WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead Resources

Corporate Services Committee – 09 September 2020

Subject: Corporate Services Budgetary Control Report to 31 July 2020 (Period 4)

1. Purpose

1.1 The purpose of this report is to advise the Committee on the performance of the Corporate Services budget for the period to 31 July 2020.

2. Recommendations

2.1 Members are asked to:

i) note that the revenue account currently shows a projected annual adverse variance of £0.307m (1.50%) of the total budget) of which £0.338m is covid related; and

ii) note that the capital account is showing a projected in-year underspend of £1.641m due to 6 projects showing projected underspends as a result of delays to these projects caused by Covid 19 restrictions. The project life projection is currently showing a breakeven position.

3. Background

Revenue

3.1 At the meeting of West Dunbartonshire Council on 4 March 2020, Members agreed the revenue estimates for 2020/2021, including a total net Corporate Services budget of £21.135m. Budget transfers have taken place decreasing the budget to £20.497m as detailed below.

	£m
Budget Agreed March 2020	21.135
Transfer of Post to Building Services	-0.024
Redeterminations of Revenue Support Grant	0.050
Budget to cover additional Microsoft Licences	0.017
Various reductions re Covid	-0.391
Annual recurring variances exercise	-0.290
	20.497

Covid 19 Related Budget Adjustments

3.2 The completion of an exercise to identify spend which is controllable by services (such as conference fees, purchase of tools & equipment and transport) has resulted in movement of budget worth £0.391m between services and the Contingency fund. This has transferred some favourable variances which were reported by services previously to the contingency fund and will alleviate some of the additional spend pressure being identified due to Covid-19.

Annual Recurring Variances Exercise

3.3 Following the completion of the Annual Accounts 2019/20, an exercise was completed to identify recurring variances in all service areas. This has resulted in movement of budget worth £0.290 between services and the Contingency Fund, which has now been incorporated into the report.

Capital

3.4 At the meeting of Council on 4 March 2020, Members also agreed the updated 10 year General Services Capital Strategy covering 2020/21 to 2029/30.

4. Main Issues

Revenue

4.1 The summary report at Appendix 1 identifies a projected annual adverse variance (overspend) of £0.307m (1.50%) of the total budget), offset by £0.338m due to the currently projected impact of covid. The covid impact projection is based upon a range of assumptions as to how services will restart over the remainder of this financial year. Detailed service reports are attached as Appendix 2.

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

4.3 Although the report indicates that expenditure is adverse in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results.

4.4 Agreed savings and management adjustments actioned within 2020/21 are monitored with current indications showing that of the total target being monitored (£0.143m) £0.143m is currently on target to be achieved. (See Appendix 4).

Capital

4.4.1 Appendices 5 to 8 highlight 11 projects as showing an in-year underspend and 11 projects on target. The overall Corporate Services programme

summary report at Appendix 5 shows that there is a projected £1.641m to be re-phased in future years.

5. Option Appraisal

5.1 No option appraisal was required for this report.

6. People Implications

6.1 There are no people implications.

7. Financial and Procurement Implications

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

8. Risk Analysis

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

9. Equalities Impact Assessment (EIA)

9.1 No equalities impact assessment was required in relation to this report.

10. Consultation

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

11. Strategic Assessment

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

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Stephen West
Strategic Lead Resources

Date: 25 August 2020

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Appendices:	Appendix 1 -	Revenue Budgetary Control 2020/21 – Summary Report
	Appendix 2 -	Revenue Budgetary Control 2020/201 – Service Reports
	Appendix 3 -	Analysis of Revenue Variances over £50,000
	Appendix 4 -	2020/21 Efficiencies Monitoring
	Appendix 5 -	Overall Capital Programme Summary Financials
	Appendix 6 -	Capital Programme – Red Status
	Appendix 7 -	Capital Programme – Amber Status
	Appendix 8 -	Capital Programme – Green Status

Background Papers:	Ledger output – Period 4 General Services Revenue Estimates 2020/21 – Council 4 March 2020 General Services Capital Strategy 2020/21 to 2029/30 - Council 4 March 2020
Wards Affected	All Wards

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES SUMMARY

APPENDIX 1

MONTH END DATE **31 July 2020**

Service / Subjective Summary	Total Budget 2020/21	Spend to Date 2020/21	Forecast Spend	Variance 2020/21		Annual RAG Status	Net Variance attributable to covid	Underlying Variance excluding covid
	£000	£000	£000	£000	%		£000	£000
Audit	134	122	119	(15)	-11%	↑	(0)	(15)
Finance	1,402	543	1,398	(4)	0%	↑	22	(26)
Rent Rebates & Allowances	(231)	541	(231)	0	0%	→	0	0
Revenues & Benefits	2,000	979	1,998	(2)	0%	↑	(1)	(1)
Finance Service Centre	290	92	291	1	0%	↓	(0)	1
Cost of Collection of Rates	21	702	21	0	0%	→	0	0
Cost of Collection of Council Tax	(782)	(109)	(779)	3	0%	↓	(6)	9
Procurement	575	282	504	(71)	-12%	↑	0	(71)
Democratic and Registration Service	750	265	802	52	7%	↓	38	14
Central Admin Support	2,416	741	2,348	(68)	-3%	↑	(0)	(68)
Environmental Health	646	219	707	61	9%	↓	25	36
Licensing	(126)	37	(60)	66	52%	↓	108	(42)
Legal Services/Trading Standards	943	338	938	(5)	-1%	↑	5	(10)
Planning	447	136	476	29	6%	↓	95	(66)
Transactional Services	691	215	682	(9)	-1%	↑	(0)	(9)
Human Resources (including risk)	1,226	329	1,245	19	2%	↓	(1)	20
Information Services	4,093	2,178	4,091	(2)	0%	↑	(28)	26
Change Support	305	89	279	(26)	-9%	↑	0	(26)
Communications & Marketing	313	101	320	7	2%	↓	0	7
Citizen Services	1,351	441	1,375	24	2%	↓	0	24
Performance & Strategy	343	115	344	1	0%	↓	0	1
Clydebank Town Hall	176	19	338	163	93%	↓	74	89
Office Accomodation	1,551	270	1,540	(11)	-1%	↑	0	(11)
Libraries	1,608	464	1,673	65	4%	↓	9	56
Arts and Heritage	356	125	385	28	8%	→	0	28
Total Net Expenditure	**20,497**	**9,234**	**20,804**	**307**	**1.50%**	↓	**338**	**(31)**

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

APPENDIX 2

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
All Services	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	19,729	6,332	19,756	27	0%	↓
Property	1,763	243	1,756	(7)	0%	↑
Transport and Plant	55	6	47	(8)	-14%	↑
Supplies, Services and Admin	3,080	1,661	3,058	(22)	-1%	↑
Payments to Other Bodies	1,615	15,270	16,318	14,703	910%	↓
Other	41,490	12,684	41,490	0	0%	→
Gross Expenditure	**67,733**	**36,195**	**82,425**	**14,693**	**22%**	↓
Income	**(47,235)**	**(26,960)**	**(61,621)**	**(14,386)**	**-30%**	↑
Net Expenditure	**20,498**	**9,234**	**20,804**	**306**	**1%**	↓
Audit	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	410	120	391	(19)	-5%	↑
Property				0	0%	→
Transport and Plant	1	-	-	(1)	-100%	↑
Supplies, Services and Admin	2	2	2	0	0%	→
Payments to Other Bodies				0	0%	→
Other				0	0%	→
Gross Expenditure	**413**	**122**	**393**	**(20)**	**-5%**	↑
Income	- 279	-	- 274	**5**	**2%**	↓
Net Expenditure	**134**	**122**	**119**	**(15)**	**-11%**	↑
Finance	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,594	537	1,630	36	2%	↓
Property				0	0%	→
Transport and Plant	1	0	0	(1)	-100%	↑
Supplies, Services and Admin	7	4	6	(1)	-14%	↑
Payments to Other Bodies	2	2	2	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,604**	**543**	**1,638**	**34**	**2%**	↓
Income	(202)	0	(240)	**(38)**	**-19%**	↑
Net Expenditure	**1,402**	**543**	**1,398**	**- 4**	**0%**	↑
Rent Rebates & Allowances	**£000**	**£000**	**£000**	**£000**	**%**	
Employee				0	0%	→
Property				0	0%	→
Transport and Plant				0	0%	→
Supplies, Services and Admin				0	0%	→
Payments to Other Bodies				0	0%	→
Other	41,490	12,684	41,490	0	0%	→
Gross Expenditure	**41,490**	**12,684**	**41,490**	**0**	**0%**	→
Income	- 41,721	- 12,143	- 41,721	**0**	**0%**	→
Net Expenditure	**- 231**	**541**	**(231)**	**0**	**0%**	→
Revenues & Benefits	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,800	612	1,801	1	0%	↓
Property	0	0	0	0	0%	→
Transport and Plant	3	0	2	(1)	-33%	↑
Supplies, Services and Admin	27	14	32	5	19%	↓
Payments to Other Bodies	839	527	839	0	0%	→
Other				0	0%	→
Gross Expenditure	**2,669**	**1,153**	**2,674**	**5**	**0%**	↓
Income	(669)	(174)	(676)	**(7)**	**-1%**	↑
Net Expenditure	**2,000**	**979**	**1,998**	**(2)**	**0%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

APPENDIX 2

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
Finance Service Centre	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	245	78	247	2	1%	↓
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	45	14	44	(1)	-2%	↑
Payments to Other Bodies				0	0%	→
Other				0	0%	→
Gross Expenditure	**290**	**92**	**291**	**1**	**0%**	↓
Income	**0**	0	0	**0**	**0%**	→
Net Expenditure	**290**	**92**	**291**	**1**	**0%**	↓
Cost of Collection of Rates	**£000**	**£000**	**£000**	**£000**	**%**	
Employee				0	0%	→
Property				0	0%	→
Transport and Plant				0	0%	→
Supplies, Services and Admin	6	(1)	6	0	0%	→
Payments to Other Bodies	100	14,703	14,803	14,703	14703%	↓
Other				0	0%	→
Gross Expenditure	**106**	**14,702**	**14,809**	**14,703**	**13871%**	↓
Income	(85)	(14,000)	(14,788)	**(14,703)**	**-17298%**	↑
Net Expenditure	**21**	**702**	**21**	**0**	**0%**	→
Cost of Collection of Council Tax	**£000**	**£000**	**£000**	**£000**	**%**	
Employee					0%	→
Property					0%	→
Transport and Plant					0%	→
Supplies, Services and Admin	64	2	56	(8)	-13%	↑
Payments to Other Bodies	38	9	38	0	0%	→
Other					0%	→
Gross Expenditure	**102**	**11**	**94**	**(8)**	**-8%**	↑
Income	(884)	(120)	(873)	11	**1%**	↓
Net Expenditure	**(782)**	**(109)**	**(779)**	**3**	**0%**	↓
Procurement	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,010	282	913	(97)	-10%	↑
Property				0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	2	0	2	0	0%	→
Payments to Other Bodies	69	0	69	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,082**	**282**	**985**	**(97)**	**-9%**	↑
Income	(507)	0	(481)	**26**	**5%**	↓
Net Expenditure	**575**	**282**	**504**	**(71)**	**-12%**	↑
Democratic and Registration Service	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	846	279	862	16	2%	↓
Property	0	0	0	0	0%	→
Transport and Plant	2	0	0	(2)	-100%	↑
Supplies, Services and Admin	21	2	10	(11)	-52%	↑
Payments to Other Bodies				0	0%	→
Other				0	0%	→
Gross Expenditure	**869**	**281**	**872**	**3**	**0%**	↓
Income	(119)	(16)	(70)	**49**	**41%**	↓
Net Expenditure	**750**	**265**	**802**	**52**	**7%**	↓

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 2**
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
Central Admin Support	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	2,395	742	2,337	(58)	-2%	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	20	2	20	0	0%	→
Payments to Other Bodies	0	0	0	0	0%	→
Other				0	0%	→
Gross Expenditure	**2,416**	**744**	**2,358**	**(58)**	**-2%**	↑
Income	0	(3)	(10)	**(10)**	**0%**	↑
Net Expenditure	**2,416**	**741**	**2,348**	**(68)**	**-3%**	↑
Environmental Health	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	924	288	923	(1)	0%	↑
Property	7	1	7	0	0%	→
Transport and Plant	11	1	11	0	0%	→
Supplies, Services and Admin	18	4	18	0	0%	→
Payments to Other Bodies	78	0	78	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,038**	**294**	**1,037**	**- 1**	**0%**	↑
Income	(392)	(75)	(330)	**62**	**16%**	↓
Net Expenditure	**646**	**219**	**707**	**61**	**9%**	↓
Licensing	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	270	91	275	5	2%	↓
Property				0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	4	2	6	2	50%	↓
Payments to Other Bodies	8	0	8	0	0%	→
Other				0	0%	→
Gross Expenditure	**283**	**93**	**290**	**7**	**2%**	↓
Income	(408)	(56)	(350)	**58**	**14%**	↓
Net Expenditure	**(126)**	**37**	**(60)**	**66**	**-52%**	↓
Legal Services/Trading Standards	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,072	336	1,061	(11)	-1%	↑
Property				0	0%	→
Transport and Plant	3	0	3	0	0%	→
Supplies, Services and Admin	15	6	15	0	0%	→
Payments to Other Bodies	2	1	2	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,092**	**343**	**1,081**	**(11)**	**-1%**	↑
Income	(149)	(5)	(143)	**6**	**4%**	↓
Net Expenditure	**943**	**338**	**938**	**(5)**	**-1%**	↑
Planning	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,176	350	1,101	(75)	-6%	↑
Property	0	0	0	0	0%	→
Transport and Plant	4	0	3	(1)	-25%	↑
Supplies, Services and Admin	24	1	22	(2)	-8%	↑
Payments to Other Bodies	130	5	130	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,334**	**356**	**1,256**	**(78)**	**-6%**	↑
Income	(887)	(220)	(780)	**107**	**12%**	↓
Net Expenditure	**447**	**136**	**476**	**29**	**6%**	↓

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 2**
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
Transactional Services	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	707	220	697	(10)	-1%	↑
Property				0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	5	2	5	0	0%	→
Payments to Other Bodies				0	0%	→
Other				0	0%	→
Gross Expenditure	**712**	**222**	**702**	**- 10**	**-1%**	↑
Income	(21)	(7)	(20)	**1**	**5%**	↓
Net Expenditure	**691**	**215**	**682**	**- 9**	**-1%**	↑
Human Resources (including risk)	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	959	319	981	22	2%	↓
Property	0	0	0	0	0%	→
Transport and Plant	4	0	2	(2)	-50%	↑
Supplies, Services and Admin	4	2	3	(1)	-25%	↑
Payments to Other Bodies	259	8	259	0	0%	→
Other				0	0%	→
Gross Expenditure	**1,226**	**329**	**1,245**	**19**	**2%**	↓
Income				**0**	**0%**	→
Net Expenditure	**1,226**	**329**	**1,245**	**19**	**2%**	↓
Information Services	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	2,052	695	2,117	65	3%	↓
Property				0	0%	→
Transport and Plant	3	0	2	(1)	-33%	↑
Supplies, Services and Admin	2,472	1,514	2,481	9	0%	↓
Payments to Other Bodies	19	1	19	0	0%	→
Other				0	0%	→
Gross Expenditure	**4,546**	**2,210**	**4,619**	**73**	**2%**	↓
Income	(453)	(32)	(528)	**(75)**	**-17%**	↑
Net Expenditure	**4,093**	**2,178**	**4,091**	**(2)**	**0%**	↑
Change Support	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	356	102	331	(25)	-7%	↑
Property				0	0%	→
Transport and Plant	1	0	0	(1)	-100%	↑
Supplies, Services and Admin	0	0	0	0	0%	→
Payments to Other Bodies				0	0%	→
Other				0	0%	→
Gross Expenditure	**357**	**102**	**331**	**(26)**	**-7%**	↑
Income	(52)	(13)	(52)	**0**	**0%**	→
Net Expenditure	**305**	**89**	**279**	**(26)**	**-9%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

APPENDIX 2

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
Communications & Marketing	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	317	119	331	14	4%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	0	(0)	-33%	↑
Supplies, Services and Admin	9	2	10	1	6%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	**326**	**121**	**341**	**14**	**4%**	↓
Income	(14)	(20)	(21)	**(7)**	**-51%**	↑
Net Expenditure	**313**	**101**	**320**	**7**	**2%**	↓
Citizen Services	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,329	428	1,353	24	2%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	(0)	-33%	↑
Supplies, Services and Admin	20	13	21	1	5%	↓
Payments to Other Bodies	0	0	0	(0)	-43%	↑
Other	0	0	0	0	0%	→
Gross Expenditure	**1,351**	**441**	**1,375**	**24**	**2%**	↓
Income	**0**	**0**	**0**	**0**	**0%**	→
Net Expenditure	**1,351**	**441**	**1,375**	**24**	**2%**	↓
Performance & Strategy	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	322	103	324	2	1%	↓
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	(0)	-33%	↑
Supplies, Services and Admin	0	0	0	0	4%	↓
Payments to Other Bodies	19	11	19	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	**343**	**115**	**344**	**1**	**0%**	↓
Income	0	0	0	**0**	**0%**	→
Net Expenditure	**343**	**115**	**344**	**1**	**0%**	↓
Clydebank Town Hall	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	251	83	328	77	31%	↓
Property	179	11	179	0	0%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	41	1	28	(13)	-32%	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	**471**	**94**	**535**	**64**	**14%**	↓
Income	(295)	(75)	(197)	**98**	**33%**	↓
Net Expenditure	**176**	**19**	**338**	**163**	**93%**	↓
Office Accomodation	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	140	40	137	(3)	-2%	↑
Property	1,327	219	1,319	(7)	-1%	↑
Transport and Plant	1	0	0	(0)	-33%	↑
Supplies, Services and Admin	64	10	63	(0)	0%	↑
Payments to Other Bodies	20	0	20	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	**1,551**	**270**	**1,540**	**(11)**	**-1%**	↑
Income	0	0	0	**0**	**0%**	→
Net Expenditure	**1,551**	**270**	**1,540**	**(11)**	**-1%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2020/21
CORPORATE SERVICES COMMITTEE DETAIL

APPENDIX 2

PERIOD **31 July 2020**

Service Summary	Total Budget 2020/21	YTD Spend 2020/21	Forecast Spend 2020/21	Variance 2020/21		RAG Status
Libraries	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	1,196	388	1,246	50	4%	↓
Property	249	11	249	0	0%	→
Transport and Plant	15	4	18	4	26%	↓
Supplies, Services and Admin	191	63	190	(1)	0%	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	**1,650**	**466**	**1,704**	**53**	**3%**	↓
Income	(43)	(1)	(31)	**12**	**27%**	↓
Net Expenditure	**1,608**	**464**	**1,673**	**65**	**4%**	↓
Arts and Heritage	**£000**	**£000**	**£000**	**£000**	**%**	
Employee	359	119	370	12	3%	↓
Property	2	0	2	0	0%	→
Transport and Plant	1	0	1	(0)	-33%	↑
Supplies, Services and Admin	19	4	17	(2)	-8%	↑
Payments to Other Bodies	32	2	32	0	0%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	**412**	**125**	**421**	**10**	**2%**	↓
Income	-55	0	-37	**18**	**33%**	↓
Net Expenditure	**356**	**125**	**385**	**28**	**8%**	↓

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 3**

REVENUE BUDGETARY CONTROL 2020/2021

ANALYSIS FOR VARIANCES OVER £50,000

YEAR END DATE **31 July 2020**

Budget Details	Variance Analysis				
	Total Budget	Annual Spend	Variance		RAG Status
	£000	£000	£000	%	
Procurement	575	504	(71)	-12%	↑
Service Description	This service provides a purchasing & procurement service for the Council				
Main Issues / Reason for Variance	Main reason for favourable variance is vacancies.				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	Underspend is anticipated				
Democratic and Registration Service	750	802	52	7%	↓
Service Description	This services deals with the administration functions and Democratic Services within the Authority				
Main Issues / Reason for Variance	The main reason for the variance is a reduction in expected income due to Covid 19.				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	Overspend is anticipated				
Central Admin Support	2,416	2,348	(68)	-3%	↑
Service Description	This services deals with administration functions within the Authority				
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	It is anticipated that the underspend will continue throughout the year				
Environmental Health	646	707	61	9%	↓
Service Description	The 3 Groups within this service (Food and Business Group, Environmental Pollution Group and Community Health Protection Group) are responsible for all aspects of Environmental Health work.				
Main Issues / Reason for Variance	The main reason for the variance is a reduction in expected income due to Covid 19.				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	Overspend is anticipated				

Budget Details	Variance Analysis				
	Total Budget	Annual Spend	Variance		RAG Status
	£000	£000	£000	%	
Licensing	(126)	(60)	66	-52%	↓
Service Description	This service provides all licensing on behalf of the Council				
Main Issues / Reason for Variance	The main reason for the variance is a reduction in expected income due to Covid 19.				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	Overspend is anticipated				

Clydebank Town Hall	176	338	163	93%	↓
Service Description	The service provides civic accommodation and facilities within Clydebank				
Main Issues / Reason for Variance	The adverse variance is mainly due to non achievement of turnover and loss of income due to covid				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	An overspend is likely.				

Libraries	1,608	1,673	65	4%	↓
Service Description	This service includes the provision of Library, Culture and Museums				
Main Issues / Reason for Variance	The adverse variance is mainly due to non achievement of turnover and loss of income due to covid				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	An overspend is likely.				

WEST DUNBARTONSHIRE COUNCIL

MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2020/21

Appendix 4

Efficiency reference	Efficiency Detail	Strategic Lead Area	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA1	Resources - streamline processes	Resources	- 80,000	- 80,000	-	Achieved
MA2	Reduce leadership support team	Regulatory	- 33,073	- 33,073	-	Achieved
MA4	Arts & Heritage restructure	Communication; Culture; Communities; Facilities	- 30,000	- 30,000	-	Achieved
			- 143,073	- 143,073	-	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE 31 July 2020

PERIOD 4

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis			
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status
Red								
Projects are forecast to be overspent and/or experience material delay to completion	7	32%	0	0%	7	32%	0	0%
Amber								
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	4	18%	294	7%	4	18%	89	78%
Green								
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	11	50%	3,917	93%	11	50%	25	22%
TOTAL EXPENDITURE	**22**	**100%**	**4,211**	**100%**	**22**	**100%**	**114**	**100%**

	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Slippage £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	5,618	0	5,618	0	868	0	100	(768)	(768)	0
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	5,329	294	5,329	0	2,169	89	1,296	(873)	(873)	0
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	5,385	3,917	5,385	0	353	25	353	0	0	0
TOTAL EXPENDITURE	**16,332**	**4,211**	**16,332**	**0**	**3,391**	**114**	**1,750**	**(1,641)**	**(1,641)**	**0**

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

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
1	**Making Tax Digital**						
	Project Life Financials	40	0	0%	40	0	0%
	Current Year Financials	40	0	0%	0	(40)	-100%
	Project Description	Making Tax Digital.					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		31-Oct-21
	Main Issues / Reason for Variance						
	Making Tax Digital deliverables/ guidance has changed since this capital bid was submitted. Officers need to reassess WDC plans for Making Tax Digital to ensure that the Council remain compliant. Due to COVID- 19 HMRC have delayed the next stage of MTD until October 2021. Progress has been made on the digital linking of data on our excel spreadsheets in preparation of the next phase launch. Budget is therefore required to be rephased to 2021/22.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Making Tax Digital.						
2	**Legal Case Management System**						
	Project Life Financials	33	0	0%	33	0	0%
	Current Year Financials	33	0	0%	0	(33)	-100%
	Project Description	Legal Case Management System					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		31-Mar-22
	Main Issues / Reason for Variance						
	The project will resume following lockdown and Officers are able to access the hardware the system will run on. Tenders received have been held so Officers expect project can be completed within budget, when project is able to resume. It is therefore expected completion may not be possible in 2020/21, therefore budget is required to be rephased to 2021/22.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	New legal case management system.						
3	**Internet of Things Asset Tracking - new project 2020/21**						
	Project Life Financials	240	0	0%	240	0	0%
	Current Year Financials	240	0	0%	50	(190)	-79%
	Project Description	Asset Tracking					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		28-Feb-22
	Main Issues / Reason for Variance						
	The project is currently on hold and won't restart until about September 2020, due to prioritisation of resources during COVID-19 lockdown. The project will complete approx. February 2022 as it is an 18 month project.						
	Mitigating Action						
	To agree budget slippage						
	Anticipated Outcome						
	Project will be on budget but will be delayed.						

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

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
4	**IoT Employee Resilience Support - new project 2020/21**						
	Project Life Financials	200	0	0%	200	0	0%
	Current Year Financials	200	0	0%	50	(150)	-75%
	Project Description	Employee Resillience Support					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		28-Feb-22
	Main Issues / Reason for Variance						
	The project is on hold and won't restart until potentially September 2020, due to prioritisation of resources during COVID-19 lockdown. There will be a delay in the completion date of the project as it is an 18 month project.						
	Mitigating Action						
	To agree budget slippage						
	Anticipated Outcome						
	Project will be on budget but will be delayed.						
5	**Telephone System Upgrade**						
	Project Life Financials	15	0	0%	15	0	0%
	Current Year Financials	15	0	0%	0	(15)	-100%
	Project Description	To improve Housing Repairs telephone platform for incoming calls, providing improved Management Information.					
	Project Lifecycle	Planned End Date		31-Mar-21	End Date		31-Mar-22
	Main Issues / Reason for Variance						
	Works scoped with ICT. However, given recent circumstances, there has been no further progress made. It would be unfair to ask ICT to divert resource to this project at this time and it wouldn't be acceptable to make any changes or amendments to the telephone platform at this point. It is therefore expected the telephone system upgrade will be delayed until 2021/22.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	To upgrade telephone system.						
6	**Glencairn House**						
	Project Life Financials	5,050	0	0%	5,050	0	0%
	Current Year Financials	300	0	0%	0	(300)	-100%
	Project Description	Re-development of Glencairn House in Dumbarton High St to a purpose built library and museum.					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-24
	Main Issues / Reason for Variance						
	The Glencairn House project has not yet commenced as planned due to COVID-19 restrictions and is now not likely to progress in 2020/21. It is therefore anticipated that £0.300m is required to be rephased to 2021/22.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Re-development of Glencairn House in Dumbarton High St to a purpose built library and museum, within budget albeit later than originally anticipated.						

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 6**

GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE

ANALYSIS OF PROJECTS AT RED ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
7	**Alexandria Community Centre Sports Hall re-flooring**						
	Project Life Financials	40	0	0%	40	0	0%
	Current Year Financials	40	0	0%	0	(40)	-100%

Project Description: Alexandria Community Centre Sports Hall re-flooring

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

Main Issues / Reason for Variance

Project commencement held due to COVID-19 restrictions. It is anticipated that engagement with contractors can commence in August.

Mitigating Action

None available at this time.

Anticipated Outcome

New floor fitted in Alexandria Community Sports Hall

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

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
1	**ICT Modernisation**						
	Project Life Financials	504	40	8%	504	0	0%
	Current Year Financials	504	40	8%	300	(204)	-40%
	Project Description	This budget is to facilitate ICT infrastructure and modernise working practices.					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		30-Jun-21

Main Issues / Reason for Variance

Some work elements have started /restarted eg devices purchased in 2019/20 were used for COVID-19 home working and the replacement devices are now being deployed to the remaining primary schools with target completion during August. Technical and business engagement assessment of Microsoft 365 suite is nearing completion but a few months behind schedule. Other aspects remain on hold with the current approach and requirement being reviewed.

Mitigating Action

Prioritisation of projects will continue to be reviewed and if possible the projects will be accelerated.

Anticipated Outcome

Delay of the project and spend.

2	**ICT Security & DR**						
	Project Life Financials	404	5	1%	404	0	0%
	Current Year Financials	404	5	1%	300	(104)	-26%
	Project Description	The project is for the enhancement of security systems, server replacement and the update of					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		30-Jun-21

Main Issues / Reason for Variance

Two main projects have started however the original estimated delay of 2 months has increased as the time scales for the PIN notices were extended following requests from the suppliers.
It is not clear at this stage whether we could still meet the revised completion date of June 2021.

Mitigating Action

None required at this time and evaluation of PIN returns may help inform any mitigation required.

Anticipated Outcome

Completed on budget but during 2021.

3	**Heritage Capital Fund**						
	Project Life Financials	4,000	106	3%	4,000	0	0%
	Current Year Financials	940	0	0%	430	(510)	-54%
	Project Description	Heritage Capital Fund.					
	Project Lifecycle	Planned End Date		31-Mar-23	Forecast End Date		31-Mar-23

Main Issues / Reason for Variance

Council approved a £4m investment in Cultural assets in March 2018. In February 2019 the Cultural Committee approved a £0.330m investment in Alexandria Library, a £0.015m investment in consultancy work to scope out a museum at Clydebank Library, and in April 2019 approved £0.252m to upgrade Clydebank Town Hall roof and stonework and £0.060m for the Town Hall investment programme. For future years, in November 2019 Committee approved £1.408m investment at Clydebank Town Hall, £0.575m investment in a new museum in the basement of Clydebank Library, and £0.015m in consultancy work to scope out improvements at the Back Door Gallery. Works have been delayed during the period of COVID-19 lockdown however are resuming as restrictions are lifted. With regards to works relating to the Museum Space at Clydebank Library, phase 1 of the project is complete and phase 2 preparatory work has now commenced. With regards to the Town Hall element, consultancy on spatial redesign of gallery spaces has now recommenced. With regards to Dalmuir Gallery Improvement works, consultancy on spatial redesign of the gallery space within Dalmuir Library has also now recommenced. At this time it is estimated that £0.430m will be spent in 2020/21 with £0.510m required to be rephased to 2021/22.

Mitigating Action

None available at this time.

Anticipated Outcome

Project to be delivered on budget and within revised timescale.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 7**

GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE

ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
4	**Transformation of Infrastructure Libraries and Museums**						
	Project Life Financials	421	143	34%	421	0	0%
	Current Year Financials	322	44	14%	266	(56)	-17%
	Project Description	To improve performance and efficiency of Council's Libraries and Cultural Services.					
	Project Lifecycle	Planned End Date		31-Mar-21	Forecast End Date		30-Jun-21

Main Issues / Reason for Variance

It is anticipated that there may be some delay in completion of the projects due to COVID-19 restrictions but as yet it is unclear what the effect will be.

Mitigating Action

Project will be monitored for delays

Anticipated Outcome

Project will be delivered within budget.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE
ANALYSIS OF PROJECTS AT GREEN ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
1	**Electronic Insurance System - claim/incident management system**						
	Project Life Financials	50	43	86%	50	0	0%
	Current Year Financials	7	0	0%	7	0	0%
	Project Description	Acquisition of a claims/incident management system supported by an electronic document management system.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	The recommencement date for the project is July 2020. An initial conference call has been arranged with the supplier to review and discuss set-up requirements to develop online forms which will enable members of the public to submit claims and also officers to submit Departmental Reports directly onto the Figtree System. Once the initial conference call has taken place, an anticipated timeline for completion of the project, taking into account the various stages i.e. development, testing, going live etc. will be drawn up in conjunction with the supplier. Budget spend anticipated in 2020/21.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Upgraded Electronic Insurance System delivered on budget.						
2	**Agresso development**						
	Project Life Financials	30	0	0%	30	0	0%
	Current Year Financials	30	0	0%	30	0	0%
	Project Description	2020/21 bid is to carry out an upgrade of Agresso which was last upgraded in 2015. Requirement to upgrade is to maintain level of support available from Unit 4 who have advised that support for older versions of the system is being reduced.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	Project expected to progress in 2020/21 with budget spend anticipated.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Development of Agresso system.						
3	**Valuation Joint Board - Requisition of ICT Equipment**						
	Project Life Financials	3	0	0%	3	0	0%
	Current Year Financials	3	0	0%	3	0	0%
	Project Description	Valuation Joint Board - Requisition of ICT Equipment					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	The purchase of laptops and PCs were delayed into 2019/20 due to issues with the approved supplier, however project has been delayed further due to resources being directed to more prioritised work. This has effected the forecast end date and works therefore to be rescheduled to 2020/21.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Requisition re ICT Equipment.						

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE
ANALYSIS OF PROJECTS AT GREEN ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
4	**Replacement GIS system and upgrade to eDevelopment Planning system.**						
	Project Life Financials	51	51	99%	51	0	0%
	Current Year Financials	26	25	99%	26	0	0%
	Project Description	Replacement GIS system and upgrade to eDevelopment Planning system.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	30-Apr-20	
	Main Issues / Reason for Variance						
	Project now fully installed tested and signed off as completed with the roll out being programmed and delivered in phased stages. Full budget spend anticipated in 2020/21.						
	Mitigating Action						
	None Required.						
	Anticipated Outcome						
	GP/GIS in Planning.						
5	**Trading Standards Scam Prevention**						
	Project Life Financials	10	8	78%	10	0	0%
	Current Year Financials	2	0	0%	2	0	0%
	Project Description	Call blocking devices to be fitted to the phones of WDC's most vulnerbale residents which will block unknown numbers from connecting and limiting incoming calls to only known and trusted numbers, for vulnerable consumers who may be susceptible to hard selling techniques, scams and other frauds.					
	Project Lifecycle	Planned End Date	31-Mar-21		End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	The local scams advice and prevention initiative will follow a model being developed nationally by the Scottish Trading Standards society and will include both online and physical materials. It is hoped that despite COVID-19 the remaining budget can still be utilised in 2020/21.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	To protect WDC's most vulnerable residents from phone calls from which they may fall victim of hard selling techniques, scams and other frauds.						
6	**ICT Modernisation - New Project 2020/21**						
	Project Life Financials	900	0	0%	900	0	0%
	Current Year Financials	100	0	0%	100	0	0%
	Project Description	ICT Modernisation.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	This additional budget for device replacement is currently on hold pending the completion of the 2019/20 spend - due August. The main focus for 2020/21 device spend is replacement of end of life MOB but requires onsite appointments for drop off and collection so will continue to be monitored re national COVID-19 guidance. Assessment of suitable replacement devices and data analysis of the quantities etc can continue but is more likely to start from September.						
	Mitigating Action						
	None required at this time						
	Anticipated Outcome						
	Completed on time and on budget subject to national guidance on COVID-19 to work from home if you can.						

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE
ANALYSIS OF PROJECTS AT GREEN ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
7	**Civic Heart Works - Refurbishment of Clydebank Town Hall**						
	Project Life Financials	3,341	3,317	99%	3,341	0	0%
	Current Year Financials	24	0	0%	24	0	0%
	Project Description	Refurbishment of Clydebank Town Hall.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-22	

Main Issues / Reason for Variance

The remaining Civic Heart Works will be used to fund a kitchen upgrade to allow full utilisation of the asset for more efficient service provision especially around larger events and the provision of in-house bars. Asset Management are working with the service to deliver this and is near completion, however full completion delayed to 2020/21 due to COVID-19 restrictions, delivery of items being delayed and contractor being on furlough.

Mitigating Action
None required at this time.
Anticipated Outcome
Project to be delivered on budget.

8	**Upgrade of Clydebank Library**						
	Project Life Financials	500	499	100%	500	0	0%
	Current Year Financials	1	0	0%	1	0	0%
	Project Description	Refurbishment of the existing Clydebank Library to deliver a fit for purpose modern library designed around the needs of the customer. This will protect a historic landmark and the original Carnegie library whilst offering the potential to build upon the development of a 'cultural quarter' focused around Clydebank Town Hall.					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	

Main Issues / Reason for Variance

It is anticipated that project will be delivered on time and on budget.

Mitigating Action
None required at this time.
Anticipated Outcome
Full refurbishment of library delivered within budget and within amended timescales.

9	**Payment Card Industry Data Security Standard (PCIDSS)**						
	Project Life Financials	30	0	0%	30	0	0%
	Current Year Financials	30	0	0%	30	0	0%
	Project Description	Module would ensure that WDC were compliant with the current requirements of PCIDSS for card payments without the need for numerous costly workarounds					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	

Main Issues / Reason for Variance

Initial discussions/demo with ICT and Supplier have commenced. Before module can be installed a system version upgrade will be required and resources allocated from ICT/Finance and Supplier will be required initially for the upgrade and then the module installation and testing. Budget spend anticipated in 2020/21.

Mitigating Action
None at this time
Anticipated Outcome
Upgraded version with PCI compliant telephone payment system.

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME - CORPORATE SERVICES COMMITTEE
ANALYSIS OF PROJECTS AT GREEN ALERT STATUS

YEAR END DATE **31 July 2020**

PERIOD **4**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
10	**365 Implementation**						
	Project Life Financials	200	0	0%	200	0	0%
	Current Year Financials	100	0	0%	100	0	0%
	Project Description	Implementation of project 365					
	Project Lifecycle	Planned End Date	31-Mar-22		Actual End Date	31-Mar-22	
	Main Issues / Reason for Variance						
	It is anticipated that project will be delivered within the timescale and on budget.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Project delivered on time and on budget.						
11	**Education Software Licensing Refresh - new project 2020/21**						
	Project Life Financials	270	0	0%	270	0	0%
	Current Year Financials	30	0	0%	30	0	0%
	Project Description	Refresh of licensing within Educational Servies					
	Project Lifecycle	Planned End Date	31-Mar-21		Forecast End Date	31-Mar-21	
	Main Issues / Reason for Variance						
	Project delivery on time and within budget.						
	Mitigating Action						
	None required						
	Anticipated Outcome						
	Delivery of project on programme and on budget.						