



APPLICATION FORM FOR ORGANISATIONS APPLYING FOR GRANT AND DISCRETIONARY FUNDING AND FUNDING IN KIND FROM THE HIGHLAND COUNCIL – Over £10,000 – Common Good Funds

Name of Organisation:

HIGHLAND RUGBY FOOTBALL CLUB

Name of Project or Activity Requiring Support:

COMMUNITY RUGBY DEVELOPMENT PROGRAMME 2015 – 2017

Which of the Council's funding streams are you applying to?

(Please provide closing date details where applicable)

INVERNESS COMMON GOOD FUND

Is the amount you are applying for:

£5,000 or under Under £10,000 £10,000 or over

Total amount applied for: £30,000

Estimated cost of funding in kind applied for: £ NIL

Please detail what funding in kind has been applied for e.g. Council staff time, use of premises or equipment, waiving of fees or administration support

Guidance on completing part 1: ABOUT YOUR ACTIVITIES OR PROJECT

NONE

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

1.1 *What is the name of your activity or project?*

HIGHLAND RUGBY FOOTBALL CLUB - COMMUNITY RUGBY DEVELOPMENT PROGRAMME 2014 – 2017

1.2 When will your activity or project take place? (specifically those for which you are seeking an award from The Highland Council)

Start date (month and year) **JANUARY 2015**

End date (month and year) **DECEMBER 2017**

Location **CITY OF INVERNESS AND AREA**

1.3 What activity or project do you want us to support?

For example:

1.5 Please tell us how your project or activity will help the Council to meet its Public Sector Equality Duty to:

- Get rid of unlawful discrimination, harassment and victimisation;
Make sure that people from different groups* are treated fairly and have equal chances to use services and that there is more equality between groups*;
- Aims of the project and how you are going to do it
- Help with running costs or for a specific project or activity?

Who will benefit

What type of organisation are you? (please tick all that apply)

Third Sector (voluntary or community) organisation	<input type="checkbox"/>	Community Council	<input type="checkbox"/>
Registered Charity If yes – Registration number	<input type="checkbox"/>	Company Limited by Guarantee If yes – Company Number	<input type="checkbox"/>
Other - please specify COMMUNITY AMATEUR SPORTS CLUB			

**Please remember guidance to completing the application form is available [here](#).
Appropriate links to the guidance are situated throughout the form: [This page](#)**

1.4 Does your activity or project involve building or landscaping work?

Yes No

- Please note that the Council will be unable to provide any resources not specified on this form or supporting information.

Highland RFC Community Rugby Development Programme - A Working Partnership with Highland Council and Scottish Rugby

We aim to provide everyone in the Inverness area with the opportunity to participate in rugby by playing, coaching, volunteering and supporting at our club and in local schools.

We will focus on clear and simple targets for rugby participation and development in three key areas:

School Delivery (Primary and Secondary)

Schools involved will be Charleston Academy, Inverness High School, Millburn Academy, Inverness Royal Academy, Culloden Academy and their feeder Primary Schools.

All Inverness primary schools will receive a 5 week skills and active living programme and come to our club for a cluster festival where they will improve communication skills and meet new peer's which also helps develop friendships across with primary schools

We will work with all Secondary Schools to increase curricular and extra-curricular rugby and develop competitions for School Teams to participate in matches. We will actively try to recruit volunteers in these schools to assist in delivery within the school and develop strong links to Highland RFC where we will run further competitions for participating Secondary School teams.

We will give support to have Rugby as an integral component of local authority's 'Active Schools' programme.

Club and Community Development

We will increase participation for girls, boys and men and women at Highland RFC and will work in the Community with Youth and Voluntary Organisations to take rugby to youth clubs and our streets to ensure adequate opportunities exist for rugby players of all ages and abilities.

The programme will support rugby development including the promotion of Scottish Rugby's Key National Themes and provide performance pathways linked to Scottish Rugby's Regional Academies for those with potential to play at the highest level of Scottish Rugby.

Through effective marketing and communication we will raise the profile of rugby in our community.

Coach and Volunteer Development

To support the increase in participation we will develop education and training programmes aimed at coaches, officials and volunteers to ensure that we can deliver quality rugby coaching and well-motivated and valued volunteers to support our objectives.

1.5 Please tell us how your project or activity will help the Council to meet its Public Sector Equality Duty to:

- Get rid of unlawful discrimination, harassment and victimisation;
- Make sure that people from different groups* are treated fairly and have equal chances to use services and that there is more equality between groups*;
- Make sure that people from different groups* get on together.

*Groups are people who have “protected characteristics” in the Equality Act: age, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, disability, marriage and civil partnership, race and sex.

For example are people with protected characteristics likely to face barriers; how you intend to tackle these barriers; does your project promote inclusion?

Highland RFC operates an Equal Opportunities Policy where no one is denied the right to equal access on the grounds of age, race, creed, colour, gender, disability, occupation, religion, sexual orientation or political persuasion or marital status or having or not having dependents and where there is equality of opportunity in terms of the playing rights and the rights of members to attend general meetings, vote and hold office.

The Club is fully committed to safeguarding the welfare of all children in its care and is an accredited Club under the Positive Coaching Scheme promoted by Scottish Rugby and the Bill McLaren Foundation.

We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers at the club will work together to embrace difference and diversity and respect the rights of children and young people.

Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, age occupation, sex or religious, political or other opinion

The Community Rugby Programme will embrace these key principles and we will work with Highland Council, Police Scotland, Community Groups and Voluntary Organisation to target areas of disadvantage when working in the community.

1.6 Where relevant and appropriate please describe any contribution your project may make towards promotion of the Gaelic language?

The Programme will not specifically promote the Gaelic Language but we currently With the BSGI School in Inverness to deliver rugby to pupils being taught Gaelic. We will deliver as much as possible in Gaelic if Gaelic speaking volunteers are available. Our project is supported by the BSGI School.

- 1.7 Please tell us if you have spoken to anyone about your application for advice and support e.g. Local Highland Council Elected Member, Community Council Member, Council Staff, local Council for Voluntary Service (CVS) – If yes, please provide details:

Stewart Wardlaw – Ward Manager

- 1.8 Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time, waiving of fees	Estimated value
N/A	

- 1.9 Please provide a breakdown of how much will your activities/project will cost and how much Funding you are applying for from The Highland Council:

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing	Club DO Salary	£21000	£21500	£22000	£64500
	National Insurance	£2899	£2967	£3037	£8903
	Employer Pension Contribution	£1200	£1290	£1320	£3870
	Modern Apprentice		£2500	£2500	£5000
Travel Allowance	Club DO	£2250	£2250	£2250	£6750
	Modern Apprentice	Nil	£1800	£1800	£3600
Employer Liability Insurance	Club DO & MA	£106	£116	£126	£348
	Equipment	Laptop Rugby Balls & Training Aids & Kit	£750	£400	£400
PSA	Information Leaflets, Press Adverts and Posters	£480	£400	£400	£1280
Mobile Phone	Club DO Contract	£250	£250	£250	£750
Training	Coaching and First Aid Courses for Club DO	£200	£200	£200	£600
Total Project Cost £		£29195	£33673	£34283	£97151
Total Funding Request £		£10,000	£10000	£10000	£30000

1.10 Other funding relating to this project Please include other funders and own resources and income. Continue on separate sheet if required.

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
HIGHLAND RFC				
SURPLUS FROM PREVIOUS YEAR	£4,151			£4,151
CLUB SUPPORT FROM GENERAL FUNDS	£1,500	£2,500	£5,000	£9,000
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
HRFC COMMERCIAL SPONSORS				
ROBERTSON GROUP	£6,000	£6,000	£6,000	£18,000
CULLACHY ESTATE	£3,000	£3,000		£6,000
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
SCOTTISH RUGBY	£8,334	£10,000	£11,666	£30,000
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£22,985	£21,500	£22,666	£67,151

*See guidance notes for specific funding stream to see if you are able to apply for more than one year of funding.

- 1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:
- Community support for your project (e.g. surveys, etc.)
 - Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
 - Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

Highland RFC working in partnership with Highland Council and Scottish Rugby over the last 3 years have delivered a successful Community Rugby Programme in terms of the Partnership Agreement 2011 -14.

The programme has proved very popular with Primary and Secondary School Pupils and is well received by teachers in Primary Schools and by PE Departments in Secondary Schools and Active Schools Coordinators.

The programme is closely managed by HRFC Scottish Rugby and Highland Council is fully apprised of progress made against agreed KPI's.

Scottish Rugby funding for this partnership is provided by meeting performance targets against KPI's and they would not support the programme unless it was successful and meeting growth targets for participation.

Attached is letter of support from Scottish Rugby.

1.12 Is this a new or additional activity or project? – Yes No

If yes, what change will your activities or project make in your community?

If No, how has your activities or project been funded in the last three years?

The project has been funded in the past three years as a Partnership with Highland RFC Scottish Rugby and Highland Council.

Three year expenditure breakdown is attached.

1.13 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Increase number of young people playing contact rugby at Highland RFC from 196 to 237	Increase number of young people playing contact rugby at Highland RFC from 237 to 255	Increase number of young people playing contact rugby at Highland RFC from 255 to 275
Increase number of young people playing contact rugby at Inverness Secondary Schools from 279 to 301	Increase number of young people playing contact rugby at Inverness Secondary Schools from 301 to 330	Increase number of young people playing contact rugby at Inverness Secondary Schools from 330 to 365

1.14 If it is intended that this activity or project continue beyond the period of Council support, how will it be funded?

Currently Highland Council, Scottish Rugby and Highland RFC provide funding as equal partners in the Programme.

Funding from HRFC is dependent on Commercial Sponsorship and Club Funding. The club anticipates that it will be in a position to support this programme on an ongoing basis subject to Highland Council and Scottish Rugby continuing to be partners in funding the programme.

This would be subject to meeting agreed targets in terms of the future Participation Agreements and availability of funding from Highland Council and Scottish Rugby.

The club could not continue the programme without the ongoing financial support from Scottish Rugby and Highland Council.

PART 2: SPECIFIC QUESTIONS RELATING TO THE FUNDING STREAM WHICH YOU ARE APPLYING TO:

(Common Good Funds)

There are no additional questions for Common Good Fund applications.

Please continue to PART 3: About your organisation

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: ABOUT YOUR ORGANISATION

3.1 What is your organisation's name and address?

Organisation name

HIGHLAND RUGBY FOOTBALL CLUB

Organisation address

Canal Park, Inverness

Postcode IV3 5SS

Website

www.pitchero.com/clubs/highlandrfc/

Council Ward (see guidance note to clarify which Council Ward the project or activity will cover)

All Inverness Wards 13, 14, 15, 16, 17 & 18

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

..

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES NO

- 3.3 a) When did your organisation start? July 1922
 b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

HRFC's Community Rugby Programme covers the City of Inverness Wards and covers the 5 Secondary Schools and Primary Schools within catchments areas. The programme is targeted at young people and adults who want to participate in rugby or volunteer to help in development of rugby in the area.

The programme is fully inclusive for all who wish to take part.

- c) Is there any restriction on who can join your organisation?
 Yes No If yes, what are they and why do you have them?

- d) How many people are on your governing body or management committee? **15**
 e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes No

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other

Community Councillors	Role i.e. Office Bearer, Voting Member, Ex-official, other

Council Officers	Role i.e. Office Bearer, Voting Member, Ex-official, other

Does or has your organisation receive(d) any other funding from The Highland Council? Please provide information relating to Council funding for the last 3 years:

Yes



No

If yes –

a) What is/was it for, and from which Service or Ward budget was it provided?

Year 1: INVENESS COMMON GOOD FUND – COMMUNITY RUGBY PROGRAMME 2011 - 12
Year 2: INVENESS COMMON GOOD FUND – COMMUNITY RUGBY PROGRAMME 2012 – 13 WARD BUDGETS – HRFC TOUR TO LA BAULE JUNE 2013
Year 3: INVENESS COMMON GOOD FUND – COMMUNITY RUGBY PROGRAMME 2013 – 14 WARD BUDGETS – LONDON IRISH U12 TOURNAMENT MAY 2015

b) How much funding do/did you receive?

Year 1: £10000 ICG
Year 2: £11000 ICG + £10700 WARD BUDGETS = TOTAL £21700
Year 3: £11000 ICG + £1500 WARD BUDGETS = TOTAL £12500

c) Estimated value of existing funding in kind, and from which Service or Ward budget was/is it provided?

Year 1: N/A
Year 2: N/A
Year 3: N/A

HIGHLAND RUGBY FOOTBALL CLUB

BALANCE SHEET TO 31 MAY 2014 AS APPROVED AT CLUB AGM ON 17 JUNE 2014

CURRENT ASSETS	2014	2013
Stock	4695	3527
Paypal account	850	1550
Prepayments	1086	1086
Debtors	4925	4497
Current A/c	30842	39464
Deposit A/c		
International Ticket A/C	18782	5256
Total Current Assets:	<u>61180</u>	<u>55380</u>
CURRENT LIABILITIES		
Creditors	758	4116
Total Current Liabilities	<u>758</u>	<u>4116</u>
Net Current Assets/(Liab)	<u>60422</u>	<u>51264</u>
TOTAL NET ASSETS:	<u>60422</u> =====	<u>51264</u> =====
CAPITAL & RESERVES		
Retained Profit	9158	13290
Reserves	51264	37974
TOTAL CAPITAL & RESERVES	<u>60422</u> =====	<u>51264</u> =====

SIGNED



GILLIAN GRANT
HON TREASURER

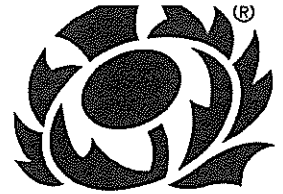
SIGNED



ANDREW LITTLE
CHAIRMAN

HIGHLAND RUGBY FOOTBALL CLUB
INCOME & EXPENDITURE FOR THE YEAR ENDING 31 MAY 2014

INCOME	2014	2013
Subscriptions	15694	13676
SRU Participation Agreement	15708	10308
Commercial Sponsorship	3100	4800
RBS Rugby Force		250
Sale of Merchandise	5658	7115
Development Officer Funding	29216	23000
Hire of Facilities	135	406
Highland 7's	2090	2392
London Irish U12 Funding	7394	235
La Baule Inc	1272	28796
Golden Oldies	4490	
U15 Event Funding	1050	
U14 Currie Tournament	915	
Fundraising	942	8698
Cup Final Ticket Sales	590	
Donations		635
Gate Receipts	169	660
Junior Match & Travel Fees	4900	6309
Senior Match & Travel Fees	540	
Raffle	2746	
Deposit Account Interest		3
International Tickets	373	
Sundry Income	1500	
BT Community Volunteering Award		217
TOTAL INCOME	98482	107500
EXPENDITURE		
Coaching Expenses	516	58
Players Insurance	789	789
Insurance	825	
Travel	24506	16620
Food	2350	1603
Purchase of Merchandise	4393	3149
1st xv strips		1625
Travel Clothing		3231
Trophy purchase/engraving	400	105
Equipment Renewals	6856	264
Property Repair and Maintenance	5575	2071
Heat & Light	1582	2532
Rent	2000	2500
Pitch Maintenance	45	600
London Irish U12 Event Expenditure	7732	60
Geneva 2012	0	1050
Currie S2	1018	0
Community Rugby Development	23201	25350
La Baule Costs	4254	28830
Golden Oldies Exp	1439	
Referees		67
Subscriptions	85	35
Physiotherapy	595	2623
Hospitality	475	
Dinner	260	
Charity Donations	125	200
Stationery/Computer Exp	25	
Sundry Expenses	278	851
Sports Club Donation		
TOTAL EXPENDITURE	89324	94210
NET PROFIT	9158	13290
	=====	=====



**SCOTTISH
RUGBY**

Scottish Rugby Union plc
BT Murrayfield
Edinburgh EH12 5PJ
T: 0131 346 5000
F: 0131 346 5001
scottishrugby.org

Scottish Rugby Union
c/o Sportscotland
Inverness Ice Centre
Bught Park
Inverness
IV3 5SR

27th October 2014

Dear Andy

Highland RFC Development Officer Funding

On behalf of Scottish Rugby I confirm that our financial contribution to the Club Development Officer Post at Highland RFC will be as set out in our Partnership Agreement 2014-17, £8,334 in 2014/15; £10,000 in 2015/16 and £11,666 in 2016/17.

Note that Scottish Rugby's financial contribution to the Post is subject to the successful completion of a separate investment agreement with Highland RFC.

Regards

Regional Club Services Manager Caledonia





Highland FC Mission:

The aim of Highland Rugby Club is to work as a team from Micros through to our first fifteen. We are uniquely placed as the largest club in the Highlands, and recognise our responsibility to promote the game; through quality coaching, volunteering and involvement with schools throughout the local community.

At Highland RFC we encourage all involved to display respect at all times and have pride in representing the club both on and off the pitch. Highland Rugby club has a long and illustrious history and through it all, our underling principle is to have fun and enjoy the sport.

Our Values:

Inclusion/Unity - All age groups + abilities. Also include those with learning/physical disabilities.

Ambition - To grow the club at all levels, while raising the profile of rugby within the area.

Fun - Ensure all involved (players, coaches, parents, spectators) enjoy themselves in a safe learning environment.

Our coaching philosophy:

“To facilitate the learning and development of players by encouraging self-control and shared responsibility, while building transferable confidence by allowing players to take responsibility for their own actions. Support and encourage when appropriate.”

What we teach through rugby:

- Respect and discipline
- Continuous development
- Leadership
- Healthy lifestyle
- Communication



HIGHLAND RFC

RUGBY CLUB DEVELOPMENT OFFICER

PARTNERSHIP AGREEMENT 2014-2017

Parties to the Agreement:

Highland RFC
Highland Council
Scottish Rugby Union

INTRODUCTION

- 1) This document is a Partnership Agreement between Highland RFC, Highland Council and the Scottish Rugby Union plc (the “Partners”) for the appointment of a Rugby Club Development Officer to develop rugby in the Inverness area.

SCOPE

- 2) The Partnership Agreement will cover the following areas:
 - Highlight the partner’s relevant strategic priorities
 - Clarify the aims for Rugby Development in the Inverness area
 - Clarify details on the role and remit of the Rugby Club Development Officer e.g. job description, person spec, salary, management, recruitment, location etc.
 - Confirm the partner’s resource and in-kind commitments to the Rugby Club Development Officer’s post (the “Post”).

PARTNER’S STRATEGIC PRIORITIES

Scottish Rugby Union PLC (“Scottish Rugby”)

- 3) In Scottish Rugby’s Strategic Plan for 2012-16 “**Inspiring Scotland Through Rugby: The Journey to 2016**”, there are five specific visions and aims underpinned by rugby’s core values:

Winning Teams

We will support all areas of the game to achieve: winning Scotland teams (male, female, 7’s, age grade teams); winning professional clubs; winning premier clubs; successful scouting network; improved coaching at all levels; improved elite referees.

Thriving Club Game

We will sustain and improve the development network to achieve continued improvement in and growth of numbers of players, numbers of teams, coaches, referees, volunteers and competitions structures in clubs and schools across Scotland.

Increasing Match Attendance

We are committed to increasing attendances for the national team, pro club and major events through improved media, marketing, communications and customer experience.

Increasing Commercial Revenue

We are committed to identifying new sponsorship and revenue streams and increasing commercial revenues and sponsorship for the national team, professional clubs and right across Scottish Rugby.

- To increase curricular and extra curricular rugby in local schools and ensure strong links to the local club.
- To support Rugby as an integral component of local authority's 'Active Schools' programme.
- To support the development of an education and training programme in line with UKCC initiatives, aimed at coaches, officials, volunteers and professional officers.
- To support rugby development pathways including the promotion of Scottish Rugby's Key National Themes.
- To ensure adequate and appropriate competition opportunities exist for rugby players of all ages and abilities.
- To provide performance pathways for those with potential.
- To develop facility strategies that support the development of rugby as identified within the plan.
- To raise the profile of rugby through effective marketing and communication.

CONTRIBUTION

8) The total cost of the Development Officer Post and Modern Apprentice Post in years 2 and 3 is £98261 (£29158 in Year 1, £34107 in Year 2 and £34996 in Year 3) and the full breakdown of costs is detailed in Appendix 1 to this agreement. The investment periods from Scottish Rugby will be as follows:

- Oct 17 2014 to 31 July 2015
- 1 Aug 2015 to 31 July 2016
- 1 Aug 2016 to 16 Oct 2017

9) The following table details each Partner's financial contribution towards the DO Post and MA Post each year:

Partner	Year 1 (10 months)	Year 2 (12 months)	Year 3 (14 months)
Highland RFC / Sponsors /Partners	£14,651	£11,500	£11,000
Scottish Rugby*	£8,334 (pro rata £10k)	£10,000	£11,666 (pro rata £10k)
Inverness Common Good Fund	£10,000	£10,000	£10,000
Total	£32,985	£31,500	£32,666

*Scottish Rugby's financial contribution to the Post is subject to the successful completion of a separate investment agreement with Highland RFC.

- 10) As an employee of Highland Rugby Football Club the Club Development Officer will be provided with a computer (linked to the internet) and mobile phone and be remunerated travelling expenses in line with current standards.
- 11) Scottish Rugby will provide some rugby development clothing for the Post holder and Modern Apprentice.

EMPLOYMENT AND MANAGEMENT OF POST

- 12) A Job Profile for the Club Development Officer Post is attached in Appendix 2. The salary range will be £21,000 to £22,000.
- 13) The Post will be advertised externally and recruited on an open recruitment basis with full involvement by relevant Scottish Rugby staff. Candidates will be considered against their ability to meet the DO job description and person specification i.e. the best person for the job and not external factors like a 1st XV player etc.
- 14) The Post will be recruited on an open recruitment basis with equal involvement from all partners.
- 15) The duration of the contract will be fixed term for three years.
- 16) Highland Rugby Club will employ the post holder and will have the legal function of employment.
- 17) The Post will be line managed through a management group consisting of Scottish Rugby Representative, Chairman Highland RFC, Director of Rugby Highland RFC, Head of Junior Rugby Highland RFC, a representative from Highland Council. This steering group will meet on a regular basis to review, discuss and agree the post holder's work programme.
- 18) The Post holder will be measured on their progress towards achieving Key Performance Indicators (KPI's) based on specific responsibilities identified from the Highland RFC Development Plan. An interim and annual performance review will be held with the post holder each year.
- 19) The Post Holder will submit a monthly report at the end of each month to the management group.
- 20) The KPI's for 2014/15 delivery are attached in Appendix 3. However the headline growth targets for the 3 years are –

Increase numbers of young people playing regular contact rugby at Highland RFC from 196 to 275. In the following increments –

Year 1 - 196 to 237

Year 2 - 237 to 255

Year 3 - 255 to 275

Increase numbers of young people (boys and girls) playing regular contact rugby in Inverness Secondary schools from 279 to 365 including establishment of 6 new teams (boys and girls). In the following increments -

Year 1 - 279 to 301

Year 2 - 301 to 330

Year 3 - 330 to 365

- 21) The Scottish Rugby and Highland RFC representatives will be responsible for implementing and managing the Rugby Club Development Officer's training and development needs.

SUPPORTING NATIONAL/REGIONAL PROJECTS

- 22) The Post holder will be part of a wider network of jointly funded posts that will attend meetings and support rugby events and initiatives on an occasional basis.
- 23) Agreement will be made by the steering group to establish and agree the time allocated to attending meetings and supporting rugby events and initiatives both within the Highland Council Area and throughout Scotland. This will be reflected in the Post holder's work programme.

MARKETING / PROMOTION AND PUBLIC ACKNOWLEDGEMENTS

- 24) At all times, the support of the parties and sponsors to this agreement should be acknowledged within any publicity and literature produced in association with the Rugby Clubs Development Officer. All parties, including Sponsors, will make copies of appropriate logos and corporate identity guidelines available.

LENGTH OF AGREEMENT

- 25) This Partnership Agreement will cover the three year duration of the Post and will commence on 17th October 2014.
- 26) Should the Post become vacant before the end of this period the partners to the Post should be informed immediately and the future need for the Post reviewed. The partners must agree on the procedures for filling any vacancy.
- 27) Discussions regarding the extension of this agreement will commence at least 12 months before the end of the period based on substantially the same terms.
- 28) Should there be a breach of this agreement by any of the partners then the agreement may be terminated subject to giving 3 months written notice to all

partners. Prior to giving the written notice there should have been a period of at least 6 weeks negotiation to resolve issues arising from the breach.

SIGNATURES

Signed on behalf of Highland RFC

Name

Date

Name

Date

Signed on behalf of Highland Council

Name

Date

Name

Date

Signed on behalf of Scottish Rugby PLC

Name

Date

Name

Date

APPENDIX I – FINANCIAL BREAKDOWN

HRFC CLUB DO & MA BUDGET 2014 - 17

Club Development Officer Budget	2014/15	2015/16	2016/17	3 YEAR TOTAL
Expenditure				
Salary Scale @ £21000	£21,000	£21,500	£22,000	
National Insurance	£2,899	£2,967	£3,037	
Pension Contribution Employer	£1,260	£1,290	£1,320	
Employer Liability Insurance etc	£106	£116	£126	
Travel Allowance (5000 mile per Annum @ 45 pence per mile)	£2,250	£2,250	£2,250	
Mobile Phone & Internet	£250	£250	£250	
Equipment	£750	£400	£400	
Printing Stationery Advertising inc Computer/Printer Sundries/Tee shirts etc	£480	£400	£400	
Training	£200	£200	£200	
Total (Development Officer Post):	£29,195	£29,373	£29,983	£88,551
Modern Apprentice	nil	£2,500	£2,500	
Travel Allowance (4000 mile per Annum) for Modern Apprentice	nil	£1800	£1800	
Total (incl Modern Apprentice):	£29,195	£33,673	£34,283	£97,151
Income				
Highland RFC	£5,651	£2,500	£5,000	
Commercial Sponsorship	£9,000	£9,000	£6,000	
Highland Council Inverness Common Good Fund	£10,000	£10,000	£10,000	
Scottish Rugby	£8,334	£10,000	£11,666	
Total:	£32,985	£31,500	£32,666	£97,151

APPENDIX 2 – JOB PROFILE

Job Definition

Grade:	£21000 - £22000 per annum
Job Title:	Club Development Officer
Location:	Inverness

Organisational Relationship

Responsible for the development, delivery and monitoring of the Highland RFC Rugby Development Strategy and Action Plan.

The overall project will be directed strategically through the Highland RFC Rugby Development Group (made up of representatives from Scottish Rugby, Highland RFC and Highland Council).

The Rugby Development Officer will be directly responsible for the Development Plan's, coaches and volunteers.

Job Purpose

To maintain and develop the current thriving rugby development structure within Inverness and surrounding area, which will ensure that Highland RFC are at the centre of a sustainable development within their communities.

The main objectives being:

- To expand the grassroots player base.
- Create and help sustain a strong club environment.
- Improve the quality of rugby coaching through effective Coach Education.
- Create pathways to rugby excellence, working within the Scottish Rugby's Regional and National development framework
- To produce and deliver Highland RFC's Rugby Development Strategy & Annual Action Plan - co-ordinating and integrating a sports specific programme of activities to increase participation and performance. With specific emphasis on the development of partnerships with the Local Authority, local club, schools, coaches and other relevant agencies.
- To be directly responsible for all associated staff/volunteers.
- To create links between club, schools and local communities establishing clear pathways for talented players to progress to performance and national level.
- To manage sports events, festivals and holiday sport programmes.
- To support and deliver Scottish Rugby's Coach education programme.
- To liaise with other service sections, in particular the Highland Council to develop a co-ordinated approach to rugby development at a local area level.
- To prepare reports, programmes, press releases and position statements on Rugby Development in conjunction with Highland RFC, Highland Council and Scottish Rugby.
- To assist in the preparation and monitoring of budgets and help seek external sources of funding.

- To co-ordinate and expand rugby opportunities in the area in partnership with Highland RFC, Highland Council and Scottish Rugby.
- To liaise with all facility managers/contractors and other key Council Officers to ensure all opportunities and potential areas for Rugby Development are realised.

Aims

- Develop and improve playing and coaching standards at Highland RFC and associated schools.
- Increase participation and retention at all Youth levels.
- Promote the game of rugby and ensure that it is socially inclusive.
- Raise public awareness of the game and strengthen the role of Highland RFC in the community.

Key Responsibilities

- To prepare and deliver a Rugby Development Action Plan for Inverness and surrounding area that reflects Scottish Rugby's Strategy and meets the needs of Highland RFC.
- Link with Active School co-ordinators and Sports Development staff to deliver a co-ordinated Rugby Development Action Plan.
- Strengthen the exiting links between the Highland RFC and the local schools.
- Promote, organise and deliver locally relevant coach education courses and development programmes within schools and communities.
- Organise, promote and deliver a programme of school visits, festivals and in service training.
- Organise and aid the delivery of participation opportunities and improved playing standards of pupils and children within the community and partner clubs.
- To support Scottish Rugby's Player development programmes and ensure that appropriate structures are in place to identify and deliver the local aims.
- Ensure that the profile of rugby in Inverness and surrounding area is raised.
- To be directly responsible for the day to day operation of the Rugby Development Action Plan including all coaching.
- To monitor and advise on budgets and funding.
- To produce, implement and review risk management for the Rugby Development Action Plan.

Specific Tasks

- In conjunction with Highland RFC and the Highland Council promote and deliver an agreed programme of school visits, festivals and coach education courses.
- Organise and deliver appropriate Scottish Rugby Coaching Courses in conjunction with Highland RFC.

Demands

- Ensure the efficient and safe delivery of all Rugby Development Action Plans.

- Required to use interpersonal and negotiating skills when dealing with all members of Highland RFC, Highland Council, external agencies and members of the public.
- To prepare reports/briefing papers for presentation and to attend meetings outside of normal working hours.
- To be able to work unsupervised and be able to show initiative.

Communications and Contacts

- Regular contact with Regional Development Manager, Regional Academy Coach, Coach Development Officer, Referee Development Manager, Girls and Women's Development Manager, Rugby Development Officers, Sports Development staff, Active Schools and various other Council Services staff, providing information both written & verbal.
- Regular contact with various members of the Highland RFC, Sponsors, other rugby clubs and organisations as well as members of the public for the delivery of the Rugby Development Action Plan.
- Identify regular contact with young people in the delivery of sport programmes.
- Regular contact with Scottish Rugby and external funding agencies such as Sportscotland.

Environment

- Required to work under pressure and to tight timescales.
- Required to devise and manage the Rugby Development Action Plan programme.
- Be able to represent Highland RFC as and when required outside of normal working hours.
- Must think logically and progress projects to completion.

APPENDIX 3 – KPI 2014/15

Audit Date	June 2014																											
Club	Highland						Investment Period						August 2014 to July 2015															
	P4		P5		P6		P7		S1		S2		U15		U16		U17		U18		Total		Adults		Total			
Club/School	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Highland RFC	11	0	27	0	10	1	16	2	16	0	31	0	22	0	23	0	21	0	16	0	196	3	58	0	254	3		
Culloden Ac	0	0	0	0	0	0	0	1	2	6	16	0	13	1	19	0	5	0	30	0	85	8	9	0	94	8		
Millburn Ac	0	0	0	0	0	0	0	0	20	0	18	0	8	0	13	0	15	0	0	0	74	0	0	0	74	0		
Inverness RA	0	0	0	0	0	0	0	0	0	0	10	0	12	0	15	0	15	0	11	0	63	0	1	0	64	0		
Charleston Ac	0	0	0	0	0	0	2	0	2	0	7	0	16	0	16	0	4	0	0	0	47	0	0	0	47	0		
Inverness HS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Development Officer KPI's August 2014 to July 2015

Development Area	KPI	Timescale	Progress
Primary Schools	<ul style="list-style-type: none"> Deliver blocks of curriculum rugby to approx 1500 Primary School pupils Organise and run 3 TAG festivals for Primary School pupils Deliver the FSA project to 175 Primary School pupils Note: Growth targets at Club in Club Development section	June 2015 June 2015 May 2015	
Secondary Schools	<ul style="list-style-type: none"> Support the delivery of rugby during curriculum, after school and at lunchtimes through provision of specific coaching agreed with the school in conjunction with Active Schools Coordinators and PE Departments at Culloden Academy(CuA), Millburn Academy(MA), Inverness Royal Academy(IRA), Inverness High School(IHS) and Charleston Academy(ChA). Identify, support and train teachers, parents or volunteers to run teams at Secondary Schools in Inverness. Identify, support and train senior school pupils to deliver coaching sessions within the community in Inverness (Youth Coaching Course) In conjunction with the secondary schools develop an Inverness Schools League for S1/2 and U16 teams together with 7's or 10's events, schools to participate CuA, MA, IRA, ChA, inviting other secondary schools in the Highland's to take part. Ensure that CuA MA IRA ChA and IHS each have a rugby champion 	June 2015 Jan 2015 Jan 2015 May 2015 Nov 2014	

	<ul style="list-style-type: none"> • Increase number of registered players at secondary school S1/2 level by 22 (68 to 90) total schools growth 279 to 301 • Increase number of teams playing at school level from 14 to 19 (U18 at ChA; S1 at CuA; U18 at IRA; U18 at MA; S1/2 at IHS) • Support IHS to ensure that they have S1/S2 team • Support ChA CuA MA and IRA to ensure that they participate in the Brewin Dolphin and North Schools Cups • Ensure that all CuA MA IRA ChA and IHS players are registered with Scottish Rugby 	<p>May 2015</p> <p>May 2015 May 2015</p> <p>Oct 2014 Nov 2014</p>	
Club Development	<ul style="list-style-type: none"> • Deliver a minimum of 6 agreed sessions for each age group at the club's mini and midi sections in conjunction with team coaches to provide the link between after school provision and the club. • Identify, recruit and train coaches, volunteers, parent helpers and match officials to fill identified gaps in club provision and to run teams, ensuring a full complement of coaches in the Youth Section together with additional qualified and active match officials. • Support and develop the existing Club Youth Academy system. • Attend and support organisation of Highland Mini section annual tournaments • Ensure players at primary school transfer to Highland Mini section along with recruitment of S1 to U18 players to have 38 additional registered youth players at Highland RFC (199 to 237) as follows - P4/5 38 to 50, P6/7 29 to 40, U15 Girls 0 to 15 • Increase number of teams playing at Club level from 16 to 17 (Girls U15 to be established) • Run 4 Club Rugby Camps and support Active Schools initiatives • Support and deliver on Scottish Rugby KNT Camps 	<p>May 2015</p> <p>April 2015 April 2015 April 2015</p> <p>May 2015 May 2015 July 2015 April 2015</p>	
Coach Development	<ul style="list-style-type: none"> • Ensure there is a minimum of one UKCC level 1 coach at each age group from P4 – P7 • Ensure there is a minimum of one UKCC level 2 coach at each age group from S1 – Senior. • Support delivery required number of RugbyReady courses in order to achieve a target of 90% compliance. All coaches to have relevant online Rugby Ready Qualifications and Disclosure Scotland. • Planning and delivery of a programme of CPD for mini and youth coaches within your clubs, with guidance and support on topics from Coach Education. With Local (Development Officer) and National (Coach Development Department) promotion. <ul style="list-style-type: none"> ○ June attend RugbyReady Practical tutor training ○ July – October delivery of RugbyReady practical course ○ Nov – Dec deliver 1 No Understanding talent workshop and 4 No KNT workshops ○ Jan – Feb deliver 2 No Specialist Skills workshops(lineout throw and lift/jump) ○ March – May deliver 2 No Specialist Skills workshops(clearing pass and kick) 	<p>April 2015 April 2015</p> <p>Oct 2014</p> <p>May 2015</p>	
Referee Development	<ul style="list-style-type: none"> • Support Club to have all non society home matches have a qualified referee • Assist Club to Recruit 8 active Level 1 referees 	<p>May 2015 May 2015</p>	

Girls Development	<ul style="list-style-type: none"> • Deliver a 4-8 week block of extra curriculum rugby to secondary schoolgirls • Hold girls development day and link to regional girls development days • Working in conjunction with the H&I Girls Rugby Co-ordinator establish an U15 girls team at Highland RFC. 	<p>Mar 2015 Nov 2015</p> <p>May 2015</p>	
Street Rugby/POC	<ul style="list-style-type: none"> • Deliver a minimum of 13 sessions of street rugby in Inverness Area • Deliver 1 Youth Coaching Course for Secondary school pupils with a minimum of 12 attendees 	<p>May 2015 May 2015</p>	
Personal CPD	<ul style="list-style-type: none"> • Attend 3 Scottish Rugby national meetings and events • Attend IRB 1st Aid Course • Complete IRB Level 1 S&C qualification • Complete 3-colours training 	<p>June 2015 When available When available When available</p>	

Improving the Customer Experience

We are committed to improving customer experience by improving communications and consultation with supporters and audiences, and improving facilities provided at national and professional team matches and major events.

Uphold and Promote the Core Values of Rugby

Leadership across the game at all level

Enjoyment of the challenges and the successes

Achievement through improvement and striving to be world class in what we do

Engagement by being open and transparent with all stakeholders

Respect for the game, its traditions, for each other and everyone involved in rugby

4) The strategic aims for the Scottish Rugby Division by 2016 are:

- 45% increase in youth and school teams by 2016 (from 1,559 to 2,255)
- 45% increase in registered youth and schools players by 2016 (from 31,148 to 45,054)
- 25% increase in adult teams by 2016 (from 401 to 500)
- 25% increase in registered adult players by 2016 (from 14,922 to 18,606)
- 40% increase in the number of qualified coaches by 2016 (from 1,891 to 2,658)
- 40% increase in the number of qualified match officials by 2016 (from 2,396 to 3,372)
- Developing and supporting initiatives to increase match attendances at professional and international matches.
- Developing and supporting initiatives to improve customer experience.

Highland Council

5) Education Culture & Sport Services objectives:

To provide quality sport and leisure services to our citizens in a manner which encourages sustained participation and provides opportunities for them to engage in safe and healthy lifestyles, whilst allowing them to reach their maximum potential.

We recognise that a healthy community is one that:

- Is safe and secure

- Provides equal access to all to facilities and information
- Creates employment opportunities
- Provides quality education and strives to raise attainment
- Reduces disadvantage
- Has a healthy and clean environment to live and work
- Provides opportunities for all levels of physical activity to take place
- Creates no barriers to a healthy land active lifestyle
- Enjoys good access to quality food and nutrition
- Feels good to be part of and live within.

Highland RFC

6) Aims & Objectives:

Highland RFC rugby club development strategy will focus on clear and simple targets for rugby participation and development in three key areas:

- School Delivery (Primary and Secondary)
- Coach and Volunteer Development
- Club and Community Development

Our club aims to contribute to a coherent structure for all stakeholders to work together to provide everyone in the Inverness area with the opportunity to participate in rugby and develop to their full potential.

Highland RFC with assistance of all stakeholders in the Inverness area will strive to become a strong, safe, sustainable club where the needs of all members of the community can be met.

JOINT AIMS FOR RUGBY DEVELOPMENT

IN THE INVERNESS AREA

7) Underpinning this agreement is the Highland RFC Rugby Development Plan that falls out of a Regional Rugby Development Strategy for the Highlands and Islands Region. The plan will focus on the following areas:

- To ensure the needs of Highland RFC, Highland Council and Scottish Rugby are identified and are an integral component of the development plan.
- To increase participation in rugby for girls, boys and men and women.



APPLICATION FORM FOR ORGANISATIONS APPLYING FOR GRANT AND DISCRETIONARY FUNDING AND FUNDING IN KIND FROM THE HIGHLAND COUNCIL – Over £10,000 – Common Good Funds

Name of Organisation:

Merkinch Community Centre

Name of Project or Activity Requiring Support:

Refurbishment Project

Which of the Council's funding streams are you applying to?

(Please provide closing date details where applicable)

Inverness Common Good
Highland Council's Capital Discretionary Fund

Is the amount you are applying for:

£5,000 or under Under £10,000 £10,000 or over

Total amount applied for: £...15,000.....

Estimated cost of funding in kind applied for: £.....

Please detail what funding in kind has been applied for e.g. Council staff time, use of premises or equipment, waiving of fees or administration support

N/A

What type of organisation are you? (please tick all that apply)

Third Sector (voluntary or community) organisation	<input checked="" type="checkbox"/>	Community Council	
Registered Charity If yes – Registration SC000706	<input checked="" type="checkbox"/>	Company Limited by Guarantee If yes – Company Number 103787	<input checked="" type="checkbox"/>
Other - please specify.....			

Please remember guidance to completing the application form is available [here](#). Appropriate links to the guidance are situated throughout the form: [This page](#)

For official use only Application reference number			
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PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

Guidance on completing part 1: ABOUT YOUR ACTIVITIES OR PROJECT

1.1 What is the name of your activity or project?

Refurbishment Project

1.2 When will your activity or project take place? (specifically those for which you are seeking an award from The Highland Council)

Start date (month and year)...Jan 2015.....

End date (month and year).....Feb 2015.....

Location...Merkinch Community Centre

.....

1.3 What activity or project do you want us to support?

For example:

- *Aims of the project and how you are going to do it*
- *Help with running costs or for a specific project or activity?*
- *Who will benefit*

Please note that the Council will be unable to provide any resources not specified on this form or supporting information.

We continually seek to keep the centre up to date and responding to our groups and customer's requests. Our refurbishment project plans to replace windows and doors in the Skinner Room and Dell's Playroom. Both Rooms are used by vulnerable groups such as the elderly and the very young pre-school children and during six months of the year the rooms are cold even with the heating turned on to maximum.

The windows desperately require replacing and we have sought funding from the climate change fund. However we were not successful due to the fact that we have a 'long term lease' and do not 'own the building'. The Highland Council nor Highlife Highland do not have the funds to replace these windows, so we are therefore seeking funds from the Inverness Common Good Fund and the Highland Council's Capital Discretionary Fund to commission this urgent work – due to cold rooms and very high energy costs.

The Highland Council's Energy Team undertook an energy survey of the building, one of the many recommendations was to replace the single glazed windows that were installed in 1977 as they were not energy efficient. Please find enclosed a copy of the energy report.

It is also our intention to install a bike rack to encourage our customers to cycle to the centre, adopt a healthy lifestyle and reduce the need to use their cars.

Also our signage is old, not fit for purpose and not very visible. Customers have advised that the facility is not easiest to located therefore the signage requires to be replaced and enhanced to ensure that the facility is easily located.

Our centre is very vibrant centre with over 40,000 visits per year, so it is in our interests to keep the Centre well maintained and up to date and we trust that you will look favourably on these requests.

1.4 Does your activity or project involve building or landscaping work?

Yes No

If yes please answer both a) and b) below.

a) Does your organisation (Please tick):
Have ownership of the land or building

Yes No

OR

Hold at lease of at least 5 years that cannot be ended by the landlord?

Yes No

b) Is planning permission needed for your project? Tick one option below.

Planning permission not required

Planning permission required and has been granted

1.5 Please tell us how your project or activity will help the Council to meet its Public Sector Equality Duty to:

- Get rid of unlawful discrimination, harassment and victimisation;
- Make sure that people from different groups* are treated fairly and have equal chances to use services and that there is more equality between groups*;
- Make sure that people from different groups* get on together.

*Groups are people who have "protected characteristics" in the Equality Act: age, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, disability, marriage and civil partnership, race and sex.

For example are people with protected characteristics likely to face barriers; how you intend to tackle these barriers; does your project promote inclusion?

We provide a wide range of services to our local community in Merkinch to all ages of people including those who have disabilities, mental health and ethnic minorities.

The replace of the windows and the update of the existing signage of the building will ensure that the building is a welcoming environment which is fit to accommodate the needs of the whole community.

1.6 Where relevant and appropriate please describe any contribution your project may make towards promotion of the Gaelic language?

Gaelic language will be used on all signs in accordance with the Highland Council Policy

1.7 Please tell us if you have spoken to anyone about your application for advice and support – e.g. Local Highland Council Elected Member, Community Council Member, Council Staff, local Council for Voluntary Service (CVS) – If yes, please provide details:

We have discussed this Project with Councillor Bet McAllister and Councillor Janet Campbell

1.8 Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time, waiving of fees	Estimated value

1.9 Please provide a breakdown of how much will your activities/project will cost and how much Funding you are applying for from The Highland Council:

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing					
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Replacement of windows/ doors in Skinner Room and Dell's Room	24,289			
	Installation of bike rack	1623			
	New Exterior sign for outside of building	936			
	New Mural for Building	1656			
	Pop up banners for marketing purposes	336			
	Additional costs – due to these quotes are now dated	1160			
	Total Project Cost £	30,000			
Total Funding Request £	15,000				

1.10 **Other funding relating to this project** Please include other funders and own resources and income. Continue on separate sheet if required.

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Highland Council Capital Discretionary Fund	£15,000			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£15,000			

*See guidance notes for specific funding stream to see if you are able to apply for more than one year of funding.

- 1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:
- a. Community support for your project (e.g. surveys, etc.)
 - b. Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
 - c. Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

- 1.12 Is this a new or additional activity or project? – Yes No
If yes, what change will your activities or project make in your community?

If No, how has your activities or project been funded in the last three years?

- 1.13 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome

- 1.14 If it is intended that this activity or project continue beyond the period of Council support, how will it be funded?

--

PART 2: SPECIFIC QUESTIONS RELATING TO THE FUNDING STREAM WHICH YOU ARE APPLYING TO:

(Common Good Funds)

There are no additional questions for Common Good Fund applications.

Please continue to PART 3: About your organisation

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: ABOUT YOUR ORGANISATION

3.1 What is your organisation's name and address?

Organisation name

Merkinch Community Centre

Organisation address

Coronation Park, Merkinch, Inverness

Postcode IV3 8AD

Website

www.merkinchcommunitycentre.org.uk

Council Ward (see guidance note to clarify which Council Ward the project or activity will cover)

WARD 15 - Merkinch Area

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title: Mrs Forename/s: Elsie Surname: Normington

Position in organisation:

Development Officer

Address

Merkinch Community Centre, Coronation Park, Inverness

Postcode IV3 8AD

Phone number

Day: [REDACTED] Evening: [REDACTED]

Email address

[REDACTED]

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES NO

If yes, what are they? (maximum 20 words)

[REDACTED]

- 3.3 a) When did your organisation start? Month...January Year 1977
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

We provide a wide range of services to our local community in Merkinch to all ages of people including those who have disabilities, mental health and ethnic minorities.

However, people from all over the city attend events and use the Centre on a regular basis. We welcome all people of all ages and backgrounds.

- c) Is there any restriction on who can join your organisation?
 Yes No If yes, what are they and why do you have them?

- d) How many people are on your governing body or management committee?
 We have three directors of the company and twelve people on our management committee

- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? (please note that this will not affect your application)

Yes No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other
Councillor Bet McAllister	Advisor
Councillor Janet Campbell	Advisor

Community Councillors	Role i.e. Office Bearer, Voting Member, Ex-official, other

Council Officers	Role i.e. Office Bearer, Voting Member, Ex-official, other

3.4 Does or has your organisation receive(d) any other funding from The Highland Council? Please provide information relating to Council funding for the last 3 years:

Yes No

If yes –

a) What is/was it for, and from which Service or Ward budget was it provided?

Year 1: Annual grant ECS and Discretionary Budget
Year 2: Annual grant ECS and Discretionary Budget
Year 3: Annual grant ECS and Discretionary Budget

b) How much funding do/did you receive?

Year 1: ECS Grant £1,000 Discretionary 2013 £ 6,389
Year 2: ECS Grant £1,000 Discretionary 2012 £ 5,000
Year 3: ECS Grant £7,000 Discretionary 2011 £ 2,500

c) Estimated value of existing funding in kind, and from which Service or Ward budget was/is it provided?

Year 1: We have Highlife Highland Staff, Part – time Centre Coordinator, Caretaker and Office Manager
Year 2: We have Highlife Highland Staff, Part – time Centre Coordinator, Caretaker and Office Manager
Year 3: We have Highlife Highland Staff, Part – time Centre Coordinator, Caretaker and Office Manager

**MERKINCH COMMUNITY CENTRE ASSOCIATION
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	3,088	93,747	96,835	35,199
Activities for generating funds	3	269	-	269	183
Investment income	4	-	-	-	10
Incoming resources from charitable activities	5	<u>58,828</u>	<u>15,456</u>	<u>74,284</u>	<u>77,049</u>
TOTAL INCOMING RESOURCES		<u>62,185</u>	<u>109,203</u>	<u>171,388</u>	<u>112,441</u>
RESOURCES EXPENDED					
Charitable activities	6/7	(107,246)	(29,286)	(136,532)	(150,531)
Governance costs	8	(2,236)	-	(2,236)	(1,908)
TOTAL RESOURCES EXPENDED		<u>(109,482)</u>	<u>(29,286)</u>	<u>(138,768)</u>	<u>(152,439)</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
Transfer between funds	9 10	(47,297) 35,288	79,917 (35,288)	32,620 -	(39,998) -
NET INCOME/(EXPENDITURE) FOR THE YEAR		<u>(12,009)</u>	<u>44,629</u>	<u>32,620</u>	<u>(39,998)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>106,421</u>	<u>113,604</u>	<u>220,025</u>	<u>260,023</u>
TOTAL FUNDS CARRIED FORWARD		<u>94,412</u>	<u>158,233</u>	<u>252,645</u>	<u>220,025</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

**MERKINCH COMMUNITY CENTRE ASSOCIATION
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2013

	Note	2013 £	£	2012 £
FIXED ASSETS				
Tangible assets	12		141,156	112,103
CURRENT ASSETS				
Stocks	13	404		715
Debtors	14	6,172		9,668
Cash at bank and in hand		<u>113,386</u>		<u>104,043</u>
		119,962		114,426
CREDITORS: Amounts falling due within one year	15	<u>(8,473)</u>		<u>(6,504)</u>
NET CURRENT ASSETS			111,489	107,922
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>252,645</u>	<u>220,025</u>
NET ASSETS			<u>252,645</u>	<u>220,025</u>
FUNDS				
Restricted income funds	16		158,233	113,604
Unrestricted income funds	17		<u>94,412</u>	<u>106,421</u>
TOTAL FUNDS			<u>252,645</u>	<u>220,025</u>

For the year ended 31 March 2013 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on the and are signed on their behalf by:

A M McCreadie
.....
MRS A McCREADIE 28/11/13

Company Registration Number: SC103787

The notes on pages 9 to 15 form part of these financial statements.



ENERGY EFFICIENCY REPORT

Merkinch Community Centre

Inverness, Highland



March 2013

Energy Consultant: K M Bamborough

Prepared for: Elsie Normington



Executive Summary

An independent energy consultant working for the Energy Saving Trust has prepared this report. The objective of the support is to investigate the energy usage of the establishment and to identify the main energy saving opportunities that can be made at the site. The result of implementing the identified actions will reduce your energy bills and will also make a significant contribution to the national targets for a reduction in carbon dioxide emissions.

Merkinch Community Centre uses some **212,000 kWh** of energy per year at a cost of **£15,300**. The energy is used for space and water heating and lighting the premises.

The survey has shown that savings of £4,643 can be made in a number of areas, including more efficient lighting and a range of other no cost and low cost measures as well as the introduction of renewable energy supplies. This represents a saving of around **30%** of current energy costs

This report has identified that Merkinch Community Centre could save:

Annual Savings	£4,467
<i>Lifetime Savings</i> *	£35,736

* assumes the measures have an average lifetime of 8 years

The Energy Saving Scotland smaller business service is funded by the Scottish Government and managed by the Energy Saving Trust.

1 INTRODUCTION

Merkinch Community Centre was designed and built between 1973 and 1978, and was leased to the current operators in 1987. Ownership remains with the Highland Council who are the landlords for the building and whose permission is required for alterations etc. The centre is open from Mondays to Fridays all year round, with occasional weekend lets for special events.

Benchmark figures for community centres in the UK are 150kWh/m² for heating and hot water and 40kWh/m² for electricity use. Based on an estimated area of 900m² this gives estimated annual consumptions of 135,000kWh and 36,000kWh respectively. Actual figures are 211,517 and 41,586. Heating use would be expected to be higher in Scotland but the reduced opening hours would offset that increase.

Benchmark and other figures used in this report are representative only and should not be used for design purposes.

Recommendations

The following rates have been used for calculation purposes.

Electricity (Day)	= 16.85 p/kWh
Oil (heating)	= 7.23p/kWh
Biomass	= 4.5 p/kWh

1.1 Current Energy Use

A summary of the primary energy supply to the site is given in table 1 below:

Energy Source	Annual Cost	Usage (kWh)	Unit Cost (p/kWh)	CO ₂ (tonne)
<i>Electricity - day</i>	£6,798	41,487	16.39p	17.8
<i>Electricity - night</i>	£14	99	14.31p	0.0
<i>Electricity - catering</i>				
<i>Electricity - other</i>				
Electricity - Total			-	17.9
Electricity				
Fuel Oil	£15,293	211,517	7.23p	52.9
TOTAL	£15,293	211,517	-	70.8

Table 1 – Annual primary energy supply

Electricity is supplied by Scottish Hydro and Class D oil is sourced locally. The figures above include climate change levy and standing charges but exclude VAT.

1.1.1 *The Climate Change Levy*

The Climate Change Levy is a tax on the use of energy in industry, commerce and the public sector, with offsetting cuts in employers' National Insurance Contributions and additional support for energy efficiency schemes and renewable sources of energy.

1.2 Possible Energy Savings

The potential energy savings which have been identified in this report are summarised in table 2 below:

Recommendations

		Annual Saving	Saving kWh	Saving CO₂(tonne)	Payback (years) (i)
Low Cost Action					
	Ceiling insulation	£1,510	20,880	5.0	2 - 4
	Duct Insulation	£1,194	16,511	4.0	1 - 3
	New controls	£537	7,430	1.8	1 - 5
	Re-lamping	£147	873	0.4	2 - 3
Capital Cost Action					
	Double Glazing	£316	4,374	1.0	
	Solar Hot Water	£127	1,750	0.4	
	Solar PV	£636	7,550	3.2	
Total (ii)		£4,467	59,368	15.8	-

Table 2 – Potential energy savings

Notes

- i. The Payback periods shown above are typical ones taken, where available, from the Energy Efficiency Best Practice Programme Good Practice Guide 312.
- ii. Please note that total financial savings can be difficult to quantify, as implementing multiple measures may decrease the impact of individual measures. The totals shown assume that all of the appropriate measures highlighted in this report are implemented.

Please refer to the relevant sections in the main report for further details.

2 ENERGY REVIEW

In this section of the report we investigate the energy use and possible savings that could be achieved in a number of areas of the site. These include:

- 2.1 Energy management
- 2.2 The building fabric
- 2.3 Heating and hot water
- 2.4 Lighting
- 2.5 Renewable Energy

2.1 Energy Management

2.1.1 *Energy Policy*

Many organisations have produced a statement which sets out the policy towards saving energy. This statement can then act as a simple motivating document for members of staff. It should be simple, easy to read and cover all major potential initiatives to be taken by the organisation to improve energy efficiency. One produced it should be circulated to all staff and a copy posted on the main notice boards.

All staff could be brought together to discuss how the policy should be implemented. This could involve selecting an “Energy Champion” who would be responsible for planning and implementing a programme of measures and keeping all staff aware of activities.

2.1.2 *Checking your energy use*

Throughout UK business there are significant errors introduced through faulty meter reading, unmonitored energy use and inaccurate billing. Businesses can save significant energy costs through carefully comparing meter readings with bills. Also by noting these readings against site usage it may be possible to identify anomalies in energy use.

It is recommended that monthly meter readings be taken, and comparisons made to energy bills. This may indicate areas where improvements can be made and may also highlight inefficiencies. A simple chart of usage plotted against months can be used in discussions with staff to discuss progress against targets.

2.1.3 *Staff awareness and good housekeeping*

Very simple practices such as switching off unnecessary equipment and lighting, turning heating off instead of opening windows and general communication about the comfortable heating and lighting requirements can produce significant results.

Some means of raising awareness are:

- Making staff aware of the cost of energy and potential savings.
- Raising energy use during staff meetings.
- The use of a suggestion box, and giving token awards for good ideas.
- Poster campaign to encourage good practice.
- Clear labelling of switches and controls.
- Giving feedback to staff to encourage further participation.
- Staff training courses.

The management should also undertake an equipment audit to include the power rating and estimated annual consumption of each major item of equipment. In this way it will become clear what items cost the most to run and which should be replaced when resources become available. For lighting note should be kept on the numbers of different types of lighting in the establishment.

2.1.4 Energy Purchasing

Electricity is supplied under Scottish Hydro's Evening and Weekend tariff which is suitable for the business. Under this tariff electricity is supplied at a dearer rate between 07:00 and 19:00 on weekdays and at a cheaper rate at all other times. However analysis of the meter readings shows there is no advance on the cheaper rate meter dial.

2.1.1 The metering situation should be investigated to ensure that it is functioning correctly and appropriately.

It may be that, after investigation, a simpler block or single rate tariff may be appropriate if the savings in the lower night and weekend rate do not justify the higher day rate.

The individual responsible for negotiating the energy tariffs should make sure they know when the current contract comes up for renewal and they should have a good understanding of the consumption profile of the business. This can include:

- how much energy (in kWh's) is consumed per annum
- how the consumption varies over a typical week and over 24 hours,
- whether the current consumption is likely to change over the period of the contract being entered into.

Having a good understanding of the energy consumption over the period of the contract being negotiated will help the power company to offer you as competitive a rate as possible.

It is also important to compare like with like when comparing tariffs, it is advisable to include all charges apart from VAT for the kWh consumption you expect for the coming period. Dividing the total cost by the kWh figure will give you an overall 'pence per unit' charge which can be compared against other suppliers.

2.2 Building Fabric

The centre dates from the early to mid 1970s and is of single storey, block construction with a flat roof. Glazing is of the single glazed metal frame type.

Internally there is a lowered ceiling in all areas except the main hall and caretakers room. The windows of the main hall on the north east side of the building have been covered with solid panels, Figure 1.



Figure 1 – North east façade showing main hall windows.

This ceiling is uninsulated and this should be remedied. This will reduce heat loss and energy use.

2.2.1 *Install insulation to a depth of at least 280mm should be fitted above the lowered ceiling.* It is estimated this could save **£1,510** per annum.

Calculation

Based on insulating the ceiling and decreasing the U-value by 2. W/m²K over 580 m² and assuming equivalent full load running hours of 900 per annum, heating from -1C to 19C

580 x 2 x 20 x 900 = 20,880 kWh @ 7.23 p/kWh = £1,509.62

The construction of the external walls should be checked to determine whether they are solid or have a cavity. If the latter is the case then further investigation should be carried out to determine if they are suitable for cavity wall insulation.

Glazing in the building is of the single glazed, metal framed variety. Some areas have curtains which appear to be permanently closed, Figure 2, and the glazing in the main hall has been permanently shuttered. A consequence of this will be an increased energy use for lighting.



Figure 2 North west façade.

An analysis should be made of the functional requirements of the building, as now operated, to determine the extent to which the glazing should be retained. Where this is the case then consideration should be given to replacing the single glazed units with double glazed ones. Where glazing is not required, e.g. the theatre or main hall, then consideration should be given to removing the glazed screens and replacing them with a more thermally efficient structure.

The recommendation below does not include the theatre area.

2.2.2 Fit double glazing. It is estimated this could save **£316** per annum.

Calculation

Based on reducing the U-value by 2.7 W/m²K over 90 m² and assuming equivalent full load running hours of 900 per annum, heating from -1C to 19C
 $90 \times 2.7 \times 20 \times 900 = 4,374 \text{ kWh @ } 7.23 \text{ p/kWh} = \text{£}316.24$

2.3 Heating and Hot Water

Space heating is by a, recently replaced, oil fired air heater with a nominal combustion efficiency of 82.4%, connected to ductwork to form a plenum heating system. This type of system provides heated air to all spaces where it cools and is wholly or partially naturally exhausted from the building. Water heating is by a separate oil fired boiler and storage cylinder.

Although the distribution ductwork is well insulated in the plant room this is not the case in the ceiling space where the insulation has been damaged, removed or not fitted, Figure 3.



Figure 2 Supply duct and ceiling

This means that there will be excessive heat loss to the ceiling space and this will be increased if the ceiling is insulated as recommended above.

The supply ductwork should be re-insulated to modern standards. Savings are impossible to quantify without a detailed survey of the extent and use of the plenum system. A conservative estimate has been made to illustrate the potential saving.

2.3.1 Strip and renew insulation on the plenum supply ducts including terminal outlets. It is estimated this measure could save **£1,194 per annum..**

Calculation:

It is estimated that at least 10% of space heating can be saved by this measure.

$$\text{Saving} = 0.1 \times (190,365 - 20,880 - 4,374) = 16,511 \text{ kWh @ } 7.23 \text{ p/kWh } \text{£ } 1,193.74$$

Both the hot water system and plenum system have timer controls but these appear to be unused and a preference given to manual operation. The plenum system has no shut off or control dampers with the result that some areas become overheated and some underheated. The control element for the plenum system is a wall mounted thermostat in the room adjacent to the kitchen server. This thermostat should be removed to a more representative position, e.g. the Play Room where there is no solar or other incidental gains to interfere with its performance. Optimum start and stop controls could be fitted but without the addition of control dampers it will not be possible to zone the building to provide heating to only those areas requiring it. Insulation of the ductwork as recommended above will result in lower energy consumption but will not address the problem of satisfactory performance, which would require a more detailed and expert analysis.

2.3.2 Install optimum start and stop controls and re-commission the plenum system. It is estimated this measure could save **£537 per annum.**

Calculation:

GPG 312 estimates that savings between 5% and 25% are achievable with this measure. A figure of 5% has been used in this case.

$$\text{Saving} = 0.05 \times (190,365 - 20,880 - 4,374 - 16,511) = 7,430 \text{ kWh @ } 7.23 \text{ p/kWh } \text{£ } 537.19$$

2.4 Lighting

The electrical systems in the building are modern and the lighting is efficient. There are a small number of halogen lamps in the main hall and some track mounted spotlights in the Skinner room. It is probable that these lamps could be replaced with more energy efficient versions.

2.4.1 Replace halogen and spot lamps with low energy versions. It is estimated this measure could save **£147 per annum.**

Calculation:

Saving based on replacing 6 x 34W halogen lamps with 11W LED versions and 15 x 60W spotlamps with 11W LED versions all burning for 1,000 hours per annum

$$\text{Saving} = (6 \times (34 - 11) + 15 \times (60 - 11)) \times 1,000 = 873 \text{ kWh @ } 16.85 \text{ p/kWh } \text{£ } 147.10$$

2.5 Renewable Energy

The flat roofs and exposure of the building offers an opportunity to utilise solar energy for hot water heating and for electricity generation.

2.5.1 Install solar panels for hot water generation (Solar Thermal). It is estimated this could save **£127 per annum.**

Calculation

Based on installing 5 m² of solar thermal panels at 350 kWh/m² per annum giving saving on oil use of

$$5 \times 350 = 1,750 \text{ kWh @ } 7.23 \text{ p/kWh} = \text{£}126.53$$

Income from RHI not included

2.5.2 Install Solar Panels for electricity generation (Solar PV) in main complex. It is estimated this could save **£632 per annum.**

Calculation

Based on installing of 10 kWp of solar PV panels at 755 kWh/kWp

Assuming 50% of generated output is directly consumed by the site then this would equate to a saving on purchased electricity at an average cost of 11.23 p/kWh of

$$10 \times 755 \times 0.5 = 3,775 \text{ kWh @ } 16.85 \text{ p/kWh} = \text{£}636.09.$$

Does not include any income from FIT scheme

Interest was expressed in a biomass boiler installation.

With a conventional, or biomass, boiler system the preference would be to install a conventional radiator complete with modern controls including zoning. The existing space heating distribution system does not have the sophistication of operation required by a multi- and part-used building. It is considered that the replacement of the plenum system with a radiator system offers better savings potential than that of changing the fuel source. However, an illustration of the potential benefits from a biomass installation is given for information purposes.

Calculation

Efficiency of existing boiler assumed to be 82% and of a new boiler 90%.

Original gross consumption = 211,517 kWh less savings from controls and duct insulation = 187,576 kWh which at 82% efficiency gives a net load of 153,812 kWh:

less savings from ceiling insulation, glazing and solar energy of 27,004 kWh gives a new nett load of 153,812 – 27,004 = 126,808 kWh

Oil at 82% gives gross consumption of 126,808 / 0.82 = 154,644 @ 7.23p/kWh = £11,180.76

Biomass at 90% gives gross consumption of 126,808 / 0.9 = 140,898 @ 4.5/kWh = £6,340.41

Saving = £11,180.76 - £6,340.41 = £4,840.35

(Income from RHI not included)

Renewable energy

There are two schemes designed to encourage renewable energy use.

The **Renewable Heat Initiative, RHI** is designed for schemes generating heat.

Under the **RHI** scheme 8.5 p/kWh_{th} is payable for each kWh_{th} generated by solar panels.

In this case above this would equate to:

Solar thermal = 1,750 x 8.5 = **£126.53**

For biomass heating installations 8.3 p/kWh_{th} is payable for the first 1,314 x boiler rated output in kW and 2.1 p/kWh for any extra heat generated.

Assume new boiler capacity to be 150 kW, with annual energy use of 140,898 kWh, then Generation income would be:

Tier 1 Limit = 150 x 1,314 = 197,100kWh

Predicted consumption = 140,898 therefore generation income is

140,898 x 8.3 = **£ 11,694.534.**

The **Feed in Tariff scheme, FIT**, is designed for systems generating electricity.

Under current proposals for the **FIT** scheme a solar photovoltaic installation of between 4kW_p and 10kW_p would qualify for a generation income of 13.99

p/kWh, reviewed quarterly, and the export rate will be, at least, 4.5 p/kWh exported.

Generation income = $10 \times 755 \times 13.99 = \text{£ } 1,056.25$

Export income (assumed at 50%) = $3,775 \times 4.5 = \text{£}169.88$.

These generation rates assume that a building has a minimum energy performance certificate, EPC, rating of Band D. Buildings not meeting this criterion will be subject to a generation tariff of 7.1 p/kWh.

Installations will have contract periods of 20 years. Installations have to comply with the requirements of the Microgeneration Certification Scheme, MCS, and the export energy may be subject to metering.

3.0 Summary

Summary

A range of cost saving measures has been identified during this audit. Some of these can be implemented at virtually no capital cost and these actions should be undertaken as soon as possible. Other options that involve capital expenditure should be explored further. A list of the possible actions is presented in table 2.

Your local Business Adviser will contact you in around one month's time to obtain your feedback on how valuable you have found the process, to ascertain progress in implementing the energy savings identified and to investigate the opportunities to support you further. Their contact details can be found in annex 1.

More information can be obtained from your local business adviser.

Disclaimer

This report provides advice and information of a general nature covering both environmental and energy issues and techniques that might be helpful for your site. No liability can be accepted for loss or damage from action taken pursuant to the general advice.



Annex: Summary of Energy Saving Trust / Energy Saving Scotland support for businesses to reduce travel and transport costs

For businesses today, moving people, goods, and travelling for business can cost a lot of time and money especially with the increasing cost of fuel. Yet for many organisations cars and vans are necessary tools of the trade. We all want to find ways of reducing that cost. No matter how large or small your organisation, the Energy Saving Trust in Scotland can help you save money on your fuel and travel costs.

With funding from Transport Scotland, the new business transport package from the Energy Saving Trust offers a wide range of transport advice and services to organisations in Scotland who want help in reducing their carbon impact and fuel costs. The advice and services are provided through our specialist advisors in your local Energy Saving Scotland advice centre.

The support offered will be tailored to match your organisation's needs and may include a number of measures from travel reviews to help accessing our new low-carbon transport loan to implement alternative travel solutions. All services and advice provided will help you to save money and improve your environmental impact.

The low-carbon transport loan

Funded by Transport Scotland, interest free loans from £500 to £50,000 are available from the Energy Saving Trust to help reduce carbon and cut costs. Your loan can be used to fund a wide range of sustainable transport measures such as:

- Video and teleconference facilities
- Cycle facilities including bicycles
- Vehicle efficiency devices - which do not void the manufacturer's warranty
- Grey fleet management software
- Pool cars
- Consultancy costs if combined with other measures.

A wide range of other options can also be considered and the most cost effective measures will vary for each organisation.

Fuel efficient driving

We know there are times when the car is absolutely vital. By making some simple changes to the way you drive you could reduce the fuel you use and also save money.

Adopting fuel efficient techniques can lead to:

- An average of 15% savings on fuel costs
- Less wear and tear on vehicles
- A reduction in CO₂ levels
- Reduced likelihood of accidents.

As part of our Employee Awareness Training, we can bring a driving simulator to your workplace to help drivers in your organisation experience fuel efficient driving. We can also help organise a programme of fuel efficient driving training from an approved instructor for you and your employees to really embed the low carbon travel message within your organisation.

Other services

As well as offering free transport advice and information on the services mentioned above, our specialist advisors can also provide information on the following:

- Green fleet reviews – tailored advice on how to operate a greener fleet
- Travel planning advice – helping you promote more sustainable transport choices
- Sustainable transport reviews – working with your organisation to assess your travel needs
- Vehicle efficiency advice – advice on choosing more efficient vehicles
- Electric vehicles – support available for buying electric vehicles
- Employee Awareness Training – working with your organisation to promote energy efficiency and sustainable transport to employees.

To find out more call your local Energy Saving Scotland advice centre on **0800 512 012** and speak to a specialist advisor.

Annex 1 - Sources of Assistance

Detailed below are a number of other support schemes which can help you to realise energy savings.

If you are interested in making use of any of the services then contact your local business adviser for guidance and support:

Tel: 0845 458 5040

Web: www.energysavingtrust.org.uk

Energy Saving Scotland – small business loans provide interest free loans of between £1,000 and £100,000 to small to medium sized enterprises. The loans can fund the purchase and installation of energy efficiency and renewable measures.

Contact: 0800 512 012

Communities and Renewable Energy Scheme (CARES) is a Scottish Government programme for small-scale renewables, delivered by Community Energy Scotland. It offers advice and grants to community groups. This replaces the community stream of the Scottish Community and Householder Renewable Initiative (SCHRI).

<http://www.communityenergyscotland.org.uk/>

Contact: 01349 860120

Enhanced Capital Allowances provides businesses with 100% tax relief when they invest in qualifying energy efficient technologies. This can deliver a significant cash flow boost and shorten the payback period on the investment. It can also be used as a list of approved energy efficient products.

www.eca.gov.uk

Zerowaste Scotland provides free support to identify and realise waste and water savings. The Zero Waste Scotland programme provides free confidential advice and support to all sizes of business, through a combination of online resources and hands-on support.

www.zerowastescotland.org.uk



Annex: 2

Summary of Energy Saving Trust / Energy Saving Scotland support for businesses to reduce travel and transport costs

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