

Supplementary Agenda



Educational Services Committee

Date: Wednesday, 4 December 2019

Time: 14:00

Venue: Civic Space,
Council Offices, 16 Church Street, Dumbarton

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 scott.kelly@west-dunbarton.gov.uk

Dear Member

ADDITIONAL APPENDIX AND ITEM TO FOLLOW

I refer to the agenda for the above Meeting of the Educational Services Committee which was issued on 21 November 2019 and now enclose for your attention an additional appendix to Item 13, 'Children's Neighbourhoods Scotland: West Dunbartonshire Council', together with a copy of the report relating to Item 15, 'Educational Services Budgetary Control Report to 31 October 2019 (Period 7)', which was not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

**13 CHILDREN'S NEIGHBOURHOODS SCOTLAND: WEST 199 – 206
DUNBARTONSHIRE COUNCIL**

Submit additional appendix (Appendix 3 'Equality Impact Screening and Assessment Form') in relation to the above report.

**15 EDUCATIONAL SERVICES BUDGETARY CONTROL
REPORT TO 31 OCTOBER 2019 (PERIOD 7)**

207 – 228

Submit report by the Chief Education Officer providing an update on the financial performance of Educational Services to 31 October 2019 (Period 7).

Distribution:

Councillor Karen Conaghan (Chair)
Councillor Jim Brown
Councillor Ian Dickson (Vice Chair)
Councillor Diane Docherty
Councillor Jim Finn
Provost William Hendrie
Councillor Daniel Lennie
Councillor Caroline McAllister
Councillor Jonathan McColl
Councillor John Millar

Councillor John Mooney
Councillor Sally Page
Councillor Martin Rooney
Mrs Barbara Barnes
Mr Gavin Corrigan
Miss Ellen McBride
Ms Karen McKinlay
Miss Sheila Rennie
Ms Julia Strang
Ms Michelle Stuart

All other Councillors for information

Strategic Director – Transformation and Public Service Reform
Chief Education Officer

Date of Issue: 28 November 2019

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EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Children's Neighbourhood Scotland
Lead Department & other departments/ partners involved:	Education, learning and Attainment
Responsible Officer	Claire Cusick Senior Education Officer
Impact Assessment Team	Claire Cusick Senior Education Officer Alan Munro – Quality & Performance Officer
Is this a new or existing PFD?	New
Start date: 5/11/19	End date: 5/11/19
Who are the main target groups/ who will be affected by the PFD ?	Children, young people and their families in the Radnor Park area.
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	Yes – The programme is aims to develop and build upon good relationships and existing strengths in the Radnor Park area to engage the wider community in identifying. Planning and implementing change and improvements. The programme aims to support groups in improving life chances, social opportunity and skills.
Yes:	If yes, complete all sections, 2-9
No:	If no, complete only sections 8-9
	If don't know, complete sections 2 & 3 to help assess relevance

Section 2: Evidence Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	This project will be based in Y-Sort-it based in the Radnor Park area and involve and consult with all established groups and in the area. All relevant and eligible community groups will be invited to consultation events and subsequent follow-up activities.
Research and relevant information	Children's Neighbourhood Scotland contextual analysis of the Radnor Park area. Educational services information relating to attainment and needs in local schools. HSCP strategic needs analysis.
Officer knowledge	Feedback from professional dialogue and planning with Children's Neighbourhood colleagues, third sector colleagues and other WDC staff.
Equality Monitoring information – including service and employee monitoring	Planning and professional dialogue with Children's Neighbourhood colleagues, third sector colleagues and other WDC staff will ensure the programme is inclusive to all children, young people and their families and reflect the needs of the whole community.
Feedback from service users, partner or other organisation as relevant	Participants at professional forums such as Nurtured DIG and Joint Children's Services Review Group and informal dialogue with community groups have indicated they welcome the programme and associated plans for engagement.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these	

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
N/A			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity

			Cross cutting
<i>Note: Link to Section 6 below Action Plan</i>			
Section 4: Analysis of positive and Negative Impacts			
Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	N/A		
Sex			
Gender Re-assignment			
Disability			
Age			
Religion/ Belief			
Sexual Orientation			

Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.			
<p><i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i></p>			
<p>Section 5: Addressing impacts Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan</p>			
1. No major change			
2. Continue the PFD			
3. Adjust the PFD			
4. Stop and remove the PFD			

Give reasons:	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation				
Action	Responsible person	Intended outcome	Date	Protected Characteristic
N/A				Disability
				Gender
				Gender Reassignment
				Race
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Cross cutting

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD		
No		
Section 7: Monitoring and review		
Please detail the arrangements for review and monitoring of the policy		
How will the PFD be monitored? What equalities monitoring will be put in place?	Yes, we will monitor impact of the programme to determine positive impact on those it is intended for.	
When will the PFD be reviewed?	Twice per year at formal update meetings	
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement	Yes, I have read the guidance	
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Claire Cusick Senior Education Officer	Date: 6/11/19
EIA Trained Officer:	Signature: Alan Munro – Quality & Performance Officer	Date: 6/11/19
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:CCusick	Date:6/11/19

Give details, insert name and number of covalent action and or related PI:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature: CCusick	Date:6/11/19
Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team	Signature:	Date:6/11/19

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Education Officer

Educational Services Committee: 4 December 2019

Subject: Educational Services Budgetary Control Report to 31 October 2019 (Period 7).

1. Purpose

- 1.1** The purpose of the report is to provide Committee with an update on the financial performance of Educational Services to 31 October 2019 (Period 7).

2. Recommendations

- 2.1** Committee is asked to:

- (a) note that the revenue account currently shows a projected annual adverse revenue variance of £0.073m (less than 0.1%); and
- (b) note that the capital account shows a projected annual adverse variance of £0.293m (5.8% of the budget), relating to an in-year overspend primarily at Kilpatrick.

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 27 March 2019, Members agreed the revenue estimates for 2019/2020, including a total net Educational Services Committee budget of £92.477m. Since then the following budget adjustments have taken place revising the budget to £96.524m.

Budget Agreed by Council 27 March 2019	£92.477m
Pay Award	£2.624m
Pension Costs	£1.132m
Holiday Hunger	£0.100m
Year of Young Person	£0.500m
Contribution to ERS	(£0.010m)
Recurring Variances	(£0.189m)
Procurement Savings	(£0.022m)
Non-Domestic Rates	(£0.088m)
Revised Budget	£96.524m

Capital

- 3.2** At the meeting of Council on 27 March 2019, Members also agreed the updated 10 year General Services Capital Plan for 2019/20 to 2028/29. The three years from 2019/20 to 2021/22 have been approved in detail with the remaining seven years from 2022/23 to 2028/29 being indicative at this stage. After adjusting for anticipated slippage from 2018/19 into 2019/20, the budget agreed for 2019/20 was £5.193m
- 3.3** Since then, budget adjustments have taken place (through further 2018/19 capital slippage), revising the 2019/20 annual budget to £5.236m, as follows :

	£m
Base Budget 2019/20	1.204
Anticipated Slippage from 2018/19 – March 2019	3.989
Anticipated budget 2019/20 (Council – March 2019)	5.193
Additional slippage from 2018/19 – following year end	0.043
Revised Base Budget 2019/20 – following year end	5.236

4. Main Issues

Revenue Budget

- 4.1** The current departmental budgetary position is summarised in Appendix 1, with detailed analysis by service in Appendix 2.
- 4.2** The overall projected full year variance is £0.73m adverse. Information and all individual variances of over £50,000 are detailed in Appendix 3.
- 4.3** Agreed savings and management adjustments for 2019/20 are monitored and of the total being monitored (£0.180m), it is anticipated that all will be achieved (see Appendix 4).

Capital

- 4.4** Appendices 5 and 6 highlights three projects as showing in-year overspends. The overall Educational Services programme summary report at Appendix 5 shows that the expected overspend on the project life is anticipated to be £920k over the original budget for the three projects. Appendix 7 highlights all projects at green status, of which none have an in-year adverse variance of over £50k.

5. People Implications

- 5.1** There are no direct people implications.

6. Financial and Procurement Implications

6.1 Other than the financial position noted above and within the appendices, there are no financial or procurement implications of the budgetary control report.

7. Risk Analysis

7.1 The main financial risks to the ongoing financial position relate to unforeseen cost being identified between now and the end of the financial year. Finance staff are in regular discussion with budget holders to ensure potential issues are identified as early as possible in order to mitigate this risk.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

10. Strategic Assessment

10.1 Proper budgetary control and sound financial practice are cornerstones of good governance and support Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

Laura Mason

Strategic Leader – Education, Learning and Attainment

Date: 21 November 2019

Person to Contact: Joe Reilly - Business Unit Finance Partner (Education),
Church St, Dumbarton, G82 1QL, telephone: 01389
737707, e-mail joe.reilly@west-dunbarton.gov.uk

Appendices: Appendix 1 - Revenue Budgetary Control 2019/2020
- Summary Report

Appendix 2 - Revenue Budgetary Control 2019/2020
- Service Reports
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Appendix 3 - Analysis of Revenue Variances over
£50,000

Appendix 4 - Monitoring of Management Adjustments &
Savings 2018/19

Appendix 5 - Capital Programme summary

Appendix 6 - Capital Projects at Red Status

Appendix 7 - Capital Projects at Green Status

Background Papers: Ledger output – period 7

General Services Revenue Estimates 2019/20

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGET REVENUE BUDGETARY CONTROL 2019/20
EDUCATION SUMMARY

APPENDIX 1

31 October 2019

Service / Subjective Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Annual Variance 2019/20	Annual RAG Status
	£000	£000	£000	£000	%
Primary Schools	27,816	16,558	27,889	73	0%
Secondary Schools	26,449	15,945	26,600	151	1%
Specialist Educational Provision	14,839	7,906	15,193	354	2%
Psychological Services	490	246	423	(67)	-14%
Sport Development / Active Schools	580	310	580	0	0%
Early Education	8,345	555	8,136	(209)	-3%
PPP	14,776	10,616	14,531	(245)	-2%
Creative Arts	565	273	574	9	2%
Curriculum for Excellence	182	77	182	0	0%
Central Admin	252	203	287	35	14%
Workforce CPD	340	219	356	16	5%
Performance & Improvement	430	219	417	(13)	-3%
Education Development	1,461	570	1,430	(31)	-2%
Raising Attainment - Primary	0	0	0	0	0%
Raising Attainment - Secondary	0	0	0	0	0%
Pupil Equity Fund LAC	0	0	0	0	0%
Total Net Expenditure	96,524	53,697	96,597	73	0%

MONTH END DATE 31 October 2019

31/10/2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Annual Variance 2019/20	RAG Status	
All Services	£000	£000	£000	£000	%	
Employee	74,379	43,909	76,606	2,228	0.03	↓
Property	7,291	4,853	6,973	(316)	-0.04	↑
Transport and Plant	2,008	1,011	1,967	(41)	-0.02	↑
Supplies, Services and Admin	1,773	1,205	2,205	432	0.24	↓
Payments to Other Bodies	23,903	12,968	21,058	(2,844)	-0.12	↑
Other	816	603	816	0	0.00	→
Gross Expenditure	110,169	64,550	109,626	(541)	0.00	↑
Income	(13,645)	(10,853)	(13,029)	614	0.04	↓
Net Expenditure	96,524	53,697	96,597	73	0.00	↓
Primary Schools	£000	£000	£000	£000	%	
Employee	24,653	14,484	24,940	287	0.01	↓
Property	2,646	1,682	2,569	(77)	-0.03	↑
Transport and Plant	304	284	304	0	0.00	→
Supplies, Services and Admin	428	195	417	(11)	-0.03	↑
Payments to Other Bodies	15	2	14	(1)	-0.07	↑
Other	268	255	268	0	0.00	→
Gross Expenditure	28,314	16,902	28,512	198	0.01	↓
Income	(498)	(344)	(623)	(125)	-0.25	↑
Net Expenditure	27,816	16,558	27,889	73	0.00	↓
Secondary Schools	£000	£000	£000	£000	%	
Employee	24,790	14,332	24,786	(4)	0.00	↑
Property	1,040	775	1,033	(7)	-0.01	↑
Transport and Plant	571	423	511	(60)	-0.11	↑
Supplies, Services and Admin	388	138	369	(19)	-0.05	↑
Payments to Other Bodies	467	443	470	3	0.01	↓
Other	535	336	536	1	0.00	↓
Gross Expenditure	27,791	16,447	27,705	(86)	0.00	↑
Income	(1,342)	(502)	(1,105)	237	0.18	↓
Net Expenditure	26,449	15,945	26,600	151	0.01	→
Specialist Educational Provision	£000	£000	£000	£000	%	
Employee	9,406	5,624	9,536	130	0.01	↓
Property	80	52	86	6	0.08	↓
Transport and Plant	1,055	236	1,052	(3)	0.00	↑
Supplies, Services and Admin	121	33	120	(1)	-0.01	↑
Payments to Other Bodies	4,302	1,983	4,588	286	0.07	↓
Other	13	12	12	(1)	-0.08	↑
Gross Expenditure	14,977	7,940	15,394	417	0.03	↓
Income	(138)	(34)	(201)	(63)	-0.46	↑
Net Expenditure	14,839	7,906	15,193	354	0.02	↓
Psychological Services	£000	£000	£000	£000	%	
Employee	484	310	564	80	0.17	↓
Property	0	0	0	0	0.00	→
Transport and Plant	8	(0)	8	0	0.00	→
Supplies, Services and Admin	10	0	10	0	0.00	→
Payments to Other Bodies	0	0	0	0	0.00	→
Other	0	0	0	0	0.00	→
Gross Expenditure	502	310	582	80	0.16	↓
Income	(12)	(64)	(159)	(147)	-12.25	↑
Net Expenditure	490	246	423	(67)	-0.14	↑

MONTH END DATE 31 October 2019

31/10/2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Annual Variance 2019/20	RAG Status
Sports Development / Active Schools	£000	£000	£000	£000	%
Employee	0	0	0	0	0.00 →
Property	0	0	0	0	0.00 →
Transport and Plant	0	0	0	0	0.00 →
Supplies, Services and Admin	0	0	0	0	0.00 →
Payments to Other Bodies	844	492	844	0	0.00 →
Other	0	0	0	0	0.00 →
Gross Expenditure	844	492	844	0	0.00 →
Income	(264)	(182)	(264)	0	0.00 →
Net Expenditure	580	310	580	0	0.00 →
Early Education	£000	£000	£000	£000	%
Employee	11,732	5,062	11,565	(167)	-0.01 ↑
Property	199	63	192	(7)	-0.04 ↑
Transport and Plant	11	6	9	(2)	-0.18 ↑
Supplies, Services and Admin	533	256	533	0	0.00 →
Payments to Other Bodies	1,849	1,171	1,849	0	0.00 →
Other	0	0	0	0	0.00 →
Gross Expenditure	14,324	6,558	14,148	(176)	-0.01 ↑
Income	(5,979)	(6,003)	(6,012)	(33)	-0.01 ↑
Net Expenditure	8,345	555	8,136	(209)	-0.03 ↑
PPP	£000	£000	£000	£000	%
Employee	0	0	0	0	0.00 →
Property	3,320	2,268	3,081	(239)	-0.07 ↑
Transport and Plant	0	0	0	0	0.00 →
Supplies, Services and Admin	0	0	0	0	0.00 →
Payments to Other Bodies	12,156	8,348	12,150	(6)	0.00 ↑
Other	0	0	0	0	0.00 →
Gross Expenditure	15,476	10,616	15,231	(245)	-0.02 ↑
Income	(700)	0	(700)	0	0.00 →
Net Expenditure	14,776	10,616	14,531	(245)	-0.02 ↑
Curriculum for Excellence	£000	£000	£000	£000	%
Employee	0	0	0	0	0.00 →
Property	0	0	0	0	0.00 →
Transport and Plant	2	0	2	0	0.00 →
Supplies, Services and Admin	99	18	99	0	0.00 →
Payments to Other Bodies	81	61	83	2	0.02 ↓
Other	0	0	0	0	0.00 →
Gross Expenditure	182	79	184	2	0.01 ↓
Income	0	(2)	(2)	0	0.00 →
Net Expenditure	182	77	182	0	0.00 →
Central Admin	£000	£000	£000	£000	%
Employee	98	62	109	11	0.11 ↓
Property	6	5	6	0	0.00 →
Transport and Plant	0	0	0	0	0.00 →
Supplies, Services and Admin	128	94	141	13	0.10 ↓
Payments to Other Bodies	84	95	95	11	0.13 ↓
Other	0	0	0	0	0.00 →
Gross Expenditure	316	256	351	35	0.11 ↓
Income	(64)	(53)	(64)	0	0.00 →
Net Expenditure	252	203	287	35	0.14 ↓

MONTH END DATE 31 October 2019

31/10/2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Annual Variance 2019/20	RAG Status
Workforce CPD	£000	£000	£000	£000	%
Employee	334	199	369	35	0.10
Property	0	0	0	0	0.00
Transport and Plant	1	0	1	0	0.00
Supplies, Services and Admin	22	10	22	0	0.00
Payments to Other Bodies	17	9	17	0	0.00
Other	0	0	0	0	0.00
Gross Expenditure	374	219	409	35	0.09
Income	(34)	0	(53)	(19)	-0.56
Net Expenditure	340	219	356	16	0.05
Performance & Improvement	£000	£000	£000	£000	%
Employee	453	268	466	13	0.03
Property	0	0	0	0	0.00
Transport and Plant	2	2	2	0	0.00
Supplies, Services and Admin	0	0	0	0	0.00
Payments to Other Bodies	0	0	0	0	0.00
Other	0	0	0	0	0.00
Gross Expenditure	455	270	468	13	0.03
Income	(25)	(51)	(51)	(26)	-1.04
Net Expenditure	430	219	417	(13)	-0.03
Education Development	£000	£000	£000	£000	%
Employee	998	561	952	(46)	-0.05
Property	0	0	0	0	0.00
Transport and Plant	46	44	59	13	0.27
Supplies, Services and Admin	21	11	26	5	0.25
Payments to Other Bodies	662	78	662	0	0.00
Other	0	0	0	0	0.00
Gross Expenditure	1,726	693	1,698	(28)	-0.02
Income	(265)	(123)	(268)	(3)	-0.01
Net Expenditure	1,461	570	1,430	(31)	-0.02
Raising Attainment - Primary	£000	£000	£000	£000	%
Employee	0	489	489	489	0.00
Property	0	0	0	0	0.00
Transport and Plant	0	2	2	2	0.00
Supplies, Services and Admin	0	18	18	18	0.00
Payments to Other Bodies	0	7	7	7	0.00
Other	0	0	0	0	0.00
Gross Expenditure	0	516	516	516	0.00
Income	0	(516)	(516)	(516)	0.00
Net Expenditure	0	0	0	0	0.00
Raising Attainment - Secondary	£000	£000	£000	£000	%
Employee	741	491	491	(250)	-0.34
Property	0	0	0	0	0.00
Transport and Plant	0	1	1	1	0.00
Supplies, Services and Admin	0	1	1	1	0.00
Payments to Other Bodies	0	57	57	57	0.00
Other	0	0	0	0	0.00
Gross Expenditure	741	550	550	(191)	-0.26
Income	(741)	(550)	(550)	191	0.26
Net Expenditure	0	0	0	0	0.00

MONTH END DATE 31 October 2019

31/10/2019

Service Summary	Total Budget 2019/20	YTD Spend 2019/20	Forecast Spend 2019/20	Annual Variance 2019/20	RAG Status
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Pupil Equity Fund/LAC	£000	£000	£000	£000	%	
Employee	0	1,641	1,641	1,641	0.00	↓
Property	0	8	8	8	0.00	↓
Transport and Plant	0	8	8	8	0.00	↓
Supplies, Services and Admin	0	424	424	424	0.00	↓
Payments to Other Bodies	3,426	221	221	(3,205)	-0.94	↑
Other	0	0	0	0	0.00	→
Gross Expenditure	3,426	2,302	2,302	(1,124)	-0.33	↑
Income	(3,426)	(2,302)	(2,302)	1,124	0.33	↓
Net Expenditure	0	0	0	0	0.00	→

Creative Services	£000	£000	£000	£000	%	
Employee	690	386	699	9	0.01	↓
Property	0	0	0	0	0.00	→
Transport and Plant	9	5	9	0	0.00	→
Supplies, Services and Admin	23	7	25	2	0.09	↓
Payments to Other Bodies	0	2	2	2	0.00	↓
Other	0	0	0	0	0.00	→
Gross Expenditure	722	400	735	13	0.02	↓
Income	(157)	(127)	(161)	(4)	-0.03	↑
Net Expenditure	565	273	574	9	0.02	↓


WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
ANALYSIS FOR VARIANCES OVER £50,000


APPENDIX 3

YEAR END DATE

31 October 2019

Budget Details	Variance Analysis				
	Total Budget	Annual Spend	Variance		RAG Status
	£000	£000	£000	%	

Primary Schools (Laura Mason)	27,816	27,889	73	0%	
Service Description	This service area includes all Primary Schools.				
Main Issues / Reason for Variance	The main variances arise because teacher salaries are slightly greater than assumed in the budget and savings from teacher turnover and APT&C staff have not materialised . This has been partly offset by additional income, mainly from staff secondments .				
Mitigating Action	Management will continue to review the service and take action where appropriate to minimise the overspend.				
Anticipated Outcome	An overspend is likely to continue				

Secondary Schools (Laura Mason)	26,449	26,600	151	1%	
Service Description	This service area includes all Secondary Schools.				
Main Issues / Reason for Variance	The main adverse variances are the significant drop in demand for school meals and vending machine income in the secondaries (£181k) and the school meals income budget being overstated (£62k).This is partially offset by a projected underspend on the school bus contract.				
Mitigating Action	Management will continue to review the service and take action where appropriate to minimise the overspend.				
Anticipated Outcome	An adverse variance is likely to continue				


WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
ANALYSIS FOR VARIANCES OVER £50,000


APPENDIX 3

YEAR END DATE

31 October 2019

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	

Additional Support Needs (Claire Cusick)	14,839	15,193	354	2%	
Service Description	This service area covers all ASN Services.				
Main Issues / Reason for Variance	The overspend on day care placements (£327k) has increased following the placement of several cases with needs that could not be accommodated within the existing schools' estate.				
Mitigating Action	The requirement for Daycare Placements are demand-led services taken jointly with HSCP following a joint assessment of the best option for all concerned. However, the actual usage throughout the year will be reviewed regularly to identify where there is scope to reduce the number of placements.				
Anticipated Outcome	If current levels of demand continue then it is anticipated that the Daycare budget will overspend.				

Psychological Services (Laura Mason)	490	423	(67)	-14%	
Service Description	This service provides Psychological Support to pupils within West Dunbartonshire.				
Main Issues / Reason for Variance	This favourable variance is due to staff secondments to SAC/PEF and Early Years expansion.				
Mitigating Action	No action necessary due to a favourable variance				
Anticipated Outcome	A favourable variance likely to continue.				

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2019/2020
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

YEAR END DATE

31 October 2019

Budget Details	Variance Analysis				
	Total Budget	Annual Spend	Variance		RAG Status
	£000	£000	£000	%	
Early Learning & Childcare (Kathy Morrison)					
	8,345	8,136	(209)	-3%	↑
Service Description	This services area includes all Early Years establishments within West Dunbartonshire.				
Main Issues / Reason for Variance	Employee Costs are showing an underspend mainly due to staff vacancies. Some of this is roll-related (and will change as roll numbers rise during the year) and some is due to delays in the recruitment process.				
Mitigating Action	Staffing levels vary continuously basis due to the statutory staff/ children ratios. Vacancies will continue to be monitored to ensure the most efficient use of staffing and financial resources. Recruitment has been ongoing and a number of new starts are anticipated in November. This will ensure that the level of service - dictated by roll numbers - is not adversely affected.				
Anticipated Outcome	A favourable variance is projected at the year end.				
PPP (Laura Mason)	14,776	14,531	(245)	-2%	↑
Service Description	This service area includes Vale of Leven, Clydebank High and St Peter the Apostle High Schools and St Eunan's Primary School. The costs charged to this service are Property costs and the Unitary charge.				
Main Issues / Reason for Variance	This favourable variance is in relation to lower than anticipated utility costs which reflects 2018/19 outturn.				
Mitigating Action	No action required.				
Anticipated Outcome	A favourable variance is projected at the year end.				

WEST DUNBARTONSHIRE COUNCIL**MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2019/20****APPENDIX 4**

Efficiency reference	Efficiency Detail	budgeted Amount £	Projection of Total Saved £	Projection of Total Not Saved £	Comment
MA11	Reduce budget for upskilling of early years workforce - not required due to high levels of qualifications in place	19,319	19,319		
MA12	Reduce Payment to Other Bodies - Education due to improved in-house capacity and capabilities	80,000	80,000		
MA13	Education Service Rationalisation	81,000	81,000		
		180,319	180,319	-	

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 5

MONTH END DATE 31 October 2019

PERIOD 7

Project Status Analysis	Project Life Status Analysis				Current Year Project Status Analysis					
	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status	Number of Projects at RAG Status	% Projects at RAG Status	Spend to Date £000	% Project Spend at RAG Status		
Red										
Projects are forecast to be overspent and/or experience material delay to completion	3	23%	31,461	60%	3	23%	197	12%		
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0%	0	0%	0	0%	0	0%		
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	10	77%	20,585	40%	10	77%	1,499	88%		
TOTAL EXPENDITURE	13	100%	52,047	100%	13	100%	1,696	100%		
Project Status Analysis	Project Life Financials				Current Year Financials					
	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Budget £000	Spend to Date £000	Forecast Spend £000	Forecast Variance £000	Slippage £000	Over/ (Under) £000
Red										
Projects are forecast to be overspent and/or significant delay to completion	30,712	31,461	31,632	920	74	197	367	293	0	293
Amber										
Projects are either at risk of being overspent and/or delay in completion (although this is unquantifiable at present) or the project has any issues that require to be reported at this time	0	0	0	0	0	0	0	0	0	0
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	45,908	20,585	45,908	0	4,960	1,499	4,982	23	23	0
TOTAL EXPENDITURE	76,620	52,047	77,541	920	5,034	1,696	5,350	316	23	293

MONTH END DATE

31 October 2019

PERIOD

7

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

1

Kilpatrick School - New Build						
Project Life Financials	10,571	10,687	101%	10,836	265	3%
Current Year Financials	56	173	306%	321	265	469%
Project Description	Design and build of construction of Additional Support Needs School.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
Main Issues / Reason for Variance						
The Final Account has yet to be agreed and will require to be negotiated as the contractor is claiming additional monies beyond the contract sum and available budget, which generates a financial risk that Officers are seeking to mitigate where possible. At present, the forecast outturn is anticipating an overspend in the region of £0.265m which constitutes the additional asbestos removal costs and the final 1.5% retention which there is a contractual obligation to pay. Previously an anticipated overspend has been reported but there is a risk this may increase because the contractor has applied for payment greater than the agreed contract sum and has also submitted a loss and expense claim which is currently being determined. Officers continue to work to fully agree the final account and determine the extent of overspend. Project was physically complete November 2017 with retentions due to be paid when all defects are rectified. At this time there are two defects still to be resolved, however it is anticipated retention release will occur this financial year.						
Mitigating Action						
Opportunities to mitigate are limited at this time. The Council are obligated to make substantiated payment, however continue to meet with Hubwest on a monthly basis with a view to agreeing the final account and resolving the financial position.						
Anticipated Outcome						
Project complete albeit over budget.						

2

OLSP - New Build						
Project Life Financials	3,677	4,084	111%	4,094	417	11%
Current Year Financials	0	0	0%	10	10	0%
Project Description	Design and construction of new Secondary School in Bellsmyre, Dumbarton.					
Project Lifecycle	Planned End Date	31-Mar-19	Actual End Date	31-Mar-19		
Main Issues / Reason for Variance						
Project handed over and school opened on 25 October 2017, snagging process is complete and retentions have been released in relation to the new build. Originally £0.264m was contained within the budget for demolition but this was exceeded by £0.134m. Abnormals in respect of ground conditions also required to be paid from WDC Capital Contributions. Demolition is now complete and retentions of £0.010m on demolition project are due January 2020. The remaining overspend of £0.273m is in relation to late contractor change notices.						
Mitigating Action						
None available at this time due to cost of demolition being in excess of budgetary provision.						
Anticipated Outcome						
New Build opened to pupils on 25 October 2017 in line with the programme, however due to the tender for the demolition being in excess of budgetary provision and additional costs required to be paid from WDC capital contribution the project will report an overspend of £0.417m.						

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

APPENDIX 6

MONTH END DATE

31 October 2019

PERIOD

7

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

3	New Balloch Campus						
	Project Life Financials	16,464	16,691	101%	16,703	239	1%
	Current Year Financials	18	24	133%	36	18	102%
	Project Description	Construction of new primary school in Balloch to incorporate St Kessog's PS, Haldane PS and Jamestown PS and EE&CC.					
	Project Lifecycle	Planned End Date		31-Mar-20	Actual End Date		31-Mar-20
	Main Issues / Reason for Variance						
	The main construction project reached the end of the defect rectification period on 9 February 2019, however retention of £0.016m is currently being held and will be released when the Making Good Defects certificate which is forecast to be issued December 2019. The overall project is reporting an anticipated overspend of £0.239m at this time and is expected to be financially complete by 31 March 2020 with the release of the Haldane demolition figure.						
Mitigating Action							
None available.							
Anticipated Outcome							
Delivery of project on programme, however forecast overspend in the region of £0.239m.							

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

APPENDIX 7

MONTH END DATE

31 October 2019

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
AV Equipment - Education						
Project Life Financials	150	0	0%	150	0	0%
Current Year Financials	150	0	0%	150	0	0%
Project Description	AV Equipment - Education					
Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Mar-20
Main Issues / Reason for Variance						
Plans for budget are progressing and is currently at procurement stage. Full spend is anticipated in 2019/20.						
Mitigating Action						
None required.						
Anticipated Outcome						
Purchase of AV Equipment for Education.						
Choices Programme - to assist young people who require additional support						
Project Life Financials	750	739	99%	750	0	0%
Current Year Financials	185	174	94%	185	0	0%
Project Description	Bringing together Central Support Services which will include relocation of Choices Programme.					
Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Aug-19
Main Issues / Reason for Variance						
Work was completed in August 2019 and school opened to pupils. Project now awaiting final recharges from Building Services.						
Mitigating Action						
None required.						
Anticipated Outcome						
Project delivered.						
Aitkenbar PS, St Peters PS, Andrew Cameron EE&CC						
Project Life Financials	10,426	10,318	99%	10,426	0	0%
Current Year Financials	108	0	0%	108	0	0%
Project Description	Design and construction of new co-located school to replace 3 separate establishments.					
Project Lifecycle	Planned End Date		31-Mar-20	Actual End Date		31-Mar-20
Main Issues / Reason for Variance						
Final retention payment to contractor was expected to be released late 2018/19, with a projected underspend of £0.210m, however this was subject to the satisfactory completion of two remaining defects, both relating to drainage. The contractor completed remedial works during the school summer holiday and once the defects are verified as closed, Officers will release the Making Good Defects certificate and in turn the remaining 1.5% retention will be released. The project is still forecasting an underspend of £0.210m, which was recognised in 2018/19.						
Mitigating Action						
None required.						
Anticipated Outcome						
Delivery of project on programme and under budget. Underspend was removed from budget in 2019/20.						

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

APPENDIX 7

MONTH END DATE

31 October 2019

PERIOD

7

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

4

Schools Estate Improvement Plan						
Project Life Financials	20,000	1,174	6%	20,000	0	0%
Current Year Financials	1,442	966	67%	1,442	0	0%
Project Description	New Build Renton Campus and St Mary's & St Martin's refurbishment works.					
Project Lifecycle	Planned End Date	31-Mar-24	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
At the Educational Services Committee on 06 June 2018, members approved appraisal which includes St Marys' refurbishment and the new build Renton PS. The new build of Renton PS includes the new language & communication unit, and Riverside ELCC new build. With regards to Renton Campus phase 1 (new building) is due to be complete and in operation by August 2021 with phase 2 (MUGA pitch, demolition of existing Renton PS) due to be complete April 2022. Project life forecast to end with release of the final retention April 2023. Officers continue to progress through the professional services contract, which is due to complete in December 2019 with a site forecast contractor possession date in late January 2020. With regards to St Marys, works commenced October 2018 with completion of the internal upgrade anticipated to complete March 2020. Dinning hall extension and MUGA are being progressed and anticipated delivery will be during financial year 2020/21 for both of these projects. Due to the nature of some of the works, they cannot take place while the school is in operation so required to be carried out during the school recess. At this time £4m remains unallocated until a revised school estate management plan is approved.						
Mitigating Action						
Project monitored regularly with site meetings and reported to Schools Estate Project Board.						
Anticipated Outcome						
Funds anticipated to be utilised by 2023 subject to consultation.						

5

Schools Estate Refurbishment Plan						
Project Life Financials	5,508	5,478	99%	5,508	0	0%
Current Year Financials	22	(7)	-33%	24	1	6%
Project Description	Completion of condition surveys has been carried out to identify works required to bring various schools from Condition C to Condition B.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
Main Issues / Reason for Variance						
All works complete at October 2019 and now awaiting final recharges.						
Mitigating Action						
None required as project now complete.						
Anticipated Outcome						
To improve the condition of schools within budget albeit later than first anticipated.						

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

APPENDIX 7

MONTH END DATE

31 October 2019

PERIOD

7

Budget Details	Project Life Financials					
	Budget	Spend to Date		Forecast Spend	Variance	
	£000	£000	%	£000	£000	%
Early Years Early Learning and Childcare Funding						
Project Life Financials	8,562	2,340	27%	8,562	0	0%
Current Year Financials	2,977	254	9%	2,977	0	0%
Project Description	Early learning and childcare funding awarded to West Dunbartonshire Council to facilitate the expansion in entitlement to funded ELCC to 1140 hours from August 2020.					
Project Lifecycle	Planned End Date	31-Mar-22	Forecast End Date	31-Mar-22		
Main Issues / Reason for Variance						
This budget relates to early learning and childcare funding awarded to West Dunbartonshire Council to facilitate the expansion in entitlement to funded ELCC to 1140 hours from August 2020. Works were delayed in 2018/19 following care inspectorate engagement and time taken to analyse need within West Dunbartonshire Council, resulting in rephasing of £2.977m to 2019/20. Implementation plan has been approved and works are now progressing. Andrew B Cameron is now complete, Meadowview / Braehead - Phase 1 is ongoing and expected to be complete mid November 2019. Levenvale is now complete. Dalmonach works on-site however contractor has experienced delays on site and requested an extension of time which will delay completion to November. Whitcrook commenced August and works are progressing on site and due to complete end November. St Ronan's is newly added to the delivery plan and works also commenced August and are due to complete mid November. Various works commenced on Legacy ELCC and are ongoing throughout the financial year. Works to upgrade kitchens to deal with capacity for 1140 implementation ongoing and will continue throughout the financial year.						
Mitigating Action						
None available at this time.						
Anticipated Outcome						
The project will be completed to deliver the requirements of the Early Years expansion plans.						
New Levenvale Primary School All Weather Pitch						
Project Life Financials	263	254	96%	263	0	0%
Current Year Financials	0	4	0%	13	13	0%
Project Description	New Levenvale Primary School All Weather Pitch.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	28-Feb-19		
Main Issues / Reason for Variance						
Works complete with retentions of £0.013m due in 2019/20.						
Mitigating Action						
None required.						
Anticipated Outcome						
Project delivered on budget but later than originally planned.						
St. Patrick's PS New Play Upgrades						
Project Life Financials	200	209	105%	200	0	0%
Current Year Financials	94	104	110%	103	8	9%
Project Description	New MUGA for St. Patricks Primary School and playground improvements.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	30-Jun-19		
Main Issues / Reason for Variance						
Works complete with retentions due 2020/21.						
Mitigating Action						
None required.						
Anticipated Outcome						
Project delivered.						

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

APPENDIX 7

MONTH END DATE

31 October 2019

PERIOD

7

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

9

Online Payment System for Education Establishments						
Project Life Financials	52	0	0%	52	0	0%
Current Year Financials	52	0	0%	52	0	0%
Project Description	Cashless Catering within Primary Schools.					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
Main Issues / Reason for Variance						
The Funding was allocated to roll out cashless catering in a number of primary schools which is being co-ordinated and led by Educational Services and the contract for the provision of online school payments was approved at the Tendering Committee on 15 November 2017. Due to the timescales for contract initiation it is wasn't possible to make progress in 2017/18 resulting in the budget being rephased into 2018/19. Education have progressed with the pilot of their Parentpay system, however appears to be some issues in relation to integrating the Parentpay system with the existing cashless modules provided by supplier CRB. Until such time as this has been resolved there will be no further spend on rollout of the CRB system. As a result the budget has been rephased from 2018/19.						
Mitigating Action						
None available at this time.						
Anticipated Outcome						
To provide payment system for schools within budget albeit later than first anticipated.						

10

Free School Meals						
Project Life Financials	199	73	36%	199	0	0%
Current Year Financials	131	4	3%	131	0	0%
Project Description	Provision of Capital Funding from Scottish Government to implement free school meal					
Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
Main Issues / Reason for Variance						
Officers awaiting programme of works and expected start date, with works anticipated to complete in 2019/20.						
Mitigating Action						
Opportunities to mitigate are limited due to need for work to be carried out around school holidays and building services resources therefore engagement with subcontractor has now taken place to minimise further delay.						
Anticipated Outcome						
Project completed within budget albeit later than anticipated.						