



**North Ayrshire Council**  
Comhairle Siorrachd Àir a Tuath

## **Cabinet**

A Meeting of the **Cabinet** of North Ayrshire Council will be held in the **Council Chambers, Ground Floor, Cunninghame House, Irvine, KA12 8EE** on **Tuesday, 24 September 2019** at **14:30** to consider the undernoted business.

**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**

The accuracy of the Minutes of the meeting of the Cabinet held on 27 August 2019 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local government (Scotland) Act 1973 (copy enclosed).

### **GENERAL BUSINESS FOR DECISION**

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

**3      Regulation of Investigatory Powers (Scotland) Act 2000**

Submit report by the Head of Democratic Services on the Council's use of the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) (copy enclosed).

**4      Public Performance Reporting 2018/19**

Submit report by the Head of Democratic Services on public performance reporting and the draft Annual Public Performance Report 2018/19 (copy enclosed).

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

- 5 Revenue Budget 2019/20: Financial Performance to 31 July 2019**  
Submit report by the Executive Director (Finance and Corporate Support) on the financial performance for the Council at 31 July 2019 (copy enclosed).
- 6 Capital Programme Performance to 31 July 2019**  
Submit report by the Executive Director (Finance and Corporate Support) on the Capital Investment Programme as at 31 July 2019 (copy enclosed).
- 7 VE Day 75 Commemorations**  
Submit report by the Executive Director (Finance and Corporate Support) on the UK and Scottish Government's decision to change the date of the May public holiday to mark the 75th anniversary of VE day (copy enclosed).

**Reports by the Executive Director (Place)**

- 8 Road Asset Safety Inspections**  
Submit a report by the Executive Director (Place) on the proposed new Road Asset Safety Inspection Policy (copy enclosed).

**Reports by the Executive Director (Communities)**

- 9 Community Asset Transfer – Millport Town Hall**  
Submit a report by the Executive Director (Communities) on the transfer of ownership of Millport Town Hall and its grounds to the Scottish Charitable Incorporated Organisation Millport Town Hall (copy enclosed).

**CONTRACTS**

- 10 Award of Dalrymple Court Re-development (Construction of 24 Sheltered Housing Units & 9 Bungalows)**  
Submit a report by the Executive Director (Finance and Corporate Support) on the tendering exercise for the Dalrymple Court Re-development (Construction of 24 Sheltered Housing Units (SHU) & 9 Bungalows) (copy enclosed).
- 11 Urgent Items**  
Any other items which the Chair considers to be urgent.

**12 Exclusion of the Public - Para 9**

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 indicated in terms of Paragraph 9 of Part 1 of Schedule 7A of the Act.

**Non Disclosure of Information**

In terms of Standing Order 19 (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.

**12.1 Lease of Gateway Building, i3, Irvine Enterprise Area**

Submit a report by the Executive Director (Place) on the Lease of Gateway Building, i3, Irvine Enterprise Area (copy enclosed).

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## Cabinet Sederunt

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Joe Cullinane (Chair)  
John Bell (Vice-Chair)  
Robert Foster  
Alex Gallagher  
Louise McPhater  
Jim Montgomerie

Chair:

Apologies:

Attending:



**IRVINE, 27 August 2019** - At a Meeting of the Cabinet of North Ayrshire Council at 2.30 p.m.

**Present**

Joe Cullinane, John Bell, Robert Foster, Alex Gallagher, Louise McPhater and Jim Montgomerie; and Babs Mowat (Church Representative) (Agenda Items 3).

**Also Present**

Timothy Billings and Jean McClung.

**In Attendance**

C. Hatton, Chief Executive; L. Friel, Executive Director, and M. Boyd, Head of Service (Financial and Customer Services) (Finance and Corporate Support); R. McCutcheon, Executive Director, D. Hammond, Head of Service (Commercial), M. Strachan, Senior Business Manager, N. McIlvanney, Strategic Planning Manager, S. Macfadyen, Team Manager (Commercial Services), and A. Johnston, Team Manager (Physical Environment) (Place); A. McClelland, Head of Service (Education) and R. Arthur, Head of Service (Connected Communities) (Communities); and A. Fraser, Head of Democratic Services, J. Hutchison, Senior Communications Officer (Media and Internal Communications) and E. Gray and H. Clancy, Committee Services Officers (Chief Executive's Service).

**Chair**

Joe Cullinane in the Chair.

**Apologies**

Elizabeth Higton.

**1. Declarations of Interest**

There were no declarations of interest by Members in terms of Standing Order 10 and Section 5 of the Code of Conduct for Councillors.

**2. Minutes**

The accuracy of the Minutes of the meeting of the Cabinet held on 11 June 2019 was confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

### **3. Education Authority Annual Plan 2019-20**

Submitted a report by the Executive Director (Communities) on the publication of the Education Authority Annual Plan for 2019-20 which was set out at Appendix 1 to the report.

The Cabinet agreed to (a) note the content of the Annual Plan for 2019-20; and (b) approve (i) the publication of the plan; and (ii) its subsequent submission to Scottish Ministers.

### **4. Decriminalised Parking Enforcement and the Introduction of Car Parking Charges**

Submitted a report by the Chief Executive on the recommendations of the Audit and Scrutiny Committee following a Call-In Request relating to decriminalised parking enforcement and the introduction of car parking charges for Brodick. The Minute of the Audit and Scrutiny Committee meeting which took place on 27 June 2019 was set out at Appendix 1 and supplementary information provided by the Interim Head of Service (Commercial Services) following the Audit and Scrutiny Committee meeting was set out at Appendix 2 to the report.

The Cabinet considered the request by the Audit and Scrutiny Committee to reconsider its earlier decision to include Arran in the Council's DPE application. Members expressed the view that Arran should be included, but that plans to introduce parking charges in Brodick should not be progressed at this time and that officers should work with local ward Members to review parking issues across the island, including consideration of appropriate traffic restrictions.

Accordingly, the Cabinet (a) agreed not to accept the recommendation of the Audit and Scrutiny Committee to reconsider its earlier decision to include Arran in the Council's DPE application; and (b) noted that, in terms of Standing Order 24.7, the matter be referred to the next meeting of the Council for determination.

### **5. Expansion of Webcasting**

Submitted a report by the Chief Executive on the proposed expansion of the Council's webcasting arrangements to include meetings of the Cabinet.

Members asked questions, and received clarification, in respect of:

- the capacity of the current webcasting contract; and
- whether there were any plans to expand the provision further.

The Cabinet agreed to approve the introduction of webcasting of meetings of the Cabinet.

## **6. Street Naming and Numbering Guidance**

Submitted a report by the Executive Director (Place) on the proposed update to the guidance for the naming and numbering of streets and properties. The updated Street Naming and Numbering Guidance was set out at Appendix 1 to the report.

The Cabinet agreed to approve the proposed update to the Street Naming and Numbering Guidance set out at Appendix 1 to the report.

## **7. Syrian Resettlement Programme**

Submitted a report by the Executive Director (Place) on the progress made since the Council's humanitarian commitment to participate in the Syrian Resettlement Programme in 2015 and to seek approval to extend this commitment for a second time.

The Cabinet agreed to (a) note the progress made on the Syrian Resettlement Programme to date; and (b) further extend the Council's initial commitment and provide safe haven to a further 40 refugees with a deadline of March 2020, increasing the Council's overall commitment to a final total of 200 refugees.

## **8. Proposals for Community Investment Fund (CIF) Expenditure**

Submitted a report by the Executive Director (Communities) on applications by Locality Partnerships to allocate CIF funding to proposed projects. The application from Millport Town Hall was set out at Appendix 1 and from West Kilbride Community Initiative Limited (WKCIL) was set out at Appendix 2 to the report.

Members initially discussed the application from Millport Town Hall, noting that while the amount requested exceeded the £100,000 ceiling for CIF funding it would potentially allow for £2.8M of funding from other sources to be sought.

Discussing the application from WKCIL, Members asked questions and were provided with further information on the measures which would be taken to ensure the sustainability of the project.

The Cabinet agreed to award (a) £200,000 from the North Coast's allocation of the CIF to Millport Town Hall for the restoration of the building subject to (i) the award being set aside for 12 months to allow for the full cost of the project to be funded; and (ii) a proportional reduction in the award should the overall cost of the project reduce; and (b) £14,892.40 from the North Coast's allocation of the CIF to West Kilbride Community Initiative Limited for the Sing Your Song project.

## **9. i3 Digital Manufacturing and Demonstrator Hub**

Submitted a report by the Director (Growth and Investment) on a partnership funding bid to the Advancing Manufacturing Challenge Fund to create a Digital Manufacturing and Demonstrator Hub and be the catalyst for the i3 Ayrshire Growth Deal project.

Members asked questions and were provided with further information on the role of the Ayrshire Economic Joint Committee in terms of approving funding.

The Cabinet agreed (a) to approve the allocation of £1m towards the funding proposal from the Council's Ayrshire Growth Deal (AGD) budget for i3; (b) to the Council being project lead for the proposal and; (c) that, if the project was successful in securing external funding, the detailed proposals would be submitted to Cabinet for final approval.

#### **10. Award of contract for Adult Community Support Services**

Submitted a report by the Executive Director (Finance and Corporate Support) on the outcome of the procurement exercise for the delivery of Adult Community Support services.

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

- the payment of the real living wage by all successful bidders;
- the impact on the workforce of an ongoing dispute between Cornerstone and Unison; and
- provision for Council to continually assess contracts through the Contracts Management Framework.

The Cabinet agreed to approve the award of framework contracts to Key Housing Association Ltd.; The Richmond Fellowship Scotland Ltd., Cornerstone Community Care (trading as Cornerstone), Affinity Trust, Hansel Alliance, Quarriers, Enable Scotland (Leading the way) and North Ayrshire Forum on Disability/Access Ability.

#### **11. Note of Award of Contract during Recess –Nursery Extension to St Peter's Primary School, Ardrossan**

Submitted a report by the Executive Director (Finance and Corporate Support) on the result of the tender exercise for the Nursery Extension to St Peter's Primary School, Ardrossan.

The Cabinet agreed to note the award of the contract to W.H. Kirkwood Limited during recess.

#### **12. Note of Award of Contract during Recess – Internal and External Alterations to Friars Lawn Sheltered Housing Unit, Kilwinning (Lot 1) and Garrier Court Sheltered Housing Unit, Springside (Lot 2)**

Submitted a report by the Executive Director (Finance and Corporate Support) on the result of the tender exercise for the Internal and External Alterations to Friars Lawn Sheltered Housing Unit, Kilwinning (Lot 1) and Garrier Court Sheltered Housing Unit, Springside (Lot 2).

The Cabinet agreed to note the award of the contract to McTear Contracts Ltd (Lot 1) and D. McLaughlin & Sons Ltd T/A McLaughlin Construction (Lot 2) during recess.

### **13. Exclusion of the Public**

Cabinet resolved 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 indicated in terms of Paragraph 9 of Part 1 of Schedule 7A of the Act.

### **14. Disposal of Unit 65, Third Avenue, Irvine**

Submitted report by the Executive Director (Place) on the disposal of Unit 65, Third Avenue, Irvine.

The Cabinet agreed to approve the recommendation as detailed in the report.

The Meeting ended at 3.20 p.m.

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## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

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<b>Title:</b>	<b>Regulation of Investigatory Powers (Scotland) Act 2000</b>
<b>Purpose:</b>	To provide an update to Cabinet on the Council's use of the Regulation of Investigatory Powers (Scotland) Act 2000. (RIPSA)
<b>Recommendation:</b>	That Cabinet notes the measures in place to secure compliance with RIPSA and the use the Council has made of the Act in the last year.

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### 1. Executive Summary

- 1.1 In the course of carrying out its regulatory duties, the Council may require to carry out surveillance. The Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) sets up a framework under which surveillance can be authorised and the evidence obtained used in subsequent court actions without challenge under Human Rights legislation. If the legislation is not complied with, it could lead to the Council breaching an individual's right to privacy or for any information gathered being inadmissible as evidence in court.
- 1.2 The present report is to update Cabinet on any use made of the Act over the year and also advises of changes in the Council's Authorising Officers following staff changes.

### 2. Background

- 2.1 The European Convention on Human Rights provides for a right to privacy. This cannot be interfered with by public authorities, except for certain defined purposes. Such interference must also be proportionate. As surveillance of persons without their knowledge (covert surveillance) would be an interference with a person's right to privacy, RIPSA creates a framework, which if followed, allows for surveillance by public authorities. Key issues to be addressed in considering surveillance are whether it is: -
  - Necessary (whether there is any other way to achieve the same aim without covert surveillance, e.g. can you stop the problem by letting people know they are being watched (overt surveillance) etc.);
  - Proportionate (whether the proposed surveillance is excessive having regard to its objective); and
  - Collateral intrusion (whether the surveillance would record details of other individuals, thus breaching their right to privacy).

- 2.2 The two types of surveillance currently available to the Council are directed surveillance (observing people without their knowledge) and covert human intelligence sources (asking a third party to establish or maintain a relationship to obtain information in secret).
- 2.3 The Council is audited on its RIPSAs procedures by the Office of the Surveillance Commissioner (OSC) every three years. The last such inspection took place in April 2017. The OSC's functions have now been taken over by the Investigatory Powers Commissioner's Office (IPCO) and the next inspection could take place any time after April 2020. A report issued by IPCO in January 2019 particularly commended the Council's regular training regime.
- 2.4 The core aspects of governance which ensures the Council's compliance with RIPA are:-
- A Senior Responsible Officer, the Head of Democratic Services who has responsibility for the Central Register which records all cases of covert surveillance;
  - Authorising Officers who consider and approve applications for covert surveillance;
  - Council procedures are set out in two Protocols on Directed Surveillance and Covert Human Intelligence Sources;
  - The Council's CCTV policy and procedures;
  - Training. A half-day RIPA training course is now a fixture of the Council's Learning and Development Directory and is delivered annually by Legal Services with the next course due to take place in March 2020. Over and above the half-day course, from time to time teams seek a briefing on RIPA and surveillance procedures from Legal Services to ensure that staff have a broad overview of the terms of the Act.
  - A refresher briefing is given annually to the Council's Extended Leadership Team on the requirements of RIPA, to ensure that senior staff are aware of the provisions of the Act and that any key employees receive the necessary training. The Chief Executive and Directors are all asked to sign an annual undertaking in this regard.
- 2.5 The Authorising Officers are presently Andrew Moynihan, Team Manager (Trading Standards), Stephen Humphries, Chief Revenue and Benefits Officer and the Chief Executive. In terms of the Scheme of Delegation to Officers approved by Council in June 2018, the Chief Executive is appointed as Authorising Officer for all types of authorisation, including the authorisation of a person under age 18 to act as a covert human intelligence source. The Chief Executive is also authorised to appoint other Officers to act as Authorising Officers for all such functions except the authorisation of a person under age 18 to act as a covert human intelligence source. To take account of changes in staff and to ensure that there are sufficient Authorising Officers the Chief Executive appointed Paul Doak, Senior Manager (Internal Audit, Risk and Fraud) and Scott McKenzie, Senior Manager Protective Services as Authorising Officers. A briefing session was held in May to ensure that all Authorising Officers are aware of their responsibilities under the Act and both new appointed Authorising Officer has also been trained.
- 2.6 Since the Act came into force in 2000, the Council's use of surveillance has gradually reduced. A number of reasons are responsible for this reduction. These include:-

- Covert surveillance is a resource intensive activity;
- Other less intrusive means are being found to investigate cases, such as data sharing;
- Overt action to disrupt unlawful activity is considered more effective (by making it known that a person or area is under surveillance);
- The transfer of most benefit fraud investigations to the DWP greatly reduced the type of investigation for which covert surveillance was appropriate;
- Within Trading Standards, rather than focussing on enforcement action, a more effective use of resources is to educate retailers to self-police rather than to pursue surveillance.

2.7 Prior to 2018, the Council had used surveillance on only one occasion in the past five years, in February 2014. Since the last report to Cabinet in October 2018, however, four authorisations have been sought of which three have been granted. These have all been based on the prevention and detection of crime and covered allegations of theft which led to criminal charges and convictions. Further surveillance operations have covered the test purchasing of age-restricted tobacco products and allegations that premises are operating as an unlicensed house of multiple occupancy. The instance on which surveillance powers were refused related to investigation of noise nuisance.

### **3. Proposals**

3.1 That Cabinet notes the measures in place to secure compliance with RIPSA and notes the use made of the Act.

### **4. Implications/Socio-economic Duty**

#### **Financial**

4.1 There are no Financial implications arising from this report.

#### **Human Resources**

4.2 There are no Human Resources implications arising from this report.

#### **Legal**

4.3 There are no Legal implications arising from this report. This report outlines the measures in place to ensure that the Council complies with its legal obligations.

#### **Equality/Socio-economic**

4.4 There are no Equality implications arising from this report. There are likewise no Socio-economic implications arising from this report.

#### **Environmental and Sustainability**

4.5 There are no Environmental implications arising from this report.



## **Key Priorities**

- 4.6 Compliance with the regime to authorise surveillance set out in RIPSA ensures that any investigations carried out by the Council are lawful which contributes to the Council's priorities of developing Aspiring Communities in North Ayrshire where residents are safe.

## **Community Wealth Building**

- 4.7 There are no Community Wealth Building benefits arising from this report.

## **5. Consultation**

- 5.1 None.

Craig Hatton  
Chief Executive

For further information please contact, **Andrew Fraser, Head of Democratic Services**, on 01294 424125.

## **Background Papers**

None

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**NORTH AYRSHIRE COUNCIL**
**24 September 2019****Cabinet**


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<b>Title:</b>	<b>Public Performance Reporting 2018/19</b>
<b>Purpose:</b>	To advise Cabinet on 2018/19 public performance reporting and the draft Annual Public Performance Report 2018/19.
<b>Recommendation:</b>	That Cabinet agrees to (a) note the status of the Council's performance indicators at Appendices One and Two; (b) approve the draft Annual Public Performance Report 2018/19 set out at Appendix Three; and (c) note that this report will also be referred to the Audit and Scrutiny Committee for further consideration.

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**1. Executive Summary**

- 1.1 This report details the Council's performance against a range of Performance Indicators (PIs) during 2018/19. It highlights how the Council, in conjunction with communities and its partners, has worked to improve economic growth; close the attainment gap; protect and enhance our natural environment; and ensure that resources are directed to support those who need them most.
- 1.3 The report also sets out the content of the Council's Annual Public Performance Report for 2018-19 which will be published on the Council's website by October 2019.

**2. Background**

- 2.1 The Accounts Commission, in its 2015 Direction on Public Performance Reporting, set out two clear categories of performance information. This gave Councils more flexibility in determining their specific PIs that would meet the requirements of the Direction outlined in Table one below:

**Table 1: Accounts Commission Direction 2015**

Part 1 - Achievement of Best Value	Part 2 - Local Government Benchmarking Framework
<p><b>Statutory Performance Indicator 1:</b> Each Council will report a range of information setting out:</p> <ul style="list-style-type: none"> <li>• Its performance in improving local public services (including with partners);</li> <li>• Its performance in improving local outcomes (including with partners);</li> <li>• Its performance in engaging with communities and service users and responding to their views and concerns;</li> <li>• Its performance in achieving Best Value, including its use of performance benchmarking; options appraisal; and use of resources.</li> </ul>	<p><b>Statutory Performance Indicator 2:</b> Each Council will report its performance in accordance with the requirements of the Local Government Benchmarking Framework (LGBF).</p>

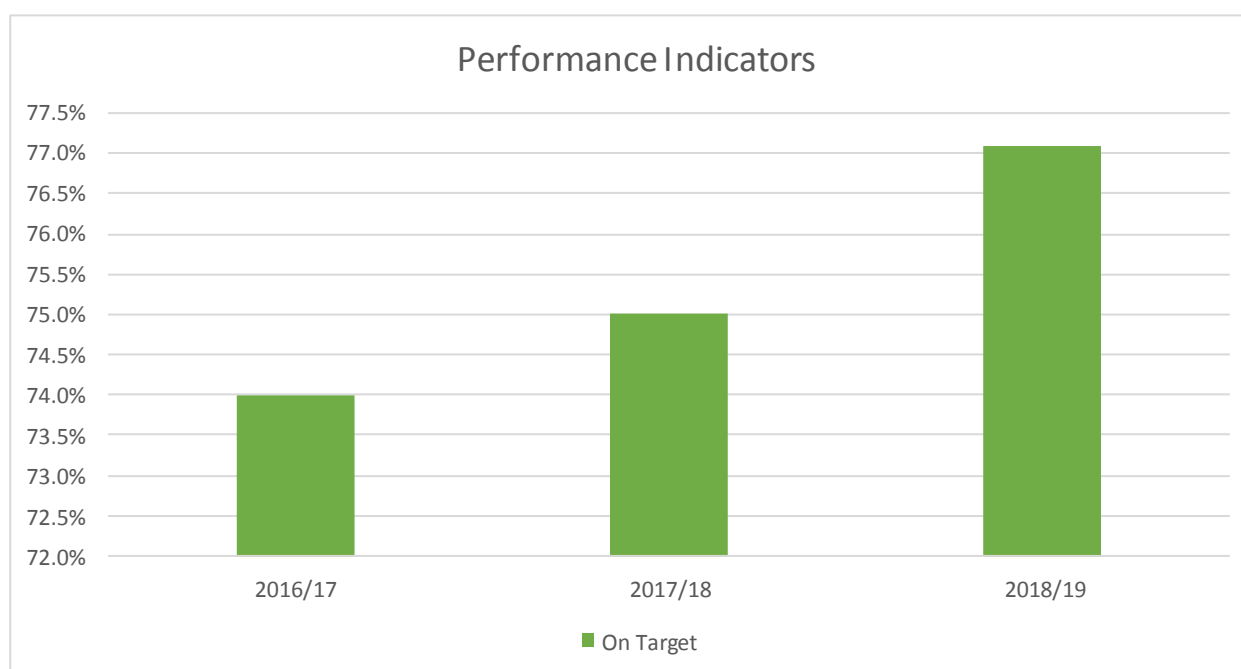
- 2.2. The Council has 66 PIs which they view as most important in terms of demonstrating our performance against the 2014-2019 Council Plan and part one of the Accounts Commission Direction. 80 Local Government Benchmarking Framework (LGBF) indicators are reported separately via our website which meets part two of the Accounts Commission Direction.
- 2.3 Our website contains considerable performance information which is reviewed on a regular basis. Links to information on community and locality planning performance are also available on the website.
- 2.4 PIs are published on our website using an interactive portal – *North Ayrshire Performs*. Detailed information including performance status and trends are available for public inspection. Links have also been made to the set of LGBF indicators and the *mylocalcouncil* portal which also allows communities and residents to view how well we perform compared to other Scottish Councils.
- 2.5 This report relates only to performance for 2018/19. Following the implementation of our new Council Plan 2019-2024 '*A Council that is Fair for All*' and the associated Performance Management Framework in June 2019, arrangements for Public Performance Reporting will require to be reviewed.

### 3. Performance Indicators

- 3.1 **Appendix 1** details the full set of PIs, showing (where available) three years of performance data, together with targets and a traffic light (**Red**, **Amber**, **Green**) symbol to show whether the target level of performance has been achieved (**Green**), is slightly adrift of target (**Amber**) or is significantly adrift of target (**Red**).
- 3.2 Analysis of the indicators with latest available targets is outlined in Table 2 below. 81.3% of indicators are on target or slightly adrift of target.

**Table 2: Summary of Traffic Light Status**

2018/19 Traffic Light Status	
Traffic Light	Indicators
🟢 on target	37 (77.1%)
🟡 slightly adrift	2 (4.2%)
🔴 significantly adrift	9 (18.7%)
📊 data only/unavailable	18






**In 2018/19, 77.1 % our key PIs were on target, this is an increase from the previous two years.**

- 3.3 2018/19 data for seven education indicators will not be available until February 2019.
- 3.4 There are two performance indicators that are missing data, in these instances the data is not recorded every year. There are also 9 indicators that are data only. This means that no target has been set for them to achieve.
- 3.5 **Appendix 2** lists the 11 **Red/Amber** indicators along with management commentary from the relevant Directorate.

- 3.6 Comparison of 2018/19 performance with 2017/18 and 2016/17 performance is noted in Table 3 below. Performance improved in 49.1% of indicators with trend information over the one year period and in 56.1% over the three year period.

**Table 3: Summary of short term/long term trends**

<b>2018/19 short term/long term trends</b>		
	<b>Short Term</b>	<b>Long Term</b>
 Improved	49.1%	56.1%
 Declined	33.3%	36.8%
 No change	17.5%	7.0%

#### **4. Annual Public Performance Report**

- 4.1 The draft Annual Public Performance Report 2018/19 is attached at **Appendix 3**. The Report provides a summary of how the Council, working closely with communities and its partners, has worked to improve economic growth; close the attainment gap; protect and enhance our natural environment; and ensure that resources are directed to support those who need them most.
- 4.2 We continue to learn from other Councils including feedback from Best Value Audit reports and this year we have included within our Annual Performance areas of good practice and areas of focus.
- 4.3 The Annual Public Performance Report now includes:
- **A summary of our PIs** – this is shown as a simple chart and allows readers to see at a glance that the number of our key PIs that were on target has continued to increase over the last three years.
  - **Information on the Local Government Benchmarking Framework** – this is shown as a chart and allows readers to see that a high proportion of our indicators were either in the top or second quartile, i.e. performing above the Scottish average.
  - **A Year of Key Events** – this is an easy to read timeline which highlights some of our key events, exciting developments and major announcements over the last year.
  - **A Priority in Action Section** – this provides brief case studies demonstrating the impact of our activities on our communities, residents and businesses.
  - **Areas for Focus Section** – this recognises that further work needs to be carried out in some areas. These Areas of Focus also align to our new Council Plan 2019-2024.
- 4.4 The Annual Public Performance Report will be made available primarily as an electronic document downloadable from the website with a limited number of summary hard copies being made available at the Council's main public buildings. The summary document will

highlight key data through the use of infographics which will be used to improve the accessibility of performance information.

- 4.5 The Council's social media channels e.g. Facebook and Twitter will also be used to raise awareness of the Annual Public Performance Report.

## 5. Proposals

- 5.1 It is proposed that Cabinet agrees to (a) note the status of the Council's Performance indicators at Appendices One and Two; (b) endorse the content of the Annual Council Performance Report 2018/19 set out at Appendix Three; and (c) note that this report will be referred to the Audit and Scrutiny Committee for further consideration.

## 6. Implications

<b>Financial:</b>	There are no financial implications.
<b>Human Resources:</b>	There are no human resource implications.
<b>Legal:</b>	Reporting requirements specified in the 2015 Accounts Commission Direction represent a departure from the previous Direction. The Accounts Commission want to better reflect the impact that Councils are making on their communities and how they are contributing to improved outcomes for local people. There is more scope for Councils to choose their own Performance Indicators (PIs) to fulfil the Best Value obligations arising from the Local Government in Scotland Act 2003. This report confirms the arrangements for the Council's compliance with its duties under the Local Government Act 1992 and the Local Government in Scotland Act 2003 and commitment to improving public performance reporting.
<b>Equality:</b> <b>Children and Young People:</b>	There are no equality or implications for children and young people.
<b>Environmental &amp; Sustainability:</b>	There are no environmental and sustainability implications.
<b>Key Priorities:</b>	This Report helps to demonstrate the Council's delivery of its strategic priorities.
<b>Community Benefits:</b>	There are no community benefit implications.

## 5. Consultation

5.1 Feedback from the Executive Leadership Team (ELT) informed the content of this report.














**Andrew Fraser**  
**Head of Democratic Services**

For further information please contact **Barry Tudhope, Manager (Policy, Performance & Elections)** on **01294 324113**.


























### **Background Papers**

Council Plan 2014 – 2019










## Appendix 1 - Annual Performance Report Committee Report Summary

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

### Priority 1. Growing our economy, increasing employment and regenerating towns Theme 1. Council Plan - corporate














Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CP_DE_P04 Number of Modern Apprentices supported through North Ayrshire sponsored initiatives	188		176		85	85			
EG_11 Leverage of External Funding	3.27		3.43		3.04				
EG_21 Number of jobs created by businesses in North Ayrshire supported by Business Development.	655		588		555	450			
EG_28 Town Centre Footfall	7,137,165		7,137,409		6,726,874	6,800,000			
WR18 Numbers accessing the employability pipeline	1,590		1,693		1,149				

### Priority 1. Growing our economy, increasing employment and regenerating towns Theme 2. Service performance





















Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
DP_FACS_P01 No of weeks employment through using Community Benefit clauses	New measure in 2017/18		1,190		2,093	1,200			
OP_FCS_PRO_P_P01 % Procurement spend with local suppliers	20%		22.78%		22%				













**Priority 2. Working together to develop stronger communities**  
**Theme 1. Council Plan - corporate**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CC_04 The number of new and additional community management and ownership initiatives	5		8		0				
CC_11 Total number of activities, programmes and learning event opportunities which support participation in democracy accessed by young people	New measure in 2017/18		10,259		9,515	4,000			
CC_12 Percentage of community group respondents who feel the Council is an effective partner in helping them deliver their aspirations (was E&S_P_C05)	New measure in 2017/18		100%		100%	95%			

**Priority 2. Working together to develop stronger communities**  
**Theme 2. Service performance**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
SPI 11_A_02 Number of visits to/uses of council funded or part funded museums per 1000 population	1,962		1,819		1,373	1,500			
SPI 12_A_02 Number of library visits per 1000 population	11,213		7,690		7,999	10,000			
SPI 13a_SDS4aii The average time (weeks) to deal with major and local planning applications determined during the year: Major developments - Average time (weeks) to deal with applications	13.8		9.5		10.2	18			
SPI 13b_SDS4bii The average time (weeks) to deal with major and local planning applications determined during the year: Local developments - Average time (weeks) to deal with applications	5.2		5.3		5	9			

**Priority 3. Ensuring people have the right skills for learning, life and work**  
**Theme 1. Council Plan - corporate**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CC_01 The percentage of participants accessing learning opportunities whose confidence, knowledge and skills has improved as a result	97.9%		98%		97.13%	96%			
E&S_P_B01 % of children achieving their developmental milestones at the time the child	77%		77.2%		78%				

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
starts primary school									
E&YE_PI_D02 % of leavers attaining literacy at National 5 (SCQF Level 5)	81.62%		83.54%			85.5%			
E&YE_PI_D04 % of leavers attaining numeracy at National 5 (SCQF Level 5)	66.83%		70.04%			73%			
E&YE_PI_D06 % gap in attainment of Looked After Children	86.2%		99.6%			78%			
SOL_CHN11 % of school leavers entering positive destinations	93.4%		95.6%			95.4%			

**Priority 3. Ensuring people have the right skills for learning, life and work**  
**Theme 2. Service performance**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
E&S_P_A05 Average total tariff score of the lowest 20% attainment cohort	174		170			187			
E&S_P_A06 Average total tariff score of the middle 60% attainment cohort	805		815			840			
E&S_P_A07 Average total tariff score of the highest 20% attainment cohort	1,786		1,785			1,810			
E&S_P_B04 % of participants (on completion of parenting programmes) who report an increase in their confidence levels as a parent	100		100		100	100			
E&S_P_B05 % of participants (on completion of parenting programmes) who report an increase in their levels of interaction with their children	100		100		100	100			

**Priority 4. Supporting all our people to stay safe, healthy and active**  
**Theme 1. Council Plan - corporate**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
FM_PI001 % uptake of free school meals (Primary)	87.68%		85.52%		87.5%	86.25%			
FM_PI002 % uptake of free school meals (Secondary)	70.7%		73.38%		75.45%	71.25%			
HS - PI003 Number of new build Council housing units reaching completion on a yearly basis	7		34		64	64			
HS - PI005 Number of homeless presentations	761		1,044		1,032				
SOA_SSNA5 Percentage residents within North Ayrshire who feel unsafe walking in their neighbourhood after dark	Measured every two years		19%		Measured every two years				
SP_DE_C18 Percentage uptake of school meals	59.55%		59.04%		59.5%	59%			
SPI 10_B_01 Number of attendances per 1,000 population for indoor sports and leisure facilities excluding pools	11,313		13,605		13,897	10,000			

**Priority 4. Supporting all our people to stay safe, healthy and active**  
**Theme 2. Service performance**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
HS - PI009 % of lets to homeless	27.3%		27.9%		22.38%	25%			
HS - PI028 Average length of time taken to re-let properties in the last year (days)	15.44		16.71		19.92	17			
NAHSCP_03 Percentage of individuals subject to level 1 Community Payback Order Unpaid Work completed within three months	93.37%		95.33%		95.65%	57%			
NAHSCP_09 Percentage of fostered LAAC who are fostered by an in-house placement	87.08%		92.77%		92.5%	80%			
NAHSCP_11 Percentage of children in a kinship care placement subject to a Kinship Order	34.64%		38.46%		48.78%	40%			
NAHSCP_21 Number of service users (65+) with a community alarm package (Previously SPSS_P_A05)	3,219		3,526		3,566	2,800			
NAHSCP_22 Number of service users with an enhanced telecare package	770		917		1,038	1,000			
OP_EC_03 Percentage of food poisoning investigations within two	100%		100%		100%	100%			

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
days of inquiry (EH) formerly known as SP1213LP_P_A04									
OP_EC_04 Percentage of high priority pest control requests responded to within working one day of enquiry (EH) formerly known as SP1213LP_P_A05	97.7%		97.2%		97.5%	95%			
SOA1112_08a_001 Percentage of families previously registered on the Child Protection Register who have been re-registered following a period of less than one year	4.8%		3.9%		4.9%	5%			
SP_EG_15 Percentage of high priority public health complaints responded to within 1 working day of receipt (EH) formerly known as SP1213LP_P_A03	98.4%		93.9%		97.4%	95%			
SPSS_P_C05 Percentage of individuals subject to level 2 Community Payback Order Unpaid Work completed within six months	95.63%		94.27%		97.34%	67%			

**Priority 5. Protecting and enhancing the environment for future generations**  
**Theme 1. Council Plan - corporate**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CP_FCS_001 Overall carbon emissions (tonnes)	47,076		43,756		40,666	45,137			
PL_PI024 Total installed capacity of low carbon heat and electricity generation across the Council's estate	New measure in 2017/18		9,029		9,682	9,600			
SENV03b Street Cleanliness Index - % Clean	90.6		92.2		94.5	94			











**Priority 6. Supporting our Priorities**  
**Theme 1. Council Plan - corporate**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CP_FACS_004 Capital Expenditure - General Fund - Actual expenditure as a percentage of budgeted expenditure	72.2%		68.4%		92.5%	99%			
CP_FACS_005 Capital Expenditure - Housing Revenue Account (HRA) - Actual expenditure as a percentage of budgeted expenditure	83.1%		54.9%		101%	95.5%			
CP_FCS_002 Revenue Expenditure – General Fund - Actual expenditure as a	98.3%		96%		99.4%	99%			

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
percentage of budgeted expenditure									
CP_FCS_003 Revenue Expenditure - Housing Revenue Account - Actual expenditure as a percentage of budgeted expenditure	91.7%		99.1%		99%	97%			
CP_FCS_008 Percentage of Capital Projects completed within budget	94.6%		94.1%		96.9%	99%			
DP_DS_P15 The value of media (print/ online/ TV/ radio) coverage secured for North Ayrshire Council	19,592		18,683		18,062				
SOL_CORP06 Sickness Absence Days Per Employee Full Time Equivalent (FTE) for the Whole Council	9.79		9.6		9.67	7.92			

**Priority 6. Supporting our Priorities**  
**Theme 2. Service performance**

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
CP_FACS_011 % of Council-Wide Stage One (Frontline Resolution) Complaints Handled on Time	90%		91%		92%	80%			
CP_FCS_009 % of Council-Wide Stage Two (Investigations) Complaints Handled on Time	92%		89%		90%	85%			
CPP_PP5 Level of satisfaction with public sector partners - North Ayrshire Council	Previously measured in 2013/14		60		Previously measured in 2017/18				
DP_FACS_P04 Speed of processing Housing Benefit (New Claims) days	20.32		16.75		8.51	18			
DP_FACS_P05 Speed of processing Housing Benefit (Change of circumstances) days	13.9		11.25		10.46	11			
DP_FACS_P06 Speed of Processing (Council Tax Reduction) new claims (days)	25.43		22		28.28	22			
DP_FACS_P07 Speed of processing (Council Tax Reduction) changes of circumstances (days)	4.44		3.97		7	4.4			
DP_FACS_P08 Gross administration cost per Housing Benefit/Council Tax Benefit case (£)	£37.26		£34.88		£41.49	£36.50			
DP_FACS_P11 Percentage of Customers delighted with the overall Customer Service	77%		84%		81%	77%			
SP_FCS_P09 Percentage of	67%		67.4%		70%	68%			

Code & Short Name	2016/17		2017/18		2018/19			Short Term Trend	Long Term Trend
	Value	Status	Value	Status	Value	Target	Status		
public service buildings that are suitable and accessible to disabled people									
SP_FCS_P_A04 Percentage of North Ayrshire Council Employees who Have Recorded as Having a Disability	2.22%		2.08%		2.18%				
SP_FCS_P_A05 Percentage of Black and Minority Ethnic (BME) North Ayrshire Council Employees	0.93%		0.94%		0.82%				



## Appendix 2 - Annual Performance Report Committee Exception Report

### Scorecard Hierarchy Priority 1. Growing our economy, increasing employment and regenerating towns Theme 1. Council Plan - corporate

Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
EG_28	Town Centre Footfall	7,137,409	6,800,000	✓	6,726,874	6,800,000	⚠	↓	↓	<p>Town Centre Footfall has fallen behind target at year end. The main contributing factors are a decrease in footfall at Irvine (-8.9% or 361,039) and Largs (-5.54% or 67,278, the third year of reduction). Saltcoats has seen a slight rise in footfall of 0.95% or 17,782.</p> <p>The reduction is largely due to the quality of the retail mix. For example within Irvine there is a large proportion of betting and discount shops. The offering is exacerbated by business rates and the rise of internet shopping.</p>

### Scorecard Hierarchy Priority 2. Working together to develop stronger communities Theme 2. Service performance

Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
SPI 11_A_02	Number of visits to/usages of council funded or part funded museums per 1000 population	1,819	1,200	✓	1,373	1,500	⛔	↓	↓	<p>The Heritage Centre was closed for the first three months of this period. Internal Audit advised a different definition for recording virtual visits which reduced last year's total. In 18/19, the Heritage Centre reopened in June with new interactive exhibitions, loans to schools and a variety of enquiries. A successful Facebook strategy sharing information about the museum's collection and local history, has seen a sharp rise in engagement.</p>
SPI 12_A_0	Number of library visits per 1000 population	7,690	6,500	✓	7,999	10,000	⛔	↑	↓	<p>Internal Audit advised a different definition for recording virtual visits which reduced last year's total. North Ayrshire Council has worked with partners and the</p>















Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
2										Improvement Service to adopt the definition originally used by North Ayrshire Council. Refurbishment closures contributed to the 3.5% reduction in visits, including one of the busiest libraries, Saltcoats library, which was shut for 4 weeks. Public realm works outside Irvine library also had an impact. Staff continue to work with communities and partners to meet their needs.













**Scorecard Hierarchy Priority 4. Supporting all our people to stay safe, healthy and active**  
**Theme 2. Service performance**

Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
HS - PI009	% of lets to homeless	27.9%	25%	✓	22.38%	25%	⛔	↓	↓	Two of our new sheltered housing developments, Glencairn House and Kyleshill Court, were completed in 2018/19. Since the vast majority of homeless applicants are under 60, this results in a disproportionate number of properties unavailable for allocation to this needs group. In addition, a decision was made to exclude a number of specific flatted properties in the Three Towns from allocation to homeless applicants. This was following analysis of failed tenancies, in an effort to increase tenancy sustainment and reduce the high turnover in those areas.
HS - PI028	Average length of time taken to re-let properties in the last year (days)	16.71	17	✓	19.92	17	⛔	↓	↓	The regeneration of the multi-storey flats in Irvine is impacting re-let times. The agreed void specification for multi-storey residents being displaced includes additional works, e.g. paintwork throughout, which is increasing the time it takes to complete all void works. In addition, it was agreed to provide floor coverings and blinds to these tenants, which are installed post void works. Glencairn House and Kyleshill Court sheltered housing developments also impacted re-let times, as the developer was unable to return properties on a phased basis. This resulted in 64 new build properties experiencing void rent loss, where in previous developments this had not been the case.

**Scorecard Hierarchy Priority 6. Supporting our Priorities**  
**Theme 1. Council Plan - corporate**

Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
CP_FA CS_004	Capital Expenditure - General Fund - Actual expenditure as a percentage of budgeted expenditure	68.4%	98.5%		92.5%	99%				<p>There has been a significant improvement from 17/18 in 18/19 data. 92.5% of the General fund Capital Expenditure has been delivered during 2018/19, compared to 68.4%, 72.2% and 90.2% for 2017/18, 2016/17 and 2015/16 respectively.</p> <p>A review of slippage has identified the main themes as:</p> <p>Third Party / Contractor Delays - where delays with contractor lead in times or third party requirements have delayed the completion of projects;</p> <p>Reassessment of specification or strategy - where changes in the specification or delivery strategy have delayed projects; and</p> <p>Other - where delays have been caused by revisions to funding arrangements.</p> <p>Financial Services continue to work with services to ensure that the capital investment programme is achievable.</p>
CP_FC S_008	Percentage of Capital Projects completed within budget	94.1%	98%		96.9%	99%				<p>96.9% of capital projects have been completed within budget for 2018/19 compared to 94.1%, 94.6% and 100% for 2017/18, 2016/17 and 2015/16 respectively. One project was completed with a minor overspend during the year.</p>
SOL_C ORP06	Sickness Absence Days Per Employee Full Time Equivalent (FTE) for the Whole Council	9.6	7.53		9.67	7.92				<p>Managers continue to adhere to the Council's maximising attendance policy to ensure that employees are adequately supported, and an approach of early intervention is taken. Various policy changes and initiatives have taken place throughout 2018/19 to minimise absence, support managers and encourage employee ownership to wellbeing. Absence reporting has been strengthened with Senior Managers now having direct access to interactive absence reports. Trends, issues and actions are discussed quarterly with Heads of Service as part of workforce planning meetings. Research has also been undertaken to access the appropriateness of absence triggers with feedback provided to the COLT. Work will continue in 19/20 to ensure short/medium term triggers are effective</p>

**Scorecard Hierarchy Priority 6. Supporting our Priorities**  
**Theme 2. Service performance**

Code	Short Name	2017/18			2018/19			Short Term Trend	Long Term Trend	Note
		Value	Target	Status	Value	Target	Status			
DP_FA CS_P0 6	Speed of Processing (Council Tax Reduction) new claims (days)	22	26		28.28	22				The increase in processing time is attributable to delays in obtaining Universal Credit award information. This delay is outwith the Council's control and the target for 2019/20 reflects this. Resource has been diverted to this area of work to ensure Council Tax Reduction is awarded as quickly as possible once information is received. Looking ahead to 2019/20, the service will investigate the automation of Universal Credit related tasks and work with the Transformation Team to review service delivery in view of the changing demands on the team.
DP_FA CS_P0 7	Speed of processing (Council Tax Reduction) changes of circumstances (days)	3.97	4.6		7	4.4				The increase in processing time is attributable to the increasing Council Tax Reduction workload following the Universal Credit rollout on 22 November 2017. Resource has been diverted to this area of work to ensure Council Tax Reduction is awarded and updated as quickly as possible. Looking ahead to 2019/20, the service will investigate the automation of Universal Credit related tasks and work with the Transformation Team to review service delivery in view of the changing demands on the team.
DP_FA CS_P0 8	Gross administration cost per Housing Benefit/Council Tax Benefit case (£)	£34.88	£40.14		£41.49	£36.50				The increase in gross administration cost is primarily related to one off severance costs incurred in 2018/19.

# Annual Performance Report 2018/19



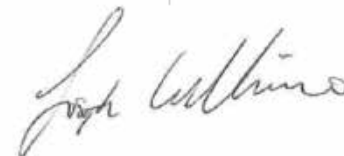
North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

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Welcome



  
**Councillor Joe Cullinane**  
Leader of the Council



  
**Craig Hatton**  
Chief Executive

Our ambition is to make North Ayrshire a more prosperous, safe and sustainable place. A place with a dynamic and thriving economy that will allow our people and communities to flourish. Most importantly, a place that is Fair for All.

This Annual Public Performance Report presents how our Council, working with our communities and partners, has been working innovatively to deliver on those aims to all of our residents.

Over the past 12 months, we have accelerated our ambitions to improve the lives our residents.

We have been challenging poverty by opening our Holiday Schools Meals Programme to a record number of young people and expanded our ground-breaking Period Poverty initiative to ensure sanitary products are available in all Council buildings.

Our children are getting the best start in life with the expansion of early learning and childcare and fantastic new education facilities like our £52 million Largs Campus.

We have stepped up our commitment to give residents safe and energy-efficient homes and are well on the way to delivering 1375 new Council houses by 2024.

And we have attracted transformational investment through the Ayrshire Growth Deal, which will deliver new jobs and regenerate our towns and our economy.

This Annual Public Performance Report demonstrates how we have been fulfilling our commitment to tackling inequalities and creating a society where everyone has the same life chances to live fulfilling and healthy lives.

Our new Council Plan 2019-24 sets out our new Vision, Mission and Priorities for the next five years. For North Ayrshire to become the best place to live, work and grow up – a place that is Fair for All – we can’t do it alone. We need your help to make our vision a reality.

That is why we want to hear what you think about our performance and what we can do to improve. Please join us on the journey by sharing your thoughts.

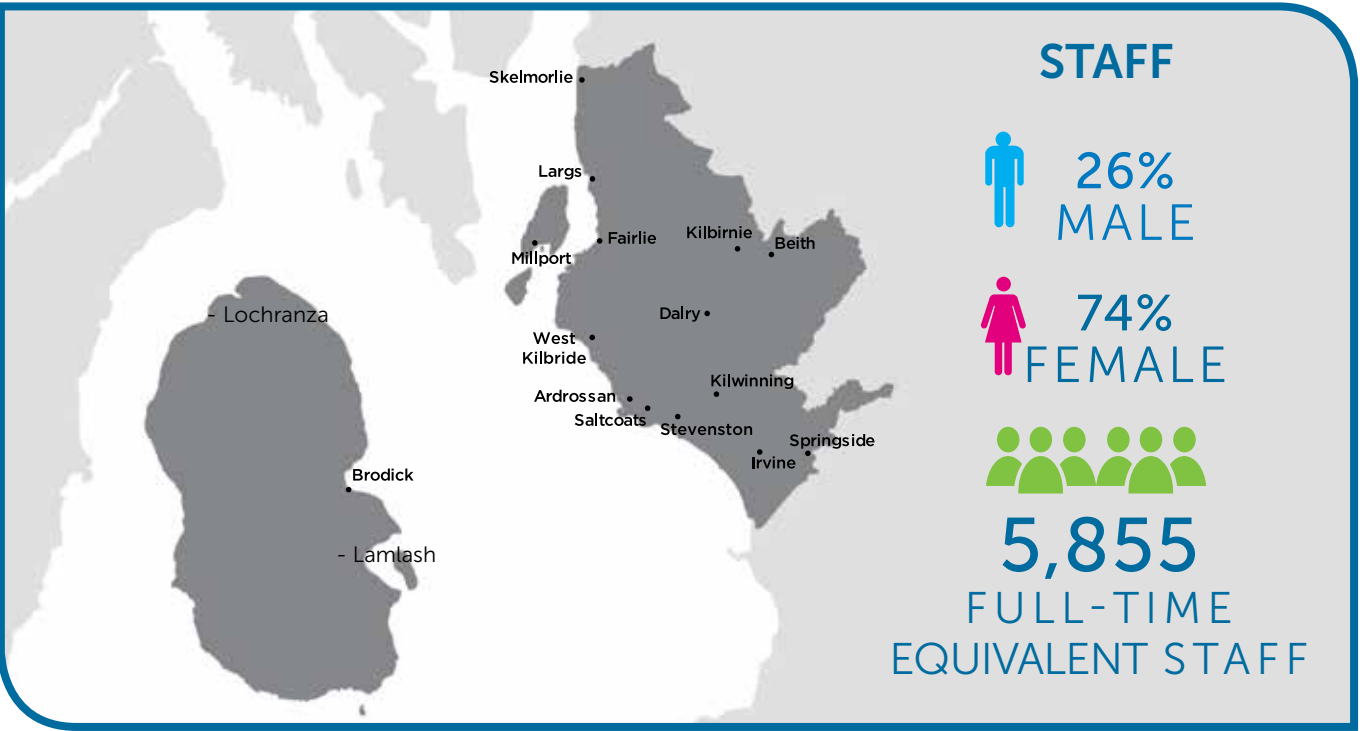
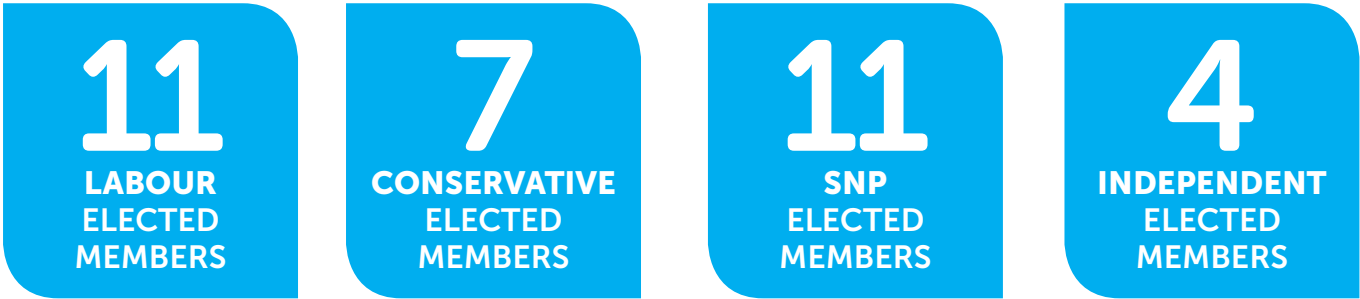


# Introduction

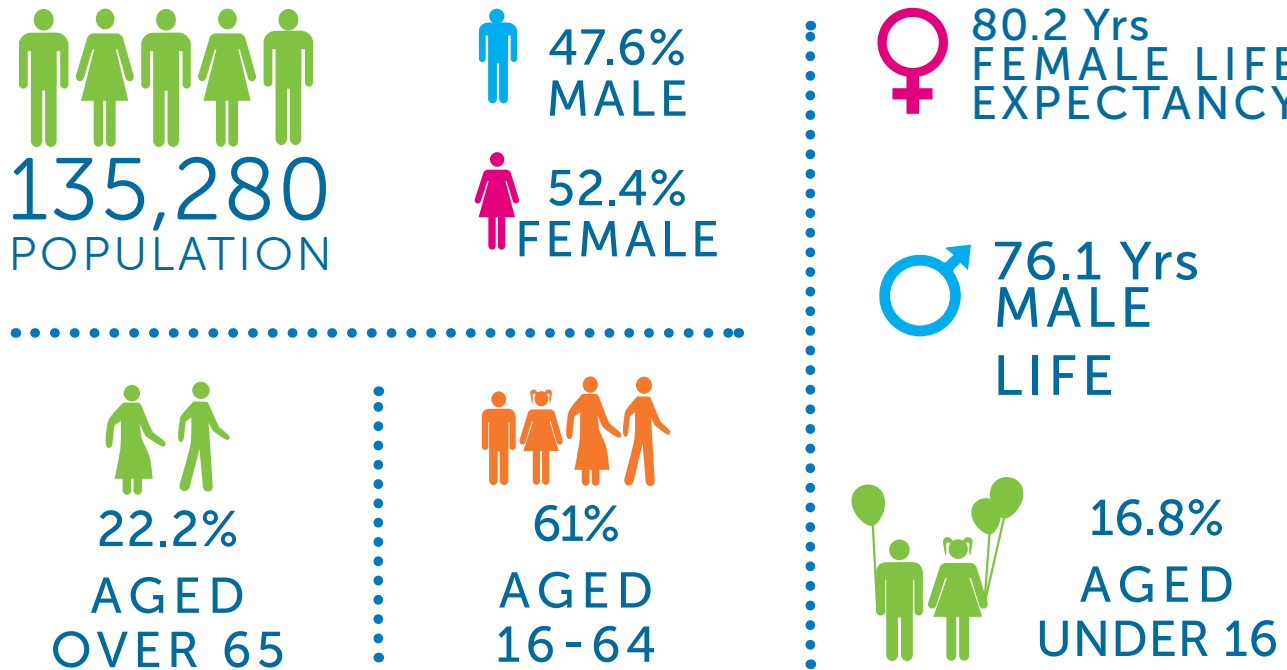
North Ayrshire is home to over 135,000 people and covers an area of 134,000 square miles and includes the Islands of Arran, Great Cumbrae and Little Cumbrae.

Our communities are unique and varied with vibrant seaside towns, quaint rural villages and historic civic centres. Some key facts about our area and our Council are provided below:

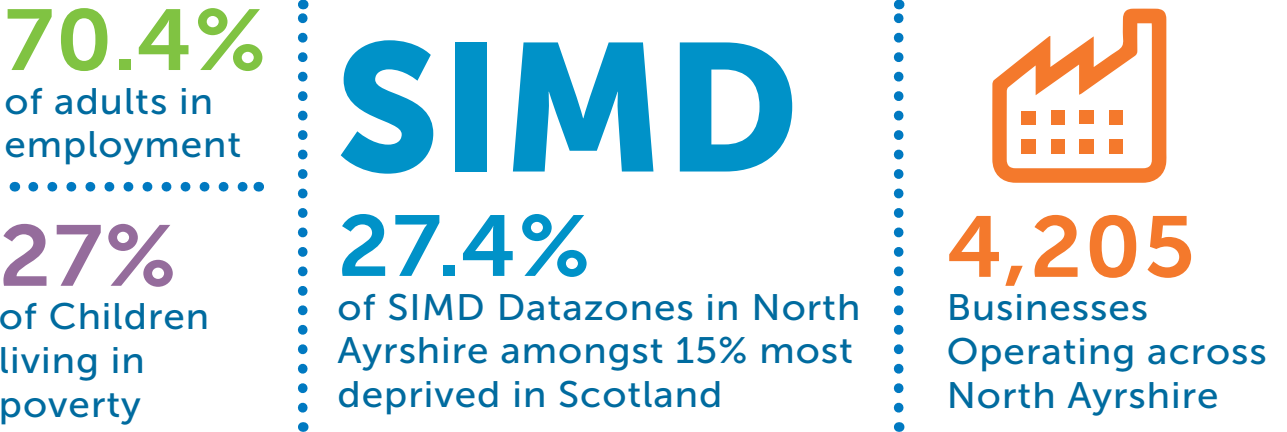
## About the Council



## POPULATION



## ECONOMY



## INFRASTRUCTURE



Our mission which was set out in our Council Plan 2014-2019 is to **improve the lives of North Ayrshire’s people and develop stronger communities**. Our Council Plan had **five strategic priorities** where we focused our attention:



Growing our economy, increasing employment and regenerating towns



Working together to develop stronger communities



Helping all of our people to stay safe, healthy and active

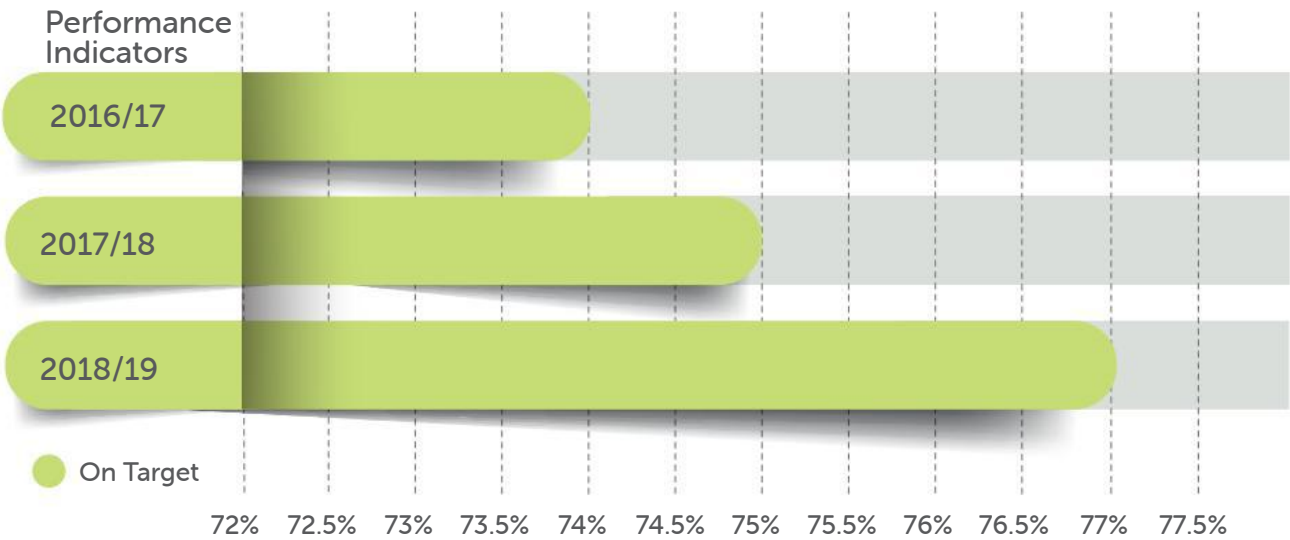


Ensuring people have the right skills for learning, life and work



Protecting and enhancing the environment for future generations

In 2018/19, more than 77% of our key performance indicators were on target, this is an increase from the previous two years.



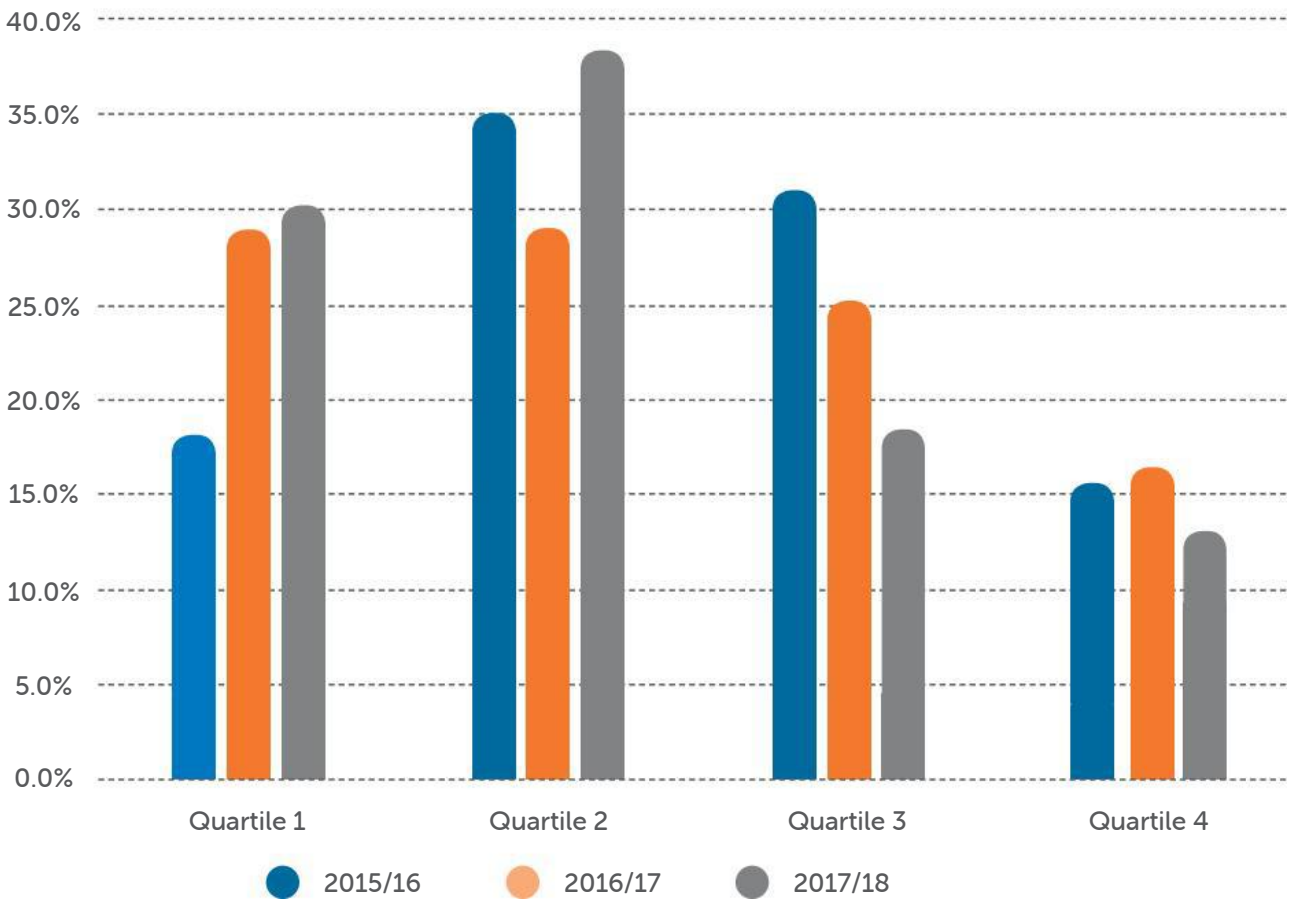
More detailed information on our performance indicators can be accessed at our North Ayrshire Performs portal <http://www.north-ayrshire.gov.uk/council/performance-and-spending/council-performance.aspx>

This report highlights some of the key achievements we have made with our communities and partners across the public, private and third sectors over the last year in terms of our five strategic priorities. It also provides information on **our areas of focus** in line with our **new Council Plan 2019-24**.

We are ambitious for North Ayrshire and we want to provide the best possible public services, with the resources available to us. We continue to develop our relationships with our communities and partners and learn from the high performance and good practice of others.

We also benchmark our performance through a number of national benchmarking forums including the Local Government Benchmarking Framework. We view scrutiny (including external inspection) and self-assessment as ways of identifying best practice and securing improvement.

Local Government Benchmarking Frameworking



**Local Government Benchmarking Framework (LGBF)**  
68.5% of indicators in 2017/18 (2016/17: 58.2%) were either in the top quartile or second quartile, i.e. performing above the Scottish average. The chart above shows the improving trend since 2015/16.

# A Year of Key Events

£8.5million investment in Quarry Road, Irvine commenced providing office space, sports and business incubator facilities  
.....  
Junior Football Exhibition and celebration of all North Ayrshire junior teams



£52 million state of the art Largs Campus formally opened  
.....  
Head Teacher of the Year Award – Margaret Shedden, Springside Primary School  
.....  
Formal opening of refurbished Glencairn House/ Bill Smith Court Sheltered housing unit



We became the first Local Authority in the UK to offer free sanitary provision in our public buildings  
.....  
Holiday school meals reached record numbers – over 14,000 nutritious meals served  
.....  
Ardrossan Employability Hub opened, the 5th to be opened in North Ayrshire



We signed our first Apprenticeship Charter ensuring we deliver positive outcomes for both apprentices and employers  
.....  
We supported Challenge Poverty Week, through a series of events, highlighting our initiatives to tackle poverty  
.....  
We hosted the Who Cares Scotland Annual Conference



World renowned musician Nicola Benedetti joined young musicians at Dalry Primary School  
.....  
We secured approval to consult on the preferred option for the £27.5m Millport Coastal Flood Protection Scheme



We set the budget for 2019/20, creating jobs in social care and early years



Cabinet Secretary for Education & Skills visit to Largs Campus  
.....  
Celebrating Young People, Civic Reception at Saltcoats Town Hall



14 young people received Gold Duke of Edinburgh Awards at a ceremony at Holyrood Palace



Craig Hatton was announced as our new Chief Executive



We hosted our first North Ayrshire Social Enterprise Conference



The Ayrshire Growth Deal was secured with an announcement that £251 million would be invested in the Ayrshire economy  
.....  
We agreed to a £10m investment in improving our council estates



£1.7m planned investment to ensure derelict land is available for commercial or community use  
.....  
We hosted an event with the Scottish Government for EU Citizens on the impact of Brexit - their right to live, work, study or retire in Scotland



# Our Priorities at a Glance

## Growing our economy, increasing employment and regenerating towns

We have made good progress in achieving our ambition for North Ayrshire to be a fair and equitable society. Working with our local businesses more jobs have been created. Future growth in our economy will be delivered through the recently signed Ayrshire Growth Deal.

### KEY ACHIEVEMENTS

- The Ayrshire Growth Deal (AGD) provides a once in a generation opportunity to transform the economic prospects of Ayrshire. The £251 million Deal was signed in March 2019 and will deliver much needed investment, which will deliver 7,000 jobs and lever in additional private sector investment of around £300m over the next 10 – 15 years. The AGD will create an inclusive economy where everyone can benefit from the opportunities of growth and wellbeing. For North Ayrshire, the Deal will develop an inclusive, agile and resilient local economy including our visitor economy. It will contribute to industrial innovation and digital technologies, help Scotland move to a low carbon economy, and ensure the economic opportunity of the 'blue economy' – which covers marine and coastal assets. Across Ayrshire a programme of work to develop Community Wealth Building and Skills and Inclusion will be progressed.
- Increasing employment and job opportunities is one of our top priorities, through our five employability hubs, with the most recent one in Ardrossan opening, we have secured more than 600 jobs for local people. We have held a number of jobs fairs with more than 900 people coming along, with more than 40 employers seeking to recruit.
- We have one of the most ambitious house building programmes in the UK, which will deliver 1,375 new Council homes by 2024. This multi-million pound construction programme has allowed us to secure apprenticeships for young people, upskill the workforce and support economic growth. Homes for Scotland suggests that 4.1 jobs are created for every new home constructed.
- We continue to invest in our town centres as part of our wider regeneration ambitions. Development of the public realm in Irvine and The Circuit at Quarry Road, a sports and leisure facility including indoor 7-a-side football facilities, outdoor 3G football pitch, cycle loop track and changing, meeting and community space alongside business start-up facility.





# Priority in Action

The Council has had a long-standing working relationship with Thorne Travel in Kilwinning. What started in a small office with two part time staff in 2009, is now an international business with a team of 20, all from North Ayrshire.

The current team includes two Modern Apprentices working towards a qualification in Digital Marketing. Shona Thorne, the Managing Director, is committed to staff development and training, ensuring that her team are fully trained and experienced.

More recently Shona worked with the Council's Economic Growth Team and established Thorne Experience, offering a range of day trips, events and related products. The events side has continued to grow and contributes 37% of sales and 53% of gross profit of the business. The business is now an accredited Living Wage Employer.

Thorne Travel recognised early on that a strong social media presence was vital for the future growth of the business. To ensure they maximized their online presence they heavily invested in their website, social media, IT infrastructure, training and development of staff. This has all been supported by the Council and its partner organisations.

In 2018 Thorne Travel won the Ayrshire Business of the Year Award and went on to be named as the Number 1 Travel Agency for the UK and Ireland out of more than 900 agencies.

**“Working with the Council's Economic Growth team has proved invaluable and has allowed us to grow at an incredible rate, providing lots of job opportunities for local people. We have also been able to ensure that our team enjoys high quality, up-to-date training and development opportunities. We have accessed funding which has led to the development of our new innovative meeting space, and an exciting new product being launched.”**

**Shona Thorne, Managing Director  
Thorne Travel**

# Priority in Action

Amy was referred to Community Enterprise in Scotland (CEIS) Ayrshire by Saltcoats Jobcentre Plus in December 2018. Amy was unemployed and not in further education or training. Due to her unsettled family life and background she struggled to hold down a job or even get interviews due to the gaps in her employment.



CEIS Ayrshire registered her on North Ayrshire Council's Employability Pipeline contract. We carried out an initial needs assessment with Amy to identify any practical and emotional barriers she had. We also created an action plan to work through with Amy and try to help her overcome any barriers.

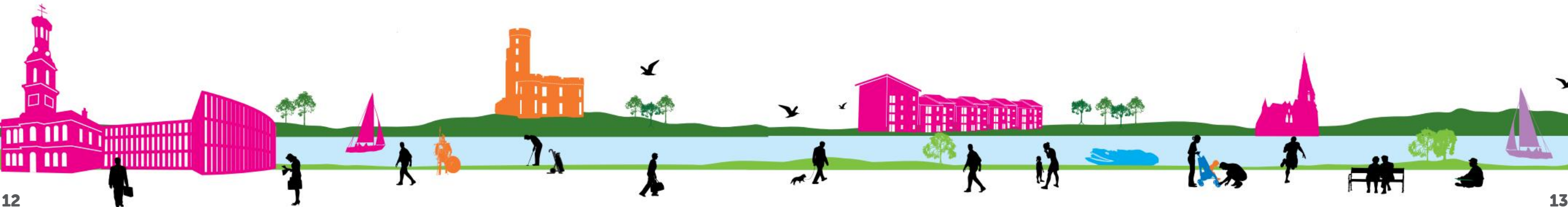
Amy was accepted to start work for North Ayrshire Council's employability hubs on a six-month traineeship. This programme specialises in training on all aspects of reception, customer service and administration.

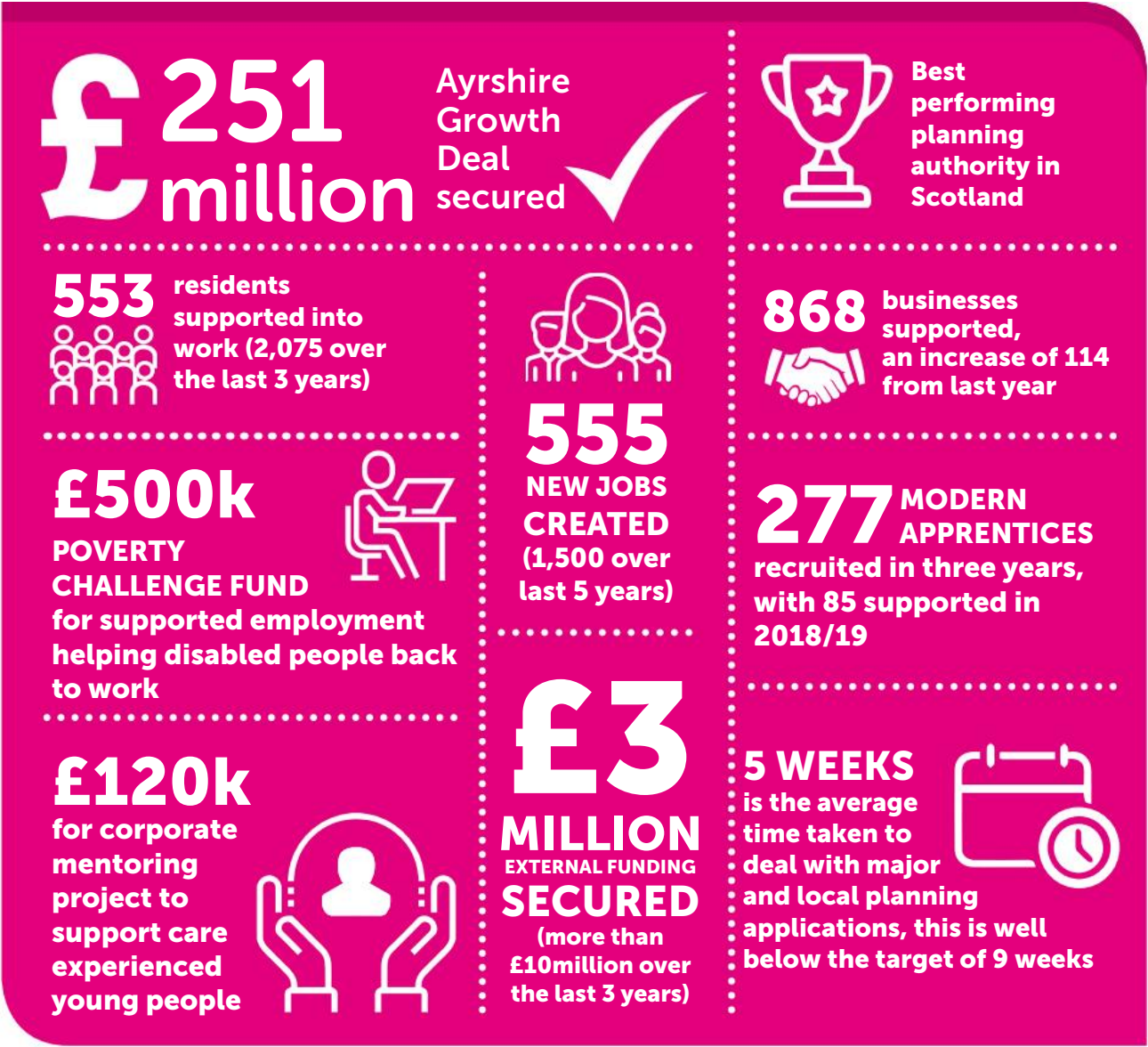
As part of the traineeship Amy has completed an NCFE Level 2 in Business and Administration. Amy produced excellent work for her qualification and has received excellent feedback from her workplace and her West College Scotland assessor.

Amy progressed from her traineeship into full time employment with CEIS Ayrshire. Amy's confidence in her abilities has grown considerably and she is now undertaking another qualification in Business & Administration.

**“Support from North Ayrshire Council and CEIS has been invaluable. I received lots of 1-2-1 help to develop my skills and this enabled me to secure sustainable employment. My confidence has grown considerably since starting my new job and I feel very positive about the future.”**

**Amy**





Working together to develop stronger communities

Our work in supporting communities and enabling community groups and organisations to achieve their goals is acknowledged to be of high quality. We work collaboratively with our communities making sure their voices are heard, influencing how we work together to meet local needs and aspirations.

KEY ACHIEVEMENTS

- Locality Planning and community empowerment are evidenced through the co-design and approval to date of eight Community Investment Fund projects (totalling £266,000) addressing locally identified priorities. Projects include;
  - the Garnock Valley Men’s Shed addressing social isolation and unemployment,
  - the Three Towns Growers developing sustainable food education and growing through community empowerment,
  - Fullarton and Vineburgh Community Associations tackling local food poverty and addictions.
- Our sector leading approaches resulted in North Ayrshire being invited by Audit Scotland to help shape guidance on “The Principles for Community Empowerment”.
- We have worked in partnership with the Friends of Stevenston Volunteer Group to deliver significant environmental benefits to Stevenston. The group has collected over 10,000 bags of litter, created a coastal meadow, extended the Local Nature Reserve and is currently helping with the restoration of the dunes. A number of new species and insects are now evident in the area thanks to their fantastic efforts.

“I cannot thank North Ayrshire Council enough for the continued investment in volunteering. Together we have changed the environment and our entire community.”

Ian Cassidy,  
Friends of Stevenston  
Volunteer Group

AREAS OF FOCUS

- Develop our Community Wealth Building plans to ensure a more inclusive and fairer economy for local people and businesses.
- Continue to regenerate our towns and communities to provide attractive and sustainable places to live, visit and work.
- Deliver on our Ayrshire Growth Deal plans to regenerate and revitalise the Ayrshire economy and create employment.
- Work with partners nationally and locally in response to UK’s EU exit.






Working together to develop stronger communities

KEY ACHIEVEMENTS

- We are recognised as a national leader in mainstreaming Participatory Budgeting. We are one of two local authorities featured in a recent Scottish Government Mainstreaming Participatory Budgeting awareness campaign and are involved in designing and testing a national digital Participatory Budgeting tool. Our approach continues to develop and involve more people through the “Shaping North Ayrshire” engagement and co-design approach. Over £1 million of the Council’s core budget is now being considered via participatory approaches. Partnerships with Health and Social Care, NHS, the Third Sector and community groups have given grants for local projects aligned to locality plans, including our national Green Health Partnership pilot.
- North Ayrshire’s Fair for All Commission and Advisory Group, supported by national partners to address inequalities and tackle poverty, has been recognised as demonstrating good practice in the development of North Ayrshire’s first Child Poverty Report and Action Plan. This was highlighted through our invitation to contribute to the national Child Poverty conference in December 2018.



National leader in mainstreaming Participatory Budgeting



Our Fair for All Commission recognised as demonstrating good practice in its first Child Poverty Report and Action Plan

Working together to develop stronger communities

KEY ACHIEVEMENTS

- Food poverty continues to be addressed through powerful local community initiatives and networks, supported by our Food Forum where 30 organisations meet regularly to lead the provision of food with dignity alongside food growing projects. Our Food Charter captures our commitment with partners to reduce food poverty and to encourage healthy and sustainable local food provision. This network is supported by our Fair for All Commission, our Café Solace partners and a range of third sector and community organisations, and our Participatory Budgeting approach. This work is regarded as good practice by the Convention of Scottish Local Authorities (CoSLA) and Scottish Government and involves more than 100 local organisations.
- North Ayrshire is Carnegie UK’s national test site for kindness, alongside the national Kindness Network. This approach to recognising and improving how we do our business as an organisation and with our partners and communities is the subject of a major national report and the adoption of our Kindness Charter with Community Planning Partners is in progress. This includes committing to achieving the best outcomes for our residents and changing our processes where required to ensure this happens.



30 organisations contribute to our Food Forum



North Ayrshire is Carnegie UK’s national test site for kindness

## Priority in Action

Our innovative mainstream 'Participatory Budgeting' approach has been piloted then rolled out across North Ayrshire, providing opportunities for communities to decide how £750,000 of Grounds Maintenance resources are being spent in their area. Initially trialled within the Three Towns, where drop in sessions and on-line surveys gathered suggestions, the five most popular proposals were identified, and residents were encouraged to vote for their top three - which were then implemented. Following this pilot, Participatory Budgeting is being rolled out to all localities, with over 200 suggestions on grounds maintenance received within the first month.



**“Quite keen on fruit and herb beds, possibly promoting the idea of healthy eating and reducing food poverty.”**

**“Nectar corridors improve visual impact and reduces need for grass cutting.”**

**“Brilliant idea in any spare space, encourages wildlife and improves the look of the area.”**

**“Great idea, would love to see this across North Ayrshire.”**

### PB Events Participants

**“Participatory budgeting isn't just about money – it's about how local people can be involved in influencing and contributing to issues that are important to them. PB makes this real for people and I'm delighted at the progress we are making to involve more people.”**

**Councillor Louise McPhater,  
Cabinet Member for Communities.**

## Priority in Action

During the successful 2018 Year of Young People, North Ayrshire was selected to host the Scottish Youth Parliament sitting, the national Brexit event and the national Young Scot awards, welcoming people from across Scotland to make decisions at a national level and to celebrate achievements. A first-of-its-kind Joint Cabinet Live featured digital representation from all secondary schools in North Ayrshire.

North Ayrshire Council's Cabinet approved a Year of Young People Legacy Plan, which is focusing on young people's voices, health and well-being and tackling poverty, including establishing a Young People's Commission on reducing the impact and stigma of poverty on children and young people.



**“For me, the year has been about celebrating young people and finding out what they want their legacy to be.”**

### Year of Young People Ambassador.

**“Thanks to the privilege of being North Ayrshire's Young Person's Champion, I know we have some of the best examples of what can be achieved by young people when they have a real say in decisions that affect them. I have no doubt that once again North Ayrshire's young people will be a real inspiration to us all and lead the way in showcasing to the rest of the country just how integral they are to our society.”**

**Councillor Shaun Macaulay  
Young Person's Champion.**



£180,000 ✓

awarded via Participatory Budgeting (including Green Health Partnership Funding) for community projects

 2,413 votes  
were cast at Locality Participatory Budgeting events

 100% of community groups  
feel the Council is an effective partner in helping them deliver their aspirations

 16,285  
Council provided adult learning opportunities were accessed by local residents, an increase of 5% from last year

AREAS OF FOCUS

- We will continue to work with communities to increase the number of community asset transfers.
- We will work with communities to develop the Community Charter, aligned to our new Council Plan.

Ensuring people have the right skills for learning, life and work

We continue to make very good progress with improving learning, raising attainment and narrowing the poverty-related attainment gap. We are seeing increased numbers of toddlers and young children achieving their developmental milestones; attainment in literacy and numeracy for school leavers continues to improve and more young people are achieving a positive destination on leaving school.

KEY ACHIEVEMENTS

- We have a number of programmes focussed on the social and emotional wellbeing of pupils. These are being delivered in our primary and secondary schools and early learning and childcare centres. The results have been significant, with 95% of children in early learning and childcare, 76% of primary children and 76% of learners in secondary schools showing improvement. Similar improvements were also observed in the social and emotional wellbeing for these young people.
- We continue to invest in our teaching workforce through our Professional Learning Academy, recognised nationally in 2019 through the Scottish Public Service Awards for its sector-leading work in developing the skills of the education workforce to improve the quality of learning and teaching across our schools and early years establishments.
- We are making significant progress in reducing the gap between the attainment of learners from the most deprived and least deprived areas in literacy and numeracy (from Primary to S3).
- The gap between the attainment of leavers from the 20% most deprived areas and the ones from the rest of the areas (80%) has reduced in 2018 to 37%, from 44% the previous year and is much smaller than the corresponding gap calculated for all leavers in Scotland (46%).
- The number of young people leaving school to enter a positive destination has increased to 95.6%, against a target of 95.7% and benchmark of 92.3%.



## Priority in Action

We are rolling out delivery of 1,140 hours of Early Learning and Childcare (ELC) to ensure we provide high quality learning experiences for children, and flexible provision for families and communities to support parents / carers into employment or education.

We are already delivering 1,140 hours at nine of our centres, well in advance of the August 2020 deadline, and six more will become operational over the next six months. We can already see that improvements are being achieved for the children, parents and carers.

In order to ensure our ELC buildings are ready for the increased provision we have a number of building projects which will deliver improvements to the learning environments. Overall, we will invest £11.4m in our ELC buildings.

To support this construction programme, we are growing our workforce in a number of ways: in partnership with Ayrshire College; creating opportunities for our staff to change careers and increasing the number of Modern Apprentices. Our partnership with funded providers, key to successful delivery of our ambitions, is recognised nationally as very good practice.

Skills for Life is an intensive skills and training programme that aims to help unemployed lone parents progress into employment.

Delivered over six months, Skills for Life participants first complete a skills and training academy at the Ayrshire College – gaining several formal SQA qualifications. They then progress onto a 26-week work placement with the Council to gain all important work experience.

**“The Skills for Life programme allowed me to achieve and stretch my goals by securing a permanent job. My priority of seeing my children happy and feeling more secure has been the greatest reward. It has truly been one of the best things I have ever done – it helped me turn my life around.”**

Skills for Life graduate

**78%** 

of children achieved their development milestones at the point at which they started school; this has increased by 6% in the last three years

**558** young people supported through secondary school counselling resulting in a positive impact on mental wellbeing



**1,140** hours of free childcare in Nine early years establishments 

**83.54%**

of school leavers attained literacy at National 5 (SCQF Level 5) in 2017/18, an increase from 81.62% in 2016/17 and above National Level

**70.04%**

of school leavers attained numeracy at National 5 (SCQF Level 5) in 2017/18, an increase from 66.83% in 2016/17 and above national Level

**96%**

of School Leavers from North Ayrshire entered a positive destination, work, training or education



Support and sustained engagement with over 4,000 families through our innovative Family Learning Team

**100%**

participants in parenting programmes reporting an increase in their levels of interaction with their children

## AREAS OF FOCUS

- We will continue to design and implement programmes to achieve excellence and equity for our learners, with a clear focus on reducing the poverty-related attainment gap.
- We will focus on providing the highest quality learning experiences for all children from 3-18, including fully implementing 1,140 hours of early learning and childcare by August 2020.
- We will offer opportunities to our young people and their families to play a more active role in school life and encourage more participation in learning.
- We will work with all young people to build their resilience, supporting their mental health and physical well-being.
- We will work with Regional Partners to develop an ambitious regional skills investment to ensure we develop the future skilled workforce required to help transform the economy. As part of this we will ensure that the £8.5m regional skills and inclusion programme supports this transformation.



# Supporting all our people to stay safe, healthy and active

We continued to build on our successful partnerships providing a co-ordinated response to the health, social and emotional wellbeing of everyone in North Ayrshire.

The Health and Social Care Partnership (HSCP) has begun to realise some of the benefits of integrated working, for example in supporting more people to be cared for longer and independently closer to home. The HSCP is working with our Education team to improve outcomes for children by wrapping children’s intervention teams around school settings and with Housing to provide high quality housing that supports independent living.

In addition, our Community Safety Service has made significant progress in tackling antisocial behaviour across the communities of North Ayrshire and our Active Communities Strategy encourages a holistic approach to health and physical activity across partners and communities.

## KEY ACHIEVEMENTS

- We have invested £14.7 million to transform several of our sheltered housing units including Bill Smith Court in Stevenston, Dickson Court in Beith and completed a new sheltered housing complex at Kyleshill Court in Saltcoats. The new models will help address issues such as loneliness and social isolation.
- We now have 12 Community Link Workers in North Ayrshire with a presence in every GP practice to support mental and physical health by providing care and information on a wide range of issues, including managing stress, local activities and support groups, employment, a healthy lifestyle, alcohol and drugs and living with health conditions.
- The successful pilot of a ‘Housing First’ approach in our homelessness services is providing mainstream, settled accommodation for our tenants as quickly as possible.
- Our Universal Early Years team continues to provide support, ensuring the health of young children. This support has seen the percentage of young children at 27 months with a BMI greater than 91 reduce to 10.2%, a 2.6% reduction from the previous year.

## KEY ACHIEVEMENTS

- 14 Social Care inspections undertaken by the Care Inspectorate demonstrated a high standard of care with Very Good or Excellent gradings across services. Our internal Care at Home service was inspected with Quality of Care and Quality of Staffing being the focus. The outcome was a grading of ‘Very Good’ for both inspected elements.
- Our Housing Support Services and hostel provision continue to receive the highest accreditation from the Care Inspectorate, with a Level 6 award provided for each service. The Care Inspectorate recognise our customer focus, leadership and quality of services.
- Responses to our most recent Health and Care Experience Survey (2017-18) stated that 84% of adults supported at home agreed that they are supported to live as independently as possible. This is greater than the 81% Scottish average.
- Our Intermediate Care Team (ICT) supports people to regain their independence by supporting them when they are either discharged from hospital, or in their own homes, to prevent admission to hospital resulting in more than 6,563 hospital bed days avoided.





Priority in Action

North Ayrshire Sports Academy (NASA), led by Active Schools, is a new sports coach and personal development programme for young people in North Ayrshire. The purpose of this is to build capacity, empower and help prepare young people for the world of work. This is a year-long programme for S5/6 pupils with an application and selection process.

Our universal Active Schools Programme supports young people to take part in physical activity and sport with a recent increase of over 12% in participation rates. 54 young people are selected from across all schools in North Ayrshire to work with the Active Schools team to experience a range of workshops, National Governing Body courses, leadership and residential opportunities. With continued support from their Active Schools Coordinator they then, in turn, provide a wide range of opportunities for young pupils and the associated primaries.

This year, 51 pupils graduated from the programme, 714 workshops / qualifications were achieved, and 3,372 voluntary hours delivered across North Ayrshire.

Opportunities provided by our young people have included delivering activities with community sports clubs to increase participation, helping school staff prepare teams for events within the Active Schools School Sport Calendar and other roles in sport such as umpiring and supporting events.

**“ I absolutely loved the NASA course last year. It has completely changed me as a person, it has made me more confident, able to run lunchtime and afterschool sports clubs within my school and local primaries. To date I have done over 100 volunteering hours for Active Schools. I feel I have gained a huge amount of responsibility for myself throughout this course.”**

**S6 Greenwood Pupil**

Priority in Action

Service user Neil (age 47) required rehabilitation following a stroke. Prior to his stroke he was an active man who ran his own painting and decorating business. He lived alone in an upstairs flat. Neil struggled with the dramatic change in his life.

Following discharge from hospital he received physiotherapy and speech and language therapy and was referred to the Dirrans Centre.

At the centre Neil was appointed a key worker who spent time finding out all about Neil, his likes / dislikes, what was important to him and his hopes and goals for the future. At the centre the Occupational Therapist (OT) introduced Neil to adult literacy, cooking and a life skills class to help build up confidence dealing with money, helping with communication and recognising values, etc.

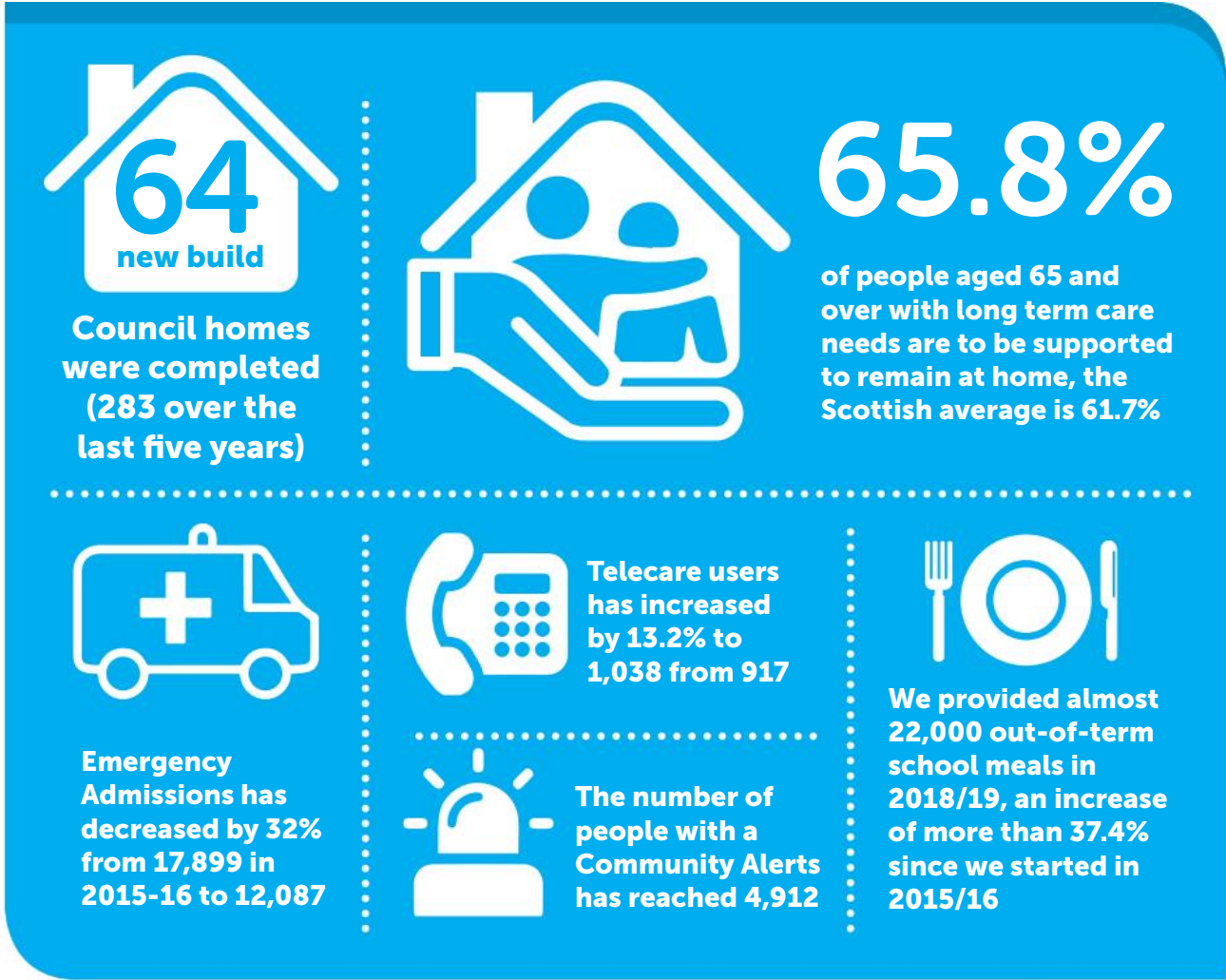
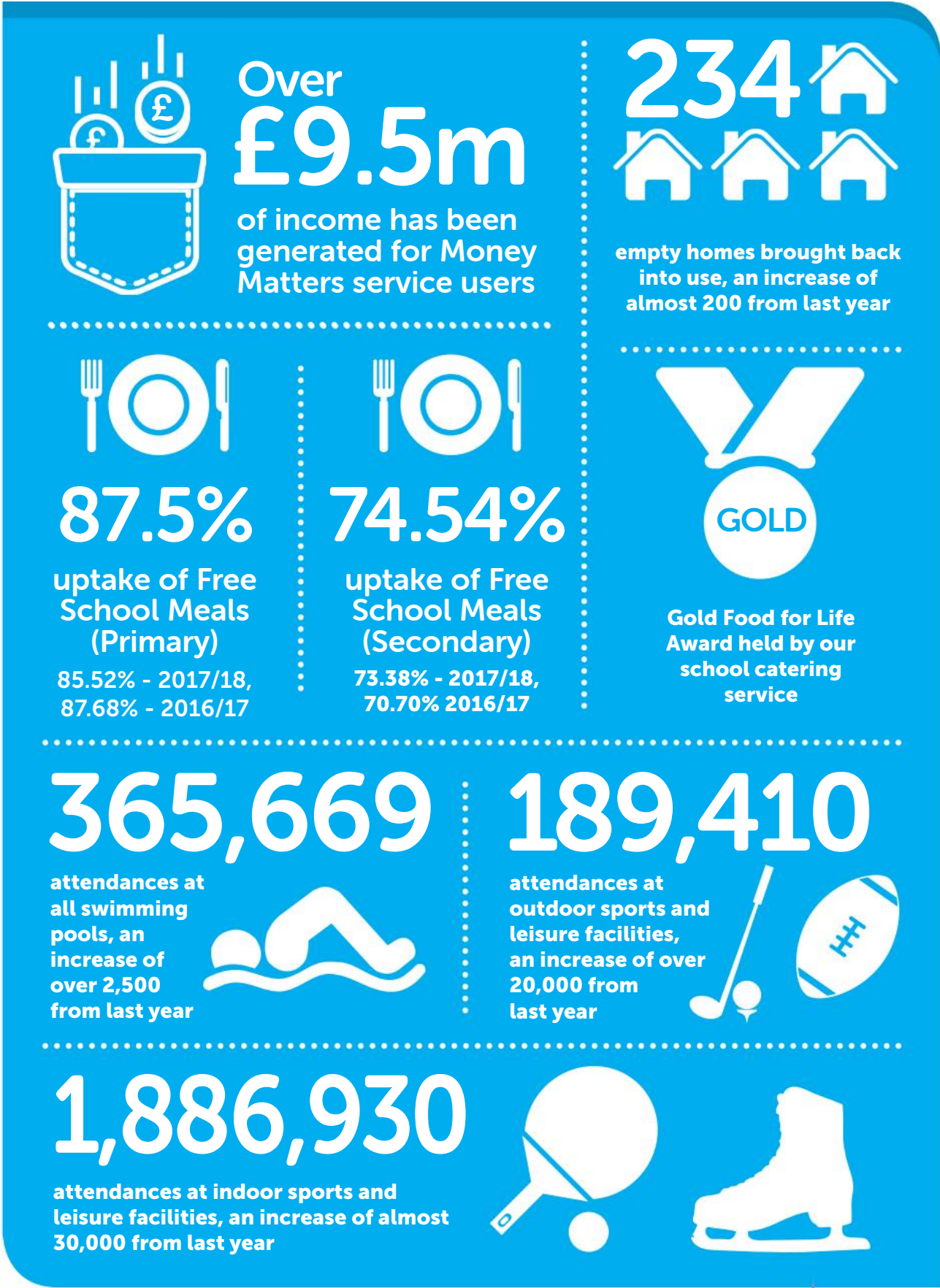
He was then introduced to the local Pennyburn Gym and the OT helped to develop a tailored exercise programme for him. His confidence began to grow as he developed new activities and skills. His mobility improved and he was walking with a quad stick.

Neil is now a fully engaged member of his community. He attends computing classes, his local gym four times a week, and is investigating job opportunities. He has been re-housed to a bungalow which meets his needs and allows him to be as independent as possible.

Name has been changed







AREAS OF FOCUS

- Our Homelessness Service, working closely with the Health and Social Care Partnership (HSCP) will focus on the implementation of the North Ayrshire Rapid Rehousing Transition Plan to extend the prevention of homelessness.
- HSCP to deliver transformation at scale and pace to support the significant demographic challenge it faces.
- HSCP to shift the balance of care from institutional to community settings with less services delivered from acute hospital settings.





# Protecting and enhancing the environment for future generations

We continue to make good progress in protecting our environment through further reductions in our carbon emissions and improvements in our street cleanliness levels.

## KEY ACHIEVEMENTS

- Our on-going commitment to protect our natural environment for future generations has seen us deliver a further 7% reduction in our carbon emissions, taking us to 29% over the last five years.
- We secured funding to commence work on 'Garnock's Buzzing,' a four year project aiming to create a haven for pollinators across the Garnock Connections landscape. This implemented community involvement project forms part of a range of actions identified within North Ayrshire's Local Biodiversity Action Plan.
- Our streets, beaches and open spaces are cleaner through our continued partnership working with communities and environmental volunteers. A further 2.3% increase takes our street cleanliness standards to 94.5%.
- More than £5.6m capital investment in our Roads, Structures and Street Lighting has led to an improvement in our Roads Condition Index and improved the safety and appearance of some of our footbridges.
- We are making good progress with flood protection; we expect construction to commence in our £27.5m Upper Garnock Scheme in summer 2020 with significant engagement taking place with communities on the development of the Millport Coastal Scheme.
- We invested £1.7m in developing vacant and derelict sites returning 43 hectares into use.

# Priority in Action

Our Zero Waste Strategy sets out the framework for waste resource management in North Ayrshire.

We continue to be one of Scotland's top performers in recycling waste, achieving a figure for 2018/19 of over 55%.

We were the first Scottish council to commit to be a single-use plastic-free council by 2022. We also supported the 'Think About Plastic' initiative on Arran to gain accreditation for the Island as the first 'Plastic-Free Community' in Scotland.

We continue to work in partnership with Cunninghame Furniture Recycling Company to collect and redistribute unwanted furniture and white goods. This diverted 180 tonnes of bulky goods from landfill this year and assisted 1,900 residents on low incomes to furnish their homes. The partnership also provided 18 training and employment opportunities for the residents of North Ayrshire.

We worked in partnership with five other local authorities to secure a residual waste treatment and energy from waste facility, to treat North Ayrshire's non-recyclable waste. This will improve recycling further and provide a more environmentally-friendly and sustainable solution for the long-term management of non-recyclable waste.

Satisfaction levels with the refuse collection remain high at 87.67% for the year. This was achieved alongside reducing the Council's net costs for both waste collection and disposal.



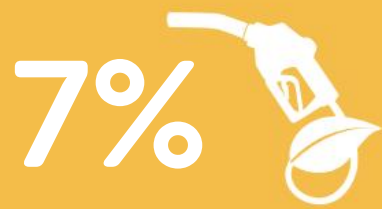


Priority in Action

During 2018/19, a pilot project was undertaken to install roof mounted solar systems on eligible domestic Council properties. This offers an effective way for tenants to generate renewable electricity for their homes using energy from the sun. So far 186 properties have had the solar panels installed, with more planned for the coming year.

The project aims to have a positive impact on the environment and sustainability through decarbonisation of the electricity supply. The installations to date are expected to generate an equivalent saving of 3,700 tonnes of carbon over 20 years.

In addition to the benefits of carbon emission reduction and increased energy security, it also helps to tackle fuel poverty, with residents able to save up to £120 on energy bills in the first year alone.



7%

reduction in carbon emissions (29% over the last five years )



99.5% of fly-tipping

incidents on public land were cleared within five working days

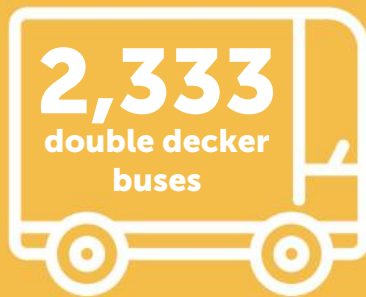


98.43%

of Council homes are now compliant with the Energy Efficient Standard for Social Housing

35,000

tonnes of household waste recycled – equivalent to



2,333 double decker buses



99.3%

of instances of graffiti were removed within five working days

87%

satisfaction level with our household refuse collection service



AREAS OF FOCUS

- Following our declaration of a climate change emergency in North Ayrshire in June 2019, we will undertake a public engagement campaign entitled 'Climate Change: Just Cool It' to set out how we will secure net-zero emissions in North Ayrshire.
- We will continue to galvanise our partnerships with local communities and support our wide network of environmental volunteers who assist in litter picking, beach cleans and other clean-up activities to enhance the appearance of our area.
- Progress towards being a plastic-free Council by 2022.



# Supporting our Priorities

We are making progress in accelerating the scale and pace of change across the Council. Our investment in technology and use of data analytics, alongside our robust resource management is helping us to deliver more efficient and effective services.

## KEY ACHIEVEMENTS

- We consulted with our communities on our new Council Plan. This sets out our future direction, standard of service delivery and our £15.5m transformation programme.
- To support our transformation agenda a 'Transformation Think Tank' has been established to develop new ideas, improve collaboration, share best practice and deliver better outcomes and financially sustainable services.
- Supporting our transformation is our investment in technology and use of data and information.
- We have developed our Medium Term Financial Plan, aligning resources with the strategic priorities set out in our Council Plan.
- A refresh of our Capital Investment Programme incorporated an acceleration of a number of projects including Montgomerie Park Primary School and the Community Campus in Ardrossan as well as additional support for the Ayrshire Growth Deal.
- We introduced a new Strategic Workforce Planning methodology focussed on service redesign and supported by robust data analytics to ensure we have the most effective workforce to meet the needs of our communities.
- We maintained the Healthy Working Lives Gold Award for another year, which supports all our staff.
- Securely handling data and personal information is very important to us. We achieved compliance with the Public Services Network (PSN) Information Assurance accreditation, which confirms that we have rigorous security arrangements in place.

# Priority in Action

Digital is a key strand of our transformation programme - by maximising the use of technology we are delivering better outcomes for our communities, making best use of our resources and empowering our workforce.

We identified a great opportunity in our Grounds Maintenance service to improve productivity by digitalising our works scheduling. We digitally mapped all areas and activities alongside time and resource to carry out all tasks. The system allows our staff to work autonomously and adapt their schedules to fit with local conditions. Tasks, such as grass cutting and hedge trimming, are generated automatically and sent directly to employees' tablets. This has improved productivity through enhanced mobilisation.

Our new system has an interactive map showing the areas requiring maintenance. Operators can draw on their own experience to reschedule tasks e.g. defer grass cutting if a prolonged dry spell makes it unnecessary. The proximity feature in the system alerts staff when they are near the locations of other jobs, enabling them to plan their time more productively. As well as reducing travel costs we also reduce carbon emissions.

In addition real time data can be shared with the public on how we are maintaining community space, potentially reducing the number of enquiries and enhancing transparency of services delivered.

We have used this project to pilot some of our technology and optimise use of our data. We know what works and will be rolling this out across a number of other services as part of our wider transformation programme.





Priority in Action

We have created coding clubs for all learners in North Ayrshire, aged between 8 and 13. An increasingly digital world requires a digitally skilled workforce. In Scotland, the technology sector is forecast to be the fastest growing sector to 2024. This will create new employment opportunities for those with the right skills.



“ Code Club has helped me develop skills for when I grow up.”

Lana, Primary 6

“ I believe it’s amazing that children young and older are learning extraordinary skills.”

Courtney, Primary 6

“ I think coding is so exciting. I love having the time dedicated to coding. I know that I will always have time to code every week. The code club is a great opportunity to develop my knowledge of coding and then I can continue to use what I have learned at home. It is great fun to make the cool characters at the clubs and I can share my work with my friends and family at home or at incentive time.”

Zoe, Primary 5



81%

OF CUSTOMERS WERE DELIGHTED with the service from our customer service centre an improving trend and higher than our target of 77%

40.09% OF SELF-SERVICE TRANSACTIONS

now accessed online by members of the public, an increase of over 3%



9.62



full time equivalent sickness days per employee (9.79 16/17, 9.6 17/18)

25,000



Twitter followers (as at March 2019)



Almost 95% of invoices paid within 30 days, an increase of 3%.

10% INCREASE

in the number of council tax

E-BILLS being issued



Almost 94% of capital projects completed within timescales and 97% completed within budget

2,093

number of weeks employment through community benefits clauses, an increase of more than 75%



700,000 annual saving from re tendering the Council’s insurance

AREAS OF FOCUS

- Continue to strive to reduce sickness absence in line with our ambitious targets.
- We will accelerate the pace of digitising services to deliver more efficient customer focussed services.
- Improve processing times for Council Tax Reduction claims.
- We will increase community involvement in co-designing services.



# Our Council Plan 2019-24

We recently unveiled our vision, mission and priorities for the five year period 2019 -2024 in our new Council Plan titled 'North Ayrshire: A Council that is Fair for All'.

The new Council Plan is focused on making North Ayrshire a fairer and more equal society for residents and communities. To achieve this, our priorities are centred on 'Aspiring Communities' – covering all people services including education, employability, health and wellbeing, community safety and community empowerment - and 'Inspiring Place' – covering infrastructure, housing, sustainability and the environment.

Our future performance reporting will concentrate on the priorities set out in the new Council Plan and will focus on ambitious pieces of work relating to issues facing residents in North Ayrshire.

This will include ensuring local people and businesses benefit from the spending of the Council and other major public sector organisations as we develop a Community Wealth Building strategy.

Tackling fuel poverty and reducing carbon emissions are other big areas of focus. We are looking to enlist the views of young people in helping to shape the Environmental Sustainability and Climate Change strategy for 2020 as part of a long-standing ambition to reduce carbon emissions by 2023.

The development of a Community Charter will see us working with local communities to come together and set out things we jointly commit to do to help improve localities. This is in recognition that everyone has a part to play and their own ideas in making North Ayrshire fairer.

We will develop our approach to the allocation of Council resources to give our residents more opportunities to direct our spend through our participatory budgeting approach.

Further information on our new Council Plan priorities and associated Performance Management Framework for the next five years is available <https://www.north-ayrshire.gov.uk/council/strategies-plans-and-policies/north-ayrshire-council-plan.aspx>



**A COUNCIL THAT IS FAIR FOR ALL**

**We welcome your comments on our Council Plan. Visit [www.north-ayrshire.gov.uk/councilplan](http://www.north-ayrshire.gov.uk/councilplan) and join the discussion.**

**Our Vision:-**  
A North Ayrshire that is 'Fair for All'.

**Our Mission:-**  
Working together to improve well-being, prosperity and equity in North Ayrshire.

**Our Council:**

- Recognises there is strength in doing things together.
- Engages with, listens to and supports communities to be active partners in what we do.
- Believes in fairness, tackles inequality and bases its decisions on these values.
- Is ambitious, determined and committed to improving North Ayrshire.

**Our Priorities:-**

**Aspiring Communities**

**Priorities:**

- Active and strong communities.
- Children and young people experience the best start in life.
- Inclusive, growing and enterprising local economy.
- People enjoy good life-long health and well-being.
- People and communities are safe.

**Key Measures:**

- Value of decisions taken by communities through participation.
- Educational attainment and pupils entering further education, training or employment.
- Children living in poverty.
- People in work and training.
- People supported to live independently at home.
- Repeat homelessness.

**Inspiring Place**

**Priorities:**

- Effective infrastructure and digital connectivity.
- Affordable, modern and well-designed homes that meet residents' needs.
- Vibrant, welcoming and attractive places.
- A sustainable environment.

**Key Measures:**

- Condition of roads, buildings and homes.
- New homes constructed.
- Quality of homes.
- Visitor numbers.
- Appearance of the area.
- Carbon emissions.
- Fuel poverty.

**Valuing and investing in our workforce to deliver our services with Focus. Passion. Inspiration.**

North Ayrshire Council  
Comhairle Siorrachd A' Bhòith



# How did we spend your council tax?

Band D **£ 1222.16** 2018/19

Other Corporate Services  
**£125.06**  
(including financing costs)

Chief Executive and Democratic Services  
**£12.87**

Finance & Corporate Support  
**£63.30**

Education and Youth Employment  
**£399.33**

Economy and Communities  
**£70.44**



Health and Social Care Partnership  
**£343.62**

Place  
**£207.54**



# What do you think?

Please take a few minutes to tell us what you think about our Annual Performance Report by completing our questionnaire. You can complete this page and return it to our Policy and Performance Team, Democratic Services, Cunninghame House, Irvine KA12 8EE

Alternatively you complete our survey online at  
<https://www.surveymonkey.co.uk/r/CMW68QKa>

1.

How do you rate the design and layout of the Annual Report?

☐ Very good

☐ Fairly good

☐ Average

☐ Poor

2.

How easy is it to read and understand?

☐ Very easy

☐ Fairly easy

☐ Not very easy

☐ Not at all easy

3.

How useful is it in informing you about the work of your Council?

☐ Very useful

☐ Fairly useful

☐ Not very useful

☐ Not at all useful

4.

Which sections did you find particularly useful?

5.

What other information would you like to see in a future Annual Report?

6.

Other comments

Thank you for your feedback. We will use your feedback to improve future publications.

For further information on Council performance, contact us at Tel: 01294 324163.  
E-mail us at: [northayrshireperforms@north-ayrshire.gov.uk](mailto:northayrshireperforms@north-ayrshire.gov.uk)

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North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

<b>Title:</b>	<b>Revenue Budget 2019/20 : Financial Performance to 31 July 2019</b>
<b>Purpose:</b>	To advise Cabinet of the financial performance for the Council at 31 July 2019.
<b>Recommendation:</b>	That Cabinet agrees to (a) note the information and financial projections outlined in the report; (b) note the current financial projection for the Health and Social Care Partnership at 2.7; and (c) approve the virements detailed in Appendix 8.

### 1. Executive Summary

- 1.1 The General Services Revenue Estimates for 2019/20 were approved by Council on 27 February 2019. The Housing Revenue Account (HRA) Revenue Budget for 2019/20 was approved by Council on 19 December 2018.
- 1.2 As part of the monitoring procedures to keep the Cabinet informed of the financial performance of the Council, financial performance reports are presented on a regular basis. This is the first report for 2019/20 and covers the period to the end of July 2019 (Period 4). Projections to the year-end have been made.
- 1.3 At Period 4 the General Fund is forecasting a net in-year underspend of £0.318m (0.1%) after transferring resources to other funds. The majority of savings are on track for delivery.
- 1.4 The Housing Revenue Account is forecasting a net breakeven position for the year.
- 1.5 The Health and Social Care Partnership is forecasting an overspend of £2.801m at the end of June 2019. The Council services element of the projected overspend is £2.924m, partly offset by an underspend on the Health services element of £0.123m.
- 1.6 A risk to the forecast position has been identified in relation to European Social Fund (ESF) funding. Income in excess of £2.4m is currently anticipated. Although no concerns have been highlighted in respect of the North Ayrshire Council projects, an ongoing national review of ESF projects may have a negative impact on the funding provided across Scotland. In addition, the Council continues to engage with the Big Lottery to recover all funding in respect of Better Off North Ayrshire.

## 2. Background

### General Fund

- 2.1 The Council has set a breakeven budget for 2019/20. In addition to the budget approved on 27 February 2019, earmarked funds of £12.041m have been carried forward from 2018/19 for service expenditure in 2019/20 and are reflected in the figures within the 2019/20 financial performance reports as they are drawn down.
- 2.2 Current financial projections indicate that an in-year underspend of £0.318m, net of transfers to reserves, is anticipated for the year to 31 March 2020. This represents 0.1% of the Council's total budget.
- 2.3 Details of the current financial projections are summarised in the following table:

	Appendix No	Annual Budget £000's	Projection to 31 March 2020 £000's	Projected Variance for year (Fav)/Adv £000's	Note
<b>Service Expenditure</b>					
Chief Executive and Democratic Services	1	3,930	3,930	-	
Communities	2	132,943	132,943	-	(i)
Finance & Corporate Support	3	15,187	14,885	(302)	(ii)
Place	4	64,091	64,091	-	(iii)
Other Corporate Services	5	19,247	19,231	(16)	
Sub Total		235,398	235,080	(318)	
Health and Social Care Partnership	8	95,675	95,675	-	2.7
Balance for Services		331,073	330,755	(318)	
Financing Charges	6	17,051	17,051	-	
Contribution to Loans Fund Reserve	6	2,150	2,150	-	
Total Planned Expenditure		350,274	349,956	(318)	
<b>Planned Income</b>					
Aggregate External Finance	6	(289,007)	(289,007)	-	
Council Tax	6	(56,789)	(56,789)	-	
Use of Earmarked Funds	6	(4,478)	(4,478)	-	
Total Planned Income		(350,274)	(350,274)	-	
Net Expenditure/ (Income)		-	(318)	(318)	

- 2.4 The current projections include anticipated income in respect of European Structural Fund (ESF) projects, including £2.4m of outstanding income for prior year activities. The national programme for ESF is currently under review following European Commission audit and as a result there remains a risk to the national programme which could impact on local authority ESF awards. The matter is being taken forward by COSLA with regular updates at Leader's meetings. Whilst North Ayrshire Council's programme has not been highlighted as a particular concern, the national solution is changing the funding model and this could have a negative impact as it may affect all of Scotland.

2.5 The reported Planned Income includes a number of adjustments to Scottish Government funding from that included within the budget approved on 27 February 2019, as detailed in the following table:

	Revenue Support Grant £000's	Non Domestic Rates £000's	Specific Grants £000's	TOTAL AEF £000's
<b>Planned Income</b>				
<b>Approved Budget 27 February 2019</b>	<b>(227,179)</b>	<b>(40,954)</b>	<b>(14,719)</b>	<b>(282,852)</b>
<b>Movements:</b>				
Discretionary Housing Payments	(675)			<b>(675)</b>
1 + 2 Languages	(78)			<b>(78)</b>
Barclay Review	(45)			<b>(45)</b>
Free Personal Care for Under 65s	(702)			<b>(702)</b>
Carers Act Extension	(14)			<b>(14)</b>
Pupil Equity Fund - Additional			(9)	<b>(9)</b>
EU Withdrawal	(50)			<b>(50)</b>
Access to Sanitary Products in Schools	(56)			<b>(56)</b>
ELC Realising Change Fund			(15)	<b>(15)</b>
Rapid Rehousing Transition Plan	(147)			<b>(147)</b>
Teachers Pay Award	(3,819)			<b>(3,819)</b>
Pupil Equity Fund - C/F from 2018/19			(545)	<b>(545)</b>
<b>Revised Planned Income</b>	<b>(232,765)</b>	<b>(40,954)</b>	<b>(15,288)</b>	<b>(289,007)</b>

## 2.6 Commentary on Significant Movements from the Revised Budget

The Council's overall financial forecast against the revised budget is an underspend of £0.318m. A brief explanation of the significant movements from the revised budget is outlined below:

### (i) Communities – a breakeven position

The reported breakeven position is related to a number of over and underspends across the service, including:

- Overspend on external specialist residential placements due to the ongoing high number of children in residential education, £0.352m;
- Overspend on Teacher maternity and long-term absence cover, £0.209m; and
- Overspend reflecting to delays in the realisation of planned savings in relation to music instruction, £0.120m;

These have been offset by:

- Underspend in ASN Day Placements (£0.229m);
- Reduced teacher entitlement linked to the anticipated census results (£0.100m);
- Increased income from ASN charges to other local authorities (£0.165m);
- Income from staff secondment recoveries (£0.108m); and
- Additional refunds in relation to the PPP contract (£0.080m).

The service has an underlying pressure in relation to classroom assistants which it is taking steps to resolve.

(ii) **Finance and Corporate Support – underspend of £0.302m**

The underspend is primarily related to:

- Vacancy management across services (£0.217m); and
- Increased recovery of DHP overpayments (£0.060m).

(iii) **Place – a breakeven position**

The reported breakeven position is related to a number of over and underspends across the service, including:

- Overspends on Waste Services' Employee Costs and Transport Costs related to the introduction of the new domestic waste recycling scheme and temporary additional operational demands across staffing and transport, £0.337m;
- Increased transport provision for social services, £0.083m;
- Capital costs relating to the reprovisioning of the CCTV and Concierge service at Marress House, £0.097m;
- The under recovery of commercial property rental income, £0.150m; and
- Delays in the realisation of planned savings in relation to property rationalisation, £0.151m.

These have been offset by:

- Underspends related to vacancy management across services (£0.249m);
- Lower than anticipated aftercare costs at Shewalton landfill (£0.111m),
- Additional income from temporary accommodation rents (£0.155m);
- Increased income from waste recyclates (£0.138m); and
- One-off NDR refunds (£0.208m).

Discussions continue with the Big Lottery to secure full funding for the Better Off North Ayrshire programme.

## **Health and Social Care Partnership**

- 2.7 A copy of the HSCP financial performance report as at the end of June 2019 is attached at Appendix 9. The report highlights the key challenges and variances for the Partnership.

The key points for Cabinet to note are summarised below:

- Projected overspend of £2.801m, £2.924m of which relates to services delegated to the Council, partly offset by an underspend on the Health services element of £0.123m;
- The 2019-20 budget includes savings targets of £6.134m. £0.215m of these are identified as being unlikely to be achieved during 2019/20. The projected financial position assumes that all remaining savings on the plan will be delivered, however, £2.717m have been identified as Red or Amber in the report;
- Each service area has developed mitigating action to address the overspend in their area and there are several actions noted in the report which will assist in reducing the projected overspend;

Delivery of the mitigating actions is essential to minimise further financial risk to the Council within the context of the current debt of £5.139m.

## Savings Update

2.8 The 2019/20 General Services Revenue Estimates for 2019/20 included targets for savings of £6.278m across all services. At 31 July 2019 the majority of savings are on target for delivery by 31 March 2020. Exceptions include:

- Delays in the realisation of prior year Property Rationalisation savings and savings from the review of Catering Options within Place, with the projected shortfall met from the existing budgets within Property Running Costs and Facilities Management;
- Delays in realising savings from the review of School Library Services and the redesign of the school music service, with the shortfalls being met from underspends across Communities;
- Savings from Staff Cover Budgets within Communities which are not forecast to be achieved, with a reported overspend of £0.209m being met from other underspends across Communities; and
- A projected £0.058m shortfall in the residential placements element of the Transform Enhanced Support for Young People saving within Communities which is also being met from other underspends across Communities.

## Housing Revenue Account

2.9 The Housing Revenue Account budgeted for a breakeven position in 2019/20 and a net breakeven position is currently projected. This is summarised in the following table with further details provided in Appendix 7.

	Annual Budget	Projection to 31 March 2020	Projected Variance for year (Fav)/Adv	Note
	£000's	£000's	£000's	
Employee Costs	4,673	4,495	(178)	(i)
Property Costs	18,252	18,107	(145)	(ii)
Supplies and Services	225	225	-	
Transport and Plant Costs	38	36	(2)	
Administration Costs	1,860	1,846	(14)	
Third Party Payments	2,328	2,381	53	(iii)
Transfer Payments	211	211	-	
Other Expenditure	744	744	-	
Capital Financing	20,609	21,274	665	(iv)
Gross Expenditure	48,940	49,319	379	
Income	(48,940)	(49,319)	(379)	(v)
Net Expenditure	-	-	-	

## 2.10 Commentary Significant Movements from the Revised Budget

A brief explanation of the significant movements from the revised budget is outlined below.

**(i) Employee Costs - underspend of £0.178m**

The underspend is related to vacancy management.

**(ii) Property Costs – underspend of £0.145m**

The underspend is primarily related to reduced numbers of void repairs and electrical testing, partly offset by additional planned works.

**(iii) Third Party Payments - overspend of £0.053m**

The overspend reflects additional recharges in respect of the Anti Social Behaviour Team and project management costs.

**(iv) Capital Financing – overspend of £0.665m**

The overspend is related to an increased CFCR contribution in support of the HRA capital programme, partly offset by reduced capital charges reflecting the reduced borrowing requirement.

**(v) Income – overrecovery of £0.379m**

The overrecovery of income is primarily related to an increase in the number of tenanted properties.

## 3. Proposals

- 3.1 It is proposed that Cabinet agrees to (a) note the information and financial projections outlined in the report; (b) note the current financial projection for the Health and Social Care Partnership at 2.7; and (c) approve the virements detailed in Appendix 8.

## 4. Implications/Socio-economic Duty

### Financial

**4.1 General Services**

The net projection for the year as at 31 January 2020 is an underspend for the year of £0.318m.

**Housing Revenue Account**

The net projection for the year as at 31 January 2020 is a breakeven position.

### Human Resources

- 4.2 None.

### Legal

- 4.3 None.



### **Equality/Socio-economic**

4.4 None.

### **Environmental and Sustainability**

4.5 None.

### **Key Priorities**

4.6 This report directly supports the Council Plan 2019 to 2024 by maximising resources and providing value for money to support financially sustainable delivery models.

### **Community Wealth Building**

4.7 None.

## **5. Consultation**

5.1 Executive Directors have been consulted as part of the review of financial performance and have approved the projected variances contained in this report.

Laura Friel  
Executive Director (Finance and Corporate Support)

For further information please contact **David Forbes, Senior Manager (Strategic Business Partner)**, on **01294 324551**.

### **Background Papers**

General Services Revenue Estimates 2019/20 to 2021/22 - Council 27 February 2019  
Housing Revenue Account (HRA) Capital Investment Programme, Revenue Budget and Rent Levels for 2019/20 – Council 19 December 2018

**DEMOCRATIC SERVICES**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance	Note No
	£000	£000	£000		
Legal	461	467	6	1%	1
Policy, Performance & Community Planning	896	902	6	1%	2
Communications	443	432	(11)	(2%)	
Civil Contingencies	61	61	-	0%	
Committee Services	582	584	2	0%	3
Member Services	1,115	1,109	(6)	(1%)	
Information Governance	372	375	3	1%	
Net Total	3,930	3,930	-	0%	

Subjective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance
	£000	£000	£000	
Employee Costs	3,370	3,373	3	0%
Property Costs	7	8	1	14%
Supplies and Services	214	215	1	0%
Transport and Plant Costs	14	14	-	0%
Administration Costs	964	967	3	0%
Other Agencies & Bodies	238	243	5	2%
Transfer Payments	-	-	-	-
Other Expenditure	-	-	-	-
Capital Financing	-	-	-	-
Gross Expenditure	4,807	4,820	13	0%
Income	(877)	(890)	(13)	1%
Net Expenditure	3,930	3,930	-	0%

**COMMUNITIES****BUDGETARY CONTROL 2018/19****REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance	Note No
	£000	£000	£000		
Early Years Education	17,582	17,582	-	0.0%	1
Primary Education	34,726	34,756	30	0.1%	2
Secondary Education	48,164	48,055	(109)	-0.2%	3
Additional Support Needs	15,692	15,714	22	0.1%	4
Education - Other	745	830	85	11.4%	5
Pupil Equity Fund	5,009	5,009	-	0.0%	
Connected Communities	11,025	10,997	(28)	-0.3%	6
Net Total	132,943	132,943	-	0.0%	

Subjective Summary	Annual Budget	Final Year End Outturn	Annual Variance Adverse or (Favourable)	% variance
	£000	£000	£000	
Employee Costs	111,743	111,822	79	0%
Property Costs	438	438	-	0%
Supplies and Services	16,712	16,708	(4)	(0%)
Transport and Plant Costs	219	219	-	0%
Administration Costs	1,010	1,056	46	5%
Other Agencies & Bodies	11,002	11,195	193	2%
Transfer Payments	580	580	-	0%
Other Expenditure	-	-	-	
Capital Financing	61	61	-	0%
Gross Expenditure	141,765	142,079	314	0%
Income	(8,822)	(9,136)	(314)	4%
Net Expenditure	132,943	132,943	-	0%

**COMMUNITIES**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Budget £000	Projected Variance £000	Variance as % of budget	Section
<b>Note 1</b>			<b>Early Years Education</b>
			Financial year 19/20 is year 2 of the expansion programme. It is expected that there will be an additional 18 establishments providing 1140 hours. Initial budgets have been allocated from the new funding in order to reflect the increased level of provision required. It is anticipated that the additional costs will begin to be incurred from August 2019. Therefore although the new budgets have been allocated it is too early to quantify a financial projection for the Early Years service at this stage.
<b>Note 2</b>			<b>Primary Education</b>
1,446	(10)	-1%	PPP unitary charge is projected to be underspent by £0.010m mainly due to expected refunds of utility costs at year end.
	40		Other minor movements.
<b>30</b>			
<b>Note 3</b>			<b>Secondary Education</b>
35,788	(100)	0%	Employee Costs: Teachers - current predictions of pupil numbers indicate that at Census date there will be a reduced requirement for a small number of Teachers.
11,717	(40)	0%	PPP unitary charge is projected to be underspent by £0.040m mainly due to expected refunds of utility costs at year end.
	31		Other minor movements.
<b>(109)</b>			
<b>Note 4</b>			<b>ASN</b>
1,052	352	33%	An overspend on external specialist residential placements due to the ongoing high number of children in residential education. Joint working is ongoing with HSCP to improve positive outcomes.
1,010	(229)	-23%	There is an underspend on external day placements as a result of the screening process in place that enables the Council to support children in mainstream establishments or authority ASN establishments.
(264)	(165)	63%	Other Local Authorities income - projections indicate an over recovery due to an increase in charges together with changes in demand.
	64		Other minor movements.
<b>22</b>			
<b>Note 5</b>			<b>Education Other</b>
1,745	111	6%	Employee costs: overspends in Music Instructors of £0.120m due to a delay in implementing efficiencies (plans are in place which will achieve these savings going forward) and in Teachers maternity & long term sickness cover of £0.209m. This is offset by underspends due to an additional Early Years funding allocation of £0.150m and a vacant Senior Manager post of £0.048m.
141	46	33%	Admin costs : Increased Licence costs from SEEMIS.
211	46	22%	Supplies and Services: mostly due to expected computer replacement costs.
(640)	(118)	18%	Income : Additional income (£0.108m) related to recharges to external organisations for staff on secondments. An expected PPP insurance rebate of £0.030m is partly offset against a reduced income of £0.020m for Music tuition fees. The number of pupils assigned to each Music instructor has increased in order to bring the fee income into line with budget.
<b>85</b>			
<b>Note 6</b>			<b>Connected Communities</b>
6,052	52	1%	Employee Costs : There are projected overspends in Community Development of £0.052m due to reduced employee turnover.
-163	(80)	49%	Income - Arran Outdoor Education Centre - projected income exceeds budget due to increased occupancy of centre/activities.
<b>(80)</b>			

**FINANCE AND CORPORATE SUPPORT**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% variance	Note No
	£000	£000	£000		
<b>Directorate</b>	287	296	9	0%	
<b>Audit &amp; Risk</b>	650	650	-	0%	
<b>Finance</b>					
Head of Service	121	121	-	0%	
Business Support	1,299	1,162	(137)	0%	1
Corporate Procurement	782	782	-	0%	
Customer Services	4,621	4,477	(144)	0%	2
Financial Services	1,124	1,104	(20)	0%	
FMS Project	0	0	-	0%	
Revenues	(382)	(392)	(10)	0%	
<b>People &amp; Transformation</b>					
Head of Service	114	114	-	0%	
Employee Services	987	987	-	0%	
Human Resources & Organisational Development	757	757	-	0%	
ICT	3,665	3,665	-	0%	
Transformation	1,163	1,163	-	0%	
<b>Net Total</b>	<b>15,187</b>	<b>14,885</b>	<b>(302)</b>	<b>0%</b>	

Subjective Summary	Annual Budget	Final Year End Outturn	Annual Variance Adverse or (Favourable)	% variance
	£000	£000	£000	
Employee Costs	12,502	12,274	(228)	0%
Property Costs	0	0	-	0%
Supplies and Services	2,058	2,064	6	0%
Transport and Plant Costs	32	32	-	0%
Administration Costs	519	509	(10)	1%
Other Agencies & Bodies	1,768	1,768	-	2%
Transfer Payments	52,037	52,037	-	0%
Other Expenditure	200	200	-	0%
Capital Financing	0	0	-	-
Gross Expenditure	69,116	68,883	(232)	0%
Income	(53,929)	(53,998)	(70)	0%
<b>Net Expenditure</b>	<b>15,187</b>	<b>14,885</b>	<b>(302)</b>	<b>0%</b>

**FINANCE & CORPORATE SUPPORT**  
**BUDGETARY CONTROL 2018/19**

REPORT FOR THE 4 MONTHS TO 31 JULY 2019

Budget £000	Projected Variance £000	Variance as % of budget	Section
<b>Note 1</b>			<b>Business Support</b>
1,464	(132)	-9%	Employee Costs - There is a projected underspend of £0.132m due to vacancy management
	(5)		Other Minor Variances
	(137)		
<b>Note 2</b>			<b>Customer Services</b>
2,172	(85)	-4%	Employee Costs - There is a projected underspend of £0.085m due to vacancy management and maternity leave
(51,097)	(60)	0%	Income - There is a projected overrecovery of £0.060m within DHP overpayments recovered
	1	-	Other Minor Variances
	(144)		

**PLACE**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance	Note No
	£000	£000	£000		
<b>Directorate and Support</b>	232	205	(27)	(12%)	
<b>Physical Environment</b>					
Head Of Physical Environment	99	102	3	3%	
Building Services	(2,506)	(2,506)	-	0%	
Works Scoping and Quality Assurance	-	-	-	0%	
Property Governance	(2)	(2)	-	0%	
Property Management & Investment	1,545	1,513	(32)	(2%)	1
Housing Assets & Investment	-	-	-	0%	
Property Maintenance	3,786	3,786	-	0%	
Property Running Costs	5,114	5,207	93	2%	2
Energy and Sustainability	3,903	3,903	-	0%	
Facilities Management	12,712	12,712	-	0%	
Other Housing	3,736	3,593	(143)	(4%)	3
<b>Total for Physical Environment</b>	<b>28,387</b>	<b>28,308</b>	<b>(79)</b>		
<b>Commercial Services</b>					
Head Of Commercial Services	210	220	10	5%	
Roads	6,724	6,724	-	0%	
Streetscene	4,514	4,514	-	0%	
Internal Transport	9,717	9,817	100	1%	4
Waste Resources	7,684	7,801	117	2%	5
<b>Total for Commercial Services</b>	<b>28,849</b>	<b>29,076</b>	<b>227</b>		
<b>Economic Growth and Regeneration</b>					
Management	281	281	-	0%	
Planning & Protective Services	1,589	1,478	(111)	(7%)	6
Economic Development	4,753	4,743	(10)	(0%)	
<b>Total for Economic Growth and Regeneration</b>	<b>6,623</b>	<b>6,502</b>	<b>(121)</b>		
<b>Net Total</b>	<b>64,091</b>	<b>64,091</b>	<b>-</b>		

Subjective Summary	Annual Budget	Projected Year End Outturn	Annual Variance Adverse or (Favourable)	% variance
	£000	£000	£000	
Employee Costs	51,591	51,363	(228)	(0%)
Property Costs	20,606	20,429	(177)	(1%)
Supplies and Services	11,207	11,143	(64)	(1%)
Transport and Plant Costs	9,437	9,670	233	2%
Administration Costs	1,185	1,189	4	0%
Other Agencies & Bodies	18,285	18,273	(12)	(0%)
Transfer Payments	1,223	1,223	-	0%
Other Expenditure	490	491	1	0%
Capital Financing	-	97	97	
Gross Expenditure	114,024	113,878	(146)	(0%)
Income	(49,933)	(49,787)	146	(0%)
Net Expenditure	64,091	64,091	-	0%

**PLACE**  
**FINANCIAL PERFORMANCE 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Budget £000	Projected Variance £000	Variance as % of budget	Section
<b>Note 1</b>			<b>Property Maintenance</b>
3,786	(32)	(1%)	Employee Costs : £0.032m underspend in employee costs - due to vacancy management.
	(32)		
<b>Note 2</b>			<b>Property Running Costs</b>
5,114	93	2%	Net Property Costs - Overspend is primarily due to the current delay in delivery of property rationalisation savings of £0.151m and the under recovery of income in relation to the commercial property rental of £0.150m. Partly offset by a refund of Non Domestic Rates of £0.208m for 17/18 & 18/19 due to property revaluations.
	93		
<b>Note 3</b>			<b>Other Housing</b>
3,911	(121)	(1%)	Employee Costs - There is a projected underspend of £0.121m due to vacancy management
0	97	(36%)	Capital Financing Costs - There is a potential overspend of £0.097m relating to the reprovisioning of the CCTV and Concierge facility at Marress House.
(4,661)	(125)	(2%)	Income - Projected over recovery of £0.125m income, the majority of which can be attributed to temporary accommodation income, as an additional 25 properties are currently in use
	6		Other minor movements
	(143)		
<b>Note 4</b>			<b>Internal Transport</b>
4,334	83	2%	Transport Provision Costs - there is a projected overspend of £0.083m, primarily as a result of the continued trend of increasing demand for social services transport provision.
385	16	4%	External Hires - are predicted to be £0.016m overspent as a result of additional hires required to accommodate temporary operational needs related from the change in the process for the disposal of residual waste.
	1	-	Other minor movements
	100		
<b>Note 5</b>			<b>Waste Services</b>
4,417	262	6%	Employee Costs - there is a projected overspend of £0.262m partly due to additional resources required to support the introduction of a new domestic waste recycling scheme in April. Also partly due to a requirement to supplement current resources to support seasonal and operational demands. Work is ongoing to address this overspend.
454	(111)	(24%)	Supplies & Services - a projected underspend of £0.077m on aftercare costs of Shewalton Landfill Site which are being partly met from an existing provision and partly as a result of reduced leachate and trade effluent volumes, which can vary due to rainfall levels.
150	75	50%	Transport - a projected overspend of £0.054m re External Hires and Fuel due to the extension of additional vehicles required to support the introduction of a new domestic waste recycling scheme. Also a projected overspend of £0.037m in Haulage due to additional loads of materials being transported from Arran as a result of increased separation of recyclates and increasing waste arisings.
5,491	29	1%	Third party payment – there is a projected overspend of £0.311m in the recyclate processing costs due to a reduction in market prices for recyclates and contamination levels. Awareness campaigns are ongoing to reduce levels of contamination. There is a projected underspend of £0.379m for residual waste disposal costs due to a reduction in waste arisings. This is partly offset by projected overspends of £0.058m in Household Recycling Centre waste costs and £0.042m in the Bulky Waste contract residual processing costs.
(3,000)	(138)	5%	Income - additional income projected of £0.045m due to increased separation and sale of scrap metal for recycling partly offset by reduced income from the Sale of Cardboard £0.016m. There is also £0.085m projected additional income from Waste Gas Extraction due to the capping and closure of the final landfill site cell. As well as additional income projected from Commercial Refuse Collection charges £0.041m.
	117		
<b>Note 6</b>			<b>Planning &amp; Protective Services</b>
2,406	(96)	(4%)	Employee Costs - underspends due to vacancy management in Planning of £0.070m and Protective Services of £0.026m.
	(15)	-	Other Minor Movements
	(111)		



**OTHER CORPORATE ITEMS**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance	Note No
	£000	£000	£000		
Strathclyde Passenger Transport	2,233	2,233	-	0%	
SPT Concessionary Fares	286	286	-	0%	
Ayrshire Joint Valuation Board	786	786	-	0%	
<b>Other Corporate Costs</b>					
Pension Costs	1,843	1,827	(16)	(1%)	
Central Telephones	86	86	-	0%	
Other Corporate Items (incl Transformation Costs, Bad Debt Provision, External Audit fees and other centrally held funding.)	14,013	14,013	-	0%	
Net Total	19,247	19,231	(16)	(0%)	

**MISCELLANEOUS ITEMS**  
**FINANCIAL PERFORMANCE 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Objective Summary	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% variance	Note No
	£000	£000	£000		
Financing Charges	17,051	17,051	-	-	
Contribution to Loans Fund Reserve	2,150	2,150	-	-	
Scottish Government Funding	(289,007)	(289,007)	-	-	
Council Tax	(56,789)	(56,789)	-	-	
Use of Earmarked Funds	(4,478)	(4,478)	-	-	
Net Total	(331,073)	(331,073)	-	-	

**HOUSING REVENUE ACCOUNT**  
**BUDGETARY CONTROL 2018/19**

**REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

	Annual Budget	Projected Outturn	Annual Variance Adverse or (Favourable)	% Variance	Note No
	£	£	£		
Employee Costs	4,673	4,495	(178)	(4%)	1
Property Costs					
Responsive Repairs	1,759	1,743	(16)	(1%)	
Void Repairs	3,451	3,338	(113)	(3%)	
Planned and Cyclical Maintenance	7,308	7,286	(22)	(0%)	
Aids and Adaptions	1,849	1,849	-	0%	
Other property costs	3,885	3,891	6	0%	
Total for Property Costs	18,252	18,107	(145)		2
Supplies & Services	225	225	-	0%	
Transport Costs	38	36	(2)	(5%)	
Administration Costs	1,860	1,846	(14)	(1%)	
Third Party Payments	2,328	2,381	53	2%	3
Transfer Payments	211	211	-	0%	
Other Expenditure	744	744	-	0%	
Capital Financing Costs	20,609	21,274	665	3%	4
Gross Expenditure	48,940	49,319	379	1%	
Income					
Council House Rents	(48,025)	(48,363)	(338)	1%	
Other Rents	(323)	(305)	18	(6%)	
Recharges	(449)	(475)	(26)	6%	
Other Income	(143)	(176)	(33)	23%	
Transfer from HRA Reserves	-	-	-	0%	
Total Income	(48,940)	(49,319)	(379)	1%	5
Net Expenditure	-	-	-		

**HRA****BUDGETARY CONTROL 2018/19****REPORT FOR THE 4 MONTHS TO 31 JULY 2019**

Budget £000	Variance £000	Variance as % of budget	Section
<b>Note 1</b>			<b>Employee Costs</b>
4,672	(178)	-4%	There is an underspend of £0.178m due to vacancy management.
<b>(178)</b>			
<b>Note 2</b>			<b>Property Costs</b>
18,252	(145)	-1%	There is an underspend projected in Property Costs due to fewer Void Repairs £0.114m and a reduction in electrical testing of £0.091m. This is offset by an increase in Planned Works of £0.059m
<b>(145)</b>			
<b>Note 3</b>			<b>Third Party Payments</b>
2,328	53	2%	There is an overspend of £0.053m projected to reflect an increase in recharges from the Anti-Social Behaviour team and project management from PMI
<b>53</b>			
<b>Note 4</b>			<b>Capital Financing</b>
12,212	1,086	9%	There is a projected additional CFCR contribution from the overall underspend within the HRA of £1.086m.
8,396	(421)	-5%	There is a projected underspend in capital financing costs of £0.421m following assessment of current borrowing requirements.
<b>665</b>			
<b>Note 5</b>			<b>Income</b>
(48,025)	(338)	1%	There is an over recovery of Council House rents due to a higher number of tenanted properties than expected at the start of the year.
(1,028)	(41)	0%	Other income is expected to exceed budget by £0.041m due to increased Sheltered Housing Unit charges
<b>(379)</b>			

HRA reserves and balances	B/fwd from 2018/19	Transfer to / from Reserves	Use of Earmarked sums	Earmarking of in year surplus	Funding of Capital Projects	Balance at 31/03/19
	£m	£m	£m	£m	£m	£m
Council House Building Fund	7.025	-	-	-	(2.647)	4.378
Welfare Reform	3.000	-	-	-	-	3.000
Contingency Balance	1.000	-	-	-	-	1.000
Infrastructure Improvements	0.545	-	-	-	-	0.545
Major Refurbishment Works	0.052	-	-	-	-	0.052
Trindlemoss	0.791	-	-	-	-	0.791
	<b>12.413</b>	-	-	-	<b>(2.647)</b>	<b>9.766</b>

**Budget Management - 31 July 2019**  
**Virement/Budget Adjustment Requests**

	Perm (P) / Temp(T)	2018/19	
		Virement £m	Directorate Total £m
<b>1) Budget Virements</b>			
<b>Communities</b>			
Youth Music Initiative - Creative Scotland Grant - Income	T	-0.152	
Youth Music Initiative - Creative Scotland Grant - Employee Costs	T	0.152	<b>0.000</b>
<b>Democratic Services</b>			
Community Justice - South Ayrshire & East Ayrshire - Income	T	-0.170	
Community Justice - South Ayrshire & East Ayrshire - Employee & Project costs	T	0.170	<b>0.000</b>



**Integration Joint Board**  
**29 August 2019**

**Subject:** **Budget Monitoring – Month 3 (June 2019)**

**Purpose:** To provide an update on financial performance to June 2019, including the projected outturn for the 2019-20 financial year.

**Recommendation:** It is recommended that the IJB:

- a) Note the early indication of a projected year-end overspend of £2.801m;
- b) Notes the further planned actions to address the projected overspend and deliver financial balance;
- c) Approve the changes in funding as detailed in section 2.11 and Appendix E; and
- d) Note the potential impact of the Lead Partnerships.

<b>Glossary of Terms</b>	
NHS AA	NHS Ayrshire and Arran
HSCP	Health and Social Care Partnership
MH	Mental Health
CAMHS	Child & Adolescent Mental Health Services
BRAG	Blue, Red, Amber, Green
UNPACS	UNPACS, (UNPlanned Activities) – Extra Contractual Referrals
CRES	Cash Releasing Efficiency Savings
NES	NHS Education Scotland – education and training body
NRAC	NHS Resource Allocation Committee

<b>1.</b>	<b>EXECUTIVE SUMMARY</b>
1.1	The report provides an overview of the financial position for the partnership and outlines the projected year-end outturn position informed by the projected expenditure and income commitments, these have been prepared in conjunction with relevant budget holders and services. It should be noted that although this report refers to the position at the June period end that further work is undertaken following the month end to finalise projections, therefore the projected outturn position is as current and up to date as can practicably be reported.
1.2	The projected outturn is a year-end overspend of £2.801m for 2019-20, it should be noted that this is the first monitoring period and at a point relatively early in the financial year. There is scope for this position to fluctuate due to in-year cost and demand pressures and assumptions in relation to funding and the achievement of savings. The position has been adjusted to reflect the potential impact of Lead Partnership services. In the absence of any alternative risk sharing agreement for lead partnership

	services an NRAC share of the projected position has been assumed as this would be in line with the allocation in previous years.
1.3	Overall the main areas of pressure continue to be learning disability care packages, care homes, care at home, looked after children, and adult in-patients within the lead partnership. There are mitigating actions outlined in Appendix D specifically for Learning Disability Care packages as this area is the most significant in terms of the financial impact of high cost care packages and the service change programme. This will potentially further improve the position and services will continue to deploy tight financial management controls across services to bring expenditure overall back into line with budget.
1.4	It is essential that the IJB operates within the delegated budget and commissions services from the Council and Health Board on this basis as financial balance needs to be achieved. The service transformation programme and the delivery of those service changes will be at the forefront as this will have the greatest impact on the delivery of financial balance and the ongoing sustainability and safety of services.
<b>2.</b>	<b>CURRENT POSITION</b>
2.1	The report includes an overview of the financial position including commitments against the available resource, explanations for the main budget variances, an update on progress in terms of savings delivery and action required to work towards financial balance.
	<b>FINANCIAL PERFORMANCE</b>
2.2	<p>Against the full-year budget of £243.622m there is a projected overspend of £2.801m (1.1%). An integrated view of the financial position should be taken; however, it is useful to note that this overall position consists of a projected overspend of £2.924m in social care services offset by a projected underspend of £0.228m in health services.</p> <p>The Integration Scheme outlines that there is an expectation that the IJB takes account of the totality of resources available to balance the budget in year.</p> <p>Appendix A provides the financial overview of the partnership position. The sections that follow outline the significant variances in service expenditure compared to the approved budgets with detailed analysis provided in Appendix B.</p>
2.3	<b>Health and Community Care Services</b>
	<p>Against the full-year budget of £67.738m there is a projected overspend of £1.511m (2.2%). The main reasons for the projected overspend are:</p> <ul style="list-style-type: none"> <li>a) Care home placements including respite placements – projected to overspend by £0.313m which is mainly due to respite placements (£0.393m). This overspend is assumed to the first call on any uncommitted Carers Act funding. Permanent placements are projected to overspend by £0.120m and would require a reduction of one less residential and one less nursing placement than the number discharges for each month from August 2019 to bring budget back in line. The projection can vary due to factors other than the number of placements e.g. the impact of interim funded places, outstanding requests for funding etc so this will continue to be monitored closely. These overspends are</li> </ul>

partially offset by a projected over-recovery of Charging Order income of £0.200m which is based on income received to date and improved processes to track the charging orders.

- b) Independent Living Services are projected to overspend by £0.421m which is due to an overspend on physical disability care packages within the community and residential packages. Both the community and residential packages continue to be reviewed and reduced where appropriate. There will be further work undertaken with the implementation of the Adult Community Support framework which will allow further monitoring of delivery. There is also potential for a pilot using further technology to reduce sleepovers and higher cost care packages.
- c) Packages of care are projected to overspend by £0.057m due to the use of supplementary staffing, this has improved from the 2018/19 position.
- d) Care at home (purchased and in house) projected overspend by £0.776m due to an increase in provided hours and the budget being reduced to reflect the 2019-20 approved saving (purchased care). The overspend on in-house services relates to providing additional hours to cover a service that a provider handed back and the in-house service had to increase capacity to ensure the safety of vulnerable service users within the community of the North Coast locality. To mitigate the overspend in purchased care the purchased hours would need to be by 1,300 hours per week which is a 15% reduction. The service currently has, between hospitals and community, over 90 individuals waiting on a care at home package and 50 individuals waiting on an increase in their care packages. Therefore, there is a requirement of the service to manage risk so to reduce the current hours dramatically would have a negative impact on the communities and lead to further hospital and care home admissions. To prevent this level of reduction and subsequent build-up of waiting lists the care at home team are reviewing options to reduce spend. This includes reduce the level of hours being delivered on an incremental week to week basis to achieve financial balance and reviewing the process for reducing packages to ensure reduction in need is actioned quicker.
- e) Long Term Conditions (Ward 1), projected overspend of £0.261m which is mainly due to an overspend in employee costs to ensure staffing levels are at a safe level. This is a recurring pressure for which funding requires to be identified. This will be reviewed during 2019/20 along with other wards. Ward 2 is projected to be online, but this is subject to receiving £0.504m of funding from East HSCP for their patients, East have indicated their intention to reduce the number of commissioned beds.
- f) District Nursing is projected to underspend by £0.028m due to vacant posts. This is after applying £0.075m of payroll turnover.
- g) Community Care employee costs are projected to overspend by £0.254m due to supernumerary / unfunded posts.
- h) Carers Act Funding is projected to underspend by £0.500m based on the committed spend. This could fluctuate depending on the volume of carers' assessments undertaken and the level of demand/services identified from



	these assessments. This underspend will be used in the first instance to cover the projected overspend on care home respite placements.
2.4	<p><b>Mental Health Services</b></p> <p>Against the full-year budget of £75.897m there is a projected overspend of £1.126m (1.5%). The main reasons for the projected overspend are:</p> <ul style="list-style-type: none"> <li>• Learning Disabilities – projected overspend of £1.505m of which £1.431m is in relation to community care packages and £0.269m for residential placements. These overspends are partially offset by vacant posts.</li> </ul> <p>Appendix D outlines the action plan to reduce the overspend in learning disability services.</p> <ul style="list-style-type: none"> <li>• Community Mental Health – is projected to underspend by £0.114m mainly due to vacancy savings (after allocating £0.090m of payroll turnover) and an underspend in care packages.</li> <li>• Lead Partnership – overall projected underspend of £0.184m which consists of:</li> </ul> <p><i>Overspends:</i></p> <ul style="list-style-type: none"> <li>• Adult inpatients £0.514m - mainly due to the delay in closing the Lochranza ward on Ailsa site. The projection also assumes that a fifth bed will be sold by October 2019. The ability to close Lochranza will be dependent on achieving at least two discharges from Lochranza.</li> <li>• Psychiatry £0.034m - primarily due to agency costs. Agency staff are used in the absence of being able to recruit permanent posts.</li> <li>• UNPACS £0.120m – based on current placements and no fluctuation in the service level agreement with Glasgow.</li> </ul> <p><i>Underspends:</i></p> <ul style="list-style-type: none"> <li>• CAMHS £0.240m – due to vacancies and delays with recruitment. This is after applying £0.150m of payroll turnover.</li> <li>• Psychology £0.157m – due to vacancies. This is after applying £0.150m of payroll turnover.</li> <li>• Adult Community Mental Health £0.065m - due to vacancies.</li> <li>• MH Pharmacy £0.110m – due to continued low substitute prescribing costs.</li> </ul> <p>Note that elderly inpatients have an adverse position at month 3 due to holding vacancies in relation to reconfiguring the wards. This resulted in using supplementary staff in the interim, but it is assumed to be online pending implementation of the elderly mental health review.</p>

2.5

Children & Justice Services

Against the full-year budget of £35.753m there is a projected overspend of £0.699m (2%). The main reasons for the projected overspend are:

a)

Residential Schools and Community Placements – projected overspend of £1.052m. The projection is based on the current number of placements and estimated discharge dates for each placement based on the support from the mainstreamed Challenge Fund project. There are currently 28 placements including 1 on remand (ends September 2019) and 2 secure placements. The projection assumes 2 discharges in August 3 in October and 7 in December with the remaining 15 assumed to be still in a placement at the year end. There is no provision for any increase in placements. To bring this budget online the discharge dates for each person would need to be brought forward but this would not be possible for all placements. To minimise the impact of this overspend the underspends being reported below for looked after children and children with a disability will need to be maintained which means any additional demand will need to be cost neutral.

b)

Looked After Children Placements – projected underspend of £0.136m due to the current demand for fostering, adoption and kinship payments.

c)

Early Years – are projected to underspend by £0.028m mainly due to the level of vacancies in health visiting. This is after allocating £0.200m of payroll turnover and accounting for £0.175m of potential additional costs for the regrading of HV posts.

d)

Children with Disabilities Residential Placements – projected underspend of £0.280m due to one child transitioning to adult services and another assumed to be transferring to Trindlemoss.

2.6

Management and Support Costs

Against the full-year budget of £9.627m there is a projected underspend of £0.704m (7.3%). This underspend relates to uncommitted pressure funding awarded as part of the 2019-20 budget, the requirement for this funding will need to be closely monitored and may require to be delegated to services as and when required.

2.7

Primary Care and Prescribing

Prescribing is the responsibility for the Health Board to fund and under the terms of the Integration Scheme and it underwrites the prescribing risk across all three Ayrshire IJBs. At month 3 prescribing is projected to be online at the year end.

2.8

Savings Progress

a)

The 2019-20 budget included £6.134m of savings.

BRAG Status	Position at Budget Approval £m	Position at Period 3 £m
Red	-	0.543
Amber	2.980	2.389

Green	3.154	3.202
Blue	-	-
<b>TOTAL</b>	<b>6.134</b>	<b>6.134</b>

b) The projected year-end outturn position assumes:

- i) £0.215m of the Red savings in relation to reducing LD sleepovers will not be delivered as planned and this is reflected in the overall projected outturn position.
- ii) The £0.328m risk of savings delivery relating to Trindlemoss is not currently included in the projected overspend position as there is ongoing work to establish the achievability of the saving.

If progress is made to deliver the savings this would improve the overall outturn position (LD sleepovers) or prevent the overspend increasing further (Trindlemoss).

The projected financial position assumes that all remaining savings on the plan will be delivered. Progress with savings delivery requires to be closely monitored to ensure the impact on the financial position can be assessed and corrective action taken where necessary. Appendix C provides an overview of these savings, further detail will be provided in future monitoring reports.

The Transformation Board is in place to provide oversight and governance to the programme of service change. A focus of the Board is to ensure plans are in place to deliver savings and service change, with a solution focussed approach to bringing programmes back on track.

## 2.9 Financial Recovery Plan

Each service area has developed mitigating action to address the overspend in their area and there are several actions noted in this report which will assist in reducing the projected overspend. These will be monitored and if they don't reduce the overspend a formal financial recovery plan will be brought to a future IJB.

## 2.10 Financial Risks

The 2019-20 budget setting paper noted unfunded pressures which could present a risk to the projected outturn position. This included:

- a) Intermediate Care and Rehab investment was funded by the Health Board on a part-year basis in 2018-19. The business case was predicated on acute hospital savings offsetting the investment, however with the approach taken to pass through the funding uplift there is an expectation that the IJBs will fund the full year impact of the investment. Currently there is part year funding in the IJB budget to support the investment for about 6 months, the full year impact would be a further £0.322m assuming no recruitment to unfilled posts.
- b) Paid as if at work is a pressure relating to health employed staff and the payment of a holiday pay element for regular additional payments, e.g. overtime. The cost across the Health Board is estimated to be £1.4m but is unclear at this stage what the cost will be for each service, for North Ayrshire this is estimated to be around £0.2m. When the cost pressure value is known the partnership will look to services to fund from within existing resources where possible.

	<p>c) There is a potential pressure in relation to GP practices in difficulty. This is a dynamic pressure which we will look to manage in-year. If this cannot be achieved, then the default position would be to fund the North fair share of this (circa £0.2m) from any underspend in the Primary Care Improvement Fund (PCIF).</p> <p>The IJB may be asked to take further decisions during 2019-20 in relation to managing the above pressures.</p> <p>In addition to these pressures there is a potential reduction to the funding available for Ward 2 as East HSCP are reviewing the level of beds they require in this ward.</p>
2.11	<p><b>Budget Changes</b></p> <p>The Integration Scheme states that “<i>either party may increase it’s in year payment to the Integration Joint Board. Neither party may reduce the payment in-year to the Integration Joint Board nor Services managed on a Lead Partnership basis.....without the express consent of the Integration Joint Board</i>”.</p> <p>Appendix E highlights the movement in the overall budget position for the partnership following the initial approved budget.</p> <p><b><i>Reductions Requiring Approval:</i></b></p> <p>The specific reductions that the IJB are required to approve are:</p> <ol style="list-style-type: none"> <li>1) Procurement posts £0.085m – funding transferred to the corporate procurement team on a temporary basis to provide additional capacity until March 2020. This will be used to increase the level of ‘in contract’ spend.</li> <li>2) TEC Contribution £0.050m – funding transferred to Facilities to allow TEC team and Hub Services to continue for a further 6 months.</li> <li>3) AMD to Medical Director £0.096m – funding for sessions relating to Associate Medical Director role transferred to Medical Director as current AMD works in North and is retiring.</li> </ol> <p>It is recommended that the IJB approve the budget reductions outlined above.</p> <p><b><i>Future Planned Changes:</i></b></p> <p>Further areas which are outstanding and will be included in future reports include:</p> <p>The transfer of the Douglas Grant and Redburn rehab wards from acute services to the North HSCP. The operational management of these wards has already transferred to the partnership, but the due diligence undertaken on the budget has highlighted a funding shortfall. It has been agreed with NHS Ayrshire &amp; Arran that the financial responsibility will not transfer until balance is found. In the meantime, we are managing services and working to reduce the projected overspend prior to any transfer.</p>
2.12	<p><b>Lead Partnerships</b></p> <p><b><i>North Ayrshire HSCP</i></b></p>

	<p>Services managed under Lead Partnership arrangements by North Ayrshire Health and Social Care Partnership are projected to be £0.184m underspent. Full detail on the underspend is given in section 2.4 above.</p>
	<p><b>South Ayrshire HSCP</b></p> <p>Services hosted and/or led by the South Partnership are forecast to be online. An overspend on incontinence advisors is more than offset by an underspend on the Community Equipment Store. The Community Equipment Store was funded an additional £0.280m in budget setting, although it should be noted that expenditure is volatile depending on the timing of purchases.</p>
	<p><b>East Ayrshire HSCP</b></p> <p>Services managed under Lead Partnership arrangements by East Ayrshire Health and Social Care Partnership are projected to marginally overspend by £0.288m in total. The overall Primary Care Lead Partnership projected overspend is £0.266m and this projected variance mainly relates to additional payments within Primary Medical Services to GP practices currently experiencing difficulty (mainly practices that the NHS Board is administering due to previous GPs handing back contracts). The GP practices in difficulty issue is extremely fluid however negotiations are progressing with practices with a view to them returning to independent contractor status. Additional Ayrshire Urgent Care Services costs resulting from increased rates being paid to attract GPs over certain periods can prove challenging to fill without financial incentives. These additional costs are partially offset by savings in Dental services.</p>
	<p>Further work is being taken forward to develop a framework to report the financial position and impact of risk sharing arrangements across the 3 partnerships in relation to hosted or lead service arrangements. This is to ensure the IJB are fully sighted on the impact for the North Ayrshire partnership. The IJB will be kept informed of progress with this work which is being progressed by the Ayrshire Partnership Finance Leads.</p> <p>At month 3 the impact of the Lead Partnerships has been calculated based on the average NRAC share which is the method that was used in previous years and has been agreed by the Ayrshire Finance Leads.</p> <p>The NRAC shares are: North 36.6%, South 30.5% and East 32.9%</p>
2.14	<p><b>Set Aside</b></p> <p>The Integration Scheme makes provision for the Set Aside Budget to be managed in-year by the Health Board with any recurring over or under spend being considered as part of the annual budget setting process. The 2019-20 set aside budget for North HSCP is £30.094m, based on expenditure in 2018-19. The acute directorate, which includes the areas covered by the set aside budget, is overspent by £3.7m after 3 months.</p> <p>58 additional and unfunded beds were open at the 31st March 2019. This had reduced to 40 by the 30<sup>th</sup> June. The high level of delayed discharges at both Crosshouse and Ayr is causing increased operational pressure and additional expenditure.</p> <p>During 2018-19 the North Partnerships use of the set aside resources was £30.094m against the NRAC 'fair share' of £28.697m which is £1.127m above the 'fair share'. There is an expectation that the North Partnership will move towards its 'fair</p>

	share'. The Models of Care programmes including the Intermediate Care and Rehab investment and the Palliative End of Life proposals being developed represent agreed or potential investment by NHS A&A to invest in community services with a view to reducing acute beds. This is in effect a mechanism to reduce the set aside resources.
<b>3.</b>	<b>PROPOSALS</b>
<b>3.1</b>	<b><u>Anticipated Outcomes</u></b>
	<p>Continuing to closely monitor the financial position will allow the IJB to take corrective action where required to ensure the partnership can deliver services in 2019-20 from within the available resource, thereby limiting the financial risk the funding partners, i.e. NAC and NHS AA.</p> <p>The transformational change programme will have the greatest impact on the financial sustainability of the partnership, the IJB require to have a clear understanding of progress with plans and any actions that can be taken to bring the change programme into line.</p>
<b>3.2</b>	<b><u>Measuring Impact</u></b>
	Updates to the financial position will be reported to the IJB throughout 2019-20.
<b>4.</b>	<b>IMPLICATIONS</b>
<b>Financial:</b>	<p>The financial implications are as outlined in the report.</p> <p>Against the full-year budget of £243.622m there is a projected overspend of £2.801m (1.1%). The report outlines the action being taken and proposed action to reduce the projected overspend.</p> <p>This is an early indication of the projected outturn at the first quarter of the financial year, there are a number of assumptions underpinning the projections which could change as we progress through the year. We will continue to work with services to ensure the most accurate and reliable position is reported.</p> <p>The main areas of financial risk which may impact on this position are highlighted in the report.</p>
<b>Human Resources:</b>	None
<b>Legal:</b>	None
<b>Equality:</b>	None
<b>Children and Young People</b>	None
<b>Environmental &amp; Sustainability:</b>	None
<b>Key Priorities:</b>	None

<b>Risk Implications:</b>	Within the projected outturn there are various over and underspends including the non-achievement of savings which need to be addressed.
<b>Community Benefits:</b>	None

<b>Direction Required to Council, Health Board or Both</b>	Direction to :-	
	1. No Direction Required	
	2. North Ayrshire Council	
	3. NHS Ayrshire & Arran	
	4. North Ayrshire Council and NHS Ayrshire & Arran	√

<b>4.</b>	<b>CONSULTATION</b>
4.1	<p>This report has been produced in consultation with relevant budget holders and the Partnership Senior Management Team.</p> <p>The report is shared with the Director of Finance for NHS Ayrshire and Arran and the Executive Director Finance and Corporate Support for North Ayrshire Council.</p>
<b>5.</b>	<b>CONCLUSION</b>
5.1	<p>It is recommended that the IJB:</p> <ul style="list-style-type: none"> <li>a) Note the early indication of a projected year-end overspend of £2.801m;</li> <li>b) Notes the further planned actions to address the projected overspend and deliver financial balance;</li> <li>c) Approve the changes in funding as detailed in section 2.11 and Appendix E; and</li> <li>d) Note the potential impact of the Lead Partnerships.</li> </ul>

**For more information please contact:**

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## 2019-20 Budget Monitoring Report–Objective Summary as at 30 June 2019

## Appendix A

Partnership Budget - Objective Summary	2019/20 Budget								
	Council			Health			TOTAL		
	Budget	Outturn	Over/ (Under) Spend Variance	Budget	Outturn	Over/ (Under) Spend Variance	Budget	Outturn	Over/ (Under) Spend Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>COMMUNITY CARE AND HEALTH</b>	<b>54,733</b>	<b>56,133</b>	<b>1,400</b>	<b>13,005</b>	<b>13,116</b>	<b>111</b>	<b>67,738</b>	<b>69,249</b>	<b>1,511</b>
: Locality Services	25,385	26,070	685	4,504	4,530	26	29,889	30,600	711
: Community Care Service Delivery	25,962	27,152	1,190	0	0	0	25,962	27,152	1,190
: Rehabilitation and Reablement	1,225	1,286	61	1,918	1,798	(120)	3,143	3,084	(59)
: Long Term Conditions	1,802	1,258	(544)	4,587	4,800	213	6,389	6,058	(331)
: Integrated Island Services	359	367	8	1,996	1,988	(8)	2,355	2,355	0
<b>MENTAL HEALTH SERVICES</b>	<b>23,449</b>	<b>24,988</b>	<b>1,539</b>	<b>52,448</b>	<b>52,035</b>	<b>(413)</b>	<b>75,897</b>	<b>77,023</b>	<b>1,126</b>
: Learning Disabilities	17,686	19,308	1,622	513	396	(117)	18,199	19,704	1,505
: Community Mental Health	4,366	4,283	(83)	1,616	1,585	(31)	5,982	5,868	(114)
: Addictions	1,397	1,397	0	1,350	1,269	(81)	2,747	2,666	(81)
: Lead Partnership Mental Health NHS Area Wide	0	0	0	48,969	48,785	(184)	48,969	48,785	(184)
<b>CHILDREN &amp; JUSTICE SERVICES</b>	<b>32,127</b>	<b>32,792</b>	<b>665</b>	<b>3,626</b>	<b>3,660</b>	<b>34</b>	<b>35,753</b>	<b>36,452</b>	<b>699</b>
: Intervention Services	3,859	3,938	79	327	375	48	4,186	4,313	127
: Looked After & Accomodated Children	16,323	17,002	679	0	0	0	16,323	17,002	679
: Fieldwork	4,713	4,802	89	0	0	0	4,713	4,802	89
: CCSF	311	283	(28)	0	0	0	311	283	(28)
: Criminal Justice	2,621	2,621	0	0	0	0	2,621	2,621	0
: Early Years	394	389	(5)	2,880	2,852	(28)	3,274	3,241	(33)
: Policy & Practice	3,906	3,757	(149)	0	0	0	3,906	3,757	(149)
: Lead Partnership NHS Children's Services Area Wide	0	0	0	419	433	14	419	433	14
<b>PRIMARY CARE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,719</b>	<b>47,719</b>	<b>0</b>	<b>47,719</b>	<b>47,719</b>	<b>0</b>
<b>ALLIED HEALTH PROFESSIONALS</b>				<b>5,151</b>	<b>5,106</b>	<b>(45)</b>	<b>5,151</b>	<b>5,106</b>	<b>(45)</b>
<b>MANAGEMENT AND SUPPORT COSTS</b>	<b>7,715</b>	<b>7,034</b>	<b>(681)</b>	<b>1,912</b>	<b>1,889</b>	<b>(23)</b>	<b>9,627</b>	<b>8,923</b>	<b>(704)</b>
<b>CHANGE PROGRAMME</b>	<b>655</b>	<b>656</b>	<b>1</b>	<b>1,082</b>	<b>1,082</b>	<b>0</b>	<b>1,737</b>	<b>1,738</b>	<b>1</b>
<b>TOTAL</b>	<b>118,679</b>	<b>121,603</b>	<b>2,924</b>	<b>124,943</b>	<b>124,607</b>	<b>(336)</b>	<b>243,622</b>	<b>246,210</b>	<b>2,588</b>
Return Hosted Over/Underspends East	0	0	0		0	56			56
Return Hosted Over/Underspends South	0	0	0		0	52			52
Receive Hosted Over/Underspends East	0	0	0		0	105			105
<b>REVISED PROJECTED OUTTURN</b>	<b>118,679</b>	<b>121,603</b>	<b>2,924</b>	<b>124,943</b>	<b>124,607</b>	<b>(123)</b>	<b>243,622</b>	<b>246,210</b>	<b>2,801</b>



## 2019-20 Budget Monitoring Report – Detailed Variance Analysis per service

## Appendix B

	Budget £000's	Outturn £000's	Over/ (Under) Spend Variance £000's	
<b>COMMUNITY CARE AND HEALTH</b>	<b>67,738</b>	<b>69,249</b>	<b>1,511</b>	
Locality Services	29,889	30,600	711	<p><b>Older People permanent care homes</b> - projected overspend of £0.120m based on 815 placements (551 Nursing and 264 Residential). Respite care is projected to overspend by £0.393m based on the spend to date.</p> <p><b>Income from Charging Orders</b> - projected over recovery of £0.200m'</p> <p><b>Independent Living Services :</b></p> <ul style="list-style-type: none"> <li>* Direct Payment packages- projected underspend of £0.079m on 53 packages and a net decrease of 2 packages expected during the year..</li> <li>* Residential Packages - projected overspend of £0.142m based on 38 packages.</li> <li>* Community Packages (physical disability) - projected overspend of £0.200m based on 50 packages</li> </ul> <p><b>NHS Packages of Care</b> - projected overspend of £0.057m due to use of supplementary staffing.</p> <p><b>District Nursing</b> - projected underspend of £0.028m due to vacancies.</p>
Community Care Service Delivery	25,962	27,152	1,190	<p><b>Care at home</b></p> <ul style="list-style-type: none"> <li>- in house service - projected overspend of £0.071m based on the current level of contracted costs remaining until the year end. Care at home staff have been incurring additional hours as there are moratoria on four of the purchased care providers.</li> <li>- Purchased Care at home - projected overspend of £0.705m. This is after reducing the budget by £0.500m to reflect the agreed 19-20 saving. There are four moratoria in place but the hours purchased from other providers has increased.</li> </ul> <p><b>Direct Payments</b> - projected underspend of £0.094m based on 39 packages with an assumed reduction of one package during the year.</p> <p><b>Transport costs</b> - projected overspend of £0.054m due to increase in staff mileage within care at home.</p> <p><b>Admin costs</b> - projected overspend of £0.071m mainly due to mobile phone equipment.</p> <p><b>Voluntary Organisations</b> - projected overspend £0.088m mainly in relation to the Alzheimer service.</p> <p><b>Income</b> - projected over recovery £0.020m mainly in relation to Community Alarm income and CM2000 non compliance charges.</p>

	Budget £000's	Outturn £000's	Over/ (Under) Spend Variance £000's	
Rehabilitation and Reablement	3,143	3,084	(59)	<b>Employee costs</b> - projected underspend £0.079m due to vacancies.
Long Term Conditions	6,389	6,058	(331)	<p><b>Ward 1</b> - projected overspend of £0.261m due to the use of supplementary staffing.</p> <p><b>Ward 2</b> - projected online assuming £0.504m of funding transfers from East HSCP in relation to Kirklandside patients.</p> <p><b>Elderly CMHT</b> - underspend of £0.040m due to vacancies.</p> <p><b>Carers Act Funding</b> - projected underspend of £0.500m based on the committed spend. This could fluctuate depending on the volume of carers' assessments undertaken and the level of demand/services identified from these assessments. This underspend will be used in the first instance to cover the projected overspend on care home respite placements.</p>
Integrated Island Services	2,355	2,355	0	
<b>MENTAL HEALTH SERVICES</b>	75,897	77,023	1,126	
Learning Disabilities	18,199	19,704	1,505	<p><b>Residential Packages</b> - projected overspend of £0.269m based on 39 current packages and a net increase of 1 package until the year end.</p> <p><b>Community Packages</b> - projected overspend of £1.431m based on 291 current packages less 5% invoice variances and a net movement in year of 3 new packages for provided packages. The projection assumes savings of £0.490m will be achieved. The projection for direct payments is based on 39 current packages with a net increase of 2 to the year end less £0.100m recovery of unspent balances.</p> <p><b>Employee costs</b> - projected underspend £0.127m mainly due to vacant posts</p>
Community Mental Health	5,982	5,868	(114)	<p><b>Residential Packages</b> - projected underspend of £0.050m based on 25 current placements with an assumed net reduction of 4 places by the year end.</p> <p><b>Employee costs</b> - projected underspend £0.091m mainly due to vacant posts</p>
Addictions	2,747	2,666	(81)	<p><b>Employee costs</b> - projected underspend £0.081m due to vacant posts</p> <p><b>ADP</b> - projected online position.</p>



















	Budget £000's	Outturn £000's	Over/ (Under) Spend Variance £000's	
Lead Partnership (MHS)	48,969	48,785	(184)	<p><b>Adult Community</b> - projected underspend of £0.065m due to vacancies.</p> <p><b>Adult Inpatients</b>- projected overspend of £0.514m due to a delay in closing the Lochranza wards. Assumes a 5th bed is sold from October.</p> <p><b>UNPACs</b> - projected overspend of £0.120m assuming the charge for the Forensic Services SLA is similar to the 18-19 charge.</p> <p><b>LDS</b> - assumed online pending completion of the relocation of services to Woodland View.</p> <p><b>Elderly Inpatients</b> - assumed online pending the finalisation of the elderly mental health bed redesign.</p> <p><b>Addictions</b> - projected underspend of £0.056m due to vacancies.</p> <p><b>CAMHS</b> - projected underspend of £0.240m due to vacancies.</p> <p><b>MH Admin</b> - projected underspend of £0.109m due to vacancies..</p> <p><b>Psychiatry</b> - projected overspend of £0.034m due to agency costs.</p> <p><b>MH Pharmacy</b> - projected underspend of £0.110m mainly within substitute prescribing.</p> <p><b>Psychology</b>- projected underspend of £0.157m due to vacancies.</p> <p><b>Action 15</b> - assumed online position</p>
<b>CHILDREN'S AND JUSTICE SERVICES</b>	<b>35,753</b>	<b>36,452</b>	<b>699</b>	
Intervention Services	4,186	4,313	127	<p><b>Employee costs</b> - projected overspend of £0.042m mainly due to incremental drift.</p> <p><b>Supported Carers Scheme</b> - projected overspend of £0.024m based on 6 carers supporting 6 children.</p> <p><b>Transport Costs</b> - projected overspend of £0.026m in relation to mileage costs.</p>

	Budget £000's	Outturn £000's	Over/ (Under) Spend Variance £000's	
Looked After & Accom Children	16,323	17,002	679	<p><b>Looked After Children placements - projected underspend of £0.136m based on the following:-</b></p> <p><b>Kinship</b> - projected overspend of £0.105m. Budget for 339 placements, currently 339 placement but projecting 356 placements by the year end.</p> <p><b>Adoption</b> - projected online. Budget for 74 placements, currently 74 placements.</p> <p><b>Fostering</b> - projected underspend of £0.076m. Budget for 120 placements, currently 121 placements but projecting 113 placements by the year end.</p> <p><b>Fostering Xtra</b> - projected underspend of £0.155m. Budget for 32 placements, currently 28 placements but projecting 24 placements by the year end.</p> <p><b>Private fostering</b> - projected online. Budget for 11 placements, currently 11 placements.</p> <p><b>IMPACCT carers</b> - projected underspend of £0.016m. Budget for 4 placements, currently 2 placements.</p> <p><b>Residential School placements including community packages</b> - projected overspend of £1.052m. The projection is based on the current number of placements and estimated discharge dates for each placement based on the support from the mainstreamed Challenge Fund project. There are currently 28 placements including 1 on remand (ends September 2019) and 2 secure placements. The projection assumes 2 discharges in August 3 in October and 7 in December with the remaining 15 assumed to be still in a placement at the year end. There is no provision for any increase in placements.</p> <p><b>Employee Costs</b> - underspend of £0.270m due to vacancies.</p>
Fieldwork	4,713	4,802	89	<b>Employee costs</b> - projected overspend if £0.056m due to non achieved payroll turnover.
CCSF	311	283	(28)	<b>Outwith the threshold for reporting</b>
Criminal Justice	2,621	2,621	0	<b>Outwith the threshold for reporting</b>
Early Years	3,274	3,241	(33)	<b>Outwith the threshold for reporting</b>
Policy & Practice	3,906	3,757	(149)	<p><b>Employee costs</b> - projected overspend of £0.087m due to non achieved payroll turnover.</p> <p><b>Residential Placements</b> - projected underspend of £0.280m due to one child transitioning to adult services and another assumed to be transferring to Trindlemoss.</p> <p><b>Private Foster Placements</b> - projected overspend of £0.057m due to one new placement.</p>
Lead Partnership (CS)	419	433	14	<b>Outwith the threshold for reporting</b>

	Budget £000's	Outturn £000's	Over/ (Under) Spend Variance £000's	
PRIMARY CARE	47,719	47,719	0	
ALLIED HEALTH PROFESSIONALS	5,151	5,106	(45)	Outwith the threshold for reporting
MANAGEMENT AND SUPPORT	9,627	8,923	(704)	Projected underspend - this underspend relates to pressure funding awarded as part of the 2019-20 and the pressures have not yet arisen. This funding will be closely monitored and delegated to services as and when required.
CHANGE PROGRAMME & CHALLENGE FUND	1,737	1,738	1	Outwith the threshold for reporting
TOTAL	243,622	246,210	2,588	

*Threshold for reporting is + or - £50,000*

2019-20 Savings Tracker

Savings reference number	Description	Responsible Senior Management Lead	Deliverability Status at budget setting	Approved Saving 2019/20 £	Deliverability Status Month 3
	<b>Health and Community Care</b>				
SP-HSCP-19-02	Roll out of multidisciplinary teams - Community Care and Health	Helen McArthur	Amber	55,000	
SP-HSCP-19-04	Day Centres - Older People	Helen McArthur	Green	38,232	
SP-HSCP-19-05	Deliver the Strategic Plan objectives for Older People's Residential Services	Helen McArthur	Green	130,350	
SP-HSCP-19-09	Care at Home - Reablement Investment	Helen McArthur	Amber	500,000	
SP-HSCP-19-12	Assessment and Self Directed Support	Isabel Marr	Green	150,000	
NHS - HSCP-9	Packages of Care	Isabel Marr	Amber	150,000	
	<b>Mental Health and Learning Disabilities</b>				
SP-HSCP-19-01	Integration of the Learning Disability team	Jan Thomson	Amber	56,000	
SP-HSCP-19-07	Mental Health - Tarryholme / Trindlemoss (Council element)	Jan Thomson	Amber	328,000	
NHS - HSCP-1	Trindlemoss (full year impact is £0.370m)* NHS element	Jan Thomson	Amber	250,000	
SP-HSCP-19-10	LD - Reduction to Sleepover Provision	Jan Thomson	Amber	215,000	
SP-HSCP-19-11	Reprovide Fergushill/Hazeldene at Trindlemoss & redesign commissioned services	Jan Thomson	Green	111,000	
SP-HSCP-19-06	Adult Community Support - Commissioning of Services	Jan Thomson /Julie Barrett	Green	388,000	
NHS - HSCP-4	UnPACs - 7% reduction*	John Taylor	Green	200,000	
NHS - HSCP-5	Substitute Prescribing - 5% reduction*	John Taylor	Green	135,000	
NHS - HSCP-3	Review of Elderly Mental Health Inpatients*	William Lauder	Green	727,000	
NHS - HSCP-6	See a 5th bed at Woodland View - MH inpatients*	William Lauder	Amber	90,000	
	<b>Children, Families and Justice Services</b>				
SP-HSCP-19-03	Fostering - reduce external placements.	Mae Henderson	Green	127,408	
SP-HSCP-19-08	Children's residential placements (CF)	Mae Henderson	Amber	355,000	

	Partnership Wide				
SP-HSCP-19-13	Charging Policy	Lisa Duncan	Green	200,000	●
NHS - HSCP-10	Reduce business admin services	Julie Davis	Green	50,000	●
NHS - HSCP-11	ICF Project - Partnership Enablers	Michelle Sutherland	Amber	27,000	●
NHS - HSCP-12	ICF Project - Buckreddan care home	Michelle Sutherland	Amber	16,000	●
NHS - HSCP-13	Uncommitted ICF Funding	Michelle Sutherland	Green	80,000	●
SP-HSCP-19-20	Living Wage	n/a	Green	187,000	●
NHS - HSCP-7	Resource Transfer to South Lanarkshire	n/a	Green	40,000	●
SP-HSCP-19-14	19/20 impact of 18/19 part year savings	Stephen Brown	Green	113,000	●
SP-HSCP-19-15	Respite	n/a	Green	200,000	●
SP-HSCP-19-16	Payroll Turnover Target	Stephen Brown	Amber	500,000	●
SP-HSCP-19-17	Lean Efficiency Programme	Stephen Brown	Green	50,000	●
NHS - HSCP-2	Payroll Turnover Target - Mental Health *	Thelma Bowers	Amber	300,000	●
NHS - HSCP-8	Payroll Turnover Target - Other Services	Thelma Bowers	Amber	365,000	●

6,133,990

## Learning Disability Services – Action Plan

Ref	Action	Lead	Deadline
1	Appointment of temporary agency social workers to enhance team capacity. There are several vacancies and maternity leave in the team which is impacting on the ability to undertake reviews.	Jan Thomson	August 2019
2	Appointment of permanent social workers to fill existing vacancies.	Jan Thomson	August 2019
3	Appointment of a Transformation development manager as additional leadership capacity to support the senior management team in the delivery of the LD programme. Areas of priority identified with focused work to be undertaken on delivery and pace acceleration of case reviews as mitigation for team capacity.	Thelma Bowers	June 2019
4	<p>Review of Community Packages – management scrutiny of spend for community care packages and residential care packages to map and identify ongoing areas for targeted reviews and anticipated reductions in care provided</p> <p><i>Note that the projection already assumes £240K will be achieved so only any projected saving above £240K will impact on the projected outturn.</i></p>	Phil Cummins and the LD review team	Ongoing but expected to complete x reviews per month.
5	<p>Roll out CM2000 to the larger providers in advance of the new contracts going live in 2020. A project group is in place and plans are developed for a shadow roll out to providers in 2019/20 in alignment with Commissioning tender for adult community services completed and framework in place by January 2020.</p> <p><i>Note that the projection already assumes £50K will be achieved so only any projected saving above £50K will impact on the projected outturn.</i></p>	Helen McArthur	January 2020
6	Sleepovers – the case for the clustering of sleepovers will be finalised and a proposal to integrate, where possible, into current provision within care at home responder service or identify alternative partnership approaches.	Jan Thomson supported by the Change Team	August 2019



7	Review community packages for people aged 65+ <i>Note that the projection already assumes £200K will be achieved so only any projected saving above £200K can be included.</i>	LD Team Manager	August 2019
8	Supported accommodation – planning and referrals for the new provision to be finalised by September 2019 with savings modelled.	Norma Bell Jan Thomson Stuart McKenzie and Helen McArthur	September 2019

## Appendix E

## 2019/20 Budget Reconciliation

<b>COUNCIL</b>	<b>Period</b>	<b>Permanent or Temporary</b>	<b>£</b>
Initial Approved Budget			95,074
Resource Transfer	3	P	22,993
ICF Procurement Posts - Transfer to Procurement	3	T	(85)
FPC under 65's Scottish Government Funding	3	P	702
Roundings	3		(5)
<b>Period 3 reported budget</b>			<b>118,679</b>

<b>HEALTH</b>	<b>Period</b>	<b>Permanent or Temporary</b>	<b>£</b>
Initial Approved Budget (based on month 9 of 2018-19)			145,425
Adjustments to reflect month 10 -12 of 2018-19 including non recurring amounts			(1,845)
<b>Opening baseline budget for 19-20</b>			<b>143,580</b>
Resource Transfer	3	P	(22,993)
Superannuation Uplift	3	P	2,994
Voluntary Redundancy Scheme	3	P	271
Post from acute - PA to Clinical Nurse Manager, Long Term conditions	3	P	15
Post from acute - Clinical Nurse Manager, Long Term Conditions	3	P	34
Functional Electrical Stimulation (Physio Equip) Equipment from acute			10
Pharmacy Fees	3	P	19
HPV Boys Implementation	3	P	18
Action 15 (anticipated increase)	3	P	930
Post from Acute -Specialist Pharmacist in Substance Misuse	3	T	12
Old age liaison psychiatrist from acute	3	P	108
Patient Transport Service	3	P	49

Infant feeding nurse	3	T	41
Associate Medical Director responsibility payment to Medical Director	3	T	(24)
Associate Medical Director sessions to the Medical Director	3	T	(71)
Contribution to the Technology Enabled Care (TEC) project	3	T	(50)
<b>Period 3 reported budget</b>			<b>124,943</b>

<b>GRAND TOTAL</b>	<b>243,622</b>
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## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

<b>Title:</b>	<b>Capital Programme Performance to 31 July 2019</b>
<b>Purpose:</b>	To advise Cabinet of progress in delivering the Capital Investment Programme as at 31 July 2019.
<b>Recommendation:</b>	That Cabinet agree to (a) approve the revisions to budgets outlined in the report; and (b) note (i) the General Services and HRA revised budgets at 31 July 2019; and (ii) the forecast expenditure to 31 March 2020.

### 1. Executive Summary

- 1.1 The General Services Capital Investment Programme 2019/20 to 2027/28 was approved by Council on 27 February 2019. The Housing Revenue Account (HRA) Capital Investment Programme 2019/20 sits within the updated HRA Business Plan and was approved by Council on 19 December 2018.
- 1.2 This report identifies the current programme for 2019/20, taking account of adjustments made to the initial budgets. The report presents the revised budgets at 31 July 2019 and forecast expenditure to 31 March 2020.
- 1.3 At Period 4 the General Fund is forecasting a projected outturn of £54.306m. The HRA is forecasting a projected outturn of £54.072m.
- 1.4 A risk to the forecast position has been identified in relation to the Trindlemoss development within the Health and Social Care Partnership. A potential overspend against the current project has been identified and work is ongoing to determine the level of the potential overspend and the funding options available. The impact of this on both the General Fund and HRA capital programmes will be included in future capital performance reports.

### 2. Background

#### General Fund

- 2.1 The following table outlines the movements in the 2019/20 General Services budget:

	2019/20 £m
Budget approved as at 27 February 2019	55.817
a) Additional Funding	3.362
b) Alterations to phasing of projects:-	
2018/19 to 2019/20	5.320
2019/20 to 2020/21	(10.457)
2020/21 to 2019/20	0.167
c) Revisions to the Programme	0.097
Budget as at 31 July 2019	54.306

## 2.2 (a) Additional Funding

The capital programme has been updated to reflect a number of awards of additional funding, including:

- £1.418m from the Scottish Government for Town Centre Regeneration;
- £0.250m from Chargeplace Scotland for Electric Vehicle Infrastructure;
- £1.630m from Strathclyde Partnership for Transport for projects, including:
  - Ardrossan Harbour Interchange, £0.200m;
  - Bus Corridor Improvements, £0.100m;
  - Bus Route Congestion Measures, £0.300m;
  - Cumbrae Ferry & Bus Stop, £0.250m;
  - Irvine Town Centre Bus Infrastructure Improvement, £0.530m; and
  - Irvine Cycle Friendly Town, £0.250m.

## 2.3 (b) Alterations to the Phasing of Projects

The reprofiling of £5.320m from 2018/19 to 2019/20 reflect projects not completed within the year and incorporated within the 2019/20 capital programme. This was previously reported within the 2018/19 Capital Programme performance reports.

In addition, a further review of the timescale for delivery of capital projects has now been undertaken which has resulted in £10.457m of works being re-profiled for delivery in 2020/21, including:

- Communities
  - St Bridget's Early Years, £0.430m;
  - St Peter's Early Years, £0.650m;
  - Irvine Early Years, £1.636m;
  - Moorpark Primary, £1.159m;
  - Montgomerie Park Primary, £0.270m;
  - Kilwinning Learning Environment, £0.425m; and
  - The new ASN school, £3.101m;
- HSCP
  - Young person's residential respite unit, £0.296m; and



- Place
  - Millburn Flood Prevention, £0.396m;
  - Largs Promenade Seawall, £0.565m;
  - Irvine High Street, £0.109m;
  - Lochshore, £0.665m; and
  - Ardrossan Harbour and Landside, £0.500m.

This has been partly offset by the acceleration of £0.167m to 2019/20 in relation to:

- Place
  - Upper Garnock Flood Prevention, £0.117m; and
  - Millport Pier, £0.050m.

#### 2.4 (c) Revisions to the Programme

The programme has been revised to include additional Capital Funded from Current Revenue (CFCR) of £0.097m in relation to CCTV provision.

2.5 This has resulted in a revised 2019/20 budget at 31 July 2019 of £54.306m.

2.6 The current projection on funding, elements of which are related to the profile of expenditure reported above, is a reduction of £1.511m from the approved budget, including a reduction in the Prudential Borrowing requirement of £7.831m.

#### 2.7 Capital Projections to 31 March 2019

The projections are summarised by service in the following table:

	Budget 2019/20	Carry Forwards and Adjustments	Revised Budget 2019/20	Projected Expenditure / Income to 31 March 2020	Projected Variance Over / (Under)
	£000's	£000's	£000's	£000's	£000's
<b>Expenditure</b>					
Communities	28,071	(6,035)	<b>22,036</b>	22,036	-
Finance and Corporate Support	936	(84)	<b>852</b>	852	-
Health and Social Care Partnership	5,197	803	<b>6,000</b>	6,000	-
Place	21,613	3,724	<b>25,337</b>	25,337	-
Other including Flexibility	-	81	<b>81</b>	81	-
<b>Total Expenditure</b>	<b>55,817</b>	<b>(1,511)</b>	<b>54,306</b>	54,306	-
<b>Income</b>					
General Capital Grant	(15,125)		<b>(15,125)</b>	(15,125)	-
Specific Capital Grant	(12,343)	(528)	<b>(12,871)</b>	(12,871)	-
Use of Reserve Funds	(26)	(2,028)	<b>(2,054)</b>	(2,054)	-
Capital Funded from Current Revenue	(600)	(97)	<b>(697)</b>	(697)	-
Capital Receipts	(371)	(746)	<b>(1,117)</b>	(1,117)	-
Other Grants & Contributions	(1,384)	(2,921)	<b>(4,305)</b>	(4,305)	-
Prudential Borrowing	(25,968)	7,831	<b>(18,137)</b>	(18,137)	-
<b>Total Income</b>	<b>(55,817)</b>	<b>1,511</b>	<b>(54,306)</b>	(54,306)	-

Information on the progress of all projects can be found in Appendix 1. There are no projected variances at this time.

- 2.8 Within the Health and Social Care Partnership, a potential overspend has been identified in relation to the Trindlemoss development arising from contract variations and delays. The funding for this project is drawn from the General Fund, NHS Ayrshire and Arran and the HRA and work is ongoing to determine the level of the potential overspend and the funding options available. The impact of this on both the General Fund and HRA capital programmes will be included in future capital performance reports.

### Housing Revenue Account

- 2.9 The following table outlines the movements in the 2019/20 HRA Capital budget:

	2019/20 £m
Budget approved as at 19 December 2018	52.325
a) Alterations to phasing of projects:-	
2018/19 to 2019/20	14.084
2019/20 to 2020/21	(16.965)
2020/21 to 2019/20	4.628
Budget as at 31 July 2019	54.072

## 2.10 (a) Alterations to the Phasing of Projects

The reprofiling of £14.084m from 2018/19 to reflect projects not completed within the year and incorporated within the 2019/20 HRA capital programme. This was previously reported within the 2018/19 Capital Programme performance reports.

In addition, a further review of the timescale for delivery of capital projects has now been undertaken which has resulted in £16.965m of work being re-profiled for delivery in 2020/21, including:

- Council House Building Programme
  - General, £2.441m;
  - Watt Court, £1.597m;
  - Flatt Road, £3.159m;
  - Harbourside, £5.430m; and
  - Dalrymple Place, £2.093m.
- Refurbishment Programme
  - Garrier Court, £1.311m; and
  - Friar's Lawn, £0.240m.
- Other Capital Works, £0.645m

This has been partly offset by the acceleration of £4.628m of projects for delivery during 2019/20, including:

- Council House Building Programme
  - Brathwic Terrace, £1.040m;
  - Towerlands, £1.826m;
  - St Michael's Wynd, £0.318m;
  - Caley Court, £0.210m;
  - Springvale, £0.449m; and
  - St Beya, Millport, £0.551m.

2.11 This has resulted in a revised 2019/20 budget at 31 July 2019 of £54.072m.

2.12 The current projections on funding, elements of which are related to the profile of expenditure reported above, are summarised below:

- Additional contribution from CFCR, £0.666m;
- Additional Scottish Government House Building Grant, £12.236m;
- Additional allocation from the Affordable Housing reserve, in line with projected expenditure, £2.947m;
- Additional contribution from HRA reserve, in line with projected expenditure, £3.438m;
- Additional developer contributions, £0.350m; offset by
- Reduced Prudential Borrowing of (£17.909m).

## 2.13 Capital Projections to 31 March 2020

The projections are summarised in the following table:

	Budget 2019/20	Carry Forwards and Adjustments	Revised Budget 2019/20	Projected Expenditure / Income to 31 March 2020	Projected Variance Over / (Under)
	£000's	£000's	£000's	£000's	£000's
<b>Service</b>					
<b>Expenditure</b>					
Housing Revenue Account	52,325	1,747	<b>54,072</b>	54,072	-
Total Expenditure	52,325	1,747	<b>54,072</b>	54,072	-
<b>Income</b>					
Sale of Assets	-	(19)	<b>(19)</b>	(19)	-
CFCR	(12,212)	(666)	<b>(12,878)</b>	(12,878)	-
Capital Grants	(2,229)	(12,236)	<b>(14,465)</b>	(14,465)	-
Use of Reserves	(1,229)	(3,438)	<b>(4,667)</b>	(4,667)	-
Affordable Housing Contribution	(193)	(2,947)	<b>(3,140)</b>	(3,140)	-
Other Contributions	-	(350)	<b>(350)</b>	(350)	-
Prudential Borrowing	(36,462)	17,909	<b>(18,553)</b>	(18,553)	-
Total Income	(52,325)	(1,747)	<b>(54,072)</b>	(54,072)	-

Information on the progress of all projects can be found in Appendix 2. There are no projected variances at this time.

## 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 Sections 2.1 to 2.6 and Appendix 1; and (b) note (i) the revised budget at 31 July 2019 and (ii) the forecast of expenditure to 31 March 2020.

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

The Cabinet is invited to (a) approve the further revisions to the budget outlined at Section 2.9 to 2.12 and Appendix 2; and (b) note the revised budget at 31 July 2019 and (ii) the forecast of expenditure to 31 March 2020.

## **4. Implications/Socio-economic Duty**

### **Financial**

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

### **Human Resources**

- 4.2 None.

### **Legal**

- 4.3 None.

### **Equality/Socio-economic**

- 4.4 None.

### **Environmental and Sustainability**

- 4.5 None.

### **Key Priorities**

- 4.6 This report directly supports the Council Plan 2019 to 2024 by maximising resources and providing value for money to support financially sustainable delivery models.

### **Community Wealth Building**

- 4.7 None.

## **5. Consultation**

- 5.1 Progress as outlined in this report has been approved by Executive Directors.

Laura Friel  
Executive Director (Finance and Corporate Support)

For further information please contact **David Forbes, Senior Manager (Strategic Business Partner)**, on **01294 324551**.

### **Background Papers**

Capital Investment Programme 2019/20 to 2027/28 - Council 27 February 2019  
Housing Revenue Account (HRA) Capital Investment Programme, Revenue Budget and Rent Levels for 2019/20 – Council 19 December 2018



North Ayrshire Council Capital Statement 2019/20  
Year Ended 31st March 2020

Period 4

Project Description	TOTAL PROJECT				CURRENT YEAR 2019/20							
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to date Variance 2019/20	Projected Expenditure to 31st March 2020	Actual Over/ (Under) Spend for 2019/20	True Over/ (Under) Spend	Brought / Carry Forward to 2020/21
	£	£	£	£	£	£	£	£	£	£	£	£
EXPENDITURE												
Communities												
Nursery Education	14,177,021	2,157,420	14,177,021	-	8,384,146	249,773	534,958	285,185	6,151,562	(2,232,584)	-	(2,232,584)
Primary Schools	19,206,918	100,328	19,206,918	-	1,892,829	10,667	11,842	1,175	538,683	(1,354,146)	-	(1,354,146)
Secondary Schools	36,602,666	2,534,457	36,602,666	-	1,762,067	45,037	175,170	130,133	1,566,290	(195,777)	-	(195,777)
Special Education	25,088,341	1,545,670	25,088,341	-	15,153,693	-	579,914	579,914	12,568,091	(2,585,602)	-	(2,585,602)
Information & Culture	85,000	6,683	85,000	-	78,437	-	120	120	150,363	71,926	-	71,926
Completed Projects	85,536,812	84,820,101	85,536,812	-	800,000	1,640	83,288	81,648	1,061,659	261,659	-	261,659
SUB TOTAL	180,696,758	91,164,659	180,696,758	-	28,071,172	307,117	1,385,293	1,078,176	22,036,648	(6,034,524)	-	(6,034,524)
Finance & Corporate Support												
Information Technology	864,007	775,563	864,007	-	252,000	29,042	49,237	20,195	297,000	45,000	-	45,000
Council IT Strategy	3,467,363	1,264,951	3,467,363	-	684,400	59,210	71,014	11,804	554,339	(130,061)	-	(130,061)
Completed Projects	340,870	340,870	340,870	-	-	-	-	-	-	-	-	-
SUB TOTAL	4,672,239	2,381,384	4,672,239	-	936,400	88,252	120,252	32,000	851,339	(85,061)	-	(85,061)
Health & Social Care												
Management & Support	729,872	723,627	729,872	-	26,058	-	19,813	19,813	100,784	74,726	-	74,726
Housing Non HRA	500,000	199,703	500,000	-	500,000	147,137	199,703	52,566	719,305	219,305	-	219,305
Adults	4,298,678	4,008,141	4,298,678	-	1,455,399	721,048	1,164,862	443,814	2,202,994	747,595	-	747,595
Young People	5,663,182	169,545	5,663,182	-	3,216,000	35,401	42,363	6,962	2,977,024	(238,976)	-	(238,976)
SUB TOTAL	11,191,731	5,101,016	11,191,731	-	5,197,457	903,586	1,426,742	523,156	6,000,107	802,650	-	802,650
Place												
Roads	52,025,596	5,802,574	52,025,596	-	6,587,293	2,580,918	2,057,847	(523,071)	5,734,994	(852,299)	-	(852,299)
Office Accommodation	2,500,000	267,855	2,500,000	-	2,500,000	327,195	267,855	(59,340)	2,042,173	(457,827)	-	(457,827)
Other Property	407,840	-	407,840	-	407,840	-	-	-	362,713	(45,127)	-	(45,127)
Streetscene	2,295,330	857,358	2,295,330	-	1,594,305	147,894	156,333	8,439	2,202,768	608,463	-	608,463
Transport	1,500,000	97,685	1,500,000	-	1,500,000	97,685	97,685	0	1,826,759	326,759	-	326,759
Waste Services	14,889,017	14,558,221	14,889,017	-	230,000	73,493	62,204	(11,289)	352,298	122,298	-	122,298
Renewable Energy	1,056,257	852,536	1,056,257	-	79,000	-	(124,721)	(124,721)	142,744	63,744	-	63,744
Regeneration	33,307,538	8,974,493	33,307,538	-	8,377,032	1,331,012	1,662,654	331,642	9,648,274	1,271,242	-	1,271,242
Strategic Planning & Infrastructure	558,355	6,260,964	558,355	-	272,000	241,732	241,732	0	1,831,917	1,559,917	-	1,559,917
Completed Projects	18,411,473	18,347,529	18,411,473	-	65,000	52,496	1,056	(51,439)	1,192,371	1,127,371	-	1,127,371
SUB TOTAL	126,951,405	56,019,215	126,951,405	-	21,612,470	4,852,425	4,422,646	(429,778)	25,337,011	3,724,541	-	3,724,541
Other												
Other	-	-	80,590	80,590	-	-	-	-	80,590	80,590	-	80,590
SUB TOTAL	-	-	80,590	80,590	-	-	-	-	80,590	80,590	-	80,590
Total Project Expenditure	323,512,134	154,666,274	323,592,724	80,590	55,817,499	6,151,380	7,354,933	1,203,553	54,305,695	(1,511,804)	-	(1,511,804)
Total Project Income					(55,817,499)	(12,156,895)	(12,156,895)	-	(54,305,695)	1,511,804	-	1,511,804
Total Net Expenditure					-	(6,005,515)	(4,801,962)	1,203,553	-	-	-	-

The following classifications have been used to highlight financial performance against budget



On Target (+0.5% of budget)



Slightly off target (+ 0.5% to 2% of budget, or £0.125m, whichever is less)



Significantly off target (+2% or more of budget, or £0.500m, whichever is less)

The following classifications have been used to highlight delivery performance against original timescales set



On Target (up to 5% delay of original timescales)



Slightly off target (+ 5% to 10% of original timescales)



Significantly off target (+10% or more of original timescales)

## Capital Programme Funding 2019/20

Funding Description	19/20 Budget at Capital Refresh Feb 2019	Carry Forward from 2018/19	Changes after Capital Refresh Feb 2019	Approved budget 2019/20	Changes in Year	Approved budget 2019/20	Actual Income to 31 July 2019	Projected Income to 31 March 2020	Variance
	£	£	£	£	£		£	£	£
<b>CAPITAL BORROWING</b>									
Prudential Borrowing	25,968,425			25,968,425		25,968,425	-	18,137,320	(7,831,105)
<b>SUB TOTAL</b>	<b>25,968,425</b>			<b>25,968,425</b>		<b>25,968,425</b>	<b>-</b>	<b>18,137,320</b>	<b>(7,831,105)</b>
<b>SCOTTISH GOVERNMENT FUNDING</b>									
<b>Specific Capital Grants</b>									
Early Learning & Childcare	6,962,922			6,962,922		6,962,922	2,774,264	4,262,138	
Cycling / Walking /Safer Streets	222,000			222,000		222,000	(62,107)	299,927	
Flooding	3,017,000			3,017,000		3,017,000	-	3,017,000	
Vacant & Derelict Land Funding	2,141,000			2,141,000		2,141,000	2,803,719	3,874,218	
Town Centre Regeneration				-		-	709,000	1,418,000	
<b>Capital Grants</b>									
General Capital Grant	15,125,000			15,125,000		15,125,000	6,059,668	15,125,000	
<b>SUB TOTAL</b>	<b>27,467,922</b>			<b>27,467,922</b>		<b>27,467,922</b>	<b>12,284,544</b>	<b>27,996,283</b>	<b>528,361</b>
<b>OTHER INCOME TO PROGRAMME</b>									
<b>Use of Funds :-</b>									
Capital Fund	-			-		-	-	1,975,000	1,975,000
Change & Service Redesign Fund	26,058			26,058		26,058	-	78,847	52,789
CFCR	600,000			600,000		600,000	96,719	696,719	96,719
Grants & Contributions	1,384,339			1,384,339		1,384,339	(495,101)	4,304,647	2,920,308
Capital Receipts	370,755			370,755		370,755	270,733	1,116,879	746,124
<b>TOTAL CAPITAL PROGRAMME FUNDING</b>	<b>55,817,499</b>	<b>-</b>	<b>-</b>	<b>55,817,499</b>	<b>-</b>	<b>55,817,499</b>	<b>12,156,895</b>	<b>54,305,695</b>	<b>(1,511,804)</b>

COMMUNITIES

CAPITAL MONITORING 2019/20

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/(Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
	£	£	£	£	£	£	£	£	£	£	£	£			
<a href="#">Nursery Education</a>															
<a href="#">Early Years Programme</a>															
EARLY LEARNING & CHILDCARE FUTURE PROJECTS	4,578,686	4,073	4,578,686	-	4,574,613	-	-	-	307,113	(4,267,500)	-	(4,267,500)	✓	✓	Budget to be moved to individual projects once costed and approved. Anticipated that the overall funding will be required to deliver all ELC Projects
ST BRIDGETS EARLY YEARS	429,706	-	429,706	-	-	-	-	-	210,000	210,000	-	210,000	✓	✓	
ST LUKES EARLY YEARS	-	168	-	-	-	168	168	-	168	168	-	168	✓	✓	
CASTLEPARK EARLY YEARS	130,827	139,760	130,827	-	125,000	133,933	133,933	(0)	179,173	54,173	-	54,173	✓	✓	
LAWTHORN EARLY YEARS	162,209	3,596	162,209	-	162,209	3,411	3,596	185	162,209	-	-	-	✓	✓	
HAYOCKS EARLY YEARS	152,785	3,391	152,785	-	152,785	2,541	3,391	850	152,785	-	-	-	✓	✓	
WOODLANDS EARLY YEARS	198,139	7,978	198,139	-	198,139	7,979	7,978	(1)	198,139	-	-	-	✓	✓	
CORSEHILL EARLY YEARS	450,000	9,218	450,000	-	450,000	8,383	9,218	835	450,000	-	-	-	✓	✓	
CALEDONIA EARLY YEARS	173,736	4,532	173,736	-	173,736	4,532	4,532	(0)	173,736	-	-	-	✓	✓	
BLACKLANDS EARLY YEARS	184,085	40,687	184,085	-	184,085	52,436	40,687	(11,749)	184,085	-	-	-	✓	✓	
ST PETERS EARLY YEARS	668,991	51,847	668,991	-	-	32,856	32,856	(0)	750,000	750,000	-	750,000	✓	✓	
ST MARKS EARLY YEARS	363,171	10,367	363,171	-	355,304	1,470	2,500	1,030	347,437	(7,867)	-	(7,867)	✓	✓	
WEST KILBRIDE EARLY EARLY YEARS	-	804	-	-	-	804	804	-	804	804	-	804			
IRVINE EARLY YEARS	1,635,789	319,916	1,635,789	-	-	-	319,916	319,916	668,139	668,139	-	668,139			
<a href="#">Completed Nursery Education</a>															
GLENCAIRN / LOUDON MONTGOMERY EARLY YEARS	169,005	170,383	169,005	-	-	1,126	1,378	252	1,126	1,126	-	1,126	Complete	Complete	
ARDEER EARLY YEARS	335,210	206,455	335,210	-	130,000	-	1,245	1,245	24,790	(105,210)	-	(105,210)	Complete	Complete	
ST JOHNS EARLY YEARS	277,517	271,495	277,517	-	-	-	(6,022)	(6,022)	30,586	30,586	-	30,586	Complete	Complete	
STANLEY EARLY YEARS	3,615	3,615	3,615	-	-	-	-	-	23,385	23,385	-	23,385	Complete	Complete	
KILWINNING (PENNYBURN SCHOOL) EARLY YEARS	732,556	593,042	732,556	-	109,051	-	(30,463)	(30,463)	48,711	(60,340)	-	(60,340)	Complete	Complete	
SPRINGVALE EARLY YEARS	104,044	104,304	104,044	-	-	134	260	126	1,752	1,752	-	1,752	Complete	Complete	
ABBAY / ST LUKES PRIMARY SCHOOL EARLY YEARS	63,872	63,998	63,872	-	-	-	126	126	-	-	-	-	Complete	Complete	
<a href="#">Other Nursery Education</a>					-										
ANNICK PRIMARY EXT - EARLY YRS PROVISION	2,931,868	64,582	2,931,868	-	1,769,224	-	8,856	8,856	2,237,424	468,200	-	468,200	✓	✓	
<a href="#">Total Nursery Education</a>	14,177,021	2,157,420	14,177,021	-	8,384,146	249,773	534,958	285,185	6,151,562	(2,232,584)	-	(2,232,584)			
<a href="#">Primary Schools</a>															
MOORPARK PRIMARY	9,546,950	100,328	9,546,950	-	1,547,830	10,667	11,842	1,175	463,683	(1,084,147)	-	(1,084,147)	✓	✓	
MONTGOMERIE PARK SCHOOL	9,659,968	-	9,659,968	-	344,999	-	-	-	75,000	(269,999)	-	(269,999)	✓	✓	
<a href="#">Total Primary Education</a>	19,206,918	100,328	19,206,918	-	1,892,829	10,667	11,842	1,175	538,683	(1,354,146)	-	(1,354,146)			
<a href="#">Secondary Schools</a>															
AUCHENHARVIE PE WORKS	2,070,321	2,078,856	2,070,321	-	117,067	-	125,602	125,602	282,168	165,101	-	165,101	✓	✓	
KILWINNING LEARNING ENVIRONMENT	2,741,355	454,612	2,741,355	-	1,445,000	45,037	49,569	4,532	1,084,122	(360,878)	-	(360,878)	✓	✓	
AYRSHIRE COLLEGE PARTNERSHIP DEVELOPMENT	200,000	-	200,000	-	200,000	-	-	-	200,000	-	-	-	✓	✓	
<a href="#">Total Secondary Education</a>	36,602,666	2,534,457	36,602,666	-	1,762,067	45,037	175,170	130,133	1,566,290	(195,777)	-	(195,777)			
<a href="#">Special Education</a>															
NEW BUILD ASN SCHOOL	25,088,341	1,545,670	25,088,341	-	15,153,693	-	579,914	579,914	12,568,091	(2,585,602)	-	(2,585,602)	✓	✓	
<a href="#">Total Special Education</a>	25,088,341	1,545,670	25,088,341	-	15,153,693	-	579,914	579,914	12,568,091	(2,585,602)	-	(2,585,602)			

COMMUNITIES

CAPITAL MONITORING 2019/20

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/(Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
<a href="#">Information &amp; Culture</a>															
CASTLES & HISTORIC MONUMENTS	-	120	-	-	-	-	120	120	71,926	71,926	-	71,926	Holding Code	Holding Code	
ABBEY TOWER	85,000	6,563	85,000	-	78,437	-	-	-	78,437	-	-	-	On Hold	OnHold	
<a href="#">Total Information &amp; Cultural</a>	85,000	6,683	85,000	-	78,437	-	120	120	150,363	71,926	-	71,926			
<a href="#">Completed Projects</a>															
LOUDON MONT PRIMARY SCHOOL NURSERY ADAPTS	698,915	700,223	698,915	-	-	1,308	1,308	0	3,417	3,417	-	3,417	✔	Complete	
ELDERBANK PS	11,122,155	11,122,155	11,122,155	-	-	-	-	-	1,388	1,388	-	1,388	Complete	Complete	
ANNICK PRIMARY SCHOOL	547,030	536,030	547,030	-	-	-	(11,000)	(11,000)	-	-	-	-	Complete	Complete	
ST BRIDGETS PRIMARY SCHOOL	116,828	117,798	116,828	-	-	-	970	970	38,172	38,172	-	38,172	Complete	Complete	
LARGS ACADEMY	3,914,310	3,942,490	3,914,310	-	-	-	28,181	28,181	257,511	257,511	-	257,511	✔	Complete	
GARNOCK CAMPUS	40,289,165	40,267,771	40,289,165	-	-	-	(21,394)	(21,394)	18,094	18,094	-	18,094	✔	Complete	
AUCHENHARVIE SECONDARY ESTATE LEARNING ENVT	3,203,411	2,766,394	3,203,411	-	800,000	-	362,983	362,983	742,745	(57,255)	-	(57,255)	Complete	Complete	
IRVINE ROYAL/COLLEGE ADAPTS	2,062,464	2,062,838	2,062,464	-	-	-	374	374	-	-	-	-	Complete	Complete	
KILWINNING ESTATE SECONDARY PITCH	712,080	712,412	712,080	-	-	332	332	(0)	332	332	-	332	Complete	Complete	
IRVINE LEISURE CENTRE	22,190,977	21,912,511	22,190,977	-	-	-	(278,466)	(278,466)	-	-	-	-	Complete	Complete	
<a href="#">Total Completed Projects</a>	85,536,812	84,820,101	85,536,812	-	800,000	1,640	83,288	81,648	1,061,659	261,659	-	261,659			
<a href="#">Total Communities</a>	180,696,758	91,164,659	180,696,758	-	28,071,172	307,117	1,385,293	1,078,176	22,036,648	(6,034,524)	-	(6,034,524)			

FINANCE & CORPORATE SUPPORT

CAPITAL MONITORING 2019/20

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/(Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
	£	£	£	£	£	£	£	£	£	£	£	£			
Information Technology															
PC REPLACEMENT/VIRTUAL DESKTOP *	160,000	20,078	160,000	-	160,000	18,617	20,078	1,461	181,000	21,000	-	21,000	✓	✓	
PSN COMPLIANCE *	-	370,691	-	-	-	4,373	6,373	2,000	10,000	10,000	-	10,000	✓	✓	
AGILE WORKING *	92,000	22,787	92,000	-	92,000	6,052	22,787	16,735	106,000	14,000	-	14,000	✓	✓	
Total Information Technology	864,007	775,563	864,007	-	252,000	29,042	49,237	20,195	297,000	45,000	-	45,000			
Council IT Strategy															
MANAGED WAN SERVICES	762,979	707,979	762,979	-	55,000	-	-	-	6,000	(49,000)	-	(49,000)	✓	✓	
SCHOOLS ICT INVESTMENT *	350,000	77,268	350,000	-	350,000	59,210	77,268	18,058	366,339	16,339	-	16,339	✓	✓	
DIGITAL STRATEGY	418,096	5,142	418,096	-	129,400	-	(6,254)	(6,254)	22,000	(107,400)	-	(107,400)	✓	✓	
TECHNOLOGY INFRASTRUCTURE	298,000	-	298,000	-	-	-	-	-	80,000	80,000	-	80,000	✓	✓	
WAN	87,130	-	87,130	-	-	-	-	-	20,000	20,000	-	20,000	✓	✓	
LAN/WIFI	586,500	-	586,500	-	-	-	-	-	30,000	30,000	-	30,000	✓	✓	
TELEPHONY	90,096	-	90,096	-	-	-	-	-	30,000	30,000	-	30,000	✓	✓	
Total IT Strategy	3,467,363	1,264,951	3,467,363	-	684,400	59,210	71,014	11,804	554,339	(130,061)	-	(130,061)			
Total Finance & Corporate Support	4,672,239	2,381,384	4,672,239	-	936,400	88,252	120,252	32,000	851,339	(85,061)	-	(85,061)			

HEALTH & SOCIAL CARE

CAPITAL MONITORING 2019/20

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2018/19	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/(Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
	£	£	£	£	£	£	£	£	£	£	£	£			
<a href="#">Management &amp; Support</a>															
HOME CARE SYSTEM	391,129	391,129	391,129	-	-	-	-	-	42,789	42,789	-	42,789	✓	✓	
CAREFIRST IT SYSTEM	110,678	84,620	110,678	-	26,058	-	-	-	36,058	10,000	-	10,000	✓	✓	
HSCP ICT INVESTMENT TO SUPPORT INTEGRATION	228,065	247,878	228,065	-	-	-	19,813	19,813	21,937	21,937	-	21,937	✓	✓	
<a href="#">Total Management &amp; Support</a>	729,872	723,627	729,872	-	26,058	-	19,813	19,813	100,784	74,726	-	74,726			
<a href="#">Housing Non HRA</a>															
IMPROVEMENT GRANTS *	500,000	199,703	500,000	-	500,000	147,137	199,703	52,566	719,305	219,305	-	219,305	✓	✓	
CARE & REPAIR	-	-	-	-	-	-	-	-	-	-	-	-	✓	✓	
<a href="#">Total Housing Non HRA</a>	500,000	199,703	500,000	-	500,000	147,137	199,703	52,566	719,305	219,305	-	219,305			
<a href="#">Adults</a>															
TRINDLEMOSS	3,437,568	3,148,408	3,437,568	-	1,441,643	718,465	1,152,483	434,018	2,150,075	708,432	-	708,432	✓	✓	
WARRIX AVENUE	861,110	859,733	861,110	-	13,756	2,583	12,379	9,796	52,919	39,163	-	39,163	✓	✓	
<a href="#">Total Older People</a>	4,298,678	4,008,141	4,298,678	-	1,455,399	721,048	1,164,862	443,814	2,202,994	747,595	-	747,595			
<a href="#">Young People</a>															
RESIDENTIAL & RESPITE UNIT	5,663,182	169,545	5,663,182	-	3,216,000	35,401	42,363	6,962	2,977,024	(238,976)	-	(238,976)	✓	✓	
<a href="#">Total Young People</a>	5,663,182	169,545	5,663,182	-	3,216,000	35,401	42,363	6,962	3,272,818	(238,976)	-	(238,976)			
<a href="#">Total Health &amp; Social Care</a>	11,191,731	5,101,016	11,191,731	-	5,197,457	903,586	1,426,742	523,156	6,295,901	802,650	-	802,650			



CAPITAL MONITORING 2019/20

Place

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/ (Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
	£	£	£	£	£	£	£	£	£	£	£	£			
PHYSICAL ENVIRONMENT															
Roads															
ROADS IMPROVE/RECONSTRUCTION *	3,300,000	3,113,846	3,300,000	-	3,300,000	1,924,989	1,769,032	(155,957)	3,113,846	(186,154)	-	(186,154)	✓	✓	
LIGHTING *	1,000,000	(41,440)	1,000,000	-	1,000,000	-	(41,440)	(41,440)	1,015,354	15,354	-	15,354	✓	✓	
UPPER GARNOCK FPS	17,192,000	2,061,273	17,192,000	-	242,000	325,204	235,052	(90,152)	450,000	208,000	-	208,000	✓	✓	
MILLPORT COASTAL FPS	27,512,498	524,896	27,512,498	-	277,293	-	-	-	362,795	85,502	-	85,502	✓	✓	
MILLBURN FPS	1,106,717	57,459	1,106,717	-	458,000	8,742	8,742	-	55,000	(403,000)	-	(403,000)	✓	✓	
MILLPORT PIER	450,080	80	450,080	-	100,000	150,000	-	(150,000)	150,000	50,000	-	50,000	✓	✓	
BRIDGES INFRASTRUCTURE PROG *	560,000	76,664	560,000	-	560,000	134,983	76,664	(58,319)	431,949	(128,051)	-	(128,051)	✓	✓	
LARGS PROMENADE SEAWALL	654,302	9,798	654,302	-	600,000	20,000	9,798	(10,202)	81,000	(519,000)	-	(519,000)	✓	✓	
PARKING CHARGES & DPE	250,000	-	250,000	-	50,000	17,000	-	(17,000)	75,050	25,050	-	25,050	✓	✓	
Total Roads	52,025,596	5,802,574	52,025,596	-	6,587,293	2,580,918	2,057,847	(523,071)	5,734,994	(852,299)	-	(852,299)			
Office Accommodation															
PROPERTY LIFECYCLE INVESTMENT *	2,500,000	185,349	2,500,000	-	2,500,000	-	185,349	185,349	430,192	(2,069,808)	-	(2,069,808)	✓	✓	
PLI 6A KILWINNING ROAD*	-	32,934	-	-	-	-	32,934	32,934	476,000	476,000	-	476,000	✓	✓	
PLI AUCHENHARVIE ACADEMY*	-	49,010	-	-	-	-	49,010	49,010	70,786	70,786	-	70,786	✓	✓	
PLI BLACKLANDS PRIMARY SCHOOL*	-	-	-	-	-	-	-	-	40,000	40,000	-	40,000	✓	✓	
PLI DYKESMAINS PRIMARY SCHOOL*	-	-	-	-	-	-	-	-	34,000	34,000	-	34,000	✓	✓	
PLI KILWINNING ACADEMY*	-	-	-	-	-	327,195	-	(327,195)	449,195	449,195	-	449,195	✓	✓	
PLI ST LUKE'S PRIMARY SCHOOL*	-	-	-	-	-	-	-	-	40,000	40,000	-	40,000	✓	✓	
PLI CUMBRAE PRIMARY SCHOOL*	-	-	-	-	-	-	-	-	25,000	25,000	-	25,000	✓	✓	
PLI CORSEHILL PRIMARY SCHOOL*	-	32	-	-	-	-	32	32	25,000	25,000	-	25,000	✓	✓	
PLI REDBURN CC*	-	530	-	-	-	-	530	530	280,000	280,000	-	280,000	✓	✓	
PLI AUCHENHARVIE GOLF COURSE*	-	-	-	-	-	-	-	-	-	-	-	-			
PLI VIKINGAR*	-	-	-	-	-	-	-	-	130,000	130,000	-	130,000	✓	✓	
PLI WHITEHIRST PARK PRIMARY SCHOOL*	-	-	-	-	-	-	-	-	42,000	42,000	-	42,000	✓	✓	
Total Office Accommodation	2,500,000	267,855	2,500,000	-	2,500,000	327,195	267,855	(59,340)	2,042,173	(457,827)	-	(457,827)			
Other Property															
INDUSTRIAL PORTFOLIO *	275,840	-	275,840	-	275,840	-	-	-	230,713	(45,127)	-	(45,127)	✓	✓	
WOODLANDS PRIMARY PLAYINGFIELD DRAINAGE	132,000	-	132,000	-	132,000	-	-	-	132,000	-	-	-	✓	✓	
Total Property	407,840	-	407,840	-	407,840	-	-	-	362,713	(45,127)	-	(45,127)			

CAPITAL MONITORING 2019/20

Place

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/ (Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
<a href="#">Streetscene</a>															
CEMETERY EXTNS, WALLS & INFRA *	1,502,715	-	1,502,715	-	1,502,715	-	-	-	1,451,645	(51,070)	-	(51,070)	Holding Code	Holding Code	
LAMLASH CEMETERY EXTENSION	383,164	431,710	383,164	-	91,590	140,136	140,136	(0)	344,504	252,914	-	252,914	✓	✓	
HAYLIE BRAE CEMETERY WALLS	134,651	134,651	134,651	-	-	-	-	-	15,629	15,629	-	15,629	✓	⚠	Wall repairs still outstanding
ARDROSSAN CEMETERY PLOTS AND WALLS	13,020	19,169	13,020	-	-	6,149	6,149	(0)	127,069	127,069	-	127,069	✓	✓	
KILBIRNIE CEMETERY	23,230	23,230	23,230	-	-	-	-	-	153,160	153,160	-	153,160	✓	✓	
KILWINNING CEMETERY NEW	-	4,280	-	-	-	-	4,280	4,280	7,500	7,500	-	7,500	✓	✓	
KNADGERHILL CEMETERY INFRASTRUCTURE	238,549	238,549	238,549	-	-	-	-	-	501	501	-	501	✓	✓	
KNADGERHILL CEMETERY EXTENSION	-	4,160	-	-	-	-	4,160	4,160	10,000	10,000	-	10,000	✓	✓	
DALRY CEMETERY EXTENSION	-	1,609	-	-	-	1,609	1,609	(0)	92,760	92,760	-	92,760	✓	✓	
Total Streetscene	2,295,330	857,358	2,295,330	-	1,594,305	147,894	156,333	8,439	2,202,768	608,463	-	608,463			
<a href="#">Transport</a>															
VEHICLES *	1,500,000	97,685	1,500,000	-	1,500,000	97,685	97,685	0	1,826,759	326,759	-	326,759	✓	✓	
Total Transport	1,500,000	97,685	1,500,000	-	1,500,000	97,685	97,685	0	1,826,759	326,759	-	326,759			
<a href="#">Waste Services</a>															
SHEWALTON LANDFILL	13,435,542	13,265,565	13,435,542	-	-	(9,026)	(6,977)	2,049	165,773	165,773	-	165,773	✓	✓	
WASTE COLLECTION REVIEW	1,453,475	1,292,656	1,453,475	-	230,000	82,519	69,181	(13,338)	186,525	(43,475)	-	(43,475)	✓	✓	
Total Waste Services	14,889,017	14,558,221	14,889,017	-	230,000	73,493	62,204	(11,289)	352,298	122,298	-	122,298			
<a href="#">Renewable Energy</a>															
SOLAR PV RETROFIT EXTENSION	119,845	40,845	119,845	-	79,000	-	-	-	79,155	155	-	155	✓	✓	
NON DOMESTIC ENERGY EFFICIENCY PROGRAMME	936,411	811,691	936,411	-	-	-	(124,721)	(124,721)	63,589	63,589	-	63,589	✓	✓	
Total Renewable Energy	1,056,257	852,536	1,056,257	-	79,000	-	(124,721)	(124,721)	142,744	63,744	-	63,744			
<a href="#">Regeneration</a>															
TOWN CENTRE REGENERATION	-	-	-	-	-	-	-	-	1,418,000	1,418,000	-	1,418,000	✓	✓	
IRVINE HIGH STREET	3,261,699	1,842,760	3,261,699	-	1,907,775	409,274	488,836	79,562	2,080,502	172,727	-	172,727	✓	✓	
MILLPORT CARS	370,000	-	370,000	-	170,000	-	-	-	200,000	30,000	-	30,000	✓	✓	
MONTGOMERIE PARK MASTERPLAN	6,234,347	1,634,532	6,234,347	-	-	-	185	185	40,337	40,337	-	40,337	✓	✓	
AYRSHIRE GROWTH DEAL	12,617,000	36,891	12,617,000	-	133,333	-	36,891	36,891	133,333	-	-	-	✓	✓	
LOCHSHORE, KILBIRNIE	1,062,852	98,538	1,062,852	-	665,000	32,319	35,686	3,367	479,915	(185,085)	-	(185,085)	✓	✓	
VDLF - IRVINE KYLE ROAD SITE PREP	187,999	204,685	187,999	-	-	16,686	16,686	0	975,203	975,203	-	975,203	✓	✓	
VDLF - GREENWOOD INTERCHANGE	105,349	105,349	105,349	-	-	-	-	-	51,981	51,981	-	51,981	✓	✓	
VDLF - ARDROSSAN NORTH SHORE	18,010	88,510	18,010	-	-	70,500	70,500	-	1,414,089	1,414,089	-	1,414,089	✓	✓	
VDLF - ANNICKBANK PH 3	-	-	-	-	-	-	-	-	81,000	81,000	-	81,000	✓	✓	
VDLF - I3 IRVINE ENTERPRISE	-	-	-	-	-	-	-	-	750,000	750,000	-	750,000	✓	✓	
ARDROSSAN HARBOUR and LANDSIDE	610,000	10,000	610,000	-	600,000	-	-	-	100,000	(500,000)	-	(500,000)	✓	✓	
ARDROSSAN HARBOUR INTERCHANGE	62,044	62,050	62,044	-	-	-	6	6	400,000	400,000	-	400,000	✓	✓	
QUARRY ROAD PHASE 2	6,603,413	4,847,393	6,603,413	-	2,759,924	802,233	1,003,904	201,671	1,376,556	(1,383,368)	-	(1,383,368)	✓	✓	
VDLF - GAS WORKS (DALRY)	3,761	4,221	3,761	-	-	-	460	460	86,240	86,240	-	86,240	✓	✓	
VDLF - MCDOWALL PLACE, ARDROSSAN	2,882	12,382	2,882	-	-	-	9,500	9,500	61,118	61,118	-	61,118	✓	✓	
Total Regeneration	33,307,538	8,974,493	33,307,538	-	8,377,032	1,331,012	1,662,654	331,642	9,648,274	1,271,242	-	1,271,242			

CAPITAL MONITORING 2019/20






Place

Project Description	TOTAL PROJECT				2019/20 BUDGETS								DELIVERY STATUS		Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2019/20	Projected Expenditure to 31 March 2020	Actual Over/ (Under) Spend for 19/20	True Over/ (Under) Spend	Brought / Carry Forward to 2020/21	Delivery Status Financial	Delivery Status Physical	
<a href="#">Strategic Planning &amp; Infrastructure</a>				-											
CYCLING/WALKING/SAFER STREETS *	222,000	83,796	222,000	-	222,000	-	-	-	299,927	77,927	-	77,927	✔	✔	
ACCESS PATH NETWORK PROGRAMME *	50,000	5,890,813	50,000	-	50,000	241,732	241,732	0	1,051,166	1,001,166	-	1,001,166	✔	✔	
CAR PARK STRATEGY	278,875	278,875	278,875	-	-	-	-	-	38,304	38,304	-	38,304	✔	✔	
ELECTRIC VEHICLES INFRASTRUCTURE	7,480	7,480	7,480	-	-	-	-	-	442,520	442,520	-	442,520	✔	✔	
<a href="#">Total Strategic Planning &amp; Infrastructure</a>	558,355	6,260,964	558,355	-	272,000	241,732	241,732	0	1,831,917	1,559,917	-	1,559,917			
<a href="#">Completed Projects</a>															
CUNNINGHAME HOUSE PHASE 3-4	2,083,995	2,080,639	2,083,995	-	-	-	(3,356)	(3,356)	-	-	-	-	Complete	Complete	
CUNNINGHAME HOUSE PHASE 5	658,463	658,463	658,463	-	-	-	-	-	7,000	7,000	-	7,000	✔	Complete	
SALTCOATS TOWN HALL	3,717,349	3,717,349	3,717,349	-	-	-	-	-	3,544	3,544	-	3,544	✔	Complete	
SALTCOATS PUBLIC REALM	897,645	832,645	897,645	-	65,000	-	-	-	90,543	25,543	-	25,543	✔	Complete	
CCTV GENERAL	389,694	386,061	389,694	-	-	10,747	(3,634)	(14,380)	96,719	96,719	-	96,719	Complete	Complete	
BIOMASS RETROFIT PROGRAMME	3,378,163	3,340,486	3,378,163	-	-	-	(37,678)	(37,678)	-	-	-	-	Complete	Complete	
STONEHOLM MILL	47,346	49,116	47,346	-	-	-	1,770	1,770	-	-	-	-	Complete	Complete	
IRVINE ACTIVE TRAVEL HUB	1,337,707	1,374,898	1,337,707	-	-	-	37,191	37,191	19,050	19,050	-	19,050	Complete	Complete	
QUARRY ROAD PHASE 1	2,932,333	2,895,896	2,932,333	-	-	-	(36,437)	(36,437)	44,765	44,765	-	44,765	Complete	Complete	
IRVINE ENTERPRISE AREA *	-	41,597	-	-	-	41,598	41,597	(1)	220,599	220,599	-	220,599	✔	Complete	
VDLF - MOORPARK ROAD WEST	405,424	406,874	405,424	-	-	-	1,450	1,450	60,000	60,000	-	60,000	Complete	Complete	
BUS CORRIDOR IMPROVEMENTS	-	-	-	-	-	-	-	-	100,000	100,000	-	100,000	Complete	Complete	
BUS ROUTE CONGESTION MEASURES	-	-	-	-	-	-	-	-	300,000	300,000	-	300,000	Complete	Complete	
CUMBRAE FERRY & BUS STOP	-	-	-	-	-	-	-	-	250,000	250,000	-	250,000	Complete	Complete	
ST BRIDE'S CHAPEL, ARRAN	81,441	81,593	81,441	-	-	151	151	0	151	151	-	151	Complete	Complete	
<a href="#">Total Completed Projects</a>	18,411,473	18,347,529	18,411,473	-	65,000	52,496	1,056	(51,439)	1,192,371	1,127,371	-	1,127,371			
<a href="#">Total Place</a>	126,951,405	56,019,215	126,951,405	-	21,612,470	4,852,425	4,422,646	(429,778)	25,337,011	3,724,541	-	3,724,541			

OTHER BUDGETS

Project Description	TOTAL PROJECT				2019/20 BUDGETS						Comments
	Total Project Budget	Cumulative Expenditure to date	Total Project Forecast	Projected Over/ (Under) Spend	Total Approved Budget 2019/20	Year to Date Budget 2019/20	Actual Expenditure to 31 July 2019	Year to Date Variance 2019/20	Projected Expenditure to 31 March 2020	Over/ (Under) Spend for 19/20	
	£	£	£	£	£	£	£	£	£	£	
FLEXIBILITY / IMPROVEMENT FUND	0	0	80,590	80,590	0	0	0	0	80,590	80,590	
<a href="#">Total Other Budgets</a>	0	0	80,590	80,590	0	0	0	0	80,590	80,590	

HRA Capital Statement For Year Ended 31 March 2020											APPENDIX 2
Description	Budget Approved 19 December 2018	Budget B/Fwd/ (C/Fwd)	Approved Revisions to programme	Approved Budget 2019/20	Actual Spend to 31/07/2019	Year End Projection	Carry forward to/from future years	True Over / (Under)spend	Delivery Status Financial	Delivery Status Physical	Comments
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000			
<b>Council House Build Programme</b>											
Council House Building General	-			-	5	310	310	-	✓	✓	Carry forward of budget for future projects
Acquisition Of Houses On Open Market	848			848	169	848	-	-	✓	✓	
New Build Glencairn House SHU	-			-	14	-	-	-	✓	✓	
New Build Canal Court	-			-	(171)	-	-	-	✓	✓	
New Build Fencedyke	-			-	(59)	-	-	-	✓	✓	
New Build Dickson Drive Phase 2	386			386	345	1,717	1,331	-	✓	✓	
New Build Watt Court	-			-	422	1,832	1,832	-	✓	✓	Budget allocation for the year has changed following advice from contractors
New Build Corsehillhead	-			-	8	-	-	-	✓	✓	
New Build Braithwic Terrace	1,500			1,500	103	3,107	1,607	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
New Build Flatt Road Phase 1	10,500			10,500	566	7,565	(2,935)	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
New Build Towerlands	1,000			1,000	103	2,787	1,787	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
New Build Tarryholme	-			-	478	1,006	1,006	-	✓	✓	Project completion has slipped to August 2019
New Build Kinnier Road	-			-	-	171	171	-	✓	✓	
New Build Ardrossan Road Seamill	4,621			4,621	694	4,641	20	-	✓	✓	
New Build St Colms	200			200	142	200	-	-	✓	✓	
New Build St Michaels Wynd	3,528			3,528	-	3,608	80	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
New Build Harbourside Irvine	6,000			6,000	19	528	(5,472)	-	✓	✓	Budget allocation for the year has changed following advice from contractors
New Build Afton Court	-			-	23	27	27	-	✓	✓	Acceleration of budget required for Demolition costs
New Build Caley Court	-			-	48	200	200	-	✓	✓	Acceleration of budget required for Demolition costs
New Build Springvale Saltcoats	1,000			1,000	103	1,443	443	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
New Build Dalrymple Place	3,276			3,276	97	1,183	(2,093)	-	✓	✓	Budget allocation for the year has changed following advice from contractors
New Build St Beya Millport	700			700	103	1,251	551	-	✓	✓	Budget allocation for the year has changed following assessment from Hub Southwest
Garnock Academy Site	-			-	-	20	20	-	✓	✓	Initial start-up fees
Corsehillhead	-			-	-	20	20	-	✓	✓	Initial start-up fees
Ayrshire Central Site	-			-	-	50	50	-	✓	✓	Initial start-up fees
<b>Total For Council House Build Programme</b>	33,559	-	-	33,559	3,212	32,514	(1,045)	-			
<b>Improvement to Existing Homes - Building Services</b>											
Window Replacement	-			-	(63)	-	-	-	✓	✓	
Window Replacement - High Flats	-			-	18	1,486	1,486	-	✓	✓	
Bathroom Programme	1,061			1,061	152	1,061	-	-	✓	✓	
Kitchen Programme	1,375			1,375	136	1,375	-	-	✓	✓	
<b>Total For Improvements to Existing Homes - Building Services</b>	2,436	-	-	2,436	243	3,922	1,486	-			
<b>Improvement to Existing Homes - External Contractors</b>											
Central Heating	1,167			1,167	227	1,288	121	-	✓	✓	
Insulated Re-Rendering	1,831			1,831	169	1,822	(9)	-	✓	✓	
Electrical Rewiring	490			490	68	308	(182)	-	✓	✓	
<b>Total For Improvements to Existing Homes - External Contractors</b>	3,488	-	-	3,488	464	3,418	(70)	-			
<b>Refurbishment Schemes</b>											
Roofing & Rendering	3,527			3,527	786	3,623	96	-	✓	✓	
Refurb - Dickson Court	-			-	(76)	36	36	-	✓	✓	
Kilwinning Housing Office	-			-	3	-	-	-	✓	✓	
Kilbirnie Housing Office	-			-	11	223	223	-	✓	✓	
Garrier Court	-			-	28	763	763	-	✓	✓	Budget allocation for the year has changed following advice from contractors
Connel Court	-			-	347	1,243	1,243	-	✓	✓	
Refurb Maress House	-			-	104	123	123	-	✓	✓	
Refurb Friars Lawn	947			947	29	941	(6)	-	✓	✓	Budget allocation for the year has changed following advice from contractors
<b>Total For Refurbishment Schemes</b>	4,474	-	-	4,474	1,232	6,952	2,478	-			

HRA Capital Statement											APPENDIX 2
For Year Ended 31 March 2020											
Description	Budget Approved 19 December 2018	Budget B/Fwd/ (C/Fwd)	Approved Revisions to programme	Approved Budget 2019/20	Actual Spend to 31/07/2019	Year End Projection	Carry forward to/from future years	True Over / (Under)spend	Delivery Status Financial	Delivery Status Physical	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000			
Other Capital Works											
Energy Efficiency Standard	1,276			1,276	108	1,274	(2)	-	✓	✓	
Other Capital Works	6,218			6,218	4	183	(6,035)	-	✓	✓	Carry forward Fullerton regeneration budget
Health And Safety Works	-			-	-	207	207	-	✓	✓	
Major Improvements	-			-	65	(3)	(3)	-	✓	✓	
Detection Equipment	-			-	51	4,432	4,432	-	✓	✓	
Solar Panels	-			-	334	299	299	-	✓	✓	
Professional Management Charges	874			874	269	874	-	-	✓	✓	
Total For Other Capital Works	8,368	-	-	8,368	831	7,266	(1,102)	-			
TOTAL EXPENDITURE	52,325	-	-	52,325	5,982	54,072	1,747	-			
Sale Of Assets	-			-	(19)	(19)	-	(19)			
CFCR	(12,212)			(12,212)	-	(13,299)	-	(1,087)			Additional funding from revenue
Capital Grants	(2,229)			(2,229)	(1,370)	(14,465)	(2,325)	(9,911)			Acceleration of House Build Grant - Projection reflects the allocation of grant from Scottish Government available to draw down in 19/20
Affordable Housing Contribution	(193)			(193)	-	(3,140)	-	(2,947)			Affordable housing grant allocated in line with in-year expenditure
Funding from Reserves	(1,229)			(1,229)	-	(4,667)	(791)	(2,647)			Reserves drawdown allocated in line with in-year expenditure
Commutated Sums	-			-	-	(350)	-	(350)			Contribution to Social Housing from private developers - to be allocated to Dickson Drive
Prudential Borrowing	(36,462)			(36,462)	-	(18,132)	1,369	16,961			Reduced Borrowing due to increased grants and use of reserves
TOTAL INCOME	(52,325)	-	-	(52,325)	(1,389)	(54,072)	(1,747)	-			
NET EXPENDITURE	-	-	-	-	4,593	-	-	-			
<div><div><div><div></div><div>On Target (+0.5% of budget)</div></div><div><div></div><div>Slightly off target (+ 0.5% to 2% of budget, or £0.125m, whichever is less)</div></div><div><div></div><div>Significantly off target (+2% or more of budget, or £0.500m, whichever is less)</div></div></div><div><div><div><div></div><div>On Target (up to 5% delay of original timescales)</div></div><div><div></div><div>Slightly off target (+ 5% to 10% of original timescales)</div></div><div><div></div><div>Significantly off target (+10% or more of original timescales)</div></div></div></div></div>											



## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

**Title:** VE Day 75 Commemorations

**Purpose:** Inform Cabinet of the UK and Scottish Government's decision to change the date of the May public holiday to mark the 75<sup>th</sup> anniversary of VE day, and to seek agreement on the local arrangements for this public holiday

**Recommendation:** Cabinet approves the proposal that Friday 8 May (VE Day) be recognised as a public holiday, and that the May Day (4<sup>th</sup> May) be provided as an additional annual leave day for 2020 only

### 1. Executive Summary

- 1.1 The UK Government and Scottish Government have approved a change to the date of next year's early May Bank holiday from Monday 4 May to Friday 8 May 2020 to mark the 75<sup>th</sup> anniversary of VE Day.
- 1.2 The timing of the decision to change the May Bank holiday means that an amendment is required to the school session term dates for 2019/20, and North Ayrshire Council's usual public holidays.
- 1.3 This paper proposes that North Ayrshire Council recognise Friday 8<sup>th</sup> May as a public holiday and also provide Monday 4<sup>th</sup> May as an additional annual leave day. The impacts of this are outlined in section 3, this includes specific consideration of the additional costs and the potential amendment to school term dates.
- 1.4 Trade Union representatives have highlighted concerns around swapping the public holiday. May Day represents International Workers day and is of particular significance to the trade union.
- 1.5 The proposal of providing an additional days annual leave is welcomed by the Trades Unions. It is also anticipated that the additional annual leave day will have a positive impact on employee morale, whilst allowing the Council to honour both International Workers Day and the 75<sup>th</sup> Anniversary of VE Day.

### 2. Background

- 2.1 8 May 1945 was the day peace emerged after nearly six years of war and the 75<sup>th</sup> anniversary on 8 May 2020 represents a milestone in history.

- 2.2 National celebrations of VE Day 75 are being held with three days of commemorations planned throughout the UK from Friday 8 May to Sunday 10 May 2020.
- 2.3 In addition, the UK Government and Scottish Government have agreed that the existing May Day public holiday should be moved to Friday 8 May to mark VE day 75.
- 2.4 Consultation with the Trade Unions began with the proposal to move the day as above, however the feedback was that moving the day was not suitable due to the significance of the May Day holiday being International Workers Day.
- 2.5 The request from the Trade Union was to leave the public holiday unchanged, or to have an additional public holiday for one year only. This request was again raised following publicity around Inverclyde Council having announced an additional day's annual leave.
- 2.6 This request for an additional public holiday carried two main areas for consideration;
- Cost implications of paying overtime rates for a public holiday, and the indirect financial costs and impact of having a reduced number of working days over the year
  - Increasing the number of school closure days would require the Head of Service (Education) to seek approval from the Scottish Government
- 2.7 The proposal of providing an additional annual leave day, rather than an additional public holiday removes the requirement for enhanced overtime rates, and therefore lessens the additional financial costs to the Council. However, services will need to cover any additional costs from existing budgets. These costs will arise when providing employees who are required to work on the 4<sup>th</sup> May a compensatory day off at another time, where this later day off in lieu requires to be covered by supply/bank staff.
- 2.8 The indirect financial cost is that the Council will continue to pay salaries to employees who are not at work. This will have an impact on the overall efficiency of the Council and may result in an increase in wait times as teams will have workload to catch up on from an additional day off.
- 2.9 There will also be one less teaching day for school pupils. It has already been agreed that two additional in-service days should be made available in the academic year 2019-20 to support professional learning, as part of the package of wider measures in the three-year pay deal. The standard number of teaching days per year is 190, if an additional day is agreed this would reduce the number of teaching days to 187 for academic year 2019-20.
- 2.10 A further consideration which requires local arrangements to be made, is the SQA have planned the Higher English and Advanced Higher English exams to take place on the 4<sup>th</sup> May. This situation has occurred before and Education colleagues should link with Facilities Management regards janitorial and catering support.
- 2.11 Consideration has also been given to swapping an existing school holiday, instead of an additional day, however this would mean teachers and other school-based staff (janitors, cleaners, clerical, catering) would not benefit from an additional day off like other Local Government Employees. It is also difficult to provide a day off in lieu to be taken at another time due to the nature of the work and requirement to provide cover.

### **3. Proposals**

3.1 Cabinet is asked to recognise Friday 8 May 2020 as a public holiday and recognise Monday 4 May 2020 as an additional annual leave day.

- On both days main Council buildings will be closed.
- Any employee required to work on Friday 8 May would receive enhanced overtime rates.
- Any employee required to work on Monday 4 May would receive their normal rate of pay and a day in lieu to take another time. No enhanced rates would be payable.
- An additional cost to services will arise when employees request their day off in lieu, where the service are required to arrange and pay for cover e.g. supply/bank
- Due to the Higher English and Advanced Higher English exams scheduled for 4 May 2020, Education and Facilities Management are required to ensure appropriate arrangements are in place at nine secondary schools.

### **4. Implications/Socio-economic Duty**

#### **Financial**

4.1 If this proposal is endorsed this would result in an estimated additional cost of £32,000.

#### **Human Resources**

4.2 Services will be required to ensure employees are aware if they are required to work on Monday 4 May, that a day off in lieu will be provided as compensation. The day off in lieu should be taken by 31<sup>st</sup> December 2020.

#### **Legal**

4.3 The Head of Service (Education) will require to seek permission from the Scottish Government for an additional school closure day. Inverclyde have already secured permission.

#### **Equality/Socio-economic**

4.4 None

#### **Environmental and Sustainability**

4.5 None

#### **Key Priorities**

4.6 None

#### **Community Wealth Building**

4.7 None

### **5. Consultation**

- 5.1 The trade unions have been consulted and have indicated they would support this paper.
- 5.2 If this proposal is endorsed, this would involve writing to the Scottish Government requesting this reduction in teaching days. There would also be a requirement to agree the dates with the LNCT (Local Negotiating Committee for Teachers).

Laura Friel  
Executive Director (Finance & Corporate Support)

For further information please contact **Fiona Carlyle (Senior HR Advisor)** or **Fiona Walker (Head of Service – People & Transformation)**, on **01294 324616**.

### **Background Papers**

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## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

<b>Title:</b>	<b>Road Asset Safety Inspections</b>
<b>Purpose:</b>	To seek Cabinet approval of the proposed new Road Asset Safety Inspection Policy.
<b>Recommendation:</b>	Cabinet is asked to approve the new Road Asset Safety Inspection Policy attached at Appendix 1.

### 1. Executive Summary

- 1.1 The Roads (Scotland) Act 1984 states that a local roads authority shall manage and maintain all such roads in their area that are included in the list of public roads held by the authority. These are commonly referred to as “adopted roads” and the inspection policy referred to in this paper applies to these.
- 1.2 The ‘Well-Managed Highway Infrastructure: A Code of Practice’ recommends a risk-based approach to managing all aspects of the road network which includes inspection and repair.
- 1.3 The Council’s current road safety inspection policy was prepared in accordance with the previous guidance contained in “‘Well-Maintained Highways’ the Code of Practice for Highway Maintenance which has now been replaced by Well-Managed Highway Infrastructure: A Code of Practice.
- 1.4 A refreshed Road Asset Safety Inspection Policy, in accordance with the current guidance – “Well-Managed Highway Infrastructure: A Code of Practice”, has been prepared and is attached as Appendix 1 to this paper. The suggested Policy outlines proposed inspection arrangements, proposed frequencies of inspection and response times to address any identified road defects and if approved will be implemented from 1 October 2019.

### 2. Background

- 2.1 Following the introduction of the new Well-Managed Highway Infrastructure: A Code of Practice, the Society of Chief Officers of Transportation in Scotland (SCOTS) have developed inspection guidelines with the aim of achieving a consistent approach to road inspections across Scotland. Recommendation 6 within the Code of Practice refers to Consistency with Other Authorities. Officers have reviewed the SCOTS guidance and

have developed a new Road Asset Safety Inspection Policy for adoption in North Ayrshire and this is attached in Appendix 1.

- 2.2 The 'Well-Managed Highway Infrastructure: A Code of Practice' recommends that roads authorities adopt a risk-based approach to all aspects of road maintenance. The Road Asset Safety Inspection Policy (Appendix 1) specifically relates to a risk-based procedure for conducting road safety inspections - the area of service that results in our greatest number of claims.
- 2.3 A Risk Based Approach is also recommended by the Institute of Highway Engineers in their guidance on managing risk and liability, 'Well Managed Highway Liability Risk'.
- 2.4 North Ayrshire's existing "Guidance Document for Road Safety Inspections and Defect Categorisation" currently follows a risk-based approach for categorisation of safety defects. Adopting the SCOTS inspection guidelines, allows the Council to demonstrate a reasonable approach in fulfilling our legal responsibilities with regard to inspection and maintenance of our adopted roads.
- 2.5 Road Safety Inspections are designed to identify and repair defects to minimise, as far as reasonably practicable, the exposure to danger or serious inconvenience to users of the road network or the wider community. Such defects include those that require immediate attention, as well as those where the defect locations and nature are such that longer periods of response are possible. Having a robust process for prioritising responses to identified defects is therefore crucial.
- 2.6 The Council has finite resources for managing and maintaining the road network. As well as its critical safeguarding purpose, the implementation of this risk-based approach will improve efficiency and provide greater value for money through more appropriate categorisation of defects and responses based on risk to road users that is likely to lead to a reduction in the number of temporary repairs and an increase in permanent programmed work. As well as being more cost effective, this policy should have a positive impact on network road condition in the longer term.
- 2.7 The Road Authority must ensure that all Road Asset Safety Inspectors are competent in carrying out safety defect inspections. The policy adopts the SCOTS Risk-based Approach to Safety Defect Inspections Training and Assessment provision for this purpose. In order to facilitate the training, it is proposed to introduce the new Road Asset Safety Inspection Policy from 1 October 2019.
- 2.8 Currently, the Council has an adopted road length of 1036km and over 1,000km of footways / footpaths / cycleways and cycle paths.
- 2.9 An effective inspection regime requires having an appropriate hierarchy to which the local network assets are categorised. Guidance on the appropriate hierarchy for carriageways, footways and cycleways / cycle tracks is given in the Code of Practice which the proposed policy adopts. Inspection frequencies are then set for each level of the hierarchy and, as a result, a programme of inspections is developed for the stated asset types.
- 2.10 There are minor departures from the SCOTS guidance in relation to response times to defects. It is proposed that North Ayrshire will continue to respond to Category 1 defects within 4 hours rather than the recommended 24 hours on both the Mainland and the



Island of Arran as this is current practice and is supported by standby arrangements. For Category 1 defects identified on the Island of Cumbrae, it is proposed that the SCOTS recommended response time of 24 hours will be adopted to establish a realistic response time considering location and available resources.

- 2.11 There are also changes to the response times established in the current Guidance Document for Road Safety Inspections and Defect Categorisation. The response times for Category 2 defects will be reduced from 7 working days to repair within 5 working days as established in the SCOTS guidance document. This will provide an improved response to those defects considered to represent a high risk to road users. The response time to Category 3 defects will be increased from 30 days to repair within 60 days. Although this is a significant increase in response time to Category 3 defects, currently, less than half of Category 3 defects are responded to within 30 days, with some work instructions taking over 100 days to complete. The adoption of the SCOTS recommended response times for these defects shall enable resources to be allocated and works to be programmed to support our aim to undertake first time permanent repairs. It is also anticipated that a significant number of defects considered to be Category 3 under the current risk matrix will be re-prioritised as Category 4 under the new SCOTS risk matrix, enabling low risk defects to be addressed through planned maintenance rather than a reactive response.

### **3. Proposals**

- 3.1 Cabinet is asked to note that the proposed Road Asset Safety Inspection Policy has been developed based on the SCOTS Road Asset Safety Inspection Strategy template with the aim of achieving a consistent approach to road inspections across Scotland.
- 3.2 Cabinet are asked to approve the proposed Road Asset Safety Inspection Policy and to agree it will be introduced from the 1 October 2019 to enable the SCOTS Risk-based Approach to Safety Defect Inspections training to be completed prior to implementation.

### **4. Implications/Socio-economic Duty**

#### **Financial**

- 4.1 The implementation of this new policy should provide greater value for money through more appropriate categorisation of defects and responses based on risk to road users. This may lead to a reduction in the number of temporary repairs and an increase in permanent programmed work. As well as being more cost effective, this policy should have a positive impact on network road condition.

#### **Human Resources**

- 4.2 Staff training in the SCOTS risk-based approach has already been completed, with 2 members of staff within the Asset Management team assessed as competent in its delivery. This enables training and assessment of inspector competency to be carried out with internal resources.

#### **Legal**

- 4.3 The Council have a statutory duty under section 1 of the Roads (Scotland) Act 1984 “to manage and maintain all such roads in their area that are included in the list of public roads held by the authority”

#### **Equality/Socio-economic**

- 4.4 None.

#### **Environmental and Sustainability**

- 4.5 None.

#### **Key Priorities**

- 4.6 The Road Asset Safety Inspection Policy supports the following Council Plan priorities:
- Effective infrastructure and digital connectivity
  - Vibrant, welcoming and attractive places

#### **Community Wealth Building**

- 4.7 None.

### **5. Consultation**

- 5.1 The Risk and Insurance Team have been consulted in respect of the new Road Asset Safety Inspection Policy.
- 5.2 The Council’s Insurers (Zurich Municipal) have been consulted in respect of the new Road Asset Safety Inspection Policy.
- 5.3 The proposed Road Asset Safety Inspection Policy was considered by the Policy Advisory Panel on 05 September 2019.

RUSSELL McCUTCHEON  
Executive Director (Place)

For further information please contact **Campbell Dempster, Senior Manager**, on 01294 324845.

#### **Background Papers**

Well-Managed Highway Infrastructure – A Code of Practice



# **ROAD ASSET SAFETY INSPECTION POLICY**

**Version 1.0**

**July 2019**

## Document Information

<b>Title</b>	Road Asset Safety Inspection Policy
<b>Author</b>	Susan Macfadyen, Team Manager Network
<b>Description</b>	This document sets out North Ayrshire Council's policies and procedures for road safety inspection based on guidance provided by the Society of Chief Officers of Transportation in Scotland (SCOTS)

## Document Control

Version	SCOTS Template Version	Date	Author	Changes from Previous Version
1.0	1.1	July 2019	S Macfadyen	

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## Introduction

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This Road Safety Inspection Policy has been developed with the primary aim of providing operational guidance to those officers responsible for managing road asset safety inspections. This is in order to encourage a consistent approach by utilising a formalised system that recommends the frequency of inspections as well as the method of assessing, recording and responding to defects in the road asset.

This Policy is based on the SCOTS Risk Based Approach (RBA) guidance and compiled using their Road Safety Inspection Strategy template.

'Well-Managed Highway Infrastructure: A Code of Practice'<sup>1</sup> has specific recommendations regarding inspections of all road elements. This Policy document specifically relates to the procedure for carrying out road safety inspections. Recommendation 7 of the code of practice is that Road Authorities should adopt a Risk Based Approach to all aspects of road maintenance.

A Risk Based Approach is also recommended by the Institute of Highway Engineers in their guidance on managing risk and liability, 'Well Managed Highway Liability Risk'<sup>2</sup>.

The establishment of an effective regime of safety inspections is a crucial component of road maintenance in accordance with the Code of Practice, The Society of Chief Officers of Transportation in Scotland (SCOTS) seeks to encourage the benefits that will be gained by harmonising such procedures across Scotland. Recommendation 6 within the Code of Practice refers to Consistency with Other Authorities and is stated below:

"To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies."

This Road Asset Safety Inspection Policy has been developed in partnership with the roads authorities associated through SCOTS to focus on safety inspections and categorisations and is now being made available for all Scottish roads authorities to consider adopting for their network.

Officers across all Scottish Local Authorities recognise that Councils are currently faced with delivering services within an environment of increasing fiscal austerity and are aware of the

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<sup>1</sup> 'Well-Managed Highway Infrastructure: A Code of Practice', UKRLG, October 2016

<sup>2</sup> 'Well Managed Highway Liability Risk', IHE, March 2017

benefits that can be achieved by adopting a common approach which follows the principles of 'Well-Managed Highway Infrastructure'.

Adoption of this policy will provide a consistent methodology for the management of the road network, while focusing on delivering a proactive programme of permanent repairs. It is intended that its implementation will also allow performance to be monitored and reviewed, implementing any necessary improvements identified through its use.

## **Legislative Requirements**

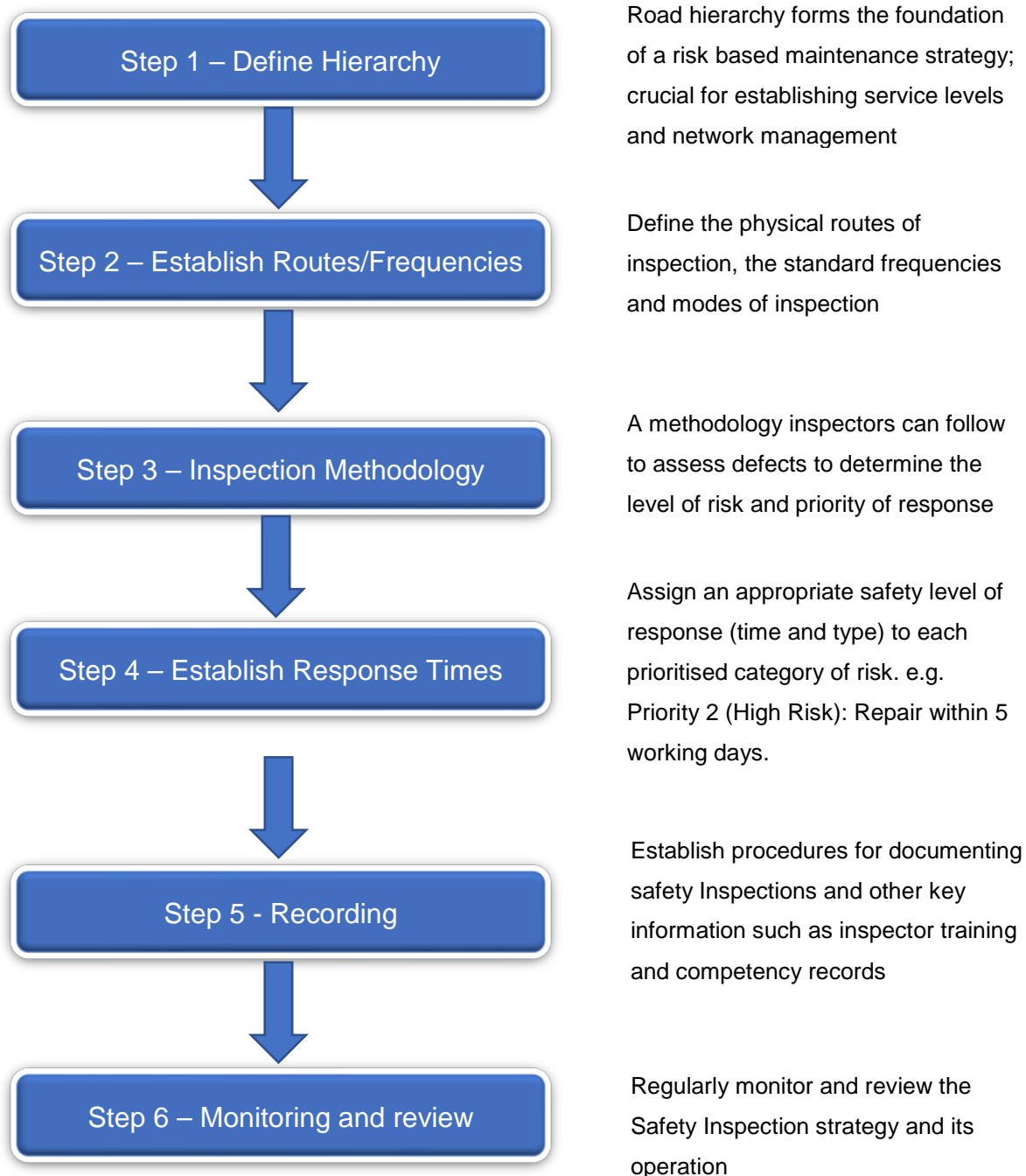
The Roads (Scotland) Act 1984 Section 1, states that "...a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them under this section."

North Ayrshire Council has a statutory duty to manage and maintain public roads within its boundary. The Council's list of public roads represents 1036km of carriageways and nearly 1000km of footways and footpaths (April 2019).

## Overview

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The safety inspection policy requires several key steps, explained in detail within this document. They are:



## Hierarchy

“Well-Managed Highways Infrastructure – Code of Practice” (WMHI CoP) indicates that a network hierarchy is the foundation of a risk based maintenance strategy; crucial for establishing service levels and network management.

The hierarchies contained within the WMHI Code of Practice are adopted as described in Tables 1 to 3 below.

### Carriageways

Table 1 below provides descriptions for carriageway categories based on those in ‘Well-Managed Highway Infrastructure: A Code of Practice’.

**Table 1**                      **Carriageway Hierarchy**

Category	Hierarchy	Description
1	Strategic Route	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits generally in excess of 40mph with few junctions.  Parked vehicles are generally not encountered out with urban areas.
2	Main Distributor	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3	Secondary Distributor	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On- street parking is generally unrestricted except for safety reasons.  In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
4	Link Road	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking.  In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
5	Local Access Road	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs.  In urban areas they are often residential loop roads or cul-de-sacs.

## Footways

Table 2 below is based on the recommendations of 'Well-Managed Highway Infrastructure: A Code of Practice' and should be used as a starting point when allocating a footway / footpath to a particular category.

The following should also be taken into consideration:

- pedestrian volume,
- designation as a traffic sensitive pedestrian route,
- current usage and proposed usage,
- contribution to the quality of public space and streetscene,
- age and distribution of the population, proximity of schools or other establishments attracting higher than normal numbers or specific groups of pedestrians,
- accidents and other risk assessments and
- character and traffic use of adjoining carriageway.

**Table 2**                      **Footway Hierarchy**

Category	Category Name	Description
1	Prestige & Primary Walking Routes	Very busy areas of town centres with high public space and Streetscene contribution. Busy urban shopping and business areas and main pedestrian routes, including links to significant public transport locations.
2	Other Footway/Footpath Routes	Footways/Footpaths that are inspected at the same time as the adjacent carriageway. Includes medium usage routes through local areas feeding into primary routes, local shopping centres etc. and linking local access footways/footpaths through urban areas and busy rural footways.
3	Footpaths	Remote footpaths

## Cycle Routes

Cycle routes are categorised by location and a proposed hierarchy is shown in Table 3 below.

**Table 3**                      **Cycle Route Hierarchy**

Category	Description
1	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).
2	Cycle track - a designated route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
3	Cycle trails, leisure routes through open spaces

## Road Network Assessment

It is important that the road network categorisation reflects the needs, priorities and actual use of the network and infrastructure assets.

The carriageway and footway networks have been assessed by experienced roads officers and categorised in accordance with the hierarchy definitions in the Code of Practice utilising local knowledge taking into account local use, links to schools, public transport routes, access to leisure facilities and proximity to sheltered housing and medical centres.

Cycle routes have not yet been categorised but work is underway to complete initial condition assessments prior to establishing an inspection hierarchy for the National Cycle Network.

The following personnel were involved in establishing/reviewing the road network categories:

Name/Role	Experience	Qualifications/Training
Team Manager Network	Over 25 years experience in a roads environment	MSc Traffic Engineering & Transportation, MCIHT
Team Leader Asset Management	Over 10 years experience in Roads asset management	HNC Civil Engineering
Asset Inspector	Experience in roads operational environment, up to 3 years experience as road inspectors	IHE accredited Inspector Training
Road Inspectors		

The hierarchy review was completed in April 2019, maps utilised to establish hierarchies are retained within the Asset Management Section.



## Review of Road Network Categories

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Road networks are dynamic, therefore network categories will be regularly reviewed, considering any changes in the network as it evolves, to ensure that assigned categories remain relevant.

### **Review Frequency**

The hierarchy will be reviewed every 3 years or when any significant changes are made to the road network, if earlier.

### **Continuity of safety and serviceability with neighbouring Roads Authorities**

The adoption of the WMHI code of practice hierarchy and common SCOTS safety inspection methodology should, while allowing for management of hierarchies with regard to local circumstances, enable a high degree of continuity of safety and serviceability across neighbouring authorities.

## Inspection Frequencies

North Ayrshire Council has adopted inspection frequencies based on the the 'Well-Managed Highway Infrastructure: A Code of Practice' Frequencies for safety inspections as follows:

**Table 4 Frequency of Inspection – Carriageways**

Category	Hierarchy Description	Frequency
1	Strategic Route	Monthly
2	Main Distributor	Monthly
3	Secondary Distributor	Monthly
4	Link Road	Quarterly
5	Local Access Road	Annually

**Table 5 Frequency of Inspection – Footways & Footpaths**

Category	Category Name	Frequency
1	Prestige and Primary Walking Routes	Monthly – With adjacent carriageways
2	Other Footway/Footpath Routes	With adjacent carriageways
3	Footpaths	Annually

**Table 6 Frequency of Inspections – Cycleways**

Category	Frequency
1	As adjacent carriageway
2	Shared footway/cycleways – as footway Other cycle tracks – Reactive
3	Reactive

The frequencies for inspections of cycle routes are based on adjacent carriageway and footway inspection frequencies. Work to establish an inspection schedule for the National Cycle Network is expected to be completed by March 2020. Inspections of other cycle tracks and leisure routes will be reactive in response to service requests or customer enquiries.

## Safety Inspection Routes

Safety inspection routes are determined and managed within the council's road management system.

Inspection routes are based on geographical localities and are manually created based on maintenance hierarchy and inspection frequency required. Records are held within the road management system. Inspection routes are reviewed when network length alters due to adoption of new assets or inspection frequencies change due to hierarchy review.

Safety inspections on carriageways in rural locations and on high speed roads are undertaken in a slow moving vehicle with two personnel, one driving and the other inspecting. Within residential areas and heavily trafficked urban areas, walked inspections are required. Footway inspections are carried out at the same time as the associated carriageways. Shared footway/cycleways are inspected as footways. Bicycles are now provided to road inspectors to enable footpaths and remote cycleways to be inspected by bicycle, rather than on foot, where the road inspector chooses to do so. Urban inspections may also be carried out by bicycle subject to risk assessments being undertaken considering safety of both inspection personnel and other road users including pedestrians.

## Inspection Tolerances

All road safety inspections will be carried out to the SCOTS recommended frequencies detailed in the following tables and should be completed within the tolerances shown in Table 7, as follows:

**Table 7**                      **Inspection Tolerances**

Frequency of Inspection	Inspection Tolerances
Monthly	± 5 working days of the Due Date
Quarterly	± 10 working days of the Due Date
Annual	± 20 working days of the Due Date

### Definition of above terms

- **Frequency of Inspection - Monthly** indicates that twelve regular spaced inspections will be carried out per year.
- **Frequency of Inspection - Quarterly** indicates that four regular spaced inspections will be carried out per year.
- **Frequency of Inspection - Annually** indicates that one regular spaced inspection will be carried out per year.
- **Due Date** is the programmed date of an inspection.

## Staff Contingency and Alterations to the Inspection Programme

- Due to the nature of the weather in Scotland it is probable that the road surface will be wet with some elements of standing or running water whilst an inspection is in progress. However if the quantity of water is excessive or across the full width of the carriageway then the inspection should be abandoned and an entry should be made to document the circumstances.
- If an inspection Due Date falls during an extended period of absence e.g. inspector holiday or illness, then the inspection should be allocated to another suitably experienced member of staff who has the capacity to undertake the inspection.
- If and for reasons beyond the control of the roads authority (e.g. substantial snow fall), any inspection cannot be carried out in compliance with Table 4 the roads authority will decide on the viability of a safety survey being undertaken, taking into account the availability of staff and the prevailing weather conditions.
- As soon as reasonably practicable following the above events a deferred programmed safety inspection should be carried out on the affected length of road.
  - Where substantial unavoidable delays are incurred to other inspection frequencies the Asset Team Leader may assess the impact and adjust the programme.
  - A record must be kept of change decisions and reasons for them.

## Safety Inspections

Road Safety Inspections are designed to identify defects likely to cause a hazard or serious inconvenience to users of the network or the wider community. Such defects include those that require urgent attention as well as those where the locations and sizes are such that longer periods of response are appropriate.

### Planned Cyclic Safety Inspections

The Safety Inspection regime forms a key aspect of the road authority's strategy for managing liability and risk. Planned, cyclic safety inspections are carried out to identify defects which are hazardous (to any user of the road including drivers, pedestrians, equestrians and cyclists) so that an effective repair can be carried out within a predetermined response time.

The specified frequency of these inspections is dependent upon the **hierarchy category** of each section of road but may be varied after a documented risk assessment.

During safety inspections, observed defects that provide any foreseeable degree of risk to users will be recorded and processed for repair as appropriate following the methodology detailed in the 'Defect Risk Assessment' section of this document. The degree of deficiency in the road elements will be crucial in determining the nature and speed of response. Judgement will always need to take account of particular circumstances. For example, the degree of risk from a pothole depends upon not only its depth but also its surface area, location within the road network and usage of the road or footway.

The objectives of safety inspection activity are to:

- Minimise the risk of injury/harm and disruption to road users as far as is reasonably practicable,
- Provide a regular, structured inspection of the public road network, within available resources,
- Deliver a consistent, reliable response to identified defects, within available resources,
- Maintain accurate and comprehensive records of inspections and response and
- Provide a clear, accurate and comprehensive response to claims and Freedom of Information requests.

## Items for Inspection

The following are examples of the types of defect which, when identified, should be assessed and an instruction for repair issued with an appropriate response time specified. The list identified below is not exhaustive.

### Carriageways

- Surface defects
- Abrupt level differences in running surface
- Edge deterioration of the running surface
- Excessive standing water, water discharging onto and / or flowing across the road
- Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
- Debris and/or spillages likely to be a hazard
- Missing road studs
- Badly worn Stop, Give Way, double continuous white line or markings associated with Traffic Regulation Orders
- Missing or significantly damaged covers

### Footways, Footpaths and Cycleways

- Surface defects
- Excessive standing water and water discharging onto and or flowing across the foot/cycleway
- Dangerous rocking paving slabs
- Large cracks or gaps between paving slabs
- Missing or significantly damaged covers
- Debris and / or spillages likely to be a hazard
- Damaged kerbs

### Street Furniture

- Damaged vehicle restraint systems, parapets, handrails or guardrails
- Damaged boundary fence where animals or children could gain access
- Damaged or missing signs, such as Give Way, Stop, Speed Limit

### Others

- Overhead wires in dangerous condition
- Sight-lines obstructed by trees and other vegetation,
- Trees in a dangerous condition
- Earthslips where debris has encroached or is likely to encroach the road or causing the road to fall away

- Rocks or rock faces constituting a hazard to road users
- Damaged road structures

## Risk Management Process

Inspectors undertaking safety inspections or responding to reported incidents require to use judgement in determining likelihood and consequences of the observed or reported defects. This approach is consistent with 'Well-Managed Highway Infrastructure: A Code of Practice' recommendation that roads authorities adopt a system of defect risk assessment for determining the response categories to road defects. Taking a risk based approach, as per the above code of practice, means that there are NO prescriptive investigation or intervention levels to apply. The rationale for this is that the same defect will represent a different level of risk in a different context. By using a risk based approach, councils can reduce unnecessary reactive interventions and target more of their scarce resources towards programmed work that in the longer term will lead to an overall improvement of road condition.

By not providing any minimum or default standards, the code of practice supports the development of local levels of service in accordance with local needs, priorities and affordability.

### Establishing Context

Establishing context requires the inspector to utilise experience and knowledge during inspections to assess the road characteristics, such as giving consideration to environment (speed limit, width, rural/urban, road hierarchy, visibility, bend, hill - incline/decline, road camber/crossfall, etc.), relevant road user types (pedestrians, cyclists, horse riders, cars, LGV's, HGV's, PSV's, etc.), traffic volumes, maintenance history, historical incidents/claims/complaints (e.g. experience/knowledge of similar hazards being a contributory factor to incidents/claims within the authority or a neighbouring authority), demographics and key local amenities (proximity to doctors surgery, hospitals, shopping areas, schools, etc.).

### Risk Assessment

Taking the context into consideration, Risk Assessment is a three step process:

#### 1. Hazard Identification

An inspection item for which the inspector identifies road asset defects which may pose a risk to road users i.e. lead to a negative consequence. The types of asset to



be inspected and the potential associated hazards from defects are detailed in the Inspectors Operations Manual.

## 2. Risk Analysis

All risks identified through this process must be evaluated in terms of their significance which means assessing the **likelihood** of encountering the hazard and the **most probable** (not worst possible) **consequence** should this occur.

The procedure is designed to mitigate 'worst scenario' thinking and ensure an objective assessment is carried out. It is important therefore that the analysis is carried out in this defined step sequence to determine the appropriate level of risk and corresponding priority response.

### Risk Likelihood

The risk likelihood is assessed with regard to how many users are likely to pass by or over the defect, consequently the network hierarchy and defect location are important considerations in the assessment.

The likelihood of encountering a hazard, within the established context, will be quantified on a scale of Remote to Almost Certain as follows:

**Table 8 Risk Likelihood**

Likelihood / Probability	Likelihood Description	
<b>Almost Certain</b>	Will undoubtedly happen	Daily/Weekly
<b>Likely</b>	Will probably happen, but not a persistent issue	Monthly/ 3 Monthly
<b>Possible</b>	May happen occasionally	6 Monthly/ Annually
<b>Unlikely</b>	Not expected to happen, but it is possible	10 Years
<b>Remote</b>	Improbable	20 Years

## Risk Consequence

The risk consequence is assessed by considering the most probable (NOT worst possible) outcome (impact) should the risk occur and will be quantified on a scale of Negligible to Catastrophic as follows:

**Table 9 Consequence (Impact/Severity) Score**

Consequence (Impact/Severity)	Description			
	Impact on Service Objectives	Financial Impact	Impact on people	Impact on Reputation
<b>Catastrophic</b>	Unable to function, inability to fulfil obligations	Severe financial loss	Death	Highly damaging, severe loss of public confidence
<b>Major</b>	Significant impact on services provision	Major financial loss	Extensive injury, major permanent harm	Major adverse publicity, major loss of confidence
<b>Moderate</b>	Service objectives partially achievable	Moderate financial loss	Medical treatment required, semi-permanent harm up to 1 year	Some adverse publicity, legal implications
<b>Minor</b>	Minor impact on service objectives	Minor financial loss	First aid treatment, non-permanent harm up to 1 month	Some public embarrassment, no damage to reputation
<b>Negligible</b>	Minimal impact, no service disruption	Minimal financial loss	No obvious harm/injury	No interest to the press, internal only

### 3. Risk Evaluation

The risk category for a particular risk is the product of the risk impact and risk likelihood. It is this factor that identifies the overall seriousness of the risk and consequently therefore the appropriateness of the speed of response to remedy the defect. Accordingly, the priority response time for dealing with a defect can be determined by correlation with the risk category as shown in the risk matrix, Table 10:

**Table 10 Risk Matrix**

Consequence	Negligible	Minor	Moderate	Major	Catastrophic
Likelihood					
Remote (20 Years)	NR	NR	NR	NR	P3
Unlikely (10 Years)	NR	NR	P4	P4	P3
Possible (6 Monthly/ Annually)	NR	P4	P4	P3	P2
Likely (Monthly/3 Monthly)	NR	P4	P3	P2	P1
Almost Certain (Daily/Weekly)	NR	P3	P2	P1	P1

### Risk Management Response

Having identified a particular risk, assessed the likelihood of it occurring and most probable consequence (impact/severity) and thus calculated the risk category, the appropriate response is identified in the form of a risk management (response) matrix, Table 11.

**Table 11 Risk Management Matrix**

Risk Category	Priority Response
Critical Risk	Priority 1 response
High Risk	Priority 2 response
Medium Risk	Priority 3 response
Low Risk	Priority 4 response
Negligible Risk	No response

## **Intersections and Multiple Road Users Types**

The hazard context considers the location and the types of road users which could be impacted by the defect. Inspectors should consider the different impacts and consequences for each road user type (e.g. pedestrians, cyclists, vehicle drivers, etc.) and at intersections, consider the hierarchy of each route. Inspectors **must therefore assess the likelihood and consequence for each road user type and/or route hierarchy**. The priority of the response is based on the highest priority determined from the risk matrix (Table 10).

## **Utility Company Defects**

Section 140 of the New Roads and Street Works Act 1991 places a duty on undertakers (utilities) to maintain their apparatus to the reasonable satisfaction of the Roads Authority who retain duty of care responsibility.

If a defective utility apparatus or works cause a hazard, the inspector will record this within the road management system and contact the appropriate utility company to report the defect to enable the undertaker to arrange repairs or to make safe the defect within appropriate timescales. In the case of Category 1 defects (those classed as dangerous requiring a 2 hour response from utilities) the road inspector will make safe if practicable. If a utility company cannot be identified or cannot attend within required timescales, the inspector will arrange for works to be carried out by the Council. The Council will seek to recover reasonable costs for such works from statutory undertakers.

## **Inspection Records**

Information from safety inspections is recorded in the road management system. The data is recorded on site using electronic devices and downloaded to the system on return to the office. Inspection records include the date and time of the inspection, the name of the person carrying out the inspection and any defects identified.

## Priority Response Times

### Safety Levels

The Priority Response Times for each Defect Category are shown in Table 12 below.

**Table 12 SAFETY LEVELS - Defect Categories and Priority Response Times**

Defect Category	1	2	3	4	NR
Standard Response Time	4 Hours	5 Working Days	60 Working Days	Programmed work	No Action Required
Island of Cumbrae Response Times	24 Hours				

#### Category 1: Make safe within 4 Hours

North Ayrshire Council currently have both a winter and summer standby in place to ensure that resources can respond immediately to emergency situations. Category 1 defects represent a critical risk to road users and shall continue to be responded to within established timescales as the present standby arrangements allow. There are no standby arrangements on the Island of Cumbrae, therefore the SCOTS recommended response time of within 24 hours shall be adopted for the island to establish a realistic response time considering location and available resources.

Category 1 represents a critical risk to road users and should be corrected or made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning signs and / or coning off to protect the public from the defect. Where reasonably practicable, safety defects of this Priority should not be left unattended until made safe or, a temporary or permanent repair has been carried out.

When a Category 1 defect is identified within a larger group / area of defects, only that particular element shall be treated as a Category 1 defect. The remaining defects shall be categorised accordingly.

#### Category 2: Repair within 5 Working Days.

This allows a more proactive approach to be adopted for those defects that represent a high risk to road users or because there is a risk of short-term structural deterioration. Such

defects may have safety implications, although of a lesser significance than Category 1 defects, but are more likely to have serviceability or sustainability implications.

**Category 3:        Action within 60 Working Days.**

Defects that require attention although they represent a medium risk to road users. This allows defects of this nature to be included in medium term programmes of work.

**Category 4:        Consider for Planned Works Programme**

The defect is considered to be of low risk; no immediate response is required. Defects considered to be Category 4 are not classed as safety defects and are collected to assist the development and prioritisation of Planned Maintenance Works Programmes.

**NR:                NO Action Required**

The defect is considered to be of negligible risk, no intervention is required and monitoring will continue as per the inspection regime

## **Meeting Target Response Times**

It may not be possible, particularly at certain times of year, to meet target response times, due to pressure on resources. This could, but not exclusively, be due to the high number of defects that can arise in a short period of time after periods of adverse weather, such as prolonged spells of heavy rain or snow, or freeze / thaw conditions. Prolonged periods of adverse weather may also prevent remedial measures being carried out.

The appropriate response time commences from the time that the defect is identified and categorised by the inspector.

## **Performance Monitoring**

Assessment of inspections is carried out annually to ensure that timescales have been met, although any issues around meeting target inspection dates is brought to the attention of the appropriate Team Leader as soon as the issue arises to ensure that alternative arrangements can be put in place to meet inspection requirements.

Defect categorisation will be checked on a regular basis to ensure accurate assessments are being carried out and additional training provided where necessary.

## Inspector Competency

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For the purpose of this document, the term 'Inspector' is defined as 'a person who the road authority has assessed and certified as competent to identify and undertake a risk assessment of a road asset defect and if required, determine the risk treatment'. Therefore, within this document, 'inspector' is not utilised exclusively for a person who mainly completes the routine road asset safety inspections, but can include technicians, engineers or other staff within the authority who have been assessed by the authority to achieve the authority's required level of competency.

### Training

Road Authorities must ensure that all Road Asset Safety Inspectors are competent in carrying out safety defect inspections.

As a minimum, inspectors shall complete the SCOTS Risk-based Approach to Safety Defect Inspections training and be required to achieve a pass grade on the course assessment to demonstrate competency in assessing risk. Training shall be delivered by Asset Management officers trained using the SCOTS training toolkit and assessed as competent through SCOTS.

In addition, inspectors shall undergo additional training equivalent to the Scottish Credit and Qualification Level 6 National Highway Safety Inspectors Training and Certification Scheme, operated by the Institute of Highway Engineers. New inspectors will initially be given in-house training provided by safety inspectors to ensure consistency in the identification of defects and the prioritisation of defect repairs.

### Training Plans

It is accepted that there may be circumstances where an inspector is new to the role and will have to build up their experience, training and competency. In such cases, or where an existing inspector does not meet the required standard, the Network Team Leader shall work with the inspector to develop, document and implement a Training Plan to assist them to meet the necessary level of competency.

The Training Plan is evidence that the road authority is supporting the inspector, assisting them to achieve the level of competency required and ensuring consistency across the authority's inspectors.



Review of inspector training plans shall be conducted at regular intervals to ensure progress is being achieved.

Records of the reviews and any actions shall be maintained and held against the inspector's Training and Competency record.

## **Training and Competency Records**

Inspector training and competency records shall be maintained and reviewed annually for completeness and to identify when inspector re-assessment is due to ensure that they continue to meet the road authority's minimum competency requirements.

Training and competency records shall be held electronically.

## Other Inspections

### **Service Request Inspections – Externally Reported Defects**

Road authorities receive reports of defects from a number of different sources, such as the Police, Emergency Services, general public, public utilities and other agencies; these Service Request reports are managed as follows:

Reports of dangerous defects are responded to as Category 1 defects due to the risk associated with reports of this nature. All other reported defects are recorded as fault reports and shall be inspected within 5 working days with any identified defects prioritised in the same way as those defects identified through programmed inspections.

### **Road Condition Inspections (or Structural Condition Surveys)**

Undertaken to consider the general condition of the individual roads and footways and the need for planned structural maintenance which can be programmed accordingly. Inspections for the carriageway asset are presently undertaken through the national Scottish Road Maintenance Condition Survey (SRMCS).

Visual condition surveys for both carriageways and footways/footpaths are undertaken annually and recorded in the council's road management system.

### **Safety Inspection of Highway Trees**

Defective trees, hedges or shrubs likely to cause a danger to road users by encroachment, visibility obstruction, damage or trip hazard are recorded during road inspections. Under Section 83, or 91, of the Roads (Scotland) Act 1984, North Ayrshire Council deals, by consultation with land owners and, if required, a Notice, with hedges, trees and shrubs growing on adjacent land which are likely to cause a danger to road users.

Additional tree inspections are carried out by a qualified arboriculturalist.

## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

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**Title:** Community Asset Transfer – Millport Town Hall

**Purpose:** To agree in principle the transfer of ownership of Millport Town Hall and its grounds from the Millport Common Good to the Scottish Charitable Incorporated Organisation, “Millport Town Hall.”

**Recommendation:** That Cabinet:

- a) Agrees in principle to the asset transfer of Millport Town Hall and its grounds from the Millport Common Good to the Scottish Charitable Incorporated Organisation, “Millport Town Hall;” and
  - b) Authorises officers to conclude the associated legal and community asset transfer process, subject to the granting of court authority, successful alienation from the Millport Common Good and the successful assembly of the full proposed funding package.
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### 1. Executive Summary

- 1.1 The report proposes the community asset transfer, from the Millport Common Good, of Millport Town Hall and its grounds, to the Scottish Charitable Incorporated Organisation, “Millport Town Hall.”
- 1.2 The transfer will enable the restoration of the unlisted, historic building, which has been declared surplus to service requirements by North Ayrshire Council. The proposed use includes a heritage and conservation centre, an arts and cultural centre, a community centre and holiday let flats.
- 1.3 The feasibility study, funded by key partners, has shown this to be a viable proposition. External funders are responding positively to the proposals. Community consultations have demonstrated considerable support.
- 1.4 This report recommends that Cabinet agrees in principle to the transfer; and that officers should be authorised to conclude the process, subject to the granting of court authority, successful alienation from the Millport Common Good and the successful assembly of the full proposed funding package.

## **2. Background**

- 2.1 “Millport Town Hall” is a Scottish Charitable Incorporated Organisation established to restore and bring back into use Millport Town Hall.
- 2.2 Millport Town Hall, built in 1868, is an unlisted building which is on the “At Risk” Register with North Ayrshire Council. It has been declared surplus to Council requirements. It is within the Millport Conservation Area and holds significant historical and nostalgic importance for the community. It has previously housed a library and a picture house. It is an extensive building with a large staged hall, two lesser halls, a smaller upstairs space and a very large basement.
- 2.3 The Cumbrae Draft Economic Plan describes this building as the one current project that would make a difference to the island’s economy. The Millport Conservation Appraisal also describes this building as key for the community. The island currently has no large venue which is suitable for community use. A temporary marquee that is used in the summer months is unsuitable for the winter and for certain types of events.
- 2.4 Cumbrae, in common with all islands, faces economic and social challenges, and with a higher than average elderly population and few employment opportunities, welcomes an intervention such as this project which would provide social and economic benefits.
- 2.5 The “Millport Town Hall” group has recently gained status as a Scottish Charitable Incorporated Organisation (SCIO) with an allied trading subsidiary. They have secured funding for the feasibility study from the Architectural Heritage Fund, the Scottish Land Fund, Millport Common Good Fund and through community fundraising, and are now in advanced discussions with major funding partners.
- 2.6 The “commitment in principle” to transfer the building into the ownership of the SCIO will provide leverage towards the funding package (likely to exceed £3m). Applications are “live” with the Architectural Heritage Fund and the Scottish Land Fund. An application to Scottish Government’s Regeneration Capital Grant Fund (RCGF), to seek funding of £500,000, was approved by Cabinet in June 2019. Scottish Government has recommended that this progresses to RCGF Stage Two. A successful application to the North Ayrshire Council Community Investment Fund has secured £200,000 on condition that the full funding package is assembled. Crowdfunding is commencing following a high-profile launch by Scots actor Bill Paterson last month.
- 2.7 “Millport Town Hall” SCIO lodged a community asset transfer request to North Ayrshire Council in May 2019 and this has been tested against all the relevant criteria before being presented to Cabinet. The Council recognises that community asset transfer can be a valuable part of supporting and sustaining local communities in North Ayrshire. The Council’s community asset transfer process also provides the security to protect an asset which has been transferred to a community group in the event of the discontinuation of the project.
- 2.8 The statutory consultation required in terms of the Community Empowerment (Scotland) Act 2015 for a community asset transfer application has concluded with no objections received. There is a further statutory consultation period relating to the alienation from the Common Good. This will be initiated as a consequence of the petition being lodged by the Council seeking court authority for the transfer, subject to the current report.

2.9 The proposed transfer process would include and be subject to:

- The granting of court authority to initiate and effect the transfer;
- Successful alienation from the Millport Common Good within the prescribed process; and
- The successful assembly of the full proposed funding package required to deliver the project by the “Millport Town Hall” group.

### **3. Proposals**

3.1 It is proposed that Cabinet:

- a) Agrees in principle to the asset transfer of Millport Town Hall and its grounds from the Millport Common Good to the Scottish Charitable Incorporated Organisation, “Millport Town Hall;” and
- b) Authorises officers to conclude the associated legal and community asset transfer process, subject to the granting of court authority, successful alienation from the Millport Common Good and the successful assembly of the full proposed funding package.

### **4. Implications/Socio-economic Duty**

#### **Financial**

- 4.1 There are court dues and advertising fees relating to the alienation from Common Good which will be assumed by the Council, not in excess of £500. The project intention is to leverage in £3m of external funding to the island.

#### **Human Resources**

- 4.2 None in relation to the current report.

#### **Legal**

- 4.3 The Council will seek court authority to alienate the property and grounds from the Common Good.

#### **Equality/Socio-economic**

- 4.4 There will be considerable socio-economic benefits from the successful completion of the regeneration project. These include positive impacts for an island community in relation to socially isolated residents and the potential for additional employment opportunities and volunteering.

#### **Environmental and Sustainability**

- 4.5 The project seeks to provide the island with a sustainable community venue. The funding strategy sets out clear measures for contingencies and a ‘sinking’ fund to address ongoing maintenance. The project is underpinned by income from three holiday rental properties within the refurbished building. The proposed building adheres to current standards in relation to environmental and sustainability principles.

## **Key Priorities**

4.6 The proposals contained within the report support the North Ayrshire Council Plan priorities:

- Active and strong communities
- Inclusive, growing and enterprising local economy
- People enjoy good life-long health and well-being.

## **Community Wealth Building**

4.7 The Millport Town Hall application supports the following pillars of community wealth building:

- Advancing community enterprises;
- Advancing local ownership of underused land and buildings; and
- Supporting local business activities and increasing the variety of ownership models.

## **5. Consultation**

5.1 There have been three formal community consultation events over the past year on Cumbrae, as well as ongoing informal engagement with the majority of the island population and many visitors, culminating in the Feasibility Report presentation event on 30 March 2019.

5.2 The consultation required in terms of the Community Empowerment (Scotland) Act 2015 for a community asset transfer application has now concluded with no objections received. There is a further statutory consultation period relating to the alienation from the Common Good. This will be initiated as a consequence of the petition being lodged by the Council seeking court authority, subject to the current report.

5.3 The need for a large community venue, coupled with community input to the design process, has contributed to the project proposals. Social media interaction is growing, with supporters from across the world and nearly £10,000 raised by the 1400 strong community to date. There have been 130 offers of voluntary support following the last consultation.

Audrey Sutton  
Interim Executive Director (Communities)

For further information please contact **Rhona Arthur, Interim Head of Service (Connected Communities)**, on **(01294) 324415**.

## **Background Papers**

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## NORTH AYRSHIRE COUNCIL

24 September 2019

### Cabinet

<b>Title:</b>	<b>Award of Dalrymple Court Re-development (Construction of 24 Sheltered Housing Units &amp; 9 Bungalows)</b>
<b>Purpose:</b>	To advise Cabinet of the result of the tendering exercise for the Dalrymple Court Re-development (Construction of 24 Sheltered Housing Units (SHU) & 9 Bungalows)
<b>Recommendation:</b>	Agree to approve the award of the Contract to McTaggart Construction Ltd

### 1. Executive Summary

- 1.1 North Ayrshire Council requires to establish a new Contract for the Dalrymple Court – Re-development (Construction of 24 SHU & 9 Bungalows). The works will provide 33 new sheltered housing properties.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules, the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016 a formal tender exercise was advertised via the Public Contracts Scotland advertising portal the Official Journal of the European Union.
- 1.3 The Contract term is for 60 calendar weeks.

### 2. Background

- 2.1 A formal contract notice was advertised on 1st July 2019 under the Open procedure on Public Contracts Scotland and the Official Journal of the European Union and the procurement exercise was carried out via the PCS-Tender System. The return date for the Tender was 12 noon on 1st August 2019.
- 2.2 The contract notice attracted 10 expressions of interest, with 3 of these being from local bidders of which 2 submitted a response.

### 3. Proposals

- 3.1 It is proposed that the contract is awarded to local supplier McTaggart Construction Ltd.



#### **4. Implications/Socio-economic Duty**

##### **Financial**

4.1 The total value of the overall Contract is £5,070,918.32 A budget of £5.2 million is available for this requirement.

##### **Human Resources**

4.2 None

##### **Legal**

4.3 To comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules, the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016 a formal tender exercise was advertised via the Public Contracts Scotland advertising portal and the Official Journal of the European Union.

##### **Equality/Socio-economic**

4.4 This contract caters for the rising age population and provides older people with suitable amenity housing to support their need to live independently at home, for as long as possible.

##### **Environmental and Sustainability**

4.5 A sustainability test was carried out and identified energy and water consumption efficiency considerations which were incorporated into the tender process. The contractors were also required to hold Health and Safety, Quality and Environmental Management Standards appropriate to this project

##### **Key Priorities**

4.6 This Contract contributes to the following Council Plan key priorities of:

- Aspiring Communities – North Ayrshire's residents and communities enjoy good life-long health and well-being.
- Inspiring Place – North Ayrshire has homes that meet our resident's needs.

##### **Community Wealth Building**

4.7 Procurement – Community Benefits was a minimum condition of this tender and the successful tenderer will deliver the following Community Benefits over the duration of the contract:

- Employability Requirements – Scaffolder for 60 weeks, Joiner for 60 weeks, Groundworker for 40 weeks and 2 x General Operatives for 110 weeks.
- 1 Workshop for an SME and 1 workshop for a Third Sector Organisation (TSO's) and proactive maximisation of opportunities for SME's, TSO's and Supported Businesses.
- 1 Education Initiative – support for a school project agreed in conjunction with Education involving local school pupils.
- 1 Community Initiative - support for a community project agreed in conjunction with Connected Communities involving local people and reflecting local priorities.

Employment: The successful tenderer is a local living wage employer and is committed to the development of positive action to promote equal opportunities for all.

Land and Assets: Not applicable

Financial Power: Not applicable

Democratic Ownership: Not applicable

## **5. Consultation**

- 5.1 Throughout the tender process there was direct involvement with Property Management and Investment and consultation with external Professional and Technical advisors.

Laura Friel  
Executive Director (Finance and Corporate Support)

For further information please contact Maurice McTeague, Category Manager, on 01294 3240145.

## **Background Papers**

Tender Outcome Report (NAC/2174)