

HOUSING AND COMMUNITIES COMMITTEE

At a Meeting of the Housing and Communities Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 4 November 2015 at 2:02 p.m.

Present: Councillors Gail Casey, William Hendrie, David McBride, Jonathan McColl, Marie McNair, John Mooney, Lawrence O'Neill, Tommy Rainey, Gail Robertson, Martin Rooney, Kath Ryall and Hazel Sorrell.

Attending: Richard Cairns, Executive Director of Infrastructure and Regeneration; Helen Turley, Head of Housing and Community Safety; Marion Smith, Section Head (Revenues and Benefits); Jackie Gallen, Policy Officer (Housing Development); Sally Michael, Principal Solicitor; and Nuala Quinn-Ross, Committee Officer, Legal, Democratic and Regulatory Services.

Councillor David McBride in the Chair

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Housing and Communities Committee held on 5 August 2015 were submitted and approved as a correct record.

MEMBER/OFFICER WORKING GROUP – HOUSING - ALLOCATION REVIEW

The Minutes of Meeting of the Member/Officer Working Group – Housing Allocation Review held on 6 May 2015 were submitted and approved as a correct record.

SCOTTISH SOCIAL HOUSING CHARTER PROGRESS REPORT

A report was submitted by the Executive Director of Infrastructure and Regeneration providing information on how the Council has performed against the Scottish Social Housing Charter indicators during the second year of implementation.

Having heard the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and recognise the continued improvements within Housing Services in West Dunbartonshire including tenant satisfaction levels; and
- (2) to note that a full annual progress report on the Scottish Social Housing Charter would be submitted to Committee in August 2016.

HOUSING ASSET MANAGEMENT PLAN 2015 UPDATE

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the outcome of the annual Housing Asset Management Planning Modelling exercise carried out in August 2015.

Having heard the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and positive impacts that the Council's significant housing investment programme, combined with a number of proactive strategic and operational interventions has had on our Council housing stock;
- (2) to note that the assessment would suggest that unlike previous years, no additional surplus declarations or demolitions require to be recommended. The poorly performing stock is largely within areas that already feature a strategic plan and where not, the number of units is negligible as a percentage of all stock and is being looked at individually for solutions to their performance; and
- (3) to note that a further update report would be submitted to Committee after the annual Housing Asset Management Planning modelling exercise has been carried out in November 2016.

CLYDEBANK EAST REGENERATION OPTIONS APPRAISAL OUTCOME

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on progress in considering options for the Clydebank East housing area.

Councillor Casey, seconded by Councillor Hendrie moved:-

This Committee notes all of the work of officers in preparing this report for Committee. In addition we note the significant level of community engagement and consultation that has been carried out, including public meeting; a survey; a drop in event; and a visit involving tenants and elected members.

The Executive Director's report is well balanced and the recommendations are essentially for **Option 1** Partial Demolition: (i) to retain some of the existing

housing and opt for partial demolition; and (ii) to declare all housing stock surplus during this period to allow it to be removed from the letting pool until the regeneration strategy has been implemented.

The HRA Capital programme has already set aside £6.7m for Multi Storey Flats renewal work in Clydebank East. Of this £3.18m would be used for demolition costs and £198k would be used for Home Loss Payments to eligible tenants.

This option would have 102 homes and demolished 234. The HRA would also retain rental income from the 102 homes.

There would of course be capital costs involved in the renovation works and resources available to start the new build part of the regeneration programme estimated to be around £3.3m.

This option has clear merits in terms of retaining and improving housing stock; retaining rental income and kick starting the regeneration of the whole area including new homes as well as refurbished homes.

Option 2 is full demolition of the 336 Clydebank East homes.

There is no retained rental income however the costing model has already factored in a potential capital receipt of £275k from a future land sale.

The capital costs of full demolition are estimated to be just over £5m. In addition there would be further costs of £504k for Home Loss Payments.

This option would potentially release around £1.2m of capital for investment elsewhere in the Housing Capital Programme.

However, this option does create a cleared site for potential future regeneration.

As a Committee we have already ruled out full retention so this is not as clear cut a decision as many of us would have liked to have had before us today.

The feedback from local residents is quite mixed. Of the potential 180 tenants 88 responded which represents 49% of the tenants.

Many would like to remain in Clydebank East (46%) while a majority (54%) would like to move away.

However, if the area was regenerated then 61% would want to return while 39% would not.

It appears that the tenants had the same difficulties as us in coming to a conclusion and this is not as clear cut a decision as many of us would have liked to have had before us today.

We have two potential futures for Clydebank East.

A future which retains some housing, upgrades and builds new homes and another which provides a development site for the future and releases funding into other parts of the Council HRA Capital Programme.

Following rigorous assessment the Committee agrees to support Option 2 – Full Demolition of Clydebank East.

- This option appears to reflect the desire of most residents;
- It also creates a regeneration site for future development; and
- Allows for investment in other HRA Capital Projects.

Following discussion, the Committee agreed to approve the above motion.

COUNCIL HOUSE NEW BUILD PROGRESS REPORT

A report was submitted by the Executive Director of Infrastructure and Regeneration informing of the progress of the Council's on going New Build Council House Programme.

The Committee agreed:-

- (1) to note the contents of the report and the progress made to date with the Council's new build programme including the recent delivery of 37 new homes for social rent at Brucehill, Dumbarton in August 2015; and
- (2) to note that a further progress report would be submitted to Committee in February 2016.

Note:- Councillor McNair left the meeting during discussion on the above item of business.

WEST DUNBARTONSHIRE DESIGN STANDARD FOR NEW AFFORDABLE HOUSING

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval for the introduction of a new West Dunbartonshire Design Standard for all new affordable housing to be developed in West Dunbartonshire through the Affordable Housing Supply Programme from 1 April 2016.

Having heard the Policy Officer (Housing Development) in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the Council's key role as the Strategic Housing Authority and its commitment to ensure the delivery of exemplary new affordable housing developments in West Dunbartonshire;
- (2) to approve the introduction of the West Dunbartonshire Design Standard for new affordable housing from 1 April 2016, as detailed within the report; and

- (3) that authority be delegated to the Executive Director of Infrastructure and Regeneration to continue to promote and market the Council's house designs to assist in driving forward standards and achieving further efficiencies in the delivery of new affordable housing for rent.

Note:- Councillor McNair returned to the meeting during discussion of the above item of business.

CASTLEHILL REGENERATION: PROPOSED DISPOSAL OF VACANT COUNCIL OWNED LAND AT CARRICK TERRACE/HAWTHORNHILL ROAD

A report was submitted by the Executive Director of Infrastructure and Regeneration outlining the next phase of Castlehill Housing led regeneration and seeking approval to dispose of a site at Carrick Terrace/Hawthornhill Road, Castlehill to our Strategic Housing Partner to facilitate the delivery of new affordable homes for rent.

The Committee agreed:-

- (1) to approve the transfer of land at Carrick Terrace/Hawthornhill Road from the Housing Revenue Account (HRA) to our Strategic Housing Partner the Wheatley Group (Cube Housing Association) for £1 to facilitate the delivery of 31 new homes for rent in 2017/18;
- (2) that authority be delegated to the Executive Director of Infrastructure and Regeneration to seek the consent of Scottish Ministers under Section 12 (7) of the Housing (Scotland) Act 1987; and
- (3) that authority be delegated to the Head of Legal, Democratic and Regulatory Services to conclude the transaction subject to such legal conditions that are considered appropriate.

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

OPTIONS APPRAISAL EXERCISE - 5 GRAY STREET, ALEXANDRIA

A report was submitted by the Executive Director of Infrastructure and Regeneration providing an update on the Options Appraisal Exercise carried out in partnership with the local community for 5 Gray Street, Alexandria.

Having heard the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the surplus designation be removed once the works are complete and at the point of allocating the empty properties in 5 Gray Street;
- (2) to note the community support for Option 3 and that authority be delegated to the Executive Director of Infrastructure and Regeneration to carry out the

actions associated with implementing Option 3 as outlined in Section 4.1 of the report; and

- (3) otherwise to note the contents of the report.

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

ATTENDANCE MANAGEMENT: QUARTER 2 – 2015/16

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

The Committee agreed to note the contents of the report including the attendance results for the year, namely a decrease of 413FTE days lost (10.3%) compared to the same period last year.

FINANCIAL REPORT 2015/16 AS AT 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 Housing and Communities Committee.

The Committee agreed:-

- (1) to note the contents of the report which shows the relevant budget forecast to overspend against probable by £0.771m (38%) at the year end.
- (2) to note that there is no capital expenditure associated with the services to this Committee; and
- (3) to note the progress on savings incorporated into budgets for 2015/16.

HOUSING REVENUE ACCOUNT BUDGETARY CONTROL REPORT TO 30 SEPTEMBER 2015 (PERIOD 6)

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 the Housing Revenue Account revenue and capital budgets.

The Committee agreed:-

- (1) to note the projected favourable revenue variance of £0.698m (1.6% of the total budget); and

- (2) to note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £2.820m (9.7%), of which £3.003m relates to project rephasing and an in-year overspend of £0.183m.

FORMER TENANT RENT ARREARS WRITE-OFF –2015/16 QUARTER 1 AND 2

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval for the write-off of rent arrears for quarter 1 and quarter 2 of 2015/16 for former tenants.

Having heard the Section Head (Revenues & Benefits) in answer to Members' questions, the Committee agreed to approve the write-off of former tenant arrears accounts totalling £53,110.88.

The meeting closed at 3.13 p.m.

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Housing and Communities Committee: 3 February 2016

Subject: Council House New Build Progress Report

1. Purpose

- 1.1** To inform the Housing and Communities Committee of the progress of the Housing Service's ongoing New Council House Building Programme.
- 1.2** The Council's new build programme has so far delivered 121 new build homes for social rent in West Dunbartonshire. Moving forward, work to provide new council homes during 2016 in Clydebank is underway. The full programme has so far secured £6.62m of external funding.

2. Recommendations

- 2.1** It is recommended that the Housing and Communities Committee:
 - (i) note the content of the report and the progress made to date with the Council's new build programme;
 - (ii) note the anticipated change in unit numbers at the Second Avenue/Singer Street, Central Radnor Park, Clydebank development to 39 units from a projected 40 as outlined in section 4.5. of this report; and
 - (iii) notes that a further progress report will be submitted to the Housing and Communities Committee in May 2016.

3. Background

- 3.1** The first tranche of new build housing followed a successful application in September 2011 which secured £2,250,000 Innovation and Investment Scottish Government grant funding to build 75 new build homes, the Council has now fully completed all 3 of these projects in Haldane, Central/Radnor Park and Bellsmyre.
- 3.2** The Innovation and Investment Fund was replaced by the Scottish Government's Affordable Housing Supply Programme which established Resource Planning Assumptions for each local authority area. The Housing, Environment and Economic Development Committee approved the Strategic Local Programme in August 2012. This included the development of a further 46 new build homes for social rent which have now been completed between Granville Street, Clydebank and Brucehill, Dumbarton. The approved programme also approved a new project of around 40 units for social rent in

Central/Radnor Park in 2016. Full details are shown in Section 4 of this report.

- 3.3** The Housing and Communities Committee in November 2014 approved the West Dunbartonshire Strategic Housing Investment Plan which committed to the continuation of the Council House new build programme. This approval included a new project of around 40 units for social rent in Central/Radnor Park, Clydebank in 2016. Full details are shown in Section 4 of this report.

4. Main Issues

- 4.1** The Council's new build programme has to date delivered 121 new build social homes for rent to assist in meeting evidenced housing need within West Dunbartonshire. These are highlighted in the table below:-

Project	No. of Units	Completion Date
Granville Street (Phase 1)	24	July 2013
Miller Road	15	October 2013
Granville Street (Phase 2)	9	February 2014
Central Bellsmyre	36	December 2014
Hillstreet Square	37	August 2015

- 4.2** The Council's Strategic Housing Investment Plan (SHIP) which was approved by Committee on 5 November 2014, outlined the plans for future new build projects, this included Hillstreet Square and Napier Crescent, Brucehill which completed in August 2015 and were the first homes to deliver the silver standard in terms of design and energy efficiency measures in West Dunbartonshire. It also included a development at Central Radnor Park (Second Avenue/Singer Street), Clydebank where work has commenced in preparing for a construction on-site start during 2016.

Second Avenue/Singer Street, Central/Radnor Park (Estimated 39 units)

- 4.3** This development is the Council's next new build project delivering new homes for rent. Following the demolition of the surplus stock in the area, it is programmed for the new build development to commence during summer 2016.
- 4.4** Due to a title issue with a small section of the site, and to avoid compromising the proposed development it is proposed that the initial projection to deliver 40 units is revised to 39 units, and as such one proposed 4 bedroom townhouse would be lost within the development. Although the preference would have been to develop 40 units as initially planned, the estimated timescales involved in locating the owner of the small section and negotiating a purchase of the land would result in significant delays for the project and the potential loss of Scottish Government Affordable Housing Supply Grant.

- 4.5** The revised housing mix which reflects evidence housing need for the development is as follows:

19 x 1 bedroom flats
7 x 2 bedroom flats
4 x 3 bedroom semi-detached houses
8 x 4 bedroom townhouses
1 x 2 bedroom wheelchair bungalow
39 new council homes

- 4.6** While the development proposes one two-bedroom wheelchair bungalow, the full development will be compliant with the West Dunbartonshire Affordable Housing Design Standard this incorporates the Housing for Varying Needs standard (HfVN) which is essentially the current regulation on “barrier free” design. The HfVN provides internal circulation space for wheelchair users and allows design/adaptation flexibility going forward. In addition, all ground floor houses must have a level access.
- 4.7** The project has been agreed with the Scottish Government Housing Investment Division through the Strategic Local Programme and will attract funding of £2.106m million based on the provision of 39 new homes for social rent. This will again allow the Council to reach the Silver Standard (greener) achieved in the new properties at Hillstreet Square and meet the requirements of the approved West Dunbartonshire Design Standard for affordable housing.
- 4.8** There is currently no Registered Tenants and Residents Association in this area. However, work has commenced on identifying any individual members of the community who would be interested in becoming involved in a short term working group for the period of the new build project.

Regeneration

- 4.9** All new build Council projects that have been completed have taken place in one of the Councils 10 Priority Regeneration Areas as outlined in the West Dunbartonshire Local Housing Strategy 2011-2016.
- 4.10** The provision of new housing that is the right type and size and that which is needed in accordance with our housing demand lists has contributed to positively regenerating these areas. In addition, the provision of new council housing for rent, along with other housing service led initiatives such as the implementation of the Housing Asset Management Strategy, housing management initiatives and the HRA Capital Programme carrying out significant works on existing stock have all contributed positively to the overall regeneration of the these priority regeneration areas.
- 4.11** The Council's Housing Service as well as a developer of new housing, also plays a key enabler role through their statutory role as the Strategic Housing Authority and the delivery of the Affordable Housing Supply Programme. In addition to the Council's own new build programme, in 2015/16 54 new

homes for rent have been delivered in Clydebank by Cube Housing Association and the development of a further 86 new homes within 4 sites across Alexandria are currently in development jointly by Caledonia and Dunbritton Housing Associations, including the Central Alexandria site which the Council disposed to a registered social landlord with the aim of facilitating the development of affordable housing.

5. People Implications

- 5.1** The New Build Project Team involves staff within Housing Strategy and Development, Consultancy Services, Legal, Finance, Planning and Estates, Procurement and as the projects progress the Project Team will engage with other services and departments. The programme is delivered within existing resources.

6. Financial and Procurement Implications

Financial

- 6.1** The impacts of the Council's New Build Programme will be continually reviewed and assessed through the Council's HRA Business Plan Model and there are currently no negative impacts.
- 6.2** The recently completed Hillstreet Square development was delivered at an overall project cost of £3.75m, of which the Council received £1.998 million in grant funding from the Scottish Government's Affordable Housing Supply Programme. The project has been delivered within the original £3.885m budget and equates to an average unit cost of £101,351 which is 8% lower than all comparable developments over the period of the delivery of the Strategic Local Programme.
- 6.3** In terms of the new Central Radnor Park development, the site is more challenging in terms of levels and there will be demolition costs to be included and we have projected an average unit cost of £110,000. The development will meet the newly approved West Dunbartonshire Affordable Housing Design Standard and as such is eligible to an additional £4000 per unit in grant funding. Therefore the Council has secured grant funding from the Scottish Government's Affordable Housing Supply Programme of £54,000 per unit.

Procurement

- 6.5** The procurement of a Main Contractor for the project is planned for early 2016.
- 6.6** All procurement activity carried out by the Council in excess of £50,000 is subject to contract strategy. The contract strategy for the new build housing will include but may not be limited to: contract scope, service forward plan, the roles and responsibilities, risks, issues and opportunities and on-going contract management.

- 6.7** The new build housing project will be a significant contributor in terms of meeting the Council's strategic priorities. Through the contract strategy, other opportunities which contribute to delivery of the Council strategic priorities, for example, community benefits which improve economic growth and employability will be explored.

7. Risk Analysis

- 7.1** All Council new build projects have their own Risk Register which highlights the risk within and out-with the project team's control. These are maintained and adjusted on an on-going basis.
- 7.2** As with all projects undertaken since 2012 when the Council began building new council housing, lessons are taken forward from each experience. It is therefore anticipated that the agreed budget of £4.4m within the Housing Capital Programme 2015-2020 for the Second Avenue/Singer Street development be maintained through the development and any variance will be reported to the Housing and Communities Committee.

8. Equalities Impact Assessment (EIA)

- 8.1** The proposal does not alter any existing policy or pattern of service delivery and so is not considered to require an equalities impact assessment.

9. Consultation

- 9.1** Regular updates on new build development are provided to the West Dunbartonshire Tenants and Residents Organisation at the bi-monthly liaison meetings. In terms of consultation on the Hillstreet Square Project, the Brucehill Tenants and Residents Association were closely involved with the project and a number of decisions made in relation to the project development.
- 9.2** As detailed at 4.7, work has progressed to establish community interest in involvement with the Second Avenue/Singer Street new build project in the absence of a recognised tenant organisation.

10. Strategic Assessment

- 10.1** The Local Housing Strategy is the overarching document setting out the strategic direction for housing across all tenures and informs the future investment in housing and related services across West Dunbartonshire.

- 10.2** Having considered all the Council's strategic priorities, this report and the provision of new supply social housing for rent contributes greatly to all five strategic priorities and significantly to improving local housing and environmentally sustainable infrastructure.

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

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Appendices:	None
Background Papers:	<p>Delivering Affordable Housing in West Dunbartonshire, Housing Strategy and Development, July 2015 http://www.west-dunbarton.gov.uk/media/4308583/brochure-final-website-version.pdf</p> <p>West Dunbartonshire Design Standard for Affordable Housing, Housing Strategy and Development, November 2015</p>
Wards Affected:	All

WEST DUNBARTONSHIRE COUNCIL**Report by the Executive Director of Infrastructure and Regeneration****Housing and Communities Committee: 3 February 2016**

**Subject: West Dunbartonshire Local Housing Strategy 2011 - 2016:
Annual Progress Report**

1. Purpose

- 1.1** This report informs committee on the progress made with the West Dunbartonshire Local Housing Strategy 2011 - 2016 (LHS) and also highlights new legislative and policy developments which may impact upon the delivery of the strategy.

2. Recommendations

- 2.1** It is recommended that the Committee:-

- i) acknowledge the progress made in meeting the aims and objectives of the West Dunbartonshire Local Housing Strategy and notes the contents of the West Dunbartonshire Local Housing Strategy Annual Progress Report 2015 (appendix 1); and
- ii) note that a draft new Local Housing Strategy 2017 – 2022 will be presented to Housing and Communities Committee in November 2016.

3. Background

- 3.1** Under the Housing (Scotland) Act 2001 local authorities are required carry out a comprehensive assessment of housing needs and conditions and to produce a Local Housing Strategy (LHS) to address the issues identified. The West Dunbartonshire LHS was submitted to the Scottish Government on 29 November 2011 and covers the period to the end of 2016.
- 3.2** The Scottish Government also requires local authorities to submit a biennial Strategic Housing Investment Plan (SHIP) indicating how investment in affordable housing will be directed over the 5-year period with a view to achieving the LHS outcomes. The West Dunbartonshire Council SHIP 2015/2020 was approved by Housing and Communities Committee on 5 November 2014 and submitted to the Scottish Government on 28 November 2014.

- 3.3** The new West Dunbartonshire Council Local Housing Strategy will cover the period 2017 – 2022. Housing and Communities Committee approved a report on 5th August 2015 on the preparation of the new Local Housing Strategy and agreed that a draft will be brought to the November 2016 meeting for approval. A Lead Officers' Working Group has been established to develop the new strategy and to review the performance indicators and associated actions. It has been agreed that Members Briefings on progress will be prepared as appropriate.





4. Main Issues

- 4.1** The LHS Annual Progress Report 2015 (Appendix 1) report provides an update on progress on the five key themes contained in the Local Housing Strategy, namely:

- Housing Need and Demand;
- Promoting Good Quality Housing;
- Homelessness;
- Sustainable and Supportive Communities; and
- Addressing Particular Housing Needs.

- 4.2** This Progress Report summaries the main issues under each of the key themes and identifies new policy developments, both locally and nationally, which have arisen during the first year of the plan and which will impact on its future development.

- 4.3** Progress in delivering the outcomes of the Local Housing Strategy has been positive and is reflected in the summary table below

Local Housing Strategy 2011-2016 Action Plan 2015 Progress Report – Summary Table		
	Actions completed	33 (81%)
	Actions assigned and progressing	7 (17%)
	Actions need their progress checked – the action is not overdue, but milestones may be overdue	1 (2%)
	Action overdue	0
	Total	41

4.4 Summary of the Key Issues

Housing Need and Demand

- 4.4.1** West Dunbartonshire's Local Housing Strategy has informed the development of the Local Development Plan (LDP) and set the Housing Supply Targets to be met. The LDP sets out the land use strategy, policies and proposals for the period and identifies opportunities for housing development to meet the targets. The LDP aims to achieve a satisfactory tenure balance and sufficient land supply for all required housing provision.

- 4.4.2** A report to Housing and Communities Committee on 5th August 2015 noted that a revised Housing Need and Demand Assessment prepared by the Glasgow and Clyde Valley Strategic Development Authority (now Clydeplan) had been appraised by the Scottish Government as robust and credible in May 2015. Reflecting the Council's objective of maximising housing development in the local authority area, The Committee further agreed annual Housing Supply Targets of 150 for the private sector and 80 for the affordable sector, higher than the 91/43 initially suggested by the HNDA work.
- 4.4.3** On 25th March 2015 the recommendations contained within the Local Development Plan Examination Report were considered by the Council's Planning Committee. The Committee agreed to accept all recommended modifications, with the exception of those relating to the inclusion of the housing opportunity site, Duntiglennan Fields, Duntocher. The Council is in discussion with the Scottish Government with a view to resolving this matter and ensuring the adoption of the LDP.
- 4.4.4** The Housing (Scotland) Act 2014 was enacted in August 2014. Among the measures introduced by the Act is the abolition of the Right to Buy (RTB) for all social housing tenants in Scotland from 1 August 2016. It has been identified that the abolition of the RTB will lead to an increase in sales in the short term in the lead up to the abolition there has been a slight rise in the number of Council house sales: in 2013/14 there were 38 rising to 43 in 2014/15. Sales for the first three quarters of 2015/16, from April to December are 40.
- 4.4.5** The abolition of RTB will reduce the capital receipts for social landlords but will safeguard social housing stock for future generations and secure future rental income. The abolition of the Right to Buy was strongly supported by West Dunbartonshire Council and registered tenant organisations operating in West Dunbartonshire and reflected in consultation responses provided to the Scottish Government. Given this development, the Council decided not to pursue Pressured Area Status designation which was an action agreed within the LHS.

Promoting Good Quality Housing

- 4.4.6** Achieving the target of 100% compliance with the Scottish Housing Quality Standard (SHQS) by 31st March 2015 was a considerable achievement. The approval of our new Housing Capital Investment Programme in February 2015 will see an investment of over £127 million over 5 years and will ensure that our housing stock continues to meet the SHQS and also the new Energy Efficiency Standard for Social Housing (EESH) by 2020.

4.4.7 The Council has now completed 121 homes under its new build housing programme at four locations across West Dunbartonshire. The delivery of the 121 new homes for rent secured £4.514m of Scottish Government grant funding. The Council has since secured an additional £2.106m for the development at Central Radnor Park, Clydebank which will go on site in 2016.

4.4.8 The most recently completed new build project, at Brucehill, Dumbarton, was designed by in-house staff and is the first to meet the Scottish Government's higher energy efficiency "greener" standard which will result in significantly lower heating bills for tenants. In addition, our RSL partners completed 120 new affordable units for rent over the same timeframe.

Affordable Housing Supply Programme – New Build Completions			
Project	Developer	Units	Completion Date
Miller Road, Haldane	WDC	15	October 2013
Granville Street, Clydebank	WDC	33	February 2014
Central Bellsmyre, Dumbarton	WDC	36	December 2014
Brucehill, Dumbarton	WDC	37	August 2015
The Scholars, Clydebank	Cube HA	33	June 2014
Glenfinnan Gardens, Dumbarton	Bield HA	33	February 2015
Beardmore Place, Clydebank	Cube HA	54	August 2015
TOTALS		241	

4.4.9 In November, Council agreed to become the first Scottish local authority to introduce a higher West Dunbartonshire Design Standard for all new housing receiving support from the Scottish Government's Affordable Housing Supply Programme from 2016 /2017. This will require these houses to meet the "greener" standard as a minimum, but will also encourage better design in areas such as accessibility, space standards and external layouts.

4.4.10 The Council has developed an Owner Engagement Charter (Multi Tenure Estates) which was approved by the Housing, Environment and Economic Development Committee in February 2014, and the owners' Scheme of Assistance is currently under review and will report to the Housing and Communities Committee in May 2016.

Homelessness

4.4.11 The new Homelessness Strategy 2013 -2016 was published in August 2013. The strategy builds on the Council's successful strategic preventative approach which has seen a 48% drop in homeless presentations since 2008. A recent review of the homelessness service will strengthen the strong preventative approach. The strategy is being implemented during a period of economic uncertainty, when the impacts of welfare reform are likely to lead to increasing hardship among many members of our communities. The

strategy commits the Council to working in partnership to provide advice and assistance to reduce the negative effect of welfare reform.

Sustainable and Supportive Communities

- 4.4.12** The Council continues to develop joint working between Anti-Social Behaviour services, local communities and Police Scotland. This has led to important improvements around the number of anti-social behaviour cases being resolved within our agreed target timescales, rising from 36% in 2013/14 to 73% in 2014/15.

Addressing Particular Housing Needs

- 4.4.13** Progress continues to be made in involving housing in the Health and Social Care integration process. The inaugural meeting of the new West Dunbartonshire Health & Social Care Partnership Board took place on the 1st July 2015. At that first meeting, the HSCP Board approved its first Strategic Plan, with the 1st July 2015 consequently confirmed as the integration start day on which the new delegated arrangements commenced.
- 4.4.14** A Scottish Government Housing Advice Note issued in September 2015 provides statutory guidance on the involvement of housing and in particular on the coordination of the Strategic Commissioning Plan (SCP) and the Local Housing Strategy. The Housing Contribution Statement is seen as a key bridge between the two strategies. Housing Strategy and Development and the HSCP are working together to prepare the Housing Contribution Statement for inclusion with the Strategic Commissioning Plan which is due for completion in spring 2016.
- 4.4.15** Work is ongoing on the reprovisioning of the Council's older people's care homes with two new Care Homes being provided at Crosslet House in Dumbarton and Queens Quay in Clydebank.
- 4.4.16** As the strategic housing authority the Council will ensure that all new housing projects being supported through the SHIP are encouraged to provide an element of specialist housing where appropriate. In addition, all new build units in the programme will also need to meet recently introduced West Dunbartonshire Affordable Housing Design Standard, which includes the requirement to be wheelchair friendly internally and to have a level access to the home.
- 4.4.17** Progress has been made in taking forward improvements to the gypsy/travellers site at Dennystoun Forge, with the site having been transferred to Housing Revenue Account ownership and planned works are scheduled to start early in 2016.

5. People Implications

- 5.1** There are no direct implications associated with this report.

6. Financial and Procurement Implications

- 6.1** There are no direct financial implications in relation to this report, although the delivery of the LHS will require the bringing together of a number of resource streams from the Council and partner organisations some of which will be subject to reporting to the Housing and Communities Committee.

7. Risk Analysis

- 7.1** The Strategy noted the prevailing volatile policy environment and difficult economic conditions, a position which is likely to remain unchanged at least in the short term. Welfare reform and the factors impacting on fuel poverty remain significant areas of concern.
- 7.2** Certain outcomes contained in this Strategy will continue to be dependent upon the ongoing resource commitments of a wide range of partners in both the public and private sector.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities, Health and Human Rights Impact Assessment was carried out on the Local Housing Strategy and found no substantive negative impacts. The assessment is available on the Council's website.

9. Consultation

- 9.1** The development of the West Dunbartonshire Local Housing Strategy was subject to widespread consultation. A copy of the consultation summary is available on the West Dunbartonshire Council website.

10. Strategic Assessment

- 10.1** The ongoing implementation of the West Dunbartonshire Local Housing Strategy contributes greatly to all five strategic priorities but principally to the priority to improve local housing and environmentally sustainable infrastructure.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 7 January 2016

Person to Contact:

John Kerr - Housing Strategy Manager, Housing Strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737889, e-mail: john.kerr@west-dunbarton.gov.uk

Jamie Dockery - Housing Policy Officer, Housing Strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737366, e-mail: Jamie.dockery@west-dunbarton.gov.uk

Appendix: Appendix 1 - West Dunbartonshire Local Housing Strategy 2011 -2016 Annual Progress Report, December 2015

Background Papers: West Dunbartonshire Local Housing Strategy 2011 - 2016 November 2011
<http://www.west-dunbarton.gov.uk/housing/housing-strategy/local-housing-strategy/>

Report by the Executive Director of Housing, Environmental and Economic Development to Housing, Environment and Economic Development Committee 19 January 2012: West Dunbartonshire Local Housing Strategy 2011 – 2016

Report by the Executive Director of Infrastructure and Regeneration to Housing and Communities Committee 5th February 2014: West Dunbartonshire Council Local Housing Strategy Progress Report

WD LHS Equality Impact Assessment November 2011

West Dunbartonshire Strategic Housing Investment Plan 2015/16 – 2019/20 November 2014.

West Dunbartonshire Homelessness Strategy 2013 -2016 August 2013

Wards Affected: All

Local Housing Strategy 2011-16



2015 Progress Report




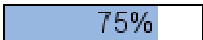
	Actions completed
	Actions assigned and progressing
	Actions need their progress checked – the action is not overdue, but milestones may be overdue
	Action overdue
	Cancelled





Icon	Name
	1. Housing Need and Demand





Icon	Name
	Ensuring people have access to affordable housing, which is in the right location for their needs


Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Number of new build properties - Owner Occupied	119	146	150	208	250	150	Alan Williamson
Unit Capacity of Housing Land Supply (years)	7	8.3	8.7	7.85	7	7	Alan Williamson
Number of new build social housing for rent	158	51	48	102	70	80	John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Encourage, support and submit appropriate applications to the SG Innovation and Investment Fund		<div><div>100%</div></div>	30-Apr-2016	The Innovation and Investment Fund has been replaced with a 5-year resource planning assumption which will be better suited to providing					John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				support for social housing in a strategic fashion. The Council will continue to apply where additional funding routes are identified to ensure the delivery of new housing in West Dunbartonshire.					
Investigate alternative funding sources to contribute towards the provision of new housing			30-Apr-2016	One of the key factors in terms of the appointment of the Wheatley Group was access to an institutional bond finance. We continue to engage with Wheatley and the Scottish Government to ensure that this has the potential to provide additionality in terms of affordable housing provision within West Dunbartonshire. This will result in increased capacity within the AHSP.	Investigate new models of funding to deliver new social housing	31-Mar-2014	Yes	Completed	John Kerr 2
					Assess the value of institutional finance assisting with the delivery of new supply affordable housing	31-Dec-2015	Yes	Will continue to work with the Scottish Government to fully assess models available	
Maintain generous supply of effective housing land sufficient to meet Housing Supply Targets.			30-Apr-2016	Continue to monitor completions and land supply data on an annual basis; working to identify new sites for housing in the Local Development Plan Proposed Plan to be published Spring 2013	Finalise Housing Land Audit with Homes for Scotland involvement	30-Nov-2013	Yes		Alan Williamson
					Adopt Local Development Plan	30-May-2014	No	The Planning Committee of 25 March 2015 agreed to adopt the Local Development Plan, but declined an Examination Report recommendation in respect of including	




Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
								Duntiglennan Gields, Duntocher a Housing Development Opportunity. The Plan was thereafter submitted to the Scottish Ministers for their approval to adopt. The Scottish Ministers directed the Council to accept the Duntiglennan recommendation, but this Direction was rejected by the Council. The Council has subsequently written to the Scottish Ministers explaining its position and a response is awaited (August 2015).	
					Finalise Housing Land Audit with Homes for Scotland involvement	30-Nov-2014	Yes		
					Finalise Housing Land Audit with Homes for Scotland involvement	30-Nov-2015	Yes		
Continue to review housing land supply to ensure a choice of land for housing development of all tenures			30-Apr-2016	2012 Housing Land Audit published October 2012	Finalise 2012 Housing Land Audit	30-Nov-2012	Yes	Completed	Alan Williamson
					Finalise 2013 Housing Land Audit	30-Nov-2013	Yes	Completed	
					Finalise 2014 Housing Land Audit	30-Nov-2014	Yes	Completed	
					Finalise 2015 Housing land Audit	30-Nov-2015	Yes	Completed	
In consultation with partner RSLs, identify and designate			31-May-2014	HEED Committee of 7th May 2014 decided not to pursue any pressured area	Identify areas/house types for application for pressured area status	07-May-2014	Yes	HEED Committee of 7th May 2014 decided not to pursue any pressured area	John Kerr 2





Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
appropriate housing types/areas for Pressured Area Status				designation due to the full abolition of the Right to Buy is contained within the Housing (Scotland) Bill				designation due to the full abolition of the Right to Buy is contained within the Housing (Scotland) Bill	
					Identify areas/house types for application for pressured area status	31-May-2014	Yes	Areas identified - exercise not complete as awaiting Scottish Government announcement regarding the future of the Right To Buy	
Carry out further research on the value of mid/market/intermediate tenure options in West Dunbartonshire			30-Nov-2013	Some work has been done by individual organisations in respect of particular potential projects but no RSLs have chosen to go down this route in the West Dunbartonshire market to date. Consideration is ongoing of the newly emerging SHIP projects	Carry out an analysis of the need and demand for this particular product in the area to inform future strategic thinking	30-Nov-2013	Yes	Research being undertaken by McDowall Consulting Limited.	John Kerr 2
					Liaise with and identify RSLs looking to develop a mid market/intermediate housing in West Dunbartonshire	30-Nov-2013	Yes		
Consult on and produce an annual Strategic Housing Investment Plan			30-Apr-2016	Within the period of the LHS, The SHIP has been delivered on 2 occasions and continues to set the direction for affordable housing development in West Dunbartonshire.					John Kerr 2





Icon	Name
	2. Promoting Good Quality Housing

Icon	Name
	Residents of all tenures live in good quality housing


Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Percentage of RSL Housing Stock (In WD) meeting the Scottish Quality Standard (excluding exemption and abeyances)	89.5%	92.1%	98.1%	100%	100%	100%	Jackie Gallen


Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Direct housing capital investment in to larger scale projects over longer period of time to ensure that all WDC stock meets SHQS by 2015		<div><div>100%</div></div>	31-Mar-2015	Current estimates indicate that 90% of WDC stock will meet the SHQS by the 2015 deadline. Consideration is being given to what stock can legitimately be designated as exempt from the requirement to meet the standard					Martin Feeney
Work towards achieving the SGs targets contained in legislation for reducing energy consumption and CO2 Emissions in line with the Council Corporate Policy		<div><div>25%</div></div>	31-Mar-2020	The HRA Capital Programme will invest to ensure compliance with the Energy Efficiency Standard for Social Housing by 2020. The action will carry forward into the new LHS	Develop HRA Capital Programme 2015-20 to meet EESSH requirements	31-Mar-2015	Yes	Completed	Alan Young
					Housing Capital Programme 2015/16	31-Mar-2016	No		
					Housing Capital Programme 2016/17	31-Mar-2017	No		
					Housing Capital Programme 2017/18	31-Mar-2018	No		
					Housing Capital Programme 2018/19	31-Mar-2019	No		
					Housing Capital Programme 2019/20	31-Mar-2020	No		
Work in partnership with developers and		<div><div>80%</div></div>	30-Apr-2016	All new build projects supported through the Affordable Housing	Identified as a priority within LHS	06-Nov-2011	Yes	Completed	John Kerr 2
					Include element with	31-Jan-	Yes	Completed	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
RSLs to ensure that all new build affordable housing incorporates sustainability measures where possible and energy efficiency standards				Supply Programme are required to meet the current standards. The introduction of EESSH will build upon these existing standards and we will continue to ensure compliance. In addition the Council as the strategic housing authority we are looking to develop a localised greener standard for all social housing in West Dunbartonshire.	prioritisation matrix in terms of the Strategic Housing Investment Plan (SHIP)	2013			
					Ensure all new build projects supported within the Strategic Local programme meet all current standards.	31-Aug-2013	Yes	Completed	
					Respond with the appropriate action in terms of new build housing through the introduction of the EESSH	31-Dec-2014	Yes	Completed	
					Review progress against SHIP developments	31-Mar-2016	No	Completed	
Work with partners to achieve a holistic approach to integrating housing policy, strategy and investment with wider area regeneration activities that contribute to creating sustainable and safe communities			31-Mar-2015	Action on track - LHS actions and objectives are being delivered and the action plan is subject to monitoring and review	Establish Housing Providers Forum involving all housing providers operating in West Dunbartonshire	01-Jan-2012	Yes	Completed	John Kerr 2
					Deliver LHS progress Report on an annual basis 2012	31-Jan-2013	Yes	Completed	
					Deliver LHS progress Report on an annual basis 2013	31-Jan-2014	Yes	Reported to HEED Committee on 5/2/14	
					Deliver LHS Progress Report for 2014	28-Feb-2015	Yes	report provided to February 2015 Housing and Communities Committee	
Encourage private landlords to register with the Landlord Registration Scheme through participating in the Private Sector Leasing Scheme and improve awareness of			30-Apr-2016	Action on track - The new Housing Act has now received royal assent and we await information relating to the introduction of the elements and any secondary legislation with respect to the private sector.	Establish Private landlords forum in West Dunbartonshire to achieve action outcome	31-Jan-2012	Yes		John Kerr 2
					Contribute all relevant information to private landlords newsletter (ongoing)	31-Jan-2013	Yes		
					Assess the feasibility of the introduction of a Private	31-Jan-2014	Yes	It has been viewed as not appropriate to	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
tenant and landlord responsibilities					sector leasing scheme within West Dunbartonshire			introduce a private sector leasing scheme in West Dunbartonshire principally because of changes in Housing benefit legislation and resource allocation	
					Respond appropriately to the required legislative changes contained within the new Housing Bill	31-Dec-2014	Yes		
					Ensure compliance with the elements of the new Housing Act relating to PRS	31-Mar-2015	No	Awaiting elemental implementation dates from the Scottish Government	
Engage with owners in mixed tenure blocks at an early stage to increase participation in improvement programmes and promote support and advice available through the Scheme of Assistance		 100%	31-Mar-2015	While early engagement with owners is encouraged, there continues to be issues in ensuring the full participation with owners in programmes. Difficulties of this nature will be a major factor in not achieving the 100% SHQS by 2015 but this problem is not unique to West Dunbartonshire					Alan Young
Work closely with all partners including other Council Departments to ensure that funding opportunities are maximized for all households in West		 100%	30-Apr-2016	Ongoing Income maximization continues to be a key priority across the Council; however work in this area may well be undermined by the additional financial pressures brought about by					John Kerr 2



Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Dunbartonshire				Welfare Reform and increasing energy prices					



Icon	Name
	3. Homelessness



Icon	Name
	Homelessness is minimised through prevention and early intervention measures




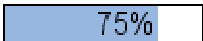
Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Number of households(homeless&threatened) secured settled accommodation within private rented sector	N/a	39	43	12	87	100	Janice Lockhart
% of homeless households losing contact with the service	21%	23%	24%	24%	12%	10%	Janice Lockhart
% of homeless presentations from secure tenancies	17%	16%	18%	18%	12%	12%	Andy Cameron
% of all social housing lets to homeless households - RSL	33%	31%	33%	40%	40%	40%	John Kerr 2
HS7aivc: Council duty to secure permanent accommodation for household - iv. % of cases reassessed within 12 months of completion of	6.7%	6.9%	7.2%	6.76%	5.3%	4%	Janice Lockhart



Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
duty							
HS7b: H/SSHC/CI/20b tenancy sustainability rate - Homeless lets	79%	75.9%	77%	83.69%	89%	91.3%	Andy Cameron
The number of incidences of homelessness in West Dunbartonshire is reduced - presentations		1,369	1,370	1,250	1,282	1,218	John Kerr 2
Tenancy Sustainment levels in West Dunbartonshire are increased		83%	83.6%	87.3%	89%	91.3%	John Kerr 2
The number of incidences of youth homelessness in West Dunbartonshire is reduced		483	443	382	400	360	John Kerr 2



Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Carry out a review of Housing Support in West Dunbartonshire to plan for future service provision		<div><div>100%</div></div>	31-Mar-2015	As part of the work being done on developing a Housing Options and Homelessness Prevention approach, a review of housing support needs is being carried out	Ensure that we comply with the new legislative requirements in respect of housing support	31-Dec-2013	Yes		Janice Lockhart
					Carry out a review of Housing Support in West Dunbartonshire	30-Jun-2014	Yes	Housing Support Service has been fully reviewed following inspection by Care Commission in Summer 2014.	
					Implement recommendations of housing support review	31-Mar-2015	Yes	Housing Support Service has been fully reviewed following inspection by Care Commission in Summer 2014 - recommendations adopted.	
Introduce a Private Sector Leasing Scheme in West Dunbartonshire		<div><div>100%</div></div>	31-Mar-2014	Detailed consideration was carried out on the potential value of such a project and in particular discussions took place with RSL partners and Link HA	Position paper to HMT for approval to further look at options for the introduction of a PSL within the context of a wider review of our approach to private sector housing	30-Jun-2013	Yes	Paper submitted to HMT on 24th April - agreed to follow through those recommendations within paper (attached)	John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				over the model currently employed in Edinburgh. It has been decided that there was little benefit in developing a PLS at this time. However this will again be reviewed as part of the development of the new homelessness strategy.	Introduce as part of promotion of the housing options agenda, a means to provide information on the PRS to prospective tenants	30-Sep-2013	Yes	Completed	
					Carry out a full options analysis as to whether the introduction of a PLS in West Dunbartonshire would be positive for the communities which we serve	31-Dec-2013	Yes	Completed	
					Establish Private Sector Working Group		Yes	Working Group established led by Housing Strategy and Development	
Ensure that the aims and objectives of West Dunbartonshire's Homelessness Strategy 2008-2013 are realised		<div><div>100%</div></div>	31-Mar-2016	The Homelessness Strategy 2008-2013 aims and objectives have been reviewed and are included in the new Homelessness Strategy which will cover the period up until 2016. The new strategy document contains a summary of the most notable achievements of the previous strategy which overseen a preventative response which reduced homelessness levels by 40% but also seen WDC meet the Scottish Government homelessness targets.					John Kerr 2
Develop and Implement a new West		<div><div>100%</div></div>	31-Mar-2016	New Homelessness Strategy approved at HEED committee in	Carry out a full and extensive consultation to inform and develop the new	19-Jun-2013	Yes		John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Dunbartonshire Homelessness Strategy 2013-2016				August. A progress report is to be presented on annual basis to HEED committee and this will be reflected in future Housing and Community Safety action plans	Homelessness Strategy				
					Strategy Approval at Housing, Environment and Economic Development Committee	07-Aug-2013	Yes	Strategy approved at HEED Committee 080913 - http://wdccmis.west-dunbarton.gov.uk/cm/s5/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/7570/Committee/501/Default.aspx	
					Full review carried out of Homelessness Strategy 2008-2013		Yes	Completed	
Undertake a review of supported and temporary accommodation in West Dunbartonshire		<div><div>100%</div></div>	31-Jan-2013	A Review, which included a consultation exercise with stakeholders, was completed during 2012					John Kerr 2
Implement a new temporary accommodation strategy		<div><div>100%</div></div>	31-Mar-2016	Action complete - Framework agreed and progress will be reported on a regular basis to the Housing Performance Improvement Board	Develop Temporary Accommodation Strategy 2013-16	30-Nov-2012	Yes	Strategy developed and adopted by HEED Committee November 2012. Copy of HEED Report and Strategy uploaded to Covalent.	John Kerr 2
					Provide update to HPIB regarding progress in implementing Temporary Accommodation Strategy	30-Nov-2013	Yes	Update included in monthly HPIB report. Implementation of the Temporary Accommodation Strategy action plan will be scrutinised in detail at November HPIB. Update will also be provided to the Homelessness and Housing Access Forum on a regular basis.	
					Agree process for monitoring	05-Mar-	Yes	Homelessness	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					implementation of Temporary Accommodation Strategy for 2014-16	2014		Implementation Group established who will take forward all actions relating to homelessness related strategies. Working group comprises of housing strategy and homelessness service officers	
Strengthen partnership with WDCHCP and Employability Services			31-Mar-2016	Action complete - Operational teams too identify improvements and information challenges.	Establish regular meeting with CHCP to take forward joint working.		Yes		Jennifer MacMahon
					Initiate discussions with Employability Services to take forward joint working.		Yes	Links to Employment established through Homeless and Housing Access Forum - Homelessness teams perform signposting to initiatives.	
Continue to work in partnership to tackle homelessness in West Dunbartonshire			31-Mar-2016	Action on track - the Council has a strong partnership focus on homelessness evidenced through the Homelessness Strategy - regular updates are provided with regards the implementation of the Strategy at the multi agency Homelessness and Housing Access Forum. We continue to see levels of homelessness in West Dunbartonshire be reduced within our trend projections.	Continue to arrange quarterly meetings of the Homelessness & Housing Access Forum	30-Apr-2015	Yes	Completed.	John Kerr 2
					Continue to work in partnership with a wide range of statutory and voluntary agencies	30-Apr-2015	Yes	Completed.	
					Ensure partnership working arrangements are reviewed to ensure compliance with the restructure of the service area	31-Aug-2015	Yes	Completed.	
					Explore opportunities for the development of new partnerships	31-Dec-2015	Yes	Completed.	
					As part of Housing Options West Hub, participate in the development of a training programme for all partners.	31-Mar-2016	No	Milestone on track.	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Develop and implement an approach to homeless prevention with appropriate partners.	31-Mar-2016	No	Milestone on track.	
					Host quarterly Homelessness and Housing Access Forum.	31-Mar-2016	Yes	Completed.	
					Participate in Housing Options West Hub to develop a joint approach, with an aim to reduce homelessness.	31-Mar-2016	Yes	Completed.	
We will introduce a housing options approach to ease access to suitable accommodation for West Dunbartonshire households			31-Mar-2016	As part of the broader restructure of the Housing service, we are further developing the Housing Options service. This will ensure that, at the first point of contact, all housing applicants will have access to comprehensive information and advice about all of their housing options.	Include delivering a Housing Options approach in line with the West of Scotland Housing Options HUB as part of the Homelessness Strategy 2013-16	31-Aug-2013	Yes	A Housing options service is available to Homelessness applicants via the Casework process As part of the planned restructure of the service area, a dedicated team of Housing Options / Prevention Officers has been established	Janice Lockhart
					We will ensure individuals have access to information about potential housing solutions	31-Mar-2014	Yes	This is included as part of the casework assessment process. This will be extended to all applicants for housing as part of the planned service review	
					We will provide Housing Options interviews	31-Mar-2014	Yes	Housing options interviews are being provided for homelessness applicants as part of the casework process.	
					Introduce housing options on completion of homelessness service review	31-Mar-2016	No	Service review underway.	
					We will develop a web based	31-Mar-	No	In development	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					portal where residents can seek person centred advice and assistance about their Housing Options	2016			
Develop a West Dunbartonshire Tenancy Sustainment Strategy to improve tenancy sustainment levels in West Dunbartonshire		<div><div>100%</div></div>	31-May-2014	Tenancy sustainment lies at the core of the housing service. Analysis continues to be carried out on the reasons behind poor tenancy sustainment levels. Latest figures show a slight improvement in sustainment figures from the same quarter last year at around 84% across all lets. A working group meets with the aim of adopting a common approach across all landlords within West Dunbartonshire	Establish working party with representatives from WDC and from local RSL's	30-Jun-2012	Yes		John Kerr 2
					Produce draft document for consultation	30-Nov-2013	Yes		
					Carry out consultation including all stakeholders	28-Feb-2014	Yes	Consultation on document carried out - led by Housing Strategy and Development it included all elements of WDC Housing Service along with all RSLs	
					Carry out all preparation to adopt Common Approach to Tenancy Sustainment for April 2014	31-May-2014	Yes	Common Approach adopted by HMT on 8th April. Copy of document uploaded to Covalent and action marked as complete.	
Develop and implement an Empty Homes Strategy which will seek to bring empty homes back into use in West Dunbartonshire		<div><div>100%</div></div>	31-May-2014	Empty Homes Strategy approved by HEED committee on 7th May 2014, the implementation of the strategy will be monitored through the Housing and Community Safety Performance Management Framework	Prepare business case to Scottish Government to secure Empty Homes funding for West Dunbartonshire Make application to the Scottish Government	01-Apr-2012	Yes	Funding secured in partnership with Renfrewshire Council which will allow both authorities to share a staff resource dedicated to Empty Homes in the private sector	John Kerr 2
					Recruit Regional Empty Homes to champion empty homes work in local authority area	30-Jun-2012	Yes	New officer commences post on 7th August 2012	
					Develop Draft Empty Homes Strategy for West Dunbartonshire and carry out	28-Feb-2014	Yes	The target date of this action has been amended to reflect	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					full consultation			our success in securing £300,000 of empty homes loan money which will allow interest free loans to be paid to owners to allow empty homes to be used for affordable housing in West Dunbartonshire.	
					Implement West Dunbartonshire Empty Homes Strategy (Committee Approval)	07-May-2014	Yes	An action plan will be developed and incorporated within the Empty Homes Strategy document - thereafter this will be monitored and reported on at regular intervals within Housing and Community Safety's PMF.	



Icon	Name
	4. Sustainable and Supportive Communities



Icon	Name
	All our residents live in safe, good quality neighbourhoods







Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Number of Crimes in Group 4 (five year average) per 10,000 of adult population	261	236	192	Awaiting Info	265	260	Janice Winder
Percentage of residents feeling very or fairly safe when walking alone in the local neighbourhood after dark	67%	70%	75%	Awaiting Info	63%	Awaiting info	Janice Winder

Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Percentage of residents rating neighbourhood as a 'fairly good' or 'very good' place to live	87%	92%	93%	92%	95%	96%	Andy Cameron
Percentage of Citizens Panel respondents who are satisfied or very satisfied with the physical appearance of their local area	63%	73%	64%	70%	84%	85%	Andy Cameron
Percentage of Citizens' Panel respondents experiencing antisocial behaviour	28%	27%	30%	29%	28%	27%	Janice Winder
Percentage of residents satisfied or very satisfied with agencies' response to tackling anti social behaviour	71%	79%	88%	62%	73%	74%	Andy Cameron

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Further develop joint working between Estate Management & Community Safety / ASB services in relation to West Dunbartonshire Council tenants & their communities		<div><div>100%</div></div>	31-Mar-2014	Environmental audits and action plans are in place in key areas as part of the public reassurance process. For WDC housing areas, estate management action plans have worked in conjunction with these and substantial improvements have been reported through community engagement. However, since the respondents are from all areas and tenures, there are a large number of variables outwith the council's control. Future actions will include further actions plans and work with RSLs to improve housing areas, and continued	Installation of monitored CCTV in multi-storey flats in Dalmuir in partnership with Estate Management.	31-Jul-2012	Yes	Cameras installed and available in Housing Office at Rosebery Place during the day, and monitored overnight at the control room. Ongoing maintenance, repairs and management carried out jointly.	Andy Cameron
					Training day on Community Safety and ASB issues / legislation delivered to all Estate Management staff (Housing Officers and Caretakers), Homeless, Allocations and Support teams.	28-Feb-2013	Yes	Training delivered by Davie Russell, ASIST Team Leader and Janice Winder, Partnership and Policy Officer since June 2012. All staff in relevant sections have attended.	
					Radnor Park problem solving group set up, environmental audit completed and multi-agency action plan in place	07-Mar-2013	Yes		
					Public Reassurance initiatives active in three areas across West Dunbartonshire	31-Mar-2013	Yes	Public Reassurance zones are agreed by the ASB Task Group	


Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				work through the Environment Trust to improve areas				at its monthly tasking meeting. As at March 2013, current zones are: Westcliff, South Drumry and Dalmuir. As at January 2015 current zones are South Drumry, Dalmuir and Alexandria town Centre. Previous zones are on a watching brief.	
					Public Reassurance initiatives active in three areas across West Dunbartonshire	30-Sep-2013	Yes		
					Public Reassurance initiatives active in three areas across West Dunbartonshire	07-Mar-2014	Yes		
To continue to support the RSL partners forum and to strengthen links with ASB Task Group action plans		<div><div>100%</div></div>	31-Mar-2016		To attend and chair RSL forum	30-Jun-2013	Yes		Andy Cameron
					To attend and chair RSL forum	30-Sep-2013	Yes		
					To attend and chair RSL forum	31-Dec-2013	Yes		
					To attend and chair RSL forum	31-Mar-2014	Yes		
Continued commitment by partners to monthly ASB Task Group meetings and problem solving groups, both generic and area-based		<div><div>100%</div></div>	31-Mar-2016	the ASB Task Group continues to meet monthly, has agreed new terms of reference with partners and the range of problem solving groups has expanded to include a new Public Reassurance area in Dalmuir and a metal	ASB Task Group meets monthly and new tasking document is provided monthly by ASB analyst.	29-Jun-2012	Yes	ASB Task Group is chaired by Supt. Fergus Byrne, Strathclyde Police who is also Safe and Strong Theme Group lead	Andy Cameron
					ASB Task Group meets monthly and new tasking document is provided monthly by ASB analyst.	30-Sep-2012	Yes	ASB Task Group is now chaired by Supt. Gail McClymont, Strathclyde Police, following personnel	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				theft group. ASB task group is now chaired by Chief Inspector Mark Lundie.				changes. Attendance by partners continues to be high, and updates are provided to ASB analyst for reporting to the meeting if unable to attend. This assists with continuity and co-ordinated tasking.	
					ASB Task Group meets monthly and new tasking document is provided monthly by ASB analyst.	31-Dec-2012	Yes	Additional problem solving groups during the quarter have included Fireworks and Nightzone West	
					ASB Task Group meets monthly and new tasking document is provided monthly by ASB analyst.	31-Mar-2013	Yes		
Continue to develop specific partnership working and developing integrated services between WDC and Strathclyde Police, from early intervention to enforcement			31-Mar-2016	Partnership working between WDC Community Safety and Antisocial Behaviour Services and Strathclyde Police continues to develop, and a new police Community Safety hub has been established to ensure police resources across a number of teams. The police officers attached to the ASIST team continue to work on individual cases, and the police also support Early Intervention team initiatives such as the Midnight Leagues.	Integrated Community Safety and Antisocial Behaviour teams continue to work in partnership with Strathclyde Police	31-Mar-2013	Yes	During the year, there have been substantial changes in Strathclyde Police structures but the commitment to Public Reassurance has been preserved through the new police Community Safety Hub. This unit also includes road policing, domestic abuse and other community safety matters. Regular meetings are held to monitor progress.	Andy Cameron
					No Knives Better Lives campaign continues to meet monthly and plan specific events for young people. Partners include Strathclyde	31-Mar-2013	Yes		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				Peer education groups are now in place across a range of services areas and agencies.	Police				
Further develop and monitor existing information sharing protocols, and continue to provide funding for information and intelligence sharing posts:			31-Mar-2016	the funding continues with officers in post and intelligence sharing continues to be developed through all teams. The ASB policy and information sharing protocol with RSLs is under review and should be agreed shortly	Two Research and Information Assistance in place, employed by Strathclyde Police and continue to be funded by WDC	01-Sep-2012	Yes	These officers continue to play a vital role in pursuing proactive disclosures to the ASIST team, especially in relation to drugs intelligence and also in supporting the CCTV system	Andy Cameron
					Two Research and Information Assistance in place, employed by Strathclyde Police and continue to be funded by WDC	31-Mar-2013	Yes		
Engage in joint actions to reduce antisocial behaviour and disorder, in particular alcohol and drug related initiatives			31-Mar-2016	a number of initiatives have taken place during the year, including a pilot project by the Underage Drinking Group in East End Park, Dumbarton and now focused on Radnor Park in Clydebank. Work on drug-related initiatives has continued with Shop a Dealer campaigns in Public Reassurance areas, and increased flow of community intelligence via all our teams	Underage Drinking Group completes pilot initiative in East End Park, Dumbarton	01-Oct-2012	Yes		Andy Cameron
					New zone identified for Underage Drinking Group based on ASB Task Group tasking analysis	12-Oct-2012	Yes		
					New zone for Underage Drinking Group identified as Radnor Park and group established	11-Jan-2013	Yes		
					Environmental visits undertaken and multi-agency action plan established.	31-Mar-2013	Yes		
Work with			31-Mar-	KIN networks are now	Target to recruit kin groups in	30-Jun-	Yes	Regular quarterly	Andy





Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
communities to encourage increased reporting and involvement in KIN networks to increase flow of community intelligence			2016	operating in all previous and current Public Reassurance areas, with an associated increase in the flow of community intelligence around issues such as antisocial behaviour, dog-fouling and noise	all wards where the Public Reassurance Process is in place - annual target of 60 members across WDC.	2012		meeting with area Kin groups are carried out to ensure the flow of information and increase reporting of key issues within the communities.	Cameron
					Target to recruit kin groups in all wards where the Public Reassurance Process is in place - annual target of 60 members across WDC.	30-Sep-2012	Yes	Regular quarterly meeting with area Kin groups are carried out to ensure the flow of information and increase reporting of key issues within the communities.	
					Target to recruit kin groups in all wards where the Public Reassurance Process is in place - annual target of 60 members across WDC.	31-Dec-2012	Yes	Regular quarterly meeting with area Kin groups are carried out to ensure the flow of information and increase reporting of key issues within the communities.	
					Target to recruit kin groups in all wards where the Public Reassurance Process is in place - annual target of 60 members across WDC.	31-Mar-2013	Yes	Regular quarterly meeting with area Kin groups are carried out to ensure the flow of information and increase reporting of key issues within the communities.	









Icon	Name
	5. Addressing Particular Housing Needs

Icon	Name
	People with particular needs have access to suitable housing with any necessary support, to optimise their independence and well-being






Performance Indicator	2011/12	2012/13	2013/14	2014/15		2015/16	Assigned To
	Value	Value	Value	Value	Target	Target	
Number of people aged 75+ in receipt of Telecare - Crude rate per 100,000 population	20,790	21,889	22,666	22,745	22,410	22,816	Lynne McKnight
Total number of homecare hours provided as a rate per 1,000 population aged 65+	710.4	652.9	642.3	578.3	695	600	Lynne McKnight
Percentage of homecare clients aged 65+ receiving personal care	81.4%	81.6%	82.7%	93.8%	82%	83%	Lynne McKnight
Percentage of homecare clients aged 65+ receiving a service during evening/overnight	40.5%	44.5%	44.8%	42.9%	41%	41.5%	Lynne McKnight
Percentage of homecare clients aged 65+ receiving a service at weekends	69.4%	73.7%	74.6%	76.3%	72.5%	73%	Lynne McKnight
Percentage of people aged 65 and over who receive 20 or more interventions per week	47.69%	50.47%	51.3%	31.6%	45%	45.5%	Lynne McKnight
Number of people 65+ receiving a Telecare service	1,911	1,952	2,007	2,021	2,070	2,070	Lynne McKnight
Number of clients 65+ receiving a reablement intervention	N/A	496	542	586	521	547	Lynne McKnight
Longest waiting time for assessment for Aids and Adaptations at month end (Weeks)	3.14	6.57	11.86	18.79	6	5	Phil MacDonald






Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Decide on the proposals to bring up WDC care home facilities to the Care Commission standards and agree on any reprovisioning arrangements		<div>100%</div>	30-Apr-2016	Council decided in November 2012 on a major reprovisioning for its care home facilities. (see report to Community Health and Care Partnership Committee dated 21 November 2012)	Gain agreement for the building of two new care homes	09-Sep-2013	Yes		Christine McNeil
					identify new site for care home in Clydebank	09-Mar-2014	Yes	Site identified and approved by Shadow Integration Joint Board May 2014.	
					identify new site for the care home in Dumbarton	09-Mar-2014	Yes	A site has been identified within Dumbarton. The site in Clydebank will be identified for presentation at Committee in February.	


Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Identify which sheltered housing developments should be developed into extra care housing and establish a programme to meet this objective		<div><div>100%</div></div>	31-Mar-2014	This work forms part of the Joint Commissioning Strategy and ongoing work on the Change Fund	agree which sites would be identified as extra care housing	09-Mar-2014	Yes	This work is completed as all sites have been identified as extra care housing. This is being progressed as part of the wider commissioning work being undertaken by the CHCP, third and independent sectors in partnership with Housing.	Christine McNeil
Maximise the capital generated from reducing the WDC directly provided care home provision to contribute towards the capital cost of developing extra care housing		<div><div>33%</div></div>	30-Apr-2016	see report to Community Care and Health Partnership Committee dated 21 November 2012	agree new builds for the care homes	09-Sep-2013	Yes		Christine McNeil
					complete new build care homes	09-Apr-2016	No		
					make available assets for sale to generate capital	09-Apr-2016	No		
RSL partners will be encouraged to include a specified element of particular needs housing in any new developments		<div><div>100%</div></div>	31-Mar-2016	This continues to be the case. During 2012, Dunbritton HA provided specially adapted house for clients with learning disabilities in their Leven Street, Alexandria New Build Project. The Strategic Local Programme contains a project by Dalmuir Park HA for the provision of up to 20 homes for older people at Auld Street, Dalmuir	Housing are key partners within the Change Fund Implementation Group	09-Jan-2012	Yes		Christine McNeil
					CHCP in partnership with Housing to meet regularly with RSLs to ensure specified element of housing needs is considered	09-May-2013	Yes		
					CHCP in partnership with Housing work with RSLs to deliver particular needs housing as part of the identification of housing strategic partners	09-Jul-2014	Yes	As part of the process to identify a strategic housing partner, included specific commitments to particular housing needs.	
WDC and RSL partners will work		<div><div>50%</div></div>	31-Mar-2016	Discussions are continuing in this area	discussions to take place with Dalmuir Park Housing	16-Sep-2013	Yes		Christine McNeil







Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
with private developers to investigate options for the provision of new extra care housing				with at least two RSLs considering involvement in joint projects with private sector developers	Association, Clydebank Housing Association and Knowes Housing Association				
					CHCP in partnership with Housing and RSLs work to identify provision of extra care housing	09-Mar-2016	No	Work is already underway as part of the wider commissioning strategy analysis to identify need, demand and current capacity.	
Consideration will be given to how best to incorporate all aids and adaptations income streams and to adopt a better strategic approach to their provision			31-Mar-2014	The Council has contributed to the recent consultation on this issue carried out by the Scottish Government and the Joint Improvement Team	recommission of stairlift provision to better reflect local needs and requirements	09-Jan-2013	Yes	New contract in place. Contract due for review in February 14.	Christine McNeil
					review bathing equipment provision	09-Mar-2014	Yes	Following review it is unlikely this provision will be changed.	
					review track hoists provision	09-Mar-2014	Yes	Following review it is unlikely this provision will be changed.	
Promote the use of telecare as a safe and valuable contribution to maintaining a tenancy			31-Mar-2016	Telecare continues to be a growing aspect of the supported housing provision. £50K was spent in 2011/12	identify increased budget to deliver increased use of Telecare for 2013 - 2014	09-Nov-2013	Yes		Christine McNeil
					review usage for year 2014 - 2015 as part of delivery of the Change Plan	09-Apr-2014	Yes	Telecare usage has been reviewed as part of the increased investment as a result of the Change Fund.	
WDC/RSLs to revise the allocations policy to make better use of accessible stock such as sheltered housing and ground floor accommodation			31-Mar-2014	Still to be considered	agree with RSLs for increased nominations and better referral routes to the CHCP/Housing	09-Mar-2014	Yes		Christine McNeil
Social housing providers to collaborate in the			31-Mar-2015	Discussions continue to take place through the Housing Providers	Accommodation options identified.		Yes		John Russell
					Develop agreed		Yes	Baxter View	





Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
reprovisioning of support housing for people with learning disabilities, mental health and addiction issues to allow efficiencies through clustering arrangements				Forum with the CHCP taking an active part	accommodation and cluster facility.			November 2014 and Davidson Road will be fully occupied October 2015.	
					Initial discussions between Housing and CHCP.		Yes		

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Risk Status	
	Alert

Long Term Trends		Short Term Trends	
	Improving		Improving
	No Change		No Change
	Getting Worse		Getting Worse

	High Risk
	Warning
	OK
	Unknown

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Housing and Communities Committee: 3 February 2016

**Subject: Delivering New Housing in West Dunbartonshire –
Strategic Housing Partnership Annual Progress Report**

1. Purpose

- 1.1** The purpose of this report is to update the Housing and Communities Committee on progress to date on the Strategic Housing Partnership with the Wheatley Group which was established to help West Dunbartonshire Council achieve its aim of developing new affordable housing to meet housing need and assist in the regeneration of our communities.

2. Recommendations

- 2.1** It is recommended that the Housing and Communities Committee:
- a) notes the progress made and achievements to date with regards the strategic housing partnership;
 - b) note that the partnership development programme has increased from 323 homes to be delivered by 2019 to 520 homes to be delivered by 2021; and
 - c) notes that a further progress report will be presented to the Housing and Communities Committee in February 2017.

3. Background

- 3.1** At a meeting of the Council on 20 June 2012, the Council approved a motion which amended the Council's approach to achieving the Scottish Housing Quality Standard through the Standard Delivery Plan (partial stock transfer) in favour of one of full stock retention.
- 3.2** The decision to retain all housing stock was supported by a commitment to *"seek a strategic partner which is financially and managerially able to take forward housing regeneration in West Dunbartonshire."* The Convener of the Housing, Environment and Economic Development Committee reaffirmed his commitment to this priority at the meeting of the Council on 12 February 2014.
- 3.3** The West Dunbartonshire Local Housing Strategy 2011 – 2016 (LHS) is the key corporate plan which provides the strategic direction for housing across all tenures and provides the framework for investment in affordable housing and related service.

- 3.4** West Dunbartonshire's LHS places an emphasis on regeneration reflecting the recognition of the need to improve many of our neighbourhoods and to provide affordable housing which meets the changing requirements of our communities. Alongside this aim the Council is keen to increase the housing supply more generally across West Dunbartonshire particularly in terms of affordable housing for rent.
- 3.5** West Dunbartonshire Council as the strategic housing authority has acted in a proactive manner to secure the delivery of affordable housing by developing and implementing a new build council housing programme. In addition, the Council through the development of the Strategic Local Programme 2012-2015 held a series of discussions with national, regional and local housing associations to encourage these organisations to work in partnership with the Council to deliver the Council's strategic housing objectives.
- 3.6** The positive outcome of this approach was expanded to include the development of a strategic housing partnership with the primary aim of assisting in the delivery of the Council's strategic housing objectives relating to the delivery of new affordable housing.
- 3.7** At the meeting of the Housing, Environment and Economic Committee on 7 May 2014, approval was given to develop a strategic housing partnership with the Wheatley Group to assist in the delivery of the Council's strategic housing objectives including new Registered Social Landlord (RSL) housing for rent; and other affordable housing solutions.
- 3.8** In Summer 2014, the first new build homes for rent were delivered through the strategic housing partnership with the completion of 33 new homes at the Scholars site in Clydebank (former Clydebank College site). This development was delivered significantly below RPA benchmark levels and the Council received 100% nomination rights for the allocation of the housing, both key outputs of the strategic housing partnership.

4. Main Issues

- 4.1** The strategic housing partnership established between West Dunbartonshire Council and the Wheatley Group set the following main objectives:-
- to assist in the delivery of the Council's strategic housing objectives;
 - to facilitate the delivery of a minimum 10 year housing development programme;
 - to support the Council's regeneration activities;
 - to ensure that Resource Planning Assumptions (RPAs) are fully maximised to meet affordable housing supply targets; and
 - to assist in the delivery of new build housing for social rent in areas identified through the Strategic Housing Investment Plan to address housing need.

- 4.2** A Memorandum of Understanding has been agreed between both organisations which sets out the roles and responsibilities within the strategic housing partnership. These are set out in further detail in the table below. In addition, as part of the partnership arrangements a bi monthly meeting is held to take forward and progress actions.

West Dunbartonshire Council
<i>To provide a context for the partnership through its Local Housing Strategy (LHS), Strategic Housing Investment Plan (SHIP) and other associated strategic documents.</i>
<i>To share both existing strategic documents with Wheatley Group and collaborate where appropriate, on relevant emerging strategic documents.</i>
<i>To identify opportunities across the Council's activity and asset and land portfolio which may assist the partnership achieve its outcomes</i>
<i>To share with Wheatley Group any housing, economic development, employment generation and support, and planning research that is related to the partnership's activity to help inform future joint approaches</i>
Wheatley Group
<i>To deliver new housing developments which meet the Council's strategic housing objectives</i>
<i>To assist in the delivery of a development programme within West Dunbartonshire for a minimum of 10 years</i>
<i>To assist the Council to increase housing investment by attracting additional funding to the Council area,</i>
<i>To seek to maximise the use of housing investment through seeking efficiencies in procurement and in negotiation with contractors and developers</i>
<i>To assist in attracting investment from the private housing sector</i>
<i>To share with West Dunbartonshire Council any housing, economic development, employment generation and support, and planning research that is related to the partnership's activity to help inform future joint approaches</i>
<i>To create and support employment and training opportunities which complement the Council's own actions</i>

- 4.3** In Summer 2015, the second new build development was delivered through the Strategic Housing Partnership with the completion of 54 new homes for social rent in Beardmore Place, Clydebank. This development was delivered below RPA benchmark levels and the Council were provided with 100% nomination rights for the allocation of the new housing.
- 4.4** To assist the Council in achieving our social housing delivery ambitions, the innovative partnership with the Wheatley Group will provide additional resources through bond funding now secured by the Wheatley Group. It is reflected in the SHIP that this will ensure that housing developments are delivered 25% below benchmark levels in terms of Scottish Government grant allowing the Council's affordable housing development programme to be accelerated.

- 4.5** West Dunbartonshire Council's Strategic Housing Investment Plan (SHIP) 2015/16 -2019/20 was approved by the Housing and Communities Committee on 5 November 2014. The SHIP included an initial development programme which would be delivered through the strategic housing partnership. This initial development programme indicated that the strategic housing partnership would deliver 323 new affordable homes by 2019. However, one of the key aims of the partnership is to maximise opportunities for affordable housing development in West Dunbartonshire, and as such the current partnership development programme illustrates that 520 new affordable homes are now planned to be delivered by 2021 within the strategic housing partnership. Some of the developments are still subject to necessary approvals.
- 4.6** This additional investment will not only fund much needed affordable housing but will generate much needed construction jobs, training places and apprenticeships through Wheatley Group's approach to community benefits in its contracts. As well as new homes, Cube Housing Association are committed to funding increased investment in the homes of existing Cube Housing association tenants in West Dunbartonshire so both existing and future tenants benefit from this.
- 4.7** The Wheatley Group estimate that for each £73,795 of expenditure 1 direct construction job or training place is supported, and for each £70,956 of expenditure 1 job in the supply chain or wider economy is supported. Based on the initial development programme identified in 4.5 of this report this would estimate that 775 direct jobs and training places and 806 indirect jobs would be supported.
- 4.8** West Dunbartonshire Council's SHIP also identifies further opportunities in terms of new build affordable housing, and it is anticipated that as the partnership continues to evolve over the next few years the development programme will be added to as potential opportunities are realised.

5. People Implications

- 5.1** There is a requirement for ongoing Housing and Community Safety services input into this partnership. In the main, this has been officers within the Housing Strategy and Development team, supported by input from various Council sections in continuing to progress this project.

6. Financial and Procurement Implications

- 6.1** The effective development of the partnership and its main objective in delivering new affordable housing will have a positive financial impact on the Council through increased council tax revenue in the region of £500k p.a. on completion of the programme
- 6.2** Some of the potential development sites are in Council ownership and will be subject to future reporting to relevant committees for approval to transfer.

This may result in a lower capital receipt to the Council than an open market sale depending on the market conditions.

7. Risk Analysis

- 7.1** There is a risk that the outputs set out in the LHS will not be met, including the affordable housing supply target. This has been mitigated by the additional powers local authorities have in terms of their role as the strategic housing authority through the delivery of the Scottish Governments Affordable Housing Supply Programme (AHSP).

8. Equalities Impact Assessment (EIA)

- 8.1** An integrated impact assessment was carried out on the LHS which predicted that the strategy would have an overwhelmingly positive impact.
- 8.2** All new housing supported through West Dunbartonshire's Strategic Local Programme will be compliant with the West Dunbartonshire Affordable Housing Design Standard which will ensure compliance with the Housing for Varying Needs standard.

9. Consultation

- 9.1** Significant wider consultation around asset management within the context of stock retention policies has taken place with tenants and residents during the last 3 years.
- 9.2** The proposals contained within this report have also been discussed in detail with the Scottish Government.

10. Strategic Assessment

- 10.1** Having considered the Council's strategic priorities, the positive outcomes from the Inquiry will contribute greatly to all five strategic priorities. Specifically, the improvement of housing services within West Dunbartonshire will contribute most significantly to the following priority:

- Improve local housing and environmentally sustainable infrastructure.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 8 January 2015

Person to Contact:

John Kerr – Housing Strategy Manager, Housing Strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737889, email: john.kerr@west-dunbarton.gov.uk

Jackie Gallen – Housing Policy Officer, Housing Strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737591, email: jackie.gallen@west-dunbarton.gov.uk

Jamie Dockery – Housing Policy Officer, Housing strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737366. email: jamie.dockery@west-dunbarton.gov.uk

Appendices:

None

Background Papers:

Report to Council 20 June 2012, entitled 'Meeting the Scottish Housing Quality Standard'

Report to Housing, Environment and Economic Development Committee of 7 August 2013, entitled 'West Dunbartonshire Council Strategic Housing Investment Plan 2013/18'

Report to Housing, Environment and Economic Development Committee of 7 May 2014, entitled 'Delivering New Housing in West Dunbartonshire - Strategic Housing Partnership'

Report to Housing and Communities Committee, of 5 November 2014, entitled 'West Dunbartonshire Council Strategic Housing Investment Plan 2015/16-2019/20'

West Dunbartonshire Council's Local Housing Strategy 2011-2016
<http://www.west-dunbarton.gov.uk/council/strategies,-plans-and-policies/housing/local-housing-strategy/>

Local Housing Strategy, Equalities Impact Assessment, November 2012

Wards Affected:

All

WEST DUNBARTONSHIRE COUNCIL**Report by the Executive Director of Infrastructure and Regeneration****Housing and Communities Committee: 3 February 2016**

Subject: Provision of Affordable Housing in Loch Lomond and the Trossachs National Park

1. Purpose

- 1.1** This report seeks committee approval for the Minute of Agreement between the Loch Lomond and The Trossachs National Park Authority and West Dunbartonshire Council which includes arrangements for commuted sums in respect of new housing developments within the Loch Lomond National Park area.

2. Recommendations

- 2.1** It is recommended that the Housing and Communities Committee:

- i) notes the contents of this report; and
- ii) agrees the terms of the Minute of Agreement contained in Appendix 1.

3. Background

- 3.1** The Loch Lomond and the Trossachs National Park Authority (NPA) is the statutory planning authority for the area national park area in terms of the Town and Country Planning (Scotland) Act 1997. However, in respect of the Housing (Scotland) Act 2001, West Dunbartonshire Council remains the strategic housing authority for that part of the Council area located within the Park.
- 3.2** The adopted National Park Local Development Plan 2010 -2015 and a Supplementary Planning Guidance (SPG) on Housing together govern the provision of new housing within the Park. A new NPA Local Development Plan has been submitted to the Scottish Government and will soon be the subject of examination.
- 3.3** The NPA Local Development Plan and SPG require the provision of an affordable housing element within new housing developments and, where this is not possible; detail the Planning Obligation under Section 75 of the Town and Country Planning (Scotland) Act 1997 to pay a commuted sum. The requirements vary according to the location within the Park and the understanding of local housing supply and demand.

- 3.4** The Council, in its response to the Main Issues Report for the National Park's Local Development Plan, was supportive of the NPA's proposals in respect of the affordable housing requirement and commuted sums arrangements.

4. Main Issues

- 4.1** The NPA's Adopted Local Development Plan details the arrangements for the payment of commuted sums in lieu of on-site affordable housing provision within the Park. Amendments to the arrangements are proposed as part of the merging LDP and are detailed in Draft Housing Supplementary Guidance.
- 4.2** The Council shares the National Park Authority's preferred approach for on-site delivery of affordable housing as part of the proposed development. However, the National Park Authority takes a flexible approach and if it can be clearly demonstrated that a development is otherwise not viable, off-site provision of affordable housing or a commuted sum is also considered.
- 4.3** The affordable housing and commuted sums policies of the NPA affect those areas of West Dunbartonshire falling within the Park boundary. The new LDP proposes that in Balloch, all sites of 4 or more houses will be expected to provide a minimum of 25% affordable housing. The Gartocharn area is classified as an 'Accessible Rural' area, where 50% of the total homes on sites of 4 or more units are required to be affordable. Due to the housing pressure in these areas, smaller sites of between 1 and 3 homes are also required to provide an affordable home or a financial contribution to help fund provision elsewhere in the local area.
- 4.4** The Minute of Agreement has been drawn up between the Park Authority and the Council which proposes that funds raised through the Commuted Sum arrangement will be paid to the Council and will be used by the Council, an RSL or other approved body to:
- purchase land for construction of affordable housing;
 - construct affordable housing (whether by Council, RSL or other approved body);
 - acquire housing units for affordable housing; and
 - or for any other model of affordable housing delivery.
- 4.5** The Agreement requires the Council to use all reasonable endeavours to ensure that any such acquisition or construction is within the Park area, and only failing which the wider Dumbarton and Vale of Leven Housing Market Area.
- 4.6** Any sums received by the Council in respect of this Agreement would require to be committed within ten years, otherwise repayment would be obliged.

- 4.7** The commuted sum figure set by the NPA currently ranges between £20,000 and £30,000 per unit and are outlined in the table below. However, the NPA are not in position to provide an estimate of the total sums likely to accrue from this policy. It is anticipated that any receipts to the Council through this arrangement would serve to augment the Affordable Housing Supply Programme provision in the Dumbarton and Vale of Leven Housing Market Area.

Location and size of plot	Commuted Sum per Unit	Minimum Affordable Housing Percentage
Accessible Rural Loch Lomondside (includes Gartocharn) ≥ 4units	£30,000	50%
Accessible Rural Loch Lomondside (includes Gartocharn) <4 units	£27,500	50%
Accessible Rural Stirling Towns and Villages ≥4 units	£27,500	33%
Accessible Rural Stirling Towns and Villages <4 units	£25,000	33%
Remote Rural area towns and villages including Balloch	£20,000	25%

5. People Implications

- 5.1** There are no implications associated with this report. The monitoring and review of the Minute of Agreement will be met within existing resources within the Housing Strategy and Development team.

6. Financial and Procurement Implications

- 6.1** Any financial implications for the Council in relation to this report will be wholly positive, with the Council's Affordable Housing Supply Programme standing to be the beneficiary of commuted sums which cannot be expended within the park boundary. There are no procurement implications with respect to this report.

7. Risk Analysis

- 7.1** There is a risk without the adoption of the minute of agreement that the requirements of national guidance will not be met.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities Impact Screening has been carried out. There were no significant adverse issues identified.

9. Consultation

- 9.1** This report was the subject of consultation between Loch Lomond and The Trossachs National Park Authority and relevant sections within West Dunbartonshire Council National Park notably Legal Services, Housing Strategy and Development and Forward Planning and no concerns were raised.

10. Strategic Assessment

- 10.1** The agreement under consideration in this report will be of assistance in supporting the strategic priority to improve local housing and environmentally sustainable infrastructure.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 6 January 2016

Person to Contact: John Kerr - Housing Strategy Manager, Housing Strategy and Development, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737889, e-mail: john.kerr@west-dunbarton.gov.uk

Jamie Dockery, Policy Officer (Housing Development), Housing Strategy and Development Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737366, e-mail: Jamie.dockery@west-dunbarton.gov.uk

Appendix: Appendix 1-Minute of Agreement between Loch Lomond and the Trossachs National Park Authority and West Dunbartonshire Council: Provision of Affordable Housing in the National Park, November 2015

Background Papers: Report by the Executive Director of Infrastructure and Regeneration to Planning Committee 25 June 2014: Loch Lomond and the Trossachs National Park Main Issues Report.

Loch Lomond and the Trossachs National Park Authority:
Adopted Local Development Plan 2010 - 2015

Loch Lomond and the Trossachs National Park Authority:
Housing Development in the National Park Supplementary
Planning Guidance 5 November 2012

EIA Screening, December 2015, West Dunbartonshire Council

Wards Affected: Wards 1, 2 & 3



Minute of Agreement

between

Loch Lomond and the Trossachs National Park Authority

and

West Dunbartonshire Council

Subjects: Provision of Affordable Housing in the National Park

Minute of Agreement

between

LOCH LOMOND AND THE TROSSACHS NATIONAL PARK AUTHORITY, an authority constituted in terms of the National Parks (Scotland) Act 2000 and the Loch Lomond and The Trossachs National Park Authority Designation, Transitional and Consequential Provisions (Scotland) Order 2002 and having its principal offices at Carrochan, Carrochan Road, Balloch, G83 8EG and as such the planning authority for the area of Loch Lomond and The Trossachs in terms of the Town and Country Planning (Scotland) Act 1997 (who and whose successors are hereinafter referred to as “the Planning Authority”)

and

WEST DUNBARTONSHIRE COUNCIL, constituted under the Local Government etc (Scotland) Act 1994 and having its main offices at Garshake Road, Dumbarton G82 3PU (who and whose successors are hereinafter referred to as “the Council”)

WHEREAS the Planning Authority has adopted both the Local Plan and the Housing SPG in terms of the Act; AND WHEREAS the Council is the Strategic Housing Authority for the area of the Park in terms of the Housing (Scotland) Act 2001; AND WHEREAS the Planning Authority may require applicants for Residential Consent to enter into a Planning Obligation to secure the payment of a Commuted Sum; AND WHEREAS the Planning Authority and the Council have agreed to enter into this agreement; NOW THEREFORE the Planning Authority and the Council have agreed and do hereby agree as follows, videlicet:

1 Definitions and Interpretation

- 1.1 In this Agreement (including the above Preamble) the following terms shall have the meaning given to them unless the context otherwise requires:

“**the Act**” means the Town and Country Planning (Scotland) Act 1997 as amended;

“**Affordable Housing**” means housing of a type set out in the Housing SPG;

“**Affordable Housing Unit**” means a Residential Unit which is provided as such and in accordance with the Local Plan and Housing SPG;

“**Agreement**” means this Agreement and any deed or document subsequently entered into between the Planning Authority and the Council which is expressed to be supplemental to or a variation of this Agreement;

“**Commuted Sum**” means any monetary contribution to be paid to the Planning Authority in accordance with a Planning Obligation;

“**Construction Price Index**” means the General Building Cost Index as published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors on a quarterly basis or if that index ceases to be published or the basis upon which such index is calculated is substantially changed or re-based, such substitute or alternative index most likely to achieve an equivalent result as the Parties (all acting reasonably) may agree;

“**Decision Notice**” means a decision notice issued in accordance with Regulation 28 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 following an application for Residential Consent;

“Development” means development in terms of Section 26 of the Act;

“the Housing SPG” means The Housing Development in the National Park Supplementary Planning Guidance 5 November 2012 and any amendment thereof adopted by the Planning Authority from time to time;

“HMA” means the housing market area known as the Dumbarton and Vale of Leven Market Area, as shaded and delineated in green (with the Park boundary delineated in thick black) on the illustrative plan annexed and executed hereto;

“the Local Plan” means The Loch Lomond and The Trossachs National Park Local Plan 2007-12 and any replacement adopted by the Planning Authority from time to time;

“the Park” means Loch Lomond and The Trossachs National Park;

“Planning Obligation” means an agreement in terms of Section 75 of the Act entered into between the Planning Authority and an applicant for Residential Consent requiring payment of a Commuted Sum in accordance with the Local Plan and the Housing SPG;

“RSL” means a Registered Social Landlord registered under Section 57 of the Housing (Scotland) Act 2001; and

“Residential Consent” means planning permission for Development comprising an element of housing.

1.2 In this Agreement (including the above Preamble):

1.2.1 words importing the singular shall be construed as importing the plural and vice versa;

1.2.2 words preceding “include”, “includes”, “including” and “included” shall be construed without limitation by the words which follow those words;

1.2.3 any reference to an obligation on any person or parties giving or issuing any notice, consent, approval, certificate, determination, demand or waiver, unless otherwise specified, such notice, consent, approval, certificate, determination, demand or waiver shall be in writing and related parts of speech such as, without limitation, notify and notification shall be construed accordingly;

1.2.4 the Clause and Paragraph headings in the body of this Agreement are for ease of reference only and do not form part of this Agreement and shall not be taken into account in its construction or interpretation;

1.2.5 any reference to any enactment, order, regulation or other similar instrument, statute or statutory provisions shall be construed as a reference to the enactment, order, regulation, instrument, statute or statutory provision as amended, modified, extended, replaced, consolidated or re-enacted from time to time and to all subordinate legislation, statutory instruments, bye-laws, rules regulations, orders, notices, plans, codes of practice, guidance, directions, consents or permissions (together with any conditions attaching to the foregoing) from time to time made, issued or given thereunder or deriving validity therefrom;

2 Residential Consents

- 2.1 The Planning Authority will notify the Council of:
- 2.1.1 the completion of a Planning Obligation relating to a Residential Consent, and
 - 2.1.2 the issue of a Decision Notice relating to a Residential Consent, within 10 working days.

3 Commuted Sum Interest

- 3.1 Unless agreed otherwise, the Planning Authority will include wording in the relevant Planning Obligation to give effect to the following provisions:
- 3.1.1 the Commuted Sum will from time to time be increased (but under no circumstances reduced) in accordance with the following formula:-

$$\frac{b}{a} \times c$$

where a equals the Construction Price Index published at the date of the Decision Notice; b equals the Construction Price Index published as at the date payment is due to the Planning Authority and c equals the Commuted Sum;

- 3.1.2 in the event that the Commuted Sum (or part thereof) has not been paid to the Planning Authority in accordance with the relevant Planning Obligation interest will be payable on the Commuted Sum (or any part thereof) outstanding at the rate of four per centum per annum above the base lending rate from time to time of the Royal Bank of Scotland plc from the date fourteen days after the date payment is due to the Planning Authority until the date such unpaid Commuted Sum (or any unpaid part thereof) is paid in full.

4 Commuted Sum – Payment and Use

- 4.1 The Planning Authority will make payment of a Commuted Sum or of any amount in respect of a Commuted Sum to the Council within 10 working days of receipt.
- 4.2 Unless agreed otherwise in writing, the Commuted Sum, or any part thereof, received by the Council will be used by the Council, an RSL or other body approved at the discretion of the Council in consultation with the Planning Authority for any of the following purposes:
- 4.2.1 the purchase of land for the construction of Affordable Housing Units; or
 - 4.2.2 the construction (whether by the Council, RSL or other approved body) of Affordable Housing Units; or
 - 4.2.3 the purchase or acquisition of housing units not occupied prior to sale to or acquisition by the Council; or
 - 4.2.4 the purchase or acquisition of housing units occupied prior to sale or acquisition by the Council; or

4.2.5 such other model of Affordable Housing delivery as may be expedient or achievable in the circumstances, which model shall be agreed in writing in advance with the Planning Authority;

but always provided that the Council shall use all reasonable endeavours to ensure that the location of any such purchase of land, construction of Affordable Housing Units or purchase of housing units is within the Park area of the HMA, and only failing which the wider HMA, and is approved in writing in advance by the Planning Authority.

4.3 In the event that the Commuted Sum (or part thereof) has neither been utilised nor legally committed to be utilised by the Council within ten (10) years of receipt of said sum by the Council, then the Council will be obliged at the request of the Planning Authority to repay the Commuted Sum (or relevant part thereof) together with accrued interest to either the Planning Authority or the applicant for the relevant Residential Consent or the applicant's successors or assignees, as specified by the Planning Authority. The Commuted Sum will be considered to be legally committed in the event that the relevant expenditure has been formally approved by the Council either as part of a programme of capital works or expenditure or as part of a separate project, or the Council has concluded a contract in respect of the relevant expenditure. The Commuted Sum (or remaining part thereof) together with accrued interest will in any event revert to the said applicant if not utilised within twelve (12) years of the date of receipt by the Council. In the absence of the said applicant, successors or assignees the Commuted Sum or such part will be utilised and applied as agreed by the Planning Authority and the Council (both acting reasonably).

5 Annual Review

5.1 The Council will provide the Planning Authority with a report on the total amount of Commuted Sums received from the Planning Authority detailing the component amounts under the following headings; amount legally committed as referred to in the above clause with details of the committed use; amount expended in terms of the above clause and details of the project; amount repaid to or at the request of the Planning Authority; the amount neither committed nor spent in terms of the above clause and such other information as the Planning Authority may reasonably request. The report will include interest accrued on the discrete amounts paid to the Council in accordance with this Agreement.

5.2 The summary referred to above will be provided to the Planning Authority annually on 31 March each year.

6 Legal Costs

Both parties will each bear their own costs and legal expenses incurred in connection with the Agreement.

7 Dispute Resolution

Except as otherwise provided in this Agreement, any dispute between the parties in connection with this Agreement or any alteration or addition thereto or as to the interpretation of this Agreement either during or after the termination of this Agreement shall be referred, failing agreement between the parties to a single arbitrator mutually chosen by the parties to such dispute or failing agreement thereon within fourteen days after one party having given notice to the other requiring appointment of an

arbitrator to be appointed by the Chairman for the time being of the Royal Institute of Chartered Surveyors on the application of one of the parties to the dispute. The awards, interim, partial or final of such arbitrator shall be conclusive and binding on all concerned. Any arbitration shall take place in Scotland and shall in all respects be governed by the Law of Scotland.

8 Governing Law

This Agreement will be governed by the Law of Scotland and the Parties prorogate the jurisdiction of the Sheriffdom of North Strathclyde at Dumbarton.

9 Consent to Registration

The Parties consent to the registration of this Agreement for preservation and execution in the Books of Council and Session as well as for publication: IN WITNESS WHEREOF

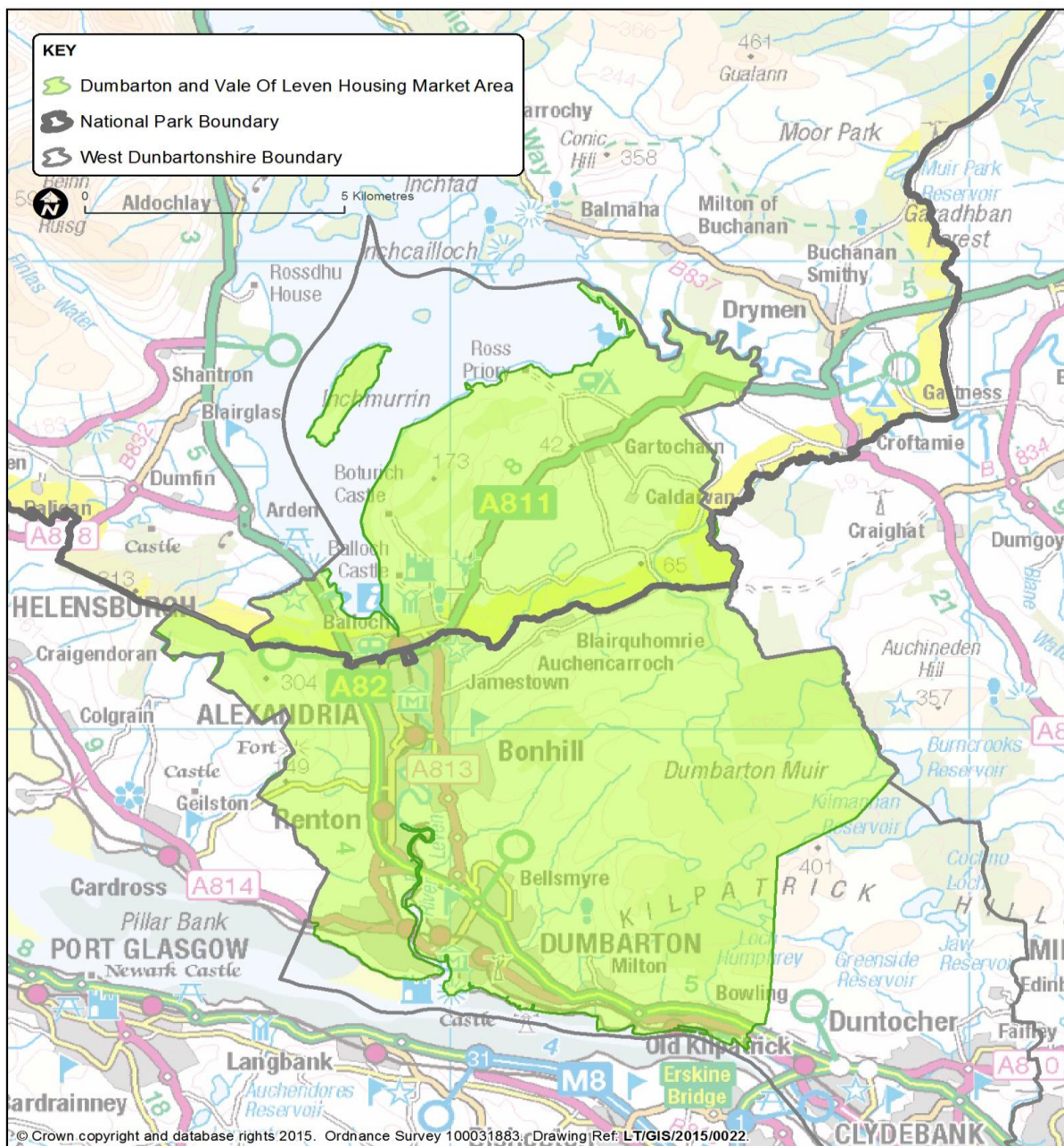
Subscribed for and on behalf of Loch Lomond
and the Trossachs National Park Authority
by _____
at _____
on _____
before _____

Witness
Full Name
Address

Subscribed for and on behalf of West
Dunbartonshire Council
by _____
at _____
on _____
before _____

Witness
Full Name
Address

This is the Plan referred to in the foregoing Minute of Agreement between the Loch Lomond and the Trossachs National Park Authority and the West Dunbartonshire Council



MINUTE OF AGREEMENT

Between

Loch Lomond and The Trossachs National Park Authority,
National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG

And

West Dunbartonshire Council,
Garshake Road, Dumbarton G82 3PU

Re Provision of Affordable Housing in the National Park

Loch Lomond and The Trossachs National Park.

December 2015

File Reference 2015-75



WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Housing and Community Safety Committee: 3 February 2016

Subject: Silverton / Overburn Flat Roofed Properties Update Report

1. Purpose

1.1 The purpose of the report is to provide Committee with a further update on the issues regarding the defective flat roofed housing and former housing properties in Silverton and Overburn areas of Dumbarton. It also details the outcome of discussions with representatives of the Scottish Parliament on behalf of all the tenants, owner occupiers and West Dunbartonshire Council.

1.2 To advise Members of the most up to date information in relation to:

- the current condition of council and privately owned properties in the Silverton area;
- the outcome of offers to buy back specific privately owned homes at the original Right to Buy (RTB) cost; and
- seek committee approval to withdraw offers to buy back privately owned properties.

2. Recommendations

2.1 It is recommended that:

- when in a position to do so the Council shall execute the required remedial works and demolitions; these will be taken forward and funded by the HRA capital programme;
- annual monitoring of potentially affected properties continue to be undertaken by Building Service, the Council's in-house Direct Labour Organisation;
- the Committee notes that offers to repurchase severely impacted privately owned homes were originally approved by Committee in August 2013 and offers were subsequently issued to owners;
- it is proposed Members approve outstanding offers to repurchase at RTB price are withdrawn on the 1 April 2016 and 6 weeks after issue date on any future offers where no response has been received by the Council's legal department;

- where an owner or their solicitor has responded to WDC legal department but are seeking qualifications etc. and the proposed contract is therefore not at a stage (yet) to conclude; these are again withdrawn if agreement cannot be reached;
- the Committee approve, where necessary, the use of appropriate competent compulsory actions where owners have refused engagement with the Council (or declined to accept the offer to buy back the property) and where condition surveys or demolition works suggest there is a significant risk to occupants of properties; and
- the Committee approve remedial and improvement works are programmed for 2020 (year 1 of the next five year capital plan 2020 – 2025)

3. Background

3.1 Ward and Committee Members will recall the previous briefing note entitled “Flat Roofed Properties Silverton Area, Dumbarton” dated 18 July 2013. Reports were presented to the Housing, Environment and Economic Development Committee on 7 August 2013 and 7 May 2014 and further briefing note was issued in October 2015.

3.2 As Members may be aware, the issue first came to light in January 2013 when the Council were alerted to a serious structural failing at a former council property in Dumbuie Avenue where concrete soffits from the flat roof fell into the bedroom.

90 properties, 38 (now 39) council and 52 (now 51) privately owned properties of similar design / type in the Silverton and Overburn areas of Dumbarton were identified. Although the designs are the same, the construction is different and properties in the Silverton area appear to be the worst affected.

3.3 Members will recall briefing notes and reports provided information on the following:

- the details on potentially affected properties;
- the outcome of surveys carried out;
- the extent of urgent work required to be undertaken to Council owned properties;
- details of affected owner/occupiers and the support offered to owners of affected properties;
- the approach being made to the Scottish Parliament and the Housing Minister;
- decisions taken on plans to demolish and rebuild properties;
- details on planned investment works in the Overburn / Silverton properties;
- details of continued consultation with residents.

- 3.4** The table below provides the up to date position on known numbers and areas of properties that require being demolished. The condition of these properties is such, it is uneconomical and not viable to carryout remedial repairs and the recommendation is to demolish these when the Council is in a position to do so.

Dumbuie Avenue	3 Council owned and 1 remains privately owned at the time this report was written	2 mid and 1 end terrace in a block of 4
Properties in Smollett Road	2 Council owned properties	1 end terrace and 1 mid terrace in block of 4
Properties in Dumbuie Avenue	1 Council owned property and 1 privately owned property at the time this report was written	2 semi detached

4. Main Issues

- 4.1** Following engagement with the Scottish Government, £21,000 was made available for the Council to fund detailed structural surveys of private affected homes. The Council have still to draw down this source of funding and are currently establishing accurate figures to present to the Scottish Government. However, the Minister for Housing and Welfare made it clear, it was not appropriate for public money from the council or Scottish Government to pay for extensive repairs to private property.
- 4.2** Despite the offers by the council to organise surveys, funded by the Scottish Government, some owners still refuse to engage with the council in order that surveys can be arranged. There remain 4 privately owned properties where officers have no confirmation of the condition of the property as follows:
- 1 property in Dumbuie Ave – owner refusal to allow access to the councils officers.
 - 1 property in Smollett Road – owner claims to have had survey complete, but the Council have had no sight of this
 - 1 property in Overburn Crescent – no response from owner
 - 1 property in Overburn Avenue – no response from owner

- 4.3** Building Services have commenced annual monitoring of all potentially affected properties and at the time of report production 20 properties had been surveyed; of these none have shown any visual signs of further deterioration. We plan to complete surveys by end of January 2016.
- 4.4** In regard to offers to buy back properties at the RTB price, 5 draft offers were issued to owners on the 18 August 2015. Draft offers are issued initially so that any amendments required by both sides can be adjusted to a mutually agreed final wording and therefore capable of being included in a formal offer for immediate acceptance.
- 4.4.1** All 5 properties are in Dumbuie Avenue area and 3 owners / their legal representatives have engaged with the Council in response. Following further correspondence, 1 formal offer was issued and missives have now been concluded for that property which is now in council ownership. Another owner's legal representative engaged with the Council and dialogue continues, and a further communication was received by another owner representative received by the Council on the 29 October 2015, unfortunately no further correspondence has been received since the date of that engagement.
- 4.4.2** Officers were contacting owners / their legal representatives in early January 2016 and a verbal update will be provided to members at the committee meeting on the outcome of these further contacts.
- 4.4.3** Offers to buy back at the RTB price will in future be submitted to owners where Officers are currently unaware of the condition of privately owned former Council properties (where it is in the Councils' interest to do so).
- 4.4.4** Where it is evident owners refuse to engage with the council on draft offers to repurchase, members are asked to consider offers of repurchase at RTB price being withdrawn 6 weeks after date of issue for any future offers and on the 1 April 2016 for existing offers.
- 4.4.5** It should be noted that, where owners of privately owned former Council properties have been issued offers to buy back their property at the RTB price, in all such cases, these have been significantly higher than the District Valuers' valuation of the property. It is anticipated any future offers will also be higher.
- 4.5** The Council will ensure on going safety of its vacant properties and will proceed with demolition when and if owners agree the repurchase of their homes by the Council at the RTB price.

- 4.6** Discussions continue with the Council's Legal Services Department regarding what statutory powers we may have with regards to the necessary demolition of tenanted and owner / occupied properties. Arrangements may require to be made for the issuing of closing orders and / or demolition orders or notices under the applicable legislation or where agreement cannot be reached, the promotion of Compulsory Purchase Orders.
- 4.7** There are only 4 fully owned Council blocks included in the 90 properties and surveys, inspections and knowledge show there are no major structural issues with these currently.
- 4.7.1** Surveys carried out have identified some flat roofs have significant structural faults and recommend the concrete roofs are removed and new roofs fitted. In the Silverton and Overburn areas, flat roofs coverings and render renewal etc. have generally been recommended for renewal spanning 2018 – 2028 and all span between the current 5 year capital plan 2015 – 2020 and next 2020 – 2025. In terms of work programming, managing local expectations, consistency and efficiency, officers recommend these works be programmed for year 2020 (year 1 of the next 5 year plan).
- 4.7.2** In some blocks there are privately owned properties adjoined to council properties, not of shared responsibility and there may be an opportunity for engaging and agreeing for these properties to be part of works described in 4.7.1 above. This hasn't been carried out previously and officers will engage with owners to establish if this may be something they would have an appetite for, subject to legal advice and approval.

5. People Implications

- 5.1** Staffing resource continues to be assigned to this issue and there are no staffing implications or concerns.
- 5.2** The structural issues affecting some of the properties in the Silverton area have an environmental impact on those living there. The housing service is monitoring empty homes and keeping surrounding garden areas tidy.
- 5.3** There are no active Tenants and Residents organisation (TRO) in Silverton and all correspondence is on an individual basis although issues have been discussed at public and resident specific meetings.
- 5.4** There is a newly established TRO in Overburn and officers are assisting in registering this whilst helping members ensure a successful organisation that meets the needs of local residents. However as noted above, Overburn properties are a different construction type and do not face the same issues. Regardless, housing staff will continue to be invited to, and will attend, TRO meetings.

6. Financial Implications

- 6.1** The capital costs associated with the acquisitions, remedial repairs / demolition works in Silverton / Overburn areas will be planned and included in future HRA capital programmes.
- 6.2** Revenue costs will be allocated within the HRA repairs budget.
- 6.3** Costs of remedial repairs to mixed tenure blocks funded by HRA revenue and capital budgets will be recharged to owners per the existing recharge procedures and processes.

7. Risk Analysis

- 7.1** The current and forward monitoring of the properties in the Silverton and Overburn areas is essential to ensure the safety of tenants and privately owned property occupiers.
- 7.2** Officers have informed owners of former council properties of the condition of neighbouring and adjacent council properties. There remains a commitment to obtain engagement from owners to participate in Council initiatives to safeguard property occupiers.

8. Equalities Impact Assessment (EIA)

- 8.1** As there may be equalities issues raised by the subject of this report an Equalities Impact Assessment is in the process of being carried out.
- 8.2** Officers have apprised themselves of the condition of these properties and immediate risks have been dealt with. Longer term assessment and strategic action will be required as the extent of deterioration is undefinable at this stage.

9. Consultation

- 9.1** Finance and Legal Services have been consulted in the preparation of this report.

10. Strategic Assessment

- 10.1** This report reflects two of our strategic priorities. Our aim is to improve local housing and environmentally sustainable infrastructure and to improve the wellbeing of communities and protect the welfare of vulnerable people.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 3 February 2016

Person to Contact: Martin Feeney – Building Services Manager, Housing and Community Safety, telephone: 0141 562 2381, e-mail: mfeeney@west-dunbarton.gov.uk

Appendices: None

Background Papers:

1. Report to Housing, Environment and Economic Development Committee, August 2013
2. EIA screening.
3. Report to Housing, Environment and Economic Development Committee, 7 May 2014
4. Elected Members Briefing Note – Flat Roofed Properties – Silverton and Overburn Areas, Dumbarton – Update as at October 2015

Wards Affected: Ward 3

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Housing and Communities Committee

3rd February 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

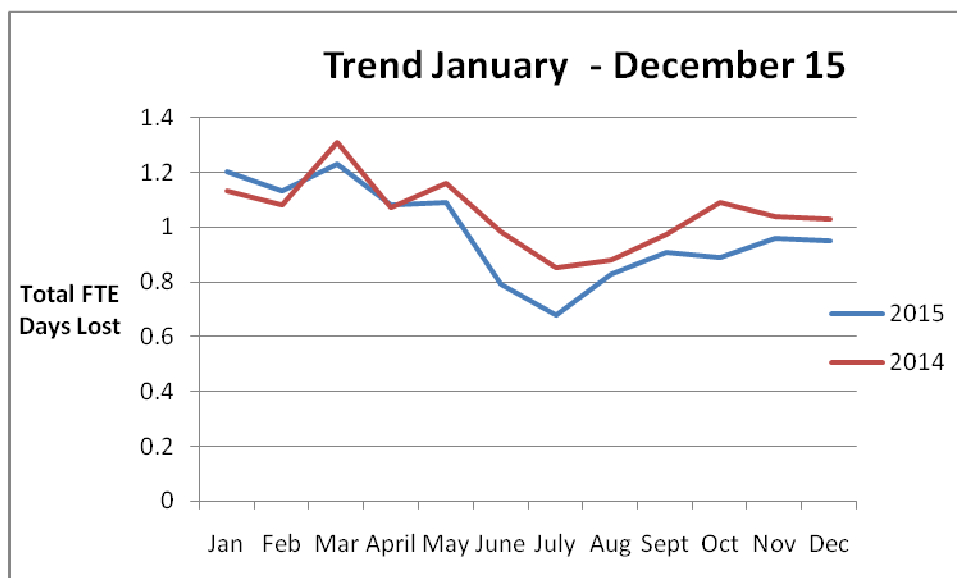


Table 1 shows the service breakdown across HEED. There has been an improvement in attendance recorded in each service area within the Directorate in comparison to the same period last year.

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: 14th January 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.

Arrange Stress Management Workshop Training for managers.	Time resource. Support from OD.	<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>	October 2015
Revised Policy Update session to Managers	HR/OD	<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>	October 2015
Raise awareness of impact of Alcohol and Substance Misuse.	Availability of Wellbeing team.	<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>	Nov 2015

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Housing and Communities Committee: 3 February 2016

Subject: Financial Report 2015/16 as at Period 9 (31 December 2015)

1. Purpose

- 1.1** The purpose of the report is to provide the Committee with an update on the financial performance to 31 December 2015 (Period 9) of those services under the auspices of the Housing and Communities 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 probable by £0.643m (30%) at the year end. There is no capital expenditure associated with the services to this committee; and
- ii) note the progress on savings incorporated into budgets for 2015/16.

3. Main Issues

Revenue Budget

- 3.1** The current budgetary position is summarised in Appendix 1 with a more detailed analysis by service in Appendix 2. Comments are shown in Appendix 3 when there is a projected annual variance greater than £0.050m.
- 3.2** Appendix 1 shows the probable outturn for the services at £2.781m. As the annual budget is £2.138m there is a projected adverse variance currently projected of £0.643m. This is an improvement of £0.128m on the position last reported to this committee in November. The principal reason for this has been the anticipated surplus on the HMTA being increased following more detailed analysis of expected income and costs. Appendix 4 shows progress on the achievement of saving options adopted as part of the 2015/16 budget.

4. People Implications

- 4.1** There are no people implications.

5. Financial Implications

- 5.1** 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.
- 5.2** Agreed savings and management adjustments for 2015/16 are monitored with current indications showing that of the total target being monitored (£0.372m), both actions are currently on target to be achieved (see Appendix 4). It should be noted that any variances are included within the service information and variances identified within this report.

6. Risk Analysis

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

7. Equalities Impact Assessment (EIA)

- 7.1** The report is for noting and therefore no Equalities Impact Assessment was completed for this report.

8. Consultation

- 8.1** 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.

9. Strategic Assessment

- 9.1** 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: 12 January 2016

Person to Contact: Janice rainey - Business Unit Finance Partner (HEED),
Garshake Road, Dumbarton, G82 3PU, telephone: 01389
737707, e-mail janice.rainey@west-dunbarton.gov.uk

Appendices: Appendix 1 - Summary Budgetary Position (Revenue)
Appendix 2 - Detailed Budgetary Position (Revenue)
Appendix 3 - Variance Analysis (Revenue)
Appendix 4 - Monitoring of Savings Options

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
HOUSING & COMMUNITIES SUMMARY

APPENDIX 1

MONTH END DATE

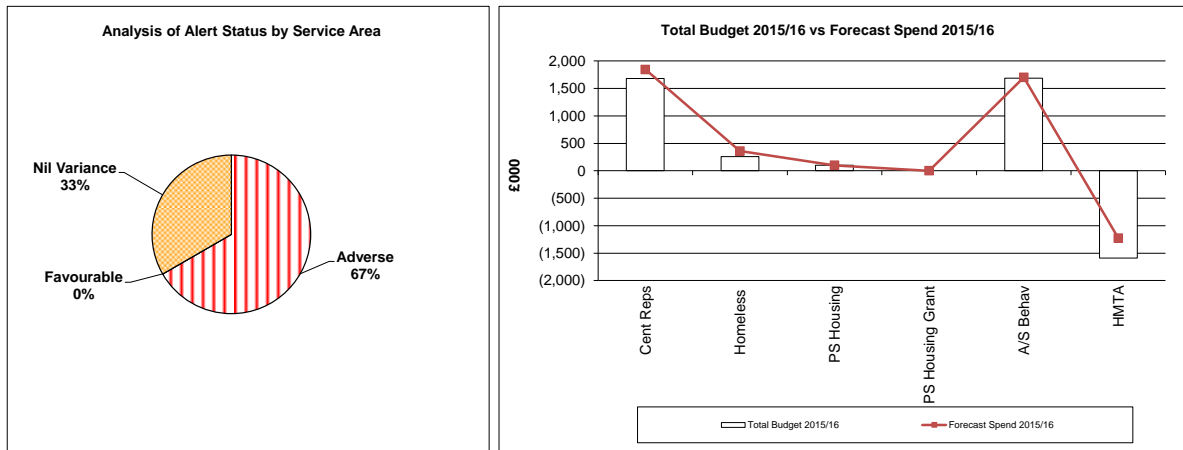
31-Dec-15

PERIOD

9

Actual Outturn 2014/15	Department 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	%
1,966	Central Repairs & Maintenance	1,680	1,355	81%	1,845	165	10%
565	Homeless Persons	258	455	176%	359	101	39%
97	Private Sector Housing	101	67	66%	101	0	0%
0	Private Sector Housing Grant	0	215	0%	0	0	0%
12	Gypsy Travellers - transferred to HRA 2015/16	0	0	0%	0	0	0%
1,807	Anti Social Behaviour	1,687	1,085	64%	1,703	16	1%
(535)	Housing Maintenance Trading A/c	(1,588)	(2,081)	131%	(1,227)	361	-23%
3,912	Total Net Expenditure	2,138	1,096	51%	2,781	643	30%

Housing & Communities Graphs



WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
H&C DETAIL

APPENDIX 2

MONTH END DATE 31-Dec-15

PERIOD 9

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	%
11,762	Employee	12,599	9,890	78%	13,290	691	5% ↓
1,616	Property	1,913	1,314	69%	1,942	29	2% ↓
1,276	Transport and Plant	899	883	98%	1,168	269	30% ↓
4,592	Supplies, Services and Admin	4,022	2,101	52%	4,143	121	3% ↓
5,033	Payments to Other Bodies	4,372	2,578	59%	3,715	(657)	-15% ↑
2,973	Other	1,211	1,000	83%	1,333	122	10% ↓
27,252	Gross Expenditure	25,016	17,766	71%	25,591	575	2% ↓
(23,340)	Income	(22,878)	(16,670)	73%	(22,810)	68	0% ↓
3,912	Net Expenditure	2,138	1,096	51%	2,781	643	30% ↓
£000	Central Repairs & Maintenance	£000	£000	%	£000	£000	%
1,002	Employee	1,471	709	48%	947	(524)	-36% ↑
51	Property	40	38	95%	51	11	28% ↓
55	Transport and Plant	50	32	64%	49	(1)	-2% ↑
579	Supplies, Services and Admin	421	353	84%	443	22	5% ↓
2,165	Payments to Other Bodies	1,468	1,075	73%	1,568	100	7% ↓
(485)	Other	0	0	0%	0	0	0% →
3,367	Gross Expenditure	3,450	2,207	64%	3,058	(392)	-11% ↑
(1,401)	Income	(1,770)	(852)	48%	(1,213)	557	-31% ↓
1,966	Net Expenditure	1,680	1,355	81%	1,845	165	10% ↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
H&C DETAIL

APPENDIX 2

MONTH END DATE 31-Dec-15

PERIOD 9

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	Homeless Persons	£000	£000	%	£000	£000	%
1,380	Employee	1,271	1,026	81%	1,376	105	8%
1,335	Property	1,319	1,182	90%	1,323	4	0%
16	Transport and Plant	16	16	100%	21	5	31%
191	Supplies, Services and Admin	171	119	70%	172	1	1%
1,359	Payments to Other Bodies	1,092	564	52%	853	(239)	-22%
0	Other	0	0	0%	0	0	0%
4,281	Gross Expenditure	3,869	2,907	75%	3,745	(124)	-3%
(3,716)	Income	(3,611)	(2,452)	68%	(3,386)	225	-6%
565	Net Expenditure	258	455	176%	359	101	39%
£000	Private Sector Housing	£000	£000	%	£000	£000	%
0	Employee	38	28	74%	38	0	0%
0	Property	0	0	0%	0	0	0%
0	Transport and Plant	0	0	0%	0	0	0%
97	Supplies, Services and Admin	82	53	65%	82	0	0%
0	Payments to Other Bodies	0	0	0%	0	0	0%
0	Other	0	0	0%	0	0	0%
97	Gross Expenditure	120	81	68%	120	0	0%
0	Income	(19)	(14)	74%	(19)	0	0%
97	Net Expenditure	101	67	66%	101	0	0%

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
H&C DETAIL

APPENDIX 2

MONTH END DATE 31-Dec-15

PERIOD 9

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	Private Sector Housing Grant	£000	£000	%	£000	£000	%	
0	Employee	54	41	76%	55	1	2%	↓
0	Property	352	0	0%	399	47	13%	↓
0	Transport and Plant	1	1	100%	1	0	0%	→
0	Supplies, Services and Admin	15	0	0%	14	(1)	-7%	↑
0	Payments to Other Bodies	278	173	62%	231	(47)	-17%	↑
0	Other	0	0	0%	0	0	0%	→
0	Gross Expenditure	700	215	31%	700	0	0%	→
0	Income	(700)	0	0%	(700)	0	0%	→
0	Net Expenditure	0	215	0%	0	0	0%	→

£000	Anti Social Behaviour	£000	£000	%	£000	£000	%	
1,245	Employee	1,053	826	78%	1,087	34	3%	↓
62	Property	47	15	32%	65	18	38%	↓
37	Transport and Plant	43	22	51%	35	(8)	-19%	↑
416	Supplies, Services and Admin	437	220	50%	420	(17)	-4%	↑
276	Payments to Other Bodies	284	147	52%	284	0	0%	→
0	Other	0	0	0%	0	0	0%	→
2,036	Gross Expenditure	1,864	1,230	66%	1,891	27	1%	↓
(229)	Income	(177)	(145)	82%	(188)	(11)	6%	↑
1,807	Net Expenditure	1,687	1,085	64%	1,703	16	1%	↓

WEST DUNBARTONSHIRE COUNCIL
REVENUE BUDGETARY CONTROL 2015/2016
H&C DETAIL

APPENDIX 2

MONTH END DATE 31-Dec-15

PERIOD 9

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	Housing Maintenance Trading A/c	£000	£000	%	£000	£000	%
8,135	Employee	8,712	7,260	83%	9,787	1,075	12% ↓
102	Property	155	79	51%	104	(51)	-33% ↑
1,168	Transport and Plant	789	812	103%	1,062	273	35% ↓
3,292	Supplies, Services and Admin	2,896	1,356	47%	3,012	116	4% ↓
1,233	Payments to Other Bodies	1,250	619	50%	779	(471)	-38% ↑
3,458	Other	1,211	1,000	83%	1,333	122	10% ↓
17,388	Gross Expenditure	15,013	11,126	74%	16,077	1,064	7% ↓
(17,923)	Income	(16,601)	(13,207)	80%	(17,304)	(703)	4% ↑
(535)	Net Expenditure	(1,588)	(2,081)	131%	(1,227)	361	-23% ↓

HOUSING & COMMUNITIES
REVENUE BUDGETARY CONTROL 2015/2016
ANALYSIS FOR VARIANCES OVER £50,000

APPENDIX 3

MONTH END DATE 31-Dec-15

PERIOD 9

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

Central Repairs & Maintenance (Richard Cairns)	1,680	1,845	165	10%	↓
Service Description	This service manages and undertakes repairs and maintenance to public buildings.				
Main Issues / Reason for Variance	Income is less than budgeted due to only "essential work" currently being undertaken. This is offset to a large extent by reduction in employee costs but the overall effect is a net adverse variance since the profit margin of the type of work being done at the moment is lower than the budget which was based on a wider mix of jobs. In addition, it is anticipated that there will be an overspend in the budget for central repairs due to levels of need.				
Mitigating Action	Currently the service is ensuring work is allocated only to emergency/essential work				
Anticipated Outcome	An overspend is anticipated in this area				

Homeless Persons (Richard Cairns)	258	359	101	39%	↓
Service Description	This service seeks to prevent homelessness occurring across the authority and improves access to support services				
Main Issues / Reason for Variance	The variance is due to several issues. Projections of income is less than originally anticipated (£225k). In addition, staffing costs are also higher than anticipated due mainly to low turnover and restructuring delays (£78k) and the continuing need for agency cover (£27k). This has been partly offset lower costs associated with external provision of services (£239k).				
Mitigating Action	Efforts will be made to minimise any adverse variance.				
Anticipated Outcome	An adverse variance is anticipated in this area				

Housing Maintenance Trading A/c (Richard Cairns)	(1,588)	(1,227)	361	-23%	↓
Service Description	This service provides the repairs and maintenance service for council housing as well as some capital upgrade work				
Main Issues / Reason for Variance	Income and costs anticipated at the budget have been revised leading to a reduced surplus. However, several initiatives are underway :- i) work continues to identify and capture other internal and external sources of additional income ii) action has already been taken to reduce overtime iii) the restructure will reduce the number of supervisors and increase the productivity of the service.				
Mitigating Action	An action plan has been developed to increase the profitability of the HMTA				
Anticipated Outcome	An continued improvement in the probable surplus is anticipated				

WEST DUNBARTONSHIRE COUNCIL
MONITORING OF SAVINGS 2015/16

REF	DETAIL	DEPT	AMOUNT (£)	SERVICES / LEDGER CODES ALLOCATED TO	IMPLEMENTATION DATE	P9 YTD SAVING	PROJECTION OF TOTAL SAVED £ DURING 2015/16	ACTION TAKEN
MA 50	Reduce the costs of Central Maintenance through improved supplier management	HEED	85,000	Central Repairs	01/04/15	63,750	85,000	essential/emergency work only
MA 55	Craft Workers Review	HEED	287,000	HMTA	01/04/15	215,250	287,000	restructure

372,000

372,000

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Housing & Communities Committee: 3 February 2016

Subject: Housing Revenue Account Budgetary Control Report to 31 December 2015 (Period 9)

1. Purpose

- 1.1** The purpose of the report is to provide members with an update on the financial performance to 31 December 2015 (Period 9) of the HRA revenue and capital budgets.

2. Recommendations

- 2.1** Members are asked to:

- i) Note the projected favourable revenue variance of £0.684m and
- ii) Note the position advised in relation to the capital budget which is currently projecting an in-year favourable variance of £5.537m (19%), of which £4.363m relates to project rephasing and an in-year underspend of £1.174m.

3. Background

Revenue

- 3.1** At the meeting of West Dunbartonshire Council on 4 February 2015, Members agreed the revenue estimates for 2015/2016 and a total budget of £42.299m. In addition, the attached budgetary control report includes £0.410m transferred from the HRA reserve to the Repairs and Maintenance budget to fund close upgrades. The total HRA budget is therefore £42.709m.

Capital

- 3.2** At the meeting of Council on 4 February 2015, Members also agreed the updated Capital Plan for 2015/16 which has been augmented by rephasing from 2014/15 to produce a total planned spend for 2015/16 of £28.914m. The funding of this is shown within Appendix 5.

4. Main Issues

Revenue Budget

- 4.1** The current budgetary position for HRA Revenue is summarised in Appendix 1 with information regarding projected variances valued at greater than £50,000 being provided as Appendix 2. The analysis shows the projected variance for HRA Revenue is a surplus of £0.684m. The projected surplus has

decreased very slightly (£0.014m) from the period 6 figures which were reported to this Committee in November 2015.

Capital Budget

- 4.2** The HRA capital summary position is shown in Appendix 3. Information on projects that are highlighted as being within the red and amber categories is provided in Appendix 4. A summary of anticipated resources is shown in Appendix 5. The analysis shows that for the in-year planned spend there is currently a favourable variance of £5.537m, of which £4.363m relates to project rephasing and an in-year underspend of £1.174m.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

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

7. Risk Analysis

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

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 Environmental 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: 14 January 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 - Budgetary Position (Revenue)
Appendix 2 - Variance analysis (Revenue)
Appendix 3 - Budgetary Position (Capital)
Appendix 4 - Variance analysis (Capital)
Appendix 5 – Resources (Capital)

Background Papers: None

Wards Affected: All

HRA BUDGETARY CONTROL REPORT
MONITORING PERIOD : 1 APRIL 2015 to 31 DECEMBER 2015


2014/2015		2015/2016	Actual	% actual	Forecast	Forecast	% Forecast
Outturn		Estimate	To Date	to date	Outturn	Variance	Variance
£000s		£000s	£000s		£000s	(fav)/adv	(fav)/adv
	EXPENDITURE						
4,972	EMPLOYEE COSTS	5,534	3,823	69%	5,217	(317)	-6%
1,709	PROPERTY COSTS	1,916	1,324	69%	1,808	(108)	-6%
116	TRANSPORT COSTS	100	85	85%	120	20	20%
327	SUPPLIES, SERVICES AND ADMIN	381	253	66%	334	(47)	-12%
2,065	SUPPORT SERVICES	1,956	1,549	79%	2,065	109	6%
201	OTHER EXPENDITURE	362	224	62%	321	(41)	-11%
11,170	REPAIRS & MAINTENANCE	12,539	8,099	65%	12,110	(429)	-3%
868	BAD DEBT PROVISION	1,060	750	71%	1,000	(60)	-6%
639	COUNCIL TAX ON VOID HOUSES	452	407	90%	485	33	7%
1,521	LOST RENTS	1,788	1,115	62%	1,398	(390)	-22%
15,082	LOAN CHARGES	16,621	12,974	78%	16,621	0	0%
38,670	GROSS EXPENDITURE	42,709	30,603	72%	41,479	(1,230)	-3%
	INCOME						
36,843	House Rents	39,501	28,692	73%	39,152	349	1%
227	Lockup Rents	230	161	70%	223	7	3%
1,030	Factoring/Insurance Charges	1,012	1,086	107%	1,086	(74)	-7%
70	Other rents	139	101	73%	138	1	1%
38	Interest on Revenue Balance	40	0	0%	40	0	0%
251	Transfer from Reserve	410	69	17%	410	0	0%
234	Miscellaneous income	114	34	30%	115	(1)	-1%
1,151	Reallocated salaries	1,263	749	59%	999	264	21%
39,844	GROSS INCOME	42,709	30,892	72%	42,163	546	1%
1,174	NET EXPENDITURE	0	(289)		(684)	(684)	

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

APPENDIX 2

MONTH END DATE 30 December 2015

PERIOD 9

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
EMPLOYEE COSTS		5,534	3,823	69%	5,217	(317)	-6% 
Subjective Description							
This budget covers all employees charged directly to the HRA including caretakers							
Variance Narrative							
Main Issues	Vacancies within caretaking account for £126k of this; vacancies elsewhere in the service account for a further £237k. This latter figure has increased substantially following the restructure within the HMTA which resulted in a number of former HRA staff being appointed to HMTA posts. In addition staff overtime continues to decline and is now forecast to be £85k less than budget. Strain on the fund costs have now been incorporated into the forecast spend accounting for £128k.						
Mitigating Action	No mitigating action is required as the variance is favourable						
Anticipated Outcome	A year-end underspend of £317k is anticipated (albeit it will be partly offset by a smaller reallocation of employee costs to other accounts - see below)						

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

PROPERTY COSTS		1,916	1,324	69%	1,808	(108)	-6%	↑
Service Description								
This budget covers electricity, gas, rates, rents, cleaning and the costs of Garshake and Rosebery								
Variance Narrative								
Main Issues	A favourable variance has arisen primarily because of reduced expenditure across a number of budget heads - repairs to Housing Offices are forecast to be less than budgeted (£25k) and savings on electricity (£75k) account for the remaining balance.							
Mitigating Action	No mitigating action is required as the variance is favourable							
Anticipated Outcome	A favourable variance is anticipated							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%


SUPPORT SERVICES		1,956	1,549	79%	2,065	109	6%	↓
Service Description								
This budget covers central support recharges to the HRA								
Variance Narrative								
Main Issues	Expected higher than budgeted recharge for Rent Collection/Arrears cased on current workloads							
Mitigating Action	Given the pressures on income collection there would seem to be little that can be done without having an additional adverse impact on the bad debt provision.							
Anticipated Outcome	An adverse variance is anticipated							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

REPAIRS & MAINTENANCE		12,539	8,099	65%	12,110	(429)	-3%	↑
Service Description								
This budget covers all repair and maintenance expenditure to houses and lockups								
Variance Narrative								
Main Issues	<p>There is an anticipated overspend on demand-led jobbing repairs (£481k) but an underspend on voids (£447k) as the number of void properties is less than last year and more houses are tenanted. There has also been an increase in work to augment the WDTRO programme (£112k charged to revenue repairs). In addition expenditure on fire-damaged properties is anticipated to be £255k less than budgeted while special needs expenditure, as waiting lists remain at historically low levels, is expected to be about £156k less than budgeted. Lift (£49k) and gas maintenance (£94k) are also forecast to have favourable variances. These have offset an anticipated overspend on smoke detectors (£45k) as the need for units identified by the house condition survey are replaced or installed. There is also an anticipated overspend of £69k against miscellaneous repair budgets principally because the budget for grounds maintenance/tree works was set too low.</p>							
Mitigating Action	The detailed lines within the repairs budget will continue to be monitored throughout the year.							
Anticipated Outcome	Small overall underspend anticipated							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

BAD DEBT PROVISION		1,060	750	71%	1,000	(60)	-6%	↑
Service Description								
This budget allows for the provision for bad and doubtful debts to be maintained at an appropriate level								
Variance Narrative								
Main Issues	Current and former tenant arrears are greater than the closing figures for 2014/15. There has undoubtedly been a deterioration in arrears due to the implementation of various elements of Welfare Reform. However at present there remains budgetary provision to cover this - the deterioration in arrears is still being accommodated within the budget. Former tenant arrears have increased this year due to a reduction in write-offs. As some 60% of terminations have arrears there is an inevitable upward pressure on former tenant arrears.							
Mitigating Action	The Council continues in its strategy to minimise debt and arrears. This budget will be closely monitored							
Anticipated Outcome	Given current levels of arrears and the expected total for other outstanding debtor accounts the anticipated top-up to the bad debt provision ought to be less than budgeted.							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Spend	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%
LOST RENTS		1,788	1,115	62%	1,398	(390)	-22% 
Service Description							
Rents lost on void houses and lockups							
Variance Narrative							
Main Issues	<p>Void budget for houses was based on an average of 450 per week. The average to date is 384, an improvement on the 398 reported at period 8. The number of houses void at the end of December was 259, an improvement on the November figure of 275. However, the main reason behind the dramatic improvement relates to the decision to demolish the properties in Clydebank East. This removed some 160 void properties from the letting pool, which has an effect on the house rents figure as discussed below. Although void figures had deteriorated since mid-July this was largely attributable to the requirement to make 100% nominations to Cube HA for the 57 new build units at Beardmore Place in Dalmuir as well as the allocation of our own new build units at Hill Street. Both increased the number of transfer applicants being rehoused with a consequential effect on the number of voids. Recent figures would suggest that the underlying void position is improving.</p>						
Mitigating Action	<p>Although the variance remains favourable there remains a need to address void performance. An operational workshop was held in early October. The agreed actions will impact positively on void performance and tenancy sustainability.</p>						
Anticipated Outcome	<p>A favourable variance is still anticipated</p>						

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Income	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

HOUSE RENTS		(39,501)	(28,692)	0%	(39,152)	349	-1%	↓
Service Description								
Rental income from houses								
Variance Narrative								
Main Issues	As mentioned above, the decision taken to demolish properties in Clydebanks East has reduced the number of properties within the letting pool, meaning a reduction in the overall potential gross rental income from houses. The reduction in gross income is therefore offset by an equal reduction in the cost of lost rents from houses.							
Mitigating Action	No mitigating action							
Anticipated Outcome	Adverse variance at year end, offset by favourable variance shown within Miscellaneous.							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Income	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

FACTORING/INSURANCE		(1,012)	(1,086)	0%	(1,086)	(74)	7%	↑
Service Description								
This budget covers income received for factoring and insurance provided by the Council								
Variance Narrative								
Main Issues	The annual increase in charges has not been offset by withdrawals from the service so income is greater than budgeted.							
Mitigating Action	No mitigating action necessary							
Anticipated Outcome	Favourable variance at year end							

Budget Details		Project Life Financials					
Subjective Analysis	Budget Holder	Budget	Actual to Date	% Spend to Date	Forecast Income	Forecast Variance	RAG Status
		£000	£000	%	£000	£000	%

REALLOCATED SALARIES		(1,263)	(749)	0%	(999)	264	-21%	↓
Service Description								
This budget covers employee costs recharged to accounts outwith the HRA, principally HRA Capital and HMTA.								
Variance Narrative								
Main Issues	Reduced staffing costs has resulted in less costs being relevant to be re- allocated							
Mitigating Action	No mitigating action necessary - lower allocations to other accounts reported within those budgetary control statements							
Anticipated Outcome	Lower allocation of employee costs from HRA anticipated							

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
OVERALL PROGRAMME SUMMARY

APPENDIX 3

MONTH END DATE 30 December 2015

PERIOD 9

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	11	31%	47,708	86%	11	31%	6,598	48%		
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	1	3%	249	0%	1	3%	249	2%		
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	23	66%	7,322	13%	23	66%	7,010	51%		
TOTAL EXPENDITURE	35	100%	55,279	100%	35	100%	13,857	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	104,504	47,708	106,381	1,877	14,254	6,598	11,129	(3,125)	(4,139)	1,014
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	2,703	249	2,703	0	503	249	462	(41)	(41)	0
Green										
Projects are on target both in relation to overall budget and the forecast stages in the project life cycle and no issues are anticipated at this time	59,633	7,322	57,459	(2,174)	14,157	7,010	11,785	(2,372)	(184)	(2,188)
TOTAL EXPENDITURE	166,840	55,279	166,543	(297)	28,914	13,857	23,377	(5,537)	(4,363)	(1,174)
TOTAL RESOURCES	(166,840)	(55,279)	(166,543)	297	(28,914)	(13,857)	(23,377)	5,537		
NET EXPENDITURE	0	0	0	0	0	0	0	0		

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

APPENDIX 4

MONTH END DATE

30 December 2015

PERIOD

9

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

1

Priority Projects As Advised by Housing Management (Stewart Paton)						
Project Life Financials	512	45	9%	512	0	0%
Current Year Financials	112	45	40%	60	(52)	-46%
Project Description	This is a budget to undertake specific housing management projects that may arise that have not been planned for and/or enable the Council to fulfil specific obligations or landlord duties.					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-16		
Main Issues / Reason for Variance						
Additional works re Davidson Road have been instructed per HSCP. Works to Ashton View have been delayed and are due to start in 16/17						
Mitigating Action						
None at this time						
Anticipated Outcome						
Projects to complete as planned in this financial year						

2

Integrated Housing Management System (John Kerr)						
Project Life Financials	876	13	1%	876	(0)	0%
Current Year Financials	438	13	3%	15	(423)	-97%
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 IHMS was altered to allow for the potential of sharing systems or services with other neighbouring housing providers to be investigated. The ITT completion is expected for end of January 2016 and 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. The Project Manager has now been recruited and will commence post on 25 January 2016. The Project team have identified procurement routes which will further maximise spend in 15/16, these have been considered by the Project Board and have been factored into the project delivery plan. A working group has been set up 3 days per week in January to develop the ITT and release it to the market by the end of January 2016.</p>						
Mitigating Action						
<p>Upon commencing their position, the Project Manager will assume responsibility for project work streams such as system interdependences, developing a change approach and project management responsibilities allowing the Development Officer to focus solely on tender development, including model answers and preparing staff for the evaluation period.</p>						
Anticipated Outcome						
<p>At this time it is still anticipated that the IHMS supplier will be chosen in 2015/16. Discussions will take place in January to ascertain what provisions WDC should include within the ITT for sharing the procured system with other housing providers in the future.</p>						

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

APPENDIX 4

MONTH END DATE

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PERIOD

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

3 **Modern Facilities and Services (Martin Feeney)**

Project Life Financials	2,950	446	15%	3,090	140	5%
Current Year Financials	590	446	76%	730	140	24%

Project Description This budget is to undertake the continuation of West Dunbartonshire's commitment to upgrading the bathrooms and kitchens of all housing stock. We will also continue to work towards upgrading kitchens and bathrooms in tenanted properties that have previously declined to participate in this programme.

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

At the beginning of the financial year the project was behind schedule due to low tenant uptake. Officers liaised with tenants to come on board with the project, which resulted in an influx of tenants accepting kitchen and bathroom upgrades, to which the programme was then accelerated to accommodate the increased demand.

Mitigating Action

The increased demand has been higher than anticipated, resulting in a forecast overspend. However, the project will now be slowed in a bid to keep the overspend to as little as possible.

Anticipated Outcome

Project to complete as planned. However, there may be an overspend for both projects in relation to programme acceleration and late tenant uptake. It is anticipated that Kitchen Upgrades may overspend by approx £88k and Bathroom Upgrades by approx £52k

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

APPENDIX 4

MONTH END DATE

30 December 2015

PERIOD

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

4 Void Housing Strategy Programme (Janice Rainey)

Project Life Financials	9,500	2,014	21%	9,921	421	4%
Current Year Financials	2,500	2,014	81%	2,921	421	17%
Project Description	This budget is to fund the improvement of void housing stock to improve the quality of life for tenants in buildings which are difficult to live in and are unpopular, and / or to tackle anti-social difficulties, crime and fear of crime. Investment is designed to assist in reducing the level of voids.					
Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-16		
Main Issues / Reason for Variance						
Due to condition the remaining void properties have a higher cost to bring back into the letting pool.						
Mitigating Action						
Costs will be monitored but higher value work for the reason above means that action is limited						
Anticipated Outcome						
A likely overspend on void properties						

5 Regeneration/ Demolition of Surplus Stock (Jackie Gallan/Stewart Paton)

Project Life Financials	10,734	6,491	60%	10,820	86	1%
Current Year Financials	1,100	106	10%	370	(731)	-66%
Project Description	The bulk of this budget is to fund 'Demolition of addressess surplus to Council requirements' and also includes homeloss and disturbance budget.					
Project Lifecycle	Planned End Date		31-Mar-16	Forecast End Date		31-Mar-16
Main Issues / Reason for Variance						
Clydebank (2nd Ave): Project progressing to plan, tender and procurement process is underway. House clearance & asbestos surveys complete, demolition tenders have been returned but not yet accepted, although still anticipated to complete demo by end of Mar 16. Westcliff: Rehousing and decant of tenants in Westcliff surplus stock is ongoing with 24 tenants still to be decanted/rehoused. Alexandria - still not cleared of all tenants, tendering process cannot begin until notified. Demolition work cannot be tendered until return of asbestos surveys in Dumbarton - tendering expected in 2016. Project overspend relates to previous demolitions where there were additional costs due to asbestos.						
Mitigating Action						
Officers will continue to seek alternative accomodation for tenants that are to be rehoused. Tendering process to be completed for Dumbarton and Alexandria. Muir Rd & Glenside demos (Dumbarton) anticipated to be carried out in Summer 2016. Alexandria demos expected to be carried out in 2016 also.						
Anticipated Outcome						
It is hoped that the majority of the tenants at Westcliff will be re-housed/decanted within timescales. Budget for demos at Alexandria and Dumbarton to be re-phased into 16/17.						

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

APPENDIX 4

MONTH END DATE

30 December 2015

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

6 **Non-Traditional and Traditional Improvement Works (Stewart Paton)**

Project Life Financials	14,156	12,319	87%	14,781	625	4%
Current Year Financials	2,462	(0)	0%	1	(2,461)	-100%

Project Description This budget has been slipped from 2014/15 and is for the proposed upgrade work to properties at Risk St, Dumbarton.

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

Progression of Risk Street is subject to owner agreement and participation, consultation and voting preference is underway. Owners meetings have been held with follow up correspondence and voting mandates issued. Responses received so far indicate that homeowners in three of the five blocks have indicated that they wish to continue in the project. It is anticipated that the project will not commence until 16/17. There is a forecast overspend in relation to Low Rise Upgrades, which occurred in 14/15.

Mitigating Action

Due to the delay in the initial planned start date for Risk Street, there will be a requirement for a new costs analysis for the complete project. There is a project-lifeforecast overspend in relation to Low Rise Upgrades, which relates to 14/15.

Anticipated Outcome

The project will continue albeit delayed into 16/17, as it is anticipated that agreement with remaining tenants will be achieved.

7 **Multi-Storey Improvement Works (Gordon Hulley)**

Project Life Financials	18,292	11,541	63%	18,635	343	2%
Current Year Financials	1,984	1,876	95%	2,174	190	10%

Project Description This budget will fund the ongoing improvement plan for upgrading the multi-storey housing stock in accordance with housing strategy objectives. This also ties in with SHQS compliance and the recommendations within the Structural Risk Assessment by Curtins Consulting.

Project Lifecycle Planned End Date 31-Oct-16 Forecast End Date 31-Oct-16

Main Issues / Reason for Variance

An overspend in relation to Littleholm & Kilbowie Court due to the cost of ensuring asbestos is dealt with appropriately and to the correct standard.

Mitigating Action

Project nearing completion therefore opportunity to mitigate is limited

Anticipated Outcome

Project anticipated to complete on time at a higher cost than anticipated

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

APPENDIX 4

MONTH END DATE

30 December 2015

PERIOD

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

8 Defective Structures/Component Renewals (Michelle McKenna)

Project Life Financials	2,947	1,139	39%	2,814	(133)	-5%
Current Year Financials	576	101	18%	234	(342)	-59%

Project Description This budget is to fund the continuous programme of work to address specific structural faults in a number of tenement properties in Drumry.

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

2015/16 Programme of works is in relation to four blocks being 174, 202 and 204 Montrose Street and 12 Kirksowald Drive. Works to 204 Montrose Street are on hold due to tenant decant issues with nil spend anticipated in this financial year resulting in slippage of £168k. Decant of 12 Kirksowald Drive is anticipated to be complete by end of November with site works commencing thereafter, however due to duration of site works slippage of approximately £164k is anticipated in 2015/16.

Mitigating Action

Legal department are now involved with decant issues. Once a resolution has been achieved works can start on the third block.

Anticipated Outcome

It is hoped that a resolution may be reached in the near future in order for works to start on the third and fourth blocks. Due to an underspend in 13/14 there is a project life underspend forecast.

9 Environmental Improvements Works

Project Life Financials	6,400	533	8%	6,453	53	1%
Current Year Financials	1,280	533	42%	1,203	(77)	-6%

Project Description This budget is to enable continued planning and programming of environmental projects such as paths, car parks and landscaped areas under the curtilage of housing management.

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

Project is progressing to plan, addresses identified and work on site well underway. Project team are scheduling pre-install surveys, customer liaison and scheduling work. Dennystoun Forge Upgrade is not likely to start on site until 16/17. There is an underspend of £77k forecast in this financial year (£23k overspend Roads, £30k overspend DLO, £130k slippage in relation to Dennystoun Forge).

Mitigating Action

Safe Paths and paved Areas slightly behind schedule, therefor resources will be redeployed to ensure programme completes by planned deadline.

Anticipated Outcome

Projects to complete as planned with a slight overspend due to General Environmental Improvements - Roads (23k) and General Environmental Improvements - DLO (30k)

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

APPENDIX 4

MONTH END DATE

30 December 2015

PERIOD

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

10 **Salaries/Central Support/Office**

Project Life Financials	8,500	0	0%	8,655	155	2%
Current Year Financials	1,700	0	0%	1,855	155	9%

Project Description This budget is to fund central support and salary recharges.

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

The increase in the scale of the capital programme has impacted on the level of support required resulting in an anticipated overspend based on the final recharge for 2014/15.

Mitigating Action

None available at this time as related to the scale of the capital programme, however resource will be monitored with a view to reducing where appropriate

Anticipated Outcome

An overspend is anticipated at this time

11 **New Build Housing (Stewart Paton/John Kerr)**

Project Life Financials	29,637	13,166	44%	29,825	188	1%
Current Year Financials	1,512	1,463	97%	1,567	55	4%

Project Description This budget is to fund new build social housing at Central Bellsmyre, Hill Street Brucehill, Granville Street Clydebank (Retention) and Miller Road Haldane (Retention).

Project Lifecycle Planned End Date 31-Mar-17 Forecast End Date 31-Mar-17

Main Issues / Reason for Variance

Overspend is a combination of the following: Preparatory work costs relating to Granville St (£87k) and Miller Road (£57k), and Hill Street overspend of £38k (where all houses are now occupied - although final account not yet agreed).

Mitigating Action

None required at this time

Anticipated Outcome

New build housing completed as planned, although overbudget.

TOTAL PROJECTS AT RED STATUS

Project Life Financials	104,504	47,708	46%	106,381	1,877	2%
Current Year Financials	14,254	6,598	46%	11,129	(3,125)	-22%

WEST DUNBARTONSHIRE COUNCIL
HRA CAPITAL PROGRAMME
ANALYSIS OF PROJECTS AT AMBER ALERT STATUS

APPENDIX 4

MONTH END DATE

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PERIOD

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

1	Projects to Deliver Housing Policies/Strategies (John Kerr)						
	Project Life Financials	2,703	249	9%	2,703	0	0%
	Current Year Financials	503	249	50%	462	(41)	-8%
	Project Description	This is a budget to undertake specific projects that will deliver housing policies / strategies, examples: Ex local authority homes buy-back scheme					
	Project Lifecycle	Planned End Date	31-Mar-16	Forecast End Date	31-Mar-16		
	Main Issues / Reason for Variance						
	In relation to Buy-back of ex-local authority homes 5 properties have been purchased. In relation to Mortgage to Rent Buy-backs inspections have taken place on 2 properties and information will be gathered and sent to the Scottish Government who will process and submit valuations for the properties - the Council take referrals from the Scottish Government for this scheme howeve some referrals cannot be considered as they are Housing Association stock which cannot be purchased.						
Mitigating Action							
Buy Back of Ex Local Authority homes - continue to source properties though rightmove, etc, and speak to Auction Houses. Mortgage to rent buy back - Strategy Officers to liaise with Scottish Government with regatdts to referrals, as previous referrals have been for Housing Association stock which cannot be purchased by WDC.							
Anticipated Outcome							
Mortgage to Rent budget to complete as planned with reduced budget. Buy Back of Ex Local Authority may require remaining budget (£41k) to be slipped into 16/17.							

TOTAL PROJECTS AT AMBER STATUS						
Project Life Financials	2,703	249	9%	2,703	0	0%
Current Year Financials	503	249	50%	462	(41)	-8%

MONTH END DATE

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PERIOD

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

1	New Build Capital Grant						
	Project Life Financials	(12,014)	(4,599)	38%	(12,099)	(85)	1%
	Current Year Financials	0	0	0%	0	0	0%
	Project Description	This resources relates to the Scottish Government grant funding towards new build council house programme at Central Bellsmyre and Hill Street.					
	Project Lifecycle	Planned End Date		31-Mar-20	Forecast End Date		31-Mar-20
	Main Issues / Reason for Variance						
	None required at this time						
Mitigating Action							
None required at this time							
Anticipated Outcome							
n/a							

2

Capital Receipts						
Project Life Financials	(1,993)	(1,285)	64%	(2,076)	(83)	4%
Current Year Financials	(1,407)	(1,285)	91%	(1,490)	(83)	6%
Project Description	This resource relates primarily to the sale of council houses, tenant/client contributions.					
Project Lifecycle	Planned End Date	31-Mar-17	Forecast End Date	31-Mar-17		
Main Issues / Reason for Variance						
No issues anticipated at this time. This income relates to Council House Sales and disposal of other HRA land and assets						
Mitigating Action						
None required at this time						
Anticipated Outcome						
Capital receipts anticipated to be received in excess of budget						

MONTH END DATE

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

3 Other Grants/Contributions

Project Life Financials	0	(1,628)	100%	(1,628)	(1,628)	100%
Current Year Financials	0	(1,628)	100%	(1,628)	(1,628)	100%

Project Description This resource relates primarily to the grants and other contributions received in relation to energy efficiency works

Project Lifecycle Planned End Date 31-Mar-16 Forecast End Date 31-Mar-16

Main Issues / Reason for Variance

This project has no budget due to its unpredictability. Income received this year is from British Gas Trading Ltd (£0.415m), Scottish Gas HEEPS payments (£0.737m) and owner occupier contributions (£0.476m)

Mitigating Action

None required at this time

Anticipated Outcome

Contributions will reduce overall prudential borrowing required

4 CFCR

Project Life Financials	(12,878)	0	0%	(12,878)	0	0%
Current Year Financials	(2,434)	0	0%	(2,434)	0	0%

Project Description Capital Funded from Current Revenue

Project Lifecycle Planned End Date 31-Mar-20 Forecast End Date 31-Mar-20

Main Issues / Reason for Variance

No issues anticipated at this time

Mitigating Action

None required at this time

Anticipated Outcome

CFCR applied as expected

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

5	Prudential Borrowing						
	Project Life Financials	(103,741)	(10,944)	11%	(100,989)	2,752	-3%
	Current Year Financials	(25,049)	(10,944)	44%	(17,813)	7,236	-29%
	Project Description	Prudential borrowing required is determined by factors such as total spend incurred and whether any additional resources are achieved - such as additional capital receipts, etc.					
	Project Lifecycle	Planned End Date	31-Mar-20	Forecast End Date	31-Mar-20		
	Main Issues / Reason for Variance						
	Prudential borrowing is likely to be less than required due to additional income received from grants and other contributions along with project underspends and rephasings required						
Mitigating Action							
None required at this time							
Anticipated Outcome							
Prudential borrowing less than anticipated							

6	Loan Repayments							
	Project Life Financials		(62)	0	0%	(50)	12	-19%
	Current Year Financials		(24)	0	0%	(12)	12	-50%
	Project Description		Loan repayments in relation to purchased properties					
	Project Lifecycle		Planned End Date		31-Mar-18	Forecast End Date		31-Mar-18
	Main Issues / Reason for Variance							
	Loan repayments anticipated to be less than forecast							
Mitigating Action								
None available due to nature of loan repayments								
Anticipated Outcome								
Loan repayments received less than anticipated								

Prior Year Resources Applied	(36,152)	(36,823)	102%	(36,823)	(671)	2%
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TOTAL RESOURCES						
Project Life Financials	(166,840)	(55,279)	33%	(166,543)	297	0%
Current Year Financials	(28,914)	(13,857)	48%	(23,377)	5,537	-19%

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure & Regeneration

Housing and Communities Committee: 3 February 2016

Subject: Former Tenant Rent Arrears Write Off – 2015/16 Quarter 3

1. Purpose

- 1.1** The purpose of this report is to seek Committee approval for the write-off of rent arrears for quarter 3 of 2015/16 for former tenants, arising from various years and reasons as detailed in Table 1.

2. Recommendations

- 2.1** It is recommended that the Committee approve the write off of former tenant arrears accounts totalling £436,118.

3. Background

- 3.1** Financial Regulation D4 gives the Head of Finance & Resources authority to write-off individual debts up to £1,000. Individual debts exceeding £1,000 can be written off only with the approval of Committee.

4. Main Issues

- 4.1** When a tenancy ends and there are current tenant arrears of rent outstanding from the current and previous years a former tenant rent account is created. The Council's total rent that is due to be collected for 2014/2015 was £36,130,343 of which approximately 99% was collected in that year.
- 4.2** The Council has to consider writing-off arrears of rent which it has not been possible to collect. It should be noted that, although these cases are written-off, a record of this is maintained and there is nothing to prevent later pursuit of the debt if new information becomes available in the future.
- 4.3** The accounts submitted for write off are for former tenants and fall into the following categories:

Deceased

- 4.3.1** When a tenant dies and leaves no estate. Records are checked to determine whether any estate exists against which a claim could be made. The total proposed write-off in this category is 1 cases totalling £1,142.76.

Unreasonable to Pursue

- 4.3.2 Former tenants where our diligence action has been exhausted are requested to be written off. Examples of the actions that have been taken include telephone calls, text messages, letters and house visits. Following the diligence process it has been established that in the majority of cases the person does not have funds available to repay this debt. As full records are maintained for all cases written off if in future circumstances change this debt may be reinstated. The total proposed write-off in this category is 146 cases totalling £272,311.06.

No Forwarding Address

- 4.3.3 Unfortunately, many tenants in arrears abandon their tenancies or terminate leaving no forwarding address. Every effort is made to trace these people. Records are checked and outside agencies are contacted to try and ascertain the debtor's address. The total proposed write-off in this category is 32 cases totalling £50,900.58.

Prescribed

- 4.3.4 A debt cannot be enforced after 5 years from the date it became due. The period applies in the absence of a relevant claim e.g. a court decree, or acknowledgement of the debt via letter or payment. Where a relevant claim has been made, statute advises that all debts cannot be legally collected after 20 years of the last payment or acknowledgement of the debt and a debt becomes prescribed at that point. The relevant law is contained within the Prescription and Limitation (Scotland) Act 1973. The total proposed write off in this category is 79 cases without a relevant claim totalling £111,763.60.

- 4.4 The total proposed write-off is therefore £436,118. Table 1 below outlines the dates and reasons for these write offs in more detail.

Table 1

Date tenancy ended Year	Deceased	Prescribed	Unreasonable to pursue	No forwarding address	Total	Rent charge
97/98		£1,547.58			£1,547.58	n/a
98/99		£1,137.08			£1,137.08	n/a
01/02		£3,991.80			£3,991.80	n/a
03/04		£7,535.29	£1,149.61		£8,684.90	£26,668,023
05/06		£2,041.42	£21,809.96		£23,851.38	£27,743,444
06/07		£11,034.85	£26,453.87		£37,488.72	£28,145,117
07/08		£32,586.39	£9,108.71		£41,695.10	£28,372,689
08/09		£5,058.13	£33,376.86		£38,434.99	£28,543,288
09/10		£9,048.04	£34,710.94		£43,758.98	£29,437,418
10/11		£6,124.02	£57,124.75		£63,248.77	£29,697,783
11/12		£12,090.78	£36,303.29		£48,394.07	£30,574,494
12/13		£19,568.22	£52,273.07	£3,108.19	£74,949.48	£31,481,257
13/14	£1,142.76			£19,401.04	£20,543.80	£33,804,596
14/15				£28,391.35	£28,391.35	£36,391,424
Totals	£1,142.76	£111,763.60	£272,311.06	£50,900.58	£436,118.00	£330,859,533

5. People Implications

5.1 There are no people implications.

6. Financial & Procurement Implications

6.1 Sufficient budgetary provision exists for this write off. There are no procurement implications.

7. Risk Analysis

7.1 If write offs are not approved, this will affect the monitoring of performance against targets for performance indicators and budget monitoring within the Housing Revenue Account (HRA).

8. Equalities Impact Assessment (EIA)

8.1 No significant issues were identified in a screening for potential equality impact of this report.

9. Strategic Environmental Assessment (SEA)

9.1 There is no requirement to carry out a SEA

10. Consultation

10.1 Consultation has taken place with Housing and Legal Services.

11. Strategic Assessment

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

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 12 January 2015

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Appendix:	None
Background Papers:	Detailed list of proposed write offs
Wards affected:	All Council wards