

Agenda



Meeting of West Dunbartonshire Council

Date: Wednesday, 28 June 2017

Time: 17:00

Venue: Council Chambers,
Clydebank Town Hall, Dumbarton Road, Clydebank

Contact: Christine McCaffary
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Dear Member

Please attend a meeting of **West Dunbartonshire Council** as detailed above.
The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Provost William Hendrie
Bailie Denis Agnew
Councillor Jim Bollan
Councillor Jim Brown
Councillor Gail Casey
Councillor Karen Conaghan
Councillor Ian Dickson
Councillor Diane Docherty
Councillor Jim Finn
Councillor Daniel Lennie
Councillor Caroline McAllister
Councillor Douglas McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren
Councillor Marie McNair
Councillor John Millar
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Sally Page
Councillor Martin Rooney
Councillor Brian Walker

Chief Executive
Strategic Director of Transformation & Public Service Reform
Strategic Director of Regeneration, Environment & Growth
Chief Officer of West Dunbartonshire Health & Social Care Partnership

Date of issue: 16 June 2017

WEST DUNBARTONSHIRE COUNCIL

WEDNESDAY, 28 JUNE 2017

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 MINUTES OF PREVIOUS MEETING 11 - 34

Submit for approval as a correct record, the Minutes of the Statutory Meeting of West Dunbartonshire Council held on 17 May 2017.

4 REQUEST FOR DEPUTATION – CLOSURE OF SOCIAL WORK OFFICE IN ALEXANDRIA

A petition has been received from Ms Helen Short in connection with the above and will be treated as a Request for a Deputation in terms of Standing Order 17.

5 OPEN FORUM

The Council is asked to note that no open forum questions have been submitted by members of the public.

6 GLASGOW CITY REGION CITY DEAL – UPDATE 35 - 40

Submit report by the Strategic Lead – Regeneration on progress with the implementation of the Glasgow City Region, City Deal and the Council's City project.

7 DRAFT STATEMENT OF ACCOUNTS 2016/17 Copy to follow

Submit report by the Strategic Lead - Resources providing a copy of the draft Annual Accounts for 2016/17 and highlighting matters of interest.

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|-----------|---|-----------------------|
| 8 | LOCAL SCRUTINY PLAN 2017-18 | 41 - 52 |
| | Submit report by the Chief Executive providing information on the Local Scrutiny Plan for 2017-18 which has recently been published by Audit Scotland. | |
| 9 | WINTER MAINTENANCE PAYMENTS | 53 - 85 |
| | Submit report by the Strategic Lead – Resources providing information regarding a recent Internal Audit Report on winter maintenance payments. | |
| 10 | VACANCIES ON COMMITTEES AND OTHER BODIES | 87 - 92 |
| | Submit report by the Strategic Lead – Regulatory advising of the outstanding vacancies on committees, working groups, joint boards/committees and outside bodies. | |
| 11 | COMMUNICATIONS, MUSEUMS AND CULTURAL DEVELOPMENT COMMITTEE – PROPOSED REMIT AND REVISIONS TO STANDING ORDERS | 93 - 98 |
| | Submit report by the Strategic Lead – Regulatory seeking approval of a proposed remit and delegation of powers to the Communications, Museums and Cultural Development Committee and subsequent revisions to Standing Orders. | |
| 12 | COMMITTEE TIMETABLE – AUGUST to DECEMBER 2017 | 99 - 104 |
| | Submit report by the Strategic Lead – Regulatory seeking approval of a committee timetable for the period from August to December 2017. | |
| 13 | ELECTED MEMBER DEVELOPMENT PROGRAMME 2017/18 | 105 - 111 |
| | Submit report by the Strategic Lead – People and Technology seeking approval of the proposed format for the Elected Member Development programme for 2017/18. | |
| 14 | OFFICE RATIONALISATION PROGRAMME - ALEXANDRIA SOCIAL WORK OFFICE | Copy to follow |
| | Submit report by Chief Social Work Officer on the above. | |

15 NOTICES OF MOTION

(a) Motion by Councillor Jim Bollan - Closure of Alexandria and Dumbarton Social Work Offices

Council agrees to rescind the proposal to close the Alexandria Social Work office. This is a key vital service that needs to be kept close to the Communities it serves. Officers advise there will be a financial cost of initially approx. £44,000 per annum with costs projected to average £63,000 per annum over a 40 year period. There will also be an approx. cost to the Council of £7,063 per year, for 2 years, for additional travelling costs for staff. Clients will be required to meet their own travel costs which is unacceptable. If there is a financial impact then this year any shortfall should be taken from reserves and any future shortfall should be dealt with through the budget setting process for 2018/2019 and beyond.

(b) Motion by Bailie Denis Agnew – Lisbon Lions

This Council recognises the immense achievement for the Celtic football team in May 1967 to be the first British team to win the European Cup.

This achievement brought global recognition from a home grown group of young men at the peak of their performance. Sadly, almost half of the original Lisbon Lions team have passed away. However, the remaining individuals from that group (Jim Clark, John Craig, Willie Wallace, Billy McNeil, Stevie Chalmers, Bobby Lennox and Bertie Auld) are still with us and I would propose that this Council recognises their and their former teammates' achievement by holding a ceremony at some future date to confer this Freemanship of West Dunbartonshire on the surviving Lisbon Lions. The costs will be met from unearmarked reserves.

(c) Motion by Councillor David McBride – Our Lady and St Patrick's High School – Transport Commitment

This Council eagerly awaits the opening of the fantastic new OLSP building in Bellsmyre later this year.

When the new built OLSP opens we will all be proud to note that every secondary pupil in West Dunbartonshire including those in the new Kilpatrick Secondary will be taught in a modern fit for purpose school with first class facilities for learning and sport.

OLSP is an excellent school and its current location in Castlehill has served the community well over many years.

This Council notes current and past pupils from Bellsmyre have been entitled to free bus travel for all journeys over the qualifying 2 miles, while the

National entitlement for free school transport for secondary pupils is currently 3 miles.

Council, therefore, believes that it would be unfair if pupils making the opposite journey from Dumbarton West to Bellsmyre were denied free transport under similar terms.

Therefore we agree the 2-mile qualification for school transport must remain unchanged and not presented as a budget cut in the lifetime of the current elected Council and remains protected until at least May 2022.

(d) Motion by Councillor Daniel Lennie - £12m District Heating System at Queens Quay in Clydebank

This Council congratulates the Chief Executive and her staff for the successful match-funding bid for £6m of funding from the Scottish Governments “Low Carbon Innovation Transition Programme.”

The decision to commit £6m of capital and submit a bid last October has been fully vindicated.

This Council wants to build on this success and reduce energy poverty in the area and is very keen to maximise the benefit of the current District Heating System investment project so that residents in Dalmuir and Mountblow also benefit from this.

Therefore the Council asks the Chief Executive to explore other opportunities for rolling out the district heating initiative across the whole authority and to come back with options and costings to a future Council meeting.

Background Information

1. The Council agreed to submit a bid for match funding towards a £12m District Heating System at Queens Quay in Clydebank at a Special meeting of West Dunbartonshire Council on Wednesday 24th November.
2. Phase one of the development will be the construction of a plant on Queens Quay that would provide energy for all of the public facilities on the development site such as the new leisure centres, the Councils new office block Aurora House, the new Clydebank Health Centre, the new Clydebank Residential Care Home and Day Care Centre.
3. In addition, the facility would be able to provide energy to Clydebank College, Clydebank Town Hall, Clydebank Library local businesses and around 1,200 homes planned for the Queens Quay site.
4. Phase two would see the potential extension to the Clyde Regional Shopping Centre and the planned development at the existing Playdrome

site. The plans would also see an extension up to the Golden Jubilee Hospital and to housing beyond in Dalmuir, Mountblow and beyond.

5. As well as reducing the Councils carbon footprint, the business plan would result in income from surplus energy sales.

(e) Motion by Councillor Martin Rooney – Equal Pay

This Council is concerned that despite the imposed settlement by the previous SNP Administration it appears that many female workers are still subject to unequal treatment.

The Council notes that all elected members received a letter from a female member of staff dated 6th June, that she along with some of her fellow colleagues, have been discriminated against by West Dunbartonshire Council over equal pay.

The Council is currently in the process of making individual offers to historical claimants i.e. those with outstanding claims lodged at Employment Tribunal.

The Council's approach is that those individuals with valid claims at Tribunal are being made offers in accordance with the agreement reached with claimants' representatives. However, in the absence of any legal justification, those without claims at Employment Tribunal or those with invalid claims will be excluded from any such offer.

This Council believes that addressing the historic inequality is a moral responsibility and that every effort should be used to made to ensure that all female staff that had instigated a claim through their trade union should be entitled to the same compensation as other colleagues.

This Council therefore calls on the Chief Executive to review the claims process with a view to identifying individuals that have lost out.

The Chief Executive is requested to bring forward a report identifying the numbers of staff and the cost implications to the next Council meeting for decision.

(f) Motion by Councillor Martin Rooney – Office Rationalisation Plans

This council notes the success of the Office Rationalisation Programme in modernising public infrastructure and providing a high quality workplace for staff and high quality facilities for our citizens.

As well as this the Office Rationalisation Programme contributes to council efficiency savings and will have a regenerative effect on our towns centres, most

notably Dumbarton town centre and Queens Quay in Clydebank.

The Office Rationalisation Programme and the associated savings have been assumed in council budgets since 2013/2014. It has also featured in the Councils Ten Year Capital Programme which has been agreed unanimously by council on a number of occasions.

The implementation of the councils Office Rationalisation Programme had been delegated to officers and they in turn have consulted with staff and their representatives over the past few years.

Elected members have had no direct involvement in the operational aspects of the Office Rationalisation Programme but have rightly questioned aspects of the implementation when concerns have been brought to their attention from staff or the public and assurances have been sought on the continuity of service and the quality of service being maintained, including accessibility to services.

This council notes that despite officers assurances that services would be maintained following the relocation of staff from the Alexandria Social Work Office, councillors and members of the public remain unconvinced about the merits of closing the office.

This Council therefore call for a report on this aspect of the Office Rationalisation Programme to be brought to the next Council meeting outlining the pros and cons of the centralisation of Alexandria Social Work Office and the cost and other implications of the alternative option of retaining the Alexandria Social Work Office.

(g) Motion by Councillor Lawrence O'Neill – Clydebank Football Club

This Council recognises and congratulates Clydebank FC Under 19s on their recent success in winning the SYFA Inspire Scottish Cup under the stewardship of Manager Scott Carson, Head Coach Paul Mooney and the other staff involved as well as the players for their fantastic run throughout the Competition as well as the fact that many of them are still able to represent Clydebank FC at that age group next season.

Further recognises the achievements of the Senior Clydebank FC in gaining promotion to the top-tier of SJFA West Region Super League, Premier Division and the contribution made by the directors, staff & players of Clydebank FC on this great achievement and the impact that it will have on the Town.

Full Council also wishes to formally thank former Clydebank FC Chairman, Gordon Robertson, for his efforts over the last 14 years to keep the Club's name going as both Chairman, Coach and stand-in manager on occasion and wishes him well now that he has decided to pull the tracksuit back on and assist former Clydebank FC stalwart, Budgie McGhie, at Kilbirnie Ladeside FC next season.

In recognising the achievements of both teams, Council honours the commitment made by Provost Emeritus Councillor Douglas McAllister before the end of his term to formally recognise them with a Civic Reception (paid from the Provost's Civic Hospitality Fund agreed at last Full Council) and wishes to extend that invitation to Gordon in recognition of his determination and efforts on behalf of the Club and the Town.

WEST DUNBARTONSHIRE COUNCIL

At the Statutory Meeting of West Dunbartonshire Council held in the Council Chamber, Council Offices, Garshake Road, Dumbarton on Wednesday, 17 May 2017 at 7.00 p.m.

Present: Councillors Denis Agnew, Jim Bollan, Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, William Hendrie, Daniel Lennie, Caroline McAllister, Douglas McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar, John Mooney, Lawrence O'Neill, Sally Page, Martin Rooney and Brian Walker.

Attending: Joyce White, Chief Executive and Returning Officer; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Richard Cairns, Strategic Director – Regeneration, Environment & Growth; Keith Redpath, Chief Officer, West Dunbartonshire Health & Social Care Partnership; Laura Mason, Chief Education Officer; Peter Hessest, Strategic Lead – Regulatory; Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood; Stephen West, Strategic Lead – Resources; Victoria Rogers, Strategic Lead – People & Transformation; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; George Hawthorn, Manager of Administrative and Democratic Services; Christine McCaffary, Senior Democratic Services Officer and Craig Stewart, Committee Officer.

Also Attending: Ms Zahrah Mahmood, Senior Auditor, Audit Scotland.

WELCOME

The Returning Officer welcomed everyone present to the Statutory Meeting of West Dunbartonshire Council.

ELECTION OF PROVOST

The Chief Executive invited the Council to consider the election of the Provost of West Dunbartonshire Council.

Councillor McColl, seconded by Councillor Finn, moved that Councillor William Hendrie be elected to the post.

The Council agreed unanimously that Councillor Hendrie be elected as Provost of West Dunbartonshire Council.

At this point Provost Hendrie left the meeting and returned bearing the Provost's Chain of Office.

Provost William Hendrie in the Chair

Provost Hendrie thanked the Council for granting him the privilege of holding the office of Provost, stating that it was his intention to carry out his duties fairly and to the highest standard for the benefit of the whole of West Dunbartonshire. He also paid tribute to the former Provost, Councillor Douglas McAllister, acknowledging the diligent way in which he had carried out his duties and his achievements for West Dunbartonshire over the last 5 years.

DECLARATIONS OF INTEREST

It was noted that there no declarations of interest in any of the items of business on the agenda.

LOCAL GOVERNMENT ELECTIONS – 4 MAY 2017

A report was submitted by the Returning Officer on the results of the Local Government Elections held in West Dunbartonshire on 4 May 2017.

After hearing Councillor McColl, the Council agreed:-

- (1) to note the report and thank the Returning Officer, Joyce White; Depute Returning Officer, Peter Hissett; Election Manager, George Hawthorn, and their staff for a very well run election process;
- (2) to wish the whole election team the very best for the General Election process; and
- (3) otherwise to note the results of the local government elections for West Dunbartonshire as detailed in Appendix 1 to these Minutes.

ELECTION OF LEADER OF THE COUNCIL AND DEPUTE LEADER OF THE COUNCIL

The Provost invited the Council to consider the election of the Leader of the Council and Depute Leader of the Council.

Councillor Finn, seconded by Councillor Dickson, moved that Councillor Jonathan McColl be elected Leader of the Council. Councillor McNair, seconded by Councillor Conaghan, moved that Councillor Caroline McAllister be elected as Depute Leader of the Council.

The Council agreed unanimously.

SCHEME OF MEMBERS' ALLOWANCES AND APPOINTMENT TO SENIOR COUNCILLOR POSTS

A report was submitted by the Strategic Lead – People and Technology providing Council with information as to the Scheme of Members' Allowances and inviting Council to identify Senior Councillor posts, agree the appointment of Councillors to these Senior Councillor posts and the levels of allowances paid to these posts.

After discussion and having heard Councillor McColl, the Council agreed:-

- (1) to note the Scheme of Members' Allowances and Expenses;
- (2) to note the current list of approved duties;
- (3) to note that Councillors have access to a specific pension scheme for Councillors;
- (4) that the Provost be recognised as the Civic Head of the Council;
- (5) to note that in addition to the Leader and Civic Head, the Council was entitled to appoint a maximum of ten Senior Councillors;
- (6) to note the rate of allowance to be paid to remaining Members who are not identified as Senior Councillors;
- (7) to delegate authority to the Strategic Lead to uprate allowances in accordance with Scottish Government guidance;
- (8) to make the appointments and designate the Senior Councillor posts, details of which are shown in Appendix 2 to these Minutes;
- (9) to recognise the SNP Group and Bailie Denis Agnew as the Administration. Council invites the Labour group, as the largest single group not in Administration, to form the Official Opposition and to appoint the Leader of the Opposition, Convener of the Audit & Performance Review Committee, the Depute Leader of the Opposition and any shadow spokesperson positions as they see fit (Council will hereafter refer to our remaining elected members as 'Other Opposition' Councillors);
- (10) to note that the Administration and Opposition Labour groups may change their appointments at any time by notification to the Chief Executive, Monitoring Officer and Committee Administration in the normal manner; and
- (11) to note that Senior Councillors will be paid as per the existing arrangements.

APPOINTMENTS TO COUNCIL COMMITTEES AND OTHER BODIES

A report was submitted by the Strategic Lead – Regulatory seeking appointments to a number of Council Committees and other bodies. A revised and updated version of the Appendices attached to the report, were circulated for Members' information.

Having heard Councillor McColl, the Council agreed:-

The details and political make-up of Committees and Other Bodies, as shown in Appendix 3 to these Minutes, and invites the Administration (Admin), Labour Opposition (Opp Lab) and Other Opposition (Opp Oth) Councillors to nominate their members by email to Committee Administration in the normal manner.

If no consensus among Other Opposition Members is reached before publication of committee papers or the papers for June Council (whichever is sooner), the first Member to seek nomination will be invited to attend the first committee meeting, and a report will come to June Council seeking a decision on permanent membership of those interested Members.

The Administration and Labour Opposition groups may change their appointments at any time by notification to the Chief Executive, Monitoring Officer and Committee Administration in the normal manner.

Other Opposition Councillors may also change their nomination by the above method subject to the agreement of all 3 Other Opposition Members.

The political make-up of Committees and Other Bodies is subject to change should June Council decide to make amendments to allow Other Opposition Members to represent their constituents on particular bodies.

MEMBERSHIP OF WEST DUNBARTONSHIRE LOCAL LICENSING FORUM

A report was submitted by the Strategic Lead – Regulatory seeking approval of the membership of the West Dunbartonshire Local Licensing Forum following the local government elections on 4 May 2017.

The Council agreed:-

- (1) to approve the membership of the West Dunbartonshire Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 following the new appointments made at the Annual General Meeting of the Local Licensing Forum on 21 March 2017;
- (2) that authority be delegated to the Clerk to the Licensing Board to fill the current vacancy for a representative of Young Persons; and
- (3) to note that as Councillor Brown had been appointed as Chair of the Licensing Board, he will assume the position of Member on the Licensing Forum.

PROPOSED STANDING LIST OF CONFERENCES

A report was submitted by the Strategic Lead – Regulatory seeking approval of a proposed Standing List of Conferences. Having heard the Strategic Lead – Regulatory, it was noted that the 'Annual Social Work Conference', attended by the Spokesperson for Social Work & Health, should be added to the Standing List of Conferences.

The Council agreed:-

- (1) to approve the proposed list of Standing Conferences as shown in Appendix 4 to these Minutes; and
- (2) to note that, as detailed in the Council's Scheme of Delegation, powers be delegated to each Strategic Director/Chief Executive to authorise within budgetary limits, the attendance of individual Members at specific conferences, seminars, etc., that are not on the approved Standing List of Conferences.

EXPENDITURE ON CIVIC EVENTS AND HOSPITALITY

A report was submitted by the Strategic Lead – Regulatory seeking approval of the current practice for authorisation of expenditure in relation to civic events and hospitality.

The Council agreed:-

- (1) to note that current arrangements had operated satisfactorily under the previous Council and officers had no concerns about the arrangements continuing under any new Administration; and
- (2) to continue the existing arrangements for authorising expenditure in relation to civic events and hospitality as outlined in paragraph 3.2 of the report.

AFFILIATIONS

A report was submitted by the Strategic Lead – Regulatory providing information on the organisations to which this Council is currently affiliated and seeking a decision as to the continuation of these affiliations.

The Council agreed:-

- (1) to continue its affiliation to the organisations shown in Appendix 5 to these Minutes and authorised officers to renew the annual membership fees, as and when required; and

(2) that all future affiliation requests would come to Council for consideration.

The meeting closed at 7.20 p.m.

DRAFT

WEST DUNBARTONSHIRE COUNCIL ELECTION - 4 MAY 2017- RESULTS

WARD 1 – LOMOND

NO OF COUNCILLORS TO BE ELECTED - 3

Electorate	Turnout %	Total Valid Votes	Quota
9136	48.9	4365	1092

Candidates	Party	Status	Total votes prior to election or exclusion
MCCOLL Jonathan	Scottish National Party (SNP)	Elected Stage 2	1109
PAGE Sally	Scottish Conservative and Unionist	Elected Stage 6	1099
POLLOCK Chris	Scottish National Party (SNP)	Not elected	674
RICE George	Independent	Excluded Stage 2	218
ROBERTSON Louise	West Dunbartonshire Community Party	Excluded Stage 4	300
ROONEY Martin	Scottish Labour Party	Elected Stage 5	1386
SORRELL Hazel	Scottish Labour Party	Excluded Stage 5	542

Elected to serve for the Lomond Ward:

Jonathan McColl
Sally Page
Martin Rooney

WARD 2 – LEVEN**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13832	43.7	5893	1179

Candidates	Party	Status	Total votes prior to election or exclusion
BOLLAN Jim	West Dunbartonshire Community Party	Elected Stage 1	1291
DICKSON Ian	Scottish National Party (SNP)	Elected Stage 1	1353
DRUMMOND George	Scottish Liberal Democrats	Excluded Stage 5	153
MCALLISTER Caroline	Scottish National Party (SNP)	Elected Stage 7	972
MCGINTY Michele Marie	Scottish Labour Party	Excluded Stage 7	933
MILLAR John Kelly	Scottish Labour Party	Elected Stage 7	1942
PARLANE Peter	Scottish Conservative and Unionist	Excluded Stage 6	703
QUINN Sean	Scottish Green Party	Excluded Stage 4	120

Elected to serve for the Leven Ward:

Jim Bollan
Ian Dickson
Caroline McAllister
John Kelly Millar

WARD 3 – DUMBARTON**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13146	51.2	6562	1313

Candidates	Party	Status	Total votes prior to election or exclusion
BLACK George	West Dunbartonshire Community Party	Excluded Stage 5	888
CONAGHAN Karen	Scottish National Party (SNP)	Elected Stage 1	1499
MCBRIDE David	Scottish Labour Party	Elected Stage 1	1762
MCLAREN Iain	Scottish National Party (SNP)	Elected Stage 6	1402
MUIR Andrew	Independent	Excluded Stage 4	170
RUINE Elizabeth	Scottish Labour Party	Excluded Stage 6	1103
WALKER Brian	Scottish Conservative and Unionist	Elected Stage 6	1387

Elected to serve for the Dumbarton Ward:

Karen Conaghan
David McBride
Iain McLaren
Brian Walker

WARD 4 – KILPATRICK**NO OF COUNCILLORS TO BE ELECTED - 3**

Electorate	Turnout %	Total Valid Votes	Quota
9052	48.0	4182	1046

Candidates	Party	Status	Total votes prior to election or exclusion
FINN Jim	Scottish National Party (SNP)	Elected Stage 5	1738
GALLAGHER Claire	Scottish National Party (SNP)	Excluded Stage 5	842
MCALLISTER Douglas James	Scottish Labour Party	Elected Stage 1	1704
O'NEILL Lawrence	Scottish Labour Party	Elected Stage 3	1071
SPENCER Hermione	Scottish Conservative and Unionist	Excluded Stage 3	369

Elected to serve for the Kilpatrick Ward:

**Jim Finn
Douglas James McAllister
Lawrence O'Neill**

WARD 5 – CLYDEBANK CENTRAL NO OF COUNCILLORS TO BE ELECTED - 4

Electorate	Turnout %	Total Valid Votes	Quota
11928	43.3	4976	996

Candidates	Party	Status	Total votes prior to election or exclusion
AGNEW Denis	Independent	Elected Stage 6	1050
ALLARDICE Dean	West Dunbartonshire Community Party	Excluded Stage 5	125
BROWN Jim	Scottish National Party (SNP)	Elected Stage 1	1631
DOCHERTY Diane	Scottish National Party (SNP)	Elected Stage 2	1297
HUTTON Penny	Scottish Conservative and Unionist	Not elected Stage 6	524
MOONEY John	Scottish Labour Party	Elected Stage 1	1180
SORRELL Alan Lewis	Scottish Labour Party	Excluded Stage 6	345

Elected to serve for the Clydebank Central Ward:

**Denis Agnew
Jim Brown
Diane Docherty
John Mooney**

WARD 6 – CLYDEBANK WATERFRONT**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
11689	44.4	5018	1004

Candidates	Party	Status	Total votes prior to election or exclusion
CAMERON Locky	Independent	Excluded Stage 5	165
CASEY Gail	Scottish Labour Party	Elected Stage 1	1298
HENDRIE William	Scottish National Party (SNP)	Elected Stage 1	1487
HENRY Joe	Independent	Excluded Stage 6	423
JARDINE David	Scottish Conservative and Unionist	Excluded Stage 9	612
LENNIE Daniel	Scottish Labour Party	Elected Stage 9	951
MCNAIR Marie A	Scottish National Party (SNP)	Elected Stage 6	1051
MCNIFF Frank	Scottish National Party (SNP)	Excluded Stage 8	533
MURRAY Brian	Independent	Excluded Stage 4	42

Elected to serve for the Clydebank Waterfront Ward:

Gail Casey
William Hendrie
Daniel Lennie
Marie McNair

Scheme of Members' Allowances and Appointment to Senior Councillor Posts

Council agrees the recommendations at 2.4 (a), (b), (c), (d), (e), (h) and (i). Council further agrees to make the following appointments and designate the following Senior Councillor posts:

Appointments	Nominee	Comments
Provost	William Hendrie	Civic Head
Depute Provost	Karen Conaghan	
Bailie	Denis Agnew	Assists the Provost and Depute Provost in their Civic Roles
Leader of the Council	Jonathan McColl	
Depute Leader of the Council and Spokesperson for Community Empowerment	Caroline McAllister	Senior Councillor
Leader of the Opposition	Labour to Nominate	Labour will determine which role is the Senior Councillor role
Depute Leader of the Opposition	Labour to Nominate	
Convener of the Audit & Performance Review Committee	Labour to Nominate	
Convener of and Spokesperson for Corporate Services	Ian Dickson (Vice Convener will be Iain McLaren)	Senior Councillor
Convener of and Spokesperson for Communications, Museums and Cultural Development	Denis Agnew (Vice Convener will be Diane Docherty)	Senior Councillor
Convener of the HSCP IJB and Spokesperson for Social Work & Health	Marie McNair (Vice Convener is a Health Board Nomination)	Senior Councillor
Convener of and Spokesperson for Educational Services	Karen Conaghan (Vice Convener will be Caroline McAllister)	Senior Councillor
Convener of and Spokesperson for Housing & Communities	Diane Docherty (Vice Convener will be Iain McLaren)	Senior Councillor
Convener of and Spokesperson for Infrastructure, Regeneration and Economic Development	Iain McLaren (Vice Convener will be Diane Docherty)	Senior Councillor
Convener of the Planning & Licensing Committees	James Finn (Vice Convener will be Diane Docherty)	Senior Councillor
Convener of the Appeals Committee	Karen Conaghan (Vice Convener will be Ian Dickson)	
Convener of the Licensing Board (Subject to agreement of the Board)	James Brown (Vice Convener Nominee will be Ian Dickson)	Senior Councillor
Convener of the Tendering Committee	James Finn (Vice Convener will be Ian Dickson)	

**COMMITTEES AND OTHER CONSTITUTED BODIES REQUIRING NOMINATIONS
MAY 2017**

COMMITTEE	ELECTED MEMBERSHIP
Alexander Cross Cameron Bequest Committee	All elected members of Wards 4, 5 and 6 in Clydebank
Appeals Committee	Will comprise all elected members of the Council who wish to be members of the Committee and have undertaken training on appeals, only 4 of whom shall sit on any individual committee (Where possible, 2 Administration & 2 Opp Any). For appeals concerning teaching staff, at least one member will also be a member of the Educational Services Committee.
Audit & Performance Review Committee	8 (4 Opp Lab, 1 Opp Oth, 3 Admin). Vice convener to be determined by the Labour Opposition.
Community Alliance	3 (Spokesperson for Community Empowerment, Leader of the Opposition and 1 Opposition Other)
Corporate Services Committee.	12 (7 Admin, 4 Opp Lab, 1 Opp Oth).
Dumbarton Trust Committee	All elected members of Ward 3 in Dumbarton
Educational Services Committee	14 (8 Admin, 4 Opp Lab, 2 Opp Oth)
Housing & Communities Committee	12 (7 Admin, 4 Opp Lab, 1 Opp Oth)
Infrastructure, Regeneration & Economic Development Committee	12 (7 Admin, 4 Opp Lab, 1 Opp Oth)
Joint Consultative Forum (JCF)	7 (4 Admin, 2 Opp Lab, 1 Opp Oth)
Licensing Board	8 (5 Admin, 2 Opp Lab, 1 Opp Oth)
Licensing Committee	8 (5 Admin, 2 Opp Lab, 1 Opp Oth)
Local Negotiating Committee for Teachers (LNCT)	4 (Convener and Vice Convener of Educational Services, 1 Opp Lab, 1 Opp Oth)
Local Review Body	All members of the Planning Committee
Planning Committee	10 (6 Admin, 3 Opp Lab, 1 Opp Oth)

COMMITTEE	ELECTED MEMBERSHIP
Recruitment & Individual Performance Management Committee	5 plus, where not already one of the standing elected members, the relevant Service Convener. Standing elected members to be 3 Admin, 1 Opp Lab, 1 Opp Oth, to include, the Provost, Leader of the Council, Depute Leader of the Council and Leader of the Opposition.
Tendering Committee	8 (5 Admin, 2 Opp Lab, 1 Opp Oth)
Vale of Leven Fund Committee	All elected members of Wards 1 and 2 in Alexandria
Communications, Museums and Cultural Development Committee	5 members (3 Admin, 1 Opp Lab, 1 Opp Oth) (Report will go to June Council to determine budget details and precise wording of remit, but this committee will have full delegated powers over Corporate Communications, Museums, and Cultural Activities, including Town Twinning)
Fostering & Adoption Panels	3 Members (2 Admin, 1 Opp Any)

COUNCIL WORKING GROUPS AND TRUSTS REQUIRING NOMINATIONS
MAY 2017

Working Group / Trust	Membership	Additional information
Member/Officer Working Group on Equality and Diversity	6	3 Admin, 2 Opp Lab, 1 Opp Oth
Gaul Trust	2	Provost and Depute Provost

LIST OF JOINT BOARDS, JOINT COMMITTEES AND STRATEGIC PARTNERSHIPS REQUIRING NOMINATIONS

MAY 2017

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
Clyde and Loch Lomond Joint Committee (CALL)	1 plus 1 substitute	Opp Any
Clyde Valley Learning & Development Project Joint Committee	1 plus 1 substitute	Convener of Educational Services (Vice Convener of Educational Services as substitute).
Community Planning West Dunbartonshire Management Board	3 plus 3 substitutes	Leader of the Council, Spokesperson for Community Empowerment, Leader of the Opposition. (1 Admin, 1 Opp Lab, 1 Opp Oth as Substitutes)
Dunbartonshire and Argyll and Bute Valuation Joint Board	5 plus 5 substitutes	3 Admin, 1 Opp Lab, 1 Opp Oth (3 Admin, 1 Opp Lab, 1 Opp Oth as substitutes).
Dunbartonshire Educational Trust – Governors	3	Spokesperson for Educational Services, 1 Opp Lab, 1 Opp Oth.
Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee	2	Leader of the Council and Leader of the Opposition.
Glasgow City Region City Deal	1 (Leader of Council) plus substitute	Leader of the Council (Depute Leader of the Council as substitute).
Board of NHS Greater Glasgow and Clyde	1	Leader of the Council.
Shared Services Joint Committee	3	2 Admin, 1 Opp Lab.
West Dunbartonshire Health & Social Care Partnership Integrated Joint Board	3 plus 3 substitutes	2 Admin, 1 Opp Lab. Council grants authority to the Strategic Lead – Regulatory, in consultation with the Convener, to agree to any proxy attending instead of a nominated member.

Outside Bodies

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Association for Public Service Excellence (APSE)	1 plus 1 substitute	Spokesperson for Community Empowerment, (Leader of the Council as substitute).
Business Gateway	1 plus 1 officer	Spokesperson for Infrastructure, Regeneration & Economic Development and the Strategic Director of Regeneration, Environment and Growth.
Clyde Naval Base Local Liaison Committee	1 plus 1 substitute	Jim Finn (Diane Docherty as substitute).
Clydebank Housing Association Ltd	2	Jim Brown & Marie McNair (Diane Docherty as substitute if permitted).
Convention of Scottish Local Authorities (COSLA) Convention	3	Caroline McAllister, Marie McNair and 1 Lab Opp.
NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
COSLA Leaders	1	Leader of the Council.
COSLA - Board - Children & Young People	1	Spokesperson for Educational Services
COSLA - Board - Health and Social Care	1	Spokesperson for Social Work & Health
COSLA - Board - Environment and Economy	1	Spokesperson for Infrastructure, Regeneration and Economic Development
COSLA - Board - Community Wellbeing	1	Spokesperson for Housing & Communities
Dumbarton Senior Citizens' Committee	4 (up to 5 max)	Karen Conaghan, Iain McLaren, Ian Dickson and 2 Opp Any
Dunbritton Housing Association - Management Committee	1	Opp Any
Glasgow Airport Flightpath Fund Board	1	Marie McNair
Glasgow Humane Society	1	Opp Any
Highland Reserve Forces and Cadets Association	1	Ian Dickson
Independent Resource Centre - Management Committee	4	Jim Brown, Diane Docherty, Jim Bolland, 1 Opp Any
Knowes Housing Association (Management Committee)	1 plus 1 substitute	Jim Finn (Opp Any as substitute)
Loch Lomond and The Trossachs National Park Authority	1	Diane Docherty
NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Lomond and Clyde Care and Repair	2	Marie McNair, 1 Opp Any
Maid of the Loch Trust	3 (or up to 3)	Lomond Ward Councillors

Millburn Trust	2	Jonathan McColl, 1 Opp Any
Nuclear Free Local Authorities (Scotland)	1 plus 1 substitute	Jim Finn, (Caroline McAllister as substitute)
Road Safety West of Scotland Group	1	Karen Conaghan
Scotland Excel	1 plus 1 substitute	Spokesperson for Corporate Services, (Leader of the Council as substitute)
Scottish Councils' Committee on Radioactive Substances	1	Iain McLaren
Strathclyde Concessionary Travel Scheme Joint Committee	1	Marie McNair
Strathclyde Partnership for Transport (SPT)	1	Cllr Jim Finn
Strathleven Regeneration CIC	2 (Council Leader and one Councillor) plus one substitute	Leader of the Council, Depute Leader of the Council, (Leader of the Opposition as Substitute)
NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
West Dunbartonshire Area Support Team (local authority member)	1	Karen Conaghan
West Dunbartonshire Citizens Advice Bureau	1	Jonathan McColl
West Dunbartonshire Environment Trust	1	William Hendrie
West Dunbartonshire Fairtrade Networking Group	1 plus 1 substitute	Karen Conaghan. (Diane Docherty as substitute)
West Dunbartonshire Leisure Trust	3	Jim Finn, William Hendrie. 1 Opp Lab
West of Scotland Archaeology Service Joint Committee	1 plus 1 substitute	Iain McLaren, (Diane Docherty as substitute)
West of Scotland European Forum	1 plus 1 substitute	Iain McLaren. (Caroline McAllister as substitute)
West of Scotland Regional Equality Council	1 plus 1 substitute	Marie McNair (Opp Any as substitute)

**Proposed Standing List of Conferences
May 2017**

Strategic Area / Conference	Delegate (s)
Chief Executive Cosla Annual Conference	Leader of the Council and Cosla representatives (as nominated by Council)
Transformation & Public Service Reform: Institute of Revenues, Rating and valuation (IRRV) Scottish Annual Conference and Exhibitions CIPFA Scottish Conference and Exhibitions Scotland Excel Association of Directors of Education Church Representatives' Conference Scottish Learning Festival Scottish Licensing Law & Practice Conference	Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener Religious representatives on the Educational Services Committee Convener or Depute Convener Convener or Depute Convener
Regeneration, Environment & Growth: Chartered Institute for Housing (CIH) Annual Conference Association of Public Service Excellence (APSE) Annual Conference Scottish Local Authority Economic Development Annual Conference Association of Service Solutions for Scotland Annual Conference Economic Development Association Scotland Scotland's Towns' Partnership	Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener Convener or Depute Convener

<p>Health and Social Care Partnership:</p> <p>Annual Social Work Conference</p>	<p>Spokesperson for Social Work & Health</p>
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**List of Affiliations to External Organisations
May 2017**

Name of Organisation	Summary of Purpose/Objectives	Further information	Annual Affiliation Fee
Commonwealth Local Government Forum (CLGF)	<p>To ensure that local government is recognised as an important sphere of government nationally and internationally;</p> <p>To encourage national government to take action to support stronger local governance;</p> <p>To support its members in developing better and more democratic local governance; and</p> <p>To support election monitoring and newly elected local governments.</p>	CLGF represents local government at Commonwealth level, including to the Commonwealth Secretary-General and at meetings of Commonwealth Heads of Government and with other Commonwealth partners. It also makes written submission to consultations and other policy development forums.	<p>£1,105</p> <p>Renewal due January 2018</p>
Convention of Scottish Local Authorities (COSLA)	COSLA is the representative voice of Scottish local government and also acts as the employers' association on behalf of Scottish councils.	COSLA organises various events throughout the year which are of benefit to every local authority who participates, i.e. the Leaders' Meetings (8 per year); the Annual Conference; and the Excellence awards which showcases outstanding quality in service to the public by councils across Scotland.	£63,201

Name of Organisation	Summary of Purpose/Objectives	Further information	Annual Affiliation Fee
National Association of Councillors (NAC)	To represent and further the interests of members of Local Authorities in the UK and to provide a forum for elected members to discuss items of common interest and exchange information and ideas.	<p>The NAC is the only organisation whose agenda is to look after Councillors' interests. The Association is campaigning to restore the balance in local government by encouraging younger people, women and ethnic minorities to become Councillors. It has also appointed a National Equality and Diversity Officer to assist with this and other campaigns.</p> <p>Other services offered are legal advice, education at a reasonable cost and advice to councillors on the facilities their councils provide, i.e. adequate insurance cover and in-house training.</p>	<p>£422</p> <p>Renewal due June 2017</p>
Scottish Steering Committee Nuclear Free of Nuclear Free Local Authorities	Is the local government voice on nuclear issues. Tackles in practical ways, and within its powers, the problems posed by civil and military nuclear hazards.	Governed by a Steering Committee made up of member councillors that meet 4 times per year.	<p>£1,316</p> <p>Renewal due April 2018</p>

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead for Regeneration

Council: 28 June 2017

Subject: Glasgow City Region City Deal – Update

1. Purpose

- 1.1** To note the progress with the implementation of the Glasgow City Region, City Deal and the Council's City project.

2. Recommendations

- 2.1** It is recommended that Council:

- i) notes the progress of the Glasgow City Region City Deal; and
- ii) notes progress with the Council's project for the Exxon site

3. Background

- 3.1** The Glasgow City Region City Deal Infrastructure programme equates to £1.13bn of investment for over 20 projects over a ten year period. These projects are progressing and have reached various stages from Strategic, Outline and Full Business cases stages of approval.
- 3.2** The Outline Business Case for the Exxon site project was approved at Council on 22 February 2017 and at the City Region Cabinet on 11 April 2017. Work continues towards development of the Final Business Case due in December 2019.
- 3.3** The first City Deal Cabinet meeting following the 2017 Local Authority elections took place on 13 June 2017.

4. Main Issues

- 4.1** With approval granted by the City Deal Cabinet the Council will now progress the Outline Business Case (OBC) as approved to a Final Business Case (FBC) due for completion in December 2019. The maximum budget available for the production of the FBC is £2.948m.
- 4.2** The last meeting took place on 25 May 2017 with ExxonMobil. Since then good progress has been made in the development the Heads of Terms. It is anticipated that the Heads of Terms will be signed off in July 2017. Heads of Terms are not legally binding documents but set out the framework from which a transfer agreement could be considered for approval by the Council along with the Council's Environmental Impact Assessment (EIA) of our proposals by December 2017.

- 4.3** A Network Rail meeting took place on the 24 April 2017 to discuss the outline proposals of the railway track crossings to the main railway line at each end of the site. Network Rail is reviewing the proposals and will advise accordingly.

5. Glasgow City Region Programme Updates

- 5.1** The following projects were approved by the City Deal Cabinet on June 2017:

- a) Glasgow City Council – Collegelands Calton Barras – Barras Public Realm, Phase 1 - Full Business Case approved with funding approval of £1.55m.
- b) Glasgow City Council – Glasgow City Centre Enabling Infrastructure Public Realm project - Sauchiehall Street West – Full Business Case approved with funding of £6.751m.
- c) North Lanarkshire Council – A8/M8 Corridor Access Improvements – Eurocentral Infrastructure - Outline Business Case approved with funding of £4m.
- d) Infrastructure Programme - South Lanarkshire Council – Newton Community Growth Area Park and Ride Project – Full Business Case approved with funding of £1m.
- e) Skills and Employment Programme – Renfrewshire Council – Youth Gateway Project – Full Business Case approved. The total value of the investment required to deliver the Youth Gateway Project was £15m but there was no specific funding allocation within the City Deal agreement to support the delivery of the project, and as such the funding had been met by each of the Member Authorities from existing budgets.

5.2 National Evaluation Panel

- 5.2.1** There was submitted a report by the Director of the Programme Management Office (PMO) at a Chief Executive City Deal meeting on 24 May 2017 regarding an update on the development of the national and locality evaluation frameworks for the Glasgow City Region City Deal, and how these would be implemented in relation to the first gateway review in 2019, advising

- (a) of the roles of the National Evaluation Panel (NEP) and the Commission on Economic Growth, with the work plan for the Commission to February 2018;
- (b) that it was anticipated that the 2019 gateway review would recognise that most projects would either still be in design or under construction by Spring 2019 and that it would be too early to effectively identify the economic outcomes of those projects;

- (c) of a summary of the approach to evaluation being developed by the NEP which focussed on 3 main strands, namely, Impact Evaluation of Interventions, Capacity Development and Partnership Evaluation and Contextual Economic Forecasting; and
- (d) of the timescales for the development of the national and locality framework and the resource required for the first phase of the NEP's work.

5.3 Finance Group Update

- 5.3.1** The payment of the 2016/17 Infrastructure Grant, which has been agreed with the Scottish Government, is anticipated to be made to member authorities on Friday 16 June 2017.
- 5.3.2** Work on the revised Assurance Framework is ongoing and will be brought to a subsequent Chief Executive's meeting, along with revised Business Case guidance to meet the Governments' expectations. A number of workshops took place in May to progress this work, and it is anticipated that a revised Assurance Framework will be brought back to Cabinet for approval.
- 5.3.3** The first gateway review is in May 2019. This gateway is a financial check on progress and will consider the level of actual spend incurred at the time of the gateway check compared to the initial estimates. As has been reported previously spend so far on the infrastructure projects has been behind the original schedule and there is a risk that this continues up to the gateway date and therefore there is a risk around release of all or part of the grant funding from Scottish and UK Governments. At this stage it is not clear as to what the extent of such a risk is, as the gateway rules have not yet been established/agreed. To mitigate against this risk constituent Councils are being asked to review progress to seek to ensure that spend is incurred as planned.
- 5.3.4** Expenditure of the Council's £1.198m budget is anticipated in 2017/18 and at this stage is on target.

5.4 Labour Market Working Group (LMG) Update

- 5.4.1** West Dunbartonshire has had 168 referrals, with 91 people taking up the service. Measures have been put in place to increase the number of referrals including: meeting with DWP Managers; weekly contact between Working Matters Case Managers and DWP staff; Customer Health Events; and DWP being issued with referral targets. This has led to an increase in referrals, reflected in performance reporting which shows that West Dunbartonshire has more than double referrals since August 2016.
- 5.4.2** The average length of unemployment experienced by Working Matters customers in West Dunbartonshire is 140 months. At a regional level there

have been some initial discussions around the feasibility of extending the life of the project. This would enable customers, who are furthest removed from the labour market the opportunity to progress along the employability pathway to the point when they are able to participate in intensive employability support.

- 5.4.3** Locally there has been an increase in the number of customers undertaking barrier removal and skills development activities. There have been 74 customers who have taken part in these activities which in comparison compares favourably with other Local Authorities. Activities have included Health and Wellbeing, First Aid, Confident Communication and Motivation, STEPS to Excellence, Literacies, Digital Literacies, Live Active, and the SQA certificated Introduction to Counselling.
- 5.4.4** The Working Matters is evaluated at a regional level on an ongoing basis by consultants who have reported that customers value the programme. Customers have reported that they have: increased motivation and positive outlook; improved health; increased financial stability; developed new IT skills; increased confidence; are more physically active; and see a pathway to work.

6. West Dunbartonshire Council City Deal Project

- 6.1** The WDC City Deal project for the Exxon site has funding of £27.897m over the next seven years. The project has progressed through to the Outline Business Case stage and work has commenced on the development of the Final Business Case for December 2019.
- 6.2** Following detailed discussions with SEPA we have received support for our proposed approach to flood risk management on the site. This approach will be incorporated into our planning application and associated EIA with support anticipated from SEPA.
- 6.3** As part of the Planning process a Pre-Application Notice (PAN) was lodged and a community consultation event took place at Bowling Town Hall on 5th and 6th May 2017. A report highlighting the findings is being prepared which will inform our development proposal and submission for planning approval.
- 6.4** Progress with negotiations with 3rd Party landowners is progressing which included the PAN event at Bowling Town Hall. These negotiations have been worthwhile and will be continued over the summer months. It would be the intention to feedback the status of each landowner towards the development after the summer.
- 6.5** As part of the remediation process, ExxonMobil will provide the Council with a remediation strategy and a method statement. In the meantime documentation has recently been provided to the Environmental Health for consideration in relation to their remediation proposal. Planning are also in

discussion with ExxonMobil and are presently carrying out an environmental impact assessment screening on the ExxonMobil proposal.

- 6.6** The Council is progressing its own Environmental Impact Assessment. This important next stage of the project will inform the Council of the environmental conditions of the site and what risks exist and need to be mitigated to deliver our own masterplan proposals.

7. People Implications

- 7.1** There are a number of senior officers involved in the City Deal initiative across services of the Council and as part of the project board.
- 7.2** The PMO is looking to secure four secondment opportunities to coordinate and support the development of the Glasgow City Region Portfolios and related to the City Region Intelligence Hub and the thematic groupings of Business, People and Place in order that action areas within the City Region Economic Strategy and Action Plan are progressed and agreed outputs delivered over a twelve month period. Any additional costs associated with the secondments will be pro-rata distributed, by population, across the eighth Local Authorities of the City Region.

8. Financial Implications

- 8.1** As at 31 May 2017 the total project Capital expenditure was £0.737m.
- 8.2** The anticipated spend on the City Deal Exxon project for the following financial years are as follows:
- 2017/18 £1.198m; and
 - 2018/19 £1.750m.

9. Risk Analysis

- 9.1** There are a number of risks associated with the project contained as part of the OBC that are developed as the project moves towards a FBC.

10. Equalities Impact Assessment

- 10.1** An updated Equalities Impact Assessment will be developed as part of the Final Business Case.

11. Consultation

- 11.1** Consultation with all key stakeholders is progressing as we are working towards the Full Business Case. The pre-application planning notice took place at Bowling Village Hall on 5 and 6 May 2017 with the output being developed for the end of June 2017. Meetings with third party landowners are continuing as is the engagement with all appropriate statutory bodies.

12. Strategic Assessment

- 12.1** This report contributes to the Council's Strategic Priorities and in particular towards economic growth and employability.

Jim McAloon
Strategic Lead, Regeneration
Date: 14 June 2017

Person to Contact:	Michael McGuinness- Manager, Economic Development, Council Offices, Garshake Road, Dumbarton, G82 3PU. Telephone: 01389 737415 e-mail: michael.mcguinness@west-dunbarton.gov.uk
Appendices:	None
Background Papers:	Glasgow City Region City Deal – Council updates on the following dates: 26 April 2017, 22 February 2017, 21 December 2016, 26 October 2016, 31 August 2016, 29 June 2016, 27 April 2016, 24 February 2016, 16 December 2015, 25 August 2015.
Wards Affected:	All

WEST DUNBARTONSHIRE COUNCIL**Report by the Chief Executive****Council: 28 June 2017**

Subject: Local Scrutiny Plan 2017-18**1. Purpose**

- 1.1** This report provides members with information on the Local Scrutiny Plan for 2017-18 which has recently been published by Audit Scotland.

2. Recommendations

- 2.1** Members are asked to note the Local Scrutiny Plan for 2017-18 and the Council's planned actions related to the issues highlighted therein which aim to mitigate these issues as attached as Appendix 2.

3. Background

- 3.1** Following the Crerar report, scrutiny bodies for Local Government have streamlined their approach and since 2010 have adopted a shared risk assessment. The output from this is the Local Scrutiny Plan (previously known as the Assurance and Improvement Plan (AIP)) which draws on the work and experience of a number of scrutiny bodies, including:
- The annual report to the Controller of Audit and elected members for 2015/16 from the Council's appointed external auditors (Audit Scotland);
 - Evidence gathered from Audit Scotland, Education Scotland, the Care Inspectorate and the Scottish Housing Regulator (including published inspection reports and other supporting evidence);
 - The Local Outcome Improvement Plan (LOIP) and associated development plan for the Council area;
 - The Council's own performance data and self-evaluation evidence; and
 - Analysis of data from the SOLACE / COSLA / Improvement Service Local Government Benchmarking Framework.
- 3.2** This local scrutiny plan sets out the planned scrutiny activity with the Council during 2017/18. The plan is based on a shared risk assessment undertaken by a local area network (LAN), comprising representatives of all the scrutiny bodies who engage with the Council. The shared risk assessment process draws on a range of evidence with the aim of determining any scrutiny activity required and focusing this in the most proportionate way. The first AIP for the Council was published in July 2010, with updates being published each year since.

4. Main Issues

4.1 The “Local Scrutiny Plan” report is attached at Appendix 1 to this report. The areas where ongoing oversight and monitoring is required are:

- Housing & Homelessness (same as 2016/16)
- Staff absence levels (same as 2016/17);
- Financial sustainability (described as “Efficiency” in 2016/17); and
- Shared Services (new for 2017/18).

“Delivery of Education” was subject to ongoing oversight in 2016/17 but this is now not the case going forward into 2017/18.

4.2 Strategic Leads have already identified through the service planning process actions to deliver on the areas discussed at paragraph 4.1 and the strategic / high level elements of these have been brought together in a scorecard report for 2017/18 which is attached at Appendix 2 of this report.

4.3 The LAN has considered the other key risk areas within their scope and concluded that there are no further scrutiny risks that have been identified which require specific work by the scrutiny bodies this year.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 There are no financial or procurement implications arising from this report.

7. Risk Analysis

7.1 Effective consideration by the Council of the new Local Scrutiny Plan is important in ensuring that required improvement actions contribute to a reduction in risk.

8. Equalities Impact Assessment (EIA)

8.1 No equalities impact assessments were carried out in respect of this report.

9. Consultation

9.1 This report has been subject to consultation with appropriate Strategic Leads.

10. Strategic Assessment

10.1 This report relates to all five of the Council's Strategic Priorities.

Joyce White
Chief Executive
Date: 30 May 2017

Person to Contact: Colin McDougall, Audit and Risk Manager
Telephone: 01389 737436
E-mail: colin.mcdougall@west-dunbarton.gov.uk

Appendix 1: Local Scrutiny Plan 2017/18

Appendix 2: Local Scrutiny Plan 2017/18 – Scorecard Report

Background Reports: West Dunbartonshire Council (27 April 2016): Report to Council: Local Scrutiny Plan 2016-17

Wards Affected: All

West Dunbartonshire Council

Local Scrutiny Plan 2017/18

West Dunbartonshire Council

Local Scrutiny Plan 2017/18

Introduction

1. This local scrutiny plan (LSP) sets out the planned scrutiny activity in West Dunbartonshire Council during 2017/18. The plan is based on a shared risk assessment undertaken by a local area network (LAN), comprising representatives of all the scrutiny bodies who engage with the council. The shared risk assessment process draws on a range of evidence with the aim of determining any scrutiny activity required and focusing this in the most proportionate way.
2. This plan does not identify or address all risks in the council. It covers only those risk areas that the LAN has identified as requiring scrutiny, or where scrutiny is planned as part of a national programme. Planned scrutiny activity across all councils in Scotland informs the National Scrutiny Plan for 2017/18, which is available on the Audit Scotland website.

Scrutiny risks

3. The LAN is of the view that the council continues to demonstrate a strong commitment to Best Value and has strong leadership, a clear vision and a focus on continuous improvement.
4. The LAN did not identify any specific areas from the risk assessment where specific scrutiny was required, other than scrutiny that was nationally directed or part of a planned programme of work. The LAN members followed up on some areas that were identified in the 2016/17 LSP for ongoing oversight and monitoring which are reflected below.
5. **Housing and Homelessness:** During the year council officers met with the Scottish Housing Regulator (SHR) on a quarterly basis to discuss progress. Positive progress has been made in a number of areas including emergency repairs and tenant satisfaction. The council is taking action to continue this trend into 2017/18. However, the LAN has ongoing concerns about one area of tenant satisfaction, complaints handling, time taken to re-let properties, levels of rent collection and access to homelessness services. The LAN's opinion is that, whilst there is evidence of positive progress in Housing, the pace of change needs to continue to sustain and build on improvements already achieved. Due to the ongoing areas of concern the LAN has assessed Housing & Homelessness as an area that requires ongoing oversight and monitoring by SHR.

6. **Staff absence levels:** Attendance management continues to be strategic priority for the council. During 2015/16 the council lost 52,027 full time equivalent working days through staff absence at an estimated cost of £6.14 million. In 2015/16 the average number of days lost per employee due to sickness absence improved at 11.81 days compared to 12.51 days in 2014/15. Projected sickness absence results for 2016/17 show a further improved position of 10.26 days. In conjunction with the Joint Trades Unions, the Attendance Working Group has been reviewed. Having worked together for three years to develop and implement various successful initiatives to improve attendance, the new "Employee Wellbeing Group" again with Joint Trades Unions, has the aim to support sustained improvement and focus on the health and wellbeing of the workforce. It is recognised that there is improved attendance across the council and it continues to be a priority to improve it further. The LAN will continue to monitor the council's staff absence rates.
7. **Financial sustainability:** In February 2017 a report to Council provided an update on the general services revenue estimates for 2017/18 to 2019/20. This took account of identified management adjustments, spend to save options, and the December 2016 financial settlement announced by the Deputy First Minister and Cabinet Secretary for Finance. This projected cumulative budget gaps of £2.032 million, £7.885 million and £11.397 million for 2017/18, 2018/19 and 2019/20 respectively. Members agreed to use the unallocated usable reserves to close this budget gap, however as the council had the fourth lowest usable reserves levels within Scotland, this approach could be challenging. The LAN recognises that the council has managed its finances proactively however, as there is still uncertainty in the wider economic climate the financial position will continue to be kept under review and reported in the 2016/17 Annual Audit Report.
8. The following new risk area was identified by the LAN as requiring ongoing oversight and monitoring.
9. **Shared Services:** Delivering services with partners has been identified by the council as an area where savings could be realised over the next three years. The council currently have in place a shared services agreement with Loch Lomond and Trossachs National Park to provide internal audit services, and have invested significant resource in driving forward the project for Roads shared services with Inverclyde and East Dunbartonshire councils. The Joint Committee has now been established and work is underway to recommend the Strategic Business Case. However identifying further opportunities for shared services has not progressed as quickly as initially expected and therefore the savings targets have not been achieved. The LAN will continue to monitor progress in this area.

Planned scrutiny activity

10. As shown in [Appendix 1](#), the council will be subject to a range of risk-based and nationally driven scrutiny activity during 2017/18. For some of their scrutiny activity in 2017/18, scrutiny bodies are still to determine their work programmes and which

specific council areas they will cover. Where a council is to be involved, the relevant scrutiny body will confirm this with the council and the appropriate LAN lead.

11. In addition to specific work shown in [Appendix 1](#), routine, scheduled audit and inspection work will take place through the annual audit process and the ongoing inspection of school and care services by Education Scotland and the Care Inspectorate respectively. Although no Education related risks have been identified, Education Scotland has highlighted that the authority has spent almost all of its allocated Scottish Attainment Challenge. Plans for taking forward the Pupil Equity Fund (PEF) are under discussion.
12. The Accounts Commission agreed the overall framework for a new approach to auditing Best Value in June 2016. Best Value will be assessed over the five year audit appointment, as part of the annual audit work. In addition a Best Value Assurance Report (BVAR) for each council will be considered by the Accounts Commission at least once in this five year period. The current proposed BVAR programme includes publication of a report for West Dunbartonshire Council in 2018 and we currently plan to commence this work in the 3rd quarter of 2017/18. The scope and timing of the work to be carried out by Audit Scotland, as part of the 2017/18 audit, will be discussed with the council. The BVAR programme could change if the risk profiles of other councils change, if this is the case we will update the council. In the meantime, Best Value audit work planned in this year will focus on the council's arrangements for demonstrating Best Value in financial and service planning, financial governance and resource management, and will be reported in the Annual Audit Report.
13. Audit Scotland plans to undertake performance audit work in a range of areas covering local government during 2017/18. These include Arms Length External Organisations (ALEOs), city deals, children's mental health and health and social care integration. Any engagement with individual councils is still to be determined. Details of future audit work are available on the Audit Scotland website [here](#).
14. To assess the risk to social landlord services SHR has reviewed and compared the performance of all Scottish social landlords to identify the weakest performing landlords. It was found that West Dunbartonshire Council is in the bottom quartile for all social landlords in relation to, tenancy offers refused, complaints handling, time taken to re-let properties, levels of rent collection, and the time to complete non-emergency repairs. SHR will therefore engage with the council with regard to these areas during 2017/18. SHR will also engage with the council in relation to access to homelessness services.
15. SHR will publish the findings of its thematic inquiry work into gas safety and repairs completed during 2016/17. It may carry out further thematic inquiries during 2017/18. SHR will also review the Scottish Social Housing Charter data submitted by landlords and carry out data accuracy visits during the second quarter of 2017/18. Where councils are to be involved in a thematic inquiry or a data accuracy visit, the SHR will confirm this directly with the council and the LAN lead.

16. The Care Inspectorate concluded that services provided by the council and its community planning partners were having a positive impact on the wellbeing of children, young people and their families that demonstrated a commitment to continuous improvement. At the same time, the inspection identified areas for development, which the Community Planning Partnership aimed to incorporate within their ongoing activities. These include actions to:
- demonstrate the difference investments in early intervention and prevention are making for all children and young people through the measurement of robust data and progress across strategic plans
 - strengthen strategic plans in recognition of national policy directives on prevention of domestic abuse and local trends in use of kinship care
 - achieve greater consistency in quality of assessments of risk and need and the formulation of plans to meet identified factors by ensuring approaches to day to day quality assurance of operational practice are robust, systematic and deliver intended improvements.
17. Ongoing oversight and monitoring work will include how partners across the CPP contribute to delivering improvements identified from Equally Safe, the national performance framework developed for violence against women partnerships.
18. HMICS will continue to inspect local policing across Scotland during 2017/18 as part of its rolling work programme. These inspections will examine, among other things, local scrutiny of and engagement with Police Scotland by councils. HMICS will also consider the local policing division's contribution to partnership working. No work is planned in West Dunbartonshire in 2017/18.

May 2017

Appendix 1: Scrutiny plan

Scrutiny body	Scrutiny activity	Date
Audit Scotland	Audit Scotland plans to undertake performance audit work in a range of areas covering local government during 2017/18. These include Arms Length External Organisations (ALEOs), city deals, children's mental health and health and social care integration.	Dates to be determined
	A BVAR will be published for West Dunbartonshire Council in 2018. Audit work will start in the 3 rd quarter of 2017/18 and will be discussed with the council.	3 rd and 4 th quarter of 2017/18
	Audit Scotland will continue to carry out a programme of housing benefit risk assessments across councils in 2017/18. An assessment of the West Dunbartonshire Council benefits team is planned for the 3 rd quarter of 2017/18.	3 rd quarter of 2017/18
Scottish Housing Regulator (SHR)	SHR will monitor the council's progress in addressing the weaknesses identified in relation to aspects of tenant satisfaction, complaints handling, time taken to re-let properties, rent collection, non-emergency repairs and access to homelessness services. The council will submit quarterly progress reports in relation to its proposed improvement actions and their outcomes. This will be followed by meetings with council officials.	Quarterly
Care Inspectorate	Social work and social care: The Care Inspectorate and Healthcare Improvement Scotland will introduce a revised approach to the joint strategic inspections of services for adults for 2017/18 which will assess the extent to which the planning, organisation and coordination of services comply with the principles of integration and contribute to the national health and wellbeing outcomes. Inspections will include a focus on joint strategic commissioning. In 2017/18, the Care Inspectorate will also lead on thematic activity in the areas of adult support and protection and self-directed support, working with a range of scrutiny partners.	Dates to be determined

Appendix 2 Local Scrutiny Plan 2017/18

Generated on: 30 May 2017



1. Housing and Homelessness

Code & Title	Status Icon	Progress Bar	Due Date	Ownership Assigned To
H&E/1718/HO/001 Develop and implement actions aimed at reducing the average time taken to re-let properties		<div><div></div></div> 0%	31-Mar-2018	David Lynch
H&E/1718/HO/002 Develop and implement actions aimed at reducing the % of tenancy offers that are refused		<div><div></div></div> 0%	31-Mar-2018	Myra Feeney
H&E/1718/HO/003 Develop and implement actions aimed at reducing the level of rent arrears and increasing rent collection		<div><div></div></div> 0%	31-Mar-2018	Edward Thomas
H&E/1718/HO/004 Develop and implement actions aimed at reducing the average time taken to carry-out non-emergency repairs		<div><div></div></div> 0%	31-Mar-2018	Martin Feeney
H&E/1718/HS/009 Develop and implement actions aimed at improving Complaints Handling and increasing the % of complaints responded to within SPSO timescales		<div><div></div></div> 0%	31-Mar-2018	John Kerr
H/HOM/17-20/022 Through effective service delivery minimise incidences of repeat homelessness		<div><div></div></div> 0%	31-Mar-2018	Joanne Martin

2. Staff absence levels



Code & Title	Status Icon	Progress Bar	Due Date	Ownership Assigned To
PT/1718/HR/002 Employee Health and Well-being		<div><div></div></div> 0%	31-Mar-2018	Darren Paterson






3. Financial sustainability

Code & Title	Status Icon	Progress Bar	Due Date	Ownership Assigned To
RES/1718/FI/001 Provision of timely and accurate accounting, budgeting and budgetary control processes for Council and associated bodies		<div><div></div></div> 0%	31-Mar-2018	Gillian McNeilly
RES/1718/FI/002 Report agreed savings options & management adjustments through the budgetary control process management and Council		<div><div></div></div> 0%	31-Mar-2018	Gillian McNeilly

RES/1718/FI/003 Provision of timely and accurate financial accounts statements for Council and associated bodies		<div><div></div></div> 0%	30-Sep-2018	Gillian McNeilly
RES/1718/FI/004 Provision of timely and accurate external returns to assist the Council in benchmarking for improved services and to maximise funding sources		<div><div></div></div> 0%	31-Mar-2018	Gillian McNeilly
RES/1718/SLA/001 Review and update the Council's long-term finance strategy		<div><div></div></div> 0%	31-Mar-2018	Stephen West

4. Shared Services

Code & Title	Status Icon	Progress Bar	Due Date	Ownership Assigned To
E&N/1718/SLA/016 Roads Shared Service - Develop the shared service approach for service delivery		<div><div></div></div> 50%	31-Mar-2018	Ronnie Dinnie
LSP1718-001 Progress shared services programme		<div><div></div></div> 0%	31-Mar-2018	Angela Wilson

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead - Resources

Council: 28 June 2017

Subject: Winter Maintenance Payments

1. Purpose

- 1.1 This report provides members with information regarding a recent Internal Audit Report on winter maintenance payments.

2. Recommendations

- 2.1 Members are asked to note the contents of the attached report.

3. Background

- 3.1 At the Council meeting on 26th April 2017, the following motion was proposed by Councillor George Black and approved by Council:

“Winter Maintenance Payments

In view of the public interest generated by the large sums of public money paid to officers whose grade is above the agreed level for overtime payments linked to winter maintenance, we call upon the appropriate officer to bring forward a report based on the information contained and forming the briefing paper produced for Elected Members.”

4. Main Issues

- 4.1 Internal Audit carried out an investigation of winter maintenance payments, with the main objectives being: to establish if these overtime payments were indeed “exceptional” and the basis for them being so described; and to consider concerns raised by an Elected Member.
- 4.2 The Audit Report on this matter was subject to an Elected Member Briefing in January 2017 (pages 9 to 35), which is attached as Appendix A to this report. In view of the personal nature of some of the content of this report, redaction has been carried out as appropriate. Two of the report’s appendices are fully redacted, these being Appendices 2 and 4.
- 4.3 The main issues are detailed in the attached report at paragraphs 1.3 and 2.4.
- 4.4 Progress on the action plan arising from the report is included at Appendix B.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Based on the latest full year spend identified in the report, the difference in cost to WDC between what was actually paid and what should have been paid is an additional £2,917 per annum.

6.2 There are no procurement implications arising from this report.

7. Risk Analysis

7.1 All employees should be paid according to agreed terms and conditions and where instances occur of employees being paid contrary to such terms and conditions, it is important that corrective action is promptly taken, as was done in this instance.

8. Equalities Impact Assessment (EIA)

8.1 No equalities impact assessments were carried out in respect of this report.

9. Consultation

9.1 This report has been subject to consultation with appropriate Strategic Leads.

10. Strategic Assessment

10.1 This report relates to Strong financial governance and sustainable budget management.

.....
Stephen West
Strategic Lead - Resources
Date: 15 June 2017

Person to Contact: Colin McDougall, Audit and Risk Manager
Telephone: 01389 737436
E-mail: colin.mcdougall@west-dunbarton.gov.uk

Appendix A: Elected Members' Monthly Bulletin – January 2017

Appendix B: Covalent report showing progress on Audit Recommendations

Background Papers: None

Wards Affected: All

Elected Members' Monthly Bulletin

JANUARY 2017

Strategic Area: Resources

**Subject: Internal Audit Report - Overtime Payments for Winter Weather
Monitoring: Investigation**

- | | |
|----|--|
| 1. | <p>Category:</p> <p>Public.</p> |
| 2. | <p>Background:</p> <p>This briefing provides a summary of an Internal Audit Report relating to overtime payments for winter weather.</p> <p>Internal Audit has carried out an investigation of this matter, with the main objectives being to establish if these overtime payments were indeed "exceptional" and the basis for them being so described, and to consider concerns raised by an Elected Member.</p> <p>In view of the personal nature of some of the content of this report as attached, redaction has been carried out as appropriate.</p> <p>With respect to winter weather monitoring duties, three employees within the Roads section were on a rota. This involved checking road condition information on three occasions per day between October and May. In 2009, revisions to terms and conditions determined, amongst other things, that employees at Grade 8 and above should not receive overtime unless in "exceptional" circumstances. However, following implementation of Single Status, employees receiving overtime routinely in terms of this activity on the basis that it was "exceptional" continued to do so. This has caused concerns among other employees in Roads and resulted in a whistle-blower reporting the matter to the Lennox Herald Newspaper.</p> |
| 3. | <p>Main Issues:</p> <p>The main issues are detailed in the report at paragraphs 1.3 and 2.4, as noted below.</p> <p>Three employees received overtime as a matter of routine payments which were contrary to WDC's Employment terms and conditions in that they were not paid as a result of "exceptional" circumstances. These amounted to £25,505.45 in total for the year 2014/15 and 2015/16 (up to February 2016). The payment of these amounts was based on an incorrect interpretation of</p> |

agreed terms and conditions. Based on recent advice received from HR, it is now accepted that these payments are not compliant with agreed Terms & Conditions, and the practice has ceased. The total cost of the new arrangement for the delivery of this service is estimated to be £16,801 per annum. The equivalent cost for the previous arrangement has been £19,718 for 2014/15 and £13,432 for 2015/16 (up to February 2016), including standby and disturbance payments. Therefore the total difference in cost to WDC between what was actually paid and what should have been paid is £2,917 per annum.

The decision to categorise these payments as exceptional is considered to be invalid by the Auditor as they were predictable since it was known in advance that weather forecast checks would be required three times per day, seven days per week for the period of early October to mid-May each winter season.

These payments were stopped from 7 December 2015. An authorisation process was followed when these payments were made, therefore seeking repayment of these amounts from the employees who received them would not be justified.

None of the three employees dropped a Grade in order to receive any overtime payment. The assertion of this made in the whistleblowing allegation was incorrect.

The explanation given for the difference in time interval between the manager and the drivers' rotas is that there is a marginal likelihood of adverse weather during the months of October and May (winter standby) for which weather forecasts are obtained that need to be assessed and actioned as required. There is also a summer standby in place which the managers carry out on a goodwill basis with no payment.

There is a two stage management approach – a winter duty manager assesses whether or not that the roads need to be gritted and then calls the standby supervisor who then phones the lorry drivers and loaders. An opportunity may exist for a more cost efficient process in this approach.

Internal Audit has carried out a review of various press releases and communications with an Elected Member in relation to this, which has included holding meetings with a number of senior Council Officers. As a result of this work, Internal Audit is satisfied that there has not been any cover up in providing responses to the questions asked. However, in retrospect, it would have been preferable to reach a final position on the actual circumstances of this matter much sooner, without the need to have to respond to so many individual enquiries over a period of twelve weeks. However, it should be noted that a series of successive questions were asked, following on from the answer to the previous question. Each specific question was answered in time, but the cumulative effect of answering each question resulted in the total process taking 12 weeks.

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- | | |
|----|--|
| 4. | <i>Resource Issues (if any):</i>

None. Corrective action has already been taken and further steps to ensure continuity of service are in place |
| 5. | <i>What it means for WDC:</i>

All employees should be paid according to agreed terms and conditions and where instances occur of employees being paid contrary to such terms and conditions, it is important that corrective action is promptly taken, as was done in this instance. |

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Telephone: 01389-737436

Background Papers: None

Date: 9th January 2017

PRIVATE AND CONFIDENTIAL

INTERNAL AUDIT SERVICES

REPORT REF No I/026/16

(December 2016)

Final Report

**Overtime Payments for
Winter Weather Monitoring
Investigation**

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WDC INTERNAL AUDIT

Overtime Payments for Winter Weather Monitoring: Investigation

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Appendices

1. Terms & Conditions of Employment for Local Government Employees
[REDACTED]
3. Winter Action – Road Services
[REDACTED]

Personnel referred to in this report:

George Black	Elected Member
Vicki Rogers	Strategic Lead – People and Technology
Ronald Dinnie	Strategic Lead – Environment & Neighbourhood
[REDACTED]	Roads & Transportation Manager
[REDACTED]	[REDACTED]
[REDACTED]	HR/Workforce Development Manager

[REDACTED]	(Roads)
[REDACTED]	(Roads)
[REDACTED]	Roads Operations
[REDACTED]	Asset Management [REDACTED]

Audit work carried out by:

Colin McDougall, Audit and Risk Manager
Lutfun Rahman, Internal Auditor

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1. **DIRECTOR'S SUMMARY**

1.1 **Introduction**

1.1.1 For winter weather monitoring duties three employees within Roads are on a rota, two are Grade [REDACTED] and one is Grade [REDACTED]. It should be noted that the Grade [REDACTED] employee did not join WDC until [REDACTED], prior to that time this service was provided by a Grade [REDACTED] employee who left WDC in [REDACTED]. This involves checking road condition information on three occasions per day between October and May. As a result of Single Status negotiations, terms and conditions determined that employees at Grade 8 and above should not receive overtime unless in "exceptional" circumstances. However, following Single Status, Grade [REDACTED] employees were receiving overtime routinely in terms of this activity on the basis that it was "exceptional". This has caused concerns among other employees in Roads and resulted in a whistle-blower reporting the matter to the Lennox Herald Newspaper.

1.1.2 The matter has also been discussed with Councillor George Black who has raised concerns. These are detailed at paragraph 2.3.17, together with a summary of the audit findings in relation to each issue raised.

1.2 **Objectives and Scope**

1.2.1 The main objectives of the investigation were to establish if these overtime payments were indeed "exceptional" and the basis for them being so described, and to consider concerns raised by an Elected Member.

1.2.2 The scope included:

- an examination of payroll records,
- analysing Employee Terms and Conditions,
- enquiries and meetings held with relevant personnel.
- understanding of the meaning of "exceptional" within the context of the allowances being paid, and current interpretation in discussion with HR and management,
- meeting with the Roads worker who raised this matter to understand his position, and
- considering concerns raised by an Elected Member.

1.3 **Findings and Conclusions**

1.3.1 Two of the three employees, [REDACTED] and [REDACTED] who are on Grade [REDACTED], and [REDACTED] who was on Grade [REDACTED] received overtime as a matter of routine payments which were contrary to the HR Employee terms and conditions in that they were not paid as a result of "exceptional" circumstances. These amounted to £25,505.45 in total for the year 2014/15 and 2015/16 (up to February 2016). All of these amounts were incorrectly paid as they were made to Grade [REDACTED] and Grade [REDACTED] employees based on an incorrect interpretation of agreed terms and conditions. The payments have in fact been made since at least

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2003. Based on recent advice received from HR, it is now accepted is that these payments are not compliant with agreed Terms & Conditions, and the practice has ceased. The total cost of the new arrangement for the delivery of this service based on it being provided by three Grade 9 employees is estimated to be £16,801 per annum. The equivalent cost for the previous arrangement has been £19,718 for 2014/15 and £13,432 for 2015/16 (up to February 2016). Therefore the total difference in cost to WDC between what was actually paid and what should have been paid is £2,917 per annum.

1.3.2 The decision to categorise these payments as exceptional is considered to be invalid by the Auditor as they were predictable since it was known in advance that weather forecast checks would be required three times per day, seven days per week for the period of early October to mid-May each winter season.

1.3.3 Overtime payment has now stopped to the both Grade [redacted] employees from 7 December 2015. An authorisation process was followed when these payments were made, therefore seeking repayment of these amounts from the employees who received them would not be justified.

1.3.4 None of the three employees dropped a Grade in order to receive any overtime payment. The assertion of this made in the whistleblowing allegation was incorrect. Routine overtime payment is permitted to Grade 7 employees under the Employee terms and conditions. Overtime was paid to [redacted] even though their substantive grade remained at Grade [redacted] – contrary to terms and conditions.

1.3.5 The explanation given for the difference in time interval between the manager and the drivers' rotas is that there is a marginal likelihood of adverse weather during the months of October and May (winter standby) for which weather forecasts are obtained that need to be assessed and actioned as required. There is also a summer standby in place which the managers carry out on a goodwill basis with no payment.

1.3.6 There is a two stage management approach – a winter duty manager assesses whether or not that the roads need to be gritted and then calls the standby supervisor who then phones the lorry drivers and loaders. An opportunity may exist for a more cost efficient process in this approach.

1.3.7 Internal Audit has carried out a review of various press releases and communications with an Elected Member in relation to this, which has included holding meetings with a number of senior Council Officers. As a result of this work, Internal Audit is satisfied that there has not been any cover up in providing responses to the questions asked. However, in retrospect, it would have been preferable to reach a final position on the actual circumstances of this matter much sooner, without the need to have to respond to so many individual enquiries over a period of twelve weeks. However, it should be noted that a series of successive questions were asked, following on from the answer to the previous question. Each specific question was answered in time, but the cumulative effect of answering each question resulted in the total process taking 12 weeks.

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1.4 Recommendations

1.4.1 The attached action plan contains recommendations to improve internal controls and financial procedures

2. MAIN REPORT

2.1 INTRODUCTION

2.1.1 During the winter months the roads in West Dunbartonshire Council (WDC) need to be gritted in accordance with weather forecasts. From the period October through to early May, three employees in Roads have operated a rota so that one in every three weeks they monitor road conditions with a view to assess if the WDC's roads need to be gritted and the specific timing thereof. This is a key task as the timing of gritting needs to be fairly precise, i.e. what is the road surface temperature going to be and whether it is going to rain or snow. The three employees on the rota as winter duty managers are:

- [REDACTED] (Roads) (Grade [REDACTED])
- [REDACTED] (Grade [REDACTED])
- [REDACTED] (Grade [REDACTED])

It should be noted that [REDACTED] did not join WDC until [REDACTED] provided this services prior to that time. [REDACTED] was a [REDACTED] in [REDACTED] (Grade [REDACTED]) who left WDC on [REDACTED].

The road condition checks are done seven days a week at 6 a.m., 12 noon and 6 p.m. from the period October through to mid-May.

These employees have received a standby payment for providing this service and they also have received overtime payments when this task occurs out of hours. Of the 21 weather checks each week, five occur in normal working hours, i.e. Monday to Friday (the lunchtime check), with the remaining 16 checks attracting overtime at various rates depending on the day of the week. There is also a summer standby in place which the managers carry out on a goodwill basis with no payment.

2.1.2 Two of the three current employees are Grade [REDACTED] (one former employee at Grade [REDACTED] also was involved in the process) and the key issue relates to the Grade [REDACTED]'s and [REDACTED]'s receiving overtime routinely in terms of this activity being deemed to be "exceptional". This has caused concerns among other employees in Roads and resulted in a whistle-blower reporting the matter to Lennox Herald Newspaper.

2.1.3 This matter has also been discussed with Councillor George Black (GB) who has raised concerns.

2.1.4 The winter duty manager on the rota assesses if the roads need to be gritted, and if this is necessary calls the standby supervisor, requesting WDC's roads

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to be gritted as appropriate. The supervisor then calls the gritter lorry drivers and loaders, requesting them to go out and grit the roads. The drivers are on the rota from the first week of November until the last week of March. The winter duty managers are on the rota from the beginning of October to mid-May. This presents an issue in terms of the apparent inconsistency in the rotas between the gritter lorry drivers and the winter duty managers. Another issue is that there is a two stage management approach, i.e. both winter duty managers and standby supervisors are involved.

2.2 Objective and Scope

2.2.1 The main objective of the investigation was to establish if the overtime payments were deemed to be "exceptional", and to clarify position regarding road workers who drive the gritter lorries receiving standby payments from November to March each year i.e. less elapsed time than the managers. In addition, concerns raised by an Elected Member needed to be investigated.

2.2.2 The scope of the investigation included:

- Obtaining payroll reports for the three Roads employees. The reports obtained covered two financial years: 2014/15; and 2015/16 (to February) and analysing the reports to examine the employees' pay:
 - Standby
 - Overtime
 - Disturbance allowance (call out)
 - Any other payment
- Obtaining understanding of the interpretation of the meaning of "exceptional" within the context of these allowances being paid, and the current interpretation, by discussing with HR;
- Contacting the former WDC Head of Human Resources [REDACTED] in order to determine if [REDACTED] provided advice on the payment of these allowances several years ago during the single status process and ascertain [REDACTED] view on the interpretation of the meaning of "exceptional";
- Clarifying position regarding road workers who drive the gritter lorries receiving standby payments from November to March each year (i.e. shorter duration than the managers);
- Meeting with the Roads worker who raised this matter to understand [REDACTED] position and concerns;
- Making enquiries on various points with Roads, HR and Payroll personnel; and
- Ensuring concerns raised by an Elected Member are considered, i.e.:
 - whether anyone dropped a grade to receive these payments
 - If there is an inconsistency in the time interval over which Managers and Roads workers receive standby
 - If there is any justification in seeking repayment of these amounts
 - If there has been a cover up by the management
 - Whether claims are being made for every phone call in relation to the out of hours work

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- o Whether Greenspace employees ever get such payments

2.3 Findings

(i) Payroll Information analysis

2.3.1 Payroll records obtained for the year 2014/15 and 2015/16 (to February) were analysed and the information shown below was calculated. As noted above [REDACTED] did not join WDC until [REDACTED] 2015; [REDACTED] provided this service prior to that. [REDACTED] left WDC on [REDACTED] 2015.

For the year 2014/15

	[REDACTED] (Grade [REDACTED])	[REDACTED] (Grade [REDACTED])	[REDACTED] (Grade [REDACTED])	Total
Year 2014/15				
Total Overtime hours worked	176	210	142	528
Overtime payment received	[REDACTED]	[REDACTED]	[REDACTED]	£17,021.81
Standby payment received	[REDACTED]	[REDACTED]	[REDACTED]	£2,617.37
Disturbance allowance received	[REDACTED]	[REDACTED]	[REDACTED]	£78.57

For the year 2015/16 (to February)

	[REDACTED] (Grade [REDACTED])	[REDACTED] (Grade [REDACTED])	[REDACTED] (Grade [REDACTED])	Total
Year 2015/16 (to Feb)				
Total Overtime hours worked	127	123	97	347
Overtime payment received	[REDACTED]	[REDACTED]	[REDACTED]	£11,012.67
Standby payment received	[REDACTED]	[REDACTED]	[REDACTED]	£1,991.56
Disturbance allowance received	[REDACTED]	[REDACTED]	[REDACTED]	£427.52

2.3.2 In both years [REDACTED] have received overtime payment at plain, time and half, and double time rates totalling £17,021.81 in 2014/15 and £11,012.67 in 2015/16. The total overtime payment received by the four employees in two years totalled £28,034.48. The total combined overtime payment received by the two Grade [REDACTED] and one Grade [REDACTED] employees over the two financial years is **£25,505.45**. The

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total difference in cost to WDC between what was actually paid and what should have been paid is £2,917 per annum.

2.3.3 It should be noted that the cost that should have been incurred just in respect of standby and callout paid as per the payroll record is: £4,008 (standby) and £292 (callout), i.e. a total of £4,300 over the two years to February 2016 for two Grade 11 employees and one Grade 10 employee.

2.3.4 The overtime paid to the four employees relates to mainly winter weather monitoring and in some occasions the overtime had been paid for overnight working for operational requirements. In accordance with WDC Term and Conditions of Employment for Local Government Employees Part 4 section 5.2:

"all overtime for grade 8 and above must be authorised by the appropriate Director using the appropriate Overtime Authorisation Form"

Internal Audit checked a sample of timesheets for the overtime payment authorisations and the followings were noted:

Name	Date of Timesheets	Work done	Authoriser and date	Grade of authoriser
[REDACTED] (Grade 11)	14/12/15 – 20/12/15	Receive, review weather reports, and instruct appropriate actions	Richard Cairns 25/01/16	Executive Director
[REDACTED]	23/11/15-28/11/15 02/11/15-09/11/15 04/5/15 -15/05/15 06/10/14-07/10/14 07/04/14-04/05/14	As above plus 1 week standby payment	Ronald Dinnie 30/11/15 09/11/15 21/05/15 03/11/14 06/05/14	Head of Service
[REDACTED] (Grade 11)	01/10/15-04/10/15 16/02/15-22/02/15 9/03/15-15/03/15 30/03/15 – 5/04/15	Check forecast and update message board	[REDACTED] 13/10/15 15/03/15 18/03/15 14/04/15	Grade 11 Manager
[REDACTED]	24/11/14 -30/11/14 05/05/14-15/05/14 14/04/14-20/04/14 24/03/14-30/03/14 10/02/14-16/02/14	As above plus standby payment and public holiday payment	Ronald Dinnie 06/12/14 11/06/14 06/05/14 06/05/14 06/05/14	Head of Service

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(Grade 1)	20/10/14-26/10/14 01/10/14-05/10/14 21/04/14-27/04/14 31/03/14-06/04/14	Checked forecast, no action required. Standby payment	Raymond Walsh 28/10/14 06/10/14 29/04/14 08/04/14	Grade 9
(Grade 1)	16/11/15-22/11/15	Check forecast and update message board	Stewart Ormond 30/11/15	Grade 9

The table above shows that the overtime timesheets for payroll processing were not being authorised by the appropriate personnel. [REDACTED] December timesheet was signed by the Director; this was due to the requirement of the new form that is now in place for Grade 8 and above employees since January 2016. [REDACTED] rest of the timesheets and [REDACTED] 2014 timesheets had been signed by the Head of Service. SO's 2015 timesheets and [REDACTED] timesheets had been signed by Grade 11 and Grade 9 employees respectively. This is contrary to the WDC terms and conditions. However, due to the seniority of the post Strategic Lead, approval by Strategic Lead should be incorporated along with Strategic Director in WDC terms and conditions with regards to the authorisation of overtime for Grade 8 and above.

2.3.5 The standby duty payment for each complete week of standby duty actually performed is £82.39 in 2014/15 and £83.63 in 2015/16; this being a nationally agreed rate irrespective of Grade. The tables at 2.3.1 show all four employees are receiving standby duty payment on a regular basis.

2.3.6 Disturbance allowance, i.e. call out payments, are made to employees who are on standby duty, who are then contacted or called out in accordance with the agreed arrangements outside normal working hours. The call out payment rate is £13.16 in 2014/15 and £13.36 in 2015/16. [REDACTED] received call out payments of [REDACTED] and [REDACTED] received [REDACTED] in 2014/15 and [REDACTED] received call out payments of [REDACTED] in 2015/16.

(ii) Meaning of "exceptional"

2.3.6 Ronald Dinnie (RD), Strategic Lead – Environment & Neighbourhood explained that several years ago (2009) when Single Status was being progressed within the Council, he discussed the issue of applicable allowances for employees who were to check winter weather forecasts with the then Head of Human Resources, [REDACTED]. RD also confirmed that payments for out of hours winter maintenance road condition checks had been in place from the time he had started with WDC in 2003. RD advised that [REDACTED] the Head of HR at the time had agreed that this activity was deemed to be exceptional and thereby overtime was allowable in such circumstances for employees at Grade 8 and above.

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2.3.7 Internal Audit spoke to [REDACTED] during the course of this investigation. [REDACTED] advised that [REDACTED] had no recollection whatsoever of this specific matter - it would have been one of the many conversations which took place at the time when single status was in progress. [REDACTED] suggested that this matter be checked further with [REDACTED] HR/Workforce Develop Manager, who had been WDC's Single Status Project Manager.

2.3.8 Internal Audit then spoke to [REDACTED]. [REDACTED] drew attention to a report entitled "*Terms & Conditions of Employment for Local Government Employees*" (see Appendix 1 to this report), which was submitted to the Corporate & Efficient Governance Committee on 26 May 2010. This report states at paragraph 3.9 (1):

"In circumstances where service delivery would be inhibited, discretion would be given to the Chief Executive and to each Executive Director to personally sanction overtime payments above Grade 7 and only in exceptional circumstances would overtime payments be made to staff on Grade 9 or above."

2.3.9 [REDACTED] advised that nobody discussed this particular matter with [REDACTED] at the time and, had they done [REDACTED], he would not have agreed to payments being made in the circumstances described within this audit report as the activities relating checking of winter weather conditions are routine rather than exceptional. Internal Audit also spoke to Vicki Rogers (VR), Strategic Lead -People and Technology who also is of the view that these payments cannot be deemed to be exceptional.

(iii) Less elapsed time on drivers' rota

2.3.10 Internal Audit asked [REDACTED] Roads & Transportation Manager, about the apparent inconsistency between:

- road workers who drive the gritter Lorries receiving standby payments from November to March each year; and
- the three winter duty managers ([REDACTED]) being on a standby rota for longer time, i.e. from the first week of October to the second week of May.

2.3.11 [REDACTED] advised that, in order to ensure compliance with Section 34 of the Roads (Scotland) Act 1984, winter duty managers are utilised during the winter months from the beginning of October until mid-May. Internal Audit was advised by Roads management that the October to mid-May checking arrangement is the same for all Scottish local authorities. The Act states at Section 34:

A roads authority will take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads.

The reason for the difference between the drivers and the duty managers is that there is a marginal likelihood of adverse weather during the months of October and May for which weather forecasts are obtained that need to be assessed and actioned as required. There can also be issues such as flooding or road traffic accidents (RTA) that require to be dealt with. For a serious RTA the Police will routinely ask for

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a road condition report that in the winter months will include reference to road surface temperatures and whether there was any treatment of the road concerned close to the time of the accident. It should be noted that there is also a summer standby in place which the managers carry out on a goodwill basis with no payment.

2.3.12 The drivers do not commence standby until November and are on standby until the end of March. However, [REDACTED] confirmed that if an adverse forecast is predicted outwith this period Roads will extend their standby period.

(iv) Meeting with Road worker

2.3.13 Internal Audit held a meeting with [REDACTED] a Roadworker [REDACTED]; on the 25 February 2016 to understand [REDACTED] position and concerns [REDACTED]

2.3.14 [REDACTED] provided comments on the issues surrounding this matter and in particular commented on the two stage management processes in gritting the roads. The winter duty manager assesses when the roads need to be gritted and calls the standby supervisor who then phones the lorry drivers and the loaders. The supervisors are on the rota along with the managers and this is evident in the rotas that Internal Audit has examined.

(v) Meeting with [REDACTED]

2.3.15 Internal Audit held a meeting [REDACTED], on 9 May 2016. [REDACTED]

2.3.16 [REDACTED]'s key responses during this discussion were:

- Payments for out of hours winter maintenance road condition checks had been in place from the time he had started with WDC in 2003;
- In a conversation with [REDACTED] in terms of how to deliver the winter service following the implementation of Single Status, these were deemed to be exceptional circumstances;
- [REDACTED] did not have a note of his discussions with [REDACTED], but made the point that if not agreed then why paid since 2009;
- The two stage management approach to the winter maintenance process is necessary. The Manager monitors the forecasts and the Supervisor checks what then men are doing and if necessary will visit specific areas to check road conditions further;
- Managers are required for the road condition checks in terms of qualifications / knowledge / experience so that the best decision can be made as to when to grit and they are responsible for the budget. They need to take into account the timing of any grit and the spread rate;
- 16 disturbance allowances will be paid per week under the revised service provision arrangement;

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- It is intended to train two other Grade 8 staff so that they can be used during the next winter season starting in October 2016.

(vi) Concerns raised by Elected Member

2.3.17 Concerns raised by Councillor George Black (GB) were considered during this investigation as detailed below:

- Dropping a grade to receive payments:
None of the three employees dropped a Grade to receive any overtime payment. The employees' basic salaries during the both financial years reflect that [REDACTED] are at Grade [REDACTED] and [REDACTED] is at Grade [REDACTED]. Overtime payment is permitted to Grade 7 employees under the Employee terms and conditions. Overtime was paid to [REDACTED] at the Grade [REDACTED] rate of pay, even though their substantive grade remained at Grade [REDACTED] – contrary to terms and conditions.
- Inconsistency in the time interval over which Managers and Roads workers receive standby:
See paragraphs 2.3.10 to 2.3.12 above
- Justification in seeking repayment of these amounts:
The total combined overtime payment made to Grade [REDACTED] for [REDACTED] and Grade [REDACTED] for [REDACTED] over the two financial years (to February 2016) totalled £25,505.45.). Therefore, the total difference in cost to WDC between what was actually paid and what should have been paid is £2,917 per annum. All three employees were working the hours on the understanding and in good faith that they were to be paid overtime at their pay Grade. Also these payments were made following an authorisation process, therefore there is no justification in seeking repayment of these amounts, or the amounts paid in prior years, from the employees who received them.
- Has there been a cover up by the management?
There is no evidence of a cover up by management.
- Disturbance payments:
Payroll record shows the total disturbance allowance (call out) payment made to the Road and Transportation employees in the year 2015/16 (to February) was £7,470.13 at a rate of £13.36 per call out. Payroll information was obtained for Greenspace employees. They received a total of £524.65 in disturbance allowance in the year 2015/16 (to February).

(vii) The Way Forward

2.3.18 Based on the information available Internal Audit can confirm that the overtime payment has stopped to the Grade [REDACTED] employees from 7 December 2015.

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Management have put together proposals for the way forward and implemented option 3 of the Winter Action proposals (see Appendix 3) on 19 December 2015. [REDACTED] has stopped providing this non contractual duty since December 2015. The rota is now being covered by the two Grade [REDACTED] employees, on a one week on / one week off basis. This restricts the Roads department ability to deliver the services in the event of unforeseen staff availability, although it is anticipated that by the start of next winter's road condition checks a further two Grade 8 employees will have been trained and will participate in the rota.

2.3.19 As can be seen from Appendix 3, the total cost of the new arrangement based on it been provided by three Grade [REDACTED] employees is estimated to be £16,801 per annum. The equivalent cost for the previous arrangement has been £19,718 for 2014/15 and £13,432 for 2015/16 (up to February 2016). Therefore the total difference in cost to WDC between what was actually paid and what should have been paid is ££2,917 per annum.

2.4 Conclusions

On the basis of the information available and the explanations received in the course of the investigation, it is concluded that:

2.4.1 Two of the three employees, [REDACTED] who are on Grade [REDACTED], and [REDACTED] who was on Grade [REDACTED] received overtime as a matter of routine payments which were contrary to the HR Employee terms and conditions in that they were not paid as a result of "exceptional" circumstances. These amounted to **£25,505.45** in total for the year 2014/15 and 2015/16 (up to February 2016). All of these amounts were incorrectly paid as they were made to Grade [REDACTED] and Grade [REDACTED] employees based on an incorrect interpretation of agreed terms and conditions. The payments have in fact been made since at least 2003. Based on recent advice received from HR, it is now accepted is that these payments are not compliant with agreed Terms & Conditions, and the practice has ceased. The total cost of the new arrangement for the delivery of this service based on it being provided by three Grade 9 employees is estimated to be £16,801 per annum. The equivalent cost for the previous arrangement has been £19,718 for 2014/15 and £13,432 for 2015/16 (up to February 2016). Therefore the total difference in cost to WDC between what was actually paid and what should have been paid is £2,917 per annum.

2.4.2 The decision to categorise these payments as exceptional is considered to be invalid by the Auditor as they were predictable since it was known in advance that weather forecast checks would be required three times per day, seven days per week for the period of early October to mid-May each winter season.

2.4.3 Overtime payment has now stopped to the both Grade [REDACTED] employees from 7 December 2015. An authorisation process was followed when these payments were made, therefore seeking repayment of these amounts from the employees who received them would not be justified.

2.4.4 None of the three employees dropped a Grade in order to receive any overtime payment. The assertion of this made on the whistleblowing allegation was

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incorrect. Routine overtime payment is permitted to Grade 7 employees under the Employee terms and conditions. Overtime was paid to [REDACTED] even though their substantive grade remained at Grade [REDACTED] – contrary to terms and conditions.

2.4.5 The explanation given for the difference in time interval between the manager and the drivers' rotas is that there is a marginal likelihood of adverse weather during the months of October and May (winter standby) for which weather forecasts is obtained that need to be assessed and actioned as required. There is also a summer standby in place which the managers carry out on a goodwill basis with no payment.

2.4.6 There is a two stage management approach – winter duty manager to assess whether or not that the roads need to be gritted and then he calls the standby supervisor who then phones the lorry drivers and loaders. An opportunity exists to explore a more cost efficient process in this approach.

2.4.7 Internal Audit has carried out a review of various press releases and communications with an Elected Member in relation to this, which has included holding meetings with a number of senior Council Officers. As a result of this work, Internal Audit is satisfied that there has not been any cover up in providing responses to the questions asked. However, in retrospect, it would have been preferable to reach a final position on the actual circumstances of this matter much sooner, without the need to have to respond to so many individual enquiries over a period of twelve weeks. However, it should be noted that a series of successive questions were asked, following on from the answer to the previous question. Each specific question was answered in time, but the cumulative effect of answering each question resulted in the total process taking 12 weeks.

2.5 Recommendations

2.5.1 The attached action plan contains recommendations to improve internal controls and financial procedures.

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[illegible]

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	Training for duty manager role during the winter The Grade [redacted] employee has stopped providing the winter weather monitoring duty since December 2015. The rota is now being covered by the two Grade [redacted] employees, one on and one off basis. This restricts the Roads department ability to deliver the services in the event of unforeseen staff availability.	Road Management should consider training additional employees to assist in the delivery of duty manager responsibilities for the 2016/17 winter.	Medium	Agreed	Ronnie Dinnie Strategic Lead - Environment & Neighbourhood	31st October 2016 (complete)
2.	Two stage management approach for winter duties There is a two stage management approach – winter duty manager when assesses that the roads need to be gritted calls the standby supervisor who then phones the lorry drivers and loaders. Opportunity exists for a more cost efficient process in this approach.	It is recommended that Roads Management review this process within the existing employment terms and conditions and conduct an options appraisal in order to ascertain if there is a more cost efficient / beneficial way of delivering the service.	Medium	A review of these arrangements will be considered as part of the roads shared service modelling.	Ronnie Dinnie Strategic Lead - Environment & Neighbourhood	31st March 2017

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Overtime Payments for Winter Weather Monitoring: Investigation

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Corporate Services

Corporate & Efficient Governance Committee: 26 May 2010

Subject: Terms & Conditions of Employment for Local Government Employees

1. Purpose

- 1.1** To seek approval to introduce a new allowance to support occasional night working and to amend the current arrangements to access payments in respect of overtime working.

2. Background

- 2.1** Following the Council decision of 19 August 2008 a new set of Terms and Conditions of Employment was introduced in respect of Local Government Employees in March 2009. A new manual detailing these consolidated terms and conditions was published in December 2009.

- 2.1.1** Included as part of the new terms and conditions arrangements was a 10% shift allowance payment (payable when an employee works a rotating/alternating shift pattern) and a 33% night shift allowance (payable when an employee works a designated night shift (between 10pm and 8am) as part of the normal working week.

- 2.1.2** The new arrangements also introduced revised overtime payment arrangements in respect of those employees on grades 1 to 7 required to work overtime.

3. Main Issues

- 3.1** Following the introduction of the new terms and conditions, working practices have been regularly monitored to ensure that the new arrangements continue to support best value service delivery. While the majority of the new arrangements support improved service delivery two areas have been identified where the agreed WDC terms and conditions require to be amended to reflect operational needs and service delivery. These are occasional night working and overtime arrangements.

Occasional Night Working (Residential Units)

- 3.2** In order to maintain essential staffing levels and to reduce the requirement to engage agency staff, employees are on occasion requested to move from day working to night working. There is currently no allowance in place as part of the new terms and conditions to remunerate employees in these circumstances

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- 3.3** Following consideration of this issue by the Pay Modernisation Project Board it was agreed to recommend the introduction of a new allowance payable when employees undertake occasional night working duties.
1. Those employees in receipt of 10% shift allowance (rotating /alternating shifts) would receive a further 23% payment (based on their pay before application of the shift allowance) when required to undertake night working.
 2. For employees moving to nights from days (not in receipt of any shift payment) then the full 33% payment would be made.
- 3.4** Anyone moving to nights would not be entitled to any occasional payment if the hours worked at night attract an overtime payment as one enhancement can not supersede another.
- 3.5** No employee may undertake occasional night working if such arrangements breach the working time regulations.
- 3.6** The Finance Department will introduce a new non pensionable allowance code to facilitate payment and amendments will be made to the current Terms & Conditions Manual.

Overtime Working Arrangements

- 3.7** In March 2009 following the introduction of the new overtime arrangements, concerns were raised by departments in relation to their ability to continue to deliver services.
- 3.8** Whilst in many circumstances the implementation of the new arrangements could be addressed by a management review of working practices, in certain areas the removal of overtime payments to staff above Grade 7 directly impacted on the ability to deliver out of hours services and maintain previous Stand By and Call Out arrangements. This impacted directly on regulatory services such as Environmental Services and Trading Standards, emergency child protection situations within the Department of Social Work & Health and Winter Maintenance within Housing, Environmental and Economic Development.
- 3.9** Following consideration of this issue by the Pay Modernisation Project Board it was agreed to recommend the introduction of the following arrangements to allow continued service delivery.
- 1) In circumstances where service delivery would be inhibited, discretion would be given to the Chief Executive and to each Executive Director to personally sanction overtime payments above Grade 7 and only in exceptional circumstances would overtime payments be made to staff on Grade 9 or above.
 - 2) An authorisation process be put in place including a new Overtime Authorisation Form to be completed by the appropriate Director.

3) Regular reports be submitted to the CMT detailing areas where overtime payments above grade 7 have been sanctioned, the reasons for the use of overtime, and the associated costs.

4) Amendments be made to the current Terms & Conditions Manual.

4. People Implications

4.1 The proposal to introduce an allowance for occasional night working and revisions to overtime arrangements has undergone an equality impact assessment and no issues have been identified.

5. Financial Implications

5.1 The introduction of revised arrangements are within current budget provision.

6. Conclusions and Recommendations

6.1 It is recommended that the Committee supports the introduction of an occasional night working allowance as outlined in 3.2 to 3.6.

It is further recommended that overtime payments above Grade 7 are introduced as outlined in 3.7 to 3.9.

Joyce White
Executive Director of Corporate Services

Person to Contact: Tricia O'Neill, Head of Human Resources & Organisational Development, 01389 737584.
tricia.o'neill@west-dunbarton.gov.uk

Appendices:

Wards Affected:

N/A.

Background Papers:



Winter Action – Road Services

Statutory Responsibility

The Council has a statutory obligation under Section 34 of the Roads (Scotland) Act 1984 to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over its public road network, which by definition includes carriageways, footways, footpaths, pedestrian precincts and cycle routes etc.

Winter Maintenance Strategy

A Winter Maintenance Strategy is approved by our Executive Director and this details our obligations, decision making process, actions and resources to ensure compliance with Section 34 of the Roads (Scotland) Act 1984. Winter Duty Managers are utilised from the beginning of October until mid-April, a period of 32/33 weeks to ensure that the strategy is implemented for the benefit of our communities.

These Duty Managers require to assess weather forecasts which are issued by Meteo at 6.00am, 12 noon and 6.00pm on a daily basis. Failure to do so at these specific times could place the Council at risk of litigation should adverse weather situations such as a sudden drop in temperature leading to freezing rain, severe wind or rain forecast period alter and as a result we failed to take reasonable measures to mitigate the risk to our road users. In addition to these forecasts additional information is available within a dedicated Roads web site to review the meteorological forecasting in respect to wind speed, rainfall or snow precipitation, real time road temperature, residual salt presence and a live web view of 2 weather stations located within West Dunbartonshire. This allows for accurate assessment of the risk of icing and confirmation that road treatment is present and effective.

Currently we utilise three Duty Managers, [REDACTED]

There can also be a requirement to deal with other issues such as flooding or road traffic accidents. This would on average account for 1 additional disturbance per week.

Confidence of Forecasting Information

Forecasts can be broken down into 3 ranges of confidence which dictate the time spent in analysing and subsequent decision making processes.

Forecasts for above 2°C range – this forecast would lead to a high confidence of no action required and involve only a cursory review of the data provided by Meteo and our external weather stations. These forecasts account for upwards of 30% of the overall 33 week forecasting period.

Marginal Forecasts Ranging from -1°C to + 2°C degrees – these forecasts are the norm, often associated with bands of rain, sleet or hail and freezing rain conditions. It is within this range of forecasting that the most onerous decision making is required. Frequent interrogation of

updated forecast from Meteo and other providers, our external weather stations and feedback from patrols etc. are all used to assist in making the decision as to if or when and how much salt to spread on the road network and whether subsequent follow up treatment or patrols are required. This accounts for upwards of 50% of the period over Winter.

Adverse Weather Forecasts – we will also experience periods of prolonged adverse weather such as significant snow fall or clear cold weather due to a sustained high pressure event. These situations become a more repetitive treatment where the sustainability of our resources becomes the significant decision to be made. This accounts for upwards of 20% of the winter forecast period. Consideration of drivers hours has to be accounted for to ensure compliance with the statutory domestic drivers rules. This requires ensuring feedback in respect to hours worked from the depot supervisors to enable future treatments to be worked around rest periods and compensatory rest, particularly during periods of multi actions.

Duties of a Duty Manager.

Overall duties of the role of the Duty Manager therefore vary throughout the period October to April but there is an established requirement in respect to our statutory obligations to employ Duty Managers with identified skills and qualification in interpreting various meteorological information such as pressure maps, precipitation plans, wind direction and speed along with local data provided through our external weather station and augmented by patrols when required.

All this information is required to accurately minimise the risk to road users in the event of ice or snow on the roads. Failure to do so would expose the Council to the risk of reputation and litigation.

Payment for Winter Maintenance

Managers within Roads have been paid the national Standby Allowance and 16 hours overtime for the weeks they are on rota to undertake these standby duties. This is a discrepancy and not in accordance with terms and conditions of Standby.

Benchmark Data.

HR requested benchmark data from the other 32 Councils however only 3 have responded to date.

Inverclyde have employees on **contractual** standby during the winter period at the £83 approx. payment per week and they also attract the call out payment about £12.00 on each occasion they have to work. OT only paid if more than an hour worked on any occasion. This equates to about £200 pound per week.

East Dunbartonshire pay stand-by payment of £82 for the week.

During the week employees receive an OT payment of 0.5 hrs for the 6 am and 6 pm work, but nothing for lunchtime. At weekends they get an hour OT for each of the 6 am, lunchtime and 6 pm. The first 2 hours OT per week is paid at plain time and time and a half thereafter. Payments are non contractual.

East Ayrshire Council we have Ayrshire Roads Alliance which covers East and South Ayrshire. We have a group of winter controllers operating in both South and East Ayrshire on a rota for the purposes of the winter treatment decision. They are contracted to stand by and for each week they are on the rota they receive £83.63 standby allowance. They are required to upload the weather info onto the website at 6am, 12 noon and 6pm. They receive a disturbance

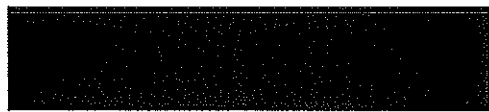
payment on each occasion of £13.36. This is done from home and they are not required to attend the depot. Should another grit be required to be scheduled out with the above times they receive an additional disturbance payment.

Options.

A number of options are now being considered to ensure this statutory service continues to minimise the risk of adverse weather conditions to road users.

There is a requirement for managers to work outwith their current contracted hours to undertake these duties including weekends for a 33 week period. The managers concerned are presently contracted to 35 hours a week Monday to Friday albeit the contract does mention a need for flexibility and an occasional requirement to work outwith the normal weekly hours to meet the needs of the service with time off in lieu.

Overtime and Standby Payments 2014/15



Total **£19358.20**

Employees were paid overtime but not a disturbance allowance.

Options 1.

Outsource to Transerve.

Weekly cost £1120 x 33 weeks = **£36,960 Total**

Option 2.

Managers required to undertake standby to be issued with a variation to contract specifying standby as a specific requirement of their employment. Employees paid Standby and disturbance allowance to assess weather forecasts at 6.00am and 6.00pm Monday to Friday and at 6.00am 12.00pm and 6.00pm Saturday and Sunday while on standby..

Cost of Winter Standby.

Standby	33 weeks x £83.63 =	£2759.79
Disturbance Allowance	33 weeks x 16 x 13.36=	£7054.08
Total		£9813.87

Option 3.

Managers required to undertake standby to be issued with a 37 hour contract for 52 weeks and their weekly hours amended to reflect the seasonal variance required to undertake Winter Standby. Employees paid Standby and disturbance allowance to assess weather forecasts at 6.00am and 6.00pm Monday to Friday and at 6.00am 12.00pm and 6.00pm Saturday and Sunday while on standby....

Cost of Winter Standby.

Standby	33 weeks x £83.63	= £2759.79
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Disturbance Allowance	33 weeks x 16 x 13.36	=£7054.08
Increase to 37 hours	£2329 x 3 (based Grade 9)	=£6987
Total		=£16800.87

In conclusion taking account of the legal obligation placed on the Council as Statutory Roads Authority in respect to the Roads (Scotland) Act 1984 to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over its public road network the preferred option based on the current Roads and Transportation Services structure would be Option 3.

The cost of procuring this service by an external party as detailed in Option 1 is significantly more expensive and would most likely lead to an increase in actions taken to minimise the risk to the decision makers.

Option 2 relies heavily on the confidence that Grade 9 posts require to be flexible in their working hours on an occasional basis to work outwith normal weekly hours to meet the needs of the service with time given in lieu. I would express concern that this approach is sustainable and could be challenged on the basis that winter maintenance is a planned activity for 33 weeks in every year, therefore not as contractually stated as occasional. The provision of an ad hoc response to weather through the summer/autumn could reasonably be considered occasional as there is no planned rota of duty managers.

There is no contractual obligation on posts graded below grade 9 in respect to be flexible in their working hours on an occasional basis to work outwith normal weekly hours to meet the needs of the service with time given in lieu. Option 2 therefore would not facilitate the opportunity to train Grade 7/8 officers to undertake the responsibility of Duty Manager, this could however be a reasonable action if Option 3 was taken forward.

In regards to Option 3 the increase from 35 to 37 contractual hours can be justified as detailed in the table below.

As detailed previously weather forecasts align to 3 confidence levels and as such the time spent throughout the 33 week period can be summarised as follows.

Historically a duty manager claimed a minimum of 16 hours /week for assessing the forecast with additional hours claimed during marginal and adverse forecast periods. This equates to a total of 176 hours per duty manager during the 33 week winter period.

Accounting for the 3 confidence levels of forecasting information the accrued time spent by each duty manager would summate as follows.

Forecast	% of 16 reviewed forecasts	Number	Time spent to review and action	Weekly total Hrs	Annual total Hrs
Low risk $\geq 2^{\circ}\text{C}$	30%	5	15 mins	1.25	13.75
Marginal - 1°C to $+2^{\circ}\text{C}$	50%	8	60 mins	8	88
Adverse – prolonged snow/ice event	20%	3	20 mins	1	11
Total				10.5	112.75

In respect to Option 3 it is proposed to increase the contractual hours from 35 hrs/ week to 37hrs/week – an overall increase of 104 hrs/annum. This is consistent with the time spent on undertaking duty manager responsibilities and does not take account of the contractual responsibility of providing a reactive service to the Council to be flexible in their working hours on an occasional basis to work outwith normal weekly hours to meet the needs of the service with time given in lieu.

Appendix B

Progress on audit actions



Generated on: 20 May 2017



Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Project 111. Overtime Payments for Winter Weather Monitoring: Investigation (Report Issued December 2016)

Action Code	Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
CS/IAAP/492	<p><u>1(a). Grade 8 staff and above in receipt of overtime</u></p> <p>It is recommended that Roads Management should review their records to ensure no other employees at Grade 8 and above are receiving overtime payments unless there are exceptional circumstances.</p> <p>(High Risk)</p>	Option appraisal was carried out as per appendix 3.		<div><div>100%</div></div>	31-Mar-2017	31-Mar-2017	Ronnie Dinnie	Complete.
CS/IAAP/493	<p><u>1(b). Grade 8 staff and above in receipt of overtime</u></p> <p>In a wider Council sense, it is recommended that</p>	Agreed.		<div><div>100%</div></div>	31-Mar-2017	31-Mar-2017	Arun Menon; Vicki Rogers	This is now complete and the new achieve form is live and communication issued to SMN

Action Code	Recommendation	Agreed Action	Status	Progress Bar	Original Due Date of Action	Actual Due Date of Action	Assigned To	Note
	processes and procedures are reviewed to ensure that any overtime for Grade 8 employees and above is signed off as a correct record by a Strategic Lead and thereafter approved by a Strategic Director. (Medium Risk)							
CS/IAAP/494	<u>2. Training for duty manager role during the winter</u> Road Management should consider training additional employees to assist in the delivery of duty manager responsibilities for the 2016/17 winter. (Medium Risk)	Agreed.		<div><div>100%</div></div>	31-Oct-2016	31-Oct-2016	Ronnie Dinnie	Complete.
CS/IAAP/495	<u>3. Two stage management approach for winter duties</u> It is recommended that Roads Management review this process within the existing employment terms and conditions and conduct an options appraisal in order to ascertain if there is a more cost efficient / beneficial way of delivering the service.3. (Medium Risk)	A review of these arrangements will be considered as part of the roads shared service modelling.		<div><div>0%</div></div>	31-Mar-2017	31-Mar-2018	Ronnie Dinnie	The shared service joint committee has been established The detailed business plan will not be completed until Autumn 2017. Therefore this action will not be achieved for the 31st March 2017

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead - Regulatory

Council: 28 June 2017

Subject: Vacancies on Committees and Other Bodies

1. Purpose

- 1.1** To advise Council of the outstanding vacancies on committees, working groups, joint boards/committees and outside bodies.

2. Recommendation

- 2.1** Council is asked to consider the filling of the vacancies shown in the appendix to the report.

3. Background

- 3.1** The filling of positions was considered at the Statutory Meeting of Council held on 17 May 2017.
- 3.2** As a result of the Council decision, political groups were invited to provide Committee Services with the names of those members who would be taking up the positions available to them.

4. Main Issues

- 4.1** The names of nominated elected members have been received from the various political groups. However a number of positions offered have not been taken up and in line with the decision agreed at the Statutory Meeting these vacancies are now open to interested members of all political parties.
- 4.2** A few new nomination requests have been received and these are detailed in paragraphs 4.4 and 4.5 below.

Joint Boards/Committees and Strategic Partnerships

- 4.3** In respect of the Shared Services Committees four nominations should have been requested rather than three, as was shown in the report submitted to the Statutory Meeting. The fourth nomination from Opposition (other) is now sought.
- 4.4** Strathclyde Concessionary Travel Scheme Joint Committee and Strathclyde Partnership for Transport have requested that one substitute member be named for each of these bodies.

Outside Bodies

- 4.5** A request has been received from COSLA for West Dunbartonshire Council to put forward an elected member to be considered for selection as a Trustee for the Scottish National War Memorial (SNWM). Nominations from Scottish Councils will be collated by COSLA by 10 July 2017 before joint consideration with SNWM. Selected councillors will be advised by SNWM in August 2017.

5. People Implications

- 5.1** There are no people implications.

6. Financial Implications

- 6.1** Any additional travel costs incurred as a result of elected members attending meetings of other organisations will be covered within the existing budget.

7. Risk Analysis

- 7.1** The non-filling of the vacancies on Council committees may contribute towards meetings being inquorate and important business not being dealt with within required timescales.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on equalities groups.

9. Consultation

- 9.1** Officers from the Council's Legal and Finance sections have been consulted on this report.

10. Strategic Assessment

- 10.1** The continuation of Council business and its representation on other organisations will contribute towards achieving the Council's five Strategic Priorities.

Peter Hessett
Strategic Lead - Regulatory
Date: June 2017

Person to Contact: Christine McCaffary, Senior Democratic Services Officer
Council Offices, Garshake Road, Dumbarton G82 3PU
Tel: 01389 737186 or christine.mccaffary@west-dunbarton.gov.uk

Appendices: Appendix: Vacancies Remaining on Committees and Other Bodies – June 2017

Background Papers: Report to Statutory Meeting of West Dunbartonshire Council – 17 May 2017 – Appointments to Council Committees and Other Bodies

Wards Affected: All wards

**VACANCIES REMAINING ON
COMMITTEES AND OTHER BODIES – JUNE 2017**

Committees	Agreed at Statutory Meeting on 17 May 2017	Positions remaining vacant as at 12 June 2017
Corporate Services Committee (12)	7 Administration 4 Opposition (Labour) 1 Opposition Other	1 Opposition (other)
Educational Services Committee (14)	8 Administration 4 Opposition (Labour) 2 Opposition (Other)	2 Opposition (other)
Infrastructure, Regeneration & Economic Development Cttee (12)	7 Administration 4 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)
Joint Consultative Forum (JCF) (7)	4 Administration 2 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)
Local Negotiating Committee for Teachers (LNCT) (4)	2 Administration 1 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)
Planning Committee (10)	6 Administration 3 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)
Recruitment & Individual Performance Management Committee (5)	3 Administration 1 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)
Council Working Groups		
Member/Officer Working Group on Equality and Diversity (6)	3 Administration 2 Opposition (Labour) 1 Opposition (Other)	1 Opposition (other)

Joint Boards/Committee and Strategic Partnerships	Allocation agreed at Statutory Meeting on 17 May 2017	Positions remaining vacant as at 12 June 2017
Clyde and Loch Lomond Joint Committee (CALL)	1 plus 1 substitute	1 Opposition (any) as sub
Community Planning West Dunbartonshire Management Board	3 plus 3 substitutes	1 Opposition (other) as sub
Dunbartonshire and Argyll & Bute Valuation Joint Board	5 plus 5 substitutes	1 Opposition (other) 1 Opposition (other) as sub
Dunbartonshire Educational Trust – Governors	3	1 Opposition (other)
Shared Services Joint Committee	3 positions have been filled, however a fourth nominee is now sought from Opposition (Other)	1 Opposition (other)
Outside Bodies		
Dunbartonshire Senior Citizens' Committee	Councillors from the former 'Burgh of Dumbarton' – 4 (up to 5 max)	1 Opposition (any)
Knowes Housing Associations (Management Committee)	1 plus 1 substitute	1 Opposition (any) – as sub
Strathclyde Concessionary Travel Scheme Joint Committee	1 plus 1 substitute	Sub
Strathclyde Partnership for Transport (SPT)	1 plus 1 substitute	Sub
West of Scotland Regional Equality Council	1 plus 1 substitute	1 Opposition (any) – as sub
Scottish National War Memorial	A request has been received from COSLA for a nominee to go forward for consideration as a trustee of SNWM. Successful nominees will be advised by SNWM in August 2017	1

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Regulatory

Meeting of West Dunbartonshire Council: 28 June 2017

**Subject: Communications, Museums and Cultural Development Committee
 – Proposed remit and revisions to Standing Orders**

1. Purpose

- 1.1** This report asks the Council to approve the proposed remit and delegated powers of the Communications, Museums and Cultural Development Committee and any subsequent changes required to be made to Standing Orders to reflect decisions taken at the statutory meeting of the Council held on 17 May 2017.

2. Recommendations

- 2.1** It is recommended that the Council:
- (a) approves the remit and delegated powers of the Communications, Museums and Cultural Development Committee, as detailed in the Appendix to this report; and
 - (b) notes that the Strategic Lead – Regulatory will revise Standing Orders to take account of any changes required following decisions taken at the statutory meeting of Council on 17 May 2017 and at this meeting.

3. Background

- 3.1** At its meeting on 17 May, the Council agreed to establish a Communications, Museums and Cultural Development Committee. As this is a new Committee, the Council is asked to approve its remit prior to its first meeting.
- 3.2** As many of the functions of the new Committee were previously delegated to other committees of the Council, the Council is asked to note that the Strategic Lead – Regulatory will revise Standing Orders to take into account these changes and any other changes arising from decisions taken by Council on 17 May and at this meeting.

4. Main Issues

- 4.1** It is important that Council approves the proposed remit and delegated powers of the Communications, Museums and Cultural Development Committee in order to ensure proper governance arrangements are in place prior to its first meeting.

- 4.2** It is proposed that the Committee should not have any specific powers to monitor capital and revenue budgets as it has responsibility for some functions of a service area and not a whole service area.

5. People Implications

- 5.1** A lead officer (Strategic Lead) and a Committee Clerk will be identified to support the operation of the new Committee. Other officers will be required to attend meetings of the new Committee as and when required depending on the business of each meeting. This additional workload will be met from within existing staffing resources.

6. Financial and Procurement Implications

- 6.1** The Committee will not have responsibility for monitoring service revenue and capital budgets but may be responsible for specific budgets as delegated by the Council.
- 6.2** Inevitably, the formation of an additional Committee will incur some additional expenditure in terms of printing costs and postage. It is difficult to estimate these additional costs with any great accuracy as much will depend of the average size of the agenda but any increase in cost will need to be met from within existing budgets.

7. Risk Analysis

- 7.1** In terms of good governance, it is important that all committees should have clearly defined remits and delegated powers. If the proposed remit and delegated powers are approved, there will be no risks arising from the formation of this new Committee.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Various officers, including Legal Services and Finance Services have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** This new committee will play a key role in promoting the work of the Council and the people of West Dunbartonshire both within and outwith the Council's area.

Peter Hessett
Strategic Lead - Regulatory
Date: 7 June 2017

Person to Contact: George Hawthorn, Manager of Administrative and Democratic Services, Council Offices, Garshake Road, Dumbarton. Telephone No. 01389-737204 or e-mail: george.hawthorn@west-dunbarton.gov.uk

Appendices: 1 – Proposed Remit of the Communications, Museums and Cultural Development Committee

Background Papers: None

Wards Affected: None

Communications, Museums and Cultural Development Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Communications, Museums and Cultural Development Committee is composed of 5 Elected Members.
- 1.2 The quorum of the Communications, Museums and Cultural Development Committee will be 3 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Committee will have the power to establish working groups to examine and report on specific issues.

2. Role and Remit

2.1 General

The purpose and remit of Communications, Museums and Cultural Development Committee is to direct and supervise the activities of the Council in respect of Communications, Museums and Cultural Development.

- 2.2 The Communications, Museums and Cultural Development Committee will undertake a number of general responsibilities. These include:-

- Ensuring that the Committee retains a primary focus on its responsibilities for delivering on the outcomes which are within its area of responsibility.
- Monitoring the work of the Committee and ensuring that the activities reported to the Committee are responsive to the needs of local people.
- Ensuring that the views of local people, staff and other stakeholders are sought on the development and delivery of services.
- Promoting Social Inclusion and Equalities.
- Promoting Health Improvement in all areas for which the committee has responsibility.
- Considering the findings and recommendations of any working groups relevant to the Committee's areas of activity.

2.3 Best Value

The Communications, Museums and Cultural Development Committee will monitor the implementation of Best Value and other continuous improvement initiatives within the scope of its remit.

2.4 Communications, Museums and Cultural Development

The Communications, Museums and Cultural Development Committee will develop and monitor the provision of the following services/functions:

- Museums
- Culture and Arts
- Cultural activities and council events, excluding civic events which are the responsibility of the Provost's Office.
- Town Twinning
- Corporate Communications
- Town Hall (excludes the main entrance at Dumbarton Road, main staircase and the entire first floor including the Provost's Rooms, Council Chambers and Member's accommodation).

2.5 Delegated Powers

The Communications, Museums and Cultural Development Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Regulatory

Council: 28 June 2017

Subject: Committee Timetable – August to December 2017

1. Purpose

- 1.1** To seek approval of a committee timetable for the period from August to December 2017.

2. Recommendation

- 2.1** It is recommended that Council agrees to approve the committee timetable attached as an Appendix to this report.

3. Background

- 3.1** A timetable covering the period following the Local Government Elections on 4 May 2017 to the start of the summer recess, namely 17 May 2017 to 28 June 2017, was agreed by Council at its meeting on 22 February 2017

4. Main Issues

- 4.1** It is important that a committee timetable is approved in advance as it ensures there is continuity of Council business and allows officers to plan ahead.
- 4.2** There are a number of newly elected members and it is therefore proposed to set a committee timetable from August to December 2017 to allow them time to familiarise themselves with Council and committee processes.
- 4.3** However, due to the importance it is proposed that a date for the budget setting meeting be approved as 21 February 2018 at this time.
- 4.4** A further report will be submitted to a future meeting of Council with a proposed timetable from January 2018 onwards.
- 4.3** It is envisaged that the existing practice of venues alternating between Clydebank and Dumbarton will continue.
- 4.6** It is suggested that the Joint Consultative Forum (JCF) and Local Negotiating Committee for Teachers (LNCT) continue to meet on a quarterly basis and set their own dates providing the proposed dates do not clash with other Council/committee meetings.

- 4.6 The Licensing Committee currently meets 6 times a year in order to ensure that applications are considered timeously and it is proposed that this continues.
- 4.7 It is proposed that the Planning Committee and Appeals Committee continue to meet on a monthly basis due to the nature of their remit.
- 4.8 Historically meetings of the Tendering Committee have been short and it is therefore proposed that they be scheduled to meet immediately before the monthly meetings of Planning. If there is no business for the monthly Tendering Committee to consider then it would be cancelled, as is the current practice with the Appeals Committee.
- 4.9 It is proposed that the first meeting of the newly formed Communications, Museums & Cultural Development Committee will be 13 September 2017.

5. People Implications

- 5.1 There are no people implications.

6. Financial Implications

- 6.1 Inevitably, the formation of a new committee will incur some additional expenditure in terms of printing and delivery costs. It is difficult to estimate these additional costs with any great accuracy as much will depend on the average size of the agenda, but any increase will require to be met from within existing budgets.

7. Risk Analysis

- 7.1 If the Council fails to put in place a timetable of meetings beyond June 2017 then all matters requiring Council/committee decision will need to be submitted to special meetings of Council. Given that a full Council meeting would not be a suitable forum to consider regulatory matters such as planning and licensing, it is recommended that Council approves the proposed dates detailed in the Appendix, or agrees alternatives.

8. Equalities Impact Assessment (EIA)

There is no impact on equalities groups.

9. Consultation

- 9.1 Officers from the Council's Legal and Finance sections have been consulted on this report.

10. Strategic Assessment

- 10.1** The continuation of Council business will contribute towards the Council's five Strategic Priorities.

Peter Hesse
Strategic Lead - Regulatory
Date: June 2017

Person to Contact: Christine McCaffary, Senior Democratic Services Officer,
Council Offices, Garshake Road, Dumbarton.
Telephone No. 01389-737186 or
e-mail: christine.mccaffary@west-dunbarton.gov.uk

Appendix: Proposed Committee timetable from August 2017 to
December 2017

Background Papers: None

Wards Affected: All wards

COMMITTEE TIMETABLE – AUGUST to DECEMBER 2017

MONTH/YEAR	DAY	DATE	TIME	MEETING
August 2017	Wednesday	2 nd	10 am	Planning Committee
	Wednesday	9 th	10 am	Housing & Communities Committee
			2 pm	Community Alliance
	Wednesday	16 th	10am	Infrastructure, Regeneration & Economic Development Committee
			2 pm	Licensing Committee
	Wednesday	23 rd	10 am	Corporate Services Committee
			2 pm	WD Health & Social Care Partnership Board ^(note 1)
	Thursday	24 th	9.30 am	Appeals Committee
	Wednesday	30 th	5 pm	West Dunbartonshire Council
September 2017	Tuesday	5 th	2 pm	Local Negotiating Committee for Teachers (LNCT) ^(note 1)
	Wednesday	6 th	10 am	Planning Committee
			2 pm	Educational Services Committee
	Wednesday	13 th	10 am	Communications, Museums & Cultural Development Committee
	Thursday	14 th	2 pm	Joint Consultative Forum ^(note 2)
	Tuesday	19 th	10 am	Licensing Board ^(note 1)
	Wednesday	20 th	10 am	Community Planning West Dunbartonshire Management Board ^(note 2)
			2 pm	WD Health & Social Care Partnership Board – Audit Committee ^(note 2)
	Wednesday	27 th	10 am	Audit & Performance Review Committee
	Thursday	28 th	9.30 am	Appeals Committee
October 2017	Wednesday	4 th	10 am	Planning Committee
	Wednesday	11 th	10 am	Licensing Committee
	Wednesday	18 th		RECESS
	Wednesday	25 th	5 pm	West Dunbartonshire Council
	Thursday	26 th	9.30 am	Appeals Committee
November 2017	Wednesday	1 st	10 am	Housing & Communities Committee
	Wednesday	8 th	2 pm	Community Alliance
	Wednesday	15 th	10 am	Planning Committee
	Wednesday	22 nd	10 am	Infrastructure, Regeneration & Economic Development Committee
			2 pm	WD Health & Social Care Partnership Board ^(note 1)
	Wednesday	29 th	2 pm	Corporate Services Committee

	Thursday	30 th	9.30 am	Appeals Committee
December 2017	Tuesday	5 th	2 pm	Local Negotiating Committee for Teachers (LNCT) ^(note 2)
	Wednesday	6 th	10 am	Licensing Committee
			2 pm	Educational Services Committee
	Thursday	7 th	2 pm	Joint Consultative Forum (JCF) ^(note 2)
	Tuesday	12 th	10 am	Licensing Board ^(note 1)
	Wednesday	13 th	10 am	Audit & Performance Review Committee
			2pm	WD Health & Social Care Partnership Board – Audit Committee ^(note 2)
	Wednesday	20 th	10 am	Planning Committee
			5 pm	West Dunbartonshire Council
February 2018	Wednesday	21 st	5 pm	West Dunbartonshire Council (budget setting)

^(note 1) - These committees agree their own meeting timetable. These dates have already been agreed.

^(note 2) - These committees agree their own meeting timetable. Dates given above are suggestions only.

CALENDAR OF DATES – August to December 2017

<u>Appeals Committee</u> 24 August 2017 28 September 2017 26 October 2017 30 November 2017	<u>Audit & Performance Review Committee</u> 27 September 2017 13 December 2017	<u>Communications, Museums & Cultural Development Committee</u> 13 September 2017	<u>Community Alliance</u> 9 August 2017 8 November 2017	<u>Community Planning West Dunbartonshire</u> 20 September 2017	<u>Corporate Services Committee</u> 23 August 2017 29 November 2017
<u>Educational Services Committee</u> 6 September 2017 6 December 2017	<u>Housing & Communities Committee</u> 9 August 2017 1 November 2017	<u>Infrastructure, Regeneration & Economic Development Committee</u> 16 August 2017 22 November 2017	<u>Joint Consultative Forum</u> 14 September 2017 7 December 2017	<u>Licensing Board</u> 19 September 2017* 12 December 2017*	<u>Licensing Committee</u> 16 August 2017 11 October 2017 6 December 2017
<u>Local Negotiating Committee for Teachers</u> 5 September 2017 5 December 2017	<u>Planning Committee</u> 2 August 2017 6 September 2017 4 October 2017 15 November 2017 20 December 2017 Tendering will meet immediately before (when required)	<u>West Dunbartonshire Health & Social Care Partnership Board</u> 23 August 2017* 22 November 2017*	<u>West Dunbartonshire Health & Social Care Partnership – Audit Committee</u> 20 September 2017 13 December 2017	<u>West Dunbartonshire Council</u> 30 August 2017 25 October 2017 20 December 2017 21 Feb 2018 (budget)	

* dates already agreed

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead People and Technology

Council: 28th June 2017

Subject: Elected Member Development Programme 2017/18

1. Purpose

- 1.1** To secure Council agreement to the proposed format for the Elected Member Development programme for the term 2017/18.

2. Recommendations

- 2.1** Council is asked to:
- agree the proposed format for Elected Member Development programme for the term 2017/18.

3. Background

- 3.1** The annual Elected Member Development programme provides the dual benefit of supporting positive engagement with members on a broad range of topical issues, helping to shape the Council's future plans, and enables a collaborative learning forum to support personal development.
- 3.2** The Audit Scotland report '*An overview of local government in Scotland 2016*' findings reported that '*Councillors must develop their skills and knowledge as their role becomes more complex and demanding*'. The Elected Members Development Programme fully supports this and it is recognised within the report as being '*very important in helping them fulfil their role and responsibilities in an increasingly complex and challenging environment*'.
- 3.3** Feedback received from Elected Members through evaluation of the seminars, the Personal Development Planning process, and Exit Interviews reinforces the benefit that members receive from the seminars.
- 3.4** The programme runs from August until the following summer recess and is open to all members. Copies of all presentations and supporting information will be available via the Elected Members Library on the intranet following the seminar.
- 3.5** Last year's Elected Members' Development Programme consisted of 8 seminars with an average attendance of 7 members at each, covering a wide range of topics from across all council services.

4. Main Issues

Framework

4.1 The Framework for creating the Development programme takes into consideration a number of factors including:

- *Committee timetable* – seminars will be scheduled to align with committees to maximise Elected Members on-site time. As an example, if a committee is scheduled on a morning or afternoon, a seminar may be arranged to run over lunchtime.
- *Specific seminar day* – all seminars are scheduled on Wednesdays, mainly over lunchtime. This format has worked well due to use as a committee day and the draft programme has continued this format.
- *Co-ordinating diaries* – Seminars are facilitated by senior officers, Strategic leads/Heads of Service and occasionally external facilitators (for example, Improvement Service), and attended by the Chief Executive and Strategic Directors;
- *Improvement Service Seminars* – the Improvement Service also run Seminars for Elected Members and these dates are avoided to ensure that members who wish to attend these sessions are free to do so. These dates will also be presented in the Seminar programme.
- *Venue availability* – All seminars will take place in the Committee Rooms at Garshake Road, Dumbarton or Council Chambers, Clydebank Town Hall.
- *Holiday calendars* – all school holidays and all public holidays will be avoided to ensure maximum attendance.
- *Topics* – topics for seminars are put forward by senior officers, Strategic Leads and any specifically requested by Elected Members.

2017/18 Development Programme

4.2 A number of topics have already been scheduled on the 2017/18 programme and a draft programme is available at Appendix 1. Dates will be added once the programme of Committee and Council meeting dates has been agreed. Further topics will be incorporated as requests are received from officers and Elected Members.

4.3 A final programme will be circulated to all Elected Members ahead of the start of the Development Programme, towards the end of the summer recess period.

5. People Implications

5.1 The Development programme is a positive way of enabling member development on key strategic matters of the council.

6. Financial and Procurement Implications

6.1 The majority of the programme is delivered internally or via the Improvement Service to minimise costs. Any external development required will be sourced following Procurement procedures and within existing resources.

7. Risk Analysis

- 7.1** Engagement with Elected Members through the Development programme is an opportunity to create clear communication channels which enable a strong platform on which to build positive relationships supporting key strategic aims and priorities.

8. Equalities Impact Assessment (EIA)

- 8.1** An EIA is not required.

9. Consultation

- 9.1** Consultation with Senior Officers on the content of the programme is ongoing.

11. Strategic Assessment

- 11.1** The continuation of the Elected Members Development programme for 2017/18 will assist Members to receive targeted, key information, have focused discussions with officers, and expand their knowledge in relation to areas affecting the Council's strategic priorities.

Victoria Rogers

Strategic Lead People and Technology

Date: 2nd June 2017

Person to Contact:	Alison McBride Manager of Organisational Development & Change alison.mcbride2@west-dunbarton.gov.uk Telephone: 01389 736997 Lorraine Mair OD & Change Lead lorraine.mair@west-dunbarton.gov.uk Telephone: 01389 737520
Appendices:	Appendix 1 – Elected Member Development Programme 2017/18 - Draft
Background Papers:	N/A
Wards Affected:	N/A

ELECTED MEMBER DEVELOPMENT PROGRAMME 2017/18

Improvement Service Seminars* – Dates selected for West Dunbartonshire Elected Members based on proximity of location – other dates are available at alternative locations. Full details of all sessions are available on the [Improvement Service Website](#). You must pre-register for all sessions to secure your place, details are on the website. If you require any assistance please contact organisational.development@west-dunbarton.gov.uk

	SESSION DATE	PROGRAMME	STRATEGIC LEAD	PRESENTER
AUGUST	Friday 18th August 2017 10:30 – 15:30 Glasgow City Council City Chambers George Square Glasgow G2 1DU	<u>Improvement Service Elected Member Seminar*</u> <ul style="list-style-type: none"> Personal Media Management Skills This workshop aims to develop elected members in interview techniques, handling a media crisis and developing their media relations YOU MUST <u>REGISTER ONLINE</u> TO ATTEND THIS SESSION	Improvement Service	Bill McFarlan Pink Elephant Communications
SEPTEMBER	Friday 15th September 2017 10:00 – 13:00 North Ayrshire Council Greenwood Conference Centre, Greenwood Gate Dreghorn KA11 4GZ	<u>Improvement Service Elected Member Seminar*</u> <ul style="list-style-type: none"> Social Media Fundamentals for Elected Members This half day workshop will give you an understanding of how Social Media can help you get your job done as an elected member. You will come away with an understanding of which channels are key to your online presence and simple content planning techniques YOU MUST <u>REGISTER ONLINE</u> TO ATTEND THIS SESSION	Improvement Service	Ross McCulloch Third Sector Lab
	Tuesday 26th September 10:00 – 13:00 East Renfrewshire Council Rouken Glen Road Giffnock G46 6UG	<u>Improvement Service Elected Member Seminar*</u> <ul style="list-style-type: none"> Participatory Budgeting Participatory Budgeting is more than asking people what they think. It's a new form of democracy that brings fresh perspectives. The masterclass will explore how Participatory Budgeting can enhance elected members' role as community leaders. Key themes such as democratic engagement, community empowerment, public service reform and community capacity building will be covered in a highly discursive session. 	Improvement Service	PB Partners

ELECTED MEMBER DEVELOPMENT PROGRAMME 2017/18

		YOU MUST REGISTER ONLINE TO ATTEND THIS SESSION		
OCTOBER	Tuesday 10th October 2017 10:00 – 13:00 Stirling Council Headquarters 14-20 Pitt Street Stirling FK8 2ET	<p>Improvement Service Elected Member Seminar*</p> <ul style="list-style-type: none"> Personal Resilience This workshop will introduce you to personal resilience and explore why it is a crucial relational skill for elected members to have. The workshop will help you to assess and understand your current resilience and raise your awareness of the main causes of resilience breakdown. <p>YOU MUST REGISTER ONLINE TO ATTEND THIS SESSION</p>	Improvement Service	Dot McLaughlin Improvement Service
NOVEMBER	Tuesday 2nd November 2017 10:00 – 13:00 West Lothian Council Civic Centre Howden South Road Livingston EH54 6FF	<p>Improvement Service Elected Member Seminar*</p> <ul style="list-style-type: none"> Inclusive Communication This workshop will allow you to learn about the legal, business and human cases for inclusive communication related to the various roles you have as elected member of a Scottish local authority. It will allow an exploration of practical tips on making environments and information more accessible as well as top tips on being a good communication partner to people with hearing and / or visual impairments, autism and learning difficulties. <p>YOU MUST REGISTER ONLINE TO ATTEND THIS SESSION</p>	Improvement Service	Sense Scotland
	Tuesday 14th November 2017 10:00 – 13:00 City of Edinburgh Council City Chambers 253 High Street Edinburgh EH1 1YJ	<p>Improvement Service Elected Member Seminar*</p> <ul style="list-style-type: none"> Speech Writing This workshop will cover the essential theory behind speechwriting, explore how we can use rhetoric to write powerful and compelling speeches, use examples of best practice and offer practical tips.. <p>YOU MUST REGISTER ONLINE TO ATTEND THIS SESSION</p>	Improvement Service	Guy Doza

ELECTED MEMBER DEVELOPMENT PROGRAMME 2017/18

Topics Suggested, dates to be arranged *(sorted in order of Strategic Lead/Head of Service)*

	SESSION DATE	PROGRAMME	STRATEGIC LEAD/ HEAD OF SERVICE	PRESENTER
	TBC	Potential COSLA convention event		
	TBC	The Changing Landscape for Community Planning and Engagement and The Local Police Plan	Malcolm Bennie	Amanda Coulthard
	TBC	HSCP – New Care Home, Homecare,	Chris McNeill	
	TBC	The Children's Services Agenda	Jackie Irvine	
	TBC	Regeneration	Jim McAloon	
	TBC	Developing and Managing our Assets; Improving our Schools	Jim McAloon/ Laura Mason	
	TBC	HSCP – Mental Health; Learning Disability and Addictions	Julie Lusk	
	TBC	Raising Attainment and Achievement part 1	Laura Mason	
	TBC	Raising Attainment and Achievement part 2/Early Years	Laura Mason	
	TBC	Development session: Using Social Media	Malcom Bennie	Improvement Service
	TBC	Employability	Peter Barry	
	TBC	Equality Impact Assessment training for Decision Makers	Malcolm Bennie	Ricardo Rea

ELECTED MEMBER DEVELOPMENT PROGRAMME 2017/18

	TBC	Safeguarding our Environment	Ronnie Dinnie/Jim McAloon	
	TBC	HSCP - Strategy and Policy, Quality Improvement	Soumen Sengupta	
	TBC	Treasury information session	Stephen West	Gillian McNeilly
	TBC	Procurement information session	Stephen West	Annabel Travers
	TBC	Exchequer information session	Stephen West	
	TBC	Seminar - Our Financial Strategy	Stephen West	
	TBC	Role of Audit Scotland/ Internal and Audit Scotland	Stephen West	CHislop@audit-scotland.gov.uk Colin McDougall
	TBC	Accounts Commission Report: How Councils Work – Follow up messages for Councils: Roles& Working Relationships in Councils: Are you still getting it right?	Stephen West	
	TBC	Accounts Commission Report: Local Government in Scotland Financial Overview 2015/16	Stephen West	
	TBC	Organisational Resilience – responding to change and disruption	Victoria Rogers	CCS
	TBC	Recruitment & Individual Performance Committee	Victoria Rogers	