



Moray Council

Wednesday, 19 January 2022

NOTICE IS HEREBY GIVEN that a Meeting of the **Moray Council** is to be held at **Remote Locations via Video Conference**, on **Wednesday, 19 January 2022** at **09:30**.

BUSINESS

1. **Sederunt**
 2. **Declaration of Group Decisions and Members Interests ***
 3. **Written Questions ****
 4. **Notice of Motion - Older Peoples Champion** 5 - 6
 5. **Minutes**
 - 5a. **Minute of Meeting of 10 November 2021** 7 - 14
 - 5b. **Minute of Meeting of 30 November 2021** 15 - 20
 - 5c. **Minute of Meeting of 13 December 2021** 21 - 26
 6. **BVAR Strategic Action Plan - Quarterly Progress Report** 27 - 34
 7. **Corporate Plan Progress Update and 2022 Preparation** 35 - 46
- Report**
- Report by Depute Chief Executive (Education, Communities and Organisational Development)
8. **Capital Strategy** 47 - 64
- Report by Depute Chief Executive (Economy, Environment and Finance)

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| 9. Short Medium Term Financial Planning | 65 - 76 |
| Report by Depute Chief Executive (Economy, Environment and Finance) | |
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| Report by Depute Chief Executive (Economy, Environment and Finance) | |
| 12. Question Time *** | |
| Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration. | |

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.

THE MORAY COUNCIL

Moray Council

SEDERUNT

Clerk Name:	Tracey Sutherland
Clerk Telephone:	07971 879268
Clerk Email:	committee.services@moray.gov.uk

Councillor Shona Morrison (Chair)

Councillor Graham Leadbitter (Depute Chair)

Councillor George Alexander (Member)

Councillor James Allan (Member)

Councillor David Bremner (Member)

Councillor Frank Brown (Member)

Councillor Theresa Coull (Member)

Councillor John Cowe (Member)

Councillor Gordon Cowie (Member)

Councillor Lorna Creswell (Member)

Councillor John Divers (Member)

Councillor Tim Eagle (Member)

Councillor Ryan Edwards (Member)

Councillor Claire Feaver (Member)

Councillor Donald Gatt (Member)

Councillor Marc Macrae (Member)

Councillor Aaron McLean (Member)

Councillor Maria McLean (Member)

Councillor Ray McLean (Member)

Councillor Louise Nicol (Member)

Councillor Laura Powell (Member)

Councillor Derek Ross (Member)

Councillor Amy Taylor (Member)

Councillor Sonya Warren (Member)

Councillor Walter Wilson (Member)

Clerk Name:	Tracey Sutherland
Clerk Telephone:	07971 879268
Clerk Email:	committee.services@moray.gov.uk

Notice of Motion

Moray Council – Wednesday 30 November 2021

Older Peoples Champion

Age Scotland and the Scottish Older People's Assembly (SOPA) are campaigning to secure the appointment of a Councillor as an Older People's Champion in each of Scotland's 32 local Authorities, 19 have already appointed their champion.

The champion would work to help ensure the older peoples voices are heard within the community. They would help raise awareness of issues affecting older people in the local area. Their responsibilities might include:

- Ensuring older peoples perspectives are understood in policy area
- Collecting and feeding back on older peoples concerns to the council
- Helping to communicate council policy to older people
- Leading on council campaigns around older people's issues

We therefore ask the Council to agree to respond to the campaign and appoint an Older Peoples Champion.

Cllr Sonya Warren

Cllr Theresa Coull

Minute of Meeting of the Moray Council

Wednesday, 10 November 2021

Remote Locations via Video Conference,

PRESENT

Councillor George Alexander, Councillor James Allan, Councillor David Bremner, Councillor Frank Brown, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor Paula Coy, Councillor Lorna Creswell, Councillor John Divers, Councillor Tim Eagle, Councillor Ryan Edwards, Councillor Claire Feaver, Councillor Donald Gatt, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Aaron McLean, Councillor Shona Morrison, Councillor Louise Nicol, Councillor Laura Powell, Councillor Derek Ross, Councillor Amy Taylor, Councillor Sonya Warren, Councillor Walter Wilson

APOLOGIES

Councillor Maria McLean, Councillor Ray McLean

IN ATTENDANCE

Also in attendance at the above meeting were the Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Community and Organisational Development), Head of Governance, Strategy and Performance, Corporate Manager, Moray Integration Joint Board, Roddy Huggan, Team Leader and Tracey Sutherland, Committee Services Officer as Clerk to the meeting.

1. Chair

The meeting was chaired by Councillor Shona Morrison.

2. Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct the following declarations were made:

Councillors Morrison, Brown, Coull, Divers, Eagle, Nicol and Warren declared an interest with regards to items 9, 11 and 12 as members of the Moray Integration Joint Board.

Councillors Macrae and Taylor declared an interest in Item 10 as Board Members of Moray Leisure Centre.

There were no other 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 of 15 and 20 September 2021

The minute of the meeting of 15 and 20 September 2021 was submitted and approved.

4. Written Questions **

The Council noted 2 written questions had been submitted.

QUESTION SUBMITTED BY COUNCILLOR BROWN

Given the published difficulties the IJB is experiencing in providing both social care and occupational therapy, both of which are the bedrock of care in the community along with the Home First policy, what steps are the council considering to support the IJB and to deliver care services to the elderly and vulnerable across Moray?

RESPONSE

As care services are delegated to the IJB, consideration of any support to the IJB would therefore need to be by way of a request from the IJB.

It is understood the IJB is yet to consider the issue and, if asked, this would likely be a matter for the Corporate Committee of the Council if there were staffing issues whilst resource issues would most likely need Moray Council consideration.

Councillor Brown sought confirmation from the Convener that the Council will now pro-actively work with the IJB and NHS Grampian to provide assistance with the recruitment of more staff.

In response, the Convener confirmed that the Council can assist with recruitment in the areas identified and prioritise the process.

QUESTION SUBMITTED BY COUNCILLOR EAGLE

It is good to see the wide range of projects approved as part of the UK Community Renewal fund announced last week. Whilst it is disappointing Moray on this occasion did not succeed, I recognise we were not in the highest priority group. However, it does create questions on our ability to compete for external funding. I am concerned that Moray often misses the opportunity to attract external grant support. Given the huge potential funding coming from the UK levelling up fund and other national and local schemes can the convenor provide an absolute assurance that the Council is staffed to ensure detailed and high-quality bids for national grant schemes and that we as a council are committed to projects, including ensuring their place in the capital plan?

RESPONSE

The decision taken on the Moray UK Community Renewal Fund (CRF) should not be viewed as indicative of an inability to compete for external funding. This funding stream opened with a very short application window and minimum project size. Bids for Moray were community based and complied with guidance. Of the 56 grants awarded in Scotland, only 14 were to local authorities that were not in the top priority group and so it is clear that competition was strong.

Officers across the Council are currently focussed as a priority on work to finalise documentation needed to enable draw down of the Moray Growth Deal funding which will leverage in excess of £100m into the Moray economy.

Whilst unsuccessful in the CRF process, Moray has been successful in many other funding streams and recently received confirmation of an award in terms of a separate round of economic development funding (details currently embargoed) with work ongoing to bid for Levelling Up funding, learning from the first phase of bids.

Officers from services across the council work in an agile way to consider bids for a wide range of funding opportunities as these arise. However, the nature and extent of funding opportunities is currently greater and emerging more rapidly than in previous years, typically with limited detail as to bid criteria available in advance and so it is hard to predict and plan for these opportunities. So for example, detail is currently awaited for the UK Government's Shared Prosperity Fund and future elements of Climate Change funding from the Scottish Government. Staffing needs across Economic Development and Growth (which tends to lead on the bidding process) are currently under review including areas of budget pressure previously shared with members and where increased staffing to meet reasonably anticipated funding streams is required such as in climate change, this has been progressed. It should be recognised however that staffing is only one factor in compiling a successful funding bid.

Councillor Eagle sought further information on whether extra funding will be considered for additional staff.

In response, the Council Leader confirmed that budget templates are starting to be produced and being considered as part of the budget setting process, any pressures or service developments will be identified through this process.

5. Notice of Motion - Queens Platinum Jubilee

A Notice of Motion was submitted by Councillor Cowe, seconded by Councillor Alexander in the following terms:

The Queen's Platinum Jubilee

Plans announced by the Royal Family for an extended bank holiday in June 2022 to celebrate The Queen's Platinum Jubilee and will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

It is proposed that, whilst retaining the requirement for all necessary licences and permissions, the Council waives charges (as detailed in the Council's list of charges) for these licences and permissions for events organised by communities/not for profit organisations as detailed on the Council's list of charges to commemorate the Queen's platinum jubilee on the weekend of Saturday 4 and Sunday 5 June 2022.

As licencing broadly operates a cost recovery system, it is anticipated that costs would indirectly be picked up through wider licensing charges.

Councillor Brown expressed concern around the costs of waiving the fees for charity and not for profit organisations and the costs being borne by businesses and proposed, seconded by Councillor Bremner not to waive the charges.

Councillor Leadbitter, following clarification from Officers confirmed that he would be happy to support the motion if Councillor Cowe would be happy to amend the motion to cover only civic licences.

In response, Councillor Cowe confirmed he would be happy for the motion to be amended to cover only civic licences.

Councillor Brown confirmed that he would withdraw his amendment following the change to the original motion to cover civic licences only and the removal of the need to pass on the additional costs to other licence applicants.

Councillor Taylor following further consideration proposed to reject the motion as she felt it was not fair to cover the costs by passing onto other licence holders. As there was no seconder the amendment fell.

Following clarification from Councillor Cowe with regards to his motion and as there was no one otherwise minded the Council agreed that, whilst retaining the requirement for all necessary licences and permissions, the Council waives charges (as detailed in the Council's list of charges) for these civic licences and permissions for events organised by communities/not for profit organisations as detailed on the Council's list of charges to commemorate the Queen's platinum jubilee on the weekend of Saturday 4 and Sunday 5 June 2022.

6. Arrangements for the Local Government Elections 2022

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Council of arrangements in regard to the management of the 2022 Local Government Elections.

Following consideration the Council agreed to note the arrangements in regard to the management and administration of the 2022 Local Government Elections.

Councillor Cowe left the meeting during the consideration of this item.

7. Initial Review Proposals for UK Parliamentary Constituencies

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Council of the initial proposed changes to the UK Parliamentary (UKP) constituency in the Moray Council area.

Following consideration the Council agreed to:

- i) note the proposals made by the Boundary Commission for Scotland for the constituency covering the Moray Council area; and
- ii) submit a consultation response to the Boundary Commission for Scotland with Group Leaders agreeing the final response.

8. Remit of the Audit and Scrutiny Committee

A report by the Depute Chief Executive (Education, Communities and Organisational Development) sought the Council approval, as part of the final stage of the Council's review of committee governance arrangements, to clarify the scrutiny remit of the Audit and Scrutiny Committee to approve a Scrutiny Guide.

Councillor Leadbitter moved that the Council agree recommendation (i), (ii) and (iii) as printed, to reduce the frequency of meetings of the Audit and Scrutiny Committee to quarterly and for there to remain 14 members on the Committee. This was seconded by Councillor Warren.

In response, Councillor Gatt, seconded by Councillor Brown proposed that the remit of Audit and Scrutiny Committee remain as is currently constituted in the Scheme of Administration for the remainder of the Council term, the frequency of meetings remain at 8 weekly and for there to continue to be 14 members on the Committee.

On the division there voted:

For the Amendment (10) Councillors Leadbitter, Warren, Alexander, Bremner, Cowe, Cowie, Coull, Coy, Morrison and Nicol

For the Motion (10) Councillors Gatt, Brown, Allan, Divers, Eagle, Feaver, Macrae, Powell, Ross and Wilson

Abstention (3) Councillors Creswell, Edwards and Taylor

There being an equality of votes the Chair, in terms of Standing Order 65(e), cast her casting vote in favour of the motion.

Accordingly the motion became the finding of the meeting and the Council agreed:

- i) the remit of the Audit and Scrutiny Committee contained in paragraph 4.2;
- ii) that the Council's Scheme of Administration is revised to reflect the remit in terms of Appendix 1;
- iii) to approve the Scrutiny Guide attached as Appendix 2 to be adopted as part of the Council's Second Tier Governance Documents;
- iv) to reduce the frequency of meetings of the Audit and Scrutiny Committee from 8 weekly to quarterly; and
- v) to continue with 14 members sitting on the Audit and Scrutiny Committee.

Councillors Cowe, Creswell and Edwards joined the meeting during the consideration of this item.

9. Proposed Childrens Services Sub Committee

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked the Council to consider options and the outcome of consultation over the creation of a temporary Children's Services Sub-Committee.

Councillor Brown moved to create a sub Committee with full powers that discuss items to remove the need for the reports to be submitted to Education, Children's and Leisure Services Committee, this was seconded by Councillor Ross.

Councillor Leadbitter, seconded by Councillor Warren, proposed that the status quo remains, with Children's Services continuing to reporting through Education, Children's and Leisure Services Committee.

On the division there voted:

For the Motion (10)	Councillors Brown, Ross, Allan, Eagle, Edwards, Feaver, Gatt, Macrae, Powell and Wilson
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For the Amendment (13)	Councillors Leadbitter, Warren, Alexander, Bremner, Coull, Cowe, Cowie, Coy, Creswell, Divers, A McLean, Morrison and Nicol
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Abstentions (1)	Councillor Taylor
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Accordingly the Amendment became the finding of the meeting and the Council agreed to keep the status quo, with Children's Services reporting through the Education, Children's and Leisure Services Committee.

10. Appointment to Outside Bodies

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Council to consider making an appointment to Moray Leisure Centre - Board of Directors following a resignation and an appointment to the Moray Anchor Network, which will oversee the development of a Community Wealth Building Strategy for Moray.

Following consideration the Council agreed to appoint:

- i) Councillor Aaron McLean to the Moray Leisure Centre - Board of Directors; and
- ii) Councillor Graham Leadbitter as Chair of Moray Anchor Network to oversee the co-ordination of a Community Wealth Building Strategy.

11. Membership of MIJB Updated Integration Scheme

A report by the Chief Officer, Health and Social Care Moray requested the Council approve the minor updates to the Moray Integration Joint Board Integration Scheme requested by the Scottish Government.

Following consideration the Council approved the updated MIJB Integration Scheme at Appendix 1.

12. Policy for Contributing to the Cost of Adult Social Care and Support

A report by the Chief Social Work Officer, Health and Social Care Moray recommended the Council adopt the updated Health and Social Care Moray

Contributions Policy in relation to charges applying to non-residential social care services.

Following consideration the Council agreed to adopt as policy the draft Health and Social Care Moray Contributions Policy as attached at Appendix 1.

13. Question Time ***

Under reference to para 26 of the minute of the meeting of Moray Council on 15 and 20 September, Councillor Alexander sought an update on whether the Council Leader had written to the University of the Highlands and Islands.

In response Councillor Leadbitter confirmed that he had written and a response had been received in which a meeting was being sought at the beginning of December.

Under reference to para 9 of the minute of the meeting of Moray Council on 15 and 20 September, Councillor Macrae sought confirmation that the Council Leader had written to both Governments regarding the removal of the Universal Uplift.

In response Councillor Leadbitter confirmed he had written to both governments but had not received a response to date.

Under reference to para 10 of the minute of the meeting of Moray Council on 15 and 20 September, Councillor Coull sought an update on the housing negotiations with the Ministry of Defence (MOD) in regards to accommodation for refugees.

In response the Chief Executive confirmed that agreement had been reached with regards to accommodation with the MOD on 4 November but no further update was available.

Councillor Ross raised concerns about the meeting of the Joint Community Council (JCC) due to be heard in person at the Town Hall later in the evening. He further added that the community transfer rate for Covid was high in Moray and was concerned that having an in person meeting was not appropriate.

In response, the Chief Executive confirmed that the JCC is a separate body and is responsible for how it conducts its business and if anyone had concerns regarding the venue then they should be directed to the Environmental Health Team.

Councillor Alexander sought an update on the dualling of the A96.

In response, the Chief Executive confirmed that discussions had taken place between Senior Civil Servants from the government and Officers within the Council. The Chief Executive further added that he would get a fuller response from the Depute Chief Executive (Economy, Environment and Finance) and circulate to members.

Councillor Warren left the meeting during this item.

Minute of Special Meeting of the Moray Council

Tuesday, 30 November 2021

Remote Locations via Video Conference,

PRESENT

Councillor George Alexander, Councillor James Allan, Councillor David Bremner, Councillor Frank Brown, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor Lorna Creswell, Councillor John Divers, Councillor Tim Eagle, Councillor Ryan Edwards, Councillor Claire Feaver, Councillor Donald Gatt, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Aaron McLean, Councillor Maria McLean, Councillor Ray McLean, Councillor Shona Morrison, Councillor Louise Nicol, Councillor Laura Powell, Councillor Derek Ross, Councillor Amy Taylor, Councillor Sonya Warren, Councillor Walter Wilson

IN ATTENDANCE

Also in attendance at the above meeting were the Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Communities and Organisational Development), Head of Governance Strategy and Performance, Head of Financial Services, Consultancy Manager and the Senior Engineer - Flood Risk Management and Tracey Sutherland, Committee Services Officer.

1. Chair

The meeting was chaired by Councillor Shona Morrison.

2. Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct, Councillor Leadbitter stated that the Admin Group had discussed item 5 on the agenda (River Spey Flood Mitigations) and collectively worked out their stance. He further added that the Administration Group had also agreed to maintain their original voting positions with regards to Item 4 on the agenda.

There were no further 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.

Councillor Macrae stated that he would not participate in the consideration of Item 7 (Moray Growth Deal) as he had only received the papers the day before the meeting and had not been able to read them fully.

3. Resolution

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

Para Number of the Minute	Para Number of Schedule 7A
9	Para 8 and 9 Information on proposed terms and/or expenditure to be incurred by the Authority

4. Order of Business

The Chair asked the Council to note that item 6a had been withdrawn from the agenda.

5. Regional Economic Partnership

A report by the Chief Executive sought agreement to participate in the Regional Economic Partnership for the Highlands and Islands with the Council Leader acting as the Council's representative in this partnership, supported by the Chief Executive.

Following consideration the Council agreed to:

- i) participate in the Highlands and Islands Regional Economic Partnership (HIREP); and
- ii) appoint the Council Leader as the Council's representative on the HIREP, supported by the Chief Executive.

6. Remit of the Audit and Scrutiny Committee

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Council that following the outcome of the vote taken at the meeting of the Council on 10 November in relation to the approval of the scrutiny remit of the Audit and Scrutiny Committee and of a Scrutiny Guide, it was noted that the outcome of the vote was declared before all Councillor votes had registered on the system.

Following consideration the Council agreed to re-run the vote from the meeting on 10 November.

Councillor Leadbitter moved that the Council agree recommendation (i), (ii) and (iii) as printed, to reduce the frequency of meetings of the Audit and Scrutiny Committee to quarterly and for there to remain 14 members on the Committee. This was seconded by Councillor Warren.

In response, Councillor Gatt, seconded by Councillor Brown proposed that the remit of Audit and Scrutiny Committee remain as is currently constituted in the Scheme of Administration for the remainder of the Council term, the frequency of meetings remain at 8 weekly and for there to continue to be 14 members on the Committee.

On the division their voted:

For the motion (10)	Councillors Leadbitter, Warren, Alexander, Bremner, Coull, Cowe, Creswell, A McLean, Morrison and Nicol
For the amendment (13)	Councillors Gatt, Brown, Allan, Divers, Eagle, Feaver, Macrae, M McLean, R McLean, Powell, Ross, Taylor and Wilson
Abstentions (2)	Councillors Cowie and Edwards

Accordingly the amendment became the finding of the meeting and Council agreed:

- i) the remit of Audit and Scrutiny Committee remain as is currently constituted in the Scheme of Administration for the remainder of the Council term;
- ii) the frequency of meetings remain at 8 weekly; and
- iii) there continue to be 14 members on the Committee.

7. River Spey Flood Mitigation Proposals

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Council of issues related to flood risk from the River Spey at Garmouth, as set out in the Notice of Motion agreed at the meeting of Moray Council on 15 September 2021 (paragraph 5 of the minute refers).

Following consideration the Council agreed:

- i) to note the history of the investigations since 2007 and Moray Council Policy on Flood Risk Management, outlined in paragraph 3.8, including the reasons why this Policy was agreed in 2016;
- ii) to propose items 2 and 6 as per paragraph 3.12 in principle for further investigations as to method and costs; and
- iii) that if proposals put forward by the Community is to be progressed, they should be progressed by the Community, as outlined in paragraph 3.23.

8. Short Medium Term Financial Planning

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Council of the updated financial projections for 2021/22, 2022/23 and 2023/24 and to consider the factors underpinning the indicative capital plan for 2022 - 2032.

Following consideration the Council agreed to:

- i) note the revised budget estimates for 2021/22, 2022/23 and 2023/24;
- ii) note the emerging budget pressures summarised in paragraph 3.2;

- iii) note the requests for service redesign and realignment summarised in paragraph 3.8;
- iv) note the recent capital plan review as described in paragraphs 3.17 to 3.37;
- v) approve funding for small scale service improvements as set out in paragraph 3.11;
- vi) approve further use of covid ear-marked reserves as set out in paragraph 3.12; and
- vii) approve savings of £73,000 for 2022/23 as set out in paragraph 3.16.

9. Moray Growth Deal - Business Case and Documentation Approval and Update

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Council of the progress of the Moray Growth Deal and, more specifically, seek approval of the full business case for the Digital Health Project, approval of outline business cases for Housing Mix Delivery, Business Enterprise Hub, Early Years Stem, Manufacturing and Innovation Centre for Moray, Cultural Quarter, Bus Revolution and Moray Aerospace and Advanced Technology Centre and approval of the full deal document suite.

Following consideration the Council agreed to:

- i) note the overview of all the projects within the Moray Growth Deal at Appendix 1;
- ii) approve the Full Business Case for the Digital Health Project V3.3 in Appendix 2;
- iii) approve the Outline Business Cases for Housing Mix Delivery V11 (Appendix 8); Early Years Stem V2.0 (Appendix 9); Business Enterprise Hub V7.7 (Appendix 3); Manufacturing and Innovation Centre for Moray V6 (Appendix 4); Cultural Quarter V1.8 (Appendix 6); Bus Revolution V1.6 (Appendix 7) and Moray Aerospace, Advanced Technology and Innovation Campus V11.6 (Appendix 5);
- iv) note the shared responsibility associated with the Business Enterprise Hub between Moray College UHi, Moray Council and Highlands and Islands Enterprise to support the project development and help to mitigate capital budget risk as set out in section 7 of the report;
- v) approve appointment of project officers and programme management staff as set out in the staffing section;
- vii) approve the suite of final deal documents summarised in section 14 and provided in Appendices 10 to 16; and
- vii) delegate authority to the Depute Chief Executive (Economy, Environment and Finance) Moray Council in their role as Senior Responsible Officer for the Growth Deal in consultation with Council Group Leaders to make final

adjustments to the suite of final deal documents and Outline Business Cases as may be necessary for final approval and deal signing.

Minute of Special Meeting of Moray Council

Monday, 13 December 2021

Various Locations via Video Conference

PRESENT

Councillor George Alexander, Councillor James Allan, Councillor David Bremner, Councillor Frank Brown, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor Lorna Creswell, Councillor John Divers, Councillor Tim Eagle, Councillor Ryan Edwards, Councillor Claire Feaver, Councillor Donald Gatt, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Aaron McLean, Councillor Maria McLean, Councillor Ray McLean, Councillor Shona Morrison, Councillor Louise Nicol, Councillor Laura Powell, Councillor Derek Ross, Councillor Amy Taylor, Councillor Sonya Warren, Councillor Walter Wilson

IN ATTENDANCE

Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Communities and Organisational Development), Head of Governance, Strategy and Performance and the Democratic Services Manager as Clerk to the Meeting.

1 Chair

Councillor Morrison, being Convener of the Council, chaired the meeting.

2 Declaration of Group Decisions and Members Interests

In terms of Standing Order 20 and the Councillors' Code of Conduct, Councillors Eagle, Leadbitter, Alexander and Ross on behalf of their respective groups declared that they had discussed the terms of the Notice of Motion.

There were no other declarations 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.

5 NOTICE OF MOTION

A Notice of Motion was submitted by Councillors Eagle, Ross, Feaver, Brown, Macrae, Wilson, M McLean, R McLean, Gatt, Powell and Allan on the following terms:

Following the resignation of former Cllr Paula Coy the Conservative Group and the MAG group were concerned that the current minority administration now represents less than a third of the overall council.

Despite the remaining time for this council before the 2022 council elections the combined groups are conscious that the annual budget is a very significant event with lasting implications for the council beyond the election timetable.

The combined group are willing to offer 11 councillors to take on the administration and in so doing will focus their efforts to build a truly strong recovery budget, giving strength to our communities and ensuring a commitment to high quality front line services.

The group give an absolute assurance that the work needed to change will be kept to an absolute minimum with a continued commitment to the Moray Growth Deal, the modernisation and improvement programme and the recovery and renewal programme.

If successful we will do everything we can to continue to foster positive relations with other groups in the council so together we can produce a strong recovery budget in 2022.

We recognise that the undersigned 11 councillors can, by coming together, bring enhanced certainty to the council over the remaining months, an area which is identified as high risk in the council's corporate risk assessment and we would reach out to all other councillors to continue working together for the communities of Moray.

The combined group therefore recommend that council note the potential benefit in 11 councillors being part of administration and agree to change the leader and convener of the council and by association the administration by agreeing the following appointments;

2.1 Appointment of Convener – Cllr James Allan

2.2 Appointment of Council Leader – Cllr Tim Eagle

2.3 Appointment of Chairs and Depute Chairs to each of the undernoted Committees to be confirmed during meeting;

Appeals Committee -
Audit and Scrutiny – To be decided by remaining members of council
Corporate Committee –
Economic Development and Infrastructure Services –
Education, Children's and Leisure Services Committee –
Housing and Community Safety Committee -
Licensing Committee –
Moray Local Review Body –

Planning and Regulatory Services –
Police and Fire and Rescue Services Committee –
Joint Consultative Committee -
School Placings and Exclusions Appeals Committee -

2.4 CoSLA Appointments – To be confirmed at council meeting

Leaders' Meeting – Council Leader

Convention - 3 Members (must reflect political balance)
Environment and Economy Board –

Community and Wellbeing Board –
Children and Young People Board –
Health and Social Care Board –

2.5 Community Planning and Other Partnership Bodies – To be confirmed at council meeting.

Community Planning Board –
Grampian Valuation Joint Board –
Moray Integration Joint Board –

2.6 Outside bodies appointments –

NHS Grampian Board –

In introducing the Motion Councillor Eagle stated since the resignation of former Councillor Coy the Conservative Group and the Moray Alliance Group (MAG) have come together on this issue on the grounds of the democratic deficit with the SNP Administration now only consisting of seven members which is less than a third of the membership of the Council and which in their opinion was too low for them to continue given in terms of the risk management of the council there is a concern over political stability in relation to matters that officers are working on getting approval as well as the annual budget that is due to be set in February 2022 and given the situation in relation to Covid, the importance of delivering the strongest and boldest budget they possible can. He stated that he would give an absolute assurance that if the motion was successful that the works needed to change would be kept to an absolute minimum and they would retain a strong commitment to working with all other Councillors for the good of the communities and the people of Moray.

He further stated that he wished to address three questions that had arisen from members of the public during the week in regard to the Notice of Motion:

- Why raise the Motion with it being so close to the election? In response he stated that whilst people were concerned about the political election timetable he was more concerned about the financial year and whilst the election will be in May 2022, the budget that will be set in February/beginning of March 2022, worth over £300 million will last into April 2023. The plans put in place for that will dictate the work that will be undertaken throughout the year and given the pressures on staff and health care, it is considered that the budget needs to be the strongest if not arguably the most resilient budget that Moray has delivered in a very long time.
- Councillors should all work together anyway so why does it matter? In response he stated that to some extent he would agree with that, however, it has to be recognised that there are periods when we do disagree such as on education spend, health care spend and that means that we work in different ways to achieve similar goals.
- Is this not irresponsible with Covid? In response he stated that the reason he is doing this is because of Covid as he wants to ensure that a larger group of Councillors can put together the strongest possible budget as he is aware from staff that they are tired, they are exhausted and need more support and he was of the opinion that we are going to have to dig very very deep this year and believes that leading this Council he can do that.

In conclusion he stated that he had put forward the Motion to take over the Administration to take over as Leader, for Councillor Allan to take over as Convener

and he welcomed comments and expected criticism and would not wish to cause an argument and that everyone would have their own opinion on the Motion but would do his best to try and explain why it is here and moved approval of the Motion.

Councillor Ross in seconding the Motion stated that despite what has been said to the contrary, in his opinion there was nothing irresponsible in this Motion. It is ambitious, inclusive and seeks to meld this council into a collegiate unit with Councillors and Officers working together. He stated that the big task that the two Groups seek to undertake in the final few months is to produce a budget to reward the people of Moray for everything that they have done during the pandemic. He further stated that they would hope not to focus on narrow areas but endeavour to try to benefit everyone and as a true independent everyone knows that jobs and services have always been his priorities and has assurance that those priorities will be ones that this group will take forward to the budget with education and social care being at the top of the list of imperatives and the restoration of services such as school crossing patrollers. Furthermore he stated that this Administration would commit to investing in the economy to aid in the recovery from Covid. In his opinion it is clear that a democratic deficit has built up in this minority administration and it is time to bring democracy back to Moray Council and there is nothing irresponsible about that.

Councillor Leadbitter stated that he welcomed the opportunity to debate the Motion which he hoped would clear the air between now and the election in May 2022. He stated that the timing of the Motion concerned him the most as in his opinion bringing it forward at this time for such an upheaval for the council will it being only 16 weeks from the pre-election period, 2 of those being the Christmas break, leaving only 14 business weeks for any significant business for Councillors which is less than 2 committee cycles. The Conservative and MAG Groups have implied that the current arrangement is somehow undemocratic making play of the fact that less than a third of the Councillors make up the Administration Group, however, he was unsure of the point being made given that there has been less than a third of Councillors making up the Administration for the past 3 years. In respect of democratic authority he stated that we need to be clear in regard to executive power. Looking at both the UK and Scottish Governments the Prime Minister and the First Minister both have considerable executive powers at national government levels. This is simply not the case for local authorities where new policies or strategies can only be progressed within this council through majority support at either committee or council level and any major new proposals requiring significant officer time and wider consultation would not now be complete until after the new council is elected in May 2022. He stated that if anything, being in a minority administration over the last 3 years, has to him very clearly meant that we must work particularly hard to achieve majority support and cannot take anything for granted.

He further stated that in terms of the council pressures, services were responding to the new covid surge with the emergence of Omicron alongside responding to winter emergencies and this adds to our concern in regard to the timing and purpose of this Motion. Unprecedented pressures are being seen in Education and Social Care amongst others and that pressure is being sustained by front line staff, the Corporate Management Team and Senior Management Team over a very extended period of time with little sign of letting up. In conclusion he stated that the pragmatic decision should be to maintain the status quo until the election in May 2022 when it will be up to the people of Moray to decide on the makeup of the new council and therefore urged Councillors to vote for the Administration Group's amendment and formally moved as an amendment that the Council agrees to:

1. Maintain the status quo in terms of the positions of Convener, Leader and current Committee Chairs
2. Maintain the currently political balance on committees
3. Appoint Cllr Theresa Coull to the position of Chair of Police and Fire & Rescue Services Committee
4. Groups and individual councillors to notify Committee Services of any other committee membership changes

On seconding the Amendment Councillor Bremner stated that he was dismayed that while we are subject to all the pressures outlined by Councillor Leadbitter and at this point with only 2 committee meeting cycles left, that this Motion is being brought forward. He stated that there has already been disruption since it was known that this would be coming forward, all at a critical time when the budget setting looms large and he did not understand the need for this or what it is intended to achieve and that in his opinion the best time for such a Motion to be brought forward by the Conservative Group was when Councillor Taylor stood down from the Administration.

Following further discussion, there being no one otherwise minded, the Chair asked that the vote be taken.

On a division there voted:

For the Motion (12):	Councillors Eagle, Ross, Allan, Brown, Edwards, Feaver, Gatt, M McLean, R McLean, Macrae, Powell and Wilson
For the Amendment (12):	Councillors Leadbitter, Bremner, Alexander, Coull, Cowe, Cowie, Creswell, Divers, A McLean, Morrison, Nicol and Warren
Abstentions (1):	Councillor Taylor

There being an equality of votes, and under the terms of Standing Order 64 (c) it was agreed that the decision shall be by lot and this would be by way of the cutting of cards.

The meeting noted that Councillor Eagle and Councillor A McLean, were in attendance within the Council Headquarters where the Head of Governance, Strategy and Performance facilitated the cutting of cards.

For the Motion, Councillor Eagle drew the first card, that being the 7 of Hearts. For the Amendment Councillor A McLean drew the second card, that being the Jack of Spades.

Accordingly the Amendment became the finding of the meeting and the Council agreed to:

1. Maintain the status quo in terms of the positions of Convener, Leader and current Committee Chairs
2. Maintain the currently political balance on committees
3. Appoint Cllr Theresa Coull to the position of Chair of Police and Fire & Rescue services Committee
4. Groups and individual councillors to notify Committee Services of any other committee membership changes



REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: BEST VALUE ASSURANCE REPORT STRATEGIC ACTION PLAN – QUARTERLY PROGRESS REPORT

BY: CHIEF EXECUTIVE

1. REASON FOR REPORT

- 1.1 To inform the Council of the latest progress on the Best Value Assurance Report Strategic Action Plan.
- 1.2 This report is submitted to Council in terms of Section 103E of the Local Government (Scotland) Act 1973, as amended by the Local Government (Scotland) Act 2003.

2. RECOMMENDATION

- 2.1 **It is recommended that the Council consider and note progress made on the Best Value Assurance Report (BVAR) Strategic Action Plan shown in Appendix 1.**

3. BACKGROUND

- 3.1 The areas of improvement recommended in the Controller of Audit's report and endorsed by the Accounts Commission in terms of the Commission's findings were integrated into a plan of strategic actions submitted to a special meeting of Council on 7 October 2020. It was agreed at that meeting a short life member/officer working group be established to further develop the Plan and bring it back to Moray Council for approval (para 3 of Minute refers).
- 3.2 The Action Plan was approved at the meeting on 28 October 2020 (para 18 of Minute refers) and this is the fourth iteration of a progress report to Council.
- 3.3 At the scheduled meeting of Moray Council on 10 November it was agreed the frequency of these progress reports would change to quarterly to reflect the longer term nature of the strategic actions.
- 3.4 The actions in the Plan fall into short, medium and long term categories. The short term actions are largely completed and as the Plan moved into the medium to long term actions, it is appropriate to reflect this by moving the reporting on progress to a quarterly frequency.

4. SUMMARY OF IMPLICATIONS

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

The Council is committed to delivering better public services year on year through Best Value and its key principle of continuous improvement.

(b) Policy and Legal

The Council has a legal duty to deliver Best Value and to address findings arising from any Best Value Assurance Reports.

(c) Financial Implications

The Council has committed earmarked reserves for transformational change which will require to be drawn upon to develop the capacity to deliver the action plan. The Council agreed at its meeting on 12 May 2021 (para 13 of the minute refers) to proceed with the development of a programme of investment at the next stage of the Council's Improvement & Modernisation Programme (IMP) and release £5m of Reserves earmarked for transformation and Council's priorities.

(d) Risk Implications

Inspections involve a considerable amount of time and effort diverting attention from the delivery of priorities and day to day services and whilst scrutiny is invaluable in driving improvement, on balance it is in the Council's interest to maintain performance levels such that the number of scrutiny activities can be minimised.

As the Council operates with small teams/specialists there is an ongoing risk associated with workforce issues. Accordingly it will be important that the actions in the Action Plan are resourced properly and/or other work reprioritised given the tight resourcing across current services. Failure to do this is likely to introduce other risks.

There is a considerable risk that delayed progress in some of the significant actions has a substantial impact on the Council's future financial position.

There is also a considerable risk that lack of progress towards making the significant changes in the Council to produce the required improvements in performance and outcomes may result in further intervention.

Continuing to respond to the demands of the Covid-19 pandemic and the latest variant continues to create a range of concurrent risks and responsibilities set out in previous progress reports.

These concurrent risks and responsibilities continue give rise to a concern of things going wrong, and it remains critical this risk is understood by the council. In order to manage these concurrent risks and responsibilities and to mitigate the risk will require the continuation of practical measures such as changing the ranking of priorities in

service plans and reviewing performance indicators amongst others. The timetable for the BVAR Follow Up Audit has now been agreed with Audit Scotland and is underway.

(e) Staffing Implications

There are no implications arising directly from this report. The development of the officer capacity to deliver the required improvements related to the various actions continues to be costed as the actions are considered and initiated. Management capacity to lead and direct this continues to be variable depending upon the response to the Covid pandemic and this may impact on progress to planned timescales as indicated in the report. Reference is also made to the reports to the meetings of Moray Council on 10 March and 30 June 2021 on the subject of Covid Related Pressures and Service Prioritisation.

In order to develop the investment programme referred to at para 4c the Council approved the appointment of a preliminary project team to support the delivery of the project in the Council's IMP. There is progress in the recruitment of the skills and expertise of a Transformation Team agreed to ensure corporate management across all two phases of the IMP.

(f) Property

None.

(g) Equalities/Social Economic Impact

This is covered in terms of the inspection regime itself and the Council's duty to deliver Best Value.

(h) Climate Change and Biodiversity Impact

There are no implications for climate change or biodiversity arising from this report.

(i) Consultations

CMT and SMT have been consulted.

5. CONCLUSION

5.1 This report provides progress to date of the high level strategic objectives of the Action Plan approved at the end of October 2020 and covers the strategies, plans and projects which have been integrated into the Plan in order to establish and maintain clear focus on delivery of the Plan and to ensure it is sufficiently embedded, if the change and transformation envisaged, is to be delivered.

5.2 Due to the latest variant, the situation nationally regarding Covid-19 remains at the time of writing this report fragile and continues to have a significant impact on the Council's current strategic corporate capacity and capability. This continues to be effectively managed by reviewing and resetting strategic, corporate and tactical priorities with actions to mitigate in the short to medium term.

Author of Report: Roddy Burns
Background Papers: [BVAR Action Plan Report 001](#) (20.01.2021)
[BVAR Action Plan Report 002](#) (10.03.2021)
[Covid Related Pressures and Service Prioritisation Report](#)
and [Appendix](#) (10.3.21)
[BVAR Action Plan Report 003](#) (12.05.2021)
[BVAR Action Plan Report 004](#) (30.06.2021)
[BVAR Action Plan Report 005](#) (15.09.2021)
Scottish Government published advice and guidance on
Coronavirus (COVID-19) protection levels and decision
making framework

Ref: SPMAN-1108985784-709

BVAR Strategic Summary Progress Update	
Committee Report Ref:	006
Report Date:	06/12/2021
Committee Date:	19/01/2022

Key	Not Started	Concern	Caution	On Target	Complete		
RAG	% Completed	Target Date	Lead	Priority	Workstreams (BV Recommendations)	Status Update	Decisions Required/Made by cmt/smt
	90%	May 2021	DCE (ECOD)	1	(R1) Increase the pace of Transformational Change	<p>Report 003 Update: Preparations have progressed to report the updated positon on IMP and investment projects to the council. There may be time implications resulting from the pre-election period and consideration is being given to how to progress in this environment.</p> <p>Report 004 Update: Decisions at council on 12/5/21 has provided direction on future IMP which will enable progress to be made across a number of projects</p> <p>Report 005 Update: Work is underway to progress recruitment per 12/5 council decision. Next stage has been set out for each project and to be confirmed with lead officers to enable progress. Priority is being given to learning estate work in preparation for potential LEIP 3 bid in September and for free school meals roll out. Transformation work is limited in progress pending appointments to vacancies, which is in progress. A review has been completed and issued to HoS re the next stage for each project, meantime progress is service based. Work is progressing as planned for the learning estate. A number of transformation projects are moving slowly while recruitment is underway. However, a report on well-being has been prepared for the council on 15/9 based on links with the ASN review work.</p> <p>Report 006 Update: Progress on learning estate is now being established in line with developing project plan. Board should be up and running in Dec. Working with SFT to produce LEIP bid ready for SG announcement. Educ projects and governance now taking shape with recent appointment of PM. Significant work in next quarter. Moving positively and HoT should assist amber areas in early 2022.</p>	Report 002 Update: 01.3.21: Change target date to May 2021
	97%	July 2021	H/GSP	2	(R2) Improve Performance Management reporting/Improve the quality and clarity of Service Performance reporting Item 6.	<p>Report 003 Update: Reasonable progress continues to be made towards the target dates set and getting a revised structure in place. Restrictions on the time of senior officers and RIOs (due to Covid-19 response) have meant that there has been some slippage in these target dates. Whilst the quality of material produced is not as high as it ideally could have been, the bulk of improvements have been made and further refinements can take place going forward.</p> <p>Report 005 Update: Good progress has been made on improving the focus of performance management with one cycle of revised reporting. Further work is required on LOIP and Corporate Plan reporting and on training of staff and councillors in the process. Good progress made on Service plan and performance reporting, to aid strategic scrutiny, with a whole cycle in the new format. LGBF has been incorporated into these reports. There has been some slippage in development of a new Corporate Plan reporting format, now due in August, and in the refinement of PI's for committee reporting. Outcome based planning e-learning progressing and due for launch in September following pilot testing in August. Report on progress of outcomes in Corporate Plan due in August. Corporate Plan annual report due to full Council on 15 September 2021. 6 monthly service planning reports in place. New quarterly management reports (including refreshed service PI's) being rolled out Oct 2021. Training and development resources progressing.</p> <p>Report 006 Update: Most action in this workstream is completed. There are development sessions planned for officers and members to address training needs, which is the last significant action. There are a few outstanding points in relation to service performance indicators and these will be finalised as soon as possible, however, the majority of this work is complete.</p>	
	60%	Feb 2022	DCE (EEF)	1	(R3) Financial Planning	<p>Report 003 Update: There is a seasonal element to this work and following approval of the budget for 2021/22 and updated MLTFS little progress was planned for the remainder of March. Following discussion at CMT agreed the need to incorporate a budget for service improvements and to include planned use of ear-marked reserves in next iteration of MLTFS, following summer recess.</p> <p>Report 004 Update: Following Council approval of the updated IMP the next stage is to update the financial plan to reflect the outturn of 2020/21 and current levels of Covid related funding from Scottish Government. Need to update short term financial plan to reflect this and report to members after the recess.</p> <p>Report 005 Update: Overview updated per above, need to update short term financial plan to reflect this and report to members after the recess. Updated short term financial plan with particular reference to Covid ear-marked reserves to be reported to committee in August. Updated short to medium term financial plan and reserves policy to be reported to Council on 15 September.</p> <p>Report 006 Update: Updated short to medium term financial plan and reserves policy to be reported to Council on 30 November and again following Scottish Spending Review on 19 January 2022. Further reserves ear-marked.</p>	
	100%	Oct 2021	H/HR ICT & OD	3	(R4) Implement the Elected Member Development Strategy	<p>Report 003 Update: Full range of development requirements captured and development activity planned. Blended solution for leadership development being developed and draft appraisal process work begun.</p> <p>Report 004 Update: This work has stalled due to resourcing issues, some of which will be resolved from early June at which point the work will be prioritised.</p> <p>Report 005 Update: Resource issues are resolved, work is progressing on the next stages of the EM development activity. Development work with IS on scrutiny and other key issues progressing, linking closely with Scrutiny Charter work, other methods to improve self-awareness being brought forward. Planning session for scrutiny development planned, other work progressing.</p> <p>Report 006 Update: Development programme implemented and planned activity available to EMs. Most work on this workstream is now concluded. Outstanding item is a scrutiny workshop which was scheduled and requires review following council decision on scrutiny and availability of members.</p>	
	60%	Sept 2021	H/GSP	4	(R5) Continue to progress the Governance Review	<p>Report 003 Update: Good progress has been made in the review. All of the issues and options have been identified with the timing of decision making having been interrupted by the wider Covid-19 response. A further workstream, review of second tier governance documents has been identified and can be progressed meantime.</p> <p>Report 004 Update: Information gathering and identification of options taken place for Governance review, however the impact of Covid has delayed the making of a final decision. Deadline has been extended to Sept 21. Information gathering and identification of options taken place for Governance review, however the impact of Covid has delayed the making of a final decision. Deadline has been extended to Sept 21.</p> <p>Report 005 Update: Information gathering and identification of options taken place for Governance review, however the impact of Covid has delayed the making of a final decision. Deadline has been extended to Sept 21. A revised structure has been agreed, taking account of split in Depute Chief Executive responsibilities. Formal amendments to the Scheme of Administration to be approved In September 21.</p> <p>Report 006 Update: Planned review now complete. Moving to the next phase of indexing, then reviewing second tier governance documents</p>	Report 003 Update: 26.4.21: Change target date to September 2021 to reflect ongoing Covid situation which has deferred long term decision

	85%	June 2023	H/E	2	(R6) Improve Educational Attainment	<p>Report 003 Update: Requirement to respond to changing environment re school attendance, testing, and to deal with SQA accreditation process has placed pressure on the system that has left limited scope for progressing normal improvement actions.</p> <p>Report 004 Update: Work continues at pace alongside managing outbreaks over the last reporting period. The Alternative Certification Model has created significant additional workload to the system in supporting processes to provide provisional grades for young people by the end of June. Across the BGE staff are ensuring that they have identified the gaps in learning as pupils have returned full-time and gathering evidence of achieving CFE levels for national reporting purposes in June.</p> <p>Report 005 Update: With schools on holiday, work has focussed on central team preparations for schools return, including updated Covid mitigations. Work on the ASN review has progressed and will provide essential actions for the development of the Moray wide strategy for supporting all learners.</p> <p>Report 006 Update: Schools/ELC settings continue to focus on recovery as well as continually dealing with the impact of Covid 19 in terms of absence of pupils and staff. Absence has also been impacted on due to recurring winter bugs and colds/flu where staff/pupils have no immunity to this. There remains a focus on improvement however staff absence is impacting on collegiate time around this as well as HTs, other senior leaders and Covid Teachers are being used to keep schools open and so negates the additional staffing to focus on interventions to raise attainment.</p>	
	95	Dec 2021	H/H&P	5	(R7) Improving satisfaction levels in Housing	<p>Report 003 Update: Good progress continues to be made. Feedback from others councils on their approach to tenant surveys has been received earlier than expected and this is being analysed. Stock Condition Survey report received and the investment for the next 30 years will be profiled in the review of the HRA Business Plan.</p> <p>Report 004 Update: Good progress continues to be made. Tenant survey feedback from other LA's analysed and summarised into a report. Findings incorporated into tenant survey tender document and tender issued. Investment profiles for existing and new housing carried out in preparation for Business Plan Review in June 2021.</p> <p>Report 005 Update: Following the appointment of the consultant work remains on target to conduct the tenant survey this year, in accordance with regulatory framework. Progress continues to be good, with the consultant who undertook the previous survey appointed and undertake an enhanced methodology agreed which will be interviewer-led with a sample of 1,500 households, as opposed to a postal survey to all tenants. An initial inception meeting was held on 14 July and the following programme agreed: Fieldwork – 23 August – 15 October; Results Initial Review – 22 October; Final Report – 19 November.</p> <p>Report 006 Update: Fieldwork for comprehensive tenant survey completed and draft report presented to officers. High level summary shared with Audit Scotland and following officer comments/finalisation of report, a presentation for members will take place early in the new year, further to which the findings will be reported to Housing & Community Safety committee.</p>	<p>Report 002 Update: 01.3.21: Maintain overall timescale but extend target date from June to August for learning from other councils.</p>
	100%	April 2021	CEx CPP		(R8) Continue working with CPP to determine clear outcomes and milestones and Performance reporting	<p>Report 003 Update: CPB to be held on 28 April 2021.</p> <p>Report 004 Update: Priority plans now in place which provides foundation for performance reporting to be on stronger footing. Performance report to CPB in June. Poverty work remains a gap but temp Chair in place for FMF and council poverty team when recruited can provide some support to partnership working in this area.</p> <p>Report 005 Update: Recruitment is progressing for senior policy officer post.</p> <p>Report 006 Update: Planned actions are now completed and this stream will continue as ongoing work. SPO (Poverty) appointed and will provide support for council poverty aspects which in turn will support the partnership work.</p>	
	85%	Oct 2021	CEx	1	Accounts Commission Findings: Need for clear committed and decisive leadership	<p>Report 003 Update: Leadership development research progressing albeit slowly due to resourcing and other pressures, interim paper and provision being finalised.</p> <p>Report 004 Update: Leadership development work has been delayed further due to additional resourcing issues. Other work will require to be re-prioritised to release resource to progress this work. Interim arrangements for leadership development being progressed. Wider research on future developments to continue.</p> <p>Report 005 Update: Interim arrangements for leadership development being progressed. Wider research on future developments to continue. Leadership development activity is continuing based on previous programme, further L&S leadership development activity to be promoted and implemented. Change request made for delivery date of leadership development actions, interim paper being amended following initial feedback.</p> <p>Report 006 Update: Interim leadership development activity implemented. Second tier governance documents (under review per tab 5, action 10) to include provision for a Group Leaders/Senior Councillors forum to assist with policy and budget development.</p>	

Key	Issues (I)	Major Risks (R)	Change Request (C)
Issues / Major Risks / Change Requests			
R1	Increase the pace of transformational change: (I) Flexible Working project will be informed by the longer term homeworking considerations which will precede the work of the group to some extent.		R1 Increase the pace of transformational change: Further work on job descriptions and phasing for project resources Progress procurement/commissioning for relevant IMP projects Report to council on well-being 15/9 March 22 - draft strategy underway / Leip bids drafting well progressed / Inveravon consultation underway and feedback report prepared
	Increase the pace of transformational change: (R) Vacancy for H/Transformation and Inclusion Manager - impact on specific projects and overall programme. Pandemic is adding pressure and requires attention on day to day operation which draws focus from development work		
R2	Improve Performance Mgmt: (R) Lack of engagement by councillors or officers with development activity due either to current pressures or individual approach		R2 Improve Performance Mgmt: Dec - members devt session planned with IS Outcomes planning - officer session being worked on
	(I) Part of development work links with R4, R8 and accounts comm section		
R3	Financial Planning: (I) Part of the work is dependent on IMP		R3 Financial Planning: Draft prioritisation of investment templates. Incorporate planned programme of spend from reserves into Medium to Long Term financial strategy ; add budget pressure for service improvements. Update for outturn 2020/21 Update short term financial plan
R4	EMs Development Strategy: (I) Overlaps and interdependencies with R8 and Accounts Comm.		R4 EMs Development Strategy: Circulate calendar of activity, complete scheduling of 6 monthly one to ones, complete arrangements for IS workshop for August. Further develop workshops with IS, demo psychometric tool to CMT 10-11-21: Completion of IS Workshop on 2/12.
	(R) Lack of engagement from EMs would impact on achievement of outcomes.		
R5	Governance Review:		R5 Governance Review:
R6	Raising Attainment: (I) PLL plan to be represented to LNCT at the beginning of Term 1 2021/22. (I) Following Covid-19, schools are beginning to engage with RRSA. Building Relationships Programme on hold till August 2021.		R6 Raising Attainment:
	(R) ACEL attainment moving forwards taking into account emerging evidence of pupil participation during lockdown including parent over-assistance in learning. Continued need for consistency of assessment and moderation processes. (R) Wellbeing of all learners, their parents and staff continues to impact and ELC settings/schools continue to work with their communities in reducing risk. This may have impact on ACEL, ACM and wider learning. (R) Additional staffing is being used to keep classes functioning and schools open and so there is a new risk of reduction in capacity as well as not being able to fully utilise the Covid monies to focus on interventions etc to raise attainment and fully support recovery.		
R7	Satisfaction Levels in Housing: (C) Extend completion date for the "Learn from other Councils with higher satisfaction results" from June 2021 to August 2021. The return to lockdown has restricted the service and other authorities availability to respond to requests for information.		R7 Satisfaction Levels in Housing: Complete procurement assessment and tender documentation for a consultant to carryout the next tenant satisfaction survey Issue tender documentation for the undertaking of the tenant survey to suitable consultants. Analysis of feedback from other LA's. Tenders to be returned for next tenant survey. Tenders to be assessed and appointment made. Review of Business Plan to have begun Develop questions and form for the tenant survey. Provide back data for the Business Plan review by consultant Agree questions with consultant and discuss intended approach with Scottish Housing Regulator, which Audit Scotland will have regard to in follow-up Comment on draft report, arrange presentation of final report to elected members and remit to H&CS committee.
R8	CPP: (I) Progress dependent on engagement of CPP.		R8 CPP: Further develop overview of poverty governance and link with new council poverty team once appointed
	Accounts Commission: (R) Progress dependent on EM and senior officer engagement with development programme/activity (C) Request for delivery date for leadership development actions to be extended to Dec 2021		Accounts Commission: Joint programme drafted, initial activity identified and scheduled Circulate draft proposals to review capacity and ways of working of CMT and SMT to CMT / SMT Agreement on blended approach to Leading in Complexity and 3 Horizons so the launch to senior managers can be planned and implemented Alternative measures to be put in place to allow work to progress Interim leadership development options paper finalised Interim paper signed off and L&D activity promoted/implemented 10-11-21: leadership development programme being implemented.

Programme Summary	
Report 002 Update:	There is progress in all areas but timescales have been revised in a number of workstreams in light of ongoing challenges in relation to the national pandemic. Members' attention is also drawn to the separate report to this meeting of Council on Covid related pressures and the impact on council services.
Report 003 Update:	Progress continues in all areas but timescales have been revised in one workstream in light of the continuing challenges in relation to the national pandemic. Audit Scotland are cognisant of the challenges and impact of Covid-19 on the Council and will reflect this in their reporting. Information that would help convey this context will be made available for this purpose.
Report 004 Update:	Delays with Elected member development and leadership development due to resourcing issues have impacted on progress. Successful recruitment and re-prioritisation of work should allow for more progress in the next period. Information gathering and identification of options taken place for Governance review, however the impact of Covid has delayed the making of a final decision. Deadline has been extended to Sept 21.
Report 005 Update:	There is progress overall in all areas but timescales have been revised to align Elected Members and senior officer development programmes. Work continues to mobilise skills and expertise for the extended IMP, in particular recruitment in accordance with the decision of Moray Council on 12 May 2021. Complete cycle of performance management achieved.
Report 006 Update:	There is progress overall in all areas. There is progress in particular in the recruitment of the skills and expertise of a Transformation Team agreed to ensure corporate management across all two phases of the IMP. Tenants satisfaction survey completed and scheduled for Housing & Community Safety Committee early February 2022.
Report 007 Update:	
Report 008 Update:	
Report 009 Update:	



REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: CORPORATE PLAN PROGRESS AND 2022 PREPARATION

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To provide an update of progress on the Corporate Plan 2019/24, to set out preparations for the review and update of the Corporate Plan following the local government election in May 2022 and proposed arrangements for service planning for 2022.
- 1.2 This report is submitted to the Council in terms of Section II (13) of the Council's Administrative Scheme relating to the preparation of a plan that is of a corporate nature.

2. RECOMMENDATIONS

2.1 It is recommended that the Council:

- i) reviews and notes the progress made on the 2019-24 Corporate Plan;
- ii) reviews and agrees the preparations for the review and update of the Corporate Plan following the local government elections in May 2022; and
- iii) notes that in light of the local government election in May 2022, service plans will be prepared taking account of the known national and service driven issues and will be further reviewed in 12 months to take account of the direction from the new Council in the revised Corporate Plan.

3. BACKGROUND

- 3.1 The Council's Corporate Plan is an important document that is intended to provide clarity and direction on the council's priorities, values and plans for the future. Its publication assists in communicating these to the public, the workforce and partners. Reference is made to the report to the Council on 2 October 2019 (para ref 9), which explained the purpose and context for the Corporate Plan. At that meeting the Council agreed the draft Corporate Plan

for 2019-24 and the engagement plan to launch the plan and support delivery of the priorities.

Update on Current Progress

- 3.2 On 15 September 2021, the Council considered and noted the process made during 2020-21 on the Corporate Plan as set out in the report to that meeting (paragraph 24 of the minute refers). The report noted that the Covid-19 pandemic had impacted on progress in a number of areas but that overall 46% of planned actions were on target and performance indicators against the plan were predominantly on track.
- 3.3 A further update has been prepared to provide an in-year interim report for the period from April to October 2021. An overview across the four Council priorities is shown in **Appendix 1**. Action tracking shows that the planned work set out in the delivery framework for the Corporate Plan and reflected in service plans remains largely on track. The detail of this has been reported through service plan monitoring to service committees with the aim of this overview being to draw together the strategic view across all service areas to ensure that the council overall is continuing to work towards the priorities in the Corporate Plan.

Review and Update of Draft Corporate Plan 2019-2024

- 3.4 There are a number of indicators that suggest that a review of the Corporate Plan is likely to come forward in 2022/23. Local government elections will take place in May 2022 and a new Council is likely to wish to review and realign its plans to meet new priorities and aspirations. There are also the emerging issues from the Covid pandemic that will influence future actions and service requirements as well as the need to embed recovery planning into updated Corporate and Financial Plans as the transition is made from the Recovery and Renewal Strategic Framework and Action Plan. The Scottish Government Programme for Government contains a number of commitments that will require action by council services that needs to be considered in the context of the Corporate Plan and Service Plans.
- 3.5 It is also of note that the Local Outcomes Improvement Plan (LOIP) will be at a five year mid-point next year. While the future review of the LOIP is a matter for the Community Planning Board (CPB), they will be asked to consider whether a review and reset may be appropriate around June 2022 to take account of the impact of the pandemic and experience to date. The National Covid Recovery Strategy SG also expects a community recovery plan that goes beyond Corporate Plan and revised LOIP should fulfil that role.
- 3.6 Should the CPB agree a review of the LOIP, there is an opportunity to link the work on the LOIP and Council corporate and financial planning and to carry out parallel reviews using a single community engagement process. Subject to views of CPB, this would enable a golden thread and cascade of priorities through all plans from LOIP to corporate to service plans, building in community voice and influence from outset.

Outline Process for Development and Timeline

- 3.7 In order to be in a position to undertake an informed review of the above strategic plans in late summer/autumn of 2022, preparatory work requires to begin well in advance to ensure that the necessary data and evidence is available. It is proposed to develop a process that will produce plans on an inclusive, iterative basis as outlined below:
- Scene setting and data update (RIOs and CSU preparatory work);
 - Emerging Issues – internal (all partner involvement for LOIP) work to identify strengths to build on, issues and gaps to address;
 - Community Perspective – data and information exchange, case studies, testing of emerging issues;
 - LOIP and Corporate planning - Review of outputs, refining of developing LOIP, emerging actions; drawing out council issues and priorities for emerging Corporate Plan;
 - Review and direction – LOIP strategic partner review;
 - Corporate Plan - political review and direction;
 - Community Response/feedback; and
 - Final drafts and approvals.

- 3.8 The following broad timeline is proposed for planning purposes:

Mar – June: data analysis and internal work to partners

June – Aug: community and stakeholder to feed into LOIP and Corporate Plan

May – Sept: Council political input

Sept- Oct: Approval of revised LOIP and Corporate Plan

Engagement Strategy

- 3.9 The draft process set out above takes account of the emphasis in the current Corporate Plan towards was empowering by collaborating and working to engage and involve people (partners, businesses and communities). The Engagement Strategy for corporate planning was approved by the Council on 2 October 2019 (para ref 9) and stage 1 was a development event with the public held on 26 November 2019 on the future of council services to improve mutual understating, generate interest establish connections.
- 3.10 Conclusions from an event on 26 November 2019, were that there was a willingness from communities, with support, to work with the Council to meet the challenges ahead. While the pandemic interrupted this approach, it is proposed to recommence community planning partnership and council strategic planning with the involvement and influence of our communities.

Service Planning 2022

- 3.11 Service planning for 2022/23 will proceed as per the normal timetable with reporting in March/April 2022. There will be a light touch review of Service Plans to update existing plans based on the current Corporate Plan, legislative and policy developments, the programme of government and pandemic related issues. The plans will continue to span three years and given the ongoing Covid-19 pandemic they will also continue to reflect covid issues for a further 12 months. Service plans will be more substantively reviewed in 2023/24 to take account of changes and direction emerging in the revised corporate plan.

4. **SUMMARY OF IMPLICATIONS**

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

The current Corporate Plan will continue to be in place until the Council agrees any revision or replacement and services will continue to ensure that priorities are addressed. However, there are some emerging issues that will require a response by council services. Services will include relevant preparations in service planning for 2022.

(b) Policy and Legal

Consideration will be given to relevant policy and legislative requirements and direction in the revision of the Corporate Plan and preparation of Service Plans.

(c) Financial implications

The Corporate Plan should provide direction and focus for financial planning and the alignment of resources to priorities. Any significant changes may require review of associated funding and resourcing.

(d) Risk Implications

This report is brought forward to assist in managing the transition from the current council to a newly elected council in May 2022.

It is important to ensure that the council is position to respond to policy and legislative requirements and funding opportunities; that services are ready to meet emerging and changing needs and that there is stability in the delivery of council priorities and services.

Failure to make adequate preparations and to take account of the lead in times required for strategic planning, could result in stagnation, lack of progress and gaps in service provision moving forward.

While there will be a need to have direction from the new Council on key priorities and ways of working, much of the Council agenda is driven by operational imperatives and external policy and funding, therefore, by preparing for the corporate plan and bringing forward Service Plans this ensures that services have clear agreed priorities for significant parts of their work so that there is stability in council services and that they are ready to respond to the issues that will face the new Council.

(e) Staffing Implications

None directly arising, however, the realignment of resources may require to be considered should there be any significant shift in council priorities from revision of the corporate plan in 2022.

(f) Property

None at present but if required this will be reported for consideration and approval once the corporate plan review work is complete.

(g) Equalities/Socio-economic impact

There are no equalities impacts from this report.

(h) Climate Change and Biodiversity Impacts

There are no Climate Change and Biodiversity impacts from this report.

(i) Consultations

The Corporate Management Team and Senior Management Team have been consulted on the proposals in this report.

5. CONCLUSION

- 5.1 The Council's current corporate plan runs until 2024, however, there are a number of issues that require to be reflected in an updated plan and it is likely that following the local government elections the council will wish to review direction and priorities. Therefore, it is proposed to undertake preparatory work to begin a review of the corporate plan to ensure a smooth transition to the new council and provide an opportunity for planning and engagement work to take place in parallel with a mid-term review of the Local Outcomes Improvement Plan.**

Author of Report:	Denise Whitworth
Background Papers:	Summary of Scottish Government Programme for Government
Ref:	SPMAN-1108985784-213 SPMAN-1108985784-723 / SPMAN-1108985784-722 / SPMAN-1108985784-721

CORPORATE PLAN PROGRESS	
Reporting Period	2021-22 Quarter 2

Key	Not Started	Concern	Caution	On Target	Complete
RAG	% Completed	Target Date	Workstreams (BV Recommendations)	Status Update	Decisions Required/Made by cmt/smt
	37%	Mar 2023	Our People - Provide opportunities people to be the best they can be throughout their lives with a strong and sustained focus on those individuals and groups in our society who experience the most disadvantage and discrimination	●44% complete reported in 2020/21 Quarter 4. Decrease due to 'resetting' actions associated with outcome to Improve attainment at both the Broad General Education and Senior Phase, activities were completed as scheduled last year. Reviewing quarter 2 performance, the Education, Children's and Leisure Services Committee focused on discussion around 'de-cluttering' education of work out with school and service planning.	
	59%	Sept 2022	Our Place - Empower and support communities to build capacity	●38% complete reported in 2020/21 Quarter 4. Reviewing quarter 2 performance, the Education, Children's and Leisure Services Committee has no questions.	
	57%	Mar 2025	Our Future - Drive economic development to create a vibrant economy for the future	●53% complete reported in 2020/21 Quarter 4. Reviewing quarter 2 performance, the Economic Growth and Infrastructure Committee was around business recovery. The Communities Committee commended the success with new build programme despite the challenging background, other questions related to service planning activities on voids, temporary accommodation and rent arrears.	
	53%	Apr 2022	Sustainable Council - Creating a sustainable council that provides valued services to our communities	●49% complete reported in 2020/21 Quarter 4. Reviewing quarter 2 performance, the Corporate Committee questioning was around Service Planning activities relating to supplier relief scheme and the circular local economy in terms of procurement.	

CORPORATE PLAN PROGRESS UPDATE			OUR PEOPLE: Provide opportunities for people to be the best they can be throughout their lives with a strong and sustained focus on those individuals and groups in society who experience the most disadvantage and discrimination		
Reporting Period		2021-22 Quarter 2			
RAG Key:	Not Started	Concern	Caution	On Target	Complete
RAG	% Completed	Target Date	Planned Corporate Level Outcome	Status Update	Decisions Required/Made by cmt/smt
	35%	No date	The attainment gap between most and least disadvantaged children will reduce	No update for quarter 2, will be in place for quarter 3.	
	16%	June 2022	Improved attainment at both the Broad General Education and Senior Phase	<ul style="list-style-type: none">● Initial attainment report for session 2020/21 submitted to Committee in November based on teacher judgement.● Improved performance in S5 awards achieved in SCQF Levels 6 and 7, decreases in S4 awards achieved in SCQF Level 5. Four of eleven local targets achieved.● Actions for improvement across Breadth and Depth Attainment and Subject Based Attainment in place.● Wellbeing Coordinators just taken up post to further build collaborative working across the Partnership to support learners.	
	50%	No date	Young people are better prepared for life beyond school and for the workplace	No update for quarter 2 monitoring, will be put in place for quarter 3.	
	50%	Dec 2021	A plan will be developed for an affordable, sustainable Learning Estate	<ul style="list-style-type: none">● OBC for Findrassie approved by Transform Learning Board, final BC anticipated Q3 2022. Community engagement to complete in November 2022. Project Board initial meeting on 2 November and external design partner appointment expected in January 2022.● Learning Estate Programme: operational date for Glassgreen awaiting school roll forecasts and developer build out rates to support decision, anticipated November 2021. Engagement with Parent and Community Councils on Strategy through Nov/Dec 2021, wider early 2022. HubNorth Scotland appointed to support Investment Programme Stage 3 submissions. Draft roadmap to support delivery by December 2021.	
	31%	Mar 2023	More of our children live with their families and are cared for in strong, safe communities in Moray	<ul style="list-style-type: none">● Foster care recruitment plan initially delayed. Website being reviewed and redesigned. Social media campaign to recruit underway. Skills to foster programme offered as standard practise. 54 (31%) in foster care setting.● 31% of LAC accommodated in kinship placements, above comparator median of 26.4%. Vacancies in management posts and increased referrals continue to challenge. An outcomes tool purchased to improve measurement.● Court processing times and hearings returned to normal, court work still dealt with remotely.	
	60%	Mar 2023	Improve life chances and outcomes for care experienced children and young people	<ul style="list-style-type: none">● Increase in care leavers and care experienced young people in the youth and criminal justice systems from previous reporting period. Criminal Justice Pillar Group further developing Early and Effective Intervention process, raising awareness and improving partnership responses.	
	33%	Mar 2023	Improved outcomes for our most vulnerable young people and families	<ul style="list-style-type: none">● Introduction of Neglect Toolkit expected in Q4. 32 children on CPR as at September, 47% (15) have 'neglect' as a recorded concern, an increase from 29% (9) recorded in June.● No progress in parental interventions for those with substance use issues as delays in replacing service manager, progress anticipated in Q3. No change in the 25% of children on CPR due to parental alcohol misuse from last quarter. Significant increase on those registered due to parental drug misuse to 44% (14 children) for same period.	
	N/A	No date	People will be able to look after and improve their own health and well-being and live in good health for longer in home environments that support independent living	- Significant backlog in those waiting for OT assessment with capacity to deal with critical referrals, supply challenges in delivery of specialist equipment. Recovery through list that non OT staff can issue, duty team to screen referrals.	
	N/A	No date	People are able to live independently at home or in a homely setting in their community	<ul style="list-style-type: none">● Discharge to Assess (D2A) relaunched in August 2021.● Hospital at Home (H@H) awarded temporary funding in July, being scoped for suitability to Moray's rurality.● New Community Support Co-ordinator (tsiMoray funded for 2 years) to encourage third sector groups to support those leaving hospital, focus on Aberlour, Forres and Lossiemouth.● 2 Delayed Discharge Co-ordinators recruited and new pilot launched in September.	
	N/A	No date	People who use health and social care services have positive experiences of those services, and have their dignity respected	<ul style="list-style-type: none">● Social work reviews focus on full range of self-directed support (SDS) options. 'Talking Heads' videos gives service user accounts of using SDS creatively. Delivery of virtual consultations embedded and used widely. Use of 'Near Me' introduced.	

RAG	% Completed	Target Date	Planned Corporate Level Outcome	Status Update	Decisions Required/Made by cmt/smt
	80%	Mar 2022	Assess and respond to the housing needs of older people in partnership with IJB	●Commitment to delivery 30% of new build affordable housing as specialist housing, out of 102 projected completions during 2021/22, 37 to be delivered as specialist (36%).	

Key	Issues (I)	Major Risks (R)	Change Request (C)
	I / R / C		
1	I	Wellbeing Coordinators just in post and progress at an early stage, whether work will complete by due date of June 2022.	
2	R	Significant promotion around Foster Care recruitment does not realise sufficient increase in numbers.	
3	R	Increasing numbers of CPR registration with recorded concerns of 'neglect' and 'parental drug misuse' but delays around implementation of 'neglect toolkit' and 'attendances to MADP'.	
4	R	OT referrals backlog and capacity increasing risk and difficulty, speed in recovery of position.	
5	I	Lacking process to collect H&SCM updates, updates extracted from IJB reporting.	
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CORPORATE PLAN PROGRESS UPDATE		OUR PLACE: Empower communities to build capacity
Reporting Period	2021-22 Quarter 2	

RAG Key:	Not Started	Concern	Caution	On Target	Complete	
RAG	% Completed	Target Date	Planned Corporate Level Outcome		Status Update	Decisions Required/Made by cmt/smt
	55%	Mar 2021	Our communities' ability to address their own needs and aspirations is improved		<ul style="list-style-type: none">● Fisherman's Hall CAT transfer agreed in November. Additional 5 transfers agreed in recent months.● Community Empowerment Act timeline amended to 15 January 2022.	
	60%	Dec 2021	Develop and implement Participatory Budgeting		<ul style="list-style-type: none">●CONSUL site fully operational.● Rothes Play-park PB process complete and design approved.● Very limited progress towards meeting 1% requirement.● Money for Moray announced next round of PB of £100k with a separate allocation of £50k co-designed with young people (neither contribute to 1%).	
	60%	Sept 2022	More of our activities, services and plans are influenced by the communities they serve		<ul style="list-style-type: none">● Role of CEG / benefits of engagement session with CPOG, further session with tsiMoray event in November to inform engagement Strategy.● Community Council elections concluded.	
	60%	Sept 2022	We are more successful in developing a shared understanding between the council and communities that helps us to design the future together		<ul style="list-style-type: none">● Review of Buckie Locality Plan in progress, revised plan Feb / Mar 2022.● Refocus of work in New Elgin Locality Plan.● Scottish Community Development Centre review of Locality Planning complete.● Work continues in Lossiemouth, with work in Keith and Forres not as advanced.	

Key	Issues (I)	Major Risks (R)	Change Request (C)
	I / R / C		
1	I	All CAT transfers approved within legislative timescale.	
2	I	Very limited progress of achieving 1% PB commitment.	
3	R	Capacity to sustain development of communities through locality planning in the longer term.	
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CORPORATE PLAN PROGRESS UPDATE			OUR FUTURE: Drive economic development to create a vibrant economy for the future
Reporting Period		2021-22 Quarter 2	

RAG Key:	Not Started	Concern	Caution	On Target	Complete
RAG	% Completed	Target Date	Planned Corporate Level Outcome	Status Update	Decisions Required/Made by cmt/smt
	25%	Mar 2022	Increase economic impact of tourism in Moray / Increase the level of 16-29 years living and working in Moray	● Projects progressing as outlined in Cultural Quarter and other Growth Deal projects led by the Council.	
	85%	Mar 2022	Better employment, skills and earnings - increase in higher skilled jobs and wage levels	● Skills Investment Plan on hold as economic recovery takes priority, SIP review and SIP actions replaced by Economic Recovery Action Plan. ● Progress largely related to funding of the Youth Guarantee Scheme.	
	50%	Mar 2022	Reduction in the gender pay gap / Apprenticeships in key sectors are increased	● Local Employability Partnership established, change management plans underway to consolidate to a single service.	
	100%	Mar 2021	Achievement of targets, indicators and outcomes identified in Climate Change Action Plan	● Climate change Strategy and Action Plan approved.	
	30%	Mar2025	Increased provision and use of electric vehicles and plant with supporting infrastructure	● Chargers installed and operational as planned.	
	50%	Mar 2025	Implement surface water infrastructure improvements in vulnerable flood risk areas	● All Surface Water Management Plan (SWMP) except Forres developed. Confirmation of SG funding in 2022.	

Key	Issues (I)	Major Risks (R)	Change Request (C)
	I / R / C		
1	I	Progress against Climate Change target not yet reflected in Corporate Plan Delivery Framework reporting.	
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CORPORATE PLAN PROGRESS UPDATE		SUSTAINABLE COUNCIL: Work towards creating a financially stable council that provides valued services to our communities
Reporting Period	2021-22 Quarter 2	

RAG Key:	Not Started	Concern	Caution	On Target	Complete	
RAG	% Completed	Target Date	Planned Corporate Level Outcome		Status Update	Decisions Required/Made by cmt/smt
	50%	Feb 2022	Financial planning set in longer term context / Capital projects have a longer agreed lead-in period so can preparatory work can be done without the risk of being abortive		<ul style="list-style-type: none">Latest report on short to medium term financial strategy submitted to Committee in September.	
	20%	Apr 2022	ICT strategy set in context to take account of council priorities and requirements		<ul style="list-style-type: none">Review of the ICT and Digital Strategy largely focused on Hybrid Working Strategy.	
	68%	Dec 2021	Implementation of online services for staff and service users to deliver improved outcomes		<ul style="list-style-type: none">Principle for redesign of front facing customer service agreed.Change management plan being developed.38% of pupils matched on parental portal. Group training completed. End of project report completed.No progress in over 6 months due to management changes in Children's Services.	
	25%	Dec 2021	Culture change in customer service delivery towards enabling approach for most customers with supported service delivery for those who needed / Single service for first point of contact		<ul style="list-style-type: none">Principle for redesign of front facing customer service agreed.Change management plan being developed.	
	100%	Apr 2021	Workforce planning set in context to take account of council priorities and requirements		<ul style="list-style-type: none">Interim Workforce Plan 2020-22 approved.	
	50%	Mar 2022	Employee relations aspects of managing change at service and corporate level undertaken effectively and in good time		<ul style="list-style-type: none">Strategic Trades Unions / Officer Group meetings reinstigated.Service based meetings with Trade Unions taking place as scheduled for specific issues / change management.	

Key	Issues (I) I / R / C	Major Risks (R)	Change Request (C)
1	R	ICT and Digital Strategy due to recovery focus may impact on or slow delivery of corporate priorities.	
2	I	Slippage against delivery of planned online services within original timescales.	
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REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: CAPITAL STRATEGY

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

1. REASON FOR REPORT

- 1.1 To ask Council to approve the Capital Strategy presented in draft (with tracked changes from the current Capital Strategy) as **APPENDIX 1** to this report.
- 1.2 This report is submitted to Committee in terms of Section III (B) (1) of the Council's Scheme of Administration relating to consideration of the financial and budgetary policy of the Council.

2. RECOMMENDATION

- 2.1 **It is recommended that Council approve the Capital Strategy as set out in APPENDIX 1.**

3. BACKGROUND

- 3.1 The Council's current Capital Strategy was approved by Council on 18 February 2021 (paragraph 5 of the Minute refers).
- 3.2 The Prudential Code governs the Council's capital expenditure. The latest version of the Prudential Code was promulgated in December 2017 with a revision expected in early 2022. This Code included the requirement for Councils to adopt a Capital Strategy and sets broad parameters for what the strategy should contain. The Code is clear that the Strategy should be tailored to local circumstances ensuring that each local authority will be able to determine its own prerequisites for their capital strategy, while taking into account any statutory requirements. The revised 2021 CIPFA guidance on Capital Strategy emphasises a whole organisation approach to capital planning.
- 3.3 As a document it complements other documents such as the Council's Treasury Management Strategy. The Capital Strategy is not intended to be a technical document, but instead viewed as an accessible document which sets out the context in which decision about capital expenditure are made.

The Strategy should include capital expenditure, investments, liabilities and treasury management, along with sufficient detail to allow all members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured and how they will meet legislative reporting requirements.

3.4 The draft Capital Strategy as set out in **APPENDIX 1** sets out:

- what constitutes capital expenditure;
- why the Council undertakes capital expenditure;
- how the capital programmes of the Council relate to Council priorities and other Council policies;
- the link between asset management and capital planning;
- how the Council finances capital expenditure;
- the main aims of Treasury Management;
- the Council's governance arrangement for approving and monitoring capital expenditure;
- the risks the Council is exposed to from its capital programmes;
- how the Council accesses appropriate knowledge and skills;
- shows diagrammatically the links between different bodies, plans and processes and the Council's capital plans.

3.5 The Capital Strategy looks at long-term financial planning. Under the Prudential Code, the Council's capital plan must be affordable and sustainable. The Strategy notes that a local performance indicator for assessing affordability of capital expenditure has been developed – the proportion of the Council's net General Services budget which is committed to financing charges.

3.6 The Capital Strategy approved in February 2021 complied with the guidance on capital strategies issued by CIPFA in 2015 and with the Prudential Code 2017. The 2021 Capital Strategy emphasised the links between other areas of Council activity, particularly development planning, and the Capital Strategy. The Capital Strategy 2022 continues this approach and also reflects updated guidance published by CIPFA in 2021.

4. SUMMARY OF IMPLICATIONS

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

The Capital Strategy indicates the links between the LOIP and the Council's Corporate Plan and the Council's planned capital expenditure

(b) Policy and Legal

Part 7 of the Local Government in Scotland Act 2003 requires local authorities to have regard to the Prudential Code.

(c) Financial implications

There are no financial implications arising directly from this report. The Capital Strategy is one of a number of documents which assist in the Council's financial planning process.

(d) Risk Implications

There are no risk implications arising directly from this report. The Capital Strategy indicates risks associated with capital expenditure plans.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

There are no property implications arising directly from this report.

(g) Equalities/Socio Economic Impact

There are no implications for equalities or the socio-economic duty arising directly from this report.

h) Climate Change and Biodiversity Impacts

The strategy supports the aims of the Council's Corporate Plan 2019-24 to protect and enhance our environment by creating a more resilient and sustainable future with the aim of Moray Council becoming carbon neutral by 2030.

i) Consultations

Members of the Council's Asset Management Working Group, CMT and the Democratic Services Manager have been consulted in the preparation of this report.

5. CONCLUSION

5.1 The Council's Capital Strategy has been revised as part of the financial planning process.

5.2 The Strategy underpins the Council's 10 year Capital Plan, which will be reported to Council on 22 February 2022 as part of the budget setting process.

Author of Report: Paul Connor, Principal Accountant
Background Papers:
Ref:

SPMAN-1293228629-636

APPENDIX 1**THE MORAY COUNCIL CAPITAL STRATEGY****1. INTRODUCTION**

- 1.1 The Council owns a range of assets which are used to deliver – directly or indirectly – services to the people of Moray. The investment needed to ensure that these assets meet the Council approved standard for the asset type is ascertained through the asset management planning process. The Capital Strategy links that process to the Council's Capital Plan.
- 1.2 The Council also requires to invest to provide the infrastructure needed for economic growth, in accordance with the Local Development Plan, and to ensure that the Council operates efficiently and can meet the needs of transformation to a sustainable operating model.
- 1.3 The CIPFA Guidance to Capital Strategy 2021 recognises that a capital strategy is not simply a document but a whole organisation approach to effective, long-term planning and investment, with outputs and outcomes that lead to healthy, vibrant, green and resilient communities, businesses, organisations and geographic areas.
- 1.4 The Council through its medium-term financial planning, Corporate Plan, Climate Strategy and Asset Management Plans embraces the approach to capital strategy recommended by CIPFA
- 1.5 All investment in capital is made under the Prudential Code. A revised version of the Code was published in 2017 and this is currently being updated for 2021. The new draft code contains requirements for a Capital Strategy and this Strategy complies with those requirements. The Code states that:

“A capital strategy should give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the delivery of the authority's plans and provisions of services along with an overview of how associated risk is managed and the implications for future financial sustainability.”
- 1.6 The Code means each local authority should tailor their capital strategy to their own individual circumstances, whilst recognising that it contains sufficient detail to allow members to understand how stewardship, prudence, sustainability, proportionality and affordability will be secured, taking into account any legislative requirements on reporting.

2. CAPITAL EXPENDITURE

- 2.1 Capital expenditure is expenditure to acquire, improve, upgrade or extend the life of an asset, such as land and buildings, roads infrastructure, vehicles and equipment. The council sets *de minimis* levels below which expenditure will not be accounted for as capital. The current levels are:

- Land and buildings, council houses, surplus assets (valued at current value) - £20,000
- Infrastructure, vehicles, equipment, community assets (valued at historic cost) - £6,000

2.2 Much capital expenditure requires a lead-in time to ensure that relevant legal conditions are met, eg planning permission is in place; for project design, and for procurement. Capital expenditure therefore requires a longer planning time-frame than revenue expenditure. The Council therefore prepares and annually updates a ten year capital programme.

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- 2.3 Due to the short-term nature of Council funding settlements from Scottish Government, only the early years of the plan are submitted to the Council for approval. However, the full ten year plan is approved as indicative of the Council's intentions.
- 2.4 Currently all of the Council's planned capital expenditure is operational; none is for commercial or purely income generating purposes.

3. CAPITAL INVESTMENT OBJECTIVES

- 3.1 The Council's objectives in investing in capital are to ensure an adequate suite of assets to deliver the Council's services, in accordance with the Council's policies, strategies and plans, and priorities; legislative duties and other requirements.
- 3.2 A key consideration in developing the capital plan is the requirement to provide new infrastructure and facilities to accommodate planned local developments.
- 3.3 The Capital Plan reflects the requirements identified in the Local Development Plan for Moray for infrastructure projects required to support growth including transport, schools, health services and where necessary sports and community facilities. These requirements are established through the strategic planning of relevant departments such as Transport and Education Resources but also include Community Planning Partners and the evidence base on housing and employment land demand and forecasted delivery. This evidence base allows for the long term planning of Capital expenditure to support economic growth and also for the Developer Obligations requirements to ensure that the development pays for the infrastructure burden it creates.
- 3.4 The process relies upon robust strategic planning of major infrastructure provision relating to Learning Estate, Transport, Health and Sports and Community facilities. Where this evidence base does not exist or is not robust it will be difficult to obtain developer obligations. The Council also needs to demonstrate its commitment to deliver the Infrastructure required to support the economic growth within the Local Development Plan through its Capital Planning process.
- 3.5 The Community Planning Partnership has 4 priorities, which are encompassed in the Moray 2027 Local Outcomes Improvement Plan (LOIP) and the Council has reflected these in the priorities for its Corporate Plan 2019 – 2024:

- Provide opportunities for people to be the best they can be throughout their lives with a strong and sustained focus on those in our society who experience the most disadvantage and discrimination
 - Empower and support communities to build capacity
 - Drive economic development to create a vibrant economy for the future
- 3.6 The General Services Capital Plan includes direct and indirect investment to promote economic development and investment in the learning estate. There are two strands to working towards a financially sustainable Council which are encompassed in the capital plan: investment in transformation (for example in digital services) and provision for spend to save projects.
- 3.7 A key outcome of the Local Housing Strategy is to ensure there is an adequate supply of affordable housing and the LHS for 2019-24 identified a requirement to build 1,179 units over 5 years at an average of 239 per annum to meet the housing needs of Moray. This is reflected in the Housing Revenue Account (HRA) Capital Plan.
- 3.8 Council on 10 March 2021 agreed the Climate Change Strategy 2020-2030 (Para 13 Minute refers). The strategy supports the aims of the Council's Corporate Plan 2019-2024 to protect and enhance our environment by creating a more resilient and sustainable future, with the aim of Moray Council becoming carbon neutral by 2030.. The Climate Change Working Group identified 57 proposed actions to help reduce the impact of climate change. These were updated to reflect the proposed Climate Change Team staffing structure and identify which actions will be delivered by the Climate Change Team and which will reside with individual services. Of the 57 actions; 10 are complete, 21 could be completed within 2 years, 8 within 2 to 5 years, 7 over 5 years and 11 would include ongoing elements. The strategy proposes phase the implementation of the strategy over the next 10 years.
- 3.9 Although many of the 57 recommendations will not require capital investment, many do and in particular the Climate Change Strategy recognised that significant investment will be required to ensure that all corporate buildings (including the Learning Estate) a net zero carbon target by 2030. Further significant investment will be required to replace the Council's fossil fuelled fleet by 2030. Future Capital Plans will reflect the actions proposed from the Climate Change Strategy.
- 3.10 The balance of the Council's Capital Plan arises from the need to invest in the Council's current asset base, either to bring it to the approved standard or to maintain it at the Council's approved standard for the asset type.

4. ASSET MANAGEMENT

- 4.1 The Council's Asset Objectives were approved by the Policy and Resources Committee on 11 October 2011:
- To ensure that our assets are fit for purpose in terms of condition, sufficiency, suitability, and accessibility.

- To ensure that our asset use demonstrates Best Value in terms of running costs and environmental impacts.
- To ensure that our Asset Management processes reflect good practice.
- To ensure that our assets reflect the policies and priorities of the Council.

4.2 The Council adopted the following standards for the asset classes within the Capital Plan on 11 February 2014, which have been reviewed recently by the Asset Management Working Group to ensure that they remain relevant:

Asset Type	Recommended Standard
Learning Estate	B condition B suitability
Offices, Depots etc	Of a standard that supports the efficient delivery of services
Leisure Centres and Community Centres	B condition B suitability
Children's Play Areas	To meet safety standards
Day Centres and Resource Centres	B condition B suitability
ICT	Schools 5 Year Replacement Offices etc 7 Year Replacement
Plant and Vehicles	Replacement based on cost effectiveness – assessment of replace or repair
Industrial Estates	B condition B suitability
Waste Management	Of a standard that supports the efficient delivery of services
Roads	At end of 10 year period aim to be at the midpoint of the table for road conditions in Scotland.
Bridges	
Street Lighting	
Harbours	B condition B suitability

4.3 At the same meeting the Council adopted the following policy in relation to the preparation of the Capital Plan:

“The Council recognises the importance of the principles underpinning the CIPFA Prudential Code in relation to capital expenditure, in particular, affordability and sustainability of its investment plans. The Council's policy in relation to Capital Planning is:

- a) To maintain all buildings at a satisfactory level of condition and suitability for the provision of council services;
- b) To maintain the road infrastructure with regard to the safety of all road users and by the end of the 5 year period aim to be at the mid-point of the table for carriageway conditions in Scotland;
- c) To maintain all short-life assets (less than 10 years) required for the provision of council services at the optimum level to minimise the annual cost to the council;
- d) To provide investment funding to support economic development plans; and
- e) To identify assets for disposal.

In relation to the council's housing stock the same principles are applied in the Housing Business Plan. The council is also required to meet the Scottish Housing Quality Standard."

- 4.4 A 30 year Business Plan for the HRA is regularly updated to ensure that housing stock can be brought up to and maintained at the Scottish Housing Quality Standard (SHQS) and can achieve Energy Efficiency Standard for Social Housing (ESSH) by 31 December 2020. A second milestone (ESSH2) was confirmed in June 2019, for social rented houses to meet by 2032. This set out the expectation that all social housing meets, or can be treated as meeting, EPC Band B, or is as energy efficient as practically possible by the end of December 2032 and within the limits of cost, technology and necessary consent.
- 4.5 To ensure that the General Services Capital Plan is affordable and sustainable, the draft Capital Plan is reviewed in the context of the Council's financial planning processes for the General Fund. The Council's policy decision to move away from Make do and Mend, which has underpinned the capital plan in recent years, will require appropriate work to be forward planned and commissioned, taking into account delays caused by the impact of the Covid pandemic.
- 4.6 A Property Asset Management Appraisal (PAMA) has been carried out with a view to identifying the Council's optimal property asset base and an action plan arising from this was reported to Council (12 December 2018). On the 30 June 2021 (paragraph 14 of the minute refers), the latest progress update report to Council noted delays to the programme, with the impact of the pandemic and a change of senior lead officers having had an impact on a number of the agreed actions. Further to this, there have also been emergent opportunities to align the action plan with climate change objectives and work is underway to revise the action plan and timescales, an update on which will come to a future meeting. .

5. CAPITAL FINANCING

- 5.1 A number of sources of funding are available to the Council to finance its capital expenditure:
 - General and specific capital grants from Scottish Government and other bodies including the Learning Estate Investment Programme (LEIP)

-
- Contributions from the Council's revenue budgets
- Capital receipts from the disposal of surplus Council assets
- Developer contributions
- Borrowing, predominantly from the Public Works Loan Board (PWLb)
- Finance and Operating leases

- 5.2 The Council is awarded General Capital Grant from the Scottish Government and this is used to fund capital expenditure before the use of any other capital receipts. The HRA makes extensive use of contributions from its revenue budget, but the General Services Capital Plan does not budget for contributions from revenue. The amount of capital expenditure which cannot be met from grant or other receipts will be funded by borrowing.
- 5.3 When setting the amount which it is willing to borrow, the Council must comply with the Prudential Code. The two main criteria for compliance with the code are that the Council can demonstrate that the borrowing decision is affordable, sustainable, and prudent. The latter acknowledged as the Council approves Prudential Indicators, prescribed by the Code, when the budget is set.
- 5.4 The capital plan impacts on the revenue budget in two ways: the impact of increased loan charges required by additional borrowing required to finance capital expenditure and the revenue (running) costs of new facilities, or revenue savings achieved through spend-to-save projects. In the case of the Moray Growth Deal, because of the timing difference between spend and grant profile the Council will be spending in advance of funding to varying degrees and borrowing to cover that spend. This will incur additional loan charges for Moray Growth Deal and the Council earmarked £4m of reserves to fund this expenditure. As the grant is received this will reduce the need to borrow in future, allowing the replenishment of reserves if this is considered prudent.

- 5.5 Loan charges represent the cost of interest on loans and also of principal repayments of loans used to fund capital expenditure. The Council has developed a local prudential indicator based on General Services loan charges as a percentage of the total General Services revenue budget. This indicator is to be used, not as a definitive cap, but to act as a guideline to assist with the Council budget setting process and to highlight the overall impact of capital expenditure to the Council's annual budgeted revenue costs. Currently the budget for loan charges stands at 5.65% of the General Services revenue budget, against a Performance Indicator (PI) target set of between 9 and 10% which was set after a benchmarking exercise with other Local Authorities
- 5.6 The period of time over which loans repayments are made into the loans pool is matched to the expected life of the asset. These can vary from three to sixty years.
- 5.7 Proposals for expenditure from the General Fund on asset maintenance are scrutinised to ensure that all costs which could potentially be capitalised are funded through the capital programme as in the short term this is the most economically advantageous way for the Council to fund replacement of failed elements or life-expired assets.
- 5.8 If appropriate specific grant funding is available it may be applied for to reduce the amount of borrowing required or to increase the level of expenditure possible within the Council's agreed borrowing limit.
- 5.9 The Council has entered into several Public Private Partnership (PPP)/ Private Finance Initiatives (PFI) contracts over the past few years. Under such an arrangement, the Council enters into a long-term contract with a private sector organisation to construct new assets. Annual payments are then made over the life of the contract for the assets provided. The Council has used such arrangements to facilitate the building of new schools in Keith, Elgin and Lossiemouth. Such arrangements can mean capital investment where, due to financial constraints, it might not have been possible otherwise. All the Council's PPP/PFI arrangements have been supported by funding from Scottish Government.
- 5.10 The Council is moving away from PPP/PFI contracts to the LEIP funding model for school construction projects. Under this arrangement the Council will be fully responsible for the costs of construction of new schools or refurbishment of current schools from either existing capital budgets, or by borrowing through the PWLB. The LEIP outcome Based Funding Model has a number of key outcome requirements and Scottish Government funding will be released on evidence of the achievement of these agreed outcomes. These key requirements are:
- Condition
 - Energy Efficiency
 - Digital Enabled Learning
 - Economic Growth

6. TREASURY MANAGEMENT

- 6.1 Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved.

Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

- 6.2 The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at 0.10%) and long-term fixed rate loans where the future cost is known but higher (currently 1.5 to 2.5%). Statutory guidance from the Prudential Code is that debt should remain below the capital financing requirement, except in the short-term.
- 6.3 Under the Prudential Code, the Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year, and a lower "operational boundary" is also set as a warning level should debt approach the limit.
- 6.4 Treasury investments arise from receiving cash before it is paid out again. Any investment made for service reasons or for pure financial gain would not generally be considered to be part of treasury management. The Council's policy on treasury investments is to prioritise security and liquidity over yield, focussing on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely to minimise the risk of loss. Both near and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

7. GOVERNANCE

- 7.1 The development, control, management and delivery of capital investment programmes is of key concern to the Council to ensure that public money is used wisely, best value is secured and the responsibility for decisions is clearly understood and taken at the right level. In managing the aspirations for capital expenditure from Council Services, it is inevitable that demands for capital resources to meet capital investment needs and ambitions will exceed the resources available to the Council.
- 7.2 As a consequence of this the Asset Management Working Group is tasked with corporate responsibility for asset management. It has the responsibility of ensuring systems are in place to develop and update asset management plans (AMPs) to identify the maintenance and replacement requirements to deliver the Council's policy for assets and agreed position in relation to standards of condition and suitability.
- 7.3 The Asset Management Working Group aims to ensure that AMPs are robust and that tools such as options appraisal are used as appropriate. The assumptions behind AMPs are challenged periodically by the Group.

- 7.4 The group is also responsible for developing the council's draft capital plan each year. A ten-year plan is prepared in draft and updated annually. The group uses a process of peer review to ensure that appropriate rigour can be demonstrated in preparing the draft ten year Capital Plan and that revenue consequences of capital expenditure are recognised in the financial planning process, including whole life costing in relation to maintenance requirements. All new proposals for capital expenditure are taken through the Council's corporate Gateway process, from mandate to post-project review.
- 7.5 Spend-to-save is a feature of the Council's financial strategy. There is a presumption that a spend-to-save proposal with a suitable business case will be approved. However, such proposals will always be reviewed to ensure that they fit within the Council's priorities and as an indicative guide the payback period of a spend-to-save project should be three years or less. The factors to be taken into account when assessing a spend-to-save proposal are:

- Size of investment required;
- Payback period;
- Risk assessment of achieving payback;
- Impact on service.

- 7.6 The Council's Planning and Development service provide the Group with information on the infrastructure required to support new housing development – schools, roads, leisure and health facilities – and expenditure and developer contributions are factored into the Capital Plan.
- 7.7 To ensure that no capital project is considered on its own merits alone, but that all proposals for capital expenditure are considered in the context of the Council's overall plans for capital expenditure. No individual requests for capital projects is considered outwith the agreed cycle of approval when the revenue budget is set (February); reviewed when capital carry forwards from the previous year are considered (generally June); and when estimated actuals for the year are first reported (November). The exception to this general rule is spend-to-save projects, and only then if a good case can be made for why these should be considered outwith the normal planning cycle.
- 7.8 At a meeting on 27 February 2019, the Council (paragraph 4 of the minute refers) agreed to commence preliminary work to revert to capital expenditure based on asset management principles, from a Make Do and Mend policy, with a view to full implementation by 2022/23. The legacy Make Do and Mend policy for the learning estate – now referred to as the BB budget – will gradually be redeveloped on asset management principles as the Learning Estate Strategy is developed.
- 7.9 Various work streams to reduce the Council's asset base – including a review of the learning estate and development of the Property Asset Strategy - continue to take place. In parallel to this, the Asset Management Working Group is looking to develop a robust basis on which to prioritise proposals for capital expenditure, and agreed that the Performance Indicator (PI) on the proportion of its revenue budget that is used to finance its debt remains no higher than 10%.
- 7.10 Governance arrangements for the council's HRA capital plan are separate and recognise the ring-fenced nature of any HRA spend. The HRA Business Plan, last reviewed in October 2016, models scenarios for additional investment in further new build development which has been set against a range of risk factors, rent affordability and debt affordability levels to ensure borrowing levels are prudent, affordable and sustainable. A revised HRA Business Plan is currently being developed with the intention to present to the Housing and Community Safety Committee on the 8 February 2022.

8. RISK AND RISK MANAGEMENT

- 8.1 The Council is exposed to risk in various ways through its programmes of capital expenditure. There are risks associated with various funding streams; different types of procurement, and predictability and controllability of spend. These are managed by individual project managers and corporately by the monitoring regimes for both General Services and HRA capital. The asset management led components of the

programmes themselves are risk-mitigators against the risk of failure of the Council's assets.

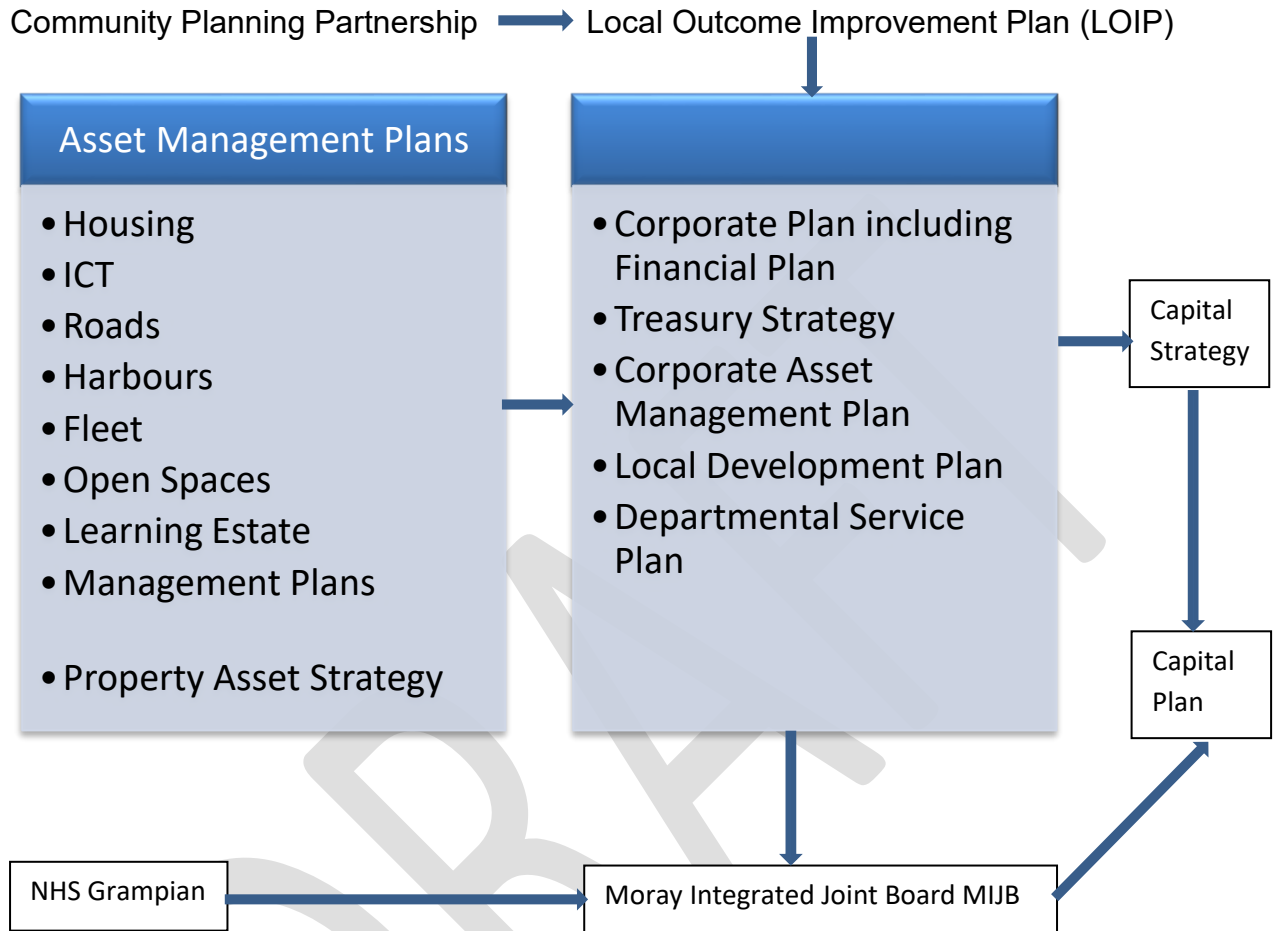
- 8.2 There are different types of risk associated with different methods of financing capital projects. Public-private partnerships seek to transfer risk to the private sector. Investors will typically expect higher returns for higher risk projects, so there is usually a financial trade-off when risk is transferred. General Capital Grant funding comes at no risk to the Council. The terms and conditions of the grant are well understood and the risk of having to repay grant because it had been misapplied are minimal. However, specific grants vary greatly in their terms and conditions. There is a much higher risk that some specific grants – particularly some European grant funding – may have to be repaid. The terms and conditions are typically much more stringent and the very tight requirements for the records to be retained and the retention period of ten years following closure of the funding programme make European grants quite high risk.
- 8.3 The Council generates capital receipts from the sale of surplus assets. As a general rule, capital receipts can only be applied to capital expenditure. The Scottish Government granted an exception to this in December 2018, for the period 2018/19 to 2021/22 (now extended to 2022/23), allowing the use of capital receipts to fund revenue expenditure on any project designed to transform service delivery to reduce costs. Any such expenditure must be approved by Full Council. Whilst no risk attaches to the use of capital receipts, there would be a risk in budgeting for significant funding from capital receipts that they would not meet the target either in terms of amount or timing.
- 8.4 Properties which no longer contribute to the delivery of the Council's services or objectives are deemed surplus. The Council has procedures in place to ensure that surplus and/or under-used property is identified and reviewed prior to being offered for disposal, with the approval of the Asset Management Working Group as an early stage in that process.
- 8.5 The Council also receives developer contributions towards the cost of development of infrastructure or other requirements arising from developments. They are time-limited and the main risk from these is that they are used timeously. The amounts received might also be insufficient to fund the expenditure required. Developer contributions from major developments will typically be received over a long time scale, whereas the Council may have to invest up front to provide infrastructure. The Council bears the cost associated with the time-lag in funding; the risk that future contributions may not materialise, and the risk that relevant Council policy might change over time.
- 8.6 The Council manages the risks of borrowing through its Treasury Management strategy. The residual risk to the Council is that borrowing can carry very long term commitments and so capital expenditure in any one year can have revenue implications thirty or forty years into the future.
- 8.7 The Council can develop its asset base in conjunction with other public sector partners. The risks involved in that relate largely to the governance of the project, and to the possibilities of one partner rescinding on their agreement. These risks must be addressed at the inception of the project.

- 8.8 There are risks involved in developing assets through innovative funding models, with such risks are likely to be largely outwith the Council's control.
- 8.9 Inflation can pose a risk to the Council. Construction Industry inflation can be highly volatile and current issues within the industry and the wider supply chain resulting from Brexit and the Covid pandemic mean that construction cost increase predictions are varying widely with the full impact being hard to predict. Projects are included in the Capital Plan at current prices. Depending on how far in advance these have been scheduled, costs may be significantly above the original estimate simply because of inflation in the intervening period. This is a risk to the affordability of the Capital Plan.
- 8.10 A significant risk arises from the Council's revenue budget for repairs and maintenance. If the budget for revenue maintenance is insufficient and results in deterioration of assets there may be a resulting requirement for capital expenditure to replace or renew the asset. If revenue budgets are reduced without a corresponding reduction in the asset base then the Capital plan will come under pressure. A related risk is the risk that a health and safety issue might arise, contravening the Council's legislative responsibility to the public and to Council employees.
- 8.11 The other main risks concerning the Capital Plan relate to project management and the many factors which impinge upon the delivery of the Capital Plan. These factors may be internal – such as staff shortages or competing priorities – but are frequently external, ranging across supplier delivery time, landowner disputes / compensation requests, unforeseen site conditions, contractor delays, weather conditions and many others. Project specific risks are identified in the capital monitoring reports to committee and, where appropriate, project Transformation Boards.

9. KNOWLEDGE AND SKILLS

- 9.1 The Council employs professionally qualified and experienced staff in senior position with responsibility for making recommendations on capital expenditure and borrowing and investment decisions. The Council also makes use of external advisors and consultants which are specialists in their field. Specialist advisors are generally specific to major capital projects, eg Lossiemouth High School replacement, Linkwood Primary School, NESS energy from waste project, and employed as required. This approach is more cost effective than employing specialist staff directly. In addition, the Council also employs treasury management advisors, currently Arlingclose Ltd.

10. LINKS WITH OTHER PLANS AND PROCESSES





REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: SHORT TO MEDIUM TERM FINANCIAL PLANNING

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

1. REASON FOR REPORT

- 1.1 To inform the Council of the updated financial projections for 2021/22, 2022/23 and 2023/24.
- 1.2 This report is submitted to Council in terms of Section III (A) (2) of the Council's Scheme of Administration relating to considering Capital and Revenue budgets and long term financial plans.

2. RECOMMENDATION

2.1 It is recommended that the Council:

- (i) **notes the revised budget estimates for 2021/22, 2022/23 and 2023/24;**
- (ii) **notes the emerging budget pressures summarised in paragraphs 3.7 and 3.20;**
- (iii) **approves additional funding of £52,000 as itemised in paragraphs 3.11 and 3.13, to enable the recruitment process for a Programme Management Officer for Moray Growth Deal to commence in early course and immediate procurement of software to improve cybersecurity; and**
- (iv) **approves savings of £800,000 for 2022/23 as set out in paragraph 3.14, subject to approval by Education, Children's and Leisure Services Committee on 26 January 2022 of future proposals for Children's Services.**

3. BACKGROUND

- 3.1 The draft Local Government settlement was announced on 20 December 2021. The settlement is for an increase in cash terms above the (non-covid related) funding from Scottish Government in 2021/22. However, there are a considerable number of increased duties for local government and increased

costs associated with legislative change – such as the increase in Employer's National Insurance - and the estimated cost of these outstrips the additional funding allocated. Not all funding for 2022/23 is included in the distributed amounts and estimates of the additional funding have been included in the budget summary in **APPENDIX 1** where the associated expenditure is included in base budget.

- 3.2 As approved by Council at its meeting on 20 September 2021 (paragraph x of the Minute refers) and last reported to Council on 30 November 2021 (paragraph x of the Minute refers), Heads of Service have been asked to identify budget pressures for their services and potential redesign proposals to build on the Improvement and Modernisation Programme (IMP) approach and look for opportunities to develop preventative work, demand management and other transformation of service with a view to generating efficiencies in the medium to long term.

Draft local government settlement

- 3.3 The draft local government settlement is for 2022/23 only. The Scottish Government Spending Review of December 2020 indicated an increase in funding for local government – the actual increase is more modest than previously indicated and as noted in paragraph 3.1 is entirely committed to new duties, largely from the programme for government. Although the latest Scottish budget is a one year budget, the UK budget was for three years. In that budget the Scottish block grant is more generous in 2022/23 than indicated for 2023/24 and 2023/25. Given that indication of future funding intent, and the fact that the tax take in Scotland was significantly below that forecast in December 2020, the estimated level of grant funding for Moray for 2023/24 and 2024/25 included in **APPENDIX 1** has been reduced from the previous assumption of 1% growth in cash terms. The current planning assumption is for flat cash. That assumption is probably optimistic.
- 3.4 The settlement also includes an update on the 2021/22 funding position. The local government settlement approved by the Scottish Government in March 2021 included an element of £259 million for “non-recurring covid related consequential”. Moray's share of that element was £4.466 million, and that sum was assumed to be without strings attached. The draft local government settlement announced on 20 December 2021 indicated a reduction in the £259 million to £195.171 million. Following enquiries via COSLA Scottish Government have confirmed that £63.829 million has been distributed as funding for specific purposes. The residual balance is assumed to remain as uncommitted funding, and Moray's share is £2.628 million. This has been adjusted for in **APPENDIX 1**, and reduces the leeway for funding covid related and other pressures in 2022/23.
- 3.5 The settlement includes specific grant funding. This is not reflected in the overview at **APPENDIX 1**, as the funding is restricted in use and netted off expenditure – the assumption is that income and expenditure are equal. However, the expansion of early learning and child care was funded by specific grant and there are emerging budget pressures arising in that area which, if not contained, will require to be recognised as a pressure on core funding. Discussions relating to this specific grant are taking place between COSLA and Scottish Government, as the funding has been reduced in total

and the method of distribution changed, creating budget pressures for a number of local authorities for a Scottish Government policy priority which was supposed to be fully funded. This area is further considered at paragraph 3.20 below.

- 3.6 Scottish Government has allowed financial flexibilities to be used to cover covid related costs in 2022/23. This includes the use of capital receipts. Previously the Council has taken advantage of the concession to use capital receipts to fund transformation projects to generate financial savings but insufficient projects have been developed to use the full amount of capital receipts generated by the Council during the period of this concession. Unused capital receipts of £2.722 million were held as at 31 March 2021 and a further £0.316 million capital receipts were generated in the first six months of this financial year, as reported to the Corporate Committee on 30 November (paragraph x of the Minute refers). A report on the proposed use of capital receipts to fund transformation projects in 2021/22 will be made to Council in February 2022. It is currently assumed that there will be a significant balance available to use as a financial flexibility in 2022/23 and £1.784 million covid related costs are assumed to be met from capital receipts in the overview included as **APPENDIX 1** to this report.

Budget pressures

- 3.7 The Council has always recognised budget pressures as part of its financial planning process and previously approved budget pressures are listed in **APPENDIX 2**. Budget pressures arise from a range of causes: changing legislative requirements, increased demand, contractual obligations, new government policies and priorities. The drivers for change for different services need to be recognised to assist onward planning and this should form part of the budget setting process where at all possible. Emerging budget pressures are being monitored and an initial report made to Council on 30 November 2021. An indicative estimate to cover other emerging budget pressures has been included in the updated overview at **APPENDIX 1**. Work to refine these will continue, and these will be reviewed prior to submission of the draft budget in February 2022. The emerging budget pressures discussed below arise from restricted funding streams in the draft local government settlement, the continuing impact of covid restrictions, rising school rolls, the requirements of Scottish Government regarding Moray Growth Deal, proposals for the Employability service and cyber security measures.
- 3.8 The draft local government settlement issued on 20 December 2021 includes a number of funding streams for education. Some are continuations of previously funded initiatives. Work continues to clarify the extent of additionality. At present the sum of £1.392 million has been added as a budget pressure for additional teachers and classroom assistants.
- 3.9 A budget pressure arising from loss of income at leisure facilities was included when the budget for 2021/22 was approved. At that time the assumption was that income levels would be to recover during 2022/23. Given the level of restrictions still in force it is now considered prudent to anticipate that this will take longer than anticipated a year ago and budget pressures have been adjusted to reflect this. Allowance has also been made for a reduction in car

parking income. As the long-term effect of the pandemic is likely to include increased working from home, a permanent reduction has been allowed for.

- 3.10 Updated estimates of the impact of school rolls have been made, based on the latest projections following the school census in the autumn. School rolls are projected to continue to increase and this brings cost pressure.
- 3.11 Work on developing the outline business cases for the Moray Growth Deal (MGD) has clarified Scottish Government expectations of the work which will be entailed in developing full business cases and in monitoring and reporting through the life of MGD. From this the following budget pressure has been developed: £25,000 to increase the grade of the Programme Management Officer to truly reflect the level of responsibility of this postholder (currently vacant), with further budget pressure for a new post of Programme Officer to support the Senior Responsible Officers and a new part-time finance post to take on the additional work of financial monitoring and reporting. Work continues to quantify the hours required for the new posts. This would represent a modest increase of expenditure to support the significant investment represented by MGD
- 3.12 The Council's Employability service is undergoing redesign and indications are that some posts will be job evaluated at a higher grade than present. A budget pressure has been included to recognise this.
- 3.13 In recognition of the increased likelihood of cyber attacks on public sector organisations, the Council's ICT service has been investigating potential cyber security improvements. Potential protection against phishing attacks has been identified and suitable software costed. This would have an on-going cost of £27,500 and it is proposed that a budget pressure of £27,500 is approved to fund this as a matter of urgency.

Savings

- 3.14 One saving is recommended to be approved for 2022/23 at this juncture: £800,000 reduction in the budget for out of area placements for looked after children, reflecting projected levels of expenditure in 2022/23 if current placements continue. The overview reflects a higher level of saving (£1,500,000) based on the projected out-turn for 2021/22 and this requires to be updated. The proposed saving of £800,000 has been updated to reflect recent commitments. Further savings from service redesign are proposed and these will be the subject of a report to a future meeting of the Education, Children's and Leisure Services Committee. The service redesign is anticipated to stabilise the current level of spend prior to further projected reductions and so the proposed saving is contingent on approval of the service redesign.

Short term financial planning

- 3.15 The revised budget position for 2021 to 2025 is included as **APPENDIX 1** to this report, updated to incorporate the draft financial settlement, the additional emerging budget pressures and proposed saving referred above. The underlying position of the Council in 2021/22 remains that budgeted expenditure is overcommitted against funding, with reliance on the use of Business Rates Incentivisation Scheme (BRIS) retention and financial

flexibilities (now swapped out against ear-marked covid reserves) to balance the budget. The initial estimated out-turn for 2021/22 indicates an overall overspend, adding to the likely pressure on reserves for this financial year. The budget also assumes covid ear-marked reserves will be fully utilised by 2024/25, giving maximum protection against the need to make savings in the short term, although that still results in a projected savings target of over £13 million in 2023/24. It seems unlikely that transformation of services would generate financial savings of that magnitude within that short time frame, particularly given the nature and scale of current proposals, and so attention will have to be given to service cuts as it is anticipated that much of the projected budget gap will have to be met in this way.

- 3.16 The projected figures do not include recurring budget to address increased poverty or promote wellbeing (except where there has been Scottish Government funding allocated for this purpose) and support only a limited move towards preventative approaches. Based on the consultative framework document on the Resource Spending Review from Scottish Government currently out for consultation, child poverty appears to be a continuing priority alongside a move to prevention and these may be a focus for future budget settlements. The degree of national funding to support any local budget proposals in these areas will be speculative however until this focus in the Spending Review is more clearly defined, following the consultation process. The budget and service challenges for a move to a preventative approach is continuing to meet current demand whilst resourcing the development of prevention.
- 3.17 The figures reflect the Council decision to set aside monies to fund transformation of services and other priorities, but the funding is all from reserves and can only be used for development and not for recurring expenditure. This means that as well as generating savings for 2023/24, a clear strategy within services receiving transformation funding will be needed to sustain improvements when this funding ends without generating recurring additional revenue costs as failure to do so will further increase the savings which require to be identified.
- 3.18 There are still significant uncertainties regarding the Council's finances, particularly regarding teachers' pay awards for 2021/22, pay awards for 2022/23 and for future years and the impact of the consolidation of the Living Wage, with significant differences between the different models investigated. Inflation continues to increase and the impact of this is beginning to be felt. The recently agreed pay award is likely to result in contract price increases, particularly for social care providers and Early Learning and Childcare partner providers and is also likely to create pressure, along with higher rates of inflation, for higher pay awards for local authority staff and procured services in the near future.
- 3.19 Further uncertainty exists regarding Early Learning and Childcare. The expansion of Early Learning and Childcare has been funded through specific grant from Scottish Government and in the first three years of the expansion the grant has been underspent. However, an underlying overspend is forecast for 2021/22, albeit that overall the expansion is anticipated to be contained within the total revenue grant funding over the four year period..

This will be the subject of a report to a future meeting on Education, Children's and Leisure Services Committee. The draft settlement indicates a significant reduction in the specific grant funding for this service in 2022/23 and options for the service will have to be developed and reported on. Given these circumstances it would seem prudent to make provision for some level of overspend at least in the earlier part of the financial year when the budget for 2022/23 is set.

Timescale

3.20 Budget setting for 2022/23 is planned for 22 February 2022.

4. SUMMARY OF IMPLICATIONS

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

The Council's budget should reflect the Council's priorities as expressed in the Corporate Plan and LOIP.

(b) Policy and Legal

The Council must set a balanced budget as required by the Local Government Finance Act 1992 (section 93).

(c) Financial implications

The financial implications are set out in the report. The Council faces challenges in developing both revenue and capital plans, with an underlying requirement to make savings. There are sums set aside for transformation of services but these can only be spent once and only amount to less than 5% of the Council's funding requirement.

(d) Risk Implications

There are many risks inherent in financial planning. Current major risks for the planning process are identified in the report. However, the biggest risk would be if the Council did not adequately plan for the future.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property

None arising directly from this report.

(g) Equalities/Socio Economic Impact

None arising directly from this report.

(h) Climate Change and Biodiversity Impacts

There are no climate change and biodiversity issues arising from this report.

(i) Consultations

CMT has been consulted in the preparation of this report and comments incorporated.

5. CONCLUSION

- 5.1 The Council has an underlying requirement to make savings. The focus should be on transformation of services to reduce costs whilst still delivering services but the recent draft settlement and lack of sufficient spend to save initiatives / transformation proposals would appear to make service cuts inevitable.**
- 5.2 Use of financial flexibilities and funding from the covid ear-marked reserve will facilitate balancing the budget in 2022/23, while new transformation plans and savings proposals are developed**
- 5.3 There remains uncertainty around aspects of the draft settlement which require to be resolved in early course.**

Author of Report: Lorraine Paisey, Chief Financial Officer
Background Papers:
Ref: ***SPMAN-1293228629-637***

BUDGET OVERVIEW AS AT 5 JANUARY 2022

	2021/22	2022/23	2023/24	2024/25
	£000s	£000s	£000s	£000s
Revenue Expenditure				
Service allocations (assuming prior year savings are achieved)		237,249	236,064	229,166
Adjustments to brought forward figure:		(15,835)	(1,019)	(749)
Opening budget	238,823	221,414	235,045	228,417
Estimated overspend	341			
Pay and price increases		4,000	4,140	4,140
Increase in Loan Charges		360	1,800	1,450
New Burdens		1,008	0	0
Budget pressures:				
- Approved or noted for future years when budget set		4,682	1,220	1,270
- Approved since budget set		1,311	599	(50)
- Emerging		4,570	214	0
	239,164	237,345	243,018	235,227
Revenue Funding				
General Revenue Grant / NDRI	167,814	177,300	178,290	178,290
New burdens funding not included in grant above	8,810	1,008	0	0
Covid Funding (one-off)	2,628			
Council Tax	44,405	46,555	48,632	50,516
BRIS retention	1,859			
Release from Repairs and Renewals Reserve		704		
Financial flexibility – use of capital receipts		1,784		
Funding from General Reserves:				
Further approved funding from Free General Reserves	10,349			
Funded from Ear-marked reserves:				
Transformation	3,415	998	749	0
Covid	11,112	7,011	1,496	0
Transfer to ear-marked reserve for Transformation	(1,816)			
Transfer to ear-marked reserve for Covid	(3,198)			
Transfer to other ear-marked reserves	(6,915)			
	236,463	235,360	229,166	228,806

APPENDIX 1

SAVINGS REQUIRED	702	1,985	13,851	6,421
Savings Summary				
Savings Approved:				
Approved when budget set	1,052	115	0	0
Temporary savings	143	47	0	0
Further savings approved				
Indicative Savings from I&M Programme	191	263	181	
Other savings proposed	188	1,560	0	0
Savings to be identified	0	(0)	13,670	6,421
	1,574	548	13,851	6,421
Estimated Free Balance on General Reserves	5,000	5,000	5,000	5,000
Estimated Balance on covid Reserve	8,507	1,496	0	0
Estimated Balance on Transformation /Priorities Reserves (1)	12,134	11,136	10,387	10,387

(1) Includes £4 million MGD cash flow – profile to be developed

APPENDIX 2

BUDGET PRESSURES

	2022/23	2023/24	2024/25
Approved or noted when budget set			
Children in transition to adult social care services		200	200
Health & Social Care services (passported per settlement) Note 1	2,674		
School roll numbers (DSM budget)	860	700	522
Findrassie primary school running costs			450
School repairs and maintenance		200	400
Full year effect of additional teachers (covid)	522		
Loss of income from closure of swimming pools for refurbishment	55	55	
Economic recovery plan (approved by Council 28/10/2020)	263	263	
Moray Growth Deal (Early Years STEM) – revenue costs	50		
Increased vehicle fuel duty	103		
Renewal iTrent contract	16		
Clearance of Bilbohall site	120		
Borrowing costs additional capital	19		
Recovery of leisure income post pandemic restrictions		(200)	(300)
Total	4,682	1,218	1,272
Other approved budget pressures			
Revised IMP (funded from ear-marked reserves)	998	749	
Development Plan Scheme – transportation appraisals	200	(150)	(50)
Annual maintenance of automatic bollards (Elgin High Street)	7		
Full year effect of additional social care package	106		
Total	1,311	599	(50)

Note 1 This is a new budget pressure arising from the draft settlement but is included here as previous year's settlements have included similar passported elements for social care.



REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: CHARGING FOR SERVICES

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

1. REASON FOR REPORT

- 1.1 To ask Council to approve revised charges for council services for 2022/23.
- 1.2 This report is submitted to Council in terms of Section III (B) (1) and (48) of the Council's Scheme of Administration relating to financial policy and the setting of charges.

2. RECOMMENDATION

- 2.1 **It is recommended that Council approves the charges for Council services for 2022/23 set out in APPENDIX 1.**

3. BACKGROUND

- 3.1 The current Charging for Services Policy was approved by Policy and Resources Committee on 24 October 2017 (paragraph 6 of the minute refers). Under the policy, an annual revision of charges is required. In order to preserve the Council's financial position, charges within the control of this council are generally inflated annually. However, the Corporate Committee on 12 October 2021 approved a default freeze of charges for 2022/23 at 2021/22 levels (paragraph 6 of the Minute refers).
- 3.2 Not all charges are within the Council's control. Some charges levied by the Council for services provided are set by statute, some are limited by statute and some have the method of calculation prescribed by statute – these are indicated in **APPENDIX 1** and are included for the sake of completeness.
- 3.3 Where charges within the Council's control are not proposed to be frozen at 2021/22 levels the reasons are discussed on a section-by-section basis below.
- 3.4 **A: Corporate / cross departmental**
The surcharges for marriages held outwith marriage rooms or in marriage rooms on Saturdays included as A13 and A13a include a component which is a payment to the Registrar. This component will be increased by the level of

the pay award, which for 2021/22 equates to £2.48. It is therefore proposed that the surcharge levied is increased (by £2, rounded down from £2.48 for simplicity) to avoid a reduction in the fee which accrues as income to the Council.

3.5 B: Social Care Services

Moray Council delivers social care under the aegis of Moray Integration Joint Board (MIJB). The ability to set charges is a function of the Council and not of MIJB. However, the Corporate Committee agreed on 12 October 2021 to request MIJB to make recommendations regarding the level of charges, so that a holistic view can be taken of charges for social care and their relation to service issues, and in the spirit of partnership working. The charges included in section B relating to services carried out for MIJB are as recommended by MIJB. All charges are recommended to be frozen bar the charge for the community alarm service. As approved by Council on 18 February 2021 (paragraph 4 of the Minute refers), it is recommended that the charge for community alarm is increased from £33.22 per quarter to £40.20 per quarter, a further step towards the Scottish average charge for community alarm. When the last benchmarking exercise was carried out, in 2019, this was £47.19 per quarter.

3.6 D: Libraries and Information Services

The Council has acquired a 3D printer and a new charge for the use of this is included at D1g.

3.7 G: Waste Management, Land and Parks

At its meeting on 7 December 2021 the Economic Development and Infrastructure Services Committee had under consideration a report recommending the introduction of a new system of charges for the use of parks and open spaces in the Council's ownership for commercial and other events. The Committee remitted the proposed charges to Council to be considered along with all other charges to be levied by the Council (paragraph 12 of the Minute refers) and these charges are included as additions to G3c (circuses) and as new charges G4 – G7.

3.8 I: Harbours

The Council has procured an ice-making plant for Buckie harbour and charges for the supply of ice are included as new charge In. A reduction in the annual compound charge for chartered vessels under 10m length is proposed at Im.

4. SUMMARY OF IMPLICATIONS

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

The levying of charges for Council services is an essential component of delivering Council priorities on a sustainable basis.

(b) Policy and Legal

The current policy for charging for Council services was approved by this committee on 24 October 2017. There are no legal implications arising from this report. Some charges are set or limited by legislation.

(c) Financial implications

There are no financial implications arising from this report. The current budget for incomes from individual charges is included as a guide to the impact which these charges have on the council's financial position.

(d) Risk Implications

There are no risk implications arising directly from this report.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no equalities implications or implications for the socio-economic duty arising from this report

(h) Climate Change and Biodiversity Impacts

There are no implications for climate change or biodiversity arising from this report.

(i) Consultations

All Heads of Service and the Equal Opportunities Officer have been consulted in the preparation of this report and comments incorporated.

5. CONCLUSION

5.1 Following the decision of the council on 12 October 2021, charges within the control of the council are recommended to be frozen at 2021/22 levels for 2022/23, with the exception of the charge for community alarms, which has historically been very low.

5.2 New charges for the 3D printing, the use of parks and open space, the supply of ice and a discounted rate for chartered vessels under 10m length are recommended to be adopted.

Author of Report:

Lorraine Paisey, Chief Financial Officer

Background Papers:

Ref:

SPMAN-1293228629-622

SECTION A: CORPORATE SERVICES / CROSS DEPARTMENTAL

CODE: **S** Set by Statute/Scottish Government
 M At legal maximum
 SD Statutory duty of full cost recovery

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
A1.	Property Enquiry Certificates		£958	£177 + VAT	£177 + VAT	April 2020
A3.	Loan and title lending/copying (Estates and Legal Services)		£33,888	From £41.82 increasing depending on time taken	From £41.82 increasing depending on time taken	April 2021
A3a	14 day letter for industrial debts arrears			£32.13 per letter	£32.13 per letter	April 2021
A4.	Recharge of Council's legal costs in relation to discretionary property and leasing work			£59 - £135 per hour	£59 - £135 per hour	April 2021
A4a	Recharge of Council's legal costs in relation to pre judicial litigation work by litigation team			£59 - £135 per hour	£59 - £135 per hour	April 2021
A4b	Judicial expenses: Court proceedings including recovery of rent arrears, industrial debts, miscellaneous and licensing matters	S		Varies annually on a national basis and by work type/stage	Varies annually on a national basis and by work type/stage	
A5.	Orders under Town and Country Planning (Scotland) Act and other Roads/planning matters			£59 - £135 per hour	£59 - £135 per hour	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
A6.	Licensing	M				
	(i) Liquor Licensing:		£120,924	Per approved table of charges set by the Licensing Board	Per approved table of charges set by the Licensing Board	June 2018
	(ii) Licences under the Civic Government (Scotland) Act and other miscellaneous pieces of legislation					
	Animal Boarding Establishments			£131	£131	April 2021
	Animal Breeding			£115	£115	April 2021
	Cinema Licence			£166	£166	April 2021
	Copy Licence			£22	£22	April 2021
	Dangerous Animals			£285	£285	April 2021
	HMO (5 occupants or under)			£1,800	£1,800	April 2021
	HMO (10 occupants or under)			£2,572	£2,572	April 2021
	HMO (over 10 occupants)			£3,345	£3,345	April 2021
	HMO Change of Circumstance			£260	£260	April 2021
	Itinerant Metal Dealer's Licence			£683	£683	April 2021
	Itinerant Metal Dealer's Exemption Warrant		£148,168	£683	£683	April 2021
	Knife Dealers Licence			£723	£723	April 2021
	Late Hours Catering Licence			£952	£952	April 2021
	Late Hours Catering Renewal			£952	£952	April 2021
	Licence Plates			£22	£22	April 2021
	Market Operator Licence			£447	£447	April 2021
	Market Operator Temporary Licence			£447	£447	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Metal Dealer Licence			£683	£683	April 2021
	Metal Dealer's Exemption Warrant			£683	£683	April 2021
	Performing Animals			£110	£110	April 2021
	Pet Shops			£224	£224	April 2021
	Public Charitable Collections			No Fee	No Fee	April 2019
	Public Entertainment (under 200 attendees)*			£315	£315	April 2021
	Public Entertainment (between 200 and 299 attendees)*			£394	£394	April 2021
	Public Entertainment (between 300 and 399 attendees)*			£513	£513	April 2021
	Public Entertainment (between 400 and 499 attendees)*			£671	£671	April 2021
	Public Entertainment (over 500 attendees - commercial)*			£1,388	£1,388	April 2021
	* Discounts apply for charitable events					
	Public Processions			No Fee	No Fee	April 2019
	Riding Establishments:			£413	£413	April 2021
	Second Hand Dealers Licence			£146	£146	April 2021
	Sex Shop Licence			£1,277	£1,277	April 2021
	Sexual Entertainment Venue new licence			£1,530	£1,530	SEV fees set Sept 2020
	Sexual Entertainment Venue licence grant fee			TBD		
	Sexual Entertainment Venue licence renewal			£1,530	£1,530	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Sexual Entertainment Venue licence variation			£510	£510	April 2021
	Sexual Entertainment Venue licence transfer			£281	£281	April 2021
	Sexual Entertainment Venue issue duplicate licence			£41	£41	April 2021
	Street Traders			£394	£394	April 2021
	Tattooing and Piercing			£394	£394	April 2021
	Taxi Booking Office			£515	£515	April 2021
	Taxi/Private Hire Driver Grant			£243	£243	April 2021
	Taxi/Private Hire - Driver Renewal			£197	£197	April 2021
	Taxi/Private Hire Vehicle			£422	£422	April 2021
	Variation of any Licence			£28	£28	April 2021
	Vehicle Substitution			£353	£353	April 2021
	Venison Dealer Licence			£53	£53	April 2021
	Window Cleaner Licence			£155	£155	April 2021
	Zoo Licence			£330	£330	April 2021
A8.	Searches in Indexes of Statutory Registers	S	£110,672	n/a	n/a	April 2019
A9	Certificates: Full extract of birth, death or marriage and abbreviated certificate	S		n/a	n/a	January 2011
A10.	Note of Marriage or civil partnership	S		As set	As set	April 2010
A11.	Marriage or civil partnership ceremony conducted by Registrar	S		As set	As set	April 2010

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
A12.	Use of marriage room in Registry Office Over 10 guests 5 – 10 guests Non-returnable deposit paid when making a booking for a ceremony. This fee is deducted from the final charge.		£5,250	£178 £76 £70	£178 £76 £70	April 2021
A13.	Surcharge for Marriages in all venues outwith the Registry Office (Mon-Sat)		Included in Registrar's total above (A8 – A11)	£268	£270	April 2021
A13a	Saturday surcharge for Marriages in Marriage Room			£129	£131	April 2021
A16.	Change of Civil Partnerships to Marriage	S		As set	As set	16 / 12 / 15
A17.	Freedom of Information requests		£nil	10% of the cost to the Council for costs over £105	10% of the cost to the Council for costs over £105	April 2020
A18.	Photocopying A4 Black & white A3 Black & white A4 colour A3 colour Plus staff costs		£nil	10p 20p 35p 50p Up to £19 per person per hour	10p 20p 35p 50p Up to £19 per person per hour	April 2018 April 2018 April 2018 April 2018 April 2021
A19.	Re-use of public sector information	S	£nil	As set	As set	October 2007

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
A20.	Data Subject Access Request	M	£nil	As set	As set	October 2007
A21.	Pupil Education Records	M	£nil	Sliding scale from £2 to a maximum of £50	Sliding scale from £2 to a maximum of £50	April 2010
A22.	Committee services documents		£nil	Available free on internet, otherwise £8.00 admin fee plus 10p per side of photocopy	Available free on internet, otherwise £8 admin fee plus 10p per side of photocopy	April 2021
A23.	HR Training – Social Work Training Team – to deliver training to external organisations		£nil	£41 per person	£41 per person	April 2021

SECTION B: SOCIAL CARE – MIJB and Moray Training

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
B1.	Moray Lifeline / Telecare		£108,000	£33.22 per quarter inc VAT	£40.20 per quarter inc VAT	April 2021
B4.	Blue Badge	M		£20 per badge – badge valid for 3 years	£20 per badge – badge valid for 3 years	April 2012
B6.	Meals at Day Care Centres (Older People) and Shared Lives:					
B6a.	Meal			£5.03 per meal	£5.03 per meal	April 2020
B6b.	Tea & Biscuits			£0.77 per cup	£0.77 per cup	April 2021
B6c.	Light meal (Shared Lives Service only)			Per Shared Lives carer	Per Shared Lives carer	April 2021
B6d.	Packed lunches (Murray Street)			£5.03	£5.03	April 2020
B10.	Stair lift maintenance		£13,500	£16.56 per quarter inc VAT No VAT if registered disabled	£16.56 per quarter inc VAT No VAT if registered disabled	April 2020
B10 a	Wash / dry toilet maintenance			£27.04 per quarter	£27.04 per quarter	April 2020
B11.	Occupational Therapy Aids and Equipment			None (per CoSLA recommendation)	None (per CoSLA recommendation)	October 2005
B12.	Hire of Day Centre rooms			£5.49 per hour	£5.49 per hour	April 2021
B14.	Speyside Lunch Club			£6.26 inc VAT	£6.26 inc VAT	April 2021
B16	Case review carried out on behalf of another local authority			£100.41	£100.41	April 2021

SECTION C: LEISURE FACILITIES

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
C1	Fit Life					
C1a.	Membership cards Individual – 12 months Individual – monthly direct debit		£928,830	£276 £23	£276 £23	April 2020
C1b.	Family (1 adult) – 12 months Family (1 adult) – monthly direct debit Family (2 adults) – 12 months Family (2 adults) – monthly direct debit			£348 £29 £372 £31	£348 £29 £372 £31	
C1c.	35 Day Membership			£35	£35	April 2019
C2	Swimming Pools					
C2a.	Swimming Adult Swim / aqua aerobics / activity class Junior swim aged 0 – 17 / over 60s Registered Disabled +one carer		£72,286	£5.75 £2.90 £2.90	£5.75 £2.90 £2.90	April 2020

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
C2b.	Swimming Lessons Adult Lesson Junior Lesson block (8 weeks) Holiday Crash Course (5 x daily lessons) Parent and Child Class (1 adult & 1 child) Individual junior lesson (30 minutes for 1 child) Additional needs child individual lesson (30 minutes for 1 child)		£45,049	£7.00 £44.00 £27.50 £5.50 £16.00 £10.00	£7.00 £44.00 £27.50 £5.50 £16.00 £10.00	April 2020
C2c.	Pool Hire General (Buckie, Forres, Keith) General (Lossiemouth) General (Speyside) Pool Hire with inflatable (Buckie, Forres, Keith) Pool Hire with inflatable (Speyside) Club Hire (Buckie, Forres, Keith) Club Hire (Lossiemouth) Club Hire (Speyside) Club hires are exempt from VAT if a series booking		£101,703	Per hour £115.00 £90.00 £70.00 £125.00 £85.00 £45.00 £38.00 £33.00	Per hour £115.00 £90.00 £70.00 £125.00 £85.00 £45.00 £38.00 £33.00	April 2020
C2d.	Health Suite Sauna & Steam		£nil	Use of health suite included in admission cost.	Use of health suite included in admission cost	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
C3	Indoor Facilities		All charges are inclusive of VAT, if applicable			
C3a.	Fitness Rooms User induction course (Free with Fit Life? Membership) Fitness Room (1 hour) Adult Junior, over 60's, Registered Disabled Activity Class		£23,712	£25.00 £5.75 £3.95 £3.95 £5.75	£25.00 £5.75 £3.95 £3.95 £5.75	April 2020
C3b	Speyside Sports & Community Centre – indoor climbing wall					April 2020
C3b1	Climbing Adult climb Junior climb (up to 17 years) Over 60s concession Registered disabled + one carer			£7.50 £5.50 £5.50 £5.50	£7.50 £5.50 £5.50 £5.50	
C3b2	Climbing lessons Adult lesson block (8 weeks) Junior lesson block (8 weeks)			Costs according to type and duration of class	Costs according to type and duration of class	
C3b3	Climbing wall hire (per hour) Within normal opening hours Outwith normal opening hours			£37.00 As above plus £22 per hour	£37.00 As above plus £22 per hour	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
C4	Outdoor Sports					
C4a.	Multi Sports Area Multi Sports Area for 5-a-side football (3 courts) per hour			Now open-plan – free access	Now open-plan - free access	April 2017
C4b.	Pavilions and Pitches Football and School sports field with changing rooms Adult Teams per Game Juvenile Teams (Under 17) per Game		£10,697	£68.00 £24.00	£68.00 £24.00	April 2020
C4c.	Pavilion and / or grassed areas for training (football and rugby) and School sports fields without changing rooms Adult groups – per session Juvenile Groups – per session Session times are for morning / afternoon / evening			£38.00 £12.00	£38.00 £12.00	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Astro Sports Pitches		£42,567			April 2020
C4e.	Aberlour, Buckie, Fochabers Full Size pitch Adult Teams per hour Juvenile Teams per hour Third size pitch Adult Teams per hour (1 x pitch) Juvenile Teams per hour (1 x pitch)			£65.00 £32.00 £22.00 £11.00	£65.00 £32.00 £22.00 £11.00	
C4f.	Elgin and Keith Full Size pitch Adult Teams per hour Juvenile Teams per hour Half Size pitch Adult Teams per hour Juvenile Teams per hour			£65.00 £32.00 £33.00 £16.00	£65.00 £32.00 £33.00 £16.00	
C5.	School facilities					
C5a.	Meeting Room – per hour Standard rate Junior (up to 17 years old) Special Needs Groups Requests for bookings can be considered out-with normal hours at an additional cost of £22 per booking per hour		£52,690	£16.00 £11.00 £6.00 £22.00	£16.00 £11.00 £6.00 £22.00	April 2020

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
C5b.	Sports/Assembly Hall – per hour Small hall Standard rate Junior / over 60s Large hall Standard rate Junior / over 60s Requests for bookings can be considered outwith normal hours at an additional cost of £22.00 per booking per hour	.	Included above	£21.00 £11.00 £42.00 £21.00 £22.00	£21.00 £11.00 £42.00 £21.00 £22.00	April 2020
C9	Community Centres					
C9a	Admission Charges per hour Adult Junior aged 5-17 Over 60s Registered Disabled + one carer		£116,239	£5.25 £3.25 £3.25 £3.25	£5.25 £3.25 £3.25 £3.25	April 2020
C9b	Shower Use of photocopier (A4 black and white)			£2.50 Please See Section A18	£2.50 Please See Section A18	April 2020

SECTION D: LIBRARIES AND INFORMATION SERVICES

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
D1	Libraries and Information Services					
D1a	Adult Fines per week Maximum per item People over 60 years		£9,097	£0.60 £10.40 No charge	£0.60 £10.40 No charge	April 2020 April 2021 Rounded down to nearest 5p. (Rounded up last year.)
D1c	Inter-Library Loan			Cost of return postage	Cost of return postage	
D1d	Reader's Tickets – Replacement Computer Card			£2.45	£2.45	April 2021
D1e	CDs per item		Nil	£0.70 inc VAT	£0.70 inc VAT	April 2020
	DVDs per item		Nil	£2.50	£2.50	April 2002 Market rate
	Arts Prints			Free	Free	April 2008
D1f	Sales of withdrawn items: Non Fiction Adult/Junior Fiction Paperbacks CDs and Videos		£4,315	£1.30 £0.75 £0.40 £1.30	£1.30 £0.75 £0.40 £1.30	April 2021 April 2020 April 2020 April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
D2	Elgin Library accommodation per hour Meeting Room / Activities Room: Community Use Private Use Commercial use: Based in Moray Gallery: Community Use Private Use Commercial use: Based in Moray Small meeting room: Community Use Private Use Commercial use: Based in Moray		£15,495	£10.00 £11.90 £22.10 £20.10 £24.95 £62.50 £6.90 £7.50 £18.75	£10.00 £11.90 £22.10 £20.10 £24.95 £62.50 £6.90 £7.50 £18.75	April 2021
For large bookings (250+) the responsible officer, in consultation with the Director, has discretion to increase/decrease charges by up to 25%.						

SECTION E: EDUCATION

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
E2.	SPORTS COACHING Sports coaching sessions Active Start Session (45 mins) Walking Sports – no refreshment Walking Sports – with refreshments		£82,745 (includes £54,000 Fit Life)	£4.00 £4.00 £2.65 £3.70	£4.00 £4.00 £2.65 £3.70	April 2020
E3.	SCHOOL MEALS Primary School Meals (Secondary School meals are priced per item selected)		£507,928 £345,688	£2.30 Cafeteria system – charge per item	£2.30 Cafeteria system – charge per item	August 2017
E4	ADULT SITTING SQA Examination in school			Set by SQA	Set by SQA	

SECTION F: ECONOMIC GROWTH AND DEVELOPMENT SERVICES

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F1	Environmental Health					
F1a.	Pest Control Services		£33,310			
	Wasps and bees (visit fee)			£83.84 + VAT	£83.84 + VAT	April 2021
	Fleas (visit fee)			£154.43 + VAT	£154.43 + VAT	April 2021
	All other services (visit fee)			£92.67 + VAT	£92.67 + VAT	April 2021
	Bait treatment units, if required, as listed below (to cover cost)			Various, at full cost – will increase at next purchase date	Various, at full cost – will increase at next purchase date	
	K-Othrine WC250			£6.19 + VAT (2.5g)	£6.19 + VAT (2.5g)	
	Maxforce			£8.44 + VAT (each)	£8.44 + VAT (each)	
	Pro Control Insect Killer			£7.88 + VAT (per can)	£7.88 + VAT (per can)	
	Wasp Nest Destroyer			£11.18 + VAT (per can)	£11.18 + VAT (per can)	April 2020
	Neosorex Rat Gold Packs			£10.77 + VAT (1kg)	£10.77 + VAT (1kg)	April 2020
	Control Blox			£9.06 + VAT (1kg)	£9.06 + VAT (1kg)	April 2020
	Brombait			£8.58 + VAT (3kg)	£8.58 + VAT (3kg)	April 2020
	Brodifacoum			£9.56 + VAT (1kg)	£9.56 + VAT (1kg)	
	Coopex Mini Generators			£5.06 + VAT (each)	£5.06 + VAT (each)	
	Ficam			£7.05 + VAT (0.5kg)	£7.05 + VAT (0.5kg)	April 2020
F1b.	Release of stray dog	M	Nil	£25.50 + kennel fees	£25.50 + kennel fees	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F1c.	<u>Water Sampling</u> Type B Risk assessment / review of risk assessment Type B sampling including preparatory work and admin charge includes cost of analysis Regulation 2 Samples Regulation 2 request sample (in addition to statutory sample) Verification samples (to check corrective works)	M M	£46,080	£50 –stat max £132 + VAT per sample – stat max £249.44 (no VAT) £225.98 + VAT Analysis costs + £102	£50 –stat max £132 + VAT per sample – stat max £249.44 (no VAT) £225.98 + VAT Analysis costs + £102	April 2017 April 2019 April 2021 April 2021 April 2021
F1d.	Swimming pools per sample		Nil	£46.32 + VAT	£46.32 + VAT	April 2021
F1e.	Disposal of Unsound Food per request: Commercial Domestic		Nil	£93.77 + cost of disposal £71.71 + cost of disposal	£93.77 + cost of disposal £71.71 + cost of disposal	April 2021
F1f.	Burial of Indigent dead Investigation etc			£99.28 + VAT per hour	£ 99.28 + VAT per hour	April 2021
F1g.	Non EU Export Certificates (per certificate)		£24,163	£62.12	£62.12	April 2021
	Attestations to Hubs			£100	£100	April 2021
	EU Export Certificates			£40	£40	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F1h	Public Health duties (Hourly rate per officer)(as F1f)			£99.28 + VAT per hour	£99.28 + VAT per hour	April 2021
F1i	Section 50 (Licensing) Food Hygiene Certificate Cooksafe Books (per book) Butchersafe Books (per book)		£5,618	£89.66 £5.35 + £3 p+p £5.35 + £3 p+p	£89.66 £5.35 + £3 p+p £5.35 + £3 p+p	April 2021 April 2021 April 2021
F1j	Residential Caravan Sites	Sites with 50 Pitches and under	£5,000	First application £838.44 Renewal £607.92	First application £838.44 Renewal £607.92	April 2021
		Sites with over 50 pitches		First application £1,169 Renewal £672.18	First application £1,169 Renewal £672.18	April 2021
K2.	Landlord Registration fees	S	£61,000	As set	As set	
F2	Contaminated Land		£271			
F2b	Level 1 Land Use Report			£165.36 + VAT	£165.36 + VAT	April 2021
F2c	Level 2 Land Use Report			£397.13 + VAT	£397.13 + VAT	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F2d	Contamination Enquiry Report Single Residential Property <1000m ² Report Single Residential property >1000 m ² and all commercial requests			£95.98 £95.98 per hour	£95.98 £95.98 per hour	April 2021 April 2021
F3	Building Standards					
F3a.	Building Warrant Fees set by Scottish Government	S	£708,345	As set	As set	May 2005
F3b	Letters of Comfort (LTC)		£18,770			
F3c	Confirmation of completion Property Inspection of unauthorised works (for up to 2 site visits)			£502 £758	£502 £758	April 2021 April 2021
F3d	LTC visit 3, and each subsequent visit)			£119	£119	April 2021
	Building Standards Pre application check			£86	£86	April 2021
	For major construction projects requiring Building Standards input to the design process			£137 per hour	£137 per hour	April 2021
F4	Development Management					
F4a	Planning Application Fees – set by Scottish Government	S	£865,783	As set	As set	2017

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F4b	Recoverable expenditure: Neighbour Notification		£62,000	£122	£122	April 2021
F4c	Section 34 Advertising and Other Advertising (e.g to establish owner of property)			£199	£199	April 2021
F4d	Property History Check			£64	£64	April 2021
F4k	High Hedges			£456	£456	April 2021
F4l	Pre-application advice on Major Development proposals			£1,607	£1,607	April 2021
F4m	Pre-application advice on all local development proposals (except single houses in the town & countryside)			£536	£536	April 2021
F4n	Pre-application advice on single houses in the town & countryside			£161	£161	April 2021
F4n1	Pre-application advice on commercial developments and changes of use (max floor space 500 sqm)			£161	£161	April 2021
F4o	Development enquiry fees for proposed householder and non- domestic developments. ID's and PE's in Town Centres are free (including Aberlour and Dufftown)			£64	£64	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F4p	Enquiries relating to proposed works to Listed Buildings (only one fee payable if it relates to a householder, local and or major development enquiry).			£64	£64	April 2021
F4q	Requests for Non-material Variation of previously approved scheme: Householder development All other local developments Major developments			£54 £107 £268	£54 £107 £268	April 2021
F4r	Charging for site visit to advise re unauthorised development and/or works to a Listed Building which is the subject of conveyancing.			£268	£268	April 2021
	Community Developments			Free	Free	
	Works or alterations to improve access, safety, health or comfort for a disabled person at their home.			Free	Free	
	Planning and Development					
F4e	Moray Local Development Plan 2015 (hard copy)			£75 plus P&P Individual volumes £25 plus P&P except volume 2 £50 plus P&P	£75 plus P&P Individual volumes £25 plus P&P except volume 2 £50 plus P&P	April 2021
F4g	Supplementary Guidance (hard copy)			£12:50 + p&p	£12.50 + p&p	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F4g1	Viability Assessments			Applicant to pay District Valuer's fee	Applicant to pay District Valuer's fee	Approved at Committee 2019
F4h	Charge for naming streets & housing		£14,180			
	Address 1			£110	£110	April 2021
	Addresses 2 – 9			£110 + £31 per additional addresses 2 - 9 (min £141/max £358)	£110 + £31 per additional addresses 2 - 9 (min £141/max £358)	April 2021
	Addresses 10 – 19			£358 + £23 per additional addresses 10 - 19 (min £381/max £588)	£358 + £23 per additional addresses 10 - 19 (min £381/max £588)	April 2021
	Addresses 20 – 49			£588 + £17 per additional addresses 20 - 49 (min £605/max £1,098)	£588 + £17 per additional addresses 20 - 49 (min £605/max £1,098)	April 2021
	Addresses 50 – 99			£1,098 + £14 per additional addresses 50 - 99 (min £1,112/max £1,798)	£1,098 + £14 per additional addresses 50 - 99 (min £1,112/max £1,798)	April 2021
	Addresses 100+			£1,798 + £13 per additional addresses 100+ (min £1,811)	£1,798 + £13 per additional addresses 100+ (min £1,811)	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F5	Building Standards / Development Management					
F5a	Section 50 (Licensing) Certificate			£60	£60	April 2021
F5b	Copy Documents – Planning Decisions Notice / Building Warrants & Certificate of Completion		£1,260	£32	£32	April 2021
	Search Retrieval Fee – No Reference Number given			£22	£22	April 2021
	Cost of documents – A4 plans			£0.27	£0.27	April 2021
	Cost of documents - A3 plans			£0.53	£0.53	April 2021
	Cost of documents - A2 plans			£11	£11	April 2021
	Cost of documents - A1 plans			£13	£13	April 2021
	Microfiche and Digital Copies – any amount total cost			£11	£11	April 2021
F6	Trading Standards					
F6a	Measuring Instruments for Liquid Fuels and Lubricants		£720			
	Per nozzle			£96.04	£96.04	April 2021
	Testing of Credit Card acceptor (per unit regardless of number of nozzles)			£126.28	£126.28	April 2021
F6b	Weights Submitted for Test					April 2021
	Weights not exceeding 25kg			£13.85 first £8.77 others	£13.85 first £8.77 others	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
F6c	Weighing Instruments Not exceeding 15kg Not exceeding 100kg Not exceeding 2 tonne Exceeding 2 tonnes (where the submitter provides labour and testing equipment) Exceeding 2 tonnes (where Trading Standards provides labour and testing equipment) Cost recovery for hire of Weighbridge Testing Unit		Included above By quotation – full cost recovery	£40.80 £63.12 £94.73 £253.87 By quotation – full cost recovery	£40.80 £63.12 £94.73 £253.87 By quotation – full cost recovery	April 2021 April 2021 April 2021 April 2021
F6d	Road Tanker – Liquid Fuel Measuring Instrument Above 100 Litres Wet Hose (2 testing liquids) Wet Hose (3 testing liquids)			£127.60 £192	£127.60 £192	April 2021 April 2021
F6e	Other Services Certificate of Errors or Calibration Certificate on test of weighing/measuring equipment			£53.93	£53.93	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Hire of weights per day: Quantity not exceeding 205kg Quantity exceeding 205kg		£212	£15.16 £37.46	£15.16 £37.46	April 2021 April 2021
F6f	Hourly Rate & Minimum Call Out Charge for Services not listed above Trading Standards Officer Support Officer			£78.92 £44.75	£78.92 £44.75	April 2021 April 2021
F6g	The Explosives Regulations 2014	S	£1,164	As specified in current Health and Safety Fees Regulations	As specified in current Health and Safety Fees Regulations	April 2012
F6h	The Petroleum (Consolidation) Regulations 2014	S	£4,860	As specified in current Health and Safety Fees Regulations	As specified in current Health and Safety Fees Regulations	April 2012
F6j	Public Weighbridge Operator Competence Test and Certificate			£76.28	£76.28	April 202`
F7	Economic Development Markets coming to Moray All commercial operators using the Plainstones in Elgin 1 visit is up to 3 days maximum.		£2,100	£116.17 per visit	£116.17 per visit	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
B15.	Moray Training – Delivery of Training Accredited Qualifications & courses to care services, external companies & Moray Council – this service is currently under review					
B15a.	SVQ – Social Services and Health Care Level 2 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 6 units		£	£51 £137.70 £108.63 / unit	£51 £137.70 £108.63 / unit	April 2021
	SVQ – Social Services and Health Care Level 3 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£55.85 £137.70 £157.44 / unit	£55.85 £137.70 £157.44 / unit	April 2021
.	SVQ – Social Services and Health Care Level 4 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£65.79 £137.70 £216.50 / unit	£65.79 £137.70 £216.50 / unit	April 2021
.	SVQ – Business and Administration Level 2 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£51 £137.70 £100.67 / unit	£51 £137.70 £100.67 / unit	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
.	SVQ – Business and Administration Level 3 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£55.85 £137.70 £124.24 / unit	£55.85 £137.70 £124.24 / unit	April 2021
B15b.	People Handling Basic Manual Handling Health and Safety Awareness		Included in above	£501.23 per session £375.92 per session £313.80 per session	£501.23 per session £375.92 per session £313.80 per session	April 2021
B15c.	Accredited Emergency First Aid at Work (1 day course) Registration fixed price set by SQA Internal Course costs External Course costs		Included in above	£7.50 per candidate £40.80 per candidate £49.47 per candidate	£7.50 per candidate £40.80 per candidate £49.47 per candidate	April 2020 April 2021
	Accredited Emergency First Aid at Work (1 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£15.30 per candidate £102 per candidate £124.24 per candidate	£15.30 per candidate £102 per candidate £124.24 per candidate	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Accredited Emergency Paediatric First Aid (1 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£7.65 per candidate £40.80 per candidate £49.47 per candidate	£7.65 per candidate £40.80 per candidate £49.47 per candidate	April 2021
	Accredited Paediatric First Aid (2 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£15 per candidate £96.90 per candidate £119.14 per candidate	£15 per candidate £96.90 per candidate £119.14 per candidate	April 2020 April 2021
B15d.	Training squad – work carried out		£	£20.45 per hour + £0.97 per mile travel expenses	£20.45 per hour + £0.97 per mile travel expenses	April 2021

SECTION G: WASTE MANAGEMENT, LAND AND PARKS

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G1	Waste collection and disposal			All charge are net of VAT		
G1b	Collection of bulky household refuse (white and non-white goods)		£35,561	£21.89	£21.89	April 2021
G1d	Disposal of Commercial Fridges/Freezers	SD		Individually assessed	Individually assessed	April 2016
G1e.	Residual Waste per bin per week 140 ltr bin 240 ltr bin 360 ltr bin 660 ltr bin 1100 ltr bin 1280 ltr bin Assessed per sack or equivalent		£942,516	£4.81 £8.22 £12.38 £21.68 £36.12 £42.01 £4.11	£4.81 £8.22 £12.38 £21.68 £36.12 £42.01 £4.11	April 2018
G1f.	Recyclable Trade Waste per bin per week 140 ltr bin 240 ltr bin 360 ltr bin 660 ltr bin 1100 ltr bin Assessed – Cardboard packaging		£246,747	£1.92 £3.27 £4.93 £8.52 £14.18 Based on equivalent bin size	£1.92 £3.27 £4.93 £8.52 £14.18 Based on equivalent bin size	April 2018
G1g.	Recycling Centre Pass			£224.44	£224.44	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G1h.	Disposal of commercial and industrial waste (per tonne) For difficult waste		£137,866	£80.66 £98.34	£80.66 £98.34	April 2021
G1i.	Skip/Container hire - based on recovery of costs i.e. location/frequency of service/disposal costs		£8,657	Individually assessed	Individually assessed	
G1j.	Disposal of green waste from landscape gardeners		£14,357	£31.87	£31.87	April 2021
G1k	Charge per suite of bins/boxes for new properties		£29,750	£121.33	£121.33	April 2021
G1l	Household garden waste permits		£830,000	£40 pa per bin	£40 pa per bin	April 2020
G1m	Use of Waste Disposal points by Caravans/Camper Vans			£6.82	£6.82	April 2021
G2	Burial Grounds			All charges are net of VAT		
G2a.	Sale of Lair Non-Resident Sale of Lair Fee for transfer of lair Non-Resident Fee for transfer of Lair		£174,120	£824.16 £1,745.22 £45.90 £845.58	£824.16 £1,745.22 £45.90 £845.58	April 2021 April 2021 April 2021 April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G2b.	Interment Charges Under 18 years of age Over 18 years of age Fee for Non-Moray Resident		£525,790	Nil £949.62 £1,743.18	Nil £949.62 £1,743.18	April 2021
G2c.	Additional charge for interments Saturday (over 18 years) Non-Moray Resident Sunday (over 18 years) Non-Moray Resident		Included above	£475.32 £872.10 £949.62 £1,743.18	£475.32 £872.10 £949.62 £1,743.18	April 2021
G2d.	Purchase of Cremated Remains Lair in Garden of Remembrance Non-Moray Residents Fee for interment of casket Fee for Non-Moray Resident Additional charge for Caskets: Saturday Non-Moray Resident Sunday Non-Moray Resident Scattering of Ashes on Grave Non-Moray Resident		Nil	£473.28 £174.06 £224.40 £510 £112.20 £255 £224.40 £510 £38.76 £95.88	£473.28 £174.06 £224.40 £510 £112.20 £255 £224.40 £510 £38.76 £95.88	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G2e.	Fee for digging foundations for headstone Non-Resident Fee for digging foundations for headstone		£24,180	£109.14 £315.18	£109.14 £315.18	April 2021
G2f.	Search Fee		Nil	£67.32	£67.32	April 2021
G2g.	Disinterments		Nil	Individually assessed	Individually assessed	N/A
G3	Hiring a space for an event in a park or open space			All charges are net of VAT		
	Fairgrounds		£6,674			
G3a.	Stalls & Children's ride-on units <ul style="list-style-type: none"> April-September (per day for first seven days) October-March (per day for first seven days) Thereafter per day: April-September October-March			£13.97 £6.58 £6.58 £3.57	£13.97 £6.58 £6.58 £3.57	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G3b.	Large ride-on units (dodgems, waltzer, big wheel etc) <ul style="list-style-type: none"> • April-September (per day for first seven days) • October-March (per day for first seven days) Thereafter per day: April-September October-March			£48.86 £19.77 £19.77 £9.93	£48.86 £19.77 £19.77 £9.93	April 2021
G3c	Circuses Small Circus Deposit Daily Fee Admin fee Large Circus Deposit Daily Fee Admin fee			£341.70 £454.92	£500 £341.70 £50.00 £500 £454.92 £100	NEW April 2021 NEW NEW April 2021 NEW

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G4	Commercial Events		£0			NEW
	Small Deposit Admin Fee Daily Fee				£500 £50 £300	
	Medium Deposit Admin Fee Daily Fee				£1,000 £50 £350	
	Large Deposit Admin Fee Daily Fee				£2,500 £100 £400	
	Major Deposit Admin Fee Daily Fee				£5,000 £100 £500	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
G5	Community Charity and Not for Profit Events Deposit Admin Fee Daily		£0		TBC- Note (1) Nil £250 (50% of full fee – rate only applied where organiser charges admission / participants entry fee)	NEW
G6	Photography Shoot (Commercial) – Full Day Deposit Admin Fee Daily fee Filming (Commercial) Deposit Admin Fee Daily fee		£0		TBC – Note (1) £50 £150 TBC – Note (1) POA (Price on Application) POA	NEW NEW
G7	Personal Trainer / Bootcamp – Commercial Deposit Admin Fee Daily fee		£0		TBC – Note (1) £0 £0	NEW
G8	Electricity Charge for Events			£0.14 p/kWh	£0.14 p/kWh	April 2021

Lets for advance units and for approved non-operating days due to inclement weather will be charged at a third of the above prices.

(1) TBC – To be confirmed on application subject to potential risk of ground damage

DRAFT

SECTION H: FLEET, ROADS AND TRANSPORTATION

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
H1	Fleet Services			All charges are net of VAT		
H1a	Taxis		£24,744			April 2021
	Taxi Test			£61.00	£61.00	
	Taxi Re-Test			£61.00	£61.00	
	Meter Calibration			£17.50	£17.50	
	Duplicate Certificate			£15.50	£15.50	
H1b	Prohibition Clearance			£15.50	£	April 2021
H1c	M.O.T Certificate Issue with Taxi Test		£18,848	£14	£14	April 2020
	M.O.T Class 7 Vehicles	M		£58.60	£58.60	April 2017
	M.O.T Test Class 4	M		£54.85	£54.85	April 2017
	M.O.T Partial Re-Test	M		£27	£27	April 2017
H1d	Duplicate MOT & Taxi Compliance Certificate	M		£10	£10	April 2021
	Note: DVSA now online service but can still be issued aligned taxi certificated (very rarely issued)					
H1e	Vehicle Rectification Certificate		£3,228	£15.30	£15.30	April 2021
H1f	Car Evaluation			£57	£57	April 2021
H1g	Minibus Drivers Assessment			£64.52	£64.52	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
H2	Roads			All charges are net of VAT		
H2a	Consent for excavating in a road by a private party: Road opening permit – no apparatus – minor works Road opening permit – standard works Road opening permit + permit for installation of plant – major works (per unit of inspection) Additional inspection fee for installation of plant. As defined in the Scottish Road Works Register (SRWR) Penalty for overrun of road opening permit – minor works Standard Fixed Penalty Notice. As defined in the Road Works (Fixed Penalty) Regulations			£155 £275 £725 In line with SRWR charge In line with SRWR charge	£155 £275 £725 In line with SRWR charge In line with SRWR charge	April 2021
H2b.	Road occupations <u>Scaffolding</u> Up to 7 days Up to 14 days Up to 21 days Up to 28 days Up to 35 days Up to 42 days		£61,601	£80 £150 £220 £290 £370 £440	£80 £150 £220 £290 £370 £440	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Extension to existing permit: Up to 7 days* Up to 14 days* Up to 21 days* Up to 28 days* Up to 35 days* Up to 42 days*			£80 £150 £220 £290 £370 £440	£80 £150 £220 £290 £370 £440	April 2021
	*Penalty for over-run of permit Standard Fixed Penalty Notice (+ cost of permit) (As defined in the Road Works (fixed penalty) Regulations 2008			As set by the Scottish Road Works Commissioner	As set by the Scottish Road Works Commissioner	
	Mobile Scaffold Tower			£60	£60	
	Crane/Cherry Picker permits up to a week			£135	£135	
	Temporary traffic signals up to 7 days			£115	£115	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Builders Skips up to 7 days			£60	£60	April 2021
	Building materials up to 7 days			£60	£60	April 2021
	Additional fee for deposition of skip/builders material in Car Park per bay up to 7 days (free car parks / low turnover)			£35	£35	April 2020
	Additional fee for deposition of skip/builders material in Car Park per bay up to 7 days (in a medium/high turnover car park)			£60	£60	April 2021
	Licensed vehicle parked in road to service works/operations with pedestrian area between 11:00 and 16:00			£60	£60	April 2021
	Contractors vehicle parked in road to service works/operations within Commerce Street, Elgin			£60	£60	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Undertaking a temporary survey for maximum 7 days and providing full survey data (Commercial) As above (Voluntary) Collation and provision of collision data (up to 2 hours preparation) Collation and provision of collision data (for each additional hour preparation or part thereof)			£470 £235 £140 £70	£470 £235 £140 £70	
H2e.	Road Status Enquiry (outwith Formal Property Enquiry System) Application for information for road classification from the statutory list of public highways. Charge per application		£1,064	£45.83 + VAT = £55.00	£45.83 + VAT = £55.00	April 2021
H2f.	Private Parties/ Accident Damage Fee for engineer/inspector			15% of value of construction work	15% of value of construction work	April 2017
H2g.	Provision of signage on request Tourist Signposting Local Destination Signs			Individually calculated to cover the cost of design, manufacture and erection	Individually calculated to cover the cost of design, manufacture and erection	April 2017

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
H3.	CAR PARKING CHARGES		Inclusive of VAT			
	High Turnover Sites Moray Street, Ladyhill Road, St Giles levels 5 & 6, Cooper Park 8am- 12 noon (first 30 mins free - Cooper Park only) Period: Up to 30 mins Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours		£915,000	£0.50 £1.50 £2.00 £2.50 £3.00	£0.50 £1.50 £2.00 £2.50 £3.00	May 2018
	Medium Turnover Sites Northfield Terrace, South Street, Hall Place, St Giles Levels 1-4, North Port, North College Street West Period: Up to 30 mins Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours 4+ hours			£0.50 £1.50 £2.00 £2.50 £3.00 £5.00	£0.50 £1.50 £2.00 £2.50 £3.00 £5.00	May 2018
	Low Turnover Sites Lossie Green, Lossie Wynd, Batchen Lane - all levels All Day Weekly Ticket			£1.00 £5.00	£1.00 £5.00	October 2012

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Elgin Railway Station (all day) Elgin Railway Station (weekly)			£2.00 £10.00	£2.00 £10.00	May 2018
	Parking Notices Parking Notices (if paid within 14 days)			£80.00 £60.00	£80.00 £60.00	April 2018
	Staff Car Parks – per day		Included above	£1.00	£1.00	November 2019
	Season Tickets includes VAT High Turnover Site Medium Turnover Site Elgin Railway Station Low Turnover Site Charge for opening multi storey car parks outwith opening hours Electric Charge Point (per Visit) - flat rate to ensure operation of unit remains cost neutral		Included above	n/a no all day parking £45.00 £40.00 £20.00 £54.00 £3.80	n/a no all day parking £45.00 £40.00 £20.00 £54.00 £3.80	October 2012 May 2018 April 2012 April 2018 April 2014
H4.	Roads Construction Consent (RCC) Inspection fee Second or subsequent RCC application		£90,520	£64 per £1,000 of road bond value £287	£64 per £1,000 of road bond value £287	April 2016

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
H5	Public Transport Unit					
H5a	Hire of vehicle (without driver) Excluding charges made under fixed contract with annual RPI increases Daily charge Plus mileage charge: 0-130 miles (per mile)			£45.00 £1.10	£45.00 £1.10	April 2021
H5b	Hire of vehicle (with driver) Minimum daily charge 0-130 miles (per mile) Driver per hour Mon – Fri Driver per hour weekend & public holiday			£45.00 £1.10 £18.00 £20.00	£45.00 £1.10 £18.00 £20.00	April 2021 NEW April 2021 NEW April 2021
H5c	Duplicate school bus pass			£10.00	£10.00	August 2018
H5d	Community bus fares		£20,582	Rounded to multiple of 5p £1.15 - £14.25	Rounded to multiple of 5p £1.15 - £14.25	April 2021

SECTION I: HARBOURS

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Commercial harbours Leisure harbours		£534,453 £78,715	All charges are net of VAT unless indicated		
I1	Cargo Vessels					
I1a	Cargo Vessel – per 7 days or part thereof (per dead weight all told ton (where GT exceeds DWAT, payment will be based on GT)			£0.54	£0.54	April 2021
I1c	Self Propelled and towed barges per 7 days or part thereof (per m2 or part thereof)			£1.02	£1.02	April 2021
I1c(i)	All CTV per day (per length, per metre or part thereof) All CTV per month (per length, per metre or part thereof) non refundable All CTV per annum (per length, per metre or part thereof) non refundable			£3.21 £63.19 £703.65	£3.21 £63.19 £703.65	April 2021
I1d	Tugs and maintenance/service vessels – per 7 days or part thereof per m or part thereof			£5.36	£5.36	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
l1f	Compulsory garbage (cargo)(on arrival per visit)			£80.33	£80.33	April 2021
l1g	Storage of cargo equipment on piers and quaysides per 7 days of part thereof (per m ² or part thereof)			£5.36	£5.36	April 2021
l1h	Handling mooring ropes (per hour or part thereof per person) during normal working hours (08:00 – 18:00) Handling mooring ropes (per hour or part thereof per person – outwith normal working hours 18:00 - 08:00)			£53.55 £96.39	£53.55 £96.39	April 2021
l1i	Passengers embarking and disembarking per trip including pleasure vessels, sea angling and excluding passengers on pilot boat and vessels being charged as CTV – per passenger			£1.07	£1.07	April 2021
l1j	Cleaning of piers following cargo movement – per hour or part thereof			£234.39	£234.39	April 2021
l1k	Fast Rescue Craft – per entry/departure			£53.55	£53.55	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I1l	Cleaning of Piers when waste left by any vessel (excl cargo)			£50.00	£50.00	April 2021
I1m	Annual compound charge for chartered vessels (including sea angling, wildlife, tourism – charge inclusive of garbage and passenger fees) Up to 10m – per annum 10m to 15m – per annum Over 15m – per annum			- £1,750.00 £2,250.00	£1,000.00 £1,750.00 £2,250.00	NEW April 2022 April 2021 April 2021
I1n	Supply of ice: Per tonne Per standard fish box				£60.00 £2.50	NEW April 2022 NEW April 2022
I2	Fishing Vessels					April 2020
I2a	<u>Composition Fee</u> (entries to qualify for quarterly composition fee = 3 entries in 1 st month) Vessels: Under 10m 10-17m 17-22m 22-26m 26-30m Over 30m			£39.11 £58.85 £87.36 £106.94 £124.79 £203.18	£39.11 £58.85 £87.36 £106.94 £124.79 £203.18	
I2b	<u>Single Entry</u> (per 7 days or part thereof – including vessels laid up) Vessels: Under 10m 10-17m 17-22m 22-26m			£39.11 £58.85 £87.36 £106.94	£39.11 £58.85 £87.36 £106.94	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	26-30m Over 30m			£124.79 £203.18	£124.79 £203.18	
I2e	Surcharge after a continuous period of 12 weeks			50% on top of charges above	50% on top of charges above	April 2006
I2f	Compulsory garbage charge (on arrival, per visit) Up to 10m Over 10m This charge will be levied on only one occasion per vessel per week			£10.00 £20.00	£10.00 £20.00	April 2021 April 2021
I2g	Storage of Fishing equipment in net storage area (per m ² per month or part thereof)			£1.63	£1.63	April 2020
I2h	Vessels less than or equal to 10m in length engaged in licensed creel fishing Where non declaration of fish landings per quarter, per vessel			Recreational dues plus 2% of catch value £420.00	Recreational dues plus 2% of catch value £420.00	April 2012 April 2020

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I3	Recreational Vessels					
I3a	Pontoon Berth - Annual berthing charges (inc VAT)					April 2021
	Over 3 - 4m			£333.60	£333.60	
	Over 4 - 5m			£417.00	£417.00	
	Over 5 – 6m			£500.40	£500.40	
	Over 6 – 7m			£583.80	£583.80	
	Over 7 – 8m			£667.20	£667.20	
	Over 8 – 9m			£750.60	£750.60	
	Over 9 – 10m			£834.00	£834.00	
	Over 10 – 11m			£917.40	£917.40	
	Over 11 – 12m			£1,000.80	£1,000.80	
	Over 12 – 13m			£1,084.20	£1,084.20	
	Over 13 – 14m			£1,167.60	£1,167.60	
	Over 14 – 15m			£1,251.00	£1,251.00	
	Over 15 – 16m			£1,334.40	£1,334.40	
	Over 16 – 17m			£1,417.80	£1,417.80	
	Over 17 – 18m			£1,501.20	£1,501.20	
	Over 18 – 19m			£1,584.60	£1,584.60	
	Over 19 – 20m			£1,668.00	£1,668.00	
	Each metre thereafter			£83.40	£83.40	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Wall/Loose Mooring - Annual berthing charges (inc VAT)					April 2021
	Over 3 - 4m			£278.00	£278.00	
	Over 4 - 5m			£347.50	£347.50	
	Over 5 – 6m			£417.00	£417.00	
	Over 6 – 7m			£486.50	£486.50	
	Over 7 – 8m			£556.00	£556.00	
	Over 8 – 9m			£625.50	£625.50	
	Over 9 – 10m			£695.00	£695.00	
	Over 10 – 11m			£764.50	£764.50	
	Over 11 – 12m			£834.00	£834.00	
	Over 12 – 13m			£903.50	£903.50	
	Over 13 – 14m			£973.00	£973.00	
	Over 14 – 15m			£1,042.50	£1,042.50	
	Over 15 – 16m			£1,112.00	£1,112.00	
	Over 16 – 17m			£1,181.50	£1,181.50	
	Over 17 – 18m			£1,251.00	£1,251.00	
	Over 18 – 19m			£1,320.50	£1,320.50	
	Over 19 – 20m			£1,390.00	£1,390.00	
	Each metre thereafter			£69.50	£69.50	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Hardstanding - Annual berthing charges (inc VAT) Over 3 - 4m Over 4 - 5m Over 5 – 6m Over 6 – 7m Over 7 – 8m Over 8 – 9m Over 9 – 10m Over 10 – 11m Over 11 – 12m Over 12 – 13m Over 13 – 14m Over 14 – 15m Over 15 – 16m Over 16 – 17m Over 17 – 18m Over 18 – 19m Over 19 – 20m Each metre thereafter			£222.40 £278.00 £333.60 £389.20 £444.80 £500.40 £556.00 £611.60 £667.20 £722.80 £778.40 £834.00 £889.60 £945.20 £1,000.80 £1,056.40 £1,112.00 £55.60	£222.40 £278.00 £333.60 £389.20 £444.80 £500.40 £556.00 £611.60 £667.20 £722.80 £778.40 £834.00 £889.60 £945.20 £1,000.80 £1,056.40 £1,112.00 £55.60	April 2021
I3c	Discounted rate for pensioners (boats less than 7m in length) (for current beneficiaries only)			75% of current relevant charge	75% of current relevant charge	
I3e	Rover Ticket - in line with Aberdeenshire Council			£66.67 + VAT = £80	£66.67 + VAT = £80	April 2021
I3f	Visiting Vessel Day Ticket per day or part thereof			£16.67 + VAT	£16.67 + VAT	April 2019

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I4	Harbour Dues					
I4e	Use of port/harbour to demonstrate or test equipment/ vessel or any other similar event (commercial) - per day or part thereof			£214.20	£214.20	April 2021
I4f	Use of port/harbour for community/ charity events			£107.10	£107.10	April 2021
I4g	Use of harbour for paddlesports etc			By individual agreement	By individual agreement	April 2019
I4h	Hire of Single Gangway			£37.49	£37.49	April 2021
I5	Wharfage					
I5a	Minimum charge – all categories per tonne (change in pricing arrangement)			£214.20	£214.20	April 2021
I5b	Basic materials, manufactured goods, fuels (other than petroleum spirit) per tonne			£1.21	£1.21	April 2020
I5c	Wet fish, including fish consigned to or from any harbour not owned by Moray Council			2.5% Ad valorem	2.5% Ad valorem	April 2008
	Wet fish "That part of landings of white fish and shellfish in excess of £7,500 in value"			1.5% Ad valorem	1.5% Ad valorem	April 2008
I5d	Wood, Lumber, Cork, Chipboard and Blockboard per cubic metre			£1.05	£1.05	April 2020

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I5f	Foods (other than wet fish) per tonne			£1.21	£1.21	April 2020
I5g	Fabricated Goods per tonne			£7.61	£7.61	April 2020
I5h	<u>"Loyalty" Reduction in Charges</u> Above 25,000 tonnes			Scale rate less 5%	Price on application	April 2006
I5j	Dangerous Goods (any hazardous chemicals – explosives or inflammables) per tonne			£85.21	£85.21	April 2020
I5k	Heavy lifting for extraordinary specialised activities, eg transformers, wind turbine parts 50-99 tonnes – per tonne 100-149 tonnes – per tonne 150-249 tonnes – per tonne Over 250 tonnes – per tonne			£1.07 £1.34 £1.61 £1.88	£1.07 £1.34 £1.61 £1.88	April 2021
I6	Slipway and repair pads					
I6a	Any recreational vessel using a slipway inclusive of one entry and one exit from the harbour per occasion Any commercial vessel using a slipway inclusive of one entry and one exit from the harbour per occasion			£16.67 + VAT £25 + VAT	£16.67 + VAT £25 + VAT	April 2019 April 2019

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
	Season ticket for recreational unlimited use of any Council slipway, valid for 12 months, commencing 1 April per vessel			£61.20 + VAT	£61.20 + VAT	April 2021
	Season ticket for commercial unlimited use of any Council slipway, valid for 12 months, commencing 1 April per vessel			£425.00 + VAT	£425.00 + VAT	April 2021
17	Weighbridges					
	Goods shipped or unshipped on which harbour dues are payable per tonne (to nearest tonne)			£0.37	£0.37	April 2021
	Other goods per weighing			£10.50	£10.50	April 2020
18	Pilotage					April 2021
18a	Per gross registered ton			£0.43	£0.43	
	Minimum charge			£231.66	£231.66	
18b	Detention Charge for Late arrival of vessel - per hour or part thereof			£231.66	£231.66	

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I8c	Hire of Pilot-Boat and crew per hour or part thereof including towing support activity and similar Per passenger or crew member			£231.66	£231.66	
I8d	Pilot Boat Maintenance Charge "per dead weight all told ton" (to be applied when pilotage not requested) (where GT exceeds DWAT, payment will be based on GT)			£0.16	£0.16	
I9	Supply of Water					
I9a	Cargo vessels: Minimum Charge Charge per tonne or part thereof			£10.00 £5.00	£10.00 £5.00	April 2021 April 2021
I9b	Fishing Vessels regardless of whether a composition fee has been paid Up to 10m 10-20m Over 20m On each occasion			£5.51 £11.03 £17.03	£5.51 £11.03 £17.03	April 2021 April 2021 April 2021
I9c	Recreation vessels on each occasion			£5.51	£5.51	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
I10	Supply of electricity - cost per electrical unit Up to 3 hours Per Electrical unit			£10.71 + VAT £0.33 + VAT	£10.71 + VAT £0.33 + VAT	April 2021 April 2021
I12	Fuel transfer - cost per tonne			£2.68	£2.68	April 2021
I13	Ground rent for container/fuel tank (per sq m per annum (pro rata))			£16.07	£16.07	April 2021
I14	Hire of Room at Harbour Office Standard per hour or part thereof Junior/over 60/charity per hour or part thereof Business Rate per hour or part thereof			£16.32 £11.22 £18.77	£16.32 £11.22 £18.77	April 2021 In Line with other departments C5 D2

SECTION K: HOUSING AND PROPERTY

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
K1.	Housing Support: Warden's Service: The Moray Council Sheltered Housing		£102,470	£35.49	£35.49	April 2021
K3	Recharge of Council's Estates' costs		£10,527			
K3a	Applications to purchase ground for incorporation into gardens:					
	Initial fee (confirming ownership, valuation, preparing plan, title check by Legal Section)			£314	£314	April 2021
	Final fee (processing application)			£486	£486	April 2021
	Committee report preparation			£278	£278	April 2021

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
K3b.	Consents: (a) Assignations of lease (b) Sub leases: standard leases Non standard leases (c) Early lease terminations: standard charge Complex transactions Discount for not-for-profit tenants			£386 £148 £221 £296 Hourly rate of £47 - £96.50 per hour Hourly rate of £23.50 - £48.25 per hour	£386 £148 £221 £296 Hourly rate of £47 - £96.50 per hour Hourly rate of £23.50 - £48.25 per hour	April 2021
K3c	Utility companies: Scottish Water/Gas - Electricity Telecoms Electricity/Telecoms (complex)			200% Rydes Scale £256 £211 200% Rydes Scale	200% Rydes Scale £256 £211 200% Rydes Scale	April 2021
K3d	Private parties Water and Sewerage			200% Rydes Scale	200% Rydes Scale	April 2011

REF	SERVICE	CODE S / M / SD	BUDGET 2021/22	CHARGE 2021/22	CHARGE 2022/23	DATE OF LAST CHANGE
K3e	Public consultations for common good property transactions Standard transaction – alienable property Complex transactions			£150 minimum. Hourly rate of £47 - £96.50 per hour as well as expenses incurred.	£150 minimum. Hourly rate of £47 - £96.50 per hour as well as expenses incurred.	April 2021
K3f	Recharge of Council's Estates' costs in relation to discretionary property transactions/work			£47 - £96.50 per hour	£47 - £96.50 per hour	April 2021
K4	Late Payment of Commercial Rents					April 2021
K4a	Initial investigation and contact with tenant and issue of correspondence pursuing payment			£32.15	£32.15	
K4b	Negotiate and issue Payment Arrangement			£64.25	£64.25	
K4c	Instruct legal action			£59.15	£59.15	
K4d	Copy documents			£41	£41	
K4e	Sheriff Officers			Recovery of actual cost to the Council	Recovery of actual cost to the Council	

DRAFT



REPORT TO: MORAY COUNCIL ON 19 JANUARY 2022

SUBJECT: STORM ARWEN DEBRIEF

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

1. REASON FOR REPORT

- 1.1 To advise the Council of a recommendation from the Economic Development and Infrastructure Services Committee that the Council seek a report on the Council's response to Storm Arwen.
- 1.2 The report is submitted to Council in terms of Section III (B) (41) of the Council's Scheme of Administration relating to review of Council wide policy, strategies priorities and objectives in relation to cross cutting issues.

2. RECOMMENDATION

- 2.1 **It is recommended that the Council consider the recommendation from the Economic Development and Infrastructure Services Committee that a review of how the Council responded to Storm Arwen be undertaken and if so minded, that the review is undertaken as detailed in paragraph 4.2 of the report.**

3. BACKGROUND

- 3.1 On the 7 December 2021 the Economic and Infrastructure Services (ED&IS) Committee approved the notice of motion as detailed in **Appendix 1** and agreed to recommend to Moray Council that a report is requested on the Council's response to Storm Arwen (para 5 of the draft minute refers).

4. REPORT

- 4.1 At the meeting of the ED&IS Committee the Head of Environmental and Commercial Services advised that it was normal practice for the Local Resilience Partnership (LRP) to carry out a lessons learnt review following on from major incidents, following which the Council would then carry out its own review. He further advised that a date for the review by the LRP had yet to be confirmed.

- 4.2 Should the Council be minded to agree that a review of how it responded to Storm Arwen be undertaken it is suggested that this be carried out as follows:
- (i) The review will be undertaken at 2 levels. An internal, review within the Council and Health and Social Care Partnership and the other level will be the review to be carried out by Grampian Local Resilience Partnership.
 - (ii) Both reviews will look at what went well and what areas could be improved upon. The output of these exercises will be presented to a future Council meeting.
- 4.3 It is expected that the LRP review/debrief will be completed by the end of January 2022 and that the internal review will be completed by mid February with a composite report finalised by the end of February 2022. The findings will be reported to the next available Moray Council meeting after that and before local government elections in May 2022.

5. **SUMMARY OF IMPLICATIONS**

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

The Council aims to be a resource-efficient, carbon-neutral council that works with partners to mitigate the worst effects of climate change.

(b) **Policy and Legal**

The Council is required to respond to an emergency in accordance with the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.

(c) **Financial implications**

None.

(d) **Risk Implications**

The purpose of a review is to recognise good practice and learn lessons where things could have been done better.

(e) **Staffing Implications**

None.

(f) **Property**

None.

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

An Equality Impact Assessment is not needed because the report is to seek a further report.

(h) **Climate Change and Biodiversity Impacts**

None.

(i) Consultations

Depute Chief Executive (Economy Environment & Finance), Chief Financial Officer, Legal Services Manager and Democratic Services Manager have been consulted and their comments incorporated in the report.

6. CONCLUSION

- 6.1 In light of the impact of Storm Arwen and on those affected by storm damage, the Economic Development and Infrastructure Services Committee recommended that the Council seek a report on the Council's response. The Council is asked to consider the recommendation and if minded to agree, consider how such a review be undertaken.**

Author of Report: Head of Environmental and Commercial Services

Background Papers: Appendix 1

Ref: SPMAN-524642768-641
SPMAN-524642768-642

**Emergency Notice of Motion to
Economic Development and Infrastructure Committee
On Tuesday 7 December 2021**

Reason for Urgency

The storm and the aftermath have just taken place and the normal timescales for submitting Notices of Motion could not be met.

Storm Arwen

We are bringing this emergency Notice of motion to Committee as we are aware of the immense damage cause by Storm Arwen on Friday 26 November. Many homes were plunged into darkness as the electricity lines were brought down in the storm.

This had the consequential effect of stopping heating and interrupting the water supply to many in our community. Thankfully many people's services were restored by Saturday. However, there are folk in the community who had to endure these harsh conditions for 6 days. Some of these people were without any form of communication with the outside world as roads were also blocked due to fallen trees and other storm damage. Many of the resilience plans in place for communities were also impacted as local halls and other community buildings were also without basic utilities

In the light of the recent catastrophic Storm Arwen, whilst we are very thankful to everyone that worked tirelessly to support those affected by storm damage, we are aware that there were vulnerable people not getting the assistance needed.

We recommend to Moray Council that they ask for a report which reviews the Council's response to the emergency, the Council's emergency procedures and community resilience plans to look at what lessons can be learned.

Cllr Sonya Warren

Cllr Theresa Coull

