



**NORTH AYRSHIRE**  
COUNCIL

Cunninghame House,  
Irvine.

23 January 2014

### **Cabinet**

You are requested to attend a Meeting of the Cabinet of North Ayrshire Council to be held in the Council Chambers, Cunninghame House, Irvine on **TUESDAY 28 JANUARY 2014** at **2.30 p.m.** to consider the undernoted business.

Yours faithfully

Elma Murray

Chief Executive

**1. Declarations of Interest**

Members are requested to give notice of any declaration of interest in respect of items of business on the agenda.

**2. Minutes (Page 7)**

The accuracy of the Minutes of the meeting held on 14 January 2014 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copy enclosed).

## **GENERAL BUSINESS FOR DECISION**

### **Reports by the Chief Executive**

**3. Afghan Relocation Scheme (Page 11)**

Submit report by the Chief Executive on a scheme for the relocation of Afghan nationals who have been working for the UK Government in Afghanistan (copy enclosed).

### **Reports by the Corporate Director (Finance and Corporate Support)**

**4. Revenue Budget 2013/14: Budgetary Control Statement to 30 November 2013 (Page 19)**

Submit report by the Corporate Director (Finance and Corporate Support) on the revenue budgetary control position for the Council at 30 November 2013 (copy enclosed).

**5. Capital Monitoring to 30 November 2013 (Page 57)**

Submit report by the Corporate Director (Finance and Corporate Support) on progress in delivering the Capital Investment Programme as at 30 November 2013 (copy enclosed).

### **Reports by the Corporate Director (Development and Environment)**

**6. High Hedges (Scotland) Act 2013 (Page 77)**

Submit report by the Corporate Director (Development and Environment) on the provisions of the High Hedges (Scotland) Act 2013 ("the Act") and the implications for the Council (copy enclosed).

**7. Hosting the Scottish Open Golf Tournament (Page 85)**

Submit report by the Corporate Director (Development and Environment) on the potential for the Dundonald Links Golf Course to host the Scottish Open Golf Tournament in 2015 (copy enclosed).

## **CONTRACTS**

**8. Procurement EU Tender Plan 2014/15 (Page 93)**

Submit report by the Corporate Director (Finance and Corporate Support) on the EU procurement tender plan for financial year 2014/15 (copy enclosed).

**9. Measured Term Contract (MTC): Gas Soundness Testing and Boiler Servicing (Non Domestic Properties) (Page 99)**

Submit report by the Corporate Director (Finance and Corporate Support) on the tender exercise for the MTC for Gas Soundness Testing and Boiler Servicing (Non Domestic Properties) and the recommendation for the award of the contract (copy enclosed).

**MINUTES**

**10. Corporate Equality Group: Minutes of 2 December 2013 (Page 111)**

Submit report by the Chief Executive on the Minutes of the Meeting of the Corporate Equality Group held on 2 December 2013 (copy enclosed).

**11. Ayrshire Economic Partnership: Draft Minutes of 11 December 2013 (Page 119)**

Submit report by the Corporate Director (Development and Environment) on the Draft Minutes of the Meeting of the Ayrshire Economic Partnership held on 11 December 2013 (copy enclosed).

**12. Urgent Items**

Any other items which the Chair considers to be urgent.



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## Cabinet

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Sederunt:

**Elected Members**

Willie Gibson (Chair)  
Alan Hill (Vice-Chair)  
Marie Burns  
John Bruce  
Anthea Dickson  
Tony Gurney  
Ruth Maguire

Chair:

Attending:

Apologies:

Meeting Ended:



Cabinet  
14 January 2014

**IRVINE, 14 January 2014** - At a meeting of the Cabinet of North Ayrshire Council at 2.30 p.m. in Cunninghame House, Irvine.

**Present**

Willie Gibson, Alan Hill, Marie Burns, John Bruce, Anthea Dickson, Tony Gurney and Ruth Maguire.

**Also Present**

Donald Reid and Alex McLean.

**In Attendance**

E. Murray, Chief Executive; L. Friel, Corporate Director and T. Reaney, Procurement Manager (Finance and Corporate Support); S. Gault, Head of Service Children Families and Criminal Justice (Social Services and Health); C. Kirk, Corporate Director and A. Sutton, Head of Community and Culture (Education and Skills); K. Yeomans, Head of Service Development Planning and A. Wingate, Graduate (Development and Environment); A. Fraser, Head of Democratic and Administration Services, B. Tudhope, Corporate Business Manager, A. Woodison, Communications Officer, A. Beveridge, Graduate and A. Little, Committee Services Officer (Chief Executive's Service)

**Also In Attendance**

L. Cairns, Chief Executive, C. Glencorse and L. Campbell (North Ayrshire Leisure Limited).

**Chair**

Councillor Gibson in the Chair.

**1. Chair's Remarks**

The Chair welcomed Amber Beveridge and Amanda Wingate from the Council's Graduate Employment Programme who were in attendance.

**2. Declarations of Interest**

In terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors, Councillor Maguire, due to a family association, declared an indirect, non-pecuniary interest in Agenda Item 4, and left the meeting for that item of business.

**3. Minutes**

The accuracy of the Minutes of the meetings of the Cabinet held on 10 December and 11 December 2013, were confirmed and the Minutes signed in accordance with paragraph 7(1) of Schedule 7 of the Local Government (Scotland) Act 1973.

In respect of the Minute of 10 December 2013 (Item 6), the Corporate Director (Education and Skills) undertook to arrange for members of the Cabinet to receive a copy of any school policies covering the use of school toilets.

#### **4. North Ayrshire Leisure Limited (NALL) Business/Service Plan: Progress Report December 2013**

Submitted report by the Corporate Director (Education and Skills) on the North Ayrshire Leisure Limited (NALL) Business/Service Plan, incorporating the budget for 2014/15, progress in terms of performance and financial projections and the current status of specific company commitments. The Cabinet also received a presentation by the Chief Executive of North Ayrshire Leisure Limited.

Members asked questions and were provided with further information in relation to:-

- the "spend to generate" initiative that included the installation of a 3g astro turf 5-a-side pitch in the main hall of the Magnum;
- the capacity for future growth in the take up of fitness subscriptions;
- staffing capacity during the Commonwealth Games; and
- the transition to the new Garnock Campus.

The Cabinet agreed to approve the NALL Progress Report on the Business/Service Plan at December 2013 and Budget for 2014/15 as set out in the appendix to the report.

#### **5. Private Members Bill Consultation - Promoting Greater Accountability and Transparency in Local Government**

Submitted report by the Chief Executive on a proposed response to the consultation by John Finnie MSP on his proposed Local Government Accountability and Transparency (Scotland) Bill.

On 4 November 2013, John Finnie MSP launched a consultation document (Appendix 1 to the report) on his proposals for a Local Government Accountability and Transparency (Scotland) Bill. The proposals in the Bill were outlined in the report. A proposed response was detailed in Appendix 2 to the report. The response indicated the view that there was little benefit in the Bill's proposals with the exception of those relating to the mandatory appointment of Church representatives to the Education Committee.

The Cabinet agreed to approve the response set out at Appendix 2 of the report.

#### **6. Community Empowerment (Scotland) Bill**

Submitted report by the Corporate Director (Education and Skills) on (a) the key proposals arising from the Scottish Government's Community Empowerment Bill consultation; and (b) the Council's response to the second stage of the Scottish Government's consultation on the proposed Bill.



Members asked questions and were provided with further information in relation to:-

- the addition of arms length external organisations to the list of public bodies covered in Part 2 of the draft Bill; and
- the inclusion in the response of explanatory text where Yes/No questions have not been answered.

The Cabinet agreed to (a) note the key proposals arising from the Scottish Government's consultation and the implications for North Ayrshire Council contained within the paper; and (b) approve the proposed Council response to the questions posed in the consultation paper as detailed in Appendix 1 of the report.

## **7. Replacement of Dirrans Resource Centre**

Submitted report by the Corporate Director (Finance and Corporate Support) which advised of the outcome of a tender exercise for the replacement of the Dirrans Resource Centre.

The Cabinet agreed to award the contract for the construction of a replacement Dirrans Resource Centre to Ashleigh (Scotland) Ltd at a contract price of £1,581,863.

## **8. Opioid Replacement Therapy**

Submitted report by the Director (North Ayrshire Health & Social Care Partnership) on the key findings of the Independent Expert Review of Opioid Replacement Therapies in Scotland and the continued development of the local Alcohol and Drug Partnership's approach to addressing alcohol and substance misuse issues affecting North Ayrshire.

Members asked questions and were provided with further information in relation to:-

- the good links and joint ventures that North Ayrshire Alcohol and Drug Partnership has with a variety of organisations;
- a menu of flexible and individualised treatment options available to service users in North Ayrshire; and
- the provision, to the Review team, of a breakdown and analysis of the prescribing activity by North Ayrshire Alcohol and Drug Partnership.

Noted.

## **9. Economic Development and Regeneration Board: Minutes of 13 November 2013**

Submitted report by the Corporate Director (Development and Environment) on the minutes of the Economic Development and Regeneration Board held on 13 November 2013.

Noted.

**10. South West Hub Territory Partnership Board: Minutes of 21 November 2013**

Submitted report by the Corporate Director (Finance and Corporate Support) on the minutes of the meeting of the South West Hub Territory Partnership Board held on 21 November 2013.

Noted.

**11. Physical Environment Advisory Panel: Minutes of 2 December 2013**

Submitted report by the Corporate Director (Development and Environment) on the minutes of the meeting of the Physical Environmental Panel held on 2 December 2013.

Noted.

**12. 1<sup>st</sup> Tier JCC and Corporate Health & Safety Group: Minutes of 5 December 2013**

Submitted report by Chief Executive on the minutes of the 1st Tier JCC and the Corporate Health and Safety Group held on 5 December 2013.

Noted.

**13. Brodick Pier Redevelopment Committee: Minutes of 9 December 2013**

Submitted report by the Corporate Director (Development and Environment) on the draft minutes of the Brodick Pier Redevelopment Committee held on 9 December 2013.

The Head of Service (Development Planning) advised that the accuracy of the draft minutes, in respect of the initial project costs, would be confirmed and corrected where necessary prior to presentation to the next meeting of the Brodick Pier Development Committee for approval.

Noted.

The meeting ended at 3.35 p.m.

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 3**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Afghan Relocation Scheme**

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**Purpose:** To provide Cabinet with information on a scheme for the relocation of Afghan nationals who have been working for the UK Government in Afghanistan.

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**Recommendation:** That Cabinet agrees i) to remit to the Chief Executive to enter into discussions with the Home Office in terms of numbers of people which the Council may be able to take; ii) subject to successful financial negotiations with the Home Office, to the Council participating in the Afghan Relocation Scheme; and iii) to receive a further update in due course.

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#### **1. Introduction**

- 1.1 The National Security Council has agreed a package of measures to offer to Afghan nationals who have been working for the UK Government in Afghanistan and who will be made redundant as a result of the drawdown of UK forces. Part of this package is the option of relocating to the United Kingdom (UK).
- 1.2 This package of measures is being offered to those Afghan staff working in roles such as interpreters and translators, which regularly took them to the frontline in Helmand. Seriously injured staff will also be offered the special relocation offer. The special relocation offer is provided in recognition of service.

#### **2. Current Position**

##### ***Number of Applicants***

- 2.1 The numbers eligible for the special relocation offer are still being finalised. Original estimates suggest 600 main applicants will qualify. Assuming that all 600 opt for relocation, the final number to relocate could be between 2,400 - 3,600 people.

- 2.2 Updated figures will be provided by the UK Government once it has been established how many are likely to qualify for the special relocation offer. Staff will only be eligible once they have been given notice of their redundancy and this is expected to happen in waves throughout 2014.
- 2.3 Those eligible for relocation will be allowed to bring their immediate family with them. This, however, will be limited to one spouse/partner (who must be over 18) and their minor dependent children (under 18 and not living an independent life). There will be no provision to allow applicants to bring over-age dependent relatives.
- 2.4 CoSLA has advised that early indications suggest that the number of families with children and the size of families is modest (average three children). It is possible that the Government will be looking for some one bedroom properties for single people and couples.
- 2.5 The UK Government expect the first arrivals to the UK in early 2014 and thereafter spread throughout 2014 and into 2015. The lag between being made redundant and actual arrival in the UK is to allow time for immigration checks and visa processing to be completed and to ensure there is sufficient time to put adequate reception arrangements in place.

### ***UK and Local Support***

- 2.6 As the majority of those who will qualify for relocation will have been employed as interpreters it can be expected that they will have some degree of English language skills. However, the level of English language skills may vary considerably and some may have limited abilities in written English. At this stage, is not expected that other family members will have English language skills.
- 2.7 The UK Government expects the Afghan nationals to have a real desire to find employment once in the UK. To be eligible for the relocation offer the applicant must have demonstrated a degree of bravery (regularly working on the frontline) and loyalty (at least 12 months service) in their past employment with the UK Government. This is considered to be a good indicator of future employability and the overall desire to work and actually finding work, although assistance to find work will be necessary.
- 2.8 Pre-departure training on life in the UK will be provided prior to arrival. Additional training options are being explored which may include training for employment.

- 2.9 Medical screening will be conducted prior to arrival in the UK providing information on medical needs. There will, however, be a group which will qualify for relocation on account of injuries sustained and which prevented them from continuing to work on the frontline. This group will have heightened medical needs and will require closer management prior to arrival in the UK to ensure adequate reception arrangements are in place to cater for their needs. At the moment it is not known precisely how many will qualify for the relocation offer on the account of injuries sustained, but initial estimates suggest 20 cases.
- 2.10 All applicants (including accompanying family members) will be subject to the usual immigration checks and vetting prior to a visa being granted. Those fulfilling the eligibility and immigration requirements will be granted leave to enter for 5 years. After 5 years, applicants will be able to apply for permanent settlement. Permanent settlement will be refused if the person's character or conduct does not meet a satisfactory level.
- 2.11 Local authorities choosing to participate in the scheme will take the lead in determining how new arrivals will be integrated into their community. It will be for individual councils to put in place the mechanisms needed to integrate new arrivals and for on-going support needs they have to ensure integration and successful resettlement.
- 2.12 Support from Community Planning Partners will also be essential e.g. assistance with registering with a GP, dentist, etc. Early discussions with NHS Ayrshire and Arran have been positive.
- 2.13 It is expected that participating local authorities would secure and provide furnished accommodation, adequate for the needs of the family for the first three months.
- 2.14 It is envisaged that the councils would want to consider what happens after the first three months. Under a similar scheme for Iraqi locally engaged staff, local authorities secured a longer tenancy than central government funding provided for. This enabled new arrivals to stay in the same accommodation, but to pay rent after the first three months using housing benefit, if necessary.

- 2.15 Local authorities will also need to determine how to provide individuals with financial support in lieu of benefits i.e. through weekly cash payments or bank transfers. The rate of the financial assistance will be determined by the Government Project Team in order to ensure consistency across differing local authorities. The UK Government funding will cover the cost of the financial assistance provided.
- 2.16 The UK Government will work with local authorities to agree a process of how referrals will be made. The assumption is that local authorities will be given a minimum of 4 weeks' notice of new arrivals and longer for any cases with complex care needs.

### ***Next Steps***

- 2.17 The UK Government is looking to obtain 'in principle' agreements from councils that may wish to be involved in the scheme. This need not be more than notification that the Council is willing to have discussions with the Home Office regarding the number of people it may be able to take and the funding that will be required from them to make this work. The Home Office recognise that these things will be subject to negotiation, so no formal commitment is expected at this stage.
- 2.18 Officers have indicated through CoSLA that the Council would consider, in principle, participating in the Scheme, but that this would be subject to discussion and agreement by the Cabinet.
- 2.19 Apart from one or two cases, the Council currently has surplus capacity in many of its schools therefore capacity would not be an issue for the Education & Skills Service. Previous experience of integrating relocated families would indicate that in the first instance there requires to be some language assessment input but this is relatively short term. The Council's English as a Second Language resource could be increased for a short period of time.
- 2.20 It is suggested that as part of the negotiations officers highlight a desire to accept families with children who could occupy larger properties within North Ayrshire where there is less demand in some areas. It may also be possible to discuss the option of single people sharing larger properties.

### **3. Proposals**

- 3.1 It is proposed that Cabinet agrees i) to remit to the Chief Executive to enter into discussions with the Home Office in terms of numbers of people which the Council may be able to take; ii) subject to successful financial negotiations with the Home Office, to the Council participating in the Afghan Relocation Scheme; and iii) to receive a further update in due course.

### **4. Implications**

#### **Financial Implications**

- 4.1 The UK Government will provide funding to local authorities to cover the cost of providing accommodation and financial support for the first three months. Thereafter those being accommodated will be able to access mainstream benefits, including income support and housing benefit. They will be unable to access mainstream benefits before the first three months as they are unlikely to fulfil the habitual residence test required to access benefits, so the reception arrangements for the first three months need to be comprehensive to prevent destitution and homelessness.
- 4.2 UK Government funding will cover a range of measures to assist the integration of this group. The list below outlines what will be covered by the funding:
- Three months rental payment for furnished accommodation;
  - Living allowance per person per day in lieu of benefits for up to the first three months;
  - Reception and ground travel costs to the receiving area;
  - A one-off payment to provide integration support such as advice on settling into the UK, orientation to the local area, seeking work and access to central and local government benefits and services.
  - Fees related to the provision of a Biometric Residence permit.
- 4.3 This list is not definitive and is open to negotiation.
- 4.4 There are likely to be on-going educational, support for employment, tenancy and integration support costs however these are difficult to quantify at this stage and will be dependent on individual needs. In some cases, there may be the potential for some of the Council's existing employment programme to be offered.

### **Human Resource Implications**

- 4.5 There are Human Resource implications arising from this report to ensure resettlement and integration of Afghan nationals into North Ayrshire. However, it is expected that the service will be provided from within existing resources or through additional financial support from the UK Government.

### **Legal Implications**

- 4.6 There are no legal implications arising directly from this report.

### **Equality Implications**

- 4.7 Subject to Cabinet agreeing to the Chief Executive entering into discussions with the Home Office an Equalities Impact Assessment will be undertaken.

### **Environmental Implications**

- 4.8 There are no Environmental Implications arising directly from this report.

### **Implications for Key Priorities**

- 4.9 Participating in the Afghan Relocation Scheme will go some way in helping the Council achieve the Single Outcome Agreement ambition of increasing the working age population in North Ayrshire.
- 4.10 There are likely to be significant benefits in increasing the population generally and thus making North Ayrshire potentially more attractive to the wider ethnic range of families who may wish to relocate here. Many of those who have worked in posts such as translators and interpreters are likely to be highly educated members of Afghan society. This, combined with a willingness to start a new life on the other side of the world is likely to mean that they will have entrepreneurial skills - potentially increasing the number of start-up businesses in the area.
- 4.11 Benefits to local communities include developing wider perspectives and enhancing community cohesion and resilience through the introduction of varied cultural backgrounds and professional skill sets. Through the community empowerment team and the adult and family learning ESOL service, opportunities exist to integrate with existing minority communities and to strengthen multicultural learning opportunities.



## **5. Consultations**

- 5.1 Consultation has taken place with the Corporate Management Team which has highlighted that in addition to the obvious humanitarian aspects of supporting the relocation of Afghan nationals who aided UK troops in Afghanistan, there are significant opportunities linked to this scheme.
- 5.2 The Education Service believes there is huge potential to use arts and culture as a medium to support the welcoming and integration of relocating families. The use of existing groups to support and enhance this could broaden the scope and abilities of communities to participate in a broader and more multi-cultural range of activities including the development of social enterprises.
- 5.3 The Housing Service has indicated that there are currently no long term voids and a healthy demand for one bedroom properties. However, this proposal presents an opportunity to consider these applicants for some 3 bed properties that are currently proving to be hard to let due to welfare reform implications and demographic changes of applicants on the housing register.

## **6. Conclusion**

- 6.1 This paper outlines the basic details for a scheme that will facilitate the relocation of Afghan nationals to the UK. The UK Government is now seeking notifications of interest from local authorities.
- 6.2 Participating in the Afghan relocation scheme provides the Council with an opportunity to take forward one of its key objectives in increasing the working age population.



ELMA MURRAY  
Chief Executive

Reference : EM/BT

For further information please contact Barry Tudhope, Corporate Business Manager (Chief Executive's) on (01294) 324113

### **Background Papers**

None.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 4**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Revenue Budget 2013/14 : Budgetary Control Statement to 30 November 2013**

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**Purpose:** To advise the Cabinet of the revenue budgetary control position for the Council at 30 November 2013.

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**Recommendation:** That the Cabinet agrees to (a) note the information and financial projections outlined in the report; (b) note the action being taken by Social Services and Health to reduce the current projected overspend; (c) approve the carry forward of £0.500m to 2014/15 in respect of the Business Gateway project as detailed in paragraph 2.10; and (d) approve the virements detailed in Appendix 9.

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#### **1. Introduction**

- 1.1 The Council's General Fund and Housing Revenue budgets for 2013/14 were approved at a special meeting of the Council held on 30 January 2013.
- 1.2 As part of the monitoring procedures to keep the Cabinet informed of the financial performance of the Council, budgetary control reports are presented on a regular basis. This is the third report for 2013/14 and covers the period to the end of November 2013 (Period 8). Future reports for 2013/14 will inform Members of the financial situation at the end of January and March. Projections of the year-end position have been made which should be more robust as the year progresses.

#### **2. Current Position**

##### **General Fund**

- 2.1 The Council has set a break-even budget for 2013/14. In addition to the budget approved on 30 January 2013 ear-marked funds of £5.522m have been carried forward from 2012/13 for service expenditure in 2013/14 which are reflected in the figures within the 2013/14 budgetary control reports.

- 2.2 Current financial projections indicate that a net in-year surplus of £1.981m is anticipated for the year to 31 March 2014, compared to a projected surplus of £1.827m at Period 6 which was reported to the Cabinet on 26 November 2013.

***Commentary on Significant General Services Variances***

- 2.3 A number of over and underspends across Council services contributes to the overall projected financial position.
- 2.4 A brief explanation of Services' major variances is outlined below, with further details in the attached appendices.
- 2.5 In the Chief Executive's Service (Appendix 1), an underspend of £0.238m is projected, representing an increased underspend of £0.059m over the Period 6 projection. The underspend is largely due to projected savings in employee costs as a result of vacant posts.
- 2.6 Within Finance and Corporate Support (Appendix 2), the underspend of £0.240m projected at Period 6 has increased to a net projected underspend of £0.511m with a number of contributory factors.

Underspends totalling £0.318m are anticipated in Financial Management, Customer Services, Revenues & Benefits, Human Resources and PMI due to savings accruing from vacant posts and the implementation of revised structures. In addition, the Council had set aside £0.394m to fund DHP top up in 2013/14, this is no longer required due to the receipt of additional funds from the Scottish Government and the Department for Work and Pensions. Further savings of £0.060m have been identified in the surplus property repairs budget

There are offsetting overspends within Property Management & Investment; £0.085m is anticipated in relation to the purchase of Carbon Allowances as a result of recent changes to the scheme and an under-recovery of rental income and service charges of £0.176m as a result of void commercial premises.

- 2.7 Within Education & Skills (Appendix 3), the service has moved from a projected underspend of £0.412m at Period 6 to a break-even position at Period 8.

The projected underspends are as follows:-

- (a) Based on currently anticipated demand for nursery places, the underspend in Early Years Education has decreased from £0.156m in Period 6 to £0.100m;
- (b) In Primary Education the underspend has reduced by £0.024m to £0.163m and is largely due to savings of £0.100m in Teachers' Salaries realised from Maternity and Long Term Sick Payments;
- (c) The projection for Secondary Education has increased from £0.166m at Period 6 to £0.176m again primarily due to savings of £0.200m from Teachers' Maternity and Long Term Sick Payments;
- (d) Cultural & Community - an overall underspend of £0.080m is now anticipated which represents a decrease of £0.133m since Period 6. An underspend of £0.220m is anticipated as a result of early achievement of savings from the review of Community Development. The savings accruing from amended work patterns and reduced overtime costs in Community Facilities is now projected at £0.064m as opposed to £0.101m previously. A further £0.050m underspend is anticipated in Healthy Start Clubs due to a delay in implementation. These savings have been partially offset by increased one-off termination costs of £0.149m and a payment to Kilwinning Sports Club of £0.025m.

There are also projected overspends elsewhere in the service. In Additional Support Needs, the projected overspend of £0.339m is consistent with the level reported at Period 6 and represents the projected cost of residential school fees based on the number of children currently in care. In addition, one-off early termination costs of £0.404m have now been identified plus the income for Arran Outdoor Resource Centre is expected to under-recover by £0.122m. Given the overall financial projection for the service, £0.314m of the early termination costs will be funded by the Change & Service Redesign Fund.

- 2.8 For Social Services & Health, current projections indicate an overspend of £3.638m at 31 March 2014 which is consistent with the Period 6 position of £3.627m.

- 2.8.1 Within Children & Families, there is a projected underspend of £0.106m which represents a favourable movement of £0.030m since Period 6. Savings in employee costs increased from £0.378m at Period 6 to £0.510m, due mainly to delays in the start up of a number of new projects, but is partially offset by a projected overspend on residential schools of £0.078m which, at Period 6, was expected to break even. There is also significant movement within fostering and fostering respite where the projected overspend has increased by £0.173m but which is offset by an increase of £0.138m in the projected underspend in the costs of the Family Support Network.
- 2.8.2 The most significant projected overspend remains within Older People's services which has increased from £2.657m at Period 6 to £2.904m, the majority of which is due to purchased Care at Home of £1.285m (Period 6 £1.274m). In-house Care at Home staff costs are projected to overspend by £0.896m (Period 6 £0.863m) and payments to Care Homes are expected to overspend by £0.299m which is an increase of £0.083m on the Period 6 position.
- 2.8.3 Independent Services is projecting a total overspend of £0.842m which is consistent with the Period 6 projection of £0.832m. The projections relate to residential placements (£0.119m), community packages (£0.278m) and direct payments (£0.434m).
- 2.8.4 The overspend anticipated within Learning Disabilities has decreased to £0.746m from £1.005m at Period 6. This is due to a reduction in the projected costs of care packages in residential placements (£0.574m), community packages (£0.217m) and direct payments (£0.137m).
- 2.8.5 The above overspends continue to be partially offset by underspends. In Management & Support an overall underspend of £0.166m is anticipated mainly in employee costs. Savings in Mental Health have increased from £0.048m at Period 6 to £0.098m of which Residential Placements (£0.029m) and Community Packages (£0.114m) are the main factors. Addiction Services is projecting an underspend of £0.104m, of which £0.165m is due to employee costs with a partial offset of £0.062m in property costs and staff travel. The main reasons for the underspend of £0.296m in Other Housing is the early realisation of 2014/15 savings in relation to the redesign of the Community Warden service (£0.198m) and efficiency savings of £0.031m.

2.8.6 Social Services are taking steps to deliver 2013/14 savings and reduce the current projected overspend. A report by the Corporate Director (Social Services & Health) was submitted to Cabinet on 26 November 2013 which outlined the pressures on the Care at Home and the Care Homes budgets and proposed various short-term and longer-term solutions to address the overspends. In addition, the General Services revenue budget for 2014/15, which was approved by the Council on 11 December 2013, incorporated adjustments to the base budget to reflect the underlying budget pressures within Social Services & Health.

2.9 Within Development & Environment (Appendix 5) a significant underspend of £2.112m is now anticipated which represents a further underspend of £0.369m since the Period 6 projection of £1.743m.

(a) Economic Development is now projecting an underspend of £2.310m (Period 6 £1.248m). The major variances are as follows:-

- £0.391m in additional European project funding following a review by the Scottish Government
- £0.500m due to new contractual arrangements in respect of Business Gateway. This is split between the three Ayrshire councils. It is, therefore, proposed that this be carried forward to provide additional Business Support initiatives during 2014/15
- £0.628m is currently uncommitted pending the completion of a number of strategic reviews
- £0.417m is due to the time taken to develop and recruit to the new graduate programme. 19 graduates commenced employment with the Council in January
- £0.281m has been identified within the Modern Apprentice programme following its transfer to Economic Development

(b) The underspend in Protective Services which has increased from £0.165m at Period 6 to £0.234m is primarily due to savings accrued in the costs of the Local Development Plan plus savings in employee costs from vacant posts.

(c) Within Roads a new overspend of £0.095m is now projected as a result of a shortfall in recovery of employee costs from the capital programme (£0.158m) partially offset by higher than budgeted income from bus shelter advertising of £0.069m. A review is currently underway to assess the impact of the employee costs recharges for the current financial year and beyond.

- (d) Within Environment, the anticipated overall savings have decreased from £0.335m to £0.163m. This is partly due to the Waste Services underspend now being projected at £0.216m as opposed to £0.494m at Period 6 which is mainly as a result of revised employee cost projections. In addition, there are Organic Waste disposal savings of £0.075m based on revised green and food waste arisings as well as £0.073m newly identified due to a delay in the start up of diverting street sweepings from landfill. The projected overspend in the blue bin contract as a result of levels of contamination now stands at £0.090m. There is a projected shortfall in income of £0.151m from waste gas extraction due to a delay in the installation of the gas pipeline.
- (e) An underspend of £0.133m has now been identified within Transport services, mainly attributable to savings of £0.146m in the SPT school transport contract.
- (f) The above underspends are partially offset by a projected overspend of £0.236m within Facilities Management (Period 6 £0.211m). The service has an underlying underspend of £0.020m but has incurred £0.256m of severance costs which will be met from the overall underspend within the directorate.

2.10 The projected underspend for Building Services (Appendix 6) has decreased from £0.930m at Period 6 to £0.543m at Period 8. The significant movement in the underspend is due to the projections in respect of employee costs, subcontractor costs, agency workers and materials being revised in line with the type of work which Building Services are currently programmed to carry out. Any further significant variation in the type of work could result in changes to these projections. The underspend in employee costs has moved from a £0.135m underspend at Period 6 to a projected overspend of £0.057m. Similarly there has been adverse movement of £0.099m in the projection in respect of subcontractors and £0.151m in respect of the use of agency staff. Conversely the projected underspend in materials has increased by £0.120m since Period 6.

2.11 Corporate Items (Appendix 7) relates to Joint Board requisitions, pension costs and other corporate items. An underspend of £0.395m is now anticipated principally as a result of projected savings in the sums that were set aside in the 2013/14 budget for inflation on non payroll commodities including utilities. Although this budget is no longer required in the current year it will be required in 2014/15. This projection has moved from £0.620m at Period 6 as a result of identification of further early termination cost commitments in 2013/14.



- 2.12 Savings of £1.320m are anticipated in Loan Charges as a result of slippage in the capital programme in recent years, combined with external borrowing falling below anticipated levels due to the short-term use of cash balances currently held by the Council. This projection assumes that there will be no long term borrowing undertaken during the remainder of 2013/14 due to PWLB interest rates currently sitting at high levels compared with the low rates of return available on investments.
- 2.13 The Council has budgeted for income from Council Tax of £57.643m in 2013/14, based on an estimated overall 96.5% collection level, and income from Non-Domestic Rates (NDR) of £36.943m. Collection levels for Council Tax show in-year collection of 74.5% to the end of November, which is 0.4% lower than the 2012/13 level. Actual cash collected to the end of November is £0.552m higher than that collected in 2012/13 but the increased annual charge, due to lower Council Tax reduction, results in a lower % recovery. The service is, however, taking recovery action as quickly as possible and cash collected by the Sheriff Officer is consistent with that collected in 2012/13. Bench marking with other authorities is also being used to identify best practice and explore ways of improving the collection target. In respect of NDR, the collection level is 68.71% which is 2.12% below the 2012/13 level. The service is, however, on track to achieve the annual collection rate of 96.04% which contributes to the national NDR pool.
- 2.14 Requests for budget transfers, or virements, have been identified since the start of the financial year. As per the Council's Codes of Financial Practice, all such transfers require to be authorised by the appropriate Corporate Director and the Corporate Director (Finance and Corporate Support). Where the amount transferred from a budget is over £50,000 (either as a single transfer or the sum of transfers within a financial year) or where the transfer of any amount would affect existing Council policy the approval of the Cabinet is required. A schedule of the virements requested by Services above the £50,000 threshold is attached at Appendix 9 for Members' consideration and approval.

2.15 An analysis of the year end General Services revenue projections as at the end of November 2013 is shown in the undernoted table:

	<u>Annual Budget £000</u>	<u>Projection to 31 March 2014 £000</u>	<u>Projected Variance for year £000</u>
<u>Service Expenditure</u>		<u>(Fav)/Adv</u>	<u>(Fav)/Adv</u>
Chief Executive	4,439	4,201	(238)
Finance and Corporate Support	35,209	34,698	(511)
Education and Skills	115,113	115,113	-
Social Services and Health	85,968	89,606	3,638
Development & Environment	51,544	48,932	(2,612)
Building Services	(117)	(660)	(543)
Other Corporate Services	9,869	9,474	(395)
<b>Balance for Services</b>	<b>302,025</b>	<b>301,364</b>	<b>(661)</b>
Loan Charges etc	22,760	21,440	(1,320)
Contribution to Capital Fund	2,137	2,137	-
<b>Total Planned Expenditure</b>	<b>326,922</b>	<b>324,941</b>	<b>(1,981)</b>
<u>Planned Income</u>			
AEF	(263,498)	(263,498)	-
Council Tax and former Community Charge	(57,673)	(57,673)	-
Use of Change Fund	(870)	(870)	-
Use of Earmarked Funds	(4,881)	(4,881)	-
<b>Total Planned Income</b>	<b>(326,922)</b>	<b>(326,922)</b>	<b>-</b>
<b>Net Expenditure/ (Income)</b>	<b>-</b>	<b>(1,981)</b>	<b>(1,981)</b>

## Housing Revenue Account

- 2.16 The position on the Housing Revenue Account at the end of November 2013 is outlined in the table below, with further details provided in Appendix 8:

	<u>Annual Budget £000</u>	<u>Projection to 31 March 2014 £000</u>	<u>Projected Variance for Year £000</u>
		<u>(Fav)/Adv</u>	<u>(Fav)/Adv</u>
Supervision and Management	7,906	7,477	(429)
Repairs and Maintenance	26,630	25,805	(825)
Short Stay Hostel	(74)	(94)	(20)
Homelessness	(49)	(168)	(119)
Loan Charges	8,306	7,871	(435)
Rental Income	(42,719)	(42,396)	323
<b>Balance on Year's Activities</b>	<b>-</b>	<b>(1,505)</b>	<b>(1,505)</b>

- 2.17 The Housing Revenue Account budgeted for a break-even position in 2013/14 with an underspend of £1.505m currently projected which is broadly consistent with the Period 6 position. The major factors contributing to the underspend are as follows :-

- a) anticipated savings of £0.236m in employee costs due to staff vacancies and of £0.095m in charges from other Council services;
- b) a net underspend in repairs to Council housing stock of £0.825m. A considerable saving of £0.857m is anticipated in response repairs which has been achieved through improved processes and revised rates for this category of repair. This is partially offset by predicted overspends in repairs to empty houses of £0.307m. There is also an unbudgeted cost of £0.180m in relation to the safety of gas meters;
- c) savings in loan charges of £0.435m as a result of slippage in the capital programme in recent years, combined with external borrowing falling below anticipated levels due to the short-term use of cash balances currently held by the Council. As outlined at 2.13 above, this projection assumes that there will be no long term borrowing undertaken during the remainder of 2013/14.

- d) the underspends above are partially offset by an under-recovery in rental income which has increased from £0.266m at Period 6 to £0.323m. This is mainly as a result of closure of houses for the purposes of regeneration.

### **3. Proposals**

- 3.1 The Cabinet is invited to (a) note the information and financial projections outlined in the report; (b) note the action being taken by Social Services and Health to reduce the current projected overspend; (c) approve the carry forward of £0.500m in respect of the Business Gateway project as detailed in paragraph 2.9 and (d) approve the virements detailed in Appendix 9.

### **4. Implications**

#### Financial Implications

- 4.1 The net projection for the year as at 30 November 2013 for General Services is a surplus for the year of £1.981m.
- 4.2 The net projection for the year on the Housing Revenue Account is a surplus for the year of £1.505m.
- 4.3 The position for both the General Fund and Housing Revenue Account revenue budgets will continue to be monitored closely for the remainder of the financial year.

#### Human Resource Implications

- 4.4 There are no human resource implications.

#### Legal implications

- 4.5 There are no legal implications.

#### Equality Implications

- 4.6 There are no equality implications.

#### Environmental Implications

- 4.7 There are no environmental implications.

## Implications for Key Priorities

- 4.8 The budget monitoring report directly supports local outcome 15b "Public Services are more efficient and effective" within the Single Outcome Agreement 2009/12.

## 5. Consultations

- 5.1 All budget holders have been consulted as part of the budgetary control process and have approved the projected variances contained in this report.

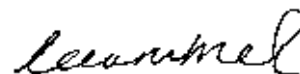
## 6. Conclusion

### General Services

- 6.1 Current financial projections indicate that a net in-year surplus of £1.981m is anticipated for the year to 31 March 2014.

### Housing Revenue Account

- 6.2 Current financial projections indicate that a net in-year surplus of £1.505m is anticipated for the year to 31 March 2014.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

### Reference :

For further information please contact Hazel Hair, Senior Manager, Financial Management on 01294 324548

### Background Papers

None



**DEMOCRATIC & ADMINISTRATION**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
Objective Summary	£000	£000	£000	
Legal	424	415	(9)	1
Policy, Performance & Community Planning	1,296	1,162	(134)	
Communications	434	436	2	
Committee & Member Services	1,465	1,448	(17)	2
Change Programme	721	641	(80)	
Civil Contingencies	99	99	-	
<b>Total</b>	<b>4,439</b>	<b>4,201</b>	<b>(238)</b>	

	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
Subjective Summary	£000	£000	£000
Employee Costs	3,610	3,349	(261)
Property Costs	-	-	-
Supplies and Services	152	144	(8)
Transport and Plant Costs	15	15	-
Administration Costs	905	908	3
Other Agencies & Bodies	639	637	(2)
Other Expenditure	57	57	-
Capital Financing	-	-	-
Gross Expenditure	5,378	5,110	(268)
Income	(939)	(909)	30
<b>Net Expenditure</b>	<b>4,439</b>	<b>4,201</b>	<b>(238)</b>

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1 Policy, Performance & Community Planning - £0.134m underspend**

There is a projected underspend of £0.137m in employee costs partly due to vacancies within the Information Compliance Team of £0.081m. Further projected underspends in employee costs relate to an employee being seconded into a Change Team post.

**2 Change Programme Team - £0.080m underspend**

There is a projected underspend of £0.080m in Employee Costs due to a vacancy and one employee being seconded away from this team.

The overall underspend in Democratic & Administration has increased by £0.059m since Period 6 which is largely due to further savings being identified within employee costs.





**FINANCE & CORPORATE SUPPORT**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
<b>Directorate</b>	133	133	-	
<b>Finance &amp; Property</b>				
Head of Service	(265)	(265)	-	
Financial Management	2,032	1,964	(68)	1
Revenues & Benefits	12,236	11,684	(552)	2
Audit & Risk	403	403	-	
Business Support	1,991	2,001	10	3
Corporate Procurement	526	526	-	
Property Management & Investment	1,807	1,837	30	4
Housing Assets & Investment	(801)	(801)	-	5
Property Costs	7,790	7,896	106	6
Property Maintenance	4,638	4,638	-	
<b>HR &amp; Organisational Development</b>				
Head of Service	(57)	(54)	3	
Human Resources	1,851	1,828	(23)	7
ICT	1,740	1,740	-	8
Customer Services & Registration	1,185	1,168	(17)	9
		-		
<b>Total</b>	<b>35,209</b>	<b>34,698</b>	<b>(511)</b>	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	16,930	16,492	(438)
Property Costs	9,798	9,729	(69)
Supplies and Services	1,104	1,110	6
Transport and Plant Costs	150	151	1
Administration Costs	1,020	1,034	14
Other Agencies & Bodies	6,684	6,753	69
Transfer Payments	60,644	60,250	(394)
Other Expenditure	13	13	-
Capital Financing	-	-	-
Gross Expenditure	96,343	95,532	(811)
Income	(61,134)	(60,834)	300
Net Expenditure	35,209	34,698	(511)

**FINANCE & CORPORATE SUPPORT**  
**BUDGETARY CONTROL 2013/14**

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1 Financial Management - £0.068m underspend**

The projected underspend largely relates to two vacant posts, one of which is expected to be filled in January 2014.

**2 Revenues & Benefits - £0.552m underspend**

The Council had set aside £0.394m to fund Discretionary Housing Payments top-ups which is no longer required due to receipt of additional funds from the Scottish Government and the Department for Work and Pensions. In addition, there are savings in staff costs due to vacant posts and the implementation of the revised structure, offset by overtime costs of £0.066m which have been incurred due to an increase in DHP applications and the administration of the Scottish Welfare Fund.

**3 Business Support - £0.010m overspend**

The adverse projection of £0.010m relates to an expected overspend in corporate postage costs. The volume of mail handled in Cunninghame House has increased by 24% in comparison to last year. There are measures that can be taken regarding good practice promotion in order to mitigate further overspends. This will be progressed by Business Support.

**4 Property Management & Investment - £0.030m overspend**

Following the implementation of a revised staffing structure, there are anticipated underspends in employee costs amounting to £0.168m, however associated fee income will correspondingly under-recover by £0.116m. There is a further projected overspend of £0.086m relating to the purchase of Carbon Allowances which is due to recent changes in the Carbon Allowances scheme that widened the scope of relevant energy consumption used in the calculation of allowances required.

**5 Housing Assets & Investment**

The Housing Assets & Investment budget is still under review at present. Year-end projections, incorporating revised income from the Housing Revenue Account, will be provided in the next report to Cabinet.

**6 Property Costs - £0.106m overspend**

Rental income is expected to under-recover by £0.135m, due largely to void commercial premises. Of this, £0.022m relates to a discount applied to rents from Bridgegate retailers while the refurbishment takes place. In addition, associated income from service charges is expected to under-recover by £0.041m.

Rates and utilities are expected to overspend by around £0.016m. In previous years, such variances would have been experienced across the Council and as such gone largely unreported; now these budgets are consolidated into the new structure and are being assessed corporately. There is also a projected underspend in respect of the repairs budget for surplus properties of £0.060m.

**7 Human Resources - £0.023m underspend**

The service has an underspend of £0.032m within employee costs that relates to vacant posts and the implementation of the new management structure. This includes one-off termination costs amounting to £0.068m.

**8 Information Technology**

Termination costs amounting to £0.034m are expected to be funded by the service from employee cost underspends due to vacant posts.

**9 Customer Services & Registration - £0.017m underspend**

**FINANCE & CORPORATE SUPPORT**  
**BUDGETARY CONTROL 2013/14**

The service has an underspend of £0.027m within employee costs due to vacant posts and maternity leave. This is offset by various minor overspends within non-staffing costs.

The overall underspend in Finance & Corporate Services has increased by £0.271m since Period 6, I



**EDUCATION & SKILLS**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Early Years Education	8,043	7,943	(100)	1
Primary Education	36,965	36,802	(163)	2
Secondary Education	47,677	47,501	(176)	3
Additional Support Needs	6,564	6,903	339	4
Education - Other	4,151	4,341	190	5
Cultural & Community	8,603	8,513	(90)	6
Leisure Trust	3,424	3,424	-	
<b>Total</b>	<b>115,427</b>	<b>115,427</b>	<b>-</b>	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	87,791	87,421	(370)
Property Costs	712	673	(39)
Supplies and Services	15,653	15,635	(18)
Transport and Plant Costs	315	320	5
Administration Costs	1,259	1,292	33
Other Agencies & Bodies	13,938	14,176	238
Transfer Payments	851	851	-
Gross Expenditure	120,517	120,366	(151)
Income	(5,090)	(4,939)	151
<b>Net Expenditure</b>	<b>115,427</b>	<b>115,427</b>	<b>-</b>

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. EARLY YEARS EDUCATION - £0.100m underspend**

Payments to childminders is expected to overspend by £0.023m due to a higher than anticipated demand for places. This is linked to the increase in the number of vulnerable children requiring support. Payment to private and voluntary nursery groups is expected to underspend by £0.117m due to lower than anticipated places required.

Early Years underspend has reduced by £0.56m from the period 6 figure. This is due to a reduction in the projected underspend shown against private nurseries.

**2. PRIMARY EDUCATION - £0.163m underspend**

## **EDUCATION & SKILLS**

### **BUDGETARY CONTROL 2013/14**

Teachers salaries are expected to underspend by £0.100m due to savings realised from Maternity and Long Term Sick payments. Expenditure on Software Licences are expected to underspend by £0.020m due to lower than expected costs. The salary costs in respect of Early Intervention practitioners are expected to underspend by £0.042m as some staff leave in advance of the redeployment into Early Years Centres per the Cabinet report on October 29.

The underspend in Primary Education has decreased by £0.024m since period 6.

### **3. SECONDARY EDUCATION - £0.176m underspend**

Within the PPP schools there are estimated savings of £0.026m in respect of Contract Deductions and £0.019m in the unitary charge as a result of changes in utility costs. Teachers salaries are expected to underspend by £0.200m due to savings realised from Maternity and Long Term Sick payments. The savings on Teachers salaries is net of the effect of the Census figures which have been incorporated.

The underspend in Secondary Education has increased by £0.010m since period 6.

### **4. ADDITIONAL SUPPORT NEEDS (ASN) - £0.339m overspend**

Based on the number of children currently in care, the ASN Residential and Day placement fees are currently showing anticipated overspends of £0.235m and £0.183m respectively.

The income recovered from other Local Authorities who have children placed in North Ayrshire Schools is expected to be £0.046m less than budget with the expenditure incurred for children placed in schools outwith North Ayrshire anticipated to be £0.128m under.

ASN Education has increased its overspend by £0.003m since period 6.

### **5. EDUCATION - OTHER - £0.190m overspend**

VER costs are expected to cost £0.404m. School Security Works are expected to underspend by £0.050m due to an over accrual in 2012/13. Senior Managers staff costs are expected to underspend by £0.018m due to delays in filling of vacancies. PVG (Protection of Vulnerable Groups) checks across the whole of Education and Skills for staff not already checked is anticipated to cost £0.025m. There is an expected under-recovery of external income of £0.122m in respect of Arran Outdoor Centre. This will be considered as part of the review which is currently underway with a final report to be submitted to Cabinet in the early spring which will determine options for the centre.

Education Other has increased its overspend by £0.216m since period 6. This is due to the VER costs and the shortfall in Arran Outdoor income. Due to the net overall position within Education & Skills, £0.314m of VER costs will be met from the Change Fund.

### **6. CULTURAL AND COMMUNITY - £0.090m underspend**

**EDUCATION & SKILLS**  
**BUDGETARY CONTROL 2013/14**

The majority of the underspends are in employee costs. £0.064m has accrued from over-achieved savings as a result of amended work patterns and reduced overtime costs in Community Facilities. £0.220m underspend in Community Development is as a result of early achievement of anticipated savings from the Community Development Review. This is offset by redundancy payments totalling £0.149m and a £0.025m payment to Kilwinning Sport Club due to contractor/arbitration issues. There is a £0.050m underspend in Healthy Start Clubs due to delay in setting up new clubs.

Cultural and Community underspend has reduced by £0.123m since period 6. The majority of this is due to the additional redundancy costs incurred as part of the review mentioned above.

Overall, Education and Skills has moved from a period 6 projected underspend of £0.412m to a projected overspend of £0.314m, a movement of £0.726m. Since period 6 the total amount of anticipated expenditure included in relation to VER/Redundancy is £0.436m.

The total of VER/redundancy included in the overall total for Education and Skills is £0.553m. The Council policy is to meet these costs from the Change Fund when the service is projecting an overspend. Accordingly the £0.314m overspend will be met by the Change fund to bring the projection to break-even.





**SOCIAL SERVICES**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget £000	Projected Year End Outturn £000	Projected Annual Variance Adverse or (Favourable) £000	Note No
Management & Support	5,973	5,807	(166)	1
Children and Families	23,152	23,046	(106)	2
Older People's Services	30,624	33,528	2,904	3
Independent Services	4,325	5,167	842	4
Learning Disabilities	10,731	11,477	746	5
Mental Health Needs	2,233	2,135	(98)	6
Criminal Justice	(16)	(16)	-	
Addiction Services	750	646	(104)	7
Change	538	454	(84)	8
Other Housing	7,174	6,878	(296)	9
Changing Children's Services Fund	484	484	-	
<b>Totals</b>	<b>85,968</b>	<b>89,606</b>	<b>3,638</b>	

Subjective Summary	Annual Budget £000	Projected Year End Outturn £000	Projected Annual Variance Adverse or (Favourable) £000
Employee Costs	42,040	41,729	(311)
Property Costs	412	560	148
Supplies and Services	1,821	2,115	294
Transport and Plant Costs	580	635	55
Administration Costs	1,531	1,550	19
Other Agencies & Bodies	57,098	59,855	2,757
Transfer Payments	1,038	2,077	1,039
Other Expenditure	74	43	(31)
Capital Financing	-	-	-
Gross Expenditure	104,594	108,564	3,970
Income	(18,626)	(18,958)	(332)
<b>Net Expenditure</b>	<b>85,968</b>	<b>89,606</b>	<b>3,638</b>

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. MANAGEMENT AND SUPPORT & SERVICE STRATEGY - £0.166m underspend**

There is a projected underspend in Employee Costs of £0.216m - this has reduced from P6 to reflect the full year cost of SVQ Assessor post, the budget for which is no longer transferring from Older People's budgets. This underspend is partially offset by the one-off cost of Retrospective Disclosure checks of £0.048m.

**2. CHILDREN AND FAMILIES - £0.106m underspend**

The projected underspend has increased by £0.030m since Period 6.

Employee costs are anticipated to underspend by £0.510m due mainly to additional delays in the start of up early intervention/service development monies. This is a movement of £0.132m.

Within Throughcare an overspend of £0.129m is anticipated in respect of care leaver rents and other payments supporting 33 service users which reflects historic spend patterns. This is in keeping with Period 6.

A projected overspend of £0.078m is now expected in the residential schools budget - at Period 6 the service expected this budget to breakeven. There are currently 24 children placed in schools and 12 who are receiving Community Supports. The projections are dependent on there being no slippage in expected end dates for placements and no new placements. Should end dates slip the overspend could rise to £0.203m.

The service's long term strategy is to reduce the number of young people in residential schools in order to offer better outcomes and to ensure that the cost of supports for all young people can be delivered within the available resources.

Within fostering there is a projected overspend of £0.209m which is partially offset by an underspend in fostering respite of £0.036m. This represents a movement of £0.173m since period 6. The projections at Period 6 expected 140 placements by end November and there are currently 148. This is reflective of the increasing number of looked after children within North Ayrshire. The number of placements has increased by 13 since P6 and 3 of those are with higher cost external foster placements.

Adoption is now projecting an overspend of £0.034m based on the current 59 placements, with a further 2 placements anticipated before the end of the year - in line with Period 6.

There is an underspend of £0.018m expected in Kinship payments based on the current 236 placements. Kinship placements continue to grow within North Ayrshire and have increased by 11 in this financial year to end November. This is in line with figure reported at Period 6.

Within Children with Disabilities care packages are now expected to underspend by £0.120m. This is offset by overspends anticipated in Direct Payments of £0.124m, with 21 service users, and an overspend in residential school placements of £0.120m which is based on 2 placements. IMPAACT carers are now projecting £0.013m of an overspend.

It should be noted that some issues still remain with the management information in relation to care packages for Children with Disabilities. However, work is ongoing to ensure robust financial projections are available going forward.

The costs associated with the Family Support Network are expected to be significantly less than the budget of £0.400m in the current year - an underspend of £0.189m is included within the Period 8 projection - a movement of £0.138m since Period 6.

### **3. OLDER PEOPLE'S SERVICES - £2.904m overspend**

This overspend has increased by £0.247m from £2.657m reported at P6.

a) Care at Home provided staff costs are now projecting an overspend of £0.896m (including overtime) which is £0.033m higher than the projection at Period 6.

b) Other employee costs - the underspend in other employee costs has decreased by £0.083m which relates mainly to increased staffing costs within Day Care, Anam Cara respite unit and Montrose House in response to staff absence.

c) The projected overspend in purchased Care at Home has increased from £1.274m at Period 6 to £1.285m. Issues remain around the underlying management information within Care at Home. This projection is based on the invoiced amounts to mid-November and the expected future costs to the year end.

d) The overspend in Direct Payments is now £0.311m (Period 6 £0.272m) based on 49 current service users. Steps are being taken to ensure decisions are being taken to award direct payments from within existing budgets.

e) The projected overspend in Care Homes has increased from £0.216m at Period 6 to £0.299m. There are currently 884 services and 12 with funding agreed, total 896. The strategy of the service is to bring this budget online by the end of the financial year. An income over recovery of £0.171m is expected in relation to interim amounts paid on behalf of service users in residential care.

f) The projected overspend in Telecare Equipment remains at £0.170m and is based on current year cost to date and prior year spend patterns.

### **4. INDEPENDENT SERVICES - £0.842m overspend**

This represents a reduction of £0.010m in the projected overspend since Period 6.

The projected overspends are £0.119m for Residential Placements, £0.278m for Community Packages and £0.434m for Direct Payments. There are currently 152 service users in receipt of these packages a net increase of 2 since 1st April 2013. Savings in care package costs achieved to date total £0.153m, against a target of £0.273m - a shortfall of £0.120m. The net cost of new packages and increases to current packages of £0.291m.

### **5. LEARNING DISABILITIES - £0.746m overspend**

This represents a decrease of £0.259m since Period 6.

Care Package projected overspends are £0.574m for Residential Placements, £0.217m for Community Packages and £0.137m in respect of Direct Payments. Revised methodology around the projections has been put in place to reflect historical trends in both potential new packages and discharges. This has contributed to the reduction in the projections.

There are currently 253 service users in receipt of these packages which is a net increase of 13 since 1st April 2013. Savings achieved to date total £0.532m against a target of £0.411m. The net cost of new packages and increases to current packages is £0.742m.

There are minor underspends projected in Employee Costs (£0.080m), Short Break Service (£0.049m) and Respite (£0.053m).

#### **6. MENTAL HEALTH - £0.098m underspend**

This represents an increase in the underspend reported at Period 6 of £0.050m

There are projected underspends of £0.029m in Residential Placements and £0.114m in Community Packages with a small overspend of £0.019m anticipated in Direct Payments.

There are currently 107 service users in receipt of these packages, a net decrease of 2 since 1st April 2013. Savings achieved to date total £0.188m. These are partially offset by the cost of new packages and increases to current packages of £0.152m.

The service requests an increase to the request for carry forward at period 6 of £0.025m for the Flexible Intervention Service, resulting in total carry forward of £0.125m.

#### **7. ADDICTIONS - £0.104m underspend**

This represents a decrease in the underspend at Period 6 of 0.018m. This is mainly due to projected savings in employee costs of £0.165m, offset by one-off rental and dilapidation costs of £0.046m and staff travel costs £0.016m.

#### **8. HOUSING - £0.296m underspend**

This represents a decrease in the underspend at Period 6 of £0.011m. The main reason for the projected underspend is the early realisation of 2014/15 savings in relation to the redesign of the Community Warden service (£0.198m), combined with efficiency savings identified through a review of the budget (£0.031m), vacancy management savings (£0.028m) and savings against provider contracts (£0.025m).

#### **9. CHANGE £0.084m underspend**

The underspend relates to slippage in employee costs.



**DEVELOPMENT & ENVIRONMENT**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
<b>Directorate</b>	224	224	-	
<b>Development Planning</b>				
Management and Admin	96	96	-	
Roads	6,912	7,007	95	1
Planning & Protective Services	2,873	2,639	(234)	1
Economic Development	10,640	8,330	(2,310)	1
<b>Environment</b>				
Management and Admin	798	769	(29)	
Internal Transport	8,710	8,577	(133)	2
Streetscene	5,333	5,312	(21)	2
Waste Services	6,732	6,516	(216)	2
Facilities Management	9,226	9,462	236	2
	51,544	48,932	(2,612)	
Carry forward to 2014/15	-	500	500	1
	51,544	49,432	(2,112)	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	29,342	28,810	(532)
Property Costs	940	946	6
Supplies and Services	7,199	7,290	91
Transport and Plant Costs	9,076	9,126	50
Administration Costs	1,605	1,611	6
Other Agencies & Bodies	20,357	18,696	(1,661)
Other Expenditure	146	130	(16)
Transfer Payments	-	-	-
Capital Financing	32	32	-
Gross Expenditure	68,697	66,641	(2,056)
Income	(17,153)	(17,209)	(56)
Net Expenditure	51,544	49,432	(2,112)

## **DEVELOPMENT & ENVIRONMENT**

### **BUDGETARY CONTROL 2013/14**

#### **EXPLANATION OF MAJOR PROJECTED VARIANCES**

##### **1 Development Planning**

###### **Roads- £0.095m overspend**

There is a projected £0.158m shortfall in salaries recovered from capital and a review is currently underway to assess the impact of this both for the current financial year and beyond. This shortfall is partially off-set by additional income received for bus shelter advertising of £0.069m.

The Roads projected overspend has increased by £0.090m since period 6 due to the shortfall in income.

###### **Protective Services - £0.234m underspend**

There are anticipated savings in employee costs of £0.086m due to staff vacancies in the second half of the year. There is also a projected underspend of £0.170m in relation to the Local Development Plan of which £0.130m has been identified as a non-recurring resource and will be removed from the base budget in 2014/15. A contribution to the Southern General Hospital Mortuary Service, which was previously part of the requisition to Strathclyde Police, and additional costs for internment will result in an overspend of £0.015m.

The underspend within protective services has increased by £0.069m since period 6 due to staff vacancies.

###### **Economic Development - £2.310m underspend**

The service is projecting an underspend of £2.310m which in part is due to the significant budget carry forwards from previous years and additional grant funding income.

The previous European funding programme has been reviewed by Scottish Government and the project funding revised. This has resulted in a favourable variance of £0.391m.

In addition the service has been offered grant funding up to £1.088m to support youth employment within Ayrshire. This funding gives the service an opportunity to enhance its current employability programme and a budget carry forward may be required to support the upscaling of these programmes.

There is a projected underspend of £0.500m in relation to the Business Gateway project due to the slow start up of the project following a change of contractor. As Business Gateway is a Pan Ayrshire Project the service is requesting to carry forward this underspend.

Within the NAC modern apprentice programme there is currently a projected underspend of £0.281m. However given that responsibility for this programme only transferred to the service from 1 October, there will be a further review of the programme and the projection may change.

Within the graduate programme there is a projected underspend of £0.417m. This programme has only started this year and is taking time to develop.

There is also a projected underspend of £0.628m within the ED&R Strategy as projects remain to be identified from the Masterplan review which is currently ongoing.

The projected underspend has increased since period 6 by £1.062m. This is largely due to the £0.391m in relation to European funding, the £0.281m projected underspend within the NAC modern apprentices programme, a £0.250m increase in the projected underspend within Business Gateway.

##### **2 Environment**

###### **Transport - £0.133m underspend**

This is mainly attributable to an underspend in the SPT School Transport Contract of £0.146m.

###### **Streetscene Strategy - £0.021m underspend**

**DEVELOPMENT & ENVIRONMENT**  
**BUDGETARY CONTROL 2013/14**

The projected underspend is mainly attributable to savings in employee costs being early realisation of 2014/15 savings.

**Waste Management - £0.216m underspend**

In Waste Services there are projected one off employee underspends of £0.231m pending the introduction of Phase 2 of the Food Collection Scheme. This projection includes the cost of seasonal employees who were retained to provide additional resource requirements during the implementation of new working arrangements.

Revised landfill site tonnages projections will result in an underspend of £0.132m in Landfill tax. There is also a projected underspend of £0.075m associated with the Organic Waste disposal contract based on revised green and food waste arisings as well as a projected underspend of £0.073m due to a delay in starting the recycling trial to divert street sweepings from landfill. This has been partially offset by a projected shortfall in income from waste gas extraction of £0.151m due to construction issues delaying the installation of the gas pipeline. This has now been laid which should avoid similar issues in 2014/15.

Within recycling there are potential costs that will be incurred in relation to the blue bin contract due to the levels of contamination. This cost is currently projected at approximately £0.090m, representing an anticipated net budget shortfall of £0.033m which will be offset by the early realisation of savings within waste services. There is also a projected shortfall in recycling income of £0.064m due to a downturn in the market for recyclates.

The projected underspend within Waste Management has decreased by £0.278m which is mainly due to revised employee projections within refuse collection (£0.188m).

**Facilities Management - £0.236m overspend**

The projected overspend of £0.236m is largely attributable to planned one off severance costs of £0.256m in relation to the Hub & Spoke model. The underlying underspend has increased from £0.030m at Period 6 to £0.170m largely due to revised employee cost projections in respect of vacancies and reduced overtime pending the janitorial review (£0.190m). The service, however, propose a virement of £0.150m of this underspend to invest in new cleaning equipment which will improve efficiency and productivity.





**BUILDING SERVICES**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Subjective Summary	Annual Budget	Projected Year End Outturn	Annual Variance Adverse or (Favourable)	
	£000	£000	£000	
Employee Costs	9,122	9,179	57	1
Property Costs	333	333	-	
Supplies and Services	5,688	5,385	(303)	2
Transport and Plant Costs	1,334	1,359	25	
Administration Costs	1,002	977	(25)	
Other Agencies & Bodies	1,444	1,520	76	3
Other Expenditure	376	-	(376)	4
Capital Financing	561	561	-	
Gross Expenditure	19,860	19,314	(546)	
Income from :-				
Response	(4,534)	(3,674)	860	
Voids	(2,873)	(3,178)	(305)	
Planned	(1,729)	(1,793)	(64)	
Non-Housing	(975)	(1,677)	(702)	
Projects	(8,080)	(8,080)	-	
Aids & Adaptations	(1,216)	(1,050)	166	
Other	(570)	(522)	48	
Gross Income	(19,977)	(19,974)	3	5
Net Expenditure	(117)	(660)	(543)	

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1** Employee cost projections have been revised in line with the type of work which Building Services are currently programmed to carry out. This has resulted in the projected underspend of £0.135m at Period 6 moving to an overspend of £0.057m at Period 8.

**2** The projected material underspend is based on the work anticipated however this will change should the level or type of work change significantly.

**3** There is a projected overspend of £0.312m within Other Agencies & Bodies primarily as a result of the employment of agency workers which is, however, largely off-set by a reduction of £0.235m in the predicted use of subcontractors. This is due to the implementation of the 2013/14 Building Services Operational Plan which focuses on the reduced use of sub-contractors. The projected reduction is, however, dependent on the type of work received by Building Services and may vary significantly should the type of work change.

**4** Building services had a targeted surplus of £0.228m however due to early realisation of efficiencies there is an additional surplus of £0.148m

**5** The Service has various income streams with the following significant budget variances anticipated:-

## Adv/(Fav)

**Response Repairs**

Emergency and Urgent repairs	0.155	
Routine Repairs	0.295	
Timber Treatment	0.313	
Right to Repair	0.097	0.860
Voids		(0.305)
Estate Based Projects and Housing Regeneration		(0.064)
Income from Other NAC Departments		(0.126)
Recharge to Property Management		(0.576)
Aids and Adaptations		0.166
Other		0.048
		<hr/>
		0.860

The overall underspend in Building Services has decreased from £0.930m at Period 6. This is largely due to

**OTHER CORPORATE ITEMS**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE SIX MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
<b>Requisitions</b>				
Strathclyde Passenger Transport	2,417	2,417	-	
SPT - Concessionary Fares	283	283	-	
Ayrshire Joint Valuation Board	808	808	-	
<b>Other Corporate Costs</b>				
Central Telephones	89	89	-	
Cash in Transit	51	51	-	
External Audit Fees	304	304	-	
Pension Costs	1,704	1,704	-	
Insurance Account	1,571	1,571	-	
Contingency Fund	2,642	2,247	(395)	1
<b>Totals</b>	<b>9,869</b>	<b>9,474</b>	<b>(395)</b>	

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

1. An underspend of £0.395m is anticipated mainly due to projected savings in the provision which was set aside in the 2013/14 budget process for inflation on non payroll commodities including utilities. Although this budget is no longer required in the current year it will go some way to addressing these issues in 2014/15 . The projection also includes the current known commitments in respect of early termination costs.



**HOUSING REVENUE ACCOUNT**  
**BUDGETARY CONTROL 2013/14**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2013**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Supervision and Management	7,906	7,477	(429)	1
Repairs and Maintenance	26,630	25,805	(825)	2
Short Stay Hostel	(74)	(94)	(20)	
Homelessness	(49)	(168)	(119)	3
Loan Charges	8,306	7,871	(435)	4
Rental Income	(42,719)	(42,396)	323	5
Totals	0	(1,505)	(1,505)	6

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	6,592	6,203	(389)
Property Costs	18,648	17,924	(724)
Supplies and Services	302	262	(40)
Transport and Plant Costs	111	97	(14)
Administration Costs	1,487	1,427	(60)
Other Agencies & Bodies	1,747	1,639	(108)
Transfer Payments	200	100	(100)
Other Expenditure	1,211	1,207	(4)
Capital Financing	16,864	16,429	(435)
Gross Expenditure	47,162	45,288	(1,874)
Income	(47,162)	(46,793)	369
Net Expenditure for year	0	(1,505)	(1,505)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. SUPERVISION AND MANAGEMENT - £0.429m underspent**

The main factors contributing to the projected underspend are as follows:

	£m	
Staff vacancies	(0.236)	The draft budget for 2014/15 has been amended to reflect this underspend
Recharges from Other Services	(0.095)	
Consultants	(0.060)	
Software & Computer Equipment	(0.024)	
	<u>(0.415)</u>	

Supervision & Management includes a budget to meet the cost of recharges from the Housing Assets & Investment Team, within Finance & Property. The budget for that team is currently under review. Year-end projections in relation to these recharges will be provided in next the budgetary control report.

**2. REPAIRS AND MAINTENANCE - £0.825m underspent**

This section includes the direct expenditure on council houses as well as ground maintenance, energy costs, insurance premiums, contribution to the capital programme and bad debt write-offs.

The main elements included within the projection are as follows:

	£m	
Response Repairs	(0.857)	Savings have been achieved through improved processes and revised rates for this category of repairs.
Insurance Premiums	(0.099)	Budget surplus has been identified, based on prior year spend and 2013/14 price and cover changes. This has been factored into the draft 2014/15 budget.
Planned & Cyclical Repairs	(0.395)	
Void Repairs	0.307	Due to an increase in empty house numbers
Aids & Adaptations	0.070	

## HOUSING REVENUE ACCOUNT BUDGETARY CONTROL 2013/14

Gas Meter Repairs	0.180	Unbudgeted costs related to repairs to maintain safety of gas meters and boxes. Will be factored into budget from 2014/15.
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**(0.794)**

### Notes

i. Response Repairs - the response repairs projection (included above) is an extrapolation, based on current levels of jobs raised and current average job costs, this projection could vary significantly as the year progresses if the demand profile changes compared with recent year's trends.

ii. Void Repairs - in relation to the projected overspend (included above) there has been a 24% increase in the level of voids from the corresponding period last year the projected spend is based on trend analysis of numbers of jobs received, for the previous 3 financial years. Analysis is currently on-going to establish the reasons for this increase.

### 3. HOMELESSNESS - £0.119m underspent

The projected underspend against this service consists of savings from staff vacancies (£0.128m) offset to a degree by a reduced level of rental income from Homeless Furnished Units (£0.015m)

### 4. LOAN CHARGES - £0.435m underspent

There is a projected saving in loan charges for 2013/14 as a result of slippage on the capital programme in recent years, combined with external borrowing falling below anticipated levels due to the short-term use of cash balances currently held by the Council.

### 5. RENTAL INCOME - £0.323m under-recovered

This projection mainly relates to a shortfall in mainstream house rental income based on current fortnightly rent charges, due to the closure of houses in relation to regeneration projects which has resulted in actual chargeable house numbers being lower than estimated levels.

Please note that the above variance does not reflect the impact of under-occupancy rent arrears, in relation to Welfare Reform. The HRA budget for 2013/14 includes provision for the write off of mainstream rent arrears, including £0.500m set aside specifically to meet the estimated impact of under-occupancy during 2013/14. For 2013/14 the arrears position in relation to under-occupancy has been alleviated to a large extent by availability of Discretionary Housing Payments and it is currently anticipated that the budget will be sufficient to meet any remaining in-year costs.

### 6. HRA BALANCES

	B/fwd from 2012/13	Period 8 Revenue	Transfer between earmarked Funds	Capital Receipt- Vineburgh Phase 4	Funding of Capital Projects	Balance at 31/03/14
	£m	£m			£m	£m
Council House Building Fund	3.712	-	1.292	0.360	(0.639)	4.725
Welfare Reform	0.000	-	2.978			2.978
Contingency Balance	0.400	-			-	0.400
Furnished Tenancies service	0.146	-			-	0.146
Copeland Crescent road reinstatement	0.150	-			(0.053)	0.097
Uncommitted Balance	2.765	1.505	(4.270)		-	0.000
	<b>7.173</b>	<b>1.505</b>	<b>0.000</b>	<b>0.360</b>	<b>(0.692)</b>	<b>8.346</b>

The projected use of HRA balances to fund Capital projects, included in the table above, has decreased from the position reported at Period 6. The main change from the previously reported position is a reduced requirement to draw on the Council house building fund (during 2013/14) to fund the project at John Galt, due to the Scottish Government encouraging early draw down of grants. These sums were previously expected to be released on completion of projects in 2014/15. This change does not alter the overall funding position for the project, only the timing. The details of these reductions are included within the Capital Monitoring report for Period 8.

An additional £1.292m has been earmarked to the Council house building fund to contribute towards additional costs of future house building projects, as approved by Council on 11 December 2013. The remaining balance of £2.978m is held in reserve to mitigate the impacts of Welfare Reform, this represents a marginal reduction from the forecast position, of £3m, which was reported to Council on 11 December, as part of the 2014/15 HRA Capital and Revenue budget paper.

## Budget Management - 30 November 2013

## Virement/Budget Adjustment Requests

		2013/14	
		Virement £m	Directorate Total £m
	Perm (P) / Temp(T)		
<b>1) Budget Virements</b>			
<b>Development &amp; Environment</b>			
Increase to Streetscene Operations expenditure budget in respect of increased costs due to additional work from housing	T	0.064	
Increase to Streetscene Operations Income re additional work from Housing	T	-0.064	
Increase to Facilities Management Supplies and Services budget for purchase of Cleaning equipment to improve productivity and efficiency	T	0.150	
Reduction in Facilities Management Employee Costs budget to fund purchase of Cleaning equipment from the in-year staffing underspend.	T	-0.150	
			<b>0.000</b>
<b>Virement Total</b>			<b>0.000</b>





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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 5**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Capital Monitoring to 30 November 2013**

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**Purpose:** To advise the Cabinet of progress in delivering the Capital Investment Programme as at 30 November 2013.

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**Recommendation:** That the Cabinet agrees to (a) approve the further revisions to budgets outlined at Section 2.1 and Appendix 1; (b) note the drawdown of funds from the flexibility budget and the school estate budget; and (c) note (i) the actual General Services and HRA expenditure to 30 November 2013 and (ii) the forecast of expenditure to 31 March 2014.

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#### **1. Introduction**

- 1.1 The General Services and Housing Revenue Account (HRA) capital budgets were approved at a special meeting of the Council on 30 January 2013. The General Services capital programme approval covered a firm plan for the 5 year period from 1 April 2013 to 31 March 2018 and an indicative plan for the years from 2018/19 to 2022/23. The HRA budget was approved for 2013/14 only.
- 1.2 This report identifies the current programme for 2013/14, taking account of adjustments made to budgets since the meeting on 30 January 2013. The report also advises of actual expenditure to 30 November 2013 and forecast expenditure to 31 March 2014.

## 2. Current Position

- 2.1 The table below outlines the movements in the 2013/14 General Services budget since the report to 30 September:-

	<b>2013/14</b>
	<b>£m</b>
<b>Budget as at 30 September 2013</b>	<b>41.026</b>
a) Alterations to phasing of projects:-	
Flexibility budget brought forward from 2014/15	0.210
2013/14 to 2014/15 and beyond	(2.782)
b) Additional Projects funded by grants & contributions	0.084
<b>Budget as at 30 November 2013</b>	<b>38.538</b>

- 2.2 £0.210m has been brought forward from the 2014/15 flexibility budget to meet the projected additional expenditure on Woodlands and Dreghorn Primary School projects. This was approved at the Cabinet meeting on 26 November 2013.
- 2.3 The majority of the phasing of expenditure between financial years relates to three projects, Garnock Campus, 3 Towns Campus and Bridgegate.
- 2.4 Of the total £0.084m additional funding, £0.053m relates to the E-forms solution project which will be funded from the Change Fund.
- 2.5 Capital Expenditure to 30 November 2013

Actual expenditure to 30 November 2013 (Period 8) amounted to £22.111m or 57.4% (compared to anticipated expenditure of £24.582m or 63.8%) of the revised annual budget for 2013/14 of £38.538m. Details of actual spend by project against the revised budget for 2013/14 can be found in Appendix 1, alongside anticipated spend to 31 March 2014. The projections are summarised by service in the table below:

Service	Revised Budget 2013/14	Projected Expenditure/ Income to 31 March 2014	Projected Variance Over / (Under) Spend	True Over / (Under) Spend	Net Carry Forward to 2014/15
	£m	£m	£m	£m	£m
<b>Expenditure</b>					
Finance & Corporate Support	8.860	8.891	0.031		0.031
Education & Skills	14.224	14.179	(0.045)	(0.044)	(0.001)
Development & Environment	9.832	9.834	0.002	0.002	
Social Services & Health	5.548	5.306	(0.242)	(0.215)	(0.027)
Other	0.074	0.050	(0.024)	(0.024)	
<b>Total Expenditure</b>	<b>38.538</b>	<b>38.260</b>	<b>(0.278)</b>	<b>(0.281)</b>	<b>0.003</b>
<b>Income</b>					
General Capital Grant	(9.595)	(9.595)			
Specific Capital Grant	(0.144)	(0.144)			
Use of Reserve Funds	(3.559)	(3.559)			
Capital Funded from Current Revenue	(2.192)	(2.192)			
Capital Receipts	(0.447)	(0.447)			
Other Grants & Contributions	(5.525)	(5.525)			
Prudential Borrowing	(17.076)	(16.798)	0.278	0.281	(0.003)
<b>Total Income</b>	<b>(38.538)</b>	<b>(38.260)</b>	<b>0.278</b>	<b>0.281</b>	<b>(0.003)</b>

- 2.6 The net true underspend of £0.278m relates principally to the budget for Private Sector Housing Grants within Social Services & Health which is a demand led budget dependent on the volume of applications submitted and the requirement to meet the grant criteria.
- 2.7 It is anticipated that a reduction in waste arisings will result in a delay in the need to commence construction of a new cell within the landfill site and the capping of the current active cell. This will require a carry forward of part of the budget into 2014/15 which will be quantified once the construction programme is agreed.

- 2.8 At its meeting on 10 December 2013, the Cabinet approved funding of £0.175m for the reconfiguration of Corrie school house to create a fit for purpose learning and teaching environment for the school. The funding for this adaptation has been accommodated from the flexibility budget which is in the approved capital plan in the 2014/15 financial year.
- 2.9 Following the transfer of funding detailed in paragraph 2.8 above, the total flexibility budget, including the true underspend of £0.281m outlined at paragraph 2.5, results in total uncommitted funds of £0.398m.
- 2.10 More detailed design work for the Irvine East project has identified requirements that go beyond what had been anticipated at pre-contract award stage. This includes changes to the site access route, pitch drainage, variations to specification and the contractors claim for time extension. An element of the additional cost can be offset by a reduction in the fees associated with the project. The net additional cost is £0.554m. The original budget for Irvine East had been set at £12m, following tender award this was reduced to £10.6m. representing a saving of £1.4m. It is proposed that £0.554m of the original budget is reinstated to meet the contract variations. This funding can be met from the provision of £6.3m which has been set aside in the capital programme for the future development of the wider school estate. Further discussions are taking place in respect of car parking requirements and a future report will be submitted to Cabinet in respect of this. The original delivery date for this project had been anticipated as May 2014, the revised date is June 2014.
- 2.11 Information on the progress of all projects can be found in Appendix 1.

### ***Housing Revenue Account***

- 2.12 The table below outlines the movements in the 2013/14 HRA Capital budget since the report to 30 September:-

	<b>2013/14</b>
	<b>£m</b>
<b>Budget as at 30 September 2013</b>	28.940
Carry forward to 2014/15 - insulated rendering programme	(0.784)
External funding - capital grants for ECO projects	0
	.518
<b>Budget as at 30 November 2013</b>	<b>28.674</b>

- 2.13 The carry forward of funding to 2014/15 is in respect of the insulated rendering programme which has attracted government and energy company grants in the current year. The Council element of the funding will be carried forward to enable completion of the programme. Recent changes by the UK government to reduce domestic energy charges has resulted in a decrease in the funding from the Energy Company Obligation (ECO), impacting on the availability of Scottish Government Home Energy Efficient Programme Scotland (HEEPS) funding. These changes have resulted in uncertainty for the North Ayrshire programme which was being funded via these routes. Officers are continuing to work with the energy providers and Scottish Government to maximise available funding. A future report will be brought to Cabinet to update on these discussions.

#### Capital Expenditure

- 2.14 Actual expenditure to 30 November 2013 (Period 8) amounted to £14.882m or 51.9% of the revised annual budget of £28.674m. Current projections suggest that there will be an underspend of £0.837m at 31 March 2014 of which £0.726m requires to be carried forward to 2014/15 principally to meet expenditure on the Mortgage to Rent scheme (£0.325m) and to fund the new build programmes at John Galt (£0.300m) and the Stevenson Institute (£0.065m). Despite this re-profiling, the ultimate planned completion dates for the new build schemes remain unchanged at March 2015. In addition, £0.148m requires to be carried forward to fund sheltered housing projects at Dickson Drive, Kiln Court and Montgomerie Court.
- 2.15 There is a true projected underspend of £0.111m mainly as a result of anticipated savings of £0.158m on the new build at Redstone Avenue plus £0.097m on the new build at Copeland Crescent. These underspends are, however, partially offset by additional costs of £0.091m on the Dickson Drive project in relation to property purchase and home loss payments. There are also minor overspends totalling £0.053m in respect of feasibility costs and the regeneration of Vineburgh. The overall net underspend will result in reduced requirements for borrowing and the contribution from the revenue account.

### **3. Proposals**

#### **3.1 It is proposed that:-**

##### *In General Services -*

The Cabinet is invited to (a) approve the further revisions to budgets outlined at Section 2.1 and Appendix 1; (b) note the drawdown of funds from the flexibility budget and the school estate budget; and (c) note (i) the actual expenditure to 30 November 2013 and (ii) the forecast of expenditure to 31 March 2014.

##### *In the H.R.A. -*

The Cabinet is invited to (a) approve the further revisions to the budget outlined at Section 2.12; (b) note the actual expenditure to 30 November 2013 and (ii) the forecast of expenditure to 31 March 2014.

### **4. Implications**

#### Financial Implications

- 4.1 The financial implications are as outlined in the report. Expenditure will continue to be closely monitored to ensure early action is taken regarding any projected underspends or overspends.

#### Human Resource Implications

- 4.2 There are no human resource implications.

#### Legal Implications

- 4.3 There are no legal Implications.

#### Equality Implications

- 4.4 There are no equality Implications.

#### Environmental Implications

- 4.5 There are no environmental Implications.

## Implications for Key Priorities

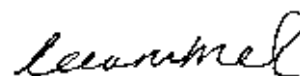
- 4.6 Delivery of the General Services and HRA capital programmes contributes towards the achievement of the Council's key outcomes.

## 5. Consultations

- 5.1 Consultations have taken place with all services in respect of their projects.

## 6. Conclusion

- 6.1 The report invites the Cabinet to approve the revisions to budgets for General Services and the Housing Revenue Account, and note the level of capital expenditure to 30 November 2013 and projections to 31 March 2014.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

### Reference :

For further information please contact Hazel Hair, Senior Manager, Financial Management on 01294 324548

### Background Papers

None





<div>North Ayrshire Council</div> <div>Capital Statement</div> <div>Year Ended 31st March 2014</div>																		
Project Description	Approved Budget at 1st February 2012 £	Carry Forward from 2012/13 £	Budget Approved Jan 2013	Additional Funds Awarded 2013/14 £	Approved Revisions to Programme £	Total Revised Budget 2013/14 £	Year to Date Budget 2013/14 £	Actual Expenditure to 30 November 2013 £	Year to Date Variance 2013/14 £	Projected Expenditure to 31st March 2014 £	Projected Over/ (Under) Spend for 2013/14 £	True Over/ (Under) Spend £	Carry Forward to 2014/15 £	Committed Programme 2014/15 £	Committed Programme 2015/16 £	Committed Programme 2016/17 £	Committed Programme 2017/18 £	COMMENTS
<b>EXPENDITURE</b>																		
<b>Finance &amp; Corporate Support</b>																		
Financial Services	62,760	0	0	0	(9,760)	53,000	0	57,883	57,883	53,000	0	0	0	62,760	0	0	0	
Property	83,392	0	0	162,000	8,000	253,392	0	80,167	80,167	253,392	0	0	0	125,000	1,770,000	0	0	
Information Technology	616,113	9,704	0	317,000	8,000	950,817	420,868	412,998	(7,870)	910,817	(40,000)	0	(40,000)	420,000	165,000	0	0	
Council IT Strategy	0	100,000	0	895,088	(440,000)	555,088	0	13,706	13,706	601,383	46,295	0	46,295	1,715,875				
Office Accommodation	8,192,257	(210,860)	1,900,000	200,000	(3,033,272)	7,048,125	5,203,270	5,058,651	(144,619)	7,072,381	24,256	0	24,256	3,401,620	1,200,000	0	0	
<b>Education &amp; Skills</b>																		
Nursery Education	0	0	250,000	0	(240,000)	10,000	0	11,203	11,203	11,203	1,203	0	1,203	142,000	0	0	0	
Primary Schools	12,568,002	493,928	30,000	130,000	(1,090,363)	12,131,567	7,860,372	7,561,697	(298,675)	12,087,544	(44,023)	(44,023)	0	8,355,952	0	0	0	
Secondary Schools	2,626,750	3,647	600,000	0	(2,993,579)	236,818	199,907	147,960	(51,947)	236,818	0	0	0	0	0	81,778,579	0	
Special Education	55,000	4,418	0	0	(49,418)	10,000	1,000	(175)	(1,175)	10,000	0	0	0	159,418	360,811	0	0	
General School Projects	93,981	15,600	0	0	33,261	142,842	142,842	111,340	(31,502)	142,842	0	0	0	0	0	0	0	
Sport & Leisure	1,174,000	(31,695)	0	0	236,480	1,378,785	1,116,588	1,111,754	(4,834)	1,379,906	1,121	0	1,121	14,576,641	3,373,153	0	0	
Cultural & Community	209,153	25,431	400,000	229,936	(550,397)	314,123	231,295	228,466	(2,829)	310,819	(3,304)	0	(3,304)	925,397	400,000	400,000	400,000	
<b>Development &amp; Environment</b>																		
Economic Development	154,000	47,807	1,430,000	127,500	(1,430,000)	329,307	137,611	139,836	2,225	329,307	0	0	0	2,830,000	2,500,000	2,200,000	1,750,000	
Planning	60,000	194,596	50,000	333,589	0	638,185	491,028	298,172	(192,856)	638,185	0	0	0	50,000	50,000	200,000	200,000	
Renewable Energy	0	0	0	0	40,000	40,000	11,000	11,650	650	40,000	0	0	0	2,460,000	2,500,000	0	0	
Roads	5,396,000	(813)	0	834,000	(1,253,000)	4,976,187	3,249,181	2,313,479	(935,702)	4,976,187	0	0	0	8,759,000	5,188,000	7,260,000	4,660,000	
Environment & Related Services	3,426,240	97,250	140,000	80,000	105,295	3,848,785	2,590,686	2,030,435	(560,251)	3,850,315	1,530	1,530	0	3,581,023	4,404,000	4,715,000	3,093,000	
<b>Social Services &amp; Health</b>																		
Management & Support	283,521	0	0	0	(58,000)	225,521	100,000	23,491	(76,509)	225,521	0	0	0	58,000	0	0	0	
Older People	5,583,833	(107,293)	0	0	(1,160,034)	4,316,506	2,203,964	2,027,552	(176,412)	4,282,281	(34,225)	0	(34,225)	3,440,935	100,000	3,500,000	0	
Physical or Sensory Disabled	994,829	12,815	0	0	(826,313)	181,331	78,166	65,830	(12,336)	188,491	7,160	0	7,160	1,648,270	0	0	0	
Learning Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Housing Non HRA	860,000	(35,483)	0	0	0	824,517	544,517	405,220	(139,297)	610,000	(214,517)	(214,517)	0	700,000	700,000	700,000	700,000	
<b>Other</b>																		
Other	609,264	72,540	0	84,000	(692,295)	73,509	0	0	0	50,000	(23,509)	(23,509)		291,770	0	0	0	
<b>Total Project Expenditure</b>	<b>43,049,095</b>	<b>691,592</b>	<b>4,800,000</b>	<b>3,393,113</b>	<b>(13,395,395)</b>	<b>38,538,405</b>	<b>24,582,295</b>	<b>22,111,313</b>	<b>(2,470,982)</b>	<b>38,260,392</b>	<b>(278,013)</b>	<b>(280,519)</b>	<b>2,506</b>	<b>53,703,661</b>	<b>22,710,964</b>	<b>100,753,579</b>	<b>10,803,000</b>	
<b>Income</b>	(43,049,095)	(691,592)	(4,800,000)	(3,393,113)	13,395,395	(38,538,405)	(8,459,329)	(8,459,329)	0	(38,260,392)	278,013	280,519	(2,506)	(53,703,661)	(22,710,964)	(100,753,579)	(10,803,000)	
<b>Total Project Income</b>	<b>(43,049,095)</b>	<b>(691,592)</b>	<b>(4,800,000)</b>	<b>(3,393,113)</b>	<b>13,395,395</b>	<b>(38,538,405)</b>	<b>(8,459,329)</b>	<b>(8,459,329)</b>	<b>0</b>	<b>(38,260,392)</b>	<b>278,013</b>	<b>280,519</b>	<b>(2,506)</b>	<b>(53,703,661)</b>	<b>(22,710,964)</b>	<b>(100,753,579)</b>	<b>(10,803,000)</b>	
<b>Total Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,122,966</b>	<b>13,651,984</b>	<b>(2,470,982)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>North Ayrshire Council</b> <b>Capital Programme Funding</b>												
Funding Description	Approved Budget at 1st February 2012	Carry Forward from 2012/13	Budget Approved Jan 2013	Additional Funds Awarded 2013/14	Approved Revisions to Programme	Total Revised Budget 2013/14	Actual as at 30 November 2013	Projected Income to 31st March 2014	Proposed Budget 2014/15	Proposed Budget 2015/16	Proposed Budget 2016/17	Proposed Budget 2017/18
	£	£	£		£	£	£	£				
<b><u>CAPITAL BORROWING</u></b>												
Prudential Borrowing	25,323,519	557,851	1,473,000		(11,812,675)	15,541,695		15,263,682	25,035,742	7,624,173	88,563,579	613,000
Acceleration borrowing from 2015/16			1,114,791			1,114,791		1,114,791				
Acceleration borrowing from 2014/15			420,209			420,209		420,209				
<b>SUB TOTAL</b>	<b>25,323,519</b>	<b>557,851</b>	<b>3,008,000</b>	<b>0</b>	<b>(11,812,675)</b>	<b>17,076,695</b>	<b>0</b>	<b>16,798,682</b>	<b>25,035,742</b>	<b>7,624,173</b>	<b>88,563,579</b>	<b>613,000</b>
<b><u>SCOTTISH GOVERNMENT FUNDING</u></b>												
<b>Specific Capital Grants</b>												
Cycling / Walking Routes	144,000					144,000		144,000	212,000	150,000	150,000	150,000
<b>Capital Grants</b>												
General Capital Grant	8,177,000		1,334,000	84,000		9,595,000	6,761,664	9,595,000	13,134,000	12,379,000	9,000,000	9,000,000
<b>SUB TOTAL</b>	<b>8,321,000</b>	<b>0</b>	<b>1,334,000</b>	<b>84,000</b>	<b>0</b>	<b>9,739,000</b>	<b>6,761,664</b>	<b>9,739,000</b>	<b>13,346,000</b>	<b>12,529,000</b>	<b>9,150,000</b>	<b>9,150,000</b>
<b><u>OTHER INCOME TO PROGRAMME</u></b>												
<b><u>Use of Funds</u></b>												
Capital Fund	157,121					157,121		157,121	6,246,636		2,000,000	
Change & Service Redesign Fund		57,317		1,292,088	53,000	1,402,405		1,402,405				
Repairs & Renewals Fund	2,000,000					2,000,000		2,000,000	3,000,000			
<b><u>CFCR</u></b>						0			2,968,000			
Castlepark PS				110,000		110,000		110,000				
Dirrans	1,210,000				-210,000	1,000,000		1,000,000				
Irvine East PS				20,000		20,000		20,000				
General	850,000		118,000			968,000		968,000				
Largs Car Park Fund		50,000				50,000		50,000				
West Kilbride CC Gym				43,907		43,907		43,907				
<b><u>Grants &amp; Contributions</u></b>									1,542,074			
Access Paths - CSGN				32,500		32,500		32,500				
Access Paths - SPT				25,000		25,000		25,000				
Access Paths - SUSTRANS				67,500		67,500		67,500				
Access Paths - TRANSPORT SCOTLAND				4,589		4,589		4,589				
Access Paths - URC				10,000		10,000		10,000				
SFT Enabling Funds (Garnock Campus )	872,995					872,995		872,995				
Forestry Commission - Timber Transport				300,000		300,000		300,000				
Historic Scotland - Saltcoats Town Hall				162,000		162,000		162,000				
HRA Funding - Currie Court	1,101,000					1,101,000		1,101,000				
SPT Funding - Roads				678,000		678,000	24,000	678,000				
Tourism Infrastructure - European Funding				127,500		127,500		127,500				
Funding - Bridgegate Projects:	3,213,460			200,000	-3,413,460	0		0				
Trinity Church - URC					100,000	100,000	100,000	100,000				
Trinity Church - Historic Scotlanc					399,240	399,240	192,645	399,240				
Trinity Church - Other					66,500	66,500	66,500	66,500				
Public Realm - URC					1,252,000	1,252,000	500,000	1,252,000				
Bridgegate House - URC					138,000	138,000	130,000	138,000				
West Kilbride Gymnasium				186,029	-25,000	161,029	161,029	161,029				
Zero Waste Scotland		26,424				26,424	26,259	26,424				
<b><u>Capital Receipts</u></b>			340,000	50,000	57,000	447,000	497,232	447,000	1,525,209	2,517,791	1,000,000	1,000,000
Sale of Land						0	411,945	0				
Sale of Vehicles						0	85,287	0	40,000	40,000	40,000	40,000
						0		0				
<b>SUB TOTAL</b>	<b>9,404,576</b>	<b>133,741</b>	<b>458,000</b>	<b>3,309,113</b>	<b>(1,582,720)</b>	<b>11,722,710</b>	<b>1,697,665</b>	<b>11,722,710</b>	<b>15,321,919</b>	<b>2,557,791</b>	<b>3,040,000</b>	<b>1,040,000</b>
<b>TOTAL CAPITAL PROGRAMME FUNDING</b>	<b>43,049,095</b>	<b>691,592</b>	<b>4,800,000</b>	<b>3,393,113</b>	<b>(13,395,395)</b>	<b>38,538,405</b>	<b>8,459,329</b>	<b>38,260,392</b>	<b>53,703,661</b>	<b>22,710,964</b>	<b>100,753,579</b>	<b>10,803,000</b>

CAPITAL MONITORING 2012/13																												
Year Ended 31st March 2014																												
FINANCE & CORPORATE SUPPORT																												
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE														2014/15	2015/16	2016/17	2017/18	TOTALS	Comments		
				Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2012/13	Budget Approved 30 Jan 2013	Additional Funds Awarded 2013/14	Approved Revisions To Programme	Total Revised Budget 2013/14	Year to Date Budget 2013/14	Actual Expenditure to 30 November 2013	Year to Date Variance 2013/14	Projected Expenditure to 31 March 2014	Projected Over/ (Under) Spend for 13/14	True Over/(Under) Spend	Carry Forward to 2014/15	% Expenditure for 2013/14							% Expenditure Projected for year 13/14 (CPI)	
Financial Services																												
FINANCIAL SYSTEMS	Y.Baulk					0	36,784				(36,784)	0	0	4,933	4,933	0	0			No budget	No budget	62,760	0	0	0	0	62,760	
E PROCUREMENT							25,976				(25,976)	0	0	0	0					No budget	No budget	0				0		
E-FORM SYSTEM	Change Team										53,000	53,000	0	52,950	52,950	53,000	0			99.91%	100.00%	0						
Total Financial Services							62,760	0	0	0	(9,760)	53,000	0	57,883	57,883	53,000	0	0	0	109.21%	100.00%	62,760	0	0	0	0	62,760	
Property																												
CORP ASSET MANAGEMENT SYSTEM	T Burns					0	83,392				(57,000)	26,392	0	5,835	5,835	26,392	0		0	22.11%	100.00%	60,000	0	0	0	0	86,392	
SALTCOATS TOWN HALL	L. Cree	Feasibility	-				0			162,000	65,000	227,000	0	74,331	74,331	227,000	0			32.75%	100.00%	65,000	1,770,000	0	0	0	2,062,000	Fees and surveys expected in 13/14
Total Property							83,392	0	0	162,000	8,000	253,392	0	80,167	80,167	253,392	0	0	0	22.11%	100.00%	125,000	1,770,000	0	0	0	2,148,392	
Information Technology																												
PC REPLACEMENT	L Morley					0	121,295	(24,742)			90,000	186,553	64,617	61,463	(3,154)	186,553	0			32.95%	100.00%	75,000	165,000	0	0	0	665,000	
MICROSOFT OFFICE UPGRADE	I Chisholm					0	276,168					276,168	276,168	260,832	(15,336)	276,168	0			94.45%	100.00%	263,000	0	0	0	0	800,000	
SUN SERVER REPLACE PROG	B Quigley					0	39,408	(2,025)		162,617	(32,000)	168,000	0	0	0	128,000	(40,000)		(40,000)	0.00%	76.19%	32,000	0	0	0	0	445,242	Delay in tendering negotiations
WINDOWS SERVER MIGRATION	I Chisholm					0	31,769	2,384		22,847		57,000	0	15,891	15,891	57,000	0			27.88%	100.00%	0	0	0	0	0	724,888	
NEW COUNCIL ICT STRATEGY	A. Blakely					0	112,080	34,107		131,536	(14,827)	263,096	80,083	74,812	(5,271)	263,096	0			28.44%	100.00%	50,000	0	0	0	0	476,909	
Total Information Technology							616,113	9,704	0	317,000	8,000	950,617	420,868	412,998	(7,870)	910,817	(40,000)	0	(40,000)	43.44%	95.79%	420,000	165,000	0	0	0	3,278,967	
Council IT Strategy																												
WIRELESS ACCESS IN SCHOOLS	A Blakely						0	100,000		190,400	(190,000)	100,400	0	13,706	13,706	100,400	0			13.65%	100.00%	380,400					480,800	
MANAGED WAN SERVICES	A Blakely									190,395		190,395	0	0	0	236,690	46,295		46,295	0.00%	124.32%	571,183					761,578	
IP TELEPHONY (IPT)	A Blakely									203,468	(150,000)	53,468	0	0	0	53,468	0			0.00%	100.00%	353,468					406,936	
LOCAL AREA NETWORK (LAN)	A Blakely									310,825	(100,000)	210,825	0	0	0	210,825	0			0.00%	100.00%	410,824					621,649	
Total IT Strategy							0	100,000	0	895,088	(440,000)	555,088	0	13,706	13,706	601,383	46,295	0	46,295	13.65%	100.00%	1,715,875	0	0	0	0	2,270,963	
Office Accommodation																												
CCTV GENERAL							0	30,372				30,372	0	9,990	9,990	30,372	0			32.89%	100.00%	0					34,182	
BRIDGEGATE HOUSE REFURB	L Cree	Construction	Graham Construction	23-Sep-13	01-Dec-13	10	5,884,417	179,742			(865,101)	5,199,058	3,701,400	3,581,618	(119,782)	5,199,058	0			68.89%	100.00%	0					8,997,694	
CUNN HOUSE 3RD FLOOR WEST	D Watts	Complete	InSite Fleming	31-Aug-12	31-Aug-12	0	0				3,447	3,447	3,447	3,451	4	3,447	0			100.12%	100.00%	0	0	0	0	0	199,088	Final account.
TRINITY CHURCH REFURBISHMENT	L Cree	Construction	Masonry Land Engineering	24-Jun-13	02-Dec-13	23	638,881	(346,537)		200,000	73,001	565,345	435,965	435,965	(0)	565,345	0			77.11%	100.00%	0	0	0	0	0	1,050,001	
BRIDGEGATE PUBLIC REALM	L Cree	Construction	Engineering	08-Jul-13	25-Nov-13	20	1,668,959	(55,319)			(442,999)	1,170,641	1,010,734	980,280	(30,454)	1,170,641	0			83.74%	100.00%	0	0	0	0	0	2,037,001	
CUNNINGHAME HOUSE PHASE 1	D Watts	Design	-	28-Mar-14	29-Aug-14	22	0	(19,118)	1,900,000		(1,801,620)	79,262	51,724	47,347	(4,377)	103,518	24,256		24,256	59.73%	130.60%	1,416,411	6,515	0	0	0	1,521,306	Delay in tender process
CUNNINGHAME HOUSE PHASE 2	D Watts	Design	-	19-Sep-14	27-Feb-15	23	0				0	0	0	0	0	0	0			No budget	No budget	1,063,831	36,169				1,100,000	Delay in tender process
CUNNINGHAME HOUSE PHASES 3 TO 6												0	0	0	0	0	0			No budget	No budget	921,378	1,157,316				2,078,694	
Total Office Accommodation							8,192,257	(210,860)	1,900,000	200,000	(3,033,272)	7,048,125	5,203,270	5,058,651	(144,619)	7,072,381	24,256	0	24,256	71.77%	100.34%	3,401,620	1,200,000	0	0	0	14,939,272	
Total Finance & Corporate Support							8,954,522	(101,156)	1,900,000	1,574,088	(3,467,032)	8,860,422	5,624,138	5,623,404	(734)	8,890,973	30,551	0	30,551	63.47%	100.34%	4,009,380	3,135,000	0	0	0	22,700,354	

CAPITAL MONITORING 2012/13																												
Year Ended 31st March 2014																												
EDUCATION & SKILLS																												
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE															2014/15 Revised Budget for 14/15	2015/16 Revised Budget for 15/16	2016/17 Revised Budget for 16/17	2017/18 Revised Budget for 17/18	TOTALS	Comments	
				Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2012/13	Budget Approved 30 Jan 2013	Additional Funds Awarded 2013/14	Approved Revisions To Programme	Total Revised Budget 2013/14	Year to Date Budget 2013/14	Actual Expenditure to 30 November 2013	Year to Date Variance 2013/14	Projected Expenditure to 31 March 2014	Projected Over/ (Under) Spend for 13/14	True Over/(Under) Spend	Carry Forward to 2014/15	% Expenditure for 2013/14	% Expenditure Projected for year 13/14 (CPI)							
Nursery Education																												
EARLY YEARS CHILDRENS BILL	F Rodman								250,000		(240,000)	10,000	0	11,203	11,203	11,203	1,203		1,203	112.03%	112.03%	142,000	0	0	0	0	152,000	Works programme being developed to be carried out Easter 2014
Total Nursery Education							0	0	250,000	0	(240,000)	10,000	0	11,203	11,203	11,203	1,203	0	1,203	112.03%	112.03%	142,000	0	0	0	0	152,000	
Primary Schools																												
WOODLANDS PS EXTENSION	L Suttie	Complete	Morgan Sindall	30/04/2013	06/05/2013	1	397,894	115,758			178,940	692,592	469,544	458,325	(11,219)	692,592	0	0		66.18%	100.00%	0	0	0	0	0	1,664,063	Project overspend primarily due to roadworks
PENNYBURN PS ROOF REPLACE	M McIntosh	Design	-	31/03/2014	31/07/2014	17	28,649	(3,939)			(15,000)	9,710	0	0	0	0	(9,710)	(9,710)		0.00%	0.00%	15,000	0	0	0	0	283,324	Works to be carried out in 14/15 due to inclement weather.
KELBURN PARTITIONS	B Ingram	Complete	B Services	30/08/2013	31/10/2013	9	136,800	(780)				136,020	136,020	12,238	(123,782)	126,172	(9,848)	(9,848)		9.00%	92.76%	0	0	0	0	0	143,110	Awaiting final account from Building Services
SKELMORLIE PARTITIONS	J Brydon	Complete	B Services	30/08/2013	12/08/2013	13	61,650	4,350				66,000	66,000	5,814	(60,186)	35,673	(30,327)	(30,327)		8.81%	54.05%	0	0	0	0	0	66,000	Awaiting final account from Building Services
SCHOOL ESTATE	A Martin/L Taylor	Feasibility	-	01/08/2017	01/08/2017	0	1,000,000				(1,000,000)	0	0	0	0	0	0					6,300,000	0	0	0	0	6,300,000	
REPLACE SHUTTERS VARIOUS	D Mackay	Construction	Various	19/07/2013	21/11/2013	18	12,163	(1,233)				10,930	10,930	2,391	(8,539)	4,391	(6,539)	(6,539)		21.88%	40.17%	0	0	0	0	0	149,932	Awaiting final account from Building Services
CUMBRAE PS ROOF	R Connell	Design	-	07/02/2014	12/09/2014	31	0	(2,111)	30,000		(11,224)	16,665	16,665	9,815	(6,850)	16,665	0			58.90%	100.00%	321,224	0	0	0	0	340,000	Works to be carried out summer 14/15 due to major disruption of the operation of the school.
IRVINE EAST PS	L Suttie	Construction	Morgan Sindall	07/04/2014	30/06/2014	12	7,662,998	31,651		20,000	(326,968)	7,387,681	3,787,979	3,774,865	(13,114)	7,387,681	0			51.10%	100.00%	974,228	0	0	0	0	10,620,001	Project overspend due to temporary car parking costs and contract variations.
ST LUKES PS-EXTENSION	A Martin	Design	-	17/04/2015	17/04/2015		0				52,500	52,500	0	(4,951)	(4,951)	52,500	0			-9.43%	100.00%	745,500	0	0	0	0	1,048,508	
DREGHORN PS UPGRADE REPLC	A Martin	DLP	Miller Construction	Complete	Complete		0				31,389	31,389	0	(67,261)	(67,261)	31,389	0	0		-214.28%	100.00%	0	0	0	0	0	8,313,641	Additional works on security and nursery adaptations agreed with E&S post occupation.
CASTLEPARK PS	L Suttie	Construction	Morgan Sindall	12/08/2013	16/08/2013	1	3,267,848	350,232		110,000	0	3,728,080	3,373,234	3,370,461	(2,773)	3,740,481	12,401	12,401		90.41%	100.33%	0	0	0	0	0	6,155,354	Project overspend due to claim and additional items requested by client.
Total Primary Education							12,568,002	493,928	30,000	130,000	(1,090,363)	12,131,567	7,860,372	7,561,697	(298,675)	12,087,544	(44,023)	(44,023)	0	82.33%	99.64%	8,355,952	0	0	0	0	35,779,367	
Secondary Schools																												
GARNOCK ACADEMY REPLACEMENT	L Cree	Feasibility	-	30/08/2015	14/08/2016	50	2,626,750	13,897			(2,487,665)	152,982	116,071	104,011	(12,060)	152,982	0			67.99%	100.00%	0	0	38,927,665	0	0	39,259,393	£375k spend for site acquisition included in projected expenditure
3 TOWNS CAMPUS	L Cree	Cancelled	-					(10,250)	600,000		(505,914)	83,836	83,836	43,949	(39,887)	83,836	0			52.42%	100.00%	0	0	42,850,914	0	0	42,945,000	Projected expenditure in 13/14 to cover fees and outstanding consultants costs.
Total Secondary Education							2,626,750	3,647	600,000	0	(2,993,579)	236,818	199,907	147,960	(51,947)	236,818	0	0	0	-21.94%	100.00%	0	0	81,778,579	0	0	82,204,393	
Special Education																												
STANECASTLE REMEDIAL WORKS	M McIntosh	Rolling programme	Various	31/03/2014	31/03/2014	0	55,000	4,418			(49,418)	10,000	1,000	(175)	(1,175)	10,000	0			-1.75%	100.00%	159,418	360,811	0	0	0	630,000	Works planned as a result of 6-monthly inspections
Total Special Education							55,000	4,418	0	0	(49,418)	10,000	1,000	(175)	(1,175)	10,000	0	0	0	-1.75%	100.00%	159,418	360,811	0	0	0	630,000	
General School Projects																												
ARRAN OUTDOOR EDUC CENTRE	B Ingram	Construction	John Thomson Northwest	31/08/2012	31/08/2012	0	93,981	15,600			(106,081)	3,500	3,500	0	(3,500)	3,500	0			0.00%	100.00%	0	0	0	0	0	5,368,025	James Whyte to install outstanding screen w/c 16/12
ARRAN OUTDOOR CENTRE SLIPWAY	K Gacura	Complete	Marine	19/08/2013	06/09/2013	3	0				139,342	139,342	139,342	111,340	(28,002)	139,342	0			79.90%	100.00%						139,342	£3,779 budget required for 14/15 for retention.
Total General School Projects							93,981	15,600	0	0	33,261	142,842	142,842	111,340	(31,502)	142,842	0	0	0	77.95%	100.00%	0	0	0	0	0	5,368,025	

CAPITAL MONITORING 2012/13																													
Year Ended 31st March 2014																													
EDUCATION & SKILLS																													
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE															% Expenditure Projected for year 13/14 (CPI)	2014/15 Revised Budget for 14/15	2015/16 Revised Budget for 15/16	2016/17 Revised Budget for 16/17	2017/18 Revised Budget for 17/18	TOTALS Total Project Budget	Comments	
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Sports & Leisure																													
LARGS SPORTS DEVELOPMENT	L Taylor			31/03/2012	31/03/2014	104	112,529	5,039			(63,383)	54,185	0	0	0	54,185	(0)			0.00%	100.00%	63,383	0	0	0	0	300,000	The funding is ring fenced for the development of sport within Largs therefore spend must meet this criteria.	
IRVINE LEISURE CENTRE	L Suttie	Tender Stage	-	15/08/2014	17/07/2015	48	1,061,471	(36,734)			292,578	1,317,315	1,109,303	1,110,424	1,121	1,318,436	1,121		1,121	84.29%	100.09%	14,513,258	3,373,153	0	0	0	19,979,000	Slippage due to legal issues.	
MEADOWSIDE PARK RESURFACING	B Ingram	DLP	WH Malcolm	Complete	Complete		0				7,285	7,285	7,285	7,285	0	7,285	0			100.01%	100.00%	0	0	0	0	0	274,941		
MONTGOMERIE PARK MUGAS	B Ingram	DLP	Greenfields	Complete	Complete		0					0	0	(5,956)	(5,956)	0	0			No budget	No budget	0	0	0	0	0	120,631		
Total Sports & Leisure							1,174,000	(31,695)	0	0	236,480	1,378,785	1,116,588	1,111,754	(4,834)	1,379,906	1,121	0	1,121	80.63%	100.08%	14,576,641	3,373,153	0	0	0	20,674,572		
Cultural & Community																													
CORPORATE TRAINING CENTRE	D Watts	Complete	Ashleigh	Complete	Complete		0					0	0	0	0	0	0			No budget	No budget	0	0	0	0	0	1,428,985		
WEST KILBRIDE CC GYMNASIUM	D Lochrie	DLP	McLaughlin	23/02/2013	10/05/2013	11	87,253	27,852		229,936	(113,646)	231,395	220,093	190,025	(30,068)	220,366	(11,029)		(11,029)	82.12%	95.23%	88,646	0	0	0	0	768,131	Final account/consultants fees to be agreed.	
ARDROSSAN CASTLE	D Mackay	Awarded	-	31/03/2014	30/05/2014	9	121,900	(2,421)			(112,979)	6,500	5,852	5,852	(0)	11,974	5,474		5,474	90.03%	184.22%	112,979	0	0	0	0	121,900	Works commencing April 2014. in conjunction with Kerelaw.	
ABBEY TOWER	D Lochrie	Complete	A Stevely	31/03/2014	31/03/2014		0		100,000		(69,772)	30,228	0	27,240	27,240	30,228	0			90.11%	100.00%	0	0	0	0	0	30,228	Balance should be transferred to Kerelaw Castle WBBC76	
COMMUNITY DEVELOPMENT FUND	A Sutton	-	-				0		300,000		(260,000)	40,000	0	0	0	40,000	0			0.00%	100.00%	560,000	300,000	300,000	300,000	1,500,000	0	Projects being developed. Re-profiling of budget required.	
KERELAW CASTLE	D Mackay	Awarded	-	31/03/2014	30/05/2014		0				6,000	6,000	5,350	5,349	(1)	8,251	2,251		2,251	89.16%	137.52%	63,772	0	0	0	0	69,772	Works commencing April 2014. in conjunction with Ardrossan.	
CASTLES & HISTORIC MONUMENTS																					100,000	100,000	100,000	100,000	400,000	400,000	0		
Total Cultural & Community							209,153	25,431	400,000	229,936	(550,397)	314,123	231,295	228,466	(2,829)	310,819	(3,304)	0	(3,304)	72.73%	98.95%	925,397	400,000	400,000	400,000	4,319,016	4,319,016		
Total Education & Skills							16,726,886	511,329	1,280,000	359,936	(4,654,016)	14,224,135	9,552,004	9,172,245	(379,759)	14,179,132	(45,003)	(44,023)	(980)	64.48%	99.68%	24,159,408	4,133,964	82,178,579	400,000	149,127,373	149,127,373		

CAPITAL MONITORING 2012/13																												
Year Ended 31st March 2014																												
DEVELOPMENT & ENVIRONMENT																												
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE															2014/15	2015/16	2016/17	2017/18	TOTALS		
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Economic Development																												
TOWN CENTRE INFRASTRUCTURE	G Hunter	1 - Design 2 Tender	John Thompson Construction and Fusion Marine Ltd			0	100,000	15,698				115,698	57,850	1,350	(56,500)	115,698	0			1.17%	100.00%	0	0	0	0	812,692	Preliminary works on 2 roundabouts Corsehill and Redburn in 13/14 to be completed.	
TOURISM INFRASTRUCTURE	K Don					0	54,000	32,109		127,500		213,609	79,761	138,486	58,725	213,609	0			64.83%	100.00%	0	0	0	0	266,500		
IRVINE ENTERPRISE AREA							0					0	0	0	0	0	0			No budget	No budget	800,000	500,000	700,000	0	2,000,000		
TOWN CENTRE REGENERATION							0		330,000		(330,000)	0	0	0	0	0	0			No budget	No budget	1,630,000	1,300,000	1,500,000	1,750,000	6,180,000		
NEXT GENERATION BROADBAND									1,100,000		(1,100,000)	0	0	0	0	0	0			No budget	No budget	400,000	700,000	0	0	1,100,000		
Total Economic Development							154,000	47,807	1,430,000	127,500	(1,430,000)	329,307	137,611	139,836	2,225	329,307	0	0	0			2,830,000	2,500,000	2,200,000	1,750,000	10,359,192		
Planning																												
ACCESS PATH NETWORK PROGRAMME	J Miller	Various Practical	Various	31-Mar-14	31-Mar-14	0	0	126,257	50,000	283,589		459,846	349,832	163,313	(186,520)	459,846	0			35.51%	100.00%	0	50,000	200,000	200,000	2,186,019	All 2013/14 construction and design projects are progressing on target.	
MONTGOMERIE PARK SUDS POND	J Miller	Completion	Luddon	31-Mar-13	30-Sep-13	26	60,000	68,339				128,339	128,063	121,589	(6,474)	128,339	0			94.74%	100.00%	0	0	0	0	330,454	Vesting progress awaiting response from Scottish Water.	
MONTGOMERIE PARK MASTERPLAN	J Miller	Commenced	GD Lodge	31-Mar-14	31-Mar-14		0			50,000		50,000	13,133	13,270	137	50,000	0			26.54%	100.00%	50,000				100,000	Developer Forum meetings organised for Jan 2014.	
Total Planning							60,000	194,596	50,000	333,589	0	638,185	491,028	298,172	(192,856)	638,185	0	0	0	46.72%	100.00%	50,000	50,000	200,000	200,000	2,616,473		
Renewable Energy																												
RENEWABLE ENERGY PROGRAMME	S Taylor	In development	S Luker Assoc.	30-Sep-16	30-Sep-16		0				40,000	40,000	11,000	11,650	650	40,000	0			29.13%	100.00%	2,460,000	2,500,000			5,000,000	Solar PV PQQ uploaded 29 November. Draft ITT 80% complete and on schedule to issue January 2014. Site start date still on target for August 2014. Biomass PQQ: final project brief scheduled for mid February 2014. Project site start still on target for September 2014.	
Total Renewable Energy							0	0	0	0	40,000	40,000	11,000	11,650	650	40,000	0					2,460,000	2,500,000	0	0	5,000,000		

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Roads																												
ASSET MANAGEMENT - ROADS								3,000				(3,000)	0							No budget	No budget					0		
ROADS IMPROVE/RECONSTRUCTION	C Dempster	Multiple Projects	Internal & External	31-Mar-14	31-Mar-14	0	1,800,000	22,710				(310,000)	1,512,710	1,315,000	1,109,920	(205,080)	1,512,710	0			73.37%	100.00%	1,650,000	1,800,000	3,100,000	3,100,000	15,115,818	Works programme fully underway and on target to fully spend.
PENNYBURN ROUNDABOUT							0						0	0	0	0	0	0		No budget	No budget	0	2,000,000	0	0	2,000,000		
B714 UPGRADE	C Forsyth	Design	External	31-Mar-14	31-Mar-14		0					100,000	100,000	0	0	0	100,000	0			0.00%	100.00%	4,037,000				4,137,000	SIAS developing Kilwinning area transportation appraisal. AECOM assessing the geometry of the B714.
LIGHTING	G.Wilson	Multiple Projects	Internal & External	31-Mar-14	31-Mar-14	0	1,000,000	39,406					1,039,406	603,406	569,510	(33,896)	1,039,406	0			54.79%	100.00%	1,000,000	1,000,000	1,000,000	1,000,000	7,448,046	Works programme fully underway and on target to full spend.
IRVINE TOWN CENTRE CAR PARK	C Forsyth	Design	Internal	31-Mar-14	31-Mar-14		287,000	(3,315)					283,685	283,685	35,892	(247,793)	283,685	0			12.65%	100.00%	0	0	0	0	287,000	Planning application is currently underway and work is now programmed to Start Feb 2014.
CAR PARK STRATEGY							0						0	0	0	0	0	0		No budget	No budget	360,000	360,000	0	0	720,000		
CYCLING/WALKING/SAFER STS						0	144,000				(144,000)		0	0	0	0	0	0		No budget	No budget	212,000	28,000	0	0	323,796		
CULVERTS & COAST PROT AST	P. Cobley	Design Completed	Not Confirmed	31-Dec-13	31-Dec-13	0	0	7,090					7,090	7,090	0	(7,090)	7,090	0			0.00%	100.00%	0	0	0	0	112,558	Chasing up invoice - this work is now completed and budget fully spent.
KILBIRNIE FPS	C Forsyth	Outline Design	AECOM	31-Mar-14	31-Mar-14		1,965,000	(69,704)				(1,500,000)	395,296	247,000	24,669	(222,331)	395,296	0			6.24%	100.00%	1,500,000	0	2,600,000	0	4,999,999	AECOM are now co-ordinating the design work to develop the project to a level that is sufficient enough to be submitted to Scottish Government to obtain a Flood Prevention Order.
COASTAL PROT-BALLOCHMARTIN BA	P Cobley	Design Completed	Not Confirmed	31-Dec-13	31-Dec-13	0	100,000						100,000	46,000	5,533	(40,467)	100,000	0			5.53%	100.00%	0	0	0	0	100,000	Final design has now been completed. Minor works framework tendering ongoing and planned to be on site February 2014. Complete by end of March.
SPT FUNDED PROJECTS	D. Lodge	Various Projects	Internal & External	31-Mar-14	31-Mar-14	0	0				678,000		678,000	228,000	34,299	(193,701)	678,000	0			5.06%	100.00%	0	0	0	0	3,268,849	
TIMBER TRANSPORT FUNDING	C Dempster	Completed	Internal & External	31-Sept-13	31-Sept-13						300,000	460,000	760,000	460,000	515,509	55,509	760,000	0			67.83%	100.00%	0		0	0	760,000	Project now complete awaiting final costs. Tender now out for return mid December.
DUNDONALD BRIDGE	P Cobley	Design	Not Confirmed	28-Feb-14	28-Feb-14		100,000						100,000	59,000	18,146	(40,854)	100,000	0			18.15%	100.00%	0	0	0	0	100,000	On site mid January and will be complete before 31 March 2014.
BRIDGES INFRASTRUCTURE PROG							0						0	0	0	0	0	0		No budget	No budget	0	0	560,000	560,000	1,120,000		
Total Roads							5,396,000	(813)	0	834,000	(1,253,000)	4,976,187	3,249,181	2,313,479	(935,702)	4,976,187	0	0	0	48.49%	100.00%	8,759,000	5,188,000	7,260,000	4,860,000	40,493,066		
Environment & Related Services																												
VEHICLES	G.Mitchell			31-Mar-14	31-Mar-14	0	2,316,000	(15,593)			80,000		2,380,407	1,479,098	1,508,001	28,903	2,380,407	0			63.35%	100.00%	2,000,000	2,000,000	2,000,000	2,000,000	13,994,981	Full spend anticipated. Update report provided.
ARRAN GARAGE IMPROVEMENTS	G.Mitchell	Complete		09-Jul-12	17-Aug-12	6	0						0	0	1,530	1,530	1,530	1,530		No budget	No budget	0	0	0	0	189,247		
CLEANSING-SHEWALTON LANDFILL	D.Mackay	Ongoing	Various	31-Mar-13	31-Mar-13		781,947	(3,819)					778,128	505,000	125,414	(379,586)	778,128	0			16.12%	100.00%	1,000,000	900,000	1,000,000	300,000	13,303,224	the landfill site gas pipeline has delayed spend. Drilling of the gas pipeline tunnel is now through under the A78 road. Projects costs of £50,000 are projected for January 2014. Estimated income from buy-back of gas collection system from NAC of £136,000 is due in March 2014. PMI are producing a scheme for completion of site resurfacing works. Discussions still ongoing with Scottish Water regarding leachate management options. Tender now received for Landfill Engineering Design Works. Budget will require to be reprofiled into 2014/15. Landfill engineering tender outcome and PMI estimates are required to inform budget re-
ICT WASTE MANAGEMENT SYS	D.Mackay	Commissioning	Whitespace	31-Mar-13	30-Nov-13		0	44,488					44,488	44,488	9,452	(35,036)	44,488	0			21.25%	100.00%	0	0	0	0	195,000	Supplier still to complete install of upgraded in-cab devices. Once all devices are upgraded the final payment will be made, expected to be in January. Awaiting IT to advise of the virtual server internal re-charge costs for the project which need to be paid from this budget.

CAPITAL MONITORING 2012/13																											
Year Ended 31st March 2014																											
DEVELOPMENT & ENVIRONMENT																											
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE														% Expenditure Projected for year 13/14 (CPI)	2014/15	2015/16	2016/17	2017/18	TOTALS	Comments
				Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2012/13	Budget Approved 30 Jan 2013	Additional Funds Awarded 2013/14	Approved Revisions To Programme	Total Revised Budget 2013/14	Year to Date Budget 2013/14	Actual Expenditure to 30 November 2013	Year to Date Variance 2013/14	Projected Expenditure to 31 March 2014	Projected Over/ (Under) Spend for 13/14	True Over/(Under) Spend	Carry Forward to 2014/15	% Expenditure for 2013/14		Revised Budget for 14/15	Revised Budget for 15/16	Revised Budget for 16/17	Revised Budget for 17/18	Total Project Budget	
REVERSE VENDING PILOT PROJECT	D.Mackay	Complete		31-Mar-13	31-Mar-13	0	0	26,424				26,424	26,424	26,259	(165)	26,424	0			99.38%	100.00%	0	0	0	0	63,000	Project complete. Can now be removed from report.
PADDOCKHOLM DEPOT	B Ingram	Tender	-	31-Mar-14	31-Mar-14		0		100,000			100,000	100,000	1,283	(98,718)	100,000	0			1.28%	100.00%	0	0	0	0	100,000	A scheme has been agreed and is out to tender. Full spend anticipated as present until tender figures are available.
STREETSCENE SCHEDULING SYSTEM	W. Turpie	Implementation	Whitespace Stewart Landscapes	31-Mar-13	30-Nov-13	35	30,500	26,817				57,317	57,317	34,350	(22,967)	57,317	0			59.93%	100.00%	0	0	0	0	95,500	Job Track has been paid. Invoice for baseline system approved and paid November 2014 together with data load cost of £5,000. Data load ongoing.
WEST KILBRIDE CEMETERY EXTEN	A Martin	Complete		29-Aug-13	20-Sep-13	3	53,998	50,157			67,607	171,762	171,762	132,950	(38,812)	138,100	(33,662)	(33,662)		77.40%	80.40%	0	0	0	0	190,519	Pending final account Balance to be transferred to generic code.
NEW STEVENSTON CEMETERY	A Martin	Feasibility	-	31-Mar-13	01-Aug-13	18	0					0	0	(15,400)	(15,400)	0	0			No budget	No budget	0	0	0	0	480,160	
SKELMORLIE CEMETERY WALL	A Martin	Refer to programme	Various	31-Mar-13	31-Mar-13	0	150,620	(2,395)			(148,225)	0	0	0	0	0	0			No budget	No budget	148,225	0	0	0	175,000	
CEMETERY WALLS &INFRASTRUCTURE	A Martin	Programme	Various	31-Mar-14	31-Mar-14	0	93,175	(28,829)			185,595	249,941	188,165	188,165	(0)	283,603	33,662	33,662		75.28%	113.47%	64,405	250,000	0	0	1,030,275	Budget to be transferred from West Kilbride.
CEMETERIES - EXTENSIONS	A Martin						0		40,000		(18,114)	21,886	0	0	0	21,886	0			0.00%	100.00%	368,393	1,254,000	1,715,000	793,000	4,152,279	
WEST KILBRIDE CEMETERY PHASE	A Martin						0				17,114	17,114	17,114	17,114	0	17,114	0			100.00%	100.00%		0		0	17,114	Cost for acquisition of land. Budget will be vired from line above.
BRODICK CEMETERY EXTENSION	A Martin						0				1,000	1,000	1,000	1,000	0	1,000	0			100.00%	100.00%	0	0		0	1,000	Survey costs.
HAVS MONITORING SYSTEM	W. Turpie	Complete	Reactec				0				318	318	318	318	0	318	0			100.08%	100.00%	0	0	0	0	42,033	Final account paid. Project complete.
Total Environmental							3,426,240	97,250	140,000	80,000	105,295	3,848,785	2,590,686	2,030,435	(560,251)	3,850,315	1,530	1,530	0	52.76%	100.04%	3,581,023	4,404,000	4,715,000	3,093,000	34,453,671	
Total Development & Environment							9,036,240	338,840	1,620,000	1,375,089	(2,537,705)	9,832,464	6,479,506	4,793,572	(1,685,934)	9,833,994	1,530	1,530	0	145.97%	100.02%	17,680,023	14,642,000	14,375,000	9,703,000	92,922,402	



CAPITAL MONITORING 2012/13																												
Year Ended 31st March 2014																												
SOCIAL SERVICES & HEALTH																												
Project Description	Lead Officer	Project Stage	Main Contractor	COMPLETION DATE			CURRENT YEAR 2013/14 EXPENDITURE															2014/15 Revised Budget for 14/15	2015/16 Revised Budget for 15/16	2016/17 Revised Budget for 16/17	2017/18 Revised Budget for 17/18	TOTALS Total Project Budget	Comments	
				Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2012/13	Budget Approved 30 Jan 2013	Additional Funds Awarded 2013/14	Approved Revisions To Programme	Total Revised Budget 2013/14	Year to Date Budget 2013/14	Actual Expenditure to 30 November 2013	Year to Date Variance 2013/14	Projected Expenditure to 31 March 2014	Projected Over/ (Under) Spend for 13/14	True Over/(Under) Spend	Carry Forward to 2014/15	% Expenditure for 2013/14	% Expenditure Projected for year 13/14 (CPI)							
Management & Support																												
HOME CARE SYSTEM	L Raeside			31-Mar-11	31-Mar-14	157	283,521					(58,000)	225,521	100,000	23,491	(76,509)	225,521	0			10.42%	100.00%	58,000	0	0	0	382,573	Progressing with the recruitment of posts and expect to make a phased payment to software provider shortly.
Total Management & Support							283,521	0	0	0	(58,000)	225,521	100,000	23,491	(76,509)	225,521	0	0	0	10.42%	100.00%	58,000	0	0	0	382,573		
Older People																												
MONTROSE HSE REDESIGN FACILIT	D Watts	Construction	Kier Construction	18-Oct-14	19-Sep-14	(4)	2,586,833	(94,425)				(149,137)	2,343,271	695,116	522,931	(172,185)	2,343,271	0			22.32%	100.00%	2,430,038	0	0	0	5,618,622	
LARGS OLDER PEOPLE RES CTRE	D Wordsworth	Design Approval		25-Mar-15	25-Mar-15	0	987,000					(987,000)	0	0	0	0	0	0		No budget	No budget	987,000	0	0	0	987,000		
CURRIE COURT CONVERSION	D Tate	Construction	Frank Haslam	18-Oct-13	15-Nov-13	4	2,010,000	(12,868)				(23,897)	1,973,235	1,508,848	1,504,620	(4,228)	1,939,010	(34,225)		(34,225)	76.25%	98.27%	23,897	0	0	0	2,198,000	
LD DAY CENTRES	A Martin	Feasibility					0						0	0	0	0	0	0		No budget	No budget		100,000	3,500,000	0	3,600,000		
Total Older People							5,583,833	(107,293)	0	0	(1,180,034)	4,316,506	2,203,964	2,027,552	(176,412)	4,282,281	(34,225)	0	(34,225)	46.97%	99.21%	3,440,935	100,000	3,500,000	0	12,403,622		
Physical or Sensory																												
DIRRANS REHABILITATION CENTR	L Martin	Tender		18-Jul-14	19-Dec-14	22	994,829	12,815				(826,313)	181,331	78,166	65,830	(12,336)	188,491	7,160		7,160	36.30%	103.95%	1,648,270	0	0		1,873,000	
Total Physical or Sensory							994,829	12,815	0	0	(826,313)	181,331	78,166	65,830	(12,336)	188,491	7,160	0	7,160	36.30%	103.95%	1,648,270	0	0		1,873,000		
Housing Non HRA																												
IMPROVEMENT GRANTS	A Adrain			31-Mar-13	31-Mar-13	0	860,000	(35,483)					824,517	544,517	324,400	(220,117)	610,000	(214,517)	(214,517)		39.34%	73.98%	700,000	700,000	700,000	700,000	4,394,453	Based on spend at same period in 2012/13 and subsequent year outturn, an underspend is projected.
REPAIRS GRANTS	A Adrain					0	0					0	0	0	0	0	0	0		No budget	No budget	0	0	0	0	0	0	
CARE & REPAIR	A Adrain					0	0					0	0	80,819	80,819	0	0	0		No budget	No budget	0	0	0	0	0	0	
Total Housing Non HRA							860,000	(35,483)	0	0	0	824,517	544,517	405,220	(139,297)	610,000	(214,517)	(214,517)	0	48.15%	73.98%	700,000	700,000	700,000	700,000	4,394,453		
Total Social Services & Health							7,722,183	(129,961)	0	0	(2,044,347)	5,547,875	2,926,647	2,522,092	(404,555)	5,306,293	(241,582)	(214,517)	(27,065)	45.46%	95.65%	5,847,205	800,000	4,200,000	700,000	19,053,648		



North Ayrshire Council  
HRA Capital Statement  
For Year Ended 31 March 2014

	2013/14												
	Budget Approved 30 January 2013	Budget B/Fwd/ (C/Fwd)	Approved Revisions to programme	Revised budget 2013/14	Year to Date Budget 2013/14	Actual expenditure to 30 November 2013	Year to Date Variance	Projected Expenditure to 31 March 2014	Projected over/(under) Spend for 13/14	True (Under)/Over spend	Carry Forward to 2014/15	Comments	
Description	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
<b>HOUSING REVENUE ACCOUNT</b>													
MORTGAGE TO RENT	903	704	(786)	821	547	296	(251)	496	(325)	0	(325)	Underspend on programme due to time taken to process applications by Scottish Government. Proposed carry forward into 2014/15 to meet expenditure in that year, including associated government grant, below.	
COUNCIL HOUSE BUILDING GENERAL	0	0	0	0	0	37	37	37	37	37	37	Spend in relation to feasibility costs for potential future projects, funded from Council House Building Fund, shown at income section, below.	
ACQUISITION OF HOUSES ON OPEN MARKET	0	72	(16)	56	37	50	13	53	(9)	0	(9)	Carry forward of residue of budget to contribute towards 2014/15 acquisitions.	
NEW BUILD WINTON AVENUE	0	0	0	0	0	(64)	(64)	0	0	0	0	Final invoice to come through to offset accrual from 2012/13	
NEW BUILD REDSTONE AVE	4,496	6	10	4,512	3,008	2,215	(793)	4,354	(158)	(158)	0	There is an anticipated underspend on this project totalling £175,000, of which, around £158,000 will be realised during 2013/14.	
NEW BUILD COPELAND CRES	824	467	187	1,478	985	1,295	310	1,381	(97)	(97)	0	Projected underspend on this project of £97,000. This reduces the requirement to draw on HRA balances for the costs of road reinstatement to from original approved level of £150,000.	
NEW BUILD JOHN GALT	0	(10)	1,410	1,400	933	438	(495)	1,100	(300)	0	(300)	Revised project profile indicates reduced spend during 2013/14, however ultimate completion date of March 2015 is unaffected by this change.	
NEW BUILD STEVENSON INSTITUTE	0	(5)	105	100	67	22	(45)	35	(65)	0	(65)	Reduced spend projected for year to 2013/14, ultimate planned completion date of March 2015 is unaffected by this change.	
NEW BUILD DICKSON DRIVE	0	0	67	67	45	83	38	126	59	91	(32)	Additional costs of House Building development in relation to property purchase and home loss payments, over and above planned construction costs, to be funded from HRA Council House Building Fund.	
NEW BUILD KILN COURT	0	0	100	100	67	6	(61)	40	(60)	0	(60)	Balance of budget to be carried forward to 2014/15 to fund project. It is estimated that this project will complete in June 2015.	
NEW BUILD MONTGOMERIE COURT	0	0	56	56	37	0	(37)	0	(56)	0	(56)	No spend anticipated prior to 31 March 2014. Budget to be carried forward to augment approved budget in 2014/15 and 2015/16. It is estimated that this project will be completed in July 2015.	
CENTRAL HEATING	749	(1)	200	948	632	323	(309)	948	0	0	0		
RE-ROOFING	0	217	(217)	0	0	0	0	0	0	0	0	Estimated gross spend including ECO funding contribution from energy company and acceleration of budget from 2014/15 to complete planned programme. Budget has been grossed up for Eco funding, with Energy company contribution shown below at income section.	
INSULATED RE-RENDERING	1,026	(228)	(38)	760	507	52	(455)	845	85	0	85		
WINDOW REPLACEMENT	3,274	(3)	0	3,271	2,385	1,680	(705)	3,271	0	0	0		
BATHROOM PROGRAMME	2,206	(19)	0	2,187	1,379	1,387	8	2,187	0	0	0		
KITCHEN PROGRAMME	2,667	37	0	2,704	1,708	1,490	(218)	2,704	0	0	0		
ELECTRICAL REWIRING	1,523	(31)	(200)	1,292	861	534	(327)	1,292	0	0	0		
REGENERATION/REFURBISHMENT PROJECTS	235	445	53	733	489	649	160	763	30	0	30	Acceleration of budget from 2014/15 to fund remainder of costs for year to 31 March 2014.	
ROOFING & RENDERING	3,665	0	(11)	3,654	2,436	2,481	45	3,654	0	0	0		
DOOR ENTRY SYSTEMS	100	(19)	0	81	54	18	(36)	81	0	0	0		
SHELTERED HOUSING UNITS	2,321	281	(156)	2,446	1,631	916	(715)	2,446	0	0	0		
OTHER CAPITAL WORKS	340	78	0	418	279	180	(99)	418	0	0	0		
VINEBURGH REGENERATION	0	0	34	34	34	50	16	50	16	16	0	Overspend of £16,000 offset by balance of Capital receipt from Vineburgh Regeneration Phase 3 (£29,000) brought forward from 2012/13 to offset abnormal costs.	
PROFESSIONAL MANAGEMENT CHARGES	1,556	0	0	1,556	1,037	743	(294)	1,556	0	0	0		
<b>TOTAL EXPENDITURE</b>	<b>25,885</b>	<b>1,991</b>	<b>798</b>	<b>28,674</b>	<b>19,158</b>	<b>14,881</b>	<b>(4,277)</b>	<b>27,837</b>	<b>(837)</b>	<b>(111)</b>	<b>(726)</b>		
SALE OF COUNCIL HOUSES	(986)	0	0	(986)	(329)	(748)	(419)	(986)	0	0	0	Net receipt of £360,000 due to the HRA for disposal of land as part of Vineburgh Regeneration Phase 4. On 27 October Cabinet agreed to allocate this receipt to the HRA Council House Building account, accordingly projection has been revised to take account of this transfer.	
SALE OF ASSETS	0	0	(34)	(34)	(34)	(83)	(49)	(63)	(29)	(29)	0	CFOR previously increased by £150,000 to fund Copeland Crescent roads reinstatement costs - projected underspend on Copeland Project, noted above, reduces requirement for CFCR by £97,000.	
CFCR	(8,558)	0	(150)	(8,708)	0	0	0	(8,611)	97	97	0	Reduction in grant receivable from Scottish Government, in relation to Mortgage to Rent underspend and carry forward, noted above.	
CAPITAL GRANTS - MORTGAGE TO RENT	(226)	(202)	286	(142)	(47)	(65)	(18)	(86)	56	0	56	Additional grant income mainly relates to acceleration of SG grant drawdown for John Galt project previously expected to be received during 2014/15 - this is offset by use of Council House building fund, which will now be drawn down in 2014/15.	
CAPITAL GRANTS - HOUSE BUILDING	(125)	(19)	0	(144)	0	0	(144)	(1,294)	(1,150)	0	(1,150)	Budget for ECO funding from energy companies in relation to Insulated Rendering programme - included within Expenditure, above.	
CAPITAL GRANTS - ECO FUNDING	0	0	(518)	(518)	0	0	0	(518)	0	0	0	Projection mainly relates to reduced requirement to draw on House Building Fund for John Galt project during 2013/14, due to increased government grant and early draw down of Government Grant to fund all projected costs in 2013/14.	
CONTRIB FROM HOUSE BUILD FUND - SPECIFIC PROJECTS	(492)	0	(1,541)	(2,033)	0	0	0	(602)	1,431	(63)	1,494	Use of House Building Funds to fund feasibility costs of potential future house building projects.	
CONTRIB FROM HOUSE BUILD FUND - GENERAL	0	0	0	0	0	0	0	(37)	(37)	(37)	0	Contribution from Irvine Bay URC to fund additional works at Western Gateway	
OTHER CAPITAL INCOME - WESTERN GATEWAY FROM URC	0	0	(120)	(120)	0	(120)	(120)	(120)	0	0	0	Kilwinning - included within Regeneration/Refurbishment programme budget	
OTHER CAPITAL INCOME - HOUSE BUILDING	0	0	0	0	0	(64)	(64)	(64)	(64)	(64)	0	Unbudgeted income from Scottish Water to reimburse costs of infrastructure works in relation to House Building projects at Winton Avenue, Redstone Avenue and Copeland Crescent.	
AFFORDABLE HOUSING CONTRIBUTION	(1,318)	0	1,297	(21)	0	0	0	0	0	21	21	Reprieve of drawdown of Affordable housing monies for Stevenson Institute project - in line with revised spend profile, as noted above.	
PRUDENTIAL BORROWING	(14,180)	(1,770)	(18)	(15,968)	0	0	0	(15,456)	512	207	305	Reduced requirement to borrow due to true savings on Redstone Avenue project and Scottish Water contributions to cost of House Building projects, combined with in year reductions in borrowing due to slippage of programmes to 2014/15, including Mortgage to Rent.	
<b>TOTAL INCOME</b>	<b>(25,885)</b>	<b>(1,991)</b>	<b>(798)</b>	<b>(28,674)</b>	<b>(410)</b>	<b>(1,234)</b>	<b>(814)</b>	<b>(27,837)</b>	<b>837</b>	<b>111</b>	<b>726</b>		



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 6**

**28 January 2014**

#### **Cabinet**

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**Subject:** **High Hedges (Scotland) Act 2013**

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**Purpose:** To advise the Cabinet on the provisions of the High Hedges (Scotland) Act 2013 ("the Act") and the implications for the Council.

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**Recommendation:** That the Cabinet (a) notes the terms of the Act and the associated statutory obligations on the Council; (b) agrees that functional responsibility for implementation and enforcement of the Act be undertaken by the Corporate Director (Development and Environment); and (c) agrees to recommend to the Council that the Scheme of Delegation to Officers be amended to delegate to Officers the determination of any application arising from these statutory obligations.

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#### **1. Introduction**

- 1.1 The High Hedges (Scotland) Act 2013 was passed by the Scottish Parliament on 28 March 2013, received Royal Assent on 2 May 2013 and would come into force at the beginning of April 2014. The Act provides a procedure to deal with the problem of high hedges which interfere with the reasonable enjoyment of domestic property. The Act concerns high hedges and is not designed to impact on woodlands and forests, which as a general rule are not planted as hedges.

#### **2. Current Position**

- 2.1 There is currently no statutory control over hedges which are not (a) covered by a Tree Preservation Order; (b) in a Conservation Area; or (c) covered by a condition of a previous planning consent.
- 2.2 The Council's Tree and Woodland Management Policy was approved by Cabinet on 12 March 2013.

- 2.3 The Act would allow the owner or occupier of a domestic dwelling to make an application to the Local Authority where a high hedge on neighbouring land is considered to be having an adverse effect on the reasonable enjoyment of the domestic property. An owner or occupier of a domestic property may apply to the Council for a High Hedge Notice but is under the obligation to first take reasonable steps to resolve the dispute with the owner of the hedge before making the application.
- 2.4 The Local Authority is empowered to endeavour to settle disputes between neighbours but where matters cannot be resolved amicably, a High Hedge Notice can be issued to the owner of the hedge specifying the action required to be taken, the compliance period and any future preventative action to follow, in order to prevent recurrence of the dispute. The Act makes further provision for Local Authorities to undertake any necessary work where owners fail to comply with the terms of a High Hedge Notice, with any costs incurred being recoverable from the hedge owner. An appeal can be submitted to the Scottish Ministers.
- 2.5 The Act also allows the Local Authority to set the fee level for applications and allows different fees to be fixed for different types of applications. Any fee must not exceed the amount which the Council considers to represent the reasonable costs incurred in deciding the application. A further report on this matter will be submitted to the Cabinet for consideration. By comparison in Wales the fee is set at £320 and in Northern Ireland the fee limit is £360. Whereas in England there is no set fee but experience in England from 2005 to 2011 fees ranged from no fee in one case to a maximum of £600.
- 2.6 Enquiries to the planning service in the period since the Act was passed have been minimal, but it is anticipated that there may be an initial surge of enquiries and/or applications once the Act comes into force in 2014. Draft guidance in the form of a list of 'Frequently Asked Questions' has been prepared and is attached as Appendix 1 to the report. This includes a checklist of criteria which must be met before an application can be made and clarifies that only hedges which act as a barrier to light can be investigated. This guidance will be placed on the Council website and will also be issued to the Contact Centre to assist in dealing with enquiries from members of the public.

- 2.7 Given the purpose of the Act, as confirmed in the Scottish Government draft guidance, to deal with hedges, rather than single trees or woodland edges, it is not anticipated that the provisions of the Act will affect any significant numbers of Council managed trees or require amendment to the existing Council Policy on Tree Management. Streetscene would continue to action enquiries regarding Council owned trees or hedges and to carry out required works as before.

### **3. Proposals**

- 3.1 It is proposed that the Committee (a) notes the terms of the Act and the associated statutory obligations on the Council; (b) agrees that functional responsibility for implementation and enforcement of the Act be undertaken by the Corporate Director (Development and Environment); and (c) agrees to recommend to the Council that the Scheme of Delegation to Officers be amended to delegate to Officers the determination of any application arising from these statutory obligations.
- 3.2 The Council's Tree and Woodland Management Policy was approved by Cabinet on 12th March 2013. Whilst the provisions of the new legislation relate to a hedge, there may be a requirement to make minor adjustments to the Tree and Woodland Management Policy, to ensure consistency with the provisions of the new Act. A further report on this matter will be submitted to Cabinet for consideration.

### **4. Implications**

#### Financial Implications

- 4.1 It is envisaged that the cost of processing any application would be covered by the related application fee. The Act also allows the Local Authority to set the fee level for applications and allows different fees to be fixed for different types of applications. Any fee must not exceed the amount which the Council considers to represent the reasonable costs incurred in deciding the application. A further report on this matter will be submitted to the Cabinet for consideration.

#### Human Resource Implications

- 4.2 None.

Legal Implications

4.3 None.

Equality Implications

4.4 None.

Environmental Implications

4.5 None.

Implications for Key Priorities

4.6 The proposals support the Council Plan 2012 - 17 objective to make North Ayrshire an attractive, safe and sustainable place.

**5. Consultations**

5.1 Consultation was undertaken with both Legal Services and Streetscene.

**6. Conclusion**

6.1 The implementation of high hedges legislation will provide a proportionate procedure to deal with the concerns arising from high hedges.



CRAIG HATTON  
Corporate Director (Development and Environment)

Reference : CH/JM/LB

For further information please contact James Miller, Senior Manager  
Planning, Transportation & Regeneration on 01294 324315

**Background Papers**

None



### **FAQ - High Hedges (Scotland) Act 2013**

The High Hedges (Scotland) Act 2013 ("the Act") received Royal Assent on 2nd May 2013 and is anticipated to come into force in April 2014. The purpose of the Act is to provide a solution to the problem of high hedges which interfere with reasonable enjoyment of domestic property. The Act concerns high hedges and is not designed to impact on woodlands and forests, which as a general rule are not planted as hedges.

Below are a number of questions and answers which outline what the Act covers, and how it will work. Further guidance will be produced by the Scottish Government early next year.

#### **1. What is a "high hedge"?**

This Act defines a high hedge as one which: a) is formed wholly or mainly by a row of 2 or more trees or shrubs; b) rises to a height of more than 2m above ground level; and c) forms a barrier to light.

A hedge is not to be regarded as forming a barrier to light if it has gaps which significantly reduce its overall effect as a barrier at heights of more than 2m. In applying the Act, no account is to be taken of the roots of a high hedge.

#### **2. Will all trees be covered by the Act?**

No. Single trees will not be covered, and it will be for the investigating officer to decide whether trees planted closely together form a hedge, or not. Woodland fringes etc. which are not planted as a hedge will not be covered.

All types of hedge – whether they comprise evergreen, semi-evergreen or deciduous trees or a mixture of these – will be covered by the Act. The hedge must be over 2m tall before it can begin to be considered a high hedge – but not all hedges over 2m can automatically be termed a 'high hedge' – only where a complaint is made and that complaint has been upheld by the council.

#### **3. Do I need to do anything before I make a complaint to the council?**

Yes. Before making a complaint, you must be able to demonstrate to the local authority that you have tried to reach a solution with the hedge owner by alternative means – such as by mediation. The Council can refuse to consider applications which do not show adequate attempts to resolve the dispute, or which are considered frivolous or vexatious.

**4. I have tried to reach an agreement with my neighbour, but haven't been able to. What do I do next?**

At that point you can raise a complaint with the Council. A fee will be payable at this point by the person making the complaint. This is in order to ensure that the Council can cover the costs of investigating the complaint. The fee structure has yet to be finalised.

**5. What happens after I've paid the fee and the complaint is lodged?**

The Council will notify the hedge owner that a complaint has been made, and then the investigating officer will visit the property to assess the hedge, and its impact on the light levels to the complainant's property. This will be considered in conjunction with the responses of relevant consultees, and any other material considerations to determine what, if any, action is required. Once the decision is made, they will notify both parties.

**6. The local authority has said that the hedge is not a high hedge, but I disagree. What can I do next?**

If you disagree with the decision of the local authority, you will have the right of appeal to Scottish Government ministers.

**7. The local authority has determined that the hedge is a high hedge. What happens next?**

A High Hedge Notice will be issued detailing any immediate action and any future preventative measures required along with the relevant timescales involved. If the hedge owner fails to comply with the terms of the Notice, the Council will arrange for the work to be carried out. The council will have the power to recover the costs of any work carried out from the hedge owner.

**8. I am the hedge owner. The council have said my hedge needs to be cut back but I disagree - can I appeal?**

Yes. Both sides have the right of appeal to Scottish Government ministers. Both parties can only appeal once. An appeal will have the effect of 'suspending' the Notice until the appeal has been decided.

**9. I live in a property which suffers from lack of light due to a high hedge, but the hedge is not on land immediately adjoining my property. Can I still make a complaint?**

Yes. The hedge does not have to be on land immediately neighbouring the property of the person making the complaint. It just needs to be a significant barrier to light.

**10. Does the Act cover issues such as problems caused by pine needles blocking drains, falling leaves and branches or root damage?**

No. Where plant life is causing damage to a property, there are existing civil methods which exist to address these issues. This Act is designed to deal with the problems resulting specifically from hedges creating a significant barrier to light.

**11. Can the Act be reviewed?**

Yes. The Act contains specific provisions to ensure that it will be reviewed within five years. This includes a review of the definition, so that changes can be made if required.

CHECKLIST
Is the hedge made up of a row of two or more trees or shrubs? Y / N
Is the hedge over 2m in height? Y / N
Is the hedge a barrier to light (even if there are gaps)? Y / N
Is the affected property residential? Y / N
Are you the owner/occupier of the affected property? Y / N
Is the hedge growing on land owned by someone else? Y / N
Have you attempted to resolve the issue with your neighbour? Y / N
<b>NOTE: IF YOU HAVE ANSWERED 'NO' TO ANY OF THESE QUESTIONS, YOUR APPLICATION CANNOT BE CONSIDERED AS THE CRITERIA HAVE NOT BEEN MET.</b>



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 7**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Hosting the Scottish Open Golf Tournament**

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**Purpose:** To seek approval to support the Loch Lomond Golf Club in their bid to host the Scottish Open at the Dundonald Links Golf Course during one year between 2015 and 2017.

---

**Recommendation:** That Cabinet agrees to support the Loch Lomond Golf Club in their bid to host the Scottish Open at Dundonald Links and, if successful, provide financial assistance of up to £150,000 and Officer time in the provision, management and promotion of the event.

---

#### **1. Introduction**

- 1.1 The Scottish Open is one of the biggest events on Golf's European Tour schedule given the strong field that it attracts and its prominence on the tour calendar, taking place the week before the ('British') Open Tournament. The current sponsors (the Scottish Government and Aberdeen Asset Management) are keen for the event to showcase the best of Scottish golf and during the current sponsorship period to 2017 the event will be rotated around Scotland. It is to be held at Royal Aberdeen in 2014 and will return to Castle Stuart during one year between 2015 and 2017. For the remaining two years prior to 2017, courses in east and west central Scotland are to be identified to host the event.
- 1.2 This paper considers the potential for the event to be held locally at the Dundonald Links Golf Course, the benefits that this would bring to North Ayrshire and the assistance that the Council may provide in securing the event.

#### **2. Current Position**

- 2.1 While there is no set criteria for the requirements of a host course, there is a need for it to be of sufficient length (a championship course being c.7,000 yards), have suitable transport links, land to accommodate a tented village and off site car parking, facilities for professionals such as a driving range, and good views given the Scottish Government's interest in promoting golf tourism.

- 2.2 It is considered that the strongest North Ayrshire course in terms of these criteria is Dundonald Links. It also has good access to major transport routes through Prestwick/Glasgow Airports, the Troon Ferry Terminal as well as major road and rail routes.
- 2.3 While the Open Championship is occasionally held in Troon (next in 2016), the Scottish Open if held in North Ayrshire would be the first time this event or indeed any event of this scale and prominence has been held in the area.
- 2.4 An assessment of the 2011 event at Castle Stuart (which was curtailed to 3 days of competition due to the weather) was undertaken by Reference Economic Consultants on behalf of Highland Council and found that it attracted 51,000 spectators and benefitted the local economy by over £3.8m. The same report states that in addition to direct expenditure, the television advertising and promotional value is significant with a potential audience reach of over 500 million households.
- 2.5 Given the larger catchment population available to Dundonald Links and the number of spectators previously attracted to Loch Lomond, it is envisaged that over 80,000 spectators could be attracted over the four days of competition. Spectator numbers could be boosted by visitors from Northern Ireland, given the popularity and success of players such as Rory McIlroy and Graeme McDowell, and the accessible ferry links.
- 2.6 2015 is the most likely year the event could be held at Dundonald Links. Should the event be secured, there may be the potential for it to return, if the event continues to be rotated around links courses, and should the current sponsorship commitment be extended. Further events may also be attracted. For example the course has already secured a Tartan Tour event and the Boys Amateur Championship in 2014, and the Ladies Amateur British Open in 2016. Each of these brings fields of over 100 golfers and some television exposure, if not the number of spectators that the Scottish Open would bring.
- 2.7 Another benefit would be the commitment by Dundonald Links to invest a sum of between £1.5-2m in a permanent clubhouse to replace the existing temporary clubhouse.

- 2.8 Hosting the event would help to promote the Council's aspiration for North Ayrshire to be 'the place to be', and a tourism destination. A report to be considered by Cabinet on 25th February will set out a proposal to focus on golf tourism as one of three strategic tourism assets. Should the event be secured we would look to maximise the exposure gained by North Ayrshire in particular local hospitality providers, food and drink producers, other golfing and sporting facilities, our local culture and heritage, etc.
- 2.9 Golf and leisure provision in North Ayrshire is also likely to be enhanced by a proposed investment by a local business. The scale and scope of the proposed facilities is significant and, if realised, will add another major component to support the positioning of North Ayrshire as an important golf and sporting destination. The proposals are in an early stage of development and officers will work closely with them to ensure appropriate integration and co-ordination of their initiatives with the Council's strategic plans for golf and other sports facilities in North Ayrshire.

#### **Assistance from North Ayrshire Council**

- 2.10 Officers have met with representatives from Dundonald Links and the owners of the course, the Loch Lomond Golf Club, over the last 3-4 months to determine what type of support may be provided by the Council in securing the event.
- 2.11 During the Scottish Open week the permanent infrastructure which supports Dundonald Links would have to be augmented in order to provide essential requirements such as water, drainage, power and communications. It would also require additional areas for television and the media as well as a public 'tented village', parking areas and links to access routes for vehicles and spectators. In discussions with the European Tour, Dundonald Links have identified a need to spend around £250,000 on these works to allow the event to be accommodated.
- 2.12 Dundonald Links are not in a position to contribute towards this sum in addition to a sum of between £1.5-2m to provide a permanent clubhouse at the course.

- 2.13 With a commitment to provide financial support, the Council could then assist with approaches to funding bodies such as Event Scotland, Scottish Enterprise, SportScotland and Legacy 2014, some of whom previously contributed funding to the event at Castle Stuart. A table setting out the criteria of these funders is attached at Appendix 1.
- 2.14 The Council could also assist with the practicalities involved in the staging of a major event. There would require to be an integrated event management approach bringing together licensing, local roads staff, Transport Scotland, police and other emergency services. Given that the Loch Lomond Golf Club (owners of Dundonald Links) hosted the event for fourteen years, their staff can contribute their experience in running this and other events.
- 2.15 The provision of a new clubhouse at the course prior to June 2015 represents a tight timescale, and the requirement for statutory approvals such as planning, building warrant and roads construction consent would be prioritised. The processing of consents, as well as assistance with event management could utilise the 'Team North Ayrshire' approach recently launched.
- 2.16 In maximising the benefits to North Ayrshire, additional activities could include:
- Briefings for local businesses in conjunction with Dundonald Links;
  - Promotional activity during the event focused on the tourism offer in North Ayrshire including local golf courses, accommodation providers, etc.;
  - Traffic management planning including provision of a shuttle bus service;
  - The promotion of schemes to encourage attendance at the tournament and involvement in golf by local people;
  - The provision of welcome banners to enhance the sense of welcome to Irvine; and
  - The provision of additional evening entertainment and linked events in Irvine.

### **3. Proposals**

- 3.1 That Cabinet agrees to support Loch Lomond Golf Club in their bid to host the Scottish Open at Dundonald Links during one year between 2015 and 2017 and, if successful financial assistance of up to £150,000 and Officer time in the provision, management and promotion of the event.



## **4. Implications**

### Financial Implications

- 4.1 Revenue funding of up to £150,000 would be contributed towards the upgrading of infrastructure required to host the event. This figure would vary depending on the level of finance secured from the other funding sources listed at Appendix 1. This sum could be met from within the projected underspend by Economic Development in 2013/14.

### Human Resource Implications

- 4.2 There are no human resource implications at this stage.

### Legal Implications

- 4.3 There are no legal implications at this stage.

### Equality Implications

- 4.4 There are no equality implications at this stage.

### Environmental Implications

- 4.5 There are no environmental implications at this stage.

### Implications for Key Priorities

- 4.6 The hosting of the event would help to deliver key priorities including health of local people through increased interest and participation in sport, and employment through the further development of the tourism industry.

### Community Benefit Implications

- 4.7 There are no community benefit implications at this stage. Officers would look to develop means of maximising the benefits to the local area, including those for local young people in the hosting of the event alongside the host course and other funders.

## **5. Consultations**

- 5.1 Consultation has taken place with representatives of Dundonald Links and the Loch Lomond Golf Club. Initial discussions have been held with the funding bodies listed at Appendix 1.

## **6. Conclusion**

- 6.1 It is considered that Dundonald Links are currently in a strong position to secure the event in 2015, and this would be strengthened by the offer of support from North Ayrshire Council. Securing the event would bring significant economic benefit to the area, both during the event and in the longer term by promoting North Ayrshire as a tourism destination.
- 6.2 Agreement to provide financial support of up to £150,000 would demonstrate the Council's commitment to the hosting of the event, and assist with approaches to funders.



**CRAIG HATTON**  
Corporate Director (Development and Environment)

Reference : CH/AL/LB

For further information please contact Alasdair Laurenson, Team Manager (Regeneration), Development Planning on 01294 324758

### **Background Papers**

None

**Scottish Open – Potential Funding Sources**

<b>Funder</b>	<b>Criteria</b>
Event Scotland International Programme	<p>Events should:</p> <ul style="list-style-type: none"> <li>• Generate substantial economic benefits for Scotland through increased visitation including tourists, Spectators and participants.</li> <li>• Highlight Scotland as an events and tourism destination.</li> <li>• Enhance Scotland's opportunities to host further major events.</li> </ul>
Scottish Enterprise	The Scottish Enterprise Golf Tourism Development Strategy 2013-20 states that it will continue to provide support towards the hosting of major events in Scotland. Events should generate economic impacts during and after the event. There is likely to be a focus on funding which would also benefit Dundonald Links as a tourism business.
Sport Scotland	Funding towards capital investment in playing or training facilities. Applicants need to demonstrate that the proposed development is for the public good and will provides equitable opportunities for increased sports participation by the local community.
2014 Legacy Active Places Fund.	Similar to the criteria above, with an emphasis on facilities being open to the public. Does not require to be a commonwealth event.
The Moffat Trust	The Moffat Charitable Trust provides financial support to a wide variety of causes throughout Scotland, with preference given to organisations in Ayrshire and the West of Scotland including Sport/Art, particularly projects which help young people develop and progress in their chosen sport and artistic activities.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 8**

**28 January 2014**

#### **Cabinet**

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<b>Subject:</b>	<b>Procurement EU Tender Plan 2014/15</b>
<b>Purpose:</b>	To advise Cabinet of the EU procurement tender plan for financial year 2014/15.
<b>Recommendation:</b>	That the Cabinet agrees to invite tenders for the supplies, services and works listed in the plan at Appendix 1.

---

#### **1. Introduction**

- 1.1 It is a requirement of the Standing Orders Relating to Contracts that all tender requirements over the EU procurement threshold receive approval from Cabinet prior to being advertised.

#### **2. Current Position**

- 2.1 Reports requesting approval to invite tenders were presented to Cabinet throughout the year. To create a more efficient process, it was proposed that the EU procurement tender plan be reported to the Cabinet annually. On 10 September 2013 a Council wide tender plan for 2013/14 was submitted for approval.
- 2.2 This report covers the requirements identified for financial year 2014/15.
- 2.3 Approval is required for the requirements listed in the Appendix. Of the sixteen requirements, one is for works, two for supplies and thirteen for services. The total value of these contracts is estimated at £26.2m.
- 2.4 Where contracts have an option to extend, a decision will be made by the Services and Corporate Procurement whether to invoke the extension option or re-tender the requirement. This decision will be based on the quality of the service provided and external market conditions.

### **3. Proposals**

- 3.1 The Cabinet is asked to invite tenders for the supplies, services and works listed at Appendix 1 to the report.

### **4. Implications**

#### Financial Implications

- 4.1 All future requirements have been budgeted for within either General Services Revenue, General Services Capital or the Housing Revenue Account. The funding source for each contract is outlined in the appendix.

#### Human Resource Implications

- 4.2 None

#### Legal Implications

- 4.3 The Council is bound by the Public Contracts (Scotland) Regulations 2012.

#### Equality Implications

- 4.4 None

#### Environmental Implications

- 4.5 None

#### Implications for Key Priorities

- 4.6 This will contribute to the Council Plan Core Objective 4 'operating more effectively and efficiently.'

#### Community Benefit Implications

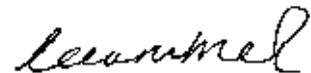
- 4.7 The requirements listed are not suitable for targeted recruitment and training clauses due to their value and type. However, other community benefits will be sought during the tender process.

**5. Consultations**

- 5.1 All Services have been consulted on their future requirements.

**6. Conclusion**

- 6.1 Cabinet is asked to approve inviting tenders for the requirements listed in the attached tender plan.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

**Reference :**

For further information please contact Thomas Reaney, Procurement Manager on 01294 324097

**Background Papers**

None





**CORPORATE PROCUREMENT EU TENDER PROGRAMME 2013-14 and 2014-15**

Contract	Service	Type of Contract	Type of Expenditure	Estimated Value	Current Contract Expiry Date	New Contract Start Date	Contract Expiry Date (incl extensions)	Comments
Supply of Kitchens	Housing	Supply	HRA	£2,000,000.00	23/05/2014	24/05/2014	23/05/2019	
Glass Recycling	Environment	Service	Revenue	£441,000.00	29/04/2014	30/04/2014	29/04/2019	
Replacement or upgrade to Financial Management System	Corporate	Service	Capital	TBC	N/A	TBC	TBC	New requirement
Recycling, Reuse, Recovery or Safe Disposal of Assorted Waste Materials	ERS	Service	Revenue	potential income	30/05/2014	01/06/2014	31/05/2018	Current contract has the option of a two year extension
Pan Ayrshire Occupational Health Services	Corporate	Service	Revenue	£1,800,000.00	30/04/2015	01/05/2015	30/04/2020	North Ayrshire Council is the Lead Authority
Composting of Garden Waste	ERS	Service	Revenue	£1,700,000.00	30/12/2014	31/12/2014	30/12/2019	
Supply of metal fencing	Building Services	Supply	HRA	£1,000,000.00	14/07/2014	15/07/2014	14/07/2019	
Vehicle Maintenance Framework	ERS	Service	Revenue	TBC	N/A	TBC	TBC	New requirement
Portable Appliance Testing	Property Services	Service	Revenue	£500,000.00	06/09/2014	07/09/2014	06/09/2019	Current contract has the option of a two year extension
Framework Agreement: Provision of Architectural Services	Property Services	Service	Capital	£300,000.00	25/07/2014	26/07/2014	25/07/2018	Current contract has the option of a one year extension
Framework Agreement: Provision of Minor Structural Engineering Consultancy Services	Property Services	Service	Capital	£300,000.00	25/07/2014	26/07/2014	25/07/2018	Current contract has the option of a one year extension
Framework for Mechanical & Electrical Consultancy Services	Property Services	Service	Capital	£1,600,000.00	10/05/2014	11/05/2014	10/05/2018	Current contract has the option of a one year extension
Drainage & Sewerage Services (MTC)	Property Services	Service	Property Maintenance	£750,000.00	17/05/2014	18/05/2014	17/05/2019	Current contract has the option of a one year extension
Framework Agreement for Council House Builds	Property Services	Works	HRA	£15,000,000.00	31/03/2014	01/09/2014	31/08/2018	
Framework Asbestos Survey & Removal	Property Services	Service	Property Maintenance	£240,000.00	02/09/2014	03/09/2014	02/09/2018	
Framework Civil and Structural Consultancy	Property Services	Service	Capital	£600,000.00	21/08/2014	22/08/2014	21/08/2018	Current contract has the option of a two year extension
<b>TOTAL</b>				<b>£26,231,000.00</b>				



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 9**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Measured Term Contract (MTC): Gas Soundness Testing and Boiler Servicing (Non Domestic Properties)**

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**Purpose:** To advise the Cabinet of the result of the tender exercise for the MTC for Gas Soundness Testing and Boiler Servicing (Non Domestic Properties) and present a recommendation for the award of the contract.

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**Recommendation:** That the Cabinet agrees to approve the award of the contract to Mitie Technical Facilities Management.

---

#### **1. Introduction**

- 1.1 The Council requires to put in place a contract for the provision of Gas Soundness Testing and Boiler Servicing in non-domestic Council properties.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts a formal tender exercise was advertised under the Open procedure in the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal, as the estimated total value of the requirement is over the OJEU threshold for services.
- 1.3 The duration of the contract is for three years with the option to extend annually for a further two years.

#### **2. Current Position**

- 2.1 The contract notice attracted nineteen expressions of interest of which seven submitted a tender submission.
- 2.2 The tender returns were evaluated against the stated evaluation criteria of 'most economically advantageous tender' (70% price / 30% quality).
- 2.3 The tender outcome report, which provides details of the tender process and award recommendation, is appended to the report.

### **3. Proposals**

- 3.1 It is proposed that the contract is awarded to Mitie Technical Facilities Management, as detailed in the tender outcome report provided at Appendix 1.

### **4. Implications**

#### Financial Implications

- 4.1 The annual budget for the measured term contract is £150,000 and the contract price is £88,500. The budget is provided from within the Property Maintenance Budget and represents a saving of £61,500 per annum.

#### Human Resource Implications

- 4.2 None.

#### Legal Implications

- 4.3 The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts.

#### Equality Implications

- 4.4 None.

#### Environmental Implications

- 4.5 None.

#### Implications for Key Priorities

- 4.6 This contributes to the Council Plan Core Objective 4 "Operating more efficiently and effectively".

#### Community Benefit Implications

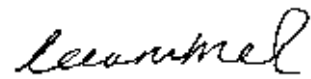
- 4.7 None due to the value of the requirement.

## **5. Consultations**

- 5.1 Discussions have taken place between Finance and Property's Corporate Procurement Unit and Property Management & Investment Team.

## **6. Conclusion**

- 6.1 It is recommended that the award of the contract is made to Mitie Technical Facilities Management.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

Reference : TR/CG

For further information please contact Chris Garbutt, CPU, Category Manager (Construction & FM) on telephone number 01294 32 4541.

### **Background Papers**

Tender Documentation.





# **NORTH AYRSHIRE**

## **COUNCIL**

### Tender Outcome Report For Recommendations over £350K

NA196

Measured Term Contract 2014 / 2017 Gas Soundness  
Testing and Boiler Servicing in Non Domestic Properties

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For the procurement of

Measured Term Contract 2014 / 2017 Gas Soundness Testing and Boiler Servicing in Non Domestic Properties

## 1 Purpose

- 1.1 The purpose of this document is to summarise the invitation to tender process and present a recommendation for the Measured Term Contract (MTC) 2014 / 2017 Gas Soundness Testing and Boiler Servicing in Non Domestic Properties award. The recommendation is based on the results of the tender evaluation carried out on the responses to the MTC 2014 / 2017 Gas Soundness Testing and Boiler Servicing Invitation to Tender. The report will provide assurance that the tender evaluation has been undertaken in accordance with EU Procurement Directives, Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) and the Councils Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council.

## 2 Introduction

- 2.1 This report has been compiled on behalf of the Tender Evaluation Team following the completion of the evaluation of responses to the Invitation To Tenders for the MTC 2014 / 2017 Gas Soundness Testing and Boiler Servicing.

## 3 Background

- 3.1 The existing Contract for the Gas Soundness Testing and Boiler Servicing for North Ayrshire Council is to expire on 1<sup>st</sup> April 2014.
- 3.2 In order to comply with the Council's Standing Orders and Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) a formal tendering exercise was undertaken.
- 3.3 The contract term is for three years plus the option to extend for annually for a further two years.
- 3.4 The estimated total value of the overall Contract (including any possible extensions and all collaborative partners) is Seven Hundred and Fifty Thousand Pounds (£750,000) with an estimated annual budgetary spend to North Ayrshire Council of One Hundred and Fifty Thousand Pounds (£150,000).

## 4 Tender Notice, Interest and Returns

- 4.1 A formal contract notice was advertised under the Open process in the Official Journal of the European Union and Public Contracts Scotland Procurement Portal on 18<sup>th</sup> October 2013 with a return date of 27<sup>th</sup> November 2013 at 12 noon.
- 4.2 The contract notice attracted nineteen (19) expressions of interest from a wide range of potential providers of which seven (7) submitted offers:
- Arthur McKay & Co Ltd
  - BAM FM Ltd
  - British Gas Trading Ltd
  - ECG Facilities Services
  - FES FM Ltd
  - MITIE Technical Facilities Management
  - Skanska Facilities Services

## 5 Evaluation Process

- 5.1 The evaluation of such Tenders was in two stages. Stage one assessed the responses to the Minimum Criteria. If, during stage one, it was apparent that a Tenderer has submitted a fundamentally non-compliant Tender in respect of any of the Invitation To Tenders requirements, then the Council could choose to reject that Tender. Clarification could be sought from Tenderers at this stage, in order to determine whether their Tender is complete and compliant.
- 5.2 Following completion of stage one, Tenderers meeting the minimum criteria progressed to stage two of the evaluation. Stage two of the evaluation was carried out by a Tender Evaluation Panel consisting of appropriately experienced Council Officers and each Tenderers response was assessed against the following published criteria:

Price 70%

Quality 30%

Quality was evaluated using the following sub-criteria/sub-weightings:

Sub-Criteria A	20%
Sub-Criteria B	20%
Sub-Criteria C	15%
Sub-Criteria D	10%
Sub-Criteria E	15%
Sub-Criteria F	10%
Sub-Criteria G	10%

- 5.3 The assessment of the criteria took place on 9<sup>th</sup> December 2013 at Perceton House, Irvine. The Tender Evaluation Panel consisted of:

Contracts Officer, Property Management and Investment  
Senior Contracts Officer, Property Management and Investment

A Procurement Officer from the Corporate Procurement Team was also in attendance to facilitate the meeting but did not score the submissions.

## 6 Evaluation Results

6.1 Three companies (ECG Facilities Services, FES FM Ltd and Skanska Facilities Services) failed to meet the minimum criteria for Stage 1 and were eliminated from the process.

6.2 Quality 30%

The Evaluation of the Technical Aspects of the tender responses was carried out by the Tender Evaluation Panel. A summary of which is as follows;

### Arthur McKay & Co Ltd

The response was well written and the panel were confident that the Tenderer would be able to fully meet North Ayrshire Council's requirements and expectations.

### BAM FM

There was a major concern regarding previous experience and whether the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations. As BAM failed the quality evaluation their price was not considered.

### British Gas Trading Ltd

The response was well written however there were two minor concerns identified regarding the e-management system and management structure.

### Mitie Technical Facilities Management

The response was well written and there was one minor concern identified regarding training. However this was resolved and the panel were confident that the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

The summary of the quality element is shown in the table below:

Company	Technical Score	Ranking	Score as % of overall marks
Arthur McKay & Co Ltd	100.00	1	30
BAM FM Ltd	Fail	-	-
British Gas Trading Ltd	71.00	3	21.30
MITIE Technical Facilities Mgt	92.00	2	27.60

### 6.3 Price 70%

Contractors were asked to submit prices a percentage adjustment (plus or minus) to be applied to a notional annual contract value of £150,000. This gave the following results and scores:

Company	Price Tendered	Ranking	Score as % of overall marks
Arthur McKay & Co Ltd	£106,500	2	58.17
BAM FM Ltd	Not evaluated	-	-
British Gas Trading Ltd	£120,000	3	51.63
MITIE Technical Facilities Mgt	£88,500	1	70.00

## 7 Overall Score

7.1 Following agreement of an overall score for each Tenderer and taking into consideration all qualitative and commercial elements of the responses, a high level summary sheet was completed as shown below:

Company	Actual Price	Pricing Score	Quality Score	Total Score	Total Ranking
Arthur McKay & Co Ltd	£106,500	58.17	30.00	88.17	2
BAM FM Ltd	Not evaluated	-	Fail	Fail	Fail
British Gas Trading Ltd	£120,000	51.63	21.30	72.93	3
MITIE Technical Facilities Mgt	£88,500	70.00	27.60	97.60	1
ECG Facilities Services	-	-	Fail	Fail	Fail
FES FM Ltd	-	-	Fail	Fail	Fail
Skanska Facilities Services	-	-	Fail	Fail	Fail

## 8 Recommendation

- 8.1 The recommendation of the Tender Evaluation Panel is that a Contract is awarded to: MITIE Technical Facilities Management, subject to any challenges during the Standstill Period.
- 8.2 Subject to approval, Letters of Intent will be issued to all successful and unsuccessful Tenderers acknowledging the Standstill Rules.
- 8.3 Both successful and unsuccessful Tenderers will be provided with the opportunity to receive a full debrief in accordance with EU Legislation, the Public Contracts (Scotland) Regulations and Scottish Procurement Directorate guidance.
- 8.4 Upon the conclusion of the Standstill Period, where no formal Legal challenge has been raised, to issue Letters of Acceptance to the successful companies.

## 9 Authority to Approve

In line with Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council, the Tender Evaluation Panel seeks to obtain authority from North Ayrshire Council Cabinet to accept the Tenders and award a Measured Term Contract to the Tenderer identified in section 8.1.



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**NORTH AYRSHIRE COUNCIL**

**Agenda Item 10**

**28 January 2014**

**Cabinet**

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**Subject:** Corporate Equality Group

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**Purpose:** To advise on the Minutes of the Corporate Equality Group meeting on 2 December 2013.

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**Recommendation:** That the Cabinet notes the Minutes attached at Appendix 1.

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**1. Introduction**

- 1.1 The Minutes of the Corporate Equality Group are submitted to Cabinet for information.

**2. Current Position**

- 2.1 A meeting took place on 2 December 2013, the Minutes of which are attached at Appendix 1.

**3. Proposals**

- 3.1 The Cabinet is asked to note the Minutes.

**4. Implications**

Financial Implications

- 4.1 None

Human Resource Implications

- 4.2 None

Legal Implications

- 4.3 The Corporate Equality Group assists the Council to comply with the Public Sector Equality Duty.

#### Equality Implications

- 4.4 The Group continues to make progress in improving the Council's activities to promote equality.

#### Environmental Implications

- 4.5 None

#### Implications for Key Priorities

- 4.6 Supports the Council Plan's core value 'treating people respectfully, fairly and equally'.

### 5. Consultations

- 5.1 None.

### 6. Conclusion

- 6.1 The Cabinet is asked to note the Minutes of the Corporate Equality Group meeting on 2 December 2013.



ELMA MURRAY  
Chief Executive

Reference : MR

For further information please contact Morna Rae, Acting Police and Performance Officer on 01294 324177

### Background Papers

None



**IRVINE, 2 December 2013** - At a Meeting of the Corporate Equality Group at 10.00 a.m.

## **Present**

Councillors Ruth Maguire and Marie Burns; P. Moore, Senior Educational Psychologist and P. Crosthwaite, Capacity Building Officer (Education and Skills); G. Boyce, Business Manager, Environment & Related Services (Development and Environment); A. Young, HR Operations Manager (Finance and Corporate Support); S. Bryan, Performance Officer (Planning and Performance) (Social Services and Health); M. Rae, Acting Policy and Performance Officer; and C. Graham, Committee Services Support Officer (Chief Executive's Service).

## **Apologies for Absence**

N. Bell, Manager, Planning and Performance (Social Services and Health).

## **Chair**

Councillor Maguire in the Chair.

## **1. Minutes**

The Minutes of the Meeting of the Corporate Equality Group held on 2 September 2013 were approved.

## **2. Equality Action Plan 2013-14**

Submitted Quarter 2 progress report published on Covalent, on the actions contained in the Equality Action Plan 2013-14.

Officers provided updates in respect of the following:

### **2.1 Education and Skills**

Page 8 – EAP1314-7-2: Managed by Peter Moore (25%)

Training from external partners (Stonewall) and sharing of good practice via GLOW site.

Due to the resignation of Stonewall's representative the November training session has been delayed and as a result this task is now slightly adrift of target. However, a draft Action Plan had been agreed prior to the organisation representative's resignation, a new staff member of Stonewall has now been appointed and an initial meeting has been arranged.

Page 11 - EAP1314\_1.3: Managed by Pam Crosthwaite (50%)

In relation to the action "Support North Ayrshire Access Panel and local disability organisations to address employment barriers experienced by disabled people and improve employability via training, including the provision of ESOL training" Pam Crosthwaite advised that Community Development had provided 11 successful ESOL classes (with 80 learners) and 12 classes for people with a disability (attended by 68 adults).

## **2.2 Social Services and Health**

**Page 7 – SPSS\_A\_A05: Managed by John McCaig (15%)**

Design and implement a care at home reablement service.

This task is indicated as being significantly adrift of target arising from as a result of a re-evaluation of the enablement approach within the in-house care at home service enabling routine or longer term maintenance supports to be delivered by purchased services.

A Pilot project was put in place across Irvine and will now be rolled out across the 5 Social Work areas in North Ayrshire. Care at home services will be provided in-house, with external agencies enabling longer term requirements. At this point in time 40 personnel are delivering services and 140 personnel have completed the requisite training.

A lead member of staff still requires to be appointed.

## **2.3 Finance and Corporate Support**

**Page 1 – EAP1314\_9.2: Managed by Gavin Macgregor (0%)**

Implementation of the employee kiosk arrangements to enable ongoing collation of accurate equalities data.

This action is off programme following staffing changes and reprioritisation of work within HE.

A. Young advised that while this action is off programme progress is continuing and it is anticipated that technical issues with the Recruitment portal (e.g. the creation of Talent pools) should resolve the situation.

**Page 2 / Page 3 – EAP1314\_8.1 & 8.2: Managed by Gavin Macgregor**

Review the Flexible Working Hours Policy and Introduce Agile Working Policy.

This action is off programme following staffing changes and reprioritisation of work within HE.

A. Young advised that a report on Flexible Working Hours (incorporating agile working e.g. compressed hours / hot desking) would be submitted to the CMT in early 2014 and thereafter it is hoped the overall Scheme and the formulation of relevant policies can be progressed. A dedicated officer will be allocated to the introduction of the Agile Working Policy with effect from 1 December 2013.

The names of the officers who have been assigned ownership of the above tasks will be provided to M. Rae in order that updates can be obtained.

## **2.4 Democratic and Administration Services**

M. Rae advised that the updates for Democratic and Administrative Services were as per the Covalent report.

## **2.5 Development and Environment**

No additional updates provided beyond the Covalent report.

## **3. Equality Impact Assessments – Budget and Service Planning**

M. Rae advised that assessments on Equalities Impacts continues to form part of the budget process and that the Council will meet on 11 December to set its budget for 2014/15 and beyond.

During the 2013/14 budget process guidance and information was prepared electronically for Elected Members. Detail continues to be revised on a regular basis in order that Members have the most up to date information available.

A. Young suggested that while equality impacts are considered during the budgetary process, it may be helpful for the Group to look at the impact against actual decisions taken.

Noted.

## **4. Equality Impact Assessments – Rolling Programme**

Services are required to carry out 5 EIAs each year on existing policies / procedures as well as Equality Impact Assessments on all new policies and procedures.

A. Young advised that 5 EIAs will be carried out by Finance and Corporate Support and undertook to confirm the details to M. Rae in due course.

P. Moore confirmed that 1 EIA has been completed and 4 are currently being assessed.

M. Rae offered meet with the Group representatives on a one to one basis, if required, to assist in the progressing of the programme of EIAs relative to their respective services.

S. Bryan indicated that Social Services continue to progress its EIAs but find it is more difficult to review older policies. Current structure changes also have an effect on the review procedures.

M. Rae undertook to, as far as possible, update EIA information on NAVIGATE.

Noted.

## **5. Equality Impact Assessment Toolkit**

Submitted updated Draft 2013 Equality Impact Assessment Toolkit.

The report highlighted tracked changes from previous discussions.

Further suggestions on change to the Equality Impact Assessment form included:-

- Section 2 – 2.2 “What are the anticipated outcomes?”

The Group agreed this should be amended to read “What are the anticipated *notable* outcomes?” - allowing for a negative OR positive outcome. Negative outcomes should be identified as such, with positive impacts being fully assessed.

- Questions 2.8 and 2.9 relate to consultation with others and it was felt this matter is duplicated at question 6.1 which seeks details of the consultation undertaken with equality groups, including details of the groups involved and the methods used.
- Question 4.1 – procedure to be as mentioned in reference to 2.2 above.
- Question 7.1 – clarification is sought on the reference to ‘change’ in respect of “No major change to policy assessed, EIA shows policy is robust”.

A. Young suggested that E-forms (with separate guidance notes for Directors / Managers / Users), could be used to assist in the EIA process. M. Rae undertook to investigate this and advise on the outcome of enquiries at a later date.

The Group was requested to advise M. Rae of any further amendments to the Toolkit by not later than mid-January 2014 (i.e. Friday 17<sup>th</sup>).

Noted.

## **6. Equality Training**

Specialised equalities training has been provided for Elected Members and attendance will be recorded on their PPD records. The training was provided by the firm of Solicitors, Simpson and Marwick, and included topics such as use of social media, use of language, bullying and sexual harassment. The training was, however, poorly attended and the matter will be revisited in 2014, in consultation with Human Resources. It may be beneficial for consideration to be given to the provision of

equalities training as part of a compilation package rather than as a stand-alone subject.

Details on the Corporate Equality E-Learning Course have been included in the winter edition of the staff magazine 'Staff Talk'.

The Group will continue to monitor and progress equalities training with a view to maximising the potential for raising awareness and increasing participation.

P. Crosthwaite advised that a recent course on Cultural Awareness had been very successful and had received good feedback, details are available on the Learning and Development Directory on NAVIGATE.

Details of the Corporate Equality E-Learning Course will be incorporated into the Study IT Corporate Training Calendar.

Noted.

## **7. Ayrshire Equality Partnership (AEP) and Multi Agency Discrimination Incident Monitoring Group (MADIM)**

Submitted Minutes of the meetings of the AEP and MADIM meetings held on 11 September 2013.

**AEP: 8.2 Time for T.E.A.** – P. Crosthwaite undertook to advise the Group on North Ayrshire's participation in the LGBT Youth Scotland Time for T.E.A. campaign.

**MADIM: 2 Update on Existing MADIM Statistics across Ayrshire** – Figures had been provided in terms of racist, homophobic and transphobic, religious, and disablist categories of hate crimes for North Ayrshire for 2013. The total current figure at the time of reporting was 194, and the projected figure to the end of 2013 was expected to be less than the previous two years (347 and 312 respectively).

No particular pattern or trend exists in respect of the hate crime and no specific group is posing any particular risk.

Members considered whether the age range of persons involved may be of significance and M. Rae undertook to enquire of Police Scotland if such information could be incorporated into future reports to allow for monitoring.

**MADIM: 3 Local Response Teams** – M. Rae had made contact with South Ayrshire Council and East Ayrshire Council to ascertain information on the systems / processes in place in respect of the "local response teams in the event of an emergency adverse incident" (as referred to in the Minutes of the Meeting of the AEP held on 17 June 2013).

Should such incidences arise, the Councils' teams would inevitably be formed from frontline services such as Social Services; Housing Services; involvement of the Local Authority Liaison Officer; (Emergency Planning / Civil Contingency Officers dependant on the situation) and other specialist officers as required, which would be on a par with North Ayrshire.

Noted.

#### **8. Dates of Meetings in 2014**

The Group agreed the undernoted dates and venues for meetings in 2014. Meetings will be held in Cunninghame House, commencing at 10.00 a.m. on the following dates:-

Monday 3 March (Committee Room 2)  
Monday 9 June (3<sup>rd</sup> Floor Large Meeting Room)  
Monday 29 September (Committee Room 2)  
Monday 1 December (Committee Room 2)

The meeting ended at 10.35 a.m.

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 11**

**28 January 2014**

#### **Cabinet**

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**Subject:** **Ayrshire Economic Partnership**

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**Purpose:** To submit the Draft Minutes of the meeting of the Ayrshire Economic Partnership held on 11 December 2013.

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**Recommendation:** That the Cabinet notes the Draft Minutes attached at Appendix 1.

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#### **1. Introduction**

1.1 The Ayrshire Economic Partnership was established several years ago to promote Economic Development across Ayrshire. The approach has focused on sector development:

- Renewable Energy;
- Food and Drink;
- Engineering;
- Tourism.

#### **2. Current Position**

2.1 The Ayrshire Economic Partnership last met on 11 December 2013 and meets approximately every two months.

#### **3. Proposals**

3.1 The Cabinet is invited to note the Draft Minutes attached at Appendix 1.

#### **4. Implications**

##### Financial Implications

4.1 There are no financial implications arising from this report.

##### Human Resource Implications

4.2 There are no human resource implications arising from this report.

#### Legal Implications

- 4.3 There are no legal implications arising from this report.

#### Equality Implications

- 4.4 There are no equality implications arising from this report.

#### Environmental Implications

- 4.5 There are no environmental implications arising from this report.

#### Implications for Key Priorities

- 4.6 There are no implications for key priorities arising from this report.

### **5. Consultations**

- 5.1 No consultation was undertaken in the production of this report.

### **6. Conclusion**

- 6.1 The attached Draft Minutes are submitted for information.



CRAIG HATTON  
Corporate Director (Development and Environment)

Reference : KY/AB

For further information please contact Karen Yeomans, Head of Service  
(Development Planning) on 01294 324308

### **Background Papers**

None





At a meeting of the Ayrshire Economic Partnership on **Wednesday 11 December 2013** at **5.30 p.m.** Council Chambers, East Ayrshire Council Headquarters, London Road, Kilmarnock, KA3 7BU.

<b>Present:</b>	Councillor Bill McIntosh (South Ayrshire Council) Eilleen Howat (South Ayrshire Council) Lesley Bloomer (South Ayrshire Council) Mark Hastings (South Ayrshire Council) Elma Murray (North Ayrshire Council) Karen Yeomans (North Ayrshire Council) Councillor William Gibson (North Ayrshire Council) Craig Hatton (North Ayrshire Council) Elizabeth Morton(East Ayrshire Council) Fiona Lees (East Ayrshire Council) Jackie Galbraith (Ayrshire Colleges) Ros Halley (Ayrshire & Arran Tourism Manager) Douglas Boatman (FSB) Wai-Yin Hatton (Ayrshire Chamber of Commerce) Gordon McGuiness (Skills Development Scotland) John Walker (Ayr Flower Show)	
<b>Apologies:</b>	Willie Mackie (Taste of Ayrshire) Val Russell (Ayrshire Chamber of Commerce) Heather Dunk (Ayrshire Colleges) Sharon Hodgson (East Ayrshire Council) Jim Reid (Scottish Enterprise) Councillor Jim Buchannan (East Ayrshire Council) Bill Costley (Private Sector)	
<b>In Attendance:</b>	Ashleigh Bennett (North Ayrshire Council)	
<b>ACTIONS AGREED</b>		
	<b>Action Required</b>	<b>Responsible</b>
1.	<b><u>Actions from Previous Meeting: 23 October 2013</u></b>  The Action Notes arising from the AEP meeting held on 23 October 2013 were noted and agreed.	
2.	<b><u>AEP Review – Scope</u></b>  K Yeomans submitted a draft paper entitled AEP Review. The group agreed a meeting would be arranged with K Yeomans, S Hodgson and M Hastings to review and	NAC/SAC/EAC

	develop the paper further for the next AEP meeting.	
<b>3.</b>	<p><b><u>Presentation Ayrshire &amp; Arran Tourism</u></b></p> <p>R Halley gave a presentation on Ayrshire &amp; Arran Tourism. (copy attached for minute purposes).</p> <p>The Chair thanked R Halley for her presentation.</p> <p>R Halley to develop an improvement plan with actions prioritised. Plan to also include interaction with Visit Scotland's website, working with businesses and clarification as to what is required from Ayrshire and Arran/Local Authorities.</p> <p>R Halley to develop an annual planner of events.</p>	

<b>4.</b>	<p><b><u>Presentation: Ayr Flower Show</u></b></p> <p>John Walker presented a video on Ayr Flower Show and gave the group information on Ayr Flower Show.</p> <p>The event cost approximate £250k and attracts over 23,000 visitors realising £1.2m GVA.</p> <p>The 2014 event is scheduled for 22-24 August.</p> <p>E Murray raised that the date clashed with the Marymass Festival.</p>	
<b>5.</b>	<p><b><u>Glasgow Prestwick International Airport</u></b></p> <p>L Bloomer gave an update on recent developments at Glasgow Prestwick International Airport.</p> <p>L Bloomer thanked C Hatton and A McPhee for their continued support.</p> <p>E Howatt thanked L Bloomer and M Hastings for their effort in leading this work.</p> <p>J Galbraith asked who the contact for three Local Authorities would be for Engineering and if a meeting could be arranged. L Bloomer welcomed this and advised M Hastings would be the contact.</p>	

6.	<p><b><u>Thematic Updates</u></b></p> <p>6 a) Renewables</p> <p>Discussion on contents of the Renewables paper were agreed and noted.</p> <p>C Hatton stated that a local engineering company had been in discussion with both Siemens and Mitsubishi following approval of the test turbine of Hunterston.</p> <p>6 b) Tourism</p> <p>Discussion on contents of the Tourism paper were agreed and noted.</p> <p>Abigail Coia will be taking up post week commencing 16 December, as Tourism Development Officer with Ayrshire &amp; Arran</p> <p>6 c) Engineering</p> <p>Discussion on contents of the Engineering paper were agreed and noted.</p> <p>It was agreed that Jim English, Chair of Engineering Leadership Group, will be invited to the next AEP meeting to provide his own assessment of the progress and challenges emerging from his initial round of work-stream meetings.</p> <p>6 d) Food &amp; Drink</p> <p>Discussion on contents of the Food &amp; Drink paper were agreed and noted.</p>	
7.	<p><b><u>AOCB</u></b></p> <p>GlobalScot Event</p> <p>It was agreed that each theme group should consider what global scots could do for the theme and that South Ayrshire Council would pull together a summary of what would come out of that.</p> <p>Trisha Irving and Willie Mackie are due to meet regarding Taste Ayrshire, update will be provided at the next meeting.</p> <p>It was noted that Ayr Agricultural Show will be a one-day event in 2014.</p>	SAC

9.	<p><b><u>Next Meeting</u></b></p> <p>The next meeting of the Ayrshire Economic Partnership will be held on Wednesday 19th February 2014 at 5.30 p.m. in North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE.</p>	
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The Chair thanked everyone for attending and the meeting concluded at 6.55pm.