

Supplementary Agenda



Meeting of West Dunbartonshire Council

Date: Wednesday, 26 February 2020

Time: 14:00

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

Contact: Christine McCaffary, Senior Democratic Services Officer,
Tel. 01389 737186 – christine.mccaffary@west-dunbarton.gov.uk

Dear Member

ITEMS TO FOLLOW

I refer to the agenda for the above meeting that was issued on 13 February and now enclose copies of **Items 11, 12 and 13** which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

11 REVIEW OF INTEGRATION SCHEME 75 – 132

Submit report by the Chief Officer, West Dunbartonshire Health & Social Care Partnership providing an update on work ongoing to review the Integration Scheme between West Dunbartonshire Council and NHS Greater Glasgow and Clyde and presenting a draft revised Integration Scheme for approval to go out for consultation.

**12 GENERAL SERVICES BUDGETARY CONTROL REPORT 133 - 197
TO PERIOD 10**

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).

**13 HOUSING REVENUE ACCOUNT (HRA) BUDGETARY 199 - 218
CONTROL REPORT TO PERIOD 10**

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).

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: 20 February 2020

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WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer West Dunbartonshire HSCP – Beth Culshaw

Council Meeting of 26th February 2020

Subject: Review of Integration Scheme

1. Purpose

- 1.1** To update Council on work ongoing to review the Integration Scheme between West Dunbartonshire Council and NHS Greater Glasgow and Clyde and to present a draft revised Integration Scheme for approval to go out for consultation.
- 1.2** The Public Bodies (Joint Working) (Scotland) Act 2014 (the “Act”) requires Local Authorities and Health Boards to jointly prepare an Integration Scheme. It sets out the key arrangements for how Health and Social Care Integration is to be planned, delivered and monitored within their local area.

2. Recommendations

- 2.1** Consider the content of this report, and
- 2.2** Approve the draft revised Integration Scheme for consultation.

3. Background

- 3.1** Integration Schemes (based on a model integration scheme developed by the Scottish Government) were published by all IJBs in Greater Glasgow and Clyde as part of the implementation of the Integration Joint Boards (HSCP Partnership Board). The Schemes set out the key arrangements for how Health and Social Care Integration is to be planned, delivered and monitored within their local area.
- 3.2** Integration Schemes are required by statute to be reviewed within a “relevant period” of five years from initial publication. The Schemes for IJBs across Greater Glasgow and Clyde Board area received parliamentary approval at different times and are therefore subject to different review schedules. In order to ensure consistency, where possible, across the six IJBs and to reduce duplication of effort, it was agreed to carry out simultaneous reviews to enable revised Schemes to be approved at the same time.
- 3.3** West Dunbartonshire IJB’s Integration Scheme was the first to go live and is amongst others reaching the end of their relevant period in June 2020. The review of Schemes therefore requires to be concluded in order to have replacement Schemes in place by 1st July 2020.

- 3.4** In order to take forward the joint review of the Schemes, a short life pan-Glasgow Partnership working group was established and to date has met on four occasions to discuss progression of the review. The group is made up of representatives from all six IJBs, the Chief Officer of East Dunbartonshire IJB (to provide a link back to the Chief Officers Group), and the Deputy Head of Board Administration, representing the Health Board. The group are taking forward the review and revision of the Schemes, feeding back to and taking guidance from the Greater Glasgow and Clyde Chief Officers Group with a view to developing revised Schemes for approval by the Councils and Health Board, and subsequently, the Cabinet Secretary.

4. Main Issues

- 4.1** An initial review of the Schemes has taken place both locally and by the working group and has identified where edits were required (for example removal of references to shadow arrangements).
- 4.2** These reviews have also considered areas that are consistent across all pan-Glasgow Schemes and present for consideration updates and standardisation of content to achieve a higher level of consistency across Schemes and to reflect the position within IJBs for each area of the Scheme that may have changed since Schemes were originally published.
- 4.3** The core content and structure of the draft revised Scheme remains consistent with the current Scheme, and therefore retains its close alignment with the model Integration Scheme approved by the Scottish Government and the requirements laid out within the [Public Bodies Joint Working Integration Scheme Scotland Regulations 2014](#).
- 4.4** Key areas of the Scheme that required review and revision to the text included the sections on Finance, Risk Management, Complaints and Information and Data Handling to reflect legislative changes and actual operational delivery. The section on Participation and Engagement is also subject to fundamental review but will be completed following the outcome of the consultation process.
- 4.5** The key substantive change proposed is in relation to Section 3 (Local Governance Arrangements) where it is proposed that the term of the Chair/Vice Chair of the IJB is reduced from three years to two years. This brings the term in West Dunbartonshire into line with that of the other IJBs in the Greater Glasgow area.
- 4.6** Content in relation to Section 12 of the Integration Scheme (Finance) was reviewed by the Chief Finance Officers Group, who developed agreed revised text and presented this to the pan-Glasgow working group and recommended that it is adopted by all IJBs within the Greater Glasgow area with some minor local variations.

- 4.7** Activity to confirm arrangements in relation to hosted services, and therefore to confirm what the Schemes say in relation to hosted services, is being taken forward by the Chief Officers Group and has not been finalised in time to be included in the version attached or considered as part of the consultation exercise.
- 4.8** The group has been in regular contact with the Scottish Government on processes and timescales to obtain Cabinet Secretary approval for revised Schemes. Advice and guidance was also sought on any areas within Schemes that the Scottish Government has knowledge of from their experience of across the country that generally required improvement.
- 4.9** The draft revised Integration Scheme was shared with colleagues in Legal Services to gain a legal perspective on whether the Scheme meets the statutory requirements surrounding review and development of Integration Schemes laid out in the Act. Where required, the draft Scheme has been amended to accommodate the advice from Legal Services (e.g. in relation to legislative changes that impact on the functions delegated to IJBs).

5. Next steps

- 5.1** If approved by Committee, the draft revised Scheme will be subject to consultation with the prescribed consultees as laid out in [Prescribed consultees regulations](#) and in accordance with section 46 of the Public Bodies (Joint Working) (Scotland) Act 2014. The consultation process will run until the end of March 2020.
- 5.2** Following the consultation exercise, the feedback received will be used to make the necessary revisions to the draft Scheme and the updated drafts will be presented to Council (and the Health Board) for final approval. If approved the Scheme will be presented to the Integration Joint Board for noting and subsequently submitted to the Cabinet Secretary for Ministerial approval by the end of May 2020.

6. People Implications

- 6.1** None

7. Financial and Procurement Implications

- 7.1** None

8. Risk Analysis

- 8.1** No risk assessment was necessary

9. Equalities Impact Assessment (EIA)

- 9.1** No EIA was required in relation to this report.

10. Consultation

- 10.1** Consultation will commence with meeting of the WDHSCP Board Strategic Planning Group.

11. Strategic Assessment

- 11.1** At its meeting on 25 October 2017, the Council agreed that its five main strategic priorities for 2017 - 2022 are as follows:

- A Strong local economy and improved employment opportunities.
- Supported individuals, families and carers living independently and with dignity.
- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.
- Open, accountable and accessible local government.
- Efficient and effective frontline services that improve the everyday lives of residents.

Name	Beth Culshaw
Designation	Chief Officer
Date:	26 February 2020

Person to Contact:	Julie Slavin Chief Financial Officer Julie.Slavin@ggc.scot.nhs.uk 01389 737311
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Appendices:	Integration Scheme
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Background Papers:	None
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Wards Affected:	None
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INTEGRATION SCHEME

BETWEEN

WEST DUNBARTONSHIRE COUNCIL

AND

NHS GREATER GLASGOW & CLYDE

March 2020

This integration scheme is to be used in conjunction with the Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014). These regulations can be found at www.legislation.gov.uk

1. The Parties

WEST DUNBARTONSHIRE COUNCIL, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Church Street Dumbarton G82 1QL, (the Council);

and

GREATER GLASGOW AND CLYDE HEALTH BOARD, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as NHS Greater Glasgow and Clyde) and having its principal offices at J B Russell House, Gartnavel Royal Hospital, 1055 Great Western Road, Glasgow, G12 0XH (referred to as the Health Board)

(together referred to as the Parties).

Definitions and Interpretation

“The Act” means the Public Bodies (Joint Working) (Scotland) Act 2014;

“Acute Services “ means the services of the Health Board delivered within the acute hospitals for which the Health Board has operational management responsibility, namely accident and emergency, general medicine, geriatric medicine, rehabilitation medicine, respiratory medicine, and palliative care. These are the services in scope for the delegated acute functions and associated Set Aside Budget;

“Care Inspectorate” means the body established by the Public Services Reform (Scotland) Act 2010 and responsible for regulation of care services.

“Chief Executive of the Council” means the individual appointed by the Council as its most senior official responsible for discharging the Council’s strategy and statutory responsibilities;

“Chief Executive of the Health Board” means the individual appointed by the Health Board as its most senior official responsible for discharging the Health Board’s strategy and statutory responsibilities.

“Chief Officer” means the individual appointed by the Integration Joint Board under section 10 of the Act;

“Chief Financial Officer” means the officer responsible for the administration of the Integration Joint Board’s financial affairs;

“Chief Social Work Officer” means the individual appointed by the Council under Section 3 of the Social Work (Scotland) Act 1968;

“Chief Operating Officer for Acute Services” means the individual appointed by the Health Board with lead responsibility for the operational delivery of Acute Service;

“Integration Joint Board” means the Integration Joint Board established by Order under section 9 of the Act;

“Integration Joint Board Order” means the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014;

“Hosted Services” means those services of the Parties more specifically detailed in Annex 3 which, subject to consideration by the Integration Joint Board through the Strategic Plan process, the Parties agree will be managed and delivered on a pan Greater Glasgow and Clyde basis by a single Integration Joint Board.

“Outcomes” means the outcomes set out in the Public Bodies (Joint Working) (National Health and Wellbeing Outcomes) (Scotland) Regulations 2014;

“Scheme” means this Integration Scheme;

“Set Aside Budget” means the financial amounts to be made available for planning purposes by the Health Board to the Integration Joint Board in respect of Acute Services,

“Strategic Plan” means the document which the Integration Joint Board is required to prepare and implement in relation to the delegated provision of integrated health and social care services in accordance with section 29 of the Act;

“Strategic Planning Group” means the group established under section 32 of the Act;

“The Integration Scheme Regulations” means the Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014;

2. Purpose and Principles

- 2.1 This scheme involves West Dunbartonshire Council and NHS Greater Glasgow and Clyde and sets out the arrangements for the integration of certain health and social care services. An Integration Joint Board (IJB) is established for the purposes of these agreements
- 2.2 The IJB will be established by Order for the area of West Dunbartonshire Council, covering a population of around 90,000 people. The main population centres included are Clydebank, Dumbarton and Alexandria.

Integration Model

- 2.3 In accordance with section 2(3) of the Act, the Parties have agreed that the integration model set out in sections 1(4)(a) of the Act will be put in place for the Integration Joint Board, namely the delegation of functions by the Parties to a *body corporate* that is to be established by Order under section 9 of the Act.
- 2.4 This Scheme came into effect on 1st July 2015 when the IJB (commonly known as the HSCP Partnership Board) was established by Parliamentary Order. The Scheme was reviewed and revised in accordance with section 44(2) of the Act and these changes will be applied on the date the revised Scheme receives approval through delegation by the Cabinet Secretary.

3. Local Governance Arrangements

- 3.1 The Parties understand that the Integration Joint Board has the formal status for strategic planning for West Dunbartonshire within both the Council and the Health Board. The Integration Joint Board and the Parties will have to communicate with each other and interact in order to contribute to the overall delivery of the Outcomes for West Dunbartonshire.
- 3.2 The Parties understand that the Integration Joint Board has a legal personality distinct from the Council and Health Board; and the consequent autonomy to manage itself. There is no role for either Party to independently sanction or veto decisions of the Integration Joint Board.
- 3.3 In exercising its functions, the Integration Joint Board takes account of the Parties' requirement to meet their respective statutory obligations. Apart from those functions

delegated by virtue of this Scheme, the Parties retain their distinct statutory responsibilities; and therefore also retain their formal decision-making roles for those functions not delegated.

- 3.4 The remit and constitution of the Integration Joint Board is established through the legislation, with the Parties having agreed that:
- 3.5 The Council will formally identify three representatives to be voting members on the Integration Joint Board, to serve for a period of three years. The Council retains the discretion to replace its nominated members on the Integration Joint Board.
- 3.6 The Health Board will formally identify three representatives to be voting members on the Integration Joint Board, to serve for a period of three years. The Health Board retains the discretion to replace its nominated members on the Integration Joint Board.
- 3.7 The term of office of the chair and vice chair will be two years. As required by the Integration Joint Board Order, the parties will alternate nominating the chair and vice-chair. The first chair of the Integration Joint Board was nominated by the Council; and the first vice-chair was nominated by the Health Board.
- 3.8 The Parties acknowledge that the Integration Joint Board will include additional non voting members as specified by the Integration Joint Board Order, the individuals to be formally determined by the Integration Joint Board's voting members, to include representatives from communities, the third and the independent sectors.
- 3.9 The Integration Joint Board will make, and may subsequently amend, standing orders for the regulation of its procedure and business.

4. Delegation of Functions

- 4.1 The functions that are to be delegated by the Health Board to the Integration Joint Board are set out in Part 1 of Annex 1, and only to the extent that they relate to the services described in Part 2 of Annex 1.
- 4.2 The functions that are to be delegated by the Council to the Integration Joint Board are set out in Part 1 of Annex 2, and only to the extent that they relate to the services described in Part 2 of Annex 2.

- 4.3 The Parties will recommend to the Integrated Joint Boards within Greater Glasgow and Clyde that each of the Hosted Services listed in Annex 3 be managed and delivered on a pan Greater Glasgow and Clyde basis through a designated Lead Health & Social Care Partnership during the first year of their operation and subject to review for subsequent years.

5. Local Operational Delivery Arrangements

- 5.1 The local operational arrangements agreed by the Parties are:

- The Integration Joint Board has responsibility for the planning of services via the Strategic Plan.
- The Integration Joint Board will be responsible for monitoring and reporting on performance on the delivery of those services covered by the strategic plan.
- The Integration Joint Board will be responsible for operational oversight of integrated services and, through the Chief Officer, will be responsible for management of integrated services, except Acute services on which the Chief Officer will work closely with the Chief Operating Officer for Acute Services.
- The Integration Joint Board will issue directions to the Parties taking account of the information on performance to ensure performance is maintained and improved. The Integration Joint Board along with the other five Integration Joint Boards in the Health Board area will contribute to the strategic planning of Acute Services and the Health Board will be responsible for the management of Acute Services.
- The Health Board will provide information to the Chief Officer and the Integration Joint Board on the operational delivery of Acute Services.
- The Health Board and the six Integration Joint Boards will ensure that the overarching Strategic Plan for Acute Services incorporates relevant sections of the six Integration Joint Boards' Strategic Plans.
- The Health Board will consult with the six Integration Joint Boards to ensure that the overarching Strategic Plan for Acute Services and any plan setting out the capacity and resource levels required for the Set Aside budget for such acute services is appropriately coordinated with the delivery of services across the Greater Glasgow

and Clyde area.

- The Parties shall ensure that a group including the Chief Operating Officer for Acute Services and Chief Officers of the six Integration Joint Boards will meet regularly to discuss such respective responsibilities for Acute Services.
- Both the Health Board and the Council will undertake to provide the necessary activity and financial data for services, facilities or resources that relate to the planned use of services within other Local Authority areas by people who live within the area of the Integration Joint Board.

- 5.2 The IJB will provide assurance that systems, procedures and resources are in place to monitor, manage and deliver the functions and services delegated to it. This assurance will be based on regular performance reporting including the annual performance report which will be provided to the Parties, and through the strategic planning process.

Where an Integration Joint Board is also the host in relation to a Service in Annex 3, the Parties will recommend that:

- It is responsible for the operational oversight of such Service(s)
- Through its Chief Officer will be responsible for the operational management on behalf of all the Integration Joint Boards within Greater Glasgow and Clyde area; and
- Such Host Partnership will be responsible for the strategic planning and operational budget of the Host Partnership Services in Annex 3.

6. Corporate Support Services

- 6.1 There is agreement and a commitment to provide Corporate Support Services to the IJB. The Parties have identified the Corporate Support Services that they provide for the purposes of preparing the Strategic Plan and carrying out integration functions and identified the staff resource involved in providing these services.
- 6.2 The arrangements for providing these services will be subject to review aligned to the requirements of each Strategic Planning cycle, to ensure that undertakings within each Strategic Plan can be achieved, as part of the planning processes for the IJB and the Parties.
- 6.3 The Parties will provide the IJB with the corporate support services it requires to fully

discharge its duties under the Act. The Parties will ensure that the Chief Officer is effectively supported and empowered to act on behalf of the IJB. This will include the Parties providing staff and resources to provide such support. In all circumstances, the direction of these corporate support services will be aligned to the governance and accountability arrangements of the functions being supported, as set out in this Scheme.

7. Support for the Strategic Plan

- 7.1 The Health Board will share with the IJB necessary activity and financial data for services, facilities and resources that relate to the planned use of services by service users within the Health Board area for its service and for those provided by other Health Boards. Regional Services are explicitly excluded.
- 7.2 The Council will share with the IJB necessary activity and financial data for services, facilities and resources that relate to the planned use of services by service users within West Dunbartonshire for its services and for those provided by other councils.
- 7.3 The Parties agree to use all reasonable endeavours to ensure that the other Health Board area IJBs and any other relevant Integration Authority will share the necessary activity and financial data for services, facilities and resources that relate to the planned use by service users within the area of their Integration Authority.
- 7.4 The parties shall ensure that their Officers acting jointly will consider the Strategic Plans of the other Health Board area IJBs to ensure that they do not prevent the Parties and the IJB from carrying out their functions appropriately and in accordance with the Integration Planning and Delivery Principles, and to ensure they contribute to achieving the National Health and Wellbeing Outcomes.
- 7.5 The Parties shall advise the IJB where they intend to change service provision of non-integrated services that will have a resultant impact on the Strategic Plan.

8. Performance Targets, Improvement Measures and Reporting Arrangements

- 8.1 The Parties will prepare a list of targets and measures that relate to the delegated functions and the extent to which responsibility will lie with the IJB and to be taken account of in its Strategic Plan.
- 8.2 The Parties will prepare a list of targets and measures that relate to non-delegated functions

which are to be taken into account by the IJB when it is preparing a Strategic Plan and the extent to which responsibility will lie with the IJB and to be taken account of in its Strategic Plan.

- 8.3 The Parties will work together to develop these targets, measures and arrangements referred to at 8.1 and 8.2 to be considered by the IJB for agreement based on the Parties' respective strategic plans and agreements.
- 8.4 The Parties will share the targets, measures and other arrangements to be devolved to the IJB, and will take into account national guidance on the core indicators for integration.
- 8.5 The Parties will provide the IJB with performance and statistical support resources, access to relevant data sources and will share all information required on services to permit analysis and reporting in line with the prescribed content as set out in regulations. Where the responsibility for the target is shared, a document will set out the accountability and responsibilities of each organisation.
- 8.6 The Parties will provide support to the IJB, including the effective monitoring of targets and measures in line with arrangements referred to at 7.1 and 7.2.
 - a) The IJB, with corporate support from the Parties, is responsible for the arrangements to:
Create an organisational culture that promotes human rights and social justice; values partnership working through example; affirms the contribution of staff through the application of best practice including learning and development; and is transparent and open to innovation, continuous learning and improvement.
 - b) Ensure that integrated clinical and care governance policies are developed and regularly monitor their effective implementation.
 - c) Ensure that the rights, experience, expertise, interests and concerns of service users, carers and communities are central to the planning, governance and decision-making that informs quality of care.
 - d) Ensure that transparency and candour are demonstrated in policy, procedure and practice.
 - e) Deliver assurance that effective arrangements are in place to enable relevant health and social care professionals to be accountable for standards of care including services provided by the third and independent sector.

- f) Ensure that there is effective engagement with all communities and partners to ensure that local needs and expectations for health and care services and improved health and wellbeing outcomes are being met.
- g) Ensure that clear robust, accurate and timely information on the quality of service performance is effectively scrutinised and that this informs improvement priorities. This should include consideration of how partnership with the third and independent sector supports continuous improvement in the quality of health and social care service planning and delivery. Provide assurance on effective systems that demonstrate clear learning and improvements in care processes and outcomes.
- h) Provide assurance that staff are supported when they raise concerns in relation to practice that endangers the safety of service users and other wrong doing in line with local policies for whistleblowing and regulatory requirements.
- i) Establish clear lines of communication and professional accountability from point of care to officers accountable for clinical and care governance. It is expected that this will include articulation of the mechanisms for taking account of professional advice, including validation of the quality of training and the training environment for all health and social care professionals' training, in order to be compliant with all professional regulatory requirements.
- j) Embed a positive, sharing and open organisational culture that creates an environment where partnership working, openness and communication are valued, staff supported and innovation promoted.
- k) Provide a clear link between organisational and operational priorities; objectives and personal learning and development plans, ensuring that staff have access to the necessary support and education.
- l) Implement quality monitoring and governance arrangements that include compliance with professional codes, legislation, standards, guidance and that these are regularly open to scrutiny. This must include details of how the needs of the most vulnerable people in communities are being met.
- m) Implement systems and processes to ensure a workforce with the appropriate knowledge and skills to meet the needs of the local population.

- n) Implement effective internal systems that provide and publish clear, robust, accurate and timely information on the quality of service performance.
- o) Develop systems to support the structured, systematic monitoring, assessment and management of risk.
- p) Implement a co-ordinated risk management, complaints, feedback and adverse events/incident system, ensuring that this focuses on learning, assurance and improvement.
- q) Lead improvement and learning in areas of challenge or risk that are identified through local governance mechanisms and external scrutiny.
- r) Develop mechanisms that encourage effective and open engagement with staff on the design, delivery, monitoring and improvement of the quality of care and services.
- s) Promote planned and strategic approaches to learning, improvement, innovation and development, supporting an effective organisational learning culture.

9. Clinical and Care Governance

- 9.1 Clinical and care governance is a system that assures that care, quality and outcomes are of a high standard for users of services and that there is evidence to back this up. It includes formal structures to review clinical and care services on a multidisciplinary basis and defines, drives and provides oversight of the culture, conditions, processes, accountabilities and authority to act, of organisations and individuals delivering care.
- 9.2 As detailed in this Scheme, all strategic, planning and operational responsibility for Services is delegated from the Parties to the Integration Joint Board and its Chief Officer.
- 9.3 The Parties and the Integration Joint Board are accountable for ensuring appropriate clinical and care governance arrangements for services provided in pursuance of integration functions in terms of the Act. The Parties and the Integration Joint Board are accountable for ensuring appropriate clinical and care governance arrangements for their duties under the Act. The Parties will have regard to the principles of the Scottish Government's Clinical and Care Governance Framework including the focus on localities and service user and carer feedback.

- 9.4 The Parties will be responsible through commissioning and procurement arrangements for the quality and safety of services procured from the Third and Independent Sectors and to ensure that such Services are delivered in accordance with the Strategic Plan.
- 9.5 The quality of service delivery will be measured through performance targets, improvement measures and reporting arrangements designed to address organisational and individual care risks, promote continuous improvement and ensure that all professional and clinical standards, legislation and guidance are met. Performance monitoring arrangements will be included in commissioning or procurement from the Third and Independent Sectors.
- 9.6 The Parties will ensure that staff working in integrated services have the appropriate skills and knowledge to provide the appropriate standard of care. Managers will manage teams of Health Board staff, Council staff or a combination of both and will promote best practice, cohesive working and provide guidance and development to the team. This will include effective staff supervision and implementation of staff support policies.
- 9.7 Where groups of staff require professional leadership, this will be provided by the relevant Health Lead or Chief Social Work Officer as appropriate.
- 9.8 The West Dunbartonshire HSCP Learning and Development Plan will identify training requirements that will be put in place to support improvements in services and outcomes.
- 9.9 The members of the Integration Joint Board will actively promote an organisational culture that supports human rights and social justice; values partnership working through example; affirms the contribution of staff through the application of best practice, including learning and development; and is transparent and open to innovation, continuous learning and improvement.
- 9.10 The Chief Social Work Officer reports to the Council on the delivery of safe, effective and innovative social work services and the promotion of values and standards of practice. The Council confirms that its Chief Social Work Officer will provide appropriate professional advice to the Chief Officer and the Integration Joint Board in relation to statutory social work duties and make certain decisions in terms of the Social Work (Scotland) Act 1968. The Chief Social Work Officer will provide an annual report on care governance to the Integration Joint Board, including responding to scrutiny and improvement reports by external bodies such as the Care Inspectorate.
- 9.11 The Chief Officer has delegated responsibilities, through the Parties' Chief Executives, for the Professional standards of staff working in Integrated Services. The Chief Officer,

relevant Health Leads and Chief Social Work Officer will work together to ensure appropriate professional standards and leadership. Where groups of staff require professional leadership, this will be provided by the relevant Health Lead or Chief Social Work Officer as appropriate.

9.12 The Parties will put in place structures and processes to support clinical and care governance, thus providing assurance on the quality of health and social care. The Clinical and Care Governance Group will be chaired by or on behalf of the Chief Officer and will report through the Chief Officer to the Integration Joint Board. It will contain representatives from the Parties and others including:

- the Senior Management Team of the Partnership;
- the Clinical Director;
- the Lead Nurse;
- the Lead from the Allied Health Professions;
- Chief Social Work Officer;

9.13 The Parties note that the Clinical and Care Governance Group may wish to invite appropriately qualified individuals from other sectors to join its membership as it determines, or as is required given the matter under consideration. This may include Health Board professional committees, managed care networks and Adult and Child Protection Committees.

9.14 The role of the Clinical and Care Governance Group will be to consider matters relating to Strategic Plan development, governance, risk management, service user feedback and complaints, standards, education, learning, continuous improvement and inspection activity. When clinical and care governance issues relating to Lead Partnership Services are being considered, the Clinical and Care Governance Group will link with governance structures in other partnership areas.

9.15 The Clinical and Care Governance Group will provide advice to the strategic planning group, and locality groups. The strategic planning and locality groups may seek relevant advice directly from the Clinical and Care Governance Group.

9.16 The Integration Joint Board may seek advice on clinical and care governance directly from the Clinical and Care Governance Group. In addition, the Integration Joint Board may directly take into consideration the professional views of the registered health professionals and the Chief Social Work Officer. The relationship between professional

leads and the Strategic Planning Groups, localities, the Chief Officer and the governance arrangements of the Parties is outlined at Annex 4.

9.17 Further assurance is provided through:

- a) the responsibility of the Chief Social Work Officer to report directly to the Council, and the responsibility of the Health Leads to relate directly to the Medical Director and Nurse Director who in return report to the Health Board on professional matters; and
- b) the role of the Clinical Governance Forum of the Health Board which is to oversee healthcare governance arrangements and ensure that matters which have implications beyond the Integration Joint Board in relation to health, will be shared across the health care system. The Clinical Governance Forum will also provide professional guidance, as required.

9.18 The Chief Officer will take into consideration any decisions of the Council or Health Board which arise from (a) or (b) above.

9.19 The Health Board Clinical Governance Forum, the Medical Director and Nurse Director may raise issues directly with the Integration Joint Board in writing and the Integration Joint Board will respond in writing to any issues so raised.

9.20 As set out in Section 15 the Parties have information sharing protocols in place.

10. Chief Officer

The Chief Officer will be accountable directly to the Integration Joint Board for the preparation, implementation and reporting on the Strategic Plan.

a. The Chief Officer's formal contract of employment will be with one of the Parties, and then be seconded to the Integration Joint Board by that Party. The Chief Officer will hold an honorary contract with the other Party. The Chief Officer will be jointly line managed by the Council's Chief Executive and the Health Board's Chief Executive. Where there is to be a prolonged period where the Chief Officer is absent or otherwise unable to carry out their responsibilities, the Council's Chief Executive and Health Board's Chief Executive will jointly propose – at the request of the Integration Joint Board - an appropriate interim arrangement for approval by the Integration Joint Board's Chair and Vice-Chair.

b. The totality of the Chief Officer's objectives will be set annually and performance

appraised by the Council's Chief Executive, the Health Board's Chief Executive in consultation with Integration Joint Board's Chair and Vice-Chair.

- c. The Chief Officer role will be as follows, in accordance with (but not limited to) the Act and associated Regulations:
- i. to be accountable for the effective delivery and development of services provided in the exercise of functions delegated to the IJB and improved outcomes for the population of West Dunbartonshire;
 - ii. to develop, deliver and annually review a Strategic Plan and associated policies for delegated functions on behalf of the IJB and for the effective operational implementation of these strategies on behalf of the Council and Health Board, in line with the Strategic Plan;
 - iii. to be responsible for a supporting Financial Plan that allocates budgets to meet the objectives as agreed by the IJB, ensuring that financial targets are achieved within the resources available;
 - iv. to develop and set standards for the joint delivery of services, ensuring a robust performance management framework is in place to measure service delivery and ensure continuous improvement;
 - v. to ensure that all statutory clinical and non-clinical governance and professional standards are adhered to and that associated systems are in place;
 - vi. to be responsible for preparing an Annual Performance Report and to report strategic and operational performance to the IJB and on behalf of the constituent bodies, as required;
 - vii. to be responsible for ensuring the IJB is highly effective at engaging with its stakeholders and the wider community;
 - viii. to be responsible for ensuring an integrated management team is established and effective across the full scope of delegated functions and services; and
 - ix. to be responsible, as a member of both the Council's Corporate Management Team and Health Board's Corporate Management Team, for contributing to the overall strategic objectives and priorities as set out in the Local Outcome Improvement Plan (LOIP), the Council's Strategic Planning and Performance Framework and the Health Board's Local Delivery Plan.
- d. The Chief Officer will routinely liaise with their counterparts of the other Integration Authorities within the Health Board area in accordance with sub-section 30(3) of the Act.
- e. The Parties agree that the Council's Chief Social Work Officer and the Health Board's

Medical Director, Director of Nursing, and professional leads will routinely liaise with the Chief Officer with respect to the arrangements and support for clinical and care governance.

11. Workforce

The arrangements in relation to their respective workforces agreed by the Parties are:

- 11.1 Apart from the Chief Officer post, all other appointments/staff will report to a single line manager who will be responsible for all aspects of supervision and management of these post holders.
- 11.2 Members of the management team may be employed by either the Health Board or the Council, and senior managers may be given honorary contracts from the party who is not their direct employer. These will allow delegated responsibility for both discipline and grievance with the Health Board and the Council employee groups.
- 11.3 Managers will promote best practice, integrated working and provide guidance and development equitably, regardless of whether they are managing a team of NHS staff, Council staff or a combination of both.
- 11.4 Where groups of staff require professional supervision and leadership, this will be provided by the relevant professional lead.
- 11.5 Staff employed in services whose functions have been delegated to the Integration Joint Board will retain their current employment status with either the Council or the Health Board and continue with the terms and conditions of their current employer. The Partnership will report on HR and wider Workforce Governance matters to the Parties through their appropriate Governance and Management Structures, including in relation to the Equality Act.
- 11.6 The Parties will develop, put in place and keep under review a joint Workforce and Development Plan by providing a group of Human Resources and Organisational Development professionals who will work with the Chief Officer, staff, trade unions and stakeholders to develop the Plan. Learning and development of staff will be addressed in the Plan.
- 11.7 The Parties will develop, put in place and keep under review an Organisational Development Strategy by providing a group of Human Resources and Organisational

Development professionals who will work with the Chief Officer, managers and teams delivering integrated services, trade unions and stakeholders to develop the Strategy. The Strategy will address staff engagement and governance.

11.8 Staff governance is a system of corporate accountability for the fair and effective management of all staff.

11.9 Staff Governance in the Integration Joint Board will ensure that staff are:-

- Well informed
- Appropriately training and developed
- Involved in decisions
- Treated fairly and consistently with dignity and respect in an environment where diversity is valued
- Provided with a continually improving and safe working environment promoting the health and wellbeing of staff, patients/clients and the wider community.

11.10 A Joint Staff Forum will act as a formal consultative body for the workforce. The Forum is founded on the principle that staff and staff organisations will be involved at an early stage in decisions affecting them, including in relation to service change and development. Investment in and recognition of staff is a core value of the Parties and is key to supporting the development of integrated working. These Partnership arrangements will meet the required national standards and link to the NHS GGC Area Partnership Forum and West Dunbartonshire Council Joint Consultative Committee.

12. Finance

12.1 This section sets out the arrangements in relation to the determination of the amounts to be paid, or set aside, and their variation, to the Integration Joint Board from the Council and Health Board.

12.2 The Chief Financial Officer will be the Accountable Officer for financial management, governance and administration of the Integration Joint Board. This includes accountability to the Integration Joint Board for the planning, development and delivery of the Integration Joint Board's financial strategy and responsibility for the provision of strategic financial advice and support to the Integration Joint Board and Chief Officer.

Budgets

12.3 Delegated baseline budgets were the subject of due diligence in the first part year of operation of the Integrated Joint Board during 2015/16. This was based on a review of recent past performance and existing and future financial forecasts for the Health Board and the Council for the functions which were delegated. Where there are any subsequent additional functions to be delegated to the Integrated Joint Board then these services will also be the subject of due diligence, based on a review of recent past performance and existing and future financial forecasts for the Board and the Council for those functions to be delegated. This is required to gain assurance that the associated delegated budgets will be sufficient for the Integrated Joint Board to fund these additional delegated functions.

12.4 The Chief Financial Officer will develop a draft proposal for the Integrated Budget based on the Strategic Plan and forecast pressures, and present it to the Parties for consideration as part of their respective annual budget setting process.

The draft proposal will incorporate assumptions on the following:

- Activity changes
- Cost inflation
- Efficiencies
- Performance against outcomes
- Legal requirements
- Transfer to or from the amounts set aside by the Health Board

12.5 This will allow the Parties to determine the final approved budget for the Integrated Joint Board. This should be formally advised in writing by the respective Directors of Finance for the Parties to the Integrated Joint Board by 1 March each year.

12.6 The draft budget should be evidence based with full transparency on its assumptions which should include:

- Pay Awards
- Contractual uplift
- Prescribing
- Resource transfer
- Ring fenced funds

12.7 In the case of demographic shifts and volume, each Party will have a shared responsibility for funding in respect of the service which each Partner has delegated to the Integrated Joint Board. In these circumstances an agreed percentage contribution based on the net

budget of each Party, by individual client group, excluding ring fenced funds (for example: Family Health Services, General Medical Services, Alcohol and Drug funding) may apply in that financial year.

- 12.8 Any material in-year budget changes proposed by either Party must be agreed by the Integrated Joint Board. Parties may increase the payment in year to the Integration Joint Board for supplementary allocations in relation to the delegated services agreed for the Integration Joint Board, which could not have been reasonably foreseen at the time the Integration Joint Board budget for the year was agreed.
- 12.9 The Integrated Joint Board will approve a budget allocation and provide direction to the Parties by 31 March each year regarding the functions that are being delivered, how they are to be delivered and the resources to be used in delivery.

The IJB has strategic planning responsibility along with the Health Board for Set Aside.

The method for determining the amount set aside for hospital services will follow guidance issued by the Integrated Resources Advisory Group and be based initially on the notional direct costs for the relevant populations use of in scope hospital services as provided by the Information Services Division (ISD) Scotland. The NHSGGC Board Director of Finance and Integration Joint Board Chief Financial Officer will keep under review developments in national data sets or local systems that might allow more timely or more locally responsive information, and if enhancements can be made, propose this to the Integration Joint Board. A joint strategic commissioning plan will be developed and will be used to determine the flow of funds as activity changes:-

- Planned changes in activity and case mix due to interventions in the Joint Strategic Commissioning Plan;
- Projected activity and case mix changes due to changes in population need;
- Analysis of the impact on the affected hospital budget, taking into account cost-behaviour i.e. the lag between reduction in capacity and the release of resources

- 12.10 The process for making adjustments to the set aside resource to reflect variances in performance against plan will be agreed by the Integrated Joint Board and the Health Board. Changes will not be made in year and any changes will be made by annual adjustments to the Strategic Plan of the Integrated Joint Board.

Budget Management

- 12.11 The Integrated Joint Board will direct the resources it receives from the Parties in line with the Strategic Plan, and in so doing will seek to ensure that the planned activity can reasonably be met from the available resources viewed as a whole, and achieve a year-end break-even position.

Budget Variance

- 12.12 The Chief Officer will deliver the outcomes within the total delegated resources and where there is a forecast overspend against an element of the operational budget, the Chief Officer should take immediate and appropriate remedial action to endeavour to prevent the overspend and to instruct an action plan. If this does not resolve the overspend position, then the Chief Officer, the Chief Financial Officer of the Integrated Joint Board and the appropriate finance officers of the Parties must agree a recovery plan to balance the overspending budget, which recovery plan shall be subject to the approval of the Integrated Joint Board. In the event that the recovery plan is unsuccessful and an overspend is realised at the year-end, uncommitted general reserves held by the Integrated Joint Board, in line with the Reserves Strategy, would firstly be used to address any overspend. If after application of reserves an overspend remains, the Parties may consider making additional funds available, on a basis to be agreed taking into account the nature and circumstances of the overspend. Having regard to the circumstances it may be appropriate to consider the repayment of any additional funds in future years on the basis of a repayment and revised recovery plan agreed by the Parties and the Integration Joint Board. If the revised plan cannot be agreed by the Parties or is not approved by the Integration Joint Board, mediation will require to take place in line with the dispute resolution arrangements set out in this Scheme.
- 12.13 Where an underspend is realised against the agreed budget, with the exception of ring fenced budgets this will be retained by the Integrated Joint Board to either fund additional capacity in-year in line with its Strategic Plan or be carried forward to fund capacity in subsequent years of the Strategic Plan subject to the terms of the Integrated Joint Board's Reserves Strategy.

Unplanned Costs

- 12.14 Neither of the Parties may reduce the payment in-year to the Integration Joint Board to meet exceptional unplanned costs within either Party without the express consent of the

Integration Joint Board or the other Party.

- 12.15 Recording of all financial information in respect of the Integration Joint Board will be in the financial ledger of the Council.
- 12.16 Any transaction specific to the Integration Joint Board (e.g. expenses); will be processed via the Council ledger, with specific funding being allocated by the Integration Joint Board to the Council for this.
- 12.17 The transactions relating to operational delivery will continue to be reflected in the financial ledgers of the Parties with the information from both sources being consolidated for the purposes of reporting financial performance to the Integration Joint Board.
- 12.18 The Chief Officer and Chief Financial Officer will be responsible for the preparation of the annual accounts and financial statement in line with proper accounting practice, and financial elements of the Strategic Plan and such other reports that the Integrated Joint Board might require. The Integration Joint Board Chief Financial Officer will provide reports to the Chief Officer on the financial resources used for operational delivery and strategic planning. In order to agree the in-year transactions and year-end balances between the Parties and Integration Joint Board, the Chief Financial Officer will engage with the Directors of Finance of the Parties to agree an appropriate process.
- 12.19 Monthly financial monitoring reports will be issued to the Chief Officer by the Chief Financial Officer in line with timescales agreed by the Parties. Financial reports will include subjective and objective analysis of budgets and actual/projected outturn, and other such financial monitoring reports as the Integration Joint Board might require.
- 12.20 The Integrated Joint Board will receive a minimum of four financial reports during each financial year. This will include reporting on the Acute activity and estimated cost against Set Aside budgets.

Payments between Council and Health Board

- 12.21 The schedule of payments to be made in settlement of the payment due to the Integration Joint Board will be:
- Resource Transfer, virement between Parties and the net difference between payments made to the Integration Joint Board and resources delegated by the Integration Joint Board will be transferred between agencies initially in line with existing arrangements, with a final adjustment on closure of the Annual Accounts. Future arrangements may be changed by local agreement.

Capital Assets and Capital Planning

- 12.22 Capital and assets and the associated running costs will continue to sit with the Council and Health Board. The Integration Joint Board will be required to develop a business case for any planned investment or change in use of assets for consideration by the Parties.

Hosted Services

- 12.23 Some of the functions that are delegated by NHS Greater Glasgow and Clyde to all six Integrated Joint Boards are provided as part of a single Glasgow and Clyde wide service, referred to below as “Hosted Services.” Integrated Joint Boards are required to account for the activity and associated costs for all hosted services across their population using a methodology agreed by all partner Integrated Joint Boards.

Within Greater Glasgow and Clyde, each Integrated Joint Board can have operational responsibilities for services, which they host on behalf of other Integrated Joint Boards. This includes the strategic planning for these services on behalf of other Integrated Joint Boards.

Integrated Joint Board’s planning to make significant changes to hosted services which increase or decrease the level of service available in specific localities or service wide will consult with the other Integrated Joint Boards affected prior to implementing any significant change.

13. Participation and Engagement

- 13.1 A full consultation exercise will be carried out for the revised Integration Scheme. The consultation will follow the practice and principles set out in West Dunbartonshire’s Engagement Strategy.

14 Information Sharing and Data Handling

- 14.1 The Parties have revised their existing Information Sharing Protocol (ISP) as a tri-partite agreement between the Health Board, Council and Integration Joint Board, updated in compliance with the European Union General Data Protection Regulations and the Data Protection Act 2018. The ISP is also compliant with the Data Sharing Framework set by the Information Commissioner’s Office and subsumes data sharing arrangements within Health and Social Care Partnerships.

- 14.2 The Parties further agree that it will be the responsibility of the Information Joint Board itself, within a further 9 months of signing the revised Information Sharing Protocol, to determine, in consultation with the Data Protection Officers for the parties, whether any more specific protocols, procedures and guidance require to be developed around operational processes of information sharing involving the Integration Joint Board and to set a timescale for implementation of such protocols, procedures or guidance.
- 14.3 The Information Sharing Protocol itself will be thereafter be reviewed jointly by the Parties at least annually or in the circumstances set out in section 8 of the Information Sharing Protocol.

15 Complaints

- 15.1 With respect to the functions delegated to the Integration Joint Board, both of the Parties will use an integrated complaints procedure. The Parties will work together continuously with the Chief Officer to ensure the arrangements for complaints are clear and integrated from the perspective of the service user. In the event that complaints are received by the Integration Joint Board or the Chief Officer, the Parties will work together to achieve where possible a joint response.
- 15.2 The Parties agree that as far as possible complaints will be dealt with by front line staff. Thereafter the Parties will provide a formal process for resolving complaints at Stage 2. The final stage will be the consideration of complaints by the Scottish Public Sector Ombudsman.
- 15.3 The means through which a complaint should formally be made regarding integrated services and the appropriate member of staff within the Health & Social Care Partnership to whom a complaint should be made will be detailed on the Parties' websites and made available in paper copies within premises.
- 15.4 Details of the complaints procedures will be provided on-line, in printed literature and on posters. Clear and agreed timescales for responding to complaints will be provided. If a service user is unable, or unwilling to make a complaint directly, complaints will be accepted from a representative who can be a friend, relative or an advocate. The service user will require to complete a mandate to allow their representative to receive information pertaining to them.

- 15.5 The Parties will ensure that complaints performance will be reported on in accordance with national and corporate reporting arrangements. The Parties will produce a joint report on a six monthly basis for consideration by the Integration Joint Board.

16. Claims Handling, Liability and Indemnity

- 16.1 The Parties understand that the Integration Joint Board, while having legal personality in its own right, has neither replaced nor assumed the rights or responsibilities of either the Health Board or the Council as the employers of the staff delivering integrated services; or for the operation of buildings or services under the operational remit of those staff.
- 16.2 The Parties will continue to indemnify, insure and accept responsibility for the staff that they each employ; their particular capital assets that integrated services are delivered from or with; and the respective services themselves that each Party has delegated to the Integration Joint Board.
- 16.3 Liabilities arising from decisions taken by the Integration Joint Board will be equally shared between the Parties.

17. Risk Management

- 17.1 The Parties along with the other local authorities in the Health Board area have developed a model risk management policy and strategy to support integrated service delivery (except for NHS acute hospital services). The Integration Joint Board will be consulted in any reviews of the Policy and Strategy.
- 17.2 The Chief Officer will be responsible for ensuring that suitable and effective arrangements are in place to manage the risks relating to the integrated services within the scope of the Integration Joint Board. The Parties will provide the Chief Officer and the Integration Joint Board with relevant specialist advice and support (including internal audit, clinical and non- clinical risk managers, and health and safety advisers).
- 17.3 The Chief Officer will work with the Parties to jointly prepare an annual strategic risk register that will identify, assess and prioritise risks related to the preparation and delivery of the Strategic Plan; and identify and describe processes for mitigating those risks. This process will also take due cognisance of the overall corporate risk registers of both Parties.

- 17.4 Strategic risk registers will be presented to the Integration Joint Board for approval every six months. The Parties agree that the Health Board's Director of Finance and the Council's Section 95 Officer will ensure that the Integration Joint Board is provided with the necessary technical and corporate support to develop, maintain and scrutinise strategic risk registers.
- 17.5 The Chief Officer is responsible for drawing to the attention of the Integration Joint Board and the Parties any substantive developments in-year that lead to a substantial change to the strategic risk register in-year. The Chief Officer will formally review the risk register on a six monthly basis.
- 17.6 The Chief Officer will ensure that the approved strategic risk register is provided to both of the Parties to enable them to take account of its content as part of their overall risk management arrangements. Both Parties agree to share their corporate risk registers with the Integration Joint Board on an annual basis.

18. Dispute Resolution Mechanism

- 18.1 The Parties aim to continue to adopt a collaborative approach to the integration of health and social care.
- 18.2 The Parties will use their best endeavours to quickly resolve any areas of disagreement. Where any disputes do arise that require escalation to the Chief Executives of the respective organisations, those officers will attempt to resolve matters in an amicable fashion and in the spirit of mutual cooperation.
- 18.3 In the unlikely event that the Parties do not reach agreement, then:
- a) The Chief Executives of the Parties will meet to resolve the issue;
 - b) If unresolved, the Parties will each agree to prepare a written note of their position on the issue and exchange it with the others for their consideration within 10 working days of the date of the decision to proceed to written submissions.
 - c) In the event that the issue remains unresolved following consideration of written submissions, the Chief Executives of the Parties, the Chair of the Health Board and the Leader of the Council will meet to appoint an independent mediator and the matter will proceed to mediation with a view to resolving the issue.

- 18.4 Where the issue remains unresolved after following the processes outlined in (a)-(c) above, the Parties agree the following process to notify Scottish Ministers that agreement cannot be reached: the Chief Executives of the Parties, and the Chief Officer will jointly make a written application to Scottish ministers stating the issues in dispute and requesting that the Scottish Ministers give directions.

Annex 1 Part 1 Functions that must be delegated by the Health Board to the Integration Joint Board

Set out below is a list of functions that must be delegated by the Health Board to the Integration Joint Board as prescribed in Regulation 3 of the Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014. Further Health Board functions will be delegated to the extent specified in Annex 4. These functions are delegated only to the extent that they relate to the services described in part 2 and the additional services listed in annex 4.

Column A Enactment conferring function	Column B Limitation
The National Health Service (Scotland) Act 1978	
All functions of Health Boards conferred by, or by virtue of, the National Health Service (Scotland) Act 1978	Except functions conferred by or by virtue of –
	section 2(7) (Health Boards);
	section 2CB (Functions of Health Boards outside Scotland);
	section 9 (local consultative committees);
	section 17A (NHS Contracts);
	section 17C (personal medical or dental services);
	section 17I (use of accommodation);
	section 17J (Health Boards' power to enter into general medical services contracts);
	section 28A (remuneration for Part II services);
	section 38 (care of mothers and young children); (other than in relation to school nursing and health visiting services)
	section 38A (breastfeeding); (other than in relation to school nursing and health visiting services)
	section 39 (medical and dental inspection, supervision and treatment of pupils and young persons); (other than in relation to school nursing and health visiting services)

Column A Enactment conferring function	Column B Limitation
	section 48 (provision of residential and practice accommodation);
	section 55 (hospital accommodation on part payment);
	section 57 (accommodation and services for private patients);
	section 64 (permission for use of facilities in private practice);
	section 75A (remission and repayment of charges and payment of travelling expenses);
	section 75B (reimbursement of the cost of services provided in another EEA state);
	section 75BA (reimbursement of the cost of services provided in another EEA state where expenditure is incurred on or after 25 October 2013);
	section 79 (purchase of land and moveable property);
	section 82 (use and administration of certain endowments and other property held by Health Boards);
	section 83 (power of Health Boards and local health councils to hold property on trust);
	section 84A (power to raise money, etc., by appeals, collections etc.);
	section 86 (accounts of Health Boards and the Agency);

Column A Enactment conferring function	Column B Limitation
	section 88 (payment of allowances and remuneration to members of certain bodies connected with the health services);
	section 98 (charges in respect of non-residents); and paragraphs 4, 5, 11A and 13 of Schedule 1 to the Act (Health Boards);
	and functions conferred by - The National Health Service (Charges to Overseas Visitors) (Scotland) Regulations 1989;
	The Health Boards (Membership and Procedure) (Scotland) Regulations 2001/302;
	The National Health Service (Clinical Negligence and Other Risks Indemnity Scheme) (Scotland) Regulations 2000/54;
	The National Health Services (Primary Medical Services Performers Lists) (Scotland) Regulations 2004/114;
	The National Health Service (Primary Medical Services Section 17C Agreements) (Scotland) Regulations 2004;
	The National Health Service (Discipline Committees) Regulations 2006/330;
	The National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006/135;

Column A Enactment conferring function	Column B Limitation
	The National Health Service (Pharmaceutical Services) (Scotland) Regulations 2009/183;
	The National Health Service (General Dental Services) (Scotland) Regulations 2010/205;
	The National Health Service (Free Prescriptions and Charges for Drugs and Appliances) (Scotland) Regulations 2011/55.
Disabled Persons (Services, Consultation and Representation) Act 1986	
Section 7 (Persons discharged from hospital)	
Community Care and Health (Scotland) Act 2002	
All functions of Health Boards conferred by, or by virtue of, the Community Care and health (Scotland) Act 2002	
Mental Health (Care and Treatment) (Scotland) Act 2003	
All functions of Health Boards conferred by, or by virtue of, the Mental Health (Care and Treatment) (Scotland) Act 2003.	Except functions conferred by –
	section 22 (approved medical practitioners);
	section 34 (inquiries under section 33: cooperation);
	section 38 (duties on hospital managers: examination notification etc.);
	section 46 (hospital managers' duties: notification);
	section 124 (transfer to other hospital);
Column A Enactment conferring function	Column B Limitation
	Section 228 (request for assessment of needs: duty on local authorities and Health Boards);
	Section 230 (appointment of patient's responsible medical officer);
	Section 264 (detention in conditions of excessive security: state hospitals);

	Section 267 (orders under sections 264 to 266: recall);
	Section 281 (correspondence of certain persons detained in hospital);
	And functions conferred by -
	The Mental Health (Safety and Security) (Scotland) Regulations 2005;
	The Mental Health (Cross border transfer: patients subject to detention requirement or otherwise in hospital) (Scotland) Regulations 2005;
	The Mental Health (Use of Telephones) (Scotland) Regulations 2005; and
	The Mental Health (England and Wales Cross border transfer: patients subject to detention requirement or otherwise in hospital) (Scotland) Regulations 2008.
Education (Additional Support for Learning) (Scotland) Act 2004	
Section 23 (other agencies etc. to help in exercise of functions under this Act)	
Column A Enactment conferring function	Column B Limitation
Public Services Reform (Scotland) Act 2010	
All functions of Health Boards conferred by, or by virtue of, the Public Services Reform (Scotland) Act 2010	Except functions conferred by – Section 31 (public functions: duties to provide information on certain expenditure etc.); and
	Section 32 (Public functions: duty to provide information on exercise of functions).
Patient Rights (Scotland) Act 2011	
All functions of Health Boards conferred by, or by virtue of, the Patient Rights (Scotland) Act 2011	Except functions conferred by The Patient Rights (Complaints Procedure and Consequential Provisions) (Scotland) Regulations 2012/36

Part 2: Services delegated by the Health Board to the Integration Joint Board

- Accident and Emergency services provided in a hospital.
- Inpatient hospital services relating to the following branches of medicine:
 - General medicine.
 - Geriatric medicine.
 - Rehabilitation medicine.
 - Respiratory medicine.
 - Psychiatry of learning disability.
- Palliative care services provided in a hospital.
- Services provided in a hospital in relation to an addiction or dependence on any substance.
- Mental health services provided in a hospital, except secure forensic mental health services.
- Services provided by allied health professionals in an outpatient department, clinic, or outwith a hospital.
- Health Visiting Services.
- School Nursing.
- Speech and Language Therapy.
- Specialist Health Improvement.
- Community Children's Services.
- Child and Adolescent Mental Health Services
- District Nursing Services.
- The Public Dental Service.
- Primary care services provided under a general medical services contract.
- General Dental Services.
- Ophthalmic Services.
- Pharmaceutical Services.
- Services providing primary medical services to patients during the out-of-hours period.
- Services provided outwith a hospital in relation to geriatric medicine.
- Palliative Care Services provided outwith a hospital.
- Community Learning Disability Services.
- Rehabilitative Services provided in the community.

- Mental Health Services provided outwith a hospital.
- Continence Services provided outwith a hospital.
- Kidney Dialysis Services provided outwith a hospital.
- Services provided by health professionals that aim to promote public health.

Annex 2 Part 1 Functions delegated by the Council to the Integration Joint Board

Set out below is the list of functions that must be delegated by the Council to the Integration Joint Board as required by the Public Bodies (Joint Working) (Prescribed Council Functions etc.) (Scotland) Regulations 2014. Further Council functions will be delegated to the extent specified in Annex 4.

Functions prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) **Act 2014**

Column A

Column B

Enactment conferring function

Limitation

Schedule 1 – Functions which must be delegated

National Assistance Act 1948

Section 48 (duty of councils to provide temporary protection for property of persons admitted to hospitals etc.)

The Disabled Persons (Employment) Act 1958

Section 3 (provision of sheltered employment by local authorities)

The Social Work (Scotland) Act 1968

Section 1 (local authorities for the administration of the Act)

So far as it is exercisable in relation to another integration function.

Section 4 (provisions relating to performance of functions by local authorities)

So far as it is exercisable in relation to another integration function.

Section 8 (research)

So far as it is exercisable in relation to another integration function.

Section 10 (financial and other assistance to voluntary organisations etc. for social work)

So far as it is exercisable in relation to another integration function.

Section 12 (general social welfare services of local authorities)

Except insofar as it is exercisable in relation to the provision of housing support services

Section 12A (local authorities to assess needs)

So far as it is exercisable in relation to another integration function.

Section 12AZA (assessments under section 12A – assistance)

So far as it is exercisable in relation to another integration function.

Section 13 (power of local authorities to assist persons in need in disposal of produce of their work)

Section 13ZA (provision of services to incapable adults)	So far as it is exercisable in relation to another integration function.
Section 13A (residential accommodation with nursing)	
Section 13B (provision of care or aftercare)	
Section 14 (home help and laundry facilities)	
Section 28 (burial or cremation of the dead)	So far as it is exercisable in relation to persons cared for or assisted under another integration function.
Section 29 (power of local authority to defray expenses of parent etc., visiting persons or attending funerals)	
Section 59 (provision of residential and other establishments by local authorities and maximum period for repayment of sums borrowed for such provision)	So far as it is exercisable in relation to another integration function.
The Local Government and Planning (Scotland) Act 1982	
Section 24(1) (The provision of gardening assistance for the disabled and the elderly)	
Disabled Persons (Service, Consultation and Representation) Act 1986	
Section 2 (Rights of authorised representatives of disabled persons)	
Section 3 (Assessment by local authorities of needs of disabled persons)	
Section 7 (Persons discharged from hospital)	In respect of the assessment of need for any services provided under functions contained welfare enactments within the meaning of section 16 and which have been delegated
Section 8 (Duty of local authority to take into account abilities of carer)	In respect of the assessment of need for any services provided under functions contained in welfare enactments (within the meaning set out in section 16 of that Act) which are integration functions

The Adults with Incapacity (Scotland) Act 2000

Section 10 (Functions of local authorities)

Section 12 (Investigations)

Section 37 (Residents whose affairs may be managed)

Only in relation to residents of establishments which are managed under integration functions

Section 39 (Matters which may be managed)

Only in relation to residents of establishments which are managed under integration functions

Section 41 (Duties and functions of managers of authorised establishment_

Only in relation to residents of establishments which are managed under integration functions

Section 42 (Authorisation of named manager to withdraw from resident's account)

Only in relation to residents of establishments which are managed under integration functions

Section 43 (Statement of resident's affairs)

Only in relation to residents of establishments which are managed under integration functions

Section 44 (Resident ceasing to be resident of authorised establishment)

Only in relation to residents of establishments which are managed under integration functions

Section 45 (Appeal, revocation etc.)

Only in relation to residents of establishments which are managed under integration functions

The Housing (Scotland) Act 2001

Section 92 (Assistance to a registered for housing purposes)

Only insofar as it relates to an aid or adaptation

The Community care and Health (Scotland) Act 2002

Section 5 (Council arrangements for residential accommodation outwith Scotland)

Section 14 (Payments by local authorities towards expenditure by NHS bodies on prescribed functions)

The Mental Health (Care and Treatment) Scotland Act 2003

Section 17 (Duties of Scottish Ministers, local authorities and others

as respects Commission)

Section 25 (Care and support services etc.) Except insofar as it is exercisable in relation to the provision of housing support services

Section 26 (Services designed to promote wellbeing and social development) Except insofar as it is exercisable in relation to the provision of housing support services

Section 27 (Assistance with travel) Except insofar as it is exercisable in relation to the provision of housing support services

Section 33 (Duty to inquire)

Section 34 (Inquiries under section 33: Cooperation)

Section 228 (Request for assessment of needs: duty on local authorities and Health Boards)

Section 259 (Advocacy)

The Housing (Scotland) Act 2007

Section 71(1)(b) (Assistance for housing purposes) Only insofar as it relates to an aid or adaptation

The Adult Support and Protection (Scotland) Act 2007

Section 4 (Council's duty to inquire)

Section 5 (Co-operation)

Section 6 (Duty to consider importance of providing advocacy and other services)

Section 11 (Assessment Orders)

Section 14 (Removal Orders)

Section 18 (Protection of moved persons property)

Section 22 (Right to apply for banning order)

Section 40 (Urgent cases)

Section 42 (Adult Protection Committees)

Section 43 (Membership)

Social Care (Self-directed Support) (Scotland) 2013

Section 5 (Choice of options: adults)

Section 6 (Choice of options under section 5: assistances)

Section 7 (Choice of options: adult carers)

Section 9 (Provision of information about self-directed support)

Section 11 (Council functions)

Section 12 (Eligibility for direct payment: review)

Section 13 (Further choice of options on material change of circumstances)

Section 16 (Misuse of direct payment: recovery)

Section 19 (Promotion of options for self-directed support)

Carers (Scotland) Act 2016

Section 6 (Duty to prepare adult carer support plan)

Section 21 (Duty to set local eligibility)

Section 24 (Duty to provide support)

Section 25 (provision of support to carers: breaks from caring)

Section 31 (Duty to prepare local carer strategy)

Section 34 (Information and advice service for carers)

Section 35 (Short breaks services statement)

Functions, conferred by virtue of enactments, prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) Act 2014

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
The Community Care and Health (Scotland) Act 2002 Section 4 The functions conferred by Regulation 2 of the Community Care (Additional Payments) (Scotland) Regulations 2002	

Part 2: Services delegated by the Council to the Integration Joint Board

- Social Work Services for adults and older people.
- Services and support for adults with physical disabilities and learning disabilities.
- Mental Health Services.
- Drug and Alcohol Services.
- Adult Protection and Domestic Abuse.
- Carers Support Services.
- Community Care Assessment Teams.
- Support Services.
- Care Home Services.
- Adult Placement Services.
- Health Improvement Services.
- The legislative minimum delegation of housing support, including aids and adaptations.
- Day Services.
- Local area co-ordination.
- Self-Directed Support.
- Occupational Therapy Services.
- Re-ablement Services, equipment and Telecare.
- Respite provision for adults and young people.
- Social Work Services for children and young people:
 - Child Care Assessment and Care Management.
 - Looked After and Accommodated Children.
 - Child Protection.
 - Adoption and Fostering.
 - Child Care.
 - Special Needs/Additional Support.

- Early intervention.
- Throughcare Services.
- Social Work Criminal Justice Services, including Youth Justice Services.

Annex 3: Hosted Service Arrangement

The Parties will recommend to the Greater Glasgow and Clyde Integration Joint Boards that the Services listed in below are managed by one Integration Joint Board as Lead Partnership on behalf of the other Integration Joint Boards.

Where an Integration Joint Board is also the Lead Partnership in relation to a hosted service listed below, the Parties will recommend that:

- a) It is responsible for the operational oversight of such service(s).
- b) Through its Chief Officer will be responsible for the operational management on behalf of all the Integration Joint Boards.
- c) Such Lead Partnership will be responsible for the strategic planning and operational budget of the hosted services.

Service Area	Host Authority
Oral Health – public dental service and primary care dental care contractual support	East Dunbartonshire
Specialist Children’s Services (Tier 4 and Community)	East Dunbartonshire
Specialist learning disability services and learning disability system-wide planning & co-ordination	East Renfrewshire
SCTCI (AAC)	East Renfrewshire
Continence services outwith hospital	Glasgow
Sexual Health Services (Sandyford)	Glasgow
Specialist drug and alcohol services and system-wide planning & co-ordination	Glasgow
Specialist mental health services and mental health system-wide planning & co-ordination	Glasgow
Prison Healthcare and custody suites	Glasgow
GP OOHs (Operational)	Health Board (Acute)
GP OOHs (Strategic Planning)	Renfrewshire

Podiatry services	Renfrewshire
Primary care contractual support (medical and optical)	Renfrewshire
Musculoskeletal Physiotherapy	West Dunbartonshire
Retinal Screening	West Dunbartonshire

Annex 4 Part 1 - Additional Functions delegated by the Health Board and the Council to the Integration Joint Board

Health Functions

National Health Services (Scotland) Act 1978 Sections 36 (accommodation and services), 38 (Care of mothers and young children) & 39 (medical and dental inspection, supervision and treatment of pupils and young persons), so far as they relate to school nursing and health visiting services.

Mental Health Care & Treatment (Scotland) Act 2003 Section 24 (provision of services and accommodation for certain mothers with post-natal depression) provision to allow a mother whilst receiving treatment to care for her child in hospital.

Council Social Work Functions

Other Council Social Work Functions to be delegated to the Integration Joint Board are listed below:

1. Functions conferred by the following enactments

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>

National Assistance Act 1948

Section 45 (Recovery in cases of misrepresentation or non-disclosure)

Matrimonial Proceedings (Children) Act 1958

Section 11 (Reports as to arrangements for future care and upbringing of children).

Social Work (Scotland) Act 1968

Section 5 (Local authorities to perform their functions under this Act under the general guidance of the Secretary of State.)

Section 6B (Local authority inquiries into matters affecting children)

Section 27 (Supervision and care of persons put on probation or released from prisons etc)

Section 27ZA (Advice, guidance and assistance to

persons arrested or on whom sentence deferred)

Section 78A (Recovery of contributions in respect of children in care etc)

Section 80 (Enforcement of duty to make contributions in respect of children in care etc)

Section 81 (Provisions as to decrees for aliment in respect of children in care etc)

Section 83 (Variation of trusts where a child is by virtue of a compulsory supervision order removed from the care of a person who is entitled under any trust to receive any sum of money in respect of the maintenance of the child)

Children Act 1975

Section 34 (Access and maintenance)

Section 39 (Reports by local authorities and probation officers)

Section 40 (Notice of application to be given to local authority)

Section 50 (LA payments towards maintenance of children)

Health and Social Services and Social Security Adjudications Act 1983

Section 21 (Recovery of sums due to local authority where persons in residential accommodation have disposed of assets)

Section 22 (Arrears of contributions charged on interest in land in England and Wales)

Section 23 (Arrears of contributions secured over

interest in land in Scotland)

Foster Children (Scotland) Act 1984

Section 3 (Local authorities duty to ensure well-being of and to visit foster children)

Section 5 (Notification to local authorities by persons maintaining or proposing to maintain foster children)

Section 6 (Notification to local authorities by persons ceasing to maintain foster children)

Section 8 (Control by local authorities of fostering – LA power to inspect premises)

Section 9 (LA power to impose requirements as to the keeping of foster children)

Section 10 (LA power to prohibit the keeping of foster children)

Housing (Scotland) Act 1987

Section 4 (Power of local authority to provide furniture etc)

Section 5(1) (Power of local authority to provide board and laundry facilities)

Section 5A(1) (Power of local authority to provide welfare services)

Part II (sections 24 to 43) – Duties of local authorities with respect to homelessness and threatened homelessness

Children (Scotland) Act 1995

Section 17 (Duty of local authority to child looked after by them)

Section 19 (Local authority plans for services for children)

Section 20 (Publication of information about services for children)

Section 21 (Co-operation between authorities)

Section 22 (Promotion of welfare of children in need)

Section 23 (Children affected by disability)

Section 24 (Assessment of ability of carers to provide care for disabled children)

Section 24A (Duty of local authority to provide information carer of children)

Section 25 (Provision of accommodation for children etc)

Section 26 (Manner of provision of accommodation to child looked after by local authority)

Section 26A (Provision of continuing care: looked after children)

Section 27 (Day care for pre-school and other children)

Section 29 (After-care)

Section 30 (Financial assistance towards expenses of education or training and removal of power to guarantee indentures etc)

Section 31 (Review of case of child looked after by local authority)

Section 32 (Removal of child from residential establishment)

Section 36 (Welfare of certain children in hospitals and nursing homes etc)

Section 38 (Short-term refuges for children at risk of harm)

Section 76 (Exclusion orders)

Criminal Procedure (Scotland) Act 1995

Section 51 (Remand and committal of children and young persons)

Section 203 (Pre-sentencing reports)

Section 234B (Drug treatment and testing order)

Section 245B (Restriction of liberty orders)

Housing (Scotland) Act 2001

Section 1 (Homelessness strategies)

Section 2 (Advice on homelessness etc)

Section 5 (Duty of registered social landlord to provide accommodation where requested by the LA)

Section 6 (Appointment of arbiter where RSL fails to comply with the s5 duty)

Community Care and Health (Scotland) Act 2002

Section 6 (Deferred payment of accommodation costs)

Management of Offenders etc. (Scotland) Act 2002

Section 10 (Arrangements for assessing and managing risks posed by certain offenders)

Section 11 (Review of s10 arrangements)

Housing (Scotland) Act 2006

Section 71(1)(a) (LA's power to provide or arrange for the provision of assistance in connection with work on land or in premises)

Adoption and Children (Scotland) Act 2007

Section 1 (Duty of local authority to provide adoption service)

Section 4 (Duty of LA to prepare and publish a plan for the provision of the adoption service)

Section 5 (LA must have regard to any guidance given by Scottish Ministers)

Section 6 (Assistance in carrying out functions under s1 and s4)

Section 9 (Assessment of needs for adoption support services)

Section 10 (Provision of services)

Section 11 (Urgent provision)

Section 12 (Power to provide payment to person entitled to adoption support service)

Section 19 (Duties of local authority in receipt of a s18 notice)

Section 26 (Looked after children: adoption not proceeding)

Section 45 (Adoption support plan)

Section 47 (Family member's right to require LA to review adoption support plan)

Section 48 (Other cases where authority under duty to review plan)

Section 49 (Reassessment of needs for adoption support services)

Section 51 (LA duty to have regard to guidance issued by the Scottish Ministers)

Section 71 (Adoption allowances schemes)

Section 80 (Permanence Orders)

Section 90 (Precedence of certain other orders)

Section 99 (Duty of local authority to apply for variation or revocation of permanence order)

Section 101 (Local authority to give notice of certain matters in relation to permanence orders)

Section 105 (Notification of proposed application order)

The Adult Support and Protection (Scotland) Act 2007

Section 7 (Council officer's right of entry)

Section 8 (Council officer's right to interview persons found in places entered under s7)

Section 9 (Right of health professional to medically examine adults at risk)

Section 10 (Council officer's right to obtain and examine records)

Section 16 (Removal Orders – Right to move adult at risk)

Children's Hearings (Scotland) Act 2011

Section 35 (Child assessment orders)

Section 27 (Child protection orders)

Section 42 (Parental responsibilities and rights directions)

Section 44 (Obligations of local authority)

Section 48 (Application for variation or termination of Child Protection orders)

Section 49 (Notice of application for variation or termination of Child Protection orders)

Section 60 (Local authority's duty to provide information to Principal Reporter)

Section 131 (Duty of implementation authority to require review of compulsory supervision order)

Section 144 (Implementation of compulsory supervision order: general duties of implementation authority)

Section 145 (Duty of implementation authority where order requires child to reside in certain place)

Section 166 (Review of requirement imposed on local authority)

Section 167 (Appeals to sheriff principal regarding which LA is the relevant one for a child)

Section 180 (LA duty to comply with request from the National Convener to information about the implementation of CSOs)

Section 183 (Mutual assistance provisions)

Section 184 (Enforcement of obligations on Health Board under s183)

Social Care (Self-directed Support) (Scotland) Act 2013

Section 8 (Choice of options: children and family members)

Section 10 (Provision of information: children under 16)

Community Care and Health (Scotland) Act 2002

Section 6 (Deferred payment of accommodation costs)

2. Conferred by virtue of the following enactments

Community Care and Health (Scotland) Act 2002

Section 4 (Accommodation more expensive than usually provided – Power of the Scottish Ministers to make regulations)

Children’s Hearings (Scotland) Act 2011

Section 153 (Power of Scottish Ministers to make regulations about children placed in secure accommodation)

Children and Young Person (Scotland) Act 2014

Sections to be confirmed

Carers (Scotland) Act 2016

Section 12 (Duty to prepare young carer statement)

Section 31 (Duty to prepare local carer strategy)

Annexe 5 (Subject to confirmation from Mike Burns)

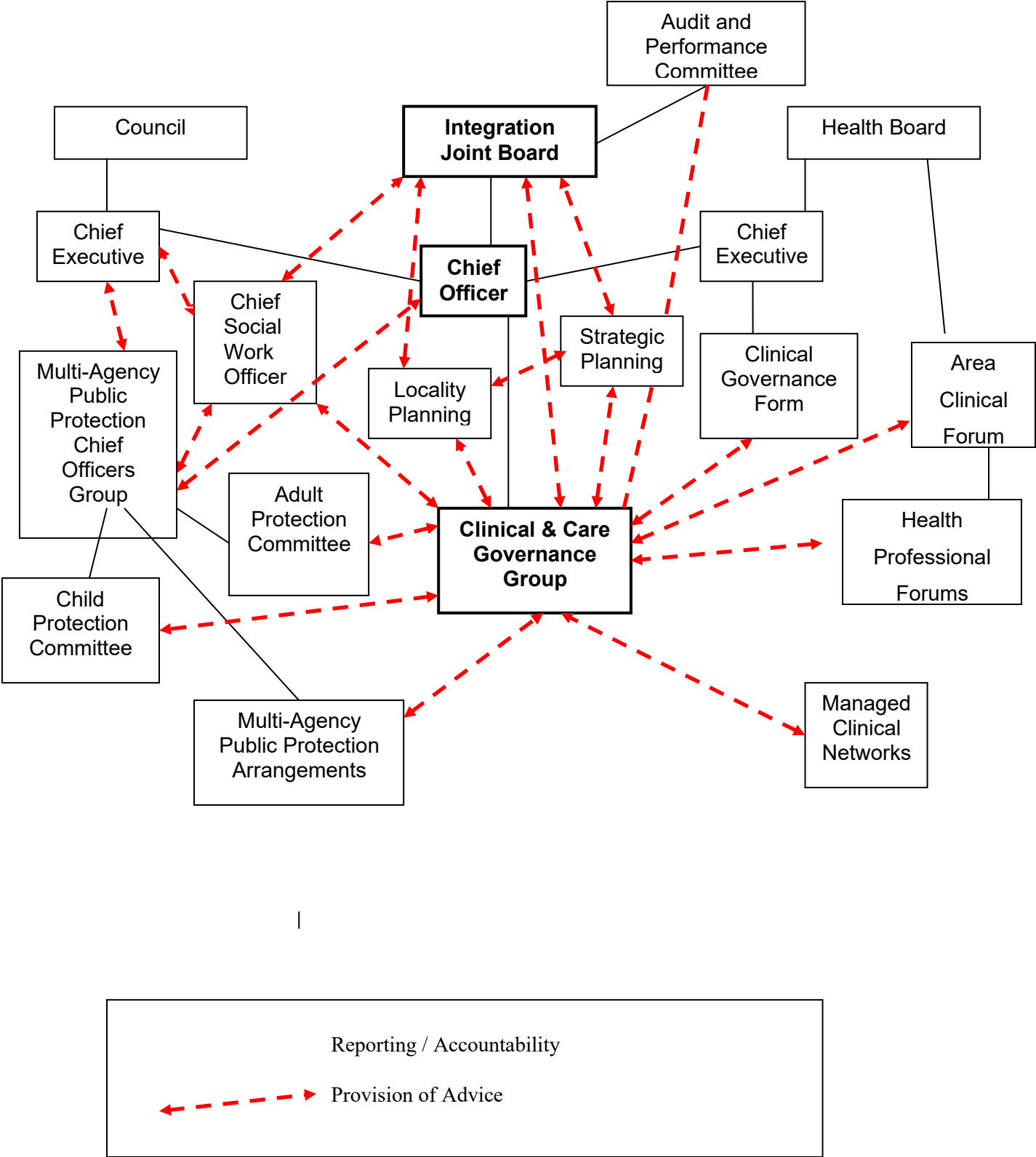
This Annex sets out arrangements for operational management of community specialist children's services by the IJB Chief Officer, along with arrangements to keep the IJB informed of performance in those services, to ensure they are fully taken into account in relation to wider children's health and social care services that are delegated to the IJB.

The Integration Joint Board will support the Chief Officer to operationally manage the community specialist children's services which are delivered to the population of Glasgow City so that integration can be achieved with the wider delivery of children's health and social care services. The Chief Executives of the Council and the Health Board will instruct the Chief Officer to keep the Integration Joint Board fully apprised regarding the community specialist children's services so that the Integration Joint Board will have oversight of operational performance of these services and work with the Health Board and other five Integration Joint Boards in the Health Board area on system wide operation, strategic planning and commissioning.

This arrangement will operate within the whole system arrangements established by the Health Board, which are in place to ensure that:-

1. Models of care for community services are delivered to enable the small number of inpatient CAMHs and children's psychiatric services to function effectively;
2. There is coordination to address issues which arise across the whole care system;
3. Service redesign and improvement are done on a whole system basis;
4. There is clinical governance oversight and responses to issues arising for the whole service system, including significant incidents;
5. There is oversight of the totality of the resources deployed with changes requiring mutual agreement; and
6. There is guaranteed mutual aid for service issues.

Annex 4: Clinical & Care Governance – Primary Supports and Relationships



WEST DUNBARTONSHIRE COUNCIL
Report by the Strategic Lead - Resources
Council: 26 February 2020

**Subject: General Services Budgetary Control Report to 31 January 2020
 (Period 10)**

1. Purpose

- 1.1** The purpose of this report is to advise on both the General Services revenue budget and the approved capital programme to 31 January 2020.

2. Recommendations

2.1 Council is asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of £0.246m (0.11% of the total budget); and
- ii) note that the capital account shows that planned expenditure and resource for 2019/20 is lower than budgeted by £20.118m (25.88% of the budget), made up of £20.368m relating to project slippage, partially offset by £0.250m relating to an in year overspend (as noted within appendices 5 to 8).

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 27 March 2019, Members agreed the revenue estimates for 2019/2020. A total net budget of £219.079m was approved for General Services, before use of balances.
- 3.2** Since the budget was set a revised Corporate structure has been agreed. The overall General Services budget did not change, however the changes to the service structure of the budget have been implemented within this report.
- 3.3** Since the budget was agreed, additional funding has been provided by Scottish Government and a total net budget of £223.112m is now being monitored:

	£m
Base Budget 19/20	219.079
Teachers Pensions – increase in employers rate (Scottish Government element)	1.132
Teachers pay award from 1 April 2019 (Scottish Government element)	2.624
Additional RSG – Licensing	0.003
Revision to Government funding assumption for counselling	0.009
Additional Funding RTTP Homelessness	0.265
Additional funding for probationers	0.207
Current Revised budget	223.319

- 3.4** The additional earmarked reserve set aside for adverse weather contingency (general and for the General Election) has not yet been adjusted for as no costs have been identified through the ledger as at period 10. This may change for future months.
- 3.5** Following the completion of the Annual Accounts 2018/19, an exercise was completed to identify recurring variances in all service areas. This has resulted in movement between services and the Contingency Fund, which has been incorporated into the report.

Capital

- 3.6** At the meeting of Council on 27 March 2019, Members also agreed the updated 10 year General Services Capital Plan for 2019/2020 to 2028/29. The next three years from 2019/20 to 2021/22 have been approved in detail with the remaining years being indicative at this stage. After adjusting for anticipated slippage from 2018/19 into 2019/20, the budget agreed for 2019/20 was £62.714m.

- 3.7** Since then, budget adjustments have taken place (through further 2018/19 capital slippage and additional external funding), revising the 2019/20 annual budget to £77.722m, as follows:

	£m
Base Budget 2019/20	33.140
Anticipated Slippage from 2018/19 – March 2019	29.574
Anticipated budget 2019/20 (Council – March 2019)	62.714
Additional slippage from 2019/20 – following year end	5.323
Revised Base Budget 2019/20 – following year end	68.037
<u>New Funding:</u>	
Town Centre Fund (Scottish Govt)	0.859
Electrical Charging Points (Transport Scotland)	0.170
Public Transport Projects (SPT)	0.500
Dalreoch/ Balloch Park & Ride (SPT)	0.050
CWSS additional grant	0.030
Improvement Cyber Security (S.Govt)	0.023
Sports pitches (Sports Scotland)	0.020
<u>Acceleration of Project:</u>	
Heritage Capital Fund	0.245

<u>Additional budget approved:</u>	
District Heating Network	4.400
Acceleration of Regeneration Budget for District Heating Commercial Costs	3.509
<u>Funding no longer available (time limited):</u>	
Footways Funding	(0.116)
Reduction in CFCR required	(0.005)
Revised Budget 2019/20	77.722

4. Main Issues

Revenue

- 4.1 The summary report at Appendix 1 currently identifies a projected annual favourable variance (underspend) of £0.246m (0.11% of the total budget) and service reports by Strategic Leads are attached as Appendix 2.
- 4.2 Notes on the projected annual variances in excess of £0.050m are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3 Agreed savings and management adjustments actioned within 2019/20 are monitored with current indications showing that of the total target being monitored (£2.739m) and £0.152m is currently projected not to be achieved.
- 4.4 The latest budgetary control report to Health and Social Care Partnership Board 19 February 2020 reported a projected underspend of £0.520m. It is not anticipated at this time that there would be an impact on the Council.

Capital

- 4.5 The current progress on the capital plan is shown in Appendices 5 to 8.
- 4.6 The overall programme summary report at Appendix 5 shows that planned expenditure and resource for 2019/20 is lower than budgeted by £20.118m (25.88% of the budget), made up of £20.368m relating to project slippage, partially offset by £0.250m relating to an in year overspend.
- 4.7 Appendix 5 also provides both an analysis of the overall programme at each alert status and a summary budgetary control report. The tables at the top detail both the number of projects and the corresponding spend as a percentage of the overall programme currently at red, amber or green alert status for project life and the current year.
- 4.8 Appendix 6 details financial analysis of projects at red status and Appendix 7 is amber, with additional information on action being taken to minimise or mitigate under or overspends where possible. Appendix 8 provides an analysis of projects at green status (please note that, where appropriate, some of the project end dates were revised at start of the year). Appendix 9 provides an analysis of resources.

- 4.9** From the analysis within the appendices it can be seen that there are nine projects with material slippage, these are listed as follows:

Project Name	Current Slippage (£m)
Red Projects	
Vehicle Replacement	3.537
Posties Park Sports Hub	0.728
Westbridgend Community Centre	0.634
Flood Risk Management	0.518
Gruggies Burn Flood Prevention	4.170
A813 Road Improvements – phase 1	0.676
A811 Lomond Bridge	3.353
Depot Rationalisation	1.004
Regeneration Fund	0.694
Amber Projects	
Exxon City Deal	0.896
Town Centre Fund	0.829
Total	17.039

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

8. Risk Analysis

- 8.1** The main risks are as follows:

- (a) The present variances should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results for both the revenue and capital budgets; and
- (b) As a consequence of current market conditions, capital receipts may either not be received or they may be less than anticipated, or may be received later than expected. A shortfall in capital receipts may affect the revenue budget position due to the assumption within the budget of £4m capital receipts being used to fund loan charges. Currently, there is a risk that the full £4m will not be achieved, however this is being closely

monitored and a mitigation was agreed at Council in January 2020 to deal with this risk.

9. Equalities Impact Assessment (EIA)

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

10. Environmental Sustainability

10.1 No assessment of environmental sustainability was required in relation to this report.

11. Consultation

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

12. Strategic Assessment

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

Stephen West
Strategic Lead - Resources

Date: 20 February 2020

Person to Contact: Gillian McNeilly, Finance Manager
Council Offices, Church Street, Dumbarton
Telephone: (01389) 737194
E-mail: gillian.mcneilly@west-dunbarton.gov.uk

Appendices:

Appendix 1 -	Revenue Budgetary Control 2019/20 – Corporate Summary
Appendix 2 -	Revenue Budgetary Control 2019/20 – Strategic Lead Summaries
Appendix 3 -	Analysis of Revenue Variances over £50,000
Appendix 4 -	2019/20 Savings and Management Adjustments Monitoring
Appendix 5 -	Overall Capital Programme Summary Financials
Appendix 6 -	Analysis of Projects at Red Status
Appendix 7 -	Analysis of Projects at Amber Status
Appendix 8 -	Analysis of Projects at Green Status
Appendix 9 -	Analysis of Resources

Background Papers: Ledger output – period 10
General Services Revenue Estimates 2019/20
General Services 10 Year Capital Plan Update - Council 27
March 2019

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
SUMMARY

APPENDIX 1

PERIOD END DATE 31 January 2020

Department Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20	Annual RAG Status
	£000	£000	£000	£000	%
Strategic Director - Transformation & Public Sector Reform	615	778	565	(50)	-8%
Resources	5,475	6,826	5,387	(88)	-2%
Regulatory	2,584	2,016	2,497	(87)	-3%
People & Technology	6,032	5,111	5,977	(55)	-1%
Communications, Culture, Community and Facilities	17,052	14,181	16,871	(181)	-1%
Education, Learning and Attainment	96,915	81,023	97,413	498	1%
Neighbourhood	14,507	10,786	14,504	(3)	0%
Housing and Employability	4,820	3,750	4,738	(82)	-2%
Regeneration	(2,767)	1,020	(2,784)	(17)	1%
Miscellaneous Services	5,847	4,980	6,212	365	6%
Loan Charges	6,897	5,747	6,897	0	0%
Requisition (VJB)	750	625	750	0	0%
Requisition (SPT)	1,592	1,326	1,592	0	0%
Requisition (CJP)	2,017	1,681	2,017	0	0%
Requisition (HSCP)	67,571	56,309	67,571	0	0%
Non GAE Allocation	(6,953)	(5,795)	(6,953)	0	0%
Contingency Fund	366	(180)	(180)	(546)	-149%
Total Expenditure	223,319	190,186	223,073	(246)	0%
Council Tax/CT Replacement Scheme	(34,797)	(29,943)	(34,797)	0	0%
Revenue Support Grant/ NDR	(187,547)	(165,476)	(187,547)	0	0%
Use of Reserves	(975)	(813)	(975)	0	0%
Total Resources	(223,319)	(196,232)	(223,319)	0	0%
Net Expenditure	0	(6,045)	(246)	(246)	-0.11%

WEST DUNBARTONSHIRE COUNCIL
 REVENUE BUDGETARY CONTROL 2019/2020
 STRATEGIC DIRECTOR - TRANSFORMATION & PUBLIC SECTOR REFORM

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
	£000	£000	£000	£000	%	
Service Summary						
Procurement	615	778	565	(50)	-8%	↑
Total Net Expenditure	615	778	565	(50)	-8%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
RESOURCES SUMMARY

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Audit	150	296	125	(25)	-17%	↑
Central Administration Support	2,389	1,839	2,317	(72)	-3%	↑
Finance	1,397	1,299	1,407	10	1%	↓
Rent Rebates & Allowances	(46)	1,500	(46)	0	0%	→
Revenues & Benefits	2,059	1,924	2,062	3	0%	↓
Finance Business Centre	284	203	285	1	0%	↓
Cost of Collection of Rates	24	0	24	0	0%	→
Cost of Collection of Council Tax	(782)	(235)	(787)	(5)	1%	↑
Total Net Expenditure	5,475	6,826	5,387	(88)	-2%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
REGULATORY SUMMARY

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Democratic and Registration Service	733	570	714	(19)	-3%	↑
Environmental Health/ Trading Standards	668	567	695	27	4%	↓
Licensing	(120)	(93)	(97)	23	-19%	↓
Legal Services	879	808	882	3	0%	↓
Planning	424	164	303	(121)	-29%	↑
Total Net Expenditure	2,584	2,016	2,497	(87)	-3%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
PEOPLE AND TECHNOLOGY

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Transactional Services	645	515	643	(2)	0%	↑
Human Resources (including risk)	1,215	906	1,193	(22)	-2%	↑
Information Services	3,858	3,399	3,839	(19)	0%	↑
Change Support	314	291	302	(12)	-4%	↑
Total Net Expenditure	6,032	5,111	5,977	(55)	-1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
COMMUNICATIONS, CULTURE AND COMMUNITIES

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Communications & Marketing	307	248	318	11	4%	↓
Citizen Services	1,363	1,041	1,320	(43)	-3%	↑
Performance & Strategy	348	261	341	(7)	-2%	↑
Libraries, Museums, Culture	1,703	1,303	1,722	19	1%	↓
Arts and Heritage	453	339	425	(28)	-6%	↑
Office Accommodation	1,496	1,176	1,536	40	3%	↓
Clydebank Town Hall	375	275	385	10	3%	↓
Catering Services	4,121	3,171	3,962	(159)	-4%	↑
Building Cleaning	1,473	1,239	1,472	(2)	0%	↑
Building Cleaning PPP	(261)	(249)	(257)	4	-2%	↓
Facilities Assistants	2,087	1,456	1,933	(154)	-7%	↑
Facilities Management	327	282	337	10	3%	↓
Leisure Management	3,141	3,545	3,271	130	4%	↓
Events	120	94	107	(12)	-10%	↑
Total Net Expenditure	17,052	14,181	16,871	(181)	-1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
EDUCATION, LEARNING AND ATTAINMENT

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Primary Schools	27,727	23,319	27,870	142	1%	↓
Secondary Schools	26,446	22,797	26,717	271	1%	↓
Specialist Educational Provision	14,897	12,749	15,570	673	5%	↓
Psychological Services	491	340	430	(61)	-12%	↑
Sport Development / Active Schools	579	439	579	(0)	0%	↑
Early Education	8,544	3,915	8,337	(207)	-2%	↑
PPP	14,776	14,623	14,531	(246)	-2%	↑
Cultural Services	564	564	564	0	0%	→
Curriculum for Excellence	182	159	182	(0)	0%	↑
Central Admin	252	258	297	45	18%	↓
Workforce CPD	340	225	253	(87)	-26%	↑
Performance & Improvement	430	336	424	(6)	-1%	↑
Education Development	1,687	1,299	1,661	(26)	-2%	↑
Raising Attainment - Primary	0	0	0	0	0%	→
Raising Attainment - Secondary	(0)	0	0	0	-100%	↓
Pupil Equity Fund (including LAC PEF)	(0)	0	0	0	-100%	↓
Total Net Expenditure	96,915	81,023	97,413	498	1%	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
NEIGHBOURHOOD

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Roads Operations	(872)	(864)	(851)	21	-2%	↓
Roads Services	4,169	2,854	4,136	(33)	-1%	↑
Transport, Fleet & Maintenance Services	(428)	(84)	(424)	3	-1%	↓
Grounds Maintenance & Street Cleaning Client	7,363	6,136	7,363	0	0%	→
Outdoor Services	234	227	270	36	15%	↓
Burial Grounds	(139)	(44)	(124)	15	-11%	↓
Crematorium	(948)	(615)	(893)	55	-6%	↓
Waste Services	7,674	5,775	7,565	(109)	-1%	↑
Depots	0	0	0	0	0%	→
Ground Maintenance & Street Cleaning Trading A/c	(2,547)	(2,598)	(2,537)	10	0%	↓
Total Net Expenditure	14,507	10,786	14,504	(3)	0%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
HOUSING AND EMPLOYABILITY

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Working 4 U	2,892	2,492	2,877	(15)	-1%	↑
Communities	860	572	829	(32)	-4%	↑
Homeless Persons	510	411	504	(6)	-1%	↑
Private Sector housing	43	17	42	(1)	-2%	↑
Anti Social Behaviour	514	259	487	(27)	-5%	↑
Total Net Expenditure	4,820	3,750	4,738	(81)	-2%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
REGENERATION

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Housing Maintenance Trading A/c	(1,239)	(975)	(1,270)	(31)	2%	↑
Housing Asset and Investment	49	4	5	(43)	-89%	↑
Corporate Assets and Capital Investment Programme	(2,227)	1,786	(2,144)	84	-4%	↓
Economic Development	368	201	375	8	2%	↓
Central Repairs & Maintenance	(238)	(163)	(250)	(12)	5%	↑
Private Sector Housing Grants	94	(112)	97	2	2%	↓
Consultancy Services	427	279	402	(25)	-6%	↑
Total Net Expenditure	(2,767)	1,020	(2,784)	(17)	1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
MISCELLANEOUS

APPENDIX 2

PERIOD END DATE

31 January 2020

Service / Subjective Summary	Total Budget 2019/20	Spend to Date 2019/20	Projected Spend	Variance 2019/20		Annual RAG Status
Service Summary	£000	£000	£000	£000	%	
Sundry Services	3,415	3,322	3,756	341	10%	↓
Members Allowances, etc	597	378	583	(14)	-2%	↑
European Employability	510	425	510	0	0%	→
Chief Executive, Directors and Strategic Leads	1,325	855	1,363	38	3%	↓
Total Net Expenditure	5,847	4,980	6,212	365	6%	↓

YEAR END DATE

31 January 2020

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

Strategic Director - Transformation and Public Sector Reform

Procurement	615	565	(50)	-8%	↑
Service Description	This service provides a purchasing & procurement service for the Council				
Main Issues / Reason for Variance	Main reason for the favourable variance is vacancies.				
Mitigating Action	No action required				
Anticipated Outcome	Underspend is anticipated				

Resources

Central Administration Support	2,389	2,317	(72)	-3%	↑
Service Description	This services deals with administration functions within the Authority				
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	It is anticipated that the underspend will continue throughout the year				

Regulatory

Planning	424	303	(121)	-29%	↑
Service Description	This Service provides Building & Planning services				
Main Issues / Reason for Variance	There are two main reasons for the favourable variance, income is higher than budgeted and there are a number of vacant posts. This is a demand led budget for income and can fluctuate throughout the year.				
Mitigating Action	No action required				
Anticipated Outcome	Underspend is anticipated				

Communications, Culture, Community and Facilities

Catering Services	4,121	3,962	(159)	-4%	↑
Service Description	Catering Services across WDC				
Main Issues / Reason for Variance	Although there is an adverse variance against employee costs this is more than offset by income from Early Years expansion (which has resulted in additional expenditure on posts/hours and the provision of meals to the ELCCs).				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

YEAR END DATE

31 January 2020

Budget Details	Variance Analysis				RAG Status
	Total Budget	Projected Spend	Variance		
	£000	£000	£000	%	
Facilities Assistants	2,087	1,933	(154)	-7%	↑
Service Description	This service provides Facility Assistants throughout WDC buildings				
Main Issues / Reason for Variance	There has been a reduction in Facilities Assistant overall employee costs for a variety of reasons - rationalisation of schools estate and campus approach; timing of filling vacant posts. In addition there has been an increase in income from out of hours cleaning requests and work related to early years expansion.				
Mitigating Action	The vacancies have been managed throughout the year taking cognisance of demand from service users to ensure no effect on service delivery				
Anticipated Outcome	Underspend will be achieved				
Leisure Management	3,141	3,271	130	4%	↓
Service Description	Payment to West Dunbartonshire Leisure Trust for leisure services				
Main Issues / Reason for Variance	The savings anticipated in respect of review of community facilities managed by WDLT have not been achieved .				
Mitigating Action	Savings options were taken to Community Consultation and work to identify the best options for delivery of the saving whilst preserving local access to facilities is continuing.				
Anticipated Outcome	Due to time required to action any recommendations, it is expected that savings will not be achievable in 2019/20				
Education , Learning and Attainment					
Primary Schools	27,727	27,870	142	1%	↓
Service Description	This service area includes all Primary Schools.				
Main Issues / Reason for Variance	The main variances arise because teacher salaries are slightly greater than assumed in the budget and savings from teacher turnover and APT&C staff have not materialised . In addition there are adverse maternity costs of £115k. This has been partly offset by additional income, mainly from staff secondments (£125k).				
Mitigating Action	Management will continue to review the service and take action were appropriate to minimise the overspend				
Anticipated Outcome	An overspend is likely to continue				

YEAR END DATE

31 January 2020

Budget Details	Variance Analysis				RAG Status
	Total Budget	Projected Spend	Variance		
	£000	£000	£000	%	
Secondary Schools	26,446	26,717	271	1%	↓
Service Description	This service area includes all Secondary Schools.				
Main Issues / Reason for Variance	The main adverse variances are the significant drop in demand for school meals and vending machine income in the secondaries (£181k) and the school meals income budget being overstated (£62k). In addition teacher costs, including cover/maternity, are higher than budgeted (£68k) . Adverse variances are also partly offset by non-teaching vacancies and a projected underspend on the school bus contract.				
Mitigating Action	Management will continue to review the service and take action were appropriate to minimise the overspend				
Anticipated Outcome	An adverse variance is likely to continue				
Specialist Educational Provision	14,897	15,570	673	5%	↓
Service Description	This service area covers all ASN Services.				
Main Issues / Reason for Variance	The overspend on day care placements (£273k) and residential placements (£267k) continues following the placement of several cases with needs that could not be accommodated within the existing schools' estate. The number of day care placements is 1.7% higher than at this time last year and average placement costs are 8.5% higher. Although the average residential cost placement is 3.4% less than last year (due to the cessation of a particularly high placement) the number of pupils placed in residential is 20% higher than last year.				
Mitigating Action	Management will continue to review placements with a view to minimising this overspend				
Anticipated Outcome	An adverse variance is likely to continue given the nature of the day care placements				
Psychological Services	491	430	(61)	-12%	↑
Service Description	This service provides Psychological Support to pupils within West Dunbartonshire.				
Main Issues / Reason for Variance	Income from reallocated salaries is now forecast higher than budgeted				
Mitigating Action	No action required				
Anticipated Outcome	A favourable variance likely to continue.				

YEAR END DATE

31 January 2020

Budget Details	Variance Analysis				RAG Status
	Total Budget	Projected Spend	Variance		
	£000	£000	£000	%	
Early Education	8,544	8,337	(207)	-2%	↑
Service Description	This services area includes all Early Years establishments within West Dunbartonshire.				
Main Issues / Reason for Variance	Employee costs are showing an underspend mainly due to staff vacancies. Some of this is roll-related (and will change as roll numbers rise during the year) and some will be due to delays in the recruitment process.				
Mitigating Action	Staffing costs vary continuously due to statutory staff/children ratios. Vacancies will continue to be monitored to ensure the most efficient use of staffing and resources. Recruitment is ongoing and a number of new starts are anticipated to be in post by the end of January. This will ensure that the level of service - dictated by roll numbers - is not adversely affected.				
Anticipated Outcome	A favourable variance is projected at the year end.				
PPP	14,776	14,531	(246)	-2%	↑
Service Description	This service area includes Vale of Leven, Clydebank High and St Peter the Apostle High Schools and St Eunan's Primary School. The costs charged to this service are Property costs and the Unitary charge.				
Main Issues / Reason for Variance	This favourable variance is attributable to lower than anticipated utility costs which reflect the 2018/19 outturn				
Mitigating Action	No action required				
Anticipated Outcome	A favourable variance is projected at the year end.				
Workforce CPD	340	253	(87)	-26%	↑
Service Description	This service covers teacher training and professional development				
Main Issues / Reason for Variance	There has been a transfer of employee costs to SAC to cover the Children Neighbourhood Co-ordinator function				
Mitigating Action	No action required				
Anticipated Outcome	A favourable variance is projected at the year end				

YEAR END DATE

31 January 2020

Budget Details	Variance Analysis				RAG Status
	Total Budget	Projected Spend	Variance		
	£000	£000	£000	%	
Roads and Neighbourhood					
Crematorium	(948)	(893)	55	-6%	↓
Service Description	This service provides crematorium services within the Council area				
Main Issues / Reason for Variance	The main reason for the adverse variance is due to income from cremations being less than anticipated				
Mitigating Action	This service is dependant on mortality rates in the area. Costs are mainly fixed and as such minimal reductions are evident				
Anticipated Outcome	Shortfall In Income				
Waste Services	7,674	7,565	(109)	-1%	↑
Service Description	Waste Collection and Refuse disposal services				
Main Issues / Reason for Variance	This favourable variance is a combination of underspend on staffing due to reduced cover requirements and lower publicity/promotions costs				
Mitigating Action	No action required				
Anticipated Outcome	Underspend anticipated				
Regeneration					
Corporate Assets and Capital Investment Programme	(2,227)	(2,144)	84	-4%	↓
Service Description	This service provides asset and estate management				
Main Issues / Reason for Variance	The variance is linked with reduced rental income projected, additional property costs (NDR), partially offset due to staffing efficiencies				
Mitigating Action	Officers will review costs and take action where possible to minimise any overspend				
Anticipated Outcome	an overspend is anticipated				
Miscellaneous					
Sundry Services	3,415	3,756	341	10%	↓
Service Description	This service area budgets for non departmental specific costs such as pensions costs, external grants and elderly welfare payments, external audit fees and insurance costs. The service heading also holds a number of general savings options which have still to be fully allocated				
Main Issues / Reason for Variance	The main variances identified were in relation to insurance excesses (based upon recent historic data), ongoing property costs following the closure of some HSCP properties (costs reverting back to the Council, rather than funded by HSCP) and pension costs				
Mitigating Action	Management will continue to monitor and maximise actions taken to achieve a level of savings, where appropriate				
Anticipated Outcome	An overspend is anticipated				

YEAR END DATE

31 January 2020

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

Other

Contingency Fund	366	(180)	(546)	-149%	↑
Service Description	The contingency fund is used to accommodate externally influenced movements in service budgets				
Main Issues / Reason for Variance	The balance held in the contingency fund relates to a proportion of the budget for Carbon Reduction Commitment no longer being required and a balance of service budget following the annual recurring variance exercise				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

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

Appendix 4

Efficiency reference	Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA1	Corporate Review of Service Management structures	250,000	250,000	-	
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	-	
MA6	Stop providing newspapers, tea, coffee, milk, etc to elected members.	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	-	
MA11	Reduce budget for upskilling of early years workforce - not required due to high levels of qualifications in place	19,319	19,319	-	
MA12	Reduce Payment to Other Bodies - Education due to improved in-house capacity and capabilities	80,000	80,000	-	
MA13	Education Service Rationalisation	81,000	81,000	-	
MA14	Provision of food hygiene training to Working from U and other parts of the Council (Facilities Management) EH	1,000	1,000	-	
MA15	Reduce revenue maintenance budget in Roads following capital investment	50,000	50,000	-	
MA16	Restructure Environment & Neighbourhood services across the 4 services to reflect current service delivery proposals	150,000	127,680	22,320	Not anticipated to be fully achieved due to the timing of VER/VS/redeployment
MA17	Reduction in management fee for WDLT	150,000	150,000	-	
MA18	Capitalisation of staff costs across Roads, Transport and Greenspace as a result of time required to manage the significant capital investment	350,000	350,000	-	
MA19	Undertake a proportion of asbestos surveys in void houses in-house rather than use an external contractor to deliver all survey work.	3,000	3,000	-	

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

Appendix 4

Efficiency reference	Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA20	Undertake legionella risk assessments in house rather than using external contractor.	10,000	10,000	-	
MA21	Economic Development - Other Funding - end contribution towards Great Scottish Swim to zero	10,000	10,000	-	
MA22	Regeneration Services restructure	36,409	36,409	-	
MA23	Capitalise appropriate Regeneration team staff costs	50,663	50,663	-	
MA24	Increased capitalisation of staff costs across Asset Management following a review of time spent to manage the significant capital investment	433,000	433,000	-	
MA26	Increased charge to Renfrewshire Council for management of Empty Homes Service	3,000	3,000	-	
MA27	Budget for Internships reduced	15,000	15,000	-	
MA28	Homelessness (Housing Solutions) Service Redesign	25,000	25,000	-	
MA29	30+ employment grant to be incorporated into EU funded programme	35,000	35,000	-	
MA31	Restructure of Anti-Social Behaviour & Estate Caretaking Services	57,528	57,528	-	
SO	Overtime saving	150,000	150,000	-	
MA	Overtime saving	150,000	150,000	-	
SO25	Undertake a review of Community Facilities operated by WDLT	130,000	-	130,000	
		2,739,062	2,586,742	152,320	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE 31 January 2020

PERIOD 10

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	20	21.5%	59,339	30.0%	20	21.5%	14,540	36.2%
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	17	18.3%	52,928	26.7%	17	18.3%	2,987	7.4%
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	56	60.2%	85,679	43.3%	56	60.2%	22,602	56.3%
TOTAL EXPENDITURE	93	100%	197,946	100%	93	100%	40,129	100%
Project Status Analysis	Project Life Financials				Current Year Financials			
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000
Red								
Projects are forecast to be overspent and/or significant delay to completion	113,981	59,339	114,944	963	36,417	14,540	19,255	(17,162)
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	94,260	52,928	94,427	167	8,306	2,987	4,431	(3,875)
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	127,010	85,679	127,017	7	32,999	22,602	33,918	919
TOTAL EXPENDITURE	335,252	197,946	336,388	1,136	77,722	40,129	57,605	(20,118)
TOTAL RESOURCES	(335,252)	(197,946)	(336,389)	(1,137)	(77,722)	(40,129)	(57,605)	20,117
NET EXPENDITURE	0	0	(0)	(0)	0	0	(0)	(0)

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

APPENDIX 6

MONTH END DATE

31 January 2020

PERIOD

10

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

Heritage Capital Fund

Project Life Financials	4,000	17	0%	4,000	0	0%
Current Year Financials	597	17	0%	195	(402)	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 Clydebanks Library, and in April 2019 approved £0.252m to upgrade Clydebanks Town Hall roof and stonework. In November 2019 Committee approved £1.408m investment at Clydebanks Town Hall, £0.575m investment in a new museum in the basement of Clydebanks Library, and £0.015m in consultancy work to scope out improvements at the Back Door Gallery. Forecast spend for 2019/20 is estimated to be £0.146m with £0.451m required to be rephased to 2020/21. Overall spend is behind forecast as a result of delays to the Alexandria Library project and the roof and stonework project at the Town Hall. This was the result of competing priorities and some unexpected absences amongst the asset project team. All projects are expected to be back on track in 2020/21.

Mitigating Action

None required.

Anticipated Outcome

Project to be delivered on budget and within revised timescale.

Kilpatrick School - New Build

Project Life Financials	10,719	10,687	100%	10,836	117	1%
Current Year Financials	56	173	306%	173	117	207%
Project Description	Design and build of construction of Additional Support Needs School.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

The Final Account has yet to be agreed and will require to be negotiated as the contractor is claiming additional monies beyond the contract sum and available budget, which generates a financial risk that Officers are seeking to mitigate where possible. At present, the forecast outturn is anticipating an overspend in the region of £0.387m which constitutes the additional asbestos removal costs and the final 1.5% retention which there is a contractual obligation to pay. Previously an anticipated overspend has been reported but there is a risk this may increase because the contractor has applied for payment greater than the agreed contract sum and has also submitted a loss and expense claim which is currently being determined. Officers continue to work to fully agree the final account and determine the extent of overspend. Project was physically complete November 2017 with retentions due to be paid when all defects are rectified. At this time there are two defects still to be resolved, however it is anticipated retention release will occur this financial year.

Mitigating Action

Opportunities to mitigate are limited at this time. The Council are obligated to make substantiated payment, however continue to meet with Hubwest on a monthly basis with a view to agreeing the final account and resolving the financial position.

Anticipated Outcome

Project complete albeit over budget.

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

APPENDIX 6

MONTH END DATE

31 January 2020

PERIOD

10

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

OLSP - New Build

Project Life Financials	3,677	4,092	111%	4,092	415	11%
Current Year Financials	0	8	0%	8	8	0%
Project Description	Design and construction of new Secondary School in Bellsmyre, Dumbarton.					
Project Lifecycle	Planned End Date	31-Mar-19	Actual End Date	31-Mar-19		

Main Issues / Reason for Variance

Project handed over and school opened on 25 October 2017, snagging process is complete and retentions have been released in relation to the new build. Originally £0.264m was contained within the budget for demolition but this was exceeded by £0.134m. Abnormals in respect of ground conditions also required to be paid from WDC Capital Contributions. Demolition is now complete and retentions of £0.010m on demolition project are due January 2020. The remaining overspend of £0.273m is in relation to late contractor change notices.

Mitigating Action

None available at this time due to cost of demolition being in excess of budgetary provision.

Anticipated Outcome

New Build opened to pupils on 25 October 2017 in line with the programme, however due to the tender for the demolition being in excess of budgetary provision and additional costs required to be paid from WDC capital contribution the project will report an overspend of £0.417m.

New Balloch Campus

Project Life Financials	16,479	16,691	101%	16,710	231	1%
Current Year Financials	18	24	135%	28	10	57%
Project Description	Construction of new primary school in Balloch to incorporate St Kessog's PS, Haldane PS and Jamestown PS and EE&CC.					
Project Lifecycle	Planned End Date	31-Mar-20	Actual End Date	31-Mar-20		

Main Issues / Reason for Variance

The main construction project reached the end of the defect rectification period on 9 February 2019, however retention of £0.016m is currently being held and will be released when the Making Good Defects certificate is issued which is forecast prior to the end of this financial year. The overall project is reporting an anticipated overspend of £0.246m at this time and is expected to be financially complete by 31 March 2020 with the release of the Haldane demolition figure.

Mitigating Action

None available.

Anticipated Outcome

Delivery of project on programme, however forecast overspend in the region of £0.246m.

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

Vehicle Replacement

Project Life Financials	4,571	825	18%	4,571	0	0%
Current Year Financials	4,605	858	19%	1,068	(3,537)	-77%

Project Description Replacement of vehicles which have reached end of programmed lifespan (7 year heavy vehicles, 10 year light vehicles).

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-21

Main Issues / Reason for Variance

The Tendering Committee approved the Contract Authorisation Report for the Provision of Passenger Buses at its September 2019 meeting. Purchase orders have been placed with the successful tenderers. The replacement buses are currently being built to the Council's specification and deliveries of the buses are expected to commence in March 2020. A Contract Authorisation Report for the procurement of Light Commercial Vehicles and Cars will be submitted to the February 2020 Tendering Committee meeting. The Stop Safe safety enhancement installation programme for the Council's waste collection vehicle fleet is complete. At this time it is anticipated that £1.068m will be spent this year with £3.537m being rephased for completion of the project in 2020/21.

Mitigating Action

None available at this time due to build lead in times for HGV and buses.

Anticipated Outcome

Replacement of fleet later than anticipated.

Kilmaronock Cemetery Extension

Project Life Financials	217	0	0%	217	0	0%
Current Year Financials	217	0	0%	20	(197)	-91%

Project Description Extension of existing cemetery at Kilmaronock.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Dec-19

Main Issues / Reason for Variance

The original planned project to extend the current cemetery is no longer viable due to soil depth and land being unsuitable. Another field adjacent to the church has been identified as potentially being suitable, however this land is currently owned by Church of Scotland. Estates have now made final contact with Church of Scotland and are awaiting response and permission to carry out site investigation works to see if the ground is suitable to be used for the cemetery extension. Given the delay in Church of Scotland's response at this time it is estimated that only approx. £0.020m will be spent in 2019/20 with £0.197m required to be rephased to 2020/21.

Mitigating Action

Officers to engage with Church of Scotland regarding possible use of land in field adjacent to take the project forward.

Anticipated Outcome

To provide further burial space at Kilmaronock Cemetery although later than anticipated.

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

Posties Park Sports Hub - New sports hub to include Gym & running track

Project Life Financials	1,802	79	4%	2,002	200	11%
Current Year Financials	1,656	19	1%	928	(728)	-44%
Project Description	Creation of a sports hub at Posties/Marinecraft to include a new changing pavilion/Gym, new all-weather running track and new sports hall.					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Oct-20		

Main Issues / Reason for Variance

Initial cost estimates indicated a budget shortfall of £0.300m due to ground conditions meaning that the foundations had to be designed to be more substantial than first anticipated and decontamination that was required due to asbestos discovered on site. As a result of this value engineering exercises have been undertaken which would have brought the project back within budget, however the revised plans were not approved by Planning. Following discussions with Planning a design has now been agreed which will result in a project overspend of £0.200m. Contract was awarded August 2019 and revised start date yet to be confirmed, however it is anticipated that £0.928m will be spent this financial year with £0.728m of this years budget being rephased to 2020/21. The revised forecast spend in 2020/21 is therefore £1.014m, (£0.086m base budget for 2020/21, £0.728m slippage from 2019/20, £0.200m anticipated over spend). Giving the revised overall forecasted spend for the life of the project at £2.002m.

Mitigating Action

None required at this time.

Anticipated Outcome

Creation of sports hub now anticipated during 2020.

New Westbridgend Community Centre

Project Life Financials	675	41	6%	675	(0)	0%
Current Year Financials	635	1	0%	1	(634)	-100%
Project Description	New Westbridgend Community Centre.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Feasibility designs are ongoing and various positive meetings have taken place with the group. Designs have now been approved to allow progression to planning application stage.

Mitigating Action

None available at this time.

Anticipated Outcome

Project to be delivered later than anticipated due to various factors.

New Sports Changing Facility at Duntocher

Project Life Financials	300	12	4%	300	0	0%
Current Year Financials	300	12	0%	3	(297)	-99%
Project Description	New Sports Changing Facility at Duntocher.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Work was anticipated to start December 2019 pending planning permission being granted, however planning application now requires to be reviewed and resubmitted following objections to original design. As a result £0.297m will now be rephased to 2020/21.

Mitigating Action

Continue to liaise with Planning to take the project forward and prevent further delay.

Anticipated Outcome

To deliver new sports changing facility.

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

Flood Risk Management

Project Life Financials	781	263	34%	781	0	0%
Current Year Financials	781	263	34%	263	(518)	-66%
Project Description	Enhancement of drainage infrastructure to ensure compliance with Flood Risk Management					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Contractor has been engaged to take on flood risk management. Flood modelling of River Leven and other projects are under way along with works to improve water courses Balloch and Dumbarton. These will continue throughout 2019/20, however at this time it is expected that only £0.263m of the current year budget will be spent in 2019/20, with £0.518m required to be rephased to 2020/21.

Mitigating Action

Ability to mitigate is limited due to time lost due to SEPA restrictions and delay to contractual arrangements.

Anticipated Outcome

Project completed within budget albeit later than anticipated.

Gruggies Burn Flood Prevention

Project Life Financials	15,000	195	1%	15,000	0	0%
Current Year Financials	4,305	0	0%	135	(4,170)	-97%
Project Description	Commission of Gruggies Flood Prevention Scheme.					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		

Main Issues / Reason for Variance

Project design is ongoing as optioneering has produced alternative design solutions. Approval granted at August 2019 Tendering Committee and now awaiting sign off by Legal before the project can progress. Project expected to complete in 2022 with retentions due in 2023. At this time is anticipated that only £0.135m of the allocated budget for the current year will be spent with the remaining budget required to be rephased to 2020/21.

Mitigating Action

Once consultants report has been delivered, further survey works will be procured. Revised report with updated methodology will give results to topographic survey and will determine next course of action.

Anticipated Outcome

Project delivered within budget although later than anticipated.

Infrastructure - Roads

Project Life Financials	5,478	2,718	50%	5,478	0	0%
Current Year Financials	5,478	2,718	50%	4,984	(494)	-9%
Project Description	Infrastructure - Roads.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Rephasing due to works on A814 Old Kilpatrick and Cardross Road now being anticipated to be carried out in 2020/21

Mitigating Action

None required at this time.

Anticipated Outcome

Project completed on time and within budget.

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

A813 Road Improvement Phase 1

Project Life Financials	2,325	856	37%	2,325	0	0%
Current Year Financials	836	142	17%	160	(676)	-81%
Project Description	A813 Road Improvement Phase 1.					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Further works have been identified as part of a project have commenced November 2019. Project works will include resurfacing Dumbarton to Lions Gate, and consultancy and potential local land purchase which is likely to occur 2020/21. At this time it is anticipated that an element of these works will be required to be rephased to 2020/21 due to works which were being carried out by Scottish Power and are now complete. This project will also be effected by the closure of Lomond Bridge therefore at this time it anticipated that only £0.160m of the budget will be spent in 2019/20 with £0.676m required to be rephased to 2020/21.

Mitigating Action

None required at this time.

Anticipated Outcome

To provide an improved A813.

A811 Lomond Bridge

Project Life Financials	3,900	67	2%	3,900	0	0%
Current Year Financials	3,653	50	1%	300	(3,353)	-92%
Project Description	Upgrade of Lomond Bridge.					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	30-Jun-19		

Main Issues / Reason for Variance

Project contractor was approved at August 2019 Tendering Committee and physical works were expected to commence October 2019 but this has since been revised to November 2019, due to time taken with planning consents. These works have now commenced however as a result of the delay the estimated completion has been revised to June 2020. £3.4m is therefore required to be rephased to 2020/21.

Mitigating Action

None available at this time.

Anticipated Outcome

Upgrade of Lomond Bridge.

New Sports Changing Facility at Lusset Glen in Old Kilpatrick

Project Life Financials	150	5	3%	150	0	0%
Current Year Financials	150	5	3%	5	(145)	-97%
Project Description	New Sports Changing Facility at Lusset Glen in Old Kilpatrick					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Project has been delayed due to works being carried out at the site by Scottish Gas Networks. Planning permission has been submitted and start date of construction works is yet to be confirmed. It is therefore anticipated at this time that works will not be carried out until next financial year, therefore £0.145m is required to be rephased to 2020/21.

Mitigating Action

Continue to liaise with Planning to take the project forward and prevent further delay.

Anticipated Outcome

To deliver new sports changing facility.

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

Mandatory 20mph Residential communities

Project Life Financials	500	11	2%	500	0	0%
Current Year Financials	230	6	3%	6	(224)	-97%
Project Description	Mandatory 20mph Residential communities.					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

The Scottish Government are currently reviewing 20mph legislation and officers are currently awaiting clarity from them before works can resume. This review is taking longer than anticipated, with still no formal outcome from Scottish Government on how to proceed.

Mitigating Action

None available at this time as timing of review is out with Council control.

Anticipated Outcome

Project to be delivered within budget albeit later than first anticipated.

Depot Rationalisation

Project Life Financials	8,535	84	1%	8,535	0	0%
Current Year Financials	1,084	33	3%	80	(1,004)	-93%
Project Description	Depot Rationalisation.					
Project Lifecycle	Planned End Date	31-Mar-23	Forecast End Date	31-Mar-23		

Main Issues / Reason for Variance

A revised business case is in the process of being developed. Keppie Design have been appointed as the approved contractor and Project Boards have been set up. Stage 2 development of ideas is complete, however awaiting commercial status of potential vacant site. Managers and staff workshops are underway and briefing on developments will be reported at a later Project Board. In light of recent discussions around requirement for potential waste management station and change in service delivery for Greenspace, Roads and Waste & Transport services, the budget allocation of £1.084m will not now be fully committed by March 2020. Forecast spend in 2019/20 is £0.080m which will be allocated against cost modelling, site investigations, undertaking condition surveys, and therefore £1.004m is required to be rephased once a clearer timeline is understood.

Mitigating Action

None available at this time.

Anticipated Outcome

Project business case will be brought back to project board and Council when the implication of shared services is known.

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

Leisure Energy projects - air handling units, upgrade lighting, circulating pumps, and draught proofing

Project Life Financials	290	62	21%	290	0	0%
Current Year Financials	231	3	1%	6	(225)	-97%

Project Description Measures to be installed at both Meadow Centre & Vale of Leven Swimming Pool; new pool hall Air Handling Units, upgrade lighting, circulating pumps Vale of Leven Swimming Pool, internal and external lighting and draught proofing.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-21

Main Issues / Reason for Variance

Works to be completed relate to Air Handling Unit (AHU) upgrades at Meadow Centre. It was decided that installing an air handling unit outside would minimise disruption to customers, staff and business. Structural engineers were required to carry out soil samples to confirm the ground was suitable to build an external base for the unit however the positive result took a considerable amount of time to return. More recent delays relate to the design and details of the new foundation slab and requires to be re-configured due to the discovery of the unusually large projection of the foundation from the face of the main building. This altered the concept of the design of the proposed foundations so further works were required before it could go to tender. Tenders for the structure have now been evaluated and planning permission has been requested but not yet granted so appears unlikely that this element of the project will complete in 2019/20 and is required to be rephased to 2020/21. At this time forecast spend in 2019/20 is £0.06m with £0.225m required to be rephased to 2020/21.

Mitigating Action

None available at this time.

Anticipated Outcome

To install air handling units, upgrade lighting, circulating pumps and draught proofing to improve energy efficiency in leisure centres. Project expected to deliver within budget albeit later than first anticipated.

Queens Quay District Heating Network

Project Life Financials	19,500	18,373	94%	19,500	0	0%
Current Year Financials	6,726	6,052	90%	6,726	0	0%

Project Description Queens Quay District Heating Network.

Project Lifecycle Planned End Date 31-Mar-21 Forecast End Date 31-Jul-20

Main Issues / Reason for Variance

An additional £3m of capital funding approved by Members at 2018 June Council meeting has been phased into 2019/20 and tender negotiations have been finalised and Letters of Intent have been issued. The principle pipe network is complete. The energy centre shell has been handed over to WDC with external works due to complete February 2020. The internal fit out has commenced with a projected completion of August 2020. The £6m grant funding has been fully spent. Additional spend of £4.4m has now been approved at a Special Council meeting on 29 October 2019.

Mitigating Action

Opportunities to mitigate are limited.

Anticipated Outcome

Project will be delivered over original budget.

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

Regeneration Fund

Project Life Financials	15,082	4,262	28%	15,082	0	0%
Current Year Financials	4,860	4,157	86%	4,166	(694)	-14%

Project Description Funding to implement major regeneration projects linked to community charrettes. (Created through underspend from Education).

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

Bowling Harbour development is on hold pending outcome of North Clyde Riverbank masterplan. Connecting Clydebank had been delayed due to issues that are now resolved with planning permission and funding - a contractor has been secured and the project will be underway during 2020. Although foreshore clearance work has now been completed at Dumbarton Waterfront accounting for spend on this budget, the overall Waterfront Pathway project is longer-term than first anticipated due to delays by the landowners. Balloch Village Square project was completed, and the remainder of the Balloch Charrette budget will be used to fund the Station Square project which is being scoped and developed during 2020. A special Council on 29 October 2019 sought and secured approval of an additional £2.609m for District Heating Network commercial costs from the existing Regeneration budget, accelerating budget from future years. This increase brings the District Heating budget from Regeneration Fund to £3.509m (£0.9m previously approved). As a result of the works required to be rephased, £0.694m of budget is required to be rephased to 2020/21.

Mitigating Action

Project complexity and the need to programme some works to avoid busy tourism periods and reliance on third parties means that mitigation is challenging.

Anticipated Outcome

Progress towards delivery of planned projects from Economic Development Strategy and Charrette Action Plans albeit later than originally anticipated. Expenditure on District Heating will be completed in Period 9.

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

Making Tax Digital

Project Life Financials	40	0	0%	40	0	0%
Current Year Financials	40	0	0%	0	(40)	-100%
Project Description	Making Tax Digital.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

No spend is now expected this financial year. Making Tax Digital deliverables/ guidance have changed since this capital bid was

Mitigating Action

None required.

Anticipated Outcome

Making Tax Digital.

ICT Modernisation

Project Life Financials	1,101	880	80%	1,101	0	0%
Current Year Financials	1,101	880	80%	997	(104)	-9%
Project Description	This budget is to facilitate ICT infrastructure and modernise working practices.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

This project will deliver a fit for purpose device estate across WDC as well as technology improvements for device and ICT Service management. This will include automating device management, license management and enhancing current processes through automation as well as the resources to deliver these projects. There has been a delay in implementation of Care First and it is now anticipated that £0.104m will be required in 2020/21.

Mitigating Action

The ability to mitigate is limited as retentions held until resilience test is successfully completed.

Anticipated Outcome

To update ICT systems within budget albeit later than first anticipated.

Telephone System Upgrade

Project Life Financials	15	0	0%	15	0	0%
Current Year Financials	15	0	0%	0	(15)	-100%
Project Description	To improve Housing Repairs telephone platform for incoming calls, providing improved					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

A successful upgrade of Repairs telephony was completed without requirement to commit this capital funding. ICT and Citizen Services will enhance the user journey further by delivering an improvement to the Out of Hours Emergency telephone lines and explore the installation of "time to wait" technology. This technology will inform citizens at the start of their call the expected wait time to speak with a member of staff. These upgrades will be delivered in 2020/21, therefore £0.015m is required to be rephased to next financial year.

Mitigating Action

None required at this time.

Anticipated Outcome

To upgrade telephone system.

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

Allotment Development

Project Life Financials	400	0	0%	400	0	0%
Current Year Financials	400	0	0%	0	(400)	-100%
Project Description	To develop an allotment site.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Mar-20		

Main Issues / Reason for Variance

Initial meetings of the project team have successfully taken place and services are currently being procured to undertake detailed soil

Mitigating Action

None available at this time.

Anticipated Outcome

Development of allotments to take pressure off current 10 year waiting list.

Clydebank Community Sports Hub

Project Life Financials	3,865	3,813	99%	3,905	40	1%
Current Year Financials	52	0	0%	30	(23)	-43%
Project Description	Creation of a community and sport hub.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Nov-19		

Main Issues / Reason for Variance

The forecast overrun is an overspend in the region of £0.040m. The reason for the forecast overspend relates to site de-watering costs incurred during the construction that were not originally captured within the scope of the project and contract sum. Officers continue to work with contractor to agree the Final Account and forecast spend in 2019/20 relates to the final retention release and pitch maintenance payments.

Mitigating Action

WDC is contractually obliged to pay the projected overspend. Officers continue to meet with the project QS and CBC regularly, with a view to agreeing the final account at the earliest opportunity.

Anticipated Outcome

New facility has been operational since October 2018 and final retention due to be released this financial year when all defects have been rectified. Project reporting a forecasted overspend.

Sports Facilities Upgrades

Project Life Financials	182	10	6%	182	0	0%
Current Year Financials	180	8	5%	60	(120)	-67%
Project Description	Project is part of wider investment in sporting facilities and is dependent on match funding from					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

The budget has been allocated for construction of 3 All weather tennis courts at Argyll Park. This project was estimated to cost £0.165m and it was hopeful that with application to The Lawn Tennis Association, match funding would be received, however following discussions with The Lawn Tennis Association in April 2018 they have only offered 25% funding. Match funding of 25% has also been provided by Sports Scotland. The project has now been tendered, and despite a value engineering exercise the project cost is expected to total £0.020m over allocated budget. As a result Sports Scotland have agreed to increase their funding by £0.020m to allow the project to progress. The contract is expected to be awarded after the tender committee on 21 January with an anticipated start date of mid February with completion end of May 2020. £0.060m is forecast to be spent before the end of this financial year with £0.120m required to be rephased to 2020/21 for completion of the project.

Mitigating Action

None available at this time.

Anticipated Outcome

To deliver project within budget albeit later than first anticipated.

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

Vale of Leven Cemetery Extension

Project Life Financials	650	165	25%	650	0	0%
Current Year Financials	485	0	0%	0	(485)	-100%
Project Description	Extension of existing cemetery in Vale of Leven.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Jul-20		

Main Issues / Reason for Variance

Difficulties in purchasing the preferred site resulted in early delays to this project. Site investigation works on the preferred site are now complete and the land was deemed suitable in October 2018. Negotiations are now complete and approval granted at February 2019 IRED committee to purchase land. Legal are now in the process of working through a legal issue that has surfaced to conclude the purchase. Once purchase is complete the project will go to tender. It is anticipated that there will be no spend this financial year.

Mitigating Action

Opportunities to mitigate are limited due to ongoing discussions with regards to purchase of land.

Anticipated Outcome

A suitable site has been identified and is in the process of being purchased to provide a sustainable burial environment, the project will be delivered on budget albeit later than originally planned.

New Sports Changing Facility Dumbarton West (Old OLSP site)

Project Life Financials	350	9	2%	350	0	0%
Current Year Financials	333	9	0%	10	(323)	0%
Project Description	New Sports Changing Facility Dumbarton West (Old OLSP site).					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

Demolition and site investigation works are complete. Planning permission has been submitted and start date of construction works to be confirmed, it is therefore unlikely that works will be complete this financial year. As a result £323k is required to be rephased into 2020/21.

Mitigating Action

Continue to liaise with Planning to take the project forward and prevent further delay.

Anticipated Outcome

To deliver new sports changing facility.

Free School Meals

Project Life Financials	199	73	37%	199	0	0%
Current Year Financials	131	4	3%	31	(100)	-76%
Project Description	Provision of Capital Funding from Scottish Government to implement free school meal initiative.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Apr-20		

Main Issues / Reason for Variance

Programme of works approved and planned to commence March 2020, however it is expected that an element of the works will be required to be carried out during Easter recess, in April 2020 due to the nature of the works.

Mitigating Action

Opportunities to mitigate are limited due to need for work to be carried out around school holidays and building services resources therefore engagement with subcontractor has now taken place to minimise further delay.

Anticipated Outcome

Project completed within budget albeit later than anticipated.

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

Infrastructure - Flooding

Project Life Financials	161	64	40%	161	0	0%
Current Year Financials	161	64	40%	80	(81)	-50%
Project Description	Essential renewal of failed drainage assets to minimise flood risk within West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Livingstone Street flooding works due to be carried out prior to scheduled resurfacing, which is dependent on the permission being granted by new filling station. Several other schemes have been identified to utilise budget, including Drymen Road Balloch drainage works, and A810 drainage works at Fairways. Works packages to be issued through civil framework and quick quote as required.

Mitigating Action

None required at this time.

Anticipated Outcome

Project completed within budget.

Office Rationalisation

Project Life Financials	21,962	21,969	100%	22,089	127	1%
Current Year Financials	490	497	102%	558	68	14%
Project Description	Delivery of office rationalisation programme.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Dec-19		

Main Issues / Reason for Variance

New Dumbarton Office has been opened to staff from 21 May 2018. On completion of final defects, the final account and retention settlement of £0.250m was paid October 2019, thereafter the remaining HES grant of £0.50m will be awarded. Contractor was awarded following the December 2018 Tender Committee to carry out the demolition for Garshake. Demolition commenced 25 February with a 36 week programme, contractor has requested an extension of time and works will now not be complete until 24 January 2020. Retention for demolition works will be paid in financial year 2020/21. The project is currently forecasting an overspend of approx. £0.68m. The current overall project overspend is due to additional costs associated with the clearance of Garshake, unforeseen internal recharges, variations to project delivery, and asbestos removal.

Mitigating Action

None available.

Anticipated Outcome

Project delivered at a higher cost than budgeted.

Oil to Gas Conversion

Project Life Financials	187	19	10%	187	0	0%
Current Year Financials	187	19	10%	19	(168)	-90%
Project Description	Oil to Gas Conversion in council buildings.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Apr-20		

Main Issues / Reason for Variance

Remaining Carleith main boiler house replacement works to be rephased to 2020/21 with works to be carried out School April 2020 recess, dependent on approval from Tender committee February. Tenders have been received with financial analysis and quality assessment complete. Meeting was held with Procurement 8 January to finalise. Braehead Primary boiler plant design complete and next stage is to commence procurement strategy.

Mitigating Action

None available at this time due to time required to fully scope project works.

Anticipated Outcome

Project will be delivered later than anticipated.

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

Solar Panel Installation

Project Life Financials	135	0	0%	135	0	0%
Current Year Financials	135	0	0%	8	(127)	-94%
Project Description	Installation of Solar Panels on Council buildings.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Apr-20		

Main Issues / Reason for Variance

Original project no longer viable. St Peter the Apostle is now being considered for PV system instead. At present a feasibility study is being worked up by BAM FM. If the financials stack up then this project will progress.

Mitigating Action

Should St Peter the Apostle not be feasible other projects will look to be brought forward.

Anticipated Outcome

Project will be delivered later than anticipated.

Regeneration/Local Economic Development

Project Life Financials	2,642	1,353	51%	2,642	0	0%
Current Year Financials	2,642	1,353	51%	2,408	(233)	-9%
Project Description	Budget to facilitate the delivery of Regeneration throughout West Dunbartonshire , aligned to the Economic Strategy 2015-20. External funding will be sought to maximise opportunities for redevelopment of these sites.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-21		

Main Issues / Reason for Variance

The budget spend accounts for a range of Economic Development projects underway this financial year including the biodiversity park at St Eunan's, there has been a requirement for increased expenditure on the site of £0.033m and more recent additional costs associated with the northern boundary fence which requires unforeseen works due to its poor structural condition that equate to approximately £0.190m. The development for the Dumbarton Waterfront Path continues with Lidl section completed end of Feb 2020. The project management of Queens Quay development continues, design development for the Town Centre Fund projects which is well advanced, Alexandria Masterplan and an NPF4 North Clyde masterplan is in development, final payments for the Balloch improvement projects and public realm improvements in Alexandria. The delay by the Mitchell Way, Alexandria, developer has meant that the funds allocated to the relocation of the gas pipe to prepare the currently-Council owned site for development will slip into next financial year.

Mitigating Action

Ongoing discussions with the Lidl developer to determine timescale for development.

Anticipated Outcome

Significant progress with transformational projects including Dumbarton Waterfront, strategic disposal sites, Alexandria town centre and further progress with implementing Charrette Action Plans.

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	£000	£000	%	£000	£000	%

Exxon City Deal

Project Life Financials	34,050	1,457	4%	34,050	0	0%
Current Year Financials	1,096	140	13%	200	(896)	-82%

Project Description As part of the City Deal project the WDC Exxon site at Bowling regeneration with alternative A82 route included.

Project Lifecycle Planned End Date 31-Mar-25 Forecast End Date 31-Mar-25

Main Issues / Reason for Variance

Regular updates are provided at every Council meeting, with City Deal papers presented at each meeting. The main issues contained within the new Council's approved Outline Business Case are still valid, which include Exxon's remediation strategy, land transfer arrangements and issues relating to adjoining owners. Until Exxon remediation strategy is approved and land transfer arrangements are resolved, only limited work can be undertaken (e.g. EIA) As the remediation strategy is being led by Exxon, at this time it is difficult to determine when it will be approved. Exxon is still in discussions with SEPA and WDC-Environmental Health to agree several items before it can be approved, however the timescales of this are outwith Council control. Prior to a commercial deal being concluded, approx. spend will be £200k this financial year.

Mitigating Action

Contained within Risk register monitored by Exxon Management Board. Technical reviews are being carried between our consultant PBA and Exxon consultants WSP to assess the proposed remediation strategy and to review historical data and reports. WDC Officers are engaged with EXXON representatives in order to assess any programme implications. EXXON is progressing with discussions with the planning department and SEPA as well as providing any technical information required.

Anticipated Outcome

Delivery of the project on time and within the increased budget.

Town Centre Fund

Project Life Financials	859	11	1%	859	0	0%
Current Year Financials	859	11	1%	30	(829)	-97%

Project Description Scottish Government funding to help improve local town centres.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-21

Main Issues / Reason for Variance

Four projects were approved at August 2019 IRED committee, three Regeneration team-led, one Asset-led. All projects are on track to be legally committed this financial year which will secure funding. However no significant actual spend is anticipated until 2020/21, when physical progression expected during spring and summer 2020.

Mitigating Action

None required.

Anticipated Outcome

To provide improved town centres in West Dunbartonshire.

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

Replace Elderly Care Homes and Day Care Centres

Project Life Financials	27,463	23,104	84%	27,463	0	0%
Current Year Financials	8,824	6,807	77%	8,472	(352)	-4%

Project Description Design and construction of replacement elderly care homes and day care centres in Dumbarton and Clydebank areas.

Project Lifecycle Planned End Date 31-Mar-22 Forecast End Date 30-May-20

Main Issues / Reason for Variance

Dumbarton Care Home achieved practical completion on 28 April 2017. There is one outstanding recorded defect yet to be rectified relating to the CHP engine and accordingly a small amount of retention has been withheld but forecast to be released this financial year. With regards to Clydebank Care Home, CCG have been in possession of the site since the end of October 2018 and have submitted an Extension of Time Programme, adding a further 5 weeks, giving a potential revised completion date of 26 June 2020. Officers are currently reviewing the extension of time request and at the moment the contract completion date is still noted as 22 May 2020, although this is likely to change. The use of the construction haul road is to cease on 22 May 2020 and the land area must be handed back to satisfy the handback conditions of the NHS licence to occupy, prior to the Health Centre contractor taking possession of this area on 26 June 2020. The critical co-ordination aspects at present are the gas, power and district heating connections. The target opening date for the new facility remains late summer 2020, allowing for circa 8 week transition period from construction completion.

Mitigating Action

Due to the complexity of working within a Masterplan development, our ability to mitigate issues is restricted to only those within our

Anticipated Outcome

New Care home provision in Clydebank currently delayed as indicated by the overall forecast end date above.

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

Electronic Insurance System - claim/incident management system

Project Life Financials	50	43	86%	50	0	0%
Current Year Financials	7	0	0%	7	0	0%

Project Description Acquisition of a claims/incident management system supported by an electronic document management system.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Works are ongoing and anticipated to be complete this financial year with full budget spend.

Mitigating Action

None available at this time.

Anticipated Outcome

Upgraded Electronic Insurance System delivered on budget.

Valuation Joint Board - Requisition of ICT Equipment

Project Life Financials	3	0	0%	3	0	0%
Current Year Financials	3	0	0%	3	0	0%

Project Description Requisition re ICT Equipment.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

The purchase of laptops and PCs were delayed into 2019/20 due to issues with the approved supplier. Full spend anticipated in 2019/20.

Mitigating Action

None available at this time.

Anticipated Outcome

Requisition re ICT Equipment.

Replacement GIS system and upgrade to eDevelopment Planning system.

Project Life Financials	51	25	50%	51	0	0%
Current Year Financials	51	25	50%	51	0	0%

Project Description Replacement GIS system and upgrade to eDevelopment Planning system.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Project is progressing with the software company on site carrying out installation, data migration and testing of the application. Project expected to be fully delivered in 2019/20.

Mitigating Action

None Required.

Anticipated Outcome

GP/GIS in Planning.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Legal Case Management System

Project Life Financials	33	0	0%	33	0	0%
Current Year Financials	33	0	0%	33	0	0%
Project Description	Legal Case Management System.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

Tenders have been returned and are currently being evaluated and full spend in 2019/20 is anticipated at this time.

Mitigating Action

None required at this time.

Anticipated Outcome

New legal case management system.

Air Quality Monitoring

Project Life Financials	30	29	98%	29	(1)	-2%
Current Year Financials	2	1	63%	1	(1)	-37%
Project Description	Air Quality Monitoring.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-19	

Main Issues / Reason for Variance

Project complete.

Mitigating Action

None required at this time.

Anticipated Outcome

Upgrade to air quality monitoring.

ICT Security & DR

Project Life Financials	450	216	48%	450	0	0%
Current Year Financials	450	216	48%	450	0	0%
Project Description	The project is for the enhancement of security systems, server replacement and the update of corporate applications to ensure compliance with 15/16 PSN requirements, to enhance the Disaster recovery capabilities of WDC.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

This project is for the enhancement of security systems, processes and associated resourcing to deliver the improvements. Replacing and improving technologies such as servers, switches and telephony are included within this work programme as well as additional technologies to enhance current resilience capabilities. The target is to ensure compliance with Public Services Network (PSN).

Mitigating Action

None Required.

Anticipated Outcome

To deliver enhanced security systems.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

AV Equipment - Education

Project Life Financials	150	5	3%	150	0	0%
Current Year Financials	150	5	3%	150	0	0%
Project Description	AV Equipment - Education					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Plans for budget are progressing and is currently at procurement stage. Full spend is anticipated in 2019/20.

Mitigating Action

None required.

Anticipated Outcome

Purchase of AV Equipment for Education.

Multi-Channel Queries -Webchat Technology

Project Life Financials	33	16	48%	16	(17)	-52%
Current Year Financials	0	(17)	0%	(17)	(17)	0%
Project Description	Introduction of Automated Switchboard Technology.					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

The Interactive Voice Response (IVR) element of the project had significant technical problems matching postcodes for addresses to our systems to allow identification of the property. As a result it has been agreed with Firmstep and WDC for a full refund on the IVR element of the project. No alternatives are available at this time so the project will report a project life underspend of £0.017m.

Mitigating Action

No further action required.

Anticipated Outcome

Upgraded System provided within budget albeit later than originally anticipated.

Civic Heart Works - Refurbishment of Clydebank Town Hall

Project Life Financials	3,341	3,317	99%	3,341	0	0%
Current Year Financials	24	0	0%	24	0	0%
Project Description	Refurbishment of Clydebank Town Hall.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

The remaining Civic Heart Works will be used to fund a kitchen upgrade to allow full utilisation of the asset for more efficient service provision especially around larger events and the provision of in-house bars. Asset Management are working with the service to deliver this financial year (2019/20) with physical works expected to begin at the end of January and last 8-10 weeks.

Mitigating Action

None required at this time.

Anticipated Outcome

Project to be delivered on budget and within revised timescale.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Upgrade of Clydebank Library

Project Life Financials	500	503	101%	500	0	0%
Current Year Financials	13	16	124%	16	3	24%

Project Description Refurbishment of the existing Clydebank Library to deliver a fit for purpose modern library designed around the needs of the customer. This will protect a historic landmark and the original Carnegie library whilst offering the potential to build upon the development of a 'cultural quarter' focused around Clydebank Town Hall.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

No issues to report.

Mitigating Action

None required at this time.

Anticipated Outcome

Full refurbishment of library delivered within budget and within amended timescales.

Transformation of Infrastructure Libraries and Museums

Project Life Financials	421	47	11%	421	0	0%
Current Year Financials	416	42	10%	194	(222)	-53%

Project Description To improve performance and efficiency of Council's Libraries and Cultural Services.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

The capital project to transform the infrastructure of Libraries and Museums slipped from 2018/9 due to unplanned absences in the senior management team, and competing priorities within other Council teams supporting the project. Installation of self-service issue equipment across the Library network has now taken place. Regarding the larger spend of replacement shelving and staff desks, the new Library Team Leader is currently working with Procurement to progress a preferred methodology to ensure maximum lasting impact of this investment. For Alexandria and Clydebank Libraries, work will be undertaken in tandem with the major improvements being progressed during 2019/20.

Mitigating Action

None available at this time.

Anticipated Outcome

Project will be delivered although will be later than originally planned.

Trading Standards Scam Prevention

Project Life Financials	10	7	65%	10	0	0%
Current Year Financials	4	0	5%	4	0	0%

Project Description Call blocking devices to be fitted to the phones of WDC's most vulnerable residents which will block unknown numbers from connecting and limiting incoming calls to only known and trusted numbers, for vulnerable consumers who may be susceptible to hard selling techniques, scams and other frauds.

Project Lifecycle Planned End Date 31-Mar-19 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

The project is continuing with a steady stream of installations being carried out for vulnerable residents as referrals are received from carers and the various care partners who have been made aware of this Trading Standards initiative. Full budget spend is anticipated in 2019/20.

Mitigating Action

None required at this time.

Anticipated Outcome

To protect WDC's most vulnerable residents from phone calls from which they may fall victim of hard selling techniques, scams and other frauds.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Supporting the mobilisation of environmental health and trading standards officers

Project Life Financials	25	24	95%	24	(1)	-5%
Current Year Financials	1	0	0%	0	(1)	-100%

Project Description New IT equipment to enable environmental health and trading standards officers to work more efficiently.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Project complete.

Mitigating Action

None required.

Anticipated Outcome

To enable environmental health and trading standards officers to work more efficiently.

Choices Programme - to assist young people who require additional support

Project Life Financials	750	750	100%	750	0	0%
Current Year Financials	185	185	100%	185	0	0%

Project Description Bringing together Central Support Services which will include relocation of Choices Programme.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Aug-19

Main Issues / Reason for Variance

Work was completed in August 2019 and school opened to pupils.

Mitigating Action

None required.

Anticipated Outcome

Project delivered.

Aitkenbar PS, St Peters PS, Andrew Cameron EE&CC

Project Life Financials	10,426	10,318	99%	10,426	0	0%
Current Year Financials	108	0	0%	66	(42)	-39%

Project Description Design and construction of new co-located school to replace 3 separate establishments.

Project Lifecycle Planned End Date 31-Mar-20 Actual End Date 31-Mar-20

Main Issues / Reason for Variance

Officers will release the Making Good Defects certificate following the recent rectification of the final 2 defects and in turn the remaining 1.5% retention will be released. The project is still forecasting an underspend of £0.210m, which was recognised in 2018/19.

Mitigating Action

None required.

Anticipated Outcome

Delivery of project on programme and under budget. Underspend was removed from budget in 2019/20.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Schools Estate Improvement Plan

Project Life Financials	20,000	1,697	8%	20,000	0	0%
Current Year Financials	1,442	1,489	103%	3,118	1,676	116%
Project Description	New Build Renton Campus and St Mary's & St Martin's refurbishment works.					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-22		

Main Issues / Reason for Variance

At the Educational Services Committee on 06 June 2018, members approved appraisal which includes the new build Renton Primary School and the refurbishment of St Marys' Primary School in Alexandria. The new build of Renton PS includes the new language & communication unit, and Riverside ELCC new build. Renton Campus (new building) is due to be complete and operational by August 2021. The remainder of the works, including demolition of the existing Renton PS, construction of MUGA pitch and staff car park are due to be complete in April 2022. Project life forecast to end with release of the final retention April 2023. The Professional Services Contract concluded, as planned, by 20 December and the construction contract was awarded in January 2020. As a result, we are in a positive position to accelerate spend from 20/21 to 19/20 for construction works and prelims for the period from January 2020 to 31 March 2020. The forecast accelerated spend is supported by a robust priced activity schedule and construction programme With regards to St Marys, works commenced October 2018 with completion of the internal upgrade anticipated to complete March 2020. Dinning hall extension and MUGA are being progressed and anticipated delivery will be during financial year 2020/21 for both of these projects. Due to the nature of some of the works, they cannot take place while the school is in operation so are required to be carried out during the school recess. At this time £4m remains unallocated until a revised school estate management plan is approved.

Mitigating Action

Project monitored regularly with site meetings and reported to Schools Estate Project Board.

Anticipated Outcome

Project delivered within budget and on time.

Schools Estate Refurbishment Plan

Project Life Financials	5,508	5,478	99%	5,508	0	0%
Current Year Financials	22	(7)	-33%	22	(0)	0%
Project Description	Completion of condition surveys has been carried out to identify works required to bring various schools from Condition C to Condition B.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

All works complete at October 2019 and now awaiting final recharges.

Mitigating Action

None required as project now complete.

Anticipated Outcome

To improve the condition of schools within budget albeit later than first anticipated.

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

Early Years Early Learning and Childcare Funding

Project Life Financials	8,562	3,344	39%	8,562	0	0%
Current Year Financials	2,977	1,259	42%	2,977	0	0%

Project Description Early learning and childcare funding awarded to West Dunbartonshire Council to facilitate the expansion in entitlement to funded ELCC to 1140 hours from August 2020.

Project Lifecycle Planned End Date 31-Mar-22 Forecast End Date 31-Mar-22

Main Issues / Reason for Variance

This budget relates to early learning and childcare funding awarded to West Dunbartonshire Council to facilitate the expansion in entitlement to funding ELCC to 1140 hours from August 2020. Implementation plan has been approved and works are now progressing. Andrew B Cameron, Braehead, Whitecreek, Levenvale and St Ronan's are all complete with Meadowview, Our Lady Of Loretto, Dalmonach and Ladyton all on site. Various works commenced on Legacy ELCC and are ongoing throughout the financial year. Works to upgrade kitchens to deal with capacity for 1140 implementation ongoing and will continue throughout the financial year.

Mitigating Action

None available at this time.

Anticipated Outcome

The project will be completed to deliver the requirements of the Early Years expansion plans.

New Levenvale Primary School All Weather Pitch

Project Life Financials	263	254	97%	263	0	0%
Current Year Financials	0	4	0%	13	13	0%

Project Description New Levenvale Primary School All Weather Pitch.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 28-Feb-19

Main Issues / Reason for Variance

Works complete with retentions of £0.013m due in 2019/20.

Mitigating Action

None required.

Anticipated Outcome

Project delivered on budget but later than originally planned.

St. Patrick's PS New Play Upgrades

Project Life Financials	200	209	105%	209	9	5%
Current Year Financials	94	104	110%	104	9	10%

Project Description New MUGA for St. Patricks Primary School and playground improvements.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 30-Jun-19

Main Issues / Reason for Variance

Works complete with retentions due 2020/21.

Mitigating Action

None required.

Anticipated Outcome

Project delivered.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Community Capital Fund

Project Life Financials	3,610	3,544	98%	3,610	0	0%
Current Year Financials	568	502	88%	568	0	0%
Project Description	Upgrade and improve recreational facilities throughout West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

There was slippage from 2018/19 and this relates to works at Inler Park, Balloch Park Slipway, Castlehill MUGA, and Dillichip Park. The planned end date has been amended to reflect this. With regards to Inler Park, this project was completed in August 2019. Castlehill upgrade to MUGA is now complete as is Dillichip Park. The contracts for the four play parks at Levensgrove Park, Balloch Park, Moss o Balloch and Central Alexandria have now been awarded and work will commence in February, with an anticipated completion date of 31st March 2020.

Mitigating Action

None required at this time.

Anticipated Outcome

Improved recreational facilities throughout WDC.

Community Sports Fund

Project Life Financials	472	406	86%	472	0	0%
Current Year Financials	92	26	28%	92	0	0%
Project Description	Match funding of up to 75% for local sports clubs to develop business cases to improve facilities.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

2017/18 was the final year of a project to fund external/community sports groups which is now closed to new applications. Officers have evaluated submissions received within the final round of applications. Full spend has been committed, however the timing of spend is dependent on external groups proceeding with projects as planned.

Mitigating Action

Officers will continue to liaise with community groups to ensure progress is made with projects.

Anticipated Outcome

Improve sport facilities to a wide range of organisations WDC.

Holm Park & Yoker Athletic FC

Project Life Financials	750	742	99%	750	0	0%
Current Year Financials	314	307	98%	307	(8)	-2%
Project Description	Develop a new 3G pitch to act as a home venue for Clydebank FC with extensive community access.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Oct-19		

Main Issues / Reason for Variance

Works commenced on site December 2018 and project complete at October 2019 and awaiting final recharges. Retentions due 2020/21.

Mitigating Action

None required.

Anticipated Outcome

Project delivered on budget but later than expected.

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	£000	£000	%	£000	£000	%

Environmental Improvement Fund

Project Life Financials	1,690	1,580	93%	1,690	0	0%
Current Year Financials	614	503	82%	590	(24)	-4%

Project Description This fund has been created to deliver environmental improvement projects for communities throughout West Dunbartonshire.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Delayed works at Mountblow are now complete with retentions of £0.024m required to be rephased to 2020/21. Officers continue to engage with community groups to take forward the remainder of the projects under the Environmental Improvement Fund budget.

Mitigating Action

None available at this time.

Anticipated Outcome

Mountblow 3G pitch completed within available budget albeit later than anticipated.

New Clydebank Leisure Centre

Project Life Financials	23,758	23,755	100%	23,758	0	0%
Current Year Financials	3	0	5%	3	0	0%

Project Description Provision of new leisure centre.

Project Lifecycle Planned End Date 31-Mar-20 Actual End Date 31-Mar-17

Main Issues / Reason for Variance

No issues to report, final minor expenditure to be incurred in 2019/20.

Mitigating Action

None required at this time.

Anticipated Outcome

Project delivered on time and under budget. Underspend removed from budget in 2018/19.

Dalmonach CE Centre

Project Life Financials	1,150	1,103	96%	1,150	0	0%
Current Year Financials	806	834	103%	806	0	0%

Project Description To create new community facilities with additional space for early years provisions.

Project Lifecycle Planned End Date 31-Mar-21 Forecast End Date 29-Feb-20

Main Issues / Reason for Variance

Dalmonach works on-site however contractor has experienced delays on site and requested an extension of time which will delay completion to February 2020.

Mitigating Action

None required at this time.

Anticipated Outcome

To create new community facilities with additional space for early years provisions.

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	£000	£000	%	£000	£000	%

Levensgrove Park - Restoration & Regeneration

Project Life Financials	3,639	3,618	99%	3,639	0	0%
Current Year Financials	209	188	90%	209	0	0%
Project Description	Restoration and Regeneration of Levensgrove Park.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Jul-19		

Main Issues / Reason for Variance

Early delays due to timescales involved in securing external funding which impacted the procurement timescales. The planned end date was updated to reflect this. The project started August 2017 and the Pavilion is now complete and handed over. Minor works at the depot are now also complete.

Mitigating Action

None required.

Anticipated Outcome

Project delivered later than originally anticipated.

Public non-adopted paths and roads

Project Life Financials	629	613	97%	629	0	0%
Current Year Financials	548	532	97%	548	0	0%
Project Description	Upgrades to drainage and lighting to enhance the lifespan of paths and roads within facilities in public parks, cemeteries and civic spaces.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Numerous projects have been identified that will be carried out using a combination of in-house resource and the Minor Civils Framework. Works anticipated to start winter 2019 including projects at Milton Park, Chappleton Gardens and North Dalnottar Cemetery. Full spend is expected in 2019/20.

Mitigating Action

Works to be complete as soon as possible.

Anticipated Outcome

Upgraded footpaths.

Online Payment System for Education Establishments

Project Life Financials	52	0	0%	52	0	0%
Current Year Financials	52	0	0%	0	(52)	-100%
Project Description	Cashless Catering within Primary Schools.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Education have progressed with the pilot of their Parentpay system, however there appears to be some issues in relation to integrating the Parentpay system with the existing cashless modules provided by supplier CRB. Until such time as this has been resolved there will be no further spend on rollout of the CRB system.

Mitigating Action

None available at this time.

Anticipated Outcome

To provide payment system for schools within budget albeit later than first anticipated.

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	£000	£000	%	£000	£000	%

Auld Street Clydebank - Bond

Project Life Financials	400	214	53%	400	0	0%
Current Year Financials	188	2	1%	188	0	0%
Project Description	Completion of roadworks associated with Auld Street housing development.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Jan-20		

Main Issues / Reason for Variance

The timing of further works have been dependent on the progress of the builder on site. Builder has now confirmed their completion and Council works commenced mid- November and expected to complete 31 January 2020.

Mitigating Action

None available at this time.

Anticipated Outcome

Works complete within budget albeit later than anticipated.

Cycling, Walking and Safer Streets

Project Life Financials	147	0	0%	147	0	0%
Current Year Financials	147	0	0%	147	0	0%
Project Description	Introduction of enhanced walking routes and traffic calming schemes to introduce safer streets within West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Works progressing with crossing facility at Balloch and cycle path works in Dumbarton. At this time it is anticipated the budget will be fully spent in 2019/20.

Mitigating Action

Aiming to complete works as soon as possible.

Anticipated Outcome

Works complete within budget albeit later than anticipated.

Footways/Cycle Path Upgrades

Project Life Financials	90	5	6%	90	0	0%
Current Year Financials	90	5	6%	90	0	0%
Project Description	Renewal and/or enhancement of failed footpaths/cycle paths through West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Proposed works at Park Street were postponed due to Network Rail road closure. Works now planned for 2019/20 include part of the A82 footway and the resurface of Glasgow Road from St James Retail Park to Greenhead Road. This work will be programmed in this financial year.

Mitigating Action

None required at this time.

Anticipated Outcome

Project completed within budget.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

River Leven Flood Prevention Scheme

Project Life Financials	800	104	13%	800	0	0%
Current Year Financials	100	104	104%	220	120	120%
Project Description	River Leven Flood Prevention Scheme.					
Project Lifecycle	Planned End Date	31-Mar-23		Forecast End Date	31-Mar-23	

Main Issues / Reason for Variance

Consultant engaged and currently working on options for River Leven Flood Prevention Scheme. At this time £0.220m is anticipated to be spent this year, accelerating £0.120m from 2020/21 budget allocation.

Mitigating Action

None required at this time.

Anticipated Outcome

Project completed within budget.

A813 Road Improvement Phase 2

Project Life Financials	2,325	0	0%	2,325	0	0%
Current Year Financials	0	0	0%	0	0	0%
Project Description	A813 Road Improvement Phase 2.					
Project Lifecycle	Planned End Date	31-Mar-26		Forecast End Date	31-Mar-26	

Main Issues / Reason for Variance

No issues to report.

Mitigating Action

None required at this time.

Anticipated Outcome

To provide an improved A813.

A811 Infrastructure Works

Project Life Financials	1,500	1,393	93%	1,500	0	0%
Current Year Financials	274	167	61%	274	0	0%
Project Description	A811 Infrastructure Works.					
Project Lifecycle	Planned End Date	31-Mar-20		Forecast End Date	31-Mar-20	

Main Issues / Reason for Variance

Road reconstruction requirements spanning Drymen Road, Balloch to Kilmaronock Church have been identified with infrastructure improvement with new drainage. Project was underway in 2018 and resurfacing works have now been completed. Signage review also now completed and remainder of the works will be carried out in winter 2019/20.

Mitigating Action

None required at this time.

Anticipated Outcome

Project will be delivered on time and within budget with slippage related to retention payments only.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Protective overcoating to 4 over bridges River Leven

Project Life Financials	1,080	13	1%	1,080	0	0%
Current Year Financials	270	13	5%	320	50	19%
Project Description	To overcoat 4 bridges over River Leven.					
Project Lifecycle	Planned End Date	31-Mar-25	Forecast End Date	31-Mar-25		

Main Issues / Reason for Variance

Remedial work required to Bonhill Bridge, Dumbarton Bridge, Artizan Bridge and Footbridge from Renton to Vale of Leven Industrial Estate. Works have been delayed due to a longer than expected procurement process with preparation of tender documentation taking longer than anticipated and the time taken to prepare the work packages required for the structures. Principal Inspection works to establish precise scope of works commenced late November with £0.050m required to be accelerated from the 2020/21 allocation. Retentions due 2021/22.

Mitigating Action

None available at this time.

Anticipated Outcome

Project to be delivered in line with capital plan refresh and within budget.

Strathclyde Partnership for Transport - Bus, cycling and walking infrastructure improvements & Park and Rides

Project Life Financials	550	51	0%	550	0	0%
Current Year Financials	550	51	0%	550	0	0%
Project Description	Strathclyde Partnership for Transport - Bus, cycling and walking infrastructure improvements.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

With regards to A814 congestion reduction measures, works planned for 2019/20 include congestion measures on the A814 which are now physically complete. With regards to Bus infrastructure improvements, high borders at bus stops works progressing throughout WDC and are due to complete by year end March 2019 district wide. Plans for works for Dalreoch and Balloch park and rides ongoing.

Mitigating Action

None Required at this time.

Anticipated Outcome

To deliver improved specified, bus, cycling and walking routes within West Dunbartonshire.

Strathleven Park and Ride Car Park

Project Life Financials	285	290	102%	302	17	6%
Current Year Financials	35	40	113%	52	17	48%
Project Description	Provision of additional car parking off Strathleven Place adjoining Church car Park. To be utilised as park and ride and overflow for town centre parking.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Apr-19		

Main Issues / Reason for Variance

Project now complete with retentions paid 2019/20.

Mitigating Action

None Required at this time.

Anticipated Outcome

Project completed albeit later than anticipated.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Street lighting and associated electrical infrastructure

Project Life Financials	209	82	39%	209	0	0%
Current Year Financials	187	60	32%	187	0	0%

Project Description Street lighting and associated electrical infrastructure.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Work is being carried out in house and will be supplemented via external contractors through quick quote in 2019/20.

Mitigating Action

None available.

Anticipated Outcome

Project completed on time and within budget.

Turnberry Homes - traffic calming/ management at Turnberry housing development off Castle Road

Project Life Financials	60	53	88%	60	0	0%
Current Year Financials	7	0	0%	0	(7)	-100%

Project Description Funding has been received from Turnberry Homes and will be used to introduce traffic calming

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Plans have been re-phased to carry out works in conjunction with Park St to Dumbarton East Train Station, which have now been rescheduled to 2020/21 due to prioritisation of resources.

Mitigating Action

Officers will continue to work with Procurement regarding contractual issues.

Anticipated Outcome

Project to be finalised in conjunction with Dumbarton East - Park St to Dumbarton East Train Station pathway.

Electrical Charging Points - Rapid Charge

Project Life Financials	170	0	0%	170	0	0%
Current Year Financials	170	0	0%	170	0	0%

Project Description Funding has been awarded from Transport Scotland for the Installation of electrical charging points

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Funding of £0.170m has been awarded from Transport Scotland for the installation of Rapid Charge electrical car charging points. Locations have been confirmed for Kilbowie Road Clydebank Park & Ride and Woodyard Road in Dumbarton, with consideration to an electrical charging point at Vale of Leven Park & Ride. The intention is also to install a charging point at a Richmond Street Depot. Procurement options are being explored in conjunction with shared service partners and full spend anticipated in 2019/20.

Mitigating Action

None required at this time.

Anticipated Outcome

Installation of rapid charge electrical car charging points.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

New Play & Recreation at Radnor Park, including MUGA

Project Life Financials	260	79	30%	260	0	0%
Current Year Financials	162	(19)	-12%	144	(18)	-11%
Project Description	New Play & Recreation at Radnor Park, including MUGA.					
Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Dec-19

Main Issues / Reason for Variance

Both Phase 1 (play area) and Phase 2 (MUGA) are now complete. Retentions of £0.018m are due to be paid December 2020 and are therefore required to be rephased to 2020/21.

Mitigating Action

None required at this time.

Anticipated Outcome

Provision of new Play & Recreation at Radnor Park, including MUGA delivered within budget.

Invest in "Your Community Initiative"

Project Life Financials	1,000	688	69%	1,000	0	0%
Current Year Financials	158	116	74%	158	0	0%
Project Description	Capital budget to support the roll out of Your Community, an initiative designed to achieve coordinated service delivery in response to community need. This is complimented by community capacity building, empowering WD citizens to do more for their own communities (leading to less reliance on council). Also included is the implementation of participatory budgeting to support and build capacity in communities.					
Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-23

Main Issues / Reason for Variance

The main element of this budget relates to the Improvement Fund which is subject to the work of a tactical group who meets every 6 weeks and are working to identify suitable projects (the focus being on environmental projects in response to individual neighbourhood needs). There is also a review ongoing of the Your Community Initiative the aim of which is to streamline processes and deliver projects in a more timely fashion. Delay in spend is due to the fact that to date many of the improvements delivered via the Your Community approach have been funded from existing service budgets, resulting in insufficient spend from the Improvement Fund. Officers are actively researching investment opportunities in which this capital budget can be spent in the most beneficial way for the communities, with latest investment being in the new MUGA's at Castlehill in partnership with the Community Capital Fund. Other various proposals to utilise this budget are being presented and being evaluated at present to take the project forward.

Mitigating Action

Opportunities to mitigate have been limited due to the need to liaise with communities. The group continues to liaise with groups regularly to ensure funds are utilised for the benefit of the communities.

Anticipated Outcome

Full budget spend anticipated albeit later than originally planned.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Integrated Housing Management System

Project Life Financials	624	604	97%	624	0	0%
Current Year Financials	187	167	0%	187	0	0%

Project Description This is a budget to support the necessary development and on-going requirements of implementing the Council's Integrated Housing Management System.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

No issues, the system went live on 6th November 2019.

Mitigating Action

None required at this time.

Anticipated Outcome

Project is to delivered in-line with rephased project timeline and within project life budget.

Pappert Woodland Wind Farm

Project Life Financials	6,900	37	1%	6,900	0	0%
Current Year Financials	4	0	0%	0	(4)	0%

Project Description Provision of new wind farm.

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

Following IRED Committee in August 2019, it was agreed not to pursue a Wind Farm Development on WDC land. WDC is still in negotiations with the potential new development partner, however until this arrangement can be finalised, no spend can progress. It is therefore the intention to remove this project at the next capital refresh until a clear proposal can be developed.

Mitigating Action

Project team will continue to consult with Planning and other statutory consultees once revised scheme has been finalised.

Anticipated Outcome

Project completion generates savings in line with revised financial analysis.

Depot Urgent Spend

Project Life Financials	207	206	100%	207	0	0%
Current Year Financials	1	0	0%	1	0	0%

Project Description Depot upgrades.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Final minor expenditure in 2019/20 to complete project.

Mitigating Action

None required at this time.

Anticipated Outcome

To achieve condition B from condition C.

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	£000	£000	%	£000	£000	%

Building Upgrades and H&S - lifecycle & reactive building upgrades

Project Life Financials	4,078	4,127	101%	4,078	0	0%
Current Year Financials	4,078	4,127	101%	4,078	0	0%

Project Description Lifecycle and reactive building upgrades.

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Budget expected to be fully allocated with Officers having identified a number of projects which they anticipate will be complete by end March 2020.

Mitigating Action

Ongoing regular meetings seeking to mitigate any possible delays to projects.

Anticipated Outcome

Project delivered within budget and amended timescales.

Upgrade Lighting

Project Life Financials	95	56	58%	95	0	0%
Current Year Financials	95	56	58%	95	0	0%

Project Description Upgrade Lighting

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Whitecrook is complete . Carleith - minor works still to complete. Costs for Dumbarton Academy have been received and work will be complete by end of financial year. Budget will be fully utilised this financial year.

Mitigating Action

None available at this time.

Anticipated Outcome

Delivery of project on time and on budget.

Water Meter Downsize

Project Life Financials	16	2	13%	16	0	0%
Current Year Financials	16	2	13%	16	0	0%

Project Description Water Meter Downsize

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

Dumbarton Academy, Bonhill Primary, Goldenhill Primary and Clydebank High school are all complete and awaiting invoices. Budget expected to be fully utilised in 2019/20.

Mitigating Action

None required at this time.

Anticipated Outcome

Delivery of project on time and on budget.

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	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

Urinal Controls

Project Life Financials	45	0	0%	45	0	0%
Current Year Financials	45	0	0%	30	(15)	-33%
Project Description	Urinal Controls					
Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Mar-20

Main Issues / Reason for Variance

Service level Agreement to be amended and agreed with WDC and Wave, December 2019. Anticipated spend in 2019/20 £0.030m with £0.015 required to be rephased to 2020/21.

Mitigating Action

None required at this time.

Anticipated Outcome

Delivery of project on time and on budget.

Electricity Automatic meters

Project Life Financials	28	18	64%	28	0	0%
Current Year Financials	28	18	64%	18	(10)	-36%
Project Description	Electricity Automatic meters					
Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		30-Apr-20

Main Issues / Reason for Variance

48 meters installed to date. Completion of works totally dependant on site access and permission to switch power off for up to one hour. It is forecast that there will be carry forward to next year. April schools holiday possible opportunity for full completion of works.

Mitigating Action

None required at this time.

Anticipated Outcome

Delivery of project on time and on budget.

Energy Projects quick wins

Project Life Financials	60	3	6%	60	0	0%
Current Year Financials	10	3	34%	10	0	0%
Project Description	Energy Projects quick wins					
Project Lifecycle	Planned End Date		31-Mar-22	Forecast End Date		31-Mar-22

Main Issues / Reason for Variance

Work to upgrade heating controls in Lennox Primary, Dumbarton Academy and Whitecrook now complete and awaiting charges.

Mitigating Action

None required at this time.

Anticipated Outcome

Delivery of project on time and on budget.

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	£000	£000	%	£000	£000	%

Automatic Meter Readers

Project Life Financials	48	17	35%	48	0	0%
Current Year Financials	48	17	35%	28	(20)	-42%
Project Description	Automatic Meter Readers.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Apr-20		

Main Issues / Reason for Variance

With regards to Water Automatic Meters, all large sites complete, and on track to complete remainder by end of financial year. With regards to the Electricity Automatic Meters element of this project, completion of works totally dependant on site access and permission to switch power off for up to one hour. It is forecast that there will be slippage of £0.020m to next year for works in April schools holiday being the next possible opportunity for full completion of works.

Mitigating Action

None required at this time.

Anticipated Outcome

Delivery of project on time and on budget.

Queens Quay - Regeneration

Project Life Financials	15,620	15,319	98%	15,620	0	0%
Current Year Financials	4,279	3,978	93%	3,978	(301)	-7%
Project Description	Queens Quay regeneration.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-19		

Main Issues / Reason for Variance

Queens Quay Infrastructure works progressing well with landscaping and public realm elements remaining. There is likely to be approximately £0.3m slippage into 2020/21 to complete the works.

Mitigating Action

A number of mitigating actions are being monitored through the risk register by the Management Group. Fortnightly meetings with the development partner take place to progress the project and make every attempt to reduce delays and slippage.

Anticipated Outcome

Regeneration of Clydebank Waterfront in line with budget, but delayed to co-ordinate with District Heating project.

Purchase of 3 Welfare Units

Project Life Financials	78	0	0%	78	0	0%
Current Year Financials	78	0	0%	0	(78)	-100%
Project Description	At Council meeting on 30th August 2017 it was agreed to purchase 3 Welfare Units as a spend-to-save proposal.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

Due to a change in requirements officers are potentially now looking to buy mobile units rather than fixed units with options to come back to a future DLO project board therefore budget was required to be rephased from 2018/19. It is anticipated the required units will be purchased in 2019/20 and full budget spend is expected.

Mitigating Action

None required at this time.

Anticipated Outcome

Project will be delivered later than anticipated.

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	£000	£000	%	£000	£000	%

Special Needs - Aids & Adaptations for HSCP clients

Project Life Financials	757	534	71%	757	0	0%
Current Year Financials	757	534	71%	757	0	0%
Project Description	Reactive budget to provide adaptations and equipment for HSCP clients.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date		31-Mar-20	

Main Issues / Reason for Variance

Reallocation of expenditure currently coded through HSCP Revenue Aids & Adaptations budget.

Mitigating Action

None required.

Anticipated Outcome

Provision of adaptations and equipment to HSCP clients as anticipated.

Capital Contingency Fund

Project Life Financials	0	0	100%	0	0	100%
Current Year Financials	0	0	100%	0	0	100%
Project Description	Contingency budget created from underspends and/or anticipated project savings identified from TCR's.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date		31-Mar-20	

Main Issues / Reason for Variance

N/A

Mitigating Action

N/A

Anticipated Outcome

N/A

Direct Project Support

Project Life Financials	3,022	140	100%	3,022	0	100%
Current Year Financials	3,022	140	100%	3,224	202	100%
Project Description	Business support cost such as reallocation of architects and project support at year end.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date		31-Mar-20	

Main Issues / Reason for Variance

Forecast for 2019/20 increased to £3.224m based on salary capitalisation exercise in September 2019.

Mitigating Action

None required.

Anticipated Outcome

Direct project support costs allocated as appropriate.

MONTH END DATE

31 January 2020

PERIOD

10

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

Resources Carried Forward

Project Life Financials	(821)	(199)	24%	(439)	382	-47%
Current Year Financials	(685)	0	0%	(240)	445	-65%
Project Description	These are resources that have been received in previous years relating to ICT Modernisation, Insurance receipts,					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

No issues to report

Mitigating Action

None required at this time

Anticipated Outcome

Application of resources held on balance sheet as at 31 March 2019 as appropriate.

General Services Capital Grant

Project Life Financials	(87,854)	(37,000)	42%	(87,841)	13	0%
Current Year Financials	(9,913)	(9,387)	95%	(9,900)	13	0%
Project Description	This is a general grant received from the Scottish Government in relation to General Services capital spend					
Project Lifecycle	Planned End Date	31-Mar-26	Forecast End Date	31-Mar-26		

Main Issues / Reason for Variance

General services capital grant is anticipated to be received as forecast

Mitigating Action

None required at this time

Anticipated Outcome

General services capital grant is anticipated to be received as forecast

1 Ring Fenced Government Grant Funding

Project Life Financials	(45,584)	(5,241)	11%	(42,001)	3,583	-8%
Current Year Financials	(8,699)	(2,799)	32%	(5,079)	3,620	-42%
Project Description	This is ring fenced grant funding which is primarily anticipated to be received from the Scottish Government and					
Project Lifecycle	Planned End Date	31-Mar-26	Forecast End Date	31-Mar-26		

Main Issues / Reason for Variance

Main variance relates to Early Years Funding and Exxon City Deal grant not anticipated to be applied in 2019/20 due to spend levels.

Mitigating Action

Mitigating actions are detailed within the appropriate status updates.

Anticipated Outcome

Specific grants applied in year will be less than anticipated in 2019/20

Match Funding / Other Grants and Contributions

Project Life Financials	(16,056)	(9,194)	57%	(14,977)	1,079	-7%
Current Year Financials	(5,175)	(203)	4%	(5,087)	88	-2%
Project Description	This is match funding from various bodies with the main funding being anticipated for Levensgrove Park, Posties Park and Clydebank Community Sports Hub					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

No issues to report.

Mitigating Action

None required.

Anticipated Outcome

Match funding received.

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

APPENDIX 9

MONTH END DATE

31 January 2020

PERIOD

10

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

2	Capital Receipts						
	Project Life Financials	(28,879)	(2,819)	10%	(30,174)	(1,295)	4%
	Current Year Financials	(8,392)	(765)	9%	(9,687)	(1,295)	15%
	These are capital receipts that are anticipated from sales of land and buildings both as part of the normal disposal programme and also as part of the business case investment in office rationalisation, new school building and new care home development						
	Project Description						
	Project Lifecycle	Planned End Date		31-Mar-26	Forecast End Date		31-Mar-26
	Main Issues / Reason for Variance						
	No issues.						
	Mitigating Action						
	While market conditions are out with officers control all potential receipts will be explored.						
Anticipated Outcome							
Capital receipts received.							

3	Prudential Borrowing						
	Project Life Financials	(155,879)	(142,837)	92%	(160,263)	(4,384)	3%
	Current Year Financials	(44,821)	(26,974)	60%	(27,574)	17,246	-38%
	Project Description	Prudential borrowing is long term borrowing from financial institutions that has been approved for the purposes of					
	Project Lifecycle	Planned End Date	31-Mar-26	Forecast End Date	31-Mar-26		
	Main Issues / Reason for Variance						
	Prudential borrowing in 2019/20 is likely to be less than budgeted due to programme re-phasing						
Mitigating Action							
Prudential borrowing is impacted by programme delivery therefore mitigating action is detailed in the red and amber analysis							
Anticipated Outcome							
While prudential borrowing requirement is likely to be less than budgeted in the current financial year this is anticipated to catch up over the							

CFCR						
Project Life Financials	(179)	(656)	366%	(694)	(515)	287%
Current Year Financials	(38)	0	0%	(38)	0	0%
Project Description	This is capital spend which is funded by revenue budgets					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
Main Issues / Reason for Variance						
CFCR is likely to be higher than budget due to new resources identifies for Tennis Courts with Sports Facilities Upgrades						
Mitigating Action						
None required at this time						
Anticipated Outcome						
CFCR is likely to be higher than budget						

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead Housing and Employability

Council : 26 February 2020

**Subject: Housing Revenue Account Budgetary Control
 Report to 31 January 2020 (Period 10)**

1. Purpose

- 1.1** The purpose of the report is to provide members with an update on the financial performance to 31 January 2020 (Period 10) of the HRA revenue and capital budgets for 2019/20.

2. Recommendations

- 2.1** Members are asked to:

- i) note the contents of this report which shows the revenue budget forecast to underspend against budget by £0.015m (0.04%) at the year-end; and
- ii) note the net projected annual position in relation to relevant capital projects which is highlighting an in-year variance of £11.050m (17.7%) due to projected net slippage of £12.498m (20.1%) and an overspend of £1.448m (-2.3%).

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 14 February 2019, Members agreed the revenue estimates for 2018/2019 and a total budget of £43.204m.

Capital

- 3.2** At the meeting of Council on 14 February 2019, Members also agreed the updated Capital Plan for 2019/20 which has been augmented by slippage from 2018/19 to produce a total planned spend for 2019/20 of £62.316m.

4. Main Issues

Revenue

- 4.1** The budgetary position for HRA Revenue is provided in Appendix 1 with information on projected variances valued at more than £0.050m being provided as Appendix 2, and shows a projected underspend of £0.015m.

Capital

- 4.2** The HRA capital summary position is shown in Appendix 3. Information on projects that are highlighted as being within the red and amber categories are provided in Appendices 4 & 5. Appendix 6 provides information on all the remaining projects which are categorised as being within the Green category. A summary of anticipated resources is shown in Appendix 7. The analysis shows that there is currently a projected in-year favourable variance of £11.050m which relates to net anticipated slippage of £12.498m and an overspend of £1.448m. The main reason for the in-year overspend relates to the spend on void properties (£1.049m) and spend on heating improvements (£0.515m) and Housing management advise that these projects will be on target for full project life spend.
- 4.3** From the analysis within appendix 4, it can be seen that there are four projects with forecast material slippage, as listed as follows:

Project Name	Slippage (£m)
Doors/Window Component Renewals	0.648
Statutory/regulatory compliance works (lifts/electrical/legionella/fire etc)	0.535
Projects to deliver housing policies/strategies (Buy Backs)	1.479
Affordable Housing Supply Programme	9.836

- 4.4** The Strategic Housing Investment Plan (SHIP) 2018-2023, outlining West Dunbartonshire's Affordable Housing Supply Programme (AHSP) through the More Homes West Dunbartonshire approach was approved by the Housing and Communities Committee in November 2018 with an updated budget being approved at Council on 14 February 2019. An update on the programme and progress on each site was provided to the Housing and Communities Committee on the 5 February 2020. At this point costings for the various sites within the AHSP are being finalised as part of the procurement processes for these sites.
- 4.5** Current projections of costs are showing that the St Andrews site is expected to be over budget by around £1.417m, Aitkenbar to be under budget by £0.431m, Creveul Court to be under budget by £0.014m, Haldane to be over budget by £0.447m and Dumbarton Harbour to be over by £0.921m. Officers have been successful in securing additional Scottish Government grant income totalling £0.339m for the Aitkenbar and Haldane sites which partially offsets some of this overspend. Currently the underspends and additional grant income projected don't match the projected overspend. Officers will pursue, where appropriate, additional grant funding for future sites. Once further costings are available and confirmation of final grant allocations are known, it may be necessary to seek Council permission to vire funds between budgets within the AHSP and/or to accelerate funds from planned future years spend within the AHSP.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

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

7. Risk Analysis

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

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

10. Strategic Assessment

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

Peter Barry
Strategic Lead – Housing and Employability
Date: 11 February 2020

Person to Contact: Janice Rainey - Business Unit Finance Partner (HEED),
16 Church Street, Dumbarton, G82 1QL,
telephone: 01389 737704, e-mail janice.rainey@west-dunbarton.gov.uk

Appendices: Appendix 1 - Budgetary Position (Revenue)

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

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL
HRA REVENUE BUDGETARY CONTROL 2019/2020

Appendix 1

PERIOD END DATE

31/01/2020

Subjective Summary	Total Budget 2019/20 £000	Spend to Date 2019/20 £000	Forecast Spend £000	Forecast Variance 2019/20 £000 %		Annual RAG Status
Employee Costs	5,232	4,145	5,199	(33)	-1%	↑
Property Costs	1,776	1,442	1,818	42	2%	↓
Transport Costs	83	56	80	(3)	0%	↑
Supplies, Services And Admin	308	177	357	49	16%	↓
Support Services	2,557	2,154	2,585	28	1%	↓
Other Expenditure	404	339	453	49	12%	↓
Repairs & Maintenance	12,088	9,932	12,088	0	0%	→
Bad Debt Provision	1,060	870	1,060	0	0%	→
Void Loss (Council Tax/Lost Rents)	870	664	777	(93)	-11%	↑
Loan Charges	18,826	15,689	18,826	0	0%	→
Total Expenditure	43,204	35,468	43,243	39	0%	↓

House Rents	41,517	34,627	41,553	(36)	0%	↑
Lockup Rents	231	174	208	23	10%	↓
Factoring/Insurance Charges	1,170	991	1,189	(19)	-2%	↑
Other rents	123	76	114	9	7%	↓
Interest on Revenue Balance	62	77	93	(31)	-50%	↑
Miscellaneous income	101	92	101	0	0%	→
Total Income	43,204	36,037	43,258	(54)	0%	↑

Net Expenditure	0	(569)	(15)	(15)
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WEST DUNBARTONSHIRE COUNCIL
HRA REVENUE BUDGETARY CONTROL 2019/2020
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 2

MONTH END DATE 31/01/2020

PERIOD 10

Budget Details	Variance Analysis			
Subjective Analysis	Budget	Forecast Spend	forecast Variance	RAG Status
	£000	£000	£000	%

VOID LOSS	870	777	(93)	-11%	↑
Service Description					
This budget covers the rents lost on void houses and lockups and the cost of council tax on void properties.					
Variance Narrative					
Main Issues	One of the main reasons for this favourable variance relates to an underspend on the cost of void council tax. This budget has been set too high, since it included properties which were previously identified for demolition.				
Mitigating Action	No mitigating action is required.				
Anticipated Outcome	A year end underspend is anticipated.				

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

MONTH END DATE 31 January 2020

PERIOD 10

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	5	20.0%	22,176	38.8%	5	20.8%	16,153	48.1%		
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	2	8.0%	7,125	12.5%	2	8.3%	2,268	6.7%		
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	18	72.0%	27,860	48.7%	17	70.8%	15,178	45.2%		
TOTAL EXPENDITURE	25	100%	57,161	100%	24	100%	33,599	100%		
Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	116,869	22,176	116,869	0	40,464	16,153	28,559	(11,905)	(12,498)	593
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	12,700	7,125	12,406	(294)	2,800	2,268	3,655	855	0	855
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	79,210	27,860	79,210	0	19,052	15,178	19,052	0	0	0
TOTAL EXPENDITURE	208,779	57,161	208,485	(294)	62,316	33,599	51,266	(11,050)	(12,498)	1,448
TOTAL RESOURCES	208,779	57,161	208,485	294	62,316	33,599	51,266	11,050		
NET EXPENDITURE	0	0	0	0	0	0	0	0		

MONTH END DATE

31 January 2020

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
Doors/window component renewals						
Project Life Financials	9,000	2,019	22%	9,000	0	0%
Current Year Financials	2,148	1,167	54%	1,500	(648)	-30%
Project Description	Doors/Windows Component Renewals					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
Programme behind target. Windows supply is now meeting expectations, fitting team now needs to catch up with programme which had dropped due to materials availability.						
Mitigating Action						
Building Services to focus on labour resources to catch up with programme, % against target is increasing monthly and needs to continue.						
Anticipated Outcome						
Project to complete as planned and on budget over the project life.						
Statutory/regulatory compliance works						
Project Life Financials	3,931	122	3%	3,931	0	0%
Current Year Financials	1,535	25	2%	1,000	(535)	-35%
Project Description	This budget will be used to upgrade / replace components / installations in order to comply with the relevant standards / legislation / health and safety in relation to housing stock.					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
The majority of the budget (£1.4m) relates to the installation of smoke detectors and carbon monoxide detectors. Due to a resourcing issue within Building Services, the work was behind schedule. However, the installations have now been incorporated into the gas maintenance contract, with installations being carried out at the same time as the annual safety check.						
Mitigating Action						
Officers will continue to manage this programme.						
Anticipated Outcome						
Project to complete as planned and on budget over the project life.						

MONTH END DATE

31 January 2020

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
Heating Improvement Works						
Project Life Financials	3,300	1,323	40%	3,300	0	0%
Current Year Financials	600	705	118%	1,115	515	86%
Project Description	Carry out works to renew inefficient boilers/full systems as identified from the stock condition survey and renewal of obsolete/damaged boilers.					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
A larger number of boilers are being renewed following referral for renewal after annual maintenance. These referrals 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						
Overall, it is anticipated that the project will complete on budget by the end of the project life.						
Anticipated Outcome						
Project to complete on budget as planned.						
Projects to deliver housing policies/strategies (Buy Backs)						
Project Life Financials	3,714	1,173	18%	3,714	0	0%
Current Year Financials	2,197	656	0%	718	(1,479)	-67%
Project Description	This is a budget to undertake specific projects that will deliver housing policies/strategies, example: Ex local authority and mortgage to rent buy-back scheme					
Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date	31-Mar-21		
Main Issues / Reason for Variance						
The main objective of the Buy Back Scheme is to bring former council properties that were sold through the RTB scheme, back into council use. These properties must assist the council with reducing housing need on the waiting list and where appropriate assist with external capital works. For these reasons, any purchase is subject to stringent criteria to ensure accountability and value for money for existing tenants. With several key stakeholders involved, this does mean that there is potential for slippage.						
Mitigating Action						
Additional staffing resources are now in place which will allow officers to increase efforts to maximise buy-backs, in an effort to increase delivery of the scheme and positively impact and minimise slippage. The policy has been refreshed and expanded to help achieve the key strategic aim.						
Anticipated Outcome						
Budget unlikely to meet full spend. Officers will endeavour to maximise spend and minimise slippage. Remaining balance will be required to be rephased into 2020-21 for planned buy-backs unable to complete within the current financial year.						

MONTH END DATE

31 January 2020

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
5 Affordable Housing Supply Programme						
Project Life Financials	96,924	17,539	18%	96,924	0	0%
Current Year Financials	33,984	13,600	40%	24,226	(9,758)	-29%
Project Description	Affordable Housing Supply Programme					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
<p>The delivery of the Council's Affordable Housing Supply Programme has a number of complexities and interdependent actions including statutory which impact on the delivery programme specifically in advance of the construction site start. In addition, the delivery of all the new homes through each of the specific projects will always straddle two financial years and therefore is not always consistent with the format of annual reporting. Current projections for sites where the contract price has been received, are showing that the St Andrews site is expected to be over budget by around £1.417m, Aitkenbar to be under budget by £0.431m, Creveul under by £0.014m, Haldane over by £0.447m and Dumbarton Harbour to be over by £0.921m. Officers have been successful in securing additional grant income totalling £0.339m for the Aitkenbar and Haldane sites which partially offset some of this overspend. Currently the underspends and additional grant income projected don't match the overspend. Once further costings are known it may be necessary to seek Council permission to vire funds between budgets within the AHSP and/or to accelerate funds from planned future years spend within the AHSP. Site update are as follows :-</p> <p>St Andrews School - This development will provide 126 units in total. This site will now fully be developed by the Council and all units used for council housing. This project is on site and is anticipated to complete in March 2021. Due to unforeseen ground conditions and the requirement for a detailed remediation strategy, the costs for this project will be £1.417m above budget. Works are progressing quickly on site so it is likely that payments due prior to 31/3/20 will be £5m higher than anticipated when budget was phased. This will be offset by lower payments out in 2021.</p> <p>Dumbarton Harbour- The Housing Development Team are engaged with Turner Townsend and have agreed the design specification for the delivery of the 45 units. In meetings with Cullross and Turner Townsend, it emerged that a number of project costs had increased by an additional £0.921m, significantly in relation to the market conditions at present being higher now due to the level of demand on services. Following an options appraisal and discussion at the More Homes West Dunbartonshire Project Board it was considered that it was still viable to proceed as the cost per unit is still lower than the average cost per unit across our other new build projects. This has had the effect of delaying the site start to November 2019 with anticipated slippage into 20/21 of £2.159m.</p> <p>Creveul Court, Alexandria Town Centre - Creveul Court development will see a 22 unit development of flats with lifts and bungalows. A key principle for the design is to build on the housing need already satisfied through the adjacent Caledonia/Dunbritton Housing Association's Kippen Dairy development and meet any unmet need particularly in relation to older person's accommodation. Completing demolition and actions to get onsite took longer than anticipated, however the development is now progressing quickly and spend will be incurred within the next 5 months. Slippage of £1.371m will be required to be carried forward into 20/21.</p>						

MONTH END DATE

31 January 2020

PERIOD

10

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

Haldane Development-The project is on site since October 2019. Housing Development have appointed Consultancy Services to undertake the Employers Agent role on this development. Site demolition and subsequent site investigation took longer than expected however the development is now progressing well. It is anticipated that slippage of £3.313m will be required to be carried forward into 20/21.

Clydebank East - Burnfield Demolition started onsite in June 2019 and work is progressing well. The demolition is programmed to take until June 2020. This is a difficult site with a substation relocation and complex underground connections running through it. It is also in close proximity to the new Yoker-Renfrew bridge and to ensure it is complimentary to this, the design stage for new build housing is still ongoing. For this reason, slippage of £2.451m is anticipated to be carried forward into 20/21.

Aitkenbar Primary School- The project is now on-site as of 14 October 2019. Housing Development have appointed Consultancy Services to undertake the Employer's Agent role on this development. Project is now progressing well, however delays to getting on site and need for relocation of two community groups using the community hut, will mean that slippage of £5.235m will be required to be carried forward into 20/21.

Queens Quay, Site B, Clydebank- A Planning Application for Site A and B comprising of a total of 146 flatted units (29 WDC units included within this) was made in December 2018 and planning approval was received from the March 2019 Planning Committee. Council, at the 26 June 2019 meeting, approved the use of the Council's General Services Capital Regeneration Fund to fund the construction of the four commercial units within the affordable housing development to assist with the delivery of this project. This is a complex project involving a range of stakeholders including WDC, CRL, CCG, Wheatley Group, Cube Housing Association, Clydebank Housing Association and Scottish Government. It is anticipated that slippage of £0.881m will be required to be carried forward into 20/21.

Queens Quay, Site C, Clydebank- The Council is currently developing a design to deliver a projected 31 family type homes on this site to complement the housing mix within sites A and B. It is anticipated more detail will be available for the May meeting of the Housing and Communities Committee.

Mitigating Action

The process of getting on-site with a new build project is highly complex and reliant on a number of interdependent actions, therefore it has not been possible to mitigate this slippage. Progress of projects are regularly reported to the More Homes Project Board and discussed in detail with the aim to achieve best outcome achievable while mindful of the importance of delivering projects timeously. The majority of the budget is spent once projects are onsite so spend should now start to pick up significantly but slippage will be unavoidable.

Anticipated Outcome

The Affordable Housing Supply Programme will be delivered on time and within the overall project life budget.

TOTAL RED						
Project Life Financials	116,869	22,176	19%	116,869	0	0%
Current Year Financials	40,464	16,153	40%	28,559	(11,905)	-29%

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER STATUS

APPENDIX 5

MONTH END DATE

31 January 2020

PERIOD

10

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

1	Void Capital						
	Project Life Financials	11,500	7,119	62%	11,500	0	0%
	Current Year Financials	2,500	2,262	90%	3,549	1,049	42%
	Project Description	Spend on Void Properties to bring them up to letting standard					
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
	Main Issues / Reason for Variance						
	Demand has been greater than originally budgeted, resulting in an overspend of £1.049m. However, the spend this year is significantly less than last year and it is anticipated that this pattern will continue into future years, with a reduction in spend.						
Mitigating Action							
Officers will continue to manage this programme.							
Anticipated Outcome							
Project to complete on budget as planned.							

2	Targeted SHQS Compliance Works						
	Project Life Financials	1,200	6	1%	906	(294)	-25%
	Current Year Financials	300	6	2%	106	(194)	-65%
	Project Description	This budget is to focus on work required to maintain the SHQS compliance with WDC housing					
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
	Main Issues / Reason for Variance						
	This budget is to address work required for those properties in SHQS abeyance. Despite efforts to engage, owner refusals are impacting on progress and tenant response/accessibility is an issue also. For this reason, it is likely that an in-year underspend of £0.194m will occur. This is in addition to the £0.100m underspend identified in 2018/19 which totals £0.294m of an overall underspend across the project life.						
Mitigating Action							
Officers will continue to pursue those properties in abeyance in an effort to maximise spend.							
Anticipated Outcome							
Project to complete under budget.							

TOTAL AMBER						
	Project Life Financials	12,700	7,125	56%	12,406	(294) -2%
	Current Year Financials	2,800	2,268	81%	3,655	855 31%

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT GREEN STATUS

APPENDIX 6

MONTH END DATE

31 January 2020

PERIOD

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

1 **Special Needs Adaptations**

Project Life Financials	2,400	771	32%	2,400	0	0%
Current Year Financials	400	369	92%	400	0	0%

Project Description Adaptations to Housing for Special Needs

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No issues, projected to complete and meet spend target.

Mitigating Action

No issues

Anticipated Outcome

Required Adaptations completed

2 **Housing Asset Management**

Project Life Financials	694	99	14%	694	0	0%
Current Year Financials	86	40	47%	86	0	0%

Project Description Priority projects as advised by Housing Management

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

Overall, it is anticipated that the project will complete on budget by the end of the project life.

Mitigating Action

None Required

Anticipated Outcome

Required Works completed

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

3 Targeted EESSH compliance works

Project Life Financials	25,750	8,568	33%	25,750	0	0%
Current Year Financials	7,330	5,598	76%	7,330	0	0%

Project Description This budget enables the council's continued commitment to achieving the Government's standards in relation to energy efficiency.

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No issues, projected to complete and meet spend target. Monthly numbers are tracking targets and progressing satisfactorily.

Mitigating Action

None required at this time.

Anticipated Outcome

Project to complete as planned.

4 External stores/garages/bin stores/drainage component renewals

Project Life Financials	374	99	26%	374	0	0%
Current Year Financials	90	5	6%	90	0	0%

Project Description This budget is to focus on external stores/garages/bin stores etc. component renewals as identified and recommended from the housing stock condition survey.

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No issues, projected to complete and meet spend target. Pilot address successful, additional six locations have been agreed and

Mitigating Action

None required at this time.

Anticipated Outcome

Project to complete as planned.

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

5

Integrated Housing Management System

Project Life Financials	460	439	95%	460	0	0%
Current Year Financials	110	89	81%	110	0	0%
Project Description	Integrated Housing Management System					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		

Main Issues / Reason for Variance

No issues, the system went live on 6th November 2019

Mitigating Action

None required at this time.

Anticipated Outcome

Project to complete as planned.

6

Building external component renewals

Project Life Financials	17,654	5,527	31%	17,654	0	0%
Current Year Financials	3,280	2,672	81%	3,280	0	0%
Project Description	Building external component renewals					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		

Main Issues / Reason for Variance

No issues, projected to complete and meet spend target.

Mitigating Action

None required at this time.

Anticipated Outcome

Project to complete as planned.

7

Energy Improvements

Project Life Financials	329	123	37%	329	0	0%
Current Year Financials	81	74	91%	81	0	0%
Project Description	Energy improvements/ efficiency works (e.g. loft insulation, pipe/tank insulation, draught exclusion)					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

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

8 Secure Entry Component Renewals

Project Life Financials	390	77	20%	390	0	0%
Current Year Financials	134	12	9%	134	0	0%

Project Description This budget is to focus on secure door entry component renewals as identified and recommended from the housing stock condition survey and appropriate council officer referrals.

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

9 Modern Facilities and Services

Project Life Financials	3,560	1,056	30%	3,560	0	0%
Current Year Financials	690	506	73%	690	0	0%

Project Description New Kitchens, Bathrooms and Showers

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

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

10 Defective Structures/Component renewals

Project Life Financials	3,063	1,094	36%	3,063	0	0%
Current Year Financials	500	438	88%	500	0	0%

Project Description Defective structures

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

11 Environmental renewal works, paths/fences/walls/parking areas

Project Life Financials	6,385	2,469	39%	6,385	0	0%
Current Year Financials	1,641	1,325	81%	1,641	0	0%

Project Description Environmental renewal works, paths/fences/walls/parking areas

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

12 Asbestos Management works

Project Life Financials	1,200	479	40%	1,200	0	0%
Current Year Financials	200	194	97%	200	0	0%

Project Description This budget is to fund work associated with the management of current asbestos legislation and the Council's asbestos policy within housing stock.

Project Lifecycle Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24

Main Issues / Reason for Variance

No Issues, projected to complete and meet overall spend target.

Mitigating Action

None required.

Anticipated Outcome

Project to complete as planned.

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

13	Risk Street						
	Project Life Financials	2,452	2,130	87%	2,452	0	0%
	Current Year Financials	1,881	1,639	87%	1,881	0	0%
	Project Description	Risk Street Over clad					
	Project Lifecycle	Planned End Date	31-Mar-21	Forecast End Date		31-Mar-21	
	Main Issues / Reason for Variance						
	No issues, projected to complete and meet spend target. All blocks nearly complete. Contract has progressed very well and quality of work is good. Positive feedback from all involved and residents.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Project to complete as planned.						
14	Community Safety Projects						
	Project Life Financials	98	81	83%	98	0	0%
	Current Year Financials	17	0	0%	17	0	0%
	Project Description	Community Safety Projects					
	Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date		31-Mar-20	
	Main Issues / Reason for Variance						
	No Issues, projected to complete and meet overall spend target.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Project to complete as planned.						
15	Support Services Costs						
	Project Life Financials	10,800	3,490	32%	10,800	0	0%
	Current Year Financials	1,800	1,500	83%	1,800	0	0%
	Project Description	Allocation of costs from other WDC services who support the HRA capital programme					
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date		31-Mar-24	
	Main Issues / Reason for Variance						
	No Issues, projected to complete and meet overall spend target.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Project to complete as planned.						

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

16	Contingencies					
	Project Life Financials	600	193	32%	600	0 0%
	Current Year Financials	100	38	38%	100	0 0%
	Project Description	This is a contingent budget for unforeseen matters which may arise during the year.				
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance					
	No Issues					
	Mitigating Action					
	None required					
	Anticipated Outcome					
	Project to complete as planned and within overall project life budget.					

17	Capitalised Minor Works					
	Project Life Financials	3,000	1,165	39%	3,000	0 0%
	Current Year Financials	713	678	95%	713	0 0%
	Project Description	This is a budget to undertake specific minor ad hoc capital projects that arise on demand				
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance					
	No issues.					
	Mitigating Action					
	None Required					
	Anticipated Outcome					
	Required Works completed					

TOTAL GREEN						
	Project Life Financials	79,209	27,860	35%	79,209	0 0%
	Current Year Financials	19,052	15,178	80%	19,052	0 0%

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

1 New Build Grant					
Project Life Financials	(35,623)	(12,743)	36%	(35,735)	(112) 0%
Current Year Financials	(20,175)	(8,919)	44%	(13,163)	7,012 -35%
Project Description	Grant to facilitate the building of new build housing				
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24	
Main Issues / Reason for Variance					
<p>The Scottish Government grant funding is awarded based upon the cost of providing the properties required by those most in housing need. In general, as a Local Authority we are providing properties that directly deal with housing need and there are approximately 4,000 applicants currently on the housing list. There is an under supply of larger family accommodation, however most of the projects will increase the number of 3, 4 and 5 bedroom properties. These properties cost more to develop and take up a greater proportion of each site thus reducing the number of units on each site and therefore the grant income. The effect of this has been more than offset however by higher grant level achieved for Aitkenbar and Haldane sites. The reprofiling of the spend into 20/21 due to the reasons as identified in appendix 4, will result in changes to the timing of Scottish Government Grant drawdown, explaining the in-year adverse variance.</p>					
Mitigating Action					
Progress on the programme will be closely monitored on a regular basis and reported to the Housing and Communities Committee on a quarterly basis.					
Anticipated Outcome					
Further Scottish Government Grant drawdowns will be made in 20/21 to match expenditure. The project life overall variance will be a small over recovery of £0.112m.					

TOTAL RESOURCES					
Project Life Financials	(208,779)	(57,161)	27%	(208,485)	294 0%
Current Year Financials	(62,316)	(33,599)	54%	(51,266)	(11,050) 18%