INFRASTRUCTURE, REGENERATION AND ECONOMIC DEVELOPMENT COMMITTEE

At a Meeting of the Infrastructure, Regeneration and Economic Development Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 16 September 2015 at 2.02 p.m.

Present: Councillors Gail Casey, William Hendrie, David McBride, Marie McNair, John Mooney, Ian Murray, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

Attending: Richard Cairns, Executive Director of Infrastructure and Regeneration; Ronnie Dinnie, Head of Neighbourhood Services; Michael McGuinness, Economic Development Manager; Alan Williamson, Team Leader – Forward Planning; Sally Michael, Principal Solicitor and Nuala Quinn-Ross, Committee Officer, Legal, Democratic and Regulatory Services.

Apologies: Apologies for absence were intimated on behalf of Councillors Michelle McGinty and Patrick McGlinchey.

Councillor David McBride 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 point in the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 17 June 2015 were submitted and approved as a correct record.

ECONOMIC DEVELOPMENT STRATEGY 2015-20

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval of the Economic Development Strategy 2015-2020.

After discussion and having heard the Executive Director of Infrastructure and Regeneration and the Economic Development Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

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(1) to approve the Economic Development Strategy 2015-2020, as detailed within the Appendix to the report; and

(2) that authority be delegated to the Executive Director of Infrastructure and Regeneration to implement the Economic Development Strategy 2015-2020.

CHARRETTE FOR DUMBARTON ROCK AND CASTLE

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of the outcome of the Scottish Government funded Charrette for Dumbarton Rock and Castle held in February 2015 and seeking approval of the resultant action plan.

After discussion and having heard the Executive Director of Infrastructure and Regeneration, the Economic Development Manager and the Team Leader – Forward Planning in further explanation of the report and in answer to Members' questions, the Committee agreed:-

(1) to approve the implementation of the action plan detailed within the Appendix to the report;

(2) to reconvene the Dumbarton Town Centre Forum to allow community involvement in the action plan and that Councillor David McBride be appointed to Chair the Forum; and

(3) otherwise to note the contents of the report.

CLYDEBANK TOWN CENTRE CHARRETTE

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of the outcome of the Charrette for Clydebank Town Centre and seeking approval of the associated action plan.

After discussion and having heard the Executive Director of Infrastructure and Regeneration and the Team Leader – Forward Planning in further explanation of the report and in answer to Members' questions, the Committee agreed:-

(1) to approve the implementation of the action plan detailed within the Appendix to the report; and

(2) otherwise to note the contents of the report.

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COMMUNITY CAPITAL FUND AND COMMUNITY SPORTS FACILITY FUND

A report was submitted by the Executive Director of Infrastructure and Regeneration providing information on the projects which have been delivered through the Community Capital Fund/Community Sports Facility Fund to date and highlighting proposals for future years.

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

(1) to note the progress made on delivering community projects that had improved local community participation and activity;

(2) that authority be delegated to the Executive Director of Infrastructure and Regeneration in conjunction with the Corporate Procurement Unit to tender and award the contract for the projects, detailed within 4.3 of the report;

(3) that authority be delegated to the Executive Director of Infrastructure and Regeneration in conjunction with the Corporate Procurement Unit to retrospectively award tenders for projects detailed within 4.3 of the report, which had commenced;

(4) that authority be delegated to the Executive Director of Infrastructure and Regeneration to tender and award associated contracts for the investment proposals for Posties Park;

(5) that authority be delegated to the Executive Director of Infrastructure and Regeneration to tender and award associated contacts for the investment proposals for Clydebank community sports hub; and

(6) that a report on proposals to develop the Faifley Knowes and Millburn Trust projects be submitted to a future meeting of the Committee.

PROPOSED DISPOSAL OF VARIOUS PROPERTIES IN DUMBARTON AND JAMESTOWN

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval for the proposed disposal of various properties, as detailed within the report.

The Committee agreed:-

(1) to approve the disposal of the Marinecraft changing pavilion and gymnasium, Woodyard Road, Dumbarton to the adjacent proprietors for £100,000 (One Hundred Thousand Pounds) once the property has been vacated;

(2) to approve the disposal of land at Meadowbank Street, Dumbarton (1,394 sqm/0.34 acres) to Mapeley STEPS Limited, a privately owned property

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company holding a contractual agreement with the adjoining owner, for the proposed purchase price of £60,000 (Sixty Thousand Pounds);

(3) to approve the disposal of Unit 1, Levenbank Street, Jamestown Business Park, Jamestown to Vance Precision Limited for a consideration of £200,000 (Two Hundred Thousand Pounds), along with the adjacent Development Land for a consideration of £50,000 (Fifty Thousand Pounds);

(4) to approve the disposal of Plot 4, Vale of Leven Industrial Estate, Dumbarton for a consideration of £40,000 (Forty Thousand Pounds) and Plot 5, Vale of Leven Industrial Estate for a consideration of £50,000 (Fifty Thousand Pounds) to Chivas Brothers Limited; and

(5) that authority be delegated to the Head of Legal, Democratic and Regulatory Services to conclude the above transactions subject to such legal conditions that are considered appropriate.

HEATHER AVENUE, ALEXANDRIA – ACCESS AND SERVICING AGREEMENT

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval to grant access and servicing rights to Mr James Whyte to enable residential development of the site at Heather Avenue, Alexandria for a consideration of £62,000 (Sixty Two Thousand Pounds).

The Committee agreed:-

(1) that authority be delegated to the Executive Director of Infrastructure and Regeneration to conclude negotiations with Mr James Whyte to grant access and servicing rights to enable residential development of the site at Heather Avenue, Alexandria for a consideration of £62,000 (Sixty Two Thousand Pounds); and

(2) that authority be delegated to the Head of Legal, Democratic and Regulatory Services to conclude the transaction subject to such legal conditions that are considered appropriate.

ATTENDANCE MANAGEMENT: QUARTER 1 - 2015/16

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of attendance within Housing, Environmental and Economic Development (HEED) and providing a summary of the quarter 1 absence statistics.

The Committee agreed:-

(1) to note the attendance results for Quarter 1 – 2015/16, namely a decrease of 158 FTE days lost (9.4%) compared to the same period last year; and

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(2) otherwise to note the contents of the report.

INFRASTRUCTURE, REGENERATION & ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT 2015/16 TO PERIOD 4 (31 JULY 2015)

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the financial performance to 31 July 2015 (Period 4) of those services under the auspices of the Infrastructure, Regeneration & Economic Development Committee.

The Committee agreed:-

(1) to note the contents of the report which showed the revenue budget forecast to underspend against budget by £0.061m (less than one-fifth of one per cent) at the year-end;

(2) to note the net projected annual capital underspend of £3.575m (8.8%), of which £3.597m (8.9%) relates to project rephrasing and an in-year overspend of £0.022m (less than 1%); and

(3) otherwise to note the progress on savings incorporated into budgets for 2015/16.

The meeting closed at 3.13 p.m.

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WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 25 November 2015

Subject: Annual Performance of West Dunbartonshire Leisure Trust for year to 31 March 2015

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 2014 to 31 March 2015.

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 (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 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 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 is responsible for the strategic and operational management of West Dunbartonshire Council's Sport and Leisure Facilities, Community Facilities, Sports Development, Active Schools and for event delivery on behalf of the Council.

3.5 West Dunbartonshire Leisure 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 and for delivery of the Council's Outdoor Events programme, Active Schools programme and Sports Development service ("the Services").

3.6.3 The Services Agreement is currently being reviewed to incorporate the provision of Outdoor Recreation Services (subject to Leisure Trust Board approval.)

3.6.4 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 Business 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 Business 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 targets.

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 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.

4.4 In line with its objectives, the Trust has successfully delivered a number of initiatives during the last year, designed to promote participation in sport and leisure activities and to improve health and wellbeing within the community:-

a) **Community Sports Hubs** – The Community Sports Hub project continued to thrive in 2014/15. West Dunbartonshire Leisure's Sports Development team has established three Hubs within the local authority area. These are Clydebank Community Sports Hub, Loch Lomond Water Sports Hub and the D-Unit Combat Sports Hub.

Clydebank Community Sports Hub is now one of Scotland's leading Community Sports Hubs. The organisation is working towards a £2,000,000 upgrade project to their facilities in Whitecrook and has strong support from many major partners.

During 2014/15 Clydebank Community Sport Hub hosted the Scottish Annual Community Sports Hub conference.

b) **Athletics Events.** 100% of Primary 5 classes in West Dunbartonshire participated in the Trust's Sportshall Athletics programme. In addition to the regular sessions, over eight hundred pupils took part in the highly enjoyable Sportshall Athletics Festivals. The Grand Final is always a fantastic occasion for all involved and is particularly fun and rewarding for the young participants.

2014/15 saw the Trust record the highest ever attendance at the cross country events. Over one thousand pupils enjoyed the challenging events and experienced the beauty of Balloch Park and surroundings in Loch Lomond and Trossachs National Park.

c) **Commonwealth Games Legacy Projects.** The Trust's Sports Development team was the lead organisation within West Dunbartonshire's 2014 Commonwealth Games Legacy Plan. A number of new projects and initiatives were developed such as Early Years Commonwealth Games Sports Days and new community classes. These initiatives raised the profile of sport and resulted in increased participation which will hopefully continue and leave a lasting legacy within the local authority.

d) **Sports Awards.** The Trust's Sports Development team worked in partnership with WDC, Clyde and Forth press, **sport**scotland and West Dunbartonshire Sports Council to deliver a high quality and prestigious Sports Awards event in Clydebank Town Hall. This inaugural awards evening was a great success and proudly recognised the valued contribution which local sports people, coaches, leaders and volunteers make to the community.

e) **Disability Sports Website.** The Trust created an innovative new website which provides an opportunity for local sports clubs and services to engage with families and individuals affected by disability. The Disability Sport Finder website is being recognised nationally as an exciting new initiative and has gained very positive feedback for the Trust.

f) **Active Schools Dance Festival 2014.** As an end of year finale for the numerous after-school and lunchtime dance clubs that operate in schools, the Trust held the annual Active Schools Dance Festival in June 2014 at the Play Drome. It was a huge success with 21 performances across the two shows which involved 15 primary schools, 3 secondary schools (including Kilpatrick) and 1 community youth group plus guest stars Best Kept Secret Dance Crew. Over 700 parents, relatives and friends who made up the audience across the two shows were treated to some fabulous dance routines from various genres of dance.

g) **Active Schools Baton Relays 2014.** Early June 2014 saw the Active Schools Baton Relays project roll out across West Dunbartonshire to promote the Glasgow 2014 Commonwealth Games and generate excitement about the visit of the Queen's Baton Relay to West Dunbartonshire on Friday 18th July. This event was a great success with all West Dunbartonshire schools taking part. Batons were designed and built in secondary schools and were run out to each of the primaries by baton bearers comprising senior secondary pupils and staff wearing specially designed Active Schools Baton Relay 2014 T-shirts. A great welcome awaited all the baton bearers at the primary schools and the initiative was considered as a great success.

h) **Secondary Schools Golf Championship & Charlie Green Trophy.** In late August 2014, the Trust held the annual Secondary Schools Golf Championship at Dumbarton Golf Club. 15 secondary school pupils participated, including 3 girls. Christopher O'Neill from St Peter the Apostle High School was crowned champion golfer for the year and Dominic Donaldson from the Vale of Leven Academy won the nett prize.

This event was also a qualifier for the Charlie Green Trophy – a Ryder Cup inspired team match between East Dunbartonshire and West Dunbartonshire which was established in 2013 as a legacy project associated with the 2014 Ryder Cup. This match was played in late September 2014 at Kirkintilloch Golf Club, East Dunbartonshire.

In what was a very closely contested match, the West Dunbartonshire team managed to win on the last hole of the last game. West Dunbartonshire will host the match in 2015 with a challenge to retain the trophy.

i) **Sports Leadership for Senior Secondary School Pupils.** Two Young Ambassadors were recruited from each secondary school and attended the training conference at Hampden Park on 23rd September 2014. Young Ambassadors is a national scheme run by **sport**scotland and encourages and enables each high school in Scotland to have two young people with the key role of promoting sport and physical activity to their peers - and also organise programmes and special events to encourage participation in sport and activity.

In addition to the two Young Ambassadors, a number of senior secondary pupils gained sports leadership awards in a range of sports including Netball, Dance, Badminton, Basketball and Tennis.

The Young Ambassadors and Sports Leaders have been given the opportunity to gain hands on experience of promoting and leading/assisting lunchtime and after-school sport sessions, with support from the Trust's Active Schools Co-ordinators.

j) **Mini-Movers.** The Trust held their first ever Mini Movers festivals at the Play Drome in January 2015. This was a pilot scheme aimed at providing opportunities for P1 children to come together for a large scale games festival – with parents and grandparents invited. The festivals were a great success with the West College Scotland HND sport students leading on the planning and organisation, which counted towards their coursework and part of their placement with Active Schools. The initiative also provided a positive way of recruiting some new volunteers to lead lunchtime and after-school clubs for infants.

k) **Holiday Camps.** The Trust's Sports Development and Active Schools Spring and Summer holiday camps continue to be hugely popular with local families. In 2014/15 holiday camps were held for Football, Multi Sports, Gymnastics & Dance , Mini Kickers (preschool football) , ready steady go (multi sports for 3 – 4yr olds). Participation in holiday camps rose from approximately 1,930 children and young people in 2013/14 to 3,249 participants in 2014/15.

l) **School Swimming Lessons.** Swimming Development staff delivered twenty weeks of lessons for local pupils with the aim of getting as many pupils being able to swim 25 metres unaided. In total there were 1,540 participants through the programme. The results for West Dunbartonshire have been excellent highlighting how important this service is for the authority. This programme has the potential to save a child's life.

m) **Sports Festivals and Events** - Sports Development delivered 28 sports festivals in 2014/15 with over 5,000 participants. The quality of events was extremely high and Sports Development festivals continue to be extremely well attended by local primary and secondary schools. Some examples of the events held in 14/15 were:

- School Sportshall Athletics Festivals - 1,200 participants took part in over four heats and one final.
- Cross Country Races - there were 1,300 participants across CC Championships and CC Relay Championships.
- Family Fun Run and 5k (in partnership with Polaroid 10k Road Race Series) - 654 children and approx. 1,200 adults took part
- Scottish Swimming Championship Time Trial - 45 swimmers participated in this event
- Football Festivals, over 750 participants took part
- Sports Show - over 800 participants attended the event

n) **Skills for Work Vocational programme** - WD Leisure is the training provider for the Sport & Recreation skills for work programme within West Dunbartonshire. This highly successful initiative is part of the vocational programme available to all high school pupils and allows participants to gain valuable work placement experience along with SQA qualifications. During 2014/2015, 74 pupils attended the programme from all 5 High schools with 65 (88%) pupils completing all required units. Furthermore WD Leisure has successfully engaged 1 of the above pupils in employment following their successful completion of programme.

4.5 As the Council's delivery vehicle for outdoor events, the Trust successfully delivered a number of outdoor events on behalf of the Council during the period April 2014 and March 2015:-

a) 31 May 2014 - **Pro Am Golf** – 37 teams comprising of 148 golf professionals and competitors took part in the 2014 tournament.

b) 26 July 2014 - **Scottish Pipe Band Championships** - More than 20,000 people including visitors from as far afield as America, China and Australia enjoyed the 2014 Scottish Pipe Band Championships in Dumbarton. Spectators and competitors enjoyed fine weather for most of the day however torrential rain later in the afternoon unfortunately resulted in the prize giving having to be held in the event marquee.

c) 18 July 2014 – **Queens Baton Relay**. With the Commonwealth Games taking place in Glasgow during 2014 West Dunbartonshire Council, like every other Scottish Local Authority, embraced the opportunity to host a leg of the Baton Relay. The Council led on the organisation of the Baton Relay event however was supported in the organisation of the events by West Dunbartonshire Leisure Trust. The Baton Relay was an extremely successful event with thousands lining the streets across the district to get a glimpse of the baton which was carried by a number of local residents including several members of staff from the Leisure Trust.

The Trust, in partnership with the Council, successfully obtained funding from Event Scotland to host a further two events on 18 July which linked with the Queens Baton Relay event in West Dunbartonshire. The funding was from the Games for Scotland programme - the Scottish Government's commitment to deliver Commonwealth Games 2014 legacy.

d) 18 July 2014 - The **Junior Highland Games.** The infrastructure of the Loch Lomond Highland Games was utilised to host the Junior Highland Games the day before the main event. Sports Development and Active Schools staff from the Leisure Trust organised the mini highland games themed events in the arena.

The Junior Games was a great success with dozens of local school children from aged 8 years upwards enjoying fun competition in the following events: Haggis Hurl, Highland Pull, Kilted Dash, Clan Relays, Highlander Challenge and Atlas Stones. There was also a dedicated area for toddlers to try their hand at sporting activity.

The Queens Baton Relay arrived in the arena at the peak of the event which was attended by over 2,000 spectators.

e) 18 July 2014 – **Queens Baton Evening Celebration.** A celebration evening event was organised by the Trust at Clydebank's Three Queens Square for the final leg of the Queens Baton route through the area. The event included entertainment from local music acts and dancers and 'come-and-try' Commonwealth-related fun for the whole family to enjoy including circus workshops and experiments with the Science Centre.

The event was attended by over 3,000 local people and Queens Baton holders and their families who took part at various points in the relay throughout the day. This event was a fitting high point on which to end the Queens Baton Relay on what proved to be a fantastic day for West Dunbartonshire that will be remembered fondly by many for years to come.

f) 19 July 2014 - **Highland Games** - the Leisure Trust supported the Loch Lomond Highland Games Committee to stage this event by providing the infrastructure and staffing for the day. Over 10,000 local residents and visitors turned out on a day of mixed weather to support the event which includes a Highland Dancing competition, Pipe Band and Solo Piping competitions, trader stalls and funfair rides as well as all the usual highland game activities.

g) 4 & 5 November 2014 - **Firework Displays** - the 2014 fireworks displays were held at Dalmuir Park and Levengrove Park respectively and attracted large crowds of over 4,000 people at each event.

h) 22 & 23 November 2014 - **Christmas Light Switch On** events in Alexandria and Dumbarton were attended by crowds of 2,000 to 3,000 at each event.

4.6 The Trust works in partnership with the Community Planning Partnership (CPP) to provide activities within the Pulse Initiative. This highly successful project provides free diversionary activities for young people aged between 12 - 18 years on Friday nights across West Dunbartonshire. The programme is considered to offer a valuable pathway to physical activity for young adults at risk of becoming involved in crime and disorderly behaviour.

The Trust provides the undernoted key services within this project:

a) The 'Midnight Football league' is delivered by WD Leisure's Sports Development team and currently attracts over 200 teenagers to Friday evening football sessions based in Clydebank and Alexandria.

b) The main leisure centres offer free Gym sessions to all young adults in possession of a valid 'Pulse' voucher. The voucher, which is issued free of charge from key outreach centres and police stations, enables the holder to access the gyms and receive free gym induction training on two evenings per week.

c) The provision of access to the main leisure centres for groups of young people with Youth Workers from the following West Dunbartonshire youth organisations:

- Early Intervention Team
- Y Sort-it
- Community Learning & Development
- Tullochan
- Include
- All 4 Youth

4.7 Business Plan 2014/17

The Leisure Trust has developed a three year Business Plan covering the period 2014 - 2017 and has identified the following strategic outcomes. These outcomes feature in the review and monitoring of performance which is undertaken by the Council:

i) Increasing Participation - More people taking part in leisure, sport and physical activities in WDL facilities and programmes.

ii) Customer Satisfaction - Meeting the needs and expectations of service users and residents of West Dunbartonshire.

iii) Quality Staff / Facilities - Employees fully engaged in the operation and development of the business and where opportunities are provided for them to realise their potential. Providing accessible facilities that are well maintained, safe, clean and welcoming.

iv) Developing Partnerships - To maximise resources in the delivery of our services.

v) Increasing Profile - Residents of West Dunbartonshire are aware of the full range of services and facilities that WDL operate.

vi) 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.

4.8 Whilst the programmes and initiatives outlined in sections 4.4 to 4.6 above illustrate a high level of activity within the Trust during the year April 2014-March 2015, the Trust's delivery of services requires to be measured against performance indicators and in line with the strategic outcomes identified within its business plan. A suite of 16 Performance Indicators has been agreed between officers of the Trust and the Council.

The first two Indicators are Statutory Performance Indicators which are reported to Audit Scotland each year and the others are considered to be measures which the Council can use to effectively monitor the performance of the Trust.

a) CC1 Wet Activities (Number of attendances per 1,000 population for all pools)

b) CC2 Dry Activities (Number of attendances per 1,000 population for indoor sports & leisure)

c) Staff Absence (Days lost against FTE)

d) Number of GP Referral Client Consultations Delivered

e) Number of Website Hits

f) Expenditure - Against Budget

g) Income - Against Target

h) Net (Profit) / Loss

i) Net Promoter Score: How likely is it that you would refer our company to a friend or colleague?

j) Unplanned Facility (Full / Partial) downtime (hours)

k) Number of Clubs engaging with WDL

l) Number of Unique Active On-Line Booking Users

m) % Income - Management Fee & Grant Funding

n) % Income - Customer Receipts

o) Cost Per Visit

p) Customer Spend per User

Appendix A shows the actual performance information which was recorded for 2014/15 along with information on any variances against target. The table also details targets which are in place for 2015/2016.

Appendix B shows the actual financial performance information for 2014/15.

4.9 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.

4.10 As part of the annual funding commitment between the Council and The Leisure Trust it was agreed that the Leisure Trust would be allocated £350,000 in Capital funding per year for the first three years.

Completed Capital projects in 2014/15 included:-

a) Development of a Spin Bike Studio in the former café space at the Meadow Centre at a cost of £48,000.

b) Upgrade of changing village toilets and showers at the Meadow Centre a cost of £25,000.

c) Upgrade of swimming pool filters at the Vale of Leven Swimming Pool at a cost of £19,000.

d) Refurbishment and upgrade of the Health Suite at the Vale of Leven Swimming Pool including the creation of a bespoke Steam Room and Sauna and an improved relaxation lounge at a cost of £40,000.

e) Provision of upgraded pool covers at the Vale of Leven Swimming Pool at a cost of £7,000.

f) A major multi-purpose project was completed at the Vale of Leven Swimming Pool in November/December 2014. This included the upgrade of plumbing throughout the centre, an extension and redevelopment of the Dance Studio and an extension to the Fitness Gym. Total projects cost was £216,000

g) The flume stairs in the Play Drome were upgraded at a cost of £23,000.

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 Business 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 2014/2015 was agreed at £4,073,900 with a Capital allocation of £350,000 for the same period.

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 overall saving to the Council to March 2015 is £1.844m. This has been achieved through a gradual reduction in the management fee paid to WDLT and advantages in VAT and NDR regulations for Charitable Trust organisations.

7. Risk Analysis

7.1 There is a risk that performance of the Trust may decline without adequate monitoring and scrutiny by Senior Management and Elected Members.

7.2 The suite of 16 agreed 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. Consultation

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

10. Strategic Assessment

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

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 19 October 2015

Persons to Contact:	Ronald M. Dinnie - Head of Neighbourhood Services, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737601, e-mail: ronald.dinnie@west-dunbarton.gov.uk Lynda McLaughlin - Manager of Leisure and Facilities, Elm Road, Dumbarton, telephone: 01389 772097, e-mail: lynda.mclaughlin@west-dunbarton.gov.uk
Appendices:	Appendix A - Trust Performance Indicators April 2014 - March 2015 Appendix B – Trust Financial Performance April 2014 – March 2015
Background Papers:	West Dunbartonshire Leisure Trust Annual Report 2014/15 http://www.west-dunbarton.gov.uk/community-life-and-leisure/sport,-sports-clubs-and-leisure-centres/about-us/annual-report/
Wards Affected:	All

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance against Target		Comment	
CC1 Wet Activities (Number of attendances per 1,000 population for all pools)	1st	966	1,002	1,012	1,003	-9	↓	The figures are very similar to the same quarter in the previous year. The Play Drome was the only leisure centre to show a slight increase in swimming attendances compared to the previous year. A number of marketing initiatives are planned to promote the benefits of swimming	1,022
	2nd	1,173	1,135	1,141	1,205	64	↑	Swimming attendances in all three leisure centres are higher than the target set and higher than the previous year. Swimming charges at W.D.L. facilities are amongst the most competitive in the area and includes free swimming for all school age children who are residents of West Dunbartonshire.	1,147
	3rd	884	845	891	827	-64	↓	Swimming attendances are lower than the target set and slightly lower than the previous year. The Vale of Leven Swimming Pool was closed for approximately 4 weeks for refurbishment which had an effect on casual swimming (monthly average for same quarter last year was 6,192), club attendances and swimming lessons albeit some were transferred to other sites	935
	4th	1,025	1,147	1,184	1,073	-111	↓	Swimming attendances are lower than the target set and slightly lower than the previous year. The Vale of Leven Swimming Pool was closed for just over 4 weeks with approximately 6,000 visits the previous year for the same period. Health suite attendances, which include a free swim, were also lower over the period. Club usage remains consistent and swimming lessons.	1,190
	Total	**4,078**	**4,128**	**4,228**	**4,107**	**-121**	↓		**4,294**

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance		Comment	
CC2 Dry Activities (Number of attendances per 1,000 population for indoor sports & leisure)	1st	965	1,157	1,205	1,272	67	↑	The figures show an increase both in the target set and the previous year. Increased attendances within the fitness gyms and group fitness classes have contributed to the increases. There have also been a number of Sports Development and Active Schools events within the leisure centres.	1,253
	2nd	980	1,083	1,125	1,122	-3	↓	The figures are just short of the target set for the period but higher than the previous year. Attendances at group classes and gym sessions show an increase but club use has declined slightly. There were closures at the Play Drome due to the referendum count. Sauna attendances at the Play Drome showed an increase for the first time in a year.	1,170
	3rd	987	1,066	1,106	1,138	32	↑	Attendances are higher than the target set and the previous year, this despite the Vale Pool being closed for over 4 weeks for refurbishment. Gym attendances at the Play Drome show a decrease following the opening of the Pure Gym centre nearby. Group fitness classes continue to show increases	1,150
	4th	1,240	1,482	1,544	1,433	-111	↓	Attendances are lower than the target set but higher than the previous year. Usage in the three gyms was slightly lower than the same period the previous year when the newly refurbished gyms opened. Group fitness classes at the Play Drome were lower as was club usage and health suite usage. Roof leaks at the Meadow Centre resulted in some sports hall cancellations.	1,606
	Total	**4,172**	**4,788**	**4,980**	**4,966**	**-14**	↓		**5,179**

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance		Comment	
Staff Absence (Days lost against FTE)	1st	0.75	1.57	1.75	2.10	0.35	↓	64 % of sickness absence is attributed to 5 staff on long term absence	1.75
	2nd	1.86	1.42	1.75	2.96	1.21	↓	73% of absence is long term absence (395 days out of total 541.5 days absence). 12 employees (from 177 employees) are responsible for this 73% of absence.	1.75
	3rd	2.06	1.57	1.75	4.34	2.59	↓	Long term absence reflected 68% (542 days) of total absence (794 days) 68% absence was attributed to 12 members of staff with the remaining 32% attributed to 55 members of staff	1.75
	4th	1.85	2.79	1.75	3.43	1.68	↓	Staff absence continues to increase and the main factor being long term absence which accounts for 66.4% of all absences (412 days attributed to 14 employees)	1.75
	Total	**6.52**	**7.35**	**7**	**12.83**	**-5.83**	↓		**7.0**
Number of GP Referral Client Consultations Delivered	1st	386	393	375	380	5	↑	Target is set by NHS.	375
	2nd	363	396	375	392	17	↑	Target is set by NHS.	375
	3rd	404	367	375	341	-34	↑	Target is set by NHS.	375
	4th	361	464	375	634	259	↑	Target is set by NHS.	375
	Total	**1,514**	**1,620**	**1,500**	**1,768**	**268**	↑		**1,500**

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
			Target	Actual	Variance		Comment	
Number of Clubs engaging with WDL	No Data	88	100	102	2	↑	Number is calculated whereby WDL engage with a club to provide assistance; support; training or funding. Sports Development engages with several clubs that have a large volume of teams. For example Dumbarton Riverside FC has twenty teams (boys/girls age groups, disability team, amateur etc.) and Dumbarton Utd FC has twenty six teams. All of these forty six teams have only been counted as two clubs.	**105**
Number of On-Line Booking Users	No Data	1,212	1,750	1,885	135	↑	Increase due to ongoing promotion of service via WDL Website and Facebook	**2,000**
% Income – Management Fee	61.9%	61.2%	60.4%	59.1%	1.3%	↑	Positive variance due to an increase in income received from customers	**59%**
% Income – Customer Receipts	38.1%	38.8%	39.6%	40.9%	1.3%	↑		**41%**
Cost per Visit – Management Fee	£4.30	£3.61	£3.45	£3.32	0.13	↑	A positive variance due to an increased usage being achieved.	**£3.32**
Customer Spend per Visit	£2.65	£2.40	£2.26	£2.30	0.04	↑		**£2.31**

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance		Comment	
Number of Website Hits	1st	No Data	65,946	70,000	96,724	26,724	↑	The increase is mainly due to a one off webpage directing members of the public to vote in the W.D.L. local sports awards during May & June which accounted for over 21,000 site visits. However, there were increased visits to the leisure centres sites. The main leisure centres attract the vast majority of visits.	73,000
	2nd		71,017	75,000	86,438	11,438	↑	The website continues to enjoy a higher number of visits than the target set and higher than the previous year. The main leisure centres are the most visited. Information posted on the W.D.L. facebook page directs the public to the website.	78,000
	3rd		77,083	80,000	60,927	19,073	↓	Website visits to the main leisure centres pages have decreased over the period. It is thought that many customers are now using Facebook to keep up to date with what's happening at the leisure centres. The Facebook page has gained in popularity with customers with increased "likes" every month.	84,000
	4th		100,500	105,000	95,604	-9,396	↓	The website continues to enjoy a higher number of visits than the target set and higher than the previous year. In the second half of the year attendances saw a slight downward trend due to more people using Facebook to find out about our services.	110,000
	Total		**314,631**	**330,000**	**339,693**	**9,693**	↑		**345,000**

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance		Comment	
Expenditure Against Budget	N/A	(£186,847)	(£433,273)	£0	(£260,178)	(£260,178)	↑		**£0**
Income Against Target	N/A	(£45,605)	(£150,729)	£0	(£146,617)	(£146,617)	↑		**£0**
Net (Profit) / Loss	N/A	(£130,034)	(£584,006)	£0	(£406,795)	(£406,795)	↑	All figures shown are before Retirement Benefit Scheme deficit. Deficit for 2014/15: £1,529,000.	**£0**
Net Promoter Score (How likely is it that you would refer our company to a friend or colleague?)	1st	No Data	39	48	51	3	↑	Net Promoter Score = % Promoters - % Detractors; Detractors Scores 0 – 6; Passive Scores 7 or 8; Promoters Scores 9 or 10.	49
	2nd		73	50	39	-11	↓		51
	3rd		53	50	69	16	↑		51
	4th		100	52	92	40	↑		53
	Total		49	**50**	**53**	**3**	↑	Detractors : 57; Passive: 229; Promoters: 453	**51**
Unplanned Facility Closure - Hours (Full)	1st	No Data	0	0	0	0	→	There were no unplanned closures of full facilities during the year.	0
	2nd		0	0	0	0	→		0
	3rd		0	0	0	0	→		0
	4th		0	0	0	0	→		0
	Total		**0**	**0**	**0**	**0**	→		**0**

Adverse / (Favourable)

Appendix A- West Dunbartonshire Leisure Performance Indicators 2014/15

Performance Indicator	Quarter	2012/13 Actual	2013/14 Actual	2014/15					2015/16 Target
				Target	Actual	Variance		Comment	
Unplanned Facility Closure - Hours (Partial)	1st	No Data	216	45	11.75	33.25	↑	There were 2 occasions of pool contamination, one at the Vale Pool and one at the Meadow Centre.	45
	2nd		89.5	45	14.25	30.75	↑	There were 2 occasions of pool contamination both at the Vale Pool. There were occasions at the Play Drome where the tyre ride and flume were taken out of service due to staff shortages.	45
	3rd		51.5	45	12	33	↑	There were two occasions of roof leaks at the Meadow Centre and one occasion of high chlorine levels at the Vale Pool	45
	4th		14	45	21.5	23.5	↑	Roof leaks at the Meadow Centre continue to cause closures despite major works being carried out. Investigations continue to find a permanent solution.	45
	Total		371	**180**	**59.5**	**120.5**	↑		**180**

Financial Summary 2014/15

The Trust is pleased to report that despite the current economic climate in which we have operated in our third year, the financial position for the Trust has resulted in a surplus being generated allowing us to progress towards holding an acceptable level of reserves.

In summary, the financial position during 2014/15 is noted below:

	Unrestricted / Restricted Fund £	Pension Fund £	Total Fund £
Total income	6,903,425	121,000	7,024,425
Total spend on charitable activities	(6,496,630)	(194,000)	(6,690,630)
Net Movement in Funds	**406,795**	**(73,000)**	**333,795**
Actuarial loss	0	(1,456,000)	(1,456,000)
Net Movement in Funds (after retirement benefit scheme loss)	**406,795**	**(1,529,000)**	**(1,122,205)**

Funds held at 31 March 2015:

	31 March 2015 £	31 March 2014 £
Total Funds	(1,162,165)	(39,960)

The Unrestricted surplus was £406,795 but at the year end the multi-employer defined benefit pension scheme is in deficit by £1,529,000 and therefore the net deficit for the year is (£1,122,205).

Following the third year of the Trust, our income has helped us to meet our charitable aims and objectives. Our year-end financial position, summarised above, provides a sound platform from which we can continue to meet our commitments.

The principle funding sources are a combination of income generated through a level of sales, fees and charges for our charitable activities of £1,900,319 and membership fees of £899,234, as well as income from West Dunbartonshire Council (Management Fee of £4,073,902) for our work in managing the leisure facilities within the local area.

The principle sources of expenditure remain within staffing of £5,108,103 and with elements of spend on property of £876,031; transport of £34,399; administration of £526,686 and payments to other bodies of £145,411.

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

	Income £	Expenditure £	Surplus/(Deficit) £
Leisure Facilities	1,728,639	3,958,412	(2,229,773)
Community Facilities	370,273	1,230,286	(860,013)
Sports Development	460,103	837,983	(377,880)
Active Schools	240,538	423,314	(182,776)
Governance Costs	0	46,635	(46,635)
Management Fee	4,073,902	0	4,073,902
Total	**6,873,455**	**6,496,630**	**376,825**

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee

25 November 2015

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 and thereafter updated and submitted to the same Committee on 18 June 2014.The strategy was again updated in February 2015 and presented to the Infrastructure, Regeneration and Economic Development (IRED) Committee on 18 March 2015.

2. Recommendations

It is recommended that Committee:

(i) Acknowledge the priorities and progress made in meeting the priority objectives set out in The Property and Land Disposal Strategy 2013 – 2018.

(ii) Note the progress made in the disposal of small plots and the need to appoint an external property agent to administer the disposal of some of the remaining plots.

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 and thereafter updated annually with the most recent update at February 2015 as submitted at the IRED Committee on 18 March 2015.

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, and reduces the number of buildings that we own and operate out of, thus reducing 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

4.1 Over the course of 2015, Asset Management have been undertaking preparatory work in advance of bringing some of the key strategic sites to the market. A brief update on progress thus far is provided below.

4.2 Site at Carrochan Road, Balloch – opportunity to enhance value has been sought by the submission of an outline planning application to Loch Lomond and Trossachs National Park for a development of 23 residential units. A decision is pending. Consultants have been identified to undertake a site investigation and should be on site over the final quarter of this calendar year. Thereafter the site can be immediately advertised on the open market. Strong developer interest is anticipated.

4.3 Former Bonhill Primary School, Bonhill – within West Dunbartonshire Council's Strategic Housing Investment Plan (SHIP) 2015/16 – 2019/20, several of the strategic sites are identified as priority projects. The former Bonhill Primary School is one such site which has been identified as a priority project for the Council's strategic housing partner, The Wheatley Group. Discussions are on-going with the Wheatley Group, who have commissioned and are now in receipt of a Site Investigation report. The report has identified contamination across the site along with made ground of up to seven metres on the southern part. Given the issues revealed within the Site Investigation Report, it is likely that abnormal costs will be significant. Terms are currently being negotiated and IRED Committee approval will be required to progress with a disposal.

4.4 Former St Andrews High School, Clydebank - Asset Management commissioned a site investigation over the former school site and are in receipt of the completed report. Whilst the report identifies contamination, infilled ground and ground gas, the site remains suitable for residential development albeit there will be associated abnormal costs. Asset Management will obtain an estimate of the likely extent of abnormal costs and report this later. The Council's Planning department is presently preparing a planning brief and thereafter the site will be ready for advertisement on the open market. Planning have advised that a proportion of affordable housing will require to be provided over both the Braidfield High School site and the St

Andrews site or alternatively exclusively provided over one site. The final agreed ratio of private to social housing will inevitably impact on capital receipt.

4.5 Former Braidfield High School, Clydebank – consultants have been identified to undertake site investigations and should be on-site over the course of the final quarter of 2015. The ratio of private/social housing on the site will be dependent on the provision of social housing agreed on the St Andrews site.

4.6 Former St Eunans Primary School, Clydebank – during the course of 2014, consultants were appointed to undertake a Site Investigation over the former school site. In a report submitted in October 2014, it was highlighted that there is widespread contamination, including site wide Asbestos Containing Materials (ACMs) on both the site surface and within the made ground. The report highlighted a range of short terms recommendations, which have duly been undertaken. These include:

- Removal of any ACMs found at surface level.
- Undertake boundary air monitoring to establish that airborne fibres remain within safe limits.
- Secure the site and erect appropriate signage alerting potential trespassers to the presence of on-site contaminants.

The extent of contamination across the site renders it unsuitable for residential development.

In the absence of any perceived commercial demand for non-residential development of the site, it is to be made safe until such times as an alternative use can be identified. The consultants have recommended that a barrier to the underlying contaminants will be required. In the short term, this will require the provision of a porous membrane across the site, overlaid with a cover system of topsoil and planting. The estimated cost of remediation is in the order of £250,000, which has been allocated within the capital budget. In addition action is being taken to identify how best to bring the site into community use.

4.7 Highdykes Primary School, Bonhill, Alexandria – tenders for the demolition of the primary school have been returned and are currently being evaluated with a decision due imminently. Demolition works will be complete by early spring 2016. Immediately thereafter Site Investigations will be undertaken in preparation for marketing.

4.8 Council Offices, Rosebery Place, Clydebank – the former Council offices are now largely vacant with the exception of part of the ground floor which remains occupied by The One Stop Shop. It is proposed that the One Stop Shop relocate to the ground floor of the Clydebank Co-op Building on Sylvania Way South. Negotiations are now well underway and it is anticipated that The One Stop Shop will take occupation around spring 2016. Once vacated and ICT infrastructure removed, the existing Council offices will be demolished and a site investigation instructed in preparation for marketing of the site.

4.9 Former Auchentoshan Day Centre, Auchentoshan Estate, Clydebank – the site formerly housed an adult training centre which has now been demolished. Extending to around 12,788 sqm (3.16 acres), the site was marketed during the course of 2014 as a care home opportunity. Lease terms (with an option to purchase) were agreed with an organisation who proposed to use the site as an educational establishment for children, youths and vulnerable groups. The proposal was refused by the IRED Committee with a recommendation that the site be re-marketed in consideration of the forthcoming Local Development Plan, which identifies the site for use as a care home. The site is to be put back on the market imminently.

4.10 Land surrounding Crosslet House, Dumbarton – the development of the care home takes out most of the opportunity for further development of the site. The balance of the site that isn't affected by ancient woodland, flooding or Japanese Knotweed allows limited scope for development of around seven residential units. Access would require to be taken from Dumbuck Road. The Council's Roads department has advised that further development of the site should be considered once the care home is complete and traffic impact on the surrounding areas have been established.

4.11 Heather Avenue, Alexandria – Access and service arrangements have been concluded for the care home and private residential developments which sit adjacent to the subject site. Granting the appropriate access and service rights will generate £97,000 for the Council. With these agreements recently finalised, consideration shall be given to the future disposal of the Council owned site.

4.12 Playdrome Site, Clydebank – following the IRED Committee decision of 17 June 2015 to market the site, preparatory work is now underway. A development brief has been established and an invitation to tender document will be issued in November to seek the appointment of an agent to fully expose the property to the commercial development market.

4.13 Site at Mitchell Way, Alexandria – this 15,742 sqm (3.89 acre) site in Alexandria town centre is presently subject to a public tendering exercise. An additional area of land extending to 11,372 sqm (2.81 acres) can also be made available to interested parties should they have an interest in developing over the wider area. One developers' day has now been held and another is scheduled for 18 November 2015. A closing date for public invitations to tender has been set for 14 December 2015.

<u>Rationalisation Programme/Commercial and Private Land</u>

4.14 In addition to the above, a number of properties have been marketed during the course of 2015/2016, which have now sold, are under offer or will imminently be placed under offer. These include:

- Former Renton Nursery, Station Street, Renton – Sold for £25,000.
- Former Ladyton Library, Ladyton, Bonhill – Sold for £28,500.

- Unit 1, Levenbank Street, Jamestown Business Park, Jamestown and adjacent land – Under Offer.
- Former Drumry Bowling Club, 23 Kirkoswald Drive, Clydebank - under offer.
- Ramsay House, Risk Street, Clydebank – Closing Date for offers set at 22 October 2015 and subject to separate report to Committee.

Community Empowerment (Scotland) Act – Asset Transfer

4.15 The updated Strategy (February 2015) highlights the Community Empowerment (Scotland) Bill which was introduced to the Scottish Parliament on 11 June 2014 and has subsequently been passed into law effective at 24 July 2015. The component parts of the Act will come into force at different times with a Commencement Order from the Minister, the dates of which have not yet been announced. Regulations and guidance notes will be available around September 2016.

4.16 Part 5 of the Act addresses asset transfer requests, which is an area of a paramount importance to the Council. Part 5 essentially provides a process whereby community bodies are permitted to apply to buy, lease, manage or simply use land and buildings owned by public authorities. A request for asset transfer can be made over any Council asset and the request must be granted unless there are reasonable grounds for refusal.

4.17 In response to Part 5 of the aforementioned Act, Asset Management are in the advanced stages of preparing a policy and set of procedures relating to community asset transfer. Combined, they will offer comprehensive guidance for officers within West Dunbartonshire Council and for community bodies with an interest in asset transfer. The policy and procedures will allow a clear process for dealing with third sector asset transfers.

4.18 Preparation of the policy and procedures was initiated at the start of 2015 when Asset Management engaged with officers from Corporate and Community Planning. Thereafter a period of consultation was undertaken with West Dunbartonshire Community and Volunteering Services (WDCVS), West Dunbartonshire Equality Forum, Development Trust Scotland and finally a presentation to the Community Alliance on 15 April 2015. The purpose of the consultation was to gauge a better understanding of the key requirements for a user friendly and robust policy and procedures.

4.19 Subsequent to an initial period of consultation, a draft policy and set of procedures are now in the advanced stages of preparation. A working group of Council officers across a range of Council services has now been formed. Once the policy and procedures are finalised, the working group will be consulted and their input invited in order to ensure that a workable policy and procedures are in place. Following internal consultation, a period of external consultation will take place with community bodies and will include a presentation at the Community Alliance meeting. The finalised policy and procedures will be presented for approval at the IRED Committee thereafter.

4.20 Once the regulations and guidance notes are issued in September 2016, it is likely that a further period of consultation and subsequent amendment will be required.

Small Plot Disposals

4.21 There are presently around 49 small plots for disposal on the Surplus Assets List. Approximately 29 of the small plots comprise negligible pieces of land or land which will prove difficult to sell due to size, configuration and planning prospects. The value attributed to the aforementioned sites will be depleted once the costs of marketing have been allowed for. It is not considered viable to incur the expense and time associated with disposal of these plots. However, if approaches are made from prospective purchasers on any of the aforementioned sites, they can be dealt with on an adhoc basis.

4.22 Of the remaining 20 small plots, progress has been made on the following six sites:

- Former Scout Hall, 104 East Barns Street, Clydebank – the former Scout Hall has now been demolished and the site has been widely marketed as a residential development opportunity. Given good levels of developer demand, a closing date for offers set for 30 October 2015 and now under negotiation for disposal.

- Site at 193 Dumbarton Road, Clydebank – the site comprises approximately 2,331 sqm (0.576 acres) directly fronting Dumbarton Road. In isolation, the site has limited development potential due to size, configuration, access and the presence of a sewer to the rear of the site. However, when considered in the context of the adjacent site, there is potential for a special purchaser or marriage value to be obtained based on an amalgamation of the two sites. Discussions have been on-going with the adjacent owner who has an interest in purchasing the Council owned land to undertake a residential development over the combined sites.

- Ground adjacent to 5 Parkhall Road, Clydebank – the owner of 5 Parkhall Road, Clydebank has made a number of approaches to the Council with a view to purchasing nearby Council owned land. The Council land potentially offers scope for residential development although the presence of Japanese Knotweed may restrict development until such time as the treatment is complete. Progress has stalled until such time as a price can be agreed.

- Ground at 15 Meadowbank Street, Dumbarton – the site comprises 1,394 sqm (0.34 acres) directly adjacent to land owned by Her Majesty's Revenue and Customs (HMRC). Mapeley STEPS Limited (a privately owned property company which has a contract with HMRC to provide it with a full property outsourcing service) has offered to purchase the Council owned land. IRED Committee approval has been given to progress with the sale on the terms agreed with Mapeley STEPS Ltd.

- Land adjacent to 4 Lochend Cottages, Gartocharn – the proprietor of 4 Lochend Cottages has made an approach to purchase the adjacent Council owned land (728.43 sq./0.18 acres) in order to extend their existing garden grounds. The Executive Director of Housing, Environmental and Economic Development (HEED), in consultation with the convenor of the Committee, has delegated authority to approve disposal of small plots, as approved at the HEED Committee on 8 December 2010. Approval has been obtained and the sale is now progressing through legals.

- Land to the rear of 112 Roman Crescent, Old Kilpatrick – two adjoining owners have each expressed a formal interest to purchase land to the rear of their respective properties. Discussions are ongoing and a Briefing paper to the Executive Director of HEED is to be submitted shortly.

4.23 This leaves 14 small plots which may be suitable for disposal and which have sufficient value as to merit a marketing exercise.

4.24 Despite smaller capital receipts, small plot disposals are often complicated and time consuming and require the dedicated attention of officers from Asset Management and Legal Services. The resource, in terms of time and personnel required to service their disposals is often no less than that required for larger, higher value land disposals.

4.25 Staff resource and priority focus on strategic sites will require that an external agent be appointed to undertake disposals of the remaining 14 small plots. The appointed agent will require to progress sales from the initial preparatory stages through to a concluded missive with an officer from Asset Management overseeing instructions.

4.26 Appointment of an agent has an associated cost implication of £1200 - £1300 per disposal including all marketing costs.

5. People Implications

5.1 Asset Management will continue with the disposal of the six small plots which are currently being progressed. Limited staff resource within Asset Management will require that the remaining 14 small plot disposals are undertaken by an appointed agent. Agents will progress sales in direct consultation with Asset Management and Legal Services

5.2 Legal Services will require planning resources to meet the additional demands placed on them as a result of the increased volume of sales.

6. Financial 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.

6.3 High volume disposal of larger value small plots will generate an increase in capital receipts for the Council.

6.4 For some of the smaller sites, the attributed values are so nominal as to eradicate any capital receipt once agent's fees/marketing costs are incurred.

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.

8. Equalities Impact Assessment (EIA)

8.1 An Equality Impact Screening was undertaken, which did not identify any potential equalities impacts.

9. Consultation

9.1 Consultation has been on-going between Asset Management and Legal Services to establish how best disposals can be serviced**.**

9.2 External agents have been consulted to ascertain the cost implications of an appointment.

9.3 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.

Richard Cairns
Executive Director of Housing, Environmental and Economic Development
Date:25 November 2015.

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Appendices:	Appendix 1 – Surplus Assets List and Action Plan (Updated October 2015).
Background Papers:	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 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. 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
Wards Affected:	All.

Appendix 1- Surplus Assets List & Action Plan

ASSET	Comments	Estimated Date of Sale	Action	Responsibility for action
Strategic Sites				
Site at Carrochan Road, Balloch	8,728 sqm (2.17 acres) of ground at Carrochan Road, Balloch adjacent to new National Park Headquarters. The site is zoned for residential use and was marketed for disposal in 2008. Preferred developer was unable to conclude missives and market conditions changed preventing a sale of the site.	2016 - 17	An application for Outline Planning Permission has been made to Loch Lomond and Trossachs National Park for a development of 23 residential units. Development will not require provision of affordable housing, however, a section of this site will require to be designated for public car parking. A decision on the outline planning application is pending. A consultant has been identified to undertake the Site Investigation and should be on site during the final quarter of 2015. Depending on the Site Investigation findings, marketing can commence directly thereafter. It is anticipated that the site will generate a healthy interest from private residential developers.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness Planning - Pamela Clifford
Former St Andrews High School, Clydebank	Site of former St Andrews High School extending to 7.03 acres (28,463 sqm). 6.74 acres is held by Education, the remaining 0.29 acres is not. Demolished 2010.	2016 - 17	Site Investigation undertaken and report issued. The site has issues with contamination, ground gas and infilled made ground. Whilst residential development of the site is still possible, the abnormal costs associated with development are likely to be significant. A consultant is to be appointed to provide an estimate of the likely abnormal costs, which will directly impact on the anticipated capital receipt. Planning are providing a planning brief and thereafter the site can be marketed.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness Planning - Pamela Clifford
Former Bonhill Primary School, Bonhill	Site of former Bonhill Primary School extending to 1.42 acres (5,736 sqm). Area increased by inclusion of pitch extending to 3,781 sqm giving a total area of 9,517 sqm (2.35 acres).	2015-16	Discussions on-going with Wheatley Group. They instructed a Site Investigation Report which highlighted a range of contaminants across the site along with extensive made ground on the southern part of the site (former football pitches). Abnormal costs to be verified.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness 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.	2016 - 17	Re-market site for care home use.	Asset Management - Stuart Gibson
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.	2016-17	Site Investigations to be undertaken over the final quarter of 2015. Establish development brief for site. Commence marketing 2015 - 16. Projected capital receipt dependant on findings from Site Investigation Report.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness 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.	2016-17	Obtain development brief. Check road access, power supply and drainage issues. Consider obtaining outline planning consent. Potential issues with contamination. Possible capital outlay required in order for WDC to undertake any necessary remedial works. Delay marketing until market conditions further improved. 0.5 acre plot to be sold to Vance Prescion Engineering	Asset Management - Stuart Gibson Economic Development - Michael McGuiness 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.	2016-17	Discussions postponed due to market conditions. No current retailer demand. Negotiations to be resurrected during 2016 - 17.	Asset Management - Stuart Gibson
Playdrome, Clydebank	Leisure provision to be relocated to new facility at Queens Quay and thereafter planned disposal of 8.58 acre site.	2017 -18	A marketing campaign and development brief are to be prepared and a property advisor sought to assist in the marketing of the site.	Asset Management - Stuart Gibson

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 finalised and access arrangements concluded to allow comprehensive redevelopment of the larger site. Site now to be prepared for marketing.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness Planning - Pamela Clifford
Highdykes Primary School, Braehead, Bonhill, Alexandria	17,847 sqm (4.41 acre) site of Highdykes Primary School.	2016 -17	The school is scheduled for demolition to be complete by Spring 2016. A site investigation will be undertaken immediately thereafter. Consider obtaining an outline planning permission for an alternative use. Property to be marketed thereafter.	Asset Management - Stuart Gibson
Aikenbar Primary School, Dumbarton	School due for closure at June 2016	2017- 18	School due for closure in June 2016. Pre-sale preparation to be considered including a planning development brief, possible outline planning application, servicing arrangements etc.	Asset Management - Stuart Gibson
Mount Pleasant House, 2 Ashtree Court, Old Kilpatrick	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Stuart Gibson
Boquhanran House, Dickens Avenue, Clydebank	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Stuart Gibson
Frank Downie House, Ottawa Crescent, Clydebank	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Stuart Gibson
Dalreoch House, West Bridgend, Dumbarton	Care home scheduled for possible closure	TBC	Part of rationalisation programme	Asset Management - Stuart Gibson
Langcraigs Care Home, Gooseholm Road, Dumbarton	Care home scheduled for closure during 2017	2018 - 19	Care Home due for closure in 2017. Pre-sale preparation to be considered including a planning development brief, possible outline planning application, servicing arrangements etc.	Asset Management - Stuart Gibson
Our Lady and St Patricks, Hawthornhill Road, Dumbarton	School due for closure during 2018	2018 - 19	School due for closure in 2018. Pre-sale preparation to be considered including a planning development brief, possible outline planning application, servicing arrangements etc.	Asset Management - Stuart Gibson
Willox Park Care Home, Colquhoun Street, Dumbarton	Care home scheduled for closure during 2017.	2018 - 19	Care Home due for closure in 2017. Pre-sale preparation to be considered including a planning development brief, possible outline planning application, servicing arrangements etc.	Asset management - Stuart Gibson
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.	2017 - 18	A developer day for interested parties was held on 22nd October 2015 and a further developers' day will be held on 18th November 2015. A closing date for public invitations to tender has been set for 14th December 2015.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness
Site at Crosslet House, Argyll Avenue, Dumbarton	A significant portion of the site is to accommodate a new care home due for completion in February 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.	2018-19	Forthcoming development of care home is likely to impact on access and roads to the subject site. Defer marketing until care home complete and traffic impact established. Dense Japanese Knotweed requires continued treatment.	Asset Management - Stuart Gibson Economic Development - Michael McGuiness Planning - Pamela Clifford

PROPERTY	General Comment	Date or Estimated Date of Sale	Action	Responsibility for Action
Rationalisation Programme				
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.	2017 -18	Potential capital outlay required in order for WDC to undertake demolition of the existing building.Costed and allowance included in Office Rationalisation Programme. Planning Development Brief to be provided and Site investigation undertaken in advance of marketing. Findings from Site Investigation will influence the potential capital receipt.	Asset Management - Stuart Gibson
Council Offices, Garshake Road, Dumbarton	Part of Office Rationalisation Proposal.	2017-18	Consider alternative uses for site and obtain site investigation survey if necessary and consider obtaining outline planning consent for alternative use. Discussions held with Police Scotland regarding disposal of the larger site (i.e. Garshake offices and police offices).	Asset Management - Stuart Gibson
Former CLD offices 5 West Thompson Street Clydebank	Part of Office Rationalisation Proposal. Single storey office building.	SOLD	Asset sold to third sector organisation Y Sort-It in March 2014.	No further action required.
Gavinburn Branch Library, Old Kilpatrick	Declared Surplus by HEED - offered to community groups - no interest forthcoming	DELETED	No longer to be sold. Property Demolished. Returned to GSA.	No further action required.
Solum of Canal, Clydebank	Solum of canal adjacent to Clyde Shopping Centre, Clydebank. Committee approval to transfer to British Waterways for £1. Legal negotiations in hand.	SOLD	Transaction completed.	No further action required.
Bridge Street Ground Lease	Head Tenant (Building owner) wished to purchase of WDC ground lease interest. .	SOLD	Transaction completed.	No further action required.
147 High Street, Dumbarton	Part of Rationalisation Proposal. Sale to Dumbarton Credit Union at £112,500 completed early November 2014.	SOLD	Transaction completed.	No further action required.
Former Faifley Bowling Club, Abbeylands Road, Clydebank	Knowes Housing Association have registered interest and are keen to develop the site especially given the lack of available alternative sites in the locality. By way of the adopted West Dunbartonshire Local Plan and the forthcoming Local Development Plan, the grounds are protected as open space and therefore cannot be developed. Discussions with the Planning department have confirmed that the site is not a viable option for development at this time by Knowes Housing Association.	2016 - 17	The site is to be widely marketed to establish interest. Alternative uses may be considered if there is no market interest in the site.	Asset Management - Stuart Gibson
Former Scout Hall, 104 East Barnes Street, Clydebank	The site was previously marketed at the start of 2015 and the successful bidder failed to conclude. The site has subsequently been re-marketed as a residential development opportunity and a closing date has been set for offers for 30th October 2015.	2015-16	Closing date for offers 30th October 2015.	Asset Management - Stuart Gibson
Former Drumry Bowling Club, Kirkoswald Drive, Clydebank	The former bowling club and associated grounds have been extensively marketed. The former bowling greens comprise open space which will prevent future development. A closing date for offers was set at 2nd October 2015 and a successful bidder identified. The offer is subject to receipt of necessary planning permission for change of use.	2015-16	Under offer.	Asset Management - Stuart Gibson
Library Offices Poplar Road Dumbarton	Part of Office Rationalisation Proposal.	2017-18	When vacated seek to declare surplus and market property on open market.	Asset Management - Stuart Gibson
Balloch Castle Balloch	Part of Office Rationalisation Proposal. Historic Castle leased from GCC.	TBC	Seek alternative uses for facility.	Asset Management - Stuart Gibson
Various Units Leven Valley Enterprise Centre Dumbarton	Part of Office Rationalisation Proposal.	2017- 18	Vacate and return to non operational portfolio.	Asset Management - Stuart Gibson
30 Church Street Alexandria	Part of Office Rationalisation Proposal. Purpose built office building with car parking.	2017 - 18	Title investigation required	Asset Management - Stuart Gibson

85 Kilbowie Road Clydebank	Part of Office Rationalisation Proposal. Purpose built office building with car parking.	2017 - 18	New tenant to be found - place on letting market.	Asset Management - Stuart Gibson
4/6 and 10 Elm Road Dumbarton	Part of Depot Rationalisation Proposal. Former workshops and office buildings.	2019 - 20	Part of depot rationalisation.	Asset Management - Stuart Gibson
Ground at 83 Fullers Gate	Remedial conveyance of land which should have been sold previously to Faifley Housing Association.	No action	Nominal value. No action required.	Asset Management - Stuart Gibson
264 Glasgow Road	Shop.	NA	Application from tenant required to action disposal. Authority to sell to tenant only.	Asset Management - Stuart Gibson
276 Glasgow Road	Shop.	NA	Application from tenant required to action disposal. Authority to sell to tenant only.	Asset Management - Stuart Gibson
3 Upper floor flats at 153 Main Street, Renton	Sold to Cordale Housing Association on 31st January 2014.	SOLD	None required.	Asset Management - Stuart Gibson

PROPERTY	General Comment	Date or Estimated Date of Sale	Action	Responsibility for Action
Rationalisation Programme				
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. .	2016 - 17	Negotiations on-going. Agent to be instructed to progress disposal.	Asset Management - Stuart Gibson
Ground at Grant Crescent, Renton, Alexandria	1,211 sqm (0.3 acres) of ground at Grant Crescent, Renton proposed to be sold to Cordale Housing Association.	2017 - 18	Title rectification following initial disposal. Two areas of ground involved. Agent to be instructed to progress disposal.	Asset Management - Stuart Gibson
73 sqm site at Tontine Crescent, Renton	Disposal to Cordale Housing Association of 3,161 sqm (0.78 acres) required to be split. Remaining 73 sqm to be sold on same basis.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Ground at rear of 167-173 Main Street, Renton, Alexandria	Ground at the rear of 167-173 Main Street, Renton proposed to be sold to Cordale Housing Association.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
50sq m site at Halkett Crescent, Alexandria (Lesser Boll of Meal)	50 sqm (0.01 acres) of ground at Halkett Crescent, Alexandria (adjacent to Lesser Boll of Meal park) which forms part of an access to a proposed care home development.	TBC	Negotiations stalled with developers on the basis of ransom value. Planning consent lapsed. No current action currently required. Agent to be instructed to deal with disposal at a future date if care home development becomes active again.	Asset Management - Stuart Gibson
759 sq m site adjoining 3 Auchinleck Terrace, Faifley	Former lock-up garages to rear of former local authority residential units	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
54 sqm of ground at John Street	54 sqm of ground at John Street, Renton. Landscaped area proposed to be sold to Cordale Housing Association for 3 car parking spaces.	To be deleted.	No longer required by Cordale Housing Association.	Asset Management - Stuart Gibson
Wayleave at Brown Street, Haldane	Development of 16 housing units by Cube HA Ltd. Surface water sewer.	2017 - 18	Initiate discussions with Cube.	Asset Management - Stuart Gibson
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 - Stuart Gibson
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 Penniecroft Avenue, Bellsmyre, Dumbarton. Three sites included in valuation as proposed to sell as part of single transaction	2016 - 17	Agent to be instructed to undertake disposal.	Asset Management - Stuart Gibson
Land adjoining Leven Cottage, Main street, Alexandria	Proposed sale to Cordale HA for access to Leven Cottage redevelopment. Committee approval to sell required. Title Report and land services approval requested. Discussions on-going with RSL.	To be deleted.	Cordale Housing Association no longer require.	Asset Management - Stuart Gibson
Grazing Land, Castlehill	Previously proposed sale to tenant farmer.	2016 - 17	Action by Legal Services may allow WDC to secure rent or sale. Agent to be instructed to progress sale.	Asset Management - Stuart Gibson

PROPERTY	General Comment	Estimated Date of Sale	Action	Responsibility for Action
Commercial and Private				
Renton EE&CC Building	Former Renton EECC vacated and surplus to requirements.	SOLD	Vale of Leven Autism and Aspergers Forum were given use of Asset for one year at a peppercorn rent whilst considering longer term options. The asset was sold to them in August 2015 for a consideration of £25,000.	Asset Management - Stuart Gibson
Unit 1, Levenbank Street, Jamestown Business Park, Jamestown	The existing tenant at Unit 1 has requested to purchase their existing leased premises which comprises a 465 sqm (5,000 sqft) industrial unit. The tenant has also offered to buy the adjacent land extending to around 2,104 sqm (0.5 acres). Committee approval to proceed with the disposal was obtained at the 16th September 2015 IRED Committee.	2015 - 16	Under offer - Progress to a concluded missive.	Asset Management - Stuart Gibson
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.	2017 - 18	Under offer - Progress to a concluded missive.	
Carman Centre, Renton	Sold to Cornerstone on 28th November 2014. Purchase price £120,000 payable on six instalments of £20,000 payable at Date of Entry and therefater on 28th November 2015, 2016, 2017, 2018 and 2019.	SOLD	None required.	Asset Management - Stuart Gibson
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.	2016 - 17	Resolve access issues.	Asset Management - Stuart Gibson
Ladyton Library, Bonhill	Marketed for sale on open market during 2014. Sold for retail use (unconditional upon planning consent) in April 2015 for £28,500.	SOLD	None required.	Asset Management - Stuart Gibson
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.	2016 - 17	To be marketed. Fire safety issue with timber staircase at upper level. Staircase may require to be replaced.	Asset Management - Stuart Gibson
Ground at Parkhall Road	Surplus Status to be clarified. Possibility of 1-2 residential developments plots.	2016 - 17	Japanese Knotweed identified to rear of site which may preclude development/sale of part of land. Spraying regime to eradicate infestation to be monitored. Discussions ongoing with neighbouring owner. Assess marketability of the site.	Asset Management - Stuart Gibson
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.	2016 - 17	Possible disposal to adjoining owner.	Asset Management - Stuart Gibson
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.	TBC	Disposal of site is dependant on redevelopment of surrounding areas. No action required at present. Agent to be instructed to dispose of the site at a future date.	Asset Management - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson

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.	2016 - 17	Title investigation required. Agent to be appointed to dispose of the site.	Asset Management - Stuart Gibson
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.	2016 - 17	Negotiations on-going with the adjoining owner.	Asset Management - Stuart Gibson
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 - Stuart Gibson

PROPERTY	General Comment	Estimated Date of Sale	Action	Responsibility for Action
Commercial and Private				
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.	2016 - 17	Planning investigation required to establish alternative use.	Asset Management - Stuart Gibson
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 - Stuart Gibson
0.34 acres of ground at Meadowbank Street, Dumbarton	1,394 sqm (0.34 acres) of ground at Meadowbank Street, Dumbarton. Occupied by Inland Revenue but owned by WDC. Terms agreed to sell to adjoining owner.	2015 - 16	Terms agreed and IRED Committee approval obtained to dispose of the site. Progress to a concluded missive.	Asset Management - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson
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.	2016 - 17	Further investigation required. Agent to be appointed.	Asset Management - Stuart Gibson
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.	2016 - 2017	Verify with Housing if lock-ups currently leased out. If suitable for disposal, appoint agents.	Asset Management - Stuart Gibson
Beardmore Place (E of Duntocher Burn), Clydebank	Linear, sloping part woodland site.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Braes Ave, Whitecrook, Clydebank	Flat plot of land off Braes Avenue. Main services/utilities should be readily available.	2016 - 17	Further investigation required. Agent to be appointed.	Asset Management - Stuart Gibson
Dumbarton Rd (opposite Foto One), Clydebank	Public open space, mature trees and footpath over narrow linear site.	2016 - 17	Nominal value. No action required.	Asset Management - Stuart Gibson
Grnd Lawmuir Cres and Whitehill Rd, Duntocher, Clydebank	Steeply sloping site - appears to be green belt land - Planning discussions required.	2016 - 17	Nominal value. No action required.	Asset Management - Stuart Gibson
Grnd, Boulevard (North), Clydebank	Triangular area of ground on northern side of Great western Road - to east of access road of Bouelvard Hotel. Currently overgrown. Enquiry received by Forward Planning to purchase/lease - to be investigated.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
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 - Stuart Gibson
Grnd, Glasgow Rd, Hardgate, Clydebank	Linear narrow grass verge.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Grnd, Gran St and Davidson St, Clydebank	Open space area adjacent to Canal - restricted access	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Land - Glenhead Road - 20 units	Flat linear site used for lock up garages	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson

PROPERTY	General Comment	Estimated Date of Sale	Action	Responsibility for Action
Commercial and Private				
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 - Stuart Gibson
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 - Stuart Gibson
North of Craigielee Road, Clydebank	Steeply sloping grassed site in residential area.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Parkhall Rd (South of Manse), Clydebank	Steeply sloping grassed site in residential area.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Site - Durban Ave. Clydebank	Landscaped public open space area.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
Site - Talisman Ave, Dumbarton	Grassed verge in existing residential area.	No action.	Nominal value. No action required.	Asset Management - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson
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 - Stuart Gibson

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 25 November 2015

Subject: Economic Development Strategy Action Plans

1. Purpose

1.1 The purpose of this report is to provide an update on the progress of the current 2013-16 Economic Strategy Action Plan and to seek approval for the new Economic Development Strategy 2015-20 Action Plan.

2. Recommendations

2.1 The Committee is invited to:

(i) note the progress to date of the 2013 -16 Economic Strategy Action Plan.

(ii) consider and approve the Economic Development Strategy Action Plan 2015-20 and delegate authority to the Executive Director of Infrastructure and Regeneration to deliver against this plan.

3. Background

3.1 The Economic Development Strategy Action Plan Progress Report 2013-16 was reported to the Infrastructure, Regeneration and Economic Development Committee on 10 December 2014. Appendix 1 provides the completed action plan report for the period 2013-16 and a new action plan 2015-20 seeking approval to supersede this plan and can be found in Appendix 2.

3.2 The Economic Development Strategy 2015-20 was developed to provide an economic vision and strategy for West Dunbartonshire Council for a five year period and was approved by the Infrastructure, Regeneration and Economic Development Committee on 16 September 2015. An Economic Development Strategy 2015-20 brochure has been developed and is available in hard copy for this committee.

3.3 Performance updates relating to the delivery and implementation of the Strategy are reported on an annual basis to the Infrastructure, Regeneration and Economic Development Committee.

3.4 The Scottish Government published Scotland's Economic Strategy in March 2015. West Dunbartonshire's Economic Strategy has therefore been refreshed and aligned to reflect Scotland's new Economic Strategy.

3.5 A new vision for West Dunbartonshire has been developed which focuses on increasing prosperity and economic growth while ensuring that this growth is distributed as equitably as possible throughout the area. The Vision is:

"A prosperous, inclusive and growing West Dunbartonshire economy"

3.6 The Council's Economic Development Strategy 2015-20 has four key strategic priorities:

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

4. Main Issues

4.1 A full annual progress report on the implementation of the Economic Development Action Plan 2013-16 is detailed in Appendix 1. A number of key highlights for each of the themes are detailed in sections 5, 6, 7 and 8 below:

5. Stimulating Economic Growth

5.1 The Jobs Growth and Investment Framework target of 1,000 jobs within 1,000 days was reached after 650 days on the 11th February 2014, well ahead of the 1,000 day target. The subsequent target of a further 1,000 jobs within 1,000 days was set and commenced on 12th February 2014. This was achieved on 28th April 2015 well ahead of the target at 440 days giving a total of 2,000 jobs in 1,090 days.

5.2 Working 4U have been allocated £1.39m Youth Employment Initiative (YEI) Funding for 2015-2018, with an intervention rate of 67%. WDC are required to match £684,627 (33%) giving an overall programme value of £2.074m. Included is an Employers Recruitment Incentive (£398,277 pa). This incentive will initially be at a rate of 50% for 6 months. It is anticipated that Working 4U will engage with 1,328 eligible young people, with 645 participants in education/training, gaining a qualification, or in employment, including self-employment, upon leaving.

5.3 The Economic Development team were successful in securing Scottish Government/ European funding of up to £933,452 for the Youth Employment Scotland programme. This programme aimed to increase the number of employment opportunities for young people aged 16-29 in West Dunbartonshire. It met 50% of the cost of paying a young person the National Minimum Wage for a maximum of 40 hours per week for a maximum of 26 weeks. The Scottish Government extended this initiative until the end of June 2015. Since1 June 2013, over 400 young people have been supported through this initiative.

5.4 The Infrastructure, Regeneration and Economic Development Committee agreed in March 2015 to bring the delivery of the Business Gateway (BG) service in- house from 1 October 2015. This new integrated service delivery model aims to achieve measurable benefits, improve customer service and make significant cost savings by 2016/17. The Business Gateway service successfully transferred to in-house delivery on 1 October 2015. The transition to in-house delivery included formal notification of the termination of the contract to the contractor, the transfer of two admin staff through TUPE, the recruitment of two new Business Support Officer posts, relocation of the team to Aurora House and working with the procurement team to develop a supplier framework for specialist support and workshops.

5.5 West Dunbartonshire Council is the lead local authority responsible for the management of Business Gateway Plus. This was a partnership project between West Dunbartonshire Council, East Dunbartonshire Council and Argyll & Bute Council. The project provided a mix of advisory services and grant funding to help businesses grow and create jobs. The project was part funded by all three partners and was successful in attracting additional funding of £192,643 through the European Regional Development Fund (ERDF). The start date for this project was 1 July 2013 until March 2015. A notification of change was approved by Scottish Government to extend the programme until September 2015 which increased the ERDF funding element to £293,900. Since July 2013, 528 one-to one advisory meetings (with a target of 550), 35 business development reviews (with a target of 40) and 86 days of expert help (with a target of 80) have been provided in West Dunbartonshire.

5.6 The Business Gateway service has undertaken additional local promotional activity. Between April and September 2015, 105 start-up businesses have been assisted (with a six month target of 125), 24 start-up businesses with growth potential (with a six month target of 25) will receive an enhanced package of support over the next 12 months. In addition to this 15 established businesses have been accepted into the growth advisory service (with a six month target of 15) to develop and implement their action plans for growth.

5.7 Since 1 April 2015, the Economic Development team have supported 114 businesses with a business grant to assist them to implement their growth plans (annual target 200). The team have also provided local businesses with training grants which have assisted 69 business employees (in six months) to access training which supports the businesses growth requirements (annual target 150).

5.8 The Economic Development team are continuing to work in partnership with Firstport to deliver the Council's Social Enterprise Challenge. The Social Enterprise Challenge can provide a grant of up to £15,000 to individuals/groups to assist them to establish new social enterprises that have the ability to create sustainable local job opportunities. Two new social enterprises were successful in obtaining funding at the funding panel held in September 2014. The funding approved at this panel totalled £25,000. A

further panel was held on 28 October 2015, six applications were considered and three awards totalling £25,000 have been offered.

5.9 West Dunbartonshire Council continues to support the 'Great Scottish Swim' event which was held at Loch Lomond Shores on Saturday 29th August 2015. The event was considered to be a success with 2,617 people participating, an increase of 8% on last year. It was estimated that the event attracted around 9,000 visitors to the area with approx., 39% of those travelled from outside Scotland to attend the event which contributed overall to the growth of the local economy.

6. Improving Skills.

6.1 Working 4U provides a range of support services for customers at all stages of their journey into work, Drop in and work club services are provided at the One Stop Shops in Clydebank and Alexandria and other venues across West Dunbartonshire. Working 4U have been successful in attracting £1.111m funding from the European Structural and Investment 2014-2020 Programmes to deliver the £2.778m European Social fund (ESF) Pipeline programme. Working 4U targets for 2015 onwards are under development and will be finalised following approval of the ESF programme. An innovative element of this programme will focus on supporting an additional 200 employed participants who will engage in activity to improve their labour market position.

6.2 From 1st April 2014 to 31st March 2015 (different timeframe from 1,000 jobs in 1,000 days) the following progress was achieved:

- 5,201 people who have contacted the service, which resulted in:
- 351 entered employment
- 219 sustained employment
- 971 entered training or education
- 1,365 gained a qualification

6.3 Working 4 U operate the West Employability Hub which is now in its second year. The age range of customers has been expanded in 2015 to include all ages and the provision continues to focus on employability related support to move unemployed people closer to the labour market and employed people the opportunity to improve their labour market position. Provision includes – action planning, barrier removal and confidence building, vocational activity, job search advice, employability workshops, etc. Hub employees also work closely with employers to identify suitable applicants and facilitate recruitment sessions, open days and job interviews. The achievements of the Hub during the period January 2014 to January 2015 is:

- 304 young people gained employment of 16 hours plus.
- 172 young people entered education or training.

6.4 Contributing to the aims and objectives of the Glasgow and Clyde City Deal, Working 4 U have been allocated £237,480 (including match funding of £506, 580) to provide a dedicated ESA support Programme (Working Matters) for 2015-2018 designed to assist people to develop a strategy and the relevant skills to secure sustained employment. Those assisted will be people who are in receipt of ESA and have undertaken a period of support through the Work Programme. A target of 239 people will be engaged and supported through the length of the programme and through on-going case managed support and targeted interventions 36 will secure employment. Participants who successfully progress into employment, will receive in work support for 26 weeks, to maximise the opportunities for sustainability and progression.

6.5 From 1 April 2014 to 31 March 2015 the Jobs Growth and Investment Framework resource has created more diverse routes into employment by investing significantly in the range and quality of apprenticeships, jobs and training opportunities available to West Dunbartonshire residents. The Council now offers vocational qualifications in 12 different vocational areas at levels 2 and 3. The following has been achieved:

- Level 2 Modern Apprenticeships - Providing employment with training opportunities of 9 to 12 months linked to local growth sectors. From 1 April 2014 to 31 March 2015, 37 apprentices were recruited. 76% of Level 2 MAs achieved a SVQ Level 2 qualification in the same period.

- Level 3 Modern Apprenticeships - Providing employment with training opportunities of between 2 and 4 years. From 1 April 2014 to 31 March 2015, 33 apprentices were recruited. 86% of Level 3 MAs achieved a SVQ Level 3 qualification in the same period.

7. Place/Regeneration Development.

7.1 Good progress has been made with unlocking strategic sites since the production of our last Strategy and our Infrastructure Investment Plan 2012. Over the course of the next five years we will begin to see further developments taking place to transform these key sites.

7.2 A planning application in principle has been submitted for the ambitious plan to develop the 98 acre Queens Quay site in Clydebank in partnership with the site owners which will deliver over 1,000 new homes and £250m worth of private sector investment. The agreement with the private landowners to invest £15.62m for infrastructure and site assembly has progressed to investigation works and design stages of the development.

7.3 The Exxon site at Bowling is being progressed through the Clyde Valley City Deal which has identified £27.89m of investment. Inward Investment will be important in achieving our City Deal, Gross Value Added (GVA) target of almost £20m. This is one of the area's most complex and challenging sites but will provide a much needed section of alternative route for the A82 at Milton

and attract new commercial and industrial businesses. The City Deal Cabinet has approved £500k to progress to the Outline Business Case due for completion by June 2016. The Council is engaging with Exxon to agree Heads of Terms for the sales and or transfer of the site.

7.4 Since 2013, West Dunbartonshire Council has invested over £8million in providing 121 new build council homes in Clydebank, Haldane, Bellsmyre and Brucehill. This has included over £4million in grant funding from the Scottish Government. Work to develop around 40 new homes in Clydebank is set to get under way in 2016 and preparation at Queens Quay for affordable housing is progressing.

7.5 Scottish Canals have successfully utilised the outputs from the Charrette process to secure external funding to develop the Bowling Basin site, this includes coastal communities funding of almost £1m. Clydebank Town Centre, and Dumbarton Rock and Castle Charrettes were delivered successfully. These plans have involved significant input by local communities and stakeholders and will drive priorities and external funding bids for these areas over the next five years. The committee approved action plans are now being implemented with key stakeholders.

7.6 The Revised Urban Strategy for Dumbarton will drive priorities in the town centre and at the waterfront with significant focus on the delivery of the new Council office, which will have a positive economic impact on our town centre, and waterfront walkway project. The remaining derelict waterfront parcels of land in Dumbarton will need innovative development and investment approaches. Whilst in Alexandria, the re-marketing to developers of the Mitchell Way will continue to be a priority.

7.7 Continuing development at Lomondgate will be supported by the Council over the next few years to ensure the last remaining phase of development at the business park area is enabled. In addition, the activities of the current Business Improvement District (BID) at the Vale of Leven Industrial Estate will be supported where appropriate. We are committed to exploring the development of a BID at Clydebank Business Park during the remainder of 2015/16.

8. Partnerships.

8.1 The Working4Business initiative has been developed through the Community Planning Partnership (CPP), Employability and Economic Growth, Delivery and Improvement Group (DIG), with key public partners. This was successfully launched in June 2015 and is progressing well and improved partnership collaboration. The initiative have organised the first joint Business Event for the 4 November 2015 at Clydebank Town Hall. This will include all partners exhibiting and specialised workshops to support the growth of the local business community.

8.2 A joint partnership opportunity has been proposed for the Council to be part of a pan-Scotland Local Authority Loan Fund. The Fund will be modelled on the successful West of Scotland Loan Fund and East of Scotland Investment Fund and is highly likely to be eligible to secure ERDF funding from the European Structural Funds Programme 2014-2020, as the Scottish Government is actively encouraging a collective bid from the Scottish Local Authorities. It is estimated the amount of lending across all 32 Local Authorities will be in the region of £5m - £6m per annum and as the ERDF funding is initially for a 3 year period this could create a fund valued between £15m - £18m. This would create a loan fund of approximately £400,000 for local businesses to access.

8.3 Council is committed to re-establishing the Town Centre Forums for Dumbarton (16th November 2015) and Alexandria (30th November 2015) to ensure our Communities are engaged in the development and delivery of important projects within the Town centres. The Charrette action plans also have partners involved through the governance arrangements established to deliver the projects over the next five years.

9. Economic Development Strategy 2015-20 Action Plan.

9.1 A new Economic Development Strategy Action Plan, see Appendix 2, has been developed to align with Scotland's Economic Strategy published by the Scottish Government in March 2015.

9.2 The action plan details the key actions and performance measures necessary to achieve our ambitious vision of "**A prosperous, inclusive and growing West Dunbartonshire economy".** This builds on the foundations established in our 2011-16 Economic Development Strategy and will continue to make a positive difference to our communities, our local businesses and the area.

10. People Implications

10.1 There are no people implications as a result of this report.

11. Financial and Procurement Implications

11.1 The Council budget expenditure detailed in the action plan continues to be monitored and reported regularly to ensure that performance targets are achieved, maximising private sector leverage and external funding.

11.2 It is acknowledged that the achievement of the outcomes of this Strategy and Action Plan is reliant on the continued commitment and funding from both public and private sector partners.

11.3 There are no procurement issues in relation to the action plans contained within this paper; however each project through its development will require an appropriate procurement process.

12. Risk Analysis

12.1 The consultation process with partners and key stakeholders ensured that the content of the strategy and action plan is appropriate and relevant to market conditions and throughout the delivery process risk is assessed and managed

13. Equalities Impact Assessment (EIA)

13.1 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. A range of actions in support of this are noted in the EIA which is available as a background paper.

14. Strategic Environmental Assessment

14.1 A pre-screening Strategic Environmental Assessment has been completed, and is available as a background paper, which determined that although this is a key strategic document it is expected that it will generate no or minimal environmental effects at this stage. Any specific plans and programmes which derive from the Strategy will be subjected to an environmental assessment as and when required.

15. Consultation

15.1 Consultation in developing the Strategic action plan took place through consultation with senior officers across Council services and also with our partners through the Community Planning Partnership Employability and Economic Growth Delivery and Improvement Group.

16. Strategic Assessment

16.1 The implementation of the Action Plan is consistent with the Council main strategic priorities for 2012 – 2017 and objectives of the Economic Development Strategy and details the activities required to achieve the headline targets for the economic growth of the local area over the period 2015-2020. This Strategic action plan contributes to the following specific strategic priorities:

- Improve economic growth and employability.
- Improve life chances for children and young people.
- Improve local housing and environmentally sustainable infrastructure.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 2 November 2015

Person to Contact:	Michael McGuinness – Economic Development Manager, Council Offices, Garshake Road, Dumbarton, G82 3PU, telephone No.: 01389 737415, e-mail: Michael.mcguinness@west-dunbarton.gov.uk
Appendix:	Appendix 1 Economic Development Strategy 2013-16 Action Plan - Covalent output Appendix 2 Economic Development Strategy 2015-20 Action Plan- Covalent output
Background Papers:	IRED 16 Sept. 2015- Economic Development Strategy 2015-20 Economic Development Strategy 2015-20 Brochure Equalities Impact Assessment Screening Strategic Environmental Assessment Pre-Screening
Wards Affected:	All

Appendix 1
Economic Development Strategy 2011-2016

Report Type: Scorecard Report
Report Author: Michael McGuinness
Generated on: 02 November 2015

Icon	Name
Th	1. Headline targets for Economic Development Strategy 2011-16

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Employment rate	64.7%	67.2%		71%	The overall employment rate in West Dunbartonshire has risen to 67.2%. This is remains low in comparison to the Scottish figure which is 72.6% and for the UK as a whole which is also 72.4%.	Michael Gill
Investment in major regeneration sites in WD	£30,000,000.00	£31,812,240.00		£55,000,000.00	The overall target for the Economic Development Strategy is £200 million of private sector investment until and including year 2015/16.	Marnie Ritchie
Business stock per 10,000 of adult population (16+)	247	244		237	The target between 2012 and 2016 within the Economic Development Strategy is to raise the active enterprises in West Dunbartonshire by 10%. The figure for 2014 dataset will be published at the end of November 2015. The Business Stock figure has slightly declined but remains above the target set.	Gillian Scholes

Icon	Name
Th	2. Stimulating economic growth and strengthening the business base

Icon	Name
Ob	2.1 Increasing the number of new business starts

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses given advice and assistance to start up through Business Gateway	220	216		200	Between April 2015 and September 2015 there have been 105 businesses given advice and assistance to start up through Business Gateway. Start-up targets have been revised down as part of our approach to focus on growing business where more growth and jobs are created and aligned to European funding focus on growth rather than start-up.	Gillian Scholes
Number of businesses receiving start up grants	89	101		75	Since April 2015, 50 businesses have been supported with a start-up grant. Targets revised down as per above.	Gillian Scholes

Icon	Name
Ob	2.2 Growing innovative, competitive and sustainable businesses

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses assisted with Council business support intervention	216	180		200	Since April 2015, 88 businesses have been supported with a grant to support their growth plans.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Implement a Business Relationship Management Database		100%	30-Nov-2012		Develop and process tender documentation to purchase database	30-Apr-2012	Yes	Contract agreed with ID Computer Software Ltd to develop business database.	Gillian Scholes
					Work with contractor to develop specific technical specification required for database.	31-Jul-2012	Yes	Technical specification has been agreed and implemented by contractor.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Provide feedback to contractor on test system.	31-Aug-2012	Yes	Feedback given to contractor on test system.	
					Transfer existing company details onto new database prior to launching.	30-Sep-2012	Yes	Existing company details have been transferred onto new database.	
Manage the implementation of the new Business Gateway service delivery model post 2012		100%	30-Sep-2012	Delivered successfully	Develop tender documentation to initiate OJEU tender process.	30-Apr-2012	Yes	Tender documentation completed within timescale.	Gillian Scholes
					Evaluate bids and establish preferred bidder.	31-Jul-2012	Yes	Preferred bidder identified.	
					Obtain approval from Tendering Committee to award contract to preferred bidder.	31-Aug-2012	Yes	Tendering committee approved on 22 August 2012.	
Work in partnership with The Crichton Carbon Centre to deliver an Environmentally Sustainable Process Improvement (ESPI) project - Low Carbon Priority		100%	30-Mar-2013	Delivered successfully	Arrange Knowledge Transfer Event in partnership with Crichton Carbon Centre	31-Oct-2012	Yes	Event scheduled for 2 October 2012.	Gillian Scholes
					Market SPI programme to selected WDC businesses.	31-Oct-2012	Yes	Marketing completed 4 companies recruited to date.	
					Identify 10 local businesses to participate on the SPI programme.	16-Nov-2012	Yes	10 businesses have been identified to participate on the SPI programme.	
					Obtain report from Crichton Carbon Centre on impacts /outputs of programme.	30-Mar-2013	Yes	Progress report has been received detailing progress with participants.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop Job creation Initiative.		100%	31-Mar-2013	Demand side proposals approved 20 December 2012 and was implemented during 2013/14.	Establish a working group to develop a project plan for job creation initiative	31-Aug-2012	Yes	Initial meeting with Council Leader, Employability team and Economic Development arranged for 25 July 2012.	Gillian Scholes
					Obtain Committee approval for job creation project plan	30-Sep-2012	Yes	Council Committee approved Jobs Growth Fund paper on 26 September 2012.	
					Implement and deliver Job Creation project plan	31-Mar-2013	Yes	Project plan has been approved and is being implemented.	
Develop promotional material for tourism, regeneration and business investment		100%	30-Nov-2012	Used as promotional tool on You-tube and Council website	Develop promotional video to promote the area to visitors.	30-Nov-2012	Yes	Final version of promotional video has been approved.	Gillian Scholes

Icon	Name
Ob	2.3 Supporting access to finance for growth

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses with a WOSLF business loan	3	2		3	During 2014/15, 2 loans were approved which totalled £98k.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop an External Funding Strategy		100%	31-Oct-2012	Strategy developed and operational.	Review strategic context for external funding	30-Jun-2012	Yes		Brian McColgan; Gillian

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Develop draft external funding strategy and action plan.	30-Sep-2012	Yes	Draft strategy and action plan have been developed.	Scholes
					Consult with key stakeholders to finalise strategy.	31-Oct-2012	Yes	Draft strategy and action plan circulated 2 May 2013.	

Icon	Name
Ob	2.4 Supporting the development of key growth sectors

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop strategic marketing campaign that promote West Dunbartonshire for tourism and business investment		100%	31-Mar-2012	A strategic working group has been established and met. A marketing strategy for the area was delivered.	Establish Strategic Working Group	31-Aug-2011	Yes	Working group established with 1st meeting mid-Sept 2011 (internal WDC)	Gillian Scholes
					Organise and host Dunbartonshire Business Show	28-Sep-2011	Yes	Dunbartonshire Business Show held in September 2011 and received positive feedback.	
					Develop draft marketing campaign	29-Feb-2012	Yes	Draft marketing campaign developed in partnership with Corporate Communications.	
					Implement marketing campaign	31-Mar-2012	Yes	Marketing/promotional material and video has been produced with corporate communications and Tourism literature has been distributed.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Further material will be deployed on new Council website.	
Investigate the feasibility of new industries as key growth sectors for West Dunbartonshire		100%	31-Mar-2012	This has been identified as an action through the Economic Development Strategy.	Establish working group	31-Aug-2011	Yes	Key Growth Sector working group has been established and met.	Gillian Scholes
					Conduct feasibility review of new industries as key growth sectors	29-Feb-2012	Yes	Strathleven Regeneration Company have instructed consultants to conduct feasibility review of key growth sectors.	
					Report results and develop action plan	31-Mar-2012	Yes	This action has been superseded.	
Refresh the Tourism and Hospitality Strategy Action Plan		100%	30-Jul-2012	Delivered successfully.	Analyse feedback from consultation workshop.	30-Apr-2012	Yes	Feedback was analysed and incorporated into draft action plan.	Elizabeth Hendry; Gillian Scholes
					Develop draft action plan for 2012 and circulate to key stakeholders for comments.	30-Jun-2012	Yes	Draft action plan circulated to all workshop participants for feedback.	
					Prepare final action plan for 2012 activity.	30-Jul-2012	Yes	Final action plan has been prepared and circulated to workshop participants.	
Develop business support initiatives for new industries and key growth sectors for West Dunbartonshire e.g. renewables		100%	31-Mar-2013	Action Plan has been completed.	Review and analyse report on private sector growth opportunities for West Dunbartonshire	30-Sep-2012	Yes	Final report has been completed and reviewed.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Develop an action plan for business support initiatives targeted at key private sector growth areas	31-Oct-2012	Yes	Action Plan has been completed.	
					Implement Action Plan	22-Mar-2013	Yes	Action Plan is being implemented.	
Organise and deliver a Dunbartonshire Business Event		100%	31-Dec-2012	Events delivered Annually.	Develop an event plan for the Social Enterprise Business Show	31-Aug-2012	Yes	Event plan completed and briefing note circulated to elected members.	Gillian Scholes
					Identify and confirm exhibitors and workshops.	30-Sep-2012	Yes	Workshops and exhibitors have been confirmed for event.	
					Market and promote the event to private/third sectors.	31-Oct-2012	Yes	Event has been marketed through local press, radio and Council and partner organisations databases.	
					Collect and analyse feedback from event participants.	31-Dec-2012	Yes	Participant feedback received and analysed. Feedback has been very positive.	
Develop a protocol for the Tourism, Commonwealth Games 2014 events related activity		100%	31-Mar-2013		Develop application and appraisal process for commonwealth games event fund.	31-Jul-2012	Yes	Application process and guidelines have been developed.	Elizabeth Hendry; Gillian Scholes
					Raise awareness of fund to relevant local organisations on an on-going basis.	31-Mar-2013	Yes	Awareness raising campaign undertaken.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Install 2 shopjackets within Dumbarton Town Centre		100%	31-Mar-2011	This project was completed in February 2011and involved the installation of a deli 'shop' to 119 High Street and a butchers 'shop' to 34 High Street.					Marnie Ritchie
Provide 10 retail businesses with a business review and action plan and further grant funding towards implementation		100%	31-Mar-2012	This project is now complete and all grants have been allocated. A campaign was launched during the summer 2012 months to promote the initiative.	Develop and agree project details (Business Support and Regeneration).	02-Apr-2011	Yes	Consultants brief developed and prepared to guide project and inform appointed retail consultants.	Marnie Ritchie
					Appoint retail consultants to undertake action plans with businesses	01-Jun-2011	Yes	Retail Mentors appointed on 1 June 2011.	
					Complete action plans for participating businesses.	31-Oct-2011	Yes	All action plans are complete as far as possible. One participating business has had a change in tenant which is being handled separately.	
					Confirm premises, specifications and costs for businesses participating in retail improvement grant.	30-Nov-2011	Yes	This phase was completed by end of December 2011 and relied on business submitting information to the Council.	
					Issue grant allocation on to participating businesses subject	09-Feb-2012	Yes	This stage has commenced with most businesses having been issued	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					to satisfactory completion and sign off.			with grant allocation letters and some having received their contributions subject to inspections.	

Icon	Name
Ob	2.5 Encouraging inward investment

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Continue to provide core funding to Clyde Waterfront, Clydebank Rebuilt & Strathleven Regeneration Company to assist with project delivery		100%	31-Mar-2012	The Council continues to support these organisations in 2012/13 as regeneration partners, through allocations within the revenue budget. A new Service Level Agreement has been prepared for Strathleven Regeneration Community Interest Company, discussions have taken place with the Clyde Waterfront Partnership, regarding its future which could see the project wound down by March 2014.	Commit funding in 2011/12 for Clydebank Rebuilt, Strathleven Regeneration Company and Clyde Waterfront	01-Apr-2011	Yes	This milestone has been achieved and revenue funding has also been secured for 2012/13.	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Provide funding contribution to Clydebank Rebuilt to assist them to develop capital projects e.g. John Knox Street, Clyde gate		100%	31-Mar-2012	This action has been completed for 2011/12. This was the final year for the Council providing capital funding to Clydebank Rebuilt in relation to the original financial agreement. There is no capital allocation in the 2012/13 capital budget.	The required funding allocation has been provided within the General Services Capital Budget for these projects.	01-Apr-2011	Yes	This milestone is complete. Funding has supported project management and access to Queens Quay through the completion of a new car park.	Marnie Ritchie

Icon	Name
Ob	2.6 Increasing the value of exports

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Make local businesses with export potential aware of the "Smart Exporter" programme		100%	31-Mar-2012	Business Continue to access the Smart Exporter programme.	Invite 'Smart Exporter' to attend Business Show	28-Sep-2011	Yes	'Smart Exporter' attended Dunbartonshire Business Show as exhibitors.	Gillian Scholes
					Arrange 'Smart Exporter' event for local businesses	31-Mar-2012	Yes	Event with Smart Exporter was held on 13 March 2012 in Aurora House, Clydebank.	
					Obtain feedback from Smart Exporter event	31-Mar-2012	Yes	9 companies attended the event and 3 companies are now progressing with Smart Exporter and support under our Export Development.	

Icon	Name
Th	3. Improving the skills of our people and supporting them into work

Icon	Name
Ob	3.1 Assisting people back into work

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of local people receiving support through Working 4U	5,742	5,201		TBC	5,201 participants received support from Working 4U during April 2014 to March 2015. Note: The method of monitoring performance was revised during 2013/14 to profile the annual progress of Working 4U rather than progress from the beginning of the European Programme. W4U - Money figures TBC. 2015-18 targets are under development.	Gina Gallacher
Number of people receiving support through Working 4U with more than one barrier to employment (aggregate)	1,793	1,960		TBC	1,960 participants with more than one barrier to employment receive support from Working 4U during April 2014 to March 2015. 2015-18 targets are under development.	Gina Gallacher
Number of participants with disabilities or health issues	1,346	848		TBC	848 participants with disabilities or health issues were supported during the period 1st April 2014 to 31st March 2015. W4U - Money figures TBC. 2015-18 targets are under development.	Gina Gallacher
Number of local people entering employment through the Employability Programme	428	351		TBC	351 participants entered employment through W4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher
Number of local people entering education or training	1,014	971		TBC	971 participants entered education or training through W4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher
Number of local people in employment six months after leaving	270	219		TBC	219 local people who achieved a job outcome through the Employability Programme were still employed after a six month period, during the period 1st April 2014 to March 2015. 2015-18 targets are under development.	Gina Gallacher

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Lead and manage the development and delivery of single entry services under the Working 4U brand		100%	31-Mar-2013	Progressing to plan. Working 4U Logic Model Development Plan produced by Senior Management Team in consultation with staff from across services. Range of Community service points in use, new online registration form set up, low cost shared phone line in operation. Staff from across services contributing to design and problem solving around workflow and performance management, communication and information materials.	Establish cross service development and implementation groups to progress communication, referral and joint working arrangements, service delivery and marketing, and performance management	01-Jun-2012	Yes	Four working groups established to progress key operational and workflow challenges. All working effectively. A new brand for the service - Working 4U - has been agreed, and relevant publicity materials developed	Lorna Campbell; Michael Gill; Mary Holt
					Formally launch Working 4U	31-Jul-2012	Yes	Working 4U formally launched by Convenor of Corporate Services Committee, significant publicity campaign underway, marketing materials circulated to all key partner agencies and public buildings, and included in a school bag drop for all schools in the area.	
					Review service delivery points and referral processes to maximise positive outcomes and accessibility for residents	31-Dec-2012	Yes	Currently established in nine community service points across Authority, 2 in Vale of Leven, 3 Dumbarton and 4 in Clydebank.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Service delivery points will be continued to be reviewed.	
					Develop shared performance management system through Westlink	31-Mar-2013	Yes	Each service area operates its own performance management system to track client progress & outcomes for its wider work. Based on further ICT investigation and advice, the Westlink service has not been developed to specifically capture client data within the Working 4U initiative but a shared data base has been developed.	
Lead and Manage the CPP Employability Programme		100%	31-Mar-2013	The Employability Programme continues to progress to plan and within budget. Drop in Working 4U services are provided from a range of community venues across West Dunbartonshire. The progress achieved from July 2011 to March 2013 are: 1605	Review the progress of the CPP and ESF priority 5 Employability programme at the end of year 1	29-Jun-2012	Yes	The review focussed on achievements to date, the growing demand for services and highlighted the need for additional LET workers, Trainers and support staff. Recruitment to commence late July.	Michael Gill
					Review the progress and performance of the	26-Oct-2012	Yes	A meeting was held with Employment	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				eligible participants have now been supported by the programme; Number of participants entering employment is 409; Number of participants entering training is 311 with 238 people already achieving a qualification; Number of participants being tracked and provided with additional support is 388; Number of participants referred to CL&D for adult learning, Advice Services, CHCP health referrals and other personal development is 453.	tendered Job Brokerage programme at the half way stage of the contract.			Enterprise senior management and an Action Plan was agreed and developed that will be reviewed in January 2013.	
					Review the progress and performance of the tendered Employer Engagement Service at the half way stage of the contract	30-Nov-2012	Yes	A meeting was held with Employment Enterprise senior management and an Action Plan was agreed and developed that will be reviewed in January 2013.	
					Lead and coordinate the Strategic Skills Pipeline for all supply side employability work in West Dunbartonshire	31-Mar-2013	Yes	The SSP has been reviewed and as a live working document will require continuous review going forward. The responsibility to Lead and coordinate supply side work will lie with the joint chairs of the Employability sub group of the thematic lead group.	
Develop an employer engagement toolkit		100%	19-Mar-2012		Request Tendering Committee approval to tender for Employer Engagement Services.	10-Jun-2011	Yes	Tender committee approved Employer Engagement Service to go out to tender.	Michael Gill

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Publish Employer Engagement Service tender on Public Contract Scotland.	10-Oct-2011	Yes	Employer Engagement Tender published 21/10/11.	
					Award the Employer Engagement Contract to successful bidder.	31-Jan-2012	Yes	The Employer Engagement Service tenders have been evaluated and a report recommending the awarding of the contract to the successful organisation will be presented to the Tender Committee on 15 February 2012.	
					Work with organisation to produce the Employer Engagement Tool Kit.	19-Mar-2012	Yes	JCP, CPP, Employment Enterprise and Employment Service staff met on 13/03/12	
Explore external funding opportunities for employability support		100%	31-Mar-2012		Complete final submission for ERDF Funding of £166,401 for a 3 year Job Brokerage Programme.	27-May-2011	Yes	Funding Achieved. July 2011 funding of £166,401 confirmed for over 3 years to June 2014.	Michael Gill
					Complete final submission for ESF Priority 5 funding for a two year Employability Programme.	04-Jul-2011	Yes	Funding Achieved. In June 2011 Funding of £1.2m confirmed for a two year programme.	

Icon	Name
Ob	3.2 Meeting the skills needs for growth businesses

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of business employees trained	413	134		150	Between April 2015 and September 2015, 69 business employees have been trained. The target has been reduced as WDC no longer receive any European funding for this programme, therefore reducing funding availability.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Research and collate information on the skills needs of growth industries		100%	31-Mar-2012	Progress on-going.	Conduct desk top research on skills needs of growth industries	31-Mar-2012	Yes	Information collated from partner organisations on skills needs of key sectors.	Gillian Scholes
					Sector analysis piece of work commenced to inform on skills needs.	31-Mar-2012	Yes	Sector Analysis piece of work commenced and due for completion in July 2012	
Investigate the feasibility of a Community Benefit Policy for West Dunbartonshire Council		100%	31-Mar-2012	Community Benefit is now considered as part of all procurement activities.	Research best practice across other LA areas	30-Nov-2011	Yes	Discussions on-going with procurement, legal and other LAs	Gillian Scholes
					Develop a Community Benefit Policy for West Dunbartonshire Council	31-Jan-2012	Yes	Community Benefit sections have been included within both the Corporate Procurement Strategy and Procurement Guidance Manual.	
					Implement Community Benefit	29-Feb-2012	Yes	Implemented through Corporate	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Policy			Procurement Strategy and Procurement Guidance Manual	

Icon	Name
Ob	3.3 Supporting young people in their transition to work

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Lead and Manage the Council's Modern Apprenticeship Programme		100%	31-Mar-2013	A wide range of new and additional MA placements have been recruited across the Council, To date the service has recruited 51 Level 3 and 78 level 2 apprentices. During October / November a further 4 Level 3 and 8 Level 2 apprentices will join the Council. This will bring the total number of apprentices employed by WDC to 166.	Advertise and co-ordinate the recruitment and initial selection process for 48 level 3 Modern Apprenticeships across the range of identified occupational areas.	29-Jun-2012	Yes	Processed over 720 apprenticeship applications. Arranged selection tests for 353 Construction and Mechanics applicants. Assisted department personnel to short leet all other applications and arrange interviews.	Michael Gill
					Work with Job Centre Plus to advertise, promote and recruit the first 80 level 2 apprenticeship opportunities within the Council.	31-Oct-2012	Yes	Working in partnership with DWP we have recruited over 78 young people to Level 2 Apprenticeships a further 8 are in the process of recruitment.	
					Complete the level 3 Modern Apprentice recruitment and	23-Nov-2012	Yes	To date 54 Level 3 apprentices have been recruited a further 2 have	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					selection process and commence induction training of apprentices.			been recruited and will commence employment on 17/12/12.	
					Register all level 3 apprentices with appropriate skill sector organisations and Skills Development Scotland.	22-Feb-2013	Yes	All apprentices that successfully completed the induction stage of training have all been registered with the appropriate Skills sector Council and SQA.	
					Review progress across all MA occupational areas	31-Mar-2013	Yes	The review of Level 2 Modern Apprenticeships is complete and the findings have shown that the most successful outcomes are found in those occupational areas where the Sector Skills Academy approach was taken to recruitment. The Level 3 review indicates the likelihood of a 90%+ success rate.	
Lead and Manage Pre Employment Services		100%	31-Mar-2013	The number of referrals to the programme over 2012/13 was less than anticipated, this replicated the national picture.	On receipt of the 2012/13 Skills Development Scotland Contract commence the creation of a profile determining starts,	27-Apr-2012	Yes	The contract profile details expected starts, leavers, achievement of positive outcomes and income	Michael Gill

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				The actual contract value exceeded £430,148 and allowed the delivery of 126 GRfW and 42 Life Skills starts. Outcomes achieved include 49 Jobs, 4 Modern Apprenticeships, 19 entering Further Education and 34 leavers sustained a job for over 26 weeks.	leavers, positive outcomes and expected income for each month during the contract year 2012/13.			expected throughout 2012/13. This profile will be used for management information on progression of the contract.	
					From August 2011 to June 2012 provide 450 pupils with a work experience placement and 100 pupils with a enhanced work experience placement.	29-Jun-2012	Yes	The School Work Experience team provided 578 mainstream pupils a work experience placement, and provided an enhanced work experience placement for 132 pupils with additional support needs.	
					In partnership with Education Service, conduct a review of the Work Exp. programme and report on programme from Sept. 2012.	28-Sep-2012	Yes	The review is complete and the evaluation and report concluded that the service would be in future delivered directly by education.	
					Over the contract year 2012/13 achieve the maximum contract value of £552,715, and deliver 145 Get Ready for Work (GRfW) and 50 Lifeskills new start, achieving a range of positive outcomes.	31-Mar-2013	Yes	The number of referrals to the programme over 2012/13 was less than anticipated, this replicated the national picture. The actual contract value exceeded £430,148 and allowed the delivery of 126 GRfW and 42 Life	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Skills starts. Outcomes achieved include 49 Jobs, 4 Modern Apprenticeships, 19 entering Further Education and 34 leavers sustained a job for over 26 weeks.	
Work in partnership with Young Enterprise Scotland to provide entrepreneurship support in educational establishments		100%	31-Mar-2012	WDC attended Board meeting on 31 August 2011.	Attend Young Enterprise board meetings and support events initiated.	31-Mar-2012	Yes	On-going attendance.	Gillian Scholes
Develop a Service Level Agreement with Education to provide work placements for all school pupils in their final year of school		100%	31-May-2011		Prepare a draft Service Level Agreement detailing the partners involved, the programme to be followed, funding and the remit and responsibilities of the Employability and Educational Services.	15-Apr-2011	Yes	Achieved	Michael Gill
					Finalise and sign off the Service Level Agreement.	27-May-2011	Yes	Achieved	
Agree Service Delivery Agreement with Skills Development Scotland		100%	30-Sep-2011		Develop service delivery agreement with Skills Development Scotland.	30-Sep-2011	Yes	Attended SDS workshop on 27 Sep 2011 to refresh agreement.	Michael Gill

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Liaise with Education to inform of labour market trends/sector specific growth areas		100%	27-Apr-2012		Undertake an end of year review of the School Work Experience programmes and produce a report on the performance of this initiative with recommendations for the academic year 2012/13.	31-Mar-2012	Yes	The School Work Experience initiative achieved all targets set. The performance of 568 young people gaining a work experience opportunity and 126 young people with additional support needs accessing an enhanced and supported work experience placement has been reported to Education. Discussions with Education in respect of ongoing delivery during 2012/13 have commenced.	Michael Gill

Icon	Name
Ob	3.4 Improving core employability skills

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of local people gaining a full qualification	885	1,365		TBC	1,365 participants gained a full qualification through Working 4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher

Icon	Name
Th	4. Creating a place where people choose to live work and invest

Icon	Name
Ob	4.1 Enabling the delivery of our major regeneration sites

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop successful partnership models to enable the delivery of key regeneration sites		100%	31-Mar-2012	This action has been completed for 2011/12, with engagement with regeneration partners and the private sector developers who mainly own key development sites. This dialogue is continuing in 2012/13.	Establish formal working group/regular liaison meetings for all key sites	30-Jun-2011	Yes	A developers protocol has been produced and this is being circulated to all developers of key development sites. It outlines a new service to developers and landowners in terms of pre-application advice and an aftercare service. Initial liaison meetings have been undertaken for main sites.	Pamela Clifford; Marnie Ritchie
					Agree Developers Protocol	14-Oct-2011	Yes	It is intended to send the protocol formally to all developers and land owners.	
					Review Protocol following consultation with developers and amend appropriately	04-Nov-2011	Yes	Feedback from developers has been positive.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Undertake end of year review of liaison meetings and annual report on their effectiveness	30-Mar-2012	Yes	A short report will be prepared regarding the progress of the developers protocol to date. A full review will be carried out towards end of 2012/13 to assess the effectiveness of the protocol and liaison meetings to be assessed once they have been operational for a longer time period	
Identify external funding streams		100%	31-Mar-2012	This action is complete for 2011/12 with a number of external funding streams being identified and if appropriate, pursued. Funds investigated included the Central Scotland Green Network Fund, Coastal Communities Fund, Conservation Area Regeneration Scheme, TIF (Taxation Incremental Finance) and	Submit a TIF application	19-Aug-2011	Yes	A submission was made to the Scottish Future's Trust on 19 August 2011 for a pilot Taxation Incremental Financing (TIF) area at Lomondgate and the Vale of Leven Industrial Estate. The Council was subsequently advised that the bid was unsuccessful but that with further detail the proposal could be a viable TIF in the future.	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				SPRUCE (Scottish Partnership for Regeneration in Urban Centres).	Establish Funding Working group	30-Sep-2011	Yes	A meeting took place between the Council's Funding Officer and Regeneration Co-ordinator, and it was agreed that the focus should be on identifying funding streams for those projects identified as part of the IIP.	
					Investigate best practice funding models for local regeneration projects eg JESSICA.	31-Mar-2012	Yes	An assessment of funding models has been undertaken for regeneration sites included within the Infrastructure Investment Plan.	
Prepare an Infrastructure Investment Plan		100%	31-Mar-2012	This action is now complete. Work commenced in September 2012 to design and produce promotional material. Completed successfully.	Establish a working group	31-Jul-2011	Yes	The working group has now been established. The first meeting took place on 19th July 2011.	Marnie Ritchie
					Complete research and baseline work	30-Sep-2011	Yes	Basic research has been completed and a report is being prepared.	
					Prepare draft plan	30-Nov-2011	Yes	A draft matrix of development sites within the West Dunbartonshire area has been prepared and will be the subject of discussions internally and with external agencies.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Undertake consultation	31-Jan-2012	Yes	It is intended that the Plan will be reported to HEED Committee in March and at this stage no formal consultation is planned.	
					Report to HEED Committee for approval	01-Mar-2012	Yes	A report was taken to HEED Committee on 7 March 2012 for noting and was approved. Officers are now working on the promotion of the sites.	
To progress, with the private sector and our public partners, the delivery of keys sites within the Infrastructure Investment Plan		100%	31-Mar-2013	This action has now been completed and the Plan has been promoted through the appropriate channels.	To commit funding to and commence work on the preparation of material that will assist with the promotion of the Council's Infrastructure Investment Plan and key regeneration sites to potential investors and funding organisations.	30-Jun-2012	Yes	Funding has been committed from the General Services Capital Plan and work has commenced.	Marnie Ritchie
					To promote the infrastructure investment plans though the Council's web site	31-Oct-2012	Yes	This action is now complete. The plan is now promoted on the Council's website and the	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					and other media.			brochure has been sent to potential interested investors, partner organisations and funding bodies.	
					To provide an update to the Scottish Government regarding the Infrastructure Investment Plan	31-Dec-2012	Yes	This milestone is now complete. The Scottish Govt has received a copy of the Plan, a number of meetings have taken place with them and applications were made to Stage One of the Scottish Governments Regeneration Capital Grant Fund based on the Plan.	
Produce a Local Development Plan to fulfil the aspirations of our local people and communities		100%	31-Mar-2014	Completed successfully.	Update Development Plan Scheme and Participation Statement	30-Jun-2013	Yes	2013 Development Plan Scheme and participation Statement approved at 6 June Planning Committee. Submitted to Scottish Government and placed on Council website.	Alan Williamson
					Publish LDP Proposed Plan	30-Sep-2013	Yes	Plan was published online made available in libraries on 27/9/13. Notification of publication issued on same day by email newsletter	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								and Schedule 2 forms. Plans distributed on 01/10/13.	
					Submit proposed Plan to Scottish Government	31-Mar-2014	Yes	The Planning Committee of 26 February 2014 made a modification to the Proposed Plan meaning it will need to be republished for a minimum 6 week period, commencing in March 2014.	
Regenerate Bowling basin		100%	31- Mar 2015	Coastal Communities Funding of £780,000 and £75,000 of Sustrans funding awarded towards progressing masterplan elements. Information event planned for 6 October 2015 to update community prior to submission of planning application for new bridge, housing and gateway area.	Liaise with and assist British Waterways in developing and progressing their proposals for Bowling Basin.	31-Mar-2012	Yes	This milestone has been achieved for 2011/2012 during which the Council provided initial comments on outline plans and advice on funding and local consultation and and indication of support for an early win project for 2012/13 involving the resurfacing of the former railway line and repairs to the railway arches for future commercial use.	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Submit a stage one application to the Scottish Government's Regeneration Capital Grant Fund for projects at Bowling Basin, including the creation of an access bridge.	28-Jun-2013	Yes	The application was submitted in partnership with Scottish Canals, but was unsuccessful.	
					Liaise with and assist Scottish Canals in developing and progressing their proposals for Bowling Basin during 2013/14.	31-Mar-2014	Yes	WDC and Scottish Canals submitted a Stage 1 Regeneration Capital Grant Fund bid in Jul 2013. WDC included Bowling as part of its Clyde Valley City Deal proposals. WDC Forward Planning obtained funding from the Scot Govt towards a Design Charrette at Bowling to assist with the preparation of a masterplan and WDC supported this with £7500 of funding and a further £40k of funding towards the arches project.	
					Promote the arches project to local businesses regarding the opportunity to let	31-Mar-2014	Yes	The project and business opportunities were promoted through the local press and	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					newly refurbished commercial space within the railway arches.			Scottish Canals website in early December.	
					Support Scottish Canals to progress their masterplan for the Bowling area.	20-Mar-2015	Yes	A design charrette took place in February 2014 which was well attended by the local community and supported by Council officers and has led to the preparation of a masterplan.	
Regenerate Lomondgate		100%	31-Mar-2015	The roadside services element of Lomondgate has successfully progressed with the delivery of a petrol filling station and restaurant / diner. The business park area is being promoted as the last remaining major investment opportunity.	Submit a TIF proposal for the Lomondgate and Vale of Leven Industrial Estate area to the Scottish Future's Trust.	19-Aug-2011	Yes	A proposal was submitted on 19 August 2011 and the Council was advised on 1 November 2011 that the application had been unsuccessful. However feedback was positive and suggested if more detail was supplied, the proposal could be a viable future TIF project.	Marnie Ritchie
					Develop and agree a Service Level Agreement with Strathleven Regeneration CIC.	30-Nov-2011	Yes	The SLA has now been agreed and signed on 2nd February. A n SLA for 2012/13 has now been signed as of 10 October 2012.	
					Support	31-Mar-2015	Yes	This milestone has	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Strathleven Regeneration Company to deliver business and industrial elements of Lomondgate			a longer term target date. A TIF application was unsuccessful. However the business park site has been identified as one of the top 11 locations in Scotland for a large or very large data centre. No progress on Data centre.	
					Support the delivery of residential units at Lomondgate	31-Mar-2015	Yes	350 units are being built by Walker Group, Persimmon and Taylor Wimpey. 308 houses are either completed or under construction. Subject to planning, a further 50 units are proposed by Taylor Wimpey. Site 5 successfully sold to developer by Walker group.	
					Support the delivery of roadside services at Lomondgate	31-Mar-2015	Yes	A Premier Inn, pub/restaurant and Costa Coffee Drive -Thru are operational. Works are on site to build a petrol filling station and ancillary retail and planning application was	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								recently submitted for a restaurant/diner. PFS on site and due for completion in Summer 2015. Jaconnelli opportunity completed and site sold site commencement in 2015/16 period for restaurant/diner offer.	

Icon	Name
Ob	4.2 Creating attractive, competitive and safe town centres

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Improve Mitchell Way shopping Centre & market adjoining development site		100%	10-Oct-2014	The project has been completed with positive publicity involving the local primary school children who were involved in the public art project as part of the works. Work now focuses on remarketing the Mitchell Way Redevelopment.	Commence work to identify shopping centre improvements	01-Jun-2011	Yes	Initial works focussed on costs to remodel retail units at 4-18 Mitchell Way which is now to be demolished. Alternative proposals for 770K spend are now being developed. Ryden provided initial advice on where the spend	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								should be focussed. This led to survey work being commissioned. Most of this work is now complete and Consultancy Services are developing proposals that take the results of the survey into account.	
					Marketing Brief Produced	31-Oct-2011	Yes	A marketing brief and accompanying flyer have been produced and will be released to the commercial market once negotiations with leaseholders are settled.	
					Commence General Works to Shopping Centre	30-Sep-2012	Yes	Works have commenced on site for the first phase over a ten week period, comprising substantial external paint works, replacement of rear doors in certain areas, new lights and general external repairs to the value of £92,000.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Award of contract for Phase 2 public realm and specialised works contract.	31-Mar-2013	Yes	Planning approval has been granted and tenders are being sought through the public contracts Scotland portal. DH Kirkwood appointed as contractor.	
					ITT for development of Mitchell Way published Friday 2nd August.	30-Aug-2013	Yes	Tender paperwork is being prepared whilst negotiations are taking place with the long-term leaseholder.	
					Receipt of Invitations to Tender from bidders	22-Oct-2013	Yes	2 bids have been received and are currently being assessed.	
					Agree heads of terms with third party landowner.	31-Mar-2014	Yes	Heads of term have been agreed with Third Party Landowners and a IRED Committee paper has been completed for 18 June IRED Committee to agree the acquisition of land and to progress a CPO to ensure a clean Title of Land is achieved.	
					Completion of Stage 2 Works to Shopping Centre.	10-Oct-2014	Yes	Public realm improvements at Mitchell Way have reached practical completion.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Review Dumbarton & Alexandria Town Centre Masterplans		100%	31-Mar-2012	This action is now complete. A review of the Alexandria Masterplan recommended that proposals were still relevant. Dumbarton Masterplan is being reviewed as part of a wider analysis of the town involving Architecture and Design Scotland and reviewing specifically the Dumbarton Masterplan 2008 and also the Waterfront Design Framework 2004.	Commence desk-based review and research best practice	31-Jul-2011	Yes	Work commenced July 2011.	Marnie Ritchie
					Commence preparation of review report with key recommendations.	31-Aug-2011	Yes	Report will be completed by end of October 2011.	
					Assess progress of desk based reviews and agree timescales for remaining work.	12-Sep-2011	Yes	Review work is underway. Dumbarton Review held up due to recent change of ownership of Artizan Centre.	
					Complete reports.	31-Oct-2011	Yes	A report was prepared by officers reviewing the Alexandria Masterplan and it was agreed that the recommendations within that Masterplan were still relevant. It was agreed that a review of the Dumbarton Town Centre Masterplan should form part of a wider analysis of the town centre strategy.	
Improve Mitchell Way Shopping Centre & market adjoining development site		100%	31-Mar-2013	The legal agreement with the long- term leaseholder is now close to completion.	Commencement of general repair works contract (eg re-painting, lighting) on site - Mitchell Way and	30-Sep-2012	Yes	Works have commenced on site for the first phase over a ten week period, comprising	Jamie McCracken; Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Main Street.			substantial external paint works, replacement of rear doors in certain areas, new lights and general external repairs to the value of £92,000.	
					Estimated time of signing of voluntary agreement with long term leaseholder. This date is very much subject to change. Alternative courses of action are being explored to ensure the site can be marketed at the earliest date with vacant possession.	30-Sep-2012	Yes	Planning permission granted and architectural plans completed for the relocation. The legal agreement is now close to being finalised.	
					Submission of a planning application for Phase 2, public realm and specialised works contract.	31-Dec-2012	Yes		
					Award of contract for Phase 2 - public realm and specialised works contract.	31-Mar-2013	Yes	It is estimated that the contract will be awarded by end of May 2013 rather than March 2013. A planning application for the works is currently being processed and will be	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								reported to Planning Committee in March 2013. the preferred tender will require to be reported to the Council's Tender Committee.	
Develop new strategic actions for Dumbarton Town Centre		100%	31-May-2014	A report on the Masterplan will be presented to the Infrastructure Regeneration and Economic Development Committee on 18 June 2014 and a new action has been created in covalent to take forward this work. The Charrette process in early 2015 and subsequent action plan has superseded this action.	To engage with Architecture and Design Scotland on the development of a brief for the review.	31-Aug-2012	Yes	A workshop was held with officers and A&DS and SNH on 13 June and workshop was held on 24 August. A&DS provided a report and recommendations from the workshop.	Marnie Ritchie
					To prepare a brief for consultants to review strategies and prepare a new strategy for Dumbarton town centre.	30-Sep-2012	Yes	A brief has been prepared for consultants and will be issued by 21 December, with a return date of 31 January 2013.	
					Consult on the revised strategy	31-May-2013	Yes	A consultation event took place with business and community representatives, land owners, agents and relevant organisations on 20 March 2013.	
					To receive a final draft revised town centre strategy for Dumbarton.	31-May-2013	Yes	A first draft has been received and is currently being reviewed by	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								officers. The consideration of a number of major investment projects in Dumbarton by the Council has extended the timescale for the preparation of the plan.	
					To present report to HEED committee in May 2014	07-May-2014	Yes	A report on the Masterplan will be presented to the Infrastructure Regeneration and Economic Development Committee on 18 June 2014 and a new action has been created in covalent to take forward this work.	
Implement Alexandria Retail Improvement programme (subject to budget approval)		100%	31-May-2013	The potential benefits of introducing this type of project at this stage have been reviewed and it has been agreed that this project will not proceed at this stage due to the significant investment in two major projects	Prepare database of businesses to participate in project	21-Sep-2012	Yes	A database of potential businesses to target has been prepared.	Marnie Ritchie
					Agree project brief for Alexandria.	30-Apr-2013	Yes	It has been agreed that this milestone of the project will no longer be undertaken. Please refer to the update note of 2 May 2013 above.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				which will be taking place in the town ie the redevelopment of Mitchell Way and the 770k investment in public realm, shopfronts and the built fabric of the shopping centre.	Confirm participating businesses	31-May-2013	Yes	It has been agreed that this milestone of the project will no longer be undertaken. Please refer to the update note of 2 May 2013 above.	
Continue to provide support to stakeholder groups e.g. Dumbarton Town Centre Forum		100%	31-Mar-2012	This action is complete for 2011/12 but meetings continue to be organised when required for Dumbarton Town Centre Forum and Alexandria Regeneration Forum.	Facilitate Alexandria Regeneration Forum meetings when required in 2011/12.	31-Mar-2012	Yes	Meetings have been arranged, members invited, agendas developed and papers circulated as required for the Forum.	Marnie Ritchie
					Facilitate Dumbarton Town Centre Forum Meetings in 2011/12.	31-Mar-2012	Yes	Meetings have been arranged, members invited, agendas developed and papers circulated as required for the Forum.	
Deliver a new supermarket in Clydebank town centre		100%	31-Mar-2014	Tesco have withdrawn their interest in the site and this project has been terminated.	Assist Tesco with the submission of a Proposal of Application Notice (PAN)	19-Aug-2011	Yes		Marnie Ritchie
					Assist Tesco with the submission of a planning application.	30-Nov-2011	Yes	The Council is still awaiting the submission of Tesco's planning application. Tesco have advised that the application is	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								ready and that they are waiting on missives being finalised. This remains the position as at 11 October 2012.	
					Conclusion of agreement with Tesco.	31-Mar-2014	Yes	Tesco have withdrawn their interest in this site and project is terminated.	
Deliver the Clydebank Civic Quarter		100%	31-Mar-2015	The works are now complete and an official opening is planned later this year.	Completion of main works contract.	31-Mar-2012	Yes	Contract works were delayed at the Town Hall and Members were briefed in the matter. The Town handover to Council on 15th June 2012.	Marnie Ritchie
					Town Hall progress with majority of works complete	31-May-2012	Yes		
					Final handover of Town Hall	15-Jun-2012	Yes	This has now been done and an official opening is planned later this year.	
Complete St James Retail Park Dumbarton with appropriate edge of centre uses		100%	31-Mar-2015	British Land has advised that they are currently seeking to sign up occupiers to progress their development plans.	Encourage British Land to deliver proposals for an acceptable number and size of retail units at St James which cannot be accommodated within Dumbarton town centre.	31-Mar-2012	Yes	Planning permission has been granted to deliver a further 70,000 sq ft of retail within the Retail Park..	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Provide support on lead up to planning application submission.		Yes	A representative for British Land was invited to outline plans at the Dumbarton Town Centre Forum February 2011 meeting. A stakeholder workshop was held in the New Burgh Hall Dumbarton on 13 July and plans were displayed within one of WDCs town centre car parks in September.	
Introduce new businesses to Artizan Centre		100%	31-Mar-2015	This action has been completed for 2011/12 with various initiatives to assist with attracting new businesses to the Centre. For example, the Council was able to provide a grant to a Cafe to move into the centre. A planning application is still being considered and the Council has engaged with agents' laSalle to offer assistance to secure new anchor tenants and improve surrounding public	Invite LaSalle onto Dumbarton Town Centre Forum and ask them to present their plans.	29-Aug-2011	Yes	A representative from LaSalle attended the Forum meeting on 29 August and presented their plans for improvements.	Marnie Ritchie
					Assist with the delivery of new occupiers to the Centre where possible.	31-Mar-2012	Yes	Details of a number of interested businesses have been relayed to LaSalle from WDC, however it is unlikely in the current economic climate that significant progress will be made with this	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				realm areas.				milestone until improvements are made to the Centre.	
					Encourage LaSalle to submit planning proposals that will enhance the Artizan Centre	31-Mar-2012	Yes	An application was submitted prior to the end of 2011 and the application was subsequently registered in April 2012 for the roofing of the centre and other internal and external alterations. The application is still being considered.	
					Schedule progress meetings with LaSalle to coincide with Forum meetings.	31-Mar-2012	Yes	Agents' laSalle are based in London. Meetings took place during 2011/12 with LaSalle and a further meeting is scheduled for 30th May.	
Regenerate town centre sites in Dumbarton		100%	31-Mar-2012	Discussions have continued with Vico with regards to a foodstore opportunity on their site. However at this time discussions have went quiet. Discussions have also taken place with them regarding the adjoining Carvill	Encourage private sector to deliver their town centre site in Dumbarton		Yes	It was agreed in late August that the retail operator involved in discussions would set up a meeting between Development Management and the retail operator's architect. This milestone has been completed	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				site which is currently with administrators PWC in Belfast. Recent approaches have also been made to Vico with regards to early works on their land to partially form the beginning of an access into Castle Street from the A814 and we await their response.				for 2011/12 as officers have sought to engage with the private sector.	

Icon	Name
Ob	4.3 Creating an integrated and sustainable transport infrastructure

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Animating the canal - Complete Canal Towpath Improvements		100%	31-Mar-2012	The remaining section of the towpath is now complete with an official ceremony organised by Scottish Canals in September 2012, involving the Provost and local school children to mark the occassion.	Include funding for the remaining section of the towpath within the General Services Capital Budget for 2011/2012	30-Jun-2011	Yes	A small allocation of funding was provided within the General Services Capital Budget.	Marnie Ritchie
					Explore funding opportunities with partner British Waterways and Canal Liaison Group.	31-Mar-2012	Yes	Funding opportunities have been explored and British Waterways has applied for funding. Funding was successful and the project is now complete.	

Icon	Name
Ob	4.4 Improving the quality and quantity of housing stock

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Complete our Local Housing Strategy and submit to the Scottish Government		100%	31-Dec-2011	LHS has received committee approval and will be monitored through regular progress reports to HEED Committee	Agree and circulate a Housing Issues Paper to commence consultation on the LHS	31-May-2011	Yes	Complete.	John Kerr 2
					Carry out First Stage Consultation	15-Jul-2011	Yes	Three deliberative events held in each of the main settlement areas, feedback from these and other consultation vehicles will inform the draft LHS to be published in late September.	
					Distribute Draft LHS to inform second stage consultation	30-Sep-2011	Yes	To be distributed on 10 October 2011	
					Report LHS to HEED Committee for approval	09-Nov-2011	Yes	Consultative Draft approved by HEED committee on 2nd November 2011	
					Carry out 2nd stage consultation on LHS	25-Nov-2011	Yes	Second Stage consultation has been completed. All comments and returns are being assessed for inclusion within final LHS will be submitted to the Scottish Government in	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								December and will be subject to a peer review.	
					Submit West Dunbartonshire's Local Housing Strategy to the Scottish Government	09-Dec-2011	Yes	Scottish Government received Local Housing Strategy on 30th November 2011	
Develop a council housing building programme for West Dunbartonshire for 2012-2015		100%	31-Mar-2013	West Dunbartonshire Council has entered into a Strategic Agreement with teh Scottish Government which will ultimately lead to the development of a minimum of 122 new council houses between now and 2015. Progress remains good with respect to the first phase of new build council housing which will provide 75 units of new housing within 2013. Plans are advanced to ensure that a modest house build programme compliments the delivery of the Scottish Housing Quality Standard up to 2015.	In advance of developing West Dunbartonshire Strategic Local Programme carry out a prioritisation exercise to assess the suitability of potential sites.	30-Jun-2012	Yes		John Kerr 2
					Prepare and submit Strategic Local Programme to Scottish Government with identified sites for future council new build development	31-Aug-2012	Yes		
					Enter into a Strategic Local Agreement with the Scottish Government for the delivery of new Council housing through to 2015	31-Dec-2012	Yes	Strategic Agreement with Scottish Government which will develop at least 122 council houses in West Dunbartonshire between now and 2015.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				Thereafter we will review the capacity to develop new council homes for rent.					
Prepare development briefs for Council disposal sites		100%	31-Mar-2014	Awaiting order of site marketing ahead of preparing development briefs.	Contribute to Technical and Market Appraisals for Strategic Sites' study	31-Oct-2013	Yes		Alan Williamson
					Prepare development briefs for sites as required.	31-Mar-2014	Yes	No development briefs were requested in 2013/14.	
Encourage the delivery of private sector housing sites within and adjacent to Dumbarton town centre.		100%	31-Mar-2016	The Council has had discussions with a number of site owners to explore options for the delivery of residential development on sites in the current climate and has looked to assist through for example the funding of the new A814 road access into the town centre.	Establish a funding working group to investigate funding that could assist with the delivery of sites.	31-Oct-2011	Yes	This work will be taken forward as part of the Infrastructure Investment Plan working group.	Marnie Ritchie
					Contact all developers on a regular basis to obtain progress updates and review opportunities.	31-Mar-2012	Yes	A developers protocol has been circulated to all developers of key development sites and developers are encouraged to set up liaison meetings	
					Progress the development of an Infrastructure Investment Plan that could assist with the delivery of sites.	31-Mar-2012	Yes	Infrastructure Investment Plan was approved by HEED Committee on 7 March 2012 and plans are being developed to promote.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Submit Regeneration Capital Grant Fund applications to assist Vico and Turnberry Homes with the progress of their sites.	28-Jun-2013	Yes	Applications were submitted in partnership with Vico and Turnberry Homes.	
					Review Section 75 developer requirements for Tunberry Homes residential sites.	31-Aug-2013	Yes	Recommendations to reduce the number of requirements on Turnberry has now been approved by Council Members.	
					Explore other mechanisms to assist with the delivery of new private housing in and around Dumbarton town centre.	31-Mar-2014	Yes	Further options will be explored in conjunction with developers.	
Encourage the delivery of public sector housing within and adjacent to Alexandria Town Centre.		100%	31-Mar-2018	The Council's Housing Strategy team has entered into a tripartite agreement with Scottish Government, Caledonia Housing Association and Dunbritton Housing Association to deliver 57 new units of social housing within Central Alexandria	Assist Cordale Housing Association with the submission and consideration of a planning application for residential units on the former Kippen Dairy site.	31-Mar-2012	Yes	It is likely that this action will be undertaken by another social housing developer.	Pamela Clifford; John Kerr 2; Marnie Ritchie
					Discussion with Housing Associations to encourage investment in housing.	31-Mar-2012	Yes		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					To appoint a developer that will deliver affordable housing in central Alexandria.	31-Mar-2014	Yes	Agreement to deliver an additional 57 new units of social housing within West Dunbartonshire	
Encourage the delivery of private sector housing at Queens Quay		100%	31-Mar-2015	Work has progressed with agreement for the Council to invest £16m in advanced infrastructure at Queens Quay over the next 3 years, in partnership with the site owners.	Engage with the site owners to explore options.	31-Dec-2011	Yes	Since May 2011, Council Officers and Clydebank Rebuilt have had various meetings with representatives for the owners, Clydeside Regeneration, to consider options for the site and a Proposal of Application Notice has now been submitted but a planning application is still awaited.	Pamela Clifford; Marnie Ritchie
					Explore delivery models for the site in conjunction with Clydebank Rebuilt and prepare a Briefing Note.	31-Mar-2013	Yes	Discussions are ongoing with the owners Clydeside Regeneration. A bid was made in partnership with them to the Scottish Government's Regeneration Capital Grant Fund to fund infrastructure works. Although this bid was unsuccessful,	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								other delivery models are being investigated. Committee papers have been produced updating members on the partnership arrangements with site owners.	
					Submit a stage one funding application to the SG seeking RCGF to enable the redevelopment of the site.	28-Jun-2013	Yes	A Stage 1 application was submitted but was unsuccessful. Further discussions are taking place.	
Establish West Dunbartonshire Housing Providers Forum		100%	31-Mar-2012	Housing Providers Forum established in March 2011 and will continue to meet on at least a quarterly basis.					John Kerr 2
In partnership with RSL's apply for funding through the Scottish Government's Innovation and Investment Fund.		100%	31-Mar-2012	In total 6 bids were submitted to the Innovation and Investment Fund in May 2011, (3x WDC (Council House Building). Cordale, Knowes and Clydebank HAs (Innovation Fund). The three WDC have been successful, however the bids made by Clydebank and Knowes HA were unsuccessful. The further bid					John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				involving Cordale HA is still be assessed.					

Icon	Name
Ob	4.5 Developing a modern business infrastructure

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Identify a need for new pedestrian signposts for key employment destinations		100%	30-Nov-2011	This action is complete. Signage will be provided as part of a project to improve directional signage between Dumbarton Central Station and Broadmeadow Industrial Estate.	Set up meeting with Access Officer and Roads	31-May-2011	Yes	An initial meeting has taken place with Roads.	Marnie Ritchie
					Identify areas where signage is lacking and liaise with public transport bodies and key businesses.	30-Nov-2011	Yes	Areas for signage have been identified between Dumbarton Central Station and Broadmeadow Industrial Estate and will be included as part of a wider project to improve the entrance and approaches to the Estate.	

Icon	Name
Ob	4.6 Maximising West Dunbartonshire's competitiveness as an investment location

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop proposals to improve Dumbarton Castle's links and setting		100%	31-Mar-2014	This action will now be taken forward as part of	Establish a Working Group to take forward this	30-Nov-2011	Yes	Relevant Council officer and representatives	Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
and investigate funding opportunities				the Charrette Action Plan for Dumbarton Rock and Castle which was approved at IRED Committee on 16 Sept 2015.	action.			from Historic Scotland will be involved.	
					Identify any sources of funding required for actions.	30-Jun-2012	Yes	Brain McColgan our Funding officer provided paper on sources of funding	
					Assist castle group representatives to a strategic and partnership approach for the Castle	29-Nov-2013	Yes	Strategic meeting took place with Historic Scotland and Partners 1st Oct 2013 with proposed follow up in Nov. 13	

Icon	Name
Th	5. Building stronger partnerships and new approaches to delivery

Icon	Name
Ob	5.1 Community Planning Partnership

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Oversee the development, monitoring and reporting of the SOA 2011 - 2014		100%	31-Mar-2012	The SOA 2011/14 was approved by Council and was submitted to the Scottish Government in June 2011. The performance framework for the SOA was finalised following useful feedback from the Scottish Government	Ensure full community involvement in drafting of new SOA 2011 - 2014	18-May-2011	Yes	Complete. Innovative and unique levels of community involvement through major consultation events before and after SOA was drafted and individual community residents contributing to the	Peter Barry

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				technical team. The range of performance indicators will be assessed and reviewed at the end of 2012. Will continue to engage and consult with key stakeholders within the Council and across the Community Planning Partnership to ensure continuous improvement of the SOA performance framework. A final progress report on the SOA 2009/11was completed by deadline.				content and writing of SOA through member of 3 multi agency writers' groups.	
					Manage and lead completion of draft SOA and write key narrative sections	18-May-2011	Yes	Complete.	
					Get approval for draft SOA from CPP Strategic Board and Council	30-Jun-2011	Yes	completed	
					Review content of SOA subject to final comments from Council and CPP and submit to Scottish Government.	31-Jul-2011	Yes	SOA now submitted to Scottish Government, very positive feedback about form and content of document. .	
					Ensure SOA annual progress report is submitted to Scottish Government.	31-Dec-2011	Yes	The SOA 2011/14 was approved by Council and was submitted to the Scottish Government in June 2011. performance framework. Draft report submitted to Scottish Government on 20 December 2011.	

Icon	Name
Ob	5.2 Clyde Valley Community Planning Partnership (CVCPP)

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop an Economic Strategy for the CVCPP		100%	31-Mar-2011	Strategy Development Workshop held on 19 Nov 2010. Draft strategy to be circulated to partners and comments received by 10 Dec 2010. Plan submitted for approval at leaders meeting 1st April 2011. This action has been superseded by City Deal.	Formation of working group	01-Apr-2010	Yes	Working group formed and made up of a cross section of partners	Gillian Scholes
					Scope out existing economic development activity across the partnership	30-Jun-2010	Yes	Exercise completed.	
					Desk top review of all existing strategies and reports since 2008	31-Aug-2010	Yes	Completed.	
					Strategy Development Workshop programme for partners	30-Sep-2010	Yes	Workshop to discuss the development of the CVCPP Economic Development Strategy was held on 19 Nov 2010	
					Draft strategy circulated	31-Jan-2011	Yes	Draft strategy circulated to partners and will go to the CVCPP leaders meeting in February 2011.	
					Strategy going for approval to CVCPP. Meeting was moved to 1st April 2011.	31-Mar-2011	Yes	CVCPP strategy approved at leaders meeting on 1 April 2011.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To

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

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

Risk Status	
	Alert
	High Risk
	Warning
	OK
	Unknown

Appendix 2
Economic Development Strategy 2015-2020

Report Type: Scorecard Report
Report Author: Michael McGuinness
Generated on: 02 November 2015

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

Icon	Name
Ob	1.1 Increasing the number of new start businesses

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses given advice and assistance to start up through Business Gateway	220	216		200	Between April 2015 and September 2015 there have been 105 businesses given advice and assistance to start up through Business Gateway. Start-up targets have been revised down as part of our approach to focus on growing business where more jobs are created and better aligned to European funding where focus is all on growing businesses.	Gillian Scholes
Number of businesses receiving start up grants	89	101		75	Since April 2015, 50 businesses have been supported with a start-up grant. Targets revised as above.	Gillian Scholes
Business start-up rate per 10,000 of adult population (16+)	33.8			24	Current figure is for November 2014. Next available data will be in November 2015.	Gillian Scholes
3 year survival rate (%) of new business starts	59.5%			64%	59.5% of the businesses started in 2010 have survived until 2013. The figure for 2014/15 will be available December 2015. The integration of Business Gateway with other Council services will assist in achieving this target in future.	Gillian Scholes

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
No. of potential high value start-ups supported through BG.				35	Business Gateway has been delivered in-house since 1 October 2015. This is a new annual target set from 1/10/15.	Gillian Scholes
No. of high value start-ups supported through Business Gateway service				10	Business Gateway has been delivered in-house since 1 October 2015. This is a new annual target set from 1/10/15.	Gillian Scholes

Icon	Name
Ob	1.2 Supporting the development of growth businesses

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses assisted with Council business support intervention	216	180		200	Since April 2015, 88 businesses have been supported with a grant to support their growth plans. This is slightly behind target and efforts through bringing Business Gateway in-house and working4business should assist in improving this position.	Gillian Scholes
Business stock per 10,000 of adult population (16+)	247	244		237	The target between 2012 and 2016 within the Economic Development Strategy is to raise the active enterprises in West Dunbartonshire by 10%. The figure for 2014 dataset will be published at the end of November 2015. The Business Stock figure has slightly declined but remains above the target set.	Gillian Scholes
No of Growth Advisory Service (GAS) businesses supported through the Business Gateway service				40	Business Gateway has been delivered in-house since 1 October 2015. This is a new annual target set from 1/10/15.	Gillian Scholes
No. of Growth Pipeline businesses supported through the Business Gateway service				8	Business Gateway has been delivered in-house since 1 October 2015. This is a new annual target set from 1/10/15.	Gillian Scholes

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
No. of businesses supported through Business Gateway to achieve Account Management by Scottish Enterprise				4	Business Gateway has been delivered in-house since 1 October 2015. This is a new annual target set from 1/10/15.	Gillian Scholes
No. of businesses supported through Business Gateway Plus to receive Strategic Business reviews				35	Final approval still to be received from Scottish Government. Therefore start date still to be confirmed.	Gillian Scholes
No. of Specialist growth workshops run through Business Gateway Plus				15	Final approval still to be received from Scottish Government. Therefore start date still to be confirmed.	Gillian Scholes

Icon	Name
Ob	1.3 Supporting Internationalisation

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Work in partnership with Scottish Enterprise/SDI to increase the number of local businesses who trade internationally		0%	31-Mar-2016		Organise a joint workshop with SE to provide information and raise awareness	30-Nov-2015	No		Gillian Scholes
					Email details of the smart exporter programme to all WDC businesses	31-Jan-2016	No		

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

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of businesses with a WOSLF business loan	3	2		3	During 2014/15, 2 loans were approved which totalled £98k.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Work in partnership with other Scottish local authorities to establish a Business Loans Scotland fund		0%	01-Oct-2016	Good progress has been made in working towards formally establishing the new fund.	Obtain approval from WDC to participate in the new Business Loans Scotland Fund	01-Jan-2016	No		Gillian Scholes
					Transfer funds from WSLF to new Business Loans Scotland Fund	30-Apr-2016	No		
					Promote new fund to local businesses to raise awareness	30-Sep-2016	No		

Icon	Name
Ob	1.5 Supporting innovation and entrepreneurship

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
No. of days of External Expert help provided through Business Gateway Plus				44	Final approval still to be received from Scottish Government. Therefore start date still to be confirmed.	Gillian Scholes

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Investigate opportunities and location for business incubation space		0%	31-Mar-2017		Carry out feasibility study to ascertain viability of a centre	31-Mar-2016	No		Gillian Scholes
					Develop option appraisal to determine location	30-Jun-2016	No		
					Seek funding and approval to develop	31-Mar-2017	No		

Icon	Name
Ob	1.6 Supporting the transition to a low carbon economy

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Work with local businesses to assist them to reduce their carbon emissions		0%	31-Mar-2016		Investigate the possibility of developing a partnership programme with Zero Waste Scotland to assist local businesses to reduce their carbon emissions	29-Feb-2016	No		Gillian Scholes
					Raise awareness of Zero Waste Scotland activities through email and social media channels	31-Mar-2016	No		

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

Icon	Name
Ob	2.1 Assisting people back into work

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Employment rate	64.7%	67.2%		71%	The overall employment rate in West Dunbartonshire has risen to 67.2%. This is remains low in comparison to the Scottish figure which is 72.6% and for the UK as a whole which is also 72.4%. The target of 71% is ambitious and very much our aim.	Michael Gill
Number of local people receiving support through Working 4U	5,742	5,201		TBC	5,201 participants received support from Working 4U from April 2014 to March 2015. Note: The method of monitoring performance was revised during 2013/14 to profile the annual progress of Working 4U rather than progress from the beginning of the European Programme. W4U - Money figures TBC. 2015-18 targets are under development.	Gina Gallacher
Number of people receiving support through Working 4U with more than one barrier to employment (aggregate)	1,793	1,960		TBC	1,960 participants with more than one barrier to employment receive support from Working 4U during April 2014 to March 2015. 2015-18 targets are under development.	Gina Gallacher
Number of local people in NEET group	304	371		TBC	371 local people who reported as NEET were supported through W4U from 1st April 2014 to 31st March 2015. For 2015/16 onwards MCMC figures will not be included in the new European Programme. ESF YEI targets TBC.	Gina Gallacher
Number of participants with disabilities or health issues	1,346	848		TBC	848 participants with disabilities or health issues were supported during the period 1st April 2014 to 31st March 2015. W4U - Money figures TBC. 2015-18 targets are under development.	Gina Gallacher
Number of local people entering employment through the Employability Programme	428	351		TBC	351 participants entered employment through W4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of local people entering education or training	1,014	971		TBC	971 participants entered education or training through W4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher
Number of local people in employment six months after leaving	270	219		TBC	219 local people who achieved a job outcome through the Employability Programme were still employed after a six month period, during the period 1st April 2014 to March 2015. 2015-18 targets are under development.	Gina Gallacher

Icon	Name
Ob	2.2 Meeting the skills needs for growth businesses

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of business employees trained	413	134		150	Between April 2015 and September 2015, 69 business employees have been trained. The target has been reduced as there is no longer any European funding for this programme, only limited Council resources.	Gillian Scholes

Icon	Name
Ob	2.3 Supporting young people in their transition to work

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of modern apprenticeships	125	70		n/a	From 1st April 2014 to 31st March 2015 , 70 MAs were recruited. Targets from 2015-16 onwards TBC.	Margaret McDermott
Number of Get Ready for Work opportunities provided	150	145		n/a	From 1st April 2014 to 31st March 2015, 145 young people were provided with opportunities through the Employability Fund. Targets for 2015-16 onwards TBC.	Michael Gill
Percentage of young people entering Foundation Apprenticeships				n/a	Working with SDS and education support the development of the Foundation Apprenticeships. The long term target is to achieve 20% by 2020/21.	Michael Gill

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Percentage of young people (16-19) in Education Employment or training				n/a	Improve the participation rate of our young people which currently stands at 88%, Scottish average is 90%.	Michael Gill

Icon	Name
Ob	2.4 Improving core employability skills

Performance Indicator	2013/14	2014/15	2015/16			Assigned To
	Value	Value	Value	Target	Note	
Number of local people gaining a full qualification	885	1,365		TBC	1,365 participants gained a full qualification through Working 4U during the period 1st April 2014 to 31st March 2015. 2015-18 targets are under development.	Gina Gallacher

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

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Progress delivery of Queens Quay project (DP)		16%	31-Mar-2017		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; Marnie Ritchie
					Submit planning permission in principle	23-Oct-2015	No	This will be delayed due to partnership agreement only being concluded	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								7th July 2015 and is now due for submission in October 2015. This has been delayed by two weeks.	
					Prepare and agree a Communications Strategy	30-Nov-2015	No	The Communications Strategy has been delayed due to developers agreement being concluded by end of July 2015	
					Achieve planning permission in principle	29-Jan-2016	No	This has now been impacted upon by later submission date of October 2015 and now anticipated at the end of January 2016.	
					Receive detailed planning permission for core infrastructure	30-Mar-2016	No		
					Submit a detailed planning application for the core infrastructure masterplan	30-Jun-2016	No		
Progress delivery of Exxon/City Deal project (DP)		28%	31-Mar-2020		Undertake consultation with regulatory bodies	27-May-2015	Yes	A workshop held with regulatory bodies arranged through Planning on 26 May 2015 to discuss the Exxon Site.	Michael McGuinness; Marnie Ritchie

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					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.	
					Agree Heads of Terms with Exxon ref terms of ownership	30-Nov-2015	No	There have been delays in progressing the Heads of Terms with site owners Exxon. This due date is not expected to be met by Exxon.	
					Develop a clear communication strategy	30-Nov-2015	No	The communications strategy has been due to a delay in response from ExxonMobil regarding heads of terms for site acquisition /transfer.	
					Conclude Exxon site transfer/Sales to Council	16-Mar-2016	No		
					Complete and seek approval for the Outline Business case by City Deal Cabinet	30-Sep-2016	No		
					Complete and seek approval for the Final Business case by City Deal Cabinet.	30-Sep-2017	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Assist Scottish Canals to complete the regeneration of Bowling Basin		0%	31-Mar-2020	Scottish Canals have made significant progress with their masterplan with the refurbishment of railway arches, a charrette community event and successful funding bids.	Enable progress of planning proposals for new bridge, housing and gateway area.	31-Mar-2016	No	Scottish Canals recently held an information event prior to the submission of a planning application.	Marnie Ritchie
					Support Scottish Canals to deliver their masterplan through capital contributions to appropriate projects and support at community engagement events.	31-Mar-2020	No		
Develop and submit bids to funding bodies		20%	31-Mar-2020	Discussions are ongoing with various funding bodies including Heritage Lottery Fund, Sustrans, Scottish Government and Scottish Natural Heritage. New Council office in Dumbarton has been awarded £500,000 from Historic Environment Scotland.	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	Marnie Ritchie
					Review funding opportunities for Charrette projects.	31-Dec-2015	No	Various funds are being investigated at the moment.	
					Develop projects to submit funding bids to Sustrans.	31-Dec-2016	No	Sustrans have agreed in principle to partially fund some development work for	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Dumbarton waterfront walkway.	
					Develop projects to submit bids to the Green Infrastructure Fund (SNH)	31-Mar-2017	No	Discussions are currently taking place with SNH.	
					Progress at least three significant projects to the Heritage Lottery Fund (HLF).	31-Mar-2017	No	Quarterly meetings are held between officers and other project partners to report on progress and frequent meetings are held with HLF.	

Icon	Name
Ob	3.2 Creating attractive, competitive and safe town centres

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Deliver the Council's new office in Dumbarton Town Centre		33%	30-Dec-2017	Works are now progressing on site. Successful award from Historic Environment Scotland of £500,000.	Report proposals to Planning Committee	25-Oct-2015	Yes	Application approved.	Marnie Ritchie
					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	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Main construction works start on site	19-Feb-2016	No		
					Completion of works	29-Jun-2017	No		
					Relocation to new Council office.	31-Jul-2017	No		
Deliver projects from the Clydebank Town Centre Charrette Action Plan		28%	31-Mar-2020	A number of key projects are at development stage. Milestones for particular projects will be added to this action as they are developed.	Report Action Plan to IRED Committee for approval.	16-Sep-2015	Yes	The Committee approved the Action Plan in accordance with the recommendations.	Marnie Ritchie
					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	No	The Group's first meeting will take place on 27 November 2015.	
					To develop designs and identify funding sources for the A814 road corridor improvement project.	31-Mar-2016	No	A project brief is being developed to appoint designers and Sustrans have agreed in principle to cover 50% of the funds.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					To develop designs and identify funding sources for the Clydebank Interchange project in partnership with SPT and Abellio.	31-Mar-2016	No	An initial meeting has taken place with Abellio and a meeting is planned with SPT on 11 November 2015.	
					Develop and deliver projects from Clydebank Town Centre Charrette Action Plan towards the March 2018 target.	31-Mar-2018	No		
					Develop and deliver projects from Clydebank Town Centre Charrette Action Plan towards the March 2020 target	31-Mar-2020	No		
Deliver projects from the Dumbarton Rock and Castle Charrette Action Plan		28%	31-Mar-2020	A number of key projects are at development stage. Milestones for particular projects will be added to this action as they are developed.	Report Action Plan to IRED Committee for approval.	16-Sep-2015	Yes	The Committee approved the Action Plan in accordance with the recommendations.	Marnie Ritchie
					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	29-Feb-2016	No	A first meeting took place on 28 October 2015 involving WDC officers, Historic Environment	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					progress projects with partners.			Scotland and Dumbarton Castle Society. A number of actions were agreed and a second meeting is planned for February 2016.	
					Develop and procure the Rock and Castle floodlighting project.	31-Mar-2016	No	A floodlighting trial took place on 28 October 2015. Proposals will be refined and progressed to procurement stage.	
					Develop detailed designs for Dumbarton walkway.	31-Mar-2016	No	A brief is being developed to seek consultants to develop more detailed plans and discussions are ongoing with landowners.	
					Develop and deliver projects from the Dumbarton Rock and Castle Charrette Action Plan towards the March 2018 target.	31-Mar-2018	No		
					Develop and deliver projects from the Dumbarton Rock and Castle Charrette Action Plan towards the March 2020 target.	31-Mar-2020	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Deliver projects from the Dumbarton Town Centre and Waterfront Revised Urban Strategy		33%	31-Mar-2020	Significant projects have already been completed or progressed including the new A814 road link, the new Council Office and an action plan for the Rock and Castle area. Milestones for particular projects will be added to this action as they are developed.	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 shall take place on 11 November 2015.	Marnie Ritchie
					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.	
					Enable improvements to Dumbarton Central Railway Station	31-Mar-2016	No	A Trust has been established to take the project forward.	
					Investigate new uses, related costs and eligible funding for Glencairn House.	31-Mar-2016	No	Consultancy Services have explored initial options and produced outline designs for discussion.	
					Develop and deliver projects from the Strategy towards the March 2018 target.	31-Mar-2018	No		
					Develop and deliver projects from the Strategy towards the March 2020 target.	31-Mar-2020	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Deliver the Mitchell Way Redevelopment Site project in Alexandria Town Centre		16%	31-Mar-2020	The site is currently being marketed on behalf of the Council with a closing date of 14 December 2015.	Appoint property advisor to assist with site marketing.	27-Aug-2015	Yes	Consultants were appointed after a competitive tender process.	Marnie Ritchie
					Release of Invitation to Tender and Planning Brief to the market and interested bidders.	22-Sep-2015	Yes	The site is currently being marketed from September until mid-December 2015	
					Relocation of long-term leaseholder from Mitchell Way to alternative town centre location.	16-Oct-2015	No	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	No	The first meeting took place on 21 October and a second meeting is planned for 18 November.	
					Confirmation of Compulsory Purchase Order for 3rd party land.	30-Nov-2015	No		
					Return of tenders from interested bidders to WDC.	14-Dec-2015	No		
					Report to IRED Committee on outcome of tender process and preferred bidder.	16-Mar-2016	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Appointment of preferred developer.	21-Mar-2016	No		
					Conclusion of missives between WDC and preferred developer.	16-Sep-2016	No		
					Submission of planning application by developer.	30-Sep-2016	No		
					Anticipated site start by developer.	31-Mar-2017	No		

Icon	Name
Ob	3.3 Creating an integrated & sustainable transport infrastructure

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Implement, report on actions and continually develop the Roads Asset Management Plan		0%	31-Mar-2016		Deliver capital programme	31-Mar-2016	No		Jack McAulay
					Deliver planned and reactive maintenance service	31-Mar-2016	No		
					Expand the use of telephone enquiry management through the contact centre	31-Mar-2016	No		
					Improve public consultation and information dissemination through the Council's web pages and other	31-Mar-2016	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					social medium				
Implement the Local Transport Strategy 2013-2018		0%	31-Mar-2016		Implement and report on actions within the Local Transport Strategy 2013-2018	31-Mar-2016	No		Jack McAulay

Icon	Name
Ob	3.4 Developing a modern business infrastructure

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Investigate a Business Improvement District (BID) for Clydebank Business Park		50%	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		Marnie Ritchie
					Run workshop with key potential Business Park Client to determine interest in developing BID	30-Nov-2015	No		
Develop WDC sites within the Vale of Leven Industrial Estate		0%	31-Mar-2020	The Council's Asset Management and Capital Investment Teams are currently progressing this action and milestones.	Complete the disposal of Site 5 to Chivas	29-Feb-2016	No		Marnie Ritchie
					Investigate and obtain approval to deliver a new depot at VOLIE	31-Jul-2016	No		
Scope out opportunities for improvement to existing business locations and connections to them		0%	31-Mar-2020	A Business Improvement District (BID) has been established at the Vale of Leven Industrial Estate and a BID is	Review opportunities for improvements linked to the Council's existing Disposals Strategy.	31-Jan-2016	No		Marnie Ritchie
					Support other	31-Mar-2020	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				currently being explored for Clydebank Business Park.	Business Improvement District (BID) opportunities, as they arise.				
					Take forward any actions for improvements with Asset Management.	31-Mar-2020	No		

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

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Support Strathleven Regeneration CIC and Walker Group to complete the Lomondgate project		14%	31-Mar-2020	Development activity at Lomondgate continues with focus now on the delivery of the business park area, completion of the roadside services and a further phase of residential development.	Prepare a Service Level Agreement between the Council and SRCic for 2015/16.	30-Oct-2015	Yes		Marnie Ritchie
					Engage with SRCic and Walker Group in periodic strategy reviews.	31-Dec-2015	No	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	No	Further opportunities will be explored in this financial year.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Offer a range of Council and working4business partners' support mechanisms to prospective investments	31-Mar-2016	No		
					Enable the completion of residential development	31-Mar-2017	No		
					Enable the completion of the roadside services	31-Mar-2018	No		
					Enable the completion of the business park area.	31-Mar-2020	No		
Promote investment opportunities		0%	31-Mar-2020	A business event for 15/16 will take place on 4 November 2015 at Clydebank Town Hall. The promotional brochure is currently being prepared and progress is currently focussed on strategic sites at Carrochan Road, Balloch and former school sites in Clydebank.	Distribute new Economic Development Strategy brochure as part of promotional campaign.	31-Dec-2015	No		Marnie Ritchie
					Continue to work with Scottish Development International to explore inward investment opportunities, in particular related to the Exxon site	31-Mar-2016	No		
					Hold annual West Dunbartonshire business events to promote investment opportunities within the area.	31-Mar-2020	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Prepare Council owned Strategic Sites for marketing to developers and investors.	31-Mar-2020	No		

Icon	Name
Ob	3.6 Improving the quality and quantity of housing stock

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Implement Local Housing Strategy 2011-2016, Year 5 (2015/16)		33%	31-Mar-2016		Set key actions to be delivered in 2015/16	31-Mar-2015	Yes		John Kerr 2
					Provide Progress Report to Housing and Communities Committee in February 2016	29-Feb-2016	No		
					Implement all actions contained within LHS - report to HPIB	31-Mar-2016	No		
Implement HRA Capital Plan 2015-2020 Year 1 (2015-16)		50%	31-Mar-2016		Complete Q1	01-Jul-2015	Yes	Milestone complete, this is a time based milestone, quarterly reporting.	Alan Young
					Complete Q2	01-Oct-2015	Yes		
					Complete Q3	01-Jan-2016	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Complete Q4	31-Mar-2016	No		

Icon	Name
Ob	3.7 Empowering and engaging with our communities

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Enable community groups to access relevant funding opportunities		33%	31-Mar-2020	Assistance will be provided as relevant funding opportunities are released.	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 were supported in submitting a bid for improvements to Dalmuir.	Marnie Ritchie
					Continue to submit RCGF applications with Community support.	31-Mar-2017	No		
					Promote Dumbarton Town Centre Common Good Fund	31-Mar-2018	No	The Fund is promoted on an ongoing basis to local groups.	

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

Icon	Name
Ob	4.1 West Dunbartonshire Community Planning Partnership

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Community Planning Partnership Delivery and Improvement Group delivery.		0%	31-Mar-2020		Employability and Economic Growth CPP DIG delivery- establish quarterly meetings	31-Mar-2016	No	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	No		

Icon	Name
Ob	4.2 Clyde Valley City Deal

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Clyde Valley City partnership Governance		0%	31-Mar-2020		Continue to support governance of Clyde Valley City Deal at committees and sub-groups.	31-Mar-2016	No		Michael McGuinness; Marnie Ritchie
					Work in Partnership with City Deal Authorities to explore opportunities for further partnership working.	31-Mar-2017	No		

Icon	Name
Ob	4.3 Joint Partnership Working

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Support Scotland's Developing Young Workforce (DYW)		0%	31-Mar-2020		Through partnership working support improvements in participation rates for 16-19 year olds.	31-Mar-2016	No		Michael McGuinness; Gillian Scholes
					Work with Schools, College and local businesses to promote and support the DYW initiative.	31-Mar-2016	No		
					In partnership with SDS and Schools support the Foundation Apprenticeships programme.	31-Mar-2017	No		
Explore continued partnership with Working4Business.		0%	30-Mar-2020		Delivery the Working4Business event in Clydebank	04-Nov-2015	No		Michael McGuinness; Gillian Scholes
					Explore opportunities for working more closely with stakeholders within working4Business	31-Mar-2016	No		
					Deliver Business Awards in partnership with working4Business	31-May-2016	No		

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

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

Risk Status	
	Alert
	High Risk
	Warning
	OK
	Unknown

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 25 November 2015

Subject: Mid Year Performance Report

1. Purpose

1.1 The purpose of this report is to provide details of the department's mid year April - September progress in meeting departmental objectives set out in the Housing, Environmental and Economic Development Strategic Plan 2015-16.

2. Recommendations

2.1 The Housing, Environmental and Economic Development Strategic Plan for 2015/16 is being fully implemented. Progress has been made in meeting the targets set for the 29 performance indicators set.

2.2 The Committee is invited to consider and note the contents of this report.

3. Background

3.1 The Performance Management Framework requires all directorates to monitor, review and formally report their departmental plan's performance to the relevant committee on a twice yearly basis with this being the mid year report.

3.2 In addition, Elected Members receive a progress update each quarter by e-mail in the form of a report generated by the covalent risk and performance management system.

3.3 Monitoring of the Strategic Plan has taken place during Senior Management Team meetings. At these meetings progress of the performance indicators contained within the Plan are reported with details on corporate complaints received, Freedom of Information requests, Health and Safety statistics and absence statistics also being monitored.

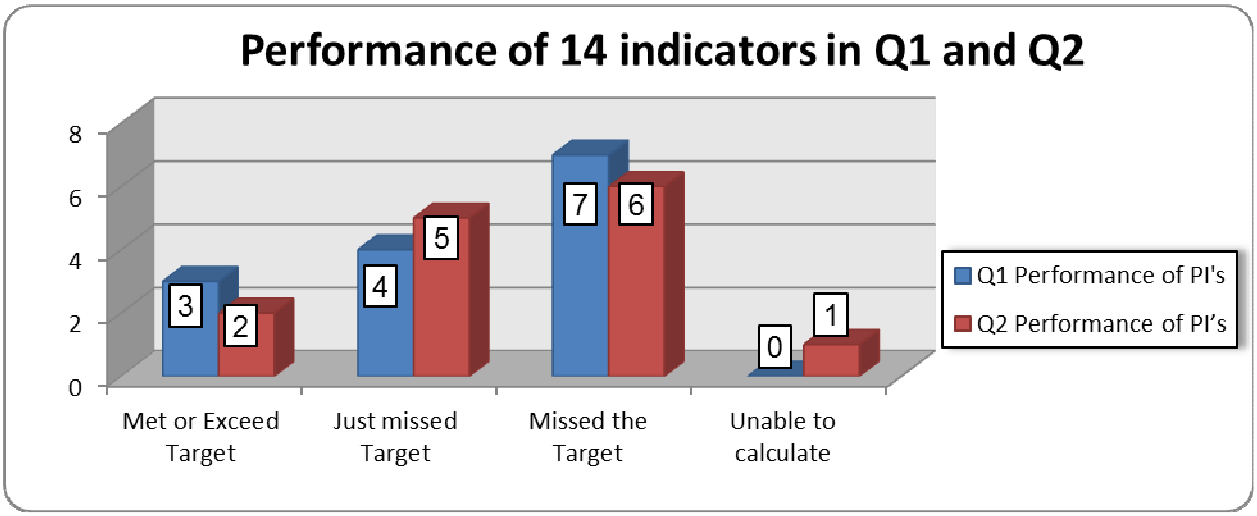
4. Main Issues

4.1 Appendix 1 sets out the progress of the performance indicators contained within the Housing, Environmental and Economic Development Strategic Plan 2015-16.

4.2 During the development of the Strategic Plan 2015-16, the Executive Director and Heads of Service participated in a development session to identify the major issues for the department going forward in 2014-15. To address these issues 29 key performance indicators were developed inclusive of 13 indicators from the WDC Strategic Plan 2012-17, 8 Local Government Benchmarking Framework indicators (SPI 1/2/3) relevant to the department and an additional 8 local performance indicators identified by the Senior Management Team. Of these 29 PIs; 15 are monitored annually and 14 are monitored quarterly. This report details the performance of the 14 PIs that are monitored quarterly. In line with the Corporate Performance Management Framework, all 29 PI contained within the Housing, Environmental and Economic Development Strategic Plan will be reported in an End of Year Performance Report in May 2015.

4.3 Housing, Environmental and Economic Development Strategic Plan - Performance Indicators

The graph below shows the performance of these 14 indicators in quarter 1 and 2.



Performance Indicators

4.4 In quarter 2, 2 PI's met or exceeded their target, 5 just missed their target and 6 PI's missed their target. However, 1 indicator cannot be calculated for quarter 2 at this date. Additional commentary on this PI is noted below.

	Performance of PI's
Met or Exceed Target	2
Just missed Target	5
Missed the Target	6
Unable to calculate	1
Total	**14**

Performance Indicator	Commentary
Percentage of all people aged 16-64 years in employment	The most recent figure published by NOMIS is 66%. Updated figures will not be published by NOMIS until November 2015.

4.5 Though 5 PI's just missed their target, it is worth noting the performance of these indicators was within 15% of the target value. Those PI's which just missed their target are:-

Performance Indicator	Commentary
Number of businesses given advice and assistance to start up through Business Gateway	The value for quarter 2 in 2015/16 is just below target and with the integration of Business Gateway into Council Business Support from 1st October 2015 every effort will be made to get our achievements back on track.
Tenancy sustainment levels in West Dunbartonshire are increased	In terms of tenancy sustainment we have set an ambitious target to ensure our performance is consistent with the top quartile performing landlords. Improvements to our tenancy sustainment levels are a service priority and we would hope that the introduction of a new policy will have a positive impact on our performance during the next quarter. However, it is worth noting that in September 2015 only 2% of tenancies ended within a year did so because of a negative reason.
Number of attendances per 1,000 population for indoor sports and leisure facilities	The figures are lower than the target set and slightly lower than the previous year. Gym attendances are lower, specifically at the Play Drome due to increased competition from budget gym operators. New marketing initiatives and incentives are planned to promote the gyms and classes. Plans are being made to make more use of social media for marketing services.
% of General Services Budget spent against profile	Actions implemented have resulted in a reduction in adverse variances reported since Q1 improving the Q2 percentage of general service budget spent against profile.
% HRA Capital Budget against profile (expenditure)	The percentage spent this quarter is greater than the same quarter last year (43.2%). The principle reason is that we have spent more on Repairs and Maintenance and loan charges.

4.6 The 6 PI's that missed their target in quarter 2 are:-

Performance Indicator	Commentary
% of HEEDs employees who have a PDP in place	80% of PDPs have now been completed within HEED. Housing and Community Safety are reporting 42% completed. PDPs are not as yet completed in Homelessness and Maintenance and Repairs. Action Plans are in place for these to be finalised by the end of October 2015.
% of HRA Capital Budget spent against profile	The percentage of HRA Capital budget spent against profile for Q2 is ahead of 2014/15 due to proactive management
% of council rent that was lost due to houses remaining empty	Tackling empty homes remains a service priority and a number of initiatives are in place to improve performance. While target has not been met performance in Q2 2015/16 is significantly better than the same period in 2014/15. The delivery of 91 new homes for rent while positive for all communities has had an impact on this performance indicator as a larger than expected percentage of our tenants have moved within this timeframe leading to void periods impacting on this indicator. We are confident that we will see performance improve significantly in Q3/4 of this year.
Number of complaints received for HEED services	The number of complaints received within HEED during Q2 increased by 24.7% compared to the previous quarter (Q1). This was due to an increase in complaints received across several service areas including Greenspace, Street Lighting, Waste and Repairs. Of the stage 1 complaints closed within Q2, 55% were upheld, an improved result compared to the Q1 figure of 61%. The majority of complaints upheld were due to citizen expectation not met / quality of service. The Repairs Section received the most complaints (36) in Q2 which was an increase on the 29 complaints they received in Q1.
Total FTE Days lost by FTE employees	There has been a decrease of 413 FTE days lost (10.3%) compared to the same period last year. 88% of absence recorded is medium to long term. The main

	reasons for absence in Quarter 2 were Musculoskeletal, Minor Illness and Acute Medical Conditions. Projected outturn based on FTE days lost Q1 and Q2 is 10.66 FTE days per employee.
% of General Services Capital Budget spent against profile	Percentage of General Services capital budget spent against profile for Q2 is in line with 2014/15.

5. People Implications

5.1 There are no people implications relating to this report.

6. Financial Implications

6.1 There are no financial issues relating to this report.

7. Risk Analysis

7.1 There is a risk that performance will decline without adequate scrutiny by Senior Management and Elected Members

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment is not appropriate as this report is a performance review of the Housing, Environmental and Economic Development Departmental Plan. However, it is assumed that in developing the Departmental Plan, individual contributors considered the impact of their action plans on equalities groups.

9. Consultation

9.1 No consultation has been undertaken for this report.

10. Strategic Assessment

10.1 The actions contained within the Plan support all of the Council's strategic priorities.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 25 November 2015

Person to Contact:	Emma MacPherson - Strategy and Improvement Co-ordinator, Council Offices, Garshake Road, Dumbarton G82 3PU, telephone: 01389 737701, e-mail: emma.macpherson@west-dunbarton.gov.uk
Appendix:	Appendix 1: Progress Report of Housing, Environmental and Economic Development Departmental Plan 2015/16
Background Papers:	Housing, Environmental and Economic Development Strategic Plan 2015/16 Performance Management Framework April 2009
Wards Affected:	All

HEED Strategic Plan 2015-2016 - Mid Year Performance Q1 and Q2 2015/2016

Generated on: 19 October 2015

Icon	Name
P	1 Social Mission

Icon	Name
Ob	Improve economic growth and employability

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
Number of businesses given advice and assistance to start up through Business Gateway	57	61	44	50				The value for quarter 2 in 2015/16 is just below target and with the integration of Business Gateway into Council Business Support from 1st October 2015 every effort will be made to get our achievements back on track.	200	200	200	Gillian Scholes
Percentage of all people aged 16-64 years in employment	65.1%	66%		69%				The most recent figure published by NOMIS is 66%. Updated figures will not be published by NOMIS until November 2015.	69%	70%	70%	Michael McGuinness

Icon	Name
Ob	Improve local housing and environmentally sustainable infrastructure

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
The number of incidences of homelessness in West Dunbartonshire is reduced - presentations	348	273	282	305				Target met – Our strong preventative focus in tackling homelessness continues to positively impact on the number of the members of our community facing housing crisis this last quarter. This approach will continue to be strengthened and we would anticipate meeting our year end target.	1,218	1,157	1,099	John Kerr 2
Tenancy Sustainment levels in West Dunbartonshire are increased	88%	89%	85%	91.3%				Target not met – In terms of tenancy sustainment we have set an ambitious target to ensure our performance is consistent with the top quartile performing landlords. Improvement to our tenancy sustainment levels are a service priority and we would hope that the introduction of a new policy will have a positive impact on our performance during the next quarter. However, it is worth noting that in September only 2% of tenancies ending within a year did so because of a negative reason.	91.3%	91.3%	91.3%	John Kerr 2
% of total household waste that is recycled	50.33%	48.9%	53.62%	53%				Estimated figure subject to tonnage reconciliation and verification by Waste Data Flow	53%	55%	55%	Rodney Thornton

Icon	Name
Ob	Improve the well being of communities and protect the welfare of vulnerable people

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
CC2: Number of attendances per 1,000 population for indoor sports and leisure facilities	1,122	1,244	1,118	1,170				The figures are lower than the target set and slightly lower than the previous year. Gym attendances are lower, specifically at the Play Drome due to increased competition from Budget gyms operators. There is also increased competition from local group fitness class operators. New marketing initiatives and incentives are planned to promote the gyms and classes. Plans are being made to make more use of social media for marketing services.	5,179	6,275	6,853	John Anderson

Icon	Name
P	2 Organisational Capabilities

Icon	Name
Ob	Committed and dynamic workforce

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
% HEED's employees who have a PDP in place	83%	28%	80%	100%				80% of PDPs have now been completed. Housing and Community Safety are reporting 42% completed.	100%	100%	100%	Anne Marie Cosh

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
								PDPS are not as yet completed in Homelessness and Maintenance and Repairs. Action Plans are in place for these to be finalised by the end of October.				
Total FTE Days lost by FTE Employees	2.7	2.91	2.42	2				There has been a decrease of 413 FTE days lost (10.3%) compared to the same period last year. 88% of absence recorded is medium to long term. The main reasons for absence in Quarter 2 was Musculoskeletal, Minor Illness and Acute Medical Conditions. Projected outturn based on FTE days lost Q1 and Q2 is 10.66 FTE days per employee.	8	7	6	Anne Marie Cosh

Icon	Name
Ob	Strong financial governance and sustainable budget management

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
% of General Service Budget Spent against profile	46.88%	28.4%	48.2%	50%				Actions implemented have resulted in a reduction in adverse variances reported since Q1 improving the Q2 percentage of general service budget spent against profile.	100%	100%	100%	Joe Reilly
% of General Services Capital Budget spent against profile	22.06%	5.22%	21.05%	50%				Percentage of General services capital budget spent against profile for Q2 is in line with 2014/15	100%	100%	100%	Jennifer Ogilvie

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
% HRA Budget Spent against profile (expenditure)	43.2%	20.6%	47.7%	50%				The percentage spent this quarter is greater than the same quarter last year (43.2%). The principal reason is that we have spent more on Repairs and Maintenance and loan charges.	100%	100%	100%	Joe Reilly
% of HRA Capital Budget spent against profile	26.6%	11.82%	30.55%	50%				The Percentage of HRA capital budget spent against profile for Q2 is ahead of 2014/15 due to proactive management.	100%	100%	100%	Jennifer Ogilvie
% of council rent that was lost due to houses remaining empty	1.37%	1.16%	1.24%	1%				Target not met – Tackling empty homes remains a service priority and a number of initiatives are in place to improve performance. While target has not been met performance in Q2 15/16 is significantly better than the same period in 14/15. The delivery of 91 new homes for rent while positive for all communities has had an impact on this performance indicator as a larger than expected % of our tenants have moved within this timeframe leading to void periods impacting on this indicator. We are confident that we will see performance improve significantly in Q3/4 of this year	1%	1%	1%	Janice Lockhart

Icon	Name
P	3 Legitimacy and Support

Icon	Name
Ob	Positive dialogue with local citizens and communities

Short Name	Q2 2014/15	Q1 2015/16	Q2 2015/16						2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Target	Status	Long Trend	Short Trend	Note	Target	Target	Target	
No. of Complaints received for HEED services	78	113	141	99.5				The number of complaints received within HEED during Q2 increased by 24.7% compared to the previous quarter (Q1).The increase was due to an increase in complaints received across several service areas including, Greenspace , Street Lighting, Waste and Repairs. Of the stage 1 complaints closed within Q2, 55% were upheld, an improved result compared to the Q1 figure of 61%. The majority of complaints upheld were due to citizen expectation not met/quality of service. The Repairs Section received the most complaints (36) in Q2 which was an increase on the 29 complaints they received in Q1.	398	378	358	Emma MacPherson

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 25 November 2015

Subject: The Leasing of the Former Tourist Information Centre at Milton, Dumbarton

1. Purpose

1.1 The purpose of this report is to advise Committee on marketing in connection with a lease disposal of the Council owned land and building comprising the former Tourist Information Centre, Dumbarton Road, Milton, Dumbarton.

1.2 Authority is sought for the Executive Director of Infrastructure and Regeneration and the Head of Legal, Democratic and Regulatory Services to conclude a transaction with DK AMIT Limited on the terms outlined at 4.4 below. Authority is required as the lease and rental terms exceed the levels expressed in the Scheme of Delegation to Officers dated July 2015.

2. Recommendations

2.1 It is recommended that Committee:

(i) approve the disposal terms agreed between officers of Asset Management and DK AMIT Limited described at 4.4 below; and

(ii) authorise the Executive Director of Infrastructure and Regeneration and the Head of Legal, Democratic and Regulatory Services to conclude a lease with DK AMIT Limited subject to such legal conditions that are considered appropriate as per section 1.2 above

(iii) notes that any application for a specific use will be considered by the Planning Committee and Licensing board for the sale of alcohol.

3. Background

3.1 The property to be leased comprises land and building which previously accommodated the Tourist Information Centre extending to 2326 square metres or thereby and as shown delineated bold on the Location Plan attached as Appendix 1.

3.2 The property is accessed by a dedicated slip road from the westbound A82 trunk road to the south side of Dumbarton Road, Milton. The property was formerly operated by Visit Scotland as a Tourist Information Centre office with ancillary carparking.

3.3 The land was the subject of a 21 year ground lease from 1 April 1994 to 31 March 2015, between the Council and Argyll, The Isles, Loch Lomond, Stirling and Trossachs Tourist Board at a peppercorn rent of £1 (One Pound) per annum. The tenant funded the construction of the building which under the terms of the lease fell to the ownership of the Council at the termination of the ground lease on 31 March 2015.

3.4 The property was thereafter extensively marketed and a closing date for offers called for 12 October 2015. Four offers were received at closing date and are summariesed in Appendix 2 of this report. The offer from AD AMIT Limited provides 'Best Value' to the Council

3.5 Following negotiations with officers of Asset Management, lease terms have been agreed, in principle, with DK AMIT Limited who intend to convert the property into a licensed restaurant.

4. Main Issues

The Property

4.1 The property lies on the south side of the A82 dual carriageway at Dumbarton Road, Milton. The annual average daily total two-way flow on this stretch is 44,000 vehicles as at June 2013.

4.2 Generally the perimeter of the property is timber fenced with hedgerow on the north, south and east sides. The west side primarily provides vehicle access.

4.3 The property benefits from mains water, electricity and gas supplies to the land and building.

4.4 Heads of Terms

The main terms of disposal agreed between officers of Asset Management and AD AMIT Limited, subject to the Committee's approval, can be summarised as follows:

Period of Lease:	15 years from the date of entry. There shall be a tenant break option at the third anniversary of the date of entry, subject to 6 months prior written Notice of intention to break.
Repairs and insurance:	The lease will be a full repairing and insuring, making the tenant responsible for both items.
Annual Rent:	£37,100 per annum
Rental concession:	The annual rent of £37,100 to be discounted by 50% in Year 1.
Rent reviews:	On the 5th and 10th anniversaries of the date of entry.

Use: The Property shall be used by AD AMIT Limited as a licensed restaurant.

Planning & Licensing

4.5 All sites on the south side of the A82 dual carriageway at Dumbarton Road, Milton are allocated for Roadside Services on the Local Development Plan. The policy supports service facilities for passing motorists.

4.6 Planning consent has not yet been sought or obtained for the AD AMIT Limited proposal. It is an explicit suspensive condition of the terms agreed that it is the responsibility of the Tenant to ensure that all necessary statutory consents, including planning consent, are obtained in respect of the proposed use.

4.7 Licensing Board approval will be required for the sale of alcohol on the premises

The Company

4.8 AD AMIT Limited hold the leases and operate 6 food outlets under the Masala Twist Group:

- Masala Twist (West End), 192-194 Byres Road, Glasgow.
- Masala Twist (City Centre), 261 Hope Street, Glasgow.
- Jack McPhee, 261 Hope Street, Glasgow.
- Punjabi Tadka, 3 The Boardwalk, East Kilbride.
- Toro Espano,l 3 The Boardwalk, East Kilbride.
- Masala Twist, 29 James Street, Helensburgh.

5. People Implications

5.1 There are no personnel issues affecting this project other than time of staff in Asset Management and Legal, Democratic and Regulatory Services in concluding the transaction.

6. Financial Implications

6.1 AD AMIT Limited will have full maintenance and running cost liability for the property for the duration of the lease. It has also been agreed that AD AMIT Limited will incur the Council's legal fees in concluding the transaction.

6.2 The Council will benefit to a rental amount of £166,950 over the first 5 years of the lease.

6.3 The current rates liability of 32,393.23 will transfer from the Council to the tenant. In addition the assessment is likely to be the subject of review by the Joint valuation Board following the grant of Planning Consent and Licensing Board.

7. Risk Analysis

7.1 There is a risk that the transaction may not conclude. In that case, the Council can seek an alternative tenant for the site in due course on terms acceptable to the Council.

7.2 There is a risk that the tenant may exercise the option to terminate the lease in year 3. In that case, the Council can seek an alternative tenant for the site in due course on terms acceptable to the Council.

8. Equalities Impact Assessment (EIA)

8.1 An Equalities Impact Screening has been carried out. There were no significant adverse issues identified.

9. Consultation

9.1 Internal consultation has been undertaken previously between officers from Estates, Legal Services, Planning and Roads in respect of the disposal of the site. In the event that Committee approves this report, further consultation will be required with Legal Services.

10. Strategic Assessment

10.1 By agreeing to this proposal the Council will assist in the improvement to the local economic growth and employability of the area.

Richard Cairns
Executive Director of Infrastructure and Regeneration Date: 25 November 2015

Person to Contact:	Stuart Gibson - Assets Co-ordinator, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737157, e-mail: stuart.gibson@west-dunbarton.gov.uk Ian Dewar - Estates Surveyor, Council Offices, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737201, e-mail ian.dewar@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Location Plan Appendix 2 – Summaries of Offers
Background Papers:	Estates file.
Wards Affected:	Ward 3

West Dunbartonshire Council

Map Ref : NS4274SE Map No : ID/23a

Date : 09/11/2015 Scale : 1:1000

Title : Appendix 1 - Former Tourist Information Centre, Milton G82 2TZ

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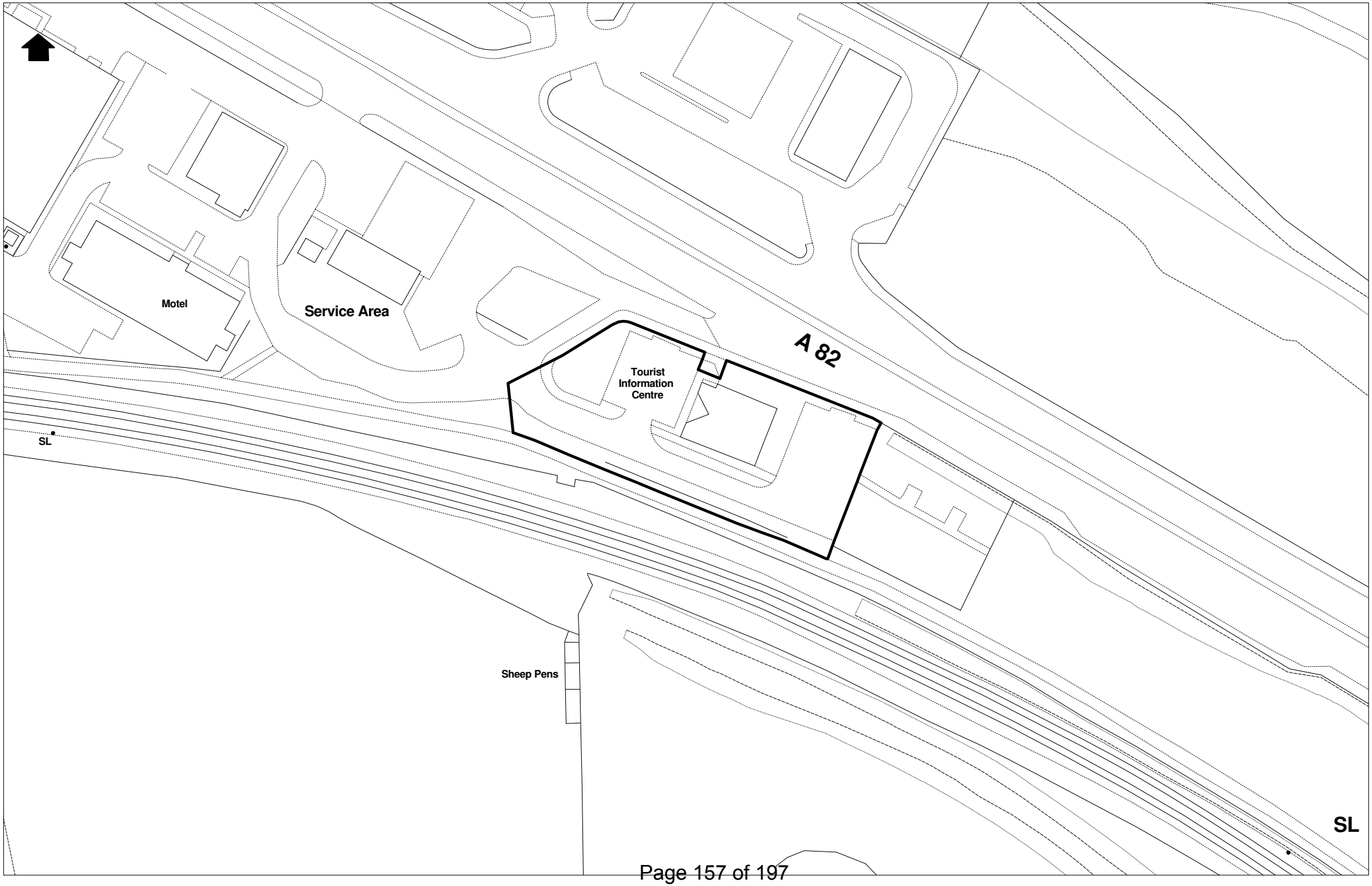
West Dunbartonshire COUNCIL



APPENDIX 2

Former Tourist Information Centre, Dumbarton Road, Milton, Dumbarton G82 2TZ

Tenders submitted by Noon Monday 12 October 2015

Davender Kumar Sharma

Rent. £37,100 per annum with year 1 rent discounted by 50%.

Length of lease. 15 years with a tenant's option to break on 3rd anniversary.

Rent reviews. On the 5th and 10th anniversaries

Use. Restaurant – Indian

Rent equivalent over 10 years £35,245pa

Mitchell Sorbie

Rent. £36,400 per annum with 9 month rent free to allow for conversion and licensing.

Length of lease. 15 years with a tenant's option to break on the 10th anniversary.

Rent reviews. On the 5th and 10th anniversaries

Use. Restaurant – Italian

Rent equivalent over 10 years £33,670pa

Your Radio Ltd

Rent £25,000pa first 3 years; £30,000pa next 3 years and £35,000pa for final 4 years

Length of lease – 10 years

Rent reviews – None

Use – Offices and studio

Rent equivalent over 10 years - £30,500pa

Balram Bhatia

Rent £25,000 per annum

Length of lease – 25 years

Rent reviews 5 yearly

Use – Fine dining restaurant

Rent equivalent over 10 years - £25,000pa

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee
25th November 2015

Subject: Sale of Former Children's Home – Ramsay House, Risk Street, Clydebank

1. Purpose

1.1 The purpose of this report is to seek Committee approval for the proposed disposal of Ramsay House, Risk Street, Clydebank to the preferred bidder.

1.2 Authority is sought for the Executive Director of Infrastructure and Regeneration and the Head of Legal, Democratic and Regulatory to conclude the above transactions subject to such legal conditions that are considered appropriate.

2. Recommendations

2.1 It is recommended that Committee

(i) approve the sale of Ramsay House for a consideration of £305,000 (Three Hundred and Five Thousand Pounds) to the preferred bidder.

(ii) authorise the Executive Director of Infrastructure and Regeneration be authorised to conclude negotiations

(iii) authorise the Head of Legal, Democratic and Regulatory Services be authorised to conclude the transaction subject on such conditions as considered appropriate.

(iv) Notes that an application for a change of use will be considered by the Planning Committee

.

3. Background

3.1 At the meeting of West Dunbartonshire Council held on 4 February 2015, approval was provided for the closure of one children's unit. Ramsay House, a children's home was subsequently closed on 7 April 2015 and has remained vacant since then.

3.2 At the Infrastructure, Regeneration and Economic Development (IRED) Committee held on 18th June 2014, it was agreed that delegated authority be granted to the Executive Director of Infrastructure and Regeneration to declare properties surplus to requirements subject to having consulted with the other Executive Directors, the Chief Executive and the Convenor of the

IRED Committee. In accordance with the above protocols, the property has been declared surplus.

3.3 Having been declared surplus to requirements, a comprehensive marketing exercise has recently been undertaken to allow a disposal of the property.

4. Main Issues

4.1 Ramsay House comprises a substantial, detached stone villa set within a sought after residential area of Clydebank, which is also a designated conservation area. Formerly a manse, the building has been used as a care home since 1975. A Location Plan is attached as Appendix 1.

4.2 The property currently has planning permission for use as a Children's Home. Given that it is unlikely to prove attractive to the care home sector, it was considered that any prospective purchaser would wish to convert the property back to its former use as a residential dwelling. The Council's Planning Service has indicated that an application for a single dwelling house would be viewed favourably. Alternatively, a split conversion would be considered if division of the property is undertaken sympathetically.

4.3 Given the residential nature of the asset, a Clydebank based estate agency was employed to market the property. A comprehensive marketing campaign commenced on the week beginning 21 September 2015.

4.4 The asking price for the property was set at £275,000. As with most Council owned assets the property has been elected for VAT and is therefore payable on the purchase price.

4.5 Following strong levels of interest, a closing date for offers was set for Friday 30 October at 12 noon. Four offers were received. Each of the respective offers is subject to conditions. A summary of offers received is attached as Appendix 2.

4.6 The offers are not all directly comparable as conditions vary, with some inclusive of VAT, whilst others are not. Two of the bidders have submitted a certificate to disapply the option to tax (VAT1614D). This essentially permits a purchaser to request that an option to tax be disapplied. This can only be requested if the building is to be used for residential purposes or is to be converted to a residential building.

4.7 The preferred bidder has been identified as bidder C who submitted an offer at £305,000 on conditions which are deemed acceptable. A summary of the main conditions areas are as follows:

- Submission of a certificate VAT1614D prior to concluding a missive and Council acceptance to disapply tax. No VAT will therefore be payable.
- Receipt of satisfactory survey and valuation.
- Receipt of satisfactory loan.

- Receipt of planning permission for change of use on terms deemed acceptable to the purchaser.

4.8 The conditions mentioned in 4.7 above are standard conditions and are consistent for the sale of residential property

4.9 If the above conditions are not satisfied, the purchaser may withdraw from the transaction.

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 Implications

6.1 The financial implications of the proposed disposal are that a General Fund capital receipt of £305,000 will be generated for the Council.

6.2 In addition, associated property void costs relating to insurance, rates, and utility charges of approximately £6,000 per annum will be saved.

7. Risk Analysis

7.1 The main risk associated with the disposal of the property is that the purchaser withdraws from the transaction or seeks to negotiate a price reduction for a variety of reasons; these include the possibility that conditions attached to the offer cannot be satisfactorily met. To mitigate this, the conditions should be cleared at the earliest opportunity.

8. Equalities Impact Assessment (EIA)

8.1 An Equality Impact Screening was undertaken, which did not identify any potential equalities impacts.

9. Consultation

9.1 The property was widely marketed allowing opportunity for interested parties to consider a purchase.

9.2 No further consultation was deemed necessary.

10. Strategic Assessment

10.1 By agreeing to this proposal, the Council are accommodating improvement to local housing and the environmentally sustainable infrastructure. They are also improving the wellbeing of the local community by allowing the building to be used and occupied.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 25 November 2015

Person to Contact:	Joanne McDowall, Estates Surveyor, Council Offices, Garshake Road, Dumbarton, G82 3PU, T: 01389 776996, Email: joanne.mcdowall@west-dunbarton.gov.uk
Appendices:	Appendix 1- Ramsay House – Location Plan. Appendix 2- Ramsay House - Summary of Offers.
Background Papers:	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.
Wards Affected:	Ward 5.

West Dunbartonshire Council

Title : Appendix 1 Site plan - Ramsay House, Clydebank

Map No : JM/035 Map Ref : NS4871NE

Date : 09/11/2015 Scale : 1:1250

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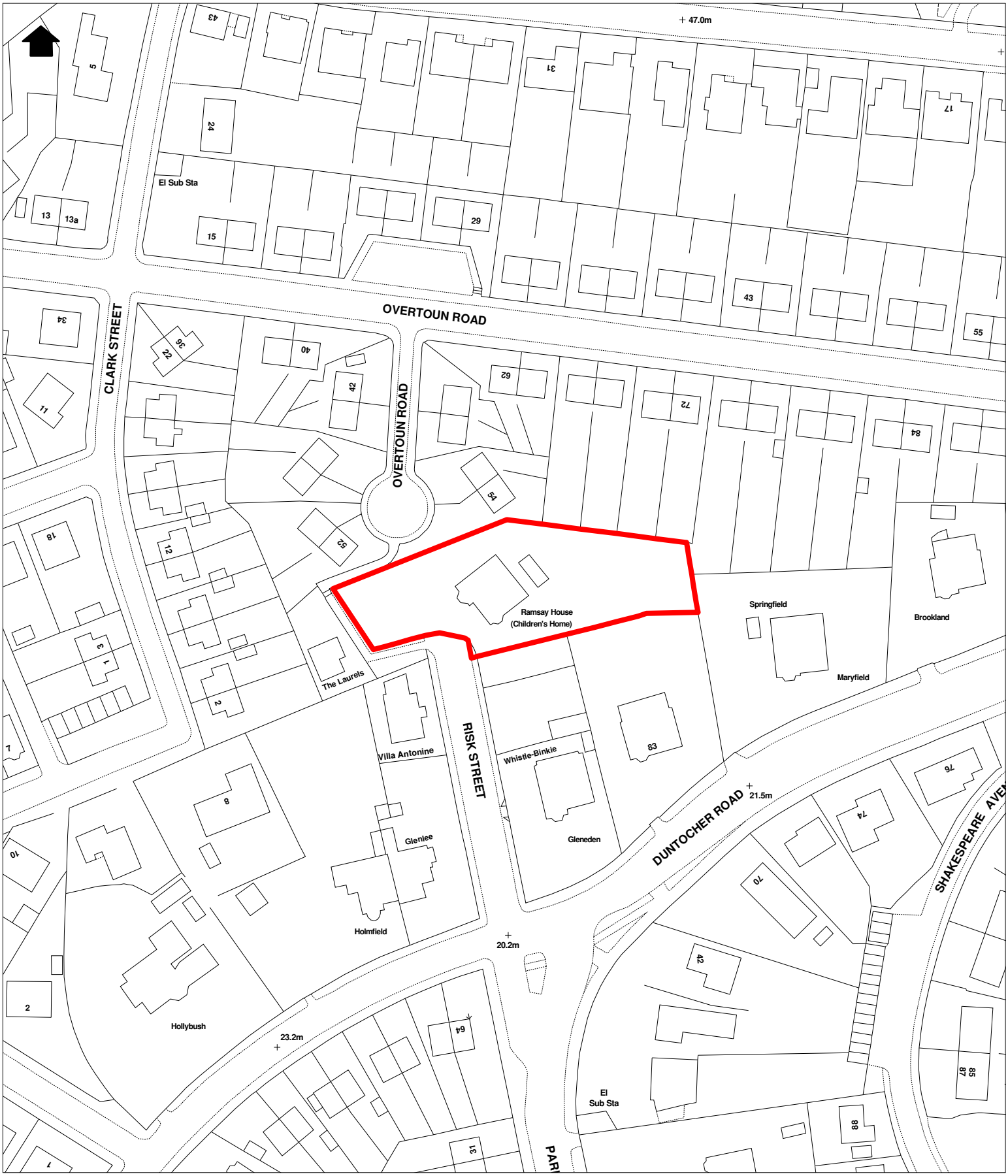


Appendix 2

Ramsay House, Risk Street, Clydebank - Summary of Offers received at closing date on Friday 30th October.

Purchaser	Offer Price	VAT	Proposed Use	Conditions	Comments
Bidder A	£291,000	No VAT to be payable on basis of VAT1614D form	Conversion to residential.	Conditional upon the sale of the purchaser's current property. Subject to satisfactory survey and mortgage. Satisfactory planning permission for change of use from commercial to residential. Offer subject to Council removing the boards over windows, replacing the panes and refitting double glazed units. Subject to submission of a VAT1614D form requiring that Council disapply option to tax.	Date of entry to be mutually agreed.
Bidder B	£270,000	Offer inclusive of VAT	No reference to use or planning.	Satisfactory receipt of Homebuyers Report	Date of Entry to be mutually agreed.
Bidder C	£305,000	No VAT to be payable on basis of VAT1614D form	Residential	Conditional upon submission of a form VAT1614D by the purchaser prior to concluding a missive. Council require to accept this form and disapply option to tax. No VAT will then be charged given the return of the property to residential use. Also subject to satisfactory survey, valuation and funding. Planning permission for change of use to residential.	Date of entry to be mutually agreed.
Bidder D	257,000	Offer exclusive of VAT. Purchaser VAT elected.	Flatted residential development	Satisfactory structural survey. Change of use for a residential flatted development. Planning to be obtained within 3 months of concluded missive with option to extend timescale.	Non refundable deposit of £25,700 payable within five days of concluded missive. Outstanding amount to be paid on the Date of Entry. Offer assumes the property is not in a conservation area (it is).

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee

25th November 2015

Subject: Attendance Management: Quarter 2 - 2015/16

1. Purpose

1.1 The purpose of this report is to advise Committee on attendance within Housing, Environmental and Economic Development (HEED) and provide a summary of the Quarter 2 absence statistics.

2. Recommendations

2.1 It is recommended that the Committee note the content of the report and the attendance results for the year, namely a decrease of 413 FTE days lost (10.3%) compared to the same period last year.

3. Background

3.1 Improving attendance at work is a key strategic priority for the Council requiring commitment from elected members, HEED Management Team, Trade Unions, individual managers and employees.

3.2 The Council has made a commitment to improving attendance levels by setting ambitious targets of reducing days lost for Local Government Employees to 7 FTE days lost by 2017.

3.3 The 2015/16 target for HEED has been set at 8 FTE days lost.

4. Main Issues

Quarter 2 Performance

4.1 Appendix 1 shows quarter 2 absence data for HEED. Absence was reported as 2.42 days lost per employee which represents a 10.3% reduction compared to quarter 2 last year. Chart 1 below shows the monthly trend for the last nine months (January – September 2015) and compares with the same period last year. The results show that there was an improvement which has continued for 6 out of the last 9 months.

Chart 1 – Absence Trend

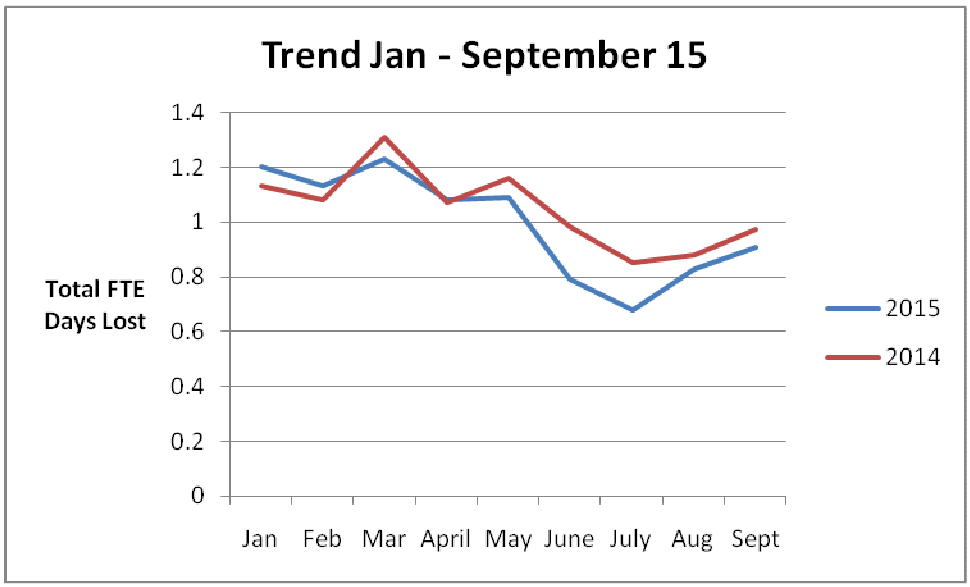


Table 1 shows the service breakdown across HEED. There has been an improvement in attendance recorded in each service area within the Directorate in comparison to the same period last year.

Table 1 – Breakdown Service Performance Quarter 2

Service Area	Days Lost FTE15-16	Days Lost FTE 14-15	% Improvement
Directorate	0.00	0.00	0
Housing & Community Safety	2.64	2.92	10.3%
Neighbourhood Services	2.56	2.65	3.4%
Regeneration & Economic Development	0.32	1.95	83.7%
HEED Total	**2.42**	**2.70**	**10.3%**

Year End Projection

4.3 At the end of Quarter 2 the projected year end result for the directorate is 10.66 FTE days lost which if achieved would be a 16% improvement in the Directorate outturn of12.62 FTE days lost at the end of 2014/15. This does not however take account of the winter months where absence tends to be higher.

Absence Duration

4.4 Across HEED, long term absence (over 4 weeks) is the predominant duration with 55.24% of days lost in this category. There has been a slight increase when compared to quarter 2 last year (53.08%) however, the number of employees on long term sick leave when compared has reduced from 51 to 37.

Absence Reasons

4.5 In quarter 2, the most common reasons for absence were Musculo-skeletal absences (28.23%), Minor Illnesses (25.75%) and Acute Medical Conditions (23.01%). There is a significant number of absences relating to MSK where individuals have required surgery.

HEED Actions

4.6 Appendix 2 shows the directorate Absence Action Plan detailing activities being undertaken during the course of this year to improve attendance levels within HEED. The main activities at this time are the promotion of the Employee Wellbeing Charter, implementation of the new Attendance Management Policy and analysis of this year's policy compliance audit to identify areas for improvement .

4.11 The focus of the directorate this year is to build upon improvements to date. In addition to the continued focus and commitment of senior managers, line managers and employees are encouraged to take joint ownership of attendance at work.

Attendance Working Group

4.12 The Attendance Working Group continues to meet on a monthly basis with the most recent meeting taking place on 29 September 2015. Actions being progressed are:

- Attendance Management Policy – Launched on 1 October 2015 with a series of supporting communication via Intranet, desktop messages, Senior Manager Network and posters / team meetings for employees with limited access to email.
- Employee Wellbeing Charter has been developed by the Attendance Working group to support the launch of the revised policy. (Appendix 3)
- Employee Counselling Services –New contract with Time for Talking in place from 1 October 2015.
- Manager Masterclasses developed to support implementation of revised Attendance Management policy and will cover this and related Wellbeing topics on a cyclical basis
- Wellbeing taskforce created comprising of departmental 'champions' to develop new initiatives and communication streams to deliver the wellbeing message across the organisation.

- Smoke Free Grounds –Following recent press reports about the use of E-cigarettes, Health Improvement team have confirmed that as e-cigarettes remain unregulated, Council policy will remain unchanged.
- Occupational Health – Council appointed People Asset Management (PAM) following tender process on 1 September 2015.

5. People Implications

5.1 Absence impacts not only on those who are absent from work due to illness or injury but also those remaining at work. The absence levels experienced within our services leads to significant additional burdens on our attending workforce. Striving to reduce absence through the appropriate support to those with health issues as well as ensuring that we provide the right assistance to those at work is fundamental to the successful achievement of our annual target.

6. Financial and Procurement Implications

6.1 Significant absence levels impact on the Council in terms of cost, service delivery and motivation. In Quarter 1, HEED lost a total of 5111.5 FTE working days of productivity to sickness absence which is a decrease of 9.4% compared to last year. Based upon the nominal daily cost of a day's absence (£118.00), it is estimated that the cost of absence for the quarter was £603,157. This figure does not take into account the indirect costs of absence such as overtime, loss of productivity, reduced team performance.

7. Risk Analysis

7.1 Compared with quarter 2 last year, there has been an improvement in absence performance, however, there is still a risk that if the focus and attention by all stakeholders is not maintained this improvement may not be sustained. ,. This would contribute adversely to the Council's overall performance.

8. Equalities Impact Assessment (EIA)

8.1 An Equalities Impact Assessment Screening has been undertaken and noted that a high level of employees on long term sickness absence will be covered by the Equality Act 2010. Measures to mitigate impact include reasonable adjustments, introduction of Tailored Adjustment Agreements, Disability Leave, Carers' Leave and the provision of Occupational Health advice.

9. Consultation

9.1 Consultation is on-going with Trade unions through the Attendance Working Group, ELG, JCF and HEED JCC to identify and address attendance issues.

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.

_____

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 20 October 2015

Person to Contact:	Anne-Marie Cosh, HR Business Partner, Garshake Road, Dumbarton Tel: 01389 737420 Email: annemarie.cosh@west-dunbarton.gov.uk.
Appendices:	Appendix 1 – Absence Action Plan.
Background Papers:	None
Wards Affected:	None

Absence Action Plan – October 2015

Housing Environment and Economic Development

Activity	Dependencies / Risks	Comments / Update	Complete (Red / Amber / Green)
SMT to monitor and review absence within directorate on a monthly basis.		Analysis discussed, hot spots identified and actions agreed.	Ongoing.
Monthly review of actions with Heads of Service and direct reports.		Hot spots discussed and next steps agreed.	Ongoing.
Director/Head of Service /Trade Union workshop with employees under notice for poor attendance.	TU input and agreement to participate.	Pilot staff absence workshop with Neighbourhood Services irregular attenders arranged for 9/4/15. Director and Head of Service to arrange to meet staff concerned individually. Further staff absence workshop held with Facilities Management staff held on 22/6/15. An additional absence workshop to be arranged for Facilities Management staff – July 15. Staff Absence Workshop held with Housing Services irregular attenders on 13/5/15 Director to arrange briefing for all Housing Service employees.	April 2015 and ongoing.

		Session with Housing employees held 21/9/15 Further session with Neighbourhood Services employees held October 2015.	
Review of long term over 6 month absences with service manager and HRBP		Identify and agree next steps.	June 2015 and ongoing.
Annual Absence Audit to measure compliance with policy(Jan – March Absence)	HR team resource	Audit to be scheduled and planned during July 2015 Report submitted to SMT November 2015.	July 2015 and ongoing.
Ensure all managers and staff include an objective to meet and achieve attendance standards in PDP.		Discussed and communicated to managers prior to rollout of PDPs.	April 2015
Communicate and recognise improvements in attendance.		"Thank You" to managers responsible for managing absence when an improvement achieved. "Thank You" to be included in team briefing when teams achieve target.	July 2015 and ongoing.
Arrange Stress Management Workshop Training for managers.	Time resource. Support from OD.	All Managers to attend Stress Management Workshop to enhance skills and share experience in dealing with absences relating to stress. Dates circulated to SMT to discuss with Managers.	October 2015

		Managers attending session on 19/11/15	
Revised Policy Update session to Managers	HR/OD	Managers to attend Masterclass to ensure revised policy is implemented consistently throughout directorate. |Managers to complete elearning module for absence. Dates of attendance have been sent to manager Nov 2015.	October 2015
Raise awareness of impact of Alcohol and Substance Misuse.	Availability of Wellbeing team.	Alcohol Awareness sessions arranged for frontline DLO employees June 2015.	June 2015

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration & Economic Development Committee: 25 November 2015

Subject: Infrastructure, Regeneration & Economic Development Budgetary Control Report 2015/16 to Period 6 (30 September 2015)

1. Purpose

1.1 The purpose of the report is to provide the Committee with an update on the financial performance to 30 September 2015 (Period 6) of those services under the auspices of the Infrastructure, Regeneration & Economic Development Committee.

2. Recommendations

2.1 Members are asked to:

i) consider and note the contents of this report which shows the revenue budget forecast to overspend against budget by £0.240m (0.8%) at the year-end;
ii) consider and note the net projected annual capital underspend of £6.374m (15.4%), of which £6.420m (15.5%) relates to project rephasing and an in-year overspend of £0.046m (less than 1%); and
iii) note the progress on savings incorporated into budgets for 2015/16.

3. Background

Revenue

3.1 At the meeting of West Dunbartonshire Council on 4 February 2015, Members agreed the revenue estimates for 2015/2016. A total net budget of £29.862m was approved for IRED services. Since then the following budget adjustments have taken place revising the budget to £29.508m.

Budget Agreed by Council 4 February 2015	£29.862m
Allocation of General Savings Target	(£0.012m)
Transfer of telephone budgets to Corporate Services	(£0.001m)
Recurring Variances removed	(£0.465m)
Reallocation of recurring variance outwith IRED services	£0.124m
Revised Budget	£29.508m

Capital

3.2 At the meeting of Council on 4 February 2015, Members agreed the updated 10 year General Services Capital Plan for 2013/2014 to 2022/23. The next

three years from 2015/16 to 2017/18 have been approved in detail with the remaining 5 years being indicative at this stage. The total project life budget approved for projects that have either commenced or are due to commence in that period total £153.410m.

4. Main Issues

Revenue Budget

4.1 The current budgetary position is summarised in Appendix 1 with a graphical representation given in Appendix 2. Of the 24 services monitored 15 (63%) are showing either a favourable or a nil variance; of the remaining 9 services showing an adverse variance (37%) 8 are above the £50,000 reporting threshold. A more detailed analysis by service is given in Appendix 3. Comments are shown in Appendix 4 when there are projected annual variances greater that £0.050m. Appendix 5 shows progress on the achievement of saving options adopted as part of the 2015/16 budget.

4.2 Appendix 1 shows the probable outturn for the services at £29.748m. As the annual budget is £29.508m there is currently a projected adverse variance for the year of £0.240m.

Capital Budget

4.4 The overall programme summary report is shown in Appendix 6. Information on projects that are highlighted as being within the red and amber categories for probable underspends or overspends in-year and in total is provided in Appendices 7 and 8. This includes additional information on action being taken to minimise or mitigate slippage and/or overspends where possible. The analysis shows that for the in-year planned spend there is currently a projected annual favourable variance of £6.374m of which £6.420m relates to project underspending against profile in-year and an in-year overspend of £0.046m. Officers review regularly the in-year position to consider options to maximise the effective use of capital resources.

5. People Implications

5.1 There are no people implications.

6. Financial Implications

6.1 Other than the financial position noted above, there are no financial implications of the budgetary control report. Officers are currently reviewing budgets and projections with a view to improving the position by financial year end and progress will be highlighted in future reports to committee.

6.2 Agreed savings and management adjustments for 2015/16 are monitored with current indications showing that all of the total actions being monitored (£1.717m), are currently on target to be achieved (see Appendix 5). It should be noted that any variances are included within the service information and variances identified within this report.

7. Risk Analysis

7.1 The main financial risks to the ongoing financial position relate to unforeseen costs being incurred between now and the end of the financial year. This can affect all service areas. Virements will be considered where in-year capital underspends become apparent and regular reviews to minimise in-year underspends will continue.

8. Equalities Impact Assessment (EIA)

8.1 The report is for noting and therefore no Equalities Impact Assessment was completed for this report.

9 Consultation

9.1 The views of both Finance and Legal services have been requested on this report and both have advised there are neither any issues nor concerns with the proposal. As the report is for noting no further consultation is envisaged.

10. Strategic Assessment

10.1 Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the five strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council. This report is for noting and, therefore, does not directly affect any of the strategic priorities.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 5 November 2015

Person to Contact:	Janice Rainey - Business Unit Finance Partner (HEED), Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737704, e-mail janice.rainey@west-dunbarton.gov.uk
Appendices:	Appendix 1 - Summary Budgetary Position (Revenue) Appendix 2 – Graphical Representation (Revenue) Appendix 3 – Detailed Budgetary Position (Revenue) Appendix 4 – Variance Analysis (Revenue) Appendix 5 – Monitoring of Savings Options Appendix 6 – Budgetary Position (Capital) Appendix 7 – Variance Analysis Red Status (Capital) Appendix 8 - Variance Analysis Amber Status (Capital)
Background Papers:	None
Wards Affected:	All

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
HEED SUMMARY

APPENDIX 1

MONTH END DATE 30 September 2015

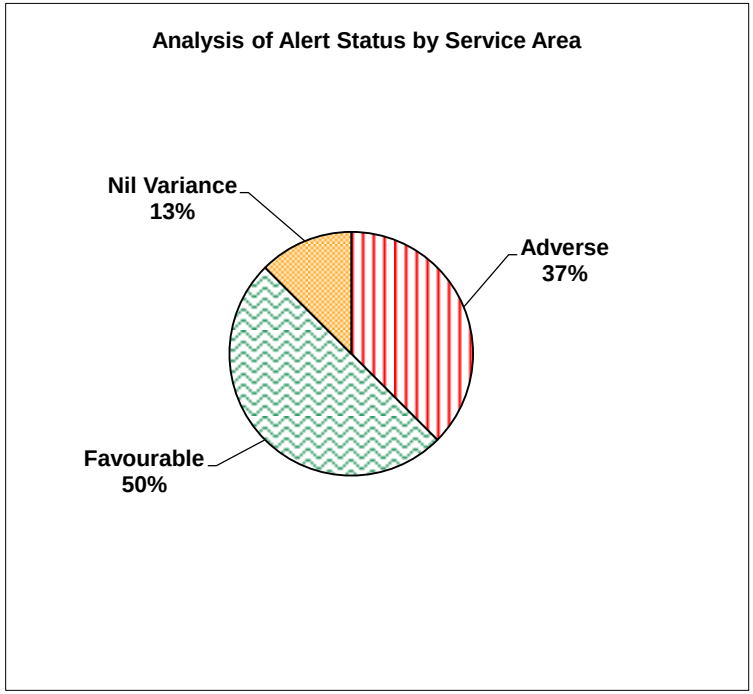
PERIOD 6

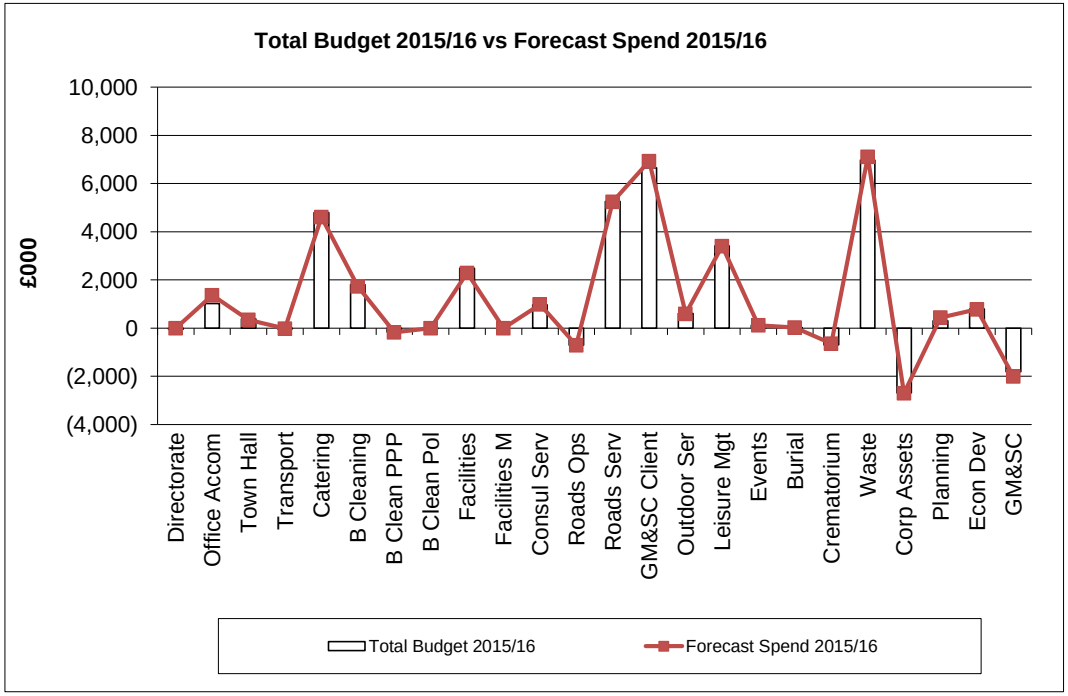
Actual Outturn 2014/15	Departmental / Subjective Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Departmental Summary**	£000	£000	%	£000	£000	%	
(257)	Director & Administration	(40)	278	-695%	0	40	-100%	↓
1,202	Office Accommodation	1,029	996	97%	1,365	336	33%	↓
325	Clydebank Town Hall	386	196	51%	347	(39)	-10%	↑
(21)	Transport, Fleet & Maintenance Services	(24)	(5)	21%	(17)	7	-29%	↓
4,276	Catering Services	4,800	1,923	40%	4,612	(188)	-4%	↑
1,673	Building Cleaning	1,808	729	40%	1,733	(75)	-4%	↑
(130)	Building Cleaning PPP	(165)	(126)	76%	(174)	(9)	5%	↑
(28)	Building Cleaning Police Contract	(13)	2	-15%	1	14	-108%	↓
2,405	Facilities Assistants	2,478	1,032	42%	2,295	(183)	-7%	↑
0	Facilities Management	0	0	0%	0	0	0%	→
867	Consultancy Services	967	454	47%	987	20	2%	↓
(524)	Roads Operations	(702)	(222)	32%	(706)	(4)	1%	↑
5,192	Roads Services	5,257	1,890	36%	5,248	(9)	0%	↑
6,935	Grounds Maintenance & Street Cleaning Client	6,663	3,468	52%	6,935	272	4%	↓
563	Outdoor Services	614	231	38%	591	(23)	-4%	↑
3,611	Leisure Management	3,408	1,704	50%	3,408	0	0%	→
109	Events	121	95	79%	121	0	0%	→
12	Burial Grounds	28	(165)	-589%	25	(3)	-11%	↑
(763)	Crematorium	(691)	(269)	39%	(644)	47	-7%	↓
6,905	Waste Services	6,982	2,915	42%	7,109	127	2%	↓
(2,364)	Corporate Assets	(2,684)	(736)	27%	(2,703)	(19)	1%	↑
357	Planning	299	90	30%	440	141	47%	↓
724	Economic Development	792	249	31%	778	(14)	-2%	↑
(1,654)	Ground Maintenance & Street Cleaning Trading A/c	(1,805)	(1,120)	62%	(2,003)	(198)	11%	↑
29,415	**Total Net Expenditure**	**29,508**	**13,609**	**46%**	**29,748**	**240**	**0.8%**	↓

WEST DUNBARTONSHIRE COUNCIL - REVENUE BUDGETARY CONTROL 2015/2016 **APPENDIX 2**
CORPORATE SUMMARY

MONTH END DATE	**30 September 2015**
PERIOD	**6**

Housing Environmental and Economic Development Graphs





WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
IRED DETAIL

APPENDIX 3

MONTH END DATE: 30 September 2015

PERIOD: 6

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Director & Administration**	£000	£000	%	£000	£000	%	
569	Employee	588	266	45%	543	(45)	-8%	↑
1	Property	0	0	0%	0	0	0%	→
2	Transport and Plant	2	2	100%	2	0	0%	→
22	Supplies, Services and Admin	24	10	42%	19	(5)	-21%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
(219)	Other	0	0	0%	0	0	0%	→
375	**Gross Expenditure**	**614**	**278**	**45%**	**564**	**(50)**	**-8%**	↑
(632)	**Income**	**(654)**	**0**	**0%**	**(564)**	**90**	**-14%**	↓
(257)	**Net Expenditure**	**(40)**	**278**	**-695%**	**0**	**40**	**-100%**	↓
£000	**Office Accommodation**	£000	£000	%	£000	£000	%	
95	Employee	124	40	32%	83	(41)	-33%	↑
927	Property	954	878	92%	1,112	158	17%	↓
0	Transport and Plant	0	0	0%	0	0	0%	→
181	Supplies, Services and Admin	155	78	50%	171	16	10%	
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
1,203	**Gross Expenditure**	**1,233**	**996**	**81%**	**1,366**	**133**	**11%**	↓
(1)	**Income**	**(204)**	**0**	**0%**	**(1)**	**203**	**-100%**	↓
1,202	**Net Expenditure**	**1,029**	**996**	**97%**	**1,365**	**336**	**33%**	↓
£000	**Clydebank Town Hall**	£000	£000	%	£000	£000	%	
243	Employee	288	117	41%	262	(26)	-9%	↑
144	Property	172	117	68%	175	3	2%	↓
0	Transport and Plant	0	0	0%	0	0	0%	→
75	Supplies, Services and Admin	62	74	119%	66	4	6%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
462	**Gross Expenditure**	**522**	**308**	**59%**	**503**	**(19)**	**-4%**	↑
(137)	**Income**	**(136)**	**(112)**	**82%**	**(156)**	**(20)**	**15%**	↑
325	**Net Expenditure**	**386**	**196**	**51%**	**347**	**(39)**	**-10%**	↑
£000	**Transport, Fleet & Maintenance Services**	£000	£000	%	£000	£000	%	
1,726	Employee	1,756	745	42%	1,767	11	1%	↓
97	Property	96	51	53%	106	10	10%	↓
2,041	Transport and Plant	1,716	798	47%	1,791	75	4%	↓
543	Supplies, Services and Admin	581	261	45%	587	6	1%	↓
0	Payments to Other Bodies	1	0	0%	0	(1)	-100%	↑
0	Other	0	0	0%	0	0	0%	→
4,407	**Gross Expenditure**	**4,150**	**1,855**	**45%**	**4,251**	**101**	**2%**	↓
(4,428)	**Income**	**(4,174)**	**(1,860)**	**45%**	**(4,268)**	**(94)**	**2%**	↑
(21)	**Net Expenditure**	**(24)**	**(5)**	**21%**	**(17)**	**7**	**-29%**	↓
£000	**Catering Services**	£000	£000	%	£000	£000	%	
2,625	Employee	2,807	1,223	44%	2,702	(105)	-4%	↑
66	Property	56	22	39%	64	8	14%	↓
138	Transport and Plant	128	64	50%	128	0	0%	→
1,521	Supplies, Services and Admin	1,872	643	34%	1,781	(91)	-5%	↑
1	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
4,351	**Gross Expenditure**	**4,863**	**1,952**	**40%**	**4,675**	**(188)**	**-4%**	↑
(75)	**Income**	**(63)**	**(29)**	**46%**	**(63)**	**0**	**0%**	→
4,276	**Net Expenditure**	**4,800**	**1,923**	**40%**	**4,612**	**(188)**	**-4%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
IRED DETAIL

APPENDIX 3

MONTH END DATE: 30 September 2015

PERIOD: 6

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Building Cleaning**	£000	£000	%	£000	£000	%	
1,508	Employee	1,661	663	40%	1,592	(69)	-4%	↑
45	Property	39	21	54%	44	5	13%	↓
2	Transport and Plant	2	1	50%	2	0	0%	→
176	Supplies, Services and Admin	168	78	46%	156	(12)	-7%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
1,731	**Gross Expenditure**	**1,870**	**763**	**41%**	**1,794**	**(76)**	**-4%**	↑
(58)	**Income**	**(62)**	**(34)**	**55%**	**(61)**	**1**	**-2%**	↓
1,673	**Net Expenditure**	**1,808**	**729**	**40%**	**1,733**	**(75)**	**-4%**	↑
£000	**Building Cleaning PPP**	£000	£000	%	£000	£000	%	
595	Employee	577	259	45%	586	9	2%	↓
35	Property	21	12	57%	25	4	19%	↓
0	Transport and Plant	0	0	0%	0	0	0%	→
49	Supplies, Services and Admin	56	23	41%	55	(1)	-2%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
679	**Gross Expenditure**	**654**	**294**	**45%**	**666**	**12**	**2%**	↓
(809)	**Income**	**(819)**	**(420)**	**51%**	**(840)**	**(21)**	**3%**	↑
(130)	**Net Expenditure**	**(165)**	**(126)**	**76%**	**(174)**	**(9)**	**5%**	↑
£000	**Building Cleaning Police Contract**	£000	£000	%	£000	£000	%	
85	Employee	98	59	60%	113	15	15%	↓
3	Property	3	1	33%	4	1	33%	↓
0	Transport and Plant	1	0	0%	0	(1)	-100%	↑
11	Supplies, Services and Admin	11	5	45%	10	(1)	-9%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
99	**Gross Expenditure**	**113**	**65**	**58%**	**127**	**14**	**12%**	↓
(127)	**Income**	**(126)**	**(63)**	**50%**	**(126)**	**0**	**0%**	→
(28)	**Net Expenditure**	**(13)**	**2**	**-15%**	**1**	**14**	**-108%**	↓
£000	**Facilities Assistants**	£000	£000	%	£000	£000	%	
2,148	Employee	2,236	904	40%	2,050	(186)	-8%	↑
80	Property	77	39	51%	81	4	5%	↓
2	Transport and Plant	2	1	50%	2	0	0%	→
175	Supplies, Services and Admin	163	88	54%	162	(1)	-1%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
2,405	**Gross Expenditure**	**2,478**	**1,032**	**42%**	**2,295**	**(183)**	**-7%**	↑
0	**Income**	**0**	**0**	**0%**	**0**	**0**	**0%**	→
2,405	**Net Expenditure**	**2,478**	**1,032**	**42%**	**2,295**	**(183)**	**-7%**	↑
£000	**Facilities Management**	£000	£000	%	£000	£000	%	
579	Employee	585	253	43%	617	32	5%	↓
0	Property	0	0	0%	0	0	0%	→
8	Transport and Plant	9	2	22%	8	(1)	-11%	↑
22	Supplies, Services and Admin	14	9	64%	15	1	7%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
609	**Gross Expenditure**	**608**	**264**	**43%**	**640**	**32**	**5%**	↓
(609)	**Income**	**(608)**	**(264)**	**43%**	**(640)**	**(32)**	**5%**	↑
0	**Net Expenditure**	**0**	**0**	**0%**	**0**	**0**	**0%**	→

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
IRED DETAIL

APPENDIX 3

MONTH END DATE 30 September 2015

PERIOD 6

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Consultancy Services**	£000	£000	%	£000	£000	%	
938	Employee	942	440	47%	956	14	1%	↓
0	Property	1	1	100%	1	0	0%	→
6	Transport and Plant	13	4	31%	13	0	0%	→
47	Supplies, Services and Admin	56	6	11%	59	3	5%	↓
(2)	Payments to Other Bodies	0	3	0%	3	3	0%	↓
0	Other	0	0	0%	0	0	0%	→
989	**Gross Expenditure**	**1,012**	**454**	**45%**	**1,032**	**20**	**2%**	↓
(46)	**Income**	**(45)**	**0**	**0%**	**(45)**	**0**	**0%**	→
943	**Net Expenditure**	**967**	**454**	**47%**	**987**	**20**	**2%**	↓
£000	**Roads Operations**	£000	£000	%	£000	£000	%	
1,039	Employee	1,074	422	39%	1,070	(4)	0%	↑
21	Property	27	12	44%	91	64	237%	↓
530	Transport and Plant	598	257	43%	598	0	0%	→
2,639	Supplies, Services and Admin	1,946	596	31%	1,882	(64)	-3%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
4,229	**Gross Expenditure**	**3,645**	**1,287**	**35%**	**3,641**	**(4)**	**0%**	↑
(4,753)	**Income**	**(4,347)**	**(1,509)**	**35%**	**(4,347)**	**0**	**0%**	→
(524)	**Net Expenditure**	**(702)**	**(222)**	**32%**	**(706)**	**(4)**	**1%**	↑
£000	**Roads Services**	£000	£000	%	£000	£000	%	
1,352	Employee	1,307	598	46%	1,295	(12)	-1%	↑
100	Property	95	100	105%	95	0	0%	→
49	Transport and Plant	70	27	39%	70	0	0%	→
1,887	Supplies, Services and Admin	1,864	556	30%	1,866	2	0%	↓
2,652	Payments to Other Bodies	2,536	703	28%	2,537	1	0%	↓
0	Other	0	0	0%	0	0	0%	→
6,040	**Gross Expenditure**	**5,872**	**1,984**	**34%**	**5,863**	**(9)**	**0%**	↑
(848)	**Income**	**(615)**	**(94)**	**15%**	**(615)**	**0**	**0%**	→
5,192	**Net Expenditure**	**5,257**	**1,890**	**36%**	**5,248**	**(9)**	**0%**	↑
£000	**Grounds Maintenance & Street Cleaning Client**	£000	£000	%	£000	£000	%	
0	Employee	0	0	0%	0	0	0%	→
0	Property	0	0	0%	0	0	0%	→
0	Transport and Plant	0	0	0%	0	0	0%	→
0	Supplies, Services and Admin	0	0	0%	0	0	0%	→
6,935	Payments to Other Bodies	6,663	3,468	52%	6,935	272	4%	↓
0	Other	0	0	0%	0	0	0%	→
6,935	**Gross Expenditure**	**6,663**	**3,468**	**52%**	**6,935**	**272**	**4%**	↓
0	**Income**	**0**	**0**	**0%**	**0**	**0**	**0%**	→
6,935	**Net Expenditure**	**6,663**	**3,468**	**52%**	**6,935**	**272**	**4%**	↓
£000	**Outdoor Services**	£000	£000	%	£000	£000	%	
380	Employee	418	178	43%	338	(80)	-19%	↑
852	Property	180	46	26%	184	4	2%	↓
0	Transport and Plant	0	0	0%	0	0	0%	→
28	Supplies, Services and Admin	29	6	21%	30	1	3%	↓
123	Payments to Other Bodies	124	65	52%	125	1	1%	↓
0	Other	0	0	0%	0	0	0%	→
1,383	**Gross Expenditure**	**751**	**295**	**39%**	**677**	**(74)**	**-10%**	↑
(820)	**Income**	**(137)**	**(64)**	**47%**	**(86)**	**51**	**-37%**	↓
563	**Net Expenditure**	**614**	**231**	**38%**	**591**	**(23)**	**-4%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
IRED DETAIL

APPENDIX 3

MONTH END DATE: 30 September 2015

PERIOD: 6

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Leisure Management**	£000	£000	%	£000	£000	%	
0	Employee	0	0	0%	0	0	0%	→
0	Property	0	0	0%	0	0	0%	→
0	Transport and Plant	0	0	0%	0	0	0%	→
0	Supplies, Services and Admin	0	0	0%	0	0	0%	→
3,788	Payments to Other Bodies	3,408	1,704	50%	3,408	0	0%	→
0	Other	0	0	0%	0	0	0%	→
3,788	**Gross Expenditure**	**3,408**	**1,704**	**50%**	**3,408**	**0**	**0%**	→
(177)	**Income**	**0**	**0**	**0%**	**0**	**0**	**0%**	→
3,611	**Net Expenditure**	**3,408**	**1,704**	**50%**	**3,408**	**0**	**0%**	→
£000	**Events**	£000	£000	%	£000	£000	%	
0	Employee	162	143	88%	162	0	0%	→
0	Property	0	0	0%	0	0	0%	→
0	Transport and Plant	0	0	0%	0	0	0%	→
175	Supplies, Services and Admin	0	0	0%	0	0	0%	→
9	Payments to Other Bodies	9	0	0%	9	0	0%	→
0	Other	0	0	0%	0	0	0%	→
184	**Gross Expenditure**	**171**	**143**	**84%**	**171**	**0**	**0%**	→
(75)	**Income**	**(50)**	**(48)**	**96%**	**(50)**	**0**	**0%**	→
109	**Net Expenditure**	**121**	**95**	**79%**	**121**	**0**	**0%**	→
£000	**Burial Grounds**	£000	£000	%	£000	£000	%	
68	Employee	72	32	44%	70	(2)	-3%	↑
48	Property	30	21	70%	28	(2)	-7%	↑
1	Transport and Plant	0	0	0%	0	0	0%	→
1	Supplies, Services and Admin	1	0	0%	1	0	0%	→
443	Payments to Other Bodies	443	0	0%	443	0	0%	→
0	Other	0	0	0%	0	0	0%	→
561	**Gross Expenditure**	**546**	**53**	**10%**	**542**	**(4)**	**-1%**	↑
(549)	**Income**	**(518)**	**(218)**	**42%**	**(517)**	**1**	**0%**	↓
12	**Net Expenditure**	**28**	**(165)**	**-589%**	**25**	**(3)**	**-11%**	↑
£000	**Crematorium**	£000	£000	%	£000	£000	%	
148	Employee	146	74	51%	156	10	7%	↓
178	Property	178	120	67%	178	0	0%	→
0	Transport and Plant	0	0	0%	0	0	0%	→
17	Supplies, Services and Admin	15	8	53%	16	1	7%	↓
129	Payments to Other Bodies	47	16	34%	83	36	77%	↓
0	Other	0	0	0%	0	0	0%	→
472	**Gross Expenditure**	**386**	**218**	**56%**	**433**	**47**	**12%**	↓
(1,235)	**Income**	**(1,077)**	**(487)**	**45%**	**(1,077)**	**0**	**0%**	→
(763)	**Net Expenditure**	**(691)**	**(269)**	**39%**	**(644)**	**47**	**-7%**	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
IRED DETAIL

APPENDIX 3

MONTH END DATE 30 September 2015

PERIOD 6

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16		RAG Status
£000	**Waste Services**	£000	£000	%	£000	£000	%	
2,314	Employee	2,282	994	44%	2,376	94	4%	↓
41	Property	116	29	25%	112	(4)	-3%	↑
838	Transport and Plant	754	325	43%	752	(2)	0%	↑
4,407	Supplies, Services and Admin	4,558	1,859	41%	4,524	(34)	-1%	↑
554	Payments to Other Bodies	361	212	59%	364	3	1%	↓
0	Other	0	0	0%	0	0	0%	→
8,154	**Gross Expenditure**	**8,071**	**3,419**	**42%**	**8,128**	**57**	**1%**	↓
(1,249)	**Income**	**(1,089)**	**(504)**	**46%**	**(1,019)**	**70**	**-6%**	↓
6,905	**Net Expenditure**	**6,982**	**2,915**	**42%**	**7,109**	**127**	**2%**	↓
£000	**Corporate Assets**	£000	£000	%	£000	£000	%	
1,023	Employee	1,109	524	47%	1,105	(4)	0%	↑
472	Property	456	240	53%	456	0	0%	→
6	Transport and Plant	8	5	63%	8	0	0%	→
150	Supplies, Services and Admin	156	31	20%	156	0	0%	→
434	Payments to Other Bodies	401	349	87%	406	5	1%	↓
0	Other	(100)	(6)	6%	(100)	0	0%	→
2,085	**Gross Expenditure**	**2,030**	**1,143**	**56%**	**2,031**	**1**	**0%**	↓
(4,449)	**Income**	**(4,714)**	**(1,879)**	**40%**	**(4,734)**	**(20)**	**0%**	↑
(2,364)	**Net Expenditure**	**(2,684)**	**(736)**	**27%**	**(2,703)**	**(19)**	**1%**	↑
£000	**Planning**	£000	£000	%	£000	£000	%	
830	Employee	868	411	47%	865	(3)	0%	↑
0	Property	0	0	0%	0	0	0%	→
7	Transport and Plant	7	3	43%	7	0	0%	→
84	Supplies, Services and Admin	105	8	8%	105	0	0%	→
141	Payments to Other Bodies	97	53	55%	101	4	4%	↓
0	Other	0	0	0%	0	0	0%	→
1,062	**Gross Expenditure**	**1,077**	**475**	**44%**	**1,078**	**1**	**0%**	↓
(705)	**Income**	**(778)**	**(385)**	**49%**	**(638)**	**140**	**-18%**	↓
357	**Net Expenditure**	**299**	**90**	**30%**	**440**	**141**	**47%**	↓
£000	**Economic Development**	£000	£000	%	£000	£000	%	
493	Employee	547	237	43%	532	(15)	-3%	↑
0	Property	0	0	0%	0	0	0%	→
3	Transport and Plant	3	1	33%	3	0	0%	→
104	Supplies, Services and Admin	36	11	31%	41	5	14%	↓
548	Payments to Other Bodies	357	9	3%	357	0	0%	→
0	Other	0	0	0%	0	0	0%	→
1,148	**Gross Expenditure**	**943**	**258**	**27%**	**933**	**(10)**	**-1%**	↑
(424)	**Income**	**(151)**	**(9)**	**6%**	**(155)**	**(4)**	**3%**	↑
724	**Net Expenditure**	**792**	**249**	**31%**	**778**	**(14)**	**-2%**	↑
£000	**Ground Maintenance & Street Cleaning Trading A/c**	£000	£000	%	£000	£000	%	
5,132	Employee	4,611	2,455	53%	4,929	318	7%	↓
263	Property	263	42	16%	257	(6)	-2%	↑
740	Transport and Plant	686	291	42%	711	25	4%	↓
487	Supplies, Services and Admin	500	266	53%	496	(4)	-1%	↑
913	Payments to Other Bodies	908	494	54%	908	0	0%	→
417	Other	429	210	49%	417	(12)	-3%	↑
7,952	**Gross Expenditure**	**7,397**	**3,758**	**51%**	**7,718**	**321**	**4%**	↓
(9,606)	**Income**	**(9,202)**	**(4,878)**	**53%**	**(9,721)**	**(519)**	**6%**	↑
(1,654)	**Net Expenditure**	**(1,805)**	**(1,120)**	**62%**	**(2,003)**	**(198)**	**11%**	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
ANALYSIS FOR VARIANCES OVER £50,000

MONTH END DATE	**30 September 2015**
PERIOD	**6**

Budget Details	Project Life Financials				
	Budget	Forecast Spend	Forecast Variance		RAG Status
HOUSING ENVIRONMENTAL AND ECONOMIC DEVELOPMENT					
Director & Administration (Richard Cairns)	(40)	0	40	-100%	↓
Service Description					
Main Issues / Reason for Variance	Separate recharge to capital from directorate is no longer appropriate - included within overhead allocation				
Mitigating Action	Due to the nature of this service area, limited action can be taken. However efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An overspend is anticipated in this area				
Transport, Fleet & Maintenance Services (Ronnie Dinnie)	(24)	(17)	7	-29%	↓
Service Description	This service provides and maintains transport provision across the				
Main Issues / Reason for Variance	The fall in fuel prices has not been as great as the budget assumed so an adverse variance is anticipated on this budget line. However, as expenditure in this service is recharged income has increased. Income from the VTU is however down slightly following changes in the testing frequency				
Mitigating Action	Net variance is attributable to changes in testing frequency so little can be done				
Anticipated Outcome	A small adverse variance is anticipated				
Catering Services (Ronnie Dinnie)	4,800	4,612	(188)	-4%	↑
Service Description	The service provides catering facilities across the authority				
Main Issues / Reason for Variance	Food costs are likely to be less than originally budgeted, albeit with a full year's uptake of free school meals costs will be greater than the 2014/15 outturn				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend likely				
Building Cleaning (Ronnie Dinnie)	1,808	1,733	(75)	-4%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	The principal reason for the variance is staff turnover and the time taken to undertake satisfactory PVG checks				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend likely				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
ANALYSIS FOR VARIANCES OVER £50,000

MONTH END DATE	**30 September 2015**
PERIOD	**6**

Budget Details	Project Life Financials				
	Budget	Forecast Spend	Forecast Variance		RAG Status
Facilities Assistants (Ronnie Dinnie)	2,478	2,295	(183)	-7%	↑
Service Description	This service provides janitors and cleaners throughout the public buildings				
Main Issues / Reason for Variance	The favourable variance is due to managed staffing vacancies within the service				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underpsend will be achieved				
Grounds Maintenance & Street Cleaning Client (Ronnie Dinnie)	6,663	6,935	272	4%	↓
Service Description	This service provides the subsidy payment to the GM & SC Trading a/c for grounds maintenance and street cleaning services				
Main Issues / Reason for Variance	The budget for client subsidy payments had insufficient inflationary uplift. However this is offset by a favourable variance within the trading operation				
Mitigating Action	No action necessary as there is an offsetting favourable variance in the trading a/c				
Anticipated Outcome	Adverse variance is anticipated, however this is offset by a favourable variance within the trading account				
Outdoor Services (Ronnie Dinnie)	614	591	(23)	-4%	↑
Service Description	This service covers WDC sports facilities and public conveniences				
Main Issues / Reason for Variance	Income has been adversely affected by the poor weather (£17k). In addition, with the completion of Dalmuir Park Heritage Lottery Fund capital project there is no longer a salary recharge to capital (£35k). However, these are offset by a number of vacancies (£80k).				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underpsend is anticipated, however this is subject to the sales, fees & charges income received which has been affected by recent adverse weather.				
Waste Services (Ronnie Dinnie)	6,982	7,109	127	2%	↓
Service Description	This service provides refuse collection and refuse disposal services across the authority				
Main Issues / Reason for Variance	The variance is mainly caused by projections of income in both commercial charges and metal/paper rebates being less than originally anticipated (£69k) - in line with the 2014/15 outturn. In addition, higher auto-enrolment costs and full staffing turnover savings are not being achieved (£97k). Lower tonnage costs have partially offset this (£38k).				
Mitigating Action	For the external factors, limited action can be taken. However efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An adverse variance is anticipated in this area				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
ANALYSIS FOR VARIANCES OVER £50,000

MONTH END DATE	**30 September 2015**
PERIOD	**6**

Budget Details	**Project Life Financials**				
	Budget	**Forecast Spend**	**Forecast Variance**		**RAG Status**
Planning (Jim McAloon)	299	440	141	47%	↓
Service Description	This service provides planning and building standard services across the authority				
Main Issues / Reason for Variance	The variance is mainly caused by projections of income being less than originally anticipated. A rise in planning fees by the Scottish Government was expected this year but has not yet been approved				
Mitigating Action	As these are external factors, limited action can be taken. However efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An adverse variance is anticipated in this area				
Ground Maintenance & Street Cleaning Trading A/c (Ronnie Dinnie)	(1,805)	(2,003)	(198)	11%	↑
Service Description	This service provides the grounds maintenance and street cleaning services across the authority				
Main Issues / Reason for Variance	Income is likely to be greater than budgeted mainly due to subsidy payments (reflected in the adverse variance on the client account). This is partially offset by additional employee costs (low employee turnover) and additional transport costs (as vehicle usage remains similar to last year's)				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	A favourable variance is anticipated.				

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF SAVINGS 2015/16

APPENDIX 5

REF	DETAIL	DEPT	AMOUNT (£)	SERVICES / LEDGER CODES ALLOCATED TO	IMPLEMENTATION DATE	PROJECTION OF TOTAL SAVED £ DURING 2015/16	ACTION TAKEN	COMMENTS
MA 44	Reduce Grass cutting frequency/ Increase areas of Bio-diversity	HEED	40,000	GM&SC	01/04/15	40,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 46	Reduction in Leisure Trust subsidy.	HEED	160,000	Leisure Management	01/04/15	160,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 47	Reduced cost of Fleet Maintenance through more modern fleet	HEED	11,000	Transport & Fleet	01/04/15	11,000	Purchasing new vehicles which will achieve greater fuel efficiency and lower maintenance charges.	Anticipate savings will be achieved by end of year
MA 48	Reduce costs of managing Roads re-design & operations service and reduction in maintenance following ongoing capital investment	HEED	142,000	Roads Operations/Roads Services	01/04/15	142,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 49	Rationalise management of Consultancy Services and Corporate Assets	HEED	125,100	Consultancy Services/Corporate Assets	01/04/15	125,100	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 52	Planning - reduction of payments to other bodies	HEED	12,000	Planning	01/04/15	12,000	Currently it is anticipated that this saving will be achieved, however it still remains at risk	Anticipate savings will be achieved by end of year
MA 53	Expected unused SG funding for Free School Meals	HEED	100,000	Catering	01/04/15	100,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 56	Close Stanford Street (Whitecrook, Clydebank) Household Waste Recycling Centre.	HEED	32,000	Waste Services	01/04/15	32,000	Closed Stanford street in March 2015 and one post deleted. Payment to Greenlight has been stopped.	Anticipate savings will be achieved by end of year
MA 57	Remove lunch time cover at school crossing patrol sites.	HEED	70,000	Roads Services	01/04/15	70,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 58	Increase income from Planning Application Fees	HEED	20,000	Planning	01/04/15	20,000	Income increased, department are working towards revised budget albeit the increase dependent on Scottish Government legislation will not be forthcoming	Anticipate extra income will be achieved
MA 59	Increase income from Building Warrant Fees	HEED	20,000	Planning	01/04/15	20,000	Income increased, department are working towards revised budget	Anticipate extra income will be achieved
MA 60	Increase income from property searches	HEED	5,000	Planning	01/04/15	5,000	Income increased, department are working towards revised budget	Anticipate extra income will be achieved
MA 61	Introduction of E-building system	HEED	10,000	Planning/Office Accom	01/04/15	10,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year

REF	DETAIL	DEPT	AMOUNT (£)	SERVICES / LEDGER CODES ALLOCATED TO	IMPLEMENTATION DATE	PROJECTION OF TOTAL SAVED £ DURING 2015/16	ACTION TAKEN	COMMENTS
MA 62	Reduce funding to Strathleven Regeneration Company	HEED	10,000	Economic Development	01/04/15	10,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 63	Reduce funding to Visit Scotland	HEED	9,850	Economic Development	01/04/15	9,850	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 64	Rationalisation of workforce through vacant posts and charging to non-General Services budgets	HEED	84,726	Various	01/04/15	84,726	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 65	Payments to other bodies (Condition Surveys)	HEED	25,000	Corporate Assets	01/04/15	25,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
SO 14	review grounds maintenance & street cleaning	HEED	480,000	GM&SC	01/04/15	480,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
SO 15	review building cleaning	HEED	100,000	Building Cleaning	01/04/15	100,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
			1,456,676			**1,456,676**		

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 6

MONTH END DATE 30 September 2015

PERIOD 6

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	10	23%	6,164	25%	10	23%	3,175	36%
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	9%	851	3%	4	9%	832	10%
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	30	68%	17,540	71%	30	68%	4,709	54%
TOTAL EXPENDITURE	**44**	**100%**	**24,555**	**100%**	**44**	**100%**	**8,716**	**100%**

Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Re-Phasing £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	90,719	6,164	92,143	1,424	22,008	3,175	15,773	(6,235)	(6,257)	22
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	11,263	851	11,301	38	3,235	832	3,119	(116)	(116)	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	51,678	17,540	52,515	837	16,148	4,709	16,125	(23)	(47)	24
TOTAL EXPENDITURE	**153,660**	**24,555**	**155,959**	**2,299**	**41,391**	**8,716**	**35,017**	**(6,374)**	**(6,420)**	**46**

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

MONTH END DATE **30 September 2015**

PERIOD **6**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
1 Local Economic Development (Michael McGuinness)						
Project Life Financials	1,406	265	19%	1,406	0	0%
Current Year Financials	1,406	265	19%	608	(798)	-57%
Project Description	Budget to facilitate the delivery of the Infrastructure Investment Plan as noted by HEED Committee March 2012 - external funding will be sought to maximise opportunities for redevelopment of these sites					
Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		31-Mar-17

Main Issues / Reason for Variance

Projects have been identified for spend in 15/16 including Alexandria Town Centre Investment, Bowling Basin improvement works, Dumbarton Town Centre & Waterfront improvements, strategic disposal of key sites and the redevelopment of Mitchell Way and action plans detailed within the Charrette at Clydebank and Dumbarton were approved at the IRED Committee on 16 September 2015. It has been estimated that a potential slippage of £798k exists due to progressing Charette action plans (due to the complexity of land assembly/ownership at Dumbarton and important linkages/timings with the Queens Quay project and Clydebank Town centre) and challenges resulting from contamination at key disposal sites which has required further investigations, analysis and the development of proposals for remediation.

Mitigating Action

As projects develop, a risk register will inform the necessary mitigating actions required.

Anticipated Outcome

A number of regeneration projects developed through the Charrette process and based upon our Infrastructure Investment Plan will be progressed and delivered.

2 Change of Heating Fuel (Schools) (John Corcoran)						
Project Life Financials	454	97	21%	454	0	0%
Current Year Financials	454	97	21%	344	(110)	-24%
Project Description	Energy projects in 3 schools to effect fuel conversion from oil to gas: new gas boilers and boilerhouse upgrades in Levenvale PS and Our Lady of Loretto PS, change of burners in Knoxland PS. Installation of biomass boiler in Gartocharn PS to augment the existing oil boilers.					
Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		30-Sep-16

Main Issues / Reason for Variance

Project in Gartocharn PS will not proceed in 15/16 as project requires redesign and work will be carried out in summer of 2016 , therefore slippage will be required. Remaining projects are progressing with expected completion date of 31st March 2016.

Mitigating Action

Redesign taking place for Gartocharn PS project to ensure spend in 2016/17

Anticipated Outcome

Works to Levenvale PS and Our Lady or Loretto PS will complete in 2015/16 but Gartocharn delayed

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

MONTH END DATE **30 September 2015**

PERIOD **6**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
3 Integrated Housing Management System (John Kerr)						
Project Life Financials	624	7	1%	624	0	0%
Current Year Financials	312	7	2%	182	(130)	-42%
Project Description	This is a budget to support the necessary development and on-going requirements of implementing the Council's Integrated Housing Management System.					
Project Lifecycle	Planned End Date	31-Mar-17		Forecast End Date	31-Mar-17	

Main Issues / Reason for Variance

The timetable with regards the purchase of IHMS has been altered to allow for the potential of sharing systems or services with other neighbouring housing providers to be investigated. The change board has recently approved purchase of IHMS on 3 Aug 2015 which means that a supplier could be in place in 2015/16, however until a supplier is chosen through tender exercise it is difficult to detail when and how much will be spent from the budget. Awaiting completion of tender process.

Mitigating Action

Project team have identified procurement routes which will further maximise spend in 15/16, these have been considered by the Project Board and have been factored into the project delivery plan.

Anticipated Outcome

As the Project Team have been instructed to fully examine opportunities on sharing a system with other housing organisations this has elongated the implementation timetable, it is now anticipated that the IHMS supplier will still be chosen in 2015/16

4 Marinecraft (Ian Bain)						
Project Life Financials	1,700	0	0%	1,700	0	0%
Current Year Financials	525	0	0%	50	(475)	-90%
Project Description	Creation of a sports hub at Posties/Marinecraft to include a new changing pavilion/Gym, new all-weather 6 lane running track, conversion of blaze sports pitch to grass, new fencing, upgrade of existing floodlights and additional car parking. This combines the budget approved by the Council in February 2015 for Community Sports Facilities at Posties Park, draw down of budget from the generic sports facilities budget line and anticipated match funding from Sports Scotland.					
Project Lifecycle	Planned End Date	30-Sep-16		Forecast End Date	30-Sep-16	

Main Issues / Reason for Variance

Due to grant application timescales it is anticipated that the project will start in April 2016 with completion date of September 2016. It is anticipated that development costs and professional fees of £50k will be incurred in 15/16, with the remainder of the budget being spent in 16/17 when the project is delivered.

Mitigating Action

Ensuring project team develop a first stage funding application within the timescales.

Anticipated Outcome

Creation of sports hub by September 2016

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

MONTH END DATE **30 September 2015**

PERIOD **6**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
5 New Clydebank Leisure Centre (Craig Jardine)						
Project Life Financials	22,500	2,812	12%	23,810	1,310	6%
Current Year Financials	10,859	2,171	20%	10,859	0	0%
Project Description	Provision of new leisure centre					
Project Lifecycle	Planned End Date		31-Mar-15	Forecast End Date		30-Nov-17

Main Issues / Reason for Variance

Contractors were on site in June 2015. There are no issues so far and handover is anticipated by December 2016. It has been agreed that the WD Leisure Trust will occupy the 1st floor and use it for a childrens gym area, classes with parents etc. pending a further planning application. It is anticipated that this will cost approximately £1.310m and a further capital bid will be submitted for consideration during the capital plan refresh process.

Mitigating Action

Officers meet every two weeks to monitor the programme and review the risk management framework to ensure progression against schedule with HubWest.

Anticipated Outcome

Project will be delivered in line with the revised programme.

6 Vale of Leven Cemetery Extension (Ian Bain)						
Project Life Financials	650	88	14%	650	0	0%
Current Year Financials	579	17	3%	80	(499)	-86%
Project Description	Extension of existing cemetery in Vale of Leven					
Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		31-Mar-17

Main Issues / Reason for Variance

There has been difficulties purchasing the preferred site and the land owner has appointed a land agent to negotiate on his behalf. Negotiations are ongoing with the land agent and it is anticipated that the project will be delayed as a result. The Land Agent has been in contact with Estate Dept and advised they will come up with a value for the land in the next few weeks.

Mitigating Action

Continue to negotiate best deal for the Council. The Estates team now involved in taking forward negotiations. Land owner has been advised that if this issue is not concluded we would have no option but to consider compulsory purchase.

Anticipated Outcome

Still anticipate an agreement being reached with land owner.

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

APPENDIX 7

MONTH END DATE **30 September 2015**

PERIOD **6**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
7 Exxon City Deal (Michael McGuinness)						
Project Life Financials	27,890	86	0%	27,890	0	0%
Current Year Financials	500	86	0%	200	(300)	0%
Project Description	As part of the City Deal project the WDC Exxon site at Bowling regeneration with alternative A82 route included.					
Project Lifecycle	Planned End Date	01-Mar-21		Forecast End Date	01-Mar-21	

Main Issues / Reason for Variance

No feedback has been obtained from Exxon regarding the Heads of Terms for site transfer/sale. This was anticipated at the end of the Summer 2015, a meeting took on 14th September 2015 to discuss our Heads of Terms, awaiting formal response from Exxon due in October 2015.

Mitigating Action

A paper is presented at every Council meeting seeking approval and identifying progress. A detailed risk register forming part of the Strategic Business Case will be updated and developed to form an outline Business Case. The 500k acceleration was approved by City Deal Cabinet and Council in August 2015.

Anticipated Outcome

Progressing the City Deal development at Exxon towards an Outline Business Case.

8 Queens Quay (Michael McGuinness)						
Project Life Financials	15,620	31	0%	15,620	0	0%
Current Year Financials	2,147	31	1%	500	(1,647)	-77%
Project Description	Queens Quay regeneration					
Project Lifecycle	Planned End Date	31-Mar-18		Forecast End Date	31-Mar-18	

Main Issues / Reason for Variance

Three year commitment to spend £15.62m on infrastructure at Queens Quay, Clydebank. Planning application in principle for site masterplan is due in on 19th October 2015. Budget for this is 150k plus planned additional works due to be complete by end of 15/16 and will take spend to £500k .

Mitigating Action

Budget is part of a three year project so project plan will be amended to take account of delay in legal agreement. Packages of work will be brought forward in parallel in years 2 and 3 to bring expenditure back in line. Overall expenditure will remain £15.62m

Anticipated Outcome

The overall three year project will remain on budget with planned expenditure of £1.647m (for 15/16) slipped into year two of the three year programme.

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

MONTH END DATE **30 September 2015**

PERIOD **6**

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Forecast Variance	
	£000	£000	%	£000	£000	%
9 Office Rationalisation (Craig Jardine)						
Project Life Financials	18,672	1,571	8%	18,768	96	1%
Current Year Financials	5,226	493	9%	2,928	(2,298)	-44%
Project Description	Delivery of office rationalisation programme					
Project Lifecycle	Planned End Date	31-Oct-17		Forecast End Date	31-Mar-18	

Main Issues / Reason for Variance

New Build Dumbarton - The Stage 1 was approved end June. Spend delay due to ongoing discussion with WDC Planning and Regulatory Services in relation to works required in to historical Gas Tank / Gas Works– Main Contractor unable to provide cost certainty until scope has been agreed. Initial tree clearance enabling works commenced in October 2015, however main enabling works relating to car park area delayed and now expected to commence in January 2016, with main construction commencing February 2016. The project completion date remains on programme and budget with the

Municipal Buildings - 4 Tender responses were received all within budget, final clarifications are being carried out by Consultancy Services with a view to appointing a contractor during October 2015.

Works to Aurora House are now complete, however a change in requirements has been raised by HSCP and a new Welcome Point has been designed and costed. Installation will follow building warrant approval expected October 2015.

The Design of the new One Stop Shop is currently being developed, as is a detailed cost plan. The team are working to a programme to deliver the completed project by the end of March 2016. Planning submission made for change of use.

Clydebank Town Hall - Final spend anticipated to be £0.11m over budget due to varying scope of works and refurbishing space within an operational building. Works are due to complete by mid October 2015.

Bridge Street - A condition survey of the Mechanical and Electrical plant within Bridge Street is required to provide the design team knowledge of load capacity within the building, and also to confirm how the building can be refurbished in zones, whilst the building remains occupied. Asbestos survey due to take place 10th October 2015 with M&E surveys to follow two weeks after asbestos results are known.

Mitigating Action

Officers will provide change log detailing additional costs approved by project board. Spend profile within Bridge Street has reduced to compensate for overspend in Aurora (longer term location) and demolition costs may not be as high as anticipated.

Anticipated Outcome

Delivery of the business case

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

APPENDIX 7

MONTH END DATE **30 September 2015**

PERIOD **6**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
10	**A814 Castle Street Link**						
	Project Life Financials	1,203	1,207	100%	1,221	18	1%
	Current Year Financials	0	8	0%	22	22	0%
	Project Description	Phase 2 of the A814 Castle St link road to facilitate regeneration along Castle Street and North bank of the River Leven within Dumbarton					
	Project Lifecycle	Planned End Date	31-Dec-15		Forecast End Date	31-Dec-15	

Main Issues / Reason for Variance

Overspend in 15/16 in relation to consultants invoice with retention of approx £14k also outstanding.

Mitigating Action

None available as works complete

Anticipated Outcome

Overspend in 15/16.

TOTAL PROJECTS AT RED STATUS						
Project Life Financials						
HEED	90,719	6,164	7%	92,143	1,424	2%
Current Year Financials						
HEED	22,008	3,175	14%	15,773	(6,235)	-28%

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **30 September 2015**

PERIOD **6**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
1	**Vehicle Replacement (Rodney Thornton)**						
	Project Life Financials	477	444	93%	515	38	8%
	Current Year Financials	477	444	93%	515	38	8%
	Project Description	Replacement of vehicles which have reached end of programmed lifespan (7 year heavy vehicles, 10 year light vehicles)					
	Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		31-Mar-16
	Main Issues / Reason for Variance						
	Consultation with vehicle user departments is now complete. Orders have been raised for the relevant vehicles and as a result a potential overspend of approx £38k is anticipated due to the cost of the vehicles being replaced having increased since original plan to replace them was made. For instance the cost of steel has increased the unit price.						
	Mitigating Action						
	As this budget is recurring budget acceleration will be requested from 2016/17.						
	Anticipated Outcome						
	Project complete with full spend by end of financial year however insufficient budget is available to deliver the 2015/16 vehicle replacement programme in full therefore a number of scheduled vehicle replacements will be deferred to 2016/17.						
2	**Building Upgrades (John Corcoran)**						
	Project Life Financials	1,947	359	18%	1,947	0	0%
	Current Year Financials	1,947	359	18%	1,793	(154)	-8%
	Project Description	Lifecycle and reactive building upgrades					
	Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		31-Mar-16
	Main Issues / Reason for Variance						
	All projects currently progressing with expected completion date of 31st March 2016, however £154k of the budget is unallocated at this time.						
	Mitigating Action						
	Regular capital updates meetings to ensure that all projects are progressing within timescale and budget						
	Anticipated Outcome						
	Projects complete within budget						

WEST DUNBARTONSHIRE COUNCIL **APPENDIX 8**
GENERAL SERVICES CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

MONTH END DATE **30 September 2015**

PERIOD **6**

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Forecast Variance	
		£000	£000	%	£000	£000	%
3	**Community Sports Fund (Ian Bain)**						
	Project Life Financials	1,250	47	4%	1,250	0	0%
	Current Year Financials	647	28	4%	647	0	0%
	Project Description	Match funding of up to 75% for local sports clubs to develop business cases or improve facilities.					
	Project Lifecycle	Planned End Date		31-Mar-17	Forecast End Date		31-Mar-17

Main Issues / Reason for Variance

Grants of £0.200m have been awarded in 2015/16 to date. The Fund will continue to receive and assess applications, however spend depends on level and quality of applications. Although grant has been awarded, spend is dependant on delivery of project by organisation apply for funding.

Mitigating Action

Depending on the level of applications received additional advertising may be required

Anticipated Outcome

Improve sport facilities to a wide range of organisations WDC

4	**Pappert Woodland Wind Farm (Craig Jardine)**						
	Project Life Financials	7,589	0	0%	7,589	0	0%
	Current Year Financials	164	0	0%	164	0	0%
	Project Description	Provision of new windfarm					
	Project Lifecycle	Planned End Date		31-Mar-19	Forecast End Date		31-Mar-19

Main Issues / Reason for Variance

A meeting took place with Lomond Energy to discuss the viability of the project and potential partnering arrangements. Although new tariff arrangements have been announced this needs to be assessed in line with a new windfarm proposal.

Mitigating Action

Project team meets on a regular basis to review progress.

Anticipated Outcome

Success project completion generating savings as detailed in the business case.

TOTAL PROJECTS AT AMBER STATUS						
Project Life Financials						
HEED	11,263	851	8%	11,301	38	0%
Current Year Financials						
HEED	3,235	832	26%	3,119	(116)	0%