

Agenda



Meeting of West Dunbartonshire Council

Date: Wednesday, 29 January 2020

Time: 14:00

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

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

Dear Member

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 William Hendrie
Bailie Denis Agnew
Councillor Jim Bollan
Councillor Jim Brown
Councillor Gail Casey
Councillor Karen Conaghan
Councillor Ian Dickson
Councillor Diane Docherty
Councillor Jim Finn
Councillor Daniel Lennie
Councillor Caroline McAllister

Councillor Douglas McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren
Councillor Marie McNair
Councillor John Millar
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Sally Page
Councillor Martin Rooney
Councillor Brian Walker

Chief Executive

Strategic Director - Transformation & Public Service Reform

Strategic Director - Regeneration, Environment & Growth

Chief Officer - West Dunbartonshire Health & Social Care Partnership

Date of issue: 16 January 2020

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WEST DUNBARTONSHIRE COUNCIL

WEDNESDAY, 29 JANUARY 2020

AGENDA

1 STATEMENT BY CHAIR – AUDIO STREAMING

The Chair will be heard in connection with the above.

2 APOLOGIES

3 DECLARATIONS OF INTEREST

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

4 MINUTES OF PREVIOUS MEETINGS

5 - 17

Submit for approval, as correct records, the undernoted Minutes of Meetings of West Dunbartonshire Council:-

- (a) Ordinary Meeting held on 27 November 2019; and
- (b) Requisitioned Meeting held on 18 December 2019.

5 MINUTES OF AUDIT COMMITTEE

19 – 21

Submit for information and where necessary ratification the Minutes of Meeting of the Audit Committee held on 25 September 2019.

6 OPEN FORUM

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

**7 GENERAL SERVICES BUDGETARY CONTROL REPORT
TO PERIOD 9**

To Follow

Submit report by the Strategic Lead – Resources advising on the General Services revenue budget and the approved capital programme to 31 December 2019 (Period 9).

8	HOUSING REVENUE ACCOUNT (HRA) BUDGETARY CONTROL REPORT TO PERIOD 9	To Follow
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Submit report by the Strategic Lead – Housing & Employability providing an update on the financial performance of the HRA revenue and capital budgets to 31 December 2019 (Period 9).

9	GENERAL SERVICES BUDGET PREPARATION 2020/21 TO 2022/23	To Follow
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Submit report by the Strategic Lead – Resources on the above.

10	DALMUIR GOLF CLUB FUTURE OPERATING MODEL	23 – 28
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Submit report by the Strategic Director – Regeneration, Environment & Growth providing a response to the motion agreed by West Dunbartonshire Council at its meeting on 26 June 2019.

11	VACANCIES ON COUNCIL COMMITTEES AND OTHER BODIES	29 - 32
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Submit report by the Strategic Lead – Regulatory advising of outstanding vacancies on committees, joint boards/committees and outside bodies.

WEST DUNBARTONSHIRE COUNCIL

At the Meeting of West Dunbartonshire Council held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 27 November 2019 at 6.00 p.m.

Present: Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bolla, Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Daniel Lennie, Caroline McAllister, Douglas McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar*, John Mooney, Lawrence O'Neill, Sally Page, Martin Rooney and Brian Walker.

*Arrived later in the meeting.

Attending: Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Beth Culshaw, Chief Officer, Health & Social Care Partnership, Peter Hesse, Strategic Lead – Regulatory (Legal Officer); Stephen West, Strategic Lead – Resources; Laura Mason, Chief Education Officer; Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities; Peter Barry, Strategic Lead – Housing & Employability; Gail Macfarlane, Strategic Lead – Roads & Transportation; Gillian McNeilly, Finance Manager and Craig Stewart, Committee Officer.

Apology: An apology for absence was intimated on behalf of Councillor Jim Finn.

Provost William Hendrie in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

The Provost advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETINGS

The Minutes of Special Meeting of West Dunbartonshire Council held on 29 October 2019 were submitted and approved as a correct record, subject to the following correction:-

That page 3 of the minutes be changed in the first paragraph after the two redacted paragraphs to read: "Furthermore, the Council is disappointed to learn that despite a letter, Council officers could not agree the commercial terms with Clydeside Regeneration".

The Minutes of Meeting of West Dunbartonshire Council held on 30 October 2019 were submitted and approved as a correct record.

MINUTES OF AUDIT COMMITTEE

The Minutes of Meeting of the Audit Committee held on 25 September 2019 were submitted and all decisions contained therein were approved.

OPEN FORUM

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

CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018-19

A report was submitted by the Chief Social Work Officer providing the Council with the Chief Social Work Officer (CSWO) Annual Report for 2018-19 which provided information on statutory work undertaken on the Council's behalf, including a summary of performance, partnership working and performance.

After discussion and having heard the Chief Social Work Officer and the Chief Officer, Health & Social Care Partnership, in further explanation of the report and in answer to Members' questions, the Council agreed to note the content of the Chief Social Work Officer Annual Report 2018-19 and approved its submission to the Office of the Chief Social Work Advisor of the Scottish Government.

UK PARLIAMENTARY ELECTION: 12 DECEMBER 2019 – ADVERSE WEATHER PLANNING

A report was submitted by the Strategic Lead – Roads & Transportation providing an update on the supplementary actions proposed to assist in facilitating safe access in and around polling stations and the additional costs further to the motion considered by Council at its meeting on 30 October 2019.

The Strategic Lead – Roads & Transportation was heard in further explanation and in answer to Members' questions.

ADJOURNMENT

Having heard Provost Hendrie, Chair, the meeting was adjourned for a short recess. The meeting was reconvened at 7.18 p.m. with the same Members present, as listed in the sederunt.

After discussion, the Council agreed:-

The recommendations at 2.1 of the report, and welcomes the additional resource allocated to dealing with adverse weather on 12th December 2019.

Council also acknowledges that many falls occur throughout the winter months, resulting in attendances at the emergency department, and, in some cases, admission to hospital.

Disabled and elderly people are more likely to have a fall resulting in emergency room attendance or hospital admission. During December 2018 to February 2019, there were 227 falls by over-65s resulting in 51 hospital admissions. HSCP staff estimate that 16% of these falls occurred outdoors.

A fall by an elderly person, as well as being traumatic to the individual, costs the HSCP £3,452 per hospital admission. This does not include surgery or the costs of social work etc.

Therefore, this Council, using its power of wellbeing, further agrees that a report should be brought to the next Council meeting detailing how treatment of pavements and footpaths can be extended to reduce falls by elderly and disabled citizens.

In the interim, Council agrees to make a further contingency fund of £100k, from general reserves, available to Roads & Greenspace to scale up treatment of pavements and footpaths throughout the winter months.

To asks officers to include within the next issue of Housing News some advice for tenants on how they can avoid falls within the home.

LONG TERM FINANCIAL STRATEGY REFRESH AND GENERAL SERVICES AND HOUSING REVENUE ACCOUNT REVENUE ESTIMATES UPDATE 2020/21 TO 2022/23

A report was submitted by the Strategic Lead – Resources providing an update of the Council's Long Term Finance Strategy, together with information on the estimates process for the General Fund and the Housing Revenue Account.

After discussion and having heard officers in answer to Members' questions, the Council agreed:-

- (1) to note the updated strategy had developed estimates of the Council's funding position to 2022/23 and identified cumulative anticipated revenue funding gaps within General Services of £5.644m for 2020/21; £10.621m for 2021/22; and £16.871m for 2022/23;
- (2) to note the position regarding the HRA projections to 2022/23;
- (3) to note the projection to a 10 year estimate to 2029/30;
- (4) to approve the long term financial strategy, as attached as Appendix 1 to the report, including:-
 - inflationary uplifts for 2020/21 onwards as described in 4.12 of the report; and
 - the 10 year plan within the strategy as described at 4.36 of the report;
- (5) to note the projected year-end position regarding reserves and provisions;
- (6) to note that the Corporate Management Team (CMT) are in the process of generating efficiencies for consideration at a future Council meeting;
- (7) to note the current position regarding the long term capital plan;
- (8) to note the information provided in relation to Brexit, the General Election, and the review of loan charges;
- (9) to note that, as a result in the delay in the UK Government budget announcement, the scheduled report to December 2019 Council would no longer be provided and Members may wish to consider setting a further Council meeting between December 2019 and next scheduled meeting on 26 February 2020 for further updates; and
- (10) to note that this projected position was subject to amendment as assumptions continue to be clarified and revised between now and the Council meeting scheduled for March 2020.

GENERAL SERVICES BUDGETARY CONTROL REPORT TO PERIOD 7

A report was submitted by the Strategic Lead – Resources advising on the General Services revenue budget and the approved capital programme to 31 October 2019 (Period 7).

After discussion and having heard the Chief Executive and relevant officers in further explanation and in answer to Members' questions, the Council agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.650m (0.29% of the total budget); and
- (2) to note that the capital account showed that planned expenditure and resource for 2019/20 was lower than budgeted by £11.447m (15.43% of the budget), made up of £11.897m (16.04% of the budget) relating to project slippage, partially offset by £0.450m relating to an in-year overspend (as noted within Appendices 5 to 8 of the report).

Note: Councillor Millar entered the meeting during consideration of the above item.

HOUSING REVENUE ACCOUNT (HRA) BUDGETARY CONTROL REPORT TO 31 OCTOBER 2019 (PERIOD 7)

A report was submitted by the Strategic Lead – Housing & Employability providing an update on the financial performance to 31 October 2019 (Period 7) of the HRA revenue and capital budgets.

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

- (1) to note the contents of the report which showed the revenue budget forecast to underspend against budget by £0.020m (0.05%) at the year-end; and
- (2) to note the net projected annual position in relation to relevant capital projects which highlighted a variance of £11.964m (19.6%) due to projected net slippage of £12.207m (19.2%) and an overspend of £0.243m (-0.4%).

BUDGET PRIORITISATION – ENGAGEMENT RESULTS

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities providing an overview of the key results and feedback from the recent budget prioritisation engagement as agreed by Council at its meeting on 28 June 2019.

After discussion and having heard the Strategic Lead and relevant officers in further explanation and in answer to Members' questions, the Committee agreed to note the results and feedback from early citizen consultation on broad service area and delivery priorities as part of the 2020/21 budget setting process.

DUMBARTON COMMON GOOD FUND GRANT APPLICATION

A report was submitted by the Strategic Lead – Resources providing information on one grant application and making a recommendation regarding a grant award for the Dumbarton Common Good Fund (DCGF). The report also provided an update on a further grant award, as considered by the Corporate Services Committee on 19 June 2019. The Strategic Lead advised the Committee of a minor clarification in the recommendation of the report.

After discussion and having heard the Strategic Lead and relevant officers in further explanation and in answer to Members' questions, the Council agreed:-

- (1) that an award of £46,520 be made to Tulloch Trust regarding the application, following a letter of comfort from Tulloch confirming the benefit to Dumbarton residents; and
- (2) to provide for an annual payment of £36,000 to Bellsmyre Development Trust to be built into the DCGF budget from 2020/21 onwards and for a Service Level Agreement to be progressed based upon this budget provision.

WEST DUNBARTONSHIRE COMMUNITY EMPOWERMENT STRATEGY & ACTION PLAN

A report was submitted by the Strategic Lead – Housing & Employability presenting the West Dunbartonshire Community Empowerment Strategy for approval. It was noted that the Strategy had also been presented to the Community Planning West Dunbartonshire Management Board at its meeting on 21 November 2019.

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

- (1) to approve the draft Community Empowerment Strategy and action plan; and
- (2) to approve the development of a detailed delivery plan and launch of the Strategy in January 2020.

WEST DUNBARTONSHIRE COUNCIL – 18 DECEMBER 2019

Given the delay in the UK Government budget announcement with a consequent delay to the settlement figures for 2020/21, it was noted that there would no longer be a budget preparation report to Council on 18 December 2019.

Accordingly, Council agreed to reschedule the December meeting to 29 January 2020 at the same time and location.

NOTICES OF MOTION

(a) Motion by Councillor Jim Bollan – Firework displays

Councillor Bollan moved:-

This Council notes that there is a requirement within West Dunbartonshire for any commercial firework display to be advertised prior to getting a licence, in advance of the event, allowing residents to take precautions for their animals and vulnerable people and resolves:-

- through the multi-agency firework task group to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- to encourage local suppliers of fireworks to stock 'quieter' fireworks for sale

Councillor McNair asked if Councillor Bollan would be willing to accept the following as an addendum to his motion:-

- that Council will write to the UK Government asking them to amend the Manufacture and Storage of Explosives Regulations (2005), to give Local Authorities more control and discretion on the issuing of licenses

Councillor Bollan confirmed his acceptance of the addendum. Thereafter, the motion was agreed, with addendum.

(b) Motion by Councillor Jonathan McColl – Community Council Wreaths

Councillor McColl moved:-

Council notes that the current local rules for spending of the Community Council administrative grant from the Council specifically prohibit the purchasing of wreaths.

Council notes that these rules have been in place for decades, and since then new national guidance has been issued in the form of a model Constitution.

The model constitution states:

“All monies raised by or on behalf of the Community Council or provided by the local authority and other sources shall be applied to further the objectives of the Community Council and for no other purpose.”

The objectives specified in the Model Constitution include:

*“to take such action in the interests of the community as appears to it to be desirable and practicable”; and
“to promote the well-being of the community and to foster community spirit”.*

West Dunbartonshire Council believes the purchasing of wreaths for Remembrance Sunday falls within these two objectives and asks officers to update local rules to permit Community Councils to use administrative grant funds for this purpose.

Council agrees that this change is retrospective, allowing individuals who have purchased wreaths on behalf of Community Councils for this year's commemorations, to be reimbursed by their Community Council in the normal way.

Furthermore, Council agrees that a report will be brought to the next Corporate Services Committee with recommendations to amend any other local rules that do not reflect the guidance in the model constitution.

The motion was then seconded by Councillor Page and thereafter, the Council agreed the motion.

(c) Motion by Councillor Sally Page – Community Council Wreaths

Given the decision in the previous item of business, it was noted that this motion was withdrawn.

(d) Motion by Councillor Sally Page – Robotic Lawnmowers

Councillor Page, seconded by Councillor Walker, moved:-

Council is supportive of trialling the use of robotic lawnmowers and agrees that a report be brought back to the next Council meeting detailing proposals for such a trial in parks during the 2020 grass cutting season. The report should specify the costs associated with the proposals including whether the costs can be met from existing budgets.

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

Council notes that from time to time we have used remote controlled robotic lawnmowers to cut areas that are harder to do so safely with large equipment.

Council is concerned at the impact autonomous robotic lawnmowers could have on local jobs and the Council's ability to provide gardening and landscaping apprenticeships. We already have experience with remotely controlled equipment and can see no justification to consider a trial of autonomous systems at this time.

As such, Council agrees to take no action.

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

The meeting closed at 9.07 p.m.

Draft

WEST DUNBARTONSHIRE COUNCIL

At a Requisitioned Meeting of West Dunbartonshire Council held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 18 December 2019 at 10.05 a.m.

Present: Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bolla, Jim Brown, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar*, John Mooney, Lawrence O'Neill, Sally Page and Martin Rooney.

*Arrived later in the meeting.

Attending: Joyce White, Chief Executive; Peter Hessett, Strategic Lead – Regulatory (Legal Officer); Stephen West, Strategic Lead – Resources; Peter Barry, Strategic Lead – Housing & Employability and Christine McCaffary, Senior Democratic Services Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Gail Casey, Douglas McAllister and Brian Walker.

Provost William Hendrie in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Provost Hendrie advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

MINUTE'S SILENCE

Councillor McColl, Leader of the Council, advised the Council of the recent death of former Provost and Freeman of West Dunbartonshire, Alistair Macdonald.

The Provost asked that a minute's silence be observed as a mark of respect for former Provost Macdonald and also for the loss of the 3 crew members of the Flying Phantom tug boat which sank in the River Clyde on 19 December 2007, and for the loss of 3 family members from Dumbarton in the Glasgow bin lorry accident on 22 December 2014.

DECLARATIONS OF INTEREST

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

Note: Councillor Millar arrived at this point in the meeting.

MOTION ON WEST DUNBARTONSHIRE COMMUNITY FOODSHARE

Councillor Mooney, seconded by Councillor McBride moved:-

Council is disappointed and very concerned that the application to the Investing in Communities Fund by West Dunbartonshire Community Foodshare has been unsuccessful.

Accordingly, as an emergency measure, Council agrees to set up a contingency fund of £50,000 from free reserves for the use, as required, of West Dunbartonshire Community Foodshare at this challenging financial time.

Council also agrees to waive all rental charges payable by West Dunbartonshire Community Foodshare until further notice.

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

Council is disappointed and very concerned that the application to the Investing in Communities Fund by West Dunbartonshire Community Foodshare (WDCF) has been unsuccessful, and notes that Gil Paterson MSP has written to the Scottish Government in an attempt to secure the funding WDCF need and to establish why the application was refused.

It is also clear from their correspondence that WDCF are providing more services than they were when Council agreed in March 2019 to provide ongoing financial support, and Council is concerned that they may have over-extended themselves, putting new services in place before funding has been secured to run them; they may need some practical help to secure their position for the future.

As a stop-gap measure, Council agrees to make up to £50,000 available from free reserves to keep WDCF services running in the current financial year, and they should request funds from this set aside budget, as they need them. Council delegates authority to the Strategic Lead for Housing & Employability, or his nominated staff, to authorise payments subject to appropriate due diligence checks.

Council asks officers to liaise with WDCF and ascertain exactly how the group have found themselves in such financial difficulty and what support they need

from the Council or other bodies to continue providing important services to local people in a sustainable way.

Officers will bring a report to February Council with appropriate financial and operational information (including the group's latest audited accounts and the current year's accounts/projections), to allow members to consider and make an informed decision about what the Council can do to assist WDCF going forward. Council agrees to ask the Leader of the Council to write and invite representatives from WDCF to bring a deputation to February Council to allow them to speak directly to Councillors about the services they provide.

At the request of Councillor Mooney, the Provost agreed to adjourn the meeting for a period of 5 minutes.

The meeting reconvened at 10.35 a.m. with all those noted in the sederunt present.

At the request of Councillor O'Neill, the Council proceeded by way of a roll call vote.

On a vote being taken 11 members voted for the amendment, namely Provost Hendrie, Baillie Agnew and Councillors Brown, Conaghan, Dickson, Docherty, Finn, Caroline McAllister, McColl, McLaren and McNair and 8 members voted for the motion, namely Councillors Bolla, Lennie, McBride, Millar, Mooney, O'Neill, Rooney and Page. The amendment was accordingly declared carried.

COMPLIMENTS OF THE SEASON

Provost Hendrie wished everyone a Merry Christmas and a Happy New Year.

The meeting closed at 11.22 a.m.

AUDIT COMMITTEE

At a Meeting of the Audit Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 25 September 2019 at 10.00 a.m.

Present: Councillors Jim Brown, Karen Conaghan, Daniel Lennie*, Jonathan McColl*, Martin Rooney and Lay Member Mr Chris Johnstone.

* Attended later in the meeting.

Attending: Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Stephen West, Strategic Lead – Resources; Victoria Rodger, Strategic Lead – People & Technology; Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities ;Colin McDougall, Audit and Risk Manager; Gillian McNeilly, Finance Manager; Wendy Jack, Interim Head of Strategy, Planning & Health Improvement, West Dunbartonshire Health & Social Care Partnership; John Duffy, Section Head, Risk and Health & Safety and Craig Stewart, Committee Officer.

Also Attending: Ms Fiona Mitchell-Knight, Assistant Director; Mr Richard Smith, Senior Audit Manager and Zahrah Mahmood, Senior Auditor, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillors John Millar and Brian Walker.

Councillor John Mooney in the Chair

CHAIR'S REMARKS

Councillor Mooney, Chair, advised that, due to work commitments, Ms Eilidh McKerry had resigned as a Lay Member of the Committee. In this respect, Councillor Mooney, on behalf of the Committee, wished to put on record his thanks to Ms McKerry for her diligence and service to the Committee, and advised that the recruitment for a replacement Lay Member would take place in due course.

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Audit Committee held 12 June 2019 were submitted and approved as a correct record.

OPEN FORUM

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

STRATEGIC RISKS 2017-22

A report was submitted by the Strategic Lead – People & Technology providing an update on the strategic risks 2017-2022.

After discussion and having heard the Section Head, Risk and Health & Safety, Chief Executive and relevant officers in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

Note: Councillors Lennie and McColl entered the meeting during consideration of the above item.

TREASURY MANAGEMENT ANNUAL REPORT 2018/19

A report was submitted by the Strategic Lead – Resources providing an update on treasury management during 2018/19.

After discussion and having heard the Finance Manager and the Strategic Lead - Resources in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

AUDITED ANNUAL ACCOUNTS

A report was submitted by the Strategic Lead – Resources:-

- (a) advising of Audit Scotland's findings in relation to the audit of the Council;
- (b) advising of Audit Scotland's findings in relation to the audit of those charities;

- (c) presenting the audited Financial Statements of the Council for 2018/2019 and highlighting matters of interest; and
- (d) presenting the audited 2018/19 Financial Statements of the Charities administered by the Council and highlighting matters of interest.

After discussion and having heard Mr Smith, Senior Audit Manager, Audit Scotland, the Chief Executive, Strategic Director and Finance Manager in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report;
- (2) to note the findings of the audits as detailed in Audit Scotland's report dated 25 September 2019; and
- (3) to approve the audited Annual Accounts 2018/19 of both the Council and the Council-administered Charities and noted that these would be presented to Council on 30 October 2019 for information.

AUDIT ACTION PLANS

A report was submitted by the Strategic Lead – Resources advising of:-

- (a) recently issued Internal Audit action plans; and
- (b) progress made against action plans previously issued contained within Internal Audit and External Audit reports.

After discussion and having heard the Audit and Risk Manager, Chief Executive, and relevant officers in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

PUBLIC INTEREST DISCLOSURES AND OTHER INTERNAL AUDIT INVESTIGATIONS – 1 JANUARY TO 30 JUNE 2019

A report was submitted by the Strategic Lead – Resources advising of the outcome of investigations into allegations and disclosures in line with public interest disclosures and business irregularities policies received by Internal Audit between 1 January and 30 June 2019.

After discussion and having heard the Audit and Risk Manager and the Chief Executive in further explanation and in answer to a Member's question, the Committee agreed to note the contents of the report.

The meeting closed at 11.25 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Director, Regeneration, Environment & Growth

Council: 29 January 2020

**Subject: Report arising from motion to Council – June 2019:
Dalmuir Municipal Golf Course fees**

1. Purpose

- 1.1** The purpose of this report is to provide a response to the motion agreed at the West Dunbartonshire Council meeting held on 26 June 2019 regarding Golf Club fees

2. Recommendations

2.1 Council is asked to:

- i. note the consultation activity which has taken place to date;
- ii. agree that Officers implement the proposals identified in section 4.10 numbers i), ii) & iv) of this report as a means to increase membership numbers and reduce the current net cost of operating the facility;
- iii. agree that Officers explore the potential for Community Asset Transfer of Dalmuir Municipal Golf Course as a long term sustainable option;
- iv. agree that Officers explore the option of developing the Dalmuir Bowling Pavilion into a café clubhouse, business case development costs to be contained in internal budgets; and
- v. note that a report will be provided to a future IRED Committee on the findings of the above recommendations iii) and iv)

3. Background

- 3.1** In March 2019 as part of the 2019/20 budget setting meeting, Council agreed to increase all golf fees by 20% to better recognise the value of the service provided, whilst remaining lower than local competitors. It was anticipated that this would raise an additional £20k in revenue. The implementation of this increase in fees resulted in season ticket sales reducing from 183 in 2018/19 to 146 in 2019/20. The overall income generated remained the same.
- 3.2** Following a discussion at the Council meeting of 26 June 2019 in relation to a motion by Councillor Douglas McAllister regarding Dalmuir Golf Club fees Council agreed:

Council is concerned that many members have indicated that they can no longer afford the costs associated with playing golf at the Municipal course. Council is concerned at the decision to significantly increase charges, which may in fact result in a loss of revenue to this Council.

Council therefore requests that a report is prepared by the relevant official to come to the next meeting of this Council, advising Council as to the effect of the increase to charges in relation to user numbers. Council asks that alternative options are explored in relation to the scale of charges, including reducing the costs associated across all categories, with a view to encouraging greater use of our Municipal course and the potential to encourage new members.

Council asks that our golf professional Stewart Savage and the current membership are consulted in the preparation of the report.

Council notes that Councillor McColl and Provost Hendrie have already held an initial positive discussion with our Golf Pro, Mr Stewart Savage, and are considering a number of really good suggestions he has made around pricing, facilities and promotion of the course.

Council notes that the membership fees are still significantly less than private clubs and day visitor rates are extremely good.

Council requests that a report is prepared by the relevant officers, in partnership with Mr Savage, with a strategy to secure the future of our municipal golf club. No ideas should be off the table and officers should consult elected members and golfers in preparing the report.

The report will be brought back to Council for discussion before the end of the calendar year.

4. Main Issues

- 4.1** A recent survey carried out by KPMG has revealed that golf club membership in Scotland is continuing to drop. The report has highlighted that there has been a loss of 29,531 registered golfers in Scotland since 2014. The loss of members has led to a number of clubs being forced to shut in Scotland over the past few years, with others battling to survive.
- 4.2** It is recognised that the golf landscape is very challenging, and some difficult decisions will have to be taken to deal with the decline in participation. Failure to do so will lead to further closures of established golf clubs.
- 4.3** West Dunbartonshire Council has one eighteen hole municipal golf course located in Dalmuir. Over the past three years there has been a steady decline in season ticket sales for the facility, from 183 members in 2017/18 to 146 members in 2019/20.

The 2019/20 membership is as follows:

Adult	70
Junior	0

Senior citizen	25
Over 70's season tickets	51

The charging regime for 19/20 is as follows:

Adult season ticket	£384
Junior season ticket	£70
Senior Citizen season ticket	£135
Adult visitor per round	£14
Junior visitor per round	£7

- 4.4** The following table provides the membership numbers and participation levels over the last three financial years:

Year	Membership Numbers	Membership fee (Adult)	Ad- hoc round fee	No. of member rounds	No. of ad-hoc rounds
2017/18	183	£280	£11	11,385	3,635
2018/19	179	£310	£11.50	11,087	3,482
2019/20	146	£384	£14.00	9,823	3,035

This decline in usage has resulted in reduced income, thus increasing the net cost to the Council to continue to operate the facility. The current level of net cost is £130,000 per year.

- 4.5** To provide financial context, the level of increased memberships and visitor ad-hoc rounds required to reduce the cost is as follows:

Reduction in Cost	Additional members required	Additional ad-hoc rounds required
£30k	90	750
£50k	150	1,250
£100k	300	2,500
£130k	390	3,250

- 4.6** This shows that in order to reduce the net cost, participation levels will have to increase significantly. As well as the financial benefits that this will provide for the Council, it will also have health benefits for participants.
- 4.7** During an 18 hole round of golf 12,000 steps are taken, exceeding the commonly recommended daily target of 10,000 steps. There are also psychological benefits including improved mood, reduced anxiety and increased confidence. Golf is also known to boost social connections and self-esteem.
- 4.8** In order to develop a strategy to secure the long term future of the Municipal Golf Course officers have consulted with the following groups:

- West Dunbartonshire Leisure Trust
- Elected Members
- Golf Course Professional
- Resident Clubs (Overton, Clydevue, Radnor and Clydebank Senior Citizens Golf Club).

4.9 During these engagement sessions a range of suggestions were highlighted that if successful could lead to increased numbers of participants using the golf course.

The stake holder feedback included the following comments:

- A competitive pricing structure in line with similar municipal courses;
- Improvement of the facilities; and
- Opportunity for café provision.

4.10 Officers have assessed the feedback from the consultation, considered stakeholder engagement and carried out benchmarking with similar facilities.

Officers would propose the following measures to increase participation levels:

i. The proposed fee structure for 2020/21 to be:

- Adult season ticket - £250
- Junior season ticket - £50
- Senior Citizen season ticket - £125
- Adult visitor per round - £10
- Junior visitor per round - £5

Note : South Ayrshire currently offer a six course package for £327 per year and Glasgow offer a six course package for £220 per year.

ii. Develop a marketing campaign to highlight what is on offer using both WDC and WDLT social media platforms. This will target current WDLT leisure club members, nomadic golfers with no current club affiliation and youngsters looking to take up the sport. The campaign will include the following:

Email

- Existing customers for renewal
- Previous customers – win-back campaign
- WD Leisure customers – integrated package offer

Social Media

- Posts on WDC and WDL Facebook/Twitter/Instagram

WDC Employee Offer

- Promoted via the intranet and payslip advertising

Leaflets and Posters

- WD Leisure sites
- Libraries
- Community Centres and schools
- Press Inserts Lennox Herald, Dumbarton Reporter and Clydebank Post

Digital

- WDC homepage
- WD Leisure App targeted notifications

Plasma Screens

- Church Street
- Clydebank Town Centre Office
- WD Leisure sites

- iii. Officers in the Health and Social Care Partnership to develop a business case to improve facilities. Costs will be contained within existing budgets. This includes the development of the redundant bowling pavilion into a café clubhouse and provision of practice facilities. The business case will determine if a café could replicate the success of the newly opened café at Levensgrove Park. A report will be presented to Council for consideration of the business case.
- iv. Develop a leisure package partnership with West Dunbartonshire Leisure Trust to its existing 5,000 members that would include unlimited golf for an additional fee of £200.
- v. Investigate if there is a sustainable option for community asset transfer of the facility. This would require further consultation with users and the development of a business case. The feasibility of this option will be developed by inhouse team and the cost will be contained within existing budgets. A report will be submitted to a future meeting of Council presenting the business case for consideration by members.

5. People Implications

- 5.1 There are no direct people implications resulting from this report.

6. Financial and Procurement Implications

- 6.1 This report identifies a number of proposals that if agreed will have a savings target for financial year 2020/21 of £30,000. This will be delivered by increasing participation levels. The target for the first year is to increase the general season ticket sales to 250, plus an additional 100 leisure club members taking up the golf package; and attracting 30 junior season tickets.

7. Risk Analysis

- 7.1** As detailed in section 4.4 of this report the level of cost to provide a municipal golf course at Dalmuir continues to rise due to a reduction in membership numbers. If measures identified in section 4 of this report are not successful in increasing the number of members there is a risk that the facility could close.

There is a risk that the measures proposed do not result in an increase in membership and that the income is further reduced. On current membership number the loss in income would be in the region of £21,000 including the ad-hoc rounds income.

8. Equalities Impact Assessment (EIA)

- 8.1** An initial screening confirms there is no adverse impact.

9. Consultation

- 9.1** As detailed in the main issues section of this report engagement has taken place with user groups and other interested parties. This has informed the recommendations made in this paper.

10. Strategic Assessment

- 10.1** This report supports the Councils Strategic objective of efficient and effective public services that improve the lives of residents.

Richard Cairns

Strategic Director – Regeneration, Environment & Growth

Date: 16 January 2020

Person to Contact: Ian Bain, Greenspace Manager

Appendices: None

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Regulatory

Council: 29 January 2020

Subject: Vacancies on Committees and Other Bodies

1. Purpose

- 1.1** To advise the Council of the outstanding vacancies on committees, joint boards/committees and outside bodies.

2. Recommendation

- 2.1** Council is asked to consider the filling of the vacancies shown in the appendix to this report.

3. Background

- 3.1** The filling of vacancies has been considered by the Council at previous meetings on 17 May 2017, 28 June 2017 and 29 August 2018.

4. Main Issues

- 4.1** Councillors play a central part in making decisions and setting policies that impact on their wards and across West Dunbartonshire as a whole. Membership of committees and/or other bodies allows them to take part in that decision making process.
- 4.2** Committee Services has made efforts since the latter decision in August 2018 to obtain nominations for the outstanding vacancies. However, some positions and substitute positions remain unfilled, as detailed in the appendix to the report.

Educational Services Committee

- 4.3** The Educational Services Committee is a key committee with a remit that covers a wide range of functions that affect the young people in West Dunbartonshire. It is important that all positions on the committee are filled.

Substitute Members

- 4.4** It is important that where only one member of West Dunbartonshire Council sits on an external body that a substitute member is named when this has also been requested. This reduces the chance of the Council not being represented at meetings of that body.

Knowes Housing Association (Management Committee)

- 4.5** These vacancies are open to any member of West Dunbartonshire Council, however the Association has requested that the nominee(s) have an interest in the local area covered by the Association, namely Ward 4 - Kilpatrick.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Any additional travel costs incurred as a result of elected members attending meetings of other organisations will be covered within the existing budget.

- 6.2** There are no procurement implications.

7. Risk Analysis

- 7.1** The non-filling of the vacancies on Council committees may contribute towards meetings being inquorate and important business not being dealt with within required timescales.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on equalities groups.

9. Consultation

- 9.1** Officers from the Council's Legal and Finance sections have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** The continuation of Council business and its representation on other organisations will contribute towards achieving the Council's Strategic Priorities.

Peter Hessett
Strategic Lead - Regulatory
Date: 15 November 2019

Person to Contact: Christine McCaffary, Senior Democratic Services Officer,
Municipal Buildings, Dumbarton G82 1NR
Tel: 01389 737186 or christine.mccaffary@west-dunbarton.gov.uk

Appendix:	Vacancies on Committees and Other Bodies
Background Papers:	<p>Report to Statutory Meeting of West Dunbartonshire Council on 17 May 2017 – Appointments to Council Committees and Other Bodies</p> <p>Report to meeting of West Dunbartonshire Council on 28 June 2017 – Vacancies on Committees and Other Bodies</p> <p>Report to meeting of West Dunbartonshire Council on 29 August 2018 – Vacancies on Committees and Other Bodies</p>
Wards Affected:	All wards

Vacancies - November 2019

Committees and forums	No. of Vacancies	Comments
Educational Services Committee	1	Open to any opposition councillor
Joint Consultative Forum (JCF)	1	Open to any opposition councillor
Licensing Board	1	Open to Labour councillors
Licensing Committee	1	Open to Labour councillors
Local Negotiating Committee for Teachers	1	Open to any opposition councillor
Joint Boards / Partnership		
Community Planning West Dunbartonshire Management Board	1 sub	Open to any opposition councillor
Dunbartonshire and Argyll & Bute Valuation Joint Board (VJB)	1 sub	Open to any opposition councillor
Outside Bodies		
Knowes Housing Association (Management Committee)	1	Open to all councillors
Knowes Housing Association (Management Committee)	1 sub	Open to all councillors