



This guidance has been produced by the Programme Management Office (PMO) within Neighbourhoods, Regeneration and Sustainability in consultation with the GCC Communities Team and the Area Partnership Chairs.

The guidance is designed to assist community members in identifying proposals for the use of NIIF funding and to ensure these proposals are managed through a robust process.

The guidance contains the following information:

Section 1 – Criteria and Guidance for use of NIIF:

A summary of the criteria for the use of NIIF including areas not within its scope.

Section 2 – Roles and Responsibilities:

A summary of the roles and responsibilities of key staff and departments within the process as well as Community Councils and Area Partnerships.

Section 3 – NIIF process chart:

A process chart depicting the key steps in the process for identifying proposals, allocating NIIF spend and ongoing monitoring of this.

Section 4 – NIIF Reports to Area partnerships:

An outline of what information will be provided for Area Partnerships by NRS updating on progress with NIIF. This includes sample tables which will be part of standard reports produced by the NRS PMO.

Section 1 - Criteria and Guidance for use of NIIF

Each Area Partnership has been allocated £1million to support infrastructure improvements within neighbourhoods.

This funding is capital expenditure and therefore can be carried forward to be spent in future financial years but should be spent by March 2027.

Because the £1 million is designated for capital expenditure, it must be spent on:

Council infrastructure - Physical things in Council ownership.

An idea of physical improvements which could be identified could include;

- Open and green spaces, including specific tree projects
- Spaces for leisure and play, including community buildings
- Street furniture
- Street lighting and *CCTV
- Condition of roads
- Condition of pavements
- Road safety and crossings
- Impact of flooding
- General improvements to the environment

Area Partnerships/Communities may consider ideas which have grown from recent Liveable Neighbourhoods consultations, or from communities developing Locality Plans or Local Place Plans.

The fund is **not intended to be used for “business as usual”** council activities such as dealing with individual service requests related to basic maintenance or repair of existing assets – for example: individual broken streetlights, blocked drains, potholes, issues with bins etc.

The fund is **not intended to be used for consultancy work**, for example, the carrying out of community engagement work to find out what projects the community are interested in. It may, in circumstances where Council services require external assistance, be used for technical consultancy fees which are required to develop and deliver a capital project, such as architects or streetscape designers to help communities redesign civic spaces.

The fund **cannot be used to fund revenue costs**, such as future or ongoing costs related to maintenance, utilities, repair costs etc. Any revenue costs resulting from NIIF investment will need to be met by the Area Partnership.

***CCTV requests: CCTV requests may NOT be approved due to a number of factors that NRS, on behalf of Glasgow City Council, need to consider prior to the approval of a CCTV install.**

Prior to the placement of a camera, NRS needs to consider the key principles of proportionality, transparency, justification and consultation. Therefore, this will ensure that due consideration is given to any issues or concerns in relation to privacy impact on local communities. We must ensure that we are provided with all the relevant local intelligence for an informed decision to be made on the most appropriate service response for the highlighted issues. A critical element is the requirement of communications infrastructure, for a working network to be provided for the connectivity of the cameras to the Glasgow Operations Centre.

Section 2 - Roles and Responsibilities – NIIF

Communities/Community Councils

- Identify and discuss ideas and agree proposals to be raised at AP meetings.
- Ensure ideas and proposals meet the criteria outlined in Section 1 above.
- Ensure any proposals are specific and provide sufficient detail to enable these to be costed - including detailed locations.

Area Partnerships

- Ensure adequate time is available at meetings to consider NIIF proposals and reports.
- Ensure new ideas and proposals meet the criteria outlined in Section 1 above.
- Ensure any proposals are specific and provide sufficient detail - including detailed locations.
- Discuss proposals and either approve or reject these to be costed by NRS.
- Discuss any estimated costs provided by NRS for previous proposals and either approve or reject these.

Neighbourhood, Regeneration and Sustainability (NRS):

1. NRS Programme Management Office (PMO):

- Co-ordinate management and recording of all NIIF proposals and works, including:
- Check proposals meet criteria for NIIF
- Check proposals contain sufficient information for estimates to be provided
- Seek approval from NRS Senior Management
- Liaison between NRS departments to progress proposals and seek monthly progress reports on all active works
- Provide NRS officers with regular reports on progress of all aspects of NIIF in advance of Area Partnership Meetings
- Maintain a financial record of NIIF spend
- Act as a point of contact and liaison between Area Partnerships and NRS for more general NIIF related queries.

2. NRS Neighbourhood Liaison Managers:

- Attend Area Partnership Meetings and provide updates/speak to NIIF report
- Provide guidance at Area Partnerships around NIIF criteria and process
- Collate and submit all decisions re. NIIF from Area partnerships for submission to NRS PMO

3. Communities Team:

- Provide guidance at Community Councils and Area Partnerships around NIIF criteria and process
- Collate ideas raised by Community councils/through citizen engagement and ensure these are discussed and agreed at Area Partnerships

- Ensure all NIIF proposals are discussed at each Area Partnership so these can be submitted to NRS for costing if approved

Section 3 - NIIF Process for Communities and Area Partnerships:

When NIIF is on the agenda: NRS will update on any costings provided for previous proposals as well as progress updates on all NIIF works already underway.



This process will enable regular reports to be provided to Area Partnerships outlining:

- **Proposals submitted and awaiting costing**
- **Estimated costs received for proposals**
- **Work underway and progress reports**
- **Work completed**
- **Estimated spend to date (including estimates requested)**
- **Actual spend to date (completed & active works)**

Section 4 – NIIF reports to Area Partnerships:

Standard reports will be provided by the NRS PMO for each Area Partnership.

The body of the report will include a summary of progress to date on current works or any issues identified with this and a summary of the Area Partnerships use of funds and remaining NIIF allocation.

Reports will also include the following information in table format showing details of progress to date with both estimates requested and works already approved (***please note this is a sample and information contained within tables is not accurate***):

1 - Proposals submitted for estimate:

| Date of AP Meeting Originally Proposed | Reference Number | Proposed Item Description & Location | Estimate request sent to NRS Ops Team Date | Estimate Received Y/N | Estimate Amount | Comments |
|--|------------------|--|--|-----------------------|-----------------|--|
| 09.02.2024 | WARD01001 | Resurfacing and flooding work at Hillcrest Area – Carmunnock Half Moon | 16.02.2024 | Yes | 150,000 | Estimate to be discussed and approved by AP |
| 14.09.2024 | WARD01004 | Handrail & Ramp at Castlemilk Memorial Garden, Dougrie Rd | 16.10.2024 | Yes | 3,000 | Estimate to be discussed and approved by AP |
| | | Totals | | | 153,000 | |

2 - Proposals requested (rejected):

| Date of AP Meeting Originally Proposed | Costing Template Reference Number | Proposed Item Description & Location | Date Rejected by NRS | Reason for Rejection |
|--|-----------------------------------|--|----------------------|--|
| 05.05.2023 | WARD01008 | Installation of CCTV at Croftfoot Roundabout | 02.06.2023 | privacy issues with site overlooking private properties. |

3 - Summary of spend to date:

This table provides details of all spend. This includes:

- Estimates received and approved, where work has yet to commence and no actual costs have been accrued.
- Work already underway where spend has been approved.
- *Remaining NIIF allocation shows remaining budget for the AP after all **APPROVED** spend has been subtracted from the AP £1 million allocation.

| Date of AP Meeting Originally Proposed | Costing Template Reference Number | Details of works | Approved Estimate | Actual Cost | Status | Comments |
|--|-----------------------------------|--|-------------------|-------------|-------------|--|
| 25.04.2024 | WARD01002 | Redeployable CCTV camera for Castlemilk Area | 15,000 | 16,000 | Complete | Works fully complete. £1000 over estimate |
| 25.04.2024 | WARD01003 | Replacement of lighting columns in Castlemilk Park | 36,000 | 18,000 | In Progress | Partial Completion. Completion expected March 2025 |
| 14.09.2024 | WARD01009 | Landscape Improvements Linn Park | 10,000 | 0 | Not Started | Work not commenced yet. Commencing March 2025. |
| | | Totals: | 61,000 | 34,000 | | |
| | | Total Budget | £1,000,000 | | | |
| | | Remaining NIIF Allocation: | *£939,000 | | | |