

Agenda Item	11c
Report No	CIA/43/19

THE HIGHLAND COUNCIL

Committee: City of Inverness Area Committee

Date: 29 August 2019

Report Title: Inverness Common Good Fund Sub-Committee – Annual Report 2018/19

Report By: Inverness City Area Manager

1. Purpose/Executive Summary

- 1.1 The City of Inverness Area Committee (CIAC) granted the former Inverness Common Good Fund Grants Sub Committee extended Delegated Powers at the meeting held on 30th November 2017. This has permitted the Sub –Committee to address a wider range of issues previously reserved to the City of Inverness Area Committee
- 1.2 The Inverness Common Good Fund Sub-Committee (ICGFSC) retained its powers in respect of decisions on Grant allocations and extended its powers to include;
 - Policies and Administrative Procedures relevant to the management of the Grants Process in respect of Applications of £10,000 or less
 - All Policies and Administrative Procedures relevant to the management of all applications for Civic Hospitality
 - Promotion of the work supported by the Inverness Common Good Fund (ICGF) to include approval of Logos and Public Relations plans
 - Power to allocate funds for any competent purpose from the Inverness Common Good Fund in respect of sums of £10,000 or less, with the proviso that this power be limited to the allocation of sums held within the current Inverness Common Good Fund budget approved by the City of Inverness Area Committee.
- 1.3 This report updates on the work of the ICGF Sub Committee for the financial year 2018/19.

2. Recommendations

- 2.1 Members are asked to:
 - i. Members are asked to note and scrutinise the work of the ICGF Sub Committee as described within the report.

3. Implications

- 3.1 Resource - are required to administer additional Project Monitoring required for the operation of the ICGF Sub-Committee, however these have been found through making efficiencies in application process.
- 3.2 Legal - There are no legal implications as a result of this report.
- 3.3 Community (Equality, Poverty, Rural and Island) - The enhanced evaluation process for grant recipients allows for all reasonably practicable steps to be taken to ensure that Council Policies are adhered to and that applicants work gives principal benefit to as wide a range of the Residents of the Former Burgh as reasonably possible.
- 3.4 Climate Change / Carbon Clever – None
- 3.5 Risk – None
- 3.6 Gaelic - None

4. Background

- 4.1 At the meeting held on 30th November 2017, Members also agreed that the Sub-Committee shall be required to submit an Annual Report to the City of Inverness Area Committee summarising the work of the Sub-Committee for the immediately preceding Financial Year.
- 4.2 The ICGFSC has representation drawn from Political Groups using the agreed formula. This has produced a Sub-Committee of 11 Members which provides strong and consistent scrutiny. **Appendix 1** details the current membership.
- 4.3 The main areas of business are set out below and **Appendix 2** details the powers delegated to the Sub Committee.
- 4.4 **Appendix 3** summarises budget activity in 2018/19.
- 4.5 **Appendix 4** summarises the sums allocated for Grants, including Conference Support, in 2017/18.
- 4.6 **Appendix 5** gives details of the allocations made to Civic Events. The refurbished Town House is attracting greater interest for use as an events venue. As an historic building and an administrative hub for the City, the Town House presents challenges however the Town House Team are working to find solutions which will allow for as much flexibility as possible to accommodate new events. These would include revenue earning events with net income being shared appropriately between the ICGF and the Council.
- 4.7 **Appendix 6** Schedules the recurring events which are supported from the Civic Hospitality budget. Prior to an event being included in this category careful consideration is given to the events status, with only those of significance to the City being included.

5. Powers

- 5.1 Grants – Delegated Powers to oversee the administration of the grant application process, including the setting of Grant Conditions and reviewing any decision should the circumstances of the application change or the grant remain unclaimed for more than 6 months.
- 5.2 Civic Hospitality – Delegation to decide on all applications which relate to the provision of support for the Civic Office except Staffing which would remain reserved to the City of Inverness Area Committee. This power is limited to sums of £10,000 or less.
- 5.3 City Promotions - Delegated Powers to decide upon allocations to be made from the City Promotions Budget. The Power is limited to sums of £10,000 or less.
- 5.4 City Projects/Property Maintenance – Powers to scrutinise and make recommendations to the City of Inverness Area Committee are included which augment the power in respect of Grant Applications in excess of £10,000.
- 5.5 Delegation to Inverness City Area Manager – Power to delegate expenditure on Civic Hospitality up to a maximum of £300 per event in consultation with the Provost and Sub-Committee Chair.

5.6 Powers remain 'reserved' to the City of Inverness Area Committee in respect of approval of major contracts and grants in excess of £10,000. The Council has ultimate authority and must be consulted on all decisions involving more than 10% of the total fund value. This sum is calculated on the figures detailed in the current set of Audited Accounts.

6. Conclusion

6.1 The changes made continue to enhance the effective management of the Common Good Fund. The Sub Committee has scrutinised project funding with a focus on ensuring that projects bring principal benefit to residents of the Burgh. Hospitality has been awarded in line with Policy and with the rejuvenated Town House, provides for an enhanced experience as well as raising the profile of the City.

6.2 The recently revised Logo and communications plan ensure that supported events and projects receive as high a profile as practicable. Supported projects are required to publicise that they have received support from the ICGF within all appropriate publicity.

6.3 Conference Support remains a priority and work is underway to improve take up to enhance the City as a Conference location.

Designation: Inverness City Area Manager

Date: 9 August 2019

Author: David Haas, Inverness City Area Manager

Background Papers:

Inverness Common Good Fund Sub-Committee

The current membership of the Inverness Common Good Fund Sub-Committee is as follows:

Cllr Graham Ross (Chair)
Provost Helen Carmichael
Cllr Bill Boyd
Cllr Ian Brown
Cllr Carolyn Caddick
Cllr Janet Campbell
Cllr George Cruickshank
Cllr Alex Graham
Cllr Andrew Jarvie
Cllr Richard Laird
Cllr Bet McAllister

Inverness Common Good Fund Sub-Committee

Powers Delegated in Full by the City of Inverness Area Committee to the Inverness Common Good Fund Sub Committee

1. To carry out any duties delegated from the City of Inverness Area Committee in relation to the administration of the Inverness Common Good Fund.
2. All powers delegated shall be exercised as fully delegated powers and be applicable to the operation of the Inverness Common Good Fund.
3. Notwithstanding the above powers specifically delegated are;
 - a. To decide on all administrative matters relating to the operation of the Inverness Common Good Fund excepting decisions affecting Cash or Equity Investments.
 - b. Grants – to decide on all applications for financial assistance where the sum applied for is £10,000 or less. In respect of applications in excess of £10,000, to make recommendations to the City of Inverness Area Committee.
 - c. Other applications for funding – to decide upon all other applications for financial assistance where the sum applied for is £10,000 or less or where the sum requested relates to the provision of Staff
 - d. Project Monitoring – to consider reports from officers on the progress of projects approved by the City of Inverness Area Committee and to make recommendations to the City of Inverness Area Committee as appropriate
 - e. Civic Hospitality – to decide upon all applications for Civic Hospitality where the total cost of the event does not exceed £10,000, including the power to delegate approval of events to the Inverness City Area Manager in consultation with the Chair and the Provost where the cost of the event does not exceed £300.
 - f. Property Maintenance - Power to scrutinise all expenditure from property maintenance budgets where the sum expended exceeds £10,000 on any one project.
 - g. City Promotions - to decide upon allocations to be made from the City Promotions Budget where the sum does not exceed £10,000
 - h. Tenancy Management – to decide upon all applications for lease, Assignment of Lease, Rent Review or any other Tenancy related matter where the Director of Development and Infrastructure has seen fit not exercise Delegated Powers

APPENDIX 3

Inverness Common Good Fund Available Resource for Allocation

£

Budget Balance Available - Grants	315,000
Underspend from 2017/18	203,289
	518,289

Committee Date	Category	Award	Total for meeting	
(Committed from previous financial years)	Grants < £10k	141,981		
	Grants > £10k	61,308	<u>203,289</u>	315,000
14/05/18 Inverness Common Good Fund Sub-Committee	Grants < £10k	42,682	<u>42,682</u>	272,318
31/05/18 City of Inverness Area Committee	Grants >£10k	20,000	<u>20,000</u>	252,318
06/08/18 Inverness Common Good Fund Sub-Committee	Grants < £10k	55,259	<u>55,259</u>	197,059
30/08/18 City of Inverness Area Committee	Grants < £10k	5,250		
	Grants >£10k	90,500	<u>95,750</u>	101,309
29/10/18 Inverness Common Good Fund Sub-Committee	Grants < £10k	39,641	<u>39,641</u>	61,668
22/11/18 City of Inverness Area Committee	Grants > £10k	44,200	<u>44,200</u>	17,468
22/11/2018 City of Inverness Area Committee	Transfer of Funds from the Conference Support Budget	35,250	<u>35,250</u>	52,718
28/01/2019 Inverness Common Good Fund Sub-Committee	Grants < £10k	52,882	52,882	-164

Budget Balance Available - Conference Funding	40,000
Underspend from 2017/18	8,180
	48,180

Committee Date	Category	Award	Total for meeting	
(Committed from previous financial years)	Convention		<u>8,180</u>	40,000
14/05/18 Grants Sub Committee	Grants < £10k	4,750	<u>4,750</u>	35,250
22/11/2018 City of Inverness Area Committee	Transfer of Funds to the Grants Budget	35250	<u>35250</u>	0

Inverness Common Good Fund Grants Approved 2018/19

Budget £315,000 plus £35,250 transferred from the Conference Support Budget

Total Available £350,250

Applicant/Organisation	Project	Grant Approved
Apex Scotland	Apex Community Challenge Team Donkey Brae Project	£5,308
Inverness Blitz (Highland Wildcats)	Linking The Highlands Project	£3,990
Love Inverness (Inverness Street Pastors)	Inverness Street Pastors	£8,400
HighlandLIT	2018 programme of events and new developments for 2019	£1,725
Music in Hospitals & Care	Live music in Inverness Care Units	£4,709
Inverness Street League	Under 13 International Football Tournament in Manchester	£3,500
Camanachd Association	MacTavish Cup Final and promoting shinty during the year of young people	£6,000
Balloan Football Club	Trip to International Super Cup Tournament in Manchester	£4,000
Loch Ness Knit Fest	Loch Ness Knit Fest 2018	£4,750
Highland Award Programme	Recognising the contribution of Duke of Edinburgh Volunteers during Volunteer Week in June	£300
Visit Inverness Loch Ness	Support towards the sales team promoting Inverness for business tourism	£20,000
Relationships Scotland-Family Mediation Scotland	Children and Young Person's Conselling Service	£2,500
Merkinch Community Centre	Purchase of new chairs for the Community Centre	£4,900

Inverness Chamber Music Society	Annual Series of eight Chamber Music Concerts	£4,456
Highland Rugby Football Club	Community Rugby Development Programme 2017/20	£9,500
Merkinch Partnership	Reach Out Project	£5,000
Inverness City Boxing Club	Boxing Fit - Boxing clever	£9,500
Hilton Parish Church	Hilton Children and Families Project	£10,000
Inverness Military Wives Choir	Remembrance Concert in Inverness Cathedral	£1,454
Eden Court Highlands	Feasibility Study into the refurbishment and extension to Eden Court's Empire Theatre	£7,949
Camachd Association	Marine Harvest Shinty/Hurling International Match	£5,250
The Ledge	The Ledge - Climbing Walls and Adventure Sports Training	£50,000
Mikeysline	The Hive Project	£25,000
Inverness Museum & Art Gallery	Dinosaur Exhibition	£15,500
12th Inverness Boys Brigade	French Opal Coast Adventure - Summer 2019	£4,000
Scottish Waterways Trust	Canal Life Project	£4,486
For The Right Reasons	First Steps to Recovery	£8,000
Shopmobility Highland SCIO	Changing Places	£5,000
University of The Highlands and Islands	2019 Inverness Science Festival	£5,000
Signpost-Inc	Recovery Café	£9,405

MS Therapy Centre Inverness Ltd T/A The Oxygen Works	Ground Rent for year to 31 March 2019	£3,750
Blythswood	Highland Foodbank - Inverness 2018/19	£20,000
The Shirlie Project	Bigger Picture School Transition Service	£24,200
Inverness High School	S1 Outdoor Transition Project 2019	£6,000
Highland Senior Citizens Network	Annual Conference in Inverness on 24 April 2019	£1,200
Chamber Music Tours Scotland (CMTS)	Inverness Piano Recitals (formally The Masters)	£2,882
Inverness College UHI	Active Botanic Garden - Feasibility Study	£3,000
Clachnacuddin Youth Football Team Under 13/14/15s	Manchester Cup 2019	£3,000
Clachnacuddin Youth Football Team Under 17s	Costa Dorado Cup Spain 2019	£4,000
Northern Meeting Charitable Piping Trust	Northern Meeting Solo Piping Competitions 2019	£9,300
Inverness Branch RBLs Pipes & Drums	Pipe Band Trip to France in September 2019	£4,000
Creativity In Care	Scottish Mental Health Arts Festival	£1,000
Inverness Angling Club	Financial Support for the continuing management of the ICG Town Fishings	£9,500
Inverness Cathedral	Assistance with provision of toilet facilities for the 2019 tourist season	£2,000
Inverness Festival Association	Inverness Music Festival 2019	£7,000

Total Sum Approved

£350,414

Inverness Common Good Fund Conference Support Grants 2018/19

Budget £40,000 (£35,250 transferred to the Grants Budget)

Applicant/Organisation	Project	Grant Approved
Loch Ness Knit Fest	Loch Ness Knit Fest 2018	£4,750
Total Sum Approved		£4,750

Inverness Common Good Fund Partnership Working 2018/19

Budget £112,000

Applicant/Organisation	Project	Grant Approved
Inverness BID	Inverness Gull Project 2018	£12,000.00
Inverness BID	City of Inverness Annual Floral Displays	£57,800.00
Inverness BID	Inverness Community Safety Partnership	£9,000.00
Inverness BID	Operation Respect Easter/Summer 2018	£6,025.00
Inverness BID	Inverness Street Festival 2018	£7,000.00
Inverness BID	Coach Ambassador	£9,750.00
Inverness BID	Operation Respect Winter 2018/19	£9,015.00
Total Sum Approved		£110,590

Inverness Common Good Fund

Grants Approved from the City Promotions Budget 2018/19

Applicant/Organisation	Project	Grant Approved
High Life Highland	Riverside Way Project	£9,800
Highland Council - Civic Team	Armistice 100 Weekend - Return to Light Parade	£4,594
Highland Hospice	Go Nuts Art Trail	£2,500
Flow Photography Festival	FLOW Photofest 2019	£5,000
The Archie Foundation	Oor Wullie's Big Bucket Trail - Inverness	£2,500
Total Sum Approved		£24,394

Inverness Common Good Fund Civic Hospitality Requests Approved 2018/19

Budget £132,000

Applicant/Organisation	Event	Approved	Amount Approved
Scottish Blood Transfusion Service	Inverness Awards Ceremony 2018	Civic Buffet	£2,923.61
Who Cares? Scotland	CHAMPS Awards	Civic Buffet	£2,071.63
Rotary Club of Inverness	Canadian Rotary Curling	Civic Buffet	£1,402.18
DLITE (Distance Learning Initial Teacher Education)	DLITE Celebration Event	Civic Buffet	£912.50
Highland Division Girls' Brigade	125th Anniversary	Civic Buffet	£2,827.18
Charleston Academy Community Complex	25th Anniversary	Civic Dinner	£3,083.61
Planit Scotland	Loch Ness Knit Fest – Highland Feast	Civic Reception	£1,376.63
Highland Third Sector Interface	Annual Saltire Awards Ceremony	Civic Buffet	£1,329.13
Police Scotland	Police Long Service and Good Conduct Awards Ceremony	Civic Buffet	£2,556.00
Scottish Poppy Appeal	The 2018 Scottish Poppy Appeal Reception	Civic Reception	£2,104.00
Royal Naval Association Inverness Branch	20th Anniversary Royal Naval Association City of Inverness Branch	Civic Dinner	£3,028.63
Northern Meeting Piping Competitions	Northern Meeting Piping Competitions	Civic Reception	£1,955.74
Erskine	Meet Erskine Event	Civic Reception	£373.50
Izabella Zofia Therese Fraser	Opening of the Consulate of the Republic of Poland in Inverness	Civic Reception	£1,561.00
Leonard Cheshire Disability	70th Anniversary of Leonard Cheshire Disability	Civic Buffet	£1,090.00
Royal British Legion Scotland Pipe Band	100th Year Celebration	Civic Dinner	£2,561.95

Life Changes Trust	Highland Dementia Learning Event	Civic Buffet	£1,329.13
Highland Migrant and Refugee Advocacy (HIMRA)	Stories of Movement: Multicultural Highland	Civic Reception	£2,929.88
The Florians Drama Club	The Florians Drama Club - 75th Anniversary	Civic Dinner	£3,421.36
Highland Wheelchair Club	7th Highland Wheelchair Curling Triples Competition 2018	Financial Contribution to off set the cost at an alternative venue	£2,500.00
RHQ SCOTS	3 SCOTS Homecoming Parade	Civic Reception	£948.00
Scotland 2018 Canoe Race Final Ceremony	Scotland 2018 Canoe Race Final Ceremony	Civic Reception	£1,279.68
The Highland Council	Freedom of the City to Colin Baillie	Civic Reception	£8,703.00
The Highland Council	Jenny Graham – Unsupported Cycle around the world	Civic Reception	£907.50
Clan Munro Gathering 2019	Clan Munro Gathering 2019	Civic Buffet	£3,347.63
Institute of Health Research & Innovation	Scottish Cardiovascular Forum	Civic Buffet	£2,405.78
Impact Hub, Inverness	17th Rural Entrepreneurship Conference.	Civic Reception	£1,299.68
Inverness Ice Rink	Inverness Ice Rink 50th Anniversary	Civic Dinner	£3,059.00
Police Scotland, Youth Volunteer (Inverness)	Annual Awards Ceremony	Civic Buffet	£1,850.00
The Highland Council	Armistice 100 Weekend	Catering	£2,000.00
The Highland Council	Mayor of St Valery-en-caux Visit to Inverness	Civic Dinner	£941.50
Inverness Caledonian Thistle	Inverness Caledonian Thistle 25th Anniversary Celebration	Civic Reception	£1,969.48
High Life Highland	My House of Memories – Launch of Highland material for app supporting those living with dementia and their carers	Civic Buffet	£2,167.50
Goustevin Scotland	Grand Chapter of Inductions for Ceremony for Goustevin Scotland	Civic Reception	£2,030.74
United Kingdom Airport Consultative Committees (UKACCs)	Annual Conference of United Kingdom Airport Consultative Committees (UKACCs)	Civic Buffet	£1,751.33

Scottish Trades Union Council	Conference of Trades Unions and Trades Union Councils in the Highlands & Islands STUC	Civic Buffet	£967.20
St John's Scotland	St John Scotland Annual Festival	Civic Reception	£2,817.35
Police Scotland	Police Long Service and Good Conduct Awards Ceremony	Civic Buffet	£2,180.00
Highland Golf Links	Highland Golf Links Pro Am	Civic Reception	£4,359.68
Inverness BID	Best Bar None Awards	Financial Contribution to off set the cost at an alternative venue	£500.00
	-		£86,822.71

APPENDIX 6

<u>EVENT</u>	<u>LOCATION</u>	<u>FUNCTION</u>	<u>NUMBERS ATTENDING</u>	<u>COST</u>
Hogmanay VIP Reception	Northern Meeting Park	Civic Reception	200	£1,200
Combined Cadet Force Concert	Town House	Civic Reception	100	£2,000
Armed Forces Day	Town House	Civic Reception	60	£800
Highland Games	Northern Meeting Park	Civic Reception	100	£6,000
Kirking of the Council	Town House	Civic Reception	200	£5,000
Remembrance Sunday	Town House	Civic Reception	30	£1,300
Armistice Parade	Town House	Civic Reception	40	£1,200
Community Dinner	Town House	Civic Dinner	60	£3,750
THC Quality Awards	Town House	Contribution towards drinks reception	N/A	£2,000
Commonwealth Flag Raising	Town House	Civic Reception	50	£1,100
Shinty /Hurling International	Town House	Civic Reception	150	£4,000
Northern Meeting Piping Competitions	Town House	Civic Reception	100	£2,700
Highland Poppy Launch	Town House	Civic Reception	100	£3,000
Inverness Town Twinning – Visits	Town House	Civic Lunch x 3 visits	50 per visit	£6,000
Best Bar None Awards	Mercure Hotel	External	N/A	£500
VVIP Visits	Town House	Civic Reception	N/A	£3,000
Honours List	Town House	Civic Reception	N/A	£1,000
Citizenship Ceremonies	Town House	Civic Reception	350	£1,000
Polics Scotland LSGC	Town House	Civic Reception	120	£3,500
Polics Scotland PYVS	Town House	Civic Reception	80	£1,900
			Total	£50,950