

Agenda Item	10d
Report No	CIA/27/23

THE HIGHLAND COUNCIL

Committee: City of Inverness Area Committee

Date: 28 August 2023

Report Title: Inverness Common Good Fund Sub-Committee – Annual Report 2022/23

Report By: Executive Chief Officer Communities and Place

1. Purpose/Executive Summary

- 1.1 The Inverness Common Good Fund exists, under the governance of the Council with delegated powers to the City of Inverness Area Committee (CIAC) to administer, for the principal benefit of the residents of the former Burgh of Inverness. The Inverness Common Good Fund Sub-Committee (ICGFSC) have authority to allow for detailed scrutiny of the administration of the ICGF in support of the CIAC.
- 1.2 **Appendix 2** provides detail on the powers delegated from the CIAC. The ICGFSC In summary, these powers can be defined as follows;
- 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 2022/23.

2. Recommendations

- 2.1 Members are asked to:

- a. note and scrutinise the work of the ICGF Sub-Committee as described within the report, and
- b. Agree that powers delegated to the ICGF Sub-Committee be amended to include power to consider expressions of interest in respect of the community regeneration fund.

3. Implications

3.1 **Resource implications** – resources 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 continued to operate on the following basis:

- £75k was allocated to applications of £5k and under annually
- £200k was allocated to applications of over £5k annually
- Applications of more than £10k require CIAC approval.

The criteria for the financial year 2023/24 have changed with the focus on poverty and inequalities along with significantly reduced budget.

3.2 **Legal implications**- There are no legal implications as a result of this report.

3.3 **Community (Equality, Poverty, Rural and Island) impacts** - 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 specify 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 implications** – None

3.5 **Risk implications** – None

3.6 **Gaelic implications** – 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.
- 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. Specific Scrutiny

- 5.1 The ICGFSC has provided additional scrutiny of the following ICGF expenditure in support of:
- Victorian Market
 - Inverness Caledonian Thistle FC Cup Final
 - Town Twinning
 - Bowling Clubs
 - Site disposal at Longman – application of Community Empowerment Act
- 5.2 Additionally, CIAC asked the ICGFSC to scrutinise expressions of interest in respect of over 30 applications made to the Community Regeneration Fund. noting this, a specific additional delegated power is recommended to be added allowing the subcommittee to consider initial submissions (expressions of interest) in respect to the community regeneration fund or any other funds that may be subject to the governance of the city of Inverness area committee.

6. Grants

- 6.1 **Appendix 3** summarises budget activity in 2022/23

1. Grants - A budget of £275,000 was approved with funds of £270,317 being allocated in the financial year 2022/23.
2. Conference Support - A budget of £40,000 was approved with funds of £31,800 allocated in the financial year 2022/23.
3. Partnership Working – A budget of £151,000 was approved with funds of £149,892 allocated in the financial year 2022/23.

6.2 **Appendix 4** summarises the sums allocated for Grants, including Conference Support and Partnership Working in 2022/23.

- There were 39 grant awards of under £10k totalling £193,675
- 4 grant awards of over £10k totalling £76,642 were awarded.
- 4 grants of £27,400 was awarded from the City Promotions Budget.
- Conference support of £31,800 was provided
- Grants totalling £149,892 were awarded to Inverness Business Improvement District and Visit Inverness Loch Ness for Partnership Working.
- **The total amount of grants awarded £479,409**

6.3 Further information is provided within the regular financial reports on the ICGF taken to the ICGFSC and CIAC in due course.

7. Civic Hospitality

7.1 Recurring Events

In respect of 2022/23, 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.

7.2 Efforts continued to be made to reduce the number of Recurring Events and to scrutinise applications for these in order to keep costs under control. Members will be aware that the food costs have escalated significantly and so every effort continues to be made to manage numbers in attendance at Civic events noting that no-shows are costly.

8. Conclusion

8.1 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.

8.2 The communications plan ensures 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: Executive Chief Officer Communities and Place

Date: 17 July 2023

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 Glynis Campbell-Sinclair

Cllr Colin Aitken

Cllr Chris Ballance

Cllr Michael Cameron

Cllr Alex Graham

Cllr Kate MacLean

Cllr Isabelle Mackenzie

Cllr Duncan MacPherson

Cllr Bet McAllister

Cllr Morven Reid

Cllr Andrew Sinclair

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 2022/23

275,000

Committee Date	Category	Award	Total for meeting	Balance Remaining
Homologated 27 June 2022	Grants<£10k	6,500	6,500	268,500
27/06/22 Inverness Common Good Fund Sub-Committee	Grants < £10k	17,055	17,055	251,445
Homologated 15 August 2022	Grants < £10K	2,500	2,500	248,945
15/08/22 Inverness Common Good Fund Sub-Committee	Grants < £10k	34,385	34,385	214,560
Homologated 7 November 2022	Grants < £10k	13,635	13,635	200,925
07/11/22 Inverness Common Good Fund Sub-Committee	Grants<£10k	8,531	8,531	192,394
24/11/22 City of Inverness Area Committee	Grants<£10k	9,997		
	Grants> £10k	34,342	44,339	148,055
23/01/23 Inverness Common Good Fund Sub-Committee	Grants < £10k	74,744	74,744	73,311
13/02/23 City of Inverness Area Committee	Grants<£10k	6,000		
	Grants> £10k	42,300	48,300	25,011
06/03/23 Inverness Common Good Fund Sub-Committee	Grants < £10k	8,168	8,168	16,843
Homologated 15/05/23	Grants<£10k	12,160	12,160	4,683

Summary of Grant Awards

£

Grants - £5,000 and Under	62,940
Grants - £5,001 - £10,000	130,735
Grants - Over £10,000	<u>76,642</u>
Total Grants approved	270,317
Grant Balance Remaining	4,683
Grant Allocation for the year	275,000

**Inverness Common Good Fund
Available Resource for Allocation**

£

Budget Balance Available - **Conference Funding** 2022/2023

40,000

40,000

Committee Date	Category	Award	Total for meeting		
27/06/22 Inverness Common Good Fund Sub- Committee	Grants<£10k	5,400	5,400		34,600
27/06/22 Inverness Common Good Fund Sub- Committee	Grants<£10k	16,800	16,800		17,800
06/03/23 Inverness Common Good Fund Sub- Committee	Grants<£10k	9,600	9,600		8,200

**Inverness Common Good Fund
Available Resource for Allocation**

£

Budget Balance Available - Partnership Working 2022/2023

151,000

151,000

Committee Date	Category	Award	Total for meeting	
17/02/2022 City of Inverness Area Committee	Grants<£10k	9,700		
	Grants > £10k	127,745	137,445	13,555
24/11/2022 City of Inverness Area Committee	Grants>£10k	12,447	12,447	1,108

APPENDIX 4

INVERNESS COMMON GOOD FUND GRANTS APPROVED 2022/23

BUDGET £275,000

APPLICANT/ORGANISATION	PROJECT	GRANT APPROVED
The Camanachd Association	The MacTavish Cup and School Support Packs	£6,500
*Communities & Engagement	3 Virtues, Church Street	£4,300
*Policy & Reform	Installation of City Centre Defibrillators	£7,250
Highland Weightlifting Club	Northern District Weightlifting Championship	£1,060
Eden Court Highlands	Under Canvas 2022	£9,995
Merkinch Community Centre	Renew Lighting Desk and Lamps	£6,000
Highland Rugby Football Club	Centenary Dinner	£2,500
The Ness Sinfonia	Development of young Timpani and percussion players in the Highland Region	£3,550
Inverness Outlanders	An Audience with Diana Gabaldon on 15 October 2022 at Eden Court Theatre	£1,850

The Libertie Project Limited	Digital Inclusion Service for people in crisis - provision of refurbished digital devices	£5,000
Inverness Festival Association	Inverness Music and Performing Arts Festival 2023	£4,995
Chamber Music Tours Scotland (CMTS)	Inverness Piano Recitals 2022/23	£4,240
The Mahler Players	Wagner's Tristan and Isolde in Inverness cathedral in December 2022	£5,000
Scottish Highlands and Islands and Moray Chinese Association (SHIMCA)	Fuel and Energy Poverty Relief	£9,750
Care and Learning Alliance (CALA)	Promotion of importance of childcare to businesses through attendance at the Highland Spotlight Event	£250
Partnerships for Wellbeing	Wheelchair Community Assessible Transport for Inverness	£8,390
Highland Food and Drink Trail Ltd	HFDT Pop-Up at the Victorian Market	£4,995
The Inverness Singers	50th Anniversary celebratory new musical composition and public performance event	£650
Inverness City Roller Derby	Inverness Scrim and Referee Development	£1,031
Inverness Botanic Gardens - High Life Highland	Disability Access paths in orchard	£6,850

Inverness City Centre Business Improvement District	Smart Scape	£9,997
*Inverness City Centre Business Improvement District	Inverness Loves Local - Especially at Christmas Campaign	£5,900
*Inverness City Centre Business Improvement District	Inverness Loves Local - Festive Parking	£9,950
Blythswood Care	Highland Foodbank 2022	£20,000
Apex Scotland	Highland Challenge Team	£14,342
Highland Senior Citizens Network	Annual Senior Citizens Conference to be held in September in the Kingsmills Hotel, Inverness	£1,000
Charleston Academy	Ocean Youth Trust Employability Voyage	£1,000
4th Inverness Rangers	Trip to London	£1,445
Red Chair Highland Ltd formally The Libertie Project Limited	Digital Inclusion Service for people in crisis - provision of refurbished digital devices	£5,000
The Mahler Players	Mahler Players Performanace in Inverness Cathedral in May 2023	£4,000
Rokzkool Academey	Merkinch Skill Share	£4,946

Inverness High School	S1 Outdoor Transition Project 2023	£9,944
The Oxygen Works	Waiver of Rent	£5,200
Inverness Museum & Art Gallery, High Life Highland	Conservation Treatment to "Battle of culloden" by Peel Ross	£6,000
Inverness Angling Club	Support for the management and maintenance of the ICGF River Ness Fishings	£9,500
Aban Outdoor	Aban Outdoor Business Costs	£6,714
Visit Inverness Loch Ness	Food & Bererage Tourism	£10,000
Culcabock & Drakies Community Hall Association	Essential Repairs to Culcabock & Drakies Community Hall	£9,995
Merkinch Community Centre	Renewal of Lighting Desk and Lamps	£6,000
Inverness College UHI	Provision of free breakfast/linch initiative for students to support positive outcomes	£22,300
Visit Inverness Loch Ness	Support to sales team promoting Inverness for Business Tourism	£20,000
Highland Food and Drink Trail Ltd/Inverness Cathedral	Eat & Peace at Inverness Cathedral	£3,168

Balloan FC	Castello De Vide & Caldes-Da-Rainha International Football Tournaments	£5,000
Ness & Beaully Fisheries Trust	Salmon Netting Buyout	£9,900
Inverness Shinty Club	2023 Shinty Activities to coincide with the school holidays	£2,260
		£297,717

*Grants from City Promotions

Inverness Common Good Fund Conference Support Grants 2022/23

Budget £40,000

Applicant/Organisation	Project	Grant Approved
Platinum Golf Scotland Ltd	World Hickory Open Golf Championships	£5,400
An Comunn Gaidhealach - Inverness Branch	Inverness Provincial Mod 2023	£7,000
Northern Meeting Charitable Piping Trust	Northern Meeting Piping Competition 2023	£9,800
2B DMC UK Ltd	Maritz Global Events - Edward Jones Tap 1 Incentive Programme	£9,600
	Total Sum Approved	£31,800

Inverness Common Good Fund Partnership Working Grants 2021/22

Budget £151,000

Applicant/Organisation	Project	Grant Approved
Visit Inverness Loch Ness	Inverness City Recovering Marketing	£30,000
Inverness BID	Operation Respect - Task Team Easter, Summer, Autumn 2022	£10,795
Inverness BID	Inverness Community Safety Partnership	£9,700
Inverness BID	Coach Friendly Project 2022	£10,800
Inverness BID	Gull Project 2022	£12,000
Inverness BID	City Floral Displays 2022	£64,150
Operation Respect Festive 2022	Operation Respect Festive 2022	£12,447
	Total Sum Approved	£149,892

APPENDIX 5

<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