

ROINN na GAIDHEALTACHD — HIGHLAND REGIONAL COUNCIL

*John L. ...*

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

Dochfour Drive  
INVERNESS IV3 5EB

Telephone — Inverness (0463) 234121

*Ev/710*

with compliments

to:—

*Robert Curley  
Regional Architect*

- For Signature please
- Please action
- As arranged/requested
- Returned with thanks
- Ref. your/our letter/telephone call
- For your information *10/27*
- Please return
- For your comments/approval
- 

Date *30/7/86* Signature *[Signature]*

APPLICATION FOR APPROVAL OF A COMMUNITY PROGRAMME PROJECT INVOLVING  
BUILDING, MAINTENANCE OR CONSTRUCTION WORK

To be completed by Sponsor

Name of organisation Highland Regional Council

Address Special Measures Unit

Highland Regional Council

Dochfour Drive, Inverness IV3 5EB

Telephone no. (0463) 234121 Ext. 710

Contact R.M. Robertson Position Project Officer

Organisation type Local Authority Charity Reg no.

Project details

Estimated size of project area c 5,900 sq. metres m<sup>2</sup>

Location and brief description of work to be undertaken Lochindorb, Moray

To undertake essential consolidation work on the fabric of the castle at Lochindorb and to create access facilities, both on the castle island and the loch shore.

How will the community benefit from this project?

To enable visitors to have access to the castle and interpretive information on its construction and history.

Has detailed planning consent been obtained? Yes  No  Applied for

If Yes, when was this consent obtained? N/A

Estimated total duration of project in weeks 26 weeks

Has an architect/surveyor been retained in respect of this project? Yes  No

For office use

To: Scottish Building Employers' Federation

\*this proposal meets all the Community Programme criteria and is recommended for acceptance

\*this proposal meets the Community Programme criteria but the advice of the Area Manpower Board will be required in respect of the benefit to the community

\*this proposal meets the Community Programme criteria but the advice of the SBEF is sought in respect of the possibility of the private sector undertaking the work under the Schemes for Tender arrangements within the finances available to the sponsor.

\*this proposal meets the Community Programme criteria but in the light of funds available to the proposer the advice of SBEF is sought in respect of the possibility of the private sector being able to undertake the work within the Sponsors own finances.

If no response is received within 15 working days the Federation's consent will be assumed.

Signature \_\_\_\_\_  
(For MSC)

Date \_\_\_\_\_

To: Manpower Services Commission

\*the consent of SBEF is given to this project

\*The SBEF is unable to give its consent to this project for the following reasons. (Details of the reasons behind the objection must be given as fully as possible. These will be communicated to the sponsor)

Signature \_\_\_\_\_  
(For SBEF)

Date \_\_\_\_\_

Moray, Banff & Nairn Building Trades Employers' Association,  
154 Union Street,  
Aberdeen,  
ABI 1QT.

Please fill in the table below with the number and occupations of Workers required (incl. management and supervisors):

No.	Occupation	No. of wks (eg wk 1-wk 5 etc)
1	Craftsman/Supervisor	26 weeks
1	Chargehand (Full/part time)	26 weeks
9	General Assistants (Part time)	26 weeks

Estimated cost of labour excl. management and supervisors - £ 17,157.92 (maximum)

Estimated cost of materials (Total operating costs) £ 14,700.00 (maximum)

Please enclose a detailed costed list of materials and equipment? - see Page 10 of EC2

Has written consent been obtained from the relevant trade unions? Yes  No

If Yes, attach a copy

If No, is this being sought? Yes  No

**Financial Status of Sponsor**

**a for completion by Local Authorities Sponsors only**

are there any funds available which could be allocated to the project? Yes  No

If Yes, how much £ 6,250.00 (maximum)

**b for completion by all Other Sponsors**

What is the total value of funds held by the organisation at present? £ \_\_\_\_\_

What funds are available to support the project? £ \_\_\_\_\_

If the funds available to support the project are less than those held by the organisation for what purpose will the balance be used?

\_\_\_\_\_

\_\_\_\_\_

What is the organisations i) annual income? £ \_\_\_\_\_

ii) annual expenditure? £ \_\_\_\_\_

**Note:** A copy of the latest income and expenditure account and balance sheet must be provided.

C For completion by all Sponsors

Have any estimates/quotations been obtained from building firms for carrying out the proposed project?

Yes  No

If Yes, what was the lowest cost indicated for this total project?

£ N/A

Have any steps been taken to raise additional funds to allow the work to be done by a contractor?

Yes  No

If Yes, specify

N/A to Local Authority

If the proposed project involves redecoration or routine maintenance/repair work, when was similar work last undertaken? No routine maintenance/repair work involved

Please specify who carried out such work then eg. by local builder, DIY, etc.

N/A

What provision does the Scheme have for training?

No formal training provision, although employees in post will receive specialist advice as appropriate to the task/s to hand.

Declaration by sponsor

I/We confirm that the above statements are correct to the best of my knowledge and that this information may be disclosed to the appropriate employers association by the MSC acting on our behalf in accordance with the CP criterion requiring that all projects have the support of the relevant employer's associations.

Signature

M. COORDINATOR

Date

30th May 1986

(Host Sponsor)

Highland Regional Council

VACANCY NOTIFICATION

Please complete one form for each category of paid employee sought

FOR OFFICIAL USE  
 Date received \_\_\_\_\_  
 Project reference number \_\_\_\_\_

Name of Sponsor HIGHLAND REGIONAL COUNCIL Project Contact R.M. ROBERTSON  
 Business LOCAL AUTHORITY Telephone No (0463) 234 121 Ext 710  
 Address of Project CP/LOCHINDORB (PHASE I)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_ Job Location Inverness/Lochindorb, Moray  
 Job Title Supervisor or Craftsman/Supervisor No. required 1 Duration 26 weeks  
 (Part/full time) (Mason)

BRIEF JOB DESCRIPTION (Duties, Training, Conditions) Supervision and co-ordination of work squad set up to undertake essential consolidation work on the fabric of the castle at Lochindorb and to establish car park and landing facilities on the loch shore. Duties include completion of weekly time sheets; liaison with S.M.U. Project Officer, the project's consultant advisors and security of tools and equipment. Transport will be available from Inverness. To reach the castle island a short boat trip will be necessary.

BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)  
 A time served Mason is preferred although not essential as specialist advice will be available to the successful applicant. A proven supervisory ability is a prerequisite.

Age Range c 25 - 63 years Hours 36 - 39 hours per week Wage £92.31 to £100.01 per week  
 Applicant to see Contact as above. £107.97\* to £116.97\* per week

\*These rates will only be applicable to a time served Craftsman.

FOR JOBCENTRE USE ONLY  
 Appt Times \_\_\_\_\_  
 Submission Arrangements \_\_\_\_\_

VACANCY NOTIFICATION

Please complete one form for each category of paid employee sought

FOR OFFICIAL USE  
 Date received \_\_\_\_\_  
 Project reference number \_\_\_\_\_

Name of Sponsor HIGHLAND REGIONAL COUNCIL Project Contact R.M. ROBERTSON  
 Business LOCAL AUTHORITY Telephone No (0463) 234 121 Ext 710  
 Address of Project CP/LOCHINDORB (PHASE I)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_ Job Location Inverness/Lochindorb, *Monday*  
 Job Title Chargehand (Part-time) No. required 1 Duration 26 weeks

**BRIEF JOB DESCRIPTION (Duties, Training, Conditions)**  
 Chargehand to oversee \_\_\_\_\_ element of the work squad set up to undertake consolidation work in the fabric of the Castle at Lochindorb and establish car park and landing facilities on the loch shore.  
 Duties include deputising for the Project Supervisor. Transport will be available from Inverness. To reach the castle island a short boat trip will be necessary.

**BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)**  
 General labouring duties preferably with some knowledge or expertise relevant to the task to hand.  
 A proven supervisory ability is a pre-requisite.  
 Age Range 21 - 63 years Hours 28 to 31 hours per week\* Wage £63.96 to £70.82  
 Applicant to see Contact as above. per week  
 \*The project mini bus driver will be contracted for an additional 8 hours per week.

FOR JOBCENTRE USE ONLY  
 Appt Times \_\_\_\_\_  
 Submission Arrangements \_\_\_\_\_

VACANCY NOTIFICATION

Please complete one form for each category of paid employee sought

FOR OFFICIAL USE
Date received _____
Project reference number _____

Name of Sponsor <u>HIGHLAND REGIONAL COUNCIL</u>	Project Contact <u>R.M. ROBERTSON</u>
Business <u>LOCAL AUTHORITY</u>	Telephone No <u>(0463) 234 121</u> Ext <u>710</u>
Address of Project <u>CP/LOCHINDORB (PHASE I)</u>	
_____	
_____	
_____	
Post Code _____	Job Location <u>Inverness/Lochindorb, Moray</u>
Job Title <u>General Assistant / Boatman</u> <u>(Part-time)</u>	No. required <u>1</u> Duration <u>26 weeks</u>

**BRIEF JOB DESCRIPTION (Duties, Training, Conditions)**  
 General Assistant in a squad set up to undertake consolidation work on the fabric of the castle at Lochindorb and to construct car park and landing facilities as appropriate on the loch shore.  
 Transport will be available from Inverness. To reach the Castle island a short boat trip will be necessary.

**BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)**  
 General labouring duties, preferably with some knowledge or expertise relevant to the task to hand.  
 Applicants should be physically fit.  
 Some knowledge or expertise handling small boat/s would be desirable.  
 Age Range 21 - 63 years Hours 28 hours per week\* Wage £59.73 per week  
 Applicant to see Contact as above.  
 \*The project mini bus driver will be contracted for an additional 8 hours per week.

FOR JOECENTRE USE ONLY

Appt Times \_\_\_\_\_

Submission Arrangements \_\_\_\_\_



VACANCY NOTIFICATION

Please complete one form for each category of paid employee sought

FOR OFFICIAL USE

Date received \_\_\_\_\_  
Project reference number \_\_\_\_\_

Name of Sponsor HIGHLAND REGIONAL COUNCIL Project Contact R. M. ROBERTSON  
 Business LOCAL AUTHORITY Telephone No. (0463) 234 121 Ext. 710  
 Address of Project CP. LOCHINDORB (PHASE I)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_ Job Location Inverness/Lochindorb, Moray  
 Job Title General Assistant (Part Time) No. required 8 Duration 26 weeks

BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

General Assistant in a squad set up to undertake consolidation work on the fabric of the Castle at Lochindorb and to construct car park and landing facilities as appropriate on the loch shore.

Transport will be available from Inverness. To reach the Castle island a short boat trip will be necessary.

BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

General labouring duties, preferably with some knowledge or expertise relevant to the task to hand.

Applicants should be physically fit.

Age Range 18 - 63 years Hours 21 to 28 hours per week\* Wage £44.80 to £59.73  
per week

Applicant to see Contact as above.

\*The project mini bus driver will be contracted for an additional 8 hours per week.

FOR JOBCENTRE USE ONLY

Appt Times \_\_\_\_\_

Submission Arrangements \_\_\_\_\_

CPA Ref No.  
(if applicable) 

		"							
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Project Ref. No. 

H	N	A	N	O	S	3	1	6
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## Community Programme

Proposals 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)

A vacancy notification form should be completed for each category of paid employee and returned with this form to:

For MSC use only  
Project Reference No.

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PART 1 - DETAILS OF SPONSOR AND PROJECT

Sponsor

- 1 Name of Sponsor Highland Regional Council
- 2 Nature of Organisation or Business Local Authority
- 3 If a Registered Charity, please give registration no. \_\_\_\_\_
- 4 Number of employees over 9000
- 5 Address Special Measures Unit  
Highland Regional Council  
Dochfour Drive  
INVERNESS IV3 5EB

- 6 Telephone number (0463) 234121 Ext. 704
- 7 Contact (name and status) Iain S. Fraser, Co-ordinator
- 8 a Have you ever sponsored an MSC project before? Yes  No
- b If Yes, please give details.  
none relevant

Project

- 9 Name of Project CP/LOCHINDORB (PHASE I)
- 10 Address (if different from 5 above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 11 Telephone number (0463) 234121 Ext. 710
- 12 Contact (if different from 7 above) R.M. Robertson, Project Officer
- 13 Proposed start date June 1986 (alternatively April/May 1987)
- 14 Proposed duration (in weeks) 26 weeks
- 15 a Will the project be administered by a Community Programme Agent? Yes  No
- b If Yes, please give the name of the Agent.  
Highland Regional Council



35 If the project were not funded by MSC would the work be done at all? Yes  No

If Yes, please estimate when the work would be undertaken.

N/A

36 To what address should reimbursement be made? Please ✓ appropriate box

Sponsor's Address

Project Address

Other  (Specify)

N/A

37 Please complete if project involves renovation of land or property or other assets

Have arrangements been made for maintenance when MSC

funding ends? Yes  No

If Yes, please give details

On completion of this element of the project the Libraries & Leisure Services

Department of the Highland Regional Council will assume responsibility for ongoing

maintenance.

8 Local authorities

Can it be confirmed that MSC funds will not be used in work that your Authority proposed to fund before the cuts in public expenditure or on work which is normally the responsibility of a local authority? Yes  No

For MSC Use Only  
Project Reference no.

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PART 2 - FINANCE DETAILS

Name of sponsor Highland Regional Council

FINANCIAL CONTRIBUTION

Please give details of any financial contribution to the project from sources other than MSC. The totals should be shown in Finance Summary table col 3 on page 12.

Source	Type of Grant	Amount £	Purpose
Sponsor's own organisation			
Agent's own organisation			
Task patrons			
Local Authority	HRC (Libraries & Leisure Services)	Financial contribution £6250.00	Top up fund Operating Costs
Voluntary Organisation (specify which)			
Firms (specify which)			
Other sources (specify which)	HIDB	Financial contribution £6250.00	Top up fund Operating Costs
Householder's contribution eg for energy conservation			

Please give details of any income likely to be generated on the project however small.

All information must include the source of income, its use (including whether it is to enhance the project, offset MSC costs, or give details of how it is to be apportioned), 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: 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.

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 Sponsor's and Agent's Handbook, unless otherwise agreed.

WAGES FOR EMPLOYEES OTHER THAN MANAGERS AND SUPERVISORS

Note: Within each row please enter only employees working at the same hourly rate and for the same number of hours per week  
 29 AUG 1985 07 APR 1986

1	2	3	4	5	6	7	8	9	10	11
Job title	Number of employees	Number of hours to be worked per employee	Hourly rate of pay £ p	Gross weekly wage per employee £ p	Number of weeks to be worked per employee	Number of weeks to be worked by group col 2 x col 6	Project gross wage cost col 5 x col 7 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for group col 7 x col 9 £ p	Superannuation for group if applicable (employer's share only) £ p
Charge Hand (Manual Worker: Group E)	1	*28	2.2846	63.97	26	26	1663.22	4.48(7.0%)	116.48	-
General Assistant (Manual Worker: Group B)	9	*28	2.1333	59.74	26	234	13979.16	2.99(5.0%)	699.66	-
(Additional 11 hrs for driver)		**11	**2.2846	25.14	26	-	653.64	**01.76(7.0%)	45.76	-
		** maximum								
TOTALS						260	16296.02		861.90	-

Average weekly wage per employee £ 62.67  
 (col 8 ÷ col 7)  
 Average weekly training cost £ Nil  
 (if any) from wages element.  
 Note: This may not exceed £10 per employee

TOTAL £ 62.67

Put this total in Finance Summary at item 1

Put these totals in Finance Summary at item 3

Note: The total must not exceed £60 unless the project is to be sponsored by a Community Programme Agent.

\*The above working pattern is an optimum and may be adjusted within the budget as approved for employees other than Managers and Super

WAGES FOR MANAGERS AND SUPERVISORS

27 JUN 1985 / 29 Aug 1985 06 APR 1986

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 £ p	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 (Mason)	(Manual Worker: Craftsman Group + 10%) 1	26	26	*111.97	2911.22	10.08(9.0%)	273.78	-
		Minimum Bonus.....		* 5.00	130.00	00.45(9.0%)		
		Tool Allowance.....		* 0.82	21.32			
					*Maximum/will only apply to a time served craftsman on a 39 hour working week.			
TOTALS					3062.54		273.78	-

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, a Craftsman is not essential to the viability of the project.

RUNNING COSTS - (Local authorities please show prices excluding VAT)

(As estimated)

	Details (including any formulae used to calculate costs) and from which source they are funded	£	p
Rent			
Rates			
Heating, Lighting, Power etc			
Maintenance, Cleaning etc			
Telephones / radio (emergency)		500.00	

Materials (please list these)

Site huts etc. (complete)		750.00
Cement, sand, lime, stone, aggregate, gabion baskets, timber, fencing materials,		
trees/shrubs, fertiliser, peat, fuel (boat), grass feed etc.		8200.00
Protective clothing, first aid kit and safety equipment	Helmets, ind.gloves, o/trousers & jackets, safety boots etc.	800.00
Hand tools etc.		350.00

Transport and Travel	Hire of minibus Hire of plant/servicing etc.	3000.00 1100.00
Insurance		
Bank Charges/Audit fees		
Postage/Stationery		
Put this total in Finance Summary item 6 TOTAL		14700.00

CAPITAL COSTS - (Local authorities please show prices excluding VAT)

Description including from which source they are funded	£	p
N/A		
Put this total in Finance Summary item 8 TOTAL		

FINANCE SUMMARY TABLE

For MSC Use Only  
Project Reference no.

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To be completed from details on previous pages

Name of Sponsor Highland Regional Council

1 Details	2 Project total cost		3 Amount to be funded by sponsor and other sources including project revenue (see table on page 7)		4 MSC contribution requested (col 2-col 3)	
	£	p	£	p	£	p
1 Participants' gross wages	16296.02				16296.02	
2 Training (if paid out of wage allowance)	-				-	
3 Employers NI and superannuation for participant workers	861.90				861.90	
4 Gross wages or salaries of managers/supervisors	3062.54				3062.54	
5 Employer's NI and superannuation for managers/supervisors	273.78				273.78	
6 Running costs	14700.00		12500.00		2200.00	
7 Training (if paid out of operating costs)	-		-		-	
8 Capital expenditure	-		-		-	
9 Total of items 1-8	35194.24		12500.00		22694.24	
10 Agent's fee (if applicable)					550.00	
10a VAT on Agent's fee (if applicable)					82.50	
11 Grand Total 10 + 10a					632.50	

Only complete this if you are an independent sponsor

Cumulative monthly expenditure profile (MSC contribution)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
£												

(Month 12 should equal Grand Total above)

PART 3 - TRAINING PROVISION

For MSC use only  
Project Reference no

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Name of Sponsor Highland Regional Council

Do you propose to offer any training? Yes  No

If No, go to PART 4

If yes, please complete this section and show the total costs figures in the Finance Summary Table items 2 and 7 on page 12.

Please show how training is to be funded

A Training Costs - if paid out of wages

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



Please give details of any training either on or off the job which you propose to offer to employees on the project indicating the parts for which you will be claiming reimbursement.

[Empty box for providing details of training]

**PART 4**

**Sponsor's Declaration**

In all the parts of this form which I have completed I certify that in my opinion all the criteria specified in the Community Programme Booklet for sponsors have been satisfied.

Signature Iain Fraser Date 27/5/86

Name (BLOCK LETTERS) IAIN S. FRASER

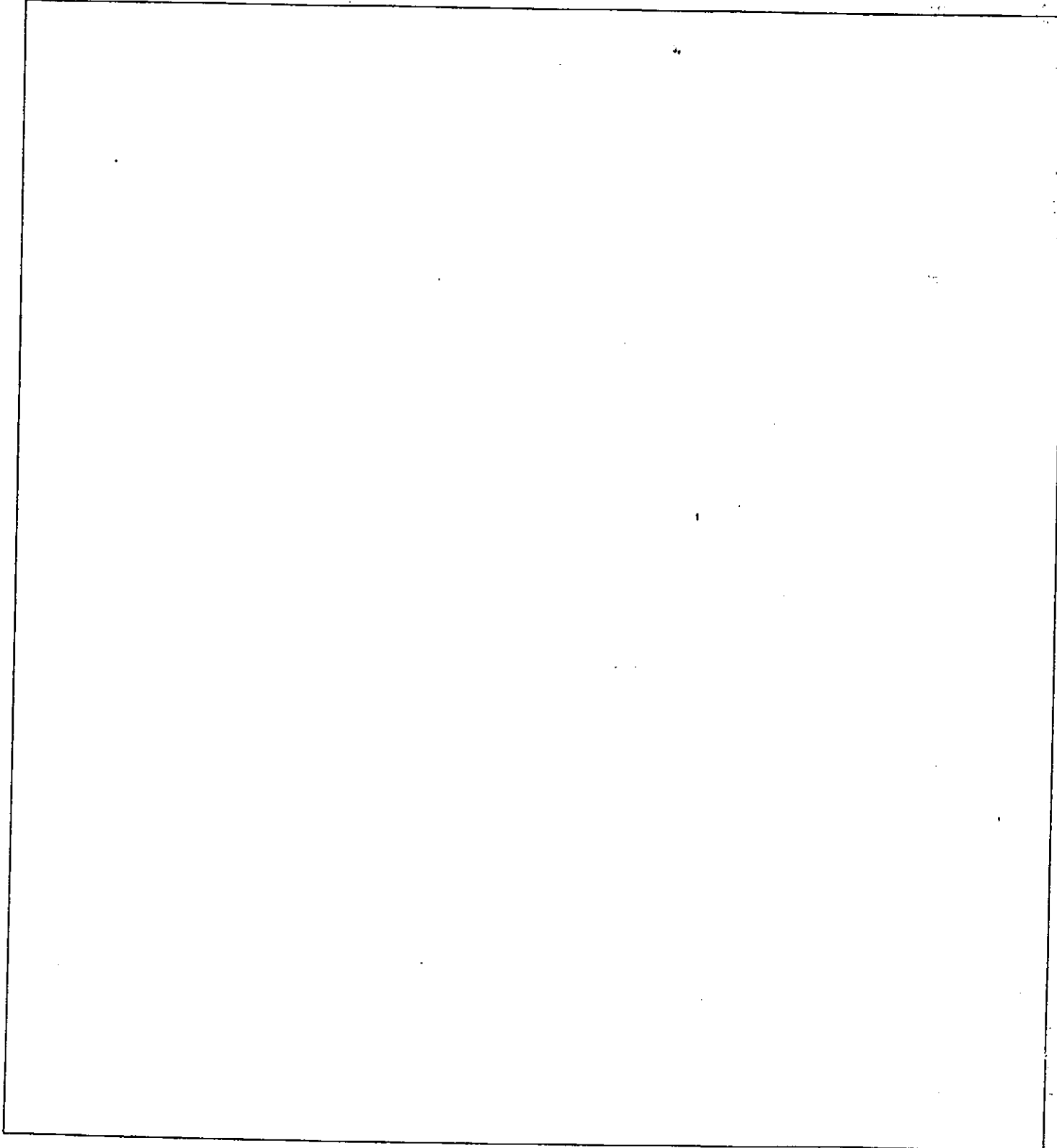
Position in Organisation Co-ordinator

**Approval of MSC Area Manager**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (BLOCK LETTERS) \_\_\_\_\_  
Area Manager

FOR MSC USE



Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (BLOCK LETTERS) \_\_\_\_\_

Link Officer