

Agenda



Meeting of West Dunbartonshire Council

Date: Wednesday, 21 December 2016

Time: 17:00

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

Contact: Christine McCaffary
Tel: 01389 73186 – christine.mccaffary@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of **West Dunbartonshire Council** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Provost Douglas McAllister
Councillor Denis Agnew
Councillor George Black
Councillor Jim Bollan
Councillor Jim Brown
Councillor Gail Casey
Councillor Jim Finn
Councillor William Hendrie
Councillor David McBride
Councillor Jonathan McColl
Councillor Michelle McGinty
Councillor Patrick McGlinchey
Councillor Marie McNair
Councillor John Millar
Councillor John Mooney
Councillor Ian Murray
Councillor Lawrence O'Neill
Councillor Tommy Rainey
Councillor Gail Robertson
Councillor Martin Rooney
Councillor Kath Ryall
Councillor Hazel Sorrell

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

Date of issue: 9 December 2016

WEST DUNBARTONSHIRE COUNCIL

WEDNESDAY, 21 DECEMBER 2016

AGENDA

1 APOLOGIES

2 MINUTE OF SILENCE

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

3 DECLARATIONS OF INTEREST

4 MINUTES OF PREVIOUS MEETING 7 - 11

Submit for approval Minutes of Special Meeting of Council held on 23 November 2016.

5 MINUTES OF SPECIAL MEETING OF AUDIT & PERFORMANCE REVIEW MEETING – 1 NOVEMBER 2016 13 - 14

Submit for information and where necessary ratification, the Minutes of Special Meeting of the Audit & Performance Review Committee held on 1 November 2016.

6 PRESENTATION BY POLICE SCOTLAND

A presentation on 'Policing 2026' will be given by Chief Superintendent Grant Manders.

7 OPEN FORUM

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

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| 8 | STANDARDS COMMISSION FOR SCOTLAND: DECISION OF THE HEARING PANEL OF THE COMMISSION | 15 - 25 |
| | Submit report by the Strategic Lead – Regulatory inviting Council to consider the decision of the Standards Commission for Scotland in respect of Councillor Rainey. | |
| 9 | GLASGOW CITY REGION CITY DEAL - UPDATE | To follow |
| | Submit report by the Strategic Lead – Regeneration providing an update on the progress with the implementation of the Glasgow City Region City Deal. | |
| 10 | GENERAL SERVICES BUDGETARY CONTROL REPORT TO 31 OCTOBER 2016 (PERIOD 7) | 27 - 74 |
| | Submit report by the Strategic Lead – Resources advising on the progress of the General Service revenue budget 2016/17 and the approved capital programme for the period to 31 October 2016. | |
| 11 | HOUSING REVENUE ACCOUNT (HRA) – BCR PERIOD 7 | 75 - 90 |
| | Submit report by the Strategic Director – Regeneration, Environment & Growth providing an update on the financial performance of the HRA revenue and capital budgets for the period to 31 October 2016. | |
| 12 | GENERAL SERVICES BUDGET PREPARATION 2017/18 To 2019/20 – BUDGET UPDATE | To follow |
| | Submit report by the Strategic Lead – Resources providing information on further efficiency options development by management following Council on 26 October 2016, together with an update on the planned consultation process. | |
| 13 | REVIEW OF FINANCIAL REGULATIONS: DEBT WRITE-OFF | 91 - 93 |
| | Submit report by the Strategic Lead – Resources seeking approval of a change to the Financial Regulations in relation to the delegation of powers of debt write-off. | |

14 NOTICE OF MOTION

Motion by Councillor Jonathan McColl – Tie Campaign

Council affirms that all young people in West Dunbartonshire and across Scotland have the right to study in a learning environment which is fully inclusive, tolerant and accepting of LGBTI+ identities, and which is free of homophobic and transphobic bullying.

Council notes the invaluable contribution of the Time for Inclusive Education (TIE) campaign in raising awareness around homophobia and transphobia, and further notes that this year's Pride Glasgow event was themed around the campaign and inclusive education more generally.

West Dunbartonshire Council resolves to work with the Tie campaign and other external stakeholders, including equalities organisations and the Scottish Government, to ensure that homophobic and transphobic bullying in all of our schools is effectively tackled and that West Dunbartonshire's classrooms actively promote equality and inclusivity for ALL young people.

WEST DUNBARTONSHIRE COUNCIL

At a Special Meeting of West Dunbartonshire Council held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 23 November 2016 at 5.00 p.m.

Present: Provost Douglas McAllister and Councillors Denis Agnew, George Black, Jim Bolland, Jim Brown, Gail Casey, Jim Finn, William Hendrie, David McBride, Jonathan McColl, Michelle McGinty, , Marie McNair, John Millar, John Mooney, Ian Murray, Lawrence O'Neill, Gail Robertson, Martin Rooney, and Hazel Sorrell.

Attending: Joyce White, Chief Executive; Richard Cairns, Strategic Director – Regeneration, Environment & Growth; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Peter Hissett, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Jim McAloon, Strategic Lead – Regeneration and Christine McCaffary, Senior Democratic Services Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Patrick McGlinchey, Tommy Rainey and Kath Ryall.

Provost Douglas McAllister in the Chair

DECLARATIONS OF INTEREST

There were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of West Dunbartonshire Council held on 26 October 2016 were submitted and approved as a correct record.

QUEENS' QUAY UPDATE – DISTRICT WIDE HEATING

A report was submitted by the Strategic Lead – Regeneration seeking Council's approval to invest up to £6m for the delivery of a District Heating Network (DHN) to initially serve the proposed development at Queens' Quay with the potential for

further extension and providing an outline of the business case to be presented by the Council for the scheme for funding under the Scottish Government Low Carbon Infrastructure Transformation Programme (LCITP).

Copies of the LCITP Application Form, Queens' Quay DHN Risk Register and timescales for the project were circulated to Members at the meeting.

The Strategic Lead – Regeneration then proceeded to give a presentation on the benefits and potential investment opportunity of a DHN at Queens' Quay and how it would contribute directly towards the Climate Change (Scotland) Act 2009 targets to reduce Scotland's CO₂ emissions.

Following discussion and having heard the Strategic Lead in answer to Members' questions, Councillor Rooney moved that the Council agree:-

- (1) to note the progress of the District Heating Network (DHN) opportunity at Queens Quay regeneration site, Clydebank;
- (2) to note the LCITP application for funding at Appendix 1 of the report;
- (3) in principle, to the investment of up to £6m towards the District Heating Network subject to funding from both Scottish Government funding from LCTIP and Energy Savings Trust's Renewable Heat Incentive being approved and the final developed business case providing a return to the Council to at least recover the cost of borrowing;
- (4) to update the Council's Treasury Strategy to allow Council to invest in investment projects for periods of investment of greater than 364 days to up to £7m;
- (5) to delegate authority to the Strategic Director - Regeneration, Environment and Growth, Strategic Lead - Resources and the Strategic Lead - Regulatory to procure the delivery of the DHN;
- (6) to the Council establishing and, together with any wholly owned nominee body, becoming the sole owners of the Energy Supply Company (ESCO); and
- (7) to note that if the business case changes significantly then a further report will be provided to a future meeting of Council.

Councillor McColl asked Councillor Rooney if he was willing to accept the following as an addendum to point (7) of his motion:-

To remove the full stop and add at the end: "to allow reconsideration of this project without the requirement for a suspension of standing orders. This may include but not be limited to partnership working to deliver this project."

Councillor Rooney confirmed his acceptance to the addendum and the motion was then seconded by Councillor McColl.

The Council then agreed to approve the amended motion.

NOTICE OF MOTION

Motion by Councillor Jim Bollan – All-weather Football Pitch, Bellsmyre Primary School Campus

Councillor Bollan, seconded by Councillor Agnew moved:-

Council agrees that the all-weather football pitch located in the Bellsmyre Primary School Campus is made available to organised local groups to hire for football matches and training facilities outside of school hours, when available. Council further agrees to install the acoustic fence required by the planning permission to allow for community use in accordance with the planning permission. The cost of this to be met by an appropriate addition to the capital plan.

This facility which is floodlit should be made available to local football/sports clubs in an area which has been identified by WDC as a Regeneration Area. Local volunteers in Bellsmyre who are devoting their time free to work with local youngsters are mystified at being refused access by WDC to a public facility which lies empty while there is an identified local need for the facility.

Another local football organisation with 150 youngsters on their books are also being thwarted by WDC from using this public facility, which cost millions of pounds of public money and is underused.

As an amendment Councillor McColl moved:-

Council agrees that until the OLSP pitches are completed, the Primary School pitches must be made available for community use.

Officers are instructed to find a way to allow temporary use of the pitches without the need to spend up to half a million pounds for an acoustic fence. Local residents nearest the site should be consulted and a report brought to December Council to allow us to make any necessary decisions.

Should this require relaxation of the planning conditions on a temporary basis, Council delegates authority to officers to apply to vary the planning permission. Council instructs that this application be made before the end of the week and that it be dealt with as quickly as possible by our planning officers.

Once the OLSP facility is available for let, if the demand is there, officers will bring a report to Council to allow us to discuss making the Primary School pitches available on a permanent basis.

Officers are also instructed to bring a report to a future Council or IRED Committee with options and costings for providing changing facilities at the current OLSP site.

In his capacity as Legal Officer, the Strategic Lead – Regulatory referred to the wording “dealt with as a priority” in the amendment and advised Councillor McColl that the Council could not seek better treatment of its planning applications than those of other applicants.

Councillor McColl asked if replacing the wording with “dealt with as quickly as possible” would be acceptable. The Legal Officer confirmed this was acceptable.

As a second amendment Councillor McGinty moved:-

This Council notes that there are 25 football pitches available for use seven days a week across West Dunbartonshire including grass and all-weather facilities. There has been significant investment in providing additional sports facilities and in the last year state of the art all-weather pitches have been launched at East End Park, Dumbarton, and Argyll Park, Alexandria.

Council also notes that these floodlit facilities are in addition to those which currently exist at Vale of Leven Academy and the current Our Lady and St Patrick’s High School (which is undergoing repair and will be available from December). All current booking requests can be accommodated from existing facilities.

Further investment is planned to provide community accessible sports facilities at Mountblow, Whitecrook and Posties Park. In addition, the new OLSP currently under construction in Bellsmyre includes two full size all-weather sports pitches for football and hockey and outdoor games courts which will be floodlit and available for community use out with school hours all year round from October 2017.

The new Bellsmyre Campus which opened in August 2016 includes a seven-aside all-weather sports pitch, and greatly enhances the opportunities for pupils to get involved in sport as previously neither Aitkenbar nor St Peter’s primaries had any useable outdoor sports facilities. Given the extensive provision which exists, this pitch has been designated for school use only.

However, this Labour Administration has demonstrated beyond doubt its willingness to invest in community sports and play equipment. The Administration also recognises the importance of getting best value from our investments and has successfully attracted millions of pounds of external investment for our area.

Council reaffirms a cast iron guarantee commitment, that the two full size all weather floodlight football and hockey pitches opening at the new Bellsmyre OLSP site opening in October 2017 will be fully available for community use out with school hours.

Council encourages the community use of the Bellsmyre School facilities and agreed to begin consultation with Bellsmyre residents and community groups to:-

1. To ascertain whether there is a desire by the council to submit a revised planning application so the 7 a side pitch can be used without the need for an acoustic fence.
2. To work with local communities to maximise and manage reasonable community use out with school hours of the fantastic facilities opening in 2017.

In addition to the community use in Bellsmyre, and to further invest in our sports, and recognise the withdrawal of OLSP from Dumbarton West, the Council agrees to set aside £500k towards changing facilities at the existing OLSP site to maximise use of the refurbished 3 G all-weather pitch, increasing capacity, choice and opportunity for our young people across the area.

The Chief Executive is requested to bring forward a report to the council meeting in February, outlining the potential benefits and options, including additional ideas and solutions from all elected member contributions tonight.

Councillor Robertson then seconded Councillor McColl's amendment, and Councillor McBride seconded Councillor McGinty's alternative amendment.

At this point in the meeting, Councillor O'Neill declared an interest as Convener of the Planning Committee and left the meeting.

After hearing the Provost ask if there were any other declarations, Councillors Agnew, Casey, Finn, McColl, Mooney, Sorrell and Provost McAllister, all being members of the Planning Committee, declared interests but remained in the meeting.

On a vote being taken between the first amendment (Councillor McColl) and the second amendment (Councillor McGinty), 8 Members voted for the second amendment and 10 for the first amendment.

On a further vote being taken between the first amendment (Councillor McColl) and the motion (Councillor Bollan), 10 Members voted for the first amendment and nil for the motion. Councillor McColl's amendment was accordingly declared carried.

The meeting closed at 7.00 p.m.

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AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Special Meeting of the Audit & Performance Review Committee held in the Council Chamber, Council Offices, Garshake Road, Dumbarton on Tuesday 1 November 2016 at 2.00 p.m.

Present: Councillors George Black, Jim Brown, Jonathan McColl, Ian Murray, Gail Robertson, Martin Rooney and Lay Member Ms Eilidh McKerry.

Attending: Joyce White, Chief Executive; Richard Cairns, Strategic Director – Regeneration, Environment & Growth; Stephen West, Strategic Lead – Resources; Peter Hissett, Strategic Lead – Regulatory; Jim McAloon, Strategic Lead – Regeneration; Colin McDougall, Audit and Risk Manager; Alan Douglas, Manager of Legal; and Craig Stewart, Committee Officer.

Also Attending: Ms Karen Cotterell, Senior Auditor, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillors Patrick McGlinchey and Tommy Rainey, and Mr Stevie J. Doogan, Lay Member. Apologies were also intimated from Angela Wilson, Strategic Director – Transformation & Public Service Reform.

Councillor Jonathan McColl in the Chair

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Audit & Performance Review Committee held on 28 September 2016 were submitted and approved as a correct record.

INTERNAL AUDIT REPORT – “PROCUREMENT APPROVED CONTRACTORS LIST”

A report was submitted by the Strategic Lead – Resources providing the full report resulting from the audit entitled “Procurement – Approved Contractors List” and advising of progress made against the agreed action plan.

After discussion and having heard the Audit and Risk Manager and relevant officers in further explanation of the report and in answer to Members’ questions, it was agreed:-

- (1) to thank officers for the report and internal audit for their investigation and the resulting audit action plan;
- (2) to note that the report makes it clear that there have been significant breaches in internal regulation and Council policy and procedure that put at risk our reputation, but more seriously, give rise to the risk of failing to meet best value and compliance with financial regulations;
- (3) that it was this Committee’s opinion that there requires to be more political accountability around tendering and the awarding of contracts and, given the serious nature of the breaches identified in the report by our own internal audit team, the following be instructed:-
 - (i) Where goods, supplies or services are to be procured above the level of delegated authority (£50,000), the report to the service committee will include the recommendation of the Audit & Performance Review Committee, that “The method of procurement and any tendering process to be undertaken should be agreed by the service committee, and any tenders received be considered by the Tendering Committee”; and
 - (ii) That the action plan in the report continues to be reported to the Audit & Performance Review Committee until the Committee have seen all actions fully implemented; and
- (4) that internal audit ask our external auditors to review the recommendations from their investigation to confirm that the action plan is appropriate and to advise if, in their opinion, any other actions are required.

The meeting closed at 4.06 p.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Regulatory

West Dunbartonshire Council: 21 December 2016

Subject: Standards Commission for Scotland: Decision of the Hearing Panel of the Commission

1. Purpose

- 1.1** To invite Council to consider the decision of the Standards Commission for Scotland (“the Commission”) in respect of Councillor Rainey dated 28 November 2016.

2. Recommendations

- 2.1** It is recommended that Council considers and notes the decision of the Standards Commission for Scotland attached as the appendix to this report.

3. Background

- 3.1** Following a complaint submitted by a member of the public to the Commissioner for Ethical Standards in Public Life in Scotland (“the Commissioner”) that Councillor Rainey had contravened the Councillors’ Code of Conduct (“the Code”) an investigation was undertaken by one of the Commissioner’s Investigating Officers. Following the investigation the Commissioner determined that the matter complained about should be referred to the Standards Commission.
- 3.2** A panel of the Commission was convened to consider the Complaint. A hearing was then held at The Council Offices, Garshake on 22 November 2016. The Hearing Panel issued an oral decision at the conclusion of the hearing concluding that Councillor Rainey had breached Paragraphs 5.3, 5.7(ii), 5.9 and Paragraph 7.12 of the Code and that Councillor Rainey (“The Respondent”) be censured under the terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000, Section 19 (1) (a).

4. Main Issues

- 4.1** The Council received the Commission’s written decision on 30 November 2016 and that decision is attached as the appendix. This sets out the reasons for the decision that a breach of the code had been proven and the factors taken into account in deciding on the sanction imposed.

- 4.2** Section 18 of the Ethical Standards in Public Life etc. (Scotland) Act provides that Council must consider the contents of any decision issued by the Commission. Section 18 (3) of the Act provides that this consideration cannot be undertaken solely by a Committee, Sub-Committee or Officers of the Council. Accordingly the written decision attached as the appendix is presented to the Council for consideration in terms of s 18 of the Act. On all six previous occasions when findings have been issued by the Commission in respect of West Dunbartonshire Councilor's written reports have been made to Council in compliance with this requirement.

5. People Implications

- 5.1** None

6. Financial Implications

- 6.1** None

7. Risk Analysis

- 7.1** Consideration of the Commission's decision has no risk for the Council.

8. Equalities Impact Assessment (EIA)

- 8.1** Not applicable.

9. Consultation

- 9.1** As is normal practice with Council reports, the Strategic Lead - Resources has been consulted.

10. Strategic Assessment

10.1 None

Peter Hessett
Strategic Lead – Regulatory
Date: 30 November 2016

Person to Contact:	Peter Hessett, Strategic - Lead Regulatory, Council Offices, Garshake Road, Dumbarton, telephone: 01389 737 800, e-mail: peter.hessett@west-dunbarton.gov.uk
Appendices:	Decision of the Panel of the Standards Commission for Scotland dated 28 November 2016
Background Papers:	Councilors' Code of Conduct
Wards Affected:	None.



COUNCILLOR THOMAS RAINEY
WEST DUNBARTONSHIRE COUNCIL

Decision of the Hearing Panel of the Standards Commission for Scotland following the Hearing held in West Dunbartonshire Council Headquarters, Garshake Road, Dumbarton on 22 November 2016

Panel Members: Mrs Julie Ward, Chair of the Hearing Panel
Mr Kevin Dunion, OBE
Mr Ian Gordon, OBE, QPM, LL.B (Hons)

The Hearing arose in respect of a Report by Mr Bill Thomson, the Commissioner for Ethical Standards in Public Life in Scotland ("the CESPLS") further to complaint reference LA/WD/1879 ("the Complaint") concerning an alleged contravention of the Councillors' Code of Conduct ("the Code") by Councillor Thomas Rainey ("the Respondent").

The CESPLS represented himself. The Respondent was represented by Mrs Frances Randle of Steel & Shamash solicitors.

COMPLAINT

A complaint was received by the CESPLS about the alleged conduct of the Respondent. The substance of the allegation was that the Respondent had contravened the Councillors' Code of Conduct and, in particular, provisions relating to the declarations of interests and taking decisions on quasi-judicial or regulatory matters.

The CESPLS investigated the complaint and concluded that the Respondent had breached paragraphs 5.3, 5.7, 5.9 and 7.12 of the Councillors' Code of Conduct.

The relevant provisions were:

Declarations of Interest

5.3 You may feel able to state truthfully that an interest would not influence your role as a councillor in discussion or decision-making. You must, however, always comply with the objective test ("the objective test") which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Your Non-Financial Interests

5.7 You must declare, if it is known to you, any NON-FINANCIAL INTEREST if:-

- (i) that interest has been registered under category eight (Non-Financial Interests) of Section 4 of the Code; or*
- (ii) that interest would fall within the terms of the objective test.*

There is no need to declare:-

- (i) an interest where a general exclusion applies, but an interest where a specific exclusion applies must be declared; or (ii) an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.*

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded other than in the following circumstances.

There is no need to withdraw in the case of:-

- (i) an interest covered by a general exclusion or a specific exclusion; or*

(ii) an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

5.9 You will also have other private and personal interests and may serve, or be associated with, bodies, societies and organisations as a result of your private and personal interests and not because of your role as a councillor. In the context of any particular matter you will have to decide whether to declare a non-financial interest. You should declare an interest unless you believe that, in the particular circumstances, the interest is too remote or without significance. In reaching a view on whether the objective test applies to the interest, you should consider whether your interest (whether taking the form of association or the holding of office) would be seen by a member of the public acting reasonably in a different light because it is the interest of a person who is a councillor as opposed to the interest of an ordinary member of the public.

7.12 If you have an interest, whether financial or non-financial, in the outcome of a decision on a planning application, or a planning agreement, or on taking enforcement action, or in a Local Review Body, you must declare that interest and refrain from taking part in making the decision.

The CESPLS submitted a report to the Standards Commission on 11 August 2016 in accordance with section 14(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 as amended.

Joint Statement of Facts

The CESPLS and Respondent's representative signed a Joint Statement of Facts on 15 November 2016, which outlined the parts of the CESPLS's Report that were agreed. The Hearing Panel noted that it was not in dispute that the Respondent attended a Planning Committee of West Dunbartonshire Council on 27 January 2016 and participated in the consideration of a planning application submitted by the Council's Roads Department in respect of a car park at Strathleven Place, Dumbarton.

Evidence Presented at the Hearing

The CESPLS outlined the facts as set out in his Report. He explained that, on 27 January 2016, the Planning Committee considered a Report by the Council's Head of Regeneration and Economic Development, which was entitled 'Extension to existing car park at Strathleven Place, Dumbarton by West Dunbartonshire Council.' The Report outlined the development details contained in the planning application and summarised representations that had been received in respect of it.

The CESPLS advised that, under the proposal, planning permission was sought to extend the existing car park of St Patrick's Church in to an open space, to create a further 37 parking spaces to be used by the public as a park and ride facility. Some of the land which was to be developed was owned by St Patrick's Church. It was further proposed that work would be undertaken to upgrade the existing Church car park, which included resurfacing and also measures that would allow the Church to control access to its spaces. This work would be carried out in lieu of a financial payment in respect of the use of the Church's land.

The CESPLS indicated that representations on the planning application, as summarised in the report, included objections from two community councils. This included questioning why public funds were to be used to upgrade the Church's private car park.

The CESPLS advised that the Respondent attended St Patrick's Church on a regular basis and was a member of its choir. The CESPLS argued this created a significant nexus between Councillor Rainey and the Church. As such, the Respondent had a non-financial interest in terms of paragraph 5.7 of the Councillors' Code of Conduct, which a member of the public, with knowledge of the relevant facts, would reasonably regard as being sufficiently significant as to be likely to prejudice his discussion or decision-making in terms of paragraph 5.3 of the Code. The CESPLS argued, therefore, that the Respondent should have declared the interest in terms of paragraphs 5.9 and 7.12 and should have refrained from taking part in the discussion and decision-making on the planning application.

The CESPLS noted that the Respondent's position was that if any member of the public had knowledge of the relevant facts, they would not consider he had an interest. The CESPLS indicated, however, that the objections outlined by the community councils demonstrate that there was a perception, by at least some members of the public, that the Church would benefit from the proposal. The CESPLS noted that the Respondent received the Report on the planning application in advance of the committee meeting. He was, therefore, aware of this perception and, as such, should have erred on the side of caution when considering the objective test under paragraph 5.3 of the Councillors' Code of Conduct.

The CESPLS accepted that the Respondent may have been able to state truthfully that the interest would not influence his decision-making and confirmed that he was not arguing that it had indeed done so. The CESPLS's position was, however, that the Respondent's association with the Church was widely known. This was evidenced by the fact that the complainant had questioned, at the meeting, whether any members of the Planning Committee were also member of the Church. The Respondent accepted the enquiry had been a reference to him. The CESPLS contended that this demonstrated the Respondent was aware of the perception at the meeting. He had, however, continued to take part in the discussion, had seconded a motion to approve the planning application and had proceeded to vote to approve it.

The CESPLS further noted that the Respondent's position was that no benefit would be derived by the Church as it was not seeking payment for the use of its land. The CESPLS advised, however, that the potential benefits to the Church had been outlined by the Parish Priest in a letter of representation he submitted to the Council on 14 January 2016. The Church's Parish Finance and Fabric Committee had also expressed support for the planning application. In any event, the CESPLS argued even if the agreement between the Council and Church amounted to a fair exchange, there was still benefit to both parties.

The CESPLS accepted that the Respondent had acted in accordance with advice he had sought and received from a Council Officer at the Planning Committee after the complainant raised his query. The CESPLS contended, however, that the officer had not fully considered the extent of the Respondent's connection with St Patrick's Church and, therefore, his advice had not been complete and accurate. The CESPLS argued that the Respondent should have declared the non-financial interest and taken no part in the discussion and decision-making on the planning application.

The Respondent's representative accepted it was the Respondent's personal responsibility to comply with the Code, regardless of any advice he received. The Respondent was a conscientious member of the Planning Committee, who had always sought to be open and transparent when dealing with quasi-judicial matters. He had previously been a Senior Environmental Officer at the Council and, as such, was well aware of the rules governing best value and dealing with potential conflicts of interest. The Respondent's representative indicated the Respondent would have declared an interest, had he considered one existed.

The Respondent's representative advised that any member of the public, with knowledge of the relevant facts, would not have regarded any interest to be so significant as to be likely to prejudice the Respondent's decision-making. This is because the relevant facts were that, as part of his faith, the Respondent was not only obliged to attend Church, but to attend in the parish where he lived. His attachment was not, therefore, to St Patrick's Church in particular. The Respondent only attended St Patrick's Church because it was his local parish church. His faith in itself did not amount to a close association with St Patrick's Church.

The Respondent's representative contended that the Respondent's discussion and decision-making on the planning application had, in no way, been influenced by his attendance at St Patrick's Church. She advised that the Respondent had undertaken a visit to all car parks in the area on the day of the Planning Committee to ascertain whether a further car park was required. It was the findings of this visit that had led him to second the motion to approve. The Respondent's representative confirmed that the Respondent had not been involved in any negotiations between the Council and the Church, had not spoken to the Parish Priest about the matter and had not seen any of the representations made on the planning application in advance of receiving the Report to be considered at the Planning Committee.

The Respondent's representative argued that the focus of the planning application was the proposed park and ride facility. Therefore, the benefit from the planning application was to the town centre itself, as opposed to the Church. The Respondent's representative argued that while it was accepted that the planning application included a proposal to improve the existing Church car park, it was impossible to say this was a benefit without knowing the amount the Church could have charged for the use of its land in exchange.

The Respondent's representative indicated that the Respondent did not have any interest whatsoever in the outcome of the decision on the planning application, as required by paragraph 7.12 of the Code. He lived very close to the Church and, as such, did not use its car park.

The Respondent's representative noted that it was not in dispute that the Respondent had openly sought advice from an officer at the Planning Committee meeting as to whether being a member of the Church's congregation and its choir amounted to a non-financial interest that required to be declared. The officer had advised it did not. The Respondent's representative argued in seeking this advice and acting in accordance with it, the Respondent had fulfilled his obligations not just to act fairly but also to be seen to be acting fairly.

The Respondent's representative led evidence from the Respondent himself. The Respondent advised that, contrary to the representations made by the community councils as outlined in the

Report on the planning application, he was aware of concerns about a lack of parking space in the town centre. The Respondent indicated he had, therefore, undertaken a tour of the local car parks on the morning of the Planning Committee meeting and had found the majority of these to be full. The Respondent advised that he was satisfied, therefore, that a further car park was required.

The Respondent confirmed he did not consider he had a non-financial interest as he attended St Patrick's Church simply to fulfil his obligations to his faith. He was obliged to attend St Patrick's because it was his local parish church. The Respondent indicated he was aware the Church supported the planning application as he had read the Report on it before the Planning Committee meeting. The Respondent accepted he was also aware of the objections, which included the perception that public funds were to be used to improve the Church's car park. The Respondent advised, however, that he was aware that the community councils had very few members and, as such, had considered these representations to be the biased views of one or two individuals.

The Respondent confirmed that he had not considered he had an interest as his attendance at St Patrick's Church and membership of its choir would, in no way, influence his decision-making as a councillor. The Respondent accepted he was aware that the planning application included proposals to improve the Church's car park but contended that this was on a *quid pro quo* basis and that the main focus of the proposal had been the benefit to the town as a result of the new park and ride facility.

When questioned by the Hearing Panel, the Respondent advised he did not consider that a member of the public with knowledge of the relevant facts would consider he had an interest as attending Church was simply a way of undertaking obligations to his faith. It was, therefore, different to voluntarily being a member of a club or association. The Respondent accepted, however, that the obligation was a willing one and that he had taken part in other aspect of St Patrick's Church in the past, such as being a member its Hall Committee. The Respondent confirmed that there was no reference to his religious affiliation or attendance at Church on his Register of Interests.

DECISION

The Hearing Panel considered in detail all of the submissions, including the presentations made during the Hearing on behalf of the CESPLS and Respondent.

The Hearing Panel found as follows: -

1. The Councillors' Code of Conduct applied to the Respondent.
2. The Hearing Panel found the Respondent had breached paragraphs 5.3, 5.7(ii), 5.9 and 7.12 of the Councillors' Code of Conduct.

The Hearing Panel determined:

- The Respondent was a parishioner in the parish served by St Patrick's Church and regularly attended as a member of the congregation for most of his life. The Hearing Panel noted

that the Respondent was obliged to attend Church as part of his faith and that he attended St Patrick's Church because he lived in the parish catchment area. The Hearing Panel noted, however, that the Respondent was also active in Church life by being a member of the Church's Choir and had, in the past, been a member of its Hall Committee. The Hearing Panel considered that this amounted to a close association with St Patrick's Church.

- The planning application before the Planning Committee on 27 January 2016 included a proposal to improve St Patrick's Church car park and to enable the Church to control access to it. While this work was to be undertaken in exchange for the Council using some land owned by the Church, the Hearing Panel was of the view that this agreement was to the advantage of both parties. The Hearing Panel considered, therefore, that St Patrick's Church would derive a clear benefit from the proposal.
- As a member of the Planning Committee and a recipient of the Council Officer's Report submitted to the Committee, the Respondent was aware, prior to the meeting, of the benefit to St Patrick's Church from the proposal.
- The Respondent did not have any personal involvement in the car park proposal. There was no suggestion that the interest had actually influenced the Respondent's decision-making or that he would derive any personal benefit from the planning application being agreed. The Hearing Panel nevertheless concluded that as the Respondent had a close association with a body that would benefit from the planning application, he had a non-financial interest in the matter. It would be reasonable for a member of the public to conclude that the Respondent's close association with St Patrick's Church, as noted above, meant that he may have had an interest in the outcome of the specific planning application, which may prejudice his decision-making.
- The Hearing Panel considered that the Respondent was aware of the public perception that this may be the case and, as such, should have had regard to the objective test and declared the interest at the Planning Committee.
- The Respondent, having a non-financial interest, should have then refrained from taking part in the decision-making on the planning application in compliance with paragraph 7.12 of the Councillors' Code of Conduct.
- Following an enquiry during the course of the meeting, the Respondent sought and received advice from an officer to the effect that no declaration was required. The Hearing Panel considered the officer did not take proper account of the significance of the Respondent's association with the Church. In any event, the Hearing Panel considered it was the Respondent's personal responsibility to be aware of and comply with the provisions in the Councillors' Code of Conduct. He had failed to do so.
- For the avoidance of doubt, the Hearing Panel noted that there was no need for the Respondent to register his religious affiliation or attendance at the Church.

The Hearing Panel therefore concluded that the Respondent had breached paragraphs 5.3, 5.7(ii), 5.9 and 7.12 of the Code.

Evidence in Mitigation

The Hearing Panel heard that the Respondent took his role on the Planning Committee very seriously and was a conscientious member of it. The Respondent had tried to be fair and transparent, which is why he had openly sought advice from the officer when the query about membership of St Patrick's Church had been raised. The Respondent had acted in good faith and in accordance with the advice he had received. He genuinely believed he did not have any interest that required to be declared. The Hearing Panel further heard that the Respondent would never knowingly act in a biased way in favour of the Church and had not gained any personal benefit from the decision that was made.

The Council's Strategic Head of Legal, Democratic and Regulatory Services (who was also the Monitoring Officer), gave evidence to the effect that the Respondent was a dedicated, diligent and fair member the Council's Licensing and Planning Committees. He was also the Chair of the Appeals Committee and Depute Convener of Corporate Services. He had always displayed integrity and honesty in undertaking these roles.

SANCTION

The decision of the Hearing Panel was to censure the Respondent.

The sanction was made under the terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000 section 19(1)(a).

Reason for Sanction

In reaching their decision, the Hearing Panel:

1. Took account of the statement in mitigation made on behalf of the Respondent and, in particular, that he had sought advice, had acted in accordance with the officer's recommendation and had gained no personal benefit whatsoever.
2. Heard evidence from the Council's Monitoring Officer that the Respondent was a dedicated, diligent and honest elected member who had always displayed integrity and fairness.

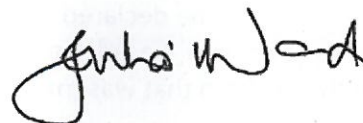
However the Hearing Panel:

1. Found there had been a breach by the Respondent of the Councillors' Code of Conduct in respect of the declaration of interests.
2. Emphasised that the declaration of interests is a fundamental requirement of the Code. A failure to declare interests removes the opportunity for openness and transparency in a councillor's role and denies members of the public the opportunity to consider whether a councillor's interests may or may not influence the decision-making process.

RIGHT OF APPEAL

The attention of the Respondent was drawn to Section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 as amended which details the right of appeal in respect of this decision.

Date: 28 November 2016



**Julie Ward
Chair of the Hearing Panel**

WEST DUNBARTONSHIRE COUNCIL
Report by the Strategic Lead - Resources
Council: 21 December 2016

**Subject: General Services Budgetary Control Report to 31 October 2016
 (Period 7)**

1. Purpose

- 1.1** The purpose of this report is to advise Council on the progress of both the General Services revenue budget 2016/17 and the approved capital programme for the period to 31 October 2016.

2. Recommendations

2.1 Members are asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of £1.091m (0.51% of the total budget);
- ii) note that the capital account shows a projected annual favourable variance of £21.569m (20.18% of the budget) and a projected project life adverse variance of £3.055m (0.97% of project life budget); and
- iii) approve the virements noted at 4.10 and detailed in appendix 9.

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 24 February 2016, Members agreed the revenue estimates for 2016/2017. A total net budget of £214.913m was approved for General Services.

- 3.2** An element of funding due to be received from the Scottish Government on behalf of Educational spend (raising attainment), will be received specifically linked to the level of spend incurred (£1.023m) has now been transferred to Education for ease of monitoring. Therefore amending the net spend being monitored to £213.890m.

Capital

- 3.3** At the meeting of Council on 24 February 2016, Members also agreed the updated 10 year General Services Capital Plan for 2016/2017 to 2025/26. The next three years from 2016/17 to 2018/19 have been approved in detail with the remaining 7 years being indicative at this stage.

The total project life budget approved for projects that had either commenced or were due to commence in that period totalled £304.333m.

Since then the following budget adjustments have taken place revising the project life budget to £316.358m as detailed below:

	£m
Budget Agreed February 2016	304.333
Additional slippage carried forward from 2015/16	6.838
Additional grant funding from Scottish Government re Children and Young Persons Digital Media Platform	0.530
Dalmonach CE Centre as agreed by Members on 27 April 2016	0.004
Additional grant funding from Sustrans	1.150
Additional grant funding from Strathclyde Passenger Transport	0.014
Additional grant funding re Clydebank Community Sports Hub	0.215
Additional budget for Inler Park as agreed by Members on 26 October 2016	0.636
Additional budget for Balloch School Campus as agreed by Members on 29 June 2016	0.250
Additional Budget for 110 new vehicles as agreed by Members on 31 August 2016	0.888
Budget Acceleration for Vehicle Safety Measure as agreed by Members on 31 August 2016	1.400
Revised Budget	0.100
	<hr/> 316.358 <hr/>

4. Main Issues

Revenue

- 4.1 The summary report at Appendix 1 currently identifies a projected annual favourable variance (underspend) of £1.091m (0.51% of the total budget) and service reports by Strategic Leads are attached as Appendix 2. This includes an assumption of a further £0.030m underspend in year, achieved through the implementation of management adjustments.
- 4.2 Notes on the projected annual variances in excess of £0.050m are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3 Although the report indicates that expenditure is favourable in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results.
- 4.4 Agreed savings and management adjustments actioned within 2016/17 are monitored with current indications showing that of the total target being monitored (£4.947m), the majority of actions are currently on target to be achieved. However it indicates that £0.853m is currently not on target (see Appendix 4). It should be noted that any variances are included within the service information and variances identified within this report.

- 4.5** Following the year end, recurring variances have now been identified and the report now highlights a transfer of budget into the contingency fund for these variances - valued at £1.223m.

Capital

- 4.6** The current progress on the capital plan is shown in Appendices 5 to 9.
- 4.7** The overall programme summary report at Appendix 5 shows that planned expenditure and resource for 2016/17 is lower than previously anticipated by £21.569m (20.18% of the 2016/17 budget). Based upon current assumptions, over the life of the projects planned expenditure and resource is higher than anticipated by £3.055m (0.97% of a total budget of £316m). The present variances should be viewed in the knowledge that there are a number of variable factors which could arise between now and project end dates which could affect the overall capital programme.
- 4.8** Appendix 5 also provides both an analysis of the overall programme at each alert status and a summary budgetary control report. The tables at the top detail both the number of projects and the corresponding spend as a percentage of the overall programme currently at red, amber or green alert status for project life and the current year.

It currently shows that for the project life overview 20 projects (22.5% of total projects) have spend to date of £14.566m (13.0% of total spend) and are at red alert, 8 projects (9% of total projects) have spend to date of £25.370m (22.7% of total spend) and are at amber alert while 61 projects (68.5% of total projects) have spend to date of £71.699m (64.2% of total spend) and are at green alert.

The corresponding figures for the current year are 20 projects (22.5% of total projects) with spend to date of £4.793m (14.3% of total spend), 8 projects (9% of total projects) with spend to date of £4.208m (12.5% of total spend) and 61 projects (68.5% of total projects) with spend to date of £24.598m (73.2% of total spend) respectively.

- 4.9** Appendices 6 and 7 details financial analysis of projects at both red and amber status, with additional information on action being taken to minimise or mitigate under or overspends where possible, while Appendix 8 provides an analysis of overall resources.
- 4.10** Appendix 9 details virements that are submitted for member approval, with additional information on reason for request.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

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

7. Risk Analysis

- 7.1** The main risks are as follows:

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

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

10. Strategic Assessment

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

Stephen West
Strategic Lead - Resources

Date: 1 December 2016

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

Appendices:

- Appendix 1 - Revenue Budgetary Control 2016/17
– Corporate Summary
- Appendix 2 - Revenue Budgetary Control 2016/17
– Strategic Lead Summaries
- Appendix 3 - Analysis of Revenue Variances over

	£50,000
Appendix 3a -	Analysis of movement on Revenue Variances over £50,000
Appendix 4 -	2016/17 Savings and Management Adjustments Monitoring
Appendix 5 -	Overall Capital Programme Summary Financials
Appendix 6 -	Analysis of Projects at Red Status
Appendix 7 -	Analysis of Projects at Amber Status
Appendix 8 -	Analysis of Resources
Appendix 9 -	Virements submitted for approval

Background Papers: Ledger output – period 7
General Services Revenue Estimates 2016/17
General Services 10 Year Capital Plan Update - Council 24 February 2016

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017

APPENDIX 1

PERIOD END DATE

31 October 2016

Department Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17	Annual RAG Status
	£000	£000		£000	£000	%
Resources	4,321	3,103	72%	4,313	(8)	0%
Regulatory	3,898	2,244	58%	3,867	(31)	-1%
People & Technology	5,665	3,586	63%	5,633	(32)	-1%
Communications, Culture and Community	5,420	3,045	56%	5,386	(34)	-1%
Education, Learning and Attainment	88,643	51,487	58%	88,448	(195)	0%
Environment and Neighbourhood	28,728	14,666	51%	28,650	(78)	0%
Housing and Employability	3,744	2,828	76%	3,941	197	5%
Regeneration	(1,006)	(108)	11%	(986)	20	2%
Miscellaneous Services	4,753	4,086	86%	5,373	620	13%
Loan Charges	10,478	5,871	56%	10,065	(413)	-4%
Requisition (VJB)	733	428	58%	733	0	0%
Requisition (SPT)	1,843	1,087	59%	1,863	20	1%
Requisition (HSCP)	61,535	32,804	53%	61,535	0	0%
Non GAE Allocation	(5,778)	(3,198)	55%	(5,482)	296	5%
Contingency Fund	1,223	0	0%	0	(1,223)	-100%
Total Expenditure	214,200	121,928	57%	213,339	(861)	0%
Council Tax/CT Replacement Scheme	(40,800)	(20,182)	49%	(41,000)	(200)	0%
Revenue Support Grant/ NDR	(171,630)	(63,261)	37%	(171,630)	0	0%
Use of Reserves	(1,770)	(1,033)	58%	(1,770)	0	0%
Total Resources	(214,200)	(84,476)	39%	(214,400)	(200)	0%
Net Expenditure	0	37,453		(1,061)	(1,061)	-0.50%
Management Adjustments Identified - in year effect				(30)	(30)	
Net Expenditure	0	37,453		(1,091)	(1,091)	-0.51%

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
RESOURCES SUMMARY

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Audit	353	258	73%	357	4	1%	↓
Finance	1,428	880	62%	1,465	37	3%	↓
Rent Rebates & Allowances	(15)	0	0%	(22)	(7)	-47%	↑
Revenues & Benefits	2,329	1,421	61%	2,281	(48)	-2%	↑
Debtors & Creditors	330	208	63%	339	9	3%	↓
Cost of Collection of Rates	41	2	5%	41	0	0%	→
Cost of Collection of Council Tax	(773)	(133)	17%	(773)	0	0%	→
Procurement	628	467	74%	625	(3)	0%	↑
Total Net Expenditure	4,321	3,103	72%	4,313	(8)	0%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
REGULATORY SUMMARY

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Administrative & Democratic Services	1,830	1,070	58%	1,813	(17)	-1%	↑
Environmental Health/ Trading Standards	1,174	643	55%	1,181	7	1%	↓
Licensing	(155)	(133)	86%	(137)	18	12%	↓
Legal Services	664	399	60%	631	(33)	-5%	↑
Planning	385	265	69%	379	(6)	-2%	↑
Total Net Expenditure	3,898	2,244	58%	3,867	(31)	-1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
PEOPLE AND TECHNOLOGY

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Transactional Services	697	399	57%	699	2	0%	↓
Human Resources (including risk)	1,305	706	54%	1,283	(22)	-2%	↑
Information Services	3,189	2,218	70%	3,197	8	0%	↓
Change Support	474	263	55%	454	(20)	-4%	↑
Total Net Expenditure	5,665	3,586	63%	5,633	(32)	-1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
COMMUNICATIONS, CULTURE AND COMMUNITIES

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Communications & Marketing	276	169	61%	267	(9)	-3%	↑
Customer Service	1,190	636	53%	1,179	(11)	-1%	↑
Policy, Planning and Performance	496	236	48%	481	(15)	-3%	↑
Libraries, Museums, Culture	3,181	1,776	56%	3,171	(10)	0%	↑
Clydebank Town Hall	277	228	82%	288	11	4%	↓
Total Net Expenditure	5,420	3,045	56%	5,386	(34)	-1%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
EDUCATION, LEARNING AND ATTAINMENT

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000	£000	%		
Primary Schools	24,883	14,650	59%	24,916	33	0%	↓
Secondary Schools	24,011	14,100	59%	23,972	(39)	0%	↑
Special Schools	14,430	8,146	56%	14,693	263	2%	↓
Psychological Services	575	331	58%	575	(0)	0%	↑
Sport Development / Active Schools	528	0	0%	528	0	0%	→
Early Education	7,799	3,949	51%	7,407	(392)	-5%	↑
PPP	14,018	8,707	62%	14,085	67	0%	↓
Curriculum for Excellence	305	(3)	-1%	315	10	3%	↓
Central Admin	267	118	44%	241	(26)	-10%	↑
Workforce CPD	378	180	48%	378	0	0%	→
Performance & Improvement	520	243	47%	419	(101)	-19%	↑
Education Development	929	1,066	115%	919	(10)	-1%	↑
Total Net Expenditure	88,643	51,487	58%	88,448	(195)	0%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ENVIRONMENT AND NEIGHBOURHOOD

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000	£000	%		
Transport, Fleet & Maintenance Services	(38)	192	-505%	(38)	0	0%	→
Roads Operations	(734)	72	-10%	(717)	17	2%	↓
Roads Services	4,530	1,319	29%	4,541	11	0%	↓
Facilities Management	484	294	61%	485	1	0%	↓
Grounds Maintenance & Street Cleaning Client	7,103	1,015	14%	7,103	0	0%	→
Outdoor Services	517	289	56%	534	17	3%	↓
Events	121	99	82%	120	(1)	-1%	↑
Office Accommodation	1,444	865	60%	1,586	143	10%	↓
CPP Investments	0	0	0%	0	0	0%	→
Leisure Management	3,418	2,676	78%	3,431	13	0%	↓
Building Cleaning	1,649	769	47%	1,477	(172)	-10%	↑
Building Cleaning PPP	(211)	(151)	72%	(205)	6	3%	↓
Facilities Assistants	2,185	1,112	51%	2,084	(101)	-5%	↑
Burial Grounds	21	51	243%	12	(9)	-43%	↑
Crematorium	(858)	(449)	52%	(872)	(14)	-2%	↑
Waste Services	7,220	4,258	59%	7,246	26	0%	↓
Catering Services	4,089	2,019	49%	4,034	(55)	-1%	↑
Depots	0	0	0%	0	0	0%	→
Ground Maintenance & Street Cleaning Trading A/c	(2,212)	236	-11%	(2,171)	41	2%	↓
Total Net Expenditure	28,728	14,666	51%	28,650	(78)	0%	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
HOUSING AND EMPLOYABILITY

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Homeless Persons	21	456	2171%	185	164	781%	↓
Private Sector housing	91	20	22%	85	(6)	-7%	↑
Anti Social Behaviour	902	453	50%	858	(44)	-5%	↑
Private Sector Housing Grants	0	0	0%	0	0	0%	→
Working4U	2,038	1,513	74%	2,092	54	3%	↓
Communities	692	386	56%	721	29	4%	↓
Total Net Expenditure	3,744	2,828	76%	3,941	197	5%	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
REGENERATION

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	%	£000	£000	%	
Housing Maintenance Trading A/c	(1,020)	(678)	66%	(1,025)	(5)	0%	↑
Corporate Assets and Capital Investment Programme	(2,885)	(1,090)	38%	(2,853)	32	1%	↓
Economic Development	560	372	66%	527	(33)	-6%	↑
Central Repairs & Maintenance	1,343	699	52%	1,348	5	0%	↓
Consultancy Services	996	589	59%	1,017	21	2%	↓
Total Net Expenditure	(1,006)	(108)	11%	(986)	20	2%	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
MISCELLANEOUS

APPENDIX 2

PERIOD END DATE

31 October 2016

Service / Subjective Summary	Total Budget 2016/17	Spend to Date 2016/17	% Spend of the Total Budget	Forecast Spend	Forecast Variance 2016/17		Annual RAG Status
Service Summary	£000	£000	£000		£000	%	
Sundry Services	1,955	2,461	126%	2,538	583	30%	↓
Members Allowances, etc	564	321	57%	564	0	0%	→
CPP	461	269	58%	461	0	0%	→
European Employability	510	298	58%	510	0	0%	→
Chief Executive, Directors and Strategic Leads	1,263	737	58%	1,300	37	3%	↓
Total Net Expenditure	4,753	4,086	86%	5,373	620	13%	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2016

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

Education , Learning and Attainment

Special Schools	14,430	14,693	263	2%	↓
Service Description	This service area covers all ASN Services.				
Main Issues / Reason for Variance	Payments to Other Bodies is overspent due to an additional 7 children being placed within Residential and Daycare compared with the same period last year. Transport Costs are higher than anticipated due to the increase in Transport Fleet Costs. These services are demand-led and can fluctuate throughout the year. This overspend is partially offset by an underspend within staffing and additional income from Sale of Meals.				
Mitigating Action	The requirement for daycare and residential placements are demand-led services. However, the actual usage throughout the year will be reviewed regularly to identify where there is scope to reduce the number of placements.				
Anticipated Outcome	If current levels of demand continue then it is anticipated that these budgets will overspend .				

Early Education	7,799	7,407	(392)	-5%	↑
Service Description	This services area includes all Early Years establishments within West Dunbartonshire.				
Main Issues / Reason for Variance	There is an underspend in salaries due to a restructuring of the service and staffing levels being lower as nursery rolls are not yet at their maximum. There has been a decrease in the number of children being placed with childminders resulting in an anticipated underspend and some underspends in transport and property costs . It is also anticipated that there will be a favourable variance in income.				
Mitigating Action	Officers will continue to monitor the budget.				
Anticipated Outcome	Favourable variance within staffing; payments to other bodies and income is anticipated at year end				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2016

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

PPP	14,018	14,085	67	0%	↓
Service Description	This service area includes Vale of Leven, Clydebank High and St Peter the Apostle High Schools and St Eunan's Primary School. The costs charged to this service are Property costs and the Unitary charge.				
Main Issues / Reason for Variance	Adverse variances of £0.044m within Property Costs is due to higher than anticipated non-domestic rates charges and £0.023 adverse variance within Payments to Other Bodies is due malicious damage charges.				
Mitigating Action	Officers will continue to monitor the budget and every effort will be made to minimise the adverse variance (particularly that attributable to malicious/accidental damage).				
Anticipated Outcome	Adverse variance is anticipated at year end.				

Performance & Improvement	520	419	(101)	-19%	↑
Service Description	This service covers the monitoring of policies and improvement on				
Main Issues / Reason for Variance	This variance has arisen because of vacancies and transfer of some employee costs to capital.				
Mitigating Action	No mitigating action required				
Anticipated Outcome	It is anticipated that this favourable variance against employee costs will continue				

Environment and Neighbourhood

Office Accommodation	1,444	1,586	143	10%	↓
Service Description	Provision of shared office accommodation				
Main Issues / Reason for Variance	Budget was set to cover three main offices but there are currently additional buildings incurring costs due to Rosebury not being fully closed and therefore incurring costs				
Mitigating Action	It is expected that Rosebury will close at end of December reducing cost pressure on this budget however this assumption has been built into the expected overspend .				
Anticipated Outcome	An overspend is expected at year end				

Building Cleaning	1,649	1,477	(172)	-10%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	The favourable variance is due to managing the delivery of service more efficiently resulting in underspend being achieved .				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2016

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Variance		
	£000	£000	£000	%	
Facilities Assistants	2,185	2,084	(101)	-5%	↑
Service Description	This service provides janitors and cleaners throughout the public buildings				
Main Issues / Reason for Variance	The favourable variance is due to managed staffing vacancies within the service together with unbudgeted additional income for out of hours rechargeable work				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Catering Services	4,089	4,034	(55)	-1%	↑
Service Description	Catering Services across WDC				
Main Issues / Reason for Variance	The favourable variance is due to lower cost of food purchases				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Housing and Employability

Homeless Persons	21	185	164	781%	↓
Service Description	This service seeks to prevent homelessness occurring across the authority and improves access to support services				
Main Issues / Reason for Variance	Projection of income is less than originally anticipated mainly due to the demand for residential homeless accommodation being less than previous year when the budget was set (5,776 days per month average at time of budget setting vs current average 5,423 per month). There is also lower than budgeted income due to later than anticipated completion of additional supported accommodation units .				
Mitigating Action	It is anticipated that there will be an adverse variance in Supported accommodation income at year end . The income from Homeless units is demand led so further changes in demand would affect this variance				
Anticipated Outcome	It is anticipated that there will be an adverse variance in Supported accommodation income at year end . The income from Homeless units is demand led so further changes in demand would affect this variance				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2016

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

Working4U	2,038	2,092	54	3%	↓
Service Description	This service incorporates a number of individual services the Council provides to its residents such as Advice services on benefits and debt, as well as community learning and development				
Main Issues / Reason for Variance	This adverse variance is due to the an underachievement of the savings target by £70K in order to maintain adequate welfare rights service				
Mitigating Action	Management will continue to monitor and maximise actions taken to achieve a level of savings, where appropriate				
Anticipated Outcome	At this time, an overspend is anticipated				

Miscellaneous

Sundry Services	1,955	2,538	583	30%	↓
Service Description	This service area budgets for non departmental specific costs such as pensions costs, external grants and elderly welfare payments, external audit fees and insurance costs. The service heading also holds a number of general savings options which have still to be fully allocated				
Main Issues / Reason for Variance	Areas for shared services are currently being considered/ sought. Currently internal audit with the LL&T National Park has been agreed				
Mitigating Action	Management will continue to monitor and maximise actions taken to achieve a level of savings, where appropriate				
Anticipated Outcome	An overspend is anticipated				

Other

Loan Charges	10,478	10,065	(413)	-4%	↑
Service Description	This budget covers the servicing of the Council's external borrowing requirements				
Main Issues / Reason for Variance	A favourable variance is anticipated due to the final level of capital borrowing required in 2015/16				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2016

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

Non GAE Allocation	(5,778)	(5,482)	296	5%	↓
Service Description	This is the allocation of support service costs to other council services - excluding General services) - such as HRA, capital, external bodies				
Main Issues / Reason for Variance	In line with 2015/16 year end, it is anticipated that the allocation of central administration to non GAE services is lower than budgeted, resulting in this adverse variance				
Mitigating Action	Limited action can be taken to minimise this overspend.				
Anticipated Outcome	An adverse variance is anticipated				

Contingency Fund	1,223	0	(1,223)	-100%	↑
Service Description	The contingency fund is used to accommodate externally influenced movements in departmental budgets				
Main Issues / Reason for Variance	Following a 2015/16 year end recurring variance exercise, budgets no longer required have been removed from departments and transferred into the contingency fund.				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Council Tax/CT Replacement Scheme	(40,800)	(41,000)	(200)	0%	↑
Service Description	This details amounts of income anticipated to be collected from residents in the form of Council tax				
Main Issues / Reason for Variance	Level of Council Tax charges are higher than budgeted due to the level of house build in the area being higher than anticipated				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Efficiency reference		Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
2016/17	MA1	Further service delivery rationalisation in CL&D, Working4U, Community Engagement	50,000	50,000	-	saving on target to be achieved
2016/17	MA2	Reduction in Advertising	2,214	2,214	-	saving on target to be achieved
2016/17	MA3	Review of staffing structures within Corporate Services	263,357	263,357	-	saving on target to be achieved
2016/17	MA4	Introduce Marriage Officers	2,500	2,500	-	saving on target to be achieved
2016/17	MA5	Stop provision of bottled water at committee meetings	3,000	3,000	-	saving on target to be achieved
2016/17	MA6	Increase target for Corporate review of Administration Services	50,000	50,000	-	saving on target to be achieved
2016/17	MA7	Reduction of stationery budgets	15,000	15,000	-	saving on target to be achieved
2016/17	MA8	Advertising changes for Elected Member Surgeries	3,000	3,000	-	saving on target to be achieved
2016/17	MA9	CS travel/mileage reductions - introduction of pool cars	20,000	20,000	-	saving on target to be achieved
2016/17	MA10	Employability Service vacates Poplar Road	21,000	21,000	-	saving on target to be achieved
2016/17	MA27	Catering Service Review	120,000	120,000	-	saving on target to be achieved
2016/17	MA28	Facilities Assistants service review	50,000	50,000	-	saving on target to be achieved
2016/17	MA29	Reduce bus shelter cleaning - Budgeted under Requisitions	20,000	-	20,000	SPT has advised this cannot be actioned until 1/4/17
2016/17	MA30	Ashton View Supported Accommodation extension	60,000	0	60,000	The extension is now scheduled to begin build until end of 2016 so unlikely that the additional income expected from this will be realised in 1617
2016/17	MA31	Review of staffing structures	118,585	118,585	-	saving on target to be achieved
2016/17	MA32	Redesign of Service	432,119	412,119	20,000	Management remain committed to delivering this saving and are exploring opportunities
2016/17	S2S	Oil to gas heating conversion	9,500	9,500	-	saving on target to be achieved
2016/17	S2S	Introduce solar panels	9,000	9,000	-	saving on target to be achieved
2016/17	S2S	street lighting	25,000	25,000	-	saving on target to be achieved
2016/17	S2S	leisure energy	18,500	6,400	12,100	Capital project to facilitate this saving is behind schedule
2016/17	S2S	bank street alexandria	2,000	2,000	-	saving on target to be achieved
2016/17	S2S	medical centre alexandria	25,000	25,000	12,500	This adverse variance is due to the demolition taking place later than anticipated
2016/17	S2S	pooled cars	17,500	17,500	-	saving on target to be achieved
2015/16	MA2	Service Rationalisation: Corporate & Community Planning; Advice Services; CLD; Performance and Policy; Anti-Social Behaviour; and potentially others	1,338,000	1,268,000	70,000	This adverse variance is due to the an underachievement of the savings target by £70K in order to maintain adequate welfare rights service
2015/16	MA3	Implement Staffing Future Operating Model - Organisation Wide	500,000	500,000	-	saving on target to be achieved
2015/16	MA4	Clerical & Admin Review - Organisation Wide	200,000	200,000	-	saving on target to be achieved
2015/16	MA6	Maximise services delivered via one stop shop and contact centre, complemented by optimising on-line transactions	100,000	100,000	-	saving on target to be achieved
2015/16	MA11	New workforce models within Corporate Services through removal of vacant posts, more efficient working practices	124,065	124,065	-	saving on target to be achieved

Efficiency reference		Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
2015/16	MA33	Review of staffing provision through removal of vacant posts and service rationalisation	77,000	77,000	-	saving on target to be achieved
2015/16	MA40	School Transport - Rationalise/re-organise various transport routes into more economic options	67,313	-	67,313	rationalisation remains ongoing - however capacity on local networks makes the deliverability of this saving highly problematic. Other options continue to be explored to assist in delivering this saving.
2015/16	MA42	Restructuring of Teaching Promoted Posts - Secondary schools	375,000	270,891	104,109	The total projected saving over two years (2015/16 and 2016/17) was £600k. In 2015/16 the target saving of £225k was exceeded by £50k. However, the year 2 target of £375k will not be fully achieved due to the resolution agreed in relation to the recent industrial action. Offsetting this in this financial year was the saving from 2 strike days.
2015/16	MA47	Reduced cost of Fleet Maintenance through more modern fleet	40,000	40,000	-	saving on target to be achieved
2015/16	MA48	Reduce costs of managing Roads re-design & operations service and reduction in maintenance following ongoing capital investment	37,000	37,000	-	saving on target to be achieved
2015/16	MA49	Rationalise management of Consultancy Services and Corporate Assets	54,900	54,900	-	saving on target to be achieved
2015/16	MA50	Reduce the costs of Central Maintenance through improved supplier management	85,000	85,000	-	saving on target to be achieved
2015/16	MA54	DLO - increasing access to external business opportunities through competitive tendering processes	100,000	100,000	-	saving on target to be achieved
2015/16	LG1	TU facility time	11,878	11,878	-	saving on target to be achieved
2015/16	SO24	shared services	500,000	13,000	487,000	Areas for shared services are currently being considered/ sought. Currently internal audit with the LL&T National Park has been agreed
TOTAL			4,947,431	4,106,909	853,022	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE 31 October 2016

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	20	22.5%	14,566	13.0%	20	22.5%	4,793	14.3%
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	8	9.0%	25,370	22.7%	8	9.0%	4,208	12.5%
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	61	68.5%	71,699	64.2%	61	68.5%	24,598	73.21%
TOTAL EXPENDITURE	89	100%	111,634	100%	89	100%	33,600	100%

Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	108,292	14,566	109,249	957	46,442	4,793	25,507	(20,935)	(21,512)	577
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	31,317	25,370	32,846	1,529	6,881	4,208	6,556	(325)	(358)	33
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	176,749	71,699	177,318	569	53,554	24,598	53,245	(309)	(9)	(300)
TOTAL EXPENDITURE	316,358	111,634	319,413	3,055	106,877	33,600	85,308	(21,569)	(21,879)	310
TOTAL RESOURCES	(316,358)	(111,634)	- 319,413	- 3,055	(106,877)	(33,600)	(85,308)	21,569		
NET EXPENDITURE	0	0	- 0	- 0	0	0	0	0		

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

APPENDIX 6

MONTH END DATE

31 October 2016

PERIOD

7

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

1

Bereavement Services Office Conversion (Ian Bain)						
Project Life Financials	130	2	1%	130	0	0%
Current Year Financials	130	2	1%	30	(100)	-77%
Project Description	Conversion of Bungalow at Clydebank Crematorium into Bereavement Services Office.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Dec-17		
Main Issues / Reason for Variance						
Initial rot works are now complete and tender documentation is now being developed for the main building works. Due to delays in agreeing the design for the building and the high level of unforeseen rot works required this project will now not complete until Dec 2017.						
Mitigating Action						
For reasons detailed above the ability to mitigate is limited, however officers will continue to engage with Consultancy Services and Procurement to ensure project remains on revised programme.						
Anticipated Outcome						
New office accommodation for Bereavement Services.						

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

APPENDIX 6

MONTH END DATE

31 October 2016

PERIOD

7

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

2 Local Economic Development (Michael McGuinness)

Project Life Financials	1,792	185	10%	2,041	249	14%
Current Year Financials	1,792	185	10%	888	(904)	-50%

Project Description Budget to facilitate the delivery of Regeneration throughout West Dunbartonshire , aligned to the Economic Strategy 2015-20. - external funding will be sought to maximise opportunities for redevelopment of these sites

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-18

Main Issues / Reason for Variance

This budget contains a number of projects that are linked to the delivery of the Economic Strategy, Infrastructure Investment Plan and Charrette Action Plans as detailed below. The reported project life overspend is due to the St Eunan's project, however this will be funded by a virement request that is made to Council in December from the separate Asset Management budget for St Eunan's.

Bowling Basin - Allocation of £20k to continue support for Scottish Canal's regeneration of the area to help match fund successful funding bids.

Dumbarton Town Centre & Waterfront - £0.544m has been allocated to progress the waterfront walk and cycleway project towards implementation stage, undertake initial works for Glencairn House whilst plans for a longer term use are developed, consideration of the economic impact of a pedestrian bridge across the Leven and implementation of the first phase of floodlighting for Dumbarton Rock and Castle. A planning application notice was submitted on 5th August for the walkway with community consultation scheduled took place on 27th September with positive feedback. A planning application will be submitted in December 2016 and planning guidance is being progressed regarding formal agreements with land owners. Given the complexity of these developments some delays will be experienced in delivering the walkway and it is anticipated we will have an underspend in the current financial year of approx £0.300m.

Mitchell Way Redevelopment - £0.080m has been allocated and includes the demolition of 30-40 Mitchell Way (now complete) and property advisory services to enable progress with the redevelopment of Mitchell Way. This funding is committed and will be spent in 2016/17.

Clydebank Town Centre - this budget has been adjusted from £0.288m to £0.148m to take account of a virement of £140k for the Clydebank Town Centre Office project. The remaining funding is committed towards investigating a Business Improvement District (BID) at Clydebank Business Park, works to Bruce Street Baths, Queens Quay consultancy fees and charrette projects.

St Eunan's Site - This project encompasses the capping and reuse of the former St Eunan's School site in Clydebank. At this time it is anticipated that the cost of this project (based on current proposals) is estimated at £1.552m. In June 2016 a Regeneration Capital Grant Fund Stage 1 funding application was submitted seeking £0.450m towards the project, however this was unsuccessful on the basis that the project was still relatively early in its development and further work was required, particularly regarding engagement with local community. More recently, a Green Infrastructure Fund (GIF) application has been submitted to Scottish Natural Heritage seeking £0.621m towards the project covering 40% of the works, the outcome of which will be known in January 2017. Part of the Council's required £0.932m of capital funding towards the project has already been approved being £0.250m from Asset Management (virement approval has been sought from Members at the Council meeting in December to incorporate this into the LED budget) and £0.100m from the Environmental Improvement Fund (as approved by the IRED Committee in September 2016). A report is due to be submitted to the IRED Committee in December seeking members agreement to an allocation of funds from the Local Economic Development budget towards the implementation works. If the GIF application is unsuccessful the project will be reviewed and a further report may be made to Committee seeking agreement on any required budget adjustment. At this time it is unlikely that (due to the complexities of the works required and the importance of community involvement in the outcome for the site) significant expenditure will be incurred this financial year.

Balloch Charrette - £0.140m has been allocated towards design development costs for Balloch Village and Station Squares, options appraisal and tourism work for Balloch Castle and Park and parking survey work.

Mitigating Action

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

APPENDIX 6

MONTH END DATE

31 October 2016

PERIOD

7

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

Projects within this budget are currently in development and are at various stages of commitment. For the reasons stated above opportunity to mitigate against underspend in this financial year is limited.

Anticipated Outcome

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

MONTH END DATE

31 October 2016

PERIOD

7

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

3 Integrated Housing Management System (Graham Watters)

Project Life Financials	624	50	8%	624	0	0%
Current Year Financials	604	30	5%	229	(375)	-62%

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

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Aug-18

Main Issues / Reason for Variance

The timetable with regards to the purchase of the IHMS IT solution and subsequent implementation was altered to allow investigation for the potential of sharing systems or services with other neighbouring authorities and housing providers. This investigation concluded that no suitable shared service opportunities existed and that therefore WDC should begin the process for procuring an IHMS IT solution from a supplier. Following the completion of the tender evaluation process, the IHMS Project agreed to appoint a preferred supplier for the ICT solution on 3 June 2016. The preferred supplier (Aareon UK) has been notified and de-brief meetings have been held with two unsuccessful bidders. WDC has now entered into pre-contract discussions with Aareon UK, the first meeting having taken place on 14 July 2016. Whilst the Terms and Conditions document is yet to be signed a Letter of Intent was developed and signed which allowed initial sessions between Aareon and WDC to take place on 22, 23, 27 September and 4 October. It is expected that the Terms and Conditions including the Project Plan will be agreed in November which will allow the full implementation to commence. This has been further delayed due to commercial negotiations and the implementation plan requiring amendments to match the commercial bid of Aareon. Once the implementation plan has been agreed with the supplier, it will then be possible to provide more precise detail on forecasted expenditure from the overall budget, and how this will be staged across the life of the project. Discussions with the IT supplier around the Terms & Conditions of the contract will seek to ensure that the agreed payment plan is beneficial to WDC. Other notable forecasted expenditure in Q3 2016/17 will be in relation to the purchase of mobile working device hardware for Homelessness Services staff and Asset & Investment staff. ICT Services have now identified suitable software. 20 trial devices were ordered on 4 November 2016 to be trialled across Housing and Building Services

Mitigating Action

A staffing structure for the Project Team was approved by the Project Board in March 2016. Interviews for 4 Technical Support Officers (which will complete the project team) took place early July and with all 4 officers having now started. The new team structure being in place is beneficial for commencement the essential liaison work with Aareon UK development staff. This will help to mitigate any risks to further implementation slippage. The project team will monitor progress project and implementation closely for opportunities to catch up. Development work is underway relating to process mapping and data cleansing which will assist in meeting the timescales set out within the project plan.

Anticipated Outcome

Fully integrated housing management IT system procured from an approved government framework (CCS). The department will also go through service re-design during implementation to ensure the benefits that can be achieved from the system are fully maximised in order to provide maximum value. The project will require to be re-phased over 16/17 to 18/19 for full project spend.

MONTH END DATE

31 October 2016

PERIOD

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

4

Strathleven Park and Ride Car Park (Raymond Walsh)						
Project Life Financials	425	0	0%	425	0	0%
Current Year Financials	425	0	0%	25	(400)	-94%
Project Description	Provision of additional car parking off Strathleven Place adjoining Church car Park. To be utilised as park and ride and overflow for town centre parking					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
Planning approval was granted February 2016 however we are still waiting on confirmation from SPT that scheme will be funded. Works will be programmed to commence as soon as funding approved. SPT are currently undertaking a car park usage study to justify scheme approval. Results from the study are expected mid-November.						
Mitigating Action						
There is no mitigating action that can be taken at the moment due to planning application timescales						
Anticipated Outcome						
Scheme will now be undertaken subject to funding approval from SPT.						

5

Posties Park Hub (Ian Bain)						
Project Life Financials	1,700	24	1%	1,700	0	0%
Current Year Financials	1,677	1	0%	40	(1,637)	-98%
Project Description	Creation of a sports hub at Posties/Marinecraft to include a new changing pavilion/Gym, new all-weather 6 lane running track, conversion of blaze sports pitch to grass, new fencing, upgrade of existing floodlights and additional car parking. This combines the budget approved by the Council in February 2015 for Community Sports Facilities at Posties Park, draw down of budget from the generic sports facilities budget line and anticipated match funding from Sports Scotland.					
Project Lifecycle	Planned End Date	30-Sep-16	Forecast End Date	31-Mar-18		
Main Issues / Reason for Variance						
Officers are currently working with consultancy services to finalise plans for submission to planning committee in October 2016. A stage 2 funding application has now submitted to Sports Scotland with the outcome due November 2016. The project will then be procured with an anticipated start date of May 2017.						
Mitigating Action						
There is no mitigating action that can be taken at the moment due to grant application timescales						
Anticipated Outcome						
Creation of sports hub by March 2018						

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

APPENDIX 6

MONTH END DATE

31 October 2016

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

6 Replacement of Equipment at Clydebank Crematorium (Ian Bain)

Project Life Financials	1,570	1,617	103%	1,617	47	3%
Current Year Financials	94	141	150%	141	47	50%

Project Description Installation of two new cremators with associated mercury abatement equipment.

Project Lifecycle Planned End Date 30-Nov-16 Forecast End Date 30-Nov-16

Main Issues / Reason for Variance

Project now complete. Project overspent due to purchase of memorial bookcases, asbestos issues found whilst carrying out upgrading works and also additional re-surfacing works to make the facility DDA compliant.

Mitigating Action

None available as project is complete

Anticipated Outcome

New cremators fully installed and functional and building DDA compliant.

7 Vale of Leven Cemetery Extension (Ian Bain)

Project Life Financials	650	155	24%	650	0	0%
Current Year Financials	561	66	12%	100	(461)	-82%

Project Description Extension of existing cemetery in Vale of Leven

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

As previously reported there has been difficulties purchasing the preferred site with the land owner appointing a land agent to negotiate on his behalf resulting in delays to the project. The Land Agent advised us of their valuation which was in excess of the value that WDC have placed on the land resulting in the land owner contacting the Estates section to request a meeting to discuss a new proposal. This meeting was scheduled for 9 March, however it did not lead to a satisfactory outcome with the Council now progressing with compulsory purchase of the land. The compulsory purchase valuation has identified that the purchase costs are out with the scope of the project budget. 3 others sites have now been identified and estates section will now commence discussions with the land owners over the coming weeks.

Mitigating Action

Identify suitable alternative sites.

Anticipated Outcome

A suitable site is identified and purchased to provide a sustainable burial environment.

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

8 **Levensgrove Park (Ian Bain)**

Project Life Financials	3,623	219	6%	3,623	(0)	0%
Current Year Financials	3,411	7	0%	50	(3,361)	-99%

Project Description Restoration and Regeneration of Levensgrove Park

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 28-Feb-19

Main Issues / Reason for Variance

The project has now been awarded a stage two pass with funding of £2.8m (£0.100m higher than anticipated) now in place. Pre-start meeting has been held with HLF and project management consultants. QS is currently working on spend profile and finalised programme will be developed by December 2016.

Mitigating Action

None required at this time

Anticipated Outcome

Successful delivery of restoration project.

9 **Creation of Environmental Improvement Fund (Ian Bain)**

Project Life Financials	1,800	50	3%	1,800	0	0%
Current Year Financials	850	50	6%	500	(350)	-41%

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

Project Lifecycle Planned End Date 31-Mar-18 Forecast End Date 31-Mar-18

Main Issues / Reason for Variance

A report was submitted to IRED Committee in September detailing proposals to fully allocated this budget including increased allotment provision (£0.400m) however as the timing of this spend is uncertain a virement request will be submitted to Members in December to move this additional budget to the Allotment Development budget in 2017/18 and Mountblow 3G Pitch (£0.550m). These projects are subject to Community Consultation which is currently ongoing. This budget was phased on an arbitrary basis when it was agreed in February 2016, however it is unlikely that the 2016/17 budget allocation will be fully spend in this financial year.

Mitigating Action

None available at this time due to initial arbitrary budget phasing

Anticipated Outcome

Improved green network and environment in West Dunbartonshire.

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

10 Community Capital Fund (Ian Bain)

Project Life Financials	3,500	1,244	36%	3,500	0	0%
Current Year Financials	2,445	189	8%	963	(1,482)	-61%
Project Description	Upgrade and improve recreational facilities throughout West Dunbartonshire.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-18		

Main Issues / Reason for Variance

Nine play park projects (Haldane, Bonhill, Christie Park, Dumbarton Common, Dumbarton Overburn, Hardgate, Linnvale, Goldenhill Park and Tullichewan) have been tendered with returns received and these projects will be delivered by 31st March 2017. A delay in the award of these contracts may result in a negative impact in the procurement timetable for the next set of identified projects and it is unlikely that the full budget will be spent in this financial year.

Mitigating Action

Officers are identifying and developing further projects to be delivered in 2017/18.

Anticipated Outcome

Improved recreational facilities throughout WDC

11 Exxon City Deal (Michael McGuinness)

Project Life Financials	27,897	265	1%	27,897	(0)	0%
Current Year Financials	508	73	14%	300	(208)	-41%
Project Description	As part of the City Deal project the WDC Exxon site at Bowling regeneration with alternative A82 route included.					
Project Lifecycle	Planned End Date	01-Mar-21	Forecast End Date	31-Mar-24		

Main Issues / Reason for Variance

The project is progressing towards an Outline Business Case for February 2017 which is anticipated to cost approximately £0.220m. In addition to this cost expenditure will continue with exploratory and investigative studies during this period, however it is unlikely that total spend in this financial year will exceed £0.300m at this time. A site access and a site sale exclusivity agreement (for a 12 month period) has been agreed with Exxon. The Head of Terms agreement is still under discussion with Exxon with a view to conclude an agreement for the acquisition of the site by April 2017.

Mitigating Action

Future reports to Council will be provided to expand on any further details as required to update on the Exxon Project and site development and approval of Outline Business Case. A risk register forming part of the Strategic Business Case will be updated and developed to form the outline Business Case due in February 2017.

Anticipated Outcome

Progressing the City Deal development at Exxon towards an Outline Business Case.

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

12

Queens Quay (Michael McGuinness)						
Project Life Financials	15,620	582	4%	15,620	(0)	0%
Current Year Financials	9,378	245	3%	5,721	(3,657)	-39%
Project Description	Queens Quay regeneration					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	30-Jun-18		
Main Issues / Reason for Variance						
As part of a three year commitment to spend £15.620m on infrastructure at Queens Quay, Clydebank planning application in principle has been approved and detailed applications relating to Roads and Waterfront public realm have been lodged with Planning to seek consent. The work packages have now been re-profiled with anticipated expenditure for 2016/17 of £5.721m. This has been due to additional investigation works required in the quay walls at the basin to ensure the required lifespan of the basin walls is delivered to adoptable standards, now completed with solution proposed. Although budget has slipped into the following financial year it is still anticipated the project will be complete within the original 3 year time frame with the exception of landscaping and boundary wall treatments.						
Mitigating Action						
Regular update meetings are held with site owners. We also have an internal board for this project where budgets and risk register are discussed in detail.						
Anticipated Outcome						
Regeneration of Queens Quay to be completed by March 2018 with the exception of landscaping and boundary walls.						

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

13 Community Sports Fund (Ian Bain)

Project Life Financials	1,130	139	12%	1,130	(0)	0%
Current Year Financials	1,029	38	4%	529	(500)	-49%
Project Description	Match funding of up to 75% for local sports clubs to develop business cases to improve facilities.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-18		

Main Issues / Reason for Variance

Continuing to receive and assess new grant applications that will be processed over the life of the fund. There are other applications that have been submitted or are in the process of being submitted which will require to be evaluated. The sum of these potential applications will exceed the funds remaining in the existing budget. In addition there are a number of projects that are under discussion and consideration whilst groups develop their plans. These projects going forward will exceed the current funding available. To meet this pending demand the IRED Committee agreed to vire £0.500m from the Millburn Trust to this project. Grant payments are evidenced based and therefore full spend on this budget is conditional on both receipt of applications from sports clubs which meet the grant criteria, and the successful completion of the project by the applying club resulting in risk that the increased budget may not be fully spent in 16/17

Mitigating Action

Officers will monitor and assess applications received and stop awarding grants once the full budget has been awarded/allocated to groups.

Anticipated Outcome

Improve sport facilities to a wide range of organisations WDC

14 Invest in "Your Community Initiative" (Amanda Coulthard)

Project Life Financials	1,000	0	0%	1,000	0	0%
Current Year Financials	500	0	0%	250	(250)	-50%
Project Description	Capital budget to support roll out of your community. This will deliver on implementation of a participatory budgeting approach in 17 defined neighbourhoods and support spend to					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		

Main Issues / Reason for Variance

Project is focused on delivering capital support to localised community empowerment. £0.425m has been allocated to participatory budgeting which will allow local residents to feel ownership of how money is spent in their local area. Applications were received towards the end of October, have been assessed and voting sessions have taken place. At this time there is only approximately £0.050m of eligible bids that have been assessed as being appropriate to be funded from capital with the intention that a second round of applications will be opened early in the new financial year. The remainder of the budget (£0.575m) will be used to invest in areas where an innovative solution of short term remedial action is required based on community led improvements and at this time it is anticipated that spend in this financial year will not exceed £0.200m.

Mitigating Action

The opportunity to mitigate is limited due to quality and level of applications received.

Anticipated Outcome

Increased community participation and empowerment, in line with aspiration of new legislation. A sense of trust between community and services that action will be taken where it is required, and that services are responsive to varying local needs.

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

15

Office Rationalisation (Craig Jardine)						
Project Life Financials	21,427	4,951	23%	21,447	20	0%
Current Year Financials	11,239	2,826	25%	9,298	(1,941)	-17%
Project Description	Delivery of office rationalisation programme					
Project Lifecycle	Planned End Date		31-Oct-17	Forecast End Date		31-Jan-19
New Dumbarton Office	Planned Opening Date		May-17	Forecast Opening Date		Jan-18
Main Issues / Reason for Variance						
General - The Office Rationalisation Programme budget was increased as part of the Capital Plan Refresh in February 2016 as result of a business case refresh which allows for additional works at Bridge Street to reduce future dilapidation liabilities and enables implementation of modern working practices within the building over the remaining 8 year lease; remediation works to the new Dumbarton office arising from the discovery of a significant Gas storage tank on site; increase in base cost for Dumbarton due to higher than anticipated construction industry rates from Market return and increases in the size of the Clydebanks Town Centre Office. Overall costs related to the New Dumbarton Office and the Clydebanks Town Centre Office are anticipated to increase by approximately £0.434m, however at this time it is anticipated that these cost increases can be absorbed within the overall budget for Office Rationalisation .						
New Build Dumbarton - Enabling works valued at £1.213m commenced on site on the 6th June and are now complete. Financial Close for the main contract was achieved on 2nd September 2016 with anticipated completion by December 2017. The organisation will relocate to the new office in Dumbarton January 2018.						
Document Strategy - a sum of £0.250m was approved by Members within the capital plan refresh to take forward document strategy in anticipation of staff moving location January 2018.						
Clydebanks Town Centre Office - works to complete end November. New facility to open on Monday the 5th December.						
Data Centre in Aurora House - 3 tenders received with costs currently being reviewed by WDC Procurement team - it is believed the infrastructure for the electrical charging points at Aurora House was included within the electrical works for the data centre as well as the specific costs for the external charging points. Virement of £0.020m from the budget for the electrical charging units will be sought to contribute to the increased costs resulting from the tender returns.						
Bridge Street - GHI contracts have been awarded the Pre Construction contract to develop an effective workplace environment whilst addressing several building defects such as heating system, windows, etc. a detailed design has been developed. Bridge Street has now been completely vacated, allowing the Contractor access to all areas and allowing services to be disconnected during strip out works. The project is anticipated to be completed within this financial year.						
Mitigating Action						
Due to additional works required at Bridge Street and unforeseen remediation works at the New Dumbarton Office the opportunity to mitigate is limited. Additional budget requirements were included within the capital plan refresh report which was approved by Members on 24 February 2016. The project remains within budget, and works are progressing well on site in Dumbarton.						
Anticipated Outcome						
Delivery of the business case						

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

16 OLSP New Build (Craig Jardine)

Project Life Financials	2,947	2,437	83%	3,677	730	25%
Current Year Financials	250	39	16%	780	530	212%

Project Description Design and construction of new Secondary School in Bellsmyre, Dumbarton

Project Lifecycle Planned End Date 31-Dec-17 Forecast End Date 31-Dec-18

Opening Dates Planned Opening Date Oct-16 Forecast Opening Date Oct-17

Main Issues / Reason for Variance

Financial Close was achieved in March 2016 and site works have already commenced and are progressing well. Due to ESA10 delay, the majority of the associated works to the new high school such as the demolition of the existing school will not be carried out this financial year. All remaining works will be carried out during financial year 2017/18. In addition to the budgeted project costs the cost of the purchase of the land from the HRA has to be taken into account in this financial year resulting in an anticipated project life overspend of £0.730m.

Mitigating Action

Construction has started as Financial Close was achieved in March 2016 (after ESA10 issue was resolved) and is progressing well. Monthly Progress Meetings to take place to review progress on site and Project Boards taking place every month.

Anticipated Outcome

Project to be completed in October 2017 in line with new programme.

17 Children and Young Persons (Laura Mason)

Project Life Financials	2,646	1,273	48%	2,646	0	0%
Current Year Financials	1,989	616	31%	1,041	(948)	-48%

Project Description New funding announced July 2014 re the implementation of the Children and Young Persons Bill in relation to 2,3 and 4 year olds looked after or under a kinship order and additional 2 year olds from households in receipt of certain out of work benefits

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Aug-18

Main Issues / Reason for Variance

The budget will be used to support the expansion of Early Years provision and work is currently underway to identify appropriate developments that will enable the Council to fulfil it's requirement to expand the Early Years provision. A report on the Early Years Strategy was approved at Committee in August 2016. This budget has been allocated over 11 separate projects, 10 of which are proceeding to programme. A project to create ELCC classrooms in approximately 11 primaries is currently at the design stage and will proceed to tender for onsite works in June 2017.

Mitigating Action

Opportunity to mitigate is limited

Anticipated Outcome

Provision of improved early years services incorporating a change in delivery of services.

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

18 New Balloch Campus (Haldane PS, St Kessog's PS, Jamestown PS & EECC) (Craig Jardine)

Project Life Financials	16,464	1,268	8%	16,464	0	0%
Current Year Financials	8,091	204	3%	4,488	(3,603)	-45%
Project Description	Construction of new primary school in Balloch to incorporate St Kessog's PS, Haldane PS and Jamestown PS and EE&CC)					
Project Lifecycle	Planned End Date	31-Aug-18	Forecast End Date	01-Feb-19		
Opening Dates	Planned Opening Date	01-Aug-17	Forecast Opening Date	01-Feb-18		

Main Issues / Reason for Variance

Financial Close has been achieved and new forecast spend has been provided, taking into consideration the revised programme to accommodate the necessary works for the removal of the asbestos. Dark ground geotechnical surveys identified the presence of asbestos on the site resulting in a remediation strategy needing to be developed and further approval by WDC Planning and Environmental Health departments was also required. This has resulted in a circa 12 weeks delay.

Mitigating Action

The opportunity to mitigate is limited due to the presence of asbestos and the requirement to deal with it appropriately

Anticipated Outcome

Delivery of project slightly delayed and within revised budget

19 Leisure Energy Projects (Fiona McGuigan)

Project Life Financials	277	14	5%	277	0	0%
Current Year Financials	277	14	5%	37	(240)	-87%
Project Description	Measures to be installed at both Meadow Centre & Vale of Leven Swimming Pool; new pool hall Air Handling Units, upgrade lighting, circulating pumps Vale of Leven Swimming Pool, internal and external lighting and draught proofing.					
Project Lifecycle	Planned End Date	31-Jan-17	Forecast End Date	31-Dec-17		

Main Issues / Reason for Variance

Meadow Centre Air Handling Unit - due to costs coming back from suppliers at more than 40% over budget a decision has been taken to re-tender in the new year. VOL Pool Air Handling Unit is delayed until next year following scoping exercise anticipated costs have risen and further investigation works are required to establish overall feasibility. Heating/BMS upgrades are now complete and awaiting payment. Lighting upgrades are almost complete with system improvement works are now complete and awaiting final account.

Mitigating Action

Ongoing meetings with the Energy Efficiency Officer.

Anticipated Outcome

Majority of project will be complete by end of year with exception of VOL Air Handling Unit which will be complete next year.

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

20 Clydebank Community Sports Hub (Craig Jardine)

Project Life Financials	3,070	91	3%	2,980	(90)	-3%
Current Year Financials	1,192	66	6%	97	(1,095)	-92%

Project Description Creation of a multi purpose sports hub in Clydebank

Project Lifecycle Planned End Date 31-Dec-18 Forecast End Date 31-Jan-19

Main Issues / Reason for Variance

The target budget as reported to the project board in August was £3.070m which was an increase of £0.636m over that approved by Council in February. The October Project Board endorsed a further revised target budget of £2.980m based on funds secured to date. It was agreed the target budget must now be frozen to allow the tender information to be prepared and aligned to meet the programme dates driven primarily by the RCGF grant deadline of 31 March 17. The total project cost has increased due to a number of factors affecting the construction costs of both the building and the pitches. The Project team are continuing the value engineering exercise to reduce anticipated costs to align the design with the budget of £2.980m. External funding now secured is £2,130m including £1m of Regeneration Capital Grant Funding (RCGF) confirmed on 20th May 2016, £0.500m from Sportscotland, £0.300m from the Gaelic Athletic Association, £0.100m from CCSH, £0.040m from Scottish Rugby Union, £0.020m from the Scottish Landfill Communities Fund and £0.020m from the Robertson Trust. The project is in Royal Institute of British Architects (RIBA) Stage 4 and conditional planning consent was secured on 22nd June 2016. Now looking to mobilise and start construction in April 2017 with completion Jan 2018. In the event that value engineering is not sufficient to close the funding gap, efforts continue to be made to secure the necessary external funding and in this regard and efforts continue with the Civil Aviation Flight Path Fund and any other Landfill funds to secure further funding as a contingency. The Hub are exploring options to secure their £0.100m contribution which includes investigating loan opportunities based on a business plan showing income streams from the use of the improved facilities. The costs for the removal of the asbestos containing materials within the existing building will only be known on analysis of the recently commissioned refurbishment and demolition asbestos survey. In the meantime clarity has been sought from the design team on estimated asbestos removal costs to inform the cost plan. Current focus is finalising procurement methodology to ensure critical timescales are delivered to protect the RCGF funds by 31 March 2017.

Mitigating Action

Monthly project board meetings and CIT monitoring project costs and timelines. Also have specific timelines and governance through RCGF and other external funding. The capital investment team will continue to engage with the Design Team to value engineer the most recent cost plans back down to the £2.980m budget. We continue to review external funding grant conditions for compliance purposes and provide status updates as the project progresses, as required.

Anticipated Outcome

Project delivered to budget.

TOTAL PROJECTS AT RED STATUS

Project Life Financials	108,292	14,566	13%	109,249	957	1%
Current Year Financials	46,442	4,793	10%	25,507	(20,935)	-45%

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

1 **Workforce Management System (Arun Menon)**

Project Life Financials	1,099	1,085	99%	1,099	(0)	0%
Current Year Financials	15	1	5%	1	(14)	-93%

Project Description Rollout of self service module of existing Workforce Management System

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Dec-17

Main Issues / Reason for Variance

There have been issues identified during the testing of the version 8 solution. This has impacted on the implementation timescale and has been raised by all seven LA Heads of Personnel to Frontier. If testing progresses without any further issues, the implementation has been pushed back to February 2017, however it is unlikely that any further spend on the system would be undertaken this financial year resulting in a requirement to carry forward the funding to FY 2017/18.

Mitigating Action

Any issues are also being raised nationally by officers and through Frontier user groups and the 7 Scottish Local Authority Heads of HR. WDC is also exploring legal options. Until implementation of the latest module is complete, it is challenging to forecast exact timelines.

Anticipated Outcome

This upgrade will improve general system functionality, enable greater self service, reduce manual interventions especially around pay calculations

2 **Invest in Chromebooks for Schools (David Jones)**

Project Life Financials	250	256	102%	256	6	2%
Current Year Financials	250	256	102%	256	6	2%

Project Description Chromebooks for Primary 7 Pupils

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Oct-16

Main Issues / Reason for Variance

Project complete

Mitigating Action

None available due to roll numbers

Anticipated Outcome

Every Primary 7 pupil in West Dunbartonshire will have access to a fit for purpose device that will facilitate increased digital learning. Chromebooks enhance pupils communication and collaboration opportunities. email, calendars, storage, 'Classroom' and video conferencing allow pupils to connect with others, and keep abreast of assignments. Chromebooks allow pupils to work together to complete group projects and reports. Work created on a chrome book can be accessed on any device with network connectivity, in school and at home.

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

3 Energy Projects (John Corcoran)

Project Life Financials	113	121	108%	121	8	7%
Current Year Financials	8	16	204%	16	8	100%

Project Description 24 energy projects: installing external and internal LED lights in schools, replacement of boiler at Christie Pk PS annex, improvements to heating controls, draught proofing and insulation across 15 WDC properties

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

Projects complete. Overspend is likely to be offset by an anticipated underspend in change of heating fuel (schools).

Mitigating Action

None available as project complete

Anticipated Outcome

Projects to complete by year end.

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

4	Pappert Woodland Wind Farm (Craig Jardine)						
Project Life Financials		3,699	0	0%	3,699	0	0%
Current Year Financials		294	0	0%	50	(244)	-83%
Project Description		Provision of new windfarm					
Project Lifecycle		Planned End Date		31-Mar-19	Forecast End Date		31-Mar-21
Main Issues / Reason for Variance							
A revised scheme has been developed following the revised feed in tariff amendments made by Westminster. This has meant a smaller scheme is still viable which will include a 1.5 mega watt windfarm. This smaller scheme will still generate a substantial feed in tariff generating an annual income of £450k with a pay back of 8 years. WDC continue to meet with Lomond Energy to establish access rights and any potential for joint working. Visual impact survey and bird survey tenders have now been issued and this will allow consultation with statutory partners which will allow the remainder of the development phase to progress, however at this time is unlikely that full spend will be incurred in this financial year.							
Mitigating Action							
Project team communicates regularly with Lomond Energy to ensure any revised project is agreed as soon as possible. Officers cannot progress the project any faster until a revised agreement is reached with Lomond Energy.							
Anticipated Outcome							
Success project completion generating savings as estimated through the revised feed in tariff arrangements.							

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

5 **121/125 Main Street Alexandria (Joanne McDowal/Stuart Gibson)**

Project Life Financials	72	88	122%	88	16	22%
Current Year Financials	72	88	122%	88	16	22%

Project Description Insurance re-instatement works to commercial premises following fire damage

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 30-Nov-16

Main Issues / Reason for Variance

Major works are now complete with minor snagging still outstanding. Final costs have come in at £16k more than original budget however officers are currently negotiating the claim with the insurance company.

Mitigating Action

None required at this time

Anticipated Outcome

Premises to be reinstated for commercial purposes

6 **Schools Fund (Bonhill and Goldenhill New Build)**

Project Life Financials	14,597	16,005	110%	16,096	1,499	10%
Current Year Financials	88	0	0%	91	3	3%

Project Description Outstanding retention monies to the new build of Bonhill PS

Project Lifecycle Planned End Date 15-Aug-11 Forecast End Date 30-Sep-16

Main Issues / Reason for Variance

The final retention payment has been agreed at £91k .

Mitigating Action

remedial works carried out and clerk of works monitoring leakage.

Anticipated Outcome

Payment to be released once work carried out satisfactorily

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

APPENDIX 7

MONTH END DATE

31 October 2016

PERIOD

7

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

7	Kilpatrick School New Build (Craig Jardine)						
Project Life Financials		10,487	7,766	74%	10,487	(0)	0%
Current Year Financials		5,654	3,823	68%	5,654	0	0%
Project Description		Design and build of construction of Additional Support Needs School					
Project Lifecycle		Planned End Date		31-Mar-18	Forecast End Date		30-Apr-18
Opening Dates		Planned Opening Date		19-Aug-16	Forecast Opening Date		30-Nov-16
Main Issues / Reason for Variance							
Contractor on-site from 27th July 2015. Works reported to be 3 weeks behind schedule with completion of build anticipated 11th November 2016 with demolition of old building anticipated April 2017. Previous reports indicated that the new building would be open in October, however the delay to the programme is now likely to mean that pupils will not move to the new school until 30th November 2016.							
Mitigating Action							
Contractor has re-programmed the project including an acceleration of the works with measures such as working weekends, extended hours of work week days. Project being monitored through the monthly project board.							
Anticipated Outcome							
Project completed slightly behind schedule in line with budget.							

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

APPENDIX 7

MONTH END DATE

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

8 Upgrade of Clydebank Library (Gill Graham)

Project Life Financials	500	25	5%	500	0	0%
Current Year Financials	500	25	5%	400	(100)	-20%
Project Description	Refurbishment of the existing Clydebank Library to deliver a fit for purpose modern library designed around the needs of the customer. This will protect a historic landmark and original Carnegie library whilst offering the potential to build upon the development of a 'cultural quarter' focused around Clydebank Town Hall.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	30-Apr-18		

Main Issues / Reason for Variance

Following a report to the Strategic Asset Management Group on 18th October 2016, the project has been incorporated into the regular reporting mechanism for the Council's capital projects in order to allow it to receive additional support from the Council's professional team and henceforward be progressed in the normal capital project manner. Following the completion of consultation with Libraries and Cultural stakeholders the revised plans were evaluated and it became evident that external refurbishment and necessary works to the fabric of the building would consume the majority of the available budget. A decision was therefore taken to split the project into two phases with Phase 1 aimed at refurbishing the structure of the building and extending lift access to the upper storey to improve accessibility. Planning permission for Phase 1 has been applied for and the tender documents are currently being prepared. Phase 1 is expected to complete by 31-Mar-17. Stage 2 to redesign, alter and fit-out the interior of the Library to provide a modern, flexible layout will cost an additional c. £500k and applications to external funding providers such as Heritage Lottery Fund, RCGF, Historic Environment Scotland are underway. Once satisfactory funding has been obtained the tender for internals will go out ASAP. The entire project is anticipated to be physically complete by 30th April 2018 with retention due thereafter.

Mitigating Action

Once it became evident that the budget was insufficient to complete the entire project to the required standard a decision was taken to split the project into two phases so as avoid delays in halting the deterioration and making the building weatherproof and improving accessibility.

Anticipated Outcome

Full refurbishment of library

TOTAL PROJECTS AT AMBER STATUS

Project Life Financials	31,317	25,370	81%	32,846	1,529	5%
Current Year Financials	6,881	4,208	61%	6,556	(325)	-5%

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

1 Capital Resources Brought Forward

Project Life Financials	(529)	(39)	7%	(529)	0	0%
Current Year Financials	(529)	(39)	7%	(529)	0	0%

Project Description These are grants and contributions received in 2015/16 in advance of expenditure being incurred and have been carried forward to match spend in 2016/17 in accordance with accounting regulations.

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

These resources are held in the Council's balance sheet. At this time all resources are anticipated to be applied in 2016/17.

Mitigating Action

None required at this time

Anticipated Outcome

Resources will be matched against appropriate spend in 2016/17.

2 General Capital Grant

Project Life Financials	(22,068)	(3,289)	15%	(22,060)	8	0%
Current Year Financials	(7,500)	(3,289)	44%	(7,492)	8	0%

Project Description This resource is a block grant received from the Scottish Government to fund a proportion of the Council's anticipated capital expenditure each year.

Project Lifecycle Planned End Date 31-Mar-18 Forecast End Date 31-Mar-18

Main Issues / Reason for Variance

Finance circular indicates that grant income received will be slightly lower than forecast

Mitigating Action

None available

Anticipated Outcome

Resources allocated against capital spend

MONTH END DATE

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

3 Specific Capital Grant

Project Life Financials	(41,838)	(81)	0%	(42,430)	(592)	1%
Current Year Financials	(1,578)	(81)	5%	(2,170)	(592)	38%

Project Description This relates to income due from the City Deal, Regeneration Capital Fund relating to CCSH, Cycling, Walking Safer Streets and SFT funding re Balloch School Campus

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

Grant income is anticipated to be higher than budget due to anticipated funding from SFT of £0.592m in relation to the additional cost of dealing with asbestos at Balloch School Campus

Mitigating Action

None required at this time

Anticipated Outcome

Resources allocated against capital spend

4 Other Grants / Contributions

Project Life Financials	(5,642)	0	0%	(2,942)	2,700	-48%
Current Year Financials	(4,489)	0	0%	(1,789)	2,700	-60%

Project Description This resource includes match funding for roads and sports related projects with the main grants being SPT (0.450m), Historic Scotland (£0.350m), Heritage Lottery Fund (£2.700m) and Sports Scotland (£0.892m)

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-19

Main Issues / Reason for Variance

Heritage Lottery Funding is match funding relating to Levensgrove Park and funds will be drawn down as the project progresses. Funding of £2.8m has been awarded and at this time it is anticipated that the funds will not be received until 2017/18 and 2018/19.

Mitigating Action

None required at this time

Anticipated Outcome

Grant funding awarded and drawn down as expected

MONTH END DATE

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

5 Capital Receipts

Project Life Financials	(32,393)	(420)	1%	(32,393)	0	0%
Current Year Financials	(6,914)	(420)	6%	(3,454)	3,460	-50%

Project Description Mainly sale of land and surplus assets but includes some sale of vehicles.

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

Main Issues / Reason for Variance

Capital receipts anticipated in the current year have been affected by potential site issues, however capital receipts will be anticipated to received in future years.

Mitigating Action

Officers are progressing asset sales in accordance with the asset disposal strategy where possible, some site issues are outwith officers control, however alternative disposals will be pursued where appropriate.

Anticipated Outcome

Capital receipts will be received in future years.

6 Prudential Borrowing

Project Life Financials	(137,805)	(29,771)	22%	(140,610)	(2,805)	2%
Current Year Financials	(85,453)	(29,771)	35%	(69,460)	15,993	-19%

Project Description Prudential borrowing required is determined by factors such as total spend incurred and whether any additional resources are achieved - such as additional capital receipts, etc.

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

Main Issues / Reason for Variance

Both re-phasing of capital spend in 2016/17 and anticipated project overspends have an impact on current and future prudential borrowing.

Mitigating Action

In relation to the current year a range of mitigating actions are noted on the previous analysis of red and amber projects

Anticipated Outcome

Minimise the impact of prudential borrowing requirements.

MONTH END DATE

31 October 2016

PERIOD

7

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

7

CFCR						
Project Life Financials	(414)	0	0%	(414)	0	0%
Current Year Financials	(414)	0	0%	(414)	0	0%
Project Description	Capital Funded from Current Revenue					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-16		
Main Issues / Reason for Variance						
The value of CFCR released during the year is determined by the level of spend on the projects to be funded by this method. At this time it is unlikely that CFCR related to wind turbines and cashless catering will be released.						
Mitigating Action						
In relation to the current year a range of mitigating actions are noted on the previous analysis of red and amber projects						
Anticipated Outcome						
CFCR will be applied to match appropriate spend in 2015/16						

PRIOR RESOURCES	(75,669)	(78,034)	103%	(78,034)	(2,365)	3%
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TOTAL RESOURCES						
Project Life Financials	(316,358)	(111,634)	35%	(319,412)	(3,054)	1%
Current Year Financials	(106,877)	(33,600)	31%	(85,308)	21,569	-20%

MONTH END DATE

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Project Details	Project Financials		
Project Name	Budget £000	Virement £000	Revised Budget £000

Allotment Development (Ian Bain)			
Project Life Financials	100	400	500

A further £0.400m has been allocated for allotments within the Environmental Improvement Fund and it is requested that this budget allocation is moved to the already existing budget for Allotment Development in 2017/18 to consolidate into a single project.

Creation of Environmental Improvement Fund (Ian Bain)			
Project Life Financials	1,800	-400	1,400

£0.400m has been allocated for allotments within the Environmental Improvement Fund and it is requested that this budget allocation is moved to the already existing budget for Allotment Development in 2017/18 to consolidate into a single project.

Local Economic Development (Michael McGuinness)			
Current Year Financials	1,792	249	2,041

Requested virements is represented by a £0.249m contribution to St Eunan's Site Works from the Asset Management specific named budget that was created for initial capping works

Decontamination Works at St Eunan's (Stuart Gibson)			
Current Year Financials	249	-249	-

Requested virements is represented by a £0.249m contribution to St Eunan's Site Works from the Asset Management specific named budget that was created for initial capping works

Total Virements Requested			
Current Year Financials	3,941	-	3,941

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Director of Regeneration, Environment and Growth Council: 21 December 2016

**Subject: Housing Revenue Account Budgetary Control Report
 to 31 October 2016 (Period 7)**

1. Purpose

- 1.1** The purpose of the report is to provide members with an update on the financial performance to 31 October 2016 (Period 7) of the HRA revenue and capital budgets.

2. Recommendations

- 2.1** Members are asked to:

- i) Consider and note the projected favourable revenue variance of £0.621m (1.5%).
- ii) Consider and note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £8.874m (31.22%), of which £7.974m relates to project re-phasing and an in-year underspend of £0.900m.

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 24 February 2016, Members agreed the revenue estimates for 2016/2017 and a total budget of £42.777m

Capital

- 3.2** At the meeting of Council on 4 February 2016, Members also agreed the updated Capital Plan for 2016/17 which has been augmented by re-phasing from 2015/16 to produce a total planned spend for 2016/17 of £28.425m. The funding of this is shown within Appendix 5.

4. Main Issues

Revenue Budget

- 4.1** The current budgetary position for HRA Revenue is summarised in Appendix 1 with information regarding projected variances valued at greater than £50,000 being provided as Appendix 2. The analysis shows the projected variance for HRA Revenue is a surplus of £0.621m

Capital Budget

- 4.2** The HRA capital summary position is shown in Appendix 3. Information on projects that are highlighted as being within the red and amber categories is provided in Appendix 4. A summary of anticipated resources is shown in Appendix 5. The analysis shows that for the in-year planned spend there is currently a favourable variance of £8.874M of which £7.974m relates to project re-phasing and an in-year underspend of £0.900m.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

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

7. Risk Analysis

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

8. Equalities Impact Assessment (EIA)

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

9 Consultation

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

10. Strategic Environmental Assessment

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

Richard Cairns
Strategic Director of Regeneration, Environment and Growth
Date: 21 November 2016

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

Appendices: Appendix 1 - Budgetary Position (Revenue)
Appendix 2 - Variance analysis (Revenue)
Appendix 3 - Budgetary Position (Capital)
Appendix 4 - Variance analysis (Capital)
Appendix 5 – Resources (Capital)

Background Papers: None

Wards Affected: All

HRA BUDGETARY CONTROL REPORT
MONITORING PERIOD : 1 APRIL 2016 to 31 OCTOBER 2016

2015/2016		2016/2017	Actual	% actual	Forecast	Forecast	% Forecast
<u>Outturn</u>		<u>Estimate</u>	<u>To Date</u>	<u>to date</u>	<u>Outturn</u>	<u>Variance</u>	<u>Variance</u>
£000s		£000s	£000s		£000s	£000s	
	EXPENDITURE						
5,141	EMPLOYEE COSTS	5,531	2,669	48%	5,321	(210)	-4%
1,430	PROPERTY COSTS	1,845	1,085	59%	1,807	(38)	-2%
106	TRANSPORT COSTS	125	47	38%	107	(18)	-14%
338	SUPPLIES, SERVICES AND ADMIN	354	231	65%	366	12	3%
2,090	SUPPORT SERVICES	2,161	1,205	56%	2,141	(20)	-1%
153	OTHER EXPENDITURE	183	107	58%	155	(28)	-15%
12,147	REPAIRS & MAINTENANCE	12,071	6,934	57%	11,826	(245)	-2%
1,113	BAD DEBT PROVISION	1,060	649	61%	1,113	53	5%
406	COUNCIL TAX ON VOID HOUSES	385	274	71%	347	(38)	-10%
1,373	LOST RENTS	1,070	565	53%	944	(126)	-12%
15,399	LOAN CHARGES	17,992	10,495	58%	17,992	0	0%
39,696	GROSS EXPENDITURE	42,777	24,261	57%	42,119	(658)	-1.5%
	INCOME						
39,005	House Rents	39,902	22,344	56%	39,861	41	0%
228	Lockup Rents	227	129	57%	225	2	1%
1,087	Factoring/Insurance Charges	1,083	1,114	103%	1,111	(28)	-3%
132	Other rents	138	67	49%	138	0	0%
46	Interest on Revenue Balance	40	0	0%	46	(6)	-15%
221	Miscellaneous income	112	37	33%	143	(31)	-28%
984	Reallocated salaries	1,275	292	23%	1,216	59	5%
41,703	GROSS INCOME	42,777	23,983	56%	42,740	37	0%
(2,007)	NET EXPENDITURE	0	278		(621)	(621)	

WEST DUNBARTONSHIRE COUNCIL
HRA REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 2

MONTH END DATE 31 October 2016

PERIOD 7

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
EMPLOYEE COSTS		5,531	2,669	48%	5,321	(210)	-4% ↑
Subjective Description							
This budget covers all employees charged directly to the HRA including caretakers							
Variance Narrative							
Main Issues	Underspend in salary costs due to staff restructure savings and vacancies £148K . Also staff overtime continues to be managed and is now forecast to be £62k less than budget.						
Mitigating Action	No mitigating action is required as the variance is favourable						
Anticipated Outcome	A year end underspend of £210k is anticipated.						

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

REPAIRS & MAINTENANCE		12,071	6,934	57%	11,826	(245)	-2%	↑
Service Description								
This budget covers all repair and maintenance expenditure to houses and lockups								
Variance Narrative								
Main Issues	This favourable variance is due to agreed maintenance contract costs being less than budgeted							
Mitigating Action	No mitigating action is required as the variance is favourable							
Anticipated Outcome	Overall underspend is anticipated							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

BAD DEBT PROVISION		1,060	649	61%	1,113	53	5%	↓
Service Description								
This budget allows for the provision for bad and doubtful debts to be maintained at an appropriate level								
Variance Narrative								
Main Issues	The Bad debt provision is likely to be more in line with last year's outturn.							
Mitigating Action	Year end position reported							
Anticipated Outcome	An overspend of £53k							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

LOST RENTS		1,070	565	53%	944	(126)	-12%	↑
Service Description								
Rents lost on void houses and lockups								
Variance Narrative								
Main Issues	Budget was calculated based on the average rent per void property which had been set too high.							
Mitigating Action	No mitigating action is required as the variance is favourable							
Anticipated Outcome	A favourable variance of £126k							

Budget Details		Project Life Financials						
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Income	Forecast Variance	RAG Status	
		£000	£000	%	£000	£000	%	
REALLOCATED SALARIES		(1,275)	(292)	0%	(1,216)	(59)	5%	↑
Service Description								
This budget covers employee costs recharged to accounts outwith the HRA, principally HRA Capital and HMTA.								
Variance Narrative								
Main Issues	Reduction due to a number of staff leaving and the restructure of duties around this resulting in a lower recharge being appropriate							
Mitigating Action	This will be offset by underspend in employee costs							
Anticipated Outcome	Lower allocation of employee costs from HRA of £59k							

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 3

MONTH END DATE 31 October 2016

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	5	17%	21,762	53%	5	17%	1,573	19%		
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	1	3%	1,445	3%	1	3%	299	4%		
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	23	79%	18,228	44%	23	79%	6,445	77%		
TOTAL EXPENDITURE	29	100%	41,435	100%	29	100%	8,317	100%		
Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	49,410	21,762	49,510	100	12,781	1,573	4,807	(7,974)	(7,974)	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	2,047	1,445	1,696	(351)	768	299	550	(218)	0	(218)
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	29,542	18,228	29,199	(343)	14,876	6,445	14,194	(682)	0	(682)
TOTAL EXPENDITURE	80,999	41,435	80,406	(593)	28,425	8,317	19,551	(8,874)	(7,974)	(900)
TOTAL RESOURCES	(80,999)	(41,435)	(80,406)	593	(28,425)	(8,317)	(19,551)	8,874		
NET EXPENDITURE	0	0	0	0	0	0	0	0		

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

APPENDIX 4

MONTH END DATE

31 October 2016

PERIOD

7

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

1 Integrated Housing Management System John Kerr/Graham Watters

Project Life Financials	876	65	7%	876	0	0%
Current Year Financials	854	42	5%	322	(532)	-62%
Project Description	This is a budget to support the necessary development and on-going requirements of implementing the Council's Integrated Housing Management System.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Aug-18		

Main Issues / Reason for Variance

The timetable with regards to the purchase of the IHMS IT solution and subsequent implementation was altered to allow investigation for the potential of sharing systems or services with other neighbouring authorities and housing providers. This investigation concluded that no suitable shared service opportunities existed and that therefore WDC should begin the process for procuring an IHMS IT solution from a supplier. Following the completion of the tender evaluation process, the IHMS Project agreed to appoint a preferred supplier for the ICT solution on 3 June 2016. The preferred supplier (Aareon UK) has been notified and de-brief meetings have been held with two unsuccessful bidders. WDC has now entered into pre-contract discussions with Aareon UK, the first meeting having taken place on 14 July 2016. Whilst the Terms and Conditions document is yet to be signed a Letter of Intent was developed and signed which allowed initial sessions between Aareon and WDC to take place on 22, 23, 27 September and 4 October. It is expected that the Terms and Conditions including the Project Plan will be agreed in November which will allow the full implementation to commence. This has been further delayed due to commercial negotiations and the implementation plan requiring amendments to match the commercial bid of Aareon. Once the implementation plan has been agreed with the supplier, it will then be possible to provide more precise detail on forecasted expenditure from the overall budget, and how this will be staged across the life of the project. Discussions with the IT supplier around the Terms & Conditions of the contract will seek to ensure that the agreed payment plan is beneficial to WDC. Other notable forecasted expenditure in Q3 2016/17 will be in relation to the purchase of mobile working device hardware for Homelessness Services staff and Asset & Investment staff. ICT Services have now identified suitable software. 20 trial devices were ordered on 4 November 2016 to be trialled across Housing and Building Services.

Mitigating Action

A staffing structure for the Project Team was approved by the Project Board in March 2016. Interviews for 4 Technical Support Officers (which will complete the project team) took place early July and with all 4 officers having now started. The new team structure being in place is beneficial for commencement the essential liaison work with Aareon UK development staff. This will help to mitigate any risks to further implementation slippage. The project team will monitor progress project and implementation closely for opportunities to catch up. Development work is underway relating to process mapping and data cleansing which will assist in meeting the timescales set out within the project plan.

Anticipated Outcome

Fully integrated housing management IT system procured from an approved government framework (CCS). The department will also go through service re-design during implementation to ensure the benefits that can be achieved from the system are fully maximised in order to provide maximum value. The project will require to be re-phased over 16/17 to 18/19 for full project spend.

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

APPENDIX 4

MONTH END DATE

31 October 2016

PERIOD

7

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

2 Targeted EESH Compliance Works (Stewart Paton)

Project Life Financials	4,047	1,213	30%	4,047	0	0%
Current Year Financials	4,047	1,213	30%	2,000	(2,047)	-51%
Project Description	This budget is to focus on work required to meet the standards for EESSH compliance. These are spread throughout West Dunbartonshire and involve varied types of energy improvement work.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-17		

Main Issues / Reason for Variance

Works are progressing with incumbent contractor and anticipated to complete this section of programme by Nov/Dec. Building Services has completed their first pilot project. Building Services are experiencing problems in resource recruitment to support this programme. Concerns remain regards meeting year end target. Monitoring of this programme will be focused. Programme target 200, completed 100. year end forecast reduced to reflect these issues.

Mitigating Action

Outgoing incumbent contractor is undertaking additional work in the interim period of transition to maximise spend and continue programme. Options to be considered to maximise expenditure. Incumbent contractors contract has expired therefore unable to instruct additional workload, Building Services are currently procuring a back-up contractor for option of increasing output via sub-contracting, this is currently out to tender, due back end of Nov/early Dec.

Anticipated Outcome

Building Services to address resources issue and increase workflow. Potential to increase output via back-up contractor. Maximise opportunities to meet year end spend targets. Forecast had been reduced to reflect this and remaining budget will slip to 17/18.

3 Regeneration/ Demolition of Surplus Stock (Jackie Gallen/Stewart Paton)

Project Life Financials	8,899	7,010	79%	8,787	(112)	-1%
Current Year Financials	2,204	267	12%	840	(1,364)	-62%
Project Description	The bulk of this budget is to fund 'Demolition of addresses surplus to Council requirements' and also includes homeloss and disturbance budget.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-18		

Main Issues / Reason for Variance

Singer/Second Avenue - Now complete and awaiting full final spend although completion took longer than anticipated due to pre-demolition clearances, unforeseen disposal materials.
Alexander Street/Creveul Court/O'Hare - Pre-demolition surveys and clearances being arranged at O'Hare and Alexander St sites. Procurement process underway for these also. A tenant still remains at Cruevel Court and negotiations continue with regards to decant. It is anticipated that O'Hare and Alexander St will complete by year end and Cruevel Court will be underway but not complete.
Glenside/Muir Road - Tenders back, contractor awarded and mobilisation underway, anticipated to be complete by Dec/Jan 2017.

Mitigating Action

Officers to keep progress on track with all proposed demolition sites.

Anticipated Outcome

Officers to process payments as soon as possible to meet demand and maximise spend. Likely to underspend against budget, saving potential.

MONTH END DATE

31 October 2016

PERIOD

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

4	Non-Traditional and Traditional Improvement Works (Stewart Paton)						
	Project Life Financials	2,461	0	0%	2,461	0	0%
	Current Year Financials	2,461	0	0%	500	(1,961)	-80%
	Project Description	This budget is for the proposed upgrade work to properties at Risk St, Dumbarton.					
	Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-18		
	Main Issues / Reason for Variance						
	The procurement of the contractor for this work is in progress, however the delivery of the full project is subject to owners agreement and completion of project and spend could be impacted if owners do not agree. Initial projection based on agreement of works and incremental spend by year with remaining spend by 31 Mar 2018.						
Mitigating Action							
Procurement team to publish on portal as soon as possible.							
Anticipated Outcome							
Project outcome determined by Nov/Dec to allow forward projections on completion and spend.							

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

APPENDIX 4

MONTH END DATE

31 October 2016

PERIOD

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

5 New Build Housing (Stewart Paton/John Kerr)

Project Life Financials	33,127	13,475	41%	33,339	212	1%
Current Year Financials	3,215	50	2%	1,145	(2,070)	-64%

Project Description This budget is to fund new build social housing programme

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

Main Issues / Reason for Variance

Hill Street - No issues, retention payment.

Second Avenue -New Build Contractor now procured. Tender returns indicated that costs are likely to be £0.600m more than budget, however it is anticipated that this cost increase will be partially offset by an increase in grant income which is now estimated to be £2.360m compared to the initial estimate of £2m (this increase is due to each property attracting grant income of £0.59m per unit compared to the initial estimate of £0.050m. This results in a net increase of £0.140m which is assumed at this time to be funded within the overall new build programme project life forecast spend. Site start is tentatively anticipated for December, therefore year end forecast reduced to £1m.

Central Bellsmyre - No Issues, Retention Payment.

Mitigating Action

Project team to expedite contractor procurement as soon as possible to reduce any further delays to site start. Project team will work monitor and work closely with contractor to maximise year end spend to reduce variance gap.

Anticipated Outcome

Retention Payments to be made by March 2017. Work to commence on Second Avenue as soon as possible to maximise year end spend with the overall project planned to complete over two years.

TOTAL PROJECTS AT RED STATUS

Project Life Financials	49,410	21,762	44%	49,510	100	0%
Current Year Financials	12,781	1,573	12%	4,807	(7,974)	-62%

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

APPENDIX 4

MONTH END DATE

31 October 2016

PERIOD

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Budget Details		Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
1	Defective Structures/Component Renewals (Stewart Paton)						
	Project Life Financials	2,047	1,445	71%	1,696	(351)	-17%
	Current Year Financials	768	299	39%	550	(218)	-28%
	Project Description	This budget is to fund the continuous programme of work to address specific structural faults in a number of tenement properties in Drumry.					
	Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-17		
	Main Issues / Reason for Variance						
	Work is complete on current block and next block is scheduled to complete decant in Nov. Past experience has shown this can be problematic and lengthy. Completion of next block and spend may be impacted. Year end forecast tentatively reduced to £550k to reflect this.						
	Mitigating Action						
	Project team will endeavour to complete the recant/decant process. Appropriate officers will plan to keep the progress of this ongoing and reduce any delays where possible to keep project on target.						
	Anticipated Outcome						
	Current block to complete, transition kept to a minimum and next block complete by year end maximising spend.						

TOTAL PROJECTS AT AMBER STATUS							
	Project Life Financials	2,047	1,445	71%	1,696	(351)	-17%
	Current Year Financials	768	299	39%	550	(218)	-28%

MONTH END DATE

31 October 2016

PERIOD

7

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

1 New Build Capital Grant

Project Life Financials	(13,514)	(4,799)	36%	(13,799)	(285)	2%
Current Year Financials	(2,000)	0	0%	(750)	1,250	-63%

Project Description This resources relates to the Scottish Government grant funding towards new build council house programmes

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

Main Issues / Reason for Variance

Unbudgeted income was received in 2015/16 for the purchase of the St Andrew's site. It is anticipated that grant income in relation to Second Avenue will not be fully received in 2016/17 due to delays in spend as detailed in the red status project update.

Mitigating Action

None available due to project delay

Anticipated Outcome

Delay in receipt of new build grant income

2 Capital Receipts

Project Life Financials	(586)	(203)	35%	(586)	0	0%
Current Year Financials	(586)	(203)	35%	(586)	0	0%

Project Description This resource relates primarily to the sale of council houses, tenant/client contributions.

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

No issues anticipated at this time. This income relates to Council House Sales and disposal of other HRA land and assets

Mitigating Action

None required at this time

Anticipated Outcome

Capital receipts anticipated to be received in excess of original forecast.

MONTH END DATE

31 October 2016

PERIOD

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

3 Other Grants/Contributions

Project Life Financials	0	(151)	100%	(151)	(151)	100%
Current Year Financials	0	(151)	100%	(151)	(151)	100%

Project Description This resource relates primarily to the grants and other contributions received in relation to energy efficiency works, owner occupier contributions.

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

Income received to date in 2016/17 relates to owner occupier contributions relating to roofing works

Mitigating Action

None required at this time

Anticipated Outcome

Contributions will reduce overall prudential borrowing required

4 CFCR

Project Life Financials	(2,189)	0	0%	(2,189)	0	0%
Current Year Financials	(2,189)	0	0%	(2,189)	0	0%

Project Description Capital Funded from Current Revenue

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

Main Issues / Reason for Variance

No issues anticipated at this time.

Mitigating Action

None required at this time

Anticipated Outcome

CFCR applied as expected at year end

MONTH END DATE

31 October 2016

PERIOD

7

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

5	Prudential Borrowing						
	Project Life Financials	(23,626)	(7,961)	34%	(35,409)	(11,783)	50%
	Current Year Financials	(23,626)	(7,961)	34%	(15,851)	7,775	-33%
	Project Description	Prudential borrowing required is determined by factors such as total spend incurred and whether any additional resources are achieved - such as additional capital receipts, etc.					
	Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Mar-20
	Main Issues / Reason for Variance						
	Prudential borrowing is likely to be less than required due to additional income received from grants and other contributions along with project underspends and rephasings required						
Mitigating Action							
None required at this time							
Anticipated Outcome							
Prudential borrowing less than anticipated							

6	Loan Repayments							
	Project Life Financials		(24)	(2)	8%	(24)	0	0%
	Current Year Financials		(24)	(2)	8%	(24)	0	0%
	Project Description		Loan repayments in relation to purchased properties					
	Project Lifecycle		Planned End Date		31-Mar-18	Forecast End Date		31-Mar-18
	Main Issues / Reason for Variance							
	Loan repayments anticipated to be less than forecast							
Mitigating Action								
None available due to nature of loan repayments								
Anticipated Outcome								
Loan repayments received less than anticipated								

Prior Year Resources Applied	(41,060)	(28,319)	69%	(28,248)	12,812	-31%
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TOTAL RESOURCES						
Project Life Financials	(80,999)	(41,435)	51%	(80,406)	593	-1%
Current Year Financials	(28,425)	(8,317)	29%	(19,551)	8,874	-31%

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead - Resources

Council: 21 December 2016

Subject: Review of Financial Regulations: Debt Write-off

1. Purpose

- 1.1** The purpose of this report is to seek Members approval of a change to the Financial Regulations in relation to the delegation of powers of debt write-off.

2. Recommendations

- 2.1** Members are asked to agree to change the Financial Regulations as detailed in section 4.5 of this report.

3. Background

- 3.1** In considering a report on the write-off of debt at Corporate Services Committee on 9 November 2016, the Committee agreed to note the comments at 4.3 of the report in relation to the proposed increase to the Financial Regulation D4 which gives the Strategic Lead – Resources authority to write-off individual debts up to £1,000.

4. Main Issues

- 4.1** In discussion at Corporate Services Committee on 10 August 2016 Members suggested that they felt that the current delegated debt write-off level for the Strategic Lead – Resources was possibly low. At that Committee members asked the Strategic Lead – Resources to consider and report back to the November 2016 Committee.
- 4.2** Following research the Strategic Lead – Resources reported to the 9 November 2016 Corporate Services Committee as follows:
- “4.3** Officers have benchmarked with other Scottish Councils and have identified that generally the level of write-off which requires Committee approval is £5,000. It is therefore recommended that a report is produced for the Council meeting in December to propose that the Strategic Lead – Resources revise the Council’s Financial Regulations to this new level.”
- 4.3** Therefore, following the agreement of Corporate Services Committee this report seeks Council approval to change the Financial Regulations as follows:
- 4.4** Currently Financial Regulation D4, which delegates power to currently states:

“Individual sums due to the Council and exceeding £1,000 (excluding VAT) shall not be written-off except after consideration by the appropriate service Committee or Council. Sums up to £1,000 which are due, may be written off on the authority of the Strategic Lead - Resources if satisfied that they cannot reasonably be recovered.”

- 4.5** It is therefore proposed that within this section that the approved level of delegation for write-off to the Strategic Lead – Resources is changed to £5,000.

5. People Implications

- 5.1** There are no people implications as result of this report.

6. Financial Implications

- 6.1** There are no financial nor procurement implications arising from this report.

7. Risk Analysis

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

8. Equalities Impact Assessment (EIA)

- 8.1** An initial screening exercise undertaken has confirmed that there are no direct EIA implications as a result of the Finance Strategy.

9. Consultation

- 9.1** The views of Legal Services have been requested on this report and have advised there are neither any issues nor concerns with the report.

10. Strategic Assessment

- 10.1** Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan.
- 10.2** The management of debt is a key aspect of sound financial practices and it is expected that this change will not have any negative impact on this.

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Stephen West
Strategic Lead - Resources

Date: 7 December 2016

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Appendices: None

Background Papers: Corporate Services Committee 9 November 2016, report
“Write-off of Miscellaneous Income Debtor Accounts and
Council Tax – Quarter 2, 2016/17”

Wards Affected: All