

Supplementary Agenda



Corporate Services Committee

Date: Wednesday, 21 August 2019

Time: 14:00

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

Contact: Craig Stewart, Committee Officer
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Dear Member

ITEMS TO FOLLOW

With reference to the agenda for the above Meeting of the Corporate Services Committee which was issued on 8 August 2019, I now attach for your attention a copy of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

- 7 CORPORATE SERVICES BUDGETARY CONTROL REPORT 139 – 153
TO 31 JULY 2019 (PERIOD 4)**

Submit report by the Strategic Lead - Resources advising on the performance of the Corporate Services budget for the period to 31 July 2019.

Submit report by the Strategic Director – Transformation & Public Service Reform providing an update on the outcomes achieved in 2018/19 relative to the Corporate Procurement Strategy and confirming the action plan for 2019/20.

Distribution:-

Councillor Ian Dickson (Chair)
Councillor Jim Brown
Councillor Jim Finn
Councillor Diane Docherty
Councillor Daniel Lennie
Councillor Caroline McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren (Vice Chair)
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Martin Rooney

All other Councillors for information

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

Date of issue: 16 August 2019

WEST DUNBARTONSHIRE COUNCIL
Report by the Strategic Lead Resources
Corporate Services Committee – 21 August 2019

**Subject: Corporate Services Budgetary Control Report to 31 July 2019
(Period 4)**

1. Purpose

- 1.1** The purpose of this report is to advise the Committee on the performance of the Corporate Services budget for the period to 31 July 2019.

2. Recommendations

- 2.1** Members are asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of £0.031m (0.15% of the total budget); and
- ii) note that the capital account is showing a projected in-year overspend of £0.247m due to expenditure in 2019/20 being accelerated, with the project life projection being on budget.

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 27 March 2019, Members agreed the revenue estimates for 2019/2020, including a total net Corporate Services budget of £21.054m. Budget transfers have taken place increasing the budget to £21.122m as detailed below.

	£m
Budget agreed March 2019	21.054
Transfer Period Poverty Grant to Housing & Employability	-0.060
Adjustment for transfer of information workers budget	0.116
Centralisation of Circuit Licence	0.002
Library book fund from Education	0.010
	<u>21.122</u>

Capital

- 3.2** At the meeting of Council on 27 March 2019, Members also agreed the updated 10 year General Services Capital Plan. The three years from 2019/20 to 2021/22 have been approved in detail with the remaining seven years from 2022/23 to 2028/29 being indicative at this stage.

4. Main Issues

Revenue

- 4.1** The summary report at Appendix 1 identifies a projected annual favourable variance (underspend) of £0.031m (0.15% of the total budget). Detailed service reports are attached as Appendix 2.
- 4.2** There are no projected annual variances in excess of £0.050m.
- 4.3** Although the report indicates that expenditure is favourable in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results.
- 4.4** Agreed management adjustments for 2019/20 are monitored with current indications showing that of the total target being monitored (£0.498m), all actions are currently on target to be achieved (see Appendix 3).

Capital

- 4.4.1** Appendices 4 and 5 highlights a project as showing an in-year overspend. The overall Corporate Services programme summary report at Appendix 4 shows that this is not expected to impact the project life financial position and will still be contained within the overall project budget.

5. Option Appraisal

- 5.1** No option appraisal was required for this report.

6. People Implications

- 6.1** There are no people implications.

7. Financial and Procurement Implications

- 7.1** Other than the financial position noted above, there are no financial or procurement implications from this budgetary control report.

8. Risk Analysis

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

9. Equalities Impact Assessment (EIA)

- 9.1** No equalities impact assessment was required in relation to this report.

10. Consultation

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

11. Strategic Assessment

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

Stephen West
Strategic Lead Resources

Date: 15 August 2019

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Appendices:

- Appendix 1 - Revenue Budgetary Control 2019/20
– Summary Report
- Appendix 2 - Revenue Budgetary Control 2019/20
– Service Reports
- Appendix 3 - 2019/20 Efficiencies and Management
Adjustments Monitoring
- Appendix 4 - Overall Capital Programme Summary
Financials
- Appendix 5 - Capital Programme – Green Status

Background Papers: Ledger output – Period 4
General Services Revenue Estimates 2019/20
General Services Capital Plan 2019/20 to 2028/29 - Council
5 March 2019

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL
 REVENUE BUDGETARY CONTROL 2019/20
 CORPORATE SERVICES SUMMARY

APPENDIX 1

MONTH END DATE 31 July 2019

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Forecast Spend	Variance 2019/20	Annual RAG Status
	£000	£000	£000	£000	%
Audit	150	120	139	(11)	-7%
Finance	1,399	563	1,405	6	0%
Rent Rebates & Allowances	54	4,355	54	0	-1%
Revenues & Benefits	2,064	784	2,076	12	1%
Finance Business Centre	298	74	306	8	3%
Cost of Collection of Rates	24	(2)	24	0	0%
Cost of Collection of Council Tax	(771)	(85)	(768)	3	0%
Procurement	615	333	643	28	5%
Democratic and Registration Service	734	220	706	(28)	-4%
Central Admin Support	2,414	791	2,391	(23)	-1%
Environmental Health/ Trading Standards	679	278	676	(3)	0%
Licensing	(123)	(28)	(112)	11	9%
Legal Services	879	347	893	14	2%
Planning	423	24	419	(4)	-1%
Transactional Services	649	219	655	6	1%
Human Resources (including risk)	1,236	325	1,189	(47)	-4%
Information Services	3,901	2,156	3,903	2	0%
Change Support	365	105	345	(20)	-5%
Communications & Marketing	316	97	310	(6)	-2%
Citizen Services	1,363	429	1,362	(1)	0%
Performance & Strategy	360	112	360	0	0%
Clydebank Town Hall	380	14	397	17	4%
Office Accommodation	1,503	292	1,512	9	1%
Libraries	1,750	467	1,752	2	0%
Arts and Heritage	459	136	453	(6)	-1%
Total Net Expenditure	21,122	12,126	21,091	(31)	-0.15%

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20	RAG Status	
All Services	£000	£000	£000	£000	%	
Employee	19,713	6,435	19,705	- 8	0%	↑
Property	1,719	280	1,724	5	0%	↓
Transport and Plant	72	13	67	- 5	-7%	↑
Supplies, Services and Admin	3,156	1,678	3,165	9	0%	↓
Payments to Other Bodies	51,502	15,781	51,504	2	0%	↓
Other	0	-	-	-	0%	→
Gross Expenditure	76,162	24,187	76,165	3	0%	↓
Income	(55,040)	(12,058)	(55,074)	(34)	0%	↑
Net Expenditure	21,122	12,129	21,091	(31)	0%	↑
Audit	£000	£000	£000	£000	%	
Employee	382	123	372	(10)	-3%	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	2	2	3	1	50%	↓
Payments to Other Bodies	-	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	385	125	376	(9)	-2%	↑
Income	(235)	(5)	(237)	(2)	-1%	↑
Net Expenditure	150	120	139	(11)	-7%	↑
Finance	£000	£000	£000	£000	%	
Employee	1,581	557	1,620	39	2%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	0	(1)	-100%	↑
Supplies, Services and Admin	10	4	7	(3)	-30%	↑
Payments to Other Bodies	2	2	2	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,594	563	1,629	35	2%	↓
Income	(195)	0	(224)	(29)	-15%	↑
Net Expenditure	1,399	563	1,405	6	0%	↓
Rent Rebates & Allowances	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	0	0	0	0	0%	→
Payments to Other Bodies	49,828	15,331	49,828	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	49,828	15,331	49,828	0	0%	→
Income	(49,774)	(10,976)	(49,774)	0	0%	↓
Net Expenditure	54	4,355	54	0	1%	↓
Revenues & Benefits	£000	£000	£000	£000	%	
Employee	1,891	636	1,904	13	1%	↓
Property	0	0	0	0	0%	→
Transport and Plant	7	2	7	0	0%	→
Supplies, Services and Admin	31	10	32	1	3%	↓
Payments to Other Bodies	838	344	838	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	2,767	992	2,781	14	1%	↓
Income	(703)	(208)	(705)	(2)	0%	↑
Net Expenditure	2,064	784	2,076	12	1%	↓

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20		RAG Status
Finance Business Centre	£000	£000	£000	£000	%	
Employee	234	83	242	8	3%	↓
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	64	(9)	64	0	0%	→
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	298	74	306	8	3%	↓
Income	0	0	0	0	0%	→
Net Expenditure	298	74	306	8	3%	↓
Cost of Collection of Rates	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	9	(2)	9	0	0%	→
Payments to Other Bodies	100	0	100	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	109	2	109	0	0%	→
Income	(85)	0	(85)	0	0%	→
Net Expenditure	24	2	24	0	0%	→
Cost of Collection of Council Tax	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	74	24	77	3	4%	↓
Payments to Other Bodies	39	14	39	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	113	38	116	3	3%	↓
Income	(884)	(123)	(884)	0	0%	→
Net Expenditure	(771)	(85)	(768)	3	0%	↓
Procurement	£000	£000	£000	£000	%	
Employee	982	331	1,014	32	3%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	14	2	10	(4)	-29%	↑
Payments to Other Bodies	69	-	69	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,066	333	1,094	28	3%	↓
Income	(451)	0	(451)	0	0%	→
Net Expenditure	615	333	643	28	5%	↓
Democratic and Registration Service	£000	£000	£000	£000	%	
Employee	840	255	804	(36)	-4%	↑
Property	0	0	0	0	0%	→
Transport and Plant	2	0	2	0	0%	→
Supplies, Services and Admin	11	7	12	1	9%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	853	262	818	(35)	-4%	↑
Income	(119)	(42)	(112)	7	6%	↓
Net Expenditure	734	220	706	(28)	-4%	↑

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20		RAG Status
Central Admin Support	£000	£000	£000	£000	%	
Employee	2,388	784	2,365	(23)	-1%	↑
Property	0	0	0	0	0%	→
Transport and Plant	2	0	2	0	0%	→
Supplies, Services and Admin	24	8	24	0	0%	→
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	2,414	792	2,391	(23)	-1%	↑
Income	0	(1)	0	0	0%	→
Net Expenditure	2,414	791	2,391	(23)	-1%	↑
Environmental Health/ Trading Standards	£000	£000	£000	£000	%	
Employee	881	293	882	1	0%	↓
Property	9	2	9	0	0%	→
Transport and Plant	15	3	12	(3)	-20%	↑
Supplies, Services and Admin	29	8	29	0	0%	→
Payments to Other Bodies	78	31	78	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,012	337	1,010	-2	0%	↑
Income	(333)	(59)	(334)	(1)	0%	↑
Net Expenditure	679	278	676	(3)	0%	↑
Licensing	£000	£000	£000	£000	%	
Employee	263	68	273	10	4%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	5	3	6	1	20%	↓
Payments to Other Bodies	8	0	8	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	277	71	288	11	4%	↓
Income	(400)	(99)	(400)	0	0%	→
Net Expenditure	(123)	(28)	(112)	11	-9%	↓
Legal Services	£000	£000	£000	£000	%	
Employee	1,038	356	1,052	14	1%	↓
Property	0	0	0	0	0%	→
Transport and Plant	5	1	5	0	0%	→
Supplies, Services and Admin	18	3	19	1	6%	↓
Payments to Other Bodies	2	-	1	(1)	-50%	↑
Other	0	0	0	0	0%	→
Gross Expenditure	1,063	360	1,077	14	1%	↓
Income	(184)	13	(184)	0	0%	→
Net Expenditure	879	347	893	14	2%	↓
Planning	£000	£000	£000	£000	%	
Employee	1,069	348	1,065	(4)	0%	↑
Property	0	0	0	0	0%	→
Transport and Plant	6	1	5	(1)	-17%	↑
Supplies, Services and Admin	32	3	33	1	3%	↓
Payments to Other Bodies	143	3	143	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,250	355	1,246	(4)	0%	↑
Income	(827)	(331)	(827)	0	0%	→
Net Expenditure	423	24	419	(4)	-1%	↑

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20	RAG Status
Transactional Services	£000	£000	£000	£000	%
Employee	662	225	669	7	1%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	9	2	8	(1)	-11%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	671	227	677	6	1%
Income	(22)	(8)	(22)	0	0%
Net Expenditure	649	219	655	6	1%
Human Resources (including risk)	£000	£000	£000	£000	%
Employee	952	293	904	(48)	-5%
Property	0	0	0	0	0%
Transport and Plant	4	1	4	0	0%
Supplies, Services and Admin	4	3	4	0	0%
Payments to Other Bodies	276	28	277	1	0%
Other	0	0	0	0	0%
Gross Expenditure	1,236	325	1,189	(47)	-4%
Income	0	0	0	0	0%
Net Expenditure	1,236	325	1,189	(47)	-4%
Information Services	£000	£000	£000	£000	%
Employee	1,984	654	1,986	2	0%
Property	0	0	0	0	0%
Transport and Plant	4	1	4	0	0%
Supplies, Services and Admin	2,338	1,518	2,338	0	0%
Payments to Other Bodies	19	13	19	0	0%
Other	0	0	0	0	0%
Gross Expenditure	4,345	2,186	4,347	2	0%
Income	(444)	(30)	(444)	0	0%
Net Expenditure	3,901	2,156	3,903	2	0%
Change Support	£000	£000	£000	£000	%
Employee	412	109	397	(15)	-4%
Property	0	0	0	0	0%
Transport and Plant	1	0	1	0	0%
Supplies, Services and Admin	0	0	0	0	0%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	413	109	398	(15)	-4%
Income	(48)	(4)	(53)	(5)	-10%
Net Expenditure	365	105	345	(20)	-5%

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20	RAG Status	
Communications & Marketing	£000	£000	£000	£000	%	
Employee	316	107	313	(3)	-1%	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	27	4	27	0	0%	→
Payments to Other Bodies	3	0	0	(3)	-100%	↑
Other	0	0	0	0	0%	→
Gross Expenditure	347	111	341	(6)	-2%	↑
Income	(31)	(14)	(31)	0	0%	→
Net Expenditure	316	97	310	(6)	-2%	↑
Citizen Services	£000	£000	£000	£000	%	
Employee	1,348	419	1,338	(10)	-1%	↑
Property	-	-	0	0	0%	→
Transport and Plant	3	1	3	0	0%	→
Supplies, Services and Admin	12	9	21	9	75%	↓
Payments to Other Bodies	-	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,363	429	1,362	(1)	0%	↑
Income	0	0	0	0	0%	→
Net Expenditure	1,363	429	1,362	(1)	0%	↑
Performance & Strategy	£000	£000	£000	£000	%	
Employee	323	103	324	1	0%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	15	0	16	1	7%	↓
Payments to Other Bodies	21	11	21	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	360	114	362	2	1%	↓
Income	0	(2)	(2)	(2)	0%	↑
Net Expenditure	360	112	360	0	0%	→
Clydebank Town Hall	£000	£000	£000	£000	%	
Employee	354	103	364	10	3%	↓
Property	185	17	192	7	4%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	53	17	53	0	0%	→
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	592	137	609	17	3%	↓
Income	(212)	(123)	(212)	0	0%	→
Net Expenditure	380	14	397	17	4%	↓
Office Accomodation	£000	£000	£000	£000	%	
Employee	131	42	138	7	5%	↓
Property	1,260	239	1,258	(2)	0%	↑
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	91	11	90	(1)	-1%	↑
Payments to Other Bodies	20	0	25	5	25%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	1,503	292	1,512	9	1%	↓
Income	0	0	0	0	0%	→
Net Expenditure	1,503	292	1,512	9	1%	↓

PERIOD 31 July 2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Variance 2019/20	RAG Status
Libraries	£000	£000	£000	£000	%
Employee	1,253	415	1,256	3	0%
Property	260	22	260	0	0%
Transport and Plant	15	3	15	0	0%
Supplies, Services and Admin	248	47	247	(1)	0%
Payments to Other Bodies	13	0	13	0	0%
Other	0	0	0	0	0%
Gross Expenditure	1,789	487	1,791	2	0%
Income	(39)	(20)	(39)	0	0%
Net Expenditure	1,750	467	1,752	2	0%
Arts & Heritage	£000	£000	£000	£000	%
Employee	429	131	423	(6)	-1%
Property	5	0	5	0	0%
Transport and Plant	1	0	1	0	0%
Supplies, Services and Admin	36	4	36	0	0%
Payments to Other Bodies	43	4	43	0	0%
Other			0	0	0%
Gross Expenditure	514	139	508	(6)	-1%
Income	(55)	(3)	(55)	(0)	0%
Net Expenditure	459	136	453	(6)	-1%

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2019/20

Appendix 3

Efficiency reference	Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA2	Resources Service Restructure	317,879	317,879	-	
MA4	Expansion of Pest Control Service	1,500	1,500	-	
MA5	Reduce travel budget by use of pool cars (EH)	2,000	2,000	-	
MA7	Regulatory Services - service restructure and appropriate capitalisation	105,723	105,723	-	
MA8	Reduce Training Budget	5,000	5,000	-	
MA9	Rationalise software systems within ICT estate to reduce areas of duplication - reducing ongoing licencing costs	30,000	30,000	-	
MA10	Restructure of People & Technology Service	35,041	35,041	-	
MA14	Provision of food hygiene training to Working from U and other parts of the Council (Facilities Management) EH	1,000	1,000	-	
		498,143	498,143	-	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 4

MONTH END DATE 31 July 2019

PERIOD 4

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
Red								
Projects are forecast to be overspent and/or experience material delay to completion	0	0%	0	0%	0	0%	0	0%
Amber								
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0%	0	0%	0	0%	0	0%
Green								
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	17	100%	4,218	100%	17	100%	275	100%
TOTAL EXPENDITURE	17	100%	4,218	100%	17	100%	275	100%

	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Slippage £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	0	0	0	0	0	0	0	0	0	0
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0	0	0	0	0	0	0	0	0
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	10,229	4,218	10,229	0	2,636	275	2,883	247	247	0
TOTAL EXPENDITURE	10,229	4,218	10,229	0	2,636	275	2,883	247	247	0

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

APPENDIX 5

MONTH END DATE

31 July 2019

PERIOD

4

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

1	Heritage Capital Fund						
	Project Life Financials	4,000	0	0%	4,000	0	0%
	Current Year Financials	350	0	0%	597	247	0%
	Project Description	Heritage Capital Fund.					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance							
Council approved a £4m investment in Cultural assets in March 2018. In February 2019 the Cultural Committee approved a £0.330m investment in Alexandria Library, a £0.015m investment in consultancy work to scope out a museum at Clydebank Library, and in April 2019 approved £0.252m to upgrade Clydebank Town Hall roof. A further proposal for the redevelopment of Clydebank Town Hall will go to Committee during 2019/20. These approvals have accelerated budget spend ahead of the originally planned phasing for 2019/20, however there will be no overspend on the project life budget.							
Mitigating Action							
None required							
Anticipated Outcome							
Project to be delivered on budget and within revised timescale.							

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Sector Reform****Corporate Services Committee: 21 August 2019**

Subject: Update on progress of the Procurement Strategy 2017/22**1. Purpose**

- 1.1** The purpose of this report is to provide the Corporate Services Committee with an update on the outcomes achieved in 2018/19 relative to the Corporate Procurement Strategy and confirm the action plan for 2019/20.

2. Recommendations

- 2.1** It is recommended that the Corporate Services Committee:
- note the outcomes achieved within 2018/19 action plan and
 - note the actions / PIs for 2019/20.

3. Background

- 3.1** The Procurement Strategy (2017/21), approved by the Corporate Services Committee on 23 August 2017, supports the delivery of Council priorities through effective procurement, use of best practice methods, ensuring fairness, openness, transparency and proportionality and ensuring businesses within the community are engaged and encouraged to participate in the Council's contracts. Committee agreed that an annual report be provided outlining progress against the Procurement Strategy action plan.

4. Main Issues

- 4.1** Appendix 1 sets out the outcomes achieved within 2018/19 action plan and evidences progress on procurement capability, processes and performance. Of 15 actions, 7 were completed and 8 will continue to be progressed as planned throughout the remainder of the procurement strategy.
- 4.2** Improvements were made in 3 out of the 7 performance indicators (PIs) and 1 indicator remained the same. The PI for percentage of Purchase to Pay (P2P) savings achieved for 18/19 was 94% against a target of 100%. The P2P target has not been reached due to under performance on card rebate with the number of suppliers that can take card almost reached. Priority is being placed on implementing the Basware faster payment system to allow additional suppliers to be paid by card. The process will also allow additional embedded cards to be used.

- 4.3 Two performance indicators have been revised for 19/20 relating to the Contract & Supplier Management (CSM) policy and will support measurement of performance of contracts and social benefits. These were initially set prior to full implementation of the CSM policy. However, revised targets have been set which reflect the continuous changes required through the contract / supplier relationship management.

5. People Implications

- 5.1 There are no people implications arising from this report.

6. Financial and Procurement Implications

- 6.1 There are no financial implications arising from this report.

7. Risk Analysis

- 7.1 There is a risk that improved performance, process and capability in procurement is not achieved, however can be mitigated through the delivery of the procurement strategy action plan and performance indicators.

8. Equalities Impact Assessment (EIA)

- 8.1 An EIA is not required for this report.

9. Consultation

- 9.1 Consultation has taken place with Legal and Finance Services as appropriate.

10. Strategic Assessment

- 10.1 The Procurement Strategy supports the following strategic priorities:

- A Strong local economy and improved employment opportunities;
- Supported individuals, families and carers living independently and with dignity; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Strategic Director

Date: 19 August 2019

Person to Contact: Annabel Travers, Procurement Manager,
annabel.travers@west-dunbarton.gov.uk.

Appendices: Appendix 1: Corporate Procurement Strategy Annual Update 2018/19










Background Papers: Corporate Services Committee:
Corporate Procurement Strategy 23 August 2017
Procurement Strategy Update and Procurement Annual
Report, 16 May 2018;
Procurement Annual Report, 22 May 2019

Wards Affected: All Council Wards

Appendix 1: Corporate Procurement Strategy Annual Update 2018/19

Strategic Objective	A continuously improving Council delivering best value
Procurement Objective	Develop and implement a procurement plan to deliver social benefits through procurement processes; and develop supplier relationship management across the Council










Action area	Status	Actions for 19/20
Develop and implement the Contract & Supplier Management Policy	Complete	<p>Policy implemented. Continue to embed across organisation including:</p> <ul style="list-style-type: none"> • Ensuring clarity of the Council's commitment to payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; • Ensuring clarity of the Council's commitment to payment within 30 days after invoice; • Ensuring clarity of the Council's commitment to Health and Safety at Work etc; • Ensuring clarity of the Council's commitment on food to improve the health, wellbeing and education of communities and the standards of animal welfare; • To embed scorecards for all new contracts.
Develop a standard matrix of targeted social benefits	Complete	<p>Standard matrix implemented. Continue to target Social Benefits across:</p> <ul style="list-style-type: none"> • Employment; • Skills and Training; • Health and Wellbeing; • Security and Crime; • Fairly and Ethically Traded; • Equality; • Fair Work; and • Environment.
Continuously improve Council spend with local small and medium enterprises (SME)	Ongoing	<p>Introduce a communication quarterly to local SMEs about the Council procurements in the next 2 quarters.</p> <p>Introduce a process where suppliers / providers where spend is from £1M and contractors where spend is from £4M have to advertise their supply chain opportunities to local SMEs to express an interest in joining the supply chain.</p> <p>Introduce a minimum yearly "Meet the Buyer" sessions to the local SMEs.</p>

Code	Performance Indicator	2016/17	2017/18	2018/19					Note	2019/20
		Value	Value	Value	Target	Status	Long Trend	Short Trend		Target
SECON04	% of procurement spent on local small/medium enterprises	9.1%	11.18%	11%	11%				From an analysis of the Council's influence-able procurement spend in FY2018/19: The Council spend with local SMEs was 11% against a target of 11%; and the Council's spend with all SMEs was 54%.	12%
RES/PRO/098	Percentage of C&SM scorecards submitted against the total number due	New PI	New PI	5.3%	100%				Indicative PIs were used for 18/19 following approval of the CSM Policy in Aug 2018. However following full implementation of new CSM policy and assessment, revised PIs have been introduced for 19/20.	75%
RES/PRO/099	Percentage of social benefits points delivered against total social benefits points agreed in tender	New PI	New PI	15%	100%				Indicative PIs were used for 18/19 following approval of the CSM Policy in Aug 2018. However following full implementation of new CSM policy and assessment, revised PIs have been introduced for 19/20.	75%

Strategic Objective	A continuously improving Council delivering best value
Procurement Objective	Develop procurement leadership, governance and controls across the Council

Action	Status	Actions for 19/20
Review and implement the procurement guidance	Complete	Continue to review and implement the procurement guidance based on legislation and continuous improvement.
Continue to review and revise Procurement Procedures including review of financial regulations	Complete	Review procurement training to reflect financial regulations.
Report performance against the procurement strategy and annual report.	Ongoing	Monitor performance at regular intervals and report through PAMG / Committee as required. Monitor performance at regular intervals and report through PAMG / Committee as required.
Continuously improve Council spend that is regarded as compliant in line with financial regulations and regulated procurements	Ongoing	Quarterly monitoring of non-compliant spend to identify improvement areas: <ul style="list-style-type: none"> Procurement spend and commodity / contract strategies will be analysed and reviewed on a quarterly basis. Target - 90% of contracts compliant.

Action	Status	Actions for 19/20
		Continue to deliver procurement awareness training for relevant officers. Increase awareness of the Financial Regulations across the workforce.
Ensure approaches to procurement including commodity strategies which facilitate better management of the supply base; avoids and / or resolves potential problems; and is the basis of future processes for the commodity involved.	Ongoing	Complete - Implementation of commodity strategies for: <ul style="list-style-type: none"> • Security; and • Environmental Services. Ongoing - Implementation of commodity strategies for: <ul style="list-style-type: none"> • Mental Health, Learning Disabilities and Addictions; • Construction; • Information and Communications Technology (ICT); • Highway Maintenance, Equipment & Materials.
Lead, and deliver the council wide pipeline 2019/21	Ongoing	Continue to prioritise to support the organisation's wide pipeline and increase compliance.
Consult and engage with those stakeholders affected by procurements	Ongoing	Continue as part of the commodity / contract strategies.
Continuously improve P2P efficiencies	Ongoing	Target suppliers to take faster payment options through Basware system. Continuing to reduce manual ordering and replace with a purchase order. Continuing to target e-invoicing and embedding purchasing cards.

Code	Performance Indicator	2016/17	2017/18	2018/19						2019/20
		Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target
RES/PRO/005	Percentage of contracts that are compliant	77%	72%	77.2%	75%				All spend in FY2018/2019: 77.2%. Regulated spend in FY2018/2019: 79.7%	90%
CS/PR/01	Annual Cash Savings target achieved	£642,691	£435,565	£334,728	£332,000				FY2018/19 savings achieved was £334,728 (revenue and rebate) against a saving target of £332,000.	£400,000
RES/PRO/003	Percentage of P2P savings target achieved		100%	94%	100%				The P2P target has not been reached due to under performance on card rebate with the number of suppliers that can take card almost reached.	100%




Strategic Objective	A continuously improving Council delivering best value
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Procurement Objective	Develop and implement new ways of working in procurement activity
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Action	Status	Actions 19/20
Undertake benchmarking with other Councils to consider best practice and improve performance	Ongoing	Continue to benchmark with councils. As part of the option appraisals, commodity strategies and contract strategies work, continue to explore collaboration opportunities.
Undertake key tasks in line with continuous improvement framework including self evaluation	Complete	Continue to implement improvement plan and team performance.
Complete pilot of an e-auction	Complete	Develop the methodology and guidance and share lessons learned. Roll-out e-auctions as a potential route for supplies.

Strategic Objective	A continuously improving Council delivering best value
Procurement Objective	Implement actions arising from the PCIP assessment

Action	Status	Actions 19/20
<ul style="list-style-type: none"> Leadership & Governance Development & Tender Contract Purchasing Processes 	Completed for PCIP 2018	All procurement activities will continue to contribute to the improvement plan and the next formal PCIP assessment in 2020.

Code	Performance Indicator	2016/17	2017/18	2018/19					Note	2020
		Value	Value	Value	Target	Status	Long Trend	Short Trend		Target
RES/PRO/001	External assessment of procurement - PCIP score (Procurement and Commercial Improvement Programme)	64%	N/A	75.52%	73%				<p>An external assessment of procurement takes place every two years. Based on our most recent assessment on 23 October 2018, the Council achieved an improved PCIP score of 75.52%, exceeding the target set and up significantly from our previous score of 64% in 2016.</p> <p>The assessment is split into 4 sections:</p> <ul style="list-style-type: none"> Leadership & Governance 2018 Achieved 83% 	84%

									<ul style="list-style-type: none"> • Development & Tender 2018 Achieved 73% • Contract 2018 Achieved 58% • Purchasing Processes 2018 Achieved 88% <p><u>2020 Target: 84%</u></p>	
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