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## **Economic Development & Infrastructure Services Committee**

Tuesday, 17 March 2020

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Economic Development & Infrastructure Services Committee** is to be held at **Council Chambers, Council Office, High Street, Elgin, IV30 1BX** on **Tuesday, 17 March 2020** at **09:30**.

### **BUSINESS**

- 1 Sederunt**
- 2 Declaration of Group Decisions and Members Interests \***
- 3 Minute of Meeting dated 21 January 2020** **7 - 14**
- 4 Written Questions \*\***
- 5 Notice of Motion - Councillors Macrae and Gatt** **15 - 16**
- 6 Environmental and Commercial Services Economic** **17 - 36**  
**Growth and Development Budget Monitoring to 31**  
**January 2020**  
Report by Depute Chief Executive (Economy, Environment and Finance)
- 7 Flood Risk Management Capital and Revenue Budget** **37 - 44**  
**2020-2021**  
Report by Depute Chief Executive (Economy, Environment and Finance)

- |           |   |                  |
|-----------|---|------------------|
| <b>8</b>  | <b>Roads Maintenance Capital and Revenue Budget 2020-2021</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)              | <b>45 - 58</b>   |
| <b>9</b>  | <b>Bridges Capital and Revenue Budget 2020-2021</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)                        | <b>59 - 76</b>   |
| <b>10</b> | <b>Transportation Capital and Revenue Budget 2020-2021</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)                 | <b>77 - 86</b>   |
| <b>11</b> | <b>Implications of Community Purchased Vehicle Activated Signs</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)         | <b>87 - 94</b>   |
| <b>12</b> | <b>Port Marine Safety Code - Q3 2019-20</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)                                | <b>95 - 102</b>  |
| <b>13</b> | <b>Digital Roll Out in Moray</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)   | <b>103 - 114</b> |
| <b>14</b> | <b>Supplier Development Programme Membership Update</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance)                    | <b>115 - 136</b> |
| <b>15</b> | <b>Findhorn Bay Local Nature Reserve Management Committee Constitution</b><br><br>Report by Depute Chief Executive (Economy, Environment and Finance) | <b>137 - 148</b> |
| <b>16</b> | <b>Question Time ***</b><br><br>Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.  |                  |

## **Summary of Economic Development and Infrastructure**

### **Services Committee functions:**

Roads Authority; Lighting Authority, Reservoirs Act 1975, Public Passenger Transport; Flood Prevention; Twinning; Piers and Harbours and Coast Protection; Industrial and Commercial Development; Environmental Protection; Burial Grounds; Assistance to Industry or Commerce; Public Conveniences; Council Transportation; Catering & Cleaning; Land Reform (Scotland) Act 2003; Countryside Amenities; Tourism, monitoring funding from European Programmes, youth training and employment creation scheme and provide Architectural, Quantity Surveying, Maintenance and Allied Property Services.

**Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.**

\* **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.

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# **THE MORAY COUNCIL**

## **Economic Development & Infrastructure Services Committee**

### **SEDERUNT**

Councillor Graham Leadbitter (Chair)  
Councillor Theresa Coull (Depute Chair)  
Councillor David Bremner (Member)  
Councillor John Cowe (Member)  
Councillor Gordon Cowie (Member)  
Councillor John Divers (Member)  
Councillor Tim Eagle (Member)  
Councillor Claire Feaver (Member)  
Councillor Marc Macrae (Member)  
Councillor Maria McLean (Member)  
Councillor Shona Morrison (Member)  
Councillor Laura Powell (Member)  
Councillor Sonya Warren (Member)  
Councillor Walter Wilson (Member)

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**Minute of Meeting of the Economic Development & Infrastructure Services Committee**

**Tuesday, 21 January 2020**

**Council Chambers, Council Office, High Street, Elgin, IV30 1BX**

**PRESENT**

Councillor George Alexander, Councillor David Bremner, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor John Divers, Councillor Claire Feaver, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Maria McLean, Councillor Shona Morrison, Councillor Sonya Warren, Councillor Walter Wilson

**IN ATTENDANCE**

Depute Chief Executive (Economy, Environment and Finance), Head of Environmental and Commercial Services, Head of Economic Growth and Development, Transportation Manager, Roads Maintenance Manager, Environmental Protection Manager, Moray Access Manager, Legal Services Manager, Mrs D Anderson, Senior Engineer (Transport Development) and Mrs L Rowan, Committee Services Officer as Clerk to the Meeting.

**ALSO PRESENT**

Councillor Ross

**1 Chair**

Councillor Leadbitter, being Chair of the Economic Development and Infrastructure Services 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 Minute of Meeting dated 5 November 2019**

The minute of the meeting of the Economic Development and Infrastructure Services Committee dated 22 January 2019 was submitted and approved.

**4 Written Questions**

The Committee noted that no written questions had been submitted.

## **5 Speed Indicator Devices Community Partnership Policy**

A report by the Depute Chief Executive (Economy, Environment and Finance) sought endorsement of a collaborative approach to managing vehicle speeds and the perception of speeding traffic in communities through the use of Speed Indicator Devices. The report stated that Speed Indicator Devices (SIDS) can be effective when erected on a temporary basis as drivers may become complacent after the sign has been in place for some time. The report therefore recommended that the Committee endorse the continuation and promotion of the current programme of SIDs deployment in response to community requests.

At the invitation of the Chair, Councillor Ross stated that speeding is a significant concern in Speyside/Glenlivet and communities have requested signage reminding drivers to adhere to the speed limit. He stated that he knew of communities all over Scotland who have permanent signage and was of the view that it was a matter of opinion whether the signage is effective or otherwise. He urged the Committee to listen to communities as they know the area in which they stay and are best placed to make decisions in this regard and allow them to purchase their own signs should they wish to do so.

The Chair was of the view that, if communities feel safer with VAS then the Committee should consider their request and moved that the Committee agree the recommendations as printed with an amendment to recommendation ii) as follows; endorse the continuation and promotion of the current programme of SIDs deployment in response to community requests, and an additional recommendation stating that, where the community wishes to deploy a permanent digital display, the Council should co-operate with the purchase of VAS signs to enforce the prevailing speed limit - these signs to be purchased by the community (including installation costs) but to be installed by the Council as roads authority in safe and suitable locations.

During discussion, it was recognised that communities are best placed to make decisions in their area however concern was raised in relation to the costs implications of installing VAS and assurance was sought that communities would be made aware that they would be responsible for the cost implications including ongoing maintenance of the signage.

In response, the Chair stated that his proposed recommendation covered any concern the Committee may have in terms of the purchase and installation of the signage however agreed to include wording to reflect that the community would be responsible for ongoing maintenance of the signage.

The Transportation Manager advised that a simple VAS cost approximately £3000 per unit plus installation costs and that the mechanism of charging for ongoing maintenance would have to be explored therefore suggested that a further report be brought to the next meeting of this Committee detailing any requests for VAS from communities and potential costs in this regard.

Councillor Macrae welcomed the offer of a further report from the Transportation Manager and moved, as an amendment, that the Committee defer making a decision until the further report detailing how VAS can be achieved in communities is considered.



On considering Councillor Macrae's amendment of a deferral, the Chair proposed a fourth recommendation requesting that a report be brought to the next meeting of this Committee detailing how VAS can be achieved in communities.

After considering the Chair's proposal, Councillor Macrae agreed to withdraw his motion however asked that the proposed recommendation reflect that the report be brought in conjunction with communities and Police Scotland. The Chair agreed to include this in his proposed recommendation.

The Depute Chief Executive (Economy, Environment and Finance) raised concern that the Committee were agreeing to communities purchasing their own VAS prior to considering the mechanism of implementation and suggested that the Committee consider the additional recommendation in principle. The Chair agreed to amend his proposed recommendation so that the agreement would be in principle.

Councillor Alexander noted the Community Speed Watch initiative where active members of local communities join with the support of the Police to monitor speeds of vehicles using speed detection devices, reporting drivers exceeding the speed limit to the Police and was of the view that some communities may prefer to deal with speeding concerns in this manner and asked that when communities are consulted on how VAS can be achieved, they also be made aware of the Community Speed Watch initiative as an alternative option to VAS. This was agreed.

There being no-one otherwise minded, the Committee agreed:

- i. to note the best practice with regard to the criteria for the use of Speed Indicator Devices (SIDs);
- ii. to endorse the continuation and promotion of the current programme of SIDs deployment in response to community requests;
- iii. in principle, where a community wishes to deploy a permanent digital display, to co-operate with the purchase of Vehicle Activated Signs to re-enforce the prevailing speed limit – these signs to be purchased by the community (including installation and ongoing maintenance) but to be installed by the Council as Roads Authority, in safe and suitable locations;
- iv. that a report be brought to the next meeting of this Committee detailing how Vehicle Activated Signs in communities can be achieved, in conjunction with communities and Police Scotland; and
- v. that when communities are consulted on how Vehicle Activated Signs can be achieved, they be made aware of the Community Speed Watch initiative as an alternative option.

## **6 Harbour Safety Management System**

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the review of the Harbours Safety Management System in compliance with the Port Marine Safety Code (PMSA).

Prior to discussion of the report, the Chair pointed out that the date of the report should read 21 January 2020 and not 2019 and also that there was reference throughout the Harbour Safety Management System Report to the Economy, Environment and Finance which was an error and should be the Economic

Development and Infrastructure Services Committee. This was noted.

Following lengthy discussion whereby the Committee sought clarification on a number of aspects of report which were answered by Officers, the Committee joined the Chair in commending the work of Officers in the provision of the comprehensive report on the Harbours Safety Management System and thereafter agreed to note the review of the Harbours Safety Management System as set out in Appendix 1 of the report, fulfilling their function as Duty Holder under the Port Marine Safety Code.

## **7 Roads Asset Management Planning**

Under reference to paragraph 3 of the Minute of Moray Council dated 11 February 2014, a report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the latest road network condition information and how it compares with the 2016 modelling forecast.

The Chair acknowledged the previous Council decision where it was agreed that the road network in Moray would be allowed to deteriorate to mid-point in the National table by the end of the following 5 year period however this was a short term policy which should be monitored to ensure that the roads do not reach a point where they are beyond repair and need relayed which would be more expensive.

During discussion in relation to the condition of the roads, concern was raised that the road condition indicators were reviewed annually as it was considered that, as road conditions were deteriorating significantly, reviewing again in a year was too long to wait and it was queried whether this could be reviewed earlier.

In response, the Head of Environmental and Commercial Services confirmed that road conditions are measured on an annual basis by vehicles travelling all over Scotland therefore this information would not be available any earlier. He further acknowledged the concerns of the Committee in relation to the impact the current policy is having on the road network and advised that Officers will consider this when reviewing the Capital Plan.

Thereafter, the Committee agreed:

- i. to note the latest road condition indicator (RCI) results for Moray Council, and our position when compared nationally;
- ii. to recommend that the RCI results continue to be monitored and reported back on an annual basis to this Committee; and
- iii. that Officers note the concern of the Committee in terms of the impact of the current policy on the road network and consider this when reviewing the Capital Plan.

## **8 Dorenell Wind Farm - Financial Contributions to the Moray Council for use on Moray's Core Paths**

Councillor Cowe left the meeting at this juncture.

A report by the Depute Chief Executive (Economy, Environment and Finance) asked that the Committee approve the Strategic Framework Document as the blueprint for the range of outputs and activities relating to expenditure of the Dorenell Windfarm

Financial contribution to be spent on Core Paths in Moray over a 25 year period to 2044.

Following consideration, the Committee agreed:

- i. the Strategic Framework Document as the blueprint for the range of outputs and activities on which the £50k annual Dorenell Windfarm financial contribution for Moray's Core Paths can be spent over the next 25 years until 2044, as set out in Appendix 1 of the report;
- ii. to homologate the spend of £120k from the Dorenell Fund over 3 years 2019 to 2022 as outlined in paragraph 4 of the report;
- iii. to allocate £30k to provide temporary staff to carry out a baseline audit as outlined in paragraph 5.3 of the report; and
- iv. the preparation of a 3 year rolling Action Plan as outlined in paragraph 5.4 of the report to be submitted for approval in 2022.

## **9 Annual Report on Economic Development in Moray 2018/19**

Under reference to paragraph 9 of the Minute of Moray Council dated 25 August 2015, a report by the Depute Chief Executive (Economy, Environment and Finance) presented the Committee with the Draft Annual Report providing holistic information about Economic Development in Moray during 2018/19 in which the Council is a lead or principal agency including the Moray Growth Deal, the launch of the Moray Economic Strategy led by Highlands and Islands Enterprise, a new Skills Investment Action Plan for Moray and significant investment in RAF Lossiemouth.

The Committee joined the Chair in commending the work of the Tourism BID following their successful ballot and thereafter agreed:

- i. to note the draft annual report on economic development in Moray, as set out in Appendix 1 of the report; and
- ii. its publication as set out in paragraph 3.1 of the report.

## **10 Update on Business Gateway Review**

Under reference to paragraph 11 of the Minute of the Policy and Resources Committee dated 29 October 2019, a report by the Depute Chief Executive (Economy, Environment and Finance) provided the Committee with an update of the Business Gateway review and sought approval for the recommendations detailed within the report.

Councillor Alexander acknowledged the contribution from Business Gateway to Economic Development in Moray and welcomed the saving of £11,414 by taking services associated with Business Gateway in-house and moved that the Committee agree the recommendations as printed within the report. This was seconded by Councillor Warren.

The Committee joined the Chair in commending the work of Business Gateway and noted the positive comments from those who had accessed the service and

thereafter agreed:

- i. to note that the required 3 months' notice for terminating the Business Gateway Service Level Agreement with Highland Council by the end of this financial year has been given;
- ii. once the outstanding funds from Phase I of the Local Growth Accelerator Programme have been recovered, to consider whether to reinvest this into bespoke advice and training for businesses;
- iii. to note that there will be no further participation in Phase II of the Local Growth Accelerator Programme;
- iv. to approve a Development Officer post from 1 April 2020 onwards; and
- v. to note that the above arrangements will present an annual saving of £11,414.

## **11 Environmental and Commercial Services/Economic Growth and Development Budget Monitoring Report to 31 October 2019**

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the current position regarding Environmental and Commercial Services/Economic Growth and Development Budgets.

Following consideration, the Committee agreed to note the budget monitoring report for the period to 31 October 2019.

## **12 Performance Report (Environmental and Commercial Services) - Half Year to September 2019**

Councillor Wilson left the meeting during discussion of this item.

Under reference to paragraph 5 of the Minute of Moray Council dated 7 August 2019, a report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the performance of the service for the period from 1 April 2019 to 30 September 2019. The report stated that, at the end of September 2019, 80% of Environmental and Commercial Services' indicators, with data to report against target, have shown good performance. It also stated that the Service Plan for 2019/20 has been approved with work ongoing to deliver the agreed actions which includes targeting the high number of complaints in relation to Household Waste collections.

Following consideration, the Committee welcomed the good performance in the report and thereafter agreed to:

- i. note performance of the Performance Indicators, Service Plan priorities and Complaints to the end of September 2019;
- ii. note the actions being taken to improve performance where required; and
- iii. approves the suggested changes to the Performance Indicators reported to this Committee, as detailed in Section 6 of the report and within Appendix 1.

### **13      Question Time**

Under reference to paragraph 8 of the minute of the meeting of this Committee dated 5 November 2019, Councillors Warren and Alexander (on behalf of Councillor Cowe) queried whether any decision had been made in relation to the 2 schools to be used in the School Street trial.

In response, the Transportation Manager advised that 6 schools had asked to be considered for the trial, all of whom had been assessed with 2 schools meeting the criteria. Final checks are being made and all parties will be notified in due course with a view to the trial commencing after the Easter holidays.

Under reference to paragraph 9 of the minute of the meeting of this Committee dated 5 November 2019, Councillor Warren asked for an update on the possible solutions to consistency between membership of the Harbour Advisory Committee and the Economic Development and Infrastructure Services Committee.

In response, the Head of Environmental and Commercial Services advised that he had discussed this with the Head of Governance, Strategy and Performance who was satisfied that members who are not part of the Economic Development and Infrastructure Services Committee but on the Harbour Advisory Committee is not an issue as this Committee is adequately represented on Harbour Advisory Committees.

Under reference to paragraph 13 of the minute of the meeting of this Committee dated 5 November 2019, Councillor Warren sought an update on securing funding for the Ice Plant and Chill at Buckie Harbour and noted that she had not received the Business Case as yet.

In response, the Transportation Manager advised that the Council had approved the Business Case and expenditure and advised that the Business Case would be circulated in due course.

The Head of Economic Development and Growth further advised that a report had been presented to the Policy and Resources Committee recently to consider alternative funding for the Business Case which had been approved by the Committee. At this meeting, Members had requested further details surrounding the Business Case however this was yet to be provided.



# Item 5

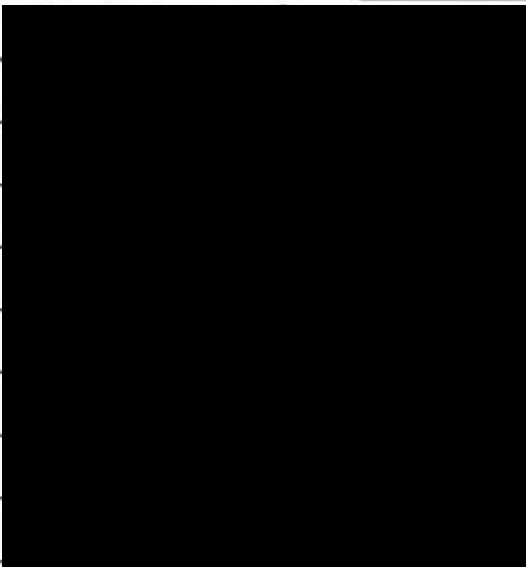
## NOTICE OF MOTION

### MORAY COUNCIL DREDGER – MV SELKIE

That the Moray Council instructs the Transport Manager to publically publish a detailed plan for the financial year 2020/21 for the utilisation of the MV Selkie in removing silt from Moray Council owned harbours. The plan to detail by harbour; dates of expected work with reserve dates in case of weather stoppages, mechanical issues, crewing issues and any other unforeseen circumstances along with the proposed tonnage of silt to be removed. That the above mentioned detailed plan be specifically notified to members of Harbour Advisory Committees and Community Councils with harbours in their area.

Proposed:  
Cllr M Macrae

Seconded:  
Cllr D Gath

Accenting to the above motion (Name):	Signature:
LAURA POWELL	
FRANK. BROWN.	
Maria McLean	
JAMES ALLAN	
Tim Eagle	
Claire Feaver	
RYAN EDWARDS	
DEREK ROSS	
RAY MCLEAN	








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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: ENVIRONMENTAL AND COMMERCIAL SERVICES / ECONOMIC  
GROWTH AND DEVELOPMENT BUDGET MONITORING TO 31  
JANUARY 2020**

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

**1. REASON FOR REPORT**

- 1.1 To inform the Committee of the current position regarding Environmental and Commercial Services / Economic Growth and Development Budgets.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue Budgets and long term financial plans

**2. RECOMMENDATION**

- 2.1 **It is recommended that Committee considers and notes the budget monitoring report for the period to 31 January 2020.**

**3. BACKGROUND**

- 3.1 The Performance Management Framework - Appendix 4, approved by a meeting of Moray Council on 7 August 2019 - item 5, requires that progress against Capital and Revenue Expenditure and the Capital Plan is reported to the relevant Service Committee every Committee cycle. Expenditure is reported in the first instance to Policy and Resources Committee quarterly.
- 3.2 The Capital Plan for 2019/20 was approved by a meeting of Moray Council on 27 February 2019 (para 4 of the minute refers). Amendments approved by Council and by Policy and Resources Committee since this date have been incorporated into this report.
- 3.3 The Capital Plan reflects the Council's priorities and is developed adhering to the Council's Capital Strategy. Regular monitoring reports are provided to Policy and Resources Committee and this Committee. Policy and Resources Committee on 10 May 2016 agreed to amendments to the information provided in response to the Audit Scotland report "Major Capital Investment in Councils" (para 7 of the minute refers). Accordingly, this report will give

details of expenditure on projects which span more than one financial year, as set out in **APPENDIX IV**.

- 3.4 The Revenue budget was approved at a meeting of the Council on 27 February 2019 (para 10 of the minute refers). The current total Revenue budget for Environmental and Commercial Services is £21.885 million in 2019/20.

#### **4. ENVIRONMENTAL AND COMMERCIAL SERVICES REVENUE BUDGET**

- 4.1 **APPENDIX I** details the Environmental and Commercial Services Revenue Budget position to 31 January 2020.

#### **4.2 REVENUE BUDGET POSITION 31 JANUARY 2020**

Annual Budget	Budget to 31 January 2020	Actual to 31 January 2020	Variance 2019-20
£000s	£000s	£000s	£000s
21,885	17,282	17,285	-3

- 4.3 Environmental and Commercial Revenue Services actual and committed budget has **an overall minor overspend of £3,000 to budget**, with major revenue variances described in para 4.4 - 4.6 of this report. Underspends or overspends are against projected budgets for the period only.

#### **Position at 31 January 2020**

<u>Service</u>	<u>Ref Para</u>	<u>Overspend</u>	<u>Underspend</u>
		£000s	£000s
Waste Management	<b>4.4</b>	164	
Fleet Services	<b>4.5</b>		46
Traffic & Transportation Mgt	<b>4.6</b>		106

#### **Major Variances**

- 4.4 **Waste Management** has an overall overspend of £164,000 which is due to:

**Underspends** in total are £217,000 comprising of the following: Landfill tax (£85,000) due to an overall reduction in the volume of waste being sent to landfill. Leachate (£25,000), as there are lower volumes (wholly dependent on climatic conditions) this has resulted in reduced requirement for extraction and treatment for the period. Gas contracts (£15,000) -payments made to the crown estate are wholly dependent on the income received from gas generation ( lower income equates to lower expenditure). Energy costs (£14,000) - due to rebate received for overpayments. Groundwater monitoring (£8,000) this under spend is due to routine monitoring of ground water conditions for Dallachy landfill site which is an open active site and

Kirkhill landfill site which is a closed site. Green Waste - income from brown bin garden waste is above target at £56,000 due to demand for permits being higher than anticipated. Moycroft Waste Transfer station is, and has been closed for the past 13 months for redevelopment. The site is scheduled to reopen in March/April 2020 but this has resulted in a current underspend variance of £7,000. Bulky Uplift income (£7,000) - this is due to higher numbers of requests for bulky uplifts from residential properties.

**Overspends.** Overspends in total are £381,000 which is due to the following: Fuel (£53,000) - Vehicles are having to travel further distances from their waste collection point to Dallachy Landfill site for transfer or disposal. This is a result of the Moycroft waste transfer facility in Elgin being closed for redevelopment. We also have additional vehicles within the fleet which are utilised during this period using additional volumes of fuel. Internal Fleet recharges (£97,000) - we currently have additional vehicles on hire from fleet services to complete shunting duties. This is done to ensure collection routes can be completed on their respective days without significant delays that would result from having to travel to Dallachy to tip twice per day Recycling Income shortfall of (£138,000)- the recycling budget is expected to overspend by £190,000 by the end of the financial year due to continuing market fluctuations in the cost of recycling paper. Market pressures are a predominant concern for recycling contracts and this is monitored on a monthly basis. Trade waste income shortfall (£88,000) -there continues to be a reduction in the use of this service following the price increase in April 2018 and this reduction is subject to a report to Policy and Resources Committee on 10 March 2020. Special waste (£5,000) - The Council have to deal with the special waste that members of the public dispose of at our Household Waste Recycling Centres, we have no control over the volumes of material deposited on site.

- 4.5 **Fleet Services** has an overall underspend of £46,000. This is due to an overspend on transport costs (trackers, spare parts) of £47,000 coupled with an underspend of energy costs £9,000; materials costs £12,000; and income including internal recharges to departments of £74,000.
- 4.6 **Traffic and Transportation** have an underspend (positive variance) of £106,000. This is mainly a result of £43,000 of road construction consent income and £57,000 due to increased car park income above target and future budgets will be monitored and uprated if this trend is to continue.

5. **ECONOMIC GROWTH AND DEVELOPMENT (ECONOMIC DEVELOPMENT) REVENUE BUDGET**

REVENUE BUDGET		Position 31 January 2020	
Annual Budget	Budget to 31 January 2020	Actual to 31 January 2020	Variance 2019-20
£000s	£000s	£000s	£000s
733	599	589	10

- 5.1 Economic Growth and Development (Economic Development) has a minor underspend variance to budget of £10,000.

**6. ENVIRONMENTAL AND COMMERCIAL SERVICES CAPITAL BUDGET TO 31 JANUARY 2020**

- 6.1 **APPENDIX II** details the Environmental and Commercial Services Capital Budget position to 31 January 2020. The total Capital Plan budget of £27.572 million has an actual spend at the end of January 2020 of £15.379 million.
- 6.2 **APPENDIX III** shows the individual projects within the Capital Budget.
- 6.3 Expenditure on Environmental and Commercial Services - Land and Buildings to 31 January totals £7,479,000. Expenditure of £1,759,000 has been incurred for the ongoing project to provide integrated waste facilities at Moycroft in Elgin and £5,383,000 has been spent on the NESS energy from waste project. Replacement burial grounds – ground investigation for Elgin site continues and Moray Council Committee on 12 February 2020 approved the deferral of budget of £11,000 from 2019/20 to 2020 (para 10 of the minute refers)
- 6.4 Car Parks – Works to replace waterproofing and expansion joints at the multi-storey car park in Batchen Land have now been tendered. As the majority of these works will be carried out after March 2020 Moray Council Committee on 12 February 2020 approved the deferral of budget of £215,000 from 2019/20 to 2020 (para 10 of the minute refers)
- 6.5 Expenditure on Environmental and Commercial Services – Infrastructure assets to 31 January 2020 totals £6,372,000. The major items of expenditure are £1,851,000 on carriageway resurfacing /reconstruction, £1,143,000 for Portknockie Landslip works. £249,000 was spent on bridge repairs at New Craigellachie Bridge and Arthur’s bridge and £186,000 on the B9136 Glenlivet Bridge.
- 6.6 **LED street lighting** - £552,000 was spent for the period. This project spans a number of years, and as detailed in Appendix IV is nearing completion. It is anticipated that expenditure of £700,000 will be incurred in this financial year from the 2019/20 Capital Plan budget allocation of £1,100,000. As it is estimated that around 900 lighting units will still be outstanding to be replaced, it was approved by Moray Council Committee on 12 February 2020 (para xx of the minute refers) to defer budget of £250,000 from 2019/20 to 2021. This will allow completion of the project with the remaining budget allocation of £150,000 becoming a budget saving to the Council.
- 6.7 **Elgin Transport Strategy** - £114,000 expenditure to date relates mainly to the construction of a new footpath at Pinefield in Elgin, which was fully funded by developer obligations. Projected overspend of £9,000 is due to the final instalment of professional fees incurred to refresh the traffic model data for Elgin. £120,000 was approved in 2018/19 ( para 9 of the minute refers – Moray Council 14 February 2018) but only £111,000 was spent in 2018/19 with the remaining £9,000 being spent in 2019/20.
- 6.8 **Remote Footbridges** - It is expected that the tender process for works to replace Findochty Bridge will begin in March 2020, with works commencing

on site during the summer months. Moray Council Committee on 12 February 2020 (para 10 of the minute refers) agreed to defer budget of £77,000 from 2019/20 to 2020/21.

- 6.9 **Lossiemouth Seatown Flood Management** – Design Works are planned to continue in 2020/21. Moray Council Committee on 12 February 2020 (para 10 of the minute refers) agreed to defer budget of £100,000 from 2019/20 to 2020/21.
- 6.10 Expenditure on **Vehicles, Plant and Equipment** to 31 January totals £1,528,000. The major item of expenditure being £1,361,000 on the vehicle replacement programme.
- 6.11 **Domestic & Trade Waste Bins** – Expenditure to date is £43,000 which is an overspend of £8,000 against the Capital Budget of £35,000. This has been offset by a revenue budget allocation for waste bins of £8,000 which will not be used and will be taken as a revenue saving in future years.

## 7. **SUMMARY OF BUDGET DEFERRALS TO 2020/2021**

- 7.1 A summary of the approved budget deferrals is listed below:

	<b>Para Ref</b>	<b>£000 s</b>
Car Parks - Waterproofing	6.4	215
Burial Grounds	6.3	11
Street lighting LED lights	6.6	250
Remote Footbridge	6.8	77
Lossiemouth Seatown Flood Mgt	6.9	100
<b>Total</b>		<b>653</b>

## 8. **PROJECTED OUTTURN**

- 8.1 Budget managers have been requested to update projected estimates of expenditure on capital projects in 2019/20. Projects are graded for confidence of achieving projected expenditure with high confidence rated as green, medium confidence as amber and low confidence as red. A summary of the ratings is given in the table below and **Appendix III**. There is only 1 project currently rated amber - Roads - drainage and other works

<b>Risk status</b>	<b>RAG</b>	<b>No. of projects</b>	<b>Projected expenditure 2019/20 £000s</b>
High confidence of spend to estimate	G	48	25,610
Medium confidence spend to estimate	A	1	915
Low confidence of spend to estimate	R	0	0
		<b>49</b>	<b>26,525</b>

## 9. **RISK AND EMERGING ISSUES**

- 9.1 Budget managers have been requested to identify any specific areas of risk for the projects in the Capital Plan for which they are responsible.

- 9.2 The main risk for the vehicle replacement programme is that due to ongoing budget uncertainty some user departmental managers have been unable to commit to the number and specification of vehicles and plant due for replacement. This can lead to manufacturers being unable to deliver within the current financial year.
- 9.3 Land compensation claims remain a risk for the major flood alleviation scheme at Forres.
- 9.4 Poor weather conditions can impact project timescales.
- 9.5 Lack of staff resources and staff turnover can impact on project timescales.
- 9.6 Other emerging work priorities can impact on scheduled works.
- 9.7 No other project risks have been specifically identified by budget managers

## **10 SUMMARY OF IMPLICATIONS**

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

Effective budget management is an essential component of delivery of Council priorities. This report was informed by Moray 10 Year plan and provides support to enable the following priorities to be delivered: Growing diverse and sustainable economy, Building a better future for our children and young people in Moray, Empowering and connecting communities and working towards a financially stable council that provides valued services to our communities.

### **(b) Policy and Legal**

There are no policy or legal implications arising directly from this report.

### **(c) Financial implications**

The financial implications are highlighted within the report and detailed in **APPENDICES I – IV**.

Environmental and Commercial Services Revenue spend to 31 January 2020 is £17,285,000 against a budget of £17,282,000 giving a minor overspend of £3,000.

Development Services – (Economic Growth and Development) Revenue spend to 31 January 2020 is £589,000 against a budget of £599,000 giving a underspend variance of £10,000.

Direct Services Capital spend is £15.379 million to 31 January 2020.

### **(d) Risk Implications**

Budget managers are aware of their responsibilities for managing budget allocations and approval for variance will be sought from Committee in line with the Financial Regulations.

**(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 equalities implications arising from this report because the report informs the Committee on budget monitoring.

**(h) Consultations**

This report has been prepared in consultation with the Depute Chief Executive (Economy, Environment and Finance), Paul Connor, Principal Accountant, Head of Environmental and Commercial Services, Head of Economic Growth and Development, Legal Services Manager, Lissa Rowan, Committee Service Officer and Direct Services Management Team and Budget Managers. Any comments have been taken into consideration.

**11. CONCLUSION**

**11.1 This report sets out the budget monitoring position and comments on variances for the Environmental and Commercial Services and Development Services (Economic Growth and Development) Capital and Revenue Budget for the period to 31 January 2020.**

Author of Report: Nichola Urquhart, Quality Management Systems Officer

Background Papers:

Ref:





**DIRECT SERVICES REVENUE BUDGET PROGRESS  
PERIOD TO 31 JANUARY 2020**

<b>Service</b>	<b>Budget 2019-20</b>	<b>Budget 31 January 2020</b>	<b>Actual 31 January 2020</b>	<b>Variance 2019-20</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Building Cleaning & Catering	4,940	4,065	4,061	4
Waste Management	7,472	5,784	5,948	-164
Direct Services Admin /Quality Assurance	387	317	321	-4
Lands and Parks/Countryside Amenities/Access	1,261	940	939	1
Roads Management	3,648	3,502	3,496	6
Fleet Services	-1,849	-1,597	-1,643	46
Traffic &Transportation Mgmt	5,036	3,557	3,451	106
Flood Alleviation Management	853	539	539	0
Unallocated Efficiency Savings	-77	0	0	0
Direct Services Directorate	179	149	147	2
Emergency Planning	35	26	26	0
<b>Total</b>	<b>21,885</b>	<b>17,282</b>	<b>17,285</b>	<b>-3</b>



## APPENDIX II DIRECT SERVICES CAPITAL BUDGET PROGRESS – PERIOD TO 31 JANUARY 2020

				Projected Expenditure				Total Projected Expenditure
	Number of Projects	Current Capital Plan 2019/20	Actual Expenditure	Q1	Q2	Q3	Q4	
Vehicle Plant and Equipment	11	4,546	1,528	493	379	498	3,184	4,554
Lands and Buildings (Direct Services Only)	7	11,210	7,479	257	4,104	1,719	4,904	10,984
Infrastructure	31	11,816	6,372	1,017	2,864	3,346	3,760	10,987
<b>Total</b>	<b>49</b>	<b>27,572</b>	<b>15,379</b>	<b>1,767</b>	<b>7,347</b>	<b>5,563</b>	<b>11,848</b>	<b>26,525</b>



## CAPITAL PROJECTS

## APPENDIX III

Direct Services Capital Programme	Capital Plan 2019-20	Actual Expenditure 31 January 2020	Total Projected Expenditure	R/A/G	
2019 / 2020	£000	£000	£000		
Vehicle & plant replacement programme	3,827	1,361	3,827	G	Environmental Protection
Facilities Management Equipment	8	0	8	G	Environmental Protection
Traffic Data collection equipment	7	1	7	G	Transportation
Traffic Signal Replacement Forres	5	2	5	G	Transportation
Domestic & Trade Waste Bins	35	43	43	G	Environmental Protection
Materials Recovery Facility Relocation & Replacement Baler	280	89	280	G	Environmental Protection
Replacement Green Waste Shredder at Moycroft	235	0	235	G	Environmental Protection
Upgrade Recycling Centres	4	4	4	G	Environmental Protection
Waste Strategy Development	10	0	10	G	Environmental Protection
Childrens Play Areas (Parkland)	35	28	35	G	Environmental Protection
Harbours – pilot boat replacement Buckie	100	0	100	G	Transportation

## CAPITAL PROJECTS

## APPENDIX III

Direct Services Capital Programme	Capital Plan 2019-20	Actual Expenditure 31 January 2020	Total Projected Expenditure	R/A/G	
2019 / 2020	£000	£000	£000		
Car Parks Replace waterproofing and expansion joints at multi- storey car parks	228	3	13	G	Consultancy
Waste Management - Dallachy Landfill Site	657	334	657	G	Environmental Protection
Waste Management - Integrated Waste Facility, Moycroft	2,581	1,759	2,581	G	Environmental Protection
Waste Management – NESS energy from waste – IAA2, IAA3	7,606	5,383	7,606	G	Environmental Protection
Waste Management – Replacement Recycling Centre Elgin	50	0	50	G	Environmental Protection
Waste Management – Upgrade Recycling Centre Facilities	77	0	77	G	Environmental Protection
Grounds Maintenance / Public Areas – Replacement burial grounds- ground investigation Elgin	11	0	0	G	Environmental Protection

## CAPITAL PROJECTS

## APPENDIX III

Direct Services Capital Programme	Capital Plan 2019-20	Actual Expenditure 31 January 2020	Total Projected Expenditure	R/A/G	
2019 / 2020	£000	£000	£000		
Road Safety- Disability Adaptions	61	32	61	G	Transportation
Road Safety – New Road Signs and Markings	37	22	37	G	Transportation
Road Safety barrier provision VRS	197	111	197	G	Consultancy
Road Safety Provision	221	47	221	G	Transportation
Road Safety – CWSS cycling walking safer streets	157	4	157	G	Transportation
Road Improvements- carriageway resurfacing / reconstruction / surface dressing	2,227	1,851	2,227	G	Roads Maintenance
Road Improvements – Carriageway works re: windfarm routes	153	153	153	G	Roads Maintenance
Road Improvements – Drainage and otherworks	915	414	915	A	Roads Maintenance
Road Improvements - Footways	300	105	300	G	Roads Maintenance
Road Improvements – Timber traffic Structural Works	490	284	490	G	Roads Maintenance
Road Improvements – Elgin Transport Strategy	104	114	114	G	Transportation

Street Lighting – replace SOX and SON street lights with LED lights	1,100	552	700	G	Roads Maintenance
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## CAPITAL PROJECTS

## APPENDIX III

Direct Services Capital Programme	Capital Plan 2019-20	Actual Expenditure 31 January 2020	Total Projected Expenditure	R/A/G	
2019 / 2020	£000	£000	£000		
Street lighting – replacement columns and lights	618	350	618	G	Roads Maintenance
Bridges- A941 new Craigellachie Bridge	1,800	200	1,800	G	Consultancy
Bridges – Arthur's Bridge	86	49	86	G	Consultancy
Bridges- B9136 Glenlivet Bridge	254	186	254	G	Consultancy
Bridges – Remote footbridges	92	10	15	G	Consultancy
Flood Risk Management & Coastal Protection – Findhorn Flood Alleviation	8	8	8	G	Consultancy
Flood Risk Management and Coastal Protection- Lossiemouth Seatown Flood Risk Management	100	0	0	G	Consultancy
Flood Risk Management & Coastal protection – Portgordon Flood Risk Management	0	0	0	G	Consultancy



Flood Risk Management & Coastal protection – Portknockie Landslip	1,144	1,143	1,144	G	Consultancy
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## CAPITAL PROJECTS

## APPENDIX III

Direct Services Capital Programme  2019 / 2020	Capital Plan 2019-20  £000	Actual Expenditure 31 January 2020  £000	Total Projected Expenditure  £000	R/A/G	
Harbours-replacement of life expired elements and upgrade - Buckie	135	135	135	G	Consultancy
Harbours-replacement of life expired elements and upgrade - Burghead	258	165	258	G	Consultancy
Harbours-replacement of life expired elements and upgrade - Cullen	35	0	35	G	Consultancy
Harbours-replacement of life expired elements and upgrade - Findochty	57	0	57	G	Consultancy
Harbours-replacement of life expired elements and upgrade - Harbour Offices	20	0	20	G	Transportation
Harbours-replacement of life expired elements and upgrade - Portknockie	397	69	397	G	Consultancy
Sustainable Travel Projects (grant funded) LCTT ERDF Speyside Way Upgrade	360	339	360	G	Transportation
Sustainable Travel Projects (grant funded) LCTT ERDF Car charge points	200	29	200	G	Transportation
Harbours Economic Development-Economic Development	28	0	28	G	Transportation

Harbours Economic Development- Buckie harbour Infrastructure Improvements – Ice plant	262	0	0	G	Transportation
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Major Capital Projects spanning more than 1 financial year as at 31 January 2020

APPENDIX IV

Description	Approved Budget	Total Expenditure in previous financial years	Current 2019-20 Budget	Actual spend to 2019-20	Remaining Budget 2019-20	Project Life Spend to 31/01/20	Projected Future Years Budget Required	Estimated Final Cost	Projected Budget Variance
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
LED Street lighting replacement programme	5,000	3,117	1,100	552	548	3,669	0	3,967	1,033
Moycroft Integrated Waste Facility	2,947	366	2,581	1,759	822	2,125	0	2,947	0
NESS Energy from Waste	27,228	660	7,606	5,383	2,223	6043	18,962	27,228	0
<b>Total</b>	<b>35,175</b>	<b>4,143</b>	<b>11,287</b>	<b>7,694</b>	<b>3,593</b>	<b>11,837</b>	<b>18,962</b>	<b>34,142</b>	<b>1,033</b>






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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: FLOOD RISK MANAGEMENT CAPITAL AND REVENUE BUDGET  
2020-2021**

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

**1. REASON FOR REPORT**

- 1.1 To ask the Committee to agree the Flood Risk Management Schedule of Clearance and Repair for 2020/2021 and the programme of Capital works for Flood Risk Management and Harbours for 2020/2021.
- 1.2 This report is submitted to Committee in terms of Section III (F) (19) of the Council's Scheme of Administration relating to the function of the Council under Flood Risk Management (Scotland) Act 2009.

**2. RECOMMENDATION**

**2.1 It is recommended that Committee agree:**

- (i) the Flood Risk Management Schedule of Clearance and Repair for 2020/21; and**
- (ii) the Capital programme of work for Flood Risk Management and Harbours for 2020/2021.**

**3. BACKGROUND**

- 3.1 The Flood Risk Management (Scotland) Act 2009 (the Act) requires the Council to deliver the actions within the Local Flood Risk Management Plans for Findhorn, Nairn and Speyside, and North East Local Plan Districts.

**Revenue**

- 3.2 The Act places upon the Council a duty to assess relevant bodies of water (other than canals) in its area for the purpose of ascertaining whether the condition of any such body of water gives rise to a risk of flooding. Where a water body gives rise to flood risk, and the Council considers clearance and repair works would substantially reduce that risk, the Council must prepare a

schedule of those works and carry them out.

### **Review of Progress**

- 3.3 Work has been ongoing throughout the year to deliver the Schedule of Clearance and Repair agreed for 2019/20. At the time of drafting this report, the current committed expenditure is £241,978. No significant over or underspend is expected.
- 3.4 General Maintenance of the Council's Flood schemes has been ongoing throughout the year, with emphasis this year on clearance of a number of flood plains through Elgin.
- 3.5 There has been significant expenditure due to reactive works being required at the Tyock Burn where emergency clearance was required during the flood events of July and August 2019. Lhanbryde ponds have also required significant unplanned expenditure due to leaks found in the pond embankment. These reactive works have affected our ability to deliver some of the other works within the clearance and repair programme— namely the flood modelling updates, and Tyock Burn culvert maintenance. This works will now be undertaken in 2020/21.
- 3.6 Pilmuir Pumping Station maintenance regime has been retendered with reduced scope and a 50% reduction in annual maintenance costs, as agreed by this committee on 11 June 2019 (paragraph 9 of the minute refers).

### **Proposed work for 2020/21**

- 3.7 Including the savings identified in paragraph 3.6, the 2020/21 Flood Risk Management annual revenue budget has been reduced to £247,000, as agreed by Moray Council on 12 February 2020 (paragraph 10 of the draft minute refers) . This reduction will impact the tasks listed below.
- Asset Management - CCTV Survey and Asset Data Gathering, will no longer be undertaken.
  - £11,000 Reduction in Reactive Works.
- Blockages or restrictions to assets that would have been identified by surveys will now be dealt with on a reactive basis and all reactive work will be prioritised based on risk. This budget does not include an allowance for damage to assets or clearance and repairs following a significant flood event. Should such an event occur the position will be reviewed.
- 3.8 The proposed Schedule of Clearance and Repair is provided in **APPENDIX 1**, which includes specific works, recurrent works, reactive works and allowances for telemetry and topographic surveys. With continued development of the Council's Asset Management System, we have a strong regime of risk based inspections that identify potential flooding issues. Reports from other sources, such as the public continue to inform the Schedule. The Schedule will be published on the Council's website if the recommendations in this report are agreed.
- 3.9 The Schedule includes the operation and maintenance of the flood schemes in accordance with their manuals. This covers schemes in Aberlour, Rothes, Elgin, Forres (2 schemes), Dallas, Newmill and Lhanbryde.

## **Capital**

### **Review of Progress in 2019/20**

- 3.10 Work to the North Pier of Buckie Harbour started in 2018/19 and was completed in June 2019. The works were postponed between December 2018 and April 2019 to reduce the risk of increased costs due to adverse weather conditions. Maintenance work is substantially complete at Portknockie and Burghead harbours.
- 3.11 Portknockie landslip repairs have been completed within the agreed budget, including work to repair an additional slip identified on clearance of vegetation. The duration of these works was approximately six months longer than originally planned, due to contractor staffing issues.

### **Proposed work for 2020/21**

- 3.12 During 2020-21 the Flood Risk Management Team will undertake a number of Capital Projects as highlighted in **APPENDIX 2**. The Capital Projects include significant maintenance works at Cullen Harbour, and maintenance work at Findochty Harbour.

## **4. SUMMARY OF IMPLICATIONS**

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

Flood Risk Management is a key priority in the 10 year plan “Growing, diverse and sustainable economy.”

### **(b) Policy and Legal**

The proposal forms part of the Council’s statutory duties with regard to the Act. The Council has a duty to implement the actions from the Local Flood Risk Management Plans. The Council can do works not included in the Plans that will manage flood risk, provided it does not compromise the delivery of those actions in the Plan.

### **(c) Financial implications**

No allowance has been made for dealing with the consequence of exceptional rainfall/flood events. This will need to be addressed if such events arise.

### **(d) Risk Implications**

There are no risk implications as a result of this report other than to recognise that flooding and coastal issues are unpredictable and the items in **APPENDIX 1** will be carried out in recognising this uncertainty.

### **(e) Staffing Implications**

There are no staffing implications as a result of this report.

### **(f) Property**

There are no property implications as a result of this report.

**(g) Equalities/Socio Economic Impact**

There are no equalities implications arising from this report.

**(h) Consultations**

The Depute Chief Executive (Economy, Environment and Finance), Head of Environmental and Commercial Services, Legal Services Manager, P Connor, Principal Accountant, Development and Operations Manager for Harbours, L Rowan, Committee Services Officer and the Equal Opportunities Officer have been consulted and comments have been taken into account.

**5. CONCLUSION**

- 5.1 The Council has a duty under the Act to implement Flood Risk Management Plans including clearance and repair of water bodies. The proposed Allocations for 2020/2021 Flood Risk Management Revenue Budget take account of both. Capital works identified in the Capital Plan for Harbours will be progressed in 2020/2021.**

Author of Report: Will Burnish – Senior Engineer FRM  
Background Papers:  
Ref:



## APPENDIX 1

## Flood Risk Management Revenue

## Schedule of Clearance and Repair Works 2020/21

Location	Improvement Works Description	Estimated Cost (£)
Tyock Burn	Sediment management Tyock	£10,000
Roths	Roths Model update	£15,000
Tyock Burn	Tyock Burn Culvert Repairs	£60,000
	<b>Total</b>	<b>£85,000</b>
Location	Annual Maintenance Works Description	Estimated Cost (£)
Various	Reactive Works	£17,000
Various	Telemetry Maintenance	£10,000
Kingston	Shingle Bank Survey	£500
Longmorn	Longmorn FAS - Operation and Maintenance	£500
Dallas	Dallas FAS - Operation and Maintenance	£2,000
Forres	Findhorn and Pilmuir FAS - Operation and Maintenance	£40,000
Aberlour	Aberlour FAS - Operation and Maintenance	£2,500
Millbuies Reservoir	Asset Maintenance, Operation and Maintenance	£500
Roths	Roths FAS - Operation and Maintenance	£6,000
Elgin	Elgin FAS - Operation and Maintenance	£35,000
Forres	Burn of Mosset FAS - Operation and Maintenance	£21,000
Various	6 Monthly Aerial Photos	£4,000
Newmill	Newmill FAS - Operation and Maintenance	£15,000
Lhanbryde	Lhanbryde FAS - Operation and Maintenance	£6,000
Various	Community Engagement	£2,000
	<b>Total</b>	<b>£162,000</b>
	<b>Revenue Total</b>	<b>£247,000</b>



## APPENDIX 2

### Flood Risk Management Capital Expenditure

#### Harbours

Location	Improvement Works Description	Estimated Cost (£)
Cullen	Localised Pier repairs to timber piles and Wave Protection	£300,000
Findochty	Works to sheet piles at harbour entrance	£147,000
	<b>Total</b>	<b>£447,000</b>

#### Flood Risk Management and Coastal Protection

Location	Improvement Works Description	Estimated Cost (£)
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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: ROADS MAINTENANCE CAPITAL AND REVENUE BUDGET  
2020/2021**

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

## **1. REASON FOR REPORT**

- 1.1 To ask the Committee to approve detailed plans for the expenditure of funds allocated from the Revenue Budget 2020/21 to Roads Maintenance and from the Capital Budget 2020/21 including resurfacing/reconstruction, surface dressing, footways, drainage, lighting column replacement and lighting improvements.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) and (F) (16) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue Budgets and exercising the functions of the Council as Roads Authority.

## **2. RECOMMENDATION**

### **2.1 The Committee is asked to:**

- (i) **approve the detailed allocation of funds, from the Revenue Budget 2020/21, to Roads Maintenance activities, as outlined in Section 7 of this report;**
- (ii) **approve the detailed allocation of funds, from the Capital Budget 2020/21, to the various roads asset groups and work types, as outlined in Section 7 of this report;**
- (iii) **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; and**

- (iv) 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.

### **3. BACKGROUND**

- 3.1 The road network represents by far the largest asset owned by the Council and therefore regular and adequate maintenance is vital to ensure it does not deteriorate, become dangerous and that considerable past investment is not lost.
- 3.2 The allocation of capital funds for 2020/21 has been taken from the latest budget setting report subject to approval by Council on 3 March 2020. Following this decision work is progressing on preparing the detailed lists of proposed maintenance works which will be expected to be completed by 30 April 2020.
- 3.3 The process will be adopted as previous years that a main list of schemes which can be funded from the budget provisions will be made available as soon as possible. The proposed information will be supported by a reserve list of schemes and will be circulated to Elected Members and published on the Council's website by 30 April 2020.

### **4. STATISTICS**

- 4.1 An idea of the extent of the road network and associated assets can be gauged from Table 1 below:-

**Table 1 – Road Asset Inventory** (as at 03/02/20)

<b>(a)</b>	<b>LENGTHS</b>	
	A Class roads	157.228 km
	B Class roads	296.332 km
	C Class roads	366.097 km
	Classified roads (A+B+C)	819.657 km
	Unclassified roads	739.100 km
	Total road length	1,558.757 km
	Footways, footpaths & cycle tracks	54.385 km
<b>(b)</b>	<b>INVENTORY</b>	
	Street lights	18648 no
	Illuminated signs & bollards	1136 no
	Vehicle restraint systems	31638 linm
	Road Gullies	18707 no

- 4.2 The roads asset is by far the largest asset owned by the Council at a replacement value of almost £1.7 billion. The roads asset values at the end of 2018/19 are shown in Table 2 below:-

**Table 2 – Roads Asset Value**

<b>Asset Group</b>	<b>Gross Replacement Cost £'000</b>	<b>Depreciated Replacement Cost £'000</b>
Carriageway	£ 1,244,505	£ 1,072,449
Footway	£ 93,263	£ 60,979
Structures	£ 128,410	£ 123,710
Street Lighting	£ 50,298	£ 32,941
Street Furniture	£ 17,640	£ 8,609
Traffic Man. Systems	£ 2,132	£ 1,407
Land	£ 131,482	£ 131,482
<b>Total</b>	<b>£ 1,667,728</b>	<b>£ 1,431,579</b>

## **5. FINANCIAL POSITION**

- 5.1 There are no major variances against budget allocation and profile spends to report at this time.
- 5.2 Table 3 below includes a summary of the estimated outturn expenditure for 2019/20 and the proposed allocation for 2020/21.

**Table 3 – Outturn 2019/20 & proposed allocation 2020/21**

	<b>2019-20 end of year budget</b>	<b>2020-21 allocation</b>
Carriageway (Resurfacing/Reconstruction/Surface Dressing)	£ 2,380,000	£ 2,500,000
Structural works for timber traffic	£ 490,000	£ 250,000
Drainage & Other Works	£ 550,000	£ 460,000
Footways, footpaths & steps	£ 300,000	£ 300,000
Kerb Edge Replacement		£ 50,000
A95 Landslip River Isla		£ 40,000
Column Replacement	£ 618,000	£ 800,000
Replace SOX & SON lights with LED lights	£ 700,000	£ 300,000
<b>Capital Budget Sub-total =&gt;</b>	<b>£ 5,038,000</b>	<b>£ 4,700,000</b>
General Maintenance	£ 1,152,000	£ 1,152,000
Footway Works	£ 0	£ 0
Traffic Works	£ 80,448	£ 80,448
Drainage & Other Works	£ 0	£ 0
Lighting Maintenance	£ 195,000	£ 145,000
<b>Revenue Budget (Roads Maintenance) Sub-total</b>	<b>£ 1,427,448</b>	<b>£ 1,377,448</b>
Winter Maintenance & Other Emergencies	£ 1,398,068	£ 1,413,568
<b>Revenue Budget (Winter &amp; Emergency) Sub-total</b>	<b>£ 1,398,068</b>	<b>£ 1,413,568</b>
Lighting	£ 398,734	£ 398,734
Signs	£ 12,000	£ 12,000
<b>Revenue Budget (Electricity) Sub-total</b>	<b>£ 410,734</b>	<b>£ 410,734</b>
Capital Budget Total	£ 5,403,000	£ 4,700,000
Revenue Budget Total	£ 3,236,250	£ 3,201,750
<b>Capital and Revenue Total</b>	<b>£ 8,274,250</b>	<b>£ 7,901,750</b>

**Note:**

The allocation of capital funds for 2020/21 has been taken from the latest budget setting report subject to approval by Council on 3 March 2020.

**6. SCHEME PROGRESS - ROADS 2019/2020**

- 6.1 A summary of progress against budget heading is highlighted in Table 4 below.
- 6.2 There have been 11 timber route improvement schemes completed during 2019/20 with contributory grant funding received from the Scottish Timber



Transport Group. In total, the value of works has been £318k with £222k being received from STTG, which represents 70% of the total cost of the improvement works.

**Table 4 – Summary of schemes**

Work Type	Status (at 03/02/20) :-		
	Ongoing	Completed	Grand Total
Resurfacing / Reconstruction	8	38	46
Surface Dressing		76	76
Footway Works	15	31	46
Drainage & Other Works	17	13	30
Street Lighting Works	15	4	19
Lighting Improvement Works			0
Timber Route Improvements	1	10	11
<b>Grand Total</b>	<b>56</b>	<b>172</b>	<b>228</b>

## 7. **SCHEME PROGRESS – STREET LIGHTING 2019/2020**

- 7.1 The Council approved a change to the Capital Plan at a meeting of the Moray Council on 11 November 2015 to allow for a LED Spend to Save project (para 24 of the minute refers). This has involved the fitting of new LED Street Lighting Lanterns as a replacement for the existing stock. By changing to LED, the Council has benefitted from lower energy consumption and reduced maintenance visits, resulting in revenue budget savings.
- 7.2 The LED capital replacement programme is predicted to underspend by £400k during 2019/20. This is due to a combination of factors including operational efficiencies, reduced purchase price of the new LED lanterns, and decreased installation numbers.
- 7.3 The unit costs are expected to be significantly higher in 2020/21 as many of the remaining lanterns are non-standard and will require special LED lantern replacements.

**Table 5 – LED Cost Installation Summary**

Year	Installed	Budget spend (£)	Cost per unit (£)
2015/16	453	218,000	479.12
2016/17	3,310	1,110,000	343.65
2017/18	4,412	867,000	197.05
2018/19	4,751	922,000	194.06
2019/20*	4,151	700,000	168.63
2020/21**	900	300,000	333.33
<b>Totals</b>	<b>17,977</b>	<b>4,117,000</b>	

\* Projection to end of year

\*\* Estimated installation costs & budget

- 7.5 **APPENDIX 1** highlights the current progress of the LED replacement project. It is envisaged that the project will be fully completed during 2020/21.
- 7.6 In addition, the electrical and carbon savings targets have been achieved this current year and are expected to exceed the original saving projections for 2018/19.
- 7.7 There are currently 4,736 lighting columns in Moray which are beyond their design life. **APPENDIX 2** shows the age profile of these design life expired columns.
- 7.8 The capital allocation for 2020/21 has been set to continue the replacement of columns which are beyond design life. A replacement programme is currently being delivered with an emphasis placed on replacing design life expired columns and areas with known poor electrical power cabling which are under the control of the Council.

## **8. WINTER GRITTING**

- 8.1 The average cost of winter maintenance over the last 10 years is £2,206k against an average budget of £1,851k. It is worth noting that the winter maintenance budget has been historically set based on a mild winter. An average or severe winter will result in additional budget pressure.
- 8.2 At the time of writing this report, it is estimated that the winter maintenance budget will likely report an overspend due to the number of treatments carried out to date and amount of salt currently used.
- 8.3 Detailed information on the number of winter actions and salt used, including comparisons with previous years, is shown in **APPENDIX 3**. In previous years Appendix 3 has reported the total number of winter actions however, with the reduction in the number of P1 routes this winter (from 17 to 13) this years total can no longer be compared directly with previous years. The graph within Appendix 3 this year is therefore based on the number of actions carried out on a single P1 route - Route EL5 (Rothies).
- 8.4 When comparing the actual expenditure to date against previous years, it can be noted that the actual expenditure has reduced during 2019/2020 yet the number of days with operations has increased. This would suggest the change from 17 routes down to 13 has resulted in the financial reductions to date.

## **9. SUMMARY OF IMPLICATIONS**

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

Several objectives of these plans are influenced by the condition of the public roads network.

A Growing, Diverse and Sustainable Economy – the public road network is used by all sections of society, to access shops and services and to transport goods within and to and from Moray.

Building a better future for children and young people in Moray encouraging active travel options of walking and cycling require well maintained, and adequately treated during the winter months, facilities.

Empowering and connecting communities – road and footway hazards have the potential to cause injury. Winter gritting provision contributes to making communities safer.

**(b) Policy and Legal**

The Council is responsible for the maintenance of 1555km of road network which have been adopted by the Local Authority in terms of the Roads (Scotland) Act 1984. The Act places a duty on the Local Authority to maintain the roads, lighting units and structures so adopted, but does not prescribe the level of maintenance to be delivered.

Codes of Practice for Highway Maintenance Management, Management of Highway Structures and for Highway Lighting Management identify good practice and consideration has to be given to this advice.

**(c) Financial implications**

It is proposed to continue with the capital expenditure required in 2020/21 to 2022/23 from that included in the current indicative 10 year plan as reported to Full Council on 3 March 2020.

**(d) Risk Implications**

Pressure on general maintenance budgets will increase in terms of reactive maintenance as carriageway conditions deteriorate.

**(e) Staffing Implications**

There are no staffing implications as a result of this report.

**(f) Property**

There are no property implications as a result of this report.

**(g) Equalities/Socio Economic Impact**

There are no equalities implications as a result of this report.

**(h) Consultations**

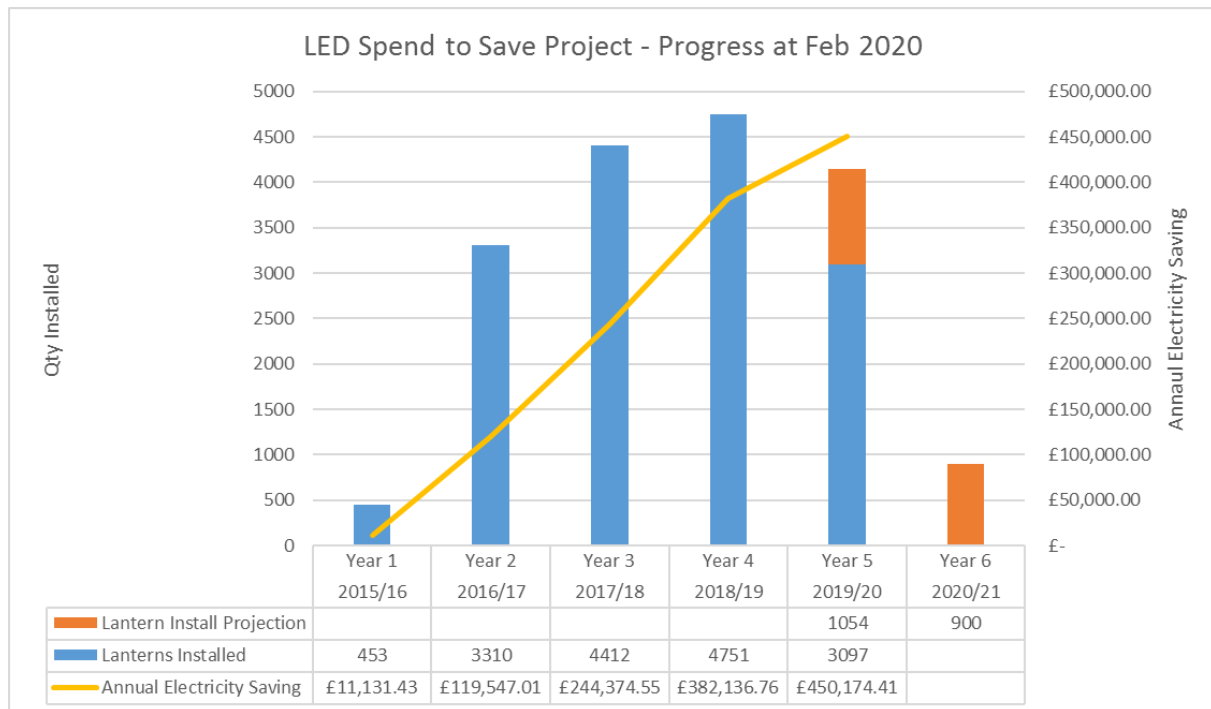
Corporate Director (Economic Development, Planning and Infrastructure), Paul Connor, Principal Accountant, the Legal Services Manager, the Equal Opportunities Officer and L Rowan, Committee Services Officer have been consulted and any comments taken into consideration.

**10. CONCLUSIONS**

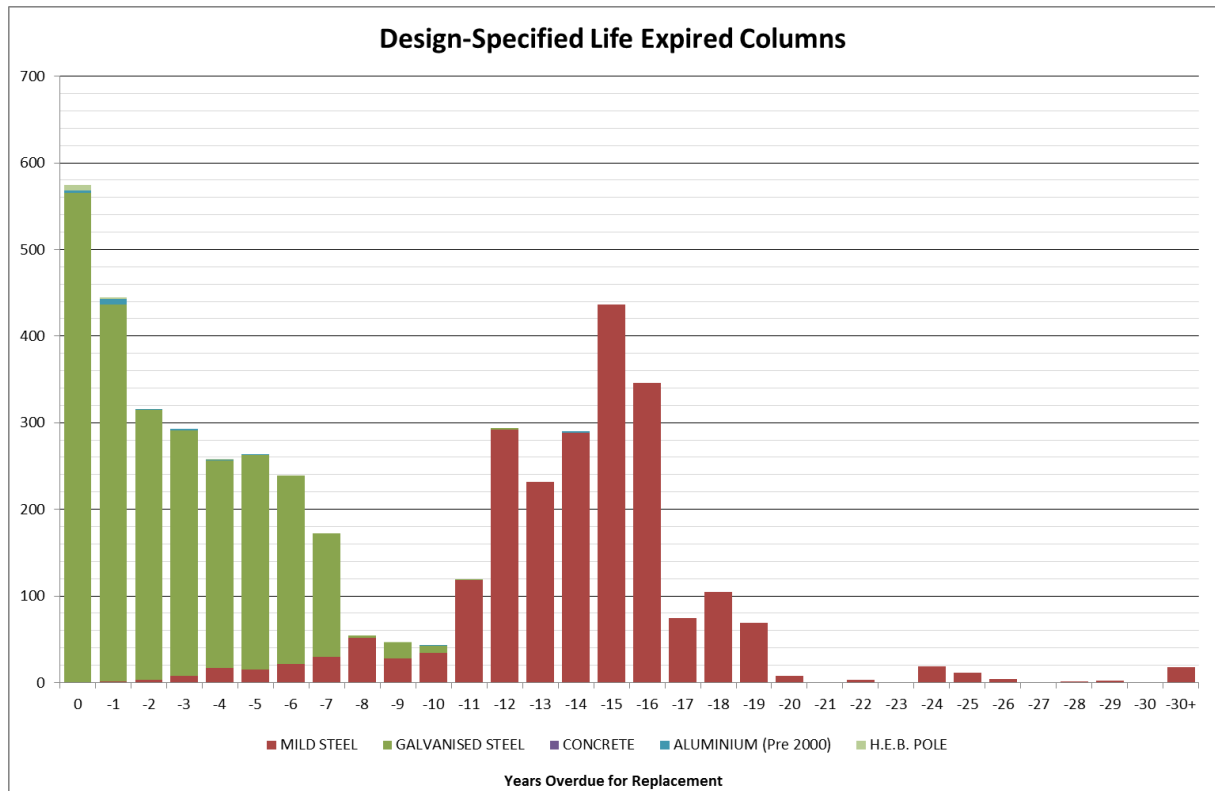
**Committee are asked to:**

- 11.1 Note the outturn position of the 2019/20 roads capital and revenue programme;**
- 11.2 Note condition of the carriageway asset group and to agree the approach taken in managing the different asset groups;**
- 11.3 Approve the split of revenue and capital allocation to the various maintenance headings and asset types for 2020/21**

Author of Report: Mark Atherton, Roads Maintenance Manager  
Background Papers:  
Ref:

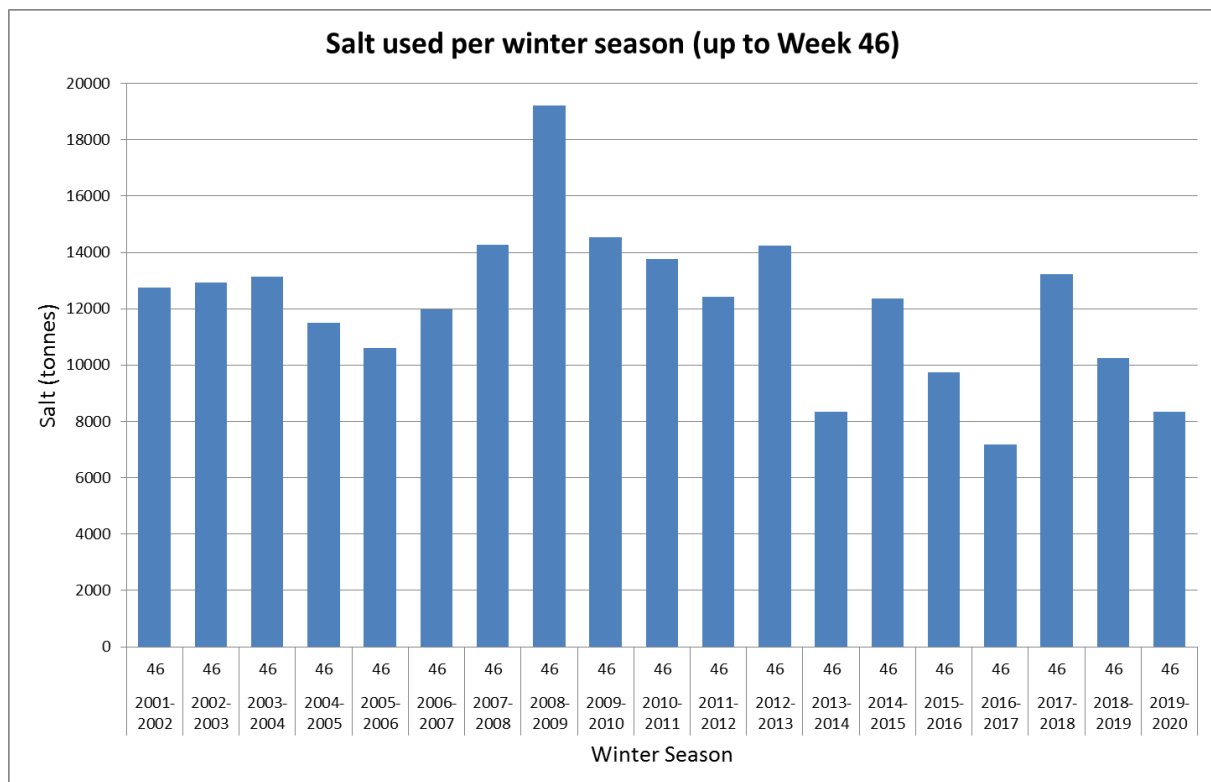
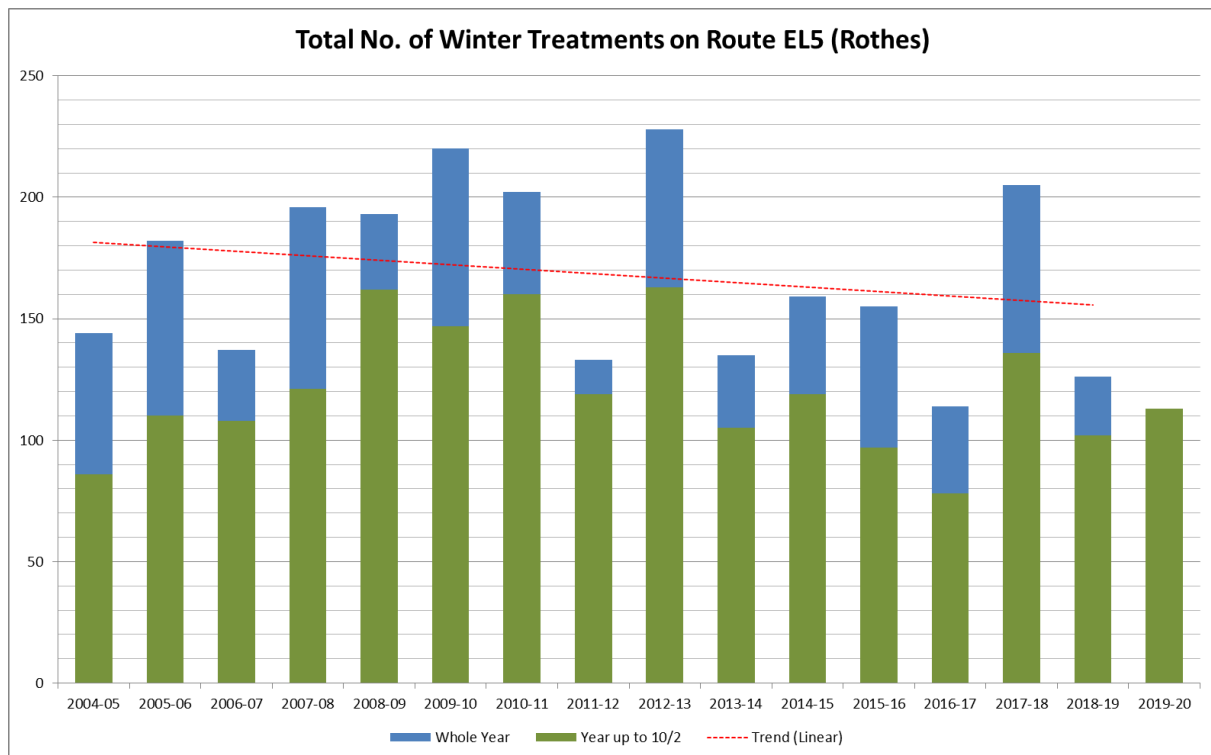




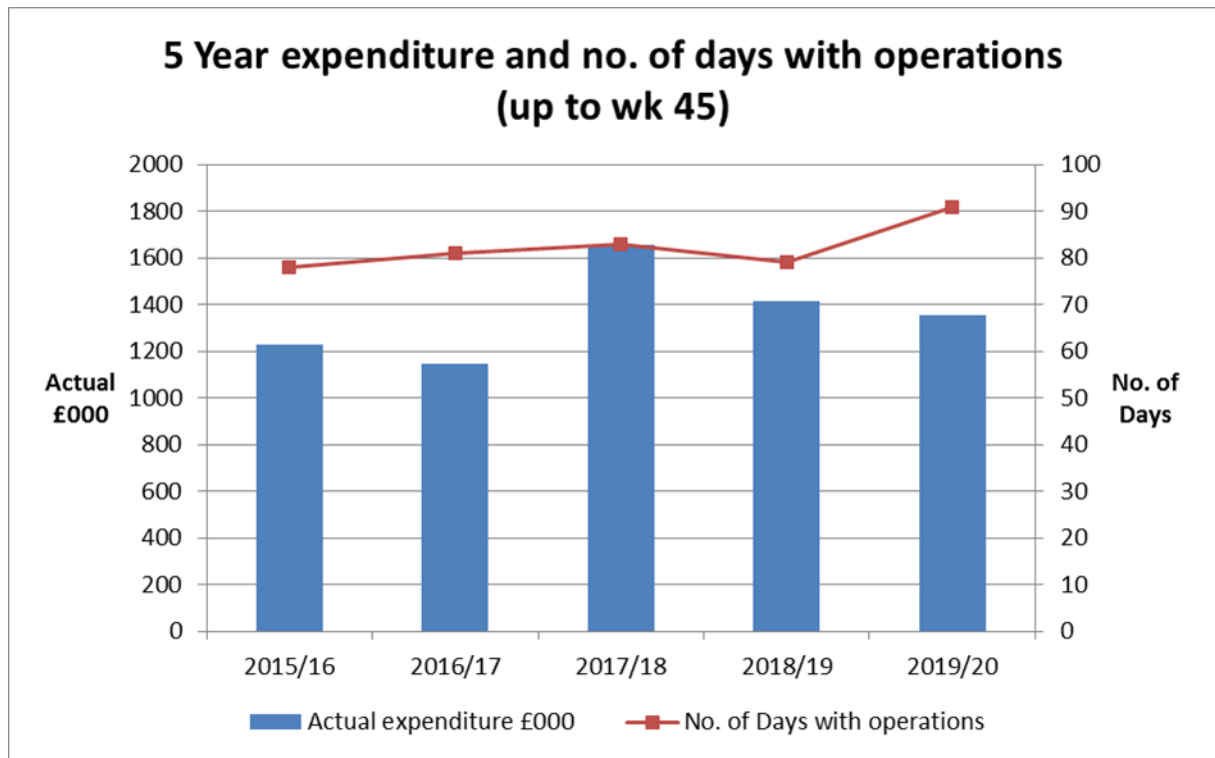








## APPENDIX 3





**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: BRIDGES CAPITAL AND REVENUE BUDGET 2020-2021**

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

**1. REASON FOR REPORT**

- 1.1 To ask Committee to agree the proposed schedule of bridge Revenue and Capital maintenance works to be undertaken for 2020/21.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue Budgets and long term financial plans.

**2. RECOMMENDATION**

- 2.1 **It is recommended that Committee agree the proposed schedules of road bridge Revenue and Capital maintenance works and non-network bridge Capital maintenance works to be undertaken for 2020/21.**

**3. BACKGROUND**

- 3.1 Under the Roads (Scotland) Act 1984, Moray Council has a duty to manage and maintain the safety of the road network in Moray. Moray Council's road network includes 376 bridges and 160 retaining walls, with a replacement value of £115 million.

**Revenue Schemes Progress in 2019/20**

- 3.2 Planned maintenance work was undertaken on one bridge during 2019/20. This work included repairs to a damaged concrete deck. There were also minor repairs to replace damaged components. Other planned schemes were deferred to accommodate reactive works. The deferred schemes have been included in the programme of work for 2020/21.
- 3.4 Reactive maintenance was undertaken on six bridges during 2019/20. This work was predominantly repairs to vehicle collision damage at five bridges. Four of these were hit-and-run incidents and the Council has had to fund the repairs, as the cost could not be recovered from the driver. Bridge of Dunnyduff at Keith was by-passed with a temporary bridge as the existing

structure was assessed as unsafe. The bridge provides sole access to homes, farms and a water treatment works, so a temporary bridge is required to maintain access, until funding for a permanent bridge is available. An allowance to construct a permanent bridge at Dunnyduff is included in the capital plan for 2028/29.

- 3.5 At the time of writing this report, it is anticipated that there will be less than 5% underspend on the £130,000 Road Bridges Revenue budget for 2019/20, as detailed in **APPENDIX 1**.

### **Bridges Revenue Programme for 2020/21**

- 3.6 The maintenance and replacement programme for the bridge stock is based on scheduled inspection reports. These are entered into the asset management database where a bridge condition indicator (BCI) is automatically generated for each bridge. A list of the stock is obtained giving the condition (very good, good, fair, poor, very poor) of each bridge. The condition of Moray Council's bridge stock is provided in **APPENDIX 2**. Resources are targeted at the lower (poor, very poor) end of the scale, also taking into account the criticality or importance of the route carried. A bridge is considered to be of critical importance if it carries more than 7000 vehicles per day or provides sole access to property. If an inspection report indicates that maintenance works would significantly reduce future costs, engineering judgement is used to assess if this work should be prioritised over bridges with a lower BCI.
- 3.7 The bridges revenue budget for 2020/21 has been reduced from £130,000 to £105,000 as agreed by Moray Council on 12 February 2020 (paragraph 10 of the draft minute refers). The programme of work that will be undertaken during this year is provided in **APPENDIX 3**. This work includes but is not limited to masonry repairs, vegetation management and principle inspections. No allowance has been included for unplanned works that are identified through inspections, or as a result of accidental damage. In the event of collision damage, an investigation into the cause and person responsible is undertaken, and where possible the cost of repair is recovered. However, as collisions are not always reported it is often not possible to identify the person responsible. In these cases the site will be made safe (e.g. the damaged area barriered off or if necessary the road closed). Repairs will be considered for inclusion in the Revenue or Capital programme in a subsequent year. If repairs are very urgent, e.g. a sole access is severed, the position will be reviewed.

### **Capital Schemes Progress in 2019/20**

- 3.8 Planned Capital works were undertaken to seven Vehicle Restraint Systems and two Bridge refurbishment schemes. A more detailed break-down of the projects is provided in **APPENDIX 4**. These schemes have been designed and developed during the early part of the current year, with works starting on site in August 2019, and anticipated to be complete in March 2020.
- 3.9 The project to install a weight limit and traffic signals at B9103 Arthur's Bridge was completed in February 2020.

- 3.10 Phase 1 of the project to refurbish A941 New Craigellachie Bridge is underway. This scheme has a £1,850,000 budget in the current year of the Capital Plan. The project is due to complete on site in March 2020.

### **Capital Schemes Programme for 2020/21**

- 3.11 Refurbishment and major works for the bridge stock are based on scheduled inspection reports. Where significant maintenance or refurbishment works, which will extend the life of the structure are required, funding for this work is sourced from the Council's Capital budget.
- 3.12 The bridges Capital Projects for 2020/21 include strengthening and refurbishment of Bantrach Bridge and MacDowall Bridge and the replacement of Tomliath Bridge with a total value of £952,000. These three bridges have been prioritised for works this year as they are all significantly understrength and provide the sole access to a number of homes and businesses.
- 3.13 The budget for Vehicle Restraint System (VRS) is £107,000 plus approximately £38,625 intended to be carried forward from the current year. The schemes in this rolling programme of VRS replacement are prioritised on the condition of the existing VRS and the importance and traffic flow of the route they protect.
- 3.14 The budget for Multi-Storey Car Park maintenance is £114,000 per year. In 2019/20 a scheme was developed to replace the waterproofing at Batchen Lane Car Park, which will utilise £215,000 rolled forward from 2019/20, plus the 2020/21 budget.
- 3.15 The combined budget for all three work streams is £1,426,625.  
A more detailed break-down of the projects is provided in **APPENDIX 5**.

### **Non-Network Bridges Capital Programme for 2020/21**

- 3.16 Maintenance of the Council's 107 non network bridges, which consist of footbridges and some small vehicular bridges, is funded through a capital allocation of £50,000 per year. £80,000 is to be rolled forward from the past two years and will contribute to the scheme to replace the life-expired Findochty Caravan Park Footbridge. The design has been developed during 2019/20, and is to be tendered in March 2020 for delivery in summer 2020. Elements of Sanquhar Footbridge damaged during Storm Ciara in February 2020 are to be replaced during summer 2020. A detailed break-down of the projects is provided in **APPENDIX 6**.

## **4. SUMMARY OF IMPLICATIONS**

### **(a) Moray 2026: A Plan for the Future and Moray Corporate Plan 2017 – 2022**

The maintenance of the road infrastructure aligns with the Council's policy to provide Sustainable Economic Development (Priority 1).

**(b) Policy and Legal**

This work is undertaken in accordance with the Council's duty to maintain a safe road network, under the Roads (Scotland) Act 1984.

**(c) Financial implications**

The proposed capital and revenue works as estimated are to be contained within the Council's budget for 2020/21.

**(d) Risk Implications**

There are no risk implications associated with this report.

**(e) Staffing Implications**

There are no staffing implications associated with this report.

**(f) Property**

There are no property implications associated with this report.

**(g) Equalities**

There are no known equalities implications arising from this report.

**(h) Consultations**

The Depute Chief Executive (Economy, Environment and Finance), Head of Environmental and Commercial Services, Legal Services Manager, P Connor, Principal Accountant, Development and Operations Manager for Harbours, L Rowan, Committee Services Officer and the Equal Opportunities Officer have been consulted and comments have been taken into account.

**5. CONCLUSION**

- 5.1 The Council has a duty under the Roads (Scotland) Act 1984 to maintain a safe road network. Maintenance and repair of the infrastructure is part of the Council's Corporate Plan 2017 – 2022 to provide sustainable economic development. The proposed allocations for 2020/21 Bridges Revenue and Capital Budget takes account of both, based as far as practicable, on a risk-based plan-led approach.**

Author of Report:	Daniel Preston Senior Engineer (Bridges)
Background Papers:	
Ref:	SCOTS Roads Asset Management (Bridges) Spreadsheet ST6 Structures Cost Projection V3.3 2016

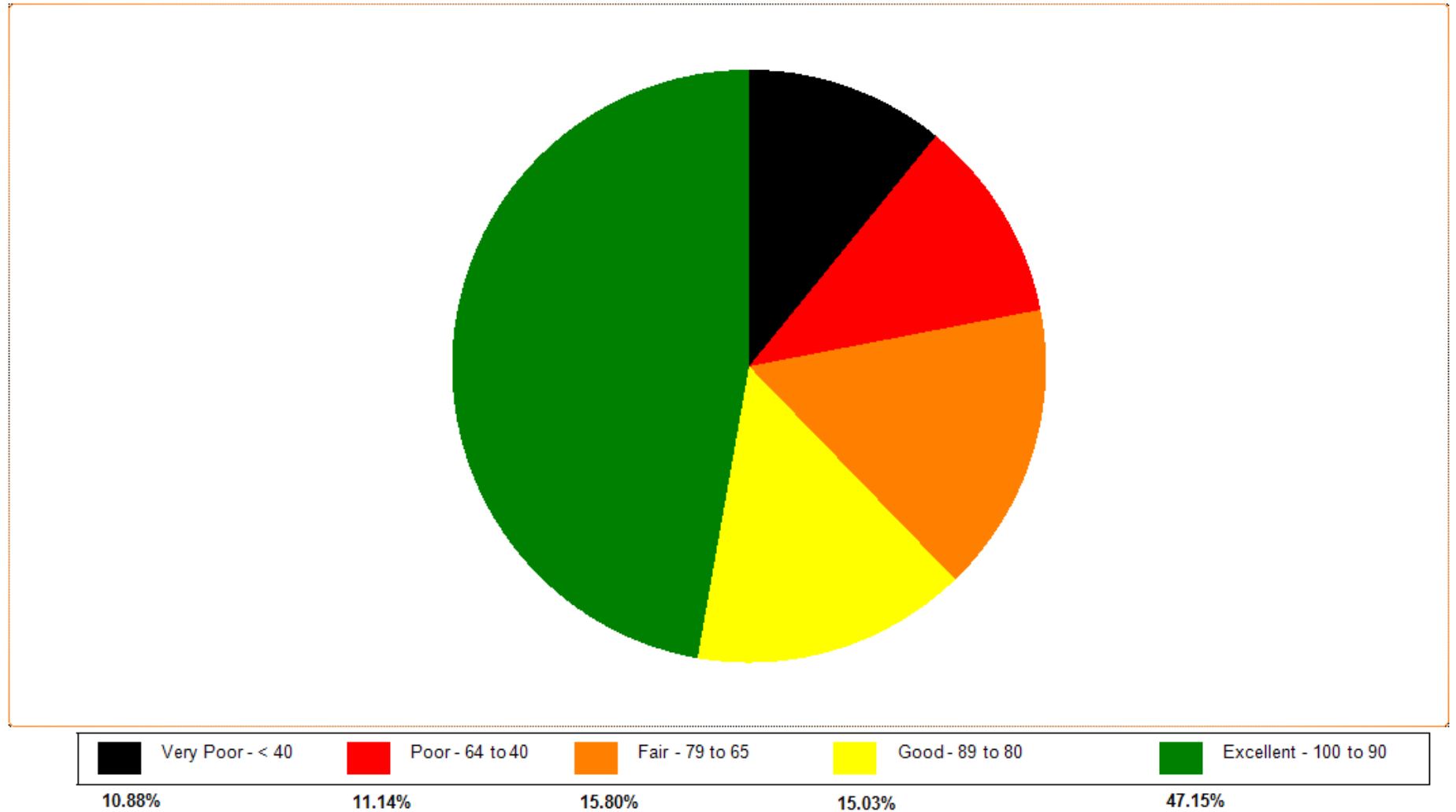
## **APPENDIX 1 – REVENUE WORK PROGRAMME FOR 2019/20**

<b>Revenue Works 2019/20</b>			
<b>Bridge</b>	<b>Proposed Works</b>	<b>Estimated Cost</b>	<b>Comments</b>
Bantrach Bridge	Multiple issues, review required	£5,000	Reactive Road Traffic Collision make safe completed. Review has increased the scope, now in Capital Plan. £15,000 allocated to Drum Bridge.
Auchriachan	Extensive investigations and structural assessment required.	Nil	Investigation complete. Assessment in Mar '20, staff time, so no external costs. £5,000 reallocated to Reactive Repairs.
Doual Bridge	Repair pedestrian parapets, install abutment scour protection	Nil	Deferred, £5,000 allocated to Bridge of Dunnyduff
Craibstone	Concrete repairs to arch barrel and abutments, plus kerbing and drainage.	Nil	Deferred, £20,000 reallocated to Reactive Repairs.
Aultbeg	Concrete repairs to arch barrel	Nil	Deferred, £4,000 reallocated to Reactive Repairs.
Cairnfield	Concrete repairs, pick and pointing and waterproofing	Nil	Deferred, £12,000 reallocated to Reactive Repairs.
Drum Bridge	Concrete repairs to bridge soffit.	£24,000	Cost up from £4,000 due to greater scope. Delivery Mar 2020.
Bridge of Dunnyduff	Temporary bridge installed to allow diversion over failed structure.	£37,500	Reactive repair
Vegetation Clearance	Clear/cutback/remove vegetation to allow inspections at Various Bridges.	Nil	Not required this year. reallocated to Reactive Repairs.
Sweeping Bridges	Clear/cutback/remove detritus to allow inspections at Various Bridges	£1,000	Less than anticipated required this year. £1,500 reallocated to Reactive Repairs.
Principal Inspections	Carry out Principal Inspections at Various Bridges	£17,500	Savings due to no access hire required. £10,000 reallocated to Reactive Repairs.
General Repairs and Maintenance	Reactive works	£45,000	Greater number and scope than anticipated, cost increased from £25,000. Delivery Mar 2020.
	<b>Total</b>	<b>£130,000</b>	

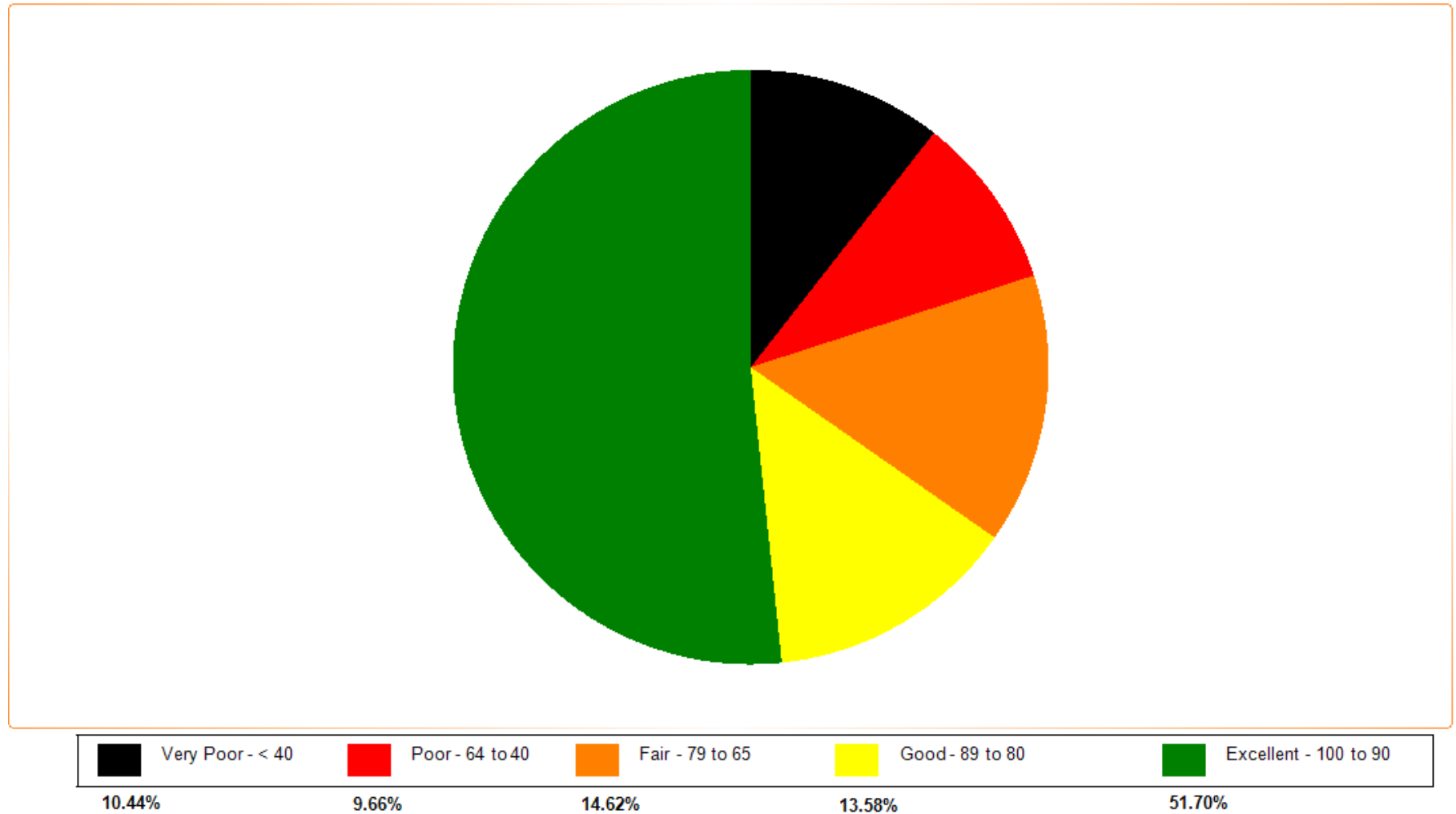




**APPENDIX 2** WDM® Structures Management System  
**Critical Condition Indicator Report Summary**  
386 Bridges included in this summary as at 10/02/2020



**WDM® Structures Management System**  
**Critical Condition Indicator Report Summary**  
383 Bridges included in this summary as at 10/02/2019



### **APPENDIX 3 – REVENUE WORK PROGRAMME FOR 2020/21**

Revenue Works 2020/21		
Bridge	Proposed Works	Estimated Cost
Principal Inspections	Carry out Principal Inspections at Various Bridges (backlog from 2019-20).	£40,000
Maintenance for Inspections	Sweeping and vegetation clearance.	£5,000
Aultbeg Bridge	Devegetate, reinstate fill at headwall and pressure-point cracks to concrete arch barrel.	£5,000
Cairnfield Bridge	Rebuild both parapets (crumbling masonry). Repair localised scour damage.	£25,000
Craibstone Bridge	Scour damage and reinstate superstructure drainage	£20,000
Doual Bridge	Install abutment scour protection.	£10,000
	<b>Total</b>	<b>£105,000</b>



## **APPENDIX 4 – CAPITAL WORKS IN 2019/20**

<b>Capital Works 2019/20</b>			
<b>Bridge / Location</b>	<b>Description of Works</b>		<b>Budget Cost</b>
Part-completed 2018/19 schemes	Vehicle Restraint Barriers	Schemes on site at start of year	From 2018/9 £65,300
Salterhill Bridge	Vehicle Restraint Barriers	Carry-over scheme from 2018/19	From 2018/9 £18,835
Bridge of Kings Ford	Vehicle Restraint Barriers	Carry-over scheme from 2018/19	From 2018/9 £26,040
	18/19 Committed Schemes <b>Sub-Total</b>		<b>£110,175</b>
VRS Reactive Repairs	Repairs After Crash Damage	6 Sites - Vehicle Restraint Barriers	£14,335
Beechwood House B9103	Vehicle Restraint Barriers	Replace Life-Expired System	£16,230
A98 Inchgower Distillery	Vehicle Restraint Barriers	Replace / Upgrade Timber Post System	£25,000
A98 Cullen East	Vehicle Restraint Barriers	Replace / Upgrade Timber Post System	£19,500
A941 Craigellachie by Muirton	Vehicle Restraint Barriers	Replace / Upgrade Timber Post System	£26,000
	Planned 2019/20 Schemes <b>Sub-Total</b>		<b>£101,065</b>
Road Safety	<b>VRS Schemes Sub-Total</b>		<b>£211,240</b>
Car Parks	Multi-storey car parks waterproofing and movement joints		£ 13,000
Arthur's Bridge	Narrowing to single lane, install traffic signals and weight limit		£ 63,060
Glenlivet Bridge	Waterproofing and surfacing replacement		£181,700
A941 New Craigellachie Bridge	Road and footway surfacing, kerbs and movement joints		£1,246,330
	<b>Sub-Total</b>		<b>£1,504,090</b>
	<b>Total</b>		<b>£1,715,330</b>



## **APPENDIX 5 – CAPITAL WORKS IN 2020/21**

<b>Capital Works 2020/21</b>		
<b>Bridge / Location</b>	<b>Decription of Works</b>	<b>Budget Cost</b>
VRS Reactive Repairs	Repairs After Crash Damage To be delivered as they arise	£60,000
VRS Wooden Post Replacement	Replace / Upgrade Timber Post Systems – to be prioritised	£85,625
Road Safety Barriers (VRS)	<b>VRS Schemes Sub-Total</b>	<b>£145,625</b>
Car Parks – Batchen Lane	Multi-storey car parks waterproofing and movement joints Batchen Lane Car Park Waterproofing and Movement Joints	<b>£329,000</b>
Tomliath Bridge	Strengthen scoured abutments and replace life-expired bridge deck	£160,000
Bantrach Bridge	Rebuild parapets, repoint throughout, replace arch fill, install a waterproofing system, scour protection, realign approaches, reinstate	£336,000
MacDowall Bridge	Rebuild parapets, repoint throughout, replace arch fill, install a waterproofing system, realign approaches, reinstate	£360,000
Cloddach Bridge	Ammend 7.5T limit to 3.0T weight + 2.0m width limits Build physical narrowings on both approaches to prevent abuse of limits	£ 48,000
Cappies Hill Bridge	7.5T weight limit required, including signs and a signed diversion route	£ 48,000
	<b>Sub-Total</b>	<b>£952,000</b>
	<b>Total</b>	<b>£1,426,625</b>





#### **APPENDIX 6a – NON-NETWORK BRIDGES CAPITAL WORKS IN 2019/20**

<b>Capital Works 2019/20                      (£40,000 allocated in Capital Plan 2019/20)</b>		
<b>Bridge / Location</b>	<b>Decription of Works</b>	<b>Budget Cost</b>
Findochty Caravan Park F'bridge	Replacement of life-expired bridge deck and approach rails	£ 8,000
Inspections	General Inspection Programme (rolling 2 year programme started)	£ 4,000
Non-Network Bridges	<b>Total</b>	<b>£ 12,000</b>



## **APPENDIX 6b – NON-NETWORK BRIDGES CAPITAL WORKS IN 2020/21**

<b>Capital Works 2020/21 (€50,000 allocated in Capital Plan 2019/20)</b>		
<b>Bridge / Location</b>	<b>Description of Works</b>	<b>Budget Cost</b>
Findochty Caravan Park F'bridge	Replacement of life-expired bridge deck and approach rails	€90,000
Sanquahar Loch Upper F'bridge	Major repairs or replacement - damage from storm Ciara	€10,000
Inspections and Assessments	General Inspection Programme (rolling 2 year programme) Principal Inspection and Assessments of vehicular bridges	€30,000
Non-Network Bridges	<b>Total</b>	<b>€130,000</b>






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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: TRANSPORTATION CAPITAL AND REVENUE BUDGET 2020-2021**

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

## **1. REASON FOR REPORT**

- 1.1 To inform the Committee of plans to deliver the capital and revenue programme in Transportation for 2020/21.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2), (F) (15), (17), (18), and (25) of the Council's Scheme of Administration in relation to the consideration of Capital and Revenue Budgets and long term financial plans.

## **2. RECOMMENDATION**

### **2.1 Committee is asked to**

- (i) **approve the plans to deliver the capital and revenue programme for 2020/21 as contained in this report; and**
- (ii) **delegate authority to the Head of Environmental and Commercial Services to apply for grant funding as set out in paras 7.11 – 7.13 of this report.**

## **3. BACKGROUND**

- 3.1 The Transportation team delivers the Council services and duties in relation to public transport, home to school transport, transport development, traffic management, road safety, sustainable travel, car parks, and harbours as well as advising and preparing recommendations to members on matters of transport strategy.
- 3.2 This report sets out the plans of each team within Transportation to deliver those services and duties in line with the approved revenue and capital budgets for the financial year 2020/21.

#### **4. PUBLIC TRANSPORT UNIT**

- 4.1 The 2020/2021 revenue budget for the Public Transport Unit is £4.7 million. As in previous years, the major element of this relates to the statutory provision of entitled home to school transport. The budget has been factored up to include five more school days in this financial year compared with 2019 - 2020. The major areas of expenditure are set out below.

<b>Category</b>	<b>£k</b>
Home to School Transport	£4,161
Infrastructure, Systems and Services	£60
Dial M	£264
Social Care Projects and Day Service	£0 (net position)
Staff Costs (excluding drivers)	£250
Income	£-235
<b>Total</b>	<b>£4,500</b>

##### **Home to School Transport**

- 4.2 The Council has a statutory duty to provide transport between home and school for entitled pupils to their zoned schools. The entire service was retendered in February 2019 with a continued mix of external coach, bus and taxi suppliers supplemented by use of the Council's own vehicles. The school routes are designed to maximise efficiency in line with the needs of the individual schools and includes transport for youngsters with Additional Support Needs to enhanced provision centres across Moray.
- 4.3 The budget for this service is £4.2m and provides transport for 2,600 pupils per year. Income of £10k is also budgeted in relation to Privilege Transport (use of the school bus services by pupils who are not entitled to free provision).

##### **Infrastructure, Systems and Services**

- 4.4 This area of expenditure covers the statutory maintenance of bus stop and passenger shelter infrastructure plus software licensing and maintenance fees for the Dial M demand responsive booking system and on bus ticket machines.

##### **Dial M**

- 4.5 This is the budget allocated to Dial M which includes a proportion of the overall vehicle and property costs associated with delivery of public transport.

##### **Minibus Hires and Social Care Transport**

- 4.6 The Public Transport Unit provides transport for vulnerable adult social care transport to projects, day care and respite. These costs are charged back to the various social care and project teams. Some income is also generated from hires of minibuses to external sources.

## Income

- 4.7 The Public Transport Unit generates income from a number of sources including concession fare reimbursement, bus services operator grant (BSOG), NHS Grampian patient release contract and various service users income. As mentioned above, income is also accrued through the sale of Privilege Transport school bus places.

## 5. HARBOURS & DREDGER

- 5.1 The total revenue maintenance expenditure can be split into categories as follows:

Description	£
Dredging services	180,000
Maintenance	103,390
Inspections & surveys	25,000
Port Marine Safety Code compliance	6,500
<b>Total</b>	<b>314,890</b>

## Infrastructure Maintenance

- 5.2 This will include the following items, although the full amount is not allocated to enable reactive repairs such as winter storm damage to be carried out:

- Ladder repairs / replacement
- Repairs to pier and harbour surfaces (potholes, storm damage etc.)
- Repairs to safety railings and barriers
- Maintenance and upgrade of all LSA (Life Saving Appliances)
- Upgrade of harbour signage
- Pontoon repairs (including replacement sections, chains, hinges, and decking)
- Refurbishment and painting of quayside furniture and equipment e.g. lighthouses, bollards and toe rails.
- Repairs to and replacement of navigation lights
- Repairs to various items of equipment e.g. fish barrow wheels, chiller doors and curtains, replacement of water hoses
- Harbour property repairs as managed by Estates
- Cleaning and maintenance of slipways
- Repairs to harbour lighting in conjunction with Street Lighting
- Pest control, drain clearance
- Replacement of oil spill response equipment
- Maintenance and upgrade to Lifejackets and PPE for staff
- Annual Service and Calibration of Weighbridge at Buckie Harbour
- Annual Service and Calibration of Scales in the Fishmarket building
- Renewal of dredging licences (2 commercial harbours)
- Staff medical examinations (ENG 1)
- Repairs to concrete joints on Pier 1 Buckie

- Upgrade and replacement of items of equipment such as VHF radios
- Maintenance of Pilot Boat
- Maintenance of Dredger

## Inspections & Surveys

- 5.3 Engineering surveys, including underwater work, are carried out periodically by an external contractor to determine the state of the harbour structures. This work is now managed by Consultancy in close co-operation with the harbours team. These detailed surveys of the harbour structures are vital to assist in programming capital works effectively, and are normally carried out every 2 years. The survey plan for the next 6 years is detailed in the following table.

Harbour	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Buckie		Boat			Dive	
Burghead			Dive			Boat
Cullen	Dive			Boat		
Findochty	Boat			Dive		
Hopeman		Dive			Boat	
Portknockie			Boat			Dive

Boat – visual inspection from a vessel

Dive – in water inspection

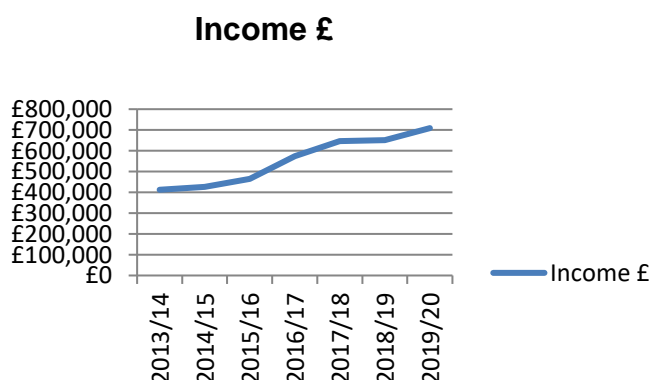
- 5.4 Bathymetric surveys are planned for all 6 harbours to link in with dredging activity, again carried out every 2 years. Surveys are also carried out periodically on the harbour estate when required e.g. asbestos, contaminated land.

## Port Marine Safety Code Compliance

- 5.5 A marine consultant is engaged as Designated Person to ensure that the council is fully compliant with the Port Marine Safety Code, which is the industry guidance document for good practice produced by the Department for Transport and the Maritime and Coastguard Agency. The duty of Designated Person is a prescribed post in the Port Marine Safety Code.

## Income

- 5.6 Income generated by harbours has generally been increasing year on year, as detailed in the chart below.





5.7 The 2019/20 income figure used for the graph is a projection based on latest income for February and an estimate for March.

5.8 The steady increase is the result of benchmarking and rationalisation of harbour fees and charges, and the hard work put in by the team on the front line to deliver quality services to all our customers.

5.9 The outline dredging plan for Moray Council harbours for 2020/21 is as follows:

Days dredging 2020/21							
	Burghead	Buckie	Findochty	Portknockie	Cullen	Hopeman	Total
<b>Budget</b>	90K	39K	24K	9K	6K	12K	180K
<b>Days</b>	30	13	8	3	2	4	60
OUTLINE PLAN							
<b>April</b>	2	0	0	3	2	2	9
<b>May</b>	0	0	8	0	0	2	10
<b>June</b>	10	0	0	0	0	0	10
<b>July</b>	3	7	0	0	0	0	10
<b>Aug</b>	10	0	0	0	0	0	10
<b>Sept</b>	0	0	0	0	0	0	0
<b>Oct</b>	0	0	0	0	0	0	0
<b>Nov</b>	5	0	0	0	0	0	5
<b>Dec</b>	0	6	0	0	0	0	6
<b>Jan</b>	0	0	0	0	0	0	0
<b>Feb</b>	0	0	0	0	0	0	0
<b>Mar</b>	0	0	0	0	0	0	0
<b>Total</b>	30	13	8	3	2	4	60

	Days
<b>Q1</b>	29
<b>Q2</b>	20
<b>Q3</b>	11
<b>Q4</b>	0
<b>Total</b>	60

Notes:

Internal dredging targeted during spring & summer

External dredging allowed for during autumn months

No plans for 4Q to allow for contingency

Extra dredging possible at Findochty for new pontoon project

5.10 On average the dredger will load approximately 180 tonnes into the hopper per dig, and aim to carry out 2 digs per day. However, this will depend on the specific gravity of the material being dredged, the tides, and the prevailing conditions on the day - not only at the dredge location but also at the sea disposal site.

5.11 Actual days worked at any of the harbours will depend on weather and tide, and availability of crew, vessel and machinery. Therefore the final split of days across the harbours will change over time. The priority of the harbourmaster will always be to maintain the depth of the channel and approaches to the commercial harbours at Buckie and Burghead. Hopeman, Findochty and Cullen are classed as drying harbours. However, the harbour authority has a duty and responsibility to ensure safe passage of vessels to and from their berths. Portknockie always has a good depth of water and

needs minimal maintenance dredging. It is the intention to deliver the number of days planned in each harbour over the financial year. The current 3 year dredging licences for the commercial harbours at Buckie and Burghead are valid until 2021. The application process for renewing these licences has begun. The licences for the leisure harbours at Cullen, Portknockie, Findochty and Hopeman are valid until 2023.

- 5.12 There is £250k in the capital plan for the replacement of Findochty pontoon system which had been identified as life expired. Life extension works had previously been carried out to the pontoons in line with the council's make do and mend policy, however, recent storm weather has resulted in the pontoons being closed for public access due to the damage. Project delivery of a new pontoon system will take a minimum of six months from project approval due to the length of the marine licensing process. At the time of writing the potential for any short term repairs pending installation of a new pontoon system is being assessed, and a verbal update can be provided.

## **6. TRANSPORT DEVELOPMENT**

- 6.1 The transport development team has a revenue budget of £32,500 (excluding staffing costs). This is for required system licences such as Geographical Information Systems (GIS) and the Trip Rate Information Computer System (TRICS) and a modest amount for commissioning transport studies – principally for runs of the traffic model to support the team's role in assessing the impact of changes to the road network and providing input into the Local Development Plan.

## **7. TRAFFIC**

- 7.1 The Traffic team has a net revenue budget of £300k. This covers the statutory duties in relation to road safety, streetworks and road construction consents. The planned expenditure is set out in more detail below.
- 7.2 The revenue budget includes an anticipated income of £260k. This comprises £166,345 for processing Temporary Traffic Regulation Orders and issuing permits such as Road Opening Permits. £93k is budgeted for income relating to Roads Construction Consent inspections.
- 7.3 The Council has a statutory duty to carry out studies of road accidents and "take such measures as appear to the authority to be appropriate to prevent such accidents". The Road Safety budget of £130k in the capital plan provides funding to deliver works in priority areas and a small allowance for minor interventions. This year's allocation includes £30k skid resistant measures with the balance of £100k for small schemes to improve safety on Moray's road network, including the relocation of pedestrian crossings on Thornhill Road and in Fochabers and alterations to the road humps in Mosstodloch.
- 7.4 The Council has a statutory duty to provide disabled parking spaces near the homes of eligible people when they apply. The Council also receives requests for dropped kerbs to assist people with mobility disabilities and parents with pushchairs at places where they need to cross the road. The Disability Adaption capital budget enables the Traffic Team to deliver appropriate improvements. This £6k budget provision will enable in the region of 80 spaces and approximately 35 dropped kerbs.

- 7.5 The New Road Signs & Markings capital budget of £57k is for the provision of new road signs, markings and the like to allow the Traffic team to react to changes to the road network – often highlighted by communities, elected members and council officers. This will include new signs and road markings replacing life expired elements with a particular focus on the replacement of the rubber mounts of cats-eyes (£20k), and new signing and lining works relating to Traffic Regulation Orders.
- 7.6 There is a small capital allocation of £7k for the maintenance of traffic data equipment. Councils are required to provide Transport Scotland with some data and regularly carry out other surveys to help respond to concerns raised or to influence design decisions. The collection and analysis of data is also a key part of providing an evidence base in relation to the Local Development Plan. The budget will enable the replacement of life expired items such as batteries and for the repair of permanent automatic traffic counter sites.
- 7.7 Moray Council has been awarded £264k for Cycling, Walking and Safer Streets (CWSS), this annual funding is specifically ring fenced with the following purpose:

*“The grant shall be used only for the purpose of undertaking a programme of works for local cycling, walking and safer streets projects. The Council shall consider spending a minimum of 36% (national average spend on cycling) and preferably over 50%, of the grant for the purposes of undertaking a programme of works promoting cycling and walking for both short and long distance journeys and achieving Scotland’s vision that by 2020 10% of everyday journeys will be made by bike, as outlined in the Cycling Action Plan for Scotland (CAPS) 2013.”*

The CWSS budget will be used, wherever possible, in combination with other grant funding to maximise income streams for improving cycling and walking facilities and encouraging active travel. It is also proposed to use this budget to deliver the signage and road markings associated with the School Streets pilot project and for use as match funding for the Low Carbon Travel and Transport project (should the funding be allocated see paragraph 7.11 below). The CWSS budget will also be used to enable the provision of a new footway in Hopeman, for which there is partial funding secured through Developer Obligations.

- 7.8 Capital provision has been made to forward deliver the Orchard Road signal scheme at a cost of £220k. The scheme will be fully funded by developer obligations. Partial monies have already been received with the balance due from forthcoming development.
- 7.9 An application has been made to the Low Carbon Travel and Transport Fund for the upgrading of the Speyside Way between Carron and Cragganmore. This application was approved by this Committee at its meeting on 21 January 2020 (para 8 of the minute refers).
- 7.10 An application has been made to the Smarter Choices Smarter Places (SCSP) fund for £87k for support to deliver active travel promotions in relation to schools, with specific support for the School Streets project, marketing of the Moray Council operated bus services (particularly in the Speyside area) and for support in developing the Moray Council Headquarters Travel Plan. This fund is

for behaviour change activities which promote the use of sustainable transport modes. The fund is allocated to all Local Authorities on the basis of an application which was submitted on 31 January 2020.

- 7.11 Funding from the 'Places for Everyone' fund administered by Sustrans has been awarded for design support to develop improvements to the pedestrian and cycle networks near Forres Academy (Routes 8e and Z1L of the Forres Active Travel Feasibility Study) and in Lossiemouth alongside Coularbank Road (identified in the Lower Speeds Communities – Lossiemouth community engagement process). Further applications for funding for the implementation of pedestrian and cycle improvements at these locations will be made during the coming financial year. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve these applications.
- 7.12 A Switched on Towns and Cities Feasibility Study, which is currently being carried out by the energy Savings Trust on behalf of the council, will support applications for Electric Vehicle (EV) charging infrastructure and the electrification of the Moray Council fleet. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve future applications for EV related funding.
- 7.13 In line with the Transportation team's remit to promote road safety, sustainable & active travel and public transport, there can be mid-year opportunities to benefit from grant funding to deliver these priorities. The deadlines often preclude the submission of a report to service committee. It is requested that delegated authority is granted to the Head of Environmental & Commercial Services to approve grant funding applications where these fit with clear 'business as usual' work priorities, and do not require any other unbudgeted expenditure by the council.
- 7.14 The Traffic Team is responsible for a revenue budget for traffic signals, signs and lines for general maintenance and the refreshing of road markings. The delivery of the budget is held by Roads Maintenance Manager and will be reported separately.

## **8. SUMMARY OF IMPLICATIONS**

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

Carrying out the planned functions of the Transportation team as per the proposed expenditure above enables the fulfilment of statutory duties and contributes towards the council priorities of a growing sustainable economy, healthier citizens and safer communities.

### **(b) Policy and Legal**

Delegated authority to make grant applications is requested in section 7 of the report above, which is a deviation from the Financial Regulations. The Head of Finance has been fully consulted and supports the request.

**(c) Financial implications**

The CWSS and SPSC budgets are ring fenced grants. CWSS is included in the council's Scottish Government settlement. SPSC is a dedicated fund which the council must apply for which is administered by Paths for All on behalf of Scottish Government.

**(d) Risk Implications**

The predicted incomes for harbours, traffic and car parks are based on the best available information.

**(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 equalities issues arising from this report. There are various expenditure items which promote equalities and / or have a socio-economic benefit, in particular the spend on road safety and public transport.

**(h) Consultations**

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

**9. CONCLUSION**

**9.1 Committee is asked to approve the proposed spend of the capital and revenue budgets for 2020/21.**

Author of Report: Nicola Moss, Transportation Manager  
Background Papers:  
Ref:






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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: IMPLICATIONS OF COMMUNITY PURCHASED VEHICLE  
ACTIVATED SIGNS**

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

## **1. REASON FOR REPORT**

- 1.1 To inform the Committee of the implications on Council resources required to facilitate the purchase, erection and maintenance of Vehicle Activated Signs (VAS) on behalf of communities.
- 1.2 This report is submitted to Committee in terms of Section III (F) (17) of the Council's Scheme of Administration relating to the management of traffic.

## **2. RECOMMENDATION**

### **2.1 Committee is asked to:**

- i) **note the resource and cost implications of enabling the purchase and installation of Vehicle Activated Signs by recognised community groups; and**
- ii) **approve the proposed processes shown in Figures 3, 4 and 5 for the handling of community concerns in relation to the speed or perceived speed of traffic in built up areas.**

## **3. BACKGROUND**

- 3.1 The Transportation Service and Police Scotland regularly receive enquiries and complaints relating to vehicle speeds and perceived speeding issues within built up areas and rural communities. More recently there have been a number of requests from communities for the permanent erection of Speed Indicating Devices (SIDs) at locations where traffic speeds are perceived to be higher than the speed limit.
- 3.2 A report was brought to this committee on 21 January 2020 setting out the best practice with regard to the use of SIDs and seeking the endorsement and

promotion of the current programme of SIDs deployment in response to community requests (para 5 of the draft minute refers).

- 3.3 The committee agreed in principle that where a community is seeking the installation of permanent digital signage to reinforce a speed limit where there are no recorded issues with speeding traffic, these that vehicle activated signs (VAS) may be funded by the community (including the costs of installation and ongoing maintenance) but installed by the Council as Roads Authority, in safe and suitable locations.
- 3.4 A further report was requested to detail how the provision of such signage could be achieved and to provide an indication of the likely resource implications on the Council.



Fig1 – Vehicle Activated Speed Warning Sign (VAS)



Fig2 – Speed Indicator Device (SIDs)

#### **4. EXPRESSIONS OF INTEREST FROM COMMUNITIES**

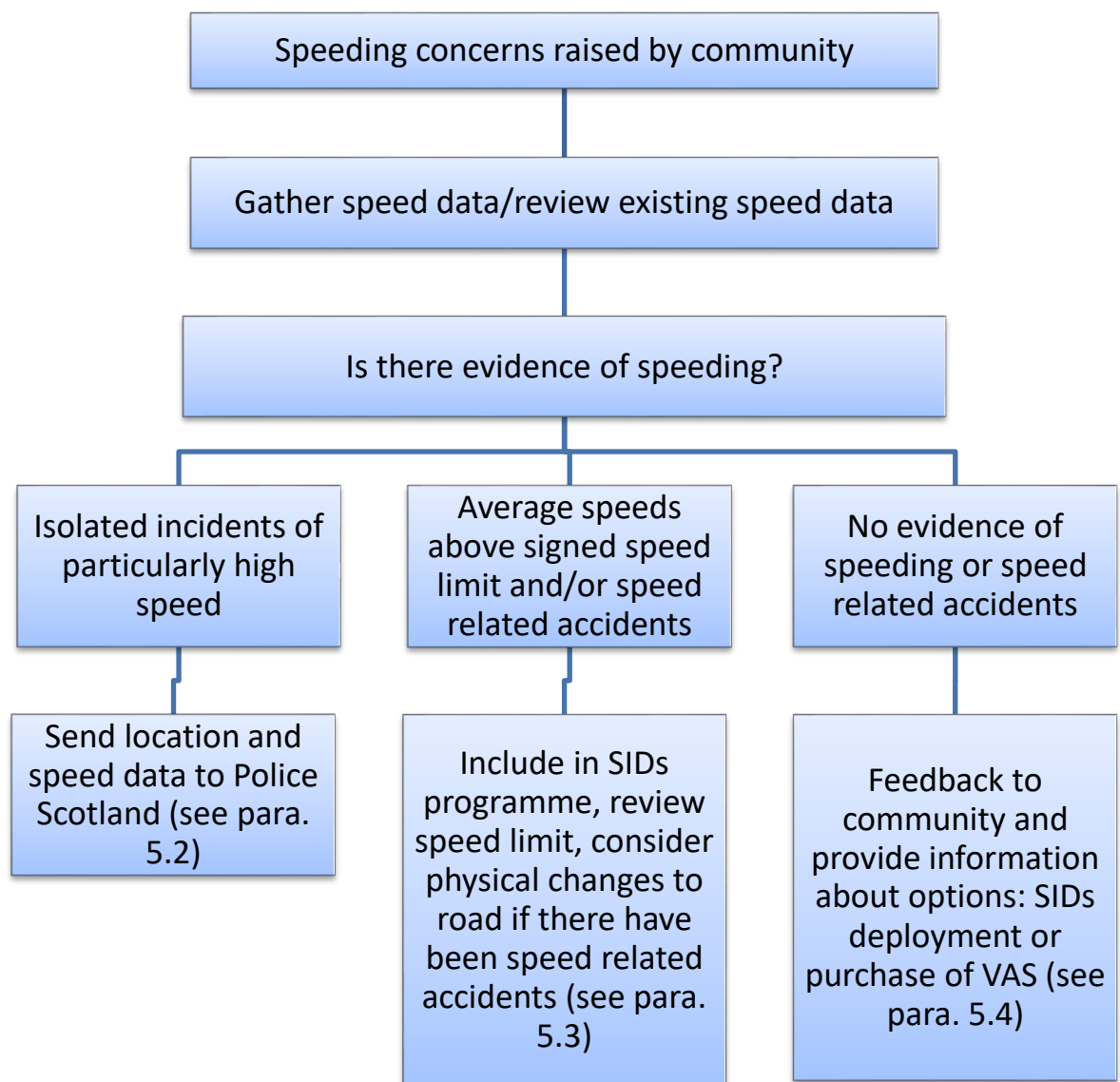
- 4.1 In order to gauge the likely level of interest from communities with regard to the purchase of permanent speed limit reinforcing signage for a settlement or rural community subject to a 30mph speed limit, an email was sent to all Community Councils inviting expressions of interest.
- 4.2 Responses were received from eight community councils, of which three expressed interest in purchasing signage, three indicated that they would be discussing purchase at their next meeting and two stated that they had no interest and the cost of the signage was prohibitive.
- 4.3 The initial level of interest in the purchase of the signage has therefore been very limited, with the cost of the signage likely to be a determining factor for many communities.
- 4.4 At this stage the workload of the likely uptake could be absorbed within existing staffing resources. There have also been no factors that indicate any concerns or implications that have not already been considered by this Committee.
- 4.5 We have discussed this proposal and highlighted that the cooperative approach to SIDS deployment currently in place will continue.

#### **5. PROCESS AND RESOURCING IMPLICATIONS FOR THE COUNCIL**

- 5.1 The following process is proposed when communities raise concerns about speeding within built up areas, subject to a speed limit. This process takes

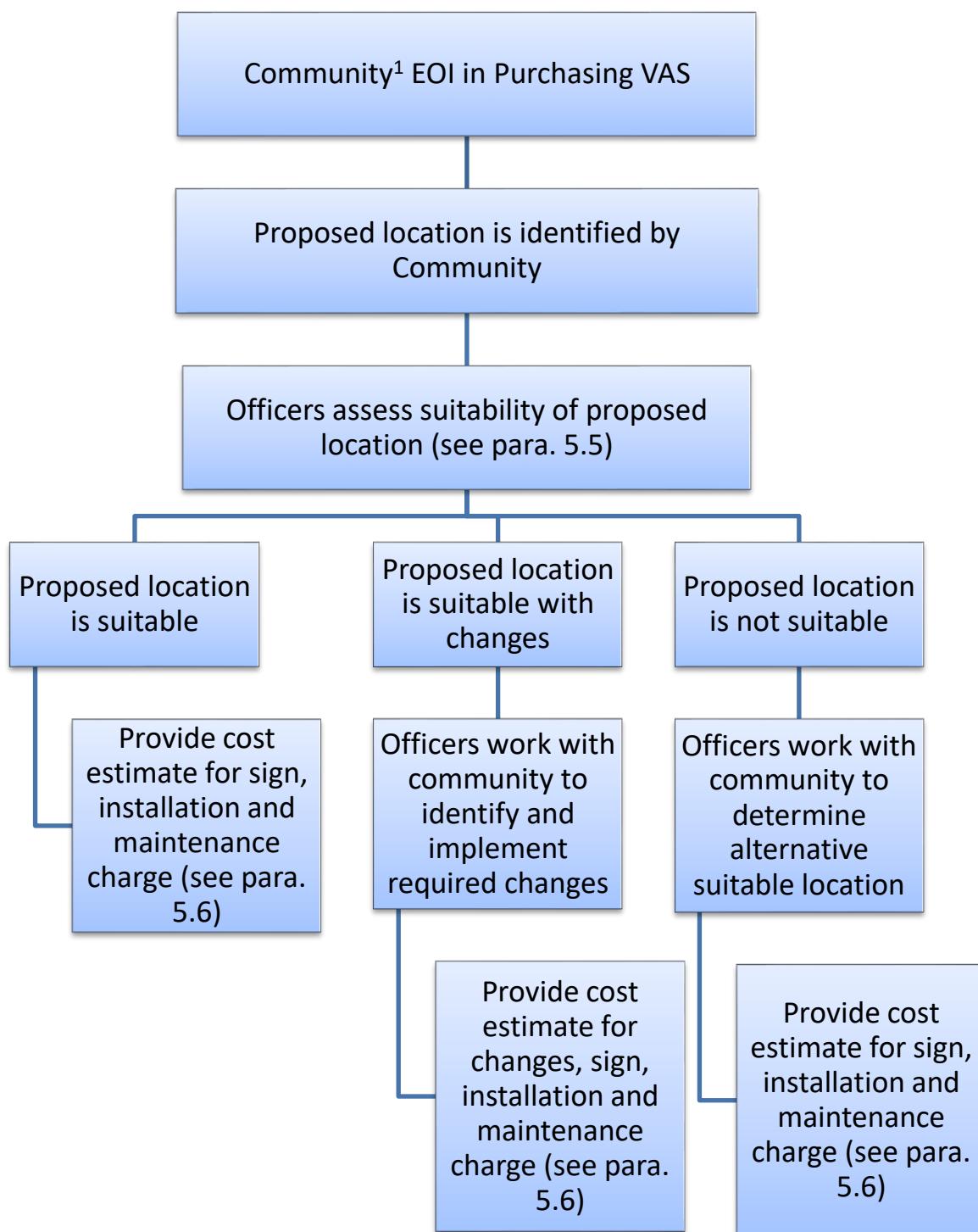


cognisance of the best practice set out in the previous report to committee and provides communities with information on the various options available.



**Figure 3 Proposed Process for the Handling of Concerns about Speeding Traffic raised by Community Groups.**

- 5.2 The majority of communities are likely to be best served by the sharing of speed data with Police Scotland which can, if appropriate, be used to target any police speed checks to the times when there is evidence of vehicles travelling at speeds above the posted speed limit.
- 5.3 If there is an identified issue with speeding traffic and speed related accidents, then the council will investigate and consider appropriate measures, e.g. additional signage (VAS), a review of the speed limit or changes to the road alignment.
- 5.4 If there is no evidence of speeding or speed related accidents, and the community has expressed an interest in exploring the purchase VAS, then the following process is proposed:



**Figure 4 Process for Community to Instigate Investigation of Purchase of VAS**

<sup>1</sup> Community recognised group such as Community Council, Residents Association or Area Forum

#### Site Suitability

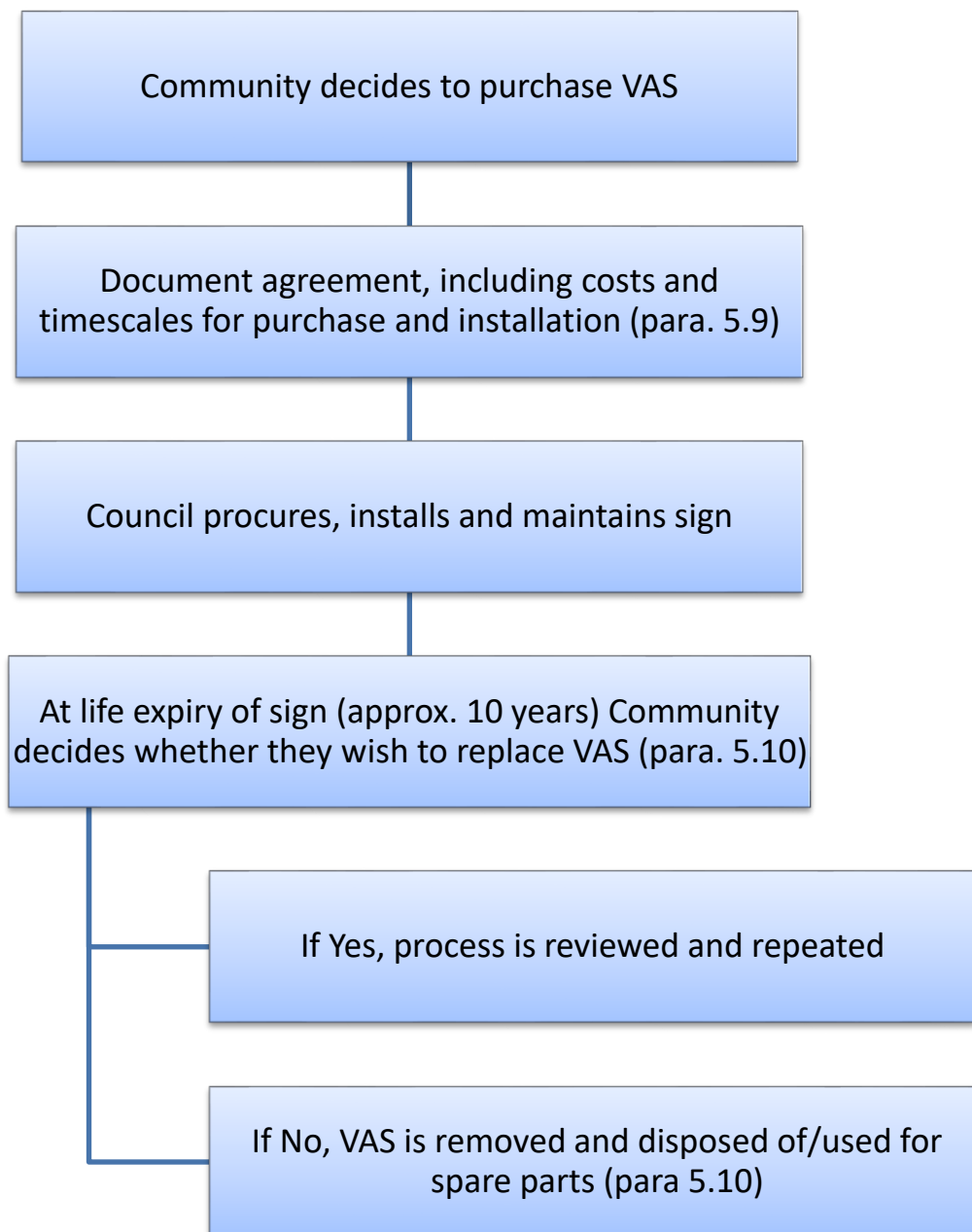
- 5.5 When community groups are considering purchasing VAS they will usually have a location in mind for the signage. However not all locations are suitable. The criteria for locating VAS includes ensuring that the sign is sited in accordance with Chapter 4 of the Traffic Signs Manual and at the most

effective location e.g. away from overhanging branches and other obstructions. The distance that the sign is set back from the edge of the public carriageway is also a key criterion at locations where there is no footway present.

- 5.6 Officers would meet with the representatives of the community group on site to discuss the locations identified and provide advice on their suitability. If locations were not suitable, officers would work with the community group to identify appropriate locations, including suggesting an alternative location on the same stretch of road. Where an appropriate location could not be identified, e.g. locations where there was insufficient road verge width, the community groups would be advised of anything they could do to overcome the constraint e.g. purchase land to site the sign.
- 5.7 If, in the unlikely event that a location cannot be agreed upon, then the position would remain that no sign would be erected.

#### Cost Estimates

- 5.8 Upon agreeing a location, officers would further investigate the availability of power supplies for the signage and provide a cost estimate for works and materials required to erect the sign and an estimate for the current cost of the signage from suppliers.
- 5.9 The cost of the signs and equipment is approximately £3,500. An initial cost estimate for installing the VAS can range depending on whether existing street furniture can be utilised. The signs can be solar powered which would remove any costs associated with providing a power supply. If new street furniture is required, for a solar powered VAS the likely installation cost would be around £400. Signs requiring a wired connection are likely to cost more than this.
- 5.10 If the Community group decides to purchase VAS, then the following proposed process would apply:



**Figure 5 Proposed Process after Community Group agrees to Cost Estimate**

Form of Agreement and Maintenance Costs

- 5.11 Upon receiving an estimate for these costs community groups would then decide whether they wished to proceed and enter into an agreement for the purchase and installation of the signs, along with covering the costs of the future maintenance of the signs.
- 5.12 There is a requirement to inspect and calibrate such signs annually. The annual cost of providing an inspection and calibration of a community purchased VAS would be £75 per sign. This can be billed annually, or as a single 10-year contribution at the time of purchase (10 years being the average asset life of a VAS).

- 5.13 Other maintenance costs would be invoiced to the community group on an 'as-incurred' basis at straight cost recovery (parts and time). This would be agreed in advance on an estimated basis.
- 5.14 If the community group did not wish to pay to repair the VAS it would be removed and stored for use by the Council as spare parts. If the community group failed to pay for a repair that had been agreed in principle then the asset would be removed and taken into Council ownership.

#### Cost Implications for Council

- 5.15 The likely cost implications for officer time responding to the initial request and providing a cost estimate to the community group would be £658.15. Should the community group wish to proceed with purchasing the sign(s) then the additional cost to the Council would be £438.77. This would be resourced from existing officer time.

## **6. SUMMARY OF IMPLICATIONS**

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

This approach supports Moray 2023 Corporate Plan and the Community Safety and Antisocial Behaviour Strategy by promoting Safer Communities "Our communities will be safer places in which to live, work and travel" by identifying how the Council will positively engage with communities in response to concerns raised about traffic speeds.

### **(b) Policy and Legal**

Enforcement of traffic speeds is undertaken by Police Scotland. Data collected is regularly shared with Police Scotland to assist them in any speed enforcement activities.

### **(c) Financial implications**

The financial implications of the Council purchasing, erecting and maintaining VAS on behalf of communities is set out in paragraphs 5.13 and 5.14.

### **(d) Risk Implications**

There are no specific risks associated with this report.

### **(e) Staffing Implications**

The staffing implications are set out above

### **(f) Property**

There are no property implications arising from this report.

**(g) Equalities/Socio Economic Impact**

None

**(h) Consultations**

The Depute Chief Executive (Economy, Environment & Finance), Principal Accountant (P Connor) Legal Services Manager, Committee Services Officer (L Rowan) and Police Scotland - Local Area Commander Moray have all been consulted and their comments incorporated into this report

**7. CONCLUSION**

**7.1 A process for communities to fund the purchase and maintenance of Vehicle Activated Speed signs has been set out for approval.**

**7.2 It should be reiterated that any such purchase is entirely separate to the continued engagement of the Council with communities in relation to general road safety matters, and particularly where there is evidence of speeding by vehicles in a community.**

Author of Report:	Diane Anderson, Senior Engineer Transportation
Background Papers:	Speed Indicator Devices Community Partnership Policy
Ref:	Report 21 January 2020




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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: PORT MARINE SAFETY CODE – QUARTER 3 19/20**

**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 third quarter of 2019/20
- 1.2 This report is submitted to Committee in terms of Section III (F) (25) of the Council's Scheme of Administration relating to the functions of Council as Statutory Harbour Authority (SHA).

**2. RECOMMENDATION**

- 2.1 **Committee is asked to consider and note the safety performance, fulfilling their function as Duty Holder under the Port Marine Safety Code.**

**3. BACKGROUND**

- 3.1 A report was submitted to the meeting of this 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.
- 3.3 It should be noted that this report covers the period 1 October 2019 – 31 December 2019.

**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) ensuring that all personnel are well trained, engaged and committed to 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 Training for members of this Committee was provided by the Designated Person (Marex Marine) on 10 September 2019. Following the briefing session the following actions were agreed:
- Arrange Harbour Visits for Committee members: A visit to Buckie and Portknockie took place on Tuesday 12 November 2019.
  - Circulate the SMS to Committee members: This document has been circulated to Committee members.
  - Consolidate the legal advice on Duty Holder status into a single brief: This has been distributed to Committee members.

## **5. VESSEL MOVEMENTS**

- 5.1 In the third quarter of 2019/20 there were 18 cargo movements (arrival and departure) at Buckie. This included 17 acts of pilotage, 9 in and 8 out, with 11 of the operations being in hours of darkness.
- 5.2 6 of the 9 vessels were carrying malt for the whisky industry, importing over 11,000 tonnes to Moray in 3 months.
- 5.3 There were 10 visiting fishing boats working at Buckie and 8 at Burghead through October into November. Landings of squid continued into the middle of November with consistent numbers landed at both harbours.

## **6. CONSERVANCY**

- 6.1 The work carried out by the MV Selkie before Christmas resulted in 0.5m being removed from chart datum in the channel at Buckie.
- 6.2 The priority areas for dredging remain Burghead (sand bank approaching harbour entrance) and Buckie (entrance channel). Other dredging requirements include:
- Hopeman: mound of silt at the end of the pontoon system and another mound in the outer basin
  - Cullen: removal of sand from the beach side of the basin
  - Findochty: increase depth between the pontoons and entrance



- Portknockie: no major issues at this time

## **7. GENERAL SAFETY IMPROVEMENTS**

### Buckie

- 7.1 Two roller doors on the seaward side to the west end of the fishmarket building were removed and blocked off with timber and marine ply. This was done as a safety measure to prevent the old damaged doors failing over the winter period. These doors are currently not in use.
- 7.2 The Harbourmaster and the HSEQ/Clerk to the Board from Fraserburgh Harbour carried out a reciprocal Port Facility Security Plan (PFSP) audit. There were no issues of concern with only one recommendation. This was to contact the Department for Transport (DfT) about a briefing note which they can supply, to further inform the duty holder of any security issues.
- 7.3 General housekeeping issues continue to be addressed by the team, but co-operation from the regular fishing vessels is required to make this work.
- 7.4 Lining was carried out on Pier 1 to create the new pedestrian walkway and waiting area in conjunction with new signage. This is to provide safe access to the piers for authorised personnel during cargo operations and to improve traffic separation.

### Burghead

- 7.5 Civil works are taking place in Burghead this financial year with several concrete repairs to cavities and cracks.
- 7.6 Heavy seas breaking over the north pier on 5 November resulted in failure of the mains power cable to the navigation lights. This was repaired by Streetlighting the following day, but highlighted the need for consideration of solar power in this location. Plans for this are underway and a consultation will take place with harbour users in 2020.
- 7.7 The installation of new safety railings around the Norwegian Bus Memorial at Burghead was completed on 14 November, following an incident involving a member of the public who fell off the platform after stepping backwards taking pictures of the memorial.

### Findochty

- 7.8 Before Christmas vessels were asked to move from the central pontoon at Findochty for safety reasons. Repair works were already planned in for January, but it was felt that vessels should be moved to safety just in case. Further information on this matter is incorporated into the Transportation budget report.
- 7.9 All the old handrails and associated bolts which were creating a small trip hazard have been removed.

### Portknockie

- 7.10 Constructex Ltd. started working in Portknockie with the civil works to the north pier vertical face, including replacement of a number of steel ladders. This will resolve the undermining which threatens the structure and enable safe berthing for all vessels.

#### Cullen

- 7.11 Railings were replaced beside the slipway providing better protection from the road for pedestrians.
- 7.12 For formal reporting in Q4 – further repairs to the sea wall are being undertaken following condition monitoring by Consultancy. This is in part early delivery of works planned for 20/21.

### **8. INCIDENT STATISTICS**

#### 8.1 Injuries:

4-Dec-19 at 1615, Buckie harbour

Individual was boarding the pilot boat and had stepped off the ladder to the deck. As he turned he twisted his knee.

#### 8.2 Incidents:

1-Dec-19 at 0500, Buckie harbour

Fishing vessel Pegasus KY44 took on water resulting in the vessel sitting on the bottom. The cause of incident is still unknown following internal and insurance investigations.

#### 8.3 Near Misses:

8-Nov-19 at 1048, Buckie harbour

Near Miss – while the Pilot was taking in cargo vessel MV Lyrika, local creel boat Intrepid BCK 608 called to go out. Instruction was given over the VHF radio to wait until the cargo vessel was safely on the berth. The skipper refused to comply with the instruction, and then left the harbour while the cargo vessel was making her approach. The owner of Intrepid has since been written to by the Transportation Manager.

#### 8.4 Q4

The following incidents are from the current Quarter 4, and whilst outwith the scope of this report are included for transparency and timely communication:

- 5-Jan-20 at 1945, Buckie harbour: while taking cargo vessel MV Victress into the harbour, a strong gust of wind and wave pushed the vessel off course. Despite the best efforts of the master to correct with thrusters, the bow of the vessel made slow speed contact with the west pier. This resulted to minor damage to the starboard bow well above the waterline.

- 7-Jan-20 at 1350, sea disposal site off Buckie: while exiting the cab of the excavator aboard the dredger, an employee slipped and fell onto the deck.

## 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 third quarter of 2019/20 was 17, in relation to 9 vessel movements in and out of the harbour.

### 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 2019

Table 1: Availability of Navigation Lights

IALA Category	No Of Aids	Total Hours	No Of Failures	OOS Hours	MTTR	MTBF	Availability	Target Availability
<b>Moray Council</b>								
CAT 1	1	26,280	0	0:00	0:00	0:00	100.00 %	99.80 %
CAT 2	15	394,200	2	23737:40	11868:50	185231:10	93.98 %	99.00 %
CAT 3	4	105,120	1	17520:00	17520:00	87600:00	83.33 %	97.00 %
No Category	0	0	0	0:00	0:00	0:00	0.00 %	0.00 %
<b>Totals</b>	<b>20</b>							

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 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.

<b>Table 2: Moray Council - Aids to Navigation</b>						
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	FG	1	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

9.4 Local Lighthouse Authorities are required to manage their Aids to Navigation within international guidelines as determined by the IALA. 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

9.5 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.

9.6 Aids to Navigation statistics for Moray Council harbours in 2019 will be submitted to the Northern Lighthouse Board in March 2020.

## **10. GENERAL COMMENTARY**

- 10.1 General improvements are progressing well as the team explores new ways to carry out tasks with greater safety and efficiency. Housekeeping and manual handling issues around the piers at Buckie will be improved with plans to procure a fork lift truck (business case made as part of the Ice Plant procurement). Plans for a replacement vessel for the ageing Pilot boat are well underway. A new harbour assistant will join the team in January.

## **11. FUTURE OBJECTIVES AND PLANS**

- 11.1 Objectives identified for 2019 and beyond include the following:

- Review of the Harbour Safety Management System (SMS): the SMS was reviewed and a revised version presented to this committee for approval in January 2020 (para 6 of the minute refers)
- Monitor consistent incident reporting, including potential incidents
- Implement new KPIs
- Undertake further reviews of Marine Policy, SMS and training requirements
- Maintain the momentum of Pilot training and accreditation

## **12. 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), Legal Services Manager, Principal Accountant (P Connor), Committee Services Officer (L Rowan), and Equalities Officer have all been consulted and their comments incorporated into this report.

**13. CONCLUSION**

**13.1 The council is currently deemed to be compliant with the PMSC, however, there is still work to be done to stabilise our position in relation to marine safety. This will be evidenced through future reports to this Committee, and scrutinised by this Committee as Duty Holder.**

Author of Report: Duncan Brown, Harbour Operations & Development Manager  
Darren Bremner, Harbourmaster

Background Papers:  
Ref:




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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: DIGITAL ROLL OUT IN MORAY**

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

## **1. REASON FOR REPORT**

- 1.1 To inform the Committee of progress to date on digital roll-out and future plans.
- 1.2 This report is submitted to Committee in terms of Section III (F) (2) of the Council's Scheme of Administration relating to the exercise of functions that promote economic development.

## **2 RECOMMENDATION**

### **2.1 It is recommended that the Committee:-**

- (i) **considers the broadband roll-out to date and the implications of the delay to the R100 programme.**
- (ii) **agrees to lobby both Scottish and UK Governments to ensure that the funding is made available to future proof investments and ensure projects are at the forefront of digital innovation, as per the Digital Strategy for Scotland. This also applies to Moray Councils strategy for developing the Education estate.**

## **3 BACKGROUND**

- 3.1 This report should be read in conjunction with **Appendix 3 – Glossary** for a full list of acronyms used.
- 3.2 In 2010/11 the UK Government set out its ambition for broadband which was for 90% of premises in the UK to have access to >24mbps broadband by the beginning of 2016. The programme was called BDUK and ultimately delivered to 95% of properties by the end of 2017.

- 3.3 The Scottish Government in 2012 announced its own ambition to deliver >24mbps to 95% of premises by the end of 2017. This resulted in the DSSB being set up, and responsibility for delivering in the Highlands and Islands was delegated to HIE.
- 3.4 Both the UK and Scottish Governments reached their targets nationally, however HIE did not reach the 95% target due to the rural nature of the region and the associated difficulties, such as less houses being served from each investment due to the distribution of housing. The Highlands and Islands figure at the end of 2018 was 84%. This is now likely to be slightly higher due to some reinvestment.
- 3.5 In Moray 84% of the population are now able to access a connection greater than 30mbps, 87% are able to access 24mbps and 8% are not able to access a connection faster than 10mbps. Worryingly 12% of businesses cannot access a connection faster than 10mbps, compared to 5% nationally. Of the 900,000 premises targeted by DSSB the national take up of the subsidised service is just below 50%. Interactive report can be viewed here.  
<https://www.ofcom.org.uk/research-and-data/multi-sector-research/infrastructure-research/connected-nations-2019/interactive-report>
- 3.6 It is worth noting here that the 95% target is not the DSSB contract area with BT. The target with BT was to deliver 77% of the contract area, which were premises that would not otherwise be commercially viable and market failure exists. This obviously leaves 23% of the market failure areas unserved with large urban centres pulling up the national average.
- 3.7 The Better Broadband Voucher Scheme was developed to give people with less than 2mbps speeds access to alternative means such as satellite. The voucher was worth £350 however that would still require the consumer to contribute to the overall cost and more expensive than average contract costs.
- 3.8 Overall the DSSB programme cost £442 million, with £146 million from BT, and £296 million from the public sector. This includes Council contributions of £40 million and £11.4 million from HIE
- 3.9 Post DSSB the Scottish Government (SG) has moved on to the R100 programme, which is effectively a continuation of DSSB but using the EU Superfast Broadband definition of >30mbps, up from DSSB's >24mbps. This programme was to be delivered by 2021.
- 3.10 It is important to note that the R100 programme does not aim to reach 100% of properties. It is an ambition to move towards reaching 100%. This is stated in the Scottish Government procurement documentation here  
[https://www.publiccontractsscotland.gov.uk/search/show/search\\_view.aspx?ID=DEC304361](https://www.publiccontractsscotland.gov.uk/search/show/search_view.aspx?ID=DEC304361). Furthermore, R100 will not target premises that get between 24 and 30mbps. For Moray this means that 13% of properties will be targeted with R100, with 3% below 30mbps but not being included in the programme scope.
- 3.11 The roll out of R100 is broken down into the geographical areas, or 'Lots' for procurement purposes. Moray is in Lot 1, the North. BT Openreach have won



the tender, but not signed contracts, for Lots 2 & 3 and were named the preferred bidder for Lot 1. This is now the subject of a legal challenge as there was more than one bidder and the contract award will be further delayed and the R100 programme extended to 2023.

- 3.12 LOT 1 includes around 100,000 premises and the contract value is £384 million. This Lot is more than a year behind schedule already and it can be assumed the completion date will be later than 2023, possibly 2025. A further issue is that in the more accessible Lot 2 R100 will only reach 87% of the eligible premises.
- 3.13 The more difficult nature of Lot 1 means that the number of premises reached could well fall below 80%, meaning 20,000 properties without provision. Included in Lot 1 are the areas to the east of Moray and south to Dundee, which will be more easily reached. Aberdeen is excluded. It is important that the Scottish Government do not allow BT Openreach to leave the least accessible properties but still hit their targets.
- 3.14 The Lot 1 roll out is further complicated by there being 9 mandated areas where 25% of the connections must be FTTP connections. This is both costly and time consuming and will delay the contract award and completion.
- 3.15 FTTP connections when installed can be expensive to the consumer. The Openreach network is not open to other providers as is FTTC connections. This therefore limits the choice consumers have and the lack of competition currently means higher prices.
- 3.16 A further complication is the UK Government pledge that every home in the UK will have access to a gigabit connection by 2025, which would overtake the Scottish Government not having 100% of premises on a 30mbps connection. There will likely be some roll back on the 2025 date however.
- 3.17 The Scottish Government has announced in the interim that those who will not be reached by R100 and those who will not be reached by 2021, even if R100 will eventually reach them, will be entitled to a voucher scheme for alternative methods of connection. There is no detail beyond this of the value of the vouchers, when they will be launched or the administration and eligibility criteria. It is worth noting that vouchers have been available in the past with poor uptake.
- 3.18 Audit Scotland warned at the beginning of 2018 that the 2021 date for R100 was not achievable in their audit report here [https://www.audit-scotland.gov.uk/uploads/docs/report/2018/nr\\_180920\\_broadband.pdf](https://www.audit-scotland.gov.uk/uploads/docs/report/2018/nr_180920_broadband.pdf)
- 3.19 Currently 87% of Moray can receive a 4G signal from at least one provider, compared with 80% in Scotland and 91% in the UK. The Scottish Government 4G infill project is ongoing. Chapeltown near Glenlivet is the only location in Moray to be targeted in 2020

#### 4. **FUTURE DIGITAL ROLL-OUT IN MORAY**

- 4.1 With R100 delayed, and with the possibility of less than 80% of the 13% of properties included in R100 being serviced by 2023 the Council needs to be involved in discussions with SG to ensure the contract Moray receives an equitable proportion of investment and there is not a disproportionate investment in easier to reach areas.
- 4.2 The Council needs to work with partners to ensure that residents are aware of the voucher scheme and be in a position to guide them through the process. This can be achieved through communications from the Council in partnership with other public and 3<sup>rd</sup> sector organisations.
- 4.3 Rural Businesses with access speed issues will also be eligible for vouchers. Support should be given to access these and new entrants need to be made aware of this. This could be delivered from communications from Business Gateway through their existing networks. **Appendix 2** shows the digital training provided by Business Gateway in the past year.
- 4.4 There are a small number of providers of alternative broadband solutions across the region which may cause a backlog should there be a surge in uptake. Through Business Gateway services could be made available to these providers should they wish to take on additional staff or make additional investment to meet demand.
- 4.5 **Appendix 1** contains information on the Socio Economic Impacts of Broadband. The Ofcom report has shown that there are diminishing returns for investment in higher broadband speeds. Beyond 24mbps the returns are likely negligible to the individual so the impact of the delay when viewed with the voucher scheme can be mitigated. The UK government report shows however that in areas with poor broadband infrastructure where investment occurred 80% of the benefits to the local economy came from business displacement from other areas. This is a serious risk to the Moray economy when we look at the other areas that are in Lot 1, Such as Aberdeenshire, Angus and Dundee as well as larger towns in Highland, as if these areas receive investment before Moray there is a risk of losing businesses and inward investment in the region.
- 4.6 To address this risk the Council should place a greater emphasis on engagement with both governments for digital priority on the priority in the Digital Strategy for Scotland here. <https://www.gov.scot/publications/realising-scotlands-full-potential-digital-world-digital-strategy-scotland/>

1. *“Increase adoption of technologies within manufacturing through the delivery of our plan ‘A Manufacturing Future for Scotland’”.*

In practical terms Moray Council should lobby both Governments to ensure that all projects have the necessary funds made available to digitally future proof all investments at the outset in all Public Sector investment in Moray.

In addition the Council should be at the forefront of the response to the relevant recommendations of the Infrastructure Commission for Scotland report and National Planning Framework 4.

- 4.7 Take up of the existing provision should be encouraged. Currently from the DSSB project only just under 50% of premises with a connection to a 24mbps connection have taken it up. By encouraging take up the economy could realise benefits from individuals who are not yet providing diminishing returns in terms of economic benefit. This could be achieved through communications from the Council and partners.
- 4.8 The Scottish Government report (**Appendix 1**) appears to have focused on the benefit to business figure when stating the benefit is £12 for every £1 spent. As the UK report states they have measured the residential benefit at £1.18 and the business benefit at £12. It is therefore apparent that focus should be on delivery and uptake for business.

## 5. **SUMMARY OF IMPLICATIONS**

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

Digital is a cross cutting theme in the corporate plan. Inconsistent digital infrastructure is identified as a barrier to efficiencies that can be gained through digital service provision and lead to an more efficient Council. Poor digital infrastructure is also recognised a barrier to the people of Moray being able to access everyday digital services that are offered by the Council but also others.

The Corporate Plan explicitly states that the Council will look to work in partnership with the Scottish Government on the R100 programme.

The LOIP identifies digital as a barrier to empowering and connecting communities, and like the Corporate Plan places a responsibility on the Moray Economic Strategy to deliver digital.

The Moray Economic Strategy, as with the Corporate Plan has digital as a cross cutting theme that enables the growth of the economy as a whole across all industries.

### **(b) Policy and Legal**

There are no policy or legal implications

### **(c) Financial implications**

There are no financial implications

### **(d) Risk Implications**

There are no risk implications

**(e) Staffing Implications**

The report suggests communications for residents from Moray Council and communications for businesses from Business Gateway. This would have staff time implications

**(f) Property**

There are no implications for property

**(g) Equalities/Socio Economic Impact**

The report states that there could be implications for the Moray economy if the region does not receive an equitable share of the R100 roll-out.

**(h) Consultations**

The Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Legal Services Manager, Paul Connor (Principal Accountant), Lissa Rowan (Committee Services Officer), the Business Gateway Manager and the Equalities Officer.

**5. CONCLUSION**

**5.1 87% of properties in Moray could access a broadband connection speed of greater than 30mbps in 2018.**

**5.2 R100 programme aims to reach a further percentage of the 13% of the population who cannot receive these speeds however this programme has been delayed to a 2023 completion.**

**5.3 In the interim a voucher scheme will be made available to individuals and businesses.**

**5.4 The Council should encourage uptake of the vouchers as well as encourage uptake of existing provision. Support should be provided to business to facilitate the process.**

Author: Michael O'Donnell, Senior Officer Economic Strategy and Development

Background Papers: Appendix 1 – Economic and Social Impacts of broadband  
Appendix 2 – Digital Skills Provision in Moray  
Appendix 3 - Glossary

## Appendix 1 - Economic and Social Impact of Broadband

### Economic Impact of Broadband

- 2.1 The economic impacts of public broadband infrastructure investment are difficult to quantify for a number of reasons. Firstly it is difficult to distinguish between the economic impact of the intervention and commercial investment. Secondly data is not readily or reliably available at the local level to analyse the impact where the public investment will have been greatest. Thirdly, it is a technical exercise to isolate the broadband element of the economy's performance which requires econometric techniques to be applied. Finally it is difficult to fully understand the private sector investment that would have otherwise occurred over time.
- 2.2 To provide a picture of what the Scottish Government and UK Government believe to be the public benefit there are two reports to look at.
1. [Evaluation of the Economic Impact and Public Value of the Superfast Broadband Programme](#): Department for Digital, Culture, Media and Sport: August 2018. Prepared by Ipsos Mori
  2. [Digital Scotland Superfast Broadband Contract One Benefits Realisation Study](#): Prepared for Scottish Government: April 2019. Prepared by Analysys Mason
- For a more independent review the results of a report by Ofcom on the impacts of broadband will be used.
3. [The Economic Impact of Broadband: Evidence from OECD Countries](#): Ofcom: April 2018
- 2.3 The UK Government report focuses on 3 key measures; employment, turnover and turnover per employee. The results are that the BDUK scheme increased employment by 0.8%, turnover by 1.2% and turnover per employee by 0.3% in the areas where investment took place. There are 2 key things to note here. BDUK focused on the most disadvantaged areas in terms of broadband, which are often rural and have low productivity so a low base. Secondly it is estimated that 80% of the increases came from businesses relocating into areas due to the investment, which means displacement from other areas. The 0.3% increase in turnover per worker is the key figure as it isn't influenced by displacement and shows a truer picture. Turnover is not profit however.
- In terms of value for money it is estimated that every £1 invested returns £1.96. This is made up of 2 components. Domestic benefit at £1.18 and commercial benefit at £12.28. These are then scaled to get £1.18 per £1.
- 2.4 The Scottish Government review presents one highlight figure that for every £1 of public money invested £12 of economic benefit will be derived. This figure is made up of two key elements. The consumer Surplus (the difference between what a consumer does pay and what they would be willing to pay. In this case £180 per household per year) and the business benefits which are a productivity rise of 5% over 10 years and private sector teleworking at 2% per year. Also included in this is the direct spend (money accruing to BT) and the indirect and induced spend of more money being in the economy from the productivity gains.

- 2.5 The report for Ofcom uses econometric modelling to assess the impact of broadband across the OECD nations. It is therefore the most high level report but the techniques used are the most advanced and likely the most accurate. The results of this study tell us that between 2002 and 2016 the UK experienced an increase in GDP from people adopting broadband of 5.28%. Over this period the UK went from having 3 lines per 100 people to 38.6. In addition to this the investment in the speed of the infrastructure saw an increase in GDP of 1.71%, giving a combined total of 6.99%.
- 2.6 The most interesting part of this study however is its ability to test the relationships between further investment and increases in GDP. It found that beyond a certain speed (9.8mbps) diminishing returns occurred. It was found that without additional investment in preparing an economy to utilise higher speeds the provision itself was not a good investment.

### **Social Impact of Broadband**

- 3.1 The UK Government Report places the wellbeing value of broadband to each upgraded premises at £225 per person. This is based on surveys of life satisfaction measures that are then regressed controlling for variables that are known to affect life satisfaction between different groups. Unsurprisingly the results showed that 18-30 years old achieved the greatest increase in life satisfaction. Older than that the affect was negative. Interestingly the report states that there is no evidence that investment aided those looking for work, rather jobs were created through the investment in business.
- 3.2 The Scottish Government report does not place a value on wellbeing but concludes that there are benefits from smart homes, education, the environment through less travel and social inclusion
- 3.3 The Ofcom report does not focus on social wellbeing.

**Appendix 2 - Digital Skills Provision**

- 4.1 Digital skills are provided primarily through Business Gateways Digital Boost program. Highlands and Islands Enterprise liaise with Business Gateway on these however delivery lies with them.
- 4.2 Highlands and Islands Enterprise focus on growth companies in certain key sectors and account manage some businesses within those categories. They provide digital services to them alone. They also have the Hello Digital facility at the An Lochran building at Inverness campus.
- 4.3 The Business Gateway figures for businesses supported are in the table in Appendix 1. Over the previous financial year they supported 345 businesses across 23 workshops in Moray. This information was provided by the Moray Business Gateway Manager

<b>Digital Boost Workshop</b>	<b>Sessions</b>	<b>Contractor</b>	<b>Venue</b>
Web & Social Media Analytics (Intermediate)	1	TRP	The Inkwell Elgin
Digital Marketing Strategy	1	TRP	The Inkwell Elgin
Facebook for Business (Intermediate)	1	Tuminds	The Inkwell Elgin
LinkedIn for Business (Intermediate)	1	Tuminds	The Inkwell Elgin
eCommerce (Intermediate)	1	TRP	Horizon Centre Forres
Keep your Business Safe On-line Cyber Essentials (Intermediate)	1	TRP	Horizon Centre Forres
Paid for Advertising (Intermediate)	1	Tuminds	Horizon Centre Forres
E-mail Marketing (Intermediate)	1	Tuminds	Horizon Centre Forres
Producing Engaging On-line Content (Intermediate)	1	TRP	The Inkwell Elgin
Web & Social Media Analytics (Intermediate)	1	TRP	The Inkwell Elgin
Digital Marketing Strategy	1	TRP	Horizon Centre Forres
Facebook for Business (Intermediate)	1	TRP	Horizon Centre Forres
Enhance Your Business with Digital	1	TRP	The Inkwell Elgin
Pinterest, Instagram and Photography for Business	1	TRP	The Inkwell Elgin
Video Production for Social Media	1	TRP	Horizon Centre Forres
Facebook for Business (Intermediate)	1	Tuminds	The Inkwell Elgin
LinkedIn for Business (Intermediate)	1	Tuminds	The Inkwell Elgin
Effective E-commerce	1	TRP	The Inkwell Elgin
Keep your Business Safe On-line Cyber Essentials (Intermediate)	1	TRP	The Inkwell Elgin
Facebook for Business (Intermediate)	1	Tuminds	The Inkwell Elgin
Paid for Advertising (Intermediate)	1	Tuminds	The Inkwell Elgin
Twitter & Hootsuite (intermediate)	1	Tuminds	Horizon Centre Forres
LinkedIn for Business (Intermediate)	1	Tuminds	Horizon Centre Forres



### Appendix 3 - Glossary

DSSB	Digital Scotland Superfast Broadband (24 bps speed target)
CBS	Community Broadband Scotland
R100	Reaching 100 (30 mbps speed target)
Superfast Broadband	Speeds above 30mbps (EU definition)
Ultrafast Broadband	Speeds above 100mbps on a 1GB capable connection
USO	Universal Service Obligation – UK Government commitment that everyone will receive 10mbps by end 2020.
Better Broadband Voucher Scheme	UK Government interim Scheme to provide basic broadband
BDUK	Broadband delivery UK
HIE	Highlands and Islands Enterprise
FTTP	Fibre to the premises
FTTC	Fibre to the cabinet






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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: SUPPLIER DEVELOPMENT PROGRAMME MEMBERSHIP  
UPDATE**

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

## **1. REASON FOR REPORT**

- 1.1 To provide Committee with an update on the Supplier Development Programme
- 1.2 This report is submitted to Committee in terms of Section III (F) (2) of the Council's Scheme of Administration relating to the exercise of functions that promotes Economic Development.

## **2. RECOMMENDATION**

- 2.1 It is recommended that the Committee approves;
  - (i) the continuation of the trial full membership for 2020/21
  - (ii) an evaluation and review of the full membership report being presented to this Committee during this time

## **3. BACKGROUND**

- 3.1 Moray Council has been an associate member of the Supplier Development Programme (SDP) since 2014. SDP provides training to upskill small and medium sized enterprises looking to win business from the public sector. On 19 February 2019, this Committee agreed to trial full membership of the Supplier Development Programme for one year in 2019/2020 and that the results of this trial be reported to future meeting of this Committee (para 12 of the minute refers).
- 3.2 In summary SDP full membership includes:

- At least 4 face to face training sessions for business delivered throughout the year in the council area.
- A “Talking Tenders” webinar on how to tender/ do business with the Council - hosted by SDP with Moray Council procurement personnel to hold a Question & Answer session
- Consideration of featured categorised events. That is where the Council identify an opportunity, where they would like to carry out some early intervention e.g. a known market where suppliers are less likely to understand the tender process.
- Moray Growth Deal. SDP has experience of raising awareness of City Deal projects and would offer its marketing and event services to support Moray Council for related supplier engagement events relating to these projects.

3.3 The following events provided so far include the following;

- In September 2019, SDP held a Meet the Buyer North event in Aviemore. More than 560 suppliers attended from across the country. Moray Council Procurement staff delivered a keynote address and hosted a busy exhibition. Most importantly, 93% of respondents to a post-event survey conducted by SDP said that they were more likely to bid for public contracts after attending Meet the Buyer North 2019. The full details are included as **APPENDIX I**.
- Three training sessions were delivered via the official launch on 3 October 2019 (details included as **APPENDIX II**), Improving Your Bid Score on 16 January 2020, and Tender Procedures and the European Single Procurement Document (ESPD) on 19 February 2020. There is a further course on Framework Agreements that is planned for April 2020.

3.4 From the three SDP training events delivered in 2019/2020 in Forres and Elgin, 112 suppliers from 49 unique businesses attended. After Improving Your Bid Score was delivered in January, 100% of respondents were more likely to bid for public sector contracts, and 100% said they would recommend SDP training to other businesses. After Tender Procedures and the ESPD was delivered in February 2020, 63% of respondents were more likely to bid for public sector contracts, and 100% said they would recommend SDP training to other businesses. Full details of all the activities are included as **APPENDIX III**.

3.5 In partnership with Moray Council, four media releases were produced with SDP to promote the programme; a marketing action plan was produced by SDP; a widespread social media campaign is on-going; Moray Council has been featured in a number of SDP monthly newsletters that targets 14,000+ businesses; a targeted radio campaign on MFR to Moray businesses was delivered by SDP in September 2019 to promote Meet the Buyer North; Moray Council was featured on the cover of the final SDP Meet the Buyer North 2019 report; and Moray Council activity is planned to feature in the 2019/2020 SDP Annual Report.

3.6 Whilst overall engagement with businesses and promotion of the SDP has been very successful, there has not been enough time yet to fully evaluate the outcomes in terms of numbers of additional companies having registered with Public Contract Scotland (PCS) and successfully gained contracts as a result

of the SDP training provided. As the membership year is from April to March, it is proposed to continue the trial membership for another year to enable officers to present a full evaluation and review of the full membership report in 2020/21.

#### **4. SUMMARY OF IMPLICATIONS**

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

Supplier development is an activity which can help existing business win contracts procured by the public sector. This can support the corporate plan priority to promote economic development and growth, also the LOIP priority of a growing and sustainable economy.

**(b) Policy and Legal**

The Council considers support for economic development issues on their merits, against the objective to facilitate sustainable economic growth and the desired outcomes of the Ten Year Plan and Corporate Plan.

**(c) Financial implications**

Associate membership of the Supplier Development Programme is £1,200 a year and full membership is £4,800 per year. The proposed continuation of full membership for another year is managed from the Business Gateway budget, however it lessens the amount available for other business support functions.

**(d) Risk Implications**

There are no risk implications.

**(e) Staffing Implications**

Existing Moray Council staff from Procurement and Economic Growth & Regeneration sections, which includes Business Gateway work with SDP to select the most appropriate trainings based on known business need. It includes organising and paying for the venues for training and provide the staffing resource to support these events.

**(f) Property**

There are no property implications.

**(g) Equalities/Socio Economic Impact**

There are no equalities impacts arising from this report.

**(h) Consultations**

The Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Legal Services Manager, Paul Connor (Principal Accountant), Lissa Rowan (Committee Services Officer), the Equalities Officer and the Payments Manager have been consulted and comments received have been incorporated into the report.

## **5. CONCLUSION**

- 5.1 The Supplier Development Programme promotion and activities have been very successful in engaging businesses from Moray so far. However there has not been enough time yet to fully evaluate the outcomes in terms of number additional company's having registered with Public Contract Scotland (PCS) and successfully gained contracts as a result of the SDP training, information and advice provided.**
- 5.2 As the SDP membership year is from Aril to March, it is recommended to continue the trial membership for another year to allow time for a full evaluation and review of the full membership. It is planned that a report will be presented to this Committee during 2020/21.**

Author of Report: Reni Milburn, Economic Growth and Regeneration Manager

Background Papers: Correspondence and reports on file in Economic Growth and Regeneration section

Ref:



**Meet the Buyer North 2019**

**Supplier Feedback Report**

4 September 2019

Aviemore

Last updated: 11 December 2019

Prepared by: Supplier Development Programme

“There are SMEs out there that want to do business with us and Meet the Buyer North is a great opportunity, or a gateway if you like, to getting that business. It’s a platform that will repeat year on year that will give businesses the opportunity to come and talk to us.”

- Diane Beattie, Head of Procurement, Moray Council

## Summary

Meet the Buyer North 2019 was held on 4 September 2019 at Macdonald Aviemoor Resort. Out of the record 1,100+ suppliers that registered to attend, more than 560 gathered to interact with 35 exhibition stalls, representing 41 public sector buyers and business support services. There were 400 attendees at Meet the Buyer North 2018, which means there was a 40% increase in attendees.

## Local Authorities



Moray Council



Dundee City Council



Angus Council



Aberdeen City Council



Aberdeenshire Council



Highland Council



Perth & Kinross Council



An online survey was distributed to registered delegates for Meet the Buyer North 2019. This survey was live between 4 September and 23 September for a period of three weeks. Within this time, responses were received from 111 respondents.

It was highlighted that 73% of respondents were an SME or third sector organisation and therefore eligible for other SDP training and support.

Of those who had responded, three replied that they did not attend the event. Of these, two said that they had an unexpected business appointment, and the other responded that they forgot about it.

SDP narrowed the gap from the 2018 event, where the majority of attendees learned about Meet the Buyer North from the Public Contracts Scotland website, as more than half of respondents (54%) heard about the event from the Supplier Development Programme website or through the SDP newsletter. The majority (58%) still learned about the event through Public Contracts Scotland, by PCS email (33%) and the PCS website (25%). Seven respondents (6%) learned about the event through social media.

## Supplier Experience

The booking process was highlighted by respondents as a strong area of success in terms of event organisation, with 96% rating it as Excellent or Good. In addition, 88% felt that pre-event communication was Excellent or Good. Of the respondents, 60% stated that social media communication was Excellent or Good, though 30% said it was not relevant.

In terms of the Exhibition itself, 92% of respondents said that it was Excellent or Good. Additionally, 87% said that the range of buyers at Meet the Buyer was Excellent or Good, and 68% rated the keynote speakers as Excellent or Good. Catering was rated as Excellent or Good by 40% of respondents, while 30% stated that it was not relevant. The venue and facilities were rated Excellent or Good by 91% of respondents, which was a huge improvement from the previous year's venue and facilities.

The overall event experience was rated as Excellent or Good by 94% of respondents. Most importantly, 93% of respondents said that they were more likely to bid for public contracts after attending Meet the Buyer North 2019.

Selected qualitative feedback included:

"Top Tips for Tendering workshop was excellent."

"We were impressed with the number of buyers present and the venue facilities."

"The only comment I can make is that it was hard to hear the speakers, but overall very good event."

"Difficulty hearing presentations due to noise from adjoining exhibition area."

"First class venue - very spacious and relaxing."

"Can the event start earlier?"

## **Suggestions for Future Meet the Buyer North Events**

Respondents to the survey were asked to suggest exhibitors that they would like to see at future Meet the Buyer North events. One respondent said: “It was just right - we struggled to see all the people we wanted to talk with.”

Suggestions included:

- More local councils like Argyll and Bute, etc.
- Housing Associations
- Health and Legal organisations
- More technology and solutions
- Mechanical & Electrical Contractors, rather than just main contractors
- Process companies, i.e. Timber industry/Sawmill like BSW / James Jones, Norbord HiFab
- More private contractors
- More sections of public sector
- More Construction / House Builders in attendance
- Charities and Museums
- Scottish Power, Scottish Power Renewables
- More NGDBs
- Infrastructure companies, especially those on the five Hubs' procurement programmes
- Mott MacDonald
- A range of Multi Utility companies
- Prestwick Aerospace
- Engineering Companies - BAE, MOD, Rolls Royce
- Robertson Construction, Cairngorm National Park, DIO
- More from Aberdeenshire/City
- Industry bodies, such as IPAF in construction industry
- More transport/vehicle related industries

## Social Media Analytics

In March 2019, the Supplier Development Programme created the hashtag: #MeetTheBuyerNorth2019. This was utilised by a number of buyers and suppliers in the lead up to the event.

From 1 September until 4 September 2019, SDP posted 19 tweets using this hashtag.

Twitter analytics indicate that these 19 tweets resulted in:

- 14,360 impressions;
- 411 engagements;
- 66 likes;
- 53 URL link clicks; and
- 37 retweets.

**Top Tweet** earned 982 impressions

Some early snaps from  
**#MeetTheBuyerNorth2019** - registration is  
from 9:30am, doors open at 10am!  
[pic.twitter.com/91xMbUXXqi](https://pic.twitter.com/91xMbUXXqi)



3 9

## **Outcomes of Meet the Buyer North 2019**

Out of the record 1,100+ suppliers that registered to attend, more than 560 gathered to interact with 35 exhibition stalls, representing 41 public sector buyers and business support services.

Headline partners included the Scottish Government and Highlands and Islands Enterprise.

The overall event experience was rated as Excellent or Good by 94% of respondents.

Most importantly, 93% of respondents said that they were more likely to bid for public sector contracts after attending Meet the Buyer North 2019.





Item 14

# **Moray Council Supplier Development Programme Launch Feedback Report**

Horizon Scotland - 3 October 2019

#BestValueForMoray  
#PowerOfProcurement  
#HelpingYouBidBetter



## Background

Moray Council officially launched the Supplier Development Programme in Forres on 3 October 2019. To seek suppliers' views on how they wish to be supported by Moray Council Procurement, as well as by the Supplier Development Programme, two surveys were conducted: one prior to the launch, and one on the day as a "Snap Poll."

## Procurement Survey

The purpose of the survey was to gather views to develop a Moray SDP programme that is relevant, and will support businesses entering into public sector tendering, where in Scotland, there is a cumulative annual spend of £11bn.

The initial survey was open from 17 September until 7 October 2019. The survey was circulated through direct email to all suppliers that registered to attend the launch by the Supplier Development Programme on three occasions during this period. Additionally, Moray Council circulated the link to the online survey through various channels, and SDP promoted it through its social media channels on Twitter, Facebook and LinkedIn.

## Demographics

Overall, 76 respondents completed the questionnaire. Of the 76 respondents, 44 stated that their business is based in Moray, which made up 58% of the total. Following this, 10 suppliers (13%) were based in Highland, seven suppliers (9%) were based in Aberdeen City/Aberdeenshire, six suppliers (8%) were based in Glasgow, three suppliers (4%) were based in Perth and Kinross, two suppliers (3%) were based in City of Edinburgh, and the remaining respondents were based in Dundee City, Falkirk, North Lanarkshire, and Other Location (one apiece, 1% each) and one respondent from Angus that did not complete the survey.

The most respondents (64%) were sole traders, or from micro or small businesses. Of these 48 suppliers, 11 were sole traders (15%), 18 suppliers (24%) were from micro businesses (2-9 employees) and 19 suppliers (25%) were from small businesses (10-49 employees). A third of respondents were from medium-sized businesses (50-249 employees) with 25 suppliers (33%) and three respondents (4%) were from larger businesses (250+ employees).

Four respondents (5% of the total) stated that they were a Charity or Supported Business.





## Public Sector Tendering Background

When asked if the business is registered on [www.sdpscotland.co.uk](http://www.sdpscotland.co.uk), a majority of 60 suppliers (79%) responded yes, and 16 suppliers (21%) responded no. When asked if the business is registered on [www.publiccontractsscotland.co.uk](http://www.publiccontractsscotland.co.uk), a fraction more responded affirmatively as 62 suppliers (82%) responded yes, and 14 suppliers (18%) responded no.

When asked if they had tendered for a public sector opportunity before, 51 suppliers (67%) responded yes. For 38 of these suppliers (75% of the 51), the experience was either positive or very positive. Thirteen suppliers (26%) had a negative or very negative experience.

Of the 25 suppliers (33%) who had never tendered for a public sector opportunity before, eight responded that they had a new start business. Six suppliers responded that they were unaware of the system, or didn't know how to tender. Other responses as to why they had not tendered before included:

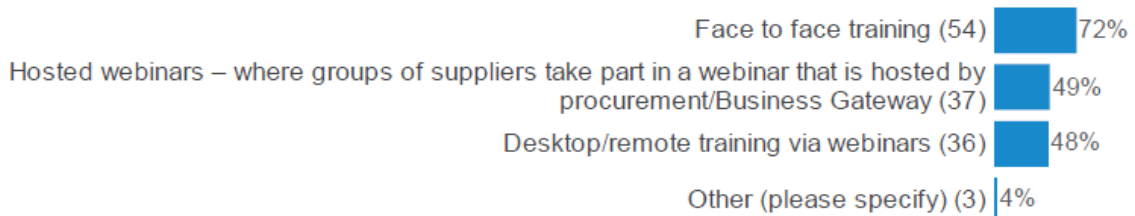
- "The opportunity has never arisen."
- "Not seen any suitable."
- "We have had the business for four years and my daughter has just gone to Primary 1, so I know have more free time to concentrate on my business and tendered opportunities."
- "Haven't really considered it until now."
- "I have only recently come into post and have not yet had the opportunity to be part of the tender process."
- "No reason really, just not considered it before."
- "Senior management undertake this process."



## Future Preferences

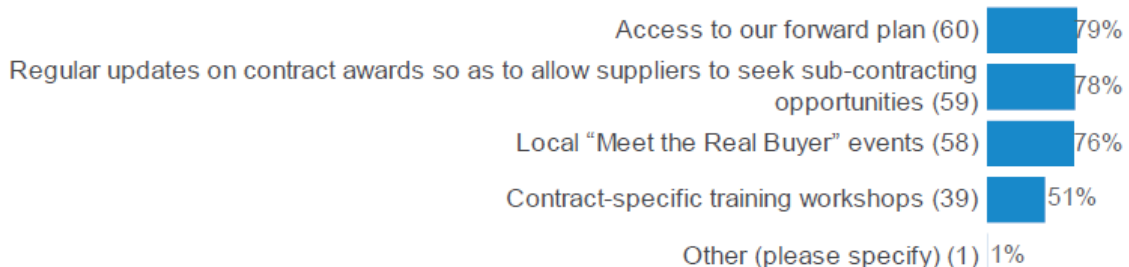
To develop a Moray SDP programme that is relevant, and will support either your business entering into public sector tendering, where in Scotland there is a cumulative annual spend of £11bn, 54 respondents (72%) showed a preference for face-to-face training. This was followed by 37 respondents (49%) with a preference for hosted webinars, 36 respondents (48%) with a preference for traditional remote webinars, and three other responses (4%) of other, but were unspecified.

**In this respect, please tell us: what do you want from Supplier Development Programme? (select all that apply)**



To develop a Moray SDP programme that is relevant, and will support either their business entering into public sector tendering, where in Scotland there is a cumulative annual spend of £11bn, 60 respondents (79%) showed a preference for access to the Moray Council Forward Plan. This was closely followed by 59 respondents (78%) who said that they wish to receive regular updates on contract awards so as to allow suppliers to seek sub-contracting opportunities. A high majority of 58 respondents (76%) want to engage with local “Meet the Real Buyer” events in the local authority, and more than half (51%) with 39 respondents said they want contract-specific training workshops in the future.

**Please tell us: what do you want from Moray Council? (select all that apply)**



All 76 respondents (100%) agreed that email is the best method of communication for their business.



## Other Comments

“Information is very good and I thank you for that, most of the problems are probably down to ourselves, but we are getting better.”

“Buyer engagement with suppliers is required prior to live tending. Suppliers need advance warning of opportunities. More PIN Notices would both allow the buyer to test the market and it gives the supplier a much better prospect of offering a proposal to the buyer.”

“As a small business working in engineering consultancy, we find it problematic in establishing ourselves as alternatives to providing environmental and geotechnical consultancy services that are often being provided by the larger consultancies, notwithstanding a commitment to use SMEs as far as reasonably practicable. I am hoping that this chance to meet with Moray Council (and others) will give us a chance to put a face to the name when it comes to tender responses. We want to tailor our service offering to best suit the needs of the client, we can't do this when we are not getting beyond initial tendering stages.”

“As a sole trader, I'm looking to move the business forward and expand the workforce and try and open up new opportunities for business.”

“No real comments just pleased that Moray Council are pro-active with this venture. Thank you.”

“Working from your forward planning more supplier engagement prior to tenders being advertised.”

“More use of PIN notices in advance of tenders being advertised.”

“As a specialist company with niche skills I believe we can offer real value and quality for council jobs, however, as a micro business, we struggle to jump through all the bureaucratic hoops required to win contracts or are not able to undertake all aspects of a project and therefore get excluded from the opportunity.”

“We would welcome any opportunities to engage with The Moray Council in terms of supply chain engagement to foster a "working together" culture that identifies opportunities to improve the service to end users and other challenges and overcomes them through collaborative working.”

“We have built good working relationships with [name redacted] and [name redacted] which has helped with the smooth delivery of the service to new and existing service users.”



## “Snap Poll” Survey

The “Snap Poll” was conducted during the official launch of SDP on 3 October 2019, after they had participated in presentations by Moray Council Procurement and the Supplier Development Programme. The purpose of the survey was to gather views of the suppliers that attended the official launch on the demand for future training within the SDP training guide. In total, 42 attendees at the launch returned a “Snap Poll” on the day. Respondents were encouraged to pick as many options as they wished. No demographic information was collected.

SDP Training Workshop	Respondents	Percentage
2.3 - Improving Your Bid Score	32	76%
2.1 - Tender Procedures and the ESPD	32	76%
3.1 - Seeking Feedback and Improving Your Bid	29	69%
Webinar: Quick Quotes Made Easy	27	64%
2.2 - Finding and Understanding Framework Agreements	25	60%
2.4 - Understanding Community Benefits and Sustainability	23	55%
Webinar: Helping You Bid Better; Examine the ESPD Question by Question	21	50%
1.1 Introduction to Tendering 3.2 - The Supplier's Role in Contract Relationship Management	20	48%
1.2 Using Public Contracts Scotland (PCS) and Other Portals	19	45%
0.1 – Introduction to Working with the Public Sector	13	31%
Webinar: Quality Management System - ISO9001 Policy Workshop	12	29%
3.3 - Expanding Your Procurement Marketplace	12	29%
Webinar: Health and Safety	7	17%

## Other Comments

“Despite having been successful in winning a contract for Moray Council, as a “Micro” Business, I find using the PCS daunting.”

“Do you run similar training for Buyers? My experience of PCS is that Buyers are often less than professional in their approach e.g. lack of information about the opportunity in the abstract, or failure to meet their own timing targets for response to tenders (almost all of the tenders I have submitted have been late in announcing the decision).”



“You mentioned local content for tender meaning of local.”

“Tendered for over 10 years. Grown our business through PCS/PCS-T.”

“For me, the focus must be on how, as a micro business, we can deliver in our area of a much larger contract. We are specialists, very rarely does a contract come up that we can fulfil in full, but often we could provide our element of a larger contract better and cheaper than a general contractor would deliver.”

“Sector Specific Guidance relating to submitting bids for the provision of Healthcare Services - complex and bespoke care packages. [Personal contact information redacted]”

“How to pull resources with other companies to improve bids. Third sector organisations and working with them.”

“Reminder of contracts coming up for tender if application has been submitted before.”

“It would be useful to see "Meet the Real Buyer" events to understand what people are looking for. Also looking at how a tender is "marked" within TMC. Is this Department specific?”

## Next Steps

Next steps include scheduling training events for SMEs and supported businesses based in Moray Council, which are based upon this quantitative and qualitative data.

## More Information

For further information on the Supplier Development Programme, visit [www.sdpScotland.co.uk](http://www.sdpScotland.co.uk) or email [info@sdpScotland.co.uk](mailto:info@sdpScotland.co.uk).



## Appendix II

## Supplier Development Programme, 2019 – 2020 Activities

Event name	Event date	Region	Total attendees	Attendees from Moray	Unique Businesses from Moray
Meet the Buyer North 2019	04/09/2019	North	560	54	10
Children and Families Service (CFS) Framework Training - AM Session - Dundee City Council	16/09/2019	Dundee	17	2	2
1.1 Introduction to Tendering - WEBINAR	24/09/2019	Webinar	48	2	1
WEBINAR: Quick Quotes made easy	02/10/2019	Webinar	25	1	1
Moray Council SDP Launch Event	03/10/2019	Moray	83	57	12
1.2 Using PCS and other portals - WEBINAR	09/10/2019	Webinar	13	1	1
Scotland Excel's Care & Support Services - National Flexible Framework	22/10/2019	Webinar	44	2	2
Quick Quotes made easy - WEBINAR	30/10/2019	Webinar	18	1	1
Meet the Buyer 2019	13/11/2019	Webinar	1135	13	6
Supply Chain Cyber Security Tool - supplier training- WEBINAR	21/11/2019	Webinar	7	1	1
2.3 Improving Your Bid Score - Moray	16/01/2020	Moray	10	9	8
2.1. Tender Procedures and the European Single Procurement Document (ESPD)	19/02/2020	Moray	11	10	9








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**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE  
SERVICES COMMITTEE ON 17 MARCH 2020**

**SUBJECT: FINDHORN BAY LOCAL NATURE RESERVE MANAGEMENT  
COMMITTEE CONSTITUTION**

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

## **1. REASON FOR REPORT**

- 1.1 To seek approval of an updated Constitution for the Findhorn Bay Local Nature Reserve Management Committee.
- 1.2 This report is submitted to Committee in terms of Section III (F) (8) of the Council's Scheme of Administration relating Countryside Amenities.

## **2. RECOMMENDATION**

- 2.1 **The Committee is asked to approve the new Constitution, set out in APPENDIX 2, for adoption by the Findhorn Bay Local Nature Reserve Management Committee.**

## **3. BACKGROUND**

- 3.1 Since its designation by Moray Council in September 1998, management of the Findhorn Bay Local Nature Reserve has been entrusted to a community based Management Committee comprising locally based business interests and various elements of the community together with interested bodies such as Scottish Natural Heritage (due to rebrand as NatureScot in May) and the Royal Society for the Protection of Birds.
- 3.2 Moray Council is currently represented by Councillor Feaver and the Environmental Protection Manager.
- 3.3 The current constitution has been in place since October 2012, but during this time there have been a number of changes of representatives on the Committee. There have also been changes to Moray Council's structure, all of which require to be reflected.

- 3.4 In terms of the constitution any changes agreed by the Management Committee then require approval by the Council.
- 3.5 **APPENDIX 1** is the current constitution agreed in 2012. **APPENDIX 2** is the proposed constitution. The changes proposed by the Findhorn Bay Local Nature Reserve management committee are relatively minor but necessary. The most significant of the proposed changes are :
- Section 1.4 (1) – Vice Chairperson to be nominated at the AGM by a committee member and seconded by another committee member, in keeping with the procedure for Chairperson.
  - Section 1.4(4) – Findhorn & Kinloss Community Council – reduce representatives to one (voting), to reflect attendance since 2016. British Association for Shooting and Conservation (Scotland) & Forres, Nairn & District Wildflowers Association changed to one voting representative each. Friends of Findhorn Bay & Forres Community Council representatives added following respective appointments in 2016.
  - Section 1.6 (e) – Secretary added to the list of bank account signatories.
  - Section 1.7 – Meetings will meet no less than two times per year (previously this was a minimum of four times per year). This reflects the ability to circulate information more readily in the modern era. Notification of meetings is also amended to reflect the use of the FBNLR website. Also removed is the five day notice of an emergency meeting. In such cases if the need arose, it would be managed accordingly.

#### 4. **SUMMARY OF IMPLICATIONS**

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

This report was informed by Moray 10 Year Plan Local Outcomes Improvement Plan and provides support to enable the following priority to be delivered: Empowering and connecting communities. It also enables the following Corporate Plan 2024 priority to be delivered – Our Place: Empower and support communities to build capacity, as well as Our Future: Drive economic development to create a vibrant economy for the future. It also reflects the aims of the Community Empowerment Scotland Act (2015).

##### **(b) Policy and Legal**

The Council's Legal Section has been involved in the production of the new constitution.

##### **(c) Financial implications**

There are no financial implications associated with this report.

**(d) Risk Implications**

There are no risk implications associated with this report.

**(e) Staffing Implications**

There are no staffing implications associated with this report.

**(f) Property**

There are no property implications associated with this report.

**(g) Equalities/Socio Economic Impact**

There are no equality issues associated with this report.

**(h) Consultations**

Depute Chief Executive (Economy, Environment and Finance); Head of Environmental and Commercial Services; Kathryn MacPherson, Senior Solicitor; Lissa Rowan, Committee Services Officer; Secretary, Findhorn Bay Local Nature Reserve Committee have all been consulted and their comments integrated into the report.

**5. CONCLUSION**

**5.1 The current constitution has been in place since October 2012. The proposed changes to the constitution reflect the current position and needs of the Findhorn Bay Local Nature Reserve Management Committee and the recent Moray Council restructuring**

Author of Report: Colin Bell, Environmental Protection Manager  
Background Papers:  
Ref:



APPENDIX 1 – CURRENT CONSTITUTION (approved EDIS 23<sup>rd</sup> October 2012)**THE FINDHORN BAY LOCAL NATURE RESERVE MANAGEMENT COMMITTEE****1.0 CONSTITUTION****1.1 Title**

The Committee shall be called the “Findhorn Bay Local Nature Reserve Management Committee” and referred to in the Constitution as “the Committee”

**1.2 Location**

For administrative purposes the Committee shall be located in The Moray Council Environmental Protection Section of the Environmental Services Department, High Street, Elgin IV30 1BX.

**1.3 Objectives**

- (1) The Moray Council is responsible for the overall management of Findhorn Bay Local Nature Reserve (FBLNR) in accordance with the National Parks and Access to the Countryside Act 1949 (as amended). Responsibility is delegated to the Committee and includes all the area within the boundary of the designated nature reserve area.
- (2) To empower the Committee and such bodies or individuals with a legitimate interest in FBLNR to recommend to the Council bye-laws consistent with the duties of the Committee.
- (3) To develop and maintain a strategy for the environmental interpretation of the FBLNR’s natural, economic and social heritage, and to make provision for educational opportunities within the Reserve.
- (4) To prepare and approve with The Moray Council a Management Plan and thereafter to monitor and revise the plan when deemed necessary.
- (5) To manage the FBLNR with references to both the Management Plan and the Moray Coast Biodiversity Plan.
- (6) To be non-party political, non-sectarian and favour equal opportunities.

**1.4 Membership**

The Committee shall be chaired by a Member of the Committee who will have a casting vote. Each year at the Annual General Meeting (AGM) a Chairman shall be nominated by a Committee Member and the nomination shall be seconded by at least one other Committee Member. If there is more than one nominee for Chairman, the nominee receiving the most votes from the Committee Members shall be the Chairman. The Chairman may hold the post for up to five successive years providing that each year he or she is duly nominated.

Other members of the Committee shall comprise

- (1) A Vice-Chairman elected at the AGM by the Committee from the two representatives nominated by the Findhorn and Kinloss Community Council. The Vice-Chairman's will be a casting vote in the absence of the Chairman.
- (2) A Moray Council Councillor.
- (3) Officers of The Moray Council as appropriate.
- (4) Reserve users' organisations:
  - Findhorn and Kinloss Community Council – two representatives (voting).
  - Findhorn Village representatives (nominated by Findhorn and Kinloss Community Council) – two representatives (voting).
  - Findhorn Fairway Committee (representing sailors and the public using Findhorn Bay – two representatives (voting).
  - Wildfowlers (BASC & FNDWA) – two representatives (voting).
  - Conservation – one representative (voting).
  - Findhorn Angling Club – one representative (voting).
  - Findhorn Foundation – one representative (voting).
  - Findhorn Heritage Centre – one representative (voting).
  - Landowners – one representative (voting).
  - Royal Findhorn Yacht Club – one representative (voting).
  - Royal Society for the Protection of Birds – one representative (voting).
  - Scottish National Heritage – one representative (non-voting).
  - Highlands and Islands Enterprise – one representative (non-voting).
  - The Occupier of the former RAF Kinloss Base – one representative (voting)
  - Dyke Community Council – one representative (voting).
- (5) The Committee shall be empowered to invite a representative of the local business community to be an ad hoc member of the Committee and such representative shall be permitted to vote.
- (6) Co-option:

The Committee shall be empowered to permit other legitimate organisations to be represented on the Committee and to co-opt such individuals as they consider may usefully contribute to their deliberations. Such co-opted individuals shall with the approval of the Committee be permitted to vote.

### **1.5 Office Bearers**

In addition to the Chairman and Vice-Chairman the Committee shall elect from their membership a Secretary and Treasurer who shall serve for one year. These appointments shall be made in the meeting immediately following on from the AGM in the Summer. Retiring office bearers shall be eligible for re-election subject to the provisions of 1.4.

### **1.6 Administration**

The Secretary's duties will include preparing a minute of each meeting.

The minutes will be submitted to the next Committee meeting for approval. The Moray Council shall bear the expenses of administering the Committee.

The Treasurer's duties will include the following:

(a) Receive and account for all money raised or donated and pay all bills. Money received will be banked as soon as possible and the Treasurer may hold petty cash as laid down by the Committee from time to time.

(b) Issue receipts for all money received and record in a ledger detail of all receipts and payments, supported by a file containing invoices and receipts. The ledger will be kept in such a form as to show the true financial position at any time.

(c) Reconcile the accounts with the bank statements, keep the Committee informed of the bank balance and to submit account books to the Chairman as required.

(d) Prepare a statement of receipts and payments and a balance sheet as at 31 March. This will be submitted to a suitably qualified person and unconnected with the FBLNR for auditing in April of each year. The audited accounts will be presented to the Committee at the next meeting following the completion of the audit.

(e) The Treasurer shall be a signatory of the bank account together with the Chairman, Vice-Chairman and The Moray Council Committee member. Two signatories will always be required.

### **1.7 Meetings**

The Committee will meet not less than four times a year. A quorum shall comprise a minimum of six Committee members with voting rights, one of whom must be an office bearer. Notice of each meeting shall be on local community notice boards and given to members and co-opted members not less than fourteen days before the meeting and five days in advance in emergencies. The definition of an emergency will be agreed by the Chairman or in his absence by the Vice-Chairman in consultation with The Moray Council. In normal circumstances the following meeting dates shall be stated in the minute of each meeting.

The notice of a meeting sent out to Committee members shall include the previous minute and an agenda. The Moray Council Corporate Director (Environmental Services) shall be advised of the meeting at the same time as the Committee members. Minutes of the meetings shall be publicly available.

In the absence of the Chairman and Voce-Chairman, the Committee shall nominate a Chairman from their own number, who will have a casting vote. Meetings will be open to the public. At the commencement of meetings there shall be a half hour public session when members of the public may raise any relevant matters with the Committee.

The Committee reserve the right to hold restricted sessions to discuss private issues.

Notice of the AGM shall be announced in the local press.

#### **1.8 Amendments to the Constitution**

Amendments to the FBLNR Constitution may be approved by the Committee at a regular meeting subject to the agreement of The Moray Council. Where an amendment is being proposed it is to be submitted to the Chairman or Secretary in writing. Due notice must be given in the agenda for the next meeting and must show the exact wording of the proposed amendment.

#### **1.9 Declaration**

Declaring that this Constitution of the Findhorn Bay Nature Reserve Management Committee has been considered and agreed by the Findhorn Bay Local Nature Reserve Management Committee at its regular meeting on 19<sup>th</sup> June, 2012 and thereafter approved by The Moray Council at its meeting of the Economic Development and Infrastructure Services Committee on 23<sup>rd</sup> October, 2012.



## **APPENDIX TWO – SUGGESTED CHANGES TO CURRENT CONSTITUTION**

### **THE FINDHORN BAY LOCAL NATURE RESERVE MANAGEMENT COMMITTEE**

#### **1. CONSTITUTION**

##### **1.1 Title**

The Committee shall be called the “Findhorn Bay Local Nature Reserve Management Committee” and referred to in the Constitution as “the Committee”

##### **1.2 Location**

For administrative purposes the Committee shall be located in The Moray Council Environmental and Commercial Services Section of the Economy, Environmental and Finance Services Department, High Street, Elgin IV30 1BX.

##### **1.3 Objectives**

- (1) The Moray Council is responsible for the overall management of Findhorn Bay Local Nature Reserve (FBLNR) in accordance with the National Parks and Access to the Countryside Act 1949 (as amended). Responsibility is delegated to the Committee and includes all the area within the boundary of the designated local nature reserve area.
- (2) To empower the Committee and such bodies or individuals with a legitimate interest in FBLNR to recommend to the Council bye-laws consistent with the duties of the Committee.
- (3) To develop and maintain a strategy for the environmental interpretation of the FBLNR’s natural, economic and social heritage, and to make provision for educational opportunities within the Reserve.
- (4) To prepare and approve with The Moray Council a Management Plan and thereafter to monitor and revise the plan when deemed necessary.
- (5) To manage the FBLNR with references to both the Management Plan and the Moray Coast Biodiversity Plan.
- (6) To be non-party political, non-sectarian and favour equal opportunities.

##### **1.4 Membership**

The Committee shall be chaired by a Member of the Committee who will have a casting vote. Each year at the Annual General Meeting (AGM) a Chairperson shall be nominated by a Committee Member and the nomination shall be seconded by at least one other Committee Member. If there is more than one nominee for Chairperson, the nominee receiving the most votes from the Committee Members shall be the Chairperson. The Chairperson may hold the post for up to five successive years providing that each year they are nominated.

Other members of the Committee shall comprise

- (1) A Vice-Chairperson shall be nominated at the AGM by a Committee Member and the nomination shall be seconded by at least one other Committee Member. If there is more than one nominee for Vice-Chairperson, the nominee receiving the most votes from the Committee Members shall be the Vice-Chairperson. The Vice-Chairperson may hold the post for up to five successive years providing that each year he or she is duly nominated. The Vice-Chairperson's will be a casting vote in the absence of the Chairperson.
- (2) A Moray Council Councillor.
- (3) Officers of The Moray Council as appropriate.
- (4) Reserve users' representatives :
  - Findhorn and Kinloss Community Council – one representative (voting).
  - Findhorn and Kinloss village representatives (nominated by Findhorn and Kinloss Community Council) – one representative from each village (voting).
  - Findhorn Fairway Committee (representing sailors and the public using Findhorn Bay) – one representative (voting).
  - Findhorn Marina – one representative (voting).
  - British Association for Shooting and Conservation (Scotland) – one representative (voting).
  - Forres, Nairn & District Wildfowlers Association - one representative (voting).
  - Conservation – one representative (voting).
  - Moray & Nairn Bird Club – one representative (voting).
  - Findhorn Angling Club – one representative (voting).
  - Findhorn Eco-village – one representative (voting).
  - Findhorn Village Conservation Company – one representative (voting).
  - Forres Community Council – one representative (voting)
  - Friends of Findhorn Bay – one representative (voting)
  - Landowners – one representative (voting).
  - Royal Findhorn Yacht Club – one representative (voting).
  - Royal Society for the Protection of Birds – one representative (voting).

- NatureScot – one representative (non-voting).
  - Highlands & Islands Enterprise - one representative (non-voting).
  - Ministry of Defence, Kinloss - one representative (voting).
  - Dyke Community Council – one representative (voting).
- (5) The Committee shall be empowered to invite a representative of the local business community to be an ad hoc member of the Committee and such representative shall be permitted to vote.
- (6) Co-option:
- The Committee shall be empowered to permit other legitimate organisations to be represented on the Committee and to co-opt such individuals as they consider may usefully contribute to their deliberations. Such co-opted individuals shall with the approval of the Committee be permitted to vote.

### 1.5 Office Bearers

In addition to the Chairperson and Vice-Chairperson the Committee shall elect from their membership a Secretary and Treasurer who shall serve for one year. These appointments shall be made in the meeting immediately following on from the AGM in the Summer. Retiring office bearers shall be eligible for re-election subject to the provisions of 1.4.

### 1.6 Administration

The Secretary's duties will include preparing a minute of each meeting.

The minutes will be submitted to the next Committee meeting for approval. The Moray Council shall bear the expenses of administering the Committee.

The Treasurer's duties will include the following:

- (a) Receive and account for all money raised or donated and pay all bills. Money received will be banked as soon as possible and the Treasurer may hold petty cash as laid down by the Committee from time to time.
- (b) Issue receipts for all money received and record in a ledger details of all receipts and payments, supported by a file containing invoices and receipts. The ledger will be kept in such a form as to show the true financial position at any time.
- (c) Reconcile the accounts with the bank statements, keep the Committee informed of the bank balance and to submit account books to the Chairperson as required.
- (d) Prepare a statement of receipts and payments and a balance sheet as at 31 March. This will be submitted to a suitably qualified person and unconnected with the FBLNR for auditing in April of each year. The audited accounts will

be presented to the Committee at the next meeting following the completion of the audit.

- (e) The Treasurer shall be a signatory of the bank account together with the Chairperson, Vice-Chairperson, Secretary and The Moray Council Committee member. Two signatories will always be required.

## **1.7 Meetings**

The Committee will meet not less than two times a year. A quorum shall comprise a minimum of six Committee members with voting rights, one of whom must be an office bearer. Notice of each meeting shall be on local community notice boards and on the Findhorn Bay Local Nature Reserve website and given to members and co-opted members not less than fourteen days before the meeting and in advance in emergencies. The definition of an emergency will be agreed by the Chairperson or in his absence by the Vice-Chairperson in consultation with The Moray Council. In normal circumstances the following meeting dates shall be stated in the minute of each meeting.

The notice of a meeting sent out to Committee members shall include the previous minute and an agenda. The Moray Council Depute Chief Executive (Economy, Environment and Finance) shall be advised of the meeting at the same time as the Committee members. Minutes of the meetings shall be publicly available.

In the absence of the Chairperson and Vice-Chairperson, the Committee shall nominate a Chairperson from their own number, who will have a casting vote. Meetings will be open to the public. At the commencement of meetings there shall be a brief public session when members of the public may raise any relevant matters with the Committee.

The Committee reserve the right to hold restricted sessions to discuss private issues.

Notice of the AGM shall be announced in the local press.

## **1.8 Amendments to the Constitution**

Amendments to the FBLNR Constitution may be approved by the Committee at a regular meeting subject to the agreement of The Moray Council. Where an amendment is being proposed it is to be submitted to the Chairperson or Secretary in writing. Due notice must be given in the agenda for the next meeting and must show the exact working of the proposed amendment.

## **1.9 Declaration**

Declaring that this Constitution of the Findhorn Bay Nature Reserve Management Committee has been considered and agreed by the Findhorn Bay Local Nature Reserve Management Committee at the following to be changed according to when the updated constitution is agreed by the Management Committee and thereafter appropriate MC committee its regular meeting on 5<sup>th</sup> December 2019 and thereafter approved by The Moray Council at its meeting of the Economic Development and Infrastructure Services Committee on 17<sup>th</sup> March 2020 .