



Economic Growth, Housing and Environmental Sustainability Committee

Tuesday, 08 June 2021

NOTICE IS HEREBY GIVEN that a Meeting of the **Economic Growth, Housing and Environmental Sustainability Committee** is to be held at **Remote Locations via Video-Conference**, on **Tuesday, 08 June 2021 at 09:30**.

BUSINESS

1 Sederunt

2 Declaration of Group Decisions and Members Interests *

3 Resolution

Consider, and if so decide, adopt the following resolution:
"That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item 21 and 22 of business on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act."

4 Minutes

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Report by Depute Chief Executive (Economy, Environment and Finance)
- 20 Question Time *****
Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.
Item(s) which the Committee may wish to consider with the Press and Public excluded
- 21 Building Services Trading Operation Budget 2021-22 [Para 9]**
• Information on proposed terms and/or expenditure to be incurred by the Authority;
- 22 Proposed Sale of Land at Pinefield Industrial Estate, Elgin [Para 6, 8 and 9]**
• Information relating to the financial or business affairs of any particular person(s);
• Information on the amount of any expenditure proposed to be incurred by the Authority;
• Information on proposed terms and/or expenditure to be incurred by the Authority;

Moray Council Committee meetings are currently being held virtually due to Covid-19. If you wish to watch the webcast of the meeting please go to:
http://www.moray.gov.uk/moray_standard/page_43661.html
to watch the meeting live.

GUIDANCE NOTES

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

THE MORAY COUNCIL

Economic Growth, Housing and Environmental Sustainability Committee

SEDERUNT

Councillor Graham Leadbitter (Chair)
Councillor Louise Nicol (Depute Chair)

Councillor David Bremner (Member)
Councillor Theresa Coull (Member)
Councillor John Cowe (Member)
Councillor Gordon Cowie (Member)
Councillor John Divers (Member)
Councillor Tim Eagle (Member)
Councillor Ryan Edwards (Member)
Councillor Donald Gatt (Member)
Councillor Marc Macrae (Member)
Councillor Maria McLean (Member)
Councillor Ray McLean (Member)
Councillor Walter Wilson (Member)

Clerk Name:	Lissa Rowan
Clerk Telephone:	
Clerk Email:	lissa.rowan@moray.gov.uk

Minute of Meeting of the Communities Appointments Committee

Friday, 26 March 2021

remote locations via video conference,

PRESENT

Councillor Theresa Coull, Councillor Gordon Cowie, Councillor Paula Coy, Councillor Lorna Creswell, Councillor Ryan Edwards, Councillor Louise Nicol, Councillor Laura Powell

SUBSTITUTES

Councillor James Allan (for Councillor Donald Gatt)

APOLOGIES

Councillor Donald Gatt, Councillor Maria McLean

IN ATTENDANCE

Also in attendance at the above meeting were the Depute Chief Executive (Economy, Environment and Finance), Head of HR, ICT and Organisational Development and Tracey Sutherland, Committee Services Officer.

1. Chair of Meeting

The meeting was chaired by Councillor Louise Nicol.

2. Resolution

The meeting resolved that in terms of Section 50A (4) and (5) of the Local Government (Scotland Act) 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the items of business appearing at paragraph 3 of this minute so as to avoid disclosure of exempt information of the class described in Paragraph 1 of Part I of Schedule 7A of the Act.

3. Shortleat for the Appointment of the Head of Housing and Property

The Committee noted that there were 6 applicants for the post of Head of Housing and Property.

Following consideration the Committee agreed that Candidates 1, 2 and 6 in the papers be invited to attend the next stage of the selection process in accordance with the agreed arrangements.

Minute of Meeting of the Economic Growth, Housing and Environmental Sustainability Committee

Tuesday, 13 April 2021

Remote Locations via Video-Conference

PRESENT

Councillor David Bremner, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor John Divers, Councillor Tim Eagle, Councillor Donald Gatt, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Maria McLean, Councillor Ray McLean, Councillor Louise Nicol, Councillor Amy Taylor

APOLOGIES

Councillor Walter Wilson

IN ATTENDANCE

Depute Chief Executive (Economy, Environment and Finance), Acting Head of Housing and Property Services, Head of Economic Growth and Development, Head of Environmental and Commercial Services, Chief Financial Officer, Head of Governance, Strategy and Performance, Roads Maintenance Manager, Transportation Manager, Consultancy Manager and Mrs L Rowan, Committee Services Officer as Clerk to the Meeting.

1 Chair

Councillor Leadbitter, being Chair of the Economic Growth, Housing and Environmental Sustainability Committee, chaired the meeting.

2 Declaration of Group Decisions and Members Interests

In terms of Standing Order 20 and the Councillors' Code of Conduct, there were no declarations from Group Leaders or Spokespersons in regard to any prior decisions taken on how Members will vote on any item on the agenda or any declarations of Member's interests in respect of any item on the agenda.

3 Resolution

The Meeting resolved that under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Items 18-21 of business on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act.

4 Minute of Meeting of 16 February 2021

The Minute of the meeting of the Economic Growth, Housing and Environmental Sustainability Committee dated 16 February 2021 was submitted and approved subject to a correction to Councillor Nicol's name being changed from Councillor Laing, to Nicol in paragraph 9 of the Minute.

5 Corporate Asset Management Plan

Under reference to paragraph 6 of the Minute of the Policy and Resources Committee dated 9 April 2019, a report by the Depute Chief Executive (Economy, Environment and Finance) provided the Committee with a report of progress made against the Corporate Asset Management Plan for 2019/20 and to consider targets for 2021/22.

Following consideration, the Committee agreed to:

- (i) note the work done to date to meet the targets set in the Corporate Asset Management Plan for 2019/20 during 2019/20 and 2020/21;
- (ii) note the status of Asset Management Plans for each type of asset as set out in Appendix 2 of the report;
- (iii) note that the focus of asset management planning in the council has been on ICT due to the impact of the Covid-19 pandemic; and
- (iv) approve the targets set in the Corporate Asset Management Plan for 2020/22 as detailed in Appendix 3 of the report.

6 Flood Risk Management and Bridges Revenue and Capital

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the Flood Risk Management Schedule of Clearance and Repair for 2021/2022 and of the Bridge Maintenance Schedule of Works and the programme of Capital works for Bridges.

Following consideration, the Committee agreed:

- (i) the Flood Risk Management Schedule of Clearance and Repair for 2021/22;
and
- (ii) the proposed Schedules of Road Bridge Revenue and Capital Maintenance Works and Non-network Bridge Capital Maintenance Works to be undertaken for 2021/22.

7 Roads Maintenance Capital and Revenue Budgets Report 2021 2022

A report by the Depute Chief Executive (Economy, Environment and Finance) asked the Committee to approve detailed plans for the expenditure of funds allocated from the Revenue Budget 2021/22 to Roads Maintenance and from the Capital Budget 2021/22 including resurfacing/reconstruction, surface dressing, footways, drainage, lighting column replacement and lighting improvements.

During discussion, concern was raised in relation to the number of complaints received by Councillors in relation to the condition of non-adopted roads and it was queried whether a report could be brought to a future meeting of this Committee with regard to the condition of un-adopted roads with a view to bringing them up to a better standard.

In response, the Head of Environmental and Commercial Services advised that the Council does not have responsibility for un-adopted roads and if frontagers wished the council to have responsibility for a particular un-adopted road then it would have to be brought up to standard before the Council could adopt the road.

Following consideration, the Committee agreed to:

- (i) approve the detailed allocation of funds, from the Revenue and Capital Budget 2021/22, to Roads Maintenance activities, as outlined in Section 5 of the report;
- (ii) grant delegated authority to the Roads Maintenance Manager to proceed with necessary roads maintenance works whilst noting that the Roads Maintenance Manager will, as soon as possible, publish a main list of schemes, which can be funded from the budget provision recommended in this report, and a reserve list of desirable schemes, which cannot presently be funded, along with a list of projects to be funded from the Capital allocation;
- (iii) note that the list of schemes will be drawn up in accordance with the principles and objectives detailed in this report, in the Roads Asset Management Plan and in the Capital Plan;
- (iv) note that approval of the budget allocation for the A95 Landslip River Isla will be sought in a report to Moray Council on 30 June 2021.

8 Transportation Capital and Revenue Budget Report

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of plans to deliver the capital and revenue programme in Transportation for 2021/22.

During discussion, Councillor Gatt sought clarification as to what was the total capital budget and the total revenue budget, as this was not clear in the report.

In response, the Transportation Manager advised that the total revenue budget was £5.2 million however she did not have the total capital budget to hand and advised that this would require to be calculated as the transportation budget falls across several services.

Having considered the report in detail, the Chair moved that the Committee agree the recommendations as printed within the report. This was seconded by Councillor Bremner.

Councillor Gatt raised concern that the Committee were being asked to approve delivery of the capital and revenue programme for 2021/22 without the total capital budget being detailed in the report and moved as an amendment that the Transportation Manager withdraw her report and re-present it at a future meeting of this Committee detailing a breakdown in capital and revenue budgets. This was seconded by Councillor R McLean.

On considering Councillor Gatt's amendment, the Head of Governance, Strategy and Performance advised that a decision to withdraw a report could only be made by the Convenor in agreement with the relevant Senior Officer.

The Chair then sought the agreement of the Committee to take a short adjournment so that he could consult with the Head of Governance, Strategy and Performance in terms of the competency of Councillor Gatt's amendment. This was agreed.

Following a short adjournment, the Head of Governance, Strategy and Performance advised that it would be competent for Councillor Gatt to move to defer consideration of the report and ask that a further report be brought to a future meeting of this Committee including the specific information requested however highlighted that this deferral would result in projects detailed within the report not progressing during this time.

After considering the advice from the Head of Governance, Strategy and Performance, Councillor Gatt moved as an amendment that the report be deferred and brought back to a future meeting of this Committee clearly detailing the capital and revenue programme, similar to the layout used for the Roads Maintenance Capital and Revenue Budget report. Councillor R McLean agreed to second Councillor Gatt's amendment.

On a division there voted:

For the Motion (8):	Councillors Leadbitter, Bremner, Coull, Cowe, Cowie, Divers, Nicol and Taylor
For the Amendment (4):	Councillors Gatt, R McLean, Eagle and Macrae
Abstentions (1):	Councillor M McLean

Accordingly, the motion became the finding of the Committee and it was agreed to:

- (i) approve the plans to deliver the capital and revenue programme for 2021/22 as contained in the report; and
- (ii) delegate authority to the Head of Environmental and Commercial Services to apply for grant funding as set out in paragraphs 7.11 – 7.13 of the report.

9 Archaeology - Aberdeenshire Shared Service Agreement

A report by the Depute Chief Executive (Economy, Environment and Finance) provided the Committee with proposals for a Shared Service Agreement for provision of an Archaeology Service for the Council, with a specific focus on assisting the planning service and other sections where required.

Following consideration, the Committee agreed to:

- (i) enter into a Shared Service Agreement with Aberdeenshire Council for the provision of an Archaeological Service in accordance with the terms set out in the draft agreement; and
- (ii) the cost of the Shared Service Agreement being fixed at £15,000 for 3 years, with the amount then being reviewed for the 2024/25 financial year.

10 Community Asset Transfer - Old Ogilvie School - Keith

A report by the Depute Chief Executive (Economy, Environment and Finance) invited the Committee to consider an application under the Community Asset Transfer (CAT) scheme for the renewal of rental support.

Following consideration, the Committee agreed to:

- (i) approve the application from the 2nd Keith Scout Group for the renewal of its 100% rental concession; and
- (ii) initiate a series of 5-yearly rent and rental concession reviews for this case in accordance with the arrangements in place for the review of similar rental support under the former Community Rental Grant scheme.

11 Local Employability Partnership

A report by the Depute Chief Executive (Economy, Environment and Finance) provided the Committee with an update on the range of activities and provision being delivered by the local employability partnership.

Following consideration, the Committee agreed to note the plans and progress on work associated with a range of local employability partnership interventions.

12 Question Time

Under reference to paragraph 7 of the Minute of the Economic Growth, Housing and Environmental Sustainability Committee dated 16 February 2021, Councillor Cowe sought clarification in relation to the council tax position at the end of the financial year.

In response, the Chief Financial Officer advised that an estimated outturn for the year would not be available until the end of May however an interim report had revealed a shortfall in council tax of £2.4 million.

The Committee joined the Chair in commended the work of the Finance and Revenue Section during the extremely challenging past year.

Councillor Eagle queried whether there is sufficient capacity within the Council to access external funding opportunities as they arise.

In response, the Depute Chief Executive (Economy, Environment and Finance) advised that success in being awarded grant funding was not only down to completing application forms on time and that, in many cases, projects need to be ready to commence by having the ground work scoped out in preparation and that having a dedicated Grants team would not necessarily help in those instances as service expertise and capacity was required.

Councillor Eagle sought an update in relation to the tourism infrastructure that was agreed as part of the budget.

In response, the Head of Environmental and Commercial Services advised that the Rural Tourism Infrastructure Fund was not going to be accessible this year and that a report will be brought to a future meeting of this Committee to explore alternative funding mechanisms. He further advised that the revenue and capital budget agreed at the recent budget meeting was available and that a tender process was being undertaken on waste disposal points for a number of sites and a recruitment exercise for additional staff was underway.

Councillor Nicol sought an update in relation to using recycled plastic to resurface roads.

In response, the Head of Environmental and Commercial Services advised that, to date, no information was available demonstrating satisfactory trials in relation to using recycled plastic to resurface roads and that the Council needed to ensure long term durability before this could be considered. He further advised that the situation was being monitored and that a report would be brought to the appropriate service committee when this information is available.

13 Building Services Trading Operation Budget 2020-21 Budget Monitoring [Para 9]

A report by the Depute Chief Executive (Economy, Environment and Finance) presented the budget monitoring information for the period to 28 February 2021 for the Building Services Trading Operation.

Following consideration, the Committee agreed to note the:

- (i) financial information for the period to 28 February 2021, as detailed in section 5 and Appendix I of the report;
- (ii) Building Services operating performance as set out in section 6 of the report; and
- (iii) revised year end forecast to 31 March 2021 as detailed in section 7 and Appendix I of the report.

Minute of Meeting of the Communities Appointments Committee

Tuesday, 11 May 2021

remote locations via video conference,

PRESENT

Councillor Theresa Coull, Councillor Paula Coy, Councillor Lorna Creswell, Councillor Ryan Edwards, Councillor Maria McLean, Councillor Louise Nicol, Councillor Laura Powell

SUBSTITUTES

Councillor George Alexander (for Councillor Gordon Cowie), Councillor James Allan (for Councillor Donald Gatt)

APOLOGIES

Councillor Gordon Cowie, Councillor Donald Gatt

IN ATTENDANCE

Also in attendance at the above meeting were the Depute Chief Executive (Environment, Economy and Finance), the Head of HR, ICT and Organisational Development and Tracey Sutherland, Committee Services Officer as clerk to the meeting.

1. Chair of Meeting

The meeting was chaired by Councillor Louise Nicol.

2. Resolution

The meeting resolved that in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the item of business appearing at paragraph 4 of this Minute so as to avoid disclosure of exempt information of the class described in Paragraph 1 of Part I of Schedule 7A of the Act.

3. Recruitment for Head of Housing and Property Services

A report by the Depute Chief Executive (Economy, Environment and Finance) asked the Committee to consider the candidate reports and overarching summary report in terms of the agreed Recruitment and Selection of Senior Staff Policy.

Following consideration the Committee agreed to:

- i) note the summary candidate reports; and
- ii) accept the recommendation to make a permanent appointment of Candidate 6.

25 May 2021

Notice of Motion to Moray Council Economic Growth, Housing and Environmental Sustainability Committee – Tuesday 8 June 2021

That the Committee considers and agrees to call for a report to this committee to consider the statutory process under the Roads (Scotland) Act 1984 to adopt the undermentioned roads:

1. **Cullen**, Port Long Road; from where the current adopted road ends to a point **X** metres past the entrance to the Moray Council Recycling Centre, to enable the turning of a long-articulated vehicle. As indicated on the accompanying map at Annex A.
2. **Portknockie**, Seafield Terrace – Geddes Avenue; from the end of the current adopted road at Seafield Terrace eastwards past the Moray Council owned McBoyle Hall to where the adopted road restarts at Geddes Avenue / Logie Drive. As indicated on the accompanying map at Annex B.

Reason

The roads mentioned have become anomalies in the Moray Roads network in that over time local people have assumed that the roads are the responsibility of the Moray Council when they are not. This causes consternation among local people who, report the roads as having defects which need repair, and are informed that the roads are not adopted and not the responsibility of the Moray Council.

In the case of Port Long Road, Cullen; the current state of the disrepair of the road has been caused by vehicles servicing the Moray Council Recycling Centre and the contractors who repaired the Cullen Harbour wall.

In the case of Seafield Terrace – Geddes Avenue, Portknockie; this is a through road and the logical main vehicular access for those residents living in the east part of the town.

We respectfully ask all Councillors to consider and agree this Notice of Motion.

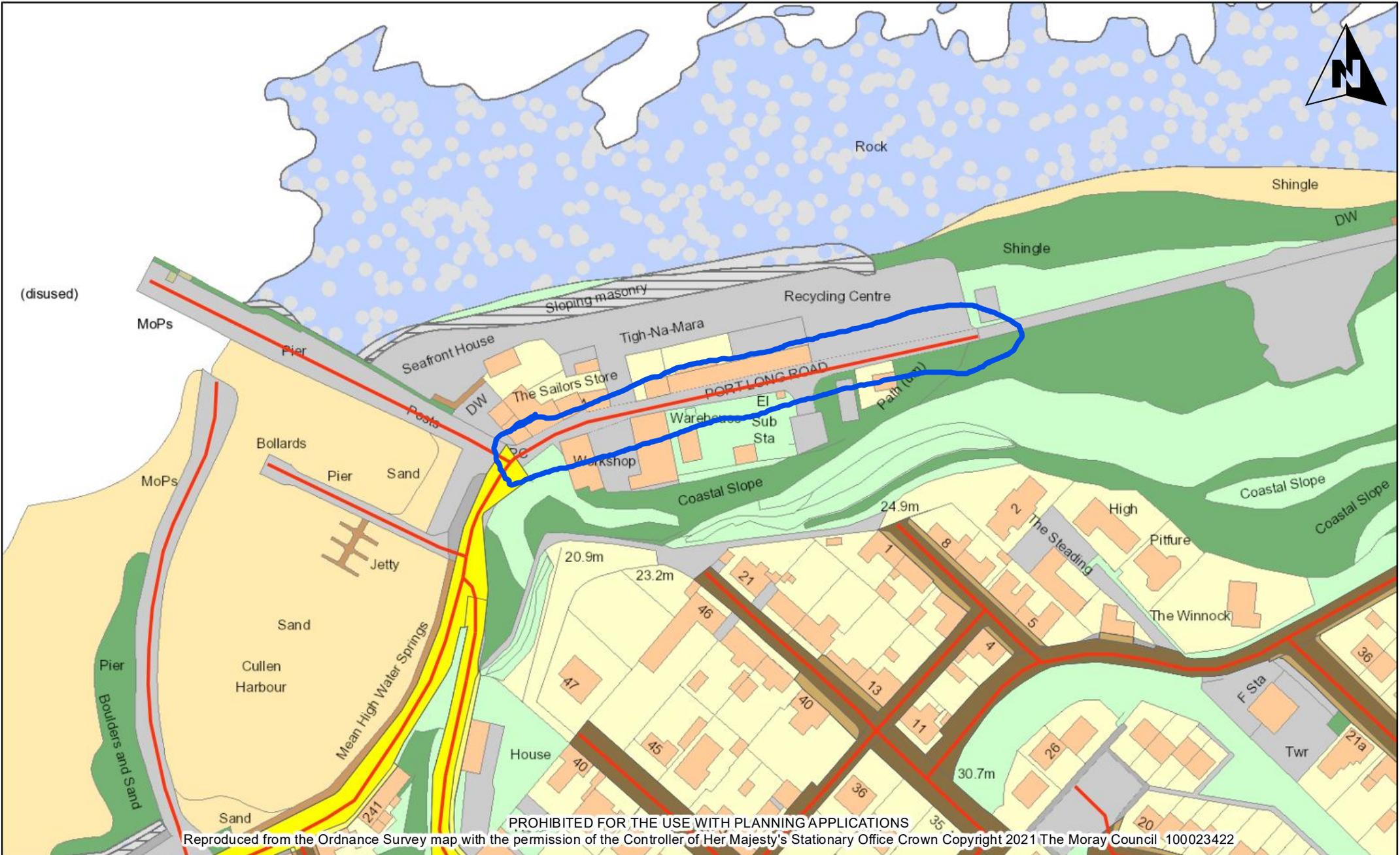
Proposed

Seconded

Cllr Donald Gatt

Cllr Laura Powell

Cullen - Port Long Rd



Map Description: a Description of a Moray Council Map



Portknockie - Seafield Terrace



Map Description: a Description of a Moray Council Map



Notice of Motion
Economic Growth, Housing and Environmental Sustainability
Committee

8th June 2021

Burial Fees

This motion seeks for council to agree to a change in the charging mechanism for non-resident burial fees within Moray.

Currently the non-Moray resident fee is applied to any person who is not a resident in Moray at the time of their death, unless:

- *they were receiving any assessment for, or provision of, Community Care services from The Moray Council – including if this resulted in the Council providing new accommodation outside Moray, e.g. community care placement in Aberdeenshire.*
- *The deceased continued to hold a residence in Moray at the time of their death.*

We believe the policy leaves a gap for residents who have lived and worked in Moray for large part of their lives but require to leave for care reasons.

We propose the policy is amended to include another 2 bullet points, which read;

- *They have left Moray for medical or care reasons prior to their death – including elderly care by family.*
- *Those whose death occurs within 2 years of leaving Moray and wish to be buried in the area.*

The council is asked to adopt this change to the policy and agree that rebates on charges of people who fall into these categories within the last 18months will be given.

Signed

Cllr Tim Eagle

Cllr Marc Macrae

Notice of Motion
Economic Growth, Housing and Environmental Sustainability
Committee

8th June 2021

Electric Car Charging

Electric cars are becoming more abundant on Moray's roads with every passing year. Both the UK and Scottish Government have pledged to phase out the need for new petrol and diesel cars and vans by 2030.

We have concerns that we have not reviewed the electric vehicle charging policy since 2014. At present we are the only council to continue to charge a flat rate fee.

We are also keen to review our network of chargers and how we are moving forward with providing a wider network across the region.

We have concerns that the flat rate fee is detrimental to local users who require just short period of charging rather than full charges.

This motion seeks to ask council to agree to a full review paper being presented to the next meeting of the Economic Growth, Housing and Environmental Sustainability Committee.

The paper is to include a review on payment options for charging and a current position statement on our network of charging units, future plans and options to increase the network.

Signed

Cllr Tim Eagle

Cllr Donald Gatt



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: PROCUREMENT STRATEGY 2021/2022

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To consult and seek approval of the Procurement Strategy 2021/2022
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified Committee structure as a result of the COVID-19 pandemic. In the case of this Committee, the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (paragraph 9 of the Minute refers).

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee approves the Procurement Strategy 2021/2022**

3. BACKGROUND

- 3.1 The Procurement Reform (Scotland) Act 2014 (the Reform Act) introduced a number of significant duties for all public bodies, including the publication of an Annual Procurement Strategy.
- 3.2 The Procurement Strategy for 2018/2019 was approved by this Committee on 8 May 2018 (paragraph 5(i) of the minute refers). At that meeting approval for minor amendments to the annual strategy was delegated to Chief Financial Officer (paragraph 5(ii) of the minute refers).
- 3.3 The subsequent changes to the Strategy have been considered minor (statistic updates, etc) and did not affect the strategic direction of the Council's procurement service and were therefore approved by Chief Financial Officer.

- 3.4 The Procurement Strategy for 2021/2022 has been amended to incorporate the changes to process introduced following the United Kingdom leaving the European Union and to reflect an increased focus on the added value that a procurement process can incorporate – in particular Fair Work First and Community Wealth Building opportunities – and the impact of the Council’s Climate Change Strategy (**Appendix 1**).
- 3.5 Amendments are shown in tracked changes. If approved these will be accepted prior to publishing the revised version on the Council’s website.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The work undertaken by the procurement team assists the Council achieve its local outcomes detailed for the Councils priorities in the Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan)

(b) Policy and Legal

The Council policy on procurement was agreed by Policy Committee on 29 August 2007 (paragraph 11 of the Minute refers). The 2018/2019 Procurement Strategy was approved by Policy and Resources Committee on 8 May 2018 (paragraph 8(i) of the minute refers).

(c) Financial implications

There are no financial implications arising directly from this report.

(d) Risk Implications

If the Council fail to implement the annual Procurement Strategy this may impact on its ability to achieve additional savings and procurement benefits in the future.

(e) Staffing Implications

There are no staffing implications arising from this report

(f) Property

There are no property issues arising directly from this report.

(g) Equalities/Socio Economic Impact

Equality impact assessments were carried out on the procurement process August 2016.

(h) Consultations

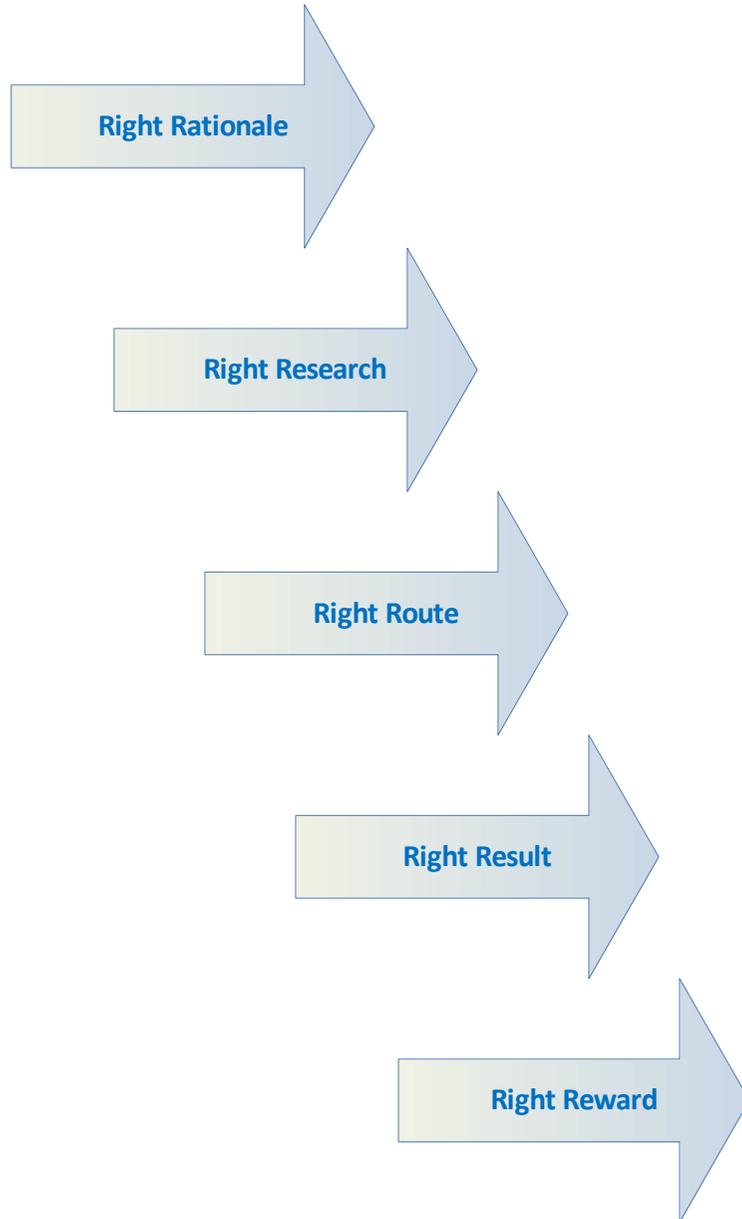
All Heads of Service, the Legal Service Manager and Committee Services have been consulted in the preparation of this report.

5. CONCLUSION

5.1 The Moray Council has a statutory duty to develop and publish an Annual Procurement Strategy which outlines the Council's main aims and objectives for procurement in the coming year.

5.2 Once agreed the Strategy will be published on the Council's website.

Author of Report: Diane Beattie, Payments Manager – Ext 3136
Background Papers:
Ref:



**MORAY COUNCIL
PROCUREMENT STRATEGY
2021/2022**

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Introduction

This strategy outlines our priorities for 2021/22. It supports the Council's aims to deliver a high quality professional procurement service that achieves value for money across all services and contributes to the achievement of our corporate priorities. Whilst taking account of our local ambitions, it also outlines our duties as required in the Procurement Reform (Scotland) Act 2014.

The strategy recognises that the procurement of goods, works and services has a major impact on many aspects of life in Moray, including the environment, social factors and local economic development. This will be of particular importance in 2020/21 as the Moray economy moves out of lockdown. [The Council recognizes the important impact public sector procurement can have for local businesses and aims to maximize benefits for local communities, giving Value for Moray.](#)

The strategy gives a clear direction and approach to deliver improvement to our procurement process over the next year and will be supported by an annual review of strategic targets and actions designed to ensure that the procurement process meets the needs of the [Council and local communities](#), now and in the future.

It is important to recognise however that this strategy does not, of itself, lead to effective procurement. The commitment of senior management, elected members and lead officers throughout the council are all important to its success.

As the [Chair of the Committee](#) -with responsibility for procurement [and the Council's representative on Scotland Excel](#), I recognise that this strategic approach to the subject can achieve significant benefits for the Council, the local people, local services, local businesses and the local environment. [As the Moray economy starts to recover from the impact of the pandemic it will place a strong emphasis on Community Wealth Building, using our procurement spend to add value to the local economy.](#)

Cllr Aaron McLean

Chair of Policy and Resources Committee

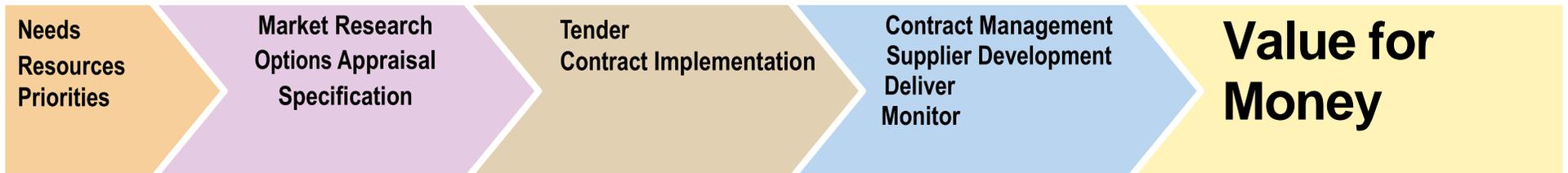
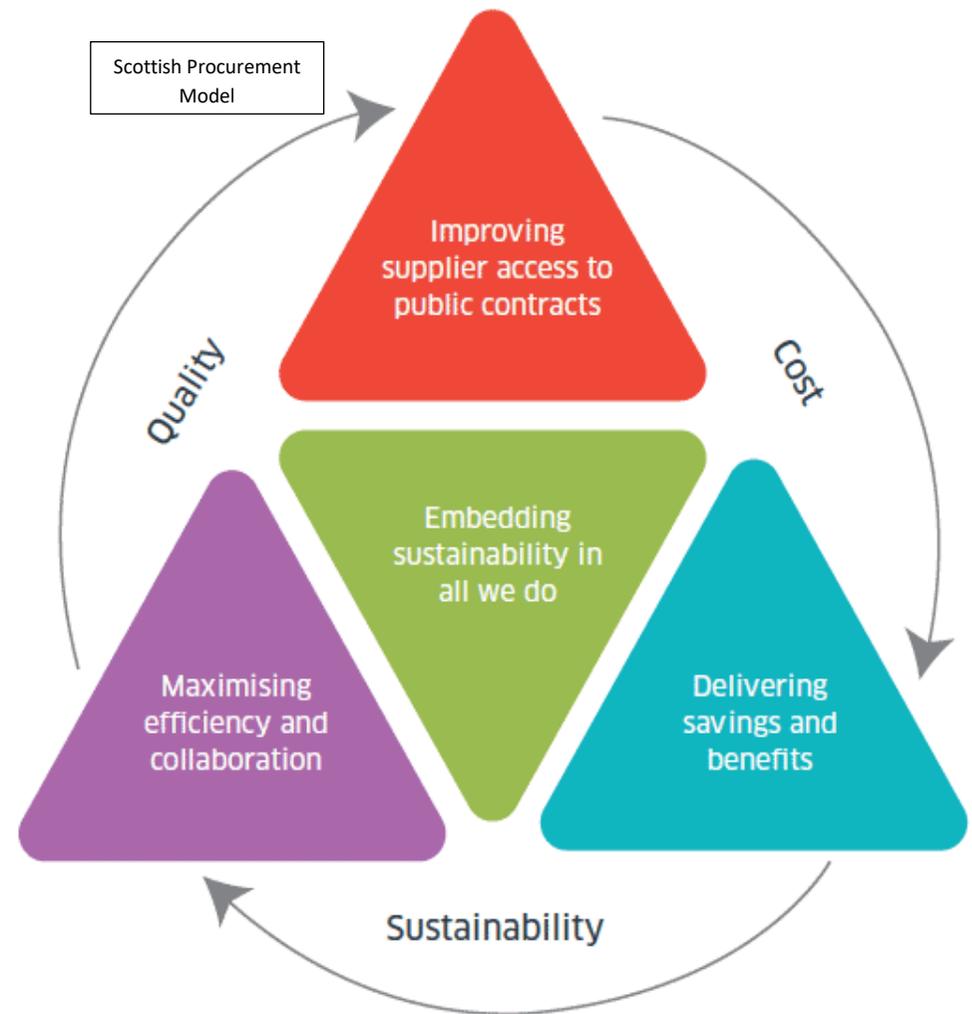
Procurement for Moray

Procurement is the total process of acquisition and disposal, starting from the identification of a requirement. It therefore includes pre-contract activities (options appraisal and sourcing) and post contract activities (contract management and supplier relationship management).

The Council is mindful that the impact of procurement is far greater than this definition of a 'process' and our vision, objectives and principles as set out in this strategy illustrate the contribution that effective procurement arrangements can make to wide ranging socio-economic agendas. These include equality and diversity, a successful local economy, a thriving voluntary and third sector, environmental issues and value for money and Moray.

The Procurement Strategy is built on the successes delivered under the previous strategies by continuing the development of an effective centralised procurement operation.

The Procurement team provide early engagement in service development and continue with support throughout the life of a contract. This can add a strategic element to the process and as a consequence lead to more wide ranging commercial excellence and 'Value for Money' rather than just procurement success – see diagram below.



Vision Statement for Moray Council Procurement

To embed commercial excellence throughout the organisation, ensuring that our services always deliver Best Value for Moray through the consistent application of this strategy, embedding community benefit in our procurement processes to deliver the corporate priorities of Our People, Our Place and Our Future, supporting an economy based on well-being and inclusion.

Strategy Rationale

To support the Council in achieving its overall aims, details of which can be found in the Corporate Plan [2019-2024](#), which outlines Moray Council's contribution to the priorities in Local Outcomes Improvement Plan (LOIP). This strategy has been developed to focus on how procurement will deliver our externally provided services.

It is clear from the challenges highlighted in our long term plans that delivering first class, innovative services for Moray will not be easy. Every contract opportunity will have to be explored to ensure that all aspects of the requirement are considered before tendering, the request clearly sets our requirement; the resultant submissions are evaluated according to our priorities, adopted in the most efficient manner and monitored throughout the delivery of the contract.

It is therefore essential that the content of this strategy forms the basis of every procurement, with all stakeholders committed to delivering its direction.

Current Moray Council limits determine the direction of any procurement:

Under £5,000 – best price

£5,001 to £50,000 – Quick Quote (QQ)

£50,001 + – tender

£50,001 to £2,000,000 – following supplier selection process, a quotation process for certain construction projects.

Impact of COVID 19 Lockdown

Although the intentions and target contained within this Strategy remain true as our procurement objectives for the coming year, progress on delivery was suspended late March 2020 when Procurement were essentially stood down operationally and not restarted until August 2020.—Regaining our pre lockdown position will take time and indeed some of our usual priorities may have to change to take account of the Council's immediate requirements. The Council's approach to encouraging recovery of the local economy post-pandemic recognises the importance of community wealth building and the contribution which procurement can make to this.

Impact of BREXIT

The impact of the United Kingdom's exit from the European Union has resulted in some minor changes to process:-

- The need to advertise certain opportunities throughout the EU. A new online portal has been developed- [\(Find a tender – FTS\)](#) to advertise these tenders nationally via links within the Scottish portal [\(Publiccontractsscotland.\)](#)
- The European Single Procurement Document (ESPD) has been replaced with a new Scottish version: [Scottish Procurement Document \(SPD\)](#)

At this stage no major changes are anticipated in the short term to the current regulations but this will be monitored closely to ensure that Moray Council complies with any legislative amendments. EU references are removed from the current Procurement Regime – see [The Public Procurement \(EU Exit\) \(Scotland\) \(Amendment\) Regulations 2020](#). [The UK is now also part of the World Trade Organisation's Government Procurement Agreement \(GPA\)](#).

Procurement Spend and Savings

Moray Council procurement spend is measured in a number of ways, using the systems and data to best present an accurate picture.

The following uses the latest set of complete data (2019/20) to provide context for this Strategy and shows how much we spend by contract category and by department along with data on both cash and non-cash savings.

Contract Register Values

At the point of contract award an impact statement is prepared for each project highlighting the values associated with that contract. This data is used to populate the contract register and calculate the following values for contracts live during the relevant year:

2019/20 Estimated Contract Annual Value and Number by contract category:

Category A – National	£7.8M	29
Category B – Sectoral	£20.6M	128
Category C – Local	£85M	352
Category C1 – Collaborative	£1.7M	13
Category O – Other Organisations	£18.3M	77
Regulated Total	£133.60M	599

In addition to the register entries for all contracts that have been awarded via the competitive tendering process we have started to record all sub-regulated value contracts that are awarded by the Quick Quote (QQ) process (with a total estimated value of less than £50,000).

Non regulated - QQ	£4.3M	66
Total including QQ	£137.9M	665

2019/20 live contract values by service/department:

Department	Regulated	Non Regulated	Service	Regulated	Non Regulated
Chief Executive	£0.5M	£0.03M			
Education, Communities and OD	£46.1M	£0.18M	Children's Services Education Resource and Communities Schools HR & ICT Legal & Democratic Services	£9.85M £24.8M £8M £2.74M £0.75M	£0.00M £0.08M £0.01M £0.09M £0.00M
Economy Environment and Finance	£62.02M	£4.05M	Housing & Property Economic Growth and Development Environmental and Commercial Services Financial Services	£36.9M £0.8M £22.72M £1.6M	£3.3M £0.06M £0.65M £0.04M
Moray Integration Joint Board (Moray Council procurement only)	£24.7M	£0.02M	Health & Social Care Moray		
Grampian Valuation Joint Board	£0.22M	£0.01M			
Total	£133.54M	£4.29M			

The figures above are based on the estimated annual value for the Council’s live contracts during 2019/20. However, in order to determine the true overall picture we have to analyse the spend information available from the Council’s financial management systems. This shows us the actual relevant spend was £157M for the year with £2.9M non- commercial (ie. refunds, grants, etc.) £146M spend was with contracted suppliers leaving a total of £8.2M with non-contracted suppliers. Spend with non-contracted suppliers is regularly reviewed to identify areas where the Council would benefit from having a contract in place ie potentially recurring expenditure as opposed to expenditure which is likely to be one-off.

Given the seasonal nature of and varying annual spend on some of our commodities it is hard to be totally accurate when estimating total contract spend over the life of the contract. Estimated values versus actual spend is reviewed on a regular basis to improve on the accuracy of our register.

This data is also used to carry out a process of supplier segmentation – where we analyse spend and transaction volume by supplier to identify our key suppliers. The result supports the contract management of these suppliers, identifies any potential risk areas (reliance on singular supplier for example) and allows for a comparison between our estimated Impact statement contract value and the actual spend.

Savings

As well as recording the contract values the impact statement for each contract also identifies the anticipated savings categorised as follows:

Category	Description	Issues
1	Anticipated cash saving Budget not adjusted	Savings insignificant Budget too diverse Budget not identified
2	Anticipated cash saving Budget Adjusted	Budget adjusted in line with Impact statement
3	No baseline – savings cannot be established	Data not available at commodity level Baseline is historic (infrequent purchase)

		Contract will be reviewed (annual anniversary) with contracted supplier to establish savings
4	No Savings anticipated	Contract has resulted in no savings or indeed an increase
5	Non Cash	Non cash benefits
6	Capital (new for 2017)	Capital projects delivering savings against estimated/budget
7	Rebate (new for 2018)	Centralised collection of rebates
8	Spend to Save (new for 2018)	Phased return on investment

The Council had set a procurement savings target of £1M for 2019/20 and reported the following savings for that year:

2019/20 Cash Savings – 1.909M

1 – Unadjusted Budget

2 = Adjusted Budget

Category A - National	1	£0.066M
	2	£0.086M
Category B - Sectoral	1	£0.058M
	2	£0.063M
Category C - Local	1	£0.678M
	2	£0.895M
Category O – Other organisation	1	£0.032M
	2	£0.031M
Total	1	£0.834M
	2	£1.075M

In addition to the above cash savings the Council recorded a capital saving (new measurement from 2017) :

Capital	6	£0.190M
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Non-cash benefit data is categorised into 8 main headings (listed below) with 28 more detailed sub headings.

2019/20 Non cash Contract Benefits

Cost Avoidance	22
Collaboration/Process	206 <u>(All national and sectoral (Category A and B) contracts fall into this category) – see p23 below)</u>
Rationalisation	5
P2P Process	4
Environmental	21
Social	23
Community	29
Living Wage	20
Total	330

Strategic Objectives

The following key objectives have been developed to ensure that Moray Council achieves Best Value whilst also delivering on our procurement duties and responsibilities under the Procurement Reform (Scotland) Act 2014.

- a. **Savings** – considering the potential savings a contract may deliver. Moray Council has developed a [Procurement Savings Strategy](#) to be applied to each project.
- b. **Contracts** – managing the forthcoming procurement activity is key to ensuring early engagement and influence by the procurement team.
- c. **Compliance** – ensuring that all procurement activity complies with statutory and regulatory requirements both national and local.
- d. **Accessibility** – ensuring that contracts can be structured in such a way as to allow access to Council business, wherever practical, to local suppliers, micro, small and medium enterprises and the third sector. [A new emphasis on Community Wealth Building will be introduced by the Council and procurement activity will link to the work planned in this area by the Economic Development service.](#)
- e. **Community Benefits** – ensuring that all relevant contracts have considered the inclusion of community benefits [that will, in particular, benefit the local Moray community. Aspects of Community Wealth Building sit within the ambit of community benefits](#).
- f. **Sustainability** – ensuring that all relevant contracts are arranged to include sustainable procurement requirements [and include contribute towards the Council's targets for climate change.](#)

Measurements have been developed to collect outcomes for these objectives and [will be](#) incorporated into the Moray Council Strategic Action Plan 2021/22. [The latest Procurement Strategic Action Plan includes these measures and targets are being reviewed.](#)

a. Savings

Purpose

To achieve the targeted savings.

Activities

Various methods will be employed to maximise both cash and non-cash benefits from our contracts:

- Applying the Procurement Savings Strategy to all relevant projects leading to early identification of potential savings.
- Ensuring effective contract management to manage these contracts, ensuring delivery of identified benefits and any other potential added value opportunities that may arise during the lifetime of the contract.
- Increasing use of collaborative contracts with other public sector organisations, thereby effectively sharing and where possible leading on, national and regional benefits
- Developing and implementing more efficient ordering and invoice processing methods

Main Measure

- Savings achieved

b. Contracts

Purpose

To ensure that all contract activity for the coming year is allocated, project managed and effectively delivered within expected timeframe by the Procurement team. All key contracts and suppliers are effectively managed by Departmental Lead officers and supported by the Procurement team throughout the lifetime of each contract.

Activities

Collaborative and forward planning between the Procurement team and Moray Council Departments is key to the getting the right resource at the right time:

- Annual Departmental Action Plan process - The Procurement team engage with Service Heads and Lead Officers to produce their service procurement annual plan, including local, sectoral and national contract activity
- Service procurement plans are merged to produce the annual Moray Procurement Activity Programme
- Resources are allocated on a quarterly basis to meet the planned activity
- Weekly monitoring of Procurement team activity ensures that all projects are progressing, escalating those that are not
- Quarterly updates provide Service Heads with progress – this was paused during the immediate response to the pandemic but will be resumed as we go through recovery when resource becomes available.
- All contracts are supported by the development of a Procurement Strategy document, a complete record of the decisions and direction taken during the lifetime of the requirement

Main Measure

- Percentage of planned activity taken to award in the year

c. Compliance

Purpose

For Moray Council to make the most of our procurements and to avoid challenge and unfair practices, we must ensure compliance with national and local regulation.

Activities

Managing expectations from a tender exercise will minimise the risk of poor outcomes and potential legal challenge:

- Procurement team peer review of each project to ensure compliance
- Procurement team review of quote submissions prior to publication
- Review of Accounts Payable transactions over £5,000 to ensure quote or tender route has been followed
- Quarterly updates to Service Heads reporting any areas of non-compliance
- Moray Council has for some time mandated the use of publiccontractscotland (PCS) portal for advertising our opportunities but also uses the linked electronic tendering system publiccontractscotland – tender (PCST) for all appropriate tenders

Main Measure

- Percentage of Accounts Payable transactions with a Purchase Order number during year.

d. Accessibility

Purpose

To make sure that Moray Council opportunities are accessible by all

Activities

A number of actions are undertaken at various stages of a procurement to ensure that we reach as wide an audience as possible:

- Early engagement between Department and Procurement team to allow time for market issues to be considered
- Good market research
- Stakeholder engagement
- Sub-contractor and supply chain considerations making use of PCS
- Maintaining links with local and national forums, Scotland Excel (SXL), Business Gateway, TSI Moray, Public Contracts Scotland (PCS)
- Work with the Supplier Development Programme (SDP)
- Work with the Council's Economic Development service [and Community Wealth Building officer](#) to engage with local suppliers and develop their ability to tender for council opportunities. This includes a seat on the SDP Board and Regional Group.
- Hold and participate wherever possible in procurement events, promoting access to Moray Council contracts, [including a Moray Growth Deal Event that will promote the Council's aims arising from the various projects created by the deal.](#)

Main Measure

- Percentages of contract numbers and values with Small to Medium sized Enterprises during year

e. Community Benefits

Purpose

To maximise our use of community benefits for all contracts – although our legislative duties relating to Community Benefits only applies to contracts over £4M, Moray Council will consider the development and inclusion of such clauses in all our contracts taking into consideration the value and commodity in question.

Activities

- Ensure that the procurement process considers what the Council wants from the procurement and how community benefits can support the objectives providing added value to the commercial process
- Maintain a local focus on the potential benefits arising from any such contract clauses
- Support Scotland Excel in the development of Local Authority (category B) contracts, ensuring the same level of local consideration is included (where possible)
- Report annually on performance based on Moray Council categorisation of benefits
- Challenge contractors to highlight their Fair Work First practices (including their stance on the Living wage) in tender responses
- Challenge contractors to outline their approach to climate change issues in tender responses
- Consider innovation and potential added value developments during tender development and the lifetime of the resultant contract

Main Measure

- Percentage of contracts commenced during the year which have a community benefit

f. Sustainability

Purpose

To deliver sustainable outcomes from each contract that support the Council's overall sustainable targets in the Corporate Plan and to widen this approach to at least consider the impact a contract may have no matter how small.

The [Procurement Reform \(Scotland\) Act 2014](#) formalised work [which had previously been undertaken](#) develop the wider ranging benefits that can come from a structured procurement project and ~~has~~ introduced a set of sustainable procurement duties that public organisations have to incorporate into their process.

Activities

- Procurement team to challenge each project to consider sustainability issues at stage one of the development of the requirement
- Performance reported annually based on Moray Council categorisation of benefits
- The Council will use the Scottish Government Flexible Framework tool to measure our progress against organisational procurement strategies and help build an action plan for future developments in this area
- Make use of the Scottish Government prioritisation tool to establish the sustainable priorities for each Council service (annually)
- Complete the actions identified in the Climate Change Strategy attributable to procurement activities – see below

Climate Change - Although linked to the Councils commitment to sustainability and the [Procurement Reform \(Scotland\) Act 2014](#) duties for Economic, Social and Environmental issues, the focus on Climate Change received additional emphasis with the declaration of Climate and Ecological Emergency by the Council in June 2019. This set a goal of being carbon neutral by 2030. To achieve this goal the Council has developed a Climate Change Strategy <http://www.moray.gov.uk/downloads/file136442.pdf> which outlines the actions required by officers and members. This includes a number of specific actions for procurement but also sets the wider challenge to effect the required culture change in everything we do to ensure that climate change is at the forefront of our intentions, including the development of specifications for external goods and services.

Main Measure

- Percentage of contracts commenced during the year which have a sustainable target.

Moray Process

Procurement Structure

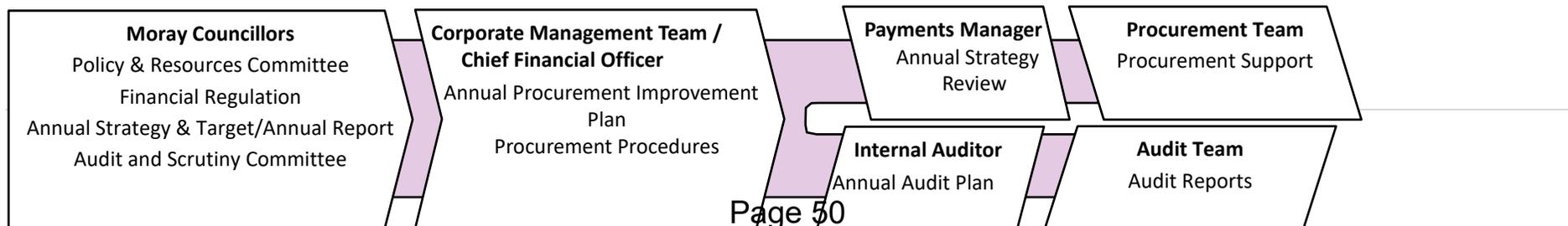
The Council has adopted a centralised procurement operation. The key element to that operation is the Commodity Lead Officer, the business expert who leads on all procurement projects for that commodity and who is supported by the procurement team.

In order to ensure a consistent approach to procurement across the Council, a standard procurement process has been developed which all officers are required to follow. This is incorporated into our Financial Regulations and Procurement Procedures which provide a step by step guide on the main components of the procurement process. Procurement procedures must be followed by all officers without exception.

The Procedures are reviewed and updated annually to take account of national and local regulatory changes and initiatives.

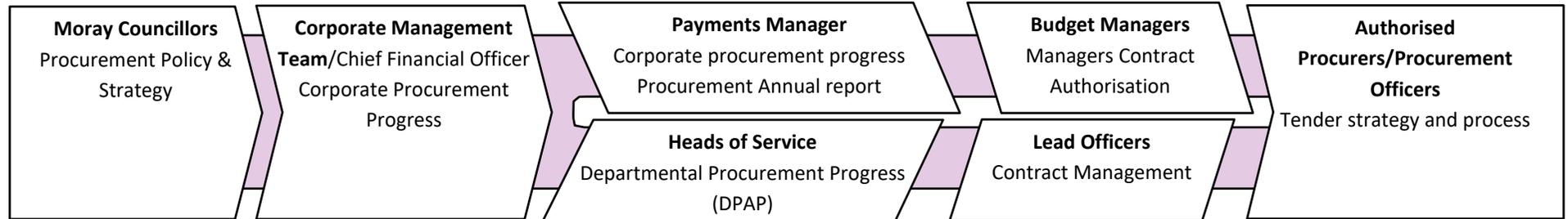
Ultimately the Chief Executive is responsible for all procurement carried out within the Council. However governance and accountability for procurement has been delegated:

Governance



- Moray Councillors will provide the strategic leadership required to ensure that Officers execute their procurement duties effectively, efficiently and economically and that they also promote and establish constructive supplier and stakeholder relationships in order to deliver best value and quality services to the community and to deliver Best Value for Moray.
- The Procurement Team will support departments in their preparation to meet the governance and accountability requirements.
- Internal and External Audit will be responsible for auditing departmental procedures to ensure compliance.

Accountability



Moray Council is committed to providing fairness and transparency in the way we procure and all those involved must be responsible for the discharge of their duties in all procurement activities. In the procurement process there are three key distinguishable roles, they are:

- The Head of Service, who will determine the service procurement strategy, prioritising the procurement activity and ensuring that there are sufficient authorised resources to meet their requirements. Given the strategic importance of the Department's role in the delivery of compliant procurement, an annual Departmental Procurement Action Plan is developed with each Head of Service which is used to inform the Annual Report required by the Act.

- The Lead Officer/Budget Manager, who perceives the need and makes out the business case to obtain any necessary approval to spend, then commissions the appropriate procurement process. Lead officers may also be assigned to a defined list of commodities and they will represent and take responsibility for the Council in all procurement matters pertaining to the assigned commodity
- The purchaser, who fulfils the procurement role, is responsible for ensuring that the procurement process fully complies with Procurement Procedures. Six levels of procurement responsibility have been identified and only officers who have completed the mandatory training course can procure on behalf of the Council. All procurements undertaken by trained officers will be supported by the procurement team.

Contract Management

The purpose of contract management is to ensure that all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, delivering the business and operational outputs required from the contract and providing value for money. It also protects the rights of the parties and ensures required performance against key targets.

The main requirements of the Moray Council approach are:

- All contracts will include quality and performance standards to ensure that the Council achieves value for money from its suppliers
- All contracts will be subject to continual review to ensure suppliers are meeting the agreed performance standards. This will include holding review meetings at suitable intervals
- There will be a clear understanding and monitoring of contractual and supplier risk
- There will be effective handling of contract changes
- A good working relationship will be maintained with all suppliers which includes clear channels of communication

The management of a contract is the responsibility of the departmental Lead Officer. The procurement team regularly reviews the contract/supplier

spend data to identify the key suppliers and contracts of high risk and provide additional support for these contracts [where required](#).

Collaboration

The Council recognises that collaboration in procurement can achieve significant benefits such as:

- Reduced duplication of procurement effort
- Better utilisation of scarce resources and skills
- Aggregation of spend to create greater purchasing power which will in return result in greater cost savings
- The spread of best practice

Collaboration can take place at a number of levels :

National – through Scottish Procurement and Commercial Directorate (category A contracts)

Sectoral – the Council is a member of Scotland Excel, the Centre of Procurement Expertise for local authorities (category B contracts)

Local – direct collaboration with other neighbouring organisations i.e. Highland or Aberdeen City and Shire Councils (category C1 contracts)

Organisational – utilising existing collaborative arrangements put in place by other organisations e.g. Scottish Procurement alliance, Scottish Housing Association, etc (category O contracts)

We will actively collaborate wherever possible, subject to detailed contract assessment of the resultant offering to ensure that it meets our

aims and objectives.

Contract Register

A corporate contract register [is published on the Council](#) website , giving internal management and external visibility of all contracts awarded by the Council thus promoting transparency and fulfilling our duty under the Act. The register is updated by the procurement team as procurements progress through to award. Lead Officers provide benefit information at award stage through an Impact Statement which outlines the benefits and added value the Council will take from the contract.

This data is used annually to report statistical information to Policy and Resources Committee on the Council's procurement activity carried out in the past year and the overall benefits achieved (both cash savings and non-cash benefits).

Demand Management

The centralised Procurement operation in place for Moray Council includes the provision of a central buying team. Well versed in corporate contract content, they receive all Council requisitions (apart from any purchase made via a stock system), source the need and place the order. This centralised focus allows the council to manage immediate orders, specialist requirements and build on the management information produced to meet changing demands. Working with contracted suppliers we can look for added value within a contract, manage our rationalised lists and identify opportunities based on requested demand.

Strategic considerations for individual projects

In addition to the process employed by Moray Council to deliver the contracts, purchases and payments, during the development of any requirement there is a wider consideration of economic, social and environmental factors that will also support the organisation's ultimate aims. This wide ranging consideration is documented within each procurement strategy and the achievements against the aims set monitored throughout the life of the contract via our contract management arrangements.

Responsibilities under the Procurement Reform (Scotland) Act 2014

Economic

The Council is committed to using a mixed supply base to help stimulate innovation and value for money. An important element of this is support for small and medium sized enterprises (SMEs) and voluntary third sector suppliers to make it easier for them to compete for Council contracts. The Council have an on-going ambition to maximise local procurement opportunities whilst still meeting its legal obligations under [EU procurement law and applicable Scottish law](#).

The Council aims to encourage local regeneration:

- Advertise all opportunities over £5,000 but under £50,000 on PCS (quick quote) – to include at least one local supplier and/or 1 SME
- Consider SME involvement in opportunity at procurement strategy stage
- Make best use of PCS ‘Supplier Finder’ functionality for supplier selection
- Attend and support relevant partner events (Business Gateway, TSI Moray, etc.)
- Hold supplier events – roadshows, surgeries and meet the buyer events as required
- Make full use of our full membership of the national Supplier Development Programme (SDP) at Board, Regional and local level. To include the delivery of local training workshops for local suppliers facilitated by Business Gateway and delivered by SDP trainers.
- Sit on a local forum made up of Council procurement, Economic & Development, Community Wealth [Building](#) Officer and Business Gateway– to discuss and support supplier development in Moray. This forum will work to encourage local supplier engagement with the opportunities presented by the [Moray Growth Deal projects](#) [Council](#) and [through community wealth building also look at opportunities with other anchor organisations in](#)

Moray

- Provide supplier debriefs post contract award – to provide performance feedback
- Develop reports to show local and SME involvement in Council procurement activity
- Make the procurement process proportionate to the complexity, risk and value of contract
- Where appropriate make use of contract lotting to allow SMEs to compete for the opportunity
- Encourage the creation of reusable supplier e-tendering profiles ([European Single Procurement Document – ESPD](#)) within PCS-T
- Consider the potential use of reserved contracts (see page 26) where the opportunity allows for such a structure
- Consider the supply chain involvement in council procurements – particularly around our use of frameworks and subsequent contractors' use of local sub-contractors.
- Develop contract clauses that look for investment in the skills development of the workforce and insist on prompt payments of sub-contractors in our contracts

Social

The issues that will be considered during a procurement project are wide ranging and include the social wellbeing of the citizens of Moray. [Resilient and inclusive local economies which enhance wellbeing are also part of the ethos of community wealth building.](#) Wherever possible the resultant contract should try to promote good quality and affordable housing, safer communities, supporting children and young people, access to art and leisure opportunities, education. Health related factors are also to be considered to ensure that should our contracts have an impact in this area, it is a positive one. Encouraging the voluntary sector and supporting the Community Empowerment (Scotland) Act 2015 may also influence the content of specification and resultant contract.

The examples above highlight the areas that have been specifically listed in the guidance that supports the Procurement Reform (Scotland) Act 2014 but are not exhaustive. Promoting positive outcomes for Moray citizens should always be one of the key drivers when developing a procurement project.

Environmental

The Council commits to improve our management practices to reduce our impact on the environment. Our procurement objectives in this area link to the Council's ten year strategic Corporate plan and include:

- Increase the area's recycling rates
- Reduce the biodegradable waste to landfill
- Reduce greenhouse gases by considering delivery and transportation issues, utilising zero or low carbon technologies

- Support the development of sustainable construction
- Encourage our contractors to care for the environment by minimising environmental impacts
- Reduce energy use
- Promote the use of renewable energy sources

Other commitments

Equalities – The Council is committed to equality of opportunity in the procurement process. We aim to:

- Ensure that all tender opportunities are fair and transparent
- Require companies tendering for Council contracts to practice equalities in employment and service delivery
- Carry out Equality Impact Assessments on services to be procured, where relevant and proportionate, to ensure that services meet the needs of our service users
- Carry out Equality Impact Assessments on the procurement process to ensure equal treatment and non- discrimination of contractors. The process will be reviewed every 3 years
- Include equality issues in our contract management process
- Consider the use of award criteria that will assist the Moray Council in meeting its Public Sector Equality Duties. These criteria will be based on the Equality Impact Assessments of the services to be procured

Ethical Procurement – the Council assigns great importance to the role of the local authority in encouraging ethical dealings. The Council therefore commits to support, and promote the use of fair trade products where feasible.

Provision of food/animal welfare – all regulated procurement involving the provision of food will consider the potential impact of the food source in the strategy. For any national or sectoral contracts, the Council will request similar considerations at the specification development stage.

Reserved contracts – we will consider the use of reserved contracts for supported businesses where the opportunity allows for such an approach. Where a business has as its main aim to socially and professionally integrate disabled or disadvantaged people we will consider reserving the contract opportunity to this sector.

Health & Safety – the Council will promote health and safety within the workforce in particular adherence to the Health & Safety at Work Act 1974

Workforce – the Council internally promotes a positive workforce culture and would seek the same from its contractors, namely:

- A positive recruitment and retention policy
- A positive package of remuneration measures, including the supplier’s approach to payment of the living wage
- Training and support
- Ensuring zero hours contracts are not used inappropriately
- Flexible working
- Career breaks

The Council’s work to promote “Fair Work” is backed by the Scottish Government’s Vision:

By 2025, people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and for society

Procurement Measurement

All public sector organisations in Scotland are subject to an external assessment of procurement performance in a format determined by the Scottish Government, which focuses on quality of outputs.

Procurement & Commercial Improvement Programme (PCIP)

The PCIP covers four main areas of the procurement process:

- Leadership and governance
- Development and tender
- Contract
- Key Purchasing Processes

The Procurement team uses the outcome from this review and previous assessments to focus the development work that is required for the coming year based on their ability to resource and deliver the required improvements.

This results in a number of actions which are then reported to Policy and Resources Committee for approval as strategic targets for the year. Progress

against these targets is reported the following year. In addition to the development actions identified above the Procurement team also prepare a plan of procurement activity based on the information collected through an annual referral process with Heads of Service. This process considers:

- expiring contracts for the department at all levels
- category A, B, C, and O new requirements
- changing responsibilities
- resources

This information is used to create a Departmental Procurement Action Plan for each service. The resultant plans are then collated into a Council wide Procurement Activity Plan.

Monthly updates reporting progress on all procurement activity is provided to the Chief Financial Officer.

In addition to the emphasis on continual improvement for the procurement service which will come from the PCIP, where possible performance against the objectives contained within this strategy (Strategic Objectives) ~~will~~ ~~has been~~ incorporated into the Moray Council Strategic Action Plan [2021/22](#). The outcomes from these measurements will be reported in the published Annual Report.

Glossary

Aggregation – Adding together the value of separate contracts for the same supply, works or service

Annual Report – Legislative requirement to publish performance against strategy objectives

Award Stage – this is the stage when the tender evaluation panel determine who the preferred bidder/s are that will be awarded the contract post standstill period

Best Practice – The most effective and desirable method of carrying out a function or process derived from experience rather than theory

Best Value – Considers price, quality and sustainability to determine the best outcome

Community Benefit Clause (CBC) – Clauses incorporated into a specification that look for certain benefits from the resultant contract relating to the local community.

Community Wealth Building – an approach which uses using the Council's procurement of goods and services along with those of other anchor organisations -to add value to the local economy

Contract – A contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. The essential elements of a contract are: an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent; legality of purpose, and sufficient certainty of terms

Contract Administration – The administration surrounding the award of a new contract:

- Supplier relationship (Account Manager)
- Contract adoption arrangements (launch)
- Communication arrangements
- Management Information
- Catalogue
- Order process
- Delivery arrangements
- Billing and Payment process
- Complaint

Contract Management – The management surrounding the contract delivery, carried out by the person responsible for the contract (Lead Officer)

Contract Value – The total monetary value of a contract over its full duration (not annual value) including any possible extension periods

Contract Register – A record of contracts awarded by the organization – published on the Council’s website

Contractor – An organisation or individual who has entered into contract to undertake works, supply goods or provide services

Departmental Procurement Action Plan – An annual process during which Service Heads and the procurement team determined the procurement priorities and resources for the coming financial year

~~**EU Directive** – a European Union legal instruction or secondary European legislation which is binding on all Member States but which must be implemented through national legislation within a prescribed time scale. The European single market is covered by a number of Directives, which must be implemented by each of the Member States into their own legislative framework, and give detailed instructions on tendering procedures.~~

Government Procurement Agreement (GPA) - [This is an agreement of World Trade Organisation \(WTO\) members to mutually open up their markets for selling goods and services to governments, often including regional and local governments](#)

Impact Statement – the record of the impact of any awarded or adopted contracts on Moray Council, both financial and non financial

P2P - Procure to Pay or Purchase to Pay covering all the processes within a Procurement lifecycle, namely Requisitioning, Purchasing and Payment

Procurement Commercial Improvement Programme (PCIP) - Bi-annual evidence based assessment on all public organisations procurement activity

Procurement Officers/Team – officers who support the Departmental Lead officers during individual procurement projects

Quality – The level of fitness for purpose which is specified for or achieved by any service, work or product

Public Contracts Scotland Advert – www.publiccontractsscotland.gov.uk National advertising portal for public sector contracts add web address

Public Contracts Scotland Tender – www.publictendersscotland.publiccontractsscotland.gov.uk National electronic tendering portal for the management of the tendering process for both the supplier and public sector buyers

Specification – a detailed description of the supplies or services to be purchased

Sub-contracting – The process where a contractor assigns part of the contract to another contractor(s)

Sustainability – The economic, environmental and social issues to be considered in a procurement exercise including Climate Change and Fair Work.

Tender – a written offer to contract to provide goods or services or works precisely as specified in the tender documents at a stated price or rate. Successful tenders result in the award of a contract to deliver the goods, services or works specified.



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: FORRES COMMON GOOD – TRANSITION TOWN FORRES

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE SERVICES)

1. REASON FOR REPORT

- 1.1 To inform the Committee of an application from Transition Town Forres for financial assistance from Forres Common Good Fund to fund a second year's rental of the ground at Bogton Road following a rental review in March 2020
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified Committee structure as a result of the COVID-19 pandemic. In the case of this Committee, the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (paragraph 9 of the Minute refers).

2. RECOMMENDATION

- 2.1 The Committee is asked to consider a request for funding from Transition Town Forres. If approved, the grant will be funded from the Forres Common Good Fund.**

3. BACKGROUND

- 3.1 Decisions in relation to Common Good Funds are delegated to the Head of Financial Services in consultation with local Members. If agreement of at least two thirds of local Members cannot be obtained on an application for funding from the Common Good Fund then the application will be reported to Economic Growth, Housing and Environmental Sustainability Committee.
- 3.2 Transition Town Forres leases property from the Council (held on the Forres Common Good account) comprising secured yard, office, storage shed and gardens. The lease is for 30 years from 31 March 2009, but includes an annual break option in favour of Moray Council upon serving 12 months'

notice at any time after 31 March 2020. The tenant paid a one off sum of £40,000 at entry and undertook to carry out improvement works to the property. On this basis, it was agreed there would be no annual rent payable until the first rent review at 31 March 2020. The rent at review was agreed with the tenant as £13,200 per annum.

- 3.3 Transition Town Forres applied for grant funding of £15,840 (including VAT) from Forres Common Good Fund in August 2020 to cover the annual rent of Bogton Road, Forres following the rent review in March 2020. The four local Members approved the application for one year of rent to be waived in order to allow the new board to have time to prepare a business plan which would demonstrate the company could pay future rent. It is the concern of two of the local Members that whilst the allotments have been a success and contribute greatly to the common good of the people of Forres, the building and yard on the site might be more benefit to the Common Good if they were leased on the commercial market.
- 3.4 Transition Town Forres has requested funding of £15,840 (including VAT) to cover the annual rent from 31 March 2021 for the ground at Bogton Road, Forres.
- 3.5 Transition Town Forres Limited was incorporated on 24 July 2008 and is a registered Scottish Charity. The company was set up to help reduce dependency on fossil and other non-sustainable fuels, and to develop local solutions to respond to the social, environmental and economic challenges the communities face. The site at Bogton Road, Forres, houses the Community Garden and is a place where people learn how to grow their own food and meet other gardeners. Currently, there are approximately seventy gardeners using the site.
- 3.6 On 15 June 2020, Transition Town Forres Limited lodged an Expression of Interest in a free transfer of ownership of the Bogton Road site under the CAT Scheme. However, the company was not eligible to make an asset transfer request under the scheme. The company has indicated that it intends to amend its Articles of Association to become eligible and that it has appointed consultants to undertake a feasibility study in relation to a possible asset transfer request. However, no timescale has yet been provided by the company for such a request being made. It should be noted that a future asset transfer request would be subjected to a statutory public consultation before being determined. Although eligible community-controlled bodies have a right to make asset transfer requests to public authorities and the relevant legislation includes a presumption in favour of such requests being granted, they can be refused where there are reasonable grounds for so doing.
- 3.7 The Policy and Resources Committee agreed on 16 January 2002, to continue with the policy of distribution of two-thirds of the estimated annual income available from the Common Good Funds (paragraph 22 of the minute refers). The remaining third is to be re-invested in order to maintain the funds for future generations. Under this policy, £25,936 is available for disbursement from Forres Common Good in 2021/22. As stated in paragraph 4(c) there is currently a balance of £21,606 available to be disbursed in 2021/22.

None

(h) Consultations

Local Members for Forres have been consulted and a consensus view could not be achieved. The matter has therefore been referred to this Committee for a decision. The Head of Financial Services, Estates Manager and Asset Management Coordinator have been consulted and the comments received have been incorporated in the report.

5. CONCLUSION

- 5.1 The Committee is asked to consider the request from Transition Town Forres to assist them by funding the 2021/22 rental charge for the premises at Bogton Road, Forres.**

Author of Report: Nicky Gosling, Accountant
Background Papers: with author
Ref:



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8TH JUNE 2021

SUBJECT: COMMON GOOD FUNDS – SUMMARY EXPENDITURE FOR 2020/21 AND ESTIMATED DISPOSABLE INCOME FOR 2021/22

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT & FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the final position of Common Good Funds at 31 March 2021 and the estimated income available for disbursement in 2021/22.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decisions of Moray Council on 17 June 2020 to agree a simplified Committee structure as a result of the COVID-19 pandemic. In the case of this Committee, the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (paragraph 9 of the Minute refers).

2. RECOMMENDATION

2.1 The Committee is asked to:

- (i) note the disbursements approved for 2020/21 for each of the Common Good Funds shown in APPENDIX 1;**
- (ii) approve the carry forward of the undisbursed balances for 2020/21 for the Buckie, Dufftown, Elgin, Forres, Portknockie, Keith and Findochty Funds to be made available in 2021/22;**
- (iii) agree the estimated Income available for disbursement in 2021/22 shown in APPENDIX 2.**
- (iv) note Common Good Fund asset register APPENDIX 3**

3. BACKGROUND

- 3.1 The origins of Common Good Funds in Scotland are late 15th Century and they have been defined as “all property of a Royal Burgh not acquired under statutory powers or held under specified trusts”.
- 3.2 Until 1975, the Town Councils or those Burghs in Moray having Common Good Funds managed them. Moray District Council took over the management until 1996 when this Council took over responsibility. The Members of the Council are in a similar position to Trustees.
- 3.3 The Council must retain the ability to continue to make grants from the Common Good Funds to future generations. For that reason preservation of the Common Good Funds’ Capital is essential.
- 3.4 In addition, it is essential to use the revenue generated from the Funds to maintain the land and buildings held as assets. The Council is obliged to maintain the Common Good Funds’ Balance whether as land, buildings or cash.
- 3.5 Common Good Funds’ cash balances can be applied to acquire assets or to carry out major repairs but Members must be satisfied that such acquisitions or works carried out will provide a long term and lasting benefit to the particular Community as a whole. The same criteria have to apply to any disposal of assets.
- 3.6 The Policy and Resources Committee established the Council’s current policy regarding distribution of the annual income available, on 20th June 2001 (paragraph 7 of the Minute refers). At that time the Committee noted that the true value of money depreciates over time and in an attempt to keep pace and at the same time to be able to make reasonable levels of grants from the income earned, it agreed a policy of distributing two-thirds of the annual income earned with the remaining one-third being retained to maintain the value of the funds.
- 3.7 Members of the Policy and Resources Committee agreed on 16th January 2002, to continue with the policy of distribution of two-thirds of the estimated annual income available from the Common Good Funds (paragraph 22 of the Minute refers). The remaining third was to be re-invested in order to maintain the Funds for future generations.
- 3.8 In order to speed up the processing of grant applications, the Policy and Resources Committee delegated authority to the Head of Financial Services in consultation with Local Members to consider grant applications and make appropriate awards. The Moray Council Committee on 13 March 2019 agreed that if two thirds or more of local members are in agreement it is sufficient authority to proceed under delegated authority of the Head of Financial Services. If the agreement of at least two thirds cannot be obtained on an application then the application will be reported to Policy and Resources Committee.

- 3.9 The Policy and Resources Committee at its meeting on 2 September 2008 (paragraph 12 of the Minute refers) agreed to allow unspent balances to be carried forward and be available to use in the following two years. Any unused funds after two years are added back to the Fund balance. At the same meeting any overspends at 31 March would be limited to 25% of disposable income and had to be replaced over the following two years.
- 3.10 Members should note that the Council is required to account for depreciation on Common Good assets. As this is an accounting entry only, the disposable income continues to be calculated prior to the deduction of depreciation.

4. 2020/21 DISPOSABLE INCOME AND DISBURSEMENTS APPROVED

- 4.1 **APPENDIX 1** shows details of the estimated income and actual disbursements approved for 2020/21 for each of the Common Good Funds.
- 4.2 Expenditure by Keith Common Good Fund to advertise a lease for Seafield Park toilets and pavilion resulted in a deficit of £109 in 2019/20. Per the agreed policy, this deficit is being repaid over two years, 2020/21 and 2021/22.
- 4.3 Cullen Common Good showed a deficit in 2020/21. This was due to the properties at 14 and 16 Reidhaven Street being vacant and the cost of remedial works to bring the properties to a marketable condition. Additional costs were incurred due to Covid-19, as this led to a delay in marketing the properties.

5. 2021/22 DISPOSABLE INCOME

- 5.1 **APPENDIX 2** details the current financial position of the Common Good Funds and the estimated disposable income for 2021/22.
- 5.2 The estimated income figure is calculated to assist Local Members' decision making when allocating grants. The figures are only there as a guide. If a supported application would breach the estimated income limit, disbursement can be made but will require Policy and Resources Committee approval.
- 5.3 As can be seen in **APPENDIX 2** there are a number of projects which have already been approved by Local Members for 2021/22.
- 5.4 In the calculation of disburseable income it has been assumed that the full amount of rental income due in 2021/22 will be received. It is acknowledged however, that as a result of Covid-19 this may not be the case.
- 5.5 Cullen Common Good Fund has two properties - 14 and 16 Reidhaven Street. These properties are in the process of being sold, with the sale expected to complete early in 2021/22. Additional costs of sale will be offset against sale proceeds. From 2022/23 Cullen Common Good will have disburseable income as a result of the interest received on the balance of sale proceeds.

5.6 The interest for 2021/22 has been calculated using a two year fixed PWLB rate of 2.10% as at the 1st April 2020.

6. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

None.

(b) Policy and Legal

The Council's adoption of the policy of retaining one third of disposable income in each financial year will protect the capital for each of the Common Good Funds and ensure their sustainability in the future.

(c) Financial implications

The financial implications are contained in the body of the report and are detailed in the Appendices.

(d) Risk Implications

There is a risk of overspends exceeding 25% of disposable income if any unforeseen emergency major repairs are required for properties owned by Common Good Funds. Close monitoring of costs and the condition of properties will be undertaken by officers in order to mitigate this risk.

(e) Staffing Implications

None

(f) Property

The condition of all Common Good properties will be monitored in order to keep reactive repairs to a minimum.

(g) Equalities/Socio Economic Impact

None

(h) Consultations

Local Members for each Common Good Fund have been consulted on disbursements for 2020/21.

7. CONCLUSION

- 7.1 The final outturn for 2020/21 for each of the Common Good Funds, which the Council administers, is detailed in APPENDIX 1, the budgeted income available for disbursement in 2021/22 is shown in APPENDIX 2 along with previously approved applications and the Common Good Fund asset register is shown in APPENDIX 3.**

Author of Report: Nicky Gosling, Accountant
Background Papers:
Ref:

Buckie Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Property Income	3,035	3,034	1
Investment Income	31,919	31,872	47
	34,954	34,906	48
Less Administrative Costs	895	748	147
	34,059	34,158	(99)
Two thirds	22,706		
C/f undisbursed income from prior years	5,861		
	28,567		
Grants Awarded During the Year			
Buckie District Community Council	1,845		
Buckie - Moray School Bank	4,000		
IDance - European Dance Masters (repayment of grant)	(1,000)		
	4,845		
Other Expenditure			
Roof Repair to Store, Freuchny Road, Buckie	805		
Marchmont Crescent, Buckie Title Report	3		
	808		
Undisbursed Income	22,914		

Estimated Figures for Disposable Income in 2021/22

Buckie	
Estimated Disposable Income	£ 23,296
Undisbursed Income (unused limit carry forward from 2020/21)	<u>22,914</u>
Total Available for Disbursement 2021/22	46,210
Projected Income Available for Disbursement	46,210

Cullen Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Property Income	200	730	(530)
Investment Income	1,241	1,205	36
	1,441	1,935	(494)
Less Administrative Costs	115	519	(404)
	1,326	1,416	(90)
Two thirds	884		
C/f undisbursed income from prior years	-		
Total Budget Available for Disbursement 2020/21	884		
Grants Awarded During the Year			
Robert the Bruce Endowment	2		
	2		
Other Expenditure			
Court Fee	132		
Repairs and maintenance 14/16 Reidhaven St, Cullen	913		
16 Reidhaven St - Electricity/Gas 20-21	270		
16 Reidhaven St Council Tax 20-21	2,063		
	3,378		
Undisbursed Income			(2,496)

Cullen Common Good Fund

Estimated Figures for Disposable Income in 2021/22

Cullen	
Estimated Disposable Income 2020/21 costs exceeded income – the year end deficit was £2,496	£ 454
<u>Annual Recurring Requests Outstanding:-</u> <ul style="list-style-type: none">• Robert the Bruce Endowment (This amount is £2.10 accrued annually until sum reaches a reasonable amount to be paid out)	2
<u>Committed Expenditure:-</u> <ul style="list-style-type: none">• Legal Fees – Sale of 14/16 Reidhaven Street, Cullen	2,500
Projected Income Available for Disbursement	Nil

Dufftown Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Property Income	-	-	-
Investment Income	304	304	-
Other Income	8	8	-
	312	312	-
Less Administrative Costs	52	53	(1)
	260	259	1
Two thirds	173		
C/f undisbursed income from prior years	167		
	340		
Grants Awarded During the Year	-		
	340		
Undisbursed Income			

Estimated Figures for Disposable Income in 2021/22

Dufftown	
Estimated Disposable Income	£ 176
Undisbursed Income (unused limit carry forward from 2020/21)	<u>293</u>
Total Available for Disbursement 2021/22	469
Projected Income Available for Disbursement	469

Elgin Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Property Income	31,311	32,473	(1,162)
Investment Income	31,704	31,932	(228)
Other Income	-	2,543	(2,543)
	63,015	64,405	(1,390)
Less Administrative Costs	2,610	2,173	437
	60,405	62,232	(1,827)
Two thirds	40,270		
C/f undisbursed income from prior years	28,037		
Less previously agreed expenditure for property repairs	(4,394)		
Total Budget Available for Disbursement 2020/21	63,913		

Actual Grants Awarded

Elgin 1st Scout Group	1,000
	1,000

Other Expenditure

Contribution to Seagull Control 2020-21	12,000
General Insurance 239 High St, Elgin	62
	12,062

Undisbursed Income	50,851
--------------------	---------------

Estimated Figures for Disposable Income in 2021/22

Elgin	
	£
Estimated Disposable Income	43,397
Undisbursed Income (unused limit carry forward from 2020/21)	50,851
Less repayment of capital advance for property repairs	(4,394)
Total Available for Disbursement 2021/22	89,854
<u>Disbursements approved to Date:</u>	
• Anderson's Care Home	7,500
• Contribution to Seagull Deterrent	22,000
Projected Income Available for Disbursement	60,354

Forres Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate	Actual	Variance
	£	£	£
Investment Property Income	17,442	17,346	96
Investment Income	7,556	7,736	(180)
	-	(267)	267
	24,998	25,082	(84)
Less Administrative Costs	1,521	1,338	183
	23,477	23,744	(267)
Two thirds	15,651		
C/f undisbursed income from prior years	4,579		
Less previously agreed expenditure for property repairs	(1,483)		
	<hr/>		
Total Budget Available for Disbursement 2020/21	18,747		
	<hr/>		
Grants Awarded During the Year			
Forres Christmas Lights Insurance	750		
Forres Mechanics	5,050		
Forres in Bloom	3,500		
Forres - Moray School Bank	2,000		
Forres in Bloom 2020-21	3,000		
	<hr/>		
	14,300		
	<hr/>		
Other Expenditure			
Repair Pothole Clovenside	473		
Sale of Forres Town Hall - Fee and outlay	2,276		
	<hr/>		
	2,749		
	<hr/>		
Undisbursed Income	<u>1,698</u>		

Forres Common Good Fund

Estimated Figures for Disposable Income in 2021/22

Forres	
	£
Estimated Disposable Income	25,721
Undisbursed Income (unused limit carry forward from 2020/21)	1,698
Less repayment of capital advance for property repairs	<u>(1,483)</u>
Total Available for Disbursement 2021/22	25,936
<u>Disbursements approved to Date:</u>	
• Forres Area Community Trust	2,000
• Provision for Christies Elite rent review valuation	1,000
• Contribution to Seagull Control 2021/22 – Pilmuir	1,330
Projected Income Available for Disbursement	21,606

Portknockie Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Income	1,081	1,072	9
	1,081	1,072	9
Less Administrative Costs	58	161	(103)
	1,023	911	112
Two thirds	682		
C/f undisbursed income from prior years	288		
Total Budget Available for Disbursement 2020/21	970		
 Grants Awarded During the Year			
Portknockie Community Association	500		
Portknockie Community Council	250		
	750		
Undisbursed Income	220		

Estimated Figures for Disposable Income in 2021/22

Portknockie	
	£
Estimated Disposable Income	615
Undisbursed Income (unused limit carry forward from 2020/21)	<u>220</u>
Total Available for Disbursement 2021/22	835
Projected Income Available for Disbursement	835

Keith Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Income	143	143	-
	143	143	-
Less Administrative Costs	50	1	49
	93	142	(49)
Two thirds	62		
C/f undisbursed income from prior years	-		
Less 50% of 2019/20 overspend	(54)		
Total Budget Available for Disbursement 2020/21	8		
Grants Awarded During the Year	-		
Undisbursed Income	8		

Estimated Figures for Disposable Income in 2021/22

Keith	
	£
Estimated Disposable Income	96
Undisbursed Income (unused limit carry forward from 2020/21)	8
Less overspend 2019/20 to be repaid over 2 years	(55)
Total Available for Disbursement 2021/22	49
Projected Income Available for Disbursement	49

Findochty Common Good Fund

Actual Financial Performance against Estimated Figures for 2020-21

	Estimate £	Actual £	Variance £
Investment Property Income	1,500	1,498	2
Investment Income	30	50	(20)
	1,530	1,548	(18)
Less Administrative Costs	83	185	(102)
	1,447	1,363	84
Two thirds	965		
C/f undisbursed income from prior years	-		
	965		
Grants Awarded During the Year			
Finechty Men's Shed	700		
	265		

Estimated Figures for Disposable Income in 2021/22

Findochty	
	£
Estimated Disposable Income	906
Undisbursed Income (unused limit carry forward from 2020/21)	<u>265</u>
Total Available for Disbursement 2021/22	1,171
Projected Income Available for Disbursement	1,171

Appendix 2

Balance Sheet as at 31st March 2021 by Common Good Fund

	Buckie £000	Cullen £000	Dufftown £000	Elgin £000	Forres £000	Portknockie £000	Keith £000	Lossie £000	Findochty £000	Total £000
Fixed Assets	2,542	139	-	9,318	2,782	-	288	1,492	532	17,093
Current Assets										
Debtors and Stocks	2	-	-	7	-	-	-	-	-	9
Loans Fund Balance	1,547	57	15	1,562	442	52	7	-	2	3,684
	<u>1,549</u>	<u>57</u>	<u>15</u>	<u>1,569</u>	<u>442</u>	<u>52</u>	<u>7</u>	<u>-</u>	<u>2</u>	<u>3,693</u>
Current Liabilities										
Creditors	-	-	-	3	3	-	-	-	1	7
	<u>-</u>	<u>-</u>	<u>-</u>	<u>3</u>	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>7</u>
Total Net Assets	4,091	196	15	10,884	3,221	52	295	1,492	533	20,779
Financed By:										
Revaluation Reserve	2,501	139	-	8,132	1,908	-	45	1,492	532	14,749
Revenue Balance	1,590	57	15	2,752	1,313	52	250	-	1	6,030
Reserves	4,091	196	15	10,884	3,221	52	295	1,492	533	20,779

Common Good Asset Register**Buckie Common Good**

Fishermans Hall, 16 North Pringle St, Buckie
 Town House West (Hall), Cluny Place, Buckie AB56 1HB
 Library, Cluny Place, Buckie, AB56 1HB
 Fishing Heritage Centre, Cluny Place, Buckie AB56 1HB
 Town House West (Offices), Cluny Place, Buckie AB56 1HB
 Public Toilets, Cluny Place, Buckie
 Development Land, March Road West, Buckie
 Sites Opposite 26 Barron St, Buckie AB56 1XD
 42A Freuchny Rd, Buckie AB56 1TX
 25B East Cathcart St, Buckie AB56 1JP
 Site to rear of 5 Bridge Place, Buckie
 Store, Freuchny Road, Buckie
 Linzee Gordon Park, Buckie - Public Park, Play Area and Pavilion
 Buckie Victoria Bowling Club, West Church Street, Buckie
 Heritable Assets - Ansons Collection
 Heritable Assets - Chains of Office

Cullen Common Good

14/16 Reidhaven Street, Cullen AB56 4SZ
 Heritable Assets - Chains of Office

Dufftown Common Good

Tininver Park, Tininver Street, Dufftown
 * Woodland Princess Royal Park Conval Street Dufftown
 ** Woodland Bridge Of Poolinch Dufftown
 *** Woodland Tininver Brae Dufftown
 **** Woodland Mortlach Distillery Dufftown

Elgin Common Good

239 High Street, Elgin, IV30 1DJ
 Site Adjacent To 239 High Street Elgin Moray
 Riverside Caravan site, Elgin IV30 8UN
 Field Adjacent to The Oaks, Morryston Road, Elgin
 Field Adjacent to Oakview, Morryston Road, Elgin
 Shooting Acres & Aughteen Park Lands, Pluscarden Road, Elgin
 Moray Leisure Centre, Borough Briggs Road IV30 1AP
 Field at Riverside, West Road, Elgin
 Ground adjacent to The Mansion House, Blackfriars Rd, Elgin
 The Oaks, Morryston Road, Elgin IV30 6UN
 Playing field, Borough Briggs Rd, Elgin
 Lesser Borough Briggs, Borough Briggs Road, Elgin
 Play area, McIntosh Drive, Elgin
 Play area, Ardgilzean Place, Elgin
 Loch and Country Park, Millbuies, Elgin
 Depot Cooper Park, Elgin
 Greenfingers Nursery, King Street , Elgin IV30 1HU
 Biblical Gardens, King Street, Elgin
 Training Centre, Cooper Park, King Street, Elgin
 Rainbow Castle, Borough Briggs Road, Elgin
 Monument, Prospect Terrace, Lossiemouth (Charter of Novodamus)
 Site opposite 2 Seatown, Lossiemouth (Charter of Novodamus)
 Public Convenience, Seatown Rd, Lossiemouth IV31 6JL (Charter of Novodamus)
 Heritable Assets - Chains of Office

Forres Common Good

Forres Mechanics Football Ground, Mosset Park, Lea Rd, Forres IV36 1AU
Land adjacent to Mosset Park, Lea Road, Forres, IV36 1DX
Forres Bowling Club, St Catherines Rd , Forres
Nelsons Tower
The Greens, Forres
Car Park, Bogton Road, Forres IV36 3TW
Nursery, Bogton Road, Forres IV36 3TW
Bogton Playing Field and Play Area, Bogton, Forres
Christies Elite Nurseries Limited, Bogton Rd, Forres IV36 3TW
38a Clovenside Road (adjacent to Clovenside Cemetery), Forres
Field, Pilmuir Road West, Forres
Kingsmeadow Field, Forres
Field A Clovenside
Field B Clovenside
Market Cross Monument, High St, Forres
Forres Golf Club
Forres Golf Course, Forres IV36 2RD
Land at mouth of River Findhorn
Roysvale Park and Pavillion, Sanquhar Road, Forres
Heritable Assets - Chains of Office

Keith Common Good

Nursery Park, Keith
Store, Seafield Park, Keith
Show Ground Store, Seafield Park, Keith AB55 5AJ
Pavillion, Seafield Park, Keith
Seafield Park, Keith
Heritable Assets - Chains of Office

Lossiemouth Common Good

Coulardbank Pavillion, Coulardbank Playing Fields, Lossie
Coulardbank Playing Fields, Coulardbank Road, Lossiemouth
Town Hall, High Street, Lossiemouth IV31 6AA
***** Lossiemouth Library, High Street, Lossiemouth IV31 6AA
***** Town Hall, High Street, Lossiemouth IV31 6AA

Findochty Common Good

Town Hall, 22 Station Rd, Findochty AB56 4PN

Burghead Common Good

St Aethans Park and Play Area, St Aethans Rd, Burghead
Heritable Assets - Chains of Office

Assets transferred from Moray Council in 2020-21

* Woodland Princess Royal Park Conval Street Dufftown
** Woodland Bridge Of Poolinch Dufftown
*** Woodland Tininver Brae Dufftown
**** Woodland Mortlach Distillery Dufftown
***** Lossiemouth Library, High Street, Lossiemouth IV31 6AA
***** Town Hall, High Street, Lossiemouth IV31 6AA

Assets removed in 2020-21

CAT transfer 2019/20

Sold 2020/21

[The Clock Tower, The Square, Dufftown AB55 4AD
Information Centre, The Clock Tower, The Square, Dufftown
Forres Town Hall, High St, Forres IV36 1PB



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: COMMUNITY ASSET TRANSFER REQUEST (2015 ACT): FINDHORN BEACH TOILETS

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 This report invites the committee to consider an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 for the transfer of two public toilets and the site of a former public toilet, all located at Findhorn Beach.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

2.1 The committee is invited to:

- (i) **approve the request to transfer ownership of:**
- a) the north and south public toilets, West Dunes, Findhorn, and**
 - b) the site of the former public toilet, East Beach, Findhorn,**
- to the Findhorn Village Conservation Company Ltd, all subject to the terms and conditions set out in para 5.1 of this report; and,**
- (ii) **note that, if approved and unless otherwise agreed with the Company, it will have 6 months from the date of the decision notice to submit a formal offer to purchase the properties, failing which the agreement will have no further effect and the statutory asset transfer process will end.**

3. BACKGROUND

- 3.1 On 25 January 2021, the Findhorn Village Conservation Company Ltd (the Company) submitted an asset transfer request under Part 5 of the Community Empowerment (Scotland) Act 2015 (the Act) for the free transfer of ownership to two public toilet blocks and the site of a former public toilet, all located at Findhorn Beach as shown in **Appendix 1**.
- 3.2 The following conditions were included by the Company in its request:
- (i) The Council to hand over the septic tank serving the West Car Park (North) public convenience in working order to meet SEPA regulations and provide details of water supply connections.
 - (ii) The Council to hand over the water and sewage services serving the West Car Park (South) public convenience in working order and provide details of water and sewage connections.
 - (iii) The Council to confirm that all services to the plot of land at the East Car Park have been properly 'capped' and provide details of any drainage, water, and electricity services that remain in place.
- 3.3 The redacted asset transfer submissions are available on the Council's Committee Management System under the reference CAT/ATR/086 at <https://moray.cmis.uk.com/moray/CouncilandGovernance/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1729/Committee/37/SelectedTab/Documents/Default.aspx>.
- 3.4 The asset transfer request was the subject of a statutory public consultation. Although no representations were received during this consultation, the Company included letters of support from Findhorn and Kinloss Community Council and the Findhorn Resident's Association in its submission.

4. ASSESSMENT

- 4.1 The Company is a registered Scottish Charity (SC044408), whose governing documents meet the criteria to be classed as a community-controlled body able to request a transfer of ownership under the Act.
- 4.2 The Company was formed to benefit the community of Findhorn Village with the following purpose:
- 'To advance environmental protection or improvement including preservation, sustainable development and conservation of the natural environment, the maintenance, improvement or provision of environmental amenities for the Community and/or the preservation of buildings or sites of architectural, historic or other importance to the Community.'
- 4.3 Best Value characteristics are in evidence in the Company's proposals. Its governance and financial management arrangements are considered sound and sustainable. Its members have demonstrated through their track record of managing assets for the community that they have the necessary skills and experience to deliver the Company's objectives. It has demonstrated that

there is community support for its proposals. Its business case demonstrates that its proposals are affordable and financially sustainable.

- 4.4 The projected benefits of the requested transfer relate primarily to economic development and regeneration through enhancing visitor experience and bringing a closed public facility back into use. The likely benefits support the Local Outcomes Improvement Plan priority of developing a growing, diverse and sustainable economy in Moray.
- 4.5 A valuation by a private surveying firm, jointly commissioned by the Council and the Company, assessed the total market value of the three properties as £14,000. The Council's Estates Manager requested further evidence and explanation of the assessment of value from the private surveyor. However, this was not forthcoming. The Estates Manager considers that the estimated total market value of the three sites is more likely to lie within the range £51,000 to £96,000. The differences in opinion of value are due to consideration of potential alternative uses that do not appear to have been addressed by the private surveyor.
- 4.6 The Company has requested that the assets be transferred for nil consideration, involving a disposal at significantly less than the best price that could reasonably be obtained. Nevertheless, even using the highest estimate of market value, the projected benefits of the proposal are considered commensurate with the discount sought.
- 4.7 Given that the company has requested a free transfer of the assets, requiring the Council to agree to forego a potential capital receipt of up to £96,000, it is considered unreasonable that the Council should also be required to agree to the conditions referred to in para 3.2 above. Agreeing to these conditions could result in the Council incurring additional expenditure to ensure that the condition of building services be improved. It is considered reasonable, however, to provide the Company with an opportunity to carry out its own investigations to satisfy itself as to the current condition of the assets.

5. ASSET TRANSFER TERMS

- 5.1 If the recommendations are agreed, the following terms would apply to the transfer:
 - (i) Subjects – the assets to be transferred comprise:
 - a) Toilet Block (North), West Dunes, Findhorn,
 - b) Toilet Block (South), West Dunes, Findhorn, and
 - c) Site of former Toilet Block, East Beach, Findhorn.The locations of the sites are shown in **Appendix 1**.
 - (ii) Price – the price payable would be £nil.
 - (iii) Contamination – the Council is to transfer the property “with information” in terms of Contaminated Land legislation with the Findhorn Village Conservation Company Ltd indemnifying the Council against any future claims relating to contaminated land. A desktop

study by the Council's Environmental Health Section concluded that there are no known contaminative uses near these sites.

- (iv) The Council will provide the purchaser with information on the existence of all services to the best of its knowledge and belief.
- (v) The purchaser will satisfy itself as to the existence, condition and suitability of all services.
- (vi) Fees/Expenses – each party would meet its own legal expenses in the processing of the transaction, including legal expenses and surveyors fees; and,
- (vii) Other Terms – any other detailed terms agreed with the Council's Legal Services Manager and Estates Manager.

5.2 The company will have a right to ask the Council to review its decision if the request is refused or the terms differ materially from those requested.

6. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Transferring assets to the community supports the Local Outcomes Improvement Plan (LOIP) aim of creating more resilient and sustainable communities and is consistent with the Corporate Plan value of promoting community empowerment as a means of supporting communities to take on more responsibility. The likely benefits support the LOIP priority of developing a growing, diverse and sustainable economy in Moray.

(b) Policy and Legal

On 21 March 2017, the Policy and Resources Committee approved the following policy statement (paragraph 5 of the Minute refers):

“Moray Council recognises the important role that the transfer of property assets can play in empowering communities and strengthening their resilience. Where appropriate, the Council will use the transfer of assets to give more control to communities and local people, inspire them to find local solutions to community needs, and as a means of helping communities become more sustainable in the long term. In determining all asset transfer requests, the Council will have regard to the guidance provided by the Scottish Government in relation to asset transfer requests made under Part 5 of the Community Empowerment (Scotland) Act 2015, whether or not such requests are made under the provisions contained in the Act.”

Section 82(5) of the Community Empowerment (Scotland) Act 2015 requires the Council to agree to the asset transfer request unless there are reasonable grounds for refusing it.

Assets transferred to the community at less than market value must comply with the Disposal of Land by Local Authorities (Scotland) Regulations 2010, which requires the Council to be satisfied that the proposed transfer is reasonable and that the disposal is likely to contribute to the promotion or improvement within Moray of any of the following purposes:

- a) Economic Development,
- b) Regeneration,
- c) Public Health,
- d) Social Wellbeing, or
- e) Environmental Wellbeing.

Reasonableness in this context is taken to imply that the requested discount is the minimum necessary to allow the project to proceed and that it is commensurate with the likely benefits of the project.

(c) Financial Implications

The Estates Manager considers that the estimated combined total market value of the three sites lies within the range £51,000 to £96,000. Although capital receipts are currently being used to fund Transformation spend, a capital receipt at this level could be used to reduce annual borrowing costs by between £972 and £1,830. The lowest of these two figures is close to the £980 annual budgeted cost of continuing to operate the one remaining toilet open to the public. Transferring the assets at a discount of £51,000 would be considered cost neutral to the Council while a discount of £96,000 would be considered the equivalent of foregoing an annual budget saving of £858. In reaching its decision, the committee should consider whether the projected benefits arising from maintaining and enhancing public toilet provision in the area would be commensurate with the requested discount.

(d) Risk Implications

The risk of the Company failing are considered low. However, in the event of its dissolution, its Articles of Association provide that any remaining assets would transfer to another suitable community body approved by the Office of the Scottish Charity Regulator and Scottish Ministers.

The impact of COVID-19 on property markets and the estimate of value for this property are currently unclear. As such, the estimate of value provided is subject to material valuation uncertainty. Consequently, a higher degree of caution should be attached to the estimate of value than would normally be the case.

There is a low risk of the presence of State Aid as the proposed service is considered to be local and, therefore, unlikely to affect intra-community trade among EU member states.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

The property implications are as detailed in this report.

(g) Equalities/Socio Economic Impact

An Equalities Impact Assessment is not required as agreeing to the asset transfer request would have no adverse impact on service delivery. The proposals are projected to have a positive socio-economic impact.

(h) Consultations

The Depute Chief Executive (Economy, Environment and Finance), Chief Financial Officer, Head of Economic Growth and Development, Head of Education Resources and Communities, Head of Housing and Property, Legal Services Manager, Estates Manager, P. Connor Principal Accountant, Acting Community Support Manager, L. Rowan Committee Services Officer, and Equal Opportunities Officer have been consulted and comments incorporated in the report.

The Ward Members, Councillors Alexander, Creswell, Feaver and McLean, are aware of the proposal and may make their views known at Committee.

7. CONCLUSION

7.1 The proposed transfer contributes to the priorities set out in the Council's Corporate Plan and the Local Outcomes Improvement Plan.

7.2 The strength of the Company's overall business case is considered moderate to strong. That is,

- (a) Its governance and financial management arrangements are sound and sustainable,**
- (b) Best Value characteristics are in evidence in the proposal, and**
- (c) The projected benefits are acceptable, could lead to value for money, and are sufficient to justify a transfer at less than market value.**

7.3 No reasonable grounds have been identified for refusing the request. However, as the request is for a transfer at nil consideration, it is not considered reasonable that the Council should also be required to incur additional expenditure in order to facilitate the transfer.

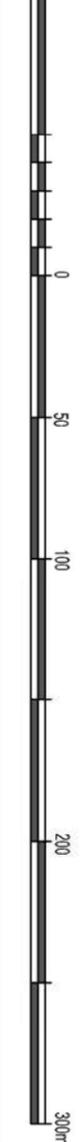
Author of Report: Andrew Gray, Asset Management Coordinator
Background Papers: Held by author
Ref: CAT/ATR/086(CEA)
SPMAN-1293228629-531
SPMAN-1293228629-530

APPENDIX I



LEGEND

site "C" -	area of site =	0.0345 hectares
site "D" -	area of site =	0.0263 hectares
site "E" -	area of site =	0.0263 hectares



Drawing title		Findhorn Beach toilets, Findhorn.	
Scale	1:2500	Date	May 2021
Drawn By	CP	Deed Pack	K118
Drawing Number	R \ MC \ FH \ 332 (A3)		
Housing & Property Services Estates		Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationary Office Crown Copyright 2021. The Moray Council 100023422. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. The Moray Council Council Office, High Street, Elgin IV30 1BX Telephone: 0300 1234566	



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: MARINE SAFETY PERFORMANCE REVIEW Q4 2020/21 UPDATE

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee with regard to matters of Marine Safety and compliance with the Port Marine Safety Code (PMSC) for the fourth quarter of 2020/21.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

- 2.1 **Committee is asked to consider the contents of this report as the Duty Holder on matters of marine safety.**

3. BACKGROUND

- 3.1 A report was submitted to the meeting of the Economic Development and Infrastructure Services Committee on the 20 March 2018, with the subject Port Marine Safety Code (PMSC).
- 3.2 Paragraph 6 of the minute of that meeting instructs officers to report quarterly to this Committee, as the Duty Holder, on matters of marine safety.

4. COMMITMENT TO THE PMSC

- 4.1 Moray Council, in its capacity as a Statutory Harbour Authority, is committed to undertaking and regulating marine operations to safeguard all its harbour areas, the users, the public and the environment.

- 4.2 The aim of the harbour team is to manage operations safely, efficiently, sustainably and as a benefit to all of the users and wider communities.
- 4.3 The team are committed to:
- a) full compliance with all legal requirements in harbour operations while seeking to meet the changing needs of all harbour users
 - b) improving safety in all processes. Competent skilled personnel backed by an active safety culture are key to a positive safety record.
 - c) undertaking hazard identification and risk assessments when required and implementing improvement measures where necessary.
- 4.4 The team expect that all harbour users recognise the effect that they can have on the harbours operation and reputation and must work to our standards as a minimum. A Permit to Work system is in place to maintain control over hazardous work. The team will ensure that any management systems of contractors or others fully support the same commitment to health, safety and environmental performance.

5. VESSEL MOVEMENTS

- 5.1 In the fourth quarter of 2020/21 there were 16 cargo movements (arrival and departure) at Buckie. This included 9 acts of pilotage, 6 in and 3 out, with 5 of the operations being during the hours of darkness.
- 5.2 There were 5 exports, 2 of Malting Barley, 2 of Stones and 1 of Offshore Equipment through the quarter.
- 5.3 Vessels continue to arrive at Buckie for maintenance work at Macduff Shipyards.
- 5.4 During quarter four all cargo vessels have continued to complete a Medical Health Declaration which includes details of the recent movements and port visits, as well as any medical issues on board. All the completed Declarations are stored in SharePoint.
- 5.5 The Declaration also informs decisions relating to pilotage, such that no pilot would board any vessel where the risks to health are considered unacceptable. Appropriate physical distancing has been achieved on the bridges of all the vessels concerned and routine pilotage service continues to be maintained.
- 5.6 All commercial vehicle drivers attending Pier 1 for cargo operations continue to complete a self-declaration form to confirm that they do not have COVID-19 symptoms or have been in contact with anyone exhibiting symptoms.

6. CONSERVANCY

- 6.1 The dredging operations commenced on 6 January 2021 and there were a few digs in Buckie before the vessel moved on to Burghead. Dredging continued in Burghead until 1 February apart from during bad weather when the crew undertook maintenance and a crew break.

- 6.2 Bad weather continued in February. The crew undertook maintenance work in Buckie Harbour before moving on to Findochty to assist the contractor to remove anchors and chains following the removal of the old pontoons from the harbour. Dredging commenced in Findochty and continued until there was a swell and it was not safe to do so. However while it was unsafe in Findochty the vessel was able to carry out dredging operations in Portknockie for a couple of days.
- 6.3 Unfortunately while in Portknockie a hydraulic oil leak was detected on the bucket ram of the excavator and the crew had to be stood down. It was not possible to repair the ram as a section of it had seized and a local supplier sent the ram to a third party for refurbishing and recoating.
- 6.4 Selkie is due 5 year loadline survey and came out of the water on Monday 22 March 2021 for inspection and an out of water survey. The Maritime & Coastguard Agency MCA will also follow this with an in water survey.
- 6.5 In order to inform dredging activities in our harbours bathymetric surveys have been undertaken in Buckie, Burghead & Hopeman to gauge water depths in the harbours and aid navigation.
- 6.6 Priorities for the dredger once operational are the two commercial harbours – Buckie and Burghead- and Findochty.

7. GENERAL SAFETY IMPROVEMENTS

Buckie

- 7.1 Installation of a new Chill is now providing double chilling facility to the fishing fleet.
- 7.2 Deep cleaning has been carried out throughout the Fish market and reorganisation of equipment storage has been carried out.
- 7.3 Various housekeeping jobs have been completed during this quarter including removing excess tyres from berths and building rope ladders.
- 7.4 Documentation has been provided to MCA on PMSC Health Check and we are awaiting their confirmation that they are now prepared to close this off.

Bathymetric survey undertaken in the harbour.

Burghead

- 7.5 New wash down pump in the Chill Room has now been plumbed in.
- 7.6 Housekeeping continued throughout the quarter including pressure washing and clearing gutters in harbour office.
- 7.7 The issue of reducing vehicle movements on piers is ongoing. Discussions are continuing with all interested parties to come to a suitable resolution. This will be discussed at next HAC meeting.

7.8 Cleaning, preparing and painting navigational light boxes.

7.9 Rectified issues with sockets in net shed.

7.10 Bathymetric survey undertaken in the harbour.

Hopeman

7.11 Rescue ladders have been installed onto the pontoons at both ends.

7.12 Bollards have been reinstated.

Findochty

7.13 Pontoon drawings have been issued to the boat owners and feedback is being gathered.

7.14 Bathymetric survey undertaken in the harbour.

7.15 Pontoons, anchors and chains have been removed, one chain is proving problematic however it is hoped that with the dredging in the harbour it will loosen and will eventually be removed by Selkie.

7.16 Dredging commenced in the harbour with more to be undertaken prior to the new pontoons being installed.

Portknockie

7.17 Continued monitoring of the pontoon hinges and floats.

7.18 Preparation for anchor chain and anchor change out on pontoons.

Cullen

7.19 Removal of old anchor and chain and replaced with new, including new riser chains.

8. INCIDENT STATISTICS

8.1 Injuries:

There were no injuries during the quarter.

8.2 Incidents:

On 14 January 2021 while dredging in the entrance channel at Buckie the bucket snagged what appears to be an old trawl wire. Wire retrieved on to the North Pier

On 10 February 2021 in Burghead Harbour a fishing vessel grounded over the sandbar. This was caused by an increase in the size of the sandbar following prolonged easterly weather conditions.

8.3 Near Misses:

None.

9. KEY PERFORMANCE INDICATORS

Pilotage

9.1 Pilotage is not compulsory at Buckie harbour, and therefore not all cargo movements require the services of a pilot. The number of pilotage acts carried out in the fourth quarter of 2020/21 was 9, in relation to 16 vessel movements in and out of the harbour. Buckie Harbour's pilot boat Pathfinder has been repaired and is back in operation.

Aids to Navigation

9.2 As a Local Lighthouse Authority, Moray Council is required to report the availability of all its navigational lights to the Northern Lighthouse Board in March of each year. The following table gives the detail that is reported on an annual basis. This is the table submitted in March 2021.

Table 1: Availability of Navigation Lights

IALA Category	No Of Aids	Total Hours	No Of Failures	OOS Hours	MTTR	MTBF	Availability	Target Availability
Moray Council								
CAT 1	1	26,304	0	0:00	0:00	0:00	100.00 %	99.80 %
CAT 2	15	394,560	4	26403:25	6600:51	92039:09	93.31 %	99.00 %
CAT 3	4	105,216	1	13982:00	13982:00	91234:00	86.71 %	97.00 %
No Category	0	0	0	0:00	0:00	0:00	0.00 %	0.00 %
Totals	20							

Key to headings:

IALA	International Association of Marine Aids to the Navigation and Lighthouse Authorities
OOS hours	Out of service
MTTR	Mean Time To Repair
MTBF	Mean Time Between Failures

9.3 The low Availability shown in Table 1 for the Cat 2 and 3 lights was principally due to the old and unreliable lights at Cullen and Portknockie. While these have been replaced with new solar units the data reflects a low reading as the data is based on the previous 3 years. Cat 3 is further affected by the storm damage to the 'Harbour Closed' light for Buckie Harbour. The Northern Lighthouse Board have been made aware of this and reflect this in their comments when publishing this data.

9.4 Table 2 lists all the navigation aids currently managed by the Council. There is only one Category 1 light, which is located on the West Mucks at Buckie harbour, principally to aid cargo vessel movements. There are eleven Category 2 lights and four Category 3 lights of which two are unlit beacons.

Table 2: Moray Council - Aids to Navigation						
ALLFS No.	AtoN No.	Aton Name	Aton Type	Character	Range	IALA Cat
A3396.1	3396.1	Buckie Harbour. Cliff Terrace.	Sector Light	Iso WG 2s	16	CAT 2
A3394	3394	Buckie Harbour. N Pier. Lts in line 096. Rear. 60m from front	Leading Light	Oc R 10s	15	CAT 2
A3392	3392	Buckie Harbour. North Pier Lts in Line 096. Front	Leading Light	2 F R(vert)	9	CAT 2
A3396	3396	Buckie Harbour. W Pier. Elbow	Light	2 F G(vert)	4	CAT 2
A3391	3391	Buckie Harbour. West Muck	Light	Q R	7	CAT 1
A3429.	3429.	Burghead Harbour. Entrance Groyne	Light	FI G 5s	1	CAT 2
A3428.5		Burghead Harbour. Fishing Transit Light	Light	FG	1	CAT 3
A3424	3424	Burghead Harbour. N Pier. Head	Light	Oc W 8s	5	CAT 2
A3428	3428	Burghead Harbour. S Pier. Head	Light	Q G	5	CAT 2
A3426	3426	Burghead Harbour. Spur. Head	Light	Q R	5	CAT 2
	3383U	Cullen Harbour. North Pier.	Unlit Beacon			CAT 3
A3372	3372	Cullen Harbour. Outer Basin.	Light	FI G	2	CAT 3
A3385	3385	Findochty. Ldg Lts 166deg. Front.	Leading Light	F R	3	CAT 2
A3385.1	3385.1	Findochty. Ldg Lts. Rear. Harbour Road. 30m from front	Leading Light	F R	3	CAT 2
	3386U	Findochty. West Pier	Unlit Beacon			CAT 3
A3418.1	3418.1	Hopeman Harbour. Ldg Lts 081deg. Rear. 10m from Front	Leading Light	F R	4	CAT 2
A3418	3418	Hopeman Harbour. N Quay. Elbow. Ldg Lts 081deg.Front	Leading Light	F R	4	CAT 2
A3416	3416	Hopeman Harbour. W Pier. Head	Light	Oc G 4s	4	CAT 2
A3382.1	3382.1	Portknockie Harbour. Ldg Lts 150 30' (Rear)	Leading Light	FI G	2	CAT 2
A3382.	3382.	Portknockie Harbour. Ldg Lts. 150 30' (Front)	Leading Light	FI G	2	CAT 2

9.5 Local Lighthouse Authorities are required to manage their Aids to Navigation within international guidelines as determined by the International Association of Marine Aids to Navigation and Lighthouse Authorities. Aids to Navigation (AtoN) are categorised according to their navigational importance with their 'availability' requirements reflecting this:

Availability	Objective	Definition
Category 1	99.8%	AtoN considered to be of primary navigational significance
Category 2	99.0%	AtoN considered to be of navigational significance
Category 3	97.0%	AtoN considered to be of less navigational significance

9.6 The 'Availability Objective' is calculated over a rolling 3-year period. This means that over this period a Cat 1 AtoN needs to be functional for 99.8% of the time.

10. **FUTURE OBJECTIVES AND PLANS**

10.1 Objectives identified for 2021/22 and beyond include the following:

- A statement of compliance was issued to the MCA on 25 March 2021 following successful audits by the Designated Person DP (Marex Marine) on our Port Marine Safety Code PMSC and Safety Management System SMS.
- Review of SMS: the SMS is constantly under routine monitoring and review.
- Monitor consistent incident reporting, including potential incidents.
- There is a requirement to carry out constant routine reviews to monitor our position of the PMSC, this is achieved by internal audits and audits by the DP,
- Further Pilot training and accreditation is ongoing.

11. **SUMMARY OF IMPLICATIONS**

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

Sustainable harbours maintained to operate safely and efficiently contribute to the economic development of Moray.

(b) **Policy and Legal**

Non-compliance with the Code will have legal implications.

(c) **Financial implications**

Non-compliance of the Code may have financial implications.

(d) **Risk Implications**

Prosecution of the authority may result from the failure to comply with the Port Marine Safety Code.

(e) **Staffing Implications**

Key personnel are to be trained, qualified and experienced.

(f) **Property**

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no specific equalities matters, however, the Equalities Officer has been consulted and comments incorporated into this report.

(h) Consultations

The Depute Chief Executive (Economy, Environment and Finance), Head of Environmental and Commercial Services, Legal Services Manager, Principal Accountant, Committee Services Officer (L Rowan), and Equalities Officer have all been consulted and their comments incorporated into the report.

12. CONCLUSION

12.1 The council is currently deemed to be compliant with the PMSC, however, there is a requirement to carry out audits to evidence this compliance. This will be evidenced through future reports to this Committee, and scrutinised by this Committee as Duty Holder.

Author of Report: Karen McGilly, Acting Harbours Manager

Background Papers:

Ref: SPMAN-524642768-368



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: ALLOCATIONS POLICY ANNUAL PERFORMANCE REPORT 2020/21

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the performance of the Council's Allocations Policy during 2020/21.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee:**
- i. **considers and notes the performance identified within the report; and**
 - ii. **agrees the allocations quotas for 2021/22 detailed at Paragraph 5.4 of this report.**

3. BACKGROUND

- 3.1 The Communities Committee has considered performance monitoring information on the operation of its Housing Allocation Policy annually since 2005. The most recent report was presented to Communities Committee on 28 May 2019 (Paragraph 8 of the Minute refers).
- 3.2 The Communities Committee approved Moray's Local Housing Strategy (LHS) 2019-2024 on 2 April 2019 (Paragraph 6 of the Minute refers). The

LHS sets out the Council's approach to addressing housing need and homelessness, property condition and fuel poverty. The operation of the Allocations Policy is a key factor in the delivery of LHS outcomes.

- 3.3 The Communities Committee approved a revised Allocations Policy on 5 February 2019 (Paragraph 9 of the Minute refers) for implementation on 1 May 2019.

4. ANALYSIS OF HOUSING LIST ALLOCATION AND DEMAND TRENDS

- 4.1 This is the first report presented since the implementation of the revised Allocations Policy on 1 May 2019. Statistical information on the operation of the policy is presented in **APPENDIX I**. The statistics for 2020/21 should be viewed in the context of the national response to the COVID-19 pandemic and associated restrictions in activity:
- 4.2 **Table 1** provides details of the housing list for the last 5 years. This shows that the Transfer List remains relatively stable, but there have been reductions in both the Homeless List and the Waiting List totals over the last 5 years. However, these reductions may have been affected by the COVID-19 pandemic due to the suspension of eviction activity throughout 2020/21. Also, it is possible that persons in shielding categories may have been deterred from making an application during the pandemic. With the exception of 2020/21, the Transfer List has been increasing consistently since 2013/14 and this has been attributed to the new build housing programme with its emphasis on accessible housing and larger family-sized accommodation. Housing List trends were considered in depth as part of the development of Housing Needs and Demand Assessment (HNDA) 2017 and the Local Housing Strategy (LHS) 2019-2024, and were reflected in the revised Allocations Policy implemented on 1 May 2019.
- 4.3 **Table 2** details the size and type of housing required by applicants on the housing list. Over the past 5 years, there have been significant increases in demand for larger 4+bed family sized housing and also amenity/accessible housing. The latter is consistent with the projected demographic changes in Moray and the ageing population. Demand for sheltered housing has remained almost unchanged despite demographic changes.
- 4.4 **Table 3** provides summarised information on the 1st area preferences of current housing list applicants. It shows that area preferences are broadly in proportion to the number of dwellings (all tenures) in each Housing Market Area.
- 4.5 Applicants who apply for housing are able to state where they want to live. This allows them the choice of any, or all, of the 62 lettings areas across Moray. These choices can be driven by urgency and availability, rather than a desire to live in a particular area. To support strategic planning for affordable housing, applicants are asked separately to state their 1st, 2nd and 3rd areas of preference (i.e. where they would ideally choose to live). This second, strategic question is the source used to inform the Council's approach to delivery of new affordable housing across geographical areas, and is reflected in the Strategic Housing Investment Plan (SHIP).

4.6 **Table 4** provides details of the number of re-lets from Council stock in 2020/21. When this is compared to the housing list as at 31 March 2021, it shows that there were 9 applicants on the list per re-let (9:1) during 2020/21. However this pressure varies greatly across house types and sizes:

- 1 bed general needs (39:1);
- 2 bed general needs (5:1); and
- 4 bed (58:1).

4.7 The table also shows that there is no evidence of significant migration between Housing Market Areas (HMA).

4.8 **Table 5** shows that, after a general downward trend in the re-let rate from 2014/15 to 2018/19, the number of relets increased significantly in 2019/20, as intended, with the introduction of the revised Allocations Policy in May 2019. Increasing the numbers of vacancies from existing stock will assist the Council to successfully deliver the Rapid Rehousing Transition Plan. Although the number of relets has reduced in 2020/21, this can be attributed to the COVID-19 restrictions on house-moves in all tenures for part of 2020.

5. ALLOCATIONS QUOTAS FOR THE HOUSING LIST

5.1 The housing list consists of three separate lists (waiting, transfer and homelessness). The Homeless List includes those who have been assessed as statutorily homeless, the Waiting List consists of applicants who are waiting for a council house, and includes current RSL tenants; and the Transfer List of those who are current Council tenants and who need or want to move. The proportion of allocations to be made to each list is determined annually by Committee.

5.2 **Table 6** shows the proportion of allocations made to applicants from the 3 housing lists, over the last 5 years.

5.3 In May 2019, Communities Committee considered the second iteration of the Rapid Rehousing Transition Plan which aims to minimise the use of temporary accommodation and provide permanent housing options to homeless households as quickly as possible (Paragraph 6 of the Minute refers). The Homeless List quota proposed below is intended to strike an appropriate balance between the need to implement the Rapid Rehousing Transition Plan, and the need to minimise any unintended consequences of increased quota i.e. that the Homeless List would be seen by applicants as the quickest route into permanent housing, and would significantly increase as a result.

5.4 Historically this Committee has taken a pragmatic view and agreed quotas intended to strike an acceptable balance between all lists. The quotas proposed for 2020/21 remain unchanged from the 2019/20 targets and are:

List	Target	Tolerance
Homeless List	50%	+/-5%
Waiting List	32%	+/-5%
Transfer List	18%	+/-5%

6. NEW BUILD LETTINGS PLAN

- 6.1 The new build lettings plan was introduced in 2015. The Plan sets out how the Council will deviate from the Allocations Policy in identifying the first tenant in new build properties, with the aim of establishing successful, sustainable new communities, and this includes deviation from Housing List quotas. **Table 7** shows there were 91 Council new lets during 2020/21. **Table 8** shows the proportions of allocations from each List, and that 47% of new lets were allocated to Transfer List applicants.

7. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Moray 2027 and the Service Plan identify the need to address the shortage of affordable housing and tackle homelessness. The Allocations Policy seeks to make the best use of the Council's housing stock and promote healthier citizens and more people living well in their communities.

(b) Policy and Legal

The primary legislation governing allocations of Council housing is contained within the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2001, the Homelessness etc. (Scotland) Act 2003 and the Housing (Scotland) Act 2014. This legislation provides the Council with the discretion to develop allocation and local letting policies in line with local priorities.

The Scottish Social Housing Charter sets out standards against which the Scottish Housing Regulator will assess local authorities as part of its inspection regime.

(c) Financial implications

There are no financial implications arising from this report.

(d) Risk Implications

There are no risk implications arising from this report.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no impacts in relation to equal opportunities or the socio-economic duty as the purpose of the report is to inform Committee on performance.

(h) Consultations

Consultation on this report has taken place with the Acting Head of Housing and Property, Housing Strategy and Development Manager, Housing Needs Manager, Housing Services Manager, Deborah O'Shea (Principal Accountant), Equal Opportunities Officer, Legal Services Manager, and Lissa Rowan (Committee Services Officer). Any comments have been incorporated into the report.

8. SUMMARY OF IMPLICATIONS

8.1 This report presents the annual review of the operation of the Council's Housing Allocations Policy. It also presents proposed allocations quotas for 2021/22. The quotas proposed are intended to complement implementation of the Rapid Rehousing Transition Plan.

Author of Report: Fiona Geddes, Acting Housing Strategy and Development Manager
Background Papers: with author
Ref: SPMAN-1285234812-849

Table 1: No of applicants on the Housing List at year end

List	2016/17	2017/18	2018/19	2019/20	2020/21	Change since 2016/17 (No)	Change since 2016/17 (%)
Homeless List	141	112	121	92	101	-40	-28.4%
Housing Waiting List	2,895	2,434	2,474	2,989	2,425	-470	-16.2%
Transfer List	550	521	552	628	533	-17	-3.1%
Total	3,586	3,067	3,147	3,709	3,059	-527	-14.7%

Table 2: Size and type of property sought by applicants at year end

Property size and type	2016/17	2017/18	2018/19	2019/20	2020/21	Change since 2016/17 (No)	Change since 2016/17 (%)
1 bed general needs	1,471	1,210	1,210	1,427	1,180	-291	-19.8%
1 bed amenity/ wheelchair accessible	363	325	325	526	418	55	15.2%
2 bed general needs	782	701	701	713	590	-192	-24.6%
2 bed amenity/ wheelchair accessible	142	108	108	152	123	-19	-13.4%
3 bed general needs	500	437	437	518	442	-58	-11.6%
3 bed amenity/ wheelchair accessible	51	27	27	34	31	-20	-39.2%
4 bed general needs	166	146	146	201	168	2	1.2%
4 bed amenity/ wheelchair accessible	7	13	13	7	7	0	0.0%
5+ bed all types	36	42	42	58	48	12	33.3%
sheltered	68	58	58	73	52	-16	-23.5%
Total	3,586	3,067	3,067	3,709	3,059	-527	

Table 3: Where applicants wish to live – 1st Area Preference as at 31 March 2019

List	Buckie HMA	Elgin HMA	Forres HMA	Keith HMA	Speyside HMA	CNP HMA	Total
Homeless List	13	68	15	2	3		101
Transfer List	109	297	71	32	20	4	533
Housing Waiting List	329	1370	415	149	131	31	2,425
Total	451	1,735	501	183	154	35	3,059
	14.7%	56.7%	16.4%	6.0%	5.0%	1.1%	100.0%
% dwellings (Source: HNDA Appendix 2)	16.8%	47.6%	18.0%	8.3%	8.0%	1.2%	100%

Table 4: Re-lets by property size and type 2020/21 (secure tenancies only)

Property size and type	Buckie HMA	Elgin HMA	Forres HMA	Keith HMA	Speyside HMA	CNP HMA	Total	ratio/ relative pressure (lets vs demand)
Bedsit	4						4	n/a
1 bed general needs	5	19	5		1		30	39.3
1 bed amenity/ wheelchair accessible	14	29	6	12	7	0	68	6.1
2 bed general needs	30	45	20	9	14	2	120	4.9
2 bed amenity/ wheelchair accessible	9	15	1	1	2		28	4.4
3 bed general needs	10	30	6	8	4	1	59	7.5
3 bed amenity/ wheelchair accessible	1	1		1	2		5	6.2
4 bed all types	3						3	58.3
5+ bed all types							0	n/a
sheltered	5	12	6				23	2.3
Total	81	151	44	31	30	3	340	9.0
	23.8%	44.4%	12.9%	9.1%	8.8%	0.9%	100.0%	
% dwellings (Source: HNDA Appendix 2)	16.8%	47.6%	18.0%	8.3%	8.0%	1.2%	100%	

Table 5: Rate of relets to Council stock (turnover) (new lets excluded)

Council stock	2016/17	2017/18	2018/19	2019/20	2020/21	Change since 2016/17 (No)	Change since 2016/17 (%)
Council stock	6,016	6,053	6,122	6,149	6,251	235	3.9%
No of relets	368	371	377	470	340	-28	-7.6%
Rate of relets	6.1%	6.1%	6.2%	7.6%	5.4%		

Table 6: Allocations by Housing list (secure tenancies)(relets and new lets)

List	2016/17		2017/18		2018/19		2019/20		2020/21	
Homeless List	212	54.9%	214	51.2%	187	42.0%	256	51.4%	212	49.2%
Housing Waiting List	115	29.8%	117	28.0%	149	33.5%	143	28.7%	92	21.3%
Transfer List	59	15.3%	87	20.8%	109	24.5%	99	19.9%	127	29.5%
Total	386	100.0%	418	100.0%	445	100.0%	498	100.0%	431	100.0%

Table 7: Moray Council new build completions 2020/21 (new lets)

House type	Buckie HMA	Elgin HMA	Forres HMA	Keith HMA	Speyside HMA	CNP HMA	Total	
1 bed general needs		25					25	27.5%
2 bed amenity/ wheelchair accessible		31					31	34.1%
3 bed general needs		18					18	19.8%
3 bed amenity /wheelchair accessible		1					1	1.1%
4+ bed all types		16					16	17.6%
Total	0	91	0	0	0	0	91	100.0%

Table 8: Moray Council new lets 2020/21

List	2020/21	
Homeless List	11	12.1%
Housing Waiting List	37	40.7%
Transfer List	43	47.3%
Total	91	100.0%



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: THE MORAY AFFORDABLE HOUSING PROGRAMME

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of progress on the Affordable Housing Programme in Moray.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- i) considers and notes the outturns on the Moray Affordable Housing Programme 2020/21;**
- ii) considers and notes the Moray Resource Planning Assumption for 2021/22;**
- iii) considers and notes the Moray Strategic Local Programme 2021/22 programme;**
- iv) considers and notes progress on the delivery of the Council's new build programme;**
- v) considers and notes progress on delivery of housing at Bilbohall, Elgin; and**
- vi) agrees that further reports on programme progress will be presented to this Committee.**

3. BACKGROUND

- 3.1 The Council receives an annual resource allocation from the Scottish Government to fund the supply of new affordable housing in Moray. The Council's Strategic Housing Investment Plans (SHIP) determines how this funding will be used to plan and deliver the affordable housing priorities of the Local Housing Strategy. The investment and project priorities set out in the SHIP form the basis of an annual Strategic Local Programme Agreement between the Council and the Scottish Government. The agreement details the projects that will be funded during the year, the affordable housing developers who will deliver them, the targets for grant expenditure and the milestones by which progress on delivery will be measured. The Council and Registered Social Landlords (RSLs) are the principal developers of affordable housing in Moray.
- 3.2 On 28 May 2019, the Communities Committee considered a report detailing the 2018/19 outturn on the Strategic Local Programme (SLP) for 2018/19, progress on the SLP for 2019/20, the Resource Planning Assumption for the 2020/21 programme and progress on the procurement of consultants to develop a planning application for houses and infrastructure within the Bilbohall Masterplan area (paragraph 9 of the Minute refers).
- 3.3 The 2019/20 outturn spend was £9.704m (107%) against the Resource Planning Assumption (RPA) of £9.080m, and delivered 78 units.
- 3.4 On 1 December 2020, the Committee approved the Council's SHIP for submission to the Scottish Government (paragraph 10 of the Minute refers).

4. MORAY STRATEGIC LOCAL PROGRAMME 2020/21

- 4.1 The outturn for the 2020/21 programme is provided at **APPENDIX I**.
- 4.2 At year-end, outturn spend was £7.389m (77%) against the RPA budget of £9.633m.

The SLP target of 102 completions was achieved. The COVID-19 pandemic has had a significant detrimental impact on the 2020/21 programme with many projects delayed on site due to the cessation of construction industry activity from March-August 2020. Projects subject to delay were Hopeman; Elgin South Phase 1; Mosstodloch Phase 1; Banff Road, Keith Phase 1 and Highland Yard, Buckie. Several projects will now complete during 2021/22.

- 4.3 Some projects have progressed well despite the restrictions, and have spent more than anticipated e.g. Alba Road and Alba Place, Elgin; and Spynie, Elgin Phases 1, 2 and 3. A tender for the second phase of development at Stynie Road, Mosstodloch was in place prior to March 2020. This allowed the development of Phase 2 to progress well with completion only slightly delayed to August 2021. However, the bulk of the underspend is attributable to developments which were unable to start on site during the year i.e. Findrassie, Elgin; Knockomie and Ferrylea, Forres, and Garmouth Road, Lhanbyde for a combination of reasons related to COVID-19. This included the varying restrictions on construction activities, contractors or sub-

contractors who had placed their staff on furlough and a delayed planning consent.

5. MORAY STRATEGIC LOCAL PROGRAMME AGREEMENT 2021/22

5.1 On 7 April 2021, the Scottish Government wrote to the Council confirming that the Council's Resource Planning Assumption (RPA) for the 2021/22 Moray affordable programme would be £10.356m. The Government also advised that RPAs beyond 2021/22 are expected to be communicated in early summer 2021.

5.2 The Scottish Government have issued the Council with a Strategic Local Programme Agreement for 2021/22 based on the resource allocation of £10.357m. Details of the proposed programme are provided in **APPENDIX II**.

5.3 As in previous years, the Moray programme will be delivered by a combination of the Council and the RSLs, Hanover Housing Association, Osprey Homes and Cairn Housing Association.

5.4 The programme agreement makes provision for the following projects to achieve either site start or tender approval during the year:

Moray Council: Bilbohall Phase 1 (R2), and Speyview, Aberlour

RSL: Findrassie, Elgin Phase 1; Ferrylea, Forres (R3);
Knockomie, Forres (R1); Garmouth Road, Lhanbryde;
Kinneddar Meadows, Lossiemouth Phase 1

5.5 All the projects that underspent in the 2020/21 programme have been carried forward into 2021/22, including provision for purchase of the former Spynie Hospital site, Elgin.

5.6 The underspend in the 2020/21 programme means there is no carry-over spend from the projects previously approved. The value of projects in the 2021/22 programme exceeds the Resource Planning Assumption but this over-commitment will ensure spend is maximised should any unforeseen slippage occur. With several large projects in the programme already nearing site start, officers are confident that spend targets will be achieved, if COVID-19 restrictions permit.

5.7 In delivering the programme, officers will continue to work with local development partners to progress investment opportunities. The Committee should note, however, that the programme continues to be dependent on opportunities provided by the affordable housing developer obligations required by planning policy. This presents an element of programme uncertainty with timescales for key projects being determined by the plans of partner private housing developers rather than the affordable housing providers themselves.

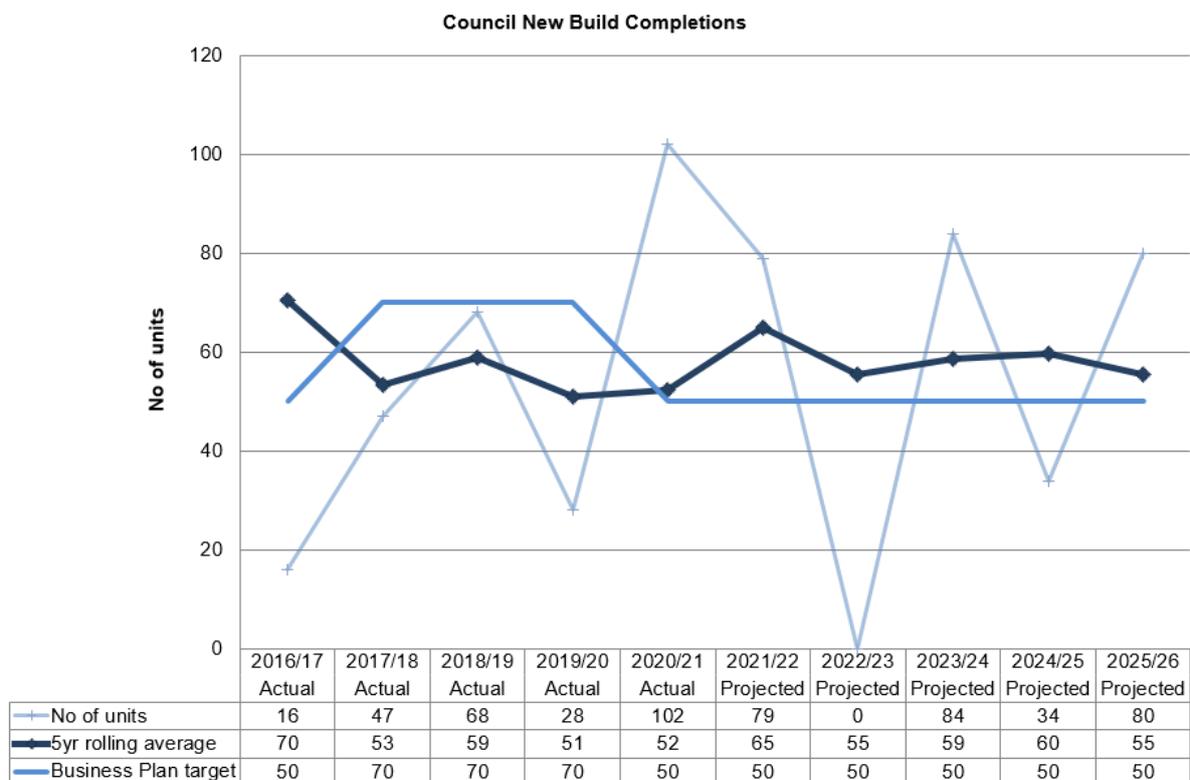
5.8 The value of the amended projected spend for 2021/22 is £12.8m, excluding the shadow programme, and comfortably exceeds the Resource Planning

Assumption. This over-commitment has the support of the Scottish Government as an opportunity to take advantage of programme slippage in other local authority areas and to contribute to the Scottish Government's Housing to 2040 Route Map.

- 5.9 As a contingency against slippage, officers and local development partners have identified a significant shadow programme of alternative development opportunities, totalling 240 units across Moray, that may be brought forward to compensate for any slippage where partners investment capacity exists. Hanover, Cairn and Osprey HAs all report that their investment capacity is reaching the limits set by their own Boards. Hanover HA report that they may need to significantly reduce their participation in the Moray programme from 2021/22 onward. This means that, despite a consistent supply of development sites going forward; and reassurances of ongoing Scottish Government grant funding and the long term aims detailed in Housing to 2040, constraints on borrowing capacity continues to affect all development partners who participate in the programme, including Moray Council, and represents the main obstacle to delivery at the present time. Officers have been proactively seeking new development partners in an effort to assure delivery of Moray's forward programme. If this activity continues to be unsuccessful it is doubtful that we would be able to spend our funding allocation.
- 5.10 Progress on programme delivery will be reported to this Committee during winter 2021/22.

6. COUNCIL NEW BUILD PROGRAMME PROGRESS

- 6.1 Following review of the Housing Business Plan in 2019, the Council agreed that 50 council houses will be built per annum over the three-year period commencing 2020/21.
- 6.2 The Council's Strategic Programme Agreement for 2020/21 set a target number of 102 house completions and a target grant spend of £2.135m, which was met.
- 6.3 The Strategic Local Programme Agreement for 2021/22 makes provision for grant spend of £3.5m on the Council's new build programme with 79 completions expected and acquisition of sites for a further 80 units. Full details are available in **Appendix II**.
- 6.4 The number of Council completions varies from year to year depending on the size of development sites, therefore to maintain the average of 50 per year there peaks such as 2020/21 and troughs such as 2022/23. The chart below illustrates the rolling average completion rate compared to successive HRA Business Plan targets, projected to 2025/26. The chart shows completion of Bilbohall Phase 1 in 2023/24; Elgin South Phase 2 in 2024/25, Spynie Hospital, Elgin and Speyview, Aberlour in 2025/26, and Banff Road, Keith Phase 2 in 2026/27.



6.5 The planned purchase of the former Spynie Hospital site, Elgin has been significantly delayed pending consideration of a detailed planning application and revaluation of the site. Progress with affordable housing at Speyview, Aberlour has been delayed pending agreement between the developer and Scottish Water on the extent of infrastructure improvements. The timing of the delivery of new Council housing will be dependant on the capacity for prudential borrowing identified within the forthcoming HRA Business Plan review. As a result, it may be necessary to landbank both these sites and delay site start until HRA prudential borrowing becomes available.

6.6 A review of the Housing Business Plan to be carried out during 2021 will make recommendations in respect of the scale of the Council's new build programme in future years. The recommendations will be informed by the Scottish Government's review of the level of grant that will be made available to fund Council new build programmes.

7. **BILBOHALL, ELGIN**

7.1 At a meeting of the Planning and Regulatory Services Committee on 23 March 2021, full planning consent was granted for 194 units and associated shared infrastructure, subject to conclusion of a legal agreement (Paragraph 7 of the Minute refers). The consented site is owned by Moray Council and Grampian Housing Association. On 16 April 2021, the Council published a tender for 84 units on the Council owned site, and all the associated shared infrastructure. The tender deadline is 7 July 2021. On 16 March 2021 the Scottish Government confirmed that the Council had successfully bid for £1.2m Low Carbon Infrastructure Transition Fund (LCITF) funding for enhanced fabric features to bring the housing up to passivhaus standard. This requirement has been reflected in the tender documents. The enhanced features include triple glazing, air source heat pump heating

system with mechanical heat recovery ventilation, and enhanced building fabric airtightness. Officers intend to present the outcome of this tender to this Committee in Autumn 2021 with a view to starting construction in Jan/Feb 2022, with an anticipated 18-24 month build programme.

- 7.2 The previously reported opportunity to acquire an additional site (R12/6) from Scotia Homes for affordable housing did not progress, due the inability of the parties to agree terms.

8. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Addressing the shortage of affordable housing in Moray is a key priority of the Corporate Plan and 10 Year Plan, the Council's Local Housing Strategy and Strategic Housing Investment Plan (SHIP) and the Housing and Property Service Plan. The Strategic Local Programme reflects priorities for investment in the provision of new affordable housing to meet need identified in the Local Housing Strategy.

The affordable housing programme supports the aims of the 10 Year Plan by providing new affordable housing for an increasing population and a growing and diversifying economy. The target of 50 Council house completions per annum will be delivered within the investment planning and funding framework provided by the programme.

(b) Policy and Legal

The affordable housing supply programme contributes to meeting the Council's statutory duties to address housing need in Moray.

(c) Financial implications

The report provides details of the resources being made available by the Scottish Government to fund affordable housing in Moray. The Council has agreed that 50 new council houses will be built per annum. The current HRA Business Plan has made provision for the level of borrowing required to fund the Council's housebuilding programme.

(d) Risk Implications

There are no risk implications arising from this report.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

The housing needs of equalities groups are identified in the Local Housing Strategy (LHS). The Moray Affordable Housing Programme seeks to deliver the housing priorities contained in the LHS.

(h) Consultations

This report has been subject to wider consultation with the Acting Head of Housing and Property, the Head of Direct Services, the Head of Development Services, the Housing Strategy and Development Manager, the Legal Services Manager, Deborah O'Shea (Principal Accountant), the Payments Manager, the Strategic Planning and Development Manager, the Transportation Manager and Lissa Rowan (Committee Services Officer). Any comments received have been reflected in the report.

9. CONCLUSIONS

- 9.1 The report provides details of the outturn on the Moray affordable housing programme 2020/21 and provides details of the 2021/22 programme. The report also provides an update on procurement of housing at Bilbohall, Elgin.**

Author of Report: Fiona Geddes, Acting Housing Strategy and
Development Manager
Background Papers: with author
Ref: SPMAN-1285234812-848

Programme	Project	Agent	Units	Site Start	Complete	Projected spend 2020/21	Actual Spend 2020/21	Change
	Mosstodloch Phase 1	Moray Council	30	2019/20	2020/21	£0	£0	£0
	Elgin South Phase 1	Moray Council	50	2019/20	2020/21	£0	£0	£0
	Hopeman	Moray Council	22	2019/20	2020/21	£0	£0	£0
	Banff Road, Keith Phase 1	Moray Council	33	2019/20	2021/22	£539,992	£463,589	-£76,403
	Mosstodloch Phase 2	Moray Council	46	2019/20	2021/22	£1,732,534	£1,732,534	£0
	Buckie Highland Yard	Hanover HA	31	2019/20	2021/22	£1,171,750	£1,359,715	£187,965
	Hamilton Gardens, Spynie, Elgin Phase 1&2	Hanover HA	30	2020/21	2021/22	£1,326,438	£1,403,536	£77,098
	Hamilton Gardens, Spynie, Elgin Phase 3	Hanover HA	15	2020/21	2021/22	£200,000	£663,219	£463,219
	Alba Place, former Bishopmill House site, Elgin	Cairn HA	16	2020/21	2021/22	£653,289	£908,273	£254,985
	Kinneddar Meadows/Sunbank, Lossiemouth Phase 1	Osprey Homes	20	2020/21	2021/22	£354,931	£354,931	£0
Main programme	Alba Road, Elgin	Osprey Homes	10	2020/21	2021/22	£399,694	£503,130	£103,436
	Bilbohall, Elgin Phase 1 (CF2/R2)	Moray Council	84	2021/22	2023/24	£0	£0	£0
	Garmouth Road, Lhanbryde	Grampian HA	30	2021/22	2022/23	£1,200,000	£0	-£1,200,000
	Pinegrove, Elgin	Osprey Homes	14	2021/22	2022/23	£0	£0	£0
	Hamilton Drive, Elgin	Osprey Homes	4	2021/22	2022/23	£0	£0	£0
	Findrassie, Elgin Phase 1	Cairn HA	28	2021/22	2022/23	£822,000	£0	-£822,000
	Forres R1 Knockomie	Cairn HA	28	2021/22	2022/23	£572,000	£0	-£572,000
	Ferrylea R3 Phase 1	Grampian HA	37	2021/22	2022/23	£1,238,000	£0	-£1,238,000
	Bilbohall Phase 1, Elgin (The Firs) (OPP7)(R7)	Moray Council	8	2022/23	2023/24	£0	£0	£0
	Bilbohall, Elgin Phase 2 (R3)	Grampian HA	102	2022/23	2023/24	£0	£0	£0
	Lesmurdie Field, Elgin	Hanover HA	26	2020/21		£200,000	£0	-£200,000
Subtotal			664			£10,410,628	£7,388,928	-£3,021,700
	Former Spynie Hospital, Elgin	Moray Council	50			£0	£0	£0
acquisitions and shadow programme	Elgin South Phase 2 (Village Garden)	Hanover HA	25	2021/22	2022/23	£975,000	£0	-£975,000
	Speyview, Aberlour Phase 1	Moray Council	30	2021/22		£1,000,000	£0	-£1,000,000
	Former Pedigree Cars, Forres	Cairn HA	38	2022/23		£418,000	£0	-£418,000
	Elgin South Phase 3	Moray Council	15	2022/23		£0	£0	£0
Subtotal			158			£2,393,000	£0	-£2,393,000
Total			822			£12,803,628	£7,388,928	-£5,414,700

Moray Affordable Housing
Strategic Local Programme 2021/22

APPENDIX II

Programme	Stage	Project	Agent	Units	Site Start	Complete	Projected spend 2021/22
Main Programme	Completion	Mosstodloch Phase 2	Moray Council	46	2019/20	2021/22	£0
		Banff Road, Keith Phase 1	Moray Council	33	2019/20	2021/22	£693,573
		Elgin, Spynie (Robertsons) ph 1&2	Hanover HA	30	2019/20	2021/22	£179,503
		Elgin, Spynie (Robertsons) ph 3	Hanover HA	15	2019/20	2021/22	89,751
		Elgin, Bishopmill	Cairn HA	16	2020/21	2021/22	£183,991
		Elgin, Alba Place	Osprey Homes	10	2020/21	2021/22	£350,218
	Site start	Forres, Ferrylea R3	Grampian	37	2021/22	2022/23	£2,849,000
		Lossiemouth, Sunbank ph1	Osprey Homes	20	2021/22	2022/23	£1,401,128
	Tender	Elgin, Bilbohall, ph1	Moray Council	84	2021/22	2023/24	£1,500,000
		Lhanbryde, Garmouth Road	Grampian	30	2021/22	2022/23	£500,000
		Aberlour, Speyview	Moray Council	30	2021/22		£500,000
		Forres, Knockomie R1	Cairn HA	28	2021/22	2022/23	£2,232,000
		Elgin, Findrassie ph1	Cairn HA	28	2021/22	2022/23	£2,072,000
		Elgin, Hamilton Drive	Osprey Homes	4	2021/22	2021/22	£292,000
	Subtotal				411		
Acquisition and shadow	Acquisition	Elgin, Spynie hospital site	Moray Council	50			£800,000
		Forres, former Pedigree Cars	Cairn HA	32			
		Elgin, Pinegrove	tbc	14			
		Fochabers, police station	Osprey Homes				
	Shadow	Elgin South Phase 2 (Village Garden)	Hanover HA	25			
		Bilbohall, Elgin Phase 2 (R3)	Grampian HA	102	2022/23	2023/24	

Programme	Stage	Project	Agent	Units	Site Start	Complete	Projected spend 2021/22
		Banff Road, Keith Phase 2	Moray Council	42			
		Kinneddar Meadows/ Sunbank, Lossiemouth Phase 2	Osprey Homes	tbc			
		Elgin South Phase 3	tbc	15			
		Hopeman R1	Osprey Homes	12			
		Former Pedigree Cars, Forres	Cairn HA	38			
		Subtotal		330			£800,000
Total				741			£13,643,165



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: PERFORMANCE REPORT (HOUSING AND PROPERTY SERVICES) – PERIOD TO MARCH 2021

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the performance of the service for the period from 1 January to 31 March 2021.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic in the case of this committee the combining of the delegated responsibilities of (Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises performance in the areas of Service Planning, Service Performance and other related data to the end of March 2021:**
- (i) **notes the actions being taken to improve performance where required.**

3. BACKGROUND

- 3.1 On 7 August 2019, the Moray Council, approved a revised Performance Management Framework for services (para 5 of the minute refers).

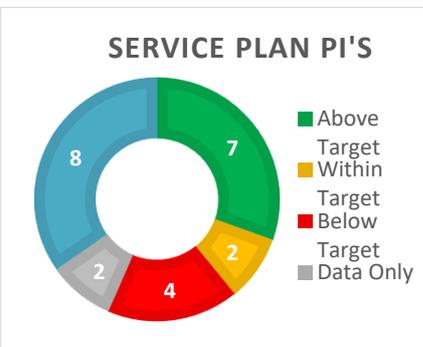
4. SERVICE PLANNING

- 4.1 Each service plan sets out the planned strategic and service level priorities and outcomes it intends to deliver in the coming year aligning closely with financial planning, corporate and community planning partnership strategic priorities. This report provides an interim update on progress on the service plan, key outcomes and performance indicators. Committee is invited to

review progress to secure assurance that is satisfactory and to provide scrutiny and further direction where performance requires attention.

- 4.2 The narrative included is by exception, however links to backing tables for all Housing and Property Services [Service Plan Actions](#) and [Performance Indicators](#) are provided.

SERVICE PLAN PRIORITIES		RAG
STRATEGIC LEVEL	Assess and respond to the housing needs of older people in partnership with IJB.	35%
	Prepare a Climate Change Strategy and Action Plan.	100%
	Investigate and better understand the reasons for poor satisfaction rates as identified in Best Value Audit	30%
SERVICE LEVEL	Ten actions - 3 overdue	45%
RECOVERY & RENEWAL	Work to progress provision of employment land and industrial units in Forres and expansion or development of industrial units in Speyside/east of Moray	26%
OVERALL PLAN PROGRESS		42%
Comment		
Progress is measured over the 3-year plan period. Annual progress is measured by milestone achievements. At the end of year 1 the plan is on target.		



SERVICE PLAN PI'S

- Above Target
- Within Target
- Below Target
- Data Only

Strategic Outcomes - successes

- 4.3 The Climate Change Strategy 2020-2030 and Action Plan were approved at the meeting of Moray Council on 10 March 2021 (item 12 of the Agenda refers) where the next steps were then set out. (**ACTION** HPS20-22.S4.2.1).

Strategic Outcomes – challenges and actions to support

- 4.4 The other 2 strategic outcomes remain on track (**ACTIONS** HPS20-22.S4.1.1, S4.3.1).

Service Level Outcomes - successes

- 4.5 Providing an adequate supply of affordable housing in Moray is making excellent progress. The target of 102 new affordable houses, 30% of which were to be specialist housing, was met. Furthermore, the target to deliver 50 new council houses each year is on track, with 164 completions projected over the next 3 years; 79 houses are currently under construction (**ACTIONS** HPS20-22.S5.01.1.1, 01.1.2, 01.1.4).
- 4.6 There has been a marked improvement in customer satisfaction in respect of response repairs. The latest performance information available for quarter 3 shows that 100% (324 customers) expressed satisfaction with the service during this period. The service reduced to emergency only repairs between April and September 2020 and from January 2021, as a result, responses are

low; but to date 99% (633 out of 637) of customers have provided positive feedback. Despite the restrictions in place, the service continued to complete emergency repairs within the 4-hour target and non-emergency repairs within the 10-day target and all repairs appointments in the reporting quarter were kept. (**ACTION** HPS20-22.S5.06.1.2 **INDICATORS** H2.7, H2.8 & H2.12).

Service Level Outcomes – challenges and actions to support

- 4.7 The restrictions that have been put in place to control the spread of COVID-19 have impacted on the progress of the following priorities.
- 4.8 Delivery of the programme to implement the Scottish Government funding allocation of £9.633m has been delayed; at the end of quarter 4, expenditure was £6.842m (**ACTION** HPS20-22.S5.01.1.3).
- 4.9 Two of the actions contributing to transforming the approach to address homelessness have stalled. The Council increased its temporary accommodation stock to meet increased demand in the numbers of homeless people, including rough sleepers, presenting. This ensured demand was met but, as a consequence, the annual target of reducing the number of households in temporary accommodation by 10 could not be achieved. Despite the increases, just 2.3% of temporary or emergency accommodation offers were refused and of those households homeless in the last 12 months, all were satisfied with the accommodation provided. Similarly, the service has been unable to appoint three Housing Support Workers required to support tenancy sustainment but hope to appoint within the next 6 months (**ACTIONS** HPS20-22.S5.02.1.1, HPS20-22.S5.02.1.3 **INDICATORS** H4.7, H4.8, H4.9).
- 4.10 Improving the management of void Council houses has slipped due to a slowdown in allocations and utility issues in voids, albeit there has been improvement on previous quarterly results, the average time to re-let empty properties was 61 days against a target of 32 days. Rent loss due to voids has risen to 1.24% as at February 2021, again due to the delays in allocations. Recently published Local Government Benchmarking Framework results show that in 2019/20, rent loss due to voids at 0.9% remained below the national average of 1.1%, although the loss to Moray Council has been rising steadily each year from 0.5% in 2016/17 (Figure 1). In 2019/20 Moray had the second highest loss due to voids out of the 8 councils in our family group. Only Angus at 2.3% losses was higher, although no data was reported by Argyll & Bute or Scottish Borders. A Change Management Plan has been implemented within the service on 7 June 2021 with a focus on improving responsibilities and procedures within the void process. The implementation will be monitored to assess continuous improvement until the COVID restrictions are fully lifted. (**ACTION** HPS20-22.S5.05.1.1, S5.05.1.2 **INDICATORS** HS.4, HS.6).

Figure 1 (Local Government Benchmarking Framework data)



- 4.11 A report against the Improvement Action Plan to make the best use of the Council's property assets was due to be submitted to this committee at its meeting on 16 February 2021. The Office Review has been redrafted to take account of the impact of the roll out of ICT equipment and the expected new ways of working. The draft Depot Review has been circulated and agreed by senior officers and a business plan will now be developed for each proposal. The Head of Education Resources & Communities is recruiting to her team to progress the School Asset Management Plan. An update of the Property Asset Management Appraisal is due to be submitted to Full Council 30 June 2021 (**ACTION** HPS20-22.S5.10.1.1).
- 4.12 In 2019/20, 90.7% of housing stock met the Scottish Housing Quality Standard (SHQS) against a national average of 94.9%, achieving a ranking of 24th of 26 councils reporting results. In 2014/15 and 2015/16 all of Moray's housing stock met the standard, but since then there has been a gradual decline in the compliant proportion (Figure 2). Those properties failing to meet standard are either already included on a heating replacement contract or will be included in a future works programme. In recent years the quality of housing provided by Scottish councils has been gradually improving, when measured against the Scottish Housing Quality Standard (Figure 3) achieving an average score of 94.9% in 2019/20. However, in 2019/20 Moray recorded the third lowest score (90.7%) of all councils who reported on this indicator (6 councils did not provide data). The significant failing in meeting the SHQS standard relates to achieving the required energy standard and it is recognised that significant investment is required to address this. A review of the Housing Revenue Account (HRA) Business Plan will begin in June 2021 to develop a sustainable investment plan to bring the current stock up to meet the SHQS and continue with a new build programme. The revised Business Plan will be reported to this committee. (**INDICATOR** H2.1).

Figure 2

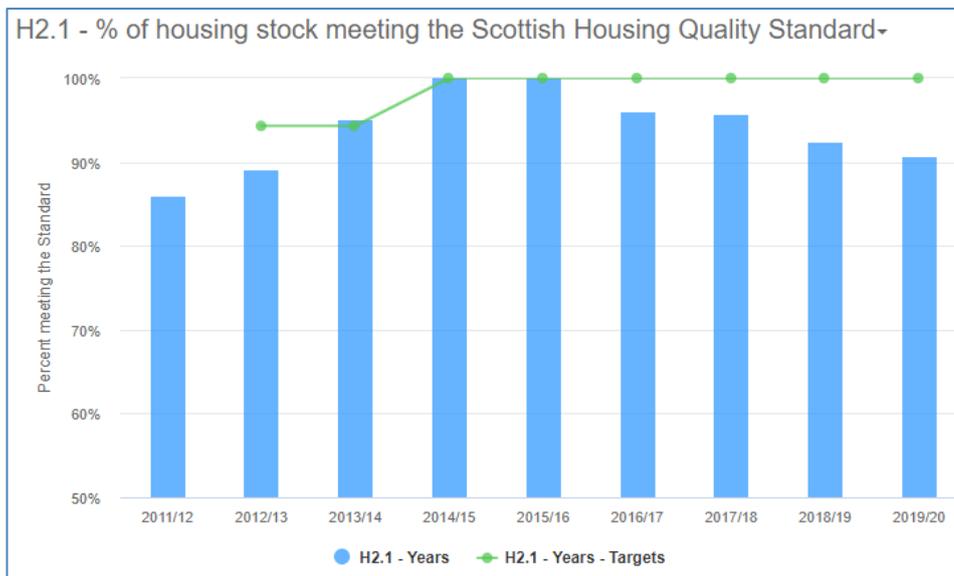
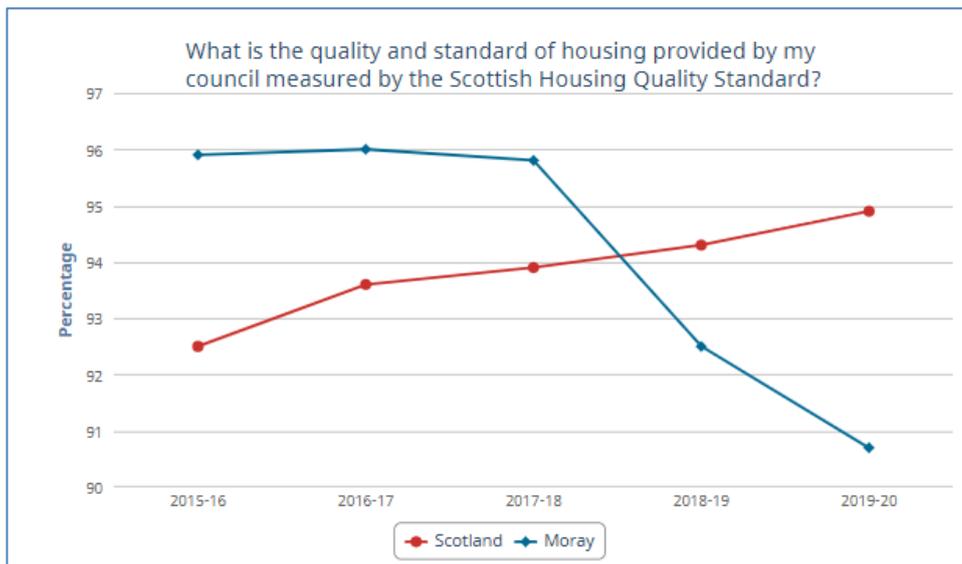


Figure 3



4.13 While the majority of Moray Council's housing stock (54.6%) meets the Energy Efficiency Standard for Social Housing (EESH), performance remains below target as illustrated in Figure 4. Comparison shows the result is significantly below the national average (84.1%) ranking as the lowest amongst 26 other local authorities. Targets to improve the energy efficiency of the Council's housing stock have slipped due to suspension during pandemic restrictions. Future work programme outputs will be dependent on stock condition survey report and ongoing restrictions (**INDICATOR H2.2b**). Moray has historically had below the Scottish average proportion of housing stock meeting this standard. Although the proportion in Moray has been rising it has been behind the rate of change across Scotland (Figure 5) so that the gap between Moray and the Scottish average has been growing. This trend was exacerbated in 2019/20 when the proportion of stock in Moray meeting the standard reduced and in 2019/20 Moray had the lowest proportion of the 26 local authorities that provided data for this indicator. A significant investment programme had been planned for 2020/21 on upgrades to improve the energy efficiency of our houses. However, this was impacted by

the COVID restrictions. A continued substantial investment beyond the carried forward 2020/21 programme is required in future years. A review of the HRA Business Plan will begin in June 2021 to develop a sustainable investment plan to bring the current stock up to meet the EESSH standard and continue with a new build programme. The revised Business Plan will be reported to this committee.

Figure 4

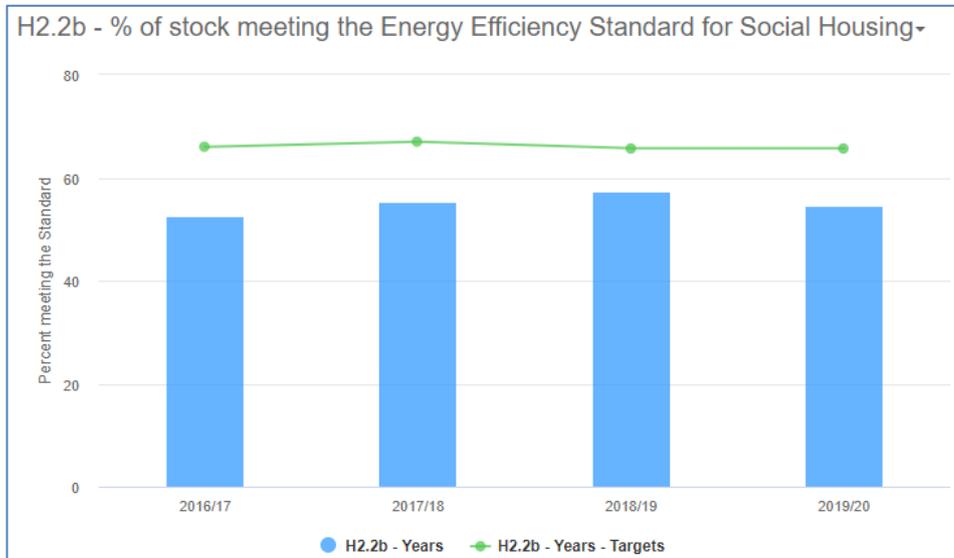
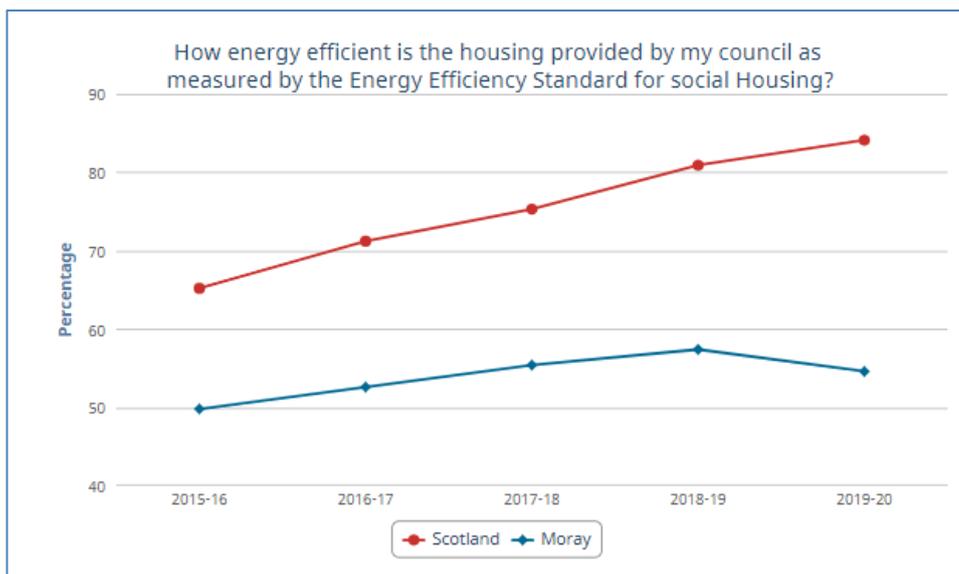


Figure 5



Recovery and Renewal - successes

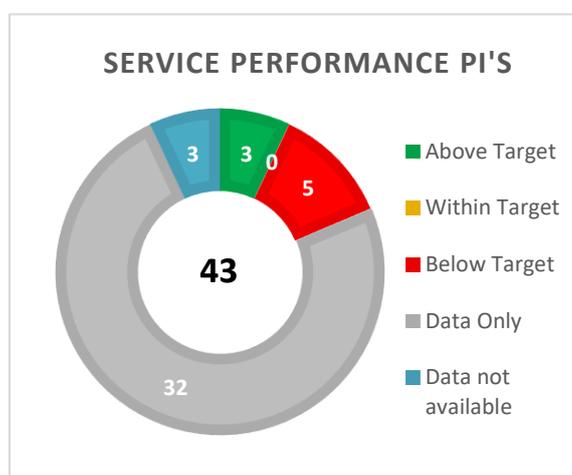
- 4.14 Work to progress the provision of employment land and industrial units in Forres is progressing with potential sites identified and landowners contacted to open negotiations. The timescale to prepare the business case by May 2021 is subject to slippage as the land was only identified in March. (HPS20-22.S6.01.1.1 & 1.2).

Recovery and Renewal - challenges and actions to support

- 4.15 All other actions relating to increasing employment land in areas of need in Moray are subject to completion of earlier stages.

5. SERVICE PERFORMANCE

- 5.1 In line with the Performance Management Framework, operational performance is reviewed quarterly by departmental management. Areas performing well and/or areas subject to a decreasing trend or where benchmarking results show performance significantly below comparators will be reported to this committee for member scrutiny.
- 5.2 Initial publication of 2019/20 Local Government Benchmarking Framework Indicators in February 2021 will be refreshed in early May. The full suite can be viewed using the [My Local Council](#) tool.
- 5.3 Report is by exception, however links to backing tables for all [Service Performance Indicators](#) is provided (results are reported a quarter in arrears so latest data covers the period to December 2020).



Operational Indicators - successes

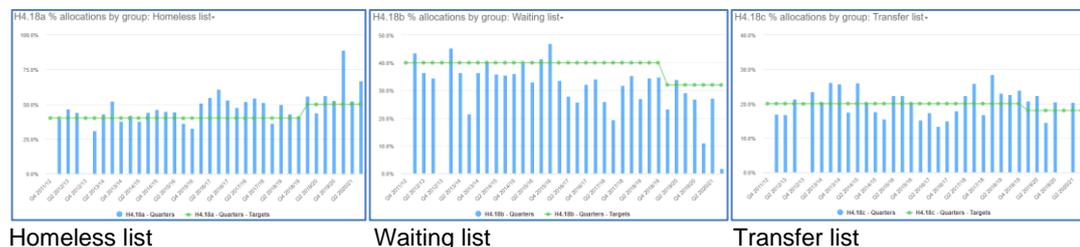
- 5.4 There were 4 new unauthorised encampments in the reporting period, all of which were visited within target timescales following a slight dip in performance in the previous quarter (**INDICATOR H6.2**).

Operational Indicators - challenges and actions to support

- 5.5 Housing applications admitted to the list within 10 days have been significantly below target throughout 2020/21 due to pandemic restrictions, this remains under review. (**INDICATOR H4.15**).
- 5.6 In recent years there has been a change in the groups being allocated homes from Moray Council's stock as illustrated by Figure 4. The proportion of applicants from the homeless list has been increasing gradually, particularly this year given the circumstance described at paragraph 4.9 above. The

percentage of applicants from the waiting list has gradually decreased over time and, despite the uncertainties in the past 12 months, this trend appears to be continuing. The trend over time with applicants from the transfer list is less clear, but the proportion has increased during 2020/21 (**INDICATORS H4.18a, b & c**).

Figure 6



- 5.7 Rent collection during 2020/21 fell slightly below target (97%) in quarters 2 and 3 (94% and 93.8% respectively). Given the financial implications of the lockdown guidelines, furlough schemes and loss of earning opportunities for many parts of the economy, the reduction in rent collected is perhaps expected. Similarly, gross rent arrears (3.9%) and current tenant arrears (4.5%) as a percentage of rent due were both one percentage point above target as at December 2020. Both indicators routinely achieved target in the quarters before the pandemic and in 2019/20 benchmarking results reported Moray’s performance for gross rent arrears was the lowest against all other authorities so it is anticipated that performance will remain within the top quartile (**INDICATORS H5.2, H5.3, H5.6**).

6. OTHER PERFORMANCE RELATED DATA

Complaints & MP/MSP Enquiries

- 6.1 In line with the Performance Management Framework, complaints are reviewed quarterly by departmental management in terms of time taken to respond, outcome and learning points. Links to backing tables for all [Service Complaints](#) is provided.
- 6.2 Fifty-two complaints were received in the quarter to March 2021, of which 33 (62%) were closed at frontline. Twenty-three complaints were upheld (44%) and 13 were partially upheld (25%). 96% of frontline investigations were completed within the target of 5 days; however, on average, frontline complaints took 5.7 days to complete. 87% of investigations were completed within the 20-day target and the average time to close investigations was 17.13 days. Compared to the same quarter last year, the service received slightly less complaints, a greater proportion were closed at frontline and complaint outcomes of upheld or partially upheld were similar.

Thirty-four MP/MSP enquiries were dealt with in the period; during the same period last year 37 such enquiries were dealt with.

Other Performance (not included within Service Plan)

- 6.3 Building Services DLO annually submits performance data returns to The Association for Public Service Excellence (APSE) that benchmarks its

performance against to other UK local authority Building maintenance providers. The 2019/20 performance figures submitted have been evaluated by APSE and, as a result of the good performance highlighted, Building Services have been nominated as a finalist for the Best Building Maintenance Provider UK award. The award ceremony takes place on 8 June 2021 and a copy of the benchmarking report is available in the Members library for viewing. This is an excellent achievement, which shows that our Building Services DLO continues to maintain good performance in a number of key activity areas and provides national recognition for the Council and service.

Case Studies

- 6.4 The service recently dealt with two major gas outage incidents (2 & 3 February and 5 & 6 March 2021) that affected 461 tenants with gas central heating in the Keith and Newmill areas. The housing service response included calling and offering assistance to all tenants (over 1,000 temporary heaters were provided over both incidents) and assisting Scottish Gas Networks (SGN) to safely isolate and restore services to all properties affected, by way of 12 Gas Engineers redeployed to assist both incidents. Staff responded well and over 1,150 hours was spent dealing with both incidents in challenging weather conditions in the first outage and at very short notice over a weekend on the second incident.

Consultation and Engagement

- 6.5 During December 2020 and January 2021, tenants were consulted on a range of options for the Council house rent increase for 2021/22. The consultation involved a letter to 5,983 tenants with a questionnaire and a survey link on the Council's website. The views of the Moray Tenants Forum were also canvassed as part of the consultation. As well as views on the rent increase proposals, the consultation gathered information on the impact of Covid-19 on tenant household finances. The consultation achieved a response rate of just over 10% of households, more than double the rate of the 2020/21 consultation. The Council took account of findings of the survey when setting the Housing Revenue Account Budget for 2021/22.thing to report.

7. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Performance measurement is used to ensure the efficient and sustainable delivery of services to meet the Council's priorities in both the Corporate Plan and the LOIP.

(b) Policy and Legal

The Council has a statutory requirement to publish a range of information that will demonstrate that it is securing best value and assist in comparing performance both over time and between authorities where appropriate.

(c) Financial implications

None.

(d) Risk Implications

None.

(e) Staffing Implications

None.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not required as this report is to inform the Committee on performance.

(h) Consultations

The Acting Head of Housing and Property Services, Depute Chief Executive (Economy, Environment and Finance) and Service Managers have been consulted with any comments received incorporated into this report.

8. CONCLUSION

8.1 As at the end of March 2021, 14 Service Plan outcomes were due to complete, 11 have been achieved and the overall plan is 42% complete.

8.2 It is clear however, that the restrictions introduced to control the spread of COVID-19 have impacted upon performance. This has been a challenging year for the service having to juggle demand with the ability to undertake work while remaining compliant with lockdown restrictions as well as adapting to new ways of working away from the office.

Author of Report: Louise Marshall, Strategy & Performance Manager
Carl Bennett, Research & Information Officer

Background Papers: Held by Author

Ref: SPMAN-1285234812-851



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: PERFORMANCE REPORT (ECONOMIC GROWTH AND DEVELOPMENT SERVICES) – PERIOD TO MARCH 2021

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the performance of the service for the period from 1 January to 31 March 2021.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic in the case of this committee the combining of the delegated responsibilities of (Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

- 2.1 It is recommended that Committee –
- (i) **scrutinises performance in the areas of Service Planning, Service Performance and other related data to the end of March 2021; and**
 - (ii) **notes the actions being taken to improve performance where required.**

3. BACKGROUND

- 3.1 On 7 August 2019, the Moray Council, approved a revised Performance Management Framework for services (para 5 of the minute refers).

4. SERVICE PLANNING

- 4.1 Each service plan sets out the planned strategic and service level priorities and outcomes it intends to deliver in the coming year aligning closely with financial planning, corporate and community planning partnership strategic priorities. This report provides an interim update on progress on the service

plan, key outcomes and performance indicators. The Committee is invited to review progress to secure assurance that it is satisfactory and to provide scrutiny and further direction where performance requires attention.

- 4.2 The narrative included is by exception, however links to backing tables for all [Service Plan Actions](#) and [Performance Indicators](#) are provided.

SERVICE PLAN PRIORITIES		RAG
STRATEGIC LEVEL	We will pursue the Cultural Quarter and other Moray Growth Deal projects led by the council	25%
	We will progress the Moray skills investment plan and complete review the current plan	85%
	Develop a collaborative approach to employability	50%
SERVICE LEVEL	Implement the secondary legislation and guidance issued by Scottish Government in relation to the Planning Scotland Act 2019	25%
	Produce a Building Standards Annual Performance Report to be submitted to SG & to be used to promote the service and drive improvements	50%
RECOVERY & RENEWAL	We will progress the preparation and delivery of Elgin Town Centre Masterplan and complete the carbon free place pilot projects.	90%
	We will facilitate high street development through no fee pre application advice and fast track planning and building standards services	100%
	We will support business	10-100%
	We will progress employability and skills activities such as kickstart, youth guarantee scheme, parental employability support.	100%
	Adapt and reprioritise services to meet new demands of COVID 19 and Brexit, prioritisation will be on Public Health impacts and protecting the economy	100%
OVERALL PLAN PROGRESS		59%
Comment Progress is measured over the 3-year plan period. Annual progress is measured by milestone achievements. At the end of year 1 the plan is on target for full implementation by March 2022		

SERVICE PLAN PIs

47

- Achieving Target
- Within Target
- Below Target
- Data Only
- Data not available

Strategic Outcomes - successes

- 4.3 The Local Employability Partnership is in place with network support through the employability consortium, change management plans are underway to consolidate employability into a single service and completion is anticipated as planned by March 2022 (**ACTION** EG&D20-22.S4.1.2b)

Strategic Outcomes – challenges and actions to support

- 4.4 Historically, Moray has had an above average proportion of its workforce aged 18 years and over earning less than the living wage (Figure 1). In 2019/20 almost a quarter (24%) of people working in Moray earned less than the Living wage compared to the national average of 16.9%. This is the 6th highest proportion in Scotland and the highest in our family group. Moray Economic Strategy seeks to address this issue. As a living wage employer, the Council encourages other community planning partners to apply the living wage to the jobs they create, community wealth building includes fair work as one of its key pillars and will seek to address these often complex issues as part of a future strategy (**INDICATOR ECON7**).

Figure 1



Service Level Outcomes - successes

- 4.5 Contributing to improved performance reporting, Building Standards will present its annual report to this committee in August 2021. Although delayed, the Customer Engagement Strategy will have moved forward as planned by September 2021. An improving trend in performance is evident in service indicator results, in 2020/21, 97.7% of building warrants were issued within 10 working days of receipt of satisfactory information and amended plans were responded to, on average in 3.8 days, both exceeding local targets. (**ACTION EG&D20-22.S5.2, INDICATORS ENVDV-BS-KP01(C), ENVDV046b**).

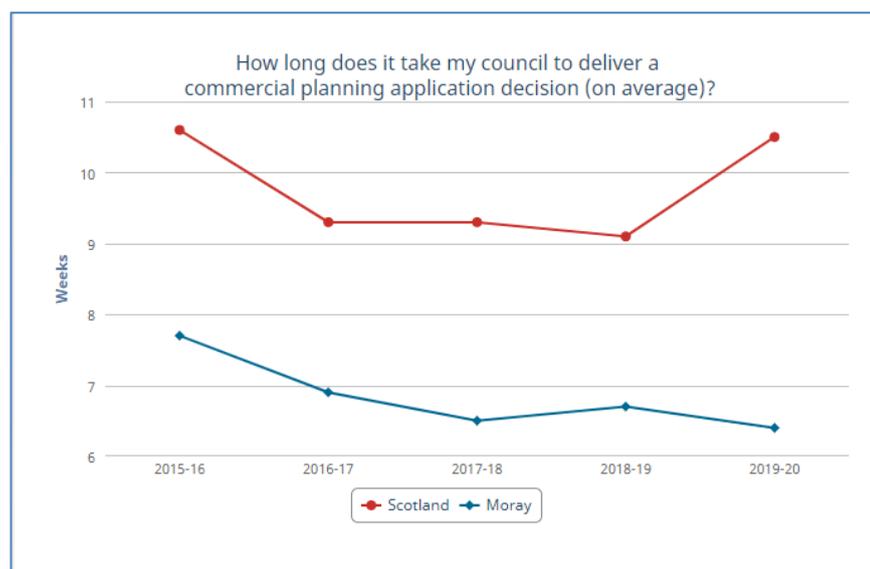
Service Level Outcomes – challenges and actions to support

- 4.6 Actions related to the review of the Skills Investment Plan and developing and alternative delivery model for the Falconer museum have been put on hold due to the COVID pandemic and priority being given to the economic recovery plan.

Recovery and Renewal – successes

- 4.7 Progress on the preparation and delivery of Elgin Town Centre Masterplan and the completion of the carbon-free place pilot projects, was 90% complete at the end of the financial year. Publication of the draft Elgin City Centre Masterplan was delayed due to the difficulty of carrying out public engagement during the various COVID-19 restrictions and to develop additional online engagement materials. The draft plan was approved by the Planning and Regulatory Services Committee at their meeting held on 26 January 2021 (para 13 of the minute refers) and is currently out for public consultation for 12 weeks ending 14 June 2021. (**ACTION** EG&D20-22.S6.1.1a).
- 4.8 Since 1 November 2020 free pre-application advice and fast-tracking, for high street developers, is now part of the standard process offering. These measures will facilitate high street development. It should be noted that Moray Council consistently out-performs most Councils in Scotland for dealing with commercial planning applications in a timely manner. For context, in 2019/20, on average Moray Council dealt with such applications in 6.4 weeks, against a national average of 10.5 weeks (Figure 2) (**ACTION** EG&D20-22.S6.1.1b, **INDICATOR** SECON03).

Figure 2



- 4.9 The actions contributing to employability and skills within the Economic Recovery Action Plan are being progressed with much of it related to additional funding received as part of the Youth Guarantee Scheme. At this early stage of the implementation, data is not yet available for the impact on earnings, the availability of more skilled jobs and an increase in apprenticeships in key sectors. [Scottish Local Authorities Economic Development Group](#) indicators submitted as an information report to the meeting of the this Committee on 13 April 2021 will help to better understand those impacts going forward. For example, the percentage change in median income over 5 years to 2020, in comparison with the percentage change of

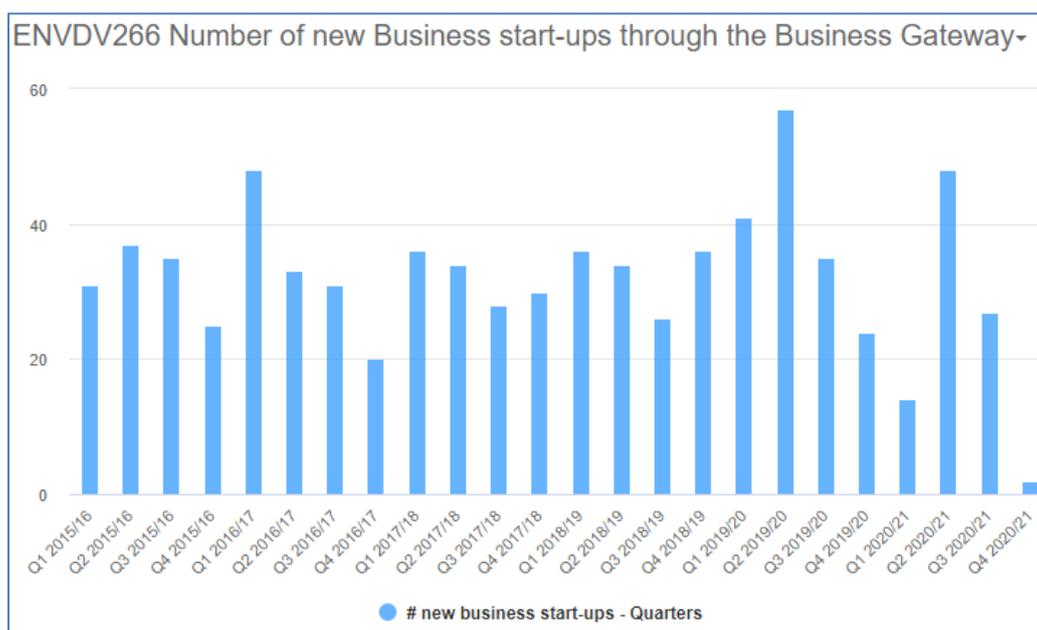
income in the lowest quintile indicates a growing inequality gap in Moray in contrast to the national position where the earnings gap between these 2 groups has been reducing reinforcing the importance of the ongoing collaborative work around employability (EG&D20-22.S6.2.1)

- 4.10 To adapt the services to meet the new demands of COVID-19 and Brexit, priority was given to Public Health impacts and protecting the economy. Environmental Health remain focused on COVID-19 related work, albeit with some concerns around capacity with the resumption of normal service provision relating to food hygiene, private water supplies and health and safety as pandemic declines. The Economic Development team continues to prioritise business support and economic recovery. (**ACTIONS** EG&D20-22.S6.1.3, EG&D20-22.S6.2.1).
- 4.11 Other support currently underway includes the work of Business Gateway providing post Brexit 1-2-1 support. Starting in January 2021, this is enabling small and medium-sized enterprises (SMEs) in Moray to continue to trade in Europe and/or access and enter new markets. Assistance continues to be given to SMEs with high exposure to EU markets to strengthen the local supply chain, and help create a more prosperous, growing economy. This additional demand is likely to increase further the number of instances of assistance to SMEs that the Business Gateway provides, which totalled 574 during the first half of 2020/21 (latest available data; this indicator is reported 6 months in arrears). For comparison, during the first half of the previous 2 years the numbers were 430 and 413 respectively (**INDICATOR** ENVDV260).

Recovery and Renewal – challenges and actions to support

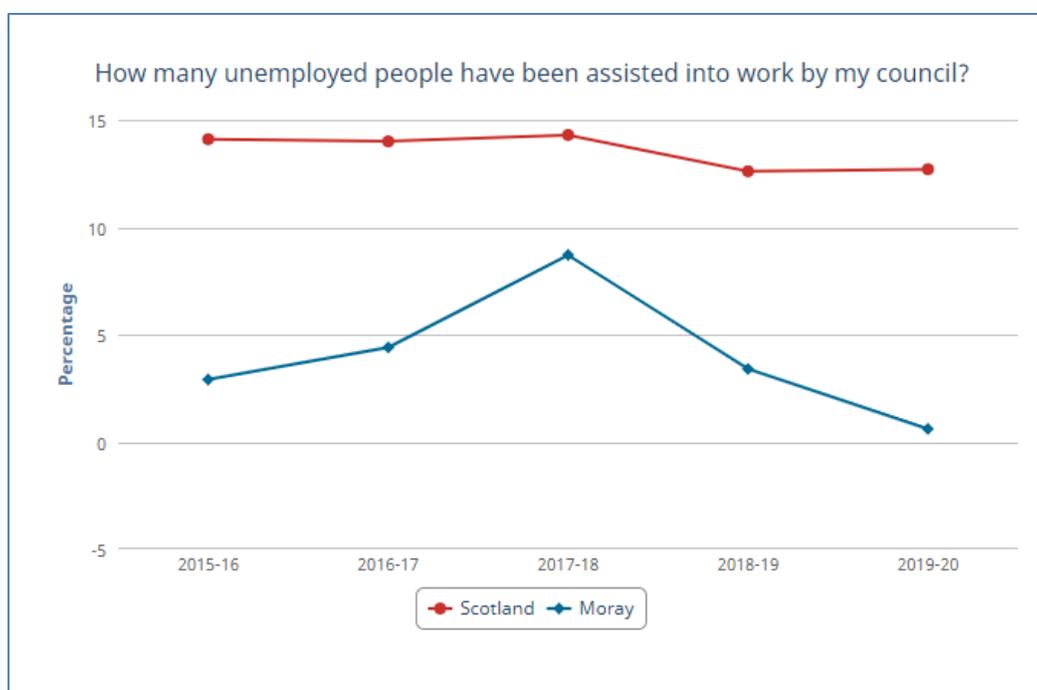
- 4.12 In contrast, the number of new businesses starting-up through the Business Gateway has reduced to just 91 during 2020/21 compared to 157 and 132 in the previous 2 years. In quarter 4 there were only 2 new business start-ups supported (Figure 3). (**INDICATOR** ENVDV266).

Figure 3



- 4.13 The action to support business will continue past its due date of 31 March 2021. Whilst some aspects are complete; 1,639 businesses have been supported through the range of COVID-19 funds receiving £13.335m during 2020/21, other aspects are still in progress such as the Town Centre Capital Fund, which has awarded grants to 51 businesses totalling £1.189m for transforming empty space to living space, altering large retail units into smaller ones, shop front improvements and small grants, all of which combined will lead to an investment of £3.839m on completion (**ACTION EG&D20-22.S6.1.2**).
- 4.14 A selection of the Local Government Benchmarking Framework (LGBF) measures is included to provide some historical context for the task facing the Economic Development team and the wider partnership. In 2019/20, Moray had the lowest proportion of unemployed people assisted into work of all Scottish Councils. The Scottish average was 12.7%, whereas the proportion in Moray was 0.62%. Figure 4 illustrates the trend over the previous 5 years, and after the increase in 2017/18 the proportion has dropped once more for 2 consecutive years. The Council's participation in the in ESf funding for Employability and the wider funding streams available for economic recovery will improve these figures moving forward (**INDICATOR ECON1**).

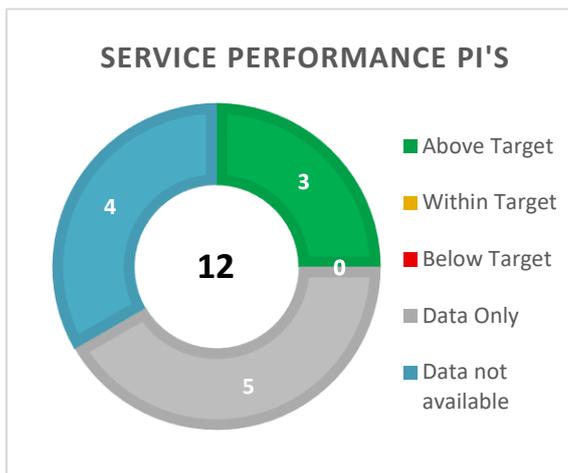
Figure 4



- 4.15 The percentage of Council procurement expenditure spent with local enterprises dropped slightly from 25.2% in 2017/18, 23.9% in 2018/19 to 21.9% in 2019/20, ranking Moray 22nd. This compared to a rise from 27.4% to 28.5% over the same period in the national average. A Community Wealth Building officer was approved as part of the Economic Recovery Plan and part of the work will involve improving local spend and the supply chain with a clear focus on increasing local spend and wider community and sustainability benefits (**INDICATOR ECON4**).

5. SERVICE PERFORMANCE

- 5.1 In line with the Performance Management Framework, operational performance is reviewed quarterly by departmental management. Areas performing well and/or areas subject to a decreasing trend or where benchmarking results show performance significantly below comparators will be reported to this committee for member scrutiny.
- 5.2 Initial publication of Local Government Benchmarking Framework Indicators in February 2021 will be refreshed in early May. The full suite can be viewed using the [My Local Council](#) tool.
- 5.3 Report is by exception, however links to backing tables for all [Service Performance Indicators](#) is provided, indicators 78a and 86 do not have full data as the quarters with N/A did not have any targets associated with them.



Operational Indicators - successes

- 5.4 Despite the additional restrictions in place to deal with the pandemic, the Environmental Health Pest Control team responded to all low and high priority requests within the national target times (**INDICATORS** ENVDV086 & ENVDV0870).

Operational Indicators - challenges and actions to support

- 5.5 There were no reportable exceptions amongst the remaining operational indicators.

6. OTHER PERFORMANCE RELATED DATA

Complaints & MP/MSP Enquiries

- 6.1 In line with the Performance Management Framework, complaints are reviewed quarterly by departmental management in terms of time taken to respond, outcome and learning points. Links to backing tables for all [Service Complaints](#) is provided.
- 6.2 There were 13 complaints raised this quarter, 3 more than the same period last year. Six (46%) were closed at frontline taking an average of 4.5 days to resolve, within the target of 5 working days. Seven investigative resolutions took an average of 20.14 days, fractionally beyond the 20-day target. Both

average closure timescales are a significant improvement on the 8 days for frontline and 33.3 days for investigations that were recorded during the same quarter in 2019/20.

There were 31 MP/MSP enquiries dealt with during the reporting quarter, a significant increase from 5 in the same period last year. The majority of enquiries related to guidance on the implementation of the pandemic regulations or the applications for funds and grants provided in response to the pandemic.

Other Performance (not included within Service Plan)

- 6.3 The work of the team was focussed on meeting the actions in the Service Plan with the added constraints of working within the Covid-19 guidelines. However, Building Services were able to offer support to health service providers as illustrated in the following case studies.

Case Studies

- 6.4 Building Standards have worked with health service providers to allow the provision of temporary buildings as a matter of urgency to assist in providing much needed care to our population and help prevent the further spread of the coronavirus (COVID-19).

The service worked in partnership to demonstrate that any temporary building can be operated safely, particularly in relation to structure, fire, escape, ventilation, electrical work and access. Building Standards also provided links for access to partners such as Scottish Fire and Rescue and the Council's Health and Safety team.

The safe introduction of the Fiona Elcock Vaccination Centre in Elgin is an example of what has been achieved.

Consultation and Engagement

- 6.5 Throughout the pandemic the service has consulted with business directly and through their representative organisations to inform the economic recovery plan and discretionary grants. Environmental Health and Economic Development have participated in webinars and virtual meetings to disseminate information to businesses.

7. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Performance measurement is used to ensure the efficient and sustainable delivery of services to meet the Council's priorities in both the Corporate Plan and the LOIP.

(b) Policy and Legal

The Council has a statutory requirement to publish a range of information that will demonstrate that it is securing best value and assist in comparing performance both over time and between authorities where appropriate.

(c) Financial implications

None.

(d) Risk Implications

None.

(e) Staffing Implications

None.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not required as this report is to inform the Committee on performance.

(h) Consultations

Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Legal Services Manager, the Development Management and Building Standards Manager, the Equal Opportunities Officer, the Strategic Planning and Delivery Manager, Environmental Health and Trading Standards Manager, Economic Growth and Regeneration Manager and Lissa Rowan (Committee Services Officer) have been consulted, and comments received have been incorporated into the report.

8. CONCLUSION

8.1 As at 31 March 2021, 5 Service Plan outcomes were due to complete, of which 1 has been achieved. Both of the incomplete actions are part of the Recovery and Renewal priorities and have been delayed due to the impact of the COVID-19 restrictions. Overall, the plan is 59% complete and on target to meet its planned completion date.

8.2 Despite the unusual and challenging circumstances facing the service in 2020/21 and the additional measures and controls the teams had to put in place, the service made good progress on delivering the actions in the Service Plan. In addition, the team were able to support other community partners.

Authors of Report: Louise Marshall, Strategy and Performance Manager
Carl Bennett, Research & Information Officer

Background Papers: Held by Author

Ref:



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 8 JUNE 2021

SUBJECT: PERFORMANCE REPORT (ENVIRONMENTAL AND COMMERCIAL SERVICES) – PERIOD TO MARCH 2021

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

1.1 To inform the Committee of the performance of the service for the period to the end of March 2021.

1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified Committee structure as a result of the COVID-19 pandemic; in the case of this committee, the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

2.1 It is recommended that Committee:

- (i) **scrutinises performance in the areas of Service Planning, Service Performance and other related data to the end of March 2021;**
- (ii) **notes the actions being taken to improve performance where required; and**
- (iii) **approves suggested changes to indicators for the 2021/22 reporting period.**

3. BACKGROUND

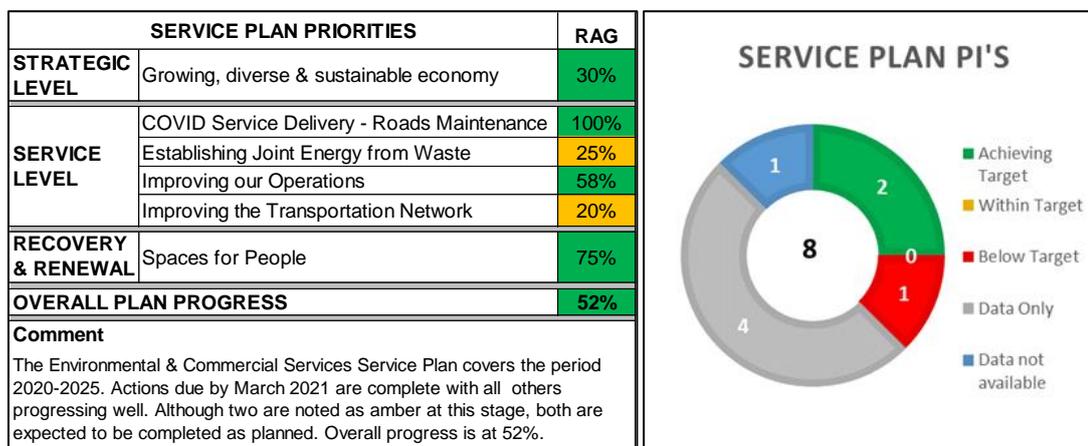
3.1 On 7 August 2019, the Moray Council approved a revised Performance Management Framework for services (para 5 of the minute refers).

4. SERVICE PLANNING

4.1 Each service plan sets out the planned strategic and service level priorities and outcomes it intends to deliver in the coming year aligning closely with financial planning, corporate and community planning partnership strategic

priorities. This report provides an interim update on progress on the service plan, key outcomes and performance indicators. Committee is invited to review progress to secure assurance that is satisfactory and to provide scrutiny and further direction where performance requires attention.

- 4.2 The narrative included is by exception, however links to backing tables for all [Service Plan Actions](#) and [Service Plan Performance Indicators](#) are provided.



Strategic Outcomes - successes

- 4.3 The development of Surface Water Management Plans (SWMPs) is progressing well at 50% complete. The Forres scheme is still outstanding due to a delay in receiving data from Scottish Water. In the meantime, all projects within the SWMPs that have an appropriate Benefit Cost Ratio have been submitted for funding and it is anticipated the Strategy will be published as planned by December 2021. The information received from Scottish Water will be used to develop the SWMP for Forres and any potential schemes identified through this process will be prioritised for Cycle 3 (2028 – 2034).

Strategic Outcomes - challenges and actions to support

- 4.4 COVID restrictions have impacted on active and green travel plans. Delivery of Bikeability sessions to all primary schools has not been achieved with just 27% of schools taking part. Outfit Moray deliver all Bikeability sessions and plans are in place to progress with these once restrictions allow. Electric car charging points due to go online within the public car park at Council HQ were delayed. Additional EV points were added at Lossie Green and Moray Street car parks and final work on those at Council HQ will resume in quarter 1 2021/22. Monitoring reductions in vehicle emissions due to increased school Active Travel journeys will be reviewed during quarter 1 2021/22. (Action ECS20-25 Section 4a, PIs Envdr246, Envdr265a)

Service Level Outcomes - successes

- 4.5 Contributing to recovery, the capital and revenue programme for 2020/21 was reprioritised with 60% due to be delivered by March 2021. Despite periods of winter weather, the reprioritised work has been completed as planned. Remaining work from the original programme will be carried forward to 2021/22. (Action ECS20-25 Section 5a, PI Envdr272)

- 4.6 Improvements to communication regarding the Waste Service are now complete. Better work practices between the Waste Team and the Contact Centre have been introduced and the council's online Service Disruption Page used more efficiently. Compared to 2019/20, complaints relating to Household Collections and Recycling have fallen by 20% this year, double the anticipated 10% reduction. However, as the impact of COVID appears to have affected complaints to Environmental & Commercial Services with large declines recorded during the two national lockdowns (para 6.2), it is too early to be sure if the reduction in complaints regarding the Waste Service is due to the improvements made or the pandemic. (Action ECS20-25 Section 5e, PI Envdr274)

Service Level Outcomes – challenges and actions to support

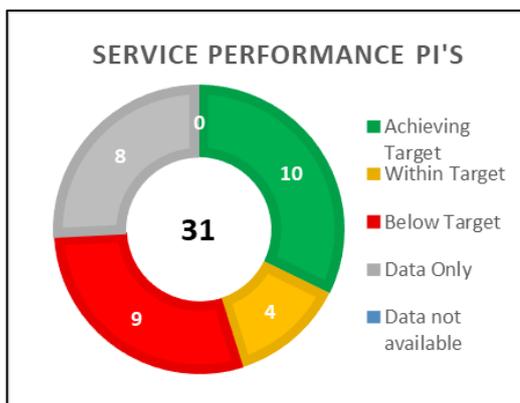
- 4.7 The target to achieve 63 principal bridge inspections in the year to March 2021 was not achieved. Due to recruitment and training of 2 new members of staff, the start of the inspection programme was delayed. However in the 6 months to March 2021, 32 inspections have been completed and it is anticipated this work rate will continue and next year the target will be met. Bridges not inspected this year will be incorporated into the 2021/22 programme with priority given to those deemed highest risk. (Action ECS20-25 Section 5d, PI Envdr273).

Recovery and Renewal – success

- 4.8 Delivering spaces for people to allow social distancing was implemented during summer 2020 through temporary road closures and parking restrictions in Elgin Town Centre that ended in October 2020 and other temporary changes that ended in December 2020. The remainder of the project relates to infrastructure to encourage cycling (Action ECS20-25 Section6a)

5. SERVICE PERFORMANCE

- 5.1 In line with the Performance Management Framework, operational performance is monitored quarterly by departmental management. Areas performing well and/or areas subject to a decreasing trend or where benchmarking results show performance below comparators will be reported to this Committee for member scrutiny.
- 5.2 Initial publication of 2019/20 Local Government Benchmarking Framework Indicators in February 2021 will be refreshed in early May. The full suite can be viewed using the [My Local Council](#) tool.
- 5.3 Reporting is by exception, however links to backing tables for all [Service Performance Indicators](#) is provided.



Operational Indicators -successes

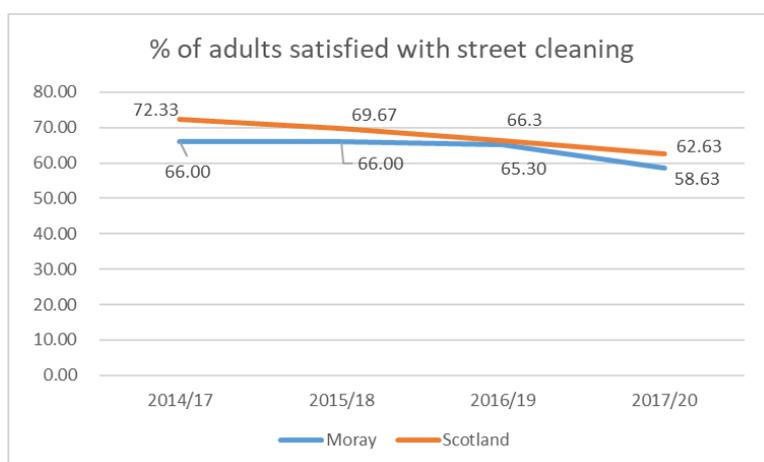
- 5.4 The cost of parks and open spaces per 1,000 premises has fallen by 23% in 2019/20, from £13,663.38 to £10,468. This decline has moved Moray's ranking against all other authorities up 1 place to 6th. The national average is £20,107. At the same time, the percentage of adults satisfied with these spaces in Moray (82.43%) has remained around the same as the national average (83.5%) (PIs Envdr214 and Envdr215)
- 5.5 Net street cleaning costs have fallen by 18% from £8,655 in 2018/19 to £7,107 with Moray now ranked in 3rd against all other local authorities. (PI Envdr218)
- 5.6 Net costs of waste collection and disposal per premise in Moray have both reduced during 2019/20 compared to 2018/19. In particular, collection costs have fallen by 28% from £52.68 to £37.82, improving a ranked position from 6th to 2nd. Disposal costs have declined by 11% from £108.36 to £96.65 improving the ranking position from 23rd to 14th (PIs SENV01a and SENV02a)

Operational Indicators - challenges and actions to support

- 5.7 Uptake of primary school meals has been significantly affected by the second lockdown. Compared to quarter 3, uptake by P1-3 pupils fell from 58.3% to 28.4% while across all Primary years, uptake fell from 52.1% to just 18.9%. During this period, the Catering team planned improvements to the service and devised a new menu in line with the national 'Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020'. A parent/carer survey, attracting 850 responses, provided positive comments and constructive points for improvement, some of which have been incorporated into the new menu including the introduction of a meat free day and increased vegan options. (PIs Envdr071 and Envdr249)
- 5.8 Pool car usage declined due to pandemic restrictions, net savings have fallen by 51% from £268,044 to £130,987. To improve efficiencies in the reporting period, Fleet Services reviewed car mileage and personal mileage claims and cars were moved to where they could be better utilised. As a result the impact of ongoing restrictions has been minimised as much as possible and although below target, savings have still been achieved. (PI Envdr224)
- 5.9 Again as a consequence of pandemic restrictions, average occupancy for paid car parks during the year was 36%; 18% less than 2019/20 and 14% below

target. The reinstatement of car parking charges in October did provide an income of £101,347, however due to compensation payments covering loss of Cooper Park Trust income, maintenance costs of £114,218 were recorded, resulting in a net loss for car park income of £12,870. (PIs Envdr232 and Envdr233).

- 5.10 Throughout COVID restrictions, all routes for the Dial M Services have continued, ensuring public transport was available to those who need it. With low passenger numbers this year, net unit costs have been consistently high peaking at £30.08 in quarter 4. This result reflects some outstanding payments in relation to Support Grants and Free Bus Reimbursements which will be adjusted when all payments are received. With only essential journeys permitted in the second lockdown, to provide options for passengers, cross boundary zone journeys were introduced along with a service to the Fiona Elcock Vaccination Centre. As leisure travel opens up as restrictions ease, there are concerns around customer confidence which the current thorough hygiene regime will hopefully address. (PI Envdr257)
- 5.11 The Local Government Benchmarking Framework indicator relating to satisfaction with refuse collection shows that during the 3 year rolling period 2017-20, satisfaction rates fell by 11% to 73.5%, below the local target of 93% and the national average of 74% and moving Moray into a third quartile ranking. It is anticipated that the completion of the Service Plan action to improve satisfaction levels (para 4.6 refers) will be reflected in future LGBF results. (PI Envdr220).
- 5.12 During the period 2017/20, the percentage of adults satisfied with street cleaning has declined to 58.63% ranking Moray 26th compared to 22nd the previous year. This decline in satisfaction follows a similar trend to that noted across Scotland in recent years and perhaps relates to the fall in street cleaning costs (para 5.5. refers). (PI Envdr221)



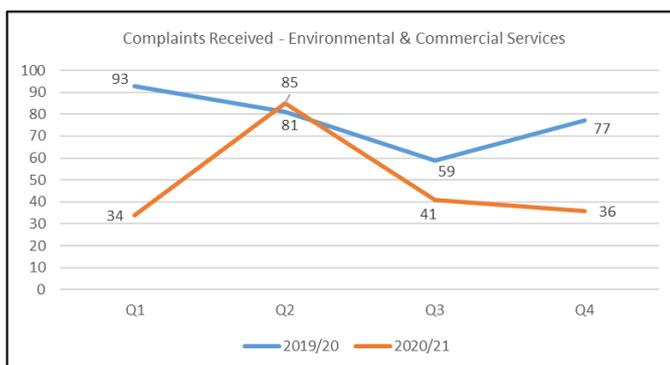
- 5.13 Operational performance indicators reported to this Committee for Environmental and Commercial Services are reviewed on an annual basis. Proposed changes for the 2021/22 reporting period are detailed in the table below.

Performance Indicator	Amendment	Reason for Amendment
Envdr249 % Primary School Pupils taking School Meals - Uptake in Primary School Meals for Primary 1,2 & 3	Amend wording to: % Uptake in Primary School Meals for FSM Eligible Year Groups	To cover the phasing in of Universal Free School Meals due to begin with P4s in August 2021. Target will also be under review as phasing of free meals is rolled out.
Envdr257 Net unit cost per passenger per trip of the Dial-M Service (which includes Dial-a-Bus and scheduled services)	Target to be amended from £3.25 to £5.20	Target last amended in 2018 when income was particularly high. Long term income trends are steady but there have been cost increases which have been absorbed within budget meaning current target is not sustainable.
Envdr240 Gross unit cost per passenger per trip of school transport	PI to be removed	PI to be removed as all costs are set during the tendering process.
Envdr263 Dredger – Number of days in external ports	PI to be removed	PI to be removed as council priority is now to focus on internal dredging

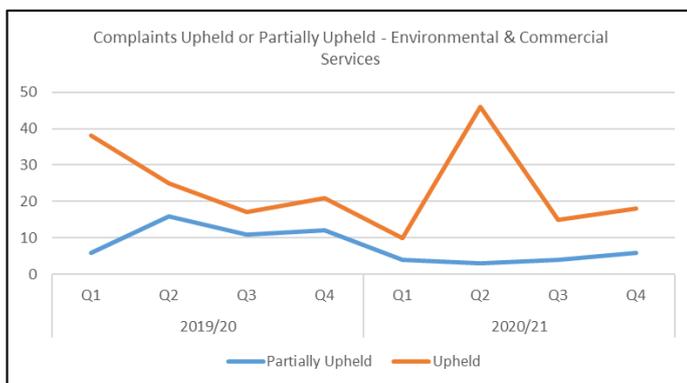
6 OTHER PERFORMANCE RELATED DATA

Complaints & MP/MSP Enquiries

- 6.1 In line with the Performance Management Framework, complaints are reviewed quarterly by departmental management in terms of time taken to respond, outcome and learning points. Links to backing tables for all [Service Complaints](#) is provided.
- 6.2 Between January and March 2021, Environmental and Commercial Services received 36 complaints; a fall of 53% compared to the same period last year. Looking across the whole year, complaints have fallen by 37% from 310 in 2019/20 to 196 in 2020/21 with the largest declines recorded during periods of national lockdown restrictions in quarters 1 and 4.



- 6.3 During quarter 4, 33 complaints were closed with all dealt with as frontline. Of these 33 complaints, 6 (18%) were partially upheld and 18 (55%) were upheld.
- 6.4 Despite a large spike during quarter 2 (caused by a high proportion of Household Collection complaints, many of which related to the requirement to socially distance staff due to COVID-19), upheld complaints declined this year by 12% from 101 in 2019/20 to 89. Partially upheld complaints were considerably less, declining by 62% from 45 to just 17.



- 6.5 In addition to complaints, 51 MP/MSP enquiries were dealt with during quarter 4; an increase of 9% from the same period last year. Although enquiries increased between January and March, overall for 2020/21 the number of enquiries received fell by 8% from 211 in 2019/20 to 195.

Other Performance (not included within Service Plan)

- 6.6 Dealing with the initial impact and subsequent recovery from COVID affected all sections of Environmental and Commercial Services. Priorities changed quickly and staff worked hard to introduce new ways of working, ensuring essential services continued to be delivered where possible or were reinstated safely as restrictions allowed.
- 6.7 During the first lockdown of 2020, Catering supported other departments and third party sectors by providing staff resources and meals. Food packages were prepared for those shielding and staff assisted Moray Food Plus and the Bow Café by producing and delivering meals to vulnerable people across Moray. Snacks and packed lunches were provided to all Education hubs and as plans were made to reopen schools, a redesign of the menu was undertaken to ensure meals could be both produced and delivered safely. The dedication and work undertaken by the Catering team to support the local community during the COVID-19 pandemic has recently been acknowledged in a Letter of Commendation from the Lord Lieutenant of Moray.
- 6.8 The start of the pandemic saw the need for all household recycling collections to be suspended and recycling centres closed. To limit the impact this had on the local community, the team worked together to redesign and revise collection routes and schedules ensuring kerbside collections were reinstated within only a few weeks. There was also a complete redesign of process at all 4 public facilities with the introduction of a booking system and controlled access allowing residents to use the centres whilst ensuring COVID guidelines were adhered to. The commitment of all Waste staff to continue delivering a critical service was recently recognised through a Letter of Commendation from the Lord Lieutenant of Moray.
- 6.9 As the impact of COVID became clear, Janitorial and Building Cleaning staff were paramount to ensuring buildings remained safe and accessible. The team were key to assisting in the preparation of the Education Hubs and worked in conjunction with the NHS to provide a safe space to deliver the infant inoculation programme. During the recovery phase, the team assisted with the safe re-opening of schools and offices by ensuring Government guidelines were adhered to in a number of areas including the need for

increased sanitation. To fulfil these requirements, a staff restructure was undertaken and 60+ additional staff were recruited and trained within a very limited timescale.

- 6.10 Working with Education and Janitorial and Building Cleaning staff, Consultancy assisted in the reopening of schools by providing additional storage facilities increasing space for social distancing, procuring and installing automated hand sanitisers, enhanced cleaning equipment and organising the procurement and delivery of information posters and floor stickers.
- 6.11 Despite social distancing measures reducing staff resources, Roads Maintenance, Fleet Services and Transportation worked throughout lockdown assisting with the council's COVID response whilst at the same time continuing to deliver, as best as possible, programmes of planned works. Staff were key to ensuring vehicles were safe and available and essential PPE supplies were sourced and delivered throughout Moray, enabling many council services to continue operating. As schools re-opened, teams also worked hard to deliver a school transportation service that was safe for all.

Case Studies

- 6.12 The Consultancy Section has been involved in a number of high profile projects this year. The team worked with the Lossiemouth Community to successfully secure funding of £1.8million from the Scottish Government for a new footbridge to Lossiemouth East Beach. Construction of the bridge is expected to commence in January 2022. To build on the Staycation Ready Project, Consultancy, in partnership with Lands and Parks and Economic Growth and Regeneration, have developed plans to deliver overnight stopping points and waste disposal for campervans and caravans at various locations across Moray. This project is due to be delivered by summer 2021.

Consultation and Engagement

- 6.13 In response to concerns from local communities and elected members regarding busy roads around schools at drop off and pick up time, the Transportation Section agreed to pilot the 'School Streets' initiative at two schools in Moray; New Elgin and Seafield Primaries. This initiative aims to provide a traffic free environment and promote active travel by closing streets to vehicles within the immediate proximity of the school at drop off & pick up times. Both initiatives began on 22 March 2021 and will be reviewed during 2021/22.
- 6.14 Lands and Parks have been involved in a number of consultations with the local community covering subjects such as the reboot of the Woodland Management Plan and alternative approaches to grass cutting and grounds maintenance. Community concerns relating to play equipment in Lhanbryde were also addressed by the team who worked with local school children to select replacement equipment and evaluate tender submissions. This equipment was installed at the end of March 2021.

7 SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Performance measurement is used to ensure the efficient and sustainable delivery of services to meet the Council's priorities in both the Corporate Plan and the LOIP.

(b) Policy and Legal

The Council has a statutory requirement to publish a range of information that will demonstrate that it is securing best value and assist in comparing performance both over time and between authorities where appropriate.

(c) Financial implications

None.

(d) Risk Implications

None.

(e) Staffing Implications

None.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not needed because the report is to inform the Committee on performance.

(h) Consultations

The Head of Environmental and Commercial Services, Depute Chief Executive (Economy, Environment and Finance), Service Managers, Legal Services Manager, the Equal Opportunities Officer, and L Rowan, Committee Services Officer have been consulted with any comments received incorporated into this report.

8. CONCLUSIONS

8.1 As at March 2021, 2 Service Plan outcomes due for completion have been achieved successfully. Overall the plan is 52% complete.

8.2 COVID-19 has had a significant impact on Environmental and Commercial Services. Every team faced an unprecedented evolving situation but worked together to ensure services continued as safely as possible. Despite these additional pressures, work in many key areas has continued and the service plan has progressed well. The focus for the year ahead will be the ongoing service recovery and delivering the remaining service plan outcomes.

Author of Report: Suzanne Wilson, Research & Information Officer

Background Papers: Held by Author

Ref: SPMAN-524642768-345



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON TUESDAY 8 JUNE 2021

SUBJECT: PERFORMANCE REPORT (FINANCIAL SERVICES) – PERIOD TO MARCH 2021

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the performance of the service for the period from 1 January 2021 to 31 March 2021.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic in the case of this committee the combining of the delegated responsibilities of (Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (para 9 of the minute refers).

2. RECOMMENDATION

- 2.1 It is recommended that Committee –
- (i) **scrutinises performance in the areas of Service Planning, Service Performance and other related data to the end of March 2021; and**
 - (ii) **notes the actions being taken to improve performance where required.**

3. BACKGROUND

- 3.1 On 7 August 2019, the Moray Council, approved a revised Performance Management Framework for services (para 5 of the minute refers).

4. SERVICE PLANNING

- 4.1 Each service plan sets out the planned strategic and service level priorities and outcomes it intends to deliver in the coming year aligning closely with financial planning, corporate and community planning partnership strategic priorities. This report provides an interim update on progress on the service plan, key outcomes and performance indicators. Committee is invited to

review progress to secure assurance that is satisfactory and to provide scrutiny and further direction where performance requires attention.

- 4.2 The narrative included is by exception, however links to backing tables for all [Service Plan Actions](#) is provided.

SERVICE PLAN PRIORITIES	RAG	<p style="text-align: center;">SERVICE PLAN PIs</p> <p>Although there are some milestones, there are currently no PIs set-up to monitor Service Plan progress.</p> <p>However, PIs will be implemented to monitor:</p> <ul style="list-style-type: none"> - the proportion of PB funding - the spend profile of the Moray Growth Deal grant allocation when the details are available
Strategic objectives: Further develop the council's medium to long term financial strategy	50%	
Service Level objectives: (7 actions)	33%	
Recovery & Renewal Outcomes: Check and pay supplier relief claims	93%	
Overall	58%	
<p>Comment</p> <p>The strategic priority is on target. However, the pandemic response has had a significant impact on delivery of the service level objectives as detailed below.</p> <p>Note, progress is reported over the 2-year period of the Plan</p>		

Strategic Outcomes - successes

- 4.3 A report on the council's medium to long-term financial strategy was approved by Council on 3 March 2021 (agenda item 4 refers). A key measurement of medium to long-term financial planning is the percentage of recurring expenditure funded from reserves, as at March 2020, this represented 0%. (**ACTION** FIN20-22.Strat-4.1).

Strategic Outcomes – challenges and actions to support

- 4.4 There are no other Strategic Outcomes in the Service Plan.

Service Level Outcomes - successes

- 4.5 Issues regarding monitoring requirements to support the Moray Growth Deal are becoming clearer and are now a standing item for discussion. The Capital plan is being revised as individual projects are approved by the Moray Council (**ACTION** FIN20-22.Serv-5.6).

Service Level Outcomes – challenges and actions to support

- 4.6 Progress on the action to develop mainstream Participatory Budgeting, which was carried forward from the previous service plan, has been significantly impacted by the response to the Covid-19 pandemic. Of the planned projects the Coastal Fund was withdrawn, the playparks project has been delayed as was the housing revenue account (HRA) tenant's participation exercise. Work has progressed on Participatory Budgeting (PB) and a PB exercise to allocate £50k of funds for Care Experienced Young People has been completed. PB exercises are also being developed in conjunction with the Lands & Parks

department for Play Equipment Areas at 4 parks. Despite the good work being done there is still a long way to go before the target of identifying 1% of the budget is achieved (**ACTION** FIN20-22.Serv-5.2).

- 4.7 Procurement Strategy to incorporate Community Wealth Building (CWB) is currently under review jointly with Economic Development to align CWB actions with their strategy and action plan. However, progress is delayed awaiting the appointment of the relevant postholder. The national Grow Local System is due to be trialled (**ACTION** FIN20-22.Serv-5.4a).
- 4.8 Progress on adjusting the Procurement Strategy to support the Council's Climate Change Strategy has been delayed due to the absence of key members of staff and will recommence in 2021/22 (**ACTION** FIN20-22.Serv-5.4b).
- 4.9 Findings from a successful pilot project for LEAN review software have been reviewed by the Corporate Management Team, continuing to trial remains a consideration until resourcing issues are addressed. (**ACTION** FIN20-22.Serv-5.5).

Recovery and Renewal - successes

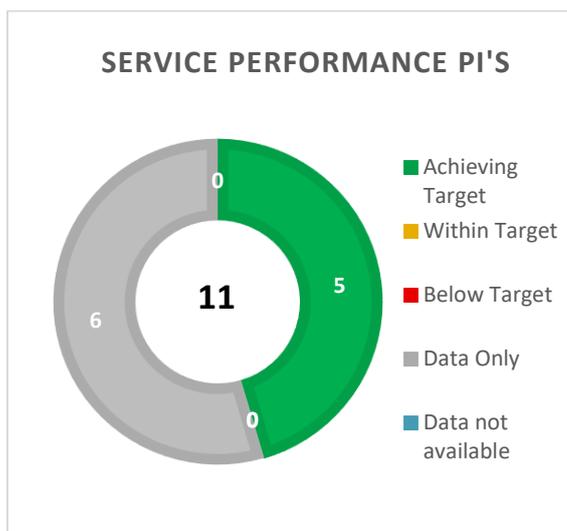
- 4.10 As at March 2021, of the 122 supplier relief claims received, just nine are work in progress, with £1.458m awarded. Supplier relief initially ended in October 2020 and was extended to March 2021. With claims currently received covering the period to January 2021, it appears that providers are having difficulties submitting claims in line with national timelines, as a result processing target timescales are subject to slippage (**ACTION** FIN20-22.Recovery-6.1).

SERVICE PERFORMANCE

- 5.1 In line with the Performance Management Framework, operational performance is reviewed quarterly by departmental management. Areas performing well and/or areas subject to a decreasing trend or where benchmarking results show performance significantly below comparators will be reported to this committee for member scrutiny.
- 5.2 Initial publication of 2019/20 Local Government Benchmarking Framework Indicators in February 2021 will be refreshed in early May. The full suite can be viewed using the [My Local Council](#) tool. The following Financial Sustainability indicators, introduced this year, are included as data only indicators.
- What proportion of income does my council hold in reserves?
 - At 15%, this is lower than the Scottish average of 16.9%, indicating a lower than average level of sustainability. In 2019/20 Moray's reserves moved nearer to the Scottish average than it had been since 2016/17 (**PI FINSUS1**).
 - What proportion of my council's revenue is not committed to a specific theme/project?

- At 7.5% this is higher than the Scottish average of 3.8%. Until recently Moray ear-marked very little funding, but is moving more in line with general practice in starting to do so. Free general reserves increased in 2019/20, reversing the trend of recent years to rely on free general reserves to fund expenditure (**PI FINSUS2**).
- How much of my council's income is used to service debt?
 - At 9.5% this is higher than the Scottish average of 7.2% (**PI FINSUS3**)
- How much of my council's housing income is used to service debt?
 - At 21.5% this is lower than the Scottish average of 22.6%. The proportion of spend on servicing debt has been increasing over recent years, reflecting the new build programme (**PI FINSUS4**).
- What proportion of my council's budgeted spend is spent in practice?
 - At 96% in 2019/20 Moray's level of spend was significantly below the Scottish average of 99.4%. Over the previous 4 years Moray was close to the Scottish average. In 2019/20 unbudgeted income – mainly from the Business Rates Incentivisation Scheme and VAT refund – was the major contributor to a significant underspend, which boosted the Council's free general reserves (**PI FINSUS5**).

5.3 Report is by exception, however links to backing tables for all [Service Performance Indicators](#) is provided.



Operational Indicators - successes

- 5.4 Financial Services continues to deliver the necessary level of support to elected members, senior officers and budget managers (**PI FS001, FS002, FS003, FS008**).
- 5.5 The percentage of invoices sampled that were paid within 30 days is included in the national benchmarking suite and reflects the normal credit term period. In 2019/20, of the 52k invoices sampled, 87% were paid within 30 days,

exceeding the local target of 85% but remaining below the national average of 92%. The indicators recognises that policy or approach will affect results (PI FS101).

Operational Indicators - challenges and actions to support

5.6 There were no below target indicator results in the reporting period.

6. OTHER PERFORMANCE RELATED DATA

Complaints & MP/MSP Enquiries

6.1 In line with the Performance Management Framework, complaints are reviewed quarterly by departmental management in terms of time taken to respond, outcome and learning points. Links to backing tables for all [Service Complaints](#) is provided.

6.2 No complaints against Financial Services were received during this quarter. During the 2020/21 financial year the service received 2 complaints: one was upheld at frontline and the other partially upheld after an investigation. Two MP/MSP enquiries were dealt with in the period; these were the only 2 such enquiries during this financial year.

Other Performance (not included within Service Plan)

6.3 Treasury management has been particularly challenging during the pandemic, with income and expenditure patterns both severely disrupted. However, the team has risen to the challenge and by proactive management of the Council's borrowing requirement, seeking out low interest deals from other local authorities, the Council's banking team have kept the interest payable by the Council at a very low level.

Case Studies

6.4 Supplier relief has been a significant piece of work on top of the payments team's normal business, with guidance changing over time requiring the team to assist providers with keeping on top of the changes. The Payments Manager has been leading for the Council on social care providers' supplier relief, supporting a range of third sector and private providers to continue to provide care during the pandemic or, in some cases, simply to cover costs when they have been unable to provide care.

Consultation and Engagement

6.5 The 3-yearly survey of Budget managers was carried out in the final quarter of 2020/21. Managers are required to complete a declaration that they have read Financial Regulations and are asked about their training needs. After the recent survey there were a significant number of requests for refresher training and the Principal Accountant has arranged for the training to be available on CLIVE, which will go live shortly.

7. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Performance measurement is used to ensure the efficient and sustainable delivery of services to meet the Council's priorities in both the Corporate Plan and the LOIP.

(b) Policy and Legal

The Council has a statutory requirement to publish a range of information that will demonstrate that it is securing best value and assist in comparing performance both over time and between authorities where appropriate.

(c) Financial implications

None.

(d) Risk Implications

None.

(e) Staffing Implications

None.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not required as this report is to inform the Committee on performance.

(h) Consultations

The Head of Financial Services, Depute Chief Executive (Economy, Environment and Finance), and Service Managers have been consulted with any comments received incorporated into this report.

8. CONCLUSION

- 8.1 As at March 2021, only one Service Plan outcome was due to complete, as part of the Recovery and Renewals Objectives. However, the due date for this particular outcome has been changed to take into account the number of late applications for relief, and the action is progressing to meet the revised deadline. None of the other outcomes were planned to have been completed and, overall, the plan is 58% complete and on target for completion as planned by the end of March 2022.

8.2 Financial Services continue to provide elected members, senior officers and budget managers with excellent support, even during the unusual and demanding situation facing the team during 2020/21.

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Background Papers: Held by Author
Ref:

