



# Agenda

## Meeting of Infrastructure, Regeneration and Economic Development Committee

**Date:** Wednesday, 28 February 2018

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**Time:** 10:00

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**Venue:** Council Chamber, Clydebank Town Hall,  
Clydebank

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**Contact:** Nuala Quinn-Ross, Committee Officer  
Tel: 01389 737210, [nuala.quinn-ross@west-dunbarton.gov.uk](mailto:nuala.quinn-ross@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Infrastructure, Regeneration and Economic Development Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Councillor Iain McLaren (Chair)  
Councillor Diane Docherty (Vice Chair)  
Councillor Gail Casey  
Councillor Karen Conaghan  
Provost William Hendrie  
Councillor Caroline McAllister  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor Marie McNair  
Councillor John Mooney  
Councillor Lawrence O'Neill  
Councillor Martin Rooney

All other Councillors for information

Chief Executive  
Strategic Director of Regeneration, Environment and Growth

Date of Issue: 15 February 2018

**INFRASTRUCTURE, REGENERATION AND ECONOMIC  
DEVELOPMENT COMMITTEE**

**WEDNESDAY, 28 FEBRUARY 2018**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 7 - 18**

Submit, for approval as a correct record the Minutes of the:-

- (a) Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 22 November 2017; and
- (b) Special Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 17 January 2018.

**4 OPEN FORUM**

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**5 PROPOSED SALE OF 13 ALEXANDER STREET, CLYDEBANK, 19 - 22  
G81 1SQ TO A SITTING TENANT**

Submit report by the Strategic Lead – Regeneration seeking to obtain consent for the proposed disposal of the property at 13 Alexander Street, Clydebank to the sitting tenant.

**6/**

**6 FORMER OUR LADY AND ST PATRICK'S HIGH SCHOOL (OLSP), CARDROSS ROAD, DUMBARTON – SITE DEVELOPMENT ISSUES** *(to follow)*

Submit report by the Strategic Lead – Regeneration:-

- (a) advising on the delivery of the Council decision of 22 February 2017 regarding the continued use of the football pitches at the former OLSP school site;
- (b) advising on the main issues which will impact on the development of the former OLSP school site;
- (c) advising on the extent of the of the former OLSP school site which is to be declared surplus for disposal;
- (d) seeking approval to relocate the janitor and his family from the school house at Cardross Road; and
- (e) seeking approval to negotiate with the adjacent developers regarding access to the former OLSP site.

**7 PAPPERT WINDFARM** **23 - 27**

Submit report by the Strategic Lead – Regeneration:-

- (a) advising of progress made with this project; and
- (b) seeking approval to carry out option appraisals on further investigation into a more detailed business case for a wholly owned WDC Windfarm or to enter into a joint venture with a private sector partner.

**8 WEST DUNBARTONSHIRE COUNCIL ACTION FOLLOWING EDINBURGH SCHOOLS INQUIRY REPORT** **29 - 43**

Submit report by the Strategic Lead – Regeneration advising of the actions undertaken by Corporate Asset Management in relation to our new-build schools (PPP and non PPP schools) in operation since 2009 following the reports relating to the structural failure of a gable wall at Oxfangs Primary School, Edinburgh, and the subsequent publishing of the Independent Inquiry Report into the Construction of Edinburgh Schools.

**9 COMMUNITY ASSET TRANSFER 45 - 55**

Submit report by the Strategic Lead – Regeneration:-

- (a) providing an update in respect West Dunbartonshire Council's Community Asset Transfer Policy; and
- (b) seeking approval to conclude the lease of Wylie Park, Renton, the site to the rear of 344 Braehead, Bonhill and the property known as Phoenix Community Centre, Dumbarton.

**10 CLIMATE CHANGE DUTIES MANDATORY REPORT 57 - 68**

Submit report by the Strategic Lead – Regeneration proving a summary of the West Dunbartonshire Council Mandatory Climate Change Act submission for 2016/17.

**11 INFRASTRUCTURE, REGENERATION AND ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT – TO PERIOD 10 (31 JANUARY 2018) (to follow)**

Submit report by the Strategic Director – Regeneration, Environment and Growth providing an update on the financial performance to 31 January 2018 (Period 10) of those services under the auspices of the Infrastructure, Regeneration & Economic Development Committee (IRED).

**12 WORKING WELL TOGETHER - ATTENDANCE MANAGEMENT: QUARTER 3 (1 OCTOBER – 31 DECEMBER 2017) 69 - 80**

Submit report by the Strategic Lead – People and Technology providing a detailed analysis on the attendance performance for Quarter 3.



**INFRASTRUCTURE, REGENERATION AND ECONOMIC  
DEVELOPMENT COMMITTEE**

At a Meeting of the Infrastructure, Regeneration and Economic Development Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 22 November 2017 at 10.02 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Karen Conaghan, Diane Docherty, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, John Mooney, Lawrence O'Neill and Martin Rooney.

**Attending:** Jim McAloon, Strategic Lead – Regeneration; Ronald Dinnie, Strategic Lead – Environment and Neighbourhood; Peter Barry, Strategic Lead – Housing and Employability; Michael McGuinness, Economic Development Manager; Gillian McNeilly, Finance Manager; Stuart Gibson, Assets Co-ordinator; Sally Michael, Principal Solicitor and Nuala Quinn-Ross, Committee Officer.

**Also attending:** John Anderson, General Manager of West Dunbartonshire Leisure Trust.

**Apologies:** Apologies for absence were intimated on behalf of Councillor Marie McNair and Richard Cairns, Strategic Director - Regeneration, Environment and Growth.

**Councillor Iain McLaren in the Chair**

**CHAIR'S REMARKS**

Councillor McLaren advised that the item 'Regeneration Fund - Queens Quay District Heating Network, Energy Centre Land Purchase' would not be considered by Committee at this time as discussions were still ongoing with landowners and there was the potential for significant financial changes depending on future negotiations. Councillor McLaren advised that an updated report would be presented to a Special Meeting of the Committee before Christmas 2017. It was accordingly agreed that the item would be removed from the Agenda.

Councillor McLaren also advised that a photo call had been arranged for 12 noon for the Campaign '16 Days of Action Against Domestic Violence', therefore there may be a requirement to call for an adjournment at this time to allow Members to attend.

## **DECLARATIONS OF INTEREST**

Provost Hendrie and Councillor McBride declared an interest in the item 'Annual Performance of West Dunbartonshire Leisure Trust For Year to 31 March 2017', being members of the West Dunbartonshire Leisure Trust Board.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 16 August 2017 were submitted and approved as a correct record.

## **OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

## **WEST OF SCOTLAND LOAN FUND (WSLF) – AMENDMENT TO ARTICLES OF ASSOCIATION**

A report was submitted by the Strategic Lead – Regeneration providing an update on the current status of the West of Scotland Loan Fund (WSLF) and seeking approval to amend the Articles of Association.

After discussion and having heard the Strategic Lead – Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and the current status of the West of Scotland Loan Fund; and
- (2) to approve the WSLF Articles of Association being amended to enable member authorities to access surplus funds from the Fund in line with the requirement to ensure that they continue to be earmarked and utilised for the purposes outlined in the objects of the company.

## **SALE OF FORMER BRAIDFIELD HIGH SCHOOL, QUEEN MARY AVENUE, CLYDEBANK**

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Braidfield High School, Queen Mary Avenue, Clydebank, providing details of the offers received and seeking approval to conclude disposal of the site.

Councillor O'Neill asked the Principal Solicitor if being a Member of the Planning Committee, which would be required to consider a planning application for the



development of this site would require him to declare an interest in this item of business. The Principal Solicitor advised that he would not require to declare an interest in this item of business as he was in attendance at this meeting in another role.

After discussion and having heard the Strategic Lead - Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the former Braidfield High School, Queen Mary Avenue, Clydebank be disposed for a consideration of a gross purchase price of £5,025,000 (Five Million and Twenty Five Thousand Pounds) to Miller Homes Limited;
- (2) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

#### **SALE OF FORMER HIGHDYKES PRIMARY SCHOOL, BONHILL**

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Highdykes Primary School, Bonhill, providing details of the offer received and seeking approval to conclude disposal of the site.

After discussion and having heard the Strategic Lead – Regeneration and the Strategic Lead – Housing and Employability in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the former Highdykes Primary School be disposed for a gross consideration of £300,000 (Three Hundred Thousand Pounds) to AS Homes (Scotland) Ltd;
- (2) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

#### **SALE OF FORMER CARE HOME KNOWN AS DALREOCH HOUSE, DUMBARTON**

A report was submitted by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former care home known as Dalreoch House, Dumbarton, providing details the offers received and seeking approval to conclude disposal of the site.

After discussion and having heard the Strategic Lead - Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the former care home known as Dalreoch House, Dumbarton be disposed for a consideration of £445,000 (Four Hundred and Forty Five Thousand) to HB Villages Developments Limited;
- (2) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

### **REVIEW OF THE ELIGIBILITY OF THE CARE OF GARDENS SCHEME**

A report was submitted by the Strategic Lead – Environment & Neighbourhood providing details of the rise in use of the care of gardens service and the associated costs in service delivery resulting in financial pressures on the Greenspace budget and seeking to review the eligibility criteria to ensure the service is provided only to residents with the greatest need.

The Strategic Lead - Environment and Neighbourhood was in further explanation of the report and in answer to Members' questions.

Following discussion Councillor McLaren Seconded by Councillor McColl moved that:

The Committee agree:-

- (1) to note the historical increase in service use and result in cost increase as detailed within paragraph 3.3 of the report;
- (2) to approve the eligibility criteria as detailed within paragraph 4.2 of the report;
- (3) to approve the implementation of charging for this service as detailed within paragraph 4.3 of the report; and
- (4) to request that officers provide an update report to the Committee by the end of 2018.

As an amendment, Councillor McBride seconded by Councillor O'Neill moved that:

The Committee agree that no action be taken by officers on this report.

Following discussion the Committee agreed to proceed by way of a roll call vote.

On a vote being taken 5 Members, namely Councillors Casey, McBride, Mooney, O'Neill and Rooney voted for the amendment and 6 Members voted for the motion, namely Provost Hendrie and Councillors Conaghan, Docherty, McAllister, McColl and McLaren, which was accordingly carried.

### **ECONOMIC DEVELOPMENT STRATEGY ACTION PLAN UPDATE**

A report was submitted by the Strategic Lead – Regeneration informing of the progress in delivering the Economic Development Strategy Action Plan 2015-20.

Having heard the Strategic Lead – Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed to note the progress made in implementing the Economic Development Strategy Action Plan 2015-20.

### **REGENERATION DELIVERY PLAN 2017/18: MID-YEAR PROGRESS REPORT**

A report was submitted by the Strategic Lead – Regeneration setting out the mid-year progress of the Regeneration Delivery Plan 2017/18 actions.

After discussion and having heard the Strategic Lead - Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

### **ENVIRONMENT & NEIGHBOURHOOD DELIVERY PLAN 2017/18: MID-YEAR PROGRESS**

A report was submitted by the Strategic Lead – Environment & Neighbourhood setting out the progress of the Environment & Neighbourhood Delivery Plan at mid-year.

After discussion and having heard the Strategic Lead – Environment & Neighbourhood in further explanation of the report and in answer to Members' questions, the Committee agreed to note contents of the report and the progress achieved at mid-year.

### **ANNUAL PERFORMANCE OF WEST DUNBARTONSHIRE LEISURE TRUST FOR YEAR TO 31 MARCH 2017**

A report was submitted by the Strategic Lead – Environment & Neighbourhood providing an update on the annual performance of West Dunbartonshire Leisure Trust (the Trust) during the period 01 April 2016 to 31 March 2017.

The Strategic Lead, Environment & Neighbourhood was heard in further explanation of the report and in answer to Members' questions.

The Committee then invited John Anderson, General Manager of West Dunbartonshire Leisure Trust to address the Committee. Mr Anderson was heard in further explanation of the report, the performance of the West Dunbartonshire Leisure Trust and in answer to Members' questions.

Thereafter, the Committee agreed to note the contents of the annual performance report.

**Note:-** Councillor O'Neill left the meeting during discussion on the above item of business.

### **UPDATE ON PROPERTY AND LAND ASSET DISPOSAL STRATEGY 2013 - 2018**

Submit report by the Strategic Lead – Regeneration providing an update in respect of the Property and Land Disposal Strategy 2013 – 2018.

After discussion and having heard the Strategic Lead – Regeneration and the Assets Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the priorities and progress made in meeting the priority objectives set out in The Property and Land Disposal Strategy 2013 – 2018; and
- (2) to note the progress made in respect of the strategic sites.

### **ADJOURNMENT**

Having heard the Chair, Councillor McLaren, the Committee agreed to an adjournment of 25 minutes to allow Members to attend a photo call for the Campaign '16 Days of Action Against Domestic Violence'.

The meeting resumed at 12.16 p.m. with all those Members noted in the sederunt present, with the exception of Councillor O'Neill.

### **QUEENS' QUAY, CLYDEBANK**

A report was submitted by the Strategic Lead – Regeneration providing an update on the progress made at the Queens' Quay development.

After discussion and having heard the Strategic Lead – Regeneration and the Finance Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the progress made to date; and

- (2) to note that the budget allocation of £15.621m is now expected to be fully utilised by December 2018.

### **REGENERATION FUND – PROJECT PROPOSAL FOR CONNECTING CLYDEBANK, DUMBARTON RD/GLASGOW RD, A814 PROJECT**

Submit report by the Strategic Lead – Regeneration proving a detailed project proposal for the Connecting Clydebank, (Dumbarton Rd/Glasgow Rd A814) project.

After discussion and having heard the Strategic Lead – Environment & Neighbourhood and the Strategic Lead - Regeneration in further explanation of the report the Committee agreed:-

- (1) to approve the project proposal prepared for the Connecting Clydebank, Dumbarton Rd/Glasgow Rd A814 Project, as set out in Appendix 1 of the report, to allow progress of the procurement of a contract for the works, subject to the location of the bus stop outside Clydebank Town Hall being moved to outside Clydebank Library and the disabled spaces outside Clydebank Library being moved to Hall Street;
- (2) to approve the funding of £2.3m towards the project, held within the approved Regeneration Fund agreed by Council on 28 October 2015;
- (3) to note that the outcome of the procurement process for this project will be reported to a future meeting of the Tendering Committee for approval; and
- (4) that officers give consideration to using the capital surplus within the Regeneration Fund to support the Clydebank Library redevelopment project and report back to Committee on their findings.

### **UPDATE ON ACTIVITY BY CLYDEBANK PROPERTY COMPANY LIMITED**

A report was submitted by the Strategic Lead – Regeneration on the progress of activity in Clydebank Property Company Limited (CPC) following its purchase in August 2014.

After discussion and having heard the Strategic Lead – Regeneration and the Assets Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed to note the progress being made in terms of the Council's investment in Clydebank Property Company Limited.

**Note:-** Councillor Casey left at this point in the meeting.

## **UPDATE ON MITCHELL WAY REDEVELOPMENT SITE, ALEXANDRIA**

A report was submitted by the Strategic Lead – Regeneration providing an update on the proposed redevelopment of the Mitchell Way redevelopment site in Alexandria following receipt of additional information, detailed costings and appraisal by the preferred developer.

The Committee agreed:-

- (1) to approve the additional expenditure to cover abnormal costs of approximately £300,000 inclusive of a small contingency above the agreed sale price which have arisen following the detailed intrusive and topographical surveys which have impacted on the viability of the development which will be funded from existing Capital Budgets;
- (2) to note the change in the price agreed for the site, and that the shortfall will be reported within the next Budgetary Control Report presented to Committee; and
- (3) that authority be delegated to the Strategic Lead - Regulatory to conclude the disposal transaction by long-term development agreement, subject to such legal conditions that are considered appropriate.

## **INFRASTRUCTURE, REGENERATION & ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT 2017/18 TO PERIOD 7 (31 OCTOBER 2017)**

Submit report by the Strategic Director – Regeneration, Environment and Growth providing an update on the financial performance to 31 October 2017 (Period 7) of those services under the auspices of this Committee.

Having heard the Strategic Lead – Regeneration, the Committee agreed:-

- (1) to note the contents of the report which shows the revenue budget forecast to underspend against budget by £0.271m (1%) at the year end;
- (2) to note the net projected annual capital underspend of £19.777m (33.4%), of which £19.482m (32.9%) relates to project rephasing and an in-year underspend of £0.295m (less than 1%); and
- (3) to note the progress on savings incorporated into budgets for 2017/18.

## **WORKING WELL TOGETHER - ATTENDANCE MANAGEMENT: QUARTER 2 (1 JUNE – 30 SEPTEMBER 2017)**

Submit report by the Strategic Lead – People and Technology providing an update for Quarter 2 2017/18 in respect of sickness absence and to provide detailed

analysis on the attendance performance for the strategic lead areas within the locus of this Committee.

Having heard the Strategic Lead – Regeneration, the Committee agreed:-

- (1) to note the contents of the report and the attendance performance of the Strategic Lead areas covered by this report for Quarter 2, namely a decrease of 0.32 FTE days lost (13%) compared to the same period last year; and
- (2) to note the Council's attendance results for Quarter 2, namely an increase of 0.37 FTE days lost (17%) compared to the same period last year.

The meeting closed 1.03 p.m.

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**INFRASTRUCTURE, REGENERATION AND ECONOMIC  
DEVELOPMENT COMMITTEE**

At a Special Meeting of the Infrastructure, Regeneration and Economic Development Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 17 January 2018 at 2.00 p.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Karen Conaghan, Diane Docherty, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Mooney and Martin Rooney.

**Attending:** Richard Cairns, Strategic Director – Regeneration, Environment and Growth; Jim McAloon, Strategic Lead – Regeneration; Peter Barry, Strategic Lead – Housing and Employability; Michael McGuinness, Economic Development Manager; Alan Douglas, Manager of Legal Services; Sally Michael, Principal Solicitor and Nuala Quinn-Ross, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Lawrence O'Neill.

**Councillor Iain McLaren in the Chair**

**DECLARATIONS OF INTEREST**

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

**REGENERATION FUND - QUEENS QUAY DISTRICT HEATING NETWORK,  
ENERGY CENTRE LAND PURCHASE**

A report was submitted by the Strategic Lead – Regeneration seeking approval to:-

- (1) use the Council's Regeneration Fund to acquire land for the Queens Quay District Heating Network Energy Centre; and
- (2) enter into a commercial agreement with Clydeside Regeneration Limited (CRL) which will ensure the successful delivery of the District Heating Network and its future operation.

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

- (1) to approve the funding of £0.9m plus legal transaction fees from the Regeneration Fund to purchase land on the Queens Quay site and to fund the development management of the District Heating Energy Centre and network;
- (2) to approve the commercial terms between CRL, the Council and the Energy Supply Company (ESCO) as detailed within Paragraphs 4.5 and 4.6 of the report;
- (3) that authority be delegated to the Strategic Lead - Regeneration to conclude negotiations; and
- (4) that authority be delegated to the Strategic Lead - Regulatory to conclude the transaction on such conditions as considered appropriate.

The meeting closed 2.25 p.m.

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**WEST DUNBARTONSHIRE COUNCIL****Report by the Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
28 February 2018**

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**Subject: Proposed Sale of 13 Alexander Street, Clydebank, G81 1SQ to a Sitting Tenant.**

**1. Purpose**

- 1.1** The purpose of this report is to advise Committee of a tenant proposal to purchase their existing leased premises at 13 Alexander Street, Clydebank, and seeks to obtain consent for the proposed disposal of the property to the sitting tenant, Ms Bushra Abrar.

**2. Recommendations**

- 2.1** It is recommended that the Committee:

- (i) Approves the disposal of 13 Alexander Street, Clydebank to the sitting tenant, Ms Bushra Abrar for a consideration of £43,500 (Forty Three Thousand Five Hundred Pounds).
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorises the Strategic Lead, Regulatory to conclude the transaction subject to such as conditions as considered appropriate.

**3. Background**

- 3.1** 13 Alexander Street, Clydebank, hereafter referred to as “the subject property” comprises a ground floor retail contained within a traditional tenement building. The property is shown bounded in red on the attached Site Plan referenced as Appendix 1.
- 3.2** The subject property is let to Bushra Abrar, trading as Glorious Beauty Lounge. The lease commenced on 1 September 2013 for a period of three years and continues by virtue of tacit relocation (i.e. on a year to year basis until notice is served) thereby expiring at 31 August 2018. The current passing rental is £4,350 pa. The lease is drawn on the basis of tenant full repairing and insuring obligations.
- 3.3** Ms Bushra Abrar approached the Council with a view to purchasing her leased property last year. Heads of Terms have now been issued on the basis of a purchase price of £43,500. The purchaser has agreed the purchase price subject to obtaining satisfactory funding.

#### **4. Main Issues**

- 4.1** The subject property comprises a retail unit located at the southern end of Alexander Street, Clydebank. The unit is small at only 27.96 sqm (301sqft). The small size is prohibitive to the type of user that would occupy the unit and will restrict any future marketing of the property.
- 4.2** **Prior to the most recent letting, the property was vacant for around four months.** Should the property become vacant again, given the prohibitive size of the unit, it is likely that an extensive period of marketing would be required to secure another tenant. During that time, the Council will incur any void costs relating to repairs (including common repairs), rates and buildings insurance.
- 4.3** The sale price represents Market Value and offers an opportunity to generate a capital receipt of £43,500.
- 4.4** Ms Bushra Abrar has been a reliable tenant over the last four years and there are no outstanding rental payments or lease obligations. Ms Abrar operates a beauty salon from the property under the trading name Glorious Beauty Lounge.
- 4.5** The purchaser will pay the Council's surveyor's fees in respect of the transaction.
- 4.6** The purchaser will also pay the Council's legal fees, expenses, outlays and registration dues in connection with the sale of the property.

#### **5. Options Appraisal**

- 5.1** An option appraisal was undertaken to consider the sale to a sitting tenant against the alternative options which are to either: retain the property and continue leasing it on the existing terms; or retain the property and seek to agree a new, longer lease. The option appraisal took into consideration various key factors including financial considerations such as market value, Council savings, security of income/revenue etc. Alongside those, non-financial general considerations such as risk, timescales and impact on other Council assets were appraised. Finally, the option appraisal took into consideration the various options against the Council's strategic objectives.
- Each of the scoring criteria was scored 0 – 5 points on the basis of worst to best. Scores were then totalled for each option.
  - The scoring revealed the preferred option to be a disposal of the property to the sitting tenant.

## **6. People Implications**

- 6.1** There are no significant people implications other than the resources required by Asset Management and Regulatory to conclude the proposed disposal.

## **7. Financial and Procurement Implications**

- 7.1** Disposal of the property will result in a loss of rental income of £4,350 per annum and it will generate a General Capital Fund receipt of £43,500.
- 7.2** There are no procurement implications at this stage.

## **8. Risk Analysis**

- 8.1** The main risk associated with the transaction is that it does not conclude for a variety of reasons including the purchaser's ability to secure appropriate funding.

## **9. Equalities Impact Assessment (EIA)**

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

## **10. Consultation**

- 10.1** Consultation has been undertaken with Finance in relation to the proposed disposal. Further consultation with Regulatory will take place during the disposal process.

## **11. Strategic Assessment**

- 11.1** By agreeing to this proposal, the Council will assist in improving the local economic growth and employability in the area.

**Jim McAloon**  
**Strategic Lead, Regeneration**  
**Date: 31 January 2018**

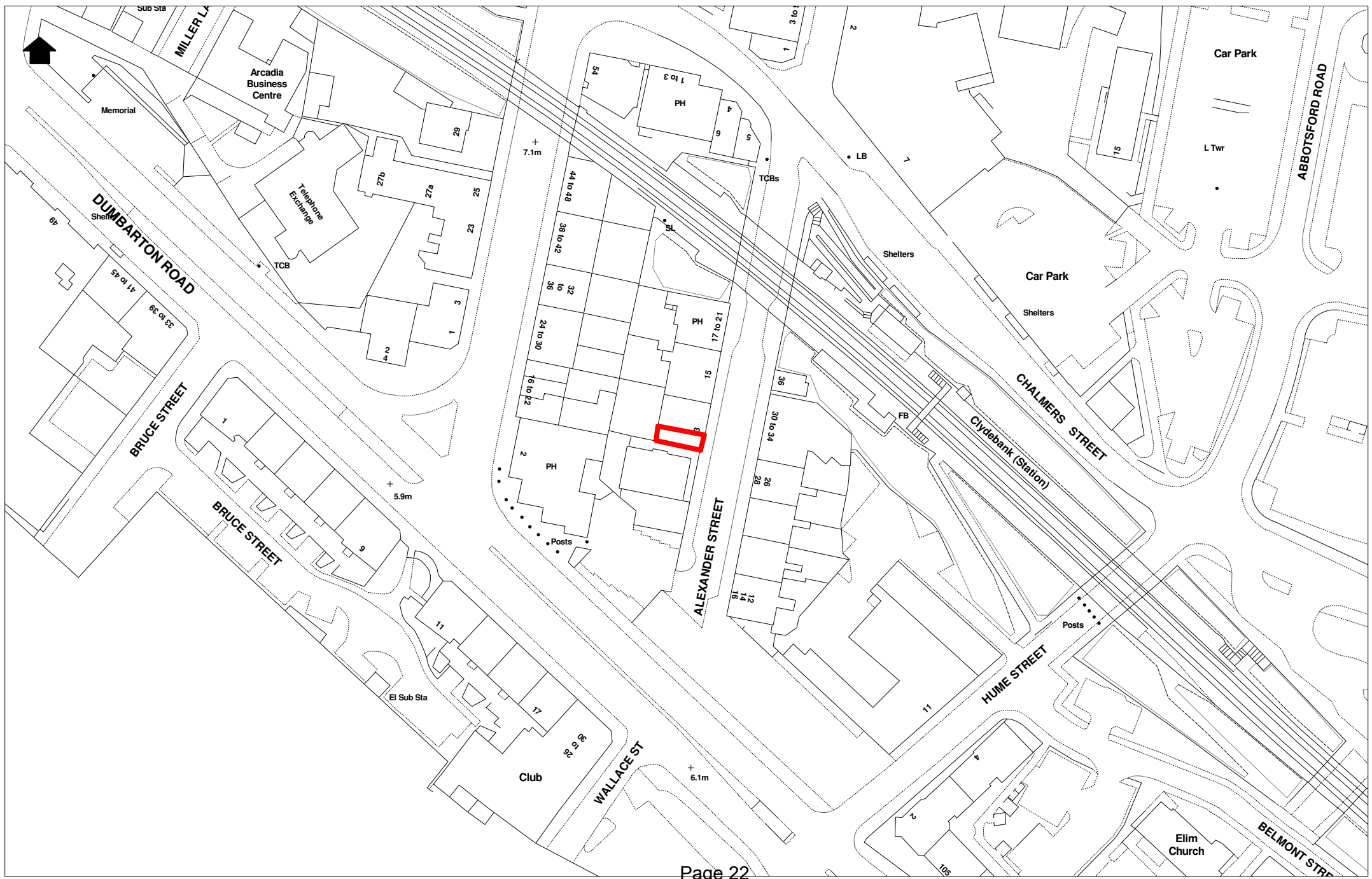
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**Person to Contact:** Joanne McDowall, Estates Surveyor, Council Offices,  
6/14 Bridge Street, Dumbarton, G82 1LH, T: 01389  
776996, Email: joanne.mcdowall@west-  
dunbarton.gov.uk.

**Appendices:** Site Plan.

**Background Papers:** Option Appraisal – 13 Alexander Street, Clydebank.

**Wards Affected:** Ward 5.



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead of Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
28 February 2018**

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**Subject: Pappert Windfarm**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee of progress made with this project and seek agreement to carry out option appraisals on further investigation into a more detailed business case for a wholly owned WDC Windfarm or to enter into a joint venture with a private sector partner.

**2. Recommendations**

- 2.1** It is recommended that the Committee:
- (i) note the content of this report;
  - (ii) agree to continue with feasibility and environmental assessments;
  - (iii) agree to continue engagement with Statutory Consultees;
  - (iv) agree to proceed to a detailed business case on both layout options in order to determine the best option; and
  - (v) agree to receive an update report following the revision of financial feasibility information on both scheme options.

**3. Background**

- 3.1** The Council carried out a high level evaluation of its estate for the purpose of locating a site that would be suitable for developing a wind energy project. Pappert Community Woodland was deemed to be a realistic prospect with potential for a technically and environmentally feasible 5 Mega Watt (MW) wind project.
- 3.2** The option to develop, construct and operate a new wind farm was recommended and accepted as a project contained within the 10 year Capital Programme.
- 3.3** Initially, the plan was to site 3 turbines (79m height to tip) along the edge of Nobleston Wood. After the neighbouring Lomond Energy Wind Farm project, (Merkins) was denied planning permission in October of 2013, due to visual impacts on the National Park raised by the National Park Authority and Scottish Natural Heritage (SNH), the Council took the tactical decision to delay any application until such time as Merkins finalised its plan going forward.

In the meantime, the Council has been in regular contact with Lomond Energy in relation to making efficiencies for both projects by sharing things such as access rights, wind data, and grid connection fees, should both projects go ahead at the same time.

- 3.4** On the back of significant legislative changes in Scotland, the Council decided to maximise the capacity of the site, so early in 2017, the Council procured Land Use Consultants Limited (LUC) to carry out a Landscape and Visual Impact Assessment (LVIA) and to develop a new layout. LUC determined that a maximum of 4 turbines at a height to tip of approximately 79m was feasible on the site. A high level business case was produced which determined that, depending which type of financial model is used, the 4 turbine layout would pay itself back in between 12 and 15 years dependent on the final business case which would generate approximately 7,000MWh of electricity per year. The Council consumed 26,000MWh in 2016/17 so this layout could produce approximately 27% of the Council's total electricity demand.

#### **4. Main Issues**

##### Landscape and Visual Impact Assessment

- 4.1** Officers procured a Landscape and Visual Impact Assessment to be undertaken on the proposed 4 turbine layout on Pappert Hill. 12 viewpoints have now been assessed and photographed and results are summarised as:

Location	Distance (km)	Sensitivity	Magnitude of Change	Significance
Bonhill	0.7	High	Medium	Moderate
Argyll Park	2.4	High	High	Major
Bellsmyre Roundabout	2.7	Medium	Low	Minor
A811 Gateway adjacent to National Park Headquarters	2.5	High	High	Major
A82 Layby	4.1	Medium	Medium	Moderate
A811 north of Balloch	3.1	Medium	Medium	Moderate
Boathouse Restaurant, Cameron House Hotel	4.3	High	Medium-High	Major-moderate
Duncryne, Gartocharn	6.4	High	Medium	Moderate
Inchmurrin Pier	6.9	High	Medium	Major-moderate
Conic Hill	12.4	High	Low	Moderate-minor
Balmaha Harbour	10.9	High	Low	Moderate-minor
Kelburn Park Bird Sanctuary	8.4	High	Low	Moderate-minor



## Project Options

- 4.2** At the moment, the Council is in the process of making a decision as to which of 2 project options to pursue.
- 4.3** The first option is apply for planning consent to design and build the 4 turbine development on Pappert Hill. This land is owned by the Council, but it may prove difficult to gain consent to develop on this land due to its proximity to Bonhill, which is 0.7km away from the turbines, whereas a suggested buffer of 2km from residential property is the standard recommendation in the West Dunbartonshire Council Supplementary Guidance on Renewable Energy. This means Pappert Hill is in a zone described as an Area of Significant Protection. The magnitude of change in the landscape as viewed from some sensitive areas in and around the national park could also prove problematic, and it is expected that both the national park and SNH will object to the application, meaning the application will be decided by Scottish Government.
- 4.4** A few business case arrangements are possible, but the preferred method at the moment is the use of a Power Purchase Agreement (PPA) whereby the Council would purchase the power from its own energy company. It may also be possible to utilise the wind development as a carbon reduction project, which would reduce the total carbon footprint by approximately 3,000 tonnes, or 11%. Such arrangements are a new idea and details around carbon savings are not guaranteed at this time.
- 4.5** The second project option is to partner with Lomond Energy and Wind 2, and invest in turbines located only on Merkins land. This option would be the best option as far as obtaining planning consent goes, due to the highly sensitive nature of the viewpoints from the Pappert site (from both the National Park and Bonhill), and the cumulative effects which will be assessed by Planning Authorities when considering the application for either adjacent wind farm. This wind turbine development would be much larger in scale and has the potential to negate the whole of the Council's electricity consumption from grid, but this option means investing in a development on privately owned land. A number of issues would need to be considered, such as land rights (i.e. the Council would lease the land from the landowner), and who would own and operate the wind farm (Lomond Energy has indicated their desire to develop the wind farm on the Merkins site, and are open to future partnership and cooperation with the Council).
- 4.6** It is also important to note that during 2017, Lomond Energy hired LUC to determine the most suitable layout for a wind development after removing all ownership borders (i.e. Pappert Hill and Lomond Energy's land), and the outcome was that the development would be most ideally situated only on Lomond Energy land.
- 4.7** Once the feasibility work on the 2 options is concluded, we would propose to bring back a further paper to a future committee, with a clear recommendation on how to proceed.

## Ornithological Assessments

- 4.8** The Council is currently progressing with ecology studies on the WDC owned site. Any issues arising from these studies will be considered during the next phase of the development.

## **5. People Implications**

- 5.1** There are no people issues at this time.

## **6. Financial and Procurement Implications**

- 6.1** Detailed business cases will need to be produced for both project options, should Council wish to pursue them both.

All procurement activity carried out by the Council in excess of £50K is subject to a contract strategy. The contract strategy for the Wind Farm Development will be produced by the Corporate Procurement Unit in close consultation with Capital Investment Team officers. The contract strategy shall include but may not be limited to; contract scope, service forward plan, the market, procurement model and routes – including existing delivery vehicles, roles and responsibilities, risks, issues and opportunities and ongoing contract management.

The Wind Farm Development will contribute to delivery of the Council strategic priorities through contributing to improving economic growth and employability; and improving local housing and environmentally sustainable infrastructure. Further opportunities to maximise the positive social, economic and environmental impact for West Dunbartonshire through the contract will also be explored, e.g. through the use of Community Benefit Clauses.

- 6.2** It should be noted that the first option above to build a 4 turbine wind farm on WDC land is estimated to cost £6.9million in total. It is expected that an annual revenue income of between £450k and £600k per annum would be generated. Funding for this revised scheme has been submitted as part of the Capital Plan refresh process.
- 6.3** The second option to partner with Lomond Energy requires further work to establish what capital contribution WDC would be willing to make, along with quantifying what our annual revenue income will be.

## **7. Risk Analysis**

- 7.1** Given the sensitive nature of wind farm developments there is always risk associated with planning approval and community buy-in. The project team will continue to engage with all statutory consultees through the next phase of the project to minimise the risk where possible.

**7.2** It should be noted that the proposed project is expected to generate significant savings of between £450k and £600k per annum which will help fund other projects contained within the Capital Programme. If this project does not proceed then this will reduce the scope for borrowing within the Capital Programme. It should be noted that WDC has spent £22k on this project over the last 2 financial years.

**7.3** A detailed risk register will be developed at the next stage of the business case and be reported back to a future IRED committee.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An Equalities Impact Assessment Screening was carried out as part of the original business case. A further screening assessment will be undertaken once a preferred scheme has been identified for the site.

## **9. Consultation**

**9.1** Discussions have taken place with statutory consultees and will continue to do so. The project team has also been involved in discussions with Lomond Energy regarding a potential partnership.

## **10. Strategic Assessment**

**10.1** This proposal will contribute to improving economic growth and employability; and improving local housing and environmentally sustainable infrastructure.

**Jim McAloon**  
**Strategic Lead, Regeneration**  
26 January 2018

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** 2, Leven.



## WEST DUNBARTONSHIRE COUNCIL

## Report by Strategic Lead - Regeneration

Infrastructure, Regeneration and Economic Development Committee:  
28 February 2018

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**Subject: West Dunbartonshire Council Action Following Edinburgh Schools Inquiry Report**

**1. Purpose**

- 1.1** To advise Members of the actions undertaken by Corporate Asset Management in relation to our new-build schools (PPP and non PPP schools) in operation since 2009 following the reports relating to the structural failure of a gable wall at Oxfangs Primary School, Edinburgh, and the subsequent publishing of the Independent Inquiry Report into the Construction of Edinburgh Schools.
- 1.2** To update Members on the contents of the Action Plan **Appendix 2** in relation to the planned improved methodologies of design, procurement and construction of new buildings by West Dunbartonshire Council, as a result of the recommendations contained in the Independent Inquiry Report and guidance issued by Scottish Government.

**2. Recommendations**

- 2.1** The Committee is invited to note the report and agree the actions detailed in Appendix 2.

**3. Background**

- 3.1** Following advice given on 9 April 2016 by Clare Hicks, the Deputy Director Learning Directorate of the Scottish Government, for all Authorities to assure themselves, in relation to the structural integrity of new buildings within the schools' estate that they provide the Strategic Director of Regeneration, Environment and Growth instructed the following actions:
- i. Visual inspections of the new build schools **Appendix 1 refers** to determine if there were any obvious signs of structural failure such as severe cracking, subsidence or bulging at external masonry walls.
  - ii. Inspections by and documentary evidence requested from BAM, who was the contractor on the PPP schools for West Dunbartonshire Council.
- 3.2** Following the publication of the official Inquiry in February 2017 by the Chair of the Inquiry, Professor John Cole CBE, containing therein a comprehensive list of recommendations, the Strategic Director of Regeneration, Environment

and Growth also instructed a review of those recommendations by appropriate senior managers of West Dunbartonshire Council, with a mandate to the Corporate Asset Manager to develop an action plan following same.

#### **4. Main Issues**

##### Inspections

- 4.1** On the 29 January 2016 a gable wall at Oxgangs Primary School, Edinburgh collapsed following 70 mph gusting winds (Storm Gertrude). This resulted in the outer leaf of the gable wall being pulled away from the main structure.
- 4.2** Following the incident at Oxgangs Primary School, Clare Hicks, the Deputy Director -Learning Directorate of the Scottish Government wrote to all local authorities requesting that they assure themselves in relation to the structural integrity of new buildings within the schools' estate that they provide.
- 4.3** During 2009 West Dunbartonshire Council completed the construction of three secondary schools – St. Peter the Apostle High School, Clydebank High School and Vale of Leven Academy and one primary school and early learning centre – St. Eunan's Primary School & ELCC, all of which were procured via Public and Private Partnership funding (PPP). Quality on this contract is monitored by the contractor, with no in-house Clerks of Works present.
- 4.4** Between 2010 and 2014 the following schools were designed and procured through traditional funding and procurement methods: Bonhill Primary School; Goldenhill Primary School and Dumbarton Academy Secondary School. These schools were built with our own in-house Clerks of Works in attendance during construction.
- 4.5** Visual inspections were instructed by the Strategic Director of Regeneration, Environment and Growth and these were carried out by West Dunbartonshire Council technical staff on Monday 11 April 2016 with observations listed in **Appendix 1**.
- 4.6** The PPP schools contractor, BAM PPP carried out their own visual inspections which they reported did not reveal any obvious structural issues.
- 4.7** BAM was also invited to a meeting with appropriate WDC officers including the Strategic Director of Regeneration, Environment and Growth and at that meeting they were requested to provide documentary assurances regarding the construction of the PPP schools. Following the meeting BAM compiled and submitted a dossier which included the following information:
- Design Statements
  - BAM Quality Assurance Records
  - BAM Defect Avoidance Procedures
  - Internal Quality Audits
  - BSI Audit

- Independent Certifier Report
- Photographs

#### The Edinburgh Schools Inquiry

- 4.8** The Report of the Independent Inquiry into the Construction of Edinburgh Schools, chaired by Professor John Cole CBE, was published in February 2017.
- 4.9** Pages 230 to 245 of the report list the recommendations, which have been considered by officers from Building Standards, Procurement, Consultancy Services, Legal, and Building Services, who have contributed to the creation of an action plan covering those recommendations that provide additionality to the good practice observed by officers within West Dunbartonshire Council. **Appendix 2 refers.**
- 4.10** Many of the recommendations contained in the Inquiry Report are already in practice and as such do not require actions. Officers will continue to employ those good working practices in the future safe design, procurement and construction of new build projects.
- 4.11** The Action Plan **Appendix 2** contains ten actions attributable to the following sections: Corporate Procurement (1); Consultancy Services (2); Building Standards (5); Building Services (2) with completion dates set against all actions.

#### Additional Surveys

- 4.12** At a meeting with the Minister for Local Government & Housing on 15 June 2017 it was revealed that a significant number of Councils who had previously relied on visual inspections had since carried out intrusive surveys and in some cases found minor defects.
- 4.13** Following receipt of the above information and under advice of officers, the Strategic Director of Regeneration, Environment & Growth following discussion with the Chief Executive Officer, instructed officers to arrange intrusive surveys at St. Peter the Apostle High School; Clydebank High School; Vale of Leven Academy and St. Eunan's Primary School & ELCC, such authority being delegated by the Chief Executive Officer under emergency powers as the timeframe to have such work carried out during the summer recess precluded the ability to procure same under the normal procurement process.
- 4.14** Consulting Structural Engineers, Goodsons Associates Ltd was appointed by BAM and the initial investigations of the intrusive surveys indicated that there was no immediate cause for concern or risk. It should be noted that the engineer's report asked for structural design clarifications from the original design teams.

On receiving this information, BAM PPP/Construction decided to carry out localised remedial works to fully satisfy themselves that all works were structurally sound, even although this was not strictly required.

- 4.15** Under delegated authority, the Strategic Director of Regeneration, Environment & Growth instructed officers to procure the services of a structural engineer to carry out desktop surveys at Dumbarton Academy and Bonhill and Goldenhill Primary Schools to establish whether intrusive surveys were required in these buildings. These were new build schools where works were monitored by our own Clerk of Works during construction.
- 4.16** Consulting Structural Engineers, Goodsons Associates Ltd was appointed by West Dunbartonshire Council to carry out desktop surveys at Dumbarton Academy, Bonhill Primary School and Goldenhill Primary School.
- 4.17** Desktop surveys examined all the structural and architectural drawings from each school to determine the overall structural make-up of the building. Using the architectural drawings it allows a study of the different partition types that would have been used in the buildings and their locations. The drawings and the new build specifications would determine if there were any walls in the three schools of the type that were flagged as not being constructed with the correct wall ties, as was the case with the Edinburgh schools where there were faults in the construction of the masonry cavity walls.
- 4.18** The desktop studies focused on identifying if wall tie construction was used and where. In the case of Bonhill Primary School, e.g., it was identified that one of the walls in the school could have been of masonry construction. On examination of the wall head, it was found to be metal stud and block work and therefore did not require to be opened up. With regard to Dumbarton Academy and Goldenhill Primary School there was no specification or partition type of masonry construction and therefore the consultant ruled out the need for intrusive examination.
- 4.19** In summary the desktop surveys established the following:
- Dumbarton Academy - desktop survey and site visits concluded that there was no requirement to carry out intrusive surveys. No further action required.
  - Bonhill Primary School – desktop survey concluded that there was no requirement to carry out intrusive surveys. No further action required.
  - Goldenhill Primary School – desktop survey concluded that there was no requirement to carry out intrusive surveys. No further action required.



- St. Peter The Apostle High Schools - desktop survey concluded that there was no requirement to carry out intrusive surveys. No further action required.
- Clydebank High School – remedial wall tie repair carried out to fitness suite external wall and additional wall ties to kitchen store external wall. Internal wall head restraints added to PE changing room walls. Completed January 2018.
- Vale of Leven Academy – remedial wall tie repairs to external walls of the 2 small gyms and main games hall. Internal wall head restraints added to PE changing room walls. Completed January 2018.
- St. Eunan’s Primary School – remedial wall tie repairs to 2 external “fin” wall, EECC external store and external junction of changing room. Additional wind post inserted at “fin” wall. Internal wall head restraints added to PE changing room walls. Due to be completed March 2018.

## **5. People Implications**

- 5.1** In order to assist in meeting the requirements of the Cole report staffing levels are being considered within the Building Standards Service with regard to points raised in Appendix 2 in relation to Building Standards.

## **6. Financial and Procurement Implications**

- 6.1** The cost of all survey work at the PPP schools was £40,580 and funded from the Education Revenue Account. The survey work was a direct appointment to BAM PPP as per the terms of the contract for any additional work.
- 6.2** The cost of all survey work at Dumbarton Academy and the two primary schools, Bonhill and Goldenhill was £3,600.00 and was funded from the Education Revenue Account.

## **7. Risk Analysis**

- 7.1** Failure to implement the Action Plan could have a detrimental effect on the Council’s responsibilities in relation to the safe design and construction of new buildings.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An Equality Impact Assessment did not indicate any further action required in relation to any recommendations.

## **9. Consultation**

- 9.1** The following sections of the Council were consulted in the preparation of the Action Plan (**Appendix 2**): Building Standards; Building Services; Corporate

- Procurement Unit; Consultancy Services; and Legal Services.
- 9.2** The following sections of the Council were consulted in the procurement of the engineering consultants carrying out the intrusive surveys: CEO; Corporate Procurement; Consultancy Services; Finance; and Legal Services.

## **10. Strategic Assessment**

- 10.1** The Council's strategic priorities have been considered and the investigations and works arising from same contribute to the improvement of the wellbeing of communities and protect the welfare of vulnerable people.

**Jim McAloon**  
**Strategic Lead, Regeneration**  
Date: 16 January 2018

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**Appendices:** **Appendix 1** – Results of Inspections by WDC technical officers.  
**Appendix 2** - West Dunbartonshire Council - Action Plan following publication of Edinburgh Schools Inquiry Report.

**Background Papers:** Report of the Independent Inquiry into the Construction of Edinburgh Schools February 2017 by Chair of the Inquiry, Professor John Cole CBE.

**Wards Affected:** All

**Results of Inspections by West Dunbartonshire Council Officers  
Monday 11 April 2016**

The table below details all the schools involved, the actions that were undertaken and observations made by Clerk of Works and technical officers.

School	Design Team	Main Contractor	Building Construction	Asset Management Action
<b>PPP Schools</b>				
St Peter the Apostle H.S.	BAM Design	BAM Construction	Commonality in building design will be similar; generally steel frame, block/brick infill panels with proprietary metal cladding external envelope.	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.
Clydebank H.S.	Cooper Cromar	BAM Construction	As above	Technical Officer could find no evidence of structural failure of external walls at the school from his visual inspection.
Vale of Leven Academy	Keppie Design	BAM Construction	As above	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.
St Eunan's P.S. & EELC	Elder & Cannon Architects	BAM Construction	As above	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.
<b>Non-PPP Schools</b>				
Dumbarton Academy H.S.	Keppie Design	BAM Construction	As above	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.
Bonhill P.S.	Ryder HKS	Interserve	As above	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.

Goldenhill P.S.	Ryder HKS	Interserve	As above	Clerk of Works could find no evidence of structural failure of external walls at the school from his visual inspection.
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### West Dunbartonshire Council - Action Plan following publication of Edinburgh Schools Inquiry Report

*The following actions represent planned activity to be undertaken by WDC. Such actions being borne out of those Inquiry Report recommendations within the remit of the Council which provide additionality to the good practice already conducted by officers of the Council.*

<b>Inquiry Recommendation</b>	<b>WDC Action</b>	<b>By whom</b>	<b>By date</b>
<p><b>1.2 - Ensuring compliance with specification</b>            In any construction contract let by a public body, the public body should ensure that due diligence is undertaken at an appropriate level to confirm that the requirements of that contract are actually delivered in accordance with the terms of that contract. The level of due diligence applied should be determined through an informed assessment of risk of the likelihood or implications of non-compliance.</p>	<p>The Corporate Procurement Unit is piloting a contract management tool (CMT), if the CMT proves successful then the CPU would roll the CMT out. The CMT provides KPI's, including, if the CPU wish: "the contract specifications to requirements". Any KPIs to do with contract specifications would be up to the service lead to monitor.</p> <p>Consultancy Services will ensure all relevant specifications are appropriate and to the relevant current standards.</p>	<p>Corporate Procurement Unit</p> <p>Consultancy Services</p>	<p><b>May 2018</b></p> <p><b>Complete August 2017</b></p>

<p><b>1.5 - Quality of design and construction</b></p> <p>There should be a more informed approach among public bodies as to how best practice methodologies aimed at optimising the quality of design and the quality of construction can be incorporated into the current models of procurement of public buildings, whilst maintaining other benefits of these processes. One key element of such processes is a clear and considered articulation in a comprehensive brief by the client of the quality objectives for a project and of the methodology to be used for ensuring the achievement of that quality in both the design and construction phases.</p> <p>Appropriate time and resource should be allocated by clients during the initial stages of a project and during the development of the brief in order to establish and clearly define these quality objectives and approaches to ensuring quality.</p>	<p>Set up discussion meeting with Client group.</p> <p>Client representatives' discussions took place to agree procedural arrangements in capturing project brief and plan of work, when on site quality monitored by clerk of works.</p>	<p>Consultancy Services</p>	<p><b>Complete August 2017</b></p>
<p><b>4.3 - Provision of as-built drawings to Building Control</b></p> <p>It is also recommended by the Inquiry that consideration be given to the requirement for 'as built' drawings as prepared for and certified by the Contractor to be submitted to Building Standards as a definitive record of what was built. This could be a formal part of the Completion Certificate process.</p>	<p>WDC Building Standards (C Newman) raised the issue with the Scottish Government's Building Standards Division at the Local Authority Building Standards Scotland (LABSS)/BSD liaison meeting on 17 August. The Building Standards issues in terms of the Cole report will be taken forward by a Working Group on Compliance led by the Scottish Government Building Standards Division.</p>	<p>Building Standards</p>	<p><b>Complete by WDC, now with SG</b></p>

<p><b>5.1 - Building of leaves of cavity walls separately</b></p> <p>The evidence from this Inquiry suggests that the subsequent practical difficulties that arise from building the inner and outer leaves of cavity walls at different times may have been significant contributory factors in the lack of embedment of wall ties achieved. The construction industry should carefully review this practice and if the separate building of the leaves of cavity walls is still required to achieve programme dates, it is recommended that standard wall ties should not be used and instead be replaced by alternative approved ties or by alternative construction to blockwork for the inner leaf e.g. use of structural framing systems.</p>	<p>To be factored into design and specification as and when such a scenario arises.</p> <p>Being factored into any future project.</p>	<p>Consultancy Services</p>	<p>Immediate effect <b>Complete</b></p>
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<p><b>7.1 - Scope of Building Standards inspection and certification</b></p> <p>The Inquiry formed the view that there was a common misconception as to the extent of the reliance that can be placed on the quality of construction of a building because it had successfully gone through the statutory Buildings Standards process.</p> <p>The typical frequency of site visits and the level and nature of inspections undertaken, as provided in evidence, can only confirm that buildings are being built generally in accordance with approved warrants.</p> <p>It would not appear to be either practical or appropriate for Building Standards Departments to be expected to undertake the type and level of detailed inspection that would be necessary to identify the risks to user safety that have been identified in this Report. However, an underlying core objective of their function as expressed in the Building (Scotland) Act 2003 is 'securing the health, safety, welfare and convenience of persons in or about buildings'.</p> <p>To resolve this issue, there is a need for Government and the construction industry to consider the introduction of methods that would provide Buildings Standards with the required level of assurance in risk areas.</p> <p>In this regard, it is recommended that consideration be given to the practicality of extending the concept of mandatory inspection and certification of construction by approved certifiers to elements of the building that could potentially pose significant risk to users if not constructed properly and which level of inspection cannot practically be undertaken by Building Inspectors themselves.</p>	<p>WDC Building Standards (C Newman) raised the issue with the Scottish Government's Building Standards Division at the Local Authority Building Standards Scotland (LABSS)/BSD liaison meeting on 17 August. The Building Standards issues in terms of the Cole report will be taken forward by a Working Group on Compliance led by the Scottish Government Building Standards Division.</p>	<p>Building Standards</p>	<p><b>Complete</b> by WDC now with SG.</p>
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<p><b>7.2 - Sanctions for non-compliance with Building Standards</b></p> <p>The evidence provided to the Inquiry showed a number of breaches in relation to the PPP1 schools compliance with the statutory applications and certification processes required under the Building (Scotland) Act 2003.</p> <p>The Inquiry noted that: (a) there does not appear to be an automatic follow up by Building Standards Departments to require compliance, where proper processes have not been complied with; and (b) that the non-application for and non-issue of completion certificates for new buildings would not appear to be an infrequent occurrence.</p> <p>The Inquiry would recommend that in order to improve the effectiveness of the revised Building (Scotland) Act 2005, in delivering the key stated policy objective of, ‘securing the health, safety, welfare and convenience of persons in or about buildings’, systematic and appropriate administrative arrangements should be developed and implemented by verifiers to identify, pursue and sanction those who fail to comply with its statutory requirements.</p>	<p>The Scottish Government is reviewing process and procedures for the identification of works without completion certificates as part of a wider project of the review of Building Regulations. WDC Building Standards will review their own back office processes and procedures to identify development without completion certificates however this will require additional resources as this could not be accommodated within existing resources.</p>	<p>Building Standards</p>	<p><b>December 2018</b></p>
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<p><b>7.4 - Prioritisation of risk factors</b></p> <p>The Inquiry noted, from the evidence provided, the number and preponderance of visits by Building Inspectors which focussed on drainage issues compared to the limited number of visits that were undertaken in relation to the compliance of the construction of the general structure and fabric of the buildings, the design and specification of which would have represented the vast majority of information submitted and scrutinised by Building Standards prior to approval of the design warrant.</p> <p>It is recommended that a review be undertaken as to the overall objective of site visits undertaken by Building Inspectors to ensure that the planning of these properly reflects a prioritisation of the identification and inspection of areas of highest risk.</p>	<p>WDC Building Standards (C Newman) raised the issue with the Scottish Government's Building Standards Division at the Local Authority Building Standards Scotland (LABSS)/BSD liaison meeting on 17 August. The Building Standards issues in terms of the Cole report will be taken forward by a Working Group on Compliance led by the Scottish Government Building Standards Division.</p>	<p>Building Standards</p>	<p><b>Complete</b> by WDC now with SG.</p>
<p><b>7.5 - Building Standards Department of the City of Edinburgh Council</b></p> <p>It is recommended that a review be undertaken of the staffing and funding of the Building Standards Department in Edinburgh Council to ensure that these are adequate to meet the demand for services and to provide the level of service that is required.</p>	<p>Whilst this recommendation relates directly to the City of Edinburgh Council, WDC are considering staffing and funding levels relative to being adequate to meet the demand for services and to provide the level of service recommended by this report.</p>	<p>Building Standards</p>	<p><b>April 2018</b></p>



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead, Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
28 February 2017**

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**Subject: Community Asset Transfer**

**1. Purpose**

- 1.1** The purpose of this report is to provide Committee with an update in respect West Dunbartonshire Council's Community Asset Transfer Policy and seeks Committee approval to conclude the lease of Wylie Park, Renton, the site to the rear of 344 Braehead, Bonhill and the property known as Phoenix Community Centre, Dumbarton.

**2. Recommendations**

**2.1** It is recommended that Committee:

- (i) Note the contents of this report and the progress made in respect of Community Asset Transfer.
- (ii) Approve the lease of the site and pavilion known as Wylie Park, Renton to Renton Craigandro Football Club detailed below.
- (iii) Approve the lease of the site to the rear of 344 Braehead, Bonhill to Bonhill Community Garden Association detailed below.
- (iv) Approve the lease of the property known as Phoenix Community Centre, Dumbarton to the Rock Community Church detailed below.
- (v) Authorise the Strategic Lead, Regeneration to conclude negotiations in relation to 2.1 (ii), 2.1 (iii), and 2.1 (iv).
- (vi) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate in relation to 2.1 (ii), 2.1 (iii), and 2.1 (iv).

**3. Background**

- 3.1** Over the past few years, legislation and national policy in Scotland has shown increased support and recognition for strong and resilient communities and the part that community ownership can play in building those communities.

- 3.2** The Community Empowerment (Scotland) Act 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.
- 3.3** West Dunbartonshire Council's Community Asset Transfer Procedures and Policy were approved by the Infrastructure, Regeneration and Economic Development Committee on 15 March, 2017.

#### **4. Main Issues**

##### Community Asset Transfer Assessments

##### Wylie Park, Renton

- 4.1** Only one application was received and an assessment has taken place with officers from Economic Development, Legal, Finance, Greenspace, West Dunbartonshire Council Leisure Trust, Asset Management and Communities.
- 4.2** The assessment group considered the application brought forward by Renton Craigandro Football Club to purchase the Pavilion and associated football pitch known as Wylie Park, Renton. A plan showing the extent of the transfer request is attached as Appendix 1.
- 4.3** The Football Club work in close proximity with both Scottish Football Association and West Dunbartonshire Council Leisure Trust to assist in advancing the public participation in sport by promoting community participation in football through the provision of recreational facilities.
- 4.4** The Football club currently carry out the following activities:
- promote, foster and encourage interest and participation in the sport of association football amongst young people;
  - develop the skills of all participating players and official;
  - develop the fitness of all participating players;
  - provide a positive, safe, non-competitive environment to play development football;
  - provide, as and when required, in conjunction with National Development Programmes, Regional Development Programmes and local leagues, educational courses covering player protection, football development, drug awareness, diet requirement, first aid or any other relevant education for all participating players and officials;
  - promote sportsmanship and fair play in young players and officials and parents irrespective of gender, race, religion or social status; and
  - promote pride and respect for the local community through education and actions.
- 4.5** After consideration and in agreement with Renton Craigandro Football Club the assessment group are recommending approval to proceed to enter into negotiations with the group for a 25 year lease at a £1 if asked with all necessary conditions to safeguard the Council's position in relation to any

future disposal. There will be an option to purchase once full funding is in place and a revised business plan presented for approval by the assessment group.

#### 344 Braehead, Bonhill

- 4.6** Only one application was received and an assessment has taken place with officers from Economic Development, Legal, Finance, Greenspace, Asset Management and Communities.
- 4.7** The assessment group considered the application brought forward by Bonhill Community Garden Association to lease the area of ground. A plan showing the extent of the transfer request is attached as Appendix 2.
- 4.8** The Community Group have been working together with Greenspace to manage and supervise allotments and gardens for the benefit of the community of Bonhill. The group look to promote community participation in local environment activities, improving Bonhill's environment and biodiversity. The group engage with Bonhill residents of all ages and backgrounds to help support the groups' aims and objectives.
- 4.9** Key target groups will include children and families, young people, people with disabilities, people who have become isolated through mental health issues and young people at risk of becoming involved in criminal activity.

It is anticipated that the following benefits will be brought to the Bonhill community as a result of developing a community garden facility:-

- Economic – assisting low income families to grow their own fresh, seasonal produce at a time when food prices are on the increase.
- Educational – provide opportunities for children and young people to grow their own and learn about how food is produced.
- Health – community gardening provides the opportunity for a year round healthy lifestyle. It not only encourages physical exercise and outdoor activity, mental relaxation and lifelong learning opportunities, but also the fresh fruit and vegetables that benefit a healthier lifestyle.
- Social – community gardens provide opportunities for community involvement in their neighbourhood and can play an important role in providing social interaction between different generations, the unemployed and increasingly those with mental health problems.
- Environmental – as well as making best use of land which would otherwise be unused, allotments support biodiversity and provide access to good quality greenspace.
- Sustainability – community gardens have the potential to make a contribution to sustainability by promoting and facilitating composting and demonstrating sustainable practices e.g rainwater collection, recycling and reduced used of pesticides. Allotments can also contribute to sustainability by reduced transport costs, a reduction of emissions and the lowering of

food miles and carbon footprint through the production of local fruit and veg.

- Biodiversity – community gardens have a major role to play in the protection and promotion of biodiversity. Many plants grown in allotments, such as fruit trees and bushes, depend on insects to pollinate them in order for there to be good crops. Community gardens are especially important for wildlife as they provide shelter and breeding sites.

- 4.10** The assessment group are recommending approval to proceed to enter into negotiations with the group for a 25 year lease at a £1 if asked with all necessary conditions to safeguard the Council's position in relation to any future disposal. The assessment group also recommend that the lease is granted subject to the following conditions namely: exhibition of
- an audited annual report;
  - an annual report demonstrating community benefits;
  - a comprehensive Health & Safety and Child Protection Policy,
  - Planning Permission; and
  - financial evidence of sustainability of the site.

#### Phoenix Community Centre, Dumbarton

- 4.11** Only one application was received and an assessment has taken place with officers from Economic Development, Legal, Finance, Asset Management and Communities.
- 4.12** The assessment group considered the application brought forward by Rock Community Church to lease the property known as Phoenix Community Centre, Dumbarton. A plan showing the extent of the transfer request is attached as Appendix 3.
- 4.13** The Rock Community Church currently delivers a weekly church service alongside a number of weekly, fortnightly and monthly groups for a range of ages and interests. These include an artist community, youth groups, support groups, one to one support, music groups, community meals, study groups etc. Alongside this the group also offer chaplaincy support to Dalreoch Primary School and Dumbarton Academy High School.
- 4.14** The group are proposing to open the Phoenix Community Centre as a community hub throughout the day. It is proposed that the community hub will include a community café space open to all, an after school and evening clubs for children and young people, parent and toddler groups, elderly lunch clubs, arts and fitness clubs. They envisage that this will bring a positive impact on the lives of all residents in the area.
- 4.15** The assessment group are recommending approval to proceed to enter into negotiations with the group for a 15 year lease at a £1 if asked with all necessary conditions to safeguard the Council's position in relation to any future disposal. The assessment group also recommend that the lease is granted subject to the following conditions namely: exhibition of



- an audited annual report;
- an annual report demonstrating community benefits; and
- financial evidence of sustainability of the site.

### Community Asset Transfer Requests

- 4.16** An update on progress on requests for Community Asset Transfer is provided below.
- 4.17** Alexandria Police Box, Alexandria – This asset is held within the non-operational property portfolio and first stage application received from two community groups. Discussions taking place with both groups to confirm capacity to proceed to next stage.
- 4.18** 90-92 North Street, Alexandria – First stage application received, discussions ongoing in relation to joint valuation of asset.
- 4.19** Balloch Pier & Slipway – Application to purchase received from Loch Lomond Steamship Company but the site has been deemed as strategic due to the commercial and tourism opportunities that the site currently presents.
- 4.20** Asset Management and Communities continue to receive enquiries regarding Community Asset Transfer and issue guidance and support to community groups.

## **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.
- 5.2** In relation to recommendation for Wylie Park proposal (2.1 (ii)) a Caretaker (Outdoor Recreation) will be relocated to another establishment within West Dunbartonshire Leisure Trust's portfolio.

## **6. Financial and Procurement 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 does not specify 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.
- 6.2** The combined Asset Management savings for the transfer of the three sites are £10,878 on an annual basis and £271,950 over the full term of the leases.

## **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.
- 7.2** There is also a risk that the transfer may proceed but not to the originally envisaged community ownership.

## **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** No further consultations were deemed necessary.

## **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**  
**Date: 2 February 2018**

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**Appendices:** Appendix 1 – Wylie Park, Renton  
Appendix 2 – Land to rear of 344 Braehead, Bonhill  
Appendix 3 – Phoenix Community Centre, Dumbarton

**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 15<sup>th</sup> April 2015: Community Asset Transfer Policy and Procedures

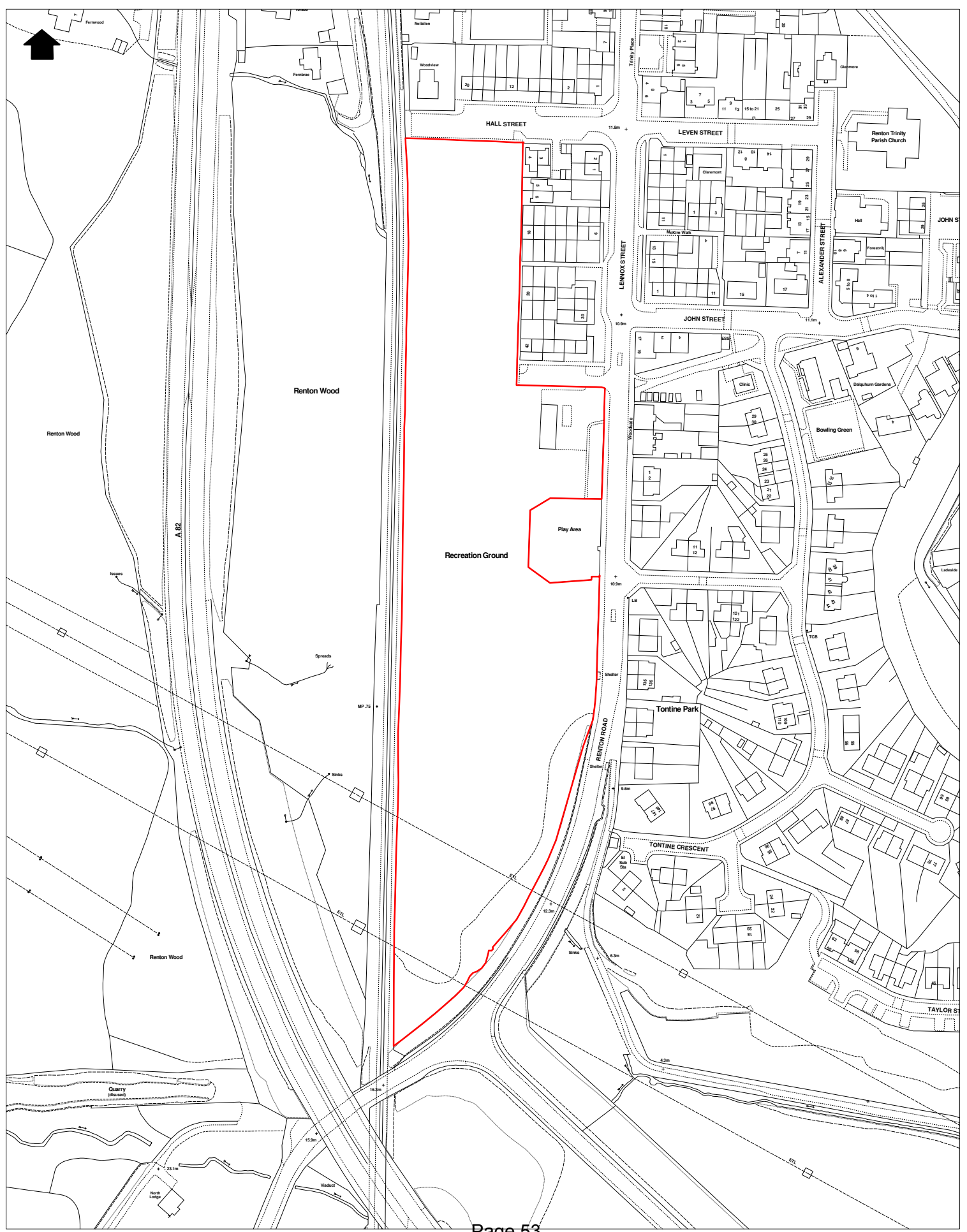
Report by the Strategic Lead of Regeneration to Community Planning on 4<sup>th</sup> May 2016: Community Asset Transfer Policy and Procedures.

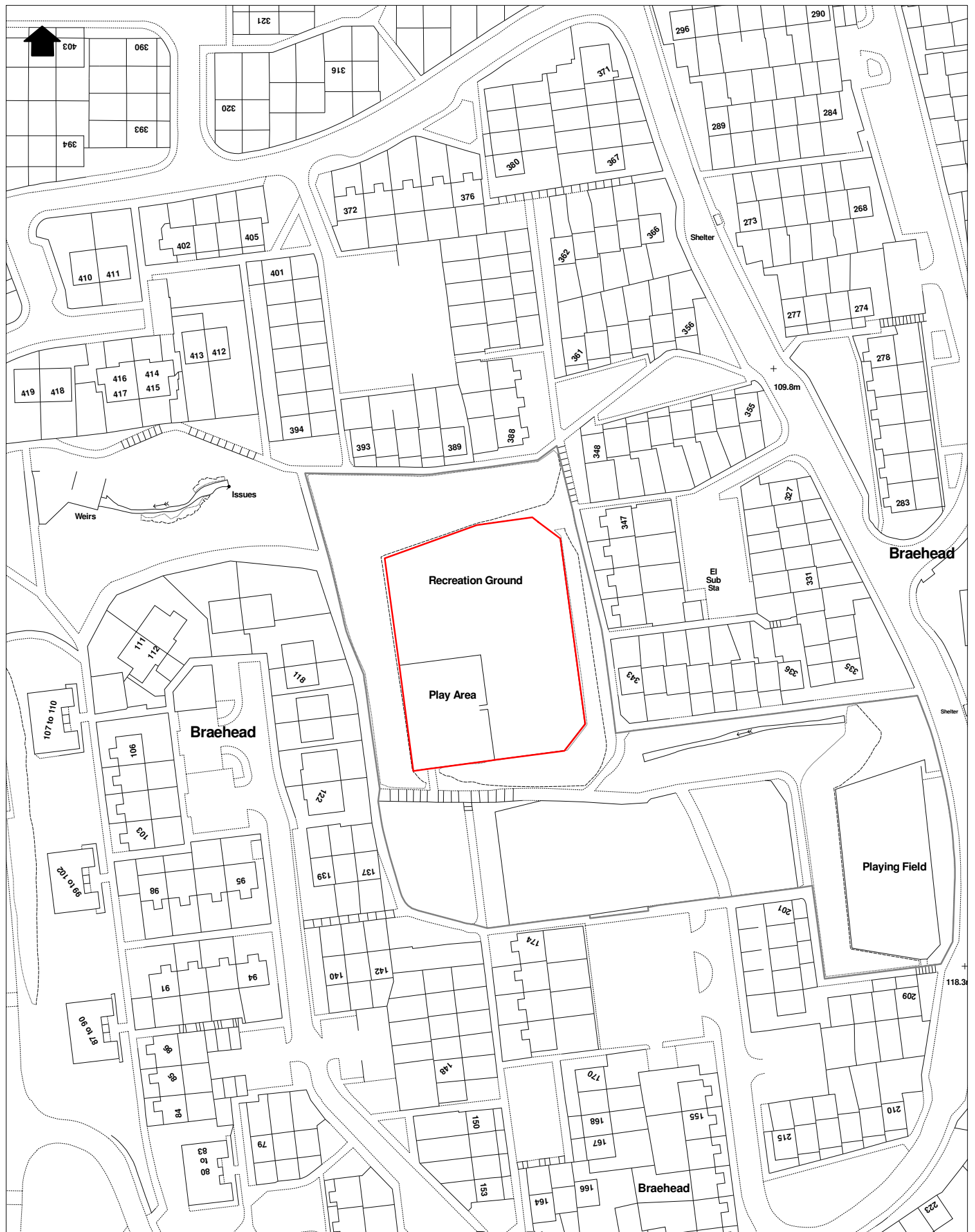
Equalities Impact Assessment

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

Report by the Strategic Lead, Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 15 March 2017: Community Asset Transfer Policy and Procedure's.

**Wards Affected:** All











**WEST DUNBARTONSHIRE COUNCIL****Report by the Strategic Lead of Regeneration**

**Infrastructure, Regeneration and Economic Development Committee:  
28th February 2018**

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**Subject: Climate Change Duties Mandatory Report**

**1. Purpose**

- 1.1** The purpose of this report is to summarise for the Committee the West Dunbartonshire Council Mandatory Climate Change Act submission for 2016/17, which was submitted on 30 November 2017.

**2. Recommendations**

- 2.1** It is recommended that the Committee note the contents of this report.

**3. Background**

- 3.1** The Climate Change (Scotland) Act 2009 introduced targets and legislation to reduce Scotland's CO<sub>2</sub> emissions by at least 80 per cent by 2050. The Act additionally placed duties on public bodies, requiring them to, in exercising their functions:

- (a) Contribute to carbon emissions reductions targets;
- (b) Contribute to climate change adaptation; and
- (c) Act sustainably.

Further to the Act, the Scottish Government introduced an Order in 2015 requiring all 151 Public Bodies who appear on the "Major Player" list to submit an annual report to Sustainable Scotland Network (SSN), detailing their compliance with the climate change duties.

- 3.2** The purpose of the Climate Change Duties Mandatory Report is not to score Public Bodies on the activity they are undertaking, but rather to provide comprehensive information to the Scottish Government detailing action relating to both Climate Change Adaptation and Mitigation. The Scottish Government will use this information to assess whether or not the country will meet its Carbon reduction targets, and identify areas where organisations might require additional help.

**4. Main Issues**

- 4.1** The Mandatory Climate Change Duties Report is comprised of 7 sections and each section has been completed on behalf of the Council.

## Section 1: Profile of the reporting body

- 4.2** This section requests basic information about the Organisation, such as type of public body, Full Time Equivalent staff, budget, etc.

## Section 2: Governance, Management and Strategy

- 4.3** This section gathers information relating to how the Organisation governs and manages Climate Change action and strategy. We have provided a list and links to all of the Council's Plans and Strategies which relate to climate change, as well as an explanation of the Sustainability, Energy and Carbon Management (SECM) Group, which is an officer led group, consisting of a mixture of staff both operational and service manager level. The objectives of this group are to:

- Raise awareness of the sustainability and resource efficiency agendas;
- Embed consideration of our impact on the environment;
- Improve resource efficiency internally within the council; and
- Work within the local area to promote sustainability and resource efficiency.

In this section, the Council also needs to set its Top 5 Priorities in relation to Climate Change governance. Priorities detailed for 16/17 report were:

- a) Review drivers, objectives and strategy with reference to WDC's corporate plan. Aim to align the Carbon Management Plan (CMP) objectives with key organisational objectives, demonstrating how the CMP will support our organisation to achieve these - CMP nearing the end of its life - decision taken to align new Strategic Plan with CMP rather than other way around.
- b) Identify key Carbon Management governance activities and roles. Draw up a proposed structure that will provide feedback, support and internal championing of the CMP and make it explicit about who takes what decisions – ongoing.
- c) Draw up boundary diagrams for both organisational and operational boundary to help identify when the carbon footprint boundary changes - complete.
- d) Widen membership of the Sustainability Energy and Carbon Management Group – complete.
- e) Have Mandatory Climate Change Report audited by internal audit - complete

For 17/18 the new priorities are:

- Include wording around climate change in the new Strategic Plan – complete.
- Review aims and objectives of SECM Group – ongoing.
- Develop State of the Environment Report – ongoing.
- Develop options appraisal for new strategic framework for sustainability and energy – ongoing.
- Further widen membership of SECM Group; formalise meeting schedule and draft and circulate minutes after each meeting – complete.

### Section 3: Emissions, Targets and Projects

**4.4** This section gathers emissions data since the Council's Carbon Management Programme year (2012/13):

Year	Emissions (tonnes CO2e)
2012/13	32,961
2013/14	31,931
2014/15	31,451
2015/16	32,549*
2016/17	28,387

*\*increase in emissions due to increase in emissions factor for domestic waste (more detailed explanation available in Carbon Footprint Briefing note).*

In this section, the Council also reports on the amount of Carbon saved due to projects which were implemented in 2015/16 and 2016/17, as well as those which are planned for 2017/18.

The Top 10 Projects (implemented in 2016/17) reported by the Council were:

Project	Anticipated CO2e savings/year
Partial closure of Garshake and Roseberry Heating	180
Partial closure of Garshake and Roseberry Electricity	250
Solar PV installed in 2 schools	20
Biomass Boiler at Gartocharn PS	30
Oil to Gas conversion at St. Joseph PS	40
Whitcrook PS Oil to Gas	40
Transfer pavilions to Leisure Trust Estate	130
Braehead PS – major work roof windows	40
Achnacraig PS – building upgrades and shut half of building	90
Bridge Street Refurb*	0

*\*noted as 0 savings because reduction from 16/17 – 17/18 will be nil due to fact that building was shut for work during 16/17. Because this is a major project it should be included in the Top 10 list.*

The purpose of this is to determine whether or not the Organisation is on track to meet its emission targets, based on all available information. On this basis, the Council is predicting to miss its 2017/18 target, because of emissions due to the Domestic Emissions Waste Factor increasing. Emissions are then projected to fall slightly over the following 2 years settling at 1% above the target. These are estimates based on the best available information at the current time. For more information on these targets and the Council's progress towards them, please refer to Carbon Management Briefing note submitted to Committee in November, 2017, and attached as an appendix to this report.

#### Section 4: Adaptation

**4.5** This section gathers information pertaining to the action that the Council has taken to assess and manage climate risk. The Scottish Government recommends that Public Bodies undertake their Adaptation Scotland Programme, and this reporting tool collects information relating to Organisations' progress towards delivering on the various policies and proposals referenced within this programme. Although the Council has not yet formally undergone the Adaptation Scotland Programme, it has made progress towards delivering on Climate Change Adaptation. Some examples of this are:

- West Dunbartonshire Council collaborated with SEPA in the development of the Clyde and Loch Lomond Local Plan District Flood Risk Management Strategy
- The Council published a draft of its Green Network Guidance in 2015, and a Chapter on Green Network Guidance is contained within the new Proposed Local Development Plan
- Knowles Burn Flood Alleviation Project
- The Council offers flood alleviation products at a discounted rate to householders living within high risk flooding areas.

West Dunbartonshire Council detailed their Top 5 Priorities for 2016/17 as:

- Begin the Government's 5 Steps to Adaptation Programme - doing this as part of Climate Ready Clyde (CRC) partnership - initial 2 steps complete.
- Run an Adaptation Workshop with the help of Sniffer and/or Climate Ready Clyde – complete.
- Raise awareness of Climate Change Adaptation internally - some awareness raising events were run.
- Find out what other organisations are doing - Join Adaptation Learning Exchange - adaptation learning exchange completed.
- Gather robust information re: how climate change will affect West Dunbartonshire - doing this as a part of Climate Ready Clyde.

For 17/18 the priorities are:

- Adopt the Tree Policy in relation to tree loss due to Climate Change.
- Gruggies Burn flood alleviation project - Feasibility studies & developed solutions are being progressed through 17-18 & will continue into 18-19.
- Queen's quay remedial/enabling works.
- Run further awareness raising sessions with Council Officers and Management.
- Have relevant service managers complete an impact assessment for their services.

#### Section 5: Procurement

- 4.6** This section gathers information about how procurement policy and activity have contributed to the Council's compliance with the Climate Change Duties.

#### Validation and Declaration

- 4.7** This section gathers information relating to how the data and information contained within the Climate Change Duties Mandatory Report has been validated and finally a Senior Sponsor signs the declaration.

#### Section 7: Recommended Reporting: Reporting on Wider Influence

- 4.8** This final section is not mandatory and does not need to be completed, although it is recommended that organisations make an attempt at completing at least some parts of it. The contents in this section relate to how the Council is influencing the reduction of Greenhouse Gas Emissions in the area rather than just corporately. Some examples of the work various departments are doing have been included.

#### Summary

- 4.9** Although the main purpose of this report is to fulfil a legislative requirement, the process of compiling it will benefit the Council as it will aid us in bringing information relating to climate change mitigation and adaptation action together under the appropriate headings. This has the potential to spur further action across the Council by engaging various departments who are already working towards many of these targets for other purposes.

### **5. People Implications**

- 5.1** The completion of the Mandatory Climate Change Duties Report required the input of many officers and managers from across the Council.

## **6. Financial and Procurement Implications**

**6.1** There are no financial or procurement implications relating to the submission of the Mandatory Climate Change Duties Report.

## **7. Risk Analysis**

**7.1** Failure to submit the Climate Change Duties Report by November 30<sup>th</sup>, 2017 would be viewed as a breach of the Council's statutory requirements under the Climate Change (Scotland) Act 2009.

## **8. Equalities Impact Assessment (EIA)**

**8.1** The contents of this information report have been screened; they are not relevant in terms of the Equality Act 2010 (Specific Duties) (Scotland Regulations) 2012, therefore no EIA is required.

## **9. Consultation**

**9.1** In order to complete the Climate Change Duties Mandatory Report, the Sustainability Officer consulted with, and gathered data from, many departments around the Council including:

- Procurement;
- Roads and Transport;
- Fleet and Waste;
- Energy;
- Capital Investment;
- Communities; and
- Housing.

## **10. Strategic Assessment**

**10.1** The purpose of this report is to inform Committee regarding the contents of a mandatory report, submitted to Scottish Government. Although it is not a proposal which requires to link directly to a strategic priority, the contents of the report do link with the priority to improve local housing and environmentally sustainable infrastructure.

**Jim McAloon**  
**Strategic Lead Regeneration**  
Date: 17 January 2018

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**Appendices:** Carbon Footprint 16-17 Briefing Note

**Background Papers:** Mandatory Climate Change Duties Report  
Carbon Management Plan  
Equalities Impact Assessment

**Wards Affected:** N/A





## Briefing Note

**To: Elected Members**

**Person to Contact: Stephanie Williamson**

**Date: 1 November 2017**

**Telephone: 01389 737344**

**Subject: Carbon Footprint 2016-17**

1. **Background**

West Dunbartonshire Councils carbon footprint is produced on a financial year basis. West Dunbartonshire Council have set a target of just over a 15% reduction in its carbon footprint, to be achieved by 2019/20, over 2012/2013 baseline. The carbon footprint is produced to monitor the Council's progress towards this target, as well as to support the achievement of the public sector climate change duties specifically that relating to emissions reduction.

2. **Main Issues:**

The carbon footprint for West Dunbartonshire Council for 2016-2017 was 28,387 tonnes of CO<sub>2</sub>e (against a target of 28,385).

This represents a reduction of 4,551 tonnes of CO<sub>2</sub>e since the baseline year of 2012-2013, and a reduction of 3,928 tonnes of CO<sub>2</sub>e compared to 2015-2016.

The table below shows the tonnage of CO<sub>2</sub>e associated with each source over the past 5 years.

Source	Tonnes of CO <sub>2</sub> e				
	2016/17	2015/16	2014/2015	2013/14	2012/13
Grey Fleet	217	139	396	468	471
Diesel	2,489	2,361	2,691	2,468	2,401
Electricity	9,591	12,807	14,488	13,723	13,593
Natural Gas	4,424	4,833	4,816	4,899	5,051
Gas Oil (Fleet)	112	116	105	133	131

Kerosene	0	0	2	15	15
Gas Oil (buildings)	1,496	1,824	2,126	2,729	3,544
Petrol	122	107	135	212	111
Waste streams	9,700	9,975	6,473	7,077	7,431
Water	236	154	177	168	190
Total	28,387	32,315	31,409	31,892	32,938

Although the Council has missed the annual target narrowly (by 2 tonnes or 0.007%), had the emission factor for domestic waste not increased in 2015/16, emissions from waste for 2016/17 would have been 7,224 and overall emissions would have been 25,911, meaning had this factor, which is out with our control, not changed, the Council would have beaten the 16/17 target by nearly 2,500 tonnes, already reaching a reduction of 21%, exceeding the 2019/20 target of 27,900 tonnes.

The table above indicates a great success in reducing emissions, with CO<sub>2</sub>e falling by 4,551 tonnes (14%) since baseline year. A drop in CO<sub>2</sub>e emissions associated with Electricity consumption accounts for the majority of this reduction. Big hitters in terms of CO<sub>2</sub>e reductions from Scope 2 (Electricity consumption):

- LED street lighting project – 1,600 tonnes
- Reduction in grid emission factor – 1,000 tonnes
- Disposals – 700 tonnes
- PV Generation – 45 tonnes

Another 1,400 tonnes of carbon have been reduced from the heating demand across the estate. Similarly some of this is due to our changing estate, but a big portion of this is thanks to the transition of a number of sites from old oil boilers to highly efficient new gas boilers.

3.

**What it means for WDC:**

The following table illustrates the reason behind the increase or decrease in emissions from the baseline year of 2012-2013 to 2016-2017

Source	Baseline 12-13 to 16-17 Increase/Decrease	Reason
Business Mileage	Decrease	Reduction in Business Mileage and reduction in emissions factor
Diesel	Slight Increase	Normal range of fluctuation
Electricity	Decrease	LED Streetlighting project, significant reduction in emission factor for grid electricity and general electricity efficiency projects.
Natural Gas	Decrease	Stricter heating controls
Gas Oil (Fleet)	Decrease	Decrease in projects requiring equipment (i.e. tractors, dumpers, etc)
Oil	Decrease	Oil to gas projects
Petrol	Slight Increase	Normal range of fluctuation
Waste and Recycling streams	Increase	Significant increase in domestic waste emissions factor
Water	Increase	Water efficiency projects

The Council's overall target is to reduce CO2e emissions to 27,997 tonnes by 2019/20 (15% reduction from baseline). The most up to date data available is showing that the Council could miss this target by 1%, and that although the Council is only a few hundred tonnes away from reaching the target, 2017/18 emissions will increase. This is because the Emission Factor for domestic waste is increasing again in 17/18.

Further risks exist:

- New Care homes – the prediction is for the 2 new care homes to be responsible for approximately 800 tonnes of CO2e emissions in the target year. New builds tend to be very efficient in terms of heat, but electricity consumption can increase significantly, depending on the amount of electrical kit included. The original 6 care homes emitted approximately 1,100 tonnes, but the future of a number of these

sites is not yet known. Should some of these sites remain open, the project will serve to increase emissions overall.

- Office Rationalisation Programme – this project should reduce CO<sub>2</sub>e by 1,000 tonnes from baseline by 2018/19. This is based again on predictions in relation to consumption which are difficult to make with accuracy. Any delay in the closing down of Garshake would be extremely detrimental as it emits 1,000 tonnes of CO<sub>2</sub>e each year.
- New Schools – Large schools are big emitters of CO<sub>2</sub>e; in the main a new school will emit far less CO<sub>2</sub>e in association with heat (especially if the old school was heated with oil) but the same and potentially more in relation to electricity.
- New sites in general – there can generally be a year or 2 where new buildings consume more power than anticipated when they first come online and along with this, the old building may still be in use as well meaning a temporary but large increase in emissions associated with new builds is possible. Should this happen to be during the 2019/20 target year with any large sites, this would impact on our ability to reach our target.
- Electricity emissions factor – the Council has benefited greatly over the past few years with the lowering of the electricity emissions factor associated with the decarbonisation of the grid. This, however, is not a guarantee going forward and it is possible that this factor could temporarily increase at some point.
- Weather – it is impossible to predict the weather, and should 2019/20 be a cold year this would impact on our ability to reach the target.
- Waste and Recycling – the Council's footprint includes emissions associated with the waste and recycling habits of all of West Dunbartonshire, which make up about 30% of the footprint. The Council has already experienced massive increases in emissions due to the change in the domestic waste emission factor. In 2017/18 this factor will again increase. Should the residents of West Dunbartonshire not increase their recycling volumes in line with EU targets, it will be difficult for the Council to meet its 2019/20 carbon reduction target.

## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead – People and Technology

**Infrastructure, Regeneration & Economic Development Committee:  
28 February 2018**

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**Subject: Working Well Together - Attendance Management: Quarter 3  
(1 October – 31 December 2017)**

#### **1. Purpose**

**1.1** The purpose of this report is to provide Committee with detailed analysis on the attendance performance for Quarter 3.

#### **2. Recommendations**

**2.1** It is recommended that Committee notes:

- The decrease in Council wide sickness absence of 81.12 FTE days lost (-3.1%) compared to the same period last year as outlined in Appendix 1 and
- The very slight increase in sickness absence of 00.1 FTE days lost (0.3%) compared to the same period last year for the service areas outlined in Appendices 2-3.

#### **3. Background**

**3.1** The Council is committed to improving attendance levels by setting ambitious targets to reduce days lost, supporting attendance at work and improving the health and wellbeing of all employees.

#### **4. Main Issues**

##### Service Performance

**4.1** In Quarter 3, for the Strategic Lead areas covered by this Committee 3,776 days were lost due to sickness absence. This represents an increase of 57 days lost compared to the same period last year.

Table 1 below shows individual targets, the annual result for each in 2016/17 and the Projected Year end figure.

Table 1 – Council / Strategic Lead Targets (FTE days lost per employee)

Strategic Lead	2017/18 Target	Year End Result 2016/17	Projected Year End
<b>Council Wide</b>	<b>7</b>	<b>10.47</b>	<b>10.78</b>
Environment and Neighbourhood	8	10.73	10.64
Regeneration	8.5	11.19	9.74

Table 2 shows the Quarter 3 results and compares to the same period last year. Environment and Neighbourhood was above the Council average of 2.88 FTE days lost and Regeneration below at 2.64.

Table 2 – Local performance (period)

Strategic Lead Area	Q3 – 17/18 FTE	Q3 – 16/17 FTE	Variance
<b>Council</b>	<b>2.88</b>	<b>2.97</b>	<b>-3.1%</b>
Environment and Neighbourhood	3.24	2.84	12.3%
Regeneration	2.64	3.12	-15.4%

#### Absence Duration – Local Performance

- 4.3** Table 3 shows the duration profile and compares to the overall Council duration profile. Long term absence accounts for 65% of absence council wide. Long term absence within Environment and Neighbourhood was higher than the council average in Quarter 3 and was significantly lower within Regeneration. There has been a rise in long term absence within Environment and Neighbourhood when compared to same quarter last year, whilst within Regeneration there has seen a slight decrease.

Table 3 – Absence Duration – Local performance

Quarter 3	2016/17		2017/18	
	Short Term	Long Term	Short Term	Long Term
<b>Council</b>	<b>47.97%</b>	<b>52.03%</b>	<b>34.99%</b>	<b>65.01%</b>
Environment and Neighbourhood	42.71%	57.29%	31.48%	68.52%
Regeneration	49.32%	50.68%	51.48%	48.52%

- 4.4** In order to continue to reduce the periods of long-term absence, in line with the policy managers must ensure early intervention including proactive communication with employees and referral to Occupational Health for medical guidance on how to effectively support employees to return to work.

## Absence Reasons– Local Performance

- 4.5 Table 4 shows the top 3 reasons for absence for each of the Strategic Lead areas within the locus of this Committee and compares to Council results. While Minor Illness is the main reason for absence within the Council it is not the main reason for absence within Regeneration. The absence reasons and percentage of absence linked to MSK are reflective of the manual work associated with the majority of services within Environment and Neighbourhood.
- 4.6 Managers are referring to Occupational Health at the earliest opportunity, exploring the requirement for physio and other supports including phased return to work, lighter duties etc. that will facilitate a return to work and are seeking advice from Health and Safety if required.

Table 4 – Reasons analysis – Local performance

	1		2		3	
	Reason	%	Reason	%	Reason	%
Council	Minor Illness	24.96	Acute	20.06	MSK	14.71
Environment and Neighbourhood	Minor Illness	28.28	MSK	16.91	Acute	16.16
Regeneration	MSK	30.69	Minor Illness	26.82	Acute	12.65

- 4.6.1 Both Regeneration and Environment and Neighbourhood are reporting MSK and Acute Medical Conditions within the top 3 reasons for absence. Managers are referring employees to Occupational Health as early as possible for advice and support to facilitate an early return to work including phased return, lighter duties, tailored adjustments and or change to working hours.

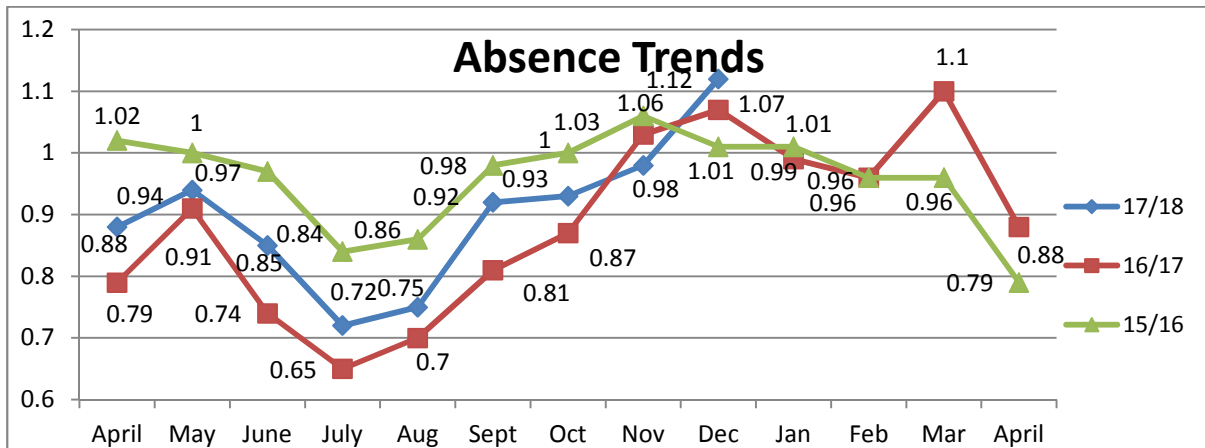
## Council Performance - Quarter 3 2017/18

- 4.7 In Quarter 3, a total of 13,323 FTE days were lost across the Council due to sickness absence, a decrease of 81.12 FTE days lost compared to the same period last year. This represents a decrease to 2.88 FTE days lost per employee or 3.1% on the same period last year.
- 4.8 The Council continues to be committed to reducing absence levels and to the reduction of the associated cost of absence. In 2016/17, the Council's absence performance improved by 11.3%, however this was largely due to a positive performance in the first half of the year. In the latter half of the year, the performance deteriorated. It appears that 2017/18 is following a similar

trend pattern to that reported in 2016/17. Despite Q3 reporting a decrease in absence, December 2017 has reported the highest FTE days lost compared to the same month in the previous two years.

**4.9** The Chief Executive has asked each of the Strategic Directors and Leads to focus efforts to reduce absence in their respective areas.

Chart 1 – Absence Trends



### Employee Wellbeing Group

**4.10** The Employee Wellbeing Core group last met on 21<sup>st</sup> November 2017, where progress against work stream action plans was discussed. A detailed update on all plans was presented to the Change Board on 19 December 2017. This update included presentation on the findings of a recent audit on compliance with the provisions of the Attendance Management Policy. Strategic Leads will be provided with detailed findings for their respective areas for local follow-up and a communication brief will be issued to managers and employees reminding them of their respective responsibilities under the Policy.

Additional recommendations from the audit will now be progressed, including:

- As part of our commitment to encouraging and supporting employees to develop and maintain a healthy lifestyle, managers have been asked to liaise with the Leisure Trust with a view to arranging fitness assessments for employees within the workplace.
- A survey of employees to gather information in relation to their awareness and experience of existing supports in place for mental wellbeing, the results of which will be used to inform further improvement actions.
- A campaign will shortly be launched, in conjunction with Working4U, to support the financial wellbeing of employees, recognising the evidenced link with employee wellbeing generally. This will focus on providing information and access to other sources of support.



- Following discussion with trades' union partners, consideration will be given to guidance on dealing with menopausal symptoms in line with developments at a national level.

In addition to the above, an HR student, currently placed within the Council, is undertaking research into the link between organisational change and employee wellbeing, as well as supporting further analysis of Council absence data with a view to identifying any additional trends associated with particular employee characteristics. It is expected that the outputs of this work will be available in early February. Relevant actions will be picked up thereafter.

## 5. People Implications

- 5.1 Regeneration has reported a 15.4% reduction in absence compared to the same period last year and Environment and Neighbourhood a 14.1% increase. Neither staff group is likely to achieve the target set for their areas this year. Regeneration is however on target to record a year on year reduction. It is imperative that managers continue to focus on reducing absence and discuss the supports available to facilitate a return to work.

## 6. Financial and Procurement Implications

- 6.1 Based upon the estimated cost of a day's absence (£123 in 2017/18), table 5 provides the estimated cost of absence across the Council and the Strategic Lead areas. This does not include any associated costs such as cover or overtime.

Table 5 – Cost of absence

<b>Strategic Lead Area</b>	<b>£</b>
Environment and Neighbourhood	252,725
Regeneration	136,530
<b>Council</b>	<b>1,638,738</b>

- 6.2 There are no procurement implications.

## 7. Risk Analysis

- 7.1 There is a risk that managers do not fulfil their role and comply with the policy and in turn absence continues to increase.
- 7.2 While it is evident in many instances, the necessary and proactive steps are being undertaken, such as early referrals to occupational health there is still a significant amount of work to do to continue to reduce absence.

7.3 Without maintaining and continuing to improve attendance there continues to be a risk of detrimental impact on service delivery, loss of productivity and reduced team performance.

## 8. Equalities Impact Assessment (EIA)

8.1 This report is for noting only, therefore no EIA is required. Any associated policies are subject to Equalities Impact Screening and Assessment if required.

## 9. Consultation

9.1 Consultation is on-going with trades unions in the main through the Wellbeing Group, the local Joint Consultative Committees, Employee Liaison Group and for more strategic matters through Joint Consultative Forum.

9.2 Strategic Leads continued to be consulted through regular meetings with HR Business Partners.

## 10. Strategic Assessment

10.1 Effective attendance management will support the Council's aim to make best use of both financial and human resources resulting in a positive impact upon service provision.

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**Victoria Rogers**  
**Strategic Lead, People and Technology**  
**Date: 11 January 2018**

**Person to Contact:** Anne Marie Cosh, HR Business Partner

Garshake Road, Dumbarton  
Tel: 01389 737420  
Email: annemarie.cosh@west-dunbarton.gov.uk.

**Appendices:**

- Appendix 1 Council Wide Q3 2017/18 Absence Summary
- Appendix 2 Environment and Neighbourhood Q3 2017/18 Absence Summary
- Appendix 3 Regeneration Q3 2017/18 Absence Summary

**Background Papers:** None

**Wards Affected:** None

	<b>WDC Absence Statistics</b>	Department: Council-Wide Period: Q3 2017/18
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<b>TABLE 1 - Headline Figure</b>	<b>Q3 2017/18</b>	<b>2.88</b>	<b>Q3 2016/17</b>	<b>2.97</b>	<b>Year on Year +/-</b>	<b>-3.1%</b>
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**TABLE 2 - Days Lost per**

Department	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
<b>Strategic Management</b>	<b>14.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
Child Healthcare & Criminal Justice	241.65	66	60	194	654	974	916.77	3.79
Community Health & Care	742.69	222	192	821	3,626	4,861	3,677.11	4.95
Finance & Resources	4.50	0	0	0	0	0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	138.49	58	31	152	572	813	683.96	4.94
Strategy, Planning & Health Improvement	24.02	2	5	3	0	10	9.51	0.40
<b>Health &amp; Social Care Partnership</b>	<b>1,151.35</b>	<b>348</b>	<b>288</b>	<b>1,170</b>	<b>4,852</b>	<b>6,658</b>	<b>5,287.35</b>	<b>4.59</b>
Environment & Neighbourhood	634.50	210	191	560	2,092	3,053	2,055.35	3.24
Housing & Employability	246.89	40	59	121	401	621	610.04	2.47
Regeneration	420.89	85	110	380	542	1,117	1,110.31	2.64
<b>Regeneration, Environment &amp; Growth</b>	<b>1,302.28</b>	<b>335</b>	<b>360</b>	<b>1,061</b>	<b>3,035</b>	<b>4,791</b>	<b>3,775.70</b>	<b>2.90</b>
Communications, Culture & Communities	146.89	33	13	83	150	279	245.35	1.67
Education Learning & Attainment	630.08	284	186	487	1,485	2,442	1,675.25	2.66
People & Technology	98.28	25	19	41	99	184	166.00	1.69
Regulatory	93.14	12	10	14	94	130	92.81	1.00
Resources	292.98	78	44	188	342	652	529.72	1.81
<b>Transformation &amp; Public Service Reform (Excl. Teachers)</b>	<b>1,261.37</b>	<b>432</b>	<b>272</b>	<b>813</b>	<b>2,170</b>	<b>3,687</b>	<b>2,709.13</b>	<b>2.15</b>
<b>LOCAL GOVERNMENT EMPLOYEES TOTAL</b>	<b>3,729.00</b>	<b>1,115</b>	<b>920</b>	<b>3,044</b>	<b>10,057</b>	<b>15,136</b>	<b>11,772.18</b>	<b>3.16</b>
<b>Transformation &amp; Public Service Reform (Teachers)</b>	<b>902.48</b>	<b>312</b>	<b>147</b>	<b>430</b>	<b>1,029</b>	<b>1,918</b>	<b>1,550.89</b>	<b>1.72</b>
<b>COUNCIL-WIDE TOTAL</b>	<b>4,631.48</b>	<b>1,427</b>	<b>1,067</b>	<b>3,474</b>	<b>11,086</b>	<b>17,054</b>	<b>13,323.07</b>	<b>2.88</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	1,427.0	8.37%
Short Term (4-5 days)	1,067.0	6.26%
Medium Term (6 days-4 weeks)	3,474.0	20.37%
Long Term (over 4 weeks)	11,086.0	65.01%
<b>TOTAL</b>	<b>17,054.0</b>	<b>100%</b>

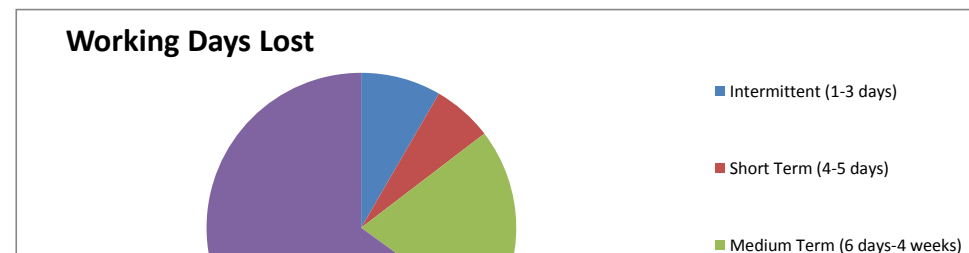


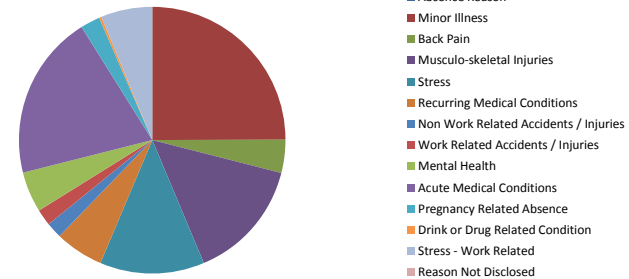
TABLE 4 - Absence Reasons

Department	FTE Employees	Absence Reasons														Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress	Recurring Medical Conditions	Non Work Related Accidents / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related	Reason Not Disclosed				
<b>Strategic Management</b>	<b>14.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>
Child Healthcare & Criminal Justice	241.65	320	27	168	26	220	9	42	59	73	13	0	17	0	974	916.77	3.79	
Community Health & Care	742.69	611	260	785	808	406	28	45	306	1,028	96	0	488	0	4,861	3,677.11	4.95	
Finance & Resources	4.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
Mental Health, Addiction & Learning Disabilities	138.49	104	67	166	4	82	10	0	69	196	91	0	24	0	813	683.96	4.94	
Strategy, Planning & Health Improvement	24.02	7	0	0	3	0	0	0	0	0	0	0	0	0	10	9.51	0.40	
<b>Health &amp; Social Care Partnership</b>	<b>1,151.35</b>	<b>1,042</b>	<b>354</b>	<b>1,119</b>	<b>841</b>	<b>708</b>	<b>47</b>	<b>87</b>	<b>434</b>	<b>1,297</b>	<b>200</b>	<b>0</b>	<b>529</b>	<b>0</b>	<b>6,658</b>	<b>5,287.35</b>	<b>4.59</b>	
Environment & Neighbourhood	634.50	872	95	599	241	4	116	104	192	780	0	0	50	0	3,053	2,055.35	3.24	
Housing & Employability	246.89	184	33	21	78	72	0	41	0	157	0	0	35	0	621	610.04	2.47	
Regeneration	420.89	356	100	271	154	0	20	0	188	0	0	0	28	0	1,117	1,110.31	2.64	
<b>Regeneration, Environment &amp; Growth</b>	<b>1,302.28</b>	<b>1,412</b>	<b>228</b>	<b>891</b>	<b>473</b>	<b>76</b>	<b>136</b>	<b>145</b>	<b>192</b>	<b>1,125</b>	<b>0</b>	<b>0</b>	<b>113</b>	<b>0</b>	<b>4,791</b>	<b>3,775.70</b>	<b>2.90</b>	
Communications, Culture & Communities	146.89	65	38	19	16	51	0	11	0	45	6	0	28	0	279	245.35	1.67	
Education Learning & Attainment	630.08	702	0	209	470	49	81	80	117	419	78	56	181	0	2,442	1,675.25	2.66	
People & Technology	98.28	45	0	0	52	0	0	0	0	82	5	0	0	0	184	166.00	1.69	
Regulatory	93.14	24	0	35	59	0	0	0	0	12	0	0	0	0	130	92.81	1.00	
Resources	292.98	156	0	55	125	44	14	21	64	172	1	0	0	0	652	529.72	1.81	
Transformation & Public Service Reform (Excl. Teachers)	1,261.37	992	38	318	722	144	95	112	181	730	90	56	209	0	3,687	2,709.13	2.15	
<b>LOCAL GOVERNMENT EMPLOYEES TOTAL</b>	<b>3,729.00</b>	<b>3,446</b>	<b>620</b>	<b>2,328</b>	<b>2,036</b>	<b>928</b>	<b>278</b>	<b>344</b>	<b>807</b>	<b>3,152</b>	<b>290</b>	<b>56</b>	<b>851</b>	<b>0</b>	<b>15,136</b>	<b>11,772.18</b>	<b>3.16</b>	
Transformation & Public Service Reform (Teachers)	902.48	810	62	181	130	73	48	0	29	269	109	0	207	0	1,918	1,550.89	1.72	
<b>COUNCIL-WIDE TOTAL</b>	<b>4,631.48</b>	<b>4,256</b>	<b>682</b>	<b>2,509</b>	<b>2,166</b>	<b>1,001</b>	<b>326</b>	<b>344</b>	<b>836</b>	<b>3,421</b>	<b>399</b>	<b>56</b>	<b>1,058</b>	<b>0</b>	<b>17,054</b>	<b>13,323.07</b>	<b>2.88</b>	

TABLE 5 - Days Lost by Absence Category

Absence Reason	Working Days Lost	Percentage of Lost Days
Minor Illness	4,256.0	24.96%
Back Pain	682.0	4.00%
Musculo-skeletal Injuries	2,509.0	14.71%
Stress	2,166.0	12.70%
Recurring Medical Conditions	1,001.0	5.87%
Non Work Related Accidents / Injuries	326.0	1.91%
Work Related Accidents / Injuries	344.0	2.02%
Mental Health	836.0	4.90%
Acute Medical Conditions	3,421.0	20.06%
Pregnancy Related Absence	399.0	2.34%
Drink or Drug Related Condition	56.0	0.33%
Stress - Work Related	1,058.0	6.20%
Reason Not Disclosed	0.0	0.00%
<b>TOTAL</b>	<b>17,054.0</b>	<b>100%</b>

Working Days Lost



	<h2>WDC Absence Statistics</h2>	Department: Environment & Neighbourhood Period: Q3 2017/18
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<b>TABLE 1 - Headline Figure</b>	<b>Q3 2017/18</b>	<b>3.24</b>	<b>Q3 2016/17</b>	<b>2.84</b>	<b>Year on Year +/-</b>	<b>14.1%</b>
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**TABLE 2 - Days Lost per Employee**

Section / Team	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
Facilities Management	308.00	151	107	270	1,228	1,756	904.35	2.94
Fleet & Waste	113.41	19	14	85	273	391	384.51	3.39
Greenspace	153.61	38	47	123	444	652	608.07	3.96
Roads & Transportation	59.48	2	23	82	147	254	158.41	2.66
<b>Environment &amp; Neighbourhood TOTAL</b>	<b>634.50</b>	<b>210</b>	<b>191</b>	<b>560</b>	<b>2,092</b>	<b>3,053</b>	<b>2,055.35</b>	<b>3.24</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	210.0	6.88%
Short Term (4-5 days)	191.0	6.26%
Medium Term (6 days-4 weeks)	560.0	18.34%
Long Term (over 4 weeks)	2092.0	68.52%
<b>TOTAL</b>	<b>3,053.0</b>	<b>100.00%</b>

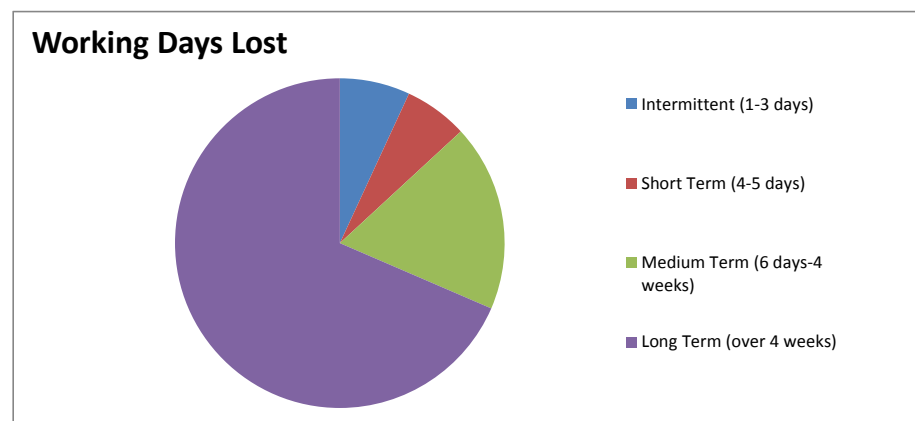
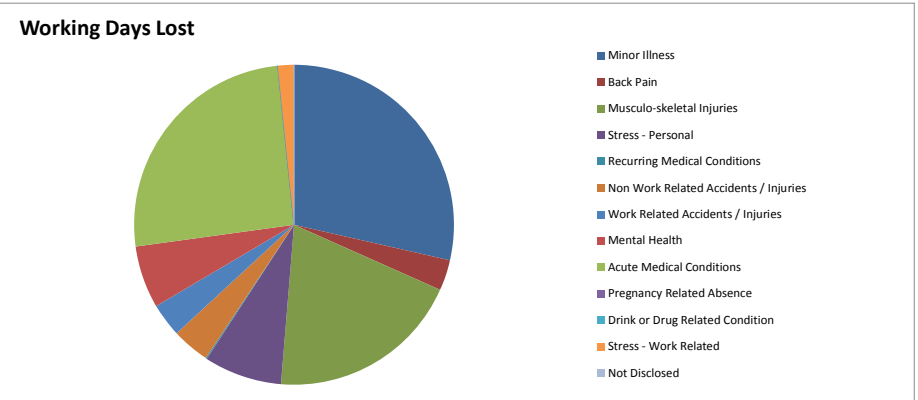


TABLE 4 - Absence Reasons

Section / Team	FTE Employees	Absence Reasons													Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related	Not Disclosed			
Facilities Management	308.00	579	34	387	188	0	67	84	72	295	0	0	50	0	1,756	904.35	2.94
Fleet & Waste	113.41	23	3	118	16	0	0	0	59	172	0	0	0	0	391	384.51	3.39
Greenspace	153.61	198	58	94	13	4	27	7	61	190	0	0	0	0	652	608.07	3.96
Roads & Transportation	59.48	72	0	0	24	0	22	13	0	123	0	0	0	0	254	158.41	2.66
<b>Environment &amp; Neighbourhood TOTAL</b>	<b>634.50</b>	<b>872</b>	<b>95</b>	<b>599</b>	<b>241</b>	<b>4</b>	<b>116</b>	<b>104</b>	<b>192</b>	<b>780</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>3,053</b>	<b>2,055.35</b>	<b>3.24</b>

TABLE 5 - Days Lost by Absence Category

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	872.0	28.56%
Back Pain	95.0	3.11%
Musculo-skeletal Injuries	599.0	19.62%
Stress - Personal	241.0	7.89%
Recurring Medical Conditions	4.0	0.13%
Non Work Related Accidents / Injuries	116.0	3.80%
Work Related Accidents / Injuries	104.0	3.41%
Mental Health	192.0	6.29%
Acute Medical Conditions	780.0	25.55%
Pregnancy Related Absence	0.0	0.00%
Drink or Drug Related Condition	0.0	0.00%
Stress - Work Related	50.0	1.64%
Not Disclosed	0.0	0.00%
<b>TOTAL</b>	<b>3,053.0</b>	<b>100.00%</b>



	<h2 style="margin: 0;">WDC Absence Statistics</h2>	Department: Regeneration Period: Q3 2017/18
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<b>TABLE 1 - Headline Figure</b>	<b>Q3 2017/18</b>	<b>2.64</b>	<b>Q3 2016/17</b>	<b>3.12</b>	<b>Year on Year +/-</b>	<b>-15.4%</b>
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**TABLE 2 - Days Lost per Employee**

Section / Team	FTE Employees	ACTUAL WORKING DAYS LOST				Total Working Days Lost	Total FTE Days Lost	Total FTE Days Lost by FTE Employees
		Intermittent 1-3 days	Short Term 4-5 days	Medium Term 6 days - 4 weeks	Long Term over 4 weeks			
Building Services	340.06	81	100	351	505	1,037	1032.88	3.04
Capital Investment	8.00	0	0	9	0	9	9.00	1.13
Economic Development	12.51	0	0	0	0	0	0.00	0.00
Estates & Asset Management	47.13	4	10	20	37	71	68.43	1.45
Housing Asset & Investment	13.20	0	0	0	0	0	0.00	0.00
<b>Regeneration TOTAL</b>	<b>420.89</b>	<b>85</b>	<b>110</b>	<b>380</b>	<b>542</b>	<b>1,117</b>	<b>1110.31</b>	<b>2.64</b>

**TABLE 3 - Breakdown of Days Lost by Duration Category**

Duration	Total Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	85.0	7.61%
Short Term (4-5 days)	110.0	9.85%
Medium Term (6 days-4 weeks)	380.0	34.02%
Long Term (over 4 weeks)	542.0	48.52%
<b>TOTAL</b>	<b>1117.0</b>	<b>100.00%</b>

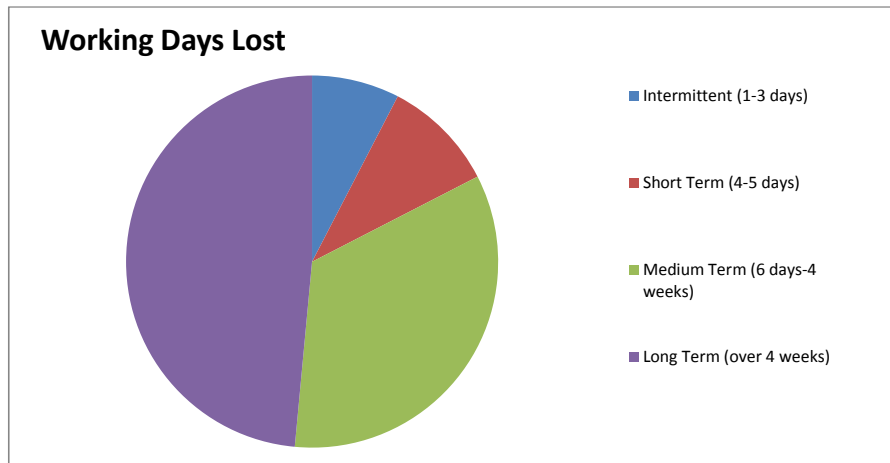


TABLE 4 - Absence Reasons

Section / Team	FTE Employees	Absence Reasons													Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions	Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related	Not Disclosed			
Building Services	340.06	319	100	271	154	0	14	0	0	151	0	0	28	0	1,037	1032.88	3.04
Capital Investment	8.00	9	0	0	0	0	0	0	0	0	0	0	0	0	9	9.00	1.13
Economic Development	12.51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
Estates & Asset Management	47.13	28	0	0	0	0	6	0	0	37	0	0	0	0	71	68.43	1.45
Housing Asset & Investment	13.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
<b>Regeneration TOTAL</b>	<b>420.89</b>	<b>356</b>	<b>100</b>	<b>271</b>	<b>154</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>188</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>1,117</b>	<b>1,110.31</b>	<b>2.64</b>

TABLE 5 - Days Lost by Absence Category

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	356.0	31.87%
Back Pain	100.0	8.95%
Musculo-skeletal Injuries	271.0	24.26%
Stress - Personal	154.0	13.79%
Recurring Medical Conditions	0.0	0.00%
Non Work Related Accidents / Injuries	20.0	1.79%
Work Related Accidents / Injuries	0.0	0.00%
Mental Health	0.0	0.00%
Acute Medical Conditions	188.0	16.83%
Pregnancy Related Absence	0.0	0.00%
Drink or Drug Related Condition	0.0	0.00%
Stress - Work Related	28.0	2.51%
Not Disclosed	0.0	0.00%
<b>TOTAL</b>	<b>1117.0</b>	<b>100.00%</b>

Working Days Lost

