

# Agenda



## Meeting of Infrastructure, Regeneration and Economic Development Committee

**Date:** Wednesday, 21 November 2018

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**Time:** 10.00 a.m.

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**Venue:** Civic Space, Council Offices, 16 Church Street, Dumbarton

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**Contact:** Nuala Quinn-Ross, Committee Officer  
Tel: 01389 737210, [nuala.quinn-ross@west-dunbarton.gov.uk](mailto:nuala.quinn-ross@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Infrastructure, Regeneration and Economic Development Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Councillor Iain McLaren (Chair)  
Councillor Marie McNair (Vice Chair)  
Councillor Gail Casey  
Councillor Karen Conaghan  
Councillor Diane Docherty  
Provost William Hendrie  
Councillor Caroline McAllister  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor John Mooney  
Councillor Lawrence O'Neill  
Councillor Martin Rooney

All other Councillors for information

Chief Executive  
Strategic Director of Regeneration, Environment and Growth

Date of Issue: 8 November 2018

**INFRASTRUCTURE, REGENERATION AND ECONOMIC  
DEVELOPMENT COMMITTEE**

**WEDNESDAY, 21 NOVEMBER 2018**

**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 MEETING 7 - 10**

Submit, for approval as a correct record the Minutes of the Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 22 August 2018.

**5 OPEN FORUM**

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

**6 UPDATE ON PROPERTY AND LAND ASSET DISPOSAL STRATEGY 2013-2018 11 - 22**

Submit report by the Strategic Lead – Regeneration providing an update in respect of the Property and Land Disposal Strategy 2013 – 2018.

**7 SALE OF FORMER CARE HOME KNOWN AS DALREOCH HOUSE, DUMBARTON 23 - 32**

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former care home known as Dalreoch House, Dumbarton.

**8 SALE OF LAND FORMERLY COMPRISING THE SITE OF THE FORMER DAY CENTRE AT AUCHENTOSHAN ESTATE 33 - 44**

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the land formerly comprising the site of the former Day Centre at Auchentoshan Estate.

**9 SALE OF FORMER CARE HOME KNOWN AS WILLOX PARK, DUMBARTON 45 - 51**

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former care home known as Willox Park, Dumbarton.

**10 TENDER FOR THE RECEPTION, TRANSFER, TREATMENT & DISPOSAL OF MUNICIPAL SOLID WASTE. COLLABORATIVE PROCUREMENT BETWEEN WDC, INVERCLYDE COUNCIL AND ARGYLL & BUTE COUNCIL 53 - 56**

Submit report by the Strategic Lead – Environment and Neighbourhood seeking approval for officers to issue a tender for a collaborative procurement for waste disposal services for West Dunbartonshire Council, Argyll & Bute Council and Inverclyde Council.

**11 BUILDING SERVICES PROCUREMENT PROVISION UPDATE 57 - 59**

Submit report by the Strategic Lead – Regeneration seeking approval of the procurement processes to tender the requirements for appointment of a maintenance contractor for Fire Alarms, Intruder Alarms, CCTV, Door Entry Systems, Disabled Toilet Alarms, & Panic Alarms.

**12 REMOVAL OF CHARGES FOR CHILD BURIAL AND CREMATION 61 - 64**

Submit report by the Strategic Lead – Environment and Neighbourhood seeking approval to remove charging for child burials and cremations following a Scottish Government consultation on the matter.

**13 REGENERATION FUND UPDATE 65 - 72**

Submit report by the Strategic Lead – Regeneration providing an update on progress with the Regeneration Fund and seeking agreement to re-allocate the notional allocation for Bowling Basin.

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**14 ECONOMIC DEVELOPMENT STRATEGY ACTION PLAN UPDATE 73 - 119**

Submit report by the Strategic Lead – Regeneration advising on the progress in delivering the Economic Development Strategy Action Plan 2015-20.

**15 ANNUAL PERFORMANCE OF WEST DUNBARTONSHIRE LEISURE TRUST FOR YEAR TO 31 MARCH 2018 121 - 136**

Submit report by the Strategic Lead – Environment and Neighbourhood providing an update on the annual performance of West Dunbartonshire Leisure Trust (the Trust) during the period 01 April 2017 to 31 March 2018.

**16 REGENERATION DELIVERY PLAN 2018/19: MID-YEAR PROGRESS REPORT 137 - 146**

Submit report by the Strategic Lead –Regeneration setting out the mid-year progress of the Regeneration Delivery Plan 2018/19 actions.

**17 ENVIRONMENT & NEIGHBOURHOOD DELIVERY PLAN 2018/19 - MID-YEAR PROGRESS 147 - 156**

Submit report by the Strategic Lead – Environment and Neighbourhood setting out the mid-year progress of the Environment & Neighbourhood Delivery Plan.

**18 UPDATE ON ACTIVITY BY CLYDEBANK PROPERTY COMPANY LIMITED 157 - 164**

Submit report by the Strategic Lead – Regeneration providing an update on the progress of activity in Clydebank Property Company Limited (CPC).

**19 INFRASTRUCTURE, REGENERATION & ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT 2018/19 TO PERIOD 7 (31 OCTOBER 2018) (to follow)**

Submit joint report by the Strategic Lead - Environment & Neighbourhood and the Strategic Lead - Regeneration on the above.

**20 WORKING WELL TOGETHER - ATTENDANCE MANAGEMENT: 165 - 180  
BI-ANNUAL RESULTS QUARTER 1 AND QUARTER 2 (APRIL –  
SEPTEMBER 2018)**

Submit report by the Strategic Lead – People and Technology providing detailed analysis on the attendance performance for quarters 1 and 2 (April 2018 – September 2018).

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**INFRASTRUCTURE, REGENERATION AND ECONOMIC  
DEVELOPMENT COMMITTEE**

At a Meeting of the Infrastructure, Regeneration and Economic Development Committee held in the Council Chamber, Clydebank Town Hall, Clydebank on Wednesday, 22 August 2018 at 10.00 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Diane Docherty, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, Lawrence O'Neill and Martin Rooney.

**Attending:** Richard Cairns, Strategic Director – Regeneration, Environment and Growth; Ronnie Dinnie, Strategic Lead – Environment & Neighbourhood; Jim McAloon, Strategic Lead – Regeneration; Ian Bain, Greenspace Manager; Craig Jardine, Corporate Asset Manager; Michelle Lynn, Assets Coordinator; Raymond Walsh, Interim Manager – Roads & Transportation; Sally Michael, Principal Solicitor and Nuala Quinn-Ross, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Karen Conaghan, Marie McNair and John Mooney and Peter Barry, Strategic Lead – Housing & Employability.

**Councillor Iain McLaren in the Chair**

**DECLARATIONS OF INTEREST**

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

**MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 30 May 2018 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.

## **SALE OF 82 MAIN STREET, ALEXANDRIA G83 0PB**

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the property at 82 Main Street, Alexandria, the offers received and seeking approval to conclude disposal of the site.

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

- (1) to approve the disposal of the property at 82 Main Street, Alexandria for a consideration of a gross purchase price of £25,100 (Twenty five thousand one hundred pounds);
- (2) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

## **SALE OF VACANT SITE AT FORMER MEDICAL CENTRE SITE, BANK STREET, ALEXANDRIA**

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Medical Centre Site, Bank Street, Alexandria, the offers received and seeking approval to conclude disposal of the site.

After discussion and having heard officers in further explanation of the report and in answer to Members' questions, Councillor McColl, seconded by Councillor McAllister moved:-

That the Committee agree:-

- (1) to approve the disposal of the former Medical Centre Site, Bank Street, Alexandria for a consideration of a gross purchase price of £165,000 (One hundred and sixty five thousand pounds);
- (2) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

As an amendment, Councillor Rooney, seconded by Councillor McBride moved:-

- (1) that officers remarket the former Medical Centre Site to include the heritable rights within the sale; and

- (2) that a report be submitted to Committee providing details of the results of the remarketing exercise.

On a vote being taken, 4 Members voted for the amendment and 5 Members voted for the motion, which was thereafter declared carried.

The Committee then agreed that future reports of this nature should include details of the Housing Department's consideration for the potential use for new build housing development and the details of Social Registered Landlords who had been consulted and their responses.

### **ASSET MANAGEMENT PLAN: OPEN SPACE 2018 – 2023**

A report was submitted by the Strategic Lead – Environment & Neighbourhood providing an update on the Asset Management Plan: Open Space 2018 - 2023.

After discussion and having heard officers in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

Note:- Provost Hendrie left the meeting during discussion on the above item of business.

### **ASSET MANAGEMENT PLAN: ROADS, STRUCTURES, LIGHTING AND WATER RELATED INFRASTRUCTURE 2018 - 2023**

A report was submitted by the Strategic Lead – Environment & Neighbourhood providing an update on the Asset Management Plan: Roads, Structures, Lighting and Water related Infrastructure: 2018 - 2023.

After discussion and having heard the Strategic Lead - Environment & Neighbourhood and the Interim Manager - Roads & Transportation in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **INFRASTRUCTURE, REGENERATION & ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT 2018/19 TO PERIOD 4 (31 JULY 2018)**

A joint report was submitted by the Strategic Lead - Environment & Neighbourhood and the Strategic Lead - Regeneration providing an update on the financial performance to 31 July 2018 (Period 4) of those services under the auspices of this Committee.

After discussion and having heard officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report which shows the revenue budget forecast to overspend against budget by £0.168m (0.7%) at the year-end;
- (2) to note the net projected annual position in relation to relevant capital projects which is highlighting projected variance of £15.828m (25.3%) due to slippage of £15.264m (24.4%) and an underspend of £0.564m.(0.9%);
- (3) to note the progress on savings incorporated into budgets for 2018/19; and
- (4) that a Briefing Note be issued providing an update on the progress being made with the District Heating project.

Note:- Councillor O'Neill declared an interest in the above item of business, being the Independent Chair of Holm Park Community Football Academy Limited.

The meeting closed at 11.55 a.m.

**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Head of Regeneration Infrastructure, Regeneration and**

**Economic Development Committee**

**21 November 2018**

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**Subject: Update on Property and Land Asset Disposal Strategy 2013-2018.**

**1. Purpose**

- 1.1** The purpose of this report is to provide Committee with an update in respect of the Property and Land Disposal Strategy 2013 – 2018 as approved at the Housing, Environment and Economic Development Committee on 13 February 2013.
- 1.2** Subsequent updates were submitted to the Infrastructure, Regeneration and Economic Development Committee on: 18 June 2014; 18 March 2015; 25 March 2015; 25 November 2015, 14 December 2016 and 22 November 2017.

**2. Recommendations**

It is recommended that Committee:

- (i) Notes the priorities and progress made in meeting the objectives set out in the Property and Land Disposal Strategy 2013 – 2018.
- (ii) Notes the progress made in respect of the strategic sites.

**3. Background**

- 3.1** The Property and Land Disposal Strategy 2013-2018 (hereafter referred to as “the Strategy”), was approved by the Housing, Environment and Economic Development Committee on 13 February 2013.
- 3.2** The Strategy provides a platform from which decisions can be made in respect of the planned disposal of property assets. The ultimate aim of the Strategy is to allow a more pro-active and considered approach to the disposal of surplus property and land assets and to do so in a prioritised manner which best supports the Council’s objectives, reducing the number of buildings that we own and operate out of, thus minimising overheads.

**3.3** Those properties which have been declared surplus are grouped into three separate categories based on importance. In prioritised order, they are:

- Strategic Sites – sites that could bring significant economic impact.
- Rationalisation Programme – land and buildings that are to be disposed of as part of any Council rationalisation programme.
- Commercial and Private – land and buildings with commercial and/or private benefit to interested parties.

The Strategy provides a Surplus Assets List and Action Plan highlighting assets within each of the aforementioned categories. An updated list is provided as Appendix 1.

#### **4. Main Issues**

##### Strategic Sites/ Rationalisation Programme

- 4.1** A brief update on progress on some of the key strategic sites is provided below.
- 4.2** Site at Carrochan Road, Balloch – sale approved at the Infrastructure, Regeneration and Economic Development Committee on 23 August 2017. The purchasers are currently in pre application discussions with Loch Lomond and The Trossachs National Park Planning Authority before submitting their application. Legal negotiations ongoing.
- 4.3** Former Braidfield High School, Clydebank – sale approved at the Infrastructure, Regeneration and Economic Development Committee on 22 November 2017. Planning Application granted in June 2018 and Missives concluded 2 October 2018 subject to agreement on abnormals. Anticipated completion December 2018.
- 4.4** Highdykes Primary School, Bonhill, Alexandria – sale approved at the Infrastructure, Regeneration and Economic Development Committee on 22 November 2017. Legal negotiations ongoing to conclude contract expected to be concluded end October 2018.
- 4.5** Council Offices, Rosebery Place, Clydebank – awaiting results of site investigations. Site being marketed and extensive interest received closing date will be set early 2019.
- 4.6** Former Auchentoshan Day Centre, Auchentoshan Estate, Clydebank – anticipate offer to be received October 2018 and will be subject to a future report to the Infrastructure, Regeneration and Economic Development Committee.
- 4.7** Land surrounding Crosslet House, Dumbarton – particulars currently being prepared to bring to the market December 2018.



- 4.8** Playdrome Site, Clydebank – sale approved at the Infrastructure, Regeneration and Economic Development Committee on 23 August 2016. Legal negotiations ongoing but anticipate concluding by end November 2018.
- 4.9** Site at Mitchell Way, Alexandria – preferred developer has withdrawn but negotiating with proposed anchor tenant and a future report will be subject to a future report to the Infrastructure, Regeneration and Economic Development Committee.
- 4.10** Council Offices, Garshake, Dumbarton - closure spring 2018. Disconnections and asbestos survey complete. Relocation of sub-station agreed and ongoing. Anticipate tender for demolition contractor to be published October 2018 and will be subject to paper to Tendering Committee in November 2018.
- 4.11** Our Lady & St Patrick's High School, Dumbarton – demolition ongoing and due to be complete and offsite December 2018. Site Investigations due to commence January 2019. Site currently being soft marketed and we have received extensive interest.
- 4.12** Haldane Primary School, Haldane – anticipate demolition contractor being appointed following October Tendering Committee with a site start date of November 2018. Once demolished the site will transfer to Housing Revenue Account and be removed from the Property and Land Disposal Strategy 2013-2018.
- 4.13** Going forward the Council may wish to develop some other of the sites identified in this Strategy for commercial development.

**4.14** Care Homes Sites

Langcraigs Care Home – sale agreed at the Infrastructure, Regeneration and Economic Development Committee on 23 August 2017. Sale concluded and capital receipt received March 2018.

Willox Park Care Home – property has been extensively marketed and subject to separate paper to the Infrastructure, Regeneration and Economic Development Committee on 21 November 2018.

Dalreoch House Care Home – sale agreed at the Infrastructure, Regeneration and Economic Development Committee on 22 November 2017. Purchaser withdrawn from the purchase and this is now subject to a separate paper to the Infrastructure, Regeneration and Economic Development Committee on 21 November 2018.

Mount Pleasant Homes Care Home – part of the rationalisation process date of disposal to be confirmed. Currently being looked at for future use

by Health & Social Care Partnership and will form part of a future paper to the Infrastructure, Regeneration and Economic Development Committee if appropriate.

Boquhanran House Care Home – part of the rationalisation process date of disposal to be confirmed.

Frank Downie House Care Home – part of the rationalisation process date of disposal to be confirmed.

#### Small Plot Disposals

- 4.15** Continuing to market small plots on an ad hoc basis.

#### Community Empowerment (Scotland) Act – Asset Transfer

- 4.16** A report in respect of Community Empowerment (Scotland) Act – Asset Transfer was submitted to the Infrastructure Regeneration and Economic Development Committee on 15 March 2017. Separate reports on proposed transfers are reported to Committee at the appropriate time. Currently three transfers have taken place in 2018.

### **5. People Implications**

- 5.1** There are no significant people implications other than the resources required by Asset Management and Legal Services to conclude the proposed disposal.

### **6. Financial and Procurement Implications**

- 6.1** By pursuing and prioritising the disposal of the strategic sites, the Council are seeking to maximise capital receipts and improve opportunity for the economic regeneration of West Dunbartonshire.
- 6.2** The disposal of assets will allow savings attributed to vacant running costs and a reduction in the level of capital borrowing by the Council
- 6.3** In relation to the marketing of sites, the agent's fees/marketing costs will be deducted from the capital receipt achieved. The volume of disposals of larger value sites will generate an increase in capital receipts for the Council. A considered approach to marketing to maximise value will be undertaken.
- 6.4** There are currently no procurement implications.

### **7. Risk Analysis**

- 7.1** It was not necessary to carry out a risk assessment on the proposal contained within the report. Any risk assessment will be undertaken on a

site by site basis, if and when a report to Committee is required.

- 7.2** As part of the marketing strategy consideration will be given to the competing interests in the market to ensure that the properties we are disposing of are released at the appropriate time to ensure maximum value is achieved.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An Equality Impact Screening did not indicate any further action required in relation to any recommendations.

## **9. Consultation**

- 9.1** Consultation has been undertaken between Asset Management and Legal Services to establish how best disposals can be serviced.
- 9.2** Consultation has been between Asset Management and Procurement to establish the best mechanism for appointing agents.
- 9.3** Consultation has been between Asset Management and Planning to establish Planning Briefs before sites are exposed to market.
- 9.4** No further consultations were deemed necessary.

## **10. Strategic Assessment**

- 10.1** The release of development sites onto the market will contribute to the economic well-being of the area, the supply of housing, and increased employment. In turn this will make West Dunbartonshire a more attractive prospect for inward investment.
- 10.2** Through the adoption of a formal Community Asset Transfer Policy and Procedures, the Council are seeking to encourage and enable community organisations to take on assets and provide services which will contribute to the overall benefit of the community.

**Jim McAloon**

Strategic Lead, Regeneration

Date: 4 October 2018

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**Person to Contact:** Michelle Lynn, Assets Co-ordinator, Council Offices, Bridge Street, Dumbarton, G82 1NT, T:01389 776992, Email: [michelle.lynn@west-dunbarton.gov.uk](mailto:michelle.lynn@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 – Surplus Assets List and Action Plan (Updated September 2017)

<b>Background Papers:</b>	<p>Report by the Executive Director of Housing, Environmental and Economic Development to the Housing, Environment and Economic Development Committee on 13 February 2013: Property and Land Asset Disposal Strategy 2013 - 2018</p> <p>Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 18 June 2014: Progress Report, and updating of Property and Land Asset Disposal Strategy 2013 – 2018.</p> <p>Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 18 March 2015: Update on Property and Land Asset Disposal Strategy 2013-2018.</p> <p>Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 25 November 2015: Update on Property and Land Asset Disposal Strategy 2013-2018</p> <p>Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 14 December 2016: Update on Property and Land Asset Disposal Strategy 2013-2018</p> <p>Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 22 November 2017: Update on Property and Land Asset Disposal Strategy 2013-2018</p>
<b>Wards Affected:</b>	All.

## Appendix 1- Surplus Assets List & Action Plan

ASSET	Comments	Estimated Date of Sale	Action	Responsibility for action
<b>Strategic Sites</b>				
Site at Carrochan Road, Balloch	8,728 sqm (2.17 acres) of ground at Carrochan Road, Balloch adjacent to new National Park Headquarters. Outline Planning Permission has been granted for a development of 23 residential units.	2017-18	Sale agreed subject to legal contract and planning - transaction approved at the Infrastructure, Regeneration and Economic Development Committee on 23 August 2017.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
Auchentoshan (Former ATC), Mountblow Rd, Clydebank	Former adult training centre within Auchentoshan Estate which was closed in February 2009. Property was marketed in 2010/11 with one offer received but never concluded. Property was demolished May 2013. Asset now comprises cleared site. Proposal to lease (with Option to Purchase) at market value for educational use rejected by IRED Committee 17/09/14. Committee instruction to re-market for care home use.	2017-18	Property currently being re-marketed for care home use with limited interest.	Asset Management - Michelle Lynn
Former Braidfield High School, Clydebank	Site of former Braidfield High School extending to 7.8 acres (31,576 sqm). Area increased due to inclusion of pitches. Demolition completed 2010.	2017-18	Legal contract concluded anticipated capital receipt December 2018.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
6.47 acre site at Levenbank Road, Jamestown (Milton Loan)	26,167 sqm (6.47 acres) of ground at Levenbank Road, Jamestown identified for residential use in finalised local plan. Local plan suggests 68 units for site based on 75 units for larger area. Likely purchaser to be a RSL.	2018-19	Initial discussions with adjoining proprietor ongoing with a view to bringing the site to market jointly. Trying to establish ownership of part of site. Notice given to Allotment tenants to vacate by 31/12/2018.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
St James Retail Park, Glasgow Road, Dumbarton. Phase 1 part disposal and Phase 2 complete disposal of 5.14 acre site	20,809 sqm (5.14 acres) of ground at St James Retail Park, Glasgow Road, Dumbarton. The site is zoned as a retail development opportunity in the finalised Local Plan. Planning consent for a retail development for 3 units totalling 35,000 sqft has been granted. Phase One receipt £1.0M, Phase Two receipt £1.5M.	2019-20	Discussions postponed due to market conditions. Still no current retailer demand - options being reassessed.	Asset Management - Michelle Lynn
Playdrome, Clydebank	Leisure provision to be relocated to new facility at Queens Quay and thereafter planned disposal of 8.58 acre site.	2017 -18	Sale agreed subject to conclusion of legal contract and planning - sale approved at the Infrastructure, Regeneration and Economic Development Committee on 23 August 2017.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
Site at Heather Avenue, Alexandria	17,281 sqm (4.27 acres) of ground at Heather Avenue, Alexandria identified for residential use in finalised local plan. Local plan suggests 160 units for whole development site (9.76 acres) therefore proportionate amount for WDC vacant site of 4.27 acres.	2017 - 18	Discussions with adjoining owners ongoing and checks with Legal that we have a marketable Title.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
Highdykes Primary School, Braehead, Bonhill, Alexandria	17,847 sqm (4.41 acre) site of Highdykes Primary School.	2017-18	Sale agreed subject to conclusion of legal contract and planning - sale approved at the Infrastructure, Regeneration and Economic Development Committee on 22 November 2017.	Asset Management - Michelle Lynn
Aitkenbar Primary School, Dumbarton	School closed June 2016	2018-19	Demolition complete, site being transferred to HRA account. Notice to quit being issued to tenants of Longcraggs but not being enforced as per Committee decision - alternative accommodation options being pursued.	Asset Management - Michelle Lynn

Mount Pleasant House, 2 Ashtree Court, Old Kilpatrick	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Michelle Lynn
Boquhanran House, Dickens Avenue, Clydebank	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Michelle Lynn
Frank Downie House, Ottawa Crescent, Clydebank	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Michelle Lynn
Dalreoch House, West Bridgend, Dumbarton	Care home closed June 2017	2017-18	Sale agreed at Infrastructure, Regeneration and Economic Development Committee on 22 November 2017. Purchaser withdrawn and new sale proposed and subject to separate paper to Infrastructure, Regeneration and Economic Development Committee 21 November 2018.	Asset Management - Michelle Lynn
Langcraigs Care Home, Gooseholm Road, Dumbarton	Care home closed July 2017	2017-18	Sale concluded and capital receipt achieved March 2018.	Asset Management - Michelle Lynn
Our Lady and St Patricks, Hawthornhill Road, Dumbarton	School due for October 2017	2018 - 19	Demolition ongoing and due to be complete and offsite December 2018. Site Investigations due to commence January 2019. Site currently being soft marketed and we have received extensive interest.	Asset Management - Michelle Lynn
Willox Park Care Home, Colquhoun Street, Dumbarton	Care Home closed June 2017	2018 - 19	Property has been extensively marketed and subject to separate paper to the Infrastructure, Regeneration and Economic Development Committee on 21 November 2018.	Asset management - Michelle Lynn
Site at Mitchell Way, Alexandria	15,742 sqm (3.89 acre) development site in Alexandria town centre is presently subject to a public tendering exercise. An additional area of land extending to (11,372) 2.81 acres can also be made available to interested parties.	2018 - 19	Preferred developer has pulled out. Discussions ongoing.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness
Site at Crosslet House, Argyll Avenue, Dumbarton	A significant portion of the site is to accommodate a new care home which completed in April 2017. Development of the remainder of the site is restricted due to topography, flooding risk, ancient woodland and Japanese Knotweed. Around seven residential units are deemed suitable for the remaining developable parts of the site.	2019-20	Particulars currently being prepared to bring to the market December 2018.	Asset Management - Michelle Lynn Economic Development - Michael McGuinness Planning - Pamela Clifford
Council Offices, Rosebery Place, Clydebank	Council offices relocated from Rosebery Place to Aurora House. One Stop Shop remain in occupation of the ground floor until Spring 2016. Once fully vacated, the site can be prepared for marketing.	2018-19	Awaiting results of site investigations. Site being marketed and extensive interest received closing date will be set early 2018.	Asset Management - Michelle Lynn
Council Offices, Garshake Road, Dumbarton	Part of Office Rationalisation Proposal.	2018-19	Closure spring 2018. Disconnections and asbestos survey complete. Relocation of sub-station agreed and ongoing. Anticipate tender for demolition contractor to be published October 2018 and will be subject to paper to Tendering Committee in November 2018.	Asset Management - Michelle Lynn
PROPERTY	General Comment	Date or Estimated Date of Sale	Action	Responsibility for Action

Library Offices Poplar Road Dumbarton	Options on Poplar Road facility being considered.	TBC	No action for time being. Possibly part of future rationalisation.	Asset Management - Michelle Lynn
Balloch Castle Balloch	Historic Castle leased from GCC. All services now working at new locations.	TBC	alternative uses for facility. Investigation into Feasible New Uses. Part of Balloch Charrette.	Asset Management - Michelle Lynn
30 Church Street Alexandria	Part of Office Rationalisation Proposal. Purpose built office building with car parking.	2017 - 18	Property being marketed and anticipated setting closing date early 2019.	Asset Management - Michelle Lynn
85 Kilbowie Road Clydebank	Purpose built office building with car parking. Current long term lease.	2017 - 18	No action for time being. Possibly part of future rationalisation.	Asset Management - Michelle Lynn
4/6 and 10 Elm Road Dumbarton	Part of Depot Rationalisation Proposal. Former workshops and office buildings.	TBC	Part of future depot rationalisation project.	Asset Management - Michelle Lynn
264 Glasgow Road	Shop.	NA	Application from tenant required to action disposal. Authority to sell to tenant only.	Asset Management - Michelle Lynn
276 Glasgow Road	Shop.	NA	Application from tenant required to action disposal. Authority to sell to tenant only.	Asset Management - Michelle Lynn
Site at 5/13A Lennox Drive, Faifley	Ground at 5/13A Lennox Drive, Clydebank which is required for development of the adjacent residential site by Faifley Housing Association. .	2018-19	Negotiations on-going with Faifley Housing Association.	Asset Management - Michelle Lynn
Yard 62/64 Clyde Street Clydebank	Previously considered for sale to sitting tenant - negotiations did not progress to completion.	2019 - 20	Part of depot rationalisation. Agent to be instructed when site ready for disposal.	Asset Management - Michelle Lynn
1.73 acres of ground Bellsmyre - 3 sites	7,001 sqm (1.73 acres) of ground at 11-15 Muir Road, 11-15 Aitkenbar Drive and 2-4 Penniecraef Avenue, Bellsmyre, Dumbarton. Three sites included in valuation as proposed to sell as part of single transaction	2018-19	Plans for disposal being prepared to pass to agent for marketing.	Asset Management - Michelle Lynn
8 Elm Road Dumbarton	Surplus property pending committee approval to market/sell	2019 - 20	Decision on sale delayed for Depot Rationalisation Programme Review to be completed	Asset Management - Michelle Lynn
10a Elm Road, Dumbarton - Window factory	Surplus property pending committee approval to market/sell	2019 - 20	Decision on sale delayed for Depot Rationalisation Programme Review to be completed	Asset Management - Michelle Lynn
Grazing Land, Castlehill	Previously proposed sale to tenant farmer.	2018-19	Property being marketed currently no interest.	Asset Management - Michelle Lynn

PROPERTY	General Comment	Estimated Date of Sale	Action	Responsibility for Action
<b>Commercial and Private</b>				
Marinecraft changing room and gymnasium , Woodyard Road, Dumbarton.	Terms agreed to sell the facility to the adjacent owner once the property is vacated. Committee approval to proceed with the sale was provided at the 16th September 2015 IRED Committee.	2019-20	Under offer - Progress to a concluded missive once new facility has been built.	Asset Management - Michelle Lynn
82 Main Street Alexandria	Former office extending to 863 sqft on the first floor with access at the rear. Declared surplus and marketed for sale in 2011/12. Offer of £46,000 received but not concluded as issues over access remain unresolved.	2018-19	Remarketed and best offer received £25,100. Approved at IRED Committee 22 August 2018. Legal instructed to progress sale.	Asset Management - Michelle Lynn Regulatory - Sally Michael
102 Main Street, Alexandria	Former offices extending to 1,406 sq ft on the first floor and attic with access at the rear. Declared surplus but not yet marketed for sale.	2017- 18	Title being investigation. Potential flying freehold over close area to be resolved.	Asset Management - Michelle Lynn Regulatory - Sally Michael
Ground at Parkhall Road	Surplus Status to be clarified. Possibility of 1-2 residential developments plots.	2018-19	Japanese Knotweed being monitored. Discussions ongoing with neighbouring owner. Assess marketability of the site.	Asset Management - Michelle Lynn
Levenford Gatelodge and Coach houses	Vacant house (coach house) and derelict gate lodge. Declared surplus on 30th March 2005. Inspection during 2010 found property to be in a poor condition.	2018-19	Property being marketed but limited interest.	Asset Management - Michelle Lynn
Former Public Toilet - Quay St, Dumbarton	410 sqm (0.01 acre) site at Quay Street, Dumbarton. Formerly public toilets demolished in 2009. Site value based on part commercial and part residential uses.	2018-19	Property being brought to market December 2018 - interest received from neighbouring proprietor.	Asset Management - Michelle Lynn
32 sqm of ground at Glasgow Road, Hardgate, Clydebank	32 sqm of ground at Glasgow Road, Hardgate currently used as a flower bed. Forms part of a larger potential residential development site.	No action	Planning investigation required to establish alternative use. Nominal value. No action required.	Asset Management - Michelle Lynn
Kilbowie Road roundabout, Clydebank	Development site opposite fire station. May suit licensed/public house use.	No action	Considered nil value due to underlying ground conditions. No action required.	Asset Management - Michelle Lynn
365 sq m site at Hardie Street, Alexandria	461 sqm (0.11 acres) of ground at 7 Hardie Street, Alexandria within an existing residential area. Considered suitable for development of a single house plot. Site forms amenity ground at present.	20118-19	Title investigation ongoing. Site to be brought to market January 2019.	Asset Management - Michelle Lynn.
0.576 acre site 193 Dumbarton Rd. Clydebank-Site	Development is limited by main sewer at the rear of the site, irregular shape and access issues. Great value achievable if considered in conjunction with the adjoining site.	2018-19	Negotiations on-going with the adjoining owner.	Asset Management - Michelle Lynn
404 Glasgow Road, Clydebank	2 areas of ground 1,975 sqm (0.49 acres) and 282 sqm (0.07 acres) at 404 Glasgow Road, Clydebank. Ground adjacent to site of former church which was demolished. Planning permission for mixed use development refused in 2008/09.	No action.	Part of site has been sold. Investigate opportunity for disposal of remaining sites. Nominal value. No action currently required.	Asset Management - Michelle Lynn
0.16 acres of ground at 44-46 Gaitskill, Alexandria	454 sqm (0.11 acres) of ground at 44-46 Gaitskill Avenue, Alexandria. Former playground with potential as a single house plot. Value reduced to reflect generally falling market. Area amended as error in previous assessment.	2018-19	Planning investigation required to establish alternative use.	Asset Management - Michelle Lynn
5 acre site at Lomond Industrial Estate, Alexandria	20,235 sqm (5 acres) of ground at Strone Road, Lomond Industrial Estate, Alexandria zoned for industrial use. The site is subject to flooding and is on the route of the proposed Lomond Canal.	Retain Site	Site levels require to be lifted to alleviate flooding. Substantial capital investment required which is likely to exceed any capital receipt.	Asset Management - Michelle Lynn
Brown Ave. Clydebank-Ground	Rectangular flat grassed site in established residential area. Currently open space therefore no scope for development.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
0.2 acres of ground at 1 Carmona Drive, Haldane, Alexandria	Sloping grass verge site in existing residential area.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn



5A Colquhoun Drive. Alexandria- LAND	Flat regular shaped corner site in existing residential area. Currently used as gardens by adjoining residents. Could support an apartment block subject to Title and Planning although likely resistance from residents.	2018-19	Title investigation ongoing. Site to be brought to market January 2019.	Asset Management - Michelle Lynn
500 sqm of ground at 118 Roman Crescent, Old Kilpatrick, Clydebank	Site comprises lock ups and hard surfaced flat ground within established residential area. Possible House plot(s) sale(s) - subject to Title and Planning.	2018-19	Title investigation ongoing. Site to be brought to market January 2019.	Asset Management - Michelle Lynn
Braes Ave, Whitecrook, Clydebank	Flat plot of land off Braes Avenue. Main services/utilities should be readily available.	2018-19	Title investigation ongoing. Site to be brought to market January 2019.	Asset Management - Michelle Lynn
Dumbarton Rd (opposite Foto One), Clydebank	Public open space, mature trees and footpath over narrow linear site.	2018-19	Nominal value. No action required.	Asset Management - Michelle Lynn
Grnd Lawmuir Cres and Whitehill Rd, Duntocher, Clydebank	Steeply sloping site - appears to be green belt land - Planning discussions required.	2018-19	Nominal value. No action required.	Asset Management - Michelle Lynn
Grnd, Boulevard (North), Clydebank	Triangular area of ground on northern side of Great western Road - to east of access road of Bouelvard Hotel.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Grnd, Douglas Muir St, Faifley, Clydebank	Steeply sloping site adjacent to existing residential units - worthy of further investigation with planning dept.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Grnd, Glasgow Rd, Hardgate, Clydebank	Linear narrow grass verge.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Grnd, Gran St and Davidson St, Clydebank	Open space area adjacent to Canal - restricted access	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Land - Glenhead Road - 20 units	Flat linear site used for lock up garages	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn

PROPERTY	General Comment	Estimated Date of Sale	Action	Responsibility for Action
<b>Commercial and Private</b>				
Land at Onslow Road (West) - 20 units	Open flat grassed area adjacent to scout hall and railway line	No action	Nominal value. No action required.	Asset Management - Michelle Lynn
North of Craigielee Road, Clydebank	Grassed corner verge site adjacent to housing. Forms part of larger Title. To be further investigated with WDC planning.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
North of Craigielee Road, Clydebank	Steeply sloping grassed site in residential area.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Parkhall Rd (South of Manse), Clydebank	Steeply sloping grassed site in residential area.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Site - Durban Ave. Clydebank	Landscaped public open space area.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Site - Talisman Ave, Dumbarton	Grassed verge in existing residential area.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Site South of Breval Cres, Duntocher, Clydebank	Grassed corner verge site adjacent to housing. Forms part of larger Title. To be further investigated with WDC planning.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
South behind Duntocher Hotel, Clydebank	Site could accommodate development however currently used as open space and footpath. Recent residential development adjacent - if it could have been sold or developed likely to have been included within that development. Clarify position with WDC Planning.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn
Westernmost part of Beeches Rd, Duntocher, Clydebank	Linear public open space in established residential area with two existing points of access. However, plot depth, layout of land and vehicle access may prove problematic. To be further investigated with WDC planning.	No action.	Nominal value. No action required.	Asset Management - Michelle Lynn

**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
21 November 2018**

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**Subject: Sale of former care home known as Dalreoch House, Dumbarton**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the former care home known as Dalreoch House, Dumbarton. The report details the offers received and seeks Committee approval to conclude disposal of the site.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
- (i) Approve the disposal of the former care home known as Dalreoch House, Dumbarton for a consideration of £617,000 (Six Hundred and Seventeen Thousand Pounds) to Turnberry Homes Limited.
  - (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
  - (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

**3. Background**

- 3.1** The site for disposal is the former care home known as Dalreoch House.
- 3.2** Following the care home rationalisation project the site was declared surplus as part of the Business Case for the new Dumbarton Care Home in February 2013
- 3.3** The property was vacated in June 2017 on completion of the new Dumbarton Care Home, Crosslet House, Dumbarton.
- 3.4** The Infrastructure Regeneration and Economic Development Committee held on 14 December 2016 authorised Executive Director of Regeneration, Environment and Growth to market the ground at the former Dalreoch House, Dumbarton for sale.

#### **4. Main Issues**

- 4.1** A marketing campaign was commenced by our nominated agent and a closing date being set of 14 September 2017.
- 4.2** The site was extensively marketed; sales particulars (Appendix 1) were uploaded onto various property websites, including the Council's own website. Regular e-mailing's were undertaken to our nominated agent's comprehensive list of property agents, developers, housing associations and property companies.
- 4.3** At the closing date, two offers to purchase were received from developers due to the complimentary nature of the HB Villages Development Limited proposal the committee decision was to support their bid of £440,000 (Four Hundred and Forty Thousand Pounds). Turnberry Homes Limited have confirmed that they are willing to hold their offer price from September 2017.
- 4.4** The Infrastructure Regeneration and Economic Development Committee agreed a sale to HB Villages Developments Limited on 22 November 2017.
- 4.5** HB Villages Developments Limited have since withdrawn their interest to purchase the former care home due to the change in requirements from the Health & Social Care Partnership Commissioner from 25 units for assisted living to 18 units which made the site unviable from a financial position.
- 4.6** A full assessment of the market value has been made by both officers and agents who acted in marketing of the property.
- 4.7** Officers are of the view that house prices have been static and sales volumes slowing in Dumbarton over the last 12 months. The price offered by Turnberry Homes Limited is consistent with the comparable evidence. The size of the current development site is not of sufficient size to attract mainstream housing developers and therefore in light of this, officers see no advantage to remarketing the property at this time.
- 4.8** Turnberry Homes Limited scheme offers a traditional residential scheme of eighteen two storey terraced houses as described in more detail in the site layout plan (Appendix 2) and attached design statement (Appendix 3).
- 4.9** Turnberry Homes Limited, are a medium sized house builder. They are a well established and successful house builder who have undertaken a number of schemes within West Dunbartonshire and are well aware of the Council's planning and other statutory requirements.
- 4.10** West Dunbartonshire Planning have previously expressed reservations in respect of the scheme proposed by Turnberry Homes Limited particularly in relation to the parking provision and lack of open space/landscaping but this will need to be resolved during the planning application process.

## **5. People Implications**

- 5.1** There are no significant people implications other than the resources required by the Asset Management and Legal Services to conclude the proposed disposal.

## **6. Financial and Procurement Implications**

- 6.1** The financial implications of the proposed disposal are that a capital receipt of £617,000 will be generated for the Council. This figure could reduce depending on planning conditions and site abnormalities.
- 6.2** Construction of 18 units as indicated by Turnberry Homes would generate a minimum income in the region of £41,259 per annum for both Council Tax and sewage charges with £31,737 per annum being the Council Tax element based on Band F rating. This income stream cannot obviously be guaranteed and would be dependant on all units being sold. The income stream could also be varied depending on whether purchasers were currently living within the Council area or new to the area.
- 6.3** There are no procurement implications as this is a sale.

## **7. Risk Analysis**

- 7.1** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormalities. In the case that the transaction fails to complete, the Council will require to remarket the site for sale.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An Equality Impact Screening did not indicate any further action required in relation to this assignment.

## **9. Consultation**

- 9.1** Consultations have been undertaken with Regulatory, Finance together with other relevant groups in relation to the proposed disposal. However wider consultation will take place during the Planning Application process.

## **10. Strategic Assessment**

- 10.1** By agreeing to this proposal the Council will assist in:-
- improving the local economic growth and employability of the area;
  - improving local housing and environmental sustainable infrastructure;

**Jim McAloon**

<b>Person to Contact:</b>	Michelle Lynn, Assets Co-ordinator, Council Offices, Bridge Street, Dumbarton G82 1NT, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk
<b>Appendices:</b>	Appendix 1 – Schedule of Particulars Appendix 2 – Site Layout Plan Appendix 3 – Design Statement
<b>Background Papers:</b>	Report by Strategic Lead Regeneration to Infrastructure Regeneration and Economic Development Committee on 14 December 2016.  Report by Strategic Lead Regeneration to Infrastructure Regeneration and Economic Development Committee on 22 November 2017.
<b>Wards Affected:</b>	Ward 3



**FOR SALE**  
**Due to Relocation**

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**Former Nursing Home  
and Day Care Centre**

**Dalreoch House  
1 School Lane  
Dumbarton  
G82 4BP**

Building Area: 1,382 sq m (14,875  
sq ft)  
Site Area: 1.6acres (0.65Hectares)



0141 300 8000  
[gva.co.uk/12131](http://gva.co.uk/12131)



## Preamble

Dalreoch House is a recently vacated modern former Local Authority Nursing Home and Day Care Centre lying close to Dumbarton Town Centre.

Dalreoch Train Station is nearby and various bus services are available in West Bridgend and A814, Glasgow Road.

## Accommodation

Accommodation comprises 37 Bedrooms, with Communal Lounges, Kitchens, Bathrooms, Toilets, Dining Area, Offices and Stores. Limited car parking is available to the front of the premises with a dedicated car park/service yard to the south.

## Planning

The premises are located in an area of established use. We anticipate residential and compatible uses will be acceptable to the Planning Authority. Interested Parties should satisfy themselves in this regard

## Technical Information Pack

Floor Plans, Room Sizes Report, EPC and Asbestos Report are available from the Sole Selling Agent.

This information is not warranted. Interested parties should carry out their own due diligence



For further information please contact:

**Gordon Stewart**

0141 305 6354

[gordon.stewart@gva.co.uk](mailto:gordon.stewart@gva.co.uk)

**Stephen Robertson**

0141 305 6311

[stephen.robertson@gva.co.uk](mailto:stephen.robertson@gva.co.uk)



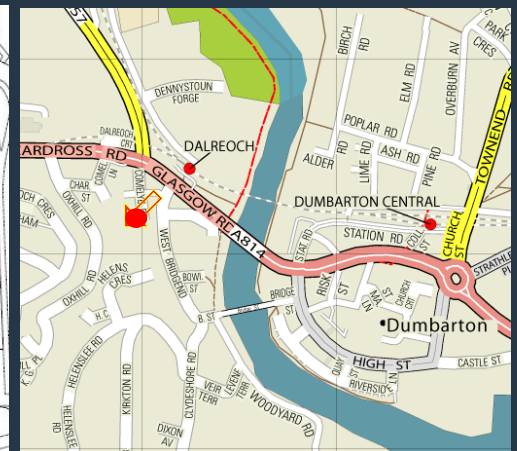
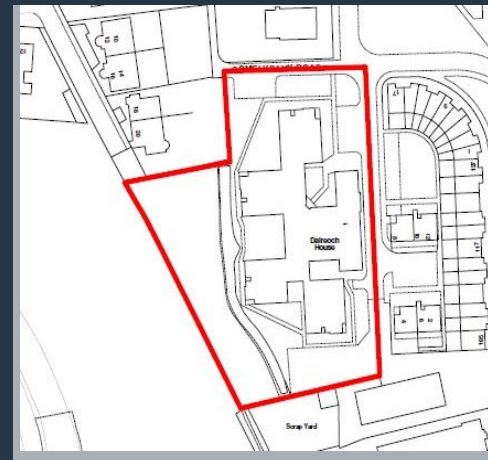
Property ref: [www.gva.co.uk/12131](http://www.gva.co.uk/12131)

## Rating

Rateable Value : £56,000.

## Terms

Offers, exclusive of VAT, are sought for the Sellers Feuhold interest in the premises.







Important:  
The contractor will be held to have examined the site and checked all dimensions and levels before commencing construction work. No assumption should be made without reference to the architect. No dimensions should be scaled from this drawing.

revision	date
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### ACCOMMODATION SCHEDULE

TYPE	No OF UNITS	No BEDS
C END TERRACE (SIDE ENTRANCE)	2	6
G2 GLENDHU END/MID TERRACE	16	48
Total	18	56

scale 0 10 20 30 40 50m

**DRAFT**

**Turnberry Homes**  
more to appreciate

architecture + design  
14 Royal Terrace  
Glasgow  
G3 7NY  
t: 0141 332 9923  
f: 0141 332 5804  
e: design@turnberryhomes.co.uk

client:  
**TURNBERRY HOMES LTD.**

project title:  
**RESIDENTIAL DEVELOPMENT SITE AT DALREOCH, DUMBARTON**

drawing title:  
**PROPOSED DEVELOPMENT PLAN**

scale:  
**1:500@A3**

date:  
**Sept 2017**

drawn by:  
**DS**

checked by:

job no:  
**S2017-23**

drawing no:  
**Sk003**

revision:

APPENDIX 2

**Dalreoch House, 1 School Lane, Dumbarton.  
Development Proposals for Turnberry Homes Ltd.**

## Design Statement

## Introduction

The development proposals by Turnberry Homes and their design partners have been prepared in response to the Sales Particulars prepared for the site by GVA. In particular the design team have developed their proposals in line with the West Dunbartonshire Council Local Plan and the Designing Streets guidance provided by the Scottish Government.

## Location

The recently vacated Dalreoch House is located close to Dumbarton Town Centre and adjacent to Glasgow Road (A814). Dalreoch Railway Station sits on the opposite side of the road offering regular connections to Glasgow and Helensburgh. Access to site is off School Lane via West Bridgend which serves the former Nursing Home Site and the rear of a residential development facing onto West Bridgend.

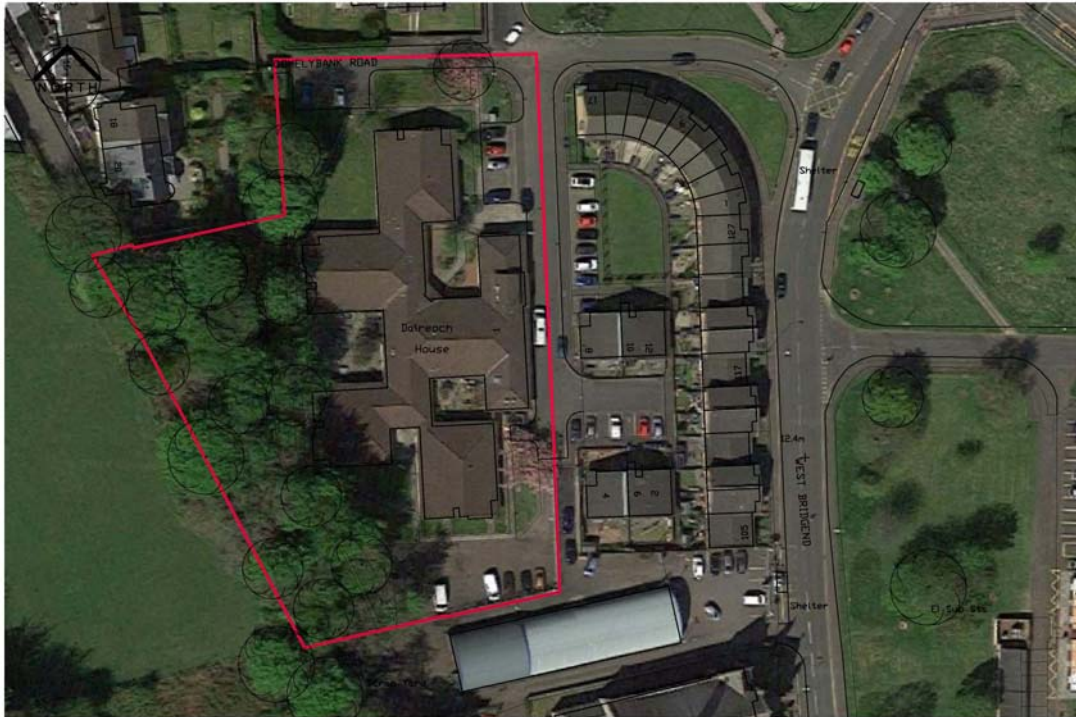
The site is generally flat, rectangular in shape with a raised wooded portion of ground along the western boundary that it is proposed will be retained.

The site extends to approximately 0.67Ha/ 1.66 acres.



Location plan with a red line boundary showing the extend of the site.





**Existing Site Plan**

## Design Solution

The design solution shown below proposes three terraced blocks placed perpendicular to the access road and the woodland area to the west of the site. The two southern blocks define a courtyard, whilst the northern terrace is positioned to complete the frontage of the adjacent curving block. The existing road will be retained with the end terrace designed to provide an active frontage.

There are 18 units providing 3-bedroom accommodation in a mix of layouts.

The communal parking court is positioned centrally, framed by the terraced blocks and landscaped to a high level to minimise the visual impact from entering the site. The area around the blocks will be retained as communal landscaped gardens, predominantly grassed with areas of trees and shrubs in key locations. Hedges will be planted to soften the boundaries along the perimeter, whilst at the same time maintaining an element of defensible space along public routes.



**Proposed development plan consisting two storey terraced blocks.**

#### Materials

It is proposed that the materials for the development will be reflective and sympathetic to the character of the existing setting and will be finished in a mix of render and reconstituted stone with grey roofing tiles.

#### Drainage and Roads

It is understood that the final foul and surface water drainage outfalls for the site will be made available by Scottish Water subject to agreement on capacities. On this basis, it is proposed that two levels of treatment will be required to meet West Dunbartonshire Council and Scottish Water requirements. The current layout will require to accommodate an end of line attenuation tank therefore at source treatment will require to be included within the roads and parking

It is proposed that all roads and footpaths throughout will be built to a standard in line with West Dunbartonshire Council Roads Guidelines.

**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
21 November 2018**

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**Subject: Sale of land formerly comprising the site of the former Day Centre at Auchentoshan Estate.**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the land formerly comprising the site of the former Day Centre at Auchentoshan Estate. The report details the offer received and seeks Committee approval to conclude disposal of the site.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
- (i) Approve the disposal of the land formerly comprising the site of the former Day Centre at Auchentoshan Estate for a consideration of £75,000 (Seventy Five Thousand Pounds ) to Sim Group (Holdings) Limited.
  - (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
  - (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

**3. Background**

- 3.1** The site to be leased comprises cleared land which previously housed the former Auchentoshan Day Centre at Auchentoshan Estate extending to 1.28 Hectares (3.16 acres) or thereby and as in the Location Plan attached as Appendix 1.
- 3.2** The site is accessed by a private road leading from Mountblow Road, Clydebank, which in turn connects the A82 trunk road to the north with Dumbarton Road (A814) to the south.
- 3.3** The Day Centre which was owned and operated by the Council, closed in February 2009 and the service was relocated.
- 3.4** A report was submitted by the Executive Director of Housing, Environmental and Economic Development to the Housing, Environmental and Economic Development Committee on 2 September 2009 seeking approval for the sale of the former Auchentoshan Day Centre, Mountblow Road, Clydebank on the

open market for development of a residential care home. The Committee agreed:-

- (i) that the Executive Director of Housing, Environmental and Economic Development be authorised to sell the former Day Centre at Auchentoshan Estate, Mountblow Road, Clydebank on the open market subject to a closing date for residential care home purposes; and
- (ii) that the Head of Legal, Administrative and Regulatory Services be authorised to conclude the transaction subject to such legal conditions that are considered appropriate.

**3.5** Following the closure of the Day Centre in February 2009, the property suffered from extensive vandalism and was subject of several arson incidents. As a result, the building became dilapidated, unsafe and a financial burden on the Council in terms of ongoing maintenance and security. The building was therefore demolished with a practical completion date of 30 May 2013. The total cost of demolition was in the order of £50,000. The Council received a payment from the insurers in the sum of £20,000 in respect of damage caused by the vandalism and fire incidents.

**3.6** The property is listed as a 'Strategic Development Site' with the Council's Property and Land Asset Disposal Strategy 2013 – 2018 approved by the Housing, Environment and Economic Development Committee on 13 February 2013.

**3.7** Given extensive opposition from local residents, the prospect of obtaining a planning consent for residential use at this location or indeed any use other than care and/or educational would be difficult.

**3.8** Within the Progress Report and updating of Property and Land Asset Disposal Strategy 2013 - 2018 approved at the Infrastructure, Regeneration and Economic Development Committee on 18 June 2014, it was envisaged that a disposal of the property would be taken forward from 2015 onwards with care home being the most likely use.

#### **4. Main Issues**

**4.1** The site has been extensively marketed; sales particulars (Appendix 1) since the closure in 2009. An offer to purchase was received in 2010 but was later withdrawn and an offer to lease was refused by the Infrastructure and Regeneration Committee in 2014.

**4.2** Since 2015 the site has remained available for purchase but no offers have been received until the formal offer to purchase has been received by Sim Group (Holdings) Limited.

**4.3** The Auchentoshan Estate access road from Mountblow Road is not adopted by the Local Authority and it is anticipated that the purchaser, will be liable for a proportionate share of maintenance and repair costs accordingly.

- 4.4 Sim Group (Holdings) Limited intend to build a care home and use the site under the restrictions of Policy BC2 (Homes for Particular Needs) identified in the draft 2010 Local Plan and this will be a condition of purchase.
- 4.5 The subjects are also covered by Policy DS2 (Green Belt) which restricted development outwith the urban area to the opportunities identified by the draft Plan and other specified uses.
- 4.6 Sim Group (Holdings) Limited are in negotiations with several service providers but have not yet concluded any contract.
- 4.7 Sim Group (Holdings) Limited are an established construction company with over 50 years' experience in delivering both new build and major refurbishments projects.

## **5. People Implications**

- 5.1 There are no significant people implications other than the resources required by the Asset Management and Legal Services to conclude the proposed disposal.

## **6. Financial and Procurement Implications**

- 6.1 The financial implications of the proposed disposal are that a capital receipt of £75,000 will be generated for the Council. This figure could reduce depending on planning conditions and site abnormalities.
- 6.2 There are no procurement implications as this is a sale.

## **7. Risk Analysis**

- 7.1 The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormalities. In the case that the transaction fails to complete, the Council will require to remarket the site for sale.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 An Equality Impact Screening did not indicate any further action required in relation to this assignment.

## **9. Consultation**

- 9.1 Consultations have been undertaken with Regulatory, Finance together with other relevant groups in relation to the proposed disposal. However wider consultation will take place during the Planning Application process.

## **10. Strategic Assessment**

- 10.1 By agreeing to this proposal the Council will assist in:-

- improving the local economic growth and employability of the area;
- improving local housing and environmental sustainable infrastructure;

**Jim McAloon**

Strategic Lead, Regeneration

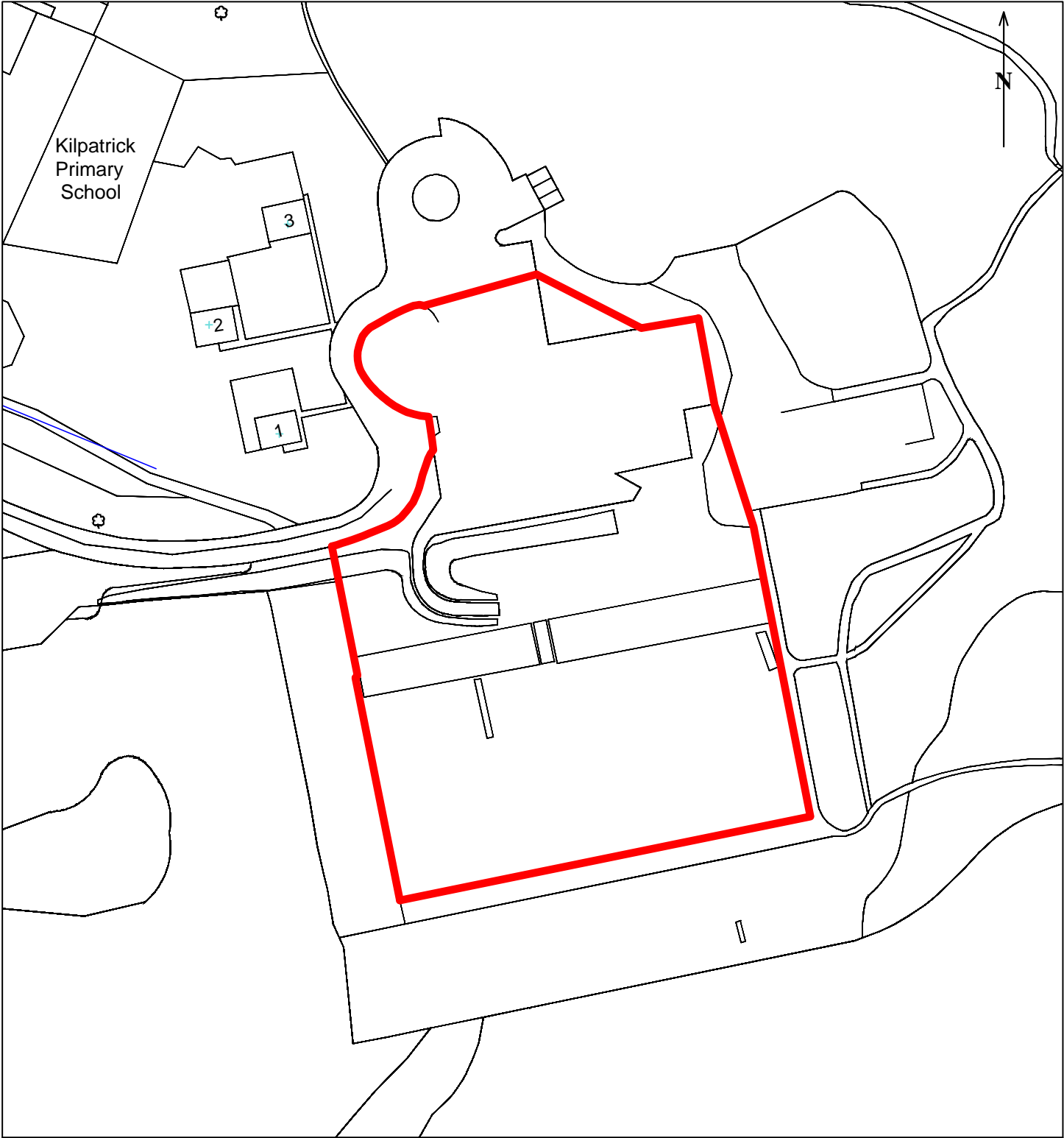
Date: 18 October 2018

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<b>Person to Contact:</b>	Michelle Lynn, Assets Co-ordinator, Council Offices, Bridge Street, Dumbarton G82 1NT, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk
<b>Appendices:</b>	Appendix 1 – Site Layout Plan Appendix 2 – Schedule of Particulars
<b>Background Papers:</b>	Report by Executive Director of Infrastructure and Regeneration to Infrastructure Regeneration and Economic Development Committee on 17 September 2014.
<b>Wards Affected:</b>	Ward 5

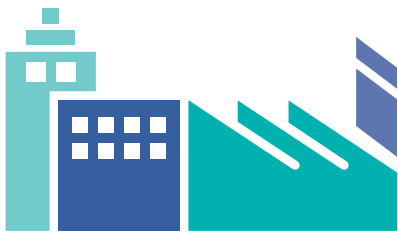


area bound in red contains 2.66 acres or thereby



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<p>former Adult Training Centre, Auchentoshan, Clydebank</p>	<p>Drawn By:ES Date:November 2015 Drawing No:AM92 Scale:1.</p>	<p>Council Offices Garshake Road Dumbarton G82 3PU</p> <div data-bbox="1042 1933 1300 2089"></div>
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# FOR SALE

## DEVELOPMENT SITE

POTENTIAL CARE HOME  
DEVELOPMENT SITE WITHIN  
AUCHENTOSHAN ESTATE,  
OFF MOUNTBLOW ROAD, CLYDEBANK, G81 4SR

(Subject to the grant of Planning Permission)

SITE AREA OF 1.077 HECTARES  
(2.66 ACRES) OR THEREBY

OFFERS WILL BE CONSIDERED

### LOCATION

The site of the former Auchentoshan Day Centre lies to the south of the A82 and to the east of Mountblow Road, in the Auchentoshan Estate. Kilpatrick School is located to the west of the site beyond three detached dwellings which adjoin the site. Auchentoshan Wood forms the eastern boundary. Dalmuir golf course and Duntocher Burn are located to the south. The boundaries are shown on the attached Ordnance Survey copy plan extract which is indicative only. Prospective purchasers are required to satisfy themselves as to the extent of ownership and the conditions of title."

The site is accessed by a private tree-lined road leading from Mountblow Road, Clydebank, which in turn connects to the A82 trunk road to the north and Dumbarton Road (A814) to the south. Local bus services serve Mountblow Road, linking the site with the surrounding areas of Clydebank and beyond.

The site, shown edged in red on the copy plan attached, represents the site of the former Day Centre building which has been demolished, and associated garden grounds.



## SITE CHARACTERISTICS

The proposed development site extends to 1.077 hectares (2.66 acres) or thereby. It is irregular in shape to the north, being defined by the adjacent woodland. To the south the site is rectangular in shape. The site is tiered over three distinct levels and drops away significantly from north to south. The site of the former day care centre is located on the upper, northern level. Two embankments to the south of the building divide the remainder of the site into distinct levels which are undeveloped.

The site is in a secluded position, being surrounded by woodland. The adjacent residential properties are accessed from within the boundary of the development site and access rights must be retained.

There are a number of significant trees within and bounding the site. The site itself and the grounds of Kilpatrick School are subject to a Tree Preservation Order. The site is bounded to the south, east and north by Auchentoshan Wood which is also subject to a Tree Preservation Order. Auchentoshan Wood is also identified as a Local Nature Conservation Site in the West Dunbartonshire Local Development Plan.

## PLANNING AND DESIGN GUIDANCE

Together with the Strategic Development Plan, the 2010 Local Plan forms the Development Plan for West Dunbartonshire. However, the emerging Local Development Plan is now at an advanced stage and provides the most relevant guidance for the development of this site. Within the Local Development Plan, the subjects are covered by Policy DS2 (Green Belt) which restricts development outwith the urban area to the opportunities identified by the Plan and other specified uses. Development in the green belt must be suitably located, designed and landscaped to minimise impact on its setting and not undermine the purpose of the green belt at that location. The northern part of the site, including the footprint of the previous building and the first garden terrace are identified in the Plan under Policy BC2 (Homes for Particular Needs) as an opportunity to provide a site for a Care Home. Development will be restricted to this use and the area identified.

It is important to ensure that the scale, design, density and siting of any new development proposals protect and enhance the character of the existing area. Built development should contribute towards creating a successful place by having regard to the relevant criteria specified in Policy DS1 (Successful places and Sustainable design). In particular development should be distinctive, fit within the local landscape, retain the natural assets and create quality open spaces. Good links should be established with the wider path network and natural surveillance of public spaces ensured to create a safe and pleasant environment. Any proposed development must also protect the green network by conforming with Policies GN1(Open Space), GN2 (Green Infrastructure) GN3 (Habitat Network), GN5 (Woodland and Trees), GN8 (Outdoor Access) and BH4 (Gardens and Designed Landscapes) in the Local Development Plan.

Any development and associated parking should be contained within the upper level of the site. Suitable means of access should be provided to allow residents and staff to enjoy the garden grounds to the south.

The Council will continue to protect those trees covered by a Tree Preservation Order. A detailed survey of all trees, shrubs and hedging on the site must be submitted together with any planning application and development should avoid adversely affecting the same. All works on site must be in accordance with the survey and with the written agreement of the Planning Authority. All trees on and bounding the site must be suitably protected during development.

The footprint of the former building should form the basis of any new build, which may extend to two storeys in height. Particular attention should be paid to the design treatment and material selection. The building should respect its unique landscape setting and be finished externally in muted traditional materials. Natural slate or a quality slate substitute will be required with appropriate render finish to the walls, and windows should be of traditional proportions with a vertical emphasis. The inclusion of appropriate cladding, such as timber, would assist in the integration of the building with its surroundings.



Prior to any building works commencing, the developer will be required to comply with a programme of archaeological works in accordance with a written scheme of investigation to be approved in writing by the Planning Authority.

Advice on the foregoing and other Planning issues can be obtained from:

**Karen McChesney, Lead Planning Officer**  
West Dunbartonshire Council  
Housing, Environmental and Economic Development  
Council Offices  
Aurora House  
Clydebank  
G81 1BF  
Tel: 0141 951 7943  
Email: karen.mcchesney@west-dunbarton.gov.uk

## **VEHICULAR, PEDESTRIAN ACCESS AND PARKING**

The Auchentoshan Estate access to Mountblow Road is not adopted by the Local Authority and the successful purchaser will be liable for a proportionate one third share of maintenance and repair costs.

Access to and parking within the site must be designed in accordance with West Dunbartonshire Council's Road Development Guide. The current guidelines for a Care Home are one parking space per four residents, including provision for staff and visitors.

Prospective purchasers are advised to contact the Council's Roads Services with respect to parking and servicing requirements for the proposed development. It is envisaged that improvement to the existing junction with Mountblow Road may be required to be carried out by the developer.

Advice on the foregoing and other Roads issues can be obtained from:

**Raymond Walsh, Network Management Co-ordinator (Roads)**  
West Dunbartonshire Council  
Housing, Environmental and Economic Development  
Council Offices (1st Floor)  
Garshake Road  
Dumbarton  
G82 3PU  
Tel: 01389 737615  
Email: raymond.walsh@west-dunbarton.gov.uk

## **UTILITY SERVICES**

The property benefits from mains water, electricity and gas supplies to the site. The drainage system is via a private sewer leading generally south of the site, through Dalmuir Golf Course and joins the public sewer which also runs through the golf course and into Littleburn Place, Clydebank. Part of the drainage system from the Nursery School and the 3 homes to the west of the site also link into the private sewer.

A copy of a survey of the drainage system to the public sewer is available and can be viewed in the Council Offices, Garshake Road, Dumbarton by contacting Stuart Gibson on 01389 737157 or Joanne McDowall 01389 776996.

Prospective purchasers will be required to satisfy themselves as to the existence and suitability of such services.



## RATING ASSESSMENT (Non-domestic Rates)

The former Auchentoshan Day Care Centre's assessment for Rating purposes has been removed from the Valuation Roll following its demolition.

## SUBMISSION REQUIREMENTS

Submitted formal legal offers should provide sufficient information about the proposed Development of the property to enable the Council to have due regard, not only to the financial aspects, but to the building design, specification and layout. Accordingly, the submission should comprise, as a minimum requirement, the following components:

Plans, elevations and sections of the proposed development at a scale of 1:100 or 1:500 together with a brief description of materials are required; and

A layout plan at a scale of 1:500 showing the position of buildings, driveways, hard and soft landscaping, and garden areas. Treatment to boundary walls and fencing proposals should also be indicated.

## TITLE

West Dunbartonshire Council wish to sell their Absolute Title in the site. Servitude rights of access will be reserved by the Council in order to maintain and repair the drain leading from the nursery school and 3 homes. In addition, servitude rights will be created for the purchaser of the site to maintain the private sewer running through Dalmuir Golf Course.

## PRICE

All formal legal offers, received in accordance with the procedures given below, will be considered. West Dunbartonshire Council is not bound to accept the highest or any other offer. It should be noted that in accordance normal practice VAT will be charged on the purchase price.

## LEGAL

The purchaser will be responsible for all legal costs and outlays associated with the transaction, including the Council's legal fees.

## OFFERS

All parties wishing to make a formal legal offer for the property should register their interest in writing or by email to:

Stuart J Gibson MRICS  
Assets Coordinator  
West Dunbartonshire Council  
Housing Environmental and Economic Development  
Council Offices  
Garshake Road  
Dumbarton  
G82 3PU  
Tel: 01389 737157  
Email: [stuart.gibson@west-dunbarton.gov.uk](mailto:stuart.gibson@west-dunbarton.gov.uk)

It is strongly recommended that you seek independent legal advice before submitting a formal offer. All formal legal offers must be submitted in the **Brown coloured Tender Envelope** which should be requested by seriously interested parties.



All formal legal offers must be submitted to:

**West Dunbartonshire Council  
Legal, Administrative and Regulatory Services  
Council Offices (Ground Floor)  
Garshake Road  
Dumbarton  
G82 3PU**

West Dunbartonshire Council reserves the right to alter the closing date for offers. Notification of any changes will be sent to the parties who have registered their interest **in writing or by email** to the Asset Management Section of Housing, Environmental and Economic Development.

In evaluating the formal offers made, West Dunbartonshire Council will have regard to compliance with the contents of this schedule. Any offer which, in the opinion of the Council, significantly departs from the guidelines set out in the schedule shall be excluded from consideration.

West Dunbartonshire Council will not be obliged to accept the highest or any offer.

## **FURTHER INFORMATION AND VIEWING ARRANGEMENTS**

There is unrestricted access to the site in general. For further information and viewing please contact:

**Stuart J Gibson  
Assets Coordinator  
West Dunbartonshire Council  
Housing, Environmental and Economic Development  
Council Offices  
Garshake Road  
Dumbarton  
G82 3PU  
Tel: 01389 737157  
Email: [stuart.gibson@west-dunbarton.gov.uk](mailto:stuart.gibson@west-dunbarton.gov.uk)**

### **IMPORTANT NOTICE**

1. These particulars are set out as a general outline only for the guidance of intended purchasers or lessees, and do not constitute, nor constitute part of an offer or Contract.
2. All descriptions, dimensions, reference to condition and necessary permissions for use and occupation, and other details are given without responsibility and any intending purchasers or tenants should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the accuracy of all matters upon which they intend to rely.
3. No person in the employment of West Dunbartonshire Council has any authority to make or give any representation or warranty whatever in relation to this property.
4. This brief does not constitute approval under the Planning Act. The purchaser will require to submit applications for planning permission etc. in the usual manner. Advice in this respect is available from the Council's Development Management Team.
5. West Dunbartonshire Council reserve the right to impose title conditions/securities to take into account the particular circumstances of the transaction including, for example, the proposed use of the subjects and any price restrictions."

Date of publication 15 Jan 2016.





# West Dunbartonshire Council

## Title : Auchentoshan Estate Clydebank

Map No :

Map Ref : NS4872

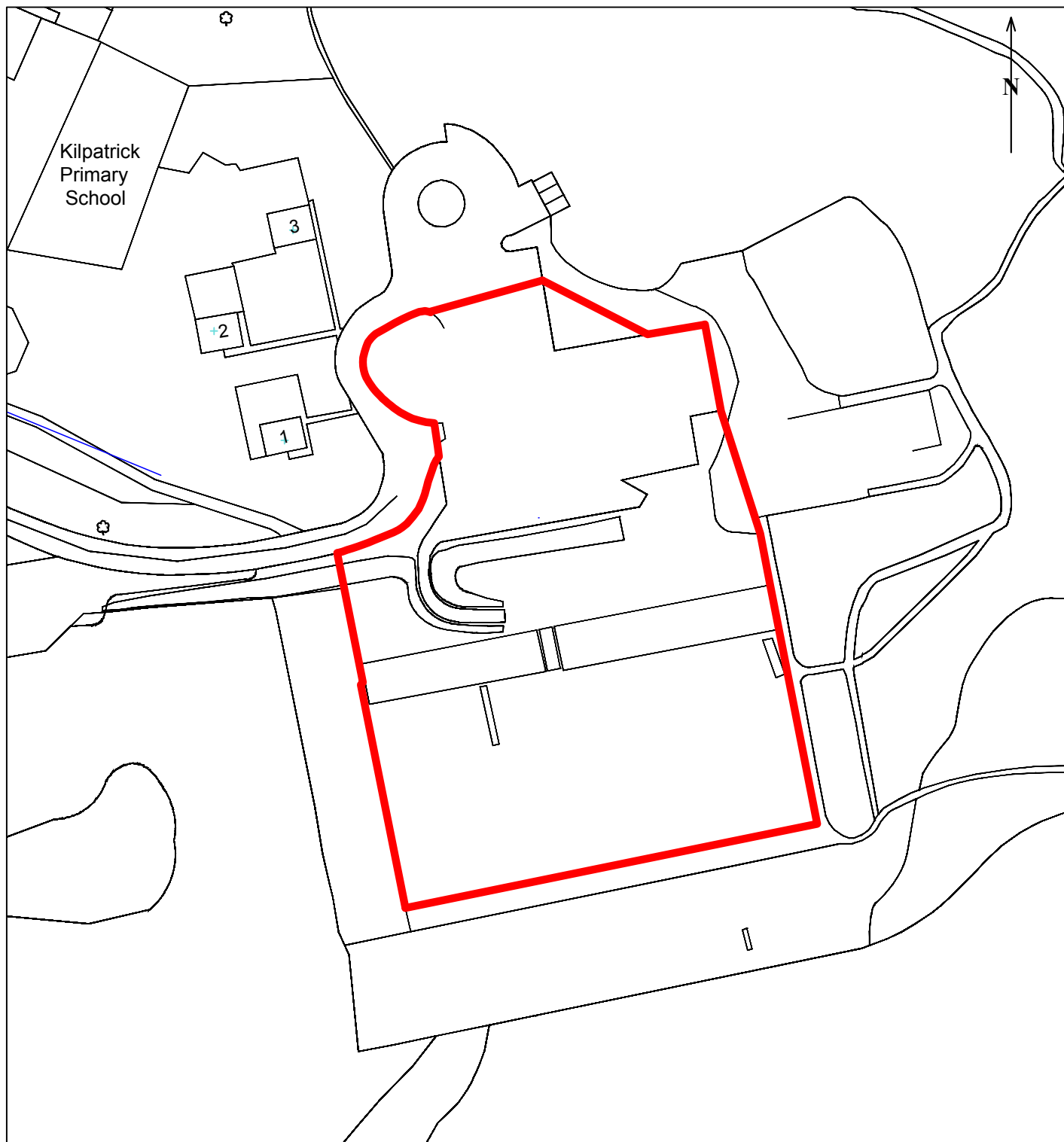
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Date : 25/08/2010

Scale : 1:5000



area bound in red contains 2.66 acres or thereby



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former  
Adult Training Centre,  
Auchentoshan,  
Clydebank

Drawn By:ES  
Date:November 2015  
Drawing No:AM92  
Scale:1.

West  
Dunbartonshire  
COUNCIL

Council Offices  
Garshake Road  
Dumbarton  
G82 3PU



**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
21 November 2018**

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**Subject: Sale of former care home known as Willox Park, Dumbarton**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the former care home known as Willox Park, Dumbarton. The report details the offers received and seeks Committee approval to conclude disposal of the site.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
- (i) Approve the disposal of the former care home known as Willox Park, Dumbarton for a consideration of £290,000 (Two Hundred and Ninety Thousand Pounds) to HB Villages Developments Limited.
  - (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
  - (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

**3. Background**

- 3.1** The site for disposal is the former care home known as Willox Park, Dumbarton.
- 3.2** Following care home rationalisation project the site was declared surplus as part of the Business Case for the new Dumbarton Care Home in February 2013
- 3.3** The property was vacated in June 2017 on completion of the new Dumbarton Care Home, Crosslet House, Dumbarton.
- 3.4** The Infrastructure Regeneration and Economic Development Committee held on 14 December 2016 authorised Executive Director of Regeneration, Environment and Growth to market the ground at the former Willox Park, Dumbarton for sale.

#### **4. Main Issues**

- 4.1** A marketing campaign was commenced by our nominated agent and a closing date being set of 7 July 2018.
- 4.2** The site was extensively marketed; sales particulars (Appendix 1) were uploaded onto various property websites, including the Council's own website. Regular e-mailing's were undertaken to our nominated agent's comprehensive list of property agents, developers, housing associations and property companies.
- 4.3** At the closing date, two offers to purchase were received from developers but neither offer was compliant with the offer letter and a new closing date was set for 2 August 2018. No bid could confirm their funding stream for purchase.
- 4.4** At the new closing date only one offer was received from HB Villages Development Limited for £290,000 (Two Hundred and Ninety Thousand Pounds) for a specialised supported housing scheme.
- 4.5** The two developers who previously submitted at the 7 July 2018 closing did not resubmit their offers for the 2 August 2018 closing date.
- 4.6** HB Villages Developments Limited proposal is for two blocks, two storey in height comprising sixteen specialised supported housing apartments, as detailed in the site layout (Appendix 2).
- 4.7** Through the planning process, Planning would work with HB Villages Development Limited to enhance the open space/landscaping beyond that currently proposed.
- 4.8** HB Villages are a subsidiary of Morgan Sindall Group who are one of the UK's largest development and construction companies with an annual turnover in excess of £2 billion.
- 4.9** HB Villages have been developing supported living and elderly living assets since 2013 with the backing of various major UK pension funds.
- 4.10** Morgan Sindall Investments Limited have been in discussions with West Dunbartonshire Council and West Dunbartonshire Health and Social Care Partnership in relation to the provision of new specialised supported housing in the Council area for adults within learning difficulties and physical disabilities and see this site as ideal opportunity to deliver this model of care.
- 4.11** The specialised supported housing scheme which is being offered will help improve the lives of vulnerable people by allowing them to live independently with dignity. The independent living model, coupled with assistive technologies built into the various apartments, reduce care costs to Commissioners.

- 4.12** West Dunbartonshire Health and Social Care Partnership act as Commissioner, a group made up of doctors, nurses and other professionals, buying services for patients and helping deliver and funding supported living. Whilst this has not as yet been quantified for West Dunbartonshire Health and Social Care Partnership other Commissioners have made cost savings in the region of 40% for residents, compared to their previous models of care delivery.
- 4.13** The developed scheme proposed for Willox Park responds to identified local demand and is aligned with the West Dunbartonshire Health and Social Care Partnership care strategy.
- 4.14** HB Villages Development Limited has a proven track record of delivering specialised supported housing that can provide assurance as to the viability and deliverability of this development. Since 2012 they have completed 34 schemes comprising 533 apartments and have a further 335 apartments in build and 267 in the immediate pipeline.
- 4.15** The proposed scheme by, HB Villages Development Limited, instrumentally delivers one of the Council's key strategic aims by improving the wellbeing of communities, and protect the welfare of vulnerable people.

## **5. People Implications**

- 5.1** There are no significant people implications other than the resources required by the Asset Management and Legal Services to conclude the proposed disposal.

## **6. Financial and Procurement Implications**

- 6.1** The financial implications of the proposed disposal are that a capital receipt of £290,000 will be generated for the Council. This figure could reduce depending on planning conditions and site abnormalities.
- 6.2** As yet a potential unidentified saving to West Dunbartonshire Health and Social Care Partnership.
- 6.3** There are no procurement implications at this stage.

## **7. Risk Analysis**

- 7.1** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormalities. In the case that the transaction fails to complete, the Council will require to remarket the site for sale.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An Equality Impact Screening did not indicate any further action required in relation to this assignment.

## **9. Consultation**

- 9.1** Consultations have been undertaken with Regulatory, Finance together with other relevant groups in relation to the proposed disposal. However wider consultation will take place during the Planning Application process.

## **10. Strategic Assessment**

- 10.1** By agreeing to this proposal the Council will assist in:-
- improving the local economic growth and employability of the area;
  - improving local housing and environmental sustainable infrastructure;
  - improving the wellbeing of communities and protect the welfare of vulnerable people.

**Jim McAloon**

Strategic Lead, Regeneration

Date:

---

**Person to Contact:** Michelle Lynn, Assets Co-ordinator, Council Offices,  
Bridge Street, Dumbarton, G82 1NTT: 01389 776992,  
Email: michelle.lynn@west-dunbarton.gov.uk

**Appendices:** Appendix 1 – Schedule of Particulars  
Appendix 2 – Site Layout Plan

**Background Papers:** Report by Strategic Lead Regeneration to Infrastructure  
Regeneration and Economic Development Committee on  
14 December 2016.

**Wards Affected:** Ward 3

## FOR SALE

---

6 Willox Park  
Colquhoun Street  
DUMBARTON  
G82 2EA

**Former Care  
Home/  
Development Site**

**GIA c.11,850 sq ft  
Site Area: 0.5 acres  
(0.17 HA)**



- **Former Council Care Facility**
- **Desirable area**
- **Close to local amenities**
- **Excellent transport links**

## Introduction

Following a reconfiguration of Council services, the former Willox Park Care Home is now surplus to requirements. Originally opened in 1968, the property comprises a part two storey, part single story bespoke care home facility. The existing facility would lend itself to residential and compatible uses such as a Children's nursery or pre-school facility (subject to planning). Alternatively the site could be redeveloped for similar use.

## Location

The property is located in the desirable Round Riding Road district of Dumbarton.

The location is well served by local amenities and transport links . Dumbarton mainline railway station , Braehead Primary School, St Patrick's Primary School and Dumbarton Academy are all within 800 metres of the site

## Description

The property comprises a former Council care living facility. The premises are part two storey, part single storey in height. The premises are surrounded by amenity land with a small car parking area to the front.

## Accommodation

Comprising of 35 bedrooms, associated living space, a commercial sized kitchen and staff areas. Equating to 12,000 sq. ft. of accommodation.

## Planning

The property is currently zoned in the West Dunbartonshire local plan as being in an area of existing residential use.

## Technical Information

Floor Plans and accommodation schedules are available from the Sole Selling Agent .

## Areas

The facility is calculated to have an internal area of approximately 11,850 sq ft occupying a site extending to approximately 0.5 acres (0.17 HA).

## Rating

The premises have a Rateable Value of £38,500

**For further information please contact:**

**Stephen Robertson**

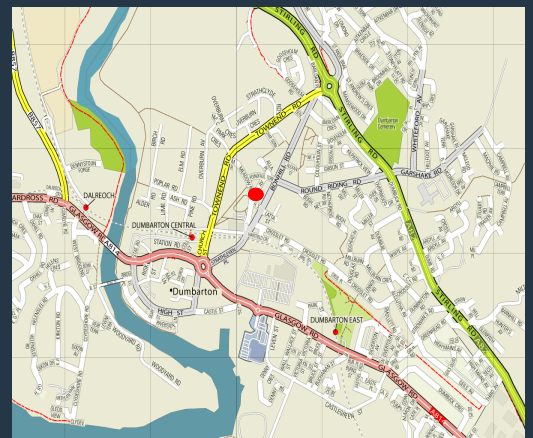
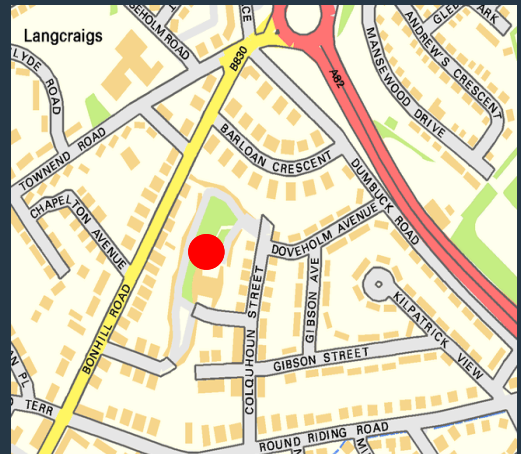
0141 305 6311

[stephen.robertson@gva.co.uk](mailto:stephen.robertson@gva.co.uk)

**Gordon Stewart**

0141 305 6354

[Gordon.stewart@gva.co.uk](mailto:Gordon.stewart@gva.co.uk)



GVA

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February 2018

File number: 068701879

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Accommodation schedule:

8No assisted living LD apt @ circa 40sqm / 430sqft  
8No assisted living PD apt @ circa 50sqm / 538sqft

Total

16No assisted living apts (8LD/8PD)  
16No parking spaces

Total site area: 0.27 Ha / 0.82 acres





**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Environment & Neighbourhood**

**Infrastructure Regeneration and Economic Development:  
21 November 2018**

---

**Subject: Tender for the Reception, Transfer, Treatment & Disposal of Municipal Solid Waste. Collaborative Procurement between WDC, Inverclyde Council and Argyll & Bute Council.**

**1. Purpose**

- 1.1** This report seeks approval of the Committee for officers to issue a tender for a collaborative procurement for waste disposal services for West Dunbartonshire Council, Argyll & Bute Council and Inverclyde Council.
- 1.2** Committee approval to proceed to tender is required to conform with Council standing orders and financial regulations.
- 1.3** West Dunbartonshire Council will act as lead authority for this collaborative procurement for the three authorities above.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
  - i. Approves WDC to act as the lead authority for the collaborative tender for waste disposal for WDC, Argyll & Bute and Inverclyde Council.
  - ii. Approve the issue of the tender for waste disposal services for West Dunbartonshire Council, Argyll & Bute Council and Inverclyde Council, the award of which will be approved by WDC tender committee with the contract duration period to be ten years with an option of a five year extension.

**3. Background**

- 3.1** West Dunbartonshire Council requires the services of a competent contractor with the capability and capacity to facilitate municipal solid waste processing and disposal in line with the Waste (Scotland) Regulations 2012 and the Waste Management Licensing (Scotland) Regulations 2011 which is regulated by the Scottish Environment Protection Agency (SEPA).
- 3.2** There is a statutory obligation on councils to make arrangements to collect and recycle or process and dispose of waste from households and civic amenity sites, it is therefore a legal requirement for councils to dispose of their

waste and meet legislative requirements set out by Scottish Government. The new regulations have introduced a ban on landfilling biodegradable municipal waste (BMW) from 2021.

- 3.3 The Councils current municipal solid waste disposal contract ends in March 2019 and this is seen as an opportunity to comply with new legislative requirements timeously and also ensure that we have secured disposal arrangements in a restricted market prior to the landfill ban coming into place.

#### **4. Main Issues**

- 4.1 The current contract end dates for WDC and Argyll & Bute are the 31 March 2019; Inverclyde current contract expires on 16 August 2019. The new legislative requirement to divert residual waste material or BMW from landfill comes into place on 1 January 2021.
- 4.2 The current capacity to treat waste and divert from landfill within Scotland is limited and an early solution to secure our future waste disposal arrangements are essential.
- 4.3 It is anticipated that the Council will collaborate with Argyll & Bute Council and Inverclyde Council in the procurement of a suitable contractor, separate contracts will be put in place with each authority. Collaborating with the other two authorities should make the combined requirements more attractive to the market due to the geographical locations of the councils and aggregated tonnage of waste which should present economies of scale and be more attractive to a wider range of waste processors to allow either inward investment or a haul and treat solution, whereas the individual tonnages would itself not be as attractive for new investment or attract a processor willing to haul smaller tonnages. In turn this should allow for the much needed investment and treatment of waste in the west of Scotland to increase capacity and capability, in turn the Councils should be able to secure a more competitive rate whilst achieving security of service provision.

Collaboration with the other two authorities demonstrates our commitment to collaborative working, sharing best practise and pooling resources.

#### **5. Options Appraisal**

- 5.1 We have considered the procurement methodology to be adopted for this contract and have agreed with the other two authorities that utilising the Scotland Excel dynamic purchasing system (DPS) is the most effective and timeous procurement route.

## **6. People Implications**

- 6.1** The people implications relate to existing staff time who will engage in the procurement process.
- 6.2** Managing the contract will require ongoing officer resource from Waste Services.

## **7. Financial and Procurement Implications**

- 7.1** The period of this contract will be for ten years with a five year option to extend. This period was agreed following market research and the need for companies to have contract security to offset major investment in waste infrastructure over a period of time.
- 7.2** The overall contract value for the ten years plus five year extension across the three authorities would be in the region of £141 Million.
- 7.3** The annual anticipated expenditure is based on the tonnage of waste processed, with the forecast of below based on the 2017/18 tonnages:

Council	Est. Annual Tonnage	Est. Annual Cost
West Dunbartonshire	40,000	£4M
Argyll & Bute	13,000	£1.3M
Inverclyde	41,000	£4.1M

- 7.4** WDC procurement team have led on this process and are advising on all aspects of procurement compliance.
- 7.5** WDC waste services have led on waste legislation and are advising on all aspects of waste compliance.
- 7.6** The anticipated spend will be met from the Waste Services budget.

## **8. Risk Analysis**

- 8.1** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.
- 8.2** WDC are at risk of non-compliance with waste disposal legislation if we do not secure a waste disposal route that meets new legislative requirements prior to the landfill ban where there may be a possible shortage of waste disposal facilities within the U.K.

## **9. Equalities Impact Assessment (EIA)**

- 9.1** Screening has been carried out and there is no need for an EIA.

## **10. Consultation**

- 10.1** Consultation for this procurement requirement has been carried out at officer level with representatives from procurement, legal and waste across the three authorities where there is agreement that a combined procurement is the most cost effective method of delivering this service. We have consulted with the waste management market to understand the current capacity of treatment infrastructure within Scotland and the U.K.

## **11. Strategic Assessment**

- 11.1** The initiation of a collaborative tender process for municipal solid waste disposal will ensure efficiency in the provision of this service. This approach supports the corporate procurement strategy and meets the Councils strategic priorities.

**Ronald M Dinnie**  
**Strategic Lead – Environment & Neighbourhood**  
**Date: 26 October 2018**

---

**Person to Contact:** Ronald M. Dinnie – Strategic Lead,  
Environment & Neighbourhood,  
Church Street Offices, Dumbarton, G82 1QL.  
Telephone: 01389 737601  
Email: [ronald.dinnie@west-dunbarton.gov.uk](mailto:ronald.dinnie@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** None

**Wards Affected:** All Wards

**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
21 November 2018**

---

**Subject: Building Services Procurement Provision Update**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee of additional tender requirement identified.
- 1.2** To seek Committee approval to initiate necessary procurement and tender processes.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
  - (i) Notes the contents of this report.
  - (ii) Approve the procurement processes to tender the requirements for appointment of a maintenance contractor for Fire Alarms, Intruder Alarms, CCTV, Door Entry Systems, Disabled Toilet Alarms, & Panic Alarms.
  - (iii) Agree that the results of the tenders are brought to an appropriate tender committee for approval.

**3. Background**

- 3.1** The Housing and Communities Committee previously approved recommendations in reports presented on Building Services procurement provision requirements on 5 August 2015, 3 August 2016 and 1 February 2017.
- 3.2** Good progress has been made in letting necessary contracts to ensure full compliance with Council Standing Order, Council Financial Regulations and all Procurement Regulations.

**4. Main Issues**

- 4.1** A contract is required to deliver maintenance and repair in respect of Fire Alarms, Intruder Alarms, CCTV, Door Entry Systems, Disabled Toilet Alarms, & Panic Alarms. The contractor will be of sufficient size to deliver maintenance and repair to cover all operational and non-operational

properties within the Council's portfolio and will be awarded to suitably qualified and competent contractor.

- 4.2 The estimated annual value of this contract is £201,200 per annum and is funded by Central Repairs Account and other Council revenue budgets.
- 4.3 Officers will adopt procurement processes in line with European, UK and Scottish Government Procurement Regulation and Council Standing Orders.
- 4.4 All tenders will be advertised on the Public Contracts Scotland Portal or appropriate framework as advised by Corporate Procurement.

## **5. People Implications**

- 5.1 Progressing these procurement processes will have people implications from Asset Management, and Corporate Procurement in particular.

## **6. Financial and Procurement Implications**

- 6.1 Financial – costs to support contracts will be funded through Central Repairs Account and other Council revenue budgets. These costs detailed in 4.2 are included within existing budgets.
- 6.2 Procurement – all procurement activity carried out by the Council in excess of £50,000 is subject to a contract strategy. The strategy for the recommendation will be produced by the Corporate Procurement Unit in consultation with Asset Management. The contract strategy shall include but may not be limited to: contract scope, service forward plan, the market, procurement responsibilities, risks, issues and opportunities and on-going contract management.

The results of the tendering exercise will be brought to an appropriate tendering committee.

## **7. Risk Analysis**

- 7.1 Procurement related risks and mitigation/management measures will be identified as part of the development of tendering strategy.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 An Equality Impact Screening did not indicate any further action required in relation to this assignation. The report does not alter any existing policy or pattern of service delivery.

## **9. Consultation**

- 9.1 Consultations have been undertaken with Regulatory and Finance. The Corporate Procurement team have been consulted in the development of this

report. They will provide assistance and professional guidance with the administering of the tendering exercise.

## **10. Strategic Assessment**

**10.1** By agreeing to this proposal the Council will assist in:-

- improving the local economic growth and employability of the area;
- improving local housing and environmental sustainable infrastructure;
- improving the wellbeing of communities and protect the welfare of vulnerable people.

**Jim McAloon**

Strategic Lead, Regeneration

Date: 5 October 2018

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**Person to Contact:** Michelle Lynn, Assets Co-ordinator, Council Offices,  
Bridge Street, Dumbarton, G82 1NTT: 01389 776992,  
Email: michelle.lynn@west-dunbarton.gov.uk

**Appendices:** None

**Background Papers:** Report by Strategic Lead Regeneration to the Housing  
and Communities Committee on 5 August, 2015

Report by Strategic Lead Regeneration to the Housing  
and Communities Committee on 3 August, 2016

Report by Strategic Lead Regeneration to the Housing  
and Communities Committee on 1 February, 2017

**Wards Affected:** All





**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Environment & Neighbourhood**

**Infrastructure Regeneration and Economic Development:  
21 November 2018**

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**Subject: Removal of charges for Child Burial and Cremation**

**1. Purpose**

- 1.1** The purpose of this report is to obtain Committee approval to remove charging for child burials and cremations following a Scottish Government consultation on the matter.

**2. Recommendations**

- 2.1** The committee is asked to agree the recommendation to remove all burial and cremation charges for residents and non- resident children under 18, this to include:
- Interment fee
  - Lair purchase (exclusive right of burial)
  - Headstone permit
  - Cremation fee
- 2.2** The above recommendation is in line with Scottish Government guidance and will be funded through the normal distribution method.

**3. Background**

- 3.1** Scottish Government and COSLA have carried out a Scotland wide consultation on the charging policies on child burial and cremations for under 18's. The result of this consultation has been a recommendation to remove charging across the board as follows.
- 3.2** While most local authorities have policies in place which allow for no charge for child burials and cremations, there is a mixed picture across Scotland in terms of the age at which adult burial and cremation fees begin to be levied. The agreement is intended to provide consistency across Scotland by removing fees for children aged 17 and under.

It has been recommended that for burials there should be no charge for:

- Interment fee
- Lair purchase (exclusive right of burial)
- Headstone permit

For cremations there should be no charge for the cremation fee.

WDC currently provide free burials and cremations for all children 16 years and under that are residents of West Dunbartonshire. Currently families require to purchase a lair for child burials.

Non-resident burials and cremations are currently charged at £425. This is a standard charge for both services. Non residents are also required to purchase a lair. The recommendation of this consultation is that there should be no charging for non –residential burial and cremations, including lair purchase.

The implementation of this policy would help to minimise the large sudden costs faced by families that are dealing with the devastating impact of losing a child.

Given the fact that WDC currently do not charge for child burials and cremations for local residents the implementation of this policy would be relatively straightforward.

- 3.3** On average WDC provide services for 11 child burials and 5 child cremations per year, of these only 4 are non-residential families.

The Scottish Government have committed to funding of £310k per year to support the removal of child burial and cremation charges across Scotland. This funding would be distributed to Councils through normal local government settlement arrangements. This would protect current WDC budgets that provide this service.

- 3.4** It is recognised that it is current practice across local authorities that if a full-size lair is required for a child burial, a lair purchase fee would be levied in most instances (a small number of local authorities will waive this fee for child burials at present). The agreement includes waiving of this fee for all children aged 17 and under. However, where a lair can accommodate further burials, a local authority or private provider could levy an interment fee for subsequent adult burials in the same lair.

- 3.5** Stillbirths and pregnancy loss are not included in the agreement as there are existing NHS arrangements in place for stillbirth and pregnancy loss which are not affected by our agreement.

However, any baby, no matter the gestation, that draws a breath/shows signs of life is a live birth and would be issued with a death certificate on death. These infant deaths would be included in the commitment.

## **4. Main Issues**

- 4.1** There are no significant issues in implementing the outcome of this consultation as WDC did not previously charge for burials and cremation of children up to the age of 16.

- 4.2** The funding allocated by Scottish Government will meet the cost of lair purchase and non-residential services that were previously charged.

**5. People Implications**

- 5.1** There are no people implications associated with this report.

**6. Financial and Procurement Implications**

- 6.1** Scottish Government have agreed to provide additional funds to Local Authorities to implement this agreement.

When developing the quantum funding amount to be distributed to local authorities to support the agreement, the Scottish Government used the average fees for an adult burial across all Scottish local authorities including the multiple interment lair purchase fee, interment fee and, headstone permit fee (where this is charged). For finding the average price of cremation, fees from both local authorities and private providers were factored into the modelling of funding. Based on previous years for children 16 and under, the loss in income will be £1700. It is not possible to quantify the loss of lair income as some internments were carried out in existing family lairs.

- 6.2** Funding to support the implementation of the agreement will be provided by the Scottish Government. Funding will be available to support policy change rather than reimburse local authorities and private providers on the actual costs incurred.

The £310k funding support from the Scottish Government will be distributed as agreed with COSLA Leaders and will be based on the distribution of the population of 0-18 year-olds across Scotland from 2018/19.

- 6.3** There are no procurement issues associated with this report.

**7. Risk Analysis**

- 7.1** There would be a reputational risk to West Dunbartonshire Council should they not agree the recommendations in this report.

**8. Equalities Impact Assessment (EIA)**

- 8.1** There are no negative equality issues arising from this report.

**9. Consultation**

- 9.1** The recommendations contained within this report follow on from a Scottish Government / COSLA consultation of all Scottish Local Authorities.

## **10. Strategic Assessment**

**10.1** This report contributes to a number of the Council's strategic priorities.

**Ronald M Dinnie**  
**Strategic Lead – Environment & Neighbourhood**  
**Date: 16 October 2018**

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**Person to Contact:** Ronald M. Dinnie – Strategic Lead Environment & Neighbourhood, Church Street Offices, Dumbarton, G82 1QL. Telephone: 01389 737601, e-mail: [ronald.dinnie@west-dunbarton.gov.uk](mailto:ronald.dinnie@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** None

**Wards Affected:** All Wards

**WEST DUNBARTONSHIRE COUNCIL**

**Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:**

**21 November 2018**

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**Subject:     Regeneration Fund Update.**

**1.     Purpose**

- 1.1**   The purpose of this report is to update the Council on progress with the Regeneration Fund and seek agreement to re-allocate the notional allocation for Bowling Basin.

**2.     Recommendations**

- 2.1**   It is recommended that Committee:
- (i)   notes the content of this report, and
  - (ii)   agree the notional allocation for the Bowling Basin be re-allocated to alternative viable projects as they emerge.

**3.     Background**

- 3.1**   On 28 October 2015 Council agreed to the creation of the capital Regeneration Fund with £12.4m being identified. The Fund's key operating principles and allocations to specific projects were then agreed by the Infrastructure, Regeneration and Economic Development (IRED) Committee on 16 March 2016 with further updates on 14 September 2016, 16 August 2017, and request for funding for the Queens Quay District Heating Energy Centre land and development management on 17 January 2018.
- 3.2**   A report to the IRED Committee of 21 June 2017 provided an update to Members on progress with projects that had received a notional funding allocation from the Regeneration Fund. Table 1 below shows the updated projects and levels of funding notionally allocated.

**Table 1**

<b>Project</b>	<b>Estimated Project Costs</b>	<b>Allocation Regeneration Fund</b>
Connecting Clydebank (A814)	£4.3M	£2.3M
Bowling Basin	£2.0M	£0.0M
Dumbarton Waterfront Path	£2.5M	£0.867m (Gross £1.727M)
Balloch Village Squares	£1.6M	£1.2M
District Heating Land Purchase	£0.9M	£0.9M
<b>Sub total</b>	<b>£11.3m</b>	<b>£5.267M</b>
Further Projects in Development	TBC	£6.133M
General Contingency	-	£1M
<b>Total</b>	<b>£11.3M</b>	<b>£12.4M</b>

#### **4. Main Issues**

##### **Connecting Clydebank**

- 4.1** Connecting Clydebank is a project originating from the Clydebank Design Charrette which identified both the perceived and physical barriers between Clydebank Town Centre and the Regeneration Site of Queens Quay. Following extensive public consultation and stakeholder engagement, a design which enhances public transport connectivity, reduced crossing distances, improved controlled crossings and use of innovative technologies will all contribute to a greatly enhanced user experience. The use of high quality materials and street furniture will contribute to the amenity and environment within Clydebank and ensure an improved experience for all users. The budget is made up of £2m from Sustrans and a notional £2.3m from the Regeneration Fund. With the delays experienced and potential for inflation this may have an impact on the budget allocated. Every effort will be made to ensure that the project is delivered within the cap of £4.3m, however should it require additional funding a request for such funding will come back to the IRED Committee.
- 4.2** A planning application was submitted for consideration by the Planning Committee in August 2018, it was agreed that the application was continued until the November 2018 Committee to permit further consideration of the equality impacts across the public realm improvements. Should the planning application be successful it is proposed that works will be programmed to align with and facilitate the district heating Infrastructure and minimise delays and disruptions on the A814. Taking into account a procurement period the likely commencement date for works would start August/September 2019 and will be delivered in phases in order to minimize road traffic disruption. The

works programme is estimated to last between 12 months and 18 months. Once tendered a works programme will confirm these timeframes.

### **Bowling Basin**

- 4.3** The Council has been working in partnership with Scottish Canals for a number of years in developing Bowling Basin and an opportunity existed to complete the approved masterplan and deliver 75 homes on the site. A notional allocation of £2m was identified to contribute towards infrastructure works including a road bridge spanning the canal to open the site up for housing development. One of the objectives of the Regeneration Fund has been to explore opportunities where a financial return would exist for the Council.
- 4.4** The most recent analysis figures highlighted a requirement for £3.5m of abnormal infrastructure costs primarily related to a new canal bridge, upgrading existing rail crossing bridge, roads infrastructure, and utility services required at the site. The development does not provide a sufficient return for either Scottish Canals or the Council to invest the necessary capital. Therefore the notional allocation of £2m is not required for this specific project.

### **Dumbarton Waterfront Path**

- 4.5** As reported at August 2017 IRED the project proposal for the Dumbarton waterfront pathway as per Table 1 it was originally identified that a budget of £2.5m was notionally set aside for this project. Having carried out detailed design works it is clear that the budget required would be less. The expected costs are now £1.227m to deliver the pathway. The landowners are being asked to contribute 70% equating to approximately £860,000 towards this cost resulting in a maximum contribution from the Council of £367,000. The landowners have a deadline of December 2019 to complete their element of the pathway. The existing budget approval covers the necessity to cash flow the landowners that may not be able to fund their contribution by the deadline of December 2019. A further allocation of £500,000 spend by the Council was made towards the following; river's edge clean up activity, appointment of a monitoring officer to monitor the construction of the path across all of the sites, additional street furniture, interpretation along the route, and any other specialists services. The Dumbarton Pathway costs for delivery including a contribution from the Council and other landowners to ensure an attractive setting on completion is estimated at an overall spend of £1.727m with a net cost to the Council of £0.867m.
- 4.6** The plan was for the path to be completed by December 2019 and that through agreements with the landowners the Council would have step-in rights to complete the pathway should it be necessary. It has however not been possible to secure formal agreements and therefore the Council relies on good relationships with the landowners to have the path delivered.
- 4.7** The following main work packages need to be delivered by various parties for the waterfront path to be completed:

- Foreshore clearance works  
Foreshore clearance works contract was awarded by the Council in March 2018. The start of the works has been postponed due to extensive presence of invasive species. The Council is working with the landowners to address the issue however discussions are taking longer than anticipated and it is now unlikely that the foreshore clearance works will start before the summer 2019. The Council has limited powers to enforce the landowners to attend to the invasive species to suit our timeframe. And there is a risk to both the timeframe and budget related to these delays.
- Enabling works  
Enabling works are a responsibility of the landowners. Some landowners have made significant progress while others are less advanced with their developments. These works in preparation for the pathway to be delivered include intrusive investigation works to establish the nature, extent and integrity of existing structures, creation of an enabled platform for the path construction and for Lidl UK structural remedial works to Knowle Burn culvert to ensure minimum 60 year design life.
- Path construction works  
Apart from Cullross the other landowners have indicated at various points that they would like the Council to deliver the path on their behalf. This arrangement would suit the Council ensuring a consistent quality and consistency of pathway, however formalised agreements with the landowners is necessary for this to take place and these agreements are not yet in place.

**4.8** Cullross are advanced with their development in partnership with Dunbritton Housing Association and the first section of the waterfront pathway will be completed as early as summer 2019. Dumbarton Football Club site owners had agreed access to carry out vegetation clearance; however works did not progress due to the invasive species discovered on the site. These works are required to conclude works in preparation for the pathway and also the associated floodlighting being proposed to light up Dumbarton Rock and Castle from their site. Lidl UK GmbH who own the area around the basin have secured planning permission for a food store and other units on the site and with planning permission a condition to deliver a pathway along the waterfront exists. Turnberry Homes have been engaging throughout the process, however an agreement to complete foreshore works is still outstanding. The Council will continue to work in partnership with all landowners to ensure that the path is completed.

**4.9** Through the planning process Lidl have an obligation to deliver a pathway and Cullross are well advanced in their delivery process, however until a new planning application is being considered and a pathway becomes an obligation for the landowner the Council has limited powers to enforce the pathway, in particular with Turnberry Homes and Dumbarton Football Club landowners. Despite the above concern Council officers remain optimistic that a negotiated solution is reached in delivery of a waterfront pathway for Dumbarton and anticipate that the pathway is achieved during 2019 and 2020.



### **Balloch Village Squares**

- 4.10** August 2017 IRED Committee approved up to £1.2m for Balloch Village Square projects which was planned to be delivered in two phases with Balloch Village Square and Balloch Road West as Phase 1 and Station Square as Phase 2. The cost of Phase 1 of the development was estimated as £600,000 to £800,000 and works were planned to commence in 2018. Works on the Phase 2 were planned for 2019.
- 4.11** Consultations with local stakeholders were extensive taking longer than anticipated, therefore the start date for the Phase 1 of the project has been moved to November 2018 with Balloch Road West scheduled to be delivered first and Village Square following in early 2019 all works anticipated to be completed before the busy summer 2019 period. The Village square contract works has been procured and will be presented to the Procurement committee in November 2018 for approval. Others works are being procured through framework contracts.
- 4.12** Phase 2 of the project at Station Square is more complex and dependant on cooperation with stakeholders and other landowners, including the developer of the potential new tourist attraction on the West Riverside site. Further funding will also need to be secured from external partners, which may include Sustrans. This Phase will be progressed once the details of the new development are available. The overall budget allocation remains as £1.2m, however there is a risk that due to West Riverside development progress being unknown and or changes in Sustrans funding the timeframe and budget may be at risk and needs to be managed appropriately.

### **District Heating Network**

- 4.13** An allocation of £0.9m was approved on 17 January 2018. This comprised £450,000 for the purchase of land on which the Energy Centre will be located. The figure will also cover all necessary rights to install, maintain, repair and replace district heating and other required pipework within the Queens' Quay site to serve all the development plots. Our development partner CRL will receive a Development Management fee of £450,000 to procure, manage and deliver the Energy Centre, trunk heat and cooling pipe network, associated abstraction structures and co-ordination of the anticipated fitting out contract. The Council will enter into an agreement with the Council's Energy Supply Company (ESCO), to secure the full repayment of the £0.9m capital sum over a period of 20 years as originally forecast in the District Heating Network business model. The ESCO has still to be legally set-up and it will remain 100% owned by the Council.
- 4.14** This project is very innovative and challenging; however it is progressing as planned with the Energy Centre Operator (ECO) and Network Operator having been secured. Vital Energi Utilities Limited will provide all services related to the District Heating Network.

### **Funding allocation**

- 4.15** Re-allocation or new allocation for projects or investments from the Regeneration Fund would need to be fully considered and suitable business cases developed. Some areas which could be considered for allocating funds could for example be the expansion of the Queens Quay District Heating energy network through to the Golden Jubilee Hospital, to the Dalmuir flats or into the Clyde Shopping centre. Through an approved full business case the Regeneration Fund could also consider supporting projects such as the regeneration of the Carless site in partnership with its owners or other activities where a return can be realised.

## **5. People Implications**

- 5.1** There are no people implications as a result of this report as the projects will be taken forward and managed from existing staff resources.

## **6. Financial and Procurement Implications**

- 6.1** The Regeneration Fund of £12.4m had an allocation of £7.9m and available funding of £4.5m, however with the Bowling Basin project not progressing as planned and the net cost to the Council for pathway clarified the allocation has reduced to £5.267m and funding of £6.133m is available. The available funding will be allocated to projects with a robust business case which seek to provide positive financial returns to the Council, together with a contingency amount of £1m as per Table 1 above.
- 6.2** Therefore the notional allocation of £2m should be re-allocated at this stage. Any re-allocation for newly developed project would be brought back to IRED as a business case for further consideration.
- 6.3** The Phase 1 works on Balloch Village Square is subject to procurement committee approval in November 2018. The Regeneration Fund projects will have procurement pipeline implications that will be managed as projects are developed.

## **7. Risk Analysis**

- 7.1** There is a risk that the Connecting Clydebank A814 project does not secure planning approval. There is also a risk related to timeframe and budget expenditure for this project. To mitigate the timeframe risk every step will be taken to ensure all information is provided to ensure a successful application is secured in November 2018, together with budget management and further value engineering required to ensure successful deliver of the project within budget.
- 7.2** The Dumbarton Waterfront pathway has a number of key risks; the primary risks are related to securing agreement with landowners to progress the pathway, the invasive species on the site being treated by the landowners, and wider co-operation of the landowners to agree the pathway delivery and

complete all necessary enabling works prior to the pathway being delivered. As an environmentally sensitive river edge there also remains a risk that works may only be carried out during particular seasons and collectively these risks amounts to a high likelihood that the project will not be completed by the end of 2019. Every step is being taken by officers to engage with landowners to address these risks and deliver the project in a timely manner.

**7.3** There is a risk that the Balloch Village square project runs over time and impacts upon the spring and early summer 2019 activities within the village of Balloch. Steps will be taken with the selected contractor to mitigate such delays and programme activity to consider works timings.

**7.4** The Energy Supply Company (ESCO) has to pay back the £0.9m to the regeneration fund, securing its return over 20 years. Every effort will be made to ensure through robust contractual arrangements and effective delivery of the District Heating Network that this financial return risk is achieved.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An Equality Impact Screening did not indicate any further action required in relation to any recommendations.

## **9. Consultation**

**9.1** Consultation with our partners at Scottish Canals has determined the non-viability of the housing development at Bowling Basin at this stage. This consultation will continue and any alternative approaches to the development will be considered in due course.

**9.2** Consultation with Legal, Finance, Roads, Estates, and Planning Services will continue through the development and delivery of the identified projects.

## **10. Strategic Assessment**

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

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

**10.2** This report's content is aligned with the Council's strategic priorities as stated above.

**Jim McAloon**  
**Strategic Lead, Regeneration**  
**Date: 8 November 2018**

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**Person to Contact:** Michael McGuinness- Manager, Economic Development  
Tel: 01389 737415  
michael.mcguinness@west-dunbarton.gov.uk

**Appendices:** Nil

**Background Papers:** Report to IRED Committee, 17 January 2018 entitled,  
"Regeneration Fund- Queens Quay District Heating  
Network, Energy Centre land purchase"  
Report to IRED Committee, 16 August 2017 entitled,  
"Regeneration Fund- Project Proposals for Dumbarton  
Waterfront Pathway and Balloch Village Square Projects"  
Report to IRED Committee, 21 June 2017 entitled,  
"Regeneration Fund Update"  
Report to Council, 23 November 2016 entitled,  
"District Heat Network for Queens Quay and Clydebank"  
Report to IRED Committee, 14 September 2016 entitled,  
"Regeneration Fund"  
Report to IRED Committee, 16 March 2016 entitled,  
"Regeneration Fund"

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL**

**Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:**

**21 November 2018**

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**Subject: Economic Development Strategy Action Plan Update**

**1. Purpose**

- 1.1** The purpose of this report is to inform Members of the progress in delivering the Economic Development Strategy Action Plan 2015-20.

**2. Recommendations**

- 2.1** It is recommended that Committee;
- (i) consider and note the progress made in implementing the Economic Development Strategy Action Plan 2015-20.

**3. Background**

- 3.1** The Economic Development Strategy provides an economic vision for West Dunbartonshire Council for a five year period and was approved by the Infrastructure, Regeneration & Economic Development Committee in September 2015. An Action Plan was presented and approved at the Infrastructure, Regeneration & Economic Development (IRED) Committee in November 2015.
- 3.2** This report provides an update on the progress in delivering the Economic Development Strategy 2015-20 action plan. This follows previous updates that were reported to IRED in December 2016 and November 2017. The plan will be updated to take cognisance of any future strategic priority changes.

**4. Main Issues**

- 4.1** A full progress report on the implementation of the Action Plan is detailed in Appendix 1. A number of key performance targets have been achieved through our strategic approach around the four key themes listed below:
- Stimulating economic investment and growing the business base;
  - Improving the skills of all our people and supporting them into work;
  - Creating an inclusive and prosperous place where people choose to live, work and invest; and
  - Building stronger partnerships and innovative approaches to delivery.

**4.2** A number of key highlights for each of these themes are detailed in sections 5-8 of this report.

## **5. Stimulating economic investment and growing the business base**

**5.1** “Working4business’ is a partnership of public sector organisations that provide a coordinated service for businesses in West Dunbartonshire. The ‘Working4Business’ partnership held a successful ‘Business Awards’ event to celebrate the success and achievements of businesses in West Dunbartonshire. The event was held in Clydebank Town Hall on 27<sup>th</sup> April 2018. Chivas Brothers were the Principal Sponsor of the event and there was a good response from local businesses with over 100 entries across the 9 business award categories. Over 200 business people attended the award ceremony which was hosted by Karen Dunbar.

**5.2** The Council’s Business Support team provides a range of discretionary business grants to local businesses to assist them to grow and create local jobs. During 2017/18 the team supported:

- 120 businesses with grants to assist them to grow and create jobs;
- 114 business employees with a training grant to assist with training;
- 66 businesses with a start-up grant to assist them with their business; and
- 17 people back into employment through the 30+ employment grant.

**5.3** The Business Gateway service has been successfully delivered by the Council’s Business Support team since 1 October 2015. Over the last year the team have continued to work hard to provide a high quality service to our local start-up and growth businesses. In 2017/18 the Business Gateway service provided:

- 202 businesses with start-up assistance and one to one support;
- 36 start-ups with growth potential also given one to one support;
- 41 businesses provided with growth advisory service support;
- 5 businesses accepted into Scottish Enterprise Growth Pipeline support; and
- 1 business accepted into Scottish Enterprise Account Management.

**5.4** Business start-up numbers of 202 for 2017/18 have increased from last year’s figure of 195. The Scottish Local Government Benchmarking website provides information on the number of Business Gateway start-ups per 10,000 populations for each Local Authority area. The most recent data from 2016/17 shows West Dunbartonshire are ranked 8th out of the 32 Local Authorities. During 2016/17, West Dunbartonshire supported 21.6 start-ups per 10,000 population which compares favourably with the figure of 16.6 start-ups per 10,000 populations for the whole of Scotland.

- 5.5** Last year the Business Gateway service assisted 48 businesses with 'expert help' support. This element of the Business Gateway service is part funded through the European Regional Development Fund and provides one-to-one support to provide advice in areas that require a high level of expertise such as Intellectual Property advice or Business Strategy Workshops.
- 5.6** The Business Gateway service also delivers a variety of free business workshops to provide advice to start-ups and established businesses. These workshops include areas such as business planning, marketing and financial planning. During 2017/18, 115 workshops held with 597 attendees.
- 5.7** The Business Support team are responsible for the management and delivery of the Digital Boost Programme which aims to deliver Information and Communications Technology (ICT) advice to businesses in the form of workshops and one-to-one expert advice. This is a Scottish Government Nationally funded project which from July 2017 has been managed and procured by West Dunbartonshire Council for both West and East Dunbartonshire Council areas. During 2017/18, there were 18 workshops and 10 one-to-one specialist sessions delivered in the WDC area.
- 5.8** During 2017/18, the Business Support team have been working in partnership with other local Authorities and the Scottish Government to establish a new Phase 2 Business Loans Scotland fund which has been set up to provide loan finance of between £25k and £100k to small and medium sized local businesses. The Phase 2 fund is likely to commence in January 2019. The Business Support team are continuing to actively promote the Business Loans Scotland fund to local growth businesses.
- 5.9** The Business Support team are continuing to work in partnership with Firstport following the end of the social enterprise challenge fund project, to support the growth of local Social Enterprises. A new Social Enterprise Growth Grant has been developed which provides 50% funding up to a maximum value of £2,000 to assist Social Enterprises to implement their growth plans more efficiently and to become more sustainable in the long term.

## **6. Improving the skills of all our people and supporting them into work**

- 6.1** Working4U is an integrated service that supports clients and communities in West Dunbartonshire to improve their skills, learning and financial situations, assisting all on their progress into work and protecting the rights of our citizens. Our activities centre on:
- the provision of information, guidance, and support to help residents to make informed choices about debt and money, learning and employment opportunities and enjoy improved life chances;
  - the provision of good quality advice and learning assisting them to make positive and sustained contributions to their community; and

- improving the employability and resilience of local residents and making a positive contribution towards increasing employment rates within our community to close the gap with Scotland employment rates.
- 6.2** The specialist components of Working4U's services includes the learning service which primarily supports disadvantaged or vulnerable groups and individuals of all ages to engage in learning, with a focus on bringing about change in their lives and communities. This covers a wide range of activity, such as employability skills, youth work, family and adult learning, including adult literacy and English for Speakers of Other Languages (ESOL) and individual capacity building to develop confidence and self-esteem. In 2017/2018 the Council supported:
- 1,883 people to successfully completing a learning provision; and
  - 1,102 people to secure a nationally recognised qualification.
- 6.3** Information and Advice is set within the policy context that is designed to support a flourishing Scottish economy. Working 4U contributes to this aim through the provision of debt counselling and welfare benefit advice. During 2017/2018 the Council:
- supported local residents to secure £9.827m benefit maximisation through advice and support; and
  - supported residents to renegotiate and manage £3.73m of debt.
- 6.4** Employability encompasses aspects that enable people to increase their chances of getting a job, staying in a job, and progressing further in work. The approach adapts national approaches to the specific context in West Dunbartonshire and is flexible enough to adopt a 'whole person approach'. The Council is responsive to those people in our communities with the greatest need and our drive to real jobs is pursued in partnership with organisations, agencies and employers that share our values. In 2017/18 the Council supported 417 residents to secure employment. Of these:
- 189 were in the 16 – 29 years age group;
  - 228 were in the 30+ years age group,
  - and in addition a further 102 people were assisted to progress within the workplace.
- 6.5** West Dunbartonshire Council has created a £1million Apprenticeship Investment Fund to support apprenticeships over the next four years. The fund will see £250,000 spent in each of the coming four years to recruit apprentices across a range of Council services and positions within the Private sector. The focus will be on school leavers and an emphasis will be placed on opportunities within the Construction sector. In addition, we will develop our capacity to support a wider range of apprenticeship and employment opportunities, contribute to workforce development in West Dunbartonshire Council and develop stronger links with local and regional employers.



**6.6** The Council now offers vocational qualifications in 7 different occupational groups at SCQF levels 5, 6 and 7 (SVQ levels 2 and 3). As a result of the Council's contracted provision we have supported:

- 17 Level 2 Modern Apprenticeships - providing employment with training opportunities of 9 months to 12 months linked to local growth sectors, and
- 34 Level 3 Modern Apprenticeships - providing employment with training opportunities of between 2 and 4 years.

With the Council's further investment, combined with our work with local employers, 72 of the 417 people who secured employment were apprenticeships.

**6.7** The Support to drive Scheme continued in 2017/18. The aim is to provide young people with the skills and attributes that will assist them to seek and secure employment in the modern labour market (in and beyond West Dunbartonshire). 483 young people applied for the opportunity, with 52 accessing the fund.

**6.8** Contributing to the aims and objectives of the Glasgow City Region, Working4U has been allocated additional funding to provide support through the City Region ESA Support Programme (Working Matters). The programme period will now run from August 2015 to March 2019 with DWP funding of £0.248m, with West Dunbartonshire Council match of £0.282m totalling £0.530m.

**7. Creating an inclusive and prosperous place where people choose to live, work and invest**

**7.1** West Dunbartonshire Affordable Housing Supply Programme has delivered over £40m of investment into the local economy over the last four year period delivering 400 new homes meeting evidenced need. Through the Council's ambitious More Homes West Dunbartonshire approach there are plans to accelerate delivery and deliver a further 1,000 new homes over the next 5 year period with total investment levels exceeding £100m.

**7.2** A number of projects are currently being progressed utilising the Local Economic Development annual Capital Budget of £1m. The Regeneration Fund of £12.4m was agreed at Council on 28 October 2015 to support development and regeneration projects where a return would be achieved, whether in terms of wider economic growth or financial returns. A paper updating progress with the Regeneration Fund is included within the papers for this meeting.

**7.3** The Queens Quay development with a £15.621m investment from the Council has been progressing on site throughout 2017/18. The basin works are almost complete, with the extraction chamber for the District Heating Network at the final design stage. The roads and utilities works are

progressing well on site and discussions regarding plot development opportunities are at various stages of development.

- 7.4** The Queens Quay District Heating Network secured funding of £6.1m from the Scottish Government Low Carbon Infrastructure Transition Programme (LCITP) and £9m from the Council to deliver a water sourced district heating network to supply energy on Queens Quay and capacity to serve areas beyond Queens Quay in Clydebank. The timeframe to deliver this significant and complex heating network has had its challenges; however key elements are now in place to ensure the successful delivery of the heat network in spring 2019.
- 7.5** The Connecting Clydebank (A814) project from the Clydebank Charrette has progressed during 2017/18 and will be presented to the planning committee for consideration in November 2018. Subject to approval the project will commence and be aligned to the District heating pipework crossing the A814 and delivered in a number of phases to minimise disruption. A separate transport interchange project around Clydebank Railway Station has progressed through to the second phase of studies in partnership with SPT and progress will be made aligned in part to increased train patronage due to developments at Queens Quay.
- 7.6** The ExxonMobil City Deal project currently has a funding allocation of £27.897m. A refreshed Outline Business Case will be presented to Council seeking approval in November 2018. Negotiations regarding a land transfer arrangement with ExxonMobil have continued throughout 2017/18.
- 7.7** Scottish Canals continue the delivery of their masterplan for Bowling Basins. This includes the enhancement and restoration of parts of the Forth and Clyde Canal and the delivery of new development and infrastructure. The notional allocation of £2m for infrastructure from the Regeneration Fund for housing development on the site has been challenging and an update is provided as part of the Regeneration Fund update report presented to this Committee.
- 7.8** Scottish Canals are continuing to progress the elevated walkway/linear park on the former swing bridge at Bowling Basin and have completed an initial phases by refurbishing the bridge itself. Progress has been made in refurbishment of the B listed Custom House to provide tourist accommodation and a feasibility study part funded by the Council to assess the viability of a pedestrian link along the harbour to Bowling Railway Station is progressing.
- 7.9** The Dumbarton Waterfront Pathway is progressing slower than anticipated with challenges related to securing agreements with the landowners, dealing with invasive species across the site and planning the works around the sensitive environmental conditions where work can only be carried out at certain seasons of the year. The planned delivery of a full pathway by December 2019 is unlikely, however all efforts are being taken to progress

this important waterfront project. Further details will be provided in the Regeneration Funding update report to this committee.

- 7.10** At Lomondgate, the Strathleven Regeneration CiC is entering into an important final phase of delivery with their current partner the Walker Group. All efforts to complete the final large development plot known as the 'Business Park' is being taken forward and a number of opportunities are being pursued by Strathleven.
- 7.11** The Site at Mitchell Way, Alexandria – the preferred lead developer has withdrawn and the development has not progressed as planned. The food store operator Lidl along with Kingsmead Developments (who were part of the original bid) have committed their interest in progressing with this important regeneration site with Lidl taking the lead as preferred developer under the same terms and conditions as previously indicated to Committee on 22 November 2018. Officers are progressing with discussions with both parties and legal to allow this regeneration project to progress.
- 7.12** The Council is continuing to work in partnership with Loch Lomond and the Trossachs National Park Authority (LLTNPA) and Scottish Enterprise (SE) to deliver actions from the Balloch Charrette from 2016. The West Riverside development being proposed to the LLTNPA Planning from Flamingo Land and SE is anticipated for consideration late in 2018 and this will have an impact on the development of public realm enhancements at Station Square in Balloch. The public realm enhancements at Balloch Village square have been agreed and subject to tendering committee in November 2018 a contractor will be selected to deliver this phase of works from January 2019, prior to the busy summer period. Works will also progress in re-surfacing Balloch Road West and enhancements to provide additional parking at the Moss O'Balloch will also be completed in advance of summer 2019.

## **8. Building stronger partnerships and innovative approaches to delivery**

- 8.1** The service has actively pursued a number of funding sources to support major projects, including charrette outcomes. Securing Heritage Lottery Funding for particular projects remains a priority, Funding grant of £0.620m has been secured from the Green Infrastructure Fund to assist with the remediation of the former St Eunan's Primary School site in Clydebank with works having stalled during 2018, due to planning conditions, this project is now due to commence on site early 2019.
- 8.2** Funding bids were submitted to the Scottish Government's Regeneration Capital Grant Fund and, Loch Lomond Steamship Company were successful in securing £0.95m, however recent developments regarding Heritage Lottery Funding withdrawing support will have implications, as yet unknown. The Council's own Dumbarton Town Centre Common Good Fund continues to be promoted and a small number of local projects have been supported.

- 8.3** The 'Working4business' group held a successful inaugural Business Week from Monday 27th November 2017 to Friday 1st December 2017. The week was packed with events aimed at inspiring and supporting new and established businesses in West Dunbartonshire. In total 169 business individuals attended the 20 events that ran during the week. The feedback received from attendees was very positive. This year's Business Week will run from Monday 26 November 2018 to Friday 30 November 2018. During the business week there will be a range of workshops and events which will provide advice and information to local businesses on a range of areas which will include internationalisation, investment and innovation.
- 8.4** The service is working in partnership with Resource Efficient Scotland to assist local businesses to improve their energy and resource efficiency. Resource Efficient Scotland provide free resource efficiency audits and the Business support team have developed grant support to assist local businesses (5-49 employees) with the costs associated with the implementation of any energy and resource efficiency improvements identified within the Resource Efficient Scotland audit action plan.
- 8.5** The Council's Regeneration Team has established strong partnerships with Strathleven Regeneration Cic, Scottish Canals, Historic Environment Scotland, Sustrans, Loch Lomond and Trossachs National Park Authority, Dunbarton Castle Society, Dunbartonshire Chamber of Commerce and Vale of Leven Industrial Estate Improvement Trust for current projects that are being progressed.
- 8.6** Working4U pursues all activities in partnership with appropriate organisations in West Dunbartonshire and beyond. Working 4U, for example, takes the lead role in the Youth Alliance. This is a partnership that aims to co-ordinate improved service delivery for young people and identify priority geographical areas. The cooperation has led to the development of successful joint projects with organisation such as Ysortit and Tullochan Trust and the delivery of successful summer programmes for young people in West Dunbartonshire.
- 8.7** In addition, Working4U plays a key role in the local employability partnership alongside SDS and DWP. This partnership sets the agenda and priorities for the use of national training resources such as the Employability Fund and the Modern Apprenticeship programme. Through this we can influence the priorities for the investment of training resources to ensure residents are being trained for the opportunities within the local economy and identify the key sectors in the local area where there may be opportunities for apprenticeships.

## **9. People Implications**

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

## **10. Financial and Procurement Implications**

- 10.1** The Council budget expenditure detailed within the action plan continues to be monitored and reported regularly to ensure that performance targets are achieved, maximising private sector leverage and attracting external funding.
- 10.2** It is acknowledged that the achievement of the outcomes of the Strategy and Action Plan is reliant on the continued commitment and funding from both public and private sector partners.
- 10.3** Procurement plays an important role in Economic Development primarily ensuring best value is secured for projects and encouraging local businesses to secure public sector contract works.

## **11. Risk Analysis**

- 11.1** The consultation process with partners and key stakeholders ensured that the content of the Strategy and Action Plan is appropriate to assist with the economic prosperity for the local area and that risks are assessed. The Strategy will be reviewed regularly to ensure that any local and national economic changes are integrated where appropriate.

## **12. Equalities Impact Assessment (EIA)**

- 12.1** An equalities impact assessment is not necessary for this report. The Strategy has been impact assessed and is relevant to the general equality duty. The Strategy has an emphasis on reducing inequality and advancing equality and has potential to produce positive impacts for all. EIA screening will be carried out for projects, where necessary.

## **13. Strategic Environmental Assessment (SEA)**

- 13.1** A strategic environmental assessment is not necessary for this report. Strategic Environmental Assessments will be undertaken as necessary for any projects which develop from the strategy and action plan.

## **14. Consultation**

- 14.1** The process for the development of the strategic action plan included consultation with senior officers across Council services and also with partners through the Community Planning Partnership, Employability and Economic Growth Delivery and Improvement Group will continue to be an important consultative group of public sector partners.
- 14.2** Wider partner and community consultation will commence in 2019 with regards to the development of a new Economic Development Strategy for

the period 2020-25, aligned with relevant Scottish Government and Council strategic priorities.

## **15. Strategic Assessment**

**15.1** The Action Plan supports the four strategic priorities of the Council's updated Economic Development Strategy (2015-20).

- Stimulating economic investment and growing the business base
- Improving the skills of all our people and supporting them into work
- Creating an inclusive and prosperous place where people choose to live work and invest
- Building stronger partnerships and innovative approaches to delivery

**Jim McAloon**  
**Strategic Lead, Regeneration**  
**Date: 18 October 2018**

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<b>Person to Contact:</b>	Michael McGuinness- Manager, Economic Development. Tel: 01389 737415 e-mail: <a href="mailto:michael.mcguinness@west-dunbarton.gov.uk">michael.mcguinness@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	Appendix 1: Economic Development Strategy 2015-20 Action Plan – Pentana Report
<b>Background Papers:</b>	IREC Committee 22 November 2017 - Economic Development Strategy Action Plan Update. IREC Committee 14 December 2016 - Economic Development Strategy Action Plan Update. IREC Committee 25 November 2015 - Economic Development Strategy Action Plans IREC Committee 16 September 2015- Economic Development Strategy 2015-20
<b>Wards Affected:</b>	All

# Economic Development 2015-20

Generated on: 12 October 2018



Icon	Name
Th	1. Stimulating economic investment and growing the business base


Icon	Name
Ob	1.1 Increasing the number of new start businesses

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/ED/020	Number of businesses given advice and assistance to start up through Business Gateway	194	202		200	During 2017/18, 202 start-up businesses were supported through the Business Gateway service this has increased from the figure of 194 in 2016/17.	Gillian Scholes
H/ED/003	Number of businesses receiving start up grants	56	66		60	During 2017/18, 66 businesses received a start-up grant to assist them with their start-up costs.	Gillian Scholes
H/ED/019	3 year survival rate (%) of new business starts	54%	N/A		62%	54% of the businesses started in West Dunbartonshire in 2013 have survived until 2016. This is below the Scotland figure of 62.1%. The figure for 2017/18 will be available in December 2018.	Gillian Scholes
SECON05	No of business gateway start-ups per 10,000 population	21.6	N/A		22	This indicator is reported through the Local Government Benchmarking Framework (LGBF). The 2017/18 figure will be available in late November 2018.	Gillian Scholes


Icon	Name
	1.2 Supporting the development of growth businesses

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/ED/021	Number of businesses assisted with Council business support intervention	113	120		120	There were 120 local businesses assisted with a WDC business grant during 2017/18. This figure has increased from 113 in 2016/17.	Gillian Scholes
H/ED/017	Business stock per 10,000 of adult population (16+)	268	N/A		260	Business Stock for 2016/17 period has increased positively for the WDC area. The figure for 2017/18 will be available in late November 2018.	Gillian Scholes
H/ED/04	No of Growth Advisory Service (GAS) businesses supported through the Business Gateway service	45	41		40	During 2017/18, the Business Support team worked with 41 local businesses to assist them to develop and implement an action plan to support their growth ambitions.	Gillian Scholes
H/ED/05	No.of Growth Pipeline businesses supported through the Business Gateway service	2	5		5	During 2017/18, the Business Support team supported 5 local businesses to access growth pipeline support through Scottish Enterprise.	Gillian Scholes


Icon	Name
	1.3 Supporting Internationalisation

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/17 Work in partnership with Scottish Enterprise/SDI to increase the number of local businesses who trade internationally		<div><div>100%</div></div>	31-Mar-2016	Through working4business social media and email campaign with various SE promotional material being distributed to WDC businesses on our database.	Organise a joint workshop with SE to provide information and raise awareness	31-Dec-2015	Yes	Series of knowledge exchange and product awareness workshops through Business Gateway staff have and will continue to be delivered.	Gillian Scholes
					Email details of the smart exporter programme to all WDC businesses	31-Jan-2016	Yes	Through working4business social media and email campaign with various SE promotional material.	



Icon	Name
	1.4 Supporting, innovation, sustainable businesses to access finance for growth

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/ED/03 2	Number of businesses with a BLS business loan	0	0		3	The Business Support team continue to promote the Business Loans Scotland Fund and are currently working with 2 local businesses that recently submitted enquires through the loan fund.	Gillian Scholes


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/18 Work in partnership with other Scottish local authorities to establish a Business Loans Scotland fund		<div><div>100%</div></div>	31-Mar-2017	The New Business Loans Scotland fund became operational on 15th March 2017.	Obtain approval from WDC to participate in the new Business Loans Scotland Fund	01-Jan-2016	Yes	Monthly briefing paper to members informing them of the new Pan Scotland Loan Fund was circulated.	Gillian Scholes
					Promote new fund to local businesses to raise awareness	30-Sep-2016	Yes	Due to the delays in Business Loan Scotland being established the existing West of Scotland Loan Fund is still available and being promoted to local Businesses.	
					Transfer funds from WSLF to new Business Loans Scotland Fund	31-Mar-2017	Yes	Funds have been transferred from WSLF to Business Loans Scotland mid March 2017.	


Icon	Name
	1.5 Supporting innovation and entrepreneurship

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/ED/09	No. of days of External Expert help provided through Business Gateway	53	55.5		48	During 2017/18, 55.5 days of expert help was provided to local growth businesses through the Business Gateway.	Gillian Scholes

Icon	Name
	1.6 Supporting the transition to a low carbon economy

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/20 Work with local businesses to assist them to reduce their carbon emissions		<div><div>100%</div></div>	31-Mar-2017	Zero Waste Scotland services have been promoted through company database and social media.	Raise awareness of Zero Waste Scotland activities through email and social media channels	12-Nov-2016	Yes	Information on Zero Waste Scotland has been provided through social media channels and e-mailed to business clients.	Gillian Scholes
					Investigate the possibility of developing a partnership programme with Zero Waste Scotland to assist local businesses to reduce their carbon emissions	31-Mar-2017	Yes	Meeting held with Zero Waste Scotland on 12 December 2016 to discuss support available.	
					Promote services of Zero Waste Scotland and follow - up with businesses.	31-Mar-2017	Yes	Zero Waste Scotland services have been promoted through company database and social media.	

Icon	Name
	2. Improving the skills of all of our people and supporting them into work

Icon	Name
	2.1 Assisting people back into work

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
CED/CP P/007	Employment rate	71.9%	71.5%	71.5%	71.75%		Stephen Brooks
H/EDST RATEGY /2	Number of local people receiving support through Working 4U	6,176	6,927		3,584		Clare English; Gina Gallacher
H/EDST RATEGY /3	Number of people receiving support through Working 4U with more than one barrier to employment (aggregate)	1,900	1,280		1,340		Clare English; Gina Gallacher
H/EDST RATEGY /4	Number of local people in NEET group	132	163		119		Clare English; Gina Gallacher
H/EDST RATEGY /5	Number of participants with disabilities or health issues	2,034	1,518		1,000		Clare English; Gina Gallacher
H/EDST RATEGY /6	Number of local people entering employment through Working 4U	410	417		307		Clare English; Gina Gallacher
H/EDST RATEGY /7	Number of local people entering education or training	1,102	677		850	This figure does not include modern apprenticeship or employability fund participants.	Clare English; Gina Gallacher

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/EDST RATEGY /8	Number of local people in employment six months after leaving	190	201		152		Clare English; Gina Gallacher

Icon	Name
	2.2 Meeting the skills needs for growth businesses


Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/ED/02 2	Number of business employees trained	150	114		150	During 2017/18, 114 business employees have been supported with a training grant. Additional promotion will be undertaken to aim to increase this figure during 2018/19.	Gillian Scholes


Icon	Name
	2.3 Supporting young people in their transition to work

Code	Performance Indicator	2016/17	2017/18	2018/19		
		Value	Value	Value	Target	Note
CED/EDS TRATEGY /1	Number of modern apprenticeships	72	51		52	SDS contract secured for 52 places. W4U also support further apprenticeships within the third and private sectors.
H/DS/06/ OP10-11	Number of Get Ready for Work opportunities provided	34	53		43	SDS contract secured for 43 places.
H/ED/11	Percentage of young people (16-19) in Education Employment or training	88.4%	88.3%		89%	


Icon	Name
	2.4 Improving core employability skills

Code	Performance Indicator	2016/17	2017/18	2018/19			Assigned To
		Value	Value	Value	Target	Note	
H/EDST RATEGY /9	Number of local people gaining a full qualification	1,118	1,102		892		Clare English; Gina Gallacher


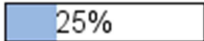
Icon	Name
	3. Creating an inclusive and prosperous place where people choose to live. work and invest

Icon	Name
	3.1 Enabling the delivery of our major regeneration sites

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/2015/ED/01 Progress delivery of Queens Quay project (DP)		<div><div>100%</div></div>	31-May-2017	Site work commenced on site in May 2017. Progress will be monitored throughout 2017/18 with a new action.	Key milestones within the Development Agreement established	30-Jun-2015	Yes	The partnership agreement with Queens Quay site owners was signed on 7th July 2015. A delay from the anticipated end of June 2015 timeframe.	Michael McGuinness
					Submit planning permission in principle	23-Oct-2015	Yes	This will be delayed due to partnership agreement only being concluded 7th July 2015 and is now due for submission in October 2015. This has been delayed by two weeks.	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Prepare and agree a Communications Strategy	30-Nov-2015	Yes	The Communications Strategy has been delayed due to developers agreement being concluded by end of July 2015	
					Achieve planning permission in principle	23-Mar-2016	Yes	The planning application in principal was approved at Planning Committee.	
					Receive detailed planning permission for initial core infrastructure	30-Sep-2016	Yes	Due to some slippage in the PPIp the detailed applications will not be forthcoming until summer 2016. This delay is due to Marine/Basin investigative works being more extensive than envisaged and delaying the completion of the RCC required to progress core infrastructure. The detailed application was received by Planning at the end of October 2016.	
					Commence site infrastructure works	05-May-2017	Yes	Anticipated site start, following detailed planning consent. This commenced later than anticipated in May 2017.	
H/2015/ED/02 Progress delivery of Exxon/City Deal project (DP)		<div><div>50%</div></div>	29-Dec-2023		Undertake consultation with regulatory bodies	27-May-2015	Yes	A workshop was held with regulatory bodies arranged through Planning on 26 May 2015 to discuss the	Victor Francisco-Suarez; Michael McGuinness



Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Exxon Site.	
					Submit Strategic Business Case to Council for approval	24-Jun-2015	Yes	The Strategic Business Case was presented on 24th June 2015 at Council and approved then subsequently approved by Cabinet in August 2015.	
					Neighbouring Land Consultation commences	14-Nov-2016	Yes	New milestones developed following Exxon discussion in Jan 2016.	
					Complete and seek approval for the Outline Business case by City Deal Cabinet	11-May-2017	Yes	OBC approved at Council 22 Feb 2017, progressing through PMO and going to Cabinet on 11 April 2017.	
					Exxon Negotiations relating to Site Ownership complete	31-Dec-2018	No	The next key milestones will now be to complete site ownership agreement, this has unfortunately continued to slipped due to a number external factors. Heads of terms have been agreed and negotiations on land transfer are continuing into 2018/19. Awaiting remediation strategy to be agreed with regulatory bodies and study completed on quay walls. Negotiations therefore will continue through	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								to the end of 2018.	
					Masterplan - Planning Permission in Principle submission	28-Feb-2019	No	The PPIP can only be achieved once an agreed remediation strategy is agreed with Exxon and the regulators. There has been delays due to Exxon Remediation Strategy being agreed and a commercial agreement with the Council still under negotiation and will continue through to the end of 2018.	
					Complete and seek approval for the Final Business case by City Deal Cabinet.	31-Dec-2019	No	A refreshed Outline Business Case will be presented to Council in November for consideration.	
					Commence Construction on-site	31-Jan-2020	No		
H/EDSTRATEGY 2/01 Assist Scottish Canals to complete the regeneration of Bowling Basin		 25%	31-Mar-2020	Planning permission granted for "high-line" linear park on former railway line above the Canal. Progress being made on the development appraisal (to deliver major infrastructure and housing) and on negotiations with an occupant for the lower arches commercial unit. Feasibility work has commenced on a potential harbour	Enable progress of planning proposals for new bridge, housing and gateway area.	31-Mar-2016	Yes	Planning permission in principle was granted in June 2016 for mixed use development across the whole site including retail, commercial, leisure and residential uses and supporting infrastructure and green network enhancements. A subsequent planning application was then granted for landscaping and small	Michael McGuinness






Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				pathway between Bowling Basin and Railway Station.				business units at the gateway area.	
					Develop financial appraisal to support contribution of funds from the Regeneration Fund Budget	28-Sep-2018	No	In agreement with WDC, Scottish Canals are currently commissioning a number of investigative studies that will inform the financial appraisal. Progress has been slower than anticipated in relation to finalising an agreement with SC. It was anticipated that a paper was being presented to IRED committee for approval, however the financial models have confirmed that the original Housing development does not present a suitably attractive return on investment and alternatives need to be investigated that will take into 2019 to complete.	
					Seek authority to make contribution towards from Regeneration Fund into development at Bowling Basin	29-Mar-2019	No	The completed financial appraisal does not provide the financial returns being sought and alternative route for development will be explored during the rest of 2018/19 period.	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Support Scottish Canals to deliver their masterplan through capital contributions to appropriate projects and support at community engagement events.	01-Apr-2019	No	Regular meetings take place to monitor progress and identify opportunities to support and enable projects.	
H/EDSTRATEGY 2/02 Develop and submit bids to funding bodies		<div><div>100%</div></div>	31-Mar-2020	The bid for £620,000 to the Green Infrastructure Fund for the former St Eunan's Primary School Site in Clydebank has been successful and the project is now progressing.	Submit Regeneration Capital Grant Fund applications	30-Oct-2015	Yes	Five bids were submitted to Stage 1 process in July 2015 and 1 bid was submitted with Neighbourhood Services for Stage 2 for £1m for Clydebank Community Sports Hub	Michael McGuinness
					Review funding opportunities for Charrette projects.	31-Dec-2015	Yes	Various funds are being investigated at the moment. This will continue throughout the year to come.	
					Develop projects to submit funding bids to Sustrans.	31-Dec-2016	Yes	Bids were submitted to Sustrans for the Dumbarton Waterfront Walkway and improvements to the A814 in Clydebank. £2m was awarded to the A814 project in Clydebank.	
					Develop projects to submit bids to the Green Infrastructure Fund (SNH)	31-Mar-2017	Yes	A bid for £620,000 of funding towards the remediation works on the former St Eunan's Primary School site was submitted to the Green Infrastructure Fund and has been successful .	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Progress at least three significant projects to the Heritage Lottery Fund (HLF).	31-Mar-2017	Yes	Quarterly meetings are held between officers and other project partners to report on progress and frequent meetings are held with HLF Dialogue continues with regards to Glencairn House, Balloch Castle and actions from the Dumbarton Charrette.	
Reg/1819/ED/0 1 Commence final phase of Queens Quay Infrastructure work completed including Utilities, Basin works, and roads works, including District Heating Energy Centre and pipework installed and centre commissioned.		<div><div>40%</div></div>	31-Mar-2019	The £15.62m infrastructure works is now progressing well with Basin works, utilities and Roads infrastructure on schedule. These works were initially delayed to align with the District Heating Energy Centre and associated pipework.	Commence roads infrastructure works, including laying pipework for District Heating Network.	01-Jun-2018	Yes	Roads contract works commenced	Michael McGuinness
					Completion of Basin Fit-out works	31-Jul-2018	Yes	Works progressing around QQ Basin and on schedule for completion at the end of July 2018.	
					Energy Centre building works commenced	30-Nov-2018	No	Work commences on the Energy Centre.	
					Completion of key roads infrastructure works	29-Mar-2019	No		
					Energy Centre building generating energy.	29-Mar-2019	No		
Reg/1819/ED/1 2 Progress Lomondgate developments with SRCic		<div><div>0%</div></div>	31-Mar-2019	Continued support will be provided in 18/19 to assist with the development of remaining land at Lomondgate.	Promote Lomondgate as part of Infrastructure Investment Plan Update.	30-Dec-2018	No	An update on the Plan is to be prepared which will include Lomondgate.	Michael McGuinness
					Provide feedback and support to SRCic on emerging opportunities for remaining Lomondgate sites.	29-Mar-2019	No	The business park area and part of the roadside services area remain. Opportunities will be discussed at regular Lomondgate Liaison meetings.	

Icon	Name
	3.2 Creating attractive, competitive and safe town centres

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/03 Deliver the Council's new office in Dumbarton Town Centre			31-May-2018	Completion of works now expected by end of Spring 2018.	Report proposals to Planning Committee	25-Oct-2015	Yes	Application approved.	Michael McGuinness
					Demolition of existing Burgh Hall and clearance of site	30-Oct-2015	Yes	Demolition commenced and completed successfully.	
					Enabling works start on site	02-Nov-2015	Yes	Enabling works commenced as scheduled.	
					Main construction works start on site.	19-Feb-2016	Yes	Site enabling works commenced and construction progressing. Low ground tanks from former gas works required decommissioning and removal of any contaminants which introduced delays to the overall programme.	
					Completion of works.	28-Feb-2018	Yes	Works completed	
					Relocation to new Council office.	31-Mar-2018	Yes	It is now anticipated that the relocation will occur once the works have been completed which will be by the end of Spring 2018.	


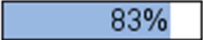
Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/04 Deliver projects from the Clydebank Town Centre Charrette Action Plan		<div><div>72%</div></div>	31-Mar-2020	IRED Committee agreed to the detailed project proposal and £2.3m allocation from the Regeneration Fund in November 2017. A planning application was submitted on 8 February 2018. Procurement of the works will be progressed including a detailed programme of works that will consider the timing of surrounding projects at Queens Quay.	Report Action Plan to IRED Committee for approval.	16-Sep-2015	Yes	The Committee approved the Action Plan in accordance with the recommendations.	Michael McGuinness
					Agree a governance structure and identify priorities for 2015/16.	30-Sep-2015	Yes	A governance paper was produced to set out arrangements for taking forward both Charrette Action Plans.	
					Hold two meetings of the Clydebank Charrette Implementation Group in 2015/16 to progress projects with partners.	31-Mar-2016	Yes	The Group's first meeting took place on 27 November 2015 and second meeting was held 18th March 2016.	
					To develop designs and identify funding sources for the A814 road corridor (Connecting Clydebank) improvement project.	31-Mar-2016	Yes	Consultants were appointed in February 2016 to develop detailed designs and a bid has been made to Sustrans seeking 50% of funding to implement the project during 2016/17. This resulted in successfully securing £2m from Sustrans and the balance being secured through the Regeneration Fund of £2.3m	
					To develop designs and identify funding sources for the Clydebank Interchange project in partnership with SPT and Abellio.	31-Oct-2016	Yes	The Council and SPT commissioned consultants to undertake a STAG appraisal for the transport interchange which has since been completed.	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Undertake consultation for the Connecting Clydebank project.	15-Sep-2017	Yes	A second round of public consultation took place on 12 Sept 2017, to share the current proposals with key stakeholders. A community engagement plan has been prepared to assist.	
					Agree final design for Connecting Clydebank project	31-Oct-2017	Yes	Final designs were agreed in December 2017 and a planning application has been submitted.	
					Submit planning application for the Connecting Clydebank project.	28-Mar-2018	Yes	A proposal of application notice was submitted on 10 August 2017 and a consultation event took place on 12 September. A planning application was then submitted on 8 February 2018.	
					Tender the works contract for the Connecting Clydebank project, following planning permission granted.	28-Sep-2018	No	A Tender Approval Strategy (TSA) has been prepared. There has been some delays in relation to planning application submission and approval, which has delayed the project by some 4 months.	
					Ensure opportunities for community benefit with College and Developing Young Workforce are progressed (SOA)	30-Nov-2018	No	It is likely this milestone will require to be continued into 2018/19 to ensure that community benefits will be part of	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								the procurement process for projects.	
					Develop and deliver projects from Clydebank Town Centre Charrette Action Plan towards the March 2020 target.	31-Mar-2020	No	Key projects are being developed at the moment and overall progress will be monitored by the Charrette Implementation Group.	
H/EDSTRATEGY 2/05 Deliver projects from the Dumbarton Rock and Castle Charrette Action Plan		<div><div>62%</div></div>	31-Mar-2020	Enabling works are being procured for the waterfront path to clear vegetation and tidy up the foreshore area over the spring and summer period 2018. It is likely that the Council will prepare to procure the sections of path within Turnberry and Dumbarton Football Club's ownerships. Cullross have commenced works on site which will include their section of path. WDC await confirmation from Lidl regarding whether they will deliver their section of path. Floodlighting proposals are progressing to statutory application stage by end March 2018 and an initial feasibility study by WDC for better visitor facilities at the Castle	Report Action Plan to IRED Committee for approval.	16-Sep-2015	Yes	The Committee approved the Action Plan in accordance with the recommendations.	Michael McGuinness
				Agree governance structure and identify priorities for 2015/16	30-Sep-2015	Yes	A governance paper was produced to set out arrangements for taking forward both Charrette Action Plans.		
				Hold two meetings of the Dumbarton Charrette Implementation Group during 2015/16 to progress projects with partners.	29-Feb-2016	Yes	A first meeting took place on 28 October 2015 involving WDC officers, Historic Environment Scotland and Dumbarton Castle Society. A number of actions were agreed and a second meeting took place in February 2016.		
				Develop detailed designs for Dumbarton walkway.	31-Mar-2016	Yes	Detailed designs were developed by consultants who were appointed in January 2015. Some delay experienced with late arrival of new former Vico site owner.		



Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				has been shared with Historic Environment Scotland.	Continue to work with site owners on the development of Dumbarton waterfront (SOA)	31-Aug-2018	Yes	All owners have been sent draft heads of terms. Dialogue continuing regarding delivery of waterfront path and developer priorities. Works are being procured to clear vegetation and clean up the foreshore on the Football Club and Turnberry Homes site, to enable the future path works.	
					Develop and obtain approvals for the Rock and Castle floodlighting project.	31-Aug-2018	No	Bat survey report was received in November 2017. Since then designs and specifications have been progressed and a further trial has taken place. Designs has been finalised and application with planning to consider, however the owners for DFC have not provided their consent to work on their site or agree to floodlighting. Further delays anticipated well into 2018/19.	
					Explore options for improved facilities at the Rock and Castle.	30-Nov-2018	No	The Charrette Implementation Group visited Dundonald Castle Visitor Centre in May 2017 as a relevant case study. Rock Bowling Club was	





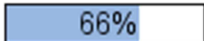

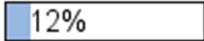
Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								investigated for adaptation to accommodate visitor facilities with the agreement of their members. It was found not to be feasible and the location of a new build visitor centre was identified which is currently being discussed with Historic Environment Scotland.	
					Develop and deliver projects from the Dumbarton Rock and Castle Charrette Action Plan towards the March 2020 target.	31-Mar-2020	No	Projects are monitored and reviewed and discussed at Charrette Implementation Group meetings.	
H/EDSTRATEGY 2/06 Deliver projects from the Dumbarton Town Centre and Waterfront Revised Urban Strategy			31-Mar-2020	The new office will be completed in late Spring 2018 bringing more footfall into the town centre. Major progress has been made with the first phase of restoration and repair works to Glencairn House and with considering the feasibility of new options for the re-use of the building. Dialogue with the Artizan Centre agents is limited, despite the efforts of officers.	Scope out interest from the community and business to re-establish the Dumbarton Town Centre Forum	30-Oct-2015	Yes	Businesses and community representatives have been contacted and the first meeting took place on 11 November 2015.	Michael McGuinness
					Promote town centre issues and opportunities to the Scottish Government.	31-Dec-2015	Yes	The Council arranged a tour of the town centre and waterfront area for Scottish Government officers on 19 August 2015 which was very well received. A meeting took place with the Scottish Government in December 2017 to highlight charrette projects that are	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								being taken for ward in West Dunbartonshire.	
					Investigate new uses, related costs and eligible funding for Glencairn House (Project No. 11)	31-Mar-2016	Yes	Consultancy Services have explored initial options and produced outline designs for discussion. Pricing for basic refurbishment obtained and funding secured to carry out initial work which is now underway.	
					Enable improvements to Dumbarton Central Railway Station (Project No. 10)	31-Oct-2016	Yes	Dumbarton Stations Improvement Trust has been established to take the project forward. Timescales are subject to their progress. Delays experienced with formation of Trust and engagement with Network Rail.	
					Progress new uses for Glencairn House (Project No. 11)	31-Mar-2018	Yes	A final report has been submitted putting forward layout plans and outline costs for two potential options. Libraries and Cultural Services are now giving further consideration to and seeking further support for this option.	
					Develop and deliver projects from the Strategy towards the March 2020 target.	31-Mar-2020	No	Progress will be reviewed as projects are developed from the Strategy.	



Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/07 Deliver the Mitchell Way Redevelopment Site project in Alexandria Town Centre		<div><div>100%</div></div>	31-Mar-2020	Progress has been made in 2016/17 but has been delayed due to CCG taking longer in concluding a deal with Lidl, which have now been completed. This has affected the milestones for submitting planning application and concluding missives. A new action has been created to be taken forward in 2017/18.	Appoint property advisor to assist with site marketing.	27-Aug-2015	Yes	Whitelaw Baikie Figes were appointed after a competitive tender process.	Michael McGuinness
					Release of Invitation to Tender and Planning Brief to the market and interested bidders.	22-Sep-2015	Yes	The site was marketed from September til mid December 2015.	
					Relocation of long-term leaseholder from Mitchell Way to alternative town centre location.	16-Oct-2015	Yes	The extended time period has due to delays to M&E provision at the newly refurbished premises and securing with leaseholder the necessary sign-off.	
					Offer two opportunities for interested developers to meet with officers to clarify any queries prior to their submissions.	18-Nov-2015	Yes	The first meeting took place on 21 October and a second meeting took place on 18 November.	
					Confirmation of Compulsory Purchase Order for 3rd party land.	30-Nov-2015	Yes	CPO Completed.	
					Return of tenders from interested bidders to WDC.	14-Dec-2015	Yes	Bid received and scored.	
					Report to IRED Committee on outcome of tender process and preferred bidder.	16-Mar-2016	Yes	Preferred bidder was accepted at IRED Committee on 16th March 2016.	
					Appointment of preferred developer.	21-Mar-2016	Yes	The preferred bidder has been informed of the successful outcome of the IRED Committee and have been appointed as preferred developer.	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/24 Deliver the Mitchell Way Redevelopment Site project in Alexandria Town Centre		<div><div>50%</div></div>	31-Mar-2020	Progress has stalled following the outcome of site investigations by CCG. A report to IRED Committee in November 2017 agreed to a further allocation from WDC to support the progress of the development. Lidl and CCG are currently in negotiations and the next stage will be the submission of a planning application.	Submission of planning application by developer.	30-Sep-2017	Yes	A proposal of application notice has been submitted by the developer and a consultation event took place on 21 June 2017.	Michael McGuinness
					Conclusion of missives between WDC and preferred developer.	30-Mar-2018	No	There has been some delay due to Board approvals required by Lidl. Heads of terms have now been agreed and Legal are progressing with missives. The due date was moved from Nov 2016 to Nov 2017. However there are further delays following the outcome of site investigations. Continued delays have stalled the project and this will be picked up with new actions for period 2018/19. Missives have not been completed.	
Reg/1819/ED/0 2 Complete regeneration of former St. Eunans Primary school site into Bio-diversity Park.		<div><div>0%</div></div>	31-Mar-2019	Further site investigation works on the lane of Montrose street, as part of the planning condition, will commence on 10 October 2018. Results will be known within 6 weeks and commencement on delivering of the Bio-diversity park is	Address planning conditions	23-Nov-2018	No	Planning conditions are being actioned at present and involve seeking residents agreement to undertake site investigations in a lane outwith the site, which could take some time to complete. Ramboll commissioned to carry out testing of	Michael McGuinness

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				anticipated to start before the end of 2018.				lane and results will be known in November 2018. If results are satisfactory works will commence thereafter.	
					Commence works on site	26-Nov-2018	No	Start date will be dependent on resolving planning conditions.	
					Complete capping phase	28-Feb-2019	No		
					Draw down Green Infrastructure Funds	29-Mar-2019	No		
Reg/1819/ED/10 Progress the regeneration of Mitchell Way in Alexandria town centre		<div><div>33%</div></div>	31-Mar-2019	Negotiations have taken longer than anticipated but the Council is expecting a planning application to be lodged within the next month.	Further phase of community engagement by preferred developer.	29-Jun-2018	Yes	A Planning Application Notice consultation was undertaken in June 2017 which focussed on the proposed Lidl Store. Further information is required to be presented to the community regarding the proposals for the wider site.	Michael McGuinness
					Submission of planning application by preferred developer.	29-Jun-2018	No	Delays experienced with the preferred developer along with food store operator reaching agreement. Recently the developer has pulled out and effort being made to progress with alternative developer. Lidl have come forward as preferred developer along with Kingsmead.	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Planning permission granted for development.	29-Mar-2019	No		
Reg/1819/ED/1 4 Progress Dumbarton International Dumbarton Festival			31-Mar-2019	A working group was established following a workshop in August 2017, including Dumbarton Castle Society, Scottish Enterprise, Visit Scotland, Historic Environment Scotland. The group has been developing the idea over a series of meetings.	Assist Working Group to appoint events co-ordinator to develop project.	29-Jun-2018	Yes	A brief has been prepared to be distributed to relevant consultants.	Michael McGuinness
					Support Dumbarton Town Centre Common Good Fund application for resources.	29-Jun-2018	Yes	The Dumbarton Castle Society has submitted an application seeking funding for the events co-ordinator. which was successful and individual secured to assist in the development of the event.	
					Provide support to Working Group during 2018/19.	29-Mar-2019	No	The Regeneration Team provides administrative support and advice to the Working Group.	
Reg/1819/ED/1 5 Dumbarton Waterfront Path			31-Mar-2019	The project team are in dialogue with landowners regarding the commencement of the foreshore clearance works, scheduled to start on 28 May 2018.	Obtain approval from Tender Committee to award Foreshore Clearance contract.	25-Apr-2018	Yes	Committee agreed on 25 April subject to agreement of landowners.	Michael McGuinness
					Complete vegetation clearance works.	31-May-2018	No	Vegetation clearance commenced, however invasive species were discovered during the summer over extension area of the pathway route. prolonged discussions taking place with landowners regarding treatment of the invasive species and this has delayed any	



Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								progress on site related to clearance works.	
					Complete foreshore clearance works.	31-Aug-2018	No	Works are due to commence by end of May. Subject to agreement of the landowners. Agreement has not been reached with all landowners and this will continue to be the main challenge throughout 2018/19 period.	
					Complete Heads of Terms with all landowners.	28-Sep-2018	No	Discussions are progressing with landowners as their development proposals progress. Confirmation is being sought from Lidl regarding whether they will deliver their section of the path.	
					Produce Interpretation Strategy for all of the Path.	28-Sep-2018	No	Consultants were appointed in 17/18 and have undertaken extensive consultation. It is anticipated that designs will be finalised by end September 2018.	
					Publish contract opportunity to construct path.	28-Sep-2018	No	Discussions taking place to agree areas included in specification and develop works details.	
					Award contract for path	30-Nov-	No		

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					construction subject to landowner agreements.	2018			
					Commence works on site.	04-Feb-2019	No		
Reg/1819/ED/1 6 Balloch Street Design		<div>0%</div>	31-Mar-2019	Improvements to Balloch Village Square, Balloch Road West and Moss O'Balloch will be priorities in 2018/19, delivering part of the 2016 Balloch Charrette objectives.	Commence parking improvements at Moss O' Balloch and Balloch Road West.	30-Dec-2018	No	These works will require to be completed prior to March 2019 to avoid any impact on local businesses.	Michael McGuinness
					Completed parking improvements at Moss O'Balloch and Balloch Road West.	28-Feb-2019	No	These works have been instructed through the minor civils framework.	
					Complete Balloch Village Square improvements.	29-Mar-2019	No	These works will require being substantially complete before the busy Easter holiday period.	
					Finalise and agree design for Station Square improvements.	29-Mar-2019	No	This will be subject to understanding final proposals for West Riverside which has been submitted for planning.	
					Commence Balloch Village Square improvements on site.	31-Mar-2019	No	These works will commence after works at Balloch Road West and Moss O' Balloch and once the West Riverside development is known.	
Reg/1819/ED/1 7 Balloch Castle		<div>0%</div>	31-Mar-2019	A feasibility study was undertaken in 2017 to consider new uses for Balloch Castle. However it was agreed that consideration should	Engage with West Riverside developers to identify how new uses at Balloch Castle could complement their offer.	02-Nov-2018	No	A planning application has been submitted recently for West Riverside proposals which is anticipated will be considered by the National Park	Michael McGuinness





Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				be given to plans developed at West Riverside to ensure both attractions will complement each other.				Planning committee by the end of 2018.	
					Report feasibility study for Balloch Castle and outcomes to IRED Committee seeking approval for next steps.	31-Jan-2019	No	Once discussions have taken place with West Riverside developers, findings can be reported to IRED Committee.	



Icon	Name
	3.3 Creating an integrated & sustainable transport infrastructure


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/2015/RT/07 Implement the Local Transport Strategy 2013-2018		<div>100%</div>	31-Mar-2016		Implement and report on actions within the Local Transport Strategy 2013-2018	31-Mar-2016	Yes		Raymond Walsh
Reg/1819/ED/1 1 Progress A814 Connecting Clydebank project with WDC Roads		<div>0%</div>	31-Mar-2019	A planning application is currently being determined for the project with the aim of seeking planning approval at June 2018 Planning Committee.	Planning permission granted	29-Jun-2018	No	A planning application is currently being processed with the aim of reporting to August 2018 Planning Committee. This was not approved but continued to explore some issue raised by representatives of the partially sighted community. The application will be presented to the November 2018 planning committee for approval.	Michael McGuinness
					Procure works contract following granting of planning permission.	28-Sep-2018	No	A Tender Approval Strategy (TSA) has been prepared. There	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								have been some delays in relation to planning application submission and approval.	
					Prepare a detailed programme of phased works that considers timelines for surrounding projects.	26-Oct-2018	No	A revised programme will be prepared by the project team that will provide key milestones for the works.	
					Progress Community Engagement Plan.	31-Dec-2018	No	Ensure stakeholders kept updated following delays to progress.	


Icon	Name
	3.4 Developing a modern business infrastructure

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/08 Investigate a Business Improvement District (BID) for Clydebank Business Park		<div><div>100%</div></div>	31-Mar-2016	Discussions are taking place between the Chamber of Commerce and the Council to progress.	Appointment of Chamber of Commerce to establish interest in a BID at the Business Park.	15-Oct-2015	Yes	Chamber of Commerce supporting investigative work into establishment of a BID at Clydebank Business Park	Michael McGuinness
					Run workshop with key potential Business Park Client to determine interest in developing BID	31-Mar-2016	Yes	An initial workshop took place in December 2015 and a follow-up meeting took place 24 March 2016 when it was agreed to consider scoping out wider interest. There was insufficient interest from the numerous landowners/landlords to pursue a BID at	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Clydebank Business Park- project terminated.	
H/EDSTRATEGY 2/09 Develop WDC sites within the Vale of Leven Industrial Estate		<div><div>100%</div></div>	31-Mar-2020	The Council's Asset Management and Capital Investment Teams are currently progressing this action and milestones.	Complete Heads of Terms for disposal of Site 5 to Chivas	29-Feb-2016	Yes	Heads of terms have been concluded with Chivas and Legal are progressing, concluding missives will take a number of months but within a two year time frame.	Michael McGuinness
					Investigate and obtain approval to deliver a new depot at VOLIE- ON HOLD	31-Jul-2016	Yes	This project has been put on hold and alternative options being considered.	
H/EDSTRATEGY 2/10 Scope out opportunities for improvement to existing business locations and connections to them		<div><div>100%</div></div>	31-Mar-2020	A review is currently being undertaken of industrial land and premises within West Dunbartonshire from which there is expected to be a number of recommendations for improvements.	Review opportunities for improvements linked to the Council's existing Disposals Strategy.	01-Nov-2016	Yes	A review of the BID for Clydebank Business Park is being progressed by a working group of Businesses with an anticipated position by the end of 2016.	Michael McGuinness
					Support other Business Improvement District (BID) opportunities, as they arise.	31-Mar-2020	Yes	Interest in a BID at Clydebank Business Park has been scoped out. This was explored with the Chamber of Commerce, however limited interest with key businesses on the park engaged.	
					Working with Forward planning to complete business land use study	31-Mar-2020	Yes	Report completed, and will contribute to Planning LDP.	


Icon	Name
	3.5 Maximising West Dunbartonshire's competitiveness as an investment location


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/11 Support Strathleven Regeneration Community Interest Company (SRCic) and Walker Group to complete the Lomondgate project		<div><div>100%</div></div>	31-Mar-2020	Current focus is on securing and anchor for the business park and completing the roadside services area. A number of discussions are taking place with potential occupiers. Regular update meetings continue to take place between Walker Group, SRCic and WDC.	Prepare a Service Level Agreement between the Council and SRCic for 2015/16.	30-Oct-2015	Yes	These are completed on an annual basis.	Michael McGuinness
					Engage with SRCic and Walker Group in periodic strategy reviews.	31-Dec-2015	Yes	A first review is anticipated by the end of this calendar year and a second anticipated by December 2017.	
					Include Lomondgate in Council-led investment promotional activities, engagement with investment agencies and in regeneration and infrastructure investment plans.	31-Mar-2016	Yes	Lomondgate has featured as one of West Dunbartonshire's favoured and successful investment locations within the Council's new Economic Development Strategy and related promotional material.	
					Offer a range of Council and working4business partners' support mechanisms to prospective investments	31-Mar-2016	Yes	These have been offered to Euro Garages and will continue to be available to all new clients at the park.	
					Enable the completion of residential development	31-Mar-2017	Yes	The completion of the residential development has been enabled through the planning	


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								permission secured. Works have commenced on site during summer 2017 on an additional 58 houses by Taylor Wimpey.	
					Enable the completion of the roadside services	31-Mar-2018	Yes	SRCic continues to scope out opportunities for this area. 54 additional bedrooms were added to the Premier Inn Hotel - providing nearly double the number of rooms. The roadside services have one remaining plot which will be progressed by SRC during 2018/19 period.	
H/EDSTRATEGY 2/12 Promote investment opportunities		<div><div>100%</div></div>	31-Mar-2020	Good progress has been made on promoting and developing plans for most of the Council's regeneration sites and strategic disposal sites. Many of the sites require remediation, have a number of constraints or may be in private ownership.	Distribute new Economic Development Strategy brochure as part of promotional campaign.	18-Mar-2016	Yes	Brochure provided to CPP DIG and other partner agencies.	
					Continue to work with Scottish Development International to explore inward investment opportunities, in particular related to the Exxon site	31-Mar-2016	Yes	A meeting took place with SDI to explore opportunities around the Exxon site.	
					Hold annual West Dunbartonshire business events to promote investment opportunities within the area.	29-Sep-2017	Yes	Meet the Buyer and Business Awards events take place which provide promotional opportunities.	
					Prepare Council owned Strategic Sites for marketing to developers and investors.	31-Oct-2017	Yes	Asset Management are leading on marketing specific	
									Michael McGuinness

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								sites on an ongoing basis.	



Icon	Name
	3.6 Improving the quality and quantity of housing stock


Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H&E/1718/HS/003 More Homes Better Homes West Dunbartonshire – successfully manage the implementation of Council's New Build Programme		<div><div>100%</div></div>	31-Mar-2018	Action on Track - Progress updated to each Housing and Communities Committee	Agree Strategic Local Programme with Scottish Government	31-May-2017	Yes	Agreement signed off jointly WDC/Scottish Government	John Kerr
					Develop 5 year council house new build programme	31-Dec-2017	Yes	New Build Programme delivered to Housing and Communities Committee funding in place through HRA capital plan	
					Develop suitable procurement approach to ensure certainty over programme	25-Jan-2018	Yes	More Homes Delivery team taking forward proposals after approval from Housing and Communities Committee in February 2017	
					Completion of Second Avenue/Singer Street Development	31-Jan-2018	Yes	Development has completed, however some handovers will take place in April 2018	
					Ensure delivery of the Council New Build programme key objectives within 2017/18	31-Mar-2018	Yes	More Homes West Dunbartonshire approach has met its key strategic objectives within 2017/18 and is on track to deliver agreed programme	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H&E/1718/HS/006 Deliver new Housing asset Management Strategy		<div><div>100%</div></div>	28-Feb-2018	Action on track. New strategy is currently at consultative draft stage and will be presented to Housing and Communities Committee in February.	Review current Housing Asset Management Strategy	30-Apr-2017	Yes		John Kerr
					Refresh of Housing Management Plan	30-Sep-2017	Yes	Milestone is inclusive of development of new strategy and consultation process	
					Seek approval for new Housing Asset Management Strategy	28-Feb-2018	Yes	Complete - report submitted to Housing and Communities Committee was approved in February 2018.	



Icon	Name
	3.7 Empowering and engaging with our communities

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/13 Enable community groups to access relevant funding opportunities		<div><div>100%</div></div>	31-Mar-2020	Assistance was provided to community groups to obtain £1m from the Scottish Government's Regeneration Capital Grant Fund for the Clydebank Community Sports Hub and a presentation was made to the Dumbarton Town Centre Forum and promotional leaflets distributed to	Promote the Scottish Government's Town Centre Challenge Fund.	30-Sep-2015	Yes	The fund was promoted to various groups and West Dunbartonshire Environment Trust was supported in submitting a bid for improvements to Dalmuir.	Michael McGuinness
					Continue to submit RCGF applications with Community support.	31-Mar-2017	Yes	A successful bid was made for Round 3 RCGF funding for 16/17 for the Clydebank Community Sports Hub. There have been no further calls for	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				highlight the Dumbarton Town Centre Common Good Fund.				RCGF by 31 March 2017 but potential shovel ready projects are being developed.	
					Promote Dumbarton Town Centre Common Good Fund	31-Mar-2017	Yes	The Fund is promoted at the Dumbarton Town Centre Forum.	
Reg/1819/ED/13 Dumbarton Town Centre Common Good Fund grant provision			31-Mar-2019	In 18/19 there will be a focus on enabling groups to apply to the Fund to assist with the progress of charrette and other priority projects for the community such as CCTV improvements.	Identify key community projects to be supported and potential applicants.	29-Jun-2018	Yes	There are a number of more major improvements that could be supported through the Fund. A number of projects have been supported.	Michael McGuinness
					Provide an update on progress of projects aligned to the Fund through Committee or Members Bulletin.	30-Nov-2018	No	A number of proposals are being developed at present.	

Icon	Name
	4. Building stronger partnerships and innovative approaches to delivery


Icon	Name
	4.1 West Dunbartonshire Community Planning Partnership

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/14 Community Planning Partnership Delivery and Improvement Group delivery.			31-Mar-2020		Employability and Economic Growth CPP DIG delivery-establish quarterly meetings	31-Mar-2016	Yes	Support Director in CPP update reports as part of Employability and Economic Growth CPP	Michael McGuinness
					Support Director in CPP update reports as part of Employability and Economic Growth CPP	31-Mar-2016	Yes	On-going involvement is being provided to support the CPP DIG with positive strategic	






Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								partnership being developed.	

Icon	Name
	4.2 Glasgow City Region- City Deal

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY 2/15 Glasgow City Region partnership Governance		<div><div>100%</div></div>	31-Mar-2020		Continue to support governance of Glasgow City Region- City Deal at committees and sub-groups.	31-Mar-2016	Yes	Support is ongoing towards this important City Deal Initiative	Michael McGuinness
					Work in Partnership with City Regionl Authorities to explore opportunities for further partnership working.	31-Mar-2017	Yes	Continued Regional approaches are being considered in particular related to Enterprise and Skills and linked to Regional Economic Strategy. These will be developed further in 2017/18.	

Icon	Name
	4.3 Joint Partnership Working

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
H/EDSTRATEGY /47 Support Scotland's Developing Young Workforce (DYW)		<div><div>100%</div></div>	31-Mar-2020	Continuing to work with SDS and employability team to promote the Foundation Apprenticeships programme.	Through partnership working support improvements in participation rates for 16-19 year olds.	31-Mar-2016	Yes	Service will continue to work with Education and employability service to support these aims.	Michael McGuinness; Gillian Scholes
					Work with Schools, College and local businesses to promote and support the	31-Mar-2016	Yes	This will be progressed in 2016/17 period once	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					DYW initiative.			DYW initiative with Education is progressed further.	
					In partnership with SDS and Schools support the Foundation Apprenticeships programme.	31-Mar-2017	Yes	Continuing to work with SDS and employability team to promote the Foundation Apprenticeships programme.	
H/EDSTRATEGY 2/16 Explore continued partnership with Working4Business.		<div><div>100%</div></div>	30-Mar-2020	The working4Business Business Awards will be held in Clydebank Town Hall on 31 May 2017. Sponsorship has been secured and award winners will be announced on the night. Tickets for the event are nearly sold out.	Delivery the Working4Business event in Clydebank	04-Nov-2015	Yes	this was completed successfully, good partnership participation, however business attendance was less than anticipated.	Michael McGuinness; Gillian Scholes
					Explore opportunities for working more closely with stakeholders within working4Business	31-Mar-2016	Yes	Continuing to promote initiative with partners and raise profile across the businesses community.	
					Explore delivery of Business Awards in partnership with working4Business	31-Mar-2017	Yes	Sponsorship secured and awards 31 May 2017 was successful as were 27 April 2018, 17 May 2019 are being planned	
Reg/1819/ED/18 Continue to work with partners through Working4Business initiative		<div><div>33%</div></div>	31-Mar-2019		Deliver a successful W4B Business Awards event	31-May-2018	Yes	A successful Business Awards event was held on 27th April 2018. Approximately 200 people attended the event.	Michael McGuinness; Gillian Scholes
					Organise a Business Week to provide a range of workshops & Events	15-Dec-2018	No	Business Week is being organised for week commencing Monday 26 November 2018. It is anticipated	

Code & Title	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								more than 20 workshops/events will be organised.	
					Promote W4B initiative to local businesses	31-Mar-2019	No	Ongoing promotion of W4B.	



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead Environment and Neighbourhood**

**Infrastructure, Regeneration and Economic Development Committee:  
21 November 2018**

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**Subject: Annual Performance of West Dunbartonshire Leisure Trust for year to 31 March 2018**

**1. Purpose**

- 1.1** The purpose of this report is to update Members on the annual performance of West Dunbartonshire Leisure Trust (the Trust) during the period 01 April 2017 to 31 March 2018.

**2. Recommendations**

- 2.1** The Committee is invited to consider and note the contents of this annual performance report.

**3. Background**

- 3.1** West Dunbartonshire Leisure Trust (the Trust) is a company limited by guarantee with charitable status. In addition to being regulated by the Companies Act (2006), the company is also subject to the charities regulator in Scotland, OSCR (Office of the Scottish Charity Regulator).
- 3.2** West Dunbartonshire Leisure Trust was incorporated as a company in December 2011 and started trading on 5th April 2012.
- 3.3** There are nine members of the company who serve as trustees comprising of three (3) West Dunbartonshire Councillors (Partner Trustees), an Employee Representative Trustee and five (5) Independent Trustees. The board of Trustees (who are also directors of West Dunbartonshire Leisure Trust for the purposes of company law) has control of the company subject to providing and operating the services in accordance with the Legal Agreement reached with West Dunbartonshire Council and provides strategic direction to the General Manager and his Management Team.
- 3.4** West Dunbartonshire Leisure Trust is responsible for the strategic and operational management of West Dunbartonshire Council's Sport and Leisure Facilities, Community Facilities, Sports Development, Active Schools, for operation of Outdoor Recreation facilities and for event delivery on behalf of the Council.

**3.5** West Dunbartonshire Leisure Trust has the following Company Objects which are outlined in the company's Articles of Association:

- to advance public participation in sport;
- to provide recreational facilities, and organise recreational activities with such facilities and activities being made available to members of the public at large with the object of improving their conditions of life;
- to advance education;
- to advance health;
- to advance citizenship and/or community development (which may include the promotion of civic responsibility, volunteering, the voluntary sector and/or the effectiveness or efficiency of charities);
- to relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage; and
- to promote, establish, operate and/or support other similar schemes and projects which further charitable purposes.

**3.6** Services Agreement

**3.6.1** In order to ensure that the Council meets its obligations to ensure that there is adequate provision of facilities for the residents of the area for recreational, sporting, cultural and social activities in terms of Section 14 of the Local Government and Planning (Scotland) Act 1982, there is a Services Agreement in place between the Council and the Leisure Trust.

**3.6.2** Within the Services Agreement the Trust is appointed as the Council's service provider. The agreement provides for the maintenance and management of the sports and leisure facilities owned by the Council and leased to the Trust, operation of Outdoor Recreation facilities and for delivery of the Council's Outdoor Events programme, Active Schools programme and Sports Development service ("the Services").

**3.6.3** The Trust is paid a Management Fee for delivery of the Services through an annual Funding Commitment. The Funding Commitment is calculated based on an annual Delivery Plan, which the Trust and Council agree, which sets out the resources required by the Trust to deliver the Services. The Services Agreement provides for a review of the Delivery Plan in the event that any unforeseen costs arise for the Trust, or if the Council's budget is reduced and it must implement efficiency measures in its services.

**4. Main Issues**

**4.1** Council Officers work closely with the Trust to ensure that the organisation delivers services in line with the agreed business model and that performance is in line with the Services Agreement and Performance Measures which are agreed.

The relationship between the Trust and the Council is clearly laid out within the Services Agreement however a process of monitoring performance of the Leisure Trust is also required.

**4.2** Monitoring of the Trust's performance takes place at regular monitoring meetings held between Council officers and Trust management. Monitoring takes the form of:-

- a) Achievement of performance against pre-agreed indicators and Strategic Outcomes and Priorities.
- b) Monitoring of financial performance by analysing income and expenditure information as compared against the agreed annual budgets and monthly spends profiles.
- c) Discussion relating to ongoing matters and service developments.

**4.3** A variety of Performance Indicators have been agreed between West Dunbartonshire Leisure Trust and the Council.

**4.4** All Scottish Charities (Trusts) are required by law to prepare annual accounts and submit these to Companies House and to the Office of the Scottish Charity Regulator (OSCR). West Dunbartonshire Leisure Trust complies with this requirement and their audited accounts are submitted accordingly. A copy of the accounts can be found within the Trust's Annual Report which is available to download from the Council's website.

**4.5** Business Strategy 2017 – 2020

Following the ongoing success of its 2014/17 Business Plan, the Leisure Trust has reviewed its operations and developed a three year Business Strategy for the period 2017 – 2020.

The Business Strategy has identified two new strategic outcomes and maintained one of the previous outcomes with each outcome having associated priorities. These outcomes feature in the review and monitoring of performance which is undertaken by the Council.

- i) Grow the Business - To build on previous successes and maximise new opportunities to increase business.
- ii) Improve Customer Experience - To make continuous improvements to the customer journey by focusing on customer satisfaction, quality of service and genuinely caring about customers.
- iii) Financial Sustainability - To achieve continuous improvement in the operation of the Trust and focus on developing existing and new business opportunities in order to fulfil the strategic and charitable objectives.

**4.6** In relation to the agreed Strategic Outcomes and Priorities, the Trust has achieved the following during 2017/18:

**a) Strategic Outcome: Grow the Business** - build on previous successes and maximise new opportunities to increase business.

(i) Priority: Financial Re-Investment

- Over £127k from WDLT reserves committed for investment back into services during 2017/18. Examples of initiatives include:
- Investment into Swimming Development (Learn2 Software and Direct Debit Scheme)
- Installation of staff and public Wi-Fi at the Meadow Centre, Vale Pool and Head Office

(ii) Priority: Increase Participation

- West Dunbartonshire School Games delivering 78 festivals & finals with over 6,000 attendances
- 20% expansion of sports programmes for children and adults in Clydebank Leisure Centre and all Community Facilities resulting in 11% increase in sports development participation
- Over 100,000 attendances (46% of school roll) took part in Active Schools programmes which is a 12% increase from previous year

(iii) Priority: Increase Health Opportunities

- Walking Football sessions delivered into 6 care centres with 3,694 attendances
- Delivery of Vitality programme within Care homes with 625 attendances
- Increased number of weekly Health walks from 3 to 5 attracting on average 36 people every week.

(iv) Priority: Clydebank Leisure Centre

- 56% expansion of swimming lesson provision
- The relocation of all West College Scotland (Clydebank Campus) sport and leisure courses
- Street Leagues delivering Employment Development Skills programmes from the centre

(v) Priority: Community Facilities

- Development of a Gymnastics Centre in partnership with West Dunbartonshire Gymnastics Club within West Dumbarton Activity Centre



- Creation and Implementation of Community Facilities Development Plan 2017- 2020
- £177k from WDC Capital budget spent on upgrades to the Concord and Denny Civic Theatre

(vi) Priority: Partnership Working

- Introduced a student placement project in partnership with West College Scotland providing HND Sports Coach students an opportunity to improve their coaching skills and to deliver sports sessions to 400 local nursery children
- Successfully organising, planning and hosting major events on behalf of WDC alongside various partner organisations
- Supporting schools to achieve sportscotland's School Sport Award with 3 primary schools achieving the Gold Award

(vii) Priority: New Services / Opportunities

- Introduction of Direct Debit payments for the Learn to Swim Scheme resulting in 1,881 participants registering
- The successful transfer of facilities, pitches and employees for Outdoor Recreation Services from West Dunbartonshire Council
- The introduction of new cutting edge interactive children's activities at Clydebank Leisure Centre

b) **Strategic Outcome: Improve Customer Experience** - make continuous improvements to the customer journey by focusing on customer satisfaction, quality of service and genuinely caring about customers

(i) Priority: New Technology

- Launch of WDLT phone App which includes facility booking functionality along with a range of other functions. In the first three month of its launch 2,865 customers signed up for the App with 200,000 hits during this period
- Self-Service Kiosks installed at Clydebank and Vale of Leven Swimming Pool
- The provision for customers to join online with the new Join@home product

(ii) Priority: Standards, Policies and Procedures

- Creation and launch of WDLT's first ever three year Business Strategy
- Creation and launch of WDLT's first ever three year Aquatics Strategy
- Creation and launch of a Community Facilities Development Plan 2017- 2020

(iii) Priority: Research & Feedback

- Achievement of a Net Promoter Score of 74 - an increase of 4 from last year
- A Customer Satisfaction (Telephone Survey) rating of 96% - a 9% increase from last year
- A pilot pupil survey was rolled out to identify target non-participants (in school and community sport)

(iv) Priority: Workforce Development

- 213 courses/workshops were delivered with overall staff attendance of 1,347
- Delivery of Customer Experience training for 88 key staff
- Creation of a new Generic Training Programme for all staff

(v) Priority: Marketing

- Agreement for WDC communications team to manage digital media programme
- On screen digital marketing within Clydebanks Leisure Centre
- Introduced direct marketing to 2,865 app users via click notification service

c) **Strategic Outcome: Financial Sustainability** - Achieve continuous improvement in the operation of the Trust and focus on developing existing and new business opportunities in order to fulfil strategic and charitable objectives.

(i) Priority: Maximise Income Opportunities

- Increase Direct Debit memberships in order to increase income (resulting in a 66% growth in income collected by Direct Debit)
- Introduce new direct debit payment structure for Swimming Lessons (resulting in a 55% growth in income collected by Direct Debit)
- Grow Outdoor Recreation service (resulting in 22% growth of income)

(ii) Priority: Maximise External Funding Opportunities

- In partnership with Dunbartonshire Disability Sports Club organised a four day residential sports camp for 80 people affected by disability funded by Care Scotland
- Successfully secured £10k of Apprentice Levy Funding
- Raising Attainment funding secured from WDC Education Dept. for Easter and summer holiday camps in the most deprived communities attracting 1,640 attendances.

(iii) Priority: Work Efficiently

- Aquatics Strategy providing holistic approach to developing WDLT swimming programmes and effective use of pool space
- Over 400 volunteers were supported by WDLT to assist in the delivery of a range of sports and Active schools programmes
- A wide range of Active Schools and Sports Development programmes including WD School Games held in leisure and community centres

(iv) Priority: Sound Governance

- A Financial Reserves Policy devised and approved by the WDLT Board
- A Debt Management Policy devised and approved by the WDLT Board
- Achieved unqualified audited accounts for 2017/18

**4.7** The programmes and initiatives outlined in sections 4.6 above demonstrate a high degree of achievement of the Trust's Strategic Outcomes during the year April 2017- March 2018. In addition, the Trust's delivery of services is measured against a range of performance indicators agreed between the Council and the Trust and in line with the strategic outcomes identified within Business Strategy.

The two Indicators shown below are Statutory Performance Indicators which are reported to Audit Scotland each year.

**a) CC1 Wet Activities**

	Target	Actual	Variance
Overall Usage	433,400	416,555	-16,845
Per 1,000 Population	4,837	4,650	-187

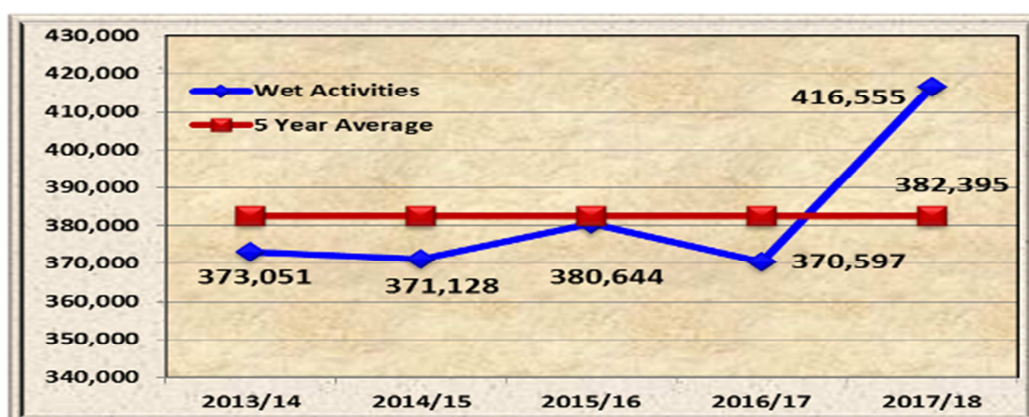
Comparison to Last Year:	2016/17	2017/18	Variance
Overall Usage	370,597	416,555	45,958
Per 1,000 Population	4,136	4,650	513

Year on Year:	2013/14	2014/15	2015/16	2016/17	2017/18	5 Year Ave.
Overall Usage	373,051	371,128	380,644	370,597	416,555	382,395
Per 1,000 Population	4,128	4,107	4,213	4,136	4,650	4,247

Comments:

- 3.9% short of target however a 12.4% increase from last year.
- When the 2017/18 figure is compared to the average for the previous 5 years it represents a 9% increase.
- Over the year there has been a 10% increase in general swimming attendances mainly at the Clydebank Leisure Centre.
- There has been a 19.8% increase in participation in the swimming lesson programme compared to the previous year and a 29% increase in participation since the introduction of the new direct debit payment scheme in quarters 3 and 4. Three and a half days of trading was lost due to extreme weather conditions in March.

CC1 – Wet Activities



**b) CC2 Dry Activities**

	Target	Actual	Variance
Overall Usage	614,000	555,238	-58,762
Per 1,000 Population	6,853	6,198	-655

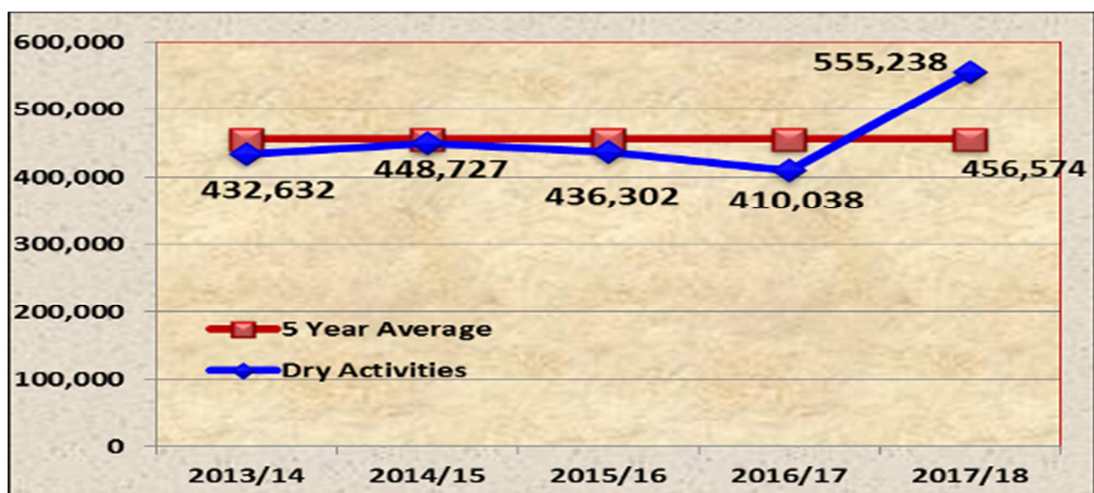
Comparison to Last Year:	2016/17	2017/18	Variance
Overall Usage	410,038	555,238	146,464
Per 1,000 Population	4,577	6,198	1,635

Year on Year:	2013/14	2014/15	2015/16	2016/17	2017/18	5 Year Ave.
Overall Usage	432,632	448,727	436,302	410,038	555,238	456,574
Per 1,000 Population	4,788	4,966	4,829	4,577	6,198	5,072

Comments:

- 9.6% short of target however a 35.8% increase from last year
- When the 2017/18 figure is compared to the average for the previous 5 years it represents a 21.6% increase.
- Group fitness classes and gym attendances increased across all sites. Sports hall usage in the Meadow Centre and Clydebank Leisure Centre has also increased with Clydebank Leisure Centre showing the biggest increase. Three and a half days of trading was lost due to extreme weather conditions in March.
- CC1 & CC2 figures based on a West Dunbartonshire population of 89,590.

CC2 – Dry Activities



The other Performance Indicators in place are not statutory however are considered to be measures which the Council can use to effectively monitor the performance of the Trust. Information on these can be found in **Appendix 1** of this report.

- 4.8** Financial monitoring of the Trust's performance takes place at regular monitoring meetings held between Council officers and Trust management. Financial performance is evaluated by analysing income and expenditure information as compared against the agreed annual budgets and monthly spend profiles.

**Appendix 2** shows the actual financial performance information for 2017/18.

## **5. People Implications**

- 5.1** There are no people implications relating to this report.

## **6. Financial and Procurement Implications**

- 6.1** The Trust is paid a Management Fee for delivery of the Services through an annual Funding Commitment from the Council. The Funding Commitment is identified from an annual Delivery Plan that both the Trust and Council agree, and which sets out the resources required by the Trust to deliver the Services.
- 6.2** The Trust Management Fee for 2017/2018 was agreed at £3,914,610. There was no capital allocation to the Trust for 2017/18.
- 6.3** Financial monitoring to date indicates that the Trust's financial performance is in line with the agreed Funding Commitment and this is supported by the Trust's independently Audited Accounts.
- 6.4** The cumulative saving to the Council since April 2012 through to March 2018 is over £3.69m. This sum has been achieved through a gradual reduction in the management fee paid to WDLT which is offset by additional income generation within the Trust and advantages in VAT and Non Domestic Rates regulations for Charitable Trust organisations.

## **7. Risk**

- 7.1** There is a risk that performance of the Trust may decline due to a number of factors, many external. Adequate monitoring and scrutiny by the Council ensures that performance issues are identified early and, where possible, actions are put into place to mitigate risk.
- 7.2** The suite of agreed Performance Indicators covers financial performance, participation levels, customer satisfaction, staff absence, engagement with sports clubs, online activity and more. Robust and regular monitoring of the Trust against this range of Indicators provides ongoing information of the Trust's performance.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities impact assessment is not appropriate as this report is a performance review of West Dunbartonshire Leisure Trust.

## **9. Strategic Environmental Assessment (SEA)**

- 9.1** This report provides a performance review of West Dunbartonshire Leisure Trust therefore there is no Environmental Impact.

## **10. Consultation**

- 10.1** The General Manager of the Leisure Trust has been consulted in relation to this report.

## **11. Strategic Assessment**

- 11.1** The agreements in place between the Council and Leisure Trust are in line with the Council's strategic priorities. Monitoring of the Trust's performance in line with such agreements ensures services delivered meet the Council's Strategic Plan.

**Ronald M Dinnie**  
**Strategic Lead Environment and Neighbourhood**  
**Date: 7 October 2018**

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**Persons to Contact:** Ronald M. Dinnie – Strategic Lead Environment & Neighbourhood, Bridge Street Offices, Dumbarton, G82 1NT. Telephone: 01389 737601, e-mail: [ronald.dinnie@west-dunbarton.gov.uk](mailto:ronald.dinnie@west-dunbarton.gov.uk)

Lynda Dinnie - Manager of Leisure and Facilities, Elm Road, Dumbarton. Telephone: 01389 772097, e-mail: [lynda.mclaughlin@west-dunbarton.gov.uk](mailto:lynda.mclaughlin@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 - West Dunbartonshire Leisure Trust Financial Performance 2017/18

Appendix 2 - West Dunbartonshire Leisure Trust Performance Report 2017/18

**Background Papers:** West Dunbartonshire Leisure Trust Annual Report 2017/18  
<http://www.west-dunbarton.gov.uk/leisure-parks-events/west-dunbartonshire-leisure/about-west-dunbartonshire-leisure/wdl-annual-reports/>

**Wards Affected:** All





### **West Dunbartonshire Leisure Trust - Performance Measurement 2017/18**

The following table provides an overview of all performance measures in 2017/18 by status. Overall there has been positive progress, with 72% of all performance measures exceeding target.

<b>Performance by Status</b>	<b>No.</b>	<b>%</b>
On Target	0	0
Exceeding Target	18	72
Not Meeting Target	7	28
<b>Totals</b>	<b>25</b>	<b>100</b>

<b>Performance Measure</b>	<b>Target</b>	<b>Actual</b>	<b>Dashboard</b>
CC1 Wet Activities	433,400	416,555	↓
CC2 Dry Activities	614,000	555,238	↓
Overall Usage	1,527,050	1,457,453	↓
Individual Participants (MRM)	18,000	19,845	↑
Individual Participants (Active Schools)	5,800	5,982	↑
Direct Debit Memberships	6,500	5,354	↓
GP Referral Consultations	1,500	1,724	↑
Net Promoter Score	73	74	↑
Number of Website Hits	350,000	541,461	↑
Facebook Organic Reach	1,300,000	1,351,130	↑
Number On-Line Users	4,000	4,398	↑
Number of MobilePro Users	1,000	2,865	↑
% of Primary 7 Children that can Swim 10m	65%	71%	↑
% of Primary 7 Children that can Swim 25m	40%	45%	↑
% of LA referrals still active after 3 Months	60%	74%	↑
% of LA referrals still active after 6 Months	49%	58%	↑
% of LA referrals still active after 12 Months	37%	38%	↑
No. of Clubs WDLT Accredited	20	18	↓
Income v Target	0	(£136,478)	↑
Expenditure v Budget	0	(£135,488)	↑
Net (Profit) / Loss*	0	(£271,966)	↑
% Income (Mgt Fee)	53.5%	52.5%	↑
% Income (Customer Receipts)	46.5%	47.5%	↑
Cost per Visit	£ 2.56	£ 2.69	↓
Staff Absence	7.00	8.42	↓

✓	On Target
↑	Exceeding Target
↓	Not Meeting Target

While 7 indicators missed their target, it is worth noting the performance of these 7 indicators was within 10% of the target value (except for Direct Debit Memberships and Staff Absence). In addition, 5 of the 7 indicators have shown an improvement on last year's performance.

Overall, the performance of the indicators in 2017/18 has seen 14 of the indicators show an improvement in performance from the previous year; 2 indicators showing a decline on the previous year; and 9 indicators had no data from the previous year to compare to.

The 2 indicators showing a decline on the previous year's performance are:-

- Expenditure against Budget (exceeded Annual Target for 2017/18)
- Staff Absence

**West Dunbartonshire Leisure Trust****Financial Summary 2017/18**

The Trust completed its sixth (6<sup>th</sup>) year of operation at 31<sup>st</sup> March 2018 and the financial position to that point resulted in a surplus being generated.

In summary, the financial position during 2017/18 is noted below:

	Unrestricted / Restricted Fund	Pension Fund	Total Funds
Total income	7,449,888	(104,000)	7,345,888
Total spend on charitable activities	(7,177,922)	(487,000)	(7,664,922)
Net Movement in Funds	<b>271,966</b>	<b>(591,000)</b>	<b>(319,034)</b>
Actuarial gain	0	4,435,000	4,435,000
Net Movement in Funds (after retirement benefit scheme gain)	<b>271,966</b>	<b>3,844,000</b>	<b>4,115,966</b>

**Funds held at 31 March 2018:**

	31 March 2018	31 March 2017
Total Funds	£2,227,604	(£1,888,362)

The Unrestricted surplus was £277,366, and a Restricted deficit of (£5,400), but at the year end the multi-employer defined benefit pension scheme is in surplus by £3,844,000 and therefore the net surplus for the year is £4,115,966.

The Year-end financial position, summarised above, provides a sound platform from which the Trust can continue to meet its commitments.

## **APPENDIX 2**

The principle funding sources are a combination of income generated through a level of sales, fees and charges for charitable activities (£2,173,112) and membership fees (£1,354,558), as well as income of £3,914,610 from West Dunbartonshire Council (Management Fee) for work in managing the leisure facilities within the local area.

The principle sources of expenditure remain within staffing £6,067,011 with elements of spend on property £856,811, transport £25,058, administration £587,014 and payments to other bodies £129,028.

The financial activity during the year within each of the charitable areas can be summarised:

	Income	Expenditure	Surplus/(Deficit)
Leisure Facilities	2,279,829	(4,179,594)	(1,899,765)
Community Facilities	366,851	(1,210,543)	(843,692)
Sports Development	528,207	(945,655)	(417,448)
Active Schools	253,429	(484,223)	(230,794)
Outdoor Recreation	99,354	(357,907)	(258,553)
Management Fee	3,914,610	0	3,914,610
<b>Total</b>	<b>7,442,280</b>	<b>(7,177,922)</b>	<b>264,358</b>

### **Reserves Policy**

Following recommendation from external auditors, a formal reserves policy requiring that reserves would be based on 3 months turnover minus the WDC Management Fee was agreed by the Trust Board on February 23rd 2018 and implemented on 31 March 2018. The Trust now has reached a general reserves target of £880,000 which has been achieved by adding £180,000 of surplus funds from 2017/18 into the reserves fund. The next planned review of the reserves target will be as part of 2019/20 annual accounts.

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead –Regeneration**

**Infrastructure, Regeneration & Economic Development: 21 November 2018**

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**Subject:      Regeneration Delivery Plan 2018/19: Mid-Year Progress Report**

**1.      Purpose**

- 1.1**      The purpose of this report is to set out the mid-year progress of the Regeneration Delivery Plan 2018/19 actions.

**2.      Recommendations**

- 2.1**      It is recommended that the Committee notes the contents of this report and the progress achieved at mid-year.

**3.      Background**

- 3.1**      Annual Strategic Delivery Plans sets out actions to address the key service specific issues identified during routine strategic assessment exercises. These plans also provide an overview of the assets and resources available to support delivery of the plan and consider risks at both strategic and operational level.
- 3.2**      The Regeneration Delivery Plan 2018/19 was approved by this committee on 30 May 2018 and a commitment was made to submit a mid-year progress report.

**4.      Main Issues**

Delivery Plan progress

- 4.1**      The Regeneration plan contains a range of actions designed to support delivery of the strategic priorities of the council. At this mid-point of the year 10 actions set out in the delivery plan are progressing as planned, with one action showing as off track.
- 4.2**      Also included in the plan are 12 performance indicators which measure progress across key areas and link to the Strategic Plan 2017-2022. Seven of these indicators are monitored quarterly. At mid-year, 4 indicators have achieved target and three have narrowly missed target.
- 4.3**      Strong performance has been recorded in relation to business gateway, building accessibility and the suitability of council buildings; with all indicators on track to meet annual targets.

- 4.4** The average length of time taken to complete emergency repairs exceeded target in Q2, having narrowly missed target in Q1. If performance is maintained at Q2 levels this indicator will be on track to meet the annual target.
- 4.5** Percentage of reactive repairs carried out completed right first time narrowly missed target for both quarters of the year to date, however performance improved by 1.07% from quarter one to two. It is unlikely this indicator will meet annual target unless performance is above target in the remaining quarters of this year. Similarly the percentage of repair appointments kept narrowly missed target for both quarters in 2018/19, with a performance improvement of 1.27% from quarter one to two. Unless performance is above target in the remaining quarters of this year, it is unlikely that the annual target will be met.
- 4.6** Average time taken to complete non-emergency repairs narrowly missed target for both quarters in 2018/19, however significant progress has been made in Q2 representing a 0.7% decrease from the first quarter, narrowing the gap from the target. Unless performance is below target in the remaining quarters of this year, it is unlikely the annual target will be met.
- 4.7** Appendix 1 sets out the progress of all delivery plan actions and those performance indicators monitored quarterly.

#### Self-Evaluation Programme

- 4.8** The Council adopted the West Dunbartonshire Self Evaluation Framework in August 2016, which embeds a rolling three year improvement programme across services not subject to external evaluation and inspection. Within the Regeneration service one self-evaluation was carried out in the first year with the Regeneration and Business Support team. The team has an action plan to address the identified areas of improvement. The Compliance team and estates will undertake a self evaluation during 2018/19. Some areas of the regeneration services are not included in the programme as they fall within the external assessment and evaluation carried out by the Scottish Housing Regulator.

#### Citizen Feedback – Complaints

- 4.9** Capturing learning from a variety of feedback mechanisms in order to inform continuous improvement is a key focus for the organisation. Central to this approach is ensuring the service captures and identifies service specific learning from complaints received from citizens.
- 4.10** Between 1 April and 30 September 2018, the Regeneration service area received a total of seventy six complaints, of which seventy were Stage 1 complaints and six were Stage 2 complaints. During the same period, sixty seven complaints were closed, sixty at Stage 1 and seven at Stage 2.

- 4.11** 79% of complaints closed at Stage 1 met the 5 working days target for resolving complaints. Of the 70 complaints closed at Stage 1, forty six were upheld. Of the seven complaints closed at Stage 2, three were upheld.

## **5. People Implications**

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

## **6. Financial & Procurement Implications**

- 6.1** There are no direct financial or procurement implications arising from this report.

## **7. Risk Analysis**

- 7.1** Failure to deliver on the actions assigned to the strategic area may have a direct impact on the delivery of the Council's Strategic Plan. It is essential that remedial action is taken to ensure strategic delivery plans achieve the commitments detailed and approved.

## **8. Equalities Impact Assessment**

- 8.1** As this report details progress on an action plan already agreed, there is no requirement for equalities screening or impact assessment.

## **9. Consultation**

- 9.1** This report provides an update on the progress achieved across the strategic area, drawing from information provided by officers.

## **10. Strategic Assessment**

- 10.1** The strategic delivery plan sets out actions to support the successful delivery of all strategic priorities of Council.

**Jim McAloon**  
**Strategic Lead - Regeneration**  
**Date: 11 October 2018**

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**Person to Contact:** **Nicola Docherty**, P&S Business Partner  
Tel: (5) 6957  
E-mail: Nicola.docherty@west-dunbarton.gov.uk

**Appendix:** Appendix 1: Regeneration Delivery Plan 2018/19  
Mid-Year Progress

**Background Papers:** None





**Wards Affected:** All wards







## Regeneration 2018/19 Delivery Plan




A strong local economy and improved job opportunities
A growing economy



Action	Status	Progress	Due Date	Comment	Assigned To
Make further progress towards implementation of the Strategic Plan for the regeneration of the remaining schools estate.		<div><div>66%</div></div>	31-Mar-2019	Workshops held with client to establish future projects. Revised School Estate Management Plan currently under development with a target date of 21 December 2018.	Craig Jardine
Commence final phase of Queens Quay Infrastructure work completed including Utilities, Basin works, and roads works, including District Heating Energy Centre and pipework installed and centre commissioned.		<div><div>40%</div></div>	31-Mar-2019	The £15.62m infrastructure works is now progressing well with Basin works, utilities and Roads infrastructure on schedule. These works were initially delayed to align with the District Heating Energy Centre and associated pipework.	Michael McGuinness
Complete regeneration of former St. Eunans Primary school site into Bio-diversity Park.		<div><div>0%</div></div>	31-Mar-2019	Further site investigation works on the lane of Montrose street, as part of the planning condition, will commence on 10 October 2018. Results will be known within 6 weeks and commencement on delivering of the Bio-diversity park is anticipated to start before the end of 2018.	Michael McGuinness
Deliver against Business Gateway Targets.		<div><div>33%</div></div>	31-Mar-2019	Progress in delivering against the target of 200 new start business is on track to be achieved for period 2018/19.	Michael McGuinness; Gillian Scholes







Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
Number of businesses given advice and assistance to start up through Business Gateway	56	50		57	50		To date Business Gateway provided 113 start-up businesses with advice. Performance in both quarters has consistently exceeded target.	50	Gillian Scholes

Supported individuals, families and carers living independently and with dignity





More affordable and suitable housing options

Action	Status	Progress	Due Date	Comment	Assigned To
Deliver the HRA Capital Investment programme for 2018/19.		<div><div>66%</div></div>	31-Mar-2019	All capital work streams are underway and progressing towards targets. Officers are working to ensure that all completed works are reflected through finance ledger. Overall the majority of work streams are performing on target. The following projects are under actions to improve performance. External Wall Insulation; new delivery contractor engaged and commenced work. UPVC; new window supplier taking actions to improve surveys and fabrication. Roof Renewals; roof team to improve output and performance. Officers and delivery teams are monitoring progression closely to mitigate any delays and meet targets for completion.	Alan Young
Ensure the Council's Housing stock maintains compliance with the Scottish Housing Quality Standard and reduce the number of properties held in abeyance.		<div><div>55%</div></div>	31-Mar-2019	Progress in maintaining SHQS compliance rate remains on track to meet year end target.  In-year progress has seen a reduction in the number of properties in abeyance to 497 (32 gains from 1 April)	Alan Young
Ensure the Council's Housing stock progresses towards the achievement of the energy efficiency standard for social housing by 2020.		<div><div>40%</div></div>	31-Mar-2019	Progress in meeting the EESSH compliance rate remains on track to meet year end target. A refresh and update of the EESSH compliance data base has shown an in-year increase to 71% tracking progress to meet year end target. Progress in the commencement of new external insulation contractor will also contribute to gains for EESSH compliance.	Alan Young

Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
Average length of time taken to complete emergency repairs	3.62	3.6		3.4	3.6		Target achieved in period.  Quarter 2 performance exceeded target and improved upon quarter 1.	3.6	Suzanne Bannister



Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
							The 6 monthly performance of 3.50 hours on average is ahead of target and the service is on track to achieve annual target.		
Percentage of reactive repairs carried out completed right first time	87.76%	90%		88.83%	90%		Target Not Achieved Slight Improvement on 1st quarter but unlikely to achieve target until introduction of new technology.	90%	Suzanne Bannister
Percentage of repairs appointments kept	87.8%	90%		89.07%	90%		Target narrowly missed. Improvement to previous quarter with current figure understated due to current system capabilities where we are unable to evidence actual performance which would be accepted by Scottish Housing Regulator.	90%	Suzanne Bannister
Average time taken to complete non-emergency repairs	7.68	6.8		6.98	6.8		Target narrowly missed We anticipate annual target will be achieved with on going work to improve performance.	6.8	Suzanne Bannister

Open, accountable and accessible local government



Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
Percentage of council buildings in which all public areas are suitable for and accessible to disabled people	95%	92%		95%	92%		Currently showing an improving trend over time as a higher proportion of buildings are assessed and relevant adaptations are made. It is recognised that not all buildings are capable of being modified or adapted to meet the accessibility standards and will therefore be monitored.	92%	michelle lynn
Proportion of operational buildings that are suitable for	93%	91.5%		93%	91.5%		Currently showing an improving trend over time as assets are managed in a	91.5%	michelle lynn

Short Name	Q1 2018/19			Q2 2018/19			Latest Note	Current Target	Assigned To
	Value	Target	Status	Value	Target	Status			
their current use %							more efficient manner to deliver services. This has been achieved through various methods with either extensive refurbishments or new build facilities.		

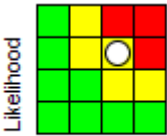
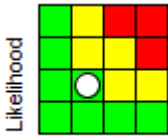
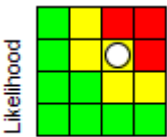
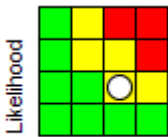
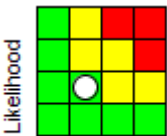
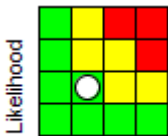
Efficient and effective frontline services that improve the everyday lives of residents
A committed and skilled workforce






Action	Status	Progress	Due Date	Comment	Assigned To
Implement improvement actions from the employee survey and focus group.		<div><div>0%</div></div>	31-Mar-2019	All managers are working with their teams to improve upon areas highlighted within the previous staff survey. Areas worked upon include Communications, prioritisation and support	Jim McAloon
Explore opportunities for the digital transformation for the service, focused on digital enablement and process improvement		<div><div>0%</div></div>	31-Mar-2019	The main focus over this period has been to ensure cost codes, maintenance history, processes and other relevant information in connection with Building Services and the implementation of the Integrated Housing Management System are in place .	Jim McAloon






A continuously improving Council delivering best value
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Action	Status	Progress	Due Date	Comment	Assigned To
Deliver the allocated General Services investment programme projects for 2018/19		<div><div>50%</div></div>	31-Mar-2019	The performance of the Capital Plan projects are reviewed every quarter with Asset Management and Finance. Update reports are sent to every IRED Committee and the Strategic Asset Management Group.	Craig Jardine
Make progress in the development for commercial house build projects		<div><div>62%</div></div>	31-Mar-2019	Current Position; Initial site/location proposals have been identified to allow a high level cost projection for development gaining support to progress this project. Finance and legal positions in principle have been agreed and clarified subject to budget identification and approval. Formal legal advice to be sought on powers to Act. Support and agreement for this proposal to be sought from Scottish Government. Activities are	Alan Young




Action	Status	Progress	Due Date	Comment	Assigned To
				ongoing regards specification for a project enabler/client agent to guide/advise/represent WDC. Site surveys/investigations are being arranged for proposed development sites.	




Title	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
Exxon City Deal Project	 <p>Likelihood</p> <p>Impact</p>	03-May-2018	The Exxon City Deal Risk is being monitored by the project Board and a refreshed Outline Business Case (OBC) due to Council at the end of November 2018 will incorporate a comprehensive updated Risk Register.	 <p>Likelihood</p> <p>Impact</p>	Michael McGuinness
Failure to deliver Queens Quay District Heating system	 <p>Likelihood</p> <p>Impact</p>	03-May-2018	The £15.62m infrastructure works is now progressing well with Basin works, utilities and Roads infrastructure on schedule. These works were initially delayed to align with the District Heating Energy Centre and associated pipework.	 <p>Likelihood</p> <p>Impact</p>	Craig Jardine
Councils Assets	 <p>Likelihood</p> <p>Impact</p>	31-May-2018	This risk was re-assessed in May 2018, taking into consideration the investment and improvement of assets in recent years. It is recognised that investment levels are required to be sustained in order for the assets to maintain their current condition and improve further in future years. With particular requirement of an increase in investment to the roads infrastructure and greenspaces. Whilst this risk is scored low it is considered to be appropriate to remain of strategic importance due to the scale of cost implication in maintaining or improving the Councils Assets.	 <p>Likelihood</p> <p>Impact</p>	Ronnie Dinnie; Craig Jardine; Jim McAloon; Alan Young

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Risk Status	
	Alert
	High Risk
	Warning
	OK
	Unknown

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead - Environment & Neighbourhood

**Committee: Infrastructure, Regeneration and Economic Development  
Committee 21 November 2018**

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**Subject: Environment & Neighbourhood Delivery Plan 2018/19 - Mid-Year Progress**

#### **1 Purpose**

- 1.1** The purpose of this report is to set out the mid-year progress of the Environment & Neighbourhood Delivery Plan.

#### **2 Recommendations**

- 2.1** It is recommended that the Committee notes the contents of this report and the progress achieved at mid-year.

#### **3 Background**

- 3.1** Each Strategic Lead developed a delivery plan for 2018/19. This sets out actions to help meet the Council's priorities and address the key service challenges identified through the planning process, together with performance indicators to measure progress. It also provides an overview of services and resources, including employees and budgets, and identifies relevant risks.
- 3.2** The Environment & Neighbourhood Delivery Plan was approved by the Infrastructure, Regeneration and Economic Development Committee on 30 May 2018 with a commitment to submit a mid-year progress report.

#### **4 Main Issues**

##### 2018/19 Mid-Year Progress

- 4.1** Appendix 1 sets out the mid-year progress of the Environment & Neighbourhood Delivery Plan.
- 4.2** Of the 26 actions set out in the action plan, 5 have been completed and 20 are progressing as planned with the remaining one action showing an amber status. This action, to review, revise and upgrade the current roads costing system, was intended to be developed via the Shared Services Initiative but has been superseded by the Roads Collaborative Program. This will progress following the appointment of a shared Strategic Lead post in the coming months.
- 4.3** Four of the 22 performance indicators in the plan are available quarterly and these are also included at Appendix 1 as well as service risks.

### Self-Evaluation Programme

- 4.4** The Council adopted the West Dunbartonshire Self Evaluation Framework in August 2016, which embeds a rolling three year improvement programme across services not subject to external evaluation and inspection.
- 4.5** In the second year of the programme, the first self-evaluation was completed within Facilities Management and the resulting improvement plan is currently progressing as planned. Once fully implemented, a follow-up survey will determine its impact.
- 4.6** In the third and final year of the programme, the last three self-evaluations within Environment & Neighbourhood will take place. The first will commence within Greenspace in December with a target completion date of February 2019. Roads & Transport and Fleet & Waste will both begin in early summer 2019, with target completion dates of July 2019.

### Service User Feedback

- 4.7** A key focus in the development of the delivery plans was ensuring that citizen feedback informs learning and improvement. This feedback comes from a range of mechanisms including complaints data and a monthly residents' telephone survey.
- 4.8** Environment & Neighbourhood services are involved in millions of service interactions. Every quarter, for example, there are over 1 million bin collections. The scale of Environment & Neighbourhood interactions provides important context to the complaints data that follows.
- 4.9** Between 1 April and 30 September this year, Environment & Neighbourhood received a total of 156 complaints, comprising 153 at Stage 1 and 3 at Stage 2. During the same period, 141 complaints were closed, 138 at Stage 1 and 3 at Stage 2.
- 4.10** Of the 138 complaints closed at Stage 1, 91% were resolved within the 5 working days target, with an average of 3 days for all complaints closed at this stage. Two of the three complaints closed at Stage 2 (67%), were resolved within the 20 working days target, with an average of 13 days for all complaints closed at Stage 2.
- 4.11** 25% of the complaints closed at Stage 1 were upheld and 33% at Stage 2.
- 4.12** A monthly telephone survey of 100 residents is carried out to gauge satisfaction levels with a range of Council services. Within Environment & Neighbourhood services street cleaning, waste services, roads maintenance, and leisure and community centres, are covered by the telephone survey.



**4.13** Satisfaction rates and commentary are outlined in the table below:

<b>% satisfied with:</b>	<b>July - September 2017</b>	<b>Year to date 2018</b>	<b>July – September 2018</b>
Street cleaning service	77%	71%	79%
	High and improving compared to first six months of 2018 and same period of the previous year.		
Waste service overall	97%	93%	83%
	High but decreasing compared to first six months of 2018 and same period of the previous year.		
Roads maintenance	32%	25%	35%
	Low but improving compared to first six months of 2018 and same period of the previous year.		

**4.14** Additional questions were asked in the telephone surveys carried out between July and September in order to provide further details to inform improvement activity in relation to the low satisfaction levels with roads maintenance. The feedback told us that while only 49% of respondents knew how to report a road maintenance issue, those who had done so reported high satisfaction with the process. Additionally, only 22% of respondents were aware that the A82 trunk road that runs through West Dunbartonshire is the responsibility of Transport Scotland / BEAR and not the Council. As this may be impacting negatively on the satisfaction levels reported, we will explore the options for raising awareness of this.

**4.15** Questions were also added to the survey for the period July to September in relation to grounds maintenance and grass cutting. Satisfaction for this service was 71% for the quarter, with 75% satisfaction reported for parks and open spaces more generally.

**4.16** Finally, questions were asked in relation to the services delivered through West Dunbartonshire Leisure Trust on behalf of the Council. Satisfaction with leisure and sports facilities was separated from satisfaction with community centres in the most recent survey. This shows satisfaction with leisure and sport at 87% against a combined figure of 97% for the same period in 2017. Satisfaction with community centres was 92% for July-September compared to a combined 97% for the same period in 2017.

## **5 People Implications**

**5.1** There are no direct people implications arising from this report.

## **6 Financial & Procurement Implications**

**6.1** There are no direct financial or procurement implications arising from this report.

## **7 Risk Analysis**

- 7.1** Failure to deliver the actions assigned to Environment and Neighbourhood may have a direct impact on the delivery of the Council's Strategic Plan. It is essential that remedial action is taken to ensure strategic delivery plans achieve the commitments detailed and approved.

## **8 Equalities Impact Assessment**

- 8.1** Screening and impact assessments will be carried out on specific activities as required.

## **9 Consultation**

- 9.1** The Delivery Plan was developed through consultation with officers from the strategic service area.

## **10 Strategic Assessment**

- 10.1** The Delivery Plan sets out actions to support the successful delivery of the strategic priorities of the Council.





**Strategic Lead: Ronnie Dinnie**  
**Service Area: Environment & Neighbourhood**  
**Date: 12 October 2018**



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<b>Person to Contact:</b>	Lynn Henderson lynn.henderson@west-dunbarton.gov.uk
<b>Appendix:</b>	Appendix 1: Environment & Neighbourhood Delivery Plan 2018/19 - Mid-Year Progress
<b>Background Papers:</b>	None
<b>Wards Affected:</b>	All

## Appendix 1: Environment & Neighbourhood Delivery Plan 2018/19 - Mid-Year Progress

Supported individuals, families and carers living independently and with dignity
Improved wellbeing

Performance Indicator	Q1 2018/19			Q2 2018/19			Note	2018/19	Assigned To
	Value	Target	Status	Value	Target	Status		Target	
Number of attendances per 1,000 population to all pools	1,065	1,205		1,287	1,406		While performance has improved since Q1, the Q2 figure is lower than the target set and marginally lower than the previous year. This is mainly due to the influx of new visitors to the opening of the new Clydebank Leisure Centre in Q2 of last year. There was a similar trend to Q1 where general swims at both the Meadow Centre and Vale Pool were very similar to the previous year but Clydebank Leisure Centre attracted less juvenile swimmers over the holiday period despite reduced prices being available for West Dunbartonshire residents. However, there was an increase in swimming lessons across all three sites. At this mid-year point, it is anticipated that the annual target for 2018/19 will be missed by approximately 10%.	4,855	Bobby Kerr
Number of attendances per 1,000 population for indoor sports and leisure facilities	1,746	1,518		1,669	1,552		The positive performance in Q1 has been maintained with the Q2 figure showing an increase of 7.5% over the target and a 9% increase from the previous year. Gym usage at all three leisure centres increased along with attendances at group fitness classes. Thanks to some long term bookings from West College Scotland and Street Leagues, usage within the conference facilities at the Clydebank Leisure Centre has shown a significant increase. Attendances at holiday programme activities were slightly higher than the previous year. At this mid-year point, it is anticipated that the annual target for 2018/19 will be met.	6,307	Bobby Kerr

Action	Status	Progress	Due Date	Comment	Assigned To
Implement actions to improve participation rates in sports facilities and impact positively on cost per attendance		<div><div>33%</div></div>	31-Mar-2019	A number of new initiatives are being planned to increase income and attendances. These include social media campaigns for specific target groups such as families and young adults. As the Meadow Centre celebrates its 30th anniversary this November a number of activities and promotions are being planned. West Dunbartonshire Council staff are also being targeted with promotions for discounted group fitness classes. New cardio vascular fitness equipment is being installed at the Meadow Centre and Vale of Leven Swimming Pool. The new equipment has the latest technology to enhance customers' experience.	Bobby Kerr
Assist in the development of the Early Years Expansion Strategy in relation to facility management input to existing		<div><div>50%</div></div>	31-Mar-2019	This work is ongoing with a dedicated member of the team nominated as the key contact to work with Education.	Lynda Dinnie

Action	Status	Progress	Due Date	Comment	Assigned To
and new premises					






Meaningful engagement with active, empowered and informed citizens who feel safe and engaged

Fully consulted and involved citizens who are able to make full use of the Community Empowerment Act

Action	Status	Progress	Due Date	Comment	Assigned To
Review all complaints to ensure any lessons available are learned and service improvements implemented		<div><div>50%</div></div>	31-Mar-2019	Complaints are reviewed at the E&N management meeting. Should there be trends developing, corrective action plans are put in place to deal with specific issues.	Ronnie Dinnie







Efficient and effective frontline services that improve the everyday lives of residents

A committed and skilled workforce



Action	Status	Progress	Due Date	Comment	Assigned To
Develop, implement and evaluate a local action plan, in line with the Council's employee wellbeing strategy/ Implement Local Strategic Lead action plans		<div><div>50%</div></div>	31-Mar-2019	A member of the E&N management team sits on this group and participates in the development of actions. As Leisure Trust monitoring officer, we are in discussions with the group regarding health assessments and the development of personal plans.	Ronnie Dinnie
Continue Be the Best conversations across all services		<div><div>50%</div></div>	31-Mar-2019	On going Be the Best Conversations with management team at 121s. Teams deliver Be the Best conversations via a range of methods dependent on work location and service.	Ian Bain; Lynda Dinnie; Ronnie Dinnie; Rodney Thornton; Raymond Walsh
Develop and implement actions arising from the Employee Survey 2017		<div><div>40%</div></div>	31-Mar-2019	Actions arising have been delivered at service level as the response to the survey was not generic to each work group. Work is ongoing continuously to improve staff perception and understanding of their roles and increase visibility of management across the services.	Ronnie Dinnie
Ensure implementation of improvement action plans arising from the self-evaluation process		<div><div>50%</div></div>	31-Mar-2019	Self evaluation action plan is monitored at management team meetings and is progressing.	Ronnie Dinnie
Undertake "back to the floor" visits		<div><div>60%</div></div>	31-Mar-2019	Visits are ongoing throughout the year. Participated in back to floor at Fleet Services, Facilities Management (twice) and Waste Services.	Ronnie Dinnie







A continuously improving Council delivering best value







Action	Status	Progress	Due Date	Comment	Assigned To
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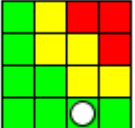
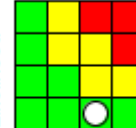
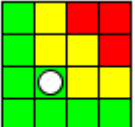
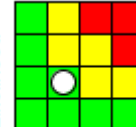
Action	Status	Progress	Due Date	Comment	Assigned To
Review and develop benchmarking within Leisure & Facilities Management in line with the Council's benchmarking framework		<div><div>85%</div></div>	31-Mar-2019	Benchmarking is carried out via LGBF and APSE.	Ronnie Dinnie
Continue to identify new sources of external funding and develop robust business cases and funding applications		<div><div>50%</div></div>	31-Mar-2019	Attracted funding from SPT for the Clydebank interchange study and from Sustrans for the A814 improvement works.	Ronnie Dinnie
Continue to progress the roads collaborative programme and consider the benefits of sharing other Environment & Neighbourhood services		<div><div>75%</div></div>	31-Mar-2019	A report was considered by September Council where there was an agreement reached to collaborate with Inverclyde Council and appoint a Shared Strategic Lead to manage Road Services across the two authorities, and develop Strategic Business Cases for collaboration across other Environment and Neighbourhood Services.	Ronnie Dinnie
Work with Legal Services to ensure Environment & Neighbourhood meet the new requirements of the General Data Protection Regulation May 2018		<div><div>100%</div></div>	30-Apr-2018	On line training completed and staff workshops delivered.	Ronnie Dinnie
Explore opportunities for the digital transformation of the service, focused on digital enablement and process improvement		<div><div>76%</div></div>	31-Mar-2019	Online opportunities for self serve, in particular special up lifts and roads permit applications, have been developed.	Ronnie Dinnie
Review, revise and upgrade the current roads costing system		<div><div>33%</div></div>	31-Mar-2019	It had been anticipated that the review of the Roads Financial costing system would have been developed by the Shared Services Initiative. However, this has been superseded by the Roads Collaborative Program. The timescales for the implementation will inform the progress of this programme and it is anticipated that the programme will progress upon appointment of the shared Strategic Lead position.	Raymond Walsh

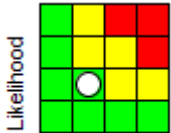
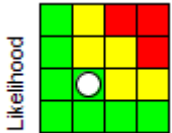
Sustainable and attractive local communities

Performance Indicator	Q1 2018/19			Q2 2018/19				2018/19	Assigned To
	Value	Target	Status	Value	Target	Status	Note	Target	
Tonnage of biodegradable municipal waste landfilled	3,892	3,000			3,000		The collation of data for Q2 is not yet completed. Performance in Q1 was adrift of target. However, Council has no direct control of the proportion of biodegradable waste contained in householder's landfill waste bins. The existing the kerbside collection systems (blue and brown bin recycling system) are in place to minimise the quantity of biodegradable waste being sent for landfill disposal. It should be noted that under the terms of the Waste (Scotland) Regulations 2012, biodegradable municipal waste is to be banned from landfill disposal from 1 January 2021. Officers are developing options to ensure that the Council is compliant by 1 January 2021.	12,000	Rodney Thornton
% of total household waste that is recycled	48.3%	53%			53%		Q2 data is not yet available. We have recently changed our contractor for processing recyclate (previously contracted to the former Greenlight) and there has been a delay with their data returns to us. We are in discussion with the new contractor to refine the process going forward.	53%	Rodney Thornton

Action	Status	Progress	Due Date	Comment	Assigned To
Hold resilience planning for disruptive weather events and refresh Winter Maintenance Plan		<div><div>75%</div></div>	31-Mar-2019	Resilience planning meetings held and Winter Maintenance Plan will be refreshed.	Raymond Walsh
Contribute to raising the awareness for community self-resilience in relation to flood risk management		<div><div>50%</div></div>	31-Mar-2019	We continue to participate in Civil Contingencies Service activities and events on an on going basis. In addition, WDC will host a community network event in conjunction with the Scottish Flood Forum to raise awareness of resilience measures with regard to floods.	Raymond Walsh
Further develop flood alleviation schemes and surface water management plans for areas identified as potentially vulnerable		<div><div>66%</div></div>	31-Mar-2019	Specialist consultant and contractor currently developing potential design solutions for Gruggies Burn flood alleviation scheme.	Raymond Walsh
Collaborate with the Scottish Government to identify opportunities for the provision of electric vehicles charging points		<div><div>50%</div></div>	31-Mar-2019	Three locations have been identified (including work place charging). Currently securing procurement route via a framework agreement.	Raymond Walsh
Re-configure the Greenspace service to recognise the seasonal nature of the service		<div><div>100%</div></div>	31-Mar-2019	A restructure has been implemented that has resulted in a reduction in the core workforce and increase in seasonal staff to cover the busy summer season.	Ian Bain
Investigate alternative methods of weed control and develop more		<div><div>100%</div></div>	31-Mar-2019	Weed control methods have been reviewed and new processes put in place. New biodiversity areas have been created and trees and wildflowers have been	Ian Bain

Action	Status	Progress	Due Date	Comment	Assigned To
biodiversity areas				planted to enhance these areas.	
Implement actions to address the changes introduced by the Community Empowerment (Scotland) Act 2015 in relation to allotments		<div><div>100%</div></div>	31-Mar-2019	Sites have been identified to be potentially developed for food growing spaces. Site investigation work will now be carried out to establish suitability.	Ian Bain
Identify and develop a suitable new allotment site with provision for 40 traditional plots		<div><div>50%</div></div>	31-Mar-2019	Site investigation works are being carried out on the Townend Road site. It is anticipated that the results of this will be known by the end of December 2018.	Ian Bain
Continue to work with community groups to establish local community growing spaces		<div><div>50%</div></div>	31-Mar-2019	The Greenspace section will continue to develop strong links with the Community as a main contributor to the Growing West Dunbartonshire group.	Ian Bain
Develop a food growing strategy for West Dunbartonshire		<div><div>50%</div></div>	31-Mar-2019	Officers from the Greenspace Section are attending a seminar organised by the Scottish Government to assist Local Authorities with the development of Food Growing Strategies.	Ian Bain
Develop service delivery options that are compliant with of the Charter for Household Recycling in Scotland's Code of Practice		<div><div>66%</div></div>	31-Mar-2019	Two of the three milestones relating to this action were completed in 2017/18 with only one outstanding. A report for the IRED Committee containing options for changing the collection service to a service that is compliant with the Charter for Household Recycling in Scotland Code of Practice has been re-scheduled to February 2019.	Rodney Thornton
Implement actions to support residents in recycling more of their waste in order to reduce the cost of landfill disposals		<div><div>100%</div></div>	31-Mar-2019	The actions associated with Metals Matters and Let's Do It All Again promotional campaigns designed to promote recycling have been completed.	Rodney Thornton

Risk	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
Challenge to delivery of burial and cremation services	<div> <div>Likelihood</div>  <div>Impact</div> </div>	10-Oct-2018	We have recently put in place a mass fatalities and pandemic action plan. This will mitigate the impact of any challenges to the burial and cremation services. We have completed extensions to Dumbarton and North Dalmottar cemeteries.	<div> <div>Likelihood</div>  <div>Impact</div> </div>	Ian Bain
Inability to deliver waste services as a result of fuel shortages for waste fleet	<div> <div>Likelihood</div>  <div>Impact</div> </div>	12-Oct-2018	Council participates in the Scottish Government Liquid Fuels Framework and contributes to the work of the Scottish Government Fuel Resilience Group.	<div> <div>Likelihood</div>  <div>Impact</div> </div>	Rodney Thornton

Risk	Current Risk Matrix	Date Reviewed	Latest Note	Target Risk Matrix	Assigned To
Councils Assets	 <p>Likelihood</p> <p>Impact</p>	31-May-2018	This risk was re-assessed in May 2018, taking into consideration the investment and improvement of assets in recent years. It is recognised that investment levels are required to be sustained in order for the assets to maintain their current condition and improve further in future years. With particular requirement of an increase in investment to the roads infrastructure and greenspaces. Whilst this risk is scored low it is considered to be appropriate to remain of strategic importance due to the scale of cost implication in maintaining or improving the Councils Assets.	 <p>Likelihood</p> <p>Impact</p>	Ronnie Dinnie; Craig Jardine; Jim McAloon; Alan Young



## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead - Regeneration

#### Infrastructure Regeneration and Economic Development: 21 November 2018

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**Subject: Update on activity by Clydebank Property Company Limited**

#### **1. Purpose**

- 1.1** The purpose of this report is to update the Committee on the progress of activity in Clydebank Property Company Limited (CPC) following update paper in November 2017

#### **2. Recommendations**

- 2.1** It is recommended that the Committee:

- Notes the progress being made in terms of the Council's investment in Clydebank Property Company Limited.

#### **3. Background**

- 3.1** In 2014 Clydebank Rebuilt closed its operation. As part of this closure West Dunbartonshire Council agreed to purchase its assets to allow those assets to continue to serve the business needs of the Clydebank Community.
- 3.2** At the Housing, Environment and Economic Development Committee on 22 January 2014, the Committee gave "in principle" support to purchase all the shares of the CPC for the sum no greater than £800,000 as long as all the assets previously owned by the Clydebank Rebuilt Group of companies are held and owned by the Clydebank Property Company at the time of the purchase by the Council.
- 3.3** As Clydebank Rebuilt was a registered charity, discussions and agreement on the method of closure of the company and the sale of assets owned within the Clydebank Rebuilt Group was completed in consultation with the Office of the Scottish Charity Regulator (OSCR). As part of the Share Purchase Agreement, Clydebank Rebuilt evidenced that the Charities Regulator was supportive of the sale to the Council.
- 3.4** In terms of managing the day to day operations of the CPC going forward, it has been agreed that the responsibility for the effective running of the Titan Crane, in terms of budget, staff, visitors, marketing, health and safety and maintenance etc. would be the responsibility of the Libraries and Cultural Team within the Council's Education Department. This has since been reassigned to the Communications, Culture & Communities Service. The

Corporate Assets Team within Infrastructure Regeneration and Economic Development would take responsibility for the day to day management of all other assets and land ownership held within the CPC.

- 3.6** On 10 August 2014 the transfer of shares was completed. The total cost to the Council was £264,000.
- 3.7** On 11 August 2014, as part of the asset transfer process all previous Board members of CPC resigned their position. The Council as new owners of the company had to appoint new Board Members to the CPC. As the approach to managing CPC going forward is focused on managing the day to day property assets it was agreed by the Infrastructure, Regeneration and Economic Development Committee on 17 September 2014 to appoint up to 3 Senior Officers to the Board of CPC to oversee its business and monitor its performance. The new board would comprise the Executive Director for Infrastructure, Regeneration and Economic Development, the Head of Finance and Resources and the Head of Legal, Democratic and Regulatory Services.
- 3.8** All necessary steps were taken by Clydebank Rebuilt to close the company and all Board Members of Clydebank Rebuilt resigned their positions.
- 3.9** At the time of the transfer the performance of the property estate within CPC was as follows:

<b>Asset</b>	<b>Total Area (SqFt)</b>	<b>Let %</b>	<b>Rental Income (£)</b>
<b>Titan Enterprise</b>	13,538	36.6	89,151
<b>JKS Workshops</b>	21,730	93.46	110,439
<b>Clydebank East Workshops</b>	8,641	35.11	22,429
<b>Aurora House</b>	20,103	0.00	0
<b>Change House</b>	5,791	0.00	0
<b>Total</b>	<b>69,803</b>	<b>40.55</b>	<b>222,019</b>

In addition CPC held land for development of 2.41 acres at Clyde Gate (adjoining Change House), 1.5 acres at John Knox Street, and two plots extending to 1.01 acres adjoining the new Clydebank Leisure Centre site at Queens Quay. This land was available for development or sale.

- 3.10** As part of the dissolution of Clydebank re-built group of companies, the Titan Trust was dissolved and ownership of the Titan Crane moved to Clydebank re-built prior to its own dissolution. CPC, therefore owns the Titan Crane in addition to the property estate detailed at 3.9 above, with the day to day operational management of the Crane being provided by Council staff to CPC.

#### **4. Main Issues**

##### Property Company

- 4.1** One of the first issues that the board addressed was the image of Titan Enterprise. It was considered that the name did not fully project the style or image that confirmed the building as office or serviced office accommodation. It was believed that the building was of sufficient maturity that the name Titan name should remain but for expanded and identified as Titan Enterprise Business Centre (TEBC). A rebranding exercise was therefore undertaken and at the same time the Business Gateway logos were removed from the front entrance vestibule as it was considered that they projected an image of exclusivity to the Business Gateway brand.
- 4.2** There is substantial competition in the Clydebank area for tenants with office requirements. A review of the asking rents in Clydebank was completed which identified that the enterprise centre was not competitive with other properties. Asking rents were realigned to make them more attractive to potential tenants. This has had some success with both the Member of Parliament and Member of the Scottish Parliament for the constituency both taking offices and in addition further lettings have been achieved. Lettings for the centre are now at 85% compared to 36.63% on transfer.
- 4.3** The units at JKS Workshops continue to be let at a high rate, as with any development of this type a high turnover of tenants can be expected as they either trade up to larger premises or the businesses fail. The current occupancy is 97.84% compared to 93.46% on transfer. Rents continue to be competitive with other workshop developments in the area.
- 4.4** Clydebank East Workshops sit alongside the JKS work shops and the current occupancy is 83% let compared to 35.11% on transfer.
- 4.6** The performance of the property estate within CPC is currently as follows:

Asset	Total Area (SqFt)	Let (%)		Rental Income (£)	
		2014	2018	2014	2018
<b>Titan Enterprise</b>	13,538	36.63	85	89,151	181,491
<b>JKS Workshops</b>	21,730	93.46	97	110,439	128,113
<b>Clydebank East Workshops</b>	8,641	35.11	82	22,429	40,575
<b>Aurora House</b>	20,103	0.00	100	0	240,000
<b>Total</b>	<b>69,803</b>			<b>222,019</b>	<b>590,179</b>

**4.7** The following table sets out the position of the development sites held within the company:

<b>Development Site</b>	<b>Area at 2014 (acres)</b>	<b>Area at 2016 (acres)</b>	<b>Comment</b>
<b>Queens Quay</b>	1.01	1.01	Currently being marketed but no interest at presents – lack of road frontage is main reason being given by hoteliers and developers.

**4.8** Other land holdings which were previously contained within the portfolio of Clydebank Rebuilt were:

- Aurora House - a lease agreed with the Council and currently houses 285 staff.
- Clyde Gate (including Change House) - sold for £645,000 to Northern Marine.
- Clydebank East – sold for £45,000 to ETi.

#### Titan Crane

**4.9** In addition to the property trading and letting activity CPC also runs the Titan Crane. The Crane trades by attracting visits to the Crane, however the income from this activity has never been sufficient to cover the running costs of the Crane. The CPC Board has consistently considered the appropriate opening hours for the Crane in order to minimise the running costs of the Crane.

**4.10** In December 2017 the CPC Board agreed to the temporary closure of the Titan Crane from January 2018 to March 2019 to facilitate the Queens Quay infrastructure works. This temporary closure allows the Cultural Business Development Officer to focus full time upon the development of the Titan Crane as a successful visitor attraction. To facilitate this an Action Plan including milestones and deadlines was agreed by the Board in May 2018.

**4.11** The overarching aim of the Titan Crane Action Plan is to:

- Increase the revenue generating potential of the Titan Crane and reduce the financial dependency on the wider CPC budget.

To achieve this there are five main action areas:

- Increase the footfall of visitors to the Crane
- Secure external funding
- Preserve an international heritage asset for use by the local community and wider groups

- Offer an improved and expanded heritage space that will enhance the visitor experience
- Review operating procedures and introduce new more efficient ways of working and implement changes prior to the 2019 season

**4.12** Positive discussions have been held with potential external funders including the Heritage Lottery Fund and Historic Scotland to discuss potential funding to develop the visitor experience at the Titan Crane. Proposals under consideration include:

- Establishing a new community consultation programme of events including the collection of oral history stories. Aligning community consultation/engagement events around the anniversary dates of ships launched at John Browns
- Creation of an interactive digital map of the former John Browns shipyard, 'Now and Then'.
- Using Smart Phone technology develop the visitor experience in and around the Crane.
- Exploring the potential of physically developing the visitor centre. Reinterpretation of the visitor exhibition materials.

**4.13** During the Titan closure, a maintenance visit is undertaken each week by one of the Heritage Guides. A generator is now in place operating all Titan electrics within the compound. Alarms are being operated on aerial frequencies. Following an insurance inspection report a number of works were recommended in relation to fixings in various locations around the Crane. The most urgent works have taken place and are now completed.

**4.14** CPC Board Members have agreed that a watching brief, including a visual inspection, should be undertaken every 6 months. These inspections have provided useful in highlighting areas where work requires to be carried out.

## **5. People Implications**

**5.1** There are no people implications arising from this report.

## **6. Financial and Procurement Implications**

**6.1** Since the Council took ownership of CPC the audited trading position after tax has been as follows:

<b>Financial Year</b>	<b>Profit/(Loss)</b>	<b>Distributable Reserve</b>
2014/15	£0.298m	£0.227m
2015/16	£0.077m	£0.304m
2016/17	(£0.289m)*	£0.451m
2017/18	£0.047m	£0.343m

\*Loss in 2016/17 due to accountancy adjustments to implement the Financial Reporting Standard FRS102, resulting in removal of particular non distributable reserves.

- 6.2** The original report submitted to Council assumed support services being charged to the Company of £0.055m per annum. However, following the purchase it became clear that this was insufficient and in 2017/18 the actual charge was £0.107m (2016/17 £0.140m), excluding recharges for staff who transferred from the Company when it was purchased. These recharges have resulted in additional spend being incurred by the Company. The Council's budget also assumes this level of income, resulting in a reduction to the Council's overall net expenditure.
- 6.3** The expectation is that the organisation will generate a surplus which should generate a dividend to the Council. The Council's budget assumed a dividend (£0.164m) would be received from CPC each year from 2016/17 onwards. As can be seen from the table at 6.1 the company has continued to trade with increased levels of operational estate being let and following the approval of the audited accounts for 2016/17, the Board agreed to provide the Council with a dividend of £0.164m (this is noted in the reduction in distributable reserves at 6.1). Following the Annual General Meeting of the Board on 28 September 2018, a further dividend was agreed for £0.043m for 2017/18.
- 6.4** Based on the above it can be seen that the Council acquired CPC for £264,000 as an investment, which was substantially lower than the maximum sum approved by Council of £800,000. Since its acquisition CPC has absorbed new costs charged from the Council associated with the running of its assets. This has inevitably reduced the surplus position of CPC, however the services would have been required to have been funded from elsewhere if not provided by the Council.
- 6.5** There is no procurement issues associated with this report

## **7. Risk Analysis**

- 7.1** The ownership of CPC is a low-level risk to the Council. The purchase price was minimal, given the assets owned by CPC. The ongoing position is likely to remain favourable with likely dividends being provided to the Council.
- 7.2** The main risk to CPC and therefore the value of the Council's ownership lies in the Titan Crane and the potential for significant costs should any major structural repairs, etc be required. CPC attempts to mitigate against this risk by maintaining the crane and undertaking appropriate inspections on a regular basis.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** No significant issues were identified in relation to equality impact.

## **9. Strategic Environmental Assessment**

**9.1** A Strategic Environmental Assessment is not required

## **10. Consultation**

**10.1** Consultation was undertaken with officers within Regeneration, Resources, and Regulatory.

## **11. Strategic Assessment**

**11.1** The company will continue to significantly contribute to improving economic growth and employability; and improving local housing and environmentally sustainable infrastructure.

**Jim McAloon**  
**Strategic Lead - Regeneration**

Date: November 2018

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**Person to Contact:** Michelle Lynn, Assets Coordinator, Garshake Road,  
Dumbarton, G82 3PU  
Telephone 01389 776992  
Email: [michelle.lynn@west-dunbarton.gov.uk](mailto:michelle.lynn@west-dunbarton.gov.uk)

Stephen West, Chief Finance Officer, Garshake Road,  
Dumbarton, G82 3PU  
Telephone 01389 737191  
Email: [stephen.west@west-dunbarton.gov.uk](mailto:stephen.west@west-dunbarton.gov.uk)

Gill Graham, Manager of Libraries & Culture, Poplar  
Road, Dumbarton  
Telephone: 01389 608042  
Email: [gill.graham@west-dunbarton.gov.uk](mailto:gill.graham@west-dunbarton.gov.uk)

**Appendices:** There are no appendices for this report.

**Background Papers:** Clydebank Rebuilt – Conclusion to the Purchase of  
Clydebank Property Company – Infrastructure,  
Regeneration and Economic Development Committee –  
17 September 2014

Report by Strategic Lead Regeneration to Infrastructure  
Regeneration and Economic Development Committee on  
22 November 2017.

**Wards Affected:**

6



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – People and Technology**

**Infrastructure, Regeneration and Economic Development Committee  
21 November 2018**

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**Subject: Working Well Together - Attendance Management:  
Bi-Annual Results Quarter 1 and Quarter 2 (April – September 2018)**

**1. Purpose**

- 1.1** The purpose of this report is to provide Committee with detailed analysis on the attendance performance for quarters 1 and 2 (April 2018 –September 2018).

**2. Recommendations**

- 2.1** It is recommended that Committee notes the below findings for reported absence in quarters 1 and 2 2018 (April – September 2018):
- The decrease in Council wide sickness absence of 1171.04 FTE days lost (approx. 5%) compared to the same period last year as outlined in Appendix 1 and Appendix 2; and
  - The decrease in sickness absence of 60.31 FTE days lost compared to the same period last year for Infrastructure, Regeneration and Economic Development as outlined in Appendix 2 and Appendix 3.

**3. Background**

- 3.1** The Council is committed to improving attendance levels by setting ambitious targets to reduce days lost, supporting attendance at work and improving the health and wellbeing of all employees.
- 3.2** Chart 1 (below) shows the Council's absence trend for the year to date, compared with the previous three years.

**4. Main Issues**

**April 2018 – September 2018 Performance**

- 4.1** In quarter 1 and quarter 2, 7,543.6 days were lost due to sickness absence across Infrastructure, Regeneration and Economic Development. This represents a decrease of 430.9 days lost compared to the same period last year.

**4.1.2** Table 1 shows the quarter 1 and quarter 2 results and compares these to the same period last year, as well as identifying individual targets. Absence for Infrastructure, Regeneration and Economic Development was slightly above the Council average of 2.38 FTE days lost per FTE employees at 2.40FTE days lost.

**4.1.3** In addition albeit the average days lost is slightly above the Council average, it has decreased compared to the same period in the previous year.

Table 1 – Council / Strategic Lead Targets (Average days lost per FTE employee)

<b>Strategic Lead Area</b>	<b>April – Sept 2017</b>	<b>April – Sept 2018</b>	<b>Variance</b>	<b>2018/2019 Target</b>
<b>Council Wide</b>	<b>5.12</b>	<b>4.78</b>	<b>-6.7%</b>	<b>7</b>
Infrastructure, Regeneration and Economic Development	<b>5.44</b>	<b>4.81</b>	<b>-12%</b>	<b>6.5</b>

## **4.2** Absence Reasons – Service Performance

**4.2.1** Appendix 1 and 2 provide a detailed breakdown of the reasons for absence Council Wide.

**4.2.2** Table 2 below shows the top 3 reasons for absence in quarters 1 and 2 for the area covered by this report and compares these to the Council Wide results for the same period.

**4.2.4** The top 3 reasons for absence in Infrastructure, Regeneration and Economic Development are minor illness, acute medical conditions and musculoskeletal injuries. These 3 reasons are consistent with the top 3 reasons for absence during the same period last year

**4.2.5** To support employees, managers are encouraged to make early referrals to Physiotherapy in order to enable staff experiencing MSK problems to access support in a timely manner.

Table 2 – Reasons analysis – Service performances

	<b>1</b>		<b>2</b>		<b>3</b>	
	<b>Reason</b>	<b>%</b>	<b>Reason</b>	<b>%</b>	<b>Reason</b>	<b>%</b>
<b>Council Wide</b>	<b>Musculo Skeletal Injuries</b>	<b>19.44</b>	<b>Acute Medical Conditions</b>	<b>18.2</b>	<b>Minor Illness</b>	<b>17.44</b>
Infrastructure, Regeneration and Economic Development	<b>Musculo Skeletal Injuries</b>	<b>26.53</b>	<b>Acute Medical Conditions</b>	<b>17.83</b>	<b>Minor Illness I</b>	<b>15.9</b>

## Absence Duration – Service Performance

- 4.3** Table 3 shows the duration profile for Infrastructure, Regeneration and Economic Development and compares to the overall Council-wide duration profile. Long term absence accounts for approximately 70.20% of Council-wide absence for quarters 1 and 2, which is a small increase compared to the same period in the previous year. Infrastructure, Regeneration and Economic Development has a slightly higher level of short term absence compared to the Council-wide figures. There has been no significant change in the level of long term and short term absence when compared to the same period last year.

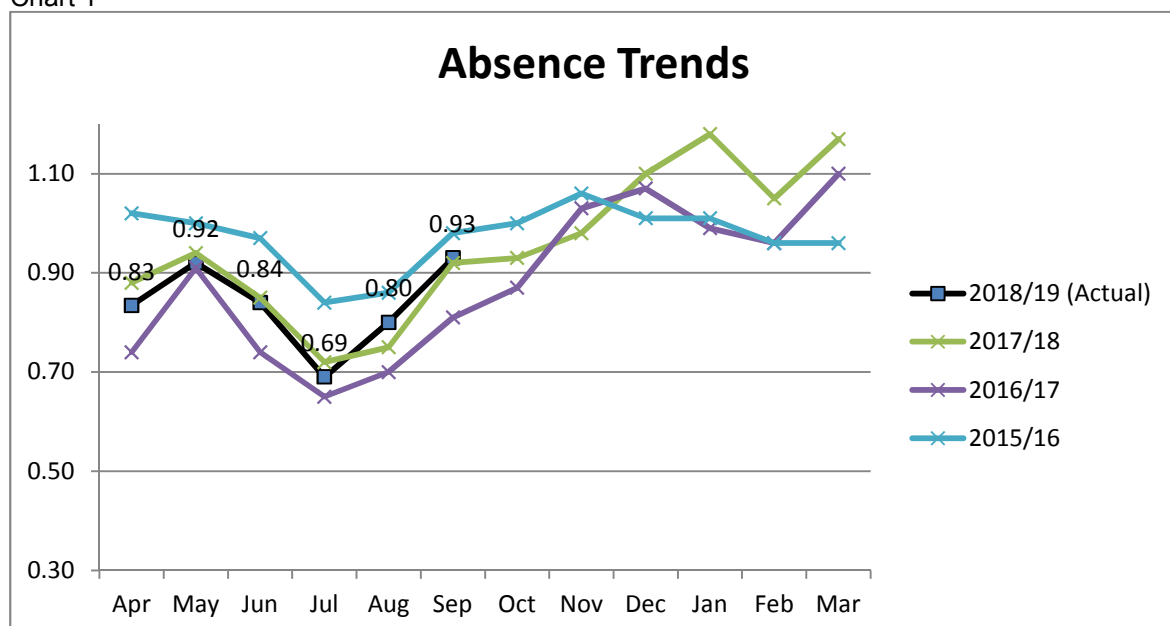
Table 3 – Duration analysis – Service performances

Annual	Q1 & Q2 2017/2018		Q1 & Q2 2018/2019	
	Short Term	Long Term	Short Term	Long Term
<b>Council Wide</b>	<b>30.91%</b>	<b>69.09%</b>	<b>29.29%</b>	<b>70.20%</b>
Infrastructure, Regeneration and Economic Development	<b>31.24%</b>	<b>68.76%</b>	<b>30.45%</b>	<b>69.55%</b>

## Annual 2017/18 Council-wide Performance

- 4.4** Chart 1 below shows that, in quarters 1 and 2, the Council's absence performance improved by approx. 5% compared to the same period in the previous year. However, it should be noted that historically performance in the first half of the year shows a more positive picture and in the latter part of the year performance deteriorates.

Chart 1



## Employee Wellbeing Group

**4.7** The Employee Wellbeing Group continues to make progress through wellbeing initiatives, employee support mechanisms and joint working with trade unions and local partners to identify and address areas for improvement. Updates on progress are reported to Change Board on a monthly basis. Actions which have been completed since the last report to this Committee in June 2018, or which are currently being progressed, include the following:

- The updated intranet pages on Employee Wellbeing were published with a link to the pages available on the intranet homepage. Feedback is already being gathered through the group on how we can continue to develop and improve the pages moving forward.
- The group have also reviewed how well the communication channels are working from the core group out to the wider organisation and it was agreed that, in future, at the end of each meeting, key messages will be confirmed and members of the core group are expected to share these messages with their wider teams in meetings/management meetings.
- In June new HR21 functionality was launched, allowing managers to record the outcome of Return to Work interviews in terms of whether a trigger has been reached as a result of the absence, as well as being able to record Attendance Meetings and resulting outcomes. The new functionality provided Managers with reporting via the HR21 Managers Report Menu as well as email notifications where appropriate. These changes will assist managers, by minimising the need to capture data separately and allowing improved monitoring and oversight of the attendance management process. In order to populate a full data set for Managers
- At the start of the year, a campaign to support employee financial wellbeing commenced with the introduction of a financial support services programme in partnership with Neyber (which includes access to a financial information hub and a savings and loan facility administered via Payroll deduction). The wider campaign additionally signposts employees to services and information available from Working4U, Scotwest Credit Union and the Money Advice Scotland.
- In order to promote Physical Activity and Nutrition discounted membership deals will be promoted in conjunction with the Leisure trust, promotion of local walking and running events has been promoted and challenges to break the 'Desk all day' culture (including walking meetings and lunch time walks) have also been promoted.
- Following an earlier report in May 2018, a pilot Headtorch programme to support positive mental health at work commenced in September. The initial pilot will run for 12 months, during which 4 groups of staff (100 employees) will participate. Pre and post course monitoring will be undertaken, with a final report due in November 2019 detailing outcomes and impact.
- It should also be noted that the Healthy Working Lives submission for 2017/2018 was completed and we successfully retained the Gold Award.

- Health checks will be carried out in Church Street, this session will help employees to raise their awareness of potential changes that could be made to their lifestyle to improve their health. A representative from the Live Active project will also attend to raise awareness of this service which can be accessed through GPs for those who are looking to become active and improve their lifestyle. These checks will also be available to staff in other locations and details are currently being confirmed.
- Plans are being developed to promote the support available to employees with long term conditions. This includes scoping what the group can do to support the work of the “Improving the Cancer Journey” project being led by the Working 4 U team in conjunction with MacMillan. Further details will be shared when plans are at a more informed stage.
- New guidance on how to support employees with a disability will be launched next quarter; this guidance will complement the existing policies and supports that are already in place and it is intended to help managers feel more confident in supporting employees with disabilities throughout the employment cycle. It will cover topics such as reasonable adjustments, what support you can offer should an employee become disabled during their course of employment, recruiting disabled applicants and what to do when an employee experiences symptoms.

## **5. People Implications**

- 5.1** Effective and robust management of absence can have a positive impact upon employees, promoting early return to good health and work. The results for April – September 2018 indicate an improvement for the area covered by this Committee and are not significantly higher than the Council average. .

## **6. Financial and Procurement Implications**

- 6.1** Based on the estimated cost of a day’s absence of £124, table 8 provides the estimated cost of absence across the Council and the Strategic Lead area. This does not include any associated costs such as cover or overtime.

Table 8 – Cost of absence

<b>Strategic Lead Area</b>	<b>Q1 and Q2 2018</b>
<b>Council</b>	<b>£3,359,061</b>
Infrastructure, Regeneration and Economic Development	<b>£924,246</b>

- 6.3** There are no procurement implications.

## **7. Risk Analysis**

- 7.1** There is a risk that managers do not fulfil their role and comply with the policy and in turn Council-wide absence continues to increase.

- 7.2** While it is evident in many instances that the necessary and proactive steps are being undertaken, such as early referral to occupational health, there is still a significant amount of work to do to continue to reduce absence.
- 7.3** Without maintaining and continuing to improve attendance there continues to be a risk of detrimental impact on service delivery, loss of productivity and reduced team performance.
- 8. Equalities Impact Assessment (EIA)**
- 8.1** This report is for noting only, therefore no EIA is required. Any associated policies are subject to Equalities Impact Screening and Assessment if required.
- 9. Consultation**
- 9.1** Consultation is on-going with trades unions in the main through the Wellbeing Group, the local Joint Consultative Committees, Employee Liaison Group and, for more strategic matters, through Joint Consultative Forum.
- 10. Strategic Assessment**
- 10.1** Effective attendance management will support the Council's aim to make best use of both financial and human resources resulting in a positive impact upon service provision.

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**Victoria Rogers**  
**Strategic Lead People and Technology**  
**Date: 9 October 2018**

**Person to Contact:** Anne-Marie Cosh, HR Business Partner  
People & Technology  
  
16 Church St, Dumbarton  
Tel: 01389 737687  
Email: [annemarie.cosh@west-dunbarton.gov.uk](mailto:annemarie.cosh@west-dunbarton.gov.uk).

**Appendices:** Appendix 1 Council Wide Quarter 1 2018/2019 Absence Summary  
Appendix 2 Council Wide Quarter 2 2018/2019 Absence Summary  
Appendix 3 Infrastructure, Regeneration and Economic Development Quarter 1 2018/2019 Absence Summary

Appendix 4 Infrastructure, Regeneration and Economic  
Development Quarter 2 2018/2019 Absence Summary

**Background Papers:** None

**Wards Affected:** None





TABLE 1 - Headline Figure	Q1 2018/19	2.47	Q1 2017/18	2.55	Year on Year +/-	-3.20%
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TABLE 2 - Days Lost per Employee

Department	FTE Employees	ACTUAL WORKING DAYS LOST								Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent (1-3 days)		Short Term (4-5 days)		Medium Term (6 days - 4 weeks)		Long Term (over 4 weeks)				
		Working Days Lost	% of Total Days Lost	Working Days Lost	% of Total Days Lost	Working Days Lost	% of Total Days Lost	Working Days Lost	% of Total Days Lost			
Strategic Management	14.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Child Healthcare & Criminal Justice	235.95	47.0	0.0	45.0	0.0	154.9	0.2	771.3	0.8	1018.2	965.28	4.09
Community Health & Care	747.79	136.5	0.0	85.0	0.0	842.8	0.2	3139.4	0.7	4203.7	3,287.08	4.40
Finance & Resources	4.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	139.54	28.0	0.0	23.0	0.0	126.4	0.2	423.6	0.7	601.0	474.37	3.40
Strategy, Planning & Health Improvement	23.11	3.0	0.1	5.0	0.1	0.0	0.0	39.0	0.8	47.0	27.29	1.18
Health & Social Care Partnership	1,150.89	214.5	0.0	158.0	0.0	1124.1	0.2	4373.3	0.7	5869.9	4,754.02	4.13
Environment & Neighbourhood	653.86	88.0	0.0	113.0	0.1	390.2	0.2	1564.8	0.7	2155.9	1,676.93	2.56
Housing & Employability	255.73	20.5	0.0	37.5	0.1	75.9	0.1	452.6	0.8	586.5	553.21	2.16
Regeneration	423.31	63.0	0.1	65.0	0.1	311.3	0.3	630.7	0.6	1070.1	1,067.99	2.52
Regeneration, Environment & Growth	1,332.90	171.5	0.0	215.5	0.1	777.4	0.2	2648.1	0.7	3812.5	3,298.13	2.47
Communications, Culture & Communities	132.72	10.0	0.0	4.0	0.0	66.7	0.2	264.2	0.8	344.9	271.30	2.04
Education Learning & Attainment	643.77	136.5	0.1	77.0	0.0	361.9	0.2	1202.6	0.7	1778.0	1,245.98	1.94
People & Technology	95.56	1.0	0.0	0.0	0.0	6.9	0.1	43.3	0.8	51.2	40.07	0.42
Regulatory	90.35	9.0	0.1	9.0	0.1	28.6	0.2	77.0	0.6	123.6	114.44	1.27
Resources	274.39	51.5	0.1	25.0	0.0	99.2	0.2	326.0	0.6	501.7	434.13	1.58
Transformation & Public Service Reform (Excl. Teachers)	1,236.79	208.0	0.1	115.0	0.0	563.3	0.2	1913.1	0.7	2799.4	2,105.92	1.70
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,734.58	594.0	0.0	488.5	0.0	2464.8	0.2	8934.5	0.7	12481.7	10,158.07	2.72
Transformation & Public Service Reform (Teachers)	887.68	168.5	0.1	65.0	0.0	278.6	0.2	953.6	0.7	1465.7	1,251.34	1.41
COUNCIL-WIDE TOTAL	4,622.26	762.5	0.1	553.5	0.0	2743.4	0.2	9888.0	0.7	13947.4	11,409.41	2.47

TABLE 3 - Breakdown of Days Lost by Duration Category

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	762.5	5.47%
Short Term (4-5 days)	553.5	3.97%
Medium Term (6 days-4 weeks)	2,743.4	19.67%
Long Term (over 4 weeks)	9,888.0	70.90%
TOTAL	13,947.4	100%

TABLE 4 - Absence Reasons

Department	FTE Employees	Absence Reasons												Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related			
Strategic Management	14.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Child Healthcare & Criminal Justice	235.95	280.1	49.9	68.1	5.0	95.6	7.1	10.7	56.9	136.4	0.0	0.0	308.4	1018.2	965.28	4.09
Community Health & Care	747.79	394.0	275.7	1093.3	692.1	196.9	44.9	1.0	223.3	866.6	116.0	0.0	300.0	4203.7	3,287.08	4.40
Finance & Resources	4.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	139.54	100.3	41.4	39.3	105.6	47.1	0.0	0.0	0.0	23.0	45.7	0.0	198.6	601.0	474.37	3.40
Strategy, Planning & Health Improvement	23.11	8.0	0.0	0.0	0.0	0.0	0.0	0.0	39.0	0.0	0.0	0.0	0.0	47.0	27.29	1.18
Health & Social Care Partnership	1,150.89	782.4	367.0	1200.7	802.7	339.6	52.0	11.7	319.2	1026.0	161.7	0.0	807.0	5869.9	4,754.02	4.13
Environment & Neighbourhood	653.86	324.3	152.6	696.0	190.6	63.9	24.3	24.0	69.0	449.2	0.0	47.1	115.1	2155.9	1,676.93	2.56
Housing & Employability	255.73	126.2	5.0	95.0	47.1	74.0	49.3	21.4	0.0	92.1	0.0	0.0	76.3	586.5	553.21	2.16
Regeneration	423.31	209.5	110.9	273.7	64.3	30.0	0.0	0.0	85.7	202.4	0.0	0.0	93.6	1070.1	1,067.99	2.52
Regeneration, Environment & Growth	1,332.90	660.0	268.4	1064.7	302.0	167.9	73.6	45.4	154.7	743.7	0.0	47.1	284.9	3812.5	3,298.13	2.47
Communications, Culture & Communities	132.72	49.9	42.1	0.0	55.7	6.9	0.0	0.0	21.4	76.7	0.0	0.0	92.1	344.9	271.30	2.04
Education Learning & Attainment	643.77	419.9	88.3	197.9	311.4	83.1	85.8	4.0	217.9	252.0	34.9	7.1	75.7	1778.0	1,245.98	1.94
People & Technology	95.56	1.0	0.0	0.0	43.3	0.0	0.0	0.0	0.0	6.9	0.0	0.0	51.2	40.07	0.42	0.42
Regulatory	90.35	16.0	0.0	0.0	0.0	0.0	28.6	0.0	0.0	45.4	0.0	0.0	33.6	123.6	114.44	1.27
Resources	274.39	89.4	17.6	13.3	77.4	54.3	5.0	0.0	65.0	83.3	25.6	0.0	70.9	501.7	434.13	1.58
Transformation & Public Service Reform (Excl. Teachers)	1,236.79	576.2	148.0	211.2	487.9	144.3	119.4	4.0	304.3	464.3	60.5	7.1	272.3	2799.4	2,105.92	1.70
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,734.58	2018.5	783.5	2476.6	1592.5	651.7	244.9	61.1	778.3	2234.0	222.2	54.2	1364.2	12481.7	10,158.07	2.72
Transformation & Public Service Reform (Teachers)	887.68	461.2	0.0	273.4	114.7	44.3	65.0	17.9	42.9	287.4	40.3	0.0	118.6	1465.7	1,251.34	1.41
COUNCIL-WIDE TOTAL	4,622.26	2479.8	783.5	2750.0	1707.2	696.0	309.9	79.0	821.1	2521.4	262.5	54.2	1482.8	13947.4	11,409.41	2.47

TABLE 5 - Days Lost by Absence Category

Absence Reason	Working Days Lost	Percentage of Lost Days
Minor Illness	2,479.8	17.78%
Back Pain	783.5	5.62%
Musculo-skeletal Injuries	2,750.0	19.72%
Stress	1,707.2	12.24%
Recurring Medical Conditions	696.0	4.99%
Non Work Related Accidents / Injuries	309.9	2.22%

Work Related Accidents / Injuries	79.0	0.57%
Mental Health	821.1	5.89%
Acute Medical Conditions	2,521.4	18.08%
Pregnancy Related Absence	262.5	1.88%
Drink or Drug Related Condition	54.2	0.39%
Stress - Work Related	1,482.8	10.63%
<b>TOTAL</b>	<b>13,947.4</b>	<b>100%</b>

**TABLE 1 - Headline Figure**

Q2 2018/19

2.31

Q2 2017/18

2.53

Year on Year  
+/-

-8.68%

**TABLE 2 - Days Lost per**

Department	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
<b>Strategic Management</b>	<b>13.76</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>
Child Healthcare & Criminal Justice	234.15	26.0	37.0	210.0	597.0	870.0	832.55	3.56
Community Health & Care	741.45	104.0	107.5	842.4	3595.3	4649.2	3,537.57	4.77
Finance & Resources	5.50	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	138.05	39.5	26.0	129.3	381.4	576.2	453.66	3.29
Strategy, Planning & Health Improvement	22.88	2.0	5.0	4.6	20.1	31.7	21.49	0.94
<b>Health &amp; Social Care Partnership</b>	<b>1,142.02</b>	<b>171.5</b>	<b>175.5</b>	<b>1,186.2</b>	<b>4,593.9</b>	<b>6,127.1</b>	<b>4,845.27</b>	<b>4.24</b>
Environment & Neighbourhood	658.74	77.5	92.0	419.3	1454.5	2043.2	1,525.65	2.32
Housing & Employability	260.09	29.0	35.0	56.1	368.3	488.4	474.61	1.82
Regeneration	422.69	49.0	83.0	291.0	776.4	1199.4	1,136.92	2.69
<b>Regeneration, Environment &amp; Growth</b>	<b>1,341.52</b>	<b>155.5</b>	<b>210.0</b>	<b>766.5</b>	<b>2599.2</b>	<b>3731.1</b>	<b>3,137.18</b>	<b>2.34</b>
Communications, Culture & Communities	131.88	20.5	14.0	79.3	256.5	370.3	315.07	2.39
Education Learning & Attainment (Support Staff)	691.04	99.5	92.5	329.0	774.8	1295.8	1,065.13	1.54
People & Technology	95.29	9.0	15.0	26.8	61.0	111.8	101.28	1.06
Regulatory	92.05	5.0	0.0	42.3	49.7	97.0	65.94	0.72
Resources	269.97	60.0	61.5	179.0	369.6	670.1	570.22	2.11
<b>Transformation &amp; Public Service Reform (Excl. Teachers)</b>	<b>1,280.22</b>	<b>194.0</b>	<b>183.0</b>	<b>656.4</b>	<b>1511.6</b>	<b>2545.0</b>	<b>2,117.64</b>	<b>1.65</b>
<b>LOCAL GOVERNMENT EMPLOYEES TOTAL</b>	<b>3,777.52</b>	<b>521.0</b>	<b>568.5</b>	<b>2609.1</b>	<b>8704.6</b>	<b>12403.2</b>	<b>10,100.09</b>	<b>2.67</b>
<b>Transformation &amp; Public Service Reform (Teachers)</b>	<b>865.63</b>	<b>128.0</b>	<b>62.0</b>	<b>122.9</b>	<b>425.7</b>	<b>738.6</b>	<b>617.74</b>	<b>0.71</b>
<b>COUNCIL-WIDE TOTAL</b>	<b>4,643.15</b>	<b>649.0</b>	<b>630.5</b>	<b>2732.0</b>	<b>9130.3</b>	<b>13141.8</b>	<b>10,717.82</b>	<b>2.31</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	649.0	4.94%
Short Term (4-5 days)	630.5	4.80%
Medium Term (6 days-4 weeks)	2,732.0	20.79%
Long Term (over 4 weeks)	9,130.3	69.48%
<b>TOTAL</b>	<b>13,141.8</b>	<b>100%</b>

**Working Days Lost**



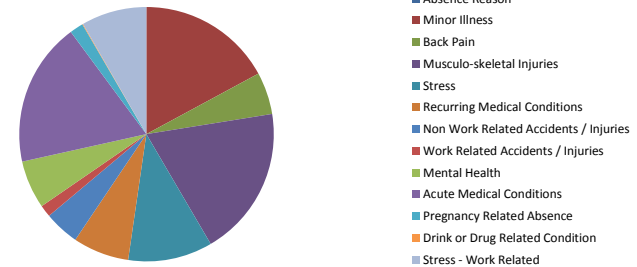
TABLE 4 - Absence Reasons

Department	FTE Employees	Absence Reasons												Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related			
<b>Strategic Management</b>	<b>13.76</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>
Child Healthcare & Criminal Justice	234.15	148.4	0.0	111.7	46.0	167.4	43.6	3.0	100.6	65.0	0.0	0.0	184.3	870.0	832.55	3.56
Community Health & Care	741.45	724.8	353.0	1095.4	411.6	262.5	253.3	32.1	214.5	862.5	124.6	0.0	315.0	4649.2	3,537.57	4.77
Finance & Resources	5.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	138.05	164.6	5.0	5.0	67.7	28.6	0.0	18.6	10.7	51.2	28.4	0.0	196.4	576.2	453.66	3.29
Strategy, Planning & Health Improvement	22.88	7.0	0.0	0.0	0.0	0.0	0.0	4.6	20.1	0.0	0.0	0.0	0.0	31.7	21.49	0.94
<b>Health &amp; Social Care Partnership</b>	<b>1,142.02</b>	<b>1044.9</b>	<b>358.0</b>	<b>1212.1</b>	<b>525.3</b>	<b>458.5</b>	<b>296.9</b>	<b>58.3</b>	<b>345.9</b>	<b>978.6</b>	<b>153.0</b>	<b>0.0</b>	<b>695.7</b>	<b>6127.1</b>	<b>4,845.27</b>	<b>4.24</b>
Environment & Neighbourhood	658.74	264.4	75.3	527.3	133.1	224.0	128.1	126.1	32.9	445.0	22.0	0.0	65.0	2043.2	1,525.65	2.32
Housing & Employability	260.09	71.9	4.0	90.7	30.1	69.7	54.4	0.0	12.1	102.9	0.0	0.0	52.6	488.4	474.61	1.82
Regeneration	422.69	205.0	174.5	320.0	255.0	4.0	10.7	0.0	95.7	53.9	0.0	5.0	75.7	1199.4	1,136.92	2.69
<b>Regeneration, Environment &amp; Growth</b>	<b>1,341.52</b>	<b>541.2</b>	<b>253.8</b>	<b>938.0</b>	<b>418.3</b>	<b>297.7</b>	<b>193.3</b>	<b>126.1</b>	<b>140.7</b>	<b>601.7</b>	<b>22.0</b>	<b>5.0</b>	<b>193.3</b>	<b>3731.1</b>	<b>3,137.18</b>	<b>2.34</b>
Communications, Culture & Communities	131.88	77.9	45.7	37.2	62.9	22.5	0.0	0.0	56.1	38.3	0.0	0.0	29.7	370.3	315.07	2.39
Education Learning & Attainment (Support Staff)	691.04	210.7	7.0	271.9	196.7	74.1	8.6	17.6	69.7	350.7	40.7	5.0	43.1	1295.8	1,065.13	1.54
People & Technology	95.29	40.4	0.0	0.0	5.0	0.0	0.0	0.0	0.0	66.4	0.0	0.0	0.0	111.8	101.28	1.06
Regulatory	92.05	3.0	0.0	0.0	13.6	17.9	0.0	0.0	0.0	41.2	0.0	0.0	21.4	97.0	65.94	0.72
Resources	269.97	162.6	38.0	7.0	75.5	61.4	1.0	0.0	107.2	132.6	0.0	0.0	84.9	670.1	570.22	2.11
Transformation & Public Service Reform (Excl. Teachers)	1,280.22	494.7	90.7	316.0	353.7	175.9	9.6	17.6	233.0	629.1	40.7	5.0	179.1	2545.0	2,117.64	1.65
<b>LOCAL GOVERNMENT EMPLOYEES TOTAL</b>	<b>3,777.52</b>	<b>2080.8</b>	<b>702.5</b>	<b>2466.2</b>	<b>1297.2</b>	<b>932.1</b>	<b>499.7</b>	<b>201.9</b>	<b>719.6</b>	<b>2209.4</b>	<b>215.7</b>	<b>10.0</b>	<b>1068.1</b>	<b>12403.2</b>	<b>10,100.09</b>	<b>2.67</b>
Transformation & Public Service Reform (Teachers)	865.63	165.2	0.0	49.3	113.7	4.0	87.3	0.0	81.4	198.6	12.0	0.0	27.1	738.6	617.74	0.71
<b>COUNCIL-WIDE TOTAL</b>	<b>4,643.15</b>	<b>2246.0</b>	<b>702.5</b>	<b>2515.5</b>	<b>1410.9</b>	<b>936.1</b>	<b>587.0</b>	<b>201.9</b>	<b>801.0</b>	<b>2408.0</b>	<b>227.7</b>	<b>10.0</b>	<b>1095.2</b>	<b>13141.8</b>	<b>10,717.82</b>	<b>2.31</b>

TABLE 5 - Days Lost by Absence Category

Absence Reason	Working Days Lost	Percentage of Lost Days
Minor Illness	2,246.0	17.09%
Back Pain	702.5	5.35%
Musculo-skeletal Injuries	2,515.5	19.14%
Stress	1,410.9	10.74%
Recurring Medical Conditions	936.1	7.12%
Non Work Related Accidents / Injuries	587.0	4.47%
Work Related Accidents / Injuries	201.9	1.54%
Mental Health	801.0	6.10%
Acute Medical Conditions	2,408.0	18.32%
Pregnancy Related Absence	227.7	1.73%
Drink or Drug Related Condition	10.0	0.08%
Stress - Work Related	1,095.2	8.33%
<b>TOTAL</b>	<b>13,141.8</b>	<b>100%</b>

Working Days Lost



**TABLE 1 - Headline Figure**

**Q1 2018/19**

**2.47**

**Q1 2017/18**

**2.49**

**Year on Year +/-**

**-0.6%**

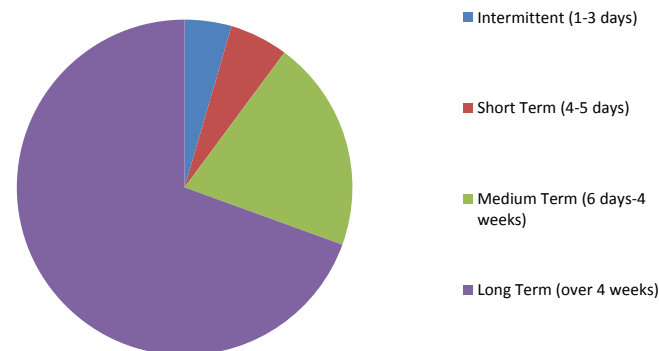
**TABLE 2 - Days Lost per Employee**

Section / Team	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
Environment & Neighbourhood	653.86	88.0	113.0	390.2	1564.8	2155.9	1,676.93	2.56
Housing & Employability	255.73	20.5	37.5	75.9	452.6	586.5	553.21	2.16
Regeneration	423.31	63.0	65.0	311.3	630.7	1070.1	1,067.99	2.52
<b>Regeneration, Environment &amp; Growth TOTAL</b>	<b>1,332.91</b>	<b>171.5</b>	<b>215.5</b>	<b>777.4</b>	<b>2648.1</b>	<b>3812.5</b>	<b>3,298.12</b>	<b>2.47</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	171.5	4.50%
Short Term (4-5 days)	215.5	5.65%
Medium Term (6 days-4 weeks)	777.4	20.39%
Long Term (over 4 weeks)	2,648.1	69.46%
<b>TOTAL</b>	<b>3,812.5</b>	<b>100.00%</b>

**Working Days Lost**



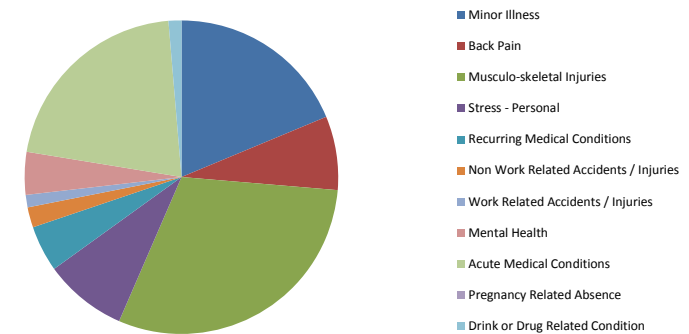
**TABLE 4 - Absence Reasons**

Section / Team	FTE Employees	Absence Reasons												Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related			
Environment & Neighbourhood	653.86	324.3	152.6	696.0	190.6	63.9	24.3	24.0	69.0	449.2	0.0	47.1	115.1	2155.9	1,676.93	2.56
Housing & Employability	255.73	126.2	5.0	95.0	47.1	74.0	49.3	21.4	0.0	92.1	0.0	0.0	76.3	586.5	553.21	2.16
Regeneration	423.31	209.5	110.9	273.7	64.3	30.0	0.0	0.0	85.7	202.4	0.0	0.0	93.6	1070.1	1,067.99	2.52
Regeneration, Environment & Growth TOTAL	1,332.91	660.0	268.4	1064.7	302.0	167.9	73.6	45.4	154.7	743.7	0.0	47.1	284.9	3812.5	3,298.12	2.47

**TABLE 5 - Days Lost by Absence Category**

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	660.0	17.31%
Back Pain	268.4	7.04%
Musculo-skeletal Injuries	1064.7	27.93%
Stress - Personal	302.0	7.92%
Recurring Medical Conditions	167.9	4.40%
Non Work Related Accidents / Injuries	73.6	1.93%
Work Related Accidents / Injuries	45.4	1.19%
Mental Health	154.7	4.06%
Acute Medical Conditions	743.7	19.51%
Pregnancy Related Absence	0.0	0.00%
Drink or Drug Related Condition	47.1	1.24%
Stress - Work Related	284.9	7.47%
<b>TOTAL</b>	<b>3,812.5</b>	<b>100.00%</b>

**Working Days Lost**



**TABLE 1 - Headline Figure**

**Q2 2018/19**

**2.34**

**Q2 2017/18**

**2.42**

**Year on Year +/-**

**-3.2%**

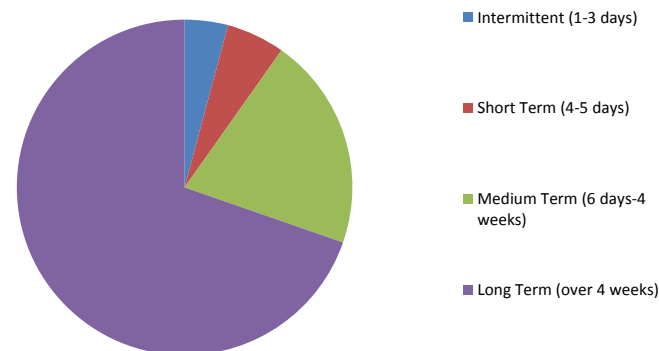
**TABLE 2 - Days Lost per Employee**

Section / Team	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
Environment & Neighbourhood	658.74	77.5	92.0	419.3	1454.5	2043.2	1,525.65	2.32
Housing & Employability	260.09	29.0	35.0	56.1	368.3	488.4	474.61	1.82
Regeneration	422.69	49.0	83.0	291.0	776.4	1199.4	1,136.92	2.69
<b>Regeneration, Environment &amp; Growth TOTAL</b>	<b>1,341.52</b>	<b>155.5</b>	<b>210.0</b>	<b>766.5</b>	<b>2599.2</b>	<b>3731.1</b>	<b>3,137.18</b>	<b>2.34</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	155.5	4.17%
Short Term (4-5 days)	210.0	5.63%
Medium Term (6 days-4 weeks)	766.5	20.54%
Long Term (over 4 weeks)	2,599.2	69.66%
<b>TOTAL</b>	<b>3,731.1</b>	<b>100.00%</b>

**Working Days Lost**



**TABLE 4 - Absence Reasons**

Section / Team	FTE Employees	Absence Reasons												Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related			
Environment & Neighbourhood	658.74	264.4	75.3	527.3	133.1	224.0	128.1	126.1	32.9	445.0	22.0	0.0	65.0	2043.2	1,525.65	2.32
Housing & Employability	260.09	71.9	4.0	90.7	30.1	69.7	54.4	0.0	12.1	102.9	0.0	0.0	52.6	488.4	474.61	1.82
Regeneration	422.69	205.0	174.5	320.0	255.0	4.0	10.7	0.0	95.7	53.9	0.0	5.0	75.7	1199.4	1,136.92	2.69
<b>Regeneration, Environment &amp; Growth TOTAL</b>	<b>1,341.52</b>	<b>541.2</b>	<b>253.8</b>	<b>938.0</b>	<b>418.3</b>	<b>297.7</b>	<b>193.3</b>	<b>126.1</b>	<b>140.7</b>	<b>601.7</b>	<b>22.0</b>	<b>5.0</b>	<b>193.3</b>	<b>3731.1</b>	<b>3,137.18</b>	<b>2.34</b>

**TABLE 5 - Days Lost by Absence Category**

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	541.2	14.51%
Back Pain	253.8	6.80%
Musculo-skeletal Injuries	938.0	25.14%
Stress - Personal	418.3	11.21%
Recurring Medical Conditions	297.7	7.98%
Non Work Related Accidents / Injuries	193.3	5.18%
Work Related Accidents / Injuries	126.1	3.38%
Mental Health	140.7	3.77%
Acute Medical Conditions	601.7	16.13%
Pregnancy Related Absence	22.0	0.59%
Drink or Drug Related Condition	5.0	0.13%
Stress - Work Related	193.3	5.18%
<b>TOTAL</b>	<b>3,731.1</b>	<b>100.00%</b>

**Working Days Lost**

