

# The Highland Council

Agenda Item	CIA/27/24
Report No	12.a

**Committee:** City of Inverness Area Committee

**Date:** 19 August 2024

**Report Title:** Inverness Common Good Fund Sub-Committee – Annual Report 2023/24

**Report By:** Assistant Chief Executive - 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 Inverness Common Good Fund (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 ICGF to include approval of logos and public relations plans
- Power to allocate funds for any competent purpose from the ICGF 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 ICGF budget approved by the CIAC.
- Power to consider expressions of interest in respect of the community regeneration fund or any other funds, that may be subject to the governance of the CIAC.

1.3 This report updates on the work of the ICGFSC for the financial year 2023/24

## 2. Recommendations

2.1 Members are asked to:

- i. note and scrutinise the work of the ICGFSC as described within the report.
- ii. Agree to the replacement of the reference to Director of Development and Infrastructure with Assistant Chief Executive – Place in “clause h” and to the inclusion of new “clause j” within the Powers delegated to the ICGFSC shown in **Appendix 2**

### **3. Implications**

#### **3.1 Resource**

The original allocation for grants for 203/24 was:

- £121k was allocated to “Poverty and Inequality” applications
- £40k was allocated to “Other” grant applications

At the meeting held in November 2023, additional resources were allocated as follows:

- A further £38,017 was allocated from Reserves to Poverty & Inequality at CIAC on [20 November 2023](#)
- £12,865 was also allocated at the same meeting to “Other” grants.

Applications of more than £10k require CIAC approval. Continual improvements are made to ensure efficient operation of the grants process with Evaluation Reports being regularly reported to the ICGFSC.

Following CIAC on 20 November 2023 no further applications were considered under the 2 funds for the remainder of the financial year.

#### **3.2 Legal**

There are no legal implications as a result of this report.

#### **3.4 Risk**

None

#### **3.5 Health and Safety (risks arising from changes to plant, equipment, process, or people)**

Consideration will be given to ensuring that appropriate standards are applied to any projects that are approved for grant support come at all in terms of Council policy.

#### **3.6 Gaelic**

None

### **4. Impacts**

4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children’s Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.

4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.

4.3 This is a monitoring report and therefore an impact assessment is not required.

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 ICGF must specifically show 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.

## 5. Background

- 5.1 At the CIAC meeting held on 30 November 2017, Members agreed that the ICGFSC shall be required to submit an Annual Report to the CIAC summarising the work of the Sub-Committee for the immediately preceding Financial Year.
- 5.2 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.
- 5.3 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.
- 5.3.1 **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.
- 5.3.2 **City Vibrancy** - Delegation to decide on all applications which relate to City Vibrancy including:
- **Civic Hospitality** – In support of the Civic Office except Staffing which would remain reserved to the CIAC.
  - **City Promotions** – In support of activity which generates vibrancy within the City.
  - **Partnership Working** – In support of collaborative projects principally through Inverness City BID and Visit Inverness Loch Ness BID but also inclusive of other such as Operation Respect.
  - **Town Twinning** – Supports the Town Twinning Committee and related civic activity.

These powers are limited to sums of £10,000 or less.

- 5.3.3 **City Projects/Property Maintenance** – Powers to scrutinise and make recommendations to the CIAC are included which augment the power in respect of Grant Applications in excess of £10,000.
- 5.3.4 **Delegation to Senior Community Development Manager, Inverness and South** – Power to delegate expenditure on Civic Hospitality up to a maximum of £300 per event in consultation with the Provost and Sub-Committee Chair.
- 5.3.5 **Community Regeneration Fund** - Power was extended by the CIAC at their meeting on [28 August 2023](#) to consider expressions of interest in respect of the community regeneration fund or any other funds, that may be subject to the governance of the CIAC. Consideration was given to applications by CIAC at their meeting held [5 February 2024](#).

## 6. Specific Scrutiny

6.1 The ICGFSC has provided additional scrutiny of the following ICGF expenditure in support of:

- Victorian Market
- Town House
- Town Twinning
- Whin Park Refurbishment

## 7. Grants

7.1 **Appendix 3** summarises budget activity in 2023/24.

1. Grants – Poverty & Inequality - A budget of £121,000 was agreed in February 2023 plus an additional £38,017 agreed on 20 November 2023. £159,017 was allocated for grants to promote poverty and inequality in the financial year 2023/24.
2. Grants – Other – A budget of £40,000 plus an additional £12,865 was approved for allocation. Funds of £52,865 were allocated in the financial year 2023/24 please see **Appendix 4** for examples.
3. City Vibrancy (including Civic Hospitality) – A budget of £216,000 was agreed in February 2023 and an additional £57,613 from Reserves

7.2 **Appendix 4** summarises the sums allocated for Grants.

- There were 18 “Poverty and Inequality” grants awarded including two over £10k.
- There were 13 “Other” grants awarded all under £10k.
- Blythswood – A grant of £25k was awarded in support of City Food bank activity as part of the Winter Payments scheme.
- There were 14 City Vibrancy Grants awarded including 8 to Inverness Business Improvement District and Visit Inverness Loch Ness totalling £132,901.
- 4 Grants were approved from the Other Properties budget.
- **The total amount of grants awarded in 2023/24 was £417,176.**

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

## 8. Civic Hospitality

### 8.1 Recurring Events

In respect of 2023/24, **Appendix 5 sets out** 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 by the ICGFSC, with only those of significance to the City being included.

8.2 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.

## 9. Conclusion

- 9.1 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.
- 9.2 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.
- 9.3 Amendments to the delegated powers within **Appendix 2** are recommended being
- Replacement of the reference to Director of Development and Infrastructure with Assistant Chief Executive in “clause h” and
  - The inclusion of new “clause j” within the Powers delegated to the ICGFSC shown.

This will cover changes to management structures and include the additional powers decided by this Committee at the August 2023 meeting in particular to the administration of Community Regeneration Funds allocated to the City and Area.

Designation: Assistant Chief Executive - Place

Date: 5 August 2024

Author: David Haas, Senior Community Development Officer

Background Papers:

Appendices:

Appendix 1 – ICGFSC Members

Appendix 2 – Powers delegated to the ICGFSC

Appendix 3 – Budget Activity 2023/24

Appendix 4 – Grants Awarded 2023/24

Appendix 5 – Civic Hospitality Recurring Events 2023/24

**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 Chris Ballance

Cllr Michael Cameron

Cllr Alex Graham

Cllr Duncan MacDonald

Cllr Kate MacLean

Cllr Isabelle Mackenzie

Cllr Duncan MacPherson

Cllr Morven Reid

Cllr Andrew Sinclair

1 vacancy

**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 Assistant Chief Executive - Place has seen fit not exercise Delegated Powers
  - i. Power to consider expressions of interest in respect of the community regeneration fund or any other funds, delegated.

- j. Consider full applications and to make recommendations to the City of Inverness Area Committee on the selection of projects for approval and the value of grants to be made in respect of funds that are subject to the governance of the City of Inverness Area Committee.

## Inverness Common Good Fund - City Vibrancy Available Resource for Allocation 2023/24

Budget Balance Available - City Vibrancy 216,000  
216,000

Committee Date	Category	Award	Total for meeting	
<b>13/02/2023 City of Inverness Area Committee</b>				
Partnership Working	Grants<£10k	9,700		
Partnership Working	Grants>£10k	<u>101,572</u>	111,272	<b>104,728</b>
<b>05/06/2023 City of Inverness Area Committee</b>				
Conference Funding	Grants <£10k	6,000	6,000	<b>98,728</b>
<b>07/08/2023 Inverness Common Good Fund Sub-Committee</b>				
City Promotions	Grants <£10k	15,970		
Partnership Working	Grants <£10k	10,000	25,970	<b>72,758</b>
<b>28/08/ 2023 City of Inverness Area Committee</b>				
City Promotions	Grants > £10k	15,000	15,000	<b>57,758</b>
<b>Civic Hospitality</b>				
	Spend to date	80,709	80,709	<b>-22,951</b>
	Anticipated Costs	8,291	8,291	<b>-31,242</b>
<b>20/11/2023 City of Inverness Area Committee</b>				
Partnership Working	Grants<£10k	18,329		
City Promotions	Grants<£10k	924		
Civic Hospitality		7,118	26,371	<b>-57,613</b>
Agreed to transfer from Reserves			57,613	<b>0</b>

## Inverness Common Good Fund Grants Approved 2023/24

City Vibrancy Budget £216,000 (including Civic Hospitality) plus £19,253 from Reserves

APPLICANT/ORGANISATION	PROJECT	Grant Approved	Grant Category
Inverness BID	Operation Respect - Task Team Easter, Summer, Autumn 2023	£11,596	Partnership Working
Inverness BID	Inverness Community Safety Partnership	£9,700	Partnership Working
Inverness BID	Coach Friendly Project 2023	£12,987	Partnership Working
Inverness BID	Gull Project 2023	£12,839	Partnership Working
Inverness BID	City Floral Displays 2023	£64,150	Partnership Working
FLOW Photofest	FLOW Photofest 2023 - International Photography Festival	£6,000	Conference Funding
Inverness Caledonian Thistle Community Development	ICT Community HUB Pitch Maintenance Programme	£5,000	Partnership Working
Visit Inverness Loch Ness	Taster of Inverness	£3,300	Partnership Working
Inverness Gaelic Choir	Trip to National Mod 2023	£2,720	City Promotions
Highland Council	Festive Parking	£9,950	City Promotions
D C Thomson & Company Limited	Scottish Golf Tourism Week 2024	£15,000	City Promotions
Inverness Military Wives Choir	Remembrance Concerts 2023	£924	City Promotions
Inverness BID	Smart Scape	£8,484	Partnership Working
Inverness BID	Operation Respect Festive 2023	£9,845	Partnership Working
		<b>£172,495</b>	

**Appendix 4**

**Inverness Common Good Fund Grants Approved 2023/24**

**Poverty & Inequality Grants Budget £121,000 plus £13,017 from Reserves**

<b>APPLICANT/ORGANISATION</b>	<b>PROJECT</b>	<b>Grant Approved</b>
Aulnaskaich Dell SCIO	Woodland Management Plan	£1,120
The Archie Foundation	Archie's Child Bereavement Service Conference	£4,000
HTSI	Growing Together	£4,500
Inverness Cathedral	Inspire project	£5,000
Highland Pride SCIO	Highland pride Summer Event in the Northern Meeting Park	£5,000
Relationships Scotland - Counselling Highland	Relationships counselling support project for clients in IV1 and IV3	£3,150
Highland Wildcats	Trip to the UK National Britbowl Finals	£5,000
The Clay Studio	Summer and Autumn Holiday Activity Programme	£5,000
Partnerships for Wellbeing	Inverness festival of Walking & Wheeling	£5,000
Cultarlann Inbhir Nis	Contribution to the purchase of the East Church, Inverness	£9,999
Friends of Merkinch Local Nature Reserve	Nature Volunteer programme	£9,500

Highland Action for Little Ones	Bright Future Initiative	£8,000
Dopamine Dolls	Start Up and General Running Costs for Year 1	£2,185
Merkinch Community Shop	Community Food Project	£9,200
Highland One World SCIO	Supporting Anti Racist Education in Nurseries and Primary Schools in Inverness	£8,493
Highland Rugby Football Club (SCIO)	Community Rugby Development Programme	£9,500
Calman Trust	Club Artysans	£9,370
Blythswood Care	Highland Foodbank - Inverness 2024	£25,000
Special Needs Action Project (SNAP)	Setup costs for expansion of services to the Haven Centre	£30,000
		<b>£159,017</b>

As there was enough money remaining in the Winter Payments Budget after all payments had been met the Blythswood Grant was taken from that budget.

**Inverness Common Good Fund Grants Approved 2023/24****Other Grants Budget £40,000 plus £12, 865 from Reserves**

<b>APPLICANT/ORGANISATION</b>	<b>PROJECT</b>	<b>Garant Approved</b>
Chamber Music Tours Scotland (CMTS)	Inverness Piano Recitals	£2,500
The Highlander's Museum (Queen's Own Highlanders Collection)	Community Art Project - The British Indian Army	£2,500
Scottish Squash and Inverness Tennis and Squash Club	2023 Springfield Scottish Squash Open	£4,750
The Camanachd Association	2023 MacTavish and Camanachd Cup Finals	£7,250
Inverness Caledonian Thistle FC	Scottish Cup Final 2023	£8,000
Inverness Highlanders Junior Ice Hockey Club	Promotion of grass roots ice hockey activity	£1,275
The Mahler Players	Symphonic & operatic masterworks at Inverness Cathedral	£850
Inverness Ice Centre	Support for new winter season	£850
Inverness Clachnacuddin FC	Floodlights Renewal Project	£6,800

Inverness Festival Association	Inverness Music Festival 2024	£5,100
Chamber Music Tours Scotland (CMTS)	Inverness Piano Recitals - Autumn 2024 - Spring 2025	£3,240
Visit Inverness Loch Ness	Active Travel Officer	£5,000
TFX Performing Art Community CIC	The Highland Drama Company	£4,750
		<b>£52,865</b>

## Inverness Common Good Fund Grants Approved 2023/24

### Other Properties

APPLICANT/ORGANISATION	PROJECT	Garant Approved
Fraser Park Bowling Club	Maintenance to Bowling Club Car Park and health and safety maintenance to the paths	£1,624
Highland Council	Installation of festoon lighting on Ness Walk	£12,175
Highland Council	Restoration and installation of the Rose Window into Inverness Castle	£9,500
Inverness Angling Club	Financial support for the continuing management of the Inverness Common Good Town Fishings	£9,500
		<b>£32,799</b>

APPENDIX 5

NEW REVISED LIST

APPENDIX 5

<u>EVENT</u>	<u>LOCATION</u>	<u>FUNCTION</u>	<u>NUMBERS ATTENDING</u>	<u>COST</u>
Armed Forces Day -AM	Town House	Civic Reception/Buffer	60	£1,352
Highland Games -AM	Northern Meeting Park	Civic Reception/Buffer	100	£7,804
Kirking of the Council -AM	Town House	Civic Reception/Buffer	230	£5,926
Remembrance Sunday	Town House	<b>Civic Reception- CONTRIBUTION RBLs</b>	N/A	£1,000
Armistice Parade -AM	Town House	Civic Reception/Buffer	60	£1,003
Community Celebration Event -PM	Town House	Civic Reception/Buffer	120	£4,631
Commonwealth Flag Raising -AM	Town House	Civic Reception/Buffer	50	£1,068
Northern Meeting Piping Competitions- PM	Town House	Civic Reception/Buffer	100	£4,340
Highland Poppy Launch -AM	Town House	Civic Reception/Buffer	100	£3,264
Inverness Town Twinning – Visits	Town House	Civic Lunch x 3 visits	50 per visit	£6,000
Best Bar None Awards	Mercure Hotel	<b>External- CONTRIBUTION</b>	N/A	£750
VVIP Visits	Town House	Civic Reception	N/A	£3000
Citizenship Ceremonies-AM	Town House	Civic Reception/Buffer	Per 6 Months 175	£3,446
Police Scotland PYVS-PM	Town House	Civic Buffet- <b>No Alcohol</b>	80	£2,249
Civic Gifts	Town House	Hospitality Gifts		£3,000
			Total	£53,532

£3315 Tent £4489(food)