

ROINN na GAIDHEALTACHD — HIGHLAND REGIONAL COUNCIL

A. M. Robertson

Department of Manpower Services
Special Measures Unit
Co-ordinator
IAIN S. FRASER

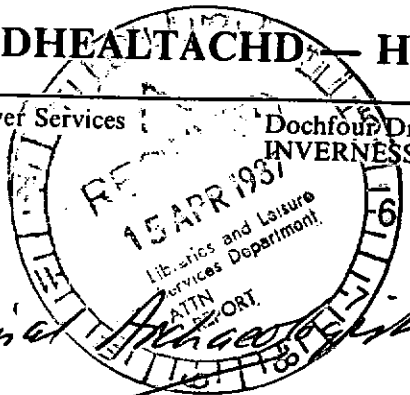
Dochfour Drive
INVERNESS IV3 5EB

Telephone — Inverness (0463) 234121
Ext 70

with compliments

to:—

Regional
Archie



- For Signature please
- Please action
- As arranged/requested
- Returned with thanks
- Ref. your/our letter/telephone call
- For your ^{copy} information
- Please return
- For your comments/approval
- Note amended costing*

Date *14/4/87* Signature *[Signature]*

Roinn na Gaidhealtachd Highland

Department of Manpower Services
Special Measures Unit
Co-ordinator
Iain S. Fraser

Highland Regional Council
Dochfour Drive
Inverness IV3 5EB

Telephone (0463) 234121

Please ask for Mr. R. M. Robertson

Our ref. RMR/JD/0531/6

Extension No. 710

Your ref.

Date 14th April, 1987

Miss Murdina J.A. Macdonald
Manager
Community Programme Area Office
Employment Division
Manpower Services Commission
31-33 High Street
INVERNESS
IV1 1JD

f.a.o. Mr. George Junor, Link Officer

Dear Miss Macdonald,

CP/LOCHINDORB (Phase I) H/NAN/0531/6

Your letter dated 7th April, 1987 refers.

I note your advice that the Area Manpower Board has given their approval to our application to sponsor the above project under the umbrella of the Community Programme.

To comply with your needs, I enclose as requested a re-submission of the application on the new style EC2(86) form. A copy of the Scheduled Monument Consent is also enclosed for your information.

As I am anxious to make optimum use of the summer weather window, it would be most helpful if you were able to process the approval and authorise the Job Centre in Inverness to advertise the vacancies in early course.

Yours sincerely,

Iain S. Fraser
Co-ordinator

c.c. Director of Libraries & Leisure Services f.a.o. Countryside Officer & Regional
Archaeologist.

Community Programme

CP/LOCHINDORB (PHASE I)

(Supersedes EC2 Application 27 May 1986)

Project Reference Number

H	N	A	N	0	5	3	1	6
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Agency Reference Number

A	I	N	R	0	6	7	5	7
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PROPOSAL FOR SPONSORSHIP

BY

HIGHLAND REGIONAL COUNCIL

This form should be used for all applications for sponsorship of projects under the Community Programme including those to be administered by a Community Programme Agent (CPA)

For projects involving any building, maintenance or construction work an EC2 (BC) application form for Building Employers Confederation support MUST be completed and attached to this application.

A vacancy notification (EC2 Supp) form should be completed for each category of paid employee

Please complete this form and return it with all supporting material to:

PART 1

Details of Sponsor

Please boxes which apply

For MSC use only
Project reference number

H	N	A	N	0	5	3	1	6
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Name of Organisation HIGHLAND REGIONAL COUNCIL	Nature of Organisation		
	LA <input checked="" type="checkbox"/>	Vol Org <input type="checkbox"/>	Other <input type="checkbox"/>
	No of permanent employees over 9,000		
Address SPECIAL MEASURES UNIT HIGHLAND REGIONAL COUNCIL DOCHF0UR DRIVE INVERNESS IV3 5EB	Name of contact (Sponsoring Organisation) IAIN S. FRASER		
	Position/Status CO-ORDINATOR		
	Telephone Number of contact (0463) 234121 Ext. 704		
1 Are you			
a Company limited by guarantee? <input type="checkbox"/>			
a Registered Charity? <input type="checkbox"/>			
Other? <input checked="" type="checkbox"/>			
If a Charity, please give registration number N/A			
If other, please specify status of organisation. LOCAL AUTHORITY			
2 Does your Memorandum of Association or other terms of reference allow you to operate as a sponsor under the Community Programme? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

3. Have you or your organisation sponsored or been involved in an MSC programme previously (eg Community Enterprise Programme, Community Programme, Youth Opportunities Programme, Youth Training Scheme, Adult Training Strategy etc)?

If Yes, please complete the following Yes No

MSC Programme	Name of Scheme	Location	Reference Number	From	Dates To
Community Programme			A/INR/0675/7	refers	

4 Will you as sponsor be supported by any other organisation? Yes No

If Yes, please state the organisation(s) and the nature of this relationship.

- Cawdor Estates per Rt. Hon. The Earl of Cawdor Works, Master Mason and use of supply boat et,al. - services of Clerk of
- SDD/Inspectorate of Ancient Monuments - technical
- W.M. Souter & Jaffrey, Chartered Surveyors, Inverness - technical
- McKellar Engineering (Grantown on Spey) Ltd. - technical
- Peter L. Howland, Fort William - technical

following headings

a managerial
See item 6

b technical
See item 4

c financial
See item 6

d other
See item 6

6 Please give details of any services to be provided for the project by the sponsoring organisation.
Managerial, technical, financial (including payroll)

7 What controls will you exercise over the project? Please comment on the following

a General controls you will apply to ensure that objectives are met
See item 7c

b nature and frequency of reports
i you will request from project
N/a

ii you will be required to produce
N/a

c nature and frequency of any monitoring you intend to undertake
Site visits as appropriate
Estimated frequency - weekly

d whether project records will be scrutinised by your internal audit section or by other officers within your organisation
Project records will be scrutinised by Internal Audit and other officers within the service of the Regional Council.

Details of project

8	Name of Project	CP/LOCHINDORB (Phase I)
9	Address	Lochindorb, Moroy
10	Telephone Number	(0463) 234121 Ext. 710
11	Project contact	R.M. Robertson, Project Officer
12	Proposed start date	April 1987
13	Proposed duration (in weeks)26..... weeks
14	a	Give a brief description of the project.

The project is being sponsored on behalf of the Regional Council's Libraries & Leisure Services Department deriving from an initiative by the Rt. Hon. The Earl of Cawdor.

The work programme is summarised as follows -

1. Initial phase of essential consolidation work on the fabric of the castle at Lochindorb.
2. Construction of a car park and jetty on loch shore below Tiribeg Wood.

b What do you plan to achieve by the end of the project - (the project objectives)?

Implementation of the work programme outlined at Item 13.

15 a Please give below full details of the work to be undertaken in order to achieve your objectives. A work schedule on at least a monthly basis must be supplied to support this application which should include numerical targets and completion dates for each stage.

The major aspects of the work programme are itemised as follows -

1. Lochindorb Castle Island

- i) Consolidation of loose masonry in area of SW tower/main curtain wall (South Elevation) of castle.
 - ii) Consolidation of both faces of outwork - outer enclosure wall (NE corner) of castle.
 - iii) Consolidation of outer face of outwork - outer enclosure wall (East Elevation) of castle.
 - iv) Consolidation of both faces of the West wall of the 'Great Hall'.
(Items i to iv above include the removal of loose masonry, rebuilding voids, tamping and pointing etc. as appropriate).
 - v) Installation of pontoon on castle island including associated anchor points and access path.
2. Tiribeg Wood Car Park/Jetty
- vi) Conversion of disused gravel pit to car parking area including associated landscaping, tree/shrub planting and fencing works etc.
 - vii) Construction of jetty on loch shore adjacent to Tiribeg Wood.

b Please give details of arrangements for alternative work in case of bad weather (where appropriate).

Given that the project is slotted into the April to October summer weather window, there is more than sufficient variety within the work programme for the project to remain operational in all but exceptionally severe weather conditions.

An operational programme extending into the November to March period is not considered practical due to the likelihood of severe weather conditions at the work location.

16 Please state the geographical areas in which the work will take place.

Lochindorb, Moray

17 What practical benefit to the community will the project provide?

The proposal will pave the way to opening up this important historical monument to both local residents and tourist visitor alike.

18 What market research has been done to ensure that the project you are proposing is in demand in the area you intend to operate? Please give details of the results.

No formal market research has been undertaken. The proposal has the support of the Highland Regional Council, Nairn District Council, SDD Ancient Monuments Inspectorate and all relevant landowner interests.

19 How will the project be run? Please attach a diagram of your management structure and an outline of the roles of all managers/supervisors and any project employees with administrative roles.

Craftsman Supervisor/Supervisor
|
Chargehand
|
General Assistants

See EC2 supplements for project Supervisor/Chargehand administrative roles.

20 Please give details of how the progress of work will be monitored by project management

The sponsor will maintain regular channels of communication with both the Libraries & Leisure Services Department's Archaeologist and Countryside Officer in addition to undertaking site visits as appropriate.

See Item 7c.

21 a From which trade unions have you sought written approval for this project?
1. Transport and General Workers Union (TGWU)
2. Union of Construction Allied Trades and Technicians (UCATT)

b Has written approval been given?

If Yes, attach copies of written approval
If No, state which written approvals have not yet been received.

Yes No

Forwarded under separate cover
1. TGWU - 5th June, 1986
2. UCATT - 27th June, 1986

22 a Have you sought the support of any employers' association for this project?

Yes No

If Yes, which? N/a

b Have letters of support been obtained? N/a

Yes No

If Yes, attach copies of letters of support.

If No, which letters of support have not yet been received.

N/a

23 Could the project impair or affect any existing business?

Yes No

If Yes, please give details

N/a

24 Could the project lead to any private gain?

Yes No

If Yes, please give details

N/a

25 Please give the name of the Insurance Company providing your employers liability and public liability cover, the expiry dates of present policies and the extent of cover.

a Employers liability

Name of Insurance Company

Royal Insurance Company

Expiry date of present policy

Policy continuous

Extent of cover (£)

Name of Insurance Company

Royal Insurance Company

Expiry date of present policy

Policy continuous

Extent of cover (£)

26 If the project was not funded by MSC would the work be done at all?

Yes No

If Yes, please give the date when the work would be undertaken.

N/a

27 Have arrangements been made for maintenance, or for funding the continuation of work when MSC funding ends (where appropriate)?

Yes No

If Yes, please give details

On completion of this element of the proposal, the Libraries and Leisure Services Department of the Highland Regional Council will assume responsibility for all necessary ongoing maintenance works.

To be completed by Local Authorities only

28 Can it be confirmed that MSC funds will not be used in work that your Authority would have undertaken but for the over-riding limitations on public expenditure or on work which is normally the responsibility of a local authority?

Yes No

PART 3
Employees

29 Please give the number of people who will be employed on the project in each of the following categories:

		Number of people	
a	Managers and supervisors (35 hours or over)	4	
b	Other full-time workers (35 hours or over)	4	
c	Part-time workers (under 35 hours)	i 2 days	nil
		ii 3 days	nil
		iii 4 days (max)	9
		iv Other (Please specify)	nil

30 Please give the expected number of filled places during each month of the project:

	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Managers/ Supervisors						1						
Other Employees	10											
TOTAL	11					1						

31 What will your recruitment policy be?

Selection at interview from list of persons deemed eligible by the local Job Centre (Inverness).
Appointments will be made on a merit basis with due consideration to the task/s to hand.

32 What will be done to assess abilities of employees during their employment on the project and provide a progression to more demanding/satisfying work?

As a matter of course an ongoing assessment with regard to the abilities of individual employees will be undertaken by the Supervisor/Chargehand.
Employees will be able to progress to more demanding tasks in line with their abilities.

33 How will the project enhance the employment prospects of the employees? Give examples.

The practical experience to be gained in undertaking the various tasks to hand within the work programme along with a recent/current period of employment will all serve to enhance the likelihood of employees being successful in securing ongoing employment.

to employees on the project indicating

- a what will be funded out of CP money
- b what will be funded under other MSC Programmes
- c what will be funded in other ways.

There is no funding provision for a training element.

35 What facilities will be available to employees on the project (eg canteen, transport arrangements for employees)?

Site hut / shelters

Minibus from Inverness and boat to castle island.

36 What protective clothing will be provided for employees?

Overtrousers, jackets, safety boots, industrial gloves and safety hats etc. where appropriate.

37 Please indicate any particular hazard for project employees.

No known particular hazards other than those associated with the tasks to hand.

38 What steps will you take to ensure health and safety of all participants while at work on the project?

Condition of service as for permanent employees within the employ of the Highland Regional Council.

PART 4

Finance Details

Financial Contribution from sources other than MSC

Please give details of any income to the project from sources other than MSC.

Source	Type of Grant	Amount £	Purpose
HRC/SMU Sponsor's own organisation		£1225.00	Top up fund operating costs budget.
Agent's own organisation			
Task patrons			
HRC/Lib & Leis. Ser. Dept. Local Authority	Financial contribution	£1375.00 £5025.00	Tribeg Wood Jetty/car park (25%) To top up fund operating costs budget.
Voluntary Organisation (Specify which)			
Firms (Specify which)			
Other Sources (Specify which) CC for S HIDB	Financial contribution	£4125.00 £6250.00	Tribeg Wood Jetty/car park (75%) To top up fund operating costs budget.
Householder's contribution eg for energy conservation			
Total Grants		£18,000.00	
Income Generated on Project	Sale of *Goods/ Services		
Total Income from all sources		£18,000.00	

*Delete whichever is inappropriate

Note 1 All information must include the source of income, its use, the estimated amount of income over the life of the project and at what intervals it is to be input into the project eg monthly.

Note 2 Any financial contribution from a source other than the MSC must be paid into the project or Agency account at the earliest possible date in the project's life.

Note 3 The totals should be shown in the Finance Summary tables col 3 on page 22.

Note 4 If the project costs less than stated in the Finance Summary table col 3 the treatment of the above contributions will be in accordance with the principles stated in the contract with MSC which covers the project.

Wages for Employees other than Managers and Supervisors

Note: Within each row please enter only employees working at the same hourly rate, for the same number of hours per week and for the same number of weeks

20 Aug 86

6 Apr 87

1	2	3	4	5	6	7	8	9	10	11	12	
Job title	Number of employees	Number of hours to be worked per employee	Proposed start date	Hourly rate of pay		Gross weekly wage per employee		Project gross wage cost col 6 x col 8 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for group col 8 x col 10 £ p	Superann. for group if applicable (employer's share only) £ p	
				£	p	£	p					
Chargehand (Manual Worker: Group E)	1	28	April 87	2.4385		68.28		26	26	1775.28	04.78(7.0%)	124.28
General Assistant (Manual Worker: General Grade)	9	*28	April 87	2.2872		64.04		26	234	14985.36	03.21(5.0%)	751.14
Additional 11 hours for driver)		11	April 87	* 2.4385		26.82		26	-	697.32	*01.88(*7.0%)	48.88
					TOTALS				260	17457.96		924.30

Average weekly wage per employee (col 9 ÷ col 8) £ 67.14 *

Average weekly training cost (if any) from wages element. Note: This may not exceed £10 per employee £ nil

TOTAL £ 67.14 * * maxima

Put this total in Finance Summary at item 1

Put these totals in Finance Summary at item 3

26 June 86
28 Aug 86

6 Apr 1987

Wages for Managers and Supervisors

1	2	3	4	5	6	7	8	9		
Category of employee	No of employees	No of weeks	Total employee weeks col 2 x col 3	Weekly wage rate		Gross wages col 4 x col 5 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for the group col 4 x col 7 £ p	Superannuation (if applicable) (employer's share only) £	
				£	p					
Craftsman Supervisor (Manual Worker: Craftsman Group + 10%) and Supervisor (Manual Worker: Group G + 5%) (Mason)	1	26	26	*119.73		3112.98	10.78 (9.0%)	291.98		
				Minimum bonus.....*	5.00	130.00	00.45 (9.0%)			
				Tool allowance.....*	0.82	21.32				
					* maxima - will only apply to a time served craftsman on a 39 hour working week.					
					TOTALS		3264.30		291.98	

Put this total in Finance Summary item 4

Put these totals in Finance Summary at item 5

Note: Although a Craftsman/Supervisor is to be preferred, the Craftsman grade is not necessarily essential to the viability of the project.

Running Costs (As estimated)

Note - Local authorities please show prices excluding VAT

	Details (including any formulae used to calculate costs)	MSC Contribution £ P	Contribution by Sponsor or other sources £ P
Rent			
Rates			
Heating, Lighting, Power etc			
Maintenance, Cleaning etc			
Telephones			

Materials (please list these)

Lochindorb - Castle Island Sand, cement, aggregate, lime, plant hire, haulage, helicopter		£1000.00	£4,900.00
Pontoon			£1,000.00
Site hut, toilet, protective clothing, first aid kit, hand tools, scaffolding, emergency radio, fuel etc.		£700.00	£3,900.00
Tiribeg Wood - Car park & Jetty Gabions, stone, decking, fixings, timber, fencing, quarry crusher run, plant hire etc.			£5,500.00

Transport and Travel	Hire of minibus	£500.00	£2,500.00
Insurance			£200.00
Audit Fees			
Postage/Stationery			
TOTALS		£2,200.00	£18,000.00

Put these totals in Finance Summary - item 6.

Capital Costs

Note - Local authorities please show prices excluding VAT

Description	MSC Contribution £ P	Contribution by Sponsor or other sources £ P
TOTALS		

Put these totals in finance summary item 8

Training Costs met by CP Budget

Please complete this section where appropriate and show the total costs figures in the Finance Summary table items 2 and 7

Please show how training is to be funded (Local Authorities please show prices excluding VAT)

A Training Costs - if paid out of wages

Details	£		p	
N/a				
Put this total in Finance Summary item 2 (This must not exceed £10 per participant week) TOTAL				

B Training Costs - if paid out of operating costs (Local authorities please show prices excluding VAT)

Details	£		p	
N/a				
Put this total in Finance Summary item 7 TOTAL				

To be completed from details on previous pages

1 Details	2 Project total cost		3 Amount to be funded by sponsor and other sources including project revenue (see table on page 16)		4 MSC contribution requested (col 2 - col 3)	
	£	p	£	p	£	p
1 Participants' gross wages	17,457.96				17,457.96	
2 Training (if paid out of wage allowance)						
3 Employers NI and superannuation for participant workers	924.30				924.30	
4 Gross wages or salaries of managers/supervisors	3,264.30				3,264.30	
5 Employers NI and superannuation for managers/supervisors	291.98				291.98	
6 Running Costs	20,200.00		18,000.00		2,200.00	
7 Training (if paid out of operating costs)						
8 Capital Expenditure						
9 GRAND TOTAL	42,138.54		18,000.00		24,138.54	

Only complete this if you are an independent sponsor

Cumulative monthly expenditure profile

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
MSC Contribution												
Other sources of income												
TOTAL												

To what address should the MSC send notification of any reimbursement

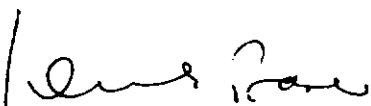
Special Measures Unit
Highland Regional Council
Dochfour Drive
Inverness IV3 5EB

PART 5

Sponsors Declaration

All the information given in this form is, to the best of my knowledge, correct. I certify that in my opinion all Programme criteria have been satisfied.

Signature



Date

14 / 4 / 87

Name (BLOCK letters)

IAIN S. FRASER

Position in Sponsors Organisation

CO-ORDINATOR, SPECIAL MEASURES UNIT