

Agenda Item	<b>11c</b>
Report No	<b>CIA/22/20</b>

## THE HIGHLAND COUNCIL

**Committee:** City of Inverness Area Committee

**Date:** 27 August 2020

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

**Report By:** Inverness City Area Manager

### 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 2019/20.

### 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 administer additional project monitoring required for the operation of the ICGF Sub-Committee, however these have been found through making

efficiencies in application process. So as to balance the use of the grants budget and to give better opportunity through the year for organisations to apply, the following arrangement has been agreed by the Sub-Committee ongoing, commencing April 2020:

- £75k allocated to applications of £5k and under annually
- Applications of more than £5k be considered twice yearly at the 1<sup>st</sup> and 3<sup>rd</sup> 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.

It is believed that this change will help prevent budget pressure, in particular at the year end.

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 30<sup>th</sup> 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 is one vacancy 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. Annual Report 2019/20

- 5.1 **Appendix 3** summarises budget activity in 2019/20. This highlights a total commitment of funds during 2019/20 of £315,000.
- 5.2 **Appendix 4** summarises the sums allocated for Grants, including Conference Support, in 2019/20. There were 27 grant awards of under £10k totalling £126,798 awarded to groups during 2019/20. 7 grant awards of over £10k totalling £218,202 were awarded. Please note that a grant of £20k was awarded from the Winter Payments budget and 1 grant of £10k was awarded from the Other Properties Budget taking the Grant Budget spend to the budgeted figure of £315k. Conference support of £42k was provided.
- 5.3 **Appendix 5** gives details of the allocations made to Civic Events in 2019/20. A total of £64,365 was awarded to support 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.

However, the impact of Covid-19 has resulted in the cancellation/postponement of events planned in 2020/21. This is shown within **Appendix 5**.

5.4 **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. A number of these will be impacted for the 2020/21 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. Hospitality has been awarded in line with Policy and within the rejuvenated Town House

6.2 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: 17 August 2020

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 Alex Graham  
Cllr Andrew Jarvie  
Cllr Bet McAllister  
Cllr Emma Roddick

There is currently one vacancy from the Scottish Conservative and Unionist Group.

**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 - <b>Grants</b>	315,000
Underspend from 2018/19	170,070
	<b>485,070</b>

<b>Committee Date</b>	<b>Category</b>	<b>Award</b>	<b>Total for meeting</b>	
(Committed from previous financial years)	Grants < £10k	98,150		
	Grants > £10k	71,920	170,070	315,000
21/02/19 City of Inverness Area Committee	Grants <£10k	7,500	7,500	307,500
13/05/19 Inverness Common Good Fund Sub-Committee	Grants < £10k	52,405	52,405	255,095
30/05/2019 City of Inverness Area Committee	Grants > £10k	128,148	128,148	126,947
05/08/19 Inverness Common Good Fund Sub-Committee	Grants < £10k	31,211	31,211	95,736
29/08/2019 City of Inverness Area Committee	Grants > £10k	42,500	42,500	53,236
01/11/2019 Inverness Common Good Fund Sub-Committee	Grants < £10k	25,682	25,682	27,554
21/11/2019 City of Inverness Area Committee	Grants > £10k	27,554	27,554	0
			315,000	

Budget Balance Available - <b>Conference Funding</b>	40,000
	<b>40,000</b>

<b>Committee Date</b>	<b>Category</b>	<b>Award</b>	<b>Total for meeting</b>	
21/02/19 City of Inverness Area Committee	Grants < £10k	7,500	7,500	32,500
30/05/2019 City of Inverness Area Committee	Grants > £10k	34,500	34,500	-2,000

## APPENDIX 4

### Inverness Common Good Fund Grants Approved 2019/20

**Budget £315,000**

Applicant/Organisation	Project	Grant Approved
Loch Ness Knit Fest	Loch Ness Knit Fest 2019	£7,500
Inverness Architectural Association	Publication of 'The Architecture of Inverness'	£5,000
Balloan Football Club	Football team trip to the Castelo de Vido Cup in Portugal	£3,840
Aultnaskiach Dell SCIO	The Felling of deceased trees and path clearance	£2,810
Camanchd Association	Mental Wellbeing Trough Sport Project & the MacTavish Cup 2019	£5,400
Inverness Chamber Music Society	2019/20 Chamber Music Concert Series	£3,715
Music in Hospitals & Care (MiCH) Scotland	Musical Moments in Inverness Healthcare Units	£3,840
Inverness Street League	Under 14 International Football Tournament in Manchester	£3,200
inverness, Nairn Badenoch & Strathspey Scouts	Trip to the World Jamboree 2019	£2,000
Cycling Without Age Inverness	Purchase of tike	£5,000
Highland Wildcats	#Gamechanger	£7,600
City of Inverness Pipe Band	Community Pipe Band	£8,000
Serenity	Mental Health Peer Support	£2,000



Wasps Trust	Inverness Creative Academy - Phase 2	£65,000
Scottish Canals	Carse Outdoor Hub	£50,000
Eden Court	Under Canvas	£13,148
Ness Book Fest	Ness Book Fest 2019	£2,750
Inverness Foodstuff	Purchase of Laptop, Hall rental, Insurance & the website	£7,640
Inverness Shinty Club	Purchase of portable lighting	£3,000
Inverness Netball Club	Establishing a junior section	£1,821
Inverness Local History Forum	Northern Barrage: US Navy presence during WW1 in the Highlands	£500
MS therapy Centre T/A the Oxygen Works	Waiving of rent and general maintenance costs	£4,000
Scottish Ensemble	Inverness Creative Learning & Participation programme	£1,500
Highland Hospice	Modernisation & refurbishment of the Ness Islands Railway	£10,000
SNAP (Special Needs Action	Governance & organisational review	£17,500
The Ledge	Climbing Walls and adventure Sports Training	£25,000
University of the Highlands and Islands	Inverness Science Festiva; 2020	£5,000
Highland Rugby Club	Community Rugby Development Programme	£5,000
Hilton Family Support	Project Worker's Salary	£5,000

City of Inverness Youth Pipe Band	Continued Development of the City of Inverness Youth Pipe Band and participation in events	£9,950
Inverness Military Wives Choir	Remembrance Concerts 2019	£732
*Inverness Angling Club	Replacement of Fisherman's Hut at the Bught Park	£10,000
Inverness Men's Shed	Conversion and refurbishment of the Pavillion at Millburn Academy	£27,554
**Blythswood Care	Highland Foodbank 2019	£20,000

**Total Sum Approved**

**£345,000**

\* payment from the Other Properties Budget

\*\*payment from the Winter Payments Budget

## **Inverness Common Good Fund Conference Support Grants 2019/20**

**Budget £40,000**

<b>Applicant/Organisation</b>	<b>Project</b>	<b>Grant Approved</b>
Loch Ness Knit Fest	Loch Ness Knit Fest 2019	£7,500
LOC MNR 2020	Royal National MOD 2020	£17,500
LCC Live Events Services	Piping Inverness - European Pipe Band Championships	£17,000

**Total Sum Approved**

**£42,000**

## Inverness Common Good Fund Civic Hospitality Requests Approved 2019/20

Budget £132,000

Applicant/Organisation	Event	Approved	Amount Approved	Comments
LCC Live Event Services Ltd	Piping Inverness – European Pipe Band Championships	Civic Buffet	£2,650.14	
Open Adventure (OA)	ITERA International Expedition Race 2019	Civic Buffet	£3,527.63	
Submariners Association	Mounting and Dedication of Blue Commemorative Plaque – Dedication Ceremony	Civic Reception	£2,359.68	
Poppy Scotland	2019 Scottish Poppy Appeal	Civic Reception	£2,325.00	
SNBTS	Inverness Donor Awards Ceremony 2019	Civic Buffet	£2,325.00	
Business Improvement District	2019 BID City Centre Business Awards	Financial Contribution	£1,200	
Highland Hospice	Highland Hospice Recognition Awards	Civic Buffet	£2,650.14	
Inverness Caledonian Thistle	Inverness Caledonian Thistle 25th Anniversary Celebration	Civic Buffet	£1,969.48	
The Highland Council	The Scottish Government's First Artic Day	Drinks Reception/Dinner (Financial Contribution)	£480.00	
The Queen's Own Highlanders Regimental Association	Unveiling of Queen's Own Highlander Statue	Civic Buffet	£1,200.00	
The Highland Council	Convention of Scottish Local Authorities	Civic Dinner	£3,150.68	
The North Sea Commission	The North Sea Commission NSC (Energy and Climate Change Group ECCG)	Civic Buffet	£741.63	
Merkinch Community Centre	Celebration of Achievement in Honour of Anne McCreadie	Civic Buffet	£2,204.68	
Highland Wheelchair Curling Club	8 <sup>th</sup> Highland Wheelchair Curling Triples Competition 2019	Financial Contribution	£2,500	
The Highland Council	Rural Learn to Teach Celebration Event	Civic Buffet	£1,277.48	
An Comunn Gàidhealach (The Highland Association)	Royal National Mod 2020 Inverness - Official Launch of Logo and organising campaign	Civic Reception	£3,161.63	
Inverness BID	Inverness 2019 Best Bar None Awards	Financial Contribution	£600.00	
Inverness Choral Society	100 <sup>th</sup> Anniversary of Inverness Choral Society	Civic Buffet	£2,879.63	CANCELLED
Ms Christine Mackenzie	Visit of the Moderator of the General Assembly of the Church of Scotland	Civic Buffet	£3,218.63	
STUC	Conference of Trades Unions and Trades Council in the Highlands & Islands	Civic Buffet	£1,260.30	CANCELLED
The Clan MacKenzie Society of Scotland and the UK	Clan MacKenzie International Clan Gathering	Civic Reception/Civic Buffet	£3,367.63	CANCELLED

Highland Senior Citizens Network	25 <sup>th</sup> Anniversary of Highland Senior Citizens Network (HSCN)	Civic Buffet	£1,429.80	CANCELLED
Inverness Hospital Radio	50 <sup>th</sup> Anniversary of Inverness Hospital Radio	Civic Buffet	£1,768.80	CANCELLED
The Highland Council	Nordic Atlantic Cooperation (NORA)	Civic Reception	£1,044.98	
RHQ Scots	Post 45 Memorial - Capt. John McDermid	Financial Contribution	£300.00	
Highland Alcohol & Drugs Partnership	Highland Recovery Walk	Civic Reception	£1,441.18	
Scottish Courts and Tribunal Service	Inverness Castle – Closing Ceremony	Civic Buffet	£3,480.00	CANCELLED
The Highland Council	DLITE Highland Graduation	Civic Buffet	£967.32	CANCELLED
Northern Counties Lady Curlers	Canadian Ladies Curling Tour	Civic Buffet	£3,104.63	CANCELLED
19 <sup>th</sup> Regt RA	Freedom of Inverness Parade (Exercise TARTAN FREEDOM 20)	Financial Contribution	£3,000.00	
Inverness Sea Cadets	Inverness Sea Cadets - Visit	Civic Reception	£2,244.95	
The Highland Council	Visit of Celtic Bishops	Civic Reception	£533.75	
			<b>£64,364.77</b>	

**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	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
			<b>Total</b>	<b>£52,300</b>