

Department of Corporate and Community Services

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Date: 9 October 2020

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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, 22 October 2020 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. **Joint Consultative Committee (First Tier) – Minute of Meeting of 10 September 2020 (copy attached, pages 3 - 6).**
4. **Annual Procurement Report 2019/20 and Corporate Procurement Strategy 2019-2022 – Report by Chief Procurement Officer (copy attached, pages 7 - 48).**
5. **Environment Department End-Year Performance Report 2019/20 – Report by Director of Environment (copy attached, pages 49 - 68).**
6. **Estimated Revenue Budget Out-turn 2020/21 - Report by Head of Accountancy (Chief Financial Officer)(copy attached, pages 69 - 108).**
7. **Sale of HRA Land at Barrhead South – Report by Director of Environment (copy attached, pages 109 - 116).**

- 8. Update on Cleaning Services in PFI Schools - Report by Director of Education (copy attached, pages 117 - 120).**

MINUTE

of

JOINT CONSULTATIVE COMMITTEE (FIRST TIER)

Minute of Virtual Meeting held at 2.00pm on 10 September 2020.

Present:

Councillor Tony Buchanan
Councillor Caroline Bamforth

Councillor Paul O’Kane

Union Representatives:

Ms Karen Catlow (UNISON)
Mr John Guidi (SSTA)
Mr Steven Larkin (UNISON)

Mr Joe Lynch (UNISON)
Mr Des Morris (EIS)
Ms Kirsten Muat (GMB)

Councillor Tony Buchanan in the Chair

Attending:

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Phil Daws, Head of Environment (Strategic Services); Sharon Dick, Head of HR and Corporate Services; Graeme Hay, Education Senior Manager; Tracy Morton, Education Senior Manager; and Linda Hutchison, Senior Committee Services Officer.

Apologies:

Councillor Stewart Miller; and Ms Lisa Kennedy (EIS), Mr James O’Connell (UNITE) and Ms Lynne Rankin (UNISON).

MINUTE OF PREVIOUS MEETING

1. The committee considered and approved as a correct record the Minute of the meeting held on 13 February 2020.

EAST RENFREWSHIRE COUNCIL COVID-19 RESPONSE

2. Having confirmed that this issue had been raised by Mr O’Connell, Mr Larkin commended the extent of the dialogue between management and the Trade Unions on Covid-19 issues, which included weekly meetings, and asked elected Members if their experience had been positive also and regarding lessons learned.

Councillor Buchanan, having acknowledged that the current situation was difficult for everyone, referred to arrangements put in place prior to the lockdown in March to enable issues to be discussed by the Corporate Management Team and with elected Members.

Having cited the weekly meetings established between the Leader, Deputy Leader, Leader of the Opposition and Chief Executive as one example of good communication on Covid-19 matters, he expressed the view that elected Members were being kept well updated. He thanked all staff and the Trade Unions for their phenomenal help to progress issues in recent months in response to the pandemic, such as the support provided to those who were vulnerable and shielding, and done by volunteers undertaking tasks outwith their normal remits. Councillor Buchanan highlighted that the position on Covid-19 remained precarious and changed daily, referred to the recent concerning rise in cases, and expressed hope that the number would reduce, referring to the responsibility that fell to everyone to help control the number of cases emerging. He emphasised that the public sector had been at the forefront of the response, stressing the need to highlight the contribution made by local government to the Scottish Government. He added that the way the emergency was being handled within the authority stood it in good stead, and referred to the work of the Recovery and Renewal Member Officer Group in terms of moving issues forward, progress on which would be subject to how the pandemic was controlled.

Councillor O’Kane supported the comments made, during which he referred to the value the Emergencies Committee had placed on the regular reports on staffing issues it had received, including on those who were vulnerable and shielding, and stressed the paramount importance of staff to the Council. He commended all officers who had offered and provided support, highlighted that Conveners had also been updated regularly on Covid-19 related matters to complement other means of communication, as he has been on education issues, and expressed hope that the Trade Unions considered the approach taken to have been constructive. Councillor O’Kane also thanked both the Trade Unions and officers for raising issues that needed to be addressed to keep people safe and well, adding that he would be happy to hear of any further concerns that needed to be addressed. He also referred to the importance of continuing to be vigilant regarding the virus, and to the support provided by officers to community groups enabling them to do their work and related lessons learned, whilst highlighting that the relationship between the authority and such groups was already strong.

Having heard Mr Morris concur with the comments made and welcome the consultation and engagement there had been which he looked forward to continuing, Mr Larkin expressed the opinion that there had always been a good relationship within the Council between management, senior elected Members and the Trade Unions which had stood all in good stead and enabled difficult recent discussions to be progressed successfully. He stated that UNISON did not consider there to be any issues that remained outstanding to resolve at the current time on Covid-19, and referred to the role everyone had to disseminate important information.

Councillor Buchanan concurred that a good approach had been adopted both within the authority and between the Council and its community planning partners regarding Covid-19 issues which boded well for the future. Having expressed the view that this would not have been possible had a good working relationship not been in place already, he added that this had been particularly important when a quick response had been required on issues.

Councillor Bamforth was also heard in support of the comments made, during which she referred to her role in relation to the Health and Social Care Partnership. She thanked all staff working in HSCP services for their support, including those who had supported the home care service and humanitarian hub amongst others. She emphasised the extent to which people had gone well above and beyond what they had been expected to do to assist.

The Chief Executive added her thanks to the Trade Unions for their commitment in support of their members and the common good. Having also thanked all officers for their hard work on behalf of the local community, she referred to the challenges that still lay ahead, the need to plan for those, and the related discussions required which would be challenging as people

learned to work and live safely. She confirmed that both management and elected Members were committed to working with the Trade Unions.

The committee noted the comments made and that the views of the Trade Unions on issues being considered by the Recovery and Renewal Member Officer Group would be welcomed.

EDUCATION DEPARTMENT ANNUAL HEALTH AND SAFETY REPORT 2019/20

3. Under reference to the Minute of meeting of 13 February 2020 (Item 4 refers) when it had been noted that a health and safety report on Education would be submitted to this meeting, the committee considered the Education Department Annual Health, Safety and Security Report 2019/20.

The report highlighted the Department's commitment to health, safety, welfare and security improvement. It related directly to the Corporate Health and Safety objectives and how these were supported. More specifically, issues referred to in more detail included progress made achieving objectives during 2019/20; health and safety training; the monitoring and review of health and safety; risk exposure and strategies for risk control; and how consultation on various matters was carried out. Others issues commented on included enforcement related activities; accidents and incident statistics; the cost of accidents and ill health; and objectives set for 2020/21.

Whilst referring to key aspects of the report, the Education Senior Manager commented on progress made on meeting the objectives set, but confirmed that a small number had been deferred to 2020/21. She also referred to the number of staff completing health and safety training, clarifying that promoting such training remained high on the department's agenda.

Regarding fire risk assessments carried out, it was confirmed that in premises where a reduction in overall risk rating had not been found, this was largely due to building fabric issues that complied with legislation at the time of build now needing further investment.

The Education Senior Manager commented that the number of incidents of violence to staff had reduced significantly to 420 compared to 592 for 2018/19, adding that a significant number of these related to pupils with additional support needs or pupils posing challenging behaviour. As a result of discussions with union colleagues it had been agreed to establish a staff working group to look at the numbers in detail and continue to identify good practice and solutions to issues.

Mr Morris commented that, following their introduction several years ago, the number of joint health and safety inspections undertaken by head teachers, managers and local health and safety representatives, which helped to raise standards, had reduced for various reasons, adding that he understood that the checklist used to identify issues was to be amended to reflect Covid-19. He stated that an increase in the inspections and the revision of the checklist in this way would be welcomed. He also welcomed the reduction in violent incidents, endorsed efforts to reduce these further as the number remaining was still high, and confirmed that the Trade Unions would be happy to contribute to such work. For clarity, he also confirmed that all staff could access and input data on the on-line Accident Incident Reporting System (AIRS). Mr Larkin referred to lessons being learned from various incidents which was helpful in trying to reduce the number of these further.

Councillor Buchanan welcomed the report, the information within it and what was being done to address issues, following which Councillor Bamforth also welcomed the related transparency. In response to various questions from her, the Senior Education Manager confirmed that it was highly likely that school trips would not proceed for the foreseeable future and that parents would be made aware of this. She also clarified that a rolling

programme of audits of schools was carried out over a number of years taking account of the capacity of the team undertaking these; and that she was confident that the reported completion rate of reviews of safety in outdoor education under Review Standard Circular 33 would be far higher in the 2020/21 report. Regarding the current Fire Risk Assessment rating for Kirkhill Primary School which was still to be reviewed, she explained that the delay was attributable to the need to prioritise other issues. However, she expressed confidence that there were no significant issues to be addressed, undertaking to confirm the position to Councillor Bamforth following the meeting.

Mr Larkin reported that UNISON now had a number of Covid-19 Health and Safety champions with a further number being trained shortly which was useful for seeking feedback on any issues at properties for example.

The committee noted:-

- (a) that the Education Senior Manager would confirm the position on the Fire Risk Assessment for Kirkhill Primary School to Councillor Bamforth; and
- (b) otherwise, the report and related comments made.

COUNCIL HEALTH AND SAFETY COMMITTEE

4. The committee considered the Minute of the meeting of the Council's Health and Safety Committee held on 21 January 2020.

The Head of Environment (Strategic Services) confirmed that the meeting scheduled for April had not been able to proceed for reasons linked to the Covid-19 emergency, but that the committee was now scheduled to be convened in October at which Covid-19 and non-Covid issues would be reviewed. The position on the implementation of the new Safety Management System, which had been delayed by a few months and regarding which a meeting with the provider had taken place recently, would be amongst issues discussed.

The committee noted the Minutes and related comments made.

DATE OF NEXT MEETING

5. It was noted that the next meeting of the committee was scheduled to take place on Thursday, 11 February 2021.

EAST RENFREWSHIRE COUNCILCABINET22 October 2020Report by Chief Procurement OfficerANNUAL PROCUREMENT REPORT – 2019/20
CORPORATE PROCUREMENT STRATEGY 2019 – 2022 UPDATE**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval of the Annual Procurement Report 2019/20 and to provide an update on the implementation of the Corporate Procurement Strategy 2019 - 2022.

RECOMMENDATIONS

2. The Cabinet is asked to approve the Annual Procurement Report 2019/20 and note the update on the Corporate Procurement Strategy, as detailed in Appendix 1 and 2.

BACKGROUND

3. The Annual Procurement Report is required under Section 18 (2) (a) of the Procurement Reform (Scotland) Act 2014 where it is stated that Councils must publish a summary of their regulated procurements completed during the year covered by the report. This report provides an opportunity for the Council to demonstrate to our stakeholders that our procurement spend is being used to achieve not only best value but also supports the Council vision of being modern and ambitious to create a fairer future with all.

4. The Procurement Reform (Scotland) Act 2014 also requires the Council to develop a Procurement Strategy and review it annually. The Corporate Procurement Strategy incorporates 2019-2022 and demonstrates how procurement in East Renfrewshire plays a fundamental role in delivery of the Council's strategic objectives is a key enabling strand for continuous improvement and identifying efficiencies across the Council.

REPORT

5. The Council's Annual Procurement Report 2019/20 is attached as **Appendix 1** and covers all regulated procurements completed during the period 1st April 2019 to 31st March 2020. The Procurement Reform (Scotland) Act 2014 defines regulated procurements as procurement exercises for goods and services with a value of £50,000 or more and for works with a value of £2million or more.

6. The Annual Procurement Report highlights improvement activities in relation to key procurement capabilities as well as performance in the areas of community benefits and social responsibility. An indication of proposed regulated procurements to be carried out in the following 2 financial years is also contained within the report.

7. The updated Corporate Procurement Strategy 2019-2022 is attached as **Appendix 2** and Section 4 provides an update of progress against our key procurement aims of:

- Improved Leadership and Stakeholder Management
- Compliance with legislative and statutory duties with improved Governance
- Strategic Procurement which identifies opportunities and savings
- Performance Reporting being used to drive performance
- Improved Sustainable Procurement and Community Benefits

8. Key achievement for Corporate Procurement in 2019/20 include:

- Implementation of a new process for the tracking of the benefits from procurement activity and the identification of savings opportunities
- Development of a new process for the identification and capture of Community Benefits from Council contracts
- A new Sustainable Procurement Policy and approval for the Council to sign up to the Charter Against Modern Slavery
- A programme of activities with local and small businesses to encourage Local Supplier Development and a focus on “Grow Local”
- Improved procurement capability through spend analysis and working effectively with key internal and external stakeholders

9. The next Annual Procurement Report 2020/21 and update on progress with the Procurement Strategy 2019-22 will be provided to Cabinet in October 2021.

FINANCE AND EFFICIENCY

10. There are no specific financial implications arising from this report.

CONSULTATION

11. No formal consultation was undertaken in the production of the report.

IMPLICATIONS OF THE PROPOSALS

12. There are no staffing, IT, legal, sustainability or other specific implications associated with this report.

CONCLUSIONS

13. This Annual Report 2019/20 and updated Corporate Procurement Strategy 2019-22 provides an review of annual activities whilst ensuring the Strategic Direction of Corporate Procurement is set to meet the current and future needs of the Council. Publication of the Annual Report and Strategy also ensure compliance with duties under the Procurement Reform (Scotland) Act 2014.

RECOMMENDATION

14. The Cabinet is asked to approve the Annual Procurement Report 2019/20 and note the update on the Corporate Procurement Strategy, as detailed in Appendix 1 and 2.

REPORT AUTHOR

Chief Procurement Officer, Debbie Hill, Tel: 0141 577 8486, email at Debbie.Hill@eastrenfrewshire.gov.uk

Report date: 22 October 2020

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CORPORATE PROCUREMENT



Annual Procurement Report

1st April 2019 – 31 March 2020

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SECTION 1 - INTRODUCTION

- 1.1 Section 18 of the Procurement Reform (Scotland) Act 2014 (the Act) requires East Renfrewshire Council (the Council) to publish an Annual Procurement Report which monitors the authorities regulated procurement activities against its Procurement Strategy 2019-2022. Regulated procurement refers to any procurement above £50,000 for goods and services, or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end.

This report provides an opportunity for the Council to demonstrate to our stakeholders that our procurement spend is being used to achieve not only best value but also the Council vision of being modern and ambitious to create a fairer future with all.

- 1.2 The Annual Procurement Report is a mandatory requirement of the Act and must include

- A summary of the regulated procurements that have been completed during the year covered by the report,
- A review of whether those procurements complied with the authority's Procurement strategy,
- The extent that any regulated procurements did not comply, and a statement of how the authority intends to ensure that future regulated procurements do comply,
- A summary of any community benefit requirements delivered as part of a regulated procurement that were fulfilled during the year covered by the report
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- A summary of the regulated procurements the authority expects to commence in the next two financial years,
- Such other information as the Scottish Ministers may by order specify.

- 1.3 The Annual Procurement Report also details initiatives being developed to further improve the performance of the Corporate Procurement Unit in line with the procurement vision for the Council which is:

“To grow the strategic influence of procurement across the Council through respected and professional expertise, fostering positive relationships which ultimately deliver innovative, sustainable and compliant practices which provide best and added value for the organisation.”

- 1.4 East Renfrewshire Council's vision for the future is to be a “modern, ambitious council creating a fairer future with all and our ultimate aim is to make people's lives better”. The Council has 5 Strategic Outcomes where we are working across East Renfrewshire to achieve best Outcomes for:

- Early Years and Vulnerable Young People
- Learning, Life and Work
- Environment and Economy
- Safe, Supportive Communities
- Older People and People with Long-Term Conditions

- 1.5 The Council also has outcomes relating to Customer, Efficiency and People which are captured under the Strategic Outcome “Our Council is forward thinking and high performing”. Corporate Procurement has an important role to contribute to the following:

- Customer: Satisfied customers access services that meet their needs
- Efficiency: Our physical, information and financial assets are efficiently managed
- People: We have engaged employees who are motivated to deliver our outcomes

1.6 In order to deliver on these Strategic Outcomes, 5 Capabilities have been identified to provide the necessary skills required. These are:

- Prevention
- Empowering Communities
- Data
- Modernisation
- Digital

1.7 Corporate Procurement can play an important role in achieving the Council's Strategic Outcomes and provide key skills contributing to the 5 Capabilities as detailed below:

- **Prevention** – we will collaborate with Services across the Council with a focus on preventing poor outcomes for our residents and providing planned rather than reactive services. We will seek to maximise opportunities for collaboration and using an evidence based approach to designing services.
- **Community Engagement** – we will utilise innovative approaches to engage our communities and to prioritise the allocation of resources. We will explore ways in which contractors, commissioned partners and communities can work in partnership with us to deliver outcomes.
- **Data and Evidence** – we will utilise spend data, market analysis and build positive relationships and networks with key stakeholders to ensure an evidence based approach to strategic procurement and identifying efficiencies
- **Modernising How We Work** - we will focus on modernising our processes to avoid unnecessary approvals, duplication and manual processes. We need to ensure Corporate Procurement meets the current and future needs of the Council and greater focus should be placed on Contract and Supplier Management to ensure best value is achieved from our contracts throughout their lifecycle.
- **Digital** – we will harness the potential from the new “Core Systems” and ensure that the full purchase to pay processes throughout the Council are modern, digital and efficient.

SECTION 2 - SUMMARY OF REGULATED PROCUREMENT

2.1 Section 18 (2) (a) of the Procurement Reform (Scotland) Act 2014 requires Councils to include a summary of the regulated procurements that have been completed during the year covered by the report.

2.2. Regulated procurement refers to any procurement above £50,000 for goods and services, or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end.

- 2.3 The number of regulated procurements carried out during the financial year 2019/20 was 25 with a total value of £42,078,583. It should be noted that this figure does not include departmental call offs from existing Framework Agreements which were awarded out with the period of this report.

- 2.4 A listing of all regulated procurements from Financial Year 2019/2020 can be found at **Appendix 1**.

SECTION 3 REVIEW OF REGULATED PROCUREMENT COMPLIANCE

3.1 Corporate Procurement Strategy

The Corporate Procurement Strategy has set out 5 key procurement aims which will help to deliver operational and strategic procurement outcomes for the Council and are aligned to the Council's capabilities:

Improved Leadership and Stakeholder Management – Through identifying and building relationships with key strategic and tactical stakeholders across the organisation procurement can build an understanding of current and future requirements and add value as part of a category management approach.

Compliance with Legislative and Statutory Duties with Improved Governance - Compliance with our legislative and statutory procurement duties as well as consideration of areas such as living wage, fair and ethically traded goods and services, community health and wellbeing and animal welfare in procurement of food.

Strategic Procurement Which Identifies Opportunities and Savings – To deliver a category management approach to strategic procurement which supports a commercial focus across the organisation and identifies savings and opportunities throughout the full procurement journey.

Performance Reporting Being Used to Drive Performance -To use an evidenced based approach to provide visibility of key performance information which supports informed decision making around the current and future direction of Corporate Procurement.

Improved Sustainable Procurement and Community Benefits - Focus on sustainable procurement including innovative use of Community Benefits clauses, economic development and consideration of social responsibilities

3.2 In 2019/20 the Council has ensured that all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. A summary of work carried out for each of our key procurement aims in 2019/20 is provided below.

Improved Leadership and Stakeholder Management

- A Category based Stakeholder Engagement Plan has been developed and Corporate Procurement is now embedding as Business As Usual effective relationships with strategic and tactical stakeholders.
- Corporate Procurement Team have undergone Scotland Excel Training on "Managing Effective Stakeholder Relationships" and "Contract and Supplier Management, and Category Managers have commenced the SQA Accredited Personal Development Award in Project Management.
- New Corporate Procurement Intranet pages have been launched which are much more user focused and provide video presentations to highlight the added value provide by Procurement.
- A staff survey was issued to identify the focused areas of procurement where training is required across the Council and a programme is currently being developed

Compliance with Legislative and Statutory Duties with Improved Governance

- The Council has continued to fulfill its obligations in relation to Procurement

legislation

- Standard Operating Procedures (SOPs) have prepared for key procurement processes and this will continue in 2021 as further processes are reviewed
- Council Standing Orders were updated to amend the Quick Quote threshold for works, reflecting implications of COVID19 on the Construction Sector.

Strategic Procurement which Identifies Opportunities and Savings

- Improved Stakeholder Relationships have ensured an improved understanding of the procurement pipeline in order to support the Chief Procurement Officer to manage the capacity of the Service effectively
- An options appraisal for the implementation of a corporate approach to Contract and Supplier Management has been prepared for consideration.
- The Chief Procurement Officer and Category Managers are represented on and have attended a number of regional and national procurement forums
- Corporate Procurement Team have undertaken training on spend analysis using the Scottish Procurement Information Hub.

Performance Reporting being used to Drive Performance

- A new process for the tracking of the benefits from procurement activity has been implemented and a number of savings opportunities have been presented.
- A new Online Contracts Register is currently being User Acceptance Tested by Corporate Procurement before being implemented and which will be accessed across the Council.
- Category Managers have begun using spend analysis to create spend information dashboards to support relationships with services. This will continue to be embedded in 2021.

Improved Sustainable Procurement and Community Benefits

- The Council has signed up to the “Grow Local” project which uses the Scottish Procurement Information Hub to provide data relating to the local supply base
- A new process for the identification and capture of Community Benefits has been approved by CMT for implementation working in partnership with Economic Development
- Corporate Procurement attended the Supplier Development Programme “Meet the Buyer Event” and also participated in “Twitter Takeover” in the absence of the ability for face to face local events due to COVID19
- A new Council Sustainability policy has been developed and approved.
- Procurement is leading work with the aim of achieving Real Living Wage accreditation for the Council
- The Council has agreed to sign up to the Charter Against Modern Slavery which requires the Council to undertake a number of actions in this area.

The Procurement Strategy 2019-2022 identifies a number of actions and expected outcomes aligned to our 5 key procurement aims. The Strategy will be reviewed on an annual basis to drive continuous improvement.

SECTION 4 COMMUNITY BENEFITS SUMMARY

- 4.1 Section 18(2) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for the Annual Procurement Report to include a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report.
- 4.2 In October 2014 Cabinet approved the sustainable procurement policy which covers both community benefits and sustainability. The Council's commitment to this is demonstrated not only through the policy but also within the Corporate Procurement Strategy and Contract Standing Orders.
- 4.3 In 2019/20 a new East Renfrewshire Council Community Benefits group was established to ensure accountability in the Community Benefits process.
- 4.4 A new and improved process for the identification and capture of Community Benefits will be implemented in 2020/21 and will include an innovative and interactive Community "wishlist" which will ensure Community Benefits match the aspirations of local communities.
- 4.5 Community benefits are sought for applicable contracts where both the value (over £50,000) and duration of the contract merit a benefit being pursued. It is at the contract strategy development stage that community benefits are to be considered and then reflected into the tender documentation.
- 4.6 The approach taken by the Council has been beneficial when developing the Glasgow City Region City Deal Community Benefits Policy. The Council has also been working to ensure that Community Benefits are better aligned to strategic and Scottish Government priorities such as the Local Outcome Improvement Plans, Child Poverty Action Plan and Regional Skills Investment Plan and has participated in the review and joint approach to a regional community benefits menu.
- 4.7 Community Benefits from City Deal and major capital contracts in financial year 2019/20 include 10 new entrant jobs, 11 work experience placements, a range of employability activities including developing Young Workforce support and a combined total of £15,000 donations to community projects.
- 4.8 Heron Bros were appointed to build 5 new early years facilities offering community benefits that exceeded the requested amount. Along with a commitment to provide 4 new entrant jobs they have worked with Education to provide a suite of support for each of the school cluster areas that they are working in. This has ranged from construction skills activities to donations of materials for outdoor play. They also donated £5,000 from their community fund to local initiatives and the equivalent of £5,000 of in-kind support which included materials and time towards a town center regeneration project in Busby.
- 4.9 A summary of Community Benefits that were secured in financial year 2019/20 can be viewed in **Appendix 2**.

SECTION 5 SUPPORTED BUSINESS SUMMARY

- 5.1 The Procurement Reform (Scotland) Act 2014 requires organisations to include a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.
- 5.2 The Council supports the use of supported businesses and will promote their use where it is appropriate. This can be demonstrated through:
- The adoption of a low value ordering process that encourages the use of supported business for non-regulated requirements.
 - The procurement intranet pages host supported business information to increase awareness across the council.
 - The contract strategy development stage considers supported business and third sector organisations as part of the market research stage.
- 5.3 The Council previously placed orders with Lady Haig's Poppy Factory and Hansel Alliance, RSBI, Aspire Community Solutions and Greenhouse Cafe.

SECTION 6 FUTURE REGULATED PROCUREMENT SUMMARY

6.1 The following future Regulated Procurements are currently within the pipeline of projects to be delivered over the next two financial years.

It should be noted that all information is indicative and may be subject to change.

Tender Title / Subject	Estimated Value	Commencement Timescale
Library Kiosks	£70,000	FY 20/21
Library Management System	TBC	FY 20/21
Reverse Vending Machines	£50,000	FY 20/21
Peer research in Addiction Services	£60,800	FY 20/21
Supply & Delivery of Interactive Screens	£140,000	FY 20/21
Clerk of Works for New Build Housing Projects	£148,900	FY 20/21
Taxis for schools (additional support needs)	£377,639.47	FY 20/21
Employers Agency Services for New House Build	£305,477.46	FY 20/21
Smoke, Heat and CO2 detector Alarms	£779,909.88	FY 20/21
Healthy Minds Services	TBC	FY 20/21
Residual Waste & Household Recycling	£55,000	FY 20/21
Greenhags – Waste Management Transfer Station	£1,430,250	FY 20/21
Sport Pitch Maintenance Materials	£172,000	FY 20/21
Hire of Loading Shovel	£120,000	FY 20/21
Body Repair for Vehicles	£144,000	FY 20/21
Purchase of Post-Consumer Waste Paper & Cardboard	Income	FY 20/21
Disposal of Road Work Materials	£140,000	FY 20/21
Purchase Glass, Cans and Plastics	Income	FY 20/21
Land Disposal Barrhead South – Services	£115,250	FY 20/21

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Replacement Boilers	£805,202	FY 20/21
Multi Trade – Measured Term Contract	£1,000,000	FY 20/21
Arthurlie Family Centre Demolition and Build of Car Park	TBC	FY 20/21
Gas Maintenance Housing – Measured Term contract	£620,000	FY 20/21
Neilston School – Design Team	£2,069,206	FY 20/21
Neilston School – Construction	£20- £25m	FY 20/21
Mechanical & Electrical Design and Consultancy	£250,000	FY 20/21
Supply & Install of Bathrooms	£1,050,000	FY 20/21
Supply of Kitchen Units	£500,000	FY 20/21
Provision of Read Only Licence Archiving Licence for HR & Payroll System - Resourcelink	£134,400	FY 20/21
Renewal of GIS Mapping Software products & Services	£86,163	FY 20/21
Installation & Maintenance of Webcasting	£50,000	FY 20/21
Mobile Voice & Data	£388,000	FY 20/21
Occupational Health Services	TBC	FY 20/21
Telecare Call Handling and Recording System	£125,000	FY 20/21
Council Tax and Benefits Management System	£175,000	FY 20/21
Secure Cash Uplift & Change Facility	£120,000	FY 20/21
Leisure Management System	TBC	FY 20/21
IDOX Planning Software	£55,000	FY 20/21
Aurs Road Boardwalk & Realignment	£9,000,000	FY 20/21
Barrhead South Train Station – Transport Appraisal	TBC	FY 20/21
Workplace Training Calendar	£75,000	FY 20/21
Hire of Commercial Laundry (sheltered complexes)	£80,000	FY 20/21
Outdoor Exercise Equipment – Aurs Drive	£55,000	FY 20/21
Winter LED Festive Lighting	£79,594	FY 20/21

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Consultant for Business Gateway Services	£218,932	FY 20/21
Managed Print Services Corporate & Education	£1,211,381	FY 20/21
Youth Counselling Services	£360,000	FY 20/21
Roof & Render Programme	£750,000	FY 20/21
Drainage works – Measured Term Contract	£240,000	FY 21/22
Collect & Recycle Wood, Chipboard & MDF (Mixed)	£58,500	FY 21/22
Road Vehicle Restraint Systems	£60,000	FY 21/22
Supply and Delivery of Interactive Screens	£300,000	FY 21/22
Street Lighting Installation & Maintenance	£2,400,000	FY 21/22
New Build Housing – Barrhead Rd Newton Mearns	£3,000,000	FY 21/22
New Build Housing - Commercial Rd Barrhead	£9,750,000	FY 21/22
Call Warden Handling System	£207,500	FY 21/22
Annual Boiler Maintenance	£900,000	FY 21/22
Social Care Case Management System	TBC	FY 21/22

Appendix 1

Project Title	Project Reference	Type	Contract Award Date	Contract End Date	Contract Value (Not including extension option)	Supplier Name
Supply & Delivery of Fresh Fruit & Vegetables	CE 19 20 001	Goods	21/10/2019	20/10/2021	£163,313	Failte Foods
Supply and Delivery of Bottled Water, Water Coolers and Associated Consumables	MC 19 20 003	Goods	25/05/2019	24/05/2022	£138,000	Eden Springs UK Ltd
Supply, Installation and Maintenance of Traffic Signals	CE 19 20 004	Services	29/07/2019	28/07/2023	£565,144	Dynniq UK Ltd
Winter Maintenance & Gritting	CE 19 20 005	Services	14/10/2019	13/10/2021	£600,000	Mitie Landscape & WM Lambie
To Collect & Recycle or Dispose of Household Waste Recycling Centre Residual Waste - Barrhead	MC 19 20 006	Services	1/07/2019	30/06/2020	£240,000	Lowmac Alloys
Revenue & Benefits System	MC 19 20 010	Services	02/09/2019	01/09/2024	£699,700	Northgate Public Services
Transport of School Children with Additional Support Needs and/or Medical Needs (and escorts	MC 19 20 018	Services	19/08/2019	18/08/2023	£174,886	Various

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Provision of Advocacy Services	CE 19 20 019	Services	13/11/2019	12/11/2022	£600,000	The Advocary Project, Who Cares Scotland & Partners in Advocacy
Contract Administrator & Site Supervisor for Balgraystone Road	DB 19 20 022	Services	16/04/2019	22/12/2022	£146,659	AECOM
Cyber Security Operation Centre	MC 19 20 024	Services	30/03/2020	29/03/2021	£59,865	Quorum Cyber Security Ltd
Route Optimisation Solution	MC 19 20 026	Services	04/11/2019	03/11/2022	£221,510	Webaspx Ltd
MTC Electrical Works	CE 19 20 031	Works	02/12/2019	01/12/2021	£ 2,000,000	Valley Electrical Services Ltd
Health & Safety Quality Management System	DB 19 20 036	Services	11/09/2019	10/09/2022	£ 112,500	Alcumus Info Exchange
Headstone Stability Testing (ToppleTesting)	DB 19 20 044	Services	02/10/2019	31/03/2020	£110,000	Memsafe Ltd

Arboricultural Works	CE 19 20 049	Services	01/03/2020	28/02/2023	£900,000	Ayrshire Tree Surgeons & Caledonian Tree Services
Audio Visual Equipment	MC 19 20 051	Goods	01/02/2020	29/03/2019	£ 392,781	SSUK Ltd
Control Management and Testing of Legionella	CE 19 20 053	Services	01/04/2020	01/02/2022	£391,556	WQS Ltd
Supply and Delivery of Sports Pitch Maintenance Materials & Weed Control	CE 19 20 055	Goods	01/06/2020	01/06/2020	£129,000	Rigby Taylor Ltd
ICT Infrastructure at Greenlaw Business Estate	DB 19 20 056	Services	23/12/2019	22/12/2020	£83,772	BT
Data Storage Solution	DB 19 20 062	Services	01/02/2020	31/01/2025	£147,577	European Electronique Ltd

Provision of Income Management System (ICON) including Support & Maintenance.	DB 19 20 074	Services	30/01/2020	31/10/2023	£339,957	Civica
Early Learning & Childcare Expansion	CE 18 19 031	Works	23/4/19	29/7/20	£19,922,363	Heron Bros Ltd
Coal Tar Testing	CE 18 19 035	Services	1/4/19	31/3/22	£800,000	Stanger Testing Services, Pavement Testing Services, Socotec UK Ltd
Roads Resurfacing Programme	CE 18 19 028	Works	4/6/19	31/3/2022	£13,000,000	Mac Asphalt, Finco, JH Civil, Hamilton Tarmac, Hillhouse Quarry
E-financials Read Only Licence	DB 19 20 038	Services	19/8/19	31/3/2027	£140,000	Advanced Business Solutions

Appendix 2

Community Benefits from City Deal and Major Capital Programme 2019-20				
Benefit Category	East Renfrewshire City Deal	Heron Bros Early Years Construction	Pro Cast Housing Roof and Render	Fleming Builders Cross Arthurlie Primary Extension
New Entrants – Priority Employability Groups				1
New Entrants	2	2		
New Start - Apprentice or Graduate	1	4		
Completed or Progressed Apprentice		1		
Work Experience Placement (16 + years of age)	1	5	2	2
Work Experience Placement (14 - 16 +years of age)		1		
Careers Event	2	3		
Site Visit, School or Further Education Engagement	11	5	2	5
Contractor/Sub Contractor/Specialist Training Qualifications				1
Supply Chain Briefing with SME's	1	1		
Financial Support for a Community Project	£2000	£5000		
Non-Financial Support for a Community Project	1	5	1	1
Business Mentoring for an SME				
Voluntary Community Benefit		Charity fundraiser		Doubled contractual commitment

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CORPORATE PROCUREMENT



CORPORATE PROCUREMENT STRATEGY

2019 - 2022

Updated September 2020

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SECTION 1 INTRODUCTION

Section 15 of the Procurement Reform (Scotland) Act 2014 requires any public organisation, which has an estimated total value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, to prepare and publish a Procurement Strategy.

This Procurement Strategy sets out the vision, objectives and actions which will govern procurement activities for East Renfrewshire Council for the period 2019-2022.

The Council's key procurement objectives reflect both national and local policies and our aim is to build on our procurement model and Category Management approach to deliver strategic procurement outcomes for the Council by focusing improvement on five key procurement aims:

- Improved Leadership and Stakeholder Management
- Compliance with legislative and statutory duties with improved Governance
- Strategic Procurement which identifies opportunities and savings
- Performance Reporting being used to drive performance
- Improved Sustainable Procurement and Community Benefits

This strategy will ensure Corporate Procurement supports our Services to deliver efficiently and effectively, adding value and professional expertise whilst ensuring compliance with procurement legislation.

Throughout the period of this strategy we will review and report upon our performance through our Annual Procurement Report.

SECTION 2 PROCUREMENT VISION

Our Vision for Corporate Procurement in East Renfrewshire is:

“To grow the strategic influence of procurement across the Council through respected and professional expertise, fostering positive relationships which ultimately deliver innovative, sustainable and compliant practices which provide best and added value for the organisation.”

SECTION 3 STRATEGY RATIONALE AND CONTEXT

East Renfrewshire Council's vision for the future is to be a “modern, ambitious council creating a fairer future with all and our ultimate aim is to make people's lives better”. The Council has 5 Strategic Outcomes where we are working across East Renfrewshire to achieve best Outcomes for:

- Early Years and Vulnerable Young People
- Learning, Life and Work
- Environment and Economy
- Safe, Supportive Communities
- Older People and People with Long-Term Conditions

The Council also has outcomes relating to Customer, Efficiency and People which are

captured under the Strategic Outcome “Our Council is forward thinking and high performing”. Corporate Procurement has an important role to contribute to the following:

- Customer: Satisfied customers access services that meet their needs
- Efficiency: Our physical, information and financial assets are efficiently managed
- People: We have engaged employees who are motivated to deliver our outcomes

In order to deliver on these Strategic Outcomes, 5 Capabilities have been identified to provide the necessary skills required. These are:

- Prevention
- Empowering Communities
- Data
- Modernisation
- Digital

As a Corporate function, Corporate Procurement can play an important role in supporting services to deliver against the Council’s Strategic Outcomes and provide key skills contributing to the 5 Capabilities as detailed below:

Prevention – we will collaborate with Services across the Council with a focus on preventing poor outcomes for our residents and providing planned rather than reactive services. We will seek to maximise opportunities for collaboration and using an evidence based approach to designing services.

Community Engagement – we will utilise innovative approaches to engage our communities and to prioritise the allocation of resources. We will explore ways in which contractors, commissioned partners and communities can work in partnership with us to deliver outcomes.

Data and Evidence – we will utilise spend data, market analysis and build positive relationships and networks with key stakeholders to ensure an evidence based approach to strategic procurement and identifying efficiencies.

Modernising How We Work - we will focus on modernising our processes to avoid unnecessary approvals, duplication and manual processes. We need to ensure Corporate Procurement meets the current and future needs of the Council and greater focus will be placed on Contract and Supplier Management to ensure best value is achieved from our contracts throughout their lifecycle.

Digital – we will harness the potential from the new “Core Systems” and ensure that the full purchase to pay processes throughout the Council are modern, digital and efficient.

The Council’s previous Procurement Strategy 2017/18 was closely aligned with the Council vision and requirements of the Scottish Government. This delivered a number of achievements, including:

- Completion of a Procurement Review which included in-depth interviews with senior stakeholders across the Council to set the direction for the procurement improvement programme.
- Participation on national and regional strategic working groups including those hosted by Scotland Excel, the Scottish Government and City Deal
- Amendments to Contract Standing Orders and Contract Terms and Conditions to support improved procurement practices across the Council

- An annual review of spend and use of Public Contract Scotland portals including PCS-Tender to analyse contract data
- Extensive involvement in specification development for procurement module within the new finance and procurement system and work underway to develop an online central contract register
- Development of the Contract Strategy document to include sustainable considerations and capturing and reporting of Community Benefits through City Deal

SECTION 4 - STRATEGIC AIMS AND OBJECTIVES

The Procurement Strategy 2019-2022 has the following aims

- Improved Leadership and Stakeholder Management
- Compliance with legislative and statutory duties with improved Governance
- Strategic Procurement which identifies opportunities and savings
- Performance Reporting being used to drive performance
- Improved Sustainable Procurement and Community Benefits

The following section details the aims, actions and expected outcomes from this focussed approach:

Improved Leadership and Stakeholder Management
Aim: Through identifying and building relationships with key strategic and tactical stakeholders across the organisation procurement can build an understanding of current and future requirements and add value as part of a category management approach.
Actions <ul style="list-style-type: none"> • Develop and deliver an on-going Stakeholder Engagement Plan for Procurement incorporating key internal strategic and tactical stakeholders • Implement training and development opportunities for Corporate Procurement in line with our benchmark against the national Procurement Development Framework • Develop and maintain user friendly, plain English guidance for use by purchasing departments • Deliver a revised procurement intranet page presenting key information, templates and communication in a user-friendly way • Develop and deliver a focused programme of Procurement training across the Council
Impact <ul style="list-style-type: none"> • A full understanding of the procurement requirements of Services which will facilitate improved project management and provide an opportunities to focus on demand management and contract and supplier management. • A Corporate Procurement team with the skills and capability required to meet the current and future needs of the Council • Improved Communications and flow of information between Corporate Procurement and Council Services

Progress Update September 2020

- A Category based Stakeholder Engagement Plan has been developed and Corporate Procurement is now embedding as Business As Usual effective relationships with strategic and tactical stakeholders.
- Corporate Procurement Team have undergone Scotland Excel Training on “Managing Effective Stakeholder Relationships” and “Contract and Supplier Management, and Category Managers have commenced the SQA Accredited Personal Development Award in Project Management.
- New Corporate Procurement Intranet pages have been launched which are much more user focused and provide video presentations to highlight the added value provide by Procurement.
- A staff survey was issued to identify the focused areas of procurement where training is required across the Council and a programme is currently being developed

Compliance with Legislative and Statutory Duties with Improved Governance

Aim: Compliance with our legislative and statutory procurement duties as well as consideration of areas such as living wage, fair and ethically traded goods and services, community health and wellbeing and animal welfare in procurement of food.

Actions

- Fulfilment of the statutory obligations imposed by the Procurement Reform (Scotland) Act 2014, the Public Contract (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016.
- Ensuring Contract Standing Orders, Council policies and guidance reflect the legislative requirements
- Maintaining procurement template documents in line with legislative changes and best practice
- Introduce Standard Operating Procedures for key processes and systems used by the Corporate Procurement team.

Impact

- Procurement processes and documentation in place to meet legislative requirements and reviewed regularly to meet requirements of changing environment
- Compliance with statutory and regulatory requirements and reduction in the risk of legal challenge.
- Consistent and streamlined approach to procurement processes and systems.

September 2020 Update

- The Council has continued to fulfill its obligations in relation to Procurement legislation
- Standard Operating Procedures (SOPs) have prepared for key procurement processes and this will continue in 2021 as further processes are reviewed
- Council Standing Orders were updated to amend the Quick Quote threshold for works, reflecting implications of COVID19 on the Construction Sector.

Strategic Procurement which Identifies Opportunities and Savings

Aim: To deliver a category management approach to strategic procurement which supports a commercial focus across the organisation and identifies savings and opportunities throughout the full procurement journey.

Actions

- Develop and implement a workload planning tool to manage capacity and resource requirements of Corporate Procurement and use this to monitor and review category alignment for the procurement team
- Develop a strategy for the future direction of Contract and Supplier Management across the Council
- Develop a strategy for the future direction of Corporate Procurement to meet the future needs of the Council
- Category Managers increasing their commodity knowledge through building relationships and taking advantage of collaboration and networking opportunities
- Council representation on key local, regional and national working groups including those hosted by Scotland Excel and Scottish Government
- Increasing use of spend data analysis, market awareness and benchmarking to design innovative and competitive tenders
- Use of spend analysis to identify opportunities for savings and efficiencies through procurement

Impact

- Procurement team will have the capacity to meet the needs and requirements of services through effective workload planning
- An evidence based understanding of the future strategic direction of Corporate Procurement and the Councils approach to Contract and Supplier Management
- Corporate Procurement will have the tools, knowledge and skills required to support innovative procurement solutions and provide added value to Services

September 2020 Update

- Improved Stakeholder Relationships have ensured an improved understanding of the procurement pipeline in order to support the Chief Procurement Officer to manage the capacity of the Service effectively
- An options appraisal for the implementation of a corporate approach to Contract and Supplier Management has been prepared for consideration.
- The Chief Procurement Officer and Category Managers are represented on and have attended a number of regional and national procurement forums
- Corporate Procurement Team have undertaken training on spend analysis using the Scottish Procurement Information Hub.

Performance Reporting Being Used to Drive Performance

Aim: To use an evidenced based approach to provide visibility of key performance information which supports informed decision making around the current and future direction of Corporate Procurement.

Actions

- Develop and agree approach to capturing and reporting the value achieved through Corporate Procurement in the form of a “Savings Principles” approach focusing on the identification, measuring and reporting of savings and benefits
- Development and Implementation of an online central contracts register which can be used across the Council
- Preparation of the Annual Procurement Report and strategy update.
- Production of reports and dashboards to support relationships with Services leading to an increased focus on Demand Management
- Monitoring of contract activity including performance, issues and risks
- Collate management information to demonstrate procurement performance

Impact

- A robust process for savings capture and a full organisational awareness of the value provided by Corporate Procurement.
- Digital tools in place to support ease of access and interrogation of contract information, spend data and market analysis.
- Increased awareness across Services of spend information and how to use this to inform and understanding of demand management and decision making

September 2020 Update

- A new process for the tracking of the benefits from procurement activity has been implemented and a number of savings opportunities have been presented.
- A new Online Contracts Register is currently being User Acceptance Tested by Corporate Procurement before being implemented and which will be accessed across the Council.
- Category Managers have begun using spend analysis to create spend information dashboards to support relationships with services. This will continue to be embedded in 2021.

Improved Sustainable Procurement and Community Benefits

Aim: Focus on sustainable procurement including innovative use of Community Benefits clauses, economic development and consideration of social responsibilities

Actions

- To participate in Scottish Government “Grow Local” project which focusses on supporting local business
- Development of evaluation methods and improved capturing of community benefits in individual contracts.
- Increased use of community benefits clauses and reporting on the benefits realised
- Ensuring that all regulated procurement activity considers relevant social, economic and environmental issues and seeks to maximise opportunities for the benefit of our Council area.
- Improved collaboration across Services to focus on Community Benefits
- Supporting local business, SMEs and supported businesses through working with Economic Development partners and making processes streamlined, clear and accessible.
- Applying Fair Working Practices to appropriate procurements, encouraging the adoption of the living wage and subsequent monitoring throughout the contract period
- Promotion of Health and Safety legislation compliance by contractors and sub-contractors
- Promoting the highest standards of animal welfare and encouraging the procurement of fair, ethical and environmental friendly goods and services.

Impact

- Compliance with all elements of the sustainable procurement duty so that Council contracts deliver benefits not only for the Council but also for local business, SME's, supported businesses, suppliers and their workforce.
- Measurable and demonstrable social, economic and environmental benefits to East Renfrewshire communities from the effect of sustainable procurement activity.
- Improved opportunities for SMEs, Third Sector Bodies or Supported Businesses to take advantage of business opportunities within the Council area.

September 2020 Update

- The Council has signed up to the “Grow Local” project which uses the Scottish Procurement Information Hub to provide data relating to the local supply base
- A new process for the identification and capture of Community Benefits has been approved by CMT for implementation working in partnership with Economic Development
- Corporate Procurement attended the Supplier Development Programme “Meet the Buyer Event” and also participated in “Twitter Takeover” in the absence of the ability for face to face local events due to COVID19
- A new Council Sustainability policy has been developed and approved.
- Procurement is leading work with the aim of achieving Real Living Wage accreditation for the Council
- The Council has agreed to sign up to the Charter Against Modern Slavery which requires the Council to undertake a number of actions in this area

SECTION 5 FINANCE

The procurement of goods, works and services in the Council is varied and ranges from low value low risk purchases to high value and complex procurements for the construction of infrastructure and buildings. In 2019/20 the Council spend on procured goods and services by Directorate is detailed in the table below.

Directorate Description	Total Spend 2019/20
HSCP	£34,884,648
Environment	£44,228,464
Capital	£32,688,027
Education	£16,344,481
Corporate / Chief Executives	£8,408,419
Total	£136,554,039

The Scottish Procurement Information Hub also records this spend information and a full breakdown across all category areas is shown at **Appendix A**.

It is the role of Corporate Procurement to support activities which encourage and provide opportunities for businesses located in the East Renfrewshire Council area and particularly Small to Medium Enterprises (SME's). Data from the Scottish Procurement Information Hub shows in 2019/20 the Council spent £11.5m with businesses who are located in East Renfrewshire. Data also shows that 51% of East Renfrewshire Council spend was with SME's. This Strategy will see a continued focus on improvement in this area (Scottish Procurement Information Hub).

The Council is implementing a number of new "Core Systems" which will provide significant benefits to Corporate Procurement, with the ability to provide a greater level of interrogation and analysis of spend data. These systems will also allow us to improve our internal processes and reporting as well as allow to work with Services to exploit opportunities for innovative approaches and greater efficiencies in service deliver. Corporate Procurement have been extensively involved in the specification of the procurement elements of new systems and it is vital that their full functionality is harnessed to allow more detailed reporting of performance of this Strategy going forward.

SECTION 6 IMPLEMENTATION, MONITORING AND REPORTING

This Procurement Strategy 2019-2022 introduces a new vision for Corporate Procurement which is articulated in our 5 procurement aims detailed in Section 4.

Duties under The Procurement Reform (Scotland) Act 2014 require the Council to develop and review the Procurement Strategy annually. In addition to this mandatory Procurement Strategy and to meet regulatory requirements, the Council must now also prepare and publish an Annual Procurement Report disclosing how its procurement activity has complied with its published procurement strategy.

The Procurement Reform Act (Scotland 2014) lists the minimum requirements that an Annual Procurement Report should contain and advises that the report must include:

- A summary of the regulated procurements for the financial year and of the regulated procurements the authority expects to commence in the next two financial years;
- A review of whether procurements have complied with the contracting authority's procurement strategy;
- A summary of any community benefit requirements imposed as part of a regulated procurement and any steps taken to facilitate the involvement of supported businesses in regulated procurement

Corporate Procurement will next publish the Council's Annual Report for 2020/21 in October 2021 and this will also include a revised and updated version of the Procurement Strategy.

In addition to these internal procedures for the monitoring, reviewing and reporting on the Procurement Strategy, Corporate Procurement has benefited from external assessment through the Procurement and Commercial Improvement Programme (PCIP). The result from the most recent assessment undertaken in December 2018 was an improved score of 66% and a number of areas for improvement identified have been incorporated into the actions and 5 key aims identified in this Strategy. Successful implementation of the Corporate Procurement Strategy will put East Renfrewshire Council in a strong position for further improvement in the next round of PCIP assessments.

SECTION 7 PROCEDURES, POLICIES & PROCUREMENT TOOLS

The Council operates against a backdrop of policies and procedures to aid the delivery of Council activity in compliance with legislation and with local and national policies. The Council relies on the following Procedures, Policies and Procurement Tools to support its procurement activities:

Procedures

As a contracting authority, East Renfrewshire Council must make arrangements to ensure the proper conduct of business, including conformance to standards of good governance and accountability with regard to procurement.

To ensure Procurement Strategy Key Objectives are delivered effectively, there remains a continuing need to recognise the requirement for and execution of an appropriate Council governance framework.

The presence of this framework will enable Key Objectives to be achieved through a decision making process which ensures appropriate approvals are in place.

In adhering to this governance framework, the Council ensures that its regulated procurements are carried out in compliance with its duty to treat relevant economic operators equally and without discrimination and that these procurements will be undertaken in compliance with its duty to act in a transparent and proportionate manner.

In maintaining this governance framework, the Council will ensure that a continuing focus remains in relation to updating, and appropriately applying the following procedural governance documents;

Contract Standing Orders

The Council's Standing Orders Relating to Contracts set out how contracts for all goods, services and works will be made by the Council.

The purpose of these Standing Orders is to ensure that contracts are appropriate for their purpose, provide the right balance between price and quality, and are procured in an open way that demonstrates probity and compliance with the Council's policies.

The Standing Orders are applied having regard always to the EU Treaty Principles of equal treatment, non-discrimination, proportionality and transparency. All Council employees must treat tenderers equally and without discrimination and act in a transparent and proportionate manner at all times.

The Standing Orders also set out the Council's obligations in ensuring that the suppliers and service providers it contracts with comply with all statutory requirements in respect of ensuring equal opportunity in employment under the provisions of the Equality Act 2010 and with all current Health and Safety legislation and approved Codes of Practice, as may be applicable to the contract. Promotion of this compliance is in line with the requirements of the Procurement Reform (Scotland Act) 2014.

East Renfrewshire Council Standing Orders Relating to Contracts

<http://intranet.erc.insider/search?q=contract+standing+orders&returnarticleid=1&articleaction=newsearch>

Financial Regulations

The Council's Financial Regulations set out the framework for managing the Council's financial affairs. They seek to ensure that the Council conducts its affairs in a way that complies with legislation, accepted accounting procedures and professional good practice.

The Council's Financial Regulations apply to every employee of the Council or anyone acting on its behalf. All employees have a responsibility to provide for the security of assets under their control, and for ensuring that the use of these resources is legal, properly authorised, and provides Best Value.

East Renfrewshire Council Financial Regulations

<http://intranet.erc.insider/CHttpHandler.ashx?id=5110&p=0>

Scheme of Delegation

The Scheme of Delegation is intended to facilitate the effective undertaking of Council business by clearly setting out the nature and extent of the powers delegated to officers by the Council, in order to ensure an efficient running of day to day operations and to allow the Council to carry out its functions and achieve its Strategic Objectives.

The Council's approach to delegation has been influenced by its commitment to facilitate participation in the decision making process and to delegate to Chief Officers. The result is that the Council has reserved very few powers to itself and has agreed extensive delegations to officers.

Policies

The Council has clear Strategic Objectives set out within the Outcome Delivery Plan and a strong focus on monitoring and reporting performance. The Strategic Objectives are supported by each Service through their individual Service and Improvement Plans.

To further ensure that the Council's regulated procurements contribute to the carrying out of its functions and the achievement of its purposes, this Procurement Strategy, in line with its Key Objectives, will be delivered in accordance with the Outcome Delivery Plan, the individual Service and Improvement Plans and a set of national and local policies and strategies. These are embedded within existing procurement processes.

Sustainable Procurement Policy

The Council's approach to sustainable procurement is rooted within the procurement process to promote a commitment to sustainability and achievement of Best Value for the Council. In an ongoing effort to embed sustainability issues in procurement exercises, three strands of sustainability are explored at the contract strategy stage; environmental, social and economic factors along with a consideration on how the Council can facilitate the involvement of SMEs, third sector bodies and supported businesses in procurement exercises, as well as a promotion of innovation in the design and delivery of services. Full details of the Council's approach to Sustainable Procurement are incorporated in our Sustainable Procurement Policy which was approved in 2020.

Community Benefit Requirements – The Council will adhere to all statutory guidance and legislation on the use of Community Benefits, ensuring that all regulated procurements include Community Benefits clauses where relevant. This policy reflects East Renfrewshire Council's approach to sustainable procurement. A new process has been developed to further enhance the identification and capture of Community Benefits which will be supported by a Community "wish list" to identify local priorities. It is intended that it will apply to all contracts for works,

goods or services in which the Council has an interest. The environmental opportunities checklist will be completed for all relevant contracts.

Living wage

Whilst there are legal restrictions on requiring payment of the living wage, suppliers are encouraged to pay the living wage to their employees. The fair working practices question that promotes a healthy, happy and motivated workforce is included in all appropriate contracts.

The Council follows the lead of the Scottish Government by promoting the payment of the Living Wage to persons involved in fulfilling procurement requirements by considering, where relevant and proportionate, when Fair Working Practices should be addressed in contracting opportunities. The Council will comply with the Statutory Guidance on the Selection of Tenderers and Award of Contracts – Addressing Fair Work Practices, including the Living Wage, in Procurement.

The Council is currently working towards accreditation as a Living Wage employer.

Modern Slavery

The Council has agreed to sign the Charter Against Modern Slavery which addresses modern slavery in the supply chain. The Council will focus attention on the key areas of Training and Awareness Raising, Tender Documentation, Ensuring Compliance and Reporting.

Health and Safety:

The Council ensures that appropriate health and safety requirements are included in the evaluation for all its procurements, in line with all the relevant legislation. Thus ensuring that successful suppliers are fulfilling their legal obligations.

Consulting and Engaging with Stakeholders

The Council continues to consult and engage with those affected by our procurement activities through the development of contract strategies, in advance of the procurement exercise and through our focus on identifying opportunities for collaborative Contract and Supplier Management. Liaison during both the development and feedback stages of projects, ensuring that all opinion and feedback is considered when resulting agreements are implemented and executed, ensures continuous improvement in the delivery of services and allows the Council to understand the impact of our procurement activity. The Council is currently assessing options for a Corporate approach to Contract and Supplier Management which will ensure the Council receives value expected from contractual relationships, mitigate risks of failure and encourage innovation.

Animal Welfare:

The Council recognises the requirement to find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents Best Value whilst improving the health, wellbeing and education of communities in our area. Through Procurement's collaboration with our internal stakeholders and with Scotland Excel, the Centre of Procurement Expertise for Scotland's local government sector, we will work to put in place affordable contracts which meet the nutritional requirements for food, for all users of our catering services, whilst promoting the highest standards of animal welfare, in accordance with all statutory guidance and legislation. The Council is committed to including requirements that promote animal welfare in all relevant contracts. The Council will work with Scotland Excel to ensure that the contracts the Council are participating in promote the highest standards of animal welfare.

Fairly and ethically traded good and services

For each regulated procurement exercise, at the contract strategy development stage, consideration will be given to the sourcing of goods and services that are ethically traded. In line with the Council's Strategy and where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities.

A number of other policies are relevant to or impact on the Council's procurement activities. These include:

- Gifts, hospitality and other inducements
- Conflicts of interest declaration
- Suppliers charter
- Council Health & Safety Policy
- Glasgow City Region City Deal Procurement Strategy
- Glasgow City Region City Deal Sustainable Procurement Policy

Procurement Tools

Key tools that the Council has embedded into the procurement process, which help contribute to compliance with the mandatory requirements under the Procurement Reform (Scotland) Act 2014, are detailed below.

- [Procurement Journey](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)

National policies, legislation, and tools relating to the Scottish Government's reform programme which help drive best practice, deliver savings and improve the procurement capability can be found by clicking the following links (this is not an exhaustive list):

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [Suppliers CharterEU Procurement Thresholds](#)
- Prioritisation toolkit, sustainability toolkit
- Flexible framework
<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility/Sustainability/ScottishProcess/SustainableProcurementTools>
- [PCIP](#)

SECTION 8 STRATEGY OWNERSHIP AND CONTACT DETAILS

Debbie Hill

Chief Procurement Officer

Council HQ, Eastwood Park

Rouken Glen Road

Giffnock

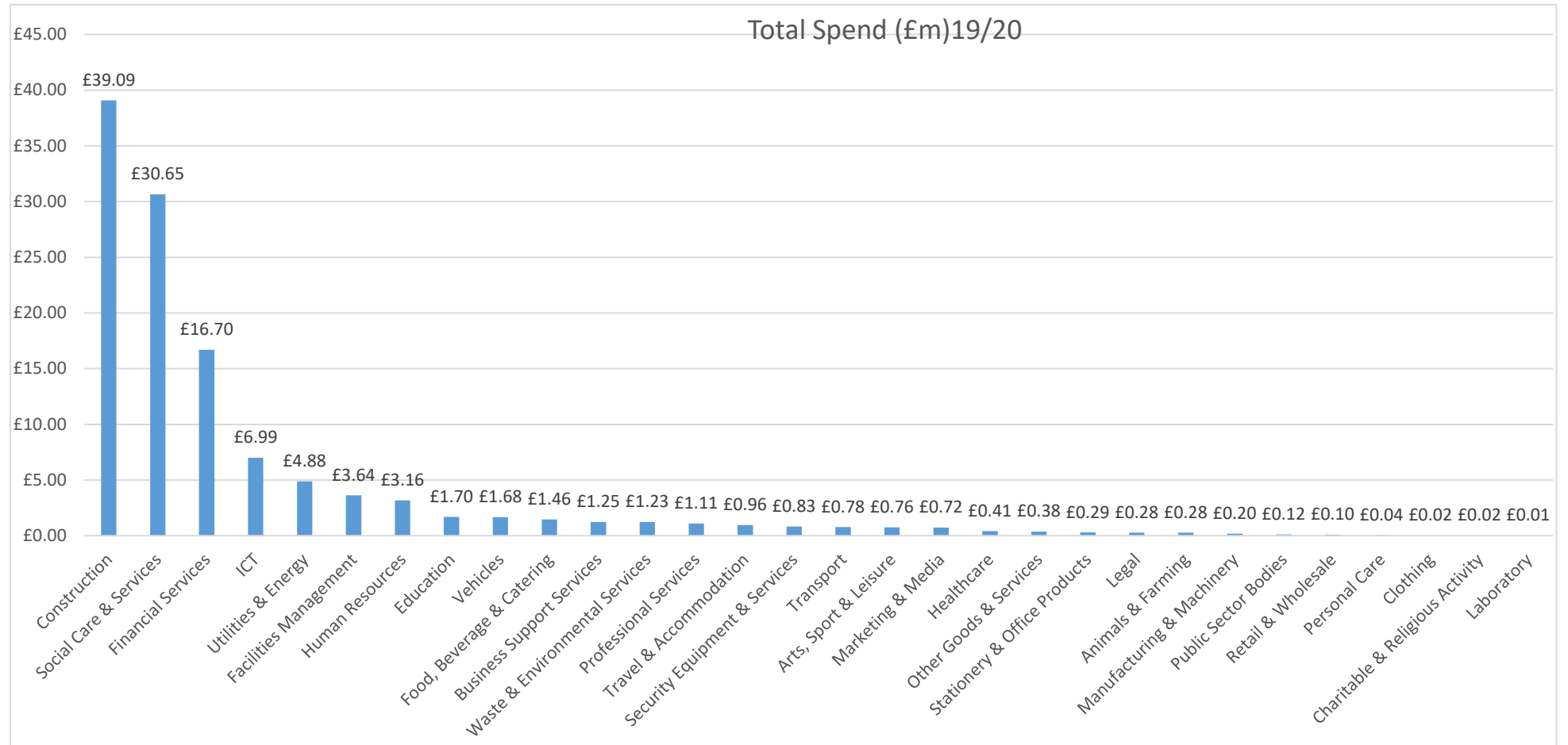
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Email Debbie.Hill@eastrenfrewshire.gov.uk

If you have any comments or feedback please contact;
ercprocurement@eastrenfrewshire.gov.uk

APPENDIX A – East Renfrewshire Council Spend 2019/20 (Scottish Procurement Information Hub)



EAST RENFREWSHIRE COUNCIL

CABINET

22 October 2020

Report by Director of Environment

ENVIRONMENT DEPARTMENT END YEAR PERFORMANCE REPORT 2019-20

PURPOSE OF REPORT

1. The purpose of this report is to provide the Cabinet with a summary of the 2019/20 end year performance of the Environment Department. This report is based on the Department's performance indicators and activities in the Outcome Delivery Plan (2019-22) and other key departmental management information. The full data report is attached in Appendix 1.

RECOMMENDATIONS

2. It is recommended that the Cabinet scrutinise and provide comment on the Environment Department's end of year performance for 2019/20.

BACKGROUND

3. This report contains data on progress against the department's key performance targets and on its contribution to the Council's strategic outcomes. The full department data report for the year 2019/20 is included in Appendix 1.

4. Performance summaries for each of the services is provided below.

REPORT

Environment Department

5. The Environment Department made good progress in 2019/20, achieving a majority of its targets and delivering its planned activities.

6. A newly established customer relations function within the department has been supporting key frontline services to address customer complaints, complex customer enquiries and FOIs. The revised approach has resulted in a 24% reduction in Stage 2 complaints compared to previous year. Complaints response timescales continue to be within the statutory timescales (averaging 4.5 for frontline stage and 12.6 days for investigation complaints). The overall number of frontline complaints has reduced by 1% (792 complaints in 19/20 compared to 798 complaints in 18/19). A firm foundation has been laid for further improvement in relations to Customer Relations across the Department.

7. Sickness absence continues to be monitored and reviewed on a regular basis. Environment lost days per FTE was 13 days per annum in 2019/20 which exceeds the target

of 10.8 days and appears worse than the reported 11.9 days in 18/19. This year's figure has been extracted from the department's record of absence. This is an area for improvement.

8. In 19/20 the Environment Department's Change Programme delivered its related, identified savings targets (£1.933mn). This was largely achieved through its ongoing programme of service restructure which impacted Property & Technical Services, Housing, Roads & Transportation, and saw an amalgamation of Cleansing, Parks & Cemeteries under a new Neighbourhood Services management structure.

9. A number of digital improvement projects continued throughout 19/20 with the objective of improving customer experience and workflow efficiency. A number of high volume customer interactions such as reporting missed bin collection, fly-tipping and graffiti, and requesting new bins and special uplifts were digitised. A new housing management system was procured and work began to prepare for its implementation. The Roads' asset management system was also successfully migrated to the cloud.

10. A firm foundation for improved project reporting and governance has been laid through the use of the corporate reporting tool throughout 2019/20 with further change and capital projects to be tracked in this manner going forward.

11. The Environment Department leads on the Council's reporting to the Scottish Ministers with respect to its climate change impact. While the Council reported a further reduction in CO₂e (carbon dioxide equivalent) emissions of 13.7% against last year's emissions total, its own target set (-2.5% year on year) will not deliver the Scottish Government target to be carbon neutral by 2040. This was acknowledged in the Audit & Scrutiny Committee Report on 12 March 2020 and work is in progress to establish a baseline in key areas and to review targets for 20/21 and beyond.

Business Engagement, Employability

12. Throughout 2019/20 we have continued to support our local businesses and third sector organisations to ensure that our business community is as successful as possible. 45 businesses were supported by council grants, loans and advice, compared to 30 in 2018/19 and 167 Business Gateway start-up were supported (150 in 2018/19).

13. Work EastRen continued to support local residents and young people, including those furthest from the labour market, from unemployment into vocational training. By engaging with a wide range of partners, 538 people were supported through our 5 stage employability pipeline in 19/20, compared to 457 in 2018/19.

14. The team also launched a new round of Family Firm traineeships with 4 young people working in different services within the Environment Department. In early 2020 the new Parental Employability Support programme launched which is funded by the Scottish Government. This programme provides a wide range of employability support to parents on low income with the aim of clients getting a better paid job and increased family income.

City Deal

15. City Deal capital expenditure in 2019/20 was £3.4m, which was lower than anticipated. This was due to the Aurs Road project being delayed. Other infrastructure projects progressed such as the Balgraystone Road upgrade. Feasibility work was undertaken to explore the Levern Valley Link Road project and a proposal for the new Barrhead South Rail Station was submitted to Transport Scotland for consideration.

Neighbourhood Services

16. Following the service redesign in June 2019, work has been undertaken to fully integrate Cleansing, Parks and Fleet services into a Neighbourhood Services model. The benefit of greater flexibility, with the ability to deploy from a wider pool of staff to meet frontline service demand, has been realised.

17. Neighbourhood Services continued to deliver a strong performance during 2019/20 and remained at the top recycling of the recycling league table in Scotland for the third year in a row. The latest verified recycling figure was 66.2% (2018) which is above the national average of 44.7% for the same period.

18. Investment in our parks saw the refurbishment of the Madras play area and the installation of a zip wire and several pieces of outdoor exercise equipment at Kingston Playing Fields in Neilston. 90% of Citizens' Panel respondents rated public parks and open spaces as 'good' or 'very good'. This is down from 94% in 2018/19.

19. Neighbourhood Services managed the renewal and expansion of the electric fleet of pool cars in 19/20. Council employees now have access to 8 small electric cars and 3 vans to undertake council business and reduce carbon emissions from business mileage.

Roads

20. The Roads Service delivered a £1.9m programme of routine maintenance, a £1m programme of structural maintenance works and a total capital works programme of £3.6m. The condition of all classes of road improved with the overall percentage of the road network requiring maintenance treatment decreasing from 39.1% to 35.5%. This improved our overall ranking amongst Scottish local authorities from 27th to 18th place. The condition of A, B and C class roads are now all above the national average with unclassified roads, although improved on last year (44.2% to 39.9%), remained slightly below the Scottish average of 37.8%.

21. Continued investment in energy efficient LED lanterns to replace street lighting helped to reduce the Council's energy consumption. 1,183 LED lanterns were installed during 2019/20 which means that 56.7% of lanterns are now LED.

Housing

22. The number of homes meeting the Energy Efficiency in Scottish Social Housing (ESSH) standard, rose from 74.4% to 79% in 2019/20. Housing Services is actively working towards maximising the number of properties complying with the standard for the target of end of 2020 for full compliance.

23. Gross rent arrears at 6.47% are slightly above target of 6%. This increase is in line with the majority of local authorities across Scotland and work continues to mitigate the impact of Universal Credit through targeted early intervention and specialist advice by our rents and welfare reform officers.

24. The time taken to complete non-emergency repairs remained steady at 5.39 days from 5.15 days last year and remains well below the local authority and Scottish average.

25. The first year after launching the new Homeseeker Choice Based Lettings Service for allocating homes has seen applicants in greater control of their housing choices. As a result the number of new applicants to the waiting list has also increased significantly (by 46% bringing number of applicants up to 4046 from 2763 in 2018/19). Housing Services also delivered and acquired a further 40 homes for social rent during 2019/20.

Planning

26. In the Development Management Section, performance in some categories was adversely affected by the Covid-19 restrictions at the end of the 2019/20 year, however overall performance in dealing with 'local developments', which is the vast majority of all applications, improved from last year and was better than the national average (8.9 weeks as compared to the Scottish average of 9.1 weeks).

27. The Local Development Plan 2 continued its path through public consultation and to examination by the Scottish Government Reporters, and is on target for adoption in 2021.

Building Standards

28. Performance in the Building Standards team continued to be good despite being under-staffed. The key performance target is 20 days to issue a first response to a Building Warrant application. In 2019/20 85% of building warrant applications were responded to within the target time of 20 days. The target for issuing a Building Warrant after receipt of satisfactory information is 6 days. In 2019/20 91% of building warrants were issued within 6 days.

Property Services

29. During 2019/2020 the department appointed a Corporate Landlord Manager to drive forward the implementation of the Corporate Landlord model to deliver a more strategic approach to asset management and how the council uses its assets.

30. During the year Property Services completed £357,000 of Look and Feel works to 4 High Schools and to the Depot. This was primarily around energy savings initiatives and it is anticipated to produce c £35,000 of savings in the first year which will be measured at the end of FY 2020/2021. In addition there is expected to be a drop in carbon emissions as a result.

Environmental Health

31. For the first three quarters of the year 99% of programmed food safety and food standard inspections were completed satisfactorily. Food Standards Scotland suspended all Councils' inspection programmes from 30th March to 30th October 2020 due to the Covid Pandemic. East Renfrewshire's planned performance audit due to be carried out 24th to 26 March 2020 by Food Standards Scotland was also postponed.

32. Three households involved in an E. coli O157 outbreak received grant assistance to install suitable water treatment to their private water supplies. Ongoing checks and advice on risk assessments for water quality is ensuring safe drinking water standards are maintained.

33. Annual air quality objectives across East Renfrewshire have been met and the challenge to go beyond compliance and to deliver the Council's 3rd Single Outcome Agreement to ensure East Renfrewshire is "*a thriving, attractive and sustainable place for businesses and residents*" was targeted again with work in the local primary schools. Project work completed in East Renfrewshire was identified by European Environment Agency in a recent publication as "an example of good practice when it comes to engaging communities and employing the principles of "Citizen Science" - raising awareness of local air quality concerns with a focus on drive for change".

34. From mid-February 2020, the environmental health team reacted to the emerging pandemic, advising all relevant departments in relation to public health standards, cleaning practices etc. in addition to local businesses and the general public. A number of preparations required directly in response to the pandemic were strengthened and communications increased with public health officials.

Trading Standards

35. The 3 year project “Scams, Safety and Dementia” funded by the Life Changes Trust was concluded with our sections outcomes exceeding the funder’s expectations. The feedback and report is very positive with estimated cost benefit savings in excess of £6.9m between the 3 authorities involved. East Renfrewshire proportion of the savings was in excess of £3m. (Independent Social Value Lab calculations). As part of this, joint working to prevent financial harm has continued to reach over 120 new families with 950 active prevention packages in place.

36. In addition, Trading Standards assisted the Life Changes Trust to host a successful national conference in Glasgow during October 2019 exploring ways in which local authorities, the Police and the third sector can work together to prevent financial harm.

37. In partnership with ROSPA and Care and Repair, Trading Standards has developed a Child Safety in the Home Project (UNDER 5’S). Health care workers have circulated the information to families and the responses have been positive.

38. In mid-March 2020, when COVID 19 regulatory powers to restrict businesses were introduced by the Scottish Government, Trading Standards immediately responded by monitoring compliance and providing information and guidance to support traders.

Publication of End Year Performance Information

39. The Environment Department’s report will be posted on the Council’s website so the public can view the Department’s performance.

FINANCE AND EFFICIENCY

40. There are no specific financial implications arising from this report.

CONSULTATION

41. The proposed Local Development Plan 2 was published for an 8 week consultation in October 2019 with a range of events and communications to engage communities. In total, 568 responses were received which shows a high level of community engagement in this key process.

42. The most recent Citizens’ Panel survey was used to consult local residents on their views of climate change and the results will inform the Environment Department’s work on wider strategy for this important area in 20/21.

PARTNERSHIP WORKING

43. This report focuses on the Environment Department’s contribution to the delivery of the Council’s Outcome Delivery Plan. Many of the Department’s results could not have been achieved without excellent partnership working across the Council and with external partners.

IMPLICATIONS OF REPORT

44. There are no implications in terms of staffing, property, legal, IT, equalities or sustainability.

CONCLUSIONS

45. This report summarises a high level overview of the Environment Department’s performance at end year 2019/20.

46. The information presented shows a generally positive picture, with progress being made on the majority of indicators and activities set. Although the Department faces challenging circumstances due to the wider economic downturn, it has continued to deliver key services to our residents and businesses.

RECOMMENDATIONS

47. It is recommended that the Cabinet scrutinise and provide comments on the Environment Department’s end of year performance for 2019/20.

Director of Environment

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October 2020

APPENDIX 1:

Environment Department Report

End Year Performance Report 2019-20





1. Outcome Delivery Plan (ODP)

1. ODP Critical Indicators


Outcome 3.2 East Renfrewshire is a thriving place to invest and for businesses to grow

PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
City Deal Expenditure against approved Capital Plan (£m)	5.03	3.47	6.61		Below target. 2019/20 was £3.477m. Considerably lower than anticipated due to the Aurs Road project being delayed. Delay due to Scottish Water late addition of proposed Culvert across Aurs Road. Project now working to deliver Culvert and Road upgrade at the same time to prevent two separate road closures and minimise disruption to residents of East Renfrewshire.
Number of businesses assisted to improve performance as a result of support received from the Council e.g. grants, loans and advice	30	45	23		Target exceeded. 4 Regional Employer Recruitment Incentives awarded (£12,000), ERDF Growth – 5 (£25,000), Micro Grant 1 (£200) Property 1 (£5,000) Advice – 5, 6 ERC Nurseries supported with targeted workshop towards 1620 hours
The percentage of the road network that should be considered for maintenance treatment	39.1%	35.5%	43%		Target exceeded. Ongoing Capital investment has resulted in a continued improvement in the overall condition of our road network. Improved from 27 th to 18 th place amongst Scottish Local Authorities and 1 st place for our A class roads.



Outcome 3.3 East Renfrewshire is an attractive place to live with a good physical environment

PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Additional units being brought into affordable housing supply (cumulative target over 5 years to reach 225 by 2022)	41	40	-		In progress, working towards cumulative target of 225 by 2022. 40 homes added to the affordable housing supply in 2019/20. 26 new Council Homes delivered at Fenwick Oakbank/Blackbyres and 14 additional homes purchased through our Rent Off the Shelf Scheme.
SENV03c: Street Cleanliness Score	94.9	92.6	90		Target exceeded. We remain above the national score of 92.2%

Outcome 3.4 East Renfrewshire is a great place to visit

PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Citizens' Panel - Public parks and open spaces % of service users rating service as very good/good	94%	90%	95%		Showing amber to reflect decline in value and failure to meet target.

Outcome 3.5 East Renfrewshire is environmentally sustainable


PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Percentage reduction in Council controlled carbon emissions (annual reduction compared to previous year).	13.6%	N/A	2.5%		Update based on 2018/19 data. Target exceeded.
% of total household waste that is recycled	66.2%	N/A	59%		Update based on 2018/19 data. Target exceeded. 13,753 tonnes to landfill. ERC ranked 1st. There has been a continual positive trend in increases in recycling rates over the last three years and has been ranked 1st over this time. The reason for this increase is due to the reduction in

PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
					general waste collection and increase in recycling collection.

2. ODP Critical Activities


Outcome 1.2 Parents provide a safe, healthy and nurturing environment for their families

Our contribution: Safer home environments

Activity	Progress Bar	Due Date	End Year Update
Delivering targeted safety messages to parents to keep families safe		31-Mar-2020	Complete. Project Led by Eleanor Griffiths in partnership with ROSPA (Royal Society for the Prevention of Accidents).


Outcome 2.4 Residents are as healthy and active as possible


Our contribution: Parks and green spaces offer residents a range of outdoor, healthy activities

Activity	Progress Bar	Due Date	End Year Update
Improving the quality of open space and play/sports facilities		31-Mar-2020	Complete. We continued to invest in new and maintain existing equipment to a high standard. Investments have included the purchase of outdoor gym equipment at Crookfur Playing Fields and the installation of a play unit at Lochlibo Road, Barrhead.



Outcome 3.2 East Renfrewshire is a thriving place to invest and for businesses to grow


Our contribution: An environment in which new businesses can start and existing ones can flourish

Activity	Progress Bar	Due Date	End Year Update
Providing targeted business support to new start and growth		31-Mar-2020	Complete. Good progress continues to be made in providing targeted

Activity	Progress Bar	Due Date	End Year Update
companies through our advice, grants and loans services			business support to local businesses following the recently launched Grant Programmes (Growth New Start, Growth Company Development, Property Support, Micro Grant Scheme and SERI grant). Delivery of COVID Business Support Grants.
Delivering a range of business programmes such as the Town Centre Action Plans in partnership with the three Business Improvement Districts	 100%	31-Mar-2020	Complete. Closer working links have been forged with Business Development, Strategic Services, Chamber of Commerce, BIDs and Scottish Enterprise. These groups will meet on a 1/4 basis to promote the business growth agenda in East Renfrewshire. Clarkston Town Centre Action Plan progressing well - parklets installed early 2019. Other Town Centre Action Plans are awaiting Director approval. Employment of 2 new Town Centre Officers.

Our contribution: More available sites including vacant and derelict land for employment creating opportunities

Activity	Progress Bar	Due Date	End Year Update
Provision of accommodation and identification of sites to facilitate local business start-up and growth and facilitate the development and diversification of the local employment base whilst promoting the Inclusive Growth agenda	 100%	31-Mar-2020	Complete. The successful completion of 10 light commercial units in Crossmill, Barrhead saw all units being occupied and provided the area with much needed commercial space. The remediation of the former Nestle / Purina site in Glasgow Road, Barrhead has allowed us to attract a major developer to develop a mixed use commercial development which will bring employment to the area. Greenlaw Business Centre provides flexible office accommodation to small and medium sized businesses.
Maximising the level of community benefit which arises from Council led procurement	 100%	31-Mar-2020	Complete. An ERC Community Benefits was set up including representatives from across the Council, this group will help to set appropriate CBs. The City Deal team took part in the regional Benefits CB monitoring pilot. Community benefits were


Activity	Progress Bar	Due Date	End Year Update
			delivered through City Deal contractors working on Aurs Road and Balgraystone Road projects. CB plans were agreed with contractors working on the capital programme including Heron Brothers as part of their Early Years Expansion contract with the creation of 5 new jobs and 5 apprenticeship opportunities along with a substantial programme of education and community support initiatives.
Providing business support using training and information to improve the competitiveness of local businesses via the Supplier Development Programme	 90%	31-Mar-2020	Slightly off track. Joint Meet the Buyer events were scheduled for March 2020 with Procurement and Economic Development and had to be postponed due to COVID-19. These will now be arranged via webinars.

Our contribution: Roads infrastructure and public transport connectivity improvements between housing and employment hubs




Activity	Progress Bar	Due Date	End Year Update
Delivering our City Deal Transport infrastructure projects	 30%	31-Dec-2025	On track. Work continues on all City Deal Transport projects. Balgraystone Road upgrade is currently on site and due to complete soon. The detail design of the Aurs Road project is nearing completion and we continue to work with Scottish Water to deliver this project. The new Rail Station is currently with Transport Scotland for consideration and await their response to allow us to move to the next stage. Feasibility work has been undertaken to explore the Levern Valley Link Road project.
Prioritising our transport investment according to the agreed criteria	 100%	31-Mar-2020	Complete. We continue to prioritise our investment and establish our road and footway programme of works in accordance with agreed assessment criteria. Our 19/20 planned works are complete and work has commenced on our 20/21 planned works.

Outcome 3.3 East Renfrewshire is an attractive place to live with a good physical environment

Our contribution: An environment with improved services and facilities which meets the needs of the local community


Activity	Progress Bar	Due Date	End Year Update
Working with our communities to deliver improvements in infrastructure to meet local needs	 100%	31-Mar-2020	Complete. The upgrade of Balgraystone Road will release land to deliver housing both social and private. The upgrade of Aurs Road along with its Promenade will provide an attractive link between Barrhead and Newton Mearns, both for pedestrians and cyclists. It is hoped that a new bus service can be provided along the newly upgraded route.

Our contribution: Appropriate land uses to meet the long term needs of the area


Activity	Progress Bar	Due Date	End Year Update
Implementing the Local Development Plan	 100%	31-Mar-2020	Complete. The Proposed LDP2 was published for consultation over an 8 week period from 21st October until 13th December 2019. The Proposed Plan was submitted to Scottish Ministers for Examination in August 2020. An updated Action Programme accompanies the Proposed LDP2 and sets out how the Plan will be implemented.
Ensuring the provision of good quality affordable housing across the council area	 100%	31-Mar-2020	Complete. The Council has built and acquired 40 additional affordable homes this year in East Renfrewshire to continue to assist in adding to and enhancing the supply of affordable homes available.
Addressing local housing needs	 100%	31-Mar-2020	Complete. The affordable homes acquired this year have been spread across the East Renfrewshire area, and those built concentrated in Barrhead with a move on to Newton Mearns also in the coming year. All homes are aimed at families and single/ couple households requiring

Activity	Progress Bar	Due Date	End Year Update
			smaller accommodation, where demand most lies. The new builds are also built to be adaptable for lifetime requirements.

Our contribution: Clean, well maintained and accessible public places


Activity	Progress Bar	Due Date	End Year Update
Maintaining public green spaces and levels of cleanliness in all public areas to a high standard	 100%	31-Mar-2020	Complete. We continue to apply our high standards of presentation and activity offering across our parks and open spaces. Grounds Maintenance, upgrading of equipment and litter picking activity support the delivery of this standard. There has been investments in fencing, pathways, and the refurbishment of the waiting room and welfare facilities at Neilston Cemetery.



Our contribution: Improved open spaces and infrastructure that meets the needs of our visitors and residents

Activity	Progress Bar	Due Date	End Year Update
Using developer contributions and seeking other funding opportunities to improve the environment, facilities and infrastructure in local communities	 100%	31-Mar-2020	Complete. Development Contributions of £2,406,170.99 have been received from 1st April 2019 - 31st March 2020.



Outcome 3.4 East Renfrewshire is a great place to visit

Our contribution: An enhanced range of facilities and attractions for visitors and residents





Activity	Progress Bar	Due Date	End Year Update
Developing and improving our tourist, culture, sports and leisure facilities through the delivery of our Capital Plan including City Deal projects	 100%	31-Mar-2020	Complete. The detailed design of the active travel link between Barrhead and Newton Mearns (associated with Aurs Road) including the promenade has progressed and is nearing completion (anticipated September

Activity	Progress Bar	Due Date	End Year Update
			2020). Background work is also continuing with respect to visitor facilities associated with Balgray Reservoir. Holmes Miller and EKOS are working on options for the visitor centre/wake park and ongoing discussions with SW over the HoTs are hoped to be concluded by the end of 2020. Disappointingly the Sustrans construction funding applications submitted in April 2019 for Balgraystone Road and Aurs Road active travel routes were not successful. Funding for Balgraystone Road was not approved, whilst the Council were instructed to submit a revised Aurs Road scheme in summer 2020.
Delivering a wide and varied programme of events and activities across East Renfrewshire		31-Mar-2020	Complete. 325 events and activities have taken place at Dams to Darnley and Whitelee.
Maintaining our core parks to a very high standard and provide a variety of activities for residents and visitors		31-Mar-2020	Complete. A number of events were hosted in Rouken Glen Park last year such as Party in the Park and Playground. Locally these were a great success and the Department's aim is to continue to develop and expand on this programme.


Our contribution: Effective promotion and marketing of our visitor attractions and facilities within East Renfrewshire and beyond

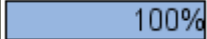

Activity	Progress Bar	Due Date	End Year Update
Exploring opportunities to deliver a varied programme of activities to develop East Renfrewshire as a visitor destination		31-Mar-2020	Complete for 2019/20. A Tourism Strategy have been prepared to inform future development work. Work on delivering the action plan is now under way. Future investment is programmed for Dams to Darnley Country Park and we are working with external organisations and partners to promote the area.
Implementing our Tourism Strategy 2019-22		31-Mar-2020	Complete. A Tourism Strategy and detailed action plan have been prepared to inform future development work. The Strategy is for the period 2020-2025.

Outcome 3.5 East Renfrewshire is environmentally sustainable
Our contribution: A reduction in the Council's energy consumption


Activity	Progress Bar	Due Date	End Year Update
Ensuring our vehicles are maintained to a very high standard and all replacement vehicles meet low emission standards		31-Mar-2020	Complete. Our Capital Replacement process is complete for 2019/20.
Increasing the annual mileage of the Council's electric car fleet		31-Mar-2020	Complete. Several new electric fleet vehicles were brought in as part of the renewal process during 2019/20. Awaiting verification on 2019/20 mileage data.
Implementing capital projects across the Council's property estate to reduce energy consumption in our buildings		31-Mar-2020	Complete. Works complete for NDEE. Implemented capital projects assisting with delivery of NDEE project. Monitoring phase now in progress to ensure savings targets are met. Additional works planned for 2020/21.
Ongoing replacement of all street lighting, lit street furniture and traffic signals with more energy efficient equipment		31-Mar-2020	Complete. Continued replacement of street lighting with LED lanterns. During 2019/20 227 street light columns were replaced and 1183 lanterns were replaced with LEDs helping to reduce the Council's energy consumption. 56.7% of our lanterns are now LED.

Our contribution: Protection and enhancement of the built and natural environment and direct development to the right location

Activity	Progress Bar	Due Date	End Year Update
Embedding robust environmental policies within key Council strategies		31-Mar-2020	Complete. The adopted and Proposed LDP2 are underpinned by a range of environmental policies which promote sustainable development and wider environmental protection and enhancement. In addition, a combined adaptation and environmental sustainability strategy has been prepared. The Council will also shortly begin preparation of a Local Heat and Energy Efficiency



Activity	Progress Bar	Due Date	End Year Update
			Strategy as part of the Scottish Government's Pilot Project.
Protecting greenspace to provide a sustainable natural environment for future generations	 100%	31-Mar-2020	Complete. The Proposed Plan promotes a compact strategy of consolidation and regeneration of the urban areas alongside a focus on protecting green spaces. The Proposed Plan seeks to protect, enhance and increase the amount and quality of greenspaces. A Green Network Strategy (including open space audit) will be prepared as part of the Green Network Supplementary Guidance to support the delivery of green network priorities.
Reducing the risk of flooding through use of SUDS (Sustainable Urban Drainage Systems)	 100%	31-Mar-2020	Complete. We continue to ensure that SUDS are incorporated in new roads constructed under Roads Construction Consents and are retrofitted in existing systems whenever possible.

Our contribution: Protection of resources and waste minimisation

Activity	Progress Bar	Due Date	End Year Update
Maintaining recycling and minimising waste through key educational messages and appropriate provision of facilities	 45%	31-Mar-2020	Off track. A number of educational programmes and activities were delivered across our primary schools this year which received positive feedback from both pupils and head teachers. A session was also delivered to the Women's Guild and was considered very informative. The programme could not be fully completed due to the impact of Covid-19. 8 Sessions had to be cancelled in March.


Outcome 4.3 Residents are protected from harm and abuse and public protection is safeguarded

Our contribution: Effective interventions are in place to protect people from harm

Activity	Progress Bar	Due Date	End Year Update
Working in collaboration to identify, empower and protect residents at risk of financial harm		31-Mar-2020	Complete. Life Changes Trust project completed. Full Evaluation reports available Internal and External.
Working in partnership with a range of organisations to ensure vulnerable residents are safe and secure at home		31-Mar-2020	Complete. Partners list available. New Safe at Home Group formed.


Efficiency: Our physical, information and financial assets are efficiently managed


Our contribution: Cost effective well managed physical and information assets, which support new ways of working

Activity	Progress Bar	Due Date	End Year Update
Implementing the Capital Investment Strategy, founded on the Council's asset management plans		31-Mar-2020	Complete. Property Asset Management Plan updated and presented to Cabinet. This will dovetail and help to inform the Capital Investment Strategy in future years. Capital Investment Strategy updated to reflect property issues.



3. Local Government Benchmarking Framework indicators (LGBF)(where 19/20 data available)

Corporate Assets



PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Proportion of operational buildings that are suitable for their current use %	83.33%	84.2%	83%		Target exceeded. There are now 114 operational properties. This consists of a total of 245,845 square metres (gross internal area) with 206,349



PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
					square metres of that recorded in satisfactory or good condition.
Proportion of internal floor area of operational buildings in satisfactory condition %	83.6%	83.9%	82%		Target exceeded. Slight increase in 2019/20, it reflects both improvements in property condition and consideration of detrimental changes with defects recorded against properties. This shows effective allocation of resources to keep properties open and supporting service delivery.

Economic Development





PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
% Unemployed people accessing jobs via Council funded / operated employability programmes	29.9%	13.4%	13%		Target exceeded. 147 into jobs during 2019/20.
No of business gateway start-ups per 10,000 population	17.65	17.4	-		167 Business Gateway start-up were supported.

Environmental Services



PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
% of Class A roads that should be considered for maintenance treatment 10-12	17.2%	15.5%	21%		Target exceeded. Improvement in condition of A class road network – remaining 1 st place in Scotland.
% of Class B roads that should be considered for maintenance treatment 10-12	29.6%	26.3%	27%		Target exceeded. The Percentage of B Class roads requiring maintenance treatment has improved again in 2019/20, in line with our family group and better than the national average of 35. ERC now ranked 13 th compared to 16 th 2017/18 and 14 th in 18/19.


PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
% of Class C roads that should be considered for maintenance treatment 10-12	34.5%	33.0%	25%		Slight improvement in percentage of C Class Roads requiring maintenance treatment to 33% compared to 34.5% last year. Ranking improved from 17 th to 16 th . (National average is 35.1%).
% of unclassified roads that should be considered for maintenance treatment	44.2%	39.9%	-		Improvement in the condition of unclassified roads from 44.2% requiring maintenance treatment in 18/19 to 39.9%. Now ranked 22 nd in Scotland compared to 26 th in 2018/19. (National average is 37.8%).

Housing


PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year	5.8%	6.47%	6.0%		Gross rent arrears at 6.47% reflect an increase in arrears from same time last year. Ongoing work to mitigate the impacts of Universal Credit roll out.
Percentage of rent due lost through properties being empty during the last year.	1.4%	1.78%	1.3%		Void rent loss at 1.78%. Void management is an identified priority and a continuing service focus is being placed on improving efficiency and our processes in dealing with void management.
Percentage of stock meeting the Scottish Housing Quality Standard (SHQS).	97.4%	97.9%	100%		97.9% met SHQS standard. Residual fails are abeyances and exemptions which we are working to resolve
Average time taken to complete non-emergency repairs	5.2	5.39	5		Average time to complete non-emergency repairs was 5.39 days. Maintained steady performance.

4 Customer

PI Description	2018/19	2019/20		Status	End Year Update
	Value	Value	Target		
Average time in working days to respond to complaints at stage one (ENV)	3.5	4.5	5		Within target. 792 complaints (2018/19 798 complaints)
Average time in working days to respond to complaints at investigation (stage 2 and esc combined) (ENV)	12.8	12.6	20		Within target. 28 complaints (2018/19 = 37 complaints)

Activity	Progress Bar	Due Date	End Year Update
Complaint Improvement Work ENV		31-Mar-2020	Complete. During 2019/20 the Customer Relations team grew in resource which has laid a firm foundation for better coordination of complex complaints and FOI processing. This has already resulted in a reduction of response time in Stage 2 complaints. The team also analyse common types of complaints and communicate issues to operational services for action.

5 People

Code	PI Description	2018/19	2019/20		Status	End Year Update
		Value	Value	Target		
Env-Dept-Abs	Sickness absence per days per employee Environment Department (Full Department)	11.99	13.0	10.8		2019/20 target is based on Department's record.

EAST RENFREWSHIRE COUNCIL

CABINET

22 October 2020

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 5 and is based on the financial position as at 31 August 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 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 outturn 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 5 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 27 August 2020 report to Council	260,470
Additional Grant Funding	0
Total net expenditure to be monitored	<u>260,470</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 August 2020, the estimated year end position shows a net overspend of £2,082k based on current information and taking account of additional grant funding confirmed and anticipated to date. For General Fund services the projected overspend is £1,788k and together with the projected shortfall in Council Tax collection of £450k the total forecast overspend on General Fund services is £2,238k. This reflects an improved position from that reported to Cabinet on 27 August 2020 and is due to various increases in anticipated grant funding (including assumptions as to Government support for income losses from sales, fees and charges), together with very close expenditure controls across all departments.

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

Department	Forecast Outturn £'000		
	P1	P3	P5
Education	(7,832)	(3643)	(3,193)
Contribution (to) IJB	0	0	0
Environment (Incl. O/Housing)	(1,600)	(1127)	(1,114)
Environment – Support	(2,775)	(3090)	(3,080)
Corporate & Community – Cmm. Res	(330)	94	123
Corporate & Community - Support	(559)	(407)	(329)
Chief Executive's Office	(22)	(26)	(25)
Chief Executive's Office – Support	(34)	(29)	(14)
Other Expenditure & Income	148	148	148
Joint Boards	30	30	38
Corporate Contingency	49	49	49
HSCP	0	0	0
Additional Net GRG Funding	596	596	596
Additional COVID-19 Support Funding	4,394	5013	5,013
Housing Revenue Account	(150)	(485)	(294)
Total £ Variance	(8,085)	(2,877)	(2,082)
Total Budgeted Expenditure	260,470	260,470	260,470
% Variance	3.10%	1.10%	0.8%

Notable variances are as follows:-

i) Education

Period 5 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 £3,193k. This reflects pressures of £4,008k arising as a result of the COVID pandemic, offset by £815k 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 (£499k), additional staff costs from August for teachers/support staff (£1,157k), pupil supervision (£393k) and facilities management (£488k), additional costs associated with cleaning and hygiene supplies and PPE (£807k), payments to other agencies for pupils with additional support needs (£152k), other COVID related expenditure including minor adaptations (219k), net additional support required for ERCL (£1,856k), an under-recovery of cleaning and janitorial income to other departments (£196k) and a loss of income in relation to sales, fees and charges (£1,283k). These overspends are partially offset by additional department specific grant funding

from Scottish Government (£1,442k), estimated support for loss of income (£753k), savings on food provisions (£535k), operational underspends in staffing (£498k), property costs (£523k) and other miscellaneous underspends (£150k).

ii) Environment

An overspend of £1,114k is forecast which reflects pressures of £1,192k arising as a result of the COVID pandemic, offset by £78k 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 is still 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. The forecast overspend includes both the cost of the remedial works required and the ongoing site management fees that we will continue to incur until the site is handed over.

iii) Environment - Support

Projections show a forecast overspend of around £3,080k as a result of COVID pressures. 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.

iv) Corporate & Community – Community Resources

The underspend of £123k is largely due to a combination of underspends across payroll and supplies budgets. It has been assumed that grant will be received to mainly cover additional expenditure within Council Tax Reduction and Food Fund costs arising.

v) Corporate & Community – Support Services

The projected overspend of £329k is mainly due to the impact of the COVID-19 pandemic. The variance 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 £39k. An element of this reflects lower than budgeted staff turnover but there is also an impact from COVID on licensing income.

vii) Other Expenditure

The underspend of £148k mainly reflects the low calls on the miscellaneous contingency budget at this early 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 £486k, largely in adult services will be met from IJB reserves. Additional COVID related costs of around £9m are also expected but it has been assumed that Scottish Government funding will be provided to offset these, however significant financial risk remains that we may not receive full funding to offset these additional costs.

viii) HRA

An overspend of £294k is forecast due to Payments to Sub Contractors, void rent loss and increased rent arrears and are all related to current COVID pressures.

CONCLUSIONS

7. The Council's projected revenue out-turn position is reported as an operational overspend of £2,082k 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 serious financial implications on operational services arising from the current pandemic and highlights the remaining budget shortfall still to be closed. 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 outturn 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 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 outturn position.

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Report date 7th October 2020

BACKGROUND PAPERS

The report refers to the attached budgetary monitoring statements.

BUDGET MONITORING REPORTS
PERIOD 5
As at 31 August 2020

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PROBABLE OUTTURN FORECAST AS AT 31st August 2020 - £ 3,192,500 OVERSPEND

Pre Five Education (£114,600 overspend)

The variance is due to an under-recovery of Wraparound income (£58k, net of assumed support), detriment payments made to supply staff for the period from April to June in accordance with national guidance (£14k) and expenditure on additional cleaning & hygiene supplies & PPE required (£48k). This is partially offset by assumed Scottish Government funding for COVID pressures (£8k).

Primary Education (£625,600 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 (£219k), in relation to additional teachers/support staff including pupil supervision required from August (£986k), on additional cleaning & hygiene supplies and PPE required (£251k) and on other COVID related expenditure £18k. Income in relation to the sale of school meals is forecast to be under-recovered for the year (£235k, net of assumed support). This position is partially offset by additional Scottish Government funding for COVID pressures (£827k). In addition operational underspends in relation to staffing (£96k) and property costs, including savings on Non Domestic Rates, utilities and the removal of the carbon reduction scheme (£169k) further reduce the overspend projected.

Secondary Education (£473,400 overspend)

Similarly to Primary Education, overspends are forecast in relation to detriment payments to supply teachers (£211k), additional teachers/support staff including pupil supervision required from August (£450k) and on additional cleaning and hygiene supplies and PPE (£294k). COVID related expenditure also includes Minor Adaptations to school buildings, the purchase of additional classroom supplies and potential costs associated with the cancellation of school trips (£93k). Sale of school meals is forecast to be under-recovered for the year (£184k, net of assumed support). Additional Scottish Government funding (£440k) helps to reduce the forecast overspend along with operational underspends in staffing (£94k) and property costs as above (£217k).

Special Education (£197,300 overspend)

An overspend is projected in relation to detriment payments to supply teachers (£12k) and additional staffing required from August (£42k). Overspends are also forecast in relation to cleaning and hygiene supplies and PPE (£12k) and minor adaptations (£22k). Based on current projections an overspend is forecast in relation to Payments to Other Agencies in relation to pupils with additional support needs (£152k) This is partially offset by additional Scottish Government funding (£37k) and underspends in utilities and the removal of the carbon reduction scheme (£9k).

Schools Other (69,500 underspend)

Underspends are forecast as a result of additional staff turnover achieved (£59k), a reduction in the payroll costs associated with Saturday music instruction as a result of current guidance (£43k) an underspend on school milk (£77k), reduced expenditure on transactions fees in relation to online payments (£39k) and additional Scottish Government funding (£38k). This is partially offset by detriment payments to supply teachers and contract extensions within the Modern Apprentice programme (£61k), additional costs associated with cleaning supplies and PPE (£82k) and a reduction in instrumental music tuition fees (£41k, net of assumed support).

Administration Services (£142,000 underspend)

The underspend arises mainly due to additional turnover achieved and a reduction in other staff costs (£102k) plus underspends in various supplies and services including stationery, training, conference fees and catering (£34k).

Facilities Management (£250,700 overspend)

Estimated additional payroll costs incurred as a result of COVID have been included in the projection along with additional expenditure on cleaning & hygiene supplies and PPE required by the service (£608k). There are also additional costs projected in relation to the Catering Service as a result of current guidelines (£79k). It has been assumed that there will be an under-recovery of income in relation to contract cleaning and janitorial recharges to other departments (£196k) although this will be matched by an underspend in cleaning expenditure within these departments. This position has been partially offset by additional Scottish Government funding (£20k) a net underspend across the Facilities Management service including some savings in payroll in the early part of the year (£84k) and by estimated savings in food provisions (£535k).

Culture and Leisure Services (£1,758,000 overspend)

It is estimated that net additional support will be required to be provided to East Renfrewshire Culture & Leisure (ERCL) based on a phased re-opening of facilities from September (£1,856k). This is partially offset by savings projected in utility costs arising from the closure of facilities until that time and the removal of the carbon reduction scheme total (£116k). Additional costs (£72k) will also be incurred by ERCL in connection with the delivery of Saturday Schools to support education recovery and help address the impact of COVID in schools however this cost is offset by additional Scottish Government funding to support this aim (£72k)

Other Services (£15,600 underspend)

Underspend arises mainly due to additional turnover achieved in Psychological Services (£20k).

Summary: Period 5 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 £3,192,500. This reflects pressures of £4,008k arising as a result of the COVID pandemic, offset by £816k 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 variances relate to detriment payments made to supply staff for the period from April to June (£499k), additional staff costs from August for teachers/support staff (£1,157k), pupil supervision (£393k) and facilities management (£488k), additional costs associated with cleaning and hygiene supplies and PPE (£807k), other COVID related expenditure including minor adaptations (£219k), net additional support required for ERCL (£1,856k), an under-recovery of cleaning and janitorial income to other departments (£196k) and a loss of income in relation to sales, fees and charges (£1,283). A projected overspend is also forecast on payments to other agencies for pupils with additional support needs (£152k). These overspends are partially offset by additional department specific grant funding from Scottish Government (£1,442k), estimated support for loss of income (£753k), savings on food provisions (£535k) and operational underspends in staffing (£498k), property costs (£523k), and other miscellaneous underspends (£150k).

CONTRIBUTION TO INTEGRATION JOINT BOARD
PROBABLE OUTTURN FORECAST AS AT 31st August 2020 –

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 August 2020 - £1,114,400 OVERSPEND

Directorate & Management (£89,400 Overspend)

Whilst payroll costs are projected to overspend (£146k), contributions from Spend to Save and Modernisation Funds (£116k) will partially offset this. Supplies and Services are projected to overspend (£60k) due to additional recharges from Other Accounts of the Authority and membership costs of Climate Ready Clyde.

Properties (Environment & Non-Operational £60,000 Underspend)

In line with previous years, an underspend on Street Nameplates (£10k) is projected. Reduced internal contract cleaning recharges are expected (£35k) due to the period of time that buildings were closed. An underspend on the non-operational properties (£15k) is also projected.

Planning and Building Control (£270,800 Overspend)

An overspend in payroll costs (£150k) is projected following a service review restructure, whilst Planning and Building Control income is projected to be impacted by covid-19 (£260k), although projected grant income from the Loss of Sales, Fees and Charges Support (£170k) should partially offset this.

Economic Development (£400,000 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. Projections include almost £10m of various business grants and self-employed hardship fund payments, all of which is government funded in relation to covid-19.

Roads (£0)

Due to covid-19, income is projected to under-recover (£150k), 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 (£71k) is projected. At this stage, it is expected that these will be offset by a reduced internal recharge in relation to School Crossing Patrollers (£110k) and a range of operational underspends (£111k).

Neighbourhood Services (£49,000 Underspend)

Whilst an underspend in payroll costs is projected (£129k), this will be partially offset by a projected overspend in Agency Staff (£80k) who are required to enforce new operational requirements at the civic amenity sites.

Parks (£173,300 Underspend)

An over-recovery in operational Income (£140k) is projected, alongside a projected underspend in planned tree works (£30k). Whilst covid-19 has resulted in the cancellation of the Playground Festival and will reduce income from sports pitch lets, the effects of these are expected to be partially offset by Loss of Sales, Fees and Charges support grant income.

Cleansing (£105,200 Overspend)

A projected overspend (£100k) 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 (£70k) as the Council's special uplift service has been suspended. Loss of Sales, Fees and Charges Support grant income (£45k) is expected to partially offset this. An underspend on Purchase of Refuse Containers (£20k) is projected.

Waste Management (£352,400 Overspend)

Changes to the Council's kerbside uplift of bins service, and increased tonnages due to covid-19 will result in a projected overspend (£370k). 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 (£100k). These will be partially offset by underspends (£120k) in the disposal of recyclables collected at the civic amenity sites and reduced green waste processing costs.

Protective Services (£20,000 Overspend)

Income from Pest Control Treatment is projected to under-recover (£20k).

Other Housing (£158,900 Overspend)

A small underspend in payroll costs (£24k) is expected to be more than offset by a projected overspend in Supplies & Services (£226k) and third party payments (£45k). These overspends are 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 (£92k) 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 25% reduction in Planning and Building Control income is currently projected (£260k); it is anticipated that the department will not receive any income in relation to the Greenlaw Business Centre, with the potential for no office space to be let this year (£400k); within Parks, a net under-recovery of income is projected (£130k) as it is projected that sports pitch let income will be dramatically reduced as well as the Playground Festival having been cancelled, with the effects of these being partially offset by an expected over-recovery in operational income; Cleansing will also be impacted (£170k), 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 (£370k) is also forecast, primarily as a result of the significant changes to the kerbside waste and recycling uplift service over the last few months; a covid-19 related overspend is also expected in Other Housing (£226k), 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 (£450k). Separate to covid-19, a small underspend (£78k) is currently projected across the department and as noted against each service above. The variances noted will be closely monitored throughout the year with mitigating actions taken by management where this is possible.

ENVIRONMENT – PROPERTY AND TECHNICAL SERVICES

PROBABLE OUTTURN FORECAST AS AT 31st August 2020 - £3,079,900 OVERSPEND

Property & Technical - Operations (£60,000 Overspend)

A small overspend in payroll costs is projected (£15k). Throughout the period of lockdown, with work on capital projects not taking place, an under-recovery in staff time charged to capital is projected (£45k), with this figure being under review.

Property & Technical - Strategy (£3,100,000 Overspend)

The vast majority of the overspend is in relation to projected PPE spend across the Council (£2,925k), with current spend in the region of £1m. 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.

Accommodation £80,100 Underspend

Internal contract cleaning charges are projected to underspend (£65k) as a result of building closures over the past few months. This is in addition to a small projected underspend in Supplies & Services (£15k).

Summary:

The above figures have been prepared on a Probable Outturn basis and therefore represent full year variances. The vast majority of the projected overspend is covid-19 related, with figures including a substantial projected spend on PPE for the whole Council (£2,925k). 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. A projected underspend in internal contract cleaning charges (£65k) will only slightly offset these. Spend on PPE, in what is a volatile market with frequent price changes, will continue to be closely monitored with projections subject to change.

CORPORATE & COMMUNITY – COMMUNITY RESOURCES

Probable Outturn Forecast as at 31st August 2020 - £123,300 Underspend

Communities and Strategy – Operational (£122,800 Underspend)

The variance is mainly due to an underspend on payroll as a result of vacancies together with lower spending on supplies, transport and as a result of 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 has been allocated in 2 tranches. It is expected that the first tranche funding of £348k will be fully spent along with approximately £172k of the second tranche.

Community Safety (£12,400 underspend)

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

Money Advice & Registrars (£5,000 Overspend)

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

Directorate, Strategic Insight & Partnerships Management (£6,300 Underspend)

The variance is due to projected underspends across supplies budgets.

Members Expenses, Grants, Elections and Corporate & Democratic Core (£5,500 Underspend)

The underspend is mainly due to reduced spending on miscellaneous supplies and travel costs.

Housing Benefits & Revenues Benefits and Business Support Team (£23,100 Underspend)

The suspension of debt recovery due to covid-19 has adversely impacted the recovery of Housing Benefit overpayments (£84k) but this has been offset by additional unbudgeted Housing Benefit income (£50k) and reduced spending on payroll and supplies budgets (£57k).

Council Tax/Non Domestic Rates (£41,800 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 £570k is anticipated on this budget line, however, this is offset by an expectation of additional Scottish Government income of £528k.

Summary:

Period 5 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The underspend of £123,300 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 August 2020 - £328,800 Overspend****Revenues General (£30,600 Underspend)**

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

Strategy – Support and Insight (£18,400 Overspend)

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

PMO (£32,600 Underspend)

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

Digital Services (£438,000 Overspend)

The overspend mainly relates to the purchase of laptops (£185k), licences (£222k) and contract savings not achieved (£120k) all as a result of covid-19. There is also an overspend on other supplies of £97k which is offset by an underspend on payroll of £186k due to vacancies.

Customer First (£24,200 Underspend)

The underspend is due to a combination of slippage on staffing and lower spending on supplies budgets.

Communications & Printing (£17,700 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 (£18,200 Overspend)

The overspend is largely due to increased staff costs due to Covid-19 offset with lower spending on supplies budgets.

Democratic Services (£40,700 Underspend)

The underspend is due to slippage on filling a vacant post and reduced spending across various supplies budgets.

Summary:

Period 5 figures have been prepared on a probable outturn basis and therefore reflect full year costs. The net overspend of £328,800 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 August 2020 - £ 25,500 OVERSPEND

Civic Licensing and the Licensing Board are projected at present to outturn over budget (£21.2k and £4.3k respectively) due mainly to a loss of income arising from the Covid 19 pandemic.

Summary:

Period 5 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected overspend at Period 5 of £25,500 is due mainly to a loss of income arising from the Covid 19 pandemic.

CHIEF EXECUTIVE'S OFFICE – SUPPORT

PROBABLE OUTTURN FORECAST AS AT 31st August 2020 - £ 13,700 OVERSPEND

The projected overspend of £13,700 is comprised of several variances:

There are projected payroll overspends in Accountancy (£31k), Chief Executive's Office (£14k) and Legal Services (£11k) due to less staff turnover than what is allowed for in the budget. There is also a temporary post in Procurement (£50k) that is funded by the Modernisation Fund (see below). Supplies & Services in Procurement are projected to overspend (£93k) 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 (£11k) 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 based upon last year's outturn and current levels of income to date (£6k). General Sales Fees and Charges income in Legal are also projected to outturn under budget (£13k) 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 (£4k) based upon last year's outturn and current levels of expenditure to date. Legal recharges to other Departments are projected to outturn above budget (£18k) 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 (£143k) due to a drawdown from the Modernisation Fund to fund a temporary post (see above) and the Scotland Excel secondment (see above).

Summary:

Period 5 figures have been prepared on a probable outturn basis and therefore reflect projected full year costs. The projected overspend at Period 5 of £13,700 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 August 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 arising during the year.

Unallocated Overheads (£2,500 Overspend)

Forecast pension overspend based on anticipated utilisation of funds.

Loan Debt (Nil Variance)

Given current uncertainties, projection is 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 5 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 August 2020 - Nil Variance**Children & Families & Public Protection (£351,000 Underspend)**

The 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 £25k since previously reported due to revised commitment information and will be subject to change as the year progresses. Additional costs for emergency foster and kinship placements and additional purchased care in relation to Covid19 continue to be included within the projections and offset with matching income.

Adult – Intensive Services (£1,042,000 Overspend)

The projected overspend is due to £1,260k Care at Home (both purchased and the in-house service) and telecare offset by £38k Bonnyton House and £180k turnover savings within the day centres. This is an overall increase of £160k since previously reported as a result of the additional recruitment within homecare and general supplies. Costs will continue to be closely monitored. Revised Covid 19 costs of £857k have been allowed for in relation to additional purchased care, increased overtime and agency costs due to staff absences across the service, including shielding, and additional uniforms. The additional costs associated with the delay in residents returning to Bonnyton House following refurbishment remain along with the loss of income due to the suspension of charging for telecare alarms until new assessments can be carried out. These costs continue to be regularly reviewed and have been fully offset by the expected income.

Adult – Localities Services (£317,000 Underspend)

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

1. Older People – the projected underspend of £367k relates mainly to care commitments and staff turnover within teams. This is a reduction of £478k since previously reported which is due to the fall in care home bed weeks reflected in our current commitments. Expected winter activity not yet committed has been allowed for within residential and care home placements, however, these placements are expected to fluctuate as the year progresses and the allowances made will be adjusted accordingly. Additional Covid19 costs of £2.2 million have been included, and continue to be reviewed, in relation to costs of care including our partner provider sustainability and the impact on the ability to achieve savings predicated on care package and efficiency reviews. These costs have been fully offset with projected income.
2. Physical & Sensory Disability – the projected underspend of £74k reflects staff vacancies and a reduction in spend on stair lifts and other aids and adaptations as a result of Covid19, this is partially offset by a higher level of current care package commitments (£147k). This is a reduction of £100k since previously reported due to further revised equipment projections and staff turnover. Additional Covid19 costs of £189k have been included and offset with income in relation to additional purchased care and the non-achievement of savings around care package reviews.
3. Learning Disability – the projected overspend of £124k is due to committed care package costs of £446k, projected after offsetting with the expected Covid19 funding. This overspend is offset by turnover of £260k across the service and further day centre underspends across transport and supplies of £62k.

Recovery Services – Mental Health & Addictions (£169,000 Overspend). The projected overspend of £222k in Mental Health reflects current recorded care commitments and staff costs. This is an increase of £67k due to revised staffing projections. Commitments will be kept under review to assess utilisation to full commitment level. An underspend of £53k in relation to Addictions services reflects current care package cost commitments. There is expected to be further movement throughout the year. Covid19 costs in relation to provider costs and the difficulty of care package reviews to achieve savings continue to be reviewed and are fully offset by the expected income.

Finance & Resources (£57,000 Underspend)

A projected underspend of £57k is now reported in relation to staff turnover across the service offset by additional costs within supplies and services. Additional Covid19 costs of £233k have been included and offset with the corresponding income including additional property works, lost rental income and the expected non-achievement of efficiency review savings.

Contribution from IJB (£486,000 Over recovery)

This is the contribution from the IJB reserves to meet the projected operational overspend 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 £486,000, 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.

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 will be ongoing in order to flag up early issues and take decisive action where possible.

HOUSING REVENUE ACCOUNT

PROBABLE OUTTURN FORECAST AS AT 31st August 2020 - £294,400 OVERSPEND

Housing Revenue Account (£228,300 Overspend)

There are a number of under and overspends forecast within the Housing Revenue Account across the main expenditure groups. Overspends are forecast within staff costs (£57k), supplies and services (£33k) and a net under-recovery of income (£138k). The £33k overspend in supplies and services is in relation to void rent loss, impacted by covid-19. The income under-recovery of £138k is mainly in relation to projected rent arrears (£113k) and repair recharges to owner occupiers (£25k) and have also been driven by covid-19.

Housing Maintenance Team (£66,100 Overspend)

Projected overspend is driven by Sub Contractors (£149k). This is partially offset by a projected underspend in payroll costs (£83k) due to a high level of vacancies which is partially offset by corresponding forecast overspends in agency staff.

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 reviewed during the course of the year and with mitigating actions taken by management where possible. There is the option to mitigate overspend using available HRA reserves, with discussions underway on how much could potentially be used.

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Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Education	153,860,500		153,860,500	49,800,543	56,833,197	(7,032,654)	(3,192,500)
Contribution to Integration Joint Board	51,919,000	0	51,919,000	20,643,495	25,509,882	(4,866,387)	0
Environment	31,714,700	40,000	31,754,700	10,355,120	10,023,836	331,284	(1,114,400)
Environment - Support	0	0	0	1,058,033	2,042,666	(984,633)	(3,079,900)
Chief Executives Office	59,500		59,500	(9,291)	38,666	(47,957)	(25,500)
Chief Executives Office - Support	0	0	0	1,213,847	1,276,106	(62,259)	(13,700)
Corp & Comm - Community Resources	13,115,700		13,115,700	2,853,173	3,012,560	(159,387)	123,300
Corp & Comm - Support		0	0	5,308,779	5,786,310	(477,531)	(328,800)
Other Expenditure & Income	1,808,000	(40,000)	1,768,000	431,500	298,809	132,691	148,000
Joint Boards	2,358,400	0	2,358,400	980,000	963,818	16,182	38,200
Contingency - Welfare	148,500		148,500	0	0	0	48,700
Health & Social Care Partnership	495,800		495,800	(252,500)	(290,471)	37,971	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	(2,607,061)	(2,752,904)	145,843	(294,400)
TOTAL	260,470,100	0	260,470,100	89,775,638	102,742,475	(12,966,837)	(2,082,000)

Summary of Operational Adjustments.

Capital Charges

Devolved School Management

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Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Employee Costs	152,699,400	434,600	153,134,000	67,228,094	66,008,323	1,219,771	(2,571,100)
Property Costs	17,041,800	17,100	17,058,900	8,620,258	6,659,248	1,961,010	(270,700)
Transport Costs	5,628,000	(4,400)	5,623,600	2,408,299	1,856,925	551,374	(93,100)
Supplies & Services	56,993,600	(213,400)	56,780,200	18,800,997	22,746,380	(3,945,383)	(5,682,900)
Third Party Payments	50,080,700	(4,700)	50,076,000	19,199,371	18,749,142	450,229	(6,787,100)
Transfer Payments	22,865,200	(2,272,900)	20,592,300	6,643,000	16,760,555	(10,117,555)	(11,623,600)
Support Services	15,356,500		15,356,500	24,291	(371)	24,662	
Other Expenditure	4,990,000		4,990,000			0	5,609,000
Depcn And Impairment Losses	18,973,100		18,973,100			0	
Financing Costs	4,554,000	0	4,554,000			0	
TOTAL EXPENDITURE	349,182,300	(2,043,700)	347,138,600	122,924,310	132,780,202	(9,855,892)	(21,419,500)
Income	(88,712,200)	2,043,700	(86,668,500)	(33,148,672)	(30,037,727)	(3,110,945)	19,337,500
TOTAL	260,470,100	0	260,470,100	89,775,638	102,742,475	(12,966,837)	(2,082,000)

Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Education	Employee Costs	105,862,300	434,600	106,296,900	43,707,496	43,230,813	476,683	(2,051,700)
	Property Costs	11,839,600	17,100	11,856,700	6,444,957	4,880,295	1,564,662	-298,400
	Transport Costs	2,001,400	(4,400)	1,997,000	878,349	700,725	177,624	(21,200)
	Supplies & Services	33,774,500	(192,000)	33,582,500	7,658,676	7,543,371	115,305	228,100
	Third Party Payments	7,657,300	(4,700)	7,652,600	3,742,447	4,081,381	(338,934)	(2,199,300)
	Transfer Payments	848,900		848,900	271,914	522,846	(250,932)	-610,500
	Support Services	5,289,700		5,289,700	0	0	0	0
	Depcn And Impairment Losses	12,233,500		12,233,500	0	0	0	0
Total Expenditure		179,507,200	250,600	179,757,800	62,703,839	60,959,431	1,744,408	(4,953,000)
	Income	(25,646,700)	(250,600)	(25,897,300)	(12,903,296)	(4,126,234)	(8,777,062)	1,760,500
Education	TOTAL	153,860,500	0	153,860,500	49,800,543	56,833,197	(7,032,654)	(3,192,500)

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 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Education	Pre Five Education	9,477,600	8,000	9,485,600	(3,676,287)	2,291,751	(5,968,038)	(114,600)
	Primary Education	47,728,800	(34,000)	47,694,800	17,739,777	17,964,939	(225,162)	(625,600)
	Secondary Education	63,257,600	(14,900)	63,242,700	24,809,393	24,816,919	(7,526)	(473,400)
	Schools Other	3,407,700	30,400	3,438,100	1,293,828	1,121,356	172,472	69,500
	Special Education	7,282,200	25,400	7,307,600	2,472,318	2,427,690	44,628	(197,300)
	Psychological Service	888,600		888,600	366,457	354,406	12,051	20,400
	Transport (excl Spec Educ)	1,145,800	(13,000)	1,132,800	576,470	572,690	3,780	(4,800)
	Bursaries / Emas	0		0	0	170,430	(170,430)	0
	Provision for Clothing	227,700		227,700	13,182	140,800	(127,618)	0
	Administration & Support	10,288,700	(1,900)	10,286,800	1,402,309	1,681,095	(278,786)	142,000
	School Crossing Patrollers	0		0	(17,335)	28,540	(45,875)	0
	Catering	0		0	221,812	967,303	(745,491)	461,000
	Cleaning & Janitorial	1,683,000		1,683,000	1,769,974	1,531,284	238,690	(711,700)
	Culture & Leisure Services	8,472,800		8,472,800	2,828,645	2,763,994	64,651	(1,758,000)
Education	TOTAL	153,860,500	0	153,860,500	49,800,543	56,833,197	(7,032,654)	(3,192,500)

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 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Third Party Payments	51,919,000	0	51,919,000	20,643,495	25,509,882	(4,866,387)	0
Contribution to Integration Joint Board	TOTAL	51,919,000	0	51,919,000	20,643,495	25,509,882	(4,866,387)	0

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Contribution to Integration Joint Board	Core Funding	51,919,000	0	51,919,000	20,643,495	25,509,882	(4,866,387)	0
Contribution to Integration Joint Board	TOTAL	51,919,000	0	51,919,000	20,643,495	25,509,882	(4,866,387)	0

Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Environment	Employee Costs	14,603,100		14,603,100	5,673,301	5,535,180	138,121	(290,700)
	Property Costs	2,592,000		2,592,000	867,698	814,392	53,306	7,500
	Transport Costs	3,191,800		3,191,800	1,329,917	1,059,525	270,392	(81,800)
	Supplies & Services	16,149,200	18,600	16,167,800	6,428,322	10,700,992	(4,272,670)	(829,900)
	Third Party Payments	826,100		826,100	114,217	318,681	(204,464)	(255,100)
	Transfer Payments	684,800	21,400	706,200	237,359	10,196,444	(9,959,085)	(10,133,900)
	Support Services	2,825,100		2,825,100	22,291	0	22,291	0
	Depcn And Impairment Losses	5,445,200		5,445,200	0	0	0	0
Total Expenditure		46,317,300	40,000	46,357,300	14,673,105	28,625,214	(13,952,109)	(11,583,900)
	Income	(14,602,600)		(14,602,600)	(4,317,985)	(16,923,359)	12,605,374	10,469,500
Environment	TOTAL	31,714,700	40,000	31,754,700	10,355,120	11,701,855	(1,346,735)	(1,114,400)

Summary of Operational Adjustments.

From Other Expenditure & Income - Nicotine Vaping Products 40,000

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Environment	Directorate & Supp Environment	1,791,200		1,791,200	388,838	423,221	(34,383)	(80,700)
	Environment Accommodation	0		0	438,042	664,382	(226,340)	35,000
	Planning & Development	882,500		882,500	261,447	367,216	(105,769)	(260,600)
	Economic Development Summary	1,139,500		1,139,500	285,199	762,954	(477,755)	(400,000)
	Roads - Council	13,626,500		13,626,500	4,422,977	3,777,942	645,035	0
	Roads Contracting Unit	0		0	(17,194)	(84,523)	67,329	0
	Parks	89,200		89,200	(276,791)	(805,600)	528,809	173,300
	Cleansing & Recycling	1,657,200		1,657,200	138,537	332,377	(193,840)	(105,200)
	Waste Management	3,728,400		3,728,400	1,507,342	1,954,457	(447,115)	(352,400)
	Protective Services	1,115,200	40,000	1,155,200	383,982	297,598	86,384	(20,000)
	Transport	0		0	(99,061)	329,242	(428,303)	0
	Neighbourhood Services Mgmt	4,898,300		4,898,300	1,860,527	1,802,581	57,946	49,000
	Env Strat/ Op Management	184,700		184,700	98,523	101,211	(2,688)	(8,700)
	Non Operational Properties	260,400		260,400	66,309	33,266	33,043	25,000
	Other Housing	1,979,600		1,979,600	758,992	(69,292)	828,284	(158,900)
	Strategy - Bi Team	362,000		362,000	137,451	136,804	647	(10,200)
Environment	TOTAL	31,714,700	40,000	31,754,700	10,355,120	10,023,836	331,284	(1,114,400)

Summary of Operational Adjustments.

From Other Expenditure & Income - Nicotine Vaping Products 40,000

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Employee Costs	1,986,400		1,986,400	771,715	612,359	159,356	(15,000)
	Property Costs	1,045,000		1,045,000	429,124	399,241	29,883	65,100
	Transport Costs	14,700		14,700	6,125	2,911	3,214	
	Supplies & Services	285,700		285,700	74,586	1,004,131	(929,545)	(2,910,000)
	Support Services	1,100		1,100	458		458	
	Depcn And Impairment Losses	238,200		238,200	0	0	0	0
Total Expenditure		3,571,100		3,571,100	1,282,008	2,018,642	(736,634)	(2,859,900)
	Income	(1,041,800)		(1,041,800)	(223,975)	24,024	(247,999)	(220,000)
Environment - Support	TOTAL	2,529,300	0	2,529,300	1,058,033	2,042,666	(984,633)	(3,079,900)

Summary of Operational Adjustments.

Capital Charges 0

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Environment - Support	Prop & Tech - Operations	999,900		999,900	440,524	1,336,745	(896,221)	(3,100,000)
	Accommodation	1,321,700		1,321,700	431,916	413,011	18,905	80,100
	Property & Technical - Strategy	207,700		207,700	185,593	292,910	(107,317)	(60,000)
Environment - Support	TOTAL	2,529,300	0	2,529,300	1,058,033	2,042,666	(984,633)	(3,079,900)

Summary of Operational Adjustments.

Capital Charges 0

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Employee Costs	22,600		22,600	8,790	9,115	(325)	(1,000)
	Transport Costs	3,000		3,000	1,250	866	384	(800)
	Supplies & Services	402,500		402,500	83,211	83,068	143	1,300
	Support Services	53,000		53,000	0	0	0	
	Depcn And Impairment Losses	4,500		4,500	0	0	0	0
Total Expenditure		485,600		485,600	93,251	93,049	202	(500)
	Income	(426,100)		(426,100)	(102,542)	(54,383)	(48,159)	(25,000)
Chief Executives Office	TOTAL	59,500	0	59,500	(9,291)	38,666	(47,957)	(25,500)

Summary of Operational Adjustments.

Capital Charges - Civic Licensing

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office	Accountancy & Directorate	51,500		51,500	77,500	77,504	(4)	0
	Licensing	8,000		8,000	(55,917)	(31,923)	(23,994)	(21,200)
	Licensing Board			0	(30,874)	(6,915)	(23,959)	(4,300)
Chief Executives Office	TOTAL	59,500	0	59,500	(9,291)	38,666	(47,957)	(25,500)

Summary of Operational Adjustments.

Capital Charges - Civic Licensing

Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Employee Costs	3,092,900		3,092,900	1,202,157	1,180,110	22,047	(14,800)
	Supplies & Services	119,100		119,100	43,106	100,826	(57,720)	(129,100)
	Third Party Payments	74,000		74,000	0	0	0	
	Transfer Payments	0		0			0	0
	Support Services	0		0			0	0
Total Expenditure		3,286,000		3,286,000	1,245,263	1,280,936	(35,673)	(143,900)
	Income	(376,000)	0	(376,000)	(31,416)	(4,830)	(26,586)	130,200
Chief Executives Office - Support	TOTAL	2,910,000	0	2,910,000	1,213,847	1,276,106	(62,259)	(13,700)

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Chief Executives Office - Support	Chief Executives Section	418,000		418,000	162,522	166,801	(4,279)	(14,000)
	Accountancy & Directorate	1,449,800		1,449,800	619,398	617,500	1,898	(27,100)
	Legal Services	453,600		453,600	191,810	251,560	(59,750)	(23,000)
	Purchasing & Procurement	321,600		321,600	136,687	157,985	(21,298)	0
	Internal Audit	267,000		267,000	103,430	82,260	21,170	50,400
Chief Executives Office - Support	TOTAL	2,910,000	0	2,910,000	1,213,847	1,276,106	(62,259)	(13,700)

Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Community Resources	Employee Costs	4,674,500		4,674,500	1,815,187	1,872,784	(57,597)	10,100
	Property Costs	61,400		61,400	25,441	45,308	(19,867)	(36,400)
	Transport Costs	62,900		62,900	26,093	11,531	14,562	(9,900)
	Supplies & Services	1,232,100		1,232,100	403,919	550,672	(146,753)	(424,600)
	Third Party Payments	352,200		352,200	202,625	227,718	(25,093)	(57,900)
	Transfer Payments	19,925,300	(2,294,300)	17,631,000	5,658,751	5,721,959	(63,208)	(869,200)
	Support Services	3,736,500		3,736,500	0	1,870	(1,870)	0
	Depcn And Impairment Losses	188,100		188,100	0	0	0	0
Total Expenditure		30,233,000	(2,294,300)	27,938,700	8,132,016	8,431,842	(299,826)	(1,387,900)
	Income	(17,117,300)	2,294,300	(14,823,000)	(5,278,843)	(5,419,282)	140,439	1,511,200
Corp & Comm - Community Resources	TOTAL	13,115,700	0	13,115,700	2,853,173	3,012,560	(159,387)	123,300

Summary of Operational Adjustments.

Housing Benefit expenditure alignment
Housing benefit subsidy - Income alignment

(2,294,300)

2,294,300

0

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Community Resources	Community Learning & Dev	985,700		985,700	304,380	294,227	10,153	53,100
	Partnerships and Equalities	492,100		492,100	145,816	134,376	11,440	69,700
	Community Safety	1,488,600		1,488,600	537,692	540,832	(3,140)	12,400
	Registrars	208,400		208,400	12,504	38,505	(26,001)	(4,400)
	Grants	172,400		172,400	142,275	136,654	5,621	0
	Auchenback Resource Centre	30,700		30,700	12,792	18,241	(5,449)	0
	Strategic Insight & Comm.Mgmt.	45,600		45,600	38,415	226,232	(187,817)	5,300
	Members Expenses	520,600		520,600	202,075	195,058	7,017	6,300
	MART	1,026,100		1,026,100	324,321	324,523	(202)	(600)
	Directorate	114,400		114,400	112,776	112,390	386	1,000
	Business Support Team	278,100		278,100	98,125	96,638	1,487	11,100
	Housing Benefits	619,900		619,900	412,593	491,677	(79,084)	(32,200)
	Revenues - Benefits	986,100		986,100	243,608	169,715	73,893	44,200
	Council Tax/Ndr	4,334,700		4,334,700	190,885	154,609	36,276	(41,800)
	Cost Of Elections	134,400		134,400	10,816	12,938	(2,122)	(800)
	Corporate & Democratic Core	1,677,900		1,677,900	64,100	65,945	(1,845)	0
Corp & Comm - Community Resources	TOTAL	13,115,700	0	13,115,700	2,853,173	3,012,560	(159,387)	123,300

Summary of Operational Adjustments.

Housing Benefit expenditure alignment
Housing benefit subsidy - Income alignment

(2,294,300)

2,294,300

100

0

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Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Support	Employee Costs	8,198,200	317,200	8,515,400	3,311,209	3,278,460	32,749	(305,300)
	Property Costs	3,500		3,500	2,042		2,042	0
	Transport Costs	25,900		25,900	10,752	5,471	5,281	7,600
	Supplies & Services	3,822,300		3,822,300	2,630,868	2,794,380	(163,512)	(696,500)
	Third Party Payments	19,400		19,400	18,600	2,516	16,084	0
	Support Services	0		0			0	
	Depcn And Impairment Losses	3,544,200		3,544,200			0	0
Total Expenditure		15,613,500	317,200	15,930,700	5,973,471	6,080,827	(107,356)	(994,200)
	Income	(1,918,800)	(317,200)	(2,236,000)	(664,692)	(294,517)	(370,175)	665,400
Corp & Comm - Support	TOTAL	13,694,700	0	13,694,700	5,308,779	5,786,310	(477,531)	(328,800)

Summary of Operational Adjustments.
Capital Charges

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Corp & Comm - Support	Revenues - General	759,100		759,100	277,766	254,176	23,590	30,600
	Digital services	8,457,300		8,457,300	2,790,906	3,315,479	(524,573)	(438,000)
	Strategy - Support	302,500		302,500	112,682	70,607	42,075	3,800
	Communications	383,800		383,800	177,361	202,916	(25,555)	7,300
	Printing	189,300		189,300	81,807	65,680	16,127	10,400
	Human Resources & Payroll	1,681,300		1,681,300	685,359	771,638	(86,279)	(18,200)
	Democratic Services	412,000		412,000	160,494	141,910	18,584	40,700
	Customer Services	977,300		977,300	440,648	453,062	(12,414)	24,200
	Core Corporate	0		0	323,408	282,467	40,941	0
	Insight	195,400		195,400	61,772	41,498	20,274	(22,200)
	Project Management Office	336,700		336,700	196,576	186,877	9,699	32,600
Corp & Comm - Support	TOTAL	13,694,700	0	13,694,700	5,308,779	5,786,310	(477,531)	(328,800)

Summary of Operational Adjustments.
Capital Charges

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Expenditure	1,739,000	(40,000)	1,699,000	431,500	298,809	132,691	148,000
	Support Services	69,000		69,000	0	0	0	0
Total Expenditure		1,808,000	(40,000)	1,768,000	431,500	298,809	132,691	148,000
	Income	0	0	0	0		0	
Other Expenditure & Income	TOTAL	1,808,000	(40,000)	1,768,000	431,500	298,809	132,691	148,000

Summary of Operational Adjustments:

To Environment - Nicotine Vaping Products (40,000)
(40,000)

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Other Expenditure & Income	Other Expenditure & Income	1,808,000	(40,000)	1,768,000	431,500	324,788	106,712	122,020
	Income	0	0	0	0	(25,979)	25,979	25,980
Other Expenditure & Income	TOTAL	1,808,000	(40,000)	1,768,000	431,500	298,809	132,691	148,000

Summary of Operational Adjustments:

To Environment - Nicotine Vaping Products (40,000)
(40,000)

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Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	Contributions	2,352,000		2,352,000	980,000	963,818	16,182	38,200
	Support Services	6,400		6,400	0	0	0	0
	Total Expenditure	2,358,400		2,358,400	980,000	963,818	16,182	38,200
Joint Boards	TOTAL	2,358,400	0	2,358,400	980,000	963,818	16,182	38,200

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Joint Boards	SPTC (incl Concess Fares)	1,766,000		1,766,000	883,000	866,818	16,182	29,700
	Renfrewshire Valuation J/Brd	586,000		586,000	97,000	97,000	0	8,500
	Support Services	6,400		6,400	0	0	0	0
Joint Boards	TOTAL	2,358,400	0	2,358,400	980,000	963,818	16,182	38,200

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	148,500		148,500	0	0	0	48,700
Total Expenditure		148,500		148,500	0	0	0	48,700
Contingency - Welfare	TOTAL	148,500	0	148,500	0	0	0	48,700

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Contingency - Welfare	Supplies & Services	148,500		148,500	0	0	0	48,700
Contingency - Welfare	TOTAL	148,500	0	148,500	0	0	0	48,700

Budgetary Control Statement
Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Employee Costs	23,024,500		23,024,500	8,944,998	8,652,692	292,306	62,000
	Property Costs	943,700		943,700	393,229	170,687	222,542	(5,000)
	Transport Costs	230,000		230,000	95,856	47,348	48,508	22,000
	Supplies & Services	1,880,500		1,880,500	466,917	4,185,614	(3,718,697)	(792,000)
	Third Party Payments	38,893,100		38,893,100	14,141,482	13,155,027	986,455	(4,313,000)
	Transfer Payments	39,600		39,600	16,517	8,810	7,707	(10,000)
	Support Services	2,354,100		2,354,100	0	(2,241)	2,241	0
	Depcn And Impairment Losses	1,101,800		1,101,800	0	0	0	0
	Total Expenditure	68,467,300		68,467,300	24,058,999	26,217,937	(2,158,938)	(5,036,000)
	Income	(10,920,100)		(10,920,100)	(3,668,004)	(998,526)	(2,669,478)	4,550,000
	Core funding from Integration Joint Board	(57,051,400)	0	(57,051,400)	(20,643,495)	(25,509,882)	4,866,387	486,000
Health & Social Care Partnership	TOTAL	495,800	0	495,800	(252,500)	(290,471)	37,971	0

Summary of operational adjustments

Capital Charges

Ring Fenced Grant - Criminal Justice

0

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Health & Social Care Partnership	Public Protect.-Child. & Families	9,696,600		9,696,600	3,235,365	2,459,492	775,873	351,000
	Adult Health - Intensive Services	9,755,600		9,755,600	3,760,502	5,851,296	(2,090,794)	(1,042,000)
	Adult Health-Localities Services							
	Older People	14,655,600		14,655,600	6,088,042	5,105,161	982,881	367,000
	Physical Disability	5,067,800		5,067,800	2,163,058	1,693,424	469,634	74,000
	Learning Disability	9,847,300		9,847,300	2,894,079	4,239,740	(1,345,661)	(124,000)
	Recovery Services-Mental Health	1,970,500		1,970,500	1,020,768	1,127,784	(107,016)	(169,000)
	Criminal Justice	9,100		9,100	(96,074)	(74,463)	(21,611)	0
	Finance & Resources	6,544,700		6,544,700	1,325,255	4,816,976	(3,491,721)	57,000
		57,547,200	0	57,547,200	20,390,995	25,219,410	(4,828,415)	(486,000)
	Core Funding from Integration Joint Board	(57,051,400)	0	(57,051,400)	(20,138,495)	(24,928,939)	4,790,444	486,000
Health & Social Care Partnership	TOTAL	495,800	0	495,800	252,500	290,471	(37,971)	0

Summary of operational adjustments

Capital Charges

Ring Fenced Grant - Criminal Justice

0

Budgetary Control Statement
 Period 05 / 2021 31 August 2020

Period End: 31 August 2020

Period 05 / 2021

Department	Subjective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Employee Costs	4,568,000		4,568,000	1,793,241	1,636,810	156,431	35,300
	Property Costs	1,617,000		1,617,000	457,767	349,325	108,442	(3,500)
	Transport Costs	143,900		143,900	59,957	28,548	31,409	(9,000)
	Supplies & Services	2,632,200		2,632,200	1,011,392	696,422	314,970	(178,900)
	Third Party Payments			0			0	0
	Transfer Payments	330,600		330,600	26,959	11,687	15,272	0
	Support Services	1,022,700		1,022,700	1,542		1,542	0
	Depcn And Impairment Losses	4,554,000		4,554,000			0	0
Total Expenditure		14,868,400		14,868,400	3,350,858	2,722,792	628,066	(156,100)
	Income	(14,868,400)	0	(14,868,400)	(5,957,919)	(5,475,696)	(482,223)	(138,300)
Housing Revenue Account	TOTAL	0	0	0	(2,607,061)	(2,752,904)	145,843	(294,400)

Department	Objective Name	Approved Budget Per 03	Operational Adjustments	Revised Estimate Per 05	Budget Estimate to Date - Per 05	Actual to Date	Variance (Over)/Under	Forecast
Housing Revenue Account	Construction	(3,123,500)		(3,123,500)	1,068,111	1,098,829	(30,718)	(228,300)
	Hra - Client	3,123,500		3,123,500	(3,675,172)	(3,851,733)	176,561	(66,100)
Housing Revenue Account	TOTAL	0	0	0	(2,607,061)	(2,752,904)	145,843	(294,400)

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EAST RENFREWSHIRE COUNCIL

CABINET

22 October 2020

Report by Director of Environment

SALE OF HRA LAND AT BARRHEAD SOUTH

PURPOSE OF REPORT

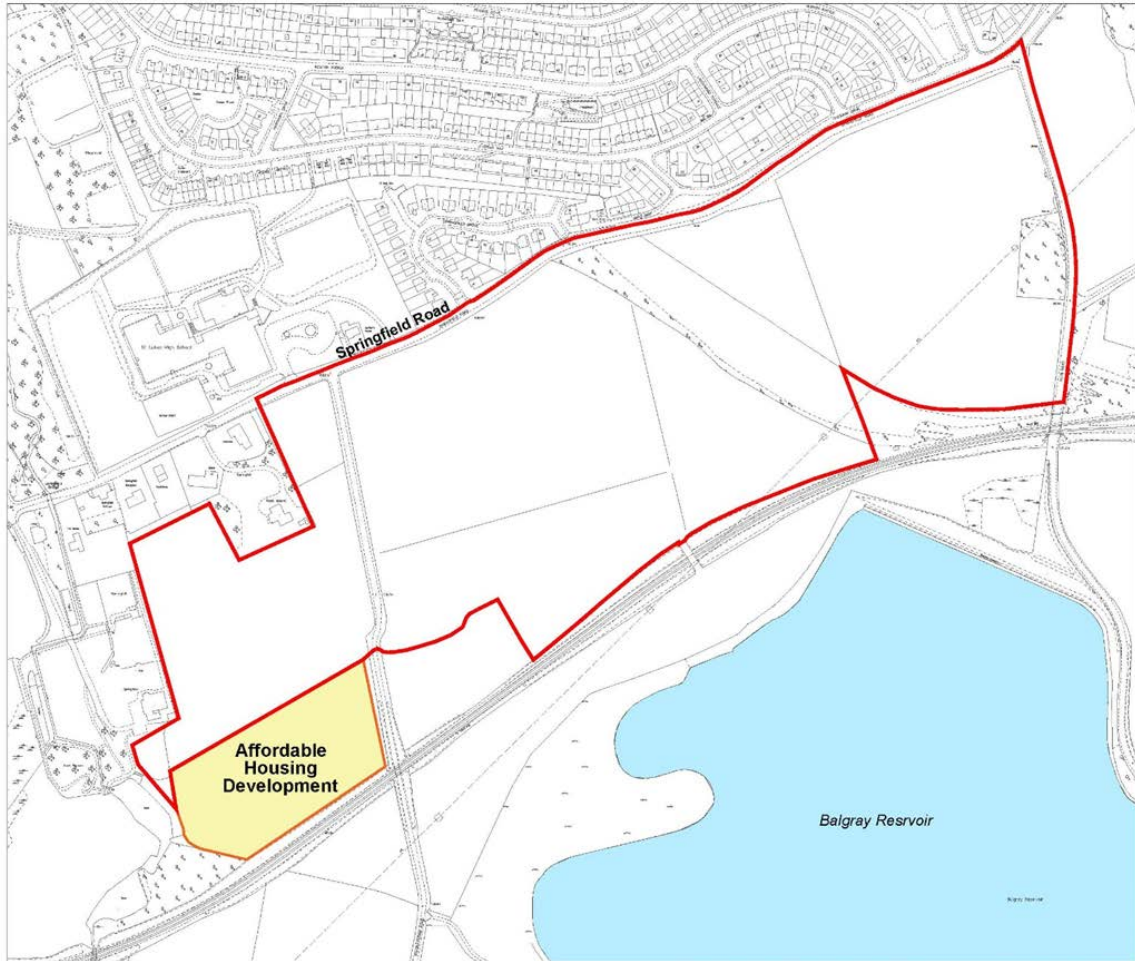
1. The purpose of this report is to update the Cabinet in relation to progress in the sale of land off Springfield Road/Balgraystone Road at Barrhead South Strategic Development Opportunity.

RECOMMENDATIONS

2. It is recommended that Cabinet:
- a) Approves the proposal that the Council disposes of its land holding on the open market for residential development on the basis outlined in this report and that the sale proceeds are used to finance the construction of council housing provision elsewhere within the council area;
 - b) Notes the progress made in bringing forward the sale of HRA owned land at Barrhead South;
 - c) Notes the appointment of Ironside Farrar Limited as consultant planners and engineers to secure Planning Permission in Principle and to investigate and prepare technical information required for marketing purposes in respect of the sale of land at Barrhead South; and
 - d) Notes the intention to appoint a residential development agent to assist with the marketing and disposal of the land in order to secure best value to the Council.

BACKGROUND

3. East Renfrewshire Council (ERC) owns land to the south of Barrhead at Springfield Road. The land, which is on the Housing Revenue Account (HRA), is located immediately south of Springfield Road and extends from the Aurs Burn in the west to Aurs Road in the East and is bounded by the Neilston to Glasgow railway line to the south. The ERC ownership within this area extends to approximately 23 ha (56 acres) as outlined in red on the plan below. For comparative purposes this is slightly larger than the size of Cowan Park.



4. The land forms part of an area allocated for housing as part of the Barrhead South Strategic Development Opportunity (SDO) in the East Renfrewshire Local Development Plan (adopted 2015) and is retained for housing within the East Renfrewshire Proposed Local Development Plan 2.

5. The Barrhead South master plan associated with the entire SDO area is anticipated to deliver a further 959 homes over the next 10 -15 years including affordable housing along with community facilities/uses public transport and road network improvements. Approximately 400 of the 959 new homes will be delivered on this Council owned site.

6. The Council are currently one of four land owners within the strategic land release area, the others being Miller Homes, Avant Homes and Wallace Land. It is understood Wallace Land intends selling its interest to a national housebuilder. Miller Homes has 104 house completions at the time of writing and Avant Homes are currently in the process of completing phase one of 26 units and have started on phase 2 comprising 105 units. Both developers have been making steady progress in constructing and selling homes which demonstrates there has been a level of demand for home ownership in the area recently.

7. In addition to the private residential development noted above the Council will shortly be constructing 47 affordable homes for social rent to the south of its ownership on 1.94 Ha (4.76 acres) as indicated and shown in yellow on the plan above.

8. It is proposed that the Council disposes of its land holding on the open market for residential development and that the sale proceeds are used to finance the construction of council housing provision elsewhere within the council area. This is because the most significant demand for social housing in East Renfrewshire is in the Eastwood side of the authority and provision for Affordable Housing has been made at Barrhead South.

9. The Scottish Government have granted in principle consent to the disposal of this site conditional on a full application to them once details of a sale are known.

REPORT

10. Engineering and planning consultancy Ironside Farrar has been appointed to investigate the technical aspects of the site, to develop a more detailed masterplan and to apply for and secure Planning Permission in Principle (PPiP) to assist the sale. This work delivers the following advantages;

- Investigation of Technical Aspects - the consultant will seek information on a number of aspects of the site which may impact on the future development of the site and seek to understand these in detail, for example surface water drainage. This information directly relates to the value of the site. Understanding this information will allow the Council to minimise the negative impact and maximise the benefits in terms of value.
- Develop a Masterplan - the consultant will draw up a masterplan for the site which illustrates a layout for the development showing the housing, roads, structural planting, suds ponds etc. This will endeavour to maximise development in line with planning requirements. This will enable any purchaser to quickly appreciate what is possible and lets all interested parties bid on a similar basis initially. The proposed masterplan will reflect the development principle outlined within the Supplementary Planning Guidance: Barrhead South Masterplan 2015.
- Planning Permission in Principle (PPiP) - the consultant will apply for PPiP which will provide potential developers with certainty about the principle of the proposed development in terms of land use, location and amount of development without having to secure full planning permission. This has value to the potential purchaser in terms of saving time and providing certainty in terms of housing density and hence value.

11. Officers are currently in the process of appointing a qualified residential property development agent to manage the sale of the land on behalf of the Council. The agent will act for the Council in marketing the site and conducting the subsequent sale negotiations and will be assisted by Ironside Farrar in assessing purchaser's bids. In addition, the agent will provide advice regarding housing type and development density to Ironside Farrar as part of the planning exercise.

12. Although the Barrhead South site may appear to be a green field which is ready and suitable for development it does in fact have a number of constraints to development that require to be assessed and considered in developing the masterplan and applying for PPiP. The constraints include the following;

- Steep slopes will require alteration/platforming to enable development

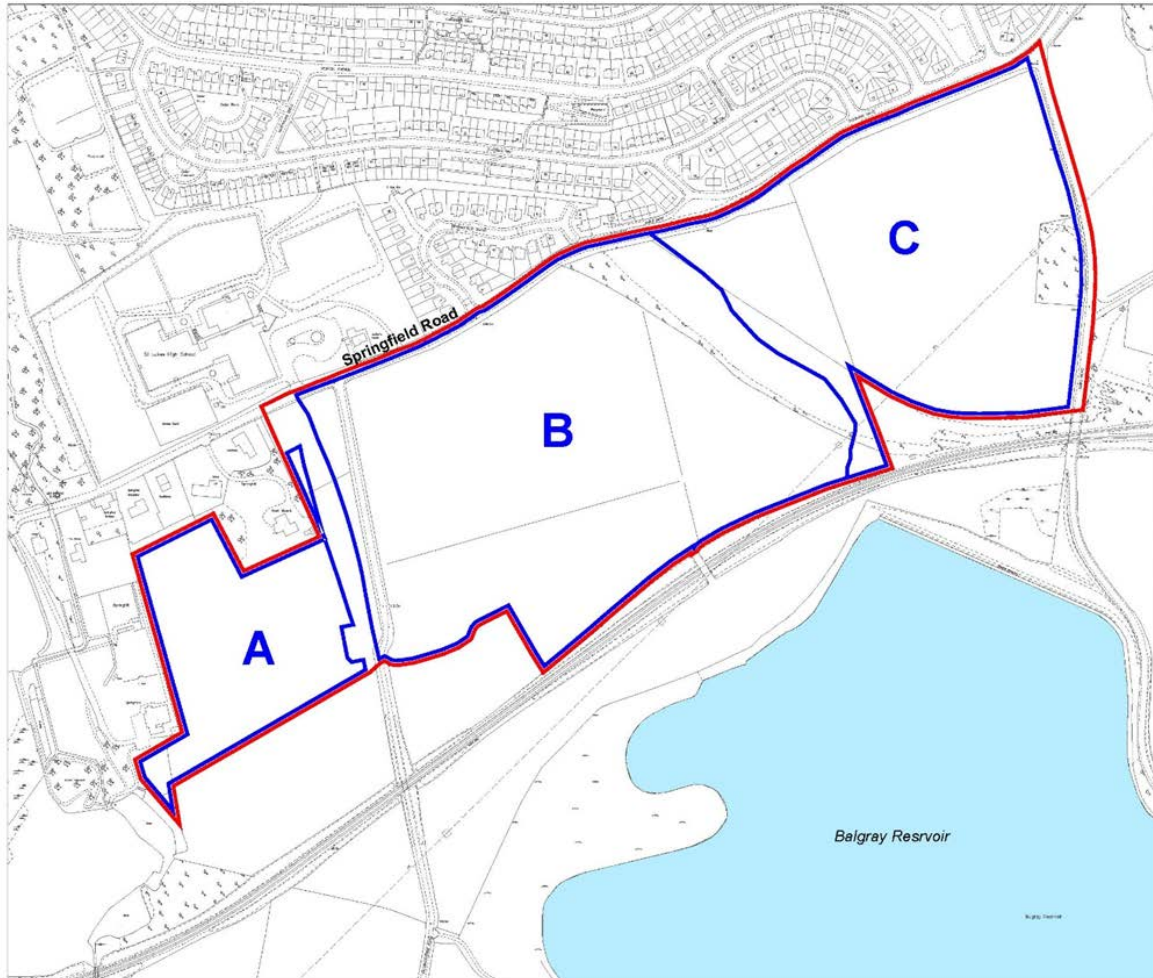
- Deposited and unconsolidated material both at the former railway lines which cross the site and at the area adjacent to the Amlaird water pipeline
- Undevelopable exclusion area under the overhead electricity pylons crossing the site
- Undevelopable area adjacent to the Amlaird pipeline crossing the site
- Potential flooding zone from the Balgray reservoir
- Undevelopable areas to accommodate the existing established path network
- Additional costs associated with shallow rock and the potential for additional foundation costs due to the presence of rock and shallow coal seams
- Environmental constraints such as habitat, bats or contamination
- Utility supply and drainage constraints such as the requirement to increase network capacity or down-stream processing or access to surface water drainage.

13. In addition to the above constraints, the legal title currently appears to allow access to Aurs Burn for disposal of surface water. However, the actual location of the running stream, as opposed to the wetland area, of the burn is difficult to establish and it is required to measure this on site to confirm it is possible to satisfy Scottish Water's requirements for a headwall at the burn entrance. If this isn't possible, alternative arrangements would need to be considered and this may include entering into discussions with adjoining proprietors.

14. All of the above constraints will have a potential impact on the capital receipt to the Council. However, the consultants, supported by the supplementary technical information, masterplan and PPIp will be able to extract best value from potential purchasers.

15. The determination of PPIp is expected in May 2021 and although it will recognise the constraints evident within the site each potential purchaser has the option to develop their own response to the constraints and vary elements of the Ironside Farrar layout when applying for detailed planning approval. This may impact upon their view of costs and consequently the price offered.

16. Due to the size of the site and the topography of the land, the site has been split into three, namely areas 'A', 'B' and 'C' as indicated on the plan below, for identification purposes only at this stage (see comments below). It is considered that the site may be sold in several parcels, dependent upon market demand. It is intended the development agent provides the Council with a market commentary along with their recommended marketing proposals.



17. Parcel 'A' is also where ERC's affordable housing development will be. This may accommodate around 60 additional units. It is currently the intention to take this area 'A' to the market first, in advance of Parcels 'B' and 'C' with the intention of securing an early disposal to provide funds for the Council's HRA programme (in particular Council house building). This early marketing is considered to be appropriate in order to focus development in this area to complement the imminent development of the affordable housing on parcel 'A'

18. Subject to proposals for the marketing of the site from the development agents it is anticipated that bidders will be encouraged to submit their best price for the site on the following basis;

- Confirmation that they have accounted for all abnormal costs, or if not clearly highlighting what abnormal costs the price is conditional upon;
- Confirmation they can meet the development timeframe set out by the Council from submission of planning to payment for the land;
- Provide details of proposed payment mechanism, including timing of deposits on conclusion of missives; and
- Proposed development layout including accommodation schedules.

FINANCE AND EFFICIENCY

19. The receipt that the Council will receive for the land is dependent on the housing sector's appetite for land which in turn is dependent on a number of economic variables. Economically these are unprecedented times and as such there is considerable uncertainty around the eventual receipt. The residential development agent will be paid a fee based on the eventual receipt.

CONSULTATION

20. A consultation exercise will be undertaken with council tenants as part of the sale process. Colleagues from Planning Services have been consulted in the preparation of this report.

PARTNERSHIP WORKING

21. Planning Services will require to engage with Ironside Farrar and progress the planning Permission in Principle application.

22. Legal Services we will be working to create a title pack to assist marketing and will be working to produce this in the short term to assist the selling agent in understanding any title constraints that might affect the sale.

IMPLICATIONS OF THE PROPOSALS

23. There are not any implications with this proposal in relation to staffing, property, legal, IT, State Aid, equalities and sustainability other than the ones already identified.

CONCLUSIONS

24. East Renfrewshire Council has a piece of land at Barrhead South held on the Housing Revenue Account that it is felt appropriate to sell for private housing in order that a capital receipt can be raised this permitting the subsidy of council housing building on the Eastwood side of the authority. The paper outlines the proposed process of the sale designed to secure the maximum receipt for the Council.

RECOMMENDATIONS

25. It is recommended that Cabinet:

- a) Approves the proposal that the Council disposes of its land holding on the open market for residential development on the basis outlined in this report and that the sale proceeds are used to finance the construction of council housing provision elsewhere within the council area
- b) Notes the progress made in bringing forward the sale of HRA owned land at Barrhead South;

- c) Notes the appointment of Ironside Farrar Limited as consultant planners and engineers to secure Planning Permission in Principle and to investigate and prepare technical information required for marketing purposes in respect of the sale of land at Barrhead South; and
- d) Notes the intention to appoint a residential development agent to assist with the marketing and disposal of the land in order to secure best value to the Council.

Director of Environment

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

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October 2020

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EAST RENFREWSHIRE COUNCIL

CABINET

22 October 2020

Report by Director of Education

UPDATE ON CLEANING SERVICES IN PFI SCHOOLS

PURPOSE OF REPORT

1. To update the Cabinet of the current position of cleaning services at the PFI schools (St Ninian's High School and Mearns Primary School) provided under the PFI contract and agree to consider at the next service review period due August 2021.

RECOMMENDATION

2. The Cabinet is asked to note this report and approve that the cleaning service is considered at the next review period due August 2021.

BACKGROUND

3. The Council has a contract with East Ren Schools Services Ltd (ProjectCo, the provider Bellrock) for the provision of services under the Private Finance Initiative (PFI) for Mearns Primary School and St Ninian's High School.

4. In November 2019, following the concern over standards of cleaning and the outcome of a benchmarking exercise of the cost of this service, Cabinet approved that officers undertake the next stages to bring cleaning services in-house to be delivered by the Council's Facilities Management Service.

REPORT

5. A short-term working group comprising officers from Education, Legal Services, Accountancy and HR was established to conclude this as soon as was practicably possible. Tasks for the group included agreeing an exit timetable, progressing legal matters, considering the transfer processes, agreeing the benchmark price with Bellrock and thereafter backdated payments due to them as required under the contract and ultimately establishing the service in-house.

6. Progress had been made on taking this brief forward but has stalled due to the impact of the Covid-19 pandemic from the early months of 2020, which has inevitably required the Council to focus on delivering essential services.

7. As noted in the original Cabinet report, Bellrock, whilst acknowledging the poor standards were keen that they retained cleaning and advised they would adopt additional measures to improve levels of service.

8. Acknowledging that the Council had approved that officers progress the next stages to take back cleaning services, Bellrock made some changes which included the appointment of a new Senior Facilities Manager in January 2020. Whilst officers remain cautious there has been an improvement in the cleaning standards at both schools from the early months of 2020 prior to the lockdown period.

9. As a consequence of the pandemic there remains the need for the Council to focus its efforts on delivering essential services with priority to keep schools and early years settings open and safe and to do so, which requires enhanced cleaning.

10. The Education Department is able to report that, since the return to school as normal in August, at this stage Bellrock have engaged well with the department ensuring that their cleaning and janitorial services are enhanced to meet the increase demanded to help mitigate the effects of the virus. Locally schools have noticed the improved standards and to date the head teachers have been pleased with service levels.

11. Officers are aware that improvement in standards at the two PFI schools, whilst most welcome particularly at these times of increased awareness and expectations by all service users, may well be short-lived or indeed down to specific personnel, possibly questioning sustainability. However members can be assured that cleaning standards in Mearns and St Ninian's are currently of the enhanced standard Facilities Management are working to across the remaining educational estate; officers continue to closely monitor.

12. Given that progress on removing the contractual obligation with Bellrock has been unavoidably delayed, noting that with the current improved standards there is not an immediate need to change this arrangement and recognising that there is an opportunity to formally review the service for August 2021, it is recommended that matters continue to proceed according to contract setting the benchmark price with a review in 2021.

FINANCE AND EFFICIENCY

13. In agreeing to pause the need to cease the contract as a pragmatic response in these unprecedented times, there will be an increase in the price for the service. Bellrock has advised that they are prepared to remain by their original offer and limit the increase to 5% over the 2016 price, and limit the backdated payment due to November 2018 as they originally offered. This is considered fair and reasonable in the circumstances. The price increase for the base contract would have been limited to 3.7% if the Council had been able to take over the service as originally planned in the terms of the 2019 Cabinet report.

14. Provision had been made in budgets to reflect the financial impact of the original plan and the increase can be met within existing resources.

15. The cost effectiveness of the service will again be reviewed within a year in 2021.

CONSULTATION

16. Consultation has taken place with Legal and Accountancy Services, reflects discussions with Bellrock and views from the two schools on cleaning and janitorial standards particularly ensuring adherence to satisfactory levels to help mitigate the effects of the virus.

IMPLICATIONS OF PROPOSAL

17. A price will be agreed for the service as highlighted in paragraph 13 and the service will be subject to a review in 2021; otherwise matters continue according to contract with continued close monitoring.

CONCLUSIONS

18. Unfortunately the actions of the working group established to conclude the next stages of the removal of the cleaning service from the PFI contract were impacted by the COVID-19 lockdown and preparations, and the continued focus to keep all schools and early years' facilities safe and operational following the resumption of full-time education in August.

19. However the standards of cleaning at the two PFI schools have improved in 2020 and Bellrock has engaged well with the Council in their response to the impact of COVID-19. Time will tell if this is sustainable but it is positive and helpful in these unparalleled times.

20. These cleaning services will be reviewed in 2021 and in the interim will be closely monitored. The outcome of this review will determine whether cleaning services are ultimately removed from the services provided by ProjectCo. There is a pause on the progress of the original plan to take over this service. It should be noted that there remains the prospect that cleaning be removed from services provided by ProjectCo (Bellrock).

RECOMMENDATION

21. The Cabinet is asked to note this report and approve that the cleaning service is considered at the next review period due August 2021.

Mhairi Shaw
Director of Education
22 October 2020

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Background Paper:
Report by Director of Education, Options for Cleaning Services in PFI Schools, Cabinet, 28 November 2019

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