

# Agenda



## Meeting of West Dunbartonshire Council

**Date:** Wednesday, 26 February 2020

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**Time:** 14:00

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**Venue:** Council Chamber,  
Clydebank Town Hall, 49 Dumbarton Road, Clydebank

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**Contact:** Christine McCaffary, Senior Democratic Services Officer  
Tel: 01389 737186 – [christine.mccaffary@west-dunbarton.gov.uk](mailto:christine.mccaffary@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 - Transformation & Public Service Reform

Strategic Director - Regeneration, Environment & Growth

Chief Officer - West Dunbartonshire Health & Social Care Partnership

Date of issue: 13 February 2020

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**WEST DUNBARTONSHIRE COUNCIL**

**WEDNESDAY, 26 FEBRUARY 2020**

**AGENDA**

**1 STATEMENT BY CHAIR – AUDIO STREAMING**

The Chair will be heard in connection with the above.

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**4 MINUTES OF PREVIOUS MEETING 7 - 11**

Submit for approval, as a correct record, the Minutes of Meeting of West Dunbartonshire Council held on 29 January 2020.

**5 OPEN FORUM**

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

**6 PLANNING APPLICATION - DC19/203: ERECTION OF RESIDENTIAL DEVELOPMENT AT FARM ROAD, DUNTOCHER CLYDEBANK BY BARRATT HOMES WEST SCOTLAND 13 - 29**

Submit report by the Strategic Lead – Regulatory on the above planning application for a major development which would be a significant departure from the adopted development plan.

**7 GLASGOW CITY REGION, CITY DEAL - UPDATE 31 - 35**

Submit report by Strategic Lead – Regeneration advising of progress with the implementation of the Glasgow City Region, City Deal.

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|-----------|---|------------------|
| <b>8</b>  | <b>WEST DUNBARTONSHIRE COMMUNITY FOODSHARE</b>  | <b>37 - 60</b>   |
|           | Submit report by the Strategic Lead – Housing & Employability providing an update on the financial challenges facing West Dunbartonshire Community Foodshare.   |                  |
| <b>9</b>  | <b>WEST DUNBARTONSHIRE BEST VALUE ASSURANCE REPORT</b>  | <b>61 - 68</b>   |
|           | Submit report by the Chief Executive on the completion of the Best Value Improvement Plan approved by Council in August 2018 following the Audit Scotland Best Value Assurance Review of West Dunbartonshire Council. |                  |
| <b>10</b> | <b>MEMBERSHIP OF WEST DUNBARTONSHIRE HEALTH &amp; SOCIAL CARE PARTNERSHIP BOARD (INTEGRATION JOINT BOARD)</b>   | <b>69 - 70</b>   |
|           | Submit report by the Strategic Lead – Regulatory on the Council's membership of the West Dunbartonshire Health & Social Care Partnership Board (Integration Joint Board).   |                  |
| <b>11</b> | <b>REVIEW OF INTEGRATION SCHEME</b>   | <b>To Follow</b> |
|           | Submit report by the Chief Officer, West Dunbartonshire Health & Social Care Partnership on the above.  |                  |
| <b>12</b> | <b>GENERAL SERVICES BUDGETARY CONTROL REPORT PERIOD 10</b>  | <b>To Follow</b> |
|           | Submit report by the Strategic Lead – Resources advising on the General Services revenue budget and the approved capital programme to 31 January 2020 (Period 10).  |                  |
| <b>13</b> | <b>HOUSING REVENUE ACCOUNT BUDGETARY CONTROL REPORT PERIOD 10</b>   | <b>To Follow</b> |
|           | Submit report by the Strategic Lead – Housing & Employability providing an update on the financial performance of the HRA revenue and capital budgets to 31 January 2020 (Period 10).                                 |                  |

## **14 NOTICE OF MOTIONS**

### **(a) Motion by Councillor Jim Bollan – Independent Resource Centre**

All members will be aware from the correspondence they have received from the Independent Resource Centre that there is a very real risk of possible closure of the Independent Resource Centre in Clydebank due to under funding. Council agrees to provide the IRC with additional ring fenced funding of £143,519.00 from reserves, each year over a 5 year period starting in 2020/2021.

### **(b) Motion by Councillor Jonathan McColl – Independence Referendum**

Given the range of circumstances that have changed since the independence referendum held more than half a decade ago, West Dunbartonshire Council supports the right of our constituents and everyone living in Scotland to choose their future in a new independence referendum.

Council calls on the UK Government to transfer the relevant powers to the Scottish Parliament to facilitate a legally binding referendum, and mandates the Council Leader to write to the Prime Minister urging him to respect the right of the Scottish People to have their views heard and enacted.

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## **WEST DUNBARTONSHIRE COUNCIL**

At the Meeting of West Dunbartonshire Council held in the Council Chamber, Clydebank Town Hall, 49 Dumbarton Road, Clydebank on Wednesday, 29 January 2020 at 2.00 p.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bollan, Jim Brown, Karen Conaghan, Ian Dickson, Diane Docherty, 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, Health & Social Care Partnership, Peter Hessel, Strategic Lead – Regulatory (Legal Officer); Stephen West, Strategic Lead – Resources; Laura Mason, Chief Education Officer; Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities; Peter Barry, Strategic Lead – Housing & Employability; Gail Macfarlane, Strategic Lead – Shared Services Roads & Transportation; Gillian McNeilly, Finance Manager and Christine McCaffary, Senior Democratic Services Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Gail Casey.

**Provost William Hendrie in the Chair**

### **STATEMENT BY CHAIR – AUDIO STREAMING**

Provost Hendrie advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

### **PROVOST'S REMARKS**

The Provost reminded the Elected Members present of the expected levels of conduct and behaviour during Council meetings, making reference to the Councillors' Code of Conduct.

## **DECLARATIONS OF INTEREST**

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

## **MINUTES OF PREVIOUS MEETINGS**

The Minutes of Meeting of West Dunbartonshire Council held on (a) 27 November 2019 (Ordinary Meeting) and (b) 18 December 2019 (Requisitioned Meeting) were submitted and approved as correct records.

## **MINUTES OF AUDIT COMMITTEE**

The Minutes of Meeting of the Audit Committee held on 25 September 2019 were submitted and approved as a correct record.

## **OPEN FORUM**

The Council noted that no open forum questions were submitted by members of the public.

## **GENERAL SERVICES BUDGETARY CONTROL REPORT TO PERIOD 9**

A report was submitted by the Strategic Lead – Resources advising on the General Services revenue budget and the approved capital programme to 31 December 2019 (Period 9).

The Council agreed:-

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.294m (0.13% of the total budget); and
- (2) to note that the capital account shows that planned expenditure and resource for 2019/20 is lower than budgeted by £17.752m (22.84% of the budget), made up of £18.210m relating to project slippage, partially offset by £0.457m relating to an in year overspend (as shown within appendices 5 to 8 of the report).



## **HOUSING REVENUE ACCOUNT (HRA) BUDGETARY CONTROL REPORT TO PERIOD 9**

A report was submitted by the Strategic Lead – Housing & Employability providing an update on the financial performance of the HRA revenue and capital budgets to 31 December 2019 (Period 9).

The Council agreed:-

- (1) to note the contents of the report which shows the revenue budget forecast to underspend against budget by £0.039m (0.09%) at the year-end; and
- (2) to note the net projected annual position in relation to relevant capital projects which is highlighting a variance of £12.441m (20.0%) due to projected net slippage of £13.394m (21.5%) and an overspend of £0.953m (-1.5%).

## **GENERAL SERVICE BUDGET PREPARATION 2020/21 TO 2022/23**

A report was submitted by the Strategic Lead – Resources providing an update in relation to the setting of the General Fund budget for 2020/21 and gap projections for 2022/23.

The Council agreed:-

- (1) to note the update provided regarding the Scottish Government settlement position;
- (2) to note the update of the gaps following the budget alterations and management adjustments as detailed in paragraphs 4.2 and 4.3 of the report that have been applied to the draft budget position;
- (3) to note the outcome of the further Loans Fund Review and agree the option identified to reschedule loans fund advances to generate and use a revenue reserve within the General Fund detailed in paragraph 4.12 of the report;
- (4) to note the position regarding anticipated capital receipts which may be used to assist in closing future funding gaps and agree the proposed approach identified in paragraph 4.12 of the report;
- (5) to note that the Corporate Management Team (CMT) is finalising a set of savings options for potential future consideration by Members in closing the projected gaps should these be required; and
- (6) to note that this projected position is subject to amendment as the settlement implications for the Council are identified and as all other assumptions are finalised between now and the Council meeting on 4 March 2020.

## **DALMUIR GOLF CLUB FUTURE OPERATING MODEL**

A report was submitted by the Strategic Director – Regeneration, Environment & Growth providing a response to the motion agreed by West Dunbartonshire Council at its meeting on 26 June 2019.

Following discussion the Council agreed:-

- (1) to note the consultation activity that has taken place to date;
- (2) that officers implement the proposals identified in section 4.10(i), ii) and (iv) of the report as a means to increase membership numbers and reduce the current net cost of operating the facility;
- (3) that officers explore the potential for Community Asset Transfer of Dalmuir Municipal Golf Course as a long term sustainable option;
- (4) that officers explore the option of developing the Dalmuir Bowling Pavilion into a café clubhouse, business case development costs to be contained in internal budgets; and
- (5) to note that a report will be submitted to a future meeting of West Dunbartonshire Council on the findings of paragraphs (3) and (4) above.

## **VACANCIES ON COUNCIL COMMITTEES AND OTHER BODIES**

A report was submitted by the Strategic Lead – Regulatory advising of outstanding vacancies on committees, joint boards/committees and outside bodies.

Following discussion, the Council agreed the undernoted nominations:-

**Educational Services Committee** – Councillor David McBride

**Joint Consultative Forum** – Councillor John Millar

**Local Negotiating Committee for Teachers** – Councillor Daniel Lennie

**CPWD Management Board (substitute)** – Councillor Martin Rooney

**Dunbartonshire and Argyll Valuation Joint Board (substitute)** – Councillor David McBride

**Knowes HA Management Committee** – Councillor Jim Finn

**Knowes HA Management Committee (substitute)** – Councillor Douglas McAllister

**Licensing Board** – vacancy open to any councillor

**Licensing Committee** – vacancy open to any councillor

## **INCREASED FOOTWAY GRITTING UPDATE REPORT**

A report was submitted by the Strategic Lead – Shared Services Roads & Transportation providing an update of the supplementary footway treatment actions that have been implemented further to the motion agreed by West Dunbartonshire Council on 27 November 2019.

Following discussion and having heard the Strategic Lead in answer to Members' questions, the Council agreed:-

- (1) to note the actions implemented by the Neighbourhood and Roads Service as detailed in paragraph 4.4 of the report;
- (2) to approve the proposal to review all footway gritting routes and carry out route optimisation as identified in paragraph 4.6 of the report; and
- (3) to note that a further report will be submitted to West Dunbartonshire Council for consideration until completion of the routes review and following evaluation of the actions detailed in paragraph 4.4 on conclusion of winter 2019/20.

The meeting closed at 2.34 p.m.



## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Lead- Regulatory**

**Council: 26 February 2020**

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**DC19/203:                   Erection of residential development at Farm Road,  
Duntocher, Clydebank by Barratt Homes West Scotland.**

#### **1.     REASON FOR REPORT**

- 1.1**     This report relates to a planning application for a major development which would be a significant departure from the adopted development plan. There is a statutory requirement for applications of this nature to be determined by the full Council.

#### **2     RECOMMENDATION**

- 2.1**     That the Council refuse planning permission for the reasons set out in Section 9 of Appendix 1.

#### **3     BACKGROUND**

- 3.1**     Planning Permission in Principle is sought for the erection of a residential development on agricultural land on the northern edge of Duntocher. The proposed development is classified as a 'Major Development' and would be significantly contrary to the adopted development plan. Under the terms of Section 38A of the Town and Country Planning (Scotland) Act 1997 (as amended), such applications require a pre-determination hearing, and other legislation also requires that such applications be determined by the full Council. In accordance with the Council's procedures, a pre-determination hearing took place at the Planning Committee on 22 January 2020.

#### **4     MAIN ISSUES**

- 4.1**     A copy of the report to the Planning Committee is provided in Appendix 1. Sections 6 and 7 of that report set out the planning policies and other material considerations relevant to the application. The report concludes that there is no requirement for additional land to be made available for housing within Clydebank and the preference is to direct new housing development to brownfield land. The application site forms part of the green belt to the north of Clydebank and is not identified as a suitable location for a housing development. The development is contrary to the Strategic Development Plan - Clydeplan as it is in the green belt and is not in accordance with the Spatial Development Strategy of the Plan. It is also contrary to policies of the adopted West Dunbartonshire Local Plan 2010, Local Development Plan 1 (Proposed Plan) and Local Development Plan 2 (Proposed Plan).

- 4.2** Although this is an application for Planning Permission in Principle there are significant concerns about the proposed layout detailed in the indicative Masterplan. Without significant revisions to the masterplan to address these issues, it will not result in the creation of successful place and meet the design policies of all three development plans.
- 4.3** At the pre-determination hearing 5 individuals addressed the Committee including a representative of Clydebelt. The issues raised at the hearing reflected the matters covered in Section 5 of the Planning Committee report regarding concern about the loss of greenbelt, amenity issues, existing traffic issues on Farm Road and visual impact. The Applicant, Barratt Homes West Scotland, and their Planning Consultant also addressed the Committee and indicated that the site was deemed to be acceptable location for a housing site based on the Examination Report for Local Development Plan 1 (Proposed Plan) and that the decision of the Reporter to allocate Duntiglenan Fields is a significant material consideration in the determination of this application; there is shortfall of up to 300 houses within the effective land supply for West Dunbartonshire; that there is significant demand for new homes within Duntocher and that the technical studies, submitted alongside the planning application, demonstrate that the site can be developed; that there was no objection to the allocation of the site from statutory consultees.
- 4.4** As stated in paragraph 6.3 of the Planning Committee Report, there is no shortfall in the effective housing land supply. This position was reiterated to Planning Committee when they sought clarification on the applicants' view that there was a shortfall in effective housing land.
- 4.5** The Planning Committee recommended that the application be referred to the full Council for determination, expressing the provisional view that the application should be refused for the reasons indicated within Section 9 of the Planning Committee Report.

## **5. People Implications**

- 5.1** There are no personnel issues.

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

- 6.1** There are no financial or procurement implications.

## **7. Risk Analysis**

- 7.1** No risks have been identified.

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

- 8.1** There is no equalities impact.

## **9. Environmental Sustainability**

**9.1** A Strategic Environmental Assessment is not required.

## **10. Consultation**

**10.1** Publicity and consultation have been carried out in line with the requirements of the planning regulations. 122 representations have been received and these are summarised in Section 5 of the Planning Committee report (Appendix 1).

## **11. Strategic Assessment**

**11.1** Not applicable.

**Peter Hessett**  
**Strategic Lead - Regulatory**  
**Date: 26 February 2020**

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**Person to Contact:** Pamela Clifford, Planning & Building Standards Manager,  
[pamela.clifford@west-dunbarton.gov.uk](mailto:pamela.clifford@west-dunbarton.gov.uk)  
0141 951 7938

**Appendices:** Appendix 1 - Planning Committee Report: 22<sup>nd</sup> January 2020 - DC19/203

**Background Papers:** None

**Wards Affected:** Ward 4 (Kilpatrick)

## Appendix 1

## WEST DUNBARTONSHIRE COUNCIL

## Report by Strategic Lead- Regulatory

Planning Committee: 22 January 2020

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**DC19/203:                   Erection of residential development at Farm Road,  
Duntocher, Clydebank by Barratt Homes West Scotland.**

**1.     REASON FOR REPORT**

- 1.1**     This application is for a major development which would be a significant departure from the adopted development plan. Under the national regulations relating to the handling of planning applications, it requires to be determined by the full Council. The Council's procedure requires that a pre-determination hearing take place at the Planning Committee, before the full Council considers and determines the application.

**2.     RECOMMENDATION**

- 2.1**     That the Planning Committee considers the details of the development and **refers the application to the full Council** for determination, expressing the provisional view that the application should be refused for the reasons set out in Section 9.

**3.     DEVELOPMENT DETAILS**

- 3.1**     The application relates to approximately 8.8 hectares of agricultural land on the northern edge of Duntocher. The site comprises two fields roughly similar in size, which are connected to each other by a narrow corridor. The north-eastern field lies on the west side of Farm Road, bounded by the back gardens of houses on Mirren Drive to the south and by the houses in the former Duntiglennan Farm buildings to the north. At its south-western corner is a connection into the south-western field, which is bordered by back gardens in Mirren Drive and Craigielea Road to the east and south. Both fields border farmland to the north and west. There are significant level changes across both parts of the site, with the land generally rising to the north. The land was previously used for agricultural grazing but it is currently unused, and it consists mainly of overgrown grassland. The south western field contains mature trees around its perimeter, and these are covered by a Tree Preservation Order.
- 3.2**     Planning Permission in Principle is sought for the erection of 99 houses. A conceptual masterplan for the site has been provided, which details the internal road layouts, landscaping and open space. No detail has been provided on the exact composition of the house types but they are likely to



include detached and semi-detached houses according to the information provided with the planning application. Nor has any detail been provided on the exact split of houses within the two fields or the exact layout and orientation of the houses within the site which would be submitted at the detailed stage if planning permission in principle were to be granted. All vehicular access to the proposed development would be via Farm Road. Due to the significant gradients over much of the land, the new housing is likely to be limited to the more level areas and would occupy less than half of the total site area, with the remaining land being retained as open space and landscaping. No detailed information has been provided in relation to surface water drainage within the site, but there are likely to be two attenuation ponds within the development, based on the information submitted.

- 3.3** A previous detailed application (DC17/282) for residential development of 99 houses and associated roads, landscaping and drainage on the same site by another housebuilder was refused by Council on 26 April 2017 on the following grounds: it was not in accordance with the Development Plan; the site being located within an inappropriate location within the greenbelt; there was no requirement for additional land to be identified to meet the strategic housing requirement; the proposal did not create an appropriate sense of place; and the additional traffic generated would contribute to localised traffic congestion within the residential streets leading to the site to the inconvenience of local residents and other road users.
- 3.4** A Supporting Planning Statement, Masterplan, Pre-Application Consultation Report, Design and Access Statement, High Level Landscape and Visual Appraisal, Ground Investigation Report, Phase 1 Habitat Survey, Draining and Engineering Report including a Flood Risk Assessment, and a Transport Assessment have all been submitted as part of the application, in order to address the various technical issues.

#### **4. CONSULTATIONS**

- 4.1** West Dunbartonshire Council Roads Service has no objection subject to various conditions relating to footway provision on Farm Road, a swept path analysis for refuse vehicles, provision of a footpath link to Craigielea Road, parking provision and parking spaces, provision of bus stops and shelters on Craigielea Road, wheel wash facilities and submission of a traffic management plan. These requirements would be addressed at the detailed stage, if planning permission was granted.
- 4.2** West Dunbartonshire Council Environmental Health Service has no objection subject to conditions relating to contaminated land; permitted hours of work on site, deliveries, soils, SUDS, piling and dust control measures plan and these would be addressed at the detailed stage.
- 4.3** West of Scotland Archaeological Service has no objection subject to a condition requiring that an archaeological watching brief be implemented prior to any development on site.

- 4.4 Scottish Water, Scottish Environmental Protection Agency, Scottish Natural Heritage, Historic Environment Scotland, and West Dunbartonshire Council's Education Service have no comments to make on the proposal.

## 5. REPRESENTATIONS

- 5.1 122 representations have been received objecting to the proposal. These include objections from Clydebelt, as well as, many local residents. The reasons for objection are summarised as follows:

- The site forms part of the greenbelt around Duntocher/Clydebank and should be protected from development;
- There is no need to release this greenbelt site for housing as suitable brownfield sites exist elsewhere in Clydebank;
- The revised housing land supply targets are such that this site is not required to be developed for housing;
- The only vehicular access to the development site will be via Farm Road which is not suitable for any additional traffic. Vehicles from an extra 99 houses will result in further congestion, parking issues and pollution;
- The development will have a detrimental visual impact on the landscape and the Kilpatrick Hills;
- The development will have a detrimental impact on wildlife and result in the loss of an open space often used for recreation;
- The location of the new houses will result in a loss of privacy, overshadowing and overlooking at neighbouring properties;
- Noise and disturbance in the surrounding area during construction;
- Surface water currently from the site causes issues at houses adjacent to the site. The proposed development will include areas of hardstanding which will make this situation worse;
- There is no capacity in the local primary schools to cater for families who may move into the development; and
- The water pressure in the surrounding area is low at present and this development will exacerbate the situation.

## 6. ASSESSMENT AGAINST THE DEVELOPMENT PLAN

### Clydeplan Strategic Development Plan (2017)

- 6.1 The Vision for Clydeplan sets out a Compact City Region as its Spatial Land Use Model. The vision supports the recycling of previously developed land and directing development to sustainable brownfield locations and creating high quality places.

- 6.2 Clydeplan's spatial development strategy contains a strong emphasis on creating high quality places, as well as, noting that significant reserves of vacant and derelict land remain along the riverside. Clydeplan is committed to supporting new housing which creates high quality places and delivers the right type of housing in the right locations. Policy 14 (Greenbelt) states that Local Authorities are required to designate greenbelt in order to ensure that

development is directed to the most appropriate locations and supports regeneration.

- 6.3** Schedule 7 of Clydeplan indicates a private housing supply target of 150 units per annum for West Dunbartonshire. Schedule 10 indicates a surplus in the private sector supply and demand comparison for West Dunbartonshire. The 2017 housing land audit, agreed with Homes for Scotland, assessed West Dunbartonshire's effective housing land supply for the next seven years as being 1,774 units, which can meet the housing supply target of 150 per annum with a significant surplus to provide flexibility. The draft 2019 Housing Land Audit details that the effective housing land audit for the next seven years is 2,743 units, which also demonstrates that there is a significant surplus in the housing land supply. Therefore, no additional sites (including the Duntiglennan Fields site) require to be allocated in order to fulfil the housing land supply target within West Dunbartonshire, as Local Development Plan 2 provides a generous surplus of housing land to meet the requirements of Clydeplan in this regard.
- 6.4** Policy 8 of Clydeplan requires local authorities to make provisions within their Local Development Plans for all-tenure housing land requirement as set out within Schedule 8; to allocate a range of effective residential sites; to provide a minimum of 5 years effective land supply at all times; to undertake an annual housing land audit to monitor completions; and to take steps to remedy any shortfalls that may exist. The assessment of private sector supply and demand in the Housing Need and Demand Assessment (May 2015) concluded that there is a surplus of land in West Dunbartonshire to meet the private housing land requirement to both 2024 and 2029. For development such as proposed, which is deemed to be of a strategic scale, it is necessary to be assessed against Diagram 11 (Assessment of Development Proposals), which requires the proposed development to support the Vision, Spatial Development Strategy and the Placemaking Policy of Clydeplan. It is considered that the development does not support the vision and the spatial development strategy as discussed in paragraphs 6.1 – 6.3 above. The proposed residential development does not have a site specific locational need for it to be located within the greenbelt, and as there is a surplus of housing land, there is no need for an additional site, therefore it does not accord with Box 2 of Diagram 11, which allows departures from the Strategic Development Plan as the proposal is not considered to be an acceptable departure, it is therefore contrary to Clydeplan.

#### West Dunbartonshire Local Plan 2010

- 6.5** Policy GB1 seeks to preserve the landscape character of the green belt by specifying a general presumption against development other than that falling into certain specified categories. The proposed residential development does not fit into any of these categories and the proposal is therefore contrary to Policy GB1. Policy RD1 states that preference will be given to residential development on brownfield sites within the urban area rather than on greenfield land. The proposal is therefore contrary to Policy RD1.

- 6.6** The sites specified in Schedules H1 and H2 represent the main opportunities for private sector housing, with Policy H2 stating that if additional housing land needs to be identified, further sites will be brought forward with a preference given to sites on brownfield land. The site is not listed in either schedule, and it is not a brownfield site. Policy H4 sets out general standards expected of new residential development, requiring high quality in terms of shape, form, layout and materials. Policy GD1 sets out development control criteria for the assessment of all new development. The proposal is considered to be contrary to Policies H2 and H4 for the reasons detailed below in Section 7.
- 6.7** Policy E4 indicates that the Council will continue to protect trees covered by a Tree Preservation Order and Policy E5 states that proposals should take account of all existing trees at the beginning of the design process. As the proposed masterplan shows, the layout seeks to retain the area covered by the TPO and therefore complies with these policies.
- 6.8** The principle of a residential development at this location is not supported by the local plan. The application is therefore contrary to policies GB1, RD1, H2 and H4.

## **7. ASSESSMENT AGAINST MATERIAL CONSIDERATIONS**

- West Dunbartonshire Local Development Plan 1 (LDP) Proposed Plan (2016)
- 7.1** On 27 April 2016, the Planning Committee took a final decision not to accept the Local Development Plan Examination Report recommended modification in respect of including the Duntiglennan Fields site in Clydebank as a housing development opportunity, and therefore, as a result of the Scottish Ministers' Direction, the Local Development Plan has remained unadopted but continues to be a material consideration in the determination of planning applications.
- 7.2** The proposed development site is located within the green belt. Policy DS2 restricts development outwith the urban area to uses which support the countryside and any housing development must be in accordance with Policy BC1. Under the terms of Policy BC1, if the housing land audit identifies a shortfall in the five year effective land supply, the Council will support housing proposals which:
- are capable of delivering completions in the next five years;
  - can address infrastructure constraints;
  - are in a sustainable location as guided by Diagram 4 of the Glasgow and Clyde Valley Strategic Development Plan (this Plan has been replaced by Clydeplan and diagram 2 is the relevant consideration in this regard); and
  - do not undermine the strategic focus on urban regeneration and brownfield redevelopment.

- 7.3** The site could only be considered as an acceptable allocation for housing if the proposal demonstrated that there is a shortfall in the five year effective housing land supply. As discussed in Section 7 below there is no shortfall in the effective housing land supply.
- 7.4** Policy DS1 indicates that all new development will be expected to contribute towards creating successful places by having regard to the six qualities of a successful place (distinctive, adaptable, resource efficient, easy to get to/move around, safe and pleasant, and welcoming). All residential developments of more than 3 units are also expected to comply with the Residential Development: Principles of Good Design Guidance.
- 7.5** Policy DS3 requires that significant travel generating uses are located within 400 metres of the public transport network. Policy DS6 states development will not be supported where it would have a significant probability of being affected by flooding or increasing the risk of flooding elsewhere, and requires SUDS to be included, where appropriate in developments. These requirements would be required to be addressed at the detailed planning stage.
- 7.6** Policy GN2 requires development to follow an Integrating Green Infrastructure approach to design from the outset by incorporating SuDS, open space, paths and habitat enhancement at a level proportionate to the scale of development and in accordance with relevant Planning Guidance (provided via the Our Green Network Guidance). Policy GN3 requires that the integrity of the green network assets is maintained. Policy GN4 indicates that development that would have a significant adverse impact on the landscape character will not be permitted. Policy GN5 supports the enhancement and management of woodland, and protects trees of amenity and biodiversity value. Policy SD1 states that development should avoid adversely affecting the road network by complying with relevant standards, avoiding unacceptable congestion and providing or contributing to necessary improvements.
- 7.7** Housing development on this site would not conflict in principle with the above policies however the development fails to comply with policies DS 2 and BC 1. Further assessment against these policies is discussed in Section 7 below.

West Dunbartonshire Local Development Plan 2 (LDP2) Proposed Plan (2018)

- 7.8** Local Development Plan 2 is the Council's most up to date policy position and it is a significant material consideration in the assessment of planning applications. The Plan is currently undergoing its examination phase with the Examination Report expected to be received by the Council in early 2020.
- 7.9** The proposal is also located within the Greenbelt within this Plan. Policy GB 1 directs new development to the urban area in order to maintain the attractiveness and character of the Greenbelt. Any housing development must be in accordance with Policy H1. Under the terms of Policy H1 if the

housing land audit identifies a shortfall in the five year effective land supply, the Council will support housing proposals which:

- are capable of delivering completions in the next five years;
- can address infrastructure constraints;
- are in a sustainable location; and
- do not undermine the strategic focus on urban regeneration and brownfield redevelopment.

- 7.10** For the proposal to be considered for allocation as a residential development it would therefore require to demonstrate that there is a shortfall in the five year effective housing land supply. As discussed in paragraph 7.18 below there is also no shortfall in the effective housing land supply of this Plan.
- 7.11** Policy CP1 requires all new development to take a design led approach, putting the needs of people first and demonstrating the six qualities of a successful place (distinctive, adaptable, resource efficient, easy to get to/move around, safe and pleasant, and welcoming). Policy CP2 requires that a green infrastructure first approach is taken and that green infrastructure is considered from the outset in the design process through to stewardship of the resource in the future, including SUDS, habitat, access and open space requirements. The Residential Development: Principles of Good Design Guidance and 'Our Green Network' Planning Guidance also apply for LDP2 at this time.
- 7.12** Policy CP3 requires a masterplan for major development sites to be provided, setting out a phasing and delivery strategy which is realistic to market conditions. The applicant has provided a masterplan, but as this is a Planning Permission in Principle application, it does not show the precise layout of the houses nor does it provide a phasing and delivering strategy.
- 7.13** The Green Network Strategy and Policies ENV 2, ENV 4 and ENV 6 are similar to the landscape, trees and flooding policies of the of the Adopted and Proposed Plan 1 policies. Policy ENV8 requires developments to address air quality, lighting and noise as part of the planning process.
- 7.14** The proposal is assessed against all of the above policies in the paragraphs above and it is not considered to comply with policies GB 1 and H1. Further assessment against these policies is discussed in Section 7 below.

Scottish Planning Policy (SPP)

- 7.15** Paragraph 32 of SPP states that in situations where development proposals do not accord with up-to-date development plans, the primacy of the plan is maintained. However paragraph 33 of SPP states that where the relevant policies in a development plan are out-of-date, or a development plan is more than five years old, then a presumption in favour of development which contributes to sustainable development will be a significant material consideration. In such circumstances the SPP states that decisions should be guided by a number of principles, including:

- Supporting good design and the six qualities of successful places;
- Making efficient use of existing capacities of land, buildings and infrastructure;
- Protecting, enhancing and promoting access to natural heritage, including green infrastructure, landscape and the wider environment;
- Avoiding overdevelopment, protecting the amenity of new and existing development, and considering the implications for water, air and soil quality.

In addition to an assessment against the principles outlined above, development proposals also require to be assessed against SPP as a whole. In this instance, the sections within SPP in relation to placemaking and providing an effective housing supply are pertinent. These sections are detailed in the paragraphs below.

- 7.16** Paragraph 34 of SPP states that where a plan is under review, it may be appropriate in some circumstances to consider whether granting planning permission would prejudice the emerging plan. Such circumstances are only likely to apply where the development proposed is so substantial, or its cumulative effect would be so significant, that to grant permission would undermine the plan-making process by predetermining decisions about the scale, location or phasing of new developments that are central to the emerging plan. Prematurity will be more relevant as a consideration the closer the plan is to adoption or approval. The Council consider that the allocation of this site would undermine and significantly prejudice the Spatial Strategy of the emerging Local Development Plan 2 which seeks the re-use and redevelopment of brownfield land in preference to greenbelt land.
- 7.17** In relation to housing land, SPP states that the planning system should identify a generous supply of land for each housing market area within the plan area, maintaining a 5 year supply of effective housing land at all times. Plans should be informed by a robust housing need and demand assessment (HNDA), covering all tenures.

#### Principle of Development

- 7.18** The application site is identified in both the adopted and proposed local development plans as a greenbelt location. There is no justification for developing this site based on housing supply figures which indicate that there is no shortfall in effective housing land, as detailed in paragraph 6.3 above, and the proposal is therefore not an appropriate form of development at this location. Accordingly, the development of this site for housing is contrary to policies RD1, GB1 and H2 of the adopted local plan, policies DS2 and BC1 of LDP 1 and policies GB1 and H1 of LDP 2. Development of this site would also undermine the strategic focus on urban regeneration and brownfield redevelopment.
- 7.19** As explained in para 7.16 above, the proposal would undermine the Spatial Strategy of Local Development Plan 2 which is the re-use and redevelopment of brownfield land in preference to greenbelt land. The Examination Report is

expected to be released in early 2020. Accordingly, the proposed development also does not accord with SPP in this regard.

#### Landscape and Setting

- 7.20** The proposed development would result in the loss of an area of disused agricultural grazing land, which would obviously change the characteristics of the site and how it would be viewed from surrounding areas. A high level Landscape and Visual Appraisal has been submitted in support of the application and highlights that the site forms part of the Rugged Moorland Hills landscape type which covers much of the surrounding area. A residential development at this location would undoubtedly impact on the landscape by introducing an urban characteristic and the submitted appraisal acknowledges that there will be adverse landscape impacts both within the proposed development site and wider landscape context.
- 7.21** However, the site is adjacent to existing residential areas and the proposed development would not result in the introduction of buildings which would significantly transform the landscape, especially when viewed from any distance. The development would be likely to be viewed within the context of existing urban development on the settlement edge. As there will be adverse visual impacts on the landscape, these impacts could be further mitigated by amending the layout so that it is better integrated with the open space on site and improves the relationship with existing buildings to the north of the site. The layout proposed in the masterplan is not acceptable as discussed below.

#### Layout, Design and Appearance

- 7.22** A design and access statement has been submitted in support of the application which explains how the layout, contained within the submitted masterplan, relates to the surrounding area. Whilst it is explained in the supporting information that the development will provide a much needed housing which creates a new, vibrant and attractive destination which strengthens the suburban edge of Duntocher. However, it is considered that the proposed layout at this stage of the development process, as detailed in the masterplan, will not achieve this aim for the reasons set out below.
- 7.23** The indicative layout is dominated by a single long access and therefore prioritises the movement of motor vehicles before the needs of people. The use of a single long access and loop roads in the manner proposed within the masterplan fails to create a distinctive development and does not make the most of the opportunities presented by the site. The proposed layout affects the permeability of the development by reducing the consideration of walking and cycling and public transport first in preference to the private car. Therefore, the layout would need significant revisions at the detailed planning stage to ensure that this imbalance is addressed.
- 7.24** The development also fails to take a green infrastructure first approach to the design of the site. The extensive landscaping presents an opportunity to create a distinctive development which integrates with the open space and reduces the overall impact of this development. However, the proposed layout at present does not adequately do this and would require to be revised



to ensure that it meets with the design led integrated green infrastructure approach that Policy CP2 of LDP 2: Proposed Plan advocates.

- 7.25** Therefore in relation to the submitted masterplan, there are significant concerns about the layout of the overall development and, at this present time, it is considered that the proposed layout would not achieve nor accord with the aims of policies H4 and GD1 of the adopted local plan, SPP, Designing Streets, Council's Residential Design guide; policies DS1 and GN2 of LDP 1: Proposed Plan (2016); and Policies CP 1 and CP 2 of LDP 2: Proposed Plan (2018) without substantial revisions.

#### Landscaping and open space

- 7.26** Open space and landscaping would form a significant part of this development. There would be two main landscaped areas, with one area containing a SuDS pond. A further SuDS pond would be provided on land adjacent to the housing on Farm Road. The layout retains the existing trees covered by a Tree Preservation Order.
- 7.27** As detailed in paragraphs 7.22 to 7.25 above, it is considered that the proposed layout would need to be revised to accord with Part 3 of the Council's Our Green Network Guidance; the Council's Residential Design Guide; policies DS1 and GN2 of the LDP 1 (Proposed Plan) and Policies CP 1 and CP 2 of LDP 2 (Proposed Plan).

#### Transport and Connectivity Issues

- 7.28** It is proposed that all access to the development will be taken from a new access from Farm Road, which itself feeds onto Beeches Road and then onto Dumbarton Road (A810). These roads presently serve a sizeable residential area, and many of the objections received refer to existing traffic congestion and related issues on these roads. However, the application is accompanied by a Transport Assessment which concludes that Farm Road and the various road junctions concerned all have sufficient capacity to cope with the additional traffic from the development without giving rise to adverse road safety or traffic impacts. The Council's Roads Service accepts this position, and has no objection to the application on road capacity or road safety grounds but has other requirements as detailed in paragraph 4.1 above that would require to be addressed at the detailed application stage.
- 7.29** The proposal includes provision of a footpath link to the open space adjacent to Craigielea Road. This road is a bus route and this link will improve links to public transport. Whilst the site is on the edge of the town and at the top of a hill, it is no further from local services than various other parts of Duntocher.

#### Drainage, Technical and Infrastructure Issues

- 7.30** The majority of the site is not at risk of flooding, but there are areas of the site, near both watercourses where SEPA recommend that development should avoid and no houses should be placed within areas identified as floodplain. Furthermore and due to its sloping nature of the site, there have been reports of surface water run-off into the surrounding area from neighbouring residents. A flood risk assessment has been submitted with the application, which states

that there is little or no risk of flooding within the site. The development also proposes to create two attenuation ponds serving both parts of the site to address surface water run-off and SEPA have indicated no objection to the proposed development.

#### Natural and Built Heritage

- 7.31** An ecology assessment of the site found no evidence of European protected species on the site, although it is possible the site is used by deer, birds and other wildlife, the site is agricultural grazing land of limited habitat value. Proposed landscaping and open space areas would minimise the impact of the development on existing trees within the site. The landscaping and tree planting together with the adjacent agricultural land would provide a variety of habitats for different plant and animal species. Therefore there would be no adverse impact upon natural heritage.

- 7.32** The site is close to the route of the Antonine Wall, and West of Scotland Archaeology Service has advised that an archaeological watching brief should be implemented during construction if planning permission is granted.

#### School Capacity

- 7.33** Although the development will involve the construction of 99 houses, there is sufficient capacity in existing local schools to meet the anticipated demand for school places as advised by the Council's Education Service.

#### Pre-application consultation

- 7.34** As the proposal constitutes a major development, statutory pre-application consultation was carried out prior to submission of the application. One public consultation event was held at the West Park Hotel, Duntocher in August 2019. A statutory notice was published in the local press advertising the public event and the submission of the proposal of application notice. The applicant has submitted a pre-application consultation statement which indicates that 137 people attended the public event. 46 people completed feedback forms/provided email responses and these were not in support of the proposals. The main issues raised by the objectors related to traffic on Farm Road, capacity in local schools, loss of views, loss of greenbelt land, impacts on amenity, wildlife and landscape, capacity of infrastructure and water pressure. It was also noted that there was support for housing at this location due to the lack of housing choice within Duntocher.

#### Pre determination Hearing

- 7.35** Under the terms of Section 38A of the Town and Country Planning (Scotland) Act 1997 (as amended) applications for major development which would be significantly contrary to the development plan require a pre-determination hearing, whereby applicants and any persons who have made representations are given the opportunity to appear before and be heard by a Committee. This takes place at the Planning Committee, but as the application requires to

be referred to and determined by the full Council, elected members who are not part of the Planning Committee have been invited to the Committee in order to observe the pre-determination hearing.

## **8. CONCLUSION**

- 8.1** There is no requirement for additional land to be made available for housing within Clydebank and the preference is to direct new housing development to brownfield land. The application site forms part of the green belt to the north of Clydebank and is not identified as a suitable location for a housing development. The development is not in accordance with Clydeplan as no further sites are required to be allocated in order to fulfil the housing land supply target within West Dunbartonshire. The development is therefore contrary to policies GB1, RD1 and H2 of the adopted local plan, policies DS2 and BC1 of the Local Development Plan 1: Proposed Plan (2016) and policies GB1 and H1 of the Local Development Plan 2: Proposed Plan (2018).
- 8.2** Although this is an application for Planning Permission in Principle there are significant concerns about the proposed layout detailed in the submitted Masterplan. The layout of the site is dominated by a single access road which does not fully integrate with the existing landscape and open space within the site. Without significant revisions to the masterplan to address these issues, it will not result in the creation of successful place and meet the design policies of all three development plans.
- 8.3** In order to address all the Council's concerns about the proposed layout, as expressed in Section 7 above, and to meet with the requirements of SPP, Designing Streets, the Council's Residential Design guidance, the Council's Our Green Network guidance, policies H4 and GD1 of the adopted local plan, policies DS1 and GN2 of the LDP 1 (Proposed Plan); and policies CP1, CP2 and CP3 of LDP 2 (Proposed Plan), the masterplan would need to be revised before submission of a detailed application.

## **9. REASONS FOR REFUSAL**

- 1. There is no requirement for additional green belt land to be identified to meet the strategic housing requirement, and therefore the principle of residential development is contrary to Policies GB1 and H2 of the West Dunbartonshire Local Plan 2010, Policies DS2 and BC1 of West Dunbartonshire Local Development Plan 1 (Proposed Plan) and Policies GB1 and H1 of the West Dunbartonshire Local Development Plan 2 (Proposed Plan).**
- 2. The site is located within the green belt which is an inappropriate location for housing development and the proposal is therefore contrary to the vision, spatial strategy, and Policy 14 of Clydeplan, Policies RD1 and GB1 of the adopted West Dunbartonshire Local Plan 2010, Policy DS2 of the West Dunbartonshire Local Development Plan 1 (Proposed Plan) and Policy GB1 of the West Dunbartonshire Local Development Plan 2 (Proposed Plan).**

3. In principle, the proposed indicative masterplan conveys a general layout, which is considered to be unacceptable on design grounds, and is therefore contrary to policies GD1 and H4 of the Adopted Local Plan; policies DS1 and GN2 of the Local Development Plan 1 (Proposed Plan); and policies CP1 and CP2 of the Local Development Plan 2 (Proposed Plan).
4. The development would significantly undermine and prejudice the Spatial Strategy of the emerging Local Development Plan 2, as the proposal does not re-use and redevelop brownfield land in preference to greenbelt land, and is therefore contrary to Scottish Planning Policy.

**Peter Hessett**  
**Strategic Lead- Regulatory**  
**Date: 22 January 2020**

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<b>Person to Contact:</b>	Pamela Clifford, Planning, Building Standards and Environmental Health Manager email: <a href="mailto:Pamela.Clifford@west-dunbarton.gov.uk">Pamela.Clifford@west-dunbarton.gov.uk</a>
<b>Appendix:</b>	1. Location Plan
<b>Background Papers:</b>	<ol style="list-style-type: none"> <li>1. Application forms and plans;</li> <li>2. West Dunbartonshire Local Plan 2010;</li> <li>3. West Dunbartonshire Local Development Plan1 (Proposed Plan);</li> <li>4. West Dunbartonshire Local Development Plan 2 (Proposed Plan);</li> <li>5. Scottish Planning Policy;</li> <li>6. Clydeplan;</li> <li>7. Our Green Network Planning Guidance;</li> <li>8. Residential Design Guidelines;</li> <li>9. Consultation responses;</li> <li>10. Letters of representation; and</li> <li>11. DC17/282 Decision Notice</li> </ol>
<b>Wards affected:</b>	Ward 4 (Kilpatrick)

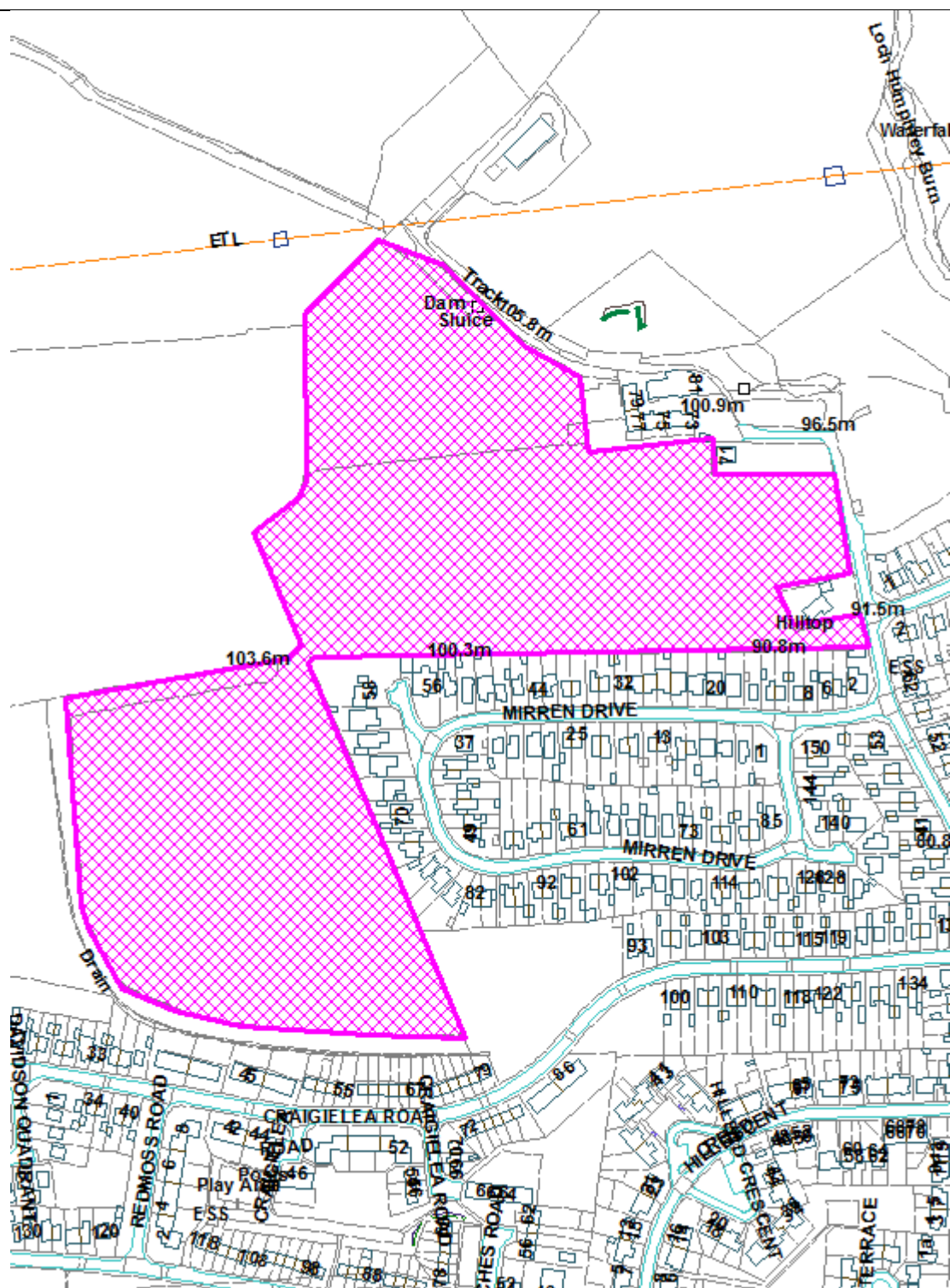
Map Register No: HQ632

Date: 8 January 2020

DC19/203

Erection of residential  
development

Residential Development Site  
Farm Road  
Duntocher  
Clydebank





## WEST DUNBARTONSHIRE COUNCIL

### Report by the Strategic Lead for Regeneration

Council: 26 February 2020

**Subject: Glasgow City Region City Deal - Update**

#### **1. Purpose**

- 1.1** To note the progress with the implementation of the Glasgow City Region, City Deal.

#### **2. Recommendations**

- 2.1** It is recommended that Council:

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

#### **3. Background**

- 3.1** The Glasgow City Region City Deal Infrastructure programme equates to £1.13bn of investment during period 2015-2035. Projects are progressing and have reached various stages from Strategic, Outline and Full Business Case stages of approval.

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

- 4.1** As reported at previous Council papers, delays are being experienced by ExxonMobil in procuring and delivering the remediating of the site. This unfortunately has led to delays in reaching a commercial agreement and the finalisation of the Environment Impact Assessment.
- 4.2** A Proposal of Application Notice (PAN) consultation event related to the Planning Permission in Principle (PPiP) for the remediation of the site is taking place at Bowling Village Hall on 24 and 26 February 2020.

#### **5. Glasgow City Region City Deal Update**

- 5.1** The Glasgow City Region, Chief Executives' Group met on 30 October 2019, 26 November 2019, and 30 January 2020 and approved the following projects:
- i) Glasgow City Council - Waterfront West End Innovation Quarter - Improving Connectivity between Glasgow University and Queen Elizabeth University Hospital - Active Travel North - with funding of £1.915m approved.
  - ii) Glasgow City Council - FBC - Canal and North Gateway - Speirs Lock: Garscube Toll & Links with funding of £0.213m approved.

- iii) Inverclyde Council - FBC for Ocean Terminal - Terminal Building with funding of £4.893m approved.
- iv) Glasgow City Council - FBC - Canal and North Gateway - Sighthill M8 Pedestrian Bridge with funding of £14.85m approved.
- v) Glasgow City Council - FBC - Metropolitan Glasgow Strategic Drainage Partnership (MGSDP) - Drumchapel Surface Water Management Plan (SWMP) with funding of £5.28m approved.

**5.2** The Glasgow City Region Cabinet met on 11 February 2020 and approved the following project:

- i) East Dunbartonshire Council - SBC- Place and Growth Programme in partnership with Strathclyde Partnership for Transport with a total budget of £30.4m funding of £0.7m approved for the production of the Outline Business Case.

### **5.3 Glasgow City Region Programme Status**

**5.3.1** A report from the Programme Management Office (PMO) related to the Audit Scotland report on Scottish City Deals was been presented to Cabinet on 11 February 2020, link:

<http://www.glasgow.gov.uk/councillorsandcommittees/submissiondocument.asp?submissionid=96615>

The scope of the Audit Scotland report was all City Deals in Scotland, and it made a number of generic observations and recommendations.

**5.3.2** This PMO report described above sets out a summary of the key messages within the report together with recommendations for the Scottish Government and Local Authorities. A status update on the Glasgow City Region City Deal arrangements has also been included in relation to this report outlining the mechanisms that are already in place. Given that this report was only considered by the City Deal Cabinet on 11 February 2020, a separate report outlining how the Council's arrangements, largely already satisfy these recommendations, will be provided to a future committee meeting.

**5.3.3** The benefits realisation governance arrangements have been improved to ensure follow-on investment delivered by City Deal projects are strengthened through our links with the City Deal Programme and partner organisations. The remit of the Economic Delivery Group (EDG) has its role and remit extended by Cabinet to monitor the benefits realisation and the Regional Partnership will assume overall responsibility for supporting the delivery of benefits realisation and securing follow-on investment for City Deal projects.

**5.3.4** At the Cabinet meeting on 11 February 2020 the People and Skills portfolio delivered a presentation updating on the progress being made in that respective portfolio. The presentations are available as background papers.



## **5.4 Finance Group Update**

- 5.4.1** At the Financial Group meeting on 28 January 2020 it was noted that the first Gateway Review process is underway involving a sample of early projects. The outcome of the Gateway Review will "unlock" the next £250m for the next 5 years. The Gateway Review is linked to spend versus planned spend and it was reported that spend for the first 5 years will be higher than the grant funding received, and the next 5 years looks to be on track to meet the next 5 year spending target.
- 5.4.2** An item of discussion was raised regarding the use and timing of potential project underspends and the potential allocation of these to other projects requesting additional funding. As previously reported to Council, West Dunbartonshire has requested additional funding for the Exxon site project and a couple of other Councils have requested additional funding. Some Councils have indicated potential underspends, but the question as to when do such underspends become officially agreed has not been determined. This issue will be discussed at the next Finance Group.

## **5.5 Labour Market Working Group (LMG) Update**

- 5.5.1** A West Dunbartonshire's proposal has been developed jointly between Working4U and Work Connect. The project is on course to recruit and support 45 people who are considered to be some distance from the labour market. Alongside Working 4U, Work Connect will provide ongoing support for the group with the aim to build their confidence and resilience.
- 5.5.2** The initial intention was that the programme would continue until march 2020, however it is expected that funding will be available until June 2020. The team are considering additional support for the participants in order for further assistance towards learning and employment opportunities.

## **6. West Dunbartonshire Council City Deal Project**

- 6.1** ExxonMobil representatives met with Council officers on 14th January 2020 to discuss the progress being made of the procurement and implementation of the site remediation strategy. Following this Officers and ExxonMobil discussed their respective program of works to allow a degree of shared access. This would facilitate early access for the Council to areas of the site that will be remediated by ExxonMobil.
- 6.2** The Council continues to engage with landowners through a number of discussions and will also be engaging widely through the consultation event highlighted at 4.2. The next stage of site investigations in relation to roads infrastructure and flood management will involve access to these sites. All landowners will be contacted in advance to minimise any disruptions.
- 6.3** The refreshed Outline Business Case (OBC) for the Exxon site project was approved at Council on 28 November 2018, approved at the Chief Executives' group on 31 January 2019, and also approved at Cabinet on 12

February 2019. With ExxonMobil site remediation works being delayed and subsequent delays in an agreement being reached on a potential site transfer there will likely be an impact on the submission date of the Final Business Case (FBC). Officers are looking at a refresh of the programme of works. This will be reported back to Council when available.

- 6.4** As highlighted in previous Councils reports the Officers have entered into a confidentiality agreement with ExxonMobil and are not able to release any commercially sensitive information to members at this stage. When Council is being asked to make decisions regarding the transfer of the ExxonMobil site into Council ownership all necessary information will be provided to ensure Members can make an informed decision.

## **7. People Implications**

- 7.1** There are a number of senior officers involved in the City Region initiative across services of the Council and as part of the project board.

## **8. Financial Implications**

- 8.1** The expenditure for the City Deal project during 2019/20 is £0.140m. As at 31 January 2020 the total project Capital expenditure was £1.477m. Spend continues to be minimised to avoid irrecoverable costs should the project not proceed in its current form.
- 8.2** The OBC approved budget expenditure for the City Deal Exxon project remains at £2.948m. This will provide sufficient funding to take us to the Final Business Case.

## **9. Risk Analysis**

- 9.1** There are a number of project risks associated with the development at the ExxonMobil project site and these are contained within the risk register of the refreshed OBC and updated by the officers project board.

## **10. Equalities Impact Assessment**

- 10.1** An Equalities Impact Assessment is not necessary for this report.

## **11. Consultation**

- 11.1** Consultation with all key stakeholders is progressing as we continue to work as part of the Glasgow City Region.
- 11.2** A Proposal of Application Notice related to the planning permission in principle for the Exxon site is being arranged at Bowling Village Hall on the 24 and 26 February 2020 to consult with the community and interested parties.
- 11.3** Regular communication is produced regarding progress with the Glasgow City Region on the website <http://www.glasgowcityregion.co.uk/>.

## **12. Strategic Assessment**

**12.1** At its meeting on 25 October 2017, the Council agreed that one of its main strategic priorities for 2017 - 2022 is:

- A Strong local economy and improved employment opportunities

**12.2** The proposals within this report are specifically designed to deliver on this priority.

**Jim McAloon**  
**Strategic Lead Regeneration**  
**Date: 12 February 2020**

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**Appendix:** Nil

**Background Reports:** Portfolio Groups presentations

**Background Papers:** Glasgow City Region City Deal - Council updates on the following dates: 30 October 2019, 28 August 2019, 29 May 2019, 14 February 2019, 28 November 2018, 29 August 2018, 27 June 2018, 31 May 2018, 5 March 2018, 20 December 2017, 25 October 2017, 30 August 2017, 28 June 2017, 26 April 2017, 22 February 2017, 21 December 2016, 26 October 2016, 31 August 2016, 29 June 2016, 27 April 2016, 24 February 2016, 16 December 2015, 25 August 2015.

**Wards Affected:** All



## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Lead, Housing and Employability**

**Council 26<sup>th</sup> February 2020**

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**Subject: West Dunbartonshire Community Foodshare**

#### **1. Purpose**

- 1.1** The purpose of the report is to provide an update on the financial challenges facing West Dunbartonshire Community Foodshare (WDCF).

#### **2. Recommendations**

- 2.1** It is recommended that Council:

- i) notes the position regarding the £50,000 agreed by Council as a stop-gap for 2019/20 as detailed at 4.2 below; and
- ii) agrees to provide a one-off earmarked contingency fund of up to £50,000 that can be drawn on up to September 2022 contingent on due diligence by Council officers and based on the development and implementation of a full plan for sustainability and would only be utilised if WDCF are unsuccessful in securing external funding.

#### **3. Background**

- 3.1** WDCF had applied for Scottish Government 'Investing in Communities' funding (£132,087 for a three year period) in May 2019. This funding would have stabilised the organisations circumstances for three years from April 2020. There was no indication from the Scottish Government that the application would be unsuccessful. However, following delays in the process the application was rejected. This leaves them in an extremely precarious situation while facing increasing general demand driven by the negative impact of welfare reform; increased seasonal demand and additional pressure because of Brexit uncertainty and associated reports of potential food insecurity.
- 3.2** Accordingly, as an emergency measure, at its meeting in December 2019 a Council motion proposed setting up a contingency fund of £50,000 from free reserves for the use, as required, by WDCF at this challenging financial time.
- 3.3** The motion stated: 'As a stop-gap measure, Council agrees to make up to £50,000 available from free reserves to keep WDCF services running in the current financial year, and they should request funds from this set aside budget, as they need them. Council delegates authority to the Strategic Lead

for Housing & Employability, or his nominated staff, to authorise payments subject to appropriate due diligence checks. Council asks officers to liaise with WDCF and ascertain exactly how the group have found themselves in such financial difficulty and what support they need from the Council or other bodies to continue providing important services to local people in a sustainable way’.

- 3.4** Housing and Employability staff met with WDCF board members in January 2020 to discuss WDC support. The aim was to establish the level of financial risk; how WDCF found itself in that position; their storage requirements (and therefore rental costs); what if any support West Dunbartonshire Council staff could provide to support their efforts to become more sustainable.
- 3.5** WDCF’s current position is aided by a grant of £25,000 that was awarded to them by the Council when setting the budget for 2019/20 on 27 March 2019 which agreed £25,000k each year for four years for WDCF.

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

- 4.1** WDCF has provided a copy of their latest ‘Annual Report and Financial Statement’ which show a modest surplus for 2018/2019 period. The accounts identify a list of nine funders providing £83,645 of income, with £77,421 paid directly to charitable activities. The Annual Report and Financial Statement is provided as Appendix 1.
- 4.2** WDCF also provided an ‘Income and Expenditure’ sheet for the period from April 2019 to March 2020, which is included as Appendix 2. The Income and Expenditure Sheet shows a small surplus of approximately £11,500 to December 2019. However, discussions with the WDCF service manager provided an updated projection of a deficit of £1,320 for the financial year 2019/20.

WDCF Total Income – April 2019 – Dec 2019	£115,978
WDCF Total Expenditure - April 2019 – Dec 2019	£104,454
<b>WDCF Projected Financial Position April 2020</b>	<b>-£1,320</b>

- 4.3** To illustrate the longer term projection, WDCF provided financial projections on the basis of income and expenditure from December 2019 to September 2022 (Appendix 2). WDCF anticipates a deficit of £117,644 to the end of September 2022. The income expenditure projections provided by WDCF are summarised as:

<b>Financial Projections Oct 19 – September 2022</b>	
<b>Expenditure</b>	
staff costs	£168,000
running costs (including rent)	£58,000
<b>Total Cost</b>	<b>£226,000</b>
Income	£108,356

<b>Anticipated Deficit</b>	<b>£117,644</b>
----------------------------	-----------------

- 4.4** The organisation relies heavily on grant funding. However, discussions with staff suggest that much of this will end in the 2020/21 financial year. The rejection from Scottish Communities Funding, and uncertainty with other funds, has left the organisation reliant on short term funding of £25,000 each year from West Dunbartonshire Council and £15,000 each year from the Robertson Trust.
- 4.5** Funding from the Council, which is already in place, is for costs associated with running their core Foodbank operations. This includes the cost of renting their premises, staffing or purchasing goods or equipment and is to be reviewed in 2023. The projections provided do not assume substantial growth from the reported 2018/2019 position.
- 4.6** Discussion with staff identified that while there may be seasonal fluctuations in activity the existing staff complement is supported by input from a group of 90 volunteers. These volunteers are utilised to meet additional seasonal demand placed on the organisation. The amount of time the volunteers donate to the charity is variable, ranging from a couple of hours each week to 35 hours each week. However, while this input is extremely important, the service could not be maintained solely on the basis of volunteers.
- 4.7** Currently the charity has a lease agreement for two units at Leven Valley Enterprise Centre. The premises support their '*emergency food distribution*' and '*Brunch Bag project*'. These activities support approximately 12,000 people each year. This is an increase from the figure of 9,455 which was set out in the organisations 2018/2019 Annual Report and Financial Statement. This is a figure that will fluctuate on the basis of demand and the funds available to the organisation. In addition to direct requests for support, the organisation accepts referrals from a range of council and health services, providing both ambient food, surplus fresh and frozen food for those individuals and families identified as in need of assistance.
- 4.8** The Brunch Bag project supports an average of 100 children each week of the summer and Christmas holidays. There has also been an increased demand for toy bank services over the Christmas period. These additional activities are met by additional input from volunteers.
- 4.9** Despite increasing demand and the uncertainty that arose from planning for the UK's exit from the European Union the organisation has not expanded its services and has not incurred unnecessary additional costs. The shortfall in funding is entirely due to the loss or uncertainty of existing funding support and the rejection of funding from the Scottish Government Communities Fund.
- 4.10** WDCF has been proactive with grant application efforts during this period, subsequently receiving the notification of a grant award of £15,000 from the Robertson Trust. While this has alleviated some of the organisations difficulties, the financial challenge remains and WDCF has submitted further

applications for funding from a range of trusts and grant making bodies to complement their campaign of encouraging public donations. The outcome of these efforts will become clearer during 2020/2021.

- 4.12** The organisation will base future development on the implementation of a plan that reduces dependency on council funding with progress monitored on a 6-monthly basis.
- 4.13** WDCF has established a short to medium term succession plan to overcome the current challenges and establish a more sustainable approach. This includes increasing efforts to secure additional funding and exploring income generation opportunities. WDCF has established a contingency plan for a planned reduction in the staff complement and scale of operations should these income generation efforts prove to be unsuccessful.
- 4.14** The organisation requests support of up to £50,000 for their transition to securing alternative funding and failing that to support them to implement their planned reduction in the scale of their services and by reducing staff costs.

## **5. People Implications**

- 5.1** There are no personnel issues for West Dunbartonshire Council staff.

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

- 6.1** As noted above the WDCF aim to become more financially resilient over the next period and are requesting that the Council provides £50,000 contingency funding should this be required by them. Should Members wish to support this then an element of reserves can be earmarked for this purpose.
- 6.2** There are no procurement implications arising from this report.

## **7. Risk Analysis**

- 7.1** It is anticipated that the outcome of the income generation efforts will become clearer in the medium term in the financial year 2021. However, it is clearly recognised that, given the funding environment, the opportunities may be limited and there are risks associated in applying for funding.
- 7.3** Given the circumstances, and in order to reduce the risk of failing to secure funding from external sources, the organisation would welcome any developmental assistance that may be available for developing and submitting funding applications and exploring income generation possibilities. This will include drawing on support from third sector and community development organisations such as West Dunbartonshire CVS.

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



- 8.1** There is no EIA required. However, the Council when making decisions of a strategic nature about how to exercise its functions, needs to have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage. The potential loss of WDCF services may have a negative impact on the available services that mitigate the worst impact of socio-economic disadvantage.

## **9. Consultation**

- 9.1** In order to fully determine the extent of WDCF's challenges council staff consulted staff and Board directors at the organisation.

## **10 Strategic Assessment**

- 10.1** Consideration of support for WDCF to overcome the challenges it faces is consistent with the council's aim to deliver
- Efficient and effective frontline services that improve the everyday lives of residents.

### **Peter Barry**

Strategic Lead, Housing and Employability  
January 2020

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<b>Person to Contact:</b>	Stephen Brooks <b>Working 4U Manager</b> <b>Aurora House</b> <a href="mailto:Stephen.brooks@west-Dunbarton.gov.uk">Stephen.brooks@west-Dunbarton.gov.uk</a>
<b>Appendices:</b>	<b>Appendix 1</b> – WDCF Annual Report and Financial Statements; <b>Appendix 2:</b> WDCF Income and Expenditure April 2019 to Dec 2019 and Financial Projections to September 2022; <b>Appendix 3</b> Council Decision March 2019 – Grant Support of £25,000 for WDCF to 2023.
<b>Background Papers:</b>	No additional reports.
<b>Wards Affected:</b>	All Wards.



# **West Dunbartonshire Community Foodshare SCIO**

**Scottish Charity No. - SC044248**

**Annual Report and Financial Statements**

**For the year ended 31st March 2019**

## West Dunbartonshire Community Foodshare

SC044248



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2018		31	03	2019

## Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	13,296	9,132			22,428	10,040
Legacies	-				-	
Grants		83,645			83,645	58,757
Receipts from fundraising activities	-				-	
Gross trading receipts	-				-	
Income from investments other than land and buildings	-				-	-
Rents from land & buildings	-				-	
Gross receipts from other charitable activities	-				-	
					-	
<b>A1 Sub total</b>	<b>13,296</b>	<b>92,777</b>	<b>-</b>	<b>-</b>	<b>106,073</b>	<b>68,797</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>13,296</b>	<b>92,777</b>	<b>-</b>	<b>-</b>	<b>106,073</b>	<b>68,797</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	1,189				1,189	473
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	2,556	74,865			77,421	61,260
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>3,745</b>	<b>74,865</b>	<b>-</b>	<b>-</b>	<b>78,610</b>	<b>61,733</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	373				373	17,970
Purchase of investments					-	-
<b>A4 Sub total</b>	<b>373</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>373</b>	<b>17,970</b>
<b>Total payments</b>	<b>4,118</b>	<b>74,865</b>	<b>-</b>	<b>-</b>	<b>78,983</b>	<b>79,703</b>
<b>Net receipts / (payments)</b>	<b>9,178</b>	<b>17,912</b>	<b>-</b>	<b>-</b>	<b>27,090</b>	<b>(10,906)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>9,178</b>	<b>17,912</b>	<b>-</b>	<b>-</b>	<b>27,090</b>	<b>(10,906)</b>

## APPENDIX 1

# OSCr

Trustees' Annual Report for the period								
Period start date			Period end date					
From	Day	Month	Year	To	Day	Month	Year	
	01	04	2018		31	03	2019	

Office of the Scottish Charity Regulator

### Reference and administration details

**Charity name** West Dunbartonshire Community Foodshare  
**Other names charity is known by** WDCF  
**Registered charity number** SC044248  
**Charity's principal address** c/o Citizens Advice Bureau, 179 High Street, Dumbarton,

**Postcode G82 5BN**

### Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 George Kirkpatrick	Chairperson		
2 John Polding	Secretary		
3 Clair Coyle	Treasurer		
4 Karen McBride			
5 Mary Marra			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

## Reference and administration details

**Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)**

**Name**

**Dates acted if not for whole year**

## Structure, governance and management

**Type of governing document**

SCIO governing body

**Trustee recruitment and appointment**

The board may at any time appoint any person to be a Charity Trustee – by way of a resolution passed by majority vote at a board meeting.

## Objectives and activities

**Charitable purposes**

To assist all those affected by poverty in West Dunbartonshire

**Summary of the main activities in relation to these objects**

Providing practical support to the communities of West Dunbartonshire by way of direct distribution of food, and other items, to any in need. Signposting of information, advice and support to the communities of West Dunbartonshire on matters of social wellbeing. Raising awareness of the issues affecting the communities of West Dunbartonshire by lobbying and campaigning for changes in government policy decisions on matters of social justice and poverty.

## **Summary of the main achievements of the charity during the financial period**

During the financial year, 2018-2019, West Dunbartonshire Community Foodshare (WDCF) has continued to expand our range of activities and support offered to those in need and affected by poverty in the West Dunbartonshire area.

### **Activities:**

The provision of food parcels to those in need continues to be the core activity and main area of work by the Charity. Welfare benefit changes, in-work poverty and debt are the main reasons given by people for having to attend the distribution points for support.

In the calendar year January 2018 – December 2018, 9455 people were supported by the provision of food with 9097 bags distributed through our three distribution centres. The bag count is lower than the number of people supported as we now have around 30 crates set out in addition to the basic bags, from which people can select additional fresh and ambient foods, toiletries, household products and bakery items. Some people choose to take less basic bags or only take food from the crates.

We continue to rely on local people and receive food donations at the drop off facilities in all the major supermarkets within the area and two outside the municipal border. Furthermore, we have drop off facilities in the three Citizens Advice Bureau offices in the area, the local authority offices and the Golden Jubilee Hospital, as well as local businesses and workplaces.

We have increased and improved our partnerships with local supermarkets and retailers, and now uplift surplus fresh and ambient food from 18 locations each week, new partnerships include Aldi, Lidl and Co-op stores. Some new partnerships have been due to the Charity signing up with Fareshare Go and Neighbourly.

We continue to subscribe to Fareshare and uplift a weekly collection of food for distribution.

This enables us to provide high quality food to 22 community/social care groups throughout the area, including Women's Aid, Blue Triangle and those providing support to young homeless people and those with mental health issues as well as those who attend the distribution centres.

For the fourth year our highly successful Christmas Toybank appeal was very well supported by people and organisations in West Dunbartonshire. In turn, we were able to distribute toys to 653 children identified as being in need by volunteers at the distribution centres and by staff members in local authority nurseries and schools, and various social work departments.

We continue to run the School Uniform bank and this year supported 207 children with a new uniform for starting back the new school term. At times there is a need to replace items during the school year as children grow or wear items out, during term time we provided 14 children with uniform. Summer 2018's project was mainly funded by The Rotary Club of Dumbarton. Volunteers are participating in bag packing events at local supermarkets to begin raising funds for the 2019 Uniform Bank.

During the school holidays many families find it difficult providing food for their children. During each of the school holidays, we provided Holiday Brunch Bags which contain nutritious snacks, breakfast and lunch for 5 days, fruit and juice. The number of children supported in 2018 was 873. We also provided 200 families with Christmas Day hampers. This was all funded by Cash for Kids in 2018.

At Easter 2018, we organised the collection and distribution of Easter eggs. Eggs were donated by local groups and individuals from within the area, they were then given to those children supported through the distribution centres.

During the Winter months, the Charity was successful in signing up with the Scottish Power hardship fund. This enabled some people who use our service to receive vouchers, thus preventing disconnection.

We were successful in securing further funding from the Fair Food Transformation Fund which enabled our Charity to renew the employment contract of 1 part-time staff member to continue the Cooking and Growing project until 31/3/18.

The Charity secured further grants from Scotmid, the STV Appeal, and the Vale of Leven fund, to cover the salary costs of the Project Worker until 31/3/18.

The cooking and growing project has been highly successful. The sessions teach how to cook healthy, nutritious food, using low cost ingredients. We use low energy consumption multicookers, and following completion of the sessions, participants can take their multicooker home. The growing sessions teach the skills necessary for growing vegetables and herbs at home.

We have 2 part-time staff employed through Community Jobs Scotland/SCVO, a storeroom worker (since 4/10/18) and an admin worker (employed 2/10/17 until 31/3/19).

In December 2018, the Charity received grant funding from the Weir Trust (£18340) and the Vale of Leven Fund (£1458) to cover Charity operating costs.

WDCF had around 90 volunteers throughout 2018,

## Achievements and performance



## Financial review

### Brief statement of the charity's policy on reserves

WDCF has been successful in providing a critical service across the local authority and as such we secured grant support for core operating costs from two funders covering approx. 13 months.

WDCF Board has agreed to keep a certain level of financial reserves to ensure that the main operations can continue for a period of 2 months should funding difficulties occur.

The main concerns of the Board are to ensure:

- That staff can continue working, primarily to secure new funding
- That service users are supported to move on to other services.

It has been calculated that reserves of £4000 would be required to continue running for a period of 2 months. The reserves should be built up from the unrestricted income. The level of reserves should be calculated and monitored every month by the Treasurer.

### Details of any deficit

N/A

### Donated facilities and services (if any)

The local Criminal Justice Team grow fruit and vegetables for WDCF, as well as doing collections and deliveries for the Charity 1.5 days per week.

Julie Melvin, ACMA, donated her time and services to prepare the accounts, and Brenda Kennedy, ACMA, donated her time and services to do the independent audit of the accounts.

We have many volunteers who donate their time to ensure the Charity continues to exist. Inclusive of all Board members.

## APPENDIX 1

### Other optional information

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) George Kirkpatrick

John Polding

Position (e.g. Chair) Chairperson

Secretary

Date

3.9.19.

3/9/19

# APPENDIX 3



## Independent examiner's report on the accounts

v2

Report to the trustees/members of  
Registered charity number  
On the accounts of the charity for the period

Charity name  
NEST DUNBARTONSHIRE COMMUNITY FOODSHARE  
SC 044248

Period start date  
Day Month Year  
01 04 2018 to  
Period end date  
Day Month Year  
31 03 2019

Set out on pages

(remember to include the page numbers of additional sheets)

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page\*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

Relevant professional qualification(s) or body (if any):

Address:

Date:

31.12.19.

BRENDA KENNEDY ACHA CGMA AMBA  
CHARTERED MANAGEMENT ACCOUNTANT (CIMA - REG 1-NO21)

BUTE DRIVE  
OLD KILPATRICK  
GLASGOW  
G60 5AN

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.





## Section C Notes to the Accounts

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

Unrestricted funds may be used for the purchase of food, food related expenses, operating costs, toys and school clothing. We continue to receive sufficient donations to ensure continued supply of food parcels, it remains a key principle of Foodshare that donations received from members of the public and local fund raisers are primarily spent on food.

Please see additional analysis 3 for further details relating to restricted funds. Restrictions are stated in grant submission or stated when a donation is made.

**C2 Grants**

Type of activity or project supported	Individual / institution	Number of grants made	£
Staffing Costs	Institution	3	18,071
Staffing Costs/Food/Gardening	Institution	1	19,340
Cooking & Growing skills	Institution	4	17,058
Operating Costs	Institution	2	19,798
Children's Holiday Hunger	Institution	5	9,378
Total			83,645

**C3a Trustee remuneration**

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
--	---

Authority under which paid

£

**C3b Trustee remuneration - details**

N/A	

**C4a Trustee expenses**

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
---	--

**C4b Trustee expenses - details**

	Number of trustees	£
Travel as required	1	1,534

**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
n/a			

**C6 Other information**

--

### Additional analysis (1)

### Analysis of receipts and payments

## 1 Donations

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Community donations	11,091	6,132			17,223	7,390
Rotary Club of Dumbarton - School Uniforms		3,000			3,000	-
Radio Clyde - School Uniforms					-	2,000
Fundraising	2,205				2,205	-
Other local organisations - School Uniforms					-	650
<b>Total</b>	<b>13,296</b>	<b>9,132</b>	<b>-</b>	<b>-</b>	<b>22,428</b>	<b>10,040</b>

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Community Budgeting WDC/ WDC	-	4,909	4,909	12,054
Weir Trust		18,340	18,340	-
Vale Of Leven Trust Fund		4,107	4,107	-
Scotmid		7,500	7,500	-
STV Appeal		2,000	2,000	
Asda		966	966	-
SCVO - Community Jobs Scotland		18,071	18,071	10,949
SCVO - Community Capacity & Resilience programme (CCRP)		-	-	3,875
Cash For Kids		8,412	8,412	1,409
Fair Food Transformation Fund (FFTF)		19,340	19,340	18,970
Van Fund (The Clothworkers' FY18)			-	11,500
<b>Total</b>	<b>-</b>	<b>83,645</b>	<b>83,645</b>	<b>58,757</b>

### 3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					*	
					*	
					*	
					*	
					*	
					*	
					*	
<b>Total</b>	*	*	*	*	*	

#### 4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Employee Costs		42,291			42,291	25,974
Rent & Hall Hire		4,903			4,903	4,568
Groceries	632	10,664			11,296	4,996
					-	-
Subscriptions		-			-	2,000
Vehicle Insurance		1,472			1,472	2,418
Vehicle costs - Fuel & Repairs		4,112			4,112	4,572
Utility Costs		1,821			1,821	420
Insurance		321			321	414
Travel Expenses & Fuel	1,445	1,069			2,514	831
Equipment		216			216	7,727
Repairs & Maintenance					-	-
Training		433			433	266
Uniforms		4,352			4,352	2,942
Toys		1,809			1,809	924
Printing	58	88			146	410
Aministration/Marketing					-	941
Telephone					-	898
Postage		67			67	67
Health & Safety		356			356	227
Sundries	421	891			1,312	665
<b>Total</b>	<b>2,556</b>	<b>74,865</b>	<b>-</b>	<b>-</b>	<b>77,421</b>	<b>61,260</b>

## West Dunbartonshire Community Foodshare

SC044248

## Additional analysis (3)

## 6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Restricted fund 5 - enter name of fund below	Restricted fund 6 - enter name of fund below	Total restricted funds	Total restricted funds last period
	Community Budgeting WDC - Cooking & Growing	Community Jobs Scotland	Operating Costs Only	Toy/School Uniforms/ Holiday Hunger	Cooking Sessions only	FFTF		
<b>Receipts</b>								
Donations				9,132			9,132	2,960
Legacies							-	
Grants	4,909	18,071	19,798	9,378	12,149	19,340	83,645	58,757
Receipts from fundraising activities							-	
Gross trading receipts							-	
Income from investments other than land and buildings							-	
Rents from land & buildings							-	
Gross receipts from other charitable activities							-	
<b>Sub total</b>	<b>4,909</b>	<b>18,071</b>	<b>19,798</b>	<b>18,510</b>	<b>12,149</b>	<b>19,340</b>	<b>92,777</b>	<b>61,717</b>
<b>Receipts from asset &amp; investment sales</b>								
Proceeds from sale of fixed assets							-	
Proceeds from sale of investments							-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,909</b>	<b>18,071</b>	<b>19,798</b>	<b>18,510</b>	<b>12,149</b>	<b>19,340</b>	<b>92,777</b>	<b>61,717</b>
<b>Payments</b>								
Expenses for fundraising activities							-	
Gross trading payments							-	
Investment management costs							-	
Payments relating directly to charitable activities	-	19,329	13,906	14,997	8,081	18,552	74,865	58,381
Grants and donations							-	
Governance costs:							-	
Audit / independent examination							-	
Preparation of annual accounts							-	
Legal costs							-	
<b>Sub total</b>	<b>-</b>	<b>19,329</b>	<b>13,906</b>	<b>14,997</b>	<b>8,081</b>	<b>18,552</b>	<b>74,865</b>	<b>58,381</b>
<b>Payments relating to asset and investment movements</b>								
Purchases of fixed assets							-	17,970
Purchase of investments							-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,970</b>
<b>Total payments</b>	<b>-</b>	<b>19,329</b>	<b>13,906</b>	<b>14,997</b>	<b>8,081</b>	<b>18,552</b>	<b>74,865</b>	<b>76,351</b>
<b>Net receipts / (payments)</b>	<b>4,909</b>	<b>(1,258)</b>	<b>5,892</b>	<b>3,513</b>	<b>4,068</b>	<b>788</b>	<b>17,912</b>	<b>(14,634)</b>
<b>Transfers to / (from) funds</b>								
<b>Surplus / (deficit) for year</b>	<b>4,909</b>	<b>(1,258)</b>	<b>5,892</b>	<b>3,513</b>	<b>4,068</b>	<b>788</b>	<b>17,912</b>	<b>(14,634)</b>
<b>Nature and purpose of funds</b>								
Community Budgeting WDC - Cooking classes and Gardening classes CJS - funding for Employee salaries & training cost only. Toy/School Uniforms/Holiday Hunger - Christmas Toy Bank, School Uniforms and additional food parcels for children during the holiday periods. FFTF - Fair Food Transformation Fund								



**Appendix 2 - WDCF Income and Expenditure Worksheet April 2019 – December 2019 and Financial Projections – October 2019 – September 2022.**

**Table 1: WDCF Income and Expenditure 2019/20 Worksheet: 'Income'.**

no input required			WEST DUNBARTONSHIRE COMMUNITY FOOD SHARE												
			Income & Expenditure 2019/2020												
Category 1	Category 2	Category 3	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Opening Balance			53,571	52,080	48,441	51,277	40,331	41,500	39,973	61,027	60,637	65,114	65,114	65,114	
Opening Balance	Unrestricted		36,755.00												36,755.00
Opening Balance	SCVO		-555.00												-555.00
Opening Balance	Toys		873.00												873.00
Opening Balance	Operating Costs Only		551.00												551.00
Opening Balance	Fundraising		613.00												613.00
Opening Balance	Holiday Hunger		245.00												245.00
Opening Balance	Cooking project		4,068.22												4,068.22
Opening Balance	Community Budgeting WDC		4,943.00												4,943.00
Opening Balance	Community Budgeting WDC 2 (CAPITAL ONLY)		290.00												290.00
Opening Balance	Fair Food Transformation Fund		788.00												788.00
Opening Balance	SCVO - Community Capacity		3,393.40												3,393.40
Opening Balance	Uniforms		1,606.00												1,606.00
Opening Balance	Baby bank		0.00												0.00
Opening Balance	Manager salary		0.00												0.00
Income	Unrestricted	Donation	769.09	8.74	840.05	108.74	1,715.08	2,646.03	1,605.00		9,408.43				17,101.16
Income	Toys	Miscellaneous									1,045.00				1,045.00
Income	Uniforms	Donation	1,604.00		670.20		65.00								2,339.20
Income	Holiday Hunger	Donation			6,000.00	1,000.00	440.00			966.00	5,000.00				13,406.00
Income	Operating Costs Only	Grant					14,979.48		8,200.00						23,179.48
Income	Fair Food Transformation Fund	Grant					4,242.76		4,501.06						8,743.82
Income	SCVO	Grant	2,331.56	953.45			2,543.88	953.45	1,825.32	944.45	753.76				10,305.87
Income	Community Budgeting WDC	Grant													0.00
Income	Fundraising	Donation			102.51		63.79	520.30	88.68	33.65	442.61				1,251.54
Income	Baby bank				0.00					750.00					750.00
Income	Cooking project	Donation			3,000.00										3,000.00
Income	Manager salary	Grant						14,659.00	15,000.00						29,659.00
Income	Coordinator Salary	Grant									3,000.00				
Income	Storeroom worker salary	Grant									2,197.00				

## Appendix 2 - WDCF Income and Expenditure Worksheet April 2019 – December 2019 and Financial Projections – October 2019 – September 2022.

Table 2: WDCF Income and Expenditure 2019/20 Worksheet: 'Expenditure'.

no input required			WEST DUNBARTONSHIRE COMMUNITY FOOD SHARE													
			Income & Expenditure 2019/2020													
Category	Category 2	Category 3	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	
Expense	Community Budgeting WDC	Salaries							-1,107.12	-396.73	-1,107.31				-2,611.16	
Expense	Community Budgeting WDC	Salaries - Pension Employee							-50.05		-50.05				-100.10	
Expense	Community Budgeting WDC	Employer Pension costs							-62.56		-62.56				-125.12	
Expense	Operating Costs Only	Heat & Light	-93.01	-91.26	-89.98	-392.00		-74.93							-741.18	
Expense	Operating Costs Only	Rent	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-266.67	-2,400.03	
Expense	Operating Costs Only	Hall Hire	-84.00	-156.00	-198.00	-168.00	-180.00	-210.00	-168.00	-210.00	-156.00				-1,530.00	
Expense	Fair Food Transformation Fund	Telephone	-18.00	-18.00	-18.00	-18.00									-72.00	
Expense	Operating Costs Only	Mobile	-60.24	-60.34	-63.75	-107.43									-291.76	
Expense	Operating Costs Only	Fuel costs	-265.14	-267.74	-316.83	-357.33	-312.55	-312.08	-267.66	-266.55	-292.80				-2,658.68	
Expense	Operating Costs Only	Vehicle costs		-240.00	-260.00			-62.40							-562.40	
Expense	Operating Costs Only	Office supplies	-19.95	-2.00	-112.40	-2.00	-25.05	-137.41	-116.60	-114.05	-215.13				-744.59	
Expense	Operating Costs Only	Staff expenses							-41.20	-52.00					-93.20	
Expense	Operating Costs Only	Postage					-7.32	-53.94	-58.56						-119.82	
Expense	Operating Costs Only	Insurance							-1,770.40						-1,770.40	
Expense	Operating Costs Only	Equipment		-19.80	-44.61		-26.74	-15.00	-39.90	-11.00	-10.49				-167.54	
Expense	Operating Costs Only	Vehicle Hire									-185.00				-185.00	
Expense	Operating Costs Only	Sundries	-68.47		-31.95	-22.44		-12.00							-134.86	
Expense	Operating Costs Only	IT related	-456.99						-28.78						-485.77	
Expense	Operating Costs Only	Health & Safety	-12.15	-130.20	-69.81	-45.15	-297.57	-34.45	-541.94	-114.83					-1,246.10	
Expense	Manager salary	Salaries	0.00					-1,000.42	-1,939.95	-1,939.95	-1,939.95				-6,820.27	
Expense	Manager salary	Employer Pension costs	0.00						-54.41	-110.34	-110.34				-275.09	
Expense	Manager salary	Salaries - Pension Employee	0.00						-43.53	-88.27	-88.27				-220.07	
Expense	Coordinator Salary	Salaries														
Expense	Coordinator Salary	Employer Pension costs														
Expense	Coordinator Salary	Salaries - Pension Employee														
Expense	Storeroom worker salary	Salaries									-440.98					
Expense	Storeroom worker salary	Employer Pension costs														
Expense	Storeroom worker salary	Salaries - Pension Employee														
Expense	Community Budgeting WDC 2 (CAPIT)	IT related					-290.00								-290.00	
Expense	Unrestricted	Miscellaneous					-14,979.48	-14,659.00	-48.00	-222.09	-200.00				-30,108.57	
Expense	Operating Costs Only	Subscriptions	-527.08				-287.50		-287.50						-1,102.08	
Expense	Fundraising	Marketing - printing	-27.18		-198.00				-346.00						-571.18	
Expense	Fair Food Transformation Fund	Employer Pension costs	-62.56	-62.56	-62.56		-125.12	-62.56		-62.56					-437.92	
Expense	Toys	Miscellaneous							-407.50	-5.00	-100.00				-512.50	
Expense	Holiday Hunger	Groceries	-748.97		-941.98	-4,443.06	-1,433.66		-810.50		-5,000.00				-13,378.17	
Expense	Unrestricted	Groceries	-16.20		-292.25	-23.83	-16.54	-51.83	-372.05	-179.14					-951.84	
Expense	Unrestricted	Grocery Bags		-39.52	-32.98		-32.98		-95.46		-17.82				-218.76	
Expense	Uniforms	Uniforms	-31.99		-698.83	-2,861.79	-510.99		-6.00						-4,109.60	
Expense	Operating Costs Only	IT related													-185.62	
Expense	Operating Costs Only	Vehicle Insurance								-71.86	-113.76				0.00	
Expense	Fair Food Transformation Fund	Salaries	-1,112.66	-1,096.44	-1,096.44	-1,096.43	-1,150.23	-1,107.12		-710.39					-7,369.71	
Expense	Fair Food Transformation Fund	Salaries - Pension Employee	-30.03	-30.03	-50.05		-100.10	-50.05		-50.05					-310.31	
Expense	Fair Food Transformation Fund	Office supplies													0.00	
Expense	Operating Costs Only	Trustee Expenses - Travel	-117.60	-60.00	-334.30	-167.40	-352.40	-38.00	-133.00						-1,202.70	
Expense	Fair Food Transformation Fund	Groceries	-126.42	-95.44	-278.11	-188.57	-154.39	-65.89							-908.82	
Expense	Fair Food Transformation Fund	staff travel	-28.40		-60.40	-45.60	-41.60	-47.60							-223.60	
Expense	Operating Costs Only	Volunteer Expenses	-29.25		-38.95		-67.32	-42.56	-50.86	-74.85	-46.35				-350.14	
Expense	Fair Food Transformation Fund	Marketing - printing								-195.00					-195.00	
Expense	Fair Food Transformation Fund	Health & Safety													0.00	
Expense	Fair Food Transformation Fund	Sundries	-6.00	-7.10	-17.54	-5.98	-10.00								-46.62	
Expense	Baby bank	Equipment			-84.95	-29.01	-43.99	-12.00	-42.98						-212.93	
Expense	SCVO	Training													0.00	
Expense	SCVO	Salaries - Pension Employee	-22.75	-22.75	-37.92		-75.84	-37.92	-37.92	-4.99					-240.09	
Expense	SCVO	Employer Pension costs	-47.40	-47.40	-47.40		-94.80	-47.40	-47.40	-6.23					-338.03	
Expense	SCVO	Health & Safety													0.00	
Expense	SCVO	Miscellaneous			-65.27										-65.27	
Expense	SCVO	Salaries	-897.70	-882.53	-882.53	-882.53	-882.53	-882.53	-867.99	-944.28	-944.28				-8,066.90	
Expense	SCVO - Community Capacity	Salaries							-931.13	-931.13	-67.13				-1,929.39	
Expense	SCVO - Community Capacity	Salaries - Pension Employee							-40.23		-40.23				-80.46	
Expense	SCVO - Community Capacity	Employer Pension costs							-50.29		-50.29				-100.58	
Expense	Cooking project	Employer Pension costs	-50.29	-50.29	-50.29		-100.58	-50.29			-50.29				-352.03	
Expense	Cooking project	Salaries	-943.99	-930.94	-930.75	-930.94	-935.12	-931.13			-864.00				-6,466.87	
Expense	Cooking project	Salaries - Pension Employee	-24.14	-24.14	-40.23		-80.46	-40.23							-249.43	
Expense	Cooking project	Staff expenses			-63.20										-63.20	
Total Income			4,704.65	962.19	10,612.76	1,108.74	24,049.99	18,778.78	32,186.06	6,728.10	16,846.80	0.00	0.00	0.00	115,978.07	
Total Expenses			-6,195.23	-4,601.15	-7,776.93	-12,054.16	-22,881.53	-20,305.41	-11,132.14	-7,118.48	-12,369.41	0.00	0.00	0.00	-104,434.44	
Closing Balance			52,080.04	48,441.08	51,276.91	40,331.49	41,499.95	39,973.32	61,027.24	60,636.86	65,114.25	65,114.25	65,114.25	65,114.25		

Table 3: Income and Expenditure April 2019 - December 2019 Summarised

WDCF Total Income – April 2019 – Dec 2019	115, 978
WDCF Total Expenditure - April 2019 – Dec 2019	104,454

**Table 4: WDCF Financial Projection Summary Oct 19 – September 2022.**

**Anticipated shortfall £117.644**

**Appendix 3:** Extract from Council Meeting 27<sup>th</sup> March 2019

SNP G2	WDC Foodshare and Food 4 Thought	Each to be provided with £25,000 per annum (to be reviewed in 2023), for costs associated with running their core Foodbank operations. This could include the cost of renting buildings, staffing or purchasing goods or equipment required to continue providing this vital service. Council delegates authority to officers to liaise with the groups and put in place arrangements for the use of this money to be reported to the Corporate Services Committee on an annual basis for monitoring purposes.
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**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Executive****Council: 26 February 2020**

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**Subject: West Dunbartonshire Best Value Assurance Report****1. Purpose**

- 1.1** The purpose of this report is to report completion of the Council Best Value Improvement Plan approved by Council in August 2018 following the Audit Scotland Best Value Assurance Review of West Dunbartonshire Council.

**2. Recommendations**

- 2.1** Members are asked to:
- Note that Council's Improvement Plan, developed in response to the recommendations contained in the BVAR, has been fully delivered

**3. Background**

- 3.1** The Local Government in Scotland Act 2003 established statutory duties for Scottish Local Authorities, focused on securing Best Value. Under these arrangements West Dunbartonshire Council was last audited in 2006, with follow up reports published until 2010.
- 3.2** Following a review of the approach, Audit Scotland developed a new approach to auditing best value adopted in 2016, which ensures that each Local Authority has a process of Best Value Assurance (BVA) undertaken at least once in a five-year period. The new BVA approach focuses on strategic audit priorities of:
- the clarity of council priorities and quality of long-term planning to achieve these
  - how effectively councils are evaluating and implementing options for significant changes in delivering services
  - how effectively councils are ensuring that members and officers have the right knowledge, skills and time to lead and manage delivery of council priorities
  - how effectively councils are involving citizens in decisions about services
  - the quality of council performance reporting to help citizens gauge improvement.
- 3.3** The Best Value Assurance process took place in West Dunbartonshire from January 2018 to April 2018. Audit Scotland carried out an evidence review of strategies and documents, as well as conducting a range of interviews and intending key council meetings. The audit covered:

- The Council vision and strategic direction
- The Council's self-assessment / evaluation processes and the impact made
- How effectively the Council plans its use of resources, including asset management, financial planning and workforce planning
- How the Council delivers services with partners, including consideration of City Deal and shared service developments
- Community engagement and how this impacts on the Council's activities
- A review of the Council's continuous improvement programmes such as regeneration and office rationalisation
- Overall assessment of outcomes performance and the reporting of these, including the council's; public performance reporting – potentially with detailed work in elicited areas being identified from our initial review.

**3.4** The BVAR for West Dunbartonshire was presented to Accounts Commission on 7 June 2018 and published on Thursday 28 June, along with the Accounts Commission findings, on the [Account Commission website](#). The report was circulated to all elected members on the date of publication, along with a briefing note on Commission findings. Following this, the report and a supporting improvement plan were considered by Council in August 2018. The improvement plan was approved for delivery during 2018/19 – 2019/20, with progress updates to be reported through Audit Committee.

**3.5** The BVAR provided an assessment of the Council and its performance since the last audit in 2006. Overall the audit was positive, providing independent external assurance on delivery of Best Value in West Dunbartonshire. The Commission endorsed the recommendations made in the Audit Scotland report and also noted the significant progress made by Council since the most recent audit follow-up report in 2010.

**3.6** Based on the BVAR, Audit Scotland made five recommendations which provide direction on the key areas which Council should focus improvement activity over the coming period. These recommendations cover the themes of:

- Capital project management
- Workforce planning
- Reducing absence
- Developing the Community Alliance
- Enhancing cross party working

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

##### BVAR & Recommendations

- 4.1** The improvement plan agreed by Council in August 2018 detailed the actions and timescales for delivery of these in each of the five recommendation areas of the BVAR. Lead officers were also identified in the improvement plan.
- 4.2** Work on the range of actions identified to address the recommendation areas of the BVAR has been monitored through the monthly Performance & Monitoring Review Group. In addition, it was agreed that progress would be reported to Audit Committee on a regular basis over the period of the plan with a final report presented to Council following conclusion of the improvement plan.
- 4.3** The scorecard report, attached as appendix 1, describes delivery of each of the five action areas. Good and timely progress was made on delivery of all agreed actions areas. However, the initial delivery date for action area 4 on community empowerment proved challenging; work on development of the community empowerment strategy progressed well, but did not progress at the pace required to deliver for the June 2019 target date for the action. This extension to the planned timeline was put in place through the Community Empowerment Steering Group, and reported through Audit Committee, to ensure full ownership and support for the strategy and supporting action plan across key stakeholder groups at a community, Council and partnership level. The Strategy was presented for endorsement at Community Planning West Dunbartonshire before being considered and approved at November Council.
- 4.4** Audit Scotland recently reviewed progress of the improvement plan as part of their core annual audit activity. In doing this, the senior auditor met with the performance & strategy manager to gain a general overview of the actions areas. Following this, individual meetings were arranged with action lead officers as required. This review of progressed was then reflected in the 2018/19 Annual Audit Report where Audit Scotland reported good progress against each of the 5 action areas.

##### Next Steps

- 4.5** While the BVAR Improvement Plan has now been fully delivered, activity on driving Best Value will continue. West Dunbartonshire Council will continue to review and learn from the best value assurance process in other Council areas, internal activity such as the self-evaluation framework, external benchmarking and resident feedback. This will inform preparation and delivery of future best value assurance activity in West Dunbartonshire through the 5-year Best Value Assurance process of Audit Scotland.

## **5. People Implications**

- 5.1** There are no people or personnel implications directly associated with this report. Actions will be delivered within existing capacity.

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

- 6.1** There are no financial or procurement implications directly associated with this report. Actions will be delivered within existing budgets.

## **7. Risk Analysis**

- 7.1** Council requires to act on the recommendations made by Audit Scotland and the findings of Accounts Commission. Failure to develop an improvement plan would present a risk to the Councils statutory duty to deliver best value and to the reputation of the organisation.

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

- 8.1** The improvement plan and associated actions do not have specific relevance to any protected group. The actions have been screened and assessment as not relevant.

## **9. Consultation**

- 9.1** The improvement actions contained in appendix one were developed in consultation with all key services.

## **10. Strategic Assessment**

- 10.1** The improvement plan and response to the BVAR and Accounts Commission findings ensures delivery of the Council priorities:
- open, accountable and accessible local government
  - efficient and effective frontline services that improve the everyday lives of residents

**Joyce White**

Chief Executive

Date: 13 January 2020

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**Person to Contact:** Amanda Coulthard, Performance & Strategy Manager  
[Amanda.coulthard@west-dunbarton.gov.uk](mailto:Amanda.coulthard@west-dunbarton.gov.uk)

**Appendices:** BVAR Improvement Plan

**Background Papers:** [West Dunbartonshire Council Best Value Report 2018](#)



**Wards Affected:** All




**Best Value Assurance Improvement Plan 2018  
February 2020**




**Capital Programme Management**

Audit Scotland recommendation	Action area	Status	Progress Bar	Due Date	Latest Note	Managed by
To reduce the level of slippage on the capital plan, the council should review its project management processes. The council could use the Major capital investment in councils: good practice guide as the basis of a self-assessment	Capital Planning project management approach to be reviewed and updated with a focus on reducing slippage			29-Mar-2019	Action complete. Analysis of drivers for slippage carried out along with a review of current practice against highlighted guidance. Existing programme management guidance will be subject to ongoing review based on learning from these exercises.	Richard Cairns



## Workforce Planning

Audit Scotland recommendation	Action area	Status	Progress Bar	Due Date	Latest Note	Managed by
Workforce plans are in place and should be further developed to include forecasts of workforce numbers, the expected shape of the workforce and costs, over the planning period. Progress should be monitored	Workforce planning framework to be embedded and further developed. Long term risk-based scenario planning will be developed, including the forecasting of workforce numbers, composition and costs		<div><div>100%</div></div>	31-Aug-2019	Action complete. Workforce planning for each service completed alongside service plans and presented at relevant committees.	Victoria Rogers


## Attendance

Audit Scotland recommendation	Action area	Status	Progress Bar	Due Date	Latest Note	Managed by
Some staff are finding the pace of change challenging and staff absence remains an issue. The council is taking positive steps to try and address this and should continue to explore opportunities for improvement	Employee wellbeing strategy will be implemented and measures embedded		<div><div>100%</div></div>	31-Oct-2019	Action complete. Action plans supporting employee wellbeing strategy are in place, planning and delivery will be ongoing over the lifetime of the Wellbeing Strategy.	Victoria Rogers

## Community Empowerment

Audit Scotland recommendation	Action area	Status	Progress Bar	Due Date	Latest Note	Managed by
The Community Alliance (CA) brings together representatives from neighbourhood, interest and user groups. The council sees it as an important engagement link with the community but there are a number of challenges that it needs to address. The council should continue to offer help to further develop the role of the CA and help it reach its full potential	Community Empowerment Strategy, with supporting mechanism in place for strategic engagement of community organisations, will be put in place using principles of engaging communities framework			30-Jun-2019	This action was delayed to accommodate increased public engagement through the process. Following a third round of consultation a revised draft was produced, identifying key themes and examples of how these are being progressed. The final strategy was presented to both CPWD and Council in November. An implementation plan is also under developed.	Peter Barry

## Cross-party working

Audit Scotland recommendation	Action area	Status	Progress Bar	Due Date	Latest Note	Managed by
Councillors should consider working in cross-party groups to address the financial challenges which exist and the important decisions required in the future	Cross party working group arrangements to be explored to ensure Elected Members are sufficiently informed and have all relevant information available to inform decision making.		<div><div>100%</div></div>	28-Feb-2019	Cross party working explored and model now in place	Peter Hesselst

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Lead – Regulatory**

**Council: 26 February 2020**

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**Subject:       Membership of West Dunbartonshire Health & Social Care Partnership Board (Integration Joint Board)**

#### **1.     Purpose**

- 1.1** The purpose of this report is to allow the Council to consider its membership of the West Dunbartonshire Health & Social Care Partnership Board (Integration Joint Board).

#### **2.     Recommendation**

- 2.1** Council is asked to agree the re-appointment of the councillors listed in paragraph 3.1 who are currently nominated as voting members of the Integration Joint Board or to consider the appointment of alternative councillors.

#### **3.     Background**

- 3.1** At its Statutory Meeting on 17 May 2017 the Council nominated Councillors Marie McNair, John Mooney and Bailie Denis Agnew as voting members of the IJB.

- 3.2** Paragraph 2 of the Integration Joint Board's Standing Orders refers to its membership and includes:-

- The councillors nominated by the Council as members of the Integration Joint Board shall serve for a period of three years. The Council retains the discretion to replace its nominated members on the Integration Joint Board; and
- At the end of a term of office, a member may be reappointed for a further term of office.

- 3.3** The current term of office will expire on 16 May 2020.

- 3.4** The Public Bodies (Joint Working) Act (Scotland) 2014 sets out the arrangements for the integration of health and social care across the country. The Scottish Government's approved Integration Scheme for West Dunbartonshire details the 'body corporate' arrangement by which NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council agreed to formally delegate health and social care services.

#### **4.     Main Issues**

- 4.1** The Integration Joint Board takes decisions and agrees policies that impact on residents across the whole of West Dunbartonshire.

**4.2** It is important that there is full membership of the Board to help ensure its meetings are quorate and its business is dealt with timeously.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** There are no financial or procurement implications.

## **7. Risk Analysis**

**7.1** There may be a reputational risk to the Council if it chooses not to make appointments to the Integration Joint Board.

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

**8.1** The Council's representation on the Integration Joint Board will have no adverse equality impacts.

## **9. Consultation**

**9.1** Officers from the Council's legal and finance sections and the HSCP have been consulted on the content of this report.

## **10. Strategic Assessment**

**10.1** The continuation of the Council's representation on the Integration Joint Board will contribute towards achieving the Council's Strategic Priorities.

**Peter Hessett**  
**Strategic Lead - Regulatory**  
**Date: 10 January 2020**

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<b>Person to Contact:</b>	Gabriella Gonda, Committee Officer, Municipal Buildings, Dumbarton G82 1NR Tel: 01389 737183 or <a href="mailto:gabriella.gonda@west-dunbarton.gov.uk">gabriella.gonda@west-dunbarton.gov.uk</a>
<b>Appendix:</b>	None
<b>Background Papers:</b>	Report to Statutory Meeting of West Dunbartonshire Council on 17 May 2017 – Appointments to Council Committees and Other Bodies  Integration Scheme (Body Corporate) between West Dunbartonshire Council and Greater Glasgow Health Board
<b>Wards Affected:</b>	All wards