Agenda

Meeting of
West Dunbartonshire Council

Date: Wednesday, 31 August 2016

Time: 17:00

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

Contact: Christine McCaffary
Tel: 01389 737186– 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: 19 August 2016

WEST DUNBARTONSHIRE COUNCIL

WEDNESDAY, 31 AUGUST 2016

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING **7 - 30**

Submit for approval as correct record, the Minutes of Meeting of West Dunbartonshire Council held on 29 June 2016.

4 FUTURE OF THE VALE OF LEVEN HOSPITAL - REQUEST FOR DEPUTATION

In accordance with Standing Order No.17, the Council is asked whether it wishes to hear a deputation on the above from Hospitalwatch.

5 UNCERTAINTY OF PREMISES FOR TWO YOUTH PROJECTS, BALLOCH – REQUEST FOR DEPUTATION **31**

In accordance with Standing Order No.17, the Council is asked whether it wishes to hear a deputation on the above from Haldane Youth Services. A copy of the correspondence received is attached for Members' information.

6 OPEN FORUM

Mr Edward Grant, 15 Craigielea Road, Clydebank – Chalmers Street Bus Stance

What can be done to improve the situation at the Chalmers Street Bus stance?

The request I have for the council is that something must be done about Chalmers Street Bus Stances. I know I speak for many when I say it's a shambles. The problem is that you have ONE bus stop for up to SIX buses at one time. So you have queue of buses sitting waiting to get in and then they sometimes just drive by.

You also have OAPs and the disabled having to run past several buses to get on and I have seen them getting on with the buses double parked. You have TAXIS doing U-Turns and nearly hitting the passengers. The worst problem is Health & Safety where the bus driver LOITER at the ONE stop say reading a paper or book and in one case the driver got off his bus with the engine still running to speak to a pal and as a result you have FUMES pouring into to the bus shelters.

I have brought the matter up with the SPT but they say it is your remit.

This morning I saw a fight between a passenger and two First Bus operatives. You have notices on lamp posts saying it is an offence to leave an engine running but you do not apply this to buses and I know that buses are allowed to sit for a time but this must change and when the passengers are on board they should leave at once in other words MOVE ALONG.

Without prejudice
Edward Grant C.I.R,

P.S. You STILL have unauthorised vehicles using the bus route and NO officers to put a hand up and stop them as obviously the SIGNs are not working.

7 GLASGOW CITY REGION CITY DEAL – UPDATE (copy 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.

8 REGISTERED CHARITABLE TRUSTS 33 - 63

Submit report by the Strategic Lead – Resources providing an update on the current status of registered charitable trusts and seeking approval of the actions required to finalise the governance changes to allow the Trusts to operate in line with the guidance laid down by the Office of the Scottish Charity Regulator (OSCR).

9 GENERAL SERVICES BUDGETARY CONTROL ACCOUNT 65 - 101

Submit report by the Strategic Lead – Resources advising on the progress of both the General Services revenue budget 2016/17 and the approved capital programme for the period to 31 July 2016.

10/

10 HOUSING REVENUE ACCOUNT (HRA) BUDGETARY CONTROL REPORT **103 - 118**

Submit report by the Strategic Lead – Resources providing an update on the financial performance to 31 July 2016 (Period 4) of the HRA revenue and capital budgets.

11 WEST DUNBARTONSHIRE ANNUAL REPORT 2015/16 **119 - 150**

Submit report by the Strategic Lead – Communications, Culture & Communities presenting the 2015/16 Annual Report.

12 2015/16 YEAR END PERFORMANCE REPORT **151 - 193**

Submit report by the Strategic Lead – Communications, Culture & Communities presenting the Year End Performance Report.

13 TREASURY MANAGEMENT ANNUAL REPORT 2015/16 **195 - 205**

Submit report by the Strategic Lead – Resources providing an update on the treasury management during 2015/16.

14 NOTICES OF MOTION

Motion by Councillor Michelle McGinty – Protecting Services at the Vale of Leven Hospital

This Council notes with concern that NHS Greater Glasgow and Clyde is launching a consultation on proposals to transfer birthing services from the Vale of Leven Hospital Community Maternity Unit to the Royal Alexandra Hospital or the Queen Elizabeth University Hospital.

Council understands that the proposal is included within the health board's Local Delivery Plan which also proposes the transfer of emergency paediatric services from the RAH to the QEUH as part of a package of savings to fill the health board's £69 million shortfall in 2016/2017.

This Council commends the Council's representative on the health board in supporting an amendment to reject the proposals but regrets that the amendment was not supported by the majority of the board.

This Council believes that restricting the choice of pregnant women in West Dunbartonshire runs contrary to the Vision for the Vale which committed to 'sustaining and promoting' the Community Maternity Unit.

The Council agrees to write to NHS Greater Glasgow and Clyde calling for the proposals to be rejected, and believes that the Cabinet Secretary for Health and Sport should intervene to ensure that all current services at the Vale of Leven Hospital are protected.

WEST DUNBARTONSHIRE COUNCIL

At the Meeting of West Dunbartonshire Council held in the Council Chamber, Council Offices, Garshake Road, Dumbarton on Wednesday, 29 June 2016 at 5.06 p.m.

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

Attending: Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation and Public Service Reform; Keith Redpath, Chief Officer of the Health & Social Care Partnership; Peter Barry, Strategic Lead – Housing & Employability; Malcolm Bennie, Strategic Lead – Communications, Culture and Communities; Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood; Peter Hessett, Strategic Lead – Regulatory; Jim McAloon, Strategic Lead - Regeneration; Laura Mason, Chief Education Officer; Stephen West, Strategic Lead - Resources; Pamela Clifford, Planning and Building Standards Manager; Craig Jardine, Programme Manager; Gillian McNeilly, Finance Manager and Christine McCaffary, Senior Democratic Services Officer.

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

Provost Douglas McAllister in the Chair

MINUTE OF SILENCE

Having heard Provost McAllister, the Council agreed to observe a minute's silence as a mark of respect for Jo Cox MP, who had been killed whilst carrying out her constituency duties in Yorkshire; and also for those killed in recent terrorist attacks on Pulse nightclub, Orlando, Florida and Ataturk Airport, Istanbul.

URGENT ITEM OF BUSINESS

Having heard Provost McAllister inform the Council that he had received an Emergency Notice of Motion from Councillor Bollan in relation to the rise in

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xenophobic incidents, the Council agreed that the matter would be dealt with at the end of the business on the agenda.

DECLARATIONS OF INTEREST

Councillors McGlinchey, Rainey and Rooney declared interests in Item 6(b) – DC15/043: Erection of Residential Development at Lomondgate Area 5 (land to south of A82 and north of Dumbarton Golf Course, Dumbarton), all being members of Strathleven Regeneration Board, stating that they would leave the meeting during consideration of this item.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of West Dunbartonshire Council held on 27 April 2016 were approved, subject to the following corrections:-

(1) That the minute for agenda item 11 - Dalmonach C.E. Centre Options Appraisal be amended to show that Councillor Bollan had accepted from Councillor Robertson the following addendum to his amendment:-

"Should the user groups find the portacabin option unsuitable then an alternative temporary facility adjacent to the current Centre should be provided."; and

(2) To note that agenda item 12(b) – Motion by Councillor Patrick McGlinchey – Tackling Structural Inequality in Scotland had been withdrawn.

MINUTES OF AUDIT & PERFORMANCE REVIEW COMMITTEE

The Minutes of Meeting of the Audit & Performance Review Committee held on 8 June 2016 were submitted for information, and where necessary, ratification.

OPEN FORUM

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

PLANNING APPLICATIONS

Reports were submitted by the Strategic Lead – Regulatory on the undernoted planning applications.

A presentation on each application was given by the Planning and Building Services Manager in view of both applications relating to major developments which would be

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significant departures from the adopted development plan and there being a statutory requirement for applications of this nature to be determined by full Council.

(a) DC16/022: Residential development with associated Access, open space and landscaping etc. on land Opposite Strathleven Park Estate, Stirling Road, Bonhill

After discussion and having heard the Planning and Building Standards Manager and Strategic Lead - Regulatory in answer to Members' questions, Councillor O'Neill, seconded by Councillor McColl, moved:-

> That the Council agrees to grant planning permission subject to the conditions set out in Section 9 of Appendix 1 of the report, details of which are contained in Appendix 1 to these minutes, and to the satisfactory conclusion of a legal agreement or other suitable mechanism to secure the payment of a financial contribution to the Loch Lomond Rugby Club.

As an amendment, Councillor Bollan, seconded by Councillor Black, moved:-

> To mitigate the deviation from the Local Development Plan and to provide benefit for local people, Council is minded to agree the application subject to 25% of the properties being affordable properties for rent in the public independent sector.
>
> With almost 4,000 applicants on the Council Housing waiting list it is critical we take all measures we can to reduce the numbers of families on the waiting lists.
>
> While the Council is making every effort through its own Housing Building programme this is not enough and we need a policy which will determine that a minimum of 25% of units in every private housing development in West Dunbartonshire will be for affordable public rent in the public independent rented sector."

On a vote being taken, 2 Members voted for the amendment and 20 for the motion, which was declared carried.

Having expressed declarations of interest earlier in the meeting, Councillors McGlinchey, Rainey and Rooney left the Chamber before discussion on the following item of business took place.

(b) DC15/043: Erection of residential development at 51 Lomondgate Area 5 (land to south of A82 and north of Dumbarton golf course, Dumbarton)

After discussion and having heard the Planning and Building Standards Manager in in answer to Members' questions, Councillor O'Neill, seconded by Councillor Agnew, moved:-

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That the Council agrees to grant planning permission subject to the conditions set out in Section 9 of Appendix 1 of the report, details of which are contained in Appendix 2 to these minutes, and to the completion of statutory notification of the Scottish Ministers.

As an amendment, Councillor Bollan, seconded by Councillor Black, moved:-

To mitigate the deviation from the Local Development Plan and to provide benefit for local people, Council is minded to agree the application subject to 25% of the properties being affordable properties for rent in the public independent sector.

With almost 4,000 applicants on the Council Housing waiting list it is critical we take all measures we can to reduce the numbers of families on the waiting lists.

While the Council is making every effort through its own Housing Building programme this is not enough and we need a policy which will determine that a minimum of 25% of units in every private housing development in West Dunbartonshire will be for affordable public rent in the public independent rented sector."

On a vote being taken, 2 Members voted for the amendment and 16 for the motion, which was declared carried.

Note:- Councillors McGlinchey, Rainey and Rooney returned at this point in the proceedings.

GLASGOW CITY REGION CITY DEAL – UPDATE

A report was submitted by the Strategic Lead – Regeneration providing an update on the progress with the implementation of the Glasgow City Region – City Deal.

Councillor McGlinchey provided the Council with an update from the City Deal Cabinet meeting that he had attended recently and moved the recommendations in the report, namely:-

(1) to note the progress with the implementation of the Glasgow City Region City Deal;

(2) to note that the Exxon project will continue to be reported to Council in the regular General Services Capital reports; and

(3) to note that future reports to the Infrastructure Regeneration and Economic Development (IRED) Committee will be provided to expand on any further details as required to update on the Exxon project and site development.

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After discussion and having heard the Manager, Economic Development in answer to Members' questions, Councillor McColl asked Councillor McGlinchey if he would accept the following adjustment to his motion:-

> Council notes that while Glasgow City Region updates will continue to be reported to each full Council meeting, detailed reports on the Exxon project will resume to full Council after expiration of the confidentiality agreement.

Councillor McGlinchey confirmed his accepted to the adjustment and the motion was then seconded by Councillor McColl.

As an amendment, Councillor Black, seconded by Councillor Bollan, moved:-

> That Council agrees:-
>
> (1) to note the progress with the implementation of the Glasgow City Region City Deal;
>
> (2) to note that the Exxon project will continue to be reported to Council in the regular General Services Capital reports; and
>
> (3) to note that future reports on the Exxon project and site development will continue to be provided to meetings of full Council.

On a vote being taken, 2 Members voted for the amendment and 20 for the motion as adjusted.

SUSPENSION OF STANDING ORDERS

Having heard the Strategic Lead – Regulatory, and in terms of Standing Order 27, the Council agreed unanimously to suspend Standing Order 19 to allow consideration of the next item of business.

BALLOCH SCHOOL CAMPUS – REVISED COSTS

A report was submitted by the Strategic Lead – Regeneration providing financial information relating to the Balloch School Campus.

Note: Councillor Finn left the meeting at this point in the proceedings.

Councillor McGinty moved that Council agrees:-

> (1) to note the progress made to date on the development of the new Balloch School Campus;
>
> (2) to the additional allocation of up to £0.888m to address the shortfall, with the additional sum being accommodated within the 2017 Update to the General Services 10 Year Capital Plan, and

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(3) that the Strategic Lead – Regulatory, following consultation with the Strategic Directors of Regeneration, Environment & Growth and of Transformation & Public Service Reform, be authorised to enter into all necessary contracts for the construction of the facility at an anticipated capital cost of no greater than £16.464m.

Councillor McColl asked Councillor McGinty if she would be willing to accept the following addendum to her motion:-

> Council agrees the recommendations at para 2.1 of the report and further agrees that officers, taking into account the issues of ground contaminants in West Dunbartonshire (particularly the need for safe disposal of heavy metals and asbestos), should look at all planned development projects and consider whether enough money has been built into the associated contingency funds. Any increases officers consider as prudent should be included in the figures issued for consideration as part of the 2017/18 budget process.

Councillor McGinty confirmed her acceptance of Councillor McColl's addendum, which became (4) of her motion, which was then seconded by Councillor Mooney.

As an amendment Councillor Black, seconded by Councillor Bollan, moved that Council agrees:-

(1) to note the progress made to date on the development of the new Balloch School Campus;

(2) to the additional allocation of up to £0.888m to address the shortfall, with the additional sum being accommodated within the 2017 Update to the General Services 10 Year Capital Plan, and

(3) that a report be brought to Council for consideration, following consultation between the Strategic Lead – Regulatory and Strategic Directors of Regeneration, Environment & Growth and of Transformation & Public Service Reform, on all necessary contracts for the construction of the facility at an anticipated capital cost of no greater than £16.464m.

On a vote being taken, 2 Members voted for the amendment and 19 for the motion which was declared carried.

CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT – JULY 2015 TO MARCH 2016

A report was submitted presenting the West Dunbartonshire Chief Social Work Officer's Annual Report for the first 9 months of the Health and Social Care Partnership, from 1 July 2015 to 31 March 2016.

After discussion and having heard the Chief Social Work Officer in further explanation of the report and in answer to Members' questions, the Council noted

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the contents of the report and associated Appendices and that the Chief Social Work Officer (CSWO) will make this report available widely within the Health and Social Care Partnership, Council and externally as appropriate.

ADJOURNMENT

At the request of Councillor McNair, the Council agreed to adjourn at 8.05 p.m. for a period of 15 minutes.

Immediately prior to the adjournment, Councillor McBride moved the suspension of Standing Order 6(c) to allow the remaining business on the agenda to be considered beyond 8.30 p.m.

The meeting reconvened at 8.40 p.m. with all those Members shown on the sederunt in attendance, with the exception of Councillor Finn.

DRAFT FINANCIAL STATEMENTS 2015/16

A report was submitted by the Strategic Lead - Resources providing a copy of the draft Annual Accounts for 2015/16 and highlighting matters of interest.

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

(1) to note the contents of the report and the attached draft Final Accounts, subject to the understanding that the draft accounts may change depending upon the audit of the accounts undertaken by the Council's external auditors;

(2) to delegate authority to the Audit and Performance Review Committee to formally approve the audited accounts on 28 September 2016, prior to submission to the Accounts Commission by 30 September 2016;

(3) to note that a report on the audited accounts will be submitted to Council in October 2016; and

(4) to note management's proposed 2017/18 budget timetable.

DELIVERING FOR THE FUTURE – JOINT WORKING AND SHARING SERVICES

A report was submitted by the Chief Executive seeking approval to establish a Shared Services Joint Committee that will oversee the operation of, and provide democratic accountability for, shared local authority services for West Dunbartonshire, Inverclyde and East Dunbartonshire Councils.

Councillor McBride moved:-

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In October 2014, against a backdrop of increasing demand for services, reducing budgets, and a desire to maintain and where possible to improve the quality of our service provision to local people, this Council agrees its Strategy for delivering for the future.

At that time, we were clear that we would not go down the ALEO route as some Councils have. Instead we were keen to retain the public service ethos and maintain democratic control over our services. This naturally pointed towards sharing and pooling resources to minimise costs; retain jobs and skills locally; and to retain the high quality associated with public service provision.

The Report in front of us today addresses these issues and is also designed to provide us with the long-term, structured approach to service delivery that the Council needs and our staff and residents would expect.

Elected Members already know that local services can be delivered on behalf of the Council using a variety of different models and providers.

There has been engagement with TUs, Elected members and employees in preparation for this Council meeting and Elected Members had the opportunity to hear first-hand about the successes of the Ayrshire Roads Alliance at a recent seminar in Clydebank.

In simple terms: (i) we will be setting up a Joint Committee, comprising a board of democratically elected members; and (ii) we are setting out our intention to include Roads & Transportation as a shared service, within the new arrangements.

West Dunbartonshire Council currently, spends £16.138m on road services. Over the next four years or so, the Council would expect to make savings of around £400k per year by 2020. This would be achieved through removing duplication, sharing of assets, and by using our collective buying power to secure better deals through procurement.

Importantly, we would also be able to maintain the quality of service and provide more development opportunities for our Roads & Transportation staff by moving from a generalist worker model to a more specialist worker model. This approach would also position the organisation to do more work in-house in future.

Council notes that with any change, there will always be challenges and opportunities. We recognise that the staff involved will want reassurance; we also recognise that local residents will be keen to ensure that local services and jobs are protected, and we recognise that elected members will have a real interest in both performance and scrutiny of the new arrangements. These issues will be addressed in the normal way through the governance arrangements, organisational Plans and performance reporting.

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Given the above, this Council agrees the recommendations in 2.1 of the report:

(i) To approve the establishment of a shared services Joint Committee with partner councils;

(ii) To request the Chief Executive, in conjunction with colleagues in East Dunbartonshire Council and Inverclyde Council, draft the detailed Minute of Agreement for the establishment of the Joint Committee for consideration and approval at a future meeting of the Council;

(iii) To agree that Roads and Transportation be included in a shared service with East Dunbartonshire and Inverclyde Councils, subject to approval of the joint committee agreement by Council and the subsequent approval of the business case for that to be a shared service by the Joint Committee. Thereafter agrees to the Strategic Lead – Regulatory, concluding a Minute of Agreement with East Dunbartonshire and Inverclyde Councils for the inclusion of Roads and Transportation in the shared service arrangement; and

(iv) This Council also supports the outline timetable in section 8 of the report.

This Council also requires that the Chief Executive ensures that:

- The final Minute of Agreement referred to in recommendation 2.1 (iii), or the business plans, whichever is the most appropriate, contains detail that protects any budget allocated by this Council to deliver services within this area subject to an equitable allocation of central costs between the Councils involved.

- This will ensure that locally elected members will continue to be involved in setting policy for West Dunbartonshire; while at the same time, accruing the benefits of sharing services with partner Councils.

Following a request from Councillor McColl, Councillor McBride confirmed that he was willing to accept the following addendum to his motion:-

Council further agrees that the business case referred to in para 2.1(iii) of the report must receive the consent of full Council before being submitted for approval by the shared services Joint Committee to allow all members of West Dunbartonshire Council to have a say in the final decision to move forward.

As an amendment, Councillor Bollan moved:-

Council agrees that in view of the lack of agreement by Trades Unions and formal signing off of the report, that this report be remitted back to them for

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discussion and consultation with their members, signing off and agreement, and the report to then come back to Council for consideration.

Councillor Rooney then asked Councillor McBride if he was willing to accept the following second addendum to his motion:-

> Furthermore, this Council notes that the meeting with the Trades Union reps was very positive and they agreed the report and their views are reflected in the motion.

Councillor McBride agreed to the second addendum and his motion, with both addendums, was then seconded by Councillor O'Neill.

Councillor Black seconded Councillor Bollan's amendment at this point in proceedings.

Following debate and on a vote being taken, 2 Members voted for the amendment and 19 for the motion, which was declared carried.

REVIEW OF LOCAL GOVERNMENT ELECTORAL ARRANGEMENTS

A report was submitted by the Strategic Lead – Regulatory requesting consideration on whether to comment on the Local Government Boundary Commission for Scotland ("the Commission") report to the Scottish Government on Local Government Electoral Arrangements.

Councillor Mooney, seconded by Councillor Ryall moved the recommendations contained in the report that:-

> The Council agrees to write to the Scottish Government stating its view of the proposals for councillor numbers and Council ward boundaries

As an amendment Councillor McColl, seconded by Councillor Agnew moved:-

> Council agrees to write to the Scottish Government in support of the LGBCS report; specifically, we agree that:-
>
> - Council supports the consideration of deprivation in calculating Councillor numbers
> - Council supports retaining 22 Councillors over 6 wards; and
> - Council supports the proposed ward boundaries.

On a vote being taken, 7 Members voted for the amendment and 14 for the motion which was declared carried.

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NOTICES OF MOTION

(a) Motion by Councillor Jim Bollan – Financial Transaction Tax - FTT.

This Council notes the suffering forced upon local residents as a result of this Tory Government's cuts programme and asserts that there is an alternative to its ideologically driven attack on public services - namely the levy of a financial transaction tax on the speculative activities that have accelerated the recent enrichment of the few to the detriment of the many. This Council therefore calls upon Government to fully enact the FTT and use the revenues from this measure to reverse ongoing shrinkage in central government grants/funding to Scotland and West Dunbartonshire Council in particular. Council resolves to write to the Prime Minister, the Leader of the Opposition and our local MP stating our support for extending the current FTT to bonds and derivatives.

Councillor McColl asked Councillor Bollan if he would be willing to accept the following addendum at the end of his motion:-

Council does not believe that the UK Government has done enough to foster consensus for a Financial Transaction Tax on an international basis and the letter should ask the Government to ensure that efforts are made by the Foreign and Commonwealth Office and other relevant Government Departments to promote FTT as a positive way forward globally.

Councillor Bollan confirmed his acceptance to the addendum and the motion and the Council agreed the motion.

(b) Motion by Councillor Denis Agnew – St Margaret of Scotland Hospice

This Council agrees to support St Margaret of Scotland Hospice in its independent and selfless delivery of hospice care.

Furthermore, this Council also supports the core principle of hospice care at St Margaret of Scotland Hospice

Councillor McNair asked Councillor Agnew if he would be willing to accept the following addendum to his motion:-

In addition, Council recognises that there has unfortunately been for many years ongoing uncertainty regarding funding for the hospice.

Council unites on the position that everything possible should be done to remove this uncertainty and that the hospice should be placed on the secure financial footing it deserves.

Councillor Agnew confirmed his acceptance of the addendum, and following discussion and having heard the Chief Officer of the Health & Social Care Partnership, the Council agreed to approve the motion.

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(c) Motion by Councillor John Mooney – Universal Basic Income (UBI)

West Dunbartonshire Council has a history of supporting ideas and initiatives that can support radical social change and improvement.

We were one of the first Councils in Scotland to campaign for and to introduce the Living Wage. We've also supported TU campaigns against blacklisting, the Trans-Atlantic Trade & Investment Partnership, and the TU Bill.

Council notes the interest in the various campaigns and initiatives to develop the concept of a Universal Basic Income (UBI).

Both Finland and the Netherlands are planning pilot projects to explore the potential of the Universal Basic Income (UBI) concept. The Labour Party and Scottish National Party are also exploring the potential of UBI.

The underlying principle of the Universal Basic Income is that the state unconditionally gives an income to every citizen: This means a Universal Basic Income for: (i) Working-age adults; (ii) Pensioners; and (iii) each child.

There is a variety of potential variations and models which would aim to simplify the current welfare state distribution apparatus potentially saving billions of pounds on administration and targeting these additional resources at citizens.

Given the above, this Council agrees to support in principle the concept of a Universal Basic Income.

This Council also agrees to write to both the UK and the Scottish Government calling on them to explore the potential of UBI as a potential alternative to the current complications and complexities of the UK welfare system.

Notes

The potential benefits of UBI include:

(1) a reduction in unnecessary bureaucracy.

(2) a guaranteed basic income for every citizen.

(3) the facility to incentivise work in innovative ways.

(4) the facility to have transitional arrangements from the current system.

(5) provision of a sustainable system for a future in which fewer people will work full-time throughout their entire working life.

(6) UBI could considerably increase the income of low earners and reduce child poverty by 45%.

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Councillor McColl asked Councillor Mooney if he would be willing to accept the following addendum to his motion:-

> Add after paragraph 6 –
>
> Council deplores the UK Government's assault on our welfare state, which is causing hardship and suffering to some of the most vulnerable people in society. Council believes that everyone has the right to live in dignity and free of poverty.
>
> Council believes the UK and Scottish Governments should closely monitor and evaluate the pilots in Finland and the Netherlands to assess whether a universal basic income can potentially provide a foundation to eradicate poverty, make work pay and ensure all of our citizens can live in dignity.

Councillor Black then asked Councillor Mooney if he would be willing to accept a second addendum to his motion, namely:-

> Council also commits to ensuring no type of zero hours contracts are used in this authority.

Councillor Mooney confirmed his acceptance to both addendums and the Council agreed to approve the motion.

(d) Motion by Councillor David McBride - Relief of Historic Council HRA Debt

Over the last four years West Dunbartonshire Council has positioned itself into a much stronger position strategically in terms of housing; this has been reinforced and recognised through discussions with the Scottish Government and Scottish Housing Regulator.

The Council has expended record levels of investment in housing, both in terms of the delivery of the new build programme and also accelerating capital programme expenditure to meet the requirements of the SHQS and also to deliver an ambitious housing asset management strategy.

While welcomed and supported by our tenants this has come at a cost and our current rent strategy has required higher than inflation annual rent increases.

In order to make a case for any housing debt write off we need a fuller understanding of our own debt to be able to make the case made to the Scottish Government/UK Treasury.

The potential relief in terms of the historic pre-reorganisation debt of **£9m** alone would have a positive impact on both rent levels and new build council

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housing delivery and this would still support both UK and Scottish Government current policy direction.

Therefore, this Council agrees:

(1) to instruct the Strategic Directors with responsibility for Housing and Finance to establish a working group in order to prepare a strong Business Case to support a West Dunbartonshire Council proposal for relief on historic housing debt.

(2) the Business Case should also highlight the positive impact that this could have on both an increase to council house building in West Dunbartonshire and on current rent council house rent levels.

(3) the Business Case should also explore the options for other potential debt relief relating to the new investments made since Local Government reorganisation in 1996.

(4) the Council also agrees to invite UK and Scottish Government Ministers, as well as West Dunbartonshire MP and MSPs, to a Summit on West Dunbartonshire Council Housing Debt in order to promote the benefits of debt write-off for the West Dunbartonshire and Scottish economy.

Councillor Hendrie asked Councillor McBride if he would be willing to accept the following addendum to his motion:-

Add at end –

(5) An update report will be brought to a future Council meeting when we have a response to our submission.

Councillor McBride confirmed his acceptance to the addendum, and the Council agreed to approve the motion.

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EMERGENCY NOTICE OF MOTION

Councillor Bollan moved:-

We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our Council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.

We reassure all people living in this area that they are valued members of our community.

The Council agreed to approve the above motion.

The meeting closed at 10.24 p.m.

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APPENDIX 1

DC16/022: Residential development with associated Access, open space and landscaping etc. on land Opposite Strathleven Park Estate, Stirling Road, Bonhill

Permission was GRANTED subject to the following conditions:-

1. Prior to the commencement of development on site, a phasing plan of how the development will be implemented shall be submitted for the written approval of the Planning Authority. Thereafter the development shall be completed in accordance with the approved phasing plan.

2. No house shall be occupied on site until a scheme for the provision of affordable housing for rent has been submitted for the written approval of the Planning Authority. This scheme shall:

   (a) Provide that 8 of the approved dwellings are affordable houses available for rent;

   (b) Provide details of the timing of their provision relative to the phasing of the development. Thereafter, the development shall be completed in accordance with the approved scheme and the approved phasing plan.

3. Exact details and specifications of all proposed external materials shall be submitted for the further written approval of the Planning Authority prior to any work commencing on site and shall be implemented as approved.

4. Prior to the commencement of development on site, full details of all hard surfaces shall be submitted for the further written approval of the Planning Authority and implemented as approved.

5. Prior to the commencement of development on site , full details of the design and location of all walls and fences to be erected on site shall be submitted for the further written approval of the Planning Authority and shall be implemented as approved.

6. Prior to the commencement of development on site details of the design and location of the bin stores, street furniture and lighting shall be submitted for the further written approval of the Planning Authority and thereafter implemented in accordance with the approved phasing plan.

7. No houses shall be occupied until the vehicle parking spaces associated with that house have been provided within the site in accordance with the approved plans. The spaces shall thereafter be kept available for parking at all times.

8. Prior to the commencement of development full details of the foul and surface water drainage system shall be submitted for the written approval of the Planning Authority. The drainage system shall incorporate the principles of

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Sustainable Urban Drainage Systems within its design, and thereafter shall be implemented in accordance with the approved details and the approved phasing plan.

9. A landscaping and open space scheme for the site shall be submitted to and approved by the Planning Authority prior to commencement of development on site and shall be implemented as per the agreed phasing plan. The landscaping scheme shall include suitable replacement trees for the mature trees that are to be removed. The landscaping shall thereafter be completed in accordance with the approved phasing plan and maintained in accordance with these details.

10. No development (other than investigative works) shall commence on site until such time as a detailed report on the nature and extent of any contamination of the site has been submitted to and approved in writing by the Planning Authority. The report shall be prepared by a suitably qualified person and shall include the following:

    (a) a detailed site investigation identifying the extent, scale and nature of contamination on the site (irrespective of whether this contamination originates on the site)

    (b) an assessment of the potential risks (where applicable) to:

    human health;

    property (existing and proposed), including buildings, pets, service lines and pipes;

    ground waters and surface waters.

    (c) An appraisal of remedial options, including a detailed remediation scheme based on the preferred option.

11. No development (other than investigative works) shall commence on site until such time as a detailed remediation scheme for the site has been submitted to and approved in writing by the Planning Authority. The scheme shall be prepared by a suitably qualified person and shall detail the measures necessary to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property, and the natural and historical environment. The scheme shall include details of all works to be undertaken, the remediation objectives and criteria, a timetable of works and/or details of the phasing of works relative to the rest of the development, and site management procedures. The scheme shall ensure that upon completion of the remediation works the site will not qualify as contaminated land under Environmental Protection Act 1990 Part IIA in relation to the intended use of the land after remediation.

12. The approved remediation scheme shall be carried out in accordance with its terms prior to the commencement of development other than that required

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carrying out remediation, unless otherwise agreed in writing by the Planning Authority. The Planning Authority shall be notified in writing of the intended commencement of remediation works not less than 14 days before these works commence on site. Upon completion of the remediation works and prior to the site being occupied, a verification report which demonstrates the effectiveness of the completed remediation works shall be submitted to and approved in writing by the Planning Authority.

13. A monitoring and maintenance scheme to include the long term effectiveness of the proposed remediation over a period of years determined by the scheme shall be submitted to and approved in writing by the Planning Authority. Any actions ongoing shall be implemented within the timescale agreed with the Planning Authority. Following completion of the actions/measures identified in the approved remediation scheme a further report which demonstrates the effectiveness of the monitoring and maintenance measures shall be submitted to and approved by the Planning Authority.

14. The presence of any previously unsuspected or unencountered contamination that becomes evident during the development of the site shall be brought to the attention of the Planning Authority within one week. At this stage, if requested, a comprehensive contaminated land investigation shall be carried out and any remedial actions shall be implemented within a timescale agreed with the Planning Authority.

15. No piling works shall be carried out until a method statement has been submitted to and approved in writing by the Planning Authority. This statement shall include an assessment of the impact of the piling on surrounding properties, taking into account the guidance contained in BS 6472:1984 'Evaluation of Human Response to Vibration in Buildings'. It shall detail any procedures which are proposed to minimise the impact of noise and vibration on the occupants of surrounding properties. The statement shall be prepared by a suitably qualified person, and the piling works shall thereafter be carried out in accordance with the approved method statement.

16. No commercial vehicle making deliveries to or collecting material from the development site shall enter or leave the site before 8am or after 6pm.

17. During the period of construction, all works (including piling) and ancillary operations which are audible at the site boundary, or at such other places that may be agreed with by the Planning Authority, shall be carried out between 8am and 6pm Monday to Friday, 8am to 1pm on Saturdays and not at all on Sundays or Public Holidays.

18. Unless otherwise approved in writing by the Planning Authority, no development shall commence on site until such time as a scheme for the control and mitigation of dust shall be submitted to and approved in writing by the Planning Authority. The scheme shall identify likely sources of dust arising from the development or its construction, and shall identify measures to prevent or limit the occurrence and impact of such dust. The approved scheme shall thereafter be implemented fully prior to any of the identified dust

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generating activities commencing on site and shall be maintained thereafter, unless otherwise approved by the Planning Authority.

19. All plant or machinery being used on site shall be enclosed with sound insulating material in accordance with a scheme which shall be submitted to, and approved in writing by the Planning Authority. The approved sound insulation measures shall thereafter be retained at all times during construction on site.

20. Prior to the commencement of development on site, a noise impact assessment shall be submitted to and approved in writing by the Planning Authority to determine the noise impact and where potential noise disturbance is identified and it shall include a scheme for protecting the proposed houses from road traffic noise. The approved scheme for the mitigation of noise shall be implemented prior to the occupation of the first house and thereafter it shall be retained and maintained in accordance with the approved details.

21. Prior to the commencement of development on site, a noise impact assessment shall be submitted to and approved by the Planning Authority to determine the impact of Loch Lomond Rugby Club on the proposed development. The assessment shall identify

    The maximum rating levels: and

    The minimum background noise level to which any part of the development will be exposed.

    The approved scheme for the mitigation of noise shall be implemented prior to the occupation of the first house and thereafter it shall be retained and maintained in accordance with the approved details.

22. Prior to the commencement of development on site, detailed plans showing the re-location of the bus lay-by on the east side of Stirling Road shall be submitted to and approved by the Planning Authority. The bus lay-by shall thereafter be relocated in accordance with the approved details and the approved phasing plan.

23. Prior to the commencement of development on site, detailed plans showing the location of a pedestrian crossing on Stirling Road shall be submitted to and approved by for the Planning Authority. The pedestrian crossing shall be constructed in accordance with the approved details and the approved phasing plan.

24. Prior to the commencement of development on site, detailed plans showing a cycle/footpath on the east side of Stirling Road shall be submitted to and approved by the Planning Authority. The cycle/footpath shall be constructed in accordance with the approved details and the approved phasing plan.

25. Prior to the commencement of development on site, a report addressing the provision of recreational access into the adjacent woodland shall be submitted

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for the written approval of the Planning Authority. The agreed recommendations contained within the report shall thereafter be implemented in accordance with the approved phasing plan.

26. Prior to the commencement of development on site, a nesting bird survey, bat survey, badger survey and otter survey shall be submitted for the written approval of the Planning Authority. The recommendations contained within the reports shall thereafter be implemented approved within a timescale to be agreed with the Planning Authority.

27. Prior to the commencement of development on site, details of the final location, design and maintenance arrangements for the proposed steps that are to be installed on site shall be submitted for the written approval of the Planning Authority and thereafter shall be constructed in accordance with the approved details and the approved phasing plan.

28. Prior to the commencement of development on site, details of and material which requires to be imported onto the site shall be submitted for the written approval of the Planning Authority and thereafter the development shall be completed in accordance with the ground levels shown on Drawing No(s). 121 Rev. D, 124 & 101 Rev. H.

29. Prior to the commencement of development, details of the design and location of the play areas and play equipment shall be submitted for the further written approval of the Planning Authority and thereafter implemented in accordance with the approved details and the approved phasing plan.

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APPENDIX 2

DC15/043: Erection of residential development at 51 Lomondgate Area 5 (land to south of A82 and north of Dumbarton golf course, Dumbarton)

Permission was GRANTED subject to the following conditions:-

1. Exact details and specifications of all proposed external materials shall be submitted for the further written approval of the Planning Authority prior to any work commencing on site and shall be implemented as approved.

2. Prior to the commencement of works, full details of all hard surfaces shall be submitted for the further written approval of the Planning Authority and implemented as approved. With regard to driveways and private parking spaces, these shall be surfaced using permeable materials.

3. Prior to the commencement of works, full details of the design and location of all walls and fences to be erected on site, including a 2.2 metre high acoustic fence to be erected along the rear boundaries of plot numbers 113 to130 and the north-facing side boundary of plot number 110, shall be submitted for the further written approval of the Planning Authority and shall be implemented prior to the occupation of the houses to which they relate.

4. Prior to the commencement of works details of the design and location of all street furniture including lighting shall be submitted for the further written approval of the Planning Authority, in consultation with Transport Scotland, and thereafter implemented prior to the occupation of any houses.

5. Prior to the commencement of works, a phasing plan of the development shall be submitted for the further written approval of the Planning Authority. The plan shall include details of the phasing of the houses, the roads infrastructure, amenity open space and landscaping area and shall be implemented as approved.

6. Prior to the commencement of works, a landscaping scheme for the entire development, including the formal landscaping to be provided within and around the edges of the residential part of the site, as well as the enhancements to be made on the nondevelopable part of the site shall be submitted for the further written approval of the Planning Authority and implemented in accordance with the phasing plan. The scheme shall include details of the maintenance arrangements and the landscaping shall thereafter be maintained in accordance with these details.

7. Drainage of the site shall be in accordance with drawing number E002. All surface water shall drain into the existing SUDS pond to the west of the site.

8. The development shall be constructed in accordance with the ground levels shown on drawing number E003 Rev D and the minimum finished floor level of all buildings shall be 5.4m AOD. Any alterations to these levels shall be agreed in writing with the Planning Authority.

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9. No development (other than investigative works) shall commence on site until further details relating to changes in site levels (from existing to final) shall be submitted to and approved by the Planning Authority. The submitted details shall include an assessment which will demonstrate how any risk from existing site conditions to future site users is mitigated. The approved details and measures shall be implemented prior to the occupation of any house and maintained thereafter

10. No development (other than investigative works) shall commence on site until such time as a detailed remediation scheme for the site has been submitted to and approved in writing by the Planning Authority. The scheme shall be prepared by a suitably qualified person and shall summarise all the measures previously agreed to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property, and the natural and historical environment. The scheme shall ensure that upon completion of the remediation works the site will not qualify as contaminated land under Environmental Protection Act 1990 Part IIA in relation to the intended use of the land after remediation.

11. Prior to the importation of any material onto the site, details of the source of the material and associated test results to demonstrate its suitability for use shall be submitted to and approved by the Planning Authority. In addition to this and in accordance with BS3882:2015, the material shall be free from metals, plastic, wood, glass, tarmac, paper and odours associated with contaminated soils.

12. Prior to installation of any of the proposed gas measures, details (including qualifications) of both the installer and verifier shall be submitted to and approved in writing by the Planning Authority. Any changes in the approved installer and verifier shall be notified immediately to the Planning Authority for their approval.

13. Notwithstanding the submitted details a validation report on the installed ground gas protection measures for each individual plot shall be submitted to and approved by the Planning Authority within 5 working days following verification of the gas protection measures and prior to any further construction works being undertaken on the respective plots.

14. Remediation of the site shall be carried out in accordance with the approved remediation scheme. Any amendments to the approved remediation scheme shall be immediately submitted to and approved in writing by the Planning Authority and implemented as approved.

15. On completion of the remediation works a completion report shall be submitted to and approved by the Planning Authority. This report shall demonstrate that the works have been carried out in accordance with the approved remediation plan.

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16. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), or any order replacing or re-enacting it, no development under Classes 1A to 1C or 3A to 3D shall take place within the curtilage of all plots without an express grant of planning permission. Any future owner of these plots shall be made aware of the terms of this condition and it shall be contained within the title deeds of the retrospective plots.

17. No piling works shall be carried out until a method statement has been submitted to and approved in writing by the Planning Authority. This statement shall include an assessment of the impact of the piling on surrounding properties, taking into account the guidance contained in BS 6472:1984 'Evaluation of Human Response to Vibration in Buildings'. It shall detail any procedures which are proposed to minimise the impact of noise and vibration on the occupants of surrounding properties. The statement shall be prepared by a suitably qualified person, and the piling works shall thereafter be carried out in accordance with the approved method statement.

18. The presence of any previously unsuspected or unencountered contamination that becomes evident during the development of the site shall be brought to the attention of the Planning Authority within one week. At this stage, if requested, a comprehensive contaminated land investigation shall be carried out and any remedial actions shall be implemented within a timescale agreed with the Planning Authority.

19. During the period of construction, all works and ancillary operations which are audible at the site boundary, or at such other places that may be agreed with by the Planning Authority, and any piling works shall be carried out between 8am and 6pm Mondays to Saturdays and not at all on Sundays or Public Holidays.

20. No commercial vehicle making deliveries to or collecting material from the development site shall enter or leave the site before 8am or after 6pm.

21. Unless otherwise approved in writing by the Planning Authority, no development shall commence on site until such time as a scheme for the control and mitigation of dust shall be submitted to and approved in writing by the Planning Authority. The scheme shall identify likely sources of dust arising from the development or its construction, and shall identify measures to prevent or limit the occurrence and impact of such dust. The approved scheme shall thereafter be implemented fully prior to any of the identified dust generating activities commencing on site and shall be maintained thereafter, unless otherwise approved by the Planning Authority.

22. Prior to the commencement of works, details of the design and siting of a fence to be erected between the site boundary and the A82 shall be submitted for the further written approval of the Planning Authority and implemented prior to the occupation of any houses. No direct access, either pedestrian or vehicular shall be formed from the site to the A82 trunk road at any time without application for planning permission.

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23. Notwithstanding the submitted details, and prior to the commencement of development on site, any windows within the north facing facades of plots 110 to 120 and the north-west facing facades of plots 121 to 130 shall be fitted with uprated acoustic glazing prior to their occupation of these retrospective houses. Details of the glazing type shall be submitted for the further written approval of the Planning Authority.

24. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), or any order replacing or re-enacting it, integral and detached garages granted under this consent shall not be converted into habitable rooms without an express grant of planning permission and any future owner of these plots shall be made aware of the terms of this condition and it shall be contained within the title deeds of the retrospective plots

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HALDANE
YOUTH SERVICES

c/o Haldane Primary School, Miller Road, Haldane, Balloch, G83 8AA.
01389 600367 / 07771182606

3.8.16

Dear Sir / Madam

I am writing on behalf of Haldane Youth Services to request an opportunity to address the full Council at their August meeting.

In particular we would like to discuss and highlight the fact that we are facing uncertainty regarding future premises for our 2 Youth Projects when the Balloch Primary Campus becomes operational.

Our local Councillors are aware of our projects and the benefits we bring to the children, young people and the local area. Our services have been a crucial resource for the Mill of Haldane residents and their families for the past 16 years and we remain committed to positive social interaction and community development.

I would be very grateful if you could consider our request.

Kind Regards,

Margaret McGregor

Secretary

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Resources

Council: 31 August 2016

Subject: Registered Charitable Trusts

1. Purpose of Report

1.1 To update Members, in their capacity as Trustees of the Charitable Trusts administered by the Council, on the current status of the registered charitable trusts (the Trusts) and seek their approval of the actions required to finalise the governance changes to allow the Trusts to operate in line with the guidance laid down by the Office of the Scottish Charity Regulator (OSCR).

2. Recommendations

2.1 Members are asked to:

(a) formally adopt the appended governance documents for the charities listed at 3.2 below, these governance documents having been approved by OSCR ;

(b) agree the actions identified at 3.7 below for the use of the Trust funds;

(c) to create sub-committees of the Corporate Services Committee as described in 4.2

(d) agree the delegation of trusteeship to Corporate Services Committee or sub-committees thereof as described at 4.2 below;

(e) agree that for sub-committees noted at 4.2 that a minimum of 2 Members shall constitute the quorum.

(f) agree to authorise Strategic Lead - Resources the power to sign on behalf of the Trustees:

i) the Trusts new replacement constitutions;

ii) an extract of the minute of this Council meeting thereby adopting the replacement constitutions; and

iii) the Notification of Changes Made Form to OSCR, on behalf of the Council as Trustees and

(g) agree to authorise Strategic Lead, Regulatory making any consequent changes required to the Council Standing Orders.

3. Background

3.1 As has been previously reported to Council and Committee the Trusts administered by the Council required to adopt new governance arrangements to allow the trusts to operate and make use of the funds held by them.

3.2 The charitable trusts which require the new governance arrangements are:

- Alexander Cross Cameron Bequest (SCO25070);
- War Memorial Dumbarton (SCO25070);
- Halkett Memorial (SCO25070);

- Dr A K Glen Fund for Annual Outing for Old Age Pensioners (SCO18701); and
- Vale of Leven Fund (SCO25070).

3.3 At Council, on 16 December 2015, Council agreed draft governance documents for the Trusts, subject to these being approved by OSCR. At that Council meeting it was also agreed to delegate powers of trusteeship to the Corporate Services Committee.

3.4 Following this, officers applied to OSCR for approval of the new governance arrangements.

3.5 OSCR notified the Council, on 1 February 2016, that it had approved the proposed scheme i.e. the new governance documents.

3.6 OSCR had also advised that charities must seek OSCR's prior consent to make certain changes – including:

- Changing a charity's name;
- Changing a charity's constitution;
- Winding up or dissolving a charity; and
- Amalgamation with another charity.

3.7 Based upon the approval of the new arrangements by OSCR officers took a report to Corporate Services Committee on 11 May 2016 with the following recommendations:

Trust	**Recommended action**
Alexander Cross Cameron Bequest	Publicise the availability of the Trust during the current financial year and seek to disburse available funds arising from investment income attained
War Memorial Dumbarton	Disburse the full value of the Trust to renovate the War Memorial in Levengrove Park as part of the Council's wider plan to rejuvenate the park
Halkett Memorial Trust	Disburse the full value of the Trust by providing the funds held to the Council's Education service to provide prizes for an art competitions within and amongst primary schools located within the West Dunbartonshire area
Vale of Leven Fund	Disburse the full value of the fund for the Trust's purpose by publicising the availability of the Trust during the current financial year to provide support to appropriate voluntary organisations within the Vale of Leven area which undertake activity aligned to the Trust's purpose
Dr A K Glen Fund	Publicise the availability of the Trust during the current financial year and seek to disburse available funds arising from investment income attained

3.8 Following this meeting, based upon the understanding noted at 3.6 above officers sought the agreement of OSCR for those Trusts where full disbursement is suggested.

3.9 At the meeting on 11 May at 2pm Corporate Services Committee agreed: "After discussion and having heard the Strategic Director and relevant officers in further explanation and in answer to Members' questions, the Committee agreed that a further report be submitted to a future Council meeting for consideration, which would assist in clarifying the delegation arrangements, previously agreed, in relation to certain of the Trusts listed in the report." The desire expressed at Corporate Services Committee was that only Clydebank Councillors would make decisions on the Alexander Cross Cameron Trust Fund and similarly for the other trusts in their relevant Wards.

4. Main Issues

4.1 In contacting OSCR to seek agreement regarding the full dispersal of funds recommended in table at 3.7 above, OSCR advised that the Trustees have not formally 'adopted' the governance documents since being given approval by OSCR to do so. As such, the draft documents presented to Council in December 2015 for 'approval for submission to OSCR for consideration' require to now be formally adopted by the Trustees. Appendices 1 to 5 (attached) provide the governance documents for the Trusts listed at 3.7 above. In order to avoid any further issues with OSCR officers have brought this decision to formally adopt same back to Council, as trustees, to agree.

4.2 In terms of the Committee decision to refer back to Council the delegation of trusteeship, Council, as trustees, should now clarify the terms of the delegation of trusteeship, and it is suggested that this should be as follows:

Trust	Purpose	Suggested Delegation
Alexander Cross Cameron Bequest	For the benefit of the people of Clydebank, to assist and relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage	Alexander Cross Cameron Bequest Sub-Committee comprising those members of Corporate Services Committee representing wards 4,5 and 6.
War Memorial Dumbarton	For the upkeep of war memorials, Dumbarton	Dumbarton Trust Sub-Committee comprising those members from Corporate Services Committee representing ward 3.
Halkett Memorial Trust	For the advancement of art by supporting painting activities and painting competitions within and amongst primary schools located within the West Dunbartonshire area	Corporate Services Committee

Vale of Leven Fund	For 'the benefit of the people of the Vale of Leven area who are in need by reason of age, ill health, disability, financial hardship or other disadvantage	Vale of Leven Fund Sub-Committee comprising those members from Corporate Services Committee representing wards one and two.
Dr A K Glen Fund	For 'the provision of outings for pensioners in Dumbarton	Dumbarton Trust Sub-Committee comprising those members from Corporate Services Committee representing ward 3.

4.3 The attached proposed documentation specifies certain governance arrangements for the charities which require certain issues to be defined. These were agreed at Council on 16 December 2015; however for clarity of adopting the governance arrangements, it is recommended that the following are confirmed by Council:

Issue	**Recommendation**
Delegation to Committee	Delegate to Corporate Services Committee and sub-Committees as detailed at 4.2 of this report
Appointment of a Secretary	Manager of Legal
Appointment of authorised bank signatories	Strategic Lead - Resources and nominated deputes
Appointment of Treasurer	Strategic Lead - Resources

4.4 In order to finalise the process with OSCR in relation to the new governance arrangements, it is recommended that Council authorise to the Strategic Lead - Resources to sign on behalf of the Trustees:

- the Trusts new replacement constitutions;
- an extract of the minute of this Council meeting thereby adopting; and
- the Notification of Changes Made Form to OSCR, on behalf of the Council as Trustees.

4.5 It is recommended that Council also consider the recommended actions listed at 3.7 above, which were recommended by officers to Corporate Services Committee in May 2016. This will allow officers to seek approval of the relevant actions for full dispersal of funds to OSCR.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The financial implications are as detailed in the body of the report. There are no procurement implications arising from this report.

7. Risk Analysis

7.1 If the Trust's governance documents are not formally adopted by the Trustees, the action agreed at Committee as noted in 3.7 cannot be taken forward. There is then that the Trusts would be classed by the auditors as dormant and that OSCR may be contacted by Audit Scotland and action may be taken – such as OSCR managing or dispersing the Trusts directly.

8. Equalities Impact Assessment

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

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.

10. Strategic Assessment

10.1 Good financial governance is essential to the delivery of each of the Council's Strategic Priorities.

Stephen West
Strategic Lead - Resources
Date: 18 August 2016

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

Appendices:
Appendix 1 - Alexander Cameron Bequest
Appendix 2 - War Memorial Dumbarton
Appendix 3 - Halkett Memorial Trust
Appendix 4 - Vale of Leven Fund
Appendix 5 - Dr A K Glen Fund

Background Papers: Registered Charitable Trusts: Corporate Service Committee 11 May 2016;
Registered Charitable Trusts: Council, 16 December 2015;

Registered Charitable Trusts: Audit and Performance Review Committee, 9 December 2015;
Annual Audit Report to Members and Controller of Audit: Audit and Performance Review Committee, 23 September 2015;
Review Committee, 24 September 2014;
Proposed Amalgamation of Educational Trusts: Corporate & Efficient Governance Committee, 26 March 2008; and
Sundry Trusts and Funds: Council, 30 January 2002;
EIA screening;

Wards Affected: All wards

ALEXANDER CROSS CAMERON BEQUEST **Appendix 1**

We, West Dunbartonshire Council, the Local Authority for West Dunbartonshire in terms of the Local Government, etc. (Scotland) Act 1994, and having its principal office at Council Offices, Garshake Road, Dumbarton, G82 3PU, is the trustee for Alexander Cross Cameron Bequest (the "Trust").

CONSIDERING THAT:-
(a) In terms of section 39 of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (hereinafter referred to as "OSCR") is empowered to approve a reorganisation scheme on the application of a charity;
(b) Such an application has been made and the reorganisation scheme has been approved by OSCR;

(c) The reorganisation scheme is a scheme for the variation of the charity's constitution, which the current trustees have been unable to locate. The following deed is therefore a replacement deed. NOW THEREFORE we

(One) appoint as trustee ourselves (who and whose successors are referred to as "the Trustee")

(Two) pay the sum of £154,394 to the Trustee: And we direct as follows:-

Trust purposes

1. The Trustee shall hold and apply the sum of £154,394, and such other funds and assets as may from time to time be comprised in the Trust Property and that in trust for the relief of those residents within Clydebank by considering applications by or on behalf of non-profit making community groups for grant assistance towards the cost on one-off community activities within Clydebank the objectives of which are in the opinion of the Trustee, to assist and relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage. For the avoidance of doubt no grant assistance shall be paid in respect of the normal running costs of the community group itself.

2. The expenses of creating and administering the Trust, and any tax payable in relation to the Trust, shall be met in priority to all other payments and transfers of assets out of the Trust Property.

Powers

3. In the administration of the Trust, the Trustee shall, in addition to the powers and rights which are conferred by law upon trustees who are acting without remuneration, have the fullest powers with regard to investment, sale, administration and management of the Trust Property as if it was owner; in particular (but without limiting the scope of the powers which it may exercise under the preceding provision), the Trustee shall have the following powers:-

(a) To expend the whole assets of the Trust for the Trust Purposes.

(b) To carry on any other activities which further any of the Trust Purposes.

(c) To take such steps as may be deemed appropriate for the purpose of raising funds.

(d) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust's Purposes.

(f) To purchase, take on lease, hire, or otherwise acquire, any property or rights.

(g) To improve, manage, develop, or otherwise deal with, all or any part of the Trust Property.

(h) To sell, let, hire out, license, or otherwise dispose of, all or any part of the Trust Property.

(i) To borrow money, and to give security in support of any such borrowings by the Trust.

(j) To employ such staff as are considered appropriate for the proper administration of the Trust or for the proper conduct of the Trust's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

(k) To engage such consultants and advisers as are considered appropriate from time to time.

(l) To effect insurance of all kinds (which may include officers' liability insurance).

(m) To invest any funds which are not immediately required for the administration of the Trust or for the Trust's activities, in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

(n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Trust Purposes.

(o) To form any company which is a charity with objects which are similar (wholly or in part) to those of the Trust, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Trust Property.

(p) To retain any property comprised in the Trust Property for such time as the Trustee thinks proper.

(q) To have any part of the Trust Property registered in the name of a nominee and to pay reasonable fees to such nominee.

(r) To compromise or settle by arbitration all disputed claims by or against the Trust or the Trust Property.

(s) To appoint solicitors to the Trust or agent for the Trustee in any other capacity, and to pay to such solicitors or other agent his/her/their usual charges.

(t) To reimburse the Trustee out of the Trust Property, in relation to all expenses reasonably incurred by him/her in the administration of the Trust.

(u) To wind up the Trust.

(v) To do anything which may be incidental or conducive to the furtherance of any of the Trust Purposes.

Procedure at Trustee's meetings

4. Subject to the provisions of the following paragraphs, the Trustee may regulate the proceedings as it thinks fit.

Delegation

5. The Trustee may delegate any of its powers to any committee consisting of one or more representatives of the Trustee; any such delegation of powers may be made subject to such conditions as the Trustee may impose, and may be revoked or altered.

Remuneration

6. No Trustee may serve as an employee (full-time or part-time) of the Trust, and the Trustee shall not be given any remuneration by the Trust for carrying out its duties as a trustee.

Secretary

7. The Trustee shall appoint a secretary to the Trust for such term, at such remuneration (if any), and on such conditions, as the Trustee may think fit; and any secretary so appointed may be removed by them.

8. The Trustee shall ensure that the secretary:

(a) keeps proper minutes of all proceedings at any meetings of the Trustee (and at meetings of committees of the Trustee) including the names of the committee members present at each such meeting

(b) keeps proper records and documents in relation to all other matters connected with the administration and management of the Trust.

Accounts

9. The Trustee shall ensure that proper accounting records are maintained, in accordance with all applicable statutory requirements.

10. The Trustee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if the Trustee otherwise think fit, the Trustee shall ensure that an audit of such accounts is carried out by a qualified auditor.

11. An accountant engaged in an audit of the Trust's accounts shall be entitled to have access to all accounting records and other documents relating to the Trust.

Operation of bank accounts

12. The signature of an authorised signatory of the Trustee is required in relation to all cheques issued by the Trust and all other operations (excluding lodgement of funds) on the bank and building society accounts held by the Trust.

Payments to charities etc

13. The receipt of the treasurer or other appropriate officer for any funds or other assets paid or transferred by the Trustee to any charity shall represent sufficient discharge to the Trustee.

Limitations on liability

14. The Trustee shall not be liable for loss or depreciation of the value of investments retained or made by it, nor for omissions, nor for neglect in management, nor for insolvency of debtors, nor for the acts, omissions, neglect or default of one another or of any banker, solicitor, factor or other agent employed by them.

Conduct of Trustee

15. The Trustee shall, in exercising its functions as a trustee of the Trust, act in the interests of the Trust; and, in particular, must

(a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects (as set out in this Trust Deed);

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Trust and any other party;

(i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; and

(ii) where any other duty prevents it from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving any other Trustees with regard to the matter in question;

(d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Amendment of Trust Deed/winding-up

16. If in the opinion of the Trustee any change in circumstances or alteration in the law has made or is likely to make execution of the Trust Purposes impossible or impracticable, or if in the opinion of the Trustee the administration of the Trust could be improved, or the Trust Purposes be advanced in a more appropriate manner, the Trustee may (subject to clauses 17 and 19) in their discretion,

(a) supplement or amend the provisions of this Trust Deed or any deed supplemental to this Trust Deed, provided any amendments to the charity's purposes are restricted to those which are consistent with the spirit of the charity's constitution

(b) wind up the Trust and transfer the Trust Property (after settlement of all debts and liabilities) to some other charity or charities having similar objects to those of the Trust.

17. In no circumstances is the Trust Property to be held or applied for any purpose which is not an exclusively charitable purpose.

Interpretation

18. In this Trust Deed

“charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 96 of the Charities Act 1993

“charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;

“the Trust Deed” means this trust deed (including any supplementation or amendment effected in accordance with the provisions of clauses 30 and 31);

“the Trust Property” means the sum of £154,394, (one hundred and fifty four thousand pounds), paid by us to the Trustee, and such other funds and assets as may from time to time be received by the Trustee as trustee under the Trust Deed (from us or any other person), and the assets in which any funds so received may from time to time be invested.

“the Trust Purposes” means the purposes specified in clause 1.

19. Any reference in this Trust Deed to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

We declare that the Trust shall be irrevocable.

This Trust Deed, consisting of this and the 5 preceding pages, is executed as follows:-

SIGNED by the said West Dunbartonshire Council

At Dumbarton

on

in the presence of

WAR MEMORAL DUMBARTON **Appendix 2**

We, West Dunbartonshire Council, the Local Authority for West Dunbartonshire in terms of the Local Government, etc. (Scotland) Act 1994, and having its principal office at Council Offices, Garshake Road, Dumbarton, G82 3PU, is the trustee for the War Memorial Dumbarton Trust (the “Trust”).

CONSIDERING THAT:-
(a) In terms of section 39 of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (hereinafter referred to as "OSCR") is empowered to approve a reorganisation scheme on the application of a charity;
(b) Such an application has been made and the reorganisation scheme has been approved by OSCR;

(c) The reorganisation scheme is a scheme for the variation of the charity’s constitution, which the current trustees have been unable to locate. The following deed is therefore a replacement deed. NOW THEREFORE we

(One) appoint as trustee ourselves (who and whose successors are referred to as “the Trustee”)

(Two) pay the sum of £15,297 to the Trustee: And we direct as follows:-

Trust purposes

1. The Trustee shall hold and apply the sum of £15,297, and such other funds and assets as may from time to time be comprised in the Trust Property, in trust to provide for the upkeep of war memorials.

2. The expenses of creating and administering the Trust, and any tax payable in relation to the Trust, shall be met in priority to all other payments and transfers of assets out of the Trust Property.

Powers

3. In the administration of the Trust, the Trustee shall, in addition to the powers and rights which are conferred by law upon trustees who are acting without remuneration, have the fullest powers with regard to investment, sale, administration and management of the Trust Property as if it was owner; in particular (but without limiting the scope of the powers which it may exercise under the preceding provision), the Trustee shall have the following powers:-

(a) To expend the whole assets of the Trust for the Trust Purposes.

(b) To carry on any other activities which further any of the Trust Purposes.

(c) To take such steps as may be deemed appropriate for the purpose of raising funds.

(d) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust’s Purposes.

(f) To purchase, take on lease, hire, or otherwise acquire, any property or rights.

(g) To improve, manage, develop, or otherwise deal with, all or any part of the Trust Property.

(h) To sell, let, hire out, license, or otherwise dispose of, all or any part of the Trust Property.

(i) To borrow money, and to give security in support of any such borrowings by the Trust.

(j) To employ such staff as are considered appropriate for the proper administration of the Trust or for the proper conduct of the Trust's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

(k) To engage such consultants and advisers as are considered appropriate from time to time.

(l) To effect insurance of all kinds (which may include officers' liability insurance).

(m) To invest any funds which are not immediately required for the administration of the Trust or for the Trust's activities, in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

(n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Trust Purposes.

(o) To form any company which is a charity with objects which are similar (wholly or in part) to those of the Trust, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Trust Property.

(p) To retain any property comprised in the Trust Property for such time as the Trustee thinks proper.

(q) To have any part of the Trust Property registered in the name of a nominee and to pay reasonable fees to such nominee.

(r) To compromise or settle by arbitration all disputed claims by or against the Trust or the Trust Property.

(s) To appoint solicitors to the Trust or agent for the Trustee in any other capacity, and to pay to such solicitors or other agent his/her/their usual charges.

(t) To reimburse the Trustee out of the Trust Property, in relation to all expenses reasonably incurred by him/her in the administration of the Trust.

(u) To wind up the Trust.

(v) To do anything which may be incidental or conducive to the furtherance of any of the Trust Purposes.

Procedure at Trustee's meetings

4. Subject to the provisions of the following paragraphs, the Trustee may regulate the proceedings as it thinks fit.

Delegation

5. The Trustee may delegate any of its powers to any committee consisting of one or more representatives of the Trustee; any such delegation of powers may be made subject to such conditions as the Trustee may impose, and may be revoked or altered.

Remuneration

6. No Trustee may serve as an employee (full-time or part-time) of the Trust, and the Trustee shall not be given any remuneration by the Trust for carrying out its duties as a trustee.

Secretary

7. The Trustee shall appoint a secretary to the Trust for such term, at such remuneration (if any), and on such conditions, as the Trustee may think fit; and any secretary so appointed may be removed by them.

8. The Trustee shall ensure that the secretary:

(a) keeps proper minutes of all proceedings at any meetings of the Trustee (and at meetings of committees of the Trustee) including the names of the committee members present at each such meeting

(b) keeps proper records and documents in relation to all other matters connected with the administration and management of the Trust.

Accounts

9. The Trustee shall ensure that proper accounting records are maintained, in accordance with all applicable statutory requirements.

10. The Trustee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if the Trustee otherwise think fit, the Trustee shall ensure that an audit of such accounts is carried out by a qualified auditor.

11. An accountant engaged in an audit of the Trust's accounts shall be entitled to have access to all accounting records and other documents relating to the Trust.

Operation of bank accounts

12. The signature of an authorised signatory of the Trustee is required in relation to all cheques issued by the Trust and all other operations (excluding lodgement of funds) on the bank and building society accounts held by the Trust.

Payments to charities etc

13. The receipt of the treasurer or other appropriate officer for any funds or other assets paid or transferred by the Trustee to any charity shall represent sufficient discharge to the Trustee.

Limitations on liability

14. The Trustee shall not be liable for loss or depreciation of the value of investments retained or made by it, nor for omissions, nor for neglect in management, nor for insolvency of debtors, nor for the acts, omissions, neglect or default of one another or of any banker, solicitor, factor or other agent employed by them.

Conduct of Trustee

15. The Trustee shall, in exercising its functions as a trustee of the Trust, act in the interests of the Trust; and, in particular, must

(a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects (as set out in this Trust Deed)

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Trust and any other party

> (i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; and
>
> (ii) where any other duty prevents it from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving any other Trustees with regard to the matter in question

(d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Amendment of Trust Deed/winding-up

16. If in the opinion of the Trustee any change in circumstances or alteration in the law has made or is likely to make execution of the Trust Purposes impossible or impracticable, or if in the opinion of the Trustee the administration of the Trust could be improved, or the Trust Purposes be advanced in a more appropriate manner, the Trustee may (subject to clauses 17 and 19) in their discretion,

(a) supplement or amend the provisions of this Trust Deed or any deed supplemental to this Trust Deed, provided any amendments to the charity's purposes are restricted to those which are consistent with the spirit of the charity's constitution

(b) wind up the Trust and transfer the Trust Property (after settlement of all debts and liabilities) to some other charity or charities having similar objects to those of the Trust.

17. In no circumstances is the Trust Property to be held or applied for any purpose which is not an exclusively charitable purpose.

Interpretation

18. In this Trust Deed

“charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 96 of the Charities Act 1993

“charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;

“the Trust Deed” means this trust deed (including any supplementation or amendment effected in accordance with the provisions of clauses 30 and 31);

“the Trust Property” means the sum of £15,297, (fifteen thousand two hundred and ninety seven pounds) paid by us to the Trustee, and such other funds and assets as may from time to time be received by the Trustee as trustee under the Trust Deed (from us or any other person), and the assets in which any funds so received may from time to time be invested.

“the Trust Purposes” means the purposes specified in clause 1.

19. Any reference in this Trust Deed to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

We declare that the Trust shall be irrevocable.

This Trust Deed, consisting of this and the 5 preceding pages, is executed as follows:-

SIGNED by the said West Dunbartonshire Council

At Dumbarton

on

in the presence of

HALKETT MEMORIAL TRUST **Appendix 3**

We, West Dunbartonshire Council, the Local Authority for West Dunbartonshire in terms of the Local Government, etc. (Scotland) Act 1994, and having its principal office at Council Offices, Garshake Road, Dumbarton, G82 3PU, is the trustee for Halkett Memorial Trust (the “Trust”).

CONSIDERING THAT:-
(a) In terms of section 39 of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (hereinafter referred to as "OSCR") is empowered to approve a reorganisation scheme on the application of a charity;
(b) Such an application has been made and the reorganisation scheme has been approved by OSCR;

(c) The reorganisation scheme is a scheme for the variation of the charity’s constitution, which the current trustees have been unable to locate. The following deed is therefore a replacement deed. NOW THEREFORE we

(One) appoint as trustee ourselves (who and whose successors are referred to as “the Trustee”)

(Two) pay the sum of £2,644 to the Trustee: And we direct as follows:-

Trust purposes

1. The Trustee shall hold and apply the sum of £2,644, and such other funds and assets as may from time to time be comprised in the Trust Property and that in trust for the advancement of art by supporting painting activities and painting competitions within and amongst primary schools located within the West Dunbartonshire area.

2. The expenses of creating and administering the Trust, and any tax payable in relation to the Trust, shall be met in priority to all other payments and transfers of assets out of the Trust Property.

Powers

3. In the administration of the Trust, the Trustee shall, in addition to the powers and rights which are conferred by law upon trustees who are acting without remuneration, have the fullest powers with regard to investment, sale, administration and management of the Trust Property as if it was owner; in particular (but without limiting the scope of the powers which it may exercise under the preceding provision), the Trustee shall have the following powers:-

(a) To expend the whole assets of the Trust for the Trust Purposes.

(b) To carry on any other activities which further any of the Trust Purposes.

(c) To take such steps as may be deemed appropriate for the purpose of raising funds.

(d) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust’s Purposes.

(f) To purchase, take on lease, hire, or otherwise acquire, any property or rights.

(g) To improve, manage, develop, or otherwise deal with, all or any part of the Trust Property.

(h) To sell, let, hire out, license, or otherwise dispose of, all or any part of the Trust Property.

(i) To borrow money, and to give security in support of any such borrowings by the Trust.

(j) To employ such staff as are considered appropriate for the proper administration of the Trust or for the proper conduct of the Trust's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

(k) To engage such consultants and advisers as are considered appropriate from time to time.

(l) To effect insurance of all kinds (which may include officers' liability insurance).

(m) To invest any funds which are not immediately required for the administration of the Trust or for the Trust's activities, in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

(n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Trust Purposes.

(o) To form any company which is a charity with objects which are similar (wholly or in part) to those of the Trust, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Trust Property.

(p) To retain any property comprised in the Trust Property for such time as the Trustee thinks proper.

(q) To have any part of the Trust Property registered in the name of a nominee and to pay reasonable fees to such nominee.

(r) To compromise or settle by arbitration all disputed claims by or against the Trust or the Trust Property.

(s) To appoint solicitors to the Trust or agent for the Trustee in any other capacity, and to pay to such solicitors or other agent his/her/their usual charges.

(t) To reimburse the Trustee out of the Trust Property, in relation to all expenses reasonably incurred by him/her in the administration of the Trust.

(u) To wind up the Trust.

(v) To do anything which may be incidental or conducive to the furtherance of any of the Trust Purposes.

Procedure at Trustee's meetings

4. Subject to the provisions of the following paragraphs, the Trustee may regulate the proceedings as it thinks fit.

Delegation

5. The Trustee may delegate any of its powers to any committee consisting of one or more representatives of the Trustee; any such delegation of powers may be made subject to such conditions as the Trustee may impose, and may be revoked or altered.

Remuneration

6. No Trustee may serve as an employee (full-time or part-time) of the Trust, and the Trustee shall not be given any remuneration by the Trust for carrying out its duties as a trustee.

Secretary

7. The Trustee shall appoint a secretary to the Trust for such term, at such remuneration (if any), and on such conditions, as the Trustee may think fit; and any secretary so appointed may be removed by them.

8. The Trustee shall ensure that the secretary:

(a) keeps proper minutes of all proceedings at any meetings of the Trustee (and at meetings of committees of the Trustee) including the names of the committee members present at each such meeting

(b) keeps proper records and documents in relation to all other matters connected with the administration and management of the Trust.

Accounts

9. The Trustee shall ensure that proper accounting records are maintained, in accordance with all applicable statutory requirements.

10. The Trustee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if the Trustee otherwise think fit, the Trustee shall ensure that an audit of such accounts is carried out by a qualified auditor.

11. An accountant engaged in an audit of the Trust's accounts shall be entitled to have access to all accounting records and other documents relating to the Trust.

Operation of bank accounts

12. The signature of an authorised signatory of the Trustee is required in relation to all cheques issued by the Trust and all other operations (excluding lodgement of funds) on the bank and building society accounts held by the Trust.

Payments to charities etc

13. The receipt of the treasurer or other appropriate officer for any funds or other assets paid or transferred by the Trustee to any charity shall represent sufficient discharge to the Trustee.

Limitations on liability

14. The Trustee shall not be liable for loss or depreciation of the value of investments retained or made by it, nor for omissions, nor for neglect in management, nor for insolvency of debtors, nor for the acts, omissions, neglect or default of one another or of any banker, solicitor, factor or other agent employed by them.

Conduct of Trustee

15. The Trustee shall, in exercising its functions as a trustee of the Trust, act in the interests of the Trust; and, in particular, must

(a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects (as set out in this Trust Deed)

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Trust and any other party

> (i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; and
>
> (ii) where any other duty prevents it from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving any other Trustees with regard to the matter in question

(d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Amendment of Trust Deed/winding-up

16. If in the opinion of the Trustee any change in circumstances or alteration in the law has made or is likely to make execution of the Trust Purposes impossible or impracticable, or if in the opinion of the Trustee the administration of the Trust could be improved, or the Trust Purposes be advanced in a more appropriate manner, the Trustee may (subject to clauses 17 and 19) in their discretion,

(a) supplement or amend the provisions of this Trust Deed or any deed supplemental to this Trust Deed, provided any amendments to the charity's purposes are restricted to those which are consistent with the spirit of the charity's constitution

(b) wind up the Trust and transfer the Trust Property (after settlement of all debts and liabilities) to some other charity or charities having similar objects to those of the Trust.

17. In no circumstances is the Trust Property to be held or applied for any purpose which is not an exclusively charitable purpose.

Interpretation

18. In this Trust Deed

“charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 96 of the Charities Act 1993

“charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;

“the Trust Deed” means this trust deed (including any supplementation or amendment effected in accordance with the provisions of clauses 30 and 31);

“the Trust Property” means the sum of £2,644, (two thousand six hundred and forty four pounds) paid by us to the Trustee, and such other funds and assets as may from time to time be received by the Trustee as trustee under the Trust Deed (from us or any other person), and the assets in which any funds so received may from time to time be invested.

“the Trust Purposes” means the purposes specified in clause 1.

19. Any reference in this Trust Deed to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

We declare that the Trust shall be irrevocable.

This Trust Deed, consisting of this and the 5 preceding pages, is executed as follows:-

SIGNED by the said West Dunbartonshire Council

At Dumbarton

on

in the presence of

VALE OF LEVEN TRUST **Appendix 4**

We, West Dunbartonshire Council, the Local Authority for West Dunbartonshire in terms of the Local Government, etc. (Scotland) Act 1994, and having its principal office at Council Offices, Garshake Road, Dumbarton, G82 3PU, is the trustee for Vale of Leven Trust (the "Trust").

CONSIDERING THAT:-
(a) In terms of section 39 of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (hereinafter referred to as "OSCR") is empowered to approve a reorganisation scheme on the application of a charity;
(b) Such an application has been made and the reorganisation scheme has been approved by OSCR;

(c) The reorganisation scheme is a scheme for the variation of the charity's constitution, which the current trustees have been unable to locate. The following deed is therefore a replacement deed. NOW THEREFORE we

(One) appoint as trustee ourselves (who and whose successors are referred to as "the Trustee")

(Two) pay the sum of £8,325 to the Trustee: And we direct as follows:-

Trust purposes

1. The Trustee shall hold and apply the sum of £8,325, and such other funds and assets as may from time to time be comprised in the Trust Property and that in trust for the relief of those residents within the Vale of Leven area who are in need by reason of age, ill health, disability, financial hardship or other disadvantage.

2. The expenses of creating and administering the Trust, and any tax payable in relation to the Trust, shall be met in priority to all other payments and transfers of assets out of the Trust Property.

Powers

3. In the administration of the Trust, the Trustee shall, in addition to the powers and rights which are conferred by law upon trustees who are acting without remuneration, have the fullest powers with regard to investment, sale, administration and management of the Trust Property as if it was owner; in particular (but without limiting the scope of the powers which it may exercise under the preceding provision), the Trustee shall have the following powers:-

(a) To expend the whole assets of the Trust for the Trust Purposes.

(b) To carry on any other activities which further any of the Trust Purposes.

(c) To take such steps as may be deemed appropriate for the purpose of raising funds.

(d) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust's Purposes.

(f) To purchase, take on lease, hire, or otherwise acquire, any property or rights.

(g) To improve, manage, develop, or otherwise deal with, all or any part of the Trust Property.

(h) To sell, let, hire out, license, or otherwise dispose of, all or any part of the Trust Property.

(i) To borrow money, and to give security in support of any such borrowings by the Trust.

(j) To employ such staff as are considered appropriate for the proper administration of the Trust or for the proper conduct of the Trust's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

(k) To engage such consultants and advisers as are considered appropriate from time to time.

(l) To effect insurance of all kinds (which may include officers' liability insurance).

(m) To invest any funds which are not immediately required for the administration of the Trust or for the Trust's activities, in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

(n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Trust Purposes.

(o) To form any company which is a charity with objects which are similar (wholly or in part) to those of the Trust, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Trust Property.

(p) To retain any property comprised in the Trust Property for such time as the Trustee thinks proper.

(q) To have any part of the Trust Property registered in the name of a nominee and to pay reasonable fees to such nominee.

(r) To compromise or settle by arbitration all disputed claims by or against the Trust or the Trust Property.

(s) To appoint solicitors to the Trust or agent for the Trustee in any other capacity, and to pay to such solicitors or other agent his/her/their usual charges.

(t) To reimburse the Trustee out of the Trust Property, in relation to all expenses reasonably incurred by him/her in the administration of the Trust.

(u) To wind up the Trust.

(v) To do anything which may be incidental or conducive to the furtherance of any of the Trust Purposes.

Procedure at Trustee's meetings

4. Subject to the provisions of the following paragraphs, the Trustee may regulate the proceedings as it thinks fit.

Delegation

5. The Trustee may delegate any of its powers to any committee consisting of one or more representatives of the Trustee; any such delegation of powers may be made subject to such conditions as the Trustee may impose, and may be revoked or altered.

Remuneration

6. No Trustee may serve as an employee (full-time or part-time) of the Trust, and the Trustee shall not be given any remuneration by the Trust for carrying out its duties as a trustee.

Secretary

7. The Trustee shall appoint a secretary to the Trust for such term, at such remuneration (if any), and on such conditions, as the Trustee may think fit; and any secretary so appointed may be removed by them.

8. The Trustee shall ensure that the secretary:

(a) keeps proper minutes of all proceedings at any meetings of the Trustee (and at meetings of committees of the Trustee) including the names of the committee members present at each such meeting

(b) keeps proper records and documents in relation to all other matters connected with the administration and management of the Trust.

Accounts

9. The Trustee shall ensure that proper accounting records are maintained, in accordance with all applicable statutory requirements.

10. The Trustee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if the Trustee otherwise think fit, the Trustee shall ensure that an audit of such accounts is carried out by a qualified auditor.

11. An accountant engaged in an audit of the Trust's accounts shall be entitled to have access to all accounting records and other documents relating to the Trust.

Operation of bank accounts

12. The signature of an authorised signatory of the Trustee is required in relation to all cheques issued by the Trust and all other operations (excluding lodgement of funds) on the bank and building society accounts held by the Trust.

Payments to charities etc

13. The receipt of the treasurer or other appropriate officer for any funds or other assets paid or transferred by the Trustee to any charity shall represent sufficient discharge to the Trustee.

Limitations on liability

14. The Trustee shall not be liable for loss or depreciation of the value of investments retained or made by it, nor for omissions, nor for neglect in management, nor for insolvency of debtors, nor for the acts, omissions, neglect or default of one another or of any banker, solicitor, factor or other agent employed by them.

Conduct of Trustee

15. The Trustee shall, in exercising its functions as a trustee of the Trust, act in the interests of the Trust; and, in particular, must

(a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects (as set out in this Trust Deed)

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Trust and any other party

> (i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; and
>
> (ii) where any other duty prevents it from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving any other Trustees with regard to the matter in question

(d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Amendment of Trust Deed/winding-up

16. If in the opinion of the Trustee any change in circumstances or alteration in the law has made or is likely to make execution of the Trust Purposes impossible or impracticable, or if in the opinion of the Trustee the administration of the Trust could be improved, or the Trust Purposes be advanced in a more appropriate manner, the Trustee may (subject to clauses 17 and 19) in their discretion,

(a) supplement or amend the provisions of this Trust Deed or any deed supplemental to this Trust Deed, provided any amendments to the charity's purposes are restricted to those which are consistent with the spirit of the charity's constitution

(b) wind up the Trust and transfer the Trust Property (after settlement of all debts and liabilities) to some other charity or charities having similar objects to those of the Trust.

17. In no circumstances is the Trust Property to be held or applied for any purpose which is not an exclusively charitable purpose.

Interpretation

18. In this Trust Deed

“charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 96 of the Charities Act 1993

“charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;

“the Trust Deed” means this trust deed (including any supplementation or amendment effected in accordance with the provisions of clauses 30 and 31);

“the Trust Property” means the sum of £8,325, (eight thousand three hundred and twenty five pounds) paid by us to the Trustee, and such other funds and assets as may from time to time be received by the Trustee as trustee under the Trust Deed (from us or any other person), and the assets in which any funds so received may from time to time be invested.

“the Trust Purposes” means the purposes specified in clause 1.

19. Any reference in this Trust Deed to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

We declare that the Trust shall be irrevocable.

This Trust Deed, consisting of this and the 5 preceding pages, is executed as follows:-

SIGNED by the said West Dunbartonshire Council

At Dumbarton

on

in the presence of

DR AK GLEN TRUST **Appendix 5**

We, West Dunbartonshire Council, the Local Authority for West Dunbartonshire in terms of the Local Government, etc. (Scotland) Act 1994, and having its principal office at Council Offices, Garshake Road, Dumbarton, G82 3PU, is the trustee for Dr A K Glen Trust (the "Trust").

CONSIDERING THAT:-
(a) In terms of section 39 of the Charities and Trustee Investment (Scotland) Act 2005, the Office of the Scottish Charity Regulator (hereinafter referred to as "OSCR") is empowered to approve a reorganisation scheme on the application of a charity;
(b) Such an application has been made and the reorganisation scheme has been approved by OSCR;

(c) The reorganisation scheme is a scheme for the variation of the charity's constitution, which the current trustees have been unable to locate. The following deed is therefore a replacement deed. NOW THEREFORE we

(One) appoint as trustee ourselves (who and whose successors are referred to as "the Trustee")

(Two) pay the sum of £26,010 to the Trustee: And we direct as follows:-

Trust purposes

1. The Trustee shall hold and apply the sum of £26,010, and such other funds and assets as may from time to time be comprised in the Trust Property, in trust for the provision of outings for pensioners in Dumbarton.

2. The expenses of creating and administering the Trust, and any tax payable in relation to the Trust, shall be met in priority to all other payments and transfers of assets out of the Trust Property.

Powers

3. In the administration of the Trust, the Trustee shall, in addition to the powers and rights which are conferred by law upon trustees who are acting without remuneration, have the fullest powers with regard to investment, sale, administration and management of the Trust Property as if it was owner; in particular (but without limiting the scope of the powers which it may exercise under the preceding provision), the Trustee shall have the following powers:-

(a) To expend the whole assets of the Trust for the Trust Purposes.

(b) To carry on any other activities which further any of the Trust Purposes.

(c) To take such steps as may be deemed appropriate for the purpose of raising funds.

(d) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust's Purposes.

(f) To purchase, take on lease, hire, or otherwise acquire, any property or rights.

(g) To improve, manage, develop, or otherwise deal with, all or any part of the Trust Property.

(h) To sell, let, hire out, license, or otherwise dispose of, all or any part of the Trust Property.

(i) To borrow money, and to give security in support of any such borrowings by the Trust.

(j) To employ such staff as are considered appropriate for the proper administration of the Trust or for the proper conduct of the Trust's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.

(k) To engage such consultants and advisers as are considered appropriate from time to time.

(l) To effect insurance of all kinds (which may include officers' liability insurance).

(m) To invest any funds which are not immediately required for the administration of the Trust or for the Trust's activities, in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

(n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Trust Purposes.

(o) To form any company which is a charity with objects which are similar (wholly or in part) to those of the Trust, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Trust Property.

(p) To retain any property comprised in the Trust Property for such time as the Trustee thinks proper.

(q) To have any part of the Trust Property registered in the name of a nominee and to pay reasonable fees to such nominee.

(r) To compromise or settle by arbitration all disputed claims by or against the Trust or the Trust Property.

(s) To appoint solicitors to the Trust or agent for the Trustee in any other capacity, and to pay to such solicitors or other agent his/her/their usual charges.

(t) To reimburse the Trustee out of the Trust Property, in relation to all expenses reasonably incurred by him/her in the administration of the Trust.

(u) To wind up the Trust.

(v) To do anything which may be incidental or conducive to the furtherance of any of the Trust Purposes.

Procedure at Trustee's meetings

4. Subject to the provisions of the following paragraphs, the Trustee may regulate the proceedings as it thinks fit.

Delegation

5. The Trustee may delegate any of its powers to any committee consisting of one or more representatives of the Trustee; any such delegation of powers may be made subject to such conditions as the Trustee may impose, and may be revoked or altered.

Remuneration

6. No Trustee may serve as an employee (full-time or part-time) of the Trust, and the Trustee shall not be given any remuneration by the Trust for carrying out its duties as a trustee.

Secretary

7. The Trustee shall appoint a secretary to the Trust for such term, at such remuneration (if any), and on such conditions, as the Trustee may think fit; and any secretary so appointed may be removed by them.

8. The Trustee shall ensure that the secretary:

(a) keeps proper minutes of all proceedings at any meetings of the Trustee (and at meetings of committees of the Trustee) including the names of the committee members present at each such meeting

(b) keeps proper records and documents in relation to all other matters connected with the administration and management of the Trust.

Accounts

9. The Trustee shall ensure that proper accounting records are maintained, in accordance with all applicable statutory requirements.

10. The Trustee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if the Trustee otherwise think fit, the Trustee shall ensure that an audit of such accounts is carried out by a qualified auditor.

11. An accountant engaged in an audit of the Trust's accounts shall be entitled to have access to all accounting records and other documents relating to the Trust.

Operation of bank accounts

12. The signature of an authorised signatory of the Trustee is required in relation to all cheques issued by the Trust and all other operations (excluding lodgement of funds) on the bank and building society accounts held by the Trust.

Payments to charities etc

13. The receipt of the treasurer or other appropriate officer for any funds or other assets paid or transferred by the Trustee to any charity shall represent sufficient discharge to the Trustee.

Limitations on liability

14. The Trustee shall not be liable for loss or depreciation of the value of investments retained or made by it, nor for omissions, nor for neglect in management, nor for insolvency of debtors, nor for the acts, omissions, neglect or default of one another or of any banker, solicitor, factor or other agent employed by them.

Conduct of Trustee

15. The Trustee shall, in exercising its functions as a trustee of the Trust, act in the interests of the Trust; and, in particular, must

(a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects (as set out in this Trust Deed)

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Trust and any other party

> (i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; and
>
> (ii) where any other duty prevents it from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving any other Trustees with regard to the matter in question

(d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Amendment of Trust Deed/winding-up

16. If in the opinion of the Trustee any change in circumstances or alteration in the law has made or is likely to make execution of the Trust Purposes impossible or impracticable, or if in the opinion of the Trustee the administration of the Trust could be improved, or the Trust Purposes be advanced in a more appropriate manner, the Trustee may (subject to clauses 17 and 19) in their discretion,

(a) supplement or amend the provisions of this Trust Deed or any deed supplemental to this Trust Deed, provided any amendments to the charity's purposes are restricted to those which are consistent with the spirit of the charity's constitution

(b) wind up the Trust and transfer the Trust Property (after settlement of all debts and liabilities) to some other charity or charities having similar objects to those of the Trust.

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“charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;

“the Trust Deed” means this trust deed (including any supplementation or amendment effected in accordance with the provisions of clauses 30 and 31);

“the Trust Property” means the sum of £26,010, (twenty six thousand and ten pounds) paid by us to the Trustee, and such other funds and assets as may from time to time be received by the Trustee as trustee under the Trust Deed (from us or any other person), and the assets in which any funds so received may from time to time be invested.

“the Trust Purposes” means the purposes specified in clause 1.

19. Any reference in this Trust Deed to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

We declare that the Trust shall be irrevocable.

This Trust Deed, consisting of this and the 5 preceding pages, is executed as follows:-

SIGNED by the said West Dunbartonshire Council

At Dumbarton

on

in the presence of

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Resources

Council: 31 August 2016

Subject: General Services Budgetary Control Report to 31 July 2016 (Period 4)

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 July 2016.

2. Recommendations

2.1 Members are asked to:

i) note that the revenue account currently shows a projected annual favourable variance of £0.013m (0.01% of the total budget);

ii) note that the capital account shows a projected annual favourable variance of £12.374m (11.68% of the budget) and a projected project life adverse variance of £2.502m (0.79% of project life budget);

iii) approve the proposed acceleration of £0.100m from the 2017/18 vehicle replacement budget required to fund essential safety enhancements as highlighted in section 4.9; and

iv) approve a capital spend of £1.400m on vehicles currently on long term hire as highlighted in section 4.10.

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 totaled £304.355m.

Since then the following budget adjustments have taken place revising the project life budget to £315.484m as detailed below.

Budget Agreed February 2016	**£304.355m**
Additional slippage carried forward from 2015/16	£6.838m
Additional grant funding from Scottish Government re Children and Young Persons	£0.530m
Budget for Digital Media Platform	£0.004m
New budget re Dalmonach CE Centre as agreed by Members on 27/4/16	£1.150m
Additional grant funding from Sustrans	£0.014m
Additional grant funding from Strathclyde Passenger Transport	£0.215m
Additional grant funding re Clydebank Community Sports Hub	£0.636m
Inclusion of HRA element of IHMS for budget monitoring	£0.854m
Budget Increase re Balloch School Campus as agreed by Members on 29 June 2016	£0.888m
Revised Budget	**£315.484m**

4. Main Issues

Revenue

4.1 The summary report at Appendix 1 currently identifies a projected annual favourable variance (underspend) of £0.013m (0.01% of the total budget) and service reports by Strategic Leads are attached as Appendix 2.

4.2 Notes on the projected annual variances in excess of £0.050m are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.

4.3 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 £1.010m 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.

Capital

4.5 The current progress on the capital plan is shown in Appendices 5 to 8.

4.6 The overall programme summary report at Appendix 5 shows that planned expenditure and resource for 2016/17 is lower than previously anticipated by £12.374m (11.68% of the 2016/17 budget). Based upon current assumptions, over the life of the projects planned expenditure and resource is higher than anticipated by £2.502m (0.79% of a total budget of £315m). 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.

4.7 Appendix 5 also provides both an analysis of the overall programme at each alert status and a summary budgetary control report. The tables at the top detail both the number of projects and the corresponding spend as a percentage of the overall programme currently at red, amber or green alert status for project life and the current year.

It currently shows that for the project life overview 11 projects (12.1% of total projects) have spend to date of £3.773m (4% of total spend) and are at red alert, 5 projects (5.5% of total projects) have spend to date of £6.260m (6.7% of total spend) and are at amber alert while 75 projects (82.4% of total projects) have spend to date of £83.442m (89.3% of total spend) and are at green alert.

The corresponding figures for the current year are 11 projects (12.1% of total projects) with spend to date of £0.806m (5.2% of total spend), 5 projects (5.5% of total projects) with spend to date of £2.317m (15% of total spend) and 75 projects (82.4% of total projects) with spend to date of £12.296m (79.75% of total spend) respectively.

4.8 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.

4.9 The Vehicle Replacement project within Appendix 6 shows an anticipated overspend of £0.100m due to the requirement to fit enhanced safety enhancements to the Council's heavy vehicle (HGV) fleet. Following discussion with the Strategic Lead – Environmental & Neighbourhood it has been established that this can be managed within the longer term budget for vehicle replacement by re-phasing a small element of planned future replacements. It is therefore recommended that £0.100m is accelerated from 2017/18 to 2016/17 to fund this essential spend.

4.10 Due to programmed frontline service delivery workload, the Council operates a number of externally hired vehicles. The majority of these vehicles have been on hire to the Council for over 3 years with an annual revenue cost of approximately £0.490m. A review of this provision has concluded that it would be more cost effective to purchase 110 vehicles. It is anticipated that the capital investment required for the purchase of these vehicles is £1.4m and the analysis detailed below has identified that annual revenue savings of approximately £0.222m will be achievable.

Current cost of external hires	**£0.490m**
Future costs via purchase:	
Loan charges	£0.168m
Fleet and maintenance charges	£0.100m
Annual cost via purchase	**£0.268m**
Annual revenue saving	**£0.222m**

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 departments 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: 18 August 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 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

Background Papers: Ledger output – period 4
General Services Revenue Estimates 2016/17
General Services 10 Year Capital Plan Update - Council 24 February 2016

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 1**

REVENUE BUDGETARY CONTROL 2016/2017

PERIOD END DATE **31 July 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	4,583	2,749	60%	4,595	12	0%	↓
Regulatory	3,593	1,240	35%	3,621	28	1%	↓
People & Technology	5,680	2,521	44%	5,680	0	0%	→
Communications, Culture and Community	5,615	1,733	31%	5,667	52	1%	↓
Education, Learning and Attainment	89,414	27,446	31%	89,632	218	0%	↓
Environment and Neighbourhood	29,054	8,199	28%	28,934	(120)	0%	↑
Housing and Employability	4,038	2,233	55%	4,207	169	4%	↓
Regeneration	(1,145)	(245)	21%	(1,033)	112	-10%	↓
Miscellaneous Services	3,993	5,424	136%	3,780	(213)	-5%	↑
Loan Charges	10,728	3,454	32%	10,361	(367)	-3%	↑
Requisition (VJB)	733	244	33%	733	0	0%	→
Requisition (SPT)	1,843	614	33%	1,843	0	0%	→
Requisition (HSCP)	61,539	20,513	33%	61,539	0	0%	→
Non GAE Allocation	(5,778)	(1,827)	32%	(5,482)	296	-5%	↓
Total Expenditure	**213,890**	**74,298**	**35%**	**214,077**	**187**	**0%**	↓
Council Tax/CT Replacement Scheme	(40,550)	(10,844)	27%	(40,750)	(200)	0%	↑
Revenue Support Grant/ NDR	(171,630)	(40,960)	24%	(171,630)	0	0%	→
Use of Reserves	(1,710)	(570)	33%	(1,710)	0	0%	→
Total Resources	**(213,890)**	**(52,374)**	**24%**	**(214,090)**	**(200)**	**0%**	↑
Net Expenditure	**(0)**	**21,924**		**(13)**	**(13)**	**-0.01%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
RESOURCES SUMMARY

APPENDIX 2

PERIOD END DATE **31 July 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	145	41%	349	(4)	-1%	↑
Finance	1,420	515	36%	1,465	45	3%	↓
Rent Rebates & Allowances	85	959	1128%	85	0	0%	→
Revenues & Benefits	2,462	803	33%	2,439	(23)	-1%	↑
Debtors & Creditors	334	120	36%	350	16	5%	↓
Cost of Collection of Rates	68	1	1%	69	1	1%	↓
Cost of Collection of Council Tax	(767)	(58)	8%	(752)	15	-2%	↓
Procurement	628	264	42%	590	(38)	-6%	↑
Total Net Expenditure	**4,583**	**2,749**	**60%**	**4,595**	**12**	**0%**	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
REGULATORY SUMMARY

APPENDIX 2

PERIOD END DATE **31 July 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	1,473	498	34%	1,479	6	0%	↓
Environmental Health/ Trading Standards	1,195	385	32%	1,197	2	0%	↓
Licensing	(155)	(17)	11%	(151)	4	-3%	↓
Legal Services	664	237	36%	664	0	0%	→
Planning	416	137	33%	432	16	4%	↓
Total Net Expenditure	**3,593**	**1,240**	**35%**	**3,621**	**28**	**1%**	↓

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

APPENDIX 2

PERIOD END DATE **31 July 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	710	215	30%	692	(18)	-3%	↑
Human Resources (including risk)	1,305	384	29%	1,301	(4)	0%	↑
Information Services	3,193	1,764	55%	3,236	43	1%	↓
Change Support	472	158	33%	451	(21)	-4%	↑
Total Net Expenditure	**5,680**	**2,521**	**44%**	**5,680**	**0**	**0%**	→

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

APPENDIX 2

PERIOD END DATE **31 July 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	109	39%	282	6	2%	↓
Customer Service	1,238	397	32%	1,238	0	0%	→
Policy, Planning and Performance	707	222	31%	711	4	1%	↓
Libraries, Museums, Culture	3,085	939	30%	3,100	15	0%	↓
Clydebank Town Hall	309	66	21%	336	27	9%	↓
Total Net Expenditure	**5,615**	**1,733**	**31%**	**5,667**	**52**	**1%**	↓

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

APPENDIX 2

PERIOD END DATE **31 July 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	25,019	7,970	32%	25,026	7	0%	↓
Secondary Schools	24,215	8,342	34%	24,262	47	0%	↓
Special Schools	14,612	4,875	33%	14,923	311	2%	↓
Psychological Services	637	235	37%	634	(3)	0%	↑
Sport Development / Active Schools	528	(186)	-35%	528	0	0%	→
Early Education	7,891	2,264	29%	7,746	(145)	-2%	↑
PPP	14,039	4,138	29%	14,039	0	0%	→
Curriculum for Excellence	312	5	2%	312	0	0%	→
Central Admin	320	202	63%	327	7	2%	↓
Workforce CPD	424	120	28%	421	(3)	-1%	↑
Performance & Improvement	467	166	36%	466	(1)	0%	↑
Education Development	950	(685)	-72%	948	(2)	0%	↑
Total Net Expenditure	**89,414**	**27,446**	**31%**	**89,632**	**218**	**0%**	↓

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

APPENDIX 2

PERIOD END DATE **31 July 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	(18)	(6)	33%	(15)	3	-17%	↓
Roads Operations	(722)	(11)	2%	(754)	(32)	4%	↑
Roads Services	4,547	1,218	27%	4,550	3	0%	↓
Facilities Management	0	(7)	0	0	0	0%	→
Grounds Maintenance & Street Cleaning Client	7,103	2,368	33%	7,103	0	0%	→
Outdoor Services	517	156	30%	520	3	1%	↓
Events	121	76	63%	121	0	0%	→
Office Accommodation	1,491	264	18%	1,497	6	0%	↓
CPP Investments	0	4	0%	0	0	0%	→
Leisure Management	3,418	1,224	36%	3,430	12	0%	↓
Building Cleaning	1,810	498	28%	1,734	(76)	-4%	↑
Building Cleaning PPP	(153)	(92)	60%	(168)	(15)	10%	↑
Facilities Assistants	2,344	661	28%	2,285	(59)	-3%	↑
Burial Grounds	22	16	73%	20	(2)	-9%	↑
Crematorium	(848)	(296)	35%	(829)	19	-2%	↓
Waste Services	7,273	1,926	26%	7,266	(7)	0%	↑
Catering Services	4,336	1,201	28%	4,318	(18)	0%	↑
Depots	0	(120)	0%	0	0	0%	→
Ground Maintenance & Street Cleaning Trading A/c	(2,187)	(881)	40%	(2,144)	43	-2%	↓
Total Net Expenditure	**29,054**	**8,199**	28%	**28,934**	**(120)**	**0%**	↑

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

APPENDIX 2

PERIOD END DATE **31 July 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	288	882	306%	364	76	26%	↓
Private Sector housing	94	14	15%	93	(1)	-1%	↑
Anti Social Behaviour	1,005	254	25%	980	(25)	-3%	↑
Private Sector Housing Grants	0	89	n/a	0	0	0%	→
Working4U	2,037	828	41%	2,110	73	4%	↓
Communities	614	166	27%	660	46	7%	↓
Total Net Expenditure	**4,038**	**2,233**	**55%**	**4,207**	**169**	**4%**	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
REGENERATION

APPENDIX 2

PERIOD END DATE **31 July 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)	(558)	55%	(1,045)	(25)	2%	↑
Corporate Assets and Capital Investment Programme	(3,029)	(605)	20%	(2,932)	97	-3%	↓
Economic Development	560	159	28%	552	(8)	-1%	↑
Central Repairs & Maintenance	1,344	433	32%	1,393	49	4%	↓
Consultancy Services	1,000	326	33%	999	(1)	0%	↑
Total Net Expenditure	**(1,145)**	**(245)**	**21%**	**(1,033)**	**112**	**-10%**	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2016/2017
MISCELLANEOUS

APPENDIX 2

PERIOD END DATE **31 July 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	1,195	4,565	382%	945	(250)	-21%	↑
Members Allowances, etc	564	186	33%	564	0	0%	→
CPP	461	70	15%	461	0	0%	→
European Employability	510	170	33%	510	0	0%	→
Chief Executive, Directors and Strategic Leads	1,263	433	34%	1,300	37	3%	↓
Total Net Expenditure	**3,993**	**5,424**	**136%**	**3,780**	**(213)**	**-5%**	↑

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 3**

REVENUE BUDGETARY CONTROL 2016/2017

ANALYSIS FOR VARIANCES OVER £50,000

YEAR END DATE **31 July 2016**

Budget Details	Variance Analysis				
	Total Budget	Forecast Spend	Variance		RAG Status
	£000	£000	£000	%	
Education , Learning and Attainment					
Special Schools	14,612	14,923	311	2%	↓
Service Description	This service area covers all ASN Services.				
Main Issues / Reason for Variance	Payments to Other Bodies is overspent (£319k) due to an additional 34 children being placed within Residential and Daycare (an increase of 14%) compared with the same period last year with one placement from April costing over £5k per week.Transport Costs are higher than anticipated due to the increase in Transport Fleet Costs (£32k). These services are demand-led and can fluctuate throughout the year. This overspend is partially offset by underspends within property costs (£19k) and additional income from Sale of Meals (£9k).				
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	7,891	7,746	(145)	-2%	↑
Service Description	This services area includes all Early Years establishments within West Dunbartonshire.				
Main Issues / Reason for Variance	There is an underspend (£84k) in salaries due to a restructuring of the service. There has been a decrease in the number of children being placed with childminders resulting in an anticipated underspend (£25k) and some underspends in transport and property costs (£7k) . It is also anticipated that there will be a favourable variance in income (£29k).				
Mitigating Action	Officer will continue to monitor the budget.				
Anticipated Outcome	Favourable variance within staffing, payment to other bodies and income is anticipated at year end.				
Environment and Neighbourhood					
Building Cleaning	1,810	1,734	(76)	-4%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	The favourable variance is due to managed staffing vacancies within the service .				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				
Facilities Assistants	2,344	2,285	(59)	-3%	↑
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				

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 3**

REVENUE BUDGETARY CONTROL 2016/2017

ANALYSIS FOR VARIANCES OVER £50,000

YEAR END DATE **31 July 2016**

Budget Details	Variance Analysis				
	Total Budget	Forecast Spend	Variance		RAG Status
	£000	£000	£000	%	
Housing and Employability					
Homeless Persons	288	364	76	26%	↓
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 number of homeless units being reduced since budget set although the effect of this is partially offset by increased occupancy . There is also lower than budgeted income due to later than anticipated completion of additional supported accommodation units . These income variances are offset by lower costs associated with external provision of services				
Mitigating Action	Officers will regularly liase with DLO re extension build process to ensure clients can access new units as soon as extension build is complete				
Anticipated Outcome	It is anticipated that there will be an adverse variance in Supported accommodation income at year end . However it may be slightly less than anticipated if the actual occupancy was to exceed the budgeted 90%				
Working4U	2,037	2,110	73	4%	↓
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 savings target being reduced 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				
Regeneration					
Corporate Assets and Capital Investment Programme	(3,029)	(2,932)	97	-3%	↓
Service Description	This service provides asset and estate management				
Main Issues / Reason for Variance	£80k reduction in rental income linked to the events surrounding the issues with BHS. £30k anticipated reduction in recharge of employees cost to capital as budget was set too high and forecast based on similar level to last year.				
Mitigating Action	Limited action can be taken to minimise this overspend.				
Anticipated Outcome	An overspend is anticipated.				
Miscellaneous					
Sundry Services	1,195	945	(250)	-21%	↑
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	A favourable variance is anticipated mainly due to additional recurring variances now anticipated				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 3**

REVENUE BUDGETARY CONTROL 2016/2017

ANALYSIS FOR VARIANCES OVER £50,000

YEAR END DATE **31 July 2016**

Budget Details	Variance Analysis				
	Total Budget	Forecast Spend	Variance		RAG Status
	£000	£000	£000	%	
Other					
Loan Charges	10,728	10,361	(367)	-3%	↑
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				
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				
Council Tax/CT Replacement Scheme	(40,550)	(40,750)	(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				

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF SAVINGS 2016/17

Appendix 4

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 former 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	-	saving on target to be achieved
2016/17	MA30	Ashton View Supported Accommodation extension	60,000	0	60,000	The extension is now scheduled to begin build in October so unlikely that the additional income expected from this will be realised in 1617
2016/17	MA31	Review of staffing structures (Regeneration / Environment & Neighbourhood)	118,585	118,585	-	saving on target to be achieved
2016/17	MA32	Redesign of Service (Education)	432,119	234,000	198,119	This is currently underachieving as expected voluntary severances didn't materialise. Management are currently considering further options.
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	6,500	12,000	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	-	saving on target to be achieved
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	Target saving was agreed to be reduced 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

Efficiency reference		Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
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
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	Work continues to be carried out with an aim to achieve this target
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**	**3,937,012**	**1,010,419**	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE 31 July 2016

PERIOD 4

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
Red								
Projects are forecast to be overspent and/or experience material delay to completion	11	12.1%	3,773	4.0%	11	12.1%	806	5.2%
Amber								
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	5	5.5%	6,260	6.7%	5	5.5%	2,317	15.0%
Green								
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	75	82.4%	83,442	89.3%	75	82.4%	12,296	79.74%
TOTAL EXPENDITURE	**91**	**100%**	**93,476**	**100%**	**91**	**100%**	**15,419**	**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	31,494	3,773	31,646	152	20,770	806	8,511	(12,259)	(12,410)	151
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	12,237	6,260	12,242	5	7,404	2,317	7,309	(95)	(100)	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	271,753	83,442	274,098	2,345	77,807	12,296	77,787	(20)	0	(20)
TOTAL EXPENDITURE	**315,484**	**93,476**	**317,986**	**2,502**	**105,981**	**15,419**	**93,607**	**(12,374)**	**(12,510)**	**136**
TOTAL RESOURCES	**(315,484)**	**(93,475)**	**(317,986)**	**(2,502)**	**(105,981)**	**(15,419)**	**(93,607)**	**12,374**		
NET EXPENDITURE	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
1	**Energy Projects (John Corcoran)**						
	Project Life Financials	113	121	108%	122	9	8%
	Current Year Financials	8	16	204%	17	9	113%
	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, invoices still outstanding for remainder of works. Overspend will be offset by an underspend in change of heating fuel (schools).

Mitigating Action

None available as project complete

Anticipated Outcome

Projects to complete by year end.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
2 Integrated Housing Management System (James Anderson)						
Project Life Financials	1,500	42	3%	1,500	0	0%
Current Year Financials	1,458	0	0%	550	(908)	-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. It remains our intention to have these discussions concluded and to bring the supplier onsite to commence implementation work in September as outlined in our ITT timetable approved by the Project Board. Once an 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 Q2 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 which will allow a testing in w/c: 22 August 2016, following which The Project Team will be in a position to purchase devices thereby committing to a detailed expenditure line for this.

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 3 officers started in post on 8th August. The 4th post is currently being re-advertised. It is now hoped that with the new team structure in place to commence the essential liaison work with Aareon UK development staff when they arrive onsite as expected in September 2016 that 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.

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 **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
3	**Vehicle Replacement (Rodney Thornton)**						
	Project Life Financials	725	69	9%	825	100	14%
	Current Year Financials	725	69	9%	825	100	14%
	Project Description	Replacement of vehicles which have reached end of programmed lifespan (7 year heavy vehicles, 10 year light vehicles)					
	Project Lifecycle	Planned End Date		31-Mar-17	Forecast End Date		31-Mar-17
4	**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

3 Vehicle Replacement (Rodney Thornton)

Main Issues / Reason for Variance

In relation of the replacement of vehicles scheduled for 2016/17 consultation with vehicle user departments is now complete and orders have been raised for the relevant vehicles. In addition to scheduled vehicle replacement it has been decided that enhanced safety features require to be installed in the Council's heavy vehicle (HGV) fleet As a result of findings of the Fatal Accident Enquiry into the December 2014 Glasgow bin lorry tragedy. Two safety enhancements are planned which are Safe Stop (a device that permits a passenger in a HGV vehicle to bring the vehicle to a controlled stop in the event of the vehicle driver losing control of the vehicle) and 360 degree CCTV (a device that provides the driver of an HGV vehicle with an all-round and 'birds eye' view of the vehicle thereby enhancing the safety of pedestrians, cyclists and other road users). The Safe Stop device was invented by a company called Vision Techniques in response to the Glasgow tragedy and has been successfully trialled in a controlled environment within West Dunbartonshire, however the device is subject to approval by the Vehicle Certification Agency within the Department of Transport which is currently pending. To facilitate the introduction of these safety enhancements within the current financial year Council is requested to approve an acceleration of £0.100m from the vehicle replacement capital programme for 2017/18 to 2016/17.

Mitigating Action

Acceleration of capital budget from 2017/18 into 2016/17

Anticipated Outcome

Project complete with full spend by end of financial year including additional safety enhancement works

4 Posties Park Hub (Ian Bain)

Main Issues / Reason for Variance

Officers are currently working with consultancy services to develop plans for submission to planning committee in October 2016. Thereafter a stage 2 funding application will be submitted to Sports Scotland. 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 **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE 31 July 2016

PERIOD 4

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

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
5	**Replacement of Equipment at Clydebank Crematorium (Ian Bain)**						
	Project Life Financials	1,570	1,613	103%	1,613	43	3%
	Current Year Financials	94	136	145%	136	42	45%
	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 asbestos issues found whilst carrying out upgrading works and also additional re-surfacing works to make the facility DDA compliant.						
	Mitigating Action						
	None required at this time						
	Anticipated Outcome						
	New cremators fully installed and functional and building DDA compliant.						
6	**Vale of Leven Cemetery Extension (Ian Bain)**						
	Project Life Financials	650	154	24%	650	0	0%
	Current Year Financials	561	65	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. Other sites are now being identified and evaluated.						
	Mitigating Action						
	Identify suitable alternative sites.						
	Anticipated Outcome						
	A suitable site is identified and purchased to provide a sustainable burial environment.						

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
7	**Levengrove Park (Ian Bain)**						
	Project Life Financials	3,623	217	6%	3,623	(0)	0%
	Current Year Financials	3,411	5	0%	50	(3,361)	-99%
	Project Description	Restoration and Regeneration of Levengrove 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 £2.8million now in place. Pre-start meeting arranged 1st September with HLF, thereafter a spend profile will be developed.

Mitigating Action

None required at this time

Anticipated Outcome

Successful delivery of restoration project.

8	**Queens Quay (Michael McGuinness)**						
	Project Life Financials	15,620	419	3%	15,620	(0)	0%
	Current Year Financials	9,378	82	1%	5,709	(3,669)	-39%
	Project Description	Queens Quay regeneration					
	Project Lifecycle	Planned End Date	31-Mar-18		Forecast End Date	31-Mar-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 relate to Roads and Waterfront public realm are due to be completed by September 2016. The work packages have now been re-profiled with anticipated expenditure for 2016/17 of £5.709m. 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. Once the solution for the basin is found, packages of works for the roads and waterfront can then be issued to market for delivery. 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.

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.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
9	**Children and Young Persons (Chris Smith)**						
	Project Life Financials	2,646	1,060	40%	2,646	0	0%
	Current Year Financials	1,989	403	20%	850	(1,139)	-57%
	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 fulfill it's requirement to expand the Early Years provision. A report on the Early Years Strategy is at Committee in August 2016. It is expected that this full budget won't be required until later years, though this will be specified as the Early Years strategy and implementation plan is refined.

Mitigating Action

The outcome of the Early Years Strategy will determine spend profile and whether any mitigating actions are required.

Anticipated Outcome

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

10	**Leisure Energy Projects (Fiona McGuigan)**						
	Project Life Financials	277	5	2%	277	0	0%
	Current Year Financials	277	5	2%	137	(140)	-51%
	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 Center Air Handling Unit has gone out to tender with returns due end of August thereafter works will be carried out during Nov/Dec as a centre shut down is required. VOL Pool Air Handling Unit will be 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 and system improvement works have still be completed and expect to be complete by end of September.

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.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
11 Clydebank Community Sports Hub (Ian Bain/Craig Jardine)						
Project Life Financials	3,070	49	2%	3,070	0	0%
Current Year Financials	1,192	24	2%	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-Dec-18

Main Issues / Reason for Variance

The total budget as reported to the project board in March is now anticipated to be £3.070m which is an increase of £0.636m over that approved by Council in February. The total project cost has increased due to a number of factors affecting the construction costs of both the building and the pitches such as construction inflation between production of original cost estimate and updated cost estimate, design development, increase to building size and changes to specification of windows and doors. It is anticipated that the uplift in the project cost will be funded by an increase in external funding (now forecast to be £2.220m) of which £1.340m has been confirmed at this time including £1m of Regeneration Capital Grant Funding (RCGF) confirmed on 20th May 2016. The project has now commenced to Royal Institute of British Architects (RIBA) Stage 4 and conditional planning consent was secured on 22nd June 2016. The latest cost plan as at 15th July (£3.259m) indicates that the updated budget of £3.070m is likely to be insufficient due to drainage issues and it should also be noted that the latest cost plan includes no provision for dealing with asbestos. The Project Board met on 20 July 2016 and endorsed the decision to review value engineering and project scope to work within the target budget of £3.070m. The costs for the removal of the asbestos containing materials within the existing building will only be known once a refurbishment and demolition asbestos survey has been undertaken, the scope, logistics, timing and procurement of which is being considered at present. In the meantime clarity has been sought from the design team on estimated asbestos removal costs to inform the cost plan. The initial spend profile was based on a two phase approach constructing the 3G synthetic pitch first followed by the balance of the works thereafter, however the project is now being delivered in a single phase following a phasing and logistics review which deemed the single phase a better viable option. Now looking to mobilise and start construction March 2017 with completion Jan 2018. The proposed funding from the Robertson Trust has now been confirmed at £20k versus the original target investment of £100k. Efforts continue to be made to secure the necessary external funding to support the project and in this regard we are in the process of preparing a new application to be made to Scottish Landfile Communities Fund - target submission end of August 2016. We also await feedback from the Cashback to Communities - due August 2016.

Mitigating Action

Monthly project board meetings and CIT monitoring project costs and timelines. Also have specific timelines and governance through RCGF funding. The capital investment team will continue to engage with the Design Team to value engineering the most recent cost plans back down towards the £3.070m budget. We are in the process of arranging an interim financial review meeting which will be held prior to the next project board scheduled for the 30th August 2016.

Anticipated Outcome

Project delivered on time and to budget.

TOTAL PROJECTS AT RED STATUS						
Project Life Financials	31,494	3,773	12%	31,646	152	0%
Current Year Financials	20,770	806	4%	8,511	(12,259)	-59%

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 7**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
1 Invest in Chromebooks for Schools (David Jones)						
Project Life Financials	250	89	36%	255	5	2%
Current Year Financials	250	89	36%	255	5	2%
Project Description	Chromebooks for Primary 7 Pupils					
Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	01-Oct-16	
2 Community Sports Facilities - Faifley Knowes (Ian Bain)						
Project Life Financials	500	0	0%	500	0	0%
Current Year Financials	500	0	0%	500	0	0%
Project Description	Develop a new 3G pitch to act as a home venue for Clydebank FC with extensive community access.					
Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	31-Mar-17	

Main Issues / Reason for Variance

Budget was based on 2015-16 Primary 7 roll however an additional 30 devices have now been purchased due to increased roll numbers.

Mitigating Action

None appropriate as aim was to provide Chromebooks to every P7 in WDC.

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 chromebook can be accessed on any device with network connectivity, in school and at home.

Main Issues / Reason for Variance

It has been established that the ground at Faifley Knowes is not suitable for this project due to negative community feedback. Discussions are now taking place with Clydebank FC and Yoker FC with a view to developing a community facility at Home Park Yoker however it is still anticipated that £500k will be spent this financial year. A business plan is being developed as part of the Community Sports Fund allocation.

Mitigating Action

Ongoing discussions with Clydebank FC and Yoker FC to identify suitable site.

Anticipated Outcome

a new community accessible 3G pitch in the Clydebank Area.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 7**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
3	**Community Sports Facilities - Millburn Trust (Ian Bain)**						
	Project Life Financials	500	0	0%	500	0	0%
	Current Year Financials	500	0	0%	500	0	0%
	Project Description	A new 3G pitch at Millburn					
	Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	31-Mar-17	
4	**Kilpatrick School New Build (Craig Jardine)**						
	Project Life Financials	10,487	6,162	59%	10,487	(0)	0%
	Current Year Financials	5,654	2,219	39%	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-Jun-18	
	Opening Dates	Planned Opening Date	19-Aug-16		Forecast Opening Date	09-Jan-17	

3 Community Sports Facilities - Millburn Trust (Ian Bain)

Main Issues / Reason for Variance

The main driver for this project was to provide additional sporting facilities as part of the Vale of Leven Primary School co-location project. Now that this project is no longer taking place focus will now turn to improving the wider sporting facilities within the area however we still anticipate spending £500k in the current financial year.

Mitigating Action

Discussions are ongoing to identify spend plans

Anticipated Outcome

a new community accessible 3G pitch for the Alexandria Area.

4 Kilpatrick School New Build (Craig Jardine)

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 June 2017 and final retention payment due June 2018. 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 January 2017.

Mitigating Action

Contractor is currently reprogramming the project including an acceleration of the works with measures such as working weekends, extended hours of work week days and additional cranes on site.

Anticipated Outcome

Project completed slightly behind schedule in line with budget

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 7**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
5	**Upgrade of Clydebank Library (Gill Graham)**						
	Project Life Financials	500	10	2%	500	0	0%
	Current Year Financials	500	10	2%	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		31-Mar-18	

Main Issues / Reason for Variance

Following the completion of consultation with Libraries and Cultural stakeholders revised plans are now complete and TSA for external works is being completed and should go to tender September 2016. A two stage tender process will take place with the first stage covering the exterior works necessary to make the building wind and watertight and the tender for internals will go out Sept/Oct 2016. The project is anticipated to be physically complete by 30th April 2017 with retention due thereafter.

Mitigating Action

None available at this time

Anticipated Outcome

Full refurbishment of library

TOTAL PROJECTS AT AMBER STATUS						
Project Life Financials	12,237	6,260	51%	12,242	5	0%
Current Year Financials	7,404	2,317	31%	7,309	(95)	-1%

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 8

MONTH END DATE 31 July 2016

PERIOD 4

	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)	(46)	9%	(529)	0	0%
	Current Year Financials	(529)	(46)	9%	(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)	(1,973)	9%	(22,060)	8	0%
	Current Year Financials	(7,500)	(1,973)	26%	(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

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 8

MONTH END DATE 31 July 2016

PERIOD 4

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)	0	0%	(41,838)	0	0%
Current Year Financials	(1,578)	0	0%	(1,578)	0	0%
Project Description	This relates to income due from the City Deal, Regeneration Capital Fund relating to CCSH and Cycling, Walking Safer Streets					
Project Lifecycle	Planned End Date	31-Mar-16		Forecast End Date	31-Mar-16	
Main Issues / Reason for Variance						
No issues to report at this time						
Mitigating Action						
None required at this time						
Anticipated Outcome						
Resources allocated against capital spend						
4 Other Grants / Contributions						
Project Life Financials	(5,642)	(32)	1%	(5,642)	0	0%
Current Year Financials	(4,489)	(32)	1%	(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 Levengrove Park and funds will be drawn down as the project progresses. 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						

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 8

MONTH END DATE 31 July 2016

PERIOD 4

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)	(161)	0%	(32,393)	0	0%
Current Year Financials	(6,914)	(161)	2%	(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	(136,909)	(13,207)	10%	(137,054)	(145)	0%
Current Year Financials	(84,557)	(13,207)	16%	(78,351)	6,206	-7%
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.

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 8

MONTH END DATE 31 July 2016

PERIOD 4

	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	(75,691)	(78,056)	103%	(78,056)	(2,365)	3%

TOTAL RESOURCES						
Project Life Financials	(315,484)	(93,475)	30%	(317,986)	(2,502)	1%
Current Year Financials	(105,981)	(15,419)	15%	(93,607)	12,374	-12%

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 9**
GENERAL SERVICES CAPITAL PROGRAMME
VIREMENTS TO BE APPROVED

MONTH END DATE **31 July 2016**

PERIOD **4**

Project Details	Project Financials		
Project Name	**Budget £000**	**Virement £000**	**Revised Budget £000**
Customer and Community Services ICT Upgrade (Peter Barry/Malcolm Bennie)			
Current Year Financials	21	-10	11
Capital Contingency Fund			
Current Year Financials	-	10	10
Building Upgrades (John Corcoran)			
Current Year Financials	3,798	50	3,848
Balloch Library Upgrade (Gill Graham)			
Current Year Financials	50	-50	-
Total Virements Requested			
Current Year Financials	**3,869**	**0**	**3,869**

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Director of Regeneration, Environment and Growth
Council: 31 August 2016

Subject: Housing Revenue Account Budgetary Control Report to 31 July 2016 (Period 4)

1. Purpose

1.1 The purpose of the report is to provide members with an update on the financial performance to 31July 2016 (Period 4) of the HRA revenue and capital budgets.

2. Recommendations

2.1 Members are asked to:

i) Note the projected favourable revenue variance of £0.491m (1.1%) and

ii) Note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £4.123m (14.2%), of which £4.144m (14.3%) relates to project re-phasing and an in-year overpend of £0.021M

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 £29.029m. 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 £0.491m

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 £4.123m, of which £4.144m relates to project re-phasing and an in-year overspend of £0.021m.

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: 18 August 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 JULY 2016

2015/2016 Outturn £000s		2016/2017 Estimate £000s	Actual To Date £000s	% actual to date	Forecast Outturn £000s	Forecast Variance (fav)/adv £000s	% Forecast Variance
	EXPENDITURE						
5,141	EMPLOYEE COSTS	5,631	1,505	27%	5,572	(59)	-1%
1,768	PROPERTY COSTS	1,845	710	38%	1,790	(55)	-3%
106	TRANSPORT COSTS	125	28	22%	107	(18)	-14%
338	SUPPLIES, SERVICES AND ADMIN	354	163	46%	357	3	1%
2,090	SUPPORT SERVICES	2,111	704	33%	2,111	0	0%
153	OTHER EXPENDITURE	183	63	34%	154	(29)	-16%
12,147	REPAIRS & MAINTENANCE	12,071	3,624	30%	11,851	(220)	-2%
1,113	BAD DEBT PROVISION	1,060	353	33%	1,060	0	0%
406	COUNCIL TAX ON VOID HOUSES	385	127	33%	343	(42)	-11%
1,373	LOST RENTS	1,070	297	28%	928	(142)	-13%
15,399	LOAN CHARGES	17,942	5,981	33%	17,942	0	0%
40,034	**GROSS EXPENDITURE**	**42,777**	**13,555**	32%	**42,215**	**(562)**	-1%
	INCOME						
39,005	House Rents	39,902	13,305	33%	39,860	42	0%
228	Lockup Rents	227	72	32%	225	2	1%
1,087	Factoring/Insurance Charges	1,083	1,110	102%	1,110	(27)	-2%
132	Other rents	138	36	26%	138	0	0%
46	Interest on Revenue Balance	40	0	0%	46	(6)	-15%
338	Transfer from Reserve	0	16		16	(16)	
221	Miscellaneous income	112	31	28%	144	(32)	-29%
984	Reallocated salaries	1,275	292	23%	1,167	108	8%
42,041	**GROSS INCOME**	**42,777**	**14,862**	35%	**42,706**	**71**	0%
(2,007)	**NET EXPENDITURE**	**0**	**(1,307)**		**(491)**	**(491)**	

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 2**
HRA REVENUE BUDGETARY CONTROL 2016/2017
ANALYSIS FOR VARIANCES OVER £50,000

MONTH END DATE **31 July 2016**

PERIOD **4**

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		5,631	1,505	27%	5,572	(59)	-1%	↑
Subjective Description								
This budget covers all employees charged directly to the HRA including caretakers								
Variance Narrative								
Main Issues	Staff overtime continues to decline and is now forecast to be £59k less than budget.							
Mitigating Action	No mitigating action is required as the variance is favourable							
Anticipated Outcome	A year end underspend of £59k 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**	**%**	
PROPERTY COSTS		1,845	710	38%	1,790	(55)	-3%	↑
Service Description								
This budget covers electricity, gas, rates, rents, cleaning and the costs of Garshake and Rosebery								
Variance Narrative								
Main Issues	A favourable variance has arisen primarily because of reduced expenditure across a number of budget heads - rates are forecast to be in line with last year's outturn at £35k less than budget, repairs to Housing Offices are forecast to be less than budgeted (£9k) and savings on electricity account for £70k. However, this is partly offset by an increase in property insurance in line with last year's spend and is forecasting an overspend of £68k							
Mitigating Action	No mitigating action is required as the variance is favourable							
Anticipated Outcome	A year end underspend of £55k 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	3,624	30%	11,851	(220)	-2%	↑

Service Description	
This budget covers all repair and maintenance expenditure to houses and lockups	
Variance Narrative	
Main Issues	There is an anticipated overspend on demand-led jobbing repairs (£396k) but an underspend on voids (£535k) as the number of void properties is less than last year and more houses are tenanted. Gas Maintenance is anticipated to underspend by £97k and Lift Maintenance is anticipated to underspend by £49k with the forecast spend likely to be more in line with last year's outturn than budget. These offset a slight adverse variance on the anticipated income received for rechargeable repair recoveries.
Mitigating Action	The detailed lines within the repairs budget will continue to be monitored throughout the year.
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	%	
LOST RENTS		1,070	297	28%	928	(142)	-13%	↑

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 £142k

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%	(1,167)	(108)	8%	↓

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	Year end position reported
Anticipated Outcome	Lower allocation of employee costs from HRA of £108k

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 3

MONTH END DATE 31 July 2016

PERIOD 4

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
Red								
Projects are forecast to be overspent and/or experience material delay to completion	4	14%	20,317	56%	4	14%	108	4%
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	3	11%	1,856	5%	3	11%	711	25%
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	21	75%	13,842	38%	21	75%	2,059	72%
TOTAL EXPENDITURE	**28**	**100%**	**36,016**	**100%**	**28**	**100%**	**2,878**	**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	45,987	20,317	46,187	200	9,338	108	5,194	(4,144)	(4,144)	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	7,790	1,856	7,518	(272)	6,351	711	6,372	21	0	21
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	28,006	13,842	28,345	339	13,340	2,059	13,340	0	0	0
TOTAL EXPENDITURE	**81,783**	**36,016**	**82,051**	**268**	**29,029**	**2,878**	**24,906**	**(4,123)**	**(4,144)**	**21**
TOTAL RESOURCES	**(81,783)**	**(36,016)**	**(82,051)**	**(268)**	**(29,029)**	**(2,878)**	**(24,906)**	**4,123**		
NET EXPENDITURE	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 4**
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
1	**Integrated Housing Management System (John Kerr)**						
	Project Life Financials	1,500	45	3%	1,500	0	0%
	Current Year Financials	1,458	3	0%	550	(908)	-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. It remains our intention to have these discussions concluded and to bring the supplier onsite to commence implementation work in September as outlined in our ITT timetable approved by the Project Board. Once an 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

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 3 officers started in post on 8th August. The 4th post is currently being re-advertised. It is now hoped that with the new team structure in place to commence the essential liaison work with Aareon UK development staff when they arrive onsite as expected in September 2016 that 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.

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 **APPENDIX 4**
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
2 Regeneration/ Demolition of Surplus Stock (Jackie Gallen/Stewart Paton)						
Project Life Financials	8,899	6,819	77%	8,947	48	1%
Current Year Financials	2,204	76	3%	1,000	(1,204)	-55%
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 are now complete and awaiting process of spend. Completion took longer than anticipated due to pre-demolition clearances and unforeseen disposal materials. Pre-demolition surveys and clearances are being arranged at O'Hare and Alexander Street sites with the procurement process underway. 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 Creveul Court will be underway but not complete.

Mitigating Action

Officers to keep progress on track for all proposed demolition sites with appropriate officers continuing to focus their efforts at Cruevel Court in relation to decant.

Anticipated Outcome

O'Hare and Alexander Street to complete in this financial year. Creveul Court to commence but it is anticipated it will run into 2017/18

3 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%	1,000	(1,461)	-59%
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

This project is going to tender in August with an anticipated start date of October 2016, 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

Project officers to ensure tender issue and pre-contract progress is kept on target.

Anticipated Outcome

Project outcome determined by Sep/Oct to allow forward projections on completion and spend.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 4**
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT RED ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
4	**New Build Housing (Stewart Paton/John Kerr)**						
	Project Life Financials	33,127	13,453	41%	33,280	153	0%
	Current Year Financials	3,215	29	1%	2,645	(571)	-18%
	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

Second Avenue - Delays were experienced in the demolition phase. Overall Planning consent has taken longer than anticipated as planners were also considering the impact of a development on an adjacent site by another housing association. Procurement and selection process of contractor is underway. Site start is tentatively anticipated for September and Project team project a year end spend of £2.5m. No issues regarding Hill Street and Central Bellsmyre, retention payments.

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

Procurement of contractor to complete as soon as possible. Work to commence in September and monitor project to maximise year end spend. Possibility that variance in year end spend may have to slip to 2017/18. Overall Project is planned to complete over two years. Retention to be paid by year end.

TOTAL PROJECTS AT RED STATUS						
Project Life Financials	45,987	20,317	44%	46,187	200	0%
Current Year Financials	9,338	108	1%	5,194	(4,144)	-44%

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 4**
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
1 CCTV Projects (Stewart Paton)						
Project Life Financials	291	0	0%	131	(160)	-55%
Current Year Financials	131	0	0%	131	0	0%
Project Description	This is a budget to undertake specific minor projects concerning the cctv network that covers housing estates that assist in maintaining community safety and enhance neighbourhood well-being in line with Council's housing strategy and community objectives.					
Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	31-Mar-17	

Main Issues / Reason for Variance

Design and specification are complete and the project is anticipated to be out to tender in September with works to follow thereafter. There is a potential that this project may exceed budget due to initial feedback from design team highlighting that the extent of what the Estates Team are looking for may cost more than budget.

Mitigating Action

Once the costs are known the project could then be scaled back or re-phased over a longer period into 2017/18 taking in next years budget.

Anticipated Outcome

All targets maintained, project and spend complete by year end.

2 Targeted EESH Compliance Works (Stewart Paton)						
Project Life Financials	4,047	504	12%	4,047	0	0%
Current Year Financials	4,047	504	12%	4,047	0	0%
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 it is anticipated that this section of programme will be completed by October (on target). Building Services are taking over this programme thereafter and have been allocated £2.4m, on site training pilot projects are underway and progressing well. Forecast out turn for year could be affected if Building Services cannot complete the volume of works expected. Monitoring of this programme will be focused.

Mitigating Action

Outgoing incumbent contractor is undertaking additional work in the interim period of transition to maximise spend and continue programme. Project officers to monitor Building Services progress closely when their works commence.

Anticipated Outcome

Ongoing works anticipated to complete by October approximate value £1m. Building Services to commence this new stream of work and progress diligently. Monitoring of progress and spend will highlight any need for alternative action.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 4**
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **31 July 2016**

PERIOD **4**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
3 Defective Structures/Component Renewals (Stewart Paton)						
Project Life Financials	2,047	1,204	59%	1,914	(133)	-6%
Current Year Financials	768	59	8%	768	0	0%
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 nearing completion to 12 Kirkoswald Dr, following which the recant of this address and the decant of the next property (33 Mossgeil) will take place. Past experience has shown that this process can be problematic and lengthy. Works to 204 Montrose Street will commence after Mossgeil.

Mitigating Action

Project team will endeavour to complete 12 Kirkoswald Dr as soon as possible to allow recant/decant to commence. 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.

4 Environmental Improvements Works						
Project Life Financials	1,405	148	11%	1,426	21	1%
Current Year Financials	1,405	148	11%	1,426	21	1%
Project Description	This budget is to enable continued planning and programming of environmental projects such as paths, car parks and landscaped areas under the curtilage of housing management.					
Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	31-Mar-17	

Main Issues / Reason for Variance

Tender costs for Dennystoun Forge were returned in excess of budget. Increased costs in relation to fencing specification and size of caravan gates. Further revisions to fencing may offer potential savings to contract. In addition, some tenants of site do not require all new proposed fencing therefore a potential reduction on overall fencing may realise further savings. Currently additional site clearances in relation to trees/shrubs are more than anticipated, this will also contribute to additional costs. Works are progressing and output is satisfactory in relation to DLO Safe Paths with 66 complete with 130 in progress and Roads Environmentals with 6 planned and 3 in progress. The Environmental Renewal Works out of 60 planned, 14 are complete with 13 in progress, it is anticipated that these budgets will be spent.

Mitigating Action

None required at this time.

Anticipated Outcome

Project to complete and spend by year end

TOTAL PROJECTS AT AMBER STATUS						
Project Life Financials	7,790	1,856	24%	7,518	(272)	-3%
Current Year Financials	6,351	711	11%	6,372	21	0%

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 5

MONTH END DATE **31 July 2016**

PERIOD **4**

	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%	(2,000)	0	0%
	Project Description	This resources relates to the Scottish Government grant funding towards new build council house programme at Central Bellsmyre and Hill Street.					
	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						
	Mitigating Action						
	None required at this time						
	Anticipated Outcome						
	Not applicable at this time						
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.						

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 5

MONTH END DATE 31 July 2016

PERIOD 4

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
3	**Other Grants/Contributions**						
	Project Life Financials	(604)	(151)	25%	(755)	(151)	25%
	Current Year Financials	(604)	(151)	25%	(755)	(151)	25%
	Project Description	This resource relates primarily to the grants and other contributions received in relation to energy efficiency works, owner occupier contributions and (for reporting purposes) GS contribution re IHMS					
	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						

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF RESOURCES

APPENDIX 5

MONTH END DATE 31 July 2016

PERIOD 4

	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)	(2,522)	11%	(36,430)	(12,804)	54%
	Current Year Financials	(23,626)	(2,522)	11%	(19,352)	4,274	-18%
	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	(41,240)	(28,339)	69%	(28,267)	12,973	-31%
	TOTAL RESOURCES						
	Project Life Financials	(81,783)	(36,016)	44%	(82,051)	(268)	0%
	Current Year Financials	(29,029)	(2,878)	10%	(24,906)	4,123	-14%

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Director – Transformation and Public Service Reform

Council: 31 August 2016

Subject: West Dunbartonshire Council Annual Report 2015/16

1. Purpose

1.1 The purpose of this report is to provide members with the West Dunbartonshire Council Annual Report 2015/16.

2. Recommendations

It is recommended that members note the annual report provided.

3. Background

3.1 This annual report fulfils part of the Council's requirement to produce a Public Performance Report. However it is designed to ensure it is relevant and easy to read for a wide audience. Audit Scotland's Direction and Guide sets out the public performance reporting (PPR) requirements for local authorities to be published by March 2017 for the financial year ending 31 March 2016.

3.2 Through these PPR requirements the Council should provide information relating to Corporate Management (SP1), Service Performance (SP2), as well as strategic priorities and the Local Government Benchmarking Framework.

3.3 Each year Audit Scotland evaluates the Council's PPR in terms of quality and depth of information. The most recent evaluation, reviewing the 2014/15 PPR, continues to be positive regarding the accessibility of the Annual Report and supporting publications.

3.4 Prior to 2013/14 a summary report on progress has been prepared as part of the Council's PPR requirements. This report 'Measuring Up' was designed to provide an easy to read and accessible summary of overall performance across all areas of corporate management and service performance.

3.5 A year-end performance report on both the SPI suite and Strategic Plan is also being considered by Council at this meeting. A clear commitment has been made to publish a comprehensive suite of information on delivery against strategic priorities through PPR duties, including all information considered by Council today along with additional service specific data.

4. Main Issues

4.1 The Annual Report approach developed in 2013/14 is a more comprehensive and refined version of the previous approach to reporting performance. Alongside updating on progress towards delivery of the strategic priorities it details the key achievements made across support areas such as finance, ICT, assets and people. The Annual Report also details the key mechanisms for gathering feedback from our customers and communities and the lessons we are learning from this.

4.2 The Annual Report is one element of a comprehensive approach to public performance reporting for the Council. In depth reports will continue to be prepared and published on key performance indicators from the strategic plan, statutory performance indicator suites 1 & 2, and the Local Government Benchmarking Framework.

4.3 The performance page of the Council website will host a comprehensive suite of PPR material covering all areas detailed in paragraph 4.2 above. This will allow anyone who wishes more information on areas highlighted in the Annual Report to drill down to a significant level of detail.

4.4 This model of reporting is in line with the Audit Scotland Direction and Guide, which lays out the SPI reporting requirements for Councils. It also fits well with the Accounts Commission paper on the evaluation of PPR, which recommends an overview style report with supporting detailed information.

5. People Implications

5.1 There are no personnel implications from this report.

6. Financial Implications

6.1 There are no financial implications from this report.

7. Risk Analysis

7.1 The content of this report forms a core element of the Council's public performance reporting (PPR) for 2015/16. Failure to gather and report on delivery in this way may result in the Council not fulfilling its PPR commitments as set out in Audit Scotland's Guide.

8. Equalities Impact Assessment (EIA)

8.1 No issues were identified in relation to this report.

9. Consultation

9.1 All services were consulted and contributed to the preparation of the Annual Report 2015/16.

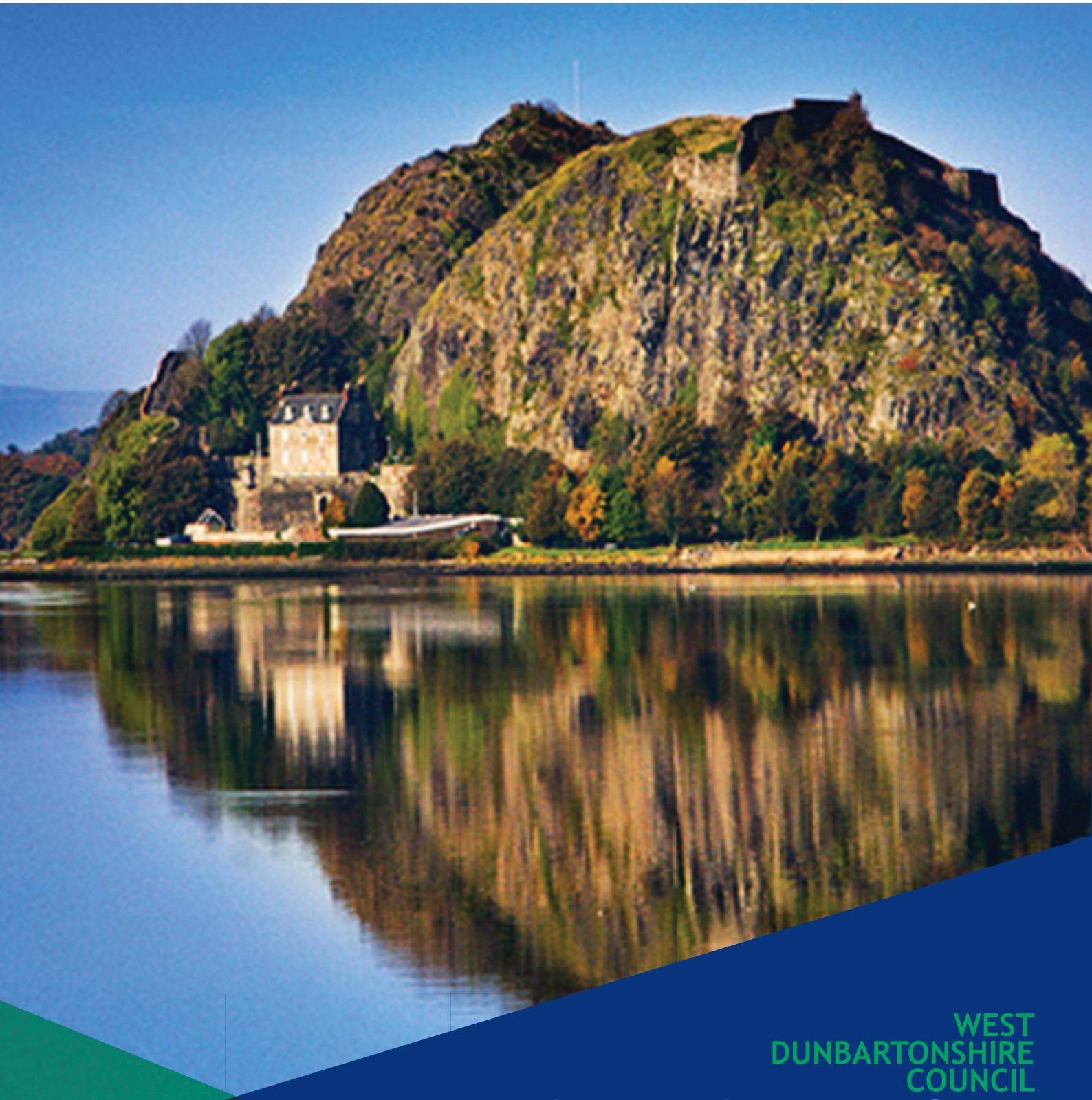
10. Strategic Assessment

10.1 The Annual Report summaries Council performance against all its strategic objectives and the success factors which enable services to deliver on these.

Angela Wilson
Strategic Director
Date: 1 August 2016

Person to Contact:	Amanda Coulthard – Corporate & Community Planning Manager Council Offices, Garshake Road Tel: 01389 73(7271) Email: Amanda.Coulthard@west-dunbarton.gov.uk
Appendices:	Appendix 1: West Dunbartonshire Council Annual Report 2015/16
Background Papers:	none
Wards Affected:	All Wards

West Dunbartonshire COUNCIL



WEST DUNBARTONSHIRE COUNCIL

ANNUAL REPORT 2015/16

This year's report

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BUILDING A BETTER
WEST DUNBARTONSHIR
MORGAN SINDALL
hub

Foreword

We're continuing to Build a Better West Dunbartonshire and 2015/16 was a year of major progress for the area and our residents

We have used a clear vision and big ambitions to transform our area, generate growth and deliver enhanced economic prospects for our communities.

There have been many milestones in the last year with work starting on a number of major projects which will make lives better for our residents and improve the way the Council delivers its services.

Our commitment to give our children and young people the best start in life saw the Council forge ahead with its school regeneration programme which has already moved thousands of children from old buildings into state-of-the-art schools constructed for 21st century learning. In 2015/16 work began at both Kilpatrick School and at the new Bellsmyre Education Campus incorporating the area's first co-located primary schools and an early learning centre.

Plans to construct an education campus in Balloch were approved and we also completed the Council's first major school refurbishments benefiting over 300 pupils in Bonhill.

Construction is well underway on Dumbarton's new care home and day centre which will better meet the needs of our elderly residents whilst also promoting their independence. Plans are in place for a similar facility in Clydebank, which will form part of the multi-million pound redevelopment of Queens Quay and will be built alongside further leisure and retail developments.

We also listened to residents by investing in play and sporting facilities which will improve the wellbeing of our communities with new play parks launched across the area, and agreed to build new 3G pitches.

Improving housing is a key priority and we continue to work in partnership with tenants to achieve this. In 2015 we completed our latest new build Council housing in Brucehill, and also continued to invest more than the Council has ever previously done in our existing homes to benefit even more tenants.

As a Council we recognise that job creation is critical to the regeneration of the area and through our Working4U and Working4Business teams we have created over 2,000 jobs, including apprenticeships, and supported new businesses to launch. We are revitalising our town centres in Alexandria, Clydebank and Dumbarton, and have backed this up with a £12m Regeneration Capital Fund to further improve economic growth.

During the coming year we will continue to deliver for our residents and will seize every opportunity to Build a Better West Dunbartonshire.

Martin Rooney

Councillor Martin Rooney
Leader of the Council

Introduction

Challenging, exciting, rewarding

For me these three words sum up 2015/16 for West Dunbartonshire Council.

Each year the annual report provides the opportunity to reflect on progress and performance and detail the work which we have undertaken to achieve our vision of **'A prosperous West Dunbartonshire recognised as a dynamic area within a successful Scotland'**.

While the economic climate continues to be uncertain across Scotland and the UK, we are responding to the challenges we face now and in the future. We have updated our financial strategy and are continuing to identify and embrace new ways of working to provide the highest quality services to our residents in the most efficient way.

Through careful financial planning and management we have been able to embark on a £100million capital investment programme and work is underway on a number of key projects.

A series of developments were completed in 2015/16 including new schools and Council housing and work began on the first of two new care homes which will improve the lives of our elderly residents. There was also the announcement that we would be developing new offices in the heart of Dumbarton and Clydebank, a move that will help generate savings for our residents and will also help reinvigorate our town centres.

As an organisation we are privileged to have the opportunity to change lives every day and as a workforce we are committed to rise to that challenge. Within this report you'll find details of how we use our resources to ensure we deliver on our priorities, and information on how we allocate funding.

While the Annual Report focuses on the progress made in 2015/16, it also provides an opportunity to highlight some of our ambitions going forward. We are continuing with our plans to regenerate the area with the Clydebank waterfront area of Queens Quay identified as a key priority for 2016/17. In addition to this we are working with a number of neighbouring Local Authorities as part of the Glasgow City Region City Deal, focussing locally on the development of the former Exxon site between Bowling and Dumbarton.

The new Clydebank Leisure Centre will open next year, work continues on several schools, and further regeneration activity is underway as a result of the four successful Charrettes held across West Dunbartonshire.

While I recognise that there are challenges in the years ahead, there are also many opportunities and as a Council we're determined to grasp these.

It's an exciting time for the area, and I'm looking forward to seeing our plans come to fruition over 2016/17 and beyond.

Joyce White

Joyce White, Chief Executive

St. Peter's Primary School

Our vision

The Council is committed to creating

*"A prosperous West Dunbartonshire recognised as a dynamic area within a successful Scotland.'**

To achieve this we identified five priority areas which will improve West Dunbartonshire and the lives of its residents.

These are:

- Improve economic growth and employability
- Improve life chances for children and young people
- Improve care for and promote independence with older people
- Improve local housing and environmentally sustainable infrastructure
- Improve the wellbeing of communities and protect the welfare of vulnerable people

This report provides information on what was achieved in 2015/16 to contribute towards these priorities.

This report also outlines how well the Council operated during the same period. This will include demonstrating that local taxpayers money was spent as efficiently and effectively as possible; that Council buildings and facilities were fit for purpose; that the organisation adopted the most appropriate information technology; and that employees were committed and dynamic.

*West Dunbartonshire Council 2012/17 Strategic Plan

BUILDING A BETTER WEST DU

Council voted to build a new education campus in Balloch for Haldane and Jamestown primary schools

Construction began on the new sports facility at Argyll Park

Council approved plans to redevelop Mitchell Way, Alexandria, with a supermarket and new homes

Opened a new St Ronan's Primary School

Opened a new Lennox Primary School

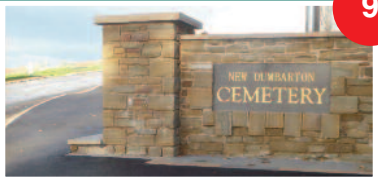
Opened 13 new workshops at Vale of Leven Industrial Estate

Committed to building a new state-of-the-art Our Lady and St Patrick's High School

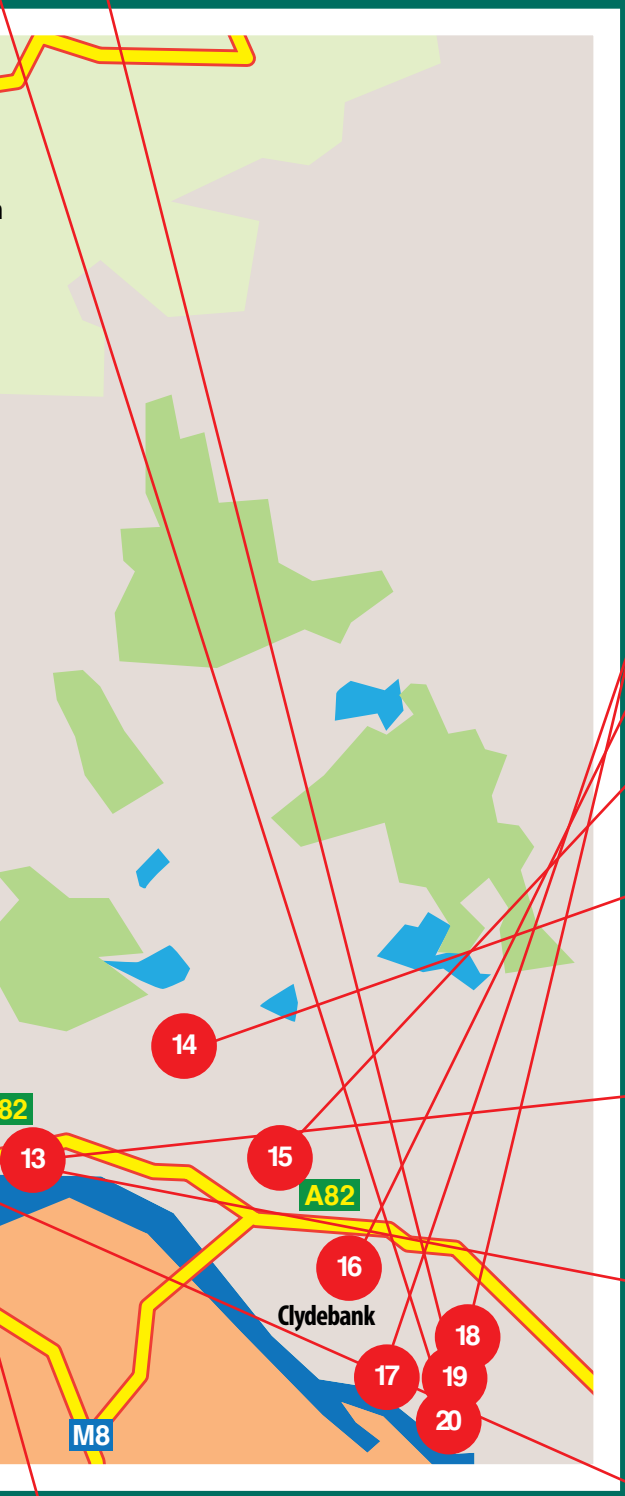
Construction work began on a new Aitkenbar PS, St Peter's PS and Early Learning Centre campus

Building work began on the new leisure centre in Clydebank

Council opened the new Dumbarton Cemetery in Garshake Road



UNBARTONSHIRE IN 2015/16



19

Council completed its move to the new Council Office in Clydebank

18

Council committed £500k to renovate Clydebank Library

17

Work began to transform the Queens Quay site to prepare for redevelopment

16

Construction work began on the new Kilpatrick Secondary School and centre

15

Began upgrading work on Kilmaronock and North Dalnottar cemeteries

14

Created a number of new play areas across West Dunbartonshire

13

Council progressed plans to undertake a £28m regeneration of the former Exxon site, Bowling

12

Construction work began on the improved sports pitch at East End Park

10

Building work began on the new elderly care home and day care centre in Dumbarton

11

Preparatory work for the new Council offices in Dumbarton began

Our Strategic Priorities

Improve economic growth and employability

Working4U

The Council has done more than ever before to help residents seek, secure and sustain employment and also supported local businesses to launch and grow.

To support people into work we have:

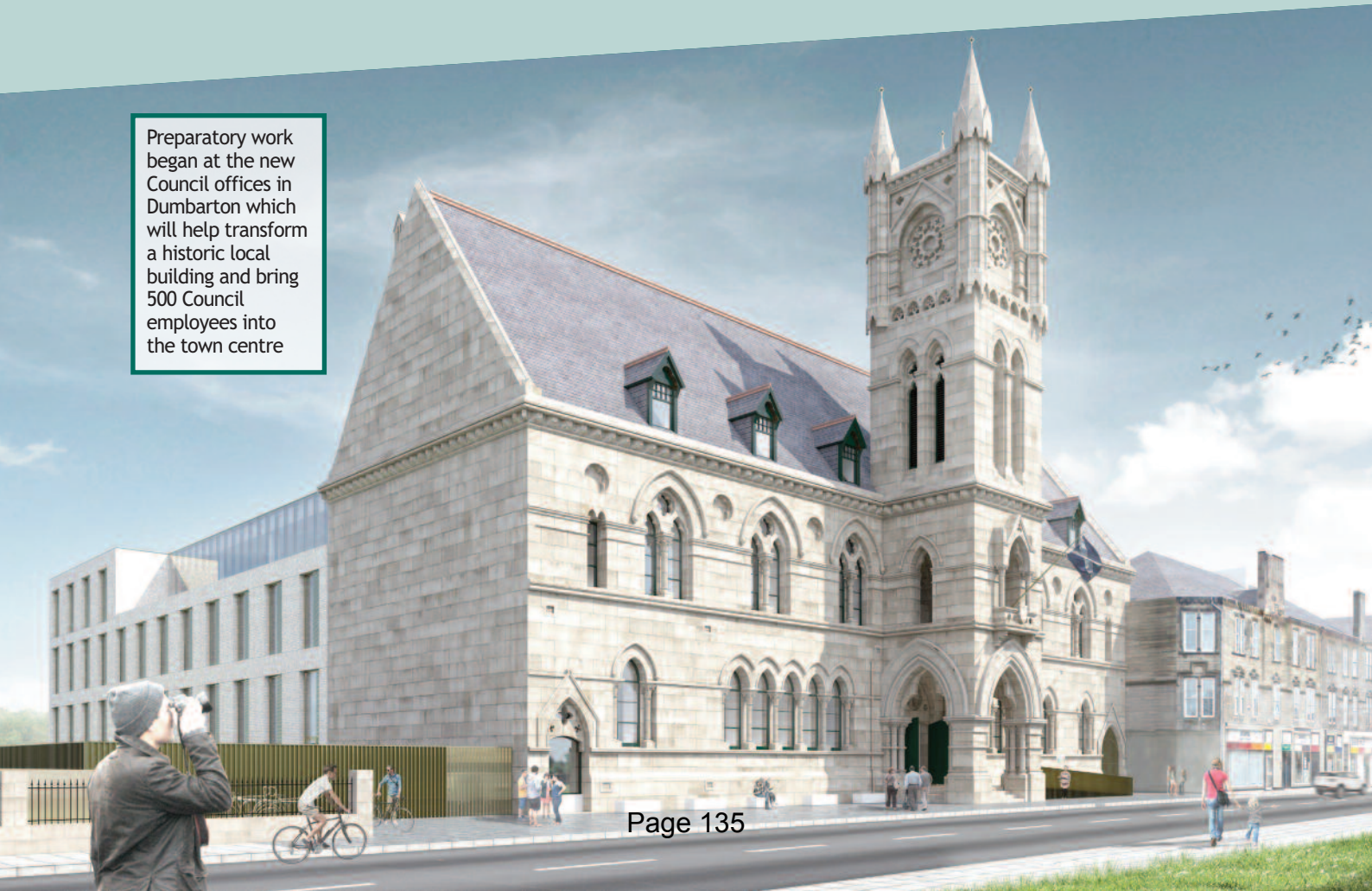
- Helped more than 300 residents into jobs in 2015/16
- Employed 80 Modern Apprentices in various professions including construction, childcare and digital media
- Supported 23 young people into apprenticeships within the private sector
- Launched a Council graduate scheme and supported three young people into posts
- Helped 3,000 people into training or to secure employment through the innovative West Employability Hub

To encourage economic growth we have:

- Assisted 179 businesses with grant support to help them to grow and create local jobs
- Provided 152 business employees with a training grant to assist with costs
- Provided 79 businesses with a start-up grant
- Supported 181 businesses with start-up assistance and gave 34 businesses with growth potential one-to-one support

To regenerate our area we have:

- Committed £15.6m towards the major development at Queens Quay in Clydebank
- Selected a developer to take forward the redevelopment of Mitchell Way, Alexandria
- Progressed plans for the regeneration of the former Exxon site at Bowling as part of the Glasgow City Region City Deal Initiative
- Commissioned designs for Dumbarton Waterfront Walkway in conjunction with landowners
- Secured £1m from the Scottish Government's Regeneration Capital Grant Fund to support the Clydebank Community Sports Hub project in Whitecrook, Clydebank
- Approved action plans to deliver on the Charrettes for Dumbarton Rock and Castle and Clydebank Town Centre. Projects include floodlighting Dumbarton Rock and Dumbarton Bridge and improving the A814 between Clydebank town centre and Queens Quay
- Completed new workshop units at Vale of Leven Industrial Estate
- Completed the Balloch charrette and secured £2m from Sustrans to fund the upgrading of A814 and other projects



Preparatory work began at the new Council offices in Dumbarton which will help transform a historic local building and bring 500 Council employees into the town centre

Our Strategic Priorities continued...

Improve life chances for children and young people

Ensuring our children and young people have the best start in life is critical to much of what we do locally. We understand the impact that early years have on lifelong outcomes and are dedicated to getting it right for every child.

To ensure our young people achieve and attain we:

- Allocated a budget of £90million to deliver education services for early years, primary secondary and additional support needs
- Opened two new school buildings in Bonhill, Lennox and St Ronan's Primaries
- Supported our pupils to achieve the best exam results in West Dunbartonshire history with 97% of pupils passing
- Secured an additional £4million from the Scottish Government to improve educational attainment
- Ensured West Dunbartonshire is among the top three Council in Scotland for the number of its pupils from deprived backgrounds gaining five or more Highers
- Successfully introduced free school meals for P1-P3 - providing more free meals than ever before to local children
- Introduced projects to improve literacy and numeracy to close the attainment gap between the most and least disadvantaged children and young people

To support our children, young people and families, we:

- Tested new supports for smoking cessations services in maternity provision
- Provided parenting supports to those who need it
- Ensured key partners understand their corporate parenting duties
- Progressed work on ensuring children meet their developmental milestones - an aim of the national Early Years Collaborative. 76.3% of children met their milestone at their 27 - 30 month child health review
- Increased the proportion of children and young people looked after in the community to 90.6%, a key aim of our corporate parenting strategy

Improve care for and promote independence with older people

Our older residents have built our communities and through West Dunbartonshire Health and Social Care Partnership we are continuing to ensure they can live as independently as possible for as long as possible.

To support our older residents the HSCP has:

- Met the Scottish Government hospital discharge target in 11 months of 2015/16
- Carried out 5,089 visits through our Out-of-Hours District Nursing Service - 43% of which were unscheduled
- Provided more than 8,600 hours of home care services each week to residents aged 65+
- Achieved positive feedback from clients. 99% said Home Care improved their quality of life. 98% of clients agreed or strongly agreed that the Care at Home Service made them feel safer in their home
- Achieved positive scores for our older people's residential care homes from the Care Inspectorate in 2015/16
- Started construction of a new care home and day centre in Dumbarton
- Committed to building a new care home in Clydebank
- Assisted an increased number of local carers (1,306) with 80% saying they felt supported
- Supported 97.8% of people aged 65 or over assessed with complex needs were to live in a homely setting

Our Strategic Priorities continued...

Improve local housing and environmentally sustainable infrastructure

Housing

Our commitment to our residents and tenants is 'More Homes, Better Homes' in West Dunbartonshire.

In line with this commitment, we have:

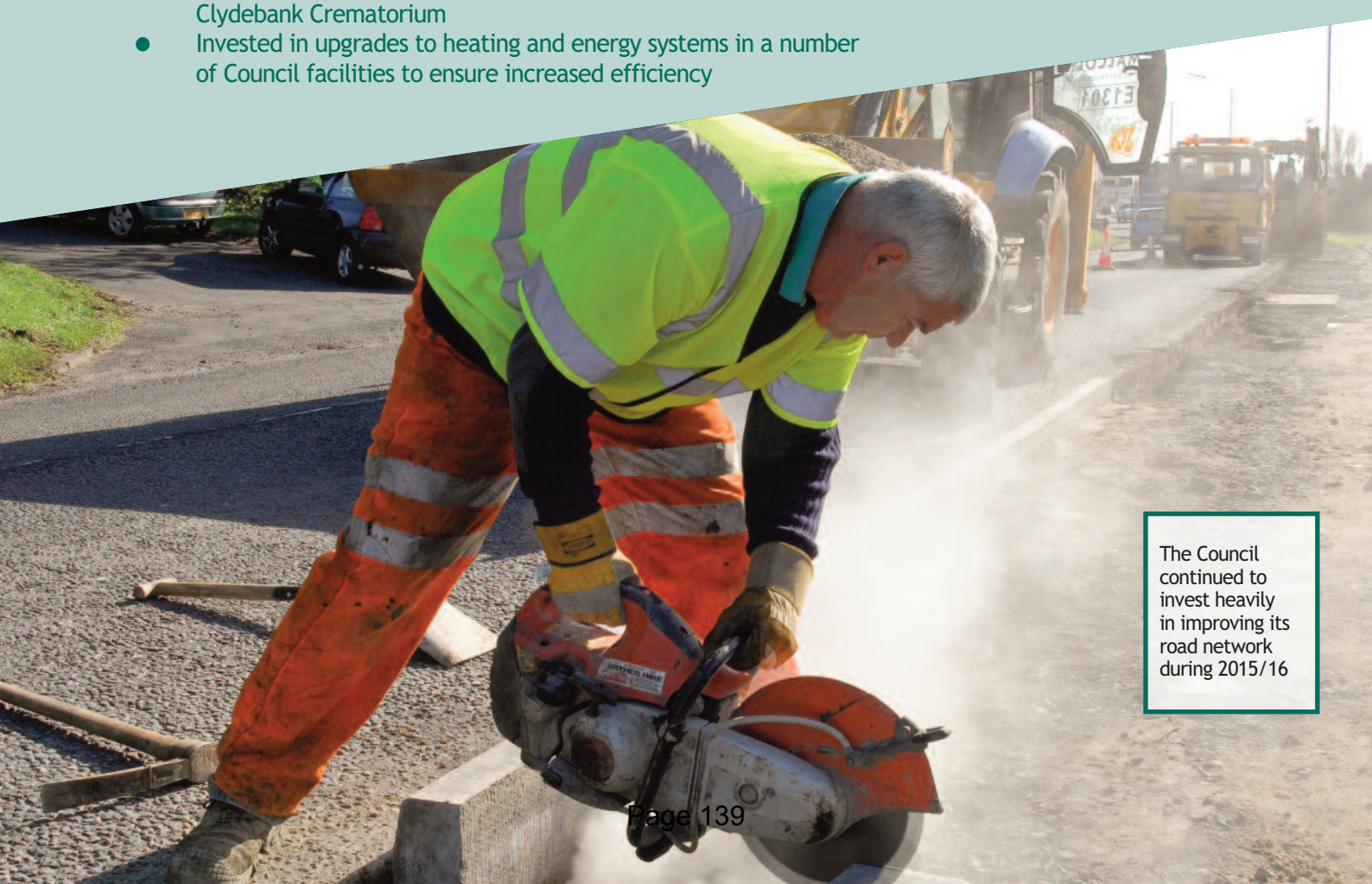
- Completed a new build Council housing development in Brucehill with 37 new homes
- Became the first local authority in the country to introduce a new build standard for new homes
- Committed to ensuring our homes meet new energy efficiency standards by 2020
- Agreed a £114m housing capital investment programme to continue to improve our stock to ensure it meets the aspirations of our tenants
- Increased tenant satisfaction with our overall housing services to 84% - up from 65% in 2010
- Reduced homelessness by 11% with a focus on prevention
- Completed thousands of improvements and repairs to homes with 93% of tenants satisfied with the service and 94% of reactive repairs completed Right First Time

The new housing development at Brucehill features homes built to the high specifications and standards of energy efficiency

Environmental Improvements
We are making West Dunbartonshire a better place to live for all residents.

To support this we have:

- Invested £3.5million in the successful Knowle Burn Flood Prevention Scheme to protect homes from flooding
- Increased recycling rates to 47% - up from 44% the previous year
- Committed £6million to street cleaning, parks and grass cutting
- Committed £6million for repairs and improvements to West Dunbartonshire's roads
- Converted 20,000 street lights to energy efficient LED
- Opened a new cemetery in Dumbarton and completed a £1.5million refurbishment at Clydebank Crematorium
- Invested in upgrades to heating and energy systems in a number of Council facilities to ensure increased efficiency



The Council continued to invest heavily in improving its road network during 2015/16

Our Strategic Priorities continued...

Improve the wellbeing of communities and protect the welfare of vulnerable people

We've continued to support our residents to live healthier and happier lives. We are fully committed to protecting those local people who may be at risk of harm.

To achieve this we have:

- Increased attendances at both the Meadow Centre and Vale Swimming Pool
- Began construction work on Clydebank's new £22million leisure centre
- Increased attendance at the swim development programme by 10%
- Provided free school milk and increased the threshold for free school meals and school uniform grants
- Continued to provide targeted support to vulnerable young people and their families with a 31% reduction in the number of under 16s referred to the Children's Panel
- Assisted more than 5,000 vulnerable residents by offering grants, support and advice
- Provided £1.7million in Discretionary Housing Payments to help over 3,000 residents who were struggling to pay their rent
- Delivered new play parks in Renton, Old Kilpatrick and Old Bonhill and committed to developing new sports facilities in Alexandria, Dumbarton and Clydebank
- Provided gym sessions with a trained instructor to residents with visual impairments, for no additional cost to their membership
- Utilised our Early Effective Intervention process to help 207 under 18-year-olds who had committed an offence. This faster support helped young people avoid the youth and criminal justice process and reduced their chances of re-offending
- Further developed an Early and Effective Approach to domestic abuse
- Successfully supported 10 Syrian families to settle in the area

Assisted more than
5,000
vulnerable residents by offering grants, support and advice

How we use Our Resources

West Dunbartonshire Council is an improving Council, with services better run and better performing now than at any point in its history. This is reflected in feedback from our external auditors.

Services are being modernised and improved, and employees are adapting to the new challenges they face. To support this continuing focus on improvement the Council has created the **Be the Best** strategy which has three key ambitions:

- Continuously improve our services
- Provide excellent customer services
- Continuously develop ourselves as employees

BE THE BEST

More than 200 employees were recognised for their contribution to the Council and community as part of our employee recognition scheme

Strong financial governance and sustainable budget management

The Council needs to pay the running costs of the valuable services it provides, and invest in development projects such as new schools, care homes and housing. Each year the Council sets out its budget detailing how it will manage its finances over the coming year.

- In 2015/16 our officers successfully controlled expenditure with the General Services account showing an underspend of £2.22million
- Collected 94.5% of Council Tax owed which helped deliver Council services
- Invested £217million to provide Council services - the largest of which was education
- Invested £69million to deliver capital projects including improvements to roads, schools and housing
- Invested £40million from the Housing Revenue Account to deliver housing services to 10,500 local tenants

Financial Strategy

The Council also refreshed its long term financial strategy in August 2015 to identify and account for future financial challenges.

The approach has allowed the Council to plan to invest additional money in the following services between 2015 and 2017:

- £1.3m in residential care to create 30 new older people bed spaces
- £816,000 extra for more Home Care support to vulnerable adults
- £360,000 to support up to 640 children with free school meals and clothing grants
- £300,000 additional investment in the Council's Employability Programme, bringing the total to £550,000 each year
- £270,000 over three years to expand Breakfast Clubs
- £267,000 investment in two Mental Health officers over three years

Corporate Services	9p
Education	41p
HSCP Social Work	27p
HEED	14p
Other costs	3p
Loan charges	5p
Requisitions	1p

- £164,000 to increase the Education Maintenance Allowance grant by £10 per week
- £150,000 to Community Planning West Dunbartonshire to tackle domestic abuse and other forms of violence.

Fit-for-purpose estate and facilities

To ensure our properties are efficiently managed, we continually review all of our operational accommodation, identifying problems at an early stage and prioritise repairs and other works.

We have:

- Invested in buildings with the number of operational accommodation in a satisfactory condition up 3% on last year
- Updated the 10-year Capital Programme in February to enable major investment in upgrading buildings, infrastructure and regeneration across communities
- Committed to achieving the Energy Efficiency Standard for Social Housing for all our homes

How we use Our Resources continued...

Innovative use of information technology

The Council's continued investment in IT has been a key enabler for many changes.

In 2015/16 we:

- Committed £5.5million to improve the Council's IT infrastructure
- Continued to improve the Council website and achieved the maximum 4* SOCITM rating
- Improved our procurement and automated services, saving over £700k per year
- Launched a fully responsive employee intranet which can be used via desktop, tablet or mobile and can be accessed from home
- Increased our social media audience by 4,850 and now have the fourth largest Council Facebook page in Scotland

Committed and dynamic workforce

During 2015/16, the Council continued to work proactively in partnership with our Trades Unions to develop and implement a wide range of policies, schemes and employee centred initiatives aimed at creating a positive, engaged workforce.

These included:

- Introducing a Cancer Support Policy
- Introducing the Equality and Diversity in Employment policy
- Updating our policy on supporting reservists
- Introducing a new Occupational Health provider improving access to counselling and support for staff
- Enhancing the online training and development opportunities available to staff
- Supporting 492 employees to complete customer service training with 39 employees gaining the Customer Service Professional Qualification (CSPQ)
- Improving the Employee Recognition Scheme to celebrate staff who go the extra mile for residents or their colleagues

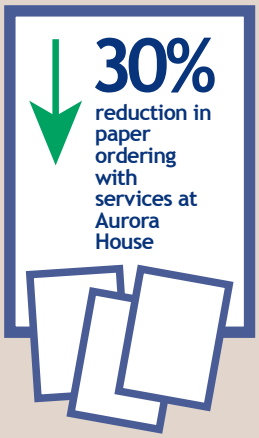
Workplace of the Future project has relocated

550+

staff across existing and re-furbished office locations

50%

reduction in office floor space from Rosebery Place to Aurora House



30%

reduction in paper ordering with services at Aurora House

Feedback and Customer Satisfaction

Gathering feedback from the people who use our services gives us valuable information about their quality and helps us identify areas for improvement as well as areas of best practice.

Our local Citizens' Panel has over 1,400 members over the age of 18, drawn from the population of West Dunbartonshire.

This year they told us:

- 92% of residents feel their neighbourhood is a good place to live
- 81% feel safe in town centres
- 70% were satisfied with the local area
- 72% of people see a vibrant town centre as important, including a range of good quality shops and other facilities
- 90% of local residents support improvements to local parks - especially linked to the Dumbarton Rock and Castle Charrette plan
- 86% agree the Council, and partners, listen to feedback when developing/changing services

We are committed to providing high-quality services but occasionally things go wrong and it's important that we act quickly to resolve them. In 2015/16, 94% of complaints were resolved at stage 1 - which is the earliest opportunity of resolution.

West Dunbartonshire Council was one of the first councils in Scotland to introduce a monthly telephone satisfaction survey to collect the views of 100 randomly selected residents. The annual report for 2015 shows overall satisfaction with services at 93% and satisfaction for all areas maintained or improved compared to the previous year.

Your Community

Your Community is a new model of delivering services in local areas by working in partnership with local communities to improve local areas. A pilot project was launched in Alexandria and the model is now being rolled out on a phased basis across all areas in West Dunbartonshire.

During 2015/16 work has been taken forward in Alexandria, Parkhall, North Kilbowie & Central Clydebank, Dumbarton West, Balloch and Haldane, Clydebank East, Dumbarton North and Bonhill and Dalmonach. Open days and conversation café style events have taken place and action plans will be developed.

In 2016/17 the Council is investing £1million to further support the expansion of Your Community and help deliver on the community-led activity and improvements to local neighbourhoods.

YOUR community
make your voice heard

Overview of Performance

We're committed to measuring our performance against local and national benchmarks and sharing that information with our residents.

We measure our performance against our Strategic Plan; statutory Performance Indicators (PIs) and the Local Government Benchmarking Framework (LGBF).

Based on the Strategic Plan PIs we measured in 2015/16, 15 met or exceeded their targets, a further 13 narrowly missed their target, and 4 missed their targets.

Of our key performance indicators, 48 met or exceeded their targets, a further 32 narrowly missed their targets and 11 missed their targets.

Our performance in 2015/16 against other local authorities will be available in February 2017 online at:
www.improvementservice.org.uk/benchmarking

Awards and recognition

In 2015/16 West Dunbartonshire Council was recognised nationally for its services in the following ways:

MOD Reservist Support	MOD
Best for all Stages of Fatherhood Award	Employers for Working Families Awards
Gold sportscotland School Sport Award	sportscotland
Special Integration Award	NHS Scotland
Established Award	Carers Scotland
Amazing Things Educational Award	West Dunbartonshire Council
'Carer Positive'	Carers Scotland
Commended: Innovation in Social Care	MJ Awards
Commended: Public Health Partnerships	MJ Awards
Gold Winner: Internal Communications Campaign - Be the Best Campaign	CIPR Awards
Gold Winner: Scottish Public Sector Team of the Year	CIPR Awards
Silver Winner: Community Relations Campaign Do the Right Think Litter Campaign	CIPR Awards
Finalist: Best Publication - WDC Talk newspaper	CIPR Awards
Finalist: Public Sector Campaign - Do the Right Thing Litter Campaign	CIPR Awards
Finalist: Palliative Care	Scottish Health Awards
Winner: Leadership Pamela McIntyre - Prescribing Lead HSCP	Scottish Health Awards
Winner: Health and Social Care Integration Award: Palliative Care Programme	Herald Society Awards
Finalist: Legacy 2014 Award (Vitality Plus)	Herald Society Awards
Finalist: Building Cleaning	ASPSE Service Awards 2015
Finalist: Environmental Health	ASPSE Service Awards 2015
Finalist: Parks, Open spaces and horticultural services	ASPSE Service Awards 2015
Finalist: Parks, Open spaces and horticultural services	ASPSE Service Awards 2015
Finalist: Street Cleansing	ASPSE Service Awards 2015

Awards and recognition continued...

Finalist: Street Cleansing	ASPSE Service Awards 2015
Winner: Exceptional Contribution Award 2015 (HSCP)	Scottish Mentoring Network Awards 2015
Justice Project of the Year 2015	Scottish Mentoring Network Awards 2015
Winner: Communication Award - Doing the right thing	Scottish Mentoring Network Awards 2015
Finalist: Policy Development Award - We Care that You Care Policy	Scottish Public Service Awards 2015
The Carers Scotland Best for Carers and Eldercare Award	Working Families Scotland 2016
Winner: Overall NHSGGC Chairman's Award	NHSGCC Chairman's Awards
Bronze: Tackling Inequalities and Improving Health - Challenging Attitudes and Improving Learning	COSLA - Excellence Award 2016
Bronze: Local Matter- Proud2bWD - Engaging Customers through Social Media	COSLA - Excellence Award 2016
Silver Award: Defence Employer Recognition Scheme	Highland Reserve Forces' and Cadets' Association
Exemplary status Awarded:	
Carer Positive Scotland (1st Council in Scotland to receive this)	Carer Positive Scotland
Finalist: Graduate Programme Award	S1 Recruitment Awards 2016
Commendation: Best Use of Social Media	S1 Recruitment Awards 2016
Finalist: Literacy Across Learning - St Eunan's Primary School	Education Scotland Awards
Finalist: HSCP Prescribing	Scottish Sensory Awards
Finalist: Supported Gym Session	Scottish Sensory Awards
Silver Award: Working4U	CoSLA

Have Your Say

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WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Director – Transformation & Public Service Reform

Council: 31 August 2016

Subject: 2015/16 Year End Performance Report

1 Purpose

1.1 The purpose of this report is to :

- summarise progress in meeting the strategic priorities and specific objectives of the Strategic Plan 2012/17, for the period 1 April 2015 to 31 March 2016
- summarise year end performance against Statutory Performance Indicator Suites 1 & 2

2 Recommendations

2.1 It is recommended that members:

- review the content of this report
- note that the full suite of performance information will be published as part of annual public performance reporting.

3 Background

Statutory Performance Indicators

3.1 Audit Scotland's Direction and Guide sets out the performance information that local authorities should publish for the financial year ending 31 March 2016. Under two broad areas, SPI 1- Corporate Management and SPI 2- Service Performance, Council is required to publish a range of performance information sufficient to demonstrate that it is securing Best Value (in partnership with others where appropriate).

3.2 SPI 1 covers responsiveness to communities, revenues and service costs, employees, assets, procurement, sustainable development, and equalities and diversity. SPI 2 covers benefits administration, cultural and community services (covering at least sport and leisure, museums, the arts and libraries), planning (both environmental and development management), the education of children, housing and homelessness, protective services (including environmental health and trading standards), roads and lighting, and waste management services.

3.3 SPI areas related to child protection, social work, justice and community care are reported through the Health and Social Care Partnership annual performance report as these service areas are delivered by the partnership. A summary of these is attached at appendix 3.

3.4 In addition to SPI 1 and SPI 2, all Scottish councils are required to report performance on a range of specified indicators in the Local Government Benchmarking Framework (LGBF), also known as SPI 3. This suite of PIs enables councils to compare performance, identify best practice, learn from each other, and improve performance. Due to the timing of publication of this suite from Improvement Service 2015/16 data are not available until November 2016 so are not included in this report.

3.5 The LGBF indicators cover children's services, corporate services, adult social care, culture and leisure services, environmental services, housing services, corporate assets, and economic development. The most recent publication, covering 2014/15 was considered by Audit and Performance Review Committee in March 2015.

Strategic Plan

3.6 The Strategic Plan sets out the Council's priorities, identifying specific objectives and the performance indicators (PIs) that have been chosen to measure progress towards their attainment by March 2017. The objectives set out under Organisational Capabilities and Legitimacy & Support, called enablers, will help achieve the objectives under Social Mission.

3.7 Council approved the Strategic Plan 2012/17 on 26 September 2012 and agreed to report progress against objectives annually. This report is the fourth annual progress report.

4 Main Issues

Statutory Performance Indicators

4.1 The 2015/16 outturn for the PIs under SPI 1 and SPI 2 is summarised in Table 1 below:

Table 1: No. of PIs by Status	**Status**	**2015/16**
		No. (%)
Met or exceeded target		40 (52%)
Narrowly missed target		28 (37%)
Significantly missed target		9 (11%)
Not applicable (not included in % performance)		3
Total		**80**

4.2 A number of new PIs have been added to the SPI1 and 2 suite for 2015/16. This reflects the organisational desire to have full and robust public performance reporting (PPR). The additional data reflect the areas evaluation as requiring improvement in the Audit Scotland evaluation of 2014/15 PPR.

4.3 Of the 78 PIs for which year-end outturn is known, slightly over half met or exceeded their annual target and a further third narrowly missed their target. 11% significantly missed target.

4.4 As in the previous year (2014/15 reporting) there has been a reduction in the percentage of PIs which are significantly adrift of target. The increase has been in those PIs which have narrowly missed target with a slight reduction in the percentage of PIs meeting or exceeding target.

Strategic Plan

4.5 Throughout 2015/16, departments have been implementing their annual plans to deliver the strategic objectives of Council and meet the PI targets set for the year.

4.6 During this time the West Dunbartonshire Health and Social Care Partnership (HSCP) was also established. As a result of this the 8 PIs related to services delivered by the HSCP are now reported through the HSCP annual performance report and not through Council as was done in previous years. A summary of these PIs is attached as appendix 4 to this report.

4.7 Table 1 below summarises the status of the Council owned strategic plan PIs:

Status	**2015/16 performance**
Met or exceeded target	12 (45%)
Narrowly missed target	11(41%)
Significantly missed target	4 (14%)
Not yet available (not included in % performance)	5
Total	**32**

4.8 Data for the 5 PIs marked as not yet available will be added between August 2016 and February 2017 as published.

4.9 During 2015/16 the previous corporate and community planning team was restructured to create two distinct teams. The Policy, Planning & Performance (PPP) team was established to provide a greater degree of support to strategic directors, strategic leads and the chief executive in relation to performance management and improvement. The creation of a PPP business partner role has added capacity at a senior level in the organisation for the scrutiny and proactive management of performance in priority areas. In addition to this the monthly Performance Monitoring and Review Group has a focus on challenge in relation to performance scrutiny and improvement with the corporate dashboard reviewed regularly and additional performance reports considered as standing items.

5 People Implications

5.1 There are no personnel issues.

6 Financial and Procurement Implications

6.1 There are no direct financial or procurement implications associated with this report. However, there may be financial implications resulting from implementing appropriate remedial actions to address the performance issues identified in this report.

7 Risk Analysis

7.1 This report demonstrates that the Council has robust processes in place to manage and improve performance.

8 Equalities Impact Assessment (EIA)

8.1 An EIA is not appropriate for this report. However, in developing policies and actions to deliver the strategic objectives, services must consider the impact they may have on equalities groups.

9 Consultation

9.1 All departments were consulted to establish the set of PIs that comprise the Strategic Plan Scorecard, SPI 1 and SPI 2 and in completing the appendices.

10 Strategic Assessment

10.1 The Strategic Plan sets out the strategic priorities and specific objectives to be delivered over the period to 31 March 2017. The performance indicators that comprise SPI 1 and SPI 2 are reviewed annually in conjunction with departments to ensure that they provide appropriate measures across all strategic priorities and objectives (together with the PIs prescribed under SPI 3).

Angela Wilson, Strategic Director
Date: 2 August 2016

Person to Contact:	Amanda Coulthard E-mail: amanda.coulthard@west-dunbarton.gov.uk
Appendices:	**Appendix 1 – Year end SPI report 2015/16** **Appendix 2 – Year end Strategic Plan report 2015/16** **Appendix 3 – HSCP year end SPI report 2015/16** **Appendix 4 – HSCP strategic plan report 2015/16**
Background Papers:	**none**
Wards Affected:	All wards

SPI 1 & 2 Year End Performance Report 2015/16

West Dunbartonshire COUNCIL

SPI1	Responsiveness to Communities

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of Citizens' Panel (CP) respondents who agree that there is evidence that the Council and it's Community Planning partners listen to what they tell us in surveys on developing and changing the way we provide services	80%	79%	79%	86%	79%				This is a positive result which exceeds the target set.	80%	Suzanne Greer
Percentage of citizens who are satisfied with the Council website	N/A	82%	82%	91%	82%				We have increased our high satisfaction rate with our website.	85%	Jonathan Muir
The star rating received by the Council from SOCITM for the Council website	3	2	3	4	4				For the first time in council history we have achieved the maximum 4-star rating from the Society of Information Technology Management (SOCITM).	4	Jonathan Muir
Percentage of ICT incident calls fixed within 15 minutes of being raised	35.5%	33.25%	18.75%	18%	35%				Failed to reach target. Our Service Desk has now moved from being a Technical Service Desk that applied most fixes to being a Call Logging Service Desk that mainly logs the incidents and triages them on to the other support teams so that we can have our more experienced staff out on sites	35%	Damien Lynn

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									for our end users, therefore less calls are being closed by the Service Desk within the 15 minute window but a greater volume of calls overall are being resolved by 1st Line/Service Desk teams than previously. A more meaningful statistic is that 69% of all calls opened during 2015/2016 were closed by 1st line or the Service Desk but just not in the 15 minute timeframe. Total of 31537 calls raised for 2015/2016 - 21817 were closed by first line or the Service Desk.		
Percentage of all ICT calls (incidents and requests) raised during the year that were fixed by first line support	64%	62%	64%	69%	65%				Target met. Of the 31,537 calls raised in 2015/16, 21,817 were closed by first line support or the Service Desk staff up 5 percentage points on last year's figure.	66%	Damien Lynn
Percentage of complaints received by the Council that are resolved at Stage 1	N/A	72%	82%	94%	65%				750 of 796 complaints resolved at stage 1	70%	Stephen Daly
Complaints received per 1000 of population			8.5	8.8	8.5				Target narrowly missed. Work is underway in all services to review the information gathered from complaints and apply lessons from this. This should result in a reduction.		Stephen Daly

SPI1	Revenues and Service Costs

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Amount of free reserves as a percentage of the prudential reserve target - HRA	100%	100%	100%	100%	100%				The level of free reserves matches exactly the prudential target.	100%	Gillian McNeilly
Amount of free reserves as a percentage of the prudential reserve target - General services	120%	107%	136%	111%	100%				The level of reserves held is slightly higher than the prudential target.	100%	Gillian McNeilly
Proportion of outstanding sundry debt that is more than 90 days old from date of invoice	53.4%	53.94%	55.54%	66.5%	38%				Target not met, reviewing process to streamline and improve performance. The performance in 2015/16 is in line with the previous year performance. The target for 2016/17 has been revised to 57%. Various process improvements are being considered to further improve performance in this area.	57%	Ryan Chalmers
Revenue budget net of contingency fund compared to actual outturn at year end for General Services	98.59%	99.82%	99.42%	100.31%	100%				Although this outcome indicates an unfavourable variance, it should be noted that Council services collectively were underspent in the year by £2.216m. However, this was offset by a £2.87m top up to provisions, in particular for costs associated with transformational projects. In addition, it was agreed at February Council that £0.412m be used to part fund the 2016/17 budget.	100%	Gillian McNeilly
Revenue budget net of contingency fund compared to actual outturn at year end for HRA	98.59%	99.2%	97.6%	96.51%	100%				Actual net spend was slightly less than the budget agreed.	100%	Gillian McNeilly

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Cost of collecting council tax per dwelling £	£15.66	£13.31	£11.79	£10.26	£11.50				Target met.	£10.25	Ryan Chalmers
Percentage of income due from council tax received by the end of the year %	94.4%	94.52%	95%	94.55%	95.1%				Target not met. This was impacted by the introduction of Universal Credit, we have seen a drop in customers applying for Council Tax Reduction. As a result, we have identified staff who will monitor this and make early intervention with customers to ensure we maximise the customers entitlement.	95.2%	Ryan Chalmers

SPI 1	Employees

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of staff who have an agreed annual personal development plan	64%	71%	92%	95.5%	95%				Annual target met.	100%	Lorraine Mair
Percentage of Council employees who agree or strongly agree that the Council recognises and values the work that they do	N/A	64%	N/A	64%	75%				Senior leaders have pledged to deliver improvements in recognising and valuing employees. We introduced a new format for the annual recognition event for 200 employees which was well received. Further improvements have simplified the recognition nomination process and opened it up all year. In addition monthly and quarterly informal recognition activities have been introduced, again receiving positive feedback. A robust communication campaign is now regularly updating employees on progress.	75%	Linda Butler
Percentage of Council employees who agree or strongly agree that morale is good	N/A	66%	N/A	63%	70%				Internally senior leaders have pledged to deliver improvement actions such as increasing leader's accessibility including regular back to the floor visits. In addition we have improved the recognition framework; introduced new flexible leave supports for employees and put an increased focus on employee engagement when developing future service plans.		Linda Butler

Sickness absence days per teacher	6.88	5.28	6.57	6.78	5				The lack of improvement in teacher's absence is due to an increase in absence in the first 2 quarters of the year. From August, there was a consistent month on month improvement in teachers attendance.	5	Tracy Keenan
Sickness absence days per employee (excluding teachers)	13.45	12.9	14.01	13.06	8				Absence improved by 7%. This was assisted by a range of strategies implemented in year, including the revision and relaunch of the Attendance Management Policy, Wellbeing Charter and Manager Masterclasses.	7	Tracy Keenan

SPI1	Assets

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Proportion of operational buildings that are suitable for their current use %	86.5%	87.06%	88.6%	89.9%	85%				Performance increase to almost 90% - significantly above target. The Buildings Upgrade Programme amalgamated with closures and the co-location of schools contributed to the general improvement in this indicator	91%	Stuart Gibson
Proportion of internal floor area of operational buildings in satisfactory condition %	50.5%	55.24%	61.7%	64.04%	61%				In 2015/16 the target was exceeded by 3 percentage points. The use of our new scoring matrix to inform the Building Upgrades Capital Programme has resulted in a targeted approach to improving building condition.	67%	Stuart Gibson

SPI1	Procurement

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Annual spend with all contracted suppliers as a percentage of core spend	48.28%	56.76%	56%	64.78%	60%					75%	Ann Duncan; Andrew Gordon; Derek McLean; Annabel Travers
Annual Cash Savings target achieved		N/A	£703,184.01	£601,029	£332,000.00					£332,000.00	Ann Duncan; Andrew Gordon; Derek McLean; Annabel Travers
Procurement capability assessment score	44%	58%	60%	N/A	N/A	N/A	N/A	N/A	This PI has been replaced with the PCIP which will be measured in October 2016		Ann Duncan; Andrew Gordon; Derek McLean; Annabel Travers

SPI1	Sustainable Development

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of educational establishments achieving Eco-Schools Green Flag award	48%	52%	57%	68%	68%				The green flag assessment process from Keep Scotland Beautiful has changed. There is a new process which schools will need familiarise themselves with in the new session. This may have an impact on the number of schools who can achieve green flag in session 16-17. In light of this targets have been reviewed.	70%	Susan Gray
Tonnage of carbon dioxide emissions from Council operations and assets	32,961	31,931	31,451		31,476				The figure for 2015/16 will not be available until August 2016, this is to allow for the collation and validation data including energy bills which	28,385	Stephanie Williamson

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									are billed quarterly and waste data.		

SPI1	Equalities and Diversity

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of council buildings in which all public areas are suitable for and accessible to disabled people	50%	51%	55%	88.4%	57%				The percentage of council buildings in which all public areas are suitable for and accessible to disabled people increased in 2015/16 to 88.4%, exceeding the target of 57% set for the year. During the year, a complete review was undertaken of the methodology for the scoring matrix for this indicator. This was undertaken in conjunction with the Access	89%	Stuart Gibson

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									Panel, the Equalities Officer and Internal Audit.		
Percentage of Council employees who think the Council has a good or very good level of commitment to promoting equality and diversity	N/A	76%	N/A	75%	80%				This target has been revised downwards slightly to reflect actual performance The target was narrowly missed; since the time of the last survey a large number of equalities training and awareness sessions have been accessed by staff, this work will continue during 2016 and 2017, and should have a positive effect in this area.	90%	Ricardo Rea
The percentage of the highest paid 5% employees who are women	55.1%	55.32%	56.4%	56%	50%				Target achieved for 2015/16.	50%	Tracy Keenan

SPI2	Benefits Administration

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Gross administration cost per housing benefit case	£24.82	£24.85	£24.50	£23.09	£24.40				Target Achieved	£23.00	Ryan Chalmers
The time for processing applications for new claims from the date of receipt of the application to the day on which the claim is decided.	33	34.59	25.21	27.87	25				Target not met due to our performance in April and May which was hampered by the IT issues that affected the authority. This resulted in a	25	Ryan Chalmers

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									loss of 8 days processing and also issues around identifying cases that affected by the issues.		
The time for processing applications for notifications of changes of circumstances from the date of receipt of the application to the day on which the claim is decided.	6.4	7.71	7.38	5.66	6				Target met. Process is being reviewed to continue improvements and to consider impact of customers moving to Universal Credit.	5.5	Ryan Chalmers

SPI2	Cultural & Community Services										
Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Number of attendances per 1,000 population to all pools	4,078	4,128	4,107	4,213	4,294				The 2015/16 figure of 4213 is lower than the target of 4294 set for the year but higher than the previous year by just over 9,500 swims. There were increases in	4,360	John Anderson

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									attendances at the Meadow Centre and Vale Pool over the year. The Play Drome which saw a drop of just over 2,500 swims over the year. is scheduled to be replaced in early 2017.		
Number of attendances per 1,000 population for indoor sports and leisure facilities	4,172	4,788	4,966	4,829	5,179				There was an improvement in the attendances at the Vale of Leven Swimming Pool and the Alexandria cluster of Community Facilities. However, increased competition in Clydebank for gym and group fitness and the deterioration of the Play Drome has been a key factor in the decline of attendances for indoor sports and leisure.	5,018	John Anderson
Number of visits to/usages of council funded or part funded museums per 1000 population	968	1,027	1,095	1,580	980				An excellent year for online and in person visits, with an increase in online engagement, exceeding target	1,000	Gill Graham; Joe Traynor
Number of visits to/usages of council funded or part funded museums that were in person per 1000 population	280.1	704	609	575	115				Once again exceeding our annual target, our successful programme of permanent and temporary exhibitions has been extremely successful in terms of attracting coverage and visitors.	115	Gill Graham; Joe Traynor
Number of Library visits per 1000 population	6,529	9,341.83	9,482	9,962	7,100				In the last six months we have reviewed and improved the way we record and collate library statistics. In doing so we identified that during 2014/15 total number of visits were 1,009 higher	7,100	Gill Graham; John Rushton

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									than published. This improved methodology in the way we record and collate library statistics will now allow us to analyse and understand any changes to visitor figures more accurately.		
Percentage of the resident population who are borrowers from public libraries	20.5%	20.25%	20.58%	19.5%	22%				This slight reduction of c. 1% reflects a national trend in libraries away from traditional book borrowing with users increasingly tending to visit libraries to participate in community activities and access ICT facilities (including Wi-Fi).	22%	Gill Graham; John Rushton

SPI2	Planning

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Planning applications (major developments) - average number of weeks to decision	N/A	N/A	19.8	24.6	20				Failed to meet the target. This was due to two particularly complex applications reducing the average timescales. Achieving a permission for a major development within 6 months is good and almost half the Scottish average of 46.4 weeks.	20	Pamela Clifford
Planning applications (householder) - average number of weeks to decision	N/A	N/A	6.7	7.2	7				we narrowly missed the target. Performance during quarter 1 was lower than expected. However, recovered in Q2-Q4 where decisions averaged 6.4 weeks. The performance level for householder applications is good and well below the Scottish average of 7.5 weeks	7	Pamela Clifford
Planning applications (local development, excluding householder) - average number of weeks to decision	N/A	N/A	10.9	10.8	14				We exceeded the target. The performance level for local development is good and well below the Scottish average of 12.9 weeks.	14	Pamela Clifford

SPI2	Education of Children

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of school leavers into positive destinations (total of higher/further education, employment, activity agreement and training)	92.6%	90.9%	90.1%	88.6%	92.9%				The result is for school session 2014/15 - Scottish average was 92.9%	93%	Chris Smith

SPI2	Housing: Estate Management

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Number of new build social housing for rent	51	48	102	91	70				91 new build homes for social rent have been completed in West Dunbartonshire during 2015/16. Two schemes completed during the year: 54 units at Beardmore Place, Dalmuir (Cube HA) and 37 units at Brucehill, Dumbarton (WDC).	80	John Kerr 2
Average length of time taken to complete emergency repairs	3.27	3.64	3.84	3.81	3.8				Target narrowly missed although it was always recognised this would be very challenging based on the current limitations of our systems capabilities. We are confident once the Integrated Housing Management System is implemented we will achieve an improvement.	3.8	Martin Feeney
Percentage of reactive repairs carried out completed right first time		88%	95.72%	94.45%	96%				A reduction in last year's performance figure. We anticipate similar performance will be achieved until the installation of the Integrated Housing Management System.	95%	Martin Feeney
Percentage of repairs appointments kept	81%	86.68%	94.31%	92.33%	96.9%				We expect the level of performance to continue in 2016/17 and improve further following the implementation of the Integrated Housing Management System.		Martin Feeney
average length of time to re-let properties	62	64	47.24	51.29	45				Target not achieved, work required to reduce turnaround time from key services involved in preparing properties for let	47	Andy Cameron
Tenancy Sustainment levels in West Dunbartonshire are increased		83.6%	87.3%	86.8%	90%				Tenancy sustainment target not met. Recent work on	89.1%	Andy Cameron

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									abandonments has shown us that there is a real issue with tenants leaving tenancies with significant debt attached not only arrears but also sundry debt. More collaborative work with Corporate Debt teams is required and this will be taken forward in the new restructure.		
% of council dwellings that meet the Scottish Housing Quality Standard	62%	83.49%	87.9%	85.91%	90%				The value represents the number of housing stock minus those properties listed as exempt. This also excludes any properties in abeyance.	87.6%	Alan Young
Average time taken to complete non-emergency repairs	N/A	8.67	9.55	10.58	8				An optimistic target set for 2015-16, and not realised. average days increased towards the end of the year due to other priorities given precedence to meet the overall demands of the service.	8	Martin Feeney
Percentage of council houses that are energy efficient %	74.89%	95.48%	100%	93.94%	100%				The value represents the number of housing stock minus those properties listed as exempt. The exempt list is larger than anticipated last year due to the Committee decision to declare Clydebank East properties as surplus and planned for demolition.		Alan Young

SPI2	Housing: Rent Management

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Rent collected as a % of total rent due		99.51%	97.41%	97.73%	98.1%				Target not met. We have introduced a new structure, streamlined our current processes and introduced new processes to target this and make improvements. We are also in process of reviewing our sign up process and looking at new technologies.	99%	Ryan Chalmers
Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year		8.6%	9.55%	11.04%	6.6%				Target not met. We have introduced a new structure in the team and have reviewed/streamlined our processes to improve on our performance. We have introduced a new working group to target this area and work will continue with Housing to ensure early engagement.	7.6%	Ryan Chalmers
% of council rent that was lost due to houses remaining empty		1.45%	1.02%	1.37%	1%				Target not met. Rent loss due to empty properties has increased for the first time since 2012/13. Two Void Officer posts have been identified within Housing Operations and will be tasked with developing and implementing an action plan aimed at improvements.	0.86%	Andy Cameron

SPI2	Housing: Homelessness

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
% of all homeless cases issued with notification of decision within 28 days of initial presentation		99.3%	96%	86.2%	98%				Target not met. This was mainly the result of several complex cases requiring detailed investigation prior to a decision being made in relation to the Council's duty.	95%	John Kerr 2
% of all homeless cases re-assessed within 12 months (repeat homelessness)		9.9%	10.1%	10.5%	5.5%				The 5.5% target was based on achieving a Scottish average figure, which wasn't realistic. Historically we have been a bottom quartile performer against this indicator and over the last few years target has been significantly missed. The target has been reviewed using an agreed formula targeted at improving performance incrementally. It should however be noted in terms of repeat homelessness, actual numbers fell by 11% from 105 to 93 in 2015/16. We have carried out a full analysis and are currently implementing a series of actions aimed at improvement, we are confident that performance will improve in 2016/17 and the revised target will be achieved.	8%	John Kerr 2
The number of incidences of homelessness in West Dunbartonshire is reduced - presentations		1,370	1,250	1,122	1,218				Our strategic and operational approach to tackling homelessness continues to deliver positive results in reducing the number of incidences of homeless in West Dunbartonshire, where there has been a downward trend over the past 7 years.	1,157	John Kerr 2
The number of incidences of youth homelessness in West	483	443	382	381	380				Target narrowly missed. The number of youth homeless	350	John Kerr 2

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Dunbartonshire is reduced									presentations in West Dunbartonshire fell by one in 2015/16, we have redesigned services over the course of the year which are targeted at combatting youth homelessness In West Dunbartonshire		

SPI2	Protective Services

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Air Quality: PM10 Concentration	N/A	N/A	N/A	10	18				The ratified annual average PM10 level for the 2015 calendar year was 10 ug/m3. Despite the more stringent target the National Air Quality Objective for PM10 has not been exceeded.	18	Pat Hoey; John Stevenson
Air Quality: % of monitoring stations complying with the national objective of 40ug/m3 NO2 at the nearest building façades of residential properties , schools, hospitals and care homes	100%	100%	100%	100%	100%				Annual target met. 100% of our monitoring stations complied with the national air quality objective of 40ug/m3 during the year at the nearest receptor (i.e. building facades of residential properties,schools,hospitals and care homes).	100%	Pat Hoey; John Stevenson
Percentage of high priority pest control service requests responded to within 2 working days	96%	95%	94%	95%	95%				1063 complaints received and 1015 responded to within target. 95% target achievement.	95%	John Stevenson
Percentage of lower priority pest control service requests responded to within 5 working days	97%	97%	98%	99%	95%				304 service requests received and 301 responded to within target giving a 99%	95%	John Stevenson

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
									achievement rate.		
Percentage of businesses and activities regulated by environmental health and trading standards who are substantially compliant with legislative requirements	N/A	84%	90%	81%	82%				An 81% compliance rate this year is disappointing given the success of previous years. However It remains higher than the original target for 2017 established during 2012/13.	85%	Graham Pollock
Percentage of customers satisfied or very satisfied with the service they received from Regulatory Services	83.7%	84%	84%	86%	86%				A great effort from all of the team has resulted in achieving our improvement target.	88%	Graham Pollock
Percentage of businesses satisfied or very satisfied with the service they received from Regulatory Services	94%	100%	100%	98%	97%				Once again our efforts have been rewarded with exceeding our performance target.	97%	Graham Pollock
Percentage of consumer complaints first responded to within two working days	90%	91%	91.7%	83%	92%				Disappointing numbers are a result of changes to administrative process and management changes within Trading Standards. Amendments have been made and improvement is expected with 2016/17 statistics.	92%	Tony Cairns
Percentage of business advice requests first responded to within two working days	96%	100%	96%	93%	95%				Disappointing numbers are a result of changes to administrative process and management changes within Trading Standards. Amendments have been made and improvement is expected with 2016/17 statistics.	95%	Tony Cairns
Amount of redress won for consumers each year (£)	£23,534.00	£49,120.00	£30,148.00	£66,157.27					This is a data only indicator with no target established.		Tony Cairns
Percentage of high risk businesses inspected during the year which are fully compliant by the end of the year	100%	100%	100%	100%	100%				Strong performance this year again.	100%	Tony Cairns
Percentage of upper medium risk businesses inspected during the	100%	96%	100%	100%	100%				Strong performance is being maintained this year	100%	Tony Cairns

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
year which are fully compliant by the end of the year											
Food Safety: Percentage of premises in the '6 months' category that were inspected on time	96%	97%	100%	100%	100%				53 inspections completed within target timescale.	100%	Martin Keeley; John Stevenson
Food Safety: Percentage of premises in the '12 months' category that were inspected on time	97%	98%	98%	100%	100%				I42 inspections were completed within the specified target timescales	100%	Martin Keeley; John Stevenson
PS4aiii: Percentage of trading standards consumer complaints that were dealt with within 14 days of receipt	68.6%	73.1%	73.5%	71%	71%				193 out of 273 completed within 14 days.	72%	Tony Cairns
PS4biii: Percentage of trading standards business advice requests that were dealt with within 14 days	100%	98.3%	96.3%	97%	97%				29 out of 30 requests completed within 14 days	97%	Tony Cairns
Average time between time of noise complaints and attendance on site (hours) (including both those dealt with and not dealt with under the Anti Social Behaviour Scotland Act 2004)	0.38	0.35	0.4	0.46	2				There were a total of 758 domestic noise complaints attended to in this category during 2015/16. The average time to attend to this type of domestic noise complaint was 0.46 hours. (28 mins). This is a slight increase on last years outturn of 24 minutes although still well within the 2 hour target.	2	Pat Hoey; John Stevenson

SPI2	Roads & Lighting

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of White Light Source Street Lanterns	N/A	N/A	41.02%	99%	99%				Conversion to LED lighting substantially completed. Some bespoke lighting units on bridges and Main Street Balloch to be completed and remote footpaths. 99% complete.	99%	Jack McAulay
RL1v: Overall percentage of road network that should be considered for maintenance treatment	34%	34.6%	34.6%	35.43%	35%				This result narrowly missed the target of 35% set for the year. This highlights the need to ensure adequate funding for road maintenance as the condition of the road network has been broadly maintained at a steady state condition following additional £1m funding support in 2014/15. Future capital funding has an allocated £1m additional funds for road reconstruction in future years.	35%	Jack McAulay
RL3: Percentage of all street light repairs completed within 7 days	97%	98.5%	98.1%	91.5%	98.5%				The percentage of repairs completed within target slipped considerably in 2015/16 this can be attributed to the focus and prioritisation of works during the year to accommodate complete lantern replacement to LED. Energy efficiency works are now complete and future target of 99% should be met comfortably.	99%	Raymond Walsh

SPI2	Waste Management

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Tonnage of biodegradable municipal waste landfilled	12,469	14,165	13,052	12,915	12,300				Although the target set for 2015/16 was not achieved, there was a reduction of 137 tonnes in the amount of biodegradable municipal waste that was landfilled compared to last year. Service improvements have been implemented during 2015/16 to enhance the performance of this indicator including the introduction of a new weekly food waste collection service for high rise housing.	12,100	Rodney Thornton
Number of complaints per 1,000 households regarding the household waste collection service	3.09	3.05	2.07	1.91	20				86 complaints were made about the service / 44,902 households = 1.91 complaints per 1,000 households	2	Rodney Thornton

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

Strategic Plan Year End Performance Report 2015/16

West Dunbartonshire COUNCIL

Social Mission- Improve economic growth and employability

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Number of businesses given advice and assistance to start up through Business Gateway	196	220	216	181	200				In 2015/16 the final figure against our Start-up support as part of Business Gateway came in at 181 against a target of 200. A good result in terms of comparison with our peers. Various measures have been undertaken including increased local advertising, improved links with local banks and referral partners and additional availability of workshops and one to one adviser meetings.	200	Gillian Scholes
Percentage of all people aged 16-64 years in employment	66.8%	64.7%	66%	Not available	69%				Updated figures are not yet available for 2015/16 - these will be published in September 2016.	70%	Michael McGuinness

Social Mission - Improve life chances for children and young people

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of educational establishments receiving positive inspection reports	100%	100%	100%	100%	100%				West Dunbartonshire continues to have 100% of its establishments awarded positive reports from HMIE inspections.	100%	Laura Mason
Percentage of children tested in their pre-school year achieving 5 and above in book knowledge	87.4%	84.4%	87.3%	N/A	84%				Data for this indicator is not available until the end of the 20015/16 education year in August 2016.	85%	Kathy Morrison
Percentage of pupils entering positive destinations	90.9%	90.1%	89.4%	Not available	91.5%				The Skills Development Scotland School Leaver Destination Return (SLDR), which is the source of this data is published in February each year here **www.skillsdevelopmentscotland.co.uk/statistics/school-leaver-destination-returns/** The data published covers the school session that ended in the preceding year e.g. 2015/16 data will be published in February 2017.	92%	Chris Smith

Social Mission - Improve local housing and environmentally sustainable infrastructure

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Number of new build social housing for rent	51	48	102	91	70				91 new build homes for social rent have been completed in West Dunbartonshire during 2015/16.	80	John Kerr 2
The number of incidences of homelessness in West Dunbartonshire is reduced - presentations		1,370	1,250	1,122	1,218				Continued downward trend over the past 7 years.	1,157	John Kerr 2
RL1v: Overall percentage of road network that should be considered for maintenance treatment	34%	34.6%	34.6%	35.43%	35%				The figure increased slightly, narrowly missed the target of 35% set for the year.	35%	Jack McAulay
% of total household waste that is recycled	43.18%	43.15%	44.3%	47.05%	53%				As a result of a number of service improvements implemented during 2015/16 the level of recycling increased . Improvements include: - Implementation of the alternate weekly collection system at tenemental housing - Housing in the New Bonhill area was integrated into the standard alternate weekly collection system for low level housing - A new weekly food waste collection service for high rise housing - Upgraded household waste recycling centres to segregate unwanted furniture and electrical goods for re-use		Rodney Thornton

Social Mission - Improve the wellbeing of communities and protect the welfare of vulnerable people

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Number of attendances per 1,000 population for indoor sports and leisure facilities	4,172	4,788	4,966	4,829	5,179				The annual number of attendances for indoor sports and leisure facilities in 2015/16 was 4,829, lower than the target set and lower than the previous year. There was an improvement in the attendances at the Vale of Leven Swimming Pool and the Alexandria cluster of Community Facilities. However, increased competition in Clydebank for gym and group fitness and the deterioration of the Play Drome has been a key factor in the decline of attendances for indoor sports and leisure.	5,018	John Anderson
Percentage of people with increased or sustained income through Benefit Maximisation	83%	89%	90%	89%	85%				The team has worked well achieving 89% against the target which is in effect 4% above the anticipated level.	85%	Gina Gallacher
Percentage of businesses and activities regulated by environmental health and trading standards who are substantially compliant with legislative requirements	N/A	84%	90%	81%	82%				An 81% compliance rate this year is disappointing given the success of previous years. However It remains higher than the original target for 2017 established during 2012/13.	85%	Graham Pollock
Percentage of local people with increased or sustained income through reduced debt liability/debt management	81%	84%	78%	71%	80%				Decrease of 7% on 2014/15. Significant increase in number of people undecided on their preferred route out of debt increasing as a proportion of the caseload to 28.8% in 2015/16.	80%	Gina Gallacher

Organisational Capabilities - Committed and dynamic workforce

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Sickness absence days per teacher	6.88	5.28	6.57	6.78	5				The lack of improvement in teacher's absence is due to an increase in absence in the first 2 quarters of the year. From August, there was a consistent month on month improvement in teachers attendance, assisted in part by the launch of the revised Attendance Management Policy and accompanying Manager Masterclasses.	5	Tracy Keenan
Sickness absence days per employee (excluding teachers)	13.45	12.9	14.01	13.06	8				Absence improved for LG Employees by 7%. This performance was assisted by a range of strategies implemented within the year including the revision and relaunch of the Attendance Management Policy, Wellbeing Charter and Manager Masterclasses.	7	Tracy Keenan
Percentage of staff who have an agreed annual personal development plan	64%	71%	92%	95.5%	95%				Annual target met.	100%	Lorraine Mair
Percentage of employees who express satisfaction with the Council as a place of work	N/A	76%	N/A	73%	82%				The 2015 employee survey showed a decline of 3%. Survey comments highlighted a number of positive feedback on what makes the Council a good place to work - including excellent terms and conditions, family friendly and flexible working arrangements.		Linda Butler

Organisational Capabilities - Fit for purpose estate and facilities

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Tonnage of carbon dioxide emissions from Council operations and assets	32,961	31,931	31,451	Not available	31,476	?	?	?	The figure for 2015/16 will not be available until August 2016.	28,385	Stephanie Williamson
Proportion of internal floor area of operational buildings in satisfactory condition %	50.5%	55.24%	61.7%	64.04%	61%	✓	↑	↑	Target exceeded by 3 percentage points achieving 64% against a target of 61% The use of our new scoring matrix to inform the Building Upgrades Capital Programme has resulted in a targeted approach to improving building condition.	67%	Stuart Gibson
% of council dwellings that meet the Scottish Housing Quality Standard	62%	83.49%	87.9%	85.91%	90%	⚠	↑	↓	Target not met. The value represents the number of housing stock minus those properties listed as exempt. This also excludes any properties in abeyance. Work continues to target properties in abeyance and this has resulted in 107 reductions in this area now passing SHQS.	87.6%	Alan Young

Organisational Capabilities - Innovative use of information technology

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of schools with optimal data communication network band width in operation	N/A	N/A	83%	93%	100%				93% of schools and nurseries now have bandwidth in line with the optimal requirements. The target of 100% has not been met due to supplier delivery delays and additional works required such as new ducting to buildings.	90%	Brian Miller
Percentage of Council information technology desktop hardware that meets ICT's agreed minimum software specification	N/A	N/A		99.5%	100%				Council desktop devices (99.5%) now upgraded, replaced to a standardised Windows 7 and Office 2010. There is now less than 0.5% of the desktop estate left outstanding that are not considered up to our minimum software specification. The target of 100% has not been met due to specific applications that are not compatible with our minimum specification. Requests regarding these applications have been submitted to the respective suppliers to provide WDC with the option of making their systems compliant with our desktop devices. The outstanding requests have been escalated with the suppliers by WDC ICT.	100%	John Martin

Organisational Capabilities - Strong financial governance and sustainable budget management

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Amount of free reserves - HRA	£0.717m	£0.767m	£0.821m	£0.885m	£0.877m				The level of free reserves matches the prudential target.	£0.944m	Gillian McNeilly
Amount of free reserves - General Services	£5.055m	£4.463m	£5.725m	£4.665m	£4.14m				The level of reserves held is slightly higher than the prudential target.	£3.98m	Gillian McNeilly
Procurement capability assessment score	44%	58%	60%	N/A	N/A	N/A	N/A	N/A	This PI has been replaced with the PCIP which will be measured in October 2016		Ann Duncan; Andrew Gordon; Derek McLean; Annabel Travers
Percentage of income due from council tax received by the end of the year %	94.4%	94.52%	95%	94.55%	95.1%				Target not met. This was impacted by the introduction of Universal Credit, we have seen a drop in customers applying for Council Tax Reduction. As a result, we have identified staff who will monitor this and make early intervention with customers to ensure we maximise the customers entitlement.	95.2%	Ryan Chalmers
Current tenants' arrears as a percentage of total rent due %	9.16%	8.9%	10.13%	11.81%	8.9%				Current tenant arrears have increased due to Welfare Reform changes, mainly the introduction of Universal Credit. In order to improve our performance, we reviewed our processes and implemented changes to maximise our rent collection. It must be noted that further changes to the benefit cap from November will impact heavily on tenants income, however we have begun work identifying those that may be affected and ensuring early contact is made to assist.	8.8%	Ryan Chalmers

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year		8.6%	9.55%	11.04%	6.6%				Target not met. We have introduced a new structure in the team and have reviewed/streamlined our processes to improve on our performance. We have introduced a new working group to target this area and work will continue with Housing to ensure early engagement.	7.6%	Ryan Chalmers

Legitimacy and support - positive dialogue with local citizens and communities

Performance Indicator	2012/13	2013/14	2014/15	2015/16						2016/17	Assigned To
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	
Percentage of Citizens' Panel (CP) respondents who agree that there is evidence that the Council and it's Community Planning partners listen to what they tell us in surveys on developing and changing the way we provide services	80%	79%	79%	86%	79%				This is a good result which exceeds the target set.	80%	Suzanne Greer
Percentage of citizens who are satisfied with the Council website	N/A	82%	82%	91%	82%				We have increased our high satisfaction rate with our website. We have added additional functionality to the site and continually strive to improve it.	85%	Jonathan Muir
Percentage of Audit Scotland-led Shared Risk Assessment and Improvement Plans areas assessed as having no significant risk	81.2%	100%	100%	100%	90%				The target for 2015/16 has been exceeded.	100%	Colin McDougall
Percentage of complaints received by the Council that are resolved at Stage 1	N/A	72%	82%	94%	65%				750 of 796 complaints resolved at stage 1	70%	Stephen Daly

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

West Dunbartonshire Council

West Dunbartonshire Health & Social Care Partnership

West Dunbartonshire Health and Social Care Partnership

Performance Indicators – West Dunbartonshire Council Public Performance Reporting (SP1 and 2s) 2015/16 Update

The Public Bodies (Joint Working) Act (Scotland) 2014 sets out the arrangements for the integration of health and social care across the country. The Scottish Government-approved Integration Scheme for West Dunbartonshire details the 'body corporate' arrangement by which NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council agreed to formally delegate health and social care services for adults and children to a third body, which is described in the Act as an Integration Joint Board. The Integration Joint Board for West Dunbartonshire is known as the West Dunbartonshire Health & Social Care Partnership Board.

The Health & Social Care Partnership Board is responsible for the operational oversight of West Dunbartonshire Health & Social Care Partnership (WD HSCP), which is the joint delivery vehicle for those integrated services delegated to it (except for any NHS acute hospital services, as these are managed directly by the Health Board). These arrangements for integrated service delivery are conducted within an operational service delivery framework established by the Health Board and Council for their respective functions, ensuring both those organisations can continue to discharge their retained governance responsibilities.

The inaugural meeting of the new West Dunbartonshire Health & Social Care Partnership Board took place on the 1st July 2015. At that first meeting, the HSCP Board approved its first Strategic Plan, with the 1st July 2015 consequently confirmed as the integration start day on which the new delegated arrangements commenced.

In line with these new governance arrangements and the recently published Guidance for Health and Social Care Integration Partnership Performance Reports, WD HSCP has produced its first Annual Performance Report which incorporates the progress made with respect to the HSCP's Strategic Plan and its key programmes of work during the period 1st July 2015 to 31st March 2016. This report has also been shaped by local experience of integrated performance reporting.

While the performance below has until now been reported through West Dunbartonshire Council's Public Performance Reporting, it will now be reported to the Health and Social Care Partnership Board through the HSCP's new performance reporting arrangements and has been included in this report for noting in line with Scottish Government guidance. Further information about the HSCP's performance can be found at www.wdhscp.org.uk .

Performance Indicator	2012/13	2013/14	2014/15	2015/16					
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note
Percentage of 16 or 17 year olds in positive destinations (further/higher education, training, employment) at point of leaving care	60%	44%	56.5%	62%	69%				Thirteen young people left care during 2015/16; and of these 62% entered further/higher education, training or employment at the point of leaving care. This is an improvement on the 2013/14 position but less than that in 2011/12 – however, the relatively small numbers of young people involved mean that the percentage performance can easily fluctuate from one year to the next.
No people will wait more than 14 days to be discharged from hospital into a more appropriate care setting, once treatment is complete from April 2015	N/A	5	1	3	0				By organising our integrated services effectively, the HSCP have been able to deliver a significant improvement in avoiding delays within the hospital discharge planning process; and an overall reduction in unnecessary emergency admissions to hospital. By focusing on timely and appropriate hospital discharge WDHSCP achieved the Scottish Government's target of 0 patients delayed for more than 14 days in all but one (the last) month during 2015/16.
Percentage of people aged 65+ admitted twice or more as an emergency who have not had an assessment	34.16%	41%	39.2%	35.8%	40%				Of those aged 65 years and over who had been admitted to hospital as an emergency twice or more in the year, 64.2% had been assessed for services and support by WDHSCP. Work is underway to identify the underlying reasons for why 35.8% had not received a formal assessment of their needs - to establish, for example, whether this was due to patients declining assessment; the (in)appropriateness of an assessment given individual circumstances; or a gap in recording.
Percentage of Care Plans reviewed within agreed timescale	65.73%	62.9%	78%	80%	74%				80% of all adults living in a homely setting and receiving ongoing support or care from WDHSCP had their care plans reviewed annually to ensure their needs were being met.

Performance Indicator	2012/13	2013/14	2014/15	2015/16					
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note
Total number of homecare hours provided as a rate per 1,000 population aged 65+	652.9	642.3	578.3	548.7	600				During 2015/16, 8,637 hours of home care (548.7 hours as a rate per 1,000 population) were provided per week to people aged 65 and over. We are continuing to target services towards those with high level needs, in order to maintain or improve their independence. People with high level needs often require visits where two or more carers provide support; and during 2015/16 WDHSCP provided 8,924 of carer hours to people aged 65 and over (566.9 hours as a rate per 1,000 population).
Percentage of homecare clients aged 65+ receiving personal care	81.6%	82.7%	93.8%	90.3%	83%				During 2015/16, 8,637 hours of home care (548.7 hours as a rate per 1,000 population) were provided per week to people aged 65 and over; with 90.3% receiving personal care as part of their service.
Percentage of carers who feel supported to continue in their caring role	77.6%	85%	87%	80.2%	88%				The HSCP works in partnership with Carers of West Dunbartonshire to identify carers and focus resources to ensure carers feel like equal partners in the planning and delivery of care and support. In 2015/16 the number of carers of people aged over 65 years known to the HSCP increased from 1,348 to 1,366 at December 2015. 80% of carers felt supported against a deliberately challenging, locally set target of 88%.
Total number of respite weeks provided to all client groups	6,887	6,522	6,777	6,729	6,558				WDHSCP created a Respite Booking Bureau to provide choice and to help co-ordinate respite for carers to find suitable and appropriate respite provision. In addition, the successful delivery of the Out of the Blue Project continues to provide replacement care opportunities for carers. Between April and December 2015, 196 replacement care hours were provided through the services of Carers of West Dunbartonshire on behalf of WDHSCP.
Percentage of children on the Child Protection Register who have a completed and current risk assessment	100%	100%	100%	100%	100%				All children on the Child Protection Register have a completed and current risk assessment.
Rate per 1,000 of children/young people aged 8-18 who are referred to the Reporter on offence-related grounds	7.46	4.8	4.6	4.6	6.4				This figure relates to 2014/15. 2015/16 annual figures will be published October 2016. Our Whole Systems Approach to tackling youth offending has contributed to a significant fall in referrals to the Scottish Children's Reporter on both offence and non-offence grounds. In 2011/12, 942 children in total were referred - and this has fallen by 58% to 392 in 2014/15. The number of children referred on offence grounds over the same period has reduced by 75% from 196 to 49.

Performance Indicator	2012/13	2013/14	2014/15	2015/16					
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note
Percentage of Adult Support and Protection clients who have current risk assessments and care plan	100%	100%	100%	100%	100%				All Adult Support and Protection clients have a current risk assessment and care plan and we have significantly improved on meeting timescales for case conferences: from 66% in 2013/14 to 89% in 2015/16.
Percentage of Criminal Justice Social Work Reports submitted to court by noon on the day prior to calling.	98%	98%	97%	97%	98%				The WDHSCP Criminal Justice Social Work team has experienced a significant increase in demand across a range of statutory activities over the course of 2015/16. However performance has been sustained against target within the context of increasing demand.
Percentage of Community Payback Orders attending an induction session within 5 working days of sentence.	77%	91%	81%	82%	80%				The WDHSCP Criminal Justice Social Work team has experienced a significant increase in demand across a range of statutory activities, including Community Payback Orders, over the course of 2015/16. However performance has been sustained against target within the context of increasing demand.
Percentage of Unpaid work and other activity requirements commenced (work or activity) within 7 working days of sentence.	87%	92%	89%	69%	90%				The WDHSCP Criminal Justice Social Work team has experienced a significant increase in demand across a range of statutory activities over the course of 2015/16.

West Dunbartonshire Council

West Dunbartonshire Health & Social Care Partnership

West Dunbartonshire Health and Social Care Partnership
Performance Indicators – West Dunbartonshire Council Strategic Plan 2012-2017
2015/16 Update

The Public Bodies (Joint Working) Act (Scotland) 2014 sets out the arrangements for the integration of health and social care across the country. The Scottish Government-approved Integration Scheme for West Dunbartonshire details the 'body corporate' arrangement by which NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council agreed to formally delegate health and social care services for adults and children to a third body, which is described in the Act as an Integration Joint Board. The Integration Joint Board for West Dunbartonshire is known as the West Dunbartonshire Health & Social Care Partnership Board.

The Health & Social Care Partnership Board is responsible for the operational oversight of West Dunbartonshire Health & Social Care Partnership (WD HSCP), which is the joint delivery vehicle for those integrated services delegated to it (except for any NHS acute hospital services, as these are managed directly by the Health Board). These arrangements for integrated service delivery are conducted within an operational service delivery framework established by the Health Board and Council for their respective functions, ensuring both those organisations can continue to discharge their retained governance responsibilities.

The inaugural meeting of the new West Dunbartonshire Health & Social Care Partnership Board took place on the 1st July 2015. At that first meeting, the HSCP Board approved its first Strategic Plan, with the 1st July 2015 consequently confirmed as the integration start day on which the new delegated arrangements commenced.

In line with these new governance arrangements and the recently published Guidance for Health and Social Care Integration Partnership Performance Reports, WD HSCP has produced its first Annual Performance Report which incorporates the progress made with respect to the HSCP's Strategic Plan and its key programmes of work during the period 1st July 2015 to 31st March 2016. This report has also been shaped by local experience of integrated performance reporting.

While the performance below has until now been reported through West Dunbartonshire Council's Strategic Plan, it will now be reported to the Health and Social Care Partnership Board through the HSCP's new performance reporting arrangements and has been included in this report for noting in line with Scottish Government guidance. Further information about the HSCP's performance can be found at www.wdhscp.org.uk

Performance Indicator	2012/13	2013/14	2014/15	2015/16					
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note
Balance of Care for looked after children: % of children being looked after in the Community	87%	89%	89%	90.6%	89%				The HSCP's focus, along with community planning partners, on early intervention in the lives of children, young people and their parents and/or carers continues our shift to preventing crisis, and reducing risk, through assessment and appropriate intervention. We recognise that some of our children may need to be cared for away from home. As per our Community Planning West Dunbartonshire Corporate Parenting Strategy, we have strived to increase the proportion of children and young people who are looked after in the community: this has increased from 88.4% in 2011/12 to 90.6% in 2015/16.
Percentage of adults with assessed Care at Home needs and a re-ablement package who have reached their agreed personal outcomes	47%	51%	55%	61.5%	60%				The HSCP's Home Care Re-ablement Service has supported better outcomes for clients by maximising clients' long term independence and quality of life; and appropriately minimising structured supports. During 2015/16, 61.5% of people who received a reablement package reached their agreed personal outcomes and re-learned the skills necessary for daily living and improved their levels of independence. 96% of adults supported at home agreed that they were supported to live as independently as possible; 98% of clients agreed or strongly agreed that the Care at Home service made them feel safer in their home; and 99% of clients stated that their contact with Home Carers has improved their quality of life.
Percentage of people aged 65 years and over assessed with complex needs living at home or in a homely setting	41.6%	98.2%	97.9%	97.8%	97%				In line with the strategic priorities of the HSCP's Integrated Care Fund Plan and the new National Health and Wellbeing Outcomes, the HSCP delivers services to ensure that people, including those with disabilities or long term conditions or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community. This is a provisional figure pending the publication of the Continuing Care Census by ISD late June.
Percentage of carers who feel supported to continue in their caring role	77.6%	85%	87%	80.2%	88%				The HSCP works in partnership with Carers of West Dunbartonshire to identify carers and focus resources to ensure carers feel like equal partners in the planning and delivery of care and support. In 2015/16 the number of carers of people aged over 65 years known to the HSCP increased from 1,348 to 1366 at December 2015. 80%

Performance Indicator	2012/13	2013/14	2014/15	2015/16					
	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note
									of all carers felt supported in 2015/16 against a deliberately challenging, locally set target of 88%.
Percentage of child protection investigations to case conference within 21 days	95.1%	80.2%	94.5%	83%	95%				Performance against the target for case conferences being held within 21 days has fluctuated, although the length of delay beyond the timescale was no more than seven days from October 2015. All children on the Child Protection Register have a completed and current risk assessment. The local WD HSCP-led and multi-agency Child Protection Committee monitors the numbers of children on the Child Protection Register and the variance over the course of the year. It regularly reviews the prevalence and variation in order to ensure that practice is robust; and to then inform the Public Protection Chief Officers Group of the likely reasons for the variance.
Percentage of HSCP Home Care services which are graded 5 or above	100%	100%	67%	67%	100% by 2017	N/A			The WDC Strategic Plan target is for all HSCP Care at Home services to be graded at 5 or above by 2017. In line with the Care Inspectorate's practices, where services have been inspected on more than 1 theme, the lowest grading received has been used to calculate performance against this measure. 2 of the 3 Care at Home services received a grade 5 as their lowest grading on inspection.
Percentage of HSCP-operated children's residential care homes which are graded 5 or above	50%	50%	50%	33%	100% by 2017	N/A			The WDC Strategic Plan target is for all HSCP-operated children's residential care homes to be graded at 5 or above by 2017. In line with the Care Inspectorate's practices, where homes have been inspected on more than 1 theme, the lowest grading received has been used to calculate performance against this measure. Of the 3 homes, 1 received grade 5s against all quality themes; 1 received 3 grade 5s and 1 grade 4; and the remaining home received 3 grade 4s and 1 grade 3 against Quality of Environment.
Percentage of HSCP-operated older people's residential care homes which are graded 5 or above	0%	0%	0%	17%	100% by 2017	N/A			The WDC Strategic Plan target is for all HSCP-operated older people's residential care homes to be graded at 5 or above by 2017. In line with the Care Inspectorate's practices, where services have been inspected on more than 1 theme, the lowest grading received has been used to calculate performance against this measure. Of the 6 homes, 1 received all grade 5s. The Health and Social Care Partnership has been working closely with colleagues within the Care Inspectorate to deliver high quality standards within all of our older people's residential care homes, achieving mainly 4 and 5s within inspections throughout 2015/16.

West Dunbartonshire Council

Report by the Strategic Lead - Resources

Council – 31 August 2016

Subject: Treasury Management Annual Report 2015/2016

1. Purpose

1.1 The purpose of this report is to provide Members with an update on treasury management during 2015/16.

2. Recommendations

2.1 Members are requested to:

(a) note the treasury management stewardship information within the report;

(b) note the 2015/16 actual prudential indicators as advised within the report (Tables 2, 3, 4 and 5); and

(c) agree that a copy of this report is remitted the Audit and Performance Review Committee for further scrutiny.

3. Background

3.1 In accordance with the Treasury Policy governing the Council's treasury management activities during 2015/16, officers are required to provide an Annual Report to Members regarding the Treasury function.

3.2 Members agreed within the Treasury Management Strategy 2012/13 - 2014/15 (as reported to Council in March 2012) to nominate the Audit and Performance Review Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

4. Main Issues

Treasury Management Stewardship Report

4.1 A copy of the report is attached as Appendix 1.

4.2 The report gives details of loans borrowed and loans repaid during the course of the year together with movements in interest rates.

4.3 The Council undertook new borrowing of £95.1m for the approved capital plans (£32.1m) and the replacement of naturally maturing debt (£63.0m) during 2015/16.

4.4 Consideration was given to available interest rates given ongoing market conditions and advice from our treasury advisors, and therefore shorter term borrowing has been utilised.

4.5 External borrowing has increased from £289.867m at the beginning of the year to £321.958m at the end of the year. This is due to new borrowing required to fund the capital programmes. As stated above maturing debt has been renewed and overall there was a reduction in the average interest rate from 3.96% to 3.64%.

4.6 Investments have decreased from £12.573m at the beginning of the year to £11.436m at the year-end in line with treasury management planned activity. The average interest rate on these investments as at 31 March 2014 increased marginally from 0.42% to 0.43%, due to market conditions and is in line with that anticipated within the 2015/16 budget.

4.7 All year end actual indicators advised within Appendix 1 of this report are within the limits previously agreed by Council.

5. People Implications

5.1 There are no personnel issues.

6. Financial and Procurement Implications

6.1 There are no financial or procurement implications.

7. Risk Analysis

7.1 Although this report provides a historic position in relation to treasury management there are three main risks associated with the formulation of prudential indicators and the treasury management strategy as detailed in Appendix 1. These risks are noted below; however the Council has robust monitoring processes in place and provides regular reports to Council and ensures further scrutiny by elected Members at the Audit and Performance Review Committee:

(a) Capital receipts which affect the capital financing and borrowing requirement may not materialise and if this occurs then additional borrowing will be required in order to fund the financing requirement;

(b) The risk of Counterparties default (i.e. loss of principal sum invested) must also be taken into account; however the Council has robust controls included within its treasury management and investment strategies that will assist in mitigating this risk; and

(c) Capital costs may increase which in turn may affect the capital financing and borrowing requirement leading to an increase in borrowing, assuming no additional capital receipts are available. The Council has project

management in place for capital projects and monitors this through the budgetary control process

8. Equalities Impact Assessment

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

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.

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 Treasury management contributes to the Financial Strategy via the interdependency that exists between pro-active treasury management and the formulation of long term financial plans.

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Stephen West
Strategic Lead - Resources
Transformation & Public Service Reform
Date: 2 August 2016

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Background Papers: Loans register and portfolio;
Debt rescheduling schedules;
Prudential Indicators 2015/16 to 2025/26 and Treasury Management Strategy 2016/17 to 2025/26 (Council 24 February 2016);
Treasury Management Annual Report 2014/2015 (Council 26 August 2015)

Wards Affected: No wards directly affected.

Annual Report 2015/16
Treasury Management and Actual Prudential Indicators

1. Introduction

1.1 The Council's treasury management activities are regulated by a variety of professional codes and statutes and guidance:

- The Local Government in Scotland Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity. The Act permits the Scottish Ministers to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken (although no restrictions were made in 2015/16); and

- Statutory Instrument (SSI) 29 2004, requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities, and therefore to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services; and the treasury activity with regard to the CIPFA Code of Practice for Treasury Management in Local Authorities.

1.2 This Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector and operates its treasury management service in compliance with this Code and the above requirements. These require that the prime objective of the treasury management activity is the effective management of risk, and that its borrowing activities are undertaken in a prudent, affordable and sustainable basis.

1.3 During 2015/16 the minimum reporting requirements were that the Council receive an annual treasury strategy in advance of the new financial year, a mid-year report and an annual report following the financial year-end describing the activity compared to the strategy (this report).

1.4 This report sets out:

- A summary of the strategy agreed for 2015/16;
- The Council's treasury position at 31 March 2016;
- The main Prudential Indicators and compliance with limits;
- A summary of the economic factors affecting the strategy over 2015/16;
- The Treasury activity during 2015/16;
- Performance indicators set for 2015/16; and
- Risk and Performance.

2. A Summary of the Strategy Agreed for 2015/16

2.1 The expectation for interest rates within the strategy for 2015/16 was that the Bank Rate would remain unchanged at 0.50% with gradual rises in medium and longer term fixed borrowing rates over 2015/16.

Variable or short-term rates were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis resulted in a cautious approach, where investments would continue to be carefully considered in terms of risk associated with those to whom we may lend money. This approach is safe and therefore results in relatively low returns compared to borrowing rates. As a result, the Council chose to take a cautious approach to its strategy and took necessary actions on borrowings and investments in conjunction with market conditions at that time.

3. The Council's Treasury Position at 31 March 2016

3.1 During 2015/16, the Head of Finance and Resources managed the debt position with the use of internal funds as well as external borrowing, and the treasury position at 31 March 2016 compared with the previous year was:

Table 1

Treasury position	31 March 2016		31 March 2015	
	Principal	Average Rate	Principal	Average Rate
Fixed Interest Rate Debt	£321.958m	3.64%	£289.867m	3.96%
Variable Interest Rate Debt	£0.000m	0.00%	£0.000m	0.00%
Total Debt	**£321.958m**	**3.64%**	**£289.867m**	**3.96%**
Total Investments	**£11.436m**	**0.43%**	**£12.573m**	**0.42%**
Net borrowing position	**£310.522m**		**£277.294m**	

3.2 From the above table, it can be seen that the average interest rate on debt held on 31 March 2015 has reduced from 3.96% to 3.64%. At the same time the average interest rate has increased on the investments held on 31 March 2015 to 2016 from 0.42% to 0.43%.

3.3 The external debt figures included within Table 1 includes both short term and long term debt. This is due to a strategy of using short term borrowing to fund long term capital investment enabling the Council to take advantage of lower interest rates.

3.4 There are four treasury prudential indicators which cover the activity of the treasury function. Complying with these indicators reduces the risk of an adverse movement in interest rates impacting negatively on the Council's overall position:

- Upper limits on variable rate exposure;
- Upper limits on fixed rate exposure;
- Maturity structures of borrowing; and
- Total principal funds invested for greater than 364 days. During 2014/15 Members approved investment in Hub West Scotland for a period greater than 364 days, however this investment was not drawn down until 2015/16.

3.5 Table 2 shows the actual upper limits set per debt type and maturity as at 31 March 2016.

Table 2

	2015/16 Actual	2015/16 Indicator	
Upper limits on variable interest rates *(against maximum position)*	0%	50%	
Upper limits on fixed interest rates *(against maximum position)*	100%	100%	
Maturity structure fixed rate borrowing *(%)*	**Year end Position**	**Max**	**Min**
Under 12 months	49.6%	50%	0%
12 months to 2 years	8.7%	50%	0%
2 years to 5 years	21.0%	50%	0%
5 years to 10 years	5.3%	50%	0%
10 years to 20 years	2.5%	50%	0%
20 years to 30 years	0.6%	50%	0%
30 years to 40 years	10.5%	50%	0%
40 years to 50 years	1.9%	100%	0%
50 years to 60 years	0.0%	100%	0%
60 years to 70 years	0.0%	100%	0%
Maximum principal funds invested *>364 days*	£0.228m	£1m	Nil

4. The Main Prudential Indicators and Compliance with Limits

4.1 The Council is required by the Prudential Code to report the actual prudential indicators after the year end.

4.2 Capital Expenditure and its Financing

This forms one of the required prudential indicators and shows total capital expenditure for the year and how this was financed. The reduction in total capital expenditure between revised estimate and actual as noted below in Table 3 is due to expenditure which slipped from 2015/16 into the 2016/17 capital programme, together with resources. The indicators for 2016/17 will be revised in line with this.

Table 3

	2015/16 Actual	2015/16 Revised Estimate
Total capital expenditure	£68.511m	£78.426m
Resourced by:		
Capital receipts and grants	£18.489m	£18.158m
Revenue	£2.981m	£2.725m
Capital expenditure - additional need to borrow	**£47.041m**	**£57.543m**

4.3 Gross Borrowing and the Capital Financing Requirement (CFR)

In order to ensure that borrowing levels are prudent, over the medium term the Council's gross borrowing must only be used for capital purposes. Gross borrowing should not therefore, except in the short term, exceed the total of the capital financing requirement in the preceding year (2015/16) plus the estimates of any additional capital financing requirement for the current (2016/17) and next two financial years. This essentially means that the

Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2015/16.

4.4 The Executive Director of Corporate Services reports that the Council has complied with this indicator in 2015/16 and this can be seen by comparing the gross debt figure at 31 March 2016 with the anticipated CFR at 31 March 2019 as detailed in Table 4 below.

Table 4

	2015/16 Actual	**2015/16 Revised Indicator**
Gross borrowing position per Table1	£321.958m	£336.820m
PPP long term liability	£86.297m	£86.594m
Adjusted gross borrowing position	**£408.255m**	**£423.414m**
Capital Financing Requirement	**£412.450m**	**£423.266m**

	2015/16 Actual
CFR at 31 March 2016	
2015/16 Actual	**£412.450m**
Estimated Movement in CFR	
2016/17	£84.336m
2017/18	£38.416m
2018/19	£23.225m
Anticipated CFR at 31 March 2018	**£558.427m**
Gross Debt at 31 March 2016	**£408.255m**

4.5 The Authorised Limit

The Authorised Limit is the "Affordable Borrowing Limit" required by Section 35 of the Local Government in Scotland Act 2003. The Council does not have the power to borrow above this level. The information in Table 5 demonstrates that during 2015/16 the Council has maintained gross borrowing within its Authorised Limit.

4.6 The Operational Boundary

The Operational Boundary is the borrowing position that the Council expects to work around during the year, and periods where the actual position is either below or over the Boundary is acceptable subject to the Authorised Limit not being breached. The information in Table 5 demonstrates that during 2015/16 the Council has maintained gross borrowing within its Operational Boundary.

4.7 Incremental Impact of capital investment decisions

This indicator identifies the impact of the actual capital outturn compared to the projected impact of the General Services Capital Plan Refresh and the HRA Capital Plan Update as approved by Members in February 2016, measured against Band D council tax and weekly housing rents. Table 5 shows that the final position for 2015/16.

4.8 The indicator shows a lower cost than forecast due to the actual capital spend in 2015/16 requiring a lower level of prudential borrowing than projected at

February 2016. This is due to expenditure which slipped from 2015/16 into the 2016/17 capital programme, together with resources. The indicators for 2016/17 will be revised in line with this.

4.8 Actual financing costs as a proportion of net revenue stream

This indicator shows the actual impact of capital expenditure in 2015/16 compared to the projected impact of the General Services Capital Plan Refresh and the HRA Capital Plan Update as approved by Members in February 2016. The cost of capital is described as loan charges within the revenue budgets. Table 5 shows the final position for 2015/16 and shows the increase or decrease for every band D equivalent and weekly rent levels arising from the actual outturn.

Table 5

	2015/16	
Revised Indicator - Authorised Limit	£508.097m	
Revised Indicator - Operational Boundary	£465.756m	
Maximum gross borrowing position during 2015/16	£413.049m	
Minimum gross borrowing position during 2015/16	£366.616m	
	Estimated	**Actual**
Incremental Impact of capital investment decisions:		
Council Tax (excluding year-end flexibility)	-£21.41	-£33.66
Rent	-£0.63	-£1.03
Financing costs as a proportion of net revenue stream:		
Housing	30.90%	33.67%
Non housing	8.14%	8.44%

5. Summary of the Economic Factors affecting Interest Rates over 2015/16

5.1 Interest Rates

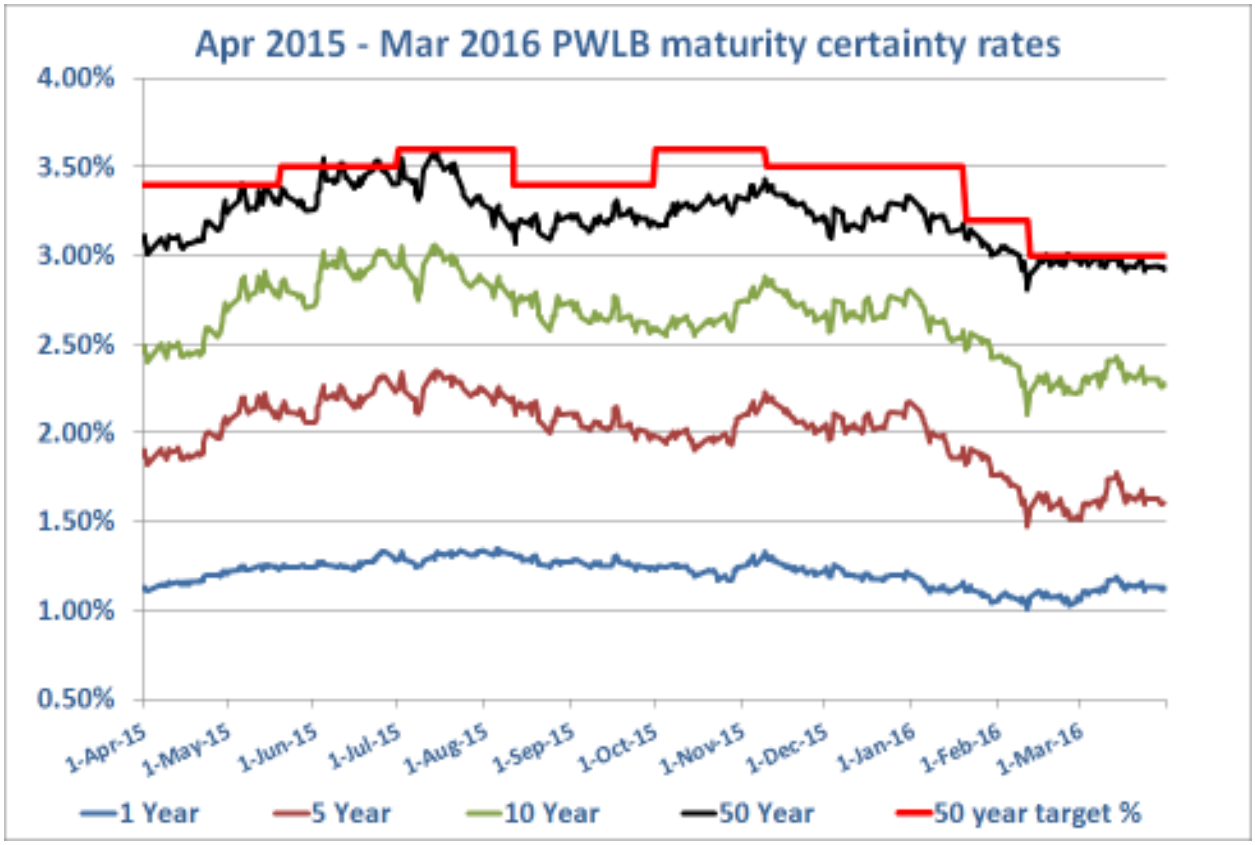
Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3 of 2015 but soon moving back to quarter 1 of 2016. However, by the end of the year, market expectations had moved back radically to quarter 2 of 2018 due to a number of concerns, including: around the impact of China's economic growth slowdown; the potential destabilisation of some emerging market countries particularly exposed to the Chinese economic slowdown; and the continuation of the collapse in oil prices during 2015 together with continuing Eurozone growth uncertainties.

These concerns have caused sharp market volatility with the bank rate, therefore, remaining unchanged at 0.5% for the seventh successive year. Economic growth (GDP) in the UK surged strongly during both 2013/14 and 2014/15 to make the UK the top performing advanced economy in 2014. However, 2015 has been disappointing with growth falling steadily from an annual rate of 2.9% in quarter 1 2015 to 2.1% in quarter 4.

The UK elected a majority Conservative Government in May 2015, removing one potential concern but introducing another due to the promise of a referendum on the UK remaining part of the EU. The government maintained its tight fiscal policy stance but the more recent downturn in expectations for economic growth has made it more difficult to return the public sector net borrowing to a balanced annual position within the period of this parliament.

5.2 Borrowing Rates in 2015/16

The graphs and table for PWLB certainty rates below show, for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year.



6. Treasury Activity during 2015/16

6.1 Borrowing – The Council raised new long term loans of £25.6m and new short term loans of £69.5m during 2015/16 for the replacement of naturally maturing debt and to finance the Council's capital programme.

6.2 Rescheduling – No debt rescheduling was carried out in 2015/16.

6.3 Repayment – The Council repaid naturally maturing debt of £63.0m.

6.4 Summary of Debt Transactions – The overall position of the debt activity resulted in the average interest rate at 31 March year on year falling slightly to 3.64%.

6.5 Investment Policy – The Scottish Government issued The Local Government Investments (Scotland) Regulations 2010 on 1 April 2010.

6.6 The regulations applied from 1 April 2010 and the Council's policy was included in the annual treasury strategy approved by Council on 30 March 2013. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

6.7 The Council's investments decreased from £12.573m at the beginning of the year to £11.436m at the end of the year with an average balance of £18.645m and received an average return of 0.43% over the year.

6.8 Economic factors for 2015/16 (see 5.1 above) resulted in low interest rates during this period impacting adversely on investment returns.

7. Performance Indicators set for 2015/16

7.1 Security, liquidity and return benchmarks were first introduced for 2010/11. Return benchmarks are currently widely used to assess investment performance.

- **Security** - In the context of benchmarking, assessing security is a very subjective area. Security is currently evidenced by the application of minimum quality criteria to financial institutions that the Council may choose to invest in, primarily through the use of credit ratings supplied by the three main credit rating agencies (Fitch, Moody's and Standard & Poors). The Council has benchmarked security risk by assessing the historical likelihood of default for investments placed with any institution with a long term credit rating of A- (this is the minimum long term credit rating used in the Council's investment strategy). The Council's maximum security risk is that 0.09% of investments placed with financial institutions could theoretically default based on global historical data. The Executive Director of Corporate Services can report that all investments within the Council's portfolio were repaid on their due dates with no defaults of the principal sums recorded.

- **Liquidity** – As required by the CIPFA Treasury Management Code of Practice the Council has stated that it will "ensure that it has adequate, though not excessive, cash resources, borrowing arrangements, overdrafts or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives". In respect to liquidity as defined above the Executive Director of Corporate Services can report that liquidity arrangements during the year were maintained in line with the facilities and benchmarks previously set by the Council as follows:

  - Bank overdraft - £1.000m
  - Liquid short term deposits of at least £5.000m available on an overnight basis.

- **Return** – The Executive Director of Corporate Services can report that investment return averaged 0.43% which is a year on year increase of 0.01%. Table 6 illustrates that the average return of 0.43% was slightly below the Council's investment account but higher than the LIBID rates which are the local measures of return investment benchmarks approved in March 2012.

  The Council's bankers (and therefore the bank with which the investment account is held) are currently the Clydesdale Bank Plc which falls within the Category 3 Investment Category approved in the investment strategy

approved in February 2015. Due to the credit rating of this bank this category specified a maximum limit £5million which may be held on an overnight basis only thus limiting the ability to attract interest at 0.50%

Table 6

Benchmark	Benchmark Return	Average Return
Internal returns above the 7 day LIBID rate	0.36%	0.43%
Internal returns above the 1 month LIBID rate	0.38%	0.43%
Internal returns above the Council investment account	0.50%	0.43%

8. Risk and Performance

8.1 The Council has complied with all relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

8.2 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of the Council's treasury advisers, has proactively managed its treasury position within the current economic climate taking advantage of lower interest rates where it is deemed appropriate. The Council has complied with its internal and external procedural requirements. There is little risk of volatility of costs in the current debt portfolio as the interest rates are predominantly fixed, with the majority of debt comprised of long-term loans.

8.3 Shorter-term rates and likely future movements in these rates predominantly determine the Council's investment return. These returns can therefore be volatile and, whilst the risk of loss of principal is minimised through the annual investment strategy, accurately forecasting future returns can be difficult.