Agenda

Community Alliance

Date: Wednesday, 1 March 2017

Time: 10:00

Venue: Committee Room 3, Council Offices, Garshake Road, Dumbarton

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Contact: Craig Stewart, Committee Officer
Tel: 01389 737251 craig.stewart@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of the Community Alliance as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Elected Members:-

Councillor M Rooney (Vice-Chair)
Councillor G Casey
Councillor J McColl

All other Councillors for information

Community Representatives and Voluntary Sector Members

Date of issue: 21 February 2017

COMMUNITY PLANNING
WEST DUNBARTONSHIRE

COMMUNITY ALLIANCE

WEDNESDAY, 1 MARCH 2017

AGENDA

Anticipated Times		Item	Pages
	1	**APOLOGIES**	
	2	**DECLARATIONS OF INTEREST**	
10.05	**3**	**MINUTES OF PREVIOUS MEETING**	**5 – 8**
10.10	**4**	**COMMUNITY ALLIANCE ACTION PLAN 2017/18**	**9 – 16**
		Submit report by the Corporate & Community Planning Manager presenting options for key topics to be delivered over 2017/18.	
10.40	**5**	*YOUR COMMUNITY* **UPDATE**	**17 – 36**
		Submit report by the Corporate & Community Planning Manager providing an update on the ongoing actions to deliver *Your Community* across West Dunbartonshire.	
10.55	**6**	**COMMUNITY PLANNING WEST DUNBARTONSHIRE UPDATE**	**37 – 94**
		Submit report by the Corporate & Community Planning Manager providing an update on the range of issues, projects and initiatives currently underway within the partnership.	

11.10	**7**	**DEVELOPMENT OF THE LOCAL OUTCOME IMPROVEMENT PLAN**	**95 – 100**
		Submit report by the Corporate & Community Planning providing an update on the ongoing actions to develop the Local Outcome Improvement Plan 2017-2027.	
11.25	**8**	**COMMUNITY ASSET TRANSFER STRATEGY**	**101- 200**
		Submit report by the Strategic Lead – Regulatory providing an update on West Dunbartonshire Council's Community Asset Transfer Policy and Procedures following guidance issued by the Scottish Government in December 2016 and the legislation coming into force on 23 January 2017.	
11.40	**9**	**QUESTIONS FROM THE PUBLIC GALLERY**	
		Members of the public are invited to ask questions of officers during the Open Forum Session.	

COMMUNITY ALLIANCE

At a Meeting of the Community Alliance held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 23 November 2016 at 10.00 a.m.

Present:	Anne MacDougall, Vice Chair; Councillor Gail Casey; Rhona Young, Clydebank Seniors Forum; Barbara Barnes, West Dunbartonshire Community Care Forum; Neil Etherington, HSCP Local Engagement Network; Gilbert Howatson, Community Councils' Forum (Substitute); Haji Munir, West Dunbartonshire Minority Ethnic Association; Gillian Kirkwood, Ysort-it; and Brenda Pasquire, West Dunbartonshire Citizens Advice Service.
Attending:	Peter Barry, Strategic Lead – Housing and Employability; Amanda Coulthard, Corporate & Community Planning Manager; Suzanne Greer, Community Planning Co-ordinator; Wendy Jack, Planning and Improvement Manager, West Dunbartonshire Health & Social Care Partnership; and Craig Stewart, Committee Officer.
Also Attending:	Chief Inspector Donald Leitch, Police Scotland; Jacqui McGinn, Health Improvement & Inequalities Manager, WDHSCP; Ogilvie Ross, Police Scotland; John Gallacher, Multi-Agency Domestic Abuse Coordinator; and Carol Young, Cedar Project (WDHSCP).
Apologies:	Apologies were intimated on behalf of Councillors Jonathan McColl and Martin Rooney; Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Craig Edward, Community Councils Forum; Chief Superintendent Grant Manders, Police Scotland; and Jim Hymas, Local Senior Officer, Scottish Fire & Rescue Service

Anne MacDougall (Vice Chair) in the Chair

CHAIR'S REMARKS

Prior to commencing with the business of the meeting, Anne MacDougall welcomed everyone in attendance to the meeting. It was agreed that the two items on the agenda, *Your Community* and *Community Budgeting* would be taken together, as both were linked.

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Community Alliance held on 17 August 2016 were submitted and approved as a correct record.

YOUR COMMUNITY AND COMMUNITY BUDGETING

Reports were submitted by the Corporate & Community Planning Manager providing an update to the Community Alliance on (1) delivery of Your Community, and (2) Community Budgeting.

After discussion and having heard the Corporate & Community Planning Manager and the Strategic Lead – Housing and Employability in elaboration and in answer to Members' questions, the Alliance agreed to note the content of the report and the discussion that had taken place.

COMMUNITY PLANNING WEST DUNBARTONSHIRE UPDATE

A report was submitted by the Corporate & Community Planning Manager providing the Community Alliance with an update on the range of issues, projects and initiatives currently underway within the partnership.

After discussion and having heard Chief Inspector Leitch in further explanation and in answer to Members' questions, the Alliance agreed:-

(1)   to note the comprehensive and detailed presentation on the most recent performance report on the local police plan for 2016/17, covering quarter 1. In this respect, this report focussed on performance against local police priorities such as violence, disorder and anti-social behaviour, public protection and acquisitive crime;

(2)   having heard the Corporate & Community Planning Manager, that any community representatives were invited to email her with any questions/queries they had on the content of the report, and she would endeavour to provide a response; and

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

DOMESTIC ABUSE PRESENTATION

A report was submitted by the Chief Social Work Officer providing details on the presentation being delivered jointly by Police Scotland and West Dunbartonshire HSCP on the issue of domestic abuse locally.

In this connection, a presentation was given by Ogilvie Ross, Police Scotland and John Gallacher, Multi-Agency Domestic Abuse Coordinator which covered, amongst other things, the historical response, extent of the problem, current response, operational response of the police, interim Vulnerable Person Database (iVPD), creation of iVP/Crime Report, Concern Hub Action, Domestic Abuse Investigation, Multi-Agency Tasking and Coordinating (MATAC), Domestic Abuse Task Force and the importance of partnership working.

Following a question and answer session, Mrs MacDougall, Chair, thanked Messrs. Ross and Gallacher for their interesting and informative presentation, and thanked Ms Carol Young for her input in responding to questions.

DEVELOPMENT OF THE COMMUNITY ALLIANCE

Mrs MacDougall, Chair, advised that at recent meetings there had been frustration expressed in relation to the organisation and influence of community residents. Having heard an update from the Corporate & Community Planning Manager, it was agreed to spend part of the time of today's meeting looking at development and finding solutions for this. From previous discussions with the Chair and Vice-Chair it was agreed to focus on two key areas – the priorities for the Alliance and ensuring it was representative.

After discussion and having heard the Corporate & Community Planning Manager and the Strategic Lead – Housing and Employability in elaboration and in answer to Members' questions, the Alliance agreed:-

(1)   to note the terms and tenor of the discussion that had taken place in respect of this matter, and in particular the importance of ensuring good and effective communication, which was an essential ingredient in keeping people informed and up-to-date with various developments/issues surrounding community planning matters, etc.;

(2)   to note the importance of dissemination of information, this was the case when community council secretaries were contacted, for instance, and asked to cascade information to their membership; and

(3)   to note that the Corporate & Community Planning Manager would arrange to draw up a list of topics, for circulation to community groups for collation and discussion at their meetings; the response to this could, in turn, be fed back to the Alliance, for consideration on the agenda.

QUESTIONS FROM THE PUBLIC GALLERY

It was noted that there was no questions from the public gallery.

DATE OF NEXT MEETING

Members noted that the next meeting of the Community Alliance would take place at 10am on Wednesday, 1 March 2017 in Committee Room 3, Council Offices, Garshake Road, Dumbarton.

The meeting closed at 12.36 p.m.

COMMUNITY PLANNING WEST DUNBARTONSHIRE

Report by the Corporate & Community Planning Manager

Community Alliance

Wednesday 1 March 2017

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Subject: Community Alliance Action Plan 2017/18

1.   Purpose

1.1   The purpose of the report is to present to members of the Community Alliance options for key topics to be delivered over 2017/18.

2.   Recommendations

2.1   The Alliance is asked to
   - discuss the content of the report and agree the draft action plan for progression
   - agree to a review of membership being carried out

3.   Background

3.1   At recent meetings members of the alliance have expressed frustration in relation to the organisation of meetings and the ability of community residents to influence the agenda.

3.2   At the November 2016 meeting time was taken to discuss two key areas of development – the priorities for the alliance and ensuring its representativeness of the interest groups active in West Dunbartonshire.

4.   Main Issues

4.1   A range of issues were discussed at the November development session of the Community Alliance. These centred on two broad headings – communication and influence.

4.2   Following discussion on this it was agreed that a list of options would be prepared for discussion at the next meeting with a view to compiling key topic areas where the community alliance could assume a 'champion' role. This reflects the desire for the Alliance to exert more influence. A draft action plan has been drafted for discussion and is appended to this paper. This includes

the proposed topic areas that community alliance would champion, discussion is required on adoption of these headline topics and the activity involved.

4.3   In relation to communication there are a range of opportunities to improve various elements of our approach. This includes detailing the role of representatives who sit on the alliance in relation to cascading information within their networks and also reviewing membership of the alliance to ensure all relevant interest areas are represented. In addition to this there are opportunities for more larger scale community networking events on key issues affecting local communities or interest groups. The Alliance is also key to development and content in relation to the annual community conference.

4.4   Further to these two areas of influence and communication there is a need to refresh the membership and terms of reference for the community alliance to ensure its representativeness and scope.   The draft remit of the Community Alliance is attached as appendix 2 for discussion.

5.   People Implications

5.1   None

6.   Financial Implications

6.1   None

7.   Risk Analysis

7.1   There is an increasing drive nationally for community planning partners to work at an increased pace to deliver outcomes for communities in partnership with communities. This is clearly stated through the Community Empowerment (Scotland) Act.

7.2   Failure to engage with members of community alliance and the groups represented to deliver on this ambition would pose the risk that the partnership was unable to deliver the improvements required.

8.   Equalities Impact Assessment (EIA)

8.1   An EIA is not required based on the content of this report but may be required on individual areas of work.

9   Consultation

9.1   This is development paper and as such the discussion and further refinement of the action plan will form the basis of consultation.

10.   Strategic Assessment

10.1 Progressing work as outlined in this report ensures CPWD and the Community Alliance can deliver on the ambition of the Community Empowerment (Scotland) Act.

Amanda Coulthard
Corporate & Community Planning Manager
8 February 2017

Person to Contact:	Amanda Coulthard 01389 737271 Amanda.coulthard@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Draft Community Alliance action plan Appendix 2 – Community Alliance draft remit
Background Papers:	None
Wards Affected:	All

Community Alliance
Action Plan 2017/18

Strategic Priority Themes	Programme of Activity	Lead Organisation	Delivery Date
Community Transport	Creation of a community transport coordinator role	WDC	May 2017
	Scope current provision and gaps in service within West Dunbartonshire	WDC	August 2017
Volunteering	Development of a volunteering charter for community planning partners	WDCVS	May 2017
	Development and awareness raising of skills/time banking for sharing of professional skills for voluntary organisations	WDCVS	July 2017
Funding Priorities	Agree key priority areas for funding applications in West Dunbartonshire	Community Alliance	August 2017
	Ensure awareness raising and cascade of information regarding access to funding	Community Alliance	August 2017
Social Action	Develop training offers for new community organisations	Community Alliance	November 2017
	Establish a skills exchange framework for community organisations	WDCVS	August 2017
	Explore opportunities for use of social media to raise profile of existing community and voluntary opportunities	WDC	July 2017

West Dunbartonshire Community Alliance

Community Alliance West Dunbartonshire was established to ensure communities and local organisations within West Dunbartonshire were able to influence and scrutinise the work of Community Planning West Dunbartonshire (CPWD).

The Alliance brings together representatives from a range of organisations at neighbourhood, interest and user group level across West Dunbartonshire with the intention of identifying issues of common concern and to ensure that CPWD are delivering on those issues local residents are highlighting as local priorities.

The Community Alliance aims to strengthen and widen access and membership across communities of interest as well as 'neighbourhoods'.

Our remit is to:

- Ensure that all local residents, community groups and service users have, and are able to access, opportunities to inform, shape and change the services that affect them and impact upon their quality of life.

We do this by:

- Working alongside CPWD to identify issues and solutions based on local needs and capacity
- Timely engagement and provision of information
- Using engagement methods that are wide ranging and appropriate
- Having an awareness of the needs of the diverse population and making efforts to enable people to overcome barriers to engagement
- Respecting the diversity and differences of opinion within communities
- Considering, promoting, and monitoring arrangements for consultation, participation and involvement
- Representing and highlighting key priority issues drawn from the neighbourhood listening process

Our members will be drawn from:

- Community Councils
- Community Development Trusts
- West Dunbartonshire Equality Forum
- Seniors' Forums
- Locality Engagement Networks (Health & Social Care)
- Neighbourhood Groups
- Tenants & Residents Associations
- Youth organisations

Report by the Corporate & Community Planning Manager

Community Alliance: Wednesday 1 March 2017

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Subject: Your Community Update

1.   Purpose

1.1   The purpose of the report is to update Alliance members on the ongoing actions to deliver Your Community across West Dunbartonshire

2.   Recommendations

2.1   Members are asked to note the content of the report

3.   Background

3.1   As has previously been reported to CPWD, West Dunbartonshire Council allocated £1m of capital investment in February 2016 to support delivery of Your Community across West Dunbartonshire. It was agreed that a proportion of this money would be used to fund an approach to participatory budgeting in the area. £425,000 was allocated to participatory budgeting, with the remaining £575,000 allocated for improvement activities. Following discussion in October 2016 Council allocated a further £60,000 of revenue funding to support participatory budgeting.

4.   Main Issues

Community Budgeting Phase 1

4.1   The first round of community budgeting was delivered over November 2016. As previously reported £25,000 was available in each your community area, with applications of up to £2,000 accepted. 87 applications were received and 76 individual project ideas were presented over 8 local voting evenings held in November.

4.2   Around 350 residents came along to the events to support local activity in their area and participated in the allocation of almost £100,000 of funding (split equally between capital and revenue allocation). A breakdown of this allocation is provided in appendix 1.

4.3 Time has been taken following the first round of community budgeting to review the process and evaluate feedback from participants. This has informed a revision of the approach to be taken for round two of community budgeting. Community organisations have been notified that further community budgeting activity is planned over the spring, with the application process opening at the end of January. As a result of feedback and review the process will be longer and more support will be provided to groups in the development of their bids.

Community Budgeting Phase 2

4.4 A number of useful points were highlighted during and after round one of community budgeting. Informed by this there are some key changes being implemented for phase two of the community budgeting work locally.

- Many participants and other stakeholders reported concern at the £2,000 cap on bids as this didn't allow much scope for the large capital projects that community organisations were keen to develop. The low cap has been acknowledged as a barrier to application and will be increased to up to £10,000 per bid for phase two. This allows for larger projects to be presented but also ensures that there is scope for funding of more than one idea per area.
- A number of initial bids in phase one were not eligible as they related to a wider area or were West Dunbartonshire wide, which does not fit within the criteria for community budgeting. The advice surgeries planned for phase two allow groups to come forward with ideas for discussion and signposting. This allows other funding routes and opportunities to be worked through for wider area projects.
- Many participants in phase one felt that timescales were tight for application and for preparing to present at community voting evenings. We understand that many individuals were anxious about presenting ideas to an audience and that more time is required to help groups prepare for this and to develop robust bids. The process has been extended at each stage for phase two to allow for this.
- Although the communities team and partners undertook a wide spread programme of advertisement for phase one, both for applications and events, feedback received was that this process was not widely known about in the community. To combat this information drop in events will be held from the end of January, communities' team members and partners will contact all known community organisations to highlight phase two, information cascades will be carried out through Community Alliance, Community Council Forum, WDTRO and other wider umbrella forums.

4.5 Phase two advertising and awareness raising commenced at the beginning of February 2017, with the application window open until the end of March 2017. Voting events will then be planned based on the geographical spread and volume of applications. Local voting events will take place in May 2017, allowing time for a phase three if not all budget is allocated. Appendix 2 shows the capital budget remaining in each of the 17 neighbourhoods. In addition to this a further £60,000 of revenue funding has been made available

for 2017/18; this will be used to deliver any revenue implications from the supported capital projects.

4.6 Drop in sessions have been scheduled for over February and March to allow support to be provided to applicants during the application process, with input from WDCVS and finance teams as well as relevant service areas (advert attached as appendix 3 and Frequently Asked Questions as appendix 4). The sessions are detailed in the table below:

When & Where	Where & When
Monday 20th February 2pm – 4pm Concord Centre, Dumbarton	Wednesday 22nd February 10am -12pm WDCVS offices, Clydebank
Tuesday 28th February 10am – 12pm Alexandria Community Centre	Thursday 2nd March 6pm – 8pm Cutty Sark centre, Dumbarton
Thursday 9th March 6pm – 8pm Centre 81, Clydebank	Tuesday 14th March 6pm – 8pm National Park Offices, Balloch

Your Community Activity

4.7 Underpinning this community budgeting activity is the continued phased roll out of steering group development and community action planning across West Dunbartonshire. Community surveys have been carried out across the area and work is ongoing to support steering groups and finalise action plans for each of the 17 areas. This development will also be used to support development of the locality plans required to support the new Local Outcome Improvement Plan. Local steering groups are in various stages of development across West Dunbartonshire, with two community led action plans already published in the areas linked to the National Park community planning structures.

4.8 At the same time work has continued on use of the improvement funding, with a number of projects developed and planned for the remainder of the year. Improvement funding is being used in line with the problem solving approach of the Your Community model, with almost £250,000 of funding allocated to date for increased CCTV provision, additional lighting, bin improvements and community clean up events. Work continues to identify further improvement activities through Your Community walk rounds and direct contact from organisations in local areas.

4.9 In addition to this structured Your Community activity the Communities Team have continued to support consultation and engagement at a local level for specific geographical projects. This has included support to consultation on the future use of the Bruce Street Baths site, supporting the libraries and culture team. Work has also been underway on local engagement with

residents around the former St Eunan's Primary School site on the future for this land. Following stakeholder engagement and consultation an information event was scheduled for Tuesday 21st February to allow local residents to hear more about the contamination remediation plans for the site and to ask questions on the specific environmental report on this.

5.   People Implications

5.1   None, all activity is delivered through existing team and partner capacity.

6.   Financial Implications

6.1   The capital and revenue allocations for Your Community will be utilised to support phase two of community budgeting. There will be no additional implications beyond this budget allocation.

7.   Risk Analysis

7.1   As outlined previously there is an increasing drive nationally for community planning partners to work at an increased pace to deliver outcomes for communities. The Community Empowerment (Scotland) Act sets a clear direction for involvement of communities in the design and delivery of services.

7.2   Community budgeting allows the partnership to work with communities to build capacity and resilience.

8.   Equalities Impact Assessment (EIA)

8.1   An EIA is not required as this is a progress update on existing activities.

9   Consultation

9.1   This is an update on areas of work. Consultation has been carried out to inform this approach.

10.   Strategic Assessment

10.1   Progressing work as outlined in this report ensures CPWD can deliver on the outcomes set in the Single Outcome Agreement.

Amanda Coulthard
Corporate & Community Planning Manager
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Person to Contact:	Amanda Coulthard
	Amanda.coulthard@west-dunbarton.gov.uk

Appendices:	Appendix 1 – community budgeting phase 1 allocations
	Appendix 2 - community Budgeting – remaining funding
	Appendix 3 – Community Budgeting phase 2 poster
	Appendix 4 – Community Budgeting FAQs

Background Papers:	None

Wards Affected:	All

Community Budgeting Stage 1 – Analysis

	Clydebank Area	Dumbarton Area	Vale of Leven Area	Total
Applications Presented	38	20	18	76
Applications Funded	27	20	17	64
Revenue Funding Allocated	23145	10573	9409	43127
Capital Funding Allocated	17745	11770	18905	48420

Type of Activity Funded	Groups Funded
Environmental Projects	• Levenhowe Residents Association – remedial work at Carrochan Burn • Leamy Foundation – community garden • Scott Avenue Community Garden – expansion to the community garden • Clydebank East Community Council – outdoor garden project at local school • Risk Street Tenants and Residents Association – seasonal planting • Castlegreen Allotments Association – equipment for allotment maintenance • Friends of Levengrove Park – community orchard • Faifley Community Council – community clean up • Action Old Kilpatrick – mosaic and heritage development • Central Radnor Park Tenants and Residents Association – memorial benches and lighting for play area
Purchase of Equipment	• Friends of Dalmonach Nursery – google chromebooks • Bowling and Milton Community Council – It equipment and classes • Meadow United – football strips • Armed Forces Veteran's Association – AV equipment • Brian Injury Experience Network – training equipment and resources • Bellsmyre Development Trust – volunteer uniforms • Bellsmyre Schools Out Club – IT equipment and furniture • Bellsmyre Digital Community – Games equipment • West Dumbarton Gaelic Festival – musical equipment • St Joseph's Parent Council – equipment for sports activities • Gartocharn Under 5s - equipment • Kilmaronock Millennium Hall Group - equipment • Old Kilpatrick Boys Brigade – sports equipment • Old Kilpatrick Senior Citizens Club – equipment for social events • Dumbarton West Out of School Care – musical equipment and arts materials

Social Inclusion Activities	- Yaya's Relaxation Group – local relaxation workshops - A Brew and a Blether – drop in sessions - Our Club – social events for members of club - The Wool Pack – craft materials - Brian Injury Experience Network – fishing trips - Dalmonach Parents and Toddlers – club provision - Relaxation and Therapy Group – workshops and training - Clydebank Seniors Forum – day trips / social events - Bowling Village Hall – events in the hall - Young at Heart – social events for local OAPs - Cutty Kids – go karting trip - Little Rascals – Christmas party - Myre Munchkins – educational trip - Bellsmyre Girls Group – theatre trip - Friday Bingo Club – social event - Football Fun Club - events - South Drumry Tenants and Residents Association – Christmas youth event - Linnvale Lifelong Learners (x 3) – educational trips - Kilmaronock Community Trust – community engagement activities - Hub Art Group- art exhibition - Made with Love JMJ – Christmas hampers - St Mary's Club –social event - Central Radnor Park Tenants and Residents Association – Christmas fayre
Building Maintenance and upgrading	- Age Concern Vale of Leven – heating system upgrade - Tullichewan Tenants and Residents Association – ramp access to community flat - Men's Shed – repairs to shed ceiling - Dumbarton Baptist Church – acoustic modelling - Duntocher Village Hall – heating upgrade - Renton Veteran's Bowling Club – carpet replacement - Renton Craigandro – work at wylie pavillion

	- Renton Community Development Trust- repairs to entrance - 1st Glen Lusset Scouts – repairs and upgrades to scout hall - Old Kilpatrick Bowling Church – lighting for clock tower - Gavinburn Parent Council- outdoor stage

Capital Allocation by Area

Area	Capital Allocated in Phase One	Capital Remaining
Alexandria	4550	20450
Balloch & Haldane	1800	23200
Bonhill & Dalmonach	2560	22440
Bowling & Milton	3190	21810
Clydebank East	0	25000
Dalmuir & Mountblow	570	24430
Dumbarton East & Central	5405	19595
Dumbarton North	5300	19700
Dumbarton West	1065	23935
Duntocher & Hardgate	1675	23325
Faifley	0	25000
Kilmaronock	2500	22500
Linnvale & Drumry	0	25000
Old Kilpatrick	8310	16690
Parkhall, North Kilbowie & Central	4000	21000
Renton	7495	17505
Silvertoun & Overtoun	0	25000
TOTAL	**48420**	**376580**

Have your say in how money is spent on projects to improve your local neighbourhood

Phase two of community budgeting is now open!

In phase one almost 80 projects were funded across West Dunbartonshire. We want to build on this enthusiasm and deliver more great improvements in each local community.

Does your community group or organisation have an idea for a project that would benefit your local community? If so come along to one of our drop in sessions to find out more about the application process and find out if your project is eligible to be considered.

The deadline for applications is Sunday 2nd April 2017, and community voting events to decide on how money is allocated in each event will be held in May.

Drop in Sessions:

When & Where	Where & When
Monday 20th February 2pm – 4pm Concord Centre, Dumbarton	Wednesday 22nd February 10am -12pm WDCVS offices, Clydebank
Tuesday 28th February 10am – 12pm Alexandria Community Centre	Thursday 2nd March 6pm – 8pm Cutty Sark centre, Dumbarton
Thursday 9th March 6pm – 8pm Centre 81, Clydebank	Tuesday 14th March 6pm – 8pm National Park Offices, Balloch

Community Budgeting

Frequently Asked Questions

Community Budgeting

Community budgeting is the term used in West Dunbartonshire to describe a participative process where local residents are involved in the allocation of small grants in their communities.

This approach to participative budgeting is one that Scottish Government have encouraged Local Authorities to progress, and they have supported training and development of officers to deliver this in local areas.

In West Dunbartonshire £425,000 was allocated for Community Budgeting during 2016/17 and 2017/18. This is split to £25,000 in each of the 17 neighbourhoods that make up West Dunbartonshire (the 'Your Community' areas).

Although money was made available for two years it is important to remember that this is an approach supported across Scotland and it is likely that we'll be looking at new ways to keep residents more involved in decision making on Council spend in future years.

We learned lots from participants when we delivered stage one of community budgeting in November 2016 and have used this feedback to develop the following FAQs. We hope this helps answer questions you may have about community budgeting.

Before submitting an application, please come along to one of our scheduled drop in sessions as detailed below. If you can't make it to any of the sessions – it doesn't need to be the one in your area – please get in touch with the Communities team and we'll arrange a suitable time to discuss your application.

Drop in Sessions:

When & Where	Where & When
Monday 20th February 2pm – 4pm Concord Centre, Dumbarton	Wednesday 22nd February 10am -12pm WDCVS offices, Clydebank
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Applying to the Fund

Question	Answer
What can we apply for?	Community organisations and groups in West Dunbartonshire can apply for capital funding for projects that would benefit the local community.
What is Capital Expenditure?	'Capital' expenditure is the term used to describe one-off spend – so costs then don't recur on a regular basis. For the purposes of this fund capital projects would include things like: - Purchasing equipment (computers for example) - Greenspace projects (buying planters and equipment) - Upgrades to community facilities (heating / lighting) - Building materials for community projects
How much can we apply for?	The maximum amount which can be applied for is £10,000 per project.
Who can apply?	All community organisations are eligible to apply for funding.
Does a group need to be based in the area to apply?	Community organisations need to be based in West Dunbartonshire to apply but do not need to be based in the local community to apply for funding in that area. For example, this means a group who meet in Dalmuir could apply for funding for a project in another area. The project does need to benefit the local community though.
Does a group need to have a constitution and bank account in order to apply?	All organisations can express an interest in the fund at the drop in sessions. Any non-constituted group can then progress their constituted status or work with an existing constituted group to progress the project. Each applicant will be supported with the option that best suits their needs. Organisations do not have to have a bank account in place, however it may be helpful for organisations to establish a bank account to allow them to secure other additional funding.
Should applications be linked to priorities for different areas?	Some examples of the key priorities identified through 'Your Community' work across West Dunbartonshire are: - More things for young people to do in the local area - Develop greenspace / community gardens /allotments - Making the local neighbourhood look nicer and more inviting
What will NOT be funded?	Running costs for groups, hall hire, staff time, training, statutory services are examples of things that would not be eligible for this fund.
Can we apply for more than one project?	Yes, although each project must be independent of any other bids.
Do we need to show you how we came up with the idea?	The form asks if you have consulted with group members /local residents on your idea. This is your chance to show us how you came up with the idea and evidence that it is needed in your local community.

Review of Applications

Question	Answer
What happens when we submit our application?	We'll confirm we've received your application and let you know if you've included all the information we need. After the closing date (Sunday 2nd April 2017) all applications will be reviewed.
Who reviews the applications?	Firstly the Communities team will check all applications are eligible (groups are West Dunbartonshire based and have applied for capital funding). Following this a panel of officers from the Communities team, WDCVS, and finance will review all eligible applications. We may come back to individual groups if there are any questions about details in the form.
What happens after applications are reviewed?	Following review of applications we'll confirm to each applicant whether their application is eligible to progress to the community voting events.
What would make an application ineligible?	Projects may be considered ineligible if the idea will duplicate already planned activity (such as a Council greenspace project) or if the group already has funding from another organisation or service for the same project.
When will we know about the community voting events?	Once we know how many projects are being presented and the spread across West Dunbartonshire we will schedule the community voting events. This will be done at least a month before the first event to allow groups time to prepare.

Community Voting Events

Question	Answer
People might be nervous about coming along to present – will you offer support?	Yes, we'll work with any group who needs / wants some help to prepare for their 'pitch' at their local community voting event.
Who can vote?	Any resident in that local community area who is over the age of 8 can vote in their local event.
How do I know which area I can vote in?	Residents are eligible to vote in the neighbourhood they live in – in this case neighbourhood refers to the 'Your Community' area. You can come to any event as a participant but we ask that you only vote for projects which affect your local community. If you are unsure of which area you come under, we can check your postcode for you.
I can't attend the voting event – how do I register my vote?	We'll be publishing a list of the projects in each area before the events. If you can't come to the event for your area you can request a voting form and submit it in advance – your vote will then be counted along with those submitted at the event.
How do we vote?	Each project will present their idea. Participants will have a voting form with all projects and a short summary on them – all you need to do is give each project a score between 1 and 5
Do we need to register beforehand to vote?	No – if you are coming to the event all you need to do is turn up. If you can't come along you can request details to vote in advance – as detailed above.
What if one group brings lots of supporters – will they all vote and skew the results?	Only people who live in the area can vote. We want as many local people as possible to participate in the process so if lots of people who live in the area come along to vote it's a good thing. We ask everyone there to give all projects a score between 1 and 5 -so more people participating means more votes overall.
Is transport provided?	No, we hold the events in local areas to make it as easy as possible for local people to come along. If you have particular access requirements (such as needing an interpreter) please let us know and we'll do our best to support you.
Are all meetings going to be at night time?	The intention is to have the community voting events in the evening to make them as accessible to residents as possible. The events will be local and will be held in May so we hope this means lots of people can come along.
How do we know beforehand what projects are presenting?	We'll publish lists of projects for each event in advance – these will be on the Council website and social media as well as posters in the venues.

Question	Answer
What happens after the votes?	All votes will be counted on the night, including those submitted in advance. That means we can announce successful projects on the night and let participants know who will be getting funding.

Delivery of the Projects

Question	Answer
What happens next?	If you were successful we'll send you paperwork to allow you to claim your funding. If you were unsuccessful we'll send you information to help you identify possible alternative funding sources for your project. WDCVS will also support groups with this through their funding surgeries.
How do we get our funding?	We'll ask you to complete some grant paperwork and claim forms. Depending on the size of the project we may advise you to claim the money in instalments as you need it.
How long do we have to spend the funding?	All allocations must be spent by the end of the financial year – March 2018.
How will you check the money has been spent?	We will ask you to provide us with a brief evaluation of your project - telling us what you did and what difference it has made. We will also ask you to provide us with all invoices and receipts for your spend. We may also visit projects.
How will we know if the project made a difference?	We ask you in the application form what difference you think this project will make and how you developed the idea – this will be a good start for reviewing success after you've delivered.
How long will it take to get the funding?	Once completed grant paperwork has been received it takes around 7-10 working days to process paperwork and release the payment. If it's likely to take any longer than this we'll let you know. Missing information or incomplete paperwork will slow this process down.
When can we start our project?	Work can start as soon as the group have had the offer of funding. For some projects they might chose to start even before the grant is in the bank (if they have existing funds to do this).

If you have any questions not addressed through this FAQ documents please let us know.

You can contact the West Dunbartonshire Communities team on **01389 737269** or by emailing wdcpp@west-dunbarton.gov.uk

COMMUNITY PLANNING
WEST DUNBARTONSHIRE

Report by the Corporate & Community Planning Manager

Community Alliance

Wednesday 1 March 2017

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Subject: Community Planning West Dunbartonshire Update

1.   Purpose

1.1   The purpose of the report is to update the Community Alliance on the range of issues, projects and initiatives currently underway within the partnership.

2.   Recommendations

2.1   The Alliance is asked to note the content of the report.

3.   Background

3.1   As previously reported, we are seeing significant progress and change in the development of community planning. New legislation related to both Community Justice and Community Empowerment has changed the context for partnership working and places increased responsibilities on Community Planning Partnerships (CPPs). There is increasing additional focus on scrutiny of performance and achievement of outcomes at a local and national level.

4.   Main Issues

Ministerial Visit – 23rd January 2017

4.1   Minister for Local Government & Housing, Kevin Stewart, visited West Dunbartonshire on Monday 23 January 2017 to hear more about how the empowerment agenda is progressing locally.   He took the opportunity to also visit Titan Crane and the Queens Quay regeneration site, where he was given an overview of the development plans for the site.

4.2   The Minister took the opportunity to highlight a recently published report led by Women's Aid in Fife called Change, Justice, Fairness which looks at the relationship between domestic abuse and housing. He asked that we consider the report locally and apply any learning we can from it. This fits well

with the Community Alliance focus on domestic abuse and the presentation delivered on this issue at the November 2016 meeting.

4.3   In the afternoon the Minister met with a group of representatives from local community organisations – Clydebank Senior's Forum, Central Radnor Park tenants association, Men's Shed, Dalmuir tenants and residents, Clydebank Crime Prevention Panel. This gave him the opportunity to hear directly from local residents and organisations about their views on local implementation of the Community Empowerment Act.

4.4   A key issue raised by those in attendance was the local concerns and frustration around transport to the Queen Elizabeth Hospital from the Clydebank area. Representatives highlighted the campaigns they had run and the resultant 6 month pilot funded by the Council. This had not lead to development of a longer term service as the groups hoped and they expressed this frustration with SPT and NHSGGC to the Minister. He made a commitment to raise this issue with colleagues in Scottish Government and SPT.

4.5   The Minister highlighted the importance of participation requests as a tool for communities looking to be more involved in decision making but highlighted these are only needed if the relationship locally isn't working. Following discussion on the Act and levels of understanding it was agreed that a development day would be organised for community groups on what the Act means for them. The Community Alliance chair agreed this was a good way forward but also asked the Minister what support would be on offer to Councils and other CPP partners to implement the Act and understand its implications. After Local Government elections in May more work will be done to build understanding and capacity at elected official level.

4.6   The support on offer to new groups was also discussed with some feeling frustrated that the response to their enthusiasm and aspiration is often 'no'. There was a general discussion about the range of supports on offer and assuring that all groups have access to the right supports when needed and that this is consistent.

4.7   After this session the Minister took the opportunity to visit Men's Shed in Dalmuir to hear about their longer term plans for the hut and their ambitions around asset transfer. The minister was very supportive of this and encouraged by the groups understanding of the impact they have on improving health and wellbeing. He was keen that targeted mental health and care services were made aware of the project and the benefits it can have.

4.8   Finally the Minister has the chance to discuss the community budgeting approach being taken in West Dunbartonshire. He heard about the first stage of activity held locally and the positive feedback on this. He also heard about the lessons we have learned and changes we have made for stage 2 based on the feedback received. More detail on this is provided separately on the agenda.

Police and Fire Scrutiny

4.9   Community Planning West Dunbartonshire (CPWD) oversees the scrutiny of the local fire and police plans through quarterly performance reports. This local scrutiny is a requirement of the arrangements put in place following establishment of Police Scotland and Scottish Fire & Rescue, although in some local authority areas this local scrutiny is carried out by a specific committee of Council.

4.10   In West Dunbartonshire the Police Scotland Divisional Commander and the Scottish Fire & Rescue Service Local Senior Officer produce a quarterly performance report which is discussed at each meeting of CPWD. The information in these reports is enhanced with additional information on specific areas of focus or concern, as relevant at each meeting. The partnership focus at CPWD and the discussion that takes place following presentation of the performance information allows for new areas of collaboration to be identified.

Local Fire Performance

4.11   The report attached at appendix 1 details quarter two performance on the local fire plan for 2016/17 against the key local priorities for West Dunbartonshire and shows trends over time for these priorities.

4.12   In the period July to September 2016 SFRS responded to 835 incidents. This shows a slight increase on the same quarter of 2015/16 but is lower than the average of the previous seven years.

4.13   From the report we can see that incidences of deliberate fires, accidental dwelling fires and casualties have decreased since quarter 1, following a spike in the previous quarter.   263 of the 293 deliberate fires recorded in Q2 occurred outdoors, with this spike common annually and related to the improvement in weather at this time of year.

Local Police Performance

4.14   The report attached at appendix 2 is the most recent performance report on the local police plan for 2016/17, covering the period July – September 2016 (quarter 2). This report focuses on performance against local police priorities such as violence, disorder and anti-social behaviour, public protection, and acquisitive crime.

4.15   The period July to September 2016 showed a continued downward trend in relation to total crimes, showing a reduction of 22% on the five year average. While the majority of crime categories are showing a reduction, type 2 sexual crimes and type 3 acquisitive crimes are not. Also while serious violence is showing a continued downward trend, low level violence and anti-social behaviour related crimes and incidents have seen a slight increase.

4.16 Year on year the total number of road casualties recorded within West Dunbartonshire has reduced from 70 down to 57. This is due to a reduction in road collisions resulting in slight injury. The majority of road collisions involved cars and resulted from careless driving. The one fatality involved a cyclist. As at 31st September the total number of road traffic offences detected within the West Dunbartonshire area shows a 12.8% reduction compared to the same YTD period last year. Speeding continues to account for a high proportion of offences detected albeit the total number recorded has reduced significantly year on year. Dangerous driving offences have also reduced from 23 down to 16.

Delivery & Improvement Group Progress

4.17 CPWD receives regular action plan progress reports from each DIG, highlighting progress made and any challenges or barriers faced. This information is held and updated on the Covalent performance management system and reports are extracted quarterly, or as required.

4.18 The reports presented by each DIG chair detail progress and challenges for each outcome area. Progress and cross cutting issues also discussed regularly at DIG Chairpersons meetings, with areas of overlap and joint working are identified.

Employability & Economic Growth

4.19 The A814 Road Corridor Improvement Project has progressed well. Designs have been developed and are being discussed with Sustrans. The Council has allocated £2.3m towards the project from its Regeneration Capital Fund and Sustrans have provisionally allocated £2m of Community Links funding towards the project. Full details can be found in appendix 3 to this report.

Safe, Strong & Involved Communities

4.20 Through a multi-agency approach to promote Home Security and Home Safety, a Home Safety Booklet 'Safe and Secure at Home' has been published and is being widely distributed throughout the West Dunbartonshire area. There has been a significant increase in the number of High Risk Safety Visits (HRSVs) carried out by operational crews and Community Action Teams (CAT). So far, there have been 829 HFSVs in 2016/17 which is a 15.5% increase on the previous year, resulting in 310 smoke/heat detectors being fitted free of charge. This is an increase 24.19% increase on the previous year. Full details can be found in appendix 4 to this report.

Supporting Children & Families

4.21 This DIG has successfully implemented the Named Person Service within Education & Health and across all CPP partners for 0-16 and 16-18 year olds. The delivery of CPC development sessions on Domestic Abuse for community planning partners and staff has been completed and evaluated positively. The DIG has also developed an approach to Child Sexual Exploitation mentoring

within two secondary establishments and built curriculum input in respect of the Sexual health strategy. A successful and well evaluated Corporate Parenting event held on 10th October 2016 and young people's views will be incorporated into the Child Protection Strategy and Action Plan. A revised Corporate Parenting plan will be presented to a future CPP Management group in 2017. Full details can be found in appendix 5 to this report.

Older People

4.2 The quality of care across multi-disciplinary community health and social care services has been developed, including: the creation of a new delivery model to improve quality and clinical practice in two localities within Clydebank and Dumbarton/Alexandria; the creation of a new 'out of hours' service support for GPs; and increased support to young adults with complex health issues to achieve self-management and management of their complex conditions. Workforce planning and joint training across statutory and independent sectors has also been developed. Full details can be found in appendix 6 to this report.

5.   People Implications

5.1   None

6.   Financial Implications

6.1   None

7.   Risk Analysis

7.1   As outlined above there is an increasing drive nationally for community planning partners to work at an increased pace to deliver outcomes for communities. This is evidenced through the range of work currently underway.

7.2   Failure to engage in this work and to respond to the new challenges being set for community planning in Scotland would not reflect well on CPWD and would risk performance against the national policy priorities set by Scottish Government.

8.   Equalities Impact Assessment (EIA)

8.1   An EIA is not required based on the content of this report

9   Consultation

9.1   This is an update on areas of work. Consultation has been carried out relevant to each project and initiative, involving all appropriate partners.

10.   Strategic Assessment

10.1   Progressing work as outlined in this report ensures CPWD can deliver on the outcomes set in the Single Outcome Agreement.

Amanda Coulthard
Corporate & Community Planning Manager
8 February 2017

Person to Contact:	Amanda Coulthard 01389 737271 Amanda.coulthard@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Local Fire Plan – Quarterly performance report Appendix 2 – Local Police Plan – Quarterly performance report Appendix 3 – Employability & Economic Growth DIG – Quarterly Performance Report Appendix 4 – Safe, Strong & Involved DIG – Quarterly Performance Report Appendix 5 – Supporting Children & Families DIG – Quarterly Performance Report Appendix 6 –Older People DIG – Quarterly Performance Report
Background Papers:	CPWD meeting papers January 2017
Wards Affected:	All

DISCLAIMER
The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness.
The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

CONTENTS	PAGE

Introduction

The Scottish Fire and Rescue Service (SFRS) has a robust and extensive approach to the measurement and management of national and local performance.

This report outlines the key findings from the (SFRS) Quarterly 2 review of local performance within West Dunbartonshire for 2016-2017. In so doing it outlines our progress in the delivery of our local priorities as set within the Local Fire and Rescue Plan for the area.

Moreover, the report benchmarks performance against the previous year's activity and identifies emerging themes and trends which, moving forward, the service will focus on to enhance our preventative activities. Our primary focus will always be to reduce the risk to life and our attention is aimed towards safety in the home, where the vast majority of fire deaths and injuries occur. Every fire fatality is a tragic event, bringing years of misery for a family. It is particularly pleasing to note that there were no fire fatalities during this reporting period and any injuries sustained were of a minor nature.

Our most important engagement and protection activity is the carrying out of a Home Fire Safety Visit which the acceptance rate continues to increase across the area. This critical, free advice includes the fitting of smoke and heat detection to all householders within West Dunbartonshire's local communities.

We recognise and are grateful for all the tremendous work of our partners within the Community Planning Partnership both at a strategic and operational level. Together we continue to proactively target the most vulnerable and at risk groups who are more likely to suffer from the consequences of fire in the home.

Looking ahead, the intelligence and data that has been captured over the course of this year will be proactively used to inform on the next iteration of the Local Fire and Rescue plan; so ensuring that we continue to strive to deliver better outcomes for local communities across West Dunbartonshire.

Performance Summary

We measure how well we are meeting our priorities using 6 key indicators, depicted below

| Key performance indicator | Apr to (& incl.) Sep | | | | | RAG rating |
	2012/13	2013/14	2014/15	2015/16	2016/17	YTD
All deliberate fires	318	419	241	227	293	🔴
All accidental dwelling fires	37	59	37	68	61	🟢
All accidental dwelling fire casualties (fatal & non-fatal (	6	8	3	12	9	🟢
All accidental other building fires	11	11	9	23	18	🟢
Special Service - RTCs	18	5	14	16	8	🟢
False Alarm - UFAs	206	171	216	170	211	🔴

RAG rating - KEY		
🔴	RED DIAMOND	10% higher than the previous YTD period, or local target not achieved.
🔺	YELLOW TRIANGLE	Up to 9% higher than the previous YTD period, or local target not achieved.
🟢	GREEN CIRCLE	Equal to or improved upon the previous equivalent quarter (or YTD period), or local target achieved.

Note
Quarterly Performance RAG rating = the reporting period compared to the average over the previous quarterly reporting periods Year to Date RAG rating = the cumulative total of all quarterly performance in the current year compared to cumulative total of all quarterly performance in the previous year

Incident Overview
During the Year to Date period 2016-17 (April to September) SFRS have responded to a total of eight hundred and thirty five (835) incidents. This shows an increase on the same period last year of one hundred and twenty four (124) incidents, with the Year to Date (YTD) period average for the previous seven years of nine hundred and thirty five (935) showing a continual downward trend.

The chart below illustrates incidents YTD attended within West Dunbartonshire council over the last 6 fiscal years
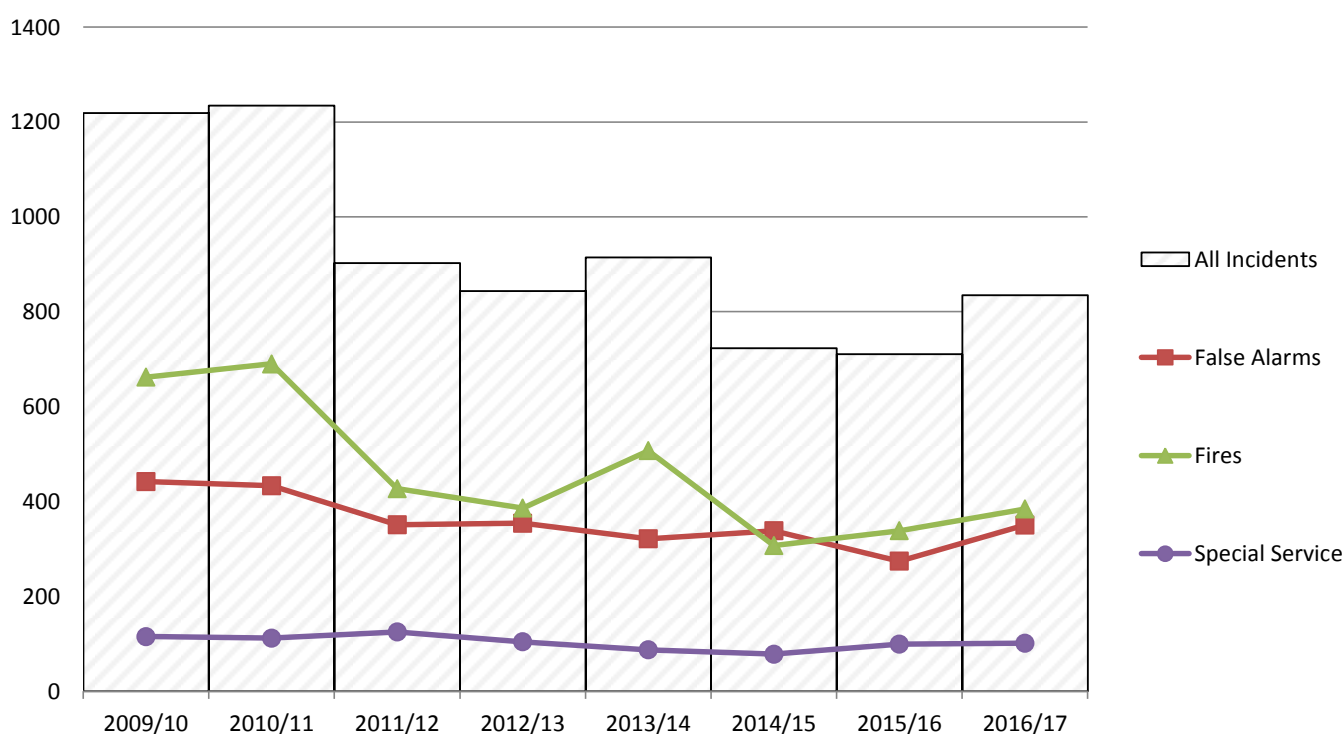
Progress on local fire & rescue plan priorities

Local Risk Management and Preparedness

The Local Fire Plan 2014-17 sets out the priorities for that period in order that the SFRS will meet the objectives of the West Dunbartonshire Single Outcome Agreement. This has seen the creation of Local Performance Indicators (LPI) that provides a focus on delivering these priorities and has been set at a challenging level intended to deliver a meaningful difference to our communities and staff alike. Whilst it is disappointing to note a small increase in accidental dwelling fires it is important to bear in mind the majority of these incidents were minor in nature, this is borne out by the fact that we had no fire fatalities during this period and the casualties suffering minor injuries remains low. Crews will continue to identify and engage with those members of the community that are most at risk and we will reduce that risk through a targeted program of Home Fire Safety Visits.

Train our staff to deal with our local risks

As we carry out West Dunbartonshire's Non-Fatal Fire Casualty Reduction Plan , we are working closely with our partners in targeting areas and groups that our risk analysis has identified as areas for improvement. We will continue to use a targeted approach to promote fire safety, to continue and develop our education and awareness programmes and to work with our communities and partners to deliver safety initiatives. The Station Managers for Clydebank, Dumbarton and Balloch will contribute to the development of a risk based approach by monitoring activity and emerging risks at a tactical level. We will also enhance our engagement with the local business community to target those age and gender risk categories identified within our analysis.

Gather and analyse risk information

This report provides detail on the performance of the Scottish Fire and Rescue Service in the West Dunbartonshire area. The outcomes and measures provided in this report detail a blend of quantitative and qualitative information to support committee members in their scrutiny role. The service aims to deliver very high standards to our communities; however we recognise that wherever our performance falls short of expectations we will respond promptly to address the areas of concern. This report contains a series of Local Performance Indicators (LPI) that provide an assessment of the risk within West Dunbartonshire by: 1. Subdividing the various fire related incidents into meaningful categories. 2. Setting out our direction of travel in reducing that risk. 3. Contextualising the fire risk profile. 4. Confirming the continued proactive measures that the Scottish Fire and Rescue Service are implementing.

Work with partners to mitigate risks

We are continuing to work with all our partners to strengthen referral pathways. We have engaged with West Dunbartonshire Health & Social Care highlighting the value of referring clients for our HFSV service. We are a key member of partnership groups within West Dunbartonshire in targeting areas of concern and delivering safety messages to all residents. We also attend and contribute to Multi Agency meetings that may be called for specific incidents to identify and improve risks / training needs to reduce reoccurrence.

Deal with major events

No major events took place during the period under consideration.

Reduction of 'All deliberate fires'

Deliberate Fires include both Primary Fires (those that involve a building or property) and Secondary Fires (typically refuse fires or fires involving grass, trees or heathland). The majority of fires analysed in the Deliberate Fire category will be Secondary Fires, they account for approximately 90% of all fires under consideration.
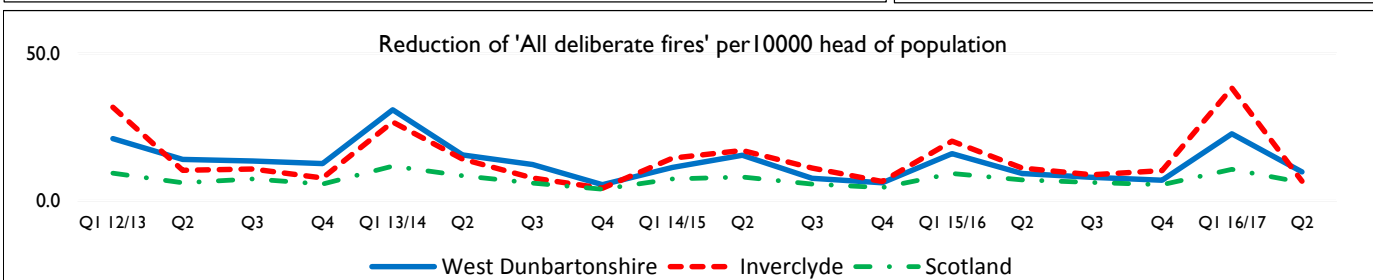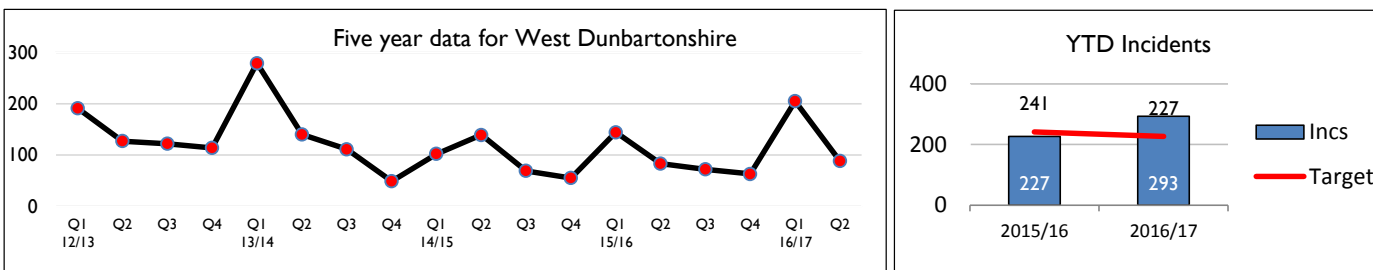
Results

Deliberate Fires YTD 2016/17 figure of 293 have seen a 29 % increase on the figure for the same period in 2015/16. The figure for 2015/16 was 227 which were unusually compared to the average figure for the previous 3 years being 326. When we compare the 2016/17 figure of 293 with the average for the previous four years of 301, we see that it represents a 3% reduction in this type of incident.

Reasons

We typically see a spike in deliberate fires in the first half of the year, this spike being the result of improved weather conditions, lighter nights and an increase in youth related anti-social behaviour. Analysis of the data indicates of the 293 deliberate fires that have been recorded, 263 occurred outdoors.

Actions

We will continue to work alongside partners within the CPP to identify areas of demand including derelict or vacated properties with the aim of securing these properties or ensuring their demolition. Operational crews and Community Advocate Teams will continue with their youth engagement activities and will deliver a series of school programs, Fire Reach courses and Young Firefighter schemes.

Five year data for West Dunbartonshire

YTD Incidents

Reduction of 'All deliberate fires' per 10000 head of population

YTD ward ave. for West Dunbartonshire - 49	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	318	419	241	227	293	
Lomond	41	34	20	39	28	
Leven	71	74	33	41	72	
Dumbarton	66	107	102	69	77	
Kilpatrick	24	88	30	21	47	
Clydebank Central	70	71	34	26	31	
Clydebank Waterfront	46	45	22	31	38	

Reduction of 'All accidental dwelling fires'

Dwelling fires can have a devastating effect on our community and reducing the number of accidental dwelling fires will always be a priority for the SFRS. Moreover by proactively targeting this category we will aim to reduce fire fatalities and injuries as a consequence. We will work alongside our partners to drive down the number of accidental dwelling fires through a program of targeted engagement directed towards those members of our community most at risk.
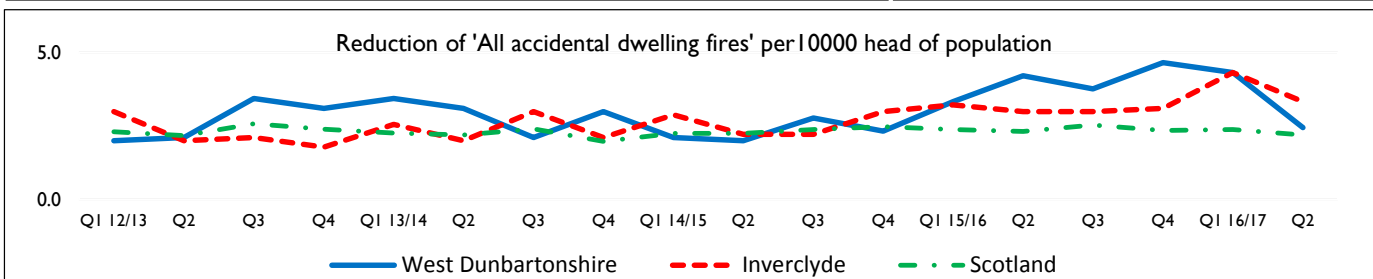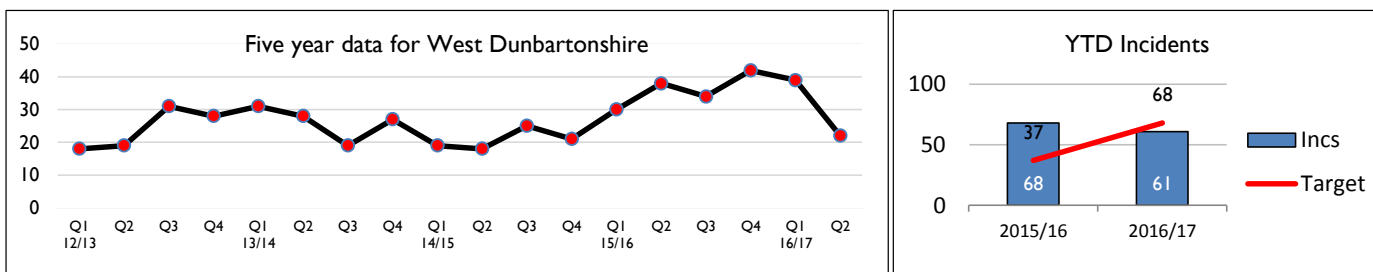
Results

The number of accidental dwelling fires in 2016/17 of 61 has slightly decreased on the previous year figure of 68. However the figure for 2016/17 is 22% higher than the average for the previous four years. Which demonstrates why we need to maintain our focus in this area We have carried out 829 HFSVs in 2016/17 which is a15.5% increase on the previous year, resulting in 310 smoke/heat detectors being fitted free of charge.This is an increase of 24.19% on the previous year.

Reasons

Following detailed analysis of the root causes for this increasing figure, there is an emerging theme of very small fires within kitchens which are relatively minor in nature. These mainly involve lone persons over the pensionable age who have become distracted or fallen asleep. However with the increase in telecare and general smoke detector ownership these fires are early detected resulting in early alert and quicker notification to SFRS.

Actions

We will continue to deliver Home Fire Safety Visits targeted towards those individuals most at risk. We will work alongside partners to identify vulnerable individuals and convene case conferences to identify appropriate strategies for the protection of these persons. The area has launched a media campaign to provide safety information via different sources including social media. Whilst carrying out HFSVs our staff will continue to vigilant and cooking has been given a greater focus.

Five year data for West Dunbartonshire

YTD Incidents

Reduction of 'All accidental dwelling fires' per10000 head of population

YTD ward ave. for West Dunbartonshire - 10	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	37	59	37	68	61	
Lomond	3	3	6	5	4	
Leven	4	12	3	15	6	
Dumbarton	7	12	9	14	7	
Kilpatrick	4	4	3	7	9	
Clydebank Central	10	11	6	10	19	
Clydebank Waterfront	9	17	10	17	16	

Reduction of 'All accidental dwelling fire casualties (fatal & non-fatal (incl. p/c's))'

Fire casualty and fatality rates provide an indication of the number of serious, life threatening injuries that occur as a result of fire. We robustly scrutinise any injury to ensure any lessons are captured, measures implemented and the people of West Dunbartonshire are better protected.

Results

The figure for 2016/17 has shown a decrease on the same period for the previous year. Data analysis of all incidents shows that all casualties suffered only very minor injuries and 60% of people recorded only required a precautionary check ups by our partners in the Scottish Ambulance Service. These figures reflect an increase in early detection which with quick intervention from SFRS limits fire spread and reduce the risk of injury.

Reasons

When looking at a category of incident that involves a low baseline figure a single incident can have a substantial impact on the performance indicator. Of the 9 casualties reported in 2016/17, 6 of them were over the age of 60 who lived alone with leaving cooking appliances unattended the main cause to their injuries due to distraction or falling asleep.

Actions

We will continue to deliver Home Fire Safety Visits targeted towards those individuals most at risk. We will work alongside partners to identify vulnerable individuals and convene case conferences to identify appropriate strategies for the protection of these persons. We have also broadened our visits to include providing information to attempt to reduce occurances of Slips, Trips and Falls within the home.
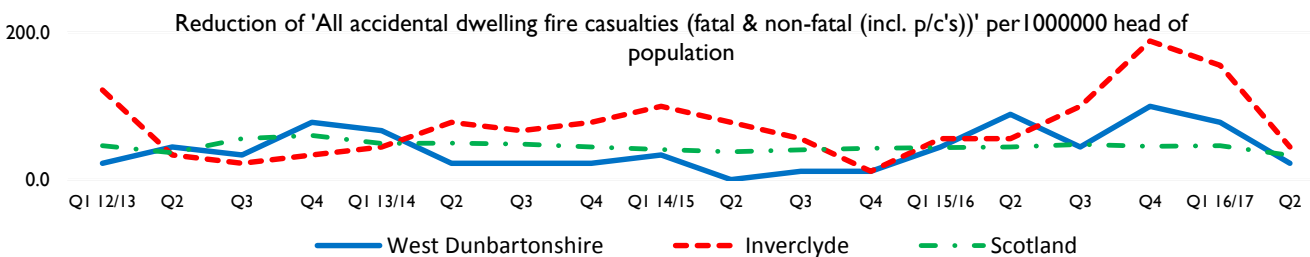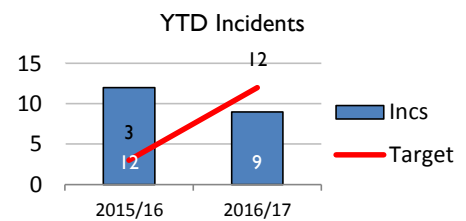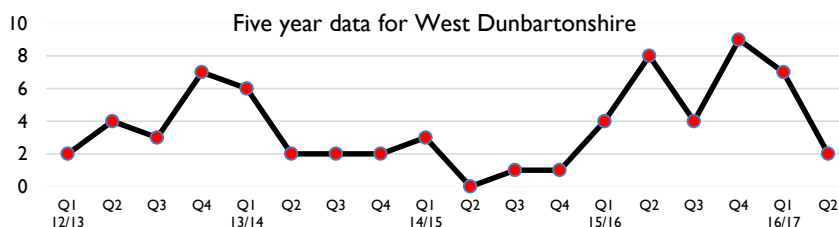
YTD ward ave. for West Dunbartonshire - 2	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	6	8	3	12	9	
Lomond	0	0	0	0	0	
Leven	1	1	1	3	3	
Dumbarton	2	3	1	2	1	
Kilpatrick	0	0	0	0	2	
Clydebank Central	1	3	0	5	1	
Clydebank Waterfront	2	1	1	2	2	

Reduction of 'All accidental other building fires'

This category of incident looks at all accidental fires within buildings that are not dwellings. It includes all residential and non residential buildings in both the private and public sector.
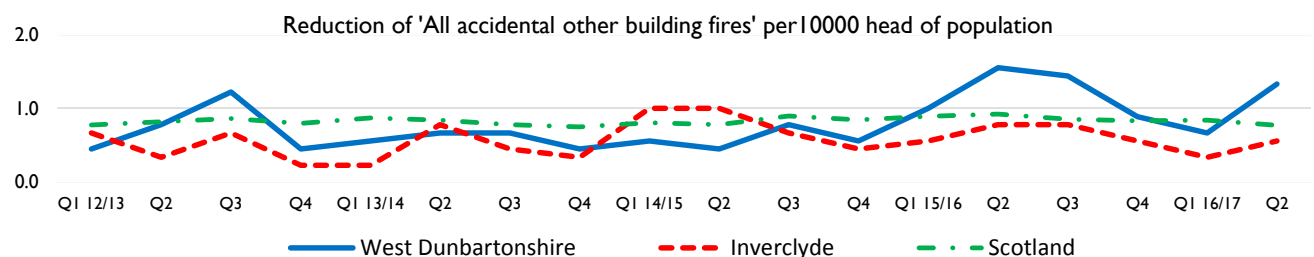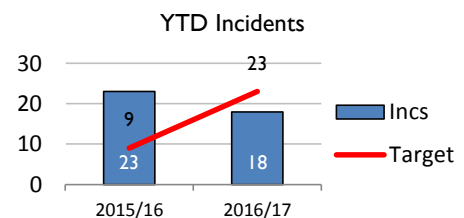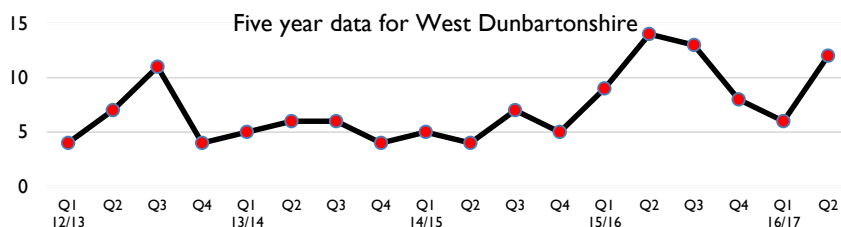
Results

The figure for 2016/17 represents a decrease of 21.75% on the figure for the same period in the previous year. However it also represents a 25% increase on the average figure for the previous four years.

Reasons

When looking at a category of incident that involves a low baseline figure a small number of incidents can have a substantial impact on the performance indicator. A common theme emerging across the West Dunbartonshire area is small fires in nature involving cooking within sheltered housing and hotels. Faulty electrical light fittings due to a lack of maintenance within care homes is also a cause for concern.

Actions

Fire Safety Enforcement Officers will continue to conduct themed audits of buildings and will proactively engaging with duty holders to raise awareness of fire safety. All premises that fall under the auspices of the Fire Scotland Act 2005 and have a fire, irrespective of the size of the fire, are subject to a post fire audit in order that lessons can be captured and shared with dutyholders. We will ensure that as part of our HFSV's our staff continue to raise awareness of safety within the home.

Five year data for West Dunbartonshire

YTD Incidents

Reduction of 'All accidental other building fires' per10000 head of population

YTD ward ave. for West Dunbartonshire - 3	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	11	11	9	23	18	
Lomond	2	2	1	5	1	
Leven	1	1	1	2	4	
Dumbarton	3	1	2	5	5	
Kilpatrick	2	3	1	2	1	
Clydebank Central	0	0	1	0	3	
Clydebank Waterfront	3	4	3	9	4	

Reduction of 'Special Service - RTCs'

Whilst much of this risk is outwith the control of SFRS, responding to Special Services & Road Traffic Collisions (RTC) is a key element of our intervention strategy. We are committed to working with partners and other stakeholders to reduce the number of RTC's that occur within West Dunbartonshire.
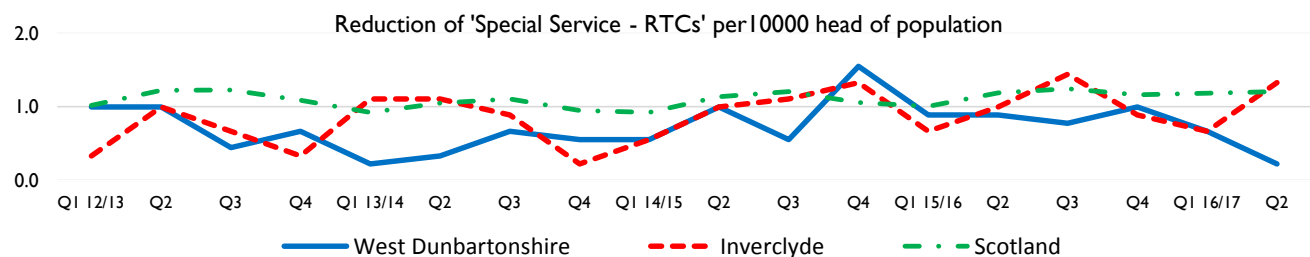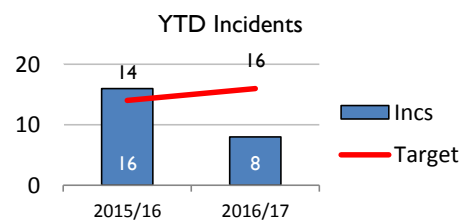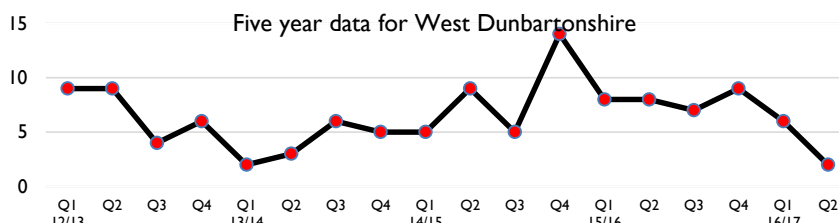
Results

The figure for 2016/17 has shown a decrease of 50% on the same period for the previous year. When we look at the average for the preceding four years (13.25%) we see that the 2016/17 figure is significantly less than the four year average.

Reasons

In relation to RTC's we have carried out an extensive program of engagement with young drivers delivered in conjunction with local secondary schools, the aim of which has been to reduce the number and severity of this type of incident. There are a number of factors that present a challenge when trying to affect the number of RTC's within a local authority area, these include, the fact that drivers involved in collisions may not be resident within that local authority and thus an opportunity to enagage with them prior to the event may not be possible.

Actions

The Area realises how critical this work is and has found budgetary provision to create the role of road safety partner. This individual will work in conjunction with Police Scotland, ROSPA and partners within the local authority to identify and action effective measures of communicating road safety messages to all road users and pedestrians.

Five year data for West Dunbartonshire

YTD Incidents

Reduction of 'Special Service - RTCs' per 10000 head of population

YTD ward ave. for West Dunbartonshire - 1	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	18	5	14	16	8	
Lomond	1	0	1	4	3	
Leven	0	0	3	3	1	
Dumbarton	8	2	5	3	1	
Kilpatrick	3	1	0	3	0	
Clydebank Central	1	1	3	1	2	
Clydebank Waterfront	5	1	2	2	1	

Reduction of 'False Alarm - UFAs'

Unwanted Fire Alarm Signals (UFAS) are defined as incidents where an automated fire alarm system activates and results in the mobilisation of SFRS resources, when the reason for that alarm turns out to be something other than a fire emergency. The SFRS is committed to working with partners and other stakeholders to reduce UFAS mobilisations.
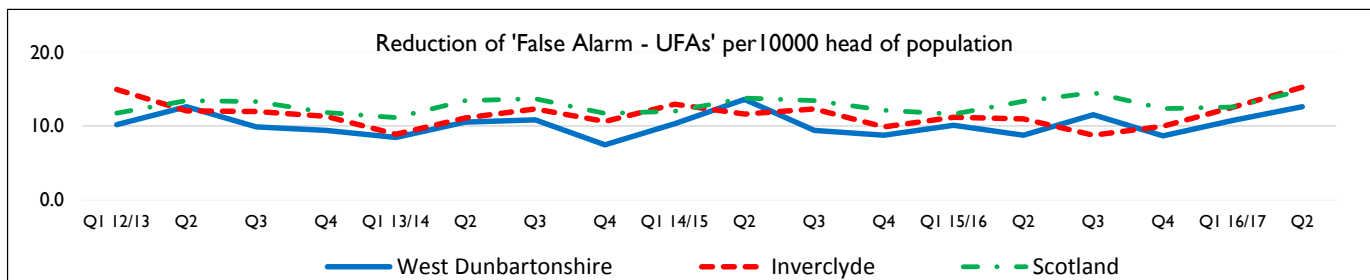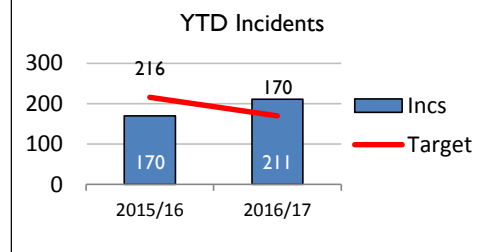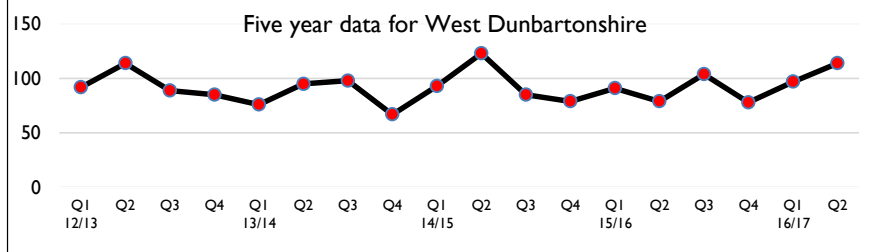
Results

The figure for 2016/17 (211) shows an increase of 14.69% on the figure (170) for the same period in the previous year. When we look at the figures for the previous four years we see that this year's figure for this type of incident is slightly above the average.

Reasons

The increased prevalance of automatic fire detection systems throughout all classes of building has inevitably contributed to difficulties in terms of system faults and failures. Of the 211 incidents that SFRS attended, 126 can be attributed to WDC premises with majority of the incidents being in Educational Establishments (50) Care Homes and Sheltered Housing (29). It has been identified that a lot of these incidents are caused by the lack of maintenance, cleanliness and carelessness.

Actions

Our area has developed a bespoke electronic system for recording UFAS activity within West Dunbartonshire and providing an audit trail for all engagement undertaken. Specific officers have been nominated to manage this system and provide periodic reports on progress achieved. Fire safety teams have been allocated buildings to work with similar to the excellent initiative that is being taken forward in partnership with the Head of the Health and Safety department within West Dunbartonshire Council in introducing management regimes within education establishments.

Five year data for West Dunbartonshire

YTD Incidents

Reduction of 'False Alarm - UFAs' per 10000 head of population

Legend: West Dunbartonshire — Inverclyde (red dashed) — Scotland (green dash-dot)

YTD ward ave. for West Dunbartonshire - 35	2012/13	2013/14	2014/15	2015/16	2016/17	Sparklines
West Dunbartonshire	206	171	216	170	211	
Lomond	28	25	26	28	37	
Leven	42	47	34	17	38	
Dumbarton	35	17	35	30	42	
Kilpatrick	14	7	13	8	9	
Clydebank Central	16	19	25	14	12	
Clydebank Waterfront	71	56	83	73	73	

POLICE SCOTLAND
Keeping people safe

West Dunbartonshire
Local Policing Plan 2014 – 2017

Quarterly Report/Q2 – 2016/17

West Dunbartonshire
COUNCIL

NOT PROTECTIVELY MARKED

Local Police Commander, Chief Superintendent Grant Manders

As Divisional Commander for Argyll and West Dunbartonshire Division I am pleased to present the second quarterly update in relation to the West Dunbartonshire Local Policing Plan for 2016/17. The purpose of this report is to highlight current crime trends and issues identified in the previous 3 month period and provide some context around crime trends over the longer term.

As outlined in the Local Policing Plan for West Dunbartonshire our focus - **Keeping People Safe** – and the policing principals which it encapsulates continue to be at the centre of all police activity carried out across the area. Public consultation, partnership working and our own detailed crime analysis has determined that the priorities going forward in 2016/17 remain unchanged:-

- ❖ *Violence, Disorder and Antisocial Behaviour*
- ❖ *Road Safety & Road Crime*
- ❖ *Public Protection*
- ❖ *Major Crime and Counter Terrorism*
- ❖ *Acquisitive Crime*

These priorities are also aligned to West Dunbartonshire's Single Outcome Agreement 2014 – 2017. National performance frameworks continue to be utilised to measure progress, monitor activity, identify key areas where resources need to be focused and demonstrate how successful we are in meeting our key priorities and objectives. Local Policing Plans for each of the six multi member wards within the West Dunbartonshire boundary are reviewed regularly to ensure new and emerging issues within local towns and communities continue to be addressed.

Integrity, Fairness and **Respect** are our policing values and the touchstones for all our interactions, forming the basis of everything we do and every decision we reach. By applying our values, we continue to receive public consent through improved relevancy, trust and support.

Local Area Commander Chief Inspector Donald Leitch maintains responsibility for addressing crime issues and concerns as they arise on a day to day basis across West Dunbartonshire. He is supported by dedicated Area Inspectors David Quinn (Clydebank) and John Mullen (Dumbarton) who lead the local Community Policing Teams.

In addition to ensuring our efforts and attention remain focused on the needs and expectations of the local community, local officers are required to respond to spontaneous incidents and seasonal demands where there is clearly potential for increased levels of antisocial behaviour and violence.   During the lead up to summer a variety of events took place within West Dunbartonshire which have largely passed without incident. There was a good attendance at the Loch Lomond Highland Games on 16th July and in the region of 25,000 people attended the Scottish Pipe Band Championships at Levengrove Park, Dumbarton on Saturday 30th July.

NOT PROTECTIVELY MARKED   2

Produced by Police Scotland Analyst Unit on 19/12/2016.
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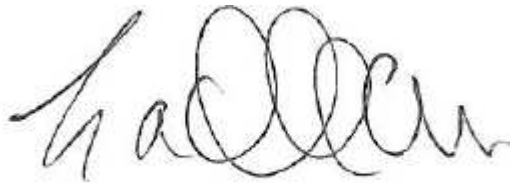
Following the terrorist attacks in France and elsewhere, plans for all events are being closely scrutinised and where necessary additional police resources are deployed.

Benchmarking
Benchmarking is a process used by organisations to compare their processes and performance metrics against like organisations that are recognised as being the leader in their respective field. This offers organisations the opportunity to learn from the information and experience developed by those considered to be 'best in class'. Benchmarking ensures that organisations maintain both an internal and external perspective on their relative performance and challenges potential organisational complacency over results achieved.

Local Authorities in Scotland have been engaged in benchmarking over the past four years as part as of the Scottish Local Government Benchmarking Framework (LGBF). They have been working with the Improvement Service (IS) over the last four years on developing a common approach to benchmarking.

Research continues into this topic to ensure the most accurate comparisons are being drawn, particularly given that the geographic and demographic profile of an area is a significant factor in determining the nature and volume of crimes reported therein. Similar to previous reports, comparative data has been included in relation to the Inverclyde Local Authority area however this information **MUST** only be used for guidance purpose.
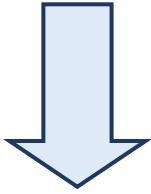
Grant Manders
Chief Superintendent
Local Police Commander

Crime Overview

Group 1 -7 Crime

Figures recorded at the end of Quarter 2 show a 5.8% reduction in the total number of Group 1-7 crimes recorded across West Dunbartonshire year on year. Crime levels also remain 21.9% lower than the five year average. Comparing the current YTD period against last year, indicates a reduction across most crime categories except Group 2 Sexual Crime and Group 3 Acquisitive Crimes. Whilst crimes involving 'serious' violence have continued in a downward trend, lower level violence and antisocial behaviour (ASB) related crimes and incidents have seen a slight increase. Overall, detection rates remain high at 76.8 which is a 3% reduction compared to last year.

West Dumbartonshire - All Group 1- 7 Crime

No. of Crimes	Trendline
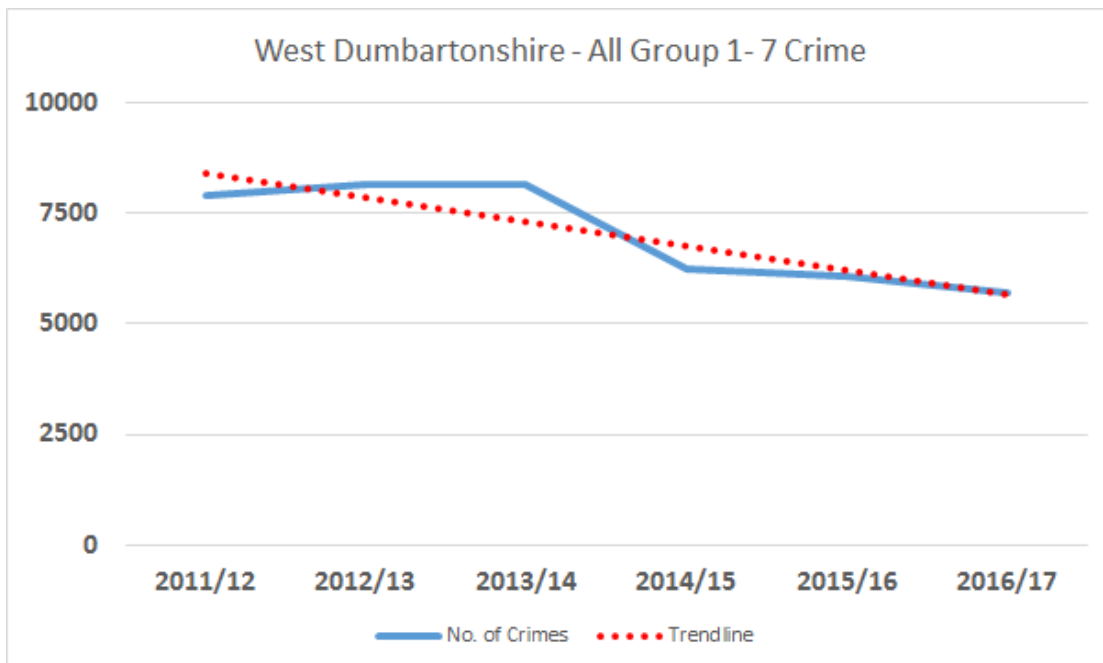
Local Authority Comparison

Data produced at the end of Quarter 1 2016/17, shows that the total number of Group 1 – 5 crimes recorded per 10,000 population remains higher within West Dunbartonshire at 145.4 compared to 130.6 in the Inverclyde Local Authority area. This represents a slight increase from the 2015/16 figure (144.5), whereas in Inverclyde there was a notable reduction, down from 146.9.

This information is not available in relation to all Group 1 – 7 crime.

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Violence, Disorder & Antisocial Behaviour

Police Scotland remain dedicated to reducing violence, disorder and antisocial behaviour within the local communities of West Dunbartonshire in order to *'Keep People Safe'*. Operational police activity carried out on a daily basis continues to be driven by the objectives outlined in the local policing plan:-

❖ *To reduce the number of victims of violent crime.*

❖ *To reduce the number of reported incidents of antisocial behaviour.*

❖ *To impact on alcohol related violence, antisocial behaviour and disorder with particular emphasis in and around licensed premises.*

❖ *To increase the number of people detected for violent and domestic crime.*

Group 1 – Crimes of Violence
Levels of serious violence occurring within West Dunbartonshire remain relatively unchanged. In total, 70 crimes have been recorded which is 4 fewer than in the same period last year, keeping the figure significantly lower (21.0%) than the 5 year average. As shown below, the slight increase in the number of serious assaults recorded has been offset by a reduction in crimes relating to the cruel and unnatural treatment of children.
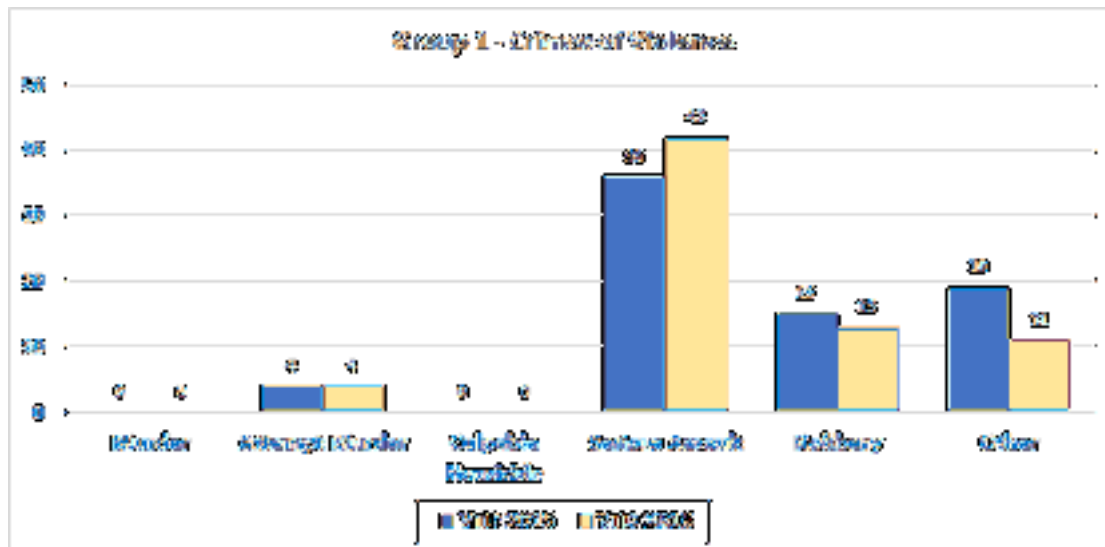
Crimes involving lower level violence and disorder continue in a downward trend year on year. This reduction is largely due to a decrease in Common Assaults, down 6.9% from 495 to 461, and crimes relating to consuming alcohol in public, down 29.7% from 316 to 222. Other crimes types such as Breach of the Peace and CJLS S.38 crimes continue to record a slight increase. The number public reported complaints relating to disorder also remain 6.4% higher at 3564 compared to 3349 last year.

Local Authority Comparison

At the end of Quarter 1 2016/17, the number of Group 1 crimes of violence recorded within West Dunbartonshire per 10,000 head of population was slightly higher than in the Inverclyde Local Authority area at 3.7 and 2.6 respectively.

In terms of low level violence and ASB, West Dunbartonshire continued to record a higher rate per 10,000 head of population in respect of Common Assault, and most types of ASB crimes. The figure recorded in relation to Common Assault was 27.1 compared to 20.8 in Inverclyde. Crimes relating to threatening and abusive behaviour and Breach of the Peace were also higher at 46.9 compared to 32.6 and public reported incidents of ASB were 128.8 per 10,000 head of population compared to 111.2 in Inverclyde.

The Divisional Violence Prevention Strategy and Directed Policing Plans, which are informed by analytical products produced at a local level, continue to be fully exploited to ensure local officers manage the threat and risk posed by specific individuals and at identified problematic locations. In addition various pro-active policing tactics have been utilised in order to impact on crime and incident levels.

Focussed Police Activity

Youth Engagement Officer
Three Youth Engagement Officers have been appointed within West Dunbartonshire, two in Clydebank and one covering Dumbarton and the Vale of Leven. These officers will focus their activities around youth related issues and on building positive links with local schools, youth groups and partner agencies. They will strive to promote good citizenship amongst West Dunbartonshire's young people through a variety of initiatives which will focus on personal safety awareness including education in relation to the law, substance misuse and lifestyle choices. Their aim is to tackle and breakdown any real or perceived barriers between the police and young people and build an effective relationship in order to assist them in making positive choices and change where necessary leading to stronger and safer communities.

ASB Noise Related Incidents
From July 2016, local officers took over responsibility for responding to night time noise calls from WDC Noise Team. Whilst this initially resulted in a significant increase in ASB incidents, it has had a positive effect in preventing indoor violence. Noise related calls continue to be monitored closely by our Assist officer who links in with WDC on a daily basis.

Violence Reduction at Licensed Premises
During July, an increase in violent crime was identified in the vicinity of licensed premises in Clydebank Waterfront Ward. Proactive visits were carried out by the Licensing Department, supported by the Licensing Standards Officer for West Dunbartonshire Licensing Board to remind premises of their responsibilities and obligations. Community Officers, assisted by Divisional Violence Reduction Unit Officers, carried out extra patrols in the vicinity of premises and conducted inspections to prevent disorder and violence. Where offenders were detected, the premises were encouraged to refer the individual to the local Pubwatch scheme and local media was used to publicise this course of action so as to provide a deterrent. This led to a reduction in violence linked to licensed premises in this particular ward area.

6

Road Safety & Road Crime

Priorities outlined in the Local Policing Plan 2014 – 2017 continue to be at the forefront of operational activity carried out in respect of road safety and road crime. These are as follows :-

> ➢ *To work with partners to develop a strategy to reduce the numbers of those killed and seriously injured on the road network within West Dunbartonshire.*

> ➢ *To increase enforcement activity to improve driver behaviour.*

> ➢ *To improve road safety through enhanced partnership working and preventative initiatives within the community.*

Road Traffic Casualties

Year on year the total number of road casualties recorded within West Dunbartonshire has reduced from 70 down to 57. This is due to a reduction in road collisions resulting in slight injury. The majority of road collisions involved cars and resulted from careless driving. The one fatality involved a cyclist.

As part of daily operational policing, the Divisional Road Policing Unit (DRPU) continue to focus on issues such as vehicle road worthiness, speeding, documentation and drivers/occupants of vehicles involved in criminality. Speed checks are focused on prominent crash locations and areas that have been identified as potential risks through excessive speed.

Produced by Police Scotland Analyst Unit on 19/12/2016.
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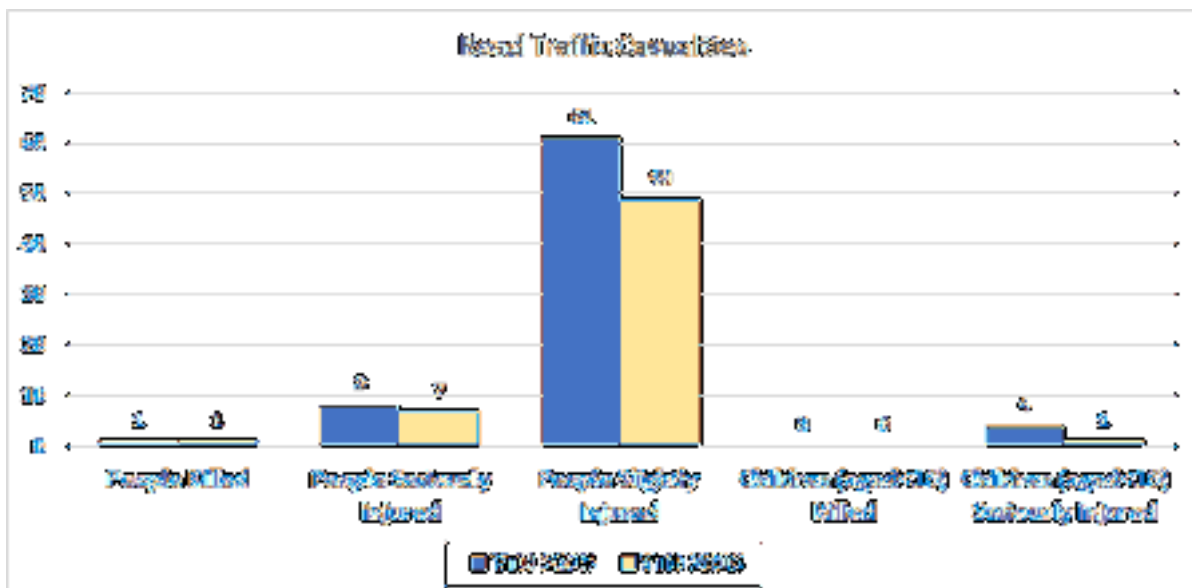
Local Authority Comparison

Figures recorded at the end of Quarter 1 2016/17 indicate the total number of road casualties recorded within West Dunbartonshire was slightly higher at 32 compared to 27 in Inverclyde Local Authority area.   In Quarter 1, there were no fatalities and five serious injuries recorded in West Dunbartonshire where Inverclyde recorded no fatalities or serious injuries.

As at 31st September the total number of road traffic offences detected within the West Dunbartonshire area shows a 12.8% reduction compared to the same YTD period last year. Speeding continues to account for a high proportion of offences detected albeit the total number recorded has reduced significantly year on year.   Dangerous driving offences have also reduced from 23 down to 16.

	Apr 2015 – Sept 2015	Apr 2016 – Sept 2016	% Change
Dangerous driving	23	16	-30.4%
Speeding	408	246	-39.7%
Disqualified driving	7	4	-42.9%
Driving Licence	80	85	6.3%
Insurance	158	152	-3.8%
Seat Belts	107	97	-9.3%
Mobile Phone	134	84	-37.3%

Focussed Police Activity

Vulnerable Road Users Campaign
The Vulnerable Road Users Campaign ran from 4th to 8th July and saw the DRPU focussing activity towards pedestrians, cyclists and motorists whose driving behaviour puts road users at greatest risk. Activity was mainly through interaction with and education of this group of road users.

Rural Roads Campaign
The Rural Roads Campaign ran from 5th to 11th September and focussed on casualty reduction on roads outwith the urban areas with a speed limit in excess of 40mph (priority routes A82, A83 and A85 trunk roads, and non-trunk A816). The Campaign involved partner agencies, media and assistance from Force Motorcycle and Trunk Roads Policing Group. High profile patrols and road checks were undertaken and focussed not only on cars but on LGV's and PCV's which make up a high proportion of vehicles using the roads network. This targeted not only excessive speed, dangerous and careless driving but also driver's hours offences which are an equally important component in road safety. Several drivers of LGV's were reported for offences.

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Protecting Vulnerable People

As set out in the Local Policing Plan 2014 – 2017, our priorities in respect of protecting vulnerable people remain unchanged:-

- ❖ *To work with our partners to identify those children, young people and vulnerable adults who are most at risk and through joint action reduce that risk.*

- ❖ *To continue to develop proactive strategies to deal with managed offenders, particularly those that present the greatest threat, risk and harm.*

- ❖ *To increase the number of persons detected for sexual crimes.*

- ❖ *Together with partner agencies, strive to provide a better quality of service to the victims of sexual crime.*

Group 2 – Sexual Crime

Year on year the total number of sexual crimes reported across West Dunbartonshire has increased from 43 to 81. Whilst this represents an 88.4% increase compared to the same period in 2015/16, when compared against the five year average crimes show an increase of 36.8%. Furthermore, it is notable that the total number of crimes recorded in 2015/16 is the lowest figure since 2011/12. In line with previous findings, increased crime levels are primarily due to a rise in crimes involving Sexual Assault crimes. Rape crimes have also increased. Around 75% of all crimes recorded occurred within private dwelling homes. Of those that occurred in a public space only three involved persons who were not known to the victim. A high proportion of crimes have been historical reports.
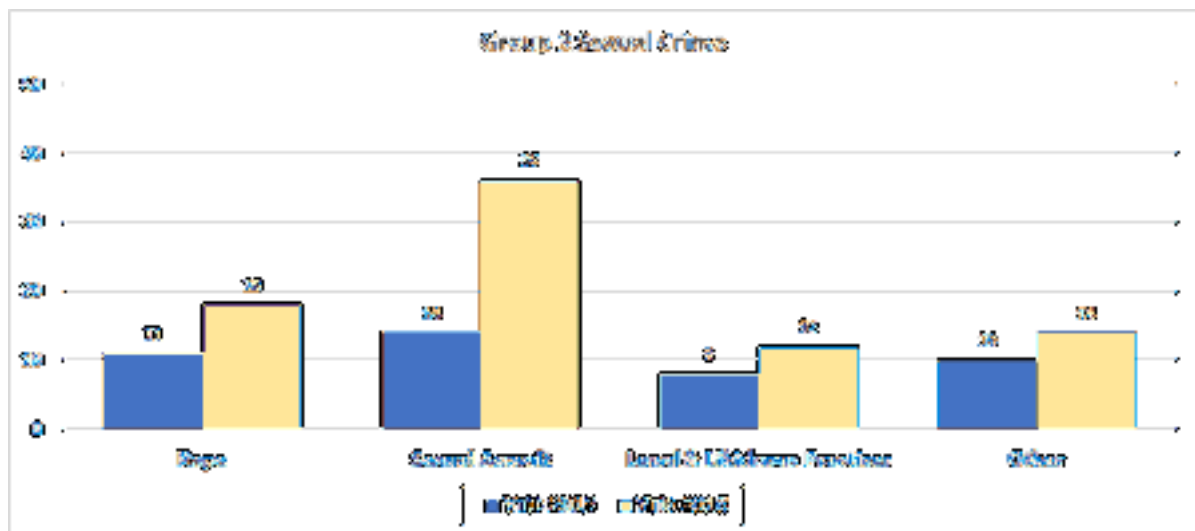

Detection Rates

Despite high levels of historical reporting, with crimes dating back as far as 1960's, detection rates within West Dunbartonshire have remained high. Overall the detection rate for Sexual Crime is currently 109%, however this figure includes retrospective detections.

Domestic Abuse

The downward trend in domestic abuse incidents continued through Quarter 2. Year to date, 673 domestic abuse incidents have been recorded which represents a decrease of 5.3% on the previous year. The number of crimes and offences resulting from domestic abuse incidents has also fallen by 16.2%. Clydebank Waterfront and Leven MMW areas have recorded the highest number of domestic abuse incidents YTD.
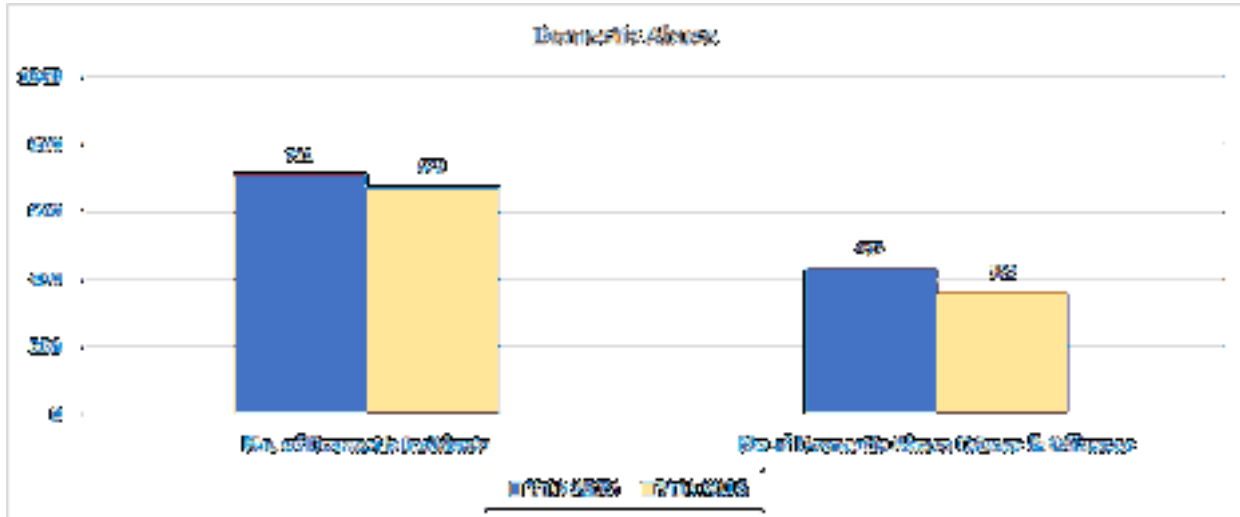
Local Authority Comparison

At the end of Quarter 1 of 2016/17, the number of Group 2 crimes recorded per 10,000 population was higher in West Dunbartonshire at 4.9 compared to 1.8 in the Inverclyde Local Authority area. The number of Sexual Assault crimes was also higher at 3.1 versus 0.9 respectively. In terms of domestic abuse incidents, West Dunbartonshire recorded 330 in total, versus 208 in Inverclyde.

Focussed Police Activity

IRD (Initial Referral Discussion) Audit Group

Police Scotland have been an integral part of this group since its inception. The IRD audit group is essentially a multi-agency group that scrutinises retrospectively the initial response by all agencies to emerging child protection issues within the Local Authority area, measuring how well we responded and how effective that response was. The focus on continual improvement has seen the group evolve to a level where data from each audit can inform senior management from each agency of identified areas of improvement or where potential weakness lie. Police Scotland are in the process of taking over the chair of this group and have worked alongside Education representatives to develop and refine an audit tool to streamline this process.

Major Crime & Counter Terrorism

Keeping people safe by reducing the threat posed from organised crime and terrorism across West Dunbartonshire remains a high priority for all local police officers. The Joint Terrorism Analysis Centre (JTAC) is the UK's centre for the analysis and assessment of international terrorism. JTAC has responsibility for setting international terrorism threat levels which is currently assessed as SEVERE. Recent events in other countries highlight the necessity for vigilance at all times. Police across Argyll & West Dunbartonshire Division continue to the implement the UK Government CONTEST strategy with local and national partners. Police Scotland also continues to target and disrupt the activities of those involved in organised crime at a local level through focused and robust interventions based on the objectives set out in the local policing plan:-

- ❖ *To disrupt organised crime groups by targeting individuals, the businesses they operate and their access to public contracts.*

- ❖ *To target those individuals who are intent on supplying drugs.*

- ❖ *Through education and partnership, reduce the impact that serious and organised crime and terrorism has on our communities.*

- ❖ *Through the Multi-Agency Serious and Organised Crime and Contest Group, raise awareness and improve information sharing between agencies.*

As per the most recent intelligence assessment relating to Serious and Organised Crime (SOC), the overall threat/risk posed to the communities within West Dunbartonshire has reduced slightly. There continues to be 3 identified SOC Groups in operation within the area however two are now assessed as Low Risk and one as Medium Risk. Proactive and reactive intelligence and evidence gathering opportunities continue to be fully exploited in an attempt to reduce the threat and harm posed by individuals linked to these groups and to identify new and emerging groups. Police activity will continue to focus on arresting individuals linked to these groups, depriving them of cash and assets through full use of POCA legislation, and as well as depriving them of legitimate enterprise to ensure the maximum impact.

In line with trends identified across Scotland, the primary function of these groups continues to be assessed as drug supply and distribution within the local area. As shown in the table below, detections relating to drug supply have reduced considerably in Quarter 1 compared to last year. The current figure also remains considerably below than the 5 year average.

Serious & Organised Crime	Apr 2016 – June 2016	Apr 2015 - June 2015	% Change
Number of detections for drugs supply, drugs productions, drugs cultivation	42	82	-48.8%

Local Authority Comparison

Data recorded at the end of the Quarter 1, indicates that the number of drug supply crimes recorded per 10,000 head of population is higher within West Dunbartonshire at 18.2 than in Inverclyde at 12.1. When considering all drug crime however, West Dunbartonshire recorded 123.9 crimes per 10,000 head of population compared to 129.6 in the Inverclyde area.

Focussed Police Activity

Enforcement & Interventions

Police Scotland remain committed to reducing the threat and harm posed by those involved in Serious and Organised Crime within West Dunbartonshire and continue to exploit all intelligence and evidence gathering opportunities. Police activity has been focussed on arresting individuals involved in this level of criminality, depriving them of cash and assets through full use of POCA legislation, as well as depriving them of legitimate enterprise to ensure the maximum impact.

- YTD 63 individuals linked to SOC have been arrested.
- Through the use of POCA legislation SOC criminals have been deprived of £333,155.60

On Friday 16th September 2016, L Division officers, assisted by UKBA, conducted a joint operation in relation to car wash premises within the division, with a view to disrupting Serious and Organised Crime. This operation formed part of the Multi Agency SOC Sub Group Working Plan 2015 - 2017. During the course of the day, 5 premises were visited with the following results:

- One male was found to be working illegally, ordered off premises and is subject of a UKBA report.
- Two males were arrested for immigration offences.
- The owner of a car wash was traced and interviewed regarding his illegal employment of staff. He is subject of a UKBA report in relation to this.
- 1 male arrested for Identity Documents Act 2010 s. 6(1)(A)(B)(C)(D)(E).
- One male arrested for Identity Documents Act 2010 - Posses improper ident doc s. 4(1)(b)(c)

A number of the males were dealt with during the day in relation to various markers on PNC. SID logs submitted and flagging officers.

On Tuesday 20th September and Wednesday 21st September 2016, L Division Interventions Unit, in conjunction with DVLA, attend at various garage and motor factor premises across the division. Four premises were visited in West Dunbartonshire, one in Alexandria and three in Dumbarton. No offences were detected.

Operation Snowbird

This commenced on 5th August 2016, with L Division interventions work in conjunction with West Dunbartonshire Council, Argyll and Bute Council and the Immigration Services. This targeted licencing issues across the division, specifically taxis and street trader licences. Overt actions were highlighted in the local media. It is anticipated that further days of action will take place in November 2016 in relation to this ongoing operation.

Focussed Police Activity

National Anti-Slavery Day 2016
On Tuesday 18th October 2016, an operation took place across both Argyll & Bute and West Dunbartonshire which coincided with the National Anti-Slavery Day 2016. The focus of this initiative was based around Human Trafficking.   Human Trafficking, cannot be considered as a stand-alone issue and is closely linked to Serious and Organised Crime Groups who operate across a wide variety of crime types both in our Local and Force Area.

This high profile operation was designed to promote public reassurance whilst detecting offences across a spectrum of criminality and was undertaken in conjunction with colleagues from the National Borders Agency. The operation made use of available Force resources on this date and saw an elevated police presence on the streets throughout West Dunbartonshire and Argyll and Bute. The operation took place over 2 days with day one focussing on premises in West Dunbartonshire and day two focussing on premises in Argyll and Bute. Whilst there were no identified cases of human trafficking a number of immigration offences were detected.

Acquisitive Crime

In the Local Policing Plan 2014 – 2017, Police Scotland have identified that the objectives in relation to acquisitive crime will be:

- *To reduce the number of housebreakings and improve detection rates.*

- *To target individuals involved in doorstep crime and support the victims through partnership working.*

Group 3 - Acquisitive Crime

YTD the total number of acquisitive crimes reported across West Dunbartonshire remains 17.5% higher than the same period last year. Increased crime levels are predominately due to a rise in vehicle related crime during Quarter 1 which was largely concentrated within the Western Isles Estate of Old Kilpatrick. Crimes involving common theft have also increased. Bogus crimes have remained low with 5 crimes recorded YTD.
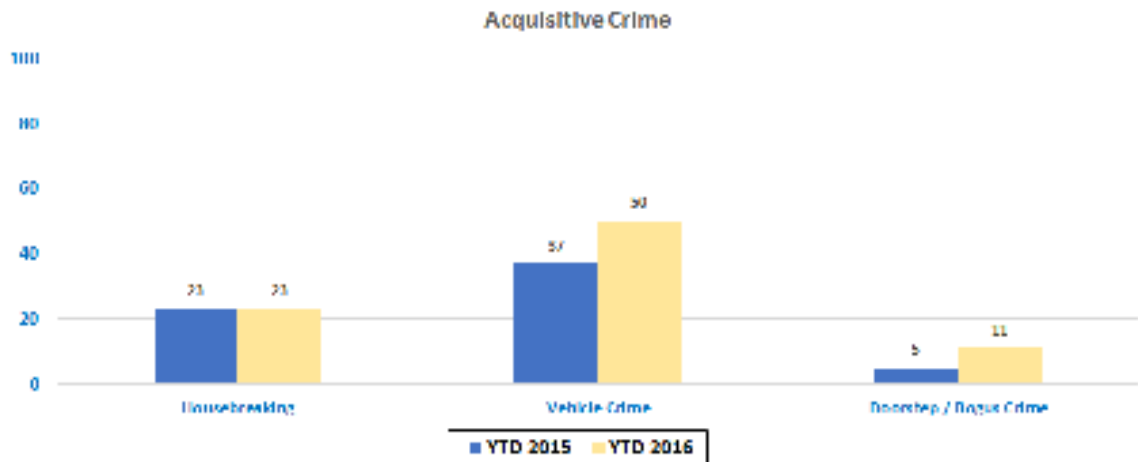
Acquisitive Crime

Detection Rate

Overall the detection rate for acquisitive crime has seen a marginal increase compared to last year and is currently at 45% however detection rates for both housebreaking crime and vehicle crime have reduced.

Local Authority Comparison

At the end of Quarter 1 2016/17, the number of Group 3 crimes recorded per 10,000 head of population remained higher within West Dunbartonshire at 61.9 compared to 42.6 in the Inverclyde area. This would appear to be due to a higher occurrence of motor vehicle crime which is at 8.8 per 10,000 against 5.8 in Inverclyde. Rates of theft by shoplifting and common theft are also higher at 17.9 and 19.5 respectively, against 10.4 and 12.3 in Inverclyde.

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Focussed Police Activity

Acquisitive Crime Governance Group
The group continues to identify any emerging issues in relation to acquisitive crime. Prevention work will commence on the run up to Christmas in relation retail.

Rural Crime Governance Group
The Rural Crime Governance group continues to be well attended by partners with Trading Standards also recently joining the group. Partners continue to work together in order to prevent rural crime looking ahead to identify events within the division that can be attended in order to deliver preventative messages.

Operation Monarda
Operation Monarda brings together public, private and third sector organisations' to help minimise risk and prevent harm to vulnerable and older people from criminals who commit doorstep crime. Doorstep crime affects some of the most vulnerable within our society and communities, with victims being targeted due to their perceived vulnerability (age, gender, disability) with many becoming repeat victims. While crime levels within West Dunbartonshire remain low, partnership work continues at a local level to address any identified threat/risk.

**Employability and Economic Growth Deliver and Improvement Group
Action Plan 2016-17: Quarter 2 Progress Report**

Local Outcome: Increased the number of new business starts and supported the growth of sustainable businesses

Action	Milestone	Note	Status	Assigned To
Work in partnership with Scottish Enterprise/SDI to increase the number of local businesses who trade internationally	Develop links to National Park Tourism internationalisation project	Continued engagement with NPA and SE regarding West Riverside development. Information provided however limited engagement from local business community	▶	WDC Economic Development (Gillian Scholes)
	Provide details of the scot exporter programme to all WDC businesses			
SDS link through Working4Business	SDS Provide support to businesses through the Employer Engagement Team	SDS Employer engagement Team continue to work closely with the partners around Working4Business	▶	Skills Development Scotland (SDS)
Explore continued partnership with Working4Business	Carry out evaluation of the W4B initiative	Evaluation brief currently being developed to evaluate W4B initiative. Continued promotion of W4B through Business Gateway and with partners.	▶	WDC Economic Development (Gillian Scholes)
	Continue to promote working4Business initiative			
	Deliver Business Awards in partnership with working4Business			
Continue to develop and promote the Regional Skills Assessment work	Update Regional Skills Assessment to provide data that will identify areas market failure and allow partners to align resources accordingly.	Ongoing	▶	Skills Development Scotland (SDS)
Work in partnership with other Scottish local authorities to establish a Business Loans Scotland fund	Business Loan Scotland Fund Launched	Business Loan Scotland Fund launched by Scottish Government 21 December 2016. The new fund will be promoted to local businesses once funds have been transferred. There was a significant delay following a tender exercise and receipt from Scottish Government of the award letter to the new Pan Scotland Fund. It is anticipated that the fund will commence in November 2016.	▶	WDC Economic Development (Gillian Scholes)
	Promote new fund to local businesses to raise awareness			
	Transfer funds from WSLF to new Business Loans Scotland Fund			

Local Outcome: Growth of the tourism economy

Action	Milestone	Note	Status	Assigned To
Development of Tourism local action plans as part of National Skills Investment Plan (SIP)	Produce and disseminate Tourism National skills Investment Plan to all key CPP partners.	The tourism Skills investment Plan has been refreshed following an extensive national consultation with the tourism sector. The Refreshed Plan was published Sept 16.	✔	Skills Development Scotland (SDS)

Local Outcome: Created attractive, competitive and safe town centres and enabled the development of our major regeneration sites

Action	Milestone	Note	Status	Assigned To
Deliver projects from the Clydebank Town Centre Charrette Action Plan	Ensure linkages with College and DYW through suitable initiatives	WDC and SPT have jointly commissioned a Scottish Transport Appraisal Guidance (STAG) report to be completed by mid-January 2017. A814 designs have been developed and are being discussed with Sustrans. Sustrans have provisionally allocated £2m of Community Links funding towards the project and the Council has allocated £2.3m towards the project from its Regeneration Capital Fund.		WDC Economic Development (Marnie Ritchie)
	Ensure opportunities for community benefit with College and Developing Young Workforce are progressed			
	To develop designs and identify funding for the Clydebank Interchange project in partnership with Strathclyde Partnership for Transport (SPT) and Abellio.			
	To develop designs and identify funding sources for the A814 road corridor improvement project			
Balloch Charrette action plan approved and progress developments with key stakeholders	Establish Charrette implementation Group to take forward actions	Governance and implementation structures have now been established to deliver the action plan, with a focus on retaining strong community engagement to deliver key projects.

A report to the IRED Committee of 15 June 2016 advised members of the outcome of the Balloch Charrette and Members approved the associated action plan. | | WDC Economic Development (Marnie Ritchie) |
	Obtain Council approval of Balloch Charrette action plan			
	Progress actions with stakeholders and partners as per action plan			
Deliver projects from the Dumbarton Rock and Castle Charrette Action Plan	Continue to work with site owners on the development of Dumbarton waterfront	Dialogue is continuing with all Dumbarton waterfront site owners who are at various stages with their proposals. The specification for and location of the Castle and Rock floodlights have been identified and further dialogue is required with Dumbarton Football Club. A plan and specification has been developed and a Planning Application Notification (PAN) has been submitted.		WDC Economic Development (Marnie Ritchie)
	Design and develop the proposed Rock and Castle lighting project			
	Develop the Dumbarton Waterfront Pathway plan from Town Centre to Rock/Castle to implementation stage			
Promote investment opportunities	Continue to work with Scottish Development International to explore inward investment opportunities, in particular related to the Exxon site	Early engagement with senior officers at SE and SDI took place to promote the potential of the Exxon site as an Inward Investment location. Discussion also took place with the Marine/Ports specialists within SE with view of considering the port at Exxon and what opportunities may exist.		WDC Economic Development (Michael McGuinness)
	Hold an annual West Dunbartonshire business event to promote investment opportunities within the area.			
	Opportunity to link with NPA Invest In the Park: Work with SE/SDI and partners to explore and maximise opportunities to market and promote appropriate sites in WD as attractive investment locations			
Clyde Valley City Deal partnership	Continue to support governance of Clyde Valley City Deal at committees and sub-groups.	Support delivered across the various sub-groups and information shared on progress through regular Council update papers. Partnership working through use of the South Lanarkshire procurement Framework arrangements has and will continue to provide opportunities for WDC to secure specialist support on and ongoing basis.		WDC Economic Development (Michael McGuinness)
	Work in Partnership with City Deal Authorities to explore opportunities for further partnership working.			

Local Outcome: Improved core employability skills and assisted people into work

Action	Milestone	Milestones Note	Status	Assigned To
Progress delivery of Exxon/City Deal project	Complete and seek approval for the Outline Business case by City Deal Cabinet	Heads of terms have been provided and a number of negotiation meetings are progressing. Neighbour consultation commenced late November with initial discussions about potential options only. The programme has started. We have recruited to one of the two posts and expect the vacant post to be filled. We have established referral processes with DWP as this is the main source of client engagement. However, there have been fewer than anticipated referrals (participants). As a result we have discussed the potential for directly recruiting 20% of clients. The programme is progressing and we are currently supporting nearly 40 people to progress towards employment.		Skills Development Scotland (SDS); W4U (Stephen Brooks); WDC Economic Development (Michael McGuinness); LL&TT National Park
	Exxon Negotiations relating to Site Ownership commence			
	Neighbouring Land Consultation commences			
	Progress In-Work Progression as part of City Deal			
	Progress Working Matters initiative as part of City Deal			
Increase the number of employers engaged with schools and/or the College by 50%	Engage stakeholders	Engagement Complete and baseline established Local engagement ongoing until end of the programme. A recent example of employer /young people activity includes Doors Open Day volunteering and STEM fortnight.		West College Scotland (Liz Connolly & Bob Davidson)
	Establish baseline			
	Ongoing local engagement			
Develop local volunteers training project in lead up to swimming and related European Championships 2018	Promote and determine suitable opportunities for volunteering	Discussions to commence in Autumn 2016		WD Council for Voluntary Service (Selina Ross); LL&TT National Park
Increase partnerships opportunities to deliver skills	Delivery of first phase of Foundation Apprenticeships	First phase commenced August 16 with first cohort attending college. Social media activity planned to capitalise on their experiences New courses also started in August 16. Initial discussions with partners re course provision for session 17/18 commenced. Collation of timetables complete. Initial discussion with WCS re potential course development underway. Communications plan in place in WCS and WDC to promote opportunities for session 17/18.		WDC Education (Andrew Brown)
	Design and implement new courses offered in the Senior Phase of secondary schools with partners to better cater for choice and progression			
	Develop school timetabling approach to increase courses offered in the Senior Phase of secondary schools			
	Development of second phase of Foundation Apprenticeships in partnership with WCS			
	Review of delivery of skills for work across all establishments 3-18 year olds			
Increase the number of employers employing a Modern Apprentice by 30%	Develop campaign to further engage with employers	Ongoing activity supporting SDS and encouraging employers to consider taking on a MA and baseline established		West College Scotland (Liz Connolly & Bob Davidson)
	Establish baseline			
Increase the number of employers that are IIYP accredited	Develop campaign to further engage with employers	Ongoing activity supporting IIYP and encouraging employers to consider accreditation and baseline established		West College Scotland (Liz Connolly & Bob Davidson)
	Establish baseline			

Action	Milestone	Milestones Note	Status	Assigned To
Support WD residents to access and sustain Modern Apprenticeships	Manage apprenticeships.scot and direct West Dunbartonshire residents to opportunities	Apprenticeships.scot promoted to WD residents through variety of methods including School, Post School & Adult Career Coaches, MWOW and Websites. This activity is ongoing.		Skills Development Scotland (SDS)
Support WD residents to develop their Career Management Skills	Provide Careers Information Advice and Guidance engagements to West Dunbartonshire residents	We continue to provide Information Advice and Guidance engagements to West Dunbartonshire residents, results will be published later in the year. This activity is ongoing.		Skills Development Scotland (SDS)
Support WD young people aged 16-19 into positive destinations	Work with opportunities for All co-ordinator and other partners to maximise outcomes for West Dunbartonshire young people aged 16-19	Work with Opportunities for All co-ordinator to improve outcomes for both school leavers and unemployed WD residents is ongoing.		Skills Development Scotland (SDS)
Support WD residents into Employability Fund Training. Co-commission with WDC and DWP.	Work with partners to refer West Dunbartonshire residents into appropriate provision	Employability Fund Local Employability Partnership Co-commissioning and monitoring Meetings take place regularly with WDC & DWP. This activity is ongoing.		Skills Development Scotland (SDS)

Local Outcome: Improved the quality and availability of affordable housing

Action	Milestone	Milestones Note	Status	Assigned To
Improve the Quality and Availability of Affordable Housing	Deliver new Local Housing Strategy to cover the period 2017/2022	Milestone on track - Consultative Draft exercise will complete on 19th September		WDC Housing & Employability (John Kerr)
	Deliver refreshed Housing Asset Management Strategy	Milestone on track – Update reported to August Housing and Communities Committee. Refreshed strategy will be presented for approval to Housing and Communities in February 2017		
	Maximise the delivery of new affordable housing in West Dunbartonshire	Milestone on track – A number of developments are progressing and further projects within pipeline.		

Supporting Safe, Strong and Involved Communities Deliver and Improvement Group Action Plan 2016-17: Quarter Two Progress Report

Action	Milestone	Milestones Note	Status	Assigned To
Focus on prevention of violent crime through a multi-agency approach	Develop a multiagency protocol to manage known high risk violent offenders building on the extension of Multi Agency Public Protection Arrangements (MAPPA)	Violent offenders now fit within the MAPPA extension process. ISP being reviewed, British Transport Police and Y-Sort-It are the additional partners, existing protocol covers both. New protocol will include Anti-social Behaviour and Counter Terrorism. Your community op coordinators and BTP have been added to the membership.	✅	Police Scotland (Chief Inspector Donald Leitch)
	Develop and implement an Information Sharing Protocol (ISP) that includes additional partners			
	Review and refresh membership of the ASB/Violence Task Group with emphasis on Your Community			
Develop a multi-agency indoor violence strategy	Carry out multi agency visits to implement Anti-Social Behaviour legislation	Visits with ASIST, Housing, Dog Warden, and Fly Tipping are ongoing. School leavers, fair holidays, old firm fixtures, fireworks night, TPOs - additional patrols provided. Nightzone West will take place again this year with Police Officers working with partners to assist licenced premises during the busy festive period. The ASB liaison officer identifies repeat locations with ASIST and thereafter addresses the situation on a daily basis. ASIST reviews all ASB calls on a daily basis from Police to assist in identification of repeat locations. These are also discussed at the ASB Tasking meeting with all partners involved. Additionally the noisy party calls are being scrutinised as there is no longer a night noise team at WDC.	✅	Police Scotland (Chief Inspector Donald Leitch)
	Identify key events / dates and carry out a multi-agency approach targeting licenced premises			
	Identify, prioritise and address repeat noisy party/noise call locations			

Local Outcome: Improved collaborative working in relation to counter terrorism and serious organised crime through strong partnerships

Action	Milestone	Milestones Note	Status	Assigned To
Ensure continuation and development of 'prevent' duty through multi agency approach	Ensure relevant staff across the council have appropriate knowledge of PREVENT duty	Staff in schools and early years centre briefed on PREVENT duty. Plans in place to extend this across other council services	▶	WDC Housing & Employability (Peter Barry)
	Regularly review membership of PREVENT working group to ensure relevant representation of key partners	Membership of the group reviewed in June 2016, new members invited to join from September 2016		
	Undertake an annual review of local PREVENT Action Plan	This is currently underway		

Local Outcome: Enhanced safety of women and children

Action	Milestone	Milestones Note	Status	Assigned To
Maintain membership and attendance of partners of the Violence against Women Partnership (VAWP) ensuring a localised strategy on Scottish Government Equally Safe	Ensure annual review of the terms of reference is carried out for the VAWP	VAWP will be reviewed/discussed annually. All working groups established and work ongoing in relation to taking the strategy forward. Equally Safe Locally Safe Action Plan developed. Publishing the plan has been put on hold with a view to developing next year's action plan which will be more relevant and up to date.	✅	Police Scotland (Detective Superintendent Yvonne Scott)
	Establish lead for each working group for Equality and Diversity, Early Effective Intervention/Domestic Abuse, strategy group, EEI/Vulnerable Adult women. Primary and Secondary prevention			
	Explore possibility of publishing local version of Equally Safe			
Continue to review our multi agency approach through Risk and concern Hub, EEI and MARAC process and the Domestic Abuse Disclosure scheme	Continue to review processes to ensure they are fit for purpose	Process review will be ongoing. The group is well established. MADAC appointed and work Continues re: MARAC This has been developed through the CSE Strategy group	⚠	Police Scotland (Detective Superintendent Yvonne Scott)
	Continue to review the membership of Domestic Abuse Disclosure Scheme ensuring all relevant partners continue to participate			
	Develop a role for a Multi-Agency Domestic Abuse Co-ordinator (MADAC) to ensure MARAC Is re-established			
	Establish local Child Sexual Exploitation (CSE) strategy			
Explore opportunities to deal with perpetrators of domestic abuse	Review membership of MATAC ensuring that all relevant partners attend/are invited	All relevant partners at this time are invited.	✅	Police Scotland (Detective Superintendent Yvonne Scott)
	Through the relevant work group, establish if any work can be developed in relation to dealing with perpetrators of domestic abuse			

Local Outcome: Enhance safety of vulnerable groups

Action	Milestone	Milestones Note	Status	Assigned To
Ensure a consistent referral approach to support those most at risk of homelessness	Ensure links to existing multi agency structures for support of vulnerable individuals Review specific protocols for each risk group	All actions complete	✅	WDC Housing & Employability (Peter Barry)
Ensure a robust plan is in place to deliver a comprehensive community justice response locally	Build local capacity for delivery of a community justice response Deliver multi agency planning sessions to develop local community justice plan Ensure sign off of local justice plan	A key finding from the planning sessions was that there is a recognition of the significant contribution that front-line staff and managers bring to learning, development and innovation. Priority will be to develop multi agency operational forums (or utilise existing arrangements where they exist) which feed into and inform CPP Governance Groups. Development sessions with statutory partners and third sector interface have taken place. The focus of these sessions was to identify what we deliver currently and the improvement actions required to progress towards the new model for Community Justice. Further sessions with performance leads to develop the Performance Measurement Framework will take place. Mapping for WDC with Housing, HSCP and CPP complete. SPS and Police to follow. The OPI Framework Outcomes and Indicators will be embedded in all CPP Governance Groups and progress reported to CPP Boards.	▶	H&SCP (Norman Firth)
SOA 14-17 2.4f Ensure a robust multi agency response to support people with mental ill heath	To ensure appropriate levels of access to a range of mental health interventions including crisis support, primary care mental health services and Community Mental Health Services.	Mental Health service offers three levels of access. Urgent referrals can be seen same day. Emergency referrals within 72 hours and routine referrals within eight weeks.	✅	H&SCP (Julie Lusk)
SOA 14-17 2.4g Raise awareness of inappropriate use of all electronic communications for all age groups	Deliver awareness raising campaign about appropriate use of social media Work with Youth Alliance to develop a targeted campaign for young people	A pilot led by Police Scotland Youth Engagement Officers delivered training as part of Choices for Life with a focus on peer led training. The Health Improvement Team Officer is extending the training beyond the pilot and a working Group from the Youth Alliance is monitoring the impact of this	▶	WDC Housing & Employability (Peter Barry)

Local Outcome: Reduced antisocial behaviour and disorder

Action	Milestone	Milestones Note	Status	Assigned To
Formalise a new information sharing protocol to facilitate effective enforcement of Anti-Social Behaviour legislation	Conduct joint visits to problematic locations and/or individuals' Expand Police Scotland's persistent offenders policing plan to include relevant partners Review and refresh information sharing protocol	Fly tipping/Litter/Dog Warden/Licensing/Housing-joint visits to locations. Proactive joint visits have been conducted with Police, Education, Y-Sort-it etc. for youths causing ASB in problematic locations e.g. Beardmore Directed Policing Plan-partners actively involved in interventions - documented on DPP.	✅	Police Scotland (Chief Inspector Donald Leitch)
Develop a multi-agency approach to reduce alcohol availability to young people	Create a multi-agency approach to recruiting Test Purchasing Officers to allow ongoing TPO operations Create a multi-agency approach for agent purchase enforcement To ensure additional preventative talks and education inputs to young people in regards to alcohol	Multi agency approach to agent purchase enforcement - Community Investigation Units, Licensing Standards officers, Pubwatch, Y-Sort-It, Your Community Assistants and looking forward the Youth Engagement officers now in post and actively recruiting. Education/schools Y-Sort-It also assisting in recruitment of TPOs Experiential Learning ongoing, Choices for Life inputs - Youth Engagement Officers will assist in the near future, when in post. Youth engagement officers now in post and actively rolling out relevant preventative talks to young people.	✅	Police Scotland (Chief Inspector Donald Leitch)
Embed ' Your Community ' into existing Antisocial Behaviour structures	Communities co-ordinators to attend Anti-Social Behaviour/Violence Task Group meetings Discuss and formalise the links between Your Community and the Public Reassurance Process Formalise strategic, tactical and operational structures	Your Community Coordinators (Operational) attend ASB Tasking group meeting routinely. Your Community duties undertaken in Public Reassurance areas/patrols Command structures for Your Community governance in place	✅	Police Scotland (Chief Inspector Donald Leitch)

Local Outcome: Home, Transport and Fire Safety

Action	Milestone	Milestones Note	Status	Assigned To
Implement a multi-agency approach for promoting Home Security and Home Safety	Carry out evaluations post programmes	Evaluations will not be delivered until the new approach is in place. Home safety play was not delivered as the theatre company were not able to fulfil their commitment after agreement of dates, times and venues. A home safety booklet 'Safe and Secure at Home' has been published and is now being distributed throughout West Dunbartonshire area.	⚠	Scottish Fire & Rescue (Stuart Mclean)
	Deliver 10 awareness plays/programmes for vulnerable groups			
	Deliver Home Safety and Security booklet to vulnerable groups within the community			
	Develop a local multi-agency action plan to tackle home safety accidents and security crime within the home, including bogus callers/cold calling			
Contribute to the prevention of road traffic collisions through delivery of publicity, education and enforcement to key groups within the community.	Carry out evaluations post programmes	Elderly and community groups have been identified. We will work towards engagement over the coming year. There is a ongoing Road Safety Education programme in all educational establishments and the group is working towards developing a community strategy in the authority.	▶	WDC Housing & Employability (Catherine Tonner)
	The transport safety group identifies and targets vulnerable groups using a multi-agency approach			
	The Transport Safety group works towards reducing road traffic collisions through education programmes			
Deliver home fire safety advice to high risk individuals	Continue to set challenging targets for increasing the number and quality of home fire safety visits	Significant increase in the number of High Risk HFSV's carried out by operational crews and Community Action Teams (CAT). We have carried out 829 HFSVs in 2016/17 which is a 15.5% increase on the previous year, resulting in 310 smoke/heat detectors being fitted free of charge. This is an increase 24.19% increase on the previous year. The referral of young fire setters can come from various agencies and every intervention is different and tailored to suit the individual. In West Dunbartonshire we have 7 open cases. Public safety messages and practical support are targeted at persons known within fire risk indicator groups such as persons with Dementia/ Alzheimer's, disability, long term life limiting illnesses or addiction. Operational crews and Community Action Teams (CAT) are conducting reassurance visits by prior arrangement to older persons groups, residential homes and sheltered housing.	▶	Scottish Fire & Rescue (Jim Devaney)
	Develop preventative education programme for young fire-setters			
	Identify high priority groups within the community and deliver a community awareness campaign delivering key fire safety messages throughout the year			

Local Outcome: Reduced impact of alcohol and drug misuse on communities

Action	Milestone	Milestones Note	Status	Assigned To
Undertake a robust needs assessment across all services and the wider population of West Dunbartonshire to ensure that services remain focused on the needs of the individual, and how that relates to the wider Recovery-Oriented System of Care (ROSC) agenda	Commission and complete a Focussed Needs Assessment (FNA) of the local population as it relates to individual and wider community problems associated to alcohol and/or drug use/misuse	Full Needs Assessment reviewed in line with new management, ADP structure and financial constraints and no longer appropriate. Service level agreements are reviewed annually and services have been streamlined. Addiction services teams are working with delivery partners to ensure working towards the Recovery-Oriented System of Care (ROSC) agenda.	✅	H&SCP (Julie Lusk)
	Reinforce links through and across key partnerships ensuring that appropriate representation is obvious within strategic and operational groups and that key priorities are reflected within appropriate partner action/implementation plans and strategies			
	Use the findings of the FNA to identify gaps in provision, potential areas for improvement and areas of good practice			
Increase the skills & knowledge of all key partners (including young people & the wider community) to enable identification & assist in the prevention of the hazardous impacts of drugs & alcohol on individuals & communities	Develop and deliver, via a Test for Change process, tailored training which addresses the identification, impact and interventions required to reduce the potential impact of New Psychoactive Substances (NPS) across West Dunbartonshire	Training for trainers has been arranged across all HSCP and partner services for Jan/Feb 17. Recovery Outcome assessment tool training being arranged for early 2017.	▶	H&SCP (Julie Lusk)
	Establish a short-life test of change steering group with key local stakeholders - complete intelligence-gathering and Learning Needs Analysis survey with front line staff; develop training programme based on identified need	Both Clydebank and Dumbarton Community Addiction Teams have been working through a process of continuous improvement and have initiated an action plan to address areas of need and improvement.		

Local Outcome: Stronger, confident and more involved communities

Action	Milestone	Milestones Note	Status	Assigned To
Establish community resilience plans across West Dunbartonshire	Develop resilience plan toolkit	3 awareness meetings held and interest generate. Progression of wider roll-out was delayed slightly for result of a small funding application to increase resources and also to ensure no clash with the Your Community PB events. Work is now back on schedule	▶	WD Council for Voluntary Service (Selina Ross)
	Hold awareness meetings with interested and 3rd sector organisations			
	Support creation of six resilience plan areas			
Coordinate community activity around asset mapping exploring opportunities arising from policy developments such as the Community Empowerment Act	Compile a refreshed sector-wide community assets register	Refresh undertaken as part of annual mapping exercise – 6 monthly update planned for November/December Ongoing development as CE Act guidance is finalised	▶	WD Council for Voluntary Service (Selina Ross)
	Develop a community assets toolkit			
	Hold awareness sessions in conjunction with other partners to support community asset development			

Local Outcome: Your Community

Action	Milestone	Milestones Note	Status	Assigned To
Ensure effective implementation of Your Community across West Dunbartonshire	Develop community profiles Maintain progress through operational groups	All community profiles were developed and have now been published on the CPP website There have been demonstrations on the use of the profiles for operational groups and Communities team. They are also being promoted at community events and meetings.	▶	WDC Housing & Employability (Suzanne Greer)
Develop procedures to ensure identified issues through Your Community model are progressed and tracked	Develop escalation process for flagging issues to the strategic steering group Put in place Standard Operating Procedures (SOPs) for operational groups	Reporting progress has been established for escalating issues from operational groups to strategic group. The Your Community (YC) roll out is progressing via operational groups and this is regularly reported to the Strategic group. Membership of the operational groups has been reviewed, and representation at meetings is encouraged. There has been some progress with solving issues including around waste & recycling and a sub-group is being set up to progress a referral system to streamline this process. A Draft Your Community charter has been developed which was approved by the Strategic Group and will be wider disseminated via operational groups. Progress continues in the phase 1, 2 & 3 areas, although the main focus in November was on community budgeting events. Community budgeting will be incorporated into YC activity as it rolls forward.	✅	WDC Housing & Employability (Suzanne Greer)

Community Planning West Dunbartonshire

Supporting Children & Families Deliver and Improvement Group
Action Plan 2016-17: Quarter Two Progress Report

Local Outcomes:
- *Improved attainment and achievement for early years, primary schools and secondary schools*
- *Increased positive destinations for 16-19 year olds*
- *Families are confident and equipped to support their children throughout childhood*
- *Improved attainment and achievement through Life Long Learning*

Action	Milestone	Note	Status	Assigned To
Fully Implement Getting it Right for Every Child	Deliver a local GIRFEC public information campaign	Public information complete and awaiting roll-out. No date set as awaiting Scottish Government update. Due date revised accordingly		GIRFEC Implementation Group; H&SCP (Jackie Irvine)
	Draft local Guidance for all staff through further development of the 'frequently asked questions' (FAQ's) document	Frequently Asked Questions (FAQ) Guidance in place and to be further informed by revised guidance from the Scottish Government.		
	Establish and test single child's plan planning and review process	Testing completed November 2015. New process to be established and in place from August 2016		
	Fully Implement GIRFEC across all services within the CPP	In progress - awaiting review from Scottish Government. Due date revised accordingly		
	Implement Named Person Service within Education and Health (HSCP) from August 2015	All children have a Named Person in place.		
	Initial plan in place for the provision of Named Persons for children 16-18 no longer attending school	Senior phase team in place.		
	Provide staff development opportunities and training for each aspect as required	Significant training has already been delivered. More training will be required throughout 2017.		
	Roll out approach to sharing information as developed through GPs pilot in Clydebank.	This is now delayed due to Supreme Court decision-making on information aspects of GIRFEC. Milestone date revised accordingly.		
	Test role of Named Person and Lead Professional to inform guidance	Underway - further testing required. due date revised accordingly		

Action	Milestone	Note	Status	Assigned To
Ensure that Child Protection processes and partnership working ensure that children are safe and appropriate and timely action is taken to reduce risk	Address risks posed by 'sexting' and inappropriate use of social media by young people	Developing approach in CSE mentoring pilot in 2 secondary establishments and building curriculum input in respect of Sexual health strategy.	🟢	CPC & CSE Strategy Group; H&SCP (Jackie Irvine)
	Deliver CPC development sessions on Domestic Abuse for CP Partners and staff	Completed and evaluated positively.		
	Further develop the Child Sexual Exploitation (CSE) strategy including the process for 'People Who Go Missing in Scotland' Report	CSE Strategy Group have completed the Draft Strategy and Action Plan, both to be presented to the January 2017 CPC and the C&F DIG for consultation and sign off		
	Further refine the process for Initial Referral Discussions (IRDs)	Education and Health staff have been briefed and data quality checks take place quarterly.		
	Provide better and more consistent feedback to those referring into and across services; supporting those who make referrals to understand outcomes for children and young people.	Link Social work contact for GPs has been established. Review still to take place via Local Management Review process for providing feedback/acknowledgement of referral.		
	Work in partnership to support services to raise awareness of the dangers/reduce the impact of young peoples' use of legal highs	Display publicity materials in conjunction with ADP. Encourage completion of national surveys Materials were distributed to all addiction services and third sector providers, email also went to all services encouraging the completion of the national legal high survey.		
Provision of Parenting Opportunities To Improve Outcomes	Plan staff training on parenting support approaches based on audit of needs	Training now planned	✅	Parenting RIG;WDC Education (Shona Crawford)
	Seek follow-up evaluations from parents attending parenting groups 6-12 after completion	A number of parents have been followed up. This will continue.		
Ensure that Children Have the Best Possible Start in Life	Implement a local approach to improving attainment through the new Scottish Attainment Challenge		🟢	WDC Education (Claire Cusick; Julie McGrogan) SDS (Mary Carson)
	Use EYC improvement approach to address: i) attendance at nurseries ii) transition from home to nursery iii) evaluation of Triple P intervention	All underway		
Ensure that all Legislative Requirements are met	Fully Implement Named person across all services within the CPP	In place for 0-16 year olds. 16-18 year Named Person service now in place.	🟢	H&SCP (Jackie Irvine)
	Further develop the Corporate Parenting strategy, including implementation of the Champion Board to prioritise the needs of children who are Looked After and Accommodated, and those leaving care to improve outcomes.	Application for funding for Champions Board has been submitted. CP event on 10.10.16 completed and young people's views to be incorporated into CP Strategy and Action Plan.		
	Improve access to housing support for young people	This is now a clear requirement in the Local Housing Strategy. This requires to be monitored and data/outcomes analysed against current baseline. Action for 2017		

Action	Milestone	Note	Status	Assigned To
Ensure that there is regular and meaningful engagement of families, children and young people in the Children's services planning arena	Develop social media opportunities to involve young people in service planning	The Involvement, Consultation and Representation sub group has made significant progress in the use of social media with the creation of Facebook and Twitter accounts to engage with young people. Further development is ongoing.		W4U (Stephen Brooks; Clare English); H&SCP (Jackie Irvine)
	Disseminate public information to parents/carers about the GIRFEC approach and access to named person	Due date revised in line with GIRFEC update above	▶	
	WD Health and Social Care Partnership (HSCP) & WD Youth Alliance co-ordinate youth involvement in an event to engage with Young People to consult on aspects of childrens' services	LENS event completed in November re: access to Primary Care. Further opportunities to be identified and agreed for 2017.		
Improve positive destination outcomes for all young people (cross refers to E&EG DIG)	Organise a Providers Forum to better coordinate opportunities to meet the needs of all young people (e.g. recruitment)	Youth Employability partnership Forum established with key partners who deliver across the Strategic Skills Pipeline Stages 1 – 5. SWOT analysis completed. Facilitation of targeted school leaver without a destination event in Sept 2016. Planning for a larger scale event for 2017. Developing a support pipeline of agencies. Partners now working to together across the stages of the pipeline, ensuring young people move through the stages in a co-ordinated transition.		WDC Education (Susie Byrne); SDS (Mary Carson)
	Roll out Opportunities for All: support (at risk) young people for 6 months prior to leaving school	5 x Senior Phase in post. CPD currently underway. Currently 6 winter leavers being support.	▶	
	Work in partnership to increase opportunities for young people to sign up to Activity Agreements	Partnership established with Working 4 U learning, delivering Youth Horizons. Working partners including Tullochan & Street leagues as a Stage 2 Activity Agreement for young people with financial support through an EMA.		
	Work with colleges to support and sustain winter leavers	Pilot Winter leaver programme underway, evaluation to be carried out by March 2017.		

Older People Deliver and Improvement Group
Action Plan 2016-17: Quarter Two Progress Report

Local Outcome Improved care for and promote independence with older people

Action	Milestone	Milestones Note	Status	Assigned To
Develop the quality of care across multi-disciplinary community health and social care services	Create opportunities for self-management and social prescribing in partnership with third and independent sectors	CVS accessed external funding and this has been embedded within our approach to wider commissioning		H&SCP (Christine McNeil)
	Create opportunities, with partners, for volunteering within various workstreams	There have been significant additional volunteers within CVS and others befriending services, CVS Link Up, McMillan services and volunteer podiatry services. Volunteers from older people's forums continue to be actively involved as part of wide5r strategic planning.		
	Develop and pilot behavioural changes within communities via health improvement approach	Ongoing throughout 2016, the West Dunbartonshire Falls Collaborative has been developed in line with the national programme; with a local improvement plan. Self-management for COPD and Frailty are part of the newly nationally funded Technology Enabled Care programmes and we are looking to expand this to other long term conditions. Ongoing throughout 2016, has meant significant work has been done with self-management around diabetes with partners and the HSCP Respite Bureau supports self-management in relation to respite.	▶	
	Improve community capacity and opportunities for co-production	Ongoing throughout 2016, there has been a robust programme of Community and staff engagement in the design and development of the two new care homes and new Clydebank health and care centre.		
	Progress the planning and delivery of the new care home facilities in Dumbarton and Clydebank	Ongoing throughout 2016, the new Dumbarton care home is scheduled to be completed March 2017 and the planning application is underway for the Clydebank home.		
Develop the quality of care and clinical practice across primary care services	Create a new delivery model within primary care services to improve quality and clinical practice across the two localities within Clydebank and Dumbarton/Alexandria	Ongoing. HSCP Clinical and Care Governance Framework links to the workstreams of localities. GP clusters now established. Locality groups are robust and continue to develop workstreams for long term conditions, mental health, children's services and older adults with frailty.	▶	H&SCP (Christine McNeil)
	Create new out of hours service support for GPs and patients in line with EKIS to achieve changes in new models of practice in line with clinical practice	The Key Information Summary is now in wide use across Greater Glasgow.		
	Increase the support to young adults with complex health conditions to achieve self-management and management of their complex conditions	BOBATH pilot has been completed and the results are being presented by Cerebral Palsy Scotland to the Minister. Improved links with MS Society to develop community based service for people with MS and other neurological degenerative conditions.		

Action	Milestone	Milestones Note	Status	Assigned To
	Provide support to GPs to implement the new GMS contracting arrangements to achieve changes in new models of practice in line with clinical practice	Ongoing and aligns to our approach to GP quality clusters.		
Develop the quality of care within care at home services across statutory and independent sector	Create quality standards for services across statutory sector and independent sector within care at home services	Contract discussions completed for 2016/17 and beginning for 2017/18 in relation to the living wage. Extension of My Home Life cohort development programme across both statutory and independent sector planned for 2017.	▶	H&SCP (Christine McNeil)
	Target care at home reablement services towards those with high level needs to maintain and improve individual's levels of independence	Ongoing. 310 people received a reablement service between April and September 2016.		
Develop workforce planning and joint training across statutory and independent sectors	Deliver a robust approach to joint training and workforce planning across all sectors of community health and care services	Development sessions with Team Leads ongoing and joint training programmes delivered across all joint teams and sectors.	▶	H&SCP (Christine McNeil)
	Deliver annual Protected Learning Event for all primary health and community care services	Clinical and Care Governance Symposium delivered in November 2016.		
	Deliver enhance training on dementia care to care home and care at home staff in all sectors	Rolling training programme in place and will continue going forward. Dementia training, using the Promoting Excellence programme for members of the community as part of Dementia Friendly West Dunbartonshire also ongoing across all communities, providers and sectors.		
	Deliver training to all sectors on Falls Collaborative to case and care managers within community health and care services	Training has been delivered. All sectors of community health and care are now part of the Falls Collaborative programme which will be further developed to include frailty. Discussions with the Scottish Ambulance service under way to look at joint approaches to falls in the home.		

Report by the Corporate & Community Planning Manager

Community Alliance: Wednesday 1 March 2017

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Subject: Development of the Local Outcome Improvement Plan

1.   Purpose

1.1   The purpose of the report is to update Alliance members on the ongoing actions to develop the Local Outcome Improvement Plan 2017-2027

2.   Recommendations

2.1   Members are asked to note the content of the report

3.   Background

3.1   Following enactment of the Community Empowerment (Scotland) Act Scottish Government published guidance in December 2016 to support Community Planning Partnerships with delivery of Part 2 of the Act. This guidance explains the purpose of community planning, the principles of effective community planning and specific guidance on development of Locality Outcome Improvement Plans (LOIPs) and locality plans. All CPPs must publish LOIPs by 1 October 2017. These LOIPs will replace the current Single Outcome Agreements (SOAs) from October 2017.

4.   Main Issues

4.1   As mentioned above, all CPPs must have their new LOIP in place by 1 October 2017.   This document should detail local priorities and a profile of the area with an evidence base of local needs and assets. This will be supported by locality plans for those areas agreed as requiring targeted intervention.

4.2   CPWD discussed the development of strategic priorities for the LOIP at its meeting in January 2017 and agreed to maintain the 4 priority areas currently identified in the SOA as key local priorities for 2017-2027. Discussion also took place on additional areas requiring focus and a number of suggestions were made for inclusion.

4.3 These high level priority areas will be targeted through delivery of annual action plans detailing the collaborative actions of partners in each of the Delivery & Improvement Groups.

4.4 Following discussion at CPWD in January 2017, work has commenced with key stakeholders on development of a final set of strategic priority areas and supporting objectives within this. At the same time work is being carried out across the partnership to develop an area profile using available data from individual agencies as well as the SIMD 2016 publication and the Community Planning Outcome Profiles.

4.5 An early draft of possible strategic priority areas and supporting objectives is appended to this report for consideration by community alliance members. This discussion will inform a refined priority framework which will be developed for review at the CPWD meeting in April 2017.

4.6 Following CPWD endorsement in April 2017 the draft LOIP will be developed through consultation with key stakeholders, including community organisations, during May and June 2017. This will then inform the final LOIP which will be agreed by CPWD in August 2017.

5. People Implications

5.1 None, all activity is delivered through existing team and partner capacity.

6. Financial Implications

6.1 Development of the LOIP will be undertaken within the resources of the Policy, Planning and Performance team with no additional financial implication.

7. Risk Analysis

7.1 CPWD is required to develop a LOIP which reflects local need and priority. Effective engagement of communities is key to delivery of this.

8. Equalities Impact Assessment (EIA)

8.1 An EIA will be carried out on the LOIP as it is developed.

9 Consultation

9.1 This is a consultation report.

10. Strategic Assessment

10.1 Progressing work as outlined in this report ensures CPWD can deliver on the requirements of the Community Empowerment (Scotland) Act..

Amanda Coulthard
Corporate & Community Planning Manager

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Person to Contact:	Amanda Coulthard Amanda.coulthard@west-dunbarton.gov.uk
Appendices:	Appendix 1 – draft LOIP strategic priorities 2017-2027
Background Papers:	None
Wards Affected:	All

Developing the CPWD LOIP 2017-2027

Strategic Context

The Community Empowerment (Scotland) Act 2015 places additional duties and requirements on Community Planning. Part 2 of the Act relates specifically to Community Planning and is supported by a suite of guidance.

The Act requires each Community Planning Partnership to have in place a Local Outcome Improvement Plan (LOIP) by 1st October 2017. These LOIPs require to be focused on the case for change in a local area, with a real understanding of varying needs and outcomes levels in our diverse communities.

The priorities identified in the LOIP should be high level ambitions that all partners can sign up to and that require a collaborative effort in order to make a difference. At CPWD on 25 January 2017 members agreed to maintain a focus on the 4 key priority areas as detailed in the SOA for 2014-2017 but with an understanding there are key areas that require focus based on our understanding of need in the local area.

At a level below the LOIP we are required to produce locality plans – these plans are designed to focus on a small area (a your community neighbourhood size) and specifically target interventions and plans based on the identified need in that area.

Priority Areas

Outcomes	Priorities
Thriving (Employability & Economic Growth DIG)	Regeneration and investment in our communities
	employability skills and support people into employment
	quality and availability of affordable housing
Independent (Older People DIG)	Promoting independence
	Enablement
	Housing options
Nurtured (Children & Families DIG)	Corporate parenting
	Raising attainment
	GIRFEC
Safer (Safe Strong & Involved DIG)	Mental Health
	Domestic Abuse
	Addictions
Empowered (NEW AREA – DIG to be established)	Resilient communities
	Confident and resilient families
	Building resilience and capacity of carers

COMMUNITY PLANNING
WEST DUNBARTONSHIRE

Report by the Strategic Lead - Regeneration

Community Alliance

Wednesday 1 March 2017

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Subject: Community Asset Transfer

1.   Purpose

1.1   The purpose of the report is to update the Community Alliance on West Dunbartonshire Council's Community Asset Transfer Policy and Procedures following guidance issued by the Scottish Government in December 2016 and the legislation coming into force on 23 January 2017.

2.   Recommendations

2.1   The Alliance is asked to note the content of the report.

3.   Background

3.1   Over the past few years, legislation and national policy in Scotland has shown increased support and recognition of strong and resilient communities and the part that community ownership can play in building those communities. The Community Empowerment (Scotland) Bill was proposed in the Scottish Parliament in June 2014 and received Royal Assent on 24 July 2015 and came into force on 23 January 2017.

3.2   The Act underlines Local Government's commitment to transferring more power to communities and supporting them to lead their own change. Community control over assets can be a key contributor to effective community led action providing increased confidence and sustainability as well as a physical base for community activities.

3.3   Divided into nine parts, Part 5 of the Act, "Asset Transfer Requests" provides a framework to allow community bodies to take on assets (land or buildings) from the public sector. Community bodies have a right to request control of any Council owned or leased land or buildings.

3.4   Community bodies' controlling their own land or buildings helps strengthen communities. They can develop local services and activities and make their

area a better place. West Dunbartonshire Council would like to actively enable communities to achieve this. The transfer of responsibility for an asset from a local authority to a community body can be conferred through either a short or long term lease, transfer of outright ownership or such other bestowed rights (such as the right to occupy or manage land/buildings). The authority must agree to the transfer unless there are reasonable grounds for rejection.

3.5   The price/rent to be paid for an asset is a key issue relevant to authorities and community bodies. The Act doesn't say what should be paid, whether the price should be at market value or at a discount, nor does it offer guidance as to how the non-financial benefits of a proposal can be assessed.

3.6   The regulations which will accompany the Act are not yet in place and no timetable for these have been set. These are expected this year. In the absence of any existing procedures set out for authorities to follow, West Dunbartonshire Council prepared a Draft Community Asset Transfer Policy and Procedures. The process began on 13 February 2013 when the Council approved its Property and Land Asset Disposal Strategy for the period 2013 – 2018 (subsequently updated annually with the most recent update at the IRED Committee on 15 June 2016).

4.   **Main Issues**

4.1   Prior to the guidance in relation to Asset Transfer being issued the Council produced draft Policy and Procedures on Community Asset Transfer which clearly defines each step of the process for internal users and for community bodies. These procedures have now been updated now that the Act has come into force.

4.2   Significant internal and external consultation has taken place on both the internal Guidance Notes (Appendix 1) and the Community Asset Transfer User Guide for Applications along with associated application forms (Appendix 2). The purpose of engaging in such consultation was to invite comments and opinions to ensure the policy and procedure would meet the needs of both the Council and community bodies. Community Alliance members have had a number of opportunities to contiburtw during this process.

4.3   The internal guidance notes provides a step by step set guide for internal users covering all aspects of the asset transfer process including identifying assets deemed surplus to requirements, marketing of assets and process for identifying preferred bidders.

4.4   Users Guide Notes and associated application forms provide community bodies with a breakdown of the asset transfer process. In summary, the guidelines highlight sources of information in respect of assets available for asset transfer, the application process itself, requirements of applicants and assistance for this process both internally and external to the Council.

4.5 Guidance from Scottish Government anticipates that community groups should aspire to paying a fair price for the asset to be transferred as part of the process. This process is regulated by the Disposal of Land by Local Authorities (Scotland) Regulations 2010 A Schedule of Assets will be available on the Council's website together with the User Guide and application forms. Following Scottish Government guidance which was issued on 10th November 2016 amendments were made to the Application Forms to reflect these changes.

5. People Implications

5.1 The demand for applications under the legislation is unknown internal resources to deal with the processes will require to be reviewed on an annual basis.

6. Financial Implications

6.1 The price/rent to be paid for an asset is a key issue relevant to local authorities and to community bodies. The Act doesn't state what should be paid, whether the price should be at market value or at a discount, nor does it offer any guidance as to how the non-financial benefits of a proposal are to be assessed. The regulations will not provide further direction in this respect, however, the Scottish Government has set up a working group to provide guidance on the valuation and assessment of non-financial benefits associated with asset transfer.

7. Risk Analysis

7.1 The main risk in relation to the legislation is that community groups may withdraw from any proposed transfer and a price for transfer cannot be agreed. It is hoped that the policy and procedures will help mitigate this.

8. Equalities Impact Assessment (EIA)

8.1 An Equality Impact Screening was undertaken, which identified that the positive impact of a Community Asset Transfer Policy and Procedures was the delivery of clearer direction and greater reach to protected groups.

8.2 An action identified as part of the Equalities Impact Assessment is that officers forming part of the evaluation panel should be trained in Equalities Impact Assessment. Measures must also be put in place to ensure maximum exposure of opportunity to all community bodies and this has been incorporated in the policy and procedures.

9   Consultation

9.1   Preparation of the Community Asset Transfer Policy and Procedures was undertaken in consultation with external bodies such as West Dunbartonshire Community and Volunteering Services (WDCVS), West Dunbartonshire Equalities Forum, Development Trust Association Scotland and West Dunbartonshire Community Alliance Group.

9.2   The Council's Legal and Regulatory Services have provided advice and recommendations along with various other Council services including Finance, Economic Development and Regeneration, and Corporate and Community Planning.

9.3   Consultation with an external adviser was required in order to ensure legislative compliance.

10.   Strategic Assessment

10.1   The Community Asset Transfer Policy and Procedures reinforces the Council's commitment to community empowerment. By noting this policy and approving subsequent asset transfers the Council will assist in the improvements to local community bodies and provide them with opportunities to develop local services and activities which will enhance their local area.

Jim McAloon
Strategic Lead - Regeneration
15 February 2017

Person to Contact:	Michelle Lynn, Client Business Partner, Council Offices, Garshake Road, Dumbarton, G82 3PU, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Community Asset Transfer – Internal Guidance Notes Appendix 2 – Community Asset Transfer – User Guide Notes for Applicants along with associated application forms.
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

Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 25 November 2015: Update on Property and Land Asset Disposal Strategy 2013-2018

Report by the Executive Director of Infrastructure and Regeneration to Community Planning on 15th April 2015: Community Asset Transfer Policy and Procedures

Report by the Strategic Lead of Regeneration to Community Planning on 4th May 2016: Community Asset Transfer Policy and Procedures.

Equalities Impact Assessment

Report by the Strategic Lead of Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 15th June 2016: Community Asset Transfer Policy and Procedure's,

Wards Affected: All

APPENDIX 1

Community Asset Transfer

Internal Guidance Notes
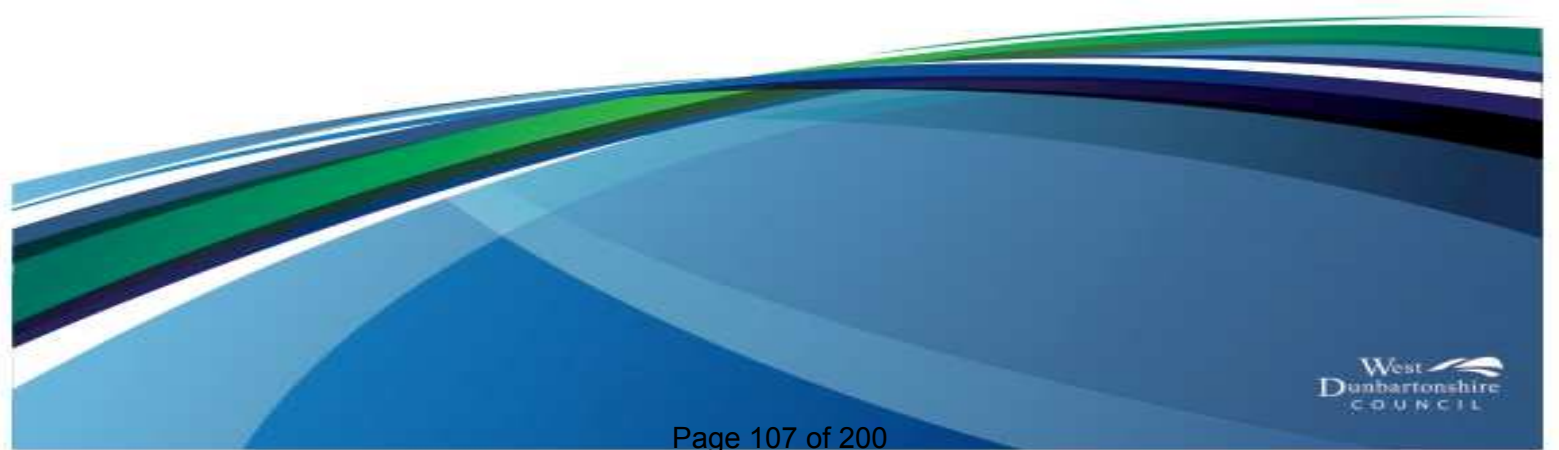
Community Asset Transfer
Summary Guide – Internal Use

<u>Stage One</u> – Allocation of Assets

Key documents:

- Stage One Flowchart – Allocation of Assets (attached as Appendix 1).
- Stage One Internal Process Notes – Allocation of Assets (attached as Appendix 2).
- Applications for Transfer - Transfer Rejection Criteria (attached as Appendix 3).

West Dunbartonshire Council produce an asset register of all land and buildings either owned or leased by the Council. The list will be publicly made available and will also be published on the Council's website allowing community bodies access to a comprehensive list of all assets.

In addition to the asset register, WDC will maintain a list of all land and buildings which are surplus to requirement and deemed suitable for community asset transfer. These properties will be actively marketed on a phased basis to community bodies with details published on the Council's website. A separate list of assets which are surplus and suitable for open market disposal will be kept.

The internal process for allocation of assets will require a biannual review process that leads to the identification of Council assets deemed surplus to requirements. The route for declaring a property formally "surplus to requirements" follows existing procedures and protocols. The Executive Director of Infrastructure and Regeneration has authority to declare an asset surplus after consulting with all other Executive Directors, the Chief Executive and the Convenor of the IRED Committee.

Once declared surplus, the asset in question will be placed either on the Surplus for Open Market Disposal List or the Surplus for Asset Transfer List.

If the asset is placed on the Surplus for Open Market Disposal List, then established internal procedures for the disposal of property should be followed.

If the asset is placed on the Surplus for Asset Transfer List, then the procedures and process contained within the hereafter defined Stage Two should be followed.

An approach from a community body for an asset that is not on the surplus for Asset Transfer List should trigger <u>one</u> of the following responses from the Council:-

1. A rejection of the approach based on the Transfer Rejection Criteria (attached as Appendix 3);
2. If the asset is deemed suitable for asset transfer it will require to be formally placed on the Surplus for Asset transfer List and the applicant will be required

to progress through the normal application process completing an Initial Expression of Interest Form and Community Asset Transfer Application Form.

Stage Two – Marketing of Assets for Transfer

Key documents:

- Stage Two Flowchart – Marketing of Assets for Transfer (attached as Appendix 4).
- Stage Two Internal Process Notes – Marketing of Assets for Transfer (attached as Appendix 5).
- User Guide Notes for Applicants (attached as Appendix 6).
- Initial Expression of Interest Application Form (attached as Appendix 7).
- Community Asset Transfer Application Form (attached as Appendix 8).
- Evaluation Form and Summary Sheet (attached as Appendix 9).
- Application for Transfer - Transfer Rejection Criteria (attached as Appendix 3).

By this stage, the asset will have been placed on the Surplus for Asset Transfer List. Stage two is fundamentally about:-

- Marketing the asset to community bodies.
- Inviting applications from community bodies;
- The scoring of applications by an assessment panel using the evaluation form;
- Securing formal approval from the Infrastructure Regeneration and Economic Development (IRED) Committee to proceed to Stage Three with a preferred bidder;
- Or rejecting an application and either re-starting the Stage Two process or placing the asset on the Surplus for Open Market Disposal List.

The assessment panel will comprise a combination of Council officers drawn principally from Asset Management, Corporate and Community Planning, Legal and Regulatory Services, and Finance. However, depending on the complexity of issues surrounding the proposed transfer, the assessment panel can be expanded to incorporate further specialisms.

Following assessment, Asset Management will submit a report to the next available meeting of the IRED Committee with an appropriate recommendation.

The successful applicant will thereafter be given an opportunity to proceed to the third and final stage of the transfer process.

If no applications are received or a viable applicant is not identified, the asset can either be re-marketed for asset transfer or be placed on the Surplus for Open Market Disposal List.

Stage Three – Final Bidder

Key documents:

- Stage Three Flowchart – Preferred Bidder (attached as Appendix 10).
- Stage Three Internal Process Notes – Preferred Bidder (attached as Appendix 11).
- The Business Plan – To be prepared by the applicant
- Evaluation Form and Summary Sheet (attached as Appendix 9).

At this stage, the preferred bidder is requested to finalise a business plan developing the ideas and outline proposals contained within the previously submitted application form.

The purpose of the business case is to provide assurance to the Council that, for instance:-

- The organisation has the capacity to manage the asset;
- Increased benefits to the community from such a transfer are tangible and measurable;
- The transfer of this asset would contribute towards the aims and objectives of the Council and its key priorities;
- The asset will have a sustainable future;
- The business model being proposed by the organisation is financially viable.
- The suggested basis of the transfer is fair and equitable.

The evaluation process will follow the same process as outlined under Stage Two, utilising the same Evaluation Form (attached as Appendix 9) and assessment panel where possible.

Based on the outcome of the evaluation process, Asset Management will thereafter report to the Strategic Asset Management Group with a recommendation to either: proceed with the proposed terms of transfer; reject the proposal and remarket the asset for asset transfer; or reject the proposal and place the asset on the Surplus for Open Market Disposal List and follow established procedures.

APPENDIX 1

Stage One Flowchart – Allocation of Assets

**Stage One Flowchart
Allocation of Assets**

**Bi-annual review of corporate assets by
Assets Coordinator and lead officers**

Asset identified as potentially SURPLUS to requirements

Asset identified as potentially available for TRANSFER

**All asset management and legal issues investigated
and cleared to progress further**

**Asset declared surplus to operational requirements
subject to approval from the Executive Directors, the
Chief Executive and the Convenor of the
Infrastructure Regeneration and Economic
Development (IRED)
Committee**

**Asset Management report to
SAMG with recommendation
to place asset on either the
Surplus for Open Market
Disposal List or the Surplus
for Asset Transfer List**

**Asset formally placed on
Surplus for Open Market
Disposal List and
processed under existing
procedures**

**Asset formally placed
on Surplus for Asset
Transfer List and
process continues to
Stage 2**

APPENDIX 2

Stage One Internal Process Notes – Allocation of Assets

Community Asset Transfer - Stage One - Internal Process Notes Please refer to corresponding flow charts.		
Allocation of Assets		
Stage One	**Action**	**Responsible**
1.0	Each year as part of the corporate asset management planning process, Council services will be required to submit details of any properties that are likely to become surplus to requirements and potentially available. This process will be tracked and monitored through bi-annual meetings between the relevant Strategic Lead Manager(s) and the Assets Coordinator. Meetings shall take place annually in April and October. These bi-annual meetings will also be used to identify any emerging requirements for additional accommodation. All potential corporate requirements should be fully considered.	Strategic Lead Manager and Assets Coordinator
1.1	The bi-annual joint review process should also be used to identify assets that could be declared surplus to requirements and considered either suitable for open market disposal or alternatively for asset transfer. Once an asset has been identified, Asset Management should investigate the title position to identify restrictions, if any, that might prevent or affect the ability of the Council to sell or lease the asset. Asset Management should also	Strategic Lead Manager and Assets Coordinator Estates Surveyor

	gather background information on the asset to incorporate into a report to be submitted to the Executive Director of Infrastructure Regeneration and Economic Development for consideration.	
	The report should provide a recommendation that the property be declared formally surplus to requirements. It should also contain a summary of information set out under the undernoted headings: • Location • Description • Availability Date • Open Market Value • Floor/Site Area • Condition • Suitability/Existing Use • Potential Uses of Asset • Annual Running Costs	Estates Surveyor
	The Executive Director of IRED shall, in accordance with established protocol, consult with all other Executive Directors, the Chief Executive and the Convenor of the IRED Committee and, if appropriate, declare that the asset be formally declared surplus to the operational requirements of the Council.	Executive Director IRED
1.2	A report shall thereafter be submitted to the Strategic Asset Management Group (SAMG) recommending that the asset be placed on either the Surplus for Open Market Disposal List or the Surplus for Asset Transfer List. If recommended for Asset Transfer, the preferred method of disposal should be stipulated i.e. transfer of ownership,	Estates Surveyor

	short or long term lease or some other form of management agreement.
	
	Approval of either option by SAMG formally locks the asset into the appropriate procedural route.
	If a subsequent challenge or transfer request is made by a community body in respect of any property not on the Surplus for Asset Transfer List, then the community body should be requested to complete an Initial Expression of Interest Application form. The initial proposal should be considered and either:
	
	   a. Rejected based on the agreed Transfer Rejection Criteria (attached as Appendix 3); or
	   b. If the asset is deemed suitable for asset transfer it will require to be formally placed on the Surplus for Asset Transfer List and the applicant will thereafter progress through the application process as defined hereafter. An asset cannot be disposed of in any way, including giving it to another community body, effective from the date that the application is made.	

APPENDIX 3

Transfer Rejection Criteria

Community Asset Transfer - Applications for Transfer

Transfer Rejection Criteria (Applicable to applications for transfer of properties not on the Surplus for Asset Transfer List)

The Community Empowerment (Scotland) Act 2015 s.82(3) highlights that the decision making process should take into consideration various matters as highlighted below:

a) The reason for the request;
b) Any other information in support of the request;
c) Whether approving the disposal will promote or improve the following:
   1. Economic development
   2. Regeneration
   3. Public Health
   4. Social wellbeing
   5. Environmental wellbeing;
d) Whether agreeing to the request would be likely to reduce inequalities of outcome which result from socio-economic disadvantage;
e) Any other benefits that may arise if the request were agreed to;
f) Any benefit that might arise if the authority were to agree to or otherwise adopt an alternative proposal (for another asset transfer request or a proposal made by the authority or any other person) for the asset;
g) How such benefits would compare to any benefits such as mentioned under points c) and e);
h) How benefits such as mentioned in f) relate to other matters the authority considers relevant (including the functions and purposes of the Authority);
i) Any obligations imposed on the authority, by or under any enactment or otherwise, that may prevent, restrict or otherwise affect its ability to agree to the request; and
j) Such other matters as the authority considers relevant.

The Act states that there is a presumption in favour of an asset transfer unless there are reasonable grounds for refusal. A decision to agree or refuse an application must be justified.

In addition to the above criteria (a – j), which should be considered in the decision making process, the table below contains a list of criteria, which West Dunbartonshire Council consider grounds for rejection. These rejection criteria can be used at any time during the application process, however, it is considered most relevant when reviewing an application that has been made for an asset which has not been placed on the Surplus for Transfer List. If any one of the undernoted criteria is applicable, refusal of an application for transfer can be considered.

Criteria for Rejection of an Application (Properties not on the Transfer List)	Applicable (Yes/No)
The asset has a value in excess of a sum to be agreed.	

The asset forms part of larger subjects and is considered to be a key component of the future disposal of the larger subjects.	
The asset is identified in the capital programme and is earmarked for significant investment, equal to or in excess of £150,000.	
The asset is critical to frontline service delivery having been appraised as such as part of a strategic service delivery review.	
There would be significant operational disadvantage if the asset were to be transferred.	
Asset transfer would have tangible and negative implications for a service budget.	
The asset relates to a strategic site, which will have significant economic impact. For instance those sites provided on the Surplus Asset List and Action Plan which is regularly updated and approved at the IRED Committee.	
An asset transfer would fundamentally conflict with the aims and objectives of West Dunbartonshire Council.	
The asset is located on a site which is subject to contamination requiring remediation works in excess of £10,000.	
The applicant is not formally constituted.	
The applicant doesn't have a sufficiently strong business case to support an application for asset transfer.	
The request is for outright ownership and the applicant does not fall within one or more of the following categories: • A company with not • Fewer than 20 members. • A Scottish Charitable Incorporated Organisation, the constitution of which includes provision that there are not fewer than 20 members. • A community benefit society, the rules of which include provision for not fewer than 20 members. • A body designated as a community transfer body by an order made by the Scottish Ministers. • A body that falls within a class of bodies designated as community transfer bodies by an order made by the Scottish Ministers.	

An alternative proposal/use provides greater opportunity for any of the following: • Economic development • Regeneration • Public health • Social wellbeing • Environmental wellbeing	
An alternative proposal/use better addresses the Council's priorities as set out in West Dunbartonshire Council's Strategic Plan 2012 – 2017 and highlighted below: • Improve economic growth and employability; • Improve life chances for children and young people; • Improve care for and promote independence with older people; • Improve local housing and environmentally sustainable infrastructure; and/or • Improve the wellbeing of communities and protect the welfare of vulnerable people.	

APPENDIX 4

Stage Two Flowchart – Marketing of Assets for Transfer

Stage Two – Marketing Assets for Transfer

Details of potentially available assets posted on Council website by Asset Management.

Initial Expression of Interest Form issued to community bodies for completion within 60 days.

Asset Management receive completed Initial Expression of Interest forms at closing date from community bodies and:

- **Log request.**
- **Notify Corporate and Community Planning.**
- **Notify Business Gateway Team.**
- **Notify West Dunbartonshire Community and Volunteering Services (WDCVS).**
- **Issue a Community Asset Transfer Application form (within 14 days) along with a date for return of completed applications.**

WDCVS –
- **Arrange appointment with community body**
- **Diarise completion and return date for completed forms**

WDCVS undertake an initial review of application process with community body to establish:-
- **Capacity of community body**
- **Available support**
- **Viability**
- **Sustainability**
- **Possible uses**
- **Deal breakers**
- **Recommendations**

Applications returned to Asset Management and evaluated by an Assessment Panel

In the event that no applications are received, the asset can either be re-marketed for asset transfer or placed on the Surplus for Open Market Disposal List.

Asset Management provide a report with recommendations to Infrastructure Regeneration and Economic Development (IRED) Committee

Progress application with preferred applicant as per approved Committee recommendations

Progress to Stage Three.

APPENDIX 5

Stage Two - Internal Process Notes

Community Asset Transfer - Stage Two - Internal Process Notes
Please refer to corresponding flow chart.

Marketing of Assets for Transfer

Stage Two	Action	Responsible
1.0	On a phased basis, Asset Management will market assets on the transfer list. Where appropriate, adverts will be placed in the local newspaper. Asset particulars should also be prepared in a standardised format and distributed to community bodies and placed on the Council's website for a period of 60 days. Corporate and Community Planning should be notified and provided with assets particulars in order that all community bodies can be reached including the Equalities forum. Asset particulars should provide the following information: • Details of the asset e.g. location, description, construction and size. • Acceptable planning uses. • Potential availability e.g. next quarter, next year etc. • Closing date for receipt of Initial Expression of Interest Application Forms (i.e. 60 days after the asset is placed on the Council's website). • Estimate of asset value. • Useful contact details for key sources of information. • Preferred method of sale (e.g. lease, outright sale etc.) An Initial Expression of Interest Application Form will be issued to potentially interested community bodies. The completed form should be returned to Asset Management.	Estates Surveyor Web Administrator

		Asset Management should acknowledge and record all initial expressions of interest until the expiry of the circulation period.	
1.1	At the end of the circulation period, once Initial Expressions of Interest have been received, Asset Management should: • Remove the asset particulars from the web. • Notify the Business Gateway Team. • Notify the Corporate and Community Planning Team. • Notify West Dunbartonshire Community and Volunteering Service (WDCVS) and hand over to follow up if necessary. • Advise applicants that a member of the WDCVS Team will make contact within five working days. • Notify any commercial interest received that their details will be kept on file should the property be re-designated surplus to requirements and placed on the open market at some point in the future. • Hand over to WDCVS to progress.	Estates Surveyor
1.2	In the event that no Initial Expressions of Interest are received then the process of re-posting may be repeated at the discretion of Asset Management.	Estates Surveyor
1.3	Alternatively Asset Management may remove the asset from the Transfer List and allocate it to the Surplus for Open Market Disposal List. Asset Management will notify SAMG of this rescheduling action.	Estates Surveyor
1.4	WDCVS allocate a responsible officer to support community bodies.	WDCVS
1.5	With a 14 day period after the closing	Asset Management

	date for initial expressions of interest, Asset Management shall provide applicants with a Community Asset Transfer Application Form including guidance notes. A closing date for receipt of completed applications should also be provided (around 90 days from date of issue).	
1.6	WDCVS diarise completion and return date for applications to Asset Management in accordance with agreed timescales. WDCVS arrange an initial meeting with the community body.	WDCVS
1.7	WDCVS support, where possible, the completion of the application form and reinforce the message to provide as much complete information as possible. WDCVS should also highlight any "deal breakers" at an early stage in order that community bodies can take steps to resolve issues or withdraw from the application process.	WDCVS
1.8	The completed Community Asset Transfer Application Form should be returned to Asset Management for scoring and validation purposes.	WDCVS/CO
1.9	Application is evaluated by the assessment panel to determine if the application should progress via Committee to Stage 3. The panel shall comprise a combination of officers with relevant expertise/input. Not least, the panel should include officers from Asset Management, Corporate and Community Planning, Legal and Regulatory Services, and Finance. All officers forming part of the evaluation panel must have completed Equalities Impact Assessment. State Aid is a European Commission term which refers to forms of public assistance, given to undertakings on a discretionary basis, which has the	Asset Management/Various

	potential to distort competition and affect trade between Member States of the European Union. State Aid rules will be considered as part of the decision making process for disposal or community transfer of any West Dunbartonshire Council asset.

If State Aid is considered to be a factor in any proposed transfer, the Council may consider what the impact of the anticipated State Aid issue may have on any of the Evaluation Criteria, or indeed the Council's ability to legally enter into any arrangement for the transfer and if considered material to any such factor, the Council may either factor such State Aid considerations into the evaluation criteria or alternatively require the applicant to resubmit an application which fully addresses State Aid considerations to the extent that any proposed transfer demonstrably has no implications for State Aid. | |
| 1.10 | Evaluation outcome discussed with Asset Coordinator.

In the event that the outcome is to no longer pursue a particular transfer option then a decision may be made to re-start the entire process, or to transfer the asset onto the Surplus for Open Market Disposal List. | Estates Surveyor/AC |
| 1.11 | Report prepared and submitted by Asset Management to Infrastructure Regeneration and Economic Development (IRED) Committee with appropriate recommendation to proceed to Stage 3 with preferred bidder. | Estates Surveyor |
| 1.12 | Asset Management should inform community bodies and other relevant parties of decision and take appropriate action. | Estates Surveyor |

APPENDIX 6

User Guide Notes for Applicants

Community Asset Transfer

User Guide Notes for Applicants

<u>Introduction</u>

West Dunbartonshire Council (WDC) has tried to make the application process for Community Asset Transfer as simple as possible to help your organisation start the journey towards taking control of your own asset.

We will consult with you throughout the application process and provide you with useful links to other organisations who can help you get started with your own community project.

The information that we ask you to provide is important because it will help us, and you, to decide if your organisation is ready and equipped to take control of an asset.

We have simplified our procedures for disposal of our assets. Along with an Asset Register, we will now make available a Surplus for Asset Transfer List highlighting a list of assets available for asset transfer. Assets on that list will be marketed on a phased basis and community bodies will be invited to come forward with their proposals. This means that the assets on our Surplus for Transfer List will not be placed on the open market and community bodies will not have to compete with commercial interests.

There are many types of community bodies and, whilst we recognise that they can take different shapes and sizes, **we do require that your organisation has a written constitution in place before you proceed with your application.**

It is also important that you have all of the necessary facts and figures on the asset so we will provide you with as much useful information as possible from the offset. Where available, this may include:

- Details of the current condition of the asset;
- Electrical and Gas Safety Certification;
- Asbestos and Legionella information;
- A breakdown of running costs and utility charges;
- Information on potential planning uses/consideration;
- Site/layout plans;
- An Energy Performance Certificate; and
- Details of any income streams from building occupants.

<u>Community Asset Transfer - The Process</u>

The process has been broken into two phases. All parties with an interest in an asset will be invited to take part in the initial first phase. Only one successful community body will be invited to participate in the second phase.

<u>Initial Phase One</u>

The Council will make publicly available an Asset Register. In addition to that, a Surplus for Asset Transfer List of all properties considered suitable for asset transfer will be made publicly available. Properties on the Transfer List will be marketed on a phased basis and advertised in the local newspapers as well as being posted on the Council's website http://www.west-dunbarton.gov.uk/business/community-asset-transfer/. Officers within Corporate and Community Planning will also be made aware of any assets being marketed for asset transfer.

Community bodies will have an initial period of 60 days to register an interest in assets posted on the Council's website. They should complete an Initial Expression of Interest Application Form, which is attached at the back of this document but which is also available on our website or can be posted to you. The closing date for receipt of applications will be provided. Completed applications should be submitted to the following address:

Asset Management
West Dunbartonshire Council
Council Offices
Garshake Road
Dumbarton
G82 3PU

Or e-mailed to: assetmanagementteam@west-dunbarton.gov.uk

Within 14 days of the closing date for initial expressions of interest, you will be provided with a Community Asset Transfer Application Form. You will also be signposted to support available within the Council but also from West Dunbartonshire Community and Volunteering Services (WDCVS) and beyond. A list of some of the key contacts and sources of information are provided later.

You will then be given a fixed period of time (90 days) to complete and return the Community Asset Transfer Application Form along with any supporting information. The form can be found at the back of this document but can also be found on the Council's website or posted to you. A closing date for return of applications will be provided. The completed form should be returned to the Council offices or emailed using the above contact details.

Once you have returned the completed application form, we will review and evaluate submissions. The basis of scoring is provided in the Evaluation Form – Scoring Matrix attached to the rear of this document.

Please note that State Aid is a European Commission term which refers to forms of public assistance given to undertakings on a discretionary basis, which has the

potential to distort competition and affect trade between Member States of the European Union. State Aid rules will be considered as part of the decision making process for disposal or community transfer of any West Dunbartonshire Council asset.

Following evaluation, if necessary, Committee approval will be sought to progress to the next stage with the preferred bidder. All applicants will thereafter be advised if they have been successful.

Please note that those organisations with an interest in an asset which is not on the Surplus for Transfer List and which is not being marketed, should also complete the Initial Expression of Interest Form. The Council will provide a response within 90 days of receipt of the application confirming whether your application has been rejected or can continue to the next stage i.e. submission of a Community Asset Transfer Application Form. If you are invited to progress your application, the procedures as set out above will apply.

Final Phase Two

Only a single successful applicant will be invited to participate in phase two. At this point, you will be given an opportunity to prepare a more detailed business plan. Your business plan should elaborate and expand on all of the information requested in the Community Asset Transfer Application Form.

The business plan should set out the community benefit of transferring the asset to your organisation. It should show that your organisation has the skills, experience and capacity to take responsibility for the asset, and that you have a financially viable project. It should also detail the final terms of the proposal to own, lease or undertake some other form of management/occupational agreement. This should include a proposed rent, lease duration and lease terms or alternatively the proposed purchase price.

We will also look for assurance that your organisation's aims and objectives are consistent with the Council's key priorities.

As before, guidance will be available from within the Council and WDCVS to help you develop your business plan.

Once you have completed your business plan, we will review it and let you know if we think you are ready to continue forward. If we think that you need more time or assistance to get ready, then we will point you in the right direction.

If the completed business plan is evaluated and a decision is made to reject the application, the Council will issue a decision notice highlighting the grounds for rejection.

If the submission is successful, a decision notice will be issued highlighting the terms and conditions of the asset transfer and requesting that you submit a formal offer.

Useful Contact details

Main contact for all property matters – Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU. T: 01389 776996 Email: assetmanagementteam@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/business/community-asset-transfer/

Assets available for asset transfer - Initial Expression of Interest Application Form and Community Asset Transfer Application Form is available at http://www.west-dunbarton.gov.uk/business/community-asset-transfer/

Application support –West Dunbartonshire Community and Volunteering Services (WDCVS), Arcadia Business Centre, Miller Lane, Clydebank, G81 1UJ. T: 0141 941 0886 or visit http://www.wdcvs.com/

Business Advice – West Dunbartonshire Business Gateway, Titan Enterprise, 1 Aurora Avenue, Queens Quay, Clydebank, G81 1BF. T: 0141 951 7929, Email: westdunbartonshire@bgateway.com or visit http://www.bgateway.com/local-offices/west-dunbartonshire

Planning guidance -Planning and Building Standards, West Dunbartonshire Council, Titan Enterprise, 1 Aurora Avenue, Queens Quay, Clydebank, G81 1BF. T: 0141 951 7930, Email: Planning&BuildingControl@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/planning-building-standards/contact-planning-and-building-standards/

Community Led Regeneration – The Development Trusts Association Scotland – 1b Washington Lane, Edinburgh EH11 2HA. T: 0131 220 2456, Email: info@dtascot.org.uk or visit http://www.dtascot.org.uk/

Community Ownership - The Community Ownership Support Service – 1b Washington Lane, Edinburgh EH11 2HA. T: 0131 225 2080, Email: coss@dtascot.org.uk or visit http://www.dtascommunityownership.org.uk/

Establishing a Charity – The Office of the Scottish Charity Regulator – 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY. T: 01382 220446. Email: info@oscr.org.uk or visit http://www.oscr.org.uk/

Advice on equality duty as defined in the Equality Act 2010 – Contact the Council's Corporate and Community Planning Team, Council Offices, Garshake Road, Dumbarton, G82 3PU. T:01389 737269, Email:wdcpp@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/council-wide-plans-and-strategies/equality-diversity-and-fairness/

Community Asset Transfer
User Guidance Notes – Initial Application (Phase 1)

West Dunbartonshire Council (WDC) will provide a publicly available Surplus for Transfer List highlighting a dedicated list of assets considered suitable for asset transfer. Those assets on the Transfer List will be posted on the Council's website on a phased basis.

Community bodies register an interest in a specific asset via an Initial Expression of Interest Application form which will be available on WDC's website or which can be posted to you.

WDC then send you a Community Asset Transfer Application Form and accompanying guidance notes

West Dunbartonshire Community and Volunteering Services (WDCVS) will help you complete the application form if required.

You return the completed application form to WDC

WDC will score your application via a formal evaluation process.

WDC will report to the relevant Council Committee with a recommendation.

You will be notified of the outcome and, if successful, you will progress to Phase Two.

APPENDIX 7

Initial Expression of Interest Application Form

COMMUNITY ASSET TRANSFER
INITIAL EXPRESSION OF INTEREST APPLICATION FORM

All Community bodies wishing to apply for an asset under West Dunbartonshire Council's Community Asset Transfer Policy must first complete this application form.
Only applicants with a written constitution will be invited to progress their application.

1. Organisation	
Name of the Organisation	
Address of the Organisation	

2. Please provide details of the contact person	
Full Name	
Position in Organisation	
Contact Address (if different form above)	
Telephone Number	
E-Mail Address	

3. What is the structure and purpose of your organisation?	
Does the organisation have a written constitution, governance document or set of rules? If yes, please provide supporting documents.	Yes / No
Please describe the legal status of the organisation. To participate in a transfer of ownership, a community body must be one of the following: • A company with not fewer than 20	

members. • A Scottish charitable incorporated organisation with not fewer than 20 members. • A community benefit society. If applicable, please provide a registration number e.g. charity/company number. If an incorporated company, please provide details.	
What is the purpose and main activities of your organisation? *A brief description should be provided in respect of the aims and objectives for the organisation along with the services offered and the target user group.*	

4. Please tell us about the asset (building or land) you are interested in.

Name and Address of Asset If required, please provide a site plan highlighting the extent of boundary.	
Please confirm the type of transfer you are interested in. *Is your organisation seeking outright ownership, a short or long term lease, or some other form of management/occupational agreement?*	

5. Please confirm your proposed use of the asset?
(Community bodies should explain what they want the asset for in terms of space and facilities, and how the facility will be utilised).

On completion, please send your application form to: **Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU.** Electronic submissions can be sent to: assetmanagementteam@west-dunbarton.gov.uk

APPENDIX 8

Community Asset Transfer Application Form

COMMUNITY ASSET TRANSFER APPLICATION FORM

West Dunbartonshire COUNCIL

To allow West Dunbartonshire Council to evaluate the submissions received and to comply with the terms of the Disposal of Land by Local Authorities (Scotland) Regulations 2010, all offers should include a completed application form along with supporting documents.

Please provide the full address of the asset for transfer. *Where appropriate, please provide an accompanying site plan.*	

SECTION A – ABOUT YOU AND YOUR ORGANISATION

*Please note that only applicants with a written constitution will be considered for community asset transfer.

1. Please provide details of the organisation making the application.	
Name of Organisation	
Address of Organisation (including postcode).	
Please provide details of the contact person in relation to this application.	
Full Name	
Position in Organisation	
Contact Address (if different from above)	
Telephone Number	
E-Mail Address	

2. Please provide details if the organisation is formed as part of a larger organisation or an umbrella body.

3. Please describe the legal status of the organisation.

Applicants will require to have a written constitution. Community bodies not formally constituted cannot progress this application further.

What type of organisation are you? *Guidance Note: to participate in a purchase, a CO must be one of the following:* • A company with not fewer than 20 members. • A Scottish charitable incorporated organisation with not fewer than 20 members. • A community benefit society. *Organisations seeking to lease, use or manage need only be a community controlled body* *For further information, please contact the Office of the Scottish Charity Regulator (www.oscr.org.uk) or the Development Trusts Association Ltd (www.dtascot.org.uk).* *If applicable, please provide a registration number e.g. charity/company number.* *If an incorporated company, please provide details.*	

4. Please confirm when your organisation was established?

5. Please give details of the organisation's main purpose and current activities.

Briefly describe your organisation's main aims and objectives. *Guidance Note: A definition of the group's aims and objectives should be provided including the target outcomes.*	
What are the current activities/services provided by the organisation? *Guidance Note: An outline of activities/services offered should be provided along with an overview of how they are provided and the client group they are offered to. COs should be able to illustrate that they have the skills and expertise to effectively deliver the service.*	

6. Please provide details of the management structure of your organisation.

Guidance Note: Information supplied should include details of the COs management structure and decision making process along with an outline of the roles and responsibilities of the members.

Please identify current governing arrangements i.e. Board / Management Committee / Trustees / Directors.	

Please confirm the identity of current office bearers:- *Chair:* *Treasurer:* *Secretary:*	
Please identify total numbers of:- *Committee/Board members:* *Staff members:* *Volunteers:*	

7. It is an essential condition of any application that the organisation has a written constitution? Please confirm that the organisation is formally constituted

Yes/No

Guidance Note: Please provide a copy of the organisation's constitution.

Does your constitution?

Identify the community which the organisation relates to? *If yes, please provide supporting information.*	Yes	No
Ensure that the majority of members of that organisation are members of that community? *If yes, please provide supporting information.*	Yes	No
Ensure that the organisation is open to, and controlled by, members of the community? *If yes, please provide supporting information.*	Yes	No
Illustrate aims and objectives that promote a benefit to the community? *If yes, please provide supporting information.*	Yes	No
Demonstrate that funds and assets are used for the benefit of the community? *If yes, please provide supporting information.*	Yes	No

Additional/Supporting Information:

8. Please confirm the individuals responsible for the running of the organisation.

Guidance Note: Provide details of the individuals involved with the day to day running of the project. Please provide details of the person who will be responsible for managing the project. Confirm the arrangements which will be put in place for monitoring, reporting, administration and financial management of the project?

Name	Volunteer or Employee	Role in Project	Previous Experience

Additional Information:

9. Please provide details of any previous asset management experience within your organisation.

Guidance Note: Demonstrate experience and expertise within your organisation using specific examples.

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10. Please provide details of any property assets currently owned, leased or managed by your organisation at present.

Guidance Note: Detail how long the asset has been held, the terms of any lease, along with any improvements or maintenance that has been undertaken to it. Please provide details of any asset management strategy in place.

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SECTION B – YOUR PROJECT

11. Please confirm which asset transfer option is being requested?

Guidance Note: Is your organisation seeking outright ownership, a short or long term lease or some other form of management/occupational agreement? If you are seeking outright ownership, please provide an estimate of the price that you will be prepared to pay. If your request is to lease the property, please provide the following: an estimate of rental per annum: the duration of the lease: the terms and conditions which are likely to be attached to the lease. Any other terms or conditions applicable to the transfer should also be highlighted. If a request is being made for rights to be conferred (e.g. a right to manage), the applicant should outline the nature and extent of the rights sought.

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12. Please provide details on the proposed use of the asset.

Guidance Note: An outline should be supplied as to how the asset will be utilised, e.g. services to be provided, use of accommodation, opening hours etc. Please also provide details regarding any partnership arrangements which are or will be put in place.

13. Please confirm if your proposed use of the asset will require consent for a change of use under the Town and Country Planning (Use Classes) (Scotland) Order 1997.

Guidance Note: Please confirm the proposed use of the asset and verify if planning permission for a change of use will be required. Please also outline the outcome of any discussions with the Council's Planning and Building Standards department. Where available, supply supporting correspondence. Note that contact details are supplied on the accompanying guidance notes.

14. Please confirm if you propose to undertake any modifications to the asset to make it suitable for the proposed use.

Guidance Note: Where relevant, please provide details of any alterations, upgrading or refurbishments planned along with an estimate of associated costs if available. COs should demonstrate that they have considered the viability from a structural, planning and cost perspective and that appropriate regulatory bodies have been consulted. Where available, supply supporting correspondence. Any planning issues should be highlighted and information supplied as to how they may be mitigated.

15. Please demonstrate how you have identified a need/demand for the asset.

Guidance Note: Please use local and national evidence to highlight how demand has been established. Please highlight specific examples and evidence to support your statement. Highlight what is unique about your proposal.

16. Please verify if your proposed use of the asset is likely to impact on other organisations/businesses within the area.

Guidance Note: Please explain if your proposals are likely to impact on local jobs. Explain how similar businesses within the vicinity will be affected in a positive or negative way.

17. Please confirm the benefits that you consider will arise as a result of the asset transfer and how those benefits will be monitored.

Guidance Note: Explain how the project will be monitored and how success will be evaluated e.g. increased user numbers, increased opening hours etc.

18. Please outline any barriers or challenges to the success of your project.

Guidance Note: Define any potential risks e.g. funding, skills gaps, timescales etc. and explain how they can be mitigated. Ensure that external risks outwith the organisation's control have also been considered. Include a feasibility study if you have one.

19. Timescales – please provide indicative timescales for when you would hope the project will be up and running.

20. Please explain how the use of the asset will contribute towards the aims and objectives of West Dunbartonshire Council's Strategic Plan 2012 – 2017.

The Council's priorities are as follows:

Improve economic growth and employability	
Improve life chances for children and young people	
Improve care for and promote independence for older people	

Improve local housing and environmentally sustainable infrastructure	
Improve the wellbeing of communities and protect the welfare of vulnerable people.	

21. The Community Empowerment Act (Scotland) 2015 states that a transfer should be considered in the context of various key areas as set out below. Please explain how the use of the asset will contribute towards these key considerations:

Economic Development	
Regeneration	
Public Health	
Social Wellbeing	
Environmental Wellbeing	

22. Please give details of key stakeholders that were consulted, the method of consultation and the support shown for the project.

Guidance Notes: Please explain how you have consulted with the wider community and the outcome from those consultations. Please also include details concerning

any objections. Please provide letters of support or recommendation, along with any consultations, surveys and needs analysis undertaken.

Stakeholder Group	Method of Consultation	Outcome
Current users		
Local community		
Others (please specify)		

Further Information:

SECTION C – REGULATORY/STATUTORY REQUIREMENTS

23. Please confirm if your organisation complies with the Equalities Act 2010.

YES/NO

If available, please provide a copy of your policy or statement document

Guidance Note: Equalities legislation is a standard expectation. You must be able to demonstrate how your organisation meets the requirements of a service provider in terms of the Equalities Act 2010. Please visit West Dunbartonshire Equality Scheme - West Dunbartonshire Council *for further information.*

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24. Please confirm if your organisation has a comprehensive Health and Safety Policy.

YES/NO

Please provide a copy of your policy or statement document.

Guidance Note: It is acceptable to provide a generic statement as it is anticipated that individual assessment of the asset you are requesting may not be appropriate at this stage.

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25. Please confirm if your organisation holds a relevant child protection/vulnerable adult's policy?

YES/NO

If available, please provide a copy of your policy or statement document.

Guidance Note: if your organisation is working with children/vulnerable adults, you must have the relevant policies in place. Should you wish to expand your services to include these groups, please detail how you propose to address the regulatory requirements.

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SECTION D – FINANCIAL INFORMATION

Please note that information supplied in this section is for initial evaluation purposes only. Full financial checks will be undertaken if the applicant proceeds to the next and final stage.

26. Please confirm how you propose to fund your proposal.
Guidance Note: *Explain how you propose to fund the initial purchase/lease of the asset. Define how you will meet any subsequent costs. Submission of a business plan is not essential at this stage, however, if you have one available then please provide.*

27. Please confirm if you have already secured part/whole funding for the proposed project.
YES/NO **Please supply supporting correspondence.** **If yes, please provide details below.**

Funding Source	Date of Application	Amount

28. Please confirm if you have any outstanding applications for funding for the proposed project.

   YES/NO

   Please supply supporting correspondence where available.

   If yes, please provide details below.

Funding Source	Date of Application/Anticipated Date of Response	Amount

29. Provide details of any other potential sources of funding you might have access to for the proposed project i.e. voluntary donations, borrowing etc.

30. Please confirm your operating costs for the existing service for the forthcoming year and outline how they are met.

31. Please verify if your organisation produces annual accounts.

YES/NO

If yes, please provide your most recent accounts signed and dated by an auditor or independent examiner.

32. Please confirm if you have been in receipt of a Council Grant over the past five years.

YES/NO

If yes, please provide details.

Guidance Note: Please provide details of any grants received, the date awarded and any restrictions on use. Provided specific details and reference/contact details.

33. Please confirm how you will ensure the long term sustainability of the project?

Guidance Note: Please explain how you will generate income from the asset to maintain the building and your service. Provide details of any proposed lettings, charges for service, membership fees etc. Please explain how the asset will be self-sustaining.

(A finalised, fully costed business plan along with annual accounts, bankers' letters, bank statements and cashflows will require to be submitted should you successfully progress to the next stage.)

SECTION E – DECLARATIONS

<table>
<tr><td colspan="2">34. This should be signed by the Chairperson, Vice Chairperson or Treasurer.

Guidance Note: This statement confirms that the individual has been authorised by the organisation to apply for asset transfer. Please include a copy of the relevant Committee meetings at which authorisation was provided.</td></tr>
<tr><td>On behalf of
(Enter Organisation Name)</td><td></td></tr>
<tr><td colspan="2">I declare that all of the information and statements contained within this application are true.</td></tr>
<tr><td>Full Name</td><td></td></tr>
<tr><td>Position Held</td><td></td></tr>
<tr><td>Signature</td><td></td></tr>
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<tr><td>Contact Address</td><td></td></tr>
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Telephone Number	
Email Address	

Please tick the box to confirm that the asset will **NOT** be operated as a private profit making venture.	

On completion, please send your application form and all associated paperwork to: Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU. Electronic submissions can be sent to: assetmanagementteam@west-dunbarton.gov.uk. You should receive an acknowledgement letter within 5 working days. If you do not, please contact the Asset Co-ordinator, Email: stuart.gibson@west-dunbarton.gov.uk

Checklist of Supporting Documentation.

	Supporting Documentation Provided	Reference
Yes/ No	Groups Constitution	Q7
Yes/ No	Other Documentation	Q13 & 14
Yes/ No	Feasibility Study	Q18
Yes/ No	Consultations, surveys, needs analysis	Q22
Yes/ No	Equal Opportunities Policy or Statement	Q23
Yes/ No	Health and Safety Policy or Statement	Q24
Yes/ No	Child Protection Policy or Statement	Q25
Yes/ No	Vulnerable Adults Policy or Statement	Q25
Yes/ No	Letters of Support from funders or local organisations	Q22, 27 & 28
Yes/ No	Business Plan (if completed)	Q26
Yes/No	Recent Accounts	Q31
Yes/No/Na	Reference in respect of Council grants	Q32
Yes/ No	Minutes of Committee meeting providing authorisation	Q34

APPENDIX 9

Evaluation Form and Summary Sheet

Evaluation Form - Scoring Matrix

Name of Community Body:			**Date of Assessment:**		
			Assessment Panel:		

*Scoring Note - Scoring should be based on the quality of answer/information explicitly provided in the application. The allocation of points awarded should increase based on the quality of the response e.g. 0 - poor.

Management Experience and Constitutional Arrangements		Score	Max. Score	Awarded	Measure	Weighting
Q6(a)	Is there an appropriate management structure in place?	0 - 15	15		Do they have a Chair , Secretary and Treasurer? Consider any other posts that have been highlighted. Are the respective roles and responsibilities clearly defined? Are internal decision making processes clearly identified?	
Q6(b) & Q3	Does the organisation have the appropriate level of staff resource?	0 -15	15		Does the organisation have the capacity to manage an asset? Too few people may indicate a weakness in the organisation. Is the balance between paid staff and volunteers correct?	
Q7	Does a Constitution exist?	0 - 5	25		**If no constitution exists then zero score applies and application rejected.**	10%
	Does the constitution identify the Community etc.?	0 -5				
	Does the constitution ensure that the organisation is open to and controlled by members of the community?	0 - 5				
	Does the constitution illustrate aims and objectives that promote community benefit?	0 - 5				
	Does the constitution demonstrate that funds and assets are used for community benefit?	0- 5				
Q8	Does a wide range of expertise exist within the organisation	0 - 15	15		Are the relevant skills in place? Consider basic management, financial strengths and previous relevant experience when making a judgement. This may be supported by a business plan.	
Q9	Is there previous asset management experience within organisation	0 - 15	15		Look for specific and relevant examples that display or evidence an understanding of sound asset management principles and good practice.	
Q10	Are any assets currently owned/leased and being managed successfully by the organisation?	0 - 15	15		How long has the organisation operated from the asset? Consider how the building has been maintained and improved during this period. If no assets are held or no maintenance work has been undertaken apply a zero score.	
Section Total			100	**0**	**Additional Comments:**	

Suitability of the Asset		Score		Max. Score	Awarded	Measure	Weighting
Q11	What is the basis of the asset transfer option being requested?	Short Lease	5	10		This may not yet be determined in the absence of a finalised Case. All options should be scored and an additional 5 points granted if the proposal is also the Council's preferred option.	
		Long Lease	5				
		Purchase	5				
		Other	5				
		Council's preferred option	5				
Q12	Is the proposed use acceptable in terms of the information provided by the Council on acceptable uses?	0 - 20		20		Is the proposal an acceptable use, or not? Consider frequency of use, level of use etc. Will the CO be the only organisation using the property? Consider use implications of sub-tenants/occupiers.	
Q13	Is the Community organisation intending to change the use of the asset in terms of the Town and Country Planning (Use Classes) (Scotland) Order 1997?	0 - 25		25		Consider the level of discussion and engagement with Planning when assessing score. If a change of use is probably required and positive engagement has taken place with Planning, even at early stage, then score appropriately. No change of use secures a score of 25, no prospect of an appropriate change of use scores 0. **If zero score applied, application to be rejected.**	10%
Q14	Are any alterations required to the building?	0 - 15		15		If yes, consider the level of detail provided and look for evidence of a full understanding of the process for obtaining consent and the implications of undertaking the work (cost, risk, compliance). Consider any supporting documentation when making your assessment. No alterations will attract a score of 20	
Q15	Has the group identified a need/demand for this asset? Has supporting evidence been provided?	0 - 15		15		Consider national or local evidence & research. Look for specific examples and research evidence.	
Q16	Will there be an impact on existing businesses and organisations?	0 - 15		15		Consider if the proposals will have a positive or negative effect on local jobs and businesses within the area. A potential threat to existing jobs elsewhere would attract a zero score.	
Section Total				**100**		Additional Comments:	

Risk		Score	Max. Score	Awarded	Measure	Weighting
Q17	Are there clear benefits? Are there mechanisms, processes and plans in place to ensure that the suggested benefits derived from the project can be monitored and evaluated?	0 - 40	40		Consider what evidence is available to demonstrate how success will be measured. Are these sensible , realistic, practical?	
Q18	Have all barriers and challenges to the projects success been identified and are there plans in place to manage these?	0 - 40	40		Does the membership of the organisation have the necessary skills to overcome these difficulties? Consider the risk to the project in terms of funding, skills gap, timescales and external factors. Are plans to manage risks robust? Can issues be resolved e.g. through additional funding, training etc.	15%
Q19	Are the timescales for getting the project up and running realistic?	0 -20	20		Consider if the timescales are based on an understanding of all factors. Are they too ambitious?	
Section Total			**100**	**0**	Additional Comments:	

Social Impact & Meeting Council Priorities		Score	Max. Score	Awarded	Measure	Weighting
Q20	Will the use of the asset and the project improve economic growth and employability?	0 - 5	5			
	Will the use of the asset and the project improve life chances for children and young people?	0 - 5	5			
	Will the use of the asset and the project improve care for and promote independence for older people?	0 - 5	5			
	Will the use asset and the project help improve local housing and environmentally sustainable infrastructure?	0 - 5	5			
	Will the use of the asset improve the wellbeing of communities and protect the welfare of vulnerable people?	0 - 5	5			
Q21	Will an asset transfer promote or improve economic development?	0 - 5	5			
	Will an asset transfer promote or improve social wellbeing?	0 - 5	5			25%
	Will an asset transfer promote or improve public health?	0 - 5	5			
	Will an asset transfer promote or improve social wellbeing?	0 - 5	5			
	Will an asset transfer promote or improve environmental wellbeing?	0 - 5	5			
Q22(a)	Have the key stakeholders been identified and consulted?	0 - 25	25		Consider extent and nature of consultation with current users, local/wider community interests and other relevant groups/organisations. Has there been a transparent and wide consultation undertaken?	
Q22(b)	Have all issues concerns or objections arising from the consultation process been resolved or	0 - 25	25		Consider the nature and relevance of objections and measures/steps taken to resolve. Consider also any	
Section Total			100		Additional Comments:	

Regulatory/Statutory Requirements		Score	Max. Score	Awarded	Measure	Weighting
Q23	Does the organisation comply with the Equalities Act 2010?	0 - 40	40		Are internal policies in place to support equal opportunities and diversity? If no consideration of the Equalities Act 2010 has been provided, a zero score will apply.	
Q24	Does the organisation have a comprehensive Health & Safety Policy in place?	0 - 30	30		Does the policy provide adequate protection for staff and stakeholders involved in the organisation and the project proposal? If the answer is no, then a zero score will apply.	20%
Q25	Are there relevant child protection/vulnerable person policies in place?	0 - 30	30		Do the policies provide adequate protection? If the answer is no, then a zero score will apply. If not required, then a score of 10 should apply.	
Section Total			100	0	Additional Comments:	

Financial Sustainability		Score	Max. Score	Awarded	Measure	Weighting
Q26	Are there outline financial proposals for the acquisition and initial development of the asset?	0 -15	15		How realistic is the funding package? Which of the following are in place or have been identified: banked funds; grants; donations; loans, identified income streams, identified economic savings ? Consider the timescale required to make the asset fit for purpose - is it viable?	
Q27 & 28	Has the organisation secured initial/part/whole funding for the proposed project?	0 - 15	15		Consider the funding sources approached, the sums involved, dates of application and purpose of the secured/proposed funding. Consider outstanding applications. Brand new organisations will attract a zero score as will a refusal for funding.	
Q29	Has the organisation explored/identified other potential sources of income?	0 - 10	10		Has the organisation been thorough? Have they received voluntary donations? Do they have any outstanding loans? What are the loan covenants?	
Q30	Can the organisation evidence what its current operating costs are and how these costs are met?	0 - 15	15		Does the organisation have a current financial or operating plan?	20%
Q31	Can the organisation provide recent externally audited accounts?	0 - 15	15		Consider the completeness of the accounts and trading position, financial viability, stability and sustainability of the existing organisation. Consider the impact of volunteer numbers to the sustain organisation.	
Q32	Has the council received any grant funding from WDC over the past five years?	0 - 10	10		Have grant terms been adhered to? Were any financial irregularities identified? Unresolved irregularities score 0, resolved irregularities score 5, no irregularities - score 10, no grant - score 10.	
Q33	Is the project/proposal financially sustainable in the long term?	0 - 20	20		Does the Business plan (if available) include a strong income generation plan? Is there evidence that income will sustain the building and project? (consider any capital investment required) Is there the potential to generate a surplus? Consider proposed lettings, membership fees etc.	
Section Total			100	0	**Additional Comments:**	

APPENDIX 10

Stage 3 Flowchart – Preferred Bidder

Stage Three – Preferred Bidder

West Dunbartonshire Council (WDC) Actions:
- **Agree timescale with preferred bidder for submission of a finalised business plan.**
- **Agree final terms of transfer.**

West Dunbartonshire Community and Volunteering Services (WDCVS) Actions (if required):
- **Arrange follow up meeting with community body.**
- **Provide feedback on their submitted Community Asset Transfer Application.**
- **Support community body with the development and completion of a business plan**

Assessment Panel meets to evaluate Stage 3 business plan

Asset Management provide recommendation to Strategic Asset Management Group (SAMG)

Grant time extension or return to start of Stage 2 to repeat process

Transfer rejected

Transfer approved

Remarket the asset for asset transfer or place asset on the Surplus for Open Market Disposal List

Lease/sale at market value

Lease/sale at less than market value

Asset Management notify applicant and WDCVS

Asset Management notify applicant and request that they issue a formal offer.

Asset Management to notify various Council Departments including: - Finance, Non-Domestic Rates, Insurance, Corporate and Community Planning, Energy Management.

Asset Management arrange appropriate hand-over arrangements and transfer concluded

Property database updated

APPENDIX 11

Stage Three Internal Process Notes – Preferred Bidder

<table>
<tr><td colspan="3">Community Asset Transfer -
Stage Three – Internal Process Notes
Please refer to corresponding flow chart.</td></tr>
<tr><td colspan="3">Preferred Bidder</td></tr>
<tr><td>Stage Three</td><td>Action</td><td>Responsible</td></tr>
<tr><td>1.0</td><td>Once a successful community body has been identified, West Dunbartonshire Community and Volunteering Services (WDCVS) should arrange a follow-up meeting with them to provide feedback on their Community Asset Transfer Application. In the event that the group does not require input from WDCVS, they can seek advice from alternative external sources.</td><td>WDCVS</td></tr>
<tr><td>1.1</td><td>WDCVS will alert Business Gateway and others, where appropriate, to advise that possible support may be required.</td><td>WDCVS</td></tr>
<tr><td>1.2</td><td>WDCVS will provide guidance on the requirements of the business plan. The business plan should be an extension of the Stage Two Community Asset Transfer Application and should, at the very least specifically incorporate the subject headings contained within the aforementioned form. The preferred bidder should also be signposted to all other sources of support and guidance both internally within the Council and externally, from such organisations as the Community Ownership Service and the Development Trusts Association Scotland.</td><td>WDCVS</td></tr>
<tr><td>1.3</td><td>Asset Management will agree with the preferred bidder an appropriate and reasonable timeframe for the completion and submission of the completed business plan to Asset Management.</td><td>Estates Surveyor</td></tr>
<tr><td>1.4</td><td>Preferred bidder submits a business plan</td><td>Community Body</td></tr>
</table>

		including specific detail of the basis of asset transfer (e.g. lease, sale, other management arrangement).	
1.5		The assessment panel meet to evaluate the submitted business plan based on the evaluation form criteria.	Members of Assessment Process
1.6		If the business plan requires additional work or if further information is awaited such as confirmation of external grant/funding applications, then the assessment panel can recommend that a time extension is granted.	Assessment Panel/Estates Surveyor
1.7		Following submission of the finalised business plan, the assessment panel should reach a decision and Asset Management should prepare and submit a report with appropriate recommendation to SAMG. The recommendation should normally be one of the following:- • Transfer of the asset by lease or sale at market value. • Transfer of the asset by lease or sale at less than market value. • Transfer to the preferred bidder is rejected and the asset is either re-marketed for asset transfer or placed on the Surplus for Open Market Disposal List.	Estates Surveyor
1.8		Decision not to pursue transfer. • Asset Management to advise the applicant accordingly and provide justification. • Asset Management to notify WDCVS and all relevant parties.	Estates Surveyor
1.9		Decision to pursue transfer. • Asset Management to advise the applicant accordingly.	Estates Manager

	• Asset Management to notify WDVS and all relevant parties.	
1.10	Asset Management forwards all appropriate information to Legal Services together with an instruction to conclude an agreement on behalf of the Council.	Estates Surveyor
1.11	Asset Management arrange all appropriate hand-over arrangements.	Estates Surveyor
1.12	Legal Services conclude agreement and effect transfer.	Legal Services
1.13	Asset Management should send notification of transfer to the following Council Departments/officers:- • Non-Domestic Rates • Insurance • Corporate and Community Planning • Energy Management Officer • All other interested parties.	Estates Surveyor

APPENDIX 2

Community Asset Transfer

User Guide Notes for Applicants

User Guide Notes for Applicants

<u>**Introduction**</u>

West Dunbartonshire Council (WDC) has tried to make the application process for Community Asset Transfer as simple as possible to help your organisation start the journey towards taking control of your own asset.

We will consult with you throughout the application process and provide you with useful links to other organisations who can help you get started with your own community project.

The information that we ask you to provide is important because it will help us, and you, to decide if your organisation is ready and equipped to take control of an asset.

We have simplified our procedures for disposal of our assets. Along with an Asset Register, we will now make available a Surplus for Asset Transfer List highlighting a list of assets available for asset transfer. Assets on that list will be marketed on a phased basis and community bodies will be invited to come forward with their proposals. This means that the assets on our Surplus for Transfer List will not be placed on the open market and community bodies will not have to compete with commercial interests.

There are many types of community bodies and, whilst we recognise that they can take different shapes and sizes, **we do require that your organisation has a written constitution in place before you proceed with your application.**

It is also important that you have all of the necessary facts and figures on the asset so we will provide you with as much useful information as possible from the offset. Where available, this may include:

- Details of the current condition of the asset;
- Electrical and Gas Safety Certification;
- Asbestos and Legionella information;
- A breakdown of running costs and utility charges;
- Information on potential planning uses/consideration;
- Site/layout plans;
- An Energy Performance Certificate; and
- Details of any income streams from building occupants.

<u>**Community Asset Transfer - The Process**</u>

The process has been broken into two phases. All parties with an interest in an asset will be invited to take part in the initial first phase. Only one successful community body will be invited to participate in the second phase.

<u>Initial Phase One</u>

The Council will make publicly available an Asset Register. In addition to that, a Surplus for Asset Transfer List of all properties considered suitable for asset transfer will be made publicly available. Properties on the Transfer List will be marketed on a phased basis and advertised in the local newspapers as well as being posted on the Council's website http://www.west-dunbarton.gov.uk/business/community-asset-transfer/. Officers within Corporate and Community Planning will also be made aware of any assets being marketed for asset transfer.

Community bodies will have an initial period of 60 days to register an interest in assets posted on the Council's website. They should complete an Initial Expression of Interest Application Form, which is attached at the back of this document but which is also available on our website or can be posted to you. The closing date for receipt of applications will be provided. Completed applications should be submitted to the following address:

Asset Management
West Dunbartonshire Council
Council Offices
Garshake Road
Dumbarton
G82 3PU

Or e-mailed to: assetmanagementteam@west-dunbarton.gov.uk

Within 14 days of the closing date for initial expressions of interest, you will be provided with a Community Asset Transfer Application Form. You will also be signposted to support available within the Council but also from West Dunbartonshire Community and Volunteering Services (WDCVS) and beyond. A list of some of the key contacts and sources of information are provided later.

You will then be given a fixed period of time (90 days) to complete and return the Community Asset Transfer Application Form along with any supporting information. The form can be found at the back of this document but can also be found on the Council's website or posted to you. A closing date for return of applications will be provided. The completed form should be returned to the Council offices or emailed using the above contact details.

Once you have returned the completed application form, we will review and evaluate submissions. The basis of scoring is provided in the Evaluation Form – Scoring Matrix attached to the rear of this document.

Please note that State Aid is a European Commission term which refers to forms of public assistance given to undertakings on a discretionary basis, which has the potential to distort competition and affect trade between Member States of the European Union.   State Aid rules will be considered as part of the decision making process for disposal or community transfer of any West Dunbartonshire Council asset.

Following evaluation, if necessary, Committee approval will be sought to progress to the next stage with the preferred bidder. All applicants will thereafter be advised if they have been successful.

Please note that those organisations with an interest in an asset which is not on the Surplus for Transfer List and which is not being marketed, should also complete the Initial Expression of Interest Form. The Council will provide a response within 90 days of receipt of the application confirming whether your application has been rejected or can continue to the next stage i.e. submission of a Community Asset Transfer Application Form. If you are invited to progress your application, the procedures as set out above will apply.

Please note that whilst the Council have provided standard application forms for transfer to enable us to process the application Applicants may also apply in the form as set out in the Act and Scottish Government Regulations .

Final Phase Two

Only a single successful applicant will be invited to participate in phase two. At this point, you will be given an opportunity to prepare a more detailed business plan. Your business plan should elaborate and expand on all of the information requested in the Community Asset Transfer Application Form.

The business plan should set out the community benefit of transferring the asset to your organisation. It should show that your organisation has the skills, experience and capacity to take responsibility for the asset, and that you have a financially viable project. It should also detail the final terms of the proposal to own, lease or undertake some other form of management/occupational agreement. This should include a proposed rent, lease duration and lease terms or alternatively the proposed purchase price.

We will also look for assurance that your organisation's aims and objectives are consistent with the Council's key priorities.

As before, guidance will be available from within the Council and WDCVS to help you develop your business plan.

Once you have completed your business plan, we will review it and let you know if we think you are ready to continue forward. If we think that you need more time or assistance to get ready, then we will point you in the right direction.

If the completed business plan is evaluated and a decision is made to reject the application, the Council will issue a decision notice highlighting the grounds for rejection.

If the submission is successful, a decision notice will be issued highlighting the terms and conditions of the asset transfer and requesting that you submit a formal offer.

Useful Contact details

Main contact for all property matters – Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU. T: 01389 776996 Email: assetmanagementteam@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/business/community-asset-transfer/

Assets available for asset transfer - Initial Expression of Interest Application Form and Community Asset Transfer Application Form is available at http://www.west-dunbarton.gov.uk/business/community-asset-transfer/

Application support –West Dunbartonshire Community and Volunteering Services (WDCVS), Arcadia Business Centre, Miller Lane, Clydebank, G81 1UJ. T: 0141 941 0886 or visit http://www.wdcvs.com/

Business Advice – West Dunbartonshire Business Gateway, Titan Enterprise, 1 Aurora Avenue, Queens Quay, Clydebank, G81 1BF. T: 0141 951 7929, Email: westdunbartonshire@bgateway.com or visit http://www.bgateway.com/local-offices/west-dunbartonshire

Planning guidance -Planning and Building Standards, West Dunbartonshire Council, Titan Enterprise, 1 Aurora Avenue, Queens Quay, Clydebank, G81 1BF. T: 0141 951 7930, Email: Planning&BuildingControl@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/planning-building-standards/contact-planning-and-building-standards/

Community Led Regeneration – The Development Trusts Association Scotland – 1b Washington Lane, Edinburgh EH11 2HA. T: 0131 220 2456, Email: info@dtascot.org.uk or visit http://www.dtascot.org.uk/

Community Ownership - The Community Ownership Support Service – 1b Washington Lane, Edinburgh EH11 2HA. T: 0131 225 2080, Email: coss@dtascot.org.uk or visit http://www.dtascommunityownership.org.uk/

Establishing a Charity – The Office of the Scottish Charity Regulator – 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY. T: 01382 220446. Email: info@oscr.org.uk or visit http://www.oscr.org.uk/

Advice on equality duty as defined in the Equality Act 2010 – Contact the Council's Corporate and Community Planning Team, Council Offices, Garshake Road, Dumbarton, G82 3PU. T:01389 737269, Email:wdcpp@west-dunbarton.gov.uk or visit http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/council-wide-plans-and-strategies/equality-diversity-and-fairness/

Community Asset Transfer
User Guidance Notes – Initial Application (Phase 1)

West Dunbartonshire Council (WDC) will provide a publicly available Surplus for Asset Transfer List highlighting a dedicated list of assets considered suitable for asset transfer. Those assets on the Transfer List will be posted on the Council's website on a phased basis.

Community bodies register an interest in a specific asset via an Initial Expression of Interest Application form which will be available on WDC's website or which can be posted to you.

WDC then send you a Community Asset Transfer Application Form and accompanying guidance notes

West Dunbartonshire Community and Volunteering Services (WDCVS) will help you complete the application form if required.

You return the completed application form to WDC

WDC will score your application via a formal evaluation process.

WDC will report to the relevant Council Committee with a recommendation.

You will be notified of the outcome and, if successful, you will progress to Phase Two.

COMMUNITY ASSET TRANSFER
INITIAL EXPRESSION OF INTEREST APPLICATION FORM

All Community bodies wishing to apply for an asset under West Dunbartonshire Council's Community Asset Transfer Policy must first complete this application form.
Only applicants with a written constitution will be invited to progress their application.

1. Organisation	
Name of the Organisation	
Address of the Organisation	

2. Please provide details of the contact person - *Please note that the e-mail address provided will be used for all correspondence relating to the application. Should this require to be changed the organisation must give 5 working days' notice.*	
Full Name	
Position in Organisation	
Contact Address (if different form above)	
Telephone Number	
E-Mail Address	

3. What is the structure and purpose of your organisation?	
Does the organisation have a written constitution, governance document or set of rules? If yes, please provide supporting documents.	Yes / No
Please describe the legal status of the organisation. To participate in a transfer of ownership, a community body must be one of the following:	

- A company with not fewer than 20 members. - A Scottish charitable incorporated organisation with not fewer than 20 members. - A community benefit society. *If applicable, please provide a registration number e.g. charity/company number.* *If an incorporated company, please provide details.*	
What is the purpose and main activities of your organisation? *A brief description should be provided in respect of the aims and objectives for the organisation along with the services offered and the target user group.*	

4. Please tell us about the asset (building or land) you are interested in.

Name and Address of Asset *If required, please provide a site plan highlighting the extent of boundary.*	
Please confirm the type of transfer you are interested in. *Is your organisation seeking outright ownership, a short or long term lease, or some other form of management/occupational agreement?*	

5. Please confirm your proposed use of the asset?
(Community bodies should explain what they want the asset for in terms of space and facilities, and how the facility will be utilised).

On completion, please send your application form to: **Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU.** Electronic submissions can be sent to: assetmanagementteam@west-dunbarton.gov.uk

COMMUNITY ASSET TRANSFER APPLICATION FORM

To allow West Dunbartonshire Council to evaluate the submissions received and to comply with the terms of the Disposal of Land by Local Authorities (Scotland) Regulations 2010, all offers should include a completed application form along with supporting documents. **Please note that copies of this application form along with associated documents submitted in support of the application form will be available to view online. In order to comply with data protection requirements any personal information shall be redacted before the documentation is published.**

Please provide the full address of the asset for transfer. *Where appropriate, please provide an accompanying site plan.*	

SECTION A – ABOUT YOU AND YOUR ORGANISATION
*Please note that only applicants with a written constitution will be considered for community asset transfer.

1. Please provide details of the organisation making the application.	
Name of Organisation	
Address of Organisation (including postcode).	
Please provide details of the contact person in relation to this application. *Please note that the e-mail address provided will be used for all correspondence relating to the application. Should this require to be changed the organisation must give 5 working days' notice.*	
Full Name	
Position in Organisation	
Contact Address (if different from above)	

Telephone Number	
E-Mail Address	

2. Please provide details if the organisation is formed as part of a larger organisation or an umbrella body.

3. Please describe the legal status of the organisation.

Applicants will require to have a written constitution. Community bodies not formally constituted cannot progress this application further.

| What type of organisation are you?
Guidance Note: to participate in a purchase, a CO must be one of the following:

• A company with not fewer than 20 members.
• A Scottish charitable incorporated organisation with not fewer than 20 members.
• A community benefit society.

Organisations seeking to lease, use or manage need only be a community controlled body

For further information, please contact the Office of the Scottish Charity Regulator (www.oscr.org.uk) or the Development Trusts Association Ltd (www.dtascot.org.uk).

If applicable, please provide a registration number e.g. charity/company number.
If an incorporated company, please provide details. | |

4. Please confirm when your organisation was established?

5. Please give details of the organisation's main purpose and current activities.	
Briefly describe your organisation's main aims and objectives. *Guidance Note: A definition of the group's aims and objectives should be provided including the target outcomes.*	
What are the current activities/services provided by the organisation? *Guidance Note: An outline of activities/services offered should be provided along with an overview of how they are provided and the client group they are offered to. COs should be able to illustrate that they have the skills and expertise to effectively deliver the service.*	

6. Please provide details of the management structure of your organisation.

Guidance Note: Information supplied should include details of the COs management structure and decision making process along with an outline of the roles and responsibilities of the members.

Please identify current governing arrangements i.e. Board / Management Committee / Trustees / Directors.	
Please confirm the identity of current office bearers:- *Chair:* *Treasurer:* *Secretary:*	
Please identify total numbers of:- *Committee/Board members:* *Staff members:* *Volunteers:*	

7. It is an essential condition of any application that the organisation has a written constitution? Please confirm that the organisation is formally constituted

Yes/No

Guidance Note: Please provide a copy of the organisation's constitution.

Does your constitution?

Identify the community which the organisation relates to? *If yes, please provide supporting information.*	Yes	No
Ensure that the majority of members of that organisation are members of that community? *If yes, please provide supporting information.*	Yes	No
Ensure that the organisation is open to, and controlled by, members of the community? *If yes, please provide supporting information.*	Yes	No
Illustrate aims and objectives that promote a benefit to the community?	Yes	No

If yes, please provide supporting information.		
Demonstrate that funds and assets are used for the benefit of the community? *If yes, please provide supporting information.*	Yes	No

Additional/Supporting Information:

8. Please confirm the individuals responsible for the running of the organisation.

Guidance Note: Provide details of the individuals involved with the day to day running of the project. Please provide details of the person who will be responsible for managing the project. Confirm the arrangements which will be put in place for monitoring, reporting, administration and financial management of the project?

Name	Volunteer or Employee	Role in Project	Previous Experience

Additional Information:

9. Please provide details of any previous asset management experience within your organisation.

10. Please provide details of any property assets currently owned, leased or managed by your organisation at present.

Guidance Note: Detail how long the asset has been held, the terms of any lease, along with any improvements or maintenance that has been undertaken to it. Please provide details of any asset management strategy in place.

SECTION B – YOUR PROJECT

11. Please confirm which asset transfer option is being requested?

Guidance Note: Is your organisation seeking outright ownership, a short or long term lease or some other form of management/occupational agreement? If you are seeking outright ownership, please provide an estimate of the price that you will be prepared to pay. If your request is to lease the property, please provide the following: an estimate of rental per annum: the duration of the lease: the terms and conditions which are likely to be attached to the lease. Any other terms or conditions applicable to the transfer should also be highlighted. If a request is being made for rights to be conferred (e.g. a right to manage), the applicant should outline the nature and extent of the rights sought.

12. Please provide details on the proposed use of the asset.

Guidance Note: An outline should be supplied as to how the asset will be utilised, e.g. services to be provided, use of accommodation, opening hours etc. Please also provide details regarding any partnership arrangements which are or will be put in place.

13. Please confirm if your proposed use of the asset will require consent for a change of use under the Town and Country Planning (Use Classes) (Scotland) Order 1997.

Guidance Note: Please confirm the proposed use of the asset and verify if planning permission for a change of use will be required. Please also outline the outcome of any discussions with the Council's Planning and Building Standards department. Where available, supply supporting correspondence. Note that contact details are supplied on the accompanying guidance notes.

14. Please confirm if you propose to undertake any modifications to the asset to make it suitable for the proposed use.

Guidance Note: Where relevant, please provide details of any alterations, upgrading or refurbishments planned along with an estimate of associated costs if available. COs should demonstrate that they have considered the viability from a structural, planning and cost perspective and that appropriate regulatory bodies have been consulted. Where available, supply supporting correspondence. Any planning issues should be highlighted and information supplied as to how they may be mitigated.

15. Please demonstrate how you have identified a need/demand for the asset.

Guidance Note: Please use local and national evidence to highlight how demand has been established. Please highlight specific examples and evidence to support your statement. Highlight what is unique about your proposal.

16. Please verify if your proposed use of the asset is likely to impact on other organisations/businesses within the area.

Guidance Note: Please explain if your proposals are likely to impact on local jobs. Explain how similar businesses within the vicinity will be affected in a positive or negative way.

17. Please confirm the benefits that you consider will arise as a result of the asset transfer and how those benefits will be monitored.

Guidance Note: Explain how the project will be monitored and how success will be evaluated e.g. increased user numbers, increased opening hours etc.

18. Please outline any barriers or challenges to the success of your project.

Guidance Note: Define any potential risks e.g. funding, skills gaps, timescales etc. and explain how they can be mitigated. Ensure that external risks outwith the organisation's control have also been considered. Include a feasibility study if you have one.

19. Timescales – please provide indicative timescales for when you would hope the project will be up and running.

20. Please explain how the use of the asset will contribute towards the aims and objectives of West Dunbartonshire Council's Strategic Plan 2012 – 2017.

The Council's priorities are as follows:

Improve economic growth and employability	
Improve life chances for children and young people	
Improve care for and promote independence for older people	

Improve local housing and environmentally sustainable infrastructure	
Improve the wellbeing of communities and protect the welfare of vulnerable people.	

21. The Community Empowerment Act (Scotland) 2015 states that a transfer should be considered in the context of various key areas as set out below. Please explain how the use of the asset will contribute towards these key considerations:

Economic Development	
Regeneration	
Public Health	
Social Wellbeing	
Environmental Wellbeing	

22. Please give details of key stakeholders that were consulted, the method of

consultation and the support shown for the project.

Guidance Notes: Please explain how you have consulted with the wider community and the outcome from those consultations. Please also include details concerning any objections. Please provide letters of support or recommendation, along with any consultations, surveys and needs analysis undertaken.

Stakeholder Group	Method of Consultation	Outcome
Current users		
Local community		
Others (please specify)		

Further Information:

SECTION C – REGULATORY/STATUTORY REQUIREMENTS

23. Please confirm if your organisation complies with the Equalities Act 2010.

   YES/NO

   If available, please provide a copy of your policy or statement document

Guidance Note: Equalities legislation is a standard expectation. You must be able to demonstrate how your organisation meets the requirements of a service provider in terms of the Equalities Act 2010. Please visit West Dunbartonshire Equality Scheme - West Dunbartonshire Council for further information.

24. Please confirm if your organisation has a comprehensive Health and Safety Policy.

   YES/NO

   Please provide a copy of your policy or statement document.

Guidance Note: It is acceptable to provide a generic statement as it is anticipated that individual assessment of the asset you are requesting may not be appropriate at this stage.

25. Please confirm if your organisation holds a relevant child protection/vulnerable adult's policy?

   YES/NO

   If available, please provide a copy of your policy or statement document.

Guidance Note: if your organisation is working with children/vulnerable adults, you must have the relevant policies in place. Should you wish to expand your services to include these groups, please detail how you propose to address the regulatory

requirements.

SECTION D – FINANCIAL INFORMATION

Please note that information supplied in this section is for initial evaluation purposes only. Full financial checks will be undertaken if the applicant proceeds to the next and final stage.

26. Please confirm how you propose to fund your proposal.

Guidance Note: *Explain how you propose to fund the initial purchase/lease of the asset. Define how you will meet any subsequent costs. Submission of a business plan is not essential at this stage, however, if you have one available then please provide.*

27. Please confirm if you have already secured part/whole funding for the proposed project.

   YES/NO

   Please supply supporting correspondence.

   If yes, please provide details below.

Funding Source	Date of Application	Amount

28. Please confirm if you have any outstanding applications for funding for the proposed project.

   YES/NO

   Please supply supporting correspondence where available.

   If yes, please provide details below.

Funding Source	Date of Application/Anticipated Date of Response	Amount

29. Provide details of any other potential sources of funding you might have access to for the proposed project i.e. voluntary donations, borrowing etc.

30. Please confirm your operating costs for the existing service for the forthcoming year and outline how they are met.

31. Please verify if your organisation produces annual accounts.

YES/NO

If yes, please provide your most recent accounts signed and dated by an auditor or independent examiner.

32. Please confirm if you have been in receipt of a Council Grant over the past five years.

YES/NO

If yes, please provide details.

Guidance Note: Please provide details of any grants received, the date awarded and any restrictions on use. Provided specific details and reference/contact details.

33. Please confirm how you will ensure the long term sustainability of the project?

Guidance Note: Please explain how you will generate income from the asset to maintain the building and your service. Provide details of any proposed lettings, charges for service, membership fees etc. Please explain how the asset will be self-sustaining.

(A finalised, fully costed business plan along with annual accounts, bankers' letters, bank statements and cashflows will require to be submitted should you

successfully progress to the next stage.)

SECTION E – DECLARATIONS

34. This should be signed by the Chairperson, Vice Chairperson or Treasurer. *Guidance Note: This statement confirms that the individual has been authorised by the organisation to apply for asset transfer. Please include a copy of the relevant Committee meetings at which authorisation was provided.*	
On behalf of (Enter Organisation Name)	
I declare that all of the information and statements contained within this application are true.	
Full Name	
Position Held	
Signature	
Date	
Contact Address	

Telephone Number	
Email Address	

Please tick the box to confirm that the asset will **NOT** be operated as a private profit making venture.	

On completion, please send your application form and all associated paperwork to: Asset Management, West Dunbartonshire Council, Council Offices, Garshake Road, Dumbarton, G82 3PU. Electronic submissions can be sent to: assetmanagementteam@west-dunbarton.gov.uk. You should receive an acknowledgement letter within 5 working days. If you do not, please contact the Asset Co-ordinator, Email: stuart.gibson@west-dunbarton.gov.uk

Checklist of Supporting Documentation.

	Supporting Documentation Provided	Reference
Yes/ No	Groups Constitution	Q7
Yes/ No	Other Documentation	Q13 & 14
Yes/ No	Feasibility Study	Q18
Yes/ No	Consultations, surveys, needs analysis	Q22
Yes/ No	Equal Opportunities Policy or Statement	Q23
Yes/ No	Health and Safety Policy or Statement	Q24
Yes/ No	Child Protection Policy or Statement	Q25
Yes/ No	Vulnerable Adults Policy or Statement	Q25
Yes/ No	Letters of Support from funders or local organisations	Q22, 27 & 28
Yes/ No	Business Plan (if completed)	Q26
Yes/No	Recent Accounts	Q31
Yes/No/Na	Reference in respect of Council grants	Q32
Yes/ No	Minutes of Committee meeting providing authorisation	Q34

	Evaluation Form - Scoring Matrix				
Name of Community Body:			**Date of Assessment:**		
			Assessment Panel:		

*Scoring Note - Scoring should be based on the quality of answer/information explicitly provided in the application. The allocation of points awarded should increase based on the quality of the response e.g. 0 - poor.

	Management Experience and Constitutional Arrangements	Score	Max. Score	Awarded	Measure	Weighting
Q6(a)	Is there an appropriate management structure in place?	0 - 15	15		Do they have a Chair , Secretary and Treasurer? Consider any other posts that have been highlighted. Are the respective roles and responsibilities clearly defined? Are internal decision making processes clearly identified?	
Q6(b) & Q3	Does the organisation have the appropriate level of staff resource?	0 -15	15		Does the organisation have the capacity to manage an asset? Too few people may indicate a weakness in the organisation. Is the balance between paid staff and volunteers correct?	
Q7	Does a Constitution exist?	0 - 5	25		**If no constitution exists then zero score applies and application rejected.**	10%
	Does the constitution identify the Community etc.?	0 -5				
	Does the constitution ensure that the organisation is open to and controlled by members of the community?	0 - 5				
	Does the constitution illustrate aims and objectives that promote community benefit?	0 - 5				
	Does the constitution demonstrate that funds and assets are used for community benefit?	0- 5				
Q8	Does a wide range of expertise exist within the organisation	0 - 15	15		Are the relevant skills in place? Consider basic management, financial strengths and previous relevant experience when making a judgement. This may be supported by a business plan.	
Q9	Is there previous asset management experience within organisation	0 - 15	15		Look for specific and relevant examples that display or evidence an understanding of sound asset management principles and good practice.	
Q10	Are any assets currently owned/leased and being managed successfully by the organisation?	0 - 15	15		How long has the organisation operated from the asset? Consider how the building has been maintained and improved during this period. If no assets are held or no maintenance work has been undertaken apply a zero score.	
Section Total			100	0	**Additional Comments:**	

Suitability of the Asset		Score		Max. Score	Awarded	Measure	Weighting
Q11	What is the basis of the asset transfer option being requested?	Short Lease	5	10		This may not yet be determined in the absence of a finalised Case. All options should be scored and an additional 5 points granted if the proposal is also the Council's preferred option.	
		Long Lease	5				
		Purchase	5				
		Other	5				
		Council's preferred option	5				
Q12	Is the proposed use acceptable in terms of the information provided by the Council on acceptable uses?	0 - 20		20		Is the proposal an acceptable use, or not? Consider frequency of use, level of use etc. Will the CO be the only organisation using the property? Consider use implications of sub-tenants/occupiers.	
Q13	Is the Community organisation intending to change the use of the asset in terms of the Town and Country Planning (Use Classes) (Scotland) Order 1997?	0 - 25		25		Consider the level of discussion and engagement with Planning when assessing score. If a change of use is probably required and positive engagement has taken place with Planning, even at early stage, then score appropriately. No change of use secures a score of 25, no prospect of an appropriate change of use scores 0. **If zero score applied, application to be rejected.**	10%
Q14	Are any alterations required to the building?	0 - 15		15		If yes, consider the level of detail provided and look for evidence of a full understanding of the process for obtaining consent and the implications of undertaking the work (cost, risk, compliance). Consider any supporting documentation when making your assessment. No alterations will attract a score of 20	
Q15	Has the group identified a need/demand for this asset? Has supporting evidence been provided?	0 - 15		15		Consider national or local evidence & research. Look for specific examples and research evidence.	
Q16	Will there be an impact on existing businesses and organisations?	0 - 15		15		Consider if the proposals will have a positive or negative effect on local jobs and businesses within the area. A potential threat to existing jobs elsewhere would attract a zero score.	
Section Total				**100**		**Additional Comments:**	

Risk		Score	Max. Score	Awarded	Measure	Weighting
Q17	Are there clear benefits? Are there mechanisms, processes and plans in place to ensure that the suggested benefits derived from the project can be monitored and evaluated?	0 - 40	**40**		Consider what evidence is available to demonstrate how success will be measured. Are these sensible, realistic, practical?	
Q18	Have all barriers and challenges to the projects success been identified and are there plans in place to manage these?	0 - 40	**40**		Does the membership of the organisation have the necessary skills to overcome these difficulties? Consider the risk to the project in terms of funding, skills gap, timescales and external factors. Are plans to manage risks robust? Can issues be resolved e.g. through additional funding, training etc.	15%
Q19	Are the timescales for getting the project up and running realistic?	0 -20	**20**		Consider if the timescales are based on an understanding of all factors. Are they too ambitious?	
Section Total			**100**	**0**	**Additional Comments:**	

Social Impact & Meeting Council Priorities		Score	Max. Score	Awarded	Measure	Weighting
Q20	Will the use of the asset and the project improve economic growth and employability?	0 - 5	5			
	Will the use of the asset and the project improve life chances for children and young people?	0 - 5	5			
	Will the use of the asset and the project improve care for and promote independence for older people?	0 - 5	5			
	Will the use asset and the project help improve local housing and environmentally sustainable infrastructure?	0 - 5	5			
	Will the use of the asset improve the wellbeing of communities and protect the welfare of vulnerable people?	0 - 5	5			
Q21	Will an asset transfer promote or improve economic development?	0 - 5	5			25%
	Will an asset transfer promote or improve social wellbeing?	0 - 5	5			
	Will an asset transfer promote or improve public health?	0 - 5	5			
	Will an asset transfer promote or improve social wellbeing?	0 - 5	5			
	Will an asset transfer promote or improve environmental wellbeing?	0 - 5	5			
Q22(a)	Have the key stakeholders been identified and consulted?	0 - 25	25		Consider extent and nature of consultation with current users, local/wider community interests and other relevant groups/organisations. Has there been a transparent and wide consultation undertaken?	
Q22(b)	Have all issues concerns or objections arising from the consultation process been resolved or	0 - 25	25		Consider the nature and relevance of objections and measures/steps taken to resolve. Consider also any	
Section Total			100		Additional Comments:	

Regulatory/Statutory Requirements		Score	Max. Score	Awarded	Measure	Weighting
Q23	Does the organisation comply with the Equalities Act 2010?	0 - 40	40		Are internal policies in place to support equal opportunities and diversity? If no consideration of the Equalities Act 2010 has been provided, a zero score will apply.	
Q24	Does the organisation have a comprehensive Health & Safety Policy in place?	0 - 30	30		Does the policy provide adequate protection for staff and stakeholders involved in the organisation and the project proposal? If the answer is no, then a zero score will apply.	20%
Q25	Are there relevant child protection/vulnerable person policies in place?	0 - 30	30		Do the policies provide adequate protection? If the answer is no, then a zero score will apply. If not required, then a score of 10 should apply.	
Section Total			100	0	Additional Comments:	

Financial Sustainability		Score	Max. Score	Awarded	Measure	Weighting
Q26	Are there outline financial proposals for the acquisition and initial development of the asset?	0 -15	15		How realistic is the funding package? Which of the following are in place or have been identified: banked funds; grants; donations; loans, identified income streams, identified economic savings ? Consider the timescale required to make the asset fit for purpose - is it viable?	
Q27 & 28	Has the organisation secured initial/part/whole funding for the proposed project?	0 - 15	15		Consider the funding sources approached, the sums involved, dates of application and purpose of the secured/proposed funding. Consider outstanding applications. Brand new organisations will attract a zero score as will a refusal for funding.	
Q29	Has the organisation explored/identified other potential sources of income?	0 - 10	10		Has the organisation been thorough? Have they received voluntary donations? Do they have any outstanding loans? What are the loan covenants?	20%
Q30	Can the organisation evidence what its current operating costs are and how these costs are met?	0 - 15	15		Does the organisation have a current financial or operating plan?	
Q31	Can the organisation provide recent externally audited accounts?	0 - 15	15		Consider the completeness of the accounts and trading position, financial viability, stability and sustainability of the existing organisation. Consider the impact of volunteer numbers to the sustain organisation.	
Q32	Has the council received any grant funding from WDC over the past five years?	0 - 10	10		Have grant terms been adhered to? Were any financial irregularities identified? Unresolved irregularities score 0, resolved irregularities score 5, no irregularities - score 10, no grant - score 10.	
Q33	Is the project/proposal financially sustainable in the long term?	0 - 20	20		Does the Business plan (if available) include a strong income generation plan? Is there evidence that income will sustain the building and project? (consider any capital investment required) Is there the potential to generate a surplus? Consider proposed lettings, membership fees etc.	
Section Total			100	0	Additional Comments:	