

Agenda



Infrastructure, Regeneration and Economic Development Committee

Date: Wednesday, 20 November 2019

Time: 10:00

Venue: Council Chamber, Clydebank Town Hall, Clydebank

Contact: Gabriella Gonda, Committee Officer
Tel: 01389 737183, gabriella.gonda@west-dunbarton.gov.uk

Dear Member

ITEMS TO FOLLOW

I refer to the agenda for the above meeting which was issued on 7 November 2019 and enclose copies of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

**6 SALE OF FORMER OUR LADY & ST PATRICK'S HIGH SCHOOL,
HAWTHORNHILL ROAD, DUMBARTON, G82 5JN 173 - 185**

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Our Lady & St Patrick's High School, Hawthornhill Road, Dumbarton, G82 5JN, detailing the offer received and seeking approval to conclude disposal of the site.

**7 SALE OF FORMER COUNCIL OFFICES,
GARSHAKE ROAD, DUMBARTON, G82 9SX 187 - 199**

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the former Council Offices, Garshake Road, Dumbarton, detailing the offer received and seeking approval to conclude disposal of the site.

8 SALE OF 19 CHURCH STREET, ALEXANDRIA, G83 201 - 206

Submit report by the Strategic Lead – Regeneration advising on the outcome of the marketing of the property at 19 Church Street, Alexandria, detailing the offers received and seeking approval to conclude disposal of the property.

**15 UPDATE ON ACTIVITY BY CLYDEBANK PROPERTY
COMPANY LIMITED 207 - 212**

Submit report by the Strategic Lead – Regeneration updating on the progress of activity in Clydebank Property Company Limited (CPC) following update papers in November 2017 and 2018.

16 UPDATE CLYDEBANK TOWN CENTRE 213 - 216

Submit report by the Strategic Lead – Regeneration updating on the progress of the disposal of the Clydebank Town Centre Development Opportunity Site – Playdrome Site, 2 Abbotsford Road, Clydebank, G81 1PA, seeking approval to proceed to demolish the building formerly known as the Playdrome and updating on Clydebank Regional Shopping Centre.

22/

**22 EMPLOYEE WELLBEING: BI-ANNUAL RESULTS QUARTER 1 AND
QUARTER 2 (APRIL – SEPTEMBER 2019)**

217 - 238

Submit report by the Strategic Lead – People and Technology providing detailed analysis on the attendance performance for quarters 1 and 2 (April 2019 – September 2019).

Distribution:-

Councillor Iain McLaren (Chair)
Councillor Gail Casey
Councillor Karen Conaghan
Councillor Diane Docherty
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 issued: 14 November 2019

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead, Regeneration****Infrastructure, Regeneration and Economic Development Committee:****20 November 2019**

Subject: Sale of former Our Lady & St Patrick's High School, Hawthornhill Road, Dumbarton, G82 5JN

1. Purpose

- 1.1** The purpose of this report is to advise Committee on the outcome of the marketing of the former Our Lady & St Patrick's High School, Hawthornhill Road, Dumbarton, G82 5JN. The report details the offer received and seeks Committee approval to conclude disposal of the site.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Approve the disposal of the former Our Lady & St Patrick's High School, Hawthornhill Road, Dumbarton for a consideration of £3,205,569 (Three Million Two Hundred and Five Thousand Five Hundred and Sixty Nine) to Persimmon Homes Limited.
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

3. Background

- 3.1** The former Our Lady & St Patrick's High School is shown outlined in the attached plan (Appendix 1) with the area being marketed shown outlines in attached plan (Appendix 2).
- 3.2** Our Lady & St Patrick's High School relocated in October 2017 and the site was declared to be surplus following the implementation of the project and to be marketed for sale.
- 3.3** Following the property being vacated a demolition programme was undertaken following a tender process which was conducted in accordance with the Procurement Reform (Scotland) Act 2014 and Council's Standing Orders and Financial Regulations relating to Contracts. This demolition programme completed in January, 2019.

4. Main Issues

- 4.1** A marketing campaign was commenced by our nominated agent and a

closing date being set of 3 October, 2019.

- 4.2** The site was extensively marketed; sales particulars (Appendix 3) were uploaded onto various property websites, including the Council's own website. Regular e-mailing's were undertaken to our nominated agent's comprehensive list of property agents, developers, housing associations and property companies. A "For Sale" sign was also erected at a prominent location on site.
- 4.3** At the closing date, thirteen offers were received from eleven developers with the highest £3,205,569 (Three Million Two Hundred and Five Thousand Five Hundred and Sixty Nine) from Persimmon Homes Limited being recommended for acceptance.
- 4.4** One offer was rejected on the basis that it the payment was linked to stage payments and therefore not evaluated as offers were not invited on this basis.
- 4.5** Within the Local Development Plan Proposed Plan 2018 the site is identified as H2(23) which has a capacity for 100 private residential units, with 75 being delivered between 2017 and 2024 and 25 post 2024.
- 4.6** Persimmon Homes is the UK's biggest house builder and are seeking to establish a new outlet in West Dunbartonshire and have previously undertaken a number of schemes within West Dunbartonshire and are therefore well aware of the Council's planning and other statutory requirements.
- 4.7** Persimmon Homes propose a scheme of 71 two and three bed terrace, semi and detached homes and is detailed in the attached layout plan (Appendix 4).
- 4.8** Persimmon Homes will require to carry out a more detailed site investigation to quantify the abnormal costs for this site.
- 4.9** West Dunbartonshire Council will look to impose an overage payment to the Council in the event that Persimmon Homes Limited obtain planning consent for a scheme in excess of that currently proposed and also seek to impose a clawback provision in the unlikely event that they sell the site to another developer for any increase in value above that paid to West Dunbartonshire Council.
- 4.10** The site was marketed on the basis to retain the all weather pitch at its present location as new capital investment award was made at Council meeting on 22 February 2017 to build a new changing facility to service the pitch. For noting a number of developers submitted offers for the whole of the site including the all weather pitch and in the case of the preferred developer Persimmon Homes this would have generated an additional capital receipt of £1,790,000 (One Million Seven Hundred and Ninety Thousand Pounds).

5. People Implications

- 5.1** Other than the Officers time involved in concluding the proposed deal there are no People implications.

6. Financial and Procurement Implications

- 6.1** The financial implications of the proposed sale is a capital receipt to the Council of £3,205,569 minus abnormal costs to be agreed.
- 6.2** Construction of 71 units as indicated by Persimmon Homes would generate a minimum income in the region of £129,351 per annum for both Council Tax based on Band E rating. This income stream cannot obviously be guaranteed and this is an indicative figure and would be dependent on all units being sold and planning permission being achieved. The income stream could also be varied depending on whether purchasers were currently living within the Council area or new to the area.
- 6.3** There are no procurement implications arising from this report.

7. Risk Analysis

- 7.1** The offer from Persimmon Homes Ltd is conditional upon various suspensive conditions and a time limit of 4 months from conclusion of missives to enable all technical due diligence and commence Planning Application will be imposed.
- 7.2** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormals. In that case, the Council will require to remarket the site for sale.

8. Environmental Sustainability

- 8.1** The sites will continue in their existing industrial use and any future development of the sites will require that SEA legislation will be considered and taken into account as part of any planning application assessment.

9. Equalities Impact Assessment (EIA)

- 9.1** An Equality Impact Screening did not indicate any further action required in relation to this transaction.

10. Consultation

- 10.1** Consultations have been undertaken with Finance and Regulatory however wider consultation will take place during any Planning Application process.

11. Strategic Assessment

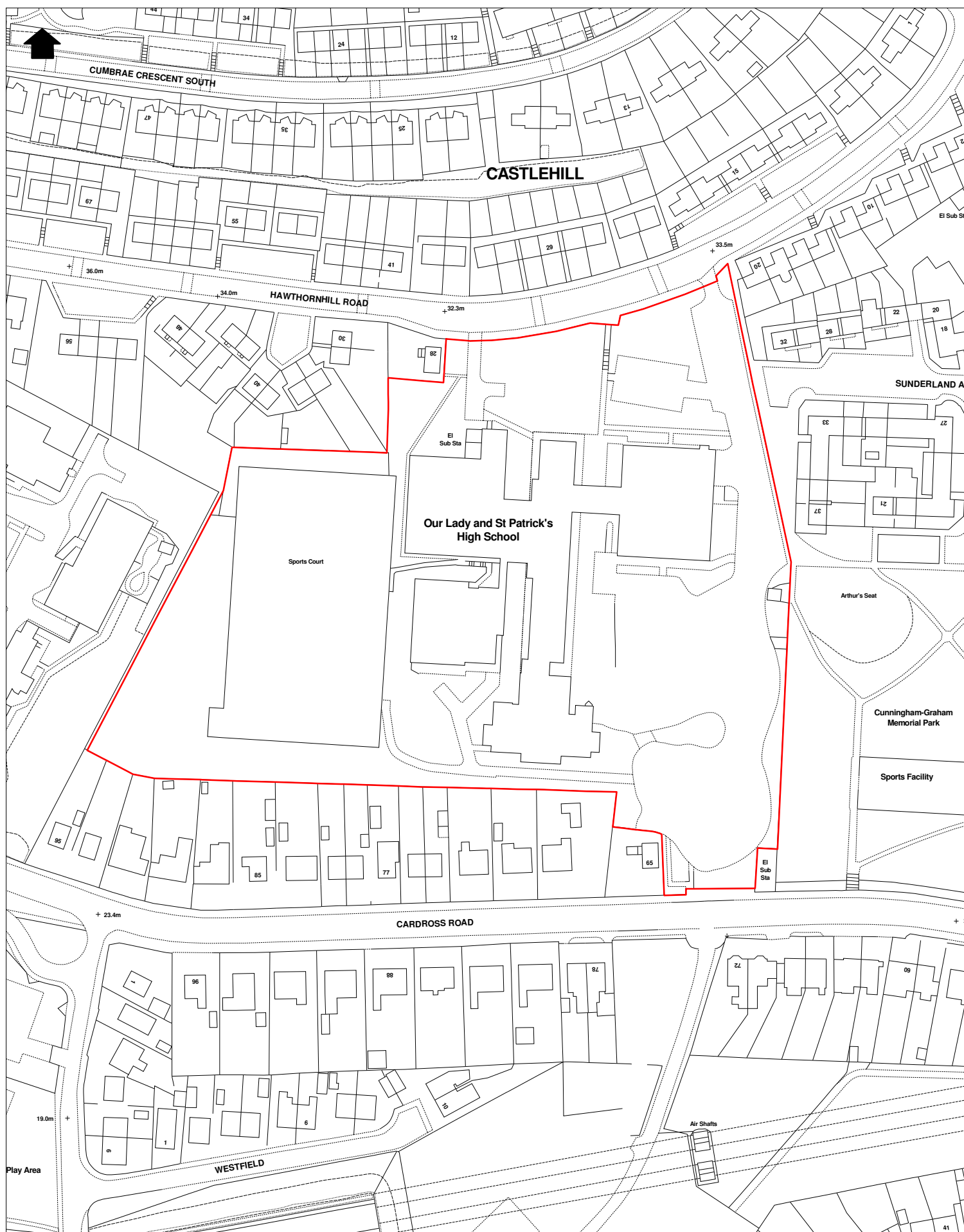
- 11.1** By agreeing to this sale the Council will realise a capital receipt whilst delivering on the wider rationalisation strategy for the Council.

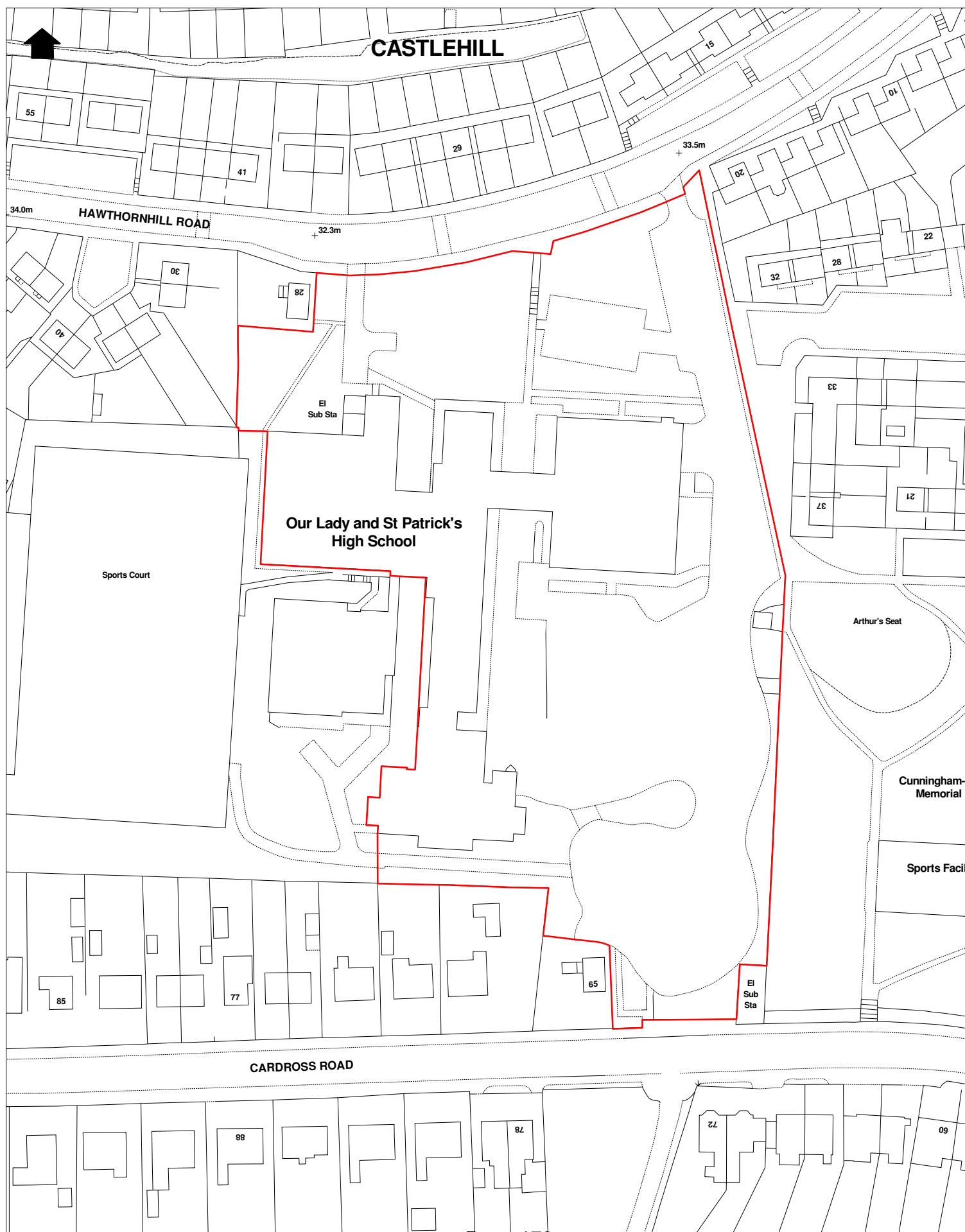
Jim McAloon

Strategic Lead, Regeneration

Date: 11 November 2019

Person to Contact:	Michelle Lynn, Assets Co-ordinator, Council Offices, Bridge Street, Dumbarton G82 1NT, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Site Layout Appendix 2 – Site Layout (excluding pitch area) Appendix 3 – Schedule of Particulars Appendix 4 – Persimmon Homes Site Layout Plan
Background Papers:	Report to Council, 22 February 2017 Report to Infrastructure and Regeneration and Economic Committee, 29 March 2018
Wards Affected:	Ward 3





For Sale

Former
Our Lady and St Patrick
School
Hawthornhill Road
Dumbarton

G82 5JN

Area:
7.12 Acres (2.88 Hectares)

- Established residential area
- Large prominent site
- Close to local amenities
- Good transport links
- Adjoining all weather sports field

0141 305 6311
avisonyoung.co.uk



Introduction

Situated a short walk to Dumbarton Town centre this site offers an attractive opportunity in an established residential area

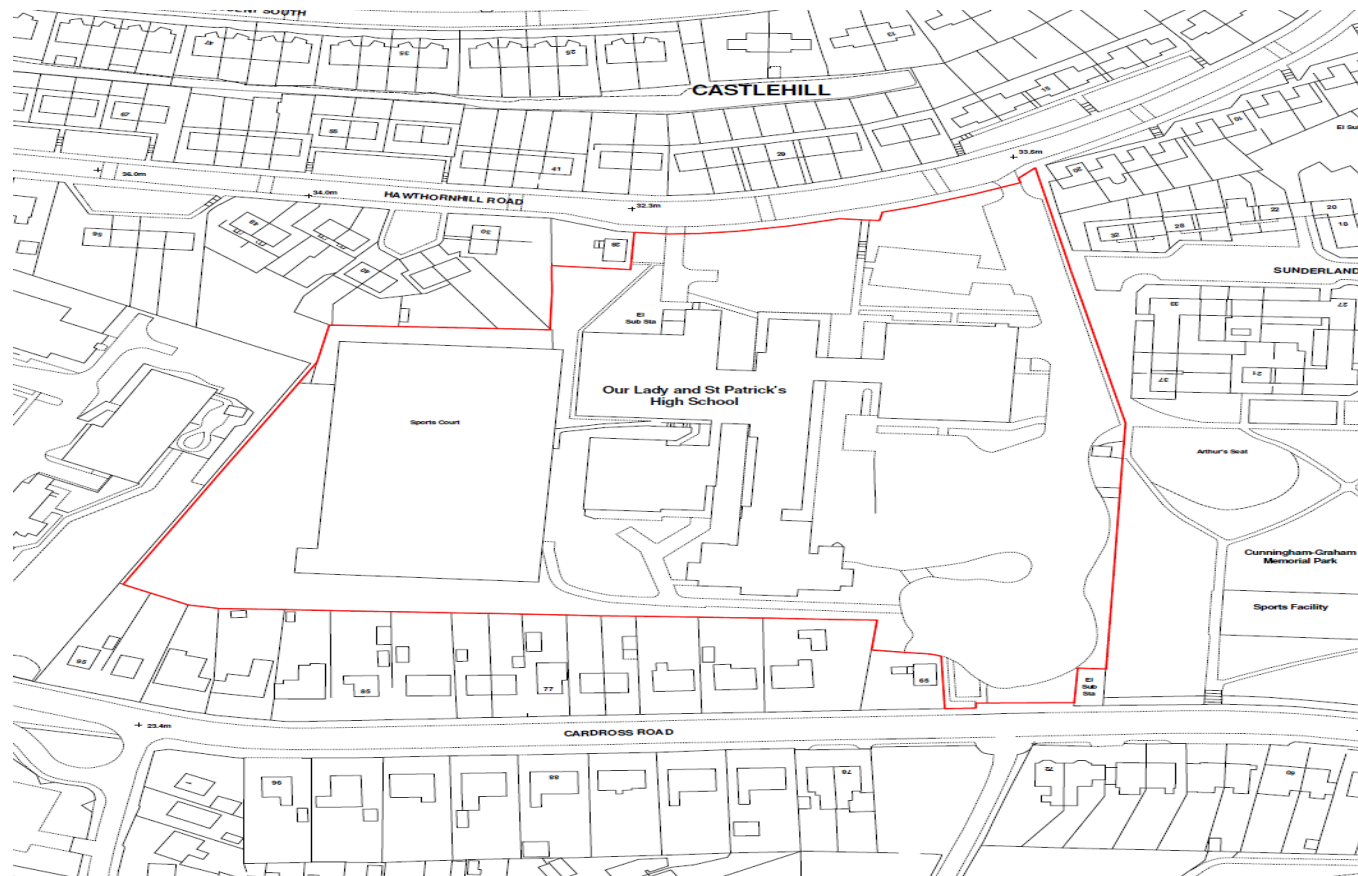
Dumbarton enjoys a wide range of amenities and offers easy access to Loch Lomond and Trossachs National Park and excellent links to Glasgow.

Dalreoch train station and Dumbarton Town Centre are nearby

Dalreoch Primary is 0.5miles and Braehead Primary 1.2miles. Secondary education is available at Dumbarton Academy (1.4miles) and Vale of Leven Academy (2.3miles.)

Description

The existing school buildings are in the process of being demolished to provide a cleared site. Vehicular access is from Hawthornhill Road, with a pedestrian access from Cardross Road to the South



For further information or an appointment please contact:

Stephen Robertson

Tel: 0141 305 6311

Email: Stephen.robertson@avisonyoung.com

Gordon Stewart

Tel: 0141 305 6354

Email: Gordon.stewart@avisonyoung.com

Avison Young

Sutherland House, 149 St Vincent Street, Glasgow G2 5NW

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Xx Month 20xx

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- (3) All descriptions, dimensions and references to this property's condition and any necessary permission for use and occupation, and any other relevant details, are given in good faith and are believed to be correct. However, any intending purchasers or tenants should not rely on them as statements or representations of fact but satisfy themselves of

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Site Area

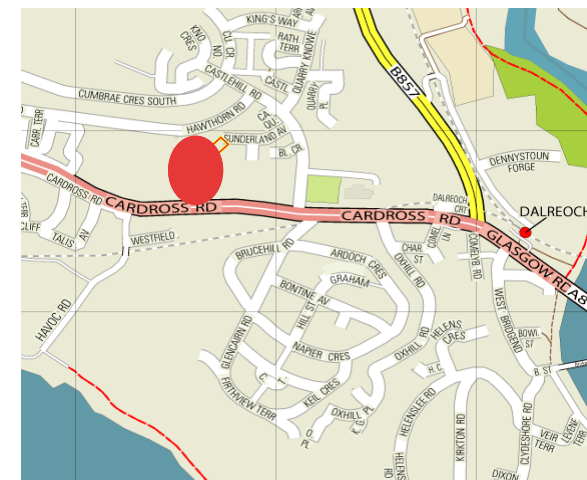
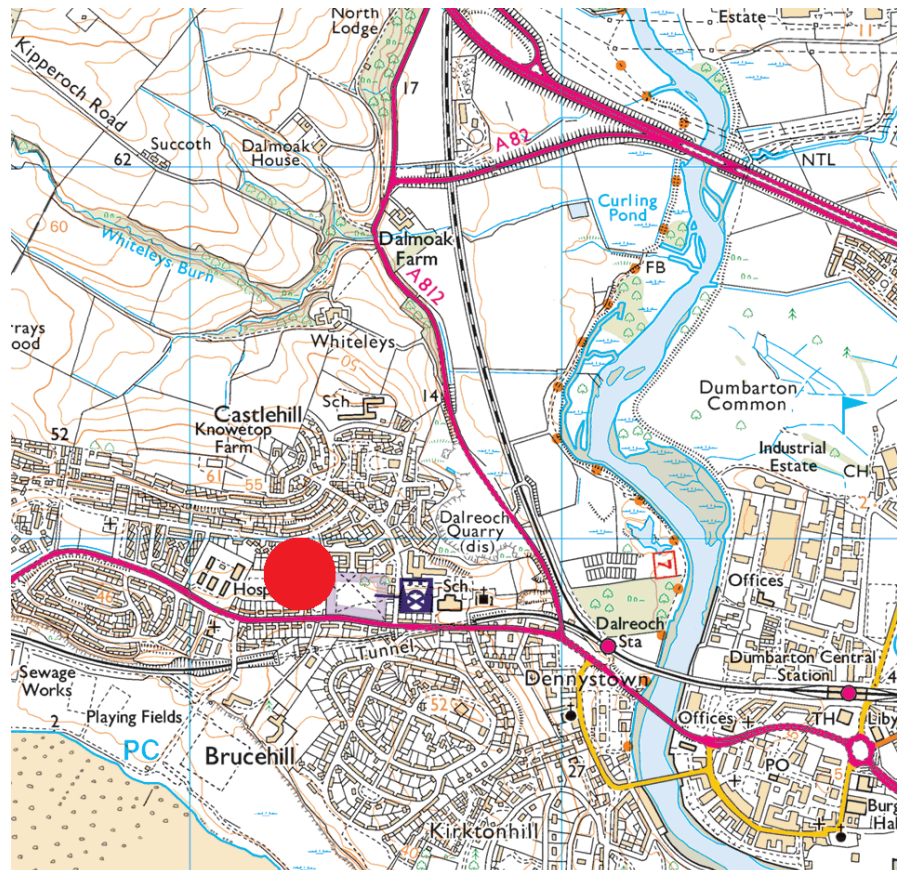
The site extends to 7.12 acres (2.88 Hectares) or thereby

Planning

The site is currently allocated under the West Dunbartonshire LDP as being public services. However it is anticipated a change of use to residential or other compatible uses would be acceptable.

Terms

Please contact the selling agent to register an interest and a closing date letter detailing terms of sale will be issued in due course.



For further information or an appointment please contact:

Stephen Robertson

Tel: 0141 305 6311

Email: Stephen.robertson@avisonyoung.com

Gordon Stewart

Tel: 0141 305 6354

Email: Gordon.stewart@avisonyoung.com

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Housetype		Beds	No.
Portree	Mid Terrace	2	13
Ardbeg	Semi Detached	3	6
Newmore	End Terrace	3	16
Newton	Semi Detached	3	8
Kearn	Detached	3	5
Elgin (S)	Semi Detached	3	4
Elgin (D)	Detached	3	2
Leith	Detached	3	6
Aberlour	Detached	3	3
Ettrick	Detached	3	1
Balerno	Detached	3	2
Lismore	Detached	3	0
Thornwood	Detached	3	2
Whithorn	Detached	3	3
TOTAL			71

WARNING TO HOUSE-PURCHASERS
Property Misdescriptions Act 1991

Buyers are warned that this is a working drawing & is not intended to be treated as descriptive material describing, in relation to any particular property or development, any of the Specified Matters prescribed by any Order made under the above Act. The contents of this drawing may be subject to change at any time & alterations & variations can occur during the progress of the works without revision of the drawing. Consequently the layout, form, content & dimensions of the finished construction may differ materially from those shown. Nor do the contents of this drawing constitute a contract, part of any contract or a warranty.

REVISIONS					
REV	DATE	DESCRIPTION	BY	CHK	
D	27-9-19	Plots at sports pitches altered.	CW	-	
C	12-9-19	Terroced units turned to face existing road on southern boundary	PH	-	
B	11-9-19	SUDS reduced, terroced units added to southern boundary adjacent to substation, semi detached units added adjacent to SUDS	PH	-	
A	3-9-19	Sports pitch removed from extents of sale, access footpath shown from development to sports pitch	PH	-	

FOR INFORMATION ONLY

PROJECT TITLE
Our Lady and St Patrick School
Hawthornhill Road
Dumbarton

DRAWING TITLE
Viability Layout
Option A - Retaining sports pitch

SCALE 1:500 @ A1	DATE September 19	DRAWN -
JOB NUMBER -	DWG REFERENCE PH-LSPD-DL-01	REVISION D

**PERSIMMON
HOMES**
WEST SCOTLAND



180 Findochty Street
Gartnamuck
Glasgow, G33 5EP
Telephone 0141-766 2600
Facsimile 0141-766 2605

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead, Regeneration****Infrastructure, Regeneration and Economic Development Committee:****20 November 2019**

Subject: Sale of former Council Offices, Garshake Road, Dumbarton, G82 9SX**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the former Council Offices, Garshake Road, Dumbarton. The report details the offer received and seeks Committee approval to conclude disposal of the site.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Approve the disposal of the former Council Offices, Roseberry Place, Clydebank for a consideration of £6,055,000 (Six Million Fifty Five Thousand Pounds) to Miller Homes Limited.
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

3. Background

- 3.1** The site for disposal is the former Council Offices Roseberry Place at Garshake Road, Dumbarton, G82 9SX (Appendix 1).
- 3.2** As part of the office rationalisation business case approved at Council on 25 June, 2014 the site was declared to be surplus following the implementation of the project and to be marketed for sale.
- 3.3** The property was vacated in June 2017 and currently undergoing a demolition programme following a tender process which was conducted in accordance with the Procurement Reform (Scotland) Act 2014 and Council's Standing Orders and Financial Regulations relating to Contracts. This demolition programme is due to complete 29 November, 2019.

4. Main Issues

- 4.1** A marketing campaign was commenced by our nominated agent and a closing date being set of 19 September, 2019.

- 4.2** The site was extensively marketed; sales particulars (Appendix 2) were uploaded onto various property websites, including the Council's own website. Regular e-mailing's were undertaken to our nominated agent's comprehensive list of property agents, developers, housing associations and property companies. A "For Sale" sign was also erected at a prominent location on site.
- 4.3** At the closing date, four compliant offers to purchase were received from developers with the highest £6,055,000 (Six Million and Fifty Five Thousand Pounds) being recommended for acceptance.
- 4.4** One other offer was rejected on the basis that the payment was linked to stage payments and therefore not evaluated as offers were not invited on this basis.
- 4.5** Within the Local Development Plan Proposed Plan 2018 the site is identified as H2(19) which has a capacity for 100 private residential units, with 75 being delivered between 2017 and 2024 and 25 post 2024.
- 4.6** Miller Homes, a medium sized house builder, has submitted the higher of the four compliant offers. They are a well established and successful house builder who have undertaken a number of schemes within West Dunbartonshire and are therefore well aware of the Council's planning and other statutory requirements.
- 4.7** Miller Homes propose a scheme of 86 private dwelling units being a mix of 3 and 4 bedroom family homes covering a 6.32 acres of net developable acreage as detailed in the attached layout plan (Appendix 3).
- 4.8** Miller Homes have reflected in their offer soft abnormal costs based on the information supplied by the Council but this will be subject to a more detailed site investigation.
- 4.9** Miller Homes will pay a deposit of £200,000 (Two Hundred Thousand Pounds) upon conclusion of missives which will be refundable in the event the seller defaults on its obligations. This substantial deposit clearly demonstrates their commitment to the site.
- 4.10** West Dunbartonshire Council will look to impose an overage payment to the Council in the event that Miller Homes Limited obtain planning consent for a scheme in excess of that currently proposed and also seek to impose a clawback provision in the unlikely event that they sell the site to another developer for any increase in value above that paid to West Dunbartonshire Council.

5. People Implications

- 5.1** Other than the Officers time involved in concluding the proposed deal there are no People implications.

6. Financial and Procurement Implications

- 6.1** The financial implications of the proposed sale is a capital receipt to the Council of £6,055,000 minus abnormal costs to be agreed.
- 6.2** Construction of 86 units as indicated by Miller Homes would generate a minimum income in the region of £156,679 per annum for both Council Tax based on Band E rating. This income stream cannot obviously be guaranteed and would be dependent on all units being sold and planning permission being achieved. We have had no indicative layout plan by the purchaser and therefore this is at this stage an anticipated figure. The income stream could also be varied depending on whether purchasers were currently living within the Council area or new to the area.
- 6.3** There are no procurement implications arising from this report.

7. Risk Analysis

- 7.1** The offer from Miller Homes Ltd is conditional upon various suspensive conditions and a time limit of 4 months from conclusion of missives to enable all technical due diligence and commence Planning Application will be imposed.
- 7.2** The main risk associated with the disposal of the site is that the transaction may not conclude for a variety of reasons including planning, ground conditions and abnormals. In that case, the Council will require to remarket the site for sale.

8. Environmental Sustainability

- 8.1** The sites will continue in their existing industrial use and any future development of the sites will require that SEA legislation will be considered and taken into account as part of any planning application assessment.

9. Equalities Impact Assessment (EIA)

- 9.1** An Equality Impact Screening did not indicate any further action required in relation to this transaction.

10. Consultation

- 10.1** Consultations have been undertaken with Finance and Regulatory however wider consultation will take place during any Planning Application process.

11. Strategic Assessment

- 11.1** By agreeing to this sale the Council will realise a capital receipt whilst delivering on the wider rationalisation strategy for the Council.

Jim McAloon

Strategic Lead, Regeneration

Date: 11 November 2019

Person to Contact: Michelle Lynn, Assets Co-ordinator, Council Offices,
Bridge Street, Dumbarton G82 1NT, T: 01389 776992,
Email: michelle.lynn@west-dunbarton.gov.uk

Appendices: Appendix 1 – Site Layout
Appendix 2 – Schedule of Particulars
Appendix 3 - Miller Homes Site Layout Plan

Background Papers: Report by the Executive Director of infrastructure and
Regeneration to Council: 24 June 2014.

Wards Affected: Ward 3

For Sale

Garshake Road
Dumbarton
West Dunbartonshire
G82 9SX

7.5 Acres (or thereby)

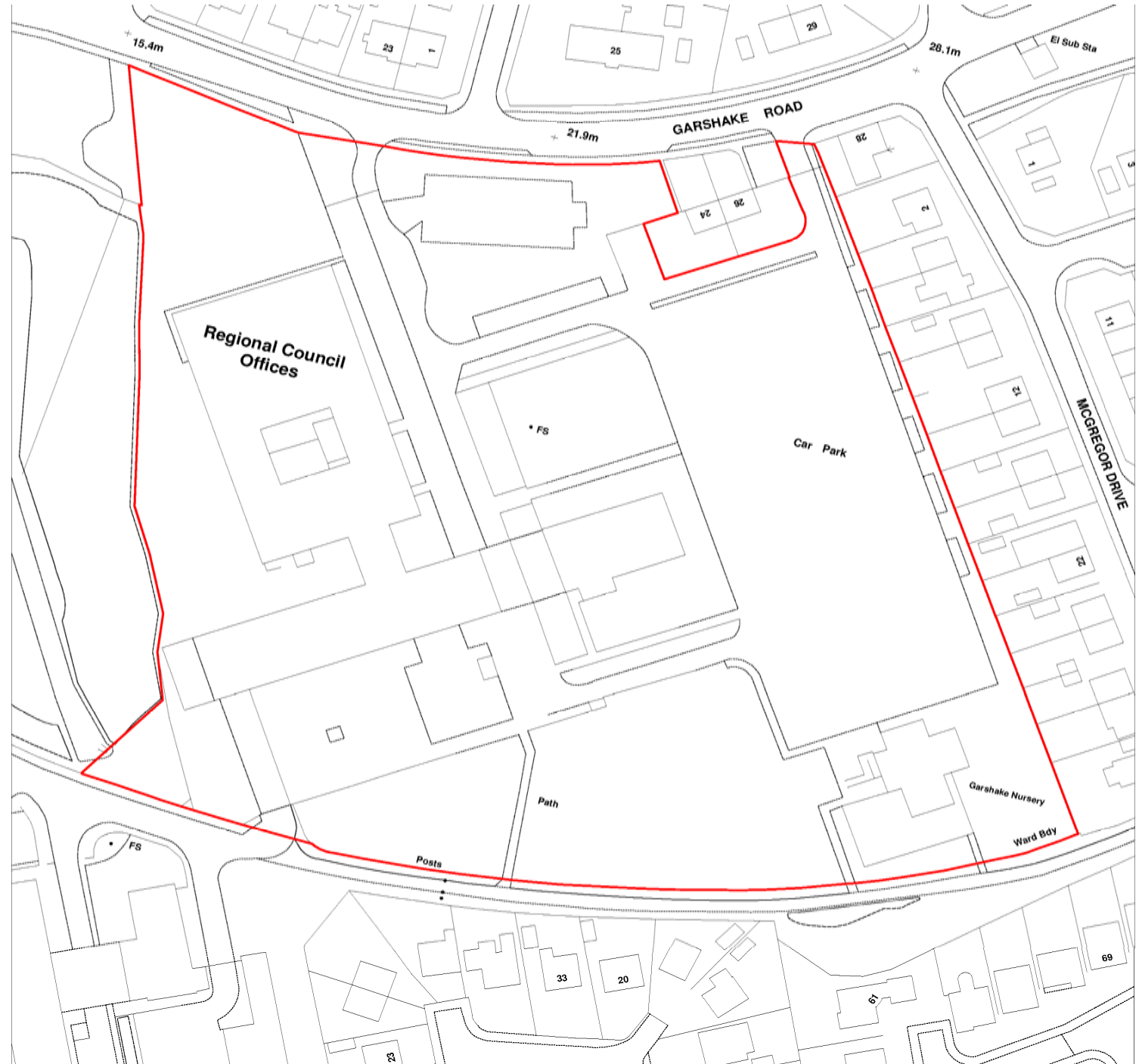
February 2019

0141 300 8000
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Highlights

- ◆ Prominent Location
- ◆ Excellent transport links
- ◆ Overlooking major road (A82)
- ◆ Good access to local amenities
- ◆ Suitable for residential and compatible uses, subject to planning permission.



Preamble

Prominently located overlooking the main A82 trunk route this site ,formerly occupied by their HQ is now surplus to the requirements of West Dunbartonshire Council

The site is located less than a mile to the north of Dumbarton Town Centre in an established residential area

Dumbarton has a population of c.20,000 and offers a wide range of local amenities. St Patricks and Aitkenbar Primary Schools are nearby. Dumbarton Academy is the nearest Secondary School .

There are a number of bus services serving Garshake Road/ Stirling Road and Dumbarton East mainline Railway Station is approx. 0.7 miles.

Description

The Seller intends to demolish the existing buildings to provide a cleared site prior to sale .

Planning

The site is identified within Local Development Plan 2 as a Housing Opportunity site.

Terms

The site is owned by West Dunbartonshire Council who will seek a contribution to their legal costs in connection with the sale of the site.

Technical Information

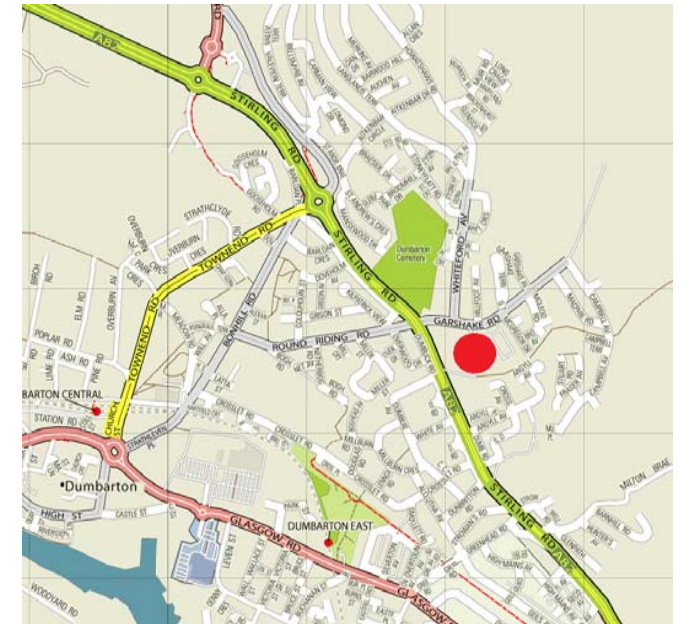
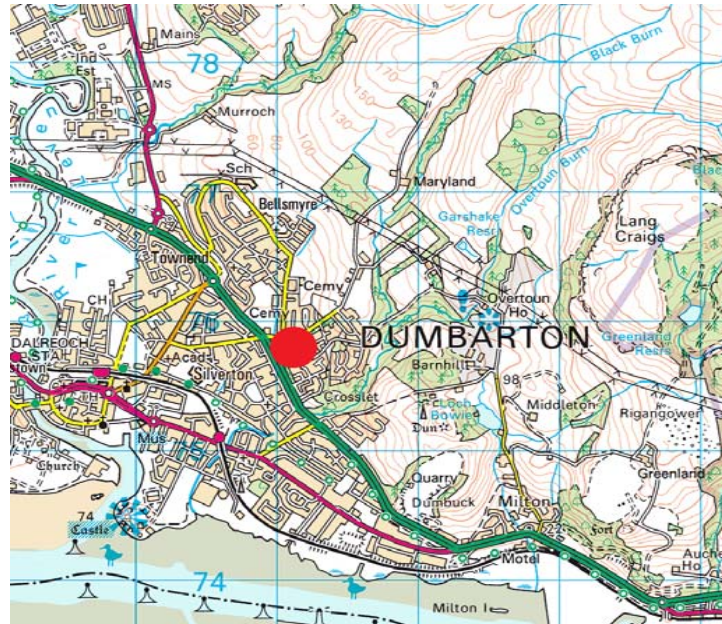
A full technical information pack is available from the sellers sole selling agent upon request

Price

Offers are invited for our clients heritable interest in the site.



Garshake Road, Dumbarton, West Dunbartonshire,
G82 8SJ



For further information please contact:

Stephen Robertson

Tel: 0141 305 6311

Email: stephen.robertson@avisonyoung.com

Gordon Stewart

Tel: 0141 305 6354

Email: gordon.stewart@avisonyoung.com

Property ref

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Avison Young

Sutherland House, 149 St Vincent Street, Glasgow G2 5NW

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15th February 2019

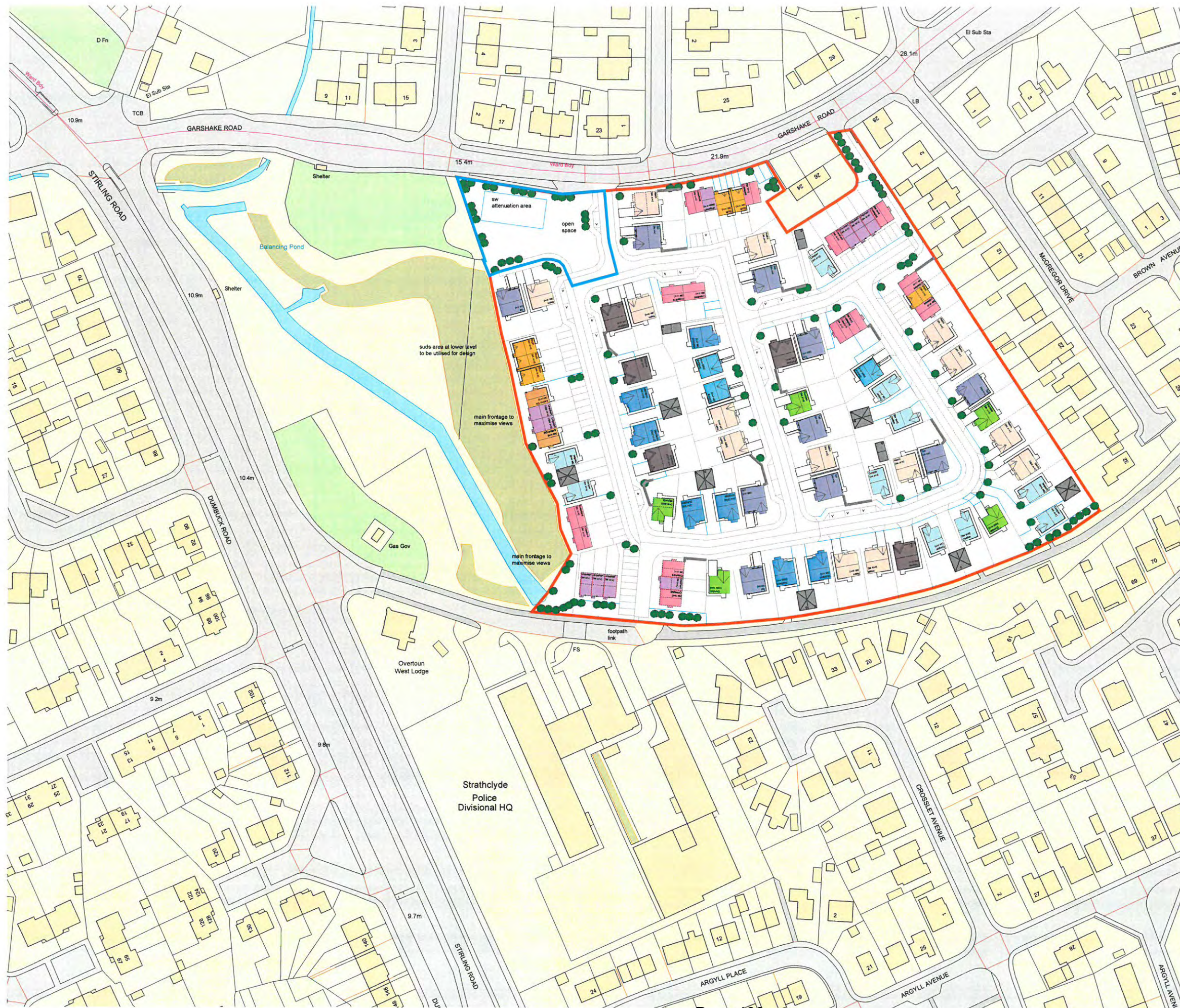
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House Type		Area (m²)	No	Total Area (m²)
Urquhart	3 bedroom -Parking Space	750	10	7500
Blyth	3 bedroom -Parking Space	800	6	4800
Crawford	3 bedroom -Parking Space	800	16	14400
Dundas	4 bedroom -Single Integral Garage	900	5	4500
Erskine	4 bedroom -Single Detached Garage	1036	3	3108
Cooper	4 bedroom -Single Detached Garage	1088	10	10880
Naim	4 bedroom -Single Integral Garage	1297	14	18158
Maitland	4 bedroom -Single Integral Garage	1388	7	9716
Tait	4 bedroom -Single Integral Garage	1424	10	14240
Fletcher	4 bedroom -Single Integral Garage	1446	5	7230
Private units total			86	84532
GDA		7.430 Acres		
NDA (Private - excluding POS)		6.380 Acres		
Coverage		14688.93 m² per Acre		
Average unit size		1099.21 m²		



Rev

Description

Drawn

Date

miller homes

Miller Homes Ltd
Clydesdale House
300 Springhill Parkway
Ballaistown, Glasgow G69 6GA

Telephone 0870 336 4000
Fax 0870 336 4001
www.millerhomes.co.uk

Project Title
GARSHAKE

Drawing Title
Site Layout

Scale
1:500

Drawn By
SEP 19

Checked By
Date

Authorised By
Date

Job No
GAR/SK-01

Revision
A

Original Sheet Size A3

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead, Regeneration

Infrastructure Regeneration and Economic Development Committee: 20 November 2019

Subject: Sale of 19 Church Street, Alexandria G83

1. Purpose

- 1.1** The purpose of this report is to advise the Committee on the outcome of the marketing of the property at 19 Church Street, Alexandria. The report details the offers received and seeks Committee approval to conclude disposal of the property.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Approve the disposal of the property at 19 Church Street, Alexandria for a consideration of a gross purchase price of £70,000 (Seventy Thousand Pounds) to Spatial Property Ltd.
- (ii) Authorise the Strategic Lead, Regeneration to conclude negotiations.
- (iii) Authorise the Strategic Lead, Regulatory to conclude the transaction on such conditions as considered appropriate.

3. Background

- 3.1** The property was previously used by the Council for operational office uses. The upper floors have been vacant since June, 2018.
- 3.2** The property is no longer required by the Council for operational purposes.

4. Main Issues

- 4.1** The property is not required by the Council for any operational purpose and is therefore regarded as surplus.
- 4.2** Retention of the property will cost the Council in terms of security and utility charges in the short to medium term.
- 4.3** The property was marketed between August 2018 and September 2019, sales particulars (Appendix 1) were uploaded onto various property websites,

including the Council's own website. An e-mailing campaign was undertaken to a comprehensive list of property agents, developers, solicitors and property companies. A "For Sale" signs were also erected at prominent positions on the front and side of the building. Finally, the availability of the property was circulated on social media.

- 4.6** A closing date was set for offers of 26 September 2019 at which one offer was received at the price of £70,000.
- 4.7** The sale will result in a capital receipt for the Council of £70,000
- 4.8** The offer is from Spatial Property Ltd and they have a small business centre in Renfrew (Anderson Business Centre) and their plan is to form a business hub containing a mix of offices of various sizes. They are hoping that a flexible approach may attract smaller local business, community type users, etc. to the space.

5. People Implications

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

6. Financial and Procurement Implications

- 6.1** The financial implications are that the Council will receive a capital receipt of £70,000 and will save on ongoing utility charges of approximately £1,000 per annum and £20,000 per annum in rates.
- 6.3** There are no procurement implications arising from this report.

7. Risk Analysis

- 7.1** The offer from Spatial Property Ltd is conditional upon them receiving a satisfactory survey report which will be obtained with 5 days of receipt of acceptance. A time limit of 4 months will be imposed for settlement of this transaction.
- 7.2** There is clearly a risk that the purchasers do not proceed with the acquisition due to factors which may arise out of their due diligence in which case we would require to re-market the property for sale.

8. Environmental Sustainability

- 8.1** The Strategic Environmental Assessment legislation will be considered and taken into account as part of the planning application assessment

9 Equalities Impact Assessment (EIA)

9.1 An Equality Impact Screening did not indicate any further action required

10. Consultation

10.1 Consultations have been undertaken with Legal in relation to the proposed disposal.

10.2 Wider consultation will take place during the Planning Application process.

11. Strategic Assessment

11.1 By agreeing to this proposal the Council will assist in the provision of an exclusive required service solely for residents of West Dunbartonshire.

11.2 A prominent town centre building will be refurbished and brought into beneficial use for the benefit of the community.

Jim McAloon

Strategic Lead, Regeneration

Date: 13 November 2019

Person to Contact: Michelle Lynn, Assets Co-ordinator, Council Offices, 6/14 Bridge Street, Dumbarton, G82 1LH, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk.

Appendices: Appendix 1 – Schedule of Particulars

Background Papers: None

Wards Affected: Ward 2

For Sale

Former Council Offices

Church Street
Alexandria
G83 0NP

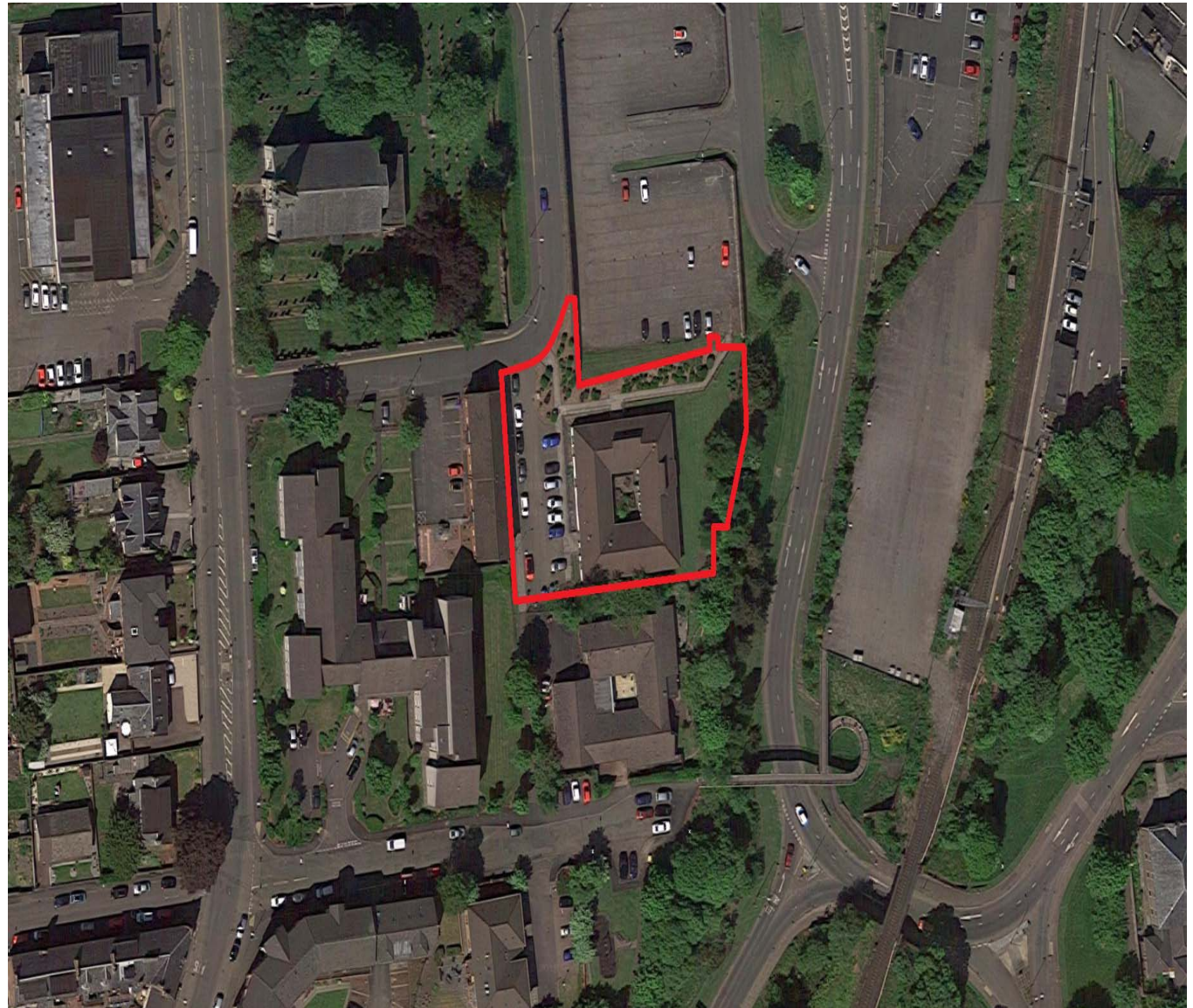
Building : NIA 5,550 sq ft (516m²)

GIA 6,280 sq ft (584m²)

Site: 0.66 acres (0.268 HA)

- Offers Invited
- Prominent Town Centre Location
- Excellent transport links
- Close to local amenities
- Redevelopment Potential

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Location

The property is located within the town centre of Alexandria. It is the largest town in the Vale of Leven, the others being Balloch, Bonhill, Jamestown and Renton; their combined population is over 20,000.

St Marys Primary, Christie Park Primary and Vale of Leven Academy are all nearby. The premises are ideally located for local amenities with the town centre immediately to the north.

There is a wide range of transport facilities, with Alexandria train station directly opposite.

Description

The property comprises a single storey office complex arranged around a central courtyard. The roof is pitched and tiled. The walls are finished in stone chip render. Internally there are various offices, reception area, meeting rooms and ancillary accommodation.

Floor layout plans, EPC and Asbestos Report are available from the Sole Selling Agent, upon request.

The premises include car parking in Church Street.

Floor Areas

Building

NIA 5,550 Sq. Ft. (516m²)

GIA 6,280 sq. ft. (584m²)

Site Area

0.66 (Acres) 0.268 (Hectares) or thereby

Planning

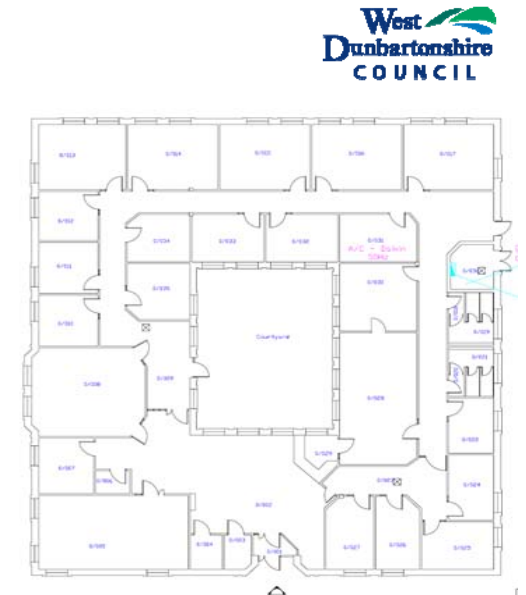
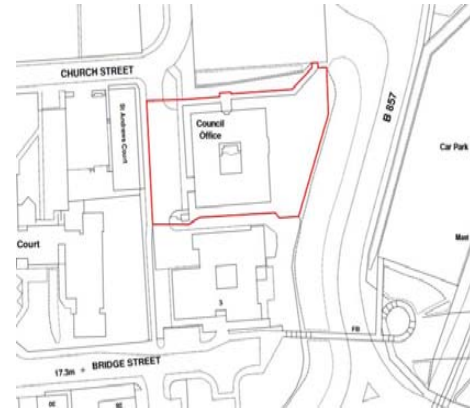
The site is currently allocated in the West Dunbartonshire Local Development Plan as housing opportunity site H2(35).

EPC

An EPC Certificate is available upon request.

Terms

Offers are invited for our client's Heritable Interest. Our client will also seek payment of their reasonable legal fees.



For further information or an appointment please contact:

Stephen Robertson

Tel: 0141 305 6311

Avison Young

Sutherland House, 149 St Vincent Street, Glasgow G2 5NW

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WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead - Regeneration****Infrastructure Regeneration and Economic Development:
20 November 2019**

Subject: Update on activity by Clydebank Property Company Limited

1. Purpose

- 1.1** The purpose of this report is to update Committee on the progress of activity in Clydebank Property Company Limited (CPC) following update paper in November 2017 and November 2018.

2. Recommendations

- 2.1** It is recommended that the Committee notes the progress being made in terms of the Council's investment in Clydebank Property Company Limited.

3. Background

- 3.1** In 2014 Clydebank Re-built closed its operation. As part of this closure West Dunbartonshire Council agreed to purchase its assets to allow those assets to continue to serve the business needs of the Clydebank Community.
- 3.2** At the Housing, Environment and Economic Development Committee on 22 January 2014, the Committee gave "in principle" support to purchase all the shares of the CPC for the sum no greater than £800,000 as long as all the assets previously owned by the Clydebank Re-built Group of companies are held and owned by the Clydebank Property Company at the time of the purchase by the Council.
- 3.3** As Clydebank Re-built was a registered charity, discussions and agreement on the method of closure of the company and the sale of assets owned within the Clydebank Re-built Group was completed in consultation with the Office of the Scottish Charity Regulator (OSCR). As part of the Share Purchase Agreement, Clydebank Re-built evidenced that the Charities Regulator was supportive of the sale to the Council.
- 3.4** In terms of managing the day to day operations of the CPC going forward, it has been agreed that the responsibility for the effective running of the Titan Crane, in terms of budget, staff, visitors, marketing, health and safety and maintenance etc. would be the responsibility of the Libraries and Cultural Team within the Council's Education Department. This has since been reassigned to the Communications, Culture & Communities Service. The Corporate Assets Team within Infrastructure Regeneration and Economic

Development would take responsibility for the day to day management of all other assets and land ownership held within the CPC.

- 3.6** On 10 August 2014 the transfer of shares was completed. The total cost to the Council was £264,000.
- 3.7** On 11 August 2014, as part of the asset transfer process all previous Board members of CPC resigned their position. The Council as new owners of the company had to appoint new Board Members to the CPC. As the approach to managing CPC going forward is focused on managing the day to day property assets it was agreed by the Infrastructure, Regeneration and Economic Development Committee on 17 September 2014 to appoint up to 3 Senior Officers to the Board of CPC to oversee its business and monitor its performance. The new board would comprise the Executive Director for Infrastructure, Regeneration and Economic Development, the Head of Finance and Resources and the Head of Legal, Democratic and Regulatory Services.
- 3.8** All necessary steps were taken by Clydebank Re-built to close the company and all Board Members of Clydebank Re-built resigned their positions.
- 3.9** At the time of the transfer the performance of the property estate within CPC was as follows:

Asset	Total Area (SqFt)	Lt %	Rental Income (£)
Titan Enterprise	13,538	36.6	89,151
JKS Workshops	21,730	93.46	110,439
Clydebank East Workshops	8,641	35.11	22,429
Aurora House	20,103	0.00	0
Change House	5,791	0.00	0
Total	69,803	40.55	222,019

In addition CPC held land for development of 2.41 acres at Clyde Gate (adjoining Change House), 1.5 acres at John Knox Street, and two plots extending to 1.01 acres adjoining the new Clydebank Leisure Centre site at Queens Quay. This land was available for development or sale.

- 3.10** As part of the dissolution of Clydebank Re-built group of companies, the Titan Trust was dissolved and ownership of the Titan Crane moved to Clydebank Re-built prior to its own dissolution. CPC, therefore owns the Titan Crane in addition to the property estate detailed at 3.9 above, with the day to day operational management of the Crane being provided by Council staff to CPC.

4. Main Issues

Property Company

- 4.1 There is substantial competition in the Clydebank area for tenants with office requirements. A review of the asking rents in Clydebank was completed which identified that the Titan Enterprise Centre was not competitive with other properties. Asking rents were realigned to make them more attractive to potential tenants and we continue to monitor this and further lettings have been achieved. Lettings for the centre are now at 97.3% compared to 36.63% on transfer.
- 4.2 The units at JKS Workshops continue to be let at a high rate, as with any development of this type a high turnover of tenants can be expected as they either trade up to larger premises or the businesses fail. The current occupancy is 97.84% compared to 93.46% on transfer. Rents continue to be competitive with other workshop developments in the area and we continue to ensure retention of tenants.
- 4.3 Clydebank East Workshops sit alongside the JKS workshops and the current occupancy is 77% let compared to 35.11% on transfer.
- 4.4 The performance of the property estate within CPC is currently as follows:

Asset	Total Area (SqFt)	Let (%)		Rental Income (£)	
		2014	2019	2014	2019
Titan Enterprise Business Centre	13,538	36.63	97.3	89,151	189,822
JKS Workshops	21,730	93.46	97.84	110,439	116,627
Clydebank East Workshops	8,641	35.11	76.33	22,429	41,500
Aurora House	20,103	0.00	100	0	180,900
Total	69,803			222,019	528,849

- 4.5 The remaining development site at Queens Quay is currently being marketed with some interest at present and this will be subject to a future update.
- 4.6 For noting other land holdings which were previously contained within the portfolio of Clydebank Re-built were:
- Clyde Gate (including Change House) - sold for £645,000 to Northern Marine; and
 - Clydebank East – sold for £45,000 to ETi.

Titan Crane

- 4.7 In addition to the property trading and letting activity CPC also runs the Titan Crane. The Crane trades by attracting visits to the Crane, however the income from this activity has never been sufficient to cover the running costs of the Crane. The CPC Board continues to review the opening hours of the Crane in

order to minimise the net operating costs whilst retaining an attractive offering to the public.

- 4.8** In December 2017 the CPC Board agreed to the temporary closure of the Titan Crane from January 2018 to March 2019 and this has been extended to facilitate the Queens Quay infrastructure works. This temporary closure allows focus full time upon the development of the Titan Crane as a successful visitor attraction.
- 4.9** The overarching aim of the Titan Crane Action Plan is to increase the revenue generating potential of the Titan Crane and reduce the financial dependency on the wider CPC budget. To achieve this there are five main action areas:
- Increase the footfall of visitors to the Crane;
 - Secure external funding;
 - Preserve an international heritage asset for use by the local community and wider groups;
 - Offer an improved and expanded heritage space that will enhance the visitor experience; and
 - Review operating procedures and introduce new more efficient ways of working and implement changes prior to the 2019 season.
- 4.10** Positive discussions continue with potential external funders including the Heritage Lottery Fund and Historic Scotland to discuss potential funding to develop the visitor experience at the Titan Crane.
- 4.11** During the Titan closure, a maintenance visit is undertaken each week by one of the Heritage Guides and ongoing maintenance is being carried out as required.

5. People Implications

- 5.1** There are no people implications arising from this report.

6. Financial and Procurement Implications

- 6.1** Since the Council took ownership of CPC the audited trading position after tax has been as follows:

Financial Year	Profit/(Loss)	Distributable Reserve
2014/15	£0.298m	£0.227m
2015/16	£0.077m	£0.304m
2016/17	(£0.289m)*	£0.451m
2017/18	£0.047m	£0.343m
2018/19	(£0.028m)	£0.397m

*Loss in 2016/17 due to accountancy adjustments to implement the Financial Reporting Standard FRS102, resulting in removal of particular non distributable reserves.

6.2 The expectation is that the organisation will generate a surplus which should generate a dividend to the Council. The Council's budget assumed a dividend (£0.164m) would be received from CPC each year from 2016/17 onwards. As can be seen from the table at 6.1 the company has continued to trade with increased levels of operational estate being let and following the approval of the audited accounts for 2016/17, the Board agreed to provide the Council with a dividend of £0.164m (this is noted in the reduction in distributable reserves at 6.1). A dividend was paid in April 2019 of £0.043m and a dividend of £0.050m agreed for 2018/19.

6.4 Based on the above it can be seen that the Council acquired CPC for £264,000 as an investment, which was substantially lower than the maximum sum approved by Council of £800,000. Since its acquisition CPC has absorbed new costs charged from the Council associated with the running of its assets. This has inevitably reduced the surplus position of CPC, however the services would have been required to have been funded from elsewhere if not provided by the Council.

6.5 There are no procurement issues associated with this report

7. Risk Analysis

7.1 The ownership of CPC is a low-level risk to the Council. The purchase price was minimal, given the assets owned by CPC. The ongoing position is likely to remain favourable with likely dividends being provided to the Council.

7.2 The main risk to CPC and therefore the value of the Council's ownership lies in the Titan Crane and the potential for significant costs should any major structural repairs, etc. be required. CPC attempts to mitigate against this risk by maintaining the crane and undertaking appropriate inspections on a regular basis.

8. Equalities Impact Assessment (EIA)

8.1 No significant issues were identified in relation to equality impact.

9. Strategic Environmental Assessment

9.1 A Strategic Environmental Assessment is not required

10. Consultation

10.1 Consultation was undertaken with officers within Regeneration, Resources, and Regulatory.

11. Strategic Assessment

- 11.1** The company will continue to significantly contribute to improving economic growth and employability; and improving local housing and environmentally sustainable infrastructure.

Jim McAloon

Strategic Lead - Regeneration

Date: 13 November 2019

Person to Contact:	Michelle Lynn, Assets Coordinator, Garshake Road, Dumbarton, G82 3PU Telephone 01389 776992 Email: michelle.lynn@west-dunbarton.gov.uk
Appendices:	There are no appendices for this report.
Background Papers:	Clydebank Re-built – Conclusion to the Purchase of Clydebank Property Company – Infrastructure, Regeneration and Economic Development Committee – 17 September 2014 Report by Strategic Lead Regeneration to Infrastructure Regeneration and Economic Development Committee on 22 November 2017.
Wards Affected:	6

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead, Regeneration

Infrastructure, Regeneration and Economic Development Committee:

20 November 2019

Subject: Update Clydebank Town Centre

1. Purpose

- 1.1** The purpose of this report is to update the Committee on the progress of the disposal of the Clydebank Town Centre Development Opportunity Site - Playdrome Site, 2 Abbotsford Road, Clydebank, G81 1PA and seek Committee approval to proceed to demolish the building formerly known as the Playdrome and to update on Clydebank Regional Shopping Centre.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) Note the withdrawal of Henry Boot Developments Limited from the purchase of the Playdrome site and approve the demolition of the building formerly known as the Playdrome;
- (ii) Note the update in relation to Clydebank Regional Shopping and authorise the Strategic Lead, Regeneration and Strategic Lead to carry out due diligence in relation to acquiring the leasehold interest in Clydebank Regional Shopping Centre and report back proposals at a future Infrastructure Regeneration and Economic Development Committee.

3. Background

Former Playdrome Site

- 3.1** The Infrastructure Regeneration and Economic Development Committee held on 14 December 2016 authorised Executive Director of Infrastructure Regeneration to conclude negotiations with Henry Boot Developments Limited for the sale of the Clydebank Town Centre Development Opportunity Site - Playdrome Site, 2 Abbotsford Road, Clydebank, G81 1PA for a consideration of Three Million, Nine Hundred and Eighteen Thousand, and Three Hundred Pounds Sterling (£3,918,300)
- 3.2** The developer Henry Boot Developments Limited have now withdrawn from the purchase of this site.

Clyde Regional Shopping Centre

- 3.3** Clyde Regional Shopping Centre is a key retail and leisure destination service the West of Scotland. The Centre has over 555,000 sq. ft of retail and leisure space. The Centre comprises of over 120 retail units, a 10 screen cinema and a parking provision for 2,500 vehicles.
- 3.4** The first phase of the centre opened in 1978 with extensions in 1980, 1987 and 2003. The original phase was comprehensively refurbished in 2003. The strong mix of retail and leisure units are anchored by Asda, Empire Cinema, Wilko, Primark and TJ Hughes.
- 3.5** Currently it has a low vacancy rate and recent letting activity highlights strong occupational demand with annual footfall of approximately 10 million visitors and a weekly footfall of almost 200,000 visitors.
- 3.6** The Property is held on five separate ground leases from West Dunbartonshire Council Expiring November 2103. The leases benefit from a tenant's option to extend to 16 August 2151. Currently West Dunbartonshire Council receive payment in respect of the ground rent payable is higher of £1.00 per annum, or 19.43% of net rental income payable quarterly in arrears.
- 3.7** The tenant benefits from a pre-emption right in the event that landlord wishes to dispose of their heritable interest.
- 3.8** The current leasehold was purchased by Cerberus in 2015 and is operated by managing agents Edinburgh House Ltd. Cerberus have approached West Dunbartonshire Council with a view to purchasing the leasehold interest.

4. Main Issues

Former Playdrome Site

- 4.1** The estimated cost of demolition exclusive of fees surveys and other costs is in the region of £380,000 based on 2016 prices and a tender process would be conducted in accordance with the Procurement Reform (Scotland) Act 2014 and Council's Standing Orders and Financial Regulations relating to Contracts. This budget for this demolition would sit under Building Upgrades budgetary line.
- 4.2** Following Henry Boot Developments Limited withdrawal from the proposed purchase, officers have reviewed the approach to marketing and now consider that it is advantageous to demolish the building formerly known as the Playdrome will allow a future report to come to Committee to market the site on a mixed use basis.
- 4.3** The Playdrome was closed in March 2017 and all services to the premises

were terminated in order to facilitate the necessary investigations to allow for a demolition contract to be specified. The property currently is held by the West Dunbartonshire Leisure Trust who are exempt from paying rates on operational properties. However the Council will ultimately be required to take possession of the property and thereafter pay empty rates until a future sale completes.

- 4.4 The current Rateable Value for the property is £580,500 with a year 1 liability for empty rates at £214,000 and £256,000 thereafter.

Clyde Regional Shopping Centre

- 4.5 Acquiring the long leasehold interest in the Centre allows West Dunbartonshire Council to simplify the ownership structure and assume better short term and long term control over the Centre.
- 4.6 A number of other councils in England & Wales have utilised this structure to take control of a declining shopping centre within their town centres in order to proactively transform and re-energise their town centre.
- 4.7 Direct ownership would allow WDC to adopt an active approach to manage the asset to arrest the decline in income. Include the Centre in part of a wider town centre regeneration plan, actively influence the repositioning of parts of the centre by increasing the leisure and food and beverage provision, partially redevelopment or other asset management initiatives to re-energise the Centre. The current leaseholder does not appear to be willing to invest in the centre long terms and this will have a significant impact going forward.
- 4.8 Currently West Dunbartonshire Council has little ability to influence the business of the Centre but a proposed purchase of the existing leasehold would allow the Council WDC to assess and influence medium/long term proposals for (re)development in the Clydebanks Town Centre along with other Council assets.

5. People Implications

- 5.1 There are no significant people implications other than the resources required by the Asset Management.

6. Financial and Procurement Implications

- 6.1 The financial implications of the proposed demolition shall be funded from Building Upgrades budgetary line which is an existing capital budget.
- 6.3 The procurement implications are narrated at 4.1.

7. Risk Analysis

- 7.1 The main risk in relation to the demolition is that should this not progress

there is a potential for significant vandalism to take place. Carrying out the demolition will mitigate this.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equality Impact Screening did not indicate any further action required in relation to this assignation.

9. Consultation

- 9.1** Consultation was undertaken with officers of Resources in preparing this paper;
- 9.2** No further consultation was deemed necessary.

10. Strategic Assessment

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

Jim McAloon

Strategic Lead, Regeneration

Date: 11 November 2019

Person to Contact: Michelle Lynn, Client Business Partner, Council Offices, Garshake Road, Dumbarton, T: 01389 776992, Email: michelle.lynn@west-dunbarton.gov.uk

Appendices: None

Background Papers: Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 17 June 2015 2015: Disposal of Playdrome Site.

Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 14 December 2016.

Wards Affected: 6

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – People and Technology

**Infrastructure Regeneration and Economic Development
20 November 2019**

**Subject: Employee Wellbeing:
Bi-Annual Results Quarter 1 and Quarter 2 (April – September 2019)**

1. Purpose

- 1.1** The purpose of this report is to provide Committee with detailed analysis on the attendance performance for quarters 1 and 2 (April 2019 –September 2019).

2. Recommendations

- 2.1** It is recommended that Committee notes the below findings for reported absence in quarters 1 and 2 2019 (April – September 2019):
- The increase in Council wide sickness absence of 3471.84 FTE days lost (approx. 13.6%) compared to the same period last year as outlined in Appendix 1 and Appendix 2; and
 - The increase in sickness absence of 586 FTE days lost (approx. 30%) compared to the same period last year for Infrastructure Regeneration and Economic Development as outlined in Appendix 3 and Appendix 4.
 - It should be noted that a number of services were restructured in quarter 2 2019 and so any historical comparisons in relation to services impacted by the change should be considered only as an indication and not as an absolute figure. Further information regarding the services impacted is available in section 4.4.3 of this report.

3. Background

- 3.1** The Council is committed to supporting the health and wellbeing of all employees. This is driven by our Employee Wellbeing Strategy and supported by initiatives and projects delivered through the Employee Wellbeing Group. The aim of this work is to improve employee morale and engagement, promote a healthier and more inclusive culture and lower sickness absence rates.

4. Main Issues

April 2019 – September 2019 Performance

4.1 In quarter 1 and quarter 2, 7021.47 days were lost due to sickness absence across Infrastructure Regeneration and Economic Development . This represents an increase of 586 FTE days lost compared to the same period last year.

4.1.2 Table 1 details benchmarking information to enable comparison to the previous year, the service's best performance in the last 3 years is stated as is the CIPD (Chartered Institute of Personnel and Development) benchmark for the public sector. The FTE figure is shown to provide context to the scale of the service in terms of employees.

4.1.3 Regeneration Environment and Growth reported a lower level of sickness absence than the Council wide average in Quarter 1 but not in Quarter 2 where Council recorded 2.54 FTE days lost per employee while Regeneration Environment and Growth reported 3.15 FTE days lost. It should be noted there has been a reduction of 297.24 FTE employees as facilities management are now reported under CCCF.

Table 1 – Benchmarking Information including average FTE days lost per FTE employee

Strategic Lead Area	FTE as at 30 Sept 2018	April – Sept 2018/19	FTE as at 30 Sept 2019	April – Sept 2019/20	Best Annual Performance	Public Sector Benchmark 2018/19*
Council Wide	4643.15	4.78	4784.47	5.37	10.53 (2016/17)	8.4
Regeneration Environment & Growth	1341.52	4.79	271.76	5.23		

4.1.4 Table 2 details the variance in reported sickness absence levels between 2018/19 and 2019/20. Whilst the total number of FTE days lost in Regeneration and Growth hasn't increased as much as the Council wide figure in percentage terms, a significant increase has still been reported.

Table 2 – Variance in days lost due to sickness absence

Strategic Lead Area	Total FTE days April - Sept 18/19	Total FTE days lost April - Sept 19/20	Variance in April - Sept 18/19 vs April - Sept 19/20 (%)*	Variance April - Sept 18/19 vs April - Sept 19/20 (total FTE days lost)
Council Wide	22127.23	25599.07	13.56%	3471.84
Infrastructure Regeneration & Economic Development	6435.30	7021.47	8.35%	586.16

4.2 Absence Reasons – Service Performance

4.2.1 Appendix 1 and 2 provide a detailed breakdown of the reasons for absence Council Wide.

4.2.2 Table 3 below shows the top 3 reasons for absence in quarters 1 and 2 for the area covered by this report and compares these to the Council Wide results for the same period.

4.2.3 The top 3 reasons for absence in Regeneration Environment and Growth are Minor illness, Acute Medical Conditions and Personal Stress conditions. This is similar and reflects the top 3 reasons for absence Council wide.

4.2.4 Personal stress has replaced Musculo-Skeletal Injuries in the top 3 reasons for absences Council wide and in Regeneration Environment and Growth. In order to support employees who experience personal stress, the Employee Wellbeing Group continues to have a particular focus on mental health and wellbeing. Further information on the key activities being undertaken can be found in section 4.7 of this report.

Table 3 – Reasons analysis – Service performances

	Reason	%	Reason	%	Reason	%
Council Wide	Minor Illness	21.40%	Acute Medical Conditions	21.10%	Personal Stress	15.50%
Infrastructure Regeneration & Economic Development	Minor Illness	21.39%	Acute Medical Conditions	21.13%	Acute Medical Conditions	14.92%

4.3 Absence Duration – Service Performance

4.3 Table 4 shows the duration profile for Regeneration Environment and Growth and compares to the overall Council-wide duration profile. Long term absence accounts for approximately 78% of Council-wide absence for quarters 1 and 2, which is a significant increase compared to the same period in the previous year. Regeneration Environment and Growth also reports 78% of absences being long term which is also an increase compared to the same period last year. This is also illustrated in Appendix 3 and 4 and illustrates that the absences can be attributed to a number of long term cases linked to personal stress and acute medical conditions.

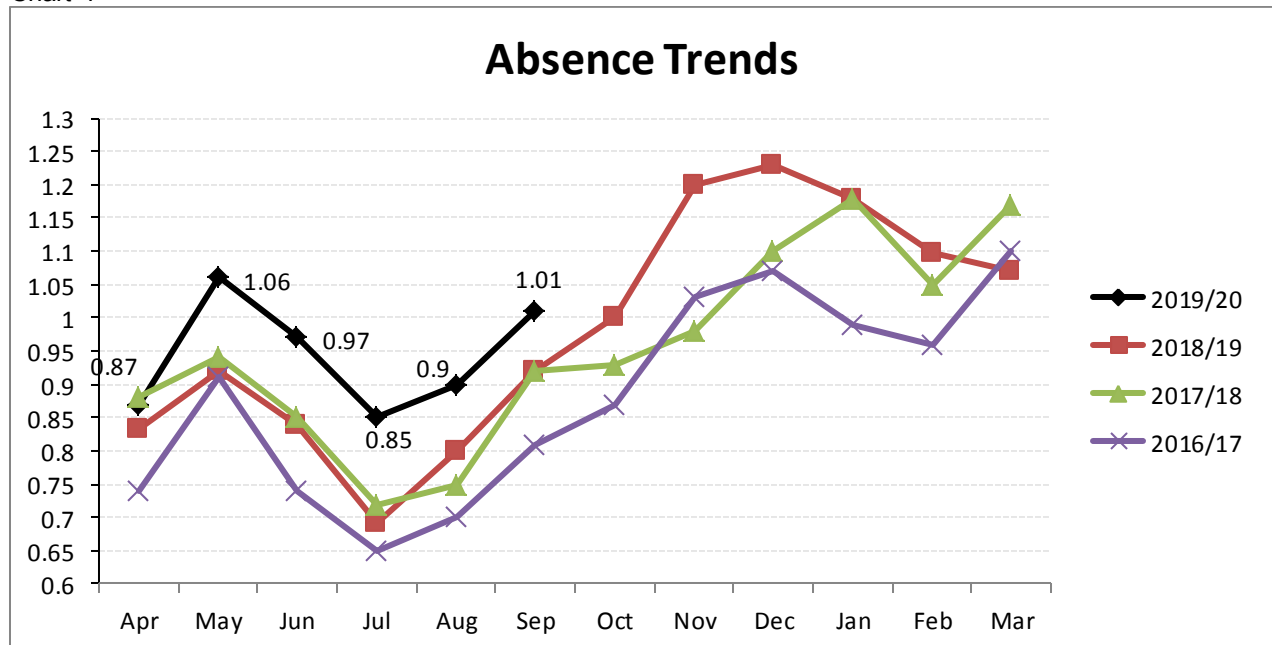
Table 4 – Duration analysis – Service performances

	April - Sept 18/19		April - Sept 19/20	
	Short Term (% of total absence)	Long Term (% of total absence)	Short Term (% of total absence)	Long Term (% of total absence)
Council Wide	30%	70%	22%	78%
Regeneration Environment & Growth	24%	76%	22%	78%

April – September 2019 Council-wide Performance

4.4.1 Chart 1 below shows that, in quarters 1 and 2, the Council's absence performance deteriorated by approx. 11% compared to the same period in the previous year. Based on historic performance it is likely that absence levels will continue to increase during quarter 3 and potentially decrease again in quarter 4. However, given the higher levels of absence in the first half of 2019/20, it is likely that the total absence levels for 2019/20 will be higher than in previous years.

Chart 1



4.4.2 Table 5 shows absence levels for quarters 1 and 2 (2019/20), by Strategic Lead Area, and associated bi-annual figures for 2019/20 to allow comparison. Please note that the FTE days lost per FTE employee which is reported for each Strategic Lead Area is based on where employees were located as at 30 September 2019.

4.4.3 It should be noted that a restructure took place in quarter 1 2019 and as such a number of services either moved to another Strategic Lead area or are now reported as a stand alone service. As such any historical comparisons in relation to these services should only be considered as an indication.

Table 5 – Total FTE days lost April – Sept 2019 and levels of Variance

Strategic Lead Area	Total FTE days April - Sept 18/19	Total FTE days lost April - Sept 19/20	Variance in April - Sept 18/19 vs April - Sept 19/20 (%)*	Variance April - Sept 18/19 vs April - Sept 19/20 (total FTE days lost)
Council Wide	22127.23	25599.07	13.56%	3471.84
People & Technology	141.35	99.87	-41.53%	-41.48
Regulatory	180.38	95.41	-89.06%	-84.97
Resources	1004.35	1334.23	24.72%	329.88
Chief Exec Office Total	NA	785.91*	NA	NA
Child Healthcare & Criminal Justice	1797.83	1789.36	-0.47%	-8.47
Community Health & Care	6824.65	8831.06	22.72%	2006.41
Finance & Resources	0	0	0.00%	0
Mental Health, Addiction & Learning Disabilities	928.03	895.86	-3.59%	-32.17
Strategy, Planning & Health Improvement	28.23	184.11	84.67%	155.88
HSCP Total	9599.29	11700.39	17.96%	2101.1
Environment & Neighbourhood	3202.58	2873.04	-11.47%	-329.54
Housing & Employability	1027.82	1144.49	10.19%	116.67
Regeneration	2204.91	2782.07	20.75%	577.16
Roads & Transportation	NA	221.87**	NA	NA
Regeneration, Environment & Growth Total	6435.31	7021.47	8.35%	586.16
Strategic Management	0	6.94	100.00%	6.94
Strategic Management Total	0	6.94	100.00%	6.94
CCCF	586.37	876.56	33.11%	290.19
Education Learning & Attainment (Support Staff)	2311.11	2658.85	13.08%	347.74
Resources (Pro)	NA	8.73***	NA	NA
Transformation & Public Service Reform (Excl. Teachers)	4223.56	4287.73	1.50%	64.17
Local Government Employees Total	20258.16	23892.2	15.21%	3634.04
Transformation & Public Service Reform (Teachers)	1869.08	1706.81	-9.51%	-162.27

*Please note that in quarter 1 these services reported as part Transformation & Public Service Reform and so the data provided for the Chief Exec Office total is in relation to quarter 2 2019 only.

**Please note that in quarter 1 Roads and Transportation reported as part of Environment & Neighbourhood and so the data provided for this service is in relation to quarter 2 2019 only.

***Please note that in quarter 1 Procurement reported as part of Resources and so the data provided is in relation to quarter 2 only.

Employee Wellbeing Group

4.5 The Employee Wellbeing Group continues to make progress through wellbeing initiatives, employee support mechanisms and working with trade unions and local partners to identify and address areas for improvement. Updates on progress are reported to Performance and Monitoring Group on a monthly basis. Actions which have been completed since the last report to this Committee in May 2019, or which are currently being progressed, include the following:

- Regular meetings for both the Manager's group for Employee Wellbeing and the Wellbeing Advocates group have been established and are taking place on a quarterly basis. These groups look ahead to the Employee Wellbeing theme for the next quarter and work together to identify appropriate actions in support of the theme.
- Throughout quarter 1 and 2 a number of activities took place including an Employee Wellbeing Information Event during which support providers displayed stalls, employees had an opportunity to participate in health checks and learn more about the Employee Supports available. This was well attended and a follow up event is currently being planned for Senior Management.
- A range of communications were shared with employees highlighting the learning and development opportunities available including a range of opportunities linked to the digital transformation agenda such as Outlook and Excel training.
- A new Menopause guidance document was launched to support employees and managers which was followed up with training intended to raise awareness about the impact of the menopause, this was delivered in conjunction with the Trade Union Learning Fund.
- The Disability Passport Guidance was launched; this replaces the Tailored Adjustment guidance and provides employees and managers with guidance regarding how to support employees who have a disability.
- A range of promotional communications were shared to highlight the importance of physical activity including walks in Levensgrove Park, the Cycle to Work scheme and a summer walking challenge.
- West Dunbartonshire Leisure Trust continued their regular visits to Council premises to promote their discounted membership deals for Council employees and carry out health checks.

- The pilot project with Headtorch has continued with selected groups of employees and managers receiving training on mental health awareness.
- The Council's submission for Healthy Working Lives Award was successful and the Gold standard award has been maintained.
- A number of communications were shared during Suicide Prevention week to highlight the support available to employees in relation to mental health. This included additional resources that have been added to the Employee Wellbeing Intranet pages for advice on mental health and financial wellbeing.
- Training sessions designed to raise awareness of mental health were delivered in conjunction with the Trade Union Learning Fund
- Further developments have taken place to enhance the functionality of HR21; this marked the start of a programme of work to automate the administration of sickness absence reporting for managers where possible. This work will continue into quarter 3 and 4.
- A review of the current Attendance Management policy is underway in conjunction with Trade Union colleagues; the aim of the review is to ensure that the policy is as supportive as possible and a communication plan to support the roll out is currently being developed.
- Following a review, HR data used to inform workforce planning and supporting managers with attendance management is now being used to better effect.
- The Council was awarded the Gold Award for the support provided to Reservists and their family
- Following a tendering exercise, a new provider was secured for the provision of the Employee Counselling Service. The change in provider took effect in September and a range of communications were shared with employees and management to inform them of the change.

5. People Implications

- 5.1** Effective and robust management of absence can have a positive impact upon employees, promoting early return to good health and work. The results for April – September 2019 indicate a deterioration for the area covered by this Committee. However, levels remain below the Council average. The service is engaged with the Employee Wellbeing Group and is committed to supporting employee wellbeing through the implementation of actions developed through the group.

6. Financial and Procurement Implications

- 6.1** Based on the estimated cost of a day's absence of £138, table 8 provides the estimated cost of absence across the Council and the Strategic Lead area. This does not include any associated costs such as cover or overtime.

Table 8 – Cost of absence

Strategic Lead Area	April - September 19/20 Cost (approx.)
Council Wide	£3,053,558
Regeneration Environment & Growth	£968,963

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 Council-wide absence continues to increase.

7.2 While it is evident in many instances that the necessary and proactive steps are being undertaken, such as early referral 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, Convenor meetings and, for more strategic matters, through Joint Consultative Forum.

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.

Victoria Rogers
Strategic Lead People and Technology
Date: 9 October 2019

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People & Technology

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Appendices: Appendix 1 Council Wide Quarter 1 2019/2020 Absence Summary
Appendix 2 Council Wide Quarter 2 2019/2020 Absence Summary
Appendix 3 Regeneration Environment and Growth Quarter 1 2019/2020 Absence Summary
Appendix 4 Regeneration Environment and Growth Quarter 2 2019/2020 Absence Summary

Background Papers: None

Wards Affected: None

TABLE 1 - Headline Figure

Q1 2019/20

2.83

Q1 2018/19

2.47

Year on
Year +/-

14.4%

TABLE 2 - Days Lost per Employee

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			
Child Healthcare & Criminal Justice	228.60	29.0	23.0	110.8	813.7	976.5	901.14	3.94
Community Health & Care	735.23	187.5	161.0	613.8	5435.7	6398.0	4,701.54	6.39
Finance & Resources	4.50	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	139.49	38.0	5.0	96.4	461.9	601.3	465.70	3.34
Strategy, Planning & Health Improvement	22.41	2.0	0.0	7.7	98.9	108.6	92.32	4.12
Health & Social Care Partnership	1,130.23	256.5	189.0	828.7	6,810.1	8,084.4	6,160.71	5.45
Environment & Neighbourhood	697.65	110.0	121.5	417.4	2137.1	2786.0	1,836.34	2.63
Housing & Employability	267.31	35.5	35.5	86.1	477.0	634.1	548.46	2.05
Regeneration	427.58	40.5	84.0	194.7	900.7	1219.9	1,184.45	2.77
Regeneration, Environment & Growth	1,392.55	186.0	241.0	698.2	3514.8	4640.1	3,569.25	2.56
Strategic Management	14.00	0.0	0.0	0.0	89.3	89.3	89.29	6.38
Strategic Management	14.00	0.0	0.0	0.0	89.3	89.3	89.29	6.38
Communications, Culture & Communities	125.50	24.5	15.0	58.7	495.8	594.0	483.53	3.85
Education Learning & Attainment (Support Staff)	752.52	206.5	93.0	322.8	1529.1	2151.4	1,567.35	2.08
People & Technology	91.07	9.5	0.0	4.3	38.2	52.0	42.52	0.47
Regulatory	96.25	13.0	13.0	18.8	0.0	44.8	42.25	0.44
Resources	251.08	52.5	59.0	70.7	565.3	747.5	658.83	2.62
Transformation & Public Service Reform (Excl. Teachers)	1,316.43	306.0	180.0	475.4	2628.3	3589.7	2,794.47	2.12
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,853.22	748.5	610.0	2002.3	13042.6	16403.4	12613.7	3.27
Transformation & Public Service Reform (Teachers)	905.00	206.0	43.0	190.4	691.4	1130.8	835.56	0.92
COUNCIL-WIDE TOTAL	4,758.22	954.5	653.0	2192.7	13734.0	17534.2	13,449.28	2.83

TABLE 3 - Breakdown of Days Lost by Duration Category

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	954.5	5.44%
Short Term (4-5 days)	653.0	3.72%
Medium Term (6 days-4 weeks)	2,192.7	12.51%
Long Term (over 4 weeks)	13,734.0	78.33%
TOTAL	17,534.2	100%

Working Days Lost

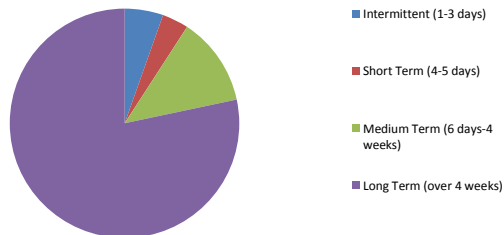


TABLE 4 - Absence Reasons

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 - 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			
Child Healthcare & Criminal Justice	228.60	218.0	2.0	147.4	216.4	0.0	21.4	29.3	92.1	123.5	26.6	0.0	99.7	976.5	901.14	3.94
Community Health & Care	735.23	1298.7	328.8	1031.7	1064.9	324.0	73.6	155.6	379.7	1382.0	93.9	0.0	265.3	6398.0	4,701.54	6.39
Finance & Resources	4.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	139.49	91.0	16.6	129.0	88.6	38.1	0.0	0.0	102.9	3.0	0.0	0.0	132.1	601.3	465.70	3.34
Strategy, Planning & Health Improvement	22.41	2.0	0.0	0.0	7.7	65.0	0.0	0.0	0.0	33.9	0.0	0.0	0.0	108.6	92.32	4.12
Health & Social Care Partnership	1,130.23	1609.7	347.4	1308.2	1377.6	427.1	95.0	184.9	574.7	1542.3	120.4	0.0	497.1	8084.4	6,160.71	5.45
Environment & Neighbourhood	697.65	778.3	222.3	504.9	263.3	193.3	100.3	90.6	73.6	480.9	31.4	0.0	47.1	2786.0	1,836.34	2.63
Housing & Employability	267.31	218.4	25.7	27.1	93.1	4.3	52.9	0.0	39.4	105.1	3.0	0.0	65.0	634.2	548.46	2.05
Regeneration	427.58	201.8	140.0	247.1	282.4	0.0	0.0	7.9	140.0	200.7	0.0	0.0	0.0	1219.9	1,184.45	2.77
Regeneration, Environment & Growth	1,392.55	1198.6	388.0	779.2	638.9	197.6	153.1	98.4	253.0	786.7	34.4	0.0	112.1	4640.1	3,569.25	2.56
Strategic Management	14.00	24.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.0	0.0	0.0	0.0	89.3	89.29	6.38
Strategic Management	14.00	24.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	65.0	0.0	0.0	0.0	89.3	89.29	6.38
Communications, Culture & Communities	125.50	54.2	0.0	42.4	168.9	65.0	38.3	0.0	22.1	120.5	0.0	0.0	82.6	594.0	483.53	3.85
Education Learning & Attainment (Support Staff)	752.52	516.9	0.0	244.9	191.4	62.0	44.0	1.0	157.1	655.2	145.8	0.0	133.1	2151.4	1,567.35	2.08
People & Technology	91.07	28.3	0.0	0.0	0.0	3.0	20.7	0.0	0.0	0.0	0.0	0.0	0.0	52.0	42.52	0.47
Regulatory	96.25	37.5	0.0	7.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	44.8	42.25	0.44
Resources	251.08	109.4	33.9	47.7	147.6	39.1	61.6	0.0	108.4	143.0	19.0	0.0	37.9	747.5	658.83	2.62
Transformation & Public Service Reform	1,316.43	746.3	33.9	342.2	507.9	169.1	164.6	1.0	287.7	918.7	164.8	0.0	253.6	3589.7	2,794.47	2.12
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,853.22	3578.8	769.3	2429.6	2524.3	793.9	412.7	284.3	1115.4	3312.8	319.6	0.0	862.8	16403.4	12,613.72	3.27
Transformation & Public Service Reform	905.00	364.3	2.0	59.8	221.6	20.6	67.0	6.5	0.0	326.6	13.0	0.0	49.6	1130.8	835.56	0.92
COUNCIL-WIDE TOTAL	4,758.22	3943.1	771.3	2489.4	2745.8	814.4	479.7	290.8	1115.4	3639.3	332.6	0.0	912.4	17534.2	13,449.28	2.83

TABLE 5 - Days Lost by Absence Category

Absence Reason	Working	Percentage of Lost Days
Minor Illness	3,943.1	22.49%
Back Pain	771.3	4.40%
Musculo-skeletal Injuries	2,489.4	14.20%
Stress	2,745.8	15.66%
Recurring Medical Conditions	814.4	4.64%
Non Work Related Accidents / Injuries	479.7	2.74%
Work Related Accidents / Injuries	290.8	1.66%
Mental Health	1,115.4	6.36%
Acute Medical Conditions	3,639.3	20.76%
Pregnancy Related Absence	332.6	1.90%
Drink or Drug Related Condition	0.0	0.00%
Stress - Work Related	912.4	5.20%
TOTAL	17,534.2	100%

Working Days Lost

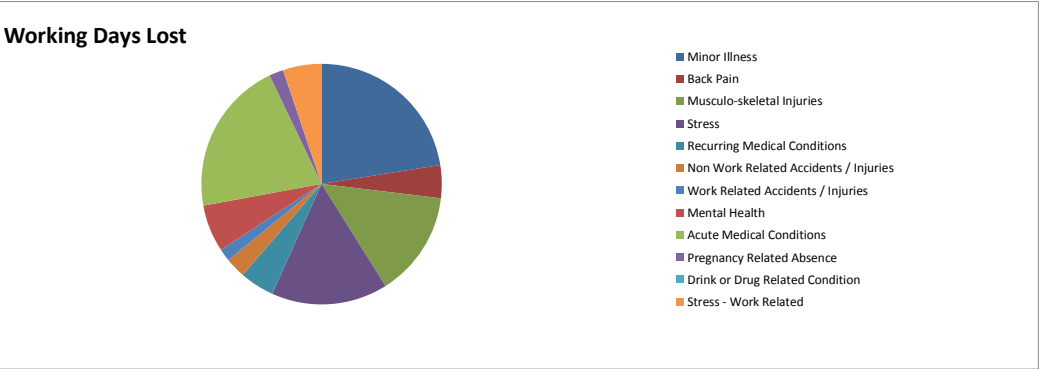


TABLE 1 - Headline Figure

Q2 2019/20

2.54

Q2 2018/19

2.31

Year on
Year +/-

10.01%

TABLE 2 - Days Lost per Employee

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			
People & Technology	93.07	8.0	4.0	22.6	29.3	63.9	57.35	0.62
Regulatory	96.72	11.5	0.0	13.6	29.3	54.4	53.16	0.55
Resources	226.81	36.0	18.0	69.3	657.9	781.2	675.40	2.98
Chief Exec Office Total	416.60	55.5	22.0	105.5	716.4	899.4	785.91	1.89
Child Healthcare & Criminal Justice	231.09	31.0	32.0	142.9	840.1	1046.0	888.22	3.84
Community Health & Care	737.38	189.5	126.0	684.0	4657.9	5657.5	4,129.52	5.60
Finance & Resources	5.30	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	138.36	22.0	18.0	112.9	365.7	518.6	430.16	3.11
Strategy, Planning & Health Improvement	23.13	10.0	9.0	9.3	65.7	94.0	91.79	3.97
Health & Social Care Partnership	1,135.27	252.5	185.0	949.0	5,929.5	7,316.1	5,539.69	4.88
Environment & Neighbourhood	331.27	28.0	13.0	199.5	871.4	1111.8	1,036.70	3.13
Housing & Employability	271.76	38.0	29.0	56.1	525.4	648.5	596.03	2.19
Regeneration	430.05	69.5	104.5	187.1	1327.2	1688.4	1,597.62	3.71
Roads & Transportation	62.23	6.0	9.0	20.0	275.7	310.7	221.87	3.57
Regeneration, Environment & Growth	1,095.31	141.5	155.5	462.7	2999.7	3759.4	3,452.22	3.15
Strategic Management	13.34	0.0	0.0	0.0	22.1	22.1	7.46	0.56
Strategic Management	13.34	0.0	0.0	0.0	22.1	22.1	7.46	0.56
CCCF	432.36	102.0	82.0	369.0	1261.2	1814.2	393.03	0.91
Education Learning & Attainment (Support Staff)	756.64	92.5	41.5	422.8	965.9	1522.7	1,091.50	1.44
Resources (Pro)	20.53	0.5	0.0	0.0	12.0	12.5	8.73	0.43
Transformation & Public Service Reform (Excl. Teachers)	1,209.52	195.0	123.5	791.9	2239.1	3349.5	1,493.26	1.23
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,870.04	644.5	486.0	2309.1	11906.9	15346.5	11278.5	2.91
Transformation & Public Service Reform (Teachers)	914.43	126.5	37.0	168.6	783.5	1115.6	871.25	0.95
COUNCIL-WIDE TOTAL	4,784.47	771.0	523.0	2477.7	12690.4	16462.1	12,149.79	2.54

TABLE 3 - Breakdown of Days Lost by Duration Category

Duration	Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	771.0	4.68%
Short Term (4-5 days)	523.0	3.18%
Medium Term (6 days-4 weeks)	2,477.7	15.05%
Long Term (over 4 weeks)	12,690.4	77.09%
TOTAL	16,462.1	100%

Working Days Lost

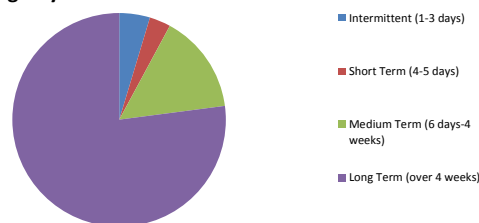


TABLE 4 - Absence Reasons

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 - 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			
People & Technology	93.07	17.7	0.0	8.6	0.0	4.0	0.0	0.0	29.3	4.3	0.0	0.0	0.0	63.9	57.35	0.62
Regulatory	96.72	13.5	0.0	32.3	0.0	0.0	0.0	0.0	0.0	8.6	0.0	0.0	0.0	54.4	53.16	0.55
Resources	226.81	157.2	78.4	67.9	124.2	16.7	49.3	0.0	12.6	245.2	21.2	0.0	8.6	781.2	675.40	2.98
Chief Exec Office Total	416.60	188.4	78.4	108.7	124.2	20.7	49.3	0.0	41.9	258.0	21.2	0.0	8.6	899.4	785.91	1.89
Child Healthcare & Criminal Justice	231.09	119.7	54.7	93.6	248.6	8.6	5.0	0.0	123.0	118.6	20.0	0.0	254.3	1046.0	888.22	3.84
Community Health & Care	737.38	868.6	296.4	983.2	967.5	247.1	128.9	214.7	452.7	1202.7	171.6	0.0	124.0	5657.5	4,129.52	5.60
Finance & Resources	5.30	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
Mental Health, Addiction & Learning Disabilities	138.36	134.2	16.4	54.3	106.6	66.9	2.0	0.0	57.1	12.9	9.0	0.0	59.3	518.6	430.16	3.11
Strategy, Planning & Health Improvement	23.13	26.3	0.0	0.0	0.0	65.7	0.0	0.0	0.0	0.0	0.0	0.0	2.0	94.0	91.79	3.97
Health & Social Care Partnership	1,135.27	1148.8	367.6	1131.1	1322.7	388.3	135.9	214.7	632.8	1334.2	200.6	0.0	439.6	7316.1	5,539.69	4.88
Environment & Neighbourhood	331.27	251.0	19.9	175.0	169.3	131.4	19.4	78.8	92.9	141.4	0.0	0.0	32.9	1111.8	1,036.70	3.13
Housing & Employability	271.76	87.6	51.4	129.1	128.6	5.0	86.4	30.3	0.0	80.6	0.0	0.0	49.6	648.5	596.03	2.19
Regeneration	430.05	325.8	166.6	529.2	163.6	10.0	21.4	4.0	150.7	273.6	0.0	0.0	43.6	1688.4	1,597.62	3.71
Roads & Transportation	62.23	38.0	74.0	48.6	0.0	50.0	64.4	0.0	0.0	35.7	0.0	0.0	0.0	310.7	221.87	3.57
Regeneration, Environment & Growth	1,095.31	702.3	311.8	881.9	461.4	196.4	191.7	113.1	243.6	531.3	0.0	0.0	126.0	3759.4	3,452.22	3.15
Strategic Management	13.34	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.1	0.0	0.0	0.0	22.1	7.46	0.56
Strategic Management	13.34	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	22.1	0.0	0.0	0.0	22.1	7.46	0.56
CCCF	432.36	617.0	90.7	171.6	351.7	19.1	54.3	15.0	1.0	365.5	0.0	8.6	119.7	1814.2	393.03	0.91
Education Learning & Attainment (Support Staff)	756.64	478.6	9.0	101.0	194.6	49.0	5.0	0.0	27.4	540.0	67.1	0.0	50.9	1522.7	1,091.50	1.44
Resources (Pro)	20.53	0.5	0.0	0.0	0.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	12.5	8.73	0.43
Transformation & Public Service Reform (Excl. Teachers)	1,209.52	1096.1	99.7	272.6	546.3	68.1	59.3	15.0	40.4	905.5	67.1	8.6	170.7	3349.5	1,493.26	1.23
LOCAL GOVERNMENT EMPLOYEES TOTAL	3,870.04	3135.6	857.5	2394.3	2454.6	673.5	436.1	342.8	958.6	3051.1	288.9	8.6	744.8	15346.5	11,278.54	2.91
Transformation & Public Service Reform (Teachers)	914.43	194.1	38.6	188.9	67.9	14.3	17.0	0.0	36.4	493.8	38.2	0.0	26.4	1115.6	871.25	0.95
COUNCIL-WIDE TOTAL	4,784.47	3329.8	896.1	2583.1	2522.4	687.8	453.1	342.8	995.1	3545.0	327.1	8.6	771.2	16462.1	12,149.79	2.54

TABLE 5 - Days Lost by Absence Category

Absence Reason	Days Lost	Percentage of Lost Days
Minor Illness	3,329.8	20.23%
Back Pain	896.1	5.44%
Musculo-skeletal Injuries	2,583.1	15.69%
Stress	2,522.4	15.32%
Recurring Medical Conditions	687.8	4.18%
Non Work Related Accidents / Injuries	453.1	2.75%
Work Related Accidents / Injuries	342.8	2.08%
Mental Health	995.1	6.04%
Acute Medical Conditions	3,545.0	21.53%
Pregnancy Related Absence	327.1	1.99%
Drink or Drug Related Condition	8.6	0.05%
Stress - Work Related	771.2	4.68%
TOTAL	16,462.1	100%

Working Days Lost

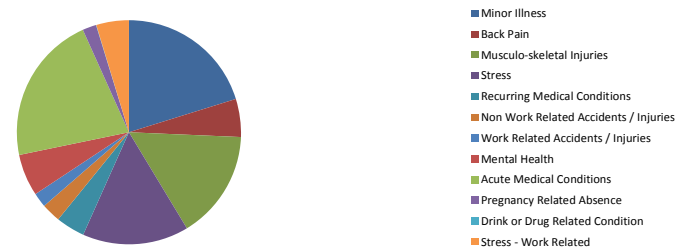


TABLE 1 - Headline Figure

Q1 2019/20

2.56

Q1 2018/19

2.47

Year on Year +/-

3.8%

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			
Environment & Neighbourhood	697.65	110.0	121.5	417.4	2137.1	2786.0	1,836.34	2.63
Housing & Employability	267.31	35.5	35.5	86.1	477.0	634.2	548.46	2.05
Regeneration	427.58	40.5	84.0	194.7	900.7	1219.9	1,184.45	2.77
Regeneration, Environment & Growth TOTAL	1,392.55	186.0	241.0	698.2	3514.8	4640.1	3,569.25	2.56

TABLE 3 - Breakdown of Days Lost by Duration Category

Duration	Total Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	186.0	4.01%
Short Term (4-5 days)	241.0	5.19%
Medium Term (6 days-4 weeks)	698.2	15.05%
Long Term (over 4 weeks)	3,514.8	75.75%
TOTAL	4,640.1	100.00%

Working Days Lost

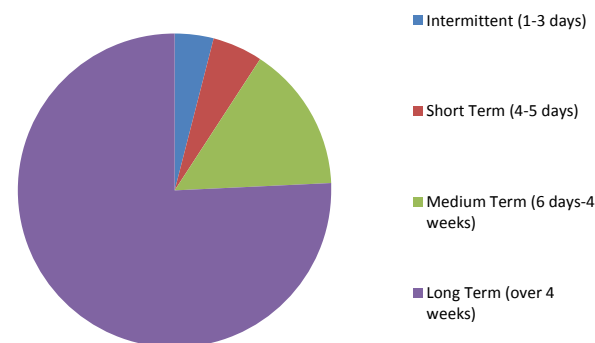


TABLE 4 - Absence Reasons

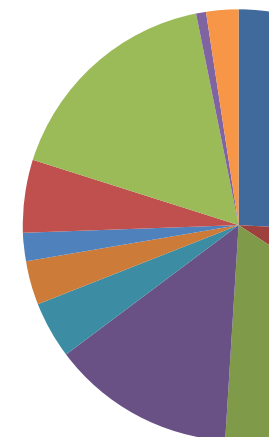
Section / Team	FTE Employees	Absence Reasons								
		Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions

Environment & Neighbourhood	697.65	778.3	222.3	504.9	263.3	193.3	100.3	90.6	73.6	480.9
Housing & Employability	267.31	218.4	25.7	27.1	93.1	4.3	52.9	0.0	39.4	105.1
Regeneration	427.58	201.8	140.0	247.1	282.4	0.0	0.0	7.9	140.0	200.7
Regeneration, Environment & Growth TOTAL	1,392.55	1198.6	388.0	779.2	638.9	197.6	153.1	98.4	253.0	786.7

TABLE 5 - Days Lost by Absence Category

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	1198.6	25.83%
Back Pain	388.0	8.36%
Musculo-skeletal Injuries	779.2	16.79%
Stress - Personal	638.9	13.77%
Recurring Medical Conditions	197.6	4.26%
Non Work Related Accidents / Injuries	153.1	3.30%
Work Related Accidents / Injuries	98.4	2.12%
Mental Health	253.0	5.45%
Acute Medical Conditions	786.7	16.95%
Pregnancy Related Absence	34.4	0.74%
Drink or Drug Related Condition	0.0	0.00%
Stress - Work Related	112.1	2.42%
TOTAL	4,640.1	100.00%

Working Days Lost



Department: Regeneration, Environment & Growth

Period: Q1 2019/20

			Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related			

31.4	0.0	47.1	2786.0	1,836.34	2.63
3.0	0.0	65.0	634.2	548.46	2.05
0.0	0.0	0.0	1219.9	1,184.45	2.77
34.4	0.0	112.1	4640.1	3,569.25	2.56

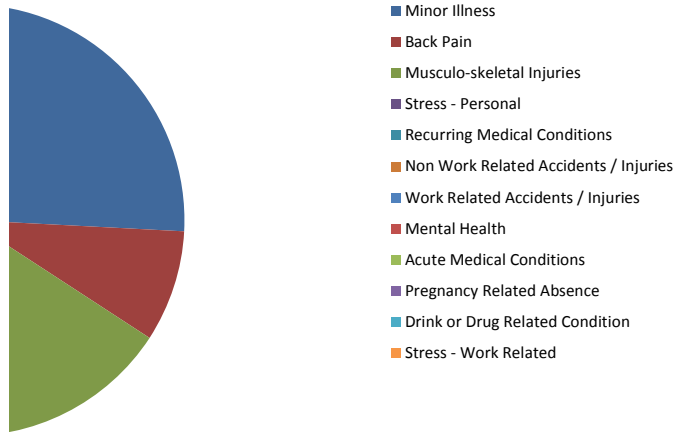


TABLE 1 - Headline Figure

Q2 2019/20

3.15

Q2 2018/19

2.32

Year on Year +/-

35.9%

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			
Environment & Neighbourhood	331.27	28.0	13.0	199.5	871.4	1111.8	1,036.70	3.13
Housing & Employability	271.76	38.0	29.0	56.1	525.4	648.5	596.03	2.19
Regeneration	430.05	69.5	104.5	187.1	1327.2	1688.4	1,597.62	3.71
Roads & Transportation	62.23	6.0	9.0	20.0	275.7	310.7	221.87	3.57
Regeneration, Environment & Growth TOTAL	1,095.31	141.5	155.5	462.7	2999.7	3759.4	3,452.22	3.15

TABLE 3 - Breakdown of Days Lost by Duration Category

Duration	Total Working Days Lost	Percentage of Lost Days
Intermittent (1-3 days)	141.5	3.76%
Short Term (4-5 days)	155.5	4.14%
Medium Term (6 days-4 weeks)	462.7	12.31%
Long Term (over 4 weeks)	2,999.7	79.79%
TOTAL	3,759.4	100.00%

Working Days Lost

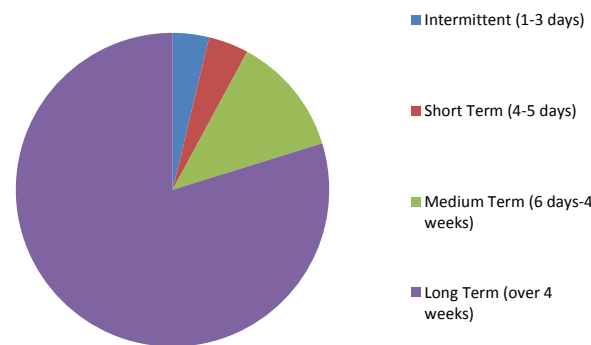


TABLE 4 - Absence Reasons

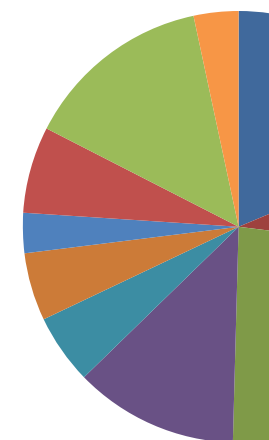
Absence Reasons		
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Section / Team	FTE Employees	Minor Illness	Back Pain	Musculo-skeletal Injuries	Stress - Personal	Recurring Medical Conditions	Non Work Related Accident / Injuries	Work Related Accidents / Injuries	Mental Health	Acute Medical Conditions
Environment & Neighbourhood	331.27	251.0	19.9	175.0	169.3	131.4	19.4	78.8	92.9	141.4
Housing & Employability	271.76	87.6	51.4	129.1	128.6	5.0	86.4	30.3	0.0	80.6
Regeneration	430.05	325.8	166.6	529.2	163.6	10.0	21.4	4.0	150.7	273.6
Roads & Transportation	62.23	38.0	74.0	48.6	0.0	50.0	64.4	0.0	0.0	35.7
Regeneration, Environment & Growth TOTAL	1,095.31	702.3	311.8	881.9	461.4	196.4	191.7	113.1	243.6	531.3

TABLE 5 - Days Lost by Absence Category

Absence Reason	Total Working Days Lost	Percentage of Lost Days
Minor Illness	702.3	18.68%
Back Pain	311.8	8.29%
Musculo-skeletal Injuries	881.9	23.46%
Stress - Personal	461.4	12.27%
Recurring Medical Conditions	196.4	5.22%
Non Work Related Accidents / Injuries	191.7	5.10%
Work Related Accidents / Injuries	113.1	3.01%
Mental Health	243.6	6.48%
Acute Medical Conditions	531.3	14.13%
Pregnancy Related Absence	0.0	0.00%
Drink or Drug Related Condition	0.0	0.00%
Stress - Work Related	126.0	3.35%
TOTAL	3,759.4	100.00%

Working Days Lost



Department: Regeneration, Environment & Growth
Period: Q2 2019/20

			Total FTE
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Pregnancy Related Absence	Drink or Drug Related Condition	Stress - Work Related	Total Working Days Lost	FTE Days Lost	Total FTE Days Lost by FTE Employees
0.0	0.0	32.9	1111.8	1,036.70	3.13
0.0	0.0	49.6	648.5	596.03	2.19
0.0	0.0	43.6	1688.4	1,597.62	3.71
0.0	0.0	0.0	310.7	221.87	3.57
0.0	0.0	126.0	3759.4	3,452.22	3.15

