



**NORTH AYRSHIRE**  
COUNCIL

Cunninghame House,  
Irvine.

24 January 2013

**Cabinet**

You are requested to attend a Meeting of the above mentioned Committee of North Ayrshire Council to be held in the Council Chambers, Cunninghame House, Irvine on **TUESDAY 29 JANUARY 2013** 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 declarations of interest in respect of items of business on the Agenda.

**2. Minutes (Page 7)**

The Minutes of the previous meeting of the Cabinet held on 18 December 2012 will be signed in accordance with paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copy enclosed).

**3. North Ayrshire Leisure Limited (NALL) Business/Service Plan 2012-13: Progress Report December 2012 (Page 19)**

Submit report by Corporate Director (Education and Skills) on progress in terms of the North Ayrshire Leisure Limited (NALL) Business/Service Plan for 2012-13 (copy enclosed) and receive presentation by the Head of Service (Community and Culture) and the Chief Executive of North Ayrshire Leisure Limited.

## **BUSINESS FOR DECISION**

- 4. Capital Monitoring to 30 November 2012 (Page 69)**  
Submit report by Corporate Director (Finance and Corporate Support) on progress in delivering the Capital Investment Programme as at 30 November 2012 (copy enclosed).
- 5. Revenue Budget 2012/13: Budgetary Control Statement to 30 November 2012 (Page 89)**  
Submit report by Corporate Director (Finance and Corporate Support) on the revenue budgetary control position for the Council at 30 November 2012 (copy enclosed).
- 6. The Food Hygiene Information Scheme (Page 127)**  
Submit report by Corporate Director (Development and Environment) on the proposed introduction of the Food Hygiene Information Scheme within North Ayrshire (copy enclosed).
- 7. Progress Report, Kilwinning Community Sports Club (Page 139)**  
Submit report by Corporate Director (Education and Skills) on the progress on delivery of the Kilwinning Community Sports Club Legacy Project (copy enclosed).

## **CONTRACT APPROVAL**

- 8. Improvements to Bus Route 11 (Page 144)**  
Submit report by Corporate Director (Development and Environment) on the actions taken to award a contract to undertake improvement works to Bus Route 11 (copy enclosed).
- 9. Pan-Ayrshire Election Services (Page 163)**  
Submit report by Corporate Director (Finance and Corporate Support) on a collaborative tender for a Pan-Ayrshire agreement for provision of various election services including election software, hardware, systems, project management and related printing services (copy enclosed).
- 10. Community Based Addictions Support Service (Page 167)**  
Submit report by Corporate Director (Social Services and Health) on a tender exercise to appoint a provider to deliver a Community Based Addictions Support Service that will work with individuals with low level alcohol and drugs issues and also provide support to individuals exiting statutory services (copy enclosed).

## **MINUTES FOR INFORMATION**

**11. North Ayrshire Housing Partnership: Minutes of Meeting held on 13 November 2012 (Page 173)**

Submit report by the Corporate Director (Social Services and Health) on the Minutes of the Meeting of the North Ayrshire Housing Partnership held on 13 November 2012 (copy enclosed).

**12. Housing Revenue Account Business Plan Implementation Group: Minutes of Meeting held on 27 November 2012 (Page 181)**

Submit report by the Corporate Director (Social Services and Health) on the Minutes of the Meeting of the Housing Revenue Account Business Plan Implementation Group held on 27 November 2012 (copy enclosed).

**13. Environment and Infrastructure Policy Board : Minutes of Meeting held on 3 December 2012 (Page 191)**

Submit report by Corporate Director (Development and Environment) on the Minutes of the Environment and Infrastructure Policy Board held on 3 December 2012 (copy enclosed).

**14. Corporate Equality Group: Minutes of Meeting held on 10 December 2012 (Page 201)**

Submit report by Chief Executive on the Minutes of the Corporate Equality Group held on 10 December 2012 (copy enclosed).

**15. Community Empowerment Policy Board: Minutes of Meeting held on 17 December 2012 (Page 211)**

Submit report by Corporate Director (Education and Skills) on the Minutes of the Community Empowerment Policy Board held on 17 December 2012 (copy enclosed).

**16. Urgent Items**

Any other items which the Chair considers to be urgent.

## **EXEMPT INFORMATION**

**17. Exclusion of the Public and Press**

Resolve, in terms of Section 50(A)4 of the Local Government (Scotland) Act 1973, to exclude from the meeting, the press and the public for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 7A of the Act.

In terms of Standing Order 17 (Disclosure of Information) the information contained within the following report is confidential information within the meaning of Section 50A of the 1973 Act and shall not be disclosed to any person by any Member or Officer.

**18. Social Work Complaints Review Committee: Complaint by L. M. (Page 217)**

Submit report by Chief Executive of the findings and recommendations arising from the Social Work Complaints Review Committee meeting of 17 December 2012 (copy enclosed).

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## Cabinet

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Sederunt:

**Elected Members**

Willie Gibson (Chair)  
Alan Hill (Vice-Chair)  
Marie Burns  
Anthea Dickson  
John Ferguson  
Tony Gurney  
Alex McLean

Chair:

Attending:

Apologies:

Meeting Ended:



Cabinet  
18 December 2012

**IRVINE, 18 December 2012** - At a Meeting of the Cabinet of North Ayrshire Council at 2.30 p.m.

**Present**

Willie Gibson, Alan Hill, Marie Burns, Anthea Dickson, John Ferguson and Alex McLean; and, for Education Business, M. Fraser, E. Higon and Very Reverend M. Canon McManus (Church Representatives), G. Smith (Teaching Representative) and K. Miller and D. Hawthorn (Pupil Representatives).

**Also Present**

Donald Reid.

**In Attendance**

E. Murray, Chief Executive; L. Friel, Corporate Director and G. Macgregor, Head of HR and Organisational Development (Finance and Corporate Support); C. Kirk, Corporate Director, A. Sutton, Head of Service (Community and Culture), M. Docherty, Head of Service (Education 3-18) and M. Armstrong, Head of Service (Logistics and Infrastructure) (Education and Skills); C. Hatton, Corporate Director, K. Yeomans, Head of Service (Development Planning), C. Naismith, Team Leader - Economic Development, A. O'Henley, Economic Development Officer, L. Kirk, Access Officer and L. Aird, European Officer (Development and Environment); K. Dyson, Communications Officer and M. Anderson, Committee Services Officer (Chief Executive's Service).

**Chair**

Councillor Gibson in the Chair.

**Apologies for Absence**

Tony Gurney.

**1. Declarations of Interest**

In terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors, Councillor McLean, as a Council representative on the NALL Board of Directors, declared a non-pecuniary interest in Agenda Item 7 (North Ayrshire Leisure Limited (NALL) and the New Leisure Centre, Irvine), left the meeting and took no part in its determination.

**2. Minutes**

The Minutes of the previous meeting of the Cabinet held on 4 December 2012, were signed in accordance with paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

### **3. Progress Report for Curriculum for Excellence Management Board**

Submitted report by the Corporate Director (Education and Skills) on the report to be provided to the Curriculum for Excellence Management Board. The Cabinet also received a presentation by the Head of Service (Education 3-18) (Education and Skills) which highlighted the entitlements associated with the Curriculum for Excellence, progress to date and the challenges which remain outstanding.

Appendix 1 to the report summarised the Council's progress in delivering the Curriculum for Excellence. Its content was informed by feedback from all schools, which met in cluster groups to evaluate their progress, and by information from HMIe reports, follow-through reports, school reviews and schools' standards and quality reports. Among the progress detailed, was better transition planning with joint cluster training to support progression and the expansion of opportunities for virtual learning. The report also identified the challenges in delivering the six Curriculum for Excellence entitlements, such as defining and delivering choice and involving partner providers in cluster work and moderation.

Members asked questions, and received clarification, on the following:-

- the positive impact of the Curriculum for Excellence on pupil confidence;
- the extent to which the senior phase strategy will take into account the out-of-school environment;
- measures to increase the confidence of parents and ensure their engagement in the Curriculum for Excellence;
- the practical application of the principles of inter-disciplinary learning; and
- measuring staff confidence and engagement.

Members recorded their appreciation of the performance of pupils at recent Christmas concert events.

The Cabinet agreed to (a) note the progress made in North Ayrshire in the implementation of Curriculum for Excellence; and (b) endorse the progress report set out at Appendix 1, for submission to the Scottish Government.

### **4. Doran Review**

Submitted report by Corporate Director (Education and Skills) on the findings of the Doran Review, "The Right Help at the right time in the right place: Strategic Review of Learning Provision for Children and Young People with Complex Additional Support Needs".



In November 2012, the Scottish Government published 3 interlinked documents on Additional Support Needs policy and practice. One was the Government's response to the Doran Review, which contained the 21 recommendations shown in Appendix 1. The review concluded with an emphasis on the need for the Scottish Government, local authorities, health boards, the independent and voluntary sectors to improve the provision and integration of services for Complex Additional Support Needs.

The Council's existing practice and provision have recently been positively evaluated in relation to meeting the needs identified in the reports. The proposal to amalgamate the two existing schools for children and young people with multiple and complex needs (James McFarlane and Haysholm) on a new campus provides the opportunity to enhance the education provision and also to create an improved focus for specialised inter-service and inter-agency working. When Education and Skills' Validated Self Evaluation report is formally published, the consequent action plan will ensure that the recommendations of governmental reports are fully incorporated.

Members asked questions, and received clarification, on the following:-

- the anticipated timescale for the Children and Young People Bill referred to in Recommendation 13 of the Doran Review;
- whether any guidance or training would be provided to help ensure a consistent approach to implementing the recommendations; and
- if there were any cost implications arising from the need to recruit and retain suitably qualified staff.

The Cabinet agreed (a) to note the findings of the Doran Review, that North Ayrshire is well placed to take forward the recommendations; and (b) that its recommendations be built into the Action Plan emerging from the current Validated Self Evaluation (VSE).

## **5. Consultation Proposals Arising from the Garnock Campus Project**

Submitted report by Corporate Director (Education and Skills) on consultative documents in respect of proposals arising from the Garnock Campus Project.

In November 2012, in recognition of parents' concerns about the South Lochshore site, officers issued a letter and response form to those parents with children at Moorpark Primary. Parents' views were sought on whether or not Moorpark Primary School should be included in the new campus. The results were summarised at Section 2.2 of the report.

The report proposed that officers consult further with parents of existing primary and pre-school children within the catchment area of Moorpark primary school to seek their views on the incorporation of Moorpark within the campus at the preferred site near to Glengarnock railway station. In order to rebalance the catchment areas of Moorpark and Glengarnock Primary schools and ensure the Council can meet the needs of the pupils, it was also recommended that the pupil catchment area be re-zoned to take cognisance of future house building and demographic changes should Moorpark not form part of the new campus.

Appendices 1-4 of the report set out the proposed consultation documents. A full list of consultees and a copy of the consultation response form were provided at Appendices 5 and 6, respectively. The consultation documents propose the closure of Moorpark primary school in June 2015, with its pupils transferring to the new campus at the preferred site and, if the outcome of the consultation is that Moorpark primary school is not part of the new campus, that the pupil catchment area of Moorpark primary school and Glengarnock primary school is re-zoned as shown in Appendix 4.

The Cabinet agreed that (a) the attached consultative documents be issued to all interested parties; (b) all interested parties be invited to make written representation on the proposals to the Corporate Director (Education and Skills) no later than 22 February 2013; and (c) the Corporate Director (Education and Skills) submit a report on the results of the consultative process for consideration at a future meeting of the Cabinet (including Education business).

## **6. Ayrshire's New College Consultation: North Ayrshire's Response**

Submitted report by Corporate Director (Education and Skills) on the response to the consultation document "Ayrshire's New College" issued by the Chairs of the 3 Ayrshire Further Education Colleges in October 2012.

Local colleges have been engaging in a change programme which aims to create the new regional college structure for Ayrshire by 1 August 2013. The consultation document set out at Appendix 1 to the report seeks views on the formation of the new regional College which will see a merger of Ayr College, Kilmarnock College and James Watt College (North Ayrshire Campus).

The proposed changes were summarised on page 4 of the consultation document and at Section 2.4 of the report. Section 3 of the report contained the main points to be highlighted in a proposed response by the Council to the consultation exercise.

Members asked questions, and received clarification, on work to ensure the availability of STEM (science, technology, engineering and mathematics) courses and a wide variety of first point of access courses in North Ayrshire.

The Cabinet agreed (a) to note that a response will be submitted to the consultation welcoming the formation of a new Ayrshire College, as described in the consultative document set out at Appendix; (b) that reassurance be sought by officers that the new college will work in the existing spirit of partnership with the three local authorities; and (c) otherwise, to note the contents of the report.

## **7. North Ayrshire Leisure Ltd (NALL) and the New Leisure Centre, Irvine**

Submitted report by Corporate Director (Education and Skills) on improvements in the delivery of leisure services by North Ayrshire Leisure Limited (NALL) and on arrangements for the operation of the new leisure centre in Irvine.

Progress made by the working group to review of North Ayrshire Leisure Ltd and leisure service provision has resulted in the development of a positive and more stable working relationship between NALL and the Council. Evidence of improvement on the part of both parties has been demonstrated in terms of outcomes and performance, governance improvements and other significant transformational changes, as summarised at Section 2 of the report. It was proposed that further progress be made by engaging with NALL in a more formal and structured process on the aims set out at Section 3.1 of the report.

Members asked questions, and received clarification, on the following:-

- proposals to include NALL in the design phase of the new leisure centre;
- NALL's role in proactively identifying improvements and new initiatives; and
- arrangements to ensure that the NALL workforce is kept informed of progress and developments.

The Cabinet agreed that (a) senior officers engage with NALL to commence dialogue on the creation of a Service Specification for the operation of the new leisure centre; (b) clarification is sought on the procurement implications, if any, associated with the operation of the new leisure centre; and (c) the Corporate Director (Education and Skills) submit a further report to the Cabinet on this matter as soon as possible.

## **8. Housing Revenue Account (HRA) Budget Virement for 2012/13**

Submit report by Corporate Director (Finance and Corporate Support) on virement of £300,000 between expenditure lines within the 2012/13 Housing Revenue Account (HRA) capital budget.

The HRA capital budget for the financial year 2012/13 includes an allocation of £3,479,912 to undertake a programme of electrical rewiring and central heating replacement. The Council's main contractor for these works, CFM Limited (CFM), has now served a 13-week break option notice on the Council, intimating that they are terminating the agreement around mid-February 2013. As a result, it is estimated that circa 8% of the current year's intended rewiring and central heating programme will remain incomplete.

In order to maximise the HRA capital spend during 2012/13, the report proposed the transfer of £300,000 from "rewiring and central heating" to "re-roofing and rendering." The term contractor for re-roofing and rendering, Marley Roofing Limited, has been provided with indicative additional addresses and has confirmed these additional works can be undertaken within the current financial year. A procurement exercise will be undertaken to identify a suitable replacement contractor for CFM.

The Cabinet agreed to approve (a) the budget virement for 2012/13 of £300,000 from "rewiring and central heating" to "re-roofing and rendering", as outlined in the report; and (b) the re-tendering of the combined central heating and electrical rewiring contract.

## **9. Introduction of Two Stage Complaints Handling Procedure**

Submitted report by Corporate Director (Finance and Corporate Support) on progress made to corporate approach to quality control proposing the establishment of a centralised dedicated post of Complaint and Feedback Manager to manage and monitor the success of the new procedure and provide support to services.

The Scottish Public Services Ombudsman (SPSO) is requiring Councils to adopt a new two stage Complaints Handling Procedure (CHP) to help drive improvements in public service complaints handling through the development of a simplified, standardised CHP. The Council's proposed CHP and implementation plan has been signed off as compliant by the SPSO and the new procedure has been piloted within the former Environment and Related Services.

The report recommended the establishment of a dedicated post of Complaint and Feedback Manager to manage and monitor the success of the new procedure and provide support to services. The role of the new officer was summarised at Section 3.1 of the report and the financial implications were set out at Section 4.1.

Members asked questions, and received clarification, on the role of the CHP as a tool to help deliver service improvements.

The Cabinet agreed to (a) note progress made and agrees the corporate approach to quality control; and (b) the establishment of a dedicated post of Complaint and Feedback Manager to manage and monitor the new procedure and provide support to services.

## **10. Creation of a Corporate Transport Facility**

Submitted report by Corporate Director (Development and Environment) on the formation of a Corporate Transport Facility.

The creation of a proposed corporate transport facility is proposed to directly manage all transport functions, such as the procurement and maintenance of Council-owned vehicles and the hire of plant and machinery. The transfer of responsibilities for transport to a central operation will enable improved co-ordination and sharing of assets owned by the Council, to maximise their use and reduce the need to procure third party arrangements.

The Cabinet agreed (a) to the creation of a Corporate Transport Facility; (b) that the corporate transport facility be aligned with the internal transport service within Environment and Related Services; (c) that, with effect from 1 April 2013, all budgets in respect of transport be consolidated within Environment and Related Services; and (d) that appropriate staff within Education and Skills, Social Services and Health, and Finance and Corporate Support be transferred to the newly-formed corporate facility.

## **11. Community Outdoor Access Grant Scheme 2012/13**

Submitted report by Corporate Director (Development and Environment) on a number of grant awards under the Community Outdoor Access Grant Scheme.

The Community Outdoor Access Grant Scheme (COAGS) was developed in 2003 to provide a formalised route for community groups to apply and for the Access Officer and Outdoor Access Forum to assess and prioritise such assistance. Applications were invited to the scheme between 1 April 2012 and 31 August 2012. A total of 6 applications were received and assessed in partnership with the North Ayrshire Outdoor Access Forum. A summary of the applications submitted and recommendations for funding is provided as Appendix 1 to this report.

The Cabinet agreed to approve the awards set out at Appendix 1 to the report.

## **12. Radio City, Kilbirnie**

Submitted report by Corporate Director (Development and Environment) on a funding request of £15,000 from Radio City to enable continued operation during the remainder of the current financial year.

Radio City is currently projecting a financial shortfall of £15,000 over the next few months, which is likely to put its continued operation at risk of closure, with the likelihood of it ceasing to operate and having to lay off staff. This would also bring uncertainty to its current tenants and their staff.

The report indicated that Radio City recognises the severity of the situation it faces and has commissioned, through the North Ayrshire Social Enterprise Support Programme, the development of a new business plan to identify new funding streams, diversify activity and ultimately deliver a more sustainable business. A bid is being submitted to the People and Communities Fund and the Trust is developing a number of initiatives to support its long-term sustainability. Gap funding for Radio City of £15,000 would cover trading shortfalls over the next 5 months whilst plans are developed to provide a sustainable future.

Members asked questions, and received clarification, on the need to assist the organisation in improving its turnover figure.

The Cabinet agreed to approve the funding request of £15,000 from Radio City, subject to a condition requiring the development of a robust business plan setting out a sustainable future for the organisation.

### **13. Economic Development Budget 2012/2013**

Submitted report by Corporate Director (Development and Environment) on the investment plans for the agreed budget carry forward from 2012/13 to 2013/14.

The Economic Development Service currently undertakes activity in three major areas, namely Employability, Town Centre Regeneration and Business Development. The 2012/13 budget for the service is £12.645m, including a carry forward of £2.55m from 2011/12. At its meeting on 20 November 2012, Cabinet agreed a budget carry forward of £2 million within the Economic Development budget from the current year into 2013/14. Section 3 of the report proposed that the £2m carry forward be invested in the following areas during 2013/14:-

- employment support programmes (£775);
- business development (£325k); and
- economic development strategy funding for a graduate programme (c. £275k), marketing North Ayrshire (c. £100k) and enhanced business support (c. £525k)

Members asked questions, and received clarification, on recent changes in the Council's approach to economic development.

The Cabinet agreed to approve the proposals for investing the £2m Economic Development carry forward during 2013/14.

#### **14. Maximising Attendance - Half Yearly Review of Performance - 2012-13**

Submitted report by Corporate Director (Finance and Corporate Support) on the Council's mid year performance in Maximising Attendance for 2012-13.

Appendix 1 to the report showed the Maximising Attendance performance against target, by Service, by employment group for Quarter 2 plus the cumulative performance as at the end of Quarter 2. With the exception of the Chief Executive's Service, ICT and Customer Services, all other services have not met their Quarter 2 targets. A comparison of days lost for Quarter 2 this year compared with the same quarter last year shows a slight improvement, but the poorer performance in Quarter 1 means that at the half-year stage the overall figure for the Council is greater than last year.

Appendix 2 to the report included a projection to year end, which shows that, with the exception of the Chief Executive's Service, all other services are unlikely to achieve their target for the year. The overall projection is for 9.0 days lost against a target of 6.8 days.

Directors and Heads of Service will continue to monitor absence ensuring that prompt and appropriate management action is taken in accordance with the Maximising Attendance Procedure. HR Advisers will continue to work closely with service contacts to monitor progress and assist managers in finding appropriate solutions.

Noted.

#### **15. Woodgrove Sheltered Housing Unit, Dregghorn**

Submitted report by Corporate Director (Finance and Corporate Support) for the award of a contract for the refurbishment of Woodgrove Sheltered Housing Unit, Dregghorn.

The former Executive approved the refurbishment works in November 2011. The budget allocation agreed at that time was £1,095,000, from the 2012/13 Housing Revenue Account (HRA). The tendering process is now complete and the Tender Outcome Report was set out at Appendix 1 to the report. The most competitive compliant tender was submitted by James Frew Limited. The tender cost is £1,236,432.22, £141,432.20 greater than current budget.

The report proposed progressing the project as per the current design specifications, with the additional costs being funded via the HRA Business Plan - 2013/14 sheltered housing capital funds.

The Cabinet agreed to approve the acceptance of the tender submitted by James Frew Limited, for the sum of £1,236,432.22, as detailed in the Tender Outcome Report set out at Appendix 1 to the report.

#### **16. Education Attainment and Achievement Policy Board: Minutes of Meeting held on 12 November 2012**

Submitted report by Corporate Director (Education and Skills) on the minutes of the meeting of the Education Attainment and Achievement Policy Board held on 12 November 2012.

Noted.

#### **17. Economy and Employment Policy Board: Minutes of 26 November 2012**

Submitted report by Corporate Director (Development and Environment) on the Minutes of the Economy and Employment Policy Board held on 26 November 2012.

Noted.

#### **18. Health and Social Care Policy Board : Minutes of Meeting held on 26 November 2012**

Submitted report by Corporate Director (Education and Skills) on the Minutes of the Health and Social Care Policy Board held on 26 November 2012.

Noted.

#### **19. Urgent Item**

The Chair agreed that the following item be considered as a matter of urgency to allow officers to respond to a consultation exercise within the allowed timescale.

##### **19.1 Review of EU Administrative Boundaries**

Submitted report by the Corporate Director (Development and Environment) on a consultation paper issued by Scottish Government on a review of Nomenclature of Units for Territorial Statistics (NUTS) boundaries.

The Nomenclature of Units for Territorial Statistics (NUTS) is the name given to geographical boundaries set and regulated by the European Union. A review of the NUTS boundaries is currently being carried out and the Scottish Government has invited responses to the draft proposals by 10 January 2013.



As part of the current review, the Scottish Government has been asked to consider merging the Highlands & Islands with the North Eastern Scotland NUTS 2 area so that all areas within Scotland have populations within the recommended thresholds. The Scottish Government is not in favour of this change and instead plans to submit proposals which would align NUTS boundaries to current Local Authority boundaries.

The changes associated with both proposals would mean that Arran and the Cumbrae's would not be in the same EU administrative category as other Scottish islands, and this could in due course lead to differences in the EU policy, regulatory and funding regimes applying to the islands. A proposed consultation response was set out in the Appendix to the report.

Members asked questions, and received clarification, on plans to seek the support of Highland Council, Highlands and Islands Enterprise and potentially the Convention of Highlands and Islands for the position set out in the Council's consultation response.

The Cabinet agreed (a) to approve consultation with key island and external partners in recognition of the potential impact of the proposals on North Ayrshire's island communities and businesses; and (b) subject to minor revision by Officers to strengthen its content, to submit the response set out at Appendix 1, objecting to the proposed changes insofar as they would affect North Ayrshire.

The meeting ended at 3.55 p.m.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 3**

**29 January 2013**

#### **Cabinet**

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**Subject:** **North Ayrshire Leisure Limited (NALL)  
Business/Service Plan 2012-13: Progress Report  
December 2012**

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**Purpose:** To seek Cabinet's approval for the North Ayrshire Leisure Limited (NALL) Progress Report on the Business/Service Plan for 2012-13.

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**Recommendation:** That the Cabinet agrees to approve the NALL Progress Report on the Business/Service Plan for 2012-13.

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#### **1. Introduction**

- 1.1 In its Business Plan, submitted to North Ayrshire Council on 6 December 2011, NALL review its vision, operations and working practices, resulting in the creating of "Five Company Commitments". These commitments are instrumental in ensuring the Company delivers an effective and efficient service for all stakeholders.
- 1.2 At the former Executive of 6 December 2011, it was agreed:-
- To support and work with NALL as it reviews its Board and seeks to make transformational changes to the operation of the company;
  - To initiate a comprehensive review of the contracts and leases relating to the provision of leisure service across North Ayrshire with NALL to seek a clearer way of identifying Council priorities and outcomes for communities; and
  - That negotiations should take place with NALL on the specific changes to the contractual arrangements between the company and the Council to replace the requirement for a business plan with an agreed set of performance indicators.

## **2. Current Position**

2.1 At its meeting on 18 December 2012, the Cabinet received an update on the following actions recommended by the former Executive of 6 December 2011:

- Progress on a revised Service specification (contractual) that sets out the requirements and expectations of all parties and is supported by a set of objectives and measurable Key Performance Indicators (KPIs);
- Progress towards a clear and realistic performance standards, against which NALL's performance will be measured;
- Progress towards establishing a framework for contract compliance with performance standards;
- The establishment of a successful and positive working relationship between NALL and North Ayrshire Council across all sections of its business activity; and
- Consideration of the current delivery of sports development with NALL and associated "sports development" activities within North Ayrshire Council, i.e. Active Schools, community club and community sports hub developmental work.

2.2 The Cabinet also authorised officers to enter into dialogue with NALL to develop a revised service specification, to include the new leisure centre; and agreed to receive a further report from officers on any procurement issues in connection with this report.

## **3. Proposals**

3.1 The information contained within the Progress Report provides a range of information which illustrates the progress made by NALL towards responding to the requirements of North Ayrshire Council and in improving the performance of the Company.

3.2 The report updates the Cabinet on the progress made in achieving the commitments included in the Business Plan and looks to the future in the development of a strategy, which includes:

- Staff realignment to meet business needs;
- Investment in fitness equipment;
- Implement "spend to generate" initiatives;
- Adopting contemporary marketing techniques;

- Strengthening relationships with strategic partners; and
- Extending customer engagement.

3.3 Section 6 of the Progress Report contains proposals for continuing to address its commitments and for introducing new and creative initiatives with partners in the community.

3.4 The Cabinet is invited to approve the NALL Progress Report on the Business/Service Plan for 2012-13 attached at Appendix 1.

#### **4. Implications**

##### Financial Implications

4.1 There are financial implications associated with reduction in North Ayrshire's contribution to NALL's budget. It is anticipated that the 2013-14 contribution will reduce by £239,000.

##### Human Resource Implications

4.2 There are no Human Resource implications arising directly from this report. However, staff realignment issues are contained within the NALL Business Plan 2012-13.

##### 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 directly from this report.

##### Implications for Key Priorities

4.6 The review of the contractual and operating arrangements with NALL will contribute to the achievement of the following SOA outcomes:

6a We live longer, healthier lives

15 Our public services are high quality, continually improving, efficient and responsive to local people's needs.

## **5. Consultations**

- 5.1 North Ayrshire Leisure Ltd has worked with a range of partners in working towards the delivery of the Business Plan and Progress report. These are detailed within Appendix 1 (Progress Report).

## **6. Conclusion**

- 6.1 The Progress Report on the Business/Service Plan 2012-13 presented by NALL addresses the key improvements recommended by the working group and agreed by elected members at the Executive on 6 December 2011.
- 6.2 It also includes a range of proposals for transforming the operation of the company, which includes working with the Council towards the future operation of the new Irvine leisure centre.



CAROL KIRK  
Corporate Director (Education and Skills)

Reference : AS/EMcK

For further information please contact Audrey Sutton, Head of Service (Community and Culture) on telephone number 01294 324414.

## **Background Papers**

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# Progress Report

December 2012





feeling good





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## Introduction

North Ayrshire Council requested that KA Leisure submit a 3 year Business / Service Plan in December 2011. The plan outlined the Company's strategy to fulfil its main objective to make "more people more active more often". This is a shared objective embedded within the Single Outcome Agreement and the Strategy for Physical Activity and Sport: North Ayrshire: Fit for the Future 2010-2015.

The Business / Service Plan highlighted the significant challenges the Company faces over the coming years including North Ayrshire Council's reduction in financial contribution and the effect the current economic climate has on the Company and its customers.

During the Business / Service planning process the Company reviewed its operations and working practices. This resulted in the creation of "5 Company Commitments";

- Protecting the Frontline Service
- Pricing Promise
- Preparing to Adapt
- Properly Engaging
- Promoting and Profiling

These commitments are instrumental, ensuring the Company delivers an effective and efficient service tailored to meet customer and strategic partner needs whilst protecting the long term viability of the Company.

Having created the Company Commitments, a strategy was formulated to meet the significant challenges that the Company faces. The key components of the strategy are;

- Staff realignment to meet business needs
- Investment in fitness equipment
- Implement "spend to generate" initiatives
- Adopting contemporary marketing techniques
- Strengthening relationships with strategic partners
- Extending customer engagement

North Ayrshire Council has requested a Progress Report as at 30th September 2012 to be submitted in December 2012. This Progress Report provides an update on the current status of the strategy. The report also includes a summary of the current year's performance and financial out-turn projections. In addition, a projected Budget 2013/14 and projected performance information are also included.

In conjunction with performance and projections the report provides information pertaining to the Company's extensive strategic partnership network, event programming and activity portfolio.

“ It has made a great difference to my fitness level and my life, and the social side is very enjoyable ”



## DID YOU KNOW? ...

**KA Leisure has over 4000 fitness subscription holders!**

## Overall

Operational and financial performance figures over the first six months of the financial year have been positive. The Company has progressed with its strategic objectives and remained loyal to its "5 Company Commitments".

The following table illustrates customer visit performance across the Company comparing the first six months of this year to the corresponding period last year.

KA Leisure – Performance by Facility/Service					
Facility/Service	2011/2012 Actual	2012/2013 Target	2011/2012 6 Month Actual	2012/2013 6 Month Actual	2012/2013 6 Month Variance (%)
Leisure Centres	1,006,964	981,200	486,950	626,590	+29%
KA Campus	272,835	303,000	121,956	138,161	+13%
Golf & Outdoor Sports	138,393	137,400	88,318	82,330	-7%
Physical Activity	159,398	157,000	79,889	87,123	+9%
<b>Total</b>	<b>1,577,590</b>	<b>1,578,600</b>	<b>777,113</b>	<b>934,204</b>	<b>+20%</b>

Total customer activity across all areas of the business for the first six months of 2012/13 has increased by 157,091, representing a 20% increase on the same period last year.

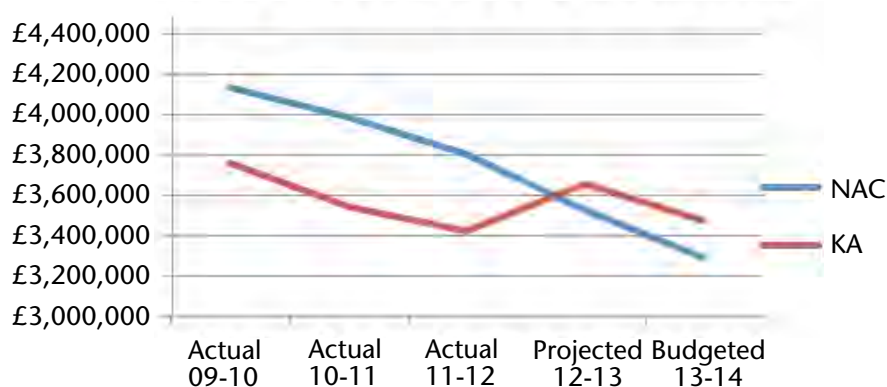
This increase in activity is due to the Company developing and extending its products and activities across North Ayrshire. The legacy of the 2012 London Olympics and the anticipated 2014 Glasgow Commonwealth Games has also had a positive impact on activity levels.

Financially the Company continues to operate overall within its budgetary framework and is anticipating a small surplus at year-end.

Income generation for the Company is projected to exceed target in 2012/13. In light of this, the budgeted income generation target for 2013/14 has been increased accordingly.

The Company's development of performance reporting and management information systems is ongoing. The Company is committed to adopting North Ayrshire Council's performance reporting system, Covalent. The Covalent database has now been completed and it is anticipated that full adoption of the system will commence in April 2013.

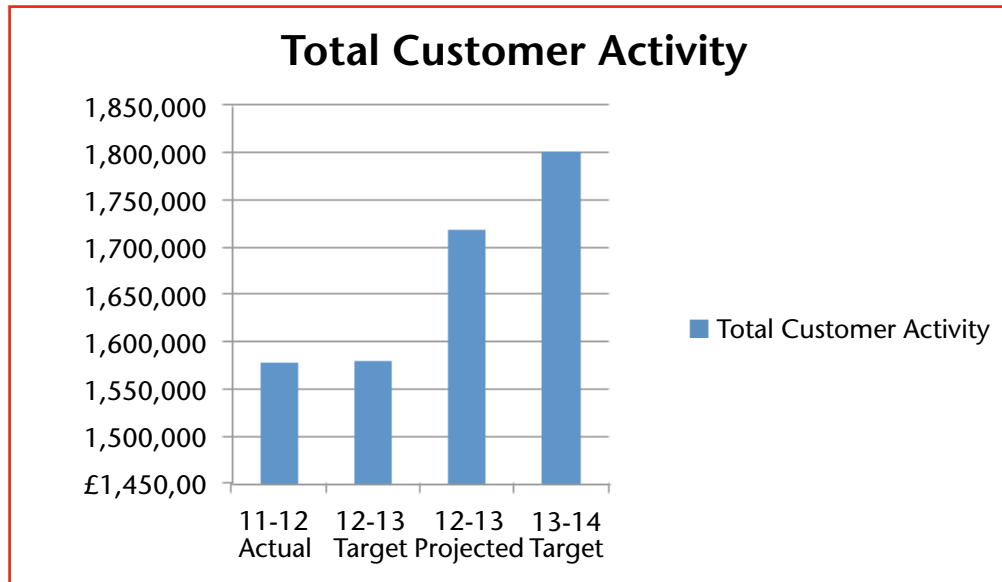
### Income Generation Actual, Projected and Budgeted



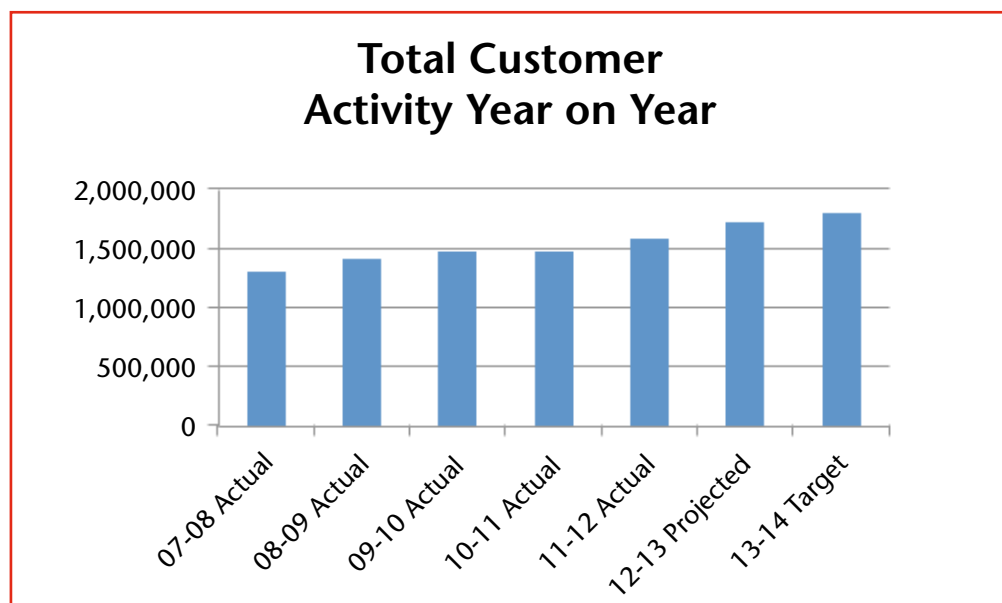




The graph below illustrates projections until the end of this year and sets a target for 2013/14. Full details are contained within Appendix A.



Overall customer activity is projected to increase by 10%, due to the introduction of strategic partnership subscriptions, installation of new fitness equipment, programme development and continued partnership working.



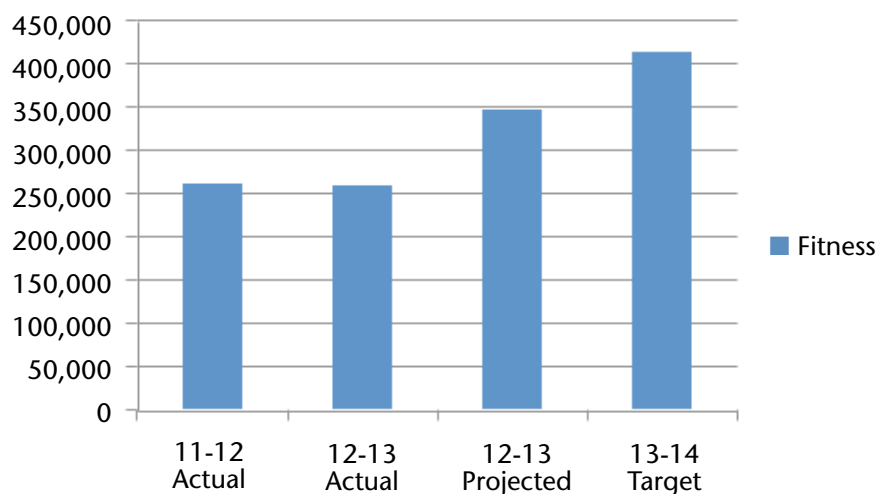
As shown in the graph above, projected customer activity levels for 2012/13 continue the upward trend in activity reported by the Company over the past few years. Activity targets set for 2013/14 aim to continue and accelerate that trend.

## DID YOU KNOW?...

over 3000 people have access plus cards, giving discounted access to a range of KA Leisure activities.

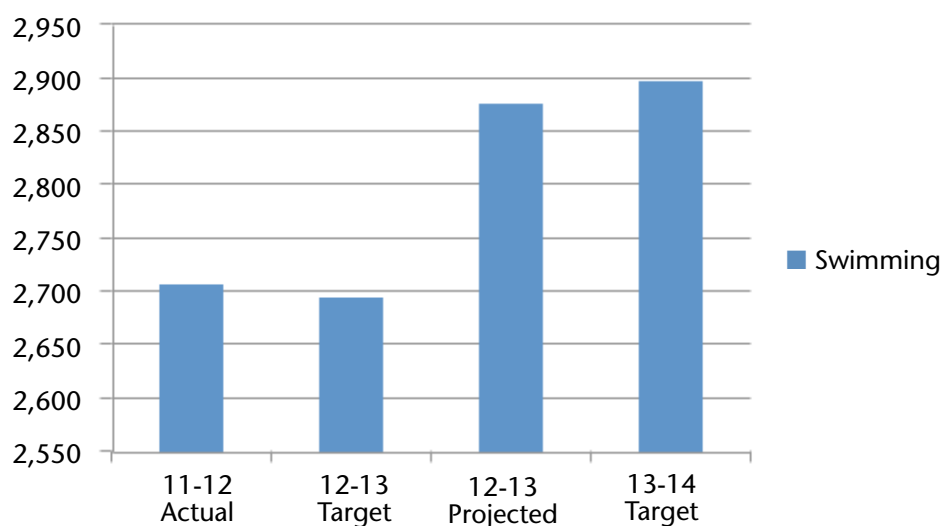
“It was really fun as we got to play lots of exciting games, my favourite activity was hammer throw”

### Fitness

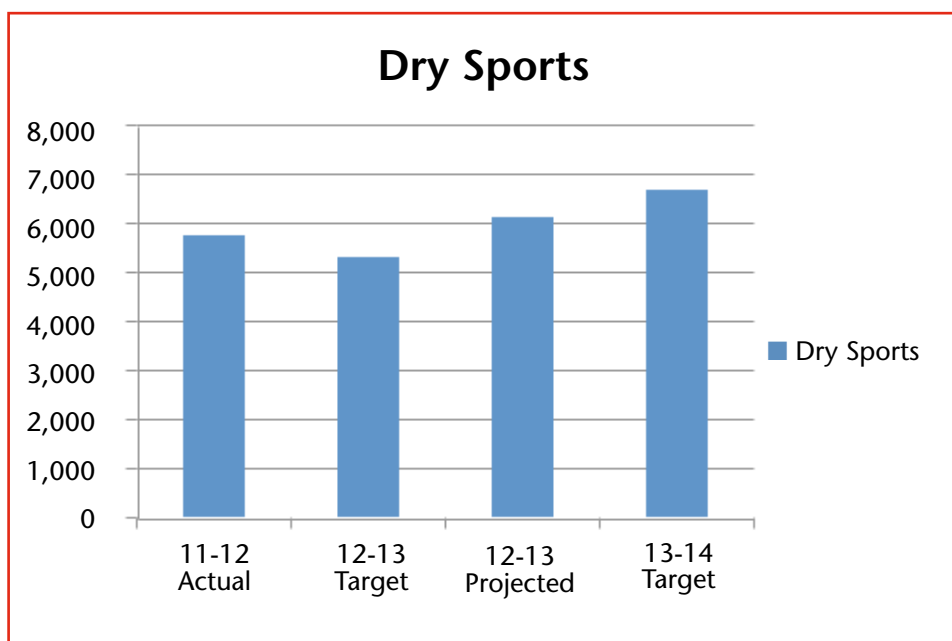


Projected fitness figures are exceeding target due to the introduction of the preferred partner subscription products, a comprehensive studio programme and social media marketing campaign “If We Can... You Can”. Fitness suite refurbishments and the installation of new fitness equipment will be completed within the current financial year. A new post of Fitness Manager will be introduced in the new financial year to sustain and develop the area of fitness across all facilities.

### Swimming



Swimming activity has increased due to a combination of increased swimming subscriptions, programme developments and promotions and continued engagement with the North Ayrshire Aquatic Forum. In the coming year the Company will further develop the Learn to Swim programme to enhance participation and continue to work in partnership with the Aquatic Forum to promote swimming pathways across North Ayrshire.



Anticipated performance across Dry Sports activity, which includes; fitness gyms, fitness studios and sports hall activities within facilities and campuses, has performed well against target. Development programmes and new initiatives for the coming year include installing new fitness equipment, refurbishing fitness suites, implementation of the Sports Development Action Plan and continued engagement with local groups and clubs.

“ I was overweight and struggling at football training. 12 months as a KA Fitness member has turned me into a new man ”



## Leisure Centres

The following table illustrates site by site performance across Leisure Centres comparing the first six months of this year to the corresponding period last year.

KA Leisure – Leisure Centre					
Facility/Service	2011/2012 Actual	2012/2013 Target	2011/2012 6 Month Actual	2012/2013 6 Month Actual	2012/2013 6 Month Variance (%)
Auchenharvie LC	344,572	334,500	158,126	225,368	+43%
Garnock Pool	71,724	66,500	34,141	40,686	+19%
Magnum LC	424,595	424,300	212,087	257,448	+21%
Vikingar!	166,073	155,900	82,596	103,164	+25%
<b>Total</b>	<b>1,006,964</b>	<b>981,200</b>	<b>486,950</b>	<b>626,666</b>	<b>+29%</b>

Leisure Centre participation has increased predominately due to the increase in subscription levels, the targeted marketing campaign “If We Can... You Can” and the development and expansion of the fitness class programme.

At Auchenharvie Leisure Centre, an additional eleven fitness classes have been added to the fitness class timetable. Swimming participation has increased due to a combination of increased swimming subscriptions, multi-use subscriptions and child top-up subscriptions, programme developments and promotions. The extended Weekend Family Swim promotion has led to increases in family swimming of more than 25% compared to last year. The two Aqua Zumba water based exercise classes added to the programme have also proved popular.



Although casual skating has decreased overall club numbers participating in ice sports have increased by 21% and the newly formed Impaired Skating Club has secured a regular timeslot on a Sunday afternoon with an average attendance of 40 members.

Maximum operating capacity for both public and club ice use has

been maintained. Projected figures show an increase of 3%, primarily due to the increased participation within ice sports clubs. The Company will continue to support the clubs in increasing and sustaining membership levels.

Visits to Garnock gym and swimming pool have also benefited from the increase in subscription levels. Attendances at the Garnock Sharks Swimming Club have increased by 17% in comparison to the previous year.

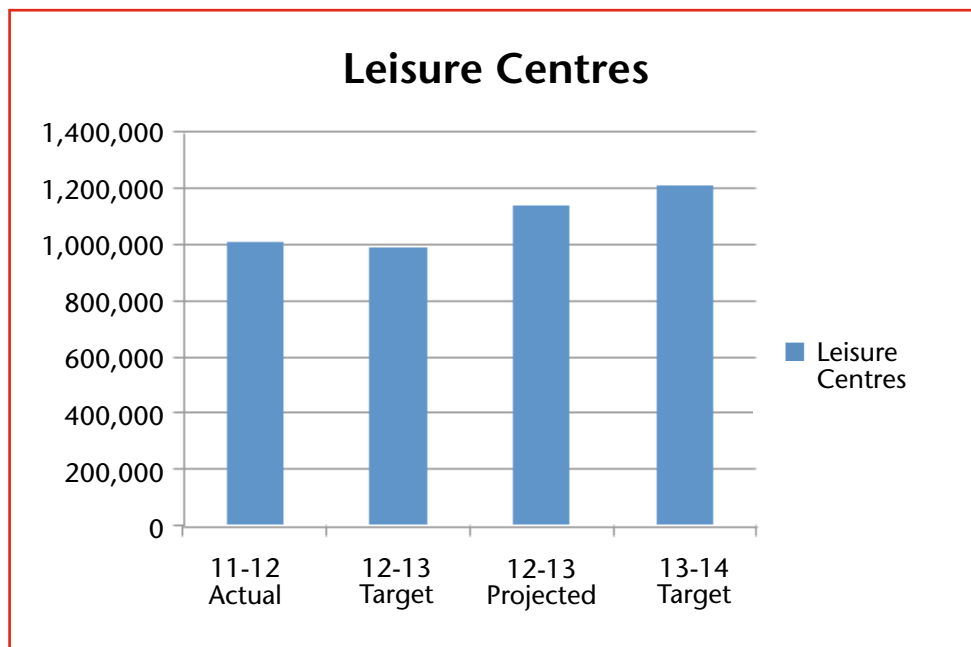
An additional twenty six fitness classes have been introduced to the Magnum Leisure Centre studio programme during the year contributing to the increase in fitness participation. Magnum swimming attendances have also benefited from the extended Weekend Family Swim promotion with an increase of more than 25% utilising this promotion compared to the previous financial year.

At Vikingar! a marginal reduction in school visits to the Visitor Attraction has been more than compensated by increases in both fitness and swimming activities. A refreshed fitness class programme, including the introduction of nine new classes, has contributed to the increase in overall attendances.

Partnership working with the Barrfields User Group has resulted in a number of new productions featuring within the entertainments timetable. Upgrade works within the theatre have been carried out during this year.



The graph below illustrates projections until the end of this year and sets a target for 2013/14. Full details are contained within Appendix A.



## DID YOU KNOW?...

Over 1,100 customers have registered for online booking since July 2012!

“ new ice rink is great and brilliant for ice hockey ”

“ the ice disco is cool and we like the music ”

## KA Campus

The Company operates six KA Campuses across North Ayrshire; Arran, Dalry, Greenwood, Kilwinning, St Matthew's and Stanley Primary School. During school term periods operating hours are between 6pm and 10pm with weekend opening between 9am and 4.30pm. School holiday opening hours

are between 10am and 10pm with the exception of KA Campus Kilwinning which maintains term time opening hours. KA Campuses provide local communities with access to a range of sports and general use areas for activity and hire.

The following table illustrates site by site performance across KA Campuses comparing the first six months of this year to the corresponding period last year.

KA Leisure – KA Campus					
Facility/Service	2011/2012 Actual	2012/2013 Target	2011/2012 6 Month Actual	2012/2013 6 Month Actual	2012/2013 6 Month Variance (%)
Dalry	32,014	37,500	14,397	15,206	+6%
Kilwinning	19,163	23,000	7,164	8,573	+20%
Arran	26,244	31,000	12,089	13,977	+16%
Greenwood	82,461	80,000	35,426	42,905	+21%
St Matthew's	100,856	120,000	49,658	52,376	+5%
Stanley	12,097	11,500	3,222	5,124	+59%
<b>Total</b>	<b>272,835</b>	<b>303,000</b>	<b>121,956</b>	<b>138,161</b>	<b>+13%</b>

Participation levels across each of the KA Campuses have increased due to fitness subscriptions and a refreshed studio class programme being introduced to accommodate new subscribers. The synthetic outdoor football pitch

programme is approaching capacity and this is reflected in the overall 13% positive variance. Despite poor weather, grass pitches have remained available for bookings throughout the six month period.

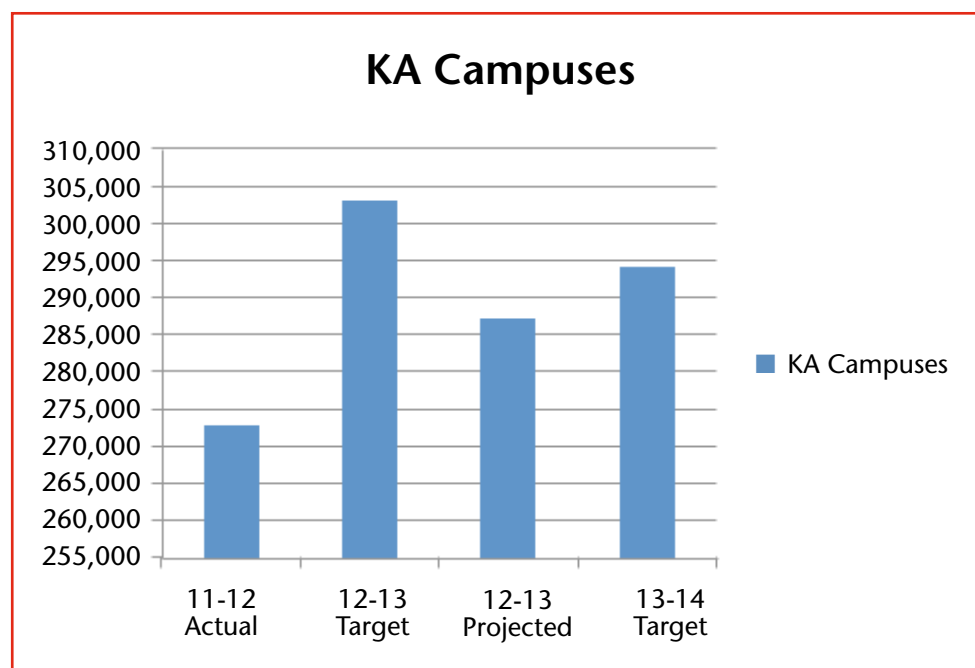
## DID YOU KNOW?...

We are reaching over 820 people each week on facebook and twitter!





The graph below illustrates projections until the end of this year and sets a target for 2013/14. Full details are contained within Appendix A.



Customer activity across KA Campuses for 2012/13 is projected to increase compared to 2011/12 actual activity levels. It is however anticipated that the 2012/13 target will not be achieved. The target for 2013/14 has been amended accordingly to reflect anticipated activity levels in light of the current usage profile.

During 2012/13, the SHOKK kids fitness equipment at KA Campus Kilwinning and Dalry has been unavailable for use and

has impacted on service availability and delivery. Operational issues are currently being resolved in conjunction with North Ayrshire Council. It is anticipated that in 2013/14 a new programme will be introduced encompassing school involvement to maximise exposure of the product and encourage young people to participate in kids fitness. In 2013/14 the Company will strive to ensure KA Campuses maintain capacity while ensuring a balance between community and casual use.

“ The facilities here at the KA Campus are brilliant, we use the outdoor athletics track and the indoor hall for team fitness sessions. I also use the gym and go to the Boxercise class on a Wednesday because it's such good fun ”



## Physical Activity

As a key provider of Physical Activity opportunities across North Ayrshire, the Company's Physical Activity section encompasses all initiatives and projects delivered by the Sports Development and Health and Fitness Teams, supported by a range of Company Volunteers.

The following table illustrates performance across the Physical Activity area comparing the first six months of this year to the corresponding period last year.

KA Leisure – Physical Activity					
Facility/Service	2011/2012 Actual	2012/2013 Target	2011/2012 6 Month Actual	2012/2013 6 Month Actual	2012/2013 6 Month Variance (%)
Health and Fitness	86,309	83,000	54,440	37,649	-31%
Sports Development	73,089	74,000	25,449	49,474	+94%
<b>Total</b>	<b>159,398</b>	<b>157,000</b>	<b>79,889</b>	<b>87,123</b>	<b>+9%</b>

Sports Development has a key role in facilitating sporting opportunity that will improve the health and wellbeing of the people of North Ayrshire. A network of community based sports development programmes have been established for football, gymnastics, swimming, athletics and disability sport, providing pathways and progressive structures from pre 5 grass roots to competition level. Participation across sports development activities has increased due to the phasing of the events calendar and additional activities and programmes delivered as part of the 2014 Games Legacy Plan.

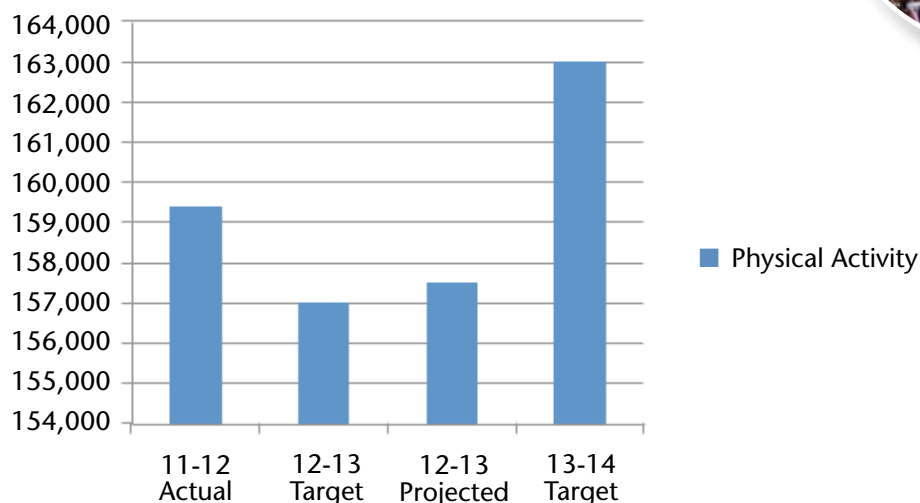
The Health and Fitness Team deliver a broad range of community based supported and targeted physical activity programmes which include; The "Active North Ayrshire" Exercise on Referral Programme, "Invigor8" Falls Prevention programme, the ACTIVATOR mobile health and physical activity unit, the B-Active community programme including KA Walk and KA Dance. Participation across health and fitness activities has decreased due to a reduction in the number of externally organised community events attended by the team, including the withdrawal of the annual Big On The Beach event and a reduction in grant funding received.



The graph below illustrates projections for 2012/13 and sets targets for 2013/14. Full details are contained within appendix A.



## Physical Activity



In 2013/14 implementation of the revised "Sport North Ayrshire" Sports Development Action Plan will increase participation figures across the following key themes;

- Pathways and Programme Development
- Community Sport Club Support
- Coach Education Programmes
- Legacy Programmes
- Quality Assured Programmes

In 2013/14 the Health and Fitness Team will continue to deliver a range of community based activities, source external funding opportunities and work in partnership to deliver joint outcomes and maintain activity levels.

Overall performance across Physical Activity will exceed the target identified for 2012/13. It is anticipated that future developments and continued success of existing programmes will achieve the enhanced target identified for 2013/14.



## DID YOU KNOW?...

**Active North Ayrshire Exercise on Referral Programme delivers over 45 supported physical activity classes each week across North Ayrshire.**

“ Routenburn is one of the best kept and challenging James Braid courses we've played on to date ”

## Golf and Outdoor Sports

The Company operates 3 golf courses; Auchenhavie in Stevenston (including a Driving Range), Ravenspark in Irvine and Routenburn in Largs. The Company also operates numerous outdoor facilities including pavilions, synthetic and grass pitches.

Golf participation levels continue to mirror the national decline. However, the year on year downward trend within North Ayrshire of 5% is below

the Scottish national decline of 9%. Nationally, the lowest numbers of rounds were recorded during July to September for 5 years. The month of August, normally the busiest month of the year, was comparable with May. The Company overall has experienced a slight reduction in golf subscription purchases however the greater reduction is in the area of casual rounds, predominantly due to the inclement weather.

The following table illustrates Golf and Outdoor sports performance comparing the first six months of this year to the corresponding period last year.

KA Leisure – Golf and Outdoor Sports					
Facility/Service	2011/2012 Actual	2012/2013 Target	2011/2012 6 Month Actual	2012/2013 6 Month Actual	2012/2013 6 Month Variance (%)
Golf	60,537	59,400	44,630	42,274	-5%
Outdoor Sports	77,856	78,000	43,688	40,056	-8%
<b>Total</b>	<b>138,393</b>	<b>137,400</b>	<b>88,318</b>	<b>82,330</b>	<b>-7%</b>

A Golf Development Plan will be implemented in 2013/14 in conjunction with a newly created post of Facility Manager (Golf and Outdoor Sports). The plan will feature a range of events and programmes in anticipation of the 2014 Ryder Cup with an emphasis on creating opportunities for children and young people to participate in golf.

Both Golf and Outdoor Sports visits continue to be impacted by weather, with the particularly wet summer months greatly affecting participation.

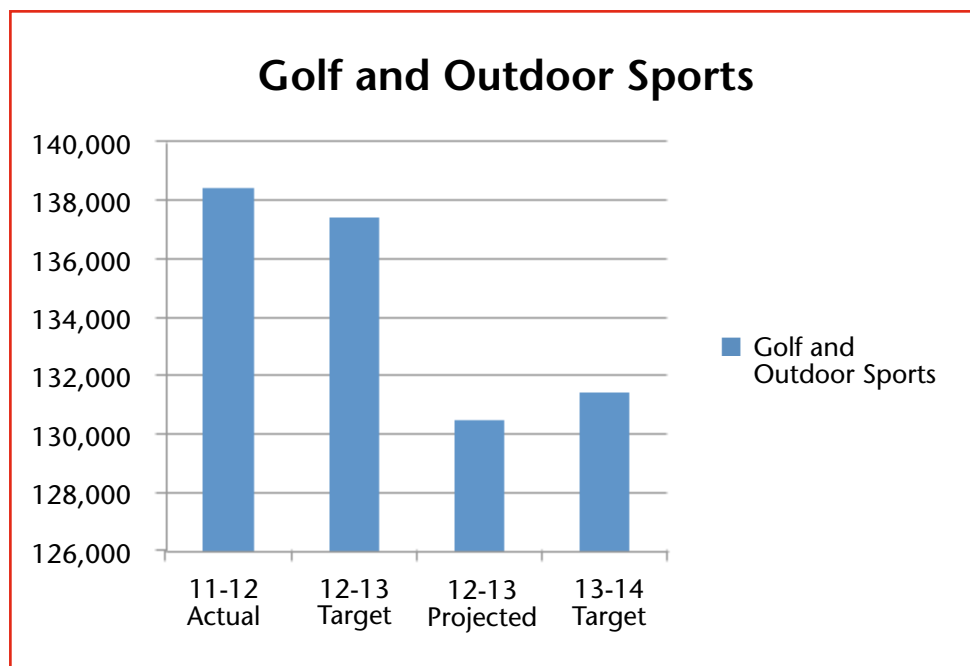
Reduction in customer visits across the areas of Outdoor Sports reflects the transfer of assets to community ownership with projected targets revised accordingly. It is anticipated that sports pitch usage will be maintained at this level during 2013/14.





“ Membership packages are fantastic value for money ”

The graph below illustrates projections until the end of this year and sets a target for 2013/14. Full details are contained within Appendix A.



## Conclusion Activity Performance

In conclusion the first six months of the financial year reveals activity overall has increased by 20%. It is anticipated that year end targets will be achieved due to a number of developments across the Company including the introduction of new fitness equipment, adopting two instrumental development plans and creating two key roles within the employee structure in the coming months.



## DID YOU KNOW?...

there are over **15,000 visitors** to the KA Leisure website each month.

## Business Plan Commitments

### Financial Performance

The Company is operating overall within its budgetary framework. The probable out-turn reveals a surplus of £27,222. The table below reveals the current overall financial position.

	Annual Budget (£)	Probable Outturn (£)	Budget to 30th Sept (£)	Actual to 30th Sept (£)	Variance on Budget to Date (£)
Expenditure	6,763,755	7,135,367	3,088,246	3,215,688	127,442
Income	6,767,588	7,162,589	3,509,221	3,680,568	171,347
Surplus	3,833	27,222	420,975	464,880	43,905

In the first six months of the year income recovery and expenditure are both higher than anticipated at this stage. This is predominantly due to increased income and expenditure relating to unbudgeted projects due to timing of securing funding.

### Governance

During the current year the Company has revised and refreshed its Articles of Association. This will ensure compliance with all relevant Company and Charity legislation and regulation but it has also provided an opportunity for the Company to review Director composition. The revised Articles have been submitted to the Office of the Scottish Charity Regulator (OSCR) for approval.

Directors have undertaken Company and Charity training during the year provided by Company solicitors Shepherd and Wedderburn.

The revised Articles provide for a smaller Board of Directors. The Company has engaged the assistance of an external recruitment agency to ensure new Directors have the expected skill base and attributes to complement existing Director proficiency in order to develop the Company.

In the coming months an Audit Committee and a variety of working groups will be established in order to improve governance and also create greater opportunity for Director interaction with employees throughout the Company.





## Strategic Objectives

As previously stated the Company devised a strategy, contained within the Business/Service Plan 2012/15, to meet financial constraints whilst safeguarding the "5 Company Commitments". Below provides a brief outline of the status of each strategic objective and commitment.

### Staff Realignment to Meet Business Needs

*(Commitment: Protecting the Frontline Service)*  
*(Commitment: Preparing to Adapt)*

The first stage of the staff realignment exercise has been completed. The exercise generated £320,000 savings included within the 2012/13 budget. Catering staff reduced from 5.6 FTE (full time equivalent) to 2.7 FTE. Senior Management staff reduced from 6.6 FTE to 4 FTE and Support Services staff reduced from 15.2 FTE to 9.6 FTE. With regards to all staff realignment stages, as previously agreed, severance related costs are met by North Ayrshire Council as part of the Change Programme.

This realignment has not affected core service delivery. The exercise has provided the opportunity to streamline Senior Management, create a central support hub and redevelop the in-house Catering function.

The redevelopment of the Catering function is on-going. Following the staff realignment and revisions to operational hours the Company is progressing with improvements to the vending element of the operation to complement the revised counter service. Also, where possible, following a review of catering contracts the Company is engaging with local suppliers.

Ensuring effective communication with our employees is of paramount importance. To date the Board of Directors has agreed to establish a working group to discuss proposed structures for employee engagement. This matter will be progressed during the remainder of 2012/13.

### Investment in Fitness Equipment

*(Commitment: Preparing to Adapt)*  
*(Commitment: Promoting and Profiling)*

Investment in fitness equipment is essential. There have been no major improvements within this area for approximately 9 years. New equipment will ensure the retention of existing customers and attract new users to facilities.

At the time of writing, the tender process for fitness equipment is on-going. It is anticipated that new fitness equipment will be in place across the 4 leisure centres by early 2013.

The Company will not only enter into an agreement to provide new fitness equipment, it will also commence a partnership with a supplier to provide staff training for Managers, Fitness Staff and Front of House employees. Also included in the contract will be marketing, retention and member management support for the duration of the agreement.

In support of this a series of fitness training events have been delivered to develop the skills of staff. This has formed phase 1 of the implementation of the Company training matrix. A targeted marketing campaign will be launched prior to the arrival of the new equipment thus maximising the impact of this significant investment within the Company.



[www.kaleisure.com](http://www.kaleisure.com)

“ The staff have encouraged and inspired me all the way on my journey back to fitness, I just love coming to all the classes because the instructors make it different every time ”

## Implement “Spend to Generate” Initiative

*(Commitment: Properly Engaging)*

*(Commitment: Preparing to Adapt)*

The “Spend to Generate” initiative was designed to encourage product development and new initiatives led by a group of employees. This promotes ownership and involvement from employees across the Company whilst ensuring the Company is at the forefront of new ideas and trends in the leisure industry.

To date several employees have been involved in considering a number of options and projects, all plans are at an early stage of development.

## Adopting Contemporary Marketing Techniques

*(Commitment: Properly Engaging)*

*(Commitment: Promoting and Profiling)*

Effective marketing and promotion is crucial to the Company’s success. Marketing ranges from campaigns and advertisements to our website and branding. Every site the Company operates, every product or service we deliver and every event we host is a marketing opportunity.



In the current year the launch of “If We Can...You Can” marketing campaign, utilising our existing customers, to encourage the public to engage in physical activity pursuits and to promote the accessibility of various activities and products has proved successful.

Over the past six months KA brand awareness has improved. This is evident from increases in activity statistics and visits to the Company website. The development of a modern, interactive website encompassing social media marketing techniques has been implemented and is being maintained. This includes facebook, twitter and interactive blogs creating a community of users to inform service design and delivery.

Customer feedback and comment is essential to ensure the Company is delivering a service to meet the needs and expectations of our customers. A number of mechanisms are currently in place to capture data including customer surveys, customer comment scheme and various social media channels. To date the Company has received 466 comments compared to 328 at the same point last year. The Company’s attendance figures are approximately 1.5 million visits per year. Given the level of comments to date this is not representative of the Company’s customer base.

The Company endeavours to improve its feedback processes by simplifying current systems, refining questionnaires and surveys and engaging with partner organisations to identify alternative data capture techniques.



## Strengthening Relationships with Strategic Partners

*(Commitment: Properly Engaging)*

*(Commitment: Promoting and Profiling)*

*(Commitment: Preparing to Adapt)*

Strategic partnership relationships are of paramount importance to the Company. Engaging with like minded organisations e.g. North Ayrshire Council, NHS Ayrshire and Arran, Strathclyde Police, Sportscotland, SFA (Scottish Football Association), voluntary bodies, etc enables the success of shared objectives and promotes joint working arrangements.

The Company also engages with a number of Leisure Trusts throughout the United Kingdom via membership with SPORTA (Sports and Recreation Trust Association). Membership of this Association facilitates sharing of information and provides guidance and technical updates on issues pertinent to the leisure industry.

The Company in the current year introduced a strategic partner preferential subscription rate. This has proved to be successful with 1,791 subscribers to date. The introduction of this rate has increased the Company's performance statistics and made "more people more active more often" but it has also assisted a number of organisations achieve objectives within their own respective healthy life workplace programmes.

North Ayrshire Council is the Company's principal funder and main partner. The Company works closely with the Council on a number of key initiatives e.g. the delivery of the B-Active programme. The B-Active programme receives Community Planning Partnership funding and is in its fifth year of operation. Full details of this initiative are contained within the Projects and Partnerships section.

The Company during the past six months has been working closely with North Ayrshire Council with a view to adopting the "Covalent" performance management system. This system will enable the Company to better monitor and manage Company performance. The system will be fully implemented in April 2013.

The Company demonstrated in its Business/Service Plan its commitment to commissioning a Facility Management Report to provide an assessment of current facilities and plant. At the time of writing this matter is being progressed in conjunction with North Ayrshire Council as part of its approach to Asset Management Planning. The findings of the Facility Management Report will enable the Company and North Ayrshire Council to determine

the level of capital investment required in the future to ensure the longevity of our facilities.

For more information on strategic partnership working please refer to the Projects and Partnerships section.

## Extending Customer Engagement

*(Commitment: Pricing Promise)*

*(Commitment: Properly Engaging)*

The Company is mindful of the effect the current economic situation has on our customers. In the current year there has been no increase to prices on core activities.

The Company operates the Access Plus Scheme, providing discounted access to core activities for individuals in receipt of specific benefits or individuals over 60 years of age. Currently there are approximately 3,000 people registered with the Access Plus Scheme.

The Company currently captures customer experience utilising a number of mechanisms including surveys, case studies, on-line feedback, etc. Some of the captured information is illustrated throughout this document. As previously stated the Company endeavours to develop its feedback processes by improving and simplifying current systems and by engaging with external partner organisations to identify alternative techniques.





## DID YOU KNOW?...

**KA Leisure has maintained its Bronze award under the Healthy Working Lives programme!**

“**ACTIVATOR** ... very informative, great idea, good to have such a facility available in the community and be able to have my blood pressure checked”

Customer user forums continue to be a successful form of customer engagement for the Company. These forums are essential in providing our customers with a voice enabling them to reshape and develop the Company product and activity portfolio. Current user forums are shown below.

Active North Ayrshire Forum	KA Walk Forum
North Ayrshire Aquatic Forum	Ice Groups User Forum
Garnock Pool User Forum	Barrfields User Group

On-line booking has been introduced in the current year meeting customer demand and ultimately making the booking process simpler for our customers.

In the current year the Company has introduced a Mystery Shopper Scheme. This programme will be developed in order to assist in improving the customer experience.

## Conclusion

Financially the Company is operating overall within its budgetary framework and is anticipating a small surplus at the end of the financial year.

The Company has made significant progress in reviewing its governance arrangements by revising its Articles of Association encompassing a review of Director composition and by undertaking a programme of Director training. Governance will continue to be developed over the coming months with the introduction of an Audit Committee and a variety of working groups being established.

The Company strategic objectives are being adhered to and developed taking cognisance of the “5 Company Commitments”. The Company will progress with the staff realignment exercise to meet business needs and the fitness equipment will be renewed at all 4 leisure centres prior to the financial year end. “Spend to Generate” Initiatives will be developed by employees through a series of working groups and marketing opportunities will be maximised. Finally strategic partnership working and customer engagement, crucial to the Company’s success, will continue to be pursued and progressed.



## KA Leisure Events

The Company continues to excite and enthuse the community with a programme of events delivered on an annual basis to showcase facilities, encourage participation, increase volunteering opportunities and to profile community clubs.

Our facilities host a broad range of events from dog shows, car boot sales, theatre productions, election counts, dance shows and regional, national and international sporting events.

The recent success of the London Olympics and the pending Glasgow 2014 Commonwealth Games has led to a number of events being staged incorporating the themes of these inspired Games. This has heightened the community appetite to become involved in a variety of programmes and activities.

In response the Company and its partners created an interactive on-line directory the 'Everybody' webpage. This can be located on the Company website [www.kaleisure.com](http://www.kaleisure.com).



“What a day...wet, muddy but happy. We look forward to this every year”

A significant number of events have taken place over the last six months, a selection of these are highlighted below;

### Events taken place over last six months ...

**BIG FAMILY FUN DAYS** – A favourite fixture of the Company's event calendar, the B-Active Big Family Fun Days delivered across the Company's facilities offer affordable fun. 8 Family Fun Days have been delivered at Leisure Centres and KA Campuses across North Ayrshire until the end September 2012. In total there were 10,909 attendances at these events.

**NORTH AYRSHIRE COMMUNITY GAMES** – Delivered annually by the Company and partners as part of the Games Legacy Plan for North Ayrshire. This event in September 2012 had approximately 3,900 attendances. The event also launched the Nurturing Excellence programme and welcomed "Clyde" the mascot for the Glasgow 2014 Commonwealth Games.

**FITNESS CHALLENGE** – Millport Challenge 2012, the Company's annual walk/run/cycle around the Island of Cumbrae in May 2012 attracted approximately 350 participants and is part of the Company's established fitness event programme.

**AQUATIC EVENTS** - In addition to the annual Primary Schools Gala delivered by the Sports Development Team, the Company also supports the North Ayrshire Sports Association for the Disabled (NASAD) Open Gala.

“Glad to see money raised for local charity”

## Events still to come ...

### **NORTH AYRSHIRE SCHOOLS CROSS COUNTRY EVENTS**

– In 2012/13 this will include a programme of 7 cross country events organised by the Sports Development Team, taking place at venues across North Ayrshire. The initial 6 events are for primary school children. The final event will take place at the Beach Park in Irvine and encompasses primary and secondary school pupils. Historically these events have attracted an average of 100 participants at each of the 6 initial events with the finale attracting over 300 participants.

**SPORTS HALL ATHLETICS** – Annual programme of primary school (P6 & P7) athletics events incorporating 4 heats and a final held at the Magnum Leisure Centre. Approximately 20 schools take part in these events each year with 8 teams taking part in the final.

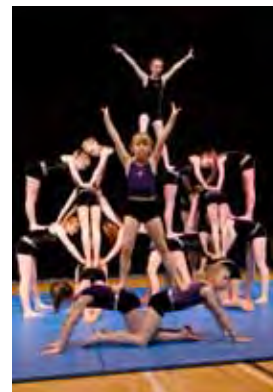
**'JINGLE BALLS' CHRISTMAS FESTIVAL** – This is a popular annual football festival. The event has categories for 3 to 4 year olds, 5 to 7 year olds and 8 to 11 year olds and has annual attendances in excess of 150 young people.

**AMATEUR SWIMMING EVENTS** – In partnership with North Ayrshire Aquatic Forum, the Company will deliver a programme of 3 Amateur Swimming Club Galas at Auchendarvie, Garnock and Vikingar! swimming pools. These Galas will be contested between local community swimming clubs and will be part funded by a grant from the 2014 Communities Fund.

## KA Leisure hosted events ...

**AYRSHIRE SPORTSABILITY** – This superb annual 4 day festival held at the Magnum Leisure Centre is supported by the Sports Development Team attracting approximately 700 participants annually.

**GYMFEST** – Gymnastic teams from across the UK perform at this prestigious annual event. This festival continues to attract approximately 6,000 spectators and performers.



**KARATE** – During June 2012 the Magnum Leisure Centre hosted the fourth WUKF (World Union of Karate-Do Federations) European Karate Championships for seniors and veterans. Approximately 1,600 competitors took part in a series of workshops and the main competition event.

**ICE SPORTS COMPETITIONS** – Ice Dance, Ice Hockey and Speed Skating competitions regularly attract competitors from across Europe to the new ice facility at Auchendarvie Leisure Centre.

**LARGS HAS TALENT** – Barrfields Theatre hosts this popular annual talent contest produced by Largs Youth Theatre attracting an audience of approximately 400 people.



## Conclusion

The Company's extensive event calendar is a mechanism for the Company to engage the widest possible audience and promote all Company products. The Company delivers a variety of in-house events and festivals and hosts a number of competitions, galas and shows across facilities. The aim of all the activities is to promote physical activity and the benefits of a healthy lifestyle whilst ensuring our customers and visitors have fun. Full details of all events are located on [www.kaleisure.com](http://www.kaleisure.com)



## Projects and Partnerships

Partnership working is crucial to the Company. The Company engages with partners utilising a number of mechanisms including representation on strategic partner forums and working jointly on specific initiatives.

In addition to its core activities, the Company delivers a broad and diverse range of projects across the communities of North Ayrshire. Some of these projects are delivered through external funding, attracted by the Company however, all are delivered in partnership with public sector agencies, community groups and charities.

All projects are aimed at addressing joint targets and outcomes of the partners involved and evidence the impact of supported physical activity and sports sessions on a broad range of community issues.

### Externally Funded Projects

The information below details the projects currently being delivered by the Company as a result of securing external funding.

#### Active North Ayrshire

The Active North Ayrshire Project is a highly successful community based Exercise on Referral programme delivering more than 40 supported physical activity sessions per week to people recovering from, or at risk of, serious illness. Condition referrals include; Coronary Heart Disease (CHD), Respiratory Diseases (COPD – Chronic Obstructive Pulmonary Disease), Hip and Knee (Movement Issues), Mental Health, Ante Natal, Post Natal, Multiple Sclerosis and Osteoporosis. The project receives referrals from all 22 GP practices across North Ayrshire along with a full range of NHS Phase 3 referral partners.

**Key Partners:** NHS Ayrshire and Arran

**Grant Funding 2012/13:** £54,888 – Big Lottery Fund (Final Year)

**Total Delivery Cost of Programme 2012/13:** £135,554



**Performance Targets 2012/13:**  
4,154 Participants registered with the programme.

**Points to Note:** Grant funding received from the Big Lottery Fund in 2012/13 represents the final year element of a 5 year grant totalling £308,256. Project funding for 2013/14 has been secured and will include £39,000 from the Older Older People's Change Fund with the balance provided provided through project generated income.



“ Enjoyed the event – glad to be part of it! Staff and Volunteers worked hard to make it happen. ”

### DID YOU KNOW?...

**KA Leisure has over 100 active volunteers supporting a range of programmes and activities.**

“Great  
day  
for the kids  
- they love  
everything”

## B-Active Initiative

The B-Active initiative has been delivered by the Company over the past 5 years with all successful core elements fully established and recognised across the communities of North Ayrshire. This initiative includes delivery of the following projects; ACTIVATOR – mobile health and physical activity unit; Community Outreach – supported physical activity sessions within local communities, Family Fun Days, Active Change – for individuals and families currently experiencing homelessness, Portable Pitch diversionary activities, Primary Athletics, Volunteer Swim Teacher Training and Additional Support Needs Schools and Multi Sports activities.

**Partners:** NAC Education; Safer North Ayrshire Partnership (SNAP); Multi Agency Problem Solving Group (MAPSG); Health and Homeless Working Group

**Grant Funding 2012/13:** £144,944 – North Ayrshire Community Planning Partnership

**Total Delivery Cost of Programme 2012/13:** £187,634

**Performance Targets 2012/13:** 850 Hours Community Stops – Activator; 5000 Health Checks – Activator; 210 Hours Portable Pitch; 700 Activities Accessed – Active Change; 8 Family Fun Days etc.

**Points to Note:** Grant funding of £100,000 for 2013/14 has already been confirmed by North Ayrshire Community Planning Partnership enabling all core activities including Activator, Portable Pitch, Community Outreach, Active Change and Family Fun days to continue during 2013/14.

## Older People's Change Fund

Elements delivered under this project include “Invigor8” Falls Prevention Project which is a project aimed at reducing emergency admissions to hospital as a result of a fall. The project targets individuals who have already reported a fall or whom are at risk of, or afraid of, having a fall. The project builds core stability and through that confidence in participants.

The Older People's Change Fund also supports a range of other pilot projects namely Older People's Physical Activity Mapping Exercise, Weight Management for Over 65's, Physical Activity for Dementia Sufferers – Community, Physical Activity for Dementia Sufferers – Care Home and Class Diamonds Activity Clubs. These pilot projects will monitor activities over a 6 month period assessing impact and reporting back to the funder.

**Key Partners:** NHS Ayrshire and Arran, NAC Social Services, Arran CVS

**Grant Funding 2012/13:** £121,906 from Older People's Change Fund

**Total Delivery Cost of Programme 2012/13:** £121,906

**Performance Targets 2012/13:** Deliver 10 “Invigor8” Falls Prevention Classes across North Ayrshire; Deliver a range of pilot activities and report on impact.

**Points to Note:** Continuation funding of £39,000 has already been secured to deliver Falls Prevention activities during 2013/14. This programme will be delivered within the “Active North Ayrshire” project during 2013/14. Continuation funding for the pilot projects will be explored dependant on individual project performance.





## Sport into Work

This is an employability programme aimed at supporting approximately 32 unemployed young people between the age of 18 and 25 years back into work using participation in sport as an incentive and promoting the benefits of a healthy, active lifestyle.

The project will be delivered in 2, 10 week blocks during which each participant will receive a free Multi Use Subscription. The project involves 2 full days per week. Each day is split into morning and afternoon sessions; mornings comprising employability training such as CV writing and job search activities delivered by the Workers Educational Association (WEA), while each afternoon session will involve a range of team sports activities, coaching sessions, gym sessions and certificated First Aid Training delivered by the Company.

**Key Partners:** Workers Educational Association (WEA)

**Grant Funding 2012/13:** £8,825 – Dept. Work and Pension (DWP) via WEA

**Total Delivery Cost of Programme 2012/13:** £12,125

**Performance Targets 2012/13:** 32 participants over 2, 10 week blocks of activity

**Points to Note:** This is the first employability project the Company has been involved in. Further partnership and project delivery opportunities in this area will continue to be explored during 2013/14



## Swim Club Galas

This project will deliver 3 Club Swimming Galas at Auchenharvie, Garnock and Vikingar! swimming pools. Galas will involve local amateur Swimming Clubs including Garnock Sharks, Auchenharvie Swimming Club and Largs Amateur Swimming Club. Grant funding will support transport costs for teams, club and event promotion and prizes and awards.

**Key Partners:** North Ayrshire Aquatic Forum

**Grant Funding 2012/13:** £2,000 – 2014 Communities Fund

**Total Delivery Cost of Programme 2012/13:** £4,000

**Performance Targets 2012/13:** Deliver 3 Amateur Swimming Club Galas

**Points to Note:** The Company will continue to work with North Ayrshire Aquatic Forum during 2013/14 to identify further project areas and possible sources of external funding.

“ Love it  
because  
of all the  
sports and  
my friends  
are there ”

## Partnership Projects

Detailed below is a selection of the projects currently being delivered by the Company in partnership with public agencies, local groups and charities.

### Schools of Sport

There are 3 identified Schools of Sport in North Ayrshire namely Auchenharvie Academy (Football), Ardrossan Academy (Basketball and Rugby) and Irvine Royal Academy (Rugby). Each school of sport aims to develop their target sports among S1 pupils with each core funding being provided by North Ayrshire Council and the sport governing body.

The Company role within this project is to host 2 development officer posts for Rugby and Basketball and to provide an additional £1,000 per sport to further develop each sport within each schools wider community.

**Key Partners:** NAC Education and Skills, Scottish Football Association, Scottish Rugby Union, Scottish Basketball

### Garnock Rugby Development

The Garnock Rugby Development Officer aims to develop the sport of Rugby in the Garnock Valley area, sign-posting to, and working in partnership with, Garnock Rugby club. Core funding for the post is being provided by North Ayrshire Council and Garnock Rugby Club.

The Company role within this project is to host the Development Officer post, providing appropriate ICT equipment, training and supervision to ensure performance targets are achieved.

**Key Partners:** NAC Education and Skills, Scottish Rugby Union, Garnock Rugby Club



### Nurturing Excellence

This is a new partnership initiative which is endorsed by Sportscotland which supports talented athletes across North Ayrshire achieve their full sporting potential. Athletes can be eligible for either a Gold, Silver or Bronze award, each of which carries a cash sum to assist with transport and training costs. In addition, athletes can opt for a further support package from either Maximum Potential in Stevenston or KA Leisure.

The Company role within this project is to provide all registered Nurturing Excellence Athletes with free Multi Use Subscriptions. Athletes who opt for the further Company package can include sports specific conditioning, free access to court space, or a combination of each. To date, 69 athletes within the programme have opted for the Company package.

**Key Partners:** North Ayrshire Council, Maximum Potential Sports Conditioning Centre



## Jump Start

This NHS Ayrshire and Arran project targets primary aged children with weight management problems giving dietary advice and encouraging a healthier active lifestyle. The project is delivered by NHS staff across all 3 Ayrshire local authorities.

The Company role within this project is to provide KA Cards to young people taking part in the project which gives free at point of sale access to all Company activities for each young person. To date over 50 cards have been issued so far this year with 265 activities accessed overall.

**Key Partners:** NHS Ayrshire and Arran



“ Our clients love coming along to centres and the variety of programmes available is great ”

## Barrfields Theatre User Group (BUG)

This group comprises of representatives from community groups that use the Barrfields Theatre in Vikingar, Largs. The group, which is now fully constituted, aims to promote and develop Barrfields Theatre, improving facilities and equipment and encouraging greater community, and travelling production use of the facility.

The Company role within the group is to support and host meetings, advise on practice, provide progress reports as required, carry out improvements/refurbishments as appropriate and to assist with marketing and promotion as requested. The group also provide volunteer ushers for the theatre for which the Company provides appropriate training. Attendances at Barrfields Theatre has increased by almost 100% over the past 2 years.

**Key Partners:** Largs Youth Theatre, Largs Operatic, Largs Players, Variations

## Cashless Accounts

This facility allows partners to issue activity cards which give free at point of sale access for their clients to all Company activities.

The Company role within this project is to provide cards to partners along with usage statistics as required. To date during 2012/13, over 100 cards have been distributed to partner agencies whom allocate to clients on an on-going basis.

**Key Partners:** NAC Young Person Support Teams, Rosemount Project, Vernon Centre

## Conclusion

As a Social Enterprise and registered Scottish Charity, the Company has access to a broad range of external funding not generally accessible by public sector agencies. In addition, as a Third sector organisation, the Company is uniquely placed as a valuable partner to public sector agencies seeking to outsource activities and service delivery.

Ongoing development and delivery of community based projects represents an integral part of the business of the Company in the future. Ensuring long term sustainability of existing projects and partnerships coupled with identification and development of future opportunities is a continuing core theme for the Company. Constructive partnerships and appropriate external funding sources will continue to be explored.



## Going Forward 2013/14

In devising a revised budget 2013/14 the Company is steadfast in its resolve to meet its “5 Company Commitments”.

- **Protecting the Frontline Service**

In 2013/14 the Company will complete Stage 2 of the staff realignment exercise. This exercise will involve the restructuring of Facility Management and Maintenance Team employees.

- **Pricing Promise**

Given the effect the current economic climate is having on our customers it is anticipated there will be no price increases on core activities.

- **Preparing to Adapt**

The Company will continue to develop products and activities to ensure exceptional service and choice for its customers. The Company will also continue reviewing its governance policies.

- **Properly Engaging**

Customers and strategic partners are crucial to the reshaping and growth of the Company. Customer User Forums will be increased and strategic partnership working will continue.

- **Promoting and Profiling**

The Company will continue to work with strategic partners, customers and our marketing advisors to ensure maximum exposure of our activities and products.

To address the above commitments, the following initiatives are currently in development. These initiatives will be implemented during 2013/14.

## Staff Realignment Exercise

Stage 2 of the Staff Realignment exercise will create a more localised management structure and meet the needs of the business.

Two new posts of Fitness Manager and Facility Manager (Golf and Outdoor Sports) will be introduced. The Fitness Manager post will, in part, be responsible for the Company subscription scheme to ensure retention of existing subscribers and to attract new customers. The Facility Manager (Golf and Outdoor Sports) will be responsible for the devising and delivery of development plans to increase participation and ensure service provision meets the needs of the public. The Maintenance Team working arrangements will be reviewed to create a 7 day maintenance support provision to replace the existing 5 day operation currently in place.

In these areas, the current structure allows for a 27 FTE count. The new structure will provide a headcount of 25.5 FTE. The Company will endeavour to ensure any employee displaced by this exercise is appropriately redeployed within the organisation however if suitable alternative employment does not exist any severance costs will be met, as previously agreed, by North Ayrshire Council as part of the Change Programme. This exercise will result in annual savings of approximately £70,000. This realignment will have no impact on core service delivery.





## West Kilbride

A new partnership initiative will be launched in April 2013 between the Company and West Kilbride Community Association developing and operating a new gym and dance studio facility in West Kilbride Community Centre. This partnership is the first formal joint venture undertaken by the Company with a North Ayrshire Community Group and sets a precedent for further similar partnerships in the future.

## Exercise on Referral Hub

“Active North Ayrshire” - this exciting new development reflects the growing importance of local exercise on referral programmes providing supported physical activity sessions to people recovering from, or at risk of, various health conditions. This will enhance and extend the current service provision by providing a referral hub and health information base for our network of community health partners and participants.

## The Learn to Swim Programme

This will be developed to increase capacity by introducing specific swim lesson subscriptions that include provision for casual swimming as part of the swimming lesson package. Direct debit payment options and a swim lesson online booking service will also be introduced to provide a more customer friendly efficient service.

## Online Booking

The first phase of the online booking service was successfully launched in July 2012. The following phases to be introduced include an online subscription ‘join up’ function to support the increase in fitness subscriptions, sports pitch online booking and the online learn to swim programme.

## The Access Plus Discount Scheme

This scheme will be reviewed in light of pending changes to the existing benefit systems programme to ensure that those most in need across North Ayrshire continue to receive discounted access to healthy physical activities. This review will be carried out in partnership with Job Centre Plus.

## DID YOU KNOW?...

**Did You know KA Leisure deliver 198 swim lessons a week**

“ my daughter has attended swim lessons since the age of 5 and has moved right through the programme and into the Magnum Swim Club, she won’t miss it for anything! ”



## Budget Considerations

It is anticipated that the financial contribution from North Ayrshire Council will reduce by a further £239,000 in the year 2013/14. The current economic climate also presents financial challenges for the Company and its customers.

It should also be highlighted at the time of budget preparation a number of secured funding projects have been confirmed. This was not the situation for 2012/13 thus resulting in a variety of variances in expenditure and income. Budgeted figures for projects included within 2012/13 contained only the "Active North Ayrshire" project budget.

Budget figures for projects where funding has already been agreed and included within 2013/14 are; "Active North Ayrshire", B-Active (including Activator, Family Fun Days, Portable Pitch etc.), "Invigor8" Falls Prevention Project, Ardrossan Rugby Development Officer, Garnock Rugby Development Officer and the Basketball Development Project. Full details of all these projects are contained within the Projects and Partnerships section.

The Company also acknowledges that 2013 will be the 750th Anniversary of the Battle of Largs. In recognition of this the Company has ring fenced £5,000 to contribute towards celebrating this milestone. The Company will work in conjunction with North Ayrshire Council and existing community partners in the allocation of this funding.

## DID YOU KNOW?...

To date Barrfields User Group has staged 4 theatre productions with all proceeds going to Barrfields Theatre

## Budget 2013/14

The following table illustrates the 2013/14 Budget in conjunction with the 2012/13 Budget for comparative purposes;

	2012/13 Budget (£)	2013/14 Budget (£)
<b>Expenditure:</b>		
Employee Costs	3,887,006	3,937,349
Property Costs	1,631,649	1,564,989
Supplies and Services	357,009	389,730
Transport and Plant	33,594	43,119
Administration Costs	263,050	237,650
Payments to Other Bodies	165,861	166,795
Finance / Other Expenditure	425,586	423,541
<b>Total Expenditure</b>	<b>6,763,755</b>	<b>6,763,173</b>
<b>Income:</b>		
North Ayrshire Council	3,525,000	3,286,624
Operational Income	3,242,588	3,478,699
<b>Total Income</b>	<b>6,767,588</b>	<b>6,765,323</b>
Surplus	3,833	2,150

feeling good

The following narrative provides a detailed breakdown of the significant variances from the 2012/13 budget to the 2013/14 budget.

## Employee Costs

Employee Costs are budgeted approximately £50,000 higher than 2012/13. This is mainly attributed to;

- **Projects**

Project employee costs are £150,000 budgeted higher than 2012/13 due to the timing of secured funding.

- **Staff Realignment**

The staff realignment exercise has reduced the 2013/14 budget by £127,000. This is due to the £70,000 savings in respect of the Facility Management and Maintenance Team realignment and the full year effect of the Senior Management and Support Services realignment completed in 2012/13 of £57,000.

- **Physical Activity**

Physical Activity employee costs are £35,000 less than 2012/13 due to the end of a seconded SFA funded contract.

- **Pay Award**

The 2013/14 budget includes a 1% pay award totalling approximately £40,000.

- **Other Factors**

The 2013/14 budget also includes an additional £22,000 which represents a combination of incremental increases and living wage increase provision.

## Property Costs

Property Costs are budgeted approximately £67,000 less than 2012/13 this is due to a combination of an effective gas and electricity procurement exercise and adoption of energy efficiency measures across sites.

## Supplies and Services

Supplies and Services are budgeted approximately £33,000 higher than 2012/13 this is due to catering purchases of supplies and project expenditure.

## Transport and Plant

Transport and Plant are budgeted approximately £9,500 higher than 2012/13 this is due to project expenditure.





## DID YOU KNOW?...

there are over **145 KA fitness** classes a week to choose from!



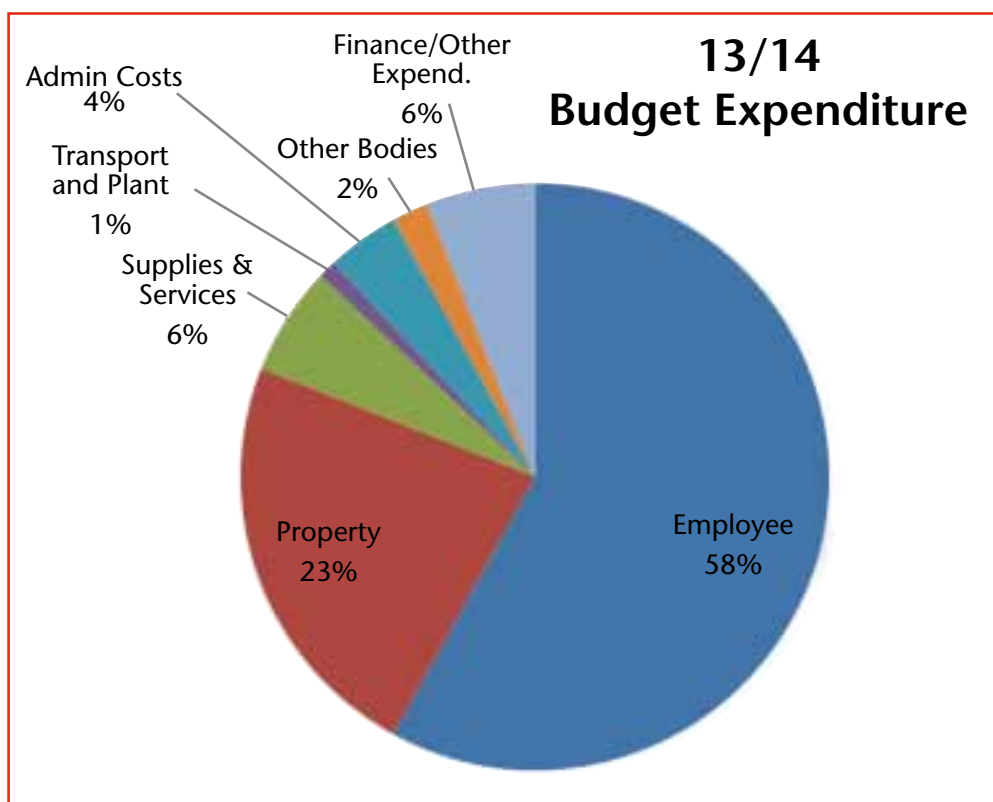
### Administration Costs

Administration Costs are budgeted approximately £25,000 lower than 2012/13 this is due to savings in respect of IT and communication costs following a review of broadband line rental requirements across sites.

### Capital Investment

The income and expenditure statement for 2013/14 reveals a small anticipated surplus of £2,150. The budget does not allow for any capital investment allocation. Income projections are prudent therefore if the Company is successful in generating additional income during the financial year this will be transferred to an Investment Reserve Fund for capital spend purposes.

The pie chart below reveals the percentage breakdown of expenditure across the Company for 2013/14.





## Income

An analysis of income is illustrated on the table in conjunction with variance explanations below.



Area of Business	2012/13 Budget (£)	2013/14 Budget (£)	Variance
Auchenharvie Leisure Centre	783,256	830,940	6% increase
Garnock Leisure Centre	133,600	144,000	8% increase
Magnum Leisure Centre	753,187	763,850	1% increase
Vikings Leisure Centre	339,148	334,000	2% decrease
KA Campus	292,800	310,500	6% increase
Golf	330,629	317,729	4% decrease
Outdoor Sports	89,106	89,550	—
Physical Activity	203,520	168,200	17% decrease
Projects	128,892	310,760	141% increase
Other	188,450	209,170	11% increase
North Ayrshire Council	3,525,000	3,286,624	7% decrease
<b>Total</b>	<b>6,767,588</b>	<b>6,765,323</b>	—

## Leisure Centres and KA Campuses

Overall the significant increase in fitness subscriptions has benefited all leisure centres and campuses in respect of income and participation figures. It is anticipated in 2013/14 that total Company subscriptions will increase by a further 200 subscribers. This is a prudent estimation. The introduction of the aforementioned Fitness Manager will ensure retention of existing subscribers and attract new customers to facilities. To date the Company has 4,045 subscribers compared to 2,300 at this point last year.

To date swimming income and attendances are higher than anticipated at all sites. In 2013/14 it is projected that income and attendances will continue to rise. The Company in 2013/14 will continue to revise the Company Learn to Swim programme.

The Ice Rink based at Auchenharvie Leisure Centre is anticipated to operate at maximum capacity during 2013/14. Income targets have been adjusted to reflect realistic income levels.

Vikings! is the only facility revealing a slight decrease on income in 2013/14 this is due predominantly to the visitor attraction. The Company proposes to establish a working group with employees and Directors to determine options to improve service provision within this area of the facility.

KA Campuses in 2013/14 will develop the SHOKK Kids fitness programme and continue to promote the multi-purpose areas of all campuses for community use.

“excellent  
facilities  
and friendly  
staff!”

## Golf and Outdoor Sports

Golf income for 2013/14 has been adjusted downwards to reflect both local and national trends. In order to prevent further decreases within this area the Company will appoint a Facility Manager (Golf and Outdoor Sports) to develop and implement a Golf Development Plan. The Company will also launch targeted promotions and a marketing campaign in preparation for the forthcoming Ryder Cup being hosted in Scotland in 2014.

During the past few years a number of pitches and pavilions have been transferred to community organisations. The Company working in conjunction with North Ayrshire Council will continue with this process. Income remains relatively unchanged within this area due predominantly to increased levels of use of synthetic pitches.

## Physical Activity

Physical Activity reveals a decrease of approximately £35,000 this predominantly due to the contract end of a SFA seconded post.

## Projects

The significant increase in project income is due to the timing of secured funding.

## Other Income

The increase in other income is predominantly due to funds from North Ayrshire Council in respect of the anticipated pay award.

## North Ayrshire Council

The anticipated financial contribution from North Ayrshire Council in 2013/14 is £3,286,624, this represents a reduction of £239,000 compared to 2012/13.

The chart below reveals the operational income and North Ayrshire Council contribution from 2009/10 to 2013/14. The chart includes operational income projections for 2012/13 and budgeted operational income for 2013/14.

## Conclusion

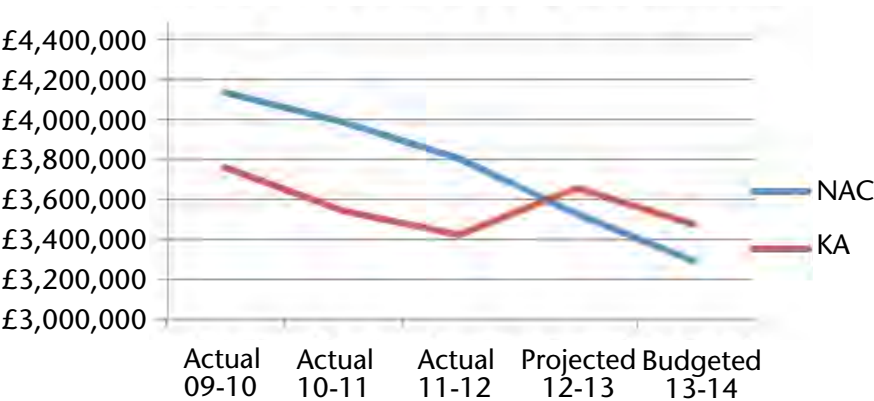
The Company in 2013/14 will meet its “5 Company Commitments”. The continued staff realignment exercise will provide localised support for employees whilst meeting the needs of the business.

The Company remains aware of the current economic situation and the effect it has on our customers therefore no price increases on core services are anticipated.

The Company will continue to develop relationships, for example, West Kilbride Community Association and enhance products such as the Exercise on Referral Hub.

Finally income projections for 2013/14 are prudent. The Company anticipates a small surplus. If income were to exceed expected targets this money will be allocated to the Company Investment Reserve Fund to develop services in the future.

**Income Generation  
Actual, Projected and Budgeted**



## Reference and Administration



Charity Registration Number:	SC029780
Company Registration Number:	SC202978
Registered Office:	The Magnum Leisure Centre Harbourside Irvine KA12 8PP
Trustee Directors:	G Higgon (Chair) A Munro (Vice Chair) T Marshall J McGarry A McLean J Montgomery A Pringle
Chief Executive:	E Cairns
Company Secretary:	E Cairns
Solicitor:	Shepherd and Wedderburn 191 West George Street Glasgow G2 2LB
Auditor:	Grant Thornton LLP 95 Bothwell Street Glasgow G2 7JZ
Banker:	Clydesdale Bank 151 High Street Irvine KA12 8AD

## APPENDIX A

### Auchenharvie Leisure Centre

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Swimming	81,752	83,000	88,000	88,000
Swim Lessons	17,303	18,000	20,000	20,000
Fitness - Gym	106,696	101,500	145,400	180,000
Health Suite	7,972	8,500	7,200	7,000
Ice Rink	79,679	75,000	81,850	81,850
Fitness – Studio Classes	33,212	33,500	50,100	50,100
Events/Admissions	17,958	15,000	18,300	18,000
<b>Total</b>	<b>344,572</b>	<b>334,500</b>	<b>410,850</b>	<b>444,950</b>

### Garnock Pool

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Swimming	43,786	39,500	47,000	47,000
Swim Lessons	11,388	12,500	12,500	13,000
Fitness Gym	8,594	9,500	10,800	12,000
Events/Admissions	7,956	5,000	8,000	8,000
<b>Total</b>	<b>71,724</b>	<b>66,500</b>	<b>78,300</b>	<b>80,000</b>

### Magnum Leisure Centre

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Swimming	133,468	132,000	141,000	141,000
Swim Lessons	18,497	20,000	18,720	20,500
Fitness - Gym	88,586	88,000	113,400	132,000
Health Suite	7,906	7,800	7,730	7,500
Sports Hall Activities	57,287	55,000	55,500	55,000
Soft Play	12,952	13,500	13,000	13,500
Fitness – Studio Classes	36,182	44,000	45,600	48,500
Entertainments	22,541	24,000	22,250	22,000
Events/Admissions	47,176	40,000	50,000	50,000
<b>Total</b>	<b>424,595</b>	<b>424,300</b>	<b>467,200</b>	<b>490,000</b>

### Vikingar

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Swimming	49,721	49,000	51,550	51,500
Swim Lessons	9,821	10,000	9,850	10,500
Fitness - Gym	37,018	36,000	49,500	60,000
Health Suite	4,318	5,000	3,460	3,500
Soft Play	4,363	4,400	4,200	4,400
Fitness – Studio Classes	13,208	14,000	19,300	20,000
Entertainments	10,396	7,000	14,000	14,000
Events/Admissions	17,949	12,000	15,800	15,800
Visitor Attraction	19,279	18,500	18,750	18,000
<b>Total</b>	<b>166,073</b>	<b>155,900</b>	<b>186,410</b>	<b>197,700</b>

### KA Campus Dalry

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Sports Hall Activities	14,299	16,500	16,200	17,000
Fitness – Studio Classes	1,934	4,000	1,500	2,500
Outdoor Sports	9,508	11,000	8,590	8,500
Events/Admissions	6,273	6,000	6,500	6,500
<b>Total</b>	<b>32,014</b>	<b>37,500</b>	<b>32,790</b>	<b>34,500</b>

### KA Campus Kilwinning

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Fitness – Gym	3,550	5,000	4,500	5,100
Sports Hall Activities	14,853	16,000	13,700	14,000
Fitness – Studio Classes	401	2,000	1,150	1,500
Events/Admissions	359	0	1,000	1,000
<b>Total</b>	<b>19,163</b>	<b>23,000</b>	<b>20,350</b>	<b>21,600</b>

### KA Campus Arran

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Fitness – Gym	2,317	3,500	2,060	2,250
Sports Hall Activities	12,760	12,500	13,500	14,000
Fitness – Studio Classes	0	0	0	0
Outdoor Sports	2,805	2,500	2,500	2,500
Events/Admissions	8,362	12,500	9,500	10,000
<b>Total</b>	<b>26,244</b>	<b>31,000</b>	<b>27,560</b>	<b>28,750</b>

### KA Campus Greenwood

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Fitness – Gym	1,577	2,000	3,360	3,500
Sports Hall Activities	32,809	31,500	37,350	37,350
Fitness – Studio Classes	2,019	3,500	3,050	3,000
Outdoor Sports	41,362	38,000	41,700	41,500
Events/Admissions	4,694	5,000	4,200	4,500
<b>Total</b>	<b>82,461</b>	<b>80,000</b>	<b>89,660</b>	<b>89,850</b>

### KA Campus St Matthews

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Fitness – Gym	13,920	14,500	19,000	19,000
Sports Hall Activities	44,975	54,500	40,700	41,750
Fitness – Studio Classes	8,102	9,000	10,000	10,000
Outdoor Sports	17,144	21,000	18,700	20,000
Athletics track	3,040	5,000	1,920	2,000
Events/Admissions	13,675	16,000	12,640	13,000
<b>Total</b>	<b>100,856</b>	<b>120,000</b>	<b>102,960</b>	<b>105,750</b>

## Stanley Primary School

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Sports Hall Activities	1,765	1,750	2,500	2,500
Fitness – Studio Classes	1,076	1,250	1,100	1,000
Outdoor Sports	7,314	6,250	8,270	8,250
Events/Admissions	1,942	2,250	2,020	2,000
<b>Total</b>	<b>12,097</b>	<b>11,500</b>	<b>13,890</b>	<b>13,750</b>

## Golf Courses

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Auchenharvie	16,834	17,000	15,640	17,000
Ravenspark	30,357	29,000	29,130	29,000
Routenburn	13,346	13,400	13,400	13,400
<b>Total</b>	<b>60,537</b>	<b>59,400</b>	<b>58,170</b>	<b>59,400</b>

## Outdoor Sports

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Sports Pitches	59,040	62,000	59,320	59,000
Pavilion Halls	18,816	16,000	13,000	13,000
<b>Total</b>	<b>77,856</b>	<b>78,000</b>	<b>72,320</b>	<b>72,000</b>

## Physical Activity

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Sports Development	73,089	74,000	78,000	84,000
Health and Fitness	86,309	83,000	79,500	79,000
<b>Total</b>	<b>159,398</b>	<b>157,000</b>	<b>157,500</b>	<b>163,000</b>

## Total Customer Activity

	2011-12 Actual	2012-13 Target	2012-13 Projected	2013-14 Target
Leisure Centres	1,006,964	981,200	1,142,760	1,212,650
KA Campuses	272,835	303,000	287,210	294,200
Golf & Outdoor Sports	138,393	137,400	130,490	131,400
Physical Activity	159,398	157,000	157,500	163,000
<b>Total</b>	<b>1,577,590</b>	<b>1,578,600</b>	<b>1,717,960</b>	<b>1,801,250</b>

## APPENDIX B

### Auchenharvie Leisure Centre

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Swimming	65,638	65,634	79,211	75,619	81,752
Swim Lessons	18,822	23,465	24,867	21,714	17,303
Fitness - Gym	58,371	61,675	70,629	76,059	106,696
Health Suite	4,108	6,689	6,811	9,361	7,972
Ice Rink	37,421	28,214	9,449	67,324	79,679
Fitness – Studio Classes	16,418	15,831	17,173	20,621	33,212
Events/Admissions	3,068	2,909	15,428	15,561	17,958
<b>Total</b>	<b>203,846</b>	<b>204,417</b>	<b>223,568</b>	<b>286,259</b>	<b>344,572</b>

### Garnock Pool

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Swimming	39,876	36,949	38,218	38,252	43,786
Swim Lessons	11,972	13,805	15,076	14,846	11,388
Fitness Gym	9,733	9,675	8,170	7,626	8,594
Events/Admissions	303	44	7,368	7,040	7,956
<b>Total</b>	<b>61,884</b>	<b>60,473</b>	<b>68,832</b>	<b>67,764</b>	<b>71,724</b>

### Magnum Leisure Centre

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Swimming	144,575	149,616	127,800	136,539	133,468
Swim Lessons	18,832	29,176	27,782	23,546	18,497
Fitness - Gym	69,681	67,885	63,380	66,113	88,586
Health Suite	4,871	6,338	7,155	8,205	7,906
Ice Rink	61,096	59,325	68,195	-	-
Sports Hall Activities	68,271	65,854	61,249	58,478	57,287
Soft Play	13,391	14,009	12,976	13,090	12,952
Fitness – Studio Classes	33,115	29,125	27,631	27,936	36,182
Entertainments	35,157	36,089	27,954	24,830	22,541
Events/Admissions	23,229	14,708	42,410	46,183	47,176
Body and Skincare	3,809	3,338	-	-	-
<b>Total</b>	<b>476,027</b>	<b>475,463</b>	<b>466,532</b>	<b>404,920</b>	<b>424,595</b>

### Vikingsar

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Swimming	43,054	44,959	51,803	49,962	49,721
Swim Lessons	17,041	14,101	12,430	11,849	9,821
Fitness - Gym	31,645	27,896	28,609	32,854	37,018
Health Suite	3,490	3,791	4,493	5,100	4,318
Soft Play	3,892	5,182	5,454	4,926	4,363
Fitness – Studio Classes	12,017	10,028	9,549	10,863	13,208
Entertainments	12,817	10,267	9,218	7,916	10,396
Events/Admissions	14,295	11,607	17,224	18,070	17,949
Visitor Attraction	23,813	22,661	19,602	20,228	19,279
<b>Total</b>	<b>162,064</b>	<b>150,492</b>	<b>158,382</b>	<b>161,768</b>	<b>166,073</b>

### KA Campus Dalry

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Sports Hall Activities	2,821	11,655	15,105	15,041	14,299
Fitness – Studio Classes	154	2,962	2,981	3,664	1,934
Outdoor Sports	-	13,270	14,638	11,031	9,508
Events/Admissions	994	4,238	4,793	5,423	6,273
<b>Total</b>	<b>3,969</b>	<b>32,125</b>	<b>37,517</b>	<b>35,159</b>	<b>32,014</b>

### KA Campus Kilwinning

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Fitness – Gym	3,514	3,538	3,292	3,837	3,550
Sports Hall Activities	13,147	9,712	11,047	13,877	14,853
Fitness – Studio Classes	1,512	433	160	68	401
Events/Admissions	1,206	910	1,730	1,653	359
<b>Total</b>	<b>19,379</b>	<b>14,593</b>	<b>16,229</b>	<b>19,435</b>	<b>19,163</b>

### KA Campus Arran

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Fitness – Gym	397	4,791	4,820	3,506	2,317
Sports Hall Activities	758	8,081	9,898	13,894	12,760
Fitness – Studio Classes	8	1,954	1,620	577	0
Outdoor Sports	213	4,088	3,650	3,987	2,805
Events/Admissions	1,449	8,620	5,566	10,913	8,362
<b>Total</b>	<b>2,825</b>	<b>27,534</b>	<b>25,554</b>	<b>32,877</b>	<b>26,244</b>

### KA Campus Greenwood

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Fitness – Gym	394	605	935	1,413	1,577
Sports Hall Activities	5,335	13,738	21,912	27,085	32,809
Fitness – Studio Classes	42	934	1,950	1,728	2,019
Outdoor Sports	-	25,720	31,210	29,957	41,362
Events/Admissions	879	1,705	4,474	5,143	4,694
<b>Total</b>	<b>6,650</b>	<b>42,702</b>	<b>60,481</b>	<b>65,326</b>	<b>82,461</b>

### KA Campus St Matthews

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Fitness – Gym	1,219	4,136	7,970	9,816	13,920
Sports Hall Activities	10,332	23,502	32,428	44,350	44,975
Fitness – Studio Classes	196	1,380	3,495	5,523	8,102
Outdoor Sports	-	16,491	13,899	16,399	17,144
Athletics track	565	1,725	1,919	1,229	3,040
Events/Admissions	1,449	4,495	8,466	12,082	13,675
<b>Total</b>	<b>13,761</b>	<b>51,729</b>	<b>68,177</b>	<b>89,399</b>	<b>100,856</b>



## Stanley Primary School

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Sports Hall Activities	1,160	1,607	1,775	1,575	1,765
Fitness – Studio Classes	-	-	773	1,125	1,076
Outdoor Sports	5,173	3,794	5,912	5,837	7,314
Events/Admissions	930	1,668	1,879	2,251	1,942
<b>Total</b>	<b>7,263</b>	<b>7,069</b>	<b>10,339</b>	<b>10,788</b>	<b>12,097</b>

## Golf Courses

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Auchenharvie	18,598	11,001	17,035	16,843	16,834
Ravenspark	37,606	31,275	31,293	31,302	30,357
Routenburn	19,180	18,454	14,746	14,479	13,346
<b>Total</b>	<b>75,384</b>	<b>60,730</b>	<b>63,074</b>	<b>62,624</b>	<b>60,537</b>

## Outdoor Sports

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Sports Pitches	104,104	91,080	73,920	66,210	59,040
Pavilion Halls	32,712	37,584	38,208	27,582	18,816
<b>Total</b>	<b>136,816</b>	<b>128,664</b>	<b>112,128</b>	<b>93,792</b>	<b>77,856</b>

## Physical Activity

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Sports Development	No Breakdown	88,073	106,238	69,122	73,089
Health and Fitness	Available	64,040	62,034	75,581	86,309
<b>Total</b>	<b>133,237</b>	<b>152,113</b>	<b>168,272</b>	<b>144,703</b>	<b>159,398</b>

## Total Customer Activity

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Leisure Centres	903,821	890,845	917,314	920,711	1,006,964
KA Campuses	53,847	175,752	218,297	252,984	272,835
Golf & Outdoor Sports	212,200	189,394	175,202	156,416	138,393
Physical Activity	133,237	152,113	168,272	144,703	159,398
<b>Total</b>	<b>1,303,105</b>	<b>1,408,104</b>	<b>1,479,085</b>	<b>1,474,814</b>	<b>1,577,590</b>

## APPENDIX C

### KA Leisure Activities

#### Swimming

- Learn to Swim Programme
- School Swimming Galas
- Competitive Swimming Clubs
- Casual Swimming • Sub Aqua
- Canoe Clubs • Water Polo
- Synchronised Swimming
- Exercise in Water Classes
- Pool Inflatable Sessions
- Family Swimming • Pool Parties

#### Football

- Pre School Mini Kickers
- Primary School Coaching
- Player Development Centres
- Night Leagues • Girls Programme
- Holiday Programmes
- Football Diversionary Training
- Holiday Programmes • Coaching Camps
- Indoor and Outdoor Casual Football

#### Athletics

- North Ayrshire Primary Schools Indoor Sports Hall Athletics Championships
- North Ayrshire Schools Cross Country League
- Pre-School Athletics Development Centres
- Athletic Development Centre
- KA Jog • Athletic Diversionary Activities
- Run Jump Throw Programmes

#### Gymnastics

- Pre-School Movement & Learning
- Mini Movers • Recreational Gymnastics
- Gymnastics Development Squad • Gymfest
- Holiday Programmes • Coaching Camps

#### Coach Education / Training

- SFA Coach Education
- Sportscotland / Sports Coach UK Workshops
- First Aid Training and Assessment
- Manual Handling
- National Pool Lifeguard Qualification
- Sports Coach UK Workshops Training and Assessment
- Walk Leader
- Theatre Usher Training
- Volunteer Induction Training

#### Activator – Mobile Health and Fitness Team

- Health MOT's
- Individual Fitness Assessment & Referrals

#### Active North Ayrshire

- Specialist one to one exercise referral assessment
- Specialist Exercise Sessions – CHD, BACR, Stroke, Hip & Knee, COPD, etc.
- Re-referrals • Buddy Network
- Social Events Calendar
- Weight Management / Smoking Cessation
- Invigor8 Falls Prevention
- Additional Support Needs

#### Fitness

- Casual Gym Sessions
- Studio Fitness Classes
- Sports Specific Conditioning
- Nurturing Excellence Programme
- Personal Training
- Functional Training
- Fitness Challenges and Launches

#### General Sports

- Indoor Court Sports
- Themed Events
- Multi Sports Festivals
- Disability Sports Programmes and Festival
- Archery
- Basketball, Badminton, Boccia, Bowling
- Squash
- Volley Ball • Netball, Short Tennis
- Handball
- Roller Hockey
- Martial Arts
- Table Tennis • Golf

#### Community Programmes

- Dance – Streetdance, Cheerleading
- Chairrobics
- Big Family Fun Days
- Community Challenges
- Walking Nordic/Walking
- Diversionary Activities
- Community Challenges



## KA in the Community...

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 4**

**29 January 2013**

#### **Cabinet**

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<b>Subject:</b>	<b>Capital Monitoring to 30 November 2012</b>
<b>Purpose:</b>	To advise the Cabinet of progress in delivering the Capital Investment Programme as at 30 November 2012.
<b>Recommendation:</b>	That the Cabinet agrees to (a) approve the revisions to budgets outlined at Sections 2.1; and 2.7 of the report; and (b) note (i) the actual General Services and HRA expenditure to 30 November 2012 and (ii) the forecast of expenditure to 31 March 2013.

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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 1 February 2012. The General Services capital programme approval covered a 4 year period from 1 April 2012 to 31 March 2016 and the HRA budget was approved for 2012/13 only.
- 1.2 This report identifies the current programme for 2012/13, taking account of adjustments made to budgets since the meeting on 1 February. The report also advises of actual expenditure to 30 November 2012 and forecast expenditure to 31 March 2013.

## 2. Current Position

- 2.1 The table below outlines the movements in the 2012/13 General Services budget since the Cabinet report on 20 November which covered the 6 month period to 30 September 2012:-

	<b>2012/13</b>
	<b>£m</b>
<b>Budget as at 30 September 2012</b>	<b>33.429</b>
a) Alterations to phasing of projects:-	
2012/13 to 2013/14 or later years	(2.279)
2013/14 to 2012/13	0.211
b) Transfer to revenue budget	(0.020)
c) Additional Projects funded by external grants & contributions	0.179
<b>Budget as at 30 November 2012</b>	<b>31.520</b>

## 2.2 Capital Expenditure to 30 November 2012

Actual expenditure to 30 November 2012 (Period 8) amounted to £13.259m or 42.1% (compared to anticipated expenditure of £14.201m or 44.9%) of the revised annual budget for 2012/13 of £31.520m. Details of actual spend by project against the revised budget for 2012/13 can be found in Appendix 1, alongside anticipated spend to 31 March 2013. The projections are summarised by service in the table below:-

<b>Service</b>	<b>Revised Budget 2012/13</b>	<b>Projected Expenditure / Income to 31 March 2013</b>	<b>Projected Variance Over / (Under) Spend</b>	<b>True Over / (Under) Spend</b>	<b>Carry Forward to 2013/14</b>
	£m	£m	£m	£m	£m
<b>Expenditure</b>					
Chief Executive	0.599	0.499	(0.100)	-	(0.100)
Corporate Services	1.814	1.747	(0.067)	(0.037)	(0.030)
Education & Skills	13.159	12.021	(1.138)	0.004	(1.142)
Finance & Infrastructure	13.796	12.867	(0.929)	0.042	(0.971)
Social Services & Health	2.091	1.871	(0.220)	-	(0.220)
Flexibility	0.061	-	(0.061)	(0.061)	-
<b>Total Expenditure</b>	<b>31.520</b>	<b>29.005</b>	<b>(2.515)</b>	<b>(0.052)</b>	<b>(2.463)</b>
<b>Income</b>					
General Capital Grant	(9.013)	(9.013)	-	-	-
Specific Capital Grant	(0.157)	(0.157)	-	-	-
Use of Reserve Funds	(4.168)	(4.168)			-
Capital Funded from Current Revenue	(2.266)	(2.266)	-	-	-
Capital Receipts	(0.050)	(0.050)	-	-	-
Other Grants & Contributions	(2.882)	(2.882)	-	-	-
Prudential Borrowing	(12.984)	(10.469)	(2.515)	(0.052)	(2.463)
<b>Total Income</b>	<b>(31.520)</b>	<b>29.005</b>	<b>(2.515)</b>	<b>(0.052)</b>	<b>(2.463)</b>

2.3 The carry forward of £2.463m to 2013/14 is in respect of the following projects:-

Town Centre Infrastructure	£0.100m
Montgomerie Park SUDs Pond Vesting	£0.030m
Irvine Primary Schools	£0.849m
Garnock Academy Campus	£0.237m
West Kilbride CC Gymnasium	£0.056m
Bridgegate Projects	£0.926m
Streetscene Scheduling System	£0.045m
Care First Projects	£0.060m
Private Sector Housing Grants	£0.160m

Further information on the progress of the projects and explanations for the carry forwards can be found in Appendix 1.

2.4 The table below outlines the movements in the 2012/13 flexibility budget since the report on 20 November 2012:-

	<b>2012/13</b>
	<b>£m</b>
<b>Budget as at 30 September 2012</b>	<b>0.176</b>
Montgomerie Park SUDS Pond Vesting	(0.175)
Surplus budget for URL Internet Filtering	0.060
<b>Budget as at 30 November 2012</b>	<b>0.061</b>

Section 2.2 above shows a projected underspend of £0.052m in 2012-13. This includes:

- the flexibility budget of £0.061m as outlined above
- a saving of £0.037m which has been identified in the e-planning project as a result of the contract coming in below the budgeted amount
- a claim for £0.042m from the contractor involved in the Kilbirnie Civic Amenity Site project for which provision is required.

In later years of the current programme, there is uncommitted funding of £1.690m, of which £1.535m is being considered as a funding source for the 10-year capital programme, leaving an uncommitted balance of £0.155m. The uncommitted balance of £0.155m added to the 2012/13 underspend of £0.052m gives a total of £0.207m uncommitted resources.



The budget for the Dirrans Head Injury Unit was set originally at £1.400m, based on high level costings and anticipated project scope. Further detailed work has now been carried out, indicating a revised cost in excess of the current budget, reflecting an increase to the scope of the project. The project has not yet been procured. The uncommitted sum of £0.207m will be retained until a firm cost for the Dirrans project has been determined following receipt of tenders.

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

- 2.5 At the meeting of the Council on 1 February 2012, approval was given for the 2012/13 Housing Revenue Account Capital Budget of £28.572m.
- 2.6 Following the report to Cabinet on 18 September, various adjustments were made to the budgets to bring them into line with the proposed programme of works for 2012/13 as agreed between Housing Services, Building Services and the former Infrastructure & Design Services. These changes are reflected in the detailed programme which can be found in Appendix 2. This resulted in a revised budget at 30 November of £28.182m.

### **Capital Expenditure**

- 2.7 Actual expenditure to 30 November 2012 (Period 8) amounted to £13.503m or 47.9% of the revised annual budget of £28.182m. Current projections suggest that there will be a net underspend of £1.453m at 31 March 2013. The underspend has arisen as a result of phasing in some projects and, it is proposed, therefore, that the undernoted sums be carried forward to meet commitments in 2013/14:-

<b>Project</b>	<b>Amount £m</b>	<b>Reason for Carry Forward</b>
Mortgage to Rent	0.352m	Delay in processing applications by the Scottish Government
New Build Redstone Ave	0.281m	Main building work now due to commence in April 2013
Sheltered Housing Units	1.000m	Tenders only recently returned for Woodgrove and Currie Court

The New Build at Copeland Crescent is currently ahead of schedule and it is proposed that funding of £0.180m is accelerated from 2013/14 to 2012/13 for this project.

2.8 The undernoted table summarises the HRA Capital budget position as at 30 November 2012:-

	Revised Budget 2012/13	Projection to 31 March 2013	Projected over (under) spend 2012/13	True Over / (Under) Spend	Carry Forward to 2013/14
	£m	£m	£m	£m	£m
<b>Expenditure</b>	<b>28.182</b>	<b>26.729</b>	<b>(1.453)</b>	-	<b>(1.453)</b>
<b>Income</b>					
Sale of Council Houses	(0.775)	(0.808)	(0.033)	(0.033)	-
Sale of Other Assets	(0.588)	(0.555)	0.033	0.033	-
Capital Funded from Current Revenue	(13.210)	(13.210)	-	-	-
Capital Grants	(1.616)	(1.396)	0.220	-	0.220
Affordable Housing Contribution	(0.672)	(0.672)	-	-	-
Prudential Borrowing	(11.321)	(10.088)	1.233	-	1.233
<b>Total Income</b>	<b>(28.182)</b>	<b>(26.729)</b>	<b>1.453</b>	-	<b>1.453</b>

The carry forward of £0.220m in Capital Grants relates to the new build at Redstone Avenue (£0.125m) and Mortgage to Rent funding of £0.095m.

### 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 (i) the actual expenditure to 30 November 2012 and (ii) the forecast of expenditure to 31 March 2013; and

*In the H.R.A. -*

The Cabinet is invited to (a) approve the further revisions to the budget outlined at Section 2.7; (b) note the actual expenditure to 30 November 2012 and (ii) the forecast of expenditure to 31 March 2013.

#### **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 re 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

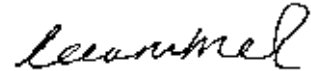
- 4.6 A delay in completion of projects could affect the delivery of services and have implications for revenue budgets and service planning.

#### **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 note the revisions to budgets for General Services and the Housing Revenue Account, the level of capital expenditure to 30 November 2012 and projections to 31 March 2013.



LAURA FRIEL

Corporate Director (Finance and Corporate Support)

Reference :

For further information please contact Hazel Hair, Senior Manager (Financial Management) on telephone number 01294 324548.

## **Background Papers**

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**North Ayrshire Council**  
**Capital Statement**  
**Year Ended 31st March 2013**

Project Description	Approved Budget at 1st February 2012	Carry Forward from 2011/12	Additional Funds Awarded 2012/13	Approved Revisions to Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31st March 2013	True Over/ (Under) Spend	Carry Forward to 2013/14	Committed Programme 2013/14	Committed Programme 2014/15	Committed Programme 2015/16	COMMENTS
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
<b>EXPENDITURE</b>															
<b>Chief Executives</b>															
Economic Development	250,000	171,171	0	(54,000)	367,171	33,479	34,944	1,465	267,171	0	(100,000)	554,000	0	0	Town Centre Infrastructure £100k c/fwd
Office Accommodation	34,182	0	196,007	1,188	231,377	193,945	190,880	(3,065)	231,377	0	0	0	0	0	
<b>Corporate Services</b>															
Legal & Protective	65,000	0	316,000	382,000	763,000	83,000	7,942	(75,058)	696,000	(37,000)	(30,000)	0	0	0	E Planning £37k. Montgomerie Park £30k
Information Technology	1,013,625	107,623	0	(70,000)	1,051,248	772,328	713,263	(59,065)	1,051,248	0	0	437,000	428,000	165,000	
<b>Education &amp; Skills</b>															
Primary Schools	9,312,372	3,477,991	0	(1,673,652)	11,116,711	5,334,511	4,860,429	(474,082)	10,272,617	4,815	(848,909)	9,586,049	11,003,261	167,772	Irvine Schools carry forward
Secondary Schools	1,438,000	(471)	0	(1,167,053)	270,476	75,100	74,925	(175)	33,475	0	(237,001)	2,485,401	8,505,000	11,215,000	Garnock Academy
Special Education	136,000	14,811	0	(95,811)	55,000	25,000	16,734	(8,266)	55,000	0	0	55,000	110,000	360,811	
General School Projects	0	45,614	0	(45,614)	0	0	0	0	0	0	0	93,981	0	0	
Sport & Leisure	5,570,436	553,572	0	(5,330,654)	793,354	220,607	457,111	236,504	793,354	0	0	14,118,399	4,707,354	258,735	
Cultural & Community	975,445	5,305	0	(58,317)	922,433	560,480	404,893	(155,587)	866,180	0	(56,253)	121,900	0	1,900,000	WK CC Gymnasium
<b>Finance &amp; Infrastructure</b>															
Financial Services	0	62,760	0	(62,760)	0	0	0	0	0	0	0	62,760	0	0	
Infrastructure & Design	16,375,934	361,585	1,100,000	(7,690,407)	10,147,112	4,167,764	3,321,971	(845,793)	9,221,160	0	(925,952)	12,000,498	4,032,909	2,828,000	Bridgegate Projects
Environmental Services	2,228,000	733,314	875,500	(187,645)	3,649,169	1,603,783	2,084,379	480,596	3,645,669	42,000	(45,500)	3,238,998	3,250,000	3,150,000	Streetscene Scheduling System (£45k) Kilbirnie Civic Amenity Retention £42k
<b>Social Services &amp; Health</b>															
Management & Support	376,573	(32,197)	0	(239,545)	104,831	0	11,310	11,310	44,831	0	(60,000)	195,000	0	0	Care First Projects.
Older People	1,526,914	1,131,937	0	(1,402,719)	1,256,132	674,956	730,054	55,098	1,256,132	0	0	5,059,012	1,793,125	0	
Physical or Sensory Disabled	0	0	90,000	0	90,000	11,060	11,060	(1)	90,000	0	0	1,210,000	100,000	0	
Housing Non HRA	1,247,000	0	0	(607,000)	640,000	445,000	339,019	(105,981)	480,000	0	(160,000)	700,000	700,000	700,000	Private Sector Housing Grants £160k
<b>Other</b>															
Flexibility Budget	0	179,325	1,604,662	(1,722,550)	61,437	0	0	0	0	(61,437)					
<b>Total Project Expenditure</b>	<b>40,549,481</b>	<b>6,812,340</b>	<b>4,182,169</b>	<b>(20,024,540)</b>	<b>31,519,450</b>	<b>14,201,013</b>	<b>13,258,945</b>	<b>(942,068)</b>	<b>29,004,214</b>	<b>(51,622)</b>	<b>(2,463,615)</b>	<b>49,917,998</b>	<b>34,629,649</b>	<b>20,745,318</b>	
<b>Income</b>	<b>(40,549,481)</b>	<b>(6,812,340)</b>	<b>(4,182,169)</b>	<b>20,024,540</b>	<b>(31,519,450)</b>	<b>(6,395,815)</b>	<b>(6,395,815)</b>	<b>0</b>	<b>(29,004,214)</b>	<b>51,622</b>	<b>2,463,615</b>	<b>(50,427,262)</b>	<b>(34,996,316)</b>	<b>(21,560,109)</b>	
<b>Total Project Income</b>	<b>(40,549,481)</b>	<b>(6,812,340)</b>	<b>(4,182,169)</b>	<b>20,024,540</b>	<b>(31,519,450)</b>	<b>(6,395,815)</b>	<b>(6,395,815)</b>	<b>0</b>	<b>(29,004,214)</b>	<b>51,622</b>	<b>2,463,615</b>	<b>(50,427,262)</b>	<b>(34,996,316)</b>	<b>(21,560,109)</b>	
<b>Total Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,805,198</b>	<b>6,863,130</b>	<b>(942,068)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(509,264)</b>	<b>(366,667)</b>	<b>(814,791)</b>	<b>£1.535m to fund 10 year plan</b>

**North Ayrshire Council**  
**Capital Programme Funding 2012-13**

Funding Description			Approved Budget at 1st February 2012	Carry Forward from 2011/12	Additional Funds Awarded 2012/13	Approved Revisions to Programme	Total Revised Budget 2012/13	Actual as at 30 November 2012	Projected Income to 31st March 2013
		£	£	£	£	£	£	£	£
<b><u>CAPITAL BORROWING</u></b>									
Prudential Borrowing			26,180,238	6,578,550		(19,774,540)	12,984,248		10,469,012
<b>SUB TOTAL</b>			<b>26,180,238</b>	<b>6,578,550</b>	<b>0</b>	<b>(19,774,540)</b>	<b>12,984,248</b>	<b>0</b>	<b>10,469,012</b>
<b><u>SCOTTISH GOVERNMENT FUNDING</u></b>									
<b>Specific Capital Grants</b>									
Cycling / Walking Routes			157,000				157,000		157,000
<b>Capital Grants</b>									
General Capital Grant			8,806,000		207,000		9,013,000	6,280,664	9,013,000
<b>SUB TOTAL</b>			<b>8,963,000</b>	<b>0</b>	<b>207,000</b>	<b>0</b>	<b>9,170,000</b>	<b>6,280,664</b>	<b>9,170,000</b>
<b><u>OTHER INCOME TO PROGRAMME</u></b>									
<b><u>Use of Funds</u></b>									
Repairs & Renewals Fund			3,500,000				3,500,000		3,500,000
Capital Fund			300,000				300,000		300,000
General Fund Balance			6,243				6,243		6,243
Change & Service Redesign Fund					361,507		361,507		361,507
<b>Capital Funded from Current Revenue</b>			850,000		1,416,000		2,266,000		2,266,000
<b><u>Grants &amp; Contributions</u></b>									
SPT Funding from 2011-12				233,790			233,790		233,790
SPT Funding					1,100,000		1,100,000	71,749	1,100,000
CSGN Development Fund					36,000		36,000		36,000
Insurance Recovery - Cemetery Walls					12,000		12,000	12,000	12,000
HRA Contribution to Currie Court					0		0		0
HUB Capital Enabling Funds					706,662		706,662		706,662
Other Contributions			450,000				450,000		450,000
Largs Car Park Fund					50,000		50,000		50,000
Sustrans Scotland					230,000		230,000		230,000
Zero Waste Scotland					63,000		63,000		63,000
<b>Capital Receipts</b>			300,000			-250,000	50,000	31,402	50,000
Milgarholm Pumping Station							0		0
Sale of Vehicles							0	4,092	0
Sale of Land							0	25,310	0
							0	2,000	0
							0		0
							0		0
							0		0
							0		0
<b>SUB TOTAL</b>			<b>5,406,243</b>	<b>233,790</b>	<b>3,975,169</b>	<b>(250,000)</b>	<b>9,365,202</b>	<b>115,151</b>	<b>9,365,202</b>
<b>TOTAL CAPITAL PROGRAMME FUNDING</b>			<b>40,549,481</b>	<b>6,812,340</b>	<b>4,182,169</b>	<b>(20,024,540)</b>	<b>31,519,450</b>	<b>6,395,815</b>	<b>29,004,214</b>



CAPITAL MONITORING 2012/13																							
Year Ended 31st March 2013																							
CHIEF EXECUTIVE																							
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE															Revised Budget for 13/14	Proposed Budget for 14/15	Proposed Budget for 15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2012/13	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/(Under) Spend for 2012/13	True Over/(Under) Spend	% Expenditure to Date for 2012/13	% Expenditure Projected for year 2012/13 (CPI)						
Economic Development																							
TOWN CENTRE INFRASTRUCTURE	George Hunter			0	200,000	71,171			271,171	18,479	18,444	(35)	171,171	(100,000)		6.80%	63.12%	0	0	0	Project cancelled for Beith. Replacement project for Largs now undeliverable due to external issues. £171K of monies are committed. The balance of circa £100K will be carried over for projects in 2013/14		
TOURISM INFRASTRUCTURE	Colin Naismith			0	50,000	100,000		(54,000)	96,000	15,000	16,500	1,500	96,000	0		17.19%	100.00%	54,000	0	0	This is a carry forward due to Holy Isle Project expenditure and claims coming back from Leader EU Programme. Delays in procurement and weather affecting capital works.		
KILBIRNIE CONSERVAT AREA REGE	George Hunter								0					0		No budget	No budget	500,000					
Total Economic Development					250,000	171,171	0	(54,000)	367,171	33,479	34,944	1,465	267,171	(100,000)		9.52%	72.76%	554,000	0	0			
Office Accommodation																							
CCTV GENERAL	I Mackay	31-Mar-12	31-Mar-12	0	34,182	0		0	34,182	0	3,810	3,810	34,182	0		11.15%	100.00%	0	0	0	Scope of project including additional works may exceed original estimate. Costs will, however, be met from the Change Fund. Includes £3588 to be accrued for Retention to be paid 13/14.		
CUNN HOUSE 3RD FLOOR WEST	J Montgomery	31-Aug-12	31-Aug-12	0	0		196,007		196,007	192,757	185,882	(6,875)	196,007	0		94.83%	100.00%	0	0	0			
CUNN HOUSE COUNCIL CHAMBERS	J Montgomery				0			1,188	1,188	1,188	1,188	0	1,188	0		99.96%	100.00%	0	0	0			
Total Office Accommodation					34,182	0	196,007	1,188	231,377	193,945	190,880	(3,065)	231,377	0	0	82.50%	100.00%	0	0	0			
Total Chief Executives					284,182	171,171	196,007	(52,812)	598,548	227,424	225,854	(1,600)	498,548	(100,000)	0	37.73%	83.29%	554,000	0	0			

CAPITAL MONITORING 2012/13																						
Year Ended 31st March 2013																						
CORPORATE SERVICES																						
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE														Revised Budget for 13/14	14/15 Proposed Budget for 14/15	15/16 Proposed Budget for 15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2012/13	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/(Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)					
Legal & Protective																						
E-PLANNING	J Miller	31-Mar-12	31-Mar-13	52	65,000				65,000	0	9,338	9,338	28,000	(37,000)	(37,000)	14.37%	43.08%	0	0	Contract awarded with underspend on the remainder.		
ACCESS PATH NETWORK PROGRAMME	J Miller	31-Mar-13	31-Mar-13	0	0		316,000	207,000	523,000	83,000	12,114	(70,886)	523,000	0		2.32%	100.00%	0	0	Proposals being modified in light of public consultation feedback. Works being tendered through Ayrshire Wide Small Works Framework and on Public Contracts Scotland.		
MONTGOMERIE PARK DEVELOPMENT	J Miller	31-Mar-12	31-Mar-12	0	0			175,000	175,000	0	(13,423)	(13,423)	145,000	(30,000)		-7.67%	82.86%	0	0	£175k allocated for SUDs pond vesting. Small carry forward anticipated.		
Total Legal & Protective					65,000	0	316,000	382,000	763,000	83,000	7,942	(74,972)	696,000	(67,000)	(37,000)	1.04%	61.22%	0	0	0		
Information Technology																						
NETWORK DEVELOPMENT	A. Blakely	31-Mar-12	31-Mar-13	52	50,000	41,314			91,314	75,529	62,302	(13,227)	91,314	0		68.23%	100.00%	0	0	On target to spend		
PC REPLACEMENT	L Morley	31-Mar-13	31-Mar-13	0	170,000		70,000		240,000	160,148	187,969	27,821	240,000	0		78.32%	100.00%	95,000	165,000	165,000		
MICROSOFT OFFICE UPGRADE	I Chisholm	31-Mar-13	31-Mar-13	0	275,000				275,000	268,000	260,832	(7,168)	275,000	0		94.85%	100.00%	262,000	263,000	0		
URL INTERNET FILTERING	I Chisholm	31-Mar-13	31-Mar-13	0	120,000			(60,000)	60,000	60,000	51,840	(8,160)	60,000	0		86.40%	100.00%	0	0	Contract awarded to Fortinet. Due to contract negotiations an underspend of £60k is expected.		
ICT SECURITY	I Chisholm	31-Mar-13	31-Mar-13	0	30,000	40,217			70,217	320	31,656	31,336	70,217	0		45.08%	100.00%	0	0	Penetration testing carried out in September. Invoice processed in Period 8.		
SUN SERVER REPLACEMENT PROG	B Quigley	31-Mar-13	31-Mar-13	0	58,625		(30,000)		28,625	2,619	19,217	16,598	28,625	0		67.13%	100.00%	30,000	0	Consultancy stage complete. On target to spend.		
INFO & RECORDS MANAGEMENT	H Lauder	31-Mar-13	31-Mar-13	0	0	5,501			5,501	5,501	0	(5,501)	5,501	0		0.00%	100.00%	0	0	0		
WINDOWS SERVER MIGRATION	I Chisholm	31-Mar-13	31-Mar-13	0	100,000	2,558			102,558	101,800	62,833	(38,967)	102,558	0		61.27%	100.00%	0	0	On target to spend. Invoices processed in period 8.		
NEW COUNCIL ICT STRATEGY	A. Blakely	31-Mar-13	31-Mar-13	0	210,000	18,033	(50,000)		178,033	98,411	36,613	(61,798)	178,033	0		20.57%	100.00%	50,000	0	Web development project rescheduled in line with Customer Services Strategy. On target to spend. Invoices expected Period 8 onwards.		
Total Information Technology					1,013,625	107,823	0	(70,000)	1,061,248	772,328	713,263	(50,065)	1,051,248	0	0	67.85%	100.00%	437,000	428,000	165,000		
Total Corporate Services					1,078,625	107,823	316,000	312,000	1,814,248	855,328	721,205	(134,037)	1,747,248	(67,000)	(37,000)	39.75%	96.31%	437,000	428,000	165,000		

CAPITAL MONITORING 2012/13																							
Year Ended 31st March 2013																							
EDUCATION & SKILLS																							
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE															Revised Budget for 13/14	14/15	15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2011/12	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/ (Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)						
Primary Schools																							
WOODLANDS PS EXTENSION	D Yuille	30-Apr-13	29-Apr-13	95	963,526	373,611			1,337,137	163,495	157,766	(5,729)	958,908	(378,229)		11.80%	71.71%	362,298	26,200	0	Contractor now appointed. Budget to be re-profiled.		
PENNYBURN PS ROOF REPLACE	S Laughlan	Complete	Complete		0	5,308			5,308	0	0	0	5,308	0		0.00%	100.00%	28,649	0	0	Retention to be paid by March 2013		
KELBURN PARTITIONS	A Martin	30-Aug-13	30-Aug-13	0	0			5,544	5,544	0	0	0	5,544	0		0.00%	100.00%	138,456	0	0	Tender documentation being produced this financial year. Due to be on site Summer 2013		
SKELMORLIE PARTITIONS	A Martin	30-Aug-13	30-Aug-13	0	0			2,680	2,680	0	0	0	2,680	0		0.00%	100.00%	63,320	0	0	Tender documentation being produced this financial year. Due to be on site Summer 2013		
SCHOOL ESTATE	S Storie	01-Aug-17	01-Aug-17	0	0				0	0	0	0	0	0		No budget	No budget	1,000,000	9,000,000	0	Rolling Programme. On schedule to spend		
REPLACE SHUTTERS VARIOUS	D Mackay	31-Mar-13	31-Mar-13	0	100,000	(18,700)			81,300	81,300	61,902	(19,398)	81,300	0		76.14%	100.00%	33,700	0	0	Contractor now appointed. Budget to be re-profiled.		
IRVINE EAST PS	D Yuille	07-Apr-14	07-Apr-14	0	2,783,099	406,272		(1,861,136)	1,328,235	464,663	462,067	(2,596)	1,776,033	447,798		34.79%	133.71%	6,633,345	1,895,779	167,772	Overspend to be addressed. Includes Retention to be accrued and paid in 13/14 .		
ST LUKES PS-EXTENSION	L Martin	Complete	Complete		0	226,003		3,767	229,790	226,003	198,957	(27,046)	235,055	5,265	5,265	86.58%	102.29%	1,478	0	0	Project completed and now in Defects period.		
DREGHORN PS UPGRADE REPLC	A Martin	Complete	Complete		2,411,208	1,467,328		176,409	4,054,945	3,787,745	3,376,115	(411,630)	4,054,945	0		83.26%	100.00%	12,471	0	0	Overall underspend.		
KILMORY PS DDA AND TOILETS	Complete	Complete	Complete		0	450			450	0	0	0		(450)	(450)	0.00%	0.00%	0	0	0	Contractor now appointed. Budget to be re-profiled.		
CASTLEPARK PS	D Yuille	12-Aug-13	12-Aug-13	0	2,989,216	999,869			3,989,085	542,757	541,608	(1,149)	3,070,607	(918,478)		13.58%	76.98%	1,312,332	81,282	0	Retention to be paid December 2012.		
GLENCAIRN PS GYM EXT	S Laughlan	Complete	Complete		15,323	3,661		(936)	18,048	4,359	7,096	2,737	18,048	0		39.32%	100.00%	0	0	0	Planned programme of works. On schedule to spend.		
KITCHEN UPGRADES	D Mackay	31-Mar-13	31-Mar-13	0	50,000	14,189			64,189	64,189	54,868	(9,321)	64,189	0		85.48%	100.00%	0	0	0			
Total Primary Education					9,312,372	3,477,991	0	(1,673,652)	11,116,711	5,334,511	4,860,429	(474,082)	10,272,617	(844,094)	4,815	43.72%	92.41%	9,586,049	11,003,281	167,772			
Secondary Schools																							
GARNOCK ACADEMY REPLACEMENT	S Storie	30-Aug-15	30-Aug-15	0	1,438,000	(471)		(1,167,053)	270,476	75,100	73,785	(1,315)	33,475	(237,001)		27.28%	12.38%	2,485,401	8,505,000	11,215,000	Following Full Council meeting on 7th November site 7 has been selected as preferred site. To be re-profiled.		
SCHOOL ESTATE PHASE 3									0	0	1,140	1,140		0		No budget	No budget						
Total Secondary Education					1,438,000	(471)	0	(1,167,053)	270,476	75,100	74,925	(175)	33,475	(237,001)	0	27.70%	12.38%	2,485,401	8,505,000	11,215,000			
Special Education																							
																					Programme of works being planned based on 6-monthly reports. Order for windows has been placed and will spend this year's budget. Next scheduled inspection January 2013.		
STANECastle WALLS/WINDOWS	M McIntosh	31-Mar-13	31-Mar-13	0	136,000	14,811		(95,811)	55,000	25,000	16,734	(8,266)	55,000	0		30.43%	100.00%	55,000	110,000	360,811			
Total Special Education					136,000	14,811	0	(95,811)	55,000	25,000	16,734	(8,266)	55,000	0	0	30.43%	100.00%	55,000	110,000	360,811			
General School Projects																							
																					Revised Business Case. No expenditure this year. Budget re-profiled to 13/14		
ARRAN OUTDOOR CENTRE SLIPWAY	A Martin	31-Aug-12	31-Aug-13	52	0	45,614		(45,614)	0	0	0	0	0	0	0	No budget	No budget	93,981	0	0			
Total General School Projects					0	45,614	0	(45,614)	0	0	0	0	0	0	0	No budget	No budget	93,981	0	0			
Sports & Leisure																							
SPORTS STRATEGY IMPLEMENTATIO	S Storie	Complete	Complete		0	1,945			1,945	0	1,975	1,975	1,945	0		101.54%	100.00%	0	0	0	Interdepartmental recharge being processed by EARS.		
LARGS SPORTS DEVELOPMENT	D Wilson	31-Mar-12	31-Mar-14	104	75,000			(24,000)	51,000	51,000	32,432	(18,568)	51,000	0		63.59%	100.00%	99,000	0	0			

CAPITAL MONITORING 2012/13																						
Year Ended 31st March 2013																						
EDUCATION & SKILLS																						
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE														Revised Budget for 13/14	14/15	15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2011/12	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/ (Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)					
HARVIES UPGRADE	Complete	Complete	Complete		0	2,483		(1,789)	694	0	694	694	694	0	0	100.00%	100.00%	0	0	0	Project complete. Surplus removed.	
IRVINE LEISURE CENTRE	D Yuille	15-Aug-14	17-Jul-15	48	5,489,011	435,409		(5,301,056)	623,364	55,467	318,403	262,936	623,364	0	0	51.08%	100.00%	14,009,034	4,707,354	258,735	E3.7m Townhouse funding now approved. Project costs to include Townhouse and be re-profiled. Planning application to be submitted Jan 2013.	
MEADOWSIDE PARK RESURFACING	S Laughlan	Complete	Complete		6,425	4,595			11,020	5,000	7,041	2,041	11,020	0	0	63.89%	100.00%	10,365	0	0	Retention to be paid by March 2013.	
MONTGOMERIE PARK MUGAS	B Ingram	30-Aug-13	30-Aug-12	100%	0	109,140		(3,809)	105,331	109,140	96,566	(12,574)	105,331	0	0	91.68%	100.00%	0	0	0	Small overspend anticipated. Landscaping works to be completed. Retention to be paid by March 2013.	
Total Sports & Leisure					5,570,436	563,572	0	(6,330,654)	793,354	220,607	457,111	236,504	793,354	0	0	57.62%	100.00%	14,118,399	4,707,354	258,735		
Cultural & Community																						
CORPORATE TRAINING CENTRE	S Laughlan	Complete	Complete		443,062	5,305		(47,867)	400,480	400,480	370,867	(29,613)	400,480	0	0	92.61%	100.00%	0	0	0	Includes £17k to be accrued for retention. £42k budget in 2013/14 not now required.	
WEST KILBRIDE CC GYMNASIUM	D Watts	23-Feb-13	05-Apr-13	6	532,383	0		(10,430)	521,953	160,000	34,026	(125,974)	465,700	(56,253)	0	6.52%	89.22%	0	0	0	Additional external funding secured. Works rephased to accommodate User Groups. Currently 2 week delay. Still on budget.	
ARDROSSAN CASTLE	D Mackay			0	0			0	0	0	0	0	0	0	0	No budget	No budget	121,900	0	0	Target Completion Date still to be confirmed. Approval being sought from Historic Scotland for stabilisation works. May not spend this financial year. Re-profiling to be confirmed.	
Total Cultural & Community					975,445	5,305	0	(58,317)	922,433	560,480	404,893	(155,587)	866,180	(56,253)	0	43.89%	93.90%	121,900	0	1,900,000		
Total Education & Skills					17,432,253	4,096,822	0	(6,371,101)	13,157,974	6,215,698	5,814,093	(401,605)	12,020,626	(1,137,348)	4,815	44.19%	91.36%	26,460,730	24,325,615	13,902,318		

CAPITAL MONITORING 2012/13																							
Year Ended 31st March 2013																							
FINANCE & INFRASTRUCTURE																							
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE															Revised Budget for 13/14	14/15 Proposed Budget for 14/15	15/16 Proposed Budget for 15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2012/13	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/(Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)						
Infrastructure & Design																							
BRIDGEGATE HOUSE REFURB	Y Bauk	08-Jul-13	08-Sep-13	9	12,883,934	(159,818)		(9,295,468)	3,428,648	725,784	732,559	6,775	3,017,347	(411,301)		21.37%	88.00%	5,089,214	949,254		Levels two and three will be wind and watertight prior to Christmas. Scaffold to upper floors currently being removed. M&E services and internal partitioning well advanced. Raised access flooring works to commence 17th Dec. Phase one completion predicted early / mid March. Actual expenditure to date excludes construction invoices for October and November (total £919,600).		
TRINITY CHURCH REFURBISHMENT	Y Bauk	08-Jul-13	01-Oct-13	12	0			478,755	476,755	0	0	0	372,031	(104,724)		0.00%	78.03%	282,590	17,655		Work on site has now commenced. At present this is largely site establishment and erection of scaffold.		
BRIDGEGATE PUBLIC REALM	Y Bauk	08-Jul-13	01-Sep-13	9	0			1,311,698	1,311,698	201,130	201,130	0	901,771	(409,927)		15.33%	68.75%	1,114,302	54,000		Works now in suspension to alleviate disruption to Bridgegate traders in lead-up to Christmas. Actual expenditure to date excludes construction invoice for November (£231,938).		
CORP ASSET MANAGEMENT SYSTEM	Y Bauk	31-Mar-13	31-Mar-13	0	0	83,392		(83,392)	0	0	0	0	0	0	0	No budget	No budget	83,392	0	0			
ASSET MANAGEMENT - ROADS	J. Smith	31-Mar-13	31-Mar-13	0	3,000				3,000	3,000	0	(3,000)	3,000	0		0.00%	100.00%	0	0	0	On target as per financial profile projections		
ROADS IMPROVE/RECONSTRUCTION	C Dempster	31-Mar-13	31-Mar-13	0	1,882,000	14,669			1,896,669	1,430,000	1,446,871	16,871	1,896,669	0		76.28%	100.00%	1,800,000	1,800,000	1,800,000	On target as per financial profile projections		
LIGHTING	G.Wilson	31-Mar-13	31-Mar-13	0	1,250,000	97,442			1,347,442	854,850	583,988	(270,862)	1,347,442	0		43.34%	100.00%	1,000,000	1,000,000	1,000,000	Slight variance in profile due to timing of contractor invoices received and capital staff costs still to be charged, although project full spend of budget		
CYCLING/WALKING/SAFER STS	C.Forsyth	31-Mar-13	31-Mar-13	0	157,000			(167,000)	0	0	0	0	0	0		No budget	No budget	144,000	212,000	28,000	Budget transferred to Economic Development		
CULVERTS & COAST PROT AST	P. Copley	31-Mar-13	31-Mar-13	0	0	37,167			37,167	10,000	2,068	(7,932)	37,167	0		5.56%	100.00%	0	0	0	£10k issued for Butterpoint seawall on 11 Dec 2012. Remaining budget will be used to part fund additional work to protect Brodick beach which will be funded over 2 financial years, work starting in March 2013.		
KILBIRNIE FPS	P Rowley	31-Mar-13	31-Mar-13	0	200,000	54,943			254,943	105,000	58,439	(46,561)	254,943	0		22.92%	100.00%	2,000,000	0	0	Variance YTD due to late submission of Consultants invoices. £130k for Investigations & Site Management Fees due 0 December. On target to fully spend budget.		
COASTAL PROT-BALLOCHMARTIN BA		31-Mar-13	31-Mar-13	0	0	0			0	0	0	0	0	0		No budget	No budget	100,000	0	0			
SPT FUNDED PROJECTS	D. Lodge	31-Mar-13	31-Mar-13	0	0	233,790	1,100,000		1,333,790	781,000	239,962	(541,018)	1,333,790	0		17.99%	100.00%	0	0	0	There is a possibility of a slight underspend on the SPT grants awarded for Kilwinning Park & Ride. This is currently being discussed with SPT. £450k invoiced in December with staff costs of £113k still to be charged. £600k will be added to budget from additional grant secured from SPT. This work will also be complete by end of March.		
IRVINE BAILEY BRIDGE REPL		Complete	Complete					57,000	57,000	57,000	56,934	(66)	57,000	0		99.88%	100.00%	0	0	0	Retention now paid.		
IRVINE TOWN CENTRE CAR PARK	C Forsyth	31-Dec-13	31-Dec-13					0	0	0	0		0	0		No budget	No budget	287,000			To assist with the Council's Car Parking Strategy. See report for detail. Design work has commenced which will take several months to finalise. Majority of funding is likely to be spent during 2013/14. To be re-profiled.		
Total Infrastructure & Design					16,375,934	361,585	1,100,000	(7,690,407)	10,147,112	4,167,764	3,321,971	(845,793)	9,221,160	(925,952)	0	32.74%	90.87%	12,000,468	4,052,809	2,828,000			
Environmental																							
VEHICLES/EXCL 2.4 & 0.8 LEASE	G.Mitchell	31-Mar-13	31-Mar-13	0	715,000	47,842	636,000		1,397,842	483,000	1,261,544	778,544	1,397,842	0		90.25%	100.00%	2,300,000	2,000,000	2,000,000	£330k expenditure for the delivery of 6 new refuse collection vehicles will be paid in December. Remainder due in Jan/Feb 2013.		
ARRAN GARAGE IMPROVEMENTS	G.Mitchell	09-Jul-12	17-Aug-12	6	0	131,495		9,756	141,251	131,495	140,886	9,391	141,251	0		99.74%	100.00%	0	0	0	Retention still to be paid.		
CLEANSING-SHEWALTON LANDFILL	D.Mackay	31-Mar-13	31-Mar-13	0	825,000	316,494		(210,000)	931,494	453,744	187,199	(266,545)	931,494	0		20.10%	100.00%	635,000	1,000,000	900,000	Delays experienced in awarding and commencing contract works. Projects commenced August 2012. Re-profiling of capital expenditure carried out for future years.		
KILBIRNIE CIVIC AMENITY		Complete	Complete						0		7,450	7,450	42,000	42,000	42,000	No budget	No budget				Project complete. Potential contractor claim of £42k.		

CAPITAL MONITORING 2012/13																					
Year Ended 31st March 2013																					
FINANCE & INFRASTRUCTURE																					
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE													Revised Budget for 13/14	14/15 Proposed Budget for 14/15	15/16 Proposed Budget for 15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2012/13	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/ (Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)				
LARGS HWRC	D.Mackay	31-Mar-13	31-Oct-12	0%	175,000	65,631		41,685	282,316	282,316	277,489	(4,827)	282,316	0		98.29%	100.00%	0	0	Works now complete. Awaiting on 11 re-charging installation cost of phone line which was installed in October. Final invoices due for payment in November. Retention costs of £7,913 in 2013/14. Defects liability period commenced for works.	
ICT WASTE MANAGEMENT SYS	D.Mackay	31-Mar-13	31-Mar-13	0	0	94,292	70,000		164,292	94,292	72,658	(21,634)	164,292	0		44.23%	100.00%	0	0	In-cab devices delivered November 2012. Invoice received and will be paid in December. This will use the remaining capital budget.	
REVERSE VENDING PILOT PROJECT							63,000		63,000		0	0	63,000	0		0.00%	100.00%				
DEPOT REFURBISHMENT	D.Mackay	31-Mar-13	31-Mar-13	0	0	13,828			13,828	13,828	13,828	(0)	13,828	0		100.00%	100.00%	0	0	Invoice received from Building Services for works and awaiting for internal re-charge to be carried out.	
STREETSCENE SCHEDULING SYSTEM	W.Turpie	31-Mar-13	31-Mar-13		0		95,500		95,500	0	0	0	50,000	(45,500)		0.00%	52.36%			Order for system placed October 2012.	
WEST KILBRIDE CEMETERY EXTEN	D.Wilson	31-Mar-13	31-Mar-13	0	81,000	16,250		(29,086)	68,164	7,000	9,956	2,956	68,164	0		14.61%	100.00%	53,998	0	The additional ground condition surveys in relation to depth of burial plots has been completed. Planning permission has now been granted for both Phase 1 & 2. A special meeting of the Council is still to be arranged by Legal to progress the application for burial ground consent.	
NEW STEVENSTON CEMETERY	D.Wilson	31-Mar-13	31-Mar-13	0	0	34,718			34,718	26,601	15,656	(10,946)	34,718	0		45.09%	100.00%	0	0	The cemetery is now complete and operational the monies which remain unspent may be a retention sum which Technical Services are investigating.	
SKELMORLIE CEMETERY WALL	D.Wilson	31-Mar-13	01-Aug-13	1%	140,000	12,764		(150,620)	2,144	2,144	1,939	(205)	2,144	0		90.44%	100.00%	150,620	0	Legal problems encountered at Skelmorlie. Underspend £150,620 moved to Cemetery Walls to address issues in other cemeteries and reversed in 13/14.	
CEMETERY WALLS & INFRASTRUCTURE	D.Wilson	31-Mar-13	31-Mar-13	0	250,000		12,000	150,620	412,620	67,363	58,008	(9,356)	412,620	0		14.06%	100.00%	99,380	250,000	Legal problems encountered at Skelmorlie. Underspend £150,620 moved to Cemetery Walls to address issues in other cemeteries and reversed in 13/14. Currently contracts are in place to the value of £237,000 for works at Largs, Hawkhill and Kilwinning cemeteries. In addition to these contracts further work is in the process of being tendered to undertake work at New Street (Stevenston), Dregghorn and Milport cemeteries. It is envisaged that the remainder of the work will be carried out within this financial year and the monies allocated within this year's budget will be spent.	
HAVS MONITORING SYSTEM	W. Turpie	31-Mar-13	31-Mar-13	0	42,000				42,000	42,000	37,768	(4,232)	42,000	0		89.92%	100.00%	0	0	Remaining expenditure will be incurred in January 2013.	
Total Environmental					2,228,000	733,314	875,500	(187,646)	3,648,169	1,603,783	2,084,379	480,596	3,645,669	(3,500)	42,000	97.12%	99.90%	3,238,998	3,250,000	3,150,000	
Total Finance & Infrastructure					18,603,934	1,157,659	1,975,500	(7,940,812)	13,796,281	5,771,547	5,406,350	(365,197)	12,866,829	(929,452)	42,000	39.19%	93.26%	15,302,256	7,282,909	5,978,000	



CAPITAL MONITORING 2012/13																						
Year Ended 31st March 2013																						
SOCIAL SERVICES & HEALTH																						
Project Description	Lead Officer	COMPLETION DATE			CURRENT YEAR 2012/13 EXPENDITURE														Revised Budget for 13/14	14/15	15/16	Comments
		Original Target	Revised Forecast	Difference (SPI)	Approved Budget at 1 Feb 2012	Carry Forward From 2011/12	Additional Funds Awarded 2012/13	Approved Revisions To Programme	Total Revised Budget 2012/13	Year to Date Budget 2012/13	Actual Expenditure to 30 November 2012	Year to Date Variance 2012/13	Projected Expenditure to 31 March 2013	Projected Over/ (Under) Spend for 12/13	True Over/(Under) Spend	% Expenditure to Date for 12/13	% Expenditure Projected for year 12/13 (CPI)					
Management & Support																						
CAREFIRST PROJECTS	M Harkis	31-Mar-11	31-Mar-14	157	332,573	(32,742)		(195,000)	104,831	0	11,310	11,310	44,831	(60,000)		10.79%	42.77%	195,000	0	0	Care at Home system. Further site visits required. Report to Cabinet 29th January. Budget to be reprofiled.	
Total Management & Support					376,573	(32,197)	0	(236,545)	104,831	0	11,310	11,310	44,831	(60,000)		10.79%	42.77%	195,000	0	0		
Older People																						
CALEY COURT LRU DDA ETC	Complete	30-Nov-11	Complete		0	403		24,418	24,821	0	10,142	10,142	24,821	0		40.86%	100.00%	0	0	0	Retention to be paid.	
MONTROSE HSE REDESIGN FACILIT	M Harkis	31-Mar-13	31-Mar-14	52	826,914	534,534		(598,137)	763,311	611,956	657,160	45,204	763,311	0		86.09%	100.00%	2,062,012	1,793,125	0	Delay in site acquisition but £763k spend anticipated by end of year. SFT meeting Hubco re possibility of taking over the project.	
LARGS DEMENTIA SERVICE	M Harkis	31-Mar-11	Not known		200,000			(200,000)	0	0	0	0	0	0		No budget	No budget	987,000	0	0	Site identified at Stevenson Institute. Report to Cabinet for approval on 4 Dec 2012.	
CURRIE COURT CONVERSION	A Adrain	31-Mar-14	31-Mar-14	0	500,000	597,000	0	(629,000)	468,000	63,000	62,752	(248)	468,000	0		13.41%	100.00%	2,010,000	0	0	Report to Cabinet 20th November. Tender process complete. Additional costs of £390k to be funded by HRA.	
Total Older People					1,526,914	1,131,937	0	(1,402,719)	1,256,132	674,956	730,054	55,098	1,256,132	0	0	58.12%	100.00%	5,059,012	1,793,125	0		
Physical or Sensory Disabled																						
DIRRANS REHABILITATION CENTR	A Brown	31-Aug-14	31-Aug-14	0	0		90,000		90,000	11,060	11,060	(1)	90,000	0		12.29%	100.00%	1,210,000	100,000	0	Spec now drawn up and passed to Architects. Consultations Jan/Feb. Projected completion date August 2014. Costs to be confirmed.	
Total Physical or Sensory Disabled					0	0	90,000	0	90,000	11,060	11,060	(1)	90,000	0	0	12.29%	100.00%	1,210,000	100,000	0		
Housing Non HRA																						
IMPROVEMENT GRANTS	A Adrain	31-Mar-13	31-Mar-13	0	1,247,000			(607,000)	640,000	445,000	244,924	(200,076)	480,000	(160,000)		38.27%	75.00%	700,000	700,000	700,000	Budget not anticipated to fully spend this financial year but commitments require carry forward to 2013/14.	
REPAIRS GRANTS	A Adrain			0	0				0	0	3,493	3,493		0		No budget	No budget	0	0	0	Met from Improvement Grants budget	
CARE & REPAIR	A Adrain			0	0				0	0	90,602	90,602		0		No budget	No budget	0	0	0	Met from Improvement Grants budget	
Total Housing Non HRA					1,247,000	0	0	(607,000)	640,000	445,000	339,019	(105,981)	480,000	(160,000)	0	52.97%	75.00%	700,000	700,000	700,000		
Total Social Services & Health					3,150,487	1,099,740	90,000	(2,249,264)	2,090,963	1,131,016	1,091,443	(39,573)	1,870,963	(220,000)	0	52.20%	89.48%	7,164,012	2,583,125	700,000		



<b>North Ayrshire Council</b> <b>Capital Statement</b> <b>Period ended 30 November 2012</b>												
2012/13												
Description	Budget Approved 1 Feb 2012	Budget B/Fwd/ (C/Fwd)	Approved Revisions to programme	Revised budget 2012/13	Budget to 30 November 2012	Actual expenditure to 30 November 2012	Year to Date Variance	Projected Expenditure to 31 March 2013	Projected over/(under) Spend for 12/13	True (Under)/Over spend	Slippage to 2013/14	Comments
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
<b>HOUSING REVENUE ACCOUNT</b>												
MORTGAGE TO RENT	608	521	1,043	2,172	1,100	869	(231)	1,794	(378)	(26)	(352)	Underspend due to delay in processing applications by Scottish Government and passing these on to North Ayrshire Council.
ACQUISITION OF HOUSES ON OPEN MARKET	0	1,000	0	1,000	429	0	(429)	1,000	0	0	0	All acquisitions expected to be completed before 31 March 2013.
NEW BUILD CASTLEPARK	0	87	(34)	53	52	(1)	(53)	53	0	0	0	Final settlement of retentions expected to be agreed before 31 March 2013.
NEW BUILD WINTON AVENUE	0	353	(113)	240	240	2	(238)	240	0	0	0	Final settlement of retentions expected to be agreed before 31 March 2013.
NEW BUILD REDSTONE AVE	5,384	(1)	(4,490)	893	393	363	(30)	612	(281)	0	(281)	Slippage anticipated with main building works now due to commence in April 2013. Projected costs to year end relate to preparation of site, including grouting costs and design fees. Budget required in 2013/14 to meet slippage costs.
NEW BUILD COPELAND CRES	1,634	(2)	(512)	1,120	279	80	(199)	1,300	180	0	180	Project has accelerated in comparison with expectations in September/October. To be funded from drawdown of 2013/14 budget provision.
CENTRAL HEATING	1,586	(9)	(100)	1,477	1,337	1,279	(58)	1,477	0	0	0	
RE-ROOFING	2,474	(5)	699	3,168	1,275	1,156	(119)	3,168	0	0	0	
RE-RENDERING	2,000	(12)	50	2,038	2,080	1,143	(937)	2,038	0	0	0	
MULTI STOREY FLATS	0	15	0	15	0	0	0	15	0	0	0	
WINDOW REPLACEMENT	2,621	1,871	(371)	4,121	3,004	3,033	29	4,121	0	0	0	
BATHROOM PROGRAMME	1,000	864	358	2,222	1,582	1,414	(168)	2,222	0	0	0	
KITCHEN PROGRAMME	2,122	(119)	485	2,488	1,694	1,434	(260)	2,488	0	0	0	
ELECTRICAL REWIRING	1,807	(8)	(101)	1,698	1,170	948	(222)	1,698	0	0	0	
REGENERATION/REFURB PROJECTS	530	514	(808)	236	84	1	(83)	236	0	0	0	
REFURBISHMENT SCHEMES	350	648	0	998	438	147	(291)	998	0	0	0	
DOOR ENTRY SYSTEMS		217	(105)	112	0	87	87	112	0	0	0	
SHELTERED HOUSING UNITS	1,286	799	(385)	1,700	360	20	(340)	700	(1,000)	0	(1,000)	Tenders have recently been returned on Currie Court and Woodgrove projects, projected slippage to be carried forward to 2013/14 to allow for completion of these projects, during 2013/14.
OTHER CAPITAL WORKS	849	12	(19)	842	707	692	(15)	842	0	0	0	
CATCH-UP REPAIRS	0	60	(60)	0	0	3	3	0	0	0	0	
RAINWATER PRODUCTS	519	0	(519)	0	0	0	0	0	0	0	0	
NON-ADOPTED ROADS & LIGHTING	0	25	(25)	0	0	0	0	0	0	0	0	
VINEBURGH REGENERATION	0	9	39	48	30	52	22	74	26	26	0	Further spend on Vineburgh of £43k anticipated, currently estimated that 50% of this cost will fall in 2012/13.
PROFESSIONAL MANAGEMENT CHARGES	1,541	0	0	1,541	770	781	11	1,541	0	0	0	
<b>TOTAL EXPENDITURE</b>	<b>26,311</b>	<b>6,839</b>	<b>(4,968)</b>	<b>28,182</b>	<b>17,024</b>	<b>13,503</b>	<b>(3,521)</b>	<b>26,729</b>	<b>(1,453)</b>	<b>0</b>	<b>(1,453)</b>	
INCOME	(26,311)	(6,839)	4,968	(28,182)	0	(2,343)	(2,343)	(26,729)	1,453	1,453	1,453	
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,024</b>	<b>11,160</b>	<b>(5,864)</b>	<b>0</b>	<b>0</b>	<b>1,453</b>	<b>0</b>	



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 5**

**29 January 2013**

#### **Cabinet**

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**Subject:** **Revenue Budget 2012/13 : Budgetary Control Statement to 30 November 2012**

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**Purpose:** To advise the Cabinet of the revenue budgetary control position for the Council at 30 November 2012.

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**Recommendation:** The Cabinet is invited to (a) note the information and financial projections outlined in the report; (b) approve the virements detailed in Appendix 10; and (c) approve the carry forward of £0.272m as summarised in paragraph 2.14.

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#### **1. Introduction**

- 1.1 The Council's General Fund and Housing Revenue budgets for 2012/13 were approved at a special meeting of the Council held on 1 February 2012.
- 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 2012/13 and covers the period to the end of November 2012 (Period 8). Future reports for 2012/13 will inform Members of the financial situation at the end of January and March 2013.
- 1.3 The Period 6 report, which was submitted to Cabinet on 20 November 2012, highlighted a projected in-year underspend of £1.820m at 31 March 2012 for General Services and an underspend of £0.282m for the HRA.

## **2. Current Position**

### **General Fund**

2.0 The Council has budgeted for a surplus of £0.155m in 2012/13 in order to increase the level of uncommitted reserves.

2.1 Since the budget was approved on 1 February, additional funding of £1.837m has been received from the Scottish Government by way of redetermination of General Revenue Grant. Details are as follows:-

	£m
Blue Badge Scheme	0.019
Scottish Strategy for Autism	0.035
Free Personal & Nursing Care	0.037
Looked After Children	0.051
Family Support	0.083
Teachers' Induction Scheme	0.554
Curriculum for Excellence	0.094
Local Government Elections	0.136
Youth Employment	<u>0.828</u>
	<u>1.837</u>

The additional funding for Curriculum for Excellence has already been incorporated into the Education and Skills budget and is reflected in the projections in Appendix 3. The funding for the Teachers' Induction Scheme has also been incorporated into the budget, but is £0.081m less than originally anticipated. The remainder of the funding has been included within the overall projected spend.

In addition to the redeterminations above, the core finance settlement funding is £0.144m higher than was assumed when setting the 2012/13 budget.

2.2 Current financial projections indicate that a net in-year surplus of £2.037m is anticipated for the year to 31 March 2013, i.e. an underspend of £1.882m against the budgeted surplus of £0.155m.



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

- 2.3 A number of significant 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 £0.421m is anticipated compared to £0.318m at Period 6. The movement is largely due to an increased projected underspend in Economic Development of £0.162m which is partially offset by additional staffing costs. In addition to the carry forward of economic development funds agreed by Cabinet on 20 November 2012, approval is sought to carry forward a further £0.100m to meet commitments in Town Centre Regeneration projects.
- 2.6 Within Corporate Services (Appendix 2) there has been a minor increase in the projected underspend from £0.372m at Period 6 to £0.386m at Period 8. The major variance continues to be the funds of £0.280m which were earmarked and carried forward from 2011/12 to meet the costs of the Hunterston Enquiry and the Local Development Plan, which are no longer required but which are offset by the shortfall in planning income of £0.226m. Savings in Supplies and Services across the service have increased to £0.213m.
- 2.7 Within Education & Skills (Appendix 3), an underspend of £0.712m is anticipated, which represents a decrease of £0.286m compared to the Period 6 projection. The majority of the decrease in the underspend can be attributed to the updated assessment of the spend on ASN day and residential placement fees which are now projected to overspend by £0.192m compared to a projected underspend at Period 6 of £0.261m. This is partially offset by an increase in the projected saving for Pupil Transport (Private Contractors) across all sectors of £0.214m. There has been a minor increase in savings within Primary and Secondary Education mainly due to a rates refund for prior years partially offset by an overspend in catering charges. It is proposed that £0.050m be carried forward into 2013/14 to allow for the work to be completed in respect of the lift refurbishment at Irvine Royal Academy. The anticipated underspend on Cultural and Community services is £0.095m, a decrease of £0.148m since Period 6. This is partly due to a reduction in projected savings in employee costs of £0.076m as posts are filled and also the anticipated under-recovery of income from facilities and from Greenwood Resource Centre.

- 2.8 For Social Services & Health (Appendix 4), a net overall overspend of £2.535m is projected, which represents an increase of £0.264m from the figures reported at period 6. The major contributory factor is a £0.255m increase in the overspend within Children and Families as a result of the revision of projected costs for residential school placements. There are also movements in the projections for Community Health packages (£0.045m), residential placements within Addiction Services (£0.070m), Other Housing (£0.053m) and various costs within Management and Support (£0.068m). The increased overspends are partially offset by a net reduction in the projected cost of care within Older Peoples' Services of £0.253m. Work is currently underway to identify corrective measures which can be taken to address the total projected overspend, in addition to the on-going review of both residential and home care rates. The work which is underway is not making a significant impact on the projected overspend within Social Services and Health.
- 2.9 Within Finance and Infrastructure (Appendix 5), the projected underspend of £0.835m represents a small decrease over the Period 6 projection of £1.022m. The majority of the underspend is still attributable to Environment and Related Services (£1.096m). This figure is net of £0.125m which requires to be carried forward into 2013/14 to support the procurement costs for the Clyde Valley Waste partnership, as approved by Cabinet on 4 December 2012. An additional £0.110m requires to be carried forward to 2013/14 to implement Phase 2 of the Food Waste Scheme. An overspend of £0.202m is anticipated within Infrastructure and Design Services due mainly to the shortfall in fee income of £0.185m which was outlined in a report to Cabinet on 20 November 2012. As outlined in that report, virements of £0.158m will be processed to address the projected shortfall in 2013/14, with the overspend in the current year being managed within the overall Finance and Infrastructure service budget. Approval is sought to carry forward £0.012m to fund the Property Condition Survey contract which is due to complete early in 2013/14.
- 2.10 The projected underspend for Building Services (Appendix 7) of £0.746m is primarily due to an increase of £0.539m in projected income as a result of increased work within the non-housing and homeless teams. The increased income, however, is partially offset by higher than budgeted costs of materials and agency workers due to the increased workload. Resources for implementation of the job evaluation are £0.661m lower than anticipated in the current financial year and have been transferred to Corporate Items.

- 2.11 Officers have reviewed the commitments against the Corporate Items budgets and an underspend of £0.429m is currently projected at 31 March 2013. This is mainly as a result of savings in the provision for job evaluation appeals and non-payroll inflation, delay in implementing the revised Community Wardens service and a requirement for less resources in the current financial year than had been anticipated for Building Services' job evaluation. The underspend is partially offset by projected early retirement costs of £2.287m against a budget of £1.057m. As in 2011/12 the costs of early retirement can be accommodated within the core revenue budget.
- 2.12 Savings of £0.308m are anticipated in Loan Charges as a result of slippage in the capital programme in 2010/11 and 2011/12, combined with external borrowing falling below anticipated levels due to the short-term use of cash balances currently held by the Council.
- 2.13 The Council has budgeted for income from Council Tax of £58.047m in 2012/13, based on an estimated overall 96.5% collection level, and income from Non Domestic Rates (NDR) of £32.755m. Collection levels for Council Tax show in-year collection of 74.9% to the end of November, which is equivalent to the 2011/12 level but which, in cash terms, amounts to £0.245m greater. A surplus of £0.150m is anticipated in respect of Council Tax collection for prior years. In respect of NDR, the collection level is approximately 0.11% below the targeted level. The NDR team is working closely with the sheriff officer to maximise collection by the year-end. The mid-year data suggests that the year end targets will be achieved, but projections will be refined as the year progresses and payment trends become more established.
- 2.14 A summary of the proposed carry forward of fund to 2013/14 is noted below:
- (i) the Economic Development and Regeneration Strategy (£0.100m);
  - (ii) the refurbishment of the lift at Irvine Royal Academy (£0.050m);
  - (iii) the implementation of Phase 2 of the Food Waste Scheme (£0.110m); and
  - (iv) the Property Condition Survey contract (£0.012m).

2.15 Further requests for budget transfers, or virements, have been identified since the last report. 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 10 for Members' consideration and approval.

2.16 An analysis of the year end General Services revenue projections as at the end of November 2012 is shown in the undernoted table:

	<b><u>Annual Budget</u></b> <b><u>£000</u></b>	<b><u>Projection to 31</u></b> <b><u>March 2013</u></b> <b><u>£000</u></b>	<b><u>Projected</u></b> <b><u>Variance for year</u></b> <b><u>£000</u></b>
<b><u>Service Expenditure</u></b>		<b><u>(Fav)/Adv</u></b>	<b><u>(Fav)/Adv</u></b>
Chief Executive	16,517	16,096	(421)
Corporate Services	4,495	4,109	(386)
Education and Skills	151,408	150,696	(712)
Finance and Infrastructure	36,847	36,012	(835)
Building Services	(760)	(1,506)	(746)
Social Services and Health	91,531	94,066	2,535
Major Revenue Works	1,587	1,581	(6)
Requisitions/ CCSF	34,800	34,800	-
Corporate Items	4,298	3,869	(429)
<b>Balance for Services</b>	<b>340,723</b>	<b>339,723</b>	<b>(1,000)</b>
Loan Charges etc	5,279	4,971	(308)
<b>Total Planned Expenditure</b>	<b>346,002</b>	<b>344,694</b>	<b>(1,308)</b>
<b><u>Planned Income</u></b>			
AEF	(283,871)	(284,295)	(424)
Council Tax and former Community Charge	(58,107)	(58,257)	(150)
Use of Change Fund	(997)	(997)	-
Use of Other Funds	(3,182)	(3,182)	-
<b>Total Planned Income</b>	<b>(346,157)</b>	<b>(346,731)</b>	<b>(574)</b>
<b>Net Expenditure/(Income)</b>	<b>(155)</b>	<b>(2,037)</b>	<b>(1,882)</b>

- 2.17 The Corporate Director (Social Services and Health) has outlined the work that is currently underway to reduce the current projected overspend. To date this is not having an impact on the projected overspend. Significant progress is required over the remainder of the financial year to ensure social services are delivered within available resources in 2013/14.

### **Housing Revenue Account**

- 2.18 The position on the Housing Revenue Account at the end of November 2012 is outlined in the table below, with further details provided in Appendix 9:

	<b><u>Annual Budget £000</u></b>	<b><u>Projection to 31 March 2013 £000</u></b>	<b><u>Projected Variance for Year £000</u></b>
		<b><u>(Fav)/Adv</u></b>	<b><u>(Fav)/Adv</u></b>
Supervision and Management	7,622	7,084	(538)
Repairs and Maintenance	29,451	29,257	(194)
Short Stay Hostel	(72)	(94)	(22)
Homelessness	71	(122)	(193)
Loan Charges	7,019	7,008	(11)
Rental Income	(41,289)	(41,127)	162
<b>Balance on Year's Activities</b>	<b>2,802</b>	<b>2,006</b>	<b>(796)</b>

- 2.19 The Housing Revenue Account budgeted for a deficit of £2.802m in 2012/13 to be funded from the surplus brought forward from previous years. At Period 8 there is a projected underspend for the year of £0.796m compared to £0.282m at Period 6. The movement is due mainly to the anticipated overspend on Council House repairs being reduced from £0.369m to £0.085m due to a transfer of resources from planned programmes to responsive repairs. In addition, vacancy management savings of £0.101m, net of additional staff costs in relation to the management of Welfare Reform, have now been identified.

### **3. Proposals**

- 3.1 The Cabinet is invited to (a) note the information and financial projections outlined in the report; (b) approve the virements detailed in Appendix 10; and (c) approve the carry forward of £0.272m as summarised in paragraph 2.14.

#### 4. Implications

##### Financial Implications

- 4.1 The net projection for the year at the end of November 2012 for General Services is a surplus for the year of £2.037m compared to a budgeted surplus of £0.155m, i.e. an underspend of £1.882m.
- 4.2 The net projection for the year on the Housing Revenue Account is a £2.006m deficit compared to a budgeted deficit of £2.802m, an underspend of £0.796m. The table below summarises the projected balance on the Housing Revenue Account at 31 March 2013 of £6.224m. The uncommitted balance at 31 March 2013 will be used to assist with the mitigation of the impact of Welfare Reform. In addition to this, a review of the HRA business plan is due to be undertaken which may result in additional funding requirements.

	<b>Brought forward from 2011/12</b>	<b>Period 8 projection</b>	<b>Projected balance at 31 March 2013</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Council House Building Fund	3.712		3.712
Contingency Balance	0.400		0.400
Uncommitted Balance	1.316	0.796	2.112
	<b>5.428</b>	<b>0.796</b>	<b>6.224</b>

- 4.3 The position for both the General Fund and Housing Revenue Account revenue budgets will continue to be monitored closely until the year-end.

##### 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 This 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.

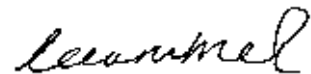
### 6. Conclusion

#### General Services

- 6.1 Current financial projections indicate that a net in-year surplus of £2.037m is anticipated for the year to 31 March 2013, i.e., an underspend of £1.882m against the budgeted surplus of £0.155m.

#### Housing Revenue Account

- 6.2 Current financial projections indicate that a net in-year deficit of £2.006m is anticipated for the year to 31 March 2013, i.e., an underspend of £0.796m against the budgeted deficit of £2.802m.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

#### Reference :

For further information please contact Hazel Hair, Senior Manager (Financial Management) on telephone number 01294 324548

#### Background Papers

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**CHIEF EXECUTIVE**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Policy & Service Reform	1,230	1,150	(80)	1
Economic Development	9,862	7,541	(2,321)	2
Human Resources	560	478	(82)	3
Corporate & Democratic Core	4,865	4,827	(38)	4
	16,517	13,996	(2,521)	
Carry forward to 2013/14	-	2,100	2,100	2
Totals	16,517	16,096	(421)	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	5,569	5,554	(15)
Property Costs	106	106	-
Supplies and Services	600	531	(69)
Transport and Plant Costs	65	56	(9)
Administration Costs	4,519	4,599	80
Other Agencies & Bodies	11,195	10,952	(243)
Other Expenditure	303	306	3
Capital Financing	113	113	-
Gross Expenditure	22,470	22,217	(253)
Income	(5,953)	(6,121)	(168)
Net Expenditure	16,517	16,096	(421)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. POLICY AND SERVICE REFORM**

A contribution of £0.104m was received from the Scottish Government towards the cost of the electronic count in the May 2012 election. However, budget provision had already been made to cover these costs and the income does not require to be returned. This is partly offset by an overspend of £0.025m in recruitment advertising due to the Senior Management restructure.

**CHIEF EXECUTIVE**  
**BUDGETARY CONTROL 2012/13**

**2. ECONOMIC DEVELOPMENT**

The projected underspend of £2.321m is largely as a result of significant additional funding and carry forwards from previous years, including a redetermination of £0.828m from the Scottish Government for Youth Employment. A carry forward of £2.000m was approved on 20 November to meet commitments to programmes that have already commenced and that support the Economic Development and Regeneration Strategy.

Approval to carry forward a further £0.100m is now sought from Cabinet in order to meet commitments on the Shop Front Grant Project which will be completed early in 2013/14.

**3. HUMAN RESOURCES**

This projected underspend arises largely from staff vacancies in the first 6 months of the year. In addition, there is an over-recovery of income due to increased recruitment of Modern Apprentices and the early achievement of qualifications.

**4. CORPORATE AND DEMOCRATIC CORE**

An underspend in External Audit Fees of £0.074m is partly offset by an overspend in employee costs.

**CORPORATE SERVICES**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Legal, Planning & Protective Services	4,438	4,004	(434)	1
Information Technology	-	(99)	(99)	2
Customer Services	57	69	12	
	4,495	3,974	(521)	
Carry forward to 2013/14	-	135	135	1
	4,495	4,109	(386)	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	8,166	8,010	(156)
Property Costs	288	252	(36)
Supplies and Services	956	743	(213)
Transport and Plant Costs	107	111	4
Administration Costs	2,988	2,971	(17)
Other Agencies & Bodies	716	522	(194)
Other Expenditure	50	50	0
Capital Financing	687	687	0
Gross Expenditure	13,958	13,346	(612)
Income	(9,463)	(9,237)	226
Net Expenditure	4,495	4,109	(386)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. LEGAL, PLANNING AND PROTECTIVE SERVICES**

**Planning and Protective Services - £0.184m underspend**

The service is projecting a shortfall in income of £0.326m which mainly relates to Building Warrants. However, staff vacancies will produce an employee cost underspend of £0.032m and underspends in various administration budgets will result in a projected underspend of £0.018m. An underspend in payments to contractors and the public analyst will result in further savings of £0.044m.

Further to this, £0.150m which was carried forward from 2011/12 to meet the costs of the Hunterston Enquiry and £0.130m for the Local Development Plan are now no longer required. Approval was given on 20th November to carry forward £0.135m of the current year budget to meet the costs of the Local Development Plan in 2013/14.

**Legal, Licensing and Registration - £0.250m underspend**

A projected underspend of £0.101m arises from staff vacancies and changes to the management structure. In addition, Licensing income is expected to over-recover by £0.100m mainly due to increased income from Landlord Registration.

**2. INFORMATION TECHNOLOGY**

Of the projected underspend OF £0.099M, £0.033m arises from staff vacancies, which will be filled during the remainder of the financial year. The remaining projection relates to anticipated underspends in PC Maintenance, Disaster Recovery, Internet and Software costs, which are reflected in savings proposals for 2013/14.



**EDUCATION & SKILLS**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Nursery Education	8,910	8,862	(48)	1
Primary Education	51,822	51,567	(255)	2
Secondary Education	60,191	60,154	(37)	3
Additional Support Needs	8,890	8,721	(169)	4
Education - Other	3,719	3,561	(158)	5
Cultural & Community	14,214	14,119	(95)	6
Leisure Trust	3,662	3,662	-	
	151,408	150,646	(762)	
Carry forward to 2013/14	-	50	50	
Total	151,408	150,696	(712)	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	88,545	87,870	(675)
Property Costs	12,972	12,895	(77)
Supplies and Services	15,468	15,628	160
Transport and Plant Costs	2,085	1,813	(272)
Administration Costs	7,408	7,413	5
Other Agencies & Bodies	23,369	23,530	161
Transfer Payments	851	844	(7)
Capital Financing	9,577	9,577	-
Gross Expenditure	160,274	159,569	(705)
Income	(8,866)	(8,873)	(7)
Net Expenditure	151,408	150,696	(712)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. NURSERY EDUCATION**

There is currently an anticipated underspend of £0.038m in respect of Pupil Transport (Private Contractors) due to a decrease in the number of pupils requiring transport.

## **EDUCATION & SKILLS**

### **BUDGETARY CONTROL 2012/13**

#### **2. PRIMARY EDUCATION**

The Teacher Refresh programme will deliver £0.056m in employee cost savings and based on current trends, the HQ teachers flexibility budget is expected to underspend by £0.150m. Monthly paid staff costs are expected to overspend by £0.070m due to the increased requirement for Additional Support Needs (ASN) classroom assistants in primary schools. There is an anticipated underspend of £0.092m on Rates due to successful appeals for previous years. Commercial Refuse Collection is expected to overspend by £0.023m due to actual charges being higher than originally estimated. There are additional PPP costs of £0.015m due to the contract indexation exceeding original estimates. An underspend of £0.076m is anticipated in respect of Pupil Transport ( Private Contractors) due to a decrease in the number of pupils requiring transport. SPT Pupil Transport is also showing an anticipated underspend of £0.020m mainly due to a decrease in the cost of temporary contracts. Catering Statutory Fixed charges are expected to be overspent by £0.027m due to actual charges being higher than expected.

#### **3. SECONDARY EDUCATION**

The Teacher Refresh programme will deliver £0.098m in employee cost savings. There are additional PPP costs of £0.130m due to the contract indexation exceeding original estimates and an overspend of £0.013m is anticipated in respect of Pupil Transport Private Contractors due to an increase in the number of contracts awarded. There is an anticipated underspend of £0.042m against SPT Pupil Transport , as a result of the contacts now being placed with Private Contractors. There are estimated savings of £0.025m in respect of PPP Contract Deductions. Sales, Fees & Charges are expected to over-recover by £0.020m due to higher than anticipated income from the Music Instruction Scheme.

#### **4. ADDITIONAL SUPPORT NEEDS (ASN)**

There is currently an anticipated underspend of £0.192m in respect of Pupil Transport Private Contractors due to a decrease in the number of contracts awarded. Payments to Other Local Authorities is currently showing an anticipated underspend of £0.045m due to less North Ayrshire pupils being placed in other Local Authority schools than anticipated. The ASN Day Placement fees are currently showing an anticipated underspend of £0.114m and the residential placement fees are currently showing an anticipated overspend of £0.306m. Income from other local authorities shows an anticipated over recovery of £0.113m due to other local authorities placing more pupils in North Ayrshire schools than anticipated.

**EDUCATION & SKILLS**  
**BUDGETARY CONTROL 2012/13**

**5. EDUCATION - OTHER**

Employee cost savings of £0.080m will accrue in Education & Skills Resources due to service reviews and vacant posts. There are further employee cost savings in the Quality Improvement Service of £0.100m as a result of 2 vacant posts. These posts are being held pending discussions on future savings. This is offset by an under recovery of income in the Arran Outdoor Education Centre of £0.110m, due to a delay in the implementation of the adventure tourism element of the new business plan. There is an anticipated underspend of £0.050m due to a delay in the tendering for the lift refurbishment at Irvine Royal Academy. It is proposed that this sum be carried forward into 2013/14 to allow the work to be completed.

**6. CULTURAL AND COMMUNITY**

The majority of the underspends are in employee costs, £0.164m from over-achieved savings as a result of amended work patterns and reduced overtime costs in Community Facilities, £0.019m in Arts Service due to a vacant post and the delay in completing a restructure of the service, £0.014m in Museums, £0.027m in Children's Services and £0.006m in Healthy Start Clubs all resulting from vacant posts which are being held pending future reviews. This is offset by an overspend in Libraries of £0.066m comprising of staffing costs and under recovery of income of £0.011m from Greenwood Conference Centre. There is a projected under recovery of hall let income of £0.030m within Community Facilities and within Community Development overspends in sessional staff of £0.014m, £0.008m in manual wages due to delay in redeployment of staff.



**SOCIAL SERVICES**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Management and Support	(279)	(777)	(498)	1
Service Strategy and Regulation	1,134	1,052	(82)	2
Children and Families	24,174	24,464	290	3
Older People's Services	34,755	37,382	2,627	4
Independent Services	5,430	5,829	399	5
Learning Disabilities	13,568	13,842	274	6
Mental Health Needs	3,116	2,928	(188)	7
Criminal Justice	147	98	(49)	
Addiction Services	1,298	1,365	67	8
Change	413	413	-	
Other Housing	7,775	7,470	(305)	9
Totals	91,531	94,066	2,535	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	40,838	39,997	(841)
Property Costs	2,282	2,675	393
Supplies and Services	1,727	1,770	43
Transport and Plant Costs	1,411	1,525	114
Administration Costs	13,081	13,065	(16)
Other Agencies & Bodies	56,028	59,409	3,381
Transfer Payments	1,063	1,691	628
Other Expenditure	315	61	(254)
Capital Financing	889	769	(120)
Gross Expenditure	117,634	120,962	3,328
Income	(26,103)	(26,896)	(793)
Net Expenditure	91,531	94,066	2,535

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1.MANAGEMENT AND SUPPORT**

This projected underspend is mainly due to vacancy management (£0.342m) and the early achievement of future years' savings (£0.235m) offset in part by overspends in property related costs and computer equipment.

**2. SERVICE STRATEGY AND REGULATION**

The (£0.082m) underspend is mainly due to vacancy management.

**3. CHILDREN AND FAMILIES**

The projected overspend relates mainly to the costs of placing children within residential schools £0.728m, offset by underspends in employee costs (£0.416m).

**4. OLDER PEOPLE'S SERVICES**

The areas of overspend are :

Care Homes	£0.753m
Purchased Care at Home	£1.512m
Provided Care at Home	£0.624m

At the end of period 8 there were 909 service users in a care home setting plus 43 cases with funding agreed. This represents a reduction since period 6 of 19 funded places.

Current projections indicate that demand for Care at Home services has increased by 20% this year in comparison with last years outturn. This increase in demand is impacting on the delivery of the 2012/13 savings of £0.400m. The zero waiting list for services is also impacting on the current overspend. There are approximately 1700 service users in receipt of Care at Home services and some 19,880 hours of care are delivered each week.

Corrective actions:

The review of the effectiveness of reablement is still underway.

The client review team is still being established. Reviews will commence as soon as the team is in place.

The underlying financial projections around Care at Home continue to be scrutinised.

**4. INDEPENDENT SERVICES**

The areas of overspend here are:

Direct Payments	£0.245m
Residential Accommodation and Community Packages	£0.252m

To date at 30 November, savings realisable in 12/13 of £0.263m have been identified through the review of high cost care packages and residential rates. Increases in packages and new package costs for the same period total £0.145m. Work continues around service user and rate reviews.

**5. LEARNING DISABILITIES**

The areas of overspend are :

Community Packages	£0.388m
Residential Care	£0.286m
Direct Payments	£0.115m

Underspends offsetting in part:

Vacancy Management	(£0.280m)
Over-recovery in Charges to Users	(£0.220m)

Savings of £0.669m and £0.218m respectively for Community Packages and Residential Care were approved as part of the 12/13 budget. There are currently 271 service users in receipt of such packages.

To date at 30 November, savings realisable in 12/13 of £0.363m have been identified through the review of high cost care packages and residential rates. Increases in packages and new package costs for the same period total £0.154m. Work continues around service user and rate reviews.

**6. MENTAL HEALTH**

The projected underspend of £0.188m for mental health is mainly due to slippage in the budgets for community packages and residential accommodation costs.

There are currently 104 service users supported in the community with a further 19 in residential/nursing care.

## **7. HOUSING**

The projected underspend against Housing Services is mainly against budgets for improvement grants (£0.130m), combined with underspends in staff costs, as a result of vacant posts (£0.045m), reductions in the costs associated with furniture storage for the homeless (£0.028m), savings in contracts with external providers (£0.036m), an underspend in computer equipment and software licence costs (£0.027m) and general budget efficiencies identified through the review of budgets (£0.035m).

## **8. COMMENTARY ON PROJECTED OVERSPEND**

The Corporate Director (Social Services & Skills) has been consulted in relation to the projected overspend. Work is currently underway to identify corrective measures which can be taken throughout the remainder of the financial year. These include:

- review of care packages
- review procurement of services
- consider effectiveness of reablement
- benchmark expenditure with similar authorities

It is recognised that financial projections could be improved through the development of financial modules around the CareFirst system. A review of timescales for achieving this will commence shortly.





**FINANCE & INFRASTRUCTURE**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Finance	3,394	3,323	(71)	1
Infrastructure & Design	11,999	12,201	202	2
Environment & Related Services	19,960	18,739	(1,221)	3
Other				
Office Accommodation	-	10	10	
Central Property Account	(141)	(139)	2	
Pension Costs	1,635	1,631	(4)	
	36,847	35,765	(1,082)	
Carry forward to 2013/14	-	247	247	2&3
Totals	36,847	36,012	(835)	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	36,302	35,357	(945)
Property Costs	7,414	7,438	24
Supplies and Services	8,018	8,328	310
Transport and Plant Costs	6,758	6,829	71
Administration Costs	10,740	10,685	(55)
Other Agencies & Bodies	13,496	13,749	253
Transfer Payments	49,573	49,573	-
Other Expenditure	467	382	(85)
Capital Financing	5,947	5,947	-
Gross Expenditure	138,715	138,288	(427)
Income	(101,868)	(102,276)	(408)
Net Expenditure	36,847	36,012	(835)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. FINANCE**

Collection of Council Tax is expected to underspend by £0.032m due mainly to a £0.010m performance reward from Scottish Water and an anticipated £0.010m over-recovery in Statutory Additions along with savings within employee costs.

Collection of Non-Domestic Rates is expected to overspend by £0.080m due to an anticipated shortfall in income from Statutory Additions.

Benefits admin is expected to be £0.105m under budget, mostly due to staff vacancies.

## **FINANCE & INFRASTRUCTURE** **BUDGETARY CONTROL 2012/13**

### **2. INFRASTRUCTURE & DESIGN**

#### **Roads - £0.055m overspend**

There is a projected underspend of £0.061m on employee costs due to vacancies with further savings expected in transport costs of £0.012m, supplies & services of £0.018m and administration of £0.011m. The savings will be partially offset by an overspend in payment to contractors of £0.051m for emergency work on Millport Pier. The service is now expecting an overspend on the purchase of winter salt of £0.105m.

#### **Design & Property - £0.196m overspend**

The predicted overspend of £0.196m is primarily due to a shortfall in Fee Income of £0.185m (Major Works £0.178m and Minor Works £0.007m). Following a report to Cabinet on 20 November, virements were approved to address the shortfall in income from 2013/14 onwards, with the overspend in the current year being absorbed within the overall Finance & Infrastructure service.

#### **Management & Admin - £0.037m underspend**

Employee Costs will potentially be overspent by £0.017m due to the impact of the senior mangt restructure. There are further savings in administration budgets of £0.054m.

#### **Contracting - £0.012m underspend**

Approval is sought to carry forward the underspend of £0.012m to fund Property Condition Survey Contract which is due to start and complete during 2013-14.

### **3. ENVIRONMENTAL & RELATED SERVICES**

#### **Facilities Management (£0.392m)**

There is anticipated to be an underspend of £0.274m in Catering, mainly in employee costs (£0.217m) due to the early realisation of savings arising from the Facilities Management Review. There is also expected to be additional income for special catering of £0.025m and for school meals income an additional £0.040m. Cleaning is expected to be £0.135m under budget mainly as a result of efficient staff management (£0.98m) and additional income from temporary variation orders (£0.018m).

#### **Waste Management (£0.448m)**

There is a projected underspend of £0.357m within the Food Waste Collection scheme partly due to a grant from Zero Waste Scotland for £0.216m in 2012/13 and partly because of a delay in the implementation of the scheme. £0.110m will be required to be carried forward to 2013/14 in order to purchase external bins, internal liners and caddies to implement Phase 2 of the Food Waste scheme. Also £0.125m has been committed to be carried forward to 2013/14 as earmarked funds to support the procurement costs for the Clyde Valley Waste partnership as approved by Cabinet on 4th December 2012.

There is a potential overspend of £0.187m due to bulky waste contract returns. This will be offset by underspends elsewhere within Waste Management.

**FINANCE & INFRASTRUCTURE**  
**BUDGETARY CONTROL 2012/13**

There is a further reduction in Waste Gas Extraction income with a projected under recovery of £0.030m due to a delay in installing a new gas pipeline.

In Refuse Collection there are projected employee savings of £0.033m due to vacancies, Refuse containers £0.028m and Fuel savings of £0.120m partly offset by under-recovery of £0.010m in Commercial Refuse Income due to loss of NHS contract. There are also savings due to vacancies in Disposal (£0.042m) and Civic Amenity sites (£0.016m). Other savings include Fuel in Disposal (£0.030m) which partly offsets projected overspends in the repair and maintenance of vehicles £0.040m. There is a projected overspend in Landfill Tax (Inactive) of £0.034m due to new regulations which have resulted in a wider range of materials liable for Landfill Tax partly offset by savings in Tools & Implements £0.007m, Special Uplifts £0.012m and Disposal Site Fees £0.005m. There are further savings £0.050m in Recycling Employee costs due to delay in recruitment of new Waste Awareness Officers and additional income of £0.040m in Blue Bin contract for recycling.

**Streetscene Strategy (£0.162m)**

There are projected employee savings of £0.119m as a result of early realisation of savings for 2013-14. There are also anticipated fuel savings of £0.018m and £0.011m in property costs.

**Streetscene Operations (£0.056m)**

This is due to projected savings of £0.014m in employee costs and £0.021m in transport costs which are early realisation of 2013-14 savings. There are also savings in property costs of £0.010m.

**Transport (£0.163m)**

Additional income relating to the repair and maintenance of streetscene equipment is estimated to generate £0.090m of additional income, with a further £0.050m additional income being achieved from fleet hire. There are also expected employee savings of £0.012m.



**REQUISITIONS / CCSF**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Strathclyde Police	22,642	22,642	-	
Strathclyde Fire & Rescue	8,036	8,036	-	
Strathclyde Passenger Transport	2,416	2,416	-	
SPT - Concessionary Fares	257	257	-	
Ayrshire Valuation Joint Board	808	808	-	
Changing Children's Services Fund	641	641	-	
<b>Totals</b>	<b>34,800</b>	<b>34,800</b>	<b>-</b>	

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	395	395	-
Supplies and Services	57	57	-
Transport and Plant Costs	47	47	-
Administration Costs	93	93	-
Other Agencies & Bodies	34,654	34,654	-
Other Expenditure	11	11	-
Capital Financing	-	-	-
Gross Expenditure	35,257	35,257	-
Income	(457)	(457)	-
Net Expenditure	34,800	34,800	-

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

There are no projected variances for Requisitions / CCSF at this time.



**BUILDING SERVICES**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE SIX MONTHS ENDED 30 NOVEMBER 2012**

Subjective Summary	Annual Budget	Projected Year End Outturn	Annual Variance Adverse or (Favourable)	
	£000	£000	£000	
Employee Costs	7,974	7,966	(8)	
Property Costs	419	430	11	
Supplies and Services	5,388	5,703	315	1
Transport and Plant Costs	1,357	1,361	4	
Administration Costs	639	667	28	
Other Agencies & Bodies	1,911	2,315	404	2
Other Expenditure	458	458		3
Capital Financing	572	532	(40)	
Gross Expenditure	18,718	19,432	714	
Income	(19,478)	(20,938)	(1,460)	4
Net Expenditure	(760)	(1,506)	(746)	

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**BUILDING SERVICES**

1. Anticipated increased material cost as a result of an increased work within the non housing and homeless teams. This includes work for temporary accommodation and repairs to schools and other council offices.

2. Anticipated unbudgeted cost of agency workers is £0.450m, in relation to use of agency workers to cover for vacancies and to meet additional workload. This has been partially offset by a projected underspend of £0.078m as a result of a reduction in the use of subcontractors.

3. Payroll efficiency savings of £1.119m identified over past years were set aside to meet the cost of job evaluation. Implementation is expected to be backdated to 1 November 2012 resulting in an anticipated underspend of £0.661m against the budget provision. As these sums are not required in this financial year, £0.661m has been transferred to the General Services Corporate Budget.

4. The service has various income streams with the following significant budget variances anticipated:-

	£m
	Adv/(Fav)
Income from Other NAC Departments	(0.317)
Emergency and Urgent repairs	(0.170)
Housing Maintenance CPM	(0.154)
Routine Repairs	(0.153)
Timber Treatment	(0.183)
Asbestos removal	(0.114)
Recharge to Central Repairs Account	(0.445)
	<u>(1.536)</u>





**MAJOR REVENUE WORKS**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Education & Skills	770	770	-	
Social Services & Health	543	543	-	
Finance & Infrastructure	268	268	-	
Currently unallocated Balance	6	-	(6)	
Totals	1,587	1,581	(6)	

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

It is currently anticipated that the budget will be fully spent by 31 March 2013 with the exception of the unallocated balance.



**HOUSING REVENUE ACCOUNT**  
**BUDGETARY CONTROL 2012/13**

**REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2012**

Objective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)	Note No
	£000	£000	£000	
Supervision and Management	7,622	7,084	(538)	1
Repairs and Maintenance	29,451	29,257	(194)	2
Short Stay Hostel	(72)	(94)	(22)	
Homelessness	71	(122)	(193)	3
Loan Charges	7,019	7,008	(11)	4
Rental Income	(41,289)	(41,127)	162	5
Totals	2,802	2,006	(796)	6

Subjective Summary	Annual Budget	Projected Year End Outturn	Projected Annual Variance Adverse or (Favourable)
	£000	£000	£000
Employee Costs	6,046	5,785	(261)
Property Costs	17,890	17,823	(67)
Supplies and Services	316	269	(47)
Transport and Plant Costs	87	87	0
Administration Costs	1,830	1,575	(255)
Other Agencies & Bodies	1,593	1,459	(134)
Transfer Payments	3	3	0
Other Expenditure	498	358	(140)
Capital Financing	20,229	20,218	(11)
Gross Expenditure	48,492	47,577	(915)
Income	(45,690)	(45,571)	119
Net Expenditure for year	2,802	2,006	(796)

**EXPLANATION OF MAJOR PROJECTED VARIANCES**

**1. SUPERVISION AND MANAGEMENT**

The main elements of the projection are underspends in central support and office accommodation costs (£0.235m), vacancy management savings - net of additional staff costs in relation to the management of Welfare Reform (£101k), an underspend in relation to recharges from other NAC services (£0.115m) and efficiency savings identified through a review of budgets (£0.060m).



## **HOUSING REVENUE ACCOUNT**

### **BUDGETARY CONTROL 2012/13**

#### **2. REPAIRS AND MAINTENANCE**

The projected outturn is mainly the result of underspends in utility costs (£0.187m), lower than estimated void house rent loss (£0.057m) and higher than budgeted income from tenant recharges (£0.033m), these underspends are offset in part by a projected overspend in council house repairs (£0.085m).

#### **3. HOMELESSNESS**

The projected underspend against the Homelessness section is due to payroll savings through vacancy management (£0.138m), combined with a rental income surplus (£0.055m).

#### **4. LOAN CHARGES**

The projection relates to higher than budgeted loans fund interest and principal repayments (£0.030m) in relation to outstanding Housing Revenue Account debt, offset by additional revenue interest received (£0.041m).

#### **5. RENTAL INCOME**

The projection mainly relates to a projected underrecovery in House Rental income compared with estimated levels, due to the timing of house closures in relation to the Vineburgh Regeneration project.

#### **6. HRA BALANCES**

The net projection for the year on the Housing Revenue Account is a £2.006m deficit compared to a budgeted deficit of £2.802m, an underspend of £0.796m. The table below summarises the projected balance on the Housing Revenue Account at 31 March 2013 of £6.224m.

	<b>B/f from 2011/12 £m</b>	<b>Period 8 £m</b>	<b>C/f to 2013/14 £m</b>
Council House Building Fund	3.712		3.712
Contingency Balance	0.400		0.400
Uncommitted Balance	1.316	0.796	2.112
	<b>5.428</b>	<b>0.796</b>	<b>6.224</b>

The uncommitted balance will be used to assist the housing management function following the impact of welfare reform and in addition to this, a review of the HRA business plan is about to be undertaken, which is likely to result in additional funding requirements.



## Budget Management - 30 November 2012

## Virement/Budget Adjustment Requests

	Perm (P) / Temp(T)	2012/13	
		Virement £m	Directorate Total £m
<b>Budgets to be increased/Reduction in Income</b>			
<b><i>Social Services &amp; Health</i></b>			
Consultants costs - Olders People's Housing Services	T	0.053	
Payments to Agencies - Olders People's Housing Services	T	0.047	
Staffing to support Self Directed Support	T	0.120	
Communication/Stakeholder engagement re Self Directed Support	T	0.025	
Monitoring/Evaluations re Self Directed Support	T	0.025	
			<b>0.270</b>
<b><i>Chief Executive</i></b>			
Expenditure on Modern Apprenticeships, Support into Employment, Jobs Access, Social Media and Youth Recruitment Portal to be met from additional General Revenue Grant.	T		<b>0.828</b>
<b><i>Finance &amp; Infrastructure</i></b>			
<b><i>Transport :-</i></b>			
Transport now carry out maintenance of Streetscene plant & equipment - Repairs & Maint of Vehicles and Plant budget increase to reflect projected year end out-turn	P	0.100	
Transport now hiring plant for Streetscene - increase to rechargeable external hires budget	P	0.070	
<b><i>Streetscene :-</i></b>			
Maintenance of plant and equipment for Streetscene now all carried out by Transport - repairs and maintenance of plant budget to be increased	P	0.140	
<b><i>Waste Management :-</i></b>			
Disposal Sites - budget required for Bulky Waste Contract Returns to reflect new account coding set up to monitor residual waste	T	0.187	
			<b>0.497</b>
<b><i>Total Finance &amp; Infrastructure</i></b>			
<b><i>Total</i></b>			<b>1.595</b>
<b>Budgets to be decreased/Additional Income Due</b>			
<b><i>Social Services &amp; Health</i></b>			
Income from Health Board - Older People's Change Fund	T		<b>0.100</b>
Income from Scottish Government - Transformation funding - Self Directed Support	T		<b>0.170</b>
<b><i>Chief Executive</i></b>			
Youth Employment - Redetermination of GRG	T		<b>0.828</b>
<b><i>Finance &amp; Infrastructure</i></b>			
<b><i>Transport :-</i></b>			
Transport now carry out maintenance of Streetscene plant & equipment: income increased	P	0.100	
Transport now hiring plant for Streetscene - increase in income	P	0.070	
<b><i>Streetscene :-</i></b>			
Streetscene plant and equipment now maintained by Transport - Tools and implements budget to be reduced	P	0.140	
<b><i>Waste Management :-</i></b>			
Budgets decreased in Fuel (Refuse Collection) and Payments to Contractors (Additional Recycling Services) to offset Bulky Waste Contract Returns	T	0.187	

<b>Total Finance &amp; Infrastructure</b>			<b>0.497</b>
<b>Total</b>			<b>1.595</b>



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 6**

**29 January 2013**

#### **Cabinet**

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<b>Subject:</b>	<b>The Food Hygiene Information Scheme</b>
<b>Purpose:</b>	To seek the approval of Cabinet to introduce the Food Hygiene Information Scheme within North Ayrshire.
<b>Recommendation:</b>	That the Cabinet agrees to the introduction of the Food Hygiene Information Scheme within North Ayrshire from April 2013, supported by an appropriate promotions campaign to increase awareness.

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#### **1. Introduction**

- 1.1 The Food Hygiene Information Scheme (FHIS) was first recognised in Scotland by Consumer Focus Scotland in its paper Food Law Enforcement (A Study of the Views of Environmental Health and Food Safety Officers in Scotland, February 2004). This study identified an information scheme as an important mechanism for informing consumer choice.
- 1.2 The scheme is designed to provide 'at a glance' information about the outcome of Local Authority food hygiene inspections to the consumer at the point of sale and on the internet.
- 1.3 The scheme is based upon a two tier, 'Pass' or 'Improvement Required' format which is designed to be simple for consumers to understand and for Local Authorities to apply. Food premises are assessed during programmed inspections, the scheme does not require separate or additional inspections to be scheduled. However, follow up visits will be required when requested.
- 1.4 The Food Standards Agency recommends that the scheme be formally adopted by Scottish Local Authorities. Whilst participation is not currently compulsory, proposals are being considered by the Food Standards Agency to make it so. At present, 24 Scottish Local Authorities are operating the scheme.

## **2. Current Position**

- 2.1 The Council is responsible for enforcing food law within 1,460 food premises currently operating within the area. The primary method of enforcement is through regular inspection. This is supplemented by a programme of education, advice and training courses to improve understanding and compliance.
- 2.2 The frequency of inspection is established through a risk assessment against the following criteria set by the Food Standards Agency through the Food Law Code of Practice.
- Type of food and method of handling
  - Method of processing
  - Consumers at risk
  - Level of current compliance
  - Confidence in management/control systems

The frequency of inspection ranges from six monthly for those that pose the highest risk through to three yearly for low risk premises.

- 2.3 Elements of the risk rating system, relating to business compliance and confidence in management, are used to help determine the rating awarded through the Food Hygiene Information Scheme. A 'Pass' is awarded to food businesses that have achieved satisfactory compliance, i.e. no major contraventions or no minor, recurring contraventions observed. 'Improvement Required' status will be issued to businesses that fail to achieve a 'Pass' award.
- 2.4 The scheme requires the Council to provide a certificate to all businesses/premises upon completion of the inspection. An example is attached at Appendix 1. The certificate states whether the premises have been classed as 'Pass' or 'Improvement Required'. Operators will be invited to display the certificate in a prominent position, ideally within the view of passing members of the public. Display of this certificate is voluntary; however, proposals are also currently being considered nationally to make the display of the certificate compulsory.
- 2.5 In addition to the display of the appropriate certificate within each premise, information on the status of businesses can be provided on both the North Ayrshire Council and Food Standards Agency Scotland websites and, in addition, a mobile phone application is also available to download for free.

- 2.6 The scheme provides the following safeguards aimed at being fair to all food businesses:
- New food businesses which are known to the authority but which have not yet been inspected will be issued with an 'Awaiting Inspection' certificate.
  - Should a business be classified as 'Improvement Required', an inspection report will be issued which details the actions required to meet the appropriate legal standard. Businesses are then entitled to a revisit within 7 days of confirming that suitable remedial action has been undertaken. If all matters have been attended to a 'Pass' certificate will be issued.
  - Every business has the right to a review where they consider they have been wrongly assessed.
- 2.7 The scheme provides food safety information in all circumstances where consumers make a choice about the food they purchase or consume. It includes retail and catering establishments. Operations which are considered to be 'out of scope' are wholesalers and businesses which sell only to other businesses. Additionally, establishments which would not normally be considered by the consumer to be a food business are also exempted, e.g. a visitor centre selling tins of biscuits.
- 2.8 The scheme can provide additional benefits to businesses through the promotion of compliance with food hygiene legislation and by raising awareness to encourage improvements that can ultimately reduce the number of external inspections through improvements to their risk rating. This will enable the Council to target its resources towards high-risk and/or non-compliant businesses.

### **3. Proposals**

- 3.1 That the Food Hygiene Information Scheme be formally adopted by the Council.
- 3.2 That the scheme be introduced from April 2013. Initial certificates will be issued on the basis of the latest available food inspection report. These will be replaced/updated as premises receive their scheduled inspection.
- 3.3 That an appropriate communications campaign be undertaken to raise awareness of the scheme and its introduction within the area, including the publication of ratings 'on-line'.

- 3.4 In summary, the Cabinet is invited to agree to the introduction of the Food Hygiene Information Scheme within North Ayrshire from April 2013, supported by an appropriate promotions campaign to increase awareness.

#### **4. Implications**

##### Financial Implications

- 4.1 £6,000 has been secured from the Food Standards Agency Scotland to support the launch of the scheme. There are no long-term financial implications envisaged through the adoption of the scheme.

##### Human Resource Implications

- 4.2 There is likely to be a number of requests for follow-up inspections from businesses that do not meet the 'Pass' standards following the initial inspection. This may place some additional pressures upon staffing resources in the short-term.

##### Legal Implications

- 4.3 The scheme will support compliance with food safety legislation.

##### Equality Implications

- 4.4 There are no equality implications arising.

##### Environmental Implications

- 4.5 There are no environmental implications arising.

##### Implications for the SOA and other Key Priorities

- 4.6 By improving hygiene standards within food businesses, the proposal is in line with the following Visions from the Single Outcome Agreement:
- A Working North Ayrshire - Outcome: 'North Ayrshire is a more attractive tourist destination';
  - A Healthy and Active North Ayrshire - Outcome: 'Health and well-being throughout life have improved'.

## **5. Consultations**

- 5.1 No consultation has been undertaken.

## **6. Conclusion**

- 6.1 The Food Hygiene Information Scheme is recognised by the Food Standards Agency as a tool for promoting compliance by businesses with food hygiene legislation. The scheme enables consumers to make an informed choice and through promotion can lead to an improvement of standards within premises and reduce the burden of inspection upon businesses.



**CRAIG HATTON**

Corporate Director (Development and Environment)

Reference : FHIS Local Authority Guidance on the Operation of the Food Hygiene Information Scheme, January 2009

For further information please contact Kevin McMunn, Senior Environmental Health & Trading Standards Manager on telephone number 01294 324354

### **Background Papers**

Food Law Enforcement (A Study of the Views of Environmental Health and Food Safety Officers in Scotland, February 2004)



Food  
**hygiene**  
**information**  
scheme

**PASS**

This establishment was inspected by North Ayrshire Council in accordance  
with current food hygiene legislation and passed the inspection on

\_\_\_\_\_

\_\_\_\_\_  
DATE ISSUED

\_\_\_\_\_  
SIGNED ON BEHALF OF THE ISSUING AUTHORITY

You can find out more about the Food Hygiene Information Scheme at [www.north-ayrshire.gov.uk](http://www.north-ayrshire.gov.uk)

This certificate remains the property of the issuing authority, which reserves the right to remove it at any time.





# IMPROVEMENT REQUIRED

This establishment was inspected by North Ayrshire Council in accordance with current food hygiene legislation and was found to require improvement on

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---

DATE ISSUED

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SIGNED ON BEHALF OF THE ISSUING AUTHORITY

You can find out more about the Food Hygiene Information Scheme at [www.north-ayrshire.gov.uk](http://www.north-ayrshire.gov.uk)

This certificate remains the property of the issuing authority, which reserves the right to remove it at any time.



Food  
**hygiene**  
**information**  
scheme

**AWAITING INSPECTION**

This establishment is a new business and will be inspected shortly by North Ayrshire Council  
in accordance with current food hygiene legislation

DATE ISSUED

SIGNED ON BEHALF OF THE ISSUING AUTHORITY

You can find out more about the Food Hygiene Information Scheme at [www.north-ayrshire.gov.uk](http://www.north-ayrshire.gov.uk)

This certificate remains the property of the issuing authority, which reserves the right to remove it at any time.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 7**

**29 January 2013**

#### **Cabinet**

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**Subject:** **Progress Report, Kilwinning Community Sports Club**

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**Purpose:** To update Cabinet on the progress on delivery of the Kilwinning Community Sports Club Legacy Project.

---

**Recommendation:** That the Cabinet agrees to (a) note the progress being made in completing the building and ground works, albeit with a delay due to recent weather conditions; and (b) receive a future report when all works are completed and Kilwinning Community Sports Club has started to operate the facility.

---

#### **1. Introduction**

- 1.1 Between 2000 and 2006, the Voluntary Management Committee of Kilwinning Community Sports Club raised several hundred thousand pounds of external funding to develop a 4-court 5-a-side synthetic pitch complex, the grass pitches to a high standard with good drainage, changing and committee space in temporary cabins, and a network of clubs under the Kilwinning Community Sports Club umbrella.
- 1.2 By the end of 2006, the Club employed 6 full-time and 1 part-time employees and had also increased its membership to over 30 clubs, including 4 girls' teams and an over 35s team. The Club offered Youth Diversion Nights and Street Leagues and also a 5-a-side adult league. The Club had many coaches qualified to the SFA level 4 with 2 SFA license holders within the organisation and the Club was one of the first to obtain the SFA Quality Mark programme.
- 1.3 The Club had formed partnerships with various community groups, including Irvine Housing Association and NHS Ayrshire and Arran, as well as local primary and secondary schools to provide wider opportunities and guidance on achieving healthier lifestyles and lifelong learning opportunities.

- 1.4 Kilwinning Community Sports Club also provides a popular family Gymnasium, with over 1,500 members offering personal fitness plans to suit individual needs and works alongside a GP referral scheme. An 8-bay family golf centre was constructed through a Clubgolf initiative to offer coaching and instruction at all levels, a pitch and putt course was put in place and other sports were attracted to the club, including netball, athletics, cycling and walking.
- 1.5 In 2012, North Ayrshire Council agreed to provide a £500,000 contribution as part of a £2,142,000 funding package to further develop the Kilwinning Community Sports Club site, which would provide a full size floodlit synthetic grass pitch and a new building providing changing, gymnasium and associated facilities.
- 1.6 Both the Scottish Football Association and sportscotland have been key partners in providing guidance and financial support to this project.
- 1.7 The facility, when fully operational, will provide a community sports hub for a range of community sports groups to access with a focus on high quality facilities and activities.
- 1.8 The Club's aspiration are for: "new facilities which will enable the Club to be a long term sustainable success - becoming one of the best 'community sports clubs' in Scotland, serving as a local Community Sports Hub serving the whole of Kilwinning."

## **2. Current Position**

- 2.1 As of 7 January 2013, the contractor has reported the project as, "currently in delay awaiting utility connections." Quotations for electricity, gas and water connections have been accepted. The gas supply is scheduled for 22 January 2013, with the other two utility companies still to confirm connection dates.
- 2.2 Revised completion of the building is now scheduled for the end of February 2013, subject to utilities connections and taking account of the delays due to weather prior to Christmas. Prior to Christmas, during the pitch carpet laying process, an issue arose with the pre-printed pitch markings, which were not straight. Remedial action is now being pursued to rectify this issue with the manufacturer.

- 2.3 The project has revised its cash flow and budget to take account of revised utility connection charges from Scottish Power of £38,038, increasing from an original cost of £3,000. An overspend of the total project costs of £2,269 will now be met by Kilwinning Community Sports Club.
- 2.4 The Head of Service, Community and Culture, the Finance Officer for Education and Skills, and the Community Sports Club Development Officer regularly attend Kilwinning Community Sports Club project meetings to monitor progress, and receive regular progress reports.
- 2.5 Good progress has recently been made in recruiting new volunteers to support this new initiative. Kilwinning Community Sports Club has worked with North Ayrshire Council Active Schools Co-ordinators and Young Sporting Ambassadors from Kilwinning Academy to recruit 30 new volunteers to support the project. Sportscotland are to feature this recent work in a short film demonstrating the impact of volunteering in the development of Community Sports Hubs.

### **3. Proposals**

- 3.1 North Ayrshire Council Officers will continue to monitor and support the project until fully delivered in early 2013. Thereafter, officers will work with partners and the Kilwinning Community Sports Club to maximise the opportunities afforded by this development.
- 3.2 The Cabinet is invited to agree to (a) note the progress being made in completing the building and ground works, albeit with a delay due to recent weather conditions; and (b) receive a future report when all works are completed and Kilwinning Community Sports Club has started to operate the facility.

### **4. Implications**

#### Financial Implications

- 4.1 North Ayrshire Council, along with other funders, have committed to the completion of the project with previous contributions agreed. No further contribution from North Ayrshire Council is anticipated.

#### Human Resource Implications

- 4.2 There are no Human Resource implications for the Council.

#### Legal Implications

- 4.3 There are no legal implications for the Council.

#### Equality Implications

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

#### Environmental Implications

- 4.5 There are no environmental Implications arising from the report.

#### Implications for Key Priorities

- 4.6 The project will assist in achieving the following SOA outcomes:

3a “opportunities for lifelong learning have increased”;

4a “levels of educational attainment and achievement have improved”;

4b “more young people are leaving school for positive destinations”;

5a “opportunities to support the positive development of young children have increased”;

6b “health inequalities have reduced”;

6e “people are more active more often”;

11a “ levels of voluntary actions and community involvement have increased”; and

11b “partnership working between the public, community and voluntary sector has improved”.

### **5. Consultations**

- 5.1 North Ayrshire Council Officers, sportscotland, The Scottish Football Association and Kilwinning Community Sports Club are in regular contact with regard to this initiative.



## **6. Conclusion**

- 6.1 Kilwinning Community Sports Club Legacy Project will play an important part in delivering community based and managed sports facilities for the Kilwinning Community in future years. Kilwinning Community Sports Club will play an important role in delivering the North Ayrshire Physical Activity and Sport Strategy 2010-2015, "Fit for the Future" and in contributing to improving and regenerating the Kilwinning community.



CAROL KIRK  
Corporate Director (Education and Skills)

Reference : AS

For further information please contact Audrey Sutton, Head of Service (Community and Culture), on telephone number 01294 324414.

## **Background Papers**

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 8**

**29 January 2013**

#### **Cabinet**

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**Subject:** **Improvements to Bus Route 11**

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**Purpose:** To advise Cabinet of the actions taken to award a contract to undertake improvement works to Bus Route 11.

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**Recommendation:** That the Cabinet notes the actions taken to award a contract to Peek Traffic Ltd to undertake works to Bus Route 11 for which SPT grant funding has been secured.

---

#### **1. Introduction**

- 1.1 The Council has recently secured funding of £624,000 from Strathclyde Partnership for Transport (SPT) to upgrade signals and pedestrian crossings along Bus Route 11 (see Appendix 3). A condition of the funding is that the works must be completed during the current financial year.

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

- 2.1 A tender exercise has been completed that has identified Peek Traffic Ltd as the preferred bidder. The tender value is £665,471.50 and is, therefore, below the value that European Union procurement regulations apply. The tender outcome report, prepared by the Corporate Procurement Unit is attached at Appendix 1.
- 2.2 SPT have confirmed that they will increase the value of the funding to meet the tendered price to undertake the works.
- 2.3 The value of the works is such that Cabinet approval is required to award the contract. However, due to the Christmas recess, Cabinet approval could not be achieved in the timescale required to undertake the works during the current financial year as required by SPT.

- 2.4 Clause 18.7 of the 'Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council' states 'In exceptional circumstances, where for reasons of urgency, it is not possible to submit a report to the Cabinet in terms of paragraph 18.5 above, the relevant Chief Officer shall submit a report to the Chief Executive, who, in consultation with the Leader of the Council and the relevant Cabinet portfolio holder shall be empowered to authorise acceptance of the tender, subject to a report being submitted to the Cabinet at the first available opportunity'.
- 2.5 The Council's Procurement Manager confirmed that he was satisfied that the use of this clause was appropriate in this instance.
- 2.6 Following consideration of the report attached at Appendix 2 the Chief Executive, in consultation with the Leader of the Council and the Portfolio Holder for Environment and Infrastructure, agreed that a contract be awarded to Peek Traffic Ltd. to undertake improvement works to Bus Route 11.

### **3. Proposals**

- 3.1 The Cabinet is invited to note the actions to taken to award a contract to Peek Traffic Ltd to undertake works to Bus Route 11 for which SPT grant funding has been secured.

### **4. Implications**

#### Financial Implications

- 4.1 Funding has been secured from SPT to undertake the works. A condition of the grant funding is that the works must be undertaken within the current financial year.

#### Human Resource Implications

- 4.2 There are no implications

#### Legal Implications

- 4.3 The value of the works are below that at which European Union procurement regulations apply.

- 4.4 Clause 18.7 of the Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council states 'In exceptional circumstances, where for reasons of urgency, it is not possible to submit a report to the Cabinet in terms of paragraph 18.5 above, the relevant Chief Officer shall submit a report to the Chief Executive, who, in consultation with the Leader of the Council and the relevant Cabinet portfolio holder shall be empowered to authorise acceptance of the tender, subject to a report being submitted to the Cabinet at the first available opportunity'.

Equality Implications

- 4.5 The works will improve public transport arrangements.

Environmental Implications

- 4.6 Improved public transport will support alternatives to the use of private vehicles and therefore reduce carbon emissions within the area.

Implications for Key Priorities

- 4.7 The implementation of this scheme contributes to the following Single Outcome Agreement outcomes:-

1a Transport links and services to and from North Ayrshire have improved.

9c Road safety has improved.

10c The condition of roads, footways, path networks and lighting has improved.

14b The public sector's carbon footprint has reduced.

**5. Consultations**

- 5.1 The Council's Procurement Manager was consulted and confirmed that he was satisfied that the use of this clause was appropriate in this instance.

- 5.2 The Chief Executive, Leader of the Council and the Portfolio Holder (Environment and Infrastructure) were consulted and agreed to utilise Clause 18.7 of the Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council to award a contract to Peek Traffic Ltd to undertake improvement works Bus Route 11.

## **6. Conclusion**

- 6.1 The Council has secured funding to undertake improvement works to Bus Route 11. A condition of the funding is that the works must be completed during the current financial year. In order to meet this timescale it is necessary to utilise Clause 18.7 of the Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council. The Chief Executive, in consultation with the Leader of the Council and the Portfolio Holder (Environment and Infrastructure) agreed the use of this clause to award a contract to Peek Traffic Ltd.



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

### **Reference :**

For further information please contact Craig Hatton, Corporate Director (Development & Environment) on telephone number 01294 324311

### **Background Papers** Nil





# **NORTH AYRSHIRE**

## **COUNCIL**

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

**Supply and Installation of Traffic Signal Equipment,  
North Ayrshire**

## Contents

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DRAFT



# For the procurement of

## Supply and Installation of Traffic Signal Equipment

### 1 Purpose

- 1.1 The purpose of this document is to summarise the invitation to tender process and present a recommendation for the Award of a Contract for the Supply and Installation of Traffic Signal Equipment in North Ayrshire. The recommendation is based on the results of the tender evaluation carried out on the responses to the 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 Contract
- 2.2 This document contains information that is Commercial in Confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.

### 3 Background

- 3.1 North Ayrshire Council Successfully bid for capital funding as part of the 2010 Transport Outcome Agreement (TOA) between SPT and North Ayrshire Council. This agreement identified a number of schemes within North Ayrshire that require capital funding. This Tender falls within these schemes
- 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 covers a number of locations within North Ayrshire Council, but generally focusses on the upgrading of pedestrian crossings and traffic signalling at junctions.
- 3.4 SPT have been made aware of the difference between the tender figure of £666,772 and the award figure of £624,000 and have indicated that this difference would be met by them following a successful NAC bid for additional funding. Alternatively, the contract value can be reduced during the course of the works by adjusting the use of provisional items in the B of Q, to reflect the current award value of £624,000.
- 3.5 This Tender is also subject of a Committee Paper by the Roads Network Manager

## 4 Tender Notice, Interest and Returns

- 4.1 A formal contract notice was advertised under the Open process in the Public Contracts Scotland Procurement Portal and Bravo E-Tendering Systems on 10<sup>th</sup> December 2012 with a return date of 19<sup>th</sup> December 2012.
- 4.2 The contract notice attracted 5 (five) expressions of interest from a wide range of potential providers of which 2 (two) submitted offers.
- 4.3 The return date for completed Invitation To Tenders was 19<sup>th</sup> December 2012

## 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 100%

Quality 0%

- 5.3 The assessment of the criteria took place on 19<sup>th</sup> December 2012 at Perceton House & Cunninghame House. The Tender Evaluation Panel consisted of:

Mr Crawford Forsyth, Assistant Transportation Manager (Development and Environment)  
Mr Chris Gooding Technician (Development and Environment)

Mr Colin Templeton from North Ayrshire Councils Corporate Procurement Team was also in attendance to facilitate the meeting but did not score the submissions.

## 6 Evaluation Results

### 6.1 Price

Contractors were asked to submit prices for the contract which gave the following results and scores:

Company	Price Tendered	Ranking	Score as % of overall marks
Lochwynd Ltd.	£ 948,771.68	2	-
Peek Traffic Ltd	£ 666,772.54 (corrected to £665,471.50)	1	-

6.2 After examination of the prices and associated documentation, Lochwynd Ltd. has proposed Peek Traffic Ltd. as a subcontractor. The considerable discrepancy between the two Tender prices appears to result from a markup on selected items within the Lochwynd Ltd. Tender. These items appear to be supplied by Peek Traffic Ltd in their role as a subcontractor to Lochwynd

6.3 Quality 0%

Both Contractors passed the Minimum Requirements, and are known to North Ayrshire Council

## 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
Lochwynd Ltd.	£ 948,771.68	0%	-	0%	2
Peek Traffic Ltd	£ 665,471.50	100%	-	100%	1

## 8 Recommendation

8.1 The recommendation of the Tender Evaluation Panel is that a Contract be awarded to: Peek Traffic Ltd.

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

- 9.1 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 the Head of Finance to accept the Tender(s) and award the contract to the Tenderer(s) identified in section 8.1.
- 9.2 If authority to accept is given by committee, please attach a copy of the minutes giving approval.

Representative of Committee:

Print Name: Colin Templeton

Signed: \_\_\_\_\_

Date: 20<sup>th</sup> December 2012

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## NORTH AYRSHIRE COUNCIL

### Agenda Item

21 December 2012

### Report to the Chief Executive

---

**Subject:** Procurement Exercise - Improvements to Bus Route 11

---

**Purpose:** To seek approval to award a contract to undertake improvement works to Bus Route 11.

---

**Recommendation:**

1. That Clause 18.7 of the 'Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council' be utilised to appoint Peek Traffic Ltd. to undertake the works for which SPT grant funding has been secured.
2. That a report be submitted to the next available Cabinet meeting of the 29<sup>th</sup> January to inform Cabinet of the actions taken.

---

#### 1. Introduction

- 1.1 The Council has recently secured funding of £624,000 from Strathclyde Partnership for Transport (SPT) to upgrade signals and pedestrian crossings along Bus Route 11. A condition of the funding is that the works must be completed during the current financial year.

#### 2. Current Position

- 2.1 A tender exercise has been completed that has identified Peek Traffic Ltd as the preferred bidder. The tender value is £665,471.50 and is therefore below the value that European Union procurement regulations apply. The tender outcome report, prepared by the Corporate Procurement Unit is attached at Appendix 1.
- 2.2 SPT have confirmed that they will increase the value of the funding to meet the tendered price to undertake the works.
- 2.3 The value of the works is such that Cabinet approval is required to award the contract. However due to the Christmas recess Cabinet approval can not be achieved in the timescale required to undertake the works during the current financial year as required by SPT.
- 2.4 Clause 18.7 of the 'Standing Orders Relating to Contracts and

Contract Procedure Rules for North Ayrshire Council' states 'In exceptional circumstances, where for reasons of urgency, it is not possible to submit a report to the Cabinet in terms of paragraph 18.5 above, the relevant Chief Officer shall submit a report to the Chief Executive, who, in consultation with the Leader of the Council and the relevant Cabinet portfolio holder shall be empowered to authorise acceptance of the tender, subject to a report being submitted to the Cabinet at the first available opportunity'.

- 2.5 The Council's Procurement Manager has confirmed that he is satisfied that the use of this clause is appropriate in this instance.

### **3. Proposals**

- 3.1 That Clause 18.7 of the 'Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council' be utilised to appoint Peek Traffic Ltd. to undertake the works for which SPT grant funding has been secured.
- 3.2 That a report be submitted to the next available Cabinet meeting of the 29<sup>th</sup> January to inform Cabinet of the actions taken.

### **4. Implications**

Financial Implications

- 4.1 Funding has been secured from Strathclyde Partnership for Transport (SPT) to undertake the works.

Human Resource Implications

- 4.2 There are no implications

Legal Implications

- 4.3 The value of the works are below that at which European Union procurement regulations apply.
- 4.4 Clause 18.7 of the Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council states 'In exceptional circumstances, where for reasons of urgency, it is not possible to submit a report to the Cabinet in terms of paragraph 18.5 above, the relevant Chief Officer shall submit a report to the Chief Executive, who, in consultation with the Leader of the Council and the relevant Cabinet portfolio holder shall be empowered to authorise acceptance of the tender, subject to a report being submitted to the Cabinet at the first available opportunity'.

#### Equality Implications

- 4.4 The works will improve public transport arrangements.

#### Environmental Implications

- 4.5 Improved public transport will support increased use away from private vehicles and therefore reduce carbon emissions with the area.

#### Implications for Key Priorities

- 4.6 The implementation of this scheme contributes to the following Single Outcome Agreement outcomes

1a - Transport links and services to and from North Ayrshire have improved.

9c - Road safety has improved.

10c - The condition of roads, footways, path networks and lighting has improved.

14b - The public sector's carbon footprint has reduced.

#### Community Benefit Implications

- 4.7 There are no community benefit implications.

### **5. Consultations**

- 5.1 The Council's Procurement Manager has been consulted and confirmed that he is satisfied that the use of this clause is appropriate in this instance.

### **6. Conclusion**

- 6.1 The Council has secured funding to undertake improvement works to Bus Route 11. A condition of the funding is that the works must be completed during the current financial year. In order to meet this timescale it is necessary to utilise Clause 18.7 of the Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council.

CRAIG HATTON  
Corporate Director (Development and Environment)

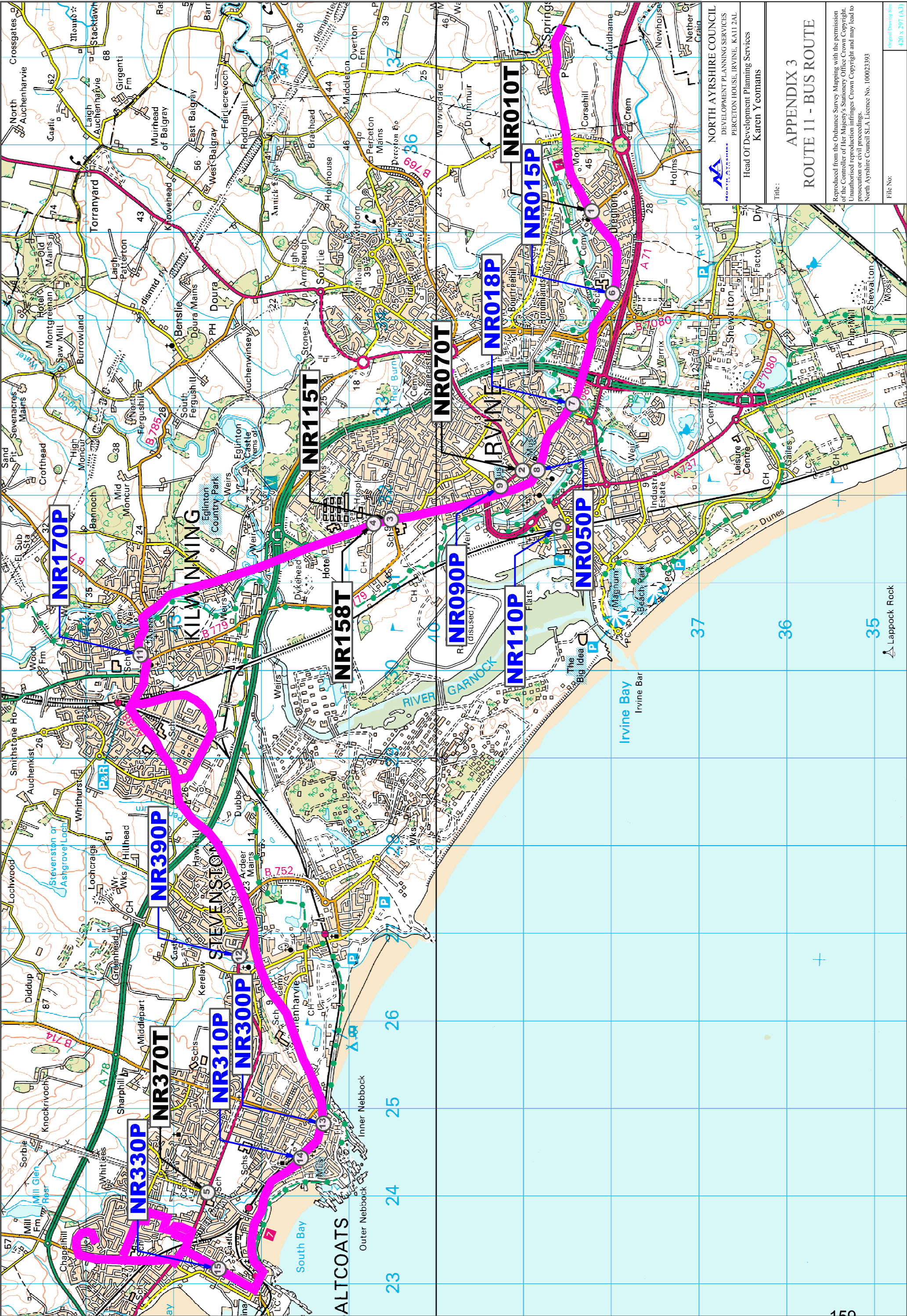
Reference : CH/LB


For further information please contact Craig Hatton, Corporate Director  
(Development & Environment) on 01294 324311

**Background Papers**

Nil







**NORTH AYRSHIRE COUNCIL**  
DEVELOPMENT PLANNING SERVICES  
PERCETON HOUSE, IRVINE, KA12 2AL  
Head Of Development Planning Services  
Karen Yeomans

Title:

**APPENDIX 3**  
**ROUTE 11 - BUS ROUTE**

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Original Drawing No.  
420 x 297 (A3)





## Traffic Signals Route 11

	Site Ref	Town	Location	Installation Type
1	NR010T	Dreghorn	Dreghorn Cross	Traffic Signal (Crossroads, 4Leg)
2	NR070T	Irvine	Bank Street/East Road	Traffic Signal (Crossroads, 4Leg)
3	NR115T	Irvine	Kilwinning Road/Sandy Road	Traffic Signal (T-Junction, 3Leg)
4	NR158T	Irvine	Kilwinning Road/Castlepark	Traffic Signal (T-Junction, 3Leg)
5	NR370T	Ardrossan	Parkhouse Road/Sorbie Road	Traffic Signal (Crossroads, 4Leg)

6	NR015P	Dreghorn	Greenwood Academy	Pelican
7	NR018P	Irvine	Annick Road	Toucan
8	NR050P	Irvine	East Road/High Street	Pelican
9	NR090P	Irvine	East Road/Quarry Road	Pelican
10	NR110P	Irvine	New Street/Rail Station	Pelican
11	NR170P	Kilwinning	Lauchlan Way	Toucan
12	NR390P	Stevenston	Glencairn Street/Millhill	Pelican
13	NR300P	Saltcoats	Vernon Street/Rail Station	Pelican
14	NR310P	Saltcoats	Manse Street/Manse Brae	Pelican
15	NR330P	Ardrossan	Glasgow Street/South Barr	Pelican



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 9**

**29 January 2013**

#### **Cabinet**

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**Subject:** **Pan-Ayrshire Election Services**

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**Purpose:** To seek approval from Cabinet for North Ayrshire Council Corporate Procurement to lead a collaborative tender for a Pan-Ayrshire agreement for provision of various election services including election software, hardware, systems, project management and related printing services.

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**Recommendation:** That the Cabinet agrees to (a) note the requirement for this tender for election services; (b) note that the anticipated contract value is above EU Public Procurement Threshold for Services; (c) approve North Ayrshire Corporate Procurement to lead the collaborative procurement on behalf of South Ayrshire Council and East Ayrshire Council; and (d) approve a 3-month extension to the term of the existing arrangements (if required) to permit the tender process to be concluded.

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#### **1. Introduction**

- 1.1 Discussions have been held with colleagues in East Ayrshire Council and South Ayrshire Council to determine a number of opportunities for collaborative procurement where this will provide economies of scale and benefits of aggregation. Election Services have been identified as suitable for collaborative procurement. The services involved are ballot paper and postal pack production, absent voting identifier processing, and e-counting for any by-elections.

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

- 2.1 North Ayrshire Council has not conducted a tender for these services previously. The current contractor (Opt2Vote) was appointed by the previous Chief Executive under delegated authority in his capacity as Returning Officer. The current arrangement terminates on 31 March 2013.

- 2.2 There is a requirement to tender these services in order to comply with the Council's Financial Regulations and Standing Orders. The estimated contract value over four years based on historic spend exceeds the EU Public Procurement Threshold for Services, although demand for these services will be intermittent. The three Local Authorities in Ayrshire have similar requirements for these services and in two areas are already using the same suppliers and products.

### **3. Proposals**

- 3.1 Collaboration will ensure cost avoidance of preparing and evaluating multiple tenders, both for suppliers and for each local authority. A Pan-Ayrshire contract has potential to normalise processes, software and service delivery where previously cross-boundary issues have been identified. Termination dates for existing contracts for these services present an opportunity to establish a coterminous agreement in the future. Collaboration will provide financial benefits based on aggregation of demand, reduction of administrative burden, market leverage, improved performance monitoring and the potential to share experience. Segregation of requirements into multiple Lots will allow specialist providers to be considered and reduce barriers to participation for SMEs.
- 3.2 The Cabinet is invited to (a) note the requirement for this tender for election services; (b) note that the anticipated contract value is above EU Public Procurement Threshold for Services; (c) approve North Ayrshire Corporate Procurement to lead the collaborative procurement on behalf of South Ayrshire Council and East Ayrshire Council; and (d) approve a 3-month extension to the term of the existing arrangements (if required) to permit the tender process to be concluded.

### **4. Implications**

#### Financial Implications

- 4.1 North Ayrshire Council spends up to £55,000 each year on these services depending upon demand. The anticipated contract value over 4 years for a Pan-Ayrshire Contract is between £450,000 and £600,000. This exceeds EU Public Procurement thresholds.

#### Human Resource Implications

- 4.2 None

#### Legal Implications

- 4.3 The tender process will be carried out in accordance with EU Procurement Directives, Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) and the Council's Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council. A Memorandum of Agreement will be completed by all participants to the collaborative procurement.

#### Equality Implications

- 4.4 None

#### Environmental Implications

- 4.5 None

#### Implications for Key Priorities

- 4.6 A Pan-Ayrshire Election Services Contract will contribute to the Council's Single Outcome Agreement and, in particular, will assist in achieving SOA outcome 15b - Public Services are more effective and efficient.

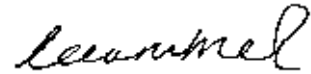
### **5. Consultations**

- 5.1 Consultation has taken place between Committee Services, Corporate Procurement, Legal Services, the Chief Executive, key stakeholders in East Ayrshire Council and South Ayrshire Council and the Ayrshire Valuation Joint Board.
- 5.2 The Chief Executives of East and South Ayrshire Councils have indicated their support for the proposed arrangements and have delegated authority to proceed.

## **6. Conclusion**

6.1 The Cabinet is invited to:-

- (a) note the requirement for this tender for election services;
- (b) note the anticipated contract value is above EU Public Procurement Threshold for Services;
- (c) approve North Ayrshire Corporate Procurement to lead the collaborative procurement on behalf of South Ayrshire Council and East Ayrshire Council; and
- (d) approve a 3-month extension to the term of the existing arrangements (if required) to permit the tender process to be concluded.



LAURA FRIEL

Corporate Director (Finance and Corporate Support)

Reference :

For further information please contact Maurice McTeague, Category Manager / Team Leader on telephone number 01294 324015

### **Background Papers**

Business case for collaboration



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 10**

**29 January 2013**

#### **Cabinet**

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<b>Subject:</b>	<b>Community Based Addictions Support Service</b>
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<b>Purpose:</b>	To seek Cabinet approval to undertake a tender exercise to appoint a provider to deliver a Community Based Addictions Support Service that will work with individuals with low level alcohol and drugs issues and also provide support to individuals exiting statutory services.
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<b>Recommendation:</b>	That the Cabinet agrees to a tender exercise to appoint a provider to deliver a Community Based Addictions Support Service for a three-year period.
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#### **1. Introduction**

- 1.1 The three Ayrshire Alcohol and Drugs Partnerships (ADPs) have, until very recently, jointly commissioned third sector provider, Addaction, to deliver a support service across Ayrshire assisting people to gain and maintain abstinence from drugs and alcohol and helping with relapse prevention. This contract was held by South Ayrshire on behalf of the three Ayrshire ADPs.
- 1.2 Following a realignment of resources in South Ayrshire, the Alcohol and Drugs Partnership there took the decision to terminate their contract with Addaction. This termination was effective from 1 January 2013.
- 1.3 The withdrawal of South Ayrshire from the jointly commissioned service negates the legal validity of the existing contract with Addaction. A temporary extension has been negotiated with Addaction until March 2013 with the option to extend for a further three months. This will allow time for the procurement process to be completed.

- 1.4 Addaction currently receives £120,000 per annum from North Ayrshire Alcohol and Drug Partnership. North Ayrshire ADP has taken the opportunity to explore gaps in service provision and reconsider how best to maximise the impact of that level of spend in delivering the current strategic goals.
- 1.5 In addition, £30,000 is being made available to North Ayrshire ADP from Public Health to enhance supports to people with Blood Borne Viruses. This money will be added to the tender in order to ensure that supports can also be made available to encourage people to undertake earlier screening.

## **2. Current Position**

- 2.1 As of November 2012, Addaction was providing a service to approximately 40 individuals across North Ayrshire. The majority of these service users are also known to, and supported by, the NHS Community Addictions Team and/or NAC Addictions Service.
- 2.2 Although Addaction will continue to provide support to these individuals in the short-term, work has begun to ensure that when the current arrangements with Addaction cease, there will be no detriment to existing service users.
- 2.3 Over the last year, North Ayrshire ADP has established a number of sub-groups that focus on the various strands of the strategy. This includes Recovery, Communities, Prevention and Children Affected By Parental Substance Misuse. These groups have taken forward a variety of developments to ensure that the resources and mechanisms are in place to deliver the aims of the Alcohol and Drugs strategy.
- 2.4 The Recovery Oriented System of Care (ROSC) sub-group undertook a variety of exercises and consultations to establish where the gaps in provision remained in North Ayrshire. As such, the group has developed a Service Specification for tender that has been specifically designed to address the gaps.

### **3. Proposals**

- 3.1 It is proposed that a tender exercise is undertaken for the delivery of a community-based service which will support individuals with lower level needs, as well as individuals who have been working with statutory services and who require an exit pathway from those services. This will ensure that additional interventions are provided that complement current service delivery.
- 3.2 Where individuals are deemed to have lower level needs, that is no medical dependency and no evidence of multiple social deficits, support will be offered by the provider without onward referral to mainstream addiction provision. In cases where addiction is assessed as problematic, referrals will be directed to core services in order for needs to be addressed.
- 3.3 The new service will also provide a seamless transition of support where individuals have engaged with core services and are then being supported to exit and move forward on their recovery journey with improved social connectivity and sustained support.

### **4. Implications**

#### Financial Implications

- 4.1 The tender is likely to cost between £120,000 and £150,000 per annum and the life of the contract will be three years. The costs will be covered by the Alcohol and Drugs Partnership utilising the monies previously allocated to the Addaction service as well as money from Public Health relating to Blood Borne Viruses.

#### 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 The Community Based Addictions Support Service will complement the wider work being done across the Alcohol and Drug Partnership and will contribute to both the national and local priorities.

## Community Benefit Implications

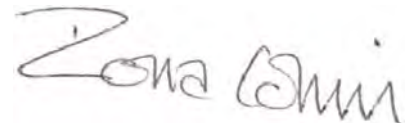
- 4.7 The successful provider will potentially employ staff from the local community, thus enhancing local opportunities for employment.

## 5. Consultations

- 5.1 A series of collaborative events with partners was facilitated which sought the views of key stakeholders in terms of addictions service delivery; effective practice; shared priorities and over-provision. Stakeholders were engaged by means of Survey Monkey, a half-day stakeholders collaborative session, and by the ongoing service evaluation currently being undertaken on behalf of North ADP by the Scottish Drugs Forum (SDF).
- 5.2 Addressing the key themes within these processes and forums has afforded the opportunity to map Addiction Service provision within North Ayrshire, identifying gaps, analysing the relationships between these gaps and recovery oriented provision, and placing this profile within ADP needs analysis and predicted future service demand.
- 5.3 There has been a high level of participation within these processes, with;
- 119 staff members responding to survey monkey
  - 97 service users interviewed by Scottish Drugs Forum
  - 20 representatives attending a mapping session
- 5.4 The service specification for the proposed tender has also been discussed and agreed by the Recovery Oriented System of Care Sub-Group, the Finance, Commissioning and Performance Monitoring Sub-Group and the Alcohol and Drugs Partnership.

## **6. Conclusion**

- 6.1 The Community Based Addictions Support Service will complement and enhance the continuity of care available to people in North Ayrshire struggling with drug and alcohol issues.
- 6.2 The service will offer lower level supports to those with non-complex, non-dependency needs and also provide an exit route from statutory services that can provide a significant step for individuals on the road to recovery.
- 6.3 The procurement process will enable a full tender exercise to be conducted to ensure that an appropriate provider is appointed to deliver the Community Based Addictions Support Service.



IONA COLVIN

Corporate Director (Social Services and Health)

Reference : B/NS

For further information please contact Stephen Brown, Senior Manager, Children and Families, Fieldwork Specialist Support on telephone number 01294 317804

## **Background Papers**

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 11**

**29 January 2013**

#### **Cabinet**

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**Subject:** **North Ayrshire Housing Partnership: Minutes of Meeting 13 November 2012**

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**Purpose:** To submit the Minutes of the Meeting of the North Ayrshire Housing Partnership of 13 November 2012.

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

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#### **1. Introduction**

- 1.1 The North Ayrshire Housing Partnership (NAHP) was convened in 2009.
- 1.2 The Group consists of corporate representatives (Housing Services, Infrastructure Services, Planning Services) and representatives from partner organisations (Cunninghame Housing Association, Irvine Housing Association, ANCHO, Isle of Arran Homes/Trust Housing Association, Ayrshire and Arran Primary Health Care Trust, Scottish Government, Irvine Bay Regeneration Company, Arran Community and Voluntary Services).
- 1.3 The NAHP supports the Local Housing Strategy (LHS). The LHS details the Council's housing related priorities through to 2016 and details how we will address the shortage in affordable housing, homelessness, fuel poverty and investment issues. As part of the development of the LHS six overarching strategic outcomes were identified which will allow the Council and its partners to achieve these strategic priorities:
  - The supply and quality of housing better meets needs and aspirations;
  - Fewer people become homeless;
  - Housing support measures promote independent living;
  - Housing is sustainable and contributes to stable communities;
  - Access to high quality information and advice has improved; and
  - The strategic process is open, transparent and accountable.

1.4 The remit of the Partnership is:

- To take lead responsibility for implementing the relevant Single Outcome Agreement (SOA) outcomes and contribute to the Council Plan Vision of 'North Ayrshire - The Place to be';
- To receive formal reports from sub-groups and other groups/partnerships with formal reporting responsibilities;
- To allocate devolved resources;
- To lever in external and partner resources and allocate as appropriate;
- To develop and implement partnership strategies and action plans;
- To establish and monitor sub-groups and short-life task groups as appropriate;
- To ensure that appropriate links are made in respect of cross-cutting issues;
- To champion partnership working and lead by example; and
- To ensure effective community engagement is at the heart of strategic planning.

**2. Current Position**

- 2.1 The Minutes of the meeting of the North Ayrshire Housing Partnership held on 13 November 2012 are attached at Appendix 1.

**3. Proposals**

- 3.1 It is proposed that the Cabinet notes the Minutes attached at Appendix 1.

**4. Implications**

Financial Implications

- 4.1 There are no implications arising from this report.

Human Resource Implications

- 4.2 There are no implications arising from this report.

Legal Implications

- 4.3 There are no implications arising from this report.



#### Equality Implications

- 4.4 There are no implications arising from this report.

#### Environmental Implications

- 4.5 There are no implications arising from this report.

#### Implications for Key Priorities

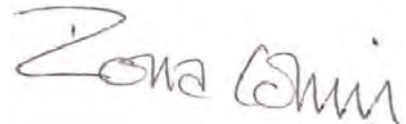
- 4.6 There are no implications arising from this report.

### **5. Consultations**

- 5.1 None required.

### **6. Conclusion**

- 6.1 The attached Minutes are submitted for information.



IONA COLVIN

Corporate Director (Social Services and Health)

#### Reference :

For further information please contact Olga Clayton, Head of Community Care and Housing on telephone number 01294 324626.

#### **Background Papers**

None



# North Ayrshire Housing Partnership

## Committee Room 1, Cunninghame House, Irvine

### Tuesday 13<sup>th</sup> November 2012

## Minutes

Present:	Alex Adrain	North Ayrshire Council, Housing Services
	Jim Nichols	Arran Community and Voluntary Services
	Joanna Voisey	Trust Housing Association
	Lesley Wells	North Ayrshire Council, Planning Services
	Neil Hands	North Ayrshire Council, Housing Services
	Marianne McManus	North Ayrshire Council, Housing Services
	Olga Clayton	North Ayrshire Council, Community Care & Housing (Chair)
	Paul Hillard	Irvine Housing Association
	Steven Good	Cunninghame Housing Association
	Trudi Fitzsimmons	North Ayrshire Council, Housing Services
	Morven Gourlay	North Ayrshire Council, Housing Services (minutes)
Apologies:	David Tate	North Ayrshire Council, Infrastructure and Design Services
	Elaine Gibson	North Ayrshire Council, Social Services
	Ian Cathcart	North Ayrshire Council, Infrastructure & Design Services
	James Ledgerwood	Irvine Bay Regeneration Company
	Jeff Bell	Scottish Government
	Morna Rae	North Ayrshire Council, Community Planning

### Action

#### 1. Introduction & Apologies Received

Olga Clayton welcomed everyone to the meeting. Introductions were made and apologies noted as above.

It was noted that in future an appropriate representative on Health issues will be requested as topics arise, since no one person will be able to cover all subjects.

As David Tate had submitted apologies, the matters of Joint Procurement Opportunities and 'Greener' Initiatives will be carried forward to the next meeting.

c/f

#### 2. Minutes of Previous Meeting and Matters Arising

The minutes of the previous meeting were discussed among the group. There were no issues raised and the minutes were accepted as an accurate record of the meeting.

All RSL partners indicated that they are happy to join further discussions on the new Factoring Legislation, to share approaches and information in

relation to any problems in changes to service provision.

### **3. Welfare Reform**

Marianne McManus outlined the work that NAC and its partners are doing in preparation for Welfare reform, including: the creation of a temporary welfare advice team; identifying affected tenants; issuing a joint NAHR information leaflet and potentially submitting a review of the allocation policy to cabinet.

She also indicated that the position on how Welfare Reform affects those in Temporary Accommodation needs further clarification. If rent costs were reduced to take account of the benefit cap, this could invoke a loss of £104,000 to the Homelessness service. Discussion is ongoing between Housing Services and Finance to interpret the changes and how they will affect the service income stream.

Marianne McManus outlined the proposals for the devolved Community Care Grants and Crisis Loans to the Scottish Government. The Government is currently working with LA's to develop the new Scottish Welfare Fund application forms and computer systems. It is not yet known how the funds will be paid to claimants; whether cash, vouchers, etc.

Olga Clayton noted that the new Welfare Team is a rent funded service and the resourcing of this will be fed in to the HRA Business Plan. At the same time the Council will have to look at innovative ways to cope with the changes, such as potentially matching lodgers.

Steven Good noted that the ability to set rent increases will be severely affected by Welfare reform.

### **4 Empty Homes Strategy**

Trudi Fitzsimmons gave an overview on the response to the Empty Home Survey and subsequent issues which would affect the Council and its partners in their work. It was noted that over half of owners (55%) would be willing to work with the Council to bring their properties back into use and that 67% of owners indicated their properties could be available to the private sector with minimal funding.

It was agreed that the database of the survey's responses would be made available to the partners, in order that they can interrogate the findings individually (copies will be sent out to members in due course).

The survey will be used to inform a North Ayrshire Empty Homes Strategy which will identify empty homes and the methods available to bring them back into affordable housing supply. It was acknowledged that as the strategy will be North Ayrshire-wide, the remit of some LHS Sub Groups would overlap with relation to the strategy.

Trudi Fitzsimmons advised that a bid had been submitted to the Scottish Government for a recyclable loan fund of £200,000 to allow the Council to provide recyclable loans of between £2,000 and £15,000 to owners of empty properties (to bring them into affordable housing use in the private rented market.)

NH

Alex Adrain noted that the strategy and collaboration with the Empty Homes Partnership would allow for more opportunities for intervention by the Council, to prevent deterioration of viable housing stock.

## **5. New Supply Investment**

Olga Clayton gave an overview of the Scottish Government's formula to be introduced when calculating future subsidy levels. This formula is based on various measures. She advised that the subsidy level for North Ayrshire could reduce as a result of the new formula. However, she stated that it is important for the Council to continue to identify and carry out housing projects with innovative measures in place to reduce costs.

The group discussed subsidy levels for new supply investments, particularly the target to keep costs down per unit, in order to achieve a greater number of units per subsidy.

## **6. Research – Adaptations, HNDA and PAS**

### Adaptations

Alex Adrain gave an overview of the interim key findings of the research into adaptation provision, noting the areas for improvement in areas of OT assessment, person centred approach, prevention, governance/management and investment value.

The final draft of the research report should be available by the end of November 2012. A meeting will then be convened with the Council and its partners to discuss whether there should be any policy interventions.

Olga Clayton noted that adaptation provision will be an area of increased pressure in the future.

### Housing Need and Demand Assessment

Alex Adrain then updated the group on the work carried out by Craigforth for the Arran and Cumbrae HNDA, noting the issues particular to the islands, such as the large number of Second/Holiday homes in both areas and the continuing affect of the stagnant housing market.

### Pressured Area Status

Trudi Fitzsimmons highlighted to the group that the Interim Report on Pressured Area Status was provided in the paperwork for the meeting. It was agreed by the group that the findings of the final report should be submitted to Cabinet before May 2013 to restrict any window for Right To Buy purchases.

## **7. Consultation: Short Scottish Secure Tenancies and Intermediate Rents**

Alex Adrain advised that the Scottish Government has just launched a consultation on the potential to use intermediate rented properties within the Social Sector.

Questions from the consultation were put to the group to aid discussion.

Points raised by the group indicated concern with:

- Blurring the distinction between Social Rented Housing, Intermediate Rented Housing and the Private Rented Sector
- The impact of introduction of Intermediate rents on allocation policies
- How rent levels would be set
- Erosion of tenant rights (SSST's)
- How any change in the property market would affect Intermediate rents – as people come to them who cannot afford elsewhere
- The impact on funding streams

## **9. AOCB**

Alex Adrain updated the group on the Change Fund. £80,000 is currently committed for the Adaptation, HNDA research and IHA pilot software package and resource.

Olga Clayton advised that £20,000 is currently uncommitted and invited the group to consider schemes or projects which would benefit from the funding. Suggestions should provide innovative solutions and put sustainable changes in practice.

Jim Nichols advised that Sheltered Housing lunch clubs can be set up on Arran – as there is budget available. Olga Clayton advised that there is a possibility of money being diverted to these services.

## **10. Date of Next Meeting**

Tbc – February 2013.

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 12**

**29 January 2013**

#### **Cabinet**

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**Subject:** **Housing Revenue Account Business Plan  
Implementation Group: Minutes of meeting held  
on 27 November 2012**

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**Purpose:** To submit the minutes of the meeting of the Housing Revenue Account Business Plan Implementation Group held on 27 November 2012.

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

---

#### **1. Introduction**

- 1.1 A Housing Revenue Account Business Plan Implementation Group was set up in 2010, with the first meeting of that Group being held in June that year.
- 1.2 The Group consists of Elected Members, tenant representatives, staff from Social Services and Health and Finance and Corporate Services.
- 1.3 The remit of the Housing Revenue Account Business Plan Implementation Group is:
  - To make recommendations to the Council's Cabinet and other bodies as appropriate;
  - To carry out an annual review and report progress on the Business Plan;
  - To assume responsibility for performance monitoring and reporting;
  - To advise and provide recommendation on the setting and use of budgets and resources;
  - To ensure the appropriate consultation is undertaken at key stages, and;
  - To agree and drive forward any key activities within the final work plan.

## **2. Current Position**

- 2.1 The minutes of the meeting of the Housing Revenue Account Business Plan Implementation Group held on 27th November 2012 are attached at Appendix 1.

## **3. Proposals**

- 3.1 It is proposed that the Cabinet notes the Minutes attached at Appendix 1.

## **4. Implications**

### Financial Implications

- 4.1 There are no implications arising from this report.

### Human Resource Implications

- 4.2 There are no implications arising from this report.

### Legal Implications

- 4.3 There are no implications arising from this report.

### Equality Implications

- 4.4 There are no implications arising from this report.

### Environmental Implications

- 4.5 There are no implications arising from this report.

### Implications for Key Priorities

- 4.6 There are no implications arising from this report.

### Community Benefit Implications

- 4.7 There are no implications arising from this report.

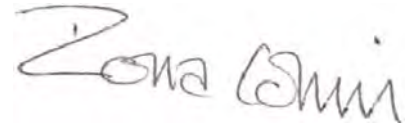


**5. Consultations**

5.1 None required.

**6. Conclusion**

6.1 The attached Minutes are submitted for information.

A handwritten signature in dark ink, appearing to read 'Iona Colvin', is positioned above the printed name.

IONA COLVIN

Corporate Director (Social Services and Health)

**Reference :**

For further information please contact Olga Clayton, Head of Community Care and Housing on telephone number 01294 324626

**Background Papers**

None



	<b>STATUS REPORT</b>	
	<b>Business Plan Implementation Group</b>	

**Date:** 27<sup>th</sup> November 2012

**Venue:** Committee Room 1, Cunninghame House, Irvine

<b>Attendees:</b>	Councillor I Clarkson	Elected Member
	Councillor A Dickson	Elected Member
	Councillor J Easdale	Elected Member
	Councillor J Ferguson	Elected Member
	Councillor J Hunter	Elected Member
	Councillor C McMillan	Elected Member
	Councillor R McNicol	Elected Member
	Councillor T Marshall	Elected Member
	Alex Adrain	Social Services & Health
	Ian Cathcart	Infrastructure & Design Services
	Margaret Campbell	Financial Services
	Olga Clayton	Social Services & Health
	Carolyn Hope	Social Services & Health
	David Tate	Infrastructure & Design Services
	Gordon Taylor	Tenant Representative
	Alex Younger	Tenant Representative
	Cate Weir	Tenant Representative

<b>Apologies:</b>	Yvonne Baulk	Financial Services
	Keith MacDonald	Financial Services
	Marianne McManus	Social Services & Health
	Tracey Wilson	Social Services & Health

<b>Minuted by:</b>	Claire McCartney	Social Services & Health
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Agenda Item	Notes and Actions	Who	Date Required
1. Welcome	Cllr Dickson opened the meeting by welcoming everyone.  Olga Clayton made apologies for the lateness of the papers and assured the group that all future papers would be issued at least a week in advance.		
2. Minutes of Last Meeting & Matters Arising	Cllr Dickson drew the groups' attention to the minutes of the previous meeting (Appendix 1) – no issues were raised.		
3. Membership - Roles and Responsibilities	Cllr Dickson gave a brief overview of the remit of the group for the benefit of the new members		

<p><b>5. Workplan Update - Review of Previous Plan</b></p>	<p>Alex Adrain referred the group to the update of the previous work plan (Appendix 2) and advised that more detailed updates would follow as part of today's meeting. He also advised that copies of the HRA Business Plan were available.</p>		
<p><b>- New build Council House Programme</b></p>	<p>Alex Adrain then referred the group to the New Build Council House Development Programme as at November 2012 (Appendix 3). He took the group through the developments approved by cabinet at Copeland Crescent, Redstone Avenue and John Galt Primary and the potential development site at Stevenston Institute.</p> <p>Alex advised that there were 2 further sites being developed under the Council's regeneration programme at Harvie Place, Saltcoats and Western Gateway in Kilwinning.</p> <p>Cllr Dickson advised the group that under the terms of the Business Plan provision had been made for 50 new homes per year and Alex confirmed that one of the reasons North Ayrshire had been so successful in obtaining funding from the Scottish Government was the ability to plan ahead and identify land for these homes.</p> <p>Cllr Hunter raised the question of local investment, Olga Clayton advised that the contracts include community benefit clauses that should result in 50 apprenticeships/work placements for North Ayrshire locals and to maximise local input.</p> <p>Cllr Clarkson raised concerns over the tight timescales for the new developments, Alex advised that the contractors were aware of the timescales and that penalty clauses would be included within the contracts. Alex confirmed that the timescales were extremely tight but he was confident they would be achieved</p>		
<p><b>- SHQS</b></p>	<p>Ian Cathcart gave an overview of what the SHQS was for the benefit of the new members. He then took the group through the SHQS Monitoring Report (Appendix 4) and advised that we were on target for 2015.</p> <p>Cllr Dickson asked Ian how they were dealing with entry issues. Ian advised that a forced access policy paper was agreed by the Council meaning that access can be forced providing the property or tenant meet certain criteria. He also advised that in some cases the Council can apply for the property to be given exemption.</p>		

<p><b>- Rent re-structure Welfare Reform</b></p>	<p>Cllr Dickson raised concerns over whether the Council had insurance over contractors going out of business. David Tate confirmed that all contractors were given regular financial checks and that there was a procedure in place to minimise any financial loss.</p> <p>Cllr Dickson also asked about the penalty for SHQS non-compliance, Ian advised that there was no financial penalty, but was confident that North Ayrshire would not be penalised if the 2015 target was not met.</p> <p>Cllr Clarkson asked Ian how many houses would not or could not meet the target. Ian said he did not envisage there being a lot of houses as the majority of houses were traditional mid/end terrace, the only issues would possibly be in non-traditional houses. Olga Clayton asked Ian to provide figures for exemption properties for his next report.</p> <p>Cllr Easdale referred to Ian's comments on Page 4 of his report regarding the re-roofing and re-rendering programme being behind and asked the reason for this. Ian confirmed that this was due to IDS not signing off completion of a job until the scaffolding has been removed from a property and sometimes this stayed up for a period once work was complete, he also confirmed that this did not affect the cost.</p> <p>Cllr Hunter asked Ian if the work on re-rendering was likely to slow down in the cold weather, Ian advised that the re-rendering work had been accelerated in the 1<sup>st</sup> part of the year so that work would not be affected by the weather.</p> <p>Olga Clayton gave a presentation to the group on the impact of Welfare Reform (Appendix 6).</p> <p>Olga advised that issues regarding Welfare Reform have been raised with COSLA, but the minister was committed to cutting the budget and it was unlikely there would be any significant change.</p> <p>Another problem facing the Council and Tenants is that the whole system is on-line, however Olga did confirm that a new team had been set up to assist with this and officers would be going out to speak to affected tenants face to face.</p> <p>One of the main issues with Welfare Reform is that the information is coming through sporadically so it is hard to fully assess the impact.</p>	<p>IC</p>	<p>For next meeting</p>
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	<p>Cate Weir confirmed that 3.5% had been agreed at the Tenants Network meeting.</p> <p>After discussion it was agreed to consult with the tenants on 3.5% and 4.5% increases as some scope of choice needs to be offered.</p>		
<b>6. Repairs Service Performance</b>	This item was put on hold until the next meeting		
<b>7. Frequency of meetings</b>	Cllr Dickson suggested that meetings be held every 2 months. This was agreed.		
<b>8. A O C B</b>	Alex Young asked why consultants had been brought in to carry out work on pressured area status. Olga advised that this was seen as the best option as the Council do not have the staff resource.		





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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 13**

**29 January 2013**

#### **Cabinet**

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<b>Subject:</b>	<b>Environment and Infrastructure Policy Board</b>
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<b>Purpose:</b>	To submit the Minutes of the Meeting of the Environment and Infrastructure Policy Board held on 3 December 2012.
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<b>Recommendation:</b>	That the Cabinet notes the Minutes attached at Appendix 1.
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#### **1. Introduction**

- 1.1 The Environment and Infrastructure Policy Board is one of six Policy Boards formed by the Council following the elections in May 2012.

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

- 2.1 A meeting of the Environment and Infrastructure Policy Board was held on 3 December 2012. At that time, the Board considered reports in respect of the Abandoned Shopping Trolley Policy and an update on the Waste Management Strategy. The Minutes of the meeting are attached at Appendix 1.

#### **3. Proposals**

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

#### **4. Implications**

##### Financial Implications

- 4.1 There are no implications arising.

##### Human Resource Implications

- 4.2 There are no implications arising.

#### Legal Implication

- 4.3 The Council has powers under the Environmental Protection Act 1990 to remove abandoned shopping trolleys from the public realm.
- 4.4 Implementation of the Waste Strategy will assist in the achievement of statutory targets in respect of recycling and landfill diversion.

#### Equality Implications

- 4.5 There are no implications arising.

#### Environmental Implications

- 4.6 Continued implementation of the Council's Waste Strategy will have a positive impact upon the environment in three ways:
- Reduction in the amount of waste disposed of at landfill;
  - Increase in recycling of materials reducing the need to access virgin materials; and
  - Increase in the re-use of materials reducing the impact of re-processing and the use of virgin materials.

#### Implications for Key Priorities

- 4.7 The implementation of the Waste Management Strategy will contribute towards the achievement of the following SOA objectives:-
- 12a: Our environment is protected and enhanced;
  - 14a: Recycling of waste has increased and the amount of waste going to landfill has decreased;
  - 14b: The Public sector's carbon footprint has reduced;
  - 15a: Public perceptions of public services have improved;
  - 15b: Public services are more efficient and effective; and
  - 15c: Partnership Working has improved.

### **5. Consultations**

- 5.1 There have been no consultations in the formation of this report.

**6. Conclusion**

6.1 The attached Minutes are submitted for information.

A handwritten signature in black ink, appearing to be 'CH', written over a horizontal line.

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

Reference : DM/LL

For further information please contact David Mackay, Waste Services Manager, on telephone number 01294 541525

**Background Papers**

Nil.



At a meeting of the Environment & Infrastructure Policy Board of North Ayrshire Council held on 3 December 2012 at 2.00pm in the Council Chambers, Cunninghame House, Irvine.

**Members Present:**

Ian Clarkson, Joe Cullinane, Anthea Dickson, John Easdale, John Hunter, Elizabeth McLardy

**In Attendance:**

David Mackay (Acting Head of Environment & Related Services), Loraine Barr (Development & Environment)

**Chair**

Councillor John Ferguson

**Apologies for Absence:**

Councillor John Bruce, Wallace Turpie (Environment & Related Services)

**1. Minute of Previous Meeting (3 September 2012)**

Item 1 (b)

It was highlighted that the paragraph should be amended for consideration to be given for the formation of an appeals policy or process, to allow trees to be felled in exceptional circumstances. D Mackay advised that the process duly allows in exceptional circumstances for external advice to be sought if the complainant is not happy with the opinion of the Arboricultural Officer and Streetscene Manager. Should the complainant not be happy with the advice of the external arboricultural adviser then they should follow a process similar to the complaints process.

It was noted that should an appeals committee be set up, such committee would not be in a position to decide on the condition of trees over and above the advice provided by the Arboricultural Officer and Streetscene Manager.

It was agreed that the an appeals committee would not be set up, however the tree policy would be amended to set out the decision with regards to the appeals process similar to the Council's complaints procedure.

Item 2 (c)

Where it states that "consideration should be given as to whether the equipment should be removed". Consideration should include why buoys are being vandalised, carry out risk assessments and look at ways to rectify rather than removing the vandalised buoys.

“The Civic Contingencies Unit” typing error and should be the “Civil Contingencies Unit”.

The remainder of the minute was agreed as a true and accurate record of the meeting.

## **2. Abandoned Shopping Trolley Policy**

Submitted report by Wallace Turpie, Streetscene Manager to seek the views of the Policy Board in respect of an Abandoned Shopping Trolley Policy.

The Council has powers under the Environmental Protection Act 1990 to remove abandoned trolleys from the public realm. The Council is able to levy a charge for the collection, storage, return or disposal of abandoned trolleys to retailers.

Streetscene Operatives currently uplift any abandoned trolleys after 11am each day. The cost of recovering such trolleys has not been reviewed since 1998 and at present supermarkets are charged £16 per trolley for the return or disposal.

Following a meeting of the Irvine Area Committee on 6<sup>th</sup> September 2012 a review of the current process has taken place and a formal policy drafted.

The Chair asked if trolleys are uplifted in other towns outwith Irvine to which, D Mackay confirmed that they were although it was primarily Irvine where the problem with abandoned trolleys was worse, due to more supermarkets being located in Irvine.

The Chair asked if a calculation had been done in relation to the cost of removing a trolley. D Mackay advised that no detailed costs had been prepared as yet and that most of the trolleys removed are when Operatives are carrying out their normal day-to-day work.

I Clarkson advised that he was aware approx. one thousand trolleys had been collected and stored to date. D Mackay explained that he did not have the exact figures. Cllr Cullinane advised that the figure contained within the report was 229 trolleys. D Mackay advised that he would check the exact figures with W Turpie.

Cllr McLardy asked if it was a particular type of trolley i.e. those without money slots that were being abandoned, and that if this was the case it may be worthwhile discussing with supermarkets to try and alleviate the problem. D Mackay advised that a consultation will take place with supermarkets.

Cllr McLardy noted that responsibility should fall upon the supermarkets to rectify the problem. D Mackay explained that this will be covered by the policy.

Discussion took place surrounding charges with the possibility of increasing the storage charge after a period of time although it was agreed that this would be uneconomic to implement.

D Mackay will circulate to Board a copy of legislation in relation to abandoned trolleys.

The meeting agreed further consultation will be done to establish the costs of retrieving trolleys and report back to Policy Board before submission to cabinet.

### **3. Update on Waste Management Strategy**

Submitted report by David Mackay, Acting Head of Environment & Related Services to update the Policy Board in respect of the Waste Management Strategy.

The Waste Management Strategy and implementation plan details key actions for the development of services to meet the targets and objectives of the Scottish Government's National Waste Agenda. The following key actions are being progressed:

- Increase the level of education and promotion;
- Provide new services to support re-use;
- Increase range of materials collected for recycling and composting; and
- Reduce the net cost of providing waste management services.

Continued implementation of the strategy will enable the Council to meet the requirements of the national waste agenda for the period 2012-16.

D Mackay advised that arrangements will be made for a bin to be delivered to those residents who currently do not have a brown bin.

D Mackay showed examples of branded literature and caddy/liner which will be distributed to residents in February 2013. The Group asked what the difference was between use of liners and putting food waste straight into bin. D Mackay advised that research has shown that more people participate in the recycling scheme if liners are used, rather than putting food waste straight into the caddy.

Cllr Hunter noted that the caddy was small and asked if a larger caddy was available. D Mackay advised that again following research that the smaller 5 litre caddy proved to be the preferred size for use as an internal caddy. D Mackay further advised that larger external food waste containers will be trialled to see how they work. The trials would include high-rise flats and possibly co-mingled containers.

D Mackay confirmed that addition to the current two Waste Awareness Officers that a further four Waste Awareness Officers and two Team Leaders will be appointed to promote recycling and waste awareness. These additional posts will be permanent and funded by the savings made through the waste strategy initiatives that divert more waste from landfill, therefore avoiding landfill tax.

The Group asked what work Officers will carry out once the public have been educated on recycling. D Mackay advised that they will also liaise with businesses

to encourage them to recycle and advise them on compliance with new Zero Waste legislation.

Cllr Easdale asked if an advertising campaign would be undertaken. D Mackay confirmed that a campaign will be undertaken in conjunction with Zero Waste Scotland. Distribution of caddies etc. will also be carried out over an 8-week period and Waste Awareness Officers will be available to give advice to residents.

The Group asked what would happen should we not go ahead with recycling of food waste. D Mackay explained that we must introduce food waste collections to comply with Zero Waste legislation. It was also noted that North Ayrshire's recycling figure is 53% which, is one of the top in Scotland.

The Group asked how much money was made from recyclates. D Mackay agreed to circulate recycling figures for plastics, metal and paper.

Cllr McLardy noted that the re-use project could be a great resource for members of the public who, are desperate to donate items and in turn helps those who are vulnerable and in need of help. D Mackay agreed and explained that experience in running a re-use initiative is required in how to and that the Council would engage with the re-use partnership to ensure that prices for re-used goods are competitive.

The Group asked what contamination levels were with the blue bin to which, D Mackay advised that no loads of recyclate have been rejected to date.

Cllr Dickson asked at what time the uplift frequency of the grey bins would be reviewed. D Mackay explained that as the waste in the grey bin reduces there may be future need for the frequency of collections to be reviewed.

Cllr Easdale noted that business rates were extremely high and asked businesses paid over and above their rates for waste collection. D Mackay confirmed that waste collection costs are not included within business rates, as this would be anti-competitive for private waste management companies. D Mackay advised that the Council does offer a reduced recycling collection charge for businesses to encourage them to recycle. Businesses could also use the private sector for providing their waste collections.

The Group agreed to note the progress of the waste strategy as contained within the report.

Cllr Dickson noted that fly-tipping was not contained within the waste strategy. D Mackay advised that this is due to fly-tipping coming under the remit of Streetscene and not Waste Management. Cllr Hunter noted that a separate paper on fly-tipping is due to be submitted to the Scrutiny and Petitions Committee.

Discussion took place surrounding the new vehicle in-cab system and the Chair asked what feedback had been received from Operatives. D Mackay advised that



feedback so far from Operatives regarding the new system were positive, as the system will allow them to receive their route sheets on the device and report any operational issues automatically to the Customer Contact Centre. The system is currently being installed and not in operational use at present.

The Chair thanked those in attendance and the meeting ended at 3.27pm.



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**NORTH AYRSHIRE COUNCIL**

**Agenda Item 14**

**29 January 2013**

**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 3 December 2012.

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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 3 December 2012, 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 3 September 2012.



ELMA MURRAY  
Chief Executive

Reference : AO

For further information please contact Alastair Osborne, Policy and Performance Officer, Democratic and Administration Services on telephone number 07824407278

### Background Papers

None

**IRVINE, 3 December 2012** - At a Meeting of the Corporate Equality Group at 10.00 a.m.

## **Present**

Councillor Ruth Maguire; Councillor Marie Burns; S. Humphries, Chief Revenues and Benefits Officer (Finance and Corporate Support); P. Moore, Senior Educational Psychologist (Education and Skills); N. Bell, Manager, Planning and Performance and S. Bryan, Performance Officer, Planning and Performance (Social Services and Health); A. Osborne Policy and Performance Officer and C. Graham, Committee Services Support Officer (Chief Executive's Service).

## **Apologies for Absence**

L. Morrison, Senior Manager HR (Finance and Corporate Support); G. Boyce, Business Manager Environment and Related Services (Development and Environment); and P. Chow, Development Worker - Ethnic Minorities, Community Development (Education and Skills).

## **Chair**

Councillor Maguire in the Chair.

## **1. Minutes**

The Minutes of the Meeting of the Corporate Equality Group held on 3 September 2012 were approved.

### **1.1 Matters Arising**

#### **3.3 Finance and Infrastructure**

A. Osborne had undertaken to consult on membership with Corporate Directors and Heads of Service to ensure all services were adequately represented.

Two representatives were appointed from Social Services and Health, 1 from Development and Environment and 3 representatives now cover the services within the Directorate of Finance and Corporate Support. Including Chief Executive's and Education and Skills, the Group now comprises 9 Service representatives.

#### **7. Equality Annual Report 2011/12**

The Annual Report was submitted to the Scrutiny and Petitions Committee for its consideration. The Committee requested additional information on the Equalities Champions within North Ayrshire's schools.

A. Osborne will consult with P. Moore with a view to providing the information to Members of the Scrutiny and Petitions Committee.

## **2. Equality Progress Reports**

### **2.1 Education and Skills**

Submitted report on equality developments in Education and Skills highlighting:-

- Progress against the 15 actions within the Education & Skills Single Equalities Action Plan 2012-13.
- Recent Community Engagement activity facilitated by Community Learning and Development, aimed at minority groups within the community, including the uptake of an allotment at a community site in Kilwinning and, as part of the 'taste of Hunger' theme, the launch of a North Ayrshire-wide Food Bank specialising in basic food dishes from different countries.
- A means of recording bullying incidents via the SEEMIS information management system is being pursued. P. Moore had attended a meeting of local authorities discussing the recording of said incidents; however it is unlikely that a new system could be in place to align with the current reporting timescales.
- Training for Arran schools' Champions on 24 October; training for new Champions to be held on 6 December; and a twilight session for schools' "Equalities Champions" to be held in January 2013 with a theme of "Equalities-friendly Schools", to share and develop good practice. Following a survey of Equalities implementation in schools, a template Equalities policy for schools is being drafted for discussion at the twilight session. The e-learning course will also be provided at the twilight session.
- Initial training for Champions within Community and Culture will be delivered during December.
- Creative work by Community & Culture (Libraries) in engaging with Traveller Families has assisted in developing literacy and numeracy skills of practical relevance to the community and has promoted educational engagement.

Noted.

### **2.2 Social Services and Health**

Submitted report on Social Services and Health equality developments aligned to the Equality Action Plan 2012/13.

The following initiatives were highlighted:-

- The introduction of an Ayrshire-wide core team dedicated to working with female offenders
- Development and implementation of a programme of sensory impairment training awareness for staff
- Establishment of a North Ayrshire multi-agency Domestic Violence Team
- Partnership working with MacMillan to mainstream the advice service for people affected by cancer

- Engaging with vulnerable service users to maximise disposable income and increase financial capability
- Review Mental Health and Learning Disability Services and consult with key stakeholder groups.
- Partnership working with stakeholder groups to develop the Social Services employability strategy to increase employment opportunities for service users.  
*A joint approach has been developed with the NHS, a targeted staff awareness programme is under development, and a full options appraisal has enabled a cost-benefit analysis to be completed for the Personalisation community hub and portal. The Hazeldene Horticulture model is reaching the final stage of development.*
- Development of a pan-Ayrshire joint equipment service in conjunction with the NHS and South and East Ayrshire Councils. A business case is being developed together with a service specification and procurement process.  
*N. Bell undertook to provide further information on the equipment included within the joint service.*
- Progress on the creation of 12 amenity houses on Cumbrae, arising from the Council's Older People Housing Strategy
- Re-establish a Forum for looked after young people accommodated in North Ayrshire residential units and monitor outcomes and progress of the Forum.  
*Despite attempts by officers and care home workers, there appears to be no interest in developing a Young Person's Forum. It is intended that a full scale consultation will be carried out over the next 6 months with the young people who are looked after in residential settings. As a result, no further progress can be made on this action throughout the current service year.*

Noted.

## **2.3 Finance and Corporate Support**

Submitted report on equality developments within the services within Finance and Corporate Support, including:

### **Revenues and Benefits**

- 4 members of staff have been trained in British Sign Language
- Availability of a loop system is available at customer enquiry desks
- The provision of private interview facilities for customers
- The provision of interpretation and translation services for customers, as required
- The visiting officer and take up officer provide customers with a home visit service to discuss benefit matters and assistance with the completion of application forms if required. (An electronic claim form has also been introduced.) The Benefits take up officer works directly with the Pension Service and has formed a network of contacts with organisations and voluntary groups throughout the community, e.g. Wiseman Group and Age Concern.

### Chief Executive's and Corporate Services

- Communications Service: In relation to the overall communications audit, as at November 2012 an audit of Council office reception areas has been completed. The audit of Council literature is ongoing and is still projected to be completed by the end of December, whereon the Communications Standards Guide for the Council will be compiled.
- HR and Organisational Development Service: The first equal pay audit, post single status implementation has now been carried out. Details of the findings were contained in the report and confirmed that the gender pay gap is not an issue within the Council.
- Initial work has commenced on reviewing the data from the recent employee engagement survey to identify trends that can be extrapolated.
- With the exception of Education and Skills, the equalities e-learning module has now been launched to all Managers. With effect from January 2013, the module will be made available to all employees, and to Education Managers via the Equalities Champions within each school. Reviews will be carried out in January and in April 2013.  
*P Moore advised that school access to NAVIGATE can be intermittent and this may affect access to the e-learning facilities. A. Osborne undertook to discuss the position with P. Houston, Learning and Development Adviser.*
- Work is continuing on the self-service implementation project with a pilot for the introduction of electronic payslips. This is anticipated around March 2013 once privacy impact assessments have been concluded. The 2<sup>nd</sup> stage of the project will look at the implementation of the 'employee kiosk' and it is anticipated this will take place during 2013-14.
- Customer Services: An EIA will be carried out to ensure that the new Bridgegate House One Stop Shop is fully accessible and fully meets all the necessary requirements. It is anticipated the EIA will be carried out in January, when access can be gained to the site.

At the request of the Chair, A. Osborne undertook to consult with the Head of Human Resources and Organisational Development to ensure the service is represented at future meetings.

### 2.4 Democratic and Administration Services

Submitted report on equality development progress within Democratic and Administration Services (incorporating 11 actions under the heading of Corporate Services and 9 actions relative to the Chief Executive's Service), including:

- Completion of the consultation with voluntary and community organisations on the setting of Equality Outcomes
- An options paper for discussion at the next Ayrshire MADIM Group on the future of a pan-Ayrshire Group. The North Ayrshire Group has indicated that a single Group would be favourable. A report will be presented to the Ayrshire Equality Partnership in the near future.



- An induction pack has been given to all Elected Members on Equality Policies and a presentation on the EIA process was provided at the first of the Members' Budget Seminar meetings.
- Tenders for the provision of a Rape and Childhood Sexual Abuse Counselling Service have been evaluated and a contract awarded to commence on 1 April 2013.

Noted.

### **3. Equality Impact Assessment**

Submitted draft report for consideration by the CMT on progress of the equality impact assessment process, and seeking approval for the information to be communicated to Elected Members prior to conclusion of the budget process.

The requirement to produce EIAs on budget savings was incorporated into the Service Planning and Budgeting Guidance 2012/13. All services have been issued with the new toolkit and instructions on what would be required in terms of screening and assessing budget efficiency proposals, with key officers identified to lead on co-ordinating responses within each service.

The report advised on the number of submissions, however due to adjustments to the current budget process, the final number is not yet known.

Noted.

### **4. Equality Outcomes**

Submitted draft report for consideration by the CMT on the equality outcomes proposed for the Council.

By focusing on outcomes, it is anticipated that specific and identifiable improvements in people's life chances will be achieved.

Arising from a report to the SMT on 19 September 2012, 8 revised outcomes were approved as was a programme of consultation with equality groups and the wider community. The consultation programme, carried out by Community Development, has now been completed and 160 responses have been submitted. The consultation was a considerable undertaking for the staff involved (Pam Crosthwaite and Paul Chow) and this was acknowledged by the Group.

It is now proposed to recommend 9 outcomes – two additional outcomes with the gender pay outcome withdrawn.

Core Objective 1: Regenerating our Communities and Increasing Employment

1. More disabled people are in work and training

Core Objective 2: Protecting Vulnerable People

2. The incidence of violence against women is reduced
3. The incidence of hate crime is reduced
4. Older people are more active and independent in their communities
5. Vulnerable people have improved access to financial advice, services and products

Core Objective 3: Improving Educational Attainment

6. More young people are leaving schools for positive, sustained destinations
7. Bullying of young people is reduced

Core Objective 4: Operating More Efficiently and Effectively

8. More Council employees are working flexibly
9. Employees feel they have increased capacity to respond more confidently and appropriately to the needs of colleagues and customers.

A further report will be submitted to the Cabinet in early 2013, seeking approval of the Council's Equality Outcomes, for publication by April of that year.

Further work will be required on the actions and activities which the Council could take in support of the agreed outcomes, and which will also form the basis for the development of the new Equality Action Plan 2013/14.

Noted.

## **5. Pay Audit and Employment Issues**

Submitted report on the outcome of the Council's first Equal Pay Audit, based on data at the end of March 2012 on earnings for the financial year 2011/12.

5,409 employees were covered by the audit, excluding Chief Officers and Teachers. The workforce comprises 4,136 females (76.5%) and 1,273 males (23.5%).

For the purposes of this initial audit, pay gaps of 5% or more have been investigated (as recommended by the EHRC); however, future bi-annual audits will investigate pay gaps of greater than 3%.

Analysis by gender (basic pay) by grade did not exceed the 5% baseline. Analysis by gender (total pay) by grade did exceed the 5% baseline within grades 3, 4 and 7.

Ethnic origin (basic pay) indicated one grade in excess of 5%, that being grade 7. Further analysis showed that one employee is at the bottom of the scale due to service, compared to the majority of other employees on the grade being on the top two points of the grade, hence the gap. No further action is required in that regard.

Ethnic origin (total pay) with the exception of grade 2, indicated a pay gap of less than 1%.

In terms of Disability there are no gaps in excess of 5% on basic pay, however pay gaps for grades 1, 2 and 10 (total pay) are in excess of the 5%.

Further investigation will be carried out into the areas affected by an excess of 5% and findings will be available in due course.

Noted.

## **6. Forward Plan**

The consultation responses will be issued to each Service in order that actions required may be incorporated into the service action plan for next year. A. Osborne undertook to make enquiries as to the most practical format for distribution of the information.

A report will be provided to a future meeting on mainstreaming reporting mechanisms across all services, and is likely to be aligned to the North Ayrshire Performs structure, powered by Covalent.

Noted.

## **7. Date of Next Meeting**

A. Osborne advised of his retirement from the Council in February 2013 and confirmed that his replacement on the Group would be confirmed in due course (Morna Rae, Community Planning Officer, Chief Executive's Service – confirmed January 2013.)

In the meantime, the next meeting has provisionally been scheduled for Monday 4 March 2013 at 10.00 a.m. in Committee Room 2, Cunninghame House, Irvine.

The meeting ended at 11.00 a.m.



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## NORTH AYRSHIRE COUNCIL

### Agenda Item 15

29 January 2013

#### Cabinet

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**Subject:** Community Empowerment Policy Board

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**Purpose:** To submit the minutes of the meeting of the Community Empowerment Policy Board held on 17 December 2012.

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**Recommendation:** That the Cabinet agrees to note the Minutes.

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#### 1. Introduction

- 1.1 The third meeting of the Community Empowerment Policy Board took place on 17 December 2012.

#### 2. Current Position

The key issues discussed were

- Community Halls and Centres Working group: membership and remit
- Community Asset Transfer policy and toolkit
- Developing the role of the Third Sector, including procurement of services: pilot programme
- Nurturing Communities: Community Development Grants
- Commonwealth Games
- Community empowerment project proposals
- Homecoming 2014
- Community asset transfer/purchases: progress report

#### 3. Proposals

- 3.1 The Cabinet is invited to note the Minutes, which are 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 resources implications arising from this report.

#### Legal Implications

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

### 5. Consultations

- 5.1 None required.

### 6. Conclusion

- 6.1 That the Cabinet notes the Minutes.



CAROL KIRK  
Corporate Director (Education and Skills)

Reference : AS/EMcK

For further information please contact Audrey Sutton, Head of Service  
(Community and Culture) on telephone number 01294 324414.

### Background Papers

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At a meeting of the **Community Empowerment Policy Board of North Ayrshire Council** held on 17 December 2012 at 2pm in Cunninghame House, Irvine.

**Members Present:**

Councillor Ian Clarkson; Councillor Jean Highgate and Councillor Ruth Maguire.

**In Attendance:**

Audrey Sutton, Head of Service, Education and Skills.

**Chair**

Councillor Alan Hill.

**Apologies for Absence:**

Councillor John Bruce, Councillor Peter McNamara, Councillor Ronnie McNicoll, Councillor Jim Montgomerie and Mark Armstrong, Head of Service, Education and Skills.

1. **Welcome:** Cllr Hill welcomed the members of the Board to the third meeting of the group.

2. **Matters arising:**

Minutes were available from the previous two meetings.

NAFCA Meeting: It was advised that the short term working group meeting is on Thursday 20 December 2012. This first meeting is to develop a structure on how to move forward and to identify who needs to be brought into the discussion.

The asset transfer policy meeting took place on Friday 14 December 2012 with Laura Friel. There is to be a portal for asset transfer and key workers to be identified for each request. The Change Team will progress this.

3. **Community Halls and Centres Working group:** membership and remit.

The first meeting is being held on Thursday 20<sup>th</sup> December. As proposed, this short life working group is to review relationships with community associations and to look at the management models in place, and review current working models.

In order to ensure transparency it was agreed that Audrey Sutton will write to all associations to advise that meetings are taking place. This will be put out as a note following meeting advising attendance and agenda for short term working group. Chairs of community associations will be invited to participate at a later date.

4. **Community Asset Transfer policy and toolkit:**

The draft document will be available for review in January 2013.

## **5. Developing the role of the Third Sector, including procurement of services: pilot programme**

Two workshops have taken place with the Scottish Government. A further workshop will take place in January/February 2013 and actions will be agreed.

## **6. Nurturing Communities: Community Development Grants.**

Discussion took place in relation to the need to update community profiles with new guidance. Staffing is being reshaped in the services involved to be able to give better support to organisations in the new financial year.

This will be an ongoing process and will be phased in; and case studies will be publicised where groups have had success. Organisations will increasingly be encouraged to look beyond the Council for sources of funding.

Elected members will still make decisions via the Area Committees and every case will still be decided on merit. However, a cultural change is taking place with staff supporting and encouraging organisations to apply elsewhere for funding after their first year of receipt.

## **7. Commonwealth Games**

Cllr Hill attended a meeting on Thursday 13 December (first meeting after elections) with the Cabinet Secretary. One group has been created for Sport & Culture and will soon provide a better picture of what is intended.

The Olympic Legacy group's work is continuing as a standing item through Fit for the Future Strategy group. Considerable work is ongoing to build on this legacy and to develop Commonwealth Games activity and legacy and Audrey Sutton will invite officers to come along to a future meeting to talk about proposals and legacy of Commonwealth Games.

Volunteer recruitment can be done through libraries which are being used as recruiting stations.

A full report on legacy has been provided the Council on the request of Councillor McNicol and this will be circulated to the Group.

## **8. Community Empowerment project proposals:**

The Board discussed the need to develop projects on a case by case basis and to encourage and consider geographical spread. Historically the Garnock Valley has submitted fewer applications than other areas and the need to encourage and develop groups in that geographical area was discussed. The possibility of including a hockey pitch in the new school was discussed.



A pitches and facilities strategy has recently been commissioned. Applications have been received from clubs to take over pitches but the Council needs to know who else uses these pitches and look at the potential use and engage others in this process. There is a requirement to look at external funding possibilities and consider any transfer problems.

Irvine Sports Club has identified a need for changing rooms and written to Audrey Sutton with a request to consider funding.

Discussion took place regarding the welcome contribution to local initiatives of local lottery winners in Largs. A trust is being set up and this should be up and running in the New Year. The possibility of setting up a meeting was discussed.

## **9. Homecoming 2014**

An ambitious application has already been submitted by North Ayrshire Council and is going through to the next stage of the process. Funding from Government is very limited so the Council may have to consider funding events.

Jean Highgate left meeting at 3.30 pm.

The events within the bid are currently focussed on Irvine and Kilwinning; Largs 2013 anniversary events will be also be supported the Council.

## **10. Community asset transfer/purchases: progress report**

There was an update on current applications and no further requests to add at the moment. Audrey Sutton will continue to give updates.

## **11. AOCB**

Audrey Sutton and Cllr Hill have met with all North Coast members to discuss Vikingar and potential developments in Largs. Further discussion will take place with user groups and customers.

## **12. Date of next meeting**

The next meeting will take place on Monday 4 March at 2.00 pm in the Council Chambers.