

# Agenda



## Corporate Services Committee

**Date:** Wednesday, 14 August 2024

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**Time:** 14:00

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**Format:** Hybrid Meeting

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**Contact:** Scott Kelly, Committee Officer  
[scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)  
[committee.admin@west-dunbarton.gov.uk](mailto:committee.admin@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Corporate Services Committee** as detailed above.

Members will have the option to attend the meeting remotely or in person at the Civic Space, 16 Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

**PETER HESSETT**

Chief Executive

Distribution:-

Councillor Daniel Lennie (Chair)  
Councillor Ian Dickson  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor Michelle McGinty (Vice-Chair)  
Councillor June McKay  
Councillor Karen Murray Conaghan  
Councillor Lawrence O'Neill  
Councillor Lauren Oxley  
Councillor Martin Rooney  
Councillor Gordon Scanlan  
Councillor Clare Steel

Chief Executive  
Chief Officers

Date of issue: 1 August 2024

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## **CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 14 AUGUST 2024**

### **AGENDA**

**1 STATEMENT BY CHAIR – AUDIO STREAMING**

The Chair will be heard in connection with the above.

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST**

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

**4 RECORDING OF VOTES**

The Committee is asked to agree that all votes taken during the meeting be carried out by roll call vote to ensure an accurate record.

**5 MINUTES OF PREVIOUS MEETING 5 - 8**

Submit for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 22 May 2024.

**6 OPEN FORUM**

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

**7 CORPORATE SERVICES CAPITAL BUDGETARY 9 - 19  
CONTROL REPORT TO 30 JUNE 2024 (PERIOD 3)**

Submit report by the Chief Officer – Resources providing an update on the Corporate Services capital programme to 30 June 2024.

**8/**

**8 CORPORATE SERVICES BUDGETARY CONTROL  
REPORT TO 30 JUNE 2024 (PERIOD 3)**

**21 - 39**

Submit report by the Chief Officer – Resources advise the Committee on the performance of the Corporate Services budget for the period to 30 June 2024.

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**CORPORATE SERVICES COMMITTEE**

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 22 May 2024 at 2.00 p.m.

**Present:** Councillors Ian Dickson, Daniel Lennie, David McBride, Jonathan McColl, June McKay, Karen Murray Conaghan, Lawrence O'Neill, Lauren Oxley and Martin Rooney.

**Attending:** Peter Hessett, Chief Executive; Alan Douglas, Chief Officer – Regulatory and Regeneration; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Laurence Slavin, Chief Officer – Resources; Victoria Rogers, Chief Officer – People and Technology; Lauren Crooks, Strategic Communication, Culture & Performance Manager; Stephen Daly, Citizen & Digital Manager; Alison McBride, Strategic People and Change Manager; Michelle Lynn, Assets Co-ordinator; Arun Menon, Business Support Manager; Lisa MacGregor, People & Change Partner; Adrian Gray, Finance Business Partner; Michael McDougall, Manager of Legal Services; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Michelle McGinty, Gordon Scanlan and Clare Steel.

**Councillor Daniel Lennie in the Chair**

**STATEMENT BY CHAIR – AUDIO STREAMING**

Councillor Lennie, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

**DECLARATIONS OF INTEREST**

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

**RECORDING OF VOTES**

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Corporate Services Committee held on 7 February 2024 were submitted and approved as a correct record.

## **MINUTES OF JOINT CONSULTATIVE FORUM**

The Minutes of Meeting of the Joint Consultative Forum held on 14 March 2024 were submitted and all decisions contained therein were approved.

## **OPEN FORUM**

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

### **CITIZEN, CULTURE AND FACILITIES 2023/24 YEAR-END PROGRESS AND CITIZEN, CULTURE AND FACILITIES DELIVERY PLAN 2024/25**

A report was submitted by the Chief Officer – Citizen, Culture and Facilities setting out the year-end progress of the 2023/24 Delivery Plan and presenting the new Delivery Plan for 2024/25.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities and the Citizen & Digital Manager in further explanation and in answer to Members' questions, the Committee agreed to note the progress achieved at year- end and the new plan for 2024/25.

### **PEOPLE AND TECHNOLOGY DELIVERY PLAN 2023/24 – YEAR-END PROGRESS AND PEOPLE AND TECHNOLOGY DELIVERY PLAN 2024/25**

A report was submitted by the Chief Officer – People and Technology setting out the year-end progress of the 2023/24 Delivery Plan and presenting the new Delivery Plan for 2024/25.

After discussion and having heard the Chief Officer – People and Technology in further explanation and in answer to Members' questions, the Committee agreed to note the progress achieved at year-end and the new plan for 2024/25.

### **REGULATORY AND REGENERATION DELIVERY PLAN 2023/24 – YEAR-END PROGRESS AND REGULATORY AND REGENERATION DELIVERY PLAN 2024/25**

A report was submitted by the Chief Officer – Regulatory and Regeneration setting out the year-end progress of the 2023/24 Delivery Plan and presenting the new Delivery Plan for 2024/25.

After discussion and having heard the Chief Officer – Regulatory and Regeneration in further explanation and in answer to Members’ questions, the Committee agreed to note the progress achieved at year-end and the new plan for 2024/25.

### **RESOURCES DELIVERY PLAN 2023/24 – YEAR-END PROGRESS AND RESOURCES DELIVERY PLAN 2024/25**

A report was submitted by the Chief Officer – Resources setting out the year-end progress of the 2023/24 Delivery Plan and presenting the new Delivery Plan for 2024/25.

After discussion and having heard the Chief Officer – Resources in further explanation and in answer to a Member’s questions, the Committee agreed to note the progress achieved at year-end and the new Plan for 2024/25.

### **COUNCIL WORKFORCE PLAN 2022-2027: UPDATE AND ANNUAL ACTION PLAN 2023/24**

A report was submitted by the Chief Officer – People and Technology providing an update on the Council’s workforce planning activity for 2023/24.

Having heard the Chief Officer – People and Technology and the People & Change Partner in answer to a Member’s questions, the Committee agreed:-

- (1) to note progress during 2023/24 in delivering against the Council Workforce Plan within the People First Strategy and 5-year plan;
- (2) to note the workforce profile as of 31st March 2024 and key changes; and
- (3) to note progress within the Workforce Plans for each service.

### **UPDATE IN RELATION TO COUNCIL’S USE OF POWERS UNDER THE REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000**

A report was submitted by the Chief Officer – Regulatory and Regeneration:-

- (1) advising of minor updates to the Council’s Policy in relation to its use of its investigatory powers; and
- (2) providing an update on the Council’s use of such powers.

Having heard the Manager of Legal Services in further explanation and in answer to a Member’s question, the Committee agreed:-

- (1) to approve minor updates to the Council’s Policy in relation to its use of investigatory powers as outlined at paragraph 4.1 of the report; and

- (2) to note how the Council used its investigatory powers in 2023.

### **REVISED EMPLOYER DISCRETIONS – LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS 2018**

A report was submitted by the Chief Officer – People & Technology providing an update on the review of the Council's Statement of Policy, and the proposed revisions to the Statement.

The Committee agreed:-

- (1) to note the content of this report; and
- (2) to approve the recommended revisions to the Statement of Policy on Discretions.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JANUARY 2024 (PERIOD 10)**

A report was submitted by the Chief Officer – Resources:-

- (1) advising on the performance of the Corporate Services budget for the period to 31 January 2024 (Period 10); and
- (2) seeking approval to top up the Provost's Fund to £3,000.

The Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.587m (1.66% of the total budget);
- (2) to note that the capital account showed a projected in-year overspend of £0.025m (0.8%) and the project life projection showing a projected overspend of £0.025m (0.3%);
- (3) to note capital monitoring was changing meaning a separate capital report would be presented to Council and all Committees from June 2024 onwards; and
- (4) to approve a top-up payment of £2,736.52 to be made to the Provost's Fund.

The meeting closed at 2.55 p.m.



**WEST DUNBARTONSHIRE COUNCIL**  
**Report by the Chief Officer – Resources**  
**Corporate Services Committee – 14 August 2024**

**Subject: Corporate Services Capital Budgetary Control Report to 30 June 2024  
(Period 3)**

**1. Purpose**

- 1.1** This report provides an update on the Corporate Services capital programme to 30 June 2024.

**2. Recommendations**

- 2.1** Committee is asked to:

- i) Note the current position of the 2024/25 capital budget for Corporate Services
- ii) Note a projected adverse project life variance of £0.040m (0.14% of the overall revised budget)
- iii) Note an in-year variance of £0.162m due to reprofiling of projects.
- iv) Approve additional prudential borrowing of £0.040m to fund the adverse variance noted in 2.1 ii) above for the Agresso Development Project.

**3. Background**

- 3.1** On 6 March 2024 the Council approved the updated General Services Capital Plan for 2024/2025 to 2032/33. The three years from 2024/25 to 2026/27 were approved in detail with the remaining years being indicative.

- 3.2** Since then budget adjustments have taken place which result in a revised Corporate Services capital budget as set out in Exhibit 1.

**Exhibit 1: Revised Corporate Services Capital Budget**

	<b>2024/25 (£m)</b>	<b>Project Life (£m)</b>
<b>Corporate Services Capital Budget Agreed 6 March 2024</b>	<b>3.624</b>	<b>28.560</b>
Remove Electronic Insurance System, Project ended.	(0.007)	(0.050)
RES 7 Community Success Capital Fund	0.150	0.150
RES 8 Community Sports Success Capital Fund	0.250	0.250
<b>Revised Capital Budget as at Period 3</b>	<b>4.017</b>	<b>28.910</b>

## **4. Main Issues**

### **4.1** Progress against the 2024/25 capital plan is detailed in:

Appendix 1 – Project Life Summary by Chief Officer

Appendix 2 – Off Track Projects

Appendix 3 – Changes to Capital Plan for Noting

Appendix 4 – All Approved Projects

### **4.2** The overall programme summary report at Appendix 1 shows that planned expenditure is higher than the budget agreed 6 March 2024 by £0.040m (0.14% of budget) due to an anticipated overspend on the Agresso Development Plan.

### **4.3** Appendix 2 highlights three projects currently showing as off-track.

- Agresso Development due to necessary £0.04m further expenditure to ready the system for cloud migration.
- Transformation of Infrastructure Libraries and Museums - CCF2 due to savings options taken at Council which had an impact on sites and previous spend profile was then refocused to accommodate the new decisions for colocations.
- Legal Case Management System (RR1) - waiting to explore the functionality of Sharepoint to see if a new standalone system is required for this.

### **4.4** Appendix 3 highlights seven projects where the project expenditure requires to be reprofiled but there is no need for additional budget.

### **4.5** Appendix 4 shows all projects with approved in year and project life budgets as well as anticipated expenditure. It highlights that the 2024/25 budget is £4.017m with current forecast spend of £4.179m, a variance of £0.162m, (4.03%). The spend as at period 3 is £0.167m (4.0%) of the current forecast spend of £4.179m.

### **4.6** Other minor changes to the capital plan already included in the summarised plan in appendix 4 are:

- Removal of Electronic Insurance System budget of £0.007m in 2024/25. This project is now complete.
- Addition of Community Success Fund budget of £0.250m in 2024/25
- Addition of Community Sports Success Fund budget of £0.150m in 2024/25

## **5. Option Appraisal**

### **5.1** No option appraisal was required for this report.

## **6. People Implications**

### **6.1** There are no people implications.

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

**7.1** The report notes the projected in-year financial position for capital budgets.

## **8. Risk Analysis**

**8.1** The main risks are as follows:

- (a) The reported variances should be viewed in the knowledge that there are a number of variable factors which could arise between now and 31 March which could affect the year end results for capital budgets.
- (b) As a consequence of current market conditions, inflation is at an all-time high and interest rates continue to be volatile. To forecast for the full year costs budget assumptions have been required. These assumptions continue to change regularly and therefore it is likely the projected year end budgetary position will change from that reported.

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

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

## **10. Environmental Sustainability**

**10.1** No assessment of environmental sustainability was required in relation to this report.

## **11. Consultation**

**11.1** All services involved in delivering the capital budgets have been consulted in the compilation of this report.

## **12. Strategic Assessment**

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

Laurence Slavin  
Chief Officer – Resources  
Date: 26 July 2024

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**Person to Contact:** Adrian Gray  
Council Offices, Church Street, Dumbarton  
E-mail: [adrian.gray@west-dunbarton.gov.uk](mailto:adrian.gray@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 - Project Life Summary  
Appendix 2 - Off Track Projects  
Appendix 3 - Reprofiting and Acceleration of Projects  
Appendix 4 - Details of all Projects.

**Background Papers:** General Services Capital Plan Update - Council 6 March 2024.

**Wards Affected** All Wards



Summary

	Project Life Budget	Project Life Forecast Spend	Project Life Variance	On Track/Complete	Off Track
	£'000	£'000	£'000		
Chief Officer Resources	15,798	15,838	40	7	1
Chief Officer Citizen, Cultural and Facilities	2,912	2,912	0	1	1
Regulatory and Regeneration	58	58	0	1	1
People and Transformation	10,141	10,141	0	4	0
Total	28,910	28,950	40	13	3



**Projects that are Off Track as at Period 3 - 30 June 2024**

**Appendix 2**

Service	Project	Approved Project Life Cost £'000	Revised Project Life Cost £'000	Project Life Variance £'000	Initial Completion Date	Revised Completion Date
1 Resources	Agresso Development (Res4)	62	102	40	30/04/2024	30/09/2024
1 Citizen, Cultural and Facilities	Transformation of Infrastructure Libraries and Museums (CCF2)	421	421	0	31/03/2024	31/03/2025
1 Regulatory and Regeneration	Legal Case Management System (RR1)	33	33	0	31/03/2024	31/03/2026

<b>Project Name:</b>	<b>Agresso Development - Res 4</b>	Chief Officer Resources
Initial End Date:	30/04/2024	Revised End Date: 30/9/24
<b>How was this project initially funded:</b>	Prudential Borrowing	Please Detail any additional funding £40k
<b>Why is the project classified as off track and what has caused the issues identified?</b> Notification from the supplier of a policy change towards supporting only cloud based installations necessitated further expenditure to ready the system for cloud migration.		
<b>What action will be taken to rectify the position?</b> Additional Funding Requested: £40k New Completion Date: 30/9/24		Source of Funding Prudential Borrowing
<b>What are the implications on the actions proposed?</b> Revenue Implications Virement Implications		£6k over 5 years.

<b>Project Name:</b>	<b>Transformation of Infrastructure Libraries and Museums - CCF2</b>	Chief Officer CCF
Initial End Date: 31/3/24		Revised End Date: 31/3/25
<b>How was this project initially funded:</b>	Prudential Borrowing	Please Detail any additional funding N/A
<b>Why is the project classified as off track and what has caused the issues identified?</b> Project delayed due to savings options taken at Council which had an impact on sites and previous spend profile was then refocused to accommodate the new decisions for colocations.		
<b>What action will be taken to rectify the position?</b> Additional Funding Requested: £0 New Completion Date: 31/3/25		Source of Funding
<b>What are the implications on the actions proposed?</b> Revenue Implications N/A Virement Implications N/A		

<b>Project Name:</b>	<b>Legal Case Management System (RR1)</b>	Chief Officer Regulatory and Regeneration
Initial End Date: 31/3/24		Revised End Date: 31/3/26
<b>How was this project initially funded:</b>	Prudential Borrowing	Please Detail any additional funding
<b>Why is the project classified as off track and what has caused the issues identified?</b> This project is delayed as waiting to explore the functionality of Sharepoint to see if a new standalone system is required for this.		
<b>What action will be taken to rectify the position?</b> Additional Funding Requested: £0 New Completion Date: 31/3/26		Source of Funding
<b>What are the implications on the actions proposed?</b> Revenue Implications Virement Implications		



**CITIZENS CULTURE AND FACILITIES**

<b>CCF 1</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Heritage Capital Fund	(132)	389	-	-	-	-	257
Heritage Capital Fund		257	-	-	-	-	257
<b>Explanation</b>							
Acceleration of works							

<b>CCF 2</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Transformation of Infrastructure Libraries and Museums - Original	95	-	-	-	-	-	95
Transformation of Infrastructure Libraries and Museums - Revised		95	-	-	-	-	95
<b>Explanation</b>							
Earmarked for future works within retained libraries							

**RR1**

Legal Case Management System - original	33	0	0	0	0	0	33
<b>Legal Case Management System - Revised</b>			33				33
<b>Explanation</b>							
Waiting to explore the functionality of Sharepoint to see if a new standalone system is required for this.							

<b>RR2</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Re -imagine Antonine Wall - Original	5	10	-	-	0	-	15
<b>Re -imagine Antonine Wall - Revised</b>		15	-	-	-	-	15
<b>Explanation</b>							
Multi year project							

**PEOPLE & TECHNOLOGY**

<b>Project P&amp;T 1</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
ICT Modernisation - Original	(69)	551	696	554	806	2,180	4,718
<b>ICT Modernisation - Revised</b>		482	696	554	806	2,180	4,718
<b>Explanation</b>							
Acceleration of projects							

<b>Project P&amp;T 2</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
ICT Security & DR - Original	138	504	792	387	387	1,935	4,143
<b>ICT Security &amp; DR - Revised</b>		642	792	387	387	1,935	4,143
<b>Explanation</b>							
We were still researching suitable infrastructure upgrade options for end of life equipment, this has now been complete and will be spent this year.							

<b>Project P&amp;T 3</b>	<b>2023/24 Reprofiling</b>	<b>Current Year 2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Future Years</b>	<b>Total Capital Plan</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
365 Implementation - Original	85	240		240	0	-	565
<b>365 Implementation - Revised</b>		325	240		0		565
<b>Explanation</b>							
Reprofiled to ensure that we continue the deployment of sharepoint and one drive through 2025/26.							



## All Approved Projects at Period 3 - 30 June 2024

## Appendix 4

				Full Project Life						In Year				
Service	Project	Initial End Date	Revised End Date	Project Life Budget	Spend to 31 /3/24	Spend to Date	Projected Future Spend	Total Projected Spend	Project Variance	Approved Budget 2024/25	Actual to date 2024/25	Revised Forecast 2024/25	In Year Variance	
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
1	RES 1	Valuation Joint Board - Requisition of ICT Equipment	31/03/2025		25	6	6	19	25	-	11	-	11	-
2	RES 2	Cash Receipting system enhancements	30/09/2023	31/03/2025	30	5	5	25	30	-	25	-	25	-
3	RES 4	Agresso Development	30/04/2024		62	62	96	6	102	40	-	34	40	40
4	RES 5	Cost of Living	31/03/2026		1,002	502	565	437	1,002	-	250	63	250	-
5	RES 6	IFRS 16 Database	31/03/2023	31/03/2025	5	-	-	5	5	-	5	-	5	-
6	RES 7	Community Success Capital Fund	31/03/2025		150	-	-	150	150	-	150	-	150	-
7	RES 8	Community Sports Success Capital Fund	31/03/2025		250			250	250	-	250	-	250	-
8	RES 12	Direct Project Support	31/03/2033		14,274	-	31	14,243	14,274	-	1,586	31	1,586	-
Total Resources					15,798	575	702	15,135	15,838	40	2,277	128	2,317	40

Service	Project	Initial End Date	Revised End Date	Project Life Budget	Spend to 31 /3/24	Spend to Date	Projected Future Spend	Total Projected Spend	Project Variance	Approved Budget 2024/25	Actual to date 2024/25	Revised Forecast 2024/25	In Year Variance	
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
1	CCF 1	Heritage Capital Fund	31/03/2023	30/09/2024	2,491	2,234	2,241	251	2,491	-	389	7	257	(132)
2	CCF 2	Transformation of Infrastructure Libraries and Museums	31/03/2024	31/03/2025	421	326	326	95	421	-	-	-	95	95
Total CCCF					2,912	2,560	2,566	346	2,912	-	389	7	353	(36)

Service	Project	Initial End Date	Revised End Date	Project Life Budget	Spend to 31 /3/24	Spend to Date	Projected Future Spend	Total Projected Spend	Project Variance	Approved Budget 2024/25	Actual to date 2024/25	Revised Forecast 2024/25	In Year Variance	
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
1	RR 1	Legal Case Management System	31/03/2024	31/03/2026	33	-	-	33	33	-	-	-	-	-
2	RR 2	Re -imagine Antonine Wall	31/03/2025	31/03/2025	25	15	15	10	25	-	10	-	15	5
Total Regulatory and Regeneration					58	15	15	43	58	-	10	-	15	5

Service	Project	Initial End Date	Revised End Date	Project Life Budget	Spend to 31 /3/24	Spend to Date	Projected Future Spend	Total Projected Spend	Project Variance	Approved Budget 2024/25	Actual to date 2024/25	Revised Forecast 2024/25	In Year Variance	
				£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
1	P&T 1	ICT Modernisation	31/03/2033		4,718	-	54	4,664	4,718	-	551	54	482	(69)
2	P&T 2	ICT Security & DR	31/03/2033		4,143	-	55	4,198	4,143	-	504	(55)	642	138
3	P&T 3	365 Implementation	30/09/2023	31/03/2026	983	418	453	530	983	-	240	34	325	85
4	P&T 4	Development of Workforce Management System	31/03/2030	31/03/2030	298	-	-	298	298	-	46	-	46	-
Total P&T					10,141	418	451	9,690	10,141	-	1,341	33	1,494	153

16	Total CSC				28,910	3,568	3,735	25,215	28,950	40	4,017	167	4,179	162
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**WEST DUNBARTONSHIRE COUNCIL**  
**Report by the Chief Officer - Resources**  
**Corporate Services Committee – 14 August 2024**

**Subject: Corporate Services Budgetary Control Report to 30 June 2024  
(Period 3)**

**1. Purpose**

- 1.1** The purpose of this report is to advise the Committee on the performance of the Corporate Services budget for the period to 30 June 2024.

**2. Recommendations**

- 2.1** Members are asked to:

- i) Note that the revenue account currently shows a projected annual favourable variance of £0.101m (0.28% of the total budget).

**3. Background**

**3.1** Revenue Budget

At the meeting of West Dunbartonshire Council on 6 March 2024, Members agreed the revenue estimates for 2024/25.

A total net budget of £38.368m was approved for services under the remit for Corporate Services at that time.

Since the budget changes to the value of -£2.332m have occurred, the details of these are as follows:

<b>Description</b>	<b>£m</b>
Budget Agreed March 2023	38.368
Removal of recharges to Central Support Allocation	0.142
Reduction in budgets in relation to Pension Fund reduced costs	-2.844
Increase in Leisure Trust Management Fee Budget	0.370
	<b>36.036</b>

The budget has been reduced to reflect the decrease in Strathclyde pension fund contributions in the year. This budget has been vired to a central reserve to be used to balance the budget over the next four years as agreed at the Council meeting on 6 March 2024.

The Leisure Trust Management Fee budget has been increased to reflect the 24-25 pay award as the budget set on 6<sup>th</sup> March 2024 was understated and did not fully cover the anticipated cost.

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

##### Revenue Budget

- 4.1** The summary report at Appendix 1 identifies a projected annual favourable variance (underspend) of £0.101m (0.28%). Detailed service reports are attached as Appendix 2.
- 4.2** There are eleven projected annual variances in excess of £0.050m. Notes on these variances are highlighted and noted within Appendix 3, with additional information on action being taken to minimise or mitigate overspends where possible.
- 4.3** Although the report indicates that expenditure is favourable in comparison to that anticipated during the budget exercise, the present variance should be viewed in the knowledge that there are a number of variable factors which could arise before 31 March 2025 and which could affect the year end results.
- 4.4** Appendix 4 to the report summarises the current position against the saving options agreed by council as part of setting the 2024/25 budget

#### **5. People Implications**

- 5.1** There are no people implications.

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

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

#### **7. Risk Analysis**

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

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

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

#### **9. Consultation**

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

## **10. Strategic Assessment**

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

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**Laurence Slavin**  
**Chief Officer Resources**

**Date: 31 July 2024**

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

**Appendices:**

- Appendix 1 - Revenue Budgetary Control 2023/24  
– Summary Report
- Appendix 2 - Revenue Budgetary Control 2023/24  
– Service Reports
- Appendix 3 - Analysis of Revenue Variances over  
£50,000
- Appendix 4 - Monitoring of Savings Options

**Background Papers:**

- Ledger output – Period 03
- General Services Revenue Estimates 2023/24 – Council 6  
March 2024

**Wards Affected** All Wards





WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2024/25  
CORPORATE SERVICES SUMMARY

APPENDIX 1

PERIOD END DATE **30 June 2024**

Service / Subjective Summary	Total Budget 2024/25	Spend to Date 2024/25	Final Spend	Variance 2024/25	Annual RAG Status	Net Variance attributable to earmarked reserves spend	Underlying Variance excluding earmarked reserves spend
	£000	£000	£000	£000	%	£000	£000
Audit	17	68	(3)	(21)	-120%	0	(21)
Finance	1,487	339	1,528	41	3%	0	41
Rent Rebates & Allowances	1,957	2,039	1,957	0	0%	0	0
Revenues & Benefits	2,317	562	2,377	61	3%	66	(5)
Finance Service Centre	328	65	323	(5)	-1%	0	(5)
Cost of Collection of Rates	6	0	18	11	177%	11	0
Cost of Collection of Council Tax	(823)	(76)	(823)	0	0%	0	0
Central Admin Support	2,631	608	2,660	28	1%	26	2
Procurement	564	111	534	(31)	-5%	0	(31)
Democratic and Registration Service	743	129	688	(55)	-7%	0	(55)
Environmental Health	610	180	612	2	0%	0	2
Licensing	(156)	(18)	(142)	14	9%	0	14
Legal Services/Trading Standards	746	197	785	39	5%	0	39
Planning	552	97	567	15	3%	15	0
Transactional Services	839	195	857	18	2%	0	18
Strategic People and Change	1,806	421	1,887	81	4%	35	46
Information Services	4,747	2,118	4,735	(12)	0%	0	(12)
Communications & Marketing	277	62	251	(26)	-9%	0	(26)
Citizen Services	1,316	392	1,359	43	3%	0	43
Performance & Strategy	236	48	226	(9)	-4%	0	(9)
Clydebank Town Hall	317	(13)	354	37	12%	0	37
Office Accomodation	1,208	264	1,208	0	0%	0	0
Libraries	1,708	350	1,703	(5)	0%	0	(5)
Arts and Heritage	293	5	329	36	12%	0	36
Catering Services	4,739	1,076	4,621	(118)	-2%	0	(118)
Building Cleaning	1,898	470	1,726	(172)	-9%	0	(172)
Building Cleaning PPP	(208)	(86)	(290)	(82)	39%	0	(82)
Facilities Assistants	2,362	516	2,242	(119)	-5%	0	(119)
Facilities Management	404	118	510	107	26%	0	107
Leisure Management	3,090	953	3,121	31	1%	0	31
Events	27	(58)	17	(10)	-36%	0	(10)
<b>Total Net Expenditure</b>	<b>36,036</b>	<b>11,131</b>	<b>35,935</b>	<b>(101)</b>	<b>-0.28%</b>	<b>153</b>	<b>(254)</b>



PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>All Services</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	29,091	6,291	28,588	(503)	(2%) ↑
Property	2,306	677	2,503	196	9% ↓
Transport and Plant	153	8	157	4	3% ↓
Supplies, Services and Admin	5,680	2,161	5,748	67	1% ↓
Payments to Other Bodies	5,654	1,959	5,714	60	1% ↓
Other	32,426	9,113	32,426	0	0% →
<b>Gross Expenditure</b>	<b>75,310</b>	<b>20,207</b>	<b>75,135</b>	<b>(175)</b>	<b>(0%)</b> ↑
<b>Income</b>	<b>(39,274)</b>	<b>(9,077)</b>	<b>(39,201)</b>	<b>74</b>	<b>0%</b> ↓
<b>Net Expenditure</b>	<b>36,036</b>	<b>11,131</b>	<b>35,935</b>	<b>(101)</b>	<b>(0%)</b> ↑
<b>Audit</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	315	66	294	(21)	(7%) ↑
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	2	2	2	0	0% →
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>318</b>	<b>68</b>	<b>297</b>	<b>(21)</b>	<b>(7%)</b> ↑
<b>Income</b>	<b>(300)</b>	<b>0</b>	<b>(300)</b>	<b>0</b>	<b>0%</b> ↓
<b>Net Expenditure</b>	<b>17</b>	<b>68</b>	<b>(3)</b>	<b>(21)</b>	<b>(120%)</b> ↑
<b>Finance</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,494	334	1,526	32	2% ↓
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	50	5	50	0	0% →
Payments to Other Bodies	2	0	2	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>1,546</b>	<b>339</b>	<b>1,578</b>	<b>32</b>	<b>2%</b> ↓
<b>Income</b>	<b>(59)</b>	<b>0</b>	<b>(50)</b>	<b>9</b>	<b>15%</b> ↓
<b>Net Expenditure</b>	<b>1,487</b>	<b>339</b>	<b>1,528</b>	<b>41</b>	<b>3%</b> ↓
<b>Rent Rebates &amp; Allowances</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	0	0	0	0	0% →
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	0	0	0	0	0% →
Payments to Other Bodies	0	0	0	0	0% →
Other	32,426	9,113	32,426	0	0% →
<b>Gross Expenditure</b>	<b>32,426</b>	<b>9,113</b>	<b>32,426</b>	<b>0</b>	<b>0%</b> →
<b>Income</b>	<b>(30,469)</b>	<b>(7,074)</b>	<b>(30,469)</b>	<b>0</b>	<b>0%</b> →
<b>Net Expenditure</b>	<b>1,957</b>	<b>2,039</b>	<b>1,957</b>	<b>0</b>	<b>0%</b> →
<b>Revenues &amp; Benefits</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,833	401	1,828	(5)	(0%) ↑
Property	0	0	0	0	0% →
Transport and Plant	2	0	2	0	0% →
Supplies, Services and Admin	30	2	30	0	0% →
Payments to Other Bodies	895	338	961	66	7% ↓
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>2,760</b>	<b>741</b>	<b>2,821</b>	<b>61</b>	<b>2%</b> ↓
<b>Income</b>	<b>(443)</b>	<b>(180)</b>	<b>(443)</b>	<b>0</b>	<b>0%</b> →
<b>Net Expenditure</b>	<b>2,317</b>	<b>562</b>	<b>2,377</b>	<b>61</b>	<b>3%</b> ↓

PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>Finance Service Centre</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	279	60	274	(5)	(2%) ↑
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	48	5	48	0	0% →
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>328</b>	<b>65</b>	<b>323</b>	<b>(5)</b>	<b>(1%) ↑</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0% →</b>
<b>Net Expenditure</b>	<b>328</b>	<b>65</b>	<b>323</b>	<b>(5)</b>	<b>(1%) ↑</b>
<b>Cost of Collection of Rates</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	0	0	0	0	0% →
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	3	0	3	0	0% →
Payments to Other Bodies	89	0	100	11	13% ↓
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>91</b>	<b>0</b>	<b>103</b>	<b>11</b>	<b>12% ↓</b>
<b>Income</b>	<b>(85)</b>	<b>0</b>	<b>(85)</b>	<b>0</b>	<b>0% →</b>
<b>Net Expenditure</b>	<b>6</b>	<b>0</b>	<b>18</b>	<b>11</b>	<b>177% ↓</b>
<b>Cost of Collection of Council Tax</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	0	0	0	0	0% →
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	64	16	64	0	0% →
Payments to Other Bodies	30	7	30	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>94</b>	<b>23</b>	<b>94</b>	<b>0</b>	<b>0% →</b>
<b>Income</b>	<b>(917)</b>	<b>(98)</b>	<b>(917)</b>	<b>0</b>	<b>0% →</b>
<b>Net Expenditure</b>	<b>(823)</b>	<b>(76)</b>	<b>(823)</b>	<b>0</b>	<b>0% →</b>
<b>Procurement</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	568	111	548	(19)	(3%) ↑
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	(0)	(100%) ↑
Supplies, Services and Admin	2	0	2	0	0% →
Payments to Other Bodies	75	0	79	4	5% ↓
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>644</b>	<b>111</b>	<b>629</b>	<b>(16)</b>	<b>(2%) ↑</b>
<b>Income</b>	<b>(80)</b>	<b>0</b>	<b>(95)</b>	<b>(15)</b>	<b>(19%) ↑</b>
<b>Net Expenditure</b>	<b>564</b>	<b>111</b>	<b>534</b>	<b>(31)</b>	<b>(5%) ↑</b>
<b>Democratic and Registration Service</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	817	167	762	(55)	(7%) ↑
Property	0	0	0	0	0% →
Transport and Plant	1	0	1	0	0% →
Supplies, Services and Admin	8	0	9	1	13% ↓
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>826</b>	<b>167</b>	<b>772</b>	<b>(54)</b>	<b>(6%) ↑</b>
<b>Income</b>	<b>(83)</b>	<b>(38)</b>	<b>(84)</b>	<b>(1)</b>	<b>(1%) ↑</b>
<b>Net Expenditure</b>	<b>743</b>	<b>129</b>	<b>688</b>	<b>(55)</b>	<b>(7%) ↑</b>

PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>Central Admin Support</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	2,566	599	2,628	63	2%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	11	3	11	0	0%
Payments to Other Bodies	74	7	40	(34)	(46%)
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>2,651</b>	<b>610</b>	<b>2,680</b>	<b>28</b>	<b>1%</b>
<b>Income</b>	<b>(20)</b>	<b>(2)</b>	<b>(20)</b>	<b>0</b>	<b>0%</b>
<b>Net Expenditure</b>	<b>2,631</b>	<b>608</b>	<b>2,660</b>	<b>28</b>	<b>1%</b>
<b>Environmental Health</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	851	179	850	(1)	(0%)
Property	6	1	6	0	0%
Transport and Plant	10	2	10	0	0%
Supplies, Services and Admin	21	5	21	0	0%
Payments to Other Bodies	72	19	75	4	5%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>960</b>	<b>206</b>	<b>963</b>	<b>2</b>	<b>0%</b>
<b>Income</b>	<b>(350)</b>	<b>(26)</b>	<b>(351)</b>	<b>(0)</b>	<b>(0%)</b>
<b>Net Expenditure</b>	<b>610</b>	<b>180</b>	<b>612</b>	<b>2</b>	<b>0%</b>
<b>Licensing</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	288	53	270	(18)	(6%)
Property	0	0	0	0	0%
Transport and Plant	1	0	1	0	0%
Supplies, Services and Admin	8	4	8	0	0%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>297</b>	<b>56</b>	<b>278</b>	<b>(18)</b>	<b>(6%)</b>
<b>Income</b>	<b>(453)</b>	<b>(75)</b>	<b>(421)</b>	<b>32</b>	<b>7%</b>
<b>Net Expenditure</b>	<b>(156)</b>	<b>(18)</b>	<b>(142)</b>	<b>14</b>	<b>(9%)</b>
<b>Legal Services/Trading Standards</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	848	198	886	38	5%
Property	0	0	0	0	0%
Transport and Plant	3	0	3	0	0%
Supplies, Services and Admin	15	10	15	1	4%
Payments to Other Bodies	2	0	2	0	0%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>867</b>	<b>208</b>	<b>906</b>	<b>39</b>	<b>4%</b>
<b>Income</b>	<b>(121)</b>	<b>(11)</b>	<b>(121)</b>	<b>0</b>	<b>0%</b>
<b>Net Expenditure</b>	<b>746</b>	<b>197</b>	<b>785</b>	<b>39</b>	<b>5%</b>
<b>Planning</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,079	175	1,079	0	0%
Property	0	0	0	0	0%
Transport and Plant	2	0	2	0	0%
Supplies, Services and Admin	20	6	20	0	0%
Payments to Other Bodies	170	10	185	15	9%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>1,270</b>	<b>192</b>	<b>1,285</b>	<b>15</b>	<b>1%</b>
<b>Income</b>	<b>(718)</b>	<b>(94)</b>	<b>(718)</b>	<b>0</b>	<b>0%</b>
<b>Net Expenditure</b>	<b>552</b>	<b>97</b>	<b>567</b>	<b>15</b>	<b>3%</b>

PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>Transactional Services</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	847	196	865	18	2%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	4	1	4	0	0%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>851</b>	<b>197</b>	<b>869</b>	<b>18</b>	<b>2%</b>
<b>Income</b>	<b>(12)</b>	<b>(2)</b>	<b>(12)</b>	<b>0</b>	<b>0%</b>
<b>Net Expenditure</b>	<b>839</b>	<b>195</b>	<b>857</b>	<b>18</b>	<b>2%</b>
<b>Strategic People and Change</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,715	387	1,797	83	5%
Property	0	0	0	0	0%
Transport and Plant	1	0	1	0	0%
Supplies, Services and Admin	5	0	5	0	0%
Payments to Other Bodies	214	59	214	0	0%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>1,936</b>	<b>446</b>	<b>2,018</b>	<b>83</b>	<b>4%</b>
<b>Income</b>	<b>(130)</b>	<b>(25)</b>	<b>(132)</b>	<b>(2)</b>	<b>(1%)</b>
<b>Net Expenditure</b>	<b>1,806</b>	<b>421</b>	<b>1,887</b>	<b>81</b>	<b>4%</b>
<b>Information Services</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	2,136	469	2,218	82	4%
Property	0	0	0	0	0%
Transport and Plant	2	0	2	0	0%
Supplies, Services and Admin	3,063	1,703	3,067	3	0%
Payments to Other Bodies	3	0	0	(3)	(100%)
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>5,203</b>	<b>2,172</b>	<b>5,287</b>	<b>83</b>	<b>2%</b>
<b>Income</b>	<b>(456)</b>	<b>(54)</b>	<b>(552)</b>	<b>(96)</b>	<b>(21%)</b>
<b>Net Expenditure</b>	<b>4,747</b>	<b>2,118</b>	<b>4,735</b>	<b>(12)</b>	<b>(0%)</b>
<b>Communications &amp; Marketing</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	361	60	266	(96)	(26%)
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	9	1	9	0	1%
Payments to Other Bodies	0	0	0	0	0%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>371</b>	<b>62</b>	<b>276</b>	<b>(96)</b>	<b>(26%)</b>
<b>Income</b>	<b>(94)</b>	<b>0</b>	<b>(25)</b>	<b>69</b>	<b>74%</b>
<b>Net Expenditure</b>	<b>277</b>	<b>62</b>	<b>251</b>	<b>(26)</b>	<b>(9%)</b>
<b>Citizen Services</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,399	335	1,413	14	1%
Property	0	0	0	0	0%
Transport and Plant	0	0	0	0	0%
Supplies, Services and Admin	37	57	66	29	78%
Payments to Other Bodies	0	0	0	0	118%
Other	0	0	0	0	0%
<b>Gross Expenditure</b>	<b>1,436</b>	<b>392</b>	<b>1,479</b>	<b>43</b>	<b>3%</b>
<b>Income</b>	<b>(120)</b>	<b>0</b>	<b>(120)</b>	<b>0</b>	<b>0%</b>
<b>Net Expenditure</b>	<b>1,316</b>	<b>392</b>	<b>1,359</b>	<b>43</b>	<b>3%</b>

PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>Performance &amp; Strategy</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	221	48	211	(9)	(4%) ↑
Property	0	0	0	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	0	0	0	0	0% →
Payments to Other Bodies	14	0	14	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>236</b>	<b>48</b>	<b>226</b>	<b>(9)</b>	<b>(4%) ↑</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0% →</b>
<b>Net Expenditure</b>	<b>236</b>	<b>48</b>	<b>226</b>	<b>(9)</b>	<b>(4%) ↑</b>
<b>Clydebank Town Hall</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	101	29	128	26	26% ↓
Property	321	21	324	3	1% ↓
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	40	7	40	(0)	(0%) ↑
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>462</b>	<b>57</b>	<b>492</b>	<b>30</b>	<b>6% ↓</b>
<b>Income</b>	<b>(145)</b>	<b>(69)</b>	<b>(138)</b>	<b>7</b>	<b>5% ↓</b>
<b>Net Expenditure</b>	<b>317</b>	<b>(13)</b>	<b>354</b>	<b>37</b>	<b>12% ↓</b>
<b>Office Accomodation</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	138	28	138	0	0% ↓
Property	1,390	520	1,390	0	0% →
Transport and Plant	0	0	0	0	0% ↓
Supplies, Services and Admin	50	5	50	0	0% →
Payments to Other Bodies	20	(82)	20	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>1,599</b>	<b>472</b>	<b>1,599</b>	<b>0</b>	<b>0% ↓</b>
<b>Income</b>	<b>(391)</b>	<b>(207)</b>	<b>(391)</b>	<b>0</b>	<b>0% →</b>
<b>Net Expenditure</b>	<b>1,208</b>	<b>264</b>	<b>1,208</b>	<b>0</b>	<b>0% ↓</b>
<b>Libraries</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	1,257	271	1,188	(69)	(5%) ↑
Property	270	34	335	65	24% ↓
Transport and Plant	15	2	15	0	0% →
Supplies, Services and Admin	206	46	206	0	0% →
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>1,747</b>	<b>353</b>	<b>1,744</b>	<b>(3)</b>	<b>(0%) ↑</b>
<b>Income</b>	<b>(40)</b>	<b>(4)</b>	<b>(41)</b>	<b>(1)</b>	<b>(3%) ↑</b>
<b>Net Expenditure</b>	<b>1,708</b>	<b>350</b>	<b>1,703</b>	<b>(5)</b>	<b>(0%) ↑</b>
<b>Arts and Heritage</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	320	62	321	2	0% ↓
Property	2	2	15	13	616% ↓
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	34	13	46	12	35% ↓
Payments to Other Bodies	18	1	18	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>375</b>	<b>78</b>	<b>401</b>	<b>27</b>	<b>7% ↓</b>
<b>Income</b>	<b>(82)</b>	<b>(73)</b>	<b>(73)</b>	<b>9</b>	<b>11% ↓</b>
<b>Net Expenditure</b>	<b>293</b>	<b>5</b>	<b>329</b>	<b>36</b>	<b>12% ↓</b>

PERIOD END DATE

30 June 2024

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status
<b>Catering Services</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	3,965	850	3,779	(186)	(5%) ↑
Property	71	18	117	46	66% ↓
Transport and Plant	110	0	110	0	0% →
Supplies, Services and Admin	1,873	260	1,895	22	1% ↓
Payments to Other Bodies	29	19	29	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>6,048</b>	<b>1,147</b>	<b>5,930</b>	<b>(118)</b>	<b>(2%)</b> ↑
<b>Income</b>	<b>(1,309)</b>	<b>(71)</b>	<b>(1,309)</b>	<b>(0)</b>	<b>(0%)</b> ↑
<b>Net Expenditure</b>	<b>4,739</b>	<b>1,076</b>	<b>4,621</b>	<b>(118)</b>	<b>(2%)</b> ↑
<b>Building Cleaning</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	2,032	408	1,807	(225)	(11%) ↑
Property	170	55	224	54	31% ↓
Transport and Plant	2	0	2	0	0% →
Supplies, Services and Admin	17	8	17	(0)	(1%) ↑
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>2,221</b>	<b>470</b>	<b>2,049</b>	<b>(172)</b>	<b>(8%)</b> ↑
<b>Income</b>	<b>(322)</b>	<b>0</b>	<b>(322)</b>	<b>0</b>	<b>0%</b> →
<b>Net Expenditure</b>	<b>1,898</b>	<b>470</b>	<b>1,726</b>	<b>(172)</b>	<b>(9%)</b> ↑
<b>Building Cleaning PPP</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	844	186	763	(81)	(10%) ↑
Property	43	3	43	0	0% →
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	9	0	8	(1)	(8%) ↑
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>897</b>	<b>190</b>	<b>815</b>	<b>(82)</b>	<b>(9%)</b> ↑
<b>Income</b>	<b>(1,105)</b>	<b>(276)</b>	<b>(1,105)</b>	<b>0</b>	<b>0%</b> →
<b>Net Expenditure</b>	<b>(208)</b>	<b>(86)</b>	<b>(290)</b>	<b>(82)</b>	<b>39%</b> ↑
<b>Facilities Assistants</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	2,399	504	2,247	(152)	(6%) ↑
Property	34	23	48	15	44% ↓
Transport and Plant	0	0	0	0	0% →
Supplies, Services and Admin	12	0	12	0	3% ↓
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>2,445</b>	<b>527</b>	<b>2,308</b>	<b>(137)</b>	<b>(6%)</b> ↑
<b>Income</b>	<b>(83)</b>	<b>(11)</b>	<b>(66)</b>	<b>17</b>	<b>21%</b> ↓
<b>Net Expenditure</b>	<b>2,362</b>	<b>516</b>	<b>2,242</b>	<b>(119)</b>	<b>(5%)</b> ↑
<b>Facilities Management</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Employee	419	116	501	82	20% ↓
Property	0	0	0	0	0% →
Transport and Plant	2	1	6	4	230% ↓
Supplies, Services and Admin	3	1	3	(0)	(2%) ↑
Payments to Other Bodies	0	0	0	0	0% →
Other	0	0	0	0	0% →
<b>Gross Expenditure</b>	<b>424</b>	<b>118</b>	<b>510</b>	<b>87</b>	<b>20%</b> ↓
<b>Income</b>	<b>(20)</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>100%</b> ↓
<b>Net Expenditure</b>	<b>404</b>	<b>118</b>	<b>510</b>	<b>107</b>	<b>26%</b> ↓



PERIOD END DATE **30 June 2024**

Service Summary	Total Budget 2024/25	YTD Spend 2024/25	Forecast Spend 2024/25	Variance 2024/25	RAG Status	
Leisure Management	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	0	0	0	0	0%	→
Payments to Other Bodies	3,854	1,580	3,860	6	0%	↓
Other	0	0	0	0	0%	→
Gross Expenditure	3,854	1,580	3,860	6	0%	↓
Income	(764)	(627)	(739)	25	3%	↓
Net Expenditure	3,090	953	3,121	31	1%	↓
Events	£000	£000	£000	£000	%	
Employee	0	0	0	0	0%	→
Property	0	0	0	0	0%	→
Transport and Plant	0	0	0	0	0%	→
Supplies, Services and Admin	35	1	35	0	0%	→
Payments to Other Bodies	93	0	84	(10)	(10%)	↑
Other	0	0	0	0	0%	→
Gross Expenditure	129	1	119	(10)	(7%)	↑
Income	(102)	(59)	(102)	0	0%	→
Net Expenditure	27	(58)	17	(10)	(36%)	↑



PERIOD END DATE

30 June 2024

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	
Revenues & Benefits	2,317	2,377	61	3%	↓
Service Description	The service provided by this area deal with benefits, council tax and debt recovery.				
Main Issues / Reason for Variance	Variance is offset by £66k earmarked balance				
Mitigating Action	None required				
Anticipated Outcome	Favourable variance is anticipated				
Democratic and Registration Service	743	688	(55)	-7%	↑
Service Description	This services deals with the administration functions and Democratic Services within the Authority				
Main Issues / Reason for Variance	The favourable variance is due to a number of vacancies that are yet to be filled.				
Mitigating Action	Recruitment is being undertaken to fill necessary vacancies				
Anticipated Outcome	Favourable variance is anticipated				
Central Admin Support	2,631	2,660	28	1%	↓
Service Description	This services deals with administration functions within the Authority				
Main Issues / Reason for Variance	Adverse variance on staffing due to retention of Automation team but partially offset by favourable variance in Payments to Other Bodies due to rechargesfor associated software costs				
Mitigating Action	None available at this time.				
Anticipated Outcome	Adverse variance is anticipated				
Strategic People and Change	1,806	1,887	81	4%	↓
Service Description	This service area provides strategic and operational HR advice, H&S advice and guidance				
Main Issues / Reason for Variance	The adverse variance in staffing costs is due to full turnover savings not being fully met.				
Mitigating Action	None at this time				
Anticipated Outcome	Favourable variance overall is anticipated				
Information Services	4,747	4,735	(12)	0%	↑
Service Description	This service area provides general ICT support to the Council and also supports transformational change and modernisation of working practices through technology				
Main Issues / Reason for Variance	The favourable variance in income is due to additional staff recharges and this is partially offset by the higher than budgeted staff costs due to the additional staff.				
Mitigating Action	None required at this time.				
Anticipated Outcome	Favourable variance overall is anticipated				
Communications & Marketing	277	251	(26)	-9%	↑
Service Description	This service provides communication and marketing for the Council.				
Main Issues / Reason for Variance	Employee costs are favourable due to vacancies.				
Mitigating Action	None at the moment.				
Anticipated Outcome	Favourable variance overall is anticipated				

WEST DUNBARTONSHIRE COUNCIL  
REVENUE BUDGETARY CONTROL 2024/25  
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

PERIOD END DATE

30 June 2024

Budget Details	Variance Analysis				RAG Status
	Total Budget	Annual Spend	Variance		
	£000	£000	£000	%	
Catering Services	4,739	4,621	(118)	-2%	↑
Service Description	Catering Services across WDC				
Main Issues / Reason for Variance	employee costs are lower due to a number of vacancies				
Mitigating Action	none				
Anticipated Outcome	a favourable variance anticipated				
Building Cleaning	1,898	1,726	(172)	-9%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	employee costs are lower due to a number of vacancies - this more than offsets greater than anticipated cleaning material costs				
Mitigating Action	material costs and usage will be monitored				
Anticipated Outcome	a favourable variance anticipated				
Building Cleaning PPP	(208)	(290)	(82)	39%	↑
Service Description	This service provides cleaning services to PPP schools				
Main Issues / Reason for Variance	employee costs are lower due to a number of vacancies				
Mitigating Action	none				
Anticipated Outcome	a favourable variance anticipated				
Facilities Assistants	2,362	2,242	(119)	-5%	↑
Service Description	This service provides Facility Assistants throughout WDC buildings				
Main Issues / Reason for Variance	employee costs are lower due to a number of vacancies				
Mitigating Action	none				
Anticipated Outcome	a favourable variance anticipated				
Facilities Management	404	510	107	26%	↓
Service Description	Management and Team Leaders for Facilities Services such as Cleaning, Catering and Facilities Assistants				
Main Issues / Reason for Variance	£50k savings allocated across Facilities Management have not been realised yet. In addition £20k salaries previously allocated to Early Years will no longer happen. The remaining balance is attributable to turnover not being achieved .				
Mitigating Action	none at present				
Anticipated Outcome	adverse variance anticipated				

## MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2024/25

Efficiency Detail		Ref	Chief Officer	Budgeted Amount £000	Projection of Total Saved £000	Projection of Total Not Saved £000	Comment
<b>December 2023 Management Adjustments</b>					-	-	
1	Remove a 1.0 FTE vacant post from the Facilities Management team with service delivery being maintained through new structure with increased number of team leaders	CCF09	A Graham	36	36	-	
2	Remove two vacant posts in the Communications team which will result in campaign activity being on digital platforms only, minimal design activity and less capacity for events	CCF10	A Graham	50	50	-	
3	Rightsize ICT Budgets to better reflect expected costs for GIS software and general ICT inflationary pressures	PT01	V Rogers	46	46	-	
4	Reduce the Council's training budget, retaining budget to cover essential corporate requirements	PT07	V Rogers	10	10	-	
5	Estimated saving from replacing ISDN telephony lines with SIP cloud telephone support (SIP is a digital method of making calls)	PT11	V Rogers	76	76	-	
6	Replacement of Citrix Technology with cheaper technology	PT12	V Rogers	75	75	-	
7	Implement the Water Direct Scheme which facilitates the collection of water and sewerage debt from residents direct from their benefits at source by the DWP	RES05	L Slavin	60	60	-	
8	Remove two franking machines and further reduce use of first class mail	RES11	L Slavin	12	12	-	
9	Seek commercial opportunities for Balloch Park kiosk	RES12	L Slavin	15	15	-	
10	Rightsize minor sundry service budget lines such as travel, books etc	RES14	L Slavin	17	17	-	
11	Rightsize income budgets as consequence of historical lease review	RES15	L Slavin	25	25	-	
12	Adjust charge to Dumbarton Common Good for support services to reflect cost recovery	RES19	L Slavin	21	21	-	
13	Adjust charge to Valuation Joint Board for support services to reflect cost recovery	RES20	L Slavin	11	11	-	
14	Remove 3.41 FTE vacant posts in revenue and benefit team and review work processes to minimise impact on income recovery	RES21	L Slavin	109	109	-	
15	Remove a 0.6 FTE vacant registrar post - no longer required as Clydebank Registration Service is now managed centrally from Dumbarton	RR02	A Douglas	30	30	-	

## MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2024/25

	Efficiency Detail	Ref	Chief Officer	Budgeted Amount £000	Projection of Total Saved £000	Projection of Total Not Saved £000	Comment
16	Remove a 1 FTE vacancy in the Leadership Support Team whilst retaining 2:1 PA/CO ratio	RR04	A Douglas	39	39	-	
17	Remove a 0.4 FTE vacancy in the Member Services Team to reflect requirements of elected members	RR05	A Douglas	15	15	-	
18	year phased retirement	RR07	A Douglas	18	18	-	
19	Right sizing anticipated income from regulatory and regeneration fees	RR12	A Douglas	130	130	-	
	<b>December 2023 Saving Options</b>						
20	Reduce the West Dunbartonshire Leisure Trust Mgt Fee by up to 30%	CCF01	A Graham	940	940	-	
21	Two week Christmas closedown bar delivery of essential services	RES07	L Slavin	7	7	-	
22	End the provision of hybrid committee meetings which would enable the committee team to return to its existing establishment	RR03	A Douglas	21	21	-	
	<b>March 2024 Saving Options</b>						
23	Reduce opening hours of Clydebanks Town Hall to 4 days a week	CCF02	A Graham	30	30	-	
24	Reduce investment in materials in library service	CCF06	A Graham	50	50	-	
25	Reduce financial commitment to the Highland Games	CCF11	A Graham	14	14	-	
26	Review core library staffing (outwith branch libraries) and remove one post	CCF19	A Graham	18	18	-	
27	Review menus in educational establishments to reduce waste whilst ensuring compliance with nutritional guidance	CCF20	A Graham	60	60	-	
28	Reduce Community Budgeting fund by 50% reducing money available for community groups to bid for	CCF24	A Graham	27	27	-	
29	Reduce the Community Engagement budget by 50% reducing the number of events supported	CCF25	A Graham	22	22	-	
30	Review the Communities team reducing the delivery of community based services	CCF26	A Graham	87	67	20	Delay in implementation, in year shortfall will be covered by the smoothing fund. Full year savings expected in future years.
31	Remove counselling and physio	PT10	V Rogers	47	47	-	
32	Remove 3.6 FTE in CAS team	PT13	V Rogers	112	112	-	

## MONITORING OF EFFICIENCIES AND MANAGEMENT ADJUSTMENTS 2024/25

	Efficiency Detail	Ref	Chief Officer	Budgeted Amount £000	Projection of Total Saved £000	Projection of Total Not Saved £000	Comment
33	Reduce WDCVS funding by 50%	RES02	L Slavin	75	75	-	
34	Remove one Council officer	RES09	L Slavin	26	26	-	
35	Remove £12,500 of Nightzone West funding provided to Police Scotland	RR01	A Douglas	12	12	-	
36	Reduction in 2 FTE paralegal support to contracts and property section	RR08	A Douglas	90	67	23	Delay in implementation, in year shortfall will be covered by the smoothing fund. Full year savings expected in future years.
	<b>March 2024 Management Adjustments</b>						
37	Review Arts & Heritage Service	CCF16	A Graham	24	24		
38	Restructure of Transactional Services to remove one vacant G10 post	PT09	V Rogers	30	30	-	
39	Transfer cost of solicitor support for the council housing building prog to HRA capital budget	RR09	A Douglas	60	60	-	
40	Remove vacant contaminated land officer post	RR11	A Douglas	30	30	-	
41	Reduce support to planning and building standards by removing a vacant part time technical support assistant post	RR13	A Douglas	16	16	-	
42	Remove a service co-ordinator in env health team and invite 2 service co-ordinators to be interviewed for the principal env health officer post.	RR14	A Douglas	68	68	-	
43	Remove vacant Planning Compliance Officer post	RR15	A Douglas	30	30	-	
44	Remove one of the 3 Building Standards Surveyor Posts	RR16	A Douglas	53	53	-	
45	Reduce hours of solicitor from 5 days to 4 days	RR17	A Douglas	12	12	-	
46	Fund existing Grade 8 post from UK Towns Fund Support	RR18	A Douglas	60	60	-	
47	Fund officer costs associated with Levelling Up from final year of Levelling Up Rev funding.	RR19	A Douglas	60	60	-	
	<b>TOTAL EFFICIENCIES/MANAGEMENT ADJUSTMENTS</b>			<b>2,875</b>	<b>2,832</b>	<b>43</b>	