum Rae from West Coast Motors raised an issue about the vehicles parking on the bus stop at the Argyll Ferries Terminal. He advised that the current saturation is dangerous for customers getting off and on the bus as the it can't get into the stop to drop them off due to badly parked cars.

Douglas agreed to take this issue up with Martin Gorrige, the Council's Marine Operations Manager and report back to the next meeting.

Parking at Western Ferries

Fulton McInnes raised a concern over the number of cars which park along the road at the Sandbank side of Western Ferries. He advised that this is highly dangerous for vehicles to pass. The Chair agreed to speak to Councillor Blair about this issue as it was previously raised with him but he has received no response. The Group also agreed to raise this issue with Gordon Ross of Western Ferries.

Coastal Waters

Iain MacInnes updated the Forum on the storm damage which has appeared at Coastal Waters. He advised that a vehicle was smashed here following boulders coming loose, which has now become a health and safety issue.

9. DATE OF NEXT MEETING

The next Cowal Transport Forum will be held on Friday 5th September at 10am in Castle House, Dunoon.

**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the CASTLE HOUSE,
DUNOON
on WEDNESDAY, 11 JUNE 2014**

Present: Councillor Robert E Macintyre (Chair)

Councillor Gordon Blair	Councillor Bruce Marshall
Councillor Michael Breslin	Councillor Len Scoullar
Councillor Alex McNaughton	Councillor Isobel Strong
Councillor James McQueen	Councillor Dick Walsh

Attending: Pippa Milne, Executive Director of Development and Infrastructure Services
Shirley MacLeod, Area Governance Manager
Shona Barton, Area Committee Manager (New)
Jim Smith, Head of Roads and Amenity Services
Liz Marion, Community Development Officer
Fiona Johnston, Quality Improvement Officer
Lynda Robertson, Built Heritage Conservation Officer
Helen Ford, Project Manager – Helensburgh CHORD
Jane Robertson, Rothesay Pavilion Project Manager
John Gordon, CHORD – Dunoon Regeneration Project Manager
Callum Duncan, Architect
Ross McLaughlin, Development Manager
Douglas Blades, Public Transport Officer
David Mitchell, Head Teacher, Dunoon Grammar School
Catherine McLoone, Team Leader – Older People (Resources)
Peter McLaren, Interim Service Manager
Donnie Kelly, Legal Services Manager – Commercial
Steven Neilson, Harbour Master
Mark Calder, Communications Officer
Leanne Stewart, Admin Assistant (CHORD)
Ailsa Cunningham, Environment Warden

1. APOLOGIES

Apologies for absence were given from:-

Jayne Lawrence-Wynch, Area Manager (Operations)
David Clements, IOD Programme Manager
Alistair MacGregor, ACHA

General introductions were made and the Chair welcomed the new Area Committee Manager to the Area Governance Team.

Advance notification had been given by Executive Director of Customer Services that the meeting would be inquorate due a consensus of opinion between Members that no business would be transacted and that Members would not attend the meeting as a mark of respect for the former Provost Petrie due to a sudden, unexpected family bereavement.

The meeting was rescheduled for Wednesday 11th June 2014 at 9:30am.

2. DECLARATIONS OF INTEREST

Councillor Gordon Blair declared a non-financial interest in relation to item 6(a) (Third Sector Grants – Evaluation Report) as a Member of the Cowal Fiddle Workshop.

Councillor Robert Macintyre declared a non-financial interest in relation to item 6(b) (Third Sector Grant Application - Bute Agricultural Show) as a Member of the Bute Agricultural Society. He left the room and took no part in the discussion of this item.

Councillor Dick Walsh declared a non-financial interest in item 20(b) (Dunoon CHORD – Queen’s Hall Property Acquisition) as a Trustee of the Cowal Hospice Trust.

3. MINUTES

(a) BUTE AND COWAL AREA COMMITTEE - 1ST APRIL 2014

The Minute of the meeting of Bute and Cowal Area Committee of 1 April 2014 was approved as a correct record.

Members requested that the style of future Minutes be altered to reflect any debate which takes place in regards to agenda items, for the benefit of the external reader, who may not have attended the meeting. The Area Governance Manager agreed to take the comments made by Members back to the Centre and discuss the best way to adjust Minutes to reflect Members wishes in line with the current reviews taking place.

(b) BUTE AND COWAL SPECIAL AREA COMMITTEE - 9TH APRIL 2014

The Minute of the meeting of Bute and Cowal Special Area Committee of the 9 April 2014 was approved as a correct record.

(c) FORWARD DUNOON AND COWAL GROUP - 14TH APRIL 2014 (FOR NOTING)

The Minute of the meeting of Forward Dunoon and Cowal Group of 14 April 2014 was noted.

(d) COWAL COMMUNITY SAFETY FORUM - 28TH APRIL 2014 (FOR NOTING)

The Minute of the meeting of Cowal Community Safety Forum of 28 April 2014 was noted.

(e) BUTE COMMUNITY SAFETY FORUM - 2ND MAY 2014 (FOR NOTING)

The Minute of the meeting of Bute Community Safety Forum of 2 May 2014 was noted.

(f) **ROTHESAY COMMON GOOD FUND - 6TH MAY 2014 (FOR NOTING)**

The Minute from the meeting of Rothesay Common Good Fund of 6 May 2014 was noted.

4. ACHA

Having noted the submitted apologies by Alistair MacGregor due to the adjournment of the Area Committee meeting, Members agreed that the item be postponed until the next Area Committee meeting in August.

5. AREA SCORECARD - FQ4

Members considered a report outlining performance and exceptions for financial quarter 4 of 2013-14.

Discussion took place over many elements of the report, in particular Planning, Adult Care and Dog Fouling. Officers from each Service addressed the concerns of Members, with Shirley MacLeod reminding Members that a workshop, enabling Members to identify the things they wished to see on future scorecards, was scheduled to take place at the Business Day meeting in September. She explained that it had been scheduled at this time to incorporate the finalised Single Outcome Agreement and that Members would have a chance to liaise with Service Managers at this time to discuss both the Service and Corporate Plans.

Decision:

Members agreed to note the report.

(Ref: Report by Executive Director of Customer Services, dated 3rd June 2014, submitted).

6. THIRD SECTOR GRANTS

(a) **EVALUATION REPORT**

Members considered a report outlining how the funding from grants to the Third Sector was spent in 2013/2014. Members noted that the information was provided from the end of year project monitoring reports which were completed by the organisations that received funding. A total of £35,000 was awarded to 29 organisations. Members were dissatisfied to note that 8 end of year project monitoring reports remained outstanding.

Decision:

1. Members agreed to note the report;
2. Agreed that Organisations that do not submit an end of project monitoring report are not eligible for funding from this grant scheme in future years; and
3. Agreed that Lochgoilhead Fiddle Workshop be allowed to carry their award of £332 forward to 2014/15.

(Ref: Report by Executive Director of Community Services, dated 3rd June 2014, submitted).

Having declared a non-financial interest in the following item, Councillor Robert Macintyre, left the room and took no part in the discussion.

Councillor Bruce Marshall took the Chair.

(b) **BUTE AGRICULTURAL SHOW**

Members considered a report detailing recommendations for the award of a Third Sector Grant for the Bute Agricultural Society. It was noted that this item had been carried forward from the April Area Committee and at the Members request a profit and loss statement was produced for the 2013/14 year showing a loss.

Discussion regarding the economics of running a show of this nature, with Members noting the relatively small grant request in comparison to the actual cost of running the annual show.

Decision:

1. Members agreed to note the report; and
2. Agreed that the recommendation of £650 underwrite be awarded to the Bute Agricultural Show.

(Ref: Report by Executive Director of Community Services, dated 3rd June 2014, submitted).

Councillor Robert Macintyre returned to the room for agenda Item 7 and took the Chair.

7. VARIATION TO DUNOON GRAMMAR SCHOOL OPENING HOURS - SCHOOL TRANSPORT

Members considered a report outlining the decision taken by the Education Service in consultation with parents, pupils and the local community to vary the opening hours of Dunoon Grammar School to 0845 each morning to 1545, Monday to Wednesday and an earlier closure of 1440 on Thursday and Friday. David Mitchell addressed Members advising that the new hours would allow the school to further embrace the Scottish Governments rationale for Curriculum for Excellence.

Discussion was had surrounding the bus schedules arriving to collect pupils, particularly on a Thursday and Friday with both Douglas Blades and David Mitchell reassuring Members that other Services were being put in place and that extra-curricular activities would be available after 1440 on a Thursday and Friday should pupils wish to participate .

Decision:

Members agreed to note the report and recommendations contained therein.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 3rd June 2014, submitted)

David Mitchell took the opportunity to thank Members for the continuing support throughout his first year as Head Teacher.

8. PRIMARY SCHOOLS - ANNUAL UPDATE

Members considered the annual update report on the 14 Primary Schools in the Bute and Cowal Area. The report included photos and news items from the 11 Cowal and 3 Bute schools.

Discussion ensued in regards to Eco Learning, where it was identified that pupils were already aware of issues such as dog fouling. Further discussion surrounding the recruitment of various posts throughout the area and falling school roles was had, with Fiona Johnstone agreeing to collate the projected roles for the next year and send to Members by email.

Decision:

Members agreed to note the contents of the report.

(Ref: Report by the Quality Improvement Officer, submitted).

9. OLDER PEOPLES CARE AT HOME SERVICE UPDATE - FQ4

Members considered a report providing an update on the findings of the 4th quarterly evaluation of the Care at Home provision within the Bute and Cowal area.

Discussion ensued regarding the difficulties found in rural areas of getting and maintaining care packages. Recruitment was identified as being an issue in this regard, with Members enquiring as to the conditions of service by some providers.

Dissatisfaction was expressed in regards to the Care Inspection grades, particularly the grade 3 rating of adequate by one provider. Councillor Breslin requested that it may be useful to look back over previous periods to see if there is a trend. He requested that he would like to see a report brought to the next Area Committee to include the total number of hours against the total number of individuals and total number of spot checks carried out, identifying the number of staff involved in these checks.

Further discussion followed in relation to other areas within Argyll and Bute which have carers providing an adequate standard of care at a grade 3.

Decision:

Members agreed to note the detail in the report.

Members requested that officers progress their work to investigate further the performance of Mears and to report to a specially convened Area Committee

with assurances that the future care provided by Mears will satisfy good standards of quality of management and leadership, quality of staffing and the provision of good standards with improvement to the quality of care and support.

(Ref: Report by Executive Director of Customer Services, dated 3rd June 2014, submitted).

10. IMPLEMENTATION OF AMENITY SERVICES SAVINGS

Members considered a report outlining the budget savings and revised service specification by Amenity Services for 2014/15 and the progress to date.

Discussion in relation to verges receiving the first cut of the season was had, with Jim Smith agreeing to forward the programme to all Members.

Decision:

The Members noted the contents of the report.

(Ref: Report by Executive Director of Customer Services, dated 3rd June 2014, submitted).

11. GUILDFORD SQUARE PARKING CHARGES

Members considered a report providing additional information in regard to the parking arrangements in Guildford Square, Rothesay associated with the new store development.

Decision:

Members agreed to note the report.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 3rd June 2014, submitted)

12. LIGHTING AT SANDBANK PLAYPARK AND LIGHTING COLUMNS IN BROXWOOD

Members considered a report which provided an update in regard to the lighting at Sandbank Play Park.

Discussion ensued in relation to the possible funding applied for by Sandbank Trust.

Decision:

1. Members agreed to note the contents of the report; and
2. The Committee asked that Ward 6 Members discuss the potential for a change to be made in the capital spend for the Cowal Ward to be used towards lighting the Sandbank Play Park and asked that a report on this be brought back to the Area Committee meeting in October to include the updated comments from Police Scotland and the outcome of the

application which has been made for funding.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 3 June 2014, submitted).

13. CASTLE LODGE GATE HOUSE

Members considered a report which highlighted that the Castle Lodge gatehouse is in a state of disrepair and in need of works to initially make it safe and then bring back into use.

Members recognised that the building, which lies within the Development and Infrastructure inventory of assets, is classed as grade B listed building, and as such recognised that associated costs in regards to any of the 8 options provided within the report could be excessive.

Decision:

1. The Members noted the contents of this report, and
2. Agreed that a further report be brought back to the Area Committee meeting in August, exploring options 1, 2 and 8, and providing a breakdown of costs for each option. In regards to the information provided for option 8, it was agreed that advertising for tenders be carried out.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 3rd June 2014, submitted).

14. MEMBERS SATISFACTION SURVEY

Members considered a report outlining the outcome of the short satisfaction surveys that the 36 Elected Members of Argyll and Bute are asked to complete on an annual basis. The survey is intended to measure the effectiveness of the support offered to them by the Governance and Law Service and to thereafter identify any improvements which can be made and delivered. The paper advised of the results of the 2014 survey.

Decision:

1. Members agreed to note the survey information provided; and
2. Acknowledged the reduced response rate in the annual return.

(Ref: Report by Executive Director of Customer Services, dated 3rd June 2014, submitted.).

The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in the appropriate paragraphs of Part 1 of Schedule 7A to the Local Governments (Scotland) Act 1973.

15. BUTE CARE HOME PROVISION

Members considered a report updating on the issue of the provision of residential care for older people on the island of Bute.

Decision:

1. Members agreed to note the report; and
2. Agreed to all recommendations outlined in the report subject to bullet point 4 in section 4.5 being re-worded to read "Investigate a joint venture with interested parties between the Council and the independent sector to ensure that high dependency care home provision is provided on Bute".

(Ref: Report by Executive Director of Community Services, dated June 2014, submitted).

16. ROYAL HOTEL, ROTHESAY

Members considered a report providing a summary of progress to May 2014 of the works being carried out at the Royal Hotel, Rothesay.

Decision:

Members agreed to note the report.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 13 May 2014, submitted).

17. DUNOON 5 ASIDE PITCH

Members considered a report providing further details in regards to the options for operating the five-a-side all weather pitches at Dunoon Stadium. The report provided a business case and further information to allow the Members to make a decision on the future of the facility.

Decision:

1. Members agreed to note the report; and
2. Agreed that Option 3 was their preferred option from the business case.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 3rd June 2014, submitted).

18. ROTHESAY HARBOUR

Members considered a report advising of the informal consultation on the proposed new byelaws for Rothesay Harbour. Councillor MacIntyre read out a letter from George MacKenzie, which Mr Kelly agreed could be considered as part of the consultation process. Councillor MacIntyre gave the letter to Mr Kelly who advised that he would write to Mr MacKenzie addressing the points raised.

Motion:

Agree recommendation 2.1 of report and note the progress on revising the outdated bye laws for revision is closely related to the long standing issue between the owner of the vessel Seahorse 2 and Rothesay Harbour management.

This motion expresses concern at the lack of progress in settling the claim against the Council and requests that an urgent report is prepared by officers for an emergency meeting of the Harbour Authority, date to be agreed. This report will propose options to settle the claim, one of which will be agreed by the Harbour Authority with, if necessary, that agreed option being put to a full Council meeting for final approval.

Moved by Councillor Breslin, seconded by Councillor Strong.

Amendment:

To agree to recommendation 2.1 in the report.

Moved by Councillor Walsh, seconded by Councillor Scoullar.

Decision:

On a show of hands vote the Amendment was carried by 5 votes to 4 and the Area Committee resolved accordingly.

(Ref: Report by Legal Services Manager – Commercial, dated 3rd June 2014, submitted).

19. ROTHESAY CHORD - ROTHESAY PAVILION DESIGN SCHEME

Members considered a report outlining the proposed design for the Rothesay Pavilion (RIBA Stage 3 D/3 Development Design), to repair, refurbish and upgrade the Category A listed building. Members noted that once this process has been completed Planning and Listed Building Consent applications can be made.

Decision:

Members agreed the recommendation contained within the report.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated June 2014, submitted).

20. DUNOON CHORD

(a) QUEEN'S HALL REGENERATION - STAGE D DESIGN

Members considered a report seeking approval of the proposed design for the Queens Hall to refurbish the building making the most of its waterfront location and improving the town centre.

Decision:

Members agreed the recommendations contained within the submitted report.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 3rd June 2014, submitted).

Councillors MacIntyre and Strong left the meeting at 3.20pm.

(b) **QUEEN'S HALL REGENERATION - PROPERTY ACQUISITION**

Members considered a report outlining the current status of the property acquisition process and associated costs involved in the purchase of the affected properties.

Motion:

That the Area Committee ask the Council for additional funds to bring the contingency funding for this project to a suitable level as agreed by the Project team.

Moved by Councillor Breslin, seconded by Councillor Blair.

Amendment:

To agree the recommendations outlined at section 2.0 of the submitted report.

Moved by Councillor Walsh, seconded by Councillor Marshall.

Decision:

On a show of hands vote the Amendment was carried by 5 votes to 2 and the Area Committee resolved accordingly.

(Ref: Report Executive Director of Development and Infrastructure Services, dated 3rd June 2014, submitted).

(c) **DUNOON WOODEN PIER REGENERATION - POSITION PAPER**

Members considered a report providing an update on the proposals being explored to return Dunoon Pier to public and economic use by the redevelopment of the existing Victorian Buildings.

Decision:

Member agreed to the recommendations contained within the submitted report.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 3rd June 2014, submitted).

MINUTES of MEETING of COWAL GAMES PARTNERSHIP held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON on MONDAY, 30 JUNE 2014

Present: Councillor Bruce Marshall (Chair)

Councillor Michael Breslin
Councillor Jimmy McQueen
Donald MacVicar, Head of Community and Culture
Shirley MacLeod, Area Governance Manager
Paul Farrell, Engineer/Technical Officer
Ailsa Cunningham, Environment Warden
Malcolm Barclay, Cowal Highland Gathering
Ronnie Cairns, Cowal Highland Gathering
Gary Stitt, Police Scotland
Paul Robertson, Police Scotland

1. APOLOGIES

Apologies were received from:-

Councillor Dick Walsh
Councillor Gordon Blair
Councillor Alex McNaughton
Allan MacDonald, Amenity Services Manager
Alan Lothian, Cowal Highland Gathering
Fraser McGowan, Cowal Highland Gathering

2. MINUTES

The Minutes of the previous Cowal Games Partnership held on 7th January 2014 were approved as a correct record.

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

3. MANAGERS REPORT

A Managers Report was submitted and Malcolm Barclay outlined the main areas covered by the report.

He advised that competitor entries are on a par with previous years with 459 dancers and 24 solo pipers with 2 weeks to go until the entries close and that the ticket sales so far are very close to where they are expected to be. To date he has been unable to obtain from the RSPBA an up to date outline of the number of pipe bands expected to compete at the

event.

Malcolm informed the Group that since the previous meeting on 7th January, they have worked hard to broaden the appeal of the event to the general visitor and replace any sales lost as a result of the loss of the major, whilst the main arena will retain the various traditional elements that makes Cowal the event it is, with the highland dancing, pipe bands, traditional wrestling and heavy athletics and the top field will have a real family festival feel to it.

He updated the Group on the “performance arena” which they are introducing to the event this year which will be at the top of the field and will be headlined by the “The Clan” Mountain Bike Stunt Team. He advised that they will perform a number of shows throughout the day and that the performance arena will also feature a performance by Clanadonia which are a traditional tribal drum group.

Malcolm reported that as well as the performance arena, there would be a mountain bike trial area, a pop up 3d cinema which is being supplied by Glasgow Science Centre, the return of Arties Tartan Tales, arts workshops from the Heart of Argyll, a digital zone for older kids where it offers the ability to play games from the latest consoles on a 50” screen, a speed shot competition and a bucking bronco.

He updated the Group on the town side of the event and advised that there will be children’s entertainers in the Argyll Gardens starting earlier on in the day to give children the best taste of what will be in the stadium later that day and was happy to announce that some of the kids attractions will be free on the day. He advised there will be a kids ceilidh band that will play in the bandstand until lunchtime, followed by a pipe band, who after performing in the bandstand will lead the hill race runners through the town to the start line of the race. Malcolm advised that he hoped to have at least 10 bands playing from Argyll Gardens to the stadium from mid-morning to mid-afternoon on the Saturday but this would be weather dependant.

He updated the Group on the marketing of the event and advised that this will be the key to the success of this years Gathering. He advised that 200,000 leaflets are being printed off and the majority of these leaflets will be distributed throughout the central belt aiming at areas frequented by families like visitor attractions, shopping centre, rail stations etc. Malcolm also advised that they are in the process of entering into a media partnership with the company that owns the Daily Record and this will fit perfectly with the profile of the average visitor to the gathering. He advised that Cowal Gathering now have over 1500 followers on twitter which will help widen the word and keep followers up to date on what is happening at the event.

Malcolm advised that he has also entered into a partnership with CHAS Scotland who operate hospices on Loch Lomond and in Fife and offer in home support to children with life limiting illnesses throughout Scotland.

He finalised by updating the Group on the sponsorship for the event, he

advised that Western Ferries have increased their support and are also in the process of signing of a deal with the Scottish Salmon Company.

Malcolm further updated the group in regards the financial position of the Gathering, including reference to the VAT position of the event

Decision

The Group noted the information provided.

4. MATTERS ARISING

(a) UPDATE BY HEAD OF COMMUNITY AND CULTURE

The Head of Community and Culture updated the Group on the report he submitted to the Council meeting on 23rd January 2014 to seek Council approval for maintenance of the existing Service Level Agreement.

He advised that at the meeting the Council agreed to maintain the level of financial and in-kind support for 2014 at the level currently set out in the SLA, that the wording of the SLA is amended to remove reference to the fee for a “major” championship and that the Cowal Highland Gathering are asked to ensure equitable access for all Argyll and Bute competitors in all events prior to an SLA for 2015 onwards being agreed.

Decision

The Group noted the information provided.

5. AOCB

Chief Inspector Stitt indicated that in terms of finalising the policing plan for the event he would need an indication very soon of the number of bands expected to travel to Cowal. Malcolm agreed to progress this as a matter of urgency with the RSPBA.

6. DATE OF NEXT MEETING

It was agreed that the Area Governance Assistant would liaise with Malcolm Barclay and Ronnie Cairns to arrange the date of the next meeting.

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Award winner
Three in One Takeaway
Rothesay

What is the Eatsafe Award Scheme?

Given to food businesses that can provide evidence of high standards of food safety by effectively implementing management standards beyond those required by law.

Displayed in the premises helping consumers make informed choices about where to eat out by providing a recognisable 'sign' of excellence in standards of food hygiene.

What is the Eatsafe Award Scheme?

It is operated by the Food Standards Agency and covers all 32 Scottish Local Authorities.

In Argyll we have 121 awards out of a total of 1095 in Scotland as a whole.



Promoting Excellence in Food Hygiene



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We all enjoy eating out.

Whether it's soup & a sandwich or a four course meal, we should always be confident that the utmost care has been taken in the preparation of the food we eat.

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1113th Eat Safe Award

16/07/2014

Aberdeenshire Council issue the 1113th Eat Safe Award. ...



Banff Day Services, Aberdeenshire

15/07/2014

Banff Day Services, Aberdeenshire - Venue for FHS celebrations...

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1113th Eat Safe Award

16/07/2014

Aberdeenshire Council issue the 1113th Eat Safe Award. ...



Banff Day Services, Aberdeenshire

15/07/2014

Banff Day Services, Aberdeenshire - Venue for FHIS celebrations...

Eat Safe Award Finder

Map Search

Text Search

Please select the categories you would like to search, click "Next", then select your chosen region on the map.

If you would prefer to search for an awardee by name or address, click 'Text Search' above

- All
- Bakers
- Butchers
- Coffee Shops / Cafes
- Delicatessens
- Education Sector
- Fishmongers
- Grocers/Retailers
- Healthcare Sector
- Hotels / Restaurants
- Supermarkets
- Takeaways
- Workplaces

Search Results

You searched for: Takeaways

In: Argyll and Bute

[« Search again](#)

Name	Address	Telephone	Category	
Ettrick Bay Tearoom	Ettrick Bay Isle of Bute PA20 0QT	01700 500223	Takeaways	View map »
Kebabish Curry House	99 George Street Oban Argyll PA34 5NR	01631 566885	Takeaways	View map »
The Local Shellfish Shops	Railway Pier Oban Argyll PA34 4LW	07881 418565	Takeaways	View map »
Three in One Takeaway	10 Argyle Street Rothesay Isle of Bute PA20 0AT	01700 500333	Takeaways	View map »

Picture Gallery

Showing 1 to 15 of 101 results

1 2 3 4 5 6 7 NEXT PAGE »



Herald Café/Bar
Mitchell Theatre, 10
Granville Street,
Sandyford, Glasgow



The Ubiquitous Chip,
26 Ashton Lane,
Glasgow



Eurest @ Rubislaw Park
Care Home, Aberdeen



Three in One
Takeaway, 10 Argyle
Street, Rothesay, Isle
of Bute



Camerons Chip Shop,
33 Point Street,
Stornoway



Busy Bees Nursery,



James Allan Butchers,



Buckley Support



Alexandra Court, 332



Alexandra Court, 332

What does it mean in practice?

Compliance with:

1. Structure

2. Food hygiene

(handling/temperature control, training)

3. Management

(written food safety management system)

STRUCTURE



Richard Gorman 5/8/14

STRUCTURE



HOAGIE MENU
DONNER £4.20
SPICY CHICKEN £4.20
CHICKEN TIKKA £5.50
SPICY CHICKEN & DONNER £5.00
CHICKEN TIKKA & DONNER £6.00

Menu
3.20 Chicken
3.50 Vegetarian
2.30 Mixed P...
2.40 Onion Rings
2.30 Garlic Bread
2.40 Spicy Mushrooms
2.50 Potato Wedges
2.50 Salad Portion
1.20 Cheese Salad
1.80 Pita Salad
1.70 Prawns Cocktail
1.70 Coleslaw

2.20 Butter
2.50 Cheese
3.10 Cheese & Onion
3.60 Cheese & Coleslaw
3.70 Tuna Salad
3.90 Prawns
3.90 Baked Beans
4.10 Spicy Chicken
4.10 Spicy Mince
0.80 Extra Topping

Richard Gorman 5/8/14

10

STRUCTURE



Richard Gormin 5/8/14

HYGIENE



PREPARATION &
COOLING OF
COOKED/READY TO
EAT FOODS ONLY



HYGIENE



Richard Gorman 5/8/14

13

MANAGEMENT

THREE-IN-ONE'S CROSS CONTAMINATION PREVENTION HOUSE RULES

Control Measures and Critical Limits Monitoring including frequency	
Delivery	<p>Suppliers bring the majority of food. Apollo, 3663. Cooked/RTE food delivered include salad & vegetable items and veg/meat pakora All raw foods received by suppliers (e.g. Apollo / 3663). Raw foods stored separate to cooked/RTE on supplier vehicle (separate compartments). All raw foods adequately packaged/wrapped. Any open/damaged foods are returned immediately. Staff dealing with deliveries wash hands before handling food. Raw foods (e.g. chicken, lamb) taken through frontshop on arrival and either placed straight into cold room (Unit 6) or onto Unit 7 which is a Temporary Raw Food Preparation surface (see Preparation Step below). Cooked/RTE foods are placed in the refrigerator or freezer as soon as possible on arrival. Staff look at vehicle temperature display on delivery to check food at correct temperature</p>
Storage <i>Including where any defrosting is carried out</i>	<ul style="list-style-type: none"> Unit 7: used for frozen raw meat i.e. chicken meat on the right side and red meat (doner kebab, beef burger) on the left hand side. Unit 4 & 5: used for chips and frozen veg and precooked meat (e.g. chicken nuggets, chicken burgers, spicy chicken fillets, chicken wings) Unit 1; chilled display. Used for raw and cooked/RTE foods. Right-hand side is for raw skewed meats & left-hand side is for RTE foods e.g. pakora's. Partition between raw and cooked/RTE. Chilled cabinets beneath have vegetables on left hand side and raw meat (e.g. burgers, nuggets) on right hand side. Unit 2: chilled storage cabinets (for pizza, rice). Cooked/RTE only. Unit 3: chilled storage for pizza toppings Unit 6 (cold room): Used for raw and cooked/RTE foods. Raw foods stored on floor only beneath cooked/RTE foods. Storage arrangements as follows: left side on floor used for raw meats (in buckets with lids on). Right side on floor used for cheese and sauces. Left side first shelf used for pakora's. Right side first shelf used for vegetables. Middle first shelf (facing you on entry to cold room) only used for the items being defrosted (e.g. diced chicken for pizza topping & spicy chicken). Defrosting food items are kept in tubs with the lid. Top shelf left side is used for daily product (e.g. milk, butter, sliced cheese). Top shelf right side used for baked items (e.g. Pitta bread/nans). Middle top shelf used for cooked meats (e.g. lamb & chicken used for the curries which are cooked on site).

MANAGEMENT

Weekly Record Sheet Catering

Week Commencing 10.7.2015

Deliveries

Day	Food Item	Supplier	Temp	Visual	Initial
Tuesday	Burger	Apelo food	-19	Yes	✓
Wednesday		Chicken	+5	Yes	✓

VISUAL check includes: signs of pest damage, use by / BBE date, condition of packaging, look / smell of the food.

Temperature Monitoring of Refrigerators and Freezers (per department)

Day	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Initial
Mon	+5	+6	+4	-18	-19	+3	-17		✓
Tue	4	+3	+6	-19	17	+6	-20		
Wed	+5	+4	+4	-20	-19	-4	-19		
Thurs	+6	+5	+6	-19	-17	+5	-20		
Fri	+6	+4	+5	-19	-18	+4	-19		
Sat	+4	+6	+6	+19	+17	+5	-20		
Sun	+6	+5	+6	-18	-19	-6	-19		

Hot Food Checks

Day	Cooked Food	Temp	Reheat Food	Temp	Hot Hold Food	Temp	Initial
Mon	Chicken kebab	+77	chi pko	+82	doner kebab	64	✓
Tue	chi BBQ	79	veg pko	82	doner kebab	65	✓
Wed	Lamb shish	78	veg pko	83	doner kebab	65	✓
Thurs	Lamb shish	77	chi pko	82	doner kebab	64	✓
Fri	chi tikka	79	chi pko	83	doner kebab	65	✓
Sat	chi BBQ	78	chi pko	84	doner kebab	65	✓
Sun	chi tikka	78	chi pko	84	doner kebab	62	✓

Compliance with stock control rules

YES/NO

Temperature Limits



Richard Gorman 5/8/14

Rothesay takeaway is Eatsafe award winner

BY CRAIG BORLAND

news@buteman.com

Twitter: @the_buteman

A Rothesay takeaway has become only the fourth establishment on Bute to receive a Food Standards Agency Eatsafe award.

Reza Haghparast from the Three in One in Argyle Street was presented with the business's Eatsafe certificate this week by Argyll and Bute provost and island councillor Len Scoullar and the local authority's Bute environmental health officer Richard Gorman.

"Reza has put in many hours of work, invested in facilities and undertaken extensive staff training to achieve the high standards required by this award," Richard said.

"I am very pleased to have been able to support him in his application for this award and



Reza Haghparast and Councillor Len Scoullar at the Three in One takeaway in Rothesay.

The award scheme operates across Scotland and is aimed at providing an incentive to food

helps consumers by providing a recognisable sign of excellence in food hygiene standards.

Ettrick Bay Tearoom.

"I want to say a big thank you to Richard," Reza said. "He

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****5 August 2014**

THIRD SECTOR GRANTS 2014/15

1.0 SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations in Bute and Cowal.
- 1.2 Applications are considered twice yearly in April and August. This is intended to avoid allocation of the full budget at one meeting and enable activities held later in the year to be funded.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal for 2014/15 is £35,000, of which £27,805 was allocated in April, and a balance of £7,195 is available for allocation at this meeting.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 Eleven applications have been received 2 of which are for Events and Festivals.

2.0 RECOMMENDATIONS

- 2.1 The 11 organisations listed below are awarded funding from the Third Sector Grants budget.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2013/14 unless increased developmental aspects are detailed in the application.
- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an end of project monitoring report (if a grant was awarded in previous year).

Ref No	Organisation	Grant 12/13	Grant 13/14	Total Project Cost	Amount Requested	Recommendation
1	26 th Argyll (Sandbank) Scout Group	£0	£0	£1,139	£568	£500
2	Beachwatch Bute	£0	£1,050	£3,660	£1,830	£870
3	*Bute Bowling Association	£250	£0	£3,453	£1,400	£950
4	Cowal Fiddle Workshop	£1,080	£360	£2,640	£1,500	£300
5	Dunoon Burgh Hall Trust	£2,995	£2,500	£6,030	£3,705	£1,500
6	Fathoms	£0	£2,120	£2,630	£2,000	£1,300
7	Fyne Futures Ltd	£0	£0	£2,400	£975	£700
8	*Kirn Gala	£500	£320	£2,200	£300	£250
9	Sandbank Parents and Toddlers Group	£0	£0	£250	£250	£125
10	Sandbank Senior Citizens	£220	£200	£2,870	£1,370	£200
11	Strachur and District Youth Club and Drama Performers	£0	£0	£1,264	£864	£500
Total Recommended						£7,195
Balance						£0

**Events and Festivals*

3.0 DETAIL

Ref No	Organisation	Rationale for grant allocation
3.1	26 th Argyll (Sandbank) Scout Group	The funding is to purchase outdoor equipment. The organisation is trying to increase its membership as at present there is no provision for senior scouts in Sandbank and older children have to travel to Dunoon.
3.2	Beachwatch Bute	The funding is for running costs of the group which delivers a valuable service clearing the coast and beaches. In the last year over 10 tonnes of litter has been removed. This enhances the island and makes it more attractive to both visitors and local residents.
3.3	*Bute Bowling Association	The Bute Bowling Association does not have enough reserves to meet the anticipated running costs of the annual bowling open competition. The event is popular and attracts visitors to the Island.
3.4	Cowal Fiddle Workshop	The group is being asked to give more performances and needs the funding for hiring a tutor to bring new members up to the standard required to perform in public.
3.5	Dunoon Burgh Hall Trust	This project is building on the success of last year's open studio guest artist project. This year's event is a joint exhibition of work by John Cunningham and Dan Ferguson, both famous artists, who studied at Glasgow School of Art. As part of the project an education and outreach programme will be developed for local schools and community groups.
3.6	Fathoms	The project provides a much needed service to the local community as it allows individuals suffering from MS and

		other illnesses to be treated locally rather than having to travel to Lochgilphead MS Centre.
3.7	Fyne Futures Ltd	The project is a pilot to assist people to grow their own food and thus save money. A pilot Foodbank run by Bute Advice and Bute Area Development Group has proved that there is a need for this service for people affected by food poverty. This project is complementary to the Bute Foodbank.
3.8	*Kirn Gala	Kirn Gala committee has run these events successfully for a number of years and has been funded from the Council over this period. The reduced recommendation is to encourage the group to look for alternative sources of funding.
3.9	Sandbank Parents and Toddlers Group	This project is for young children to undertake an outing to a petting farm. The activity is a first for this group and it is the intention to coincide the outing with an arts project to encourage the children to draw the animals which will add to their learning experience.
3.10	Sandbank Senior Citizens	The club provides valuable social activities including themed days, coach outings and a Christmas lunch for older people in Sandbank. The activities improve the health and wellbeing of participants and reduce social isolation.
3.11	Strachur and District Youth Club and Drama Performers	The funding is for the purchase of new equipment for group activities. The group is catering for the needs of young people from a rural area of Cowal. .

4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

6.0 APPENDICES

6.1 Officer assessment reports submitted.

Margaret Fyfe
Community Development Manager
 7 July 2014

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166.

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		26 th Argyll (Sandbank) Scout Group	
Contact Person in Organisation		Elizabeth Aitken	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£569	
b) Grant awarded last year?		£0	
c) Total Project cost?		£1139	
d) How much coming from own resources?		£570	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Contribution towards purchase of camping equipment so that young people can be more active outdoors.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The organisation is trying to expand its membership. At present there are no scouts in Sandbank and older children have to attend scouts in Dunoon. They need to purchase outdoor equipment in order to expand their provision.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	8 - 10
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 3/7/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

2 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Beachwatch Bute	
Contact Person in Organisation		Sandra MacMillan	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,830	
b) Grant awarded last year?		£1,050	
c) Total Project cost?		£3,660	
d) How much coming from own resources?		£1,830	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£870	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running costs of the project including insurance, fuel costs and replacement of broken equipment		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input checked="" type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>	
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>	
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project delivers a valuable service to Bute as it clears the coast and beaches. In the last year they have removed over 10 tonnes of litter from the beaches. This enhances the island and makes it more attractive to visitors and the local residents.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only had funding in 2013/14. Previous funding was received for 2011/12.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	?
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

3 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Bowling Association	
Contact Person in Organisation		George McNae	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input type="checkbox"/>		Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?		£1,400	
b) Grant awarded last year?		£0	
c) Total Project cost?		£3,453	
d) How much coming from own resources?		£1,503	
e) How much coming from other agencies?		£550	
f) Grant Recommendation		£950	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running of the annual open bowling tournament from 10 th August to 16 th August.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Bute Bowling Association does not have enough reserves to meet the full anticipated costs of the event. This is a popular event which attracts visitors to the Island. They need to give good prize money to participants to compete with similar events on the mainland.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A. Last received funding in 2012/13			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	150 - 200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

4 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Cowal Fiddle Workshop	
Contact Person in Organisation			
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,500	
b) Grant awarded last year?		£360	
c) Total Project cost?		£2,640	
d) How much coming from own resources?		£1,140	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£300	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the hiring of a professional tutor		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input type="checkbox"/>
b)	Alleviation of rural isolation		<input type="checkbox"/>
c)	Community Capacity Building		<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input type="checkbox"/>
e)	Positive impact on local communities		<input type="checkbox"/>
f)	Improvement of health and wellbeing		<input type="checkbox"/>
g)	Positive impact on the local environment		<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The group is being asked to give more performances and need the tutor to teach new members to be up to the standard required to perform in public.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
This organisation has received funding for the past 3 years and the recommendation reflects this.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	No	
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	N/A	
h)	A marketing plan for the activity	N/A	
i)	A previous event budget	N/A	
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A	
k)	Evidence of appropriate insurance coverage	N/A	
l)	Compliance with all relevant legal and licensing requirements	N/A	
m)	Letters of support from other funders or local organisations	N/A	

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	64
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

5 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Dunoon Burgh Hall Trust	
Contact Person in Organisation		Jenny Hunter	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£3,050	
b) Grant awarded last year?		£2,500	
c) Total Project cost?		£6,030	
d) How much coming from own resources?		£6,030	
e) How much coming from other agencies?		£2,325	
f) Grant Recommendation		£1,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards an Open Studio event and workshops to allow participants to showcase their own works alongside international artists		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This project is building on the success of last year's event. A lot of interest has been generated in the area with volunteers in the Burgh Hall. Local schools are also interested in getting involved.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Burgh Hall has received funding in 2010/11, 2011/12 and 2013/14. The recommendation reflects the amount of funding that they have received in previous years.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

6 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Fathoms	
Contact Person in Organisation		Rima DeFord	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,315	
b) Grant awarded last year?		£2,120	
c) Total Project cost?		£2,630	
d) How much coming from own resources?		£630	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,300	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the supply of medical oxygen, insurance cover and membership of the national therapy centre.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		√
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason N/A			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project provides a much needed service to the local community. It allows people to be treated locally as opposed to having to travel to Lochgilphead. People treated suffer from various ailments such as diabetes, MS and foot ulcers to mention a few.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only one year of previous funding			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	25
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

7 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Fyne Futures Ltd	
Contact Person in Organisation		Reeni Kennedy-Boyle	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£975	
b) Grant awarded last year?		N/A	
c) Total Project cost?		£2,400	
d) How much coming from own resources?		£450	
e) How much coming from other agencies?		£975	
f) Grant Recommendation		£700	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards a pilot project to raise awareness of Grow Your Own including a set of four workshops.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
A pilot Food Bank has proved that there are a number of people affected by food poverty. This project will assist people to grow their own foods rather than paying for more expensive items from the shops. Welfare reforms are having a severe effect on low income families. This project is complementary to the Rothesay Foodbank.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes Not signed
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	62
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

8 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Kirn Gala	
Contact Person in Organisation		Colin Harris	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£300	
b) Grant awarded last year?		£320	
c) Total Project cost?		£2,200	
d) How much coming from own resources?		£1,900	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£250	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards insurance, performers and advertising of the Kirn Gala event in August		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		
c)	Community Capacity Building		√
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This is an annual event which is well received by members of the public. It is also an integral part of Cowal Week. The event has been run successfully for many years.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Kirn Gala has received funding for the last three years. The recommendation reflects this with a reduced level of support			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	3,500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

9 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Sandbank Parent and Toddlers Group	
Contact Person in Organisation		Isabel Taylor	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£125	
b) Grant awarded last year?		£0	
c) Total Project cost?		£250	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£125	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the cost of a trip to a petting farm so that children can learn to interact with animals.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	√	
b)	Alleviation of rural isolation		
c)	Community Capacity Building	√	
d)	Enhancement of quality of life for residents and visitors	√	
e)	Positive impact on local communities	√	
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This activity has not been carried out before and will coincide with an arts project to encourage the children to draw the animals. It will add to the learning experience of the children.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Requested
c)	Has submitted a bank statement for all bank/savings accounts	Requested
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	50
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	On-going training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No
Comments :			

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

10 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Sandbank Senior Citizens Club	
Contact Person in Organisation		Arthur Oliver	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,370	
b) Grant awarded last year?		£200	
c) Total Project cost?		£2,870	
d) How much coming from own resources?		£1,000	
e) How much coming from other agencies?		£500	
f) Grant Recommendation		£200	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards live entertainment, speakers and coach outings. They also have themed days such as Burns afternoon, St Patrick's day event and Christmas dinner.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The club provides valuable social activities for older people in a quiet part of Cowal. They provide a variety of services which help to improve the health and wellbeing of their participants.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The club has had funding for several years. The recommendation reflects this.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

11 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Strachur and District Youth Club and Drama Performers	
Contact Person in Organisation		Arlene Stirling	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£864 (More than 50%)	
b) Grant awarded last year?		£0	
c) Total Project cost?		£1264	
d) How much coming from own resources?		£400	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards purchase of equipment for the Youth Club		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		√
c)	Community Capacity Building		√
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The group is catering for the needs of young people from a rural area of Cowal and wish to purchase new equipment for group activities. They have limited unrestricted funds so could not purchase the equipment without a grant.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	55
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/07/2014

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ARGYLL AND BUTE COUNCIL

**BUTE & COWAL
AREA COMMITTEE**

CUSTOMER SERVICES

5th August 2014

AREA SCORECARD FQ1 2014-15

1 Background

- 1.1 This paper presents the Area Scorecard, with exceptional performance for financial quarter 1 of 2014-15 (April - June 2014). Where commentary has been entered in Pyramid, it is included here.

2 Recommendations

- 2.1 It is recommended that the Area Committee notes the exceptional performance presented on the Scorecard.

**Douglas Hendry
Executive Director, Customer Services**

Jane Fowler
Head of Improvement & HR

For further information, please contact:

David Clements
Improvement and Organisational Development Programme Manager
(Planning and Performance Management)
01465 604205

Environment

	Target	Bute & Cowal	Council
Car Parking income to date - B&C	£ 29,406	£ 14,326 R ↓	£ 164,623
Dog fouling - number of complaints B&C	27	27 G ↑	71
Dog fouling - number of fines issued B&C	2	2 ↓	2
LEAMS - B&C Cowal	73	79 G ↓	76
LEAMS - B&C Bute	73	78 G ↓	

Economy

	Target	Bute and Cowal	Council
All Local Planning Apps: % processed in 2 months in B&C	70.0 %	67.4 % R ↑	79.2 %
Householder Planning Apps: % processed in 2 months in B&C	90.0 %	87.5 % R ↑	90.1 %
Local (excl HH) Planning Apps: % processed in 2 months in B&C	70.0 %	55.6 % R ↓	74.0 %
CC1 Affordable social sector new builds - B&C	0	0 G →	71

* ACHA - currently no ACHA data in Pyramid *

Education

	Target	Bute & Cowal	Council
% positive destinations Dunoon Grammar ACY 12/13		93 % ↑	92.4 %
% positive destinations Rothesay Academy ACY 12/13		94 % ↑	
HMIE positive School Evaluations - B&C Sec		100 % →	100 %
% 5+ SCQF level 6 Dunoon Grammar ACY 12/13	13.20 %	11.25 % R ↑	13 %
% 5+ SCQF level 6 Rothesay Academy ACY 12/13	13.20 %	11.67 % R ↑	
School % unauthorised absence Dunoon Grammar		2.7 % ↓	1.8 %
School % unauthorised absence Rothesay Academy		3.0 % ↑	

Roads

	Target	Bute & Cowal	Council
% road network to be considered for maintenance - SRMCS Red <small>A&B - no area data available</small>	20.0 %		
% road area resurfaced/reconstructed - B&C	1.83 %	G ↑	
% road area surface treated - B&C	1.86 %	G ↓	
% Cat 1 road defects repaired by end of next working day - B&C	90 %	100 % G →	97.8 %
Street lighting - % B&C faults repaired within 7 days	88 %	94 % G ↓	96 %

Adult Care

	Target	Bute and Cowal	Council
B&C - % of Older People receiving Care in the Community - In Year	80.0 %	93.4 % G ↑	90.2 %
B&C - % of Older People receiving Care in the Community	80.0 %	75.7 % R ↑	73 %
B&C - Number of SM Clients	96	96 ↑	379
B&C - No of SM Care Assessments outstanding >21 Days	0	2 R ↑	2

Children and Families

	Target	Bute and Cowal	Council
CA12 B&C - Total No LAAC		49 ↓	121
CA25 B&C - % Reviews of LAAC Convened within Timescales	100 %	100 % G →	100 %
CP5 B&C - No of Children on CPR		3 ↓	19
CP16a B&C - No of Children on CPR with a completed CP plan		3 ↓	19

Community Resilience

	Target	Bute & Cowal	Council
B&C % community councils with emergency plan	80 %	58 % R ↑	
B&C % community councils developing an emergency plan		33 % ↓	



Bute and Cowal Area Scorecard **Exceptions** FQ1 14/15

Performance worth noting

Environment

	FQ4	FQ1	Target FQ1
Car Parking income to date - B&C	£ 66,448 R ↑	£ 14,326 R ↓	£ 29,406
Dog fouling - number of complaints B&C	42 R ↓	27 G ↑	27

Economy

	FQ4	FQ1	Target FQ1
All Local Planning Apps: % processed in 2 months in B&C	55.3 % R ↓	67.4 % R ↑	70.0 %
Householder Planning Apps: % processed in 2 months in B&C	50.0 % R ↓	87.5 % R ↑	90.0 %
Local (excl HH) Planning Apps: % processed in 2 months in B&C	57.1 % R ↓	55.6 % R ↓	70.0 %

Education

	AY 11/12	AY 12/13	Target AY 12/13
% 5+ SCQF level 6 Dunoon Grammar	6.45 % R ↑	11.25 % R ↑	13.20 %
% 5+ SCQF level 6 Rothesay Academy	10.00 % R ↓	11.67 % R ↑	13.20 %

Adult Care

	FQ4	FQ1	Target FQ1
B&C - % of Older People receiving Care in the Community - In Year	69.5 % R ↑	93.4 % G ↑	80.0 %
B&C - % of Older People receiving Care in the Community	73.9 % R ↑	75.7 % R ↑	80.0 %
B&C - No of SM Care Assessments outstanding >21 Days	5 R ↓	2 R ↑	0

Community Resilience

	FQ4	FQ1	Target FQ1
B&C % community councils with emergency plan	50 % R ↑	58 % R ↑	80 %

Education

			Council
School % unauthorised absence	Dunoon Grammar	2.7 % ↓	1.8 %
School % unauthorised absence	Rothesay Academy	3.0 % ↑	

Roads

	Target	Bute & Cowal	Council
% Cat 1 road defects repaired by end of next working day - B&C	90 %	100 % G →	97.8 %

Children & Families

	Bute & Cowal	Council
CA12 B&C - Total No LAAC	49 ↓	121

Success Measure	Target FQ1 14/15	Actual FQ1 14/15	Traffic Light	Trend	Comments
B&C - % of Older People receiving Care in the Community - In Year	80%	93%	Green	Ascending	New process of data from the B&C ECCT has now filtered through giving a clear indication of high performance.
B&C - % of Older People receiving Care in the Community	80%	76%	Red	Ascending	No commentary
B&C - No of SM Care Assessments outstanding >21 Days	0	2	Red	Ascending	No commentary
B&C % community councils with emergency plan	80%	58%	Red	Ascending	Progress has been slow due to the time of year. We are due to meet with Police Scotland to ensure we accelerate the progress of outstanding plans before the Winter period.
All Local Planning Apps: % processed in 2 months in B&C	70%	67%	Red	Ascending	No commentary
Householder Planning Apps: % processed in 2 months in B&C	90%	88%	Red	Ascending	No commentary
Local (excl HH) Planning Apps: % processed in 2 months in B&C	70%	56%	Red	Descending	No commentary

Success Measure	Target FQ1 14/15	Actual FQ1 14/15	Traffic Light	Trend	Comments
% Cat 1 road defects repaired by the end of next working day (A&B)	90%	98%	Green	Ascending	No of Cat 1 defects reported – 46 No. No of Cat 1 defects completed within the allocated period – 45 No. The overall percentage of Cat 1 defects attended to within the allocated 5 day time period has risen again for a consecutive quarter, from 95% to 98%. The overall number of Cat 1 defects reported in the first quarter, 46, compares favourably with 94 recorded for the same period last year – this is perhaps reflective of the dry weather conditions experienced in recent months. Figures for the Areas are as follows:- Bute and Cowal – 100% Helensburgh and Lomond – 100% Mid Argyll, Kintyre and Islay – 94% Oban Lorn and the Isles - 100%
% road area resurfaced/reconstructed - B&C					FY13/14 Data - Anticipated June As an annual measure, data required to populate this measure takes time to collate. Traditionally it is input late May or June.
% road area surface treated - B&C					FY13/14 Data - Anticipated June As an annual measure, data required to populate this measure takes time to collate. Traditionally it is input late May or June.

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ARGYLL & BUTE COUNCIL**CUSTOMER SERVICES****BUTE AND COWAL****AREA COMMITTEE****5th August 2014**

Care at Home Provision

1. SUMMARY

The purpose of this report is to update the Area Committee on the findings of the continuing quarterly evaluation of the Care at Home provision within the Bute and Cowal area.

This report has been broken down to show the progress and joint working that has been put into place to ensure that a high quality service is provided, as it is recognised that this service is provided to vulnerable individuals, predominately by lone workers, in the home environment.

2. RECOMMENDATIONS

The remit of the Procurement and Commissioning Team together with the Homecare Procurement Officers is to ensure best value, contract compliance, quality of services and customer satisfaction. This will support Community Services to commission quality Care at Home services via the formal procurement and commissioning procedures.

3. DETAIL

Currently there are 3 providers on the framework within each area and an additional 3 contracted providers who provide support throughout the Bute and Cowal Area.

CARE AT HOME PROVISION

As at 30th June 2014 an approximate total of 2044 hours were being provided to 233 older people within the Cowal area by external providers. A breakdown of the provision is detailed in the table below:

COWAL

Existing Providers		Weekly Hours Commissioned	
		Hours at 31 st March, 2014	Hours at 30 th June, 2014
Care Uk		622	682
Allied		433	489
Carr Gomm		87	124
Mears Care		382	306
Cowal Carers		305	333
	Total Hours	1829	1934
Direct Payments		110	110
	Total Hours	1939	2044

BUTE

As at 30th June 2014 an approximate total of 2154 hours were being provided to 152 Older People within the Bute area by external providers. A breakdown of the provision is detailed in the table below:

Existing Providers		Weekly Hours Commissioned	
		Hours at 31 st March 2014	Hours at 30 th June 2014
Allied		1225	1196
Carr Gomm		61	135
Carewatch		78	90
Care Plus		875	719
	Total Hours	2239	2140
Direct Payment		14	14
	Total Hours	2253	2154

RECRUITMENT/RETENTION

Recruitment is an on-going problem we are facing across the Council area. Adult Services have introduced IRISS, (Institute for Research and Innovation in Social Services) a project being run in partnership with the Council and chaired and supported locally by Scottish Care Reshaping Care for Older People Teams. IRISS aim is to bring the independent sector together to form an informal partnership to address issues around the planning and delivery of care at home services in Argyll and Bute. The group is looking at a joint recruitment proposal, joint training and efficiencies that can be made utilising dead time by reducing travel. Two meetings of this group have taken place with good support from providers and Social Work staff. In addition, Adult Services are also working alongside our Employability Partnership. The Partnership have agreed to take recruitment within the care sector forward as one of their workstreams. The Council has also recently agreed a modern apprentice scheme and an Adult Services representative will attend this group to maximise the opportunities for care staff through this.

CURRENT SITUATION

We currently have 8 service users, following assessment awaiting services in out outlying areas such as Lochgoilhead, Carrick Castle, Cairndow, Ardentinny, Benmore, Collintraive. Toward and Tighnabruaich.

One service user is currently in a 'step down' bed at Struan Lodge as an interim placement and is looking to have a trial period at home with a support package week ending 18/7/14. Another service user is using Self Directed Support (SDS) to employ the care they need. Two further service users are being additionally supported by the Extended Community Care Team. The remaining service users are in receipt of some home care with family and friends supporting the shortfall. We acknowledge this is not ideal but we continue to be in negotiations with a care provider to look at the viability in provide a 'rural subsidy' and hope to be able to give further details at the committee meeting on 5/8/14.

CONTRACT MANAGEMENT PROCESS

Argyll and Bute Council's Procurement and Commissioning team are responsible for the Contract and Supplier management of these services. This is complimented by the service monitoring and review process carried out by Homecare Procurement Officers and Case Managers. The Procurement and Commissioning Team carry out quarterly contract management meetings that determine the risk rating of each contract. All contracts are risk rated using a combination of Care Inspectorate grades, service concerns and complaints.

Additional monitoring is undertaken as required where risk levels increase. There is currently one provider who has enhanced monitoring activity to support performance improvement. In addition, monthly contract management meetings are being carried out to assist the provider to focus on their service improvement plan.

A breakdown of the Care Inspectorate grades are detailed in the table below.

Provider	Care Inspection Grades		
	Quality of Care and Support	Quality of Staffing	Quality of Management and Leadership
Allied	6	6	5
Careplus	6	5	6
Carewatch	5	5	5
Care UK	5	5	4
Carr Gomm	6	5	6
Cowal Carers	5	5	5
Mears-Oban/Cowal	3	3	3

*6– Excellent 3- Adequate
 5 – Very Good 2 – Weak
 4 – Good 1 - Poor

MONITORING ARRANGEMENTS

A robust monitoring programme has been put in place with both the Procurement and Commissioning Monitoring Officer and Homecare Procurement Officers having close contact with the external providers and service users.

A detailed list of contact with service users and providers throughout the Bute and Cowal Area, for the quarter is detailed below:

Contact	Target	Actuals	Comment
Review of Care needs with service users, family and provider	96	139	Exceeded target

Quarterly Contract and Supplier Meetings with Providers in line with the Scottish Government Guidance on the Commissioning of Care and Support Services	7	8	On target
Provider Forums - Reshaping care for Older People meetings.	4	5	On target

SERVICE MONITORING VISITS

A schedule of monitoring visits has been agreed and a process to report the outcome of these visits to the Procurement and Commissioning Team has been developed. This information will feed into the quarterly contract and supplier monitoring meetings. Over the course of these meetings individual risk ratings are adjusted as required. The monitoring activity for the quarter is detailed below:

Cowal – Monitoring /Spot check visits

Contact	Target	Actual	Comments
Monitoring Visits	39	7	Impact of implementation of Self Directed Support 1 FTE vacancy

Bute – Monitoring/spot check visits

Contact	Target	Actual	Comment
Monitoring Visits	24	0	Impact of implementation of Self Directed Support 0.5 FTE vacancy

The main reason for the non-achievement meeting monitoring targets has been the prioritisation of work of the Homecare Procurement Officers in relation to the implementation of Self Directed Support. This is compounded by the 1.5 FTE vacancies of HPO's in the locality. Both posts have been advertised and with the settling down of SDS, a concerted effort will be made to make good the targets this year.

SERVICE CONCERNS

There is a clear service concern process in place and from 1st April to 30th June, 2014, 8 service concerns have been received within the Cowal and Bute Area. All service concerns are investigated fully and the Homecare Procurement Officers work closely with the providers to improve any issues raised.

Cowal

<u>Provider</u>	Number of Concerns	Details of Concern	Upheld and appropriate action taken
Provider A	3	<p>Communication and moving and handling issues</p> <p>Concern re capability and nature of staff</p> <p>Moving and handling issue – not following care plan</p>	<p>Upheld – updated care plan and communication channels agreed.</p> <p>Upheld – staff member removed</p> <p>Upheld – training issue and updated careplan supplied.</p>
Provider B	3	<p>Missed visits</p> <p>Communication issues regarding staff not reporting changes to health</p> <p>Correct paperwork not on file, not following through with tasks to ensure service user's safety</p>	<p>Upheld</p> <p>Upheld – staff advised to log all communication with District Nurses clearly.</p> <p>Upheld – clear information passed to staff team to ensure all tasks are done.</p>

Bute

<u>Provider</u>	Number of Concerns	Details of Concern	Upheld and appropriate action taken
Provider A	2	Concern re times of visit and paperwork not being completed	Upheld
		Moving and Handling Issues	Upheld

For information – The above 8 concerns are the total received in this quarter. The total weekly service currently being delivered by the providers is 4074 hours per week.

COMPLAINTS

There has been no complaints regarding the care at home services received in this quarter.

4. CONCLUSION

From the evidence gathered, including service users and families input, services are being provided according to the terms and spirit of the contract.

Due to the fluctuations of staffing, in terms of demand for services and providers capacity to respond, service concern issues are inevitable. All issues identified within this quarter have been addressed, with the intensive support of the Procurement and Commissioning Team together with the Homecare Procurement Officers to maintain continuous improvement. On-going evaluation and monitoring will ensure good practice and customer satisfaction.

The implementation of Self Directed Support on 1st April 2014, alongside the current staff vacancies has had an impact on the monitoring targets this quarter. SDS has changed the assessment and review process for all Social Work staff. We must allow a transition period for staff to become familiar with the new processes and analyse the impact these are having on current workloads.

Concern still remains with regards to shortages of staff, resulting in providers being unable to take on packages at short notice. The IRISS proposals, described previously in the report, will work towards assisting providers to actively look innovatively at ways of attracting staff: especially within the rural areas. Staff recruitment and retention is a nationally recognised problem across all aspects of the care sector.

5 IMPLICATIONS

- | | | |
|-----|-------------------------------------|--|
| 5.1 | Policy | Consistent with Best Value and National Policy on Re-Shaping Older People's Services |
| 5.2 | Financial | None |
| 5.3 | Personnel | None |
| 5.4 | Equalities Impact Assessment | None. |
| 5.5 | Legal | None |

For further information, please contact : Jane Lawrence Winch
Area Manager
01369 707348

ARGYLL AND BUTE COUNCIL

Bute and Cowal Area Committee

Customer Services

5th August 2014

1.0 SUMMARY

At the June, Bute and Cowal Area Committee, there was a discussion regarding Care Inspectorate grades, in particular one provider Mears Care Ltd who are currently scoring grades of 3 across all inspection categories. Following this discussion Adult Care were requested to provide detail that they were satisfied the provider was providing service at an appropriate standard.

2.0 RECOMMENDATIONS

Area Committee are asked to note the content of this report.

3.0 DETAIL

Mears Care Ltd has been a provider of care at home services in Argyll and Bute since July 2009. From this time until October 2012 the provider's performance was good and they maintained grades of 4's in all categories. Following a Care Inspectorate inspection in Oct 2012 their grade for the Quality of Care and Support category fell to a 2. They did not receive a 2 in any other category. However, the scoring system records the lowest score across a range of themes within each category. Around this time the organisation acquired the business of another local care provider following an administration process. It has subsequently been acknowledged that their focus on this event had a detrimental effect on their existing Cowal services.

Date	Quality of Care and Support	Quality of Staffing	Quality of Management & Leadership
20 th Nov 2013	3	3	3
19 th Oct 2012	2	3	3
4 th Nov 2010	4	4	4

Due to the above, this provider's contract risk rating was raised in October 2012 and additional monitoring activity arranged. Adult Services alongside the Procurement and Commissioning Team followed their normal process when a risk level is raised and worked in partnership with the provider to map out improvements and develop an action plan.

Mears Care Ltd currently provides 380 hours per week in Cowal. In the period since their last inspection 20/11/13 we have received and investigated a total of 4 service concerns. Taking account of their activity level, this reflects positively on the quality of services provided.

4.0 CONCLUSION

The reason for the reduction in grades is understood. The provider has made significant improvements that are reflected in the Care Inspectorate's inspection of November 2013. It is important to acknowledge that the public is made aware of all registered care services grades and are able to make an informed choice as to which organisation to use to when they require a care service.

The Council will continue to work with the provider to ensure the improvement trend is sustained. This is a function of the contract and supplier management process and a precursor to formal punitive action.

Current contractual terms and conditions provide a measured range of sanctions, appropriate to the scale of any perceived failings.

It is important to acknowledge the role of the Care Inspectorate, as the statutory regulator, when considering the application of these sanctions.

Mutual respect and maintaining a commitment to work in partnership, to deliver quality services, is an inherent feature of the contractual relationship, between the Council and commissioned service providers.

5.0 IMPLICATIONS

- 5.1 Policy-Consistent with Argyll and Bute's contract and supplier management process
- 5.2 Financial - None
- 5.3 Legal - None
- 5.4 HR - None
- 5.5 Equalities - None
- 5.6 Risk - None
- 5.7 Customer Service - None

Executive Director of Customer Services

For further information contact: Jim Robb – Head of Adult Care
01369-708627

Jackie Connelly – Performance Improvement
01436-658810

**ARGYLL AND BUTE COUNCIL
COMMUNITY SERVICES**

**BUTE & COWAL AREA COMMITTEE
July/Aug 2014**

**CARE INSPECTORATE –LEARNING DISABILITY (LD) DAY SERVICES UPDATE
BY MORAG GILLIES
UNIT MANAGER BUTE & COWAL
AND
JAYNE LAWRENCE- WINCH
AREA MANAGER BUTE & COWAL**

Introduction:

As promised this is to provide the Area Committee a progress report of the Bute & Cowal Learning Disability day services at ASIST in Dunoon and Phoenix on Rothesay.

ASIST

As you may recall we were inspected at the end of January this year prior to the current manager being in post. This was an unannounced visit and the draft report was produced on 28th March by Inspector Kevin Dale and first viewed online on 31/03/14. The grades were as follows:

Quality of Care and Support	Quality of Environment	Quality of Staffing	Quality of Management and Leadership
3 - Adequate	3 - Adequate	3 - Adequate	2 - Weak

This was far from satisfactory as there continued to be outstanding requirements from the previous inspection which included effective support planning. Since this inspection, improvements have been introduced and a new Action Plan was formulated to address the issues.

Never the less, ASIST received an unannounced inspection on 28th May 2014 by Jacqueline Young and her colleague. They had not been aware that we had received the full inspection report only 8 weeks previously. The inspection was a high intensity over a 2 day period and resulted in a very positive outcome as we achieved all the five requirements during that period resulting in the overall improved grades as follows:

Quality of Care and Support	Quality of Environment	Quality of Staffing	Quality of Management and Leadership
4-Good	4-Good	4-Good	4-Good

We of course are extremely proud of all the hard work put in by staff but we also recognise this is only the start of the journey with the ultimate aim to continually improve and maintain a high quality service.

Phoenix

As previously reported to the Committee our former inspection report was unacceptable as the overall scoring was as below:

Quality of Care and Support	Quality of Environment	Quality of Staffing	Quality of Management & Leadership
2-Weak	2-Weak	2-Weak	2-Weak

However we also received a 2 day high intensity inspection on 26th and 27th March 2014 and received positive verbal feedback from the new Inspector Colin McCracken who has a learning disability specialism and the overall grading are:

Quality of Care and Support	Quality of Environment	Quality of Staffing	Quality of Management & Leadership
4-Good	3-Adequate	3-Adequate	4-Good

The Inspector explained that due to the very low grading on the last inspection, he could not grade us higher at this point. However he was clear that our direction of travel is on the rise and he has requested that Phoenix remain on his case load for continuity. We are happy to report Phoenix no longer requires a high intensity inspection due to the improvements and therefore we do not anticipate a further inspection before the 6 month review period.

Never the less we are keen not to rest on our laurels and Morag Gillies has implemented a process of review and evaluation for both units that you may find interesting.

- Internal Quality Evaluation Tool is being introduced which covers every aspect of effective support delivery.
- Standard Support data drives and formats are now held at centrally at Ellis Lodge. This is to ensure standardised systems and processes for all aspects of support delivery. Information formats are populated regularly and hold all relevant information in one place for easy access during inspections. These were used extensively during recent inspections and were proved invaluable

- 'People we Support' Participation Policy/Strategy has been fully implemented for both units. Both inspectors were given the policies during inspection and info on its implementation. We also encourage participation in recruitment and selection of new staff and to date has had good carer representation on interview panels.
- 6 weekly standardised staffing rotas are in place and regular standardised team meetings take place with rolling agenda items. Bank staff continues to be recruited for both sites to ensure staffing ratios remain stable through holiday periods and part of contingency planning. Ongoing training analysis linked with personal PRD's and all identified training needs explored internally, externally and with the Council's training board.
- Clear and concise support planning is now in place for both units. These are linked to full risk assessments and are reviewed monthly with Key/Co Worker input to ensure they remain current. All new formats, systems and processes were positively received at inspection and are now being rolled out Argyll wide for Council Learning Disability support services
- We are currently developing Activity Co-ordinators in both units to ensure activities are regularly updated to meet current and future demand. Development of individual action plans for specific activities will continue to focus on personal outcomes of our service users.
- Communication has much improved on both sites. Newsletters are used quarterly for people we support and families/carers. Family/Carers forum introduced and up and running at ASIST. This has also been introduced at Phoenix but further work is needed to encourage greater participation. We are actively working on more non verbal communication systems in both bases and the use of photographic prompts for our service users.
- We have strong relationships with other external medical and support professionals for health and wellbeing and are having positive action from meetings to ensure the fullest and most positive support for those we work with. We also meet with other providers in Bute and Dunoon to ensure consistency of support and this has proved invaluable in building good working relationships. This has extended to Argyll College to ensure the courses they provide are linked into individual personal outcomes so they are real and meaningful for those attending.
- Both bases are working on access audits and community mapping projects to aid as much community involvement as possible. There is a real willingness and desire to offer a more flexible approach to our service delivery and therefore drop in sessions were introduced in both bases on a Saturday. ASIST has been better received and utilised to date and Phoenix will be launched this Autumn/Winter.

TO CONCLUDE

Previous reports from the Care Inspectorate inspection of ASIST and Phoenix Day Services identified several areas for improvement. Both now have plans in place that meets the Care Inspectorate and Council requirements which have been reflected in the overall improved grades. We will continue to monitor and review progress over the

coming months with the aim for both services to reach and maintain maximum grades. We clearly still have a way to go but with the willingness and commitment of staff we will strive for excellence. We hope this update has been informative and are happy to provide further update reports as and when necessary.

IMPLICATIONS

<i>Policy:</i>	More robust service monitoring and review adopted.
<i>Financial:</i>	None, all improvements met within current budget.
<i>Legal:</i>	None
<i>Personnel:</i>	None
<i>Equal Opportunities:</i>	Promotes equal opportunities for people with Learning Disabilities to lead full, meaningful and active lives.

For more information please contact

Jayne Lawrence-Winch

Area Manager

Adult Care

Bute & Cowal

Argyll and Bute Council

Ellis Lodge

Argyll St

Dunoon

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****5 AUGUST 2014**

ROADS REVENUE BUDGET 2013 TO 2014 – 4TH QUARTER UPDATE / YEAR END

1.0 EXECUTIVE SUMMARY

- 1.1 The main purpose of this report is to advise Members of the roads revenue budget position at the end of financial year 2013/14.
- 1.2 This report follows-on from the report presented at the February Area Committee, which provided information on road maintenance revenue activities being delivered in 2013/14.
- 1.3 The overall roads maintenance budget for the 2013/14 year (excluding winter maintenance and coastal protection) was £4,517,111. Spend at the end of the financial year was £4,666,281; this equates to an overspend of £149,170 or 3.3% of the original budget.

ROADS REVENUE BUDGET 2013 TO 2014 – 4TH QUARTER UPDATE / YEAR END

2.0 SUMMARY

- 2.1 This report follows-on from the report presented at the February Area Committee, which provided information on road maintenance revenue activities being delivered in 2013/14.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes this report.

4.0 DETAILS

- 4.1 Members were presented with three reports earlier in the 2013 to 2014 financial year which provided information on the roads maintenance revenue budget. This fourth report provides end-of-year financial information on roads maintenance spend for the 2013 to 2014 financial year.
- 4.2 As mentioned in previous reports, the Roads Operations Budget is proposed in line with the Roads Maintenance and Management Strategy and the Roads Maintenance and Asset Management Plan (RAMP). Again, as explained previously, the available revenue budget is currently insufficient to allow all of the required works to be fully undertaken.
- 4.3 Roads revenue expenditure is closely monitored by separating types of work into different 'activities'. This report is based solely upon financial information which has been collated through the 'Total' costing system. Budgetary figures provided in the Appendices to this report represent the final year-end spend for roads revenue maintenance activities for the 2013/14 financial year. Winter maintenance and coastal protection costs have been excluded from this report.
- 4.4 Appendix 1a shows the overall roads revenue maintenance budget for each area. The overall roads maintenance budget for the 2013/14 year (excluding winter maintenance and coastal protection) was £4,517,111 as indicated in the table.
- 4.5 Appendix 1b provides information on percentage spend for each. Spend at the end of the financial year was £4,666,281; this equates to an overspend of £149,170 or 3.3% of the original budget.
- 4.6 In order to show what level of service can be provided for each activity, the unit rate (cost) has been estimated for undertaking units of work i.e. a square metre of patching or a metre of ditch cleaned. In this report – Appendix 1c - the budget spent for each activity has been

divided by the estimated unit rate for that activity to give the amount of work that would be expected to have been achieved within that budget spend.

4.7 Appendix 1d shows graphically how some of the main work activities progressed throughout the year in financial terms. Budget profiles are set for each budget line and are used to manage actual expenditure against available budget. Appropriate action has been taken over the financial year to achieve a level of satisfactory performance, whilst ensuring that we work within the available budget. Graphs show 'target' spend versus 'actual and re-profiled' spend. The last two graphs, indicating overall spend for the year, are of particular interest.

5.0 CONCLUSION

5.1 This report provides Members with a financial update on the roads revenue maintenance budget for the last financial year 2013 to 2014. It indicates that the roads maintenance revenue budget was overspent by 3.3%. Further quarterly reports will continue to be presented to Members at future Area Committees.

6.0 IMPLICATIONS

6.1	Policy	Works assessed and carried out under the current Roads Asset Management and Maintenance Plan.
6.2	Financial	The available Roads revenue budget is below that required in terms of the RAMP.
6.3	Legal	None
6.4	HR	Roads revenue maintenance works are delivered by both Roads Operations and Amenity Operatives.
6.5	Equalities	None
6.6	Risk	Deterioration of road network if budget not spent effectively.
6.7	Customer Services	Maintains service level commitment set out in Service Plan.

Executive Director of Development and Infrastructure

Policy Lead Councillor Ellen Morton

July 2014

For further information contact: Stewart Clark, Roads Performance Manager,

Tel: 01546 604893

APPENDICES

- Appendix 1a
- Appendix 1b
- Appendix 1c
- Appendix 1d

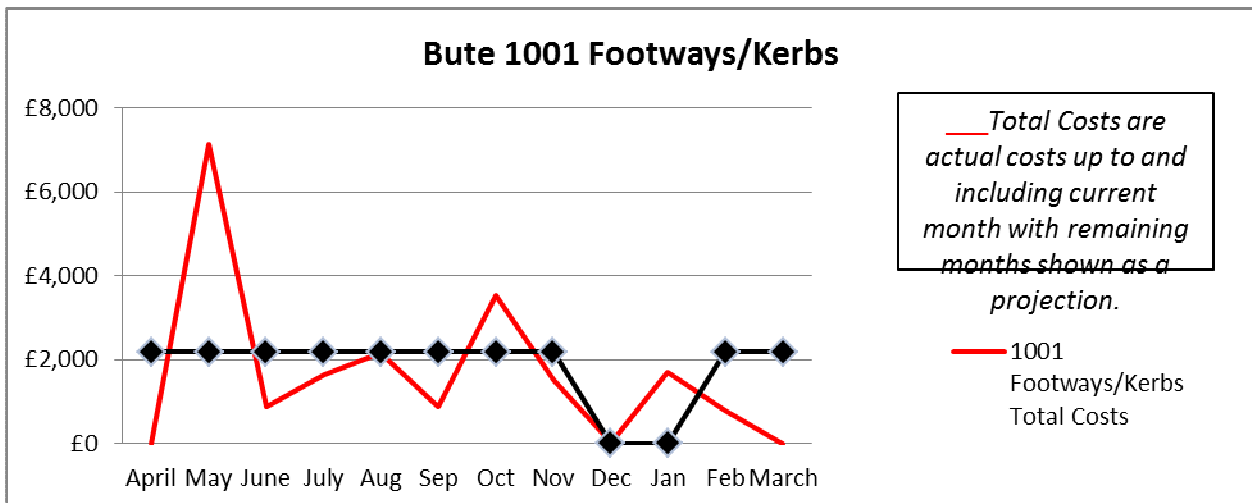
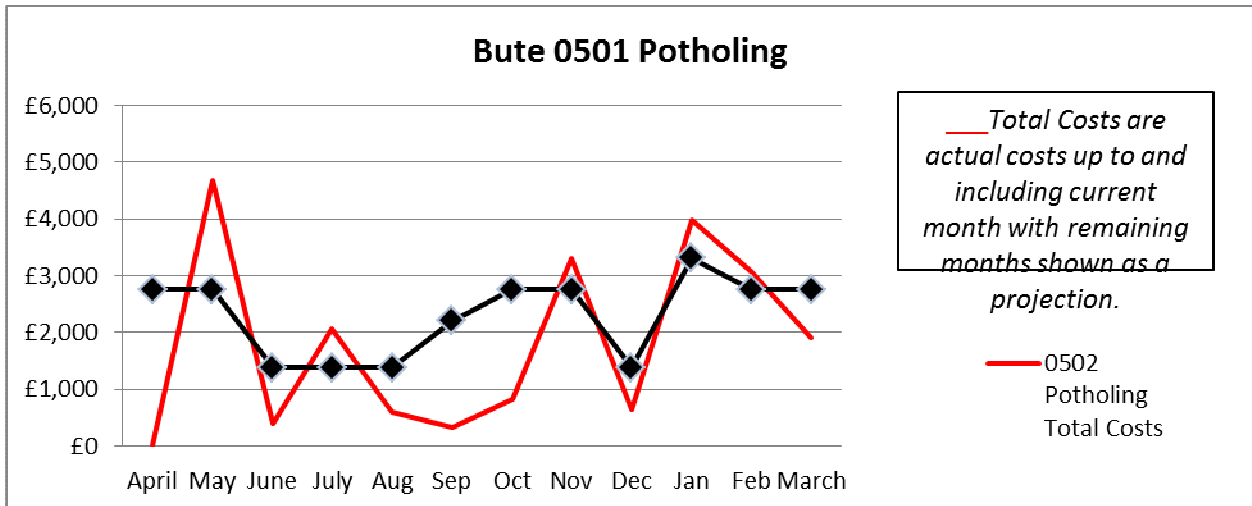
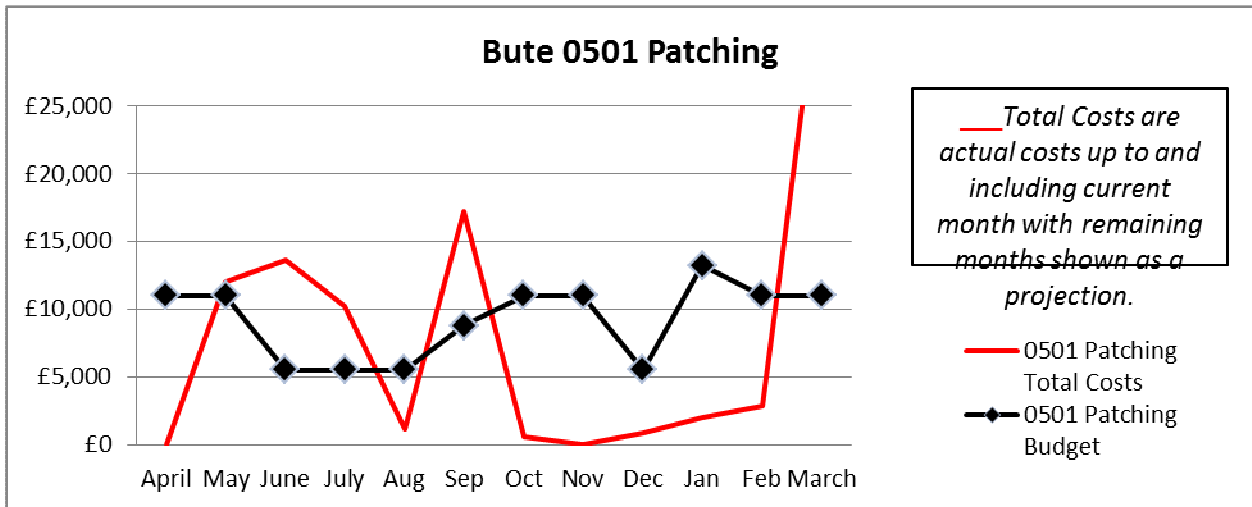
APPENDICES

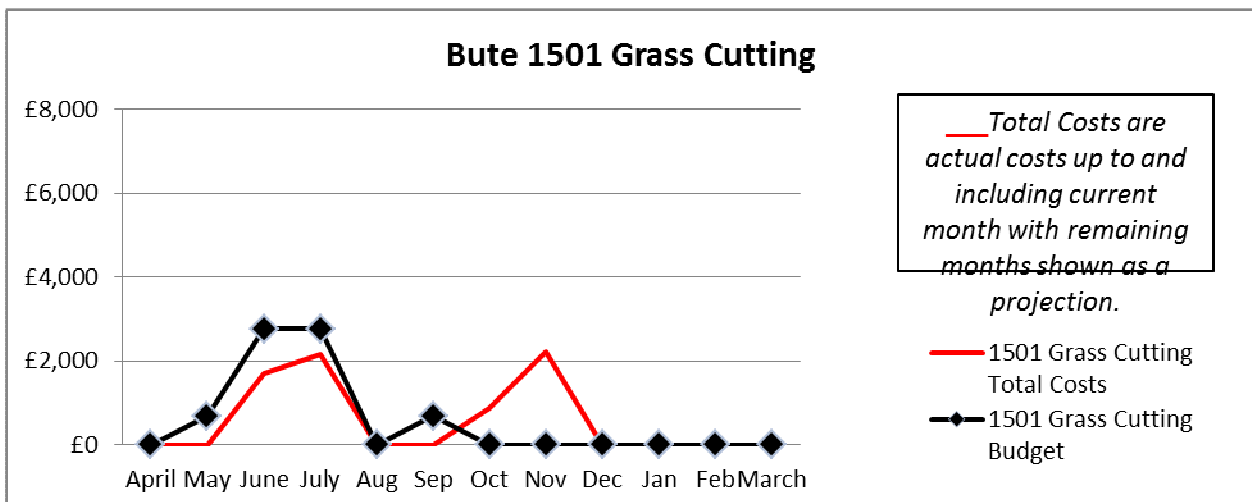
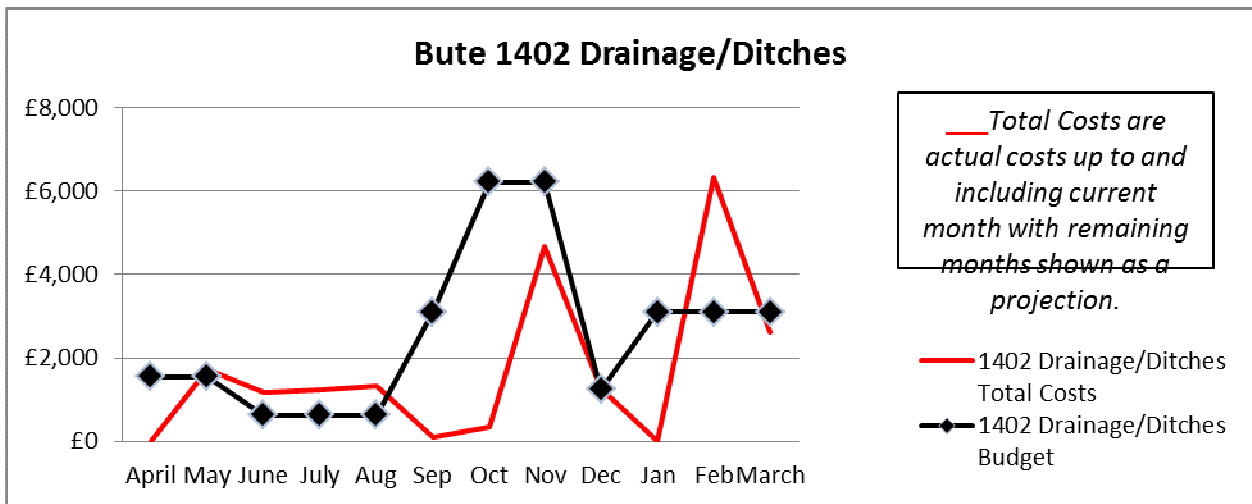
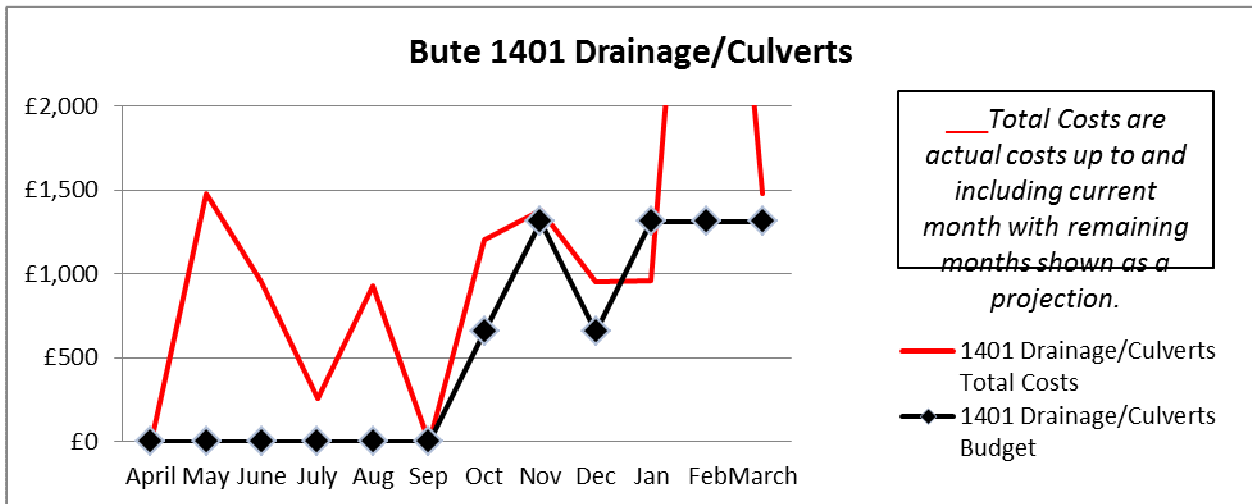
Roads Revenue Maintenance Budget 2013 to 2014

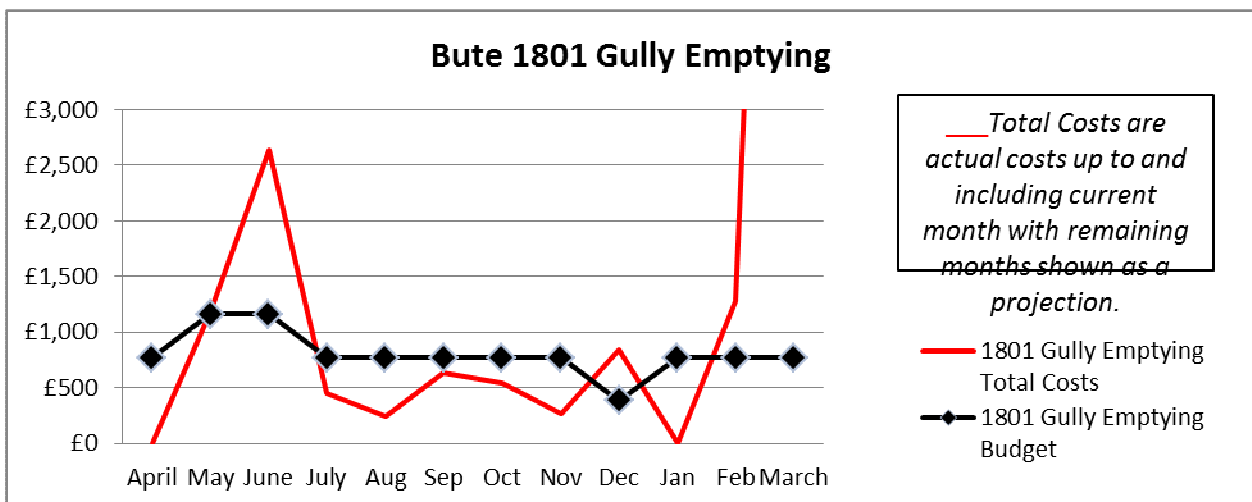
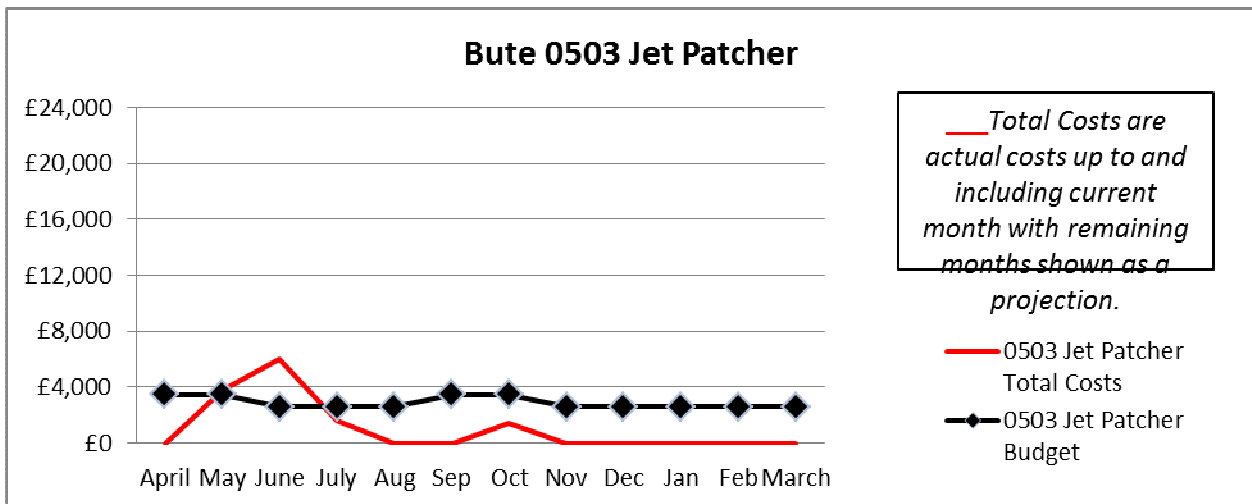
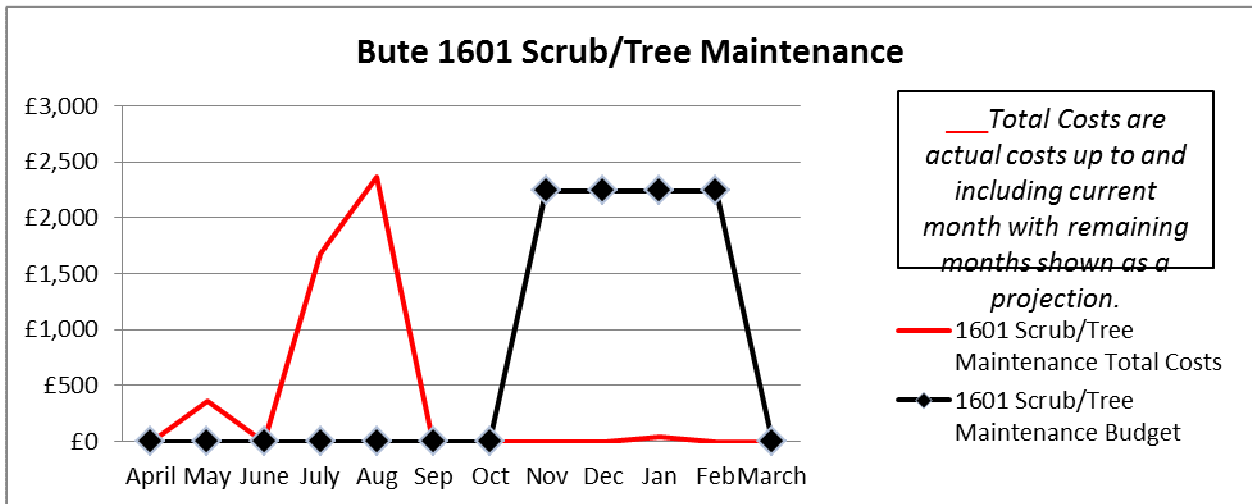
Activity	Activity Description	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B&C	H&L	All	Total
0701	Bridges	0	0	0	0	0	0	0	0	0	0	0	225,000	225,000.00
1002	Cycleway Patching	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2001	Bounday Fences/Walls	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2101	Pedestrian Guardrails	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2201	Traffic Signals	0	0	0	0	0	0	0	0	0	0	0	30,000	30,000.00
2501	Sweeping and Cleaning	0	0	0	0	0	0	0	0	0	0	0	0	0.00
3201	Emergency Incidents	4,300	4,300	4,300	12,900	12,740	5,160	17,900	0	9,890	9,890	7,310	0	48,000.00
3202	Summer Standby	7,667	7,667	7,666	23,000	7,800	5,200	13,000	0	14,000	14,000	20,000	13,000	83,000.00
0000	Unallocated	0	0	0	0	0	0	0	0	0	0	0	0	0.00
0501	Patching	154,910	166,909	71,909	393,728	213,448	105,298	318,746	109,927	244,164	354,091	255,546	0	1,322,111.00
0502	Potholing	30,000	28,000	125,000	183,000	182,000	91,000	273,000	27,600	44,400	72,000	58,000	0	586,000.00
0801	Cattle Grids	0	0	0	0	0	0	0	0	0	0	0	30,000	30,000.00
1001	Footways/Kerbs	2,500	2,500	2,500	7,500	4,500	3,000	7,500	21,725	26,025	47,750	29,250	0	92,000.00
1301	Remedial Earthworks	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1401	Drainage/Culverts	9,500	18,500	19,500	47,500	57,100	21,400	78,500	6,555	15,295	21,850	66,150	0	214,000.00
1402	Drainage/Ditches	45,000	48,000	70,000	163,000	96,000	61,000	157,000	31,050	72,450	103,500	76,500	0	500,000.00
1601	Scrub/Tree Maintenance	13,000	13,000	13,000	39,000	23,400	9,600	33,000	8,970	20,930	29,900	27,100	0	129,000.00
1701	Road Markings/Studs	7,000	15,000	15,000	37,000	20,000	0	20,000	5,000	30,000	35,000	25,000	0	117,000.00
2301	Traffic Signs	6,500	6,500	6,500	19,500	19,165	24,285	43,450	5,000	10,000	15,000	11,050	0	89,000.03
2311	Illuminated Bollards	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000.00
2401	Vehicle Safety Fence	9,000	1,000	1,000	11,000	1,800	1,200	3,000	690	1,610	2,300	1,700	0	18,000.00
2411	Street Name Plates	400	400	400	1,200	720	480	1,200	0	920	920	680	0	4,000.00
Roads		289,777	311,776	336,775	938,328	638,673	327,623	966,296	216,517	489,684	706,201	578,286	303,000	3,492,111
1501	Grass Cutting	24,500	24,500	24,500	73,500	44,100	19,400	63,500	6,905	39,445	46,350	46,650	0	230,000.00
1503	Weed Spraying	4,000	4,000	4,000	12,000	14,000	6,000	20,000	8,000	4,000	12,000	20,000	0	64,000.00
Amenity		28,500	28,500	28,500	85,500	58,100	25,400	83,500	14,905	43,445	58,350	66,650	0	294,000.00
0503	Jet Patcher	87,000	65,000	50,000	202,000	59,000	98,000	157,000	34,850	104,650	139,500	55,500	0	554,000.00
1801	Gully Emptying	14,000	14,000	4,000	32,000	40,200	3,800	44,000	9,660	47,540	57,200	43,800	0	177,000.00
Fleet		101,000	79,000	54,000	234,000	99,200	101,800	201,000	44,510	152,190	196,700	99,300	0	731,000.00
		419,277	419,276	419,275	1,257,828	795,973	454,823	1,250,796	275,932	685,319	961,251	744,236	303,000	4,517,111
													Budget	4,517,111.03

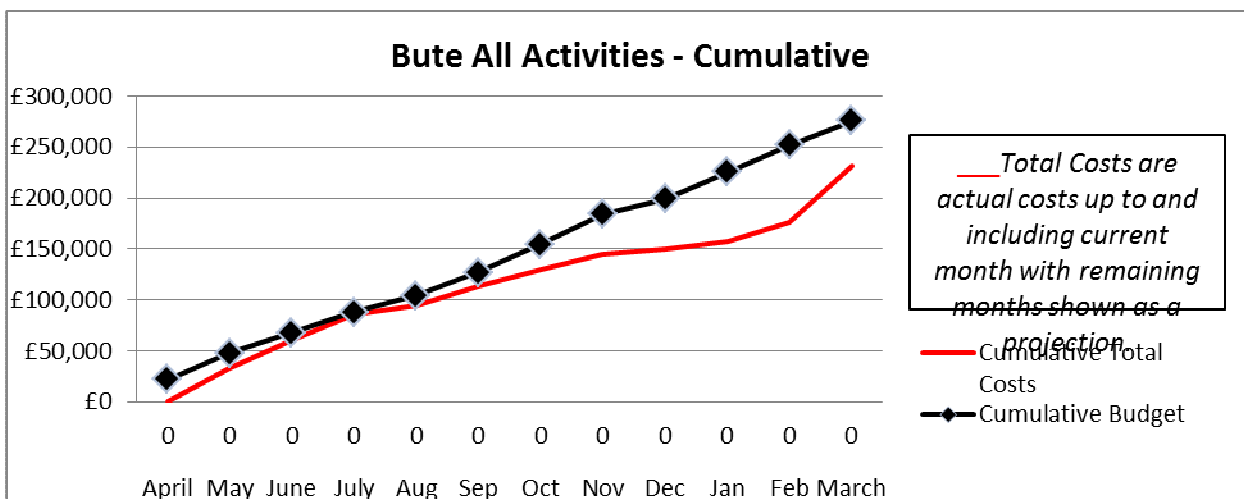
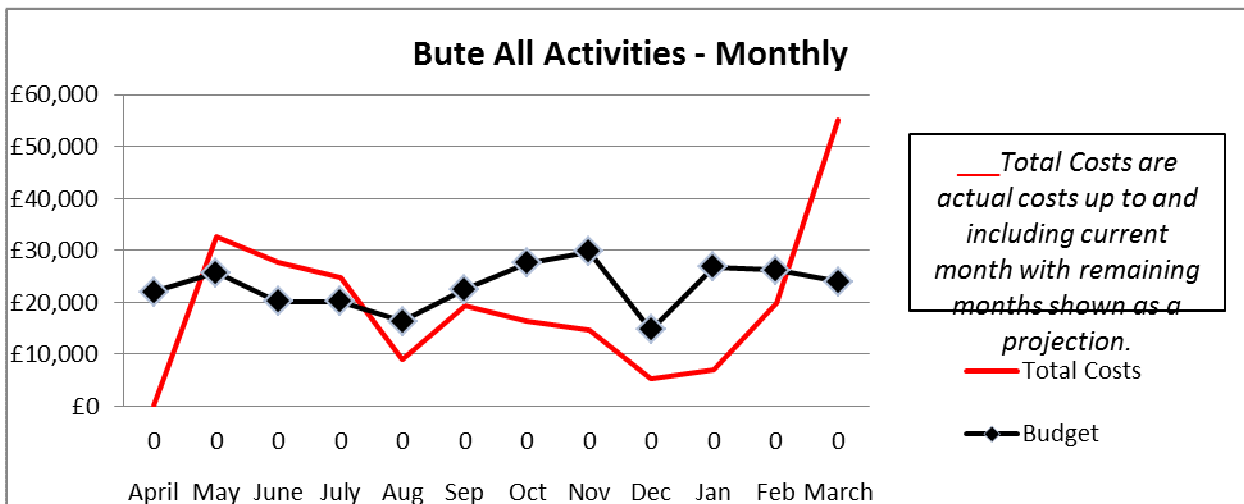
Roads Revenue Maintenance Budget – Helensburgh and Lomond
End of 4th Quarter Spend and Estimate of Percentage of Target Achieved

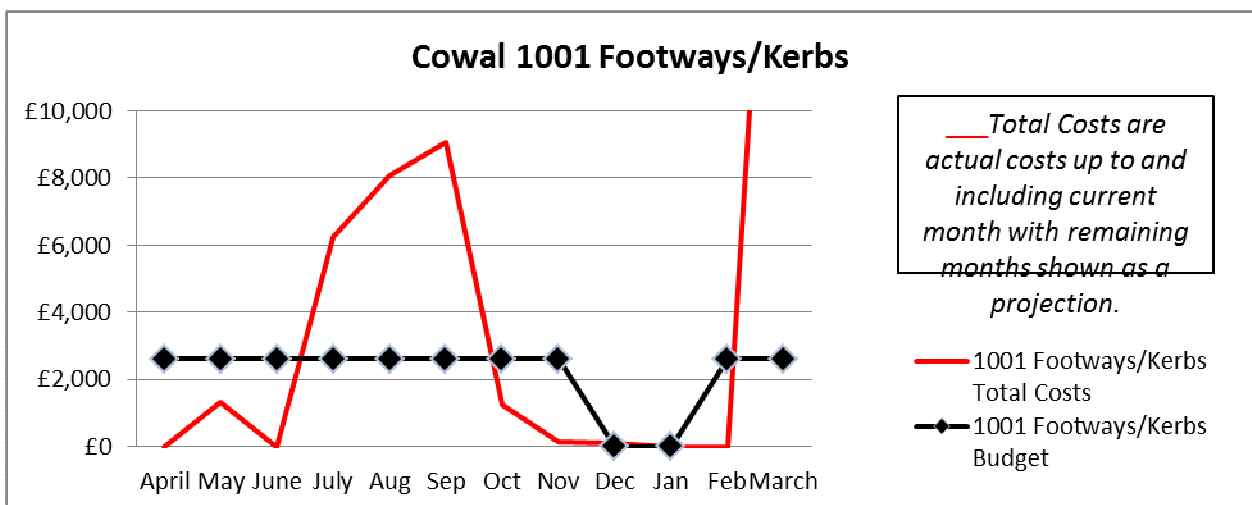
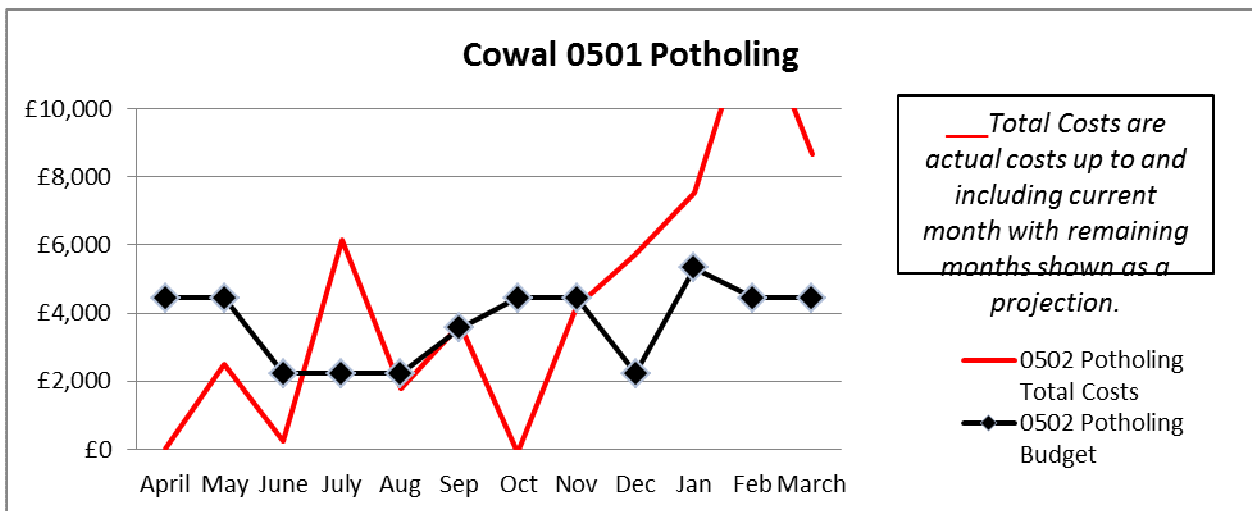
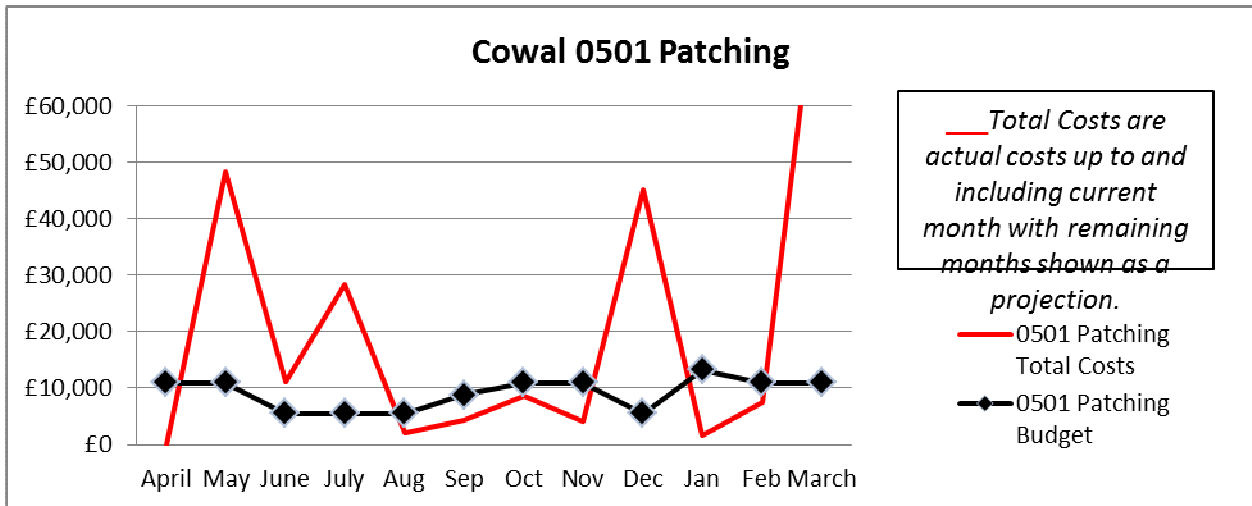
			B & C 2013/14					Asset:-
Funding	Activity	Unit	Spend to Date	Estimated Works Quantity	% of Asset Management Plan achieved	Target Unit Rate	Target Quantity (from Asset Management Plan)	Inventory Quantity
R10	0501 Patching	sq.m	£ 346,078.00	11346.82	57.50%	£ 30.50	19734.70	1,973,470.00
	0502 Potholing	n/a	£ 75,160.00					
	1001 Footways Resurfacing	sq.m	£ 72,498.00	3921.95	158.28%	£ 18.49	2477.87	166,799.84
	1401 Drainage Culverts	no.	£ 76,934.00	1975.20	102.91%	£ 38.95	1919.33	3,384.00
	1402 Drainage Ditches	m	£ 42,527.00	23891.57	31.33%	£ 1.78	76250.42	298,972.00
	1501 Grasscutting	m	£ 37,446.00	1142575.26	37.68%	£ 0.03	3032116.00	2,599,637.00
	1503 Weedkilling	sq.m	£ 12,864.00	102912.00	41.75%	£ 0.13	246500.00	346,500.00
	1601 Scrub / Tree Maintenance	n/a	£ 16,541.00					
	2301 Traffic Signs	no.	£ 21,874.00	249.82	226.28%	£ 87.56	110.40	1,035.00
	Totals		£ 701,922.00					

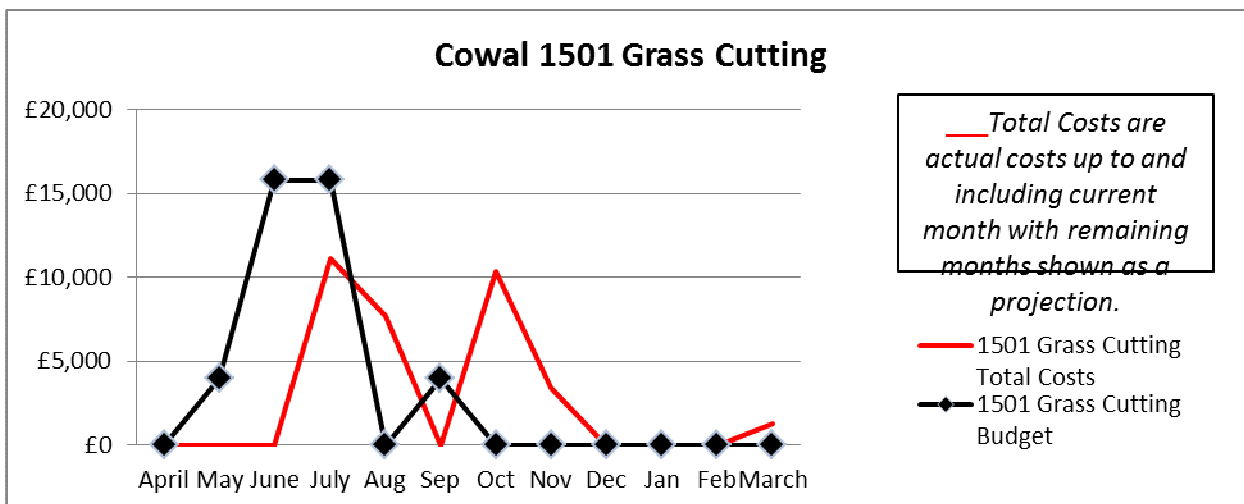
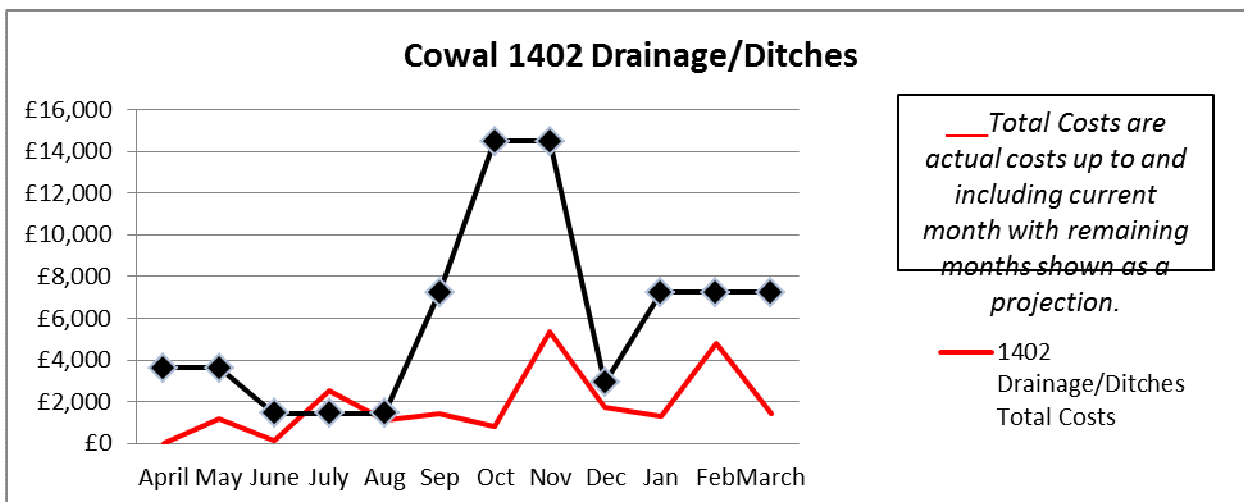
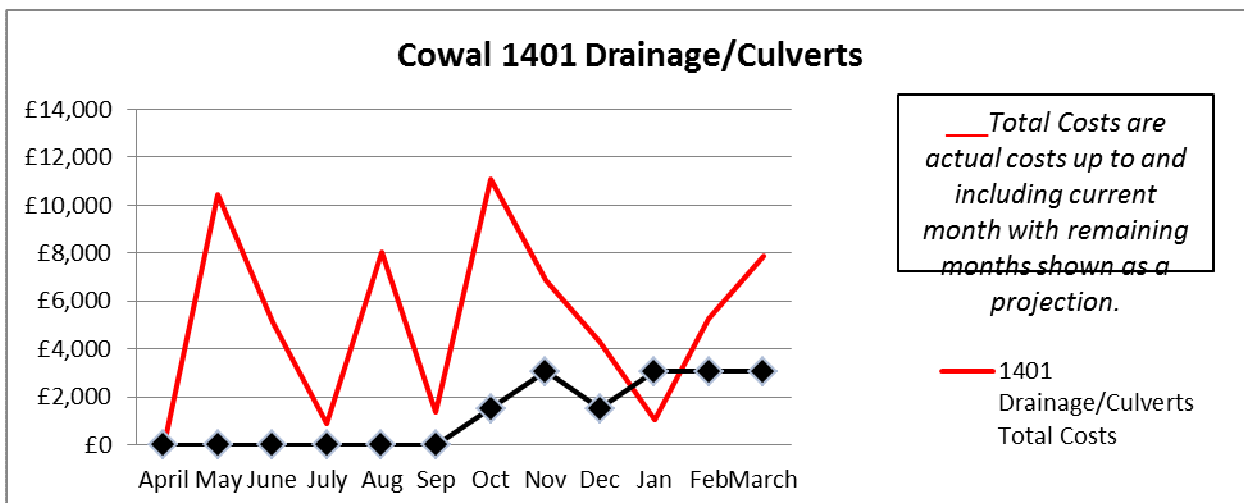


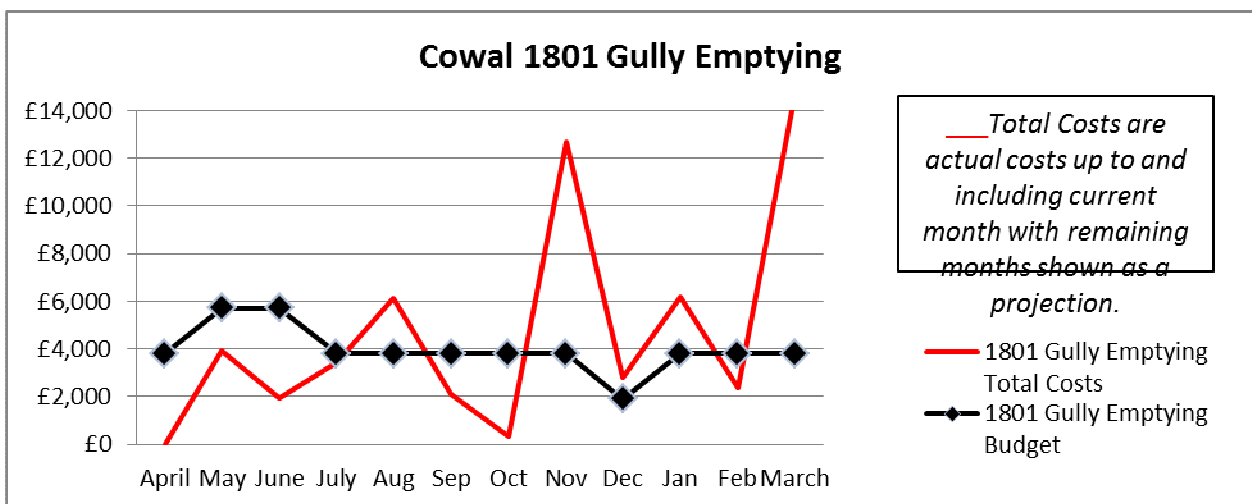
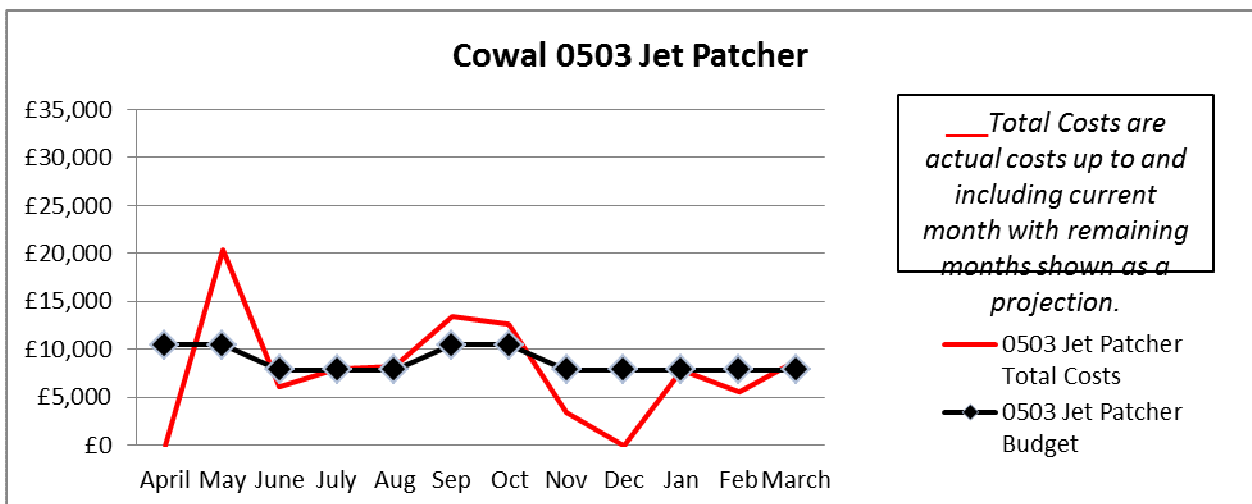
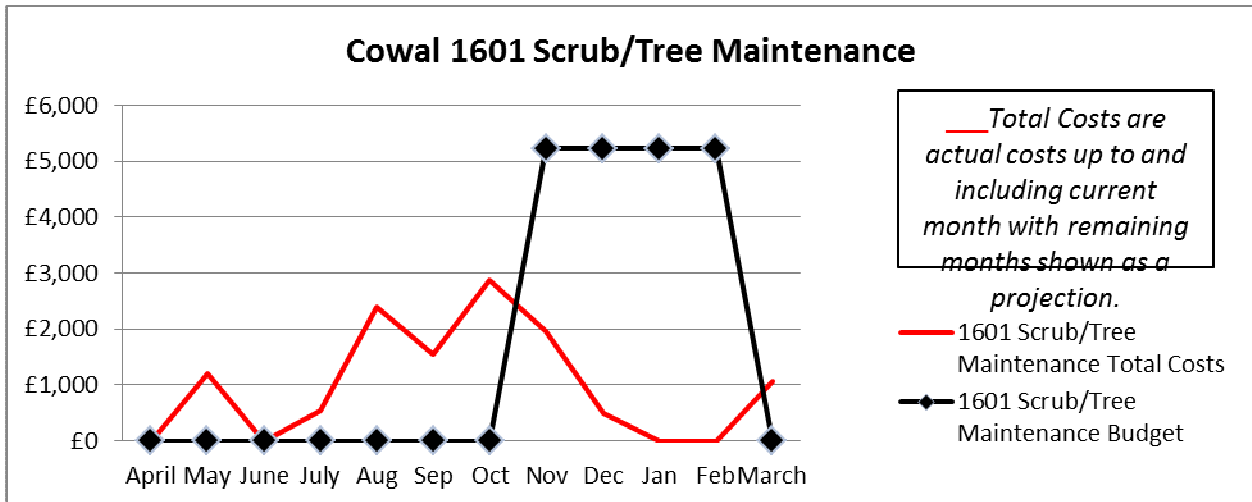


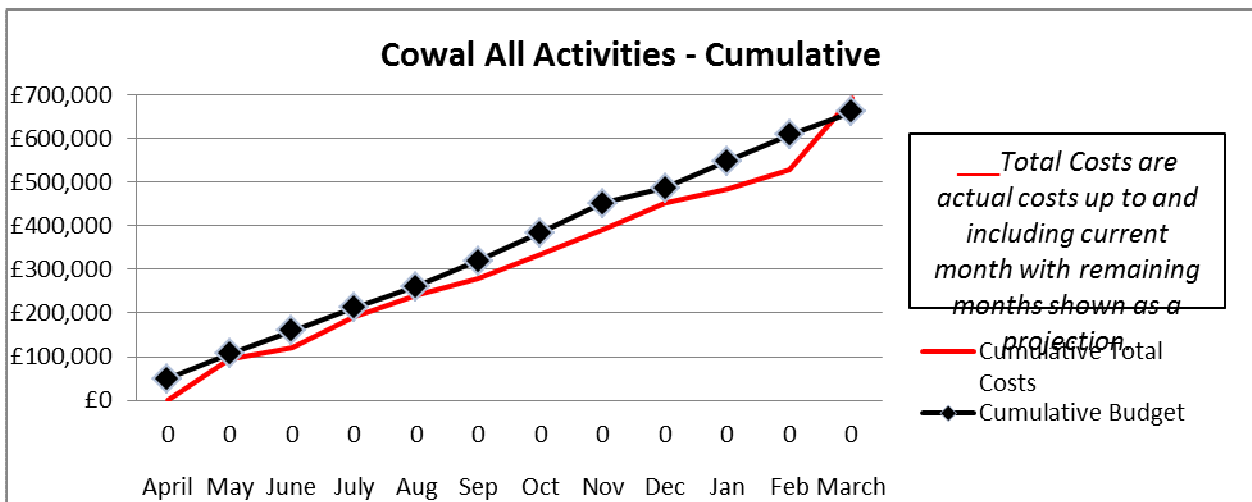
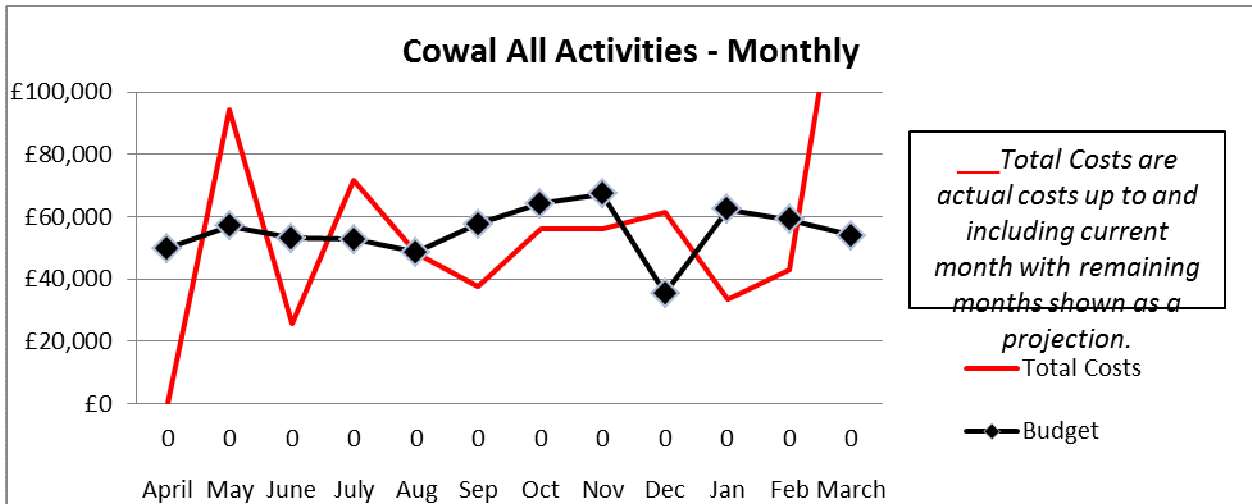












ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA COMMITTEE****DEVELOPMENT & INFRASTRUCTURE
SERVICES****5 August 2014**

ROADS UPDATE

1.0 EXECUTIVE SUMMARY

This report provides an update on the following roads-related issues in the Bute and Cowal Area:-

- Capital programme – update on progress.
- Revenue works.
- Traffic Regulation Orders – current position.

ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

Development & Infrastructure Services

5 August 2014

ROADS UPDATE

2.0 INTRODUCTION

This report provides an update on outstanding and on-going roads related issues in the Bute and Cowal Area.

3.0 RECOMMENDATIONS

It is recommended that Members note this report.

4.0 DETAIL

4.1 2014/2015 Capital Programme:-

Work is progressing on this year's roads reconstruction capital programme. Details are attached in the appendix to this report. The current situation is as follows:-

- Bute –Capital works are 80% complete over the whole programme.
- Cowal – The Cowal Capital programme is 17% complete. The footways works are now 15% complete and good progress is being made on the B836 Stronafian to Clachaig scheme.

4.2 Revenue Works –

At the time of writing this report, road-side grass-cutting was ongoing in the Bute and Cowal Area. An update on the very latest situation will be provided at the Area Committee meeting in August.

4.3 Traffic Regulation Orders –

The status of traffic regulation orders in the Bute and Cowal Area is as follows:-

- On road parking charges Rothesay – Forms part of DPE.
- Albert Pier, Rothesay parking charges – Awaiting parking review.
- Dunoon town centre amendments – Forms part of DPE.
- Argyll St Disabled bays. Amend Order - Change to full time with limited parking between 09:00 – 17:00hrs - No objections only support. Consultations complete. Awaiting final processing.

- A815 Cot House proposed 40mph speed restriction – Consultations complete. Effective from 1 August 2014 – poles and signs ordered.
- Disabled persons' parking places Amendment 1 – Ongoing process.
- Clachaig 30mph speed restriction – Signs and poles ordered.

5.0 CONCLUSION

This report provides an update to Members on roads issues in Bute and Cowal.

6.0 IMPLICATIONS

6.1	Policy	Works assessed and carried out under the current Roads Asset Management and Maintenance Plan.
6.2	Financial	Capital programme based on the capital allocation for years 2012 to 2015.
6.3	Legal	None
6.4	HR	None
6.5	Equalities	None
6.6	Risk	Completed works will reduce requirement to repair and maintain existing carriageway.
6.7	CS	None

Executive Director of Development and Infrastructure

Policy Lead Jim Smith
Head of Roads & Amenity Services
9 July 2014

For further information contact: Stewart Clark, Roads Performance Manager,
Tel: 01546 604893

APPENDIX

Bute

Route	Location	Estimated Value	Proposed Scheme Details	% Complete
A886	Stuck	£20,000	Reconstruction	0%
A844	Ettrick Bay	319000	Surface Dressing	90%
-	Bute Footways	£18,000	Footway Reconstruction	0%
Area Total		£357,000		

Cowal

Route	Location	Estimated Value	Proposed Scheme Details	% Complete
B836	Stronafian - Clachaig	£780,000	Reconstruction, Road widening and overlay	0%
A815	Cowal Footway	£158,000	Footway Reconstruction	15%
B836	Dalinlongart - Clachaig	£70,000	Surface Dressing	100%
Area Total		£1,008,000		

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA COMMITTEE****DEVELOPMENT & INFRASTRUCTURE
SERVICES****5th August 2014**

ROAD SAFETY, TRAFFIC MANAGEMENT AND CAR PARKING IMPROVEMENTS

1.0 EXECUTIVE SUMMARY

This report seeks approval from the Area Committee to proceed with various measures to deal with concerns and complaints, received via Elected Members from residents and road users, regarding traffic speeds, difficulties for pedestrian crossing and manoeuvrability in and use of, car parks.

Various measures were discussed with Members and details on proposals were presented at March Business Day. Committee approval is sought to allow the Roads Operations Team to proceed with initial works to introduce crossing points, speed tables and pedestrian fencing and to commence the process of amending Traffic Regulation Orders to adjust the use of car parks and on-street parking bays as follows.

RECOMMENDATIONS

That members approve;

The introduction of speed tables in Victoria Rd. located at Hill St., Hanover St. and MacArthur St. to control traffic speeds and aid pedestrian crossings on routes to schools and the town center.

The amendments to Jane Villa Car Park to aid access and egress onto Argyll St. and enhance Disabled Parking in association with the Surgery opposite and the enhanced traffic light crossing points at John St.

The amendments to Glen Morag parking and re-cycling facilities including formal HGV parking and the amendment to Hanover St car park to maximize light vehicle use.

The introduction of advance warning signs and where practicable, refuges to aid pedestrian crossings at Sandbank and Port Riddel.

The removal of parking bays on the east side of Victoria Rd. and introduction on West side, to allow unrestricted views at the exit points of Royal Crescent.

The installation of "Twenty's Plenty – Glen Morag" signage to advise motorists to curtail their speed in Kilbride Rd. and adjacent streets.

ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

DEVELOPMENT & INFRASTRUCTURE
SERVICES

5th August 2014

ROAD SAFETY, TRAFFIC MANAGEMENT AND CAR PARKING IMPROVEMENTS

2.0 INTRODUCTION

2.1 The recommendations below are designed to alleviate or eliminate various issues raised by residents, pedestrians and drivers on the safe use of the roads and car park network in Dunoon and the surrounding area. The solutions arrived at take into consideration the requests for improvements from constituents and Elected Members and are considered the most economic and easily delivered solutions to allow improvements as soon as practicable.

3.0 RECOMMENDATIONS

Members are asked to approve;

3.1 The introduction of speed tables in Victoria Rd. located at Hill St., Hanover St. and MacArthur St. to control traffic speeds and aid pedestrian crossings on routes to schools and the town center.

3.2 The amendments to Jane Villa Car Park to aid access and egress onto Argyll St. and enhance Disabled Parking in association with the Surgery opposite and the enhanced traffic light crossing points at John St.

3.3 The amendments to Glen Morag parking and re-cycling facilities including formal HGV parking and the amendment to Hanover St car park to maximize light vehicle use.

3.4 The introduction of advance warning signs and where practicable, refuges to aid pedestrian crossings at Sandbank and Port Riddel.

3.5 The removal of parking bays on the east side of Victoria Rd. and introduction on West side, to allow unrestricted views at the exit points of Royal Crescent.

3.6 The installation of "Twenty's Plenty – Glen Morag" signage to advise motorists to curtail their speed in Kilbride Rd. and adjacent streets.

4.0 DETAIL

4.1 Residents in upper Dunoon previously expressed difficulties in crossing Victoria Road. This was especially so at the blind summit near MacArthur Street and the blind bend at Hanover Street. Speed surveys carried out by the Police confirmed that speeds were only slightly above the 30mph speed limit, 85% speed at Hanover Street being 28mph and at MacArthur Street being 33mph.

4.2 Despite the above, requests for measures to reduce traffic speeds in Victoria Road persisted. The proposal to introduce Speed Tables indicated in APPENDIX 1

- was agreed as acceptable with Members, at Business Day of 4th March 2014.
- 4.3 Concerns regarding the difficulties of exiting Jane Villa Car Park had been passed on by Elected Members previously. There were also related issues with disabled access or parking facilities at the Argyll Street Surgery opposite.
- 4.4 The proposal discussed at the Business Day is to create a separate exit from Jane Villa car park to allow an easier turn N/B onto Argyll St. In association with this, a formal clockwise circuit within the car park will allow two disabled bays between the access points, including surfacing improvements with additional clearance zones and easier access to the footways on Argyll Street. APPENDIX 2. indicates the revised parking configuration to maximize use of space.
- 4.5 The use of Hanover Street parking area by HGVs has been recognized as less than ideal, due to the narrowness of access roads affecting maneuverability. In parallel with this, the use of Glen Morag parking area by HGVs, at certain times, has been a source of complaint from some residents.
- 4.6 The proposed changes to both these parking areas formalize use in line with current practice. Hanover Street is best suited for smaller vehicles and cars are already utilizing the central space in an uncontrolled manner. The re-configuration of Glen Morag parking area improves accessibility for vehicles servicing the recycling facility and places HGV space away from adjacent residential properties, whilst still retaining a sizeable car parking facility for the adjacent play area and esplanade walkway. Details attached in APPENDIX 3.
- 4.7 Previous requests for traffic light controlled pedestrian crossing points on the A815 have not resulted in installation, as traffic volumes were insufficient to merit a fully controlled crossing point. However concerns remain on the ability for elderly pedestrians to safely cross the A815 in Sandbank at Wallace Court and also at the A815 Port Riddel.
- 4.8 The offer to increase the warning signage and where practicable, install a pedestrian refuge, was discussed with Members at previous business days. This is seen as a low cost solution to alleviate the previous concerns. Signing and crossing point configurations are attached in APPENDIX 4
- 4.9 In parallel with the concerns regarding traffic speeds in Victoria Rd , there was a specific concern from residents who utilize Royal Crescent Lane , that vision along Victoria Rd was restricted due to parked cars , making exits manoeuvres hazardous.
- 4.10 The proposal is to move the parking bays from the East to the West side of Victoria Road between the North and South exits to Royal Crescent and amend the footway build outs to allow clear vision at Hill Street and Mary Street In conjunction with improving vision from the adjacent access lane, this moves parking to the side where residents have no alternative facility. Details are included in APPENDIX 5 and are proposed to be delivered in parallel with the Hill Street Speed Table works.
- 4.11 Residents of Kilbride Road and adjacent streets remain concerned about the speed of vehicles in this residential area. Officers explained to Members at the Business Day that the likelihood of speeds in excess of 30mph are limited due to parked vehicles and road geometry, restricting forward vision.
- 4.12 The proposal to provide a “Twenty’s Plenty” advisory speed zone is considered

the most appropriate level of treatment in this area. Details in APPENDIX 6.

5.0 CONCLUSION

5.1 The introduction of the above measures will improve the use of both on-street and off-street parking areas. There will also be an improvement in traffic speed management and the ease by which drivers access, use and exit several parking areas. It will also increase pedestrian safety at several locations where desire lines indicate increased use and enhance the current Disabled Parking provision.

5.2 Funding for the works will be from two sources as estimated below,

Parking Income Revenue - Car Park Maintenance fund

Jane Villa Car Park re-configuration	£23,500
Hanover St. Car Park amended TRO and lining	£1,000
Glen Morag amended TRO, kerbs, lining & surfacing	£3,200
Victoria Rd on-street parking adjustment inc TRO	£9,000

Road Safety Revenue budget – Signing and surfacing

Victoria Rd, Speed Tables, lining and signs. Inc. TRO	£31,500
Sandbank crossing point, signing.	£2,000
Port Riddel crossing point, pedestrian refuge and signing.	£9,000
Glen Morag area “Twenty’s Plenty” signing.	£4,500

6.0 IMPLICATIONS

- | | | |
|-----|------------|--|
| 6.1 | Policy | Works assessed and carried out under the current Roads Asset Management and Maintenance Plan. |
| 6.2 | Financial | Works partly funded from Road Safety Improvements budget and partly from the maintenance budget generated through parking income. |
| 6.3 | Legal | Traffic Regulation orders to be amended to cater for adjustments in parking provision. |
| 6.4 | HR | None |
| 6.5 | Equalities | None |
| 6.6 | Risk | Completed works will assist in the safe use of carriageways, footways and parking areas for the benefit of both pedestrians and vehicle users. |
| 6.7 | CS | None |

Executive Director of Development and Infrastructure Services

Policy Lead - Jim Smith, Head of Roads and Amenity Services

14th July 2014

For further information contact: Callum Robertson, Roads Performance Manager.
(Tel: 01631 569197)

ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

DEVELOPMENT & INFRASTRUCTURE
SERVICES

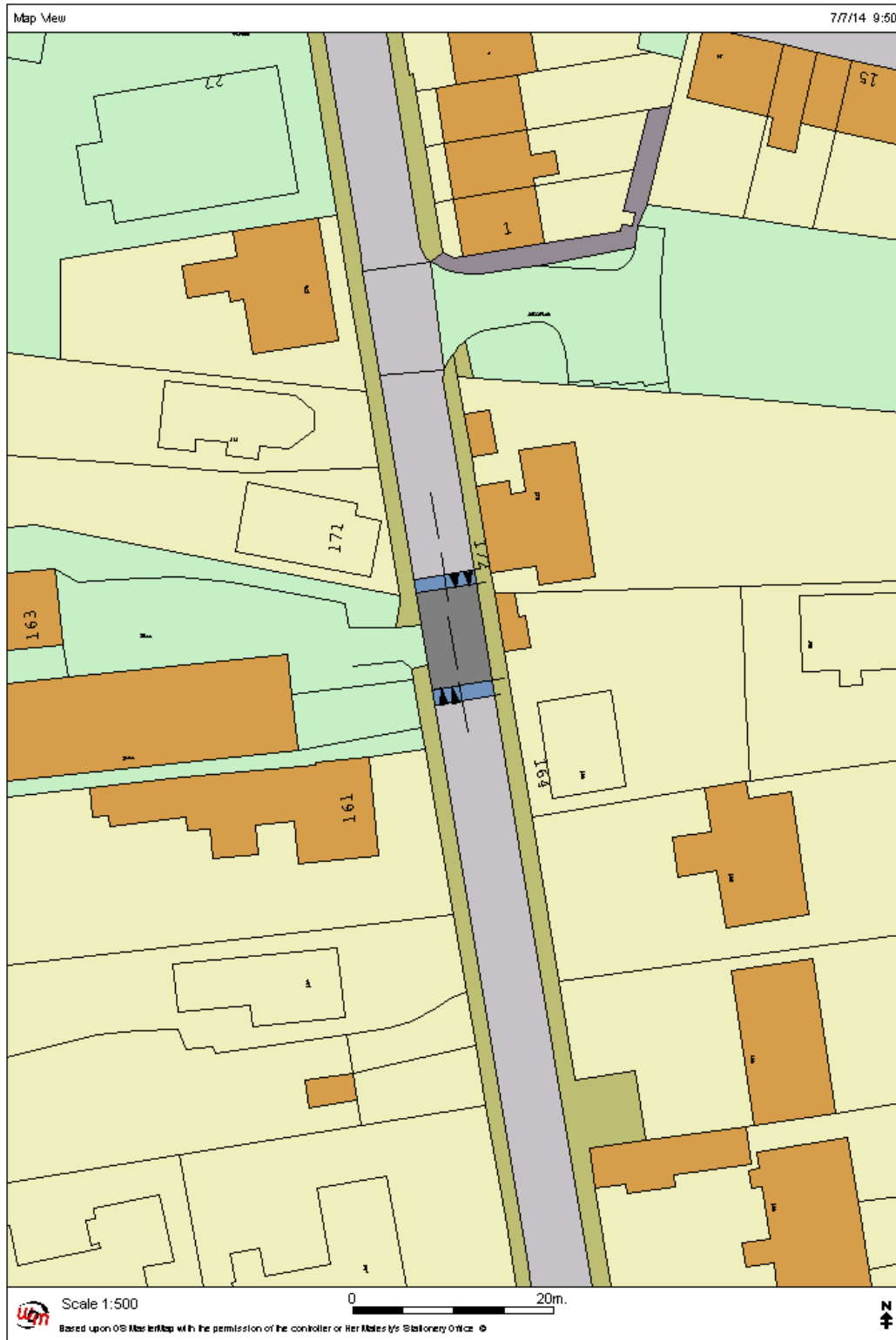
5th August 2014

ROAD SAFETY, TRAFFIC MANAGEMENT AND CAR PARKING IMPROVEMENTS

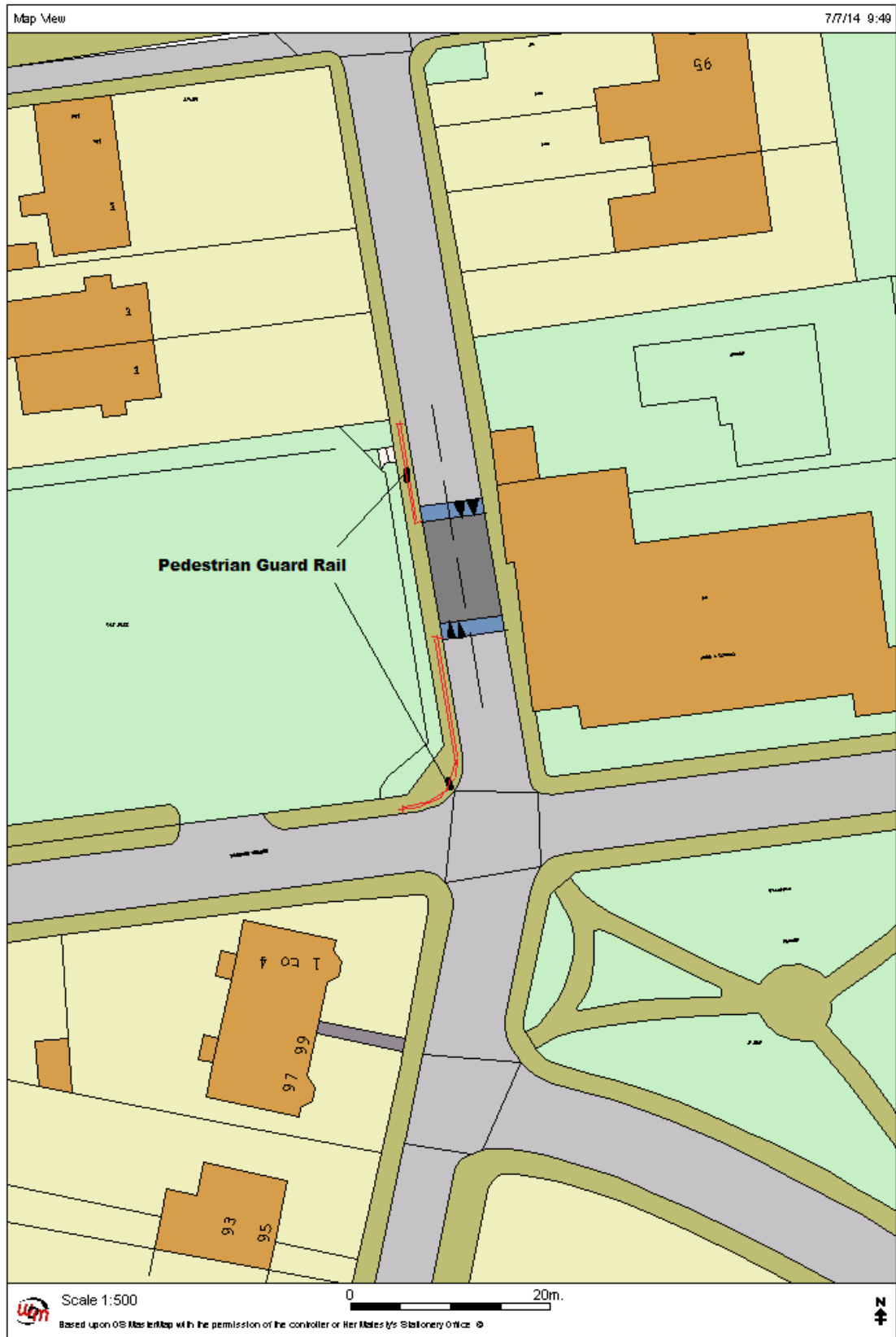
APPENDICES PACK – Design Details of proposals.

# Victoria Rd Speed Tables	3 pages
# Jane Villa Carpark amendments	1 page
# Glen Morag and Hanover St parking adjustments	2 pages
# Sandbank and Port Riddel crossing points	2 pages
# Victoria Rd at Royal Crescent - Parking adjustments	1 page
# Glen Morag – “Twenty’s Plenty” zone	1 page

VICTORIA ROAD PROPOSED SPEED TABLE AT GUIDE HALL



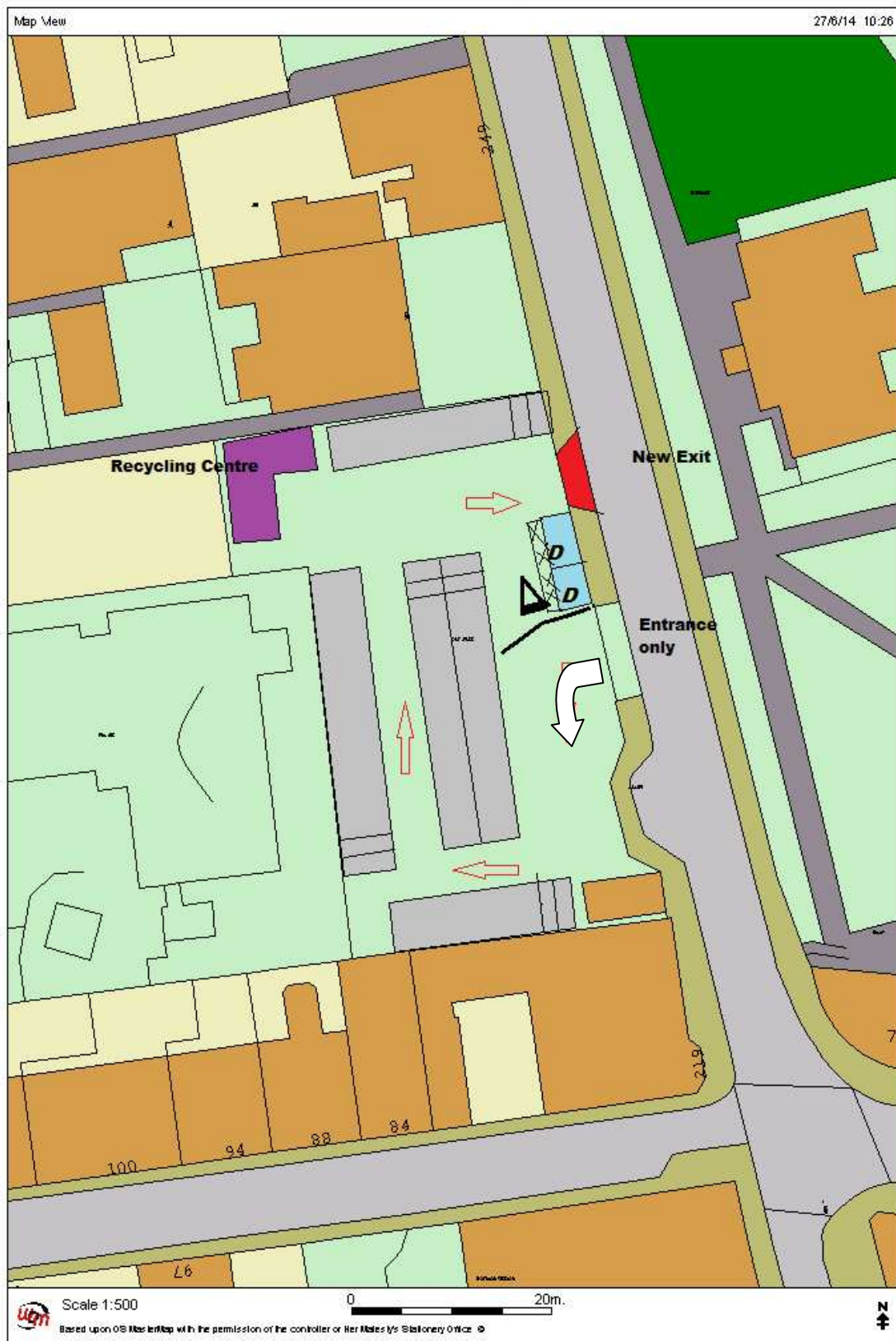
VICTORIA ROAD PROPOSED SPEED TABLE AT HANOVER ST



VICTORIA ROAD PROPOSED SPEED TABLE AT HILL STREET

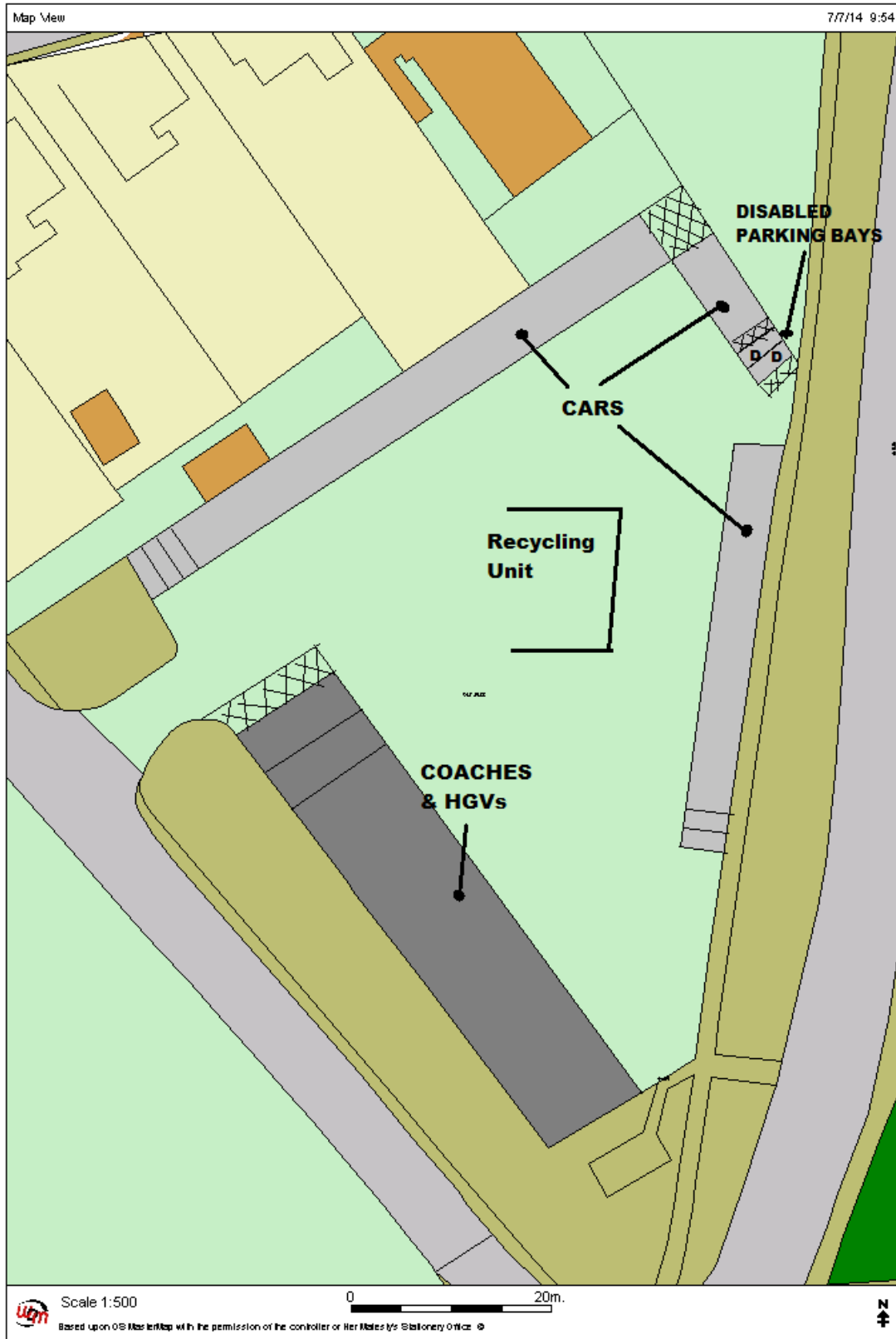


JANE VILLA CAR PARK PROPOSED LAYOUT AND NEW EXIT

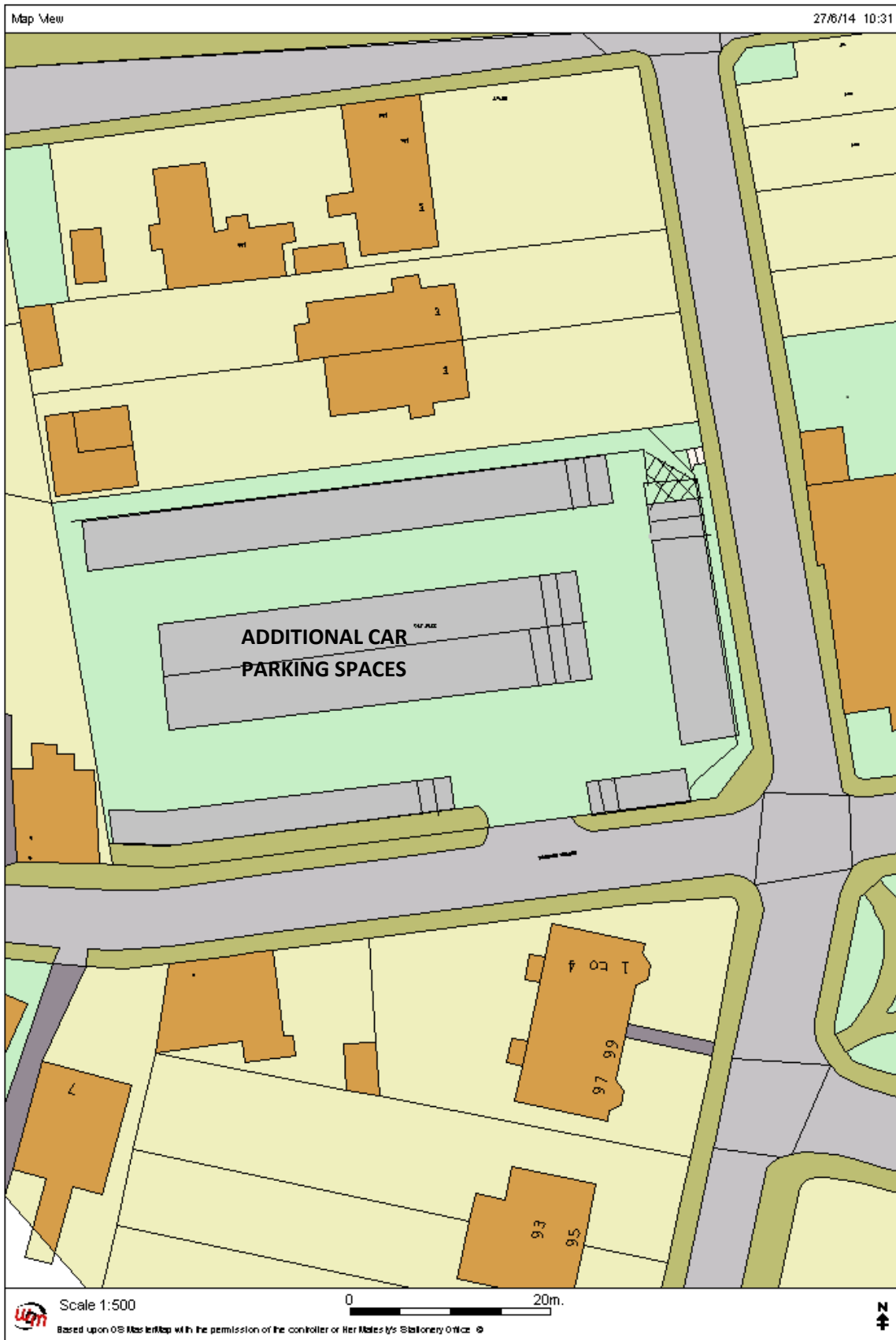


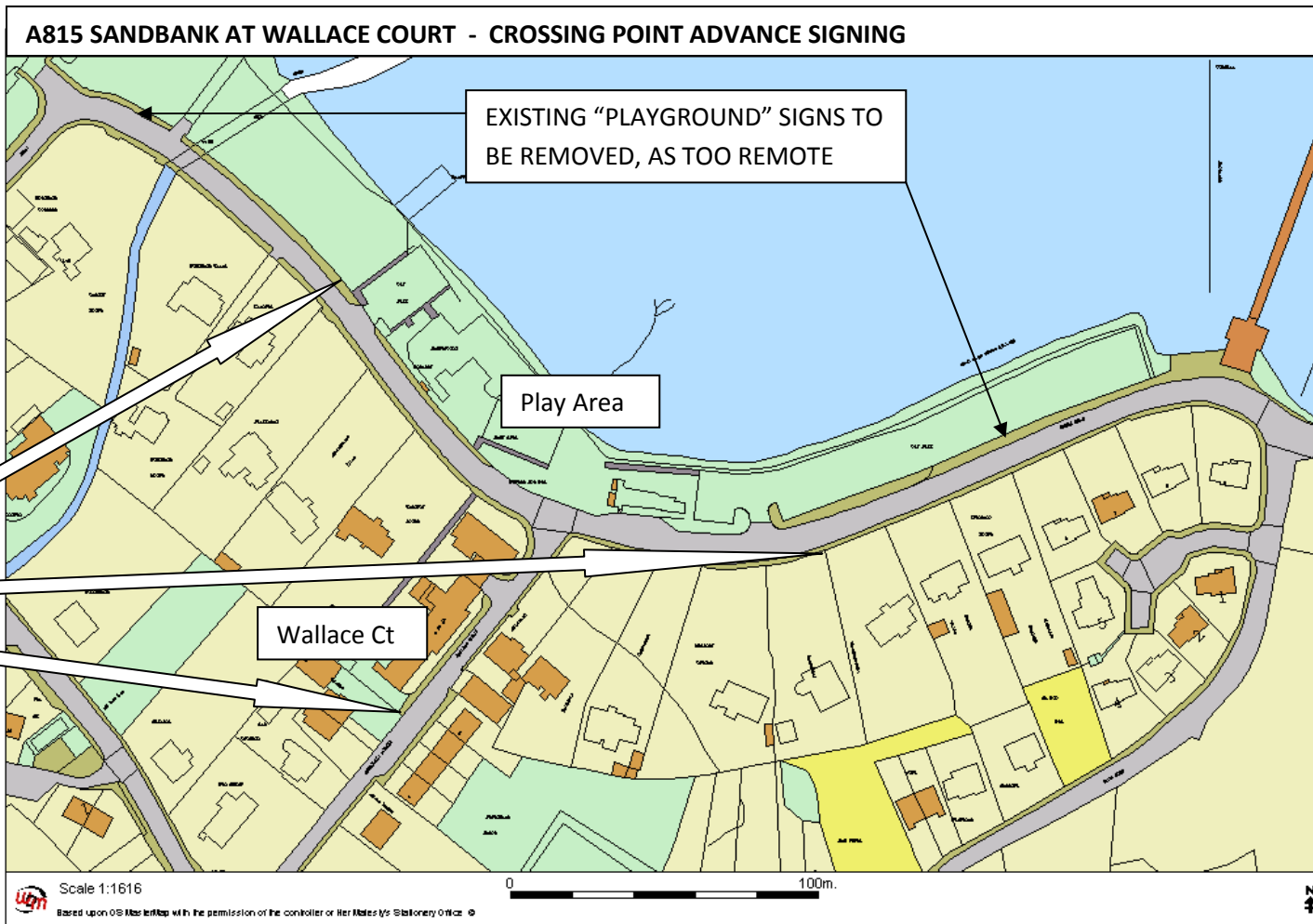
APPENDIX 3 - Glen Morag and Hanover St parking amendments 2 pages

GLENMORAG CAR PARK REVISED LAYOUT



HANOVER STREET CAR PARK PROPOSED LAYOUT

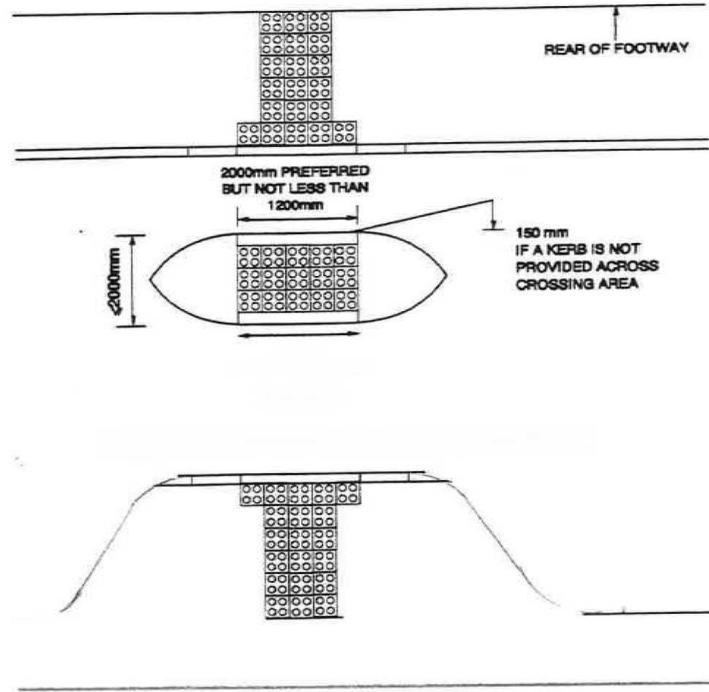
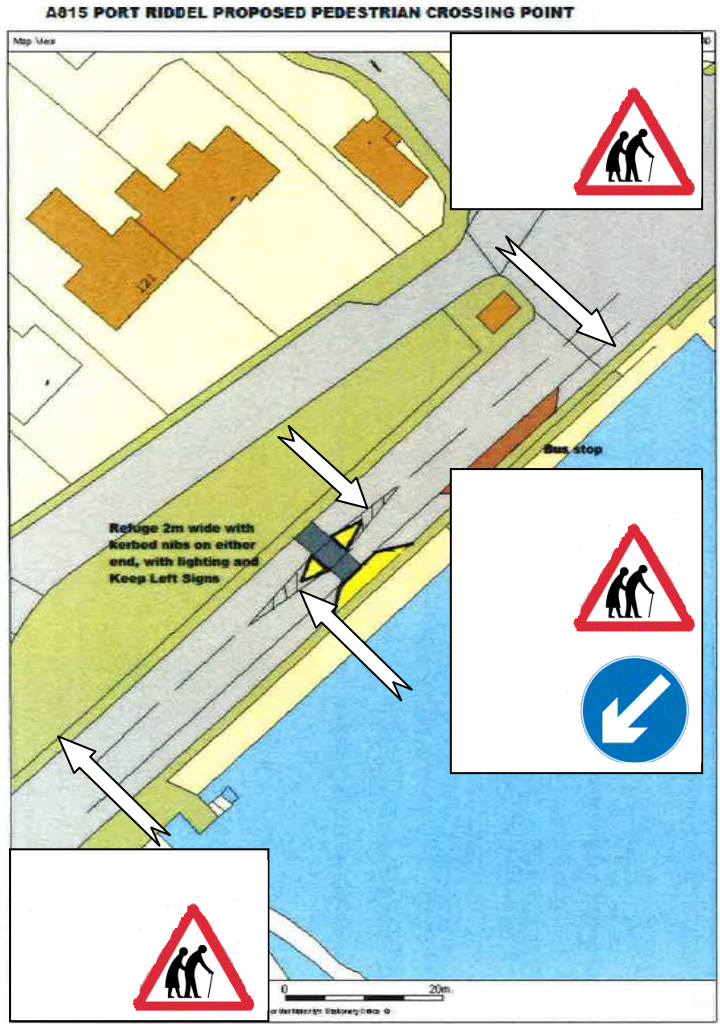




New combined
Elderly Person and
Playground
crossing signs on
backing board
3 locations

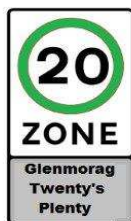
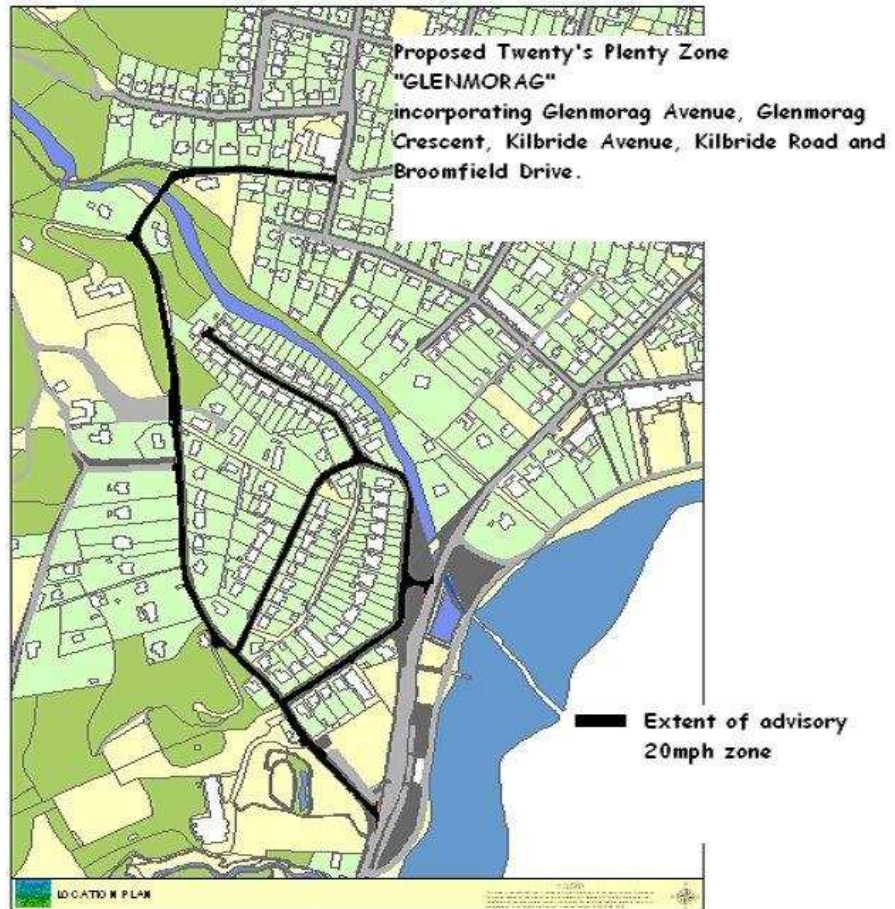


A815 PORT RIDDEL - CROSSING POINT ADVANCE SIGNING AND CROSSING REFUGE



VICTORIA ROAD PROPOSED SPEED TABLE AND REVISED PARKING AT HILL ST





Typical signage for Glenmorag Twenty's Plenty

ADVISORY SPEED SIGNS AND BACK TO BACK END SIGNS TO BE LOCATED AT ACCEES POINTS TO AREA

ROAD MARKING REPEATER ROUNDAIS, ON THE CARRIAGEWAY THROUGHOUT NETWORK.

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA COMMITTEE****DEVELOPMENT & INFRASTRUCTURE
SERVICES****5th August 2014**

ARGYLL STREET SURGERY – DISABLED ACCESS AND PARKING FACILITY

1.0 EXECUTIVE SUMMARY

This report updates the Committee on the issues related to the present status of parking provision in association with Argyll St. Surgery Dunoon.

Development of a specific parking facility for the surgery was discussed at previous Business Days but any progress was held in abeyance until the conclusion of the Dunoon Joint Campus options appraisal process.

No progress has been possible in the intervening period, since the decision to retain the three separate education sites in Dunoon, due to other departmental commitments.

Clarity is required on the future of Parking Policy and the provision of “free” spaces to independent organisations out with the control of the Council.

ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

DEVELOPMENT & INFRASTRUCTURE
SERVICES

5th August 2014

ARGYLL STREET SURGERY – DISABLED ACCESS AND PARKING FACILITY

2.0 INTRODUCTION

2.1 The provision of a specific parking facility for Argyll St. Surgery has been discussed at several Business days. Concerns were raised regarding the present facility, utilising Jane Villa car park opposite and the distance disabled users had to travel to enter the surgery.

3.0 RECOMMENDATIONS

3.1 The committee direct officers to hold all further design work in abeyance until the parking review workshops, scheduled for autumn / winter 2014.

4.0 DETAIL

4.1 There are historical agreements in place, where designated parking bays in Jane Villa car park are set aside for doctors and patients attending the surgery. This arrangement has been in operation for several years, since the Practice moved into the new building and bays are marked accordingly.

4.2 The distance to the crossing point at John St and then back to the Surgery has been a source of frequent complaint. The surgery was developed without the necessary parking facilities and the surrounding land is under the ownership of the Council under various portfolios.

4.3 Proposals were put to a previous business day on alternative treatments on the surgery side of Argyll St. to allow access onto the land to the north of the surgery. Two proposals were put forward:-

- # A 1:12 disabled ramp access from new laybys and realigned footway.
- # A new access road and car park, with level access to the surgery.

Estimated costs were tentatively put between £31k and £47k but no budget within Roads and Amenity Services has been identified, which could be used to provide this facility to a private organization, out with Council control.

4.4 Improvements to assets owned by the Council including the recently replaced John St traffic light crossing points and the proposed improvements to Jane Villa car park, may improve the operation of the existing arrangement.

4.5 The impending Argyll and Bute Parking Policy paper, Elected Members Seminar and Area based Workshops may have an influence on the future of the present arrangements, with regard to the continued provision of free parking spaces.

5.0 CONCLUSION

- 5.1 The provision of a parking facility, by the Council, for a privately run organization is a subject requiring clarification for future consistency within a Council wide Parking Policy. No further movement on planning or delivery of any proposed schemes will be practicable until after this issue is confirmed.

6.0 IMPLICATIONS

- | | | |
|-----|------------|---|
| 6.1 | Policy | Future Parking Policy awaited, to provide guidance. |
| 6.2 | Financial | No maintenance related budget available to provide this facility. |
| 6.3 | Legal | None. |
| 6.4 | HR | None |
| 6.5 | Equalities | None |
| 6.6 | Risk | None. |
| 6.7 | CS | None |

Executive Director of Development and Infrastructure Services

Policy Lead - Jim Smith, Head of Roads and Amenity Services

14th July 2014

For further information contact: Callum Robertson, Roads Performance Manager.
(Tel: 01631 569197)

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