

# Agenda



## Meeting of West Dunbartonshire Council

**Date:** Wednesday, 20 December 2017

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**Time:** 17:00

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**Venue:** Council Chambers,  
Council Offices, Garshake Road, Dumbarton

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**Contact:** Craig Stewart  
Tel: 01389 737251– [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

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: 7 December 2017

**WEST DUNBARTONSHIRE COUNCIL**

**WEDNESDAY, 20 DECEMBER 2017**

**AGENDA**

**1 APOLOGIES**

**2 MINUTE OF SILENCE**

The Council is asked to observe a minute's silence as a mark of respect for the loss of 3 crew members of the Flying Phantom tug boat which sank in the River Clyde on 19 December 2007, and for the loss of 3 family members from Dumbarton in the Glasgow bin lorry accident on 22 December 2014.

**3 DECLARATIONS OF INTEREST**

**4 MINUTES OF PREVIOUS MEETING**

**7 - 46**

Submit for approval as a correct record, the Minutes of meeting of West Dunbartonshire Council held on 25 October and reconvened on 30 October 2017.

**5 OPEN FORUM**

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

**6 REQUEST FOR DEPUTATION**

**Joint Trade Unions – Anti Austerity Campaign and Budget Cuts**

In accordance with Standing Order 18 the Council is asked to consider whether or not it wishes to receive a deputation from the joint Trade Unions in connection with the above.

**7 GLASGOW CITY REGION CITY DEAL – UPDATE**

**To Follow**

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

- 8 ENDING PERIOD POVERTY PROPOSAL 47 – 52**
- Submit report by the Strategic Director – Regeneration, Environment & Growth providing an estimated costed proposal for the Council to implement the provision of free sanitary products for female school pupils across West Dunbartonshire Council (aged 8 and over).
- 9 GENERAL SERVICES – BUDGETARY CONTROL REPORT 53 - 94  
TO 31 OCTOBER 2017 (PERIOD 7)**
- Submit report by the Strategic Lead – Resources on the progress of both the General Services revenue budget 2017/18 and the approved capital programme for the period 30 31 October 2017.
- 10 HOUSING REVENUE ACCOUNT – BUDGETARY CONTROL 95 - 110  
REPORT TO 31 OCTOBER 2017 (PERIOD 7)**
- Submit report by the Strategic Lead – Housing and Employability providing an update on the financial performance of the HRA revenue and capital budgets.
- 11 GENERAL SERVICES BUDGET PREPARATION 111 - 126  
2018/19 TO 2020/21 – BUDGET UPDATE**
- Submit report by the Strategic Lead – Resources on the above.
- 12 SHARED SERVICES – ROADS AND TRANSPORTATION To Follow**
- Submit report by the Strategic Director – Regeneration, Environment & Growth on the above.
- 13 CONSTRUCTION CHARTER 127 - 134**
- Submit report by Strategic Lead – People and Technology seeking Council endorsement for the Construction Charter.
- 14 UPDATE ON AUTOMATIC EXTERNAL DEFIBRILLATORS 135 - 144  
(AED) CAMPAIGN**
- Submit report by the Strategic Lead – People and Technology providing a response to the motion submitted by Councillor McNair (and agreed addendum by Councillor Lennie) agreed at Council in August 2017.

## 15 NOTICES OF MOTION

### (a) Motion by Councillor David McBride – Changes to Standing Orders

Council agrees that Standing Order 18(b) be amended by the removal of the stipulation that deputations under that standing order by tenants and residents groups require the agreement of the Convener of the West Dunbartonshire Tenants' & Residents' Organisation.

**Note: Suspension of Standing Orders will be required to allow consideration of this item.**

### (b) Motion by Councillor Jim Bollan – Zero Hour Contracts / Sessional / Casual / Temporary Workers

Council agrees that it is desirable to afford all workers engaged by WDC including those on Zero Hour Contracts/Sessional/Casual/Temporary who have worked for at least 4 weeks for the Council, full rights regarding terms and conditions, on a pro rata basis in so far as the law allows and instructs senior officers to bring a report to Council detailing the financial implications were Council to agree to extend full employment rights to these employees.

In addition Council agrees that these employees will have access to a grievance procedure and instructs the Strategic Lead – People and Technology to amend the grievance procedure to allow for such grievances including appeal rights, the revised procedure to be brought to a subsequent Corporate Services Committee.

This motion covers Council workers with the Health & Community Care Partnership (HCCP) and workers with West Dunbartonshire Leisure Trust and the Council encourages the HCCP to adopt the same practice for all workers engaged by them.

### (c) Motion by Councillor John Mooney – Neighbourhood Networks

Council commends the positive impact that Neighbourhood Networks has on our Social Work Service and our communities.

Neighbourhood Networks have been developing **peer support networks** for people with **learning disabilities, including autism spectrum disorders**, and **mental health issues** for over 7 years in West Dunbartonshire. They recruit local community living workers to work with groups of people living in Clydebank, Dumbarton and across the Local Authority. They also operate in a number of other local authorities. Their purpose is to fully develop the capacity of individuals and the networks as a whole to support people to be as independent as possible, make a positive contribution to their communities, and to **reduce the need for more formal paid support**.

Each network, at a cost of £35k/annum to the Council, reduces demand on our services by up to £125k/annum. **Therefore, there is a considerable cost saving overall of up to £90k/annum/network.**

**Accordingly, Council commends Neighbourhood Networks and expresses its commitment to Neighbourhood Networks going forward.**

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## WEST DUNBARTONSHIRE COUNCIL

At the Meeting of West Dunbartonshire Council held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 25 October 2017 at 5.09 p.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bollan, Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, 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; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Richard Cairns, Strategic Director – Regeneration, Environment & Growth; Beth Culshaw, Chief Officer, West Dunbartonshire Health & Social Care Partnership; Peter Hessett, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Victoria Rogers, Strategic Lead – People & Technology; Laura Mason, Chief Education Officer; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood; Jim McAloon, Strategic Lead – Regeneration; and Christine McCaffary, Senior Democratic Services Officer.

**Provost William Hendrie in the Chair**

### URGENT ITEMS OF BUSINESS UNIVERSAL CREDIT

Provost Hendrie informed the Council that, in terms of Standing Order 7, he had received a request from Councillor McColl for an emergency motion on the above to be considered. In view of the urgency he agreed that the matter would be dealt with at the end of the business on the agenda.

The Provost also advised of a correction to the agenda, in that Item 20(g) had been submitted by Councillor Diane Docherty.

## **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of meeting of West Dunbartonshire Council held on 30 August 2017 were submitted and approved as a correct record.

## **MINUTES OF MEETINGS OF AUDIT & PERFORMANCE REVIEW COMMITTEE**

The following Minutes of meetings of the Audit & Performance Review Committee were submitted for information and ratification where necessary:-

- (a) 21 June 2017; and
- (b) 27 September 2017

## **SUSPENSION OF STANDING ORDERS**

Provost Hendrie advised that suspension of Standing Order 19 was required to allow consideration of the next item of business.

Councillor Rooney, seconded by Councillor McBride moved that Council not suspend the standing order.

As an amendment Councillor McColl, seconded by Councillor Finn moved that the standing order be suspended.

On a vote being taken 14 Members voted for the amendment and 8 for the motion.

In terms of Standing Order 27, and two thirds of Members present and voting having not been achieved Standing Order 19 was not suspended.

## **EXCERPT MINUTE OF MEETING OF COMMUNICATIONS, MUSEUMS & CULTURAL DEVELOPMENT COMMITTEE**

With reference to the meeting of the Communications, Museums & Cultural Development Committee held on 13 September 2017, an excerpt minute was submitted and noted.



**OPEN FORUM**  
**EDWARD GRANT – CHALMERS STREET BUS STANCE**

Provost Hendrie advised that an Open Forum question had been received from Mr Edward Grant in connection with the Chalmers Street Bus Stance.

Mr Grant read out his question:-

Question

I submitted an Open Forum question to Council in August 2016 and thereafter received a follow-up letter from Councillor Patrick McGlinchey (copy letter attached).

Can I now be provided with the latest information/progress on these issues?

Councillor McLaren provided the following response:-

Firstly, I'd like to thank Mr Grant for taking the time to come here today to ask this important question.

I'm pleased to inform Mr Grant that since he raised the issue in August 2016, the Council has carried out regular patrols of bus termini, taxi ranks and school gates, and officers commit one day per week to these patrols.

So far this year, the Chalmers Street/Alexander Street area has been visited ten times by officers carrying out vehicle idling checks.

On two occasions buses were found to be idling, and drivers complied with requests made by officers to switch off their engines, so no fixed penalty notices were required to be issued. On the last three occasions no vehicles were found to be idling.

Officers will continue to perform these checks throughout West Dunbartonshire, as well as work in partnership with all relevant stakeholders to improve compliance with the legislation.

As a supplementary question, Mr Grant asked about a bus waiting area and the enforcement of waiting on double yellow lines.

Councillor McLaren advised that Mr Grant would receive a written response to his supplementary question in due course.

The Provost thanked Mr Grant for attending.

## **GLASGOW CITY REGION CITY DEAL – UPDATE**

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

After discussion and having heard officers in answer to Members' questions, the Council agreed:-

- (1) to note the progress of the Glasgow City Region City Deal; and
- (2) to note progress with the Council's project for the Exxon site.

### **OFFICE RATIONALISATION PROJECT – ALEXANDRIA SOCIAL WORK OFFICE**

A report was submitted by the Head of Children's Health, Care and Criminal Justice Services on the process and feedback of consultation undertaken on the Office Rationalisation Project – Alexandria Social Work Office.

Councillor McNair, seconded by Bailie Agnew moved:-

This Council notes the feedback from the consultation process carried out by officers relating to the delivery of Under 12 Social Work Services, based at the Church Street Office in Alexandria.

Council reaffirms the original proposal as part of the Office Rationalisation Programme to close the Church Street Offices.

Council agrees that the accommodation being provided to the Children & Families team in the Vale of Leven Health Centre will provide family friendly space that affords the appropriate level of privacy for contact time and other meetings.

Furthermore, we note that there is plenty of space in the Vale of Leven Health Centre for staff to work with suitable privacy in between client appointments with no need for staff to relocate themselves to another venue.

Council notes that the One Stop Shop in Alexandria is completely unsuitable, and therefore shall be removed as a suggested contact space.

Council also notes the action that has already been taken to upgrade the the offices at Aurora House with suitable soundproofing.

Council agrees that Social Work services should be exempt from the corporate decor policy, and that a more family friendly environment will be created at Aurora House.

As an amendment Councillor Rooney, seconded by Councillor Bollan moved:-

We retain the Alexandria Social Work Offices. We recruit the five additional social work officers in order to ensure a safe and consistent service; and the funding comes from reserves or in year underspend as required.

On a vote being taken, 10 Members voted for the amendment and 12 for the motion, which was accordingly carried.

### **AUDITED ANNUAL ACCOUNTS 2016/17 – ANNUAL AUDIT REPORT TO MEMBERS AND CONTROLLER OF AUDIT**

A report was submitted by the Strategic Lead – Resources presenting the Audited Annual Accounts 2016/17 – Annual Audit Report to Members and Controller of Audit.

Councillor McColl, seconded by Bailie Agnew moved:-

That the Council agree:-

- (1) to note the contents of the report;
- (2) to note that the Audit and Performance Review Committee on 27 September 2017 approved the audited Annual Accounts 2016/17 of both the Council and the Charities, as delegated by Council on 28 June 2017; and
- (3) to note the findings of the audits as detailed in Audit Scotland's reports dated 27 September 2017, which were also presented to the Audit and Performance Review Committee on 27 September 2017.

As an amendment Councillor Rooney, seconded by Councillor Mooney moved:-

Council thanks officers for all the work involved in auditing the Council Accounts for 2016/17.

Council agrees the recommendations at 2.1 of the report.

This Council notes the Unqualified, clean set of audited accounts for 2016/2017.

Council also notes the General Fund Free Reserves were at £5.063m compared to a prudential target of £4.104m, which meant that we ended with £960,000 of free reserves.

Council also notes that £1.972m of provision for Voluntary Early Release / Voluntary Severance has moved from being a provision to an earmarked

balance. This will be available to fund transformational change over future years.

The total General reserves increased by an extra £2.46m in 2016/17 from £10.665m to £13.118m.

The Earmarked reserves increased from £6.083m to £8.055m by 31<sup>st</sup> March 2017.

The External Audit opinion was that WDC demonstrated effective financial management.

The External Audit opinion was that WDC financial position is sustainable but challenging.

The Audit report highlighted that Capital slippage and capital plan management continued to be an area for improvement.

The Audit report also highlighted the level of borrowing as a risk compared to other Councils, recognising that not all Councils have HRA and PPP debts.

Council notes that the tenants fund the HRA debt and the Scottish Government (Scottish Taxpayers) fund the PPP debt by £7.257m per year. When the Housing debt and PPP are separated out then WDC General Fund debt is the 9<sup>th</sup> lowest in Scotland.

Councillor McColl advised that he was happy to agree the content of Councillor Rooney's amendment. Having heard the Strategic Lead – Regulatory advise that Councillor McColl's motion had already been seconded, Council agreed to it being withdrawn in accordance with Standing Order 22.

Councillor Rooney's amendment therefore became the motion which was then agreed by Council.

## **ADJOURNMENT**

Following a request from Councillor O'Neill the Provost agreed to an adjournment of 5 minutes.

The meeting reconvened at 6.56 p.m. with all those Members noted in the sederunt present.

## **GENERAL SERVICES – BUDGETARY CONTROL REPORT - PERIOD 6**

A report was submitted by the Strategic Lead – Resources on the progress of both the General Services revenue budget and the approved capital programme.

After discussion and having heard officers in answer to Members' questions, the Council agreed:-

- (1) note that the revenue account currently shows a projected annual favourable variance of £0.102m (0.05% of the total budget);
- (2) note that the capital account shows a projected annual favourable variance of £31.869m (33.97% of the budget) and a projected project life favourable variance of £0.680m (0.40% of project life budget);
- (3) to approve the capital virement request as noted in Appendix 9 of the report; and
- (4) to approve the capital virement request as detailed within para 3.4 and further explained in para 4.10 of the report – to transfer £0.064m from Aids & Adaptations budget to the Replace Elderly Care Homes and Day Care budget.

#### **HOUSING REVENUE ACCOUNT – BUDGETARY CONTROL REPORT – PERIOD 6**

A report was submitted by the Strategic Director – Regeneration, Environment & Growth providing an update on the financial performance of the HRA revenue and capital budgets.

After discussion and having heard the Strategic Lead – Housing & Employability in answer to Members' questions, the Council agreed:-

- (1) to note the projected favourable revenue variance of £0.253m (0.6%); and
- (2) to note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £8.718m (28.5%), of which £6.180m (20.2%) relates to project re-phasing and an in-year underspend of £2.538m (8.3%).

#### **TREASURY MANAGEMENT MID-YEAR REPORT 2017/18**

A report was submitted by the Strategic Lead – Resources providing Members with an update on treasury management during the first half of 2017/18.

The Council agreed:-

- (1) to note the treasury management stewardship information within the report;
- (2) to approve the 2017/18 revised estimates of treasury and prudential indicators as advised within the report (Tables A, B, C, D, E, F, H, M and N);

- (3) to approve the policy on the Statutory Repayment of loans fund advances detailed within paragraph 2.5 of the report;
- (4) to approve the policy statement on Ethical Investment detailed within section 6.4.1 of the report; and
- (5) that a copy of the report be remitted to the Audit and Performance Review Committee to ensure further scrutiny takes place.

## **LONG TERM FINANCE STRATEGY UPDATE AND BUDGETARY POSITION UPDATE**

A report was submitted by the Strategic Lead – Resources providing an update of the Council's Long Term Finance Strategy, together with information on the estimates process for the General Fund and the Housing Revenue Account (HRA).

The Council agreed:-

- (1) to note the updated strategy has developed estimates of the Council's funding position to 2020/21 and identifies cumulative anticipated revenue funding gaps within General Services of £3.375m for 2018/19; £8.378m for 2019/20; and £14.254m for 2020/21;
- (2) to note the position regarding the HRA projections to 2020/21;
- (3) to note the extension of the funding projection to a 10 year estimate to 2027/28 in line with recommendations from the Council's external auditors and the projections therein;
- (4) to approve the long term financial strategy, as attached as Appendix 1 to the report, including:
  - (a) noting the assumption of a Council Tax increase for 2018/19 onwards of 3% as described in 4.6 of the strategy; and
  - (b) the inflationary uplift for 2018/19 onwards as described in 4.12 of the report;
- (5) to note the projected position for 2017/18 (the current year), which shows the general fund anticipated to be close to break-even;
- (6) to note the projected year-end position regarding reserves and provisions;
- (7) to note that the Corporate Management Team are in the process of generating savings options which will be reported to Council in December 2017;
- (8) to note the plans to engage with the public during January 2018;

- (9) to note the current position regarding the long term capital plan; and
- (10) to note that this projected position is subject to amendment as assumptions continue to be clarified and revised between now and the Council meeting in February 2018.

### **STRATEGIC PLAN 2017 - 2022**

A report was submitted by the Strategic Lead – Communications, Culture and Communities presenting the Council’s Strategic Plan for 2017-2022.

### **SUSPENSION OF STANDING ORDERS**

At this point Bailie Agnew, seconded by Councillor O’Neill moved the suspension of Standing Order 6(c) in order to allow the remaining business on the agenda to be considered beyond 8.30 p.m.

As an amendment Councillor McColl, seconded by Councillor Dickson moved not to suspend Standing Order 6(c).

At the request of Councillor O’Neill, the Council agreed to proceed by way of a roll call vote.

On a vote being taken 10 Members, namely Provost Hendrie and Councillors Brown, Conaghan, Dickson, Docherty, Finn, Caroline McAllister, McColl, McLaren and McNair voted for the amendment and 12 Members for the motion, namely Bailie Agnew and Councillors Bollan, Casey, Lennie, Douglas McAllister, McBride, Millar, Mooney, O’Neill, Page, Rooney and Walker.

In terms of Standing Order 27 and two thirds of Members present and voting not having been achieved Standing Order 6(c) was not suspended.

Accordingly, the Strategic Lead – Regulatory confirmed that no new items of business would be introduced beyond 8.30 p.m. and that the Provost would reconvene the meeting within 14 days.

The Council then proceeded to agree the Strategic Plan, including the supporting performance framework.

### **CHIEF SOCIAL WORK OFFICER’S ANNUAL REPORT 1 APRIL 2016 TO 31 MARCH 2017**

A report was submitted presenting (i) West Dunbartonshire’s Chief Social Work Officer’s Annual Report for the period 1 April 2016 to 31 March 2017 and (ii)

providing information requested by Council at its meeting on 28 June 2017 on the rise in child concern and child protection referrals.

After discussion and having heard the Chief Social Work Officer in further explanation of the report and in answer to Members' questions, the Council agreed:-

- (1) to note the contents of the report and associated appendices; and
- (2) to note that the Chief Social Work Officer (CSWO) will make the report widely available within the Health & Social Care Partnership, West Dunbartonshire Council and externally as appropriate to the Scottish Government.

The meeting closed at 8.36 p.m.

DRAFT



At the Reconvened Meeting of West Dunbartonshire Council held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on 30 October 2017 at 10.00 a.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bolla, Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Daniel Lennie, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar, John Mooney, Lawrence O'Neill and Martin Rooney.

**Attending:** Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Peter Hessel, Strategic Lead – Regulatory; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood; Gillian McNeilly, Finance Manager and Christine McCaffary, Senior Democratic Services Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jim Finn, Douglas McAllister, Sally Page and Brian Walker.

**Provost William Hendrie in the Chair**

## **REVIEW OF STANDING ORDERS**

A report was submitted by the Strategic Director – Transformation & Public Service Reform recommending changes to the Council's Standing Orders.

Having heard the Strategic Lead – Regulatory, the Council noted the following corrections to the report:-

Page 418 - para 20(e) should read '**can** speak again'; and  
Page 421 - should read 'appendix 3(l)(para 2.1)

Councillor McColl moved:-

Council agrees the recommendations subject to the following clarifications, changes and additions and subject to any changes required as a result of decisions to be taken later in this meeting:

**This section refers to those Standing Orders dealt with in appendix 2 to the report:**

- 19(d) should be clear that a report will be produced for this purpose by the monitoring officer.
- 20(d) should make it clear that when someone fails to get a seconder for their motion/amendment, they are still entitled to contribute if there is a debate.

**This section refers to those Standing Orders not dealt with in appendix 2 to the report:**

- 2(d) will be amended to allow for an Open Forum at any Ordinary Committee meeting in addition to Ordinary Council meetings. The intention being to allow members of the public to raise questions in their chosen forum always providing that the matter must be within the remit of the particular committee and grants authority to the legal officer to make the necessary changes to appendix 2.
- 3(b) change to have the time, date and venue set by the Convener to be consistent with 3(a).
- 5(c) increase the minimum quorum of committees and sub-committees from 2 to 3.
- 6(a) change the order of business to read as follows:
  - I. The chair shall be taken in accordance with the provisions of these Standing Orders;
  - II. The sederunt shall be taken;
  - III. Any apologies shall be tendered;
  - IV. Any declaration of interest shall be tendered;
  - V. The chair shall indicate and inform Council of any urgent motions he/she has received in accordance with standing order 7, and will indicate whether such business has been accepted for inclusion on the agenda;
  - VI. Approval of the accuracy of Minutes of Council Meetings and approval of the decisions of advisory Committees which do not have delegated powers. There shall be no motions, amendments or debate on items from Advisory Committees which are reported for information only;
  - VII. Presentations;
  - VIII. The Open Forum at every Ordinary Meeting;
  - IX. Business expressly required by statute to be done at the meeting;
  - X. Business (if any) remaining from the last meeting;
  - XI. Reports submitted for consideration
  - XII. Any correspondence, communications or other business specially brought forward by direction of the Convener;
  - XIII. \*Questions from Elected Members due notice of which has been given and which comply with Standing Order 12; and

XIV. \*Motions from Elected Members due notice of which has been give and which comply with Standing Order 8;

**\*Questions and motions may only be submitted at ordinary Council and Committee meetings. Members submitting a question need not be members of the committee.**

- 7 replace “the Convener prior to the item of business relating to approval of Council Minutes.” with “the Convener and Monitoring Officer, no later than 2 hours before the scheduled start of the meeting.”
- 8(a) amend after “4.00pm” to read, “on the last day for receipt”.
- 8 add a provision to allow a member to reword their motion in the 24 hours after the submission deadline where the monitoring officer believes a suspension of standing orders would be required to consider the item, or the item breaches standing order 8(d) in its submitted form, always providing that no new matters may be added to the motion.
- 9 amend wording of second last line of first paragraph to “would not reasonably regard...”
- 9 add a paragraph, “where any member wishing to declare an interest neglects to do so at the agenda item for declaring interests, they must do so as soon as the relevant item is called by the Convener.”
- 12(b) amend after “4.00pm” to read, “on the last day for receipt”.
- 13(a) replace “Council Headquarters” with “all Public Libraries and public areas of certain other Council premises, specifically Aurora House, Clydebank Town Hall, the main Dumbarton Office (Garshake Rd / Church St), Dumbarton Municipal Building and all One Stop Shops,”
- 16(a) delete all before the first comma and replace with, “At any time, including in the event of disorder,”. (This reflects current practice)
- 19(c) add a provision 19(c)(i)(d) “to replace appendix 4 with updated guidance from the Standards Commission for Scotland.”
- 20(b) on the second line, replace “consent of the Council” with “consent of the Convener” to reflect practice.
- 20(m) replace individual roles listed with, “Statutory Officers”.
- 29(i) add, “Where the Conveners cannot agree, the Leader of the Council shall make the determination.”

- 32(a)(i) upon updating to reflect new membership arrangements, quorum in standing orders will be amended to be one quarter of the Community Alliance membership, which must include one elected member.
- Appendix 3(h) change the quorum of the Licensing Committee to 3.

**This section refers to Part III of Standing Orders (Officers' Delegated Powers):**

- 34(a)(ii) amend this standing order or add a new standing order, to give the authority to the Leader of the Council and Leader of the Opposition to be on the interview panel for the appointment of Statutory Officers (subject to the agreement of NHSGGC in respect of the Chief Social Work Officer).
- 34(a)(ii) amend this standing order or add a new standing order, to give the authority to the Spokesperson for Educational Services to be involved in the recruitment of Head Teachers to reflect current practice.
- 34(a)(iii) add to this standing order or create a new standing order which states, "Notwithstanding these standing orders, decisions on non-operational matters should, where practical and legal, be taken in consultation with the Leader of the Council and relevant Spokesperson or by elected members at Council or Committee."
- 34(a)(iv) after Chief Executive add ", in consultation with the Monitoring Officer and Leader of the Council,"

Councillor Rooney asked Councillor McColl if he was willing to accept as an addendum to his motion that Councillor McColl, as Leader of the Council, ask West Dunbartonshire Health & Social Care Partnership Board to consider allowing questions from Elected Members who are not members of the Board.

Councillor McColl confirmed his acceptance of the above addendum.

Councillor Bollan asked Councillor McColl if he was willing to accept a second addendum to his motion, namely that a cross-party sub-committee be established to look at the powers currently delegated to senior officers of the Council.

Having heard the Strategic Lead – Regulatory, Councillor Bollan confirmed that the sub-committee would be short lived, reflecting the political make-up of the Council with the purpose of specifically looking at the delegation of powers to senior officers.

Councillor McColl confirmed that he would accept Councillor Bollan's addendum subject to the sub-committee comprising 7 Elected Members, being 3 from the Administration, 2 from the Labour Group and 2 others (1 of which would be open to the Labour Group if no other opposition member wished to take it up).

Councillor O'Neill asked Councillor McColl if he was willing to accept a third addendum to his motion to include after 'community councils' in Standing Order 17(b) the words 'and any other recognised organisation'.

Councillor McColl declined Councillor O'Neill's addendum, but advised that he would accept the inclusion of 'and West Dunbartonshire Tenants & Residents Organisation (WDTRO) or other recognised tenants and residents group with the WDTRO Convener's agreement accompanying same'.

The Council agreed Councillor McColl's motion with the three addendums as adjusted, and detailed above.

### **COMMITTEE TIMETABLE - JANUARY 2018 TO JUNE 2022**

A report was submitted by the Strategic Lead – Regulatory seeking approval of a committee timetable for the period from January 2018 to June 2022.

Councillor Dickson, seconded by Councillor McLaren moved:-

Council agrees the timetable as set out in the appendix to this motion (*and shown as the appendix to these minutes*).

Council agrees that the venue for committees will continue to rotate between Clydebank and Dumbarton where appropriate as per the current cycle.

Council agrees that full Council meetings will also rotate venues between Clydebank and Dumbarton, on the basis of one set of two meetings being held in one venue, then rotating to the other venue for two meetings. This cycle will start with the February 2018 budget setting meeting and March ordinary Council meeting being held in Clydebank, followed by the May 2018 and June 2018 ordinary Council meetings in Dumbarton.

City Deal reports will come to the first ordinary council meeting occurring after a City Deal Cabinet, for which officers have had sufficient time to produce a written report. The estimated annual cost, which will be less than the £4500 quoted in Cllr McBride's motion should be included in budget calculations for 18/19 and beyond. Any shortfall for the remainder of 17/18 should be met from reserves.

Following a question from Councillor O'Neill, Councillor Dickson clarified that Standing Order 6(c) would be amended to state that no business 'shall be introduced after 9.30 p.m.'

As an amendment Councillor McBride, seconded by Councillor Bolland moved that Council move to monthly meetings.

Following a question from Councillor McColl, Councillor McBride clarified that the monthly meetings of Council would be held at 7.00 p.m. with a guillotine of

10.30 p.m. and that the meetings would be added to the committee timetable that formed part of Councillor Dickson's motion.

Councillor O'Neill asked Councillor McBride if he would accept as an addendum to his amendment that City Deal reports would remain a standing item on the agenda for all meetings of Council.

In view of the amendment having been seconded, Councillors McBride and Bollan and all other Members present confirmed their acceptance of the addendum to the amendment.

On a vote being taken 8 Members voted for the amendment and 10 for the motion, which was accordingly carried.

### **APPOINTMENTS TO OUTSIDE BODIES – NATIONAL ASSOCIATION OF COUNCILLORS**

A report was submitted by the Strategic Lead – Regulatory providing information to allow Council to consider a request for nominations to the National Association of Councillors – General Management Committee.

Council agreed the following nominations:-

SNP Group – Councillor Finn and Councillor Dickson (substitute); and  
Labour Group – Councillor O'Neill and Councillor McBride (substitute)

### **WINTER GRITTING PROGRAMME**

A report was submitted by the Strategic Lead – Environment & Neighbourhood providing Council with the opportunity to review the winter gritting programme.

Councillor McLaren, seconded by Councillor McColl moved:-

Council notes the report, and includes the proposed extension to winter footpath gritting as a growth option in budget consultations.

Further, Council agrees that Corporate Communications will use press releases and social media to inform residents of the availability of grit, grit bins, and other resources that the Council provides, and how residents can use these effectively to tackle problems associated with winter weather.

As an amendment Councillor Bollan, seconded by Bailie Agnew moved:-

Council agrees to the proposals contained in the report. Council also agrees to make this a growth item on safety grounds in the budget for the additional cost of £645,292 spread over a 2 year period. These measures will go a long way to making the pavement and path network across West Dunbartonshire much safer

for our citizens during the winter months. Any unbudgeted cost for 2017/2018 to be met from reserves.

As a second amendment Councillor Rooney, seconded by Councillor McBride moved:-

Council agrees to the expansion of the winter gritting programme detailed in the report. The £242,572 revenue cost to be funded from reserves and £402,572 capital investment for materials and equipment, and that future budgets be updated to cover the costs.

On a vote being taken between the first amendment (Councillor Bollan) and the second amendment (Councillor Rooney), 7 Members voted for the second amendment and 2 for the first amendment.

On a further vote being taken between the second amendment (Councillor Rooney) and the motion (Councillor McLaren), 8 Members voted for the amendment and 10 for the motion, which was accordingly declared carried.

### **ADJOURNMENT**

Provost Hendrie adjourned the meeting for a period of 20 minutes.

The meeting reconvened at 12.16 p.m. with all those Members noted in the sederunt in attendance with the exception of Councillor John Millar.

### **NOTICES OF MOTION**

#### **(a) Motion by Councillor Marie McNair – Clydebank Asbestos Group**

Councillor McNair moved:-

This Council recognises the massive contribution made by the Clydebank Asbestos Group to the fight for justice for asbestos victims and their families. Council congratulates the Group for all their achievements and will continue to stand with them in their continued campaign for justice and in securing the best possible support for their members.

The unwanted legacy of our industrial heritage has placed a great burden on our community and the cowardly behaviour of the asbestos industry has criminally inflicted great misery across the world.

Council is greatly thankful to the Clydebank Asbestos Group for all that they have done and also notes the positive influence they have had on national and international policy.

Finally Council agrees to hold a civic reception in honour of the Group and their 25th Anniversary.

The Council agreed the above motion.

**(b) Motion by Councillor David McBride – Monthly Council Meetings**

Councillor McBride's motion was withdrawn having been considered earlier during Item 17 – Committee Timetable – January 2018 to June 2022.

**(c) Motion by Councillor John Mooney – Vale of Leven Hospital**

Councillor Mooney moved:-

The recent consultation carried out by Greater Glasgow & Clyde Health Board (GGCHB) makes it clear that there is a lack of awareness in West Dunbartonshire, and especially in Clydebank, about the services provided at the Vale of Leven Hospital.

GGCHB have recently confirmed that Clydebank residents can attend these services if they find them more convenient than going to Glasgow.

Therefore, this Council requests West Dunbartonshire Health & Social Care Partnership to carry out a publicity campaign to promote these services to residents. Council acknowledges that GGCHB has legal responsibility for the Vale of Leven Hospital. Council also has legal and moral responsibility for the wellbeing of its citizens. Therefore, Council agrees to underwrite the costs of this campaign to the Partnership to a maximum of £5,000, using our power of wellbeing and funded from unearmarked reserves, in the expectation that the Partnership will recoup these costs in due course from GGCHB and return the funds to Council.

Councillor McColl asked if Councillor Mooney was happy to accept the following as an addendum to his motion:-

It is clear that there is a lack of awareness in West Dunbartonshire about the services provided at the Vale of Leven Hospital.

These services are available to all residents of West Dunbartonshire, which may be more convenient for our constituents to access than equivalent services based out with our area.

Therefore, Council instructs our Corporate Communications team, to carry out a publicity campaign in partnership with their counterparts in NHSGGC, to promote these services to residents.. Council acknowledges that NHSGGC has legal responsibility for the Vale of Leven Hospital, but Council also has legal and moral responsibility for the wellbeing of our citizens.



Therefore, Council agrees to fund this campaign from unearmarked reserves, using our power of wellbeing. At this point we will earmark £10,000 for the campaign, but this may be subject to change depending on the scope of the campaign.

Officers will bring a report as soon as is practicable to the Corporate Services Committee, outlining costed options for the campaign.

Council officers are instructed to provide Jackie Baillie MSP, Gil Paterson MSP and Martin Docherty-Hughes MP with any and all information we release as part of our campaign, so that their offices can help promote our positive awareness drive.

Furthermore, Council requests that the Health and Social Care Partnership contact local health and care providers in Clydebank, Dumbarton and the Vale of Leven to remind them of the services available at the Vale of Leven Hospital. This will ensure that our constituents are made aware at the point of first contact with health and care services that the Vale of Leven Hospital is an option for their treatment.

Finally, Council asks the Leader of the Council to write to the Chair and Chief Executive of NHSGGC, requesting that they ensure that central healthcare referral services, such those that based within Gartnavel Royal Hospital, make patients aware of the options available to them for treatment locally at the Vale of Leven Hospital.

Councillor Mooney confirmed his acceptance of the above addendum.

Councillor O'Neill then asked if Councillor Mooney was happy to accept a second addendum that List MSPs be added to paragraph 6 of Councillor McColl's addendum. Councillor Mooney agreed accordingly, and his motion with both addendums was agreed by Council.

**(d) Motion by Councillor Martin Rooney – Barclay Review of Non-Domestic Rates**

Councillor Rooney moved:-

This Council notes the recommendations of the Barclay Review of Non-Domestic Rates.

This Council urges the Scottish Government to reject Recommendation 24 of the review, that charity relief should be reformed/restricted for a small number of recipients, as it relates to ALEOs.

Council notes that the cost of implementing this recommendation would have a detrimental effect on the Council's finances, estimated to be £760k.

The Council agreed the above motion.

**(e) Motion by Councillor Karen Conaghan – Period Poverty**

Councillor Conaghan moved:-

This Council recognises the struggles faced by many in our West Dunbartonshire communities as a consequence of continuing austerity and benefit reform. Council further recognises that many women face additional hardship and stigma due to so called period poverty. Council notes that sanitary protection is a necessity and not a choice and welcomes Scottish Government's announcement to provide free sanitary protection in educational establishments from August 2018.

Council accepts the need to act now to provide access to free sanitary products in our schools to help our young women and girls overcome period poverty and the embarrassment and stigma associated with this situation. Council instructs officers to bring forward a report to December Council on how we can meet provision of these products within toilets in our schools with immediate effect.

The Council agreed the above motion.

**(f) Motion by Councillor Caroline McAllister – Catalonia's Right to Self determination**

Councillor Caroline McAllister, seconded by Bailie Agnew moved:-

Council recognises Catalonia's right to self-determination under Article 1 of the United Nations Charter:-

"All peoples have the right to self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development."

Council condemns the police brutality and disproportionate use of state force on the Catalanian people, which Council believes to be a flagrant breach of Article 10 of the European Convention on Human Rights.

Council adds its voice to the Scottish Government's in calling upon the European Council to broker a peaceful way forward upholding peoples' rights and calls upon the Spanish Government to engage in meaningful dialogue with Catalonia's democratically elected government.

As an amendment Councillor Mooney, seconded by Councillor Rooney moved:-

Council condemns the police brutality and disproportionate use of state force in Catalonia.

Council adds its voice to the Scottish Government's in calling upon the European Council to broker a peaceful way forward upholding people's rights, and calls upon the Spanish Government to engage in meaningful dialogue with Catalonia's democratically elected government after the election.

On a vote being taken, 6 Members voted for the amendment and 11 for the motion which was accordingly declared carried.

**(g) Motion by Councillor Diane Docherty – Dumbarton District Women's Aid**

Councillor Docherty moved:-

Council recognises the invaluable contribution Dumbarton District Women's Aid has made to the lives of women, children and young people within our community. On this their 30th Anniversary Council commends the excellent work done by Women's Aid throughout West Dunbartonshire.

As a community we can only hope to eradicate the shame and scourge of domestic violence by supporting the excellent work Women's Aid do. This vital work is not only about protecting women and their children in times of crisis but also working to educate and change attitudes in West Dunbartonshire.

Council welcomes the recent announcement of 3 years worth of funding for Women's Aid by the Scottish Government. West Dunbartonshire Council reaffirms our support to Women's Aid both financially and through the re-establishment of strong partnership links through a link officer.

The Council agreed the above motion.

**URGENT ITEM OF BUSINESS – UNIVERSAL CREDIT**

Councillor McColl moved:-

Council notes that despite an overwhelming vote in the UK Parliament in favour of halting the rollout of Universal Credit, a pause that would allow the UK Government time to address the significant flaws in the system that are putting people's lives at risk, the Prime Minister is refusing to act.

This Council emphatically supports the cross party vote and agrees that it is imperative that the UK Government respects the will of the House of

Commons, takes stock, and resolves the issues with Universal Credit before it rolls out across the UK; including in West Dunbartonshire, where vulnerable people in our already deprived communities will come under further pressure and be pushed deeper into poverty. Furthermore, in its current state, Universal Credit will have an adverse impact on Council and HSCP budgets and services. These impacts will affect everyone in West Dunbartonshire, not just those receiving Universal Credit.

Council agrees that the Leader of the Council will write to the Prime Minister and Secretary of State for Work and Pensions, expressing our grave concern, asking them to reconsider their position and pause the rollout of Universal Credit before more people suffer.

The Council agreed the above motion.

The meeting closed at 12.55 p.m.

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## COMMITTEE TIMETABLE – JANUARY 2018 TO APRIL 2022

MONTH/YEAR	DAY	DATE	TIME	MEETING	
<b>January 2018</b>	Wednesday	10 <sup>th</sup>		<b>FREE WEEK</b>	
	Wednesday	24 <sup>th</sup>		<b>FREE WEEK</b>	
	Thursday	25 <sup>th</sup>	9.30 am	Appeals Committee	
	Wednesday	31 <sup>st</sup>	9.15 am	Tendering Committee	
			10 am	Planning Committee	
		2 pm	WD Health & Social Care Partnership Board <sup>(note 1)</sup>		
<b>February 2018</b>	Wednesday	7 <sup>th</sup>	10 am	Housing & Communities Committee	
			2 pm	Corporate Services Committee	
	Wednesday	14 <sup>th</sup>	10 am	Licensing Committee	
	Thursday	15 <sup>th</sup>	9.30 am	Appeals Committee	
	Wednesday	21 <sup>st</sup>	9.15 am	Tendering Committee	
			10 am	Planning Committee	
			5 pm	<b>West Dunbartonshire Council – budget setting</b> <sup>(note 3)</sup>	
	Thursday	22 <sup>nd</sup>	9.30 am	Community Planning West Dunbartonshire Management Board <sup>(note 1)</sup>	
	Wednesday	28 <sup>th</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee	
			2 pm	Community Alliance <sup>(note 2)</sup>	
<b>March 2018</b>	Tuesday	6 <sup>th</sup>	2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>	
	Wednesday	7 <sup>th</sup>	2 pm	Educational Services Committee	
	Thursday	8 <sup>th</sup>	2 pm	Joint Consultative Forum (JCF) <sup>(note 2)</sup>	
	Wednesday	14 <sup>th</sup>	2 pm	WD Health & Social Care Partnership Board – Audit Committee <sup>(note 2)</sup>	
	Tuesday	20 <sup>th</sup>	10 am	Licensing Board <sup>(note 1)</sup>	
	Wednesday	21 <sup>st</sup>	9.15 am	Tendering Committee	
			10 am	Planning Committee	
			2 pm	Audit & Performance Review Committee	
		Wednesday	28 <sup>th</sup>	2 pm	<b>West Dunbartonshire Council</b>
		Thursday	29 <sup>th</sup>	9.30 am	Appeals Committee
<b>April 2018</b>	Wednesday	4 <sup>th</sup>		<b>RECESS</b>	
	Wednesday	11 <sup>th</sup>		<b>FREE WEEK</b>	
	Wednesday	18 <sup>th</sup>	10 am	Licensing Committee	
	Thursday	19 <sup>th</sup>	9.30 am	Appeals Committee	
	Wednesday	25 <sup>th</sup>	9.15 am	Tendering Committee	

			10 am	Planning Committee
<b>May 2018</b>	Wednesday	2 <sup>nd</sup>	2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Wednesday	9 <sup>th</sup>	10 am	Housing & Communities Committee
			2pm	Recruitment & Individual Performance Management Committee
	Wednesday	16 <sup>th</sup>	10 am	Licensing Committee
			2 pm	Corporate Services Committee
	Wednesday	23 <sup>rd</sup>	2 pm	Community Alliance <sup>(note 2)</sup>
	Thursday	24 <sup>th</sup>	9.30 am	Community Planning West Dunbartonshire Management Board <sup>(note 1)</sup>
	Tuesday	29 <sup>th</sup>	9.30 am	Appeals Committee
	Wednesday	30 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			2 pm	Infrastructure, Regeneration & Economic Development Committee
	Thursday	31 <sup>st</sup>	2pm	<b>West Dunbartonshire Council</b>
<b>June 2018</b>	Tuesday	5 <sup>th</sup>	2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>
	Wednesday	6 <sup>th</sup>	2 pm	Educational Services Committee
	Thursday	7 <sup>th</sup>	2 pm	Joint Consultative Forum (JCF) <sup>(note 2)</sup>
	Wednesday	13 <sup>th</sup>	10 am	Licensing Committee
			2 pm	Audit & Performance Review Committee
	Tuesday	19 <sup>th</sup>	10 am	Licensing Board <sup>(note 2)</sup>
	Wednesday	20 <sup>th</sup>	2 pm	WD Health & Social Care Partnership Board – Audit Committee <sup>(note 2)</sup>
	Thursday	21 <sup>st</sup>	9.30 am	Appeals Committee
	Wednesday	27 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			6 pm	<b>West Dunbartonshire Council</b>

(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 and may change.

(note 3) - Date already agreed.

## COMMITTEE TIMETABLE – AUGUST 2018 TO JUNE 2019

MONTH/YEAR	DAY	DATE	TIME	MEETING
<b>August 2018</b>	Wednesday	1 <sup>st</sup>	10 am	Licensing Committee
	Wednesday	8 <sup>th</sup>	2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Wednesday	15 <sup>th</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance
	Thursday	16 <sup>th</sup>	9.30 am	Appeals Committee
	Wednesday	22 <sup>nd</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
			2 pm	Corporate Services
	Thursday	23 <sup>rd</sup>	9.30 am	Community Planning West Dunbartonshire Management Board <sup>(note 1)</sup>
	Wednesday	29 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
	Wednesday	29 <sup>th</sup>	6 pm	<b>West Dunbartonshire Council</b>
<b>September 2018</b>	Wednesday	5 <sup>th</sup>	2 pm	Educational Services Committee
	Wednesday	12 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	13 <sup>th</sup>	10am	Licensing Committee
	Thursday	13 <sup>th</sup>	2 pm	Joint Consultative Forum <sup>(note 2)</sup>
	Tuesday	18 <sup>th</sup>	10 am	Licensing Board <sup>(note 1)</sup>
			2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>
	Wednesday	19 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
	Thursday	20 <sup>th</sup>	9.30am	Appeals Committee
	Wednesday	26 <sup>th</sup>	10 am	Audit & Performance Review Committee
			2 pm	WD Health & Social Care Partnership – Audit Committee <sup>(note 2)</sup>
	Thursday	27 <sup>th</sup>	2 pm	<b>West Dunbartonshire Council</b>
<b>October 2018</b>	Wednesday	10 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			2pm	Licensing Committee
	Wednesday	17 <sup>th</sup>		<b>RECESS</b>
	Wednesday	24 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	25 <sup>th</sup>	9.30 am	Appeals Committee
<b>November 2018</b>	Wednesday	7 <sup>th</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance

	Wednesday	14 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
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	Wednesday	21 <sup>st</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
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	Wednesday	28 <sup>th</sup>	2 pm	<b>West Dunbartonshire Council</b>
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			2 pm	Educational Services Committee
	Thursday	6 <sup>th</sup>	2 pm	Joint Consultative Forum <sup>(note 2)</sup>
	Tuesday	11 <sup>th</sup>	10 am	Licensing Board <sup>(note 2)</sup>
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	Wednesday	12 <sup>th</sup>	10 am	Audit & Performance Review Committee
			2 pm	WD Health & Social Care Partnership – Audit Committee <sup>(note 2)</sup>
	Thursday	13 <sup>th</sup>	9.30 am	Appeals Committee
	Wednesday	19 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			6 pm	<b>West Dunbartonshire Council</b>
<b>January 2019</b>	Wednesday	16 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
	Wednesday	23 <sup>rd</sup>		<b>FREE WEEK</b>
	Wednesday	30 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	31 <sup>st</sup>	9.30 am	Appeals Committee
<b>February 2019</b>	Wednesday	6 <sup>th</sup>	10 am	Housing & Communities Committee
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			10 am	Planning Committee



			2 pm	<b>West Dunbartonshire Council – budget setting</b>
<b>March 2019</b>	Wednesday	6 <sup>th</sup>	2 pm	Educational Services Committee
	Tuesday	12 <sup>th</sup>	10 am	Licensing Board
	Wednesday	13 <sup>th</sup>	2 pm	WD Health & Social Care Partnership – Audit Committee <sup>(note 2)</sup>
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			10 am	Planning Committee
			2 pm	Audit & Performance Review Committee
	Wednesday	27 <sup>th</sup>	6 pm	<b>West Dunbartonshire Council</b>
	Thursday	28 <sup>th</sup>	9.30 am	Appeals Committee
<b>April 2019</b>	Wednesday	3 <sup>rd</sup>		<b>RECESS</b>
	Wednesday	10 <sup>th</sup>	10 am	Licensing Committee
	Thursday	18 <sup>th</sup>	9.30 am	Appeals Committee
	Wednesday	24 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
<b>May 2019</b>	Wednesday	1 <sup>st</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance
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	Wednesday	29 <sup>th</sup>	2 pm	<b>West Dunbartonshire Council</b>
<b>June 2019</b>	Wednesday	5 <sup>th</sup>	2 pm	Educational Services Committee
	Tuesday	11 <sup>th</sup>	10 am	Licensing Board
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			6 pm	<b>West Dunbartonshire Council</b>

(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 and may change.

(note 3) - Date already agreed.

## COMMITTEE TIMETABLE – AUGUST 2019 TO JUNE 2020

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	Wednesday	14 <sup>th</sup>	10 am	Housing & Communities Committee
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	Wednesday	28 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			6 pm	<b>West Dunbartonshire Council</b>
<b>September 2019</b>	Wednesday	4 <sup>th</sup>	10 am	Licensing Committee
			2 pm	Educational Services Committee
	Tuesday	10 <sup>th</sup>	10 am	Licensing Board
	Thursday	12 <sup>th</sup>	2 pm	Joint Consultative Forum
	Tuesday	17 <sup>th</sup>	2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>
	Wednesday	18 <sup>th</sup>	9.15 am	Tendering Committee
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		2 pm	<b>West Dunbartonshire Council</b>	
<b>October 2019</b>	Wednesday	9 <sup>th</sup>		<b>FREE WEEK</b>
	Wednesday	16 <sup>th</sup>		<b>RECESS (tbc)</b>
	Wednesday	23 <sup>rd</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			2 pm	Licensing Committee
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<b>November 2019</b>	Wednesday	6 <sup>th</sup>	10 am	Housing & Communities Committee
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	Tuesday	17 <sup>th</sup>	2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>
	Wednesday	18 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			6 pm	<b>West Dunbartonshire Council</b>
<b>January 2020</b>	Wednesday	8 <sup>th</sup>		<b>FREE WEEK</b>
	Wednesday	22 <sup>nd</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
	Wednesday	29 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	30 <sup>th</sup>	9.30 am	Appeals Committee
<b>February 2020</b>	Wednesday	5 <sup>th</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance
	Wednesday	12 <sup>th</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
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	Wednesday	19 <sup>th</sup>	10 am	Licensing Committee
			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Thursday	20 <sup>th</sup>	9.30 am	Appeals Committee
	Wednesday	26 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			5 pm	<b>West Dunbartonshire Council – budget setting</b>
<b>March 2020</b>	Wednesday	4 <sup>th</sup>	2 pm	Educational Services Committee

	Tuesday	10 <sup>th</sup>	10 am	Licensing Board
	Wednesday	11 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	12 <sup>th</sup>	2 pm	Joint Consultative Forum
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			2 pm	<b>West Dunbartonshire Council</b>
	Thursday	26 <sup>th</sup>	9.30 am	Appeals Committee
<b>April 2020</b>	Wednesday	1 <sup>st</sup>	10 am	Licensing Committee
			2 pm	WD Health & Social Care Partnership – Audit Committee <sup>(note 2)</sup>
	Wednesday	8 <sup>th</sup>		<b>RECESS</b>
	Thursday	23 <sup>rd</sup>	9.30 am	Appeals Committee
	Wednesday	29 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
<b>May 2020</b>	Wednesday	6 <sup>th</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance
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			2 pm	Corporate Services Committee
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	Wednesday	24 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
			6 pm	<b>West Dunbartonshire Council</b>
	Thursday	25 <sup>th</sup>	10 am	Licensing Committee

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(note 3) - Date already agreed.

## COMMITTEE TIMETABLE – AUGUST 2020 TO JUNE 2021

<b>August 2020</b>	Wednesday	5 <sup>th</sup>	10 am	Licensing Committee	
			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>	
	Wednesday	12 <sup>th</sup>	10 am	Housing & Communities Committee	
			2 pm	Community Alliance	
	Thursday	13 <sup>th</sup>	9.30 am	Community Planning West Dunbartonshire Management Board <sup>(note 2)</sup>	
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	Wednesday	26 <sup>th</sup>	9.15 am	Tendering Committee	
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			6 pm	<b>West Dunbartonshire Council</b>	
<b>September 2020</b>	Wednesday	2 <sup>nd</sup>	2 pm	Educational Services Committee	
	Wednesday	9 <sup>th</sup>	2pm	Licensing Committee	
	Thursday	10 <sup>th</sup>	2 pm	Joint Consultative Forum	
	Tuesday	15 <sup>th</sup>	10 am	Licensing Board	
	Wednesday	16 <sup>th</sup>	10 am	Audit & Performance Review Committee	
	Tuesday	22 <sup>nd</sup>	2 pm	Local Negotiating Committee for Teachers (LNCT) <sup>(note 2)</sup>	
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		Wednesday	30 <sup>th</sup>	2pm	<b>West Dunbartonshire Council</b>
<b>October 2020</b>	Wednesday	7 <sup>th</sup>		<b>FREE WEEK</b>	
	Wednesday	14 <sup>th</sup>		<b>RECESS (tbc)</b>	
	Wednesday	21 <sup>st</sup>	10 am	Licensing Committee	
	Thursday	22 <sup>nd</sup>	9.30 am	Appeals Committee	
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			10 am	Planning Committee	
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			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>	
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	Wednesday	27 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
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<b>February 2021</b>	Wednesday	3 <sup>rd</sup>	10 am	Housing & Communities Committee
			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Wednesday	10 <sup>th</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
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			2 pm	<b>West Dunbartonshire Council – budget setting</b>
<b>March 2021</b>	Wednesday	3 <sup>rd</sup>	2 pm	Educational Services Committee



	Wednesday	10 <sup>th</sup>		<b>FREE WEEK</b>
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<b>April 2021</b>	Wednesday	7 <sup>th</sup>		<b>RECESS</b>
	Wednesday	14 <sup>th</sup>	2 pm	Licensing Committee
	Thursday	22 <sup>nd</sup>	9.30 am	Appeals Committee
	Wednesday	28 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
<b>May 2021</b>	Wednesday	5 <sup>th</sup>	2 pm	Community Alliance
	Thursday	6 <sup>th</sup>		<b>Scottish Parliamentary Elections (tbc)</b>
	Wednesday	12 <sup>th</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
			2 pm	Corporate Services Committee
	Thursday	13 <sup>th</sup>	10am	Licensing Committee
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			2 pm	<b>West Dunbartonshire Council</b>

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

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(note 3) - Date already agreed.

## COMMITTEE TIMETABLE – AUGUST 2021 TO JUNE 2022

<b>August 2021</b>	Wednesday	4 <sup>th</sup>	10 am	Licensing Committee
			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Wednesday	11 <sup>th</sup>	10 am	Housing & Communities Committee
			2 pm	Community Alliance
	Thursday	12 <sup>th</sup>	9.30 am	Community Planning West Dunbartonshire Management Board <sup>(note 2)</sup>
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<b>September 2021</b>	Wednesday	1 <sup>st</sup>	2 pm	Educational Services Committee
	Tuesday	14 <sup>th</sup>	10 am	Licensing Board
	Wednesday	15 <sup>th</sup>	10am	Licensing Committee
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	Wednesday	29 <sup>th</sup>	2pm	<b>West Dunbartonshire Council</b>
<b>October 2021</b>	Wednesday	6 <sup>th</sup>	10 am	<b>FREE WEEK</b>
	Wednesday	20 <sup>th</sup>	10 am	<b>RECESS (tbc)</b>
	Thursday	21 <sup>st</sup>	9.30 am	Appeals Committee
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<b>January 2022</b>	Wednesday	12 <sup>th</sup>		<b>FREE WEEK</b>
	Wednesday	26 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
	Thursday	27 <sup>th</sup>	9.30 am	Appeals Committee
<b>February 2022</b>	Wednesday	2 <sup>nd</sup>	10 am	Housing & Communities Committee
			2 pm	WD Health & Social Care Partnership Board <sup>(note 2)</sup>
	Wednesday	9 <sup>th</sup>	10 am	Infrastructure, Regeneration & Economic Development Committee
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			6 pm	<b>West Dunbartonshire Council – budget setting</b>
<b>March 2022</b>	Wednesday	2 <sup>nd</sup>	2 pm	Educational Services Committee
	Wednesday	9 <sup>th</sup>		<b>FREE WEEK</b>

	Thursday	10 <sup>th</sup>	2 pm	Joint Consultative Forum
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	Thursday	21 <sup>st</sup>	9.30 am	Appeals Committee
	Wednesday	27 <sup>th</sup>	9.15 am	Tendering Committee
			10 am	Planning Committee
<b>May 2022</b>	Wednesday	4 <sup>th</sup>		<b>FREE WEEK</b>
	Thursday	5 <sup>th</sup>		<b>UK PARLIAMENTARY ELECTIONS / LOCAL ELECTIONS (tbc)</b>

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

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**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Regeneration, Environment and Growth****Council - 20 December 2017**

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**Subject: Ending Period Poverty Proposal****1. Purpose**

- 1.1** To provide Members with a costed proposal for the Council to implement the provision of free sanitary products for female school pupils across West Dunbartonshire Council.

**2. Recommendations****2.1** Council is invited to:

- i) Agree the standard of provision within West Dunbartonshire Council schools as detailed at 4.4;
- ii) Note the estimated cost of this standard of provision, as detailed at section 6 of the report;
- iii) Agree that the cost of this provision that lie within financial year 2017/18 is funded from current General Fund reserves; and
- iv) Note that the cost of the provision future financial years 2018/19 will be built into ongoing budget projections.

**3. Background**

- 3.1** At the Council meeting of 30 October 2017, the following motion was agreed:

*“This Council recognises the struggles faced by many in our West Dunbartonshire communities as a consequence of continuing austerity and benefit reform. Council further recognises that many women face additional hardship and stigma due to so called period poverty. Council notes that sanitary protection is a necessity and not a choice and welcomes Scottish Government’s announcement to provide free sanitary protection in educational establishments from August 2018.*

*Council accepts the need to act now to provide access to free sanitary products in our schools to help our young women and girls overcome period poverty and the embarrassment and stigma associated with this situation. Council instructs officers to bring forward a report to December Council on how we can meet provision of these products within toilets in our schools with immediate effect.”*

#### **4. Main Issues**

- 4.1** A Scottish Parliament Consultation document on a proposed Bill entitled “Ending Period Poverty” was issued in August 2017 by Monica Lennon MSP, with the consultation being open until 8 December 2017.
- 4.2** In the meantime the Cabinet Secretary for Communities, Social Security and Equalities has written to all Local Authorities outlining plans around the Programme for Government commitment on providing free sanitary products in schools, colleges and universities from August 2018 (Appendix 1). COSLA are working with Scottish Government colleagues to agree funding for this commitment and COSLA finance colleagues will be engaging with Directors of Finance to ensure that the funding is adequate for this new policy. This process has not been undertaken as yet.
- 4.3** At present school office and/or pastoral care teachers are able to supply sanitary products, if requested by pupils, at no cost to the pupil. However, this means that the pupil has to actively seek out assistance leading to possible embarrassment or stigma.
- 4.4** In support of the Council motion it is proposed that the provision of free sanitary products be put in place in all primary, secondary and ASN establishments.
- 4.5** The Welsh government has produced guidance entitled “School Toilets: Good Practice for Schools in Wales” (Appendix 2) which it is recommended is the standard of provision implemented within West Dunbartonshire schools, as follows:

Sanitary machines are placed in all age appropriate girls’ toilets (aged 8 or over) where sanitary products can be obtained unobtrusively without having to ask an adult.

- Secondary schools – each set of toilets (with two or more toilet cubicles) for girls has a sanitary product dispenser (towels/tampons);
- Primary schools – a minimum of one set of toilets for girls aged 8 and over has a sanitary product dispenser (towels only);
- All girls are regularly informed (including at the beginning of every school year) that sanitary products are available to obtain in a discreet manner (and from named females) in an emergency at all times;
- Disposal bags or toilet paper are available in cubicles for girls to wrap used sanitary products in;
- Sanitary disposal units will be available in all age-appropriate female toilets within individual cubicles (ordinary bins are not sufficient); and
- Sanitary disposal units to be emptied regularly by a registered company to comply with Health & Safety.



## **5. People Implications**

- 5.1** There may be a slight increase in workload for Facilities Management staff in ordering sanitary protection and stocking product machines.

## **6. Financial and Procurement Implications**

### **Financial Implications**

- 6.1** Funding from the Scottish Government is expected to be forthcoming from the start of the 2018/19 academic year; however the value of funding is not yet known.
- 6.2** The annual cost of implementing the policy has been estimated at around £96k.
- 6.3** Introducing this service from January 2018 will therefore cost around £28k in financial year 2017/18. In addition the procurement of dispensing machines is estimated to be around £15k, so a total cost in 2017/18 of around £43k.
- 6.4** For 2018/19, as stated above, the annual cost is estimated at £96k and will be built into budget estimates for that and future years, the net cost to the Council to be determined depending on the level of Scottish Government funding provided for this purpose.
- 6.5** The cost for 2017/18 will require to be funded from existing reserves and the costs for 2018/19 onwards will be built into future budgets.

### **Procurement Implications**

- 6.6** Based on the cost estimates detailed above the appropriate procurement process will be carried out to implement the policy, including the supply and fit of the dispensing units and the ongoing supply of products.

## **7. Risk Analysis**

- 7.1** The main risk in relation to the implementation is in terms of cost with the main issue being that until the procurement exercise is carried out the costs provided above are estimates and may vary. The cost of provision will be monitored following the procurement process and variances will be advised through normal budgetary control processes. The other risk aspect in terms of net cost to the Council is that the level of funding from the Scottish Government is not yet known, however officers will clearly be asserting that this policy should be fully funded by the Scottish Government from the effective date of the legislated start of the requirement to provide the service.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** This proposal is open to all female pupils irrespective of age, disability, race, religion or belief or socio economic status.

8.2 This proposal will, in part, contribute to increasing access to education and potentially improve attendance.

8.3 This proposal will assist in helping achieve an eradication of possible embarrassment or stigma of our young female pupils.

## 9. Consultation

9.1 As this is a Scottish Government initiative and a Council approved motion, no consultation was required.

## 10. Strategic Assessment

10.1 This proposal aligns with the Local Development Plan in terms of Getting it Right for Every Child (GIRFEC).

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Richard Cairns  
Strategic Director Regeneration, Environment and Growth  
Date: 20 November 2017

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**Person to Contact:** Laura Mason, Chief Education Officer, Council Offices,  
Garshake Road, Dumbarton G83 0SW  
Tel: 01389 737304,  
e-mail [laura.mason@west-dunbaton.gov.uk](mailto:laura.mason@west-dunbaton.gov.uk)

**Appendices:** Appendix 1 - Letter from Angela Constance, Cabinet Secretary for Communities, Social Security and Equalities dated 13 November 2017

**Background Papers:** Ending Period Poverty, Consultation by Monica Lennon, MSP  
[http://www.parliament.scot/S5MembersBills/FINAL\\_Ending\\_Period\\_Poverty\\_consultation\\_document.pdf](http://www.parliament.scot/S5MembersBills/FINAL_Ending_Period_Poverty_consultation_document.pdf)

“School Toilets: Good Practice for Schools in Wales”  
<http://gov.wales/topics/educationandskills/publications/guidance/schooltoilets/?lang=en>

**Wards Affected:** All Council Wards

Cabinet Secretary for Communities, Social Security and  
Equalities  
Angela Constance MSP



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: 0300 244 4000  
E: scottish.ministers@gov.scot

Directors of Education and Children's Services

13 November 2017

## **PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS**

As you will be aware, the issue of period poverty has been gathering momentum over recent months and I very much welcome the support from across Scotland and across the Parliament to tackle the issue. I am sure you will agree that no-one in a society as rich as Scotland should suffer the indignity of not being able to afford the essential items most of us take for granted. That is why our new Programme for Government includes a commitment to providing access to free sanitary products for students in schools, colleges and universities, and considering further action to ensure those on low incomes are assisted in light of the current Aberdeen pilot.

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one, and understanding local authorities' preferred approaches is vital in helping us to make progress on this important issue, and to develop appropriate funding arrangements. We are, therefore, seeking your assistance to help schools to plan for delivery from the new academic year next August. Please be reassured that we are not proposing a prescriptive model; rather, we want to develop a national approach which allows local flexibility and responsiveness.

With that in mind a working group has recently been established to oversee implementation of the Programme for Government commitment. We are grateful for the information authorities have already provided on the current provision of free sanitary products in schools, which has aided our understanding of the picture across Scotland. However, we now need to build on this and, together, understand what delivery of our commitment across the country will look like. As part of this my officials will be working with COSLA over the coming months to better understand local delivery plans, identify any barriers and risks that need to be addressed and to clarify funding arrangements. As a next step therefore it would be really helpful if you could begin to both consider and plan your proposed approach to delivery, informed as appropriate by activity already underway in some areas.

I am confident that the innovation and agility that our education sector is renowned for will help make this commitment a reality, and make Scotland a world leader on this important issue.



**ANGELA CONSTANCE**

**WEST DUNBARTONSHIRE COUNCIL**  
**Report by the Strategic Lead - Resources**  
**Council – 20 December 2017**

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**Subject: General Services Budgetary Control Report to 31 October 2017  
 (Period 7)**

**1. Purpose**

**1.1** The purpose of this report is to advise on the progress of both the General Services revenue budget 2017/18 and the approved capital programme for the period to 31 October 2017.

**2. Recommendations**

**2.1** Council is asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of £0.110m (0.05% of the total budget);
- ii) note that the capital account shows a projected annual favourable variance of £33.013m (35.19% of the budget) and a projected project life adverse variance of £0.762m (0.25% of project life budget); and
- iii) agree the capital virement request as noted in Appendix 10.

**3. Background**

Revenue

**3.1** At the meeting of West Dunbartonshire Council on 22 February 2017, Members agreed the revenue estimates for 2017/2018. A total net budget of £212.115m was approved for General Services. Scottish Government non-ringfenced funding for Private Sector Housing Grants (PSHG) has historically been reported within the PSHG budget. This funding has now been reported within the Revenue Support Grant. This results in the net budget being reported as £212.269m.

**3.2** Since the completion of the Annual Accounts 2016/17, an exercise has been underway to identify recurring variances in all service areas. This has resulted in movement between services, which has now been incorporated into the report.

Capital

**3.3** At the meeting of Council on 22 February 2017, Members also agreed the updated 10 year General Services Capital Plan for 2017/2018 to 2025/26. The next three years from 2017/18 to 2019/20 have been approved in detail with the remaining years being indicative at this stage.

The total project life budget approved for projects (from 2017/18) that had either commenced or were due to commence in that period is £287.773m.

Since then, budget adjustments have taken place (through 2016/17 capital slippage and additional external funding), revising the project life budget to £310.784m.

**Budget Agreed February 2017** **£288.069m**

Additional slippage carried forward from 2016/17	£8.740m
Inclusion of District Heating project	£12.100m
Additional grant funding from Scottish Government re Children and Young Persons	£0.576m
Reduction in external funding re Posties Park	(£0.500m)
Path Upgrade Lussett Glen - Sustrans	£0.019m
Additional grant funding from Strathclyde Passenger Transport	£0.310m
Green Infrastructure Fund – St Eunan’s	£0.620m
Connecting Clydebank – Sustrans	£0.055m
Scaffolding Provision	£0.717m
Purchase of Welfare Units	£0.078m

**Revised Budget** **£310.784m**

**4. Main Issues**

Revenue

- 4.1 The summary report at Appendix 1 currently identifies a projected annual favourable variance (underspend) of £0.110m (0.05% of the total budget) and service reports by Strategic Leads are attached as Appendix 2.
- 4.2 Notes on the projected annual variances in excess of £0.050m are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3 Although the report indicates that the annual expenditure is projected to be favourable by the year end, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results.
- 4.4 Agreed savings and management adjustments actioned within 2017/18 (including a number from previous years being implemented in 2017/18) are monitored with current indications showing that of the total target being monitored (£3.036m), the majority of actions are currently on target to be achieved. However it indicates that £0.515m is currently not on target (see Appendix 4). It should be noted that any variances are included within the service information and variances identified within this report.

Capital

- 4.5 The current progress on the capital plan is shown in Appendices 5 to 10.

- 4.6** The overall programme summary report at Appendix 5 shows that planned expenditure and resource for 2017/18 is lower than previously anticipated by £33.013m (35.19% of the annual budget). Based upon current assumptions, over the life of the projects planned expenditure and resource is higher than anticipated by £0.762m (0.25% of a total budget of £311m). The present variances should be viewed in the knowledge that there are a number of variable factors which could arise between now and project end dates which could affect the overall capital programme.
- 4.7** Appendix 5 also provides both an analysis of the overall programme at each alert status and a summary budgetary control report. The tables at the top detail both the number of projects and the corresponding spend as a percentage of the overall programme currently at red, amber or green alert status for project life and the current year.
- 4.8** Appendices 6 and 7 details financial analysis of projects at both red and amber status, with additional information on action being taken to minimise or mitigate under or overspends where possible. Appendix 8 details financial analysis of projects at green status (where the variance is over £0.050m), while Appendix 9 provides an analysis of overall resources.
- 4.9** Appendix 10 details a virement request of £0.250m from the Community Sport Fund to Holm Park & Yoker Athletic FC. Clydebank and Yoker Football clubs have successfully applied for funding from the Councils Community Sports Fund. Both clubs were awarded £125k which will go towards a larger project that will see Holm Park undergo a £750k refurbishment. This virement will allow the total budget to be held in one budget location.

## **5. People Implications**

- 5.1** There are no people implications.

## **6. Financial and Procurement Implications**

- 6.1** The report notes the projected in-year financial position for both General Services revenue and capital budgets.

## **7. Risk Analysis**

- 7.1** The main risks are as follows:
- (a) The present variances should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results for both the revenue and capital budgets; and
  - (b) As a consequence of current market conditions, capital receipts may either not be received or they may be less than anticipated.

## 8. Equalities Impact Assessment (EIA)

8.1 No equalities impact assessment was required in relation to this report.

## 9. Consultation

9.1 All services involved in delivering the revenue and capital budgets have been consulted in the compilation of this report.

## 10. Strategic Assessment

10.1 Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the 5 strategic priorities of the Council's current Strategic Plan. This report forms part of the financial governance of the Council.

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Stephen West  
Strategic Lead - Resources

Date: 15 November 2017

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**Person to Contact:** Gillian McNeilly, Finance Manager  
Council Offices, Garshake Road, Dumbarton  
Telephone: (01389) 737194  
E-mail: [gillian.mcneilly@west-dunbarton.gov.uk](mailto:gillian.mcneilly@west-dunbarton.gov.uk)

**Appendices:**

- Appendix 1 - Revenue Budgetary Control 2017/18  
– Corporate Summary
- Appendix 2 - Revenue Budgetary Control 2017/18  
– Strategic Lead Summaries
- Appendix 3 - Analysis of Revenue Variances over  
£50,000
- Appendix 4 - 2017/18 Savings and Management  
Adjustments Monitoring
- Appendix 5 - Overall Capital Programme Summary  
Financials
- Appendix 6 - Analysis of Projects at Red Status
- Appendix 7 - Analysis of Projects at Amber Status
- Appendix 8 - Analysis of Projects at Green Status where  
variance exceeds £0.050m
- Appendix 9 - Analysis of Resources where variance  
exceeds £0.050m
- Appendix 10 - Capital virement request

**Background Papers:** Ledger output – period 7  
General Services Revenue Estimates 2017/18  
General Services 10 Year Capital Plan Update - Council 22  
February 2017

**Wards Affected** All Wards



WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2017/2018  
SUMMARY

APPENDIX 1

PERIOD END DATE 31 October 2017

Department Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	%	Annual RAG Status
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>	
Resources	4,183	5,969	4,158	(25)	-1%	↑
Regulatory	4,560	2,992	4,508	(52)	-1%	↑
People & Technology	5,838	3,821	5,807	(31)	-1%	↑
Communications, Culture and Community	5,191	2,981	5,171	(20)	0%	↑
Education, Learning and Attainment	88,049	49,860	87,821	(228)	0%	↑
Environment and Neighbourhood	27,361	17,001	27,343	(18)	0%	↑
Housing and Employability	4,283	2,669	4,453	170	4%	↓
Regeneration	(2,021)	(946)	(2,035)	(14)	1%	↑
Miscellaneous Services	5,968	3,265	6,036	68	1%	↓
Loan Charges	11,443	6,675	11,443	0	0%	→
Requisition (VJB)	718	419	718	0	0%	→
Requisition (SPT)	1,784	1,041	1,784	0	0%	→
Requisition (HSCP)	60,614	35,358	60,614	0	0%	→
Non GAE Allocation	(5,702)	(3,303)	(5,662)	40	-1%	↓
<b>Total Expenditure</b>	<b>212,269</b>	<b>127,802</b>	<b>212,159</b>	<b>(110)</b>	<b>0%</b>	<b>↑</b>
Council Tax/CT Replacement Scheme	(42,239)	(25,215)	(42,239)	0	0%	→
Revenue Support Grant/ NDR	(167,829)	(110,460)	(167,829)	0	0%	→
Use of Reserves	(2,201)	(1,284)	(2,201)	0	0%	→
<b>Total Resources</b>	<b>(212,269)</b>	<b>(136,959)</b>	<b>(212,269)</b>	<b>0</b>	<b>0%</b>	<b>→</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(9,157)</b>	<b>(110)</b>	<b>(110)</b>	<b>-0.05%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2017/2018  
RESOURCES SUMMARY

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
<b>Service Summary</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>	
Audit	241	230	229	(12)	-5%	↑
Finance	1,420	928	1,479	59	4%	↓
Rent Rebates & Allowances	8	2,856	(2)	(10)	-125%	↑
Revenues & Benefits	2,315	1,425	2,304	(11)	0%	↑
Finance Business Centre	297	153	266	(31)	-10%	↑
Cost of Collection of Rates	18	21	38	20	111%	↓
Cost of Collection of Council Tax	(769)	(146)	(770)	(1)	0%	↑
Procurement	653	504	614	(39)	-6%	↑
<b>Total Net Expenditure</b>	<b>4,183</b>	<b>5,969</b>	<b>4,158</b>	<b>(25)</b>	<b>-1%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
 REVENUE BUDGETARY CONTROL 2017/2018  
 REGULATORY SUMMARY

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
<b>Service Summary</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>	
Democratic and Registration Service	642	380	662	20	3%	↓
Central Admin Support	1,870	1,586	1,816	(54)	-3%	↑
Environmental Health/ Trading Standards	1,109	618	1,112	3	0%	↓
Licensing	(180)	(194)	(226)	(46)	26%	↑
Legal Services	646	383	630	(16)	-2%	↑
Planning	473	218	514	41	9%	↓
<b>Total Net Expenditure</b>	<b>4,560</b>	<b>2,992</b>	<b>4,508</b>	<b>(52)</b>	<b>-1%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
 REVENUE BUDGETARY CONTROL 2017/2018  
 PEOPLE AND TECHNOLOGY

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status
<b>Service Summary</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Transactional Services	683	392	696	13	2% ↓
Human Resources (including risk)	1,222	709	1,204	(18)	-1% ↑
Information Services	3,468	2,511	3,467	(1)	0% ↑
Change Support	465	208	440	(25)	-5% ↑
<b>Total Net Expenditure</b>	<b>5,838</b>	<b>3,821</b>	<b>5,807</b>	<b>(31)</b>	<b>-1% ↑</b>

WEST DUNBARTONSHIRE COUNCIL  
 REVENUE BUDGETARY CONTROL 2017/2018  
 COMMUNICATIONS, CULTURE AND COMMUNITIES

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
Service Summary	£000	£000	£000	£000	%	
Communications & Marketing	297	164	297	0	0%	→
Customer Service	1,254	621	1,152	(102)	-8%	↑
Performance & Strategy	337	217	338	1	0%	↓
Libraries, Museums, Culture	3,048	1,773	3,086	38	1%	↓
Clydebank Town Hall	255	206	298	43	17%	↓
<b>Total Net Expenditure</b>	<b>5,191</b>	<b>2,981</b>	<b>5,171</b>	<b>(20)</b>	<b>0%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2017/2018  
EDUCATION, LEARNING AND ATTAINMENT

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
<b>Service Summary</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>	
Primary Schools	24,808	14,961	24,802	(6)	0%	↑
Secondary Schools	23,689	14,276	23,680	(9)	0%	↑
Specialist Educational Provision	14,476	6,354	14,382	(94)	-1%	↑
Psychological Services	490	288	486	(4)	-1%	↑
Sport Development / Active Schools	553	0	553	0	0%	→
Early Education	7,559	3,870	7,350	(209)	-3%	↑
PPP	14,253	8,894	14,293	40	0%	↓
Curriculum for Excellence	245	74	245	0	0%	→
Central Admin	247	126	284	37	15%	↓
Workforce CPD	307	190	303	(4)	-1%	↑
Performance & Improvement	391	239	384	(7)	-2%	↑
Education Development	1,031	588	1,059	28	3%	↓
Raising Attainment - Primary	0	0	0	0	0%	→
Raising Attainment - Secondary	0	0	0	0	0%	→
Pupil Equity	0	0	0	0	0%	→
<b>Total Net Expenditure</b>	<b>88,049</b>	<b>49,860</b>	<b>87,821</b>	<b>(228)</b>	<b>0%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2017/2018  
ENVIRONMENT AND NEIGHBOURHOOD

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Office Accommodation	1,623	1,057	1,688	65	4%	↓
Transport, Fleet & Maintenance Services	(398)	582	(409)	(11)	3%	↑
Catering Services	4,030	2,047	3,996	(34)	-1%	↑
Building Cleaning	1,441	778	1,429	(12)	-1%	↑
Building Cleaning PPP	(191)	(126)	(184)	7	-4%	↓
Facilities Assistants	2,188	1,035	1,997	(191)	-9%	↑
Facilities Management	339	198	335	(4)	-1%	↑
Roads Operations	(880)	(420)	(898)	(18)	2%	↑
Roads Services	4,418	1,985	4,420	2	0%	↓
Grounds Maintenance & Street Cleaning Client	7,463	4,354	7,463	0	0%	→
Outdoor Services	268	120	246	(22)	-8%	↑
Leisure Management	3,406	2,332	3,406	0	0%	→
Events	123	87	123	0	0%	→
Burial Grounds	(47)	49	(2)	45	-96%	↓
Crematorium	(938)	(312)	(788)	150	-16%	↓
Waste Services	6,916	3,793	6,909	(7)	0%	↑
CPP Investments	39	19	40	1	3%	↓
Depots	0	1	0	0	0%	→
Ground Maintenance & Street Cleaning Trading A/c	(2,439)	(578)	(2,428)	11	0%	↓
<b>Total Net Expenditure</b>	<b>27,361</b>	<b>17,001</b>	<b>27,343</b>	<b>(18)</b>	<b>0%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
 REVENUE BUDGETARY CONTROL 2017/2018  
 HOUSING AND EMPLOYABILITY

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
Service Summary	£000	£000	£000	£000	%	
Working 4 U	2,614	1,659	2,610	(4)	0%	↑
Communities	790	380	768	(22)	-3%	↑
Homeless Persons	23	68	273	250	1087%	↓
Private Sector housing	45	12	46	1	2%	↓
Anti Social Behaviour	719	359	666	(53)	-7%	↑
Private Sector Housing Grants	92	191	90	(2)	-2%	↑
<b>Total Net Expenditure</b>	<b>4,283</b>	<b>2,669</b>	<b>4,453</b>	<b>170</b>	<b>4%</b>	<b>↓</b>



WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2017/2018  
REGENERATION

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status	
Service Summary	£000	£000	£000	£000	%	
Housing Maintenance Trading A/c	(1,509)	(741)	(1,270)	239	-16%	↓
Corporate Assets and Capital Investment Programme	(3,226)	(1,348)	(3,188)	38	-1%	↓
Economic Development	483	267	486	3	1%	↓
Central Repairs & Maintenance	1,248	334	966	(282)	-23%	↑
Consultancy Services	983	543	971	(12)	-1%	↑
<b>Total Net Expenditure</b>	<b>(2,021)</b>	<b>(946)</b>	<b>(2,035)</b>	<b>(14)</b>	<b>1%</b>	<b>↑</b>

WEST DUNBARTONSHIRE COUNCIL  
 REVENUE BUDGETARY CONTROL 2017/2018  
 MISCELLANEOUS

APPENDIX 2

PERIOD END DATE

31 October 2017

Service / Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18	Annual RAG Status
Service Summary	£000	£000	£000	£000	%
Sundry Services	3,585	2,002	3,620	35	1% ↓
Members Allowances, etc	569	322	573	4	1% ↓
CPP	27	16	27	0	0% →
European Employability	510	255	510	0	0% →
Chief Executive, Directors and Strategic Leads	1,277	670	1,306	29	2% ↓
<b>Total Net Expenditure</b>	<b>5,968</b>	<b>3,265</b>	<b>6,036</b>	<b>68</b>	<b>1% ↓</b>

YEAR END DATE

31 October 2017

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	

**Resources**

Finance	1,420	1,479	59	4%	↓
Service Description	The service provided by this area deals with Accountancy, Capital, Treasury, Reconciliations, Cash Office and Municipal Bank				
Main Issues / Reason for Variance	Main reason for adverse variance is full turnover savings are not being achieved and service charge to Municipal bank has been reviewed and is lower than anticipated in the budget				
Mitigating Action	Limited action can be taken but officers will continue to monitor the budget to minimise the overspend				
Anticipated Outcome	An overspend is likely, however this is offset by favourable variances elsewhere within Resources				

**Regulatory**

Central Admin Support	1,870	1,816	(54)	-3%	↑
Service Description	This services deals with the administration functions and Democratic Services wiithn the Authority				
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	It is anticipated that the underspend will continue throughout the year				

**Communications, Culture & Community**

Customer Service	1,254	1,152	(102)	-8%	↑
Service Description	This service includes one stop shops and the contact centre				
Main Issues / Reason for Variance	This favourable variance is due to vacant posts				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

YEAR END DATE

31 October 2017

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	
<b>Education , Learning and Attainment</b>					
Specialist Educational Provision	14,476	14,382	(94)	-1%	↑
Service Description	This service area covers all ASN Services.				
Main Issues / Reason for Variance	Employee Costs are showing an underspend mainly due to staff vacancies. Property Costs are overspent due to an expectation that electricity costs will outturn close to 2016/17 levels, gas costs will be higher (having replaced heating oil) and a further twelve month rent for Choices occupancy of Skypoint has been anticipated. Payments to Other Bodies are currently overspent due to more children being placed within Daycare Placements (11% higher than to October 2016/17) though this has reduced the pressure on Residential Placements. Daycare services are demand-led and can fluctuate throughout the year. The overspend within Daycare Placements is partially off set by underspends in Residential Placements, Payments to Health Bodies and Payments to Other Local Authorities.				
Mitigating Action	The requirement for daycare placements are demand-led services taken jointly with HSCP following a joint assessment of the best option for all concerned. However, the actual usage throughout the year will be reviewed regularly to identify where there is scope to reduce the number of placements.				
Anticipated Outcome	If current levels of demand continue then it is anticipated that the Daycare budget will overspend though given recruitment problems an underspend on employee costs should offset this.				
Early Education	7,559	7,350	(209)	-3%	↑
Service Description	This services area includes all Early Years establishments within West Dunbartonshire.				
Main Issues / Reason for Variance	For various reasons there are delays in projects being implemented within Early Years. These projects are in relation to additional hours for 3-5 years and the implementation of the Young Persons Bill.				
Mitigating Action	Officers will continue to monitor the budget.				
Anticipated Outcome	Favourable variance within staffing is anticipated at year end				

YEAR END DATE

31 October 2017

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	
<b>Environment and Neighbourhood</b>					
Office Accommodation	1,623	1,688	65	4%	↓
Service Description	Provision of shared office accommodation				
Main Issues / Reason for Variance	The office rationalisation project is ongoing and the most recent assumptions around closures/demolitions/ openings shows costs higher than originally anticipated when budget was set .				
Mitigating Action	Officers are continuing to progress the office rationalisation project and the cost benefits will be seen in future years				
Anticipated Outcome	A year end overspend is expected				
Facilities Assistants	2,188	1,997	(191)	-9%	↑
Service Description	This service provides janitors throughout WDC buildings				
Main Issues / Reason for Variance	Reduction in Facilities Assistant costs due to rationalisation of schools estate and campus approach				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				
Crematorium	(938)	(788)	150	-16%	↓
Service Description	Provision of Crematorium Services				
Main Issues / Reason for Variance	Income from cremations is less than anticipated				
Mitigating Action	This service is dependant on mortality rates in the area which are outwith the control of the service				
Anticipated Outcome	Based on the assumption that the number of cremations will be similar to last year for the remaining part of the year, there will be a shortfall in income .				

YEAR END DATE

31 October 2017

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	
<b>Housing and Employability</b>					
Homeless Persons	23	273	250	1087%	↓
Service Description	This service seeks to prevent homelessness occurring across the authority and improves access to support services				
Main Issues / Reason for Variance	There is less than anticipated rental income due to two issues. 1-Ashton View Supported Accommodation has £177K shortfall due to delay in the extension build. 2 - Increase in the number of homeless clients on universal credit where the housing element is restricted to Local Housing Allowance (LHA) rate average around £75 per week . The Housing Benefit rate for non universal credit clients is £367K				
Mitigating Action	The Ashton View extension is now open and officers are working towards making maximum use of this . Officers are currently reviewing options to minimise the number of cases where it is assessed by DWP that the LHA rate only is paid				
Anticipated Outcome	Since the budget assumed extension would be available for full year but it was not available until October, there will be a shortfall in income . The effect of universal credit on income received is under review by officers at present .				
Anti Social Behaviour	719	666	(53)	-7%	↑
Service Description	Provision of Anti Social behaviour service				
Main Issues / Reason for Variance	This favourable variance is due to vacant posts				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				
<b>Regeneration</b>					
Housing Maintenance Trading A/c	(1,509)	(1,270)	239	-16%	↓
Service Description	This service provides council housing maintenance				
Main Issues / Reason for Variance	This adverse variance is main due to efficiencies not yet being realised due to the timing of the Integrated Housing Management System				
Mitigating Action	Officers continue to monitor both spend and income levels to minimise this adverse variance				
Anticipated Outcome	An adverse variance is expected				

YEAR END DATE

31 October 2017

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	
Central Repairs & Maintenance	1,248	966	(282)	-23%	↑
Service Description	This service manages and undertakes repairs and maintenance to public buildings.				
Main Issues / Reason for Variance	The main reason for the favourable variance is due to additional income anticipated due to the service undertaking and managing the capital works to Mountblow Pavillion.				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend is anticipated				

Efficiency reference		Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
2017/18	MA1	workforce Structures	303,677	303,677	-	
2017/18	MA2	Charge for work on statement claims for miscellaneous debt	5,000	5,000	-	
2017/18	MA3	Savings on postage	3,500	3,500	-	
2017/18	MA4	Clyde Valley elearn shared network	3,125	3,125	-	
2017/18	MA6	Implement lower cost alternatives to H&S publication	5,000	5,000	-	
2017/18	MA7	Decommission email archive	7,000	7,000	-	
2017/18	MA8	Restructure of libraries & culture	138,100	110,100	28,000	However the shortfall in savings will be delivered from other favourable variances within the libraries and culture service
2017/18	MA9	Restructure Greenspace	90,000	90,000	-	
2017/18	MA10	Additional efficiencies from clerical & admin review	66,000	66,000	-	
2017/18	MA11	Review of vocational programme budget	90,000	90,000	-	
2017/18	MA12	Reduction of supplies and services - early years & ASN	55,700	55,700	-	
2017/18	MA13	Review of training across Education	50,000	50,000	-	
2017/18	MA14	Include all early years depute posts in adult / child ratio	85,200	85,200	-	
2017/18	MA15	Review learning community budgets	125,000	125,000	-	
2017/18	MA16	Implement standardised assessments for literacy & numeracy	20,000	20,000	-	
2017/18	MA17	Review of learning assistants	148,646	148,646	-	
2017/18	MA18	Review of staffing structures within Regulatory	26,287	26,287	-	
2017/18	MA19	Identify efficiencies within training budget	50,000	50,000	-	
2017/18	MA20	Correction of cost for Tenancy Sustainability to HRA	82,000	82,000	-	
2017/18	MA21	Correction of cost for Strategy Staff to HRA	38,000	38,000	-	
2017/18	MA22	Identify efficiencies within Working4U supplies and admin budgets	9,000	9,000	-	
2017/18	MA23	Reduction in fleet vehicle numbers	12,000	12,000	-	
2017/18	MA24	Additional postage efficiencies	40,000	40,000	-	
2017/18	MA25	Review of cleaning service to offices, staff rooms & non-public corridors	75,000	75,000	-	
2017/18	MA26	Assumption on staff turnover to include 1% on teachers & APTC pre 5 staff	173,000	173,000	-	
2017/18	MA27	Extend general staffing turnover by 1%	601,000	601,000	-	
2017/18	MA28	SPT requisition reduction	37,000	37,000	-	
2017/18	MA29	VJB requisition reduction	14,660	14,660	-	
2017/18	MA30	Leisure trust funding reduction	50,000	50,000	-	
2017/18	MA31	Review of Economic Development Team	85,000	85,000	-	



Efficiency reference		Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
2017/18	MA32	Compliance team to carry out asbestos audits internally	20,000	20,000	-	
2016/17		Shared services	500,000	13,000	487,000	this targeted saving will only be partially met from shared service with LLTNP for internal audit services. The transformational earmarked baance will be used to fund the shortfall
2016/17		pooled cars savings target	26,700	26,700	-	
					-	
<b>TOTAL</b>			<b>3,035,595</b>	<b>2,520,595</b>	<b>515,000</b>	

WEST DUNBARTONSHIRE COUNCIL  
GENERAL SERVICES CAPITAL PROGRAMME  
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE

PERIOD

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
<b>Red</b> Projects are forecast to be overspent and/or experience material delay to completion	16	17.4%	28,244	21.9%	16	17.4%	1,386	7.0%
<b>Amber</b> Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	15	16.3%	4,376	3.4%	15	16.3%	1,703	8.6%
<b>Green</b> Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	61	66.3%	96,096	74.7%	61	66.3%	16,693	84.4%
<b>TOTAL EXPENDITURE</b>	<b>92</b>	<b>100%</b>	<b>128,717</b>	<b>100%</b>	<b>92</b>	<b>100%</b>	<b>19,783</b>	<b>100%</b>

  

Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/ (Under) £000
<b>Red</b> Projects are forecast to be overspent and/or significant delay to completion	100,031	28,244	101,647	1,616	39,934	1,386	10,939	(28,995)	(28,957)	(38)
<b>Amber</b> Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	27,397	4,376	27,141	(256)	10,324	1,703	5,132	(5,192)	(4,935)	(257)
<b>Green</b> Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	183,356	96,096	182,757	(599)	43,560	16,693	44,735	1,175	1,046	129
<b>TOTAL EXPENDITURE</b>	<b>310,784</b>	<b>128,717</b>	<b>311,545</b>	<b>762</b>	<b>93,818</b>	<b>19,783</b>	<b>60,805</b>	<b>(33,013)</b>	<b>(32,847)</b>	<b>(165)</b>

  

<b>TOTAL RESOURCES</b>	<b>(310,784)</b>	<b>(128,717)</b>	<b>(311,545)</b>	<b>(762)</b>	<b>(93,818)</b>	<b>(19,782)</b>	<b>(60,805)</b>	<b>33,014</b>		
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>1 Choices Programme</b>						
Project Life Financials	750	2	0%	750	0	0%
Current Year Financials	748	0	0%	10	(738)	-99%
Project Description	Bringing together Central Support Services which will include relocation of Choices Programme.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Oct-19		
<b>Main Issues / Reason for Variance</b>						
Project is dependant on new Balloch Campus delivery dates, and cannot commence until Jamestown PS has been vacated. Plans have now been designed and awaiting sign off from service department following a number of changes which have been requested. Work to commence after Balloch campus relocation and planning application agreed. Remaining budget will be required to slip into 18/19.						
<b>Mitigating Action</b>						
None available at this time due to the interdependency of the Balloch Campus project.						
<b>Anticipated Outcome</b>						
New modern facility for Choices delivering a saving of £0.049m per annum. As no mitigation is available then the project will slip as described.						

<b>2 Kilpatrick School - New Build</b>						
Project Life Financials	10,487	10,491	100%	10,571	84	1%
Current Year Financials	197	221	112%	281	84	43%
Project Description	Design and build of construction of Additional Support Needs School					
Project Lifecycle	Planned End Date	30-Jun-18	Forecast End Date	30-Nov-18		
<b>Main Issues / Reason for Variance</b>						
Phase 2 physical works completed and practical completion achieved. Outstanding information required to resolve Japanese Knotweed reliance letter. Final account (including final asbestos costs) is still outstanding and anticipated to exceed budget. An assumption for the additional asbestos costs has been included in the forecast spend, with an anticipated overspend of £0.084m.						
<b>Mitigating Action</b>						
Ongoing discussions between Project Team, Legal Services and Hub West Scotland to resolve issues regarding Japanese Knotweed.						
<b>Anticipated Outcome</b>						
Phase 2 construction works are complete.						

<b>3 Schools Estate Improvement Plan</b>						
Project Life Financials	20,000	0	0%	20,000	0	1%
Current Year Financials	5,000	0	66%	0	(5,000)	-100%
Project Description	Completion of condition surveys has been carried out to identify works required to bring					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
<b>Main Issues / Reason for Variance</b>						
The budget for this project was phased with an expectation to spend £5m in 2017/18, however at present no projects have yet been approved for this project and therefore the funding will slip into a future year.						
<b>Mitigating Action</b>						
Options are currently being developed for Members to consider and will be reported to a future Committee for						
<b>Anticipated Outcome</b>						
£5m underspend in 2017/18 with funds to slip into future years.						

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>4 Children and Young Persons / Early Years</b>						
Project Life Financials	3,222	1,356	42%	3,222	0	0%
Current Year Financials	1,924	58	3%	297	(1,627)	-85%
Project Description	New funding announced July 2014 re the implementation of the Children and Young					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
At this time it is reported that there will be a forecast spend of £0.297m in 17/18 with remaining budget of £1.63m required to slip into 18/19 which is as a result of limited scope for works to be carried out to coincide with school holidays.						
<b>Mitigating Action</b>						
None available at present.						
<b>Anticipated Outcome</b>						
The project will be delivered but at a later date than had been originally planned						

<b>5 Clydebank Community Sports Hub</b>						
Project Life Financials	3,851	156	4%	3,851	0	0%
Current Year Financials	2,646	25	1%	1,661	(985)	-37%
Project Description	Creation of a multi purpose sports hub in Clydebank					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Aug-19		
<b>Main Issues / Reason for Variance</b>						
Due to the cost of build following procurement exercise there was a delay to commence building works until funds had been secured.						
<b>Mitigating Action</b>						
All funding has been secured and the project is now underway however it is expected that there will be slippage as detailed.						
<b>Anticipated Outcome</b>						
The project will be delivered in line with the programme and within secured funding.						

<b>6 Levensgrove Park</b>						
Project Life Financials	3,639	378	10%	3,639	0	0%
Current Year Financials	3,320	59	2%	1,660	(1,660)	-50%
Project Description	Restoration and Regeneration of Levensgrove Park					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
Early delays due to timescales involved in securing external funding which impacted the procurement timescales have resulted in a requirement to re-phase £1.660m from 2017/18 into 2018/19. The tender has now been awarded and the project has started with forecast completion date of 31 March 2019.						
<b>Mitigating Action</b>						
Project has been rephased to meet original planned end date of 31st March 2019.						
<b>Anticipated Outcome</b>						
The project will be fully delivered and on time, despite initial delay.						

MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>7</b>	<b>Strathleven Park and Ride Car Park</b>						
	Project Life Financials	285	0	0%	285	0	0%
	Current Year Financials	285	0	0%	40	(245)	-86%
	Project Description	Provision of additional car parking off Strathleven Place adjoining Church car Park. To be					
	Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Mar-18		
	<b>Main Issues / Reason for Variance</b>						
	Due to ownership and access issues, it is anticipated that the majority of physical works will be carried in 18/19, with costs in 17/18 in relation to consultancy an preparatory works.						
	<b>Mitigating Action</b>						
	Ownership and Access issues are currently being discussed in order to resolve issues which are delaying progressing. It is anticipated that these are resolved by the end of December 2017, with preparatory clearance works to be carried out by end of financial year.						
	<b>Anticipated Outcome</b>						
	Project completed within budget albeit later than anticipated						
<b>8</b>	<b>New Play &amp; Recreation at Radnor Park, including MUGA</b>						
	Project Life Financials	260	0	0%	260	0	0%
	Current Year Financials	260	0	0%	130	(130)	-50%
	Project Description	New Play & Recreation at Radnor Park, including MUGA					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Jul-18		
	<b>Main Issues / Reason for Variance</b>						
	Project delayed due to requirement for public consultation - this has commenced with final consultation on 24th November after which decisions will be taken with regards to the project design. Anticipate facilities to be in place by 31st July 2018.						
	<b>Mitigating Action</b>						
	None available at this time.						
	<b>Anticipated Outcome</b>						
	Provision of new Play & Recreation at Radnor Park, including MUGA delivered within budget.						
<b>9</b>	<b>New Sports Changing Facility at Lusset Glen in Old Kilpatrick</b>						
	Project Life Financials	150	0	0%	150	0	0%
	Current Year Financials	150	0	0%	0	(150)	-100%
	Project Description	New Sports Changing Facility at Lusset Glen in Old Kilpatrick					
	Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-19		
	<b>Main Issues / Reason for Variance</b>						
	New gas mains are being installed by Scottish Gas Networks in Autumn 2017 which will preclude construction works until 2018/19 resulting in rephasing of this budget. Currenly at design phase.						
	<b>Mitigating Action</b>						
	None available due to gas works being carried out						
	<b>Anticipated Outcome</b>						
	Works to be carried out as planned						

MONTH END DATE

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>10</b>	<b>Mandatory 20mph Residential communities</b>						
	Project Life Financials	500	0	0%	500	0	0%
	Current Year Financials	100	0	0%	50	(50)	-50%
	Project Description	Mandatory 20mph Residential communities					
	Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date		31-Mar-18	
	<b>Main Issues / Reason for Variance</b>						
	The Scottish Government are currently reviewing 20mph legislation. Subsequently, it is unlikely that all works will be carried out in this this financial year, therefore remaining budget will be required to slip into 18/19.						
	<b>Mitigating Action</b>						
	None available at this time						
	<b>Anticipated Outcome</b>						
	Project to be delivered on time and within budget						

<b>11</b>	<b>Leisure Energy projects</b>						
	Project Life Financials	277	33	12%	277	0	0%
	Current Year Financials	246	2	1%	21	(225)	-92%
	Project Description	Measures to be installed at both Meadow Centre & Vale of Leven Swimming Pool; new pool hall Air Handling Units, upgrade lighting, circulating pumps Vale of Leven Swimming Pool, internal and external lighting and draught proofing.					
	Project Lifecycle	Planned End Date	31-Jan-17	Forecast End Date		31-Mar-18	
	<b>Main Issues / Reason for Variance</b>						
	Main reason for variance is due to Air Handling Unit (AHU) upgrades AT Meadow Centre/Vale Swimming Pool. This project has been delayed due to higher priorities within the Procurement service in relation to other required procurement activities, which has resulted in remaining budget of £0.225m required to slip into 18/19.						
	<b>Mitigating Action</b>						
	None available at this time as the delay was due to prioritisation of resource.						
	<b>Anticipated Outcome</b>						
	A small number of projects will be complete by end of year with works to VOL and Meadow Centre Air Handling Units anticipated to be carried out in November 2018.						

MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials				
	Budget	Spend to Date		Forecast Spend	Forecast Variance
	£000	£000	%	£000	£000

12	<b>Regeneration/Local Economic Development</b>					
	Project Life Financials	2,746	137	5%	2,624	(122) -4%
	Current Year Financials	2,746	137	5%	948	(1,798) -65%
	Project Description	Budget to facilitate the delivery of Regeneration throughout West Dunbartonshire , aligned to the Economic Strategy 2015-20. External funding will be sought to maximise opportunities for redevelopment of these sites				
	Project Lifecycle	Planned End Date	31-Dec-17	Forecast End Date	31-Dec-18	
	<b>Main Issues / Reason for Variance</b>					
	<p>At this time we are forecasting an overall in-year underspend of £1.798m which comprises underspend due to unallocated budget of 0.122m, and £1.676m slippage ( which includes £1.512m St Eunan's strategic disposal and £0.160m Mitchell Way). Clydebank Town Centre &amp; Waterfront includes works at Bruce Street Baths which are now complete, Queens Quay and Connecting Clydebank (A814 project) consultancy fees and charrette projects which are progressing well. In relation to works at the St Eunan's site the contract for this project will soon be awarded following approval at Tender Committee of 06/09/17. A planning application will be required, which is now anticipated to be submitted by November 2017. Completion is required by December 2018 to comply with the external funder's requirements. Contract awarded &amp; contractor preparing revised programme and finalised design prior to submitting a planning application. The updated contractor delivery programme will determine actual spend for 2017/18 and is anticipated to be significantly lower than forecast. Site start now expected to be May 2018. With regards to works to Balloch Charrette, Design work is progressing for Balloch Village Square. A project proposal has been approved at August 2017 IRED Committee to enable related works to be procured. This budget allocation will complete development work for all of the mentioned projects in 2017/18 (Balloch Village Square, Balloch Castle, Balloch Park and Balloch Station Square), and is anticipated to complete before the end of this financial year. Other works with no financial issues at this time include Dumbarton Town Centre and Waterfront (where further discussion with developers regarding the pathway have taken place during August 2017 with heads of terms anticipated to be agreed by end December 2017); a variety of charrette related projects are currently being progressed with partners and developers which will then be procured; Glencairn House repairs works are underway, aim for completion of additional feasibility work for new users by December 2017 to inform IRED report early 2018. Re Dumbarton Rock area, no bat roosts have been identified therefore floodlighting design can progress, aiming for submission of statutory application in January 2018. Bowling Basin works (report from Scottish Canals indicates a requirement of £0.035m to take a joint partnership development to be eventually funded from the Regeneration Fund (notionally £2m) which includes support of £0.020m to jointly fund the feasibility of a new pedestrian route to Bowling Railway Station) and works to Alexandria Town Centre where public realm works at Mitchell Way to enable the regeneration of the site by CCG has been delayed due to conclusion of development appraisal.</p>					
	<b>Mitigating Action</b>					
	St Eunan's - Strategic Disposals - key sites; The Regeneration Team have submitted a Proposal of Application Notice to Planning and Building Standards for the project which removes this requirement and potential 12 week lead from the contractor. The contract has now been awarded and the project and risk register will be managed as project progresses. There have been discussions with the contractor regarding what early works could be carried out but Planning have indicated that these should commence after planning permission is granted.					
	<b>Anticipated Outcome</b>					
	Significant progress with transformational projects including Dumbarton Waterfront, strategic disposal sites and Alexandria town centre and further progress with implementing Charrette Action Plans.					

MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

13	<b>Queens Quay</b>						
	Project Life Financials	15,620	1,875	12%	15,620	0	0%
	Current Year Financials	13,950	529	4%	5,000	(8,950)	-64%
	Project Description	Queens Quay regeneration					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date		01-Nov-18	
	<b>Main Issues / Reason for Variance</b>						
	The project is reaching the key stage of where contracts will be issued related to Basin works during Autumn 2017. Remediation ground works commenced on site in August 2017 and a number of packages of works around the basin infrastructure are being finalised to commence on site in the Autumn of 2017. The roads infrastructure works and other development preparations works will be delivered later in 2017, with some delays experienced in bringing the District Heating Network project and Queens Quay project in-line for the roads/utilities work, subsequently resulting in forecast end date being extended to November 2018 and £8.950m to be slipped into 18/19. One key element of delay being experienced is in relation to the roads/utilities works which are being held up to ensure we integrate these works with the District Heating project pipework in particular.						
	<b>Mitigating Action</b>						
	A number of mitigating actions are being monitored through the risk register by the Management Group. Fortnightly meetings with the development partner take place to progress the project and make every attempt to reduce delays and slippage.						
	<b>Anticipated Outcome</b>						
	Regeneration of Clydebank Waterfront in line with budget, but delayed to co-ordinate with District Heating project.						

14	<b>Regeneration Fund</b>						
	Project Life Financials	12,400	0	0%	12,400	0	0%
	Current Year Financials	800	0	0%	0	(800)	-100%
	Project Description	Match funding for various regeneration projects currently in development					
	Project Lifecycle	Planned End Date	01-Aug-16	Forecast End Date		31-Mar-20	
	<b>Main Issues / Reason for Variance</b>						
	The budget for this project was phased with an expectation to spend £0.800m in 2017/18, however the development of projects has taken longer than anticipated resulting in slippage from 2017/18 into future years. Project proposals have been developed for Dumbarton Walkway and Balloch Squares, agreement was secured at the IRED Committee on 16 August 2017 to move forward with procuring contracts for Balloch Village and Dumbarton Pathway projects. Connecting Clydebank is at detailed design stage and requires time allocated in its programme to allow input from funding partners Sustrans. The development appraisal is progressing for Bowling Basin. Project proposals for Connecting Clydebank were reported to November 2017 IRED Committee and funding allocation of £2.3m was approved.						
	<b>Mitigating Action</b>						
	Development work has progressed and the approval of project proposals in 2017/18 will enable officers to make progress with procuring related project works during the remainder of 2017/18 with significant spend on projects beginning to happen during 2018/19. The need to spend Sustrans external funding first, lengthy procurement timescales, the complexity of some of the projects, the need to programme some works to avoid busy tourism periods and reliance on third parties means that mitigation is challenging.						
	<b>Anticipated Outcome</b>						
	Delivery of planned projects on time and within budget						



MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>15 Project to bring scaffolding in-house</b>						
Project Life Financials	717	0	0%	717	0	0%
Current Year Financials	717	0	0%	0	(717)	-100%
Project Description	At Council meeting on 30th August 2017 it was agreed to bring scaffolding in-house as a					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	30-Jun-18		
<b>Main Issues / Reason for Variance</b>						
The project entails the purchase of vehicles and equipment, and property costs of works required to make Window Factory fit for purpose. The timing of the majority of the works is likely to slip into 2018/19 due to the lead in time of organising the project.						
<b>Mitigating Action</b>						
Any works that can be completed during 2017/18, following Council policies will be actioned						
<b>Anticipated Outcome</b>						
It is likely that this project will be delivered in 2018/19						

<b>16 Replace Elderly Care Homes and Day Care Centres</b>						
Project Life Financials	25,127	13,786	55%	25,264	137	1%
Current Year Financials	6,845	356	5%	840	(6,005)	-88%
Project Description	Design and construction of replacement elderly care homes and day care centres in Dumbarton and Clydebank areas					
Project Lifecycle	Planned End Date	31-Jan-19	Forecast End Date	30-Sep-19		
<b>Main Issues / Reason for Variance</b>						
Dumbarton Care Home achieved practical completion on 28th April 2017 with retention due April 2018. All residents are now in new home with provision of day care from 7th July 2017. While build costs are anticipated to be within available budget additional expenditure relating to loose fixtures, fittings and equipment of £0.2m were incurred which were outwith the project scope. As planned, these additional costs will be funded by Health and Social Care Partnership, of which £0.064m has already been vired to this project from available funds within the Aids and Adaptations budget (which is managed by Housing on the Health and Social Care Partnership's behalf); leaving £0.136m subject to final confirmation by Health and Social Care Partnership Chief Financial Officer. The Council continues to work with Hub West and Morgan Sindall to agree the statement of final account and it is anticipated that a principles meeting to close outstanding matter will be held before end of November 2017. Planning consent for Clydebank Care Home was granted on 31st May 2017 with conditions which are currently being monitored and discharged at the appropriate points. This project is currently tracking an overspend based on latest cost estimates - however this position will be reflected upon receipt of tender returns which are due to be returned on 6 December 2017. It is anticipated that work will commence on-site by end of April 2018. Delay in achieving planning consent (linked to Masterplan Phase 1 which had to be determined first) and finalising more specific detail to tender (taking account of lessons learned from Dumbarton Care Home and site-specific matters and district heating) has subsequently changed the forecast end date with the impact being that the budget will be required to be re-profiled (due to amended programme of build linked to Masterplan Phase 1) to 18/19 and beyond.						
<b>Mitigating Action</b>						
In relation to Clydebank consideration is being given by officers to compress the tender evaluation period such that the contract can be awarded at earliest opportunity. Due to the complexity of both the relationships and co-dependencies with other neighbouring projects being developed at the same time the ability to mitigate within the project scope of control is limited – corporately, mitigation rests with delivery of programmes for overall Queens Quay Masterplan and in particular District Heating System. Prompted by the November project board and the tender returns (due early December) officers will complete a scenario plan to prepare for a number of potential outcomes.						
<b>Anticipated Outcome</b>						
New Care home provision in Clydebank currently delayed as indicated by the overall forecast end date above.						

WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 ANALYSIS OF PROJECTS AT RED ALERT STATUS

APPENDIX 6

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
<b>TOTAL PROJECTS AT RED STATUS</b>						
Project Life Financials	100,031	28,244	28%	101,647	99	0%
Current Year Financials	39,934	1,386	3%	10,939	(28,995)	-73%

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
<b>1 Vehicle Replacement</b>						
Project Life Financials	1,597	1,136	71%	1,597	0	0%
Current Year Financials	1,597	1,136	71%	1,526	(71)	-4%
Project Description	Replacement of vehicles which have reached end of programmed lifespan (7 year heavy vehicles, 10 year light vehicles)					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	30-Apr-18		
<b>Main Issues / Reason for Variance</b>						
Project currently reporting £0.071m underspend which relates to slippage for Replacement programme vehicles. Purchases of replacement of vehicles currently on long-term hire were given priority, therefore there is still a remaining budget in relation to purchase of vehicles on regular replacement programme have been.						
<b>Mitigating Action</b>						
None available due to the priority attached to the replacement of vehicles on long term hire.						
<b>Anticipated Outcome</b>						
The majority of the project will be completed on time						
<b>2 Allotment Development</b>						
Project Life Financials	400	0	0%	400	0	0%
Current Year Financials	400	0	0%	120	(280)	-70%
Project Description	To develop an allotment site at Dumbarton Common					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
Project delayed as appropriate sites have not yet been identified. The project team met in June and have identified a potential main site, however this site is currently identified on the local plan for housing and is being marketed as such by Estates, which is still ongoing. Once the outcome of this marketing is concluded then a recommendation can be made regarding its availability as an allotment site. The costs involved in providing the main site would be in the region of £0.300m and 2 further satellite sites are estimated to cost circa £0.100m. At this time it is anticipated that full spend will be achieved for the 2 satellite sites in this financial year although there may only be consultants costs of approx £0.020m in relation to the main site, with the remaining budget of £0.280m required to slip into 18/19. If the site is deemed suitable as an allotment site the local plan will have to be amended which would take in the region of 6 months. Suitable locations for the 2 satellite sites continue to be identified and assessed.						
<b>Mitigating Action</b>						
Continue to assess potential sites in conjunction with Environmental Health.						
<b>Anticipated Outcome</b>						
Development of allotments to take pressure off current 10 year waiting list.						
<b>3 Community Capital Fund</b>						
Project Life Financials	3,609	2,123	59%	3,415	(194)	-5%
Current Year Financials	1,783	297	17%	929	(854)	-48%
Project Description	Upgrade and improve recreational facilities throughout West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
<b>Main Issues / Reason for Variance</b>						
This budget is for the creation and upgrade of play areas. The project is currently showing an underspend of £0.857m. This relates to slippage required for parks which will be going to tender by the end of October (Balloch Park Slipway, Dillichip Park, Castlehill Upgrade MUGA, Brucehill, Goldenhill, Whitecrook & Inler Park) with works to carry into 18/19 after works to first set of new play parks (Mollanbowie, Bellsmyre Nursery, Silverton Milldam, Bowling, Faifley & Levensgrove) are complete.						
<b>Mitigating Action</b>						
None available at this time due to workflow of current playparks.						
<b>Anticipated Outcome</b>						
Improved recreational facilities throughout WDC anticipated to be delivered within budget albeit later than anticipated						

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>4</b>	<b>Holm Park &amp; Yoker Athletic FC</b>						
	Project Life Financials	500	0	0%	500	0	0%
	Current Year Financials	500	0	0%	10	(490)	-98%
	Project Description	Develop a new 3G pitch to act as a home venue for Clydebank FC with extensive community access.					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date		31-Mar-19	
	<b>Main Issues / Reason for Variance</b>						
	Project is delayed due to ground conditions - It is anticipated that there will only be site investigation costs and consultancy fees in 17/18 with remaining budget to be slipped into 18/19 to complete the project.						
	<b>Mitigating Action</b>						
	Site investigation works to be speedily concluded to confirm scope of works required. Virement requested to move						
	<b>Anticipated Outcome</b>						
	A new community accessible 3G pitch in the Clydebank Area.						

<b>5</b>	<b>Environmental Improvement Fund</b>						
	Project Life Financials	1,690	519	31%	1,690	0	0%
	Current Year Financials	1,359	187	14%	1,084	(275)	-20%
	Project Description	This fund has been created to deliver environmental improvement projects for communities					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date		31-Mar-18	
	<b>Main Issues / Reason for Variance</b>						
	Slippage is due to rephasing required for works to Mountblow 3G pitch - consultants currently pulling together tender documentation to be finalised and issued before the end of the year. Works will continue into 18/19 and anticipated to be complete by August 2018.						
	<b>Mitigating Action</b>						
	None available at this time						
	<b>Anticipated Outcome</b>						
	Mountblow 3G pitch to be completed within available budget albeit later than anticipated						

<b>6</b>	<b>Kilmaronock Cemetery Extension</b>						
	Project Life Financials	225	0	0%	225	0	0%
	Current Year Financials	225	0	0%	50	(175)	-78%
	Project Description	Extension of existing cemetery at Kilmaronock. Project not due to start April 2016. Procurement process anticipate starting August 2015.					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date		31-Jul-18	
	<b>Main Issues / Reason for Variance</b>						
	Initial project delay was due to the decision to appoint an external consultant with the necessary expertise to design the project and develop the tender documentation, and design consultants have now been appointed. Tenders will then be developed with proposed works commencing April 2018 and will take approximately 4 months to complete, with an anticipation of £0.050m spend in 17/18 in relation to consultants and planning fees, SEEPA costs and preparatory works. Therefore rephasing of approximately £0.175m into 17/18 will be required at this time.						
	<b>Mitigating Action</b>						
	Officers will monitor consultant progress with a view to accelerating any aspects of the project that are deemed appropriate to maximise spend in the current financial year.						
	<b>Anticipated Outcome</b>						
	Extension to Cemetery, around 2 months later than originally planned.						

MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

7 Posties Park Sports Hub						
Project Life Financials	1,802	31	2%	1,802	0	0%
Current Year Financials	1,778	7	0%	300	(1,478)	-83%
Project Description	Creation of a sports hub at Posties/Marinecraft to include a new changing pavilion/Gym,					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
Early delays due to timescales involved in bidding for external funding. A stage 2 funding application was submitted to Sports Scotland for £0.500m. The initial outcome of this application advised that the Council was unsuccessful in the funding bid therefore this element of the budget has been removed and replaced with resources vired from other budget lines as approved by Members in October 2017. Consultancy services together with external consultants are preparing tender documentation with an anticipated start date of June 2018.						
<b>Mitigating Action</b>						
Officers will seek to ensure that tender process facilitates June 2018 start date.						
<b>Anticipated Outcome</b>						
Creation of sports hub by December 2018.						

8 Sports Facilities Upgrades						
Project Life Financials	90	0	0%	90	0	0%
Current Year Financials	90	0	0%	15	(75)	-83%
Project Description	Project is part of wider investment in sporting facilities and is dependent on match funding from Sport Scotland. Agreement in principle to wider WDC strategic priorities.					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
<b>Main Issues / Reason for Variance</b>						
At this time £0.075m has been allocated to construction of 3 All weather tennis courts at Argyll Park. This project is estimated to cost £0.150m in total with the remaining £0.075m subject to a funding application to the Lawn Tennis Association for match funding. At this time officers are hopeful of an outcome regarding this funding application by the end of September and if successful it is anticipated that works will start April 2018 with completion by December 2018 resulting in rephasing of this element of the overall Sports Facilities budget into 2018/19. Options for the remaining budget are currently being developed with full spend anticipated at this time.						
<b>Mitigating Action</b>						
None available at this time						
<b>Anticipated Outcome</b>						
Improved sporting facilities						

9 Vale of Leven Cemetery Extension						
Project Life Financials	650	156	24%	650	0	0%
Current Year Financials	495	1	0%	130	(365)	-74%
Project Description	Extension of existing cemetery in Vale of Leven					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
As previously reported there has been difficulties purchasing the preferred site with officers working to identify alternative locations. While officers are hopeful of concluding the land purchase in this financial year the main body of the works will require to be rephased from 2017/18 into 2018/19.						
<b>Mitigating Action</b>						
Identify suitable alternative sites and options being actively pursued.						
<b>Anticipated Outcome</b>						
A suitable site is identified and purchased to provide a sustainable burial environment, albeit delayed by 3 years as a result of identifying a suitable site.						

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>10</b>	<b>Cashless Catering</b>						
	Project Life Financials	52	0	0%	52	0	0%
	Current Year Financials	52	0	0%	0	(52)	-100%
	Project Description	Cashless Catering within Primary Schools					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
	<b>Main Issues / Reason for Variance</b>						
	The Funding was allocated to roll out cashless catering in a number of Primary Schools which is being co-ordinated and led by Educational Services. A preferred contractor has been identified but cannot be appointed until approved by tendering committee. There will then be a lead in time for contract initiation after which we can develop a plan of what equipment FM needs and start procurement, therefore it is unlikely that there will be any spend this financial year and that the budget may be required to be re-phased into 18/19.						
	<b>Mitigating Action</b>						
	None Available						
	<b>Anticipated Outcome</b>						
	Cashless catering effected as part of wider cashless project						

<b>11</b>	<b>Auld Street Clydebank - Bond</b>						
	Project Life Financials	400	144	36%	400	0	0%
	Current Year Financials	256	0	0%	120	(136)	-53%
	Project Description	Completion of roadworks associated with Auld Street housing development					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-19		
	<b>Main Issues / Reason for Variance</b>						
	Progress and spend on this project is dependent on the incumbent housebuilding completing his works package resulting in a requirement to re-phase budget into 2018/19. Works are progressing with circa £60k of works having been completed with additional works ongoing. Housebuilder is on-site with 20 houses still to be built resulting in WDC being unable to complete road works until builder substantially completes his works. It is hoped that WDC works can complete by end March 2019.						
	<b>Mitigating Action</b>						
	None available due to dependency on 3rd party contractor.						
	<b>Anticipated Outcome</b>						
	Works complete within budget albeit later than anticipated						

<b>12</b>	<b>Flood Risk Management</b>						
	Project Life Financials	448	17	4%	448	0	0%
	Current Year Financials	448	17	4%	300	(148)	-33%
	Project Description	Enhancement of drainage infrastructure to ensure compliance with Flood Risk Management					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Oct-18		
	<b>Main Issues / Reason for Variance</b>						
	Contractual and procurement issues relating to minor civil works have resulted in project delay. It is anticipated that a framework is anticipated to be in place by 1st February 2018, with the majority of works to be carried out in 18/19 which is reflected in reduced forecast spend.						
	<b>Mitigating Action</b>						
	Road staff working with procurement to try to mitigate any further delay.						
	<b>Anticipated Outcome</b>						
	Project completed within budget albeit later than anticipated						

MONTH END DATE

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PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>13</b>	<b>Gruggies Burn Flood Prevention</b>						
	Project Life Financials	15,000	124	1%	15,000	0	0%
	Current Year Financials	485	9	2%	70	(415)	-86%
	Project Description	Commission of Gruggies Flood Prevention Scheme					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-19		
	<b>Main Issues / Reason for Variance</b>						
	Project delayed due to investigation works. Onsite investigation has now been carried out with scope of works being reviewed to determine best way to progress project. Following initial investigations, further topographic survey will be required which is anticipated to be carried out by end of financial year. Therefore the majority of physical works likely to be in 18/19 & 19/20. Forecast spend in 17/18 has been reduced to reflect this.						
	<b>Mitigating Action</b>						
	Once consultants report has delivered, further survey works will be procured and opportunities will be sought to mitigate any further delay.						
	<b>Anticipated Outcome</b>						
	Project completed within budget.						

<b>14</b>	<b>SPT</b>						
	Project Life Financials	310	0	0%	310	0	0%
	Current Year Financials	310	0	0%	176	(134)	-43%
	Project Description	Bus and cycling and walking infrastructure improvements within the West Dunbartonshire					
	Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
	<b>Main Issues / Reason for Variance</b>						
	Slippage relates to A814 congestion reduction measures. Forecast spend of £0.075m allocated to lighting works and removal of central reservation, therefore forecast spend has been reduced to reflect this. Plans for delivery of project are still to be defined, and approval will be sought from SPT to carry the remaining budget into 18/19.						
	<b>Mitigating Action</b>						
	SPT will be contacted to request remaining budget to be carried into 18/19 to carry out remaining works.						
	<b>Anticipated Outcome</b>						
	Project completed on time and within budget						

<b>15</b>	<b>Integrated Housing Management System</b>						
	Project Life Financials	624	126	20%	561	(63)	-10%
	Current Year Financials	546	48	9%	301	(245)	-45%
	Project Description	This is a budget to support the necessary development and on-going requirements of					
	Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	03-Dec-18		
	<b>Main Issues / Reason for Variance</b>						
	The project has been delayed due to finalising the contract documentation with the supplier and delays from incumbent system provider in the provision of access to Saffron data (ongoing issue, the target of 11th October was not met by Civica). Project has been re-phased with go-live date planned of 3rd December 2018, therefore budget of £0.181m is required to be re-phased into 18/19. As a result of the delay in completion of project, staffing is to be extended to 31st March 2019 in order to support implementation of new system. At this time we are anticipating an underspend of £0.063m.						
	<b>Mitigating Action</b>						
	Officers will continue to seek opportunities to mitigate any further delays to the project.						
	<b>Anticipated Outcome</b>						
	Project is to be delivered in-line with rephased project timeline with an anticipated underspend of £0.063m.						

<b>TOTAL PROJECTS AT AMBER STATUS</b>							
	Project Life Financials	27,397	4,376	16%	27,141	(256)	-1%
	Current Year Financials	10,324	1,703	16%	5,132	(5,192)	-50%



MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>1</b>	<b>New Balloch Campus (Haldane PS, St Kessog's PS, Jamestown PS &amp; EECC)</b>					
	Project Life Financials	16,462	12,231	74%	16,462	0 0%
	Current Year Financials	10,000	6,682	67%	10,326	326 3%
	Project Description	Construction of new primary school in Balloch to incorporate St Kessog's PS, Haldane PS and Jamestown PS and EE&CC)				
	Project Lifecycle	Planned End Date	01-Feb-19	Forecast End Date	28-Feb-19	
	<b>Main Issues / Reason for Variance</b>					
	Works progressing well and on programme for completion in February 2019. Spend accelerated from 2018/19 budget.					
	<b>Mitigating Action</b>					
	None required at this time.					
	<b>Anticipated Outcome</b>					
	£5m underspend in 2017/18 with funds to slip into future years.					

<b>2</b>	<b>Dalmonach CE Centre</b>					
	Project Life Financials	1,150	16	1%	1,150	0 0%
	Current Year Financials	1,122	3	0%	1,066	(56) -5%
	Project Description	To create a new community facilities with additional space for early years provisions				
	Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-19	
	<b>Main Issues / Reason for Variance</b>					
	Project is currently at detailed design phase with dates for procurement and contractor to be onsite to be confirmed					
	<b>Mitigating Action</b>					
	Consultancy Services to finalise design.					
	<b>Anticipated Outcome</b>					
	Procurement and contractor dates to be confirmed once design work finalised					

<b>3</b>	<b>Clydebank Crematorium</b>					
	Project Life Financials	1,569	1,681	107%	1,681	112 7%
	Current Year Financials	0	53	0%	53	53 0%
	Project Description	Installation of two new cremators with associated mercury abatement equipment.				
	Project Lifecycle	Planned End Date	01-Dec-15	Forecast End Date	30-Nov-16	
	<b>Main Issues / Reason for Variance</b>					
	Project now complete. Project overspent due to purchase of memorial bookcases, asbestos issues found whilst carrying out upgrading works and also additional re-surfacing works to make the facility DDA compliant. Final retentions have now been paid.					
	<b>Mitigating Action</b>					
	None available as project is complete					
	<b>Anticipated Outcome</b>					
	New cremators fully installed and functional and building DDA compliant, with a forecast project life overspend of £0.112m.					



WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 ANALYSIS OF PROJECTS AT GREEN ALERT STATUS WHERE VARIANCE IS OVER £0.050M

APPENDIX 8

MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>4</b>	<b>New Westbridgend Community Centre (18/19 BUDGET)</b>					
Project Life Financials	675	0	0%	675	0	0%
Current Year Financials	0	0	0%	50	50	0%
Project Description	New Westbridgend Community Centre (18/19 BUDGET)					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
Demolition and preparatory costs anticipated in 17/18. Budget will be accelerated from 18/19.						
<b>Mitigating Action</b>						
None Required						
<b>Anticipated Outcome</b>						
Project to be delivered on time and within budget						

<b>5</b>	<b>Office Rationalisation</b>					
Project Life Financials	21,445	16,487	77%	21,520	75	0%
Current Year Financials	9,396	5,938	0%	10,527	1,131	0%
Project Description	Delivery of office rationalisation programme					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	28-Feb-19		
<b>Main Issues / Reason for Variance</b>						
The main reason for the anticipated overspend in the 2017/18 is due to 50% of retention sum for the new Dumbarton Office requiring to be paid on practical completion showing an overspend of £0.964m which will be accelerated from 18/19 budget. The practical completion date is currently under review by Lendlease and Hub West Scotland. An updated completion date was confirmed on 26 September 2017 at Performance and Monitoring Group advising the new practical completion date of 28 February 2018. Budgets for Furniture, Audio Visuals and moves will also be spent in 2017/18. In addition to the accelerated retention there is an overspend of £0.091m in relation to Bridge Street for works which has been accelerated from 18/19 budget, £0.074m in relation to WDC Data Centre and £0.018 in relation to Aurora House. This shows an overall overspend in 17/18 of £1.131m (£1.056m accelerated budget, £0.092m overspend re Aurora House & WDC Data Centre and £0.018m underspend re Document Strategy) and a project-life overspend of £0.075m.						
<b>Mitigating Action</b>						
None available at this time, however spend from 2018/19 is anticipated to be accelerated into 2017/18						
<b>Anticipated Outcome</b>						
Improved and enhanced office accommodation delivered on time with an anticipated overspend of £0.075m						

<b>6</b>	<b>Building Upgrades and H&amp;S</b>					
Project Life Financials	4,976	749	15%	4,932	(44)	-1%
Current Year Financials	4,976	749	15%	4,799	(177)	-4%
Project Description	Lifecycle and reactive building upgrades					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-19		
<b>Main Issues / Reason for Variance</b>						
Projects totalling £4.967m allocated. At this time it is anticipated that £0.134m of retentions (of which £0.096m relates to Municipal Building) that will be required to slip into 18/19.						
<b>Mitigating Action</b>						
Ongoing regular meetings seeking to mitigate any possible delays to projects.						
<b>Anticipated Outcome</b>						
Project delivered within budget and amended timescales.						

WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 ANALYSIS OF PROJECTS AT GREEN ALERT STATUS WHERE VARIANCE IS OVER £0.050M

APPENDIX 8

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>7</b>	<b>Purchase of 3 Welfare Units</b>						
	Project Life Financials	78	0	0%	78	0	0%
	Current Year Financials	78	0	0%	26	(52)	-67%
	Project Description	At Council meeting on 30th August 2017 it was agreed to purchase 3 Welfare Units as a spend-to-save proposal.					
	Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-19		
	<b>Main Issues / Reason for Variance</b>						
	Only one Welfare unit is required at this time to replace one that is currently on hire. The remaining two will be purchased in 18/19.						
	<b>Mitigating Action</b>						
	None required at this time						
	<b>Anticipated Outcome</b>						
	Delivery of planned projects within budget and within planned timescale.						

WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 ANALYSIS OF RESOURCES WHERE VARIANCE IS OVER £0.050M

APPENDIX 9

MONTH END DATE

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

Resources Carried Forward						
Project Life Financials	(520)	40	-8%	(520)	0	0%
Current Year Financials	(473)	87	-18%	(337)	136	-29%
Project Description	These are resources that have been received in previous years relating to ICT Modernisation, Insurance receipts, HRA contribution re Dalmuir works, Turnberry Homes, Posties Park Sports Hub and Auld Street Bond					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
Main Issues / Reason for Variance						
Resources previously received of £0.136m relating to Auld Street Bond will require to be carried forward due to the inability of the Council to complete works due to the Housebuilder timescales						
Mitigating Action						
Mitigating actions are detailed within the amber status projects page.						
Anticipated Outcome						
Application of resources held on balance sheet in 2017/18 as appropriate						

Match Funding / Other Grants and Contributions						
Project Life Financials	(11,955)	(6,764)	57%	(11,955)	0	0%
Current Year Financials	(5,329)	(188)	4%	(2,855)	2,474	-46%
Project Description	This is match funding from various bodies with the main funding being anticipated for Levensgrove Park, Posties Park and Clydebanks Community Sports Hub					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-19		
Main Issues / Reason for Variance						
At this time it is anticipated that funding of £2.474m will require to be re-phased into 18/19 mainly relating to £1.140m for Levensgrove Park and £0.500m relating to Sports Scotland income for Clydebanks Community Sports Hub.						
Mitigating Action						
Mitigating actions are detailed within the red and amber status projects pages						
Anticipated Outcome						
Receipt of Match Funding mainly as anticipated other than Levensgrove Park and Sports Scotland for Clydebanks Community Sports Hub						

Capital Receipts						
Project Life Financials	(26,199)	(1,125)	4%	(26,199)	0	0%
Current Year Financials	(15,542)	(233)	1%	(10,736)	4,806	-31%
Project Description	These are capital receipts that are anticipated from sales of land and buildings both as					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
In general capital receipts are anticipated to lower in the current financial year due to market conditions, however the longer term expectation is that this will improve and capital receipts will balance out over the project life of the capital programme.						
Mitigating Action						
Officers will seek to maximise capital receipts in the current financial year subject to market conditions						
Anticipated Outcome						
Over the programme life capital receipts are anticipated to come in as budgeted						

WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 ANALYSIS OF RESOURCES WHERE VARIANCE IS OVER £0.050M

APPENDIX 9

MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

<b>Prudential Borrowing</b>						
Project Life Financials	(170,125)	(95,962)	56%	(170,887)	(762)	0%
Current Year Financials	(57,067)	(12,908)	23%	(31,543)	25,524	-45%
Project Description	Prudential borrowing is long term borrowing from financial institutions that has been					
Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
<b>Main Issues / Reason for Variance</b>						
Prudential borrowing in 2017/18 is likely to be less than budgeted due to programme re-phasing						
<b>Mitigating Action</b>						
Prudential borrowing is impacted by programme delivery therefore mitigating action is detailed in the red and amber analysis						
<b>Anticipated Outcome</b>						
While prudential borrowing requirement is likely to be less than budgeted in the current financial year this is anticipated to catch up over the programme life.						

<b>CFCR</b>						
Project Life Financials	(431)	(40)	9%	(431)	0	0%
Current Year Financials	(391)	0	0%	(339)	52	-13%
Project Description	This is capital spend which is funded by revenue budgets					
Project Lifecycle	Planned End Date		31-Mar-18	Forecast End Date		31-Mar-18
<b>Main Issues / Reason for Variance</b>						
CFCR relating to cashless catering is unlikely to be applied in this financial year due to level of anticipated spend						
<b>Mitigating Action</b>						
Mitigating action is detailed within the amber status projects page						
<b>Anticipated Outcome</b>						
Application of CFCR as anticipated						

WEST DUNBARTONSHIRE COUNCIL  
 GENERAL SERVICES CAPITAL PROGRAMME  
 PROPOSED VIREMENTS TO BE APPROVED

APPENDIX 10

MONTH END DATE

31 October 2017

PERIOD

7

Project Details	Project Financials		
Project Name	Budget £000	Virement £000	Revised Budget £000
Community Sports Fund			
Project Life Financials	580	(250)	330
Clydebank and Yoker Football clubs have successfully applied for funding from the Councils Community Sports Fund. Both clubs were awarded £125k. This funding will go towards a larger project that will see Holm Park undergo a £750k refurbishment. This virement will allow the total budget to be held in one budget location.			
Holm Park & Yoker Athletic FC			
Project Life Financials	500	250	750
Clydebank and Yoker Football clubs have successfully applied for funding from the Councils Community Sports Fund. Both clubs were awarded £125k. This funding will go towards a larger project that will see Holm Park undergo a £750k refurbishment. This virement will allow the total budget to be held in one budget location.			
<b>Total Virements Requested</b>			
<b>Current Year Financials</b>	<b>1,080</b>	<b>0</b>	<b>1,080</b>



## WEST DUNBARTONSHIRE COUNCIL

### Report by the Strategic Lead Housing and Employability

Council : 20 December 2017

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**Subject: Housing Revenue Account Budgetary Control Report to 31 October 2017 (Period 7)**

#### **1. Purpose**

- 1.1** The purpose of the report is to provide members with an update on the financial performance to 31 October 2017 (Period 7) of the HRA revenue and capital budgets.

#### **2. Recommendations**

- 2.1** Members are asked to:

- i) Note the projected favourable revenue variance of £0.209m (0.5%).
- ii) Note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £9.558m (31.2%), of which £8.415m (27.5%) relates to project re-phasing and an in-year underspend of £1.143m (3.7%).

#### **3. Background**

##### Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 22 February 2017, Members agreed the revenue estimates for 2017/2018 and a total budget of £42.912m.

##### Capital

- 3.2** At the meeting of Council on 22 February 2017, Members also agreed the updated Capital Plan for 2017/18 which has been augmented by re-phasing from 2016/17 to produce a total planned spend for 2017/18 of £30.578m. The funding of this is shown within Appendix 6.

#### **4. Main Issues**

##### Revenue Budget

- 4.1** The current budgetary position for HRA Revenue is summarised in Appendix 1 with information regarding projected variances valued at greater than £50,000 being provided as Appendix 2. The analysis shows the projected variance for HRA Revenue is a surplus of £0.209m

### Capital Budget

- 4.2** The HRA capital summary position is shown in Appendix 3. Information on projects that are highlighted as being within the red and amber categories and green category over £50K is provided in Appendices 4 to 6. A summary of anticipated resources is shown in Appendix 7. The analysis shows that for the in-year planned spend there is currently a favourable variance of £9.558m, of which £8.415m relates to project re-phasing and an in-year underspend of £1.143m.

## **5. People Implications**

- 5.1** There are no people implications.

## **6. Financial and Procurement Implications**

- 6.1** Other than the financial position noted above, there are no financial implications of the budgetary control report. There are no procurement implications arising from this report.

## **7. Risk Analysis**

- 7.1** The main financial risks to the ongoing financial position relate to unforeseen cost being identified between now and the end of the financial year. This can affect all service areas.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** The report is for noting and therefore no Equalities Impact Assessment was completed for this report.

## **9 Consultation**

- 9.1** The views of both Finance and Legal services have been requested on this report and both have advised there are neither any issues nor concerns with the proposal. As the report is for noting no further consultation is envisaged.

## **10. Strategic Environmental Assessment**

- 10.1** Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the five strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council. This report is for noting and, therefore, does not directly affect any of the strategic priorities.

**Peter Barry**  
**Strategic Lead – Housing and Employability**  
**Date: 21 November 2017**



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**Person to Contact:** Janice Rainey - Business Unit Finance Partner (HEED),  
Garshake Road, Dumbarton, G82 3PU, telephone: 01389  
737704, e-mail [janice.rainey@west-dunbarton.gov.uk](mailto:janice.rainey@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 - Budgetary Position (Revenue)  
Appendix 2 - Variance analysis (Revenue)  
Appendix 3 - Budgetary Position (Capital)  
Appendix 4 - Variance analysis Red Projects (Capital)  
Appendix 5 - Variance analysis Amber Projects (Capital)  
Appendix 6 - Variance analysis Green Projects (Capital)  
Appendix 7 – Resources (Capital)

**Background Papers:** None

**Wards Affected:** All



WEST DUNBARTONSHIRE COUNCIL  
HRA REVENUE BUDGETARY CONTROL 2017/2018

APPENDIX 1

PERIOD END DATE

31 October 2017

Subjective Summary	Total Budget 2017/18	Spend to Date 2017/18	Forecast Spend	Forecast Variance 2017/18		Annual RAG Status
Employee Costs	5,506	2,744	5,435	(71)	-1%	↑
Property Costs	1,819	1,096	1,837	18	1%	↓
Transport Costs	105	84	105	0	0%	→
Supplies, Services And Admin	380	159	405	25	7%	↓
Support Services	2,141	1,263	2,139	(2)	0%	↑
Other Expenditure	157	166	269	112	71%	↓
Repairs & Maintenance	11,716	6,360	11,398	(318)	-3%	↑
Bad Debt Provision	1,060	618	1,060	0	0%	→
Council Tax On Void Houses	326	258	333	7	2%	↓
Lost Rents	901	439	753	(148)	-16%	↑
Loan Charges	18,800	10,966	18,800	0	0%	→
<b>Total Expenditure</b>	<b>42,912</b>	<b>24,152</b>	<b>42,535</b>	<b>(377)</b>	<b>-1%</b>	<b>↑</b>

House Rents	40,205	23,273	40,001	204	1%	↓
Lockup Rents	227	130	225	2	1%	↓
Factoring/Insurance Charges	1,136	464	1,111	24	2%	↓
Other rents	143	79	123	20	14%	↓
Interest on Revenue Balance	46	0	70	(24)	-51%	↑
Miscellaneous income	143	28	137	6	4%	↓
Reallocated salaries	1,012	628	1,077	(64)	-6%	↑
<b>Total Income</b>	<b>42,912</b>	<b>24,602</b>	<b>42,744</b>	<b>169</b>	<b>0%</b>	<b>↓</b>

<b>Net Expenditure</b>	<b>0</b>	<b>(450)</b>	<b>(209)</b>	<b>(209)</b>
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MONTH END DATE **30 October 2017**

PERIOD **7**

Budget Details		Project Life Financials						RAG Status
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	forecast Variance		
		£000	£000	%	£000	£000	%	
Employee Costs		5,506	2,744	50%	5,435	(71)	-1%	↑
<b>Subjective Description</b>								
This budget covers all employees charged directly to the HRA including caretakers								
<b>Variance Narrative</b>								
<b>Main Issues</b>	Underspend in salary costs due to staff restructure savings and vacancies .							
<b>Mitigating Action</b>	No mitigating action is required as the variance is favourable							
<b>Anticipated Outcome</b>	A year end underspend is anticipated.							

Budget Details		Project Life Financials						RAG Status
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	forecast Variance		
		£000	£000	%	£000	£000	%	
Other Expenditure		157	166	106%	269	112	71%	↓
<b>Service Description</b>								
This budget covers strategy expenditure as well as legal fees, bank charges, rent abatements,tenancy sustainment work and factor's commission								
<b>Variance Narrative</b>								
<b>Main Issues</b>	Tenancy Sustainment element of payment to Women's Aid is now being met from the HRA rather than the general fund following review of where it was appropriate to pay this from.							
<b>Mitigating Action</b>	Management will ensure that this overspend will be offset by underspends within other areas within the HRA							
<b>Anticipated Outcome</b>	An overspend will be incurred on this line							

Budget Details		Project Life Financials						RAG Status
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	forecast Variance		
		£000	£000	%	£000	£000	%	
Repairs & Maintenance		11,716	6,360	54%	11,398	(318)	-3%	↑
<b>Service Description</b>								
This budget covers all repair and maintenance expenditure to houses and lockups								
<b>Variance Narrative</b>								
<b>Main Issues</b>	This favourable variance is mainly due to cost of gas/ ventilation/ lift repair and maintenance costs being less than budgeted . A large part of the budget for these costs are demand led so can fluctuate significantly from year to year.							
<b>Mitigating Action</b>	No mitigating action is required as the variance is favourable							
<b>Anticipated Outcome</b>	A year end underspend is anticipated.							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
Lost Rents		901	439	49%	753	(148)	-16% ↑
<b>Service Description</b>							
Rents lost on void houses and lockups							
<b>Variance Narrative</b>							
<b>Main Issues</b>	There has been an improvement in lost rental due to management action to improve processes around voids to achieve faster turnaround and improve the appeal of harder to let properties.						
<b>Mitigating Action</b>	No mitigating action is required as the variance is favourable						
<b>Anticipated Outcome</b>	A year end underspend is anticipated.						

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
HOUSE RENTS		(40,205)	(23,273)	0%	(40,001)	204	-1% ↓
<b>Service Description</b>							
Rental income from houses							
<b>Variance Narrative</b>							
<b>Main Issues</b>	The rate of transfer of surplus stock from the letting pool has been higher than assumed in budget						
<b>Mitigating Action</b>	This is part of ongoing housing strategy and timescales will vary as properties become vacant . Any income shortfall will be contained within the overall HRA budget						
<b>Anticipated Outcome</b>	There will be a shortfall in rental income						

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Income	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
REALLOCATED SALARIES		(1,012)	(628)	0%	(1,077)	(64)	6% ↑
<b>Service Description</b>							
This budget covers employee costs recharged to accounts outwith the HRA, principally HRA Capital and HMTA.							
<b>Variance Narrative</b>							
<b>Main Issues</b>	Increase due to the review of duties, resulting in a higher recharge being appropriate						
<b>Mitigating Action</b>	No mitigating action is required as the variance is favourable						
<b>Actual Outcome</b>	Higher allocation of employee costs from HRA of £64k						



WEST DUNBARTONSHIRE COUNCIL  
GENERAL SERVICES CAPITAL PROGRAMME  
OVERALL PROGRAMME SUMMARY

APPENDIX 3

MONTH END DATE **31 October 2017**

PERIOD **7**

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis					
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status		
<b>Red</b> Projects are forecast to be overspent and/or experience material delay to completion	3	10.7%	26,183	84.3%	3	10.7%	2,674	36.1%		
<b>Amber</b> Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	4	14.3%	989	3.2%	4	14.3%	878	11.9%		
<b>Green</b> Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	21	75.0%	3,901	12.6%	21	75.0%	3,849	52.0%		
<b>TOTAL EXPENDITURE</b>	<b>28</b>	<b>100%</b>	<b>31,073</b>	<b>100%</b>	<b>28</b>	<b>100%</b>	<b>7,401</b>	<b>100%</b>		
Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/(Under) £000
<b>Red</b> Projects are forecast to be overspent and/or significant delay to completion	72,772	26,183	71,984	(788)	11,311	2,674	6,086	(5,225)	(4,264)	(961)
<b>Amber</b> Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	7,001	989	6,920	(81)	6,890	878	2,927	(3,963)	(3,625)	(338)
<b>Green</b> Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	18,528	3,901	18,428	(100)	12,377	3,849	12,007	(370)	(526)	156
<b>TOTAL EXPENDITURE</b>	<b>98,302</b>	<b>31,073</b>	<b>97,333</b>	<b>(969)</b>	<b>30,578</b>	<b>7,401</b>	<b>21,020</b>	<b>(9,558)</b>	<b>(8,415)</b>	<b>(1,143)</b>
<b>TOTAL RESOURCES</b>	<b>(98,302)</b>	<b>(31,073)</b>	<b>(97,333)</b>	<b>969</b>	<b>(30,578)</b>	<b>(7,401)</b>	<b>(21,020)</b>	<b>9,558</b>		
<b>NET EXPENDITURE</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>		

MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

1 Targeted EESSH compliance works

Project Life Financials	4,062	58	1%	4,062	0	0%
Current Year Financials	4,062	58	1%	800	(3,262)	-80%
Project Description	Low Rise Works					
Project Lifecycle	Planned End Date		31-Mar-18	Forecast End Date		31-Mar-19

**Main Issues / Reason for Variance**

Building Services continue to experience problems in resourcing sufficient skilled operatives for this work stream (despite the recruitment drive) which has impacted severely on their ability to deliver the level of work required. Back-up contractors for this type of work have been procured, however there is a limitation within the tender award on the value of work they can undertake which is far below the level we would need them to deliver to meet the programme. Building Warrants have now been received allowing the scheduling of 4 project areas representing 117 addresses. Scheduling of this works and pre-start march in surveys are underway. A new process has begun to procure via the Scotland Excel framework for additional contractor support to deliver the level of work desired - the framework covers the type of work required and the procurement officer has completed an initial comparison of framework rates. This is now being compared against Building Services rates to determine financial suitability. At this stage a reasonable projection of spend in this financial year would be £0.800m which is approximately 20% of budget. It is anticipated that this projection may change positively over the next few months as work progresses. Technical Officers have advised of recent developments in obtaining building warrant permissions in connection with external wall insulation and associated works, this is as a result of increased focus and attention on this type of work. This may lead to further delays in commencing work planned whilst necessary additional permissions are sought.

**Mitigating Action**

Building Services will continue to drive recruitment to increase the number of appropriately skilled operatives whilst progressing the programme via current resources and existing back-up contractors. Technical Officers are working to resolve the issues in connection with building warrants to minimise delays.

**Anticipated Outcome**

Project to progress as much as possible. Budget will not meet spend targets and is projected for a £3.262m re-phase into 18/19 at this stage whilst we work to increase output and resource and alternative additional delivery contractor.



MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

2 Regeneration/Demolition of Surplus Stock						
Project Life Financials	8,774	7,522	86%	8,058	(716)	-8%
Current Year Financials	1,550	125	8%	429	(1,121)	-72%
Project Description	Regeneration/Demolition of Surplus Stock					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-19		

**Main Issues / Reason for Variance**

At this time it is anticipated that there will be a in year underspend of £1.121m which includes underspends in relation to unallocated budget (£0.639m) and Glenside/Muir Road (£0.286m) and slippage of £0.233m (£0.100m Creveul Court, £0130m Homeloss payments and £0.003m Glenside/Muir Rd retentions). Projects are progressing as follows: O'Hare/Alexander St - Property clearances, asbestos surveys and service disconnections are currently being arranged followed by tender preparations and issue which is anticipated for end of October; Creveul Court - Officers are working to re-house remaining tenant which is unlikely to be in 17/18. Slippage of £0.100m anticipated at this time; Homeloss and Disturbance Payments - At this time re-phasing of £0.130m is anticipated; Second Avenue / Singer Street / Crown Avenue - Project is complete and final payments are under review; Glenside / Muir Road - Project is complete and is subject to processing of final payment. It is anticipated that £0.003m will be required to slip into 18/19.

**Mitigating Action**

In relation of Creveul Court legal officers are following procedures to re-house remaining tenant working with other Council departments. Officers are following procedures to bring the contract to a close in connection with Second Avenue / Singer Street and Crown Avenue.

**Anticipated Outcome**

Tenant will be re-housed and demolition contractor will be procured during 2018/19.

3 New house build						
Project Life Financials	59,936	18,604	31%	59,863	(73)	0%
Current Year Financials	5,699	2,492	44%	4,857	(842)	-15%
Project Description	New house build					
Project Lifecycle	Planned End Date	31-Mar-23	Forecast End Date	31-Mar-23		

**Main Issues / Reason for Variance**

This project is currently forecasting an in year underspend of £0.849m which includes £0.769m slippage (£0.074m Second Avenue, £0.300m Creveul Court and £0.395m Haldane requisition), £0.085m underspend in relation to Haldane acquisition and overspend of £0.012m (£0.005m in relation to Bellsmyre New Build houses and £0.007m in relation to Queen's Quay). Projects are progressing as follows: Second Avenue - Progressing well and forecast to complete by year end; St Andrews - It is anticipated that there will only be preparatory design, planning and legal expenses in 17/18; Creveul Court Officers working to re-house remaining tenant; Haldane Acquisition - This budget is fully funded by the Scottish Government with a grant of £0.480m anticipated, however valuation has resulted in a transfer value of £0.395m and a subsequent underspend of £0.085m which will be offset by an adverse variance in grant income. Spend is unlikely to complete by year end resulting in re-phasing of £0.395m into 2018/19; Central Bellsmyre - This project is complete with current year spend being for retention payment.

**Mitigating Action**

In relation to St Andrews officers are working to complete the legal and development agreement to allow appointment of the consultant while at Creveul Court officers are following procedures to re-house remaining tenant working with other Council departments. At Haldane site officers are working to keep the new build on programme to progress to clearance of existing site as soon as possible.

**Anticipated Outcome**

In relation to Second Avenue the anticipated outcome will be that the contract will fully complete following agreement. With regards to Creveul Court the tenant will be re-housed and demolition contractor will be procured during 2018/19.

Project Life Financials	72,772	26,183	36%	71,984	(788)	-1%
Current Year Financials	11,311	2,674	24%	6,086	(5,225)	-46%

MONTH END DATE

31 October 2017

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

**1 Integrated Housing Asset Management**

Project Life Financials	876	233	27%	795	(81)	-9%
Current Year Financials	765	122	16%	427	(338)	-44%
Project Description	Integrated Housing Management System					
Project Lifecycle	Planned End Date	31-Aug-18	Forecast End Date	31-Mar-19		

**Main Issues / Reason for Variance**

The project has been delayed by identifying potential shared service opportunities, finalising the contract documentation with the supplier and delays from incumbent system provider in the provision of access to Saffron data (which is still an ongoing issue, anticipating to be resolved late November 2017). Project has been re-phased with go-live date planned at end of 3rd December 2018, therefore budget of £0.257m is required to be re-phased into 18/19. As a result of the delay in completion of project, staffing is being considered to be extended to 31st March 2019 in order to support implementation of new system. At this time we are anticipating an underspend of £0.081m.

**Mitigating Action**

Officers will continue to seek opportunities to mitigate any further delays to the project.

**Anticipated Outcome**

Project is to delivered in-line with rephased project timeline with an anticipated underspend of £0.081m.

**2 Building external component renewals**

Project Life Financials	3,076	661	21%	3,076	0	0%
Current Year Financials	3,076	661	21%	2,000	(1,076)	-35%
Project Description	Building external component renewals					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		

**Main Issues / Reason for Variance**

Tile stocks are readily available at this time, although suppliers have cautioned that stock could go low again. Analysis of overall completions rates are projecting less completions by year end. Building Services manager has raised the issue of output and rate of completions with his team and working to increase output. Therefore, at this time it is anticipated that there will be an in year underspend of £1.076m slipping into future financial years.

**Mitigating Action**

Officers are working to maintain tile stock availability to meet demand and adjusting the programme for certain renewals to maintain a consistency of tile type and colour to be fitted. Building Services officers are conscious of the impact on completions and working to manage the impact of tile availability and overall output.

**Anticipated Outcome**

Overall project may not meet spend targets, and is anticipated to underspend by £1.076m.

**3 Modern facilities and services**

Project Life Financials	590	87	15%	590	0	0%
Current Year Financials	590	87	15%	300	(290)	-49%
Project Description	Bathrooms and Kitchens					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		

**Main Issues / Reason for Variance**

Condition information identifies addresses for bathroom and kitchen renewals. Tenant agreement and uptake is less than needed to meet the programme and remains a challenge, however officers continue to contact tenants by letter and telephone in efforts to encourage uptake with brochures having been developed to show the range of options and finished examples to try and persuade them to agree. In addition the Housing Improvement Board has agreed to add showers to the bathroom specification and it is hoped that this will increase desirability and uptake. Recent response has seen an increase in uptake and projections have been adjusted to reflect this. At this time a reasonable projection of numbers would be 85 bathrooms and 60 kitchens, reporting an anticipated forecast spend of £0.300m; an underspend of £0.290m.

**Mitigating Action**

Officers are contacting tenants with new brochure information and shower inclusion in efforts to increase uptake. Tenants are offered additional support and assistance if required to help and mitigate with the disturbance e.g. packing up kitchens, ensuring water and cooking facilities available as soon as possible, etc.

**Anticipated Outcome**

Number of completions to be less than programme resulting in an anticipated underspend of £0.290m against budget.

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

4 Non Traditional and Traditional Improvement Works						
Project Life Financials	2,459	8	0%	2,459	0	0%
Current Year Financials	2,459	8	0%	200	(2,259)	-92%
Project Description	Risk Street Overclad					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date		31-Mar-19	

**Main Issues / Reason for Variance**

This project has taken considerable time to liaise and negotiate with owners to take this forward. Owners voting process has now concluded with the majority of owners in each block (including WDC owned shares) having voted in favour of the external insulation improvement. The result has been communicated to owners. Officers are now progressing the project in terms of contract acceptance and necessary permissions to commence work (tender has been returned and was placed on hold). At this time it is anticipated that the site start will be in November/December, following receipt of building warrant. The preferred bidder is assisting with key construction information which is required to complete the Building Warrant process, officers in Procurement and Consultancy Services are in liaison with the preferred bidder to progress this. As the contract is planned to be completed over an 18 month period, there is a resulting re-phasing of £2.460m into 2018/19 with a revised year end forecast of £0.200m due to ongoing issues in finalising the building warrant. Although significant re-phasing is required at this time the main issues surrounding the ability to start this project have been resolved therefore this project is awarded Amber Status to inform of project update rather than Red Status to indicate material project concerns.

**Mitigating Action**

Communications have been issued to all owners with result of vote and next steps. Officers are working to complete the building warrant process. Tender acceptance and contract confirmation will be taken forward upon BW receipt. The preferred bidder is assisting with key construction information which is required to complete the Building Warrant process, officers in Procurement and Consultancy Services are in liaison with the preferred bidder to progress this. Customer Liaison officer and Project Team are coordinating the open drop in session for residents with project design details and information presentations, however this will not be finalised until the receipt of the building warrant allowing award of the contract.

**Anticipated Outcome**

Works anticipated be completed over 2017/18 and 2018/19, estimated for completion by end of 2018/19 delivering an major external upgrade of 6 blocks in Risk St, Dumbarton for 72 tenants and 63 owners within budget.

Project Life Financials	7,001	989	14%	6,920	(81)	-1%
Current Year Financials	6,890	878	13%	2,927	(3,963)	-58%

WEST DUNBARTONSHIRE COUNCIL  
HRA CAPITAL PROGRAMME  
ANALYSIS OF PROJECTS AT GREEN STATUS >£50,000

Appendix 6

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials				
	Budget	Spend to Date	Forecast Spend	Variance	
	£000	£000	%	£000	%

<b>1 Contingencies</b>						
Project Life Financials	100	0	0%	0	(100)	-100%
Current Year Financials	100	0	0%	0	(100)	-100%
Project Description	Contingency budget for unforeseen works					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
<b>Main Issues / Reason for Variance</b>						
This is a contingent budget for unforeseen matters which may arise during the year, however at this time in is anticipated that this will not be required						
<b>Mitigating Action</b>						
None required						
<b>Anticipated Outcome</b>						
Under spend in this financial year						

MONTH END DATE

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

1 New Build Grant						
Project Life Financials	(26,095)	(8,440)	32%	(26,405)	(310)	1%
Current Year Financials	(2,996)	(1,244)	42%	(2,911)	85	-3%
Project Description	Grant to facilitate the building of new build housing					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
<b>Main Issues / Reason for Variance</b>						
Grant income relating to the Haldane acquisition £0.480m was received late 2016/17 and has been held on the balance sheet. It will not be applied until 2018/19 when the transfer of the site will take place, however the transfer value has been agreed at a value of £0.395m resulting in an underachievement of grant income of £0.080m (although this is offset by purchase cost being £0.080m less than budgeted). Grant income anticipated to be received in 17/18 includes £1.716m (Singer Avenue/Second Street), £0.500m (St Andrew's High School site) and £0.300m (Creveul Court).						
<b>Mitigating Action</b>						
None Required as income has already been received and this is purely an accounting/timing adjustment						
<b>Anticipated Outcome</b>						
Grant income will be applied in 2018/19						

2 Prudential Borrowing						
Project Life Financials	(64,907)	(19,642)	30%	(61,356)	3,551	-5%
Current Year Financials	(23,762)	(3,166)	13%	(12,018)	11,744	-49%
Project Description	Prudential borrowing to finance capital expenditure not already funded from grants/contributions, revenue contributions or capital receipts					
Project Lifecycle	Planned End Date	31-Mar-23	Forecast End Date	31-Mar-23		
<b>Main Issues / Reason for Variance</b>						
Prudential Borrowing is impacted by the both the total level of capital spend and the level of other capital resources. The level of prudential borrowing in 2017/18 and overall is likely to be less than anticipated for reasons identified within each project that shows re-phasing requirements in the red and amber analysis						
<b>Mitigating Action</b>						
Mitigating actions are detailed in the red and amber analysis						
<b>Anticipated Outcome</b>						
Prudential Borrowing overall likely to be less than anticipated.						

MONTH END DATE

31 October 2017

PERIOD

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Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%

3 Capital Receipts						
Project Life Financials	0	(2,244)	100%	(2,244)	(2,244)	100%
Current Year Financials	0	(2,244)	100%	(2,244)	(2,244)	100%
Project Description	Capital receipts from the sale of land or application to purchase houses under Right to Buy Legislation prior to end of scheme					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
<b>Main Issues / Reason for Variance</b>						
Capital receipts were not anticipated to be received due to the closure of the Right to Buy Scheme, however receipts are still being received for applications submitted prior to the end of the scheme resulting in unbudgeted income being received.						
<b>Mitigating Action</b>						
None required due to favourable variance						
<b>Anticipated Outcome</b>						
Unbudgeted income received						

## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead - Resources

Council: 20 December 2017

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**Subject: General Services Budget Preparation 2018/19 to 2020/21 – Budget Update**

#### 1. Purpose

- 1.1 To provide Members with details of savings options generated by the Corporate Management Team for Members consideration in closing the projected budget gap in setting the General Fund revenue budget for 2018/19.
- 1.2 The purpose of this report is to provide Members with an update to the funding gap following the announcement of the settlement for Scottish Government on 14 December 2017.

#### 2. Recommendations

##### 2.1 Members are asked to:

- (a) Note the savings options detailed in Appendix 1, which have been generated by the Corporate Management Team for Members' consideration in closing the projected gap;
- (b) Note the update of the funding gap provided following the settlement announcement as provided as Appendix 2 (to follow due to timing of the settlement announcement);
- (c) Note the updated projections to 2020/21 after implementing the changes to the draft budget book identified in Appendix 3 which generate anticipated revenue funding gaps within General Services of £2.708m for 2018/19; £7.674m for 2019/20; and £13.549m for 2020/21;
- (d) Note that this projected position is subject to amendment as assumptions continue to be clarified and revised between now and Council in February 2018; and
- (e) Note the planned budget consultation process will commence in early January 2018.

#### 3. Background

- 3.1 In the refresh of the Long Term Finance Strategy and budget update reported to Council on 25 October 2017 the following cumulative budget gaps were reported:

- 2018/19 £3.375m;

- 2019/20 £8.378m; and
- 2020/21 £14.254m.

**3.2** Council on 25 October 2017 noted that the Corporate Management Team were in the process of generating savings options which will be reported to Council in December 2017. The Corporate Management Team has now finalised this process and these are detailed in Appendix 1.

**3.3** Council on 25 October 2017 noted that the public consultation on the savings options will be undertaken during January 2018.

**3.4** As a result of the settlement being announced on 14 December it was decided that this report be issued before the settlement to allow members to have sight of the savings options ahead of the Council meeting.

**3.5** At the reconvened Council meeting on 30 October 2017 Council agreed:

“Council notes the report, and includes the proposed extension to winter footpath gritting as a growth option in budget consultations.

Further, Council agrees that Corporate Communications will use press releases and social media to inform residents of the availability of grit, grit bins, and other resources that the Council provides, and how residents can use these effectively to tackle problems associated with winter weather.”

#### **4. Main Issues**

**4.1** Officers will provide Members with information on the settlement, to be announced on 14 December 2017, through the issuing of Appendix 2 to this report on 15 December 2017.

**4.2** During the normal budget review process a number of changes to the draft budget have been identified, as listed at Appendix 3. These changes reduce the projected funding gap by the following sums (cumulative):

- 2018/19 £2.708m;
- 2019/20 £7.674m; and
- 2020/21 £13.549m.

**4.3** As noted in the report to Council in October, the planned public consultation on options to close the gap will commence in January 2018. As noted above, Council also agreed to consult at the same time regarding the extension of winter footpath gritting. The consultation will therefore allow the public to consider options to close the gap including consideration of the possibility of extending the provision of gritting to footpaths.



**4.4** As reported to October 2017 Council, Members may wish to consider use of reserves when setting the budget and an updated position on reserves will be provided in the budget-setting report to February 2018 Council.

## **5. People Implications**

**5.1** The potential staffing implications are shown within the savings options appended to this report and will be subject to consultation processes where appropriate and managed in accordance with the Council's Switch Policy (Organisational Change).

## **6. Financial and Procurement Implications**

**6.1** The main variables within the current projections will be refined throughout the budgeting process as more information becomes available.

**6.2** Financial implications arising from the budget process are detailed in the report and appendices. There are no direct procurement implications arising from this report.

## **7. Risk Analysis**

**7.1** There are a number of assumptions within the Financial Strategy, these assumptions lead to the identified budget gaps. The gaps could vary from that indicated if the Council identifies further burdens, or mitigates some.

## **8. Equalities Impact Assessment (EIA)**

**8.1** Equality impact screening or assessment of each savings option are carried out within the relevant services and will be made available to Members as part of the background papers for the Council decision on setting the budget in February 2018.

## **9. Consultation**

**9.1** The development of the savings options were considered by the Corporate Management Team during November and December 2017 and the views of Legal Services have been requested on this report and have advised there are neither any issues nor concerns with the report.

## **10. Strategic Assessment**

**10.1** Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan.

**10.2** The General Services revenue budget contributes to all categories by providing funding in specific areas to help the Council achieve and develop these priorities.

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**Stephen West**  
**Strategic Lead - Resources**  
**Date: 7 December 2017**

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**Person to Contact:** Stephen West, Strategic Lead - Resources, Garshake Road,  
Dumbarton  
Telephone (01389) 737191.  
E-mail: [stephen.west@west-dunbarton.gov.uk](mailto:stephen.west@west-dunbarton.gov.uk)

**Appendices:** 1: Savings Options;  
2: Settlement Information; and  
3: Summary of changes from October 2017.

**Background Papers:** Council Draft Budget Book 2018/19 to 2020/21;  
Minute of Council meeting – 22 February 2017;  
Minute of Council meeting – 25 October 2017; and  
Equalities Impact Screening  
Management Adjustments applied

**Wards Affected:** All

## Appendix 1

### West Dunbartonshire Council Savings Options 2018/19

#### Funding Proposal

The option below relates to Council Tax	<b>Savings / Income Total</b>
<b>Increase Council Tax</b>	
The Scottish Government last year set a cap on the amount Councils could increase Council Tax by. If this cap is removed for 2018/19, this proposal would see Council Tax increase by 4% per year instead of the projected 3%.	<b>£430,000 in 2018/19</b>
	<b>£860,000 in 2019/20</b>
	<b>£1.3million in 2020/21</b>

#### Savings Proposals - Education related options

The options below relate to education, whether directly in schools or in support services for education provision		<b>Savings / Income Total</b>
1	<b>Reduce the Curriculum for Excellence budget</b>	
	The Curriculum for Excellence budget was put in place to support joint projects being delivered through local learning communities (comprising a secondary school with associated primary schools and Early Learning & Childcare Centres) as part of our strategy to raise attainment. Since these joint projects are now well established and part of the normal running of each learning community they require less intervention so a saving could be made. In addition Scottish Government funding for standardised assessment removes the requirement for specific Council funding for this.	<b>£42,000 per year</b>
2	<b>Review devolved school budgets</b>	
	Reduce by 5% a) This would see the devolved budgets which school head teachers have available to them reduce by 5%. Currently secondary school head teachers have £679,000 per year, while primary school head teachers have £696,000. Under the proposals this would change to £654,000 for secondary and £671,000 for primary by 2019/20.	<b>£42,000 in 2018/19</b>  <b>£50,000 per year from 2019/20</b>
	<b>OR</b>	

	<p>Reduce by 10%</p> <p>b) This would see the devolved budgets which school head teachers have available to them reduce by 10%. Currently secondary school head teachers have £679,000 per year, while primary school head teachers have £696,000. Under the proposals this would change to £629,000 for secondary and £646,000 for primary by 2019/20.</p>	<p><b>£84,000 in 2018/19</b></p> <p><b>£100,000 per year from 2019/20</b></p>
3	<p><b>Reduce central spend on recreational activity</b></p> <p>Currently the Education service pays £18,000 a year for swimming lessons for primary school pupils. Under this proposal the cost would no longer be met by the central education service, and instead each school would decide whether to provide this service through the use of their individual funds</p>	<p><b>£18,000 per year</b></p>
4	<p><b>Reduce payments to Parent Councils</b></p> <p>The Council currently provide a higher than national average level of funding to support primary school Parent Councils across West Dunbartonshire, as well as a range of other supports. This takes the form of a £10 per pupil top up to the standard allocation. This proposal would reduce the funding meaning primary school Parent Councils received a share of £12,000. Secondary school Parent Councils would access a share of £3,000 in addition to Curriculum for Excellence funding.</p>	<p><b>£75,000 per year</b></p>
5	<p><b>Remove Additional Educational Maintenance Payments</b></p> <p>Education Maintenance Allowance (EMA) is provided to eligible (depending on financial circumstances) 16-19 year olds who decide to stay in education. It is available for both academic and vocational courses. The standard rate for EMA in Scotland is £30. West Dunbartonshire Council's rate is currently double this at £60. Under this proposal the rate would return to the Scottish standard of £30.</p>	<p><b>£164,000 per year</b></p>
6	<p><b>Remove clothing grant top-up</b></p> <p>All Councils make provision for the clothing of pupils who may not otherwise have access to school uniform/clothing. At present West Dunbartonshire Council has one of the highest clothing grants in Scotland at £100 per child. This proposal would bring the grant provided by West Dunbartonshire Council more in line with national averages at £50 per young person.</p>	<p><b>£240,000 per year</b></p>

7	<p><b>Review School Meal Provision</b></p> <p><b>Introduce pre-packaged meals into school lunches</b></p> <p>This proposal would see all school meals change from 2019 onwards following a pilot in 2018/19; with hot and cold pre-packaged meals provided in schools as a replacement to the preparation of ingredients onsite.  <i>Council Staffing Implications : 12 FTE (12 posts)</i></p>	<p><b>£10,000 in 2018/19</b></p> <p><b>£140,000 in 2019/20</b></p> <p><b>£200,000 in 2020/21</b></p>
8	<p><b>Provide a sandwich lunch on Fridays</b></p> <p>The Council currently provides hot school meals 5 days per week. This proposal involves replacing the hot meal option on a Friday with a healthy sandwich meal including salad/fruit.  <i>Council Staffing Implications : 8.5 FTE (8.5 posts)</i></p>	<p><b>£75,000 in 2018/19</b></p> <p><b>£100,000 in 2019/20</b></p> <p><b>£120,000 in 2020/21</b></p>
9	<p><b>School Crossing Patrols</b></p> <p><b>a) To be delivered by volunteers</b></p> <p>Identify and train community groups to undertake the provision of school crossing patrols on all 37 crossings, affecting 40 posts as some patrols are covered by two post holders. This would involve replacing current post holders with community volunteers, dependent on capacity and training for community groups.  <i>Council Staffing Implications : 10 FTE (45 posts)</i></p> <p><b>OR</b></p> <p><b>b) Withdrawing patrols from junctions where pedestrian crossings exist</b></p> <p>This proposal would see the Council bring the service in line with national guidance by withdrawing patrols from 12 locations where there are controlled pedestrian crossings in place. National guidance states that school crossing patrollers should not be deployed at junctions where pedestrian crossings already exist because this duplication can be confusing for motorists.  <i>Council Staffing Implications : 2.6 FTE (13 posts)</i></p>	<p><b>£160,000 per year</b></p> <p><b>£25,000 per year</b></p>

## Savings Proposals – Parks and Greenspace related options

The options below relate to provision of parks and greenspace		Savings / Income Total
10	<p><b>Changes to Dalmuir Municipal Golf Course</b></p> <p>Currently the Council is subsidising Dalmuir Golf Course by £140,000 a year. Three options have been developed to address this:</p> <p><b>a) Close completely</b> This option would see Dalmuir Municipal Golf Course close completely. <i>Council Staffing Implications : 4 FTE (4 posts)</i></p> <p><b>OR</b></p> <p><b>b) Increase membership charges</b> This option would see membership charges increase by 30% from the current season ticket charge of £280 per annum to £364. This would allow an amount of additional income to be generated to support the ongoing costs of running the Golf Course. Increasing costs may have an impact on current levels of membership.</p> <p><b>OR</b></p> <p><b>c) Reduce to a 9 hole course</b> This option would see the course reduced in size and this would reduce costs for maintenance and running of the golf course while maintaining a municipal golf course for residents. <i>Council Staffing Implications : 2 FTE (2 posts)</i></p>	<p><b>£200,000 per year</b></p> <p><b>£10,000 per year</b></p> <p><b>£60,000 per year</b></p>
11	<p><b>Review Council's grass cutting service</b></p> <p>This proposal would reduce all current weekly grass cutting to fortnightly, and all current fortnightly grass cutting to three weekly. It would also see the Council stop cutting banked areas, and increase the number of uncut biodiversity areas (grass areas left uncut and allowed to develop wild growth). <i>Council Staffing Implications : 6 FTE (12 posts)</i></p>	<p><b>£136,000 per year</b></p>
12	<p><b>Remove summer bedding displays</b></p> <p>This proposal would see the Council convert existing annual flower beds into a mixture of grass and perennial beds that are less expensive to maintain. <i>Council Staffing Implications : 3 FTE (5 posts)</i></p>	<p><b>£80,000 per year</b></p>
13	<p><b>Review the provision of Christmas trees</b></p> <p>Reduce the number of Council provided Christmas Trees across West Dunbartonshire to focus on one location in Clydebank, Dumbarton and Alexandria</p>	<p><b>£10,000 per year</b></p>

14	<p><b>Cease providing festive lighting</b></p> <p>This proposal would see the Council stop directly providing festive lighting on several local roads in West Dunbartonshire. Officers would instead engage with local community and business groups to establish self-funding and management of the lighting provision.</p>	<p><b>£10,000 per year</b></p>
15	<p><b>Reduction in street cleaning</b></p> <p>a) This would see sweeping and litter picking reduced across all areas with fewer sweeper vehicles and provision. Litter picking and collection of public bins will move to 3 times per week instead of daily. Street sweeping will be fortnightly or three weekly. <i>Council Staffing Implications : 10 FTE (10 posts)</i></p> <p>b) Regular sweeping in Town Centres and areas of heavy footfall would remain at current levels. There would be a reduction in the frequency of sweeping on trunk roads, rural roads and within housing schemes. <i>Council Staffing Implications : 1.5 FTE (3 posts)</i></p>	<p><b>£300,000 per year</b></p> <p><b>£35,000 per year</b></p>
16	<p><b>Reduction in cemetery maintenance</b></p> <p>Reduce weekly grass cutting regimes in cemeteries from weekly to fortnightly. The area around headstones will be covered in weed kill to remove requirement for weed removal. This may result in a small impact on the appearance of landscaped areas within cemeteries. <i>Council Staffing Implications : 4 FTE (4 posts)</i></p>	<p><b>£120,000 per year</b></p>
17	<p><b>Reduction in park maintenance</b></p> <p>Reduce amount of formal summer bedding, which will be replaced with grass. Weekly grass cutting will be reduced to fortnightly and litter picking will reduce from daily to three times per week. <i>Council Staffing Implications : 5 FTE (5 posts)</i></p>	<p><b>£150,000 per year</b></p>
18	<p><b>Identify areas in parks and open spaces for biodiversity</b></p> <p>Appropriate areas in parks and public spaces will be created as biodiversity sites. <i>Council Staffing Implications : 6 FTE (6 posts)</i></p>	<p><b>£180,000 per year</b></p>
19	<p><b>Removal of Care of Gardens</b></p> <p>Currently the Council provides free garden maintenance to all pensioners in West Dunbartonshire, and to those who are infirm and disabled. In total they receive seven grass cuts between April and November, two hedge cuts and all pathways swept clear and cuttings removed. From 2018 summer season, the service will only be provided free of charge to all residents in receipt of a disability related benefit or a service from the HSCP. Under this new proposal, the scheme would cease completely from Summer 2018 <i>Council Staffing Implications : 0 (20 non-Council posts)</i></p>	<p><b>£375,000 per year</b></p>

20	<p><b>Removal of weekend litter squad</b></p> <p>This proposal would see the Council stop collecting litter at weekends. This would reduce the number of times that the Council removes dog fouling and litter. Instead campaigns would continue to convince the small minority of residents to change their littering behaviour to avoid a negative impact on the environment.</p>	<p><b>£140,000 per year</b></p>
21	<p><b>Review the charges for special uplifts</b></p> <p>This proposal would see the existing Council charge of £17.54 per uplift increase to a rate of £35.00 per uplift from 1 April, 2018. At present most Councils (23) charge for this service, with an average charge of £28.87 per uplift. Residents can avoid any charges by disposing of bulky household waste at the Council's household waste recycling centres free of charge.</p>	<p><b>£25,000 per year</b></p>
22	<p><b>Operate a single household waste recycling centre for West Dunbartonshire</b></p> <p>The Council currently operates two household waste recycling centres, one at Dalmoak, in Alexandria, and another in Old Kilpatrick. This proposal would see the Council centralise all household waste recycling at Dalmoak and close the centre at Old Kilpatrick. This single service would be complemented by the 125 recycle points across West Dunbartonshire for glass, excess blue bin recyclable material and, in some cases, clothes, textiles, shoes, books, CDs and DVDs.</p> <p><i>Council Staffing Implications : 0 (4 non-Council posts)</i></p>	<p><b>£19,500 for 2018/19</b></p> <p><b>£39,000 per year from 2019/20</b></p>
23	<p><b>Cease gritting of priority footways during winter</b></p> <p>This proposal would see the removal of treatment of priority footways – such as in town centres – during periods of extreme weather. The impact of this change could be mitigated by extending the provision of grit bins, and increasing individually and community resilience to grit their local footways. There are over 420 grit bins across the area which are well used.</p>	<p><b>£115,000 per year</b></p>
24	<p><b>Review of waste services</b></p> <p>Currently West Dunbartonshire residents recycle 47% of waste and this is increasing every year. The Scottish Government has set a target for 70% of all waste to be recycled by 2025. A review would be undertaken to ensure the Council meets this target and operates services in the most efficient way. This could include altering the frequency that grey and green waste bins are uplifted from the current fortnightly collection schedule. A one-off investment would be required to facilitate this change.</p> <p><i>Council Staffing Implications : 4 FTE (4 posts)</i></p>	<p><b>£125,000 2018/19</b></p> <p><b>£250,000 2019/20</b></p> <p><b>One off investment of £140,000</b></p>



25	<p><b>Undertake a review of Community Facilities operated by WDLT</b></p> <p>West Dunbartonshire has a high number of community centres and other facilities compared to other Councils on a per-head basis. These place a considerable burden on local taxpayers to fund year-round opening by staff members at subsidised rates to the community.</p> <p>A review of the 11 premises would be undertaken to identify those least in demand. Those deemed surplus to requirements by the Council could be passed through Community Asset Transfer to local community groups or simply closed. Reducing the number of facilities in operation will mean that some current centre users have to move facilities. There would be no issue accommodating them elsewhere as occupancy levels within centres are low.</p> <p><i>Council Staffing Implications : 6 FTE (6 posts)</i></p>	<p><b>£40,000 in 2019/20</b></p> <p><b>£130,000 from 2020/21</b></p>
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### Savings Proposals – Service & Process Rationalisation

The options below relate to options for changing how and where services are delivered		<b>Savings / Income Total</b>
26	<p><b>Centralise Registration Services in Dumbarton</b></p> <p>This proposal would see the Council offer all registrar appointments in Dumbarton. Currently appointments are also offered 4-days-a-week in Clydebank and these would cease. As births and deaths no longer need to be registered within the Council area that they occur, residents could use services in whichever areas were most suitable to them.</p> <p><i>Council Staffing Implications : 1 FTE (1 post)</i></p>	<p><b>£18,000 per year</b></p>
27	<p><b>Cease all events</b></p> <p>This proposal would remove the Council's existing event programme over a phased two-year period.</p> <p>Please select whether you want the following events to CONTINUE or STOP/SEEK ALTERNATIVE FUNDING:</p>	<p><b>£40,000 in 2018/19</b></p> <p><b>£150,000 per year from 2019/20</b></p>
	Golf Pro-Am	
	Loch Lomond Highland Games	
	Scottish Pipe Band Championships	
	Two Firework Displays (Clydebank & Dumbarton)	
	Two Christmas Light Switch Ons (Alexandria & Dumbarton)	
28	<p><b>Stop providing Nightzone during the festive season</b></p> <p>Nightzone is a safety initiative designed to keep local people safe during the festive season by reducing the harmful effects of alcohol, drugs and alcohol fuelled antisocial behaviour or disorder</p>	<p><b>£12,000 from 2019/20</b></p>

	<p>throughout the area. This includes taxi marshals on duty in Clydebank, Dumbarton and Alexandria, as well as high visibility police patrols and support from charities.</p> <p>This proposal would see the Nightzone campaign ended.</p>	
29	<p><b>Transfer cash payments by residents to the Post Office and PayPoint shops and stores</b></p> <p>The Council currently collects cash and debit/credit card payments in its three One Stop Shop locations. To do this requires large electronic Scancoin machines, regular cash collection by security firms and a significant staffing presence. The cost per year to support this activity is approximately £147,500. Delivering this service also means staff in the One Stop Shop often use their time to assist visitors with basic payments when they could be helping the most vulnerable.</p> <p>In total only 3% of the Council's income from residents and businesses is paid in the One Stop Shops. The vast majority comes from using Direct Debit, Standing Order, online payments, telephone payments and cash payments at Post Offices and PayPoint shops and stores. This proposal would see the remaining cash payments transfer from the three One Stop Shops to the 13 Post Offices and 72 PayPoint shops and stores across West Dunbartonshire. These venues are open more days, longer hours and are located closer to residents. Cash-paying residents are already familiar with using these services for utility bills, TV licences, pay-as-you-go phone payments and other media. The move would also be good for local businesses because of the increased footfall.</p> <p>If this option is not supported then the Council will not be able to deliver on the recent Committee decision to progress with a customer services transformation to improve services and generate efficiencies of £147,500.</p> <p><i>Council Staffing Implications : 6 FTE (6 posts)</i></p>	<p><b>£147,500 from 2018/19</b></p>
30	<p><b>Reduce the number of paid Trade Union Convenor posts</b></p> <p>Currently there are 3.4 full-time Trade Union Convenors in West Dunbartonshire paid for by the Council. This exceeds what most other Scottish Councils have in place for their employees. This proposal would reduce that to 1 full-time paid Convenor post.</p> <p>The other extensive trade union supports and representation - including time-off and stewards throughout the workforce - would remain in place.</p> <p><i>Council Staffing Implications : 3 FTE (3 posts)</i></p>	<p><b>£90,000 from 2018/19</b></p>

<b>31</b>	<p><b>Increase Food Export Certificate Charges</b></p> <p>The Council provides food export certificates to companies exporting food/drink to certain countries. Local Councils are not obliged to provide this service but West Dunbartonshire Council is keen to assist business wherever possible. To allow it to continue to offer this service the Council is proposing to increase Food Export Certificate charges by £40 per certificate.</p>	<p><b>£25,000 from 2018/19</b></p> <p><b>£45,000 from 2019/20</b></p>
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## Savings Proposals – External Funding

The options below relate to funding and supports provided to community organisations		<b>Savings / Income Total</b>
32	<p><b>Discretionary rates relief for charities</b></p> <p><b>a) Removal</b></p> <p>This proposal would remove 20% discretionary rates relief for shops operated by charities as they are competing against other businesses which cannot access this relief.</p> <p><b>b) Reduction</b></p> <p>This proposal would bring discretionary rates relief down from 20% to 10% for all charitable organisations, including those solely operating within West Dunbartonshire.</p> <p><b>c) Full rates for National Charities</b></p> <p>This proposal would see the Council apply full rates to all national charities that do not operate solely for the residents of West Dunbartonshire. This would allow the Council to focus our existing resources in support of local charities.</p>	<p><b>£7,000 per year</b></p> <p><b>£43,000 per year</b></p> <p><b>£12,000 per Year</b></p>
33	<p><b>Elderly Welfare Grant</b></p> <p><b>a) Remove £15 per resident payment</b></p> <p>Historically every resident aged 63 or over who lives in West Dunbartonshire has been eligible for the annual Elderly Welfare Grant (currently £15). This proposal would see the Council remove the annual payment to registered individuals.</p> <p><b>b) Remove the £15 Elderly Welfare Grant payment to groups</b></p> <p>Some residents who are eligible for the £15 Elderly Welfare Grant have registered for their payment to go directly to local voluntary groups for the elderly. This proposal would see the Council also cease to provide these payments to groups.</p>	<p><b>£80,000 per year</b></p> <p><b>£70,000 per year</b></p>

34	<p><b>Review grants to voluntary organisations</b></p> <p>The budget for grants to voluntary organisations is managed by West Dunbartonshire Community Volunteer Service (WDCVS) and was set for 2016/17 at £200,000. In previous years not all of the funding available has been allocated, with around £35,000 unallocated. This proposal would remove the unallocated amount plus a small additional amount to provide a total budget of £150,000 available for future grant use in West Dunbartonshire.</p>	<p><b>£50,000 per year</b></p>
35	<p><b>Reduce funding to strategic partner organisations</b></p> <p>A total of £1.2million is currently provided to external organisations through strategic partnership funding arrangements from the Council. This proposal would see the Council reduce funding provided to strategic partner organisations by an average of 12%. The exact amounts would be decided on a strategic partner by strategic partner basis. Historically these organisations have been protected from the sort of funding reductions Council services have typically faced.</p>	<p><b>£150,000 per year</b></p>

### Investment proposal option

**An option has been developed for consultation which would see the Council invest in additional gritting of pavements.**

	<p>A proposal has been developed to grit an additional 56km of footways and pavements across West Dunbartonshire. There would be an additional cost for this of £645,000. This consists of £242,000 annually for providing the service, plus a one-off investment of £403,000 to purchase 24 tractors for this work.</p>	<p><b>Cost of £242,000 per year</b></p> <p><b>One off investment of £403,000</b></p>
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*Total Council Staffing Implications on all options (including alternatives): 94.6 FTE (149.5 posts)*

*Total non-Council staffing Implications: 24 posts*

**WEST DUNBARTONSIRE COUNCIL**  
**CHANGES TO BUDGET POSITION TO 2020/21**

**APPENDIX 3**

<b>Ref</b>	<b>Change to Budget Position</b>	<b>Impact in 2018/19 (£)</b>	<b>Impact in 2019/20 (£)</b>	<b>Impact in 2020/21 (£)</b>
1	Change to water relief legislation	19,500	21,450	23,600
2	Staffing adjustments	(111,255)	(135,255)	(135,255)
3	Reduction in charge from Strathclyde Passenger Transport	(35,680)	(35,680)	(35,680)
4	Carbon reduction charges assumption	(68,000)	(68,000)	(68,000)
5	Additional planning burdens identified (local development plan)	37,000	13,000	0
6	Secondary schools property costs revision	255,000	265,000	275,000
7	Alignment of attainment initiatives in schools	(140,000)	(140,000)	(140,000)
8	Adjustments following recent Committee decisions	(203,000)	(203,000)	(203,000)
9	Removal of shared services target	200,000	200,000	200,000
10	Revision of homelessness costs following review of budget	92,000	92,000	92,000
11	Non GAE allocation of central costs assumption revision	(100,000)	(100,000)	(100,000)
12	Review of out of hours care provision, in line with current demand	(70,538)	(71,243)	(71,956)
13	Review of loan charges	(250,000)	(250,000)	(250,000)
14	Revision of roads costs following review of budget	(120,000)	(120,000)	(120,000)
15	Review of school meal costs charged to Education	(33,000)	(33,000)	(33,000)
16	Adjust budget assumption on pace of change within Early Years and Primary establishments in line with the agreed Early Years strategy	(64,000)	(64,000)	(64,000)
17	Reduction in Community Planning investment budget following review of services	(20,000)	(20,000)	(20,000)
18	Revision of catering costs following review of budget	(55,000)	(55,000)	(55,000)
<b>TOTAL CHANGES</b>		<b>(666,973)</b>	<b>(703,728)</b>	<b>(705,291)</b>



**WEST DUNBARTONSHIRE COUNCIL**  
**Report by the Strategic Lead - People and Technology**  
**Council: 20 December 2017**

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**Subject: Construction Charter**

**1. Purpose**

- 1.1** The purpose of this report is to seek Council endorsement for the Construction Charter (attached as Appendix 1).
- 1.2** West Dunbartonshire Council procures a wide range of construction projects across the authority. It is our intention, in awarding future contracts, to ensure that all organisations working for us and on our behalf accept, promote and support this Charter.

**2. Recommendations**

- 2.1** The Council is asked to endorse the Construction Charter which is designed to promote and enhance the terms and conditions of construction workers employed within this industry. Adopting the Construction Charter will ensure that contracts are awarded to contractors who have a stable and responsibly managed workforce.

**3. Background**

- 3.1** Both GMB and UNITE unions (including the former UCATT) have been campaigning to raise standards of recruitment and employment, health and safety and workforce terms and conditions in the construction industry since 2014.
- 3.2** To assist, the trades unions devised a Construction Charter which seeks to address and eradicate poor employment practices, and promote health and safety standards and welfare facilities within the construction industry.
- 3.3** It is an expectation, as part of the 2017/18 pay settlement that Councils will commit to implementing a locally agreed Construction Charter setting out minimum standards which would be expected of contractors awarded construction contracts within the authority.

**4. Main Issues**

- 4.1** The Construction Charter sets out a number of provisions which contractors, employed on Council projects, will have to follow including:
- Health and Safety at work procedures;
  - Direct employment of workers on PAYE, Class 1 National Insurance and under a Contract of Employment;

- Community Benefit clause detailing the local community benefits the Council can expect if awarded the contract (e.g. local jobs, trades apprenticeships, opportunities for education and training);
- Details of the skill level of their employees and how these meet the requirements set out in tender documents;
- Certification that the company do not engage in the practice of blacklisting; and
- Provisions in relation to pay and conditions, including payment of living wage, paid leave, sick pay, access to a pension scheme, accident compensation and death in service benefits where applicable.

## **4.2 Current Contracts**

As the majority of contracts currently in place do not comply with all of these standards, we will begin work to assist our partners to meet the standards detailed in the Charter.

There is some concern that the Charter may marginalise local SME contractors, some of whom use self-employed or agency tradespeople to deal with peaks and troughs in the work flow. It is our intention to discuss their means of adopting the Charter with each of these companies individually taking into consideration the best interests of the Council, the company and their workers.

## **4.3 Future Contracts**

If approved, all new tender documents will be scored and assessed and contracts awarded against this criteria. This will ensure the Council engage contractors who have a stable and responsibly managed workforce.

## **4.4 Next Steps**

If Council approval is secured, it is the intention thereafter to secure the relevant signatories to the Charter and publish the agreement through the usual channels. Additionally, we will begin to promote the principles of the Charter through our contract monitoring arrangements.

## **5. People Implications**

- 5.1** There is no direct impact on West Dunbartonshire Council employees. However, the Charter aims to positively impact working conditions for those engaged by contractor organisations.

## **6. Financial and Procurement Implications**

### **6.1 Financial**

There is the potential for costs to increase as a consequence of contractors adopting these standards and this is likely to be reflected in their quotations.



## **6.2 Procurement**

The principles of the Charter align with the Procurement Reform (Scotland) Act 2014 and have been discussed with Procurement colleagues.

## **7. Risk Analysis**

- 7.1** As stated, there is a risk that this may adversely affect the ability of SME organisations to tender for Council contracts, as well as a risk in relation to higher cost tender submissions. However, there is a risk of reputational damage in not adopting this national agreement not to mention the potential referral to the SJC for non-compliance with a national provision.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** The Construction Charter outlines the ethical business standards expected by the Council for contractors working on its behalf and strengthens its commitment to the Public Sector Equality Duty. The equality impact assessment identified no negative impacts and highlighted positive impacts across the protected characteristics of race, age and disability. The Charter sets out the commitment to support under-represented groups, offer apprenticeships to address skills shortages and provide sick leave and pay for workers contracted to undertake work for the Council.

## **9. Consultation**

- 9.1** Consultation took place nationally with the relevant Trades Unions during negotiations for the Local Government and Craft Workers Pay Award for 2017/18.
- 9.2** The Construction Charter was developed in partnership with the Trades Unions locally and was presented to the ELG on the 26<sup>th</sup> October 2017.

## **10. Strategic Assessment**

- 10.1** The Construction Charter supports the Council's strategic priority to achieve a strong local economy and improved job opportunities.

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**Victoria Rogers**  
**Strategic Lead – People and Technology**  
**Date:** 14 November 2017

**Person to Contact:** Anne Marie Cosh HR Business Partner  
Garshake Road, Dumbarton  
Tel: 01389 737286  
Email: [annemarie.cosh@west-dunbarton.gov.uk](mailto:annemarie.cosh@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 – Construction Charter.

**Background Papers:** None.

**Wards Affected:** None



## West Dunbartonshire Council

### Construction Charter

West Dunbartonshire Council either directly procures, or is the planning authority, for a multitude of construction projects. It is our intention to adopt, and commit to upholding and maintaining standards involving:

Direct employment on all construction projects where we procure on behalf of the residents under this authority. We expect all construction companies who secure contracts on these projects within our boundaries to fully comply with this charter.

#### Health and Safety

The health and safety of all workers is paramount in today's construction industry and consequently, we expect all contractors to ensure that:

- Health and Safety Regulations and standards are rigorously implement and adhered to; and
- Welfare facilities are appropriate for the 21<sup>st</sup> Century including reasonable standards for toilets, amenities and drying facilities in accordance with the Construction Design and Management Regulation of 2015.

The Scottish Future Trust's Non Profit Distributing (NPD) programme, alternatively known as HUBCOs, was developed to deliver infrastructure projects for the Scottish Government. As such, they must include a commitment to local community benefit in tender submissions, in particular local jobs and apprenticeships and help local SMEs to develop the capacity to deliver infrastructure projects. The Scottish Government should work with West Dunbartonshire Council to produce strong and clear guidelines on Community Benefit Clauses for externally awarded contracts through HUBCOs and that those contracts uphold the working practices contained herein.

#### Employment and Skills

West Dunbartonshire Council require the highest standard of project delivery in order to ensure that our people aspirations are met and the project service our communities in years to come. We are mindful of the skills shortage across the sector and are committed to working with contractors to develop skilled workers (youth and adult apprenticeships, and career progression) and educational attainment for all age groups within our communities. Therefore we will encourage and require where appropriate, all contractors to:

- Be able to demonstrate the skill level of their employees on the project by ensuring appropriate checks are carried out by contractors;
- Comply with the employment and skills requirements set out in our tender documents, promoting and encouraging trades apprenticeships;
- Prioritise hard to reach and underrepresented groups in employment, training and skills initiatives; and
- Work with us to support initiatives to improve opportunities in education and training of employers and employees engaged on all construction projects within our authority.

## **Employment Rights**

We believe that the Trades Unions play an important role in creating a safe and productive worksite and developing good employee relations. We therefore expect our contractors, within the context of the contract let, to:

- Employ workers under recognised construction industry collective agreements as set out in SJIB, BESA, CIJC, NAECI and TICA or other EU equivalent;
- Promote the benefits of belonging to a recognised Trade Union;
- Recognise on-site Shop Stewards/safety representatives as having an important role to play in achieving and promoting good employee relations;
- Ensure that the Trades Unions have input into the development of Health and Safety policy (to ensure that all parties' priorities are reflected);
- Actively promote the election of Safety Representatives and support their role in helping to ensure safe working environments;
- Provide equality and opportunity for all; and
- Be able to certify that they do not engage in the practice of blacklisting workers for any reason.

## **Pay and Benefits**

West Dunbartonshire Council recognises that all construction workers should be employed under the appropriate construction industry collective agreements (on a PAYE, Class 1 National Insurance & Contract of Employment) as we are opposed to precarious employment practices.

West Dunbartonshire Council is a Living Wage employer and will encourage all construction companies working on their contracts to pay the living wage. Where workers are not directly connected to construction industry collective agreements, then we will promote and encourage payment of the living wage as a minimum standard.

We also expect all workers to have access to:

- Paid leave;
- Sick pay and leave;
- An appropriate pension scheme;
- Accident compensation; and

- Death in service benefits, where applicable.

This Council also supports the 'Get Britain Building' campaign which is aimed at supporting and sustaining the construction industry in Great Britain. Consequently, we seek to maximise building materials used on council construction projects that are covered by BES6001 Responsible Sourcing of Construction Products Certificate."

West Dunbartonshire Council looks forward to working with contractors to help them support the aims set out in this charter.

Agreed by:

Date:

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Jonathan McColl  
Council Leader

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Charlie McDonald  
UNITE Convenor

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Pat Rafferty  
UNITE Regional Secretary

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Victoria Rogers  
Strategic Lead – People and Technology



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead - People & Technology****Council: 20 December 2017**

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**Subject: Update on Automatic External Defibrillators (AED) campaign****1. Purpose**

**1.1** The purpose of this report is to provide a response to the motion submitted by Councillor McNair (and agreed addendum by Councillor Lennie) requesting the following:

- That a public awareness campaign is launched in West Dunbartonshire and that all interested parties are involved;
- That a list of all AEDs in other non-Council facilities across West Dunbartonshire is compiled (including any that are currently unregistered by external organisations);
- That options to promote general first aid training in our schools is explored with community groups and with the wider public;
- That officers locate an AED in Dalmuir Community Centre and look to put one in Council buildings where people gather; and
- That estimated costs are identified to source a defibrillator in every occupied Council premises.

**2. Recommendations**

**2.1** Council are asked to note the following:

- The launch of the Council's Awareness Campaign in early November 2017;
- The use of social media in support of the campaign, reaching an audience of over 17,000 people;
- The media release urging local businesses to register their defibrillators, and informing all Council business partners and the local Chamber of Commerce of the Heartstart campaign;
- The current awareness raising of first aid and resuscitation training providers within West Dunbartonshire via social media, and the development of an "All do it" video aimed at the local community to highlight cardiac arrest and first aid training;
- The updated list of registered defibrillators from the Scottish Ambulance Service (see table 1) and a commitment to review this list in 6-9 months after the campaign has had time to embed. Thereafter, we will consider the

provision of an AED for any highly populated areas where there appears to be a gap.

- The agreed strategy of relocating existing defibrillators as buildings are closed; and
- The estimated cost of £73,000 to establish a defibrillator in every occupied council premise. It is the recommendation that this put on hold until the effectiveness of the campaign has been assessed.

### **3. Background**

**3.1** In response to a Motion put forward by Councillor Gail Casey from Council on 26 April 2017, a report was submitted to Council in August 2017 on the current provision and to consider options for the most effective use of defibrillators across West Dunbartonshire establishments and the roll out of defibrillators into public and private establishments such as workplaces, shopping centres, leisure centres and schools.

**3.2** This report sets out support of the Scottish Ambulance Service (SAS) Heart Start Campaign, working with the Ambulance Service marketing team to raise awareness of the importance of registration, specifically focusing on local government and our partners.

**3.3** Additionally, the report included a list of defibrillator locations within West Dunbartonshire Council operational premises; confirmed the relocation of defibrillators, one of which was latterly sited in the Dalmuir Community Centre; asked Council to agree that, in comparison with other local authorities, our provision was adequate; and that the Strategic Lead People & Technology, with advice from Section Head Health, Safety and Risk, would explore options to relocate the final Garshake defibrillator in the Old Kilpatrick area (given the underrepresentation).

### **4. Main Issues**

#### **4.1 Public awareness campaign**

To support the work by Heartstart and the Scottish Ambulance Service (SAS) and highlight the importance of defibrillators in the community, West Dunbartonshire Council launched a public awareness campaign at the beginning of November urging businesses and local organisations to register their defibrillators (Registration to Resuscitation), (see Appendix 1 for further details). Councillors were joined by those whose lives had been saved by such devices and those who campaigned for funding for defibrillators as a result of losing loved ones.

Furthermore the Council's social media has been used, as well as targeted media coverage, alerting the local community, business partners and the local



Chamber of Commerce of Registration to Resuscitation, Heart Start, Cardiac arrest and first aid training.

#### 4.2 Relocation of Defibrillator unit

The Council has relocated one defibrillator unit to Dalmuir CE Centre per the Council decision in August; and will relocate one unit in Mount Pleasant Residential Care facility in Old Kilpatrick following the closure of Garshake.

#### 4.3 List of AEDs in Council and other facilities across West Dunbartonshire

An updated list of all Council and Leisure Trust AEDs and their location, as well as those belonging to other external organisations within West Dunbartonshire (identified as a result of the Council registration initiative), is detailed in Table 1 below. All Council AEDs are registered with the SAS and are included in their database, as well as some within the Loch Lomond and Trossachs Defibrillator App. In the case of Council AEDs, as a quality check, all Responsible Premises Officers (RPO) were asked to confirm whether a defibrillator was sited in their premises. The returns verify the information in the current SAS list and demonstrate an increase in devices being registered since August (18 being the number previously reported).

Table 1

<b>Council and Leisure Trust Defibrillator Locations</b>			
Council Offices	Bridge Street	Reception Area	1
Garshake Road	Ground Floor	Reception	1
Garshake Road	Third Floor	Main Stairwell	1
Aurora House	Ground Floor	Reception Area	1
Clydebank Town Centre Office	Ground Floor	Reception Area	1
Cochno St	Main Door	Reception Area	1
Saint Peter the Apostle	Ground Floor	Reception Area	1
Vale of Leven Academy	Ground Floor	Reception Area	1
Clydebank High School	Ground Floor	Reception Area	1
Gavinburn Primary	Ground Floor	Reception Area	1
Carleith Primary	Ground Floor	Reception Area	1
Linnvale Primary	Ground Floor	Reception Area	1
Our Lady of Loretto	Ground Floor	Reception Area	1
Dalmuir CE Centre	Ground Floor	Reception Area	1
Vale of Leven Pool	Ground Floor	Reception Area	1
Meadow Sports Centre	Ground Floor	Reception Area	1
Our Holy Redeemers	Ground Floor	Reception Area	1
Clydebank Leisure Centre	Ground Floor	Reception Area	1
Our Holy Redeemers	Ground Floor	Reception Area	1
Kilmarnock Millennium Hall	Church Road	Gartocharn	1

Carousel Nursery	Luss Road	Alexandria	1
Clydebank Town Hall	Ground Floor	Reception Area	1
Bonhill Primary School	Ground Floor	Reception Area	1
Kilpatrick School	Ground Floor	Reception Area	1
St Marys Duntocher	Ground Floor	Reception area	1
Meadow Centre	Ground Floor	Reception	1
		<b>Total</b>	<b>26</b>
<b>External Organisation Defibrillator Locations</b>			
Loch Lomond Shores	Balloch Road	Balloch	1
Cameron House	Loch Lomond	Balloch	1
Vale of Leven Golf Club & Spa	Northfield Road	Bonhill	1
Kilmarnock Millennium Hall		Gartocharn	1
		<b>Total</b>	<b>4</b>

#### 4.4 Promoting general first aid training in our schools, community groups and the wider public

The Corporate Communications team have developed and launched an “All do it” video aimed at schools, community groups and the local population to highlight cardiac arrest and first aid training. The accompanying social media campaign provides details of cardiac arrest training and first aid training available from Scottish Fire and Rescue and West Dunbartonshire Leisure Trust respectively.

#### 4.5 Cost of provision of AEDs in all Council buildings

It is estimated that it would a cost around £73,000 to install a defibrillator in every occupied Council premises. This cost is for one Philips Heart Start unit per premises. As previously reported, there are also annual maintenance and ad hoc replenishment costs associated with the provision of AEDs and, for the purposes of this report, any additions to the AED provision would not be covered by existing service budgets. Table 2 below outlines the different elements for each unit:

Table 2

Phillips Heartstart AED	Cost per unit	£1000 (one off cost per unit purchased)
Additional Battery	Cost per unit	£120 (as required, linked to use/age)
Additional AED pads	Cost per unit	Between £50 and £150 (as required, linked to use)
For the current AED type	Cost of training per person, to be undertaken bi-annually	£50 (£100 p.a. per person)

- 4.6** Additionally there is a technical maintenance requirement to test and record the results of each AED on a monthly basis, which is a simple check to ensure that the battery is operational. If the AED has been used, there is a cost of £100 as it needs to be reset by the manufacturer. Again, if the AED is used then new chest pads will also be required with a cost ranging between £50 (suitable for children) to £150 (adult size) per set depending on type and size. Given the infrequent and ad hoc nature of such usage, any additional budgetary impact would normally be managed within the respective Strategic Lead budget. It is worth noting that, as far as we are aware, none of our current defibrillator units have been used.
- 4.7** All current AEDs have on-going training and refresher obligations. The Royal Environmental Health Institute recommends that after initial user training, refresher training should take place on a 6 monthly basis. Although the more modern AED units are “talk through” (i.e. they take the user through stage by stage operation), the Health and Safety Executive recommends that where an AED is installed within the workplace, then training in its’ use should be given. The approximate cost of this training is £50 per person and is part of three day or one day first aid training.
- 4.8** While we support the work by Heartstart and the Scottish Ambulance Service (SAS) and highlight the importance of defibrillators in the community, placing a defibrillator in every occupied council premise may not be the best use of council resources. In the absence of a comprehensive map of all defibrillators in the local area, it is not yet possible to identify any real gaps. We would suggest that siting units in all council premises be put on hold until the effectiveness of the campaign has been assessed.

## **5. People Implications**

- 5.1** There are no direct personnel issues in connection with this report.

## **6. Financial and Procurement Implications**

- 6.1** It is estimated that an additional £73,000 would be needed for to install a defibrillator in every occupied Council premises. The on-going maintenance and ad hoc replenishment of pads would be in addition to this.
- 6.2** While this report sets out the current AED provision and recommended actions to maximise impact, the Council are advised that any decision to increase the number of AEDs would require the requisite level of funding. No budget provision currently exists for any increase in units, training or on-going maintenance.

## **7. Risk Analysis**

**7.1** The installation of AEDs within Council premises, if used correctly, may increase the likelihood of an individual surviving cardiac arrest. The location of devices in areas of higher population and public footfall also increases the positive impact that these devices would have.

## **8. Equalities Impact Assessment (EIA)**

**8.1** A screening has been carried out and determined that there is no equalities impact.

## **9. Consultation**

**9.1** Consultation on the proposals contained within this report has taken place with the Strategic Leads for Resources and Regulatory. Any actions arising from consideration by Council will be remitted to the Joint Health and Safety Committee for discussion with our Trades Union partners.

**Victoria Rogers**  
**Strategic Lead – People & Technology**  
**Date: 21 November 2017**

**Person to Contact:** John Duffy Section Head Risk, Health and Safety  
Council Offices, Garshake Road, Dumbarton  
Telephone (01389-737897).  
Email: john.duffy2@wdc.gcsx.gov.uk

**Appendix:** Appendix 1 – Media release  
Appendix 2 - Email to Partners and Chambers of Commerce

**MEDIA RELEASE**  
2017

Issue date: 03 November

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**Council launches public awareness campaign on local defibrillators**

West Dunbartonshire Council has launched a public awareness campaign urging businesses and local organisations to register their defibrillators.

The council launched this campaign to raise awareness after hearing of the inspirational work by Heartstart and the Scottish Ambulance Service (SAS) to highlight the importance of defibrillators in the community.

Councillors joined Paramedic, Brian Martin whose life was saved by one of the life-saving machines, Diane Hodgkinson whose son Craig, 27, died whilst playing rugby and Norma Docherty who lost her son Scott, 17, from SADS (Sudden Arrhythmic Death Syndrome) in 2011.

The Council is calling on members of the public to support the cause by helping compile a list of all of the defibrillators within public buildings, businesses, organisations and groups across West Dunbartonshire. A defibrillator can diagnose electrical activity in the heart and where necessary will provide an electrical shock to return the heart to a normal rhythm during a cardiac arrest.

The Council has a number of the potentially life-saving devices on site at buildings and schools across the area, however, the SAS believes there are likely to be others in the area that are not registered. The S Service wants to know where they all are so that, in an emergency, their operators can quickly advise people where to find the nearest machine.

Trossachs Search and Rescue in partnership with Helensburgh and Local district CPR/ Defibrillator Association and Garelochhead First Responders have mapped over 120 Defibrillators located throughout West Dunbartonshire and the surrounding area.

The location of your nearest defibrillator can be found on an APP which you can add to you mobile phone to access in an emergency.

<http://www.trossachsdefibrillator.co.uk>

Council Marie McNair, Convener of West Dunbartonshire Health and Social Care Partnership, and mover of a motion to Council on this subject, said: "As a Council we

are committed to improving the lives of our residents and I am delighted to launch this campaign and publically support the great work already established by Heartstart, the Scottish Ambulance Service and everyone involved in installing these devices locally. It is vital that members of the public know where these machines are held locally and also trained to use them. I would urge business, organisations and community groups to help build up an accurate register of where these life -saving machines are fitted. The register is being compiled by the Scottish Ambulance Service's R2R (Register to Resuscitate) and so they can direct someone to their nearest machine in the event of an emergency. These machines are saving lives and I would urge people to back this campaign and make sure every machine in West Dunbartonshire is registered."

Sheenah Nelson Heartstart Co-ordinator Helensburgh Garelochside Rotary and Chairman of Helensburgh & Local District CPR/Defibrillator Association has trained 1600 people to use these machines and with partners have installed 112 and saved seven lives. The last two PADs (Publicly Accessible Defibrillators) were generously funded by Dumbarton Rotary Club.

Sheenah said: "We are all committed to saving lives and we would love to see defibrillators in all public buildings, including shops, clubs and groups. We would also like to hear from anyone who would like to have a machine installed in their premises and receive free training. With more than 3,500 people suffering from a cardiac arrest every year in Scotland and only 1 in 20 surviving, these machines can and do save lives. I would encourage everyone to learn how to perform CPR and join the Scottish Government's "Save A Life" campaign and say "I'll Do It. "

The Register to Resuscitation Scheme is backed by British Heart Foundation, which says that cardiac arrest outside of hospital is the most common, life-threatening emergency. Fewer lives would be needlessly lost if more people felt confident using CPR skills and more defibrillators were available in public places. Registration is easy, can save lives, and can be carried out online at

<https://pad.scottishambulance.com>

The following people are also supporting the campaign in the community. Stuart Ballantyne Trossachs Search & Rescue, First Responder & Heartstart Trainer. John Webb Garelochhead Rosneath Penisular Community First Responder & Heartstart Trainer. Anne Harrison Scottish Ambulance Service Community Resilience Team Leader.

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## **Appendix 2 - Email to Partners and Local Chamber of Commerce**

We wanted to bring the recently launched West Dunbartonshire Council public awareness campaign on the registration of defibrillators to your attention. The council launched this campaign to raise awareness of community located defibrillators after hearing of the inspirational work by HeartStart and the Scottish Ambulance Service (SAS).

The Council is calling on all members of the public to support the cause by helping to compile a list of all of the defibrillators within public buildings, businesses, organisations and groups across West Dunbartonshire.

The Council has a number of the potentially life-saving devices on site at buildings and schools across the area; however, the ambulance service believes there are likely to be others that are not registered. They want to know where they all are so that, in an emergency, their operators can quickly advise people where to find the nearest machine. Please help us raise awareness of the need to register devices by sharing this information with your members and contacts.

The Register to Resuscitation Scheme is backed by British Heart Foundation, which says that cardiac arrest outside of hospital is the most common, life-threatening emergency. Fewer lives would be needlessly lost if more people felt confident using CPR skills and more defibrillators were available in public places. Registration is easy, can save lives, and can be carried out online at

<https://pad.scottishambulance.com>

[If you are aware of a device in your local community please register it at the above address and let us know where it is by emailing \[engagement@west-dunbarton.gov.uk\]\(mailto:engagement@west-dunbarton.gov.uk\)](#)

[Thank you for your support in raising awareness of this important issue](#)

[Regards](#)

[West Dunbartonshire Council](#)