





Regulatory Delivery Plan- 2019-20 –mid year progress report

P 1. A strong local economy and improved job opportunities




Ob Increased employment and training opportunities

Action	Status	Progress	Due Date	Comments	Managed By
Continue to work to ensure that the key regeneration sites are progressed on site and high quality development is achieved on the ground		<div style="width: 30%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 30%	31-Mar-2020	Progress is ongoing on the ground at a number of key regeneration sites and these are being monitored. Also, a number of recent permissions have been granted for key regeneration sites that will come forward in the future.	Peter Hessett
Monitor development on the key regeneration sites to ensure that they comply with the approved consent		<div style="width: 20%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 20%	31-Mar-2020	A Compliance Officer was appointed on a 2 day fixed terms contract to monitor major regeneration sites and this is now underway.	Pamela Clifford; Peter Hessett
Participate in the examination of the Local Development Plan		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	31-Mar-2020	Examination commenced on 20th August 2019 and the DPEA have indicated that the Examination Report would be submitted to the Council in January 2020. To date we have only had on further information request from the Reporter. I Would say we are 50% through the process.	Peter Hessett
Evaluate the Place & Design Panel		<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 90%	31-Mar-2020	Evaluation Board met in April 2019, endorsed the changes to the Governance arrangements and proposals for taking the Panel forward. Evaluation documents were presented to an Elected Member Briefing and revised Governance documents were published and presented and approved by Planning Committee.	Peter Hessett

P 2. Supported individuals, families and carers living independently and with dignity

Appendix 1

Ob Improved wellbeing

Action	Status	Progress	Due Date	Comments	Managed By
Ensure compliance with the revised Food Law Rating Scheme due to be implemented in April 2019		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #cccccc; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; right: 0; background-color: #0070c0; width: 50%;"></div></div> 50%	31-Mar-2020	The Interventions - Food Law Code of Practice (Scotland) 2019 (hereafter referred to as the Interventions Code 2019 received Ministerial approval and thereafter came into force on 01/07/2019. The Food and Business Group of Environmental Health is implementing the terms of the code and is currently compliant. Ongoing compliance is being managed.	Pamela Clifford; Peter Hessett
Engage with the newly formed Public Health Scotland to ensure collaborative working and Environmental Health resources are effectively targeted in public health priority areas within West Dunbartonshire		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #cccccc; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; right: 0; background-color: #0070c0; width: 50%;"></div></div> 50%	31-Mar-2020	The Environmental Health Manager is actively engaged with partners through the Society of Chief Officers of Environmental Health Scotland with the development process of Public Health Scotland ahead of the April 2020 vesting date. A Shadow executive of Public Health Scotland is in place ahead of vesting day. Workforce strategy and development is an Environmental Health focus of the process for public health protection and improvement.	Peter Hessett
Review the implications of BREXIT on Food Export Health Certification and introduce any necessary measures		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #cccccc; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; right: 0; background-color: #0070c0; width: 50%;"></div></div> 50%	31-Mar-2020	WD EH manager is linked to national work streams on Export Health Certification in preparation for no deal exit of the UK from the EU. National guidance on developed systems has been issued to LAs on 231019 encompassing input from EH, APHA and DEFRA using risk based systems underpinning the certification. EH Manager has updated the WD EU Exit Plan, responded to Food Standards Scotland on contingency planning and provided a return to Scottish Government on funding implications in the event of a No Deal exit of the UK from the EU. Contingency planning is ongoing and tracking the developments in UK exit from the EU.	Pamela Clifford; Peter Hessett

Strategic Risk	Current Risk Matrix	Description	Target Risk Matrix	Assigned To
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Strategic Risk	Current Risk Matrix	Description	Target Risk Matrix	Assigned To
No deal BREXIT risk for Environmental Health		<p>WD is a port health authority. It does not status as a Designated Point of Entry / Border Inspection Post [DPE/BIP] for food imports. None exist in Scotland. These may be required post Brexit in a RWCS. An Environmental Health presence would be required for food import controls or food export controls. The lack of food import physical and regulatory infrastructure and regulatory capacity could result in food shortages and food price rises in the short and medium term and a heightened food fraud risk. The national need and infrastructure to support business is encompassed in national work streams and scoping to ensure national needs are met, including expanding EH resource, charging regimens, logistics and infrastructure. WDC Environmental Health is engaged with work streams and contingency planning. There could be significant impact / disruption to statutory service provision (Food Law, Health and Safety and Public Health Protection) in dealing with import / export demands including hubs for export certification. WDC as a Food Authority has food businesses approved under Regulation EC 853 for export. It does not provide hub services for export currently. WDC Environmental Health would provide a resource for Export Health Certification to meet demand. Funding for such resource would be required.</p>		Martin Keeley




Ob	More affordable and suitable housing options
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Action	Status	Progress	Due Date	Comments	Managed By
Implement the revised scheme for landlord registration applications and fees that will be introduced in 2019			31-Mar-2020	This action is progressing well. A private landlord registration officer has joined the SG working group to help develop best practice nationwide. In addition to this a new structure fee has been introduced and new legislation has been introduced.	Pamela Clifford; Peter Hessett; Martin Keeley
Provide legal assistance in the negotiation and completion of the requisite legal agreement and assist colleagues throughout the Council to develop the knowledge to take the programme forward Affordable Housing Programme			31-Mar-2020	This action is progressing well. Letters of intent issued to allow works to proceed. Draft contract near completion for St Andrews development. Remaining projects proposed to be aligned with Terms and Conditions used by new emerging house construction framework.	Peter Hessett
Establish an Energy Supply Company (ESCO) for the District Heating System, including governance rules for its operation, and formally constitute it as an arms length but wholly owned entity			31-Mar-2020	This action is progressing well. Escos to be formed closer to service commencement.	Peter Hessett

Appendix 1
















P 4. Open, accountable and accessible local government

Ob Equity of access for all residents

Performance Indicator	Status	Q1 2019/20		Q2 2019/20		Short Trend	Long Trend	Managed By
		Value	Target	Value	Target			
% of committee agendas published within standing order timescales		100%	98.2%	100%	98.2%			Peter Hessett

P 5. Efficient and effective frontline services that improve the everyday lives of residents

Ob A continuously improving Council delivering best value

Performance Indicator	Status	Q1 2019/20		Q2 2019/20		Short Trend	Long Trend	Managed By
		Value	Target	Value	Target			
Planning applications (major developments) - average number of weeks to decision		12	20	12.5	20			Pamela Clifford; Peter Hessett
Planning applications (householder) - average number of weeks to decision		10.7	7	11.6	7			Pamela Clifford; Peter Hessett
Planning applications (local development, excluding householder) - average number of weeks to decision		17	12	19	12			Pamela Clifford; Peter Hessett
Percentage of building warrant applications responded to within 20 working days		84%	80%	Data not available	80%			Pamela Clifford; Peter Hessett
Overall time taken to issue building warrant (weeks)		14	16	Data not available	16			Pamela Clifford; Peter Hessett

Action	Status	Progress	Due Date	Comments	Managed By
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Action	Status	Progress	Due Date	Comments	Managed By
Implement the changes required by the Planning Bill		<div style="width: 5%;"><div style="background-color: #0070C0; height: 10px;"></div>5%</div>	31-Mar-2020	A briefing note has been prepared for elected members detailing the key changes and implications for the Council in relation to the implementation of the Planning (Scotland) Act 2019.	Peter Hessett
Ensure that processes and performance meets Scottish Government requirements to ensure that Building Standards verification is awarded		<div style="width: 5%;"><div style="background-color: #0070C0; height: 10px;"></div>5%</div>	31-Mar-2020	This action is in progress initial discussions have taken place.	Pamela Clifford; Peter Hessett
Implement the new geographic information system (GIS)		<div style="width: 30%;"><div style="background-color: #0070C0; height: 10px;"></div>30%</div>	31-Mar-2020	Procurement and ICT approval to proceed	Pamela Clifford; Peter Hessett
Formally register the Council's ownership of the solum of the River Leven from Loch Lomond to Dumbarton in the Land Register of Scotland		<div style="width: 100%;"><div style="background-color: #0070C0; height: 10px;"></div>100%</div>	31-Mar-2020	This action is successfully completed	Peter Hessett
Transfer of Committee Management Information System (CMIS) to a cloud based server		<div style="width: 66%;"><div style="background-color: #0070C0; height: 10px;"></div>66%</div>	31-Mar-2020	Committee Services are currently carrying out testing on cloud version of CMIS. A number of issues have been identified and require to be resolved before going live.	Peter Hessett
Implement the Registration Marketing Plan		<div style="width: 50%;"><div style="background-color: #0070C0; height: 10px;"></div>50%</div>	31-Mar-2020	A registration service marketing plan has been agreed with the Marketing Officer and work is now underway to implement plan.	Peter Hessett
Ensure implementation of Improvement Action Plans arising from the self-evaluation process		<div style="width: 60%;"><div style="background-color: #0070C0; height: 10px;"></div>60%</div>	31-Mar-2020	Progress ongoing in respect of legal and democratic services	Peter Hessett

Departmental Risk	Current Risk Matrix	Description	Target Risk Matrix	Assigned To
Failure to monitor and enforce regulatory areas with public risk		The Council fails to comply with statutory regulatory duties in respect of environmental health, trading standards and licensing laws		Martin Keeley
Failure to adequately respond to an emergency situation such as a multiple fatality workplace accident, outbreak of food borne communicable disease, a major public health incident (human or animal disease or environmental incident)		As a result of reduced management in Environmental Health, reduced staff and financial resources in both Environmental Health and Trading Standards, and ongoing, increased and competing regulatory demand, workforce planning issues (high age profile and a national shortage of qualified staff), Environmental Health and Trading standards are at risk of not being able to competently respond to emergency situations.		Martin Keeley