



East Dunbartonshire Council

**POLICY AND
RESOURCES COMMITTEE**

FOR MEETING ON

3 December 2009



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

A meeting of the Policy and Resources Committee of East Dunbartonshire Council will be held within the **Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch** on **Thursday, 3 December 2009** at **5.30 pm** to consider the undernoted business.

(Sgd.) **DIANE CAMPBELL**
Director of Corporate and Customer Services

Tom Johnston House
Civic Way
KIRKINTILLOCH
Glasgow G66 4TJ

Tel: 0141 578 8026

Date: 27 November 2009

AGENDA

1. Sederunt and Apologies.
2. Any other business the Convener decides is urgent.
3. Signature of Minute of Meeting held on 8 October 2009.

	Contact No.	Item No.	Description	Page No.
.....	8062	4	Minute of Meeting of the Civic Government Appeals Board of 12 October 2009. (Copy herewith).	1 - 4
.....	8062	5	Minute of Meeting of the Human Resources Appeals Board of 7 October 2009. (Copy herewith).	5 - 8
.....	8067	6	Minute of Meeting of the Policy and Resources Sub-Committee of 15 October 2009. (Copy herewith).	9 - 10
.....	8026	7	Minute of Meeting of the Audit and Risk Management Sub-Committee of 3 November 2009. (Copy herewith).	11 - 16
.....	8204/8797	8	General Services Capital Programme Monitoring Report 2009/10 – Joint Report by Directors of Corporate and Customer Service and Development and Infrastructure. (Copy herewith).	17 - 28
.....	8366	9	General Fund Revenue Budget Monitoring 2009/10 - Report by Director of Corporate and Customer Services. (Copy herewith).	29 - 40
.....	8338	10	Corporate and Customer Services/Chief Executive's Office – Revenue Monitoring 2009/10 – Report by Director of Corporate and Customer Services. (Copy herewith).	41 - 46
.....	8204	11	Loans Fund Activity Report – Interim Position 2009/10 - Report by Director of Corporate and Customer Services. (Copy herewith).	47 - 56
.....	8212	12	Auditor General's Report on Scotland's Public Finances – Report by Director of Corporate and Customer Services. (Copy herewith).	57 - 60
.....	8367	13	Collection of Council Tax, Community Charge (Poll Tax) and Non-Domestic Rates - Report by Director of Corporate and Customer Services. (Copy herewith).	61 - 66
			P.T.O.	

	Contact No.	Item No.	Description	Page No.
.....	8367	14	Housing and Council Tax Benefit Performance, Fraud and National Fraud Initiative – Report by Director of Corporate and Customer Services. (Copy herewith).	67 - 72
.....	8186	15	Scrutiny Findings from Review of the Former Corporate Services Directorate – 2008 - 09 – Report from Corporate Resources Policy and Performance Panel – Report by Director of Corporate and Customer Services. (Copy herewith).	73 – 82
.....	8337	16	Equality and Diversity Scheme – 2006 - 09 – Annual Review of Progress - 2009 – Report by Director of Corporate and Customer Services. (Copy herewith).	83 - 124
.....	8337	17	Response by East Dunbartonshire Council to UK Equality Bill – Specific Public Sector Duties to Promote Equality and Socioeconomic Duty – Report by Director of Corporate and Customer Services. (Copy herewith).	125 - 132
.....	8149	18	Elected Member Development Framework – Development Planner (January – June 2010) - Report by Director of Corporate and Customer Services. (Copy herewith).	133 - 136
.....	8407	19	Fixed/Public Holidays 2010 – Report by Director of Corporate and Customer Services. (Copy herewith).	137 – 140
.....	8070	20	Absence Statistics: Quarters 3 2009 - Report by Director of Corporate and Customer Services. (Copy herewith).	141 - 150
.....	8251	21	Local Government Boundary Review – Princes Gate, Bishopbriggs – Report by Director of Corporate and Customer Services. (Copy herewith).	151 - 164
	8251	22	Ward Budgets – Update - Report by Director of Corporate and Customer Services. (Copy to follow).	
.....	8709	23	Support for Learning Assistant Post: Castlehill Primary School – Report by Director of Community Services. (Copy herewith).	165 - 166
.....	8709	24	Support for Learning Assistant Post: St Helen’s Primary School – Report by Director of Community Services. (Copy herewith).	167 - 168
.....	8717	25	Grants to Community and Voluntary Sector 2009 Round 3 Awards – Report by Director of Community Services. (Copy herewith).	169 - 180
.....	8624	26	Non Operational Estate – Repairs Budget and Liabilities – Report by Director of Development and Infrastructure. (Copy herewith).	181 - 183

Minute of meeting of the Civic Government Appeals Board of East Dunbartonshire Council held within the **Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch, on Monday, 12 October 2009.**

Present: Councillors **GEEKIE, JARVIS, KENNEDY, RENWICK and WALKER**

In Attendance: **D. Carrick** Technician, Roads & Neighbourhood Services
P. Doherty Committee Administration Officer
M. Grant Solicitor
L. Moore Administrative Assistant

Also in Attendance: **C. Ball** Strathclyde Police
Chief Insp. McNulty Strathclyde Police

Councillor Geekie (Convener) presiding

APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Gibbons, Moody and Ritchie.

REMARKS

The Solicitor referred to the Appeals Board of 14 September 2009, (Minutes, Page 127, Paragraph 1(c) (ii), refers), when it had been agreed, in the interest of fairness, to continue consideration of Agenda Item 3(a)(i). The Board was advised that the Applicant, had again failed to attend, however, the Objector (D. Carrick from Roads and Neighbourhood Services) was in attendance,

The Convener sought the views of the Board on whether or not to proceed with the Application in the absence of Mr. Betty. Following consideration, the Board agreed to consider the Application in Mr. Betty's absence. (Paragraph 1(a) below, refers),

1. CIVIC GOVERNMENT LICENSING

(a) *Street Trader's Licensing*

Application for Grant of Licence

(i) *Mr. Paul Betty, 3 Burnbank Mews, Lenzie*

Reference having been made to the Appeals Board of 14 September 2009, (Minutes, Page 127, Paragraph 1(c) (ii), refers), there was submitted Report CSD/258/09/MG/JMcA by the Director of Corporate and Customer Services, copies of which had previously been circulated, seeking the Appeals Board's consideration and determination of an application for the grant of a Street Trader Licence from Paul Betty, 3 Burnbank Mews, Lenzie.

Attached as Appendices to the Report were a copy of the completed Application Form, together with a letter from Roads and Neighbourhood Services objecting to the grant of the Licence on road safety grounds, details of which were contained within the Report and Appendix 2.

**CIVIC GOVERNMENT APPEALS BOARD,
12 OCTOBER 2009**

The Applicant was not present. The Objector, Duncan Carrick from the Roads and Neighbourhood Services was present.

The Convener advised the Objector of the procedures to be adopted during the Hearing. Duncan Carrick was then heard in further explanation of the objection. Following questions from Members of the Board, Mr. Carrick summed up the case for objection.

In private, the Board considered the Application, taking account of the Roads and Neighbourhood Services objection.

On reconvening, in the presence of the Objector, Councillor Kennedy, seconded by Councillor Jarvis, moved that the application be refused on the public safety ground contained in Paragraph 5(3)(c) of Schedule 1 to the Civic Government (Scotland) Act 1982, which became the decision of the Board.

The Convener advised members that the decision of the Board would be intimated to the Applicant in writing,

(b) Taxi Driver's Licensing

Application for Grant of Licence

(i) Mr. Matthew Hind, 17a Shamrock Street, Kirkintilloch

There was submitted Report CSD/256/09/MG/LM by the Director of Corporate and Customer Services, copies of which had previously been circulated, seeking the Appeals Board's consideration and determination of an application for the grant of a Taxi Driver's Licence from Mr. Matthew Hind, 17a Shamrock Street, Kirkintilloch.

Attached as Appendices to the Report were a copy of the completed Application Form, together with a letter from Strathclyde Police making a representation regarding the grant of the Licence on account of the Applicant's previous conviction and conduct, details of which were contained within the Report and Appendix 2.

The Applicant was present. Having been advised of the procedures to be adopted during the Hearing, the Police were invited to address the Board on the terms of their objection, at the conclusion of which the Applicant was heard in support of his Application. Thereafter, the Board was given the opportunity to question both parties, following which, the Police and the Applicant summed up their respective cases.

In private, the Board considered the Application, taking account of the representations of the Applicant and the Police objection.

On reconvening, in the presence of both parties, Councillor Kennedy, seconded by Councillor Jarvis, moved that the application be granted for a period of one year. By way of an Amendment, Councillor Renwick seconded by Councillor Walker, moved that the application be refused.

**CIVIC GOVERNMENT APPEALS BOARD,
12 OCTOBER 2009**

On proceeding to the vote, two members voted for Councillor Renwick's Amendment and three members voted for Councillor Kennedy's motion, which became the decision of the Board.

The Convener advised the Applicant that the decision of the Board would be intimated in writing.

EXCLUSION OF THE PUBLIC

The Board resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting on the grounds that they may involve the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7(A) of the Act.

(ii) *Application No. 254*

There was submitted Report CSD/254/09/MG/LM by the Director of Corporate and Customer Services, copies of which had previously been circulated, seeking the Appeals Board's consideration and determination of an application for the grant of a Taxi Driver's Licence in respect of Application No. 254.

Attached as Appendices to the Report were a copy of the completed Application Form, together with a letter from Strathclyde Police objecting to the grant of the Licence on the grounds that the Applicant was not a fit and proper person to be the holder of a Taxi Driver's Licence, by virtue of his previous convictions, details of which were contained within the Report and Appendix 2.

The Applicant and his solicitor were present. Having been advised of the procedures to be adopted during the Hearing, the Police were invited to address the Board on the terms of their objection, at the conclusion of which the Applicant's solicitor was heard in support of the Application. Thereafter, the Board was given the opportunity to question the Police, the Applicant's solicitor and the Applicant, following which, the Police and the Applicant's solicitor summed up their respective cases.

In private, the Board considered the Application, taking account of the representations of the Applicant, his Representative and the Police objection.

On reconvening, in the presence of both parties, Councillor Kennedy, seconded by Councillor Walker, moved refusal of the application on the grounds that the Applicant was not a fit and proper person to be the holder of a Taxi Driver's Licence by virtue of his previous convictions, which became the decision of the Board.

The Convener advised the Applicant that the decision of the Board and his right of appeal would be intimated in writing.

**CIVIC GOVERNMENT APPEALS BOARD,
12 OCTOBER 2009**

(iii) *Application No. 255*

There was submitted Report CSD/255/09/MG/LM by the Director of Corporate and Customer Services, copies of which had previously been circulated, seeking the Appeals Board's consideration and determination of an application for the grant of a Taxi Driver's Licence in respect of Application No. 255.

Attached as Appendices to the Report were a copy of the completed Application Form, together with a letter from Strathclyde Police objecting to the grant of the Licence on the grounds that the Applicant was not a fit and proper person to be the holder of a Taxi Driver's Licence, by virtue of his previous conviction and conduct, details of which were contained within the Report and Appendix 2.

The Applicant was present. Having been advised of the procedures to be adopted during the Hearing, the Police were invited to address the Board on the terms of their objection, at the conclusion of which, the Applicant was heard in support of his Application. Thereafter, the Board were given the opportunity to question both parties, following which, the Police and the Applicant summed up their respective cases.

In private, the Board considered the Application, taking account of the representations of the Applicant and the Police objection.

On reconvening, in the presence of both parties, Councillor Walker, seconded by Councillor Kennedy, moved refusal of the application on the grounds that the applicant was not a fit and proper person to be the holder of a Taxi Driver's Licence by virtue of his previous conviction and conduct, which became the decision of the Board.

The Convener advised the Applicant that the decision of the Board and his right of appeal would be intimated in writing.

(iv) *Application No. 257*

The Convener advised the Board that the Applicant was not present. In order to afford the Applicant the opportunity to attend the Hearing in person, the Board agreed to continue consideration of the Application to the next meeting of the Board.

Minute of meeting of the Human Resources Appeals Board of East Dunbartonshire Council held within Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch on **Wednesday, 7 October 2009.**

Present: Councillors **GEEKIE, MOODY, RENWICK and YOUNG**

In Attendance: **A. Davie** Head of Customer Relations & Organisational Development
P. Doherty Committee Administration Officer
P. Kelly Regulatory Services Manager

Also in Attendance: **S. Burt** HR Operations Leader – Social Work
D. Cunningham Director of Development & Infrastructure
J. Carrick UNISON
L. Galasso Organisation & People Development Manager
T. Keogh Head of Social Work

Councillor Geekie (Convener) presiding

EXCLUSION OF THE PUBLIC

The Board resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7(A) of the Act.

APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Douglas, Hendry, McNair and O'Donnell.

REMARKS

DISCIPLINARY APPEAL STAGE 4 – DSC/06/09

The Committee Administration Officer advised the Board that Appellant DCS/06/09 (Agenda Item 4) had withdrawn her Appeal and provided the Board with a copy of her withdrawal letter (copies of which were tabled at the Meeting).

1. GRIEVANCE APPEAL STAGE 4 – GRV/09/09

Consideration was given to submissions by the Appellant and Management, copies of which had previously been circulated, presenting their respective cases in connection with a Grievance Appeal from an employee within the Roads & Neighbourhood Services Team, Development & Infrastructure Directorate.

The Convener welcomed both parties to the Hearing and introduced the members of the Board. She also confirmed that J. Carrick would present the case on behalf of the Appellant.

Prior to consideration of the Appeal, J. Carrick intimated that he would be calling two witnesses in support of the Appellant's Case and the Director of Development & Infrastructure intimated that he would be calling two witnesses in support of the Management Case.

HUMAN RESOURCES APPEALS BOARD
7 OCTOBER 2009

The Convener then invited J. Carrick to present the Appellant's case, which he did with the assistance of the Appellant. Management then asked questions of the Appellant and her representative. The Appellant's representative then invited, in turn, each witness for the Appellant into the Hearing. Thereafter, members of the Board were given the opportunity to ask questions of the Appellant, Appellant's Representative and witnesses, at the conclusion of which, the Appellant's witnesses withdrew from the meeting. There were no questions of the Appellant's witnesses from Management. The Director of Development & Infrastructure presented the case on behalf of Management inviting, in turn, each witness into the Hearing. At the Convener's invitation, J. Carrick and members of the Board were given the opportunity to ask questions of Management and their witnesses. Thereafter, the Convener invited both parties to sum up their respective cases.

In private, the Board considered both submissions and, on reconvening, in the presence of both parties, agreed that the grounds of the Grievance had not been substantiated and the Appeal was not upheld.

The Convener advised both Parties that the Board took bullying allegations very seriously and requested that Management continue to monitor the relationship issues which had been highlighted during the Hearing.

Furthermore, the Convener advised the Appellant that the decision of the Board would be confirmed in writing within 10 days.

SEDERUNT

At the conclusion of the above item, Appellant GRV/09/09, J. Carrick, UNISON, the Director of Development & Infrastructure and the Organisation & People Development Manager left the meeting.

Councillor Young withdrew from the meeting for the undernoted item of business.

Prior to consideration of the undernoted item of business, the Committee Administration Officer advised the Board that J. Duffy, UNITE had left a message advising that UNITE had been contacted by Appellant DSC/07/09 the previous day requesting representation by them at the Hearing. However, due to work commitments he would be unable to attend the meeting and requested, under the ACAS Code of Practice that consideration be given to continue consideration of the Appeal.

Following discussion, during the course of which the Board noted that the Appellant had not had trades union representation at previous stages of her Appeal, agreed to invite the Appellant and Management into the meeting to clarify when she had first requested Union representation.

Appellant DSC/07/09, the Head of Social Work and the HR Operations Manager joined the meeting.

2. DISCIPLINARY APPEAL STAGE 4 – DSC/07/09

Prior to consideration of the Appeal, the Convener welcomed both parties to the Hearing and introduced the members of the Board. She advised both parties that J. Duffy, UNITE had contacted the Board seeking continuation of the Hearing to allow him to present the case on behalf of the Appellant. The Convener, on behalf of the Board, requested confirmation from the Appellant as to when she had made the request to J. Duffy. In response, the Appellant advised that she had joined UNITE at the end of September 2009 and had contacted J. Duffy the previous evening.

HUMAN RESOURCES APPEALS BOARD
7 OCTOBER 2009

The Convener sought the views of Management on the request for postponement. The Head of Social Work advised that he did not wish to deny anyone the opportunity of Union representation, but observed that the Appellant had had the opportunity to engage Union involvement from day one and had chosen to be accompanied at previous Hearings by a relative.

The Convener advised that the Board would consider how to proceed in private, following which both parties withdrew from the meeting.

On reconvening, in the presence of both parties, the Convener advised that the Board had agreed to proceed with the meeting, following which she invited the Head of Social Work to present the case on behalf of Management. The Board and Appellant declined the opportunity to ask questions of Management. Thereafter, the Appellant presented her case, following which Members of the Board and Management were then given the opportunity to ask questions. Thereafter, both parties summed up their respective cases.

In private, the Board considered both submissions and the contents of a letter from the Appellant's Doctor (copies of which were tabled for the information of the Board and provided to Management). On reconvening, in the presence of both parties the Board, agreed that the grounds of the Appeal had not been substantiated and the Appeal was not upheld.

Furthermore, the Convener advised the Appellant that the decision of the Board would be confirmed in writing within 10 days.

Minute of meeting of the Policy and Resources Sub-Committee of East Dunbartonshire Council held within the Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch on **Thursday, 15 October 2009.**

Present: Provost **GOTTS**
Councillors **GEEKIE, HENDRY, JAMIESON and O'DONNELL**

In Attendance: **D. Campbell** Director of Corporate and Customer Services
D. Cunningham Director of Development and Infrastructure
L. Galasso Organisation and People Development Manager
E. Lynch Committee Administration Officer
J. Simmons Director of Community Services

Councillor Geekie (Convener) presiding

APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Kennedy, Low and Mackay.

EXCLUSION OF THE PUBLIC

The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

1. DISMISSAL DUE TO REDUNDANCY / RETIRAL

Reference having been made to the Policy and Resources Committee of 27 August 2009 (Minutes Page 44, Paragraph 20, refers), there was submitted Report CSD/264/09/AD by the Chief Executive, copies of which had previously been circulated and an amended Page 7, copies of which were tabled, seeking approval for the dismissal of the identified Heads of Service on the basis that their posts no longer existed within the new Senior Management Structure as a result of Phase 1 of the Strategic Operating Model. Full details were contained within the Report and attached Appendices.

Following discussion, during the course of which the Organisation and People Development Manager was heard in further explanation of the Report and in answer to members' questions, the Sub-Committee agreed as follows:-

- a) to approve the dismissal of the identified Heads of Service detailed, due to the requests for voluntary severance on the grounds of early retiral and/or redundancy;
- b) to approve pay in lieu of notice for the unexpired notice periods; and
- c) to approve costs and future savings as set out in Appendix 1 and 2 of the Report.

Minute of Meeting of the Audit and Risk Management Sub-Committee of East Dunbartonshire Council held within the **Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch on Tuesday, 3 November 2009.**

Present: Provost **GOTTS**
Councillors **KENNEDY, LOW, MACKAY, MOODY, STEWART and YOUNG**

In Attendance: **G. Allen** Audit and Risk Manager
S. Armstrong Data Protection and Freedom of Information Officer
I. Black Head of Finance and ICT
D. Campbell Director of Corporate and Customer Services
G. Cornes Chief Executive
A. Crighton Head of Legal and Democratic Services
P. English Information Security Manager
F. Lambert Committee Administration Officer
S. Macken Senior Auditor
J. Simmons Director of Community Services

Councillor Mackay (Convener) presiding

APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Geekie and O'Donnell and the External Audit Team.

1. PROGRESS TOWARDS ACHIEVEMENT OF THE 2009/10 ANNUAL AUDIT PLAN

Reference having been made to the Audit and Risk Management Sub-Committee of 24 March 2009, Report CSD/081/09/GA (minutes volume XIII, Page 439, Paragraph 4 refers), there was submitted Report CSD/278/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of the progress made towards the completion of the Annual Internal Audit Plan which covered the 25.4 week period from 1 April to 25 September 2009. Full details were contained within the Report.

The Audit and Risk Manager referred to Page 1, Paragraph 1.2, last sentence, and advised that the word "first" be replaced with "second".

The Audit and Risk Manager was also heard in relation to Page 2, Paragraph 2.3.3 of the Report and the staff situation, and advised that due to the introduction of a temporary member of staff, the Systems Based and Operational Audits could now be brought back on target.

Following further consideration, the Sub-Committee agreed as follows:-

- a) to note the progress made to date towards achievement of the Annual Internal Audit Plan 2009/10; and
- b) to note and approve the content of the Report.

**AUDIT AND RISK MANAGEMENT
SUB-COMMITTEE, 3 NOVEMBER 2009**

2. SYSTEMS BASED AUDIT – TREASURY MANAGEMENT

The Sub-Committee took up consideration of Report CSD/279/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising

Members of the outcome of a planned Systems Based Audit of the Council's Treasury Management arrangements which was undertaken to review and evaluate the specific controls established and implemented by Management for the operation of the Council's Finances. Full details were contained within the Report.

Following consideration, the Sub-Committee agreed as follows:-

- a) to note the contents of the Report and that these were more fully covered in the Internal Audit Report IA/10/0910, a full copy of which would be made available if required; and,
- b) to the Action Plan detailed within Paragraph 2.6 of the Report which was appended to the Internal Audit Report itself.

3. FOLLOW-UP PROGRESS AGAINST AGREED ACTION PLAN

The Sub-Committee took up consideration of Report CSD/280/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of the progress made against the agreed Action Plan in respect of an audit which had already been considered and approved by the Sub-Committee in relation to the Environment Directorate Budget Monitoring. Members noted that the Development and Infrastructure (formerly Environment) Accountancy Team, now reported to the Head of Finance and ICT through the Directorate Finance Manager and a service review was in progress through the Strategic Operating Model. The ongoing recommendations had been reconsidered by management in the light of these developments. Full details were contained within the Report and appended was the agreed Management Action Plan.

The Head of Finance and ICT advised that the operational issues were being looked at with a view to standardising procedures which would be concluded following the implementation of the Strategic Operating Model.

In response to a question from Councillor Kennedy regarding Page 13, Item 1, the Head of Finance and ICT was heard in relation to the previous style of charging under Compulsory Competitive Tendering and advised that current arrangements there were fewer administrative requirements, and the agreed levels of charge would be much simplified and streamlined.

In response to a question from Provost Gotts in relation to Page 14, Paragraph 4, the Head of Finance and ICT, advised that Heads of Service had been contacted in this regard to emphasise the need for prompt approval of all internal invoices and charges. He further advised that the Chief Executive had also been in contact with Heads of Service and Managers in relation to the need for prompt payment of external invoices, the result of which would be an improvement in the related performance indicators and more accurate budget monitoring.

In response to a concern raised by Councillor Kennedy in relation to the requirement to ensure that invoices, where possible were paid promptly, especially to small local businesses, the Chief Executive advised that it was a priority to review the process which required to be streamlined. He further advised that the removal of internal charging and the transfer of budgets to those providing the services would make the invoice payment process easier.

**AUDIT AND RISK MANAGEMENT
SUB-COMMITTEE, 3 NOVEMBER 2009**

In response to a question from Councillor Moody regarding Page 15, Item 6, the Head of Finance and ICT advised that the target date for commencement was dependent on the I-Proc project programme which at present, was not live. The priority for this would be determined by the outcome of the Strategic Operating Model.

Councillor Kennedy referred to Page 16, Item 8, and expressed concern in relation to the prioritisation of jobs by workers and the possibility that less profitable jobs, in employee bonus terms, were being avoided. He also commented on the high costs being charged by Property Maintenance. The Chief Executive was heard in relation to the Bonus Scheme and advised that the points raised would be investigated and the Corporate Director of Development and Infrastructure contacted in this regard.

Following further consideration, the Sub-Committee agreed as follows:-

- a) to note the contents of the Report and those included in the Action Plan Pro-forma, attached as an Appendix;
- b) to note the progress made by Officers in the Service areas covered by the appended Pro-formas; and
- c) to receive further update reports on all/any outstanding recommendations at an appropriate future Audit and Risk Management Sub-Committee.

4. REGULARITY AUDITS – SOCIAL WORK AREA OFFICES

Consideration was given to Report CSD/281/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of the outcome of visits made to the three Social Work Area Offices which were undertaken as part of the Regularity Audit Programme. Full details were contained within the Report.

Following consideration, the Sub-Committee agreed as follows:-

- a) to note the contents of the Report and that these were more fully covered in the Internal Audit Reports IA/12/0910, IA/13/0910 and IA/14/0910, full copies of which had been placed in the Internal Audit Quickplace; and
- b) to the action plans shown in the Appendix which were included within the Action Plans appended to the Internal Audit Reports themselves.

5. REGULARITY AUDIT – KELVINBANK RESOURCE CENTRE

There was submitted Report CSD/282/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of the outcome of a visit made to the Kelvinbank Resource Centre which was undertaken as part of the scheduled Regularity Audit Programme. Full details were contained within the Report.

Following consideration, the Sub-Committee agreed as follows:-

- a) to note the contents of the Report and that these were more fully covered in the Internal Audit Report IA/09/0910, a full copy of which had been placed in the Internal Audit Quickplace; and
- b) to the Action Plan shown in the Appendix which was appended to the Internal Audit Report itself.

AUDIT AND RISK MANAGEMENT SUB-COMMITTEE, 3 NOVEMBER 2009

6. TECHNICAL AUDIT – DATA PROTECTION

There was submitted Report CSD/283/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of the outcome of a planned Technical Audit of the Council's Data Protection arrangements. Full details were contained within the Report.

The Data Protection and Freedom of Information Officer was heard in further explanation of the Report and in particular in relation to the updating and reviewing of the Council's Data Protection Policy.

In response to a question from Councillor Kennedy, the Data Protection and Freedom of Information Officer advised that Elected Members training would be arranged to provide a briefing on the changes being made to the Policy. It was agreed that all members be invited to the Training Seminar and that a User Guide be provided.

Following further consideration, the Sub-Committee agreed as follows:-

- a) to note the contents of the Report and that these were more fully covered in the Internal Audit Report IA/28/0809, a full copy of which had been placed on the Internal Audit Quickplace; and
- b) to the Action Plan shown in the Appendix which was a summarised version of the Action Plan appended to the Internal Audit Report itself.

7. FOLLOW-UP PROGRESS AGAINST AGREED ACTION PLAN

The Sub-Committee took up consideration of Report CSD/284/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising members of progress made against the agreed Action Plan which had already been considered and approved by the Sub-Committee in relation to BACSTEL-IP System. Full details were contained within the Report and appended was the agreed Management Action Plan.

Following further consideration, the Sub-Committee agreed as follows:-

- a) to note the progress made by Officers in the service areas covered by the appended Proforma; and
- b) to receive further update Reports on all/any recommendations at an appropriate future Audit and Risk Management Sub-Committee.

EXCLUSION OF THE PUBLIC

The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraphs 1 and 11 of Part 1 of Schedule 7(A) of the Act.

8. SOCIAL WORK INVESTIGATION

There was submitted Report CSD/285/09/GA by the Director of Corporate and Customer Services, copies of which had previously been circulated, advising of the outcome in relation to

**AUDIT AND RISK MANAGEMENT
SUB-COMMITTEE, 3 NOVEMBER 2009**

investigation IA/16/09/10. Full details were contained within the Report and attached Appendix.

The Audit and Risk Manager was heard in further explanation of the Report. Members noted that there was no evidence to support any allegation made and in response to further questions, thereafter, the Sub-Committee noted the contents of the Report.

POLICY AND RESOURCES COMMITTEE

3 December 2009

**REPORT NO:CSD/291/09/SA BY: DIRECTOR OF CORPORATE & CUSTOMER SERVICES
DIRECTOR OF DEVELOPMENT & INFRASTRUCURE**

**CONTACT OFFICERS: SALLY ADAM (EXT 8204)
IAN SHEARER (EXT 8797)**

**SUBJECT TITLE: GENERAL SERVICES CAPITAL PROGRAMME
MONITORING REPORT 2009/10**

1.0 PURPOSE

1.1 The purpose of this report is to provide a detailed update on the 2009/10 General Services Capital Programme.

2.0 SUMMARY

2.1 The current programme shows budgeted expenditure of £15.099m and funding of £13.461m which results in overprogramming of £1.638m. This is an improved position on the overprogramming previously reported, and represents a more deliverable and affordable programme for 2009/10. Any slippage implications are picked up in 2010/11, and have no impact on the programme over the 2 year period.

2.2 Capital expenditure to 27 September is £6.014m which represents 40% of the planned spend.

2.3 Slippage of £2.878m has been reported this cycle, the detail of which is contained within this report. This has contributed to the reduction in the overprogramming in 2009/10. This expenditure will now be incurred in 2010/11 and funding is available in that year to accommodate this.

2.4 The current funding projection for 2009/10 is £13.461m, however, there is still uncertainty surrounding capital receipts and any additional delays in the 2009/10 planned receipts could further reduce the total funding available.

3.0 RECOMMENDATIONS

3.1 To note this report.

IAN BLACK
HEAD OF FINANCE & ICT

GRACE IRVINE
HEAD OF ASSETS & PROPERTY SERVICES

4.0 **BACKGROUND**

4.1 **Capital Funding 2009/10**

- 4.1.1 Column 3 of Appendix A shows the current Capital Funding to be £13.461m for 2009/10. This represents a decrease of £1.250m on that previously reported. The summary changes are detailed below:-

Table 1: Movement in Capital Funding

	£m
1. Increase in Grant funding	0.100
2. Reduction in capital receipts	(1.350)
Total Movement	1.250

1. Increase in Grant Funding

An additional £0.100m of Grant Funding has been received in relation to the Town Centre Projects.

2. Reduction in Capital Receipts

The current forecast for 2009/10 capital receipts represents a reduction of £1.350m since the last monitoring report. £0.650m of this total has slipped into the 2010/11 capital programme.

4.2 **Capital Expenditure**

- 4.2.1 Column 3 of Appendix B shows the Current Capital Expenditure forecast to be £15.099m for 2009/10. This reduction is due to the following:

Table 2: Movement in Capital Expenditure

	£m
1. Increase in expenditure linked to capital grant.	0.100
2. Project slippage to 2010/11	(2.878)
Total Movement	(2.778)

Appendix C provides a more detailed explanation of these movements.

4.3 **Projected Variance 2009/10**

- 4.3.1 Based on current projections, the capital programme shows funding of £13.461m and expenditure of £15.099m, representing overprogramming of £1.638m. This represents a significant reduction to the 2009/10 overprogramming level.
- 4.3.2 This now means that the overprogramming is now below the originally planned overborrowing level of £1.931m.
- 4.3.3 This represents a significant reduction of £1.528m to the overprogramming since the last reported position and presents a more deliverable Capital Programme.

4.4 Actual Expenditure

- 4.4.1 Actual expenditure through the financial ledger as at 27 September 2009 was £6.014m as detailed in column 5 Appendix B, which represents 40% of the total planned expenditure.
- 4.4.2 The Capital Programme Monitoring Group meetings and Corporate Asset Management Group meetings are ongoing to ensure that the 2009/10 commitments are met by 31 March 2010.

4.5 PPP Transactions 2009/10

- 4.5.1 Due to a delay in receiving some of the PPP receipts, East Dunbartonshire Council is having to cashflow some of the contractually committed expenditure relating to the PPP projects. During 2009/10 the position should improve although it is difficult at this stage to project the final 2009/10 position

4.6 Kirkintilloch Initiative 2009/10

- 4.6.1 The current forecast for Kirkintilloch Initiative projects in 2009/10 is expenditure of £25.515m against income of £25.184, representing a variance of £0.331m.
- 4.6.2 The current economic climate has resulted in significant delays in KI realising capital receipts and as the Council and KI are committed to projects, in the absence of capital receipts, cashflow support is required by EDC until the receipts are realised. Current projections forecast that a number of receipts will be received by 2010/11 which will resolve the current cash flow requirement.

5.0 CAPITAL PROGRAMME 2010/11

- 5.1 Appendix A column 6 shows the current projected position for 2010/11. This represents no movement to the overborrowing position in 2010/11, since the last reported position to P&R in October 2009.

6.0 CONSOLIDATED SERVICE REPORTS

- 6.1 This report now provides an update to Committee on the progress of all of the projects in the 2009/10 General Services Capital Programme.
- 6.2 Appendix D provides a detailed financial update and also provides comments from budget holders on the projects.
- 6.3 The report shows the financial position to 27 September 2009.

EAST DUNBARTONSHIRE COUNCIL
GENERAL FUND CAPITAL PROGRAMME

APPENDIX A

	2009/10 Programme			2010/11 Programme		
	Previously Reported P&R 08/10/09 £'000	Revised P&R 26/11/09 £'000	Increase/ (Decrease) P&R 26/11/09 £'000	Previously Reported P&R 08/10/09 £'000	Revised P&R 26/11/09 £'000	Increase/ (Decrease) P&R 26/11/09 £'000
	Col 1	Col 2	Col 3	Col 5	Col 6	Col 7
Approved Borrowing	5,810	5,810	0	5,810	5,810	0
C/f of overborrowing	(681)	(681)	0	(3,166)	(1,638)	1,528
Prudential Borrowing	500	500	0			
	5,629	5,629	0	2,644	4,172	1,528
Grant Funding						
General	6,060	6,060	0	3,295	3,295	0
Specific	191	191	0	191	191	0
Deferred Capital Grant - AHIP				704	704	
Cities Growth Fund	49	149	100			
	6,300	6,400	100	4,190	4,190	0
Capital Receipts:-						
Sale of Land/Property	2,496	1,146	(1,350)	100	1,793	1,693
	2,496	1,146	(1,350)	100	1,793	1,693
Contributions:-						
KI contribution				1,950	1,950	0
Southbank Overages				1,200	1,200	
Various Miscellaneous Contributions	165	165	0			
	165	165	0	3,150	3,150	0
CFCR - Capital Funded from Revenue						
	121	121	0	0	0	0
Total Funding Available	14,711	13,461	(1,250)	10,084	13,305	3,221
Total Capital Expenditure per Appendix B	17,877	15,099	(2,778)	10,420	13,641	3,221
Projected Under/(Over) Programming	(3,166)	(1,638)	1,528	(336)	(336)	0
<i>Core (Over)/under programming</i>	(1,931)	(1,931)	0	0	0	0
<i>Other Movements</i>	(2,059)	293	2,352	(336)	(336)	0

**GENERAL FUND CAPITAL PROGRAMME 2009/10
TOTAL CAPITAL EXPENDITURE**

APPENDIX B

	2009/10 Programme			Actual Expenditure (Gross) £'000	Expenditure as % of Budget
	Reported P&R 08/10/09 £'000	Revised Expenditure P&R 26/11/09 £'000	Increase/ (Decrease) P&R 26/11/09 £'000		
	<i>Col 2</i>	<i>Col 3</i>	<i>Col 4</i>		
<i>Col 1</i>				<i>Col 5</i>	<i>Col 6</i>
Education	1,384	1,384	0	1,249	
Social Work	557	57	(500)	0	
Housing & Community Services	510	128	(382)	3	
Total Community Services Directorate	2,451	1,569	(882)	1,252	80%
Roads & Neighbourhood Services	6,670	5,042	(1,628)	1,654	
Development & Enterprise	1,395	1,245	(150)	499	
Assets & Property Services	5,231	5,702	471	2,289	
Total Development & Infrastructure Directorate	13,296	11,989	(1,307)	4,442	37%
Finance and ICT	678	449	(229)	23	
Customer Relations & Organisational Development	60	0	(60)	0	
Miscellaneous	800	500	(300)	0	
Total Corporate & Customer Services Directorate	1,538	949	(589)	23	2%
External Corporate Initiatives	592	592	0	297	
External Corporate Initiatives	592	592	0	297	50%
TOTAL CAPITAL EXPENDITURE	17,877	15,099	(2,778)	6,014	40%

DETAILED MOVEMENT IN CAPITAL EXPENDITURE 2009/10

	£m	£m
(1) Increase in expenditure matched to Grant Funding		0.100
<u>Town Centre Budgets</u>		
This budget has been increased in line with the additional grant funding received of £0.100m.	0.100	
(2) Project Slippage to 2010/11		(2.878)
V0107 Contaminated Land Budget	(0.382)	
T0502 - A81 Route Corridor Strategy	(0.178)	
D0110 - Greenspace Development	(0.030)	
D0803 - Developers Contributions	(0.074)	
I0405 - Campsie Cemetery Extension	(1.003)	
I0609 - Old Aisle Cemetery - Welfare Facilities & lodge hous	(0.020)	
L0501 - Kirkintilloch Cemtery Extension	(0.267)	
L9814 - Playground Development Money	(0.013)	
V0408 - Low Moss Management	(0.042)	
D0701 - Westerhill Business Park	(0.250)	
I0307 - Financial Systems Development	(0.020)	
I0606 - Extend EDC Portal Proof of Concept	(0.089)	
I0802 - Electronic Record Management	(0.300)	
I0903 - Storage Area Network Replacement	(0.050)	
I0904 - Replace Corporate Unix Database Servers	(0.070)	
I0310 - HR Managment Information System	(0.020)	
I0709 - TJ House Reception	(0.040)	
I033 - Asset Disposal Costs	(0.030)	
Total Movement in Expenditure		(2.778)

CAPITAL MONITORING 2009/10
APPENDIX D

AS AT : 27-Sep-09		Progress & Outcome	Capital Budget 2009/10	Actual To Date	Commitment/WIP	Other Planned Spend	Projected Spend to Year-End	Projected Variance At Year-end Over	Slippage to 2010/11
ACCOUNTING PERIOD 6			£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
COMMUNITY SERVICES DIRECTORATE									
EDUCATION									
T0803	PPP - ROAD RELATED WORKS	VARIOUS WORKS ARE BEING CARRIED OUT TO UPGRADE ACCESS TO THE NEW SCHOOLS. ALL WORK MUST BE COMPLETED BEFORE THE SCHOOLS OPEN.	1,384	1,249	135		1,384	0	
			1,384	1,249	135	0	1,384	0	0
SOCIAL WORK									
S0701	CAREFIRST UPGRADE TO WEB BASED TECHNOLOGY	TESTING IS UNDERWAY. BALANCE WILL BE SPENT ON FURTHER CONSULTANCY AND ADDITIONAL MODULES IN LAST QUARTER OF YEAR.	57	0	0	57	57	0	0
			57	0	0	57	57	0	0
HOUSING & COMMUNITY									
I0407	CCTV CENTRAL MONITORING STATION	ADDITIONAL FIBRE BROADBAND LINKS TO BE PROCURED AND FULL SPEND ANTICIPATED.	14	3	0	11	14	0	
I0608	FIBRE OPTIC LINKS B'HILL & K'OCH POLICE STATION	ADDITIONAL CCTV FIBRE CAPACITY WORKS HAVE BEEN PROCURED AND FULL SPEND ANTICIPATED.	14	0	0	14	14	0	
I0902	CCTV - CRIME HOTSPOTS	PROCUREMENT STILL TO BE FINALISED AND FULL SPEND ANTICIPATED.	100			100	100	0	
V0107	CONTAMINATED LAND	BUDGET C/F TO COVER COSTS ASSOCIATED WITH CONTAMINATED SITES. SITE SURVEYS STILL TO IDENTIFY PROBLEM SITES. POSSIBLE SLIPPAGE.	382				0	(382)	(382)
			510	3	0	125	128	(382)	(382)
TOTAL COMMUNITY SERVICES DIRECTORATE			1,951	1,252	135	182	1,569	(382)	(382)
DEVELOPMENT & INFRASTRUCTURE DIRECTORATE									
ROADS & NEIGHBOURHOOD SERVICES									
T0101	CARRIAGEWAY/FOOTWAY RECONSTRUCTION	FULL SPEND ANTICIPATED	2,707	1,066	165	1,476	2,707	0	
T0120	DRAINAGE WORKS	FULL SPEND ANTICIPATED	555	234	109	212	555	0	
T0130	BRIDGE STRENGTHENING	FULL SPEND ANTICIPATED	380	84	25	271	380	0	
T0140	STREET LIGHTING RENEWAL	FULL SPEND ANTICIPATED	217	85	11	121	217	0	
T0160	JUNCTION IMPROVEMENTS/TRAFFIC SIGNAL RENEWAL	FULL SPEND ANTICIPATED	170	76	10	84	170	0	
T0173	TWENTY'S PLENTY INITIATIVE	FULL SPEND ANTICIPATED	44	0	44		44	0	
T0206	TRAFFIC SIGNAL RENEWAL	9K ACTUAL OVERSPEND	8	17			17	9	
T0402	20MPH ZONES AT SCHOOLS INITIATIVE	3K ACTUAL OVERSPEND		3			3	3	
T0403	MAJOR AREA TRAFFIC MANAGEMENT WORKS	18K PROJECTED OVERSPEND	176	39	155		194	18	
T0502	A81 ROUTE CORRIDOR STRATEGY (PRIVATE SECTOR CONTRIBUTION)	YEAR 4 OF TEN YEAR RING FENCED PROJECT - NO SPEND FORECAST FOR 09/10	178				0	(178)	(178)
T0801	TRAFFIC SIGNAL - NEW INSTALLATION	FULL SPEND ANTICIPATED	32	7	25		32	0	
T9931	RIVER KELVIN FLOOD PREVENTION	8K ACTUAL SPEND	(2)	6			6	8	
I0006	CYCLICAL REPLACEMENT - LITTER BINS	26K PROJECTED OVERSPEND		13	13		26	26	
D0110	GREENSPACE DEVELOPMENT (EXTERNALLY FUNDED)	BUDGET FUNDED FROM DEVELOPERS CONTRIBUTION AND SPEND MUST BE TARGETED TO PRE AGREED CATERGORIES OF SPEND. £30K OF SPEND CAN NOT BE ACHIEVED IN 09/10 DUE TO PRE AGREED CATEGORIES NOT BEING AVAILABLE UNTIL 2010/11	44			14	14	(30)	(30)
D0803	DEVELOPERS CONTRIBUTIONS - INCOME ONLY	BUDGET FUNDED FROM DEVELOPERS CONTRIBUTION AND SPEND MUST BE TARGETED TO PRE AGREED CATERGORIES OF SPEND. £74K OF SPEND CAN NOT BE ACHIEVED IN 09/10 DUE TO PRE AGREED CATEGORIES NOT BEING AVAILABLE UNTIL 2010/11	143		25	44	69	(74)	(74)
I0405	CAMPSIE CEMETERY EXTENSION	PROJECTED SLIPPAGE OF £1,003K. PUBLIC CONSULTATION AND PLANNING APPLICATION PROCESS ARE STILL ONGOING AND ARE THEN TO BE FOLLOWED BY CONTRACT PREPARATION AND TENDER EXERCISE WHICH IS UNLIKELY TO BE COMPLETED BEFORE THE END OF 09/10	1,419		97	319	416	(1,003)	(1,003)
I0609	OLD AISLE CEMETERY - WELFARE FACILITIES & LODGE HOUSE	PROJECT COMPLETED. £20K REMAINING IN BUDGET IS FOR RETENTION COSTS	20				0	(20)	(20)
I0613	OLD AISLE WATCHTOWER	FULL SPEND ANTICIPATED	95			95	95	0	
L0501	KIRKINTILLOCH CEMETERY EXTENSION	PROJECTED SLIPPAGE OF £267K. PUBLIC CONSULTATION STILL TO BE CONCLUDED IN 09/10 - WITH THE WORKS BEING CARRIED OUT IN 2010/11	267				0	(267)	(267)
L0604	ENVIRONMENTAL IMPROVEMENTS - PARKS	FULL SPEND ANTICIPATED	11			11	11	0	
L0605	ADDITIONAL PLAYGROUND UPGRADING	FULL SPEND ANTICIPATED	49		38	11	49	0	
L0607	PARKS & SPACES UPGRADING WORKS	FULL SPEND ANTICIPATED	34	22	12		34	0	
L9814	PLAYGROUND DEVELOPMENT MONEY (EXTERNALLY FUNDED)	BUDGET FUNDED FROM DEVELOPERS CONTRIBUTION AND SPEND MUST BE TARGETED TO PRE AGREED CATEGORIES OF SPEND. £13K OF SPEND CAN NOT BE ACHIEVED IN 09/10 DUE TO PRE AGREED CATEGORIES NOT BEING AVAILABLE UNTIL 2010/11	73		60		60	(13)	(13)

AS AT : 27-Sep-09	Progress & Outcome	Capital Budget 2009/10	Actual To Date	Commitment/WIP	Other Planned Spend	Projected Spend to Year-End	Projected Variance At Year-end Over	Slippage to 2010/11
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
ACCOUNTING PERIOD 6								
V0408 LOW MOSS MANAGEMENT	FUNDING FROM B&Q TO SPEND ON ANNUAL HYDROLOGICAL SURVEY ON THE LEVEL OF THE WATER TABLE ON THE MOSS. THERE IS NO TIMESCALE LINKED TO THE SPEND OF THESE MONIES. CURRENTLY THE RATE OF SPEND IS APPROX. £8K PER YEAR	50	2		6	8	(42)	(42)
		6,670	1,654	789	2,664	5,107	(1,563)	(1,627)
DEVELOPMENT & ENTERPRISE								
D0008 BISHOPBRIGGS TOWN CENTRE	PROJECTS COMPLETED	107	119	0	0	119	12	
D0601 TWECHAR MASTERPLAN	OVERSPEND WILL BE COVERED BY CITIES GROWTH FUNDING - CLAIMS HAVE BEEN MADE	20	103			103	83	
D0701 WESTERHILL BUSINESS PARK/BISHOPBRIGGS RELIEF ROAD	PROJECT STILL IN DEVELOPMENT STAGE, SPEND NOT ANTICIPATED IN 09/10	250	0	0	0	0	(250)	(250)
D0801 MILNGAVIE TOWN CENTRE - PHASE 1	TO BE FUNDED FROM TOWN CENTRE BUDGET BELOW	0	95	60		155	155	
D0802 PUBLIC TRANSPORT FUND	DEVELOPING PROJECTS AT THIS TIME.	300	9		291	300	0	
D0804 KIRKINTILLOCH TOWN CENTRE	ADDITIONAL SPEND WAITING ON DECISION ABOUT TOWN CENTRE REGENERATION FUND APPLICATION. EDC CONTRIBUTIONS FROM TOWN CENTRE BUDGET BELOW	0	170		170	340	340	
D0805 A81 SUSTAINABLE TRANSPORT	THIS BUDGET IS PLANNING GAIN. PROJECTS IN DEVELOPMENT.	50			50	50	0	
T0207 CYCLING, WALKING & SAFER STREETS (SPECIFIC GOV'T GRANT)	DETAILED PROGRAMME IS BEING IMPLEMENTED	191	2	189	0	191	0	
T0306 SPT CAPITAL GRANT (EXTERNALLY FUNDED)	BUS IMPROVEMENT PROGRAMME AS AGREED WITH SPT. PREDICTED OVERSPEND WILL BE COVERED BY GRANT	50			350	350	300	
V9999 DEVELOPERS CONTRIBUTIONS - INCOME ONLY	SPECIFIC INCOME TO BE RELOCATED TO SPECIFIC BUDGETS IN LINE WITH AGREEMENTS	27			27	27	0	
TOWN CENTRES - TO BE SPLIT D0008/D0801/D0804	BUDGET TO BE SPLIT OVER TOWN CENTRE BUDGETS AS INDICATED ABOVE	400				0	(400)	
		1,395	498	249	888	1,635	240	(250)
ASSETS & PROPERTY SERVICES								
E0101 SCHOOLS - FIRE ALARM & EMERGENCY LIGHTING UPGRADES	COMPLETION OF A 2008/09 PROJECT. UNANTICIPATED COST.	0	2	0	0	2	2	
E0102 SCHOOLS - WINDOW REPLACEMENT PROGRAMME	MIS-CODED EXPENDITURE. WILL BE MOVED TO REVENUE.	0	7	0	0	7	7	
E0103 SCHOOLS - REROOFING PROGRAMME	LENNOXTOWN PHASE 2 - MAIN BUILDING. COMPLETE. THIS COMPLETES THE ROOF REPLACEMENT PROGRAMME.	185	32	153	0	185	0	
E0112 SCHOOLS - ELECTRICAL UPGRADES	WOODHILL PS. COMPLETE. TO BE PART FUNDED BY I0905, £36K OF EXPENDITURE WILL BE MOVED TO I0905 TO MATCH BUDGET.	196	238	(36)	0	202	6	
E0608 LENZIE ACADEMY EXTENSION	PROJECT COMPLETE.	640	644	0	0	644	4	
E0801 SCHOOLS - IMPROVEMENT PROGRAMME:	LENZIE ACADEMY TOILETS COMPLETE. OTHER TOILET WORKS PLANNED UP TO END OF FINANCIAL YEAR. FULL SPEND ANTICIPATED.	280	26	84	170	280	0	
E0901 DDA ADAPTATIONS	THE INSTALLATION OF THE LIFT AT CRAIGHEAD PS IS COMPLETE AND THE NEW TOILET WILL BE COMPLETE BY END OF OCTOBER. BEARSDEN PS IS AT DESIGN STAGE. FULL SPEND ANTICIPATED.	310	78	12	220	310	0	
L0601 COMMUNITY SERVICES - PROPERTY IMPROVEMENTS	ON SITE AT AUCHINAIRN CC. PROJECT DUE TO BE COMPLETED IN APPROX 4 WEEKS. ANY OVERSPEND TO BE FUNDED FROM I0905.	11	15	0	0	15	4	
S0002 OAKBURN PARK DAY CARE CENTRE	EDC CONTRIBUTION - PROJECT COMPLETE	100		100	0	100	0	
S0007 SOCIAL WORK PROPERTY - IMPROVEMENT BUDGET	SPEND TO BE TRANSFERRED TO I0905.	0	2	0	0	2	2	
S0303 CHILDREN'S UNIT NO. 4	ON SITE. THIS PROJECT HAS BEEN DELAYED AND THE REVISED EXPECTED COMPLETION DATE IS 23 NOVEMBER 2009. THIS BUDGET HAS BEEN FUNDED OVER 2 FINANCIAL YEARS.	1,519	1,071	448	0	1,519	0	
S0901 INTEGRATED HEALTH CARE CENTRE	EDC'S CONTRIBUTION TO KIPs IH&SCC. BUDGET FULLY COMMITTED AND WILL SPEND	800		800		800	0	
I0033 ASSET DISPOSAL COSTS	C/F OF BUDGET TO MEET COSTS ASSOCIATED WITH ASSET DISPOSAL	36			6	6	(30)	(30)
I0706 ENERGY - SPEND TO SAVE	WORK PROGRESSING THROUGH DESIGN AND PROCUREMENT PROCESS AS PROGRAMMED AND WILL FULLY SPEND.	540	42		521	563	23	
I0801 EXPENDITURE LINKED TO ASSET MANAGEMENT & REVIEW OF ACCOMODATION PURCHASES	DEPENDANT ON CAPITAL RECEIPTS. NO COMMITMENTS TO DATE - FULL BUDGET HAS BEEN SLIPPED TO 10/11.	0	0	0		0	0	
I0901 DDA & ACCESS TO CORPORATE PROPERTIES	PROJECT DESIGNS NOW COMPLETE AND BEING COSTED. NO ACTUAL COMMITMENTS AT THIS TIME. BUDGET WILL SPEND IN FULL.	150	0	0	150	150	0	
L0606 UPGRADE FOOTBALL PITCHES & PAVILIONS	DETAILED COSTING AWAITED AND A REQUIREMENT TO MOVE POSITION OF PITCH MAY RESULT IN A DELAY. UPGRADE OF PAVILION WILL PROGRESS WHEN PITCHES NEAR COMPLETION.	235	0	0	235	235	0	
L9920 OAKBURN PARK PAVILION	WORK HAS BEEN ORDERED AND WILL BE COMPLETED BY OCTOBER.	0	9	0	0	9	9	
L0901 ANNUAL CONTRIBUTION TO MUGDOCK COUNTRY PARK DEVELOPMENT	DELAY IN START OF DEVELOPMENT WORK ALTHOUGH PROJECT STILL DUE TO BE COMPLETE BY END OF FINANCIAL YEAR.	175	0	0	175	175	0	
L0902 ALLANDER CONDITION SURVEY RECOMMENDATIONS	FULL SPEND ANTICIPATED	32					(32)	
L0903 LEISUREDROME - REFURBISH CHILDREN'S PLAY FACILITY	SPEND WILL OCCUR IN FEB/MARCH OF 2009/10 IN ORDER TO PREPARE SITE FOR UPGRADE.	45	0	0	45	45	0	
I0416 IMPROVEMENT IN FACILITIES BOOKINGS & PAYMENT ARRANGEMENTS		14				0	(14)	

AS AT : 27-Sep-09	Progress & Outcome	Capital Budget 2009/10	Actual To Date	Commitment/WIP	Other Planned Spend	Projected Spend to Year-End	Projected Variance At Year-end Over	Slippage to 2010/11	
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	
ACCOUNTING PERIOD 6									
I0607	NON-HOUSING PROPERTY IMPROVEMENTS	BUDGET TO BE AMALGAMATED WITH I0905 BELOW.							0
I0905	CORPORATE PROPERTY IMPROVEMENTS	333	124	132	94	350	17		
I0610	ASSET MANAGEMENT SOFTWARE SYSTEM	BUDGET WILL SPEND IN FULL ALTHOUGH NOT YET COMMITTED.							0
	BROOMHILL DEPOT EXTENSION (FUNDED BY CFCE)	121	111		10	121	0		
		5,731	2,401	1,693	1,635	5,729	(2)	(30)	
TOTAL DEVELOPMENT & INFRASTRUCTURE DIRECTORATE		13,796	4,553	2,731	5,187	12,471	(1,325)	(1,907)	
CORPORATE & CUSTOMER SERVICES DIRECTORATE									12,471
FINANCE & ICT									
		BUDGET WILL BE FULLY COMMITTED BY MARCH 2010 WITH REMAINDER OF SPEND TOWARDS END OF FINANCIAL YEAR. WORKING ON NEW DESIGN FOR TECHNICAL ARCHITECTURE BEFORE COMMITTING FURTHER INVESTMENT FOR SERVER RESILIENCE.							
I0202	SERVER UPGRADE PROGRAMME	100	25	31	45	101	1		
I0307	FINANCIAL SYSTEMS DEVELOPMENT	FUTURE DEVELOPMENTS DEPENDANT ON OUTCOME OF SOM REVIEW.							(20)
I0605	DESKTOP REPLACEMENT PROGRAMME	FULL SPEND ANTICIPATED							(1)
I0606	EXTEND EDC PORTAL PROOF OF CONCEPT	BUDGET IS UNLIKELY TO BE FULLY COMMITTED THIS FINANCIAL YEAR AS PROJECT IS DRIVEN BY IMPROVEMENT SERVICE AND TIMESCALES ARE OUTWITH EDC CONTROL							(89)
I0702	REPLACE COUNCILS CURRENT WEB & INTRANET CONTENT MANAGEMENT	BUDGET WILL BE FULLY COMMITTED IN THIS FINANCIAL YEAR. CMS HAS BEEN PURCHASED AND CURRENT GO LIVE DATE IS MARCH 2010.							2
I0703	IMPLEMENTATION OF LAN TELEPHONY	BUDGET WILL BE FULLY COMMITTED WITHIN FINANCIAL YEAR. NEW TELEPHONY SYSTEMS CURRENTLY BEING ROLLED OUT TO SCHOOLS AND SOME COUNCIL OFFICES; ESTIMATED COMPLETION DATE IS JANUARY 2010.							1
I0707	CASH RECEIPTING SYSTEM	PROJECT IS MOVING FORWARD WITH A REVISED 'GO LIVE' DATE OF 1 FEBRUARY. WORK ON SYSTEM SPEC IS NEARING COMPLETION WITH FURTHER EXPENDITURE BEING PROCESSED ON RECEIPT OF THE TEST SYSTEM, WHICH IS EXPECTED BY END OF DECEMBER.							0
I0802	ELECTRONIC RECORD MANAGEMENT SYSTEM	FUTURE DEVELOPMENTS DEPENDANT ON OUTCOME OF SOM REVIEW.							(300)
I0903	STORAGE AREA NETWORK REPLACEMENT	BUDGET EXPECTED TO BE FULLY COMMITTED IN THIS FINANCIAL YEAR. SPEC OF REQUIREMENTS IS BEING PREPARED FOR INVITATION TO TENDER.							(50)
I0904	REPLACE CORPORATE UNIX DATABASE SERVERS	RISK OF SLIPPAGE. DUE TO POTENTIAL CHANGES IN DIRECTION OF ESTABLISHED TECHNOLOGY, FURTHER INVESTIGATION INTO BEST CHOICE OF TECHNOLOGY WILL BE REQUIRED.							(70)
		978	24	85	375	452	(526)	(529)	
CUSTOMER RELATIONS & ORGANISATIONAL DEVELOPMENT									
I0310	HR MANAGEMENT INFORMATION SYSTEM								(20)
I0709	TJ HOUSE RECEPTION								(40)
		60	0	0	0	0	(60)	(60)	
CORPORATE PROJECTS									
I0705	ADDITIONAL PROJECTS (GENERAL CAPITAL GRANT)	BUDGET RELATES TO ADDITIONAL GRANT FUNDING 09/10 RE ZERO WASTE FUND & SNH RANGERS. NO COMMITTED SPEND TO DATE.							(100)
	CAPITAL RECEIPTS COMMITMENT TO CAPITAL FUND	ONCE CAPITAL RECEIPTS ACHIEVED TO THIS LEVEL THEY WILL BE PAID INTO CAPITAL FUND.							0
		500	0	0	400	400	(100)	0	
TOTAL CORPORATE & CUSTOMER SERVICES DIRECTORATE		1,538	24	85	775	852	(686)	(589)	
EXTERNAL CORPORATE INITIATIVES									
D0003	SOUTHBANK BUSINESS PARK (KI-MARINA & OFFICE DEV PROJECT)	ORIGINAL BUDGET £42K, ESTIMATED SPEND £342K SO PROJECTED OVERSPEND IN 09/10, CURRENTLY INVESTIGATING OPTIONS TO REDUCE OVERALL PROJECT COSTS.							0
D0702	LENNOXTOWN INITIATIVE - CCTV	SPEND RELATES TO 2 OF THE 10 CAMERAS BEING MOVED DUE TO COMPLAINTS FROM RESIDENTS. TO BE MET FROM LI FUNDING WHEN RECEIVED							3
D0901	LINK ROAD CONTRIBUTION	BUDGET RELATES TO EDC CONTRIBUTION TO THE KI LINK ROAD. THIS WILL BE FULLY SPENT IN 2009/10.							0
		250		250		250	0		
		592	296	250	49	595	3	0	
TOTAL EXTERNAL CORPORATE INITIATIVES		592	296	250	49	595	3	0	
		17,877	6,125	3,201	6,193	15,487	(2,390)	(2,878)	

AS AT : 27-Sep-09	Progress & Outcome	Capital Budget 2009/10	Actual To Date	Commitment/WIP	Other Planned Spend	Projected Spend to Year-End	Projected Variance At Year-end Over	Slippage to 2010/11
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
ACCOUNTING PERIOD 6								

**POLICY & RESOURCES
COMMITTEE**

3 DECEMBER 2009

REPORT NO.:

CSD/298/09/MD

BY:

**DIRECTOR OF CORPORATE AND
CUSTOMER SERVICES**

CONTACT OFFICER:

MARJORY DEVLIN (578 8366)

SUBJECT TITLE:

**GENERAL FUND REVENUE
BUDGET MONITORING 2009/10**

1.0 PURPOSE

- 1.1 The purpose of this report is to provide an update on the current financial position for General Fund spending compared to the 2009/10 budget.

2.0 SUMMARY

- 2.1 The overall financial position shows a projected adverse variance of £1.682m, which represents a reduction of £1.290m on the adverse variance previously reported. The reasons for the variances are detailed in this report, but are largely due to the effect of a range of measures to contain Social Work expenditure agreed by Council on 29 October 2009.
- 2.2 The audited General Fund balance which was uncommitted at the end of 2008/09 was £1.825m. Due to the improved position being reported this cycle, the projected in-year adverse variances detailed in this report are now marginally below this balance, resulting in a small projected year end surplus of £0.143m. Whilst this is a significant improvement, it is still imperative that Directorates continue to review all budgets in detail and ensure that action is taken to deliver a balanced 2009/10 budget by the end of the financial year, and to return the projected final General Fund balance to an improved surplus position.
- 2.3 The Council's Financial Regulations are clear on the action that must be taken to bring the budget back into balance. It is incumbent upon services to continue to reduce operating costs and, if required, bring forward reports setting out what remedial action is proposed. The Corporate Management Team are closely scrutinising this situation and it is hoped that significant inroads will continue to be made to contain outturn projections.

3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee:

- 3.1.1 Note the projected financial pressures of £1.682m arising in the current financial year, and the implications of this on the uncommitted General Fund balance.
- 3.1.2 Note that officers are continuing to review all budgets in detail to address any areas of financial pressure, and to ensure action is taken to deliver a balanced 2009/10 budget.

IAN BLACK
HEAD OF FINANCE AND ICT

4.0 OVERVIEW OF FINANCIAL POSITION ON GENERAL FUND

4.1 Appendix A summarises the overall financial position on the General Fund as projected to the end of the financial year. This shows a projected favourable variance of £0.330m on external funding sources, and a projected adverse variance on current year departmental budgets of £2.012m. The overall position, therefore, is a net projected overspend of £1.682m in the year, which will reduce the uncommitted General Fund balance to only £0.143m.

5.0 VARIANCES ARISING THIS CYCLE

5.1 Council Wide Variances

5.1.1 A VAT claim has been lodged with Her Majesty's Revenue and Customs (HMRC) relating to VAT previously accounted for on income from certain activities. Due to changes in the interpretation of the VAT liability for these activities, it was recognised that there was a potential to recover VAT previously paid over to HMRC. The claim lodged covers the period 1 April 1973 to November 1996. Given the period of time covered, actual data could not be used, and so an estimate mechanism was used to put the claim together. An officer from HMRC will visit the Council on 27 November 2009 to review the claim. Until this process is complete, the amount of any likely reimbursement to the Council is unknown, and no projections have currently been included for this.

5.2 Departmental Variances

5.2.1 Departmental variances arising *during the current period* are summarised at Appendix A. These show a net projected underspend of £1.290m in the current period, and the reasons for this are detailed in Appendix B to this report.

5.2.2 Total Departmental variances *in the year to date* (per Appendix A) show a net projected overspend of £2.012m.

5.2.3 It is essential that officers continue to review all budgets in detail to ensure that action is taken to address projected overspends reported here, and to ensure that a balanced 2009/10 budget is delivered by the end of the financial year.

**GENERAL FUND REVENUE MONITORING 2009/10
SUMMARY FINANCIAL POSITION**

As at : 23 August 2009 Accounting Period 5	Annual Budget	Projected Totals	Projected Variance		Change from last report
	£000	£000	£000	%	£000
Community - Education	97,421	97,731	310	0.3%	523
Community - Social Work	45,705	46,611	906	2.0%	(1,044)
Community - Directorate and Integrated Support	6,935	6,872	(63)	-0.9%	(73)
Community - General Fund Housing & Community Services	11,988	12,162	174	1.5%	83
Community - still to be identified saving across the Directorate	0	(510)	(510)		(510)
Development & Infrastructure (D&I)	36,057	36,176	119	0.3%	(113)
D&I - Property Maintenance Trading Account	(330)	130	460	-139.4%	130
Miscellaneous Services and Joint Boards	22,135	22,763	628	2.8%	(30)
Energy costs council wide not yet allocated departmentally	0	0	0		(250)
Chief Executive/Corporate & Customer Services	14,366	14,354	(12)	-0.1%	(6)
<i>Less: Central Support Charges</i>	(13,789)	(13,789)	0	0.0%	0
<i>Loans Fund Charges</i>	15,368	15,368	0	0.0%	0
Net Expenditure	235,856	237,868	2,012	0.9%	(1,290)
Financed by :					
Revenue Support Grant	139,944	140,109	(165)	-0.1%	
Non-Domestic Rates	43,355	43,355		0.0%	
Council Tax	52,148	52,313	(165)	-0.3%	
Use of balances	409	409			
Net Income	235,856	236,186	(330)	-0.1%	0
Surplus/(Deficit)	0	(1,682)	1,682		(1,290)
Uncommitted General Fund Surplus as at 1 April 2009		1,825			
Projected General Fund Surplus/(Deficit) as at 31 March 2010		143			

**GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES**

	New Variance this report	Cumulative Variance
COMMUNITY - EDUCATION	£000	£000
1 Teachers Payroll Pupil census information is yet to be verified and teachers' absence cover over the winter period is always difficult to predict. However, positive variations of around £0.160m are beginning to emerge from reductions to the number of teachers with conserved salaries and the cost of class contact time within the secondary sector. It is now clear that resources for the increase in a nursery session from 2.5 hours to 3 hours will not be required in full this financial year, and future reports will identify the extent and proposals in this regard.	(160)	(160)
2 Non Teaching Employees Payroll Although phase 2 of the Council's Strategic Operating Model is still ongoing, significant progress has been made in respect of central support efficiencies through vacancy control. Redeployment of classroom assistants is still ongoing, and the projected year end cost is tied up with the timing involved in this. The turnover savings target is also being steadily met. The previously reported pressure has therefore been reduced by £0.121m to £0.171m.	(121)	171
3 Other Operating Costs The final costs for PPP transition are higher than anticipated, mainly due to the cost of packaging and transporting. This has resulted in a reduction of £0.130m in the anticipated saving from £0.530m to £0.400m. Since the start of 2009/10 academic year there have been seven new placements either in residential schools or other local authority establishments. The anticipated excess cost over budget is expected to be in the region of £0.080m at this time. Finalisation of 2008/09 pupil transport costs, coupled with the latest contract projections from SPT, suggest a positive variation on budget of approximately £0.030m. In addition, non domestic rates billing for schools is currently exceeding budgeted levels by £0.033m (1.8%). Continuing high energy costs have meant that the gas budget for schools is under pressure, and based on 2008/09 outturn figures this could result in an additional annual cost of £0.411m. In addition, an error in Scottish Power billing from previous years was reported last cycle as a council wide cost. This has now been paid and is reflected in departmental figures, and the share for Education is approximately £0.180m. Both these elements result in a projected adverse variance of £0.591m.	804	274
4 Income Current analysis indicates a deficit on music education income.	0	25
Total Variance - Education	523	310
COMMUNITY - SOCIAL WORK		
1 Employee Costs Additional staff turnover and vacancy control are beginning to show a positive financial effect. The projected total sustainable positive variance currently stands at £0.100m	(100)	(100)
2 Care Costs Nursing home placement levels are resulting in budget pressure, and, as previously reported, the projected annual adverse variation is £0.500m. This budget is continually monitored and fluctuations in projected outturn will continue due to customer demand and changes in placement levels. Supplementation and supported living commitments indicate an ongoing positive variation. Planning and commissioning review and management are having a positive effect and the projected total positive variance now stands at £0.353m, an increase of £0.118m on that previously reported.	(118)	147
3 Other Agency Costs (voluntary organisations, daycare, childcare, other authorities and agencies) Promoting the need for fostering locally is an ongoing strategy to address the balance of available foster parents for children who need to be placed in a home environment. Current demand and the expense of private provision are causing budgetary pressure of around £0.653m, which represents an increase of £0.141m on that previously reported. There are indications that childcare commitments, such as respite, may experience budget pressure. However, there is a range of counter/positive financial influences in other areas such as adoption and payments to link carers. In overall terms a positive variation of £0.130m is forecast, which is an increase of £0.017m on that previously reported, and is largely due to a change in the number of projected adoptions. As previously reported, demand for secure and residential placements continues to put significant pressure on the budget, and the present outlook is an adverse variance of £1.135m, a reduction of £0.097m on that previously reported.	27	1,658

**GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES**

	New Variance this report	Cumulative Variance
<p>4 Other Operating Costs As previously reported, it is likely that government funding to the Criminal Justice Partnership (CJP) will not be sufficient to meet the costs of current activity and the implications of single status implementation. Any funding deficit will fall to be met by the three constituent CJP authorities, and our share was estimated at £0.055m. In addition, there is now budget pressure arising from an increase in direct payments assessments and uptake, and a potential adverse variance of £0.195m is now forecast, an increase of £0.020m. Other pressures from taxi provision across childcare and community care, and the extension of a property lease within Stewart Street to accommodate childcare services pending the move of community care staff to the new KICC building, have resulted in an adverse variance forecast of £0.084m, as previously reported. No further variances are anticipated in these areas this cycle.</p>	20	334
<p>5 Approved Savings Options Report CTY/157/09/JC to the Council meeting on 29 October 2009 approved a number of savings options to help alleviate the budget pressure being experienced in other areas of Social Work. These were: Contingency budget £0.179m Reduction in training, office resources, printing, telephones etc £0.130m Development resources £0.175m Staffing vacancies £0.100m</p>	(584)	(584)
<p>6 Income An inflationary increase of 1.5% on resource transfer was previously reported as generating additional income of around £0.150m. In addition, a review of the known level of recurring income indicates an annual additional sum of £0.289m will be achieved. As previously reported, there are indications that equalisation of charging policy for adult services will yield additional income, and a sum of £0.110m has previously been reported.</p>	(289)	(549)
Total Variance - Social Work	(1,044)	906
COMMUNITY - DIRECTORATE AND INTEGRATED SUPPORT		
<p>1 Directorate For a short period of time costs were incurred in respect of the senior management structure prior to implementation of the Strategic Operating Model. No other variances are expected at this time.</p>	0	10
<p>2 Operational Support Services An accumulated sustainable positive variation of £0.024m has been achieved to date through employee costs.</p>	(24)	(24)
<p>3 Learning & Development & Children's Services An accumulated sustainable positive variation of £0.074m has been achieved to date, through employee costs. Pressure is also being experienced in utilities and accommodation costs incurred prior to rationalisation, and an adverse variance of £0.025m is currently forecast.</p>	(49)	(49)
Total Variance - Directorate and Integrated Support	(73)	(63)
COMMUNITY - GENERAL FUND HOUSING AND COMMUNITY SERVICES		
Leisure and Cultural Services		
<p>1 Employee Costs As previously reported, there is a positive variance of £0.120m anticipated.</p>	0	(120)
<p>2 Other Operating Costs A pressure has been identified in utilities costs within the leisure centres, and as costs currently stand, an overspend of £0.300m is being projected for the full year, an increase of £0.089m .</p>	89	300
<p>3 Income Income levels are marginally down on expectation and an annual adverse variation of £0.023m is now projected.</p>	23	23
Community Protection		
<p>1 Operating Costs It is apparent that there is capacity to manage the Community Safety budget overall and still to delivery efficiencies in respect of graffiti removal and abandoned vehicles spend. A positive variance of £0.029m is anticipated.</p>	(29)	(29)
Total Variance - General Fund Housing and Community Services	83	174

**GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES**

	New Variance this report	Cumulative Variance
COMMUNITY - STILL TO BE IDENTIFIED SAVINGS ACROSS THE DIRECTORATE		
1 Report CTY/157/09/JC to the Council meeting on 29 October 2009 approved virement of £0.510m to the Social Work budget to help alleviate their projected overspend position in the current year. This virement was to come from a number of areas across the Community Directorate, and management will be finalising which budgets to vire from over the coming weeks. It is anticipated that the detail will be incorporated into the revenue monitoring reports to the next cycle of meetings.	(510)	(510)
Total Variance - Savings still to be Identified Across Community Directorate	(510)	(510)
CHIEF EXECUTIVE'S OFFICE /CORPORATE & CUSTOMER SERVICES	£000	
Directorate		
1 Income	5	35
Income from advertising on roundabouts and other street furniture is expected to be under achieved by around £0.035m, an increase of £0.005m on that previously reported.		
Legal and Democratic Services		
1 Employee Costs	(27)	(108)
Staff turnover savings are expected to be over budget by £0.108m, mainly due to vacant solicitors posts. This represents an increase of £0.027m on that previously reported.		
2 Operating Costs	28	51
The costs of external solicitors' work and legal advice and taxi plates are expected to exceed budgeted level, and an adverse variance of £0.051 is now forecast, an increase of £0.028m on that previously reported. However, these costs are more than offset by additional staff turnover identified above, and additional taxi and private car income.		
3 Income	(12)	(30)
Taxi and private hire car licence fees, registration and government grant income are predicted to exceed their targets, although a shortfall in income from fines and penalties is anticipated. Overall there is a net favourable variance of £0.030m, an increase of £0.012m on that previously reported.		
Finance and ICT		
1 Employee Costs	(35)	(216)
Staff turnover savings are predicted to exceed budget, mainly due to vacancies within ICT, Corporate Finance and Directorate Finance. A favourable variance of £0.216m is now anticipated, an increase of £0.035m on that previously reported.		
2 Operating Costs	(33)	(8)
It was anticipated that savings may have been achievable following some of the outcomes from the Diagnostic project, and a target of £0.025m was set. However, any efficiencies are now dependent on the outcome of phase 2 of the SOM, and as such the achievement of this saving is currently being reported as a pressure. In addition, sheriff officer fees are expected to be below budget at the year end by approximately £0.033m. However, this is offset by a projected shortfall in statutory additions as detailed below.		
3 Income	44	(41)
As previously reported, additional non recurring funding of £0.085m has been received from the Department of Work and Pensions (DWP) to cover a recent increase in Benefits workload. At this time a surplus on Scottish Water commission is expected. Income from statutory additions is now estimated to be £0.044m below budget, although is mainly offset by sheriff officer fees.		
Customer Relations and Organisational Development		
1 Employee costs	(32)	223
As previously reported, staff turnover savings are below the planned level and a shortfall of £0.135m is anticipated at the year end, an increase of £0.025m on that previously reported. The previously reported overspend on additional job analysts will not now materialise since it has been agreed that this cost will be borne by other services within their existing budget. This represents a positive variance of £0.057m. Phase 2 of the Strategic Operating Model requires to be completed and during this process budgeted efficiencies will need to be fully assessed. They are still being reflected as a pressure of £0.088m.		
2 Operating Costs	56	116
Expenditure on a few Fairer Scotland Fund projects is expected to be £0.040m over budget. However, this is matched by grant funding brought forward from previous financial year. Copy charges are expected to be above budget by around £0.020m due to a bill from the previous year for the copier in the print room. The billing frequency from the provider had altered and these costs were not picked up at year end.		

GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES

	New Variance this report	Cumulative Variance
Some efficiency savings are dependent on the outcome of phase 2 of the SOM and these are being reported as a pressure of £0.056m.		
3 Income Fairer Scotland Fund grant income of £0.040m has been brought forward from previous financial year to fund additional costs as detailed above. As previously reported, the current workload associated with the Strategic Operating Model looks likely to result in projected shortfall of £0.006m against the external training and commission budgets.	0	(34)
Total Variance - Chief Executive/Corporate and Customer Services	(6)	(12)
DEVELOPMENT AND INFRASTRUCTURE		
Central Costs	(38)	(50)
1 Employee Costs Re-assessment of savings as a result of staff appointments has resulted in an anticipated full year saving of £0.020m, an increase of £0.008m on that previously reported. In addition, annual staff turnover savings have been assessed at £0.030m this cycle.		
Assets and Property Services		
1 Employee Costs Employee costs are running below profile due to vacancies, and there are indications of an annual staff turnover saving of £0.215m being achieved, a reduction of £0.037m on that previously reported.	37	(215)
2 Other Operating Costs The procurement efficiencies target is £0.303m. Previously this was reported net of Scotland Excel costs, and this has now been removed to reflect the true requirement. A sum of £0.070m was previously estimated as achievable, and work is still ongoing to identify further efficiencies. Against this gross target, the shortfall is now £0.233m, which represents an increase of £0.072m on that previously reported. As previously reported, Phase 2 of the Council's Strategic Operating Model will involve assessment of the budgeted reduction of £0.294m in design team to reflect the reduced capital programme. Substantial achievement in the current year is considered unlikely due to delayed implementation, and although expectations are still low, the shortfall forecast is now £0.237m, a slight improvement of £0.027m on that previously reported. As previously reported, budgeted efficiencies from rationalisation of Council land and property are considered to be unachievable in full. The estimated variation has marginally increased by £0.005m to £0.035m. Although this is still the only achievable saving, the budget is held corporately, and so the variance will be reflected under Miscellaneous at this time. The pressure previously reported in respect of Scotland Excel subscription (£0.047m) can now be contained. The reported pressure in respect of operational buildings energy pricing has reduced by £0.022m to £0.093m.	(59)	563
3 Income At this time, a deficit on commercial rental income has been projected.	24	24
Facilities Management		
1 Employee Costs Positive variations have been projected in respect of staff turnover, and the total projection is now £0.015m, an increase of £0.008m on that previously reported	(8)	(15)
2 Operating Costs Accumulated minor efficiencies in operating costs of £0.019m are now forecast, an increase of £0.005m on that previously reported. The cost of extension of free school meals entitlement was originally estimated at £0.267m. However, the latest costing has been estimated at £0.088m for the current year, a projected saving of £0.179m.	(184)	(198)
3 Income Extension of free school meals entitlement has resulted in a loss of income, which is projected at £0.032m.	32	32
Roads & Neighbourhood Services		
1 Roads Staff turnover savings are continuing to be monitored, and these are now projected at £0.338m, a reduction of £0.162m on that previously reported. The latest workload assessment indicates that additional operating spend, including consultancy costs, will be £1.076m, which represents a reduction of £0.126m on that previously reported. The majority of this relates to a reassessment of the revenue implications of approved capital spend. As a consequence, additional income has been estimated at £0.930m, an increase of £0.183m on that previously reported.	105	(192)

**GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES**

	New Variance this report	Cumulative Variance
<p>2 Waste Management Projections on employee costs indicate a staff turnover saving of around £0.092m, an increase of £0.072m on that previously reported. Projections on operating costs indicate an accumulated annual positive variance of £0.233m, an increase of £0.031m on that previously reported. This is mainly due to improved recycling rates. Finally, income projections indicate a shortfall of £0.118m in respect of commercial uplift and other authority charges, a minor reduction of £0.004m on that previously reported.</p>	(107)	(207)
<p>3 Greenspace The Greenspace budget was configured according to historic levels of revenue and capital workload. The existing workload indicates substantial reductions in operating costs of £1.206m and recovery levels of £1.601m, resulting in a net adverse variance of £0.395m. This represents an increase of £0.307m on that previously reported. Positive employee cost variations to achieve a financial balance are not feasible in the short term. However, efficiencies in respect of overtime and training levels totalling £0.077m to date are achievable.</p>	230	318
<p>4 Fleet Management Pressure on employee costs budgets arising from unbudgeted overtime levels and bonus payments has now been reassessed, and a projection of £0.210m is now anticipated, an increase of £0.034m. As previously reported, pressures have also been identified in respect of vehicle leasing costs. However, efficiencies on depot costs amounting to £0.084m have now been identified to go some way towards offsetting these pressures.</p>	(50)	396
Development and Enterprise		
<p>1 Administration Employee costs are continuing to run below budgeted profile, resulting in a positive variation of £0.075m now being estimated. This represents an increase of £0.038m on that previously reported.</p>	(38)	(75)
<p>2 Building Standards Employee and operating costs are presently close to profile. However, there are indications of an annual staff turnover saving of £0.028m, and this is now reported.</p>	(28)	(28)
<p>3 Planning Employee costs are running below profile due to vacancies, and there are indications that an annual staff turnover saving of £0.111m will be achieved, which is a reduction of £0.047m on that previously reported. In addition, there is pressure on agency budgets, estimated to be £0.013m.</p>	60	(98)
<p>4 Enterprise Employee costs are running below profile due to vacancies, and a re-assessment of an annual staff turnover saving results in an anticipated saving of £0.100m, an increase of £0.053m on that previously reported. Energy cost pressure for Mugdock Country Park has been calculated at £0.014m. Income is now ahead of profile, and a sustainable surplus of £0.050m has been identified at this time.</p>	(89)	(136)
Total Variance - Development and Infrastructure	(113)	119
DEVELOPMENT AND INFRASTRUCTURE - PROPERTY MAINTENANCE TRADING ACCOUNT		
<p>1 Profit Target As previously reported, the budgeted surplus is not considered to be achievable, and it is now thought likely that a deficit of £0.130m will arise at the year end rather than simply a break even position. This represents a further adverse variance of £0.130m. A detailed report on the options for this service is to be considered by the Development and Infrastructure Committee.</p>	130	460
Total Variance - Property Maintenance Trading Account	130	460
MISCELLANEOUS SERVICES AND JOINT BOARDS		
<p>1 Savings not yet allocated to Departments When the budget for 2009/10 was set, savings totalling £0.609m were held in Miscellaneous Services and not allocated to departments. This was mainly because at the time of finalising the budget, it was not possible to specifically identify the department budget line that should be adjusted for the saving. These savings are as follows: £0.297m Property rationalisation £0.226m - this was previously reported under Development and Infrastructure, with shortfall of £0.035m anticipated. However, it has been moved to be shown here as budget is currently held here. Printer consolidation £0.073m - savings contained with ICT Centralise training £0.050m - no shortfall recorded on savings currently reported Maintenance agreements £0.010m - still to be progressed</p>	35	(12)

**GENERAL FUND REVENUE MONITORING 2009/2010
SUMMARY FINANCIAL POSITION
NEW DEPARTMENTAL VARIANCES**

	New Variance this report	Cumulative Variance
2 Costs Associated with Strategic Operating Model - Displaced Employees Report CSD/222/09/AD to the Policy and Resources Committee on 27 August 2009 highlighted potential costs likely in 2009/10 as a result of exit options for the 4 displaced Heads of Service. The indicative cost included in this report in 2009/10 was £0.601m based on a proposed release date of 2 October 2009. A cost of £0.367m was previously reported as an adverse variance if these displaced Heads of Service were to remain in post until 31 March 2010. This would reduce to £0.168m if in post until 2 October 2009. Based on this updated information, there is now a potential cost of £0.769m in 2009/10, an increase of £402m on that previously reported.	0	769
3 Insurance The Council's claims history has been reflected in lower spend on property and liability premiums. Further work is ongoing to review the outturn for 2009/10.	0	(64)
4 Joint Boards Changes to the ring fenced grants and police expenditure following the transfer of ICT services to the Scottish Police Services Agency have resulted in a reduction of £0.065m in the net precept to be paid by the Council	(65)	(65)
Total Variance - Miscellaneous and Joint Boards	(30)	628
COUNCIL WIDE - ENERGY COSTS		
1 Energy costs The projected overspend previously reported here has now been reflected in the departmental monitoring of energy costs and is being removed as a council wide pressure this cycle and will no longer appear separately in future reports.	(250)	0
Total Variance - Council Wide	(250)	0
TOTAL NEW DEPARTMENTAL VARIANCES	(1,290)	2,012

POLICY & RESOURCES COMMITTEE 3 DECEMBER 2009

REPORT NO. CSD/275/09/JU

**BY: DIRECTOR of
CORPORATE & CUSTOMER SERVICES**

CONTACT OFFICER: ANDREW CUPPLES, SENIOR ACCOUNTANT

**SUBJECT: CORPORATE AND CUSTOMER SERVICES / CHIEF
EXECUTIVE'S OFFICE - REVENUE MONITORING 2009/10**

1. PURPOSE

1.1. The purpose of this report is to bring to the notice of the Committee the current year revenue budget performance to date for the services of the Corporate & Customer Services Directorate. Figures for the Chief Executive's office are included.

2. SUMMARY

2.1. This is the second report for this financial year in a format that reflects each of the functional divisions of the directorate according to the Strategic Operating Model.

2.2. Work on revising and uploading a financial coding structure to match the Strategic Operating model has concluded and monitoring reports to committee can now focus both on 'to date' performance and annual projections. Annual projections are informed by service commitment information and progress toward budget efficiencies according to the Councils Budget Monitoring database.

2.3. The annual financial projection for the Corporate & Customer Services Directorate at this time shows a total positive annual variation on budget of £0.012m. This represents 0.1% on a total budget of £11.553m and is an improvement of £0.006m on the last report. Pressures on employee cost budgets in Customer Relations and Organisational Development are being offset by additional staff turnover savings in other services and additional income. Negative variations are apparent in respect of legal agency costs, by-elections and budgeted savings related to the diagnostic project. No financial pressures have been identified at this time in respect of the Chief Executive's office.

2.4. Appendices :

- Appendix **A** is an aggregate report for the directorate.
- Appendix **B** provides detail on Legal & Democratic Services.
- Appendix **C** provides detail on Finance & ICT.
- Appendix **D** provides detail on Customer Relations & Organisational Development.

3. RECOMMENDATIONS

It is recommended that the Committee

- 3.1.** note this report.
- 3.2.** approve or note such virement proposals as are outlined in the appendices to this report.
- 3.3.** acknowledge that officers will continue to review budget performance and will develop and report on strategies to bring about a balanced budget at the outturn.

IAN BLACK
HEAD OF FINANCE & ICT

DIANE CAMPBELL
DIRECTOR of CORPORATE & CUSTOMER SERVICES

DIRECTORATE : CORPORATE & CUSTOMER SERVICES

REVENUE MONITORING 2009/10 DIRECTORATE SUMMARY STATEMENT

AS AT : 27-Sep-09	Annual Budget	Budget to date			Projection to year end				Change from last report
		Planned	Actual	Variance	Estimated transactions	Projected totals	Projected variance		
	£000	£000	£000	£000	£000	£000	£000	%	£000
ACCOUNTING PERIOD 6									
Directorate costs	109	44	69	25	75	144	35	32.1%	5
Legal & Democratic Services	2,417	946	845	-101	1,485	2,330	-87	-3.6%	-11
Finance & ICT & Benefit Payments	6,202	-2,481	-1,512	969	7,449	5,937	-265	-4.3%	-24
Customer Relations & Organisational Development	2,825	1,271	1,407	136	1,723	3,130	305	10.8%	24
Total Corporate & Customer Services	11,553	-220	809	1,029	10,732	11,541	-12	-0.1%	-6
Chief Executive's Office	195	85	86	1	109	195	0	0.0%	0
	11,748	-1,345	790	2,135	10,841	11,736	-12	-0.1%	-6

VIREMENT PROPOSALS

none this cycle

REVENUE MONITORING NOTES**Directorate costs**

Income from advertising on roundabouts and other street furniture is expected to be around £35k below budget.

Forecast
£000Change
£000

35

5

DIRECTORATE : CORPORATE & CUSTOMER SERVICES

REVENUE MONITORING 2009/10 LEGAL & DEMOCRATIC SERVICES

AS AT : 27-Sep-09	Annual Budget	Budget to date			Projection to year end				Change from last report
		Planned	Actual	Variance	Estimated transactions	Projected totals	Projected variance		
	£000	£000	£000	£000	£000	£000	£000	%	£000
ACCOUNTING PERIOD 6									
Employees	1,604	704	590	-114	906	1,496	-108	-6.7%	-27
Operating costs	1,143	391	506	115	688	1,194	51	4.5%	28
expenditure	2,747	1,095	1,096	1	1,594	2,690			
Less income :	-330	-149	-251	-102	-109	-360	-30	9.1%	-12
net budget	2,417	946	845	-101	1,485	2,330	-87	-3.6%	-11

VIREMENT PROPOSALS

none this cycle

REVENUE MONITORING NOTES**Employees**

Staff turnover savings are expected to be £108k above budget, mainly due to vacant solicitors posts.

Operating costs

The costs of external solicitors work, legal advice and taxi plates are expected to exceed the budgeted levels. However, these costs are more than offset by staff turnover savings and additional taxi and private hire car income. Further spend on by-elections is anticipated, partly offset by savings on members allowances.

Income

Taxi and private hire car licence fees, registration and government grant income are predicted to exceed their targets. An £8k shortfall in income from fines and penalties is anticipated.

	Forecast £000	Change £000
	-108	-27
	51	28
	-30	-12
	-87	-11

DIRECTORATE : CORPORATE & CUSTOMER SERVICES

REVENUE MONITORING 2009/10 FINANCE & ICT

AS AT : 27-Sep-09	Annual Budget	Budget to date			Projection to year end				Change from last report
		Planned	Actual	Variance	Estimated transactions	Projected totals	Projected variance		
	£000	£000	£000	£000	£000	£000	£000	%	£000
ACCOUNTING PERIOD 6									
Employees	5,482	2,442	2,237	-205	3,029	5,266	-216	-3.9%	-35
Operating costs	1,668	888	797	-91	863	1,660	-8	-0.5%	-33
expenditure	7,150	3,330	3,034	-296	3,892	6,926			
Less income :	-1,216	-417	-381	36	-876	-1,257	-41	3.4%	44
net budget	5,934	2,913	2,653	-260	3,016	5,669	-265	-4.5%	-24
Benefits Payable	17,374	3,159	3,775	616	13,599	17,374	0	0.0%	0
Less income : Subsidy	-17,106	-8,553	-7,940	613	-9,166	-17,106	0	0.0%	0
net budget	268	-5,394	-4,165	1,229	4,433	268	0	0.0%	0

VIREMENT PROPOSALS

none this cycle

REVENUE MONITORING NOTES**Employees**

Staff turnover savings are predicted to exceed budget, mainly due to vacancies within ICT, Corporate Finance and Directorate Finance. However, Revenues staffing costs are expected to be £91,000 above budget mostly due to DWP funded additional expenditure.

Operating costs

Sheriff officer fees are expected to be below budget at the year-end, offset by a projected shortfall in statutory additions below. It was anticipated that savings may have been achievable from the Diagnostics project and a target of £0.025m was set. Any efficiencies, however, are now dependent on the outcome of phase 2 of the SOM and so this is currently being reported as a pressure.

Income

Additional non recurring funding has been received from the Department for Work and Pensions to cover a recent increase in Benefits workload. At this time a surplus on Scottish Water commission is expected.

Income from statutory additions should be £44,000 below budget partially offset by sheriff officer fees.

Forecast	Change
£000	£000
-216	-35
-8	-33
-41	44
-265	-24

DIRECTORATE : CORPORATE & CUSTOMER SERVICES

REVENUE MONITORING 2009/10 CUSTOMER RELATIONS & ORGANISATIONAL DEVELOPMENT

AS AT : 27-Sep-09	Annual Budget	Budget to date			Projection to year end				Change from last report
		Planned	Actual	Variance	Estimated transactions	Projected totals	Projected variance		
	£000	£000	£000	£000	£000	£000	£000	%	£000
ACCOUNTING PERIOD 6									
Employees	2,638	1,165	1,236	71	1,625	2,861	223	8.5%	-32
Operating costs	1,049	473	548	75	617	1,165	116	11.1%	56
expenditure	3,687	1,638	1,784	146	2,242	4,026			
Less income :	-862	-367	-377	-10	-519	-896	-34	3.9%	
net budget	2,825	1,271	1,407	136	1,723	3,130	305	10.8%	24

VIREMENT PROPOSALS

none this cycle

REVENUE MONITORING NOTES**Employees**

Staff turnover savings are below the planned level and a £135k shortfall at the year-end is predicted. The previously anticipated overspend due to additional job analysts will not materialise as the costs will now be borne by their services.

Phase 2 of the Council's Strategic Operating Model requires to be completed and during this process , budgeted efficiencies will be fully assessed.

Operating costs

Expenditure on a few Fairer Scotland Fund projects is expected to be £40k over budget. However this is matched by grant funding brought forward from the previous financial year. Due to a change in the billing procedures of the supplier, the Council had previously been undercharged £20,000 for photocopying. Some efficiency savings are dependent on the outcome of phase 2 of the SOM and are currently being reported as a pressure. Others are being reported centrally until they are allocated to the appropriate services.

Income

This variance is mainly due to Fairer Scotland Fund grant funding brought forward from the previous financial year. A projected shortfall against external income from training and other fees is due to the focus on SOM work at the moment.

	Forecast £000	Change £000
Employees	135	-32
Operating costs	88	
	116	56
	-34	0
Total	305	24

**POLICY & RESOURCES
COMMITTEE**

3 DECEMBER 2009

REPORT NO.

**CSD/290/09/SA
BY DIRECTOR OF CORPORATE AND
CUSTOMER SERVICES**

CONTACT OFFICER:

SALLY ADAM (578-8204)

SUBJECT:

**LOANS FUND ACTIVITY REPORT -
INTERIM POSITION 2009/10**

1.0 PURPOSE

- 1.1 The purpose of this report is to present an interim report on Loans Fund activity to date for the current financial year 2009/10.

2.0 SUMMARY

- 2.1 Short term borrowing has been undertaken due to cash flow requirements.
- 2.2 The UK base rate has remained at 0.5% throughout the period covered by this report and as predicted this has impacted on the level of interest earned to date from cash deposits.
- 2.3 The financial crisis and current prevailing market conditions have led to an extremely close scrutiny and cautious approach in investment strategy during 2009/10.
- 2.4 An update on the Prudential Indicators as required under the Prudential Code for Capital Finance is presented at section 4.6. This demonstrates that capital expenditure remains prudent, affordable and sustainable.

3.0 RECOMMENDATION

It is recommended that:-

- 3.1 This Interim Report on Loans Fund Activities in 2009/10 is noted.
- 3.2 The revised Authorised and Operational Boundary Limits are approved.

IAN BLACK
HEAD OF FINANCE AND ICT

4.0 BACKGROUND

4.1 Approved Activities of the Treasury Management Operation

- 4.1.1. Policy & Resources Committee considered the Annual Treasury Management Strategy 2009/10 at its meeting held on 03 March 2009 (CSD/048/09/SA). In line with the Treasury Policy Statement and Treasury Management Practices (TMP's), the operations of the Treasury Management section in 2009/10 are carried out in accordance with the revised 2002 CIPFA Code of Practice for Treasury Management in Local Authorities (the Code).
- 4.1.2 The activities during the year to date have included the management of the Council's loan debt, the operation of the consolidated loans fund, the forecasting of the Council's cash flow, monitoring of Treasury Management Prudential Indicators, handling of long and short term borrowing requirements, consideration of rescheduling options, and investment decisions on surplus funds.
- 4.1.3 In accordance with the revised CIPFA Code on Treasury Management, the Treasury team have put in place Treasury Management Practices (TMPs) detailing all aspects of approved treasury management procedures.
- 4.1.4 This report summarises the activities undertaken, and compares these with the original strategy for the year, when appropriate.

4.2 Long term Borrowing

- 4.2.1 In the main, long-term borrowing is required each year to fund the Council's capital programme and to replace debt that is due to be repaid in the year. It was anticipated that new borrowing would only be undertaken in 2009/10 if required to replace any debt repaid or rescheduled and/or fund any capital expenditure not met from capital receipts, grants or internally from existing resources.
- 4.2.2 The balance of long term loans is £118.097m at present, which represents a net decrease of £0.029m on the opening balance of £118.126m. This is simply due to small scheduled principal repayments being paid on existing loans.
- 4.2.3 As at 30 September 2009, fixed rate loans were £99.097m (83.9%), and variable rate loans were £19.000m (16.1%). The variable rate loans, however, are not linked to any base rate changes and have not, therefore, produced any savings in interest due to rate cuts. The TMP's stipulate a maximum of 25% for variable rate loans to ensure that the Council is not over exposed to changes in interest rates during the year. The Council is well within the limit set.
- 4.2.4 As per the Treasury Strategy Report for 2009/10, opportunities have been continually monitored during the year to ensure that best value is achieved, at minimum risk in terms of long term borrowing, and that the Council's debt maturity profile is as smooth as possible.

4.2.5 Interest rates for PWLB loans are currently 2.75% for loans of 5 years, 3.64% for 10 years, 4.10% for 25 years and 4.19% for 49 -50years. It is anticipated that longer term rates will not change significantly between now and the end of the financial year, and that any new borrowing will be in line with prevailing rates.

4.3 **Short term Borrowing**

4.3.1 Short term borrowing could potentially be required to fund the day to day cash flow activities of the Council. The Council receives income from grants, council tax, fees and charges etc. and requires to make payments for payroll, services and supplies etc. The timing of receipts and payments due will sometimes result in the need to borrow on a temporary basis. Short term borrowing can be anything from overnight to 364 days. Managing this cash flow and predicting requirements is a major part of daily treasury activities during the year.

4.3.2 Due to the significant reduction in the level of surplus funds, as the Council has had to temporarily fund various major projects, short term borrowing has been undertaken for the first time in several years. The current forecast is that this situation will prevail for at least another year and that the Council will in all probability require to further extend the borrowing position towards the end of the financial year.

4.3.3 Although the interest rates on the new borrowing are highly competitive, with more borrowing predicted and interest rates forecast to increase albeit slowly and modestly, there will be a significant cost impact on the Treasury Management budgets and resulting debt charges.

4.4. **Temporary Investment**

4.4.1 So far in 2009/10 the level of investments, which had already declined to £10.5m at the end of the last financial year, has continued this downward trend to a zero level on some occasions recently. The current levels of investment are around the £1m to £3m range. This has meant that the Council has now become a net borrower and that only a negligible sum has been earned to date in investment income. The new investment regulations referred to in the Strategy Report are in the final stages, but may not now be implemented until next financial year.

4.4.2 Despite cash flow difficulties and in line with the Strategy Report and, in accordance with the TMP on investment, any cash flow surpluses have been invested with Council approved counterparties and with no detriment to cash flow. As anticipated, the current level of interest earned on investments is very low at £0.025m, compared to £0.784m at the same time last year, which gives a graphic illustration of the impact of the economic crisis.

4.4.3 Thus far in 2009/10 the global financial crisis has continued to impact on the financial strength of various financial institutions, and as such the ratings awarded to many of these potential counterparties have been adversely affected. Obviously it has been a priority for the treasury team to continually monitor such activity in order to minimise any possible future risk, with safety and liquidity remaining the key determinants of any investment decisions. In consultation with Butlers, the Council's Treasury advisers, all of the Council's investments in 2009/10 have been placed with

guaranteed or nationalised entities or with the Council's own bankers on a very short term basis. The Council will maintain a cautious approach which may involve a slight revenue sacrifice but will continue to be our investment strategy until the situation in the financial markets becomes clearer and more positive.

- 4.4.4 The legislative changes in respect of investments mentioned above are not now realistically expected to take effect until April 2010 at the earliest. However, the new system will require local authorities to have regard to the CIPFA Prudential Code for guidance on prudent investment practice and also produce an Annual Investment Strategy for Council approval prior to the start of each financial year. The strategy should set out the Council's policies for giving priority to the security and liquidity of its investments, rather than to the yield. This ensures a focus is placed on risk assessment. When the new legislation is introduced, the Treasury team will then introduce an Annual Investment Strategy which will be more comprehensive than previous reports and will be incorporated into the main Strategy Report reported to Council in March 2010 before the new financial year.

4.5 **Debt Rescheduling**

- 4.5.1 During the year, the Council's Treasury advisers, Butlers, have advised on debt rescheduling options with the aim of achieving savings on debt interest charges and enhancing the Council's long term debt maturity profile.
- 4.5.2 As previously reported, with effect from 1 November 2007, the PWLB introduced a new set of "Premature Repayment" rates, the impact of which was to reduce rescheduling savings. According to Butlers, savings could still be achieved in the right circumstances but restructuring opportunities would obviously be rare. In May 2009 prevailing PWLB interest rates allowed us to undertake some debt restructuring. Opportunities to redeem existing loans and economically replace them will be continually monitored and considered during the rest of the financial year as per Treasury strategy.
- 4.5.3 In early 2009/10, by premature redemption of £3m PWLB debt and replacement of same sum with a new 2 year PWLB loan, savings of approximately £0.204m were achieved over a two year period, at no premium cost to the Council. The maturity date of the replacement loan enhances our debt maturity profile as no major repayments of debt were due until 2013/14. This exercise will give us the option of either repaying the new loan in 2 years time without penalties or replacing the loan at the most advantageous rate available, depending on cash flow.

4.6 **Prudential Indicators**

- 4.6.1 The Prudential Indicators for capital expenditure and borrowing, affordability and prudence were updated for the 2008/09 year end position and presented to Policy & Resources in August 2009 report reference CSD/205/09/SA. This report presents an update on the Prudential Indicators previously approved.
- 4.6.2 **Capital Expenditure**

The table below details the actual capital expenditure that was incurred in 2008/09, and the original and revised estimates of capital expenditure to be incurred for the current and future years as at October 2009

Capital Expenditure							
	Actual 2008/09 £000	Estimate August 09 2009/10 £000	Current Estimate 2009/10 £000	Estimate August 09 2010/11 £000	Current Estimate 2010/11 £000	Estimate August 09 2011/12 £000	Current Estimate 2011/12 £000
General Services	17.383	18.580	15.099	9.296	13.641	8.000	8.000
PPP	1.017	9.400	9.400	0.000	0.000	0.000	0.000
KI	10.109	25.515	25.515	4.493	4.493	0.000	0.000
HRA	5.191	4.578	5.158	5.281	5.281	5.178	5.178
TOTAL	33.700	58.073	55.172	19.020	23.415	13.178	13.178

For 2009/10 and onwards the capital expenditure has been updated to reflect the current estimates and known levels of capital funding. The movement in the 2009/10 General Services figures is mainly due to project slippage to 2010/11. The increase in 2010/11 is due to this slippage and also capital expenditure matched to the level of planned capital receipts.

4.6.3 Ratio of Financing Costs to Net Revenue Stream

Ratio of Financing Costs to Net Revenue Stream							
	Actual 2008/09 %	Estimate August 09 2009/10 %	Current Estimate 2009/10 %	Estimate August 09 2010/11 %	Current Estimate 2010/11 %	Estimate August 09 2011/12 %	Current Estimate 2011/12 %
General Services	5.97	6.15	6.15	5.99	5.99	5.90	5.90
HRA	28.59	29.76	29.76	29.34	28.95	28.24	27.86

The above table provides an updated position on the Ratio of Financing Costs to Net Revenue Stream. There is no change to the previously reported figures in August 2009.

4.6.4 Capital Financing Requirement

Capital Financing Requirement							
	Actual 2008/09 £000	Estimate August 09 2009/10 £000	Revised Estimate 2009/10 £000	Estimate August 09 2010/11 £000	Revised Estimate 2010/11 £000	Estimate August 09 2011/12 £000	Revised Estimate 2011/12 £000
General Services	106.360	107.031	104.679	99.887	100.187	96.597	96.597
PPP	0.000	9.400	9.400	0.000	0.000	0.000	0.000
KI	2.609	2.940	2.940	0.000	0.000	0.000	0.000
HRA	16.340	15.500	15.500	16.866	16.866	17.680	17.680
TOTAL	125.309	134.871	132.519	116.753	117.053	114.277	114.277

The Capital Financing Requirement (CFR) measures the authority's underlying need to borrow for a capital purpose, and should reflect that, in the medium term, borrowing is only undertaken to finance capital expenditure. This indicator changes as capital expenditure plans change during the year. The original estimates are based on the estimates originally approved at the Policy and resources Committee in August 2008. The revised estimates are based on the current capital financing requirement and future year's capital budgets.

A reconciliation of the Capital Expenditure to the Capital Financing Requirement for 2009/10 is shown in Appendix A.

4.6.5 Net Borrowing and the Capital Financing Requirement

A comparison of net borrowing to the capital financing requirement in 2008/09 shows that net external borrowing did not exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current year and the next two financial years. This ensures that in the medium term borrowing is only undertaken for a capital purpose. This indicator will continue to be monitored during the year to ensure that this requirement continues to be achieved.

4.6.6 Incremental Impact on Council Tax and Housing Rents

One indicator of affordability relates to the impact any capital investment decisions have on the Council Tax, and in the case of the HRA, on Housing Rents. However at East Dunbartonshire any revenue implications of capital investment are addressed through the revenue budget whereby the associated debt charges re the planned capital investment are incorporated into the revenue budget process. Therefore for East Dunbartonshire Council there is no impact on either Council Tax or Housing Rents.

4.6.7 Authorised Limit

Borrowing is monitored against the Authorised Limit during the year to ensure that this is not exceeded. This limit must take into account the anticipated expenditure, but must also allow sufficient headroom for unusual cash movements occurring during the year. A limit of £138m was recently approved in October 2009, however in light of additional cashflow requirements linked to PPP transactions towards the end of the financial year, it is now recommended that this limit be increased to £150m.

4.6.8 Operational Boundary

Borrowing is also monitored against the Operational Boundary as part of the day to day Treasury Management Function. The Operational Boundary is the means by which the authority manages its external debt to ensure it remains within the self imposed Authorised Limit. A limit of £130m was approved in October 2009 and it is now considered appropriate to increase this limit to £142m, in light of contractual PPP payments.

Both the Authorised and Operational Boundaries will be reviewed again when the 2010/11 Strategy is set around March 2010.

4.6.9 Actual External Debt

The Council's actual external debt as at 31 March 2009 was £118.126m, all of which was borrowing.

4.6.10 Limits on Fixed and Variable Rate Exposures

Fixed interest rate exposure – upper limit 95%
Variable interest rate exposure – upper limit 25%

These limits were set at the Policy & Resources meeting on 17 March 2005, and borrowing has been monitored against these limits during the year. No change is proposed to these limits for the remainder of 2009/10.

4.6.11 Maturity Structure of Fixed Borrowing

Maturity Structure of Fixed Borrowing		
	Limits	Current Maturity
Under 12 months	0% - 20%	10.33%
12 months and within 24 months	0% - 40%	2.75%
24 months and within 5 years	0% - 60%	6.48%
5 years and within 10 years	0% - 80%	16.69%
10 years and above	50% -100%	63.75%

The above table shows the approved limits (set at Policy and Resources Committee on 17th March 2005) and compares this against the current EDC maturity profile. This shows that all fixed borrowing falls within the required approved limits. This will be monitored throughout the financial year.

4.6.5 Total Principal Sums Invested for Periods Longer than 364 days

The changes to the Investment rules have not yet been approved and issued, and therefore the Council is not yet able to invest for periods greater than 364 days.

Reconciliation of Capital Financing Requirement for 2009/10

	GENERAL SERVICES	PPP	KI	HRA	TOTAL
CFR b/f from 08/09	106.360	0.000	2.609	16.340	125.309
Total Capital Expenditure	15.099	9.400	25.515	5.158	55.172
<u>Less Funding</u>					
Grants	(6.400)	0.000	0.000	0.000	(6.400)
Contributions	(0.165)	0.000	(25.184)	(0.450)	(25.799)
Capital Receipts	(1.146)	0.000	0.000	(2.515)	(3.661)
CFCR	(0.121)	0.000	0.000	(0.593)	(0.714)
Total Estimated Funding	(7.832)	0.000	(25.184)	(3.558)	(36.574)
Principal Repayments 09/10	(8.948)	0.000	0.000	(2.440)	(11.388)
Net Movement 09/10	(1.681)	9.400	0.331	(0.840)	7.210
Closing CFR 09/10	104.679	9.400	2.940	15.500	132.519



POLICY AND RESOURCES COMMITTEE	3RD DECEMBER 2009
REPORT NO.	CSD/314/09/IB
BY:	DIRECTOR OF CORPORATE & CUSTOMER SERVICES
CONTACT OFFICER:	IAN BLACK – HEAD OF FINANCE & ICT EXT. 0141-578-8212
SUBJECT TITLE:	AUDITOR GENERAL'S REPORT ON SCOTLAND'S PUBLIC FINANCES

1.0 PURPOSE

- 1.1 To provide an overview of the key messages contained within an Audit Scotland study entitled "Scotland's public finances: preparing for the future", and assess the implications for East Dunbartonshire Council. Copies of the report have been sent electronically to elected members.

2.0 SUMMARY

- 2.1 The audit study contains an overview of the financial environment in Scotland and the pressures and challenges facing the public sector. The report also looks at the Scottish Government's financial management arrangements. It suggests some key questions for the Scottish Government, the Parliament and the wider public sector to consider when planning the delivery of public services in a time of severe resource constraint.
- 2.2 There are a number of implications for this Council arising from the findings. Public sector resource availability will undoubtedly reduce with a significant impact likely to be borne by local authorities. This Council's financial planning already includes this assumption.
- 2.3 Therefore the use of resources must be assessed at a strategic level to ensure they are targeted at areas of priority in an integrated manner. The effectiveness of services should be measured by robust performance management arrangements.

3.0 RECOMMENDATION

- 3.1 To note the implications of the report, in particular the effect of the downturn in public sector finances when deliberations on the 2010/11 Revenue Budget commence.

IAN BLACK
HEAD OF FINANCE & ICT

4.0 BACKGROUND

4.1 The Auditor General's report on "Scotland's public finances: preparing for the future" was published on 4th November 2009. The key messages of the report are set out as follows:

- The national economy is in recession and the public sector is under great financial pressure. It will be very challenging to maintain current levels of public services and meet new demands when resources are tight.
- The Scottish Government has strengthened its financial management. But more could still be done to evaluate how well money is spent in delivering against government priorities and improving public services.
- The Scottish Government's annual budget is largely developed on an incremental basis which involves making adjustments at the margin to existing budgets. This approach is not suitable for budgeting in a financial downturn.
- The Scottish Government and the wider public sector need to work together to develop better activity, cost and performance information. This information is needed to enable informed choices to be made between competing priorities, and to encourage greater efficiency and productivity.
- The Scottish Parliament has an important role in scrutinising the government's spending plans. Better information linking spending to costs, activities and service performance, and a rolling programme of performance reviews would support the Scottish Parliament in fulfilling this role.

4.2 The report also poses some key questions that need to be addressed in planning for future financial challenges. These are listed below and provide a good checklist for future financial planning:-

- How are decisions made between competing priorities when resources are limited? What will success look like in relation to service delivery on the ground?
- Is there sufficiently good information on the cost, quality and quantity of services to support evidence-based priority setting?
- What needs to be done to improve understanding of the links between spending, activities, performance and outcomes?
- What contribution beyond the Scottish Government's two per cent efficiency savings can be expected? What more could be done to improve productivity in public services?
- Are there areas where spending is needed to deliver significant longer-term savings?
- Is the balance right between short-term measures and long-term changes?
- Is enough being done across service boundaries on efficient services that place users first?
- Are there barriers to delivering joined-up and efficient services that should be addressed, or can partnerships and shared service arrangements be relied on?
- Are partnerships able to use budgets, staff and buildings in a flexible way?

- Is the work into partnerships delivering clear improvements in the accessibility, quality and efficiency of public services? What support do partnerships need?
- Is the current capital investment programme sustainable in the current economic climate? And what are the priorities?
- What are the implications of an ageing workforce for the staffing of front-line services such as education, health, social work, police and fire services?
- Does the public sector have a sufficiently flexible workforce to allow jobs to be changed? Is there a need for skills development and an improved understanding with the unions and staff about the needs and opportunities for redesigning how services are provided?

4.3 These questions are raised in relation to the Scottish Government's budget decisions but are also applicable to individual local authorities.

4.4 The Council's Medium-Term Finance & Resources Plan summarises how a number of these issues are being progressed in relation to priority based decision-making, efficiency, capital planning, shared services, partnership working, workforce planning and performance management. Whilst there is progress officers recognise that further work is required to position the Council effectively for a period of constrained resources.

4.5 The issues contained within the Auditor General's report have been recognised and acknowledged and will be considered in future corporate planning arrangements.

5.0 IMPLICATIONS FOR OTHER SERVICES

5.1 Legal implications - None

5.2 Human Resources - Consideration of workforce planning issues is already being progressed in the Strategic Operating Model.

5.3 Finance - Future decisions on finances should be mindful of the findings and checklist questions contained in the Auditor General's report.



POLICY & RESOURCES COMMITTEE

3 DECEMBER 2009

REPORT NO.:

CSD/270/09/JP

**BY: CORPORATE DIRECTOR
(CORPORATE SERVICES)**

CONTACT OFFICER:

**JANICE PEEBLES –
REVENUES MANGER
EXT: 0141 578 8367**

SUBJECT TITLE:

**COLLECTION OF COUNCIL TAX
COMMUNITY CHARGE (POLL TAX)
AND NON-DOMESTIC RATES**

1.0 PURPOSE

- 1.1 The purpose of this report is to provide details of the performance of the revenues section in the collection of council tax for the year 2009/10.
- 1.2 In addition, an update on cumulated collection of council tax for all prior years as at 31 August will be provided.
- 1.3 Collection figures for community charge (poll tax) will also be supplied.
- 1.4 Collection figures for non-domestic rates will also be supplied.

2.0 SUMMARY

- 2.1 Appendix 1 shows council tax collection for 2009/10 billing as at 30 September 2009 of 57.15% compared to 55.20% at the same point in the previous year. This increase was anticipated as a result of the payment date being brought forward to the 1st of the month. It is difficult at this stage, to ascertain the ultimate in-year collection figure.
- 2.2 Appendix 2 shows the number of arrears cases and the income received to-date. Since March 2009 the caseload has reduced by 1,329 and cash received amounted to over £1.836M.
- 2.3 Appendix 3 shows council tax collections as at 30 September for all years. Ultimate collection levels have been increased to 97.75%. The oldest 4 years have already reached this target and it is envisaged that at least 1 more year will reach this level by the end of financial year reflecting as a one-off financial benefit in 2009/10.

2.4 Community charge (poll tax) collected since 1 April 1996 stands at £1.4M.

2.5 Appendix 4 shows NDR Collection as at 30 September 2009 for all years.

286 first reminder letters for 2009/10 have been issued. The numbers are down by over 100 compared to last year. This is encouraging given the economic down-turn.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

3.1 Note the contents of this report which forms part of the monitoring process for the revenues performance.

4.0 IMPLICATIONS FOR OTHER DEPARTMENTS

4.1 Finance Improved collection rates for revenues owed to the council. Financial effect will be consolidated in Financial Statements for 2009/10.

4.2 Legal None

4.3 Human Resources None

4.4 Public Relations None

IAN BLACK
HEAD OF FINANCE & ICT

IN-YEAR COLLECTION LEVEL AS % OF NET DUE.

	TARGET		ACTUAL	ACTUAL	MOVEMENT
YEAR	2009/10		2009/10	2008/09	2008/09 & 2009/10
MONTH	%		%	%	
APRIL	9.10		9.20	8.67	0.53
MAY	18.30		18.61	17.95	0.66
JUNE	27.70		27.75	27.25	0.50
JULY	37.20		38.41	37.00	1.41
AUGUST	46.70		47.11	46.00	1.11
SEPT	56.20		57.15	55.20	1.95
OCT	65.72			64.81	
NOV	75.25			74.39	
DEC	84.55			83.91	
JAN	94.25			93.00	
FEB	95.85			95.25	
MARCH	96.25			96.25	

APPENDIX 2

BALANCES	DATE	CASES	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	ARREARS	2009	TOTAL
Rollover	01/04/09	13,894	£321,435	£483,885	£653,145	£668,913	£792,570	£854,943	£967,389	£1,044,853	£1,111,619	£1,177,168	£1,267,604	£1,368,937	£1,570,439	£1,579,475	£1,725,242	£2,830,301	£18,417,918	£5,180,534	£23,598,452
	30/04/09	13,523 371	£319,193 £2,242	£480,796 £3,089	£648,952 £4,193	£664,745 £4,168	£784,927 £7,643	£843,734 £11,208	£954,312 £13,077	£1,029,586 £15,267	£1,094,062 £17,558	£1,160,285 £16,883	£1,249,776 £17,827	£1,344,377 £24,560	£1,537,709 £32,730	£1,542,070 £37,405	£1,678,504 £46,738	£2,626,423 £203,878	£17,959,452 £458,466	£4,451,525 £729,009	£22,410,976 £1,187,475
	31/05/09	13,356 167	£318,002 £1,191	£479,862 £934	£646,589 £2,363	£660,601 £4,144	£778,425 £6,502	£836,640 £7,094	£945,539 £8,773	£1,018,947 £10,639	£1,082,923 £11,139	£1,145,996 £14,289	£1,239,902 £9,874	£1,333,563 £10,815	£1,521,444 £16,265	£1,530,534 £11,536	£1,656,762 £21,742	£2,525,741 £100,682	£17,721,471 £237,980	£4,064,076 £387,449	£21,785,547 £625,429
	30/06/09	13,099 257	£315,946 £2,056	£475,796 £4,066	£640,403 £6,186	£654,963 £5,638	£767,833 £10,592	£826,305 £10,335	£934,115 £11,424	£1,004,935 £14,012	£1,070,212 £12,711	£1,133,787 £12,208	£1,225,945 £13,957	£1,320,853 £12,709	£1,507,013 £14,431	£1,515,328 £15,206	£1,637,642 £19,120	£2,419,074 £106,666	£17,450,152 £271,320	£3,717,746 £346,330	£21,167,898 £617,649
	31/07/09	12,943 156	£315,158 £788	£474,947 £849	£638,535 £1,868	£650,630 £4,333	£763,966 £3,868	£820,728 £5,577	£925,385 £8,730	£993,401 £11,534	£1,055,743 £14,469	£1,117,477 £16,310	£1,211,916 £14,029	£1,307,106 £13,748	£1,488,467 £18,546	£1,485,730 £29,598	£1,504,826 £132,816	£2,323,094 £95,980	£17,077,109 £373,043	£3,482,269 £235,477	£20,559,377 £608,521
	31/08/09	12,740 203	£313,053 £2,105	£473,382 £1,565	£635,420 £3,115	£647,242 £3,388	£757,714 £6,252	£811,950 £8,778	£914,575 £10,810	£981,084 £12,317	£1,042,165 £13,578	£1,100,198 £17,280	£1,190,569 £21,347	£1,285,255 £21,851	£1,464,099 £24,368	£1,462,215 £23,515	£1,573,096 -£68,270	£2,216,898 £106,197	£16,868,914 £208,195	£3,066,181 £416,088	£19,935,095 £624,282
	30/09/09	12,565 175	£311,980 £1,073	£470,660 £2,723	£631,603 £3,816	£643,901 £3,341	£751,380 £6,334	£802,701 £9,249	£904,220 £10,356	£969,386 £11,698	£1,026,905 £15,260	£1,084,163 £16,034	£1,174,094 £16,475	£1,263,332 £21,923	£1,445,013 £19,086	£1,434,035 £28,181	£1,537,489 £35,607	£2,130,892 £86,005	£16,581,753 £287,161	£2,809,744 £256,437	£19,391,497 £543,598
	31/10/09	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
	30/11/09	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
	31/12/09	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
	31/01/10	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
	28/02/10	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
	31/03/10	0 0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0	£0 £0
TOTAL MOVEMENT		1,329	£9,454	£13,226	£21,542	£25,012	£41,190	£52,242	£63,170	£75,467	£84,715	£93,005	£93,510	£105,606	£125,426	£145,440	£187,753	£699,409	£1,836,165	£2,370,790	£4,206,955

APPENDIX 3

EAST DUNBARTONSHIRE COUNCIL - COUNCIL TAX COLLECTION TO DATE
(INCL WATER, WASTE WATER)

		%
Year		Collected
2008/09		96.86
2007/08		97.61
2006/07		97.59
2005/06		97.50
2004/05		97.68
2003/04		97.68
2002/03		97.66
2001/02		97.66
2000/01		97.57
1999/2000		97.63
1998/99		97.69
1997/98		97.74
1996/97		97.75
1995/96		97.75
1994/95		97.93
1993/94		98.19

APPENDIX 4

EAST DUNBARTONSHIRE COUNCIL - NON-DOMESTIC RATES COLLECTION TO DATE

		%
Year		Collected
2009/2010		41.6
2008/2009		97.0
2007/2008		97.6
2006/2007		97.3
2005/2006		97.7
2004/2005		98.0
2003/2004		98.1
2002/2003		98.0
2001/2002		98.3
2000/2001		98.7

POLICY & RESOURCES COMMITTEE	3 DECEMBER 2009
REPORT NO.:	CSD/289/09/JP BY: CORPORATE DIRECTOR (CORPORATE SERVICES)
CONTACT OFFICER:	JANICE PEEBLES REVENUES MANAGER EXT: 0141 578 8367
SUBJECT TITLE:	HOUSING AND COUNCIL TAX BENEFIT PERFORMANCE, FRAUD & NATIONAL FRAUD INITIATIVE

1.0 PURPOSE

- 1.1 The purpose of this report is to provide details of the performance of the Benefits Section for the year 2009/10.

2.0 SUMMARY

- 2.1 The DWP has confirmed that the reconciliation of data transfer is almost complete and that the figures will be published shortly. Appendix 1 shows the position as at 30th September 2009 in the old format.
- 2.2 Compared to the same quarter last year, the mail count has doubled to 4,664. The number of unsuccessful claims for the second quarter is 356 compared to 669 for the first quarter of this year.
- 2.3 The Council takes a robust and proactive approach to the prevention and detection of benefit fraud and continues to co-operate with other public sector agencies involved in this area of work. Appendix 2 shows the fraud and NFI activity for the quarter to 30th September 2009.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Notes the performance in Benefits processing for 2009/10.
- 3.2 Continues to receive reports in the current reporting format until the new DWP reporting mechanism is bedded down.

4.0 IMPLICATIONS FOR OTHER DEPARTMENTS

- | | | |
|-----|------------------|------|
| 4.1 | Finance | None |
| 4.2 | Legal | None |
| 4.3 | Human Resources | None |
| 4.4 | Public Relations | None |

IAN BLACK
HEAD OF FINANCE & ICT

APPENDIX 1

	Full Year Actual 2006/07	Full Year Actual 2007/08	Full Year Actual 2008/09	01/04/09 - 30/04/09	01/05/09 - 31/05/09	01/06/09 - 30/06/09	01/07/09 - 31/07/09	01/08/09 – 31/08/09	01/09/09 – 30/09/09	Cumulative YTD as at 30/09/09
Average days to process new claims	36	28	29	36.92	38.54	34.59	35.48	36.48	33.35	34.90
% rent allowance claims paid within 7 days of decision being made	92%	94%	98.2%	100%	98%	100%	99.10%	99.30%	99.10%	98.90%
% new claims processed within 14 days of receipt of all necessary information	88%	89%	86.12%	81.99%	85.30%	81.50%	79.50%	82.40%	82.97%	84.18%

Commentary

Whilst performance in terms of speed of processing has dropped in 2008/09, once the benefit has been determined, in terms of making the payment, almost every single payment has been made within 7 days.

Whilst the mail count has doubled in this quarter compared to the same period last year, indicative figures for October show that the number of days to process new claims will be below 30 days.

Fraud Performance

As at 30 September 2009

Referrals Received

Source	Qtr1	Qtr2
Housing Benefit Matching Service	15	17
Benefits Team	11	23
Anonymous Sources	10	9
Others	9	18
Total	45	67

Number of Sanctions

Source	Qtr 1	Qtr 2
Reports Submitted to Procurator Fiscal	3	10
Administrative Penalty	3	1
Administrative Caution	5	2
Total	11	13

Comments

A total of 24 sanctions have been achieved, as at 30/09/2009. At the same position in 2007/08 and 2008/09 the total sanctions achieved were 5 and 17 respectively.

Fraud Established

	£
Qtr 1	111,602.58
Qtr 2	173,057.19
Total	284,659.77

Comments

The total fraud established, as at 30/09/2009 is £284,659.77. The annual total for previous years were as follows

2008/09 £331,024.81
 2007/08 £450,476.32
 2006/07 £273,103.70
 2005/06 £154,580.00

National Fraud Initiative 2006/07

Work on this initiative is near completion. There are only 6 cases that investigation has to be finalised.

The total fraud from the initiative now totals £331,896.12.

National Fraud Initiative 2008/09

Sifting of the results of this exercise has been finalised.

A total of 69 cases are currently under investigation or investigation has still to commence.

Fraud has been established in 11 cases totalling £136,025.30.

National Fraud Initiative 2009/10

The data extract for 2009/10 was completed on 15th October 2009 and the results of the matching exercise will be released at the end of January 2010.

POLICY AND RESOURCES COMMITTEE	3 DECEMBER 2009
REPORT NO: CSD/306/09/TD	DIRECTOR OF CORPORATE & CUSTOMER SERVICES
CONTACT OFFICER:	TOM DUNCAN (CORPORATE PLANNING AND PERFORMANCE MANAGER) (578 8186)
SUBJECT:	SCRUTINY FINDINGS FROM REVIEW OF FORMER CORPORATE SERVICES DIRECTORATE - 2008-09 REPORT FROM CORPORATE RESOURCES POLICY AND PERFORMANCE PANEL

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members of the Committee with details of the findings of scrutiny of performance of the Corporate Services' Directorate, for 2008-09, which was undertaken by the Corporate Resources Policy and Performance Panel on 3 November 2009. (Appendix One)
- 1.2 In accordance with the corporate guidance relevant to the functioning of the Policy and Performance Panels, all Panels are required to submit a review report to the relevant Strategic Committee outlining their scrutiny findings. The report identifies both areas of good practice and areas where improvements are required.
- 1.3 Members of the Committee should note that this was the final meeting of the Corporate Resources Policy and Performance Panel. At its meeting on 29 October, Council approved revised arrangements for the functioning of Scrutiny Panels, which are due to hold their first meetings in January/February 2010. (Report No. CSD/260/09/TD)

2.0 EXECUTIVE SUMMARY

- 2.1 Scrutiny of performance is a core element of the work of the Policy and Performance Panels. The Corporate Performance Reporting template enables a coherent and concise method of reporting performance to Council Committees and subsequently to the Policy and Performance Panels.

- 2.2 All the former Directorate performance submissions have now been considered by the relevant Policy and Performance Panel. Where areas for improvement are identified by the Panels, Directorates need to incorporate improvement actions within Directorate Service Plans covering the new ten strategic service groupings established under the Strategic Operating Model, which was approved by Council in March 2009. (Report No. CSD/060/09/AD) The Plans must clearly define the actions that will be taken to enhance performance and provide a timescale for implementation.
- 2.3 The attached reporting template agreed by the Corporate Resources Policy and Performance Panel, details a range of areas of good practice being implemented by services within the former Corporate Services Directorate, together with areas where improvements are required.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Committee takes the following action:
- 1) Receives a verbal summary of the scrutiny findings from the Lead Member, Corporate Resources Policy and Performance Panel
 - 2) Requests that the Director (Corporate and Customer Services) sets improvement targets in the new Directorate Service Plan for those service areas which the Panel has identified as requiring improvement
 - 3) Requests that the Director (Corporate and Customer Services) presents the new Directorate Service Plan to the meeting of the Policy and Resources Committee in February 2010

**ANN DAVIE
HEAD OF CUSTOMER RELATIONS
AND ORGANISATIONAL DEVELOPMENT**

CORPORATE RESOURCES POLICY PANEL

SCRUTINY OF PERFORMANCE OF

FORMER CORPORATE SERVICES DIRECTORATE

2008-09

November 2009

FINANCE & ICT & AUDIT & RISK

Areas of Good Performance	Evidence Base
1. Production of 2008/09 Annual Accounts and compliance with Code of Practice	<ul style="list-style-type: none"> Annual audit report to members for the year ended 31 March 2009 Unqualified audit certificate
2. Benefits Processing – continue to improve working practices	<ul style="list-style-type: none"> Statutory performance indicators subject to audit showing improvements DWP benefit subsidy claim for 2008/09 approval.
3. Strong Council tax collection rates, cost effectiveness of service and fall in Council tax arrears	<ul style="list-style-type: none"> Statutory performance indicators subject to audit showing increased collection. Increasing cash level of in-year collection is part of the annual external audit process.
4. Positive returns from annual IT Customer Survey	<ul style="list-style-type: none"> Individual returns from respondents with a return rate judged to be statistically significant. Reported to elected members in 2008/09 Annual ICT Report. Satisfaction score of 6 out of 7 (upper quartile)
5. Improved absence rates – maximising attendance fully in place	<ul style="list-style-type: none"> Regular reporting on absence statistics by Head of CR & OD. Statutory performance indicator subject to audit.
6. Achievement of targets in annual audit plan	<ul style="list-style-type: none"> Completion of 2008/09 Annual Audit plan. Affirmation of the work of Internal Audit by KPMG (the Council's appointed external auditors).
7. SOA Risk Assessment	<ul style="list-style-type: none"> High level assessment undertaken within the former PPA.

Areas Requiring Improvement	Evidence Base	Details of Improvement Actions
1. Audit Recommendation – International Financial Standard Compliance	Recommendation from KPMG in annual audit report for year ended 31 st March 2009.	<ul style="list-style-type: none"> Good progress to date in Fixed Assets and Capital Accounting. Project plan to review other key aspects (accumulated annual leave, leases, PPP). Work ongoing with CIPFA/PWC to meet requirements. Liaison meeting with KPMG planned for early 2010.
2. Prioritisation of ICT Workload	SOCITM ICT Strategy report and self-assessment.	<ul style="list-style-type: none"> Prioritisation based on linkage to Corporate objectives and SOA.
3. Project Management Controls for ICT Projects	Self-assessment – Improved delivery rates for ICT projects within timescale and scope.	<ul style="list-style-type: none"> Change control arrangements now fully embedded. Resourcing and structure changes recommended in the F&ICT SOM business case (still subject to consideration by SMT).

4. Creditor payments – improvement in performance but working with services to further improve performance through enhanced monitoring	Statutory Performance Indicators	<ul style="list-style-type: none"> • Performance reports presented to individual Heads of Service and SMT. • Memo from Chief Executive outlining the importance of timeous settlement. • Scrutiny from Corporate Services Policy & Performance Panel.
5. Continue improvements in overall collection rate for Council tax, non-domestic rates and sundry debtors to minimise bad debt position	Internal performance metrics and financial targets plus statutory Performance Indicators.	<ul style="list-style-type: none"> • Work with customers to reach mutually agreeable payment schedules. • Weekly direct debit arrangements • Early payment dates • Encourage take-up of direct debit.
6. Re-launch of Corporate Risk Management Strategy	Recommendation from the Best Value Audit	<ul style="list-style-type: none"> • Status paper presented to Audit & Risk Sub-Committee (June 2009) • Strategy Paper agreed by Audit & Risk (October 2009)
7. Extend internal performance information	Self assessment of an area for development	<ul style="list-style-type: none"> • Extend the range of information recorded on Covalent. • Consider audit recommendations being reported on Covalent to provide progress assessment.

HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

Areas of Good Performance	Evidence Base
1. Single status package	<ul style="list-style-type: none"> Revised package of pay and grading and terms and conditions fully implemented.
2. Equality based pay and grading and terms and conditions	<ul style="list-style-type: none"> Enabling mitigation of further potential equal pay liability by introduction. This process received positive Equality Impact Assessment by an independent external adviser.
3. Re-launch of Partnership at Work Agreement	<ul style="list-style-type: none"> Following conclusion of single status, positive working relationships with trades union colleagues have been re-established and are progressively developing. Schedule of meetings in place and approach to joint working agreed.
4. Strategy and Policy Development	<ul style="list-style-type: none"> Significant progress made again in partnership with trades union colleagues Key development including: <ul style="list-style-type: none"> Recruitment & Selection; Discipline & Grievance; PDR (Performance & Development Review) Framework; Employee Survey 2008 Action Plan; Workforce Planning Framework
5. Organisational Review – Strategic Operating Model	<ul style="list-style-type: none"> Significant role in the development of the revised SOM Successful negotiation with the trades unions on the implementation process In-house design of all associated processes In-house recruitment design and delivery for all posts and cessation of use of external consultants resulting in revenue cost savings.

Areas Requiring Improvement	Evidence Base	Details of Improvement Actions
1. Delivery of outstanding service development activities (Lpi's)	Process development has not been undertaken to effectively monitor some LPIs	<ul style="list-style-type: none"> Plans now in place to enable completion with necessary resource allocation and prioritisation.
2. Develop process improvement to improve efficiency within support teams	Process development has not been undertaken to effectively monitor some LPIs	<ul style="list-style-type: none"> Plans now in place to enable completion with necessary resource allocation and prioritisation.
3. Increase pace in delivering the Employee Survey Action Plan recommendations	Work ongoing and in partnership with trades unions.	<ul style="list-style-type: none"> Plans now in place to enable completion with necessary resource allocation and prioritisation.

4. Conclude the development of an Employee Development Strategy to demonstrate the Council's commitment to learning, training and workforce development	Whilst significant work has been undertaken to develop a strategic approach aligned to outcomes of the SOM is now being progressed.	<ul style="list-style-type: none"> • Work in progress and in partnership with trades union colleagues. • Replanned to be completed by February 2010.
5. Continue to work with services to continue improving trend of attendance at work levels	Work ongoing with trades unions on the consultation of revised strategies	<ul style="list-style-type: none"> • Work in progress and in partnership with trades union colleagues. • Replanned to be completed by February 2010.

LEGAL & ADMINISTRATION SERVICES

Areas of Good Performance	Evidence Base
1. Implementation of new alcohol licensing system	All targets met for issuing licences within statutory time limits. No premises forced to close through deficiencies in the Licensing Board's processing of applications
2. Registration Services – increased customer satisfaction	Returns from customer questionnaires showing overall improvement in levels of service across all services and offices.
3. Registration Services – education appeals	Positive report from Administrative Justice Committee on administration of education appeals.
4. Regulation of Investigatory Powers Inspection Report – positive findings	RIPSA continues to operate commendably following inspection of EDC processes and procedures.
5. Freedom of Information reviews	Despite a rise in the number of FOI requests, FOI review of findings remains small and EDC was successful in one appeal to the Court of Session.

Areas Requiring Improvement	Evidence Base	Details of Improvement Actions
1. Civic Government Licensing Review	Outstanding due to employee shortages.	Intended to resume once revised structure via SOM process is approved and vacant posts are filled.
2. Review of Planning Support – local review bodies	Ongoing. LRB members now appointed.	Training is being arranged for LRB members in readiness for any review requests which may be received.
3. Review of Council Administrative Scheme	Scheme has recently been reviewed in parts in a piecemeal fashion.	A full, integrated review will take place on completion of the SOM process.
4. Development of local performance indicators	These are required to more rigorously monitor performance levels.	There will be increased use of the Covalent system in this regard

POLICY & PUBLIC AFFAIRS

Areas of Good Performance	Evidence Base
1. East Dunbartonshire Single Outcome Agreement – 2008-11	Single Outcome Agreement referenced as good practice by Scottish Government – Review of implementation for 2008-09 was submitted to Council in October 2009
2. Corporate Development Plan – 2008-11	The Corporate Development was launched in September 2008. It sets out a series of objectives and outcomes which are prioritised for implementation by Council. During 2008-09, work took place to align the outcomes and objectives with those in the Single Outcome Agreement. Review of implementation for 2008-09 was submitted to Council in October 2009
3. Project Management of Best Value Audit in Council	The successful project management of the Best Value Audit
4. Consultation and Engagement Strategy	The Consultation and Engagement Strategy was launched in May 2008. It sets out an annual programme of consultation and identifies how the outcomes of consultation will be reported to participants and the public
5. Establishing of Community Engagement Group	The establishment of the Community Engagement Group in December 2008 provides a coherent forum for Elected Members, Council services, community planning partners and representatives from equality and diversity groups to develop enhanced community relations. The Group meets on a quarterly basis
6. Production of the Council magazine Edlife on schedule and on budget to the 44,000 local households	Magazine produced on quarterly basis
7. Implementation of regular employee communications during period of organisational change	Between January and March 2009, six editions of 'Employee News' were distributed by email on the Intranet and in Paper format
8. Production of employee magazine 'Edit' on schedule and on budget to 5,000 employees	Magazine produced on quarterly basis and shortlisted for CIB award in 2008
9. Launch of Customer Services Strategy	The Customer Services Strategy was approved by Council in March 2009

Areas Requiring Improvement	Evidence Base	Details of Improvement Actions
1. Corporate Communications Strategy	Strategy needs to be renewed	Communications Strategy being reviewed to take account of the requirements of Customer Services, Web and Internal Communications Strategies
2. Contact Centre Performance Management	Measurement of performance restricted due to limitations in technology	Capital bid has been submitted for improved Telephony and linkages to the Customer Relationship Management system (CRM)

POLICY AND RESOURCES COMMITTEE **DATE: 3 DECEMBER 2009**

REPORT NO:CSD/304/09/LM **BY: DIRECTOR OF CORPORATE
&CUSTOMER SERVICES**

CONTACT OFFICER: **LINDA MCKENNA, SENIOR POLICY
OFFICER (TEL: 578 8337)**

SUBJECT TITLE: **EQUALITY AND DIVERSITY SCHEME 2006-09
- ANNUAL REVIEW OF PROGRESS - 2009**

1.0 **PURPOSE**

1.1 The purpose of this report is to provide Committee with information on the implementation of the Equality and Diversity Scheme and to seek its approval of the annual progress report for 2009. The publication of annual progress reports in an accessible manner, such as on the Council website, is a key requirement of the Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005 and Equality Act 2006.

2.0 **SUMMARY**

2.1 The Race, Disability and Gender Equality legislation requires that all public authorities publish an annual report on implementation of actions related to the respective equality duties. This annual report provides details on progress made relevant to the equality action plans, as set out in the Equality and Diversity Scheme 2006-09. The report also provides details on further initiatives that have been implemented to enhance equality of opportunity over the past year.

3.0 **RECOMMENDATIONS**

3.1 It is recommended that the Policy and Resources Committee:

(i) Approves the contents of the Equality and Diversity Scheme 2006-09 Annual Progress Report 2009;

(ii) Requests that a new Scheme for the period 2010-11 be brought to Committee for approval at its meeting in April 2010.

ANN DAVIE
HEAD OF CUSTOMER RELATIONS AND ORGANISATIONAL DEVELOPMENT

4.0 BACKGROUND

- 4.1 The Council's first Equality and Diversity Scheme was approved by Council in November 2006 (CTY/183/06/LMcK), and made available to the public in December 2006 as required by legislation. The legislation also requires that public authorities publish an annual report detailing the progress made on implementation of equality schemes.
- 4.2 The first annual report was submitted to Policy and Resources Committee in January 2008, (CSD/016/08/LM) and reported good progress in the implementation of the Scheme.
- 4.3 Work is being progressed through the Corporate Equality Development Group and Directorate Equality Sub-groups. This has led to a number of actions being implemented over the past 12 months including work with Disabled Go, development and launch of an Accessible Information Policy, Holocaust Memorial Day commemorations and the establishment of a new Equality Engagement Group.
- 4.4 While the report is fairly positive, it also highlights work that requires to be progressed in 2009, such as improving accessibility to council buildings.

5.0 NEXT STEPS

- 5.1 In 2010 the Corporate Equality Development Group will begin work on the development of a new Single Equality Scheme, pulling together all work and requirements around the existing public sector equality duties, but also anticipating the requirements of the proposed Single Equality Scheme, likely to be enacted by the Westminster Parliament in 2010.
- 5.2 This work will also involve a review of all Council policies and action plans in relation to equality and diversity, and will involve equality groups from across East Dunbartonshire through the Equality Engagement Group. A new Single Equality Scheme and related will be developed for Committee approval in April 2010.



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Equality and Diversity Scheme

Annual Review

December 2009

**Equality and Diversity Scheme 2006-09
Annual Review
December 2009**

1. Introduction

Our first Equality and Diversity Scheme was published in December 2006 and set out the detailed arrangements that East Dunbartonshire Council would take to meet the requirements of the Race Equality Duty, the Disability Equality Duty and the Gender Equality Duty. Annual reviews of the Scheme were reported in December 2007 and December 2008, highlighting areas of good progress and some areas of work that had not yet met their targets. The reviews also highlighted some of the actions had been met ahead of schedule, including the development of a Domestic Abuse and Violence against Women Strategy.

2. Background

The Council chose to accommodate all three duties within a wider Equality and Diversity Scheme for a number of reasons. Firstly, although addressing different issues and different forms of discrimination, similar processes are involved in meeting the duties. These include consultation and involvement of groups who have an active interest or are affected by the various equality duties. There is also the requirement to carry out equality impact assessments on our functions and policies to ensure no adverse impact on different racial groups, disabled people or for reasons relating to gender. Monitoring and evidence gathering are also key requirements within each of the Duties. In order for each of these requirements to be met in a way that is proportionate and adheres to the principles of Best Value, it is important for the organisation to look at Equality and Diversity issues and duties as a whole, whilst considering the specific needs of each equality strand.

We recognise that the field of 'Equality and Diversity' is ever changing and constantly evolving. As such, some initiatives in this area have been developed which did not form part of the original Equality and Diversity Scheme. As stated in our Equality and Diversity Scheme in 2006, as a Council we recognised that we would adapt and improve our approach to eliminating harassment and discrimination and to promoting equality of opportunity as things change. Some actions have also been altered that were in the original action plans, having now learnt from our stakeholders, customers and best practice. We hope that some of the changes we have made and the work that we have already undertaken will go some way to ensuring that we are continually improving our approach to delivering our services. This is done in a way which embraces the spirit of the equality legislation and reflects the needs of the communities which we serve.

3. Organisational Context

The council is currently going through a period of major reorganisation. This process has taken place throughout 2009, and has had implications for all services and actions, including those in relation to equality and diversity. However, work has steadily progressed through this period of transition. Within the action plans attached, there are references to responsibilities under the former structure. In order to maintain transparency, the names/services have not been amended at this stage. A new Equality and Diversity Scheme will be developed in early 2010, which will set out actions and processes that will better fit the new structure and will embrace the ethos behind the new Equality Bill, due to be enacted by the UK Parliament in 2010.

4. Key Achievements in Equality and Diversity in 2009.

Appendices 1 and 2 provide detailed information on progress made in the implementation of the Equality and Diversity Scheme. However, we would like to highlight the following actions and achievements that we have taken forward over the past 12 months in embracing our public sector equality duties.

- **Increase in Accessible Buildings**

Public accessibility to our buildings is an important measure of how well the Council is meeting the requirements of disability discrimination legislation. In our annual progress report for 2007, we acknowledged that work had to be progressed in making our buildings more accessible.

In 2007/08, 24 of our 67 buildings were assessed as fully accessible, an increase of eleven buildings since 2006/07, representing more than a 20% increase on previous years. This has increased slightly again for 2008/09, we recognise that we need to continue to significantly improve and we are committed to improve this in the future.

Percentage of public service buildings that are suitable and accessible to disabled people¹:

2006/07	2007/08	2008/09
14.9%	35.8%	36.7%

- **East Dunbartonshire Equality Engagement Group**

The Equality Engagement Group met for the first time in December 2008. The group involves equality groups from across East Dunbartonshire, and seeks to discuss and provide information on a range of local equality issues. The group acts as a first point of contact between the Council, Community

¹ Taken from EDC Public Performance Report 2008/09

Planning Partners and local equality groups, and helps influence the development of policies in relation to equality. Meetings held in 2008/09 have been successful, and a number of issues have been discussed including the impact of the forthcoming UK Equality Bill, LGBT issues and matters in relation to the care of older people from minority ethnic backgrounds.

The Equality Engagement Group will continue to meet on a quarterly basis in 2010.

- **Work with Disabled Go**

The Council has been working with Disabled Go since January 2008. This organisation has developed an award-winning national online guide that provides details of accessibility to businesses, buildings, accommodation and other facilities. With the Council's support, there are now extensive listings for East Dunbartonshire on their website. The project has involved a number of people with disabilities who have provided information and ideas on the type of information and details that they would like to see on the website (www.disabledgo.info).

DisabledGo have recently put live their new website which includes various new features making this website more accessible to our users. The new design and added functions have been incorporated based on feedback from steering group members and disabled people at consultations.

- **Holocaust Memorial Day Commemorations**

The Council has commemorated this significant day, 27th January for the last three years. Bishopbriggs Academy pupils and invited guests delivered a poignant commemoration event at Woodhill Evangelical Church. Kirkintilloch High School held their annual Holocaust Memorial Day assembly on Friday 30th January, which explored 2009's theme of "Stand up to Hatred". The assembly was addressed by Stephen Anson, son of a Dachau Concentration Camp survivor. The Council will continue to mark this important day in years to come.

- **Publication of Equality and Diversity Bulletin**

In order to promote the work being undertaken on equality and diversity across the council, the Council now publishes an Equality and Diversity Bulletin, for all employees and Elected Members. The bulletin is also circulated to local equality groups for information, and is published on a six-monthly basis. The Bulletin seeks to enhance the profile of equality and diversity as a cross-cutting issue across the Council. It contains a range of information including work being progressed by the Corporate and Directorate Equality Groups, recent Council achievements in the implementation of equality and diversity actions, and information on training. The bulletin also has an Equality and Diversity Diary, which highlights key dates and events

such as Holocaust Memorial Day and LGBT Month. The third bulletin was circulated in November 2009.

5. Equality and Diversity Scheme Action Plans

The following section provides information on the public sector equality duties and how the Council has sought to meet each of the duties.

5.1 Progress on Implementation of Race Equality Action Plan

The Race Relations (Amendment) Act 2000, requires that most public bodies, including local authorities, must develop and publish a Race Equality Scheme. Within this scheme we must set out our arrangements for meeting the **general duty** of the Act. Our Scheme therefore sets out detailed actions as to how we will continue to:

- a) Eliminate unlawful racial discrimination,
- b) Promote equality of opportunity; and
- c) Promote good relations between people of different racial groups.

There are also specific duties in relation to the Race Equality Duty, including the publication of 'detailed arrangements as to how the organisation will meet its race equality duties'. Specific Duties also extend to the field of employment. As a public authority, East Dunbartonshire Council has a specific duty to promote racial equality in employment. Under the Employment Duty we must monitor, by racial group, the numbers of:

- Staff in post, and
- Applicants for employment, training and promotion from each such group.

As we employ more than 150 full time staff, we also have a duty to monitor the numbers of staff from each such group who-

- Receive training;
- Benefit or suffer detriment as a result of our performance assessment procedures;
- Are involved in grievance procedures;
- Are the subject of disciplinary procedures;
- Cease employment with the organisation.

We report annually on workforce monitoring and actions taken to promote equality and to encourage recruitment and retention of staff from Black and Minority Ethnic communities. (All reports in relation to workforce monitoring can be found on our website at www.eastdunbarton.gov.uk/equality)

The new Annual Workforce Monitoring Report was approved by Committee in October 2009 and makes the commitment to a consistent monitoring period for trend analysis to be made each year. This report identifies action points

with an interim review to be reported. Full details of progress made on the Race Equality Action Plan can be found at Appendix 1.

5.2 Progress on implementation of Disability Equality Action Plan (Steps we have taken to fulfil our Disability Equality Duty)

The Disability Discrimination Act 1995 was amended by the Disability Discrimination Act 2005 so that it now places a duty on all public authorities, when carrying out their functions to have due regard to the need to²:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled person in public life; and
- Take steps to take account of disabled persons' disabilities, even were that involves treating disabled person more favourably than other persons.

The totality of this duty, covering all elements is the 'duty to promote disability equality', also known as the 'disability equality duty'. The overarching goal of the general duty is to promote equality of opportunity, with the other elements of the duty supporting this goal and require due regard in their own right.

The Equality and Diversity Scheme 2006-09 incorporated the Council's first ever Disability Equality Action Plan. A number of people with disabilities were involved in producing the action plan, which sought to not only meet the requirements of the Disability Equality Duty, but also to try to meet the aspirations of disabled people living in East Dunbartonshire. Full details of this process are included in the Equality and Diversity Scheme 2006-09 and on the East Dunbartonshire Consultation and Engagement Website which can be found at www.edcconsultation.org.uk.

5.2.1 Information Gathering and Next Steps to Improve Disability Equality

The results of engagement with people with disabilities in the development of the first Disability Equality Action Plan, suggested that we need to look at the ways in which we consult with our disabled residents. The group suggested that we do need to look at this in a way that is proportionate and doesn't lead to 'consultation fatigue'. In 2007, we took this on board and began the process of examining the responses to consultation exercises from our programme of corporate consultation, in particular those responses from people who had said they had a disability. As a result of the publication of the Consultation and Engagement Strategy in 2008, the membership of the Citizens' Panel was refreshed in November 2008, and during the refreshment we asked potential members if they considered themselves to be disabled as

² DRC 'The Duty to Promote Disability Equality, Statutory Code of Practice, Scotland', 2006, TSO

defined by the social model definition of disability. This has increased the numbers of members on the Panel who have defined themselves as having a disability. It is hoped through future consultation exercises and the work with the new Equality Engagement Group, our services will continue to take account of issues specific to people with disabilities.

5.3 Progress on Implementation of Gender Equality Action Plan (Steps we have taken to fulfil our Gender Equality Duty)

The Gender Equality Duty (GED) was created by the Equality Act 2006. This Act amends the Sex Discrimination Act 1975 to place a statutory duty on public bodies, when carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination and harassment; and
- promote equality of opportunity between men and women

These are the requirements of the **general duty** which came into force on the 6th April 2007. East Dunbartonshire Council is also under a series of **specific duties** which are designed to ensure the council is able to meet the General Duty; these are to:

- gather information on how its work affects women and men, boys and girls;
- consult employees, service users, trade unions and other stakeholders;
- assess the impact of its policies and practices on both sexes and use this information to inform its work (gender impact assessment);
- identify priorities and set gender equality objectives;
- plan and take action to achieve these objectives;
- publish a gender equality scheme, report annually and review progress every 3 years.

East Dunbartonshire Council's Gender Equality Scheme has been in circulation for over two years now, and a number of areas are progressing well. **Full details of the actions undertaken to date and details of work that will continue can be found at Appendix 2.**

5.3.1 Our Approach to the Gender Equality Duty

In anticipation of the Gender Equality Duty, the Council developed an action plan in late 2006. This action plan was included in the Equality and Diversity Scheme 2006-09 published in December 2006. The purpose of the action plan at that time was to ensure that the Council could take the relevant steps required to be ready to embrace the Gender Equality Duty when it came into force in April 2007. Some of the requirements of specific duties were unclear at the time of developing the Equality and Diversity Scheme in 2006. The requirements and content of the Code of Practice for the Gender Duty were not in fact agreed by Scottish Ministers until March 2007. As such, the Council took the decision at that time to develop a separate Gender Equality Scheme, which would meet the requirements. It has always been the

intention that the Gender Scheme would be incorporated into the wider Equality and Diversity Scheme. However, in light of the proposals for a new Single Equality Act, the Gender Equality Scheme will not be incorporated into the Equality and Diversity Scheme until early 2010, when we will produce a new Single Equality Scheme for 2010-2011. This will reinforce our commitment to addressing equality and diversity issues in a joined up manner, whilst focussing on the specific requirements of each of the individual duties where required.

6. Equality and Diversity in East Dunbartonshire Council – Next Steps

In 2010 we will begin work on the development of a new Single Equality Scheme, pulling together all work and requirements around the existing public sector equality duties, but also anticipating the requirements of the proposed Single Equality Act, likely to be enacted by Parliament in 2010. This work will also involve a review of all Council policies and action plans in relation to equality and diversity, and will involve equality groups from across East Dunbartonshire through the Equality Engagement Group. A new Single Equality Scheme and related will be developed for Committee approval in April 2010.

7. Further Information

If you have any comments in relation to this report, or require further information, please contact the Corporate Planning and Performance Team on 0141 578 8337 or email equality@eastdunbarton.gov.uk. All details of actions undertaken relevant to equality and diversity in East Dunbartonshire Council can be found on the Council's website at www.eastdunbarton.gov.uk/equality.



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

**Equality and Diversity Scheme
Action Plans
2006-2009**

**Annual Review
2009**

Corporate Race Equality Action Plan Review

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Progress
R1. Identifying 'Relevant' Functions and Policies	All functions and policies of the Council to be assessed for relevance to race equality.	All functions and policies relevant to race equality identified. To be completed by November 2005. Review to be undertaken on annual basis and reported within review of Race action plan to relevant Strategic committee November 2007, 2008, 2009.	Corporate Equality Development Group, Heads of Service, All services.	All functions and policies relevant to race equality now identified. Revised Policy Development Framework ensures that any new policies/functions must undergo equality impact assessment before being approved for implementation by Committees.
R2. Arrangements for assessing and consulting on the likely impact of proposed policies.	Development of Impact Assessment Tool	Impact Assessment Tool developed and rolled out across the Council by February 2006. Tool to be reviewed on annual basis to ensure effectiveness and continuous improvement. Review to be reported within review of Race action plan to relevant Strategic committee November 2007, 2008, 2009.	Corporate Equality Development Group and Directorate Equality Subgroups	Equality Impact Assessment Toolkit rolled out as per action plan. Toolkit was revised in 2008, in light of feedback from staff and changes in requirements /internal procedures with EDC. New toolkit rolled out across EDC early 2009. Also included in revised Policy Development Framework.
	Procedure put into place to ensure no function or policy is approved by Council committee without Equality Impact Assessment	Liaison with Legal and Admin Service to establish new procedure. To be complete by November 2006. Processes to be reviewed on annual basis for effectiveness and reported to relevant strategic committee, November 2007, 2008, 2009.	Policy and Improvement, Corporate Equality Development Group	Policy Development Framework developed and approved by CMT May 07. Rolled out to all Services May 07. This was revised in 2009 work is continuing to ensure that Services are complying with equality impact assessment requirements.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Progress
R 2. (cont) Arrangements for assessing and consulting on the likely impact of proposed policies.	Review work of Ethnic Minority Liaison Committee to ensure dialogue with BME community groups on services, functions and policies.	Review to be undertaken in February 2007, 2008, 2009.	Policy and Improvement Team, EMLC.	Review of work of EMLC and Equality and Diversity Partnership concluded in Spring 2008. EMLC and Equality and Diversity Partnership now subsumed by Equality Engagement Group. First meeting of the group took place in late 2008. Meetings of Equality Engagement Group now take place on a quarterly basis.
	Consultation with race equality groups.	To be undertaken with Ethnic Minority Forum on biannual basis as part of Corporate consultation programme. Findings to be reported to participants and CMT. Responses to be reported by all Services via consultation website.	Policy and Improvement Team. All Heads of Service	Ongoing dialogue with BME community through Ethnic Minority Liaison Committee, now replaced by the Equality Engagement Group. Corporate Consultation, eg Citizens' Panel responses analysed to identify any differences according to ethnic group where appropriate. Consultation with BME communities will continue through the Equality Engagement Group.
R 4. Impact Assessment of Existing functions and policies		Impact Assessments to be carried out on all highly relevant functions and policies by end 2006. Interim progress report to CMT September 2006, with final reports on implementation to November 2006 Policy and Resources Committee. Thereafter progress on impact assessments to be reported to CMT on 6 monthly basis and annually to Policy and Resources committee.	All Services, guidance provided by Corporate Equality Development Group and Directorate Sub-groups. Heads of Services responsible for ensuring impact assessments carried out.	Equality Impact Assessments carried out on all new policies/functions. Assisted by new Policy Development Framework, rolled out to all Services May 2007, subsequently reviewed in 2009. Equality Impact Assessments ongoing on policy documents, and results made available on Council website.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Progress
R5. Monitoring for Adverse Impact of Existing Policies	Development of Equalities Monitoring Guidance	Guidance on Equalities Monitoring to be reviewed January 2007.	Corporate Equality Development Group,	Tool subject to continuous review. Monitoring guidance will be reviewed in 2010, in light of any changes as a result of impending Single Equality Act.
	Monitoring of services and functions/policies highly relevant to race equality	Monitoring to continue across all services. Monitoring reports to be analysed and findings reported to Corporate Management team on an annual basis.	Heads of Service, CMT, guidance from Corporate EDG and Directorate Equality Sub-groups	Monitoring now progressing across Directorates. Work in this area will be reviewed in early 2010 in response to the Single Equality Act.
R6. Arrangements for publishing assessment, consultation and monitoring reports.	All documents relating to race equality to be made available to the public.	Continue to ensure all documents regarding equalities impact assessment are placed on Council website. All information on consultations to be made available on consultation website.	All Services, Policy and Improvement team.	Equality page created on website late 2006. All documents relating to equality now on website. www.eastdunbarton.gov.uk/equality This continues to be the case as of 2009.
	Continue to report key equalities achievements in Public Performance Report	Achievements including impact assessment and monitoring reported in Public Performance Report August 2006/2007/2008.	Services responsible for ensuring that information is made available on website.	Achievements reported in Public Performance Report 2009, to be circulated through winter edition of Edlife.
				Information on equality issues now circulated to employees and elected members through Equality and Diversity Bulletin. Bulletin also made available to Equality Engagement Group for information. Bulletin published twice a year.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Progress
R7. Arrangements for Making Sure the Public has access to information and services	Commence monitoring of use of Contact Centre, requests for further information according to ethnic background	To be undertaken by Business Change Team through CRM. Will commence January 2007.	Business Change Team, Corporate Equality Development Group	This work will be incorporated through the delivery of the Customer Service Strategy which is approved by Committee in Spring 2009.
R8. Ensure all contracts contain terms and conditions outlining the need for compliance with the Race Equality Duty	All guidance in relation to procurement to be reviewed and updated accordingly.	Procurement Team, Environment Directorate.	Corporate Procurement Section.	Subcontractors now required to complete questionnaire on equality policy. Information is also requested if same contractor is competing for future contracts. This requirement included in guidance emerging from the Corporate Procurement Strategy, approved by Council in April 2008.
R9. Staff Training	Ensure all training courses have 'Equality and Diversity element'	To be completed by November 2006. All courses to be reviewed to ensure effectiveness and continuous improvement in relation to equality and diversity on annual basis. Nov 2007, 2008, 2009	Human Resources and Organisational Development	All revised courses have been developed with equalities included. The revised Recruitment & Selection course has been developed with equalities as the basis for all activities, case studies and paperwork. All courses will be reviewed in line with changes in equalities legislation and updated to reflect best practice.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Progress
R10. Employment Duty	Ensure all statistics and information required in relation to the specific Race Equality Employment Duty are reported and analysed.	Monitoring information to be reported to Policy and Resources Committee in November 2007, 2008, 2009.	Human Resources and Organisational Development	<p>The Annual Workforce Monitoring Report was approved in October 2009 outlines the continuous improvements being made in the reporting of workforce statistics.</p> <p>The action plan for the report aims to address areas for continuous improvement in reporting.</p>
R11. Ensure Race Equality community groups are able to contribute effectively to Council Services.	Provide support and training to the core members of the Ethnic Minority Forum to ensure they are able to effectively comment and contribute to the improvement of equality in the delivery of Council services.	Consultation to be undertaken with Ethnic Minority Forum to identify levels of support and training required. To be completed by February 2007. Support to be ongoing, with initial training to be delivered by June 2007.	Corporate Equality Development Group, Community Services, Human Resources.	<p>An Equality Engagement Group was established in 2008. This group brings together key equality groups including the East Dunbartonshire Ethnic Minority Forum.</p> <p>Members of the Equality Engagement Group are provided with a range of updates and information, including information on forthcoming equality legislation and impacts on a regular basis.</p> <p>The Ethnic Minority Forum remit will be taken into account in reviewing the engagement processes for employees consistent with the framework for the Equality Engagement Group.</p>

Disability Equality Action Plan 2006-2009

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Link to General/Specific Duty	Progress
<p>D1. Development of 'Involvement Strategy' for disabled people</p>	<p>-Identify programme of involvement activity for disabled people.</p> <p>-Establish Disability Involvement Group (s) made up of disabled individuals and organisations supporting disability issues;</p> <p>- Provide ongoing support to such groups;</p> <p>-Find appropriate accommodation to meet with disabled people which can accommodate specific requirements;</p> <p>- Establish one point of contact for Disabled people within the Council.</p>	<p>Involvement Strategy to be prepared and reported to Council by June 2007.</p> <p>All actions within strategy to be implemented by December 2009.</p>	<p>Corporate Director-Community, supported by Policy and Improvement Team, Equality Development Groups</p>	<p>Promotion of equality of opportunity between disabled persons and other persons</p> <p>Involvement of Disabled People</p>	<p>This work has also been superseded with the development of the Equality Engagement Group, which has members representing disability groups/individuals.</p> <p>Disabled Go was launched across East Dunbartonshire in January 2008. A group has been established to take forward the development of the website. Group involves a wide range of people from disability organisations and individuals with disabilities. Support to this group provided by Disabled Go and Council's Social Work Service. All meetings are held in Kirkintilloch Leisure Centre, which accommodates specific access requirements. Main point of contact for disabled people established within Social Work Service.</p>

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Link to General/ Specific Duty	Progress
D2. Development of 'Disability Evidence Gathering' Strategy	2.1 Collate information on disabled people and issues within East Dunbartonshire.	Disability Evidence Gathering Strategy to be prepared and reported to Council by June 2007. All actions within strategy to be implemented by December 2009.	Corporate Director-Community, supported by Policy and Improvement Team, Equality Development Groups	Promotion of equality of opportunity between disabled persons and other persons	Information is currently being gathered through equalities monitoring and links with Community Planning Partners.
	2.2 Collate information on levels of harassment facing disabled people in the area.			Evidence Gathering	Information is currently being gathered through equalities monitoring and links with Community Planning Partners.
	2.3 Establish and produce information on accessible buildings owned by the Council and publicise programme of improvement activity.				Information has been gathered and made available through the Public Performance Report, published in 2007, 2008, and will be again in winter 2009.
	2.4 Establish monitoring programmes and systems to ensure that evidence is gathered on how we are meeting the Disability Equality Duty.	Disability Evidence Gathering Strategy to be prepared and reported to Council by June 2007. All actions within strategy to be implemented by December 2009.	Corporate Director-Community, supported by Policy and Improvement Team, Equality Development Groups	Promotion of equality of opportunity between disabled persons and other persons	Information is now collated by way of the Corporate Equality Development Group.
	2.5 Establish areas where evidence needs to be gathered, based on information from involvement of disabled people.			Evidence Gathering	Information agreed by Corporate Equality Development Group and Directorate Equality Groups

D2. Cont. Development of 'Disability Evidence Gathering' Strategy	2.6 Disaggregation of existing monitoring data to ensure adequate information on disabled people and any discrimination experienced.	Disability Evidence Gathering Strategy to be prepared and reported to Council by June 2007. All actions within strategy to be implemented by December 2009.	Corporate Director-Community, supported by Policy and Improvement Team, Equality Development Groups	Promotion of equality of opportunity between disabled persons and other persons	Work to be continued into 2010.
	2.7 Establish processes for sharing of information between services within the Council and across Community Planning Partners.			Evidence Gathering	This has been considered and will be developed further by the Community Planning Partnership Board assisted by the Equality Engagement Group in 2010.
D3. Development of Disability Impact Assessment Strategy	Set out specific guidance on impact assessment of policies and functions involving disabled people, based on EDC Equality Impact Assessment Toolkit.	Strategy to be prepared and reported to Council by June 2007. All actions within strategy to be implemented by December 2009.	Corporate Director-Community, supported by Policy and Improvement Team, Equality Development Groups	Impact Assessment	Equality Impact Assessment Toolkit was revised in late 2008 to take cognisance of changes to internal procedures. Equality Impact Assessment procedures in place ahead of schedule, initial actions now complete.
D4. Development of anti-harassment campaign across East Dunbartonshire	Link with Community Planning Partners to establish campaign which will seek to eliminate the harassment of people according to disability and other equality strands	Publicity campaign to be developed by the Equality and Diversity Partnership (now Equality Engagement Group), key action within the CPPB Equality and Diversity Strategy and rolled out across the authority by December 2007.	Equality and Diversity Partnership (now taken forward by Equality Engagement Group)	Elimination of harassment of disabled persons that is related to their disabilities	Competition held in schools to promote equality of opportunity in Autumn 2008. Competition developed by Education Disability Involvement Group. Other work in this area to be taken forward in 2010, assisted by Equality Engagement Group.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Link to General/Specific Duty	Progress
D5. Review all functions and policies and services delivered by EDC to ensure elimination of discrimination.	Functions and policies to be categorised as High, medium or low relevance to disability, and reviews to be carried out according to category	Reviews to be carried out by specific services with guidance from Equality Development Groups on all high/medium functions to be carried out by December 2009	All Services, Heads of Service, CMT, Equality Development Groups	Elimination of discrimination unlawful under the DDA	Details of all policies and functions have now been collated and were listed in Equality and Diversity Scheme 2006, and further revised in 2008. Rather than list those functions and policies relevant to disability equality, all policies and functions are now screened for relevance to six strands of equality, before being subjected to equality impact assessment.
D6. Strategy developed to encourage participation of disabled people in public life	Establish information on all Boards, groups and forums operated by, or on behalf of the Council; Review membership of such Boards; Where required, develop policy to ensure future participation of disabled people; Establish publicity campaign to encourage participation.	Strategy to be presented to Council for approval by December 2007. All actions within Strategy to be carried out by December 2009.	Policy and Public Affairs, Community Development Team, Equality Development Groups.	Encourage participation by disabled persons in public life.	Work is progressing on this action, and will be taken forward in 2009/10 through the Equality Engagement Group and Council's Equality Development Group.

Area for Action	Specific Actions	Process and Timescale for Implementation (as set out in 2006-09 Scheme)	Group/Service Responsibility	Link to General/Specific Duty	Progress
D7. Ensure all contracts contain terms and conditions outlining the need for compliance with the Disability Equality Duty		All guidance in relation to procurement to be reviewed and updated accordingly.	Procurement Team, Environment Directorate.	Promotion of equality of opportunity between disabled persons and other persons	Subcontractors now required to complete a questionnaire on equality policy. Information is also requested if same contractor is competing for future contracts. This requirement included in guidance emerging from the Corporate Procurement Strategy, approved by Council in April 2008.
D8. Review of Disability Action Plan	To be undertaken through the Equality Development Groups.	Review of plan and progress report to be submitted to Council December 2007, and annually thereafter. Scrutiny of the Action plan to be undertaken by the Social Inclusion and Health Policy and Performance Panel.	Corporate Equality Development Group, Social Inclusion and Health Policy and Performance Panel.	Reviewing the effectiveness of the action plan	Review to be reported to Policy and Resources Committee in December 2009. Review ongoing throughout the year.



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

**Gender Equality Scheme
Action Plan
2007-2010**

**Annual Review
December 2009**

Theme 1: Governance and Leadership

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
1.1 Senior council employees and elected members demonstrate a good understanding of the Gender Equality Duty and its implications for service delivery.	<p>1.1.1 Organise appropriate briefings (e.g. information resources and/or training) on the GED for senior council employees and elected members.</p> <p>1.1.2 Review appraisal and performance management frameworks to ensure accountability for the delivery of the council's equality agenda.</p>	<p>Policy and Improvement Team Corporate Equality Development Group</p> <p>Policy and Improvement Team</p>	/	/	/	<p>Senior council employees and elected members with lead responsibility for equality issues, request regular feedback on outcomes relating to the GED and other public sector equality issues.</p> <p>Senior council employees and elected members effectively communicate the council's commitment to equality and equal opportunities to employees and other stakeholders across a range of contexts.</p>	<p>Training on equality legislation delivered to Heads of Service, members of Equality Development Group and Directorate Equality Groups in 2007. This covered the Gender Equality Duty and its implications for service delivery.</p> <p>Further training for managers took place in Spring 2008.</p> <p>Current developments are taking place to develop an Employee Equality development Strategy which will include training for managers.</p>

Theme 1: Governance and Leadership							
Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
1.2 The council's commitment to the	1.2.1 Review current reporting mechanisms	Policy and Improvement Team,	/	/	/	Annual progress reports on Service Plans report	This is the third progress report on implementation

<p>Council's Corporate Equality Development Group and Directorate Equality sub-groups are able to give an informed and appropriate steer to their Service's GED objectives.</p>	<p>briefing to the <i>Corporate Equality Development Group</i> and sub-groups, on the GED and its implication for individual council services.</p>	<p>Improvement Team</p>				<p>to access appropriate knowledge about the GED from within their employees team.</p> <p>Gender equality objectives are relevant to the purpose and context of each individual Service and their impact on service users can be demonstrated clearly.</p>	<p>legislation delivered to Heads of Service, members of Equality Development Group and Directorate Equality Groups in 2007/08. This covered the Gender Equality Duty and its implications for service delivery.</p> <p>The Equality and Diversity Bulletin for employees and Elected Members is issued twice a year and covers information on changes in legislation.</p>
---	--	-------------------------	--	--	--	--	--

Theme 1: Governance and Leadership

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		

1.4 Women and men occupy senior leadership positions within the council.	1.4.1 Keep under review the appointment to leadership positions to ensure appropriate representation of men and women at senior levels within the council.	Human Resources & Organisational Development and Legal & Administration Services	/	/	/	The gender make-up of those in leadership positions demonstrates the council's commitment to gender equality.	According to Statutory Performance Indicators, the percentage of the highest paid 2% of earners among council employees who are women had last year risen to 47.9% from 44.5% the previous year. This year the figure has dropped to 30.4%. The highest paid 5% of earners among council employees who are women which had also risen last year from 46.3% to 47.5% has also fallen to 35.8%. Work will take place to address this in the development of the Scheme for 2010-11.
Theme 2: Planning and Service Delivery							
2.1 Planning mechanisms help to ensure the effective targeting of resources.	2.1.1 Review the GED schemes and plans produced by East Dunbartonshire Council and Community Planning Partnerships to identify opportunities for joint work and ensure effective	Policy and Improvement Team and Community Planning Partnership Board	/			GED Schemes and Action Plans are clear, easy to read and accessible to employees and stakeholders.	Work has taken place with EDC and East Dunbartonshire Community Health Partnership, which has resulted in joint working and correlation of action plans. This will continue through the implementation of the Joint

	deployment of local resources.						Health improvement Plan.
Theme 2: Planning and Service Delivery							
Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
2.2 Council services demonstrate a clear commitment to gender equality.	2.2.1 Ensure that all Service Plans contain a 'commitment statement' in relation to the GED.	Individual council Services		/	/	Men, women, girls and boys across East Dunbartonshire are able to access services (as appropriate and according to the focus and purpose of individual services).	Action complete. Guidance on mainstreaming equality and diversity has now been included within the Corporate Planning and Improvement Framework. As per the guidance all service plans require to have a statement on the council's commitment to equality and diversity, and information on specific work relevant to equality issues. Guidance issued to all Services in March 2008. This is in the process of being reviewed to be completed late 2009/early 2010.
Theme 2: Planning and Service Delivery							
Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		

2.2 cont. Council services demonstrate a clear commitment to gender equality.	2.2.2 Ensure that all service managers and other employees involved in service development and review, are aware of the legal requirement within the GED to assess the impact of policies and practices on gender equality and can make effective use of the council's <i>Equalities Impact Assessment Toolkit</i> and <i>Equalities Monitoring – A Good Practice Guide</i> .	Policy and Improvement Team working with service managers.	/	/	/	Council policy and practices are fit for purpose and effectively promote equal opportunities and challenge discrimination. The council's approach to assessing the impact of its policies and practices on gender equality is transparent and information about equality impact assessment is accessible to all stakeholders.	Equality Impact Assessments carried out on all new policies/functions. Assisted by new Policy Development Framework, rolled out to all Services May 2007. The framework stipulates that Equality impact assessments must be carried out and provides links to guidance.
	2.2.3 Ensure that all service managers are aware of the requirement to report on the equality implications of new policies, procedures and plans to council committees.	Policy and Improvement Team working with service managers.	/	/	/	There is an increase in the use of council services by men/women/boys/girls where such services had previously been under-used by such groups.	Equality Impact Assessments ongoing on existing policy documents, and results made available on Council website.
Theme 2: Planning and Service Delivery							
Objective(s)	Tasks to be undertaken to reach	Lead responsibility	Timescale			Success criteria (how we will know if we	Progress
			2007	2008	2009		

	our objectives				have met our target)		
2.2 cont. Council services demonstrate a clear commitment to gender equality.	2.2.4 Review the Community Planning Partnerships' <i>Community Engagement Strategy</i> and other policy/guidance relating to consultation to ensure compliance with the requirements of the GED.	Policy and Improvement Team working with the Corporate Equality Development Group and sub-groups.	/	/		Customer satisfaction surveys, Citizen Panel surveys and feedback from consultations show that men and women are satisfied with the service's provided by the council.	This work has been superseded by the development of the Consultation and Engagement Strategy, which was approved by Council in May 2008 and launched in June 2008. Results of all consultation and engagement activity will be analysed for any differences in response by gender.
2.2 cont. Council services demonstrate a clear commitment to gender equality.	2.2.5 Establish how individual services currently collect and analyse data in relation to gender and decide if there is a need for a corporate approach to this issue.	Policy and Improvement Team working with the Corporate Equality Development Group and sub-groups.	/	/		Services are able to make informed decisions about how and where to target resources.	Information is now collated in a consistent way by all services.
Theme 3: Employment							
Objective(s)	Tasks to be	Lead	Timescale	Success criteria (how we	Progress		

	undertaken to reach our objectives	responsibility	2007	2008	2009	will know if we have met our target)	
3.1 Men and women are represented at all levels and across all council services	3.1.1 Audit how women and men are currently employed across the council and where appropriate, develop a strategy for eliminating occupational segregation in the council.	Human Resources & Organisational Development		/	/	Women and men work at all levels and across all council services and the skills and talents of all employees are fully utilised to deliver high quality public services across East Dunbartonshire.	Work in this area has been undertaken in 2008 in line with action plan and Corporate Improvement Plan 2007-11, will continue in 2009/10.
3.2 Men and women benefit from flexible working arrangements	3.2.2 Audit full, part-time and flexible working arrangements and consider if there is a need to promote more flexible working patterns to male employees.	Human Resources & Organisational Development		/	/	Men and women are able to achieve a balanced approach to work and other areas of their lives and, where desired/required, men are able to more easily fulfil their caring responsibilities. Male employees receive greater recognition and support for their childcare responsibilities. The council is sensitive to, and has strategies in place, to support male and female employees who are long-term carers.	Work in this area has been undertaken in 2008/09 in line with action plan and Corporate Improvement Plan 2007-11. This work will continue to be developed in 2010.
Theme 3: Employment							

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
3.3 The gap between women and men's pay is eliminated across the Council	3.3.1 In consultation with key stakeholders, develop an <i>Equal Pay Statement</i> (as required within the GED).	Human Resources & Organisational Development	/			Men and women are valued and rewarded equally for their skills and talents.	Action complete. Equal Pay Statement was approved and adopted by Policy and Resources Committee on 11 th October 2007.
3.4 Women returning to work after maternity leave re-enter their job which they left and at the same level of pay.	3.4.1 Review the council's current policies which relate to maternity leave and return-to-work and, where required, up-date to ensure compliance with the Sex Discrimination Act 1975 and the GED.	Human Resources & Organisational Development		/	/	The Council retains employees and there are reductions in employees turnover costs.	<p>The Maternity Leave Scheme was updated to reflect changes to the maternity regulations in October 2008.</p> <p>Ongoing policy updates and developments will take place throughout 2010/2011 to reflect legislative changes:</p> <ul style="list-style-type: none"> • Adoption Policy, • Flexible Working policy • Annual Leave Entitlement • Maximising Attendance Policy. <p>These will be presented to the Policy & Resources Committee.</p>
Theme 3: Employment							

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
3.5. The Council, as an employer, actively demonstrates its commitment to equal opportunities.	3.5.1 Review the council's current policies relating to recruitment, employees development, disciplinary, grievance etc. to ensure full compliance with the Sex Discrimination Act 1975 and the GED.	Human Resources & Organisational Development		/	/	There is an equitable, consistent and transparent approach to the implementation of policies and procedures. Equalities performance is integrated and assessed as a part of the way in which employees are recruited, developed and promoted.	Work in this area has been undertaken in 2009 in line with action plan and Corporate Improvement Plan 2007-11, will continue in 2010.
3.6. The Council meets fully its obligations to transsexual persons ¹ , as required under the GED.	3.6.1 Develop a policy statement which sets out the council's commitment to eliminate discrimination and harassment towards transsexual persons in relation to employment and vocational training.	Human Resources & Organisational Development		/		All employees, irrespective of gender, race, disability, sexual orientation, religious belief etc. are provided with equal opportunities to develop and utilise their professional skills and expertise.	A review of policies in relation to Dignity at Work has commenced and will be taken forward throughout 2010 through a structured framework of development and consultation. .

Theme 4: Eliminating Gender Based Violence

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
4.1 There is Council wide commitment to tackling and eliminating domestic abuse and violence against women across East Dunbartonshire.	4.1.1 Endorse <i>East Dunbartonshire's Domestic Abuse and Violence Against Women Strategy (2007)</i> .	Corporate Director Community and convenor of relevant council committee	/	/	/	Services working to tackle and eliminate Domestic Violence and violence against women are appropriately resourced.	The Domestic Abuse and Violence Against Women Strategy was unanimously endorsed by full Council on 20 th September 2007. Work on implementation of the strategy will continue in 2010.
4.2 Council employees work in environments which are free from harassment and intimidation.	4.2.1 Review the council's existing policies/procedures relating to harassment and intimidation in the workplace and ensure that they comply with current legislation governing harassment and intimidation in the workplace.	Human Resources & Organisational Development	/	/	/	Individuals who consider that they are experiencing sexual harassment are able to report their concerns and know that these will be taken seriously by line managers. Policies/procedures are consistently and effectively implemented to protect employees from harassment and intimidation in the workplace.	A review of policies in relation to Dignity at Work has commenced and will be taken forward throughout 2010 through a structured framework of development and consultation.

Theme 4: Eliminating Gender Based Violence

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
4.2 cont. Council employees work in environments which are free from harassment and intimidation.	4.2.2 Provide employees with relevant and contextualised training/awareness raising in relation to sexual harassment; how it can manifest in the workplace and its potential impact on individuals and organisations.	Human Resources & Organisational Development with support from Corporate Directors and Service Managers.		/	/	Employees feel secure in the workplace, are able to utilise fully their skills and talents and consider that the council is concerned with their well-being.	Current activities are taking place through a partnership at work approach to develop a Wellbeing at Work Policy which will be in place in early 2010. The Performance and Development Review Framework will provide a consistent framework for assisting employees to reach their full potential.
4.3 The Council is committed to ensuring that vulnerable children, young people and adults live their lives free from abuse and violence.	4.3.1 In conjunction with <i>Community Planning Partners</i> ensure that all local activities/priorities relating to personal and community safety have been impact assessed in relation to gender equality.	Policy and Improvement Team, Community Planning employees and relevant employees in the East Dunbartonshire Community Health Partnership	/	/	/	Local surveys commissioned by the council and/or its planning partners (e.g. via the Citizens' Panel) demonstrate that men, women, boys and girls in East Dunbartonshire feel secure in their homes and communities.	Work in this area will be continued in 2010.

Theme 5: Partnership and Procurement

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
5.1 The procurement of services and the development of partnerships with local organisations is undertaken in a consistent, equitable and transparent manner.	<p>5.1.1 Review the council's current procurement process to ensure that external organisations, funded to deliver services for EDC, understand the equal opportunities requirements.</p> <p>5.1.2 Clarify the role and responsibilities of the Community Planning Equality & Diversity Themed Partnership and in particular clarify its role in relation to the promotion of equal opportunities and equality across voluntary organisations in EDC</p>	<p>Policy and Improvement Team working with Corporate Directors and Heads of Service.</p> <p>Policy and Improvement Team, working with Community Planning employees</p>	/	/	/	Gender considerations are built into contracts, service planning and delivery with external organisations.	Subcontractors now required to complete questionnaire on equality policy. Information is also requested if same contractor is competing for future contracts. This requirement included in guidance emerging from the Corporate Procurement Strategy, approved by Council in April 2008.

Theme 6: Building Capacity

Objective(s)	Tasks to be undertaken to reach our objectives	Lead responsibility	Timescale			Success criteria (how we will know if we have met our target)	Progress
			2007	2008	2009		
6.1 A training/employees development strategy is in place which supports the mainstreaming of gender equality across all council activities.	<p>6.1.1 Ensure that the GED is covered appropriately in the council's current approach to 'equalities training'.</p> <p>6.1.2 Ensure that 'equalities competencies' are a core part of the council's approaches to employees appraisal and development.</p> <p>6.1.3 Review how the council currently records the take-up of training opportunities by all employees to ensure that men and women are benefiting from development opportunities.</p>	Human Resources & Organisational Development	/	/	/	<p>A training strategy is in place which supports the mainstreaming of gender equality across all council activities.</p> <p>Employees are aware of the GED, understand how it impacts on their work and have the skills and knowledge to work together to promote equality and challenge discrimination and harassment.</p>	<p>An Employee Equality Development Strategy is in the early stages of being developed to support mainstreaming of equalities and to provide a consistent framework of equalities development for all employees.</p> <p>The Council's Performance and Development Review Framework was approved in March 2009 and will provide a consistent framework for the review of performance.</p> <p>The Annual Workforce Monitoring Report action plan aims to address the recording of training to provide a consistent framework for carrying out this activity.</p> <p>Work in this area will continue in 2010.</p>

POLICY AND RESOURCES COMMITTEE

DATE: 3 DECEMBER 2009

REPORT NO:CSD/302/09/LM

**BY: DIRECTOR OF CORPORATE
&CUSTOMER SERVICES**

CONTACT OFFICER: LINDA MCKENNA, SENIOR POLICY OFFICER (TEL: 578 8337)

**SUBJECT TITLE: **RESPONSE BY EAST DUNBARTONSHIRE COUNCIL TO UK
EQUALITY BILL - SPECIFIC PUBLIC SECTOR DUTIES TO
PROMOTE EQUALITY AND SOCIOECONOMIC DUTY****

1.0 PURPOSE

1.1 The purpose of this report is to provide Committee with details of the UK Equality Bill - Specific Public Sector Duties to Promote Equality, and Socioeconomic Duty recently carried out by the Scottish Government and to seek approval of the Council response to the consultation attached at Appendix 1. The attached Council response has been provisionally submitted to the Scottish Government to meet the required consultation deadline. Any comments made at Committee will be referenced to the Scottish Government.

2.0 SUMMARY

2.1 The consultation seeks views on the potential of extending the socio-economic duty within the UK Equality Bill to cover public authorities in Scotland. Part of this Bill introduces a duty on certain public authorities to address the inequality that arises from socio-economic disadvantage, and to place this objective at the core of their policies and programmes.

2.2 As it currently stands, within the Single Outcome Agreement there are key actions in place in order to help meet National Outcome 2 - **“We realise our full economic potential with more and better employment opportunities for our people.”** As proposed, the new socio-economic duty would duplicate the process of the Single Outcome Agreement, and would not therefore necessarily be helpful in eliminating economic disadvantage.

3.0 RECOMMENDATIONS

3.1 (i) Approves the response submitted to the Scottish Government;
 (ii) Requests that Committee is kept up to date on the outcomes of the consultation and subsequent implications for local government.

**ANN DAVIE
HEAD OF CUSTOMER RELATIONS AND ORGANISATIONAL DEVELOPMENT**

4.0 BACKGROUND

- 4.1 The purpose of the consultation is to seek views on the potential of extending the socio-economic duty within the UK Equality Bill to cover public authorities in Scotland. Part of this Bill introduces a duty on certain public authorities to address the inequality that arises from socio-economic disadvantage, and to place this objective at the core of their policies and programmes.
- 4.2 As the Bill stands, this provision applies to public authorities in England and Wales. As far as Scottish public authorities are concerned, the duty relates to devolved functions and Scottish public authorities are not covered. However it is possible to extend the duty to apply to Scottish public authorities, and if this is considered to be an appropriate course of action, an amendment to the Bill may be lodged.
- 4.3 Before coming to a view on the appropriateness or otherwise of legislating in this way in the Scottish context and on how this legislation might operate in Scotland - Scottish Ministers have decided that a consultation should be conducted to inform their considerations.
- 4.4 The overall aim of the duty is to promote social mobility and reduce socio-economic inequality. The duty seeks to achieve this through ensuring that identifying and addressing the inequalities associated with socio-economic disadvantage is a key part of public authorities' planning, commissioning, monitoring and resourcing of services.
- 4.5 Within the SOA there are key actions in place in order to help meet National Outcome 2- **“We realise our full economic potential with more and better employment opportunities for our people.”** These include the development of new Local Employment Partnerships with local public sector agencies and businesses, the implementation of a new Community Learning and Development Strategy and delivering the multi-agency East Dunbartonshire Employability and Training Action Plan with specific reference to employer engagement and in-work support.
- 4.6 As proposed, the new socio-economic duty would duplicate the process of the Single Outcome Agreement, and would not therefore necessarily be helpful in eliminating economic disadvantage.



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

CONSULTATION BY SCOTTISH MINISTERS

**UK EQUALITY BILL - SPECIFIC PUBLIC SECTOR DUTIES TO
PROMOTE EQUALITY, AND SOCIO-ECONOMIC DUTY**

**RESPONSE FROM
EAST DUNBARTONSHIRE COUNCIL**

DRAFT

Consultation on Specific public sector duties to promote equality, and socio-economic duty - Response from East Dunbartonshire Council

East Dunbartonshire Council welcomes the opportunity to respond to the consultation on specific public sector duties to promote equality and socio-economic duty.

East Dunbartonshire Council is opposed to the introduction of a new socio-economic duty. We feel that this would be an additional bureaucratic burden where work is already underway in order to address socio-economic disadvantage by way of the East Dunbartonshire Single Outcome Agreement (SOA) 2009-11, agreed and signed off by Scottish Ministers in August 2009.

Within the SOA there are key actions in place in order to help meet National Outcome 2- **“We realise our full economic potential with more and better employment opportunities for our people.”** These include the development of new Local Employment Partnerships with local public sector agencies and businesses, the implementation of a new Community Learning and Development Strategy and delivering the multi-agency East Dunbartonshire Employability and Training Action Plan with specific reference to employer engagement and in-work support.

As proposed, the new socio-economic duty would duplicate the process of the Single Outcome Agreement, and would not therefore necessarily be helpful in eliminating economic disadvantage.

Q1. Do you think that the socio-economic duty as it appears in the UK Bill should be applied to public authorities in Scotland?

*Yes / **No** / Don't know - Please provide reasons for your answer, and any further comments*

East Dunbartonshire Council disagrees that the implementation of the socioeconomic duty will have a significant positive impact, given the range of policies already in place in order to address this form of inequality. As such we believe that this duty should not be applied to public authorities in Scotland.

Q2. Which public authorities do you think the duty should apply to in Scotland?

Please provide reasons for your answer, and any further comments

East Dunbartonshire Council disagrees that the implementation of the socioeconomic duty will have a significant positive impact, given the range of policies already in place in order to address this form of inequality. As such

we believe that this duty should not be applied to public authorities in Scotland. However should this duty be introduced, it should be introduced across all public authorities in line with the public sector equality duty.

Q3. Do you think what the Scottish Government are currently doing to tackle poverty and socio-economic disadvantage would be helped by the introduction of a statutory duty?

*Yes / **No** / Don't know - Please provide reasons for your answer, and any further comments*

East Dunbartonshire Council believes that the introduction of a statutory duty would not help what the Scottish Government are currently doing to tackle poverty and socio-economic disadvantage. This is due to the fact that a statutory duty would place unnecessary bureaucratic burdens upon public authorities, and would be counter-productive to work already underway in this area.

Q4. Do you think that this socio-economic duty could cut across or undermine existing local and / or national policy and practice?

***Yes** / No / Don't know - Please provide reasons for your answer, and any further comments*

East Dunbartonshire Council believes that the introduction of a statutory duty would not help what the Scottish Government are currently doing to tackle poverty and socio-economic disadvantage. This is due to the fact that a statutory duty would place unnecessary bureaucratic burdens upon public authorities, and would be counter-productive to work already underway in this area. We believe this may undermine existing work around the Concordat between Scottish Government and local authorities, and in the implementation of work in Single Outcome Agreements to address this form of disadvantage.

Q5. Do you think this duty would impact on Single Outcome Agreements (for Community Planning Partnerships) in relation to;

(a) development

***Yes** / No / Don't know - Please provide reasons for your answer, and any further comments*

East Dunbartonshire Council is of the view that this duty would adversely impact on Single Outcome Agreements in relation to development, implementation and monitoring. Existing policy around this area already goes some way to addressing socio-economic disadvantage, with a range of information analysed and monitored. It is difficult to see how any new duty

would complement the work being carried out in this area, without increasing bureaucratic procedures.

(b) implementation

Yes / No / Don't know - Please provide reasons for your answer, and any further comments

As above

(c) monitoring

Yes / No / Don't know - Please provide reasons for your answer, and any further comments

As above

Q6. Do you think this duty would impact on the implementation of other statutory duties?

Yes / No / Don't know

Q7. Do you think the proposals for each of the following would be appropriate in relation to the implementation of the socio-economic duty?

(a) Monitoring Yes / No / Don't know

(b) Reporting Yes / No / Don't know

(c) Accountability Yes / No / Don't know

(d) Enforcement Yes / No / Don't know

Q8. What data do you think would need to be collected and analysed by public authorities in order to be able to implement the socio-economic duty effectively?

A wide range of information on this issue is already collected through the reviews of progress of implementation of the Single Outcome Agreement.

POLICY AND RESOURCES COMMITTEE 3RD DECEMBER 2009

REPORT NO: CSD/299/09/AD BY: DIRECTOR OF CORPORATE & CUSTOMER SERVICES

CONTACT OFFICER: MARGARET CAPANNI, HR LEADER LEARNING & DEVELOPMENT (8149)

SUBJECT TITLE: ELECTED MEMBERS DEVELOPMENT FRAMEWORK - DEVELOPMENT PLANNER (JANUARY – JUNE 2010)

1.0 PURPOSE

1.1 The purpose of this report is to seek approval for the proposed Development Planner for Elected Members.

2.0 SUMMARY

2.1 The Scottish Local Authorities Remuneration Committee (SLARC) published a report in September 2008 with reference to Elected Members remuneration which included recommendations relating to Members Training.

2.2 The report recommended that that all Elected Members should have a role description, participate in a Training Needs Assessment (TNA), and have a personal development plan in place by 31 March 2009.

2.3 The Elected Members Development Framework for East Dunbartonshire Council was launched in September 2008 and has progresses. An overview of activities to date is described in the background section of this report.

2.4 East Dunbartonshire Council recognises the role of Elected Members and the recommendations of SLARC. A Development Planner has been developed based on outcomes of Training Needs Assessment (TNA) for the period of January 2010 to June 2010. The proposed Development Plan is attached as Appendix 1.

2.5 In line with the SLARC recommendations, and following approval of report at a previous meeting of the Policy and Resources Committee on 7 May 2009 (CSD/121/09/AD), Role Profiles are in place for Leader of the Council, Deputy Leader of the Council and Councillor.

2.6 Role Profiles are currently being developed for the Provost, Depute Provost, Convenor and Vice Convenor and will be presented to the next Policy & Resources Committee for approval.

3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee:

3.1.1 Approve the Elected Members Development Plan for January 2010 to June 2010.

3.1.2 Note that Role Profiles for the Provost, Depute Provost, Convenor and Vice Convenor will be presented to the next meeting of the Policy & Resources Committee for approval.

**ANN DAVIE
HEAD OF CUSTOMER RELATIONS &
ORGANISATIONAL DEVELOPMENT**

4.0 **BACKGROUND**

- 4.1 East Dunbartonshire Council's Elected Member Development Framework was launched in September 2008 following approval of the Policy & Resources Committee at its meeting on 24th June 2008 (CSD/159/08/LG).
- 4.2 An update in terms of the activities undertaken to date are outlined in table 1 below.

Table 1:

Activity	Date	Status
Workshop with Elected Members	September 2008	Completed
One to One TNA Discussions	October – November 2008	Completed
Analysis of TNA	December 2008	Completed
Issue Learning Logs	January 2009	Completed
Legislation Training	March 2009	Completed
HR policy training: Recruitment & Selection Performance Development Review Framework	April 2009	Completed
Develop Role Profiles for Leader of the Council, Deputy Leader of the Council and Councillor	May 2009	Completed
New Licensing Act	June 2009	Completed
Elected Member Development Plan	January 2010– June 2010	Proposed – seeking approval from P&R Committee 3 rd December 2009
Develop Role Profiles for Provost, Depute Provost, Convenor and Vice Convenor	Currently under development – proposed completion January 2010	Proposed to be presented for approval by the P&R Committee in January 2010

- 4.3 Role Profiles are currently being developed for the Provost, Depute Provost, Convenor and Vice Convenor and will be presented to the next Policy & Resources Committee for approval.

**Elected Members
Development Training Planner
January 2010 to June 2010**

Date	Session Overview	Lead Officer	Time & Venue	Comments
Wednesday 13 th January	Financial Awareness & reports	Ian Black Head of Finance & ICT	1.00pm -2.30pm 5:30pm -7.00pm Mandela Room	“interpreting financial reports”
Wednesday 17 th February	Information Security Freedom of Information/ Data Protection	Peter English - Information Security Manager	1.00pm -2.30pm 5:30pm -7.00pm Mandela Room	Update of current policies & practices
Wednesday 17 th March	IT training	Susan Young Learning & Development	1.00pm -2.30pm 5:30pm -7.00pm IT training room	Overview - Lotus Notes key functions
Wednesday 21 st April	Mediation	Margaret Capanni Learning & Development	1.00pm -2.30pm 5:30pm -7.00pm Mandela Room	What is Mediation, when to use the skills
Wednesday 26 th May	Equality & Diversity	Linda McKenna Policy Officer	1.00pm -2.30pm 5:30pm -7.00pm Mandela Room	Update on current legislation
Wednesday 16th June	Media training & Presentation skills	Angela Fegan Policy & Public Affairs	1.00pm -2.30pm 5:30pm -7.00pm Mandela Room	Effective media & presentation skills



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

AGENDA ITEM 19

POLICY AND RESOURCES COMMITTEE

3 DECEMBER 2009

REPORT NO.: CSD/238/09/AD

BY: DIRECTOR CORPORATE & CUSTOMER SERVICES

CONTACT OFFICER:

DAVE SMITH, HUMAN RESOURCES MANAGER (8407)

SUBJECT TITLE:

FIXED/PUBLIC HOLIDAYS - 2010

1.0 PURPOSE

1.1 The purpose of this report is to seek the agreement of the Policy & Resources Committee on Fixed/Public Holidays for 2010.

2.0 SUMMARY

2.1 The attached report details the proposed Fixed/Public Holidays for 2010.

2.2 In accordance with our PAW Agreement, this report has been developed in consultation with our trades union colleagues through the single status working group.

3.0 RECOMMENDATION

3.1 It is recommended that the Policy & Resources Committee approve the attached list of Fixed/Public Holidays for 2010.

**ANN DAVIE
HEAD OF CUSTOMER RELATIONS &
AND ORGANISATIONAL DEVELOPMENT**

4.0 **BACKGROUND**

4.1 It is recommended that the following dates should be set as the established 6 fixed holidays for 2010:

- Friday 1 January 2010 New Year
- Monday 4 January 2010 (as 2 January falls on a Sunday)
- Friday 2 April 2010 Good Friday
- Monday 5 April 2010 Easter Monday
- Monday 27 December 2010 (as Christmas Day falls on a Saturday)
- Tuesday 28 December 2010 (as Boxing day falls on a Sunday)

4.2 Chief Officer's Conditions of Service are not aligned to those employees covered by the Single Status Agreement, and as such are currently entitled to 12 days Public Holiday. The Chief Executive, in consultation with the CMT and the Head of Customer Relations and Organisational Development, has agreed that Chief Officers will convert the following Public Holidays to flexible holidays.

- Monday 3 May 2010 May Day
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Monday 19 July 2010
- Friday 25 September 2010 September Weekend
- Monday 27 September 2010

4.3 Due to the working arrangements in educational establishments it will be a requirement for non-teaching staff to commit some of their flexible leave entitlement to cover days when the establishment is closed those days being:

- Monday 3 May 2010 May Day
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Friday 25 September 2010 September Weekend
- Monday 27 September 2010

Employees who work on a 52 weeks per year basis from these establishments who wish to work on any one of the above days, at least 3 weeks notice in writing must be provided to their line manager who in turn, will advise them of the alternative work location for that day and the duties they will be required to perform.

4.4 Due to the Craft Worker's Conditions of Service not being aligned to those of employees covered by the Single Status Agreement their conditions require a separate list of Public Holidays to be agreed. Those days being:

- Friday 1 January 2010 New Year
- Monday 4 January 2010 (as 2 January falls on a Sunday)
- Friday 2 April 2010 Good Friday
- Monday 5 April 2010 Easter Monday
- Monday 3 May 2010 May Day Holiday
- Friday 28 May 2010 May Weekend
- Monday 31 May 2010
- Monday 19 July 2010 Fair Monday
- Friday 25 September 2010 September Weekend
- Monday 27 September 2010
- Monday 27 December 2010 (as Christmas Day fall on a Saturday)
- Tuesday 28 December 2010 (as Boxing day falls on a Sunday)

4.5 Additionally it had been previously agreed that:

- (i) employees who are not involved in emergency /essential services be instructed to commit 2 days as annual leave for the 2 working days immediately following the Christmas public holidays each year
- (ii) the working day immediately prior to the New Year public holidays be granted as a day of no work requirement each year

The committee should therefore note the following:

- Wednesday 29 December 2010 Annual Leave - Non Essential/ Emergency Services
- Thursday 30 December 2010 Annual Leave - Non Essential/ Emergency Services
- Friday 31 December 2010 Day of No Work Requirement

4.6 For employees required to work on any of the 3 days listed in 4.5 (ii) an alternative day off in lieu will be granted to be taken no later than 31 March 2011.

4.7 For employees in services that are operational on the Day of No Work requirement but who, due to shift patterns etc, are not due to work on that specific day compensatory time off in lieu equivalent to the number of hours which normally would have been worked will be granted to be taken no later than 31 March 2011.

4.8 Where a job share arrangement is in place each partner shall give a day from their flexible leave entitlement and the day of no work will be enjoyed by the partner due to work on that day. This has a disproportionate effect in one year but over a cycle of years will balance out.

4.9 Where staff work the full 35 hours but over a foreshortened week (condensed hours) they are due to receive the day of no work but only on a pro rata basis. Equally they should only be committing annual leave on a prorata basis. That means that if they are due to be at work on the 2 days to be committed then they have to give both since in 2 out of 5 years they will only be working one of the days. They will enjoy the day of no work as a day off if indeed it is a working day based on their individual work pattern, however, in 1 in every 5 years that will be their day that they are not due to work so should not receive any compensatory day at a later date. Over a cycle of a number of years this will balance out when calculated on an hourly basis.

4.10 For staff employed in a service where there is a 365 day a year service commitment with no opportunity for a Christmas or New Year closure it is not possible to allow a closure of the service as by its very nature the service is provided to vulnerable groups every day of the year. They would then never “en masse” be afforded the opportunity to submit 2 days leave to receive the day in compensation. As they are being disproportionately affected they should receive a day in lieu of the day of no work to be taken at a later date but no later than the end of March 2010.

POLICY AND RESOURCES COMMITTEE

3RD DECEMBER 2009

REPORT NO.: CSD/303/09/AD BY: DIRECTOR CORPORATE & CUSTOMER SERVICES

CONTACT OFFICER: ANN DAVIE, HEAD OF CUSTOMER RELATIONS & ORGANISATIONAL DEVELOPMENT (8070)

SUBJECT TITLE: ABSENCE STATISTICS: QUARTER 3 2009

1.0 PURPOSE

1.1 The purpose of this report is to update the Committee on the quarterly absence statistics for East Dunbartonshire Council employees and to present latest developments in related analysis work.

2.0 SUMMARY

2.1 Although the overall absence percentage of 4.9% reported this Quarter has risen 0.2% since Quarter 2 2009, it still does represent the continuing reduction in comparison with the reported 5.2% for Quarter 3 2008.

2.2 As intimated in the report (CSD/220/09/AD) relating to Quarter 2 absence statistics, this report incorporates additional statistical analysis relating to absence, specifically highlighting investment in intervention and support services; short and long-term absence trend analysis and the most prevalent categories of absence.

2.3 A quarterly analysis of the cost of medical interventions is provided with this report. In addition a full analysis of the cost of providing occupational health advice and employee support and assistance is being conducted with a view to providing these services from an internal council run resource which it is considered would be more responsive and better value for money. Additional information and proposals will be presented to a future committee following consultation with trade union colleagues.

2.4 During Quarters 1 and 2 2009, the Council's absence position did not appear to have been affected by the Swine Flu epidemic with no reported cases during Quarter 2. In Quarter 3, however, there has been 9 suspected cases of Swine Flu reported resulting in 72.5 days lost. This position will continue to be closely monitored throughout the course of 2009.

3.0 RECOMMENDATION

- 3.1.1 It is recommended that the Policy and Resources Committee note the contents of this report;
- 3.1.2 Note that a report presenting recommendations for a revised Employee Wellbeing policy will be presented to a future meeting of the Committee for approval.

**ANN DAVIE
HEAD OF CUSTOMER RELATIONS &
ORGANISATIONAL DEVELOPMENT**

4.0 BACKGROUND

- 4.1 Absence reported as Stress/Depression/Anxiety/Debility is the most common category defined by employees and external benchmarking suggests that East Dunbartonshire Council's level of absence due to stress is typical of other public and private sector organisations.
- 4.2 The development of a revised Employee Wellbeing policy will seek to support employee's and the organisation through the various aspects and stages of working life and as such it is intended that a flexible and targeted approach to support based on category of absence will have a positive impact on attendance at work.
- 4.3 From Quarter 3 2009, our analysis of absence by category is supported by full trend analysis to enable comparison and improvement.
- 4.4 Given the current national and international status of Swine Flu, the Committee will continue to be provided with information on a quarterly basis on how this is affecting the council's absence figures
- 4.5 The absence reporting structure currently reflects the previous organisational structure, before implementation of the revised Strategic Operating Model (SOM). This will be updated accordingly once the outcomes from Phase 2 of the SOM have been determined and approved by Committee. This will be reflected in reports to Committee from Quarter 1 2010

Sickness Absence Indicators 2007/2008 and 3rd Quarter 2009

- The average number of days lost through sickness absence per employee against the total working days available, for the following groups of employees.
- The figures reported at Q3 2009 reflect the changes made to the calculation of Statutory Performance Indicators.

Groupings of Employees - Average Days Lost			
Quarter	EDC Overall	Local Government Employees	Teachers
3 rd Quarter 2009	2 days	2.6 days	0.9 days
2 nd Quarter 2009	3.06 days	3.9 days	1.5 days

- The number of days lost through sickness absence expressed as a percentage of days lost per employee of the total working days available, for the following groups of employees

Groupings of Employees - Percentage Days Lost						
Quarter	EDC Overall	Chief Officers	APT&C	Craft Workers	Local Government Employees (Single Status)	Teachers
1 st Quarter 2009	4.9%	0%	n/a	9.6%	5.3%	4.3%
4 th Quarter 2008	4.9%	3.1%	n/a	8.1%	4.9%	4.6%
3 rd Quarter 2008	5.2%	8.2%	n/a	8.08%	9.04%	3.1%
2 nd Quarter 2008	4.5%	0%	n/a	1.48%	6.7%	3.3%
1 st Quarter 2008	5.6%	1.9%	6.3%	5.1%	6.2%	4.2%
4 th Quarter 2007	5.1%	0.4%	5.4%	6.1%	5.5%	4.0%
3 rd Quarter 2007	4.4%	0%	4.8%	5.3%	4.9%	2.6%

EDC Directorate Percentage 2007/2008 and 3rd Quarter 2009

- The percentage of days lost through sickness absence for the Council and Directorates per quarter.

Percentage Days Lost				
Quarter	EDC Overall	Corporate Services	Environment	Community
3 rd Quarter 2009	4.9%	2.58%	4.89%	4.93%
2 nd Quarter 2009	4.7%	2.05%	5.5%	4.5%
1 st Quarter 2009	4.9%	3.73%	4.7%	5.9%
4 th Quarter 2008	4.9%	6.2%	4.8%	5.2%
3 rd Quarter 2008	5.2%	2.7%	5.2%	4.6%
2 nd Quarter 2008	4.5%	4.1%	4.5%	4%
1 st Quarter 2008	5.6%	4.7%	5.8%	4.7%
4 th Quarter 2007	5.1%	5.2%	5.5%	4.9%
3 rd Quarter 2007	4.4%	3.2%	4.8%	4.3%

Monthly Sickness Absence and 3rd Quarter 2009

- The percentage of days lost through sickness absence for Chief Officers and the Directorates for July to September 2009 and the percentage for the 3rd quarter.

Chief Officers & Directorates – Percentage Days Lost				
Directorate	July 09	Aug 09	Sept 09	Q3 2009
Chief Officers	6.25	6.25	0	4.20
Corporate Services	3.65	2.89	1.31	2.58
Environment	5.72	4.27	4.97	4.89
Communities	6.06	4.53	4.77	4.93

Directorate	Dept	July 09	Aug 09	Sept 09	Q3 2009
Corporate Services	Finance & ICT	4.32	3.50	1.18	2.98
	Legal & Admin	1.95	1.76	1.37	1.95
	Policy & Public Affairs	2.35	1.91	2.06	2.35
	HR & OD	3.12	3.0	1.18	2.31
Environment	Community Safety	6.74	4.65	5.16	5.24
	Leisure, Prop Maint'ce & FM	5.50	4.02	4.62	4.56
	Roads, Greenspace & Waste Mgt	6.92	5.69	6.48	5.84
	Corporate Procurement, Fleet & Logistics	3.65	2.89	2.52	3.02
	Planning, Development & Property Assets	3.38	2.31	4.79	3.54
Communities	Education	3.66	2.80	3.83	3.45
	Housing & Protective Servs	2.21	3.42	3.07	2.84
	Social Work	9.14	9.57	9.25	9.31
	Criminal Justice	0.78	8.24	1.81	3.62
	Resources, Planning & Improvement	2.59	1.63	3.01	2.43
	Community Services	3.31	2.12	3.46	2.98

Annual Sickness Absence

- The percentage of days lost through sickness absence for Chief Officers and the Directorates per quarter in 2009.

Directorate	Dept	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Chief Officers		0	0	4.2	
Corporate Services	Finance & ICT	3.8	1.70	2.98	
	Legal & Admin	2.2	1.58	1.95	
	Policy & Public Affairs	2.92	1.70	2.35	
	HR & OD	4.2	3.4	2.31	
Environment	Community Safety	5.08	6.67	5.24	
	Leisure, Prop Maint'ce & FM	4.8	5.24	4.56	
	Roads, Greenspace & Waste Mgt	4.6	6.43	5.84	
	Corporate Procurement, Fleet & Logistics	5.02	6.7	3.02	
	Planning, Development & Property Assets	2.68	1.54	3.54	
Communities	Education	4.7	3.71	3.45	
	Housing & Protective Servs	2.2	2.92	2.84	
	Social Work	8.1	8.29	9.31	
	Criminal Justice	0	0.9	3.62	
	Resources, Planning & Improvement	2.35	3.04	2.43	
	Community Services	4.34	1.75	2.98	

Absence Categories – 3rd Quarter 2009

- The percentage of days lost in Quarter 3 2009 per Directorate to specific categories of absence.

	Corporate	Environment	Communities
	Q3	Q3	Q3
Back Pain/Slipped Disc/Sprain	0.01%	0.03%	0.03%
Chest/Respiratory/Bronchial	0.03%	0.02%	0.03%
Musculoskeletal Disorder	0%	0.01%	0%
Stress/Depress/Anxiety/Debility	0.01%	0.02%	0.03%
Ear/Nose/Throat Infection	0.08%	0.01%	0.04%
Influenza/Cold	0.11%	0.06%	0.13%
Other (covers days lost to categories that are not individually listed on Workforce from Gastric Upsets to Cancer)	0.38%	0.23%	0.32%
*Total Days Lost	82	290	700
Total Work Day Available	13130.5	75848	118655
Percentage of Days Lost	0.62%	0.38%	0.58%

Medical Intervention and Reports 3rd Quarter July - Sept 2009

- The cost of medical interventions and reports per directorate per month for the period July to September 2009.

	Occupational Health/GP	Counselling	Physiotherapy/ Osteopathy
Corporate	£	£	£
July 09	0	0	0
Aug 09	0	0	0
Sept 09	107.15	65.00	0
Environment			
July 09	345	1170	250
Aug 09	917.85	0	600
Sept 09	2121.25	845	0
Community			
July 09	190.00	1280.00	0
Aug 09	892.15	0	0
Sept 09	2442.60	455.00	0
Total	7016.00	3815.00	850.00

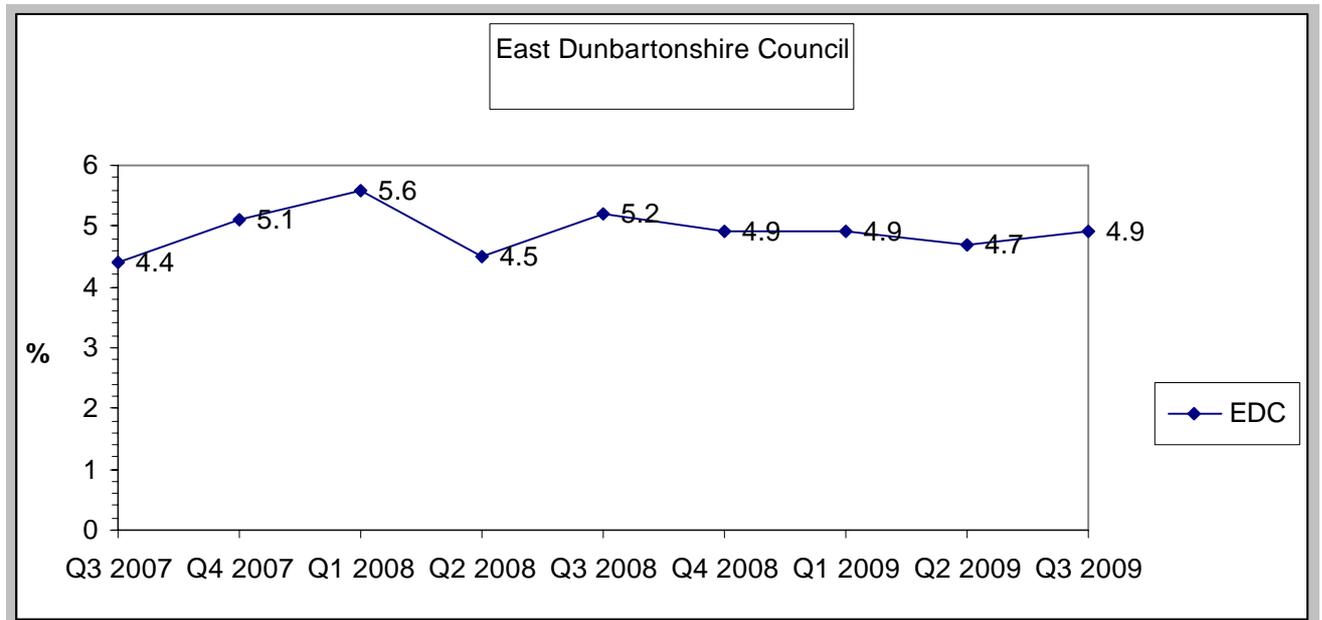
Swine Flu Statistics

- The days lost per directorate per month reported or diagnosed as suspected Swine Flu for the period July to September 2009.

Qu3	Corporate	Environment	Community
July 09	5	1	4
Aug 09	10	9	26.5
Sept 09	0	6	6
Total	15	16	36.5

Trend Analysis

- The percentage of sickness absence for East Dunbartonshire Council over a 2 year period.



Short Term and Long Term Absence - Quarters 1 & 2 2009

- The percentage of days lost shown as short term absence (up to 20 days) and long term absence (21 days plus)

Section	January		February		March		April		May		June	
	STA%	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%
Chief Officers	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services												
Finance & ICT	0.9	1.8	1.61	0	1.04	0	2.53	0	1.06	0	1.38	0
Policy & Public Affairs	2.4	1.75	1.32	1.69	0.34	7.5	1.13	0	2.77	0	1.17	0
Legal & Admin	1.7	2.8	0.7	1.17	0.47	0	0.04	0	0.35	0	1.35	2.36
HR - All Sections	0.16	3	0.19	3.42	1.92	0	7.29	0	3.37	0	0.89	0
Community												
Education	2.3	2.6	2.5	2.18	2.29	2.23	1.76	2.18	1.34	0.21	1.48	2.00
Housing & PS	1.1	0.5	2.	0.04	0.82	1.71	0.8	1.65	1.15	1.76	0.9	2.52
Social Work	2.4	7.8	1.7	4.39	1.21	5.6	1.82	5.80	1.53	6.27	1.45	7.75
Criminal Justice	0	0	0	0	0	0	2.00	0.00	0.39	0.00	0.00	0.00
Resources Planning & Improvement for Children	0.91	1.5	0.94	1.21	0.87	1.47	0.39	1.37	0.69	4.76	0.27	1.99
Community Services	3.2	2.18	2.3	0.89	3.95	0.18	2.51	0	0.42	0	2.3	0
Environment												
Leisure, Property Maint & Facilities Management	1.66	2.74	1.36	1.36	0.84	3.83	1.00	3.39	1.07	4.26	1.30	4.3
Roads, Greenspace & Waste Management	1.3	2.72	1.22	1.22	2.67	2.4	1.10	3.34	1.93	4.75	1.26	5.5
Corporate Procurement, Fleet & Logistics	0.4	3.6	1.65	1.65	2.3	4.57	0.53	2.54	0.25	4.27	1.7	5.1
Planning, Development & Property Assets	1.8	2.26	1.4	1.4	0.5	1.3	2.26	0.41	1.08	0.00	0.75	1.6
Community Safety	1.52	2.02	1.62	1.62	0.76	3.84	0.81	4.5	0.12	6.40	0.96	5.9

Short Term and Long Term Absence - Quarter 3 2009

- The percentage of days lost shown as short term absence (up to 20 days) and long term absence (21 days plus)

Section	July		August		September		October		November		December	
	STA%	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%	STA %	LTA%
Chief Officers	0	6.25	0	6.5	0	0	0	0	0	0	0	0
Corporate Services												
Finance & ICT	3.26	1.06	3.50	0.00	1.18	0.00						
Policy & Public Affairs	3.03	0.00	1.91	0.00	2.06	0.00						
Legal & Admin	2.75	0.00	1.76	0.00	1.37	0.00						
HR - All Sections	0.36	3.12	3.00	0.00	1.18	0.00						
Community												
Education	1.46	2.19	1.32	1.44	2.00	1.78						
Housing & PS	0.71	1.50	1.89	1.53	0.99	2.08						
Social Work	1.71	7.18	1.67	4.56	1.51	7.44						
Criminal Justice	0.78	0.00	2.25	5.99	1.81	0.00						
Resources Planning & Improvement for Children	0.80	1.80	1.31	0.33	1.46	1.56						
Community Services	3.31	0.00	2.12	0.00	2.50	0.96						
Environment												
Leisure, Property Maint & Facilities Management	0.69	4.55	0.76	3.20	1.07	3.54						
Roads, Greenspace & Waste Management	1.31	5.23	1.06	4.63	2.18	4.27						
Corporate Procurement, Fleet & Logistics	1.61	2.03	1.30	1.58	1.60	0.92						
Planning, Development & Property Assets	1.28	2.10	0.69	1.62	1.73	3.05						
Community Safety	2.11	4.63	1.00	3.65	0.98	4.18						

POLICY AND RESOURCES COMMITTEE

3 DECEMBER 2009

CSD/311/09/MC

DIRECTOR OF CORPORATE & CUSTOMER SERVICES

CONTACT OFFICER:

**MARTIN CUNNINGHAM, DEMOCRATIC SERVICES
MANAGER, 578 8251**

SUBJECT TITLE:

**LOCAL GOVERNMENT BOUNDARY REVIEW – PRINCES
GATE, BISHOPBRIGGS**

1.0 PURPOSE

1.1. The purpose of this report is to update members on the Revised Recommendations on the proposed boundary review at Princes Gate, Bishopbriggs issued by the Local Government Boundary Commission (LGBC), on 29 October 2009.

2.0 SUMMARY

2.1. Having considered representations made on previous proposals for re-aligning the boundary at Princes Gate, the LGBC have published Revised Recommendations for public consultation until 28 January 2010, whereupon they will consider all representations and may hold a local Inquiry if they consider this necessary. The LGBC will then make final Recommendations to Scottish Ministers on the administrative area boundary and any consequential changes to electoral arrangements. The Revised Recommendations are as follows:-

- Re-alignment of the boundary through the area of housing to the east of Hillhead Road so that each residential property is contained within a single local authority area;
- The Princes Gate development will all be contained within the East Dunbartonshire Council area;
- Properties which are not part of Princes Gate will remain in Glasgow City Council area;
- As a result of this part of the recommendations, 8 residential properties would be transferred from Glasgow City Council area to East Dunbartonshire Council area.
- The supermarket on Hillhead Road will be contained within the Glasgow City Council area.
- Re-alignment of the existing boundary to the east of the road running south from Auchinairn Roundabout as a result of which areas near Wester Lumloch Cottage, would be transferred from East Dunbartonshire Council area to Glasgow City Council area.
- The resulting boundary would follow features that are visible on the ground, and would be unlikely to be straddled by development in the foreseeable future.

2.2 Overall, the Local Government Boundary Commission have concluded that the Revised Recommendations reflect the existing “effective and convenient” provision of local government services to residents in the area. The LGBC have noted that the Revised Recommendations would allow the continued provision of existing local government services to meet residents' needs, which are complex in some cases in this area.

2.3 The LGBC also noted the importance placed by East Dunbartonshire Council on the Whitelands site for provision of affordable housing and their proposals mean that this site will remain in East Dunbartonshire.

- 2.4** The LGBC Revised Recommendations (including a map of the new proposals) are attached as Appendix 1.
- 2.5** Members will notice that an anomaly has been created at Wester Lumloch Farm where the outbuildings and the cottage on the southside of Auchinairn Road would fall within the Glasgow area and the parts of Wester Lumloch on the northside remain within East Dunbartonshire.
- 2.6** It is proposed that the Council should respond positively to the Revised Recommendations. However, it is also proposed that the anomaly at Wester Lumloch Farm should be highlighted for reconsideration by the Commission in the proposed response, which is outlined at Appendix 2

3.0 RECOMMENDATIONS

3.1. It is recommended that the Committee:-

- a) Notes the Revised Recommendations proposed by the Local Government Boundary Commission (Appendix 1)
- b) Approves Appendix 2 as the Council's response to the LGBC Revised Recommendations; and
- c) Delegates editorial control of the final wording of the submission to the Head of Legal & Democratic Services in consultation with the Local Ward members.

ALISTAIR CRIGHTON
HEAD OF LEGAL & DEMOCRATIC SERVICES

4.0 BACKGROUND

The Council has made several responses to the LGBC regarding the proposed review of administrative arrangements between East Dunbartonshire and Glasgow City Council at Princes Gate & Robroyston. The final submission by the Council to the Commission on 30 August 2009, combined with the responses and resolve of the residents have resulted in the Commission issuing revised proposals which are more acceptable to this Council and the Princes Gate residents.

- 4.1.** The only issue which remains to be addressed is that of Wester Lumloch Farm where the new proposals create an anomaly.

Your Ref:
Our Ref: GC/DC

4 December 2009

Local Government Boundary Commission for Scotland
3 Drumscheugh Gardens,
Edinburgh
EH3 7QJ
FAO Laura Cregan

GERRY CORNES
CHIEF EXECUTIVE

Tom Johnston House
Civic Way
Kirkintilloch
Glasgow
G66 4TJ

Telephone: 0141 578 8082
Fax No: 0141 578 8330
email: chiefexec@eastdunbarton.gov.uk

Dear Sirs

REVIEW OF LOCAL GOVERNMENT AREA BOUNDARY – EAST DUNBARTONSHIRE/GLASGOW CITY

I refer to your recently published revised recommendations for the administrative review at Princes Gate, Auchinairn Road, East Dunbartonshire and Robroyston, Glasgow.

The Council is pleased to note that the revised recommendations ensure that the residents of the Princes Gate area will remain within East Dunbartonshire. This seems an entirely sensible and proportionate outcome which ensures that our residents will continue to receive convenient and effective services from this Council.

The Council also notes the Commission's revised recommendations as they affect the Aldi store and while this will mean a loss of income from business rates, the Council acknowledges the logic which the Commission has applied in this regard.

The only area where the Council continues to differ from the view of the Commission is in relation to the properties at Wester Lumloch Farm. The revised recommendations in the main resolve historical issues, except in the case of the Wester Lumloch properties where the revised recommendations mean that premises on the north side of Auchinairn Road remaining in East Dunbartonshire, while part of the same premises on the south side would transfer to Glasgow City. The arguments made previously, in terms of proportionality, provision of effective and convenient services also apply to these premises.

In conclusion, the Council welcomes the revised recommendations with the exception of the Wester Lumloch properties which in our view should be retained within one local authority area by ensuring that the boundary runs to the south of these premises on Auchinairn Road. Consultation with the residents has shown that they wish to remain within East Dunbartonshire which is the view supported by Council.

Yours faithfully

GERRY CORNES
CHIEF EXECUTIVE

Local Government Boundary Commission for Scotland

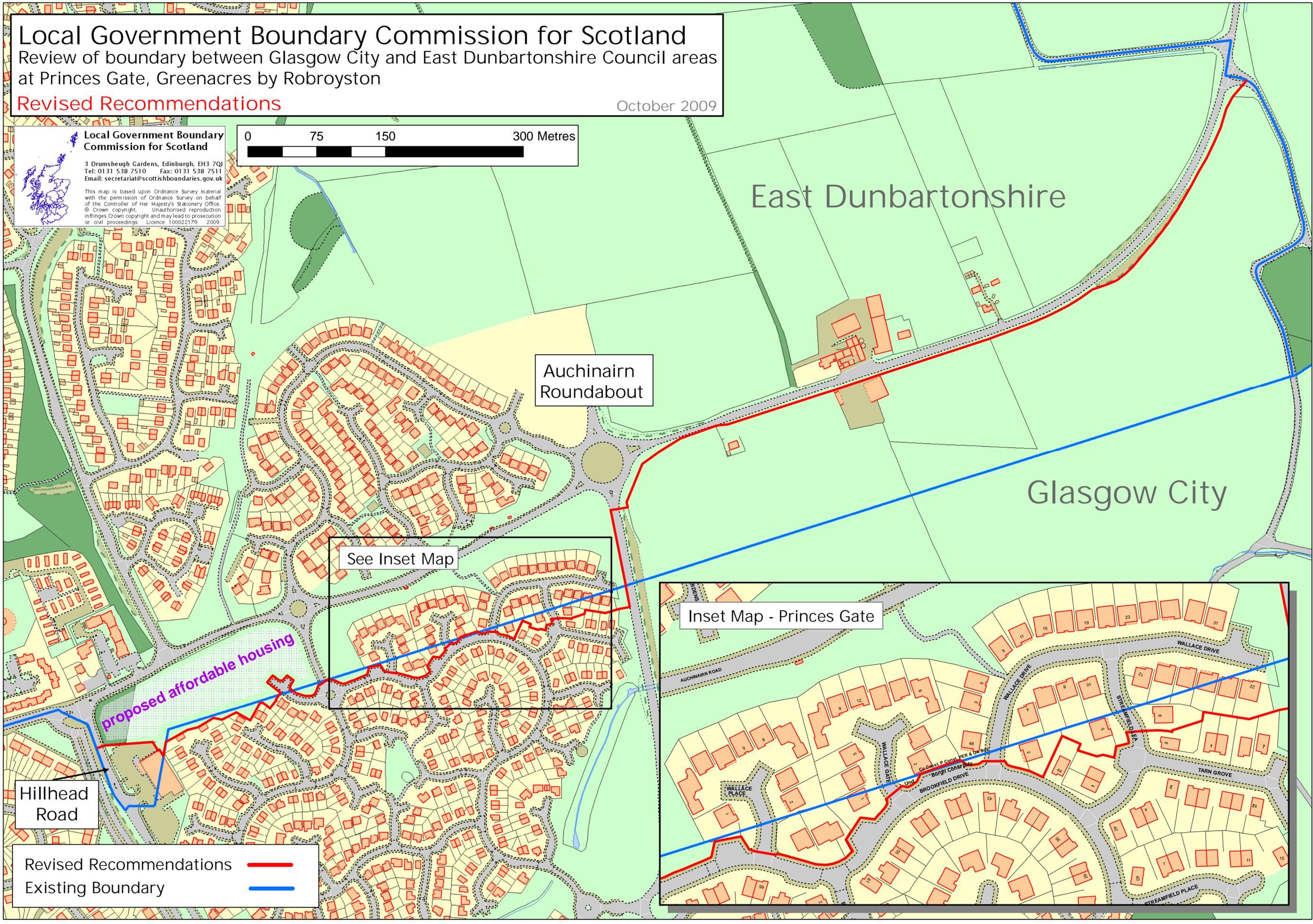
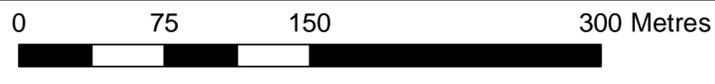
Review of boundary between Glasgow City and East Dunbartonshire Council areas at Princes Gate, Greenacres by Robroyston

Revised Recommendations

October 2009

Local Government Boundary Commission for Scotland
3 Drumsheugh Gardens, Edinburgh, EH3 7QJ
Tel: 0131 538 7510 Fax: 0131 538 7511
Email: secretariat@scottishboundaries.gov.uk

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence 100022179 2009.

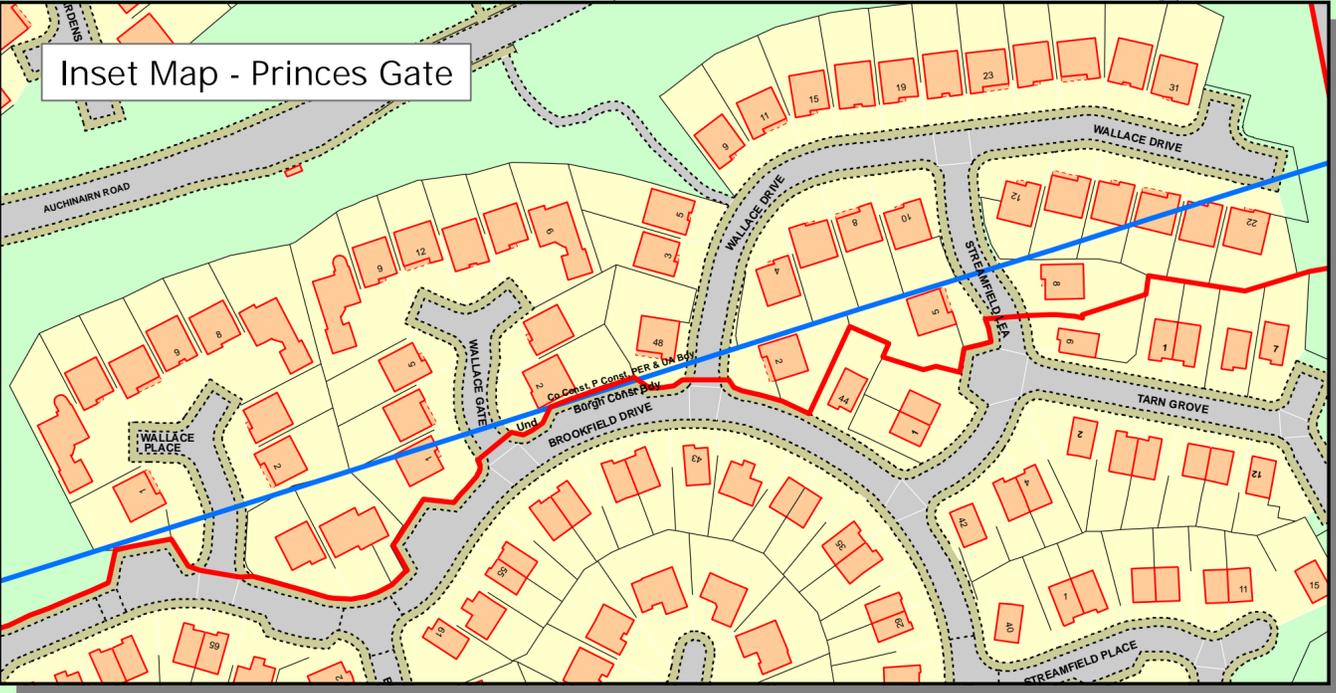


Auchinairn Roundabout

East Dunbartonshire

Glasgow City

See Inset Map



Inset Map - Princes Gate

Hillhead Road

Revised Recommendations ———
Existing Boundary ———



Local Government Boundary Commission for Scotland

3 Drumsheugh Gardens, Edinburgh EH3 7QJ

Review of boundary between East Dunbartonshire and Glasgow City Council areas

Princes Gate, Greenacres by Robroyston

Statement in support of Revised Recommendations

Introduction

1. The Local Government Boundary Commission for Scotland is conducting a review of the administrative area boundary between East Dunbartonshire and Glasgow City Council areas at Princes Gate, Greenacres by Robroyston.
2. The Commission published Provisional Proposals for the boundary for public consultation which lasted from 14 May until 31 August 2009. The Commission considered the representations made during that public consultation at its meeting on 13 October 2009, and decided to publish Revised Recommendations for the boundary for a further period of public consultation.
3. The Commission welcomes this consultation which provides an opportunity for the public's views to be considered as part of the process of reviewing the administrative area boundary. The Commission also welcomes the opportunity to explain the legislative provisions and procedures it has followed in conducting this review.

Background to the review

4. The Local Government Boundary Commission for Scotland is an advisory Non-Departmental Public Body sponsored and wholly funded by the Scottish Government. It is an independent, non-political body created by the Local Government (Scotland) Act 1973. The Commission's duties and powers are detailed in Sections 12 to 28 of the 1973 Act, as amended. It is responsible for:
 - carrying out reviews of the boundaries of local authority areas;
 - carrying out reviews of electoral arrangements for local authorities; and
 - responding to requests for ad hoc reviews of electoral arrangements or administrative areas.
5. The existing boundary between East Dunbartonshire and Glasgow City Council areas was established by the Local Government etc (Scotland) Act 1994 which created the current unitary local authorities. In March 2002, the Commission received a request for a review of the administrative area boundary at Greenacres from George Wimpey (West Scotland) Ltd, who planned to construct a residential development that would straddle the existing boundary. At its April 2002 meeting, the Commission declined the request on the basis that the proposed development was not complete and therefore the physical layout could be subject to change.
6. At that time, a ministerial direction was in force that restricted reviews to those that potentially directly affected no more than 50 electors. That direction and an identical successor continued in force until March 2008. A new Ministerial direction was issued to the Commission with effect from April 2008. This enables the Local Government Boundary Commission for Scotland to conduct reviews of local authority areas that potentially directly affect no more than 300 electors.

7. The buildings and roads in this area of development are now sufficiently complete to give the Commission certainty about the layout.

8. The Commission has concluded that a review is required in this area since the current boundary:

- runs through a supermarket and 3 houses, and the gardens of a further 13 houses;
- results in an area of housing in one local authority area only having vehicular access through another local authority area; and
- does not follow any distinctive ground features.

The review process

9. The procedure for review of local government areas is defined by section 18 of the Local Government (Scotland) Act 1973, as amended. A flowchart of that procedure is attached as Appendix A. The Act empowers the Commission to make recommendations to Ministers that appear to the Commission to be desirable in the interests of effective and convenient local government.

10. As a result of the administrative area boundary review, consequential changes to the electoral arrangements for the area have to be made.

11. The procedure for a review includes the Commission informing the affected local authorities of its initial proposals for the boundary and considering their responses prior to publishing its Provisional Proposals for public consultation. The Commission fully considered responses made by East Dunbartonshire Council and by Glasgow City Council in arriving at its Provisional Proposals.

Revised Recommendations - local government areas

12. The Commission is now recommending that the boundary be realigned close to its existing alignment through the area of housing to the east of Hillhead Road in such a way that:

- each residential property and its curtilage is contained within a single local authority area;
- the Princes Gate development comprising Wallace Gate; Wallace Drive; Wallace Place; 48, 52 and 54 Brookfield Drive; 5 and 8 Streamfield Lea is all contained within East Dunbartonshire Council area;
- the properties to the north of Brookfield Drive, Streamfield Lea and Tarn Grove which are not part of Princes Gate remain in Glasgow City Council area;
- the supermarket on Hillhead Road and its curtilage is contained within Glasgow City Council area.

As a result of this part of the recommendations, 8 residential properties would be transferred from Glasgow City Council area to East Dunbartonshire Council area.

13. The Commission is also recommending that the existing boundary to the east of the road running south from Auchinairn Roundabout should be realigned along the southern curtilage of Auchinairn Road until it reaches the junction with Robroyston Road at grid reference NS637701 where it rejoins the existing boundary. As a result of this part of the recommendations, Wester Lumloch Cottage, some farm buildings and an area of farmland lying between Auchinairn Road, Robroyston Road and the Wallace Well Burn would be transferred from East Dunbartonshire Council area to Glasgow City Council area.

14. The resulting boundary would follow features that are visible on the ground, and would be unlikely to be straddled by development in the foreseeable future.

15. The route of the proposed altered section of boundary is as follows:

Commencing on the existing boundary on the western edge of Hillhead Road at grid reference NS62536940, generally eastwards along the northern curtilage of the supermarket on Hillhead Road, and properties on Waterhaughs Grove, Waterhaughs Gardens and Brookfield Road, and then the northern curtilage of Brookfield Drive

until it reaches the western curtilage of 44 Brookfield Drive. The boundary then continues generally eastwards along the western and northern curtilages of 44 Brookfield Drive and 3 Streamfield Lea, the western curtilage of Streamfield Lea, the northern curtilage of 6 Streamfield Lea, and the northern curtilage of properties on the north side of Tarn Grove, then east until it meets the western curtilage of the road running south from Auchinairn Roundabout. The boundary proceeds northwards along that curtilage to grid reference NS63096965, crosses that road, and follows north-eastwards along the southern curtilage of Auchinairn Roundabout and Auchinairn Road, until it reaches the junction with Robroyston Road at grid reference NS63767013 where it rejoins the existing boundary.

16. The Commission considered the representations made concerning its Provisional Proposals for the realignment of the boundary in Greenacres before arriving at these Revised Recommendations.

17. The Commission has concluded that the Revised Recommendations reflect the existing effective and convenient provision of local government services to residents in the area.

18. The Commission notes that the Revised Recommendations will allow the continued provision of existing local government services to meet residents' needs, which are complex in some cases in this area.

19. The Commission also notes the importance placed by East Dunbartonshire Council on the Whitelands site for provision of affordable housing. Under the Commission's proposals this site will remain in East Dunbartonshire.

20. The Commission is aware that there are certain factors which are of local concern but which the Commission can only consider in regard to their effect on effective and convenient local government. These include different levels of council tax in different local authority areas, different house prices in different local authority areas, different postcodes, and perceived differences in the quality of council services, including education, between different local authority areas.

Revised Recommendations - electoral arrangements

21. It is necessary to have coterminous boundaries between local government areas and council wards. Therefore, the Commission proposes that the boundaries of Ward 21 (North East) of Glasgow City Council and Ward 6 (Bishopbriggs South) of East Dunbartonshire Council be amended to coincide with the Revised Recommendations for the administrative area boundary. The number of electors affected by this change is small relative to the total electorate of each of the wards. Forward projections of changes in electorate in the area were considered as part of the Commission's 4th reviews of electoral arrangements, which reported to Scottish Ministers in 2006.

22. The proposed changes will result in the transfer of 14 electors from North East ward of Glasgow City Council to Bishopbriggs South ward of East Dunbartonshire Council as detailed in the table below:

Ward	Electorate December 2008 ¹	Change	Resulting electorate
East Dunbartonshire Council Ward 6 (Bishopbriggs South)	9,366	+ 14	9,380
Glasgow City Council Ward 21 (North East)	23,672	- 14	23,658

Other issues

23. This review relates to boundaries that affect the structure or arrangements of local government in the area under review and the services provided by councils. The Commission has not taken into consideration any financial or service level implications its

¹ The figures used with the Provisional Proposals published in May 2009 incorrectly included "attainers" - voters who would become 18 during the lifetime of the December 2008 electoral roll.

proposals may have for residents in the affected area, only that the proposals appear to it to be desirable in the interests of effective and convenient local government.

24. In reviews of administrative area boundaries, the Commission does not give weight to possible impact of proposals on community ties beyond its effect on the effective and convenient local government of the area.

Representations

25. Information on the proposals, with illustrative maps, is available on the Commission's website, and is being made available at locations in each of the Council areas for the duration of the public consultation as follows:

- Glasgow City Council, City Chambers, George Square, Glasgow, G2 1DU
- East Dunbartonshire Council Offices, Tom Johnston House, Civic Way, Kirkintilloch, G66 4TJ
- Auchinairn Hall, 93 Auchinairn Road, Bishopbriggs, G64 1NF
- Auchinairn CE Centre, 173 Auchinairn Road, Bishopbriggs, G64 1NG
- The Triangle Offices, Bishopbriggs, G64 2TR
- Milton Library and Learning Centre at Milton Community Campus, 204 Liddesdale Road, Glasgow, G22 7AR [*updated 29 October 2009 from 163 Ronaldsay Street*]
- Barmulloch Community Centre and Library, 46 Wallacewell Quadrant, Glasgow, G21 3PX
- Springburn Library and Learning Centre, Kay Street, Glasgow, G21 1JY

26. Representations regarding the proposals should be made to the Commission by 28 January 2010. These can be made by:

- using the reply facility on the Commission's web site;
- email to: greenacres@scottishboundaries.gov.uk ; or
- writing to:

Greenacres Review
Local Government Boundary Commission for Scotland
3 Drumsheugh Gardens
Edinburgh
EH3 7QJ

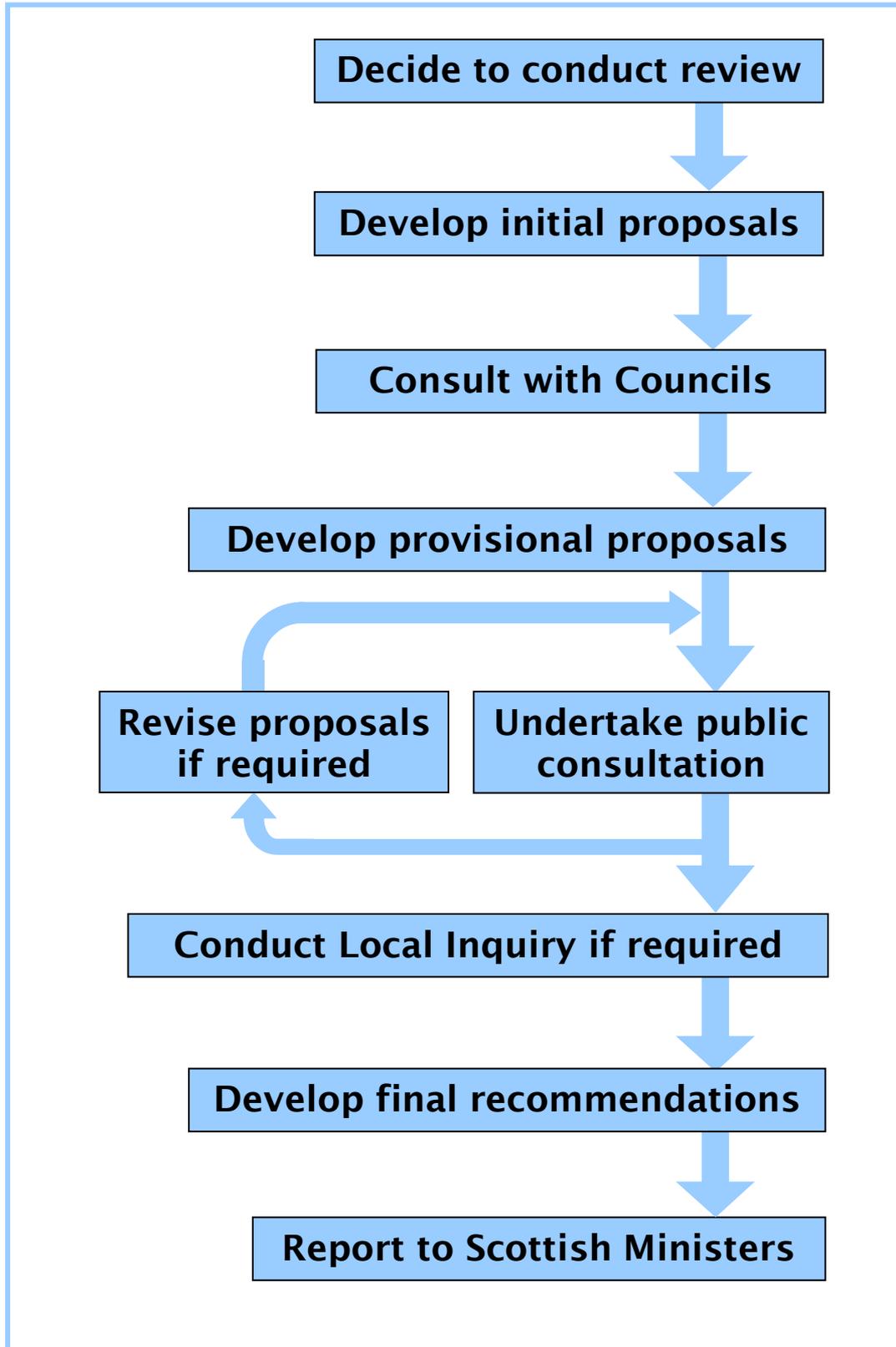
27. Under the Freedom of Information (Scotland) Act 2002, representations will be made available for public inspection, with the exception of personal contact details, unless respondents justify to the Commission why this should not be the case.

Further stages

28. The Commission will consider all representations and may hold a local inquiry if it considers this necessary. The Commission will then make its final recommendations to Scottish Ministers on the administrative area boundary and any consequential changes to electoral arrangements.

Local Government Boundary Commission for Scotland
October 2009

Appendix A - Review process flowchart





POLICY & RESOURCES COMMITTEE

ON: 3RD DECEMBER 2009

REPORT NO: CTY/181/09/GC

BY: DIRECTOR OF COMMUNITY SERVICES

CONTACT OFFICER:

**GORDON CURRIE, HEAD OF EDUCATION
(TEL: 0141 578-8709)**

SUBJECT:

**SUPPORT FOR LEARNING ASSISTANT POST:
CASTLEHILL PRIMARY SCHOOL**

1.0 PURPOSE

- 1.1. The purpose of this report is to seek approval from the Committee for the appointment of a Support for Learning Assistant at Castlehill Primary School.

2.0 SUMMARY

- 2.1 Support for Learning Assistants assist the learning of young people with identified additional support needs.
- 2.2 Pupils who attend East Dunbartonshire Schools from other council areas remain the responsibility of the home authority if additional funding is required for Additional Support Needs.
- 2.3 Glasgow City Council has approved funding to support a pupil in Castlehill Primary School.
- 2.4 All costs for this post will be paid by Glasgow City Council to East Dunbartonshire Council.
- 2.5 The post is temporary for the duration of the pupil's education in East Dunbartonshire.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 approves the appointment of the Support for Learning Assistant for Castlehill Primary School on a temporary basis.

**GORDON CURRIE
HEAD OF EDUCATION
December 2009**

4.0 BACKGROUND

- 4.1 A Support for Learning Assistant provides essential assistance for pupils with Additional Support Needs.
- 4.2 The provision of this support allows learners to access the mainstream curriculum.
- 4.3 The home authority for pupils requiring a Support for Learning Assistant is responsible for funding.
- 4.4 Inter-authority meetings have established the need for this post to support a specific pupil in an East Dunbartonshire school.

5.0 FURTHER INFORMATION

- 5.1 An appropriate person has been identified as being suitable for this post.

6.0 IMPLICATIONS FOR OTHER DEPARTMENTS

6.1 Finance & ICT

Liaise with finance to ensure money is downloaded from Glasgow City Council to East Dunbartonshire Council.

6.2 Legal & Democratic

Nil.

6.3 Human Resources

Necessary appointment paperwork will be required.

6.4 Corporate Communications

Nil.



POLICY & RESOURCES COMMITTEE

ON: 3RD DECEMBER 2009

REPORT NO: CTY/182/09/GC

BY: DIRECTOR OF COMMUNITY SERVICES

CONTACT OFFICER:

**GORDON CURRIE, HEAD OF EDUCATION
(TEL: 0141 578-8709)**

SUBJECT:

**SUPPORT FOR LEARNING ASSISTANT POST:
ST HELEN'S PRIMARY SCHOOL**

1.0 PURPOSE

- 1.1. The purpose of this report is to seek approval from the Committee for the appointment of a Support for Learning Assistant at St Helen's Primary School.

2.0 SUMMARY

- 2.1 Support for Learning Assistants assist the learning of young people with identified additional support needs.
- 2.2 Pupils who attend East Dunbartonshire Schools from other council areas remain the responsibility of the home authority if additional funding is required for Additional Support Needs.
- 2.3 Renfrewshire Council has approved funding to support a pupil in St Helen's Primary School.
- 2.4 All costs for this post will be paid by Renfrewshire Council to East Dunbartonshire Council.
- 2.5 The post is temporary for the duration of the pupil's education in East Dunbartonshire.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 approves the appointment of the Support for Learning Assistant for St Helen's Primary School on a temporary basis.

**GORDON CURRIE
HEAD OF EDUCATION
December 2009**

4.0 BACKGROUND

- 4.1 A Support for Learning Assistant provides essential assistance for pupils with Additional Support Needs.
- 4.2 The provision of this support allows learners to access the mainstream curriculum.
- 4.3 The home authority for pupils requiring a Support for Learning Assistant is responsible for funding.
- 4.4 Inter-authority meetings have established the need for this post to support a specific pupil in an East Dunbartonshire school.

5.0 FURTHER INFORMATION

- 5.1 An appropriate person has been identified as being suitable for this post.

6.0 IMPLICATIONS FOR OTHER DEPARTMENTS

6.1 Finance & ICT

Liaise with finance to ensure money is downloaded from Renfrewshire Council to East Dunbartonshire Council.

6.2 Legal & Democratic

Nil.

6.3 Human Resources

Necessary appointment paperwork will be required.

6.4 Corporate Communications

Nil.



POLICY & RESOURCES COMMITTEE

ON: 26 November 2009

REPORT NO: CTY/180/09/ASM

BY: DIRECTOR OF COMMUNITY SERVICES

CONTACT OFFICER:

**SANDY MCGARVEY, HEAD OF
INTEGRATED SUPPORT - COMMUNITY
SERVICES (TEL: 0141 578 8717)**

**SUBJECT: GRANTS TO COMMUNITY AND VOLUNTARY SECTOR 2009
ROUND 3 AWARDS**

**A. Recommendations from the East Dunbartonshire Grants Advisory
Committee.**

1.0 PURPOSE

1.1 The purpose of this report is to advise the Committee of the recommended levels of funding to community and voluntary sector organisations having submitted applications to the third round of the 2009 Community Grant Scheme.

2.0 SUMMARY

2.1 Listed in **Appendix 1** of this report and tabled for approval are the award recommendations made by the East Dunbartonshire Grants Advisory Committee for applications considered in the third round of the 2009 Community Grant Scheme.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

3.1 agrees the awards as recommended in **Appendix 1** by the East Dunbartonshire Grants Advisory Committee.

SANDY MCGARVEY

Head of Integrated Support - Community Services

4.0 BACKGROUND

- 4.1 The Grant Advisory Committee (GAC) met in October 2009 to consider applications to the third round of the 2009 Community Grant Scheme. Recommendations are contained in **Appendix 1** of this report.
- 4.2 With respect to the recommendations contained in **Appendix 1**, additional information regarding the Milngavie Youth Café application is provided.
- 4.3 The Milngavie Youth Café (MYC) Management Committee is a voluntary sector organisation that supports the operation and development of the Milngavie Youth Café, a Council owned and run youth facility. The Café provides a place for young people to meet and engage in a range of activities. The MYC Management Committee works in partnership with East Dunbartonshire Council and has a role in raising funds for equipment, outdoor education, sport activities and improvements to the facility. The membership of the MYC Management Committee includes representatives from the Rotary Club of Allander, the Outward Bound Trust, Strathclyde Police, East Dunbartonshire Council, local adults and young people.
- 4.4 In 2006, the MYC Management Committee was awarded a three year grant of £8,000 per year. It was intended that the grant be spent on outdoor education (£3,600), equipment (£2,500), sports activities (£500) and refurbishment (£1,500). Upon an analysis of the group's accounts it became apparent that the grant had not been spent in this way. In 2006, 2007 and 2008 the group's total expenditure was £8,469, £6,601 and £2,649 respectively. This means around £6,000 of the grant had not been spent and remains in their bank account. The MYC Management Committee has £64,000 in its bank account.
- 4.5 In the course of assessing a new three year grant application of £8,000 per year from the group, an officer met the MYC Management Committee to discuss the unspent grant. The Committee explained that they have long-standing plans to extend and refurbish the facility. The unspent grant and the Committee's reserves are to be used for this purpose. It is understood that the extension may cost around £200,000 and the refurbishment between £25,000 and £50,000.
- 4.6 The Grants Advisory Committee (GAC) considered the group's application for a new grant in detail. The GAC decided a new grant should not be awarded at this time because £6,000 from the previous award had not been spent. Despite this the GAC was and continues to be supportive of the Milngavie Youth Café.
- 4.7 Officers shall continue to engage with the group in order to ensure that the £6,000 of unspent grant funding is accounted for.

5.0 IMPLICATIONS FOR OTHER DEPARTMENTS

- 5.1 **Finance & ICT** - None
- 5.2 **Legal & Democratic** – None
- 5.3 **Human Resources** – None
- 5.4 **Corporate Communications** – Details of the grant awards shall be reported to the Corporate Communications Team with a view to a press release being prepared.

**GRANTS TO THE COMMUNITY AND
VOLUNTARY SECTOR 2009
ROUND 3 AWARDS**

**Recommendations from East Dunbartonshire
Grants Advisory Committee**

Appendix 1: List of grants considered by the Grant Advisory Committee (GAC) - Round 3 2009.

no. grants in list	27
list total asked for	£66,232
list total awarded	£30,779

Main Target Beneficiary: Community Groups and Vol Orgs

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2009-1,3,0918	St Andrew's Ambulance Association - Strathkelvin Branch	Funding for five resusci anne dolls, a projector and for two members to undertake the first aid trainer and assessor course.	£2,200	£1,380.00	1	£2,200	This group has recently established their own dedicated base in Eastside, Kirkintilloch. This grant will increase their capacity to deliver first aid courses to members of the public and community groups. In 20010-11 they want to run three courses.
Sum			<u>£2,200</u>			<u>£2,200</u>	

Main Target Beneficiary: Ethnic Minority

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2009-1,3,0906	Ethnic Minority Forum in East Dunbartonshire	Funding towards running costs including its AGM, stationary, telephone and meeting costs.	£1,970		1	£750	Through its engagement with the community and liaison with public bodies the Forum seeks to respond to issues of concern and promote cultural diversity. It is recommended that the group meet a greater proportion of its running costs through fundraising.
Sum			<u>£1,970</u>			<u>£750</u>	

Main Target Beneficiary: Older People

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2007-8,3,0690	The Park Centre Ltd	Funding towards the cost of providing IT training courses.	£5,817	£2,548.00	3	£2,548	This is the 3rd year of a three year grant to support the provision of five free computer training courses a year for people with special support needs. The courses are run from the IT suite in the Park Centre.
2009-1,3,0899	The Council for Music in Hospitals	Funding for 10 concerts in care units and day centres in East Dunbartonshire.	£890	£850.00	1	£890	Last year 28 concerts took place in East Dunbartonshire benefiting 310 people. It is anticipated that the group will again exceed the ten planned concerts and bring enjoyment to hundreds of vulnerable adults in care.
2009-1,3,0904	St Mary's Men's Club	Publicity materials, speaker costs and the purchase of equipment; e.g carpet bowls.	£500		1	£500	A small grant is recommended to allow the group to buy some new equipment, do some publicity and invite some speakers along. It is recommended that the group receive some support from CVS to improve their constitution.
2009-1,3,0903	St Machan's Senior Citizens Committee	Funding for a Christmas party for 80 older people from Lennoxton.	£500	£500.00	1	£500	Last year this group ran a Children's party too but owing to low numbers they have decided not to organise one in 2009. It is recommended that the group receive some support from CVS to explore whether the Children's party can be reinstated.
2009-1,3,0900	Milngavie & Bearsden Discovery Award Group	Funding to help subsidise travel costs incurred in undertaking the award scheme.	£500	£500.00	1	£500	Designed for older people the Discovery Award comprises of four elements: a hobby, service to the community, recreation and a journey of discovery. Five members have achieved the gold level and rest are working through the scheme.
Sum			<u>£8,207</u>			<u>£4,938</u>	

Main Target Beneficiary: Other

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2007-8,3,0670	Cruse Bereavement Care Scotland - Strathkelvin Branch	Funding towards bereavement counselling services.	£3,200	£3,000.00	3	£3,000	This is the third year of a three year grant. The group provide bereavement counselling services in East Dunbartonshire. Around 100 people benefited last year. Their waiting list has decreased and more volunteer counsellors have been trained too.
2009-1,2,0871	Mains Estate Residents Association	Funding to upgrade, extend and fence the play area at Mains Estate Park.	£8,000		1	£3,000	This group have been working closely with the Council's Greenspace Team to develop plans and raise funds for this park in Milngavie. This first phase of works will make the play area better for under 10's. A contribution of £3,000 is recommended.
2009-1,3,0913	Kirkintilloch Ladies Choir	Funding towards the cost of new uniforms for the choir's members.	£980		1	£500	The Choir performs at charitable events, nursing homes and churches. It also involves local schools in its Christmas concerts. The uniforms will mark the choir's 50th anniversary in 2010. The application has been referred to the Arts Council too.
2009-1,3,0898	Auchinairn & Crowhill Tenants Association	Funding to replace a plaque commemorating Dr James Dunlop at Dunlop Gardens housing scheme.	£150		1	£150	Dunlop Gardens in Auchinairn comprises of seven council houses. The name of the housing scheme was chosen by primary school children 22 years ago in memory of Dr James Dunlop, a local GP. The grant will be used to replace the plaque.
2009-1,3,0907	Strathkelvin Writers Group	Funding for hall hire costs and to pay for visiting professional writers to advise and tutor the group.	£500			£0	It is recommended that the group discuss their plans with EDC's Library Service. The Libraries Service invites writers to do book readings and there may be opportunities for partnership working. Referral to the Arts Council is recommended too.
Sum			<u>£12,830</u>			<u>£6,650</u>	

Main Target Beneficiary: Special Support Needs

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2009-1,3,0902	Central Scotland Forest	Funding to create a community garden for service users of a charity called Silverbirch	£5,038	£3,130.00	1	£5,038	During its construction and thereafter its maintenance, this £106,000 project, will provide work experience and skills development opportunities for adults with learning disabilities. Paths, woodland, wildflower meadows and a pond will be established.
2009-1,3,0897	Project Ability	Funding to run a twelve week programme of visual art workshops for people with learning disabilities in East Dunbartonshire.	£3,000	£3,000.00	1	£3,000	The workshops will take place at the Auld Kirk Museum. Around 8 to 12 adults with learning disabilities will benefit by learning new skills, making new friends and creating art work that will be professionally exhibited at the end of the project.
2007-8,3,0678	Pain Association Scotland	Pain relief clinics in Kirkintilloch and Milngavie.	£1,700	£1,700.00	3	£1,700	This is the third year of a three year grant. This volunteer led group want to continue to teach self-management techniques to people with chronic painful conditions.
2009-1,2,0895	Scottish Spina Bifida Association	Funding for the Family Support Service.	£15,000	£1,500.00	1	£1,500	Continued grant funding is recommended. Last year 12 adults, 10 children and 48 carers from East Dunbartonshire benefited. Home and hospital visits, respite breaks, advice and information and a helpline are among the services provided.
2009-1,3,0912	Strathkelvin Activities Club for the Disabled	Funding towards the cost of running adult learning courses, a programme of outings and weekly activities.	£1,400	£1,100.00	1	£1,100	Continued funding is recommended. This year the group want to run healthy eating and aromatherapy courses. A joint project with sixth year students from Bishopbiggs Academy is also planned. The students will tutor the group in ICT at the new school.
Sum			<u>£26,138</u>			<u>£12,338</u>	

Main Target Beneficiary: Young People

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2009-1,3,0890	Milngavie Pipe Band	Funding towards the cost of attending the British Pipe Band Championships in Northern Ireland In 2010.	£2,000		1	£750	Referral to the Arts Council together with a grant contribution of £750 is recommended. It is recognised that the outcomes for young people very worthwhile, with progression to the senior band and some taking Piping as a higher at school.
2007-8,3,0683	ChildLine Scotland (NSPCC)	Funding towards the running costs of the 'bullying line' project.	£2,375	£1,273.00	3	£600	This is the third year of a three year grant. The project provides a helpline service for children experiencing bullying. Last year it also ran workshops and peer support schemes in three East Dunbartonshire schools.
2009-1,3,0905	1st Lenzie Company, The Boys Brigade	Funding for DofE (Duke of Edinburgh's Award) expeditions, new reeds for the Brigade's pipe band and new footballs for the football team.	£500		1	£500	Around five young people a year undertake the DofE Award through this company. The pipe band participates in the Lenzie and Kirkintilloch galas, the G66 festival, the canal festival, church parades and remembrance days.
2009-1,3,0892	Milngavie Youth Café	Funding for outdoor education, equipment, sport activities and refurbishment of the Café.	£8,000	£8,000.00		£0	An analysis of monitoring returns has shown that the group has not spent £6,000 of the £24,000 it was given over the last three years. Before any further grants are awarded it is recommended that this outstanding sums be spent on its intended purpose.
Sum			<u>£12,875</u>			<u>£1,850</u>	

Main Target Beneficiary: Older People (OPF)

grant id	Group name	Project Name	amount asked for	last year's grant	Period rec by GAC	Amount Rec by GAC	Grant Advisory Committee Comments
2009-1,3,0908	St. Mary's Parish Church Guild	Funding for running costs, including weekly meetings, summer outing and Christmas meal.	£438	£443.00	1	£438	The system for determining grants to older persons groups has been applied. Around 45 meet every week to sing, listen to speakers and socialise. Last year they enjoyed a summer outing to St Andrews and a Christmas dinner was organised too.
2009-1,3,0901	Bishops Gate Residents/Owners Association	Funding got running costs, including weekly and monthly meetings, summer outing and Christmas meal.	£345	£300.00	1	£345	The system for determining grants to older persons groups has been applied. Around 35 attend their weekly meetings. Last year around 52 members enjoyed a summer outing to Crieff and Christmas dinner.
2009-1,3,0910	WRVS Auchinairn & Bishopbriggs Lunch Club	Funding for running costs, including twice-weekly meetings, summer outing and Christmas meal.	£300	£300.00	1	£341	The system for determining grants to older persons groups has been applied. Around 15 meet every week for a lunch. Last year around 20 members enjoyed a summer outing to Largs and a Christmas dinner was organised too.
2009-1,3,0909	Allander Ladies Thursday Fellowship	Funding for running costs, including weekly meetings, summer outing and Christmas meal.	£329	£312.00	1	£329	The system for determining grants to older persons groups has been applied. Around 38 attend their weekly meetings to listen to speakers and sing songs. Last year the group organised an outing to Gourock and a Christmas dinner.
2009-1,3,0911	The Royal British Legion (Milngavie & Bearsden Branch)	Funding for running costs, including monthly meetings and approximately five outings.	£300	£300.00	1	£300	The system for determining grants to older persons groups has been applied. Around 18 attend every month to socialise. Last year the group ran five outings to places like Loch Katrine and the Royal Yacht in Leith.
2009-1,3,0914	Hillhead Pensioners Bowls Club	Funding for running costs, including weekly meetings, summer meal and Christmas meal.	£300	£300.00	1	£300	The system for determining grants to older persons groups has been applied. Around 13 people meet weekly to play carpet bowls and socialise. Last year they didn't organise any outings but they did have a Christmas dinner.
Sum			<u>£2,012</u>			<u>£2,053</u>	



**POLICY & RESOURCES
COMMITTEE**

DATE: 3rd DECEMBER 2009

REPORT NO: D&I 040-09

BY DIRECTOR OF DEVELOPMENT & INFRASTRUCTURE

CONTACT OFFICER

**ALAN BAUER, SENIOR ESTATES SURVEYOR
0141 578 8624**

SUBJECT

**NON OPERATIONAL ESTATE-
REPAIRS BUDGET AND LIABILITIES**

1.0 PURPOSE

- 1.1 The purpose of this report is to brief the committee on the position regarding the Non-Operational property estate reactive repairs budget and liabilities as requested at the Policy & Resources Committee of 27th August.

2.0 SUMMARY

- 2.1 The Estates team manage 163 non-operational investment properties. With the exception of Garscadden Depot, Bearsden and 52 Main Street, Milngavie, all property within the investment portfolio has been assessed during recent condition surveys as Grade B – Satisfactory. The surveys were undertaken by Dearle & Henderson, who have completed stock condition surveys on all Council properties to facilitate the delivery of Asset Management.
- 2.2 The proposed disposal of 52 Main Street, Milngavie, reported at the Policy & Resources committee of 27th August, highlighted an issue where the Council own and lease investment property which is in a poor state of repair (Grade C), yet has no legal remedy to ensure repairs are undertaken by the Tenant, as the terms and conditions of their lease agreement does not permit the Council, as Landlord, to request the repairs be attended to.

3.0 RECOMMENDATION

It is recommended that:

- 3.1 The committee note the contents of the report.

DIRECTOR OF DEVELOPMENT & INFRASTRUCTURE

4.0 BACKGROUND

Estates Repairs Budget

- 4.1 Estates hold two budgets with respect to property repairs. The first is for rechargeable property costs in multi-occupied properties or industrial estates, which include, but are not limited, to utility costs, building fabric repairs, cleaning, fire safety etc. These costs are recovered from the Tenants through the service charge for their building.
- 4.2 The second budget is for reactive, non-recoverable repairs. The annual budget is £20,910 and covers repairs that cannot be recharged. Large proportions of this budget are spent maintaining assets that have been declared surplus by their previous user and are passed to Estates to manage whilst their future use is determined. Such costs can be significant. There have to date never been any more than 10 assets in this category at any one time.
- 4.3 Other assets are included in packages to the Lennoxton and Kirkintilloch Initiative's, and although both organisations have options over these assets, they do not hold a budget to maintain them. Ultimately Estates will fund any repairs or maintenance from the reactive repairs budget until such times as the Initiative exercises their option. Currently there are circa 10 assets in this category, although not all properties are a drain upon revenue.
- 4.4 Other expenses include title searches with Registers of Scotland. Ownership information is frequently requested by Officers and Elected Members, the cost of which is not recharged.
- 4.5 As with many service areas, the annual budget of £20,910 has remained at this level for several years with no inflationary increase and consequently resulting in a net decrease in the spending power of the budget over time.

Liabilities

- 4.6 Non-Operational property is normally let to Tenants on full repairing and insuring lease agreements. This passes all liabilities to the Tenants, including repairs and all utility costs etc. There are however some isolated instances where the Council as Landlord will undertake repairs and not recharge them to the Tenant such as:
- 4.6.1 **Where the property is multi-occupied and has suffered a distinct lack of investment in previous years.**
A prime example of this would be Springfield Works, Bishopbriggs. Until recent years, no money had been spent maintaining the exterior of the building and the car park. It was unrealistic to recharge the Tenants the cost of bringing the building and its environs back up to a reasonable standard of repair in a situation where the Council had historically not fulfilled its duty to maintain the subjects in a reasonable condition.
- 4.6.2 **Where a lease agreement specifically references the Landlords as liable for repairs, the cost of which cannot be recovered.**
In only one instance does this situation now exist, as other similar leases have recently been amended to remove this burden on the Council. The Fraser Centre in Milngavie is occupied by the Milngavie Old People's Welfare and their lease places the onus for external repairs onto the Council.

4.6.3 Where the lease agreement did not contain a schedule of condition as at lease commencement.

Normally a Tenant must ensure that the property is returned to the Landlord in no worse a condition than that in which it was let. In these instances it is impossible to prove what condition the property was in at lease commencement. The Landlord is then liable to bring the property back to a reasonable state of repair prior to re-letting. This is common with older leases although not prevalent throughout our agreements.

4.7 Specific reference was made at the Policy & Resources committee of the 27th August as to whether similar scenarios to that encountered with the property at 52 Main Street exist, and are likely to create future liabilities for the Council. The situation regarding 52 Main Street was a very rare case where the former Tenant entered into a lease agreement with the Council following the compulsory acquisition of his own property. The terms of the lease agreement were vague and limited, and perhaps reflect particular circumstances at that time. There are no other properties managed by Estates that are let on similar terms and conditions to this example.

4.8 In summary, the liabilities for the Council in terms of the Non-Operational estate are few, but given the nature of property they can be very expensive. Given the limited budget available, priority is given to those repairs that will ensure continuity of revenue income. Statutory requirements, for example requirements of the Disability Discrimination Act, are normally the responsibility of the Tenant, however this is not always the case, and undoubtedly there will be further pressure on this budget as a result of future changes in fire safety legislation and carbon management, to name but two examples.

5.0 IMPLICATIONS FOR OTHER DEPARTMENTS

5.1	Finance	No Implications
5.2	Legal	No Implications
5.3	Human Resources	No Implications
5.4	Public Relations	No Implications

EAST DUNBARTONSHIRE COUNCIL - POLICY & RESOURCES COMMITTEE

AGENDA & ALL PAPERS TO ATTEND

COUNCILLOR GEEKIE (CONVENER)
 COUNCILLOR HENDRY (VICE CONVENER)
 COUNCILLOR WALKER
 COUNCILLOR RENWICK
 COUNCILLOR LOW
 COUNCILLOR JAMIESON
 COUNCILLOR MACKAY
 COUNCILLOR O'DONNELL
 COUNCILLOR JARVIS
 COUNCILLOR MOODY
 PROVOST GOTTS
 COUNCILLOR KENNEDY

CHIEF EXECUTIVE

DIRECTOR OF CORPORATE & CUSTOMER SERVICES

DIRECTOR OF COMMUNITY SERVICES

DIRECTOR OF DEVELOPMENT & INFRASTRUCTURE

Corporate Planning and Performance Manager

Corporate Communications

Corporate Communications Manager

Head of Legal & Democratic Services

Head of Customer Relations and Organisational Development

Dave Smith – Human Resources Manager, TJ House

Leeanne Galasso – Organisation and People Development Manager

Head of Finance & ICT

Head of Assets and Property Services

Head of Development and Enterprise

Head of Education

Head of Integrated Support - Community Services

Head of Social Work

Head of Housing & Community Services

Head of Roads and Neighbourhood Services

Gerry Allen, Audit & Risk Manager

Police Liaison Officer, Kirkintilloch Police Office, Southbank Drive, Kirkintilloch

Committee Administration Officer

AGENDA AND NON-PRIVATE PAPERS

Jo Swinson MP, 20 Keystone Quadrant, Milngavie, Glasgow, G62 6LL (E)

Rosemary McKenna, MP, Parliamentary Office, Lennox Ho., Lennox Rd., Cumbernauld, G67 1LL (E)

David Whitton MSP, The Scottish Parliament, Edinburgh EH99 1SP (E)

Elaine Smith MSP, Unit 65, Fountain Business Centre, Coatbridge (E)

Premier Planning, 93-97 St. George's Road, Charing Cross, Glasgow G3 6JA (E)

Stephen Mabbott Associates, 14 Mitchell Lane, Glasgow G1 3NU (E)

Mr. H Frew, UCATT Area Organiser, 53 Morrison Street, Glasgow G5 8LB (E)

Stephen Baillie, GMB Regional Organiser, Fountain Ho., 1-3 Woodside Crescent, Glasgow, G3 7UJ (E)

Mr. M. Corbett, (NASUWT), 107 Arisaig Drive, Mossark, GLASGOW, G52 1PW (E)

Jackson Cullinaine, UNITE, 290 Bath Street, Glasgow, G2 4LD (E)

Mr J Burnett, UNISON (E)

Mr. A. Finlayson, AMICUS, John Smith House, 145-165 W. Regent Street, Glasgow, G2 4RZ (E)

Mr Ken Brown, Educational Institute of Scotland, East Dunbartonshire Local Association,

Huntershill Recreation Centre, Crowhill Road, Bishopbriggs G64 1RP (E)

John Duffy, Convener – UNITE, Bishopbriggs Social Work Office, 1 Balmuildy Road, Bishopbriggs, G64 3BS (E)

Newsdesk at The Herald (E)

Newsdesk, The Evening Times (F.A.O. Wendy Miller) (E)

The Extra (West End/Bearsden & Milngavie) (E)

Scottish Enterprise Dunbartonshire (E)

Kirkintilloch Herald 1

Milngavie & Bearsden Herald 1

Wm. Patrick Library - Senior Librarian 1

Brookwood Library, 166 Drymen Road, Bearsden 1

Members' Services 2

Public (per Committee Administration Officer) 2 = 8

AGENDA ONLY

Jacqui Brown, Project Team Leader, Whitegates, Unit 4 (E)

AGENDA & ALL PAPERS FOR INFORMATION

COUNCILLOR MOIR
 COUNCILLOR BINKS
 COUNCILLOR CUMMING
 COUNCILLOR DEMPSEY
 COUNCILLOR GIBBONS

COUNCILLOR MACDONALD

COUNCILLOR McNAIR

COUNCILLOR DOUGLAS

COUNCILLOR RITCHIE

COUNCILLOR STEWART

COUNCILLOR YOUNG

23

1

1

1

1

1

1

1

1

1

1

1

1

2

1

1

1

1

1

1

1

1

1

2 = 24

TOTAL =

55