

Agenda



Corporate Services Committee

Date: Wednesday, 7 February 2024

Time: 14:00

Format: Hybrid Meeting

Contact: Scott Kelly, Committee Officer
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Dear Member

Please attend a meeting of the **Corporate Services Committee** as detailed above.

Members will have the option to attend the meeting remotely or in person at the Civic Space, 16 Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

PETER HESSETT

Chief Executive

Distribution:-

Councillor Daniel Lennie (Chair)
Councillor Ian Dickson
Councillor David McBride
Councillor Jonathan McColl
Councillor James McElhill
Councillor Michelle McGinty (Vice-Chair)
Councillor June McKay
Councillor Karen Murray Conaghan
Councillor Lawrence O'Neill
Councillor Martin Rooney
Councillor Gordon Scanlan
Councillor Clare Steel

Chief Executive
Chief Officers

Date of issue: 25 January 2024

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CORPORATE SERVICES COMMITTEE

WEDNESDAY, 7 FEBRUARY 2024

AGENDA

1 STATEMENT BY CHAIR – AUDIO STREAMING

The Chair will be heard in connection with the above.

2 APOLOGIES

3 DECLARATIONS OF INTEREST

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

4 RECORDING OF VOTES

The Committee is asked to agree that all votes taken during the meeting be done by roll call vote to ensure an accurate record.

5 MINUTES OF PREVIOUS MEETING 5 – 9

Submit for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 1 November 2023.

6 MINUTES OF JOINT CONSULTATIVE FORUM To Follow

Submit for information and where necessary ratification, the Minutes of Meeting of the Joint Consultative Forum held on 14 December 2023.

7 OPEN FORUM

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

8 WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2024/25 To Follow

Submit report by the Chief Education Officer providing an update on the West Dunbartonshire Leisure Trust Business Plan for 2024/25.

- 9 PEOPLE AND TECHNOLOGY SPEND 2024/25 11 – 25**
- Submit report by the Chief Officer – People and Technology providing a detailed breakdown of the planned People and Technology spend for both capital and revenue new and existing contracts valued above £10,000 and seeking approval to procure and contract for the required goods and services.
- 10 REVIEW OF INTERIM CHANGE TO FORTNIGHTLY PAY FREQUENCY 27 – 34**
- Submit report by the Chief Officer – People and Technology providing an update on the review agreed as part of the interim change to the 2-weekly pay frequency.
- 11 WRITE-OFF OF NATIONAL NON DOMESTIC RATES 2023/24 35 – 42**
- Submit report by the Chief Officer – Resources recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2023/2024.
- 12 CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 OCTOBER 2023 (PERIOD 7) 43 – 63**
- Submit report by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 December 2023.
- 13 GRANT APPLICATION TO DUMBARTON COMMON GOOD 65 – 68**
- Submit report by the Chief Officer – Resources providing details of one grant application to Dumbarton Common Good for consideration.

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 1 November 2023 at 2.00 p.m.

Present: Councillors Karen Murray Conaghan, Ian Dickson, Daniel Lennie, David McBride, Jonathan McColl, Michelle McGinty, June McKay, Lawrence O'Neill, Martin Rooney and Clare Steel.

Attending: Alan Douglas, Chief Officer – Regulatory and Regeneration; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Laurence Slavin, Chief Officer – Resources; Victoria Rogers, Chief Officer – People and Technology; John Anderson, West Dunbartonshire Leisure Trust Manager; Arun Menon, Business Support Manager; Alison McBride, Strategic People and Change Manager; Annabel Travers, Procurement Manager; Elaine Troup, Communities Manager; Michelle Lynn, Asset Co-ordinator; Adrian Gray, Finance Business Partner; Lisa MacGregor, People and Change Partner; Michael McDougall, Manager of Legal Services and Ashley MacIntyre and Nicola Moorcroft, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Councillors James McElhill and Gordon Scanlan.

Councillor Daniel Lennie in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Councillor Lennie, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

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

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 14 August 2023 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM

The Minutes of Meeting of the Joint Consultative Forum held on 7 September 2023 were submitted for information and where necessary ratification, following discussion the Committee unanimously agreed:-

- (1) to note the minutes;
- (2) to note that JCF takes elimination of bullying as seriously as discrimination, harassment and victimisation. However, that it is unable to approve the decision taken at the meeting of the Joint Consultative Forum on Thursday, 7 September 2023 to add bullying to Section 3.2 of the Annual Monitoring Report 2022/23 – Employment Equalities;
- (3) to note that the Chief Officer – People and Technology cannot retrospectively change the report and would not be expected to include bullying in future equality reports that specifically report on the Public Sector Equality Duties; and
- (4) to note that bullying would continue to be dealt with separately through Respect at Work, Grievance and Disciplinary processes as appropriate, and will this will be reported annually to the JCF.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

CITIZEN, CULTURE AND FACILITIES 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Citizen, Culture and Facilities setting out the mid-year progress of the Citizen, Culture and Facilities Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities in further explanation of the report, the Committee agreed to note the progress achieved.

PEOPLE AND TECHNOLOGY 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – People and Technology setting out the midyear progress of the People and Technology Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – People and Technology in further explanation of the report, the Committee agreed to note the progress achieved.

REGULATORY AND REGENERATION 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Regulatory and Regeneration setting out the mid-year progress of the Regulatory and Regeneration Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Regulatory and Regeneration in further explanation and in answer to Members' questions, the Committee agreed to note the progress achieved.

RESOURCES 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Resources setting out the mid-year progress of the Resources Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Resources in further explanation of the report, the Committee agreed to note the progress achieved.

REVIEW OF ORGANISATIONAL CHANGE POLICY

A report was submitted by the Chief Officer – People and Technology providing an update on the review of the Organisational Change Procedure, the subsequent changes made and seeking approval for the same.

After discussion and having heard the Chief Officer – People and Technology and the People and Change Partner in further explanation and in answer to Members' questions, the Committee approved the revised policy, Appendix 1 to the report.

JOB EVALUATION POLICY AND PROCEDURE

A report was submitted by the Chief Officer – People and Technology providing an update on changes and seeking approval for the revisions to the Job Evaluation Policy and Procedure.

After discussion and having heard the Chief Officer – People and Technology in further explanation and in answer to Members' questions, the Committee approved the Job Evaluation Policy and Procedure.

ANNUAL PROCUREMENT REPORT

A report was submitted by the Chief Officer – Regulatory and Regeneration seeking approval to publish the Annual Procurement Report for 2022/23 and the 2023/24 annual revision of the Sustainable Procurement & Commercial Improvement Strategy.

After discussion and having heard the Procurement Manager in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) the Annual Procurement Report for 2022/23 as outlined in Appendix 1 to the report; and
- (2) the Annual revision to the Sustainable Procurement and Commercial Improvement Strategy – 2021 to 2026 as outlined in Appendix 2 to the report.

WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2023/24

A report was submitted by the Chief Officer – Citizen, Culture and Facilities providing an update on the West Dunbartonshire Leisure Trust Business Plan 2023/24.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities and the West Dunbartonshire Leisure Trust Manager in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the report and the 2023/24 West Dunbartonshire Leisure Trust Business Plan; and
- (2) to formally agree the WDLT management fee as set out in the report, the sum having already been included in the Council's 2023/24 revenue budget.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 AUGUST 2023 (PERIOD 05)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 August 2023.

After discussion and having heard the Chief Officer – Resources in further explanation of the report, the Committee agreed:-

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.341m (0.98% of the total budget); and

- (2) to note that the capital account shows a projected in-year overspend of £0.001m (0.02% of in-year budget). Explanations for projected variances to the 19 current projects are detailed in Appendices 6 and 7 to the report. The project life projection currently shows a projected overspend of £0.009m (0.01% of project life budget).

GRANT APPLICATION TO DUMBARTON COMMON GOOD

A report was submitted by the Chief Officer – Resources providing details of one grant application to Dumbarton Common Good for consideration.

After discussion and having heard the Finance Business Partner in further explanation and in answer to Members' questions, the Committee agreed to approve the request for a £39,000 grant to Corra Foundation to assist with the cost of 3 years staff costs and other operating costs, grant to be paid in 3 annual instalments of £13,000.

The meeting closed at 3.00 p.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – People & Technology****Corporate Services Committee: 7th February 2024**

Subject: People & Technology Spend 2024-25**1. Purpose**

- 1.1** To provide the Committee with a detailed breakdown of the planned People & Technology (P&T) spend for both capital and revenue new and existing contracts valued above £10,000 and seek approval to procure and contract for the required goods and services.

2. Recommendations

- 2.1** The Committee is asked to:

- 2.1.1** note the revenue and capital spend detail included in this report;
- 2.1.2** note the projects to deliver this spend will be included in the 2024-25 People and Technology Delivery Plan currently in development and to be reported to a future meeting of this committee;
- 2.1.3** approve the procurement and award of by the Chief Officer – People & Technology in consultation with the Procurement Manager of all contracts valued at £213,477 (VAT inclusive) above subject to the cost being within the approved budget and the tender being in line with normal tender parameters.
- 2.1.4** note, that where the contract award is less than £213,477 (VAT inclusive), authority is delegated to the Chief Officer – People and Technology in consultation with the Procurement Manager to instruct the award of contracts for the planned revenue and capital spend detailed in this report to suppliers providing the most economically advantageous offer to the Council;
- 2.1.5** approve the revenue spend included in this report including approval to explore and secure multi-year contracts, contracts using framework agreements and/or contracts using dynamic purchasing systems beyond the term of approved budgets where efficiencies and savings can be achieved;
- 2.1.6** approve the projects specified in Section 3 of this report; and
- 2.1.7** note that where the value of the contract is £213,477 (VAT inclusive) and above, in the event of the financial or other terms of a tender falling out-with delegated powers, the relevant Chief Officer will submit a report to either Council, Corporate Services or the Tendering Committee.

3. Background

Revenue

- 3.1** The Council has an annual revenue spend of approximately £2,900,000 that covers a range of ICT goods and services, for example corporate and service applications, telephony lines and licences, network connectivity as well as security and application licences. Appendix 1 details estimated spend over £10,000 per managed system/technology.
- 3.2** The ICT team consults annually with the Corporate Procurement Unit to refine contract strategies. The breakdown includes:
 - 3.2.1** Corporate business applications for the management of processes such as Finance, Housing, Performance and Purchasing. Although the annual maintenance budget for these systems is held by P&T (ICT section), the responsibility for the systems and associated contracting lies with the system owners within each service area. The system owners are responsible for granting system access and permissions, data management and security compliance, coordinating upgrades, verifying license and budget requirements, and ensuring the systems continue to meet service strategy and future requirements. ICT assist with licence verification and conduct annual exercises with service areas to verify application use, licences volumes and type and to identify where there are opportunities to reduce costs.
 - 3.2.2** Infrastructure hardware commodity includes servers, switches, wireless access points, security infrastructure, cabling, telephony infrastructure, storage and multi-function printers and scanners.
 - 3.2.3** Education curriculum software commodity is the responsibility of Education, Learning & Attainment with support from the ICT team. The software may be subject, sector or establishment based.
 - 3.2.4** The end user hardware commodity includes all PCs, laptops, mobile phones, tablets, and Chromebooks across the Council.
 - 3.2.5** The Corporate licenses commodity includes software products such as Adobe and Microsoft, security technologies for scanning, protection, and encryption, as well as device, application, and policy management technologies. The technology is managed by the ICT team on behalf of the Council however licenses can also be purchased by service areas.
 - 3.2.6** Network commodity includes telephony, CCTV, and network lines. Responsibility for this commodity is dispersed across Council services.
- 3.3** As outlined above, the budget and contracting responsibility for commodities such as curriculum software, telephony, CCTV, and end user device

purchasing are service led.

- 3.4** While many of the annual maintenance and license payments and arrangements have been in place for several years, the category management approach to procurement continues to provide the opportunity to examine spend to deliver improved and/or collaborative approaches. The aim is to secure improved contracts and deliver cashable and non-cashable benefits as well as improved supplier management practices and monitoring.
- 3.5** The council issued a new tender under the Multi-Function Device (MFD) national framework contract; however, it was withdrawn due to the high volume of supplier queries seeking clarification of the specification. The tender is currently being reviewed with the aim of re-issuing in February 2024. During this period, we have extended the current contract to ensure printing services are not impacted. A further extension (or part thereof) is likely to be required during 2024-25 to allow time for evaluation, committee approval and implementation of the replacement contract.
- 3.6** In relation to the disposal of obsolete equipment, the Council has an out of contract arrangement where the supplier collects and disposes of equipment in line with The Waste Electrical and Electronic Equipment Regulations (WEEE) free of charge. ICT are currently engaging the framework market to award contract for the disposal service. Part of the contract aim is to secure income from all equipment disposals and this requirement will be included in the contract specification, albeit subject to market testing.
- 3.7** Based on experience the requirements listed below tend to be purchased as cloud services and require additional revenue funding which, consequently, are included in ICT burdens. We will continually assess and upgrade our ICT infrastructure to support the growing demands of the organisation and explore cloud computing options for increased scalability, resilience, flexibility, cost-effectiveness, to identify any savings opportunities and to maximise our current investment.

 - 3.7.1** WDC continue to work in collaboration with the National Digital Office with the option to take part in a joint procurement for a Security Operation Centre (SOC) solution. The initial requirements have been agreed and the national procurement exercise has been delayed pending further review and will be progressed during 2024/25.
 - 3.7.2** The council has routinely invested in Cyber Security technologies and resources to ensure our security posture is robust and fit for purpose. Any technology improvements will be procured through national frameworks and approval sought via appropriate committees.
 - 3.7.3** As part of our continuous service improvements and to help sustain hybrid working and provide secure remote access, we have procured a new solution that will deliver enhanced security and a consistent remote

experience for employees regardless of location. This project commenced in January 2024 and will continue during 2024/25.

- 3.7.4** We have reviewed and finalised the options to improve access to desktop business applications for council employees and partners. The review will enhance the digital workplace experience for employees and maximise our existing investment in M365. Part of the review is to replace our current virtual application delivery solution with the latest version of MS office suite on all corporate laptops, this will enable full office integration with 365 cloud applications i.e., MS Teams. This project began in November 2023 and will continue during 2024/25.
- 3.7.5** Our redesign of remote access and desktop application solutions outlined in 3.7.3 and 3.7.4 has delivered significant annual revenue savings for the council, and these technological savings will contribute to the budget gap for 2024/25 and beyond.

Capital

- 3.8** The Council concluded the award of the Scottish Wide Area Network (SWAN 2.0) Framework contract for BT communications plc to provide Managed Wide Area Network Services for the council. As a SWAN member, the Council are contributing to the overall procurement and contract management costs, and these are included in the ICT capital plan projects. The November 2023 tendering committee approved the capital spend required for the transition to the new SWAN 2.0 network and this spend is outlined in the associated background papers. This project will provide fit for future bandwidth capacity at all council sites.
- 3.9** The Council continues to make a substantial commitment to improving and securing the ICT infrastructure and processes to support and innovate service delivery transformation through capital investment.
- 3.10** Table 1 below is an excerpt from the Capital plan as agreed by Council in March 2023 and includes the following recurring capital budget for ICT:

Table 1 – Existing Agreed ICT 1-Year Capital Plan

Capital allocation	2023/24
ICT Security & Resilience Inc. Education Software Licensing Refresh	£729,000
ICT Modernisation	£857,000
365 Implementation	£160,000
Total	£1,407,000

- 3.11** The scope for each project will include some flexibility, allowing for spend on smaller value works via the appropriate procurement route. Where possible and where opportunities arise, officers aim to secure match funding from

external sources i.e., Microsoft funding to assist with implementation of SharePoint. The investment projects for capital spend are detailed in table 2 below. ICT will consult with Procurement to ensure the correct procurement route is used for each spend project.

- 3.12** Some of the ICT capital spend may have a revenue implication and this will be managed through future revenue planning and based on the actual spend.

Table 2 – Proposed Projects ICT Capital Spend 2024-25

Description	Capital (Est)
ICT Security & DR, Resilience	£504,000
1. Future of SWAN Contract (Shared Service cost)	£50,000
2. SWAN 2.0 Implementation	£200,000
3. Replace Ageing Infrastructure Hardware	£40,000
4. Security Compliance remediation	£70,000
5. Security Resourcing - multi-year consultancy services	£30,000
6. Internal ICT resource recharges	£84,000
7. Education software refresh	£30,000
ICT Modernisation	£551,000
1. Device replacement:	£428,000
a. Chromebooks	£46,000
b. PCs	£176,500
c. Mobile Phones	£6,500
d. Laptops	£199,000
1. Resources to Support a range of corporate projects.	£123,000
Office 365 Implementation	£240,000
1. Resourcing	£170,000
2. Securing and implementing SharePoint	£70,000
Total	£1,295,000

- 3.17** Device replacement: ICT will undertake the annual device replacement project for all PCs, laptops, Chromebooks, and mobile phones that are reaching end of life and or 5-year refresh point as per the ICT Strategy 2023-28. These items are purchased from nationally agreed frameworks and the overall spend is detailed in Table 2.

- 3.18** Server and Firewall Hardware Replacement: ICT have undertaken a server and firewall replacement project during 2023/24 to refresh ageing hardware to ensure it is up to date, secure, and remains in line with technological advances. This project will continue during 2024/25 and hardware is

purchased via nationally agreed frameworks with the overall spend detailed in Table 2.

- 3.19** SharePoint: The council has invested heavily in Microsoft 365 cloud services and have made significant progress on associated projects throughout 2023/24. The main deliverable in Phase 2 of the project is to implement SharePoint to replace our long-standing use of on-premises file storage used for managing council files and folders. The project is currently at planning stage and will progress throughout 2024/25 alongside supplier delivery via national frameworks. Capital spend for project implementation encompasses supplier delivery, software purchase and resourcing for project management and support.

4. Main Issues

Procurement

- 4.1** Consideration will be given to multi-year contracts, and contracts using framework agreements and/or contracts using dynamic purchasing systems where recurring capital / revenue has been approved and where this would deliver efficiencies. Where recurring revenue is approved on a yearly basis, consideration will be given to multi-year contracts, and contracts using framework agreements or contracts using dynamic purchasing systems. The authority sought in Paragraph 2.1, to include the option to enter such multi-year contracts beyond the second year for those items listed in Section 3 and the appendix to this report.
- 4.2** The contract strategies for each of the revenue and capital projects will continue to be developed on a project-by-project basis and will include consideration of market testing existing collaborative framework or collaborative purchasing system, running mini competitions, direct awards as well as full tender processes.
- 4.3** The tendering and contracting process will continue to identify potential future revenue implications for new contracts. Where required these will be included as savings/burdens in future ICT revenue budget estimates considering current revenue spend to offset the budgetary impact.

Increased Demand for Technology to Improve Service Delivery

- 4.5** There remains rapid and significant change in this area across the public sector. We live in a digital age where demand for council services and expectations of service continue to increase at a time when the council is facing significant financial challenges with wholesale under-funding resulting in reduced capital and revenue budgets. There is increasing reliance on technology and the financial resources to deliver is included in section 3 of this report, such as:

- software licences e.g., increased cost for Microsoft licenses;
- security where emerging threats and changes in the security landscape require additional investment;
- system design improvements where increased remote access and hybrid working require additional infrastructure investment and 1:1 device ratio for corporate employees;
- mobility where additional mobile sim contracts or increased data limits are required;
- system resilience where ongoing discussions with services to review their business continuity and resilience requirements may result in increased demand in this area;
- device replacement e.g., as schools aim for a 1:1 device per pupil ratio there are now over 14,000 devices deployed in schools with further spend required;
- services exploring and implementing digital transformation; and
- new technologies e.g., the use of Automation and Artificial Intelligence.

4.6 In recent years there has been no increase in ICT employee resources to match increasing support demands, indeed the FTE has steadily reduced and was reduced further in 23/24 as part of the council budget savings exercise. A small number of short-term temporary appointments have been used and will continue in 24/25 to support specific project-related tasks, however the ratio of devices per Support Analyst will be closely monitored to ensure sustainability of current and expected service levels. We will continue to use supplier consultancy for specialist projects and upgrades.

4.7 The Council has an ambitious 5-year People First Strategy which encompasses digital, engagement, learning, development, wellbeing, and workforce planning. ICT are aligned and collaborating closely with the councils' digital team with both teams having established close links with the National Digital Office and other key stakeholders. The continued investment in technology highlighted in this report will help deliver this strategy and provide our service areas and partners with the technology and tools to digitally transform and improve service delivery to our citizens and workforce. Key areas for the coming year will be Office 365, where both teams will work jointly to support services with sound structures and best practice as they migrate to SharePoint. Following this, our Centre of Excellence will ensure, as a council, we both upskill employees and maximise the benefits 365 can bring to users, employees, processes, and teams. In addition, we will also improve how the organisation uses data, ensuring capability in this area grows and it leads to more informed decision making. Moving forward, both the Digital and ICT Teams will be working hard to create a curious culture, confident with technology with an understanding that digital skills are everyone's responsibility.

4.8 ICT licensing is increasingly being offered as cloud/hosted subscription-based licensing model and this change of delivery mechanism is likely to drive a change to the current funding profile for ICT goods and services. This change means expenditure is likely to transition away from a mixture of capital and

revenue budgets to a need for a revenue only budget. ICT will continue to collaborate with Resources colleagues to monitor this transition.

5. People Implications

- 5.1** Existing Framework Agreements or Dynamic Purchasing System will be used where they have proven to demonstrate best value and where practical.
- 5.2** The ICT team has an established review and service/improvement process to ensure resources are allocated to the highest priority work.
- 5.3** Some of the identified projects are expected to include design, implementation, skills transfer and project consultancy services, and training as specialist knowledge is required when introducing new technologies, for example, introduction of Microsoft SharePoint. ICT employees will be trained, gain experience, knowledge, and skills during these projects to ensure they can manage and develop the technologies moving forward.

6. Financial and Procurement Implications

- 6.1** Revenue budget is in place for all licenses and maintenance spend identified in the Appendix. This, plus an inflationary increase, is included within the draft revenue budget for 2024-25 (subject to Council approval in March 2024).
- 6.2** The ICT and Corporate Procurement teams engage with service areas when introducing new IT systems so that technology, procurement, and security issues can be identified during the procurement and evaluation stages and prior to contract signing. This early engagement approach also helps identify potential savings and spend opportunities so that these can be included in future budget processes.
- 6.3** The cost estimates for capital spend are based on high level research and may vary but will remain within the capital plan due for approval by Council in March 2024 as outlined in Table 2. The projects specified can be scaled up or down.
- 6.4** All procurement activity conducted by the Council for spend valued from £213,477 (VAT inclusive) is subject to contract strategy. The contract strategy shall include but not be limited to; options appraisals, contract scope, service forward plan, market condition, procurement model and routes – including existing delivery vehicles, roles and responsibilities, risks, issues and opportunities and on-going contract management. Some of the options considered include for example:

Where a purchase is required, options as to type of equipment or license will be reviewed, e.g., most suitable device for a corporate versus education user. In the case of licenses, options such as, perpetual versus subscription

licensing will be considered alongside multiyear, single year, full year, or part year licenses and if there is any opportunity to reduce system or licence costs.

7. Risk Analysis

- 7.1** There is a risk that the capital project actual costs may exceed the capital project estimates as detailed in Table 2. This risk will be mitigated by a range of contract strategy options being explored as well as building scalability into the tender for example reducing the number of devices being replaced or specification of the device. Ongoing regular Budgetary Control Reporting will provide information on any significant adverse variance in cost and mitigating actions available.
- 7.2** There is a risk that ICT equipment prices continue to increase in the short to medium term due to external factors such as the global economy challenges. Any price increases will impact project spend and volume of devices able to be purchased.
- 7.3** Strategic Risks: SR04 Keeping Abreast of Developments in the Innovative Use of Technology; and SR08 Threat of Cyber Risk ensure visibility and scrutiny through Audit Committee.

8. Equalities Impact Assessment (EIA)

- 8.1** EIA 867: Our approach to supporting change and improvements, will proactively consider accessibility and usability of systems and their interaction for users. This is especially important for disabled people, but not limited to these protected characteristics. Where possible the Council will use social benefit clauses, when looking at its procurement. Where relevant we will impact assess, capital and revenue spending decisions to support best value, equalities, including the Procurement Duty of the Public Sector Equality Duty in Scotland, and Fairer Scotland Duty considerations. We will align with the Equality and Human Rights Commissions guidance in use of artificial intelligence in the public sector, and proactively consider equality implications, when supporting change and improvements.
- 8.2** The annual device replacement project will continue to include delivery of specialist IT equipment/adaptations for employees and pupils with additional needs as required. This will also apply where public access devices are being replaced. The procurement process will be conducted in line with the Council's procurement and equality guidance, and implementation planning will consider equality issues.

9. Environmental Sustainability

- 9.1** ICT is committed to sustainable technology to lessen energy consumption, carbon emissions, enhance resource management, and decrease the amount of technology waste produced. In accordance with council contract strategy

development and the Scottish Government Sustainability toolkit, the council will explore sustainability opportunities in all tenders. Contract strategies for individual projects will consider a range of sustainability issues including the environmental implications of ICT equipment and services.

10. Consultation

- 10.1** Legal, CPU, Education and the Section 95 Officer have been consulted on the content of this paper. It was not necessary to consult with our Trades Union colleagues on this report. However, the Council's digital strategy and activity is regularly discussed with the Convenors group.

11. Strategic Assessment

- 11.1** High quality ICT equipment and services contribute to the Council's 2022-27 strategic objectives to ensure our workforce is resilient and skilled where digital technology supports service delivery for our citizens; and all employees are provided with the technology needed to do their job effectively.
- 11.2** ICT is part of the People and Technology service and annual spend plans have been developed in support of the Council's core strategic ambitions across business service areas as reflected in the Council Strategic 5-year plan 2022-27 and ICT Strategy 2023-2028.
- 11.3** The planned capital spend on improved security, resilience and mobility ensures that a fit for purpose and secure ICT environment that supports all the Council service areas to deliver on their strategic objectives.
- 11.4** The ICT contracts will contribute to delivery of the Council's strategic priorities through the development of robust contract strategies which will explore the inclusion of community benefits which improve economic growth and employability. Further opportunities to maximise the positive social, economic, and environmental impact for West Dunbartonshire Council through the contracts will also be explored.

Name: Victoria Rogers
Designation: Chief Officer - People and Technology
Date: 12th January 2024

Person to Contact: James Gallacher, Manager of ICT, 07531184141

Appendix: ICT Estimated Revenue Spend over £10,000 per System

Background papers: ICT Strategy 2023-28
November 2023 Tendering Committee – SWAN procurement

Wards Affected: All

Appendix 1 – Estimated Annual Revenue Spend over £10,000 (based on 2023-24)

Product	Commodity Category	Cost
Microsoft Enterprise Agreements	Corporate Licensing	£698,500
Wide Area Network	Network	*£305,400
Social Work Case Management & Scheduler	Business System	£130,590
Education MIS	Business System	£106,220
Local Area Network	Network	£94,700
Virtual Business Applications	Corporate Licensing	£80,450
Telephone Lines	Network	£75,000
Firewall Support	Hardware Infrastructure	£75,000
Revenue & Benefits	Business System	£73,100
Automation Software	Business System	£70,000
Cloud Backup Solution	Corporate Licensing	£64,100
Server Maintenance	Hardware Infrastructure	£58,185
Housing Management	Business System	£55,600
Rent Arrears Management	Business System	£58,700
Water Management	Business System	£46,500
Library Management Software	Business System	£45,965
Leisure Management	Business System	£45,300
Finance Management	Business System	£45,000
Job Costing	Business System	£43,500
Adobe Licencing	Corporate Licencing	£39,450
Network Scanning Tool	Network	£39,435
Energy Management	Business System	£36,000
Planning & Building Standards	Business System	£32,000
Roads – Lighting, Collision, Flood Mgmt.	Business System	£27,500
Local Government Digital Transformation	Corporate Licensing	£25,950
Backup Management	Hardware Infrastructure	£27,635
Security Filtering Management	Hardware Infrastructure	£25,700
Asset Management	Business System	£24,300
Corporate Arrears System	Business System	£23,400
Document Management	Business System	£27,000
Workforce Management	Business System	£24,000
Construction Standards Management	Business System	£23,000
Wireless Network	Network	£21,300
Environmental Services	Business System	£23,100
Service Desk	Business System	£20,100
Housing Benefits and Allocations	Business System	£19,000
Election Management	Business System	£18,480
Data Domain Management	Hardware Infrastructure	£17,600
Website Support	Business System	£15,600
Education Gateway	Business System	£17,600

Product (cont.)	Commodity Category	Cost
Education Teaching Materials	Business System	£17,600
Vehicle Management System	Business System	£14,700
Virtual Server Environment Support	Hardware Infrastructure	£14,200
Online Forms	Business System	£15,270
Business Property Rates	Business System	£12,800
Device Remote Support Software	Business System	£11,660
Device Security Management Antivirus	Hardware Infrastructure	£11,600
Employability Case Management	Business System	£11,200
Council Meetings System	Business System	£10,700

*Subject to contract transition timeline.

AssessmentNo	867	Owner	JGALLACHER
Resource	Transformation		Service/Establishment People and Technology
	First Name	Surname	Job title
Head Officer	James	Gallacher	ICT Manager
	(include job titles/organisation)		
Members	James Gallacher, ICT Manager Victoria Rogers, People & Technology Chief Officer Ric Rea - Performance & Strategy Officer		
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>		
Policy Title	P&T Spend 2024/25		
	The aim, objective, purpose and intended outcome of policy		
	Define the planned annual People & Technology spend for both capital and revenue new and existing contracts valued above £10,000 and seek approval to procure and contract for the required goods and services.		
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.		
	Consultation with Chief Officers, P&T and ICT Management teams. Performance & Strategy		
Does the proposals involve the procurement of any goods or services?		Yes	
If yes please confirm that you have contacted our procurement services to discuss your requirements.		No	
SCREENING			
<i>You must indicate if there is any relevance to the four areas</i>			
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)		Yes	
Relevance to Human Rights (HR)		Yes	
Relevance to Health Impacts (H)		Yes	
Relevance to Social Economic Impacts (SE)		Yes	
Who will be affected by this policy?			
Council employees, Council service users			
Who will be/has been involved in the consultation process?			
Chief Officers			
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.			
	Needs	Evidence	Impact
Age			
Cross Cutting	We need to take into account how spending decisions may cross cut. We will therefore always check potential	Equality and other issues can and do combine and cross cut protected characteristics. Our approach to	We will ensure that all relevant spending proposals are informed by evidence and take into account all the

	<p>relevance to any and all of the protected groups above, depending on proposals in question. We need to have regard to the cumulative effect of proposals and decisions.</p> <p>Implementation of AI and Automation should be informed by the relevant EHRC guidance from 2022 The Council has a commitment to supporting digital inclusion</p>	<p>supporting change and improvements, will proactively take into account accessibility and usability of systems and their interaction for users. This is especially important for disabled people.</p> <p>Specific implementations can be impact assessed by services</p>	<p>relevant areas covered by our approach to impact assessment and Positive</p>
Disability	<p>The council has a anticipatory duty to to ensure that services are accessible to disabled people. We also have a duty to ensure that reasonable adjustments are carried out for disabled employees.</p> <p>The Council has a duty to make reasonable adjustments for employees</p>	<p>Our approach to supporting change and improvements, will proactively take into account accessibility and usability of systems and their interaction for users. This is especially important for disabled people, including employees.</p>	<p>Positive</p>
Social & Economic Impact	<p>The Council has a duty to obtain best value. The Council must keep in mind the Fairer Scotland Duty when making strategic financial decisions.</p>	<p>Reducing the costs associated with technology. Where possible the Council will use social benefit clauses, when looking at its procurement. We will ensure that Council Guidance on Equality and Procurement is followed</p>	<p>Positive impact for Council finances.</p>
Sex			
Gender Reassign			
Health	<p>Health and well being is priority of</p>	<p>We will take these considerations into</p>	<p>The approach will be inline with our</p>

	the Council's Strategic Plan	account where relevant	guidance and evolving best practice
Human Rights	The Council is a Duty in terms of the Human Rights Act. It is likely that the UNCRC incorporation Bill, will become Law in Scotland in July 2024	We will take these considerations into account where relevant	The approach will be inline with our guidance and evolving best practice
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
Will the impact of the policy be monitored and reported on an ongoing bases?			
Q7 What is your recommendation for this policy?			
Please provide a meaningful summary of how you have reached the recommendation			
EIA 867: Our approach to supporting change and improvements, will proactively take into account accessibility and usability of systems and their interaction for users. This is especially important for disabled people, but not limited to this protected characteristics. Where possible the Council will use social benefit clauses, when looking at its procurement. Where relevant we will impact assess, capital and revenue spending decisions to support best value, equalities, including the Procurement Duty of the Public Sector Equality Duty in Scotland, and Fairer Scotland Duty considerations. Our approach will be inline with the Equality and Human Rights Commissions guidance in use of AI in the public sector, and proactively consider equality implications, when supporting change and improvements.			

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – People & Technology****Corporate Services Committee – 7th February 2024**

Subject: Review of Interim Change to Fortnightly Pay Frequency**1. Purpose**

- 1.1** The purpose of this report is to update committee on the review agreed as part of the interim change to the 2-weekly pay frequency.

2. Recommendations

- 2.1** Note the findings of the review and agree a permanent cessation of fortnightly pay.

3. Background

- 3.1** The Corporate Services Committee [approved](#) an interim change to the fortnightly payrun on 17 August 2022. This was largely driven by the significant increase in the volume of work experienced by the Payroll team since the pandemic as outlined in section 3.3 of the paper. The volume has not diminished.
- 3.2** Since August, the team also experienced the loss of the Payroll Section Head who had considerable input into the more complex tasks expected of the team, for example processing the retrospective pay award received just before Christmas in 2022 for financial year 2022/23. Given the scale of the financial gap, the team has subsequently been restructured, combining payroll and transactional HR under the one remaining Section Head. This move aims to increase resilience by combining the two transactional teams albeit at the loss of the experienced Section Head, and the subsequent deletion of the post.
- 3.3** The Council will continue reviewing processes across the transactional services, including system improvements and automation. The payrun review considered how re-introduction of the fortnightly pay frequency would impact on the team capacity and the ability to enable further necessary improvements.
- 4. Main Issues**
- 4.1** At the time the interim change was agreed, there were 667 employees paid fortnightly. Employees were offered the choice of 4 weekly or monthly with

the majority opting for the former (516), 54 monthly and 97 leavers since the change was applied.

4.2 As a reminder, the benefits of removing the fortnightly pay frequency included:

- Ability to pay in advance of pay period end date as opposed to 11 days in arrears;
- Ability to issue payslips earlier as significantly reduced pay administration;
- Better use of the limited capacity within the transactional teams but especially focused on payroll deliverables;
- Ability to handle the vast range of statutory reporting to partners such as SPPA, SPFO, HMRC, and 3rd parties such as Credit Unions, etc timeously;
- Optimal handling of the complex multi tax-year pay awards which have been common over the past few years;
- Optimal handling of tax year end ensuring ability to meet statutory deadlines, issue P60s, etc.;
- Optimal handling of new tax year mass update tasks, e.g., tax code uplift, pay increments, pension contribution rate re-banding, etc.;
- Reduction in errors causing additional work for both the manager and transactional teams, and greater employee satisfaction;
- Ability to extend the electronic payslip facility to this group via a personal email account password protected by their National Insurance number; and
- Simplified payroll processing calendar with fewer pay cycles.

4.3 Since the transition of fortnightly paid to either 4-weekly or monthly payrun, subsequent requests or issues raised have been monitored. Only 4 additional requests to move to the monthly cycle were received.

4.4 The Working4U team have further confirmed the following in respect of future decisions as to pay frequency:

- Employees in receipt of Universal Credit (UC) and/or facing budgeting challenges should consider changing from 4-weekly to monthly. This overcomes the issue presented when in receipt of 2 pays in one month which reduces or even stops UC benefits in that month. This would occur 3 times a year and would require re-application for UC in each case. Detailed information on UC has been communicated to the workforce and is available [here](#).
- Anyone seeking support from W4U and on a 4-weekly pay frequency, would be advised to change to monthly rather than fortnightly. This is mainly due to bills (i.e., rent/mortgage/utilities/Hire Purchase/credit cards etc.), that are generally due on monthly cycles. Where difficulties are being experienced, reverting to a monthly cycle, as available to any employee, can be more beneficial. In reverting to fortnightly, W4U would advise setting up two bank accounts – one for bill payments and another

for living expenses. This would require closer budget management and ideally access to banking apps to manage. This would be challenging for those without smart devices, ready access to broadband/wi-fi and limited digital skill.

- 4.5** Experiential feedback was also gathered directly from the Payroll team, supported by their TU representative, on the volume of additional work that would be generated by the re-introduction of fortnightly pay. As previously reported, the team have only just started to stabilise following the spike in demand during and after pandemic, resourcing challenges presented by higher than usual turnover including retirement of several experienced colleagues. Adding this pay frequency back into the workload would require 3 days of a supervisor's time per pay so 6 days each month (almost 30%) which is a considerable drain on the small team and would undoubtedly detrimentally impact other important tasks.
- 4.6** The team comprises 2 FTE supervisors and 5 FTE payroll assistants with little spare capacity given the volume of statutory tasks e.g., processing pay, returns to pension administrators (SPFO and SPPA), multiple statutory returns to HMRC, managing Auto Enrolment cycles, and many others. These tasks are undertaken for just under 8,500 employees across the Council, our partners and the Elected Members. The team also processes election pay as required.
- 4.7** The payroll function, like others across the organisation, must focus on wider process improvement which is now especially critical to cope with increased demand, releasing capacity and generating savings for the immediate team and wider service areas. These much-needed changes would not be feasible should fortnightly pay be reintroduced.
- 4.8** In short, while there may be a desire from some to include a fortnightly pay in the council's offering, given the challenges this poses to benefit recipients, the difficulty in accommodating the additional workload and concerns about retention of the team in an ever changing and complex space, it simply is not feasible to reintroduce this pay frequency.

5. People Implications

- 5.1** Anyone who wishes to move to monthly to avoid impacting Universal Credit (UC) payments or indeed for budgeting purposes, will be moved at the earliest opportunity. This offer, extended to all, will also be reiterated in the wider employee communication including the detailed UC information.
- 5.2** In the event that fortnightly pay was reintroduced, those moving back to this frequency would have a 4 week wait for their next pay as the fortnightly run was calculated in arrears. This may well create further budgeting challenges for the employees.

6. Financial and Procurement Implications

- 6.1** The proposals outlined above are necessary to manage the level of administration experienced by the transactional teams especially Payroll and to achieve the various legislative obligations some of which, at the current time, have had to be extended. Whilst no direct cashable savings are foreseen, nor is that the intension, it will most definitely deliver time release savings, failure of which has the potential to result in additional resource being sought. This is challenging both in the delivery of the circa 12-month training programme by the team already struggling with the workload and in light of the reduction in allocated funding.

7 Risk Analysis

- 7.1** Reverting back to the fortnightly pay risks the Council's ability to make accurate and appropriate payments to employees, Elected Members and partner organisations. Furthermore, statutory payments to a whole range of agencies may be delayed, inaccurate and causes further problems for employees in future, e.g., pension records not correct, tax changes not reported in a timely manner etc.

8. Equalities Impact Assessment (EIA)

- 8.1** A high level Equality Impact Assessment was carried out for the initial proposal which remains relevant. This showed that retaining fortnightly pay disproportionately affected male employees given they formed the larger percentage, at odds with the overall male/female demographic split. No complaints were received following the transfer to monthly/4-weekly frequencies.

9. Consultation

- 9.1** This proposal has been discussed previously with the Trade Unions and the outcome of the review was shared early November 2023.
- 9.2** At time of issue, no formal feedback had been received from either Unison or Unite.
- 9.3** GMB confirmed that they conducted a survey of those formerly on fortnightly pay and received responses from only 153 (26%). Of these, 112 (73%) indicated their desire to revert to fortnightly pay. In the context of the broader workforce, the 112 respondents represent just 1% of the total workforce serviced by payroll. Given the significant risk associated with reintroducing a fortnightly pay, it is prudent to consider the wider implications.

10. Strategic Assessment

- 10.1** The proposals set out within this report will assist the Council to deliver against its strategic priority “to deliver efficient and effective frontline services that improve the everyday lives of residents”, by contributing to the supporting outcome of being a “continuously improving Council delivering best value”.

Victoria Rogers

Chief Officer People & Technology

Date: 24 January 2024

Person to contact: Arun Menon, Business Support Manager,
Church St, Dumbarton.
Tel: 07772593317
Email: arun.menon@west-dunbarton.gov.uk

Appendix: EIA # 817

Background Papers: None

Wards Affected: None

AssessmentNo	817	Owner	amenon	Appendix
Resource	Transformation		Service/Establishment	People and Technology
	First Name	Surname	Job title	
Head Officer	Arun	Menon	Business Support Manager	
	(include job titles/organisation)			
Members	Arun Menon Stella Kinloch			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
Policy Title	Make permanent the interim Change to Pay Frequency			
	The aim, objective, purpose and intended out come of policy			
	Following a review, make permanent the interim change to the 2-weekly payrun which was implemented in August 2022. The details of this were provided in EIA # 513.			
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.			
	Joint Trade Unions and relevant members of the Corporate Services Committee			
Does the proposals involve the procurement of any goods or services?			No	
If yes please confirm that you have contacted our procurement services to discuss your requirements.			No	
SCREENING				
<i>You must indicate if there is any relevance to the four areas</i>				
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes	
Relevance to Human Rights (HR)			No	
Relevance to Health Impacts (H)			No	
Relevance to Social Economic Impacts (SE)			No	
Who will be affected by this policy?				
A total of 516 staff who used to be on 2-weekly Pay and have since moved to either monthly or 4-weekly pay are impacted. This will also impact the workload for the small transactional teams but more specifically the Payroll team due to the presence of this payrun.				
Who will be/has been involved in the consultation process?				
Joint Trade Unions and HR				
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.				
	Needs	Evidence	Impact	
Age				
Cross Cutting				
Disability				
Social & Economic Impact				
Sex	Women are more likely to be income deprived than men	Of the total 516 staff, 69% are females and 31% males. The overall workforce	Any negative impacts can be mitigated by financial advice via	

		split by sex is roughly 75% female and 25% male so this group has disproportionately more males than we would expect, thereby not aligning with our workforce demographic.	the Working4U team. Any staff who are on 4 weekly pay and wish to mitigate impact of UC will be allowed to move to the recommended monthly pay cycle.
Gender Reassign			
Health			
Human Rights			
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
Will the impact of the policy be monitored and reported on an ongoing basis?			
Q7 What is your recommendation for this policy?			
Introduce			
Please provide a meaningful summary of how you have reached the recommendation			
EIA 817: From the evidence available to date such as feedback with evidence from JTUs, as well as lack of complaints and/or grievances from staff impacted, there is no evidence of any significant negative impact.			

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer - Resources****Corporate Services Committee: 7 February 2024**

Subject: Write-off of National Non Domestic Rates 2023/2024**1. Purpose**

- 1.1** The purpose of this report is to recommend for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2023/2024.

2. Recommendations

- 2.1** It is recommended that the Committee approve the write-off of NNDR accounts totalling £219,032.33.

3. Background

- 3.1** The NNDR is a national rate of non-domestic properties and is determined each year by the Scottish Parliament. All local authorities collect the rates and the monies collected are pooled into a national central fund. The Scottish Government allocates a grant to each authority from this fund through the Local Government Finance settlement. The Council's annual billing amount for NNDR in 2023/24 is £87.6M. In 2022/23 the Council collected 96.34%
- 3.2** The grant distribution formula used by the Scottish Government has regard to the amount of NNDR collectable by each local authority. The Council makes an annual return to the Scottish Government detailing the amounts collected for each year. Included in this return is a note of any amounts written off as uncollectable. As such, NNDR collected by a local authority represents a receipt of grant income. Specific debts deemed uncollectable are written off and the reduction in NNDR collected locally is compensated for in future grant settlements.
- 3.3** Financial Regulation D4 gives the Chief Officer - Resources authority to write-off individual debts up to £5,000. The Chief Officer - Resources is required to seek the approval of Members prior to writing off any debt in excess of £5,000.
- 3.4** A report is submitted annually to Committee seeking approval for write-off of irrecoverable debts. The write-offs are not specific to any one year but instead are the debts which have been deemed irrecoverable during 2023/24.

- 3.5** The table below shows the distribution of the recommended write off over the years from which the debts were originally raised. Write off can be due to a number of reasons, for example, a company has ceased trading or a review of outstanding cases has now deemed that the debt is irrecoverable.

Financial Year Debt Created	Value of write-off
2017/2018	£17,289.38
2018/2019	£32,735.64
2019/2020	£26,312.33
2021/2022	£40,251.27
2022/2023	£79,007.40
2023/2024	£23,436.31
Total	£219,032.33

- 3.6** Where a company has ceased trading through liquidation or administration the Council formally submits a claim to the trustee up to and including the date of liquidation/administration. At this stage the Council would propose this amount for write off. In such cases the Council is classed as an unsecured creditor (i.e. secured creditors are organisations such as HMRC and Banks) and in these cases it is extremely unlikely that any recovery of the outstanding monies will be received in full: generally low or nil recovery is the outcome. If such a recovery was received this would be credited to the rates account and the write off to this value reversed or reduced.

4. Main Issues

- 4.1** Debts totalling £219,032.33 are submitted for write off. Non-collection of debts and request for write off is predominately due to the businesses being liquidated, dissolved or administration. The following table identifies the reasons for NNDR write off in more detail.

Reason	Alexandria	Clydebank	Dumbarton	Grand Total
Administration		£23,436.31		£23,436.31
Dissolved		£108,451.04		£108,451.04
Liquidation				
Sheriff Officers ¹		£44,290.47	£42,854.51	£87,144.98
Total		£176,177.82	£42,854.51	£219,032.33

The attached appendix provides details of the individual debts involved. Since all these are limited companies, details and corresponding addresses have been provided.

¹ Sheriff Officer advising all avenues have been exhausted and irrecoverable in collecting the rates and recommending write-off along with a brief background

4.2 Although the debts are treated as written off, should any circumstances change whereby debts can be collected, the Council will pursue them.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The NNDR debts written off totalling £219,032.33 will be notified to the Scottish Government NNDR pool for reimbursement. There are no Procurement implications.

7. Risk Analysis

7.1 The grant distribution formula adopted by the Scottish Government assumes the Council will collect NNDR liabilities. If sums deemed uncollectable are not notified to the Scottish Government, this will have an adverse effect on the Council's cash flow. Prudent financial accounting practice also requires that uncollectable debt should be written-off in a timely manner.

8. Equalities Impact Assessment

8.1 No significant issues were identified in a screening for potential equality impact of this measure.

9. Consultation

9.1 Consultation has taken place with Legal Services and there are neither any issues nor concerns with the proposal.

10. Strategic Assessment

10.1 The write off of uncollectable NNDR debts forms part of the financial governance of the Council. Sound financial practice and budgetary control are imperative to assist with the governance of the Council and support officers of the Council in achieving the five strategic priorities.

Laurence Slavin
Chief Officer - Resources
Date: 8 January 2024

Person to Contact: Ryan Chalmers, Section Head
Church Street, Dumbarton.
Email: ryan.chalmers@west-dunbarton.gov.uk

Appendices: None

Background Papers: EIA

Wards Affected: All Council Wards.

Notes:**Administration**

Going into Administration under insolvency legislation effectively means a company is being taken under the management of a court appointed administrator – who must be a licensed insolvency practitioner - appointed by the courts, creditors, or company directors, where they are required to act in the best interest of the insolvent company.

Dissolved

Where a limited company has been dissolved or struck off it legally closes and is removed from the Register at Companies House where there are reasonable grounds to believe that no business is being carried on. Dissolution officially ends a business owner's continued responsibility for taxes, debts and other commitments.

Liquidation

The process of Liquidation is when a company is either at or near to the end of its life and the remaining assets need to be liquidated for distribution to creditors and shareholders. The role of the liquidator is to maximise the realisation of assets of the company. Once the assets have been realised and if sufficient cash has accumulated then the job of the Liquidator is agree all creditors' claims and to pay dividends accordingly.

Sheriff Officers

When the Council has exhausted our in-house arrears procedures the debt is passed to our Sheriff Officers for collection. The Sheriff Officers will attempt to collect the debt using a variety of approaches and solutions which are appropriate to each individual case. In certain cases the Sheriff Officer will submit to the Council a write-off pro forma, advising all avenues have been exhausted and irrecoverable in collecting the rates and recommending write-off along with a brief background.

Appendix 1 – Details of Debt Write-off

2017/2018 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37026208151836	Hydro Grp Ltd	Unit 1 Block 11, Vale of Leven Ind Estate, Dumbarton, G82 3PL	£9,235.23	Sheriff Officers - Irrecoverable
37098659121833	Mosspark Ltd	The Cabin Inn, 474 Dumbarton Road, Clydebank, G81 4DN	£8,054.15	Dissolved
		Total	£17,289.38	

2018/2019 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37026208151933	Hydro Grp Ltd	Unit 1 Block 11, Vale of Leven Ind Estate, Dumbarton, G82 3PL	£18,084.00	Sheriff Officers - Irrecoverable
37035878091934	Lynx Gifting Ltd	50 Sylvania Way, Clydebank, G81 2TL	£6,783.71	Dissolved
37098659131934	TW Cabin Inn Ltd	The Cabin Inn, 474 Dumbarton Road, Clydebank, G81 4DN	£7,867.93	Dissolved
		Total	£32,735.64	

2019/2020 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37026208152038	Hydro Grp Ltd	Unit 1 Block 11, Vale of Leven Ind Estate, Dumbarton, G82 3PL	£15,535.28	Sheriff Officers - Irrecoverable

37035878092030	Lynx Gifting Ltd	50 Sylvania Way, Clydebank, G81 2TL	£10,777.05	Dissolved
Total			£26,312.33	

2021/2022 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37035193212235	Amazing Cardz Ltd	3 Sylvania Way, Clydebank, G81 2RR	£12,947.07	Sheriff Officers - Dissolved
37116029042237	ESI Carbon Trading Limited	Suite 2-14, 1 Aurora Avenue, Clydebank, G81 1BF	£5,313.00	Sheriff Officers - Dissolved
37123025012236	North Avenue Boxing Academy CIC	11 North Avenue, Clydebank Business Park, Clydebank, G81 2QP	£5,821.20	Dissolved
37123297012238	Designer Homes (6) Ltd	Main Area, 41 Sylvania Way South, Clydebank, G81 1EA	£16,170.00	Sheriff Officers - Dissolved
Total			£40,251.27	

2022/2023 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37035193232331	Derorationshub Limited	3 Sylvania Way, Clydebank, G81 2RR	£14,379.75	Dissolved
37035320102330	Candylicious CB Ltd	51 Sylvania Way, Clydebank, G81 2RR	£9,596.26	Dissolved
37035347162334	Homegiftsx Ltd	55 Sylvania Way, Clydebank, G81 2RR	£15,064.50	Dissolved

37038176062338	JMJM Management Limited	Glenhead Tavern, 44 Dumbarton Road, Hardgate, G81 6HD	£18,221.48	Dissolved
37039210172335	The Clyde Glasgow Ltd	The Duntiglennan, 68 Dumbarton Road, Duntocher, G81 6DN	£5,968.77	Dissolved
37123025012333	North Avenue Boxing Academy CIC	11 North Avenue, Clydebank Business Park, Clydebank, G81 2QP	£5,916.24	Dissolved
37123297012335	Designer Homes (6) Ltd	Main Area, 41 Sylvania Way South, Clydebank, G81 1EA	£9,860.40	Sheriff Officers - Dissolved
Total			£79,007.40	

2023/2024 Specific Write-Off List

Reference Number	Name	Address	Balance for Write-Off	Reason
37036106022432	Clydebank Cinema 2 Limited	23 Britannia Way, Clydebank, G81 2RZ	£8,186.75	Administration
37099337042430	Wilko Retail Ltd	117A Sylvania Way, Clydebank, G81 2RR	£15,249.56	Administration
Total			£23,436.31	

WEST DUNBARTONSHIRE COUNCIL
Report by the Chief Officer - Resources
Corporate Services Committee – 07 February 2024

**Subject: Corporate Services Budgetary Control Report to 31 October 2023
(Period 07)**

1. Purpose

- 1.1** The purpose of this report is to advise the Committee on the performance of the Corporate Services budget for the period to 31 October 2024.

2. Recommendations

- 2.1** Members are asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of £0.017m (0.05% of the total budget) and
- ii) note that the capital account is showing a projected in-year underspend of £2.097m (0.43% of in-year budget). Explanations for projected variances to the 19 current projects are detailed in Appendices 6 and 7. The project life projection is currently showing a projected overspend of £0.002m (0.02% of project life budget).

3. Background

3.1 Revenue Budget

At the meeting of West Dunbartonshire Council on 1 March 2023, Members agreed the revenue estimates for 2023/24.

A total net budget of £34.850m was approved for services under the remit for Corporate Services at that time.

Since the budget changes to the value of -£0.782m have occurred, the details of these are as follows:

Description	£m
Budget Agreed March 2023	34.850
PAT Testing budget moved from P&T to Education	-0.014
CCF - Allocation of Commercialisation saving target	0.056
Transfer of vacancy underspends to miscellaneous	-0.828
Adjustment to SIP Trucking movements	0.004
	34.068

3.2 Capital Budget

At the meeting of Council on 1 March 2023, Members also agreed the updated 10 year General Services Capital Plan for 2023/2024 to 2031/32. The three years from 2023/24 to 2025/26 have been approved in detail with the remaining 7 years being indicative at this stage. The total project life budget approved for projects that have either commenced or are due to commence in that period total for Corporate Services is £7.299m.

4. Main Issues

Revenue Budget

- 4.1** The summary report at Appendix 1 identifies a projected annual favourable variance (underspend) of £0.017m (0.05% of the total budget). Detailed service reports are attached as Appendix 2.
- 4.2** There are six projected annual variances in excess of £0.050m. Notes on these variances are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3** Although the report indicates that expenditure is favourable in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March 2024 and which could affect the year end results.

Capital Budget

- 4.4** Appendices 5 to 7 highlight 8 projects showing an in-year variance and 10 projects on target. The overall Corporate Services programme summary report at Appendix 5 shows that there is a projected £0.558m (7.6% of the total programmed budget) to be re-phased in future years.

There is one significant variance within the Capital Budget, this is:

Project	Budget 23-24 (£m)	Forecast 23-24	Variance
Heritage Capital Fund	0.814	0.256	0.558

See Appendices 6 and 7 for more details.

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 or procurement implications from this budgetary control report.

7. Risk Analysis

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

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

10. Strategic Assessment

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

Laurence Slavin
Chief Officer Resources

Date: 18 January 2024

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Council Offices, 16 Church Street, Dumbarton
Telephone: (01389) 737838
E-mail: adrian.gray@west-dunbarton.gov.uk

Appendices:

Appendix 1 -	Revenue Budgetary Control 2023/24 – Summary Report
Appendix 2 -	Revenue Budgetary Control 2023/24 – Service Reports
Appendix 3 -	Analysis of Revenue Variances over £50,000

- Appendix 4 - Monitoring of Savings Options
- Appendix 5 - Overall Capital Programme Summary Financials
- Appendix 6 - Capital Programme – Red Status
- Appendix 7 - Capital Programme – Green Status

Background Papers:

Ledger output – Period 07
 General Services Revenue Estimates 2023/24 – Council 1 March 2023
 General Services Capital Strategy 2023/24 to 2032/33 - Council 1 March 2023

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2023/24
CORPORATE SERVICES SUMMARY

APPENDIX 1

PERIOD END DATE

31 October 2023

Service / Subjective Summary	Total Budget 2023/24	Spend to Date 2023/24	Forecast Spend	Variance 2023/24		Annual RAG Status
	£000	£000	£000	£000	%	
Audit	68	(66)	70	2	3%	↓
Finance	1,291	816	1,374	83	6%	↓
Rent Rebates & Allowances	(341)	2,310	(256)	85	25%	↓
Revenues & Benefits	2,233	1,401	2,236	3	0%	↓
Finance Service Centre	323	173	330	8	2%	↓
Cost of Collection of Rates	17	0	36	19	116%	↓
Cost of Collection of Council Tax	(798)	(177)	(823)	(25)	-3%	↑
Central Admin Support	2,786	1,504	2,781	(5)	0%	↑
Procurement	156	321	155	(1)	0%	↑
Democratic and Registration Service	779	400	777	(2)	0%	↑
Environmental Health	744	417	732	(12)	-2%	↑
Licensing	(149)	(183)	(190)	(41)	-27%	↑
Legal Services/Trading Standards	740	472	727	(13)	-2%	↑
Planning	687	27	428	(259)	-38%	↑
Transactional Services	810	472	814	4	0%	↓
Strategic People and Change	2,034	1,107	2,079	45	2%	↓
Information Services	4,631	3,396	4,529	(102)	-2%	↑
Communications & Marketing	259	102	260	1	1%	↓
Citizen Services	1,308	834	1,339	31	2%	↓
Performance & Strategy	236	114	225	(11)	-4%	↑
Clydebank Town Hall	340	134	273	(67)	-20%	↑
Office Accomodation	1,231	273	1,280	49	4%	↓
Libraries	1,814	962	1,833	19	1%	↓
Arts and Heritage	301	173	315	14	5%	↓
Catering Services	4,635	2,740	4,683	48	1%	↓
Building Cleaning	1,785	1,042	1,818	33	2%	↓
Building Cleaning PPP	(218)	(165)	(205)	14	-6%	↓
Facilities Assistants	2,307	1,191	2,287	(20)	-1%	↑
Facilities Management	556	302	572	17	3%	↓
Leisure Management	3,459	3,158	3,534	75	2%	↓
Events	48	37	37	(11)	-22%	↑
Total Net Expenditure	34,068	23,287	34,051	(17)	-0.05%	↑

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status
All Services	£000	£000	£000	£000	%
Employee	29,880	15,784	30,116	236	1%
Property	2,255	885	2,327	71	3%
Transport and Plant	154	49	148	(5)	(3%)
Supplies, Services and Admin	5,632	3,557	5,670	38	1%
Payments to Other Bodies	6,035	4,325	6,188	153	3%
Other	36,747	19,714	36,829	82	0%
Gross Expenditure	80,702	44,313	81,278	575	1%
Income	(46,634)	(21,026)	(47,226)	(592)	(1%)
Net Expenditure	34,068	23,287	34,051	(17)	(0%)
Audit	£000	£000	£000	£000	%
Employee	370	202	370	0	0%
Property				0	0%
Transport and Plant	0	0	1	1	0%
Supplies, Services and Admin	2	2	2	0	0%
Payments to Other Bodies				0	0%
Other				0	0%
Gross Expenditure	372	204	373	1	0%
Income	(303)	(270)	(303)	0	0%
Net Expenditure	68	(66)	70	2	3%
Finance	£000	£000	£000	£000	%
Employee	1,514	867	1,603	90	6%
Property				0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	65	10	65	0	0%
Payments to Other Bodies	2	2	2	0	0%
Other				0	0%
Gross Expenditure	1,581	879	1,670	90	6%
Income	(289)	(63)	(296)	(7)	(2%)
Net Expenditure	1,291	816	1,374	83	6%
Rent Rebates & Allowances	£000	£000	£000	£000	%
Employee				0	0%
Property				0	0%
Transport and Plant				0	0%
Supplies, Services and Admin				0	0%
Payments to Other Bodies				0	0%
Other	36,747	19,717	36,832	85	0%
Gross Expenditure	36,747	19,717	36,832	85	0%
Income	(37,088)	(17,407)	(37,088)	(0)	(0%)
Net Expenditure	(341)	2,310	(256)	85	(25%)
Revenues & Benefits	£000	£000	£000	£000	%
Employee	1,935	1,043	1,934	(1)	(0%)
Property				0	0%
Transport and Plant	2	1	2	0	0%
Supplies, Services and Admin	31	12	29	(2)	(6%)
Payments to Other Bodies	895	635	909	14	2%
Other				0	0%
Gross Expenditure	2,862	1,691	2,874	12	0%
Income	(629)	(290)	(638)	(9)	(1%)
Net Expenditure	2,233	1,401	2,236	3	0%

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status
Finance Service Centre	£000	£000	£000	£000	%
Employee	283	157	292	9	3%
Property				0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	39	16	38	(1)	(4%)
Payments to Other Bodies				0	0%
Other				0	0%
Gross Expenditure	323	173	330	8	2%
Income	0	0	0	0	0%
Net Expenditure	323	173	330	8	2%
Cost of Collection of Rates	£000	£000	£000	£000	%
Employee				0	0%
Property				0	0%
Transport and Plant				0	0%
Supplies, Services and Admin	3	0	3	1	20%
Payments to Other Bodies	100	0	118	19	19%
Other				0	0%
Gross Expenditure	102	0	121	19	19%
Income	(85)	0	(85)	0	0%
Net Expenditure	17	0	36	19	116%
Cost of Collection of Council Tax	£000	£000	£000	£000	%
Employee				0	0%
Property				0	0%
Transport and Plant				0	0%
Supplies, Services and Admin	64	29	64	(0)	(0%)
Payments to Other Bodies	30	16	30	0	1%
Other				0	0%
Gross Expenditure	94	45	94	0	0%
Income	(892)	(222)	(917)	(25)	(3%)
Net Expenditure	(798)	(177)	(823)	(25)	3%
Procurement	£000	£000	£000	£000	%
Employee	581	321	580	(1)	(0%)
Property				0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	2	0	2	0	0%
Payments to Other Bodies	73	0	73	0	0%
Other				0	0%
Gross Expenditure	656	321	655	(1)	(0%)
Income	(500)	0	(500)	0	0%
Net Expenditure	156	321	155	(1)	(0%)
Democratic and Registration Service	£000	£000	£000	£000	%
Employee	890	464	889	(1)	(0%)
Property				0	0%
Transport and Plant	1	0	1	(0)	(23%)
Supplies, Services and Admin	9	6	11	2	17%
Payments to Other Bodies				0	0%
Other				0	0%
Gross Expenditure	900	470	901	1	0%
Income	(121)	(70)	(124)	(3)	(2%)
Net Expenditure	779	400	777	(2)	(0%)

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status
Central Admin Support	£000	£000	£000	£000	%
Employee	2,727	1,430	2,727	0	0%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	11	8	13	2	18%
Payments to Other Bodies	69	69	69	0	0%
Other				0	0%
Gross Expenditure	2,807	1,507	2,809	2	0%
Income	(21)	(3)	(28)	(7)	(33%)
Net Expenditure	2,786	1,504	2,781	(5)	(0%)
Environmental Health	£000	£000	£000	£000	%
Employee	1,010	531	983	(27)	(3%)
Property	6	2	4	(2)	(33%)
Transport and Plant	11	5	10	(1)	(9%)
Supplies, Services and Admin	22	10	18	(4)	(18%)
Payments to Other Bodies	71	35	71	0	1%
Other				0	0%
Gross Expenditure	1,119	583	1,086	(33)	(3%)
Income	(375)	(166)	(354)	21	6%
Net Expenditure	744	417	732	(12)	(2%)
Licensing	£000	£000	£000	£000	%
Employee	302	162	301	(1)	(0%)
Property				0	0%
Transport and Plant	1	0	1	0	0%
Supplies, Services and Admin	7	5	8	1	14%
Payments to Other Bodies	8	0	0	(8)	(100%)
Other				0	0%
Gross Expenditure	318	167	310	(8)	(2%)
Income	(467)	(350)	(500)	(33)	(7%)
Net Expenditure	(149)	(183)	(190)	(41)	27%
Legal Services/Trading Standards	£000	£000	£000	£000	%
Employee	910	467	910	(0)	(0%)
Property				0	0%
Transport and Plant	3	1	3	0	0%
Supplies, Services and Admin	15	32	39	24	153%
Payments to Other Bodies	2	0	1	(1)	(50%)
Other				0	0%
Gross Expenditure	931	500	953	22	2%
Income	(191)	(28)	(226)	(35)	(18%)
Net Expenditure	740	472	727	(13)	(2%)
Planning	£000	£000	£000	£000	%
Employee	1,150	564	1,150	0	0%
Property	0	0	0	0	0%
Transport and Plant	2	1	1	(1)	(50%)
Supplies, Services and Admin	20	57	67	47	235%
Payments to Other Bodies	130	5	130	0	0%
Other				0	0%
Gross Expenditure	1,302	627	1,348	46	4%
Income	(615)	(600)	(920)	(305)	(50%)
Net Expenditure	687	27	428	(259)	(38%)

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status
Transactional Services	£000	£000	£000	£000	%
Employee	885	475	884	(1)	(0%)
Property				0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	5	1	5	0	9%
Payments to Other Bodies				0	0%
Other				0	0%
Gross Expenditure	889	476	889	(0)	(0%)
Income	(79)	(4)	(75)	4	5%
Net Expenditure	810	472	814	4	0%
Strategic People and Change	£000	£000	£000	£000	%
Employee	1,816	986	1,881	65	4%
Property				0	0%
Transport and Plant	1	1	1	0	0%
Supplies, Services and Admin	5	3	4	(1)	(20%)
Payments to Other Bodies	262	157	301	39	15%
Other				0	0%
Gross Expenditure	2,084	1,147	2,187	103	5%
Income	(50)	(40)	(108)	(58)	(116%)
Net Expenditure	2,034	1,107	2,079	45	2%
Information Services	£000	£000	£000	£000	%
Employee	2,135	1,090	2,134	(1)	(0%)
Property				0	0%
Transport and Plant	2	1	3	1	50%
Supplies, Services and Admin	2,968	2,401	2,899	(69)	(2%)
Payments to Other Bodies	3	0	3	0	0%
Other	0	(3)	(3)	0	0%
Gross Expenditure	5,107	3,489	5,036	(71)	(1%)
Income	(476)	(93)	(507)	(31)	(7%)
Net Expenditure	4,631	3,396	4,529	(102)	(2%)
Communications & Marketing	£000	£000	£000	£000	%
Employee	273	114	269	(4)	(1%)
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	9	4	10	1	9%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	282	118	279	(3)	(1%)
Income	(23)	(16)	(19)	5	20%
Net Expenditure	259	102	260	1	1%
Citizen Services	£000	£000	£000	£000	%
Employee	1,477	837	1,522	46	3%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	(0)	(50%)
Supplies, Services and Admin	37	13	38	2	5%
Payments to Other Bodies	0	0	0	0	42%
Other	0	0	0	0	0%
Gross Expenditure	1,514	850	1,561	47	3%
Income	(206)	(16)	(222)	(16)	(8%)
Net Expenditure	1,308	834	1,339	31	2%

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status	
Performance & Strategy	£000	£000	£000	£000	%	
Employee	221	117	220	(1)	(0%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	1	0	1	0	0%	→
Payments to Other Bodies	14	3	14	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	236	120	235	(1)	(0%)	↑
Income	0	(6)	(10)	(10)	0%	↑
Net Expenditure	236	114	225	(11)	(4%)	↑
Clydebank Town Hall	£000	£000	£000	£000	%	
Employee	130	67	129	(1)	(1%)	↑
Property	299	152	238	(61)	(20%)	↑
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	48	16	48	0	0%	↓
Payments to Other Bodies	0	0	2	2	0%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	476	234	416	(60)	(13%)	↑
Income	(136)	(100)	(143)	(7)	(5%)	↑
Net Expenditure	340	134	273	(67)	(20%)	↑
Office Accomodation	£000	£000	£000	£000	%	
Employee	146	55	149	2	1%	↓
Property	1,330	297	1,377	47	4%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	49	13	49	0	0%	↓
Payments to Other Bodies	20	0	20	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,545	365	1,594	49	3%	↓
Income	(314)	(92)	(314)	0	0%	→
Net Expenditure	1,231	273	1,280	49	4%	↓
Libraries	£000	£000	£000	£000	%	
Employee	1,290	717	1,363	72	6%	↓
Property	297	187	289	(8)	(3%)	↑
Transport and Plant	15	6	15	0	0%	→
Supplies, Services and Admin	249	123	249	0	0%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,851	1,034	1,916	65	3%	↓
Income	(38)	(72)	(83)	(46)	(121%)	↑
Net Expenditure	1,814	962	1,833	19	1%	↓
Arts and Heritage	£000	£000	£000	£000	%	
Employee	322	153	317	(5)	(1%)	↑
Property	3	10	12	9	275%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	34	15	34	0	0%	→
Payments to Other Bodies	18	8	22	4	21%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	377	185	385	8	2%	↓
Income	(76)	(12)	(70)	6	8%	↓
Net Expenditure	301	173	315	14	5%	↓

PERIOD END DATE 31 October 2023

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status	
Catering Services	£000	£000	£000	£000	%	
Employee	3,894	2,036	3,894	(0)	(0%)	↑
Property	71	50	99	28	40%	↓
Transport and Plant	110	29	103	(7)	(6%)	↑
Supplies, Services and Admin	1,841	698	1,859	18	1%	↓
Payments to Other Bodies	29	29	37	9	31%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	5,944	2,842	5,992	48	1%	↓
Income	(1,309)	(102)	(1,309)	(0)	(0%)	↑
Net Expenditure	4,635	2,740	4,683	48	1%	↓
Building Cleaning	£000	£000	£000	£000	%	
Employee	1,917	974	1,917	0	0%	↓
Property	165	122	200	35	21%	↓
Transport and Plant	2	0	2	0	0%	→
Supplies, Services and Admin	21	10	25	4	20%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	2,105	1,107	2,144	39	2%	↓
Income	(320)	(65)	(326)	(6)	(2%)	↑
Net Expenditure	1,785	1,042	1,818	33	2%	↓
Building Cleaning PPP	£000	£000	£000	£000	%	
Employee	807	430	806	(1)	(0%)	↑
Property	42	33	60	18	44%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	10	0	6	(4)	(41%)	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	859	463	872	14	2%	↓
Income	(1,077)	(628)	(1,077)	(0)	(0%)	↑
Net Expenditure	(218)	(165)	(205)	14	(6%)	↓
Facilities Assistants	£000	£000	£000	£000	%	
Employee	2,329	1,225	2,327	(2)	(0%)	↑
Property	42	32	47	5	11%	↓
Transport and Plant	0	0	1	0	11%	↓
Supplies, Services and Admin	13	2	12	(1)	(7%)	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	2,385	1,261	2,387	2	0%	↓
Income	(78)	(69)	(100)	(22)	(28%)	↑
Net Expenditure	2,307	1,191	2,287	(20)	(1%)	↑
Facilities Management	£000	£000	£000	£000	%	
Employee	571	299	566	(5)	(1%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	2	2	4	2	102%	↓
Supplies, Services and Admin	3	0	2	(1)	(23%)	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	576	302	572	(3)	(1%)	↑
Income	(20)	0	0	20	100%	↓
Net Expenditure	556	302	572	17	3%	↓

PERIOD END DATE **31 October 2023**

Service Summary	Total Budget 2023/24	YTD Spend 2023/24	Forecast Spend 2023/24	Variance 2023/24	RAG Status
Leisure Management	£000	£000	£000	£000	%
Employee	0	0	0	0	0% →
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	0	0	0	0	0% →
Payments to Other Bodies	4,217	3,281	4,299	82	2% ↓
Other	0	0	0	0	0% →
Gross Expenditure	4,217	3,281	4,299	82	2% ↓
Income	(758)	(123)	(765)	(7)	(1%) ↑
Net Expenditure	3,459	3,158	3,534	75	2% ↓
Events	£000	£000	£000	£000	%
Employee	0	0	0	0	0% →
Property	0	0	0	0	0% ↓
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	51	70	70	19	38% ↓
Payments to Other Bodies	93	86	86	(7)	(8%) ↑
Other	0	0	0	0	0% →
Gross Expenditure	144	156	156	12	8% ↓
Income	(96)	(119)	(119)	(22)	(23%) ↑
Net Expenditure	48	37	37	(11)	(22%) ↑

PERIOD END DATE

31 October 2023

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	
Finance	1,291	1,374	83	6%	↓
Service Description	The service provided by this area deals with Accountancy, Capital, Treasury, Reconciliations, Cash Office and Municipal Bank				
Main Issues / Reason for Variance	Main reason for adverse variance is full turnover savings are not being achieved.				
Mitigating Action	None available at this time.				
Anticipated Outcome	Adverse variance is anticipated				
Rent Rebates & Allowances	(341)	(256)	85	-25%	↓
Service Description	Payment of Rent Rebates and other Allowances				
Main Issues / Reason for Variance	Reduction in overpayment (OP) recoveries is due to DWP recovering some HB OP's against Universal Credit, subject to the OP reason. Previously the Council would have received 40% subsidy in OP's with the ability to recover 100% of the OP, therefore a potential to receive up to 140% of the OP value. This change means we receive 100% subsidy of the OP therefore a reduction from the potential 140% that could have been recovered.				
Mitigating Action	None available at this time.				
Anticipated Outcome	Adverse variance is anticipated				
Planning	687	428	(259)	-38%	↑
Service Description	This Service provides Building & Planning services				
Main Issues / Reason for Variance	The main reason for the favourable variance is that income is higher than budgeted. The additional income predicted is an in-year benefit only as a result of one-off additional fees.				
Mitigating Action	None required				
Anticipated Outcome	A favourable variance is anticipated.				
Information Services	4,631	4,529	(102)	-2%	↑
Service Description	This service area provides general ICT support to the Council and also supports transformational change and modernisation of working practices through technology				
Main Issues / Reason for Variance	Main reason for the favourable variance is additional telephone costs are being offset by recharge income to recover these from other services. In addition centralised printing and leasing costs for copiers are anticipated to overspend during the year.				
Mitigating Action	None at this moment				
Anticipated Outcome	Favourable variance overall is anticipated				
Clydebank Town Hall	340	273	(67)	-20%	↑
Service Description	The service provides civic accommodation and facilities within Clydebank				
Main Issues / Reason for Variance	The main reason for the favourable variance is reduced expenditure on property costs (principally gas and non-domestic rates). There has also been an increase in projected income.				
Mitigating Action	None necessary.				
Anticipated Outcome	Favourable variable anticipated.				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2023/24
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

PERIOD END DATE

31 October 2023

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

Leisure Management	3,459	3,534	75	2%	↓
Service Description	Payment to West Dunbartonshire Leisure Trust for leisure services				
Main Issues / Reason for Variance	The management fee to WDLT has been higher because of delays in the reduction in community facilities provision. In addition budgeted contribution from Education towards overall management fee overstated.				
Mitigating Action	None at the moment.				
Anticipated Outcome	Adverse variance is anticipated.				

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2023/24

APPENDIX 4

Efficiency Detail	Ref	Chief Officer	Budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
STATUS: COMPLETE						
1 Income from Animal Feed Inspections	RR01	A Douglas	14,000	14,000	-	
2 Remove additional EHO posts Budget	RR02	A Douglas	105,000	105,000	-	
3 Remove a vacant section head post within Regularity and Regeneration Services	RR05	A Douglas	70,000	70,000	-	
4 Removal Of Residual Budget for Trainee	RR06	A Douglas	8,000	8,000	-	
5 Revert Trading Standards Officer Post to Authorised Officer	RR07	A Douglas	13,000	13,000	-	
6 Charging for Pre application advice	RR09	A Douglas	10,000	10,000	-	
7 Value of Works for Building Warrants	RR10	A Douglas	5,000	5,000	-	
8 Remove One Enforcement Officer Post	RR11	A Douglas	26,000	26,000	-	
9 Reduce support provided to local businesses and organisations including a reduction in officers within the Council's economic development team	RR12	A Douglas	169,000	169,000	-	
10 End affiliations to some external organisations	RR14	A Douglas	3,000	3,000	-	
11 Remove a vacant Trading Standards Authorised Officer post	RR14	A Douglas	42,000	42,000	-	
12 Labour increase in turnover target	LAB ITEM	L Slavin	250,000	250,000	-	
13 Reduce the size of the Council's Audit & Fraud team by removing 1.8TE of vacancies rising to 2.8 in future years	RES01	L Slavin	75,000	75,000	-	
14 Clydebank Property Company	RES02	L Slavin	30,000	30,000	-	
15 Remove voluntary grant funding provided to West Dunbartonshire Community & Volunteering Services and reduce funding provided to the Clydebank Asbestos Group by 25%	RES04	L Slavin	17,000	17,000	-	
16 Reduce Reconciliation Team	RES07	L Slavin	75,000	75,000	-	
17 Close Municipal Bank	RES08	L Slavin	40,000	21,764	18,236	Additional one off costs incurred in the closure of the bank. The unachieved amount of saving will be funded from the Smoothing Fund for 2023/24. However, it is anticipated that the full saving will be achieved in future years.
18 Increase the Council's annual turnover savings target from £2.698m to £3.410m	RES09	L Slavin	712,000	712,000	-	
19 Reduce the size of the Council's Insurance Management team from four officers to three.	RES10	L Slavin	50,000	50,000	-	
20 Reduce manual processing by automating the generation of debtor and creditor invoices	RES11	L Slavin	25,000	25,000	-	
21 Central Admin Support Printing	RES12	L Slavin	12,500	12,500	-	
22 Education Lets	RES13	L Slavin	12,500	12,500	-	
23 100% Electronic Payments	RES14	L Slavin	2,000	2,000	-	
24 Remove TeamMate	RES15	L Slavin	8,000	8,000	-	
25 Remove discretionary element of long term empty properties	RES17	L Slavin	52,000	52,000	-	
26 Sales, Fees and Charges 10% Increase	RES19	L Slavin	394,000	394,000	-	

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2023/24

APPENDIX 4

	Efficiency Detail	Ref	Chief Officer	Budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
27	Reduce the size of the Council's Automation team from three to two in 2023/24 and by a further one in 2024/25	RES21	L Slavin	37,500	37,500	-	
28	Right size the Building Insurance Income budget	RES23	L Slavin	80,000	80,000	-	
29	Right size the Strathclyde Passenger Transport and Valuation Joint Board Budgets	RES24	L Slavin	77,000	77,000	-	
30	Remove the Provost Hospitality Fund which is used for hospitality for provost hosted events and for commemorating special events within the community	RES05	L Slavin	9,000	9,000	-	
31	Review of Capital Programme	RES06	L Slavin	295,000	295,000	-	
32	Reduction in Colour Printing	PT03	V Rogers	12,000	12,000	-	
33	Remove surplus budget in People & Change team	PT04	V Rogers	29,000	29,000	-	
34	Reduction in ICT Management	PT06	V Rogers	50,000	50,000	-	
35	Reduction in ICT Support	PT07	V Rogers	82,000	82,000	-	
35	TOTAL COMPLETE			2,891,500	2,873,264	18,236	
STATUS: IN PROGRESS							
1	Reduce accountancy provision by removing one vacant post and transferring 70% of a post to work charged to the HRA	RES22	L Slavin	73,000	73,000	-	
1	TOTAL IN PROGRESS			515,000	515,000	-	
36	TOTAL EFFICIENCIES/MANAGEMENT ADJUSTMENTS			3,406,500	3,388,264	18,236	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 5

PERIOD END DATE 31 October 2023

PERIOD 7

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
Red Projects are forecast to be overspent and/or experience material delay to completion	8	44.4%	2,398	52.5%	8	44.4%	(111)	-29.2%
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	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Green Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	10	55.6%	2,172	47.5%	10	55.6%	489	129.2%
TOTAL EXPENDITURE	18	100%	4,570	100%	18	100%	379	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	Actual Variance £000	Re-profiling £000	Over/ (Under) £000
Red Projects are forecast to be overspent and/or significant delay to completion	2,962	2,398	2,966	4	906	(111)	348	(557)	(557)	0
Amber Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0	0	0	0	0	0	0	0	0
Green Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	4,337	2,172	4,331	(5)	2,412	489	2,412	0	0	0
TOTAL EXPENDITURE	7,299	4,570	7,297	(2)	3,318	379	2,760	(557)	(557)	0

PERIOD END DATE

31 October 2023

PERIOD

7

Budget Details		Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
1	Valuation Joint Board - Requisition of ICT Equipment						
	Project Life Financials	16	6	35%	16	(0)	-2%
	Current Year Financials	2	2	119%	2	0	19%
	Project Description	Requisition ICT Equipment.					
	Project Manager	Russell Hewton					
	Chief Officer	Russell Hewton					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	Replacement of laptops, monitors and other ICT equipment. No further spend anticipated.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Requisition of ICT Equipment.						
2	Payment Card Industry Data Security Standard (PCIDSS)						
	Project Life Financials	10	10	99%	10	(0)	-1%
	Current Year Financials	0	0	0%	10	10	13594%
	Project Description	Module would ensure that WDC were compliant with the current requirements of PCIDSS for card payments without the need for numerous costly workarounds					
	Project Manager	Karen Shannon					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	The module is now live						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Upgraded version with PCI compliant telephone payment system.						
3	Electronic Insurance System						
	Project Life Financials	50	51	101%	51	1	1%
	Current Year Financials	7	0	0%	8	1	10%
	Project Description	Acquisition of a claims/incident management system supported by an electronic document management system.					
	Project Manager	Karen Shannon					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	The overspend is due to inflationary costs.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Upgraded Electronic Insurance System.						
4	Enhancements to Cash Receipting System						
	Project Life Financials	40	40	100%	40	(0)	0%
	Current Year Financials	35	0	0%	35	0	0%
	Project Description	To enhance the cash receipting system in the way payments are made and allocated to back office by increasing the level of security that is required for online payments made by customers					
	Project Manager	Karen Shannon					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date		30-Sep-23	Forecast End Date		30-Nov-23
	Main Issues / Reason for Variance						
	Budget has been reprofiled to Financial Year 2023-2024. Version 2 of the upgrade was completed Jan 2023. Call Secure Module went Live in October 2023.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Enhancements to the cash receipting system including PCI compliant telephone payment system.						
5	IFRS 16 Database						
	Project Life Financials	5	5	100%	5	0	0%
	Current Year Financials	5	0	0%	5	0	0%
	Project Description	This is a system which will ensure that WDC has the correct level of information and adheres to correct reporting of IFRS16- Leasing.					
	Project Manager	Jackie Nicol Thomson					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	IFRS16 has been postponed and is due for implementation this financial year. It is anticipated that full spend will be incurred by 31 March 2024.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Completion of project by 31 March 2024						

PERIOD END DATE

31 October 2023

PERIOD

7

Budget Details		Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
6	Legal Case Management System						
	Project Life Financials	33	33	100%	33	0	0%
	Current Year Financials	33	0	0%	33	0	0%
	Project Description	Legal Case Management System					
	Project Manager	Alan Douglas					
	Chief Officer	Alan Douglas					
	Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	Budget has been rephased from 2022/23. Project was originally delayed due to COVID19 restrictions and a decision was made to resume project once Microsoft 365 was implemented. It is anticipated that the project will complete by 31 March 2024.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Project will be delivered on budget						
7	Heritage Capital Fund						
	Project Life Financials	2,749	2,203	80%	2,762	13	0%
	Current Year Financials	814	(113)	-14%	255	(558)	-69%
	Project Description	Heritage Capital Fund.					
	Project Manager	Sarah Christie/Michelle Lynn					
	Chief Officer	Amanda Graham					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		30-Sep-24
	Main Issues / Reason for Variance						
	The commencement of the new museum space in Clydebank was delayed due to water ingress but this is now addressed with work set to begin. The project is anticipated to complete in autumn 2024.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Project to be delivered within amended budget and within revised timescale.						
8	Internet of Things Asset Tracking						
	Project Life Financials	60	50	83%	50	(10)	-17%
	Current Year Financials	10	0	0%	0	(10)	-100%
	Project Description	Asset Tracking.					
	Project Manager	James Gallacher					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date		31-Oct-22	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	Project completed.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Technical aspect of the project is complete and WDC assisting with user testing. Delayed but on budget.						

PERIOD END DATE

31 October 2023

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
1 Agresso development						
Project Life Financials	30	30	100%	30	0	0%
Current Year Financials	23	3	15%	23	0	0%
Project Description	The purpose of this project is to carry out an upgrade of the Agresso Finance System which was last upgraded in 2015. The requirement to upgrade is to maintain a level of support available from Unit 4 who have advised that support for older versions of the system is being reduced.					
Project Manager	Adrian Gray					
Chief Officer	Laurence Slavin					
Project Lifecycle	Planned End Date 31-Mar-27 Forecast End Date 31-Mar-27					
Main Issues / Reason for Variance	Work to significantly reduce the database size to facilitate a system upgrade has now been completed. Upgrade work can now commence, ICT currently building required servers in preparation for new version to be installed, configured and tested.					
Mitigating Action	None required					
Anticipated Outcome	Anticipate completion of upgrade during 23-24 financial year.					
2 Cost of Living						
Project Life Financials	1,000	500	50%	1,000	0	0%
Current Year Financials	250	55	22%	250	0	0%
Project Description	To support Council and community organisations with capital costs for cost of living initiatives.					
Project Manager	Adrian Gray					
Chief Officer	Laurence Slavin					
Project Lifecycle	Planned End Date 31-Mar-26 Forecast End Date 31-Mar-26					
Main Issues / Reason for Variance	No variances currently anticipated.					
Mitigating Action	None required at this time.					
Anticipated Outcome	Project will be delivered on time and on budget					
3 Solicitor Project Support for Capital Projects						
Project Life Financials	53	48	90%	48	(5)	-10%
Current Year Financials	7	0	0%	7	0	0%
Project Description	Solicitor costs to directly support capital projects					
Project Manager	Alan Douglas					
Chief Officer	Alan Douglas					
Project Lifecycle	Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24					
Main Issues / Reason for Variance	Trainee solicitor in place. Budget will be fully spent.					
Mitigating Action	None required at this time.					
Anticipated Outcome	Solicitor support for Capital Projects, with full budget spend anticipated.					
4 Re -imagine Antonine Wall						
Project Life Financials	30	20	67%	30	0	0%
Current Year Financials	10	0	0%	10	0	0%
Project Description	Council's capital contribution towards the multi-partner (five local authorities and Historic Environment Scotland) Rediscovering the Antonine Wall project which is also funded by the Heritage Lottery Fund.					
Project Manager	Pamela Clifford					
Chief Officer	Alan Douglas					
Project Lifecycle	Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24					
Main Issues / Reason for Variance	This goes into the overall Antonine Project budget - 5 Councils and Historic Environment Scotland - Expected spent by March 2024					
Mitigating Action	No action required					
Anticipated Outcome	Anticipate full budget spend.					
5 Demolition 215 Main Street Alexandria						
Project Life Financials	155	155	100%	155	0	0%
Current Year Financials	10	0	0%	10	0	0%
Project Description	Demolition of 215 Main Street Alexandria.					
Project Manager	Pamela Clifford					
Chief Officer	Alan Douglas					
Project Lifecycle	Planned End Date 31-Mar-24 Forecast End Date 31-Mar-24					
Main Issues / Reason for Variance	This outstanding money is being sought through the recharging order and through debtors.					
Mitigating Action	No action required at this time in the hands of Legal					
Anticipated Outcome	Continue to pursue repayment					

PERIOD END DATE

31 October 2023

PERIOD

7

Budget Details		Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
6	Transformation of Infrastructure Libraries and Museums						
	Project Life Financials	421	421	100%	421	(0)	0%
	Current Year Financials	116	0	0%	116	0	0%
	Project Description	To improve performance and efficiency of Council's Libraries and Cultural Services.					
	Project Manager	David Main					
	Chief Officer	Amanda Graham					
	Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	Awaiting outcome of Council decisions on library colocations before commencing with final spend of capital investment.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Projects delivered on budget						
7	ICT Modernisation						
	Project Life Financials	892	205	23%	892	0	0%
	Current Year Financials	892	205	23%	892	0	0%
	Project Description	This budget is to facilitate ICT infrastructure and modernise working practices.					
	Project Manager	James Gallacher					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	All PC's and laptops have now been replaced across Corporate/Education estate. Chromebook replacements are at checking/inventory stage and scoping requirements. Mobile phone replacement under review. Anticipating full budget spend.						
	Mitigating Action						
	none required						
	Anticipated Outcome						
	projects delivered on time and on budget						
8	ICT Security & DR						
	Project Life Financials	873	202	23%	873	0	0%
	Current Year Financials	873	202	23%	873	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 Manager	James Gallacher					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date		31-Mar-24	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	Due to delays on SWAN2 contract some of this capital budget is required for installations costs and is to be carried to 24/25 budget, will be clarified further at contract sign off. Wireless access project installation complete and awaiting final installation costs from DLO. Technology replacement project ongoing with proof of concepts nearing completion and procurement strategy at committee stage. In addition indentifying volume and costs to replace WYSE terminals. Infrastructure hardware replacement estimated £100k spend and Security & Compliance remediation estimated £70k						
	Mitigating Action						
	none required						
	Anticipated Outcome						
	projects delivered on time and on budget						
9	365 Implementation						
	Project Life Financials	503	503	100%	503	0	0%
	Current Year Financials	185	24	13%	185	(0)	0%
	Project Description	Project services to delivery Microsoft 365 Implementation including 3rd party supplier, training, technical consultancy etc.					
	Project Manager	James Gallacher					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date		30-Sep-23	Forecast End Date		30-Sep-23
	Main Issues / Reason for Variance						
	Budget spend for planned Sharepoint discovery and implementation alongside One Drive for Business. Further external consultancy required for 365 Tenancy configuration and to ensure Security of 365 environment.						
	Mitigating Action						
	none required						
	Anticipated Outcome						
	projects delivered on time and on budget						
10	Development of Workforce Management System						
	Project Life Financials	379	88	23%	379	(0)	0%
	Current Year Financials	46	0	0%	46	0	0%
	Project Description	Project to develop the Workforce Management System.					
	Project Manager	Arun Menon					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date		31-Mar-30	Forecast End Date		31-Mar-30
	Main Issues / Reason for Variance						
	Work continues on developments resulting in some spend in the current year.						
	Mitigating Action						
	none required						
	Anticipated Outcome						
	Work continues on developments resulting in some spend in the current year.						

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer - Resources

Corporate Services Committee: 1 February 2024

Subject: Grant Application to Dumbarton Common Good

1. Purpose of Report

- 1.1** The purpose of this report is to provide Members with details of one grant application to Dumbarton Common Good for consideration.

2. Recommendations

- 2.1** The Committee is asked to approve a one-off grant payment of £592.00. The grant to Dalreoch United Free Church (Women's Fellowship) is to cover the cost of replacing various items of equipment considered to be at the end of their useful life which are used during the group's weekly meetings.

3. Background

- 3.1** Dumbarton Common Good Fund grants are administered by the West Dunbartonshire Council and are reported to the Committee as and when applications are received.
- 3.2** The value of fund as at 31 March 2023 was £624,896 as per draft final accounts.

4. Main Issues

Grant Applications to Dumbarton Common Good

- 4.1** Appendix A summarises the aims of the group, contains additional information regarding the items to be replaced and advises on the group's current financial position. Committee is asked to approve the grant application of £592.00.

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 It is recommended that members agree to the one-off grant funding of £592.00 to Dalreoch Free Church (Women's Fellowship).

8. Risk Analysis

- 8.1 The Council must consider financial and reputational risks when considering grant applications. The financial risk is not only that the Council and Common Good Fund remain within budget, but also that the organisations funded by the Council and the Common Good Fund are both viable in the long term and comply with the Conditions of Grant which cover issues such as discrimination, health and safety, insurance, etc.

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 Legal and Financial Officers have been consulted in preparing this report.
- 11.2 All organisations are consulted regarding recommendations of grant prior to the report being submitted to Committee.

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 5 strategic priorities of the Councils Strategic Plan.

Laurence Slavin
Chief Officer, Resources
Date: 01 Feb 2024

Person to Contact: Adrian Gray, Finance Business Partner,
Church Street, Dumbarton,
Email: adrian.gray@west-dunbarton.gov.uk

Appendices

Appendix A: Details of Grant Application

Background Papers:

Grant application summary information
Individual group grant applications

Wards Affected:

Ward 3

Dumbarton Common Good Fund
for consideration by Corporate Services Committee on 1st February 2024
(2023/2024)

Organisation	Purpose of organisation	Purpose of grant	Grant Requested and Officer Recommendation
Dalreoch United Free Church (Women's Fellowship)	Provide Women in the local area with a safe, friendly and warm environment. Here we will provide companionship for those who may be lonely, anxious or needing support.	<ul style="list-style-type: none"> Funding to cover the costs of a programme of activities including board games, knitting/crafts, bowls exercises, line dancing/baking and providing "a cuppa". The funding would be used to replace or renew items which are utilised by the group including Urn Kettles and teapots Buffalo soup kettle New board games Craft materials. <p>These items are considered 'end of life' and in need of replacement. Some of the requested resources may be utilised by other church and community organisations. E.g. Beavers, Scouts, Carpet Bowls group.</p>	Grant request: £645 Officer Recommendation: Agree £592.00 Sum recommended is a pro-rata value of the requested sum based on advice from the group that 11 or their 12 members are Dumbarton based.
Number of members	How often does it meet		Bank Balance and Accounts Balance
12 service users (1 not Dumbarton)	Weekly		31/12/2022 Accounts balance £73,559.11 Bank Balance as at 31/12/22: £1,354.27