

Department of Corporate and Community Services

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Date: 19 February 2021

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TO: Councillors T Buchanan (Chair); C Bamforth; D Devlin; A Lafferty; C Merrick; and P O'Kane.

CABINET

A meeting of the Cabinet will be held on **Thursday 4 March 2021 at 10.00am**.

The agenda of business is as shown below.

Please note this is a virtual meeting.

Caroline Innes

C INNES

DEPUTY CHIEF EXECUTIVE

AGENDA

1. **Report apologies for absence.**
2. **Declarations of Interest.**
3. **Charging for Services 2021/22: Licensing - Report by Chief Officer – Legal & Procurement (copy attached, pages 3 - 8).**
4. **Debt Management for Non-Domestic Rates, Sundry Debt Income, Housing Benefit Overpayments and Council Tax Reduction Adjustment - Report by Deputy Chief Executive (copy attached, pages 9 - 14).**
5. **Estimated Revenue Budget Outturn 2020/21 as at 31 December 2020 – Report by Head of Accountancy (Chief Financial Officer)(copy attached, pages 15 - 52).**
6. **General Fund Capital Programme 2020/21: Progress – Report by Head of Accountancy (Chief Financial Officer)(copy attached, pages 53 - 80).**
7. **Housing Capital Programme 2020/21: Progress – Joint Report by Head of Accountancy (Chief Financial Officer) and Director of Environment (copy attached, pages 81 - 88).**

- 8. Trading Under Best Value – Report by Head of Accountancy (Chief Financial Officer) (copy attached, pages 89 - 100).**
- 9. Authorisation to Sign Leases on behalf of the Council for the let of houses – Report by Director of Environment (copy attached, pages 101 - 104).**
- 10. Climate Change Strategy and Action Plan Update – Report by Director of Environment (copy attached, pages 105 - 110).**
- 11. Crookfur Playing Fields: Lease by St Cadoc’s Youth Club – Report by Director of Environment (copy attached, pages 111 - 118).**
- 12. Proposals for Charges for Non-Statutory Planning Services – Report by Director of Environment (copy attached, pages 119 - 124).**
- 13. Write-Off of Irrecoverable Former Tenant Rents and Court Expenses – Report by Director of Environment (copy attached, pages 125 - 128).**

EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Chief Officer – Legal & ProcurementCHARGING FOR SERVICES 2021/22**PURPOSE OF REPORT**

1. The purpose of this report is to submit for approval the proposed licensing fees and charges for 2021/22.

RECOMMENDATIONS

2. It is recommended that the Cabinet:-
- (a) Alters charges for 2021/22 in accordance with the table in Appendix 1. Where an increase occurs, the increases are approximately 1.9% being the inflation rate advised by the Chief Accountant ;
 - (b) Reduces charges for Wheelchair Accessible Vehicles (WAVs) Licences for the purpose of encouraging the increased availability of these vehicles; and
 - (c) Removes the difference between business and employee rates for some licences.

BACKGROUND

3. The licensing section of legal services currently administers approximately 1,300 licences across various Civic Government and miscellaneous licensing categories. In terms of Civic Government legislation, the licensing service must recover all the costs of providing the service through the fees charged. This requirement ensures that council tax payers, through mainstream revenue budgets are not being asked to subsidise the service. However, total licensing income is not permitted to exceed the total cost of the service.

REPORT

4. Licensing is a regulatory function of the Council imposed on it by various statutory provisions. Some licences are optional but others are not so the Council is unable to choose whether or not to provide this service.

5. The main purpose of licensing is to protect the public by regulating certain activities and making sure that those activities are carried out by appropriate persons in accordance with the terms of their licence.

6. The licensing section recovered costs in full for 19/20 and is expected to recover its costs in full for the period 2020/21 but the impact of the Coronavirus pandemic may mean this is not achieved.

7. Overall, the service aims to balance all costs of licensing to maximise the utilisation of the staff, minimise costs and maximise service availability.

8. The Council presently has a policy of accepting only wheelchair accessible vehicles as new taxi and private hire vehicles. The policy is due for review and may require to be adjusted to remove private hire vehicles from this requirement due to numbers reaching adequate levels and the move towards ultra-low emission vehicles. A financial incentive is suggested to keep existing and encourage new wheelchair accessible vehicles in circulation should the policy be amended.

9. A review of the cost of some business licences has highlighted a discrepancy with neighbouring local authorities. Due to the small number of these licences, and a potential saving in administration, it is proposed to discontinue having two levels of fees.

FINANCE AND EFFICIENCY

10. It is anticipated that the changes suggested will allow the Council to continue to recover the costs of licensing in full from licensing fees and charges. Legal Services will continue to update and seek efficiencies in licensing where appropriate.

IMPLICATIONS OF THE PROPOSALS

11. There are no implications in terms of staffing, property, legal, IT, equalities and sustainability.

RECOMMENDATIONS

12. It is recommended that the Cabinet:-

- (a) Alters charges for 2021/22 in accordance with the table in Appendix 1. Where an increase occurs, the increases are approximately 1.9% being the inflation rate advised by the Chief Accountant ;
- (b) Reduces charges for Wheelchair Accessible Vehicles (WAVs) Licences for the purpose of encouraging the increased availability of these vehicles; and
- (c) Removes the difference between business and employee rates for some licences.

REPORT AUTHOR

Report by: Chief Officer (Legal and Procurement), Gerry Mahon, Tel: 0141 577 3801
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APPENDIX 1

Charging Classification and Policy for 2021/22

	Service	Current Charge 2020/21	Proposed Charge 2021/22	Proposal
Licensing				
1 (Cat 1)	Taxi Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£210 £400 £568	£214 £408 £579	Change inflation
2. (Cat 1)	Taxi Operator's Licence (WAV) 1 yr/(Temp) 2 yrs 3 yrs	£210 £400 £568	£100 £190 £280	Change to encourage WAVs
3. (Cat 4)	Taxi Driver's Licence 1 yr/(Temp) 2 yrs 3 yrs	£ 94 £179 £254	£ 96 £182 £259	Change inflation
4. (Cat 1)	Private Hire Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£210 £400 £568	£214 £408 £579	Change inflation
5. (Cat 1)	Private Hire Operator's Licence (WAV) 1 yr/(Temp) 2 yrs 3 yrs	£210 £400 £568	£100 £190 £280	Change to encourage WAVs
6. (Cat 4)	Private Hire Driver's Licence 1 yr/(Temp) 2 yrs 3 yrs	£ 94 £179 £254	£ 96 £182 £259	change inflation
7 (Cat 3)	Street Trader's Licence (business/multiple owner) 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£N/A £N/A £N/A	Remove this category
8. (Cat 4)	Street Trader (employee)	£ 94 £179 £254	£ 96 £182 £259	Change inflation Change name
9. (Cat 3)	Window Cleaner's Licence (business/multiple owner/trader) 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£N/A £N/A £N/A	Remove this category
10.	Window Cleaner (employee or single trader)	£ 94	£ 96	Change Inflation

(Cat 4)		£179 £254	£182 £259	Inflation only

	Service	Current Charge 2018/19	Proposed Charge 2019/20	Proposal
11. (Cat 2)	Public Entertainment Licence 1 yr/(Temp not an event) 2 yrs 3 yrs Temp for event up to 2000 attendees at one time Up to 5000 attendees at one time Over 5000 attendees at one time Approved community group (on application)	£274 £520 £739 £350 £500 £700 £0	£279 £530 £753 £357 £509 £713 £0	Change inflation only
12. (Cat 3)	Market Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£182 £347 £493	Change inflation
14. (Cat 3)	Late Hours Catering Licence 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£182 £347 £493	Change inflation
15. (Cat 3)	Second Hand Dealer's Licence 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£182 £347 £493	Change inflation
16. (Cat 2)	Indoor Sports Entertainment Licence 1 y /(Temp) 2 yrs 3 yrs	£274 £520 £739	£279 £530 £753	Change inflation
17. (Cat 3)	Skin Piercing 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£182 £347 £493	Change inflation
18.	Theatre Licence (1 year)	£153	£156	change Inflation only
19.	Vehicle Inspection Fee (Admin) (Annual)	£ 29	£ 30	change Inflation only
20.	Vehicle Partial Retest Fee (Admin)	£ 13	£ 13.50	change

				Inflation only
21.	ID Badge Replacement	£ 13	£ 13.50	Inflation only change
22.	Vehicle Substitution Fee	£ 57	£ 58	Change inflation
23.	Licence Variation Fee	£ 57	£ 58	change inflation
24.	Front Vehicle Licence Plate Inserts	£ 8.50	£ 8.50	No change
25.	Rear Vehicle Licence Plate Inserts	£ 9.50	£ 9.50	No change
26.	Number Plate Bracket Kit	£ 9.50	£ 9.50	No change
27.	Number Plate Bracket Rigid Bridge Kit	£ 4.50	£ 4.50	No change
28.	Number Plate Platform Kit Flat	£ 6.50	£ 6.50	No change
29.	Platform Flexiplate Kit Size 2	£ 8.50	£ 8.50	No change
30.	Platform Flexiplate Kit Size 4	£ 9.50	£ 9.50	No change
31.	Strapping Accessory Kit	£ 6.50	£ 6.50	No change
32.	Quick Release Button & Key Set	£ 2	£ 2	No change
33.	No Smoking Sticker	£ 3	£ 3	No change
	Service	Current Charge 2020/21	Proposed Charge 2021/22	Proposal
34.	Tariff Sheet	£ 4	£ 4.50	change inflation
35.	Taxi Driver Test	£ 50	£ 51	change inflation
36. (Cat 2)	Taxi/Private Hire Booking Offices 1 yr /(Temp) 2 yrs 3 yrs	£274 £520 £739	£279 £530 £753	Change inflation
37. (cat 4)	Knife Dealer's Licence 1 yr /(Temp) 2 yrs 3 yrs	£94 £179 £254	£96 £182 £259	Change inflation
38. (cat 3)	Metal Dealer 1 yr/(Temp) 2 yrs 3 yrs	£179 £341 £484	£182 £347 £493	Change inflation
39.	Notification of changes and alterations Civic Government Licences	£ 20	£ 20	Change inflation
40.	Same day service surcharge (where applicable)	£45	£ 46	Change inflation
41.				

Basis of Charging- Cost Recovery

Charges under £20 rounded to next 50p over £20 rounded to nearest pound.

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Deputy Chief ExecutiveDEBT MANAGEMENT FOR NON DOMESTIC RATES, SUNDRY DEBT INCOME,
HOUSING BENEFIT OVERPAYMENTS AND COUNCIL TAX REDUCTION ADJUSTMENT**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval to write-off as irrecoverable sums associated with Non Domestic rates, Sundry debt income and Housing Benefit overpayments. Approval is also sought for Council Tax Reduction adjustments as a result of the new Council Tax and Benefits system implementation. The debts recommended for write off have previously been included in bad debt provision and the adjustments already accounted for, and therefore the write offs/adjustments have no net impact on the revenue accounts of the council.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- (a) Approves the write off of the following sums, totalling up to £143,736.05 without prejudice to subsequent recovery procedure:
 - Non Domestic Rates arrears totalling up to £47,419.54
 - Sundry debt income totalling up to £50,473.61
 - Housing Benefit Overpayments totalling up to £45,842.90
 - (b) Approves the Council Tax Reduction adjustments of £23,958 in 2019/20 and £22,666 in 2020/21.
 - (c) Notes that a further paper in relation to Council Tax arrears and historical Non Domestic rates arrears will be presented during 2021/22.
 - (d) Notes that all sums written off/adjusted have been accounted for already.

BACKGROUND

3. Each year the Council sets a level of “bad debt provision” in its accounts at a prudent level to minimise risk to the Council. As per standard accountancy practice, when it is clear that all viable means of collection are exhausted, the debt is written off and a release from the bad debt provision is used to offset this expense. There is no net impact on the overall revenue accounts of the Council as “bad debt provision” has already been provided for the debt not being repaid. The Council debt recovery policy lists situations where write-off of debts will be considered.

NON DOMESTIC RATES

4. In line with the debt recovery policy, write-off debts associated with Non-Domestic Rates will be considered in the event of:

- Company liquidated (or in Administration)
- Sole trader sequestrated
- Business ceased trading / dissolved
- Small balance, uneconomical to pursue

5. In the year 2020/21, 5 businesses with NDR arrears of £47,419.54 have been identified for write off (2019/20 59 businesses, £159,163.35). This reduction in proposed NDR write off is a reflection of the current Covid environment with debt recovery being suspended for a time during 2020/21 and significant governmental support being provided to businesses. Analysis of these accounts shows reason for write off as follows:

Reasons	Number of businesses	Value (£)
Company liquidated / in Administration	2	£6,237.62
Sole trader Sequestrated	2	£31,917.71
Company Dissolved	1	£9,264.21
Total	5	£47,419.54

Further analysis by year shows:-

Financial Year	Value
2014_15	£1,636.49
2015_16	£4,065.60
2016_17	£1,214.53
2017_18	£4,723.64
2018_19	£14,191.61
2019_20	£21,587.67
Total	£47,419.54

6. The sum to be written-off is around 0.6% of the sum which will be collected in the current year and can be met from existing bad debt provision. East Renfrewshire Council collected 97% of Non-Domestic rates income in the 2019/20 year. The collection of NDR in 2020/21 remains high, but it should be noted that the value billed has reduced significantly as a result of the reliefs introduced by Scottish Government to mitigate the impact of the Covid pandemic on businesses.

SUNDRY DEBT INCOME

7. The main reasons for seeking approval for write-off of sundry debtor income, together with amounts for each reason, are shown below:

	£
Sheriff Officer Reports Low likelihood of recovery	50,440.46
Small balances uneconomic to pursue	<u>33.15</u>
	50,473.61

8. The sum being put forward for write off this year is lower than the sum approved by Cabinet last year (£69,268.86) and is less than 1% of income expected to be collected in the current year.

HOUSING BENEFIT OVERPAYMENTS

9. Housing Benefit Overpayments (HBOs) can occur where a housing benefit recipient fails to notify the Council of a change of circumstance which affects the level of housing benefit they are due to receive. This results in a debt being created within ERC systems, which is then subject to collection processes. In most cases the overpayment is due to oversight but in a small number of cases the overpayment is the result of an attempt to defraud. Higher value more important cases of this type are referred to the Department of Work and Pension's Fraud and Error Service (FES) where such action may lead to prosecution or to a financial penalty being applied, known as an administrative penalty.

10. A recent analysis of the outstanding Housing Benefit Overpayments shows by reason of write off:

	No. of cases	£
Deceased	43	5,416.90
Sequestered	7	4,482.72
Prescribed*	67	35,790.20
Small value	2	8.96
Gone Away	1	78.69
Other	2	65.43
	<u>122</u>	<u>45,842.90</u>

(*prescribed debt is debt that has been legally extinguished due to the time lapsed.)

11. The comparative HBO write-off which the Cabinet approved in 2020 at this time was £91,821.72.

12. Performance on Housing Benefit Overpayment recovery has improved in recent years. In 2018/19, 89% of overpayments identified in that year had been collected and in 2019/20 performance had increased to 105% for the same indicator. The indicator is a measure of payments collected in year, compared with overpayments created in year, hence it is possible to record a result over 100%. As a result of the ongoing pandemic however, the 2020-21 performance for this indicator across all councils is expected to show a decline.

13. In many cases HBO debtors come from very low income households whose only source of income is benefits. For these reasons councils find it difficult to recover HBOs, however, in all cases the recipient is expected to repay the resulting overpayment. Outstanding debts are recovered either through benefit deductions at source (if the recipient is on benefits), payment arrangements with the Debt Recovery Team or direct deductions via the Department of Work and Pensions (DWP).

14. The sum recommended for write off represents around 3% of the total Housing Benefit Overpayment level and can be met from existing bad debt provisions.

COUNCIL TAX REDUCTION

15. The Council implemented its new Council Tax system in December 2020 and will be using this for the first time to produce annual bills in March 2021. The implementation of the new system has gone relatively smoothly to date, despite the challenges of staff and suppliers managing the change remotely as they work from home. As with any system

changeover of a longstanding legacy system, however, some housekeeping issues were identified during data checking. Council Tax Reduction calculations on the new system use a slightly different methodology from the original system, and comparative figures on the old system appear to have produced higher discounts awarded of £23,958 in 2019/20 and £22,666 in 2020/21 when the data was transferred to the new system. System adjustments are required to cleanse the base data prior to annual billing.

FINANCE AND EFFICIENCY

16. The impact of these proposed write-offs/adjustments totals up to £190,360.05. This amount is already accounted for, with provision for bad debts already in place.

17. Every effort is made to recover these sums and the decision to seek write-off is not taken lightly or without due cause. Should any future avenue become available by which to recover these monies, this decision does not prevent any such opportunities being pursued, hence the recommendation of write-offs “up to” said amounts.

CONSULTATION AND PARTNERSHIP WORKING

18. Council departments have been consulted in relation to the Sundry debt write off proposals. Our Non-Domestic Rates collection is administered on our behalf by Renfrewshire Council as a shared service.

IMPLICATIONS OF THE REPORT

19. There are no implications in relation to IT, legal, property, equality or sustainability.

CONCLUSION

20. Write-offs are made annually as part of normal business processes. There is accountancy provision for such write-offs and as such they do not affect the Council’s overall finances.

RECOMMENDATIONS

21. It is recommended that the Cabinet:

- (a) Approves the write off of the following sums, totalling up to £143,736.05 without prejudice to subsequent recovery procedure:
 - Non Domestic rates arrears totalling up to £47,419.54
 - Sundry debt income totalling up to £50,473.61
 - Housing Benefit Overpayments totalling up to £45,842.90
- (b) Approves the Council Tax Reduction adjustments of £23,958 in 2019/20 and £22,666 in 2020/21.
- (c) Notes that a further paper in relation to Council tax and Non Domestic rates will be presented during 2021/22
- (d) Notes that sums written off have been accounted for already.

REPORT AUTHORS: Alison Ballingall, Senior Revenues Manager, 0141 577 3203 & Fiona Caldwell, Operations Manager, Revenues, 0141 577 3286

Further information is available from Louise Pringle, Head of Communities, Revenues & Change louise.pringle@eastrenfrewshire.gov.uk 0141 577 3136.

BACKGROUND PAPERS

- Debt Management for Council Tax, Non Domestic rates, Sundry Debt income and Housing benefit Overpayments, Cabinet 6 February 2020
 - Collection of Revenues – Debt Recovery Policy, Cabinet 16 June 2016
- Evidence is also provided by the Non Domestic Rates system and reports from Sheriff Officers

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EAST RENFREWSHIRE COUNCIL

CABINET

4 March 2021

Report by Head of Accountancy (Chief Financial Officer)

ESTIMATED REVENUE BUDGET OUT-TURN 2020/21

PURPOSE

1. To advise Cabinet of the estimated projected revenue out-turn for 2020/21. The report provides details of expected year end variances for each department at period 9 and is based on the financial position as at 31 December 2020 and subsequent assessment of pressures arising from COVID-19.

RECOMMENDATION

2. It is recommended that:
 - members approve service virements and operational adjustments as set out in the notes to the tables on pages 14 to 29 and note the significant reported improvement in the probable out-turn position;
 - instruct departments to continue to avoid all non-essential spending;
 - management action is taken to remedy any avoidable forecast overspends;
 - all departments continue to closely monitor their probable out-turn position.

BUDGET MONITORING STATEMENTS

3. The attached budget monitoring statements provide information in respect of:-
 - Detailed variance analysis between budgeted and out-turn expenditure
 - Service virement and operational budget adjustments

BACKGROUND

- 4 This report shows the out-turn position as at period 9 against the Council's approved revenue budget for 2020/21, as adjusted to comply with accounting requirements and subsequent Cabinet operational decisions.

The revenue budget for 2020/21 approved by the Council has been adjusted for monitoring purposes as follows:-

	£'000
Budgeted net expenditure per 28 January 2021 report to Council	260,896
Additional Grant Funding	
Total net expenditure to be monitored	<u>260,896</u>

The report reflects the required accountancy treatment of the IJB in that the Council makes a contribution to the IJB and the IJB then makes a contribution to the HSCP equal to the costs of the activities that the IJB has directed the HSCP to undertake. The HSCP will in operation terms have a net expenditure of zero. However an accounting entry of £1,101,800 has been added to reflect capital charging policies. This sum does not require to be funded.

BUDGET PERFORMANCE

- As at 31 December 2020, the estimated year end position shows a net underspend of £1,718k based on current information and taking account of additional grant funding confirmed and anticipated to date. For General Fund services the projected underspend is £1,814k and together with the projected shortfall in Council Tax collection of £450k the total forecast underspend on General Fund services is £1,364k. The variance is made up of unfunded COVID pressures £1,108k offset by managed underspends of £2,472k. This reflects a significant improvement on the position reported to Cabinet on 28 January 2021 and is due to various increases in anticipated grant funding, a substantial reduction in the shortfall forecast by ERCLT, a significant reduction in the projected PPE operational expenditure, and director's continuing to avoid all non-essential spend as instructed by Council.

The table below provides a comparison of each department's estimated projected revenue out-turn variance.

Department	Forecast Out-turn £'000				
	P1	P3	P5	P7	P9
Education	(7,832)	(3,643)	(3,193)	(2,955)	(1,703)
Contribution (to) IJB	0	0	0	0	0
Environment (Incl. O/Housing)	(1,600)	(1,127)	(1,114)	(1,576)	(1,571)
Environment – Support	(2,775)	(3,090)	(3,080)	(1,000)	(265)
Corporate & Community – Cmm. Res	(330)	94	123	91	(78)
Corporate & Community - Support	(559)	(407)	(329)	(280)	(325)
Chief Executive's Office	(22)	(26)	(25)	(75)	(77)
Chief Executive's Office – Support	(34)	(29)	(14)	(8)	(11)
Other Expenditure & Income	148	148	148	148	148
Joint Boards	30	30	38	38	38
Corporate Contingency	49	49	49	49	49
HSCP	0	0	0	0	0
Additional Net GRG Funding	596	596	596	596	596
Additional COVID-19 Support Funding	4,394	5,013	5,013	5,013	5,013
Housing Revenue Account	(150)	(485)	(294)	(101)	(96)
Total £ Variance	(8,085)	(2,877)	(2,082)	(60)	1,718
Total Budgeted Expenditure	260,470	260,470	260,470	260,896	260,896
% Variance	3.10%	1.10%	0.8%	0.0%	0.66%

Notable variances are as follows:-

i) Education

Period 9 figures have been prepared on a probable out-turn basis and therefore reflect anticipated full year costs. The forecast based on the information currently available indicates an overspend of £1,703k. This reflects pressures of £2,242k arising as a result of the COVID pandemic, offset by £539k of projected normal operational underspends. Additional department specific funding announced in relation to COVID pressures has been taken into account when preparing this forecast as has an assumed level of support for lost sales, fees and charges income.

In summary the main variances relate to detriment payments made to supply staff for the period from April to June (£496k), additional staff costs for pupil supervision (£278k), the costs of enhanced cleaning regime in educational establishments (£602k), additional costs associated with cleaning and hygiene supplies and PPE (£554k), additional support required for ERCL (£179k), and a loss of income in relation to sales, fees and charges (£1349k).

These overspends are partially offset by estimated support for loss of income (£355k), savings on utilities (£60k) food provisions (£628k) and pupil transport (£151k). Operational underspends in staffing (£171k), property costs (£301k) and other costs (£91k). The main movements from that reported in Per 07 relate to a reduction in anticipated Pupil Transport Costs (£141k) and in the level of support forecast to be required by ERCLT following the extension of the Coronavirus Job Retention Scheme and the move to current restrictions (£1,175k).

ii) Environment

An overspend of £1,571k is forecast which reflects pressures of £1,880k arising as a result of the COVID pandemic, offset by £309k of projected normal operational underspends.

Planning income forecast under recovery has been reduced due to assumed receipt of offset Government grant. Commercial rent income for the new Greenlaw Business Centre will be delayed until 2021/22. Sports pitch, events and special uplifts income has also been adversely affected.

Additional costs were incurred as kerbside recycling collections were replaced with (the more expensive) weekly grey bin collections in recent months. Increased expenditure was also required to provide additional temporary homeless accommodation and this also prevented planned savings in this area from being progressed.

Unrelated to COVID, additional work required to bring the Greenhags site up to an agreed standard prior to hand over to the new operator in terms of the Clyde Valley Residual Waste Project has now been completed. The forecast overspend includes both the cost of the remedial works undertaken and the site management fees that were incurred prior to the site hand over. Elements of operational underspends are within Payroll costs, Non Operational Property costs and the Disposal of Recyclables operations.

iii) Environment - Support

An overspend of £265k is forecast which reflects pressures of £480k arising as a result of COVID pressures, offset by £215k of projected normal operational underspends. This relates mainly to PPE equipment purchased via the Health & Safety Unit for use across the Council. There will also be a loss of income from staff salaries recharged to capital, due to early year delays and deferrals on the progress of such projects. These pressures will be slightly offset by utility savings on buildings closed due to lockdown. The main movement from that reported in Per 07 relates to a reduction in projected spend on PPE to be allocated across the Council.

iv) Corporate & Community – Community Resources

The projected overspend of £78k is largely due to operational underspends of £230k, offset by pressures arising of £308k as a result of the COVID pandemic. A combination of underspends across payroll and supplies budgets are offset by under recoveries of income. It has been assumed that grant will be received to partly cover additional expenditure within Council Tax Reduction and Food Fund costs arising. The main movement from that reported in Per 07 relates to a reduction in expected funding to meet the overspend within Council Tax Reduction.

v) Corporate & Community – Support Services

The projected overspend of £325k reflects pressures of £676k arising as a result of the COVID pandemic, offset by £351k of projected operational underspends. The projected overspend primarily consists of underspends within payroll and supplies budgets offset by overspends due to IT equipment purchased for remote working, costs incurred in respect of licences, increased bandwidth, provider payments and IT contract savings of £120k that are unlikely to be achieved.

vi) Chief Executive’s Office

The department currently projects an overspend of £88k which reflects pressures of £85k arising as a result of the COVID pandemic and by £3k of projected operational overspends. An element of this reflects lower than budgeted staff turnover but the main impact is from COVID pressures on licensing income.

vii) Other Expenditure

The underspend of £148k mainly reflects the low calls on the miscellaneous contingency budget at this stage of the year.

viii) Integration Joint Board (IJB) Contribution/ Health & Social Care Partnership (HSCP)

The IJB expects services to be in line with budget at year end. An overspend of £479k, largely in adult services will be met from IJB reserves. Additional COVID related costs of around £9m are also expected but IJB now understand that these will be fully funded by the Scottish Government.

ix) HRA

An overspend of £96k is forecast which reflects pressures of £554k as a result of the COVID pandemic, offset by £458k of projected normal operational underspends. The projected overspend is due to Payments to Sub Contractors, void rent loss and increased rent arrears arising from related COVID pressures which have been partially offset by underspends within payroll costs and a reduction in operational financing costs.

CONCLUSIONS

6. The Council’s projected revenue out-turn position is reported as an operational underspend of £1,718k largely as a result of COVID pressures This position has been arrived at after taking account of both confirmed and anticipated additional grant funding in relation to COVID. The report demonstrates the financial implications on operational services arising from the current pandemic and whilst the Council continues to work with COSLA in seeking further grant resources and/or additional fiscal flexibilities, departments must continue to do all they can to avoid non-essential expenditure, to closely monitor and manage the impact of COVID-19 on their operational services and on the probable out-turn position and to maintain and increase any operational underspends wherever possible.

RECOMMENDATIONS

8. It is recommended that:

- members approve service virements and operational adjustments as set out in the notes to the tables on pages 14 to 29 and note the significant reported improvement in the probable out-turn position;
- instruct departments to continue to avoid all non essential spending;
- management action is taken to remedy any avoidable forecast overspends;
- all departments continue to closely monitor their probable out-turn position.

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Report date

10th February 2021

BACKGROUND PAPERS

The report refers to the attached budgetary monitoring statements

BUDGET MONITORING REPORTS

PERIOD 9

As at 31 December 2020

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EDUCATION

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £1,702,600 OVERSPEND

Pre Five Education (£246,000 overspend)

The variance is due to an under-recovery of Wraparound and other sales income (£203k, net of assumed support), detriment payments made to supply staff for the period from April to June in accordance with national guidance (£15k) and property costs including insurance excesses and utilities costs (£25k).

Primary Education (£416,000 overspend)

Overspends are forecast in relation to detriment payments made to supply teachers in accordance with national guidance following the closure of schools in March 2020 (£202k), and in relation to pupil supervision required from August (£198k). Income in relation to the sale of school meals is forecast to be under-recovered for the year (£265k, net of assumed support). This position has been partially offset by a net Covid related underspend (£40k) due to savings in staffing and property costs but reduced by increased utilities costs arising from recent Scottish Government ventilation guidance for schools and supplier relief payments related to catering services at the PFI school. Operational underspends on property costs and PFI/PPP contract costs, including savings on Non Domestic Rates, water metered charges and the removal of the carbon reduction scheme (£215k) further reduce the overspend projected.

Secondary Education (£326,100 overspend)

Similarly to Primary Education, overspends are forecast in relation to detriment payments to supply teachers (£226k) and additional pupil supervision required from August (£55k). Sales of school meals are forecast to be under-recovered for the year (£317k, net of assumed support). Covid related underspends in staffing and property again contribute to an overall net Covid related underspend within the sector (£23k) which funds expenditure on minor adaptations to school buildings, the purchase of additional classroom supplies, supplier relief payments, potential costs associated with the cancellation of school trips and increased utilities costs as a result of ventilation guidance. Operational underspends in property costs and PFI/PPP contract payments as per Primary Education (£248k) further reduce the overspend.

Special Education (£301,100 overspend)

An overspend is projected in relation to detriment payments to supply teachers (£23k), additional pupil supervision (£25k) and minor adaptations (£27k). Based on current projections an overspend is forecast in relation to Payments to Other Agencies in relation to pupils with additional support needs (£220k).

Schools Other (£589,100 overspend)

An overspend is forecast in relation to detriment payments to supply teachers and contract extensions within the Modern Apprenticeship programme (£54k). A significant overspend is also forecast in relation to cleaning and hygiene supplies and PPE for the department (£554k), a variance which already takes into account initial funding provided by Scottish Government for Education Logistics. Other Covid related costs include health and safety checks undertaken prior to schools re-opening (£58k), signage costs (£84k) and a reduction in instrumental music tuition fees (£131k, net of assumed support). These costs are partially offset by additional staff turnover achieved (£32k), a reduction in the payroll costs associated with the Saturday music centre as a result of current guidance (£43k) an underspend on school milk (£124k), reduced expenditure on transactions fees in relation to online payments and other system costs (£44k) and a reduction in transport costs for the vocational programme (£50k).

Administration Services (£161,000 underspend)

The underspend arises mainly due to additional turnover achieved and a reduction in other staff costs (£135k) plus underspends in various supplies and services including stationery, training, conference fees and catering (£24k).

Facilities Management (£258,900 overspend)

Estimated net additional costs incurred as a result of the enhanced cleaning regime in education establishments due to Covid have been included in the projection (£602k), this includes additional expenditure on cleaning & hygiene supplies and PPE required by the service. A net under-recovery of income in relation to cleaning and janitorial recharges to other departments (£121k) is forecast due to temporary building closures. Within the Catering Service there is a net underspend of (£476k) which arises due to savings in food provisions reduced by necessary Covid related expenditure and other operational overspends

Culture and Leisure Services (£94,300 underspend)

The most recent forecast available estimates that net additional support required to be provided to East Renfrewshire Culture & Leisure (ERCL) has been reduced as a result of the second closure of facilities from December 2020 and the extension of the Coronavirus Job Retention Scheme (CJRS) to the end of the financial year (£179k). Additional property costs have been incurred in relation to health & safety checks and additional signage prior to the original re-opening of facilities in September (£24k) This position is partially offset by savings projected in utility costs arising from the closure of facilities (£158k) and other operational underspends (£14k) along with savings in respect of the revenue impact of capital works which have been delayed (£110k) and assumed support for loss of income (£15k).

Other Services (£179,300 underspend)

An underspend is projected in relation to pupil transport incorporating current experience and the latest projections from Strathclyde Passenger Transport (£151k) and as a result of additional turnover achieved in Psychological Services (£43k)..

Summary: Period 9 figures have been prepared on a probable outturn basis and therefore reflect anticipated full year costs. The forecast based on the information currently available indicates an overspend of £1,702,600. This reflects pressures of £2,242k arising as a result of the Covid pandemic, offset by £539k of projected operational underspends. Action has been taken across the department to restrict non-essential spending. Additional department specific funding announced in relation to Covid pressures has been taken into account when preparing this forecast as has an assumed level of support for lost sales, fees and charges income. The variances shown above have been adjusted to take account of internal recharging within the department in relation to Facilities Management services to schools.

In summary the main Covid variances relate to detriment payments made to supply staff for the period from April to June (£496k), additional staff costs for pupil supervision (£278k) the costs of the enhanced cleaning regime in educational establishments (£602k), additional costs associated with cleaning and hygiene supplies and PPE for schools (£554k), additional support required for ERCL (£179k), a loss of income in relation to sales, fees and charges (£1,349k). These overspends are partially offset by estimated support from the Scottish Government for loss of income (£355k) and savings on utilities (£60k) food provisions (£628k) and pupil transport (£151k). Operational underspends in staffing (£171k), property costs (£301k), and other costs (£91k) help to reduce the overall department overspend.

The main movements from the previous forecast relate to a reduction in anticipated pupil transport costs (£141k) and in the level of support forecast to be required by ERCL following the extension of the CJRS and the move to current restrictions (£1,175k).

CONTRIBUTION TO INTEGRATION JOINT BOARD

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 – Nil Variance

Contribution to Integration Joint Board (IJB) (Nil variance)

The projected outturn position reflects agreed additional funding within the contribution to the Integration Joint Board.

Summary:

The projected outturn position, is that the contribution to IJB is in line with agreed funding.

ENVIRONMENT – NON SUPPORT

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £ 1,571,000 OVERSPEND**Directorate & Management (£94,600 Overspend)**

Whilst payroll costs are projected to overspend (£128k), contributions from Spend to Save and Modernisation Funds (£116k) will partially offset this. Supplies and Services are projected to overspend (£80k) due to additional recharges from Other Accounts of the Authority and membership costs of Climate Ready Clyde.

Properties (Environment & Non-Operational) £68,600 Underspend

In line with previous years, an underspend on Street Nameplates (£10k) is projected. An underspend on the non-operational properties (£55k) is also projected.

Planning and Building Control (£125,200 Overspend)

Planning and Building Control income is projected to be impacted by covid-19 (£195k), although projected grant income from the Loss of Sales, Fees and Charges Support Scheme (£54k) should partially offset this. A small underspend in payroll costs is also projected (£15k)

Economic Development (£295,400 Overspend)

An overspend (£400k) in relation to the new Greenlaw Business Centre is projected as covid-19 may result in no income being received in 20/21, although projected Loss of Sales, Fees and Charges Support income (£79k) should partially offset. Projections include more than £10.6m of various business grants and self employed hardship fund payments, all of which is government funded in relation to covid-19. There are a number of smaller underspends to partially offset the overall variance (£30k), mainly in Property Costs.

Roads (£50,000 Overspend)

Due to covid-19, income is projected to under-recover (£220k), mainly in relation to both reduced Decriminalised Parking Enforcement income and reduced internal staff recharges to capital. Projected Loss of Sales, Fees and Charges Support income (£41k) is built into projections to partially offset. Projected overspends in payroll (£190k) and transport costs (£110k) should be mainly offset by underspends in relation to School Crossing Patrollers (£110k), road materials (£160k) and internal contractor costs (£150k).

Neighbourhood Services (£46,600 Overspend)

Whilst an underspend in payroll costs is projected (£164k), this will be offset by a projected overspend in Agency Staff (£180k), as both additional drivers and those required to enforce new operational requirements at the civic amenity sites have been required. Unbudgeted spend on PPE has also been required (£30k).

Parks (£186,300 Underspend)

Underspends are forecast in relation to Property utilities (£30k) and Supplies and Services due to reduced planned treeworks (£30k). There is a net over-recovery of income (£120k) due to over-recoveries in Property rentals, operational fees and charges and additional grant income, being partially offset by reduced pitch / let income and Playground Festival income.

Cleansing (£217,800 Overspend)

A projected overspend (£65k) is expected in relation to covid-19 and the additional vehicle hire costs that have arisen. On top of this, and also covid-19 related, income is expected to under-recover (£200k) because of reduced special uplifts (the service was temporarily suspended) and income from the uplift of Commercial Waste projected to under-recover. Loss of Sales, Fees and Charges Support grant income (£61k) is expected to partially offset these, as well as a forecast underspend in contractor costs (£25k). However, additional transport costs will be incurred, partly due to higher than expected maintenance costs (£30k).

Waste Management (£710,800 Overspend)

A substantial increase in waste tonnages, changes to the Council's kerbside uplift of bins service during lockdown and the impact of contaminated recycling uplifts will result in a projected overspend (£700k). As well as this, necessary improvement works to the weighbridge at Greenhags in terms of the new Clyde Valley Waste Disposal contract will add a further overspend (£170k). These will be partially offset by underspends (£160k) in the disposal of recyclables collected at the civic amenity sites and reduced green waste processing costs.

Protective Services (£27,300 Overspend)

Sales, fees and charges income, particularly in relation to reduced Pest Control Treatment (£25k), is projected to under-recover.

Other Housing (258,200 Overspend)

An underspend in payroll costs (£35k) is expected to be more than offset by a projected overspend in Supplies & Services (£408k) and third party payments (£45k). These overspends are mainly a result of increased costs of providing temporary accommodation, specifically in relation to increased provisions and bed & breakfast costs. Additionally, a number of properties have been converted into short stay flats, these requiring decoration and furnishings. A projected income over-recovery (£160k) is driven primarily by additional rapid rehousing grant income.

Summary: The above figures have been prepared on a Probable Outturn basis and therefore represent full year variances. Covid-19 is projected to impact significantly upon the department: a reduction in Planning and Building Control income is currently projected (£195k); it is anticipated that the department will not receive any income in relation to the Greenlaw Business Centre, as no office space will be let this year (£400k); within Parks, a net over-recovery of income is projected (£120k) mainly due to operational fees and charges and additional grant being partially offset by a reduction in sports pitch let income and Festival income. Cleansing will also be impacted (£215k), as the suspension of our Special Uplift service will result in reduced income, added to additional vehicle hire costs caused by covid-19; an overspend in Waste Management (£710k) is also forecast due to the increased tonnages we've witnessed this year, significant changes to the kerbside waste and recycling uplift service as well as the effects of contaminated recycling uplifts; a covid-19 related overspend is also expected in Other Housing (£290k), mainly because of increased temporary accommodation costs, as well as the creation, decoration and furnishing of a number of short stay flats from empty properties. The recently announced Loss of Sales, Fees and Charges Income Support Scheme will help the department, with the forecast overspend including projected grant income (£234k). The variances noted will be closely monitored for the remainder of the year with mitigating actions taken by management where this is possible.

ENVIRONMENT – PROPERTY AND TECHNICAL SERVICES

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £265,000 OVERSPEND

Property & Technical - Operations (£31,500 Underspend)

An underspend in payroll costs is projected (£56k). With work on capital projects not taking place during the initial lockdown, an under-recovery in staff time charged to capital is projected (£45k). This figure continues to be under review. A number of smaller underspends in Supplies & Services (£21k) should help to offset this.

Property & Technical – Strategy (£317,500 Overspend)

The majority of projected overspend is in relation to PPE and other covid-related spend yet to be allocated across the Council (£250k). Added to this, an under-recovery in staff time charged to capital is projected (£175k) with reduced work on capital projects taking place this year, with this figure being under review. A projected underspend in staff costs should partially offset (£110k) these.

Accommodation (£21,000 Underspend)

A number of projected underspends in Property Costs (£31k) are projected, mainly against rates and utility costs. These will be partially offset by covid-19 related costs (£10k) such as spend on appropriate buildings signage and arrows.

Summary:

The above figures have been prepared on a Probable Outturn basis and therefore represent full year variances. The majority of the projected overspend is covid-19 related, with figures including a substantial projected spend on PPE and other covid-related spend (£250k) yet to be allocated across the Council. On top of this, it is anticipated that staff time charged to capital will be under-recovered (£220k), with reduced capital works taking place this year. Spend on PPE will continue to be closely monitored and costs allocated to departments across the Council.

CORPORATE & COMMUNITY – COMMUNITY RESOURCES

Probable Outturn Forecast as at 31st December 2020 - £78,500 Overspend

Communities and Strategy – Operational (£134,500 Underspend)

The variance is mainly due to an underspend on payroll as a result of vacancies together with lower spending on supplies, transport and cancellation of community events due to covid-19.

Covid-19 Food Fund (no variance)

Local authorities have been given funding to support those unable to access food during the pandemic. Funding had originally been allocated in 2 tranches. It is expected that the first tranche funding of £348k will be fully spent along with £143k of the second tranche. Additional funding to support individuals at financial risk has been made available by the Scottish Government up to a maximum of £196k to March 2021. Further funding up to a maximum of £296k is available following the move to Tier 4 restrictions.

Community Safety (£24,600 Underspend)

The underspend is due to a combination of slippage on payroll offset by an under-recovery in parking and other income due to covid-19.

Money Advice & Registrars (£33,100 Overspend)

The overspend is due to a combination of underspends in payroll and supplies budgets offset by an under-recovery in registration fees as a result of covid-19.

Directorate, Strategic Insight & Partnerships Management (£4,500 Underspend)

The variance is due to projected underspends across supplies budgets.

Members Expenses, Grants, Elections and Corporate & Democratic Core (£22,400 Underspend)

The underspend is due to reduced spending on supplies, travel and lower grant payments.

Housing Benefits & Revenues Benefits and Business Support Team (£60,500 Underspend)

The suspension of debt recovery due to covid-19 has adversely impacted the recovery of Housing Benefit overpayments (£67k) but this has been offset by additional unbudgeted Housing Benefit income (£50k) and reduced spending on payroll and supplies budgets (£75k).

Council Tax/Non Domestic Rates (£291,900 Overspend)

There has been a significant increase in the number of applications received for Council Tax Reduction (CTR) mainly due to covid-19 and therefore an overspend of £596k is anticipated on this budget line, however, this is partially offset by expected additional Scottish Government income of £330k.

Summary:

Period 9 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The overspend of £78,500 is largely due to a combination of underspends across payroll and supplies budgets and an overspend on the Council Tax reduction budget.

CORPORATE & COMMUNITY – SUPPORT SERVICES

Probable Outturn Forecast as at 31st December 2020 - £324,800 Overspend

Revenues General (£57,500 Underspend)

The underspend is mainly due to slippage on staffing and reduced spending on supplies budgets.

Strategy – Support and Insight (£26,800 Overspend)

The overspend relates to the supplies budget and is due to covid-19.

PMO (£33,800 Underspend)

The underspend mainly relates to the payroll budget and is due to slippage in filling a vacant post.

IT (£450,600 Overspend)

The overspend is mainly due to covid-19 related costs of £642k covering the purchase of laptops, licences, additional phone costs and contract savings not achieved. These costs are partially offset by other variances within payroll due to vacancies and supplies budgets of £192k.

Customer First (no variance)

There are no variances to report at this time.

Communications & Printing (£14,200 Underspend)

The underspend is mainly due to a combination of slippage on staffing and reduced print room costs due to covid-19,

Human Resources & Payroll (£11,500 Overspend)

The overspend is due to increased staffing costs due to covid-19 offset against lower spending on supplies budgets.

Democratic Services (£58,600 Underspend)

The underspend is due to a vacant post and reduced spending across various supplies budget.

Summary:

Period 9 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The net overspend of £324,800 is due to a combination of underspends on payroll and supplies budgets offset by an overspend on the IT budget as a result of covid-19.

CHIEF EXECUTIVES'S – NON SUPPORT

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £ 76,800 OVERSPEND

Civic Licensing and the Licensing Board are projected at present to outturn over budget (£60k and £14.8k respectively) due mainly to a loss of income arising from the Covid 19 pandemic. In addition, the Audit Fee for the Council is expected to outturn £2k higher than what was allowed for in the budget.

Summary:

Period 9 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected overspend at Period 9 of £76,800 is due to a loss of income arising from the Covid 19 pandemic and a higher Audit Fee.

CHIEF EXECUTIVE'S OFFICE – SUPPORT

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £ 10,900 OVERSPEND

The projected overspend of £10,900 is comprised of several variances:

There are projected payroll overspends in Accountancy (£31k), Chief Executive's Office (£14k) and Legal Services (£10k) due to less staff turnover than what is allowed for in the budget. There is also a temporary post in Procurement (£51k) that is funded by the Modernisation Fund (see below). Supplies & Services in Procurement are projected to overspend (£98k) as the result of the costs of a seconded officer from Scotland Excel which is met from the Modernisation Fund (see below). Supplies & Services in Legal are projected to overspend (£24k) due to additional legal costs most of which are rechargeable to other Departments (see below). Legal Registration Fee income from outside bodies is projected to outturn below budget (£7k) based upon last year's outturn and current levels of income to date. General Sales Fees and Charges income in Legal are also projected to outturn under budget (£9k) due to a lower level of activity arising from the Covid 19 pandemic.

Largely offsetting these adverse variances are a projected underspend in Internal Audit due to a staff vacancy (£50k). In addition, Supplies and Services in Accountancy are projected to underspend (£6k) based upon last year's outturn and current levels of expenditure to date. Legal recharges to other Departments are projected to outturn above budget (£28k) due to additional legal fees that have been incurred and are recoverable from other Departments (see above). Income in Procurement is projected to outturn above budget (£149k) due to a drawdown from the Modernisation Fund to fund a temporary post (see above) and the Scotland Excel secondment (see above)

Summary:

Period 9 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected overspend at Period 9 of £10,900 is due to lower than budgeted staff turnover in Accountancy, Chief Executive's Office and Legal Services. In Procurement there is a temporary post and additional costs for a seconded officer from Scotland Excel. In Legal Services there are higher Supplies and Services and lower income from outside bodies. Largely offsetting these adverse variances are a vacant post in Internal Audit and an underspend in Accountancy Supplies and Services. There is also additional income in Legal from recharges to other Departments and additional income in Procurement from the Modernisation Fund.

OTHER EXPENDITURE & INCOME**PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £148,000 UNDERSPEND****Restructuring Costs (Nil Variance)**

It is expected that this resource will be fully utilised to meet restructure commitments and redeployment costs at this time.

Unallocated Overheads (£2,500 Overspend)

Forecast pension overspend based on anticipated utilisation of funds.

Loan Debt (Nil Variance)

It is expected that Loan debt expenditure will be in line with budget at the end of the financial year.

Other Services (£150,500 Underspend)

Lower than anticipated expenditure arising from contingent operations / costs that have not as yet materialised or been confirmed.

Summary:

Month 9 figures are prepared on a probable outturn basis and reflect initial projected full year costs. The reported position of £148,000 will be monitored and adjusted as required in conjunction with implementation of Council's service redesigns and arising events and it is expected to reduce before the year-end

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - Nil Variance**Children & Families & Public Protection (£618,700 Underspend)**

The previously projected underspend continues due to the current level of staff turnover and commitments for third party payments, mainly in relation to fostering allowances. This is a further underspend of £328k since previously reported due to revised commitment information which will continue to be closely monitored.

Adult – Intensive Services (£1,310,500 Overspend)

The main cost pressure remains within Care at Home (both purchased and the in-house service, including Telecare) of £1,435k which is offset in part by £12k Bonnyton House and £113k staff turnover within day services. This is an overall increase in costs of £88k since previously reported from increased use of agency and overtime to meet demand. In addition to the volume increases we are paying on planned activity, in line with the nationally agreed principles, there is offset in part by reduced costs within Nursing and Residential care. Costs will continue to be closely monitored with the service.

Adult – Localities Services (£389,700 Underspend)

The main variances within our adult community services across both Eastwood and Barrhead localities are:

1. Older People – the projected underspend of £514k relates mainly to care commitments and staff turnover within teams. This is a further underspend of £225k since previously reported which is due to revised care commitments mainly within nursing and residential care. There is a significant underspend of £1.3 million within Nursing and Residential care and this continues to offset additional costs of care within localities purchased care and also the increased activity in Care at Home within Intensive Services, including the additionality from payment on planned activity. The cost projections continue to make allowances for winter activity and also additional costs relating to the closure of Wellmeadow Care Home.
2. Physical & Sensory Disability – the projected underspend of £58k reflects staff vacancies (£64k) and reduced activity around stair lifts and other aids and adaptations as a result of Covid-19 (£112k), this is partially offset by a higher level of current care package commitments (£118k). This is a decrease in costs of £11k since previously reported due to further revised equipment and care package projections. Demand may increase as part of recovery for adaptations and the potential for an increase and this will continue to be monitored.
3. Learning Disability – the projected overspend of £182k is due to committed care package costs of £440k above budget and a reduction in the expected income from Independent Living Fund payments of £48k. This is offset by turnover of £243k across the service and savings of £63k from day centre underspends across property, transport and supplies, taking into account a reduction in income. This is an overall increase of £207k due to revised care commitments of £160k and revised projections around income, supplies and transport maintenance costs.

Recovery Services – Mental Health & Addictions (£183,200 Overspend)

The projected overspend of £234k in Mental Health reflects current recorded care commitments and staff costs. This is an overall reduction of £4k due to revised general supplies & services projections. An underspend of £51k in relation to Addictions services reflects staff turnover and current care package cost commitments which is an increase of £5k since previously reported allowing for potential commitments to the year end

Finance & Resources (£6,300 Underspend)

A projected underspend of £6k is now reported in relation to staff turnover across the service offset by additional costs within supplies and services, increased spend projections within supplies costs have reduced the underspend previously reported.

Contribution from IJB (£479,000 Over recovery)

This is the contribution from the IJB reserves to meet the projected operational overspend relating to social care in the current financial year, as required. Work is ongoing to minimise the planned draw on IJB reserves.

Summary:

The projected outturn position, which highlights a potential overspend of £479,000, will be met from IJB reserves, as required, subject to the final outturn at the end of the financial year. This position will be subject to change as monitoring and commitment information are refined over the course of the year. Overall the outturn has improved by £134k since last reported, mainly due to more refined estimates of care costs within Childrens services.

The additional Covid19 costs continue to be reported to the Scottish Government as part of the HSCP Mobilisation Plan and are reflected in the reported position with the assumption of matching income. The cost assumptions will continue to be revised as actual costs are incurred, however the significant financial risk remains that we may not receive full funding to offset the additional costs. In mitigation of this risk regular monitoring continues to be ongoing in order to flag up early issues and take decisive action where possible.

HOUSING REVENUE ACCOUNT

PROBABLE OUTTURN FORECAST AS AT 31st December 2020 - £96,500 OVERSPEND

Housing Revenue Account (£446,500 Overspend)

There are a number of under and overspends forecast within the Housing Revenue Account across the main expenditure groups. Overspends are forecast within premises costs (£46k), supplies and services (£142k), transport costs due to additional vehicles maintenance (£44k), increased payroll costs due to use of agency staff (£24k), additional support costs due to staff restructure (£16k) and a net under-recovery of income (£484k) partially offset by an underspend in financing costs (£309k). The £142k overspend in supplies and services is in relation to void rent loss, impacted by covid-19. The income under-recovery of £484k is mainly in relation to projected rent arrears (£454k) and repair recharges to owner occupiers (£30k) have also been driven by covid-19.

Housing Maintenance Team £350,000 Underspend

Projected underspend in payroll costs (£260k) due to a high level of vacancies partially offset by corresponding forecast overspends in agency staff, in addition to a £45k underspend forecasted in Transport related costs due to a reduced number of vans being garaged compared to last year and a reduction in the projected support recharges of £57k. There is an overspend in Supplies & Services (£11k) due to Covid-19 PPE costs.

Summary:

The above figures have been prepared on a Probable Outturn basis and therefore represent full year variances. Workload pressures caused by vacancies have required agency staff to be employed in both the HRA and Housing Maintenance Team. Covid-19 is projected to impact significantly on the HRA, particularly in relation to an increased level of rent arrears. The variances will be continue to be reviewed with mitigating actions taken by management where possible. There is the option to mitigate overspend using the available reserve balance in the HRA account, discussions are underway on how much could potentially be used.

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Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Education	154,286,500		154,286,500	95,991,148	95,049,789	941,359	(1,702,600)
Contribution to Integration Joint Board	51,919,000	0	51,919,000	34,670,256	36,000,295	(1,330,039)	0
Environment	31,754,700		31,754,700	18,527,110	17,475,785	1,051,325	(1,571,000)
Environment - Support	0	0	0	1,647,832	2,380,301	(732,469)	(265,000)
Chief Executives Office	59,500		59,500	(1,635)	30,828	(32,463)	(76,800)
Chief Executives Office - Support	0	0	0	2,251,375	2,317,242	(65,867)	(10,900)
Corp & Comm - Community Resources	13,115,700		13,115,700	4,348,445	4,234,413	114,032	(78,500)
Corp & Comm - Support	0	0	0	8,961,915	9,886,887	(924,972)	(324,800)
Other Expenditure & Income	1,768,000		1,768,000	776,700	554,686	222,014	148,000
Joint Boards	2,358,400	0	2,358,400	1,910,510	1,868,339	42,171	38,200
Contingency - Welfare	148,500		148,500	0	0	0	48,800
Health & Social Care Partnership	495,800		495,800	454,500	543,803	(89,303)	0
Additional RSG Funding	596,000		596,000			0	596,000
Additional COVID19 Support Grant	4,394,000		4,394,000			0	5,013,000
Housing Revenue Account	0	0	0	(4,664,089)	(4,505,900)	(158,189)	(96,500)
TOTAL	260,896,100	0	260,896,100	164,874,067	165,836,468	(962,401)	1,717,900

Summary of Operational Adjustments.

Capital Charges

Ring Fenced Grants - Education & HSCP

Additional RSG Funding

Addit.COVID19 Supp. Grant- Safe reopen schools

Devolved School Management

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Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Employee Costs	155,767,900	118,800	155,886,700	123,023,243	120,905,051	2,118,192	(373,500)
Property Costs	17,547,500	65,200	17,612,700	12,639,322	10,045,839	2,593,483	(550,600)
Transport Costs	5,700,200	2,600	5,702,800	4,281,050	4,105,533	175,517	114,400
Supplies & Services	55,612,500	(1,037,400)	54,575,100	36,648,257	36,119,529	528,728	(4,439,300)
Third Party Payments	49,940,400	1,104,500	51,044,900	32,965,610	39,742,107	(6,776,497)	(6,491,100)
Transfer Payments	20,592,300		20,592,300	12,140,565	23,215,328	(11,074,763)	(12,429,300)
Support Services	15,356,500		15,356,500	43,725	5,757	37,968	41,300
Other Expenditure	4,990,000		4,990,000	0	0	0	5,731,000
Depcn And Impairment Losses	18,973,100		18,973,100	0	0	0	309,000
Financing Costs	4,554,000		4,554,000	0	0	0	38,200
TOTAL EXPENDITURE	349,034,400	253,700	349,288,100	221,741,772	234,139,144	(12,397,372)	(18,049,900)
Income	(88,138,300)	(253,700)	(88,392,000)	(56,867,705)	(68,302,676)	11,434,971	19,767,800
TOTAL	260,896,100	0	260,896,100	164,874,067	165,836,468	(962,401)	1,717,900

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Education	Employee Costs	108,685,100	118,800	108,803,900	80,569,644	79,407,826	1,161,818	(688,800)
	Property Costs	12,332,300	65,200	12,397,500	8,981,892	7,076,943	1,904,949	-514,400
	Transport Costs	2,059,700	2,600	2,062,300	1,520,267	1,364,623	155,644	190,500
	Supplies & Services	32,477,900	(1,037,400)	31,440,500	17,563,719	15,631,767	1,931,952	332,500
	Third Party Payments	7,725,000	1,104,400	8,829,400	6,535,882	6,543,633	(7,751)	(599,800)
	Transfer Payments	848,900	0	848,900	679,034	1,327,544	(648,510)	-646,700
	Support Services	5,289,700	0	5,289,700	0	0	0	0
	Depcn And Impairment Losses	12,233,500	0	12,233,500	0	0	0	0
Total Expenditure		181,652,100	253,600	181,905,700	115,850,438	111,352,336	4,498,102	(1,926,700)
	Income	(27,365,600)	(253,600)	(27,619,200)	(19,859,290)	(16,302,547)	(3,556,743)	224,100
Education	TOTAL	154,286,500	0	154,286,500	95,991,148	95,049,789	941,359	(1,702,600)

Summary of Operational Adjustments:
Devolved School Management
There have been operational adjustments between objective headings in this reporting period in accordance with approved DSM scheme.

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Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Education	Pre Five Education	9,471,000	(21,200)	9,449,800	1,976,306	1,291,725	684,581	(246,000)
	Primary Education	47,699,400	23,800	47,723,200	33,419,511	32,005,617	1,413,894	(416,000)
	Secondary Education	63,247,700	(33,700)	63,214,000	44,194,057	42,449,413	1,744,644	(326,100)
	Schools Other	3,912,400	18,400	3,930,800	2,299,719	2,361,587	(61,868)	(589,100)
	Special Education	7,329,300	12,600	7,341,900	4,836,934	4,654,048	182,886	(301,100)
	Psychological Service	888,600	(800)	887,800	663,528	626,224	37,304	50,200
	Transport (excl Spec Educ)	1,132,800		1,132,800	848,840	845,918	2,922	129,100
	Bursaries / Emas	0		0		36,950	(36,950)	0
	Provision for Clothing	227,700		227,700	213,328	199,200	14,128	0
	Administration & Support	10,221,800	900	10,222,700	2,455,179	2,553,241	(98,062)	161,000
	School Crossing Patrollers	0		0	(32,062)	43,564	(75,626)	0
	Catering	0		0	(111,601)	876,583	(988,184)	476,400
	Cleaning & Janitorial	1,683,000		1,683,000	825,907	2,905,674	(2,079,767)	(735,300)
	Culture & Leisure Services	8,472,800		8,472,800	4,401,502	4,200,045	201,457	94,300
Education	TOTAL	154,286,500	0	154,286,500	95,991,148	95,049,789	941,359	(1,702,600)

Summary of Operational Adjustments:
Devolved School Management
There have been operational adjustments between objective headings in this reporting period in accordance with approved DSM scheme.

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Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Third Party Payments	51,919,000	0	51,919,000	34,670,256	36,000,295	(1,330,039)	0
Contribution to Integration Joint Board	TOTAL	51,919,000	0	51,919,000	34,670,256	36,000,295	(1,330,039)	0

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Core Funding	51,919,000	0	51,919,000	34,670,256	36,000,295	(1,330,039)	0
Contribution to Integration Joint Board	TOTAL	51,919,000	0	51,919,000	34,670,256	36,000,295	(1,330,039)	0

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Environment	Employee Costs	14,603,100		14,603,100	10,165,221	10,067,036	98,185	(163,000)
	Property Costs	2,592,000		2,592,000	1,307,162	1,204,092	103,070	99,200
	Transport Costs	3,191,800		3,191,800	2,393,850	2,424,759	(30,909)	(128,500)
	Supplies & Services	16,167,800		16,167,800	11,558,250	18,634,169	(7,075,919)	(1,098,200)
	Third Party Payments	826,100		826,100	225,500	407,114	(181,614)	(266,900)
	Transfer Payments	706,200		706,200	420,825	11,154,344	(10,733,519)	(10,800,500)
	Support Services	2,825,100		2,825,100	40,125	0	40,125	0
	Depcn And Impairment Losses	5,445,200		5,445,200	0	0	0	0
Total Expenditure		46,357,300		46,357,300	26,110,933	43,891,514	(17,780,581)	(12,357,900)
	Income	(14,602,600)		(14,602,600)	(7,583,823)	(26,415,729)	18,831,906	10,786,900
Environment	TOTAL	31,754,700	0	31,754,700	18,527,110	17,475,785	1,051,325	(1,571,000)

Summary of Operational Adjustments.

Capital Charges

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Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Environment	Directorate & Supp Environment	1,862,300		1,862,300	728,358	829,566	(101,208)	(86,200)
	Environment Accommodation	0		0	609,525	747,499	(137,974)	
	Planning & Development	934,300		934,300	491,865	570,786	(78,921)	(121,700)
	Economic Development Summary	1,139,500		1,139,500	357,404	809,902	(452,498)	(295,400)
	Roads - Council	13,503,200	0	13,503,200	7,938,852	6,937,340	1,001,512	(50,000)
	Roads Contracting Unit	0		0	(48,405)	(85,448)	37,043	0
	Parks	89,200		89,200	(450,925)	(929,315)	478,390	186,300
	Cleansing & Recycling	1,657,200		1,657,200	566,914	718,595	(151,681)	(217,800)
	Waste Management	3,728,400		3,728,400	2,650,975	3,158,403	(507,428)	(710,800)
	Protective Services	1,155,200		1,155,200	676,456	594,818	81,638	(27,300)
	Transport	0		0	(180,544)	(201,168)	20,624	0
	Neighbourhood Services Mgmt	4,898,300		4,898,300	3,333,623	3,360,609	(26,986)	(46,600)
	Env Strat/ Op Management	185,100		185,100	176,532	181,650	(5,118)	(8,400)
	Non Operational Properties	260,400		260,400	92,875	33,735	59,140	68,600
	Other Housing	1,979,600		1,979,600	1,337,326	501,545	835,781	(258,200)
	Strategy - Bi Team	362,000		362,000	246,279	247,268	(989)	(3,500)
Environment	TOTAL	31,754,700	0	31,754,700	18,527,110	17,475,785	1,051,325	(1,571,000)

Summary of Operational Adjustments.

Capital Charges

0

Budgetary Control Statement
 Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Employee Costs	1,986,400		1,986,400	1,382,732	1,155,271	227,461	201,100
	Property Costs	1,045,000		1,045,000	772,425	526,355	246,070	31,000
	Transport Costs	14,700		14,700	11,025	8,645	2,380	0
	Supplies & Services	285,700		285,700	152,750	666,269	(513,519)	(299,100)
	Support Services	1,100		1,100	825	0	825	
	Depcn And Impairment Losses	238,200		238,200	0	0	0	0
Total Expenditure		3,571,100		3,571,100	2,319,757	2,356,540	(36,783)	(67,000)
	Income	(1,041,800)		(1,041,800)	(671,925)	23,761	(695,686)	(198,000)
Environment - Support	TOTAL	2,529,300	0	2,529,300	1,647,832	2,380,301	(732,469)	(265,000)

Summary of Operational Adjustments.

Capital Charges 0

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Prop & Tech - Operations	999,900		999,900	795,950	548,353	247,597	31,500
	Accommodation	1,321,700		1,321,700	745,764	1,275,453	(529,689)	21,000
	Property & Technical - Strategy	207,700		207,700	106,118	556,495	(450,377)	(317,500)
Environment - Support	TOTAL	2,529,300	0	2,529,300	1,647,832	2,380,301	(732,469)	(265,000)

Summary of Operational Adjustments.

Capital Charges 0

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Employee Costs	22,600		22,600	15,748	16,337	(589)	(1,000)
	Transport Costs	3,000		3,000	2,250	2,500	(250)	(400)
	Supplies & Services	402,500		402,500	164,942	164,645	297	500
	Support Services	53,000		53,000	0		0	0
	Depcn And Impairment Losses	4,500		4,500	0		0	0
Total Expenditure		485,600		485,600	182,940	183,482	(542)	(900)
	Income	(426,100)		(426,100)	(184,575)	(152,654)	(31,921)	(75,900)
Chief Executives Office	TOTAL	59,500	0	59,500	(1,635)	30,828	(32,463)	(76,800)

Summary of Operational Adjustments.

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Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Accountancy & Directorate	51,500		51,500	154,667	154,671	(4)	(2,000)
	Licensing	8,000		8,000	(100,727)	(66,276)	(34,451)	(60,000)
	Licensing Board			0	(55,575)	(57,567)	1,992	(14,800)
Chief Executives Office	TOTAL	59,500	0	59,500	(1,635)	30,828	(32,463)	(76,800)

Summary of Operational Adjustments.

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Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Employee Costs	3,092,900		3,092,900	2,154,050	2,133,838	20,212	9,300
	Supplies & Services	119,100		119,100	79,875	135,397	(55,522)	(138,300)
	Third Party Payments	74,000		74,000	74,000	74,031	(31)	(100)
	Transfer Payments	0		0	0	0	0	0
	Support Services	0		0	0	0	0	0
Total Expenditure		3,286,000		3,286,000	2,307,925	2,343,266	(35,341)	(129,100)
	Income	(376,000)	0	(376,000)	(56,550)	(26,024)	(30,526)	118,200
Chief Executives Office - Support	TOTAL	2,910,000	0	2,910,000	2,251,375	2,317,242	(65,867)	(10,900)

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Chief Executives Section	418,000		418,000	291,218	298,872	(7,654)	(13,900)
	Accountancy & Directorate	1,449,800		1,449,800	1,112,227	1,125,840	(13,613)	(25,300)
	Legal Services	453,600		453,600	343,686	392,605	(48,919)	(22,500)
	Purchasing & Procurement	321,600		321,600	318,909	352,323	(33,414)	(200)
	Internal Audit	267,000		267,000	185,335	147,602	37,733	51,000
Chief Executives Office - Support	TOTAL	2,910,000	0	2,910,000	2,251,375	2,317,242	(65,867)	(10,900)

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Community Resources	Employee Costs	4,674,500		4,674,500	3,254,814	3,259,350	(4,536)	(15,400)
	Property Costs	61,400		61,400	46,975	120,249	(73,274)	(46,000)
	Transport Costs	62,900		62,900	47,175	29,584	17,591	10,700
	Supplies & Services	1,232,100		1,232,100	724,975	804,592	(79,617)	(571,400)
	Third Party Payments	352,200		352,200	276,525	230,940	45,585	(68,400)
	Transfer Payments	17,631,000		17,631,000	10,185,750	10,124,101	61,649	(959,600)
	Support Services	3,736,500		3,736,500	0	0	0	0
	Depcn And Impairment Losses	188,100		188,100	0	0	0	0
Total Expenditure		27,938,700		27,938,700	14,536,214	14,568,816	(32,602)	(1,650,100)
	Income	(14,823,000)		(14,823,000)	(10,187,769)	(10,334,403)	146,634	1,571,600
Corp & Comm - Community Resources	TOTAL	13,115,700	0	13,115,700	4,348,445	4,234,413	114,032	(78,500)

Summary of Operational Adjustments.

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
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Corp & Comm - Community Resources	Community Learning & Dev	985,700		985,700	597,066	557,944	39,122	78,200
	Partnerships and Equalities	492,100		492,100	262,264	143,660	118,604	56,300
	Community Safety	1,488,600		1,488,600	1,009,328	929,838	79,490	24,600
	Registrars	208,400		208,400	23,403	55,706	(32,303)	(32,500)
	Grants	172,400		172,400	148,700	137,852	10,848	10,300
	Auchenback Resource Centre	30,700		30,700	23,025	30,102	(7,077)	0
	Strategic Insight & Comm.Mgmt.	45,600		45,600	69,846	340,785	(270,939)	4,800
	Members Expenses	520,600		520,600	365,600	352,491	13,109	12,000
	MART	1,026,100		1,026,100	538,840	577,618	(38,778)	(600)
	Directorate	114,400		114,400	202,163	201,859	304	(300)
	Business Support Team	278,100		278,100	175,070	171,348	3,722	(18,500)
	Housing Benefits	619,900		619,900	72,740	25,532	47,208	4,800
	Revenues - Benefits	986,100		986,100	436,982	330,065	106,917	74,200
	Council Tax/Ndr	4,334,700		4,334,700	340,268	302,037	38,231	(291,900)
	Cost Of Elections	134,400		134,400	16,750	11,631	5,119	100
	Corporate & Democratic Core	1,677,900		1,677,900	66,400	65,945	455	0
Corp & Comm - Community Resources	TOTAL	13,115,700	0	13,115,700	4,348,445	4,234,413	114,032	(78,500)

Summary of Operational Adjustments.

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Budgetary Control Statement
 Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Support	Employee Costs	8,515,400	233,600	8,749,000	6,106,040	6,016,390	89,650	(148,100)
	Property Costs	3,500		3,500	2,875	6,770	(3,895)	0
	Transport Costs	25,900		25,900	19,350	13,583	5,767	7,300
	Supplies & Services	3,822,300	0	3,822,300	3,695,025	4,225,271	(530,246)	(915,800)
	Third Party Payments	19,400		19,400	19,000	17,516	1,484	0
	Support Services	0		0	0	0	0	0
	Depcn And Impairment Losses	3,544,200		3,544,200	0	0	0	0
Total Expenditure		15,930,700	233,600	16,164,300	9,842,290	10,279,530	(437,240)	(1,056,600)
	Income	(2,236,000)	(233,600)	(2,469,600)	(880,375)	(392,643)	(487,732)	731,800
Corp & Comm - Support	TOTAL	13,694,700	0	13,694,700	8,961,915	9,886,887	(924,972)	(324,800)

Summary of Operational Adjustments.
 Capital Charges

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Support	Revenues - General	759,100		759,100	494,918	444,166	50,752	57,500
	Digital services	8,457,300	0	8,457,300	4,351,396	5,269,624	(918,228)	(450,600)
	Strategy - Support	302,500		302,500	188,971	180,952	8,019	16,600
	Communications	383,800		383,800	314,192	347,312	(33,120)	400
	Printing	189,300		189,300	136,519	107,669	28,850	13,800
	Human Resources & Payroll	1,681,300		1,681,300	1,384,789	1,433,464	(48,675)	(11,500)
	Democratic Services	412,000		412,000	286,416	246,414	40,002	58,600
	Customer Services	977,300		977,300	762,309	819,334	(57,025)	0
	Core Corporate	0		0	579,654	512,594	67,060	0
	Insight	195,400		195,400	110,679	126,753	(16,074)	(43,400)
	Project Management Office	336,700		336,700	352,072	398,605	(46,533)	33,800
Corp & Comm - Support	TOTAL	13,694,700	0	13,694,700	8,961,915	9,886,887	(924,972)	(324,800)

Summary of Operational Adjustments.
 Capital Charges

Budgetary Control Statement
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Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Expenditure	1,699,000		1,699,000	776,700	580,665	196,035	122,000
	Support Services	69,000		69,000	0	0	0	
Total Expenditure		1,768,000		1,768,000	776,700	580,665	196,035	122,000
	Income	0	0	0	0	(25,979)	25,979	26,000
Other Expenditure & Income	TOTAL	1,768,000	0	1,768,000	776,700	554,686	222,014	148,000

Summary of Operational Adjustments:

0

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Other Expenditure & Income	1,768,000		1,768,000	776,700	580,665	196,035	122,000
	Income	0	0	0	0	(25,979)	25,979	26,000
Other Expenditure & Income	TOTAL	1,768,000	0	1,768,000	776,700	554,686	222,014	148,000

Summary of Operational Adjustments:

0

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	Contributions	2,352,000		2,352,000	1,910,510	1,868,339	42,171	38,200
	Support Services	6,400		6,400	0	0	0	0
	Total Expenditure	2,358,400		2,358,400	1,910,510	1,868,339	42,171	38,200
Joint Boards	TOTAL	2,358,400	0	2,358,400	1,910,510	1,868,339	42,171	38,200

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	SPTE (incl Concess Fares)	1,766,000		1,766,000	1,324,510	1,300,885	23,625	29,700
	Renfrewshire Valuation J/Brd	586,000		586,000	586,000	567,454	18,546	8,500
	Support Services	6,400		6,400	0	0	0	0
Joint Boards	TOTAL	2,358,400	0	2,358,400	1,910,510	1,868,339	42,171	38,200

Budgetary Control Statement
 Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	148,500		148,500	0	0	0	48,800
Total Expenditure		148,500		148,500	0	0	0	48,800
Contingency - Welfare	TOTAL	148,500	0	148,500	0	0	0	48,800

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	148,500		148,500	0	0	0	48,800
Contingency - Welfare	TOTAL	148,500	0	148,500	0	0	0	48,800

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Employee Costs	23,024,500	190,100	23,214,600	16,159,665	15,906,744	252,921	187,500
	Property Costs	943,700	1,000	944,700	708,810	407,965	300,845	(74,100)
	Transport Costs	230,000	8,900	238,900	179,208	165,890	13,318	33,700
	Supplies & Services	1,880,500	8,000	1,888,500	859,696	2,299,715	(1,440,019)	(1,635,900)
	Third Party Payments	38,893,100	(208,000)	38,685,100	23,924,193	30,600,534	(6,676,341)	(5,555,900)
	Transfer Payments	39,600		39,600	29,731	33,270	(3,539)	(22,500)
	Support Services	2,354,100		2,354,100	0	5,757	(5,757)	0
	Depcn And Impairment Losses	1,101,800		1,101,800	0	0	0	0
Total Expenditure		68,467,300	0	68,467,300	41,861,303	49,419,875	(7,558,572)	(7,067,200)
	Income	(10,920,100)		(10,920,100)	(6,736,547)	(12,875,777)	6,139,230	6,588,200
Core funding from	Integration Joint Board	(57,051,400)	0	(57,051,400)	(34,670,256)	(36,000,295)	1,330,039	479,000
Health & Social Care Partnership	TOTAL	495,800	0	495,800	454,500	543,803	(89,303)	0

Summary of operational adjustments

Capital Charges

Ring Fenced Grant - Criminal Justice

0

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Public Protect.-Child. & Families	9,674,500		9,674,500	5,888,924	5,743,182	145,742	618,700
	Adult Health - Intensive Services	9,802,500	0	9,802,500	6,871,527	10,561,348	(3,689,821)	(1,310,500)
	Adult Health-Localities Services							
	Older People	14,630,800		14,630,800	10,101,698	11,895,862	(1,794,164)	513,600
	Physical Disability	5,067,800		5,067,800	3,481,647	3,661,428	(179,781)	58,100
	Learning Disability	9,847,300		9,847,300	4,732,508	10,232,634	(5,500,126)	(182,000)
	Recovery Services-Mental Health	1,970,500		1,970,500	1,688,941	2,201,789	(512,848)	(183,200)
	Criminal Justice	9,100		9,100	(28,289)	(165,869)	137,580	0
	Finance & Resources	6,544,700	0	6,544,700	2,387,800	(7,586,276)	9,974,076	6,300
		57,547,200	0	57,547,200	35,124,756	36,544,098	(1,419,342)	(479,000)
Core Funding from	Integration Joint Board	(57,051,400)	0	(57,051,400)	(34,670,256)	(36,000,295)	1,330,039	479,000
Health & Social Care Partnership	TOTAL	495,800	0	495,800	454,500	543,803	(89,303)	0

Summary of operational adjustments

a

Capital Charges

Ring Fenced Grant - Criminal Justice

0

Budgetary Control Statement
Period 09 / 2021 31 December 2020

Period End: 31 December 2020

Period 09 / 2021

Department	Subjective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Employee Costs	4,568,000		4,568,000	3,215,329	2,942,260	273,069	244,900
	Property Costs	1,617,000		1,617,000	819,183	703,465	115,718	(46,300)
	Transport Costs	143,900		143,900	107,925	95,948	11,977	1,100
	Supplies & Services	2,632,200	0	2,632,200	1,849,025	1,631,726	217,299	(162,400)
	Third Party Payments			0	0	0	0	0
	Transfer Payments	330,600		330,600	48,525	21,383	27,142	0
	Support Services	1,022,700		1,022,700	2,775	0	2,775	41,300
	Depcn And Impairment Losses	4,554,000		4,554,000	0	0	0	309,000
	Total Expenditure		14,868,400		14,868,400	6,042,762	5,394,782	647,980
	Income	(14,868,400)	0	(14,868,400)	(10,706,851)	(9,900,682)	(806,169)	(484,100)
Housing Revenue Account	TOTAL	0	0	0	(4,664,089)	(4,505,900)	(158,189)	(96,500)

Department	Objective Name	Approved Budget Per 07	Operational Adjustments	Revised Estimate Per 09	Budget Estimate to Date - Per 09	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Construction	3,123,500	0	3,123,500	1,911,111	2,156,122	(245,011)	350,000
	Hra - Client	(3,123,500)		(3,123,500)	(6,575,200)	(6,662,022)	86,822	(446,500)
Housing Revenue Account	TOTAL	0	0	0	(4,664,089)	(4,505,900)	(158,189)	(96,500)

EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Head of Accountancy (Chief Financial Officer)GENERAL FUND CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor expenditure as at 31 December 2020 (Quarter 3) against the approved Capital Programme for 2020/21 and to recommend adjustments where necessary.

RECOMMENDATIONS

2. The Cabinet is asked to:-
 - note and approve the movements within the programme;
 - approve the revision of maintenance work plans to address priority areas in respect of ventilation works within existing resources; and
 - note the shortfall of £0.425m and that income and expenditure on the programme will be managed and reported on a regular basis.

BACKGROUND

3. The General Fund Capital Programme for 2020-2030 was approved by Council on 27 February 2020. A report recommending adjustments to the 2020/21 programme resulting from timing movements and cost variations was approved by Cabinet on 26 November 2020.

CURRENT POSITION

4.	Total anticipated expenditure (Appendix A)	£31.936m
	Total anticipated resources (Appendix B)	<u>£31.511m</u>
	Shortfall	<u>£ 0.425m</u>

The impact of COVID-19 is continuing to have a significant effect on the timing and cost of projects due to market forces, inflation and new safe ways of working. Further rescheduling has been reflected in this report.

INCOME MOVEMENTS

5. The main income movements are as follows: -
 - Borrowing
Planned borrowing in the current financial year has been reduced by a net total of £14.149m due to timing variances and other adjustments noted below.

- **Town Centre Fund**
An element (£0.611m) of the Scottish Government grant funding approved for 2020/21 from the Town Centre Fund will be carried forward to support expenditure now planned in 2021/22.
- **Regeneration Capital Grant Fund (RGCF)**
Funding of £0.499m has been approved from the RGCF to support work at Cowan Park gate lodge which will continue into 2021/22 and this grant will be carried forward to support that.
- **Developer Contributions**
The level of developer contributions anticipated to be applied has been increased by £0.220m (net) to reflect the additional contributions applied for Balgraystone Road and timing movements for expenditure and receipts.
- **Other Resources**
A contribution from Housing of £0.100m to fund the additional scope of works at Balgraystone Road has been included under resources following on from a similar contribution from Roads in 2019/20.

EXPENDITURE MOVEMENTS

6. The total estimated expenditure has reduced by £14.939m below the level reported to Council on 26 November 2020. The main movements are as follows: -

Revised Project Timing

A prioritisation exercise identified a number of projects deferred until 2021/22 to allow focus on key deliverable projects in 2020/21. Work has continued on delivering the programme however a number of timing variations can now be reported.

- **Property - Schools**

Schools Major Maintenance – School Toilet Improvements work will now take place in 2021/22 (£0.075m). Window upgrades at Thornliebank PS are now scheduled for the Easter break and will fall into 2021/22 (£0.090m). With phase 1 of the windows upgrade at Giffnock PS complete, the remaining works have been deferred (£0.060m) The remaining projects within this grouping are either complete or progressing with outturn increased by £0.004m for some small variations and initial fees.

Maidenhill Primary School – Further work around the site, entranceways and connecting pathways is continuing but much of this work will now run on into 2021/22. Outturn for 2020/21 has been reduced by £0.150m to £0.100m.

St Ninian's HS Additional Temp Accommodation – Foundation works are complete and modular buildings will be installed in February 2021. A revised order of works will result in further movement in timing of expenditure with the main internal works now commencing in April 2021. Estimated outturn for the year has been reduced by £0.995m.

St Mark's Car Park – A traffic assessment is ongoing and the tender for the car park will be finalised shortly. The planned demolition on this site will be

carried out after a required ecological survey has been refreshed and will now progress in 2021/22 resulting in a reduction on outturn for the year of £0.320m.

Improving Learning – No projects are able to be completed by 31 March 2021 therefore the balance of £0.200m will be carried forward.

- Property – Culture & Leisure

General Building Improvement Fund – with a number of agreed projects not yet started, a further £0.200m of expenditure will fall into 2021/22.

Eastwood High School Sports Changing – expected to start on site in June 2021, therefore expenditure in the current year will be restricted to fees and as such outturn has been reduced by £0.015m.

Theatre & Gym Equipment – with facilities closed at present, equipment upgrade requirements will be re-assessed. Outturn has been reduced by £0.132m in 2020/21 with a plan to spend in 2021/22.

Neilston Leisure – some initial planning works for the leisure element of the Neilston Learning & Leisure project will take place in the current year therefore outturn for this element has been increased by £0.024m for 2020/21.

- Property – Other

City Deal – Following a review of timing of projects, allocations for each year of the programme have been revised.

- Railway Station/Balgraystone Road) – outturn for the year has increased by £0.126m following completion of the main Balgraystone Road works. This has been covered by additional contributions so has no impact on borrowing. Country Park Visitor Centre – outturn for 2020/21 has been reduced from £0.007m to zero with until completion of the Lavern Valley/Aurs Road works.
- Greenlaw Business Centre – Minor works and retentions remain on this project and outturn has been reduced by £0.080m which will now be required in 2021/22 for final payments.

Eastwood Park Campus Improvements – no work is planned on this in the current year and works will be re-assessed as plans for Eastwood Leisure are progressed. Outturn has been reduced by £0.212m to zero.

Cowan Park Changing Facilities – works are complete however retention payments will fall into 2021/22 therefore outturn has been reduced by £0.009m

Capital Investment in Energy Efficiency Measures (NDEE Initiative) – Payments for completed works are expected shortly however no further spend will be incurred in the current year. Outturn has been reduced by £0.160m with this balance required for future years initiatives.

Vacant (Surplus) Property/ Demolition – The balance of budget remaining in this line had been earmarked to support demolition work at St Marks

which will now take place in 2021/22 therefore outturn has been reduced by £0.086m.

- Open Spaces

Country Park - Tourism Infrastructure And Economic Activity Projects – planned works will now take place in 2021/22 therefore outturn has been reduced by £0.183m in the current year.

Regeneration Projects – this allocation has been earmarked for planned projects in 2021/22 therefore outturn for the year has been reduced from £0.351m to zero.

Town Centre/Public Realm – a number of allocated budgets for works in town centres & public realm space were included in the 2020/21 programme. However as public consultation is required, no works can go ahead at present and plans will be re-developed in 2021/22 once these can be progressed. Outturn has been reduced by £0.102m.

Town Centre Regeneration – this grouping of small projects is funded by specific grant from the Scottish Government Town Centre Fund. Projects have been identified and approved however works will continue into the new financial year and outturn has been reduced by £0.611m to reflect that. Funding will remain available.

Cowan Park Gatehouse/Lodge – main works are expected to start in May 2021 therefore outturn has been reduced by £0.806m in the current year. Additional funding for this project will remain available in 2021/22.

Land And Property Acquisitions – This budget of £0.255m will be required for projects in 2021/22 therefore outturn for the current year has been reduced to zero.

- Roads

City Deal (Levern Valley/Aurs Road) – As noted above, a review of project timing has taken place across the City Deal programme. Main works on this project will now begin in 2022 therefore outturn for the year can now be adjusted to £0.102m, a reduction from the original 2020/21 allocation of £7.550m.

Main Roads works – Underspends from the current phases of Clarkston Road, Kingston Road, & Main Street/Levern Road (Barrhead) works, along with a small balance from the Roads Provisional sums can be used to cover higher tender prices for works at Rowbank Road and Fenwick Road. There is no impact on outturn or total costs across the main Roads programme as a result of these movements.

Roads Capital Works – works are progressing across a number of carriageways and footways and will continue in 2021/22. Outturn has been reduced by £0.732m for the current year with an anticipated outturn of £3.130m in 2020/21.

- ICT

The following projects are deferred or will run into 2021/22:

- Corporate GIS £0.088m – deferred with revised timing to be agreed
- Social Work Case Management System £0.110m – deferred with revised timing to be agreed
- Education CCTV £0.268m – deferred with revised timing to be agreed
- IT General Provision – £0.478m reduction in 2020/21. Some works are delayed due to difficulty in obtaining necessary kit
- Modern Smart Forms – £0.028m reduction in current year outturn due to extension of project timelines
- My Account Middleware & Vendor APIs – £0.016m reduction in current year outturn due to extension of project timelines
- Myaccount Signing In To On-Line Services – £0.095m reduction in current year outturn due to extension of project timelines
- HSCP - Responder Service Modernisation & Safety Net Technology £0.180m – deferred to 2021/22
- Major ICT Contract Renewals - £0.050m reduction in current year outturn due to covid-related delays
- Core Corporate Finance, Payroll & HR – reduction of £0.008m in outturn for the year to reflect latest estimates
- School Servers Storage – further £0.020m reduction in current year outturn due to supply chain & covid issues
- Telecare Service and Peripherals - £0.265m reduction in current year outturn – revised timescales from telecomms companies mean the project can be phased over the next two years.

- Fleet

Environment Vehicles – reduction in outturn of £0.080m due to changed timescales for purchase of a cleansing vehicle

Environment GPRS – replacement of system will now fall into 2021/22 therefore there is a reduction in current year outturn of £0.028m

Expenditure reductions resulting from revised project timing are not cost savings but simply a transfer of expenditure to future financial years.

Expenditure Variances and Transfers

- Property Schools

Neilston Learning & Leisure – as reported to Council on 16 December 2020, additional funding is required to deliver the learning, leisure and regeneration elements of this project in full. No additional funding is required in the current financial year however as some spend on the leisure element will take place this year the revised total for this element is shown on the appendices.

School ventilation works – to comply with the latest COVID guidance additional works will be required in schools in the coming months. Property & Technical Services and Education staff are compiling a full list of required works and additional costs but in the short term approval is sought for officers to revise maintenance work plans to address priority areas within existing resources.

- Property – Other

Barrhead Railway Station/Balgraystone Road (City Deal) – a report to Cabinet on 4 February 2021 updated members on the completion of the main Balgraystone Road works. This included a note of increased costs for this element of the project due to covid-19, standstill and abnormal costs. These will be managed within the overall project budget. The report also noted increased costs as a result of changes to project scope to deliver additional benefits. This has increased costs by £0.670m, with £0.100m absorbed by existing Roads budget (Roads contribution). The remaining £0.570m is an increase in the project cost however this has been funded by application of Developers Contributions along with a contribution from Housing.

Eastwood Leisure – a small allocation for initial planning and fees is included in 2020/21 with the total project cost shown at £26m. A report to Council on 16 December 2020 indicated that while allocations for 2020/21 and 2021/22 were sufficient, future years costs and timelines would be revised with an updated report to be presented.

- Roads – higher tender costs at Rowbank Road and Fenwick Road have been offset by underspends on Clarkston Road, phase 1 of Kingston Road, and Main Street Barrhead.

COMMENT

7. The projected shortfall of £0.425m represents 1.35% of the resources available and is within manageable limits.

PARTNERSHIP WORKING

8. This report has been prepared following consultation with appropriate staff from various departments within the Council including Property and Technical Services and Information Technology.

RECOMMENDATIONS

9. The Cabinet is asked to:-
 - note and approve the movements within the programme;
 - approve the revision of maintenance work plans to address priority areas in respect of ventilation works within existing resources; and
 - note the shortfall of £0.425m and that income and expenditure on the programme will be managed and reported on a regular basis.

Further information is available from Mark Waugh, Principal Accountant – Capital, telephone 0141 577 3123.

Margaret McCrossan
 Head of Accountancy Services (Chief Financial Officer)
 MMcC/MW
 18 February, 2021

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

	ANNUAL COSTS £'000		
	CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR
Property - Schools	16,348	14,463	8,343
Property - Culture & Leisure	885	562	211
Property - Other	5,375	4,948	2,760
Open Spaces	3,312	1,004	598
Roads	13,038	4,756	2,687
Corporate Wide - ICT	5,903	4,297	1,522
Fleet	2,014	1,906	775
TOTAL	46,875	31,936	16,896

	TOTAL COST £'000	
<i>SPENT PRIOR TO 31.03.20</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
46,346	107,201	104,817
3,647	32,632	41,132
13,191	43,309	43,879
1,553	9,794	9,794
6,607	46,650	46,650
8,502	39,502	39,502
1,339	15,798	15,798
81,185	294,886	301,572

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Schools

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
Grouped	Schools Major Maintenance	495	274	9	N/A	645	9,990	9,989
800050031	Maidenhill Primary School	250	100	10	Ongoing	13,807	15,050	15,050
800050033	St Cadoc'S Ps Remodelling To Provide Pre-Five Provision For 3 & 4 Years Olds	22	22	0	Retention	852	874	874
800050030	Kirkhill PS - Rewire	0	0	0	Project deferred until 2021/22	367	491	491
Grouped	Early Learning & Childcare - Expansion to 1,140 hours	11,965	11,965	7,823	Work in progress - revised costings	13,834	26,697	26,697
	Early Years - Crookfur/Fairweather/Overlee Masterplanning	10	10	0	Work programmed	0	10	10
800050039	St Ninian's HS Additional Temp Accomodation	1,800	805	138	Installation of modular units will take place Feb 2021 with internal works beginning in April 2021	40	2,492	2,492
	Learning & Leisure in Neilston	1,000	1,000	336	Planning works underway	0	30,384	28,000
800050038	St Mark's Car Park	334	14	0	Demonition of building will now take place in 2021/22 following survey refresh	16	350	350
	Uplawmoor PS Upgrade	0	0	0	Project deferred until 2021/22	0	100	100
	MCHS Sports Facility	20	20	0	Feasibility study underway, works will commence in 2021/22	0	1,726	1,726
	Improving Learning	200	0	0	Work to be agreed and programmed accordingly	0	2,000	2,000
800050017	Joint Faith Campus (New Denominational PS for Mearns Area & Relocation of Calderwood Lodge PS)	183	183	0	Complete - retention payments outstanding	16,488	16,671	16,671

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Schools

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
800050012	Security (CCTV) Expansion	54	54	11	Ongoing	146	200	200
800050032	Education Provision In Neilston (Campus Development Study)	15	16	16	Complete	151	166	167
		16,348	14,463	8,343		46,346	107,201	104,817

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Culture & Leisure

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
800200019	Eastwood Park Leisure - Refurbishment	298	298	41	Initial planning underway	2	26,000	26,000
800050049	ERCLT General Building Improvement Fund	366	166	154	Eastwood Gym and Clarkston Library completed. Duff Memorial Hall at consultation.	5	1,700	1,700
	Eastwood HS Sports Centre Changing Rooms/Disabled Facilities	20	5	0	Main works deferred until 2021/22	0	429	429
805600002	Equipment - Gym and Theatre	79	0	0	Work to be programmed	198	831	831
805600002	Education - Theatre Equipment	54	1	1	Work to be programmed	0	162	162
800200007	Barrhead Foundry Refurbishment (including Pool & Filtration System)	1	1	0	Retention	2,859	2,860	2,860
800200013	Barrhead Foundry Final Phase Works	67	67	15	Retention	583	650	650
	Neilston Leisure	0	24	0	Initial planning underway	0	0	8,500
		885	562	211		3,647	32,632	41,132

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
	Barrhead South Access - Balgraystone Road & Railway Station	1,470	1,596	1,520	Work in Progress	2,752	12,564	13,134
804000009	Country Park Visitor Centre & Infrastructure	7	0	0	At design stage, progress made on technical and legal fronts	300	4,836	4,836
804000006	Greenlaw Business Incubator And Innovation Centre & Employment Support Linked To Barrhead Foundry	127	47	35	Work complete - payments outstanding	5,595	5,722	5,722
	2. Environment Other Projects							
800420010	Cowan Park Changing Facilities	269	260	196	Work complete, retentions remain	11	280	280
800200018	Crookfur Pavilion Changing Upgrade	411	411	140	Work complete, final payments and retentions to follow	394	805	805
	Muirend Synthetic	0	0	0	Deferred until 2021/22	0	150	150
	RGP Toilets Upgrade	0	0	0	Deferred until 2021/22	0	130	130
	St Andrews House Refurbishment	0	0	0	Deferred until 2021/22	0	40	40
	Overlee House Extension	0	0	0	Deferred until 2021/22	0	630	630

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
802200019	Bonnyton House Upgrade	180	180	163	Complete, final payment and retentions to follow	0	180	180
	3. Council Wide Property							
800050009	Retentions - All Services	41	41	37		0	491	491
Grouped	Property Maintenance	1,574	1,574	391	See annex 2	1,155	11,199	11,199
800420013	Eastwood Park Campus Improvements	212	0	0	Works deferred	310	522	522
800404017	Office Accommodation	50	51	51	Deferred until 2021/22	180	2,200	2,200
800420014	Capital Investment In Energy Efficiency Measures (NDEE Initiative)	300	140	38	Work underway on this programme	1,454	1,754	1,754
	Thornliebank Depot Mechanical Extraction	7	7	0	Work to be programmed	102	141	141
800050044	Overlee Pavilion Changing	538	538	135	Work in progress	367	905	905
802200016	Bonnyton House	48	48	47	Complete, final retention to follow	386	434	434
800404015	Vacant (Surplus) Property/ Demolition	93	7	7	Will support demolition requirements at St Marks	183	276	276
800402003	Capelrig House Remedial Works	48	48	0	Condition survey work done	2	50	50

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	
		5,375	4,948	2,760	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
13,191	43,309	43,879

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Open Spaces

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. REGENERATION							
80400005	Country Park - Tourism Infrastructure And Economic Activity Projects	184	1	1	Further works will now take place in 2021/22	51	235	235
80200015	White Cart Tributaries Environmental Improvements	87	87	86	Work in progress	158	1,264	1,264
	Regeneration Projects - Provisional Sums	351	0	0	Deferred	0	2,701	2,701
	2. Environment - Other Projects							
80220010	Environment Task Force	25	0	0	Work to be programmed	35	240	240
80200018	Town Centre Action	19	0	0	Work in progress	79	278	278
80220007	Parks, Cemeteries & Pitch Improvements	297	297	149	Total adjusted to reflect application in 2019/20	265	1,762	1,762
80020017	Cowan Park	807	1	1	Work to be programmed	8	815	815
80300066	Town Centre Regeneration	1,201	590	351	Work in progress, some projects will run into 2021/22	133	1,334	1,334
80200005	Public Realm/Town Centre Resilience	9	9	3	Work in progress	215	224	224
80200011	Land And Property Acquisitions	255	0	0	Plans being re-assessed	144	399	399

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Open Spaces

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
	Giffnock Town Centre Improvements	10	0	0	Work in progress	0	10	10
80200007	Other Public Realm	17	0	0	Work in progress	3	20	20
80200002	Clarkston Town Centre Action And Traffic Management Improvements	35	4	4	Work in progress	182	217	217
802200008	Woodfarm - Grass Pitches	2	2	1	Work in progress	57	59	59
802200011	Mearns Historic Kirkyard Protective Works	3	3	2	Work in progress	81	84	84
800050029	St Ninian's HS - Rugby Pitch	10	10	0	Work in progress	142	152	152
		3,312	1,004	598		1,553	9,794	9,794

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
	Levern Valley Accessibility Project	7,652	102	29	Work in progress	2,081	20,707	20,707
	2. ERC Roads							
803000004	Lighting - Core Cable & Equipment Replacement	139	139	8	Work in progress	181	1,760	1,760
803000007	Bridges Refurbishment & Pointing Work	16	16	0	Work in progress	92	585	585
803000015	Principal Inspection Group 1-6	56	56	0	Work in progress	0	245	245
803000025	Traffic Calming Studies	41	41	3	Work in progress	9	275	275
803000016	Road Safety Measures/Equipment at Schools	28	28	3	Work in progress	12	220	220
803000018	Safe Routes to School	5	5	5	Work in progress	38	223	223
803000042	A736 KELBURN STREET/LOCHLIBO ROAD RECONSTRUCTION	110	110	0	Work in progress	0	372	372
803000030	A77 Ayr Road Reconstruction	1	1	1	Deferred until 2021/22 - covid	414	805	805
803000033	B767 CLARKSTON ROAD RECONSTRUCTION	70	50	0	Work in progress	4	184	164
803000035	B769 Stewarton Rd (Rural) Reconstruction	0	0	0	Complete	355	637	637

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
803000034	B767 Eaglesham Road Reconstruction	0	0	0	Phase complete	444	804	804
803000036	B769 Thornliebank/Spiersbridge Reconstruction	0	0	0	Complete	233	233	233
803000047	C2 Kingston Road Reconstruction	200	154	1	Work in progress	84	624	578
803000089	A736 MAIN STREET/LEVERN ROAD BARRHEAD	130	119	119	Work in progress	0	636	625
803000038	C1 Mearns Road	0	0	0	Deferred until 2021/22 - covid	0	640	640
803000048	B755 Gleniffer Road	0	0	0	Complete	105	595	595
803000049	B776 ROWBANK ROAD	110	140	1	Deferred until 2021/22	95	575	605
803000050	C2 NEILSTON ROAD	0	0	0	Deferred until 2021/22	64	321	321
803000051	C3 UPLAWMOOR RD / MAIN ST, NEILSTON	0	0	0	Complete	84	324	324
803000024	Cycling, Walking & Safer Streets	419	419	200	Increased to include full Scottish Government Grant	0	419	419
803000045	Roads Online Costing System	26	26	0	Work in progress	174	200	200
803000031	A77 Fenwick Road Reconstruction	92	145	0	Work in progress	0	185	238
	Provisional Sums - Roads	77	71	0		0	77	71
	Roads Retention Works	4	4	4	Minor retention payments for completed projects, covered by transfer from provisional sums	0	4	4

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	
Grouped	Roads Capital Works	3,862	3,130	2,313	Work in progress
		13,038	4,756	2,687	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
2,138	15,000	15,000
6,607	46,650	46,650

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
805000002	ICT Infrastructure Projects	588	588	380	Work in progress	455	5,543	5,543
805000025	IT General Provision	1,248	770	240	Work in progress	500	14,129	14,129
805000005	Corporate Information Security	96	96	54	Work in progress	619	750	750
805000023	GDPR Requirements	0	0	0	Deferred	60	250	250
805000003	Education Network	145	145	90	Work in progress	56	1,101	1,101
805000016	Document Repository Refresh	7	7	0	Work in progress	43	50	50
805000017	PCI DSS	15	15	0	Work in progress	25	135	135
	Public Wifi Network	0	0	0	Deferred	0	265	265
805000010	Wireless Local Area Network 2015	93	93	47	Work in progress	957	1,050	1,050
805000012	Enterprise Public Access Wifi (Incl BYOD)	3	3	0	Work in progress	112	115	115
805000026	Income Management E-Store	75	75	28	Work in progress	130	205	205
805400002	Corporate GIS	88	0	0	Deferred	112	200	200
805000018	Modern Smart Forms	63	35	0	Work in progress	137	200	200
805000020	My Account Middleware & Vendor	25	9	9	Work in progress	185	210	210

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
805100002	Electronic Document Records Management (Rest Of Council)	124	124	0	Work to be programmed	229	353	353
805000020	Myaccount Signing In To On-Line Services	135	40	0	Work Programmed	150	285	285
	HSCP - Responder Service Modernisation & Safety Net Technology	180	0	0	Work Programmed however will fall into 2021/22	0	180	180
805000022	The Digital Workplace	3	3	3	Work in progress	276	600	600
	Flexi Time Application Replacement	0	0	0		40	80	80
805000024	Major ICT Contract Renewals	300	250	116	Work in progress	902	1,338	1,338
805000001	Core Corporate Finance, Payroll & HR	932	924	127	Work in progress	2,630	3,750	3,750
800050004	Education - Computer Equipment	516	516	370	Work in progress	323	5,353	5,353
805600001	ERCLT People's Network	40	40	0	Work in progress	9	229	229
	ERCLT Digital Platform	410	410	0	Work Programmed	0	410	410
805000009	School Servers Storage	30	10	0	Work in progress	176	350	350
	Social Work Case Management System	110	0	0	Deferred	0	110	110

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
	Education CCTV	268	0	0	Deferred	0	626	626
	Telecare Service and Peripherals	300	35	11	Work Programmed	0	1,150	1,150
805100003	Agile (Rest Of Council)	3	3	1	Work in progress	257	260	260
805000008	Software Asset Management	9	9	5	Work in progress	56	65	65
805000021	Internet/Intranet Presence	41	41	41	Work in progress	9	50	50
800200008	Culture & Sport Self-Service Kiosk Hardware Refresh	56	56	0	Work Programmed	54	110	110
		5,903	4,297	1,522		8,502	39,502	39,502

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Fleet

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
806000004	HSCP - Vehicles	288	288	41	Vehicles on order	0	1,164	1,164
806000001	Education - Vehicles	364	364	0	Vehicles on order	0	1,122	1,122
806000002	Environment - Vehicles	1,327	1,247	734	Cleansing vehicle will now arrive in 2021/22	1,339	13,197	13,197
806000005	Environment - GPRS System	35	7	0	work in progress	0	315	315
		2,014	1,906	775		1,339	15,798	15,798

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Annex 1 - Schools Major Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
800000002	Carolside PS - Window Renewal	0	2	2	Deferred until 2021/22, fees only in current year	63	207	207
800000019	ST Lukes Windows Entrance Area	0	1	1	Deferred until 2021/22, fees only in current year	36	150	150
800000004	Woodfarm HS - Window Renewal	0	2	2	Deferred until 2021/22, fees only in current year	66	298	298
800000014	School Toilet Improvements	75	0	0	Deferred until 2021/22	296	550	550
	THORNLIBANK PS PR 1- WINDOW RENEWAL	100	10	0	fees only in current year	0	100	100
	OLM ENTRANCE & MAIN DOORS at Robslee	20	20	0	fees only in current year	0	50	50
	Provisional Sums	107	106	0	Work to be programmed	0	8,258	8,257
800000008	Hazeldene Nursery - Window Renewal	1	1	0	Retention	2	3	3
	Braidbar PS - Roof Improvements	50	50	0	Complete - payment to be made	0	50	50
800000009	Mearns Castle HS - Window Renewal	25	25	1	Complete - final payment and retention	29	54	54
	Mearns Castle HS - Rear Stair Improvements	3	3	0	Retention	0	3	3
	St Joseph's PS - Structural Improvements	4	4	0	Retention	0	4	4
800000013	St Joseph's PS - Fabric Improvements	1	1	0	Retention	2	3	3

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Annex 1 - Schools Major Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	
800050002	St Luke'S HS - Roof Improvements (Gym Hall)	10	10	0	Retention
800000018	St Johns Windows and Gym	1	1	1	Retention
800000011	St Josephs Primary windows and entrance door	36	36	0	Work complete - payments to be made
800000007	Giffnock Primary windows (original block and ext	62	2	2	Work complete - payments to be made
		495	274	9	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
0	10	10
44	45	45
44	80	80
63	125	125
645	9,990	9,989

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Annex 2 - Property Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
800401001	Disability Discrimination Act	88	88	4	Ongoing	98	186	186
800404001	HardWire Testing	97	97	30	Ongoing	38	135	135
800404003	COSHH Upgrade	109	109	71	Ongoing	94	203	203
Grouped	Asset Management	236	236	46	Work in progress	366	602	602
800404009	Fire Risk Assessment Adaptations	194	194	23	Work in progress	132	1,676	1,676
800404012	Structural Surveys & Improvements	98	98	25	Ongoing	28	486	486
800600001	CEEF/Salix Energy Efficiency	0	0	0	Deferred until 2021/22	0	855	855
800404005	Boiler Replacement	129	129	128	Isobel Mair works complete, further work programmed	113	342	342
800404006	Roof Improvements	167	167	25	Work in progress	225	392	392
800404014	Legionella Remedial Improvements	105	105	39	Ongoing	45	150	150
800404011	Eastwood HQ Lighting Improvements	33	33	0	Works to be programmed	15	48	48
800200005	Community Facilities Improvements	129	129	0	Works programmed	1	130	130
	Provisional Sum	189	189	0		0	5,994	5,994

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

Annex 2 - Property Maintenance Analysis

		ANNUAL COSTS £'000						
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	COMMENT	TOTAL COST £'000		
						<i>SPENT PRIOR TO 31.03.20</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
	Corporate Total	1,574	1,574	391		1,155	11,199	11,199

GENERAL FUND CAPITAL PROGRAMME 2020/21

PROGRESS REPORT

RESOURCES

	£'000	£'000
Borrowing		19,058
Grants		
Capital Grant	5,339	
City Deal	1,343	
Early Learning and Childcare - 1140 Hours Expansion	3,200	
Cycling, Walking & Safer Streets	419	
Scottish Environmental Protection Agency	87	
Town Centre Fund	590	
Regeneration Capital Grant Fund	0	
Renewable Energy Fund	0	10,978
Developers Contributions		1,057
Salix/Central Energy Efficiency Fund		0
Sustrans		0
CFCR		0
Capital Reserve		0
Capital Receipts		0
Capital - Other		418
		31,511

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Head of Accountancy (Chief Financial Officer) and Director of EnvironmentHOUSING CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor expenditure as at 31 December 2020 (Quarter 3) against the approved Capital Programme for 2020/21 and to recommend adjustments where necessary.

RECOMMENDATIONS

2. The Cabinet is asked to:-
 - note and approve the current movements within the programme; and
 - note the shortfall of £0.135m and that income and expenditure on the programme will be managed and reported on a regular basis.

BACKGROUND

3. This report is presented in relation to the following:
 - The Housing Capital Programme for 2020-2025 was approved by Council on 27 February 2020.
 - Adjustments to the 2020/21 programme, reflecting timing movements across the new build programme, were approved by Council on 26 November 2020.
 - An update of the Strategic Housing Investment Programme (SHIP) was approved by Cabinet on 3 December 2020.

CURRENT POSITION

4.	Total anticipated expenditure (Appendix A)	£ 7.262m
	Total anticipated resources (Appendix B)	£ <u>7.127m</u>
	Shortfall	£ <u>0.135m</u>

EXPENDITURE

5. The total estimated expenditure for 2020/21 has reduced by £2.697m due to the following changes in respect of timing of expenditure and other adjustments.

Building Works Programme – Existing Stock

The impact of COVID-19 has resulted in delays to much of the planned works. Government restrictions on activity, revised working practices to enable works to be

carried out safely for both council staff and residents, and restricted access to properties have resulted in the following timing adjustments across the existing stock programme.

- Estate Works – reduction of £0.072m
- Energy Efficiency – reduced by £0.150m
- Aids & Adaptations – reduced by a further £0.050m
- Internal Element renewals (£0.718m reduction) – a delayed tender process and government restrictions has resulted in a later than envisaged start date
- Communal Door Entry – reduced by £0.020m to zero in the current year
- Sheltered Housing – reduced by a further £0.017m

Final outturn on these and the other lines may be negatively impacted by the timing of anticipated changes to current COVID-19 restrictions and any further safe working measures imposed.

Capital New Build – Phase 1 and 2

With construction at Fenwick Drive, Robertson Street and Blackbyres Road complete, the programme in 2020/21 includes Balgraystone Road, and the Phase 2 sites at Commercial Road, Barrhead; Barrhead Road, Newton Mearns; and the first two sites at Maidenhill. An allocation for retention payments for the completed sites is included in the projected outturn (£0.134m)

The impact of COVID-19 has had a significant effect on the timing and cost of projects due to market forces, inflation and new safe ways of working. Progress has been delayed at all sites as a result of the difficulty to obtain tenders from sub-contractors, inability to undertake site investigations and the requirement to follow government guidance in order to safely mobilise site starts. Further restrictions have resulted in the following adjustments to 2020/21 outturn:

- Balgraystone Road, Barrhead
The project started on site in late 2020 however progress has been delayed as a result of the above issues and outturn for 2020/21 has been reduced by £0.609m to £2.111m.
- Maidenhill Area 6
Work is underway on this site with the first batch of units in progress. A revised outturn of £0.910m in the current year is now expected (a decrease in previous estimates of £0.990m) for Area 6. Initial fees and site investigation for the other Phase 2 projects at Barrhead Road and Commercial Road make up the total projected outturn of £0.966m

The impact of any changes will be reflected in the Housing Services 30 year Business Plan which is independently reviewed to ensure the programme remains affordable.

INCOME

6. Resources to support the Housing Capital Programme have been adjusted to reflect the changes noted above.
 - Scottish Government New Build Grant – additional grant has been secured to assist with COVID-19 health and safety measures and some of the abnormal site costs identified at Balgraystone Road however grant drawn

down in the current year will reflect revised expenditure on this site. A reduction in grant drawn down also applies with regard to the reduced outturn for Maidenhill A6, resulting in a total decrease in grant of £1.022m. This will be drawn down to support spend in future years.

- Borrowing – Changes noted above in respect of project timing movements, transfers and grant adjustments has resulted in a net reduction in borrowing of £1.675m for 2020/21.

COMMENT

7. The projected shortfall of £0.135m represents 1.9% of the resources available and is within manageable limits.

PARTNERSHIP WORKING

8. This report has been prepared following consultation with appropriate staff from Housing Services.

RECOMMENDATIONS

9. The Cabinet is asked to:-
 - note and approve the current movements within the programme; and
 - note the shortfall of £0.135m and that income and expenditure on the programme will be managed and reported on a regular basis.

Further information is available from Mark Waugh, Principal Accountant – Capital, telephone 0141 577 3123.

Margaret McCrossan
Head of Accountancy Services (Chief Financial Officer)
MMcC/MW
18 February, 2021

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HOUSING CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
835000002	Renewal of Heating Systems	446	446	0	Work in progress	0	872	872
832000001	Rewiring (including smoke/carbon monoxide detectors)	1,097	1,097	402	Work in progress	0	1,097	1,097
831000002	External Structural Works	1,833	1,833	509	Work in progress	0	1,833	1,833
835000008	Estate Works	97	25	7	works ongoing, delayed due to covid-19	0	97	97
835000006	Energy Efficiency (Including Cavity Wall Insulation)	300	150	56	works ongoing, delayed due to covid-19	0	300	300
835000009	Aids and Adaptations	100	50	14	works ongoing, delayed due to covid-19	0	234	234
831500001	Internal Element Renewals (including kitchens, bathrooms and doors)	1,076	358	77	works ongoing, delayed due to covid-19	0	1,244	1,244
835000005	Communal Door Entry Systems	20	0	0	works delayed due to covid-19	0	59	59
835000012	Sheltered Housing	35	18	18	works ongoing, delayed due to covid-19	0	978	978
N/A	Purchase of Property (CPO/Mortgage to Rent Acquisition)	25	25	0	Balance of ROTS budget approval - to be used to bring properties to higher standard	0	25	25
835000003	IT Systems	110	39	39	First element complete, remainder will take place in 2021/22	143	253	253
Grouped	Capital New Build Phase 1	2,854	2,245	542	First three sites complete with work in progress on remaining site	6,995	14,747	14,747
Grouped	Capital New Build Phase 2	1,956	966	86	Works progressing at Maidenhill Area 6	69	22,401	22,401

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EAST RENFREWSHIRE COUNCIL

Appendix A

HOUSING CAPITAL PROGRAMME

PROGRESS REPORT

2020/2021

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED AT 26.11.20	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	
N/A	Retentions	10	10	0	
		9,959	7,262	1,750	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.20	PREVIOUS TOTAL COST	REVISED TOTAL COST
0	10	10
7,207	44,150	44,150

87
EAST RENFREWSHIRE COUNCIL
HOUSING CAPITAL PROGRAMME 2020/21

Appendix B

PROGRESS REPORT

RESOURCES

	20/21 Revised £'000
Borrowing	4,170
Grant - New Build Phase 1	2,111
Grant - New Build Phase 2	413
Recharges to Owner Occupiers (including HEEPS grant)	433
Total	<u>7,127</u>

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EAST RENFREWSHIRE COUNCILCabinet4 March 2021Report by Head of Accountancy (Chief Financial Officer)TRADING UNDER BEST VALUE**PURPOSE OF REPORT**

1. The purpose of this report is to reconsider the classification of Council activities in terms of trading operations as defined by the Local Government in Scotland Act 2003 and as modified in June 2013 by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC).

RECOMMENDATION

2. The Cabinet is requested to approve that there are no trading services operated by the Council that should be classified as "significant".

BACKGROUND

3. Following a report to the Cabinet on 12 March 2020 it was approved that the Council do not classify any of its trading operations as significant.

4. This decision was reached after taking account of the CIPFA/LASAAC guidance, which defined a trading operation as having to meet **both** the following criteria: -

- the service is provided in a 'competitive environment' - i.e. the user has discretion to use alternative providers.
- the service is provided on a basis other than straightforward recharge of cost - i.e. users take the service on the basis of quoted lump sums, fixed periodical charges or rates, or a combination of these.

5. Subsequent guidance has also been provided by LASAAC advising that trading operations may only apply to external trading and to those services which are not statutory.

6. It is appropriate that the Council reviews services with a view to considering Significant Trading Operations on an annual basis. This report reviews activities for the year ending 31 March 2021.

MATTERS TO BE REVIEWED*Competitive Environment*

7. A competitive environment exists simply where there is a mature marketplace with a choice of alternative suppliers.

8. A competitive environment also exists where the user is a member of the public who has a choice of alternative providers for e.g. a local business which can choose who will collect its commercial waste.

9. **Conclusion - some services are operating in a competitive environment.**

Recharge at Cost

10. Where there are activities that include a profit element within their service recharges

11. **Conclusion - some services do not operate on a recharge of cost basis.**

Basis of Charges

12. The Council adopts a number of different methods of charging for services but not all of these are within the scope of trading operations.

- Charges for commercial and industrial properties are not related to cost as they are levied on a rental basis.
- Some charges have no direct relationship to full cost recovery as they are specified by Scottish Government e.g. Development Management

13. **Conclusion - charging for services does not necessarily mean the service is trading.**

Test of Significance

14. In addition to the fundamental tests of competitive environment and recharge at cost, the guidance emphasises the importance of applying a test of significance. This test is important as it determines which trading operations require to maintain a statutory trading account, distinct from other non-statutory trading accounts which can be kept for internal purposes. The criteria for considering the test of significance should be set corporately and applied consistently across different trading operations although they should not be regarded as fixed and final as they will have to adapt to the changing circumstances of the Council. Suggested criteria in the guidance are:

- Financial criteria
 - Turnover of the trading operation should exceed 1% of the Council's gross operating expenditure.
 - Risk of financial loss to the authority being exposed in carrying out the operation
- Non Financial Criteria
 - Whether the trading account is important in demonstrating service improvement and the achievement of targets
 - Whether the authority is exposed to risk of service or reputational loss in carrying out the operation
 - Whether the service areas are likely to be of interest to key stakeholders and their needs.

15. The classification of whether a trading operation is regarded as significant will depend on whether the answers to these questions are mainly yes or no.

16. **Conclusion – there may be some services’ trading operations that are significant.**

CONCLUSION

17. Taking the above conclusions into account a detailed review of services is attached at Appendix A. In addition a summary of trading operations and the criteria used to determine if they are significant is shown at Appendix B.

18. The outcome of the review is that there are no trading operations classified as significant for statutory purposes, this is consistent with last year’s findings.

RECOMMENDATION

19. The Cabinet is requested to approve that there are no trading services operated by the Council that should be classified as “significant”.

REPORT AUTHOR

Head of Accountancy	- Margaret McCrossan
Chief Accountant	- Barbara Clark Tel: 0141 577 3068 Email: Barbara.Clark@EastRenfrewshire.gov.uk
Leader of the Council:	- Tony Buchanan Tel : 07890 592671 (Mobile) Email: Tony.Buchanan@EastRenfrewshire.gov.uk
Report Date:	4 February 2021

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NOTES	ACTIVITY	COMPETITIVE ENVIRONMENT YES/NO	RECHARGED OTHER THAN AT COST YES/NO	APPLY TEST OF SIGNIFICANCE YES/NO	REASONS
EDUCATION	Early Learning & Childcare	Yes	No	No	External & Statutory
	Primary	Yes	No	No	External & Statutory
	Secondary	Yes	No	No	External & Statutory
	Psychological Services	Yes	No	No	External & Statutory
	Music Tuition	Yes	No	No	External, Non Statutory and recharged other than at cost
	Special Needs	Yes	No	No	External & Statutory
	Wrap Around Care	Yes	No	No	External, Non Statutory and recharged other than at cost
	Janitors	No	No	No	Internal
	School Crossing Patrols	No	No	No	Internal
	School Transport	Yes	No	No	External & Statutory (mainly)
	School Meals	Yes	No	No	External, Statutory & Non Statutory and recharged other than at cost
	Easter School	Yes	No	No	External, Non Statutory and recharged at cost
Although there are external providers in the sphere of Education none of the above services could realistically be described as trading					
	Cleaning	Yes	No	No	Internal (mainly)
	Catering	Yes	No	No	Internal (mainly)

TRADING OPERATIONS CRITERIA TEST

NOTES	ACTIVITY	COMPETITIVE ENVIRONMENT YES/NO	RECHARGED OTHER THAN AT COST YES/NO	APPLY TEST OF SIGNIFICANCE YES/NO	REASONS
ENVIRONMENT	Roads Consultancy	Yes	Can Be Yes	Yes	External, Non Statutory and recharged other than at cost
	Property Enquiries	Yes	Can be Yes	Yes	External, Non Statutory and recharged other than at cost
	Development Management	No	No	No	External & Statutory
	Building Standards	No	No	No	External & Statutory
	Development Planning	No	No	No	External & Statutory
	Roads Maintenance	Yes	No	No	Internal
	Burials	No	No	No	External & Statutory
	Commercial Waste	Yes	Yes	Yes	External, Non Statutory and recharged other than at cost
	Special Uplifts	Yes	No	No	External, Non Statutory and recharged other than at cost
	Refuse Collection	Yes	No	No	External & Statutory
	Street Cleaning	Yes	No	No	External & Statutory
	Grounds Maintenance	Yes	No	No	Internal
	Vehicle Maintenance	Yes	Yes	No	Internal
	Vehicle Management	Yes	Yes	No	Internal
	MOT Testing	Yes	No	No	External, Non Statutory and recharged other than at cost
	TAXI Inspections	No	No	No	External & Statutory
	Pest Control	Yes	Can be Yes	Yes	External, Non Statutory and recharged other than at cost
	Pitches Lets	Part	No	No	External, Non Statutory and recharged other than at cost

TRADING OPERATIONS CRITERIA TEST

NOTES	ACTIVITY	COMPETITIVE ENVIRONMENT	RECHARGED OTHER THAN AT COST	APPLY TEST OF SIGNIFICANCE	REASONS
		YES/NO	YES/NO	YES/NO	
ENVIRONMENT (continued)	Environmental Health	No	No	No	External & Statutory
	Refuse Disposal	Yes	Minimal (Small Traders)	No	External & Statutory
	Technical	Yes	No	No	Internal
	Health and Safety	No	No	No	Internal
	Industrial Units	Yes	Yes	Yes	External, Non Statutory and recharged other than at cost
	Council Officers	No	No	No	Internal

CORPORATE & COMMUNITY	Civil Contingencies	No	No	No	External & Statutory
	Strategy Support & Insight	No	No	No	Internal
	Communications	Yes	No	No	Internal
	Human Resources	Yes	No	No	Internal
	ICT	Yes	No	No	Internal
	Revenues	Yes	No	No	Internal
	Printing	Yes	No	No	Internal
	Administration	No	No	No	Internal
	Registrar	No	No	No	External & Statutory
	Communities & Strategy	No	No	No	Internal
	Customer Services	No	No	No	Internal
	Community Safety (including Decriminalised Parking)	No	No	No	Internal

TRADING OPERATIONS CRITERIA TEST

NOTES	ACTIVITY	COMPETITIVE ENVIRONMENT YES/NO	RECHARGED OTHER THAN AT COST YES/NO	APPLY TEST OF SIGNIFICANCE YES/NO	REASONS
CORPORATE & COMMUNITY(continued)	Auchenback Resources Centre	No	No	No	<i>Internal</i>

CEO	Accountancy	Yes	No	No	<i>Internal</i>
	Licensing	No	No	No	<i>External & Statutory</i>
	Legal	Yes	No	No	<i>Internal</i>
	Internal Audit	Yes	No	No	<i>Internal</i>

HSCP	Care at Home	Yes	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Meals	Yes	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Lunch Clubs	No	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Community Alarms	No	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Residential Care	Yes	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Respite Charges	Yes	No	No	<i>External, Non Statutory and recharged other than at cost</i>
	Inclusive Support Holiday Programme	Yes	No	No	<i>External, Non Statutory and recharged other than at cost</i>

HOUSING	Housing Management	Yes	No	No	<i>External & Statutory</i>
	Commercial Properties	Yes	Yes	Yes	<i>External, Non Statutory and recharged other than at cost</i>
	Maintenance Services	Yes	No	No	<i>Internal</i>

TRADING OPERATIONS CRITERIA TEST

NOTES	ACTIVITY	COMPETITIVE ENVIRONMENT YES/NO	RECHARGED OTHER THAN AT COST YES/NO	APPLY TEST OF SIGNIFICANCE YES/NO	REASONS
HOUSING (continued)	Factoring Services	No	No	No	<i>External, Non Statutory and recharged at cost</i>
	Repairs charged to homeowners	Yes	No	No	<i>External, Non Statutory and recharged at cost</i>

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ACTIVITY	FINANCIAL TURNOVER	RISK OF EXPOSURE TO FINANCIAL LOSS	RISK OF REPUTATIONAL LOSS	INTEREST TO KEY STAKEHOLDERS	IMPORTANCE OF DEMONSTRATING SERVICE IMPROVEMENT	OUTCOME
Roads Consultancy	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>
Property Enquiries	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>
Pest Control	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>
Commercial Waste	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>
Industrial Units	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>
Commercial Properties	<i>No</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>	<i>Not Significant</i>

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Director of EnvironmentAUTHORISATION TO SIGN LEASES ON BEHALF OF THE COUNCIL
FOR THE LET OF HOUSES**PURPOSE OF REPORT**

1. The purpose of this report is to seek Cabinet approval for the amendment of the Scheme of Delegated Functions in relation to approving additional officers to sign tenancy agreements to permit the council to let homes.

RECOMMENDATIONS

2. It is recommended that the Cabinet approve the addition of the following officers to the list of those already authorised to sign tenancy agreements for the let of houses:

- Repairs Delivery Manager
- Assistant Repairs Delivery Manager
- Lead Officer (Strategy Improvement & Support)
- Lead Officer (Property & Capital)

BACKGROUND AND REPORT

3. The tenancy agreement in place for all council tenancies is a legally binding document detailing the rights and responsibilities of both social landlord and tenant as defined by Scottish legislation. As such, it must be signed by an authorised officer of the Council as detailed in the Scheme of Delegated Functions.

4. The existing Scheme of Delegated Functions was updated in October 2020 to reflect principally the changes in job functions and titles as a result of the ongoing re structure of Housing Services.

5. As a result the following officers were then approved to sign leases:

- Senior Housing Manager
- Housing Services Manager (Service Delivery)
- Housing Services Manager (Property & Strategy)
- Lead Officer (Housing Options & Support)
- Lead Officer (Tenancy & Care)

6. The attendance of officers from Housing Services at any Council building is determined by social distancing requirements and the provision of essential services. However, the continuing restrictions imposed by COVID 19 has made it apparent that to have one of the existing authorised officers present within the office when a lease is being signed has become more difficult to guarantee. To place them on the office rota solely in order for leases to be signed hinders the attendance of other officers who deliver essential services due to social distancing and related maximum office staffing capacities.

7. To maximise the likelihood of having an authorised officer present it is proposed the additional posts be added as authorised signatories. All posts are senior supervisory posts within Housing Services.

8. Before leases are signed all allocations of council properties are approved by the Lead Officer (Housing Options & Support) and no officer should sign leases without ensuring this approval is in place. The proposed additional officers will be provided with the required training.

9. This proposed change is temporary and this authorisation will be removed for the additional officers once social distancing measures are reduced and office attendance increases.

FINANCE AND EFFICIENCY

10. There are no financial costs associated with this proposal. However, any delay in the signing of tenancy agreements as a result of signatories not being present in the office has a financial implication for Housing Services by increasing rent loss as a result of empty homes.

CONSULTATION AND PARTNERSHIP WORKING

11. Advice has been sought from colleagues in Democratic Services in the development and submission of this report.

IMPLICATIONS OF THE PROPOSALS

12. There are no implications from these proposals in terms of staffing, property, legal, IT, State Aid, equalities and sustainability.

CONCLUSIONS

13. In times of restricted access to office premises both as a result of COVID 19 and perhaps changing work patterns in future it is necessary to ensure service delivery is maintained by ensuring authorised staff are available to carry out essential functions.

RECOMMENDATIONS

14. It is recommended that the Cabinet approve the addition of the following officers to the list of those already authorised to sign tenancy agreements for the let of houses:

- Repairs Delivery Manager
- Assistant Repairs Delivery Manager
- Lead Officer (Strategy Improvement & Support)
- Lead Officer (Property & Capital)

Director of Environment

Further information can be obtained from: Phil Daws, Head of Environment (Strategic Services) phil.daws@eastrenfrewshire.gov.uk 0141 577 3186

Convener contact details

Councillor Danny Devlin
(Convener for Housing and Maintenance Services)

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February 2021

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Director of EnvironmentCLIMATE CHANGE STRATEGY AND ACTION PLAN UPDATE**PURPOSE OF REPORT**

1. The purpose of this report is to:
 - Provide the Cabinet with an update on the proposed actions to be undertaken in 2021 to permit the Council to publish a Climate Change Strategy and Action Plan and contribute towards Scotland's ambition to reduce emissions of all greenhouse gases to 'net-zero' by 2045 at the latest.
 - Make the Cabinet aware of the magnitude of the task facing the Council in relation to meeting requirements regarding climate change and sustainability.

RECOMMENDATIONS

2. The Cabinet is asked to note:
 - a) The requirement to establish accurate baseline data for the Council's greenhouse gas emissions and a robust system of measurement in order to track progress;
 - b) The intention to explore the use of carbon budgeting as a key instrument for driving better environmental performance; and
 - c) The use of 'what good looks like' as a framework for the development of a Climate Change Strategy and Action Plan.

BACKGROUND

3. In August 2020, a paper on the need for a comprehensive Climate Change Strategy and Action Plan was brought to Cabinet. This paper advised that a new full-time Climate Change Officer post would be created.

4. The new post-holder has worked with colleagues across Council departments to complete the comprehensive annual climate change return to the Scottish Government and has led on the Scottish Government funded pilot project for the forthcoming Scottish Government Local Heat & Energy Efficiency Strategy. This latter item will be the subject of a future Cabinet report.

5. The Climate Change Officer has also developed strong links with the Council's City Region partners through increased engagement with Climate Ready Clyde, (the regional body supporting resilience to climate change impacts). This has been a demanding few months as the Glasgow City Region's Draft Adaptation Strategy and Action Plan has recently been subject to public consultation and is currently being finalised for approval in March 2021.

6. The United Nations Conference of Parties (COP21) Agreement (Paris Agreement), to which the UK and Scotland subscribe, binds nations to hold global temperature rise to under 2 degrees Celsius. The latest round of talks are expected to direct updated action (COP26) and will take place in Glasgow in November 2021.

7. To meet this objective the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 set legally binding emissions reduction targets for Scotland as a whole. The legislation covers a range of greenhouse gasses (including carbon dioxide) which need to be net zero by 2045 at the latest. There are interim targets of a 75% reduction in emissions by 2030, and 90% by 2040 (compared to a 1990 baseline). All councils have a role in helping Scottish Government meet these national targets.

8. Carbon Dioxide Equivalent (CO₂e) is a standard unit for measuring carbon footprints. Whereas CO₂ refers only to carbon dioxide, CO₂e is a methodology which accounts for carbon and all other greenhouse gases collectively. Therefore, the Council's carbon footprint consists of lots of different greenhouse gases expressed as a single number. For clarity and simplicity, references to 'carbon, 'carbon dioxide' or 'emissions' throughout this paper are referring to carbon dioxide equivalent – i.e. the combined emissions from all greenhouse gasses collectively.

9. The Scottish Government plans to bring forward secondary legislation that alters the details of the public sector climate change reporting duties. It is possible there will be a requirement on councils to state the year by which they will cease to emit any direct greenhouse gases and their targets for reducing indirect emissions (those arising from procured goods and services). They may also be required to report on how they will align their spending plans with targets and to make their report publicly accessible.

10. The Council's current policy framework and activities will not achieve the Scottish Government's target to be carbon neutral by 2040 or achieve net-zero for greenhouse gas emissions by 2045. While we cannot evidence this assertion yet, it should be noted that the Climate Change Committee (an independent non-departmental public body which advises the UK and devolved Governments and Parliaments on climate change) has yet to model a scenario in which Scotland's ambitious, interim 2030 target can be met. This means that it is a credible assessment that our current approach to reducing emissions is not sufficient. Identification of how short we fall is the focus of the next steps proposed in this Cabinet paper.

11. It is recognised that it is not enough for the Council alone to change its behaviours. Our residents and businesses also require to respond. From 2022, local authorities will also be asked by the Scottish Government to set out a target date for the extent to which they aim to use their influence to reduce area-wide emissions, recognising this is a national pathway that requires action from all parts of society.

12. This report focuses on the Council's approach to reduce emissions from its own activities – the role of residents and businesses will be the subject of a future report.

REPORT

Establishing carbon data and policy baselines

13. The foundation of the new strategy will be to define clear baselines. We need to fully understand what action is required to bridge the gap from what current policy delivers in terms of carbon reductions and what needs to change to reach 'net zero'. Once we understand our current emissions we can begin to identify the action required to meet the target of carbon neutrality by 2040, as a minimum.

14. The Council submitted its annual climate change return to Scottish Government in December 2021. As stated, the approach to this reporting duty is currently under review by the Scottish Government in recognition that a more robust and consistent system of monitoring progress is required. This aligns with the Council's ambition to establish an accurate carbon baseline against which we can benchmark future reductions.

15. In order to achieve this the Council is engaging a specialist consultant. The consultant will provide a baseline for carbon emissions using best practice methodology and tools. The outputs of the exercise will provide a breakdown of core emission sources from all Council buildings, fleet and operations, including waste management, as a minimum; and their percentage contribution to the Council's total emissions. This will identify which priority areas require action and inform our next steps.

16. In respect of measuring progress, it is proposed that the concept of 'carbon budgeting' is explored and will be the subject of a future report to Cabinet. This approach is supported by the UK Climate Change Committee and the Scottish Government.

17. A 'carbon budget' allocates an allowance of tonnes of carbon dioxide the Council can 'spend' within a budgetary period (usually 5 years), with the Council required to keep within its allowance over the period. Existing operations and future decisions are then quantified in terms of their carbon emissions to understand their contribution to the budget. In order to ensure that the Council maintains momentum the carbon budget decreases in each budgetary period and drives better environmental performance. The carbon budget can only be defined and applied against targets once the baseline is established.

18. For example, new emissions from a Council building could take the Council over its carbon allowance. In calculating the impact in terms of carbon, the Council could then look to offset this by reducing operations elsewhere or by capturing the excess carbon through tree-planting or other mitigation activities to ensure that it doesn't exceed its allocated carbon budget.

Development of a Climate Change Strategy and Action Plan

19. As part of its comprehensive progress report to the UK Government in December 2020, the UK Climate Change Committee published a detailed paper looking specifically at the role and responsibilities of local authorities in delivering net zero.

20. This includes (but is not restricted to):

- Planning powers over buildings and transport
- Enforcement of building regulations
- Powers to ensure buildings meet basic energy efficiency measures
- Duties to manage climate risks such as flooding
- Duties to collect and dispose of waste
- Duties to protect the environment, wildlife and heritage

21. A series of workshops within these key services in East Renfrewshire is planned. Along with the baseline data, the outputs from the workshops will inform the proposed Climate Change Strategy and Action Plan. Services will explore what service provision is likely to look like in the future. Taking into account the ambition to be carbon neutral, they will consider *what good looks like* and will include what the Council needs to **start** doing, what it needs to **stop** doing and what it needs to do **differently**.

22. The table below shows the services selected to explore this theme in the first instance. The workshops will be facilitated by the Climate Change Officer, and invitations will be cross-departmental where relevant. It must be acknowledged that other council services *do* contribute to climate change but there is a need to prioritise and recognise that we are required to sustain climate change action over a minimum period of 25 years. Not all of the necessary tasks can be completed at the same time or within a short timescale.

Service	Responsible lead
Planning & Building Standards	Head of Environment (Chief Planning Officer)
Housing Services	Head of Strategic Services – Environment
Estates & Property Services	Head of Strategic Services – Environment
Transportation	Head of Environment (Chief Planning Officer)
Fleet Services	Head of Operations – Environment
Waste Management	Head of Operations – Environment
Procurement	Chief Procurement Officer

FINANCE AND EFFICIENCY

23. The current financial aspects associated with this report will be met from existing departmental finances. However, there will be an ongoing need for financial investment in the delivery of the climate change agenda. In the longer term the financial implications will be significant in reaching carbon emission reduction targets and will need to be addressed on an individual service and project basis. However there will be a cost in progressing this analysis. The immediate costs are being calculated and will be the subject of a report to Cabinet in a few months. Additional staffing resources of around £100K are likely to be required.

CONSULTATION AND PARTNERSHIP WORKING

24. Partnership working and consultation will be required to make sure that the Council's Climate Change Strategy and Action Plan shapes all council services. This will be achieved through the creation of the working groups outlined in para 19 above. An informal briefing session will be arranged for members who are keen to understand the subject and proposed approach in greater detail. Once the workshops noted at paras 22 and 23 have been completed a member officer working group will be established.

IMPLICATIONS OF THE PROPOSALS

25. There are no immediate direct legal, technical or staffing implications arising from this report.

CONCLUSIONS

26. The actions outlined in this report are the first steps of a journey that will take over twenty years. However, the long time frame should not be seen as a reason to delay what is essential action. These proposed actions will see the council by the end of the calendar year to begin to draft a meaningful climate strategy action plan.

RECOMMENDATIONS

27. The Cabinet is asked to note:

- a) The requirement to establish accurate baseline data for the Council's greenhouse gas emissions and a robust system of measurement in order track progress;
- b) The intention to explore the use of carbon budgeting as a key instrument for driving better environmental performance; and
- c) The use of 'what good looks like' as a framework for the development of a Climate Change Strategy and Action Plan.

Director of Environment

Further information can be obtained from: Phil Daws, Head of Environment (Strategic Services) phil.daws@eastrenfrewshire.gov.uk

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February 2021

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Director of EnvironmentCROOKFUR PLAYING FIELDS – LEASE BY ST CADOC'S YOUTH CLUB**PURPOSE OF REPORT**

1. To advise the Cabinet on a request from St Cadoc's Youth Club to lease an area of the Council owned Crookfur playing fields to them.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- a) Notes the proposal to grant a 25 year lease of an area of the Crookfur Playing Fields to St Cadoc's Youth Club; and
 - b) Requests the Director of Environment to undertake the necessary advertisement process in respect of such a proposal and in due course to bring a further report to Cabinet advising of the terms of any objections received in response to the advertisement.

BACKGROUND

3. The Council has 3 large youth football clubs within its boundary each of which have amongst the largest membership of players anywhere in Scotland. Barrhead Youth Football Club has previously been provided with Council funds to establish a pitch and changing rooms at Cowan Park, and Giffnock Soccer Centre has been provided with funds to construct a pitch within Eastwood Park.

4. St Cadoc's Youth Club is a similar sized club to those mentioned above and has a current arrangement for priority booking of the pitch at Eastwood High School.

5. St Cadoc's has a membership of 752 registered footballers, and has a predicted need for future pitch lets which the Council is unlikely to be able to fulfil given the limited facilities available and lack of suitable land to provide such facilities. The Club has a commitment to inclusivity and has achieved Quality Mark status for a Community Club.

6. The Club has recently approached the Council seeking to lease a piece of land at Crookfur Playing Fields to develop as a home ground.

7. A part of Crookfur Park was utilised to facilitate the provision of the Early Years' Nursery development and associated car parking. As the former Crookfur pavilion and changing rooms were in very poor condition they were demolished to make way for the Early Years' Nursery as part of the rebuild proposal.

8. The new pavilion comprises 4 changing rooms and associated facilities to allow the Council to continue letting the associated 2 grass pitches. Whilst they form part of the same building as the nursery these changing facilities can be secured internally to allow exclusive use for teams playing on the pitches. This allows independence from any events undertaken within the rest of the facility.

9. The playing fields at Crookfur currently comprise two grass pitches, which although well utilised at weekends, only bring the Council in a modest annual sum of around £4,200 for pitch rentals. This sum has to be considered in the context of the cost to upkeep the pitches which is around £13,000 per annum.

10. During the construction of the new pavilion existing lets required to be moved and these were accommodated with little impact on the clubs affected. It is therefore considered that the Council could allow St Cadoc's Youth Club to take on these playing fields at Crookfur with little impact on other clubs and which could potentially release other venues currently used by St Cadoc's to be used by other smaller clubs.

REPORT

11. The request from St Cadoc's was received after the decision by the Council to construct the new changing rooms.

12. The proposal from St Cadoc's Youth Club is to firstly take responsibility for operating and maintaining the two grass pitches. Thereafter the Club would develop these pitches at their own expense and subject to planning permission seek to build two artificial pitches and associated changing facilities over a period of time. However, this would depend on the Club's ability to raise funds and maintain a sustainable business model.

13. If this proposal were to proceed, St Cadoc's Youth Club would be requested to sign a long term lease agreement to take over and be responsible for all aspects of maintaining and operating the area of the park delineated in the attached plan (Appendix A). The initial proposal regarding the rental for the site is £1 per annum in order that their funds can be directed to the future development of the facility although any decision to offer such a lease at less than market value would require to be justified and evidenced in accordance with the terms of the Disposal of Land By Local Authorities (Scotland) Regulations 2010.

14. Should this proposal be agreed it is intended that the changing room lets at Crookfur Pavilion along with any associated income would be transferred from the Council (currently administered through the Environment Department) to East Renfrewshire Culture and Leisure Trust which should help compensate for any potential income stream losses from any other venues that St Cadoc's currently hire from the Trust such as the pitch at Eastwood High School (although this is considered unlikely). It is assumed that the changing rooms will be rented to St Cadoc's for a substantial part of the 25 year lease. As previously stated, the changing rooms have their own separate entrance and operate independently of the other facilities so the proposal would not impact on any other activities within the pavilion.

15. While previously clubs have received funding for the construction of facilities, there is no "payback" to the Council in this instance in that there is not an associated school within these grounds that could benefit from the collaborative use of the new pitches. Therefore any works required would have to be funded by the Club but it would be able to apply for grant funding from bodies such as SportScotland.

16. The property titles of the delineated ground at Crookfur are in the Council's ownership and free from restrictions prohibiting this ground being used for recreational purposes. The area subject to the proposed lease is however considered to be open space and in terms of the Town and Country Planning (Scotland) Act 1959 any proposed disposal of the land (which such a long term lease would constitute) requires to be publicly advertised in a local paper for a period of at least two weeks. Any objections received to the proposal must be considered before a final decision is made on the proposal.

17. The formation of pitches and associated facilities including parking would require planning permission and it would be for St Cadoc's Youth Club to follow statutory planning procedures in developing this ground. The Club has been advised that the construction of pitches, floodlighting and associated facilities could elicit local objections, and that planning permissions are not guaranteed for this site.

18. St Cadoc's Youth Club has a commitment to inclusivity and the transfer of these pitches would allow it to commence the delivery of its Community Outreach Plan which includes disability football, pre-school football and walking football for the elderly.

FINANCE AND EFFICIENCY

19. The following matters are relevant;

- The current cost of maintaining and preparing these pitches annually is estimated at £13,000.
- The annual income from this pitch is around £4200
- Significantly more income would be generated through the rental of changing rooms to St Cadoc's Youth Club than would have been the case with the Council operating the grass pitches.
- The Council will no longer be required to maintain the grounds within the delineated area.
- There would be no requirement for either capital or revenue Council funding to be granted to St Cadoc's Youth Club

20. Whilst no loss of income to the Trust is anticipated the Council will after 12 months (or earlier if required) review with the Trust any potential reduction of their income from any other facilities which St Cadoc's currently rent from the Trust (such as the pitch at Eastwood High School). Should in the unlikely situation any shortfall in income be demonstrated then the Council will consider compensating the Trust accordingly until such time as other lets can be secured to offset this. The Environment Department would work with the Trust to identify other such potential lets. In addition, at any time during the transition the Environment Department will assist the Trust in finding teams for any voided lets should that situation arise.

CONSULTATION

21. Preliminary discussions have taken place between ERC and St Cadoc's Youth Club at their request and the club has proposed this ground as their preferred venue to develop. Subject to Cabinet approval, further public advertisement of the proposal is required prior to any final decision to grant such a lease.

PARTNERSHIP WORKING

22. A number of services have been consulted on this proposal including Strategic Services, Legal, Property and Technical Services, Education Department, the Leisure Trust, Parks and St Cadoc's Youth Club.

IMPLICATIONS OF THE PROPOSALS

23. The proposal could potentially mean the construction in the long term of two artificial pitches and associated facilities to replace two Council maintained grass pitches. The pitches will require planning permission through which process any negative impact on local residents would have to be considered.

24. There will be limitations on other parts of the building when the football pitches are in use but for the grass pitches this is mainly limited to Saturdays with only the occasional Sunday and midweek lets. It is anticipated that there would be a significant increase in requirement for the changing rooms if and when St Cadoc's construct their first artificial pitch.

25. Hiring out the new changing rooms to St Cadoc's would enhance the income to the Trust particularly when the first artificial pitch is constructed with the facilities likely to be used most weeknights and weekends. The Council would normally only use these for 2-4 lets per weekend. Even should St Cadoc's construct changing rooms of its own for the first artificial pitch, the Club would still require to rent changing rooms for the remaining grass pitch and subsequently beyond that should they create a second artificial pitch.

26. There are no implications in terms of staffing, legal, IT or equalities.

CONCLUSIONS

27. The proposal accords with the Councils' East Renfrewshire Playing Pitch Strategy, Strategy and Action Plan, April 2018.

28. The strategy seeks to;

- Ensure that all valuable facilities are protected for the long-term benefit of sport
- Promote a sustainable approach to the provision of playing pitches and management of sports clubs
- Ensure that there are sufficient facilities in the right place to meet current and projected future demand
- Ensure that all clubs have access to facilities of appropriate quality to meet current needs and longer-term aspirations.

29. The growth of local football teams and the successful recruitment of players, combined with an inflexible attitude of local leagues to playing times and days, leaves the Council unable to meet the demand of all teams. Grass pitches by their nature offer less playing time through condition and natural elements than artificial pitches and also incur more revenue costs in terms of maintenance than artificial pitches. The construction of artificial pitches, and associated facilities, is however a significant capital cost and the Council has diminishing capital reserves available to it and other priorities to consider.

30. There is an opportunity within this proposal to offset revenue costs and to enhance local sports provision through partnership working with a local club. Whilst the Council is purely a letting agent for any artificial pitches in its ownership, a community club such as St Cadoc's can add significant value and improved inclusivity through operating a facility based around their extensive roots within the community.

31. Should the Trust suffer any direct losses through loss of St Cadoc's pitch lets the Council will assist in finding teams and filling these voids.

32. Any development proposal subsequent to a lease being agreed would have to follow the statutory Planning process where required.

RECOMMENDATIONS

33. It is recommended that the Cabinet:

- a) Notes the proposal to grant a 25 year lease of an area of the Crookfur Playing Fields to St Cadoc's Youth Club; and
- b) Requests the Director of Environment to undertake the necessary advertisement process in respect of such a proposal and in due course to bring a further report to Cabinet advising of the terms of any objections received in response to the advertisement.

Director of Environment

Further information can be obtained from: Andrew Corry, Head of Operations on 0141 577 3458 or andrew.corry@eastrenfrewshire.gov.uk

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February 2021

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Potential Lease at Crookfur Playing Field



MAP REFERENCE: NS5355NE

DATE: 20/02/2020

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EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Director of EnvironmentPROPOSALS FOR CHARGES FOR NON-STATUTORY PLANNING SERVICES**PURPOSE OF REPORT**

1. The purpose of this report is to seek Cabinet approval to introduce charges for some non-statutory planning services.

RECOMMENDATIONS

2. The Cabinet is asked to approve the introduction of charges for the following services, subject to the rates and conditions contained in this report, to come into effect from 1st April 2021.

- a) The provision of pre-application planning advice [charges in Appendix 1, Table 1];
- b) The processing of Non-Material Variations (NMVs) [charges in Appendix 1, Table 2];
- c) An administration charge for handling applications submitted in paper rather than online (subject to certain exemptions) [charges in Appendix 1, Table 3]; and
- d) An administration charge for providing the street naming and numbering service largely to the development industry [charges in Appendix 1, Table 4].

BACKGROUND

3. The Council is looking to make savings in 2021/22 and departments have been requested to find savings or further income.

4. Planning application fees are set nationally so the Council has no scope to vary these. The Scottish Government through its modernising the planning system agenda indicates that planning fees will increase but no date has been set to introduce this. Given the lockdown and downturn in the economy it is anticipated that this will not be introduced in the short term.

5. All non-statutory planning services currently provided free of charge have been considered to establish where there are opportunities to introduce charges for additional non-statutory services and increase the income received by the Planning Service. These are services which customers are not obliged to utilise but which do involve time commitment from officers to deliver. It is therefore considered reasonable for a charge to be made which helps cover the cost (mainly staff time cost) of providing the service.

REPORT

The provision of pre-application planning advice

6. The first proposal below would involve introducing a charge for giving pre-application planning advice. Providing pre-application advice is a time-consuming task for which no income is received. In 2019/20 the planning service received 433 written pre-application enquiries.

7. The introduction of pre-application charges may have a number of implications, including:

- Reducing the number of pre-application enquiries received,
- Increasing the amount of work involved for the enquiries that we do receive,
- Increased reliance on (and scrutiny of) the advice by applicants and the public.

8. The workload involved in running the pre-application service therefore may not alter significantly but the Council will receive an income in reflection of the work that is carried out and as a result more time may be available for individual responses.

9. If charges are introduced the service would:

- provide as much information as possible on the Council's website, so that people can 'self-serve' and get information themselves without the need to pay for the service (this will save the customer time and money and reduce the workload on officers)
- be clear about what charges apply to what proposal and have a simple and easy to understand charging regime;
- have charges that are fair and reflect the amount of work undertaken;
- be clear to the customer about what service and feedback customers will receive for their paid service;
- give a timescale for responding; and
- be clear that the advice at that stage is informal and would not prejudice the full and proper consideration of a planning application if/when that is made.

10. The service is developing a form on the Council's website to make it easy for people to apply for the advice.

11. The charges as proposed below will not apply to people wanting to find out if their development needs planning permission. There is already a formal separate process for that. People can apply for a *Certificate of Lawfulness*, which will tell them whether the use or development that they are proposing (or which they have already undertaken) is lawful i.e. that it doesn't need planning permission. There are nationally-set fees for that process. Additionally, we already have good guidance available for the public on our website which explains what permitted development rights are for their particular site are i.e. what they can do without planning permission.

12. The proposal for charging for pre-application planning advice is contained in **Appendix 1, Table 1**. Rates would be on a sliding scale, starting at £50 for advice on a householder application (an alteration/extension to a house), and then rising up to a maximum of £2,000 for a major development. Most of the charges would be based on 50% percent of what the planning application fee would be.

Non-material variations (NMV)

13. The Council also offers the opportunity for applicants to apply for a ‘non-material variation’, which enables small changes which are not considered to involve a ‘material change’, to be made to a planning permission which has already been granted. Many Councils already charge for this service. These applications involve an assessment and a formal approval, and particularly for housing development sites, can involve quite a number of houses and considerable work.

14. The proposal for charging for non-material variations is contained in **Appendix 1, Table 2**. Rates would be on a sliding scale, starting at £75 for a householder application (an alteration/extension to a house), and then rising up to a maximum of £300 for a major development.

Fee for submitting paper planning application

15. There are significant additional administration costs involved in processing a planning application submitted in paper rather than using the online portal (including document scanning and data entry). We therefore propose to charge an administration fee for all paper submissions, which is in addition to the relevant statutory application fee and any advertisement fee (if required) when there is an online form available. We therefore encourage all our customers to make electronic submissions where possible. The national planning portal does warn people that some Councils charge an additional administration fee to process paper applications.

16. Our proposal for the administration charge for processing paper planning applications is contained in **Appendix 1, Table 3**. Rates would be on a sliding scale, starting at £50 for a householder application (an alteration/extension to a house), and then rising up to a maximum of £300 for a major development. Various exemptions to the application of the charge are set out in the table, including where there is not an online form available and in circumstances where people who are registered disabled with a visual impairment or other condition which means that they have difficulty using computer equipment.

Street naming and numbering

17. Several local authorities charge for the administration involved in providing the Council’s *Street Naming and Numbering* service. There is a considerable amount of administration involved in this service, including liaison with other outside organisations such as the Royal Mail and the Emergency Services plus links to the National Address Gazetteer. It is therefore considered reasonable to charge developers for this service.

18. Our proposal for the administration charge for street naming and numbering is contained in **Appendix 1, Table 4**. Rates would be on a sliding scale, starting at £50 for a single change of an existing house number or name, up to £200 for the naming of a new street and £800 for numbering of over 100 houses.

FINANCE AND EFFICIENCY

19. The recommendations within this report should allow the planning application process to function smoothly and to bring some additional income into the Council.

CONSULTATION

20. Consultation in relation to financial income has taken place with the Department's finance partners.

PARTNERSHIP WORKING

21. There was no partnership working associated with this report.

IMPLICATIONS OF THE PROPOSALS

22. There are no implications in terms of staffing, property, legal, IT or sustainability. Access to services has been maintained by allowing exemptions to the pre-application consultation service for charities etc; and exemptions to the additional fees for submitting paper applications for people who cannot utilise a computer, disabled people etc.

CONCLUSIONS

23. It is considered that the introduction of the charges for these non-statutory services and to cover additional administration costs, as explained in this report, are justified and will bring additional income to the Council to help maintain service provision.

RECOMMENDATIONS

24. It is recommended that the Council approve the introduction of charges for the following services, subject to the rates and conditions contained in this report, to come into effect from 1st April 2021.

- a) The provision of pre-application planning advice [charges in Appendix 1, Table 1];
- b) The processing of Non-Material Variations (NMVs) [charges in Appendix 1, Table 2];
- c) An administration charge for handling applications submitted in paper rather than online (subject to certain exemptions) [charges in Appendix 1, Table 3]; and
- d) An administration charge for providing the street naming and numbering service largely to the development industry [charges in Appendix 1, Table 4].

Director of Environment

Further information can be obtained from Gillian McCarney, Head of Environment (Chief Planning Officer), Gillian.McCarney@eastrenfrewshire.gov.uk

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February 2021

Table 1 – Charges for planning pre-application advice

Householder development	<p>£50</p> <p>Additional £50 if the applicant requests a meeting (face-to-face or 'virtual') or a site visit.</p>
Local development (excluding householder and new housing development) and all other consents, approvals, notifications and certificate types	<p>50% of the cost of the planning application fee, subject to a maximum of £500.</p> <p>Additional £100 if the applicant requests a meeting (face-to-face or 'virtual') or a site visit.</p>
Local development (new housing)	<p>50% of the cost of the planning application fee, subject to a maximum of £1000.</p> <p>This fee includes one meeting (face-to-face or 'virtual') with the applicant. Additional meetings, including site visits, will be charged at £200 each.</p>
Major development	<p>50% of the cost of the planning application fee, subject to a maximum of £2000.</p> <p>This fee includes one meeting (face-to-face or 'virtual') with the applicant. Additional meetings, including site visits, will be charged at £300 each.</p>
Exemptions	<p>No fee will be payable for enquiries relating to listed building consent, conservation area consent, development/alterations to facilitate disabled access and tree works.</p> <p>Charities and not-for-profit community groups (including Housing Associations (RSLs) who are proposing 100% affordable housing).</p>

Table 2 – Planning Non Material Variation (NMV) Charges

Householder development	No fee for the first NMV application, if made within 12 months of the date of the decision of the application. Otherwise: £75
Any new housing development (local or major)	£75/house or flat
Other Local Development (and other applications for consent, prior notifications, certificates of lawfulness etc)	£100
Other Major Development	£300

Table 3 – Administration charge for planning applications submitted in paper

Householder Applications	£50
Other Local Applications (and other applications for consent, prior notifications, certificates of lawfulness etc.)	£100
Major Applications	£300
Exemptions to this charge would include:	
<ul style="list-style-type: none"> any application which cannot be submitted on the national planning portal at www.eplanning.scot (including pre-application screening notices, proposal of application notices, modification or discharge of planning obligations and high hedge applications); customers who are registered disabled with a visual impairment or other condition which means that they have difficulty using computer equipment. 	

Table 4 – Charges for street naming and numbering

The naming of a new street (price per street)	£200
Change of street name	£200
Single change of an existing house number or name	£50
Registering/numbering of new properties. Sliding scale as follows (number of properties per application):	
1	£100
2-10	£200
11-50	£400
51-100	£600
100+	£800
Re-numbering a new development after earlier naming/numbering has been confirmed (price per street)	£200

EAST RENFREWSHIRE COUNCILCABINET4 March 2021Report by Director of EnvironmentWRITE – OFF OF IRRECOVERABLE FORMER TENANT RENTS & COURT EXPENSES**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval to write off former tenant rent and court expenses debt that cannot be recovered through the debt collection process. There is already bad debt provision within the relevant revenue accounts to cover this eventuality.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- a) Approves the write-off sum up to the value of £190,267.67 of former tenant irrecoverable rents & court expenses whilst acknowledging these can be pursued and recovered in future should additional information and opportunities arise;
 - b) Notes that £165,087.27 of this amount is written off against the Housing Revenue Account (HRA) and the remaining £25,182.40 is written off against the Non HRA as this was accrued by homeless households placed in temporary accommodation; and
 - c) Notes that the write-off of these historic unrecoverable debts will have no net impact on the Council's accounts as provision has been made for the debt, in full, in previous years.

BACKGROUND AND REPORT

3. The current Rent Arrears Policy allows for debt to be written off under the following circumstances and ensures the Council can target recoverable arrears, use resources more effectively and write off irrecoverable debt in a more efficient manner.

- Debts over 2 years considered for write off, where debt recovery processes have been exhausted
- Small balances under £75 written off
- Debtor is deceased and has left no estate
- Debtor is in care of nursing home and there is no likelihood of debt being settled

4. The Council's Internal Audit Team have requested that rent accounts where tenants have been "sequestered" now be included in the irrecoverable report to ensure that all "written off" debt is approved by Cabinet.

5. A breakdown of the proposed “write-off” amount is as follows:

RENTS

Category	HRA	Non HRA	Total
Debtor deceased with no estate	44,356.64	0	44,356.64
Debt collection process Exhausted	87,646.77	25,182.40	112,829.17
Debtor in care of nursing home	993.68	0	993.68
Small balances under £75 where recovery costs exceed amount due	2081.16	0	2081.16
Sequestrated	11484.20	0	11484.20
Totals	146,562.45	25,182.40	171,744.85

COURT EXPENSES

Category	HRA	Non HRA	Total
Debtor deceased with no estate	0	0	0
Debt collection process Exhausted	18,520.82	0	18,520.82
Debtor in care of nursing home	0	0	0
Small balances under £75 where recovery costs exceed amount due	4.00	0	4.00
Sequestrated	0	0	0
Totals	18,524.82	0	18,524.82

6. A significant area of HRA “write off” occurs when the Council has exhausted the debt collection process. This consists mainly of rent arrears of former tenants. The Council has a thorough process to address arrears for current tenants and this performance has improved significantly in the previous two years. However the ability to recover this debt becomes more difficult once the tenancy has ended.

7. In addition to rigorously engaging with and pursuing former tenants who owe a debt to the Council following the end of their tenancy, procedures have been reviewed to promote a culture of prevention and early intervention.

8. This involves the provision of appropriate advice and support to tenants who are in the process of terminating their tenancy, making it clear what their anticipated final charges would be and encouraging early payment and settlement.

9. The Non HRA debt to be written off occurs when the Council has exhausted the debt collection process. This consists of rent arrears for households who have occupied homeless temporary accommodation.

10. Scottish housing legislation does not permit Local Authorities to refuse services to homeless households when they owe debt to the Council. However, any household that seeks housing via the general waiting list must sustain payment arrangements for any housing debt owed to the council before an offer of accommodation will be made.

FINANCE AND EFFICIENCY

11. During the current year around £11.9m of rent, net of benefits payments, is due to be received from tenants. The sum recommended for write off represents around 1.6% of this total and can be met from existing bad debt provisions. Last year the Cabinet approved write offs totalling, £102.129.06 for the full year.

CONSULTATION

12. The Arrears policy was developed in consultation with the Environment Departments Accountancy Business Partner to ensure there were no detrimental effects on the HRA and non HRA accounts.

PARTNERSHIP WORKING

13. The recommendations in this paper have been discussed with colleagues in Accountancy.

IMPLICATIONS OF THE PROPOSALS

14. This report does not have any implications in terms of property, staffing, equalities, or sustainability.

CONCLUSIONS

15. The rent arrears policy and procedures are designed to ensure pro-active measures are taken to prevent current arrears from occurring and also to ensure that former arrears can be tackled.

16. The “write-off” process is designed to ensure that resources are targeted effectively to address the arrears that can be recovered. Once written off the debt can still be pursued if required.

RECOMMENDATIONS

17. It is recommended that the Cabinet:
- a) Approves the write-off sum up to the value of £190,267.67 of former tenant irrecoverable rents & court expenses whilst acknowledging these can be pursued and recovered in future should additional information and opportunities arise;
 - b) Notes that £165,087.27 of this amount is written off against the Housing Revenue Account (HRA) and the remaining £25,182.40 is written off against the Non HRA as this was accrued by homeless households placed in temporary accommodation; and
 - c) Notes that the write-off of these historic unrecoverable debts will have no net impact on the Council's accounts as provision has been made for the debt, in full, in previous years.

Director of Environment

Further details can be obtained from Phil Daws, Head of Environment (Strategic Services),
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February 2021