

**INFRASTRUCTURE, REGENERATION AND ECONOMIC
DEVELOPMENT COMMITTEE**

At a Meeting of the Infrastructure, Regeneration and Economic Development Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 25 November 2015 at 10.02 a.m.

Present: Councillors Gail Casey, William Hendrie, David McBride, Patrick McGlinchey, John Mooney, Ian Murray, Tommy Rainey, , Martin Rooney and Hazel Sorrell.

Attending: Richard Cairns, Executive Director of Infrastructure and Regeneration; Ronnie Dinnie, Head of Neighbourhood Services; Jim McAloon, Head of Regeneration and Economic Development; Michael McGuinness, Economic Development Manager; Janice Rainey, Business Unit Finance Partner (HEED); Stuart Gibson, Assets Co-ordinator; Joanne McDowell, Estates Surveyor; Pamela Clifford, Planning & Building Standards Manager; Alan Douglas, Manager of Legal Services and Nuala Quinn-Ross, Committee Officer, Legal, Democratic and Regulatory Services.

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

Apologies: Apologies for absence were intimated on behalf of Councillors Marie McNair, Gail Robertson and Kath Ryall.

Councillor Patrick McGlinchey in the Chair

DECLARATIONS OF INTEREST

Councillor McBride declared an interest in the item 'Annual Performance of West Dunbartonshire Leisure Trust for Year to 31 March 2015' being a member of the West Dunbartonshire Leisure Trust Board.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Infrastructure, Regeneration and Economic Development Committee held on 16 September 2015 were submitted and approved as a correct record subject to it being noted that the Chair, Councillor McBride, had advised that apologies were submitted on behalf of Councillor Patrick McGlinchey

and Jim McAloon, Head of Regeneration and Economic Development as they were attending a Regeneration Conference in London.

ANNUAL PERFORMANCE OF WEST DUNBARTONSHIRE LEISURE TRUST FOR YEAR TO 31 MARCH 2015

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the annual performance of West Dunbartonshire Leisure Trust (the Trust) during the period 01 April 2014 to 31 March 2015.

After discussion and having heard the General Manager of West Dunbartonshire Leisure Trust, the Head of Neighbourhood Services and the Business Unit Finance Partner (HEED) in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that a briefing note summarising the usage figures for Community Education Centres be provided to the members of the Committee; and
- (2) otherwise to note the contents of the report.

UPDATE ON PROPERTY AND LAND ASSET DISPOSAL STRATEGY 2013-2018

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update in respect of the Property and Land Disposal Strategy 2013-2018.

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

- (1) to acknowledge the priorities and progress made in meeting the priority objectives set out in The Property and Land Disposal Strategy 2013 – 2018; and
- (2) to note the progress made in the disposal of small plots and the need to appoint an external property agent to administer the disposal of some of the remaining plots.

ECONOMIC DEVELOPMENT STRATEGY ACTION PLANS

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the progress of the current 2013-16 Economic Strategy Action Plan and seeking approval for the new Economic Development Strategy 2015-20 Action Plan.

After discussion and having heard the Executive Director of Infrastructure and Regeneration, the Head of Regeneration and Economic Development and the

Manager of Legal Services in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the progress to date of the 2013-16 Economic Strategy Action Plan;
- (2) to approve the Economic Development Strategy Action Plan 2015-20; and
- (3) that authority be delegated to the Executive Director of Infrastructure and Regeneration to deliver against this plan.

MID YEAR PERFORMANCE REPORT

A report was submitted by the Executive Director of Infrastructure and Regeneration providing details of the department's mid year, April - September progress in meeting departmental objectives set out in the Housing, Environmental and Economic Development Strategic Plan 2015-16.

After discussion and having heard the Executive Director of Infrastructure and Regeneration and the Head of Neighbourhood Services in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

THE LEASING OF THE FORMER TOURIST INFORMATION CENTRE AT MILTON, DUMBARTON

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval of the lease disposal for the Council owned land and building comprising the former Tourist Information Centre, Dumbarton Road, Milton, Dumbarton following a marketing exercise undertaken.

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

- (1) to approve the disposal terms agreed between officers of Asset Management and DK AMIT Limited described at 4.4 of the report;
- (2) that authority be delegated to the Executive Director of Infrastructure and Regeneration and the Head of Legal, Democratic and Regulatory Services to conclude a lease with DK AMIT Limited subject to such legal conditions that are considered appropriate; and
- (3) to note that any application for a specific use will be considered by the Planning Committee and Licensing Board for the sale of alcohol.

SALE OF FORMER CHILDREN'S HOME – RAMSAY HOUSE, RISK STREET, CLYDEBANK

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval for the proposed disposal of Ramsay House, Risk Street, Clydebank to the preferred bidder.

The Committee agreed:-

- (1) to the sale of Ramsay House for a consideration of £305,000 (Three Hundred and Five Thousand Pounds) to the preferred bidder;
- (2) that authority be delegated to the Executive Director of Infrastructure and Regeneration to conclude negotiations;
- (3) that authority be delegated to the Head of Legal, Democratic and Regulatory Services to conclude the transaction subject to such conditions as considered appropriate; and
- (4) to note that an application for a change of use would require to be considered by the Planning Committee.

ATTENDANCE MANAGEMENT: QUARTER 2 - 2015/16

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of attendance within Housing, Environmental and Economic Development (HEED) and providing a summary of the Quarter 2 absence statistics.

After discussion and having heard the Executive Director of Infrastructure and Regeneration in further explanation of the report, the Committee agreed:-

- (1) to note the attendance results for the year, namely a decrease of 413 FTE days lost (10.3%) compared to the same period last year; and
- (2) otherwise to note the contents of the report.

INFRASTRUCTURE, REGENERATION & ECONOMIC DEVELOPMENT BUDGETARY CONTROL REPORT 2015/16 TO PERIOD 6 (30 SEPTEMBER 2015)

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the financial performance to 30 September 2015 (Period 6) of those services under the auspices of the Infrastructure, Regeneration & Economic Development Committee.

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

- (1) to note the contents of the report which showed the revenue budget forecast to overspend against budget by £0.240m (0.8%) at the year-end;
- (2) to note the net projected annual capital underspend of £6.374m (15.4%), of which £6.420m (15.5%) related to project rephasing and an in-year overspend of £0.046m (less than 1%); and
- (3) to note the progress on savings incorporated into budgets for 2015/16.

The meeting closed at 11.15 a.m.

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WEST DUNBARTONSHIRE COUNCIL**Report by Head of Regeneration and Economic Development****Infrastructure, Regeneration and Economic Development Committee:
16 March 2016**

Subject: Regeneration Fund**1. Purpose**

1.1 The purpose of the report is to seek Committee approval to endorse the key operating principles of the £12.4M Regeneration Fund.

2. Recommendations

2.1 It is recommended that Committee approve:

- the key operating principles of the new Regeneration Fund; and
- to note that all proposals for Regeneration Fund support will be submitted to this Committee for approval.

3. Background

3.1 At the Council meeting on 28 October 2015, Council agreed that as part of the review of the ten year capital programme, at least £12.4M should transfer into a Regeneration Capital Fund to:

- (i) help drive forward operational efficiencies (Spend to Save);
- (ii) continue to focus on maximising external public and private sector investment to our area;
- (iii) continue our focus on growing our economy; increasing jobs and housing; and
- (iv) support future regeneration in our schools.

4. Main Issues

4.1 Regeneration within West Dunbartonshire is having a positive effect in transforming the area. Investment in the Council's Schools' Estate, Care Homes, Housing, Office Accommodation, Leisure, Roads, Town Centres and Brown Field Sites are positively changing the fabric of the area and improving the offering to our Communities, Businesses and Visitors to our area.

4.2 A new Regeneration Fund of this scale will be able to make a significant contribution to the continuing efforts in regenerating the area and achieving economic growth.

- 4.3** To ensure that this fund is an effective enabler for regeneration and economic growth, a set of key principles has been developed for the Committee's consideration. These principles will ensure that any investment is linked to accelerating our current Regeneration and Economic Strategy, the Schools' Estate Plan and Charrette Action Plans. Where possible any investment should lever in significant external funding and if that is not possible, it should only be investing in projects where there is clear market failure. Any investment from this fund must also recognise the need for high quality design in its end use.
- 4.4** The key operating principles are to:
- support the delivery of the Council's Regeneration and Economic Strategy and the Schools' Estates Plan;
 - accelerate development in Regeneration throughout the area;
 - ensure the delivery of key projects developed through the Scottish Government's Charrette process;
 - attract external funding for key projects and where appropriate seek opportunities which will provide a financial return to the Council for their investment; and
 - ensure that high quality design is a feature of any investment.
- 4.5** The Regeneration Fund will, as previously stated, make a significant contribution to the delivery of the Regeneration and Economic Development Strategy, the Schools' Estates Plan, the Council's existing Charrette Action Plans for Clydebank, Dumbarton, Bowling and the Balloch Charrette which will commence at the beginning of March 2016.
- 4.6** For illustration purposes, possible projects which the fund may invest in would include key projects within the Clydebank Charrette such as Transport Hub and New Entrance/Exit of Clydebank Central Train Station from the Charrette Action Plan. In Dumbarton, it may contribute to the development of the River Walkway and proposed Footbridge from the town centre to Posties Park. At Bowling it may be used to create a joint investment opportunity for West Dunbartonshire Council and Scottish Canals to develop the Bowling site in terms of residential and leisure developments.
- 4.7** The Regeneration Fund will operate in parallel with the Local Economic Development (LED) Budget which receives £1M capital investment each year from the 10 year capital investment plan. The LED Budget will focus on a number of smaller but no less important regeneration projects which will complement the focus on the key regeneration projects funded by the Regeneration Fund.

4.8 The development and delivery of new regeneration projects take time and this Regeneration Fund should look to deliver over a period of 5/6 years with 2016/17 being year 1. The first year will be very much focused on feasibility work, planning and design. The updated capital plan agreed by Council on 24 February 2016, included the £12.4M as an agreed budget with an indicative phasing over the next 5 years; this phasing will be updated as business cases for projects are approved by future Committees.

4.9 All necessary studies and feasibilities will be taken forward under delegated authority. The studies will inform all proposals which will require Committee approval prior to implementation of the various projects seeking support through the Fund.

5. People Implications

5.1 The Regeneration and Economic Development Team will play a lead role in the delivery of the Regeneration Fund and will be supported by a number of Departments within the Council including, Legal Services, Planning, Environmental Health, Roads, Housing and Education.

6. Financial and Procurement Implications

6.1 A 5 year financial profile of the £12.4M capital investment has been developed recognising the need to carry out a number of necessary studies in the pre-development phase of area regeneration. It is expected that years 3 to 5 will be the period when the majority of the Regeneration Fund will be invested in infrastructure. As options are developed and timelines become clearer, then the phasing may require to be updated and this would be reported to Committee at appropriate times.

6.2 Only necessary studies and feasibilities will be carried out under the Delegated Authority of the Executive Director of Infrastructure, Regeneration and Economic Development. All resultant business cases will be presented to Committee for approval when prepared.

7. Risk Analysis

7.1 All investments from the Regeneration Fund will be risk assessed and mitigation action will be identified and taken to de-risk the investment prior to any project start.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities Impact Assessment screening has been carried out which did not identify any significant issues. A further screening and assessment will be undertaken for each of the project proposals put forward to Committee for approval.

9. Consultation

- 9.1** Internal consultation has taken place between Officers from Regeneration and Economic Development, Asset Management, Housing, Planning, Legal Services and Education regarding this fund.
- 9.2** Significant regeneration projects will also require to carry out a 12 week consultation period involving the public to satisfy pre-planning requirements.

10. Strategic Assessment

- 10.1** By agreeing to this proposal, the Fund will contribute directly to the improvement of Local Housing and Environmentally Sustainable Infrastructure, as well as improving Economic Growth and Employability.

Jim McAloon
Head of Regeneration and Economic Development
Date: 11 February 2016

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Appendices: None

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by the Head of Regeneration and Economic Development

**Infrastructure, Regeneration and Economic Development Committee:
16 March 2016**

Subject: Transfer of the former St Andrew's High School site, Clydebank to the Council's Housing Revenue Account.

1. Purpose

1.1 The purpose of this report is to seek Committee approval for the proposed transfer of the site of the former St Andrew's High School, Clydebank from the General Services Account (GSA) to the Housing Revenue Account (HRA).

2. Recommendations

2.1 It is recommended that Committee:

- (i) approve the transfer of the former St Andrew's High School site from the GSA to the HRA for a consideration of £200,000 (Two Hundred Thousand Pounds);
- (ii) authorise the Executive Director of Infrastructure and Regeneration to conclude the transfer; and
- (iii) note the change in the proposed development of the former Braidfield site to one hundred percent private residential development.

3. Background

3.1 The subject site is identified as a strategic site in the Property and Land Disposal Strategy 2013 – 2018 as approved at the Housing, Environment and Economic Development Committee on 13 February 2013 and thereafter updated and submitted to the same Committee on 18 June 2014. The strategy was again updated and presented to the Infrastructure, Regeneration and Economic Development (IRED) Committee on 18 March 2015, and 25 November 2015 respectively.

3.2 West Dunbartonshire Strategic Housing Investment Plan (SHIP) 2015/2016 – 2019/2020 as approved at the Housing and Communities Committee on 5 November 2014, provides an allocation of 95 residential units over the Clydebank school sites over the five year period from 2015. The Clydebank school sites include former:

- St Andrew's High School (3.02 hectares);
- Braidfield High School (3.16 hectares); and

- St Eunan's Primary School (2.07 hectares).

- 3.3** Recent site investigations undertaken at the former St Eunan's Primary School site revealed contamination issues which preclude the site from future residential development. Accordingly, there are now only two available Clydebank sites for consideration, namely Braidfield and St Andrew's.
- 3.4** The former St Andrew's High School site has been identified as the preferred site for the Council to develop as part of its house building programme.
- 3.5** A transfer of the site to the Housing Revenue Account (HRA) is proposed with funding made available via the Scottish Government's Affordable Housing Supply Programme (AHSP). Transfer of the site to the HRA will allow the Council to develop the site as part of its house building programme, supported by the Scottish Government's Council House Building Programme (CHB) and delivers the 95 residential units identified in the SHIP .

4. Main Issues

- 4.1** The subject site is the location of the former St Andrew's High School which was demolished in 2011. Extending to approximately 3.02 hectares, the site is shown bounded in red on the Site Plan attached as Appendix 1.
- 4.2** The site is located in a predominately residential area and provides opportunity for residential development. The density of potential development will be subject to variation once ground conditions, house types and site layout plans are refined.

Site Investigations

- 4.3** Various geotechnical and contamination investigations were undertaken over the site in the period 2013 - 2015. Findings from the respective reports highlight the presence of on-site contaminants along with variable made ground conditions. Accordingly there are likely to be significant abnormal costs associated with any residential development of the site.
- 4.4** In view of recent findings, the Council commissioned consultants to undertake a desk top exercise to provide a quantifiable estimate of the costs relating to abnormals. They issued a draft report entitled, Former St Andrew's Academy, Clydebank – Potential Redevelopment Abnormals (Contamination) in December 2015. On the basis of the information available, including a preliminary development site layout plan, the consultant's provided a spread of high level estimate of abnormals in the region of £734,459 to £1,152,196, which averaged in the region of £950,000. The figures will be subject to review once a detailed development scheme is finalised and therefore at the moment they are wide ranging, indicative figures only. It is considered that there is significant potential for costs savings to be made if a full remediation appraisal is undertaken in conjunction with a finalised site layout plan.

Strategic Housing Investment Plan

- 4.5** The Strategic Housing Investment Plan (SHIP) 2015/2016 – 2019/2020 sets out the funding priorities for affordable housing for a five year period. It indicates how the priorities in the Local Housing Strategy will be delivered.
- 4.6** The SHIP contains a Phase One allocation of 50 residential units over the Clydebank school sites in years one to three and a further 45 units for Phase Two in years four and five. The total allocation for the sites in the SHIP is 95.
- 4.7** Within the ‘Delivering New Housing in West Dunbartonshire - Strategic Housing Partnership’ report approved by the Housing, Environment and Economic Development Committee at its meeting on 7 May 2014, former Clydebank school sites which sit within the General Services Account were identified as potential sites for social housing (influenced by the Council’s SHIP). Sites for consideration include: former St Andrew’s High School; former Braidfield High School and the former St Eunan’s Primary School.

Planning

- 4.8** The current West Dunbartonshire Local Plan (adopted March 2010) reserves the majority of the former St Andrew’s school site as a redevelopment site under Policy GD2(5). The remainder of the site is allocated under Policy H5 as an existing residential area.
- 4.9** In the emerging West Dunbartonshire Local Development Plan (LDP) (as yet to be adopted), the St Andrew’s site is identified as a residential housing opportunity site with an indicated capacity of around 100 units.
- 4.10** Schedules two and three of the emerging LDP indicate split tenure of 50:50, private/affordable housing on each of the three Clydebank school sites. The Plan states that tenure splits are indicative only and that variation from the indicated tenure will be justifiable on the basis of there being no overall impact on the meeting of housing supply targets for either tenure.
- 4.11** For both St Andrew’s and Braidfield, the Plan indicates 100 units, with a 50:50 tenure split (i.e. 50 private units/50 affordable units). This influences the proposal to designate one site (St Andrew’s) exclusively for affordable housing whilst allocating the other site (Braidfield) entirely for private housing. Planning officers are supportive of this proposition.
- 4.12** It is also perceived that private developer demand is likely to be greater for the Braidfield site than for St. Andrew’s. This has been corroborated by advice received in a report provided by external advisers suggesting that St Andrew’s is better suited to the provision of affordable housing.

- 4.13** Development of an exclusively private residential development is likely to generate greater developer interest than a site marketed for 50:50 private/affordable housing development. By selling and transferring the former St Andrew School site to the HRA, the Braidfield site can be marketed as a 100% private residential development opportunity thereby maximising developer interest and increasing the extent of the capital receipt. The alternative 50:50 tenure split is likely to compromise interest in each of the respective sites.

Transfer

- 4.14** A transfer of the St Andrew's site from the GSA to the HRA is proposed for a consideration of £200,000 (Two Hundred Thousand Pounds), which is based on the open market value assuming 100% affordable housing. This valuation also takes into account a deduction for the aforementioned abnormal costs associated with residential development of the site.
- 4.15** The open market value of the subject site is £775,000 assuming development of 50:50 private/affordable housing in line with recommendations provided within the LDP. Transfer of the site to HRA therefore represents a shortfall in potential capital receipt in the order of £575,000.
- 4.16** The capital receipt which could be derived from the former Braidfield site assuming 50:50 private/affordable housing is in the order of £2.0 Million. As site investigations have still to be completed, no allowance for abnormal costs has been reflected in this figure. These will require to be verified once site investigations are undertaken and the costs of abnormals identified and deducted from the figure.
- 4.17** On the basis that the former Braidfield site can now be sold exclusively for 100% private development, the anticipated capital receipt is increased and is in the order of £3.0 Million, again having made no allowance for abnormal site costs. Once verified the costs should be deducted from this figure
- 4.18** It is anticipated that the Braidfield site will generate greater developer interest and an enhanced net capital receipt of approximately £1.0 Million thus more than offsetting any shortfall as a result of a transfer to of St Andrews to the HRA.
- 4.19** A transfer of the site from the General Services Account (GSA) to the HRA will require the consent of the Scottish Government. The Scottish Government will require to be satisfied that the above valuation is fair in order to satisfy subsidy arrangements. Scottish Government approval will be required imminently in order to ensure that funds can be obtained in the current financial year (2015/16).

5. People Implications

- 5.1** There are no significant people implications other than the resources required by Asset Management, Housing and Legal Services to conclude the transfer and complete the development.

6. Financial Implications

- 6.1** A transfer of the St Andrew's site to HRA for affordable housing will allow a disposal of the Braidfield site on the open market. As previously stated in 4.18 it is anticipated that the Braidfield site will generate greater developer interest and an enhanced net capital receipt of approximately £1.0 Million thus more than offsetting any shortfall as a result of a transfer to HRA.
- 6.2** Following completion of the development of the two sites, revenue can be generated via rent for the HRA houses built on the St Andrew's site and it is anticipated that Council Tax yield would increase from the additional housing developed on both sites (assuming that less than 100% of the houses developed are filled by people from within West Dunbartonshire).
- 6.3** It is also considered that there is a cost benefit to the Council to undertake the development of the site as measured by the time saved in marketing and inviting offers from external providers of social housing.

7. Risk Analysis

- 7.1** A transfer of the site from the General Services Account (GSA) to the HRA is conditional upon the consent of the Scottish Government. The Scottish Government will require to be satisfied that the above valuation of St. Andrews at £200,000 is fair in order to satisfy subsidy arrangements. Scottish Government consent needs to be immediately forthcoming in order to secure funding in this financial year (2015/16).
- 7.2** Consultancy Services will arrange for a review of all available Site Investigations in respect of the site in order that they can highlight any key considerations that might influence development. There is a risk that items may be raised which affect the feasibility of development or which reduce expectations in terms of density, layout and house styles.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

- 9.1** Internal consultation has taken place between officers from Asset Management, Housing, Planning and Legal Services regarding the transfer of the site.

10. Strategic Assessment

- 10.1 By agreeing to this proposal, the site can be developed as part of the Council's house building programme thereby accommodating improvement to local housing and the environmentally sustainable infrastructure, whilst also improving economic growth and employability.

Jim McAloon
Head of Regeneration and Economic Development
Date: 22 February 2016

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Appendices: Appendix 1- Site of Former St Andrew's High School, Clydebank – Site Plan.

Background Papers

Report by the Executive Director of Housing, Environmental and Economic Development to the Housing, Environment and Economic Development Committee on 13 February 2013: Property and Land Asset Disposal Strategy 2013 - 2018

Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 18 June 2014: Progress Report and updating of Property and Land Asset Disposal Strategy 2013 – 2018.

Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 18 March 2015: Update on Property and Land Asset Disposal Strategy 2013-2018.

Report by the Executive Director of Infrastructure and Regeneration to the Infrastructure, Regeneration and Economic Development Committee on 15 November 2015: Update on Property and Land Asset Disposal Strategy 2013-2018.

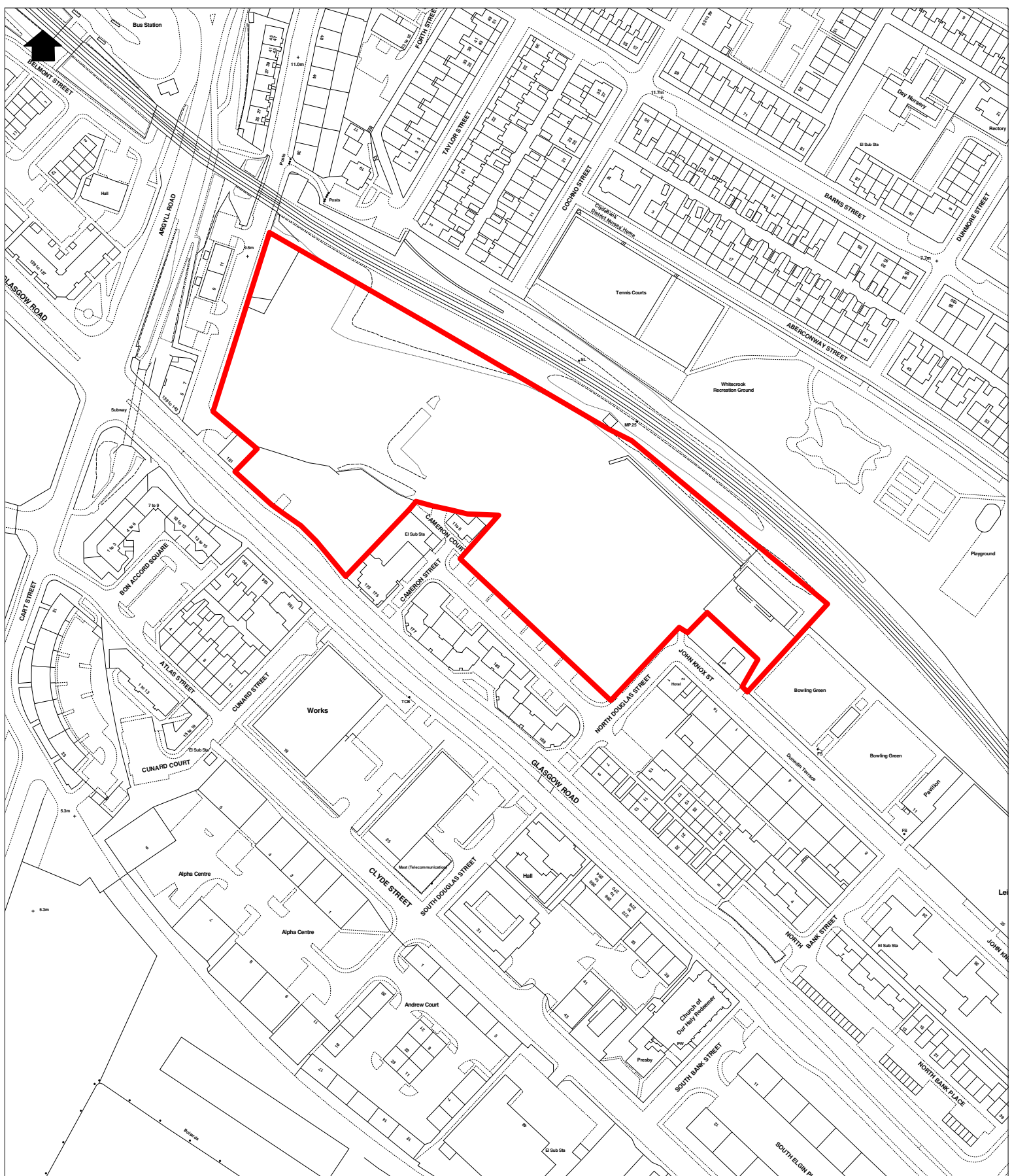
Report by the Executive Director of Infrastructure and Regeneration to the Housing and Communities Committee on 5 November 2014: West Dunbartonshire

Strategic Housing Investment Plan 2015/2016 –
2019/2020

West Dunbartonshire Council Strategic Housing
Investment Plan (SHIP) 2015/16 – 2019/20.

Equalities Impact Assessment

Wards Affected: Ward 5



WEST DUNBARTONSHIRE COUNCIL**Report by the Head of Service for Regeneration and Economic Development****Infrastructure, Regeneration and Economic Development Committee:
16 March 2016**

Subject: Former St Eunans Primary School Site, Clydebank**1. Purpose**

- 1.1** The purpose of this report is to advise Committee of the outcome of recent studies undertaken at the former St Eunans Primary School site in Clydebank and to seek agreement to consult the local community on potential options for the site's future use.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) note the outcome of the site investigations and an options appraisal study for the former St Eunans Primary School site; and
- (ii) agree to consultation with the local community on potential options for the site's future use, the results of which will be the subject of a further report to Committee.

3. Background

- 3.1** The former St Eunans Primary School site is approximately 5.11 acres in size and is surrounded by the mainly residential streets of Melfort Avenue to the north, Melfort Court and Kilbowie Cemetery to the east, Montrose Street to the south and Cambridge Avenue to the west (see Appendix 1). The former school and its associated playing fields occupied the site from 1954 until its demolition in 2011. Since then the site has lain vacant.
- 3.2** The site was included in the Council's Disposal Strategy which was approved at Housing, Environment and Economic Development Committee on 13 February 2013. The Strategy has been updated annually with the most recent update reported to IRED Committee on 25 November 2015. This summarised information relating to the St Eunan's site which has been included and updated in this report.
- 3.3** In September 2013, the Council commissioned technical and market appraisals for the site and other strategic disposal sites to assess their future development potential. Subject to site investigations, the St Eunan's site was viewed as being potentially highly marketable for private sector residential development.

4. Main Issues

- 4.1** Site investigations were commissioned by the Council for the site in August 2014. In a report submitted by specialist consultants in October 2014, it was highlighted that there is widespread contamination, including site wide Asbestos Containing Materials (ACMs) on both the site surface and within the made ground. A range of short terms recommendations were made including:
- removal of any ACMs found at surface level;
 - boundary air monitoring to establish that airborne fibres remain within safe limits; and
 - securing the site and erecting appropriate signage to alert potential trespassers to the presence of on-site contaminants.
- 4.2** The above actions were duly undertaken. In addition, the Council issued a press release advising local residents not to enter the site due to the presence of contaminants. Two separate letters were then issued by HEED on 26th September 2014 and 6th October 2014 respectively, and distributed to all local residents within a 250m radius of the site. The letters provided assurances that risk to local residents is minimal, that further information and advice is being sought and thereafter any necessary remedial works will be undertaken. Site inspections were also undertaken to establish site security. Where necessary, repairs were undertaken to the perimeter fencing, walls and gates and Council staff continues to regularly monitor the site.
- 4.3** Longer term recommendations specified the requirement to cap over the existing contamination. This process would involve introducing a barrier to the contaminated material by way of a geo-textile membrane and a further layer of chemically suitable soil material and / or a hardstanding. The process would vary depending on whether public access to the site was a requirement. A porous membrane overlaid with soil and a binding planting system would provide a long term solution if maintained regularly and if the site was not accessible to the public. A geotechnical designed no-dig separation layer would allow public access to the site.
- 4.4** Further tests and reports were commissioned to confirm airborne asbestos fibres were within safe limits, to undertake a water environment risk assessment, to prepare a remediation design statement and to explore potential options for the future use of the site. It was confirmed that airborne asbestos fibre counts fell within safe limits and below permitted concentrations. The assessment of the water environment found that there is unlikely to be a significant impact to the potential future groundwater environment in this area and no further action was deemed necessary.
- 4.5** A draft remediation statement has been supplied by consultants in respect of the option of a porous membrane covered by 250 mm of topsoil and appropriate seeding (as referred to in paragraph 4.3). This solution would only be acceptable if there was no public access to the site. Further remediation strategies would be required for any other options.

- 4.6** To summarise, the results of detailed studies and tests by specialist consultants have confirmed that the extent of contamination across the entire site renders it unsuitable for residential development. Removal of the contamination from the site would involve significant risk regarding the release of asbestos fibres. Whilst capping would resolve this issue, it would be impossible to ensure that future residents do not disturb the contamination. However, a range of alternative, low sensitivity developments may be possible, such as a care home or public building, an office or any other development whereby no direct contact is likely to be made between future site users and the underlying made ground. In this respect the site has been considered by Council officers investigating locations for particular developments but was not viewed as a favoured option. In addition, given the contamination on the site, it is not considered to have any commercial development value to attract such uses.
- 4.7** To continue to keep the public safe from contamination, including the spread of contamination outwith the site, the currently installed security measures would require to be maintained and monitored regularly by the Council. This option is not considered to be a favourable long term option, as the site is completely surrounded by residential properties, is considerable in its size and is currently an eyesore. A further option could involve the installation of a porous membrane, topsoil and planting that would cover the contamination but would not allow public access and would require the Council to continue to maintain the site.
- 4.8** To explore potential viable options for the reuse of the site, a high level options appraisal was commissioned recently. The following options were put forward, including the elements of work required for each and potential annual maintenance costs:
- Basic capping to allow the public to access the site;
 - Biodiversity park;
 - Multi Use Games Area (MUGA) sports pitch;
 - Allotments;
 - Play area; and
 - Skate park.
- 4.9** In the interests of ensuring that the Council identifies the best long term use for the site whilst addressing current contamination issues, it is considered that these options and any others that may arise, should be the subject of consultation with the surrounding community. This work would be undertaken over the next 6 months and reported back to IRED Committee later this year.

5. People Implications

- 5.1** There are no people implications as a result of this report.

6. Financial and Procurement Implications

- 6.1** The treatment of contamination on this site and its redevelopment to accommodate an acceptable new use is likely to require additional capital funds. Asset Management hold an allocation of £250,000 towards this work and funds are available within the Local Economic Development Budget for strategic sites work. In addition, officers will explore potential sources of external funding. Estimated costs for preferred options will be identified following consultation with the local community and will be reported to Committee. It should be noted that the overall budget requirement may be up to £900,000 depending on the option identified in 4.8, or variation of, that is subsequently agreed by members.

7. Risk Analysis

- 7.1** The Council has addressed current risks by preventing public access and erecting warning signs. However, longer term there is a need to find a more permanent solution which caps the contamination and provides some amenity for the local community.
- 7.2** The site is within the Council's ownership and the Council has an obligation to treat the site to prevent the public from being affected by the contamination and to stop it from being spread outwith the site. Engagement with the local community will assist with this process and help ensure that the public's perception of the site is accurate.
- 7.3** The project may require a number of statutory consents.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities Impact Assessment Screening (see Appendix 2) has been carried out which did not identify any significant issues at this stage. A further screening assessment will be undertaken once a preferred option has been identified for the site.

9. Strategic Environmental Assessment (SEA)

- 9.1** An SEA is not required at the stage. Screening will be undertaken when a preferred solution is identified for the site.

10. Consultation

- 10.1** Notice of the contamination issues was relayed through the local press in September 2014 and in letters to residents surrounding the site during September and October 2014. Internal consultation has taken place between officers from Economic Development, Estates, Environmental Health and Greenspace.

10.2 If members agree to the consultation with the local community regarding the future use of the site this will take place with the local community and in particular the surrounding residents over the coming months.

11. Strategic Assessment

11.1 The treatment of contamination on the site and the potential for a use to be identified for the site that could benefit the community will transform the site into a local asset. In this respect, should the project progress, it has the potential to contribute to the Council's strategic objectives of improving the wellbeing of communities and protecting the welfare of vulnerable people and improving local housing and environmentally sustainable infrastructure

Jim McAloon

Head of Service for Regeneration and Economic Development

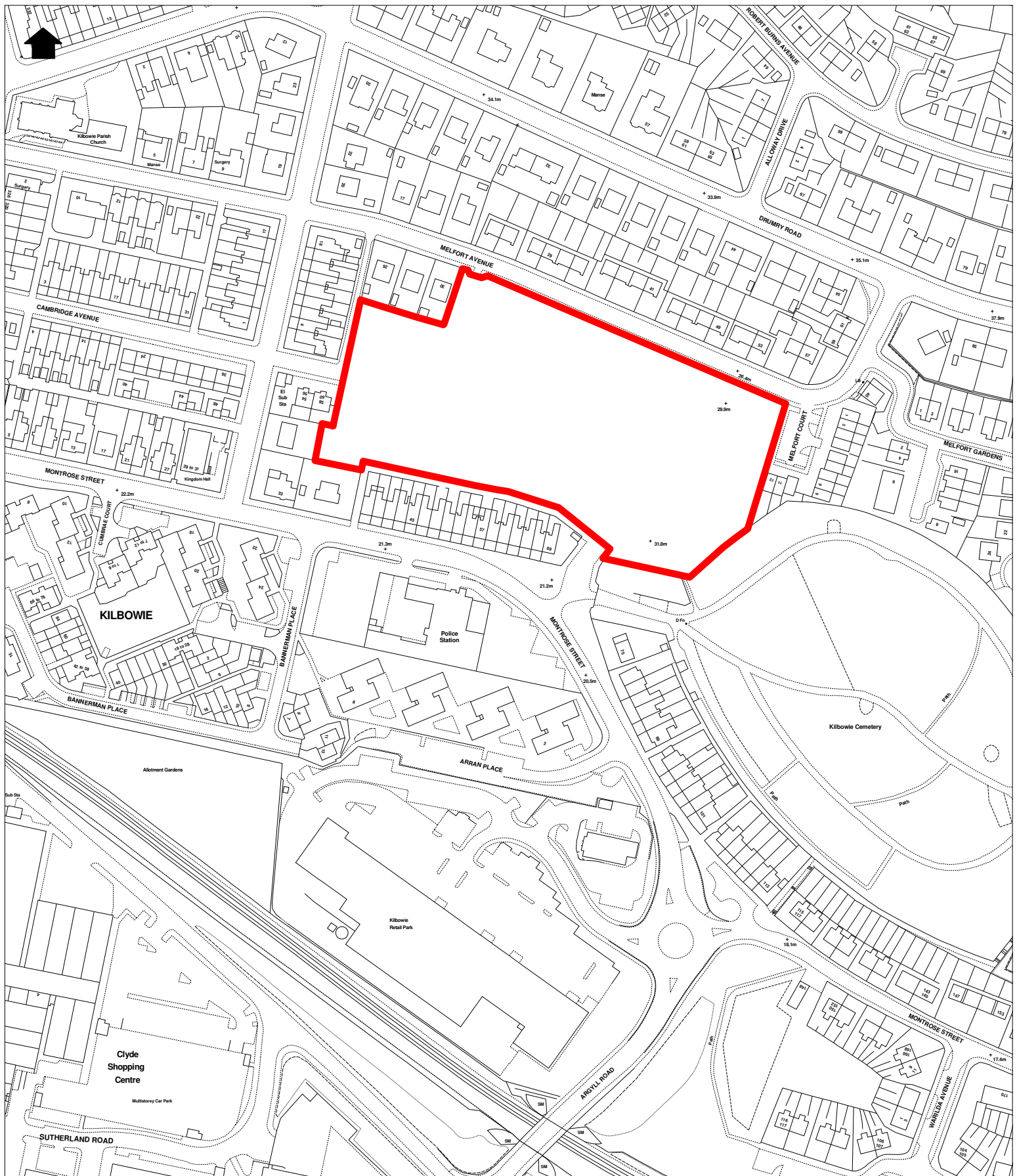
Date: 11 February 2016

Person to Contact: Michael McGuinness- Manager, Economic Development,
Council Offices, Garshake Road, Dumbarton, G82
3PU. Telephone: 01389 737415
e-mail: michael.mcguinness@west-dunbarton.gov.uk

Appendices: Appendix 1 – Location Plan
Appendix 2 – Equalities Impact Assessment Screening

Background Papers: Report to IRED Committee of 25 November 2015 entitled
Update on Property and Land Asset Disposal Strategy
2013-18

Wards Affected: 5, Clydebank Central



APPENDIX 2 – EQUALITY, HEALTH AND HUMAN RIGHTS IMPACT ASSESSMENT FORM

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:	Options for re-use of former St Eunans Primary School Site, Clydebank and proposed consultation process on options.
Lead Department & other departments/ partners involved:	Housing, Environmental & Economic Development, Corporate Services.
Responsible Officer	Marnie Ritchie
Impact Assessment Team	Marnie Ritchie, Michael McGuinness
Is this a new or existing PFD?	New
Start date of assessment:	11/02/16
End date of assessment:	11/02/16
What are the main aims of the PFD ?	To consider options for the re-use of the former St Eunan’s Primary School site in Clydebank and to undertake a consultation with the surrounding local community to establish what new uses they would support.
Who are the main target groups/ who will be affected by the PFD ?	Residents and businesses that immediately surround the site and local community and stakeholder groups.
Relevance (of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
No , Reasons: There are no significant issues at this stage. The Council has taken action and monitors the site. However a further screening assessment will be undertaken when a preferred new use has been identified for the site.	
	If yes, complete all sections, 2-9
No	If no, complete only sections 7-9
	If don’t know, complete sections 2& 3 to help assess relevance
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?	The project will be monitored by Economic Development.	
When will the policy be reviewed?	Following the consultation stage.	
Is there any procurement involved in this PFD? Yes/No	Yes. Possibly regarding assistance with consultation and to develop detailed proposals for the site and definitely to procure the works.	
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Marnie Ritchie	Date: 11/02/16
EIA Trained Officer:	Signature: Michael McGuinness	Date: 11/02/16
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature: N/a	Date: n/a
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions	Signature: n/a	Date: n/a
Give details: n/a		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature: Marnie Ritchie	Date: 11/02/16
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) CPP Team	Signature: Marnie Ritchie	Date: 11/02/16

WEST DUNBARTONSHIRE COUNCIL**Report by Head of Regeneration and Economic Development****Infrastructure, Regeneration and Economic Development Committee:
16 March 2016**

Subject: Preferred Bidder for Mitchell Way Redevelopment Site, Alexandria**1. Purpose**

- 1.1** The purpose of this report is to advise Committee of the outcome of a recent tender for the Mitchell Way redevelopment site in Alexandria, to seek agreement to select the preferred bidder and to conclude the disposal transaction. In addition, the Committee is asked to note the estimated timescales for the demolition of 30-40 Mitchell Way.

2. Recommendations

- 2.1** The Committee is invited to:

- (i) note the outcome of the tendering process and agree to the selection of CCG (Scotland) Limited/Kingsmead Developments as the preferred developer; and
- (ii) delegate authority to the Head of Legal, Democratic and Regulatory Services to conclude the disposal transaction by long-term development agreement, subject to such legal conditions that are considered appropriate; and
- (iii) note the estimated timescales for the demolition of 30-40 Mitchell Way.

3. Background

- 3.1** There are a number of reports that relate to this site. A summary of these is provided in Appendix 1.
- 3.2** The most recent report to IRED Committee of 17 June 2015 authorised the re-marketing of the Mitchell Way site as a land sale, the demolition of 30 – 40 Mitchell Way and the improvement works to the area now excluded from the development site, using funds from the Local Economic Development Capital Budget 2015/16.

- 3.3** A previous report to the 26 February 2014 meeting of the Housing Environment and Economic Development Committee had identified Tartan Developments Ltd as the preferred bidder to develop the site. Tartan's bid was submitted in October 2013 and consisted of a 35,000 square feet foodstore, a significant area of public realm, with strong links between the development and the town centre, ancillary retail units, 18 residential units and a financial offer of £500,000. Their bid was dependent on securing a third party foodstore operator.
- 3.4** Following their selection, Tartan Developments Ltd advised officers of their difficulties in securing a foodstore operator due to significant changes in the foodstore market. For this reason, the Council agreed to a long-stop date of 31 March 2015 with Tartan, by which time they were required to enter into a formal agreement with the Council. However, Tartan was unable to deliver their scheme. In addition, it was not possible to consider alternative options with Tartan due to the nature of the European procurement process within which they were selected. It was therefore necessary to go back to the market again to seek a developer to take the opportunity forward.

4. Main Issues

- 4.1** The site has now been marketed again to developers but as a straight land transaction, with a competitive process. The previous site boundary, which extended from Mitchell Way to the railway line, was split into two parcels, with a main site and an optional site (see Appendix 2 and 3). An Invitation to Tender (ITT) was issued on 25 September 2015 using a marketing agent appointed by the Council. A closing date was set of 14 December 2015. During this time, three opportunities for meetings with officers were offered to interested developers who wished to talk through their proposals and any issues. Seven different developers attended over the three events, as well as a representative of the Three Towns Trust.
- 4.2** One bid was received from a joint venture led by CCG (Scotland) Limited in partnership with Kingsmead Developments. One letter intimating a 'note of interest' in the site was also lodged by a group called the Three Towns Trust that indicated it was not in a position to submit a tender.
- 4.3** A scoring panel formed of relevant Council Officers was convened to assess the bid in relation to compliance, quality and price. A number of clarifications were then requested. These were received and meetings took place between Council officers and CCG in January 2016 to discuss these matters further.

Compliance

- 4.4** There are a number of essential pass/fail requirements which developers are required to deliver. These are;
- Retail featuring food with complementary retail/commercial units, public realm improvements and demolition of all buildings on site ;
 - Compliance with relevant legal requirements;
 - Experience of similar developments; and
 - Demonstration of financial standing and provision of the development appraisal.
- 4.5** The proposal from CCG and Kingsmead was assessed and met all the pass/fail requirements in order for it to be considered in terms of quality and price.

Quality

- 4.6** The bid was assessed with a weighting of 60% for quality and 40% for price, reflecting the importance to the Council of achieving a quality outcome for Alexandria Town Centre. Indicative plans will be displayed to Members at Committee. In summary, the main elements of the proposal are:
- A foodstore (25,000 square feet) with 145 car parking spaces, separate customer and service accesses from Bank Street and a layout which seeks to address level differences by providing a sloping landscape buffer around the car park;
 - A three storey development facing Bank Street and Mitchell Way comprising;
 - 10 ground floor retail units totalling 11,500 square feet comprising of unit sizes of between 1,000 and 2,500 square feet with service access from Church Street and 16 parking spaces for staff; and
 - 24 of 1 and 2 bed residential units with 13 parking spaces to the rear, accessed from Church Street;
 - Public realm improvements to the remaining section of Mitchell Way and the western side of Bank Street; and
 - Demolition of remaining buildings within the site.

Price

- 4.7** The developer's offer of £628,813 is based upon a signed agreement with the Council and once a planning consent is granted. This is anticipated in March 2017. Members should note that the offer is also subject to surveys, completion of unconditional missives by the developer's retail and residential development partners, clear and marketable title, vacant possession and demolitions. In addition, it should be noted that the delivery of the residential element of the proposal would not currently be eligible to receive assistance from the Strategic Housing Improvement Plan.

Programme & Timescales

- 4.8** The developer has submitted an outline programme. This indicates the submission of a planning application notice (PAN) in late March 2016 following which utility inquiries, site investigations and detailed design work would be undertaken. As required by the Council, missives would be concluded by 16 September 2016 and the submission of a planning application would follow immediately afterwards. Remaining tenants would be relocated during early 2017 at which point the developer would anticipate being granted planning consent. Monies would be transferred to the Council by March 2017 and the main works would start in March 2017. Construction of the foodstore and car park would commence in July 2017 with completion by March 2018 and the remainder of the development would commence by January 2018 for completion by October 2018. At practical completion, the developer would have the option to purchase the site.

Current Dialogue

- 4.9** Officers met with a representative from CCG on 2 February 2016, to discuss a number of aspects of their proposal. These items related to servicing, access and maintenance arrangements and securing delivery of the second phase. Progress is being made against all of these items.

Developer Agreement

- 4.10** Should Committee agree to the recommendations of this report, the Council will start to develop a formal contract and development agreement with the aim of entering into a formal development agreement with CCG/Kingsmead by 16 September 2016. This will cover appropriate timescales for concluding certain stages within the development process to the satisfaction of the Council.

Demolitions

- 4.11** It should be noted that Consultancy Services have issued a tender for the demolition of 30 to 40 Mitchell Way (see Appendix 4). It is anticipated that this work will commence in late March and take approximately 16 weeks to completion and involve cordoning off the surrounding area.

Remaining Leaseholders

- 4.12** There remain two mid-term leaseholders within Mitchell Way. The end of their leases would fit with the development programme and the Council's Asset Management Section is liaising with them to ensure they are accommodated for as long as possible within their current premises until any development work commences. It is hoped that these tenants would remain in Alexandria and be accommodated in the new development and the developer has allowed for this in their outline programme.

Remaining Optional Site

- 4.13** The bid from CCG does not require the remaining optional site outlined in Appendix 3 and ownership will be retained by the Council. The Council will ensure that any improvements that are made to this area tie in with the proposed new development.

5. People Implications

- 5.1** There is a requirement for on-going Council Legal input into this project. There has also been considerable officer input from various Council sections in progressing this project.

6. Financial and Procurement Implications

- 6.1** The price offered by the developer as detailed in 4.7 is considered to be best value and in accordance with the Council's Disposal Strategy.
- 6.2** Upon disposal of the site, the Council will cease to be responsible for empty rates, buildings insurance, security and ongoing maintenance, which at this stage equates to approximately £80,800 per annum.

7. Risk Analysis

- 7.1** As noted in Paragraph 4.7 above, the offer is conditional on a number of factors. It is therefore possible that the proposal may not proceed if one or more of the conditions are not satisfactorily resolved. A number of these conditions are considered below.
- 7.2** There is a risk that the offer price from the selected developer will be reduced as a result of ground investigations identifying abnormal conditions. Further issues given by the bidders which could affect the offer price include confirmation of development partners' commitments and delays to the start time. Council Officers will monitor this situation once the developer begins works and scrutinise any proposed change of the offer price.
- 7.3** There is a risk that statutory consents and relevant licenses will not be obtained for the development.
- 7.4** The development proposal involves delivery over two phases. Phase 2 (ancillary retail and housing) is proposed to follow Phase 1, the main foodstore development. The bidder proposes that completion of Phase 2 requires appropriate pre-lets/sales including residential partner commitment. Under this arrangement, there is a risk that the bidder will not secure sufficient pre-lets/sales to commence Phase 2. Officers will work to secure a robust legal agreement that seeks to ensure complete delivery of both phases.

7.5 There is a risk that the timeframe for the redevelopment of the town centre site is affected by general economic or market conditions or unknown site conditions.

7.6 Not moving forward with the development opportunity at this time would see a continued decline of the town centre. It would also miss this opportunity of significant investment in the town centre.

8. Equalities Impact Assessment (EIA)

8.1 An Equalities Impact Assessment Screening has been carried out which did not identify any significant issues. A further screening and assessment will be undertaken once the preferred developer has been selected for the site.

9. Strategic Environmental Assessment (SEA)

9.1 All relevant Council sections have been consulted on the bids submitted by the tenderers, including the involvement of the officers on the scoring panel. The community will have the opportunity to comment on the bidder's proposals when a Planning Application Notice (PAN) is submitted. The community was previously consulted on the redevelopment of the Mitchell Way area through the development of the Alexandria Town Centre Masterplan, the Alexandria Regeneration Forum and subsequent stakeholder events throughout the project's development.

9.2 The tender document issued by the Council considered stakeholder consultation feedback gathered for the project. This has positively influenced many of the pass/fail and scoring elements of the project. For example the Council has also sought to ensure that proposals should demonstrate good, direct connections and be in close proximity to existing shops in the town centre and that a mix of uses are provided within the site.

10. Consultation

10.1 The Alexandria Regeneration Forum meeting took place on 22 February 2016 where information on the proposal was shared. There was a very positive response from the forum members. The forum also expressed their satisfaction with the commitment for ongoing consultation with the preferred developer as the project progresses.

11. Strategic Assessment

11.1 This report contributes to the Council's Strategic Priorities and in particular towards:

- economic growth and employability.

11.2 This development will also support the four strategic priorities of the Council's updated Economic Development Strategy (2015-2020):

- Stimulating economic investment and growing the business base;
- Improving the skills of all our people and supporting them into work;
- Creating an inclusive and prosperous place where people choose to live, work and invest; and
- Building stronger partnerships and innovative approaches to delivery.

Jim McAloon

Head of Service for Regeneration and Economic Development

Date: 24 February 2016

Person to Contact: Michael McGuinness- Manager, Economic Development, Council Offices, Garshake Road, Dumbarton, G82 3PU. Telephone: 01389 737415
e-mail: michael.mcguinness@west-dunbarton.gov.uk

Appendices:

- 1 – Summary of Background Reports
- 2 – Main Site Boundary
- 3 – Optional Site Boundary
- 4 – 30-40 Mitchell Way Demolition Area

Background Papers:

Report to Housing, Environment and Economic Development (HEED) Committee of 9 January 2008 entitled Alexandria Town Centre Masterplan Update

Report to HEED Committee of 8 October 2008 entitled Alexandria Town Centre Masterplan

Report to HEED Committee of 3 March 2010 entitled Alexandria Masterplan: Mitchell Way Marketing Brief

Report to HEED Committee of 3 March 2010 entitled Surplus Council Housing Stock: Owners

Report to Council of 29 Jan 2011 entitled Securitisation of the Council's Non Operational Estates Portfolio

Report to HEED Committee of 7 September 2011 entitled Alexandria Masterplan: Mitchell Way Redevelopment Site;

Report to HEED Committee of 13 February 2013 entitled Mitchell Way Redevelopment Site: Request to extend site area to be marketed

Report to HEED Committee of 26 February 2014
entitled Preferred Bidder for Mitchell Way Development
Site in Alexandria

Report to IRED Committee of 18 June 2014

Report to IRED Committee of 17 June 2015 entitled
Mitchell Way Redevelopment Site, Alexandria

Wards Affected:

2

APPENDIX 1

Preferred Bidder for Mitchell Way Redevelopment Site, Alexandria

SUMMARY OF BACKGROUND REPORTS

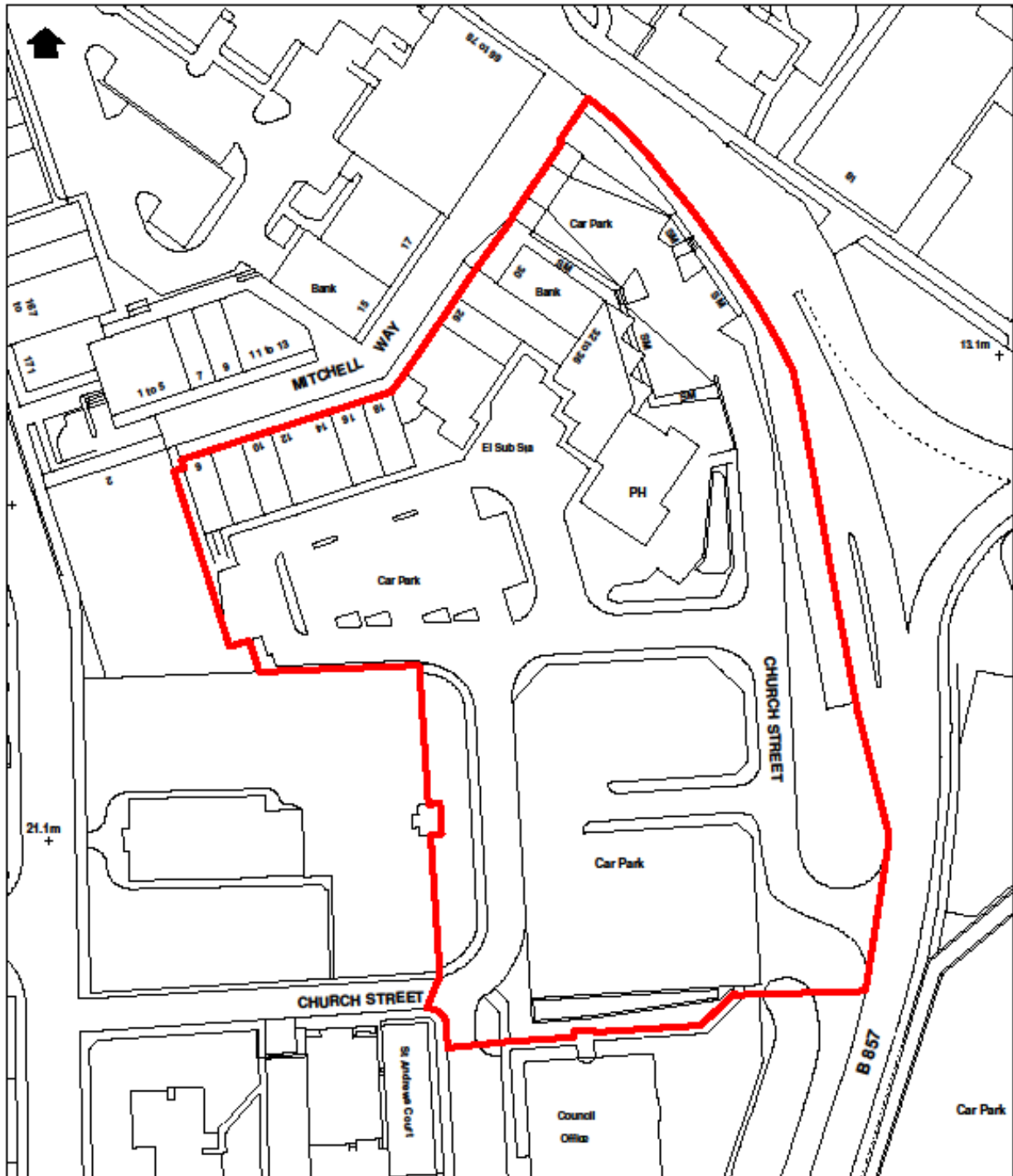
1. A report to HEED (Housing, Environment and Economic Development Committee) of 9 January 2008 granted approval to undertake actions to facilitate the demolition of the south of Mitchell Way.
2. The Alexandria Town Centre Masterplan was adopted as supplementary planning guidance by HEED Committee on 8 October 2008. The Masterplan identified Mitchell Way and adjacent land as one of six key intervention sites.
3. A report to HEED Committee of 3 March 2010 sought agreement in principle to the acquisition of five privately owned homes in Mitchell Way which were subsequently purchased by the Council. In addition, all Council tenants were found suitable alternative accommodation.
4. A report submitted to the 26 January 2011 meeting of Council had agreed to an investment in Alexandria Shopping Centre (excluding the disposal site). This investment enabled fabric repairs to the shopping centre outwith the development site and shopfront, lighting and public realm improvements.
5. A report to HEED Committee of 7 September 2011 agreed to the site being marketed and to report the outcome and outline the process for disposal at a later date. The report also advised of a Notice of Title (NoT) which the Council had taken out on land with a view to ensuring title.
6. A report to HEED Committee of 13 February 2013 authorised amendment to the boundary of the site to include numbers 4 to 18 Mitchell Way and associated land for parking and servicing which the Council had previously intended to retain ownership of. The paper further sought authority to obtain the consent of Scottish Ministers for the disposal of housing stock within Mitchell Way, which has now been obtained.
7. A report to HEED Committee of 26 February 2014 agreed to the selection of Tartan Development Ltd as the preferred bidder for the Mitchell Way site, to conclude the disposal transaction and to enter into agreement with a third party landowner to purchase land within the development site.
8. A report to IRED Committee of 18 June 2014 authorised the making of a Compulsory Purchase Order (CPO) and subsequent acquisition of land detailed within the report. A CPO was then lodged for land owned by the Smollett Family within and adjacent to the development site. The CPO was granted by Scottish Ministers on 24 September 2015. Previously agreed compensation of £100,000 has now been paid to the Smollett Family. This has secured clean title to the site for the Council.

APPENDIX 2 – MAIN SITE BOUNDARY

West Dunbartonshire Council

Title : Appendix 1 - Core Development Boundary (Red)

Map No : Map Ref : NS3979NW Reproduced by permission of Ordnance Survey on behalf of HMSO
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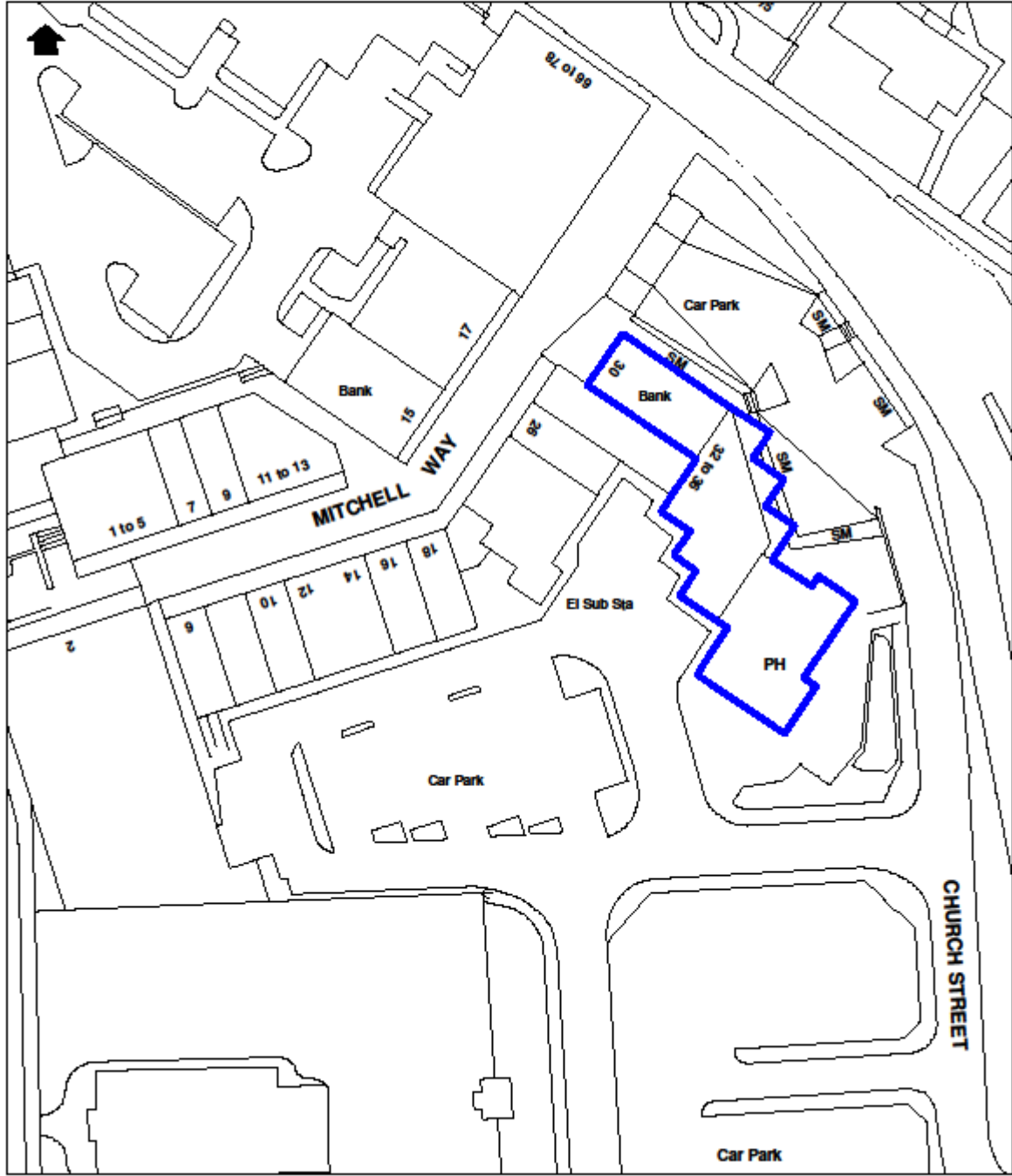


APPENDIX 4 – 30-40 MITCHELL WAY DEMOLITION AREA

West Dunbartonshire Council

Title : Demolition Area

Map No : Map Ref : NS3980SW Reproduced by permission of Ordnance Survey on behalf of HMSO
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WEST DUNBARTONSHIRE COUNCIL**Report by Head of Regeneration and Economic Development****Infrastructure, Regeneration and Economic Development Committee:
16 March 2016**

Subject: Business Gateway Contract for Workshops and Expert Help**1. Purpose**

1.1 The purpose of this report is to seek approval to secure workshops and expert help services to be delivered on behalf of the Council's Business Gateway service.

2. Recommendations

2.1 It is recommended that the Committee:

- i) approve expenditure of up to £130,000 over an 18 month period from 1 April 2016 to 30 September 2017 to provide specialist workshops and expert help on behalf of the Business Gateway service; and
- ii) delegate authority to the Executive Director of Infrastructure and Regeneration to accept the most economically advantageous tender received and appoint a successful tenderer.

3. Background

3.1 The Infrastructure, Regeneration and Economic Development Committee agreed in March 2015 to bring the delivery of the Business Gateway service in- house from 1 October 2015. This new integrated Business Support service delivery model aims to improve customer service and make significant cost savings by 2016/17.

3.2 The service delivered by Business Gateway falls into three broad categories:

- One to one services, providing face to face engagement with Business Gateway Advisors;
- One to many services, providing workshops, training seminars and events and web based e-learning materials; and
- Local discretionary services, targeting advice and support to specific groups within the local area e.g. pre starts, under-represented groups like women, young people, and expert assistance for growing businesses.

- 3.3** In March 2015, the Infrastructure, Regeneration and Economic Development (IRED) Committee agreed that some of the elements of the Business Gateway service be procured through a preferred supplier framework. These elements were specialist workshops and expert help support.
- 3.4** The specialist workshops are training/seminar workshops and the expert help is advice through the Business Gateway service requiring the advisor to have specialist knowledge to provide business advice and training in areas such as Marketing, Intellectual Property, Business Strategy and Human Resource Management.
- 3.5** Further discussions with procurement led to the tender model changing from a preferred supplier framework to a sole supplier model. This was mainly due to the complexity associated with dealing with a large number of individual consultants and the level of resources required to monitor and approve the activity through the preferred supplier framework route.
- 3.6** The tender notice was issued through Public Contract Scotland on 11th January 2016. The tender responses are due back on the 19th of February 2016.

4. Main Issues

- 4.1** There is an interim agreement currently in place with the previous Business Gateway contractor to deliver workshops and expert help support to a maximum value of £25,000 to ensure these elements of the Business Gateway service remain available to clients throughout the procurement process. This agreement expires on 31 March 2016.
- 4.2** The anticipated contract budget expenditure for the provision of these elements of the Business Gateway service over the eighteen month period is £128,250. As this is below the EU Public Procurement threshold of £164,176 for the life of the contract, the Council will tender through an open procurement procedure.
- 4.3** An Open procurement procedure has been instigated through the Public Contract Scotland Tender portal where the tender has been advertised. The tender award will also be notified through this portal.

5. People Implications

- 5.1** There are no people implications relating to the interim agreement currently in place with the Business Gateway contractor delivering this service.

6. Financial and Procurement Implications

- 6.1** The current annual budgeted cost for this contracted element of the Business Gateway service is £85,500. This will be funded through income received from the Scottish Government to deliver Business Gateway services of £39,000 and Business Gateway Plus funding of £46,500 through the European Regional Development Fund (ERDF). The budget for this tender will have no impact on the overall savings proposed for the new in-house delivery model previously agreed by IRED committee in March 2015 which is on target and progressing positively.
- 6.2** The Business Gateway Plus ERDF funding application has been approved at strategic intervention level but is currently awaiting final operational approval. Scottish Government has advised that final operational approval will be received by the end of March 2016.
- 6.3** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Economic Development officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

7. Risk Analysis

- 7.1** There is a risk that if approval is not given to appoint a successful tenderer then there will be no formal contract in place for the provision of these elements of the Business Gateway service from 1 April 2016 which will have an effect on the quality of service currently available to local business clients.
- 7.2** The expert help element of the Business Gateway service is partly funded through the European Regional Development fund. The compliance process for this funding requires evidence that an appropriate procurement process has taken place. Failure to provide this evidence may lead to the withdrawal of funding.
- 7.3** There is a risk, depending on the successful contractor, that there may be TUPE implications at the end of the 18 month contract. This would need to be considered in determining selected contractor and if the service activity were to be brought in-house or to be continued after the eighteen month contract period.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities impact assessment is not necessary for decisions related to this report following a screening exercise.

9. Strategic Environmental Assessment

9.1 A strategic environmental assessment is not necessary for decisions related to this report.

10. Consultation

10.1 Discussions have previously taken place with other local authorities who have taken the Business Gateway service in-house to discuss the options available to deliver workshops and expert help. The feedback provided confirmed that the best option at this time would be to contract these elements out through a sole supplier model.

11. Strategic Assessment

11.1 This report contributes to the Council's Strategic Priorities and in particular towards:

- economic growth and employability.

11.2 This tender requirement will also support the four strategic priorities of the Council's updated Economic Development Strategy (2015-2020):

- Stimulating economic investment and growing the business base;
- Improving the skills of all our people and supporting them into work;
- Creating an inclusive and prosperous place where people choose to live work and invest; and
- Building stronger partnerships and innovative approaches to delivery.

Jim McAloon

Head of Service for Regeneration and Economic Development

Date: 11 February 2016

Person to Contact: Michael McGuinness- Manager, Economic Development, Council Offices, Garshake Road, Dumbarton, G82 3PU. Telephone: 01389 737415
e-mail: michael.mcguinness@west-dunbarton.gov.uk

Appendices: N/a

Background Papers: Tender Strategy Approval Document - Business Gateway – Provision of Core & Specialist Workshops and Expert Help

Wards Affected: IRED Committee Report 18 March 2015: Business Gateway Integrated Service Delivery model for Business Support – Efficiency Savings
All

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee:
16 March 2016

Subject: Attendance Management: Quarter 3 - 2015/16

1. Purpose

- 1.1 The purpose of this report is to advise Committee on attendance within Housing, Environmental and Economic Development (HEED) and provide a summary of the Quarter 3 absence statistics.

2. Recommendations

- 2.1 It is recommended that the Committee note the content of the report and the attendance results for the year, namely a decrease of 537 FTE days lost (11.5%) compared to the same period last year.

3. Background

- 3.1 Improving attendance at work is a key strategic priority for the Council requiring commitment from elected members, HEED Management Team, Trade Unions, individual managers and employees.
- 3.2 The Council has made a commitment to improving attendance levels by setting ambitious targets of reducing days lost for Local Government Employees to 7 FTE days lost by 2017.
- 3.3 The 2015/16 target for HEED has been set at 8 FTE days lost.

4. Main Issues

Quarter 3 Performance

- 4.1 Appendix 1 shows quarter 3 absence data for HEED. Absence was reported as 2.80 days lost per employee which represents a 11.5% reduction compared to quarter 3 last year. Chart 1 below shows the monthly trend for the last twelve months (January – December 2015) and compares with the same period last year. The results show that there was an improvement which has continued for 9 out of the last 10 months.

Chart 1 – Absence Trend

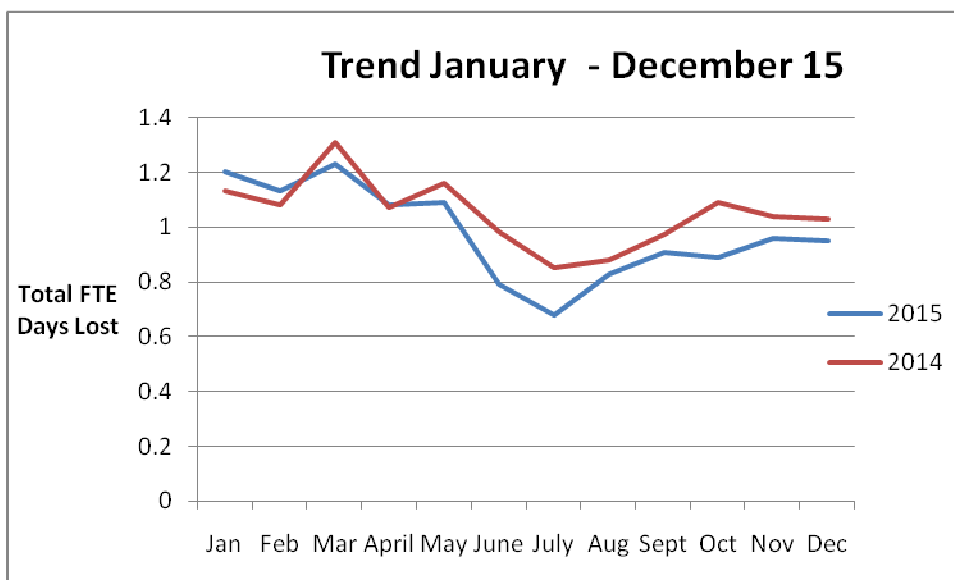


Table 1 shows the service breakdown across HEED. There has been an improvement in attendance recorded in each service area within the Directorate in comparison to the same period last year.

Table 1 – Breakdown Service Performance Quarter 3

Service Area	Days Lost FTE15-16	Days Lost FTE 14-15	% Improvement
Directorate	0.00	9.29	100%
Housing & Community Safety	2.71	2.75	1.48%
Neighbourhood Services	3.11	3.55	12.4%
Regeneration & Economic Development	1.27	1.28	0.8%
HEED Total	2.80	3.08	11.5%

Year End Projection

- 4.3 At the end of Quarter 3 the projected year end result for the directorate is 10.85 FTE days lost which if achieved would be a 14.03% improvement in the Directorate outturn of 12.62 FTE days lost at the end of 2014/15.

Absence Duration

- 4.4** Across HEED, long term absence (over 4 weeks) is the predominant duration with 58.6% of days lost in this category. There has been a slight reduction when compared to quarter 3 last year (63.17%)

Absence Reasons

- 4.5** In Quarter 3, the most common reasons for absence were Minor Illness (28.81%), Acute Medical Conditions (22.65%) and MSK (21.85%). These have been the main reasons for absence within the directorate since April 2015.

HEED Actions

- 4.6** Appendix 2 shows the directorate Absence Action Plan detailing activities being undertaken during the course of this year to improve attendance levels within HEED. The main activities at this time are the promotion of the Employee Wellbeing Charter, implementation of the new Attendance Management Policy, management training on Stress Awareness, Occupational Health Referrals and Employee Attendance Management Workshops to discuss the impact of absence on service delivery.
- 4.11** The focus of the directorate this year is to build upon improvements to date. In addition to the continued focus and commitment of senior managers, line managers and employees are being encouraged to take joint ownership of attendance at work.

Attendance Working Group

- 4.12** The Attendance Working Group continues to meet on a monthly basis with the most recent meeting taking place on 14th December 2015. Actions being progressed are:

The Attendance Working Group last met on 14 December 2015. Actions being progressed are:

- Improved communication of absence statistics via the Council's Intranet.
- Bereavement Leave Scheme
- Stress Workshops – next steps

Actions identified in each departmental 'Absence Action Plan' are continuing and progress will be reported periodically to the Attendance Working Group. The action plans will be reported to each departmental committee to supplement the routine attendance management and monitoring statistics.

5. People Implications

- 5.1** Absence impacts not only on those who are absent from work due to illness or injury but also those remaining at work. The absence levels experienced

within our services leads to significant additional burdens on our attending workforce. Striving to reduce absence through the appropriate support to those with health issues as well as ensuring that we provide the right assistance to those at work is fundamental to the successful achievement of our annual target.

6. Financial and Procurement Implications

- 6.1** Significant absence levels impact on the Council in terms of cost, service delivery and motivation. In Quarter 3, HEED lost a total of 3512.54 FTE working days of productivity to sickness absence which is a decrease of 330.84 days compared to last year. Based upon the nominal daily cost of a day's absence (£118.00), it is estimated that the cost of absence for the quarter was £414,480. This figure does not take into account the indirect costs of absence such as overtime, loss of productivity, reduced team performance.

7. Risk Analysis

- 7.1** Compared with quarter 3 last year, there has been an improvement in absence performance, however, there is still a risk that if the focus and attention by all stakeholders is not maintained this improvement may not be sustained. This would contribute adversely to the Council's overall performance.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities Impact Assessment Screening has been undertaken and noted that a high level of employees on long term sickness absence will be covered by the Equality Act 2010. Measures to mitigate impact include reasonable adjustments, introduction of Tailored Adjustment Agreements, Disability Leave, Carers' Leave and the provision of Occupational Health advice.

9. Consultation

- 9.1** Consultation is on-going with Trade unions through the Attendance Working Group, ELG, JCF and HEED JCC to identify and address attendance issues.

10. Strategic Assessment

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

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 8th February 2016

Person to Contact: Anne-Marie Cosh, HR Business Partner,
Garshake Road, Dumbarton
Tel: 01389 737420
Email: annemarie.cosh@west-dunbarton.gov.uk.

Appendices: Appendix 1 – Absence Action Plan.

Background Papers: None

Wards Affected: None

Absence Action Plan – December 2015

Housing Environment and Economic Development

<u>Activity</u>	<u>Dependencies / Risks</u>	<u>Comments / Update</u>	<u>Complete (Red / Amber / Green)</u>
SMT to monitor and review absence within directorate on a monthly basis.		Analysis discussed, hot spots identified and actions agreed.	Ongoing.
Monthly review of actions with Heads of Service and direct reports.		Hot spots discussed and next steps agreed.	Ongoing.
Director/Head of Service /Trade Union workshop with employees under notice for poor attendance.	TU input and agreement to participate.	<p>Pilot staff absence workshop with Neighbourhood Services irregular attenders arranged for 9/4/15.</p> <p>Director and Head of Service to arrange to meet staff concerned individually.</p> <p>Further staff absence workshop held with Facilities Management staff held on 22/6/15.</p> <p>An additional absence workshop to be arranged for Facilities Management staff – July 15.</p> <p>Staff Absence Workshop held with Housing Services irregular attenders on 13/5/15</p> <p>Director to arrange briefing for all Housing Service employees.</p>	April 2015 and ongoing.

		<p>Session with Housing employees held 21/9/15</p> <p>Further session with Neighbourhood Services employees held October 2015.</p> <p>Further sessions being arranged for Jan/Feb 16.</p>	
Review of long term over 6 month absences with service manager and HRBP		<p>Identify and agree next steps.</p> <p>Amended to 3 monthly review meeting following implementation of new policy.</p>	<p>June 2015 and ongoing.</p> <p>Oct 15 – ongoing.</p>
Annual Absence Audit to measure compliance with policy(Jan – March Absence)	HR team resource	<p>Audit to be scheduled and planned during July 2015</p> <p>Report submitted to SMT November 2015.</p> <p>SMT to discuss areas for improvement with service managers.</p>	<p>July 2015 and ongoing.</p> <p>Dec 15</p>
Ensure all managers and staff include an objective to meet and achieve attendance standards in PDP.		Discussed and communicated to managers prior to rollout of PDPs.	April 2015
Communicate and recognise improvements in attendance.		<p>“Thank You” to managers responsible for managing absence when an improvement achieved.</p> <p>“Thank You” to be included in team briefing when teams achieve target.</p>	July 2015 and ongoing.

<p>Arrange Stress Management Workshop Training for managers.</p>	<p>Time resource. Support from OD.</p>	<p>All Managers to attend Stress Management Workshop to enhance skills and share experience in dealing with absences relating to stress.</p> <p>Dates circulated to SMT to discuss with Managers.</p> <p>Managers attending session on 19/11/15</p>	<p>October 2015</p>
<p>Revised Policy Update session to Managers</p>	<p>HR/OD</p>	<p>Managers to attend Masterclass to ensure revised policy is implemented consistently throughout directorate.</p> <p> Managers to complete elearning module for absence.</p> <p>Dates of attendance have been sent to managers Nov 2015.</p>	<p>October 2015</p>
<p>Raise awareness of impact of Alcohol and Substance Misuse.</p>	<p>Availability of Wellbeing team.</p>	<p>Alcohol Awareness sessions arranged for frontline DLO employees June 2015.</p> <p>Further sessions being arranged for Dec 15 in depots Dumbarton/Clydebank.</p>	<p>Nov 2015</p>

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration & Economic Development Committee:
16 March 2016

Subject: Infrastructure, Regeneration & Economic Development Budgetary Control Report 2015/16 to Period 10 (31 January 2016)

1. Purpose

- 1.1 The purpose of the report is to provide the Committee with an update on the financial performance to 31 January 2016 (Period 10) of those services under the auspices of the Infrastructure, Regeneration & Economic Development Committee.

2. Recommendations

2.1 Members are asked to:

- i) consider and note the contents of this report which shows the revenue budget forecast to overspend against budget by £0.489m (1.7%) at the year-end;
- ii) consider and note the net projected annual capital underspend of £14.834m (35.45%), of which £14.988m (35.82%) relates to project rephasing and an in-year overspend of £0.154m (less than 1%); and
- iii) note the progress on savings incorporated into budgets for 2015/16.

3. Background

Revenue

- 3.1 At the meeting of West Dunbartonshire Council on 4 February 2015, Members agreed the revenue estimates for 2015/2016. A total net budget of £29.862m was approved for IRED services. Since then the following budget adjustments have taken place revising the budget to £29.345m.

Budget Agreed by Council 4 February 2015	£29.862m
Allocation of General Savings Target	(£0.063m)
Transfer of telephone budgets to Corporate Services	(£0.001m)
Transfer staff to Housing Services	(£0.061m)
Recurring Variances removed	(£0.440m)
Reallocation of recurring variance outwith IRED services	£0.048m
Revised Budget	£29.345m

Capital

- 3.2** At the meeting of Council on 4 February 2015, Members agreed the updated 10 year General Services Capital Plan for 2013/2014 to 2022/23. The next three years from 2015/16 to 2017/18 have been approved in detail with the remaining 5 years being indicative at this stage. The total project life budget approved for projects that have either commenced or are due to commence in that period total £155.684m.

4. Main Issues

Revenue Budget

- 4.1** The current budgetary position is summarised in Appendix 1 with a graphical representation given in Appendix 2. Of the 24 services monitored 15 (63%) are showing either a favourable or a nil variance; of the remaining 9 services showing an adverse variance (37%) 6 are above the £50,000 reporting threshold. A more detailed analysis by service is given in Appendix 3. Comments are shown in Appendix 4 when there are projected annual variances greater than £0.050m. Appendix 5 shows progress on the achievement of saving options adopted as part of the 2015/16 budget.
- 4.2** Appendix 1 shows the probable outturn for the services at £28.856m. As the annual budget is £29.345m there is currently a projected adverse variance for the year of £0.489m.

Capital Budget

- 4.4** The overall programme summary report is shown in Appendix 6. Information on projects that are highlighted as being within the red and amber categories for probable underspends or overspends in-year and in total is provided in Appendices 7 and 8. This includes additional information on action being taken to minimise or mitigate slippage and/or overspends where possible. The analysis shows that for the in-year planned spend there is currently a projected annual favourable variance of £14.834m of which £14.998m relates to project underspending against profile in-year and an in-year overspend of £0.154m. Officers review regularly the in-year position to consider options to maximise the effective use of capital resources.

5. People Implications

- 5.1** There are no people implications.

6. Financial Implications

- 6.1** Other than the financial position noted above, there are no financial implications of the budgetary control report. Officers are currently reviewing budgets and projections with a view to improving the position by financial year end and progress will be highlighted in future reports to committee.
- 6.2** Agreed savings and management adjustments for 2015/16 are monitored with current indications showing that all of the total actions being monitored (£1.457m), are currently on or above target to be achieved (see Appendix 5).

It should be noted that any variances are included within the service information and variances identified within this report.

7. Risk Analysis

- 7.1** The main financial risks to the ongoing financial position relate to unforeseen costs being incurred between now and the end of the financial year. This can affect all service areas. Virements will be considered where in-year capital underspends become apparent and regular reviews to minimise in-year underspends will continue.

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 both 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 five strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council. This report is for noting and, therefore, does not directly affect any of the strategic priorities.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 15 February 2016

Person to Contact: Janice Rainey - Business Unit Finance Partner (HEED), Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737704, e-mail janice.rainey@west-dunbarton.gov.uk

Appendices: Appendix 1 - Summary Budgetary Position (Revenue)
Appendix 2 – Graphical Representation (Revenue)
Appendix 3 – Detailed Budgetary Position (Revenue)
Appendix 4 – Variance Analysis (Revenue)
Appendix 5 – Monitoring of Savings Options
Appendix 6 – Budgetary Position (Capital)
Appendix 7 – Variance Analysis Red Status (Capital)
Appendix 8 - Variance Analysis Amber Status (Capital)

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
HEED SUMMARY

APPENDIX 1

MONTH END DATE 31 January 2016

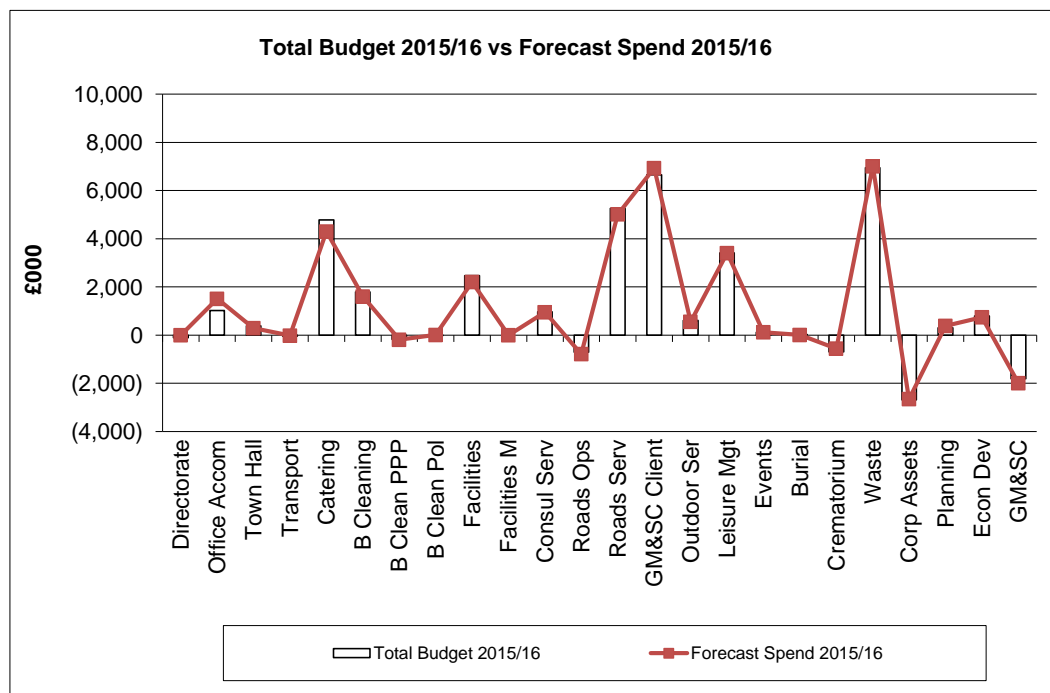
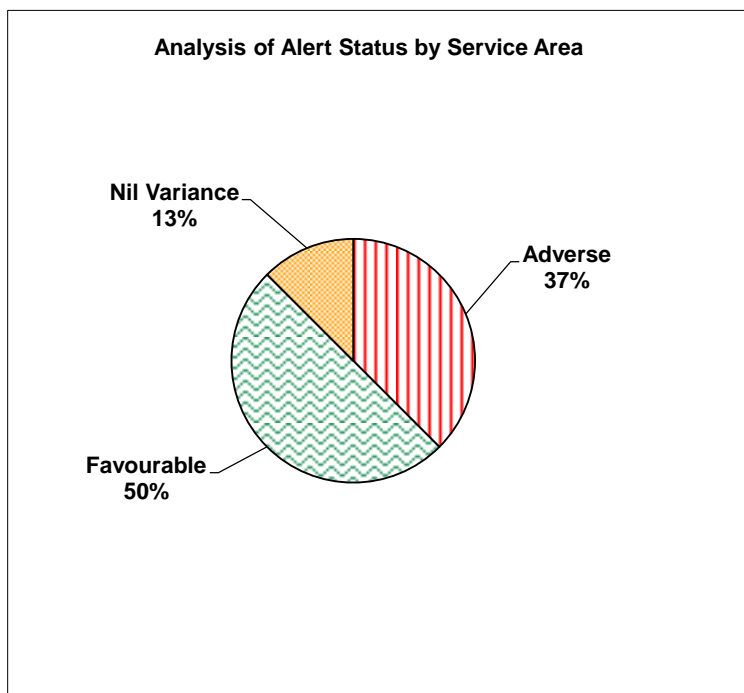
PERIOD 10

Actual Outturn 2014/15	Departmental / Subjective Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status	
£000	Departmental Summary	£000	£000	%	£000	£000	%	
(257)	Director & Administration	(102)	483	-474%	0	102	-100%	↓
1,202	Office Accommodation	1,024	1,308	128%	1,508	484	47%	↓
325	Clydebank Town Hall	384	218	57%	288	(96)	-25%	↑
(21)	Transport, Fleet & Maintenance Services	(37)	(7)	19%	(20)	17	-46%	↓
4,276	Catering Services	4,778	3,438	72%	4,299	(479)	-10%	↑
1,673	Building Cleaning	1,798	1,258	70%	1,603	(195)	-11%	↑
(130)	Building Cleaning PPP	(167)	(189)	113%	(191)	(24)	14%	↑
(28)	Building Cleaning Police Contract	(13)	6	-46%	11	24	-185%	↓
2,405	Facilities Assistants	2,467	1,716	70%	2,205	(262)	-11%	↑
0	Facilities Management	0	0	0%	0	0	0%	→
867	Consultancy Services	967	766	79%	950	(17)	-2%	↑
(524)	Roads Operations	(709)	(783)	110%	(783)	(74)	10%	↑
5,192	Roads Services	5,257	3,758	71%	5,014	(243)	-5%	↑
6,935	Grounds Maintenance & Street Cleaning Client	6,663	5,779	87%	6,935	272	4%	↓
563	Outdoor Services	614	439	71%	558	(56)	-9%	↑
3,611	Leisure Management	3,408	2,840	83%	3,408	0	0%	→
109	Events	121	123	102%	121	0	0%	→
12	Burial Grounds	28	80	286%	11	(17)	-61%	↑
(763)	Crematorium	(691)	(431)	62%	(554)	137	-20%	↓
6,905	Waste Services	6,954	5,322	77%	7,010	56	1%	↓
(2,364)	Corporate Assets	(2,685)	(1,427)	53%	(2,653)	32	-1%	↓
357	Planning	299	188	63%	384	85	28%	↓
724	Economic Development	793	478	60%	744	(49)	-6%	↑
(1,654)	Ground Maintenance & Street Cleaning Trading A/c	(1,806)	(1,848)	102%	(1,992)	(186)	10%	↑
29,415	Total Net Expenditure	29,345	23,515	80%	28,856	(489)	-1.7%	↑

MONTH END DATE 31 January 2016

PERIOD 10

Housing Environmental and Economic Development Graphs



MONTH END DATE

31 March 2016

PERIOD

10

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status	
£000	All Services	£000	£000	%	£000	£000	%	
23,920	Employee	24,058	18,602	77%	23,423	(635)	-3%	↑
3,373	Property	2,685	2,486	93%	2,942	257	10%	↓
4,374	Transport and Plant	3,965	3,086	78%	3,982	17	0%	↓
12,821	Supplies, Services and Admin	12,522	8,347	67%	11,947	(575)	-5%	↑
16,716	Payments to Other Bodies	15,460	12,540	81%	15,885	425	3%	↓
198	Other	279	342	123%	317	38	14%	↓
61,402	Gross Expenditure	58,969	45,403	77%	58,496	(473)	-1%	↑
(31,910)	Income	(29,624)	(21,888)	74%	(29,640)	(16)	0%	↑
29,492	Net Expenditure	29,345	23,515	80%	28,856	(489)	-2%	↑
£000	Director & Administration	£000	£000	%	£000	£000	%	
569	Employee	576	465	81%	572	(4)	-1%	↑
1	Property	0	0	0%	0	0	0%	→
2	Transport and Plant	2	3	150%	3	1	50%	↓
22	Supplies, Services and Admin	24	15	63%	27	3	13%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
(219)	Other	(50)	0	0%	50	-100%	↓	
375	Gross Expenditure	552	483	88%	602	50	9%	↓
(632)	Income	(654)	0	0%	(602)	52	-8%	↓
(257)	Net Expenditure	(102)	483	-474%	0	102	-100%	↓
£000	Office Accommodation	£000	£000	%	£000	£000	%	
95	Employee	124	71	57%	107	(17)	-14%	↑
927	Property	954	1,098	115%	1,231	277	29%	↓
0	Transport and Plant	0	0	0%	0	0	0%	→
181	Supplies, Services and Admin	150	139	93%	170	20	13%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
1,203	Gross Expenditure	1,228	1,308	107%	1,508	280	23%	↓
(1)	Income	(204)	0	0%	0	204	-100%	↓
1,202	Net Expenditure	1,024	1,308	128%	1,508	484	47%	↓
£000	Clydebank Town Hall	£000	£000	%	£000	£000	%	
243	Employee	288	196	68%	247	(41)	-14%	↑
144	Property	172	138	80%	158	(14)	-8%	↑
0	Transport and Plant	0	0	0%	0	0	0%	→
75	Supplies, Services and Admin	60	65	108%	79	19	32%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
462	Gross Expenditure	520	399	77%	484	(36)	-7%	↑
(137)	Income	(136)	(181)	133%	(196)	(60)	44%	↑
325	Net Expenditure	384	218	57%	288	(96)	-25%	↑
£000	Transport, Fleet & Maintenance Services	£000	£000	%	£000	£000	%	
1,726	Employee	1,756	1,327	76%	1,690	(66)	-4%	↑
97	Property	96	85	89%	104	8	8%	↓
2,041	Transport and Plant	1,716	1,326	77%	1,658	(58)	-3%	↑
543	Supplies, Services and Admin	582	424	73%	557	(25)	-4%	↑
0	Payments to Other Bodies	1	0	0%	0	(1)	-100%	↑
0	Other	0	0	0%	0	0	0%	→
4,407	Gross Expenditure	4,151	3,162	76%	4,009	(142)	-3%	↑
(4,428)	Income	(4,188)	(3,169)	76%	(4,029)	159	-4%	↓
(21)	Net Expenditure	(37)	(7)	19%	(20)	17	-46%	↓

MONTH END DATE

31 March 2016

PERIOD

10

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status	
£000	Catering Services	£000	£000	%	£000	£000	%	
2,625	Employee	2,803	2,117	76%	2,659	(144)	-5%	↑
66	Property	56	45	80%	58	2	4%	↓
138	Transport and Plant	128	107	84%	129	1	1%	↓
1,521	Supplies, Services and Admin	1,854	1,224	66%	1,522	(332)	-18%	↑
1	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
4,351	Gross Expenditure	4,841	3,493	72%	4,368	(473)	-10%	↑
(75)	Income	(63)	(55)	87%	(69)	(6)	10%	↑
4,276	Net Expenditure	4,778	3,438	72%	4,299	(479)	-10%	↑
£000	Building Cleaning	£000	£000	%	£000	£000	%	
1,508	Employee	1,661	1,171	70%	1,466	(195)	-12%	↑
45	Property	39	32	82%	39	0	0%	→
2	Transport and Plant	1	2	200%	3	2	200%	↓
176	Supplies, Services and Admin	159	98	62%	149	(10)	-6%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
1,731	Gross Expenditure	1,860	1,303	70%	1,657	(203)	-11%	↑
(58)	Income	(62)	(45)	73%	(54)	8	-13%	↓
1,673	Net Expenditure	1,798	1,258	70%	1,603	(195)	-11%	↑
£000	Building Cleaning PPP	£000	£000	%	£000	£000	%	
595	Employee	577	455	79%	573	(4)	-1%	↑
35	Property	21	28	133%	32	11	52%	↓
0	Transport and Plant	0	28	0%	0	0	0%	→
49	Supplies, Services and Admin	54	0	0%	44	(10)	-19%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
679	Gross Expenditure	652	511	78%	649	(3)	0%	↑
(809)	Income	(819)	(700)	85%	(840)	(21)	3%	↑
(130)	Net Expenditure	(167)	(189)	113%	(191)	(24)	14%	↑
£000	Building Cleaning Police Contract	£000	£000	%	£000	£000	%	
85	Employee	98	100	102%	126	28	29%	↓
3	Property	3	2	67%	3	0	0%	→
0	Transport and Plant	1	0	0%	0	(1)	-100%	↑
11	Supplies, Services and Admin	11	9	82%	8	(3)	-27%	↑
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
99	Gross Expenditure	113	111	98%	137	24	21%	↓
(127)	Income	(126)	(105)	83%	(126)	0	0%	→
(28)	Net Expenditure	(13)	6	-46%	11	24	-185%	↓
£000	Facilities Assistants	£000	£000	%	£000	£000	%	
2,148	Employee	2,236	1,578	71%	2,013	(223)	-10%	↑
80	Property	77	65	84%	78	1	1%	↓
2	Transport and Plant	2	1	50%	2	0	0%	→
175	Supplies, Services and Admin	152	104	68%	160	8	5%	↓
0	Payments to Other Bodies	0	0	0%	0	0	0%	→
0	Other	0	0	0%	0	0	0%	→
2,405	Gross Expenditure	2,467	1,748	71%	2,253	(214)	-9%	↑
0	Income	0	(32)	0%	(48)	(48)	0%	↑
2,405	Net Expenditure	2,467	1,716	70%	2,205	(262)	-11%	↑

MONTH END DATE

31 March 2016

PERIOD

10

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status
£000		£000	£000	%	£000	£000	%
	Facilities Management						
579	Employee	535	413	77%	501	(34)	-6% ↑
0	Property	0	0	0%	0	0	0% →
8	Transport and Plant	9	4	44%	6	(3)	-33% ↑
22	Supplies, Services and Admin	14	12	86%	16	2	14% ↓
0	Payments to Other Bodies	0	0	0%	0	0	0% →
0	Other	0	0	0%	0	0	0% →
609	Gross Expenditure	558	429	77%	523	(35)	-6% ↑
(609)	Income	(558)	(429)	77%	(523)	35	-6% ↓
0	Net Expenditure	0	0	0%	0	0	0% →
	Consultancy Services						
938	Employee	942	740	79%	931	(11)	-1% ↑
0	Property	1	1	100%	1	0	0% →
6	Transport and Plant	13	7	54%	9	(4)	-31% ↑
47	Supplies, Services and Admin	56	15	27%	64	8	14% ↓
(2)	Payments to Other Bodies	0	3	0%	4	4	0% ↓
0	Other	0	0	0%	0	0	0% →
989	Gross Expenditure	1,012	766	76%	1,009	(3)	0% ↑
(46)	Income	(45)	0	0%	(59)	(14)	31% ↑
943	Net Expenditure	967	766	79%	950	(17)	-2% ↑
	Roads Operations						
1,039	Employee	1,074	751	70%	1,017	(57)	-5% ↑
21	Property	27	17	63%	20	(7)	-26% ↑
530	Transport and Plant	591	384	65%	588	(3)	-1% ↑
2,639	Supplies, Services and Admin	1,946	1,143	59%	1,978	32	2% ↓
0	Payments to Other Bodies	0	0	0%	0	0	0% →
0	Other	0	0	0%	0	0	0% →
4,229	Gross Expenditure	3,638	2,295	63%	3,603	(35)	-1% ↑
(4,753)	Income	(4,347)	(3,078)	71%	(4,386)	(39)	1% ↑
(524)	Net Expenditure	(709)	(783)	110%	(783)	(74)	10% ↑
	Roads Services						
1,352	Employee	1,307	1,016	78%	1,254	(53)	-4% ↑
100	Property	95	104	109%	106	11	12% ↓
49	Transport and Plant	70	56	80%	72	2	3% ↓
1,887	Supplies, Services and Admin	1,864	1,050	56%	1,661	(203)	-11% ↑
2,652	Payments to Other Bodies	2,536	1,682	66%	2,497	(39)	-2% ↑
0	Other	0	0	0%	0	0	0% →
6,040	Gross Expenditure	5,872	3,908	67%	5,590	(282)	-5% ↑
(848)	Income	(615)	(150)	24%	(576)	39	-6% ↓
5,192	Net Expenditure	5,257	3,758	71%	5,014	(243)	-5% ↑
	Grounds Maintenance & Street Cleaning Client						
0	Employee	0	0	0%	0	0	0% →
0	Property	0	0	0%	0	0	0% →
0	Transport and Plant	0	0	0%	0	0	0% →
0	Supplies, Services and Admin	0	0	0%	0	0	0% →
6,935	Payments to Other Bodies	6,663	5,779	87%	6,935	272	4% ↓
0	Other	0	0	0%	0	0	0% →
6,935	Gross Expenditure	6,663	5,779	87%	6,935	272	4% ↓
0	Income	0	0	0%	0	0	0% →
6,935	Net Expenditure	6,663	5,779	87%	6,935	272	4% ↓

MONTH END DATE

31 March 2016

PERIOD

10

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status
£000		£000	£000	%	£000	£000	%
	Outdoor Services						
380	Employee	418	292	70%	350	(68)	-16% ↑
852	Property	180	89	49%	145	(35)	-19% ↑
0	Transport and Plant	0	0	0%	0	0	0% →
28	Supplies, Services and Admin	29	7	24%	31	2	7% ↓
123	Payments to Other Bodies	124	122	98%	126	2	2% ↓
0	Other	0	0	0%	0	0	0% →
1,383	Gross Expenditure	751	510	68%	652	(99)	-13% ↑
(820)	Income	(137)	(71)	52%	(94)	43	-31% ↓
563	Net Expenditure	614	439	71%	558	(56)	-9% ↑
	Leisure Management						
0	Employee	0	0	0%	0	0	0% →
0	Property	0	0	0%	0	0	0% →
0	Transport and Plant	0	0	0%	0	0	0% →
0	Supplies, Services and Admin	0	0	0%	0	0	0% →
3,788	Payments to Other Bodies	3,408	2,840	83%	3,408	0	0% →
0	Other	0	0	0%	0	0	0% →
3,788	Gross Expenditure	3,408	2,840	83%	3,408	0	0% →
(177)	Income	0	0	0%	0	0	0% →
3,611	Net Expenditure	3,408	2,840	83%	3,408	0	0% →
	Events						
0	Employee	0	0	0%	0	0	0% →
0	Property	0	0	0%	0	0	0% →
0	Transport and Plant	0	0	0%	0	0	0% →
175	Supplies, Services and Admin	162	171	106%	171	9	6% ↓
9	Payments to Other Bodies	9	0	0%	9	0	0% →
0	Other	0	0	0%	0	0	0% →
184	Gross Expenditure	171	171	100%	180	9	5% ↓
(75)	Income	(50)	(48)	96%	(59)	(9)	18% ↑
109	Net Expenditure	121	123	102%	121	0	0% →
	Burial Grounds						
68	Employee	72	53	74%	65	(7)	-10% ↑
48	Property	30	22	73%	27	(3)	-10% ↑
1	Transport and Plant	0	0	0%	0	0	0% →
1	Supplies, Services and Admin	1	0	0%	1	0	0% →
443	Payments to Other Bodies	443	369	83%	443	0	0% →
0	Other	0	0	0%	0	0	0% →
561	Gross Expenditure	546	444	81%	536	(10)	-2% ↑
(549)	Income	(518)	(364)	70%	(525)	(7)	1% ↑
12	Net Expenditure	28	80	286%	11	(17)	-61% ↑
	Crematorium						
148	Employee	146	132	90%	172	26	18% ↓
178	Property	178	140	79%	167	(11)	-6% ↑
0	Transport and Plant	0	0	0%	0	0	0% →
17	Supplies, Services and Admin	15	22	147%	38	23	153% ↓
129	Payments to Other Bodies	47	21	45%	75	28	60% ↓
0	Other	0	0	0%	0	0	0% →
472	Gross Expenditure	386	315	82%	452	66	17% ↓
(1,235)	Income	(1,077)	(746)	69%	(1,006)	71	-7% ↓
(763)	Net Expenditure	(691)	(431)	62%	(554)	137	-20% ↓

MONTH END DATE

31 March 2016

PERIOD

10

Actual Outturn 2014/15	Service Summary	Total Budget 2015/16	Spend to Date 2015/16	% Spend to Date of Total Budget	Forecast Spend 2015/16	Forecast Variance 2015/16	RAG Status
£000		£000	£000	%	£000	£000	%
	Waste Services						
2,314	Employee	2,282	1,808	79%	2,294	12	1%
41	Property	37	43	116%	49	12	32%
838	Transport and Plant	726	636	88%	806	80	11%
4,407	Supplies, Services and Admin	4,587	3,343	73%	4,436	(151)	-3%
554	Payments to Other Bodies	411	408	99%	509	98	24%
0	Other	0	0	0%	0	0	0%
8,154	Gross Expenditure	8,043	6,238	78%	8,094	51	1%
(1,249)	Income	(1,089)	(916)	84%	(1,084)	5	0%
6,905	Net Expenditure	6,954	5,322	77%	7,010	56	1%
	Corporate Assets						
1,023	Employee	1,109	825	74%	1,081	(28)	-3%
472	Property	456	371	81%	465	9	2%
6	Transport and Plant	8	6	75%	9	1	13%
150	Supplies, Services and Admin	155	66	43%	183	28	18%
434	Payments to Other Bodies	401	378	94%	431	30	7%
0	Other	(100)	(6)	6%	(100)	0	0%
2,085	Gross Expenditure	2,029	1,640	81%	2,069	40	2%
(4,449)	Income	(4,714)	(3,067)	65%	(4,722)	(8)	0%
(2,364)	Net Expenditure	(2,685)	(1,427)	53%	(2,653)	32	-1%
	Planning						
830	Employee	868	683	79%	841	(27)	-3%
0	Property	0	0	0%	0	0	0%
7	Transport and Plant	7	5	71%	7	0	0%
84	Supplies, Services and Admin	105	10	10%	97	(8)	-8%
141	Payments to Other Bodies	97	53	55%	97	0	0%
0	Other	0	0	0%	0	0	0%
1,062	Gross Expenditure	1,077	751	70%	1,042	(35)	-3%
(705)	Income	(778)	(563)	72%	(658)	120	-15%
357	Net Expenditure	299	188	63%	384	85	28%
	Economic Development						
493	Employee	547	394	72%	500	(47)	-9%
0	Property	0	0	0%	0	0	0%
3	Transport and Plant	3	2	67%	3	0	0%
104	Supplies, Services and Admin	36	13	36%	43	7	19%
548	Payments to Other Bodies	357	77	22%	357	0	0%
0	Other	0	0	0%	0	0	0%
1,148	Gross Expenditure	943	486	52%	903	(40)	-4%
(424)	Income	(150)	(8)	5%	(159)	(9)	6%
724	Net Expenditure	793	478	60%	744	(49)	-6%
	Ground Maintenance & Street Cleaning Trading A/c						
5,132	Employee	4,611	3,991	87%	4,935	324	7%
263	Property	263	206	78%	259	(4)	-2%
740	Transport and Plant	685	519	76%	687	2	0%
487	Supplies, Services and Admin	500	417	83%	504	4	1%
913	Payments to Other Bodies	908	784	86%	939	31	3%
417	Other	429	348	81%	417	(12)	-3%
7,952	Gross Expenditure	7,396	6,265	85%	7,741	345	5%
(9,606)	Income	(9,202)	(8,113)	88%	(9,733)	(531)	6%
(1,654)	Net Expenditure	(1,806)	(1,848)	102%	(1,992)	(186)	10%

**WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
ANALYSIS FOR VARIANCES OVER £50,000**

APPENDIX 4

MONTH END DATE 31/01/2016

PERIOD 10

Budget Details	Variance Analysis				RAG Status
	Total Budget	Forecast Spend	Forecast Variance		
	£000	£000	£000	%	
Director & Administration (Richard Cairns)	(102)	0	102	-100%	↓
Service Description	This service is HEED directorate and Strategy & Improvement Team				
Main Issues / Reason for Variance	A recharge to capital from directorate is no longer appropriate as it is included within the overhead allocation. Also £50K efficiency saving target for admin and clerical review is budgeted in here but actual savings are spread throughout HEEDS services in areas where vacancies are being held pending this review.				
Mitigating Action	Due to the nature of the overspend little can be done to mitigate the overspend. However officers will continue to monitor the budget taking action where possible to minimise the overspend				
Anticipated Outcome	An overspend is anticipated in this area				

Office Accommodation (Ronnie Dinnie)	1,024	1,508	484	47%	↓
Service Description	This service covers the management of the main Council office buildings				
Main Issues / Reason for Variance	The budget assumed that Rosebury would be empty by April 2015. However, delays in relocating the One Stop Shop have prevented this happening.				
Mitigating Action	As the Council is now operating with 4 principal office locations - with the attendant property costs - Due to the nature of the overspend little can be done to mitigate the overspend. However officers will continue to monitor				
Anticipated Outcome	An adverse variance is anticipated				

Clydebank Town Hall (Ronnie Dinnie)	384	288	(96)	-25%	↑
Service Description	The service provides civic accommodation and facilities within Clydebank				
Main Issues / Reason for Variance	This favourable variance is due to vacancies and reduced overtime costs, together with increased income levels being achieved				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	A favourable variance is anticipated				

Transport, Fleet & Maintenance Services (Ronnie Dinnie)	(37)	(20)	17	-46%	↓
Service Description	This service provides and maintains transport provision across the authority				
Main Issues / Reason for Variance	Savings from staff efficiencies offset by lower income since efficiencies are passed on to service users. The net adverse variance is due to less income being received due to demand for Vehicle Testing				
Mitigating Action	Due to the nature of the overspend little can be done to mitigate the overspend. However officers will continue to monitor the budget taking action where possible to minimise the overspend				
Anticipated Outcome	Slight overspend is anticipated				

Catering Services (Ronnie Dinnie)	4,778	4,299	(479)	-10%	↑
Service Description	The service provides catering facilities across the authority				
Main Issues / Reason for Variance	Food costs are likely to be less than originally budgeted (£328k). In addition, managed vacancies across the service have produced a favourable variance (£148k).				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	A favourable variance is anticipated				

Building Cleaning (Ronnie Dinnie)	1,798	1,603	(195)	-11%	↑
Service Description	This service provides cleaning services across all council buildings				
Main Issues / Reason for Variance	The principal reason for the variance is staff turnover and the time taken to undertake satisfactory PVG checks				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	A favourable variance is anticipated				

Facilities Assistants (Ronnie Dinnie)	2,467	2,205	(262)	-11%	↑
Service Description	This service provides janitors and cleaners throughout the public buildings				
Main Issues / Reason for Variance	The favourable variance is due to managed staffing vacancies within the service				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Roads Operations (Ronnie Dinnie)	(709)	(783)	(74)	10%	↑
Service Description	This services represents the cost of road repairs and maintenance				
Main Issues / Reason for Variance	The favourable variance is due to managed staffing vacancies within the service				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend will be achieved				

Roads Services (Ronnie Dinnie)	5,257	5,014	(243)	-5%	↑
Service Description	This service covers Roads design , structures, traffic management, street lighting, road safety and School Crossing Patrollers				
Main Issues / Reason for Variance	Due to the acceleration of the new street lighting program , it has been possible to reduce costs of power and contractor payments by £190K				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend is anticipated				

Grounds Maintenance & Street Cleaning Client (Ronnie Dinnie)	6,663	6,935	272	4%	↓
Service Description	This service provides the subsidy payment to the GM & SC Trading a/c for grounds maintenance and street cleaning services				
Main Issues / Reason for Variance	The budget for client subsidy payments had insufficient inflationary uplift. However this is partially offset by a favourable variance within the trading operation				
Mitigating Action	No action necessary as there is an offsetting favourable variance in the trading a/c				
Anticipated Outcome	Adverse variance is anticipated -however this is offset by a favourable variance within the trading account				

Outdoor Services (Ronnie Dinnie)	614	558	(56)	-9%	↑
Service Description	This service covers WDC sports facilities and public conveniences				
Main Issues / Reason for Variance	Savings have been achieved in staff costs due to vacancies (£64k) and lower utility costs (£26k). This has partially been offset by a reduction in salary costs chargeable to capital following the completion of Dalmeir Park Heritage Lottery Fund project (£35k).				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	Underspend is anticipated				

Crematorium (Ronnie Dinnie)	(691)	(554)	137	-20%	↓
Service Description	This service provides cremation service				
Main Issues / Reason for Variance	Income from cremations is lower than budgeted due to reduced operating hours and partial closure of the crematorium to allow for essential upgrade to take place				
Mitigating Action	Due to the nature of the overspend little can be done to mitigate the overspend. However officers will continue to monitor the budget taking action where possible to minimise the overspend.				
Anticipated Outcome	An adverse variance is anticipated in this area				

Waste Services (Ronnie Dinnie)	6,954	7,010	56	1%	↓
Service Description	This service provides refuse collection and refuse disposal services across the authority				
Main Issues / Reason for Variance	The variance is due to several issues. Income in both commercial charges and metal/paper rebates are less than originally anticipated (£38k). Employee costs are higher due to auto-enrolment costs and low turnover (£36K). Transport hires and maintenance are higher than budgeted (£77K). Zero waste costs are £100K higher but this is partially offset by £50K additional grant income. These overspends are partially offset by lower tonnage costs (£179k).				
Mitigating Action	For the external factors, limited action can be taken. However efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An adverse variance is anticipated in this area				

Planning (Jim McAloon)	299	384	85	28%	↓
Service Description	This service provides planning and building standard services across the authority				
Main Issues / Reason for Variance	The variance is mainly caused by projections of income being less than originally anticipated. It was anticipated that the setting of planning fee charges would be devolved allowing fees in Scotland to be comparable to those in England. However legislation is still outstanding				
Mitigating Action	As these are external factors, limited action can be taken. However efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An adverse variance is anticipated in this area				

Ground Maintenance & Street Cleaning Trading A/c (Ronnie Dinnie)	(1,806)	(1,992)	(186)	10%	↑
Service Description	This service provides the grounds maintenance and street cleaning services across the authority				
Main Issues / Reason for Variance	Income is likely to be greater than budgeted mainly due to subsidy payments (reflected in the adverse variance on the client account). This is partially offset by additional employee costs (low employee turnover) and additional transport costs (as vehicle usage remains similar to last year's)				
Mitigating Action	No mitigating action required as variance is favourable.				
Anticipated Outcome	A favourable variance is anticipated.				

REF	DETAIL	DEPT	AMOUNT (£)	SERVICES / LEDGER CODES ALLOCATED TO	IMPLEMENTATION DATE	PROJECTION OF TOTAL SAVED £ DURING 2015/16	ACTION TAKEN	COMMENTS
MA 44	Reduce Grass cutting frequency/ Increase areas of Bio-diversity	HEED	40,000	GM&SC	01/04/15	40,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 46	Reduction in Leisure Trust subsidy.	HEED	160,000	Leisure Management	01/04/15	160,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 47	Reduced cost of Fleet Maintenance through more modern fleet	HEED	11,000	Transport & Fleet	01/04/15	11,000	Purchasing new vehicles which will achieve greater fuel efficiency and lower maintenance charges.	Anticipate savings will be achieved by end of year
MA 48	Reduce costs of managing Roads re-design & operations service and reduction in maintenance following ongoing capital investment	HEED	142,000	Roads Operations/Roads Services	01/04/15	142,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 49	Rationalise management of Consultancy Services and Corporate Assets	HEED	125,100	Consultancy Services/Corporate Assets	01/04/15	125,100	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 52	Planning - reduction of payments to other bodies	HEED	12,000	Planning	01/04/15	12,000	Currently it is anticipated that this saving will be achieved, however it still remains at risk	Anticipate savings will be achieved by end of year
MA 53	Expected unused SG funding for Free School Meals	HEED	100,000	Catering	01/04/15	100,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 56	Close Stanford Street (Whitecrook, Clydebank) Household Waste Recycling Centre.	HEED	32,000	Waste Services	01/04/15	32,000	Closed Stanford street in March 2015 and one post deleted. Payment to Greenlight has been stopped.	Anticipate savings will be achieved by end of year
MA 57	Remove lunch time cover at school crossing patrol sites.	HEED	70,000	Roads Services	01/04/15	70,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 58	Increase income from Planning Application Fees	HEED	20,000	Planning	01/04/15	20,000	Income increased, department are working towards revised budget albeit the increase dependent on Scottish Government legislation will not be forthcoming	Anticipate extra income will be achieved
MA 59	Increase income from Building Warrant Fees	HEED	20,000	Planning	01/04/15	20,000	Income increased, department are working towards revised budget	Anticipate extra income will be achieved

REF	DETAIL	DEPT	AMOUNT (£)	SERVICES / LEDGER CODES ALLOCATED TO	IMPLEMENTATION DATE	PROJECTION OF TOTAL SAVED £ DURING 2015/16	ACTION TAKEN	COMMENTS
MA 60	Increase income from property searches	HEED	5,000	Planning	01/04/15	5,000	Income increased, department are working towards revised budget	Anticipate extra income will be achieved
MA 61	Introduction of E-building system	HEED	10,000	Planning/Office Accom	01/04/15	10,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 62	Reduce funding to Strathleven Regeneration Company	HEED	10,000	Economic Development	01/04/15	10,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 63	Reduce funding to Visit Scotland	HEED	9,850	Economic Development	01/04/15	9,850	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 64	Rationalisation of workforce through vacant posts and charging to non-General Services budgets	HEED	84,726	Various	01/04/15	84,726	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
MA 65	Payments to other bodies (Condition Surveys)	HEED	25,000	Corporate Assets	01/04/15	25,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
SO 14	review grounds maintenance & street cleaning	HEED	480,000	GM&SC	01/04/15	480,000	Budget reduced, department will work toward revised budget	Anticipate savings will be achieved by end of year
SO 15	review building cleaning	HEED	100,000	Building Cleaning	01/04/15	196,000	Budget reduced, department will work toward revised budget	More than anticipate savings will be achieved by end of year

1,456,676

1,552,676

WEST DUNBARTONSHIRE COUNCIL
GENERAL SERVICES CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 6

MONTH END DATE 31 January 2016

PERIOD 10

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	16	32%	11,032	35%	16	32%	7,205	45%
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	3	6%	7,452	23%	3	6%	2,464	15%
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	31	62%	13,267	42%	31	62%	6,243	39%
TOTAL EXPENDITURE	50	100%	31,751	100%	50	100%	15,912	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	Re-Phasing £000	Over/ (Under) £000
Red Projects are forecast to be overspent and/or significant delay to completion	104,769	11,032	104,793	24	27,054	7,205	12,766	(14,288)	(14,310)	22
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	10,092	7,452	9,892	(200)	5,104	2,464	4,296	(808)	(608)	(200)
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	40,823	13,267	41,616	793	9,685	6,243	9,947	262	(70)	332
TOTAL EXPENDITURE	155,684	31,751	156,301	617	41,843	15,912	27,009	(14,834)	(14,988)	154

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

APPENDIX 7

MONTH END DATE

31 January 2016

PERIOD

10

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

1 Local Economic Development (Michael McGuinness)						
Project Life Financials	1,406	414	29%	1,406	0	0%
Current Year Financials	1,406	414	29%	521	(885)	-63%
Project Description	Budget to facilitate the delivery of the Infrastructure Investment Plan as noted by HEED Committee March 2012 - external funding will be sought to maximise opportunities for redevelopment of these sites					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
<p>Projects have been identified for spend in 15/16 including Alexandria Town Centre Investment, redevelopment of Mitchell Way, Bowling basin improvement works, the strategic disposal of key sites Dumbarton Town Centre & Waterfront improvements and Clydebank Town Centre & Waterfront improvements. The Alexandria Town Centre project is now complete and contractors will be appointed by 31st March 2016 to carry out the demolition of Mitchell Way in 16/17. Discussions are ongoing to progress the Bowling Basin project in partnership with Scottish Canals and it is expected that the amount allocated will be fully spent by 31st March 2016. Challenges continue with contamination at key disposal sites which has required further investigations, analysis and the development of proposals for remediation. Report on the potential uses of the St Eunan's site was received with options currently being considered. A paper is being presented to IRED on 16th March 2016 regarding the future use of St Eunans site. In addition to the large scale projects being taken forward from the Dumbarton Charrette Action Plan and Strategy including walkway, floodlighting and listed building study, funds have been allocated to progress improvements to Glencairn House (awaiting detailed condition survey). Allocation towards the One-Stop-Shop project in Clydebank is still anticipated and a business improvement district at Clydebank Business Park initial meeting took place on 9th December 2015, with a follow up meeting arranged for mid-February to gather more interest and obtain a better understand of the implications and agreement on the best approach for a potential BID. A contribution will be made to SPT towards enhancement of Clydebank Railway station and transport Interchange which is likely to be led by SPT and part of the forecast 15/16 spend is towards the design of improved crossing on the A814 connecting the town centre to the Queens Quay site. It has been estimated that a potential slippage of £885k in particular relating to progressing Charrette action plans exist due to the complexity of land assembly/ownership at Dumbarton and important linkages/timings with the Queens Quay project and Clydebank Town centre.</p>						
Mitigating Action						
As projects develop, a risk register will inform the necessary mitigating actions required.						
Anticipated Outcome						
A number of regeneration projects developed through the Charrette process and based upon our Infrastructure Investment Plan will be progressed and delivered.						

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

2 Auld Street Clydebank (Bond) (Jack McAulay)						
Project Life Financials	400	113	28%	400	0	0%
Current Year Financials	287	0	0%	0	(287)	-100%
Project Description	Completion of roadworks associated with Auld Street housing development					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Aug-16		
Main Issues / Reason for Variance						
Developer currently onsite developing works however there will be no spend this financial year due to slow progress by the developer.						
Mitigating Action						
Outwith our control however regular meetings being held with developer to ensure access to site is achieved at the earliest date.						
Anticipated Outcome						
Contractor to complete roadworks by planned end date.						

3 Gruggies Burn Flood Prevention (Jack McAulay)						
Project Life Financials	600	56	9%	600	0	0%
Current Year Financials	573	29	5%	32	(541)	-94%
Project Description	Commission of Gruggies Flood Prevention Scheme					
Project Lifecycle	Planned End Date	15-Aug-11	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
Preliminary scheme design now limited to two options. Namely, a large retaining structure to retain 250,000 cu.m. of flood water within the burn to the north of Garshake Road. This structure would be approximately 20m high. The other option is to tunnel from north of Garshake to an outlet into the River Clyde located to the east of Dumbarton. Topographical survey work completed to inform opportunity to increase down stream flow capacity to assist in reducing extent of inline storage. Final cost benefit analysis is being undertaken and a meeting was held with SEPA to ensure their support for the proposals. If favourable cost/benefit analysis achieved and following community consultation we will be able to proceed with ground investigation works in early Spring 2016. Scheme design and all necessary approvals will now be undertaken in 2016/17.						
Mitigating Action						
If SEPA and community councils are not in agreement with proposals, scheme will require to be re-assessed with regards to extent of property protection levels being offered.						
Anticipated Outcome						
Scheme developed to design and planning approval stage by 2016/17						

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

4 Change of Heating Fuel (Schools) (John Corcoran)						
Project Life Financials	454	253	56%	454	0	0%
Current Year Financials	454	253	56%	258	(196)	-43%
Project Description	Energy projects in 3 schools to effect fuel conversion from oil to gas: new gas boilers and boilerhouse upgrades in Levenvale PS and Our Lady of Loretto PS, change of burners in Knoxland PS. Installation of biomass boiler in Gartocharn PS to augment the existing oil boilers.					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	30-Sep-16		
Main Issues / Reason for Variance						
Project in Gartocharn PS will not proceed in 15/16 as project requires redesign and work will be carried out in summer of 2016 , therefore slippage will be required. Remaining projects are progressing with expected completion date of 31st March 2016 and subsequent retention payments due in 16/17.						
Mitigating Action						
Redesign taking place for Gartocharn PS project to ensure spend in 2016/17						
Anticipated Outcome						
Works to Levenvale PS and Our Lady or Loretto PS will complete in 2015/16 but Gartocharn delayed						

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

5 Integrated Housing Management System (James Anderson)						
Project Life Financials	1,500	26	2%	1,500	0	0%
Current Year Financials	750	26	3%	30	(720)	-96%
Project Description	This is a budget to support the necessary development and on-going requirements of implementing the Council's Integrated Housing Management System.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
<p>The timetable with regards the purchase of the IHMS IT solution was altered to allow for the potential of sharing systems or services with other neighbouring housing providers to be investigated. This investigation has concluded that no shared service opportunities exist and therefore WDC should begin the process for procuring an IHMS IT solution from a supplier. A draft ITT has been developed, is currently with the project board, and is expected to be approved before the end of February 2016. The tender process will take around 3 months to complete meaning a supplier will not be appointed until Q1 2016/17. Until a supplier is chosen through tender exercise and an implementation plan agreed it is difficult to detail when and how much will be spent from the budget. Discussions are taking place with procurement and ICT to ensure the agreed payment plan is beneficial to WDC. The Project Manager has now been recruited and has developed a project governance structure and proposed staffing structure for the project team.</p>						
Mitigating Action						
<p>The developed team structure is expected to be agreed this month and recruitment to commence immediately after job evaluation outcomes. This will ensure the full project team is in position for selection of supplier following procurement process, mitigating any risks to implementation slippage.</p>						
Anticipated Outcome						
<p>A fully integrated housing management IT system procured from an approved government framework (CCS). The department will go through service re-design during implementation to ensure the benefits that can be achieved from the system are maximised.</p>						

6 Strathleven Park and Ride Car Park (Jack McAulay)						
Project Life Financials	425	0	0%	425	0	0%
Current Year Financials	425	0	0%	0	(425)	-100%
Project Description	Provision of additional car parking off Stathleven Place adjoining Church car Park. To be utilised as park and ride and overflow for town centre parking					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
<p>Planning approval granted February 2016, and we will now seek confirmation from SPT that scheme will be funded in 2016/17. Works will be programmed to commence early 2016/17 subject to SPT approval to part fund the scheme.</p>						
Mitigating Action						
<p>There is no mitigating action that can be taken at the moment due to planning application timescales</p>						
Anticipated Outcome						
<p>Scheme will now be undertaken in 2016/17 subject to planning approval being granted and SPT confirming funding being available.</p>						

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

7 Posties Park Hub (Ian Bain)						
Project Life Financials	1,700	8	0%	1,700	0	0%
Current Year Financials	525	8	1%	50	(475)	-90%
Project Description	Creation of a sports hub at Posties/Marinecraft to include a new changing pavilion/Gym, new all-weather 6 lane running track, conversion of blaze sports pitch to grass, new fencing, upgrade of existing floodlights and additional car parking. This combines the budget approved by the Council in February 2015 for Community Sports Facilities at Posties Park, draw down of budget from the generic sports facilities budget line and anticipated match funding from Sports Scotland.					
Project Lifecycle	Planned End Date	30-Sep-16	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
Stage 1 approval has been granted by Sports Scotland. This process took 16 weeks which is 8 weeks more than Sports Scotland guidelines. A Stage 2 application is now being developed for submission in February. An outcome of our Stage 2 application should be known by April 2016 (assuming the 6-8 week evaluation period is met). If successful and allowing for the tender process it is anticipated that works would commence July 2016 and completion by March 2017.						
Mitigating Action						
There is no mitigating action that can be taken at the moment due to grant application timescales						
Anticipated Outcome						
Creation of sports hub by March 2017						

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

8 New Clydebank Leisure Centre (Craig Jardine)						
Project Life Financials	22,500	5,144	23%	23,810	1,310	6%
Current Year Financials	10,859	4,503	41%	7,101	(3,758)	-35%
Project Description	Provision of new leisure centre					
Project Lifecycle	Planned End Date	31-Mar-15	Forecast End Date	28-Feb-18		
Opening Dates	Planned Opening Date	Dec-16	Forecast Opening Date	Feb-17		
Main Issues / Reason for Variance						
<p>Ground obstructions and adverse weather conditions experienced has impacted on the construction expenditure and progress on site. The recovery programme maintains the completion date of Dec 2016 and works have had to be re-sequenced which has resulted in an underspend of £3.758m in the current financial year. This underspend is due an eight week delay in the construction programme. It has been agreed that the WD Leisure Trust will occupy the 1st floor and use it for a children's activity area, classes with parents etc. It is anticipated that this will cost approximately £1.310m and a further capital bid has been submitted for consideration during the capital plan refresh process. The November project board agreed to amend the completion date (subject to council approval of funding) to January 2017 with a period of time required for migration and staff training period required to move from the existing Play Drome to the New Leisure Centre resulting in an forecast opening date of February 2017.</p>						
Mitigating Action						
<p>Officers meet every two weeks to monitor the programme and review the risk management framework to ensure progression against schedule with HubWest. Ground obstruction delay means that the delay in programme cannot be caught up sufficiently to mitigate the underspend in the current financial year. Initial delay from contractor indicated an 8 week delay. This slippage cannot be accelerated.</p>						
Anticipated Outcome						
<p>Project will be delivered in line with the revised programme.</p>						

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

9	Vale of Leven Cemetery Extension (Ian Bain)						
Project Life Financials	650	89	14%	650	0	0%	
Current Year Financials	579	18	3%	80	(499)	-86%	
Project Description	Extension of existing cemetery in Vale of Leven						
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-17			
Main Issues / Reason for Variance							
<p>There has been difficulties purchasing the preferred site and the land owner has appointed a land agent to negotiate on his behalf. Negotiations are ongoing with the land agent and it is anticipated that the project will be delayed as a result. The Land Agent has advised us of their valuation which is in excess of the value that WDC have placed on the land. Estates Dept have now gone back to the Agent to negotiate a revised valuation. Failure to agree a value could lead to a possible compulsory purchase of the land. We have now indicated to the land agent this issue must be resolved by the end of February 2016, failure to do so will result in WDC going down the compulsory purchase route.</p>							
Mitigating Action							
<p>Continue to negotiate best deal for the Council. The Estates team now involved in taking forward negotiations. Land owner has been advised that if this issue is not concluded the Council would have no option but to consider compulsory purchase.</p>							
Anticipated Outcome							
<p>Still anticipate an agreement being reached with land owner.</p>							

10	Community Capital Fund (Ian Bain)						
Project Life Financials	2,290	1,016	44%	2,290	0	0%	
Current Year Financials	1,289	318	25%	760	(529)	-41%	
Project Description	Upgrade and improve recreational facilities throughout West Dunbartonshire.						
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-17			
Main Issues / Reason for Variance							
<p>A number of projects including a new play park facilities at Milton, West Thomson St, Old Kilpatrick, Old St Clydebank and Wylie Park Renton have now been completed as has the Outdoor Gym at Dumbarton Common. Other projects identified include a new play area at Bonhill, drainage improvements at Moss O'Balloch Park, improvements to recreational facilities at Dalmonach and improvements to drainage and surfacing at various sport pitches. Given that these projects will have to go to public consultation and be tendered via Procurement it is unlikely that they will be completed in this financial year, however procurement are currently developing the TSA for the projects with an anticipated start date of May 2016 and likely completion date of end of July 2016.</p>							
Mitigating Action							
<p>Meetings have taken place with Procurement and a framework identified which will streamline the process for identified projects. Further meetings have been held to finalise details of tender documentation.</p>							
Anticipated Outcome							
<p>Improved recreational facilities throughout WDC</p>							

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

11 Exxon City Deal (Michael McGuinness)						
Project Life Financials	27,890	123	0%	27,890	0	0%
Current Year Financials	500	123	0%	200	(300)	0%
Project Description	As part of the City Deal project the WDC Exxon site at Bowling regeneration with alternative A82 route included.					
Project Lifecycle	Planned End Date	01-Mar-21	Forecast End Date	31-Mar-24		
Main Issues / Reason for Variance						
The project plan timeframe and expenditure has been re-profiled. This extends the overall timeframe for implementation of the project, however this is still within the overall anticipated City Deal period. A paper will be presented to Council 24th February 2016 seeking approval of the amended timeframes following the recent meeting with Exxon. The PMO office are updated on a monthly basis and at this stage anticipated spend remains for 2015/16 remains at £200k.						
Mitigating Action						
A paper is presented at every Council meeting seeking approval and identifying progress. A detailed risk register forming part of the Strategic Business Case will be updated and developed to form an outline Business Case.						
Anticipated Outcome						
Progressing the City Deal development at Exxon towards an Outline Business Case.						

12 Queens Quay (Michael McGuinness)						
Project Life Financials	15,620	239	2%	15,620	0	0%
Current Year Financials	2,147	239	11%	350	(1,797)	-84%
Project Description	Queens Quay regeneration					
Project Lifecycle	Planned End Date	31-Mar-18	Forecast End Date	31-Mar-18		
Main Issues / Reason for Variance						
As part of a three year commitment to spend £15.620m on infrastructure at Queens Quay, Clydebank planning application in principle was submitted re the site masterplan and it is anticipated that this will go to committee in March 2016. Budget for this is 150k plus planned additional works in 15/16 will take spend to £350k .						
Mitigating Action						
As this budget is part of a three year project the project plan will be amended to take account of delay in legal agreement. Packages of work will be brought forward in parallel in years 2 and 3 to bring expenditure back in line. Overall expenditure will remain £15.620m						
Anticipated Outcome						
The overall three year project will remain on budget with planned expenditure of £1.797m (for 15/16) slipped into year two of the three year programme.						

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

13	Building Upgrades (John Corcoran)					
Project Life Financials	1,947	457	23%	1,947	0	0%
Current Year Financials	1,947	457	23%	1,102	(845)	-43%
Project Description	Lifecycle and reactive building upgrades					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	30-Jun-16		
Main Issues / Reason for Variance						
<p>The majority of projects will be complete by the end of the year with the exception of Balloch Castle (£0.274m) and Municipal Buildings Works (£0.571m). Balloch Castle - currently out to tender with a return date due this month. Do to the nature of the buildings the programme of works has been altered to take advantage of improving weather conditions. The tender is for two financial years and includes phase 2 and phase 3 works and should therefore complete by June 2016. Municipal Buildings - works commenced on site Jan 16, due to decant difficulties substantial amount of works will commence 15th Feb 16 this will include strip out of rooms, rot works and essential roofing works. This budget is now incorporating the office rationalisation element of works.</p>						
Mitigating Action						
Due to the issues with Balloch Castle and Municipal Buildings as detailed above opportunity to mitigate is limited.						
Anticipated Outcome						
Projects complete within budget with a slight delay in completion date						

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

14	Office Rationalisation (Craig Jardine)						
	Project Life Financials	18,595	1,887	10%	21,181	2,586	14%
	Current Year Financials	5,149	809	16%	2,240	(2,909)	-56%
	Project Description	Delivery of office rationalisation programme					
	Project Lifecycle	Planned End Date	31-Oct-17	Forecast End Date	31-Mar-18		
	New Dumbarton Office	Planned Opening Date	May-17	Forecast Opening Date	Jul-17		
	Main Issues / Reason for Variance						
	<p>General - The Office Rationalisation Programme budget has increased mainly as a result of: additional works required at Bridge Street in anticipation of lease condition compliance (which will also allow implementation of modern working practices); the discovery of a significant old oil storage tank on site of the new Dumbarton office resulting in significant remediation work; increase in base cost due to higher than anticipated construction industry rates of inflation – which as a result means that overspends previously advised cannot be absorbed within the overall budget as had been hoped; and increase in size in Clydebank One Stop Shop resulting in higher costs. These have been partially offset by funding secured from Historic Scotland of £0.500m relating to the new offices in Dumbarton.</p> <p>New Build Dumbarton - The Stage 1 was approved end June 15. Spend delay due to agreeing full remediation strategy. Enabling works financial offer was received from HubWest Scotland on the 29th January 2016. Currently awaiting confirmation of overall costs prior to instructing enabling works, due to commence March 2016.</p> <p>Works to Aurora House are now complete, however a change in requirements has been raised by HSCP and a new Welcome Point has been designed and costed. This has now been installed and project completed.</p> <p>The Design of the new One Stop Shop is currently being developed, as is a detailed cost plan. The team are working to a programme to deliver the completed project by the end of May 2016. Planning submission made for change of use and has now been approved. Building Warrant points letter received and possession of site was taken 10th December 2015. Enabling works commenced 10th December 2015 making the site secure. Cost to be presented by Morgan Sindall Wednesday 17th February 2016.</p> <p>Clydebank Town Hall - Final spend anticipated to be £0.110m over budget due to varying scope of works and refurbishing space within an operational building. Works now complete.</p> <p>Data Centre in Aurora House - A new data centre will be installed in the ground floor at Aurora House. This will replace facilities at Garshake. Design Team has been appointed with works to be complete by end of May 2016. Project progressing according to schedule. Building warrant submitted and costs due to be received on 16th February 2016 from Morgan Sindall.</p> <p>Bridge Street - A condition survey of the Mechanical and Electrical plant within Bridge Street was submitted 9th December 2015 providing the design team knowledge of load capacity within the building, and also to confirm how the building can be refurbished in zones, whilst the building remains occupied. Asbestos survey complete, review of cost plan commenced December 2015. Design team to be appointed with a view to commencing works March 2016.</p>						
	Mitigating Action						
	Due to additional works required at Bridge Street and unforeseen remediation works at the New Dumbarton Office the opportunity to mitigate is limited. Additional budget requirements have been included within the capital plan refresh report which will be presented to Members on 24 February 2016.						
	Anticipated Outcome						
	Delivery of the business case						

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

15 Pappert Woodland Wind Farm (Craig Jardine)						
Project Life Financials	7,589	0	0%	3,699	(3,890)	-51%
Current Year Financials	164	0	0%	20	(144)	-88%
Project Description	Provision of new windfarm					
Project Lifecycle	Planned End Date	31-Mar-19	Forecast End Date	31-Mar-21		
Main Issues / Reason for Variance						
A revised scheme has been developed following the revised feed in tariff amendments made by Westminster. This has meant a smaller scheme is still viable which will include a 1.5 mega watt windfarm. This smaller scheme will still generate a substantial feed in tariff generating an annual income of £450k with a pay back of 8 years. WDC continue to meet with Lomond Energy to establish access rights and any potential for joint working.						
Mitigating Action						
Project team communicates regularly with Lomond Energy to ensure any revised project is agreed as soon as possible. Officers cannot progress the project any faster until a revised agreement is reached with Lomond Energy.						
Anticipated Outcome						
Success project completion generating savings as estimated through the revised feed in tariff arrangements.						

16 A814 Castle Street Link (Jack McAulay)						
Project Life Financials	1,203	1,207	100%	1,221	18	1%
Current Year Financials	0	8	0%	22	22	0%
Project Description	Phase 2 of the A814 Castle St link road to facilitate regeneration along Castle Street and North bank of the River Leven within Dumbaron					
Project Lifecycle	Planned End Date	31-Dec-15	Forecast End Date	31-Dec-15		
Main Issues / Reason for Variance						
Overspend in 15/16 in relation to consultants invoice with retention of approx £14k also outstanding.						
Mitigating Action						
None available as works complete						
Anticipated Outcome						
Overspend in 15/16						

TOTAL PROJECTS AT RED STATUS						
<u>Project Life Financials</u>						
HEED	104,769	11,032	11%	104,793	24	0%
<u>Current Year Financials</u>						
HEED	27,054	7,205	27%	12,766	(14,288)	-53%

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

1 Civic Heart Works (Lynda McLaughlin/Gill Graham)						
Project Life Financials	3,342	3,273	98%	3,342	0	0%
Current Year Financials	97	28	29%	39	(58)	-60%
Project Description	Refurbishment of Clydebank Town Hall					
Project Lifecycle	Planned End Date	01-Dec-15	Forecast End Date	31-Aug-16		
Main Issues / Reason for Variance						
A new reception has been installed along with new directional signage and refreshing of public spaces and upgraded ICT hardware is now on order to facilitate a staffed reception. Upgrades to external lighting are currently being carried out and upgrade works to the café is in process. Redesign of café, reception and backroom areas are in the design stage and have been progressed further and quotes are being received for purchase of upgraded announcement system. Due to time taken to transfer internal budget responsibility slippage of £58k is anticipated at this time.						
Mitigating Action						
Due to time required to transfer budget responsibility opportunity to mitigate is limited.						
Anticipated Outcome						
Project to be delivered on budget and within revised timescale.						

2 Energy Efficient Street Lighting Apparatus (Jack McAulay)						
Project Life Financials	6,500	4,179	64%	6,300	(200)	-3%
Current Year Financials	4,757	2,436	51%	4,257	(500)	-11%
Project Description	Installation of retrofit LED lighting and renewal/replacement of 1,500 street lighting columns to facilitate some 65% energy savings on an annual basis.					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-May-16		
Main Issues / Reason for Variance						
Works progressing to programme with over 80% of lantern installations complete. Material ordering approximately 98% complete but costs still to be invoiced on delivery of LED lanterns to council store. Currently anticipating a £200k overall underspend due to LED lantern costs being less than originally costed. Also experiencing some delays in procuring lanterns as much of Scotland migrates to LED conversion, this could result in a slight delay with anticipated slippage of £300k into 2016/17 required at this time.						
Mitigating Action						
Mitigation is limited due to the delays caused by the Scotland wide conversion to LED.						
Anticipated Outcome						
Slight delay in project till early 2016/17 with an overall underspend of £200k anticipated						

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

3 Decontamination Works at St Eunan's (Stuart Gibson)						
Project Life Financials	250	0	0%	250	0	0%
Current Year Financials	250	0	0%	0	(250)	-100%
Project Description	Decontamination works on site of St Eunan's Primary school					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-16		
Main Issues / Reason for Variance						
<p>The Contaminated Land Officer has now reviewed the groundwater investigation report and established there is no requirement to forward to SEPA. No further investigations are required and the site is now ready for remediation. A remediation design statement has been prepared and a topographical survey of the site is now complete to inform the tender process, however it is unlikely that works will be put out of tender until alternative uses for the site have been explored. A report is going to IRED Committee on 16th March sponsored by Regeneration Team that seeks authority from members to go out to public consultation on uses for the site. Thereafter a decision will be taken on the site, however it is likely that this project will slip into 2016/17 financial year.</p>						
Mitigating Action						
<p>Due to the length of time required for investigations and assessment of site suitability for remediation the opportunity to mitigate slippage into 2016/17 is limited.</p>						
Anticipated Outcome						
<p>Remediation of site.</p>						

TOTAL PROJECTS AT AMBER STATUS						
<u>Project Life Financials</u>						
HEED	10,092	7,452	74%	9,892	(200)	0%
<u>Current Year Financials</u>						
HEED	5,104	2,464	48%	4,296	(808)	0%