

Agenda Item	10b.
Report No	CIA/29/21

THE HIGHLAND COUNCIL

Committee: City of Inverness Area Committee

Date: 26 August 2021

Report Title: Inverness Common Good Fund Sub-Committee – Annual Report 2019/20

Report By: Chief Executive Officer Communities and Place

1. Purpose/Executive Summary

- 1.1 The Inverness Common Good Fund Sub-Committee (ICGFSC) has the following powers delegated from the City of Inverness Area Committee (CIAC);
- 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.
- 1.2 This report updates on the work of the ICGF Sub-Committee for the financial year 2020/21.

2. Recommendations

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

3. Implications

- 3.1 **Resource** - are required to continue to administer additional project monitoring for the operation of the ICGF Sub-Committee, and these continue to be found through making

efficiencies in the application process. The Sub-Committee continue to operate on the following basis:

- £75k allocated to applications of £5k and under annually
- Applications of more than £5k be considered twice yearly at the 1st and 3rd meetings of the ICGF Sub-Committee during the financial year. £100k will be allocated to each of twice-yearly meetings.
- Applications of more that £10k will still require CIAC approval.

The above has created clarity for applicants and ensures the budget is allocated fairly and efficiently.

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.

Groups applying to the Inverness Common Good Fund must specific how their project or activity will help the Council meet its public sector equality duty, including how it may address any barriers and promote social inclusion.

3.4 **Climate Change / Carbon Clever** – None

3.5 **Risk** – None

3.6 **Gaelic** – None

4. Background

- 4.1 At the City Committee meeting held on 30th November 2017, Members agreed that the Inverness Common Good Fund 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 noting that there are two vacancies which is on the agenda at item 4.
- 4.3 A summary of the powers delegated to the Sub Committee are set out below and **Appendix 2** provides the details of the powers delegated to the Sub Committee.
- 4.3.1 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.
- 4.3.2 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 would be limited to sums of £10,000 or less
- 4.3.3 City Promotions - Delegated Powers to decide upon allocations to be made from the City Promotions Budget. The Power would be limited to sums of £10,000 or less.
- 4.3.4 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.
- 4.3.5 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. Grants

- 5.1 **Appendix 3** summarises budget activity in 2020/21:
1. Grants - A budget of £275,000 was approved with funds of £241,544 being allocated in the financial year 2020/21.
 2. Conference Support - A budget of £40,000 was approved with funds of £28,550 allocated in the financial year 2021/21.
 3. Partnership Working – A budget of £112,000 was approved with funds of £68,666 allocated in the financial year 2020/21.
- 5.2 **Appendix 4** summarises the sums allocated for Grants, including Conference Support, in 2020/21. There were 17 grant awards of under £10k totalling £100,417 awarded to groups during 2020/21. 4 grant awards of over £10k totalling £141,127 were awarded. Please note that a grant of £20k was awarded from the Winter Payments budget and 1 grant of £1,500 was awarded from the City Promotions Budget. 4 grants totalling £40,630 were also awarded from the Other Properties Budget taking the total amount of grants awarded to £303,674. Conference support of £28,550 was provided.

6. Civic Hospitality

6.1 The Covid 19 pandemic resulted in no allocations being made from the £125,000 budget during 2020/21. The Town House will be brought back into use in line with Council Policy and decisions to be taken regarding the return of buildings for public access.

5.4 **Appendix 5** 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. A number of these will be impacted for the 2021/22 period as a result of covid-19.

6. Conclusion

6.1 The operational powers delegated to the Inverness Common Good Fund Sub-Committee 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.

6.2 Covid permitting, the 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.

Designation: Inverness City Area Manager

Date: 9 July 2021

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:

Provost Helen Carmichael

Cllr Ian Brown

Cllr Carolyn Caddick

Cllr Janet Campbell

Cllr Alex Graham

Cllr Andrew Jarvie

Cllr Isabelle Mackenzie

Cllr Bet McAllister

Cllr Emma Roddick

There are currently two vacancies one from the Independent and one from the Scottish National Party

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	275,000
Underspend from 2019/20	216,842
	491,842

Committee Date	Category	Award	Total for meeting	
(Committed from previous financial years)	Grants < £10k	55,788		
	Grants > £10k	161,054	<u>216,842</u>	275,000
10/08/20 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants < £10k	51,461		
Grants Approved In Principle	Grants < £10k	<u>11,704</u>	<u>63,165</u>	211,835
27/08/20 City of Inverness Area Committee				
Grants Approved	Grants > £10k	65,000	<u>65,000</u>	146,835
02/11/20 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants < £10k	36,436	<u>36,436</u>	110,399
19/11/20 City of Inverness Area Committee				
Grants Approved	Grants > £10k	60,000	<u>60,000</u>	50,399
25/01/21 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants > £10k	12,520		
Grants Approved in Principal	Grants >£10k	<u>4,000</u>	<u>16,520</u>	33,879
18/02/21 City of Inverness Area Committee				
Grants Approved	Grants <£10k	16,127	<u>16,127</u>	17,752
Grants Approved In Principal but not taken up				
10/08/20 ICGF Sub-Committee		11,704		
25/01/20 ICGF Sub-Committee		<u>4,000</u>	<u>15,704</u>	33,456

Inverness Common Good Fund Available Resource for Allocation

				£
Budget Balance Available - Conference Funding				40,000
Underspend from 2019/20				1,750
				41,750
Committee Date	Category	Award	Total for meeting	
financial years)		1,750	<u>1,750</u>	40,000
10/08/20 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants > £10k	9,750	<u>9750</u>	30,250
02/11/20 Inverness Common Good Fund Sub-Committee				
Grants Approved In Principle	Grants >£10k	4,000	<u>4,000</u>	26,250
25/01/21 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants >£10k	18,800	<u>18,800</u>	7,450
Grants Approved In Principal but not taken up				
02/11/20 ICGF Sub-Committee		<u>4000</u>	<u>4000</u>	11,450

Inverness Common Good Fund Available Resource for Allocation

Budget Balance Available - Grants 112,000
112,000

Committee Date	Category	Award	Total for meeting	
20/02/20 City of Inverness Area Committee				
Grants Approved	Grants >£10k	18,260		
Grants Approved In Principle	Grants < £10k	<u>83,638</u>	<u>101,898</u>	10,102
04/03/2020 Inverness Common Good Fund Sub- Committee				
Grants Approved	Grants <£10k	2,950	<u>2,950</u>	7,152
June 2020				
Grants Returned and not taken up due to COVID 19		92,604	92,604	99,756
10/08/20 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants < £10k	16,422	<u>16,422</u>	83,334
27/11/20 Inverness Common Good Fund Sub-Committee				
Grants Approved	Grants > £10k	10,000	<u>10,000</u>	73,334

**18/02/21 City of Inverness Area
Committee**

Grants Approved	Grants <£10k	30,000	<u>30,000</u>	43,334
-----------------	--------------	--------	---------------	---------------

APPENDIX 4**INVERNESS COMMON GOOD FUND GRANTS APPROVED 2020/21****BUDGET £275,000**

APPLICANT/ORGANISATION	PROJECT	GRANT APPROVED
*MacLeod & MacCallum	Cutting back of trees at Millburn Place, Inverness	£888
Bellfield Park Tennis Club	Replacement of Nets and Posts on 8 Tennis Courts	£3,375
New Start Highland	Make A Home Inverness	£7,200
Keep Scotland Beautiful	Canal College	£7,600
High Life Highland (Inverness Leisure)	Competition Cage Upgrade at Queens Park Athletic Track	£4,750

The Kings Golf Club Inverness	Golf Practice Area Shelter	£9,999
Partnership For Wellbeing	P4W Transport	£7,920
*Inverness Angling Club	Inverness Town Fishings	£9,500
*Apex Scotland	Apex Highland Challenge Team	£7,742
**Police Scotland	Police Service Community Beats	£1,500
Wasps Trust	Inverness Creative Academy Phase 2	£65,000
Inverness High School	S1 Outdoor Transition Project 2020	£4,422

Inverness Festivals Association	Inverness Music Festival 2021	£6,195
MS Therapy Centre T/A The Oxygen Works	Waiving of rent and purchase of covid secure equipment	£4,350
The ARCHIE Foundation	Family Connections	£5,000
Wee Adventure	Let's go on a Wheel Adventure	£2,000
Clarity Walk CIC	Clarity Walk Recovery	£1,656
Highland Group Riding for the Disabled Association (RDA)	Outdoor Arena Surface for RDA Centre	£9,000
Highland Blindcraft	Modernisation of Lift	£9,430

Inshes Community Association	Inshes Scooter & Wheeled Sports Park	£30,000
Crown Church Inverness - Church of Scotland	Refurbishment and Upgrading of the upper Church Hall	£30,000
***Blythwood Care	Highland Foodbank - Inverness 2021	£20,000
*Merkinch LNR	Repair of Boardwalk	£22,500
University of the Highlands and Islands	2021 Inverness Science Festival	£5,000
Rotary Club of Inverness	Inverness Historic Walk App	£5,000
Highland Wildcats	#Gamechanger	£7,520

Inverness Botanic Gardens/High Life Highland	Apples for All at Bught Apple Park (Ubhlan dha na h-uile)	£16,127
Total Sum Approved		£303,674
Sum Approved - Other Properties		-£40,630
Sum Approved - City Promotions		-£1,500
Sum Approved - Winter Payments		-£20,000
Total Grants Approved		£241,544

* Payment From Other properties Budget

** Payment From City Promotions Budget

*** Payment from the Winter Payments Budget

Inverness Common Good Fund Conference Support Grants 2020/21

Budget £40,000

Applicant/Organisation	Project	Grant Approved
LOC MNR 2020	Royal National MOD 2021	£9,750
Northern Meeting Charitable Piping Trust	Northern Meeting Solo Piping Competitions 2021	£9,800
Scottish Squash/Inverness Tennis and Squash Club	2021 Springfield Scottish Squash Open	£9,000
Total Sum Approved		£28,550

Inverness Common Good Fund Partnership Working Grants 2020/21

Budget £112,000

Applicant/Organisation	Project	Grant Approved	Comments
*Inverness BID	City of Inverness Annual Floral Displays 2020	£61,138.00	£1,894 for preparatory works taken up
*Inverness BID	Inverness Gull Project 2020	£12,000.00	
Inverness BID	Inverness Community Safety Partnership	£9,700.00	
*Inverness BID	Operation Respect Easter/Summer/Autumn 2020	£8,560.00	
*Inverness BID	Coach Friendly Project	£10,500.00	
*Inverness BID	Pigeon Project	£2,950.00	£650 for preparatory works taken up
Visit Inverness Loch Ness Limited	Supporting businesses in Inverness in the immediate post Covid-19 recovery period	£10,000.00	
Inverness BID	Here to Help City Centre Ambassadors	£6,422.00	
Inverness BID	Operation Respect Winter 2020/21	£10,000.00	
Visit Inverness Loch Ness Limited	Inverness City Recovery Marketing	£30,000.00	

£161,270.00

£92,604.00

£68,666

*Grants Approved but not taken up in full

Appendix 5

Civic Hospitality - Recurring Events *

<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	60	£3,500
Community Dinner	Town House	Civic Dinner	60	£3,800
THC Quality Awards	Town House	Contribution towards drinks reception	N/A	£2,000
Commonwealth Flag Raising	Town House	Civic Reception	50	£1,000
Shinty /Hurling International	Town House	Civic Reception	150	£3,500
Northern Meeting Piping Competitions	Town House	Civic Reception	100	£2,600
Highland Poppy Launch	Town House	Civic Reception	100	£2,800
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	£600
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	£800
Polics Scotland LSGC	Town House	Civic Reception	120	£3,500
Polics Scotland PYVS	Town House	Civic Reception	80	£1,900
			Total	£52,300

* COVID 19 resulted in no funds being spent against this Budget allocation in 2020/21