

Supplementary Agenda



Corporate Services Committee

Date: Wednesday, 23 February 2022

Time: 10:00

Format: Hybrid Meeting

Contact: Ashley MacIntyre, Committee Officer
ashley.macintyre@west-dunbarton.gov.uk

Dear Member

ITEM TO FOLLOW

I refer to the agenda for the above meeting that was issued on 10 February and now enclose a copy of Item 8 which was not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:

**8 CORPORATE SERVICES BUDGETARY CONTROL REPORT 117 - 150
TO 31 JANUARY 2022 (PERIOD 10)**

Submit report by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 January 2022.

Distribution:-

Councillor Ian Dickson (Chair)
Councillor Jim Brown
Councillor Karen Conaghan
Councillor Diane Docherty
Councillor Jim Finn
Councillor Daniel Lennie
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren (Vice Chair)
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Martin Rooney

Chief Executive
Chief Officers

Date of issue: 17 February 2022

WEST DUNBARTONSHIRE COUNCIL
Report by the Strategic Lead Resources
Corporate Services Committee – 23 February 2022

**Subject: Corporate Services Budgetary Control Report to 31 January 2022
 (Period 10)**

1. Purpose

- 1.1** The purpose of this report is to advise the Committee on the performance of the Corporate Services budget for the period to 31 January 2022.

2. Recommendations

2.1 Members are asked to:

- i) note that the revenue account currently shows a projected annual favourable variance of -£0.410m (-1.28% of the total budget) of which £0.255m is covid related; and
- ii) note that the capital account is showing a projected in-year underspend of -£3.169m (-56.5% of in-year budget) due to 14 projects showing projected underspends as a result of delays to these projects in a number of cases caused by Covid 19 restrictions with explanations for delays other than Covid related detailed in Appendix 6. The project life projection is currently showing a projected underspend of £-0.039m (-0.24% of project life budget).
- iii) note the progress on efficiencies incorporated into budgets for 2021/22.

3. Background

3.1 Revenue Budget

At the meeting of West Dunbartonshire Council on 3 March 2021, Members agreed the revenue estimates for 2021/22.

A total net budget of £32.280m was approved for services under the remit for Corporate Services at that time. Adjustments have been made since that date and the revised budget now under the remit of Corporate Services is £32.000m as detailed in the following table:

Description	£m
Budget Agreed March 2021	32.280
Share of Corporate Savings agreed in Budget	-0.092
Additional funding for Tobacco	0.040
Centralisation of Mobile Phones to ICT	0.019

Recurring Variances Annual Exercise	-0.247
	32.000

3.2 Capital Budget

At the meeting of Council on 4 March 2021, Members also agreed the updated 10 year General Services Capital Plan for 2021/2022 to 2030/31. The next three years from 2021/22 to 2023/24 have been approved in detail with the remaining 7 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 for Corporate Services was £16.305m.

4. **Main Issues**

Revenue Budget

- 4.1 The summary report at Appendix 1 identifies a projected annual favourable variance (underspend) of -£0.410m (-1.28% of the total budget), offset by £0.255m due to the currently projected impact of covid, the underlying favourable variance is therefore £0.664m. (-2.08%). The covid impact projection is based upon a range of assumptions as to how services will restart over the remainder of this financial year. Detailed service reports are attached as Appendix 2.
- 4.2 There are thirteen projected annual variances in excess of £0.050m. Notes on these variances are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3 Although the report indicates that expenditure is favourable in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March and which could affect the year end results.

Capital Budget

- 4.4 Appendices 5 to 7 highlight 14 projects as showing an in-year underspend and 10 projects on target. The overall Corporate Services programme summary report at Appendix 5 shows that there is a projected £3.169m (19.4% of the total programmed budget) to be re-phased in future years.

There are five significant variances within the Capital Budget, these are shown in the following table. See Appendix 6 for more details.

Project	Variance £m
Heritage Capital Fund	-1.713
ICT Security & DR	-0.500
ICT Modernisation	-0.403

Transformation of Libraries and Museums	-0.200
Education Software Licence Refresh	-0.058

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

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

6.2 Agreed management adjustments for 2021/22 are monitored with current indications being that the saving of £0.197m will be achieved (see Appendix 4).

7. Risk Analysis

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

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

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 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

Laurence Slavin
Chief Officer Resources

Date: 14 February 2022

Person to Contact: Adrian Gray, Finance Business Partner
Council Offices, 16 Church Street, Dumbarton
Telephone: (01389) 737838
E-mail: adrian.gray@west-dunbarton.gov.uk

Appendices:

- Appendix 1 - Revenue Budgetary Control 2021/22
– Summary Report
- Appendix 2 - Revenue Budgetary Control 2021/22
– Service Reports
- Appendix 3 - Analysis of Revenue Variances over
£50,000
- Appendix 4 - 2021/22 Efficiencies Monitoring
- Appendix 5 - Overall Capital Programme Summary
Financials
- Appendix 6 - Capital Programme – Red Status
- Appendix 7 - Capital Programme – Green Status

Background Papers:

Ledger output – Period 10
General Services Revenue Estimates 2021/22 – Council 3
March 2021
General Services Capital Strategy 2020/21 to 2029/30 -
Council 4 March 2020

Wards Affected All Wards

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES SUMMARY

MONTH END DATE 31 January 2022

Service / Subjective Summary	Total Budget 2021/22	Spend to Date 2021/22	Forecast Spend	Variance 2021/22	Annual RAG Status	Net Variance attributable to covid	Underlying Variance excluding covid
	£000	£000	£000	£000	%	£000	£000
Audit	123	261	61	(62)	-50%	(1)	(61)
Finance	1,362	1,295	1,375	13	1%	(1)	14
Rent Rebates & Allowances	(341)	2,451	(341)	0	0%	0	0
Revenues & Benefits	2,034	2,722	2,067	33	2%	(2)	35
Finance Service Centre	298	221	294	(4)	-1%	(0)	(4)
Cost of Collection of Rates	19	1	25	6	32%	6	0
Cost of Collection of Council Tax	(790)	(257)	(756)	34	4%	35	(1)
Central Admin Support	2,417	1,822	2,330	(87)	-4%	(1)	(86)
Procurement	517	722	484	(33)	-6%	0	(33)
Democratic and Registration Service	743	588	760	17	2%	40	(22)
Environmental Health	675	488	619	(56)	-8%	36	(92)
Licensing	72	(25)	32	(40)	56%	(0)	(40)
Legal Services/Trading Standards	967	765	885	(82)	-8%	5	(87)
Planning	452	467	633	181	40%	209	(28)
Transactional Services	695	583	699	4	1%	(0)	4
Human Resources (including risk)	1,299	985	1,285	(14)	-1%	(2)	(13)
Information Services	4,266	3,536	4,243	(23)	-1%	(24)	1
Change Support	309	166	310	1	0%	(1)	1
Communications & Marketing	345	268	329	(16)	-5%	0	(16)
Citizen Services	1,254	985	1,227	(27)	-2%	(18)	(9)
Performance & Strategy	296	172	268	(28)	-10%	0	(28)
Clydebank Town Hall	324	269	340	16	5%	5	11
Office Accommodation	1,481	1,250	1,446	(35)	-2%	(53)	18
Libraries	1,747	1,294	1,707	(40)	-2%	28	(68)
Arts and Heritage	383	184	332	(52)	-14%	(19)	(33)
Catering Services	3,936	3,393	3,951	14	0%	0	14
Building Cleaning	1,649	1,720	1,549	(100)	-6%	0	(100)
Building Cleaning PPP	(313)	(313)	(305)	8	-3%	0	8
Facilities Assistants	2,003	1,513	1,968	(35)	-2%	13	(48)
Facilities Management	358	260	356	(2)	-1%	0	(2)
Leisure Management	3,410	3,981	3,411	1	0%	0	1
Events	9	3	8	(2)	-17%	0	(2)
Total Net Expenditure	32,000	31,770	31,590	(410)	-1.28%	255	(664)

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status	
All Services	£000	£000	£000	£000	%	
Employee	28,077	21,521	27,265	(812)	(3%)	↑
Property	2,139	1,712	2,102	(37)	(2%)	↑
Transport and Plant	163	75	148	(15)	(9%)	↑
Supplies, Services and Admin	5,115	3,252	5,162	47	1%	↓
Payments to Other Bodies	5,876	14,189	14,549	8,673	148%	↓
Other	36,598	30,912	36,598	0	0%	→
Gross Expenditure	77,969	71,661	85,824	7,855	10%	↓
Income	(45,969)	(39,891)	(54,234)	(8,265)	(18%)	↑
Net Expenditure	32,000	31,770	31,590	(410)	(1%)	↑
Audit	£000	£000	£000	£000	%	
Employee	419	278	357	(62)	(15%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	0	(1)	(100%)	↑
Supplies, Services and Admin	2	2	3	1	50%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	422	281	360	(62)	(15%)	↑
Income	(299)	(20)	(299)	0	0%	→
Net Expenditure	123	261	61	(62)	(50%)	↑
Finance	£000	£000	£000	£000	%	
Employee	1,604	1,316	1,648	44	3%	↓
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	10	7	10	0	0%	→
Payments to Other Bodies	2	2	2	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,616	1,326	1,660	44	3%	↓
Income	(254)	(31)	(285)	(31)	(12%)	↑
Net Expenditure	1,362	1,295	1,375	13	1%	↓
Rent Rebates & Allowances	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	0	0	0	0	0%	→
Payments to Other Bodies	0	0	0	0	0%	→
Other	36,598	30,912	36,598	0	0%	→
Gross Expenditure	36,598	30,912	36,598	0	0%	→
Income	(36,939)	(28,461)	(36,939)	0	0%	→
Net Expenditure	(341)	2,451	(341)	0	0%	→

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status
Revenues & Benefits	£000	£000	£000	£000	%
Employee	1,771	1,433	1,773	2	0%
Property	0	0	0	0	0%
Transport and Plant	2	1	1	(1)	(50%)
Supplies, Services and Admin	32	20	34	2	6%
Payments to Other Bodies	899	1,769	1,769	870	97%
Other	0	0	0	0	0%
Gross Expenditure	2,704	3,223	3,577	873	32%
Income	(670)	(501)	(1,510)	(840)	(125%)
Net Expenditure	2,034	2,722	2,067	33	2%
Finance Service Centre	£000	£000	£000	£000	%
Employee	253	200	254	1	0%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	45	21	40	(5)	(11%)
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	298	221	294	(4)	(1%)
Income	0	0	0	0	0%
Net Expenditure	298	221	294	(4)	(1%)
Cost of Collection of Rates	£000	£000	£000	£000	%
Employee	0	0	0	0	0%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	4	1	5	1	25%
Payments to Other Bodies	100	7,852	7,908	7,808	7808%
Other	0	0	0	0	0%
Gross Expenditure	104	7,853	7,913	7,809	7509%
Income	(85)	(7,852)	(7,888)	(7,803)	(9180%)
Net Expenditure	19	1	25	6	32%
Cost of Collection of Council Tax	£000	£000	£000	£000	%
Employee	0	0	0	0	0%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	69	19	69	0	0%
Payments to Other Bodies	33	23	33	0	0%
Other	0	0	0	0	0%
Gross Expenditure	102	42	102	0	0%
Income	(892)	(299)	(858)	34	4%
Net Expenditure	(790)	(257)	(756)	34	(4%)

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status
Procurement	£000	£000	£000	£000	%
Employee	934	648	916	(18)	(2%) ↑
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	3	1	4	1	21% ↓
Payments to Other Bodies	73	73	73	(0)	(0%) ↑
Other	0	0	0	0	0% →
Gross Expenditure	1,010	722	992	(18)	(2%) ↑
Income	(493)	0	(508)	(15)	(3%) ↑
Net Expenditure	517	722	484	(33)	(6%) ↑
Democratic and Registration Service	£000	£000	£000	£000	%
Employee	848	653	824	(24)	(3%) ↑
Property	0	0	0	0	0% →
Transport and Plant	2	1	2	0	0% →
Supplies, Services and Admin	11	5	10	(1)	(12%) ↑
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
Gross Expenditure	861	659	836	(25)	(3%) ↑
Income	(119)	(71)	(76)	43	36% ↓
Net Expenditure	743	588	760	17	2% ↓
Central Admin Support	£000	£000	£000	£000	%
Employee	2,422	1,818	2,342	(80)	(3%) ↑
Property	0	0	0	0	0% →
Transport and Plant	1	0	0	(1)	(100%) ↑
Supplies, Services and Admin	13	12	13	1	4% ↓
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
Gross Expenditure	2,435	1,830	2,355	(80)	(3%) ↑
Income	(18)	(8)	(25)	(7)	(39%) ↑
Net Expenditure	2,417	1,822	2,330	(87)	(4%) ↑
Environmental Health	£000	£000	£000	£000	%
Employee	949	668	858	(91)	(10%) ↑
Property	7	2	7	0	0% →
Transport and Plant	11	8	11	0	0% →
Supplies, Services and Admin	22	11	25	3	14% ↓
Payments to Other Bodies	78	49	78	0	0% →
Other	0	0	0	0	0% →
Gross Expenditure	1,067	738	979	(88)	(8%) ↑
Income	(392)	(250)	(360)	32	8% ↓
Net Expenditure	675	488	619	(56)	(8%) ↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status
Licensing	£000	£000	£000	£000	%
Employee	277	225	287	10	4%
Property	0	0	0	0	0%
Transport and Plant	1	1	1	0	43%
Supplies, Services and Admin	7	6	7	0	4%
Payments to Other Bodies	8	0	8	0	5%
Other	0	0	0	0	0%
Gross Expenditure	292	233	303	11	4%
Income	(220)	(257)	(271)	(51)	(23%)
Net Expenditure	72	(25)	32	(40)	(56%)
Legal Services/Trading Standards	£000	£000	£000	£000	%
Employee	1,094	785	1,021	(73)	(7%)
Property	0	0	0	0	0%
Transport and Plant	4	1	2	(2)	(50%)
Supplies, Services and Admin	18	9	17	(1)	(6%)
Payments to Other Bodies	2	0	2	0	0%
Other	0	0	0	0	0%
Gross Expenditure	1,118	796	1,042	(76)	(7%)
Income	(151)	(31)	(157)	(6)	(4%)
Net Expenditure	967	765	885	(82)	(8%)
Planning	£000	£000	£000	£000	%
Employee	1,165	865	1,105	(60)	(5%)
Property	0	0	0	0	0%
Transport and Plant	5	1	2	(3)	(60%)
Supplies, Services and Admin	24	34	51	27	113%
Payments to Other Bodies	130	43	128	(2)	(2%)
Other			0	0	0%
Gross Expenditure	1,324	943	1,286	(38)	(3%)
Income	(872)	(477)	(653)	219	25%
Net Expenditure	452	467	633	181	40%
Transactional Services	£000	£000	£000	£000	%
Employee	759	599	772	13	2%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	(0)	(100%)
Supplies, Services and Admin	5	4	5	0	0%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	764	603	777	13	2%
Income	(69)	(19)	(78)	(9)	(13%)
Net Expenditure	695	583	699	4	1%

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status	
Human Resources (including risk)	£000	£000	£000	£000	%	
Employee	1,032	781	1,019	(13)	(1%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	2	1	1	(1)	(50%)	↑
Supplies, Services and Admin	4	3	4	0	0%	→
Payments to Other Bodies	261	201	261	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,299	985	1,285	(14)	(1%)	↑
Income	0	0	0	0	0%	→
Net Expenditure	1,299	985	1,285	(14)	(1%)	↑
Information Services	£000	£000	£000	£000	%	
Employee	2,073	1,624	2,044	(29)	(1%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	3	1	2	(1)	(33%)	↑
Supplies, Services and Admin	2,599	1,992	2,646	47	2%	↓
Payments to Other Bodies	19	19	19	(0)	(1%)	↑
Other	0	0	0	0	0%	→
Gross Expenditure	4,695	3,636	4,711	16	0%	↓
Income	(429)	(100)	(468)	(39)	(9%)	↑
Net Expenditure	4,266	3,536	4,243	(23)	(1%)	↑
Change Support	£000	£000	£000	£000	%	
Employee	361	272	435	74	20%	↓
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	0	1	1	1	0%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	361	273	436	75	21%	↓
Income	(52)	(107)	(126)	(74)	(142%)	↑
Net Expenditure	309	166	310	1	0%	↓
Communications & Marketing	£000	£000	£000	£000	%	
Employee	352	284	336	(16)	(5%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	14	4	15	1	4%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	366	288	351	(16)	(4%)	↑
Income	(22)	(20)	(22)	0	0%	→
Net Expenditure	345	268	329	(16)	(5%)	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status	
Citizen Services	£000	£000	£000	£000	%	
Employee	1,232	983	1,224	(8)	(1%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	21	26	26	6	26%	↓
Payments to Other Bodies	0	0	0	0	31%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	1,254	1,009	1,251	(3)	(0%)	↑
Income	0	(24)	(24)	(24)	0%	↑
Net Expenditure	1,254	985	1,227	(27)	(2%)	↑
Performance & Strategy	£000	£000	£000	£000	%	
Employee	303	189	266	(37)	(12%)	↑
Property	0	0	0	0	0%	→
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	3	0	3	0	0%	→
Payments to Other Bodies	21	6	21	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	328	196	291	(37)	(11%)	↑
Income	(32)	(23)	(23)	9	27%	↓
Net Expenditure	296	172	268	(28)	(10%)	↑
Clydebank Town Hall	£000	£000	£000	£000	%	
Employee	380	125	158	(223)	(59%)	↑
Property	196	145	179	(17)	(9%)	↑
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	48	7	19	(28)	(59%)	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	624	277	356	(268)	(43%)	↑
Income	(300)	(8)	(16)	284	95%	↓
Net Expenditure	324	269	340	16	5%	↓
Office Accomodation	£000	£000	£000	£000	%	
Employee	122	76	96	(26)	(21%)	↑
Property	1,378	1,145	1,376	(1)	(0%)	↑
Transport and Plant	1	0	1	0	0%	→
Supplies, Services and Admin	62	19	44	(18)	(29%)	↑
Payments to Other Bodies	20	10	30	10	50%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	1,581	1,250	1,546	(35)	(2%)	↑
Income	(100)	(0)	(100)	(0)	(0%)	↑
Net Expenditure	1,481	1,250	1,446	(35)	(2%)	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status	
Libraries	£000	£000	£000	£000	%	
Employee	1,276	946	1,237	(39)	(3%)	↑
Property	251	187	237	(14)	(5%)	↑
Transport and Plant	16	9	13	(3)	(18%)	↑
Supplies, Services and Admin	248	158	225	(23)	(9%)	↑
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,791	1,300	1,713	(78)	(4%)	↑
Income	(44)	(6)	(6)	38	87%	↓
Net Expenditure	1,747	1,294	1,707	(40)	(2%)	↑
Arts and Heritage	£000	£000	£000	£000	%	
Employee	359	238	308	(52)	(14%)	↑
Property	3	4	5	2	67%	↓
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	33	20	39	6	19%	↓
Payments to Other Bodies	43	4	43	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	439	265	396	(43)	(10%)	↑
Income	(56)	(81)	(64)	(8)	(15%)	↑
Net Expenditure	383	184	332	(52)	(14%)	↑
Catering Services	£000	£000	£000	£000	%	
Employee	3,277	2,544	3,301	24	1%	↓
Property	69	37	48	(21)	(30%)	↑
Transport and Plant	109	51	109	(1)	(1%)	↑
Supplies, Services and Admin	1,761	825	1,773	12	1%	↓
Payments to Other Bodies	29	16	29	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	5,245	3,473	5,260	14	0%	↓
Income	(1,309)	(80)	(1,309)	0	0%	→
Net Expenditure	3,936	3,393	3,951	14	0%	↓
Building Cleaning	£000	£000	£000	£000	%	
Employee	1,741	1,618	1,622	(119)	(7%)	↑
Property	164	131	165	0	0%	↓
Transport and Plant	2	1	1	(0)	(29%)	↑
Supplies, Services and Admin	20	31	37	17	83%	↓
Payments to Other Bodies	0	0	0	0	0%	→
Other	0	0	0	0	0%	→
Gross Expenditure	1,927	1,781	1,825	(102)	(5%)	↑
Income	(278)	(61)	(276)	2	1%	↓
Net Expenditure	1,649	1,720	1,549	(100)	(6%)	↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status
Building Cleaning PPP	£000	£000	£000	£000	%
Employee	669	512	677	8	1%
Property	42	36	42	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	12	2	12	(0)	(0%)
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	722	550	731	8	1%
Income	(1,035)	(863)	(1,035)	0	0%
Net Expenditure	(313)	(313)	(305)	8	(3%)
Facilities Assistants	£000	£000	£000	£000	%
Employee	2,030	1,560	2,013	(17)	(1%)
Property	27	25	43	15	56%
Transport and Plant	1	0	0	(1)	(98%)
Supplies, Services and Admin	13	8	16	3	19%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	2,072	1,593	2,071	(0)	(0%)
Income	(69)	(80)	(103)	(34)	(50%)
Net Expenditure	2,003	1,513	1,968	(35)	(2%)
Facilities Management	£000	£000	£000	£000	%
Employee	374	280	373	(1)	(0%)
Property	0	0	0	0	0%
Transport and Plant	2	0	1	(1)	(33%)
Supplies, Services and Admin	3	1	3	(0)	(13%)
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
Gross Expenditure	378	281	376	(2)	(0%)
Income	(20)	(21)	(21)	(1)	(4%)
Net Expenditure	358	260	356	(2)	(1%)
Leisure Management	£000	£000	£000	£000	%
Employee	0	0	0	0	0%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	0	0	0	0	0%
Payments to Other Bodies	4,144	4,121	4,145	1	0%
Other	0	0	0	0	0%
Gross Expenditure	4,144	4,121	4,145	1	0%
Income	(733)	(140)	(733)	0	0%
Net Expenditure	3,410	3,981	3,411	1	0%

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/22
CORPORATE SERVICES COMMITTEE DETAIL

PERIOD 31 January 2022

Service Summary	Total Budget 2021/22	YTD Spend 2021/22	Forecast Spend 2021/22	Variance 2021/22	RAG Status
Events	£000	£000	£000	£000	%
Employee	0	0	0	0	0% →
Property	2	0	0	(2)	(97%) ↑
Transport and Plant	0	0	0	(0)	(100%) ↑
Supplies, Services and Admin	10	3	8	(3)	(27%) ↑
Payments to Other Bodies	14	0	0	(14)	(100%) ↑
Other	0	0	0	0	0% →
Gross Expenditure	26	3	8	(19)	(71%) ↑
Income	(17)	0	0	17	100% ↓
Net Expenditure	9	3	8	(2)	(17%) ↑

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2021/2022
ANALYSIS FOR VARIANCES OVER £50,000

PERIOD END DATE

31 January 2022

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	
Audit	123	61	(62)	-50%	↑
Service Description	Internal audit of council services.				
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies and a delay to filling them.				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	It is anticipated that the underspend will continue throughout the year				
Revenues & Benefits	2,034	2,067	33	2%	↓
Service Description	The service provided by this area deal with benefits, council tax and debt recovery.				
Main Issues / Reason for Variance	Additional Covid-19 grants are being paid by this service with the cost being offset by additional funding. In addition late notification of a reduction in the Admin Subsidy income due means this budget line was overstated by £37k.				
Mitigating Action	No action is possible at this time.				
Anticipated Outcome	Overspend is anticipated				
Cost of Collection of Rates	19	25	6	32%	↓
Service Description	This service collects Non Domestic Rates from local (and some national) organisations on behalf of Scottish Government				
Main Issues / Reason for Variance	Although there is a small overall adverse variance there is a large adverse variance in Payment to Other Bodies which is the Covid 19 Business Rates Grants, however this will be offset in total by income received				
Mitigating Action	No action required				
Anticipated Outcome	Overspend is anticipated				
Central Admin Support	2,417	2,330	(87)	-4%	↑
Service Description	This services deals with administration functions within the Authority				
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies				
Mitigating Action	None required although the service will continually monitored throughout the year.				
Anticipated Outcome	It is anticipated that the underspend will continue throughout the year				

Budget Details	Variance Analysis			
	Total Budget	Annual Spend	Variance	RAG Status
	£000	£000	£000	%
Environmental Health	675	619	(56)	-8% ↑
Service Description	The 3 Groups within this service (Food and Business Group, Environmental Pollution Group and Community Health Protection Group) are responsible for all aspects of Environmental Health work.			
Main Issues / Reason for Variance	The main reason for the favourable variance is reduced employee costs due to vacancies however this is partially offset by a reduction in expected income due to Covid 19.			
Mitigating Action	No action can be taken at this time			
Anticipated Outcome	Underspend is anticipated			
Licensing	72	32	(40)	-56% ↑
Service Description	This service provides all licensing on behalf of the Council			
Main Issues / Reason for Variance	The main reason for the variance is an increase in expected income.			
Mitigating Action	No action can be taken at this time			
Anticipated Outcome	Overspend is anticipated			
Legal Services/Trading Standards	967	885	(82)	-8% ↑
Service Description	This services provides legal advice to the Council			
Main Issues / Reason for Variance	The main reason for the favourable variance is vacancies and additional income received.			
Mitigating Action	No action can be taken at this time			
Anticipated Outcome	Underspend is anticipated			
Planning	452	633	181	40% ↓
Service Description	This Service provides Building & Planning services			
Main Issues / Reason for Variance	The main reason for the adverse variance is that income is lower than budgeted due to cancelled or delayed building projects, due to Covid 19. Two further variances are occurring with Employee costs favourable due to staff vacancies and Payments to Other Bodies adverse due an ongoing legal case which is not budgeted.			
Mitigating Action	No action required			
Anticipated Outcome	Overspend is anticipated			
Change Support	309	310	1	0% ↓
Service Description	This Service enables transformational change and development, it also has the Central Training Budget for the Council.			
Main Issues / Reason for Variance	Although the overall variance is small there are two large variances being reported within this service. Employee costs are adverse due to the cost of Covid Vaccine Centre training. This is being offset by a favourable income variance due to the funding being received to cover the cost of the training described.			
Mitigating Action	None required			
Anticipated Outcome	A small overspend is anticipated			

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	
Clydebank Town Hall	324	340	16	5%	↓
Service Description	The service provides civic accommodation and facilities within Clydebank				
Main Issues / Reason for Variance	The main reason for the variance is that the closure of the Town Hall has resulted in a loss of income as well as reduced expenditure on certain budgets. The absence of events has delayed the need to have certain posts filled and this has offset some of the income loss.				
Mitigating Action	No action can be taken at this time				
Anticipated Outcome	An overspend is anticipated.				
Libraries	1,747	1,707	(40)	-2%	↑
Service Description	This service includes the provision of Library, Culture and Museums				
Main Issues / Reason for Variance	Libraries are not operating to full capacity. In addition to this 2 libraries are closed for refurbishment.				
Mitigating Action	None required				
Anticipated Outcome	An underspend is anticipated				
Arts and Heritage	383	332	(52)	-14%	↑
Service Description	This service provides the provision & protection of Arts & Heritage				
Main Issues / Reason for Variance	Favourable variance due to increased management recharge to Clydebank Property Company and vacancies				
Mitigating Action	None required				
Anticipated Outcome	Underspend likely				
Building Cleaning	1,649	1,549	(100)	-6%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	The reason for the favourable variance is the number of ongoing vacancies				
Mitigating Action	None required at present				
Anticipated Outcome	Underspend likely				

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2021/22

Efficiency reference	Efficiency Detail	Strategic Lead Area	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA1	Review of service provision	Resources	105,000	105,000	-	This has been fully achieved
SNP budget item	General Efficiency target	Resources Share	5,000	5,000	-	This has been fully allocated
SNP budget item	General Efficiency target	People & Technology Share	15,000	15,000	-	This has been fully allocated
SNP budget item	General Efficiency target	Citizens, Culture and Facilities Share	72,000	72,000	-	This has been fully allocated
			197,000	197,000	-	

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

MONTH END DATE

31 January 2022

PERIOD

10

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	14	58%	923	21%	14	58%	428	84%		
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	0	0%	0	0%	0	0%	0	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	10	42%	3,514	79%	10	42%	81	16%		
TOTAL EXPENDITURE	24	100%	4,437	100%	24	100%	509	100%		
	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Slippage £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	12,251	923	12,251	0	5,405	428	2,276	(3,128)	(3,128)	0
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0	0	0	0	0	0	0	0	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	4,054	3,514	4,015	(39)	207	81	168	(40)	(0)	(40)
TOTAL EXPENDITURE	16,305	4,437	16,265	(39)	5,612	509	2,444	(3,169)	(3,129)	(40)

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

PERIOD END DATE

31 January 2022

PERIOD

10

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
1	Valuation Joint Board - Requisition of ICT Equipment						
	Project Life Financials	3	0	0%	3	0	0%
	Current Year Financials	3	0	0%	0	(3)	-100%
	Project Description	Requisition ICT Equipment.					
	Project Manager	David Thomson					
	Chief Officer	David Thomson					
	Project Lifecycle	Planned End Date	31-Mar-23	Forecast End Date	31-Mar-23		
	Main Issues / Reason for Variance						
	Project has been delayed due to resources being directed to more prioritised work. This has affected the forecast end date and works therefore are rescheduled to 2022/23. It is hoped that the budget can be utilised with final budget spend forecast in 2022/23.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	Requisition re ICT Equipment.						
2	Payment Card Industry Data Security Standard (PCIDSS)						
	Project Life Financials	30	0	0%	30	0	0%
	Current Year Financials	30	0	0%	0	(30)	-100%
	Project Description	Module would ensure that WDC were compliant with the current requirements of PCIDSS for card payments without the need for numerous costly workarounds					
	Project Manager	Karen Shannon					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-23		
	Main Issues / Reason for Variance						
	Budget rephased to 2022-23 as version upgrade of the Council's cash receipting system is required beforehand and is currently underway.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Upgraded version with PCI compliant telephone payment system.						
3	Enhancements to Cash Receipting System						
	Project Life Financials	40	0	0%	40	0	0%
	Current Year Financials	40	0	0%	2	(38)	-95%
	Project Description	To enhance the cash receipting system in the way payments are made and allocated to back office by increasing the level of security that is required for online payments made by customers					
	Project Manager	Karen Shannon					
	Chief Officer	Laurence Slavin					
	Project Lifecycle	Planned End Date	30-Sep-23	Forecast End Date	30-Sep-23		
	Main Issues / Reason for Variance						
	Budget rephased to 2022-23 as this is a number of mini projects and the first part is the version upgrade which is actively progressing. After this upgrade we can move onto other enhancements which are anticipated to finish in September 2023.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Enhancements to the cash receipting system including PCI compliant telephone payment system.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
4 Agresso development						
Project Life Financials	30	0	1%	30	0	0%
Current Year Financials	30	0	0%	25	(4)	-15%
Project Description	The purpose of this project is to carry out an upgrade of the Agresso Finance System which was last upgraded in 2015. The requirement to upgrade is to maintain a level of support available from Unit 4 who have advised that support for older versions of the system is being reduced.					
Project Manager	Adrian Gray					
Chief Officer	Laurence Slavin					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Jul-22		
Main Issues / Reason for Variance						
Delays in completion of required data cleansing prior to the upgrade have caused the start of the upgrade to be deemed to close to the financial year end to risk disruption to preparation of the draft final accounts. The upgrade will be delayed until the Summer when the draft accounts have been completed.						
Mitigating Action						
None possible at this time.						
Anticipated Outcome						
Development of Agresso system later than originally anticipated but within original budget.						
5 Legal Case Management System						
Project Life Financials	33	0	0%	33	0	0%
Current Year Financials	33	0	0%	0	(33)	-100%
Project Description	Legal Case Management System					
Project Manager	Alan Douglas					
Chief Officer	Peter Hissett					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
Budget has been rephased from 2020/21. The project could not proceed as originally planned as Officers are required to access the office and hardware the system will run on and COVID-19 restrictions have prevented this. The project will have to go back out to tender following the upgrade to Microsoft 365. The project will not be completed in this financial year.						
Mitigating Action						
Legal to discuss impact of Microsoft 365 with ICT.						
Anticipated Outcome						
Project to be completed in 2022/23 assuming return to office and with the support of ICT.						
6 Transformation of Infrastructure Libraries and Museums						
Project Life Financials	421	143	34%	421	0	0%
Current Year Financials	278	0	0%	78	(200)	-72%
Project Description	To improve performance and efficiency of Council's Libraries and Cultural Services.					
Project Manager	David Main					
Chief Officer	Amanda Graham					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
Chief Officer requested carry forward following completion schedule updates for Alexandria and Dalmuir Libraries improvement works. An allocation of funds for furniture at Alexandria Library will now be carried into 22/23, and for Dalmuir Library into 23/24. Furniture replacement for Dumbarton, Duntocher, Faifley and Parkhall Libraries is anticipated to still complete in 21/22.						
Mitigating Action						
Carry forward of funds to 22/23 and 23/24.						
Anticipated Outcome						
Project carried forward to align with Asset Management programme.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

7	Heritage Capital Fund						
	Project Life Financials	4,000	387	10%	4,000	0	0%
	Current Year Financials	2,537	75	3%	824	(1,713)	-68%
	Project Description	Heritage Capital Fund.					
	Project Manager	Sarah Christie					
	Chief Officer	Amanda Graham					
	Project Lifecycle	Planned End Date	31-Mar-23	Forecast End Date	31-Mar-23		
Main Issues / Reason for Variance							
The original projected spend has been affected by internal and external delays due to the Covid 19 recovery, a reduction in the scope of the Clydebank Town Hall project, a change in the delivery date for the Clydebank Museum at Clydebank Library during the contract award stage, while the new Dalmuir Library and Gallery had to be rescheduled for approval in August 2021/22. Officers are now making progress to get projects back on track, projects will still be delivered in full, and a review of optimism bias will be undertaken in the projections for 2022/23.							
Mitigating Action							
None available at this time.							
Anticipated Outcome							
Project to be delivered on budget and within revised timescale.							

8	Glencairn House						
	Project Life Financials	5,050	41	1%	5,050	0	0%
	Current Year Financials	110	41	37%	65	(45)	-41%
	Project Description	Re-development of Glencairn House in Dumbarton High St to a purpose built library and museum.					
	Project Manager	Michelle Lynn/ Sarah Christie					
	Chief Officer	Amanda Graham					
	Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance							
The Business Case for the Glencairn House project was outlined in a report to the IRED committee on 21 August 2019. The report sought and received approval to proceed with the project. Architects have been appointed and the initial development stage has now been completed. Planning submission has been targeted for Spring 2022 with a practical completion date of December 2023 and financial completion by December 2024 due to retentions. Levelling Up Funding has been confirmed and will be reported separately under a different budget line.							
Mitigating Action							
None available at this time.							
Anticipated Outcome							
Re-development of Glencairn House in Dumbarton High Street to a purpose built library and museum, within budget albeit later than originally anticipated.							

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials						
	Budget	Spend to Date		Forecast Spend	Variance		
	£000	£000	%	£000	£000	%	
9	Alexandria Community Centre Sports Hall re-flooring						
	Project Life Financials	40	0	0%	40	0	0%
	Current Year Financials	40	0	0%	0	(40)	-100%
	Project Description	Alexandria Community Centre Sports Hall re-flooring					
	Project Manager	John Anderson					
	Chief Officer	Amanda Graham					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-23		
	Main Issues / Reason for Variance						
	This project was rephased from 2020/21 as The Alexandria Community Centre Sports Hall was being utilised as COVID-19 vaccine centre so works were unable to be carried out in 2020/21. It is anticipated the centre will continue to be used as a vaccine centre and the work will be postponed until next financial year.						
	Mitigating Action						
	None available at this time.						
	Anticipated Outcome						
	New floor fitted in Alexandria Community Sports Hall.						
10	ICT Modernisation						
	Project Life Financials	903	98	11%	903	0	0%
	Current Year Financials	903	98	11%	500	(403)	-45%
	Project Description	This budget is to facilitate ICT infrastructure and modernise working practices.					
	Project Manager	Patricia Kerr					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-23		
	Main Issues / Reason for Variance						
	£0.100m spent and further £0.186m committed in device orders to date for mobile phones laptops and PCs.						
	Took delivery of over 100 laptops in December 2021 which had been delayed due to supply chain issues.						
	Awaiting update on Chromebook supply and device models and escalated to Procurement Scotland as we already have a back log of orders and supply chain delivery delays.						
	HSCP £0.413m allocation is expected to be rephased to 2022 for the wider system review project for case management.						
	To date the service improvements have been Covid-related and will be charged accordingly leaving approximately £0.100m available for device orders.						
	Mitigating Action						
	Continue to escalate and meet framework suppliers to confirm delivery lead times.						
	Investigate other procurement routes as well as adjust the project scope to replace where stock allows.						
	Anticipated Outcome						
	Two thirds of Budget spent with some of the HSCP allocation for the wider system review project for case management being rephased.						
	Supply chain delays may impact delivery of existing committed budget.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

	Budget Details	Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
11	Internet of Things Asset Tracking						
	Project Life Financials	60	43	72%	60	0	0%
	Current Year Financials	53	36	68%	36	(17)	-32%
	Project Description	Asset Tracking.					
	Project Manager	Patricia Kerr					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
	Main Issues / Reason for Variance						
	Project continues to progress but recent delay advised due to supply chain for some of the hardware components.						
	Mitigating Action						
	Carry remaining budget to FY 22-23.						
	Anticipated Outcome						
	Project complete. Delayed but on budget.						
12	ICT Security & DR						
	Project Life Financials	1,120	67	6%	1,120	0	0%
	Current Year Financials	1,120	67	6%	620	(500)	-45%
	Project Description	The project is for the enhancement of security systems, server replacement and the update of corporate applications to ensure compliance with 15/16 PSN requirements, to enhance the disaster recovery capabilities of WDC.					
	Project Manager	Brian Miller/ Patricia Kerr					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Jul-22	Forecast End Date	31-Jul-22		
	Main Issues / Reason for Variance						
	Switch replacement (£0.514m) order raised and deliveries started and liaising with supplier re partial invoicing.						
	SAN replacement (£0.330m) tender due to be published February therefore this budget will carry to 2022-23. Project scope change being considered linked to 365 cloud back up requirements. As with the switch replacement, global supply shortages are being indicated and it may slip into next financial year.						
	Bandwidth improvement projects continue on time and within budget.						
	Mitigating Action						
	Monitor supply chain. Continue tendering processes. Seek to carry budget in 22/23 as supply chain issues continue						
	Anticipated Outcome						
	Continue to anticipate the majority of budget being committed but not spent.						
13	365 Implementation						
	Project Life Financials	250	141	56%	250	0	0%
	Current Year Financials	169	111	65%	126	(43)	-26%
	Project Description	Project services to delivery Microsoft 365 Implementation including 3rd party supplier, training, technical consultancy etc.					
	Project Manager	Dorota Piotrowicz/ Patricia Kerr					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	30-Jun-22	Forecast End Date	30-Jun-22		
	Main Issues / Reason for Variance						
	Budget is committed and suppliers actively working on the project. Project scope changes have been costed and additional budget has been added to Capital plan refresh for consideration. Some aspects of the project have been reduced. Full budget spend anticipated but may be delayed due to resource changes.						
	Mitigating Action						
	Consider accelerating aspects of the project if suppliers can provide resource. Otherwise carry some budget into 2022/23.						
	Anticipated Outcome						
	Budget spent but potentially delayed.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%

14	Education Software Licensing Refresh						
	Project Life Financials	270	2	1%	270	0	0%
	Current Year Financials	58	0	0%	0	(58)	-100%
	Project Description	End of Life Software Upgrades for Education.					
	Project Manager	James Gallacher/ Patricia Kerr					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-29	Forecast End Date	31-Mar-29		
	Main Issues / Reason for Variance						
	To date no Education-specific software has been identified during the annual network security penetration test. Budget to be carried to 2022-23						
	Mitigating Action						
Liaise with schools re planned changes for future years to identify software needed to deliver the curriculum.							
Anticipated Outcome							
No budget spend this financial year as any replacement software needs to be tested and constraints of replacing software during an academic year.							

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
Making Tax Digital						
Project Life Financials	40	0	0%	0	(40)	-100%
Current Year Financials	40	0	0%	0	(40)	-100%
Project Description	Making Tax Digital.					
Project Manager	Karen Shannon					
Chief Officer	Laurence Slavin					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
A review of the requirements needed has confirmed that we do not need any capital monies to ensure compliance in this area.						
Mitigating Action						
None required at this time.						
Anticipated Outcome						
WDC compliance with HMRC Making Tax Digital.						
Electronic Insurance System						
Project Life Financials	50	43	86%	51	1	1%
Current Year Financials	7	0	0%	8	1	10%
Project Description	Acquisition of a claims/incident management system supported by an electronic document management system.					
Project Manager	Karen Shannon					
Chief Officer	Laurence Slavin					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
The various claim forms and departmental reports have been reviewed and updated and the relevant online request forms were submitted to the Digital Sub-Group to be converted to Online Achieve Forms. The various claim forms and departmental reports have now been converted to Online Achieve Forms and are in the process of being tested. Once complete, the supplier will take matters forward with their design team. An anticipated timeline for completion of the project, taking into account the various stages i.e. development, testing, going live etc. will be drawn up in conjunction with the supplier at that time. Budget spend anticipated in 2021/22.						
Mitigating Action						
None required at this time.						
Anticipated Outcome						
Upgraded Electronic Insurance System.						
Solicitor Project Support for Capital Projects						
Project Life Financials	53	0	0%	53	0	0%
Current Year Financials	20	0	0%	20	0	0%
Project Description	Solicitor costs to directly support capital projects					
Project Manager	Alan Douglas					
Chief Officer	Peter Hessett					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
Trainee solicitor has now started. Budget will be fully spent.						
Mitigating Action						
None required at this time.						
Anticipated Outcome						
Solicitor support for Capital Projects, with full budget spend.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
4 Trading Standards Scam Prevention						
Project Life Financials	10	10	99%	10	0	0%
Current Year Financials	2	2	96%	2	0	0%
Project Description	Call blocking devices to be fitted to the phones of WDC's most vulnerable residents which will block unknown numbers from connecting and limiting incoming calls to only known and trusted numbers, for vulnerable consumers who may be susceptible to hard selling techniques, scams and other frauds.					
Project Manager	Tony Cairns/ Alan Douglas					
Chief Officer	Peter Hessett					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	30-Jun-21		
Main Issues / Reason for Variance						
Final balance of budget rephased from 2020/21 into 2021/22 as project could not complete in 2020/21 due to COVID-19 restrictions. Quotes have been obtained for a further 20 call blocker devices for installation in the homes of vulnerable residents so protecting them from telephone scams which will utilise the remaining budget.						
Mitigating Action						
None required at this time.						
Anticipated Outcome						
To protect WDC's most vulnerable residents from phone calls from which they may fall victim of hard selling techniques, scams and other frauds.						
5 Antonine Wall Heritage Lottery Fund						
Project Life Financials	10	10	100%	10	0	0%
Current Year Financials	10	10	100%	10	0	0%
Project Description	Antonine Wall Heritage Lottery Fund.					
Project Manager	Pamela Clifford					
Chief Officer	Peter Hessett					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
Project complete.						
Mitigating Action						
None Required.						
Anticipated Outcome						
Preservation of Historic Site.						
6 Telephone System Upgrade						
Project Life Financials	15	0	0%	15	0	0%
Current Year Financials	15	0	0%	15	0	0%
Project Description	To improve Housing Repairs telephone platform for incoming calls, providing improved Management Information.					
Project Manager	Stephen Daly					
Chief Officer	Amanda Graham					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
Project has been rephased from 2020/21 into 2021/22. Works were scoped with ICT in previous year but delayed due to COVID-19 lockdown and prioritising of support for critical services by both ICT and Citizen Services. Project progressing in 2021/22 with contractor appointed to carry out initial script upgrades which commenced June 2021. Budget spend anticipated in 2021/22.						
Mitigating Action						
None required.						
Anticipated Outcome						
Review of service requirements & telephony functionality will inform works to improve citizen experience.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details	Project Life Financials						
	Budget	Spend to Date		Forecast Spend	Variance		
	£000	£000	%	£000	£000	%	
7	Civic Heart Works - Refurbishment of Clydebank Town Hall						
	Project Life Financials	3,341	3,339	100%	3,341	0	0%
	Current Year Financials	9	8	81%	9	0	0%
	Project Description	Refurbishment of Clydebank Town Hall.					
	Project Manager	Michelle Lynn/Amanda Graham					
	Chief Officer	Angela Wilson					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-May-21		
	Main Issues / Reason for Variance						
	Works complete.						
	Mitigating Action						
	None required at this time.						
	Anticipated Outcome						
	Project will be delivered within budget.						
8	Fund Blended Meetings						
	Project Life Financials	12	12	100%	12	0	0%
	Current Year Financials	12	12	100%	12	0	0%
	Project Description	Money to Fund Blended Meetings					
	Project Manager	George Hawthorn					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	29-Sep-21		
	Main Issues / Reason for Variance						
	The system has been tested and accordingly the Council meeting on 29 September as conducted as a hybrid meeting.						
	Mitigating Action						
	None required						
	Anticipated Outcome						
	System now in place.						
9	IoT Employee Resilience Support						
	Project Life Financials	100	100	100%	100	0	0%
	Current Year Financials	50	50	99%	50	(0)	-1%
	Project Description	Employee Resilience Online Support Tool.					
	Project Manager	Alison McBride					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	30-Sep-21		
	Main Issues / Reason for Variance						
	Final payment has now been made and project is complete.						
	Mitigating Action						
	None required.						
	Anticipated Outcome						
	Full project rollout.						

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

PERIOD END DATE

31 January 2022

PERIOD

10

Budget Details		Project Life Financials					
		Budget	Spend to Date		Forecast Spend	Variance	
		£000	£000	%	£000	£000	%
10	Development of Workforce Management System						
	Project Life Financials	423	0	0%	423	0	0%
	Current Year Financials	42	0	0%	42	0	0%
	Project Description	Project to develop the Workforce Management System.					
	Project Manager	Arun Menon					
	Chief Officer	Victoria Rogers					
	Project Lifecycle	Planned End Date	31-Mar-30	Forecast End Date	31-Mar-30		
	Main Issues / Reason for Variance						
	Full current year budget spend anticipated.						
	Mitigating Action						
None required.							
Anticipated Outcome							
Development of Workforce Management System.							