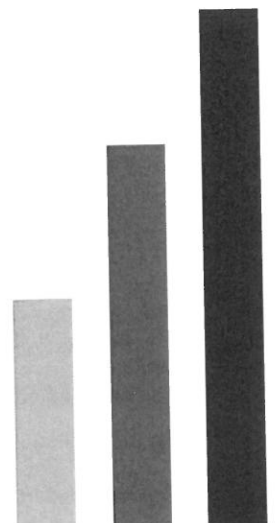


Agenda 2015

Policy & Resources Committee

For meeting on:

| | | |
|---|----------|------|
| 3 | February | 2015 |
|---|----------|------|



A meeting of the Policy & Resources Committee will be held on Tuesday 3 February 2014 at 3pm with the Municipal Buildings, Greenock.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

| 1. Apologies, Substitutions and Declarations of Interest | Page |
|---|-------------|
| PERFORMANCE MANAGEMENT | |
| 2. Policy & Resources Capital Programme – (2013/14 – 2015/16) – Progress Report Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources | p |
| 3. 2014/16 Capital Programme Report by Chief Financial Officer | p |
| 4. Policy & Resources Committee 2014/15 Revenue Budget – Period 8 to 30 November 2014 Report by Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and Chief Financial Officer | p |
| 5. 2014/15 General Fund Revenue Budget as at 30 November 2014 Report by Chief Financial Officer | p |
| 6. Procurement Update and Spend with Local Suppliers and SMEs Report by Chief Financial Officer | p |
| 7. Welfare Reforms Update Report by Chief Financial Officer and Corporate Director Inverclyde Community Health & Care Partnership | p |
| 8. Corporate Services Performance Report Report by Corporate Director Education, Communities & Organisational Development and Corporate Director Environment, Regeneration & Resources | p |

| | | |
|--|---|---------------------|
| NEW BUSINESS | | |
| 9. | 2015/18 Budget Update Report by Chief Financial Officer | p |
| 10. | Other Property Assets – Forward Years Investment Review Report by Head of Legal & Property Services | p |
| 11. | Infection Control Policy Report by Head of Organisational Development, Human Resources & Communications | p |
| REMITTS FROM COMMITTEES | | |
| 12. | Flooding Capital Spend Update – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources | p |
| The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7(A) of the Act whose numbers are set out opposite the heading to each item. | | |
| NEW BUSINESS | | |
| 13. | Former Tied Housing Employees Report by Head of Organisational Development, Human Resources and Communications on proposed consultation with occupiers of former tied housing | Paras 1 & 12 p |
| 14. | Wide Area Network Contract Options Report by Transitional Head of ICT providing details of options for the Wide Area Network Contract and making recommendations in this regard | Paras 6 & 8 p |
| REMITTS FROM COMMITTEES | | |
| 15. | Property Assets Management Report – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee relative to premises at Port Glasgow Road, Greenock | Paras 2, 6 & 9 p |
| 16. | Ravenscraig Sports Barn Development – Funding Model: Remit from Education & Communities Committee Report by Corporate Director Environment, Regeneration & Resources on a remit from the Education & Communities Committee seeking approval of a funding model for the redevelopment of Ravenscraig Sports Barn | Para 6 p |

Enquiries to – **Rona McGhee** - Tel 01475 712113

| | | | |
|-------------------------|---|--------------------|------------------------|
| Report To: | Policy & Resources Committee | Date: | 3 February 2015 |
| Report By: | Chief Financial Officer and Corporate Director Environment, Regeneration & Resources | Report No: | FIN/07/15/AP/MT |
| Contact Officer: | Matt Thomson | Contact No: | 01475 712256 |
| Subject: | Policy & Resources Capital Programme – (2013/14 - 2015/16) - Progress Report | | |

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee in respect of the status of the projects within the Policy & Resources Capital Programme and to highlight the overall financial position.

2.0 SUMMARY

- 2.1 This report advises Committee in respect of the progress and financial status of the projects within the Policy & Resources Capital Programme.
- 2.2 It can be seen from the table in 6.3 that the projected spend is £6.043m, which means that the total projected spend is on budget.
- 2.3 Expenditure at 30th November is 55.19% of 2014/15 projected spend, net advancement of £0.039m (4.94%) is being reported. Advancement within the Modernisation Fund (£0.163m) from future years is partly offset by slippage, mainly within Storage/Backup Devices and Minor Works & Projects (£0.037m) and Whiteboard/Projector Refresh (£0.036m).

3.0 RECOMMENDATIONS

- 3.1 That Committee note current position of the 2014/16 Capital Programme and the progress on the specific projects detailed in Appendix 1.

4.0 BACKGROUND

4.1 In February 2013 the Council agreed the 2013/16 Capital Programme and further reviewed this in February 2014, no additional budgets were allocated to Policy & Resources Committee at that time.

5.0 PROGRESS

5.1 Princes Street Office and Hector McNeil House are now open, EDMS & flexible working arrangements (Laptops, Hot Desks and Unified Comms) are in place for service staff. Further rollout of EDMS within CHCP is underway.

5.2 Customer Service & Digital Access. Work agreed as part of the Council's Digital Access Strategy is progressing. This work breaks down into a number of project workstreams.

- CRM Upgrade and customer data cleansing work is ongoing
 - Kana/Lagan Developments
 - Citizen record data cleansing
 - Upgrade to Lagan Enterprise 14R1
- Web Site Redesign. ICT is working with Corporate Communications and other services to draft a range of design approaches for consideration.
- Prioritisation of service requirements and business process redesign.
- ICT is in discussion with The Improvement Service regarding on-line school payments and the national MyAccount project.

ICT are working with Environmental and Commercial Services to map business processes in relation to Roads and Lighting Fault Reporting, in advance of introducing mobile reporting and recording of faults.

5.3 EDMS Implementation – The new EDMS solution is now live in Revenues, Benefits and Customer Services and further work is underway in NDR. The continuing roll out of EDMS in CHCP is progressing and a business case has been produced for EDMS implementation in HR/Payroll service.

5.4 The annual PC refresh programme for the year is complete and a further tranche of work to migrate from Windows XP to Windows 7 for Corporate users is also complete. A final refresh in schools, prior to April will ensure all desktops are upgraded to Windows 7.

5.5 Flexible Working – This work aims to improve staff productivity, reduce office accommodation requirements and minimise travel time and costs by giving staff the ability to work from a number of locations around the Council, so that staff have access to email, calendars, telephony services and the normal range of network access to files, folders and records.

Education

- Educational Psychologists
- Bring Your Own Device Trial in Clydeview Academy – Pupils and Teachers
- Education – 'More Choices More Chances' tablet use trial and Virtual School database development

CHCP

- CHCP – Children & Families at Port Glasgow
- CHCP – Welfare Rights at Port Glasgow
- CHCP – Laptops for Hector McNeil House staff

Corporate

Corporate – Management tablet use trial

6.0 FINANCIAL IMPLICATIONS

Finance

6.1 The figures below detail the position at 30th November 2014. Expenditure to date is £0.457m (55.19% of the 2014/15 projected spend).

- 6.2 The current budget is £6.043m. The current projection is £6.043m which means the total projected spend is on budget.
- 6.3 The approved budget for 2014/15 is £0.789m. The Committee is projecting to spend £0.828m with net advancement from future years of £0.039m (4.94%). Advancement within the Modernisation Fund (£0.163m) from future years is partly offset by slippage, mainly within Storage/Backup Devices and Minor Works & Projects (£0.037m) and Whiteboard/Projector Refresh (£0.036m).

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|-------------------------------|--------------|------------------------------------|---------------|----------------|
| Capital | Policy & Resources Capital | 2014/16 | £6,043 | n/a | On budget |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (If Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| N/A | | | | | |

7.0 CONSULTATION

7.1 Legal

There are no legal issues arising from the content of this report and as such the Head of Legal and Property Services has not been consulted.

7.2 Human Resources

There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

7.3 Equalities

There are no equalities implications in this report.

7.4 Repopulation

There are no repopulation implications in this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 None.

COMMITTEE: POLICY & RESOURCES

| Project Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---------------------------|------------------------------|--|--------------------------------|-------------------------------|--------------------|--------------------|---------------------|
| | <u>Est Total Cost</u> | <u>Actual to 31/3/14</u> | <u>Approved Budget 2014/15</u> | <u>Revised Est 2014/15</u> | <u>Actual to 30/11/14</u> | <u>Est 2015/16</u> | <u>Est 2016/17</u> | <u>Future Years</u> |
| | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> |
| <u>Environment, Regeneration & Resources</u> | | | | | | | | |
| <u>ICT</u> | | | | | | | | |
| Storage/Backup Devices/Minor Works & Projects | 340 | 225 | 115 | 78 | 70 | 37 | 0 | 0 |
| Mobile Technology | 47 | 32 | 15 | 6 | 0 | 9 | 0 | 0 |
| Rolling Replacement of PC's | 2,924 | 2,401 | 115 | 443 | 288 | 80 | 0 | 0 |
| Whiteboard/Projector Refresh | 440 | 344 | 66 | 30 | 0 | 66 | 0 | 0 |
| Server & Switch Replacement Programme | 529 | 446 | 3 | 83 | 12 | 0 | 0 | 0 |
| 2013/15 Indicative Allocation | 533 | 0 | 450 | 0 | 0 | 483 | 50 | 0 |
| Data Centre Remedial Works - complete on Site | 2 | | 2 | 2 | 0 | | | |
| <u>ICT Total</u> | 4,815 | 3,448 | 766 | 642 | 370 | 675 | 50 | 0 |
| <u>Finance</u> | | | | | | | | |
| Modernisation Fund | 1,228 | 823 | 23 | 186 | 87 | 219 | 0 | 0 |
| <u>Finance Total</u> | 1,228 | 823 | 23 | 186 | 87 | 219 | 0 | 0 |
| TOTAL | 6,043 | 4,271 | 789 | 828 | 457 | 894 | 50 | 0 |

| | | | |
|-------------------------|---|--------------------|------------------------|
| Report To: | Policy & Resources Committee | Date: | 3 February 2015 |
| Report By: | Chief Financial Officer | Report No: | FIN/04/15/JB/MT |
| Contact Officer: | Jan Buchanan | Contact No: | 01475 712225 |
| Subject: | 2014/16 Capital Programme | | |

1.0 PURPOSE

- 1.1 The purpose of the report is to provide Committee with the latest position of the 2014/16 Capital Programme.

2.0 SUMMARY

- 2.1 In February 2013 the Council agreed a 3 year Capital Programme covering the period 2013/16, in February 2014 the Council further agreed to return £0.5m of SEMP monies to the General Fund as well as approving a number of further projects funded from Revenue Reserves. It has also been previously reported that the 2015/16 General Capital Grant has now been confirmed.
- 2.2 Based on the latest figures it can be seen from Appendix 1 that the estimated surplus in resources is £1.302 million over the 2014/16 period. In the longer term it is anticipated that annual capital requirements will continue to exceed the General Capital Grant and this requires to be addressed through the budget process.
- 2.3 It can be seen from Appendix 2 that as at 30th November 2014 expenditure was 47.57% of projected spend. Phasing and project spend has been reviewed by the Senior Officer (CAMS) Group and the relevant Corporate Director.
- 2.4 The position in respect of each individual Committee is reported in Appendix 2 and Section 5 of the report. Overall Committees are projecting to outturn on budget. Budgetary slippage of 12.4% is being reported, this compares with a slippage outturn of 13.04% in 2013/14.
- 2.5 Indications are that slippage is likely to increase in the final months of 2014/15 and as such the upper limit of 10% slippage will be exceeded. Officers are currently reviewing projects in detail and more detail in this regard will be picked up in the next cycle of Committees' Capital reports.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Committee note the current position of the 2014/16 Capital Programme and previous decision that any surplus on the 2014/16 Capital Programme be considered as part of the February 2015 budget process.

4.0 BACKGROUND

- 4.1 On 14th February 2013 the Council agreed a 2013/16 Capital Programme which included significant additional funding to increase the Roads Asset Management Plan with further amounts set aside from available Revenue Reserves to fund a number of further Capital Projects and to reduce the overall funding shortfall.
- 4.2 On 4th February 2014 the Policy & Resources Committee agreed to return £500,000 unused contingency within the School Estate to the General Fund, reducing the funding shortfall accordingly.
- 4.3 On 20th February 2014 the Council confirmed the existing Capital Programme to 2015/16. In addition a number of additional capital projects, funded from Revenue Reserves, were approved. These projects are reflected in this report.
- 4.4 The Scottish Government General Capital Grant allocation for 2015/16 is significantly more than the estimate included when agreeing the budget in February 2013. As a result the previously reported shortfall in resources has been replaced by a surplus in resources of £1.302m.
- 4.5 The Policy & Resources Committee agreed to defer any decision on the surplus resources to February 2015 to tie in with the budget decision.

5.0 CURRENT POSITION

- 5.1 Appendix 1 shows that over the 2 year period there is a projected surplus in resources of £1.302 million.
- 5.2 The position in respect of individual Committees is as follows:

Social Care

No slippage is being reported and there is no spend to date.

Environment & Regeneration

Net slippage of £1.918m (10.72%) is being reported with spend being 49.8% of projected spend for the year. Slippage relates mainly to the Asset Management Plan (£1.825), plus other minor areas of slippage. Where possible projects are being advanced from future years and are partly offsetting the slipped projects.

Education & Communities

Slippage of £1.879m (16.47%) is being reported with spend being 44.1% of projected spend for the year. The slippage relates mainly to Inverkip Community Facility (£1.112m) and Primary School Pitch Upgrading (£0.35m) as well as slippage within the SEMP (£0.625), mainly relating to St John's Primary Refurbishment and Early Years partly offset by the advancement of spend on Primary School MUGA's (£0.234m).

Policy & Resources

Net advancement of £0.039m (4.94%) is being reported with spend being 55.2% of projected spend for the year. Advancement within the Modernisation Fund (£0.163m) from future years is partly offset by slippage in some ICT investment (£0.073m).

- 5.3 Overall in 2014/15 it can be seen that expenditure is 47.57% of the projected spend for the year and that slippage from the programme agreed in February 2014 is currently £3.755 million (12.4%). This is a decrease in slippage of £0.106m (0.29%) from last Committee.
- 5.4 Indications are that slippage is likely to increase in the final months of 2014/15 and as such the upper limit of 10% slippage will be exceeded. Officers are currently reviewing projects in detail and more detail in this regard will be picked up in the next cycle of Committees' Capital reports.

6.0 SCHOOL ESTATE MANAGEMENT PLAN

- 6.1 The position of the School Estate finances is shown separately in Appendix 2. A report to the Education & Lifelong Learning Committee on 4th November 2014 advised of the latest position of the SEMP with the overall model remaining affordable and deliverable.
- 6.2 £0.5 million was transferred from the SEMP to the core capital programme as part of the approval of the 2014/16 Budget. In addition £1.1m of further investment in MUGA's within the Primary School estate was approved.

7.0 CONCLUSIONS

- 7.1 As can be seen in paragraph 5.3 projected slippage is currently 12.4%, this compares with slippage of 13.04% in 2013/14. While there is the potential for addition slippage reported later in the year Officers are working to advance projects from future years where practical. It is expected therefore that slippage levels should not rise significantly from that currently reported although much will depend on the weather over the next couple of months.
- 7.2 The Council's Capital Programme for 2014/16 is showing a surplus in resources of £1.302 million.
- 7.3 Overall Service Committees have spent 47.57% of the 2014/15 projected spend as at 30th November 2014.

8.0 CONSULTATION

- 8.1 This report has been approved by the Corporate Management Team.

9.0 IMPLICATIONS

Finance

9.1 Financial Implications

All financial implications are discussed in detail within the report and in Appendices 1 & 2.

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A | | | | | |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (If Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| N/A | | | | | |

Legal

9.2 There are no legal implications.

Human Resources

9.3 There are no direct staffing implications in respect of this report and as such the Head of Organisational Development, HR & Communications has not been consulted.

Equalities

9.4 The report has no impact on the Council's Equalities policy.

Repopulation

9.5 The Council's continuing significant capital investment levels will have a positive impact on regeneration, job creation and hence repopulation.

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

Appendix 1

Capital Programme - 2014/15 - 2015/16

Available Resources

| | A | B | C | D | E |
|--|---------------|---------------|--------------|--------------|---------------|
| | 2014/15 | 2015/16 | 2016/17 | Future | Total |
| | £000 | £000 | £000 | £000 | £000 |
| Government Capital Support | 8,937 | 11,180 | - | - | 20,117 |
| Less: Allocation to School Estate | (5,399) | (5,317) | - | - | (10,716) |
| Capital Receipts (Note 1) | 561 | 849 | - | - | 1,410 |
| Capital Grants (Note 2) | 650 | 371 | - | - | 1,021 |
| Prudential Funded Projects (Note 3) | 7,396 | 20,911 | 5,818 | 2,833 | 36,958 |
| Balance B/F From 11/12 (Exc School Estate) | 3,049 | - | - | - | 3,049 |
| Capital Funded from Current Revenue (Note 4) | 6,673 | 9,942 | 1,576 | - | 18,191 |
| | <u>21,867</u> | <u>37,936</u> | <u>7,394</u> | <u>2,833</u> | <u>70,030</u> |

Overall Position 2013/16

| | | |
|--|------|---------------|
| Available Resources (Appendix 1, Column E) | £000 | 70,030 |
| Projection (Appendix 2, Column B-E) | | <u>68,728</u> |
| (Shortfall)/Under Utilisation of Resources | | <u>1,302</u> |

Notes to Appendix 1

All notes exclude School Estates

Note 1 (Capital Receipts)

| | 2014/15 | 2015/16 | 2016/17 | Future | Total |
|--------------------------|------------|------------|----------|----------|--------------|
| | £000 | £000 | £000 | £000 | £000 |
| Sales | 441 | 772 | - | - | 1,213 |
| Contributions/Recoveries | 120 | 77 | - | - | 197 |
| | <u>561</u> | <u>849</u> | <u>-</u> | <u>-</u> | <u>1,410</u> |

Note 2 (Capital Grants)

| | 2014/15 | 2015/16 | 2016/17 | Future | Total |
|----------------------------------|------------|------------|----------|----------|--------------|
| | £000 | £000 | £000 | £000 | £000 |
| Cycling, Walking & Safer Streets | 125 | 121 | - | - | 246 |
| SPT | 207 | - | - | - | 207 |
| Sustrans | 77 | 250 | - | - | 327 |
| Sports Scotland/SFA | 18 | - | - | - | 18 |
| Electric Vehicle Charging Points | 73 | - | - | - | 73 |
| Zero Waste Scotland | 150 | - | - | - | 150 |
| | <u>650</u> | <u>371</u> | <u>-</u> | <u>-</u> | <u>1,021</u> |

Notes to Appendix 1

Note 3 (Prudentially Funded Projects)

| | 2014/15 | 2015/16 | 2016/17 | Future | Total |
|--|--------------|---------------|--------------|--------------|---------------|
| | £000 | £000 | £000 | £000 | £000 |
| Additional ICT - Education Whiteboard & PC Refresh | 68 | 104 | - | - | 172 |
| Vehicle Replacement Programme | 861 | 2,198 | - | - | 3,059 |
| Greenock Parking Strategy | - | 277 | - | - | 277 |
| Asset Management Plan - Offices | 1,933 | 3,478 | 1,519 | 133 | 7,063 |
| Asset Management Plan - Borrowing in Lieu of Receipts | 920 | - | - | - | 920 |
| Asset Management Plan - Depots | 1,513 | 8,113 | 1,334 | 59 | 11,019 |
| Capital Works on Former Tied Houses | 20 | 100 | 60 | 420 | 600 |
| Waterfront Leisure Complex Combined Heat and Power Plant | 200 | 50 | - | - | 250 |
| Leisure & Pitches Strategy | 220 | 287 | - | - | 507 |
| Broomhill Community Facility | - | 500 | - | - | 500 |
| Kylemore Childrens Home | (85) | - | - | - | (85) |
| Neil Street Childrens Home Replacement | - | 675 | 83 | - | 758 |
| Crosshill Childrens Home Replacement | - | - | 1,622 | - | 1,622 |
| Modernisation Fund | 186 | 219 | - | - | 405 |
| Watt Complex Refurbishment | - | - | 700 | 2,221 | 2,921 |
| Gourock One Way System | - | 2,000 | 500 | - | 2,500 |
| Roads Asset Management Plan | 1,350 | 2,850 | - | - | 4,200 |
| Kerbside Glass Collection | 150 | - | - | - | 150 |
| Surplus Prudential Borrowing due to project savings | 60 | 60 | - | - | 120 |
| | <u>7,396</u> | <u>20,911</u> | <u>5,818</u> | <u>2,833</u> | <u>36,958</u> |

Note 4 (Capital Funded from Current Revenue)

| | 2014/15 | 2015/16 | 2016/17 | Future | Total |
|--|--------------|--------------|--------------|----------|---------------|
| | £000 | £000 | £000 | £000 | £000 |
| Regeneration of Port Glasgow Town Centre | 106 | 150 | - | - | 256 |
| Play Areas | 587 | 350 | - | - | 937 |
| Coronation Park, Port Glasgow | 50 | 200 | - | - | 250 |
| Contribution to Birkmyre Park Pitch Improvements | - | 50 | - | - | 50 |
| Gourock Walled Garden, Toilet Provision | 40 | - | - | - | 40 |
| Port Glasgow Health Centre Car Park | 40 | - | - | - | 40 |
| Hillend Respite Unit | 80 | - | - | - | 80 |
| Scheme of Assistance | 433 | 433 | - | - | 866 |
| Aids & Adaptations (Earmarked Reserve) | 100 | - | - | - | 100 |
| Flooding Strategy | 305 | 168 | 776 | - | 1,249 |
| Greenock Parking Strategy | 161 | - | - | - | 161 |
| Roads Asset Management Plan | 2,968 | 2,189 | - | - | 5,157 |
| Broomhill Community Facility (Community Facility Fund) | 27 | 352 | - | - | 379 |
| Inverkip Community Facility | 88 | 1,211 | - | - | 1,299 |
| Neil Street Childrens Home Replacement | - | 1,100 | - | - | 1,100 |
| Primary School MUGA's - various | 234 | 866 | - | - | 1,100 |
| Port Glasgow Town Centre, Town Hall Refresh | 60 | 34 | - | - | 94 |
| Watt Complex Refurbishment | 100 | 553 | 300 | - | 953 |
| Community Facilities Investment | - | 400 | - | - | 400 |
| Blaes Football Parks | 479 | 320 | - | - | 799 |
| Ravenscraig Sports Barn | - | 600 | - | - | 600 |
| Broomhill Regeneration | 50 | 200 | - | - | 250 |
| Lower Port Glasgow Regeneration | - | 250 | 250 | - | 500 |
| East Central Greenock Regeneration | - | 250 | 250 | - | 500 |
| Central Gourock | - | 150 | - | - | 150 |
| Completion of SV Comet Canopy | - | 116 | - | - | 116 |
| Various Projects - moved to complete on Site | 7 | - | - | - | 7 |
| Use of General Fund Reserves | 758 | - | - | - | 758 |
| | <u>6,673</u> | <u>9,942</u> | <u>1,576</u> | <u>-</u> | <u>18,191</u> |

Capital Programme - 2014/15 - 2015/16

Agreed Projects

| Committee | A Prior Years £000 | B 2014/15 £000 | C 2015/16 £000 | D 2016/17 £000 | E Future £000 | G Total £000 | H Approved Budget £000 | I (Under)/ Over £000 | J 2014/15 Spend To 30/11/14 £000 |
|---|-----------------------------|----------------------|----------------------|----------------------|---------------------|--------------------|---------------------------------|-------------------------------|---|
| Policy & Resources | 4,271 | 828 | 894 | 50 | - | 6,043 | 6,043 | - | 457 |
| Environment & Regeneration | 32,197 | 15,982 | 29,496 | 4,689 | 612 | 82,976 | 82,976 | - | 7,959 |
| Education & Communities (Exc School Estate) | 389 | 2,236 | 6,529 | 1,516 | 2,221 | 12,891 | 12,891 | - | 601 |
| CHCP | 1,156 | 195 | 1,775 | 1,705 | - | 4,831 | 4,831 | - | - |
| Sub -Total | 38,013 | 19,241 | 38,694 | 7,960 | 2,833 | 106,741 | 106,741 | - | 9,017 |
| School Estate (Note 1) | 676 | 7,277 | 11,648 | 7,815 | 5,164 | 32,580 | 32,580 | - | 3,598 |
| Total | 38,689 | 26,518 | 50,342 | 15,775 | 7,997 | 139,321 | 139,321 | - | 12,615 |

Note 1

PROJECTIONS (APPENDIX 2, COLUMN B-E)

Summarised SEMP Capital Position - 2013/17

| | 2014/15 | 2015/16 | 2016/17 | 2017/18 |
|---|---------|---------|---------|---------|
| Capital Allocation | 5,399 | 5,317 | 4,300 | 4,300 |
| Scottish Government School Grant (estimate) | 100 | 1,120 | 1,953 | 100 |
| Surplus b/fwd | 4,904 | 4,626 | 239 | (1,323) |
| Prudential Borrowing | 1,500 | 824 | - | - |
| Prudential Borrowing - In Lieu of Receipts | | | | |
| Prudential Borrowing - Accelerated Investment | | | | |
| CFCR | - | - | - | - |
| Available Funding | 11,903 | 11,887 | 6,492 | 3,077 |
| Projects | | | | |
| Ex-Prudential Borrowing | 5,777 | 10,824 | 7,815 | 5,164 |
| Prudential Borrowing | 1,500 | 824 | - | - |
| CFCR | - | - | - | - |
| Total | 7,277 | 11,648 | 7,815 | 5,164 |
| Surplus c/fwd | 4,626 | 239 | (1,323) | (2,087) |

Report To: Policy & Resources Committee **Date:** 03 February 2015

Report By: Chief Executive, Corporate Director **Report No:** FIN/02/15/AP/AE
Environment, Regeneration &
Resources, Corporate Director
Education Communities &
Organisational Development and
Chief Financial Officer

Contact Officer: Angela Edmiston **Contact No:** 01475 712143

Subject: Policy & Resources Committee 2014/15 Revenue Budget – Period 8
to 30 November 2014

1.0 PURPOSE

- 1.1 To advise Committee of the 2014/15 projected out-turn for the Policy & Resources Committee as at Period 8 (30 November 2014).

2.0 SUMMARY

- 2.1 The total revised Committee budget for 2014/15 is £17,440,000. This excludes Earmarked Reserves of £2,391,000.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £1,530,000 which is a further decrease in spend of £214,000 since last reported to Committee.

The main reasons for this underspend are:

- a) One-off £1,100,000 underspend due to a significant reduction in calls on the non-pay inflation contingency.
 - b) Projected underspend of £129,000 within Finance Employee costs mainly due to extra turnover savings.
 - c) A £60,000 underspend within Benefit Subsidy based on mid-year return produced in August 2014.
 - d) A £100,000 over-recovery of prior year council tax income.
 - e) £36,000 projected underspend within Organisational Development, HR & Communications due to additional turnover savings.
- 2.3 The Earmarked Reserves for 2014/15 totals £2,391,000 of which £866,000 is projected to be spent in the current financial year. To date expenditure of £431,000 (49.77%) has been incurred which is £99,000 over the phased budgeted spend to date. It is to be noted that Earmarked Reserves reported in appendix 3 excludes Earmarked Reserves for Asset Plans and Strategic Funds.
- 2.4 The Common Good Fund is projecting a fund balance at 31 March 2015 of £91,290 following the transfer of £150,000 of investment in Port Glasgow Town Centre from the Common Good to the General Fund. This is below the minimum level of reserves of £100,000 recommended and consideration as to how this matter can be addressed will form part of the forthcoming budget.

3.0 RECOMMENDATIONS

- 3.1 The Committee note the 2014/15 projected underspend of £1,530,000 for the Policy & Resources Committee as at Period 8 (30 November 2014).
- 3.2 The Committee note the projected fund balance of £91,290 for the Common Good Fund.

John W Mundell
Chief Executive

Alan Puckrin
Chief Financial Officer

Patricia Cassidy
Corporate Director
Education, Communities &
Organisational Development

Aubrey Fawcett
Corporate Director
Environment, Regeneration &
Resources

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise Committee of the current position of the 2014/15 budget and to highlight the main issues contributing to the projected underspend of £1,530,000.

5.0 2014/15 CURRENT POSITION

- 5.1 The current projection is an underspend of £1,530,000. The following are the material variances:
- 5.2 The following material variances relate to the Environment, Regeneration & Resources Directorate:

Finance - £290,000 Underspend

Employee Costs: Projected underspend of £129,000, a decrease in spend of £21,000 since last reported to Committee mainly due to additional turnover savings being achieved.

Other Expenditure: Current projection is an underspend of £60,000 within Benefit Subsidy based on the mid-year return produced in August 2014. The increased subsidy arises from the high level of benefits processing accuracy and the extra income has been put forward as a budget saving from 2015/16. There have been no changes to projections since last reported to Committee.

Income: An over-recovery of £47,000 was projected in period 4. Current projected over-recovery is £110,000, an increase in income of £63,000 since last reported to Committee. This increase has been mainly due to an additional £50,000 projected over-recovery of prior year Council tax income and a £12,000 statutory additions income based on prior year out-turn.

ICT - £45,000 Underspend

Supplies & Services: A projected underspend of £7,000 was reported to Committee in period 6. Current projection is an underspend of £20,000 a decrease in spend of £13,000 mainly due to a reduction in computer software maintenance costs.

Administration Costs: Current projection is an underspend of £5,000, a decrease in spend of £12,000 since last reported to Committee. The reduction in spend is mainly due to minor projected underspends within Training and Telephone budgets.

Income: As reported to Committee in period 6, income is projected to over-recover by £15,000 mainly due to additional income from sale of PC's and an increase in income from Service Level Agreement with Inverclyde Leisure due to early achievement of savings.

Legal & Property Services – £18,000 Underspend

Employee Costs: Current projection is an underspend of £20,000 which is an increase in underspend of £15,000 since last reported to Committee due to additional turnover savings.

- 5.3 The following material variance relates to the Education & Communities Directorate:

Organisational Development, HR & Communications – £69,000 Underspend

Employee Costs: Projected underspend of £36,000 mainly due to additional turnover savings which is a minor increase in underspend of £2,000 since last reported to Committee.

Other Expenditure Costs: Projected underspend of £25,000, an increase in underspend of £9,000 since last reported to Committee mainly due to a £6,000 underspend projected within Workforce Development Budget based on spend to date and estimated spend to year end.

5.4 The following material variance relates to the Miscellaneous budget:

Miscellaneous – £1,100,000 Underspend

Inflation Contingency: A £1,100,000 projected reduction in spend due to a significant reduction in calls on the non-pay inflation contingency. This is an increase of £100,000 since last reported to Committee.

6.0 VIREMENT

6.1 There are no virements to report in period 8.

7.0 EARMARKED RESERVES

7.1 Appendix 3 gives a detailed breakdown of the current earmarked reserves position. Total funding is £2,391,000 of which £866,000 is projected to be spent in 2014/15 and the remaining balance of £1,525,000 to be carried forward to 2015/16 and beyond. It can be seen that expenditure of £431,000 has been achieved which is £99,000 over the phased budgeted spend to date and represents 49.77% of the annual projected spend.

8.0 COMMON GOOD FUND

8.1 Appendix 3 shows a projected overspend of £23,300 in the Common Good Fund as at 30 November 2014. This results in a projected available fund balance at 31 March 2015 of £91,290. This is below the minimum level of reserves of £100,000 recommended and consideration as to how this matter can be addressed will form part of the forthcoming budget.

9.0 IMPLICATIONS

9.1 FINANCE

All financial implications are discussed in detail within the report above.

One off Costs:

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this report £'000 | Virement From | Other Comments |
|-------------|----------------|--------------|----------------------------------|---------------|----------------|
| | | | | | |

9.2 LEGAL

There are no specific legal implications arising from this report.

9.3 HUMAN RESOURCES

There are no specific human resources implications arising from this report.

9.4 EQUALITIES

There are no equality issues arising from this report.

9.5 REPOPULATION IMPLICATIONS

There are no repopulation implication issues arising from this report.

10.0 CONSULTATIONS

10.1 The Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and the Chief Financial Officer have been consulted in the preparation of this report.

11.0 BACKGROUND PAPERS

11.1 There are no background papers for this report.

REVENUE BUDGET MONITORING REPORT

CURRENT POSITION

PERIOD 8: 1st April 2014- 30th Nov 2014

| Service | Approved Budget 2014/15 £000 | Revised Budget 2014/15 £000 | Projected Out-turn 2014/15 £000 | Projected Over/(Under) Spend £000 |
|--|------------------------------------|-----------------------------------|---------------------------------------|---|
| Finance | 6,054 | 6,076 | 5,786 | (290) |
| ICT | 2,206 | 2,166 | 2,121 | (45) |
| Legal & Property Services | 1,731 | 1,719 | 1,701 | (18) |
| Total Net Expenditure Environment, Regeneration & Resources | 9,991 | 9,961 | 9,608 | (353) |
| Organisational Development, Human Resources & Communications | 1,877 | 1,877 | 1808 | (69) |
| Corporate Policy | 183 | 183 | 175 | (8) |
| Total Net Expenditure Education, Communities & Organisational Development | 2,060 | 2,060 | 1,983 | (77) |
| Chief Executive | 356 | 368 | 368 | 0 |
| Miscellaneous | 5,638 | 5,051 | 3,951 | (1,100) |
| TOTAL NET EXPENDITURE | 18,045 | 17,440 | 15,910 | (1,530) |
| Earmarked reserves | | | | |
| Total Net Expenditure excluding Earmarked Reserves | 18,045 | 17,440 | 15,910 | (1,530) |

POLICY & RESOURCES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES (EXCLUDING EARMARKED RESERVES)****PERIOD 8: 1st April 2014 - 30th Nov 2014**

| Outturn 2013/14 £000 | Budget Heading | Budget 2014/15 £000 | Proportion of Budget £000 | Actual to 30/11/14 £000 | Projection 2014/2015 £000 | Over/(Under) Budget £000 |
|----------------------------|--|---------------------------|---------------------------------|-------------------------------|---------------------------------|--------------------------------|
| | <u>Finance</u> | | | | | |
| 3,897 | Employee Costs | 3,897 | 2,488 | 2,507 | 3,768 | (129) |
| 0 | Council tax income Prior Year | (100) | (67) | 0 | (200) | (100) |
| 36,407 | Benefits & Allowances | 36,957 | 18,479 | 16,963 | 36,897 | (60) |
| (268) | Statutory Additions | (240) | (130) | (150) | (252) | (12) |
| | <u>Organisational Development, HR & Communications & Events</u> | | | | | |
| 1,574 | Employee Costs | 1,570 | 1,002 | 967 | 1,534 | (36) |
| 228 | Other Expenditure | 265 | 177 | 155 | 240 | (25) |
| | <u>Miscellaneous</u> | | | | | |
| 2,677 | Inflation Contingency | 3,164 | 2,109 | 633 | 2,064 | (1,100) |
| | <u>ICT</u> | | | | | |
| 30 | Supplies & Services -Computer Hardware - Maint | 24 | 16 | 52 | 38 | 14 |
| 448 | Supplies & Services -computer software maintenance | 462 | 308 | 498 | 435 | (27) |
| | <u>Legal & Property Services</u> | | | | | |
| 1,081 | Employee Costs | 1,265 | 808 | 792 | 1,245 | (20) |
| 46,074 | TOTAL MATERIAL VARIANCES | 47,264 | 25,189 | 22,417 | 45,769 | (1,495) |

EARMARKED RESERVES POSITION STATEMENT

Appendix 3

COMMITTEE: Policy & Resources

| <u>Project</u> | <u>Lead Officer/ Responsible Manager</u> | <u>Total Funding 2014/15</u> | <u>Phased Budget To Period 8 2014/15</u> | <u>Actual To Period 8 2014/15</u> | <u>Projected Spend 2014/15</u> | <u>Amount to be Earmarked for 2015/16 & Beyond</u> | <u>Lead Officer Update</u> |
|---------------------------------|--|--------------------------------------|--|---|--|--|--|
| | | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | <u>£000</u> | |
| Modernisation Fund | Alan Puckrin | 514 | 89 | 169 | 212 | 302 | Largely funding extra staff for development and backscanning. Ahead of phased budget due to increase in cost of CHCP Backscanning. £241k unallocated. |
| Procurement Development Fund | Alan Puckrin | 79 | 32 | 23 | 47 | 32 | Funding additional Procurement Officer until March 2015. |
| Workforce Development Fund | S McNab | 20 | 5 | 8 | 14 | 6 | £5k set aside for Finance Development Capacity Plan - budget training for teachers. Remaining £15k is for setting up the new Port Glasgow Training suite. £14k spend expected to be incurred by year end. |
| Welfare Reforms - Operational | Alan Puckrin | 336 | 84 | 0 | 209 | 127 | Approved by Committee to carry forward operational impact of Welfare Reform. |
| Budget Development | Alan Puckrin | 150 | 0 | 5 | 30 | 120 | New EMR Created from previous Workstream Delivery EMR of £79k and £71k from Revenue Contingency. Proposed to use this fund to assist in the development and delivery of the 2015/18 Budget. To date, £13k has been committed to be spend on budget consultation by Feb 15. |
| Protection of Vulnerable Groups | S McNab | 146 | 48 | 36 | 56 | 90 | PVG expenditure is phased over 3 years starting from November 2012. Spend expected to be incurred throughout the year. A Grade C 18.5 hrs post and a Grade C 25 hrs post is being funded through this budget. |

| <u>Project</u> | <u>Lead Officer/ Responsible Manager</u> | <u>Total Funding 2014/15</u> | <u>Phased Budget To Period 8 2014/15</u> | <u>Actual To Period 8 2014/15</u> | <u>Projected Spend 2014/15</u> | <u>Amount to be Earmarked for 2015/16 & Beyond</u> | <u>Lead Officer Update</u> |
|--|--|--------------------------------------|--|---|--|--|---|
| | | £000 | £000 | £000 | £000 | £000 | |
| 2013/16 Revenue Contingency | Alan Puckrin | 457 | 50 | 128 | 183 | 274 | Sum set aside for unforeseen items over the 3 year budget 2013/16. 2013/14 commitments totalled £167,000 of which £22k was spent as at 31/03/14 and £71k has been spent in 2014/15 to date. 2014/15 commitments made up of £5k for the Toll Boys Memorial, £19k for the Queens Baton Relay, £10k for Race 2 the Games, £17k for new polling booths, an additional £7k for City Deal and £10k for Ebola Appeal. The City Deal, Queen's Baton Relay, Race 2 the Games and Polling Booths have been fully spent. £244k remains uncommitted. Note that EMR has been reduced by £71k to create new Budget Development EMR. |
| Increased Officer Capacity - Equalities Officer | Wilma Bain | 41 | 16 | 20 | 41 | 0 | Equalities Officer currently working 0.6fte will revert to 1.0fte from 1/8/14. As a result of saving of £25k being removed in Feb 2014 there is now a funding shortfall of £9k. Service is currently working towards identifying alternative funding for shortfall in 2015/16. |
| Increased Officer Capacity - Communications Assistant | S McNab | 34 | 18 | 17 | 27 | 7 | New Grade F post for 2 year period to support Communications Officer (Media). Post started 28 May 2013. |
| Discretionary Housing Payments / Welfare Reform - Policy | Alan Puckrin | 613 | 0 | 24 | 46 | 567 | Funding to support Policy impacts arising from Welfare Reform changes. |
| Civic Hospitality (Inverclyde Music Festival) | Gerard Malone | 1 | 0 | 1 | 1 | 0 | Complete. |
| Total | | 2,391 | 342 | 431 | 866 | 1,525 | |

REVENUE BUDGET MONITORING REPORT 2014/15PERIOD 8 : 1st April 2014 to 30th November 2014

| | Final Outturn 2013/14 | Approved Budget 2014/15 | Budget to Date 2014/15 | Actual to Date 2014/15 | Projected Outturn 2014/15 |
|---|-----------------------------|----------------------------|---------------------------|---------------------------|------------------------------|
| <u>PROPERTY COSTS</u> | 16,560 | 5,000 | 3,400 | 16,490 | 9,000 |
| Repairs & Maintenance | 530 | 4,000 | 2,700 | 4,993 | 8,000 |
| Rates | 12,210 | | | 13,890 | 0 |
| Property Insurance | 2,900 | 1,000 | 700 | (2,390) | 1,000 |
| Marketing Costs | 920 | | | | |
| <u>ADMINISTRATION COSTS</u> | 11,200 | 8,500 | 2,400 | 7,240 | 13,400 |
| Sundries | 3,000 | 300 | 200 | 5,040 | 5,200 |
| Commercial Rent Management Recharge | 2,200 | 2,200 | 2,200 | 2,200 | 2,200 |
| Recharge for Accountancy | 6,000 | 6,000 | 0 | | 6,000 |
| <u>OTHER EXPENDITURE</u> | 113,390 | 133,000 | 44,800 | 46,270 | 135,600 |
| Christmas Lights Switch On | 10,130 | 10,500 | 0 | | 10,500 |
| Christmas Dinners/Parcels | 17,990 | 18,000 | 0 | | 18,000 |
| Christmas Decorations | 35,400 | 35,400 | 0 | | 35,400 |
| Gourock Highland Games | 29,400 | 29,400 | 29,400 | 26,950 | 29,400 |
| Armistice Service | 7,990 | 8,300 | 0 | 3,170 | 8,300 |
| Comet Festival | 13,300 | 13,300 | 13,300 | 13,300 | 13,300 |
| Fireworks | 12,600 | 12,600 | 0 | | 12,600 |
| Contingency for future Community Events | | 2,400 | 0 | | 0 |
| Society of the Innocents Rent Rebate | 3,000 | 3,100 | 2,100 | 2,250 | 3,100 |
| World War 1 Centenary | | | | 600 | 5,000 |
| Bad Debt Provision | (16,420) | 0 | 0 | | 0 |
| <u>INCOME</u> | (117,950) | (146,500) | (96,300) | (64,860) | (134,700) |
| Property Rental | (116,650) | (164,150) | (109,400) | (64,820) | (164,150) |
| Void Rents | | 19,650 | 13,100 | | 30,750 |
| Internal Resources Interest | (1,300) | (2,000) | 0 | (40) | (1,300) |
| Donations | | | | | 0 |
| Lease Premium | | | | | 0 |
| Disposal of Land | | | | | 0 |
| <u>NET ANNUAL EXPENDITURE</u> | 23,200 | 0 | (45,700) | 5,140 | 23,300 |
| <u>EARMARKED FUNDS</u> | 4 | 0 | 95,000 | 0 | 110,000 |
| John Wood St/Bay St Shop Improvemnts | | 95,000 | | 22,700 | 95,000 |
| Port Glasgow Road - Demolition | | | | | 15,000 |
| <u>TOTAL NET EXPENDITURE</u> | 23,200 | 95,000 | (45,700) | 27,840 | 133,300 |

Fund Balance as at 31st March 2014

224,590

Projected Fund Balance as at 31st March 2015

91,290**Notes:****1 Rates (Empty Properties)**

Rates are currently being paid on empty properties, the Assessor has been contacted with a view to obtaining empty Property relief on these properties, it is hoped that 100% relief will be obtained but this is yet to be confirmed and there may be some cost to the Common Good.

2 Current Empty Properties are:Vacant since:

15 John Wood Street
17 John Wood Street
74 Port Glasgow Road

December 2012
March 2014
September 2012

3 Land at Port Glasgow Road

Following a marketing exercise of the site at Port Glasgow Road, Greenock, no satisfactory offers were received. The site will now be re-marketed and the remaining buildings demolished to make the site more marketable.

4 Approved Projects

In addition to the annual budget highlighted above committee have previously approved funding for Improvements to Shops in Bay St/John Wood St, Port Glasgow.

5 World War 1 Centenary

World War 1 Centenary includes purchase of commemorative benches and attendance at Drumhead Service.

| | | |
|-------------------------|---|-----------------------------------|
| Report To: | Policy & Resources Committee | Date: 3 February 2015 |
| Report By: | Chief Financial Officer | Report No: FIN/05/15/JB/CM |
| Contact Officer: | Jan Buchanan | Contact No: 01475 712225 |
| Subject: | 2014/15 General Fund Revenue Budget as at 30 November 2014 | |

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the position of the General Fund Revenue Budget as at 30th November 2014 and to update Committee in respect of the position of the General Fund Reserves, Earmarked Reserves and Workstream Savings.

2.0 SUMMARY

- 2.1 The Council approved a three year Revenue Budget in February 2013 and confirmed the 2014/15 budget in February 2014. The budget incorporated a planned contribution to the General Fund Reserve of £1.777 million.
- 2.2 It can be seen from Appendix 1 that as at the 30th November 2014 the General Fund is projecting a £2.245 million underspend which represents 1.15% of the net Revenue Budget. This is an increase of £587,000 and is mainly due to:
- Projected significant under utilisation of non-pay inflation allowance as previously reported.
 - Over recovery in Council Tax collection prior year income.
 - Additional turnover savings across Committees as previously reported.
 - Early achievement of planned savings across Committees, as previously reported.
 - Contribution from deferred income to offset the previously reported overspend within Older People Services.
 - Over recovery in benefit subsidy, as previously reported.
 - Extra Redetermination monies contained in the General Revenue Grant
- 2.3 From Appendix 1 it can be seen that 3 of the 4 Service Committees are currently projecting underspends with Health & Social Care Committee projecting to come in on budget. This is an improved position from last reported and is due to a one off contribution from the deferred income budget to offset the previously reported overspend within Older People Services.
- 2.4 Appendix 2 shows the latest position in respect of Earmarked Reserves, excluding those relating to Asset Plans and Strategic Funds, it can be seen that as at 30th November 2014 expenditure totalled £3.639 million which equates to 42.78% of the projected spend in 2014/15. It can also be seen from Appendix 2 that at the 30th November 2014 actual expenditure is 12.31% behind phased budget.
- 2.5 Appendix 3 shows the latest position in respect of the General Fund Reserves and shows that the projected balance at 31st March 2015 is £6.888 million which is £3.088 million greater than the minimum recommended balance of £3.8 million. The Committee has already agreed to defer the decisions on use of surplus reserves until the 2015/18 budget is considered. This is of course subject to there being no exceptional issues requiring members consideration in the interim.

-
- 2.6 Appendix 4 and Appendix 5 give an update in respect of the Savings Workstreams. From this it can be seen that as at the 30th November 2014 87% of the projected savings in 2014/15 has been fully delivered.

3.0 OTHER FINANCIAL MATTERS

- 3.1 The Cabinet Secretary for Finance and Sustainable Growth: John Swinney, announced details of the 2015/16 Revenue Budget Settlement for Local Authorities on 9th October 2014. The detail settlement was subsequently announced on the 11th December 2014 which was in line with the assumptions made in the Finance Strategy and budget proposals.

4.0 RECOMMENDATIONS

- 4.1 It is recommended that the Committee note the latest position of the 2014/15 Revenue Budget and General Fund Reserves.
- 4.2 It is recommended that the Committee note the 2013/16 Workstream Savings position.
- 4.3 It is recommended that the Committee note that there is a report elsewhere on the agenda relating to the 2015/17 Revenue Budget.

Alan Puckrin
Chief Financial Officer

5.0 BACKGROUND

- 5.1 The Council confirmed the 2014/15 General Fund Revenue Budget in February 2014. In the process the Council agreed a contribution to the General Fund Reserve of £1.777 million.

6.0 POSITION AS AT 30 NOVEMBER 2014

- 6.1 It can be seen from Appendix 1 that as at 30th November 2014 the General Fund is projecting an underspend of £2.245 million which equates to 1.15% of the net General Revenue Fund Budget. This represents an increase in underspend of £587,000 since the previous report.
- 6.2 It is projected that approximately £1.1 million of the £2.13 million allowance for non-pay inflation will not be required in 2014/15 this is an increase of £0.1m since last reported. This has largely come about due to lower than anticipated inflationary pressures around utilities, fuel, PPP contract indexation, Social Care and Waste Contracts. The amount required in 2014/15 is the lowest for many years. Whilst officers have reduced the non-pay inflation allowance for future years, pressures are building and the signs are that contracts are costs are increasing when retendered.
- 6.3 In addition there are additional turnover savings across all Directorates, early achievement of planned savings and over recovery of benefit subsidy and prior year Council Tax income and additional monies received through the redetermination of the GRG announced in December 2014. A one off contribution from deferred income has offset the previously reported overspend within Older People Services.
- 6.4 It can also be seen from Appendix 1 that 3 of the 4 Service Committees are currently projecting underspends with Health & Social Care Committee projecting to come in on budget.
- 6.5 In summary the main issues relating to the four Service Committees are as follows:-

Policy & Resources Committee – Projected underspend of £1,530,000 mainly due to the significant projected under utilisation of the non-pay inflation contingency plus additional employee cost turnover savings in Finance Services and Organisational Development & Human Resources, over recovery of benefit subsidy and prior year Council Tax income and a projected underspend within ICT line rental costs.

Environment & Regeneration – Projected underspend of £141,000 mainly due to excess turnover savings projected due to early achievement of planned savings and the partial recharge of the Corporate Directors salary from Riverside Inverclyde, a projected underspend in vehicle fuel costs offset by a shortfall in special catering income.

Education & Communities - £388,000 projected underspend mainly due to increased turnover savings, reduction in Early Years costs due to nurseries not running at capacity and reduction in Utility costs offset by a reduction in wraparound income due to increased free childcare..

Health & Social Care – Projected to come in on budget, this is an improvement from the projected overspend £169,000 in the previous report. The overspend was mainly due to increased client commitment costs within Older People Services partially offset by additional turnover savings, this overspend is being funded from a one off contribution from the deferred income earmarked reserve.

- 6.6 Appendix 2 shows the latest position in respect of the Earmarked Reserves and provides information on performance against phased budget. The Committee is asked to note that the phasing has not been amended during the year and should provide a useful benchmark for Officers and Members to monitor performance against originally envisaged targets. The Earmarked Reserve statement excludes those funds that relates to Assets Plans or Strategic Funds.

6.7 It can be seen that as at 30th November 2014 the Council has spent £3.639 million against a phased budget target of £4.150 million. This represents a slight slippage in of 12.31% against target and 42.78% of the projected spend of £8.506 million for the year. Performance in respect of Earmarked Reserves is reviewed on a monthly basis by the Corporate Management Team and reported in detail to each Service Committee.

6.8 Appendix 3 shows the projected General Fund Reserves position as at 31st March 2015. The projected balance at this date is shown as £6.888 million which is £3.088 million greater than the minimum reserve balance of £3.8 million recommended and approved via the Reserves Strategy.

6.9 Proposals in respect of the use of the excess General Fund Reserves have been deferred for consideration when the 2015/18 budget is considered unless there are any exceptional items which may require members consideration in the interim.

7.0 WORKSTREAM SAVINGS UPDATE

7.1 An update on the delivery of each of the approved workstream savings is detailed at Appendix 4, the financial information is detailed at Appendix 5 where it can be seen that £504,000 of the £579,000 target has been achieved. In addition the 2015/16 Workstreams reflect the targets agreed at the February, 2014 Council meeting.

8.0 OTHER FINANCIAL MATTERS

8.1 The Cabinet Secretary for Finance and Sustainable Growth: John Swinney, announced details of the 2015/16 Revenue Budget Settlement for Local Authorities on 9th October 2014. The detailed settlement was subsequently announce on the 11 December 14 and was £133,000 more than the assumptions made in the budget process and within the Financial Strategy. This slight increase will be reflected in the report elsewhere on the agenda and within the budget papers.

9.0 CONSULTATION

9.1 This report has been produced utilising the detailed budget reports to each Committee.

10.0 IMPLICATIONS

10.1 Finance

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| | | | | | |

Annually Recurring Costs

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (if Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| | | | | | |

10.2 **Legal**

None

10.3 **Human Resources**

None

10.4 **Equalities**

None

10.5 **Repopulation**

None

11.0 BACKGROUND PAPERS

11.1 None

Policy & Resources Committee
Revenue Budget Monitoring Report
Position as at 30th November 2014

| Committee | Approved Budget 2014/2015 | Revised Budget 2014/2015 | Projected Out-turn 2014/2015 | Projected Over/(Under) Spend | Percentage Variance |
|---|------------------------------|-----------------------------|---------------------------------|---------------------------------|------------------------|
| | £,000's | £,000's | £,000's | £,000's | |
| Policy & Resources | 18,045 | 17,799 | 16,269 | (1,530) | (8.60%) |
| Environment & Regeneration | 23,022 | 21,698 | 21,557 | (141) | (0.65%) |
| Education & Communities (Note 1) | 87,698 | 81,880 | 81,492 | (388) | (0.47%) |
| Health & Social Care | 49,062 | 49,070 | 49,070 | 0 | 0.00% |
| Committee Sub-Total | 177,827 | 170,447 | 168,388 | (2,059) | (1.21%) |
| Loan Charges (Including SEMP) | 13,346 | 17,756 | 17,756 | 0 | 0.00% |
| Unallocated Savings | (34) | (16) | (16) | 0 | 0.00% |
| Contribution to General Fund Reserve | 1,777 | 1,777 | 1,777 | 0 | 0.00% |
| One off contribution to Reserves (Note 2) | 0 | 114 | 0 | (114) | 0.00% |
| Earmarked Reserves | 0 | 4,362 | 4,362 | 0 | 0.00% |
| Total Expenditure | 192,916 | 194,440 | 192,267 | (2,173) | (1.12%) |
| Financed By: | | | | | |
| General Revenue Grant/Non Domestic Rates | (165,173) | (168,045) | (168,067) | (22) | 0.01% |
| Council Tax | (33,138) | (33,138) | (33,188) | (50) | 0.15% |
| Council Tax Reduction Scheme | 5,395 | 6,743 | 6,743 | 0 | 0.00% |
| Net Expenditure | 0 | 0 | (2,245) | (2,245) | |

Note 1 - Reduction reflects loans charges and earmarked reserves.

Note 2 - Relates to one off early achievement of planned savings

Earmarked Reserves Position Statement

Appendix 2

Summary

| <u>Committee</u> | <u>Total Funding 2014/15</u> | <u>Phased Budget to 30 November 14</u> | <u>Actual Spend To 30 November 14</u> | <u>Variance Actual to Phased Budget</u> | <u>Projected Spend 2014/15</u> | <u>Earmarked 2015/16 & Beyond</u> | <u>Confirmed Accruals / Year End Charges</u> | <u>2014/15 %age Spend Against Projected</u> | <u>2014/15 %age Over/(Under) Spend Against Phased Budget</u> |
|----------------------------|------------------------------|--|---------------------------------------|---|--------------------------------|---------------------------------------|--|---|--|
| | £000 | £000 | £000 | £000 | £000 | £000 | | | |
| Education & Communities | 4,110 | 705 | 742 | 37 | 2,333 | 1,777 | 0 | 31.80% | 5.25% |
| Health & Social Care | 3,005 | 1,037 | 1,197 | 160 | 2,620 | 385 | 0 | 45.69% | 15.43% |
| Regeneration & Environment | 4,147 | 2,097 | 1,146 | (951) | 2,670 | 1,477 | 0 | 42.92% | (45.35%) |
| Policy & Resources | 2,400 | 311 | 554 | 243 | 883 | 1,517 | 0 | 62.74% | 78.14% |
| | 13,662 | 4,150 | 3,639 | (511) | 8,506 | 5,156 | 0 | 42.78% | (12.31%) |

Actual Spend v Phased Budget

(£511k) (12.31%)

Appendix 3

GENERAL FUND RESERVE POSITION
Position as at 30/11/14

| | <u>£000</u> | <u>£000</u> |
|--|---------------|--------------------|
| Balance 31/03/14 | | 20211 |
| Projected Surplus/(Deficit) 2014/15 | 2245 | |
| Contribution to General Fund Reserve 2014/15 | 1777 | |
| Contribution to Common Good Approved P&R 23 Sept 2014 | (150) | |
| Use of Reserves approved February 2013 (See Undernote) | (9992) | |
| Use of Reserves approved September 2013 (See Undernote) | (1500) | |
| Use of Reserves approved February 2014 (See Undernote) | <u>(5703)</u> | (13323) |
| Projected Unallocated Balance 31/03/15 | | <u><u>6888</u></u> |

Minimum Reserve required is £3.8million

Appendix 3

GENERAL FUND RESERVE POSITION

Position as at 30/11/14

Approved Usage February 2013:

| | | |
|---|--------|--------|
| Roads Asset Management Plan (2013/16) | (5900) | |
| Repopulating/Promoting Inverclyde | (1000) | |
| Community Facilities - Capital Investment | (750) | |
| Community Grants | (52) | |
| Play Areas/MUGA's | (300) | |
| Blaes Football Park Replacement | (830) | |
| Employment Support | (330) | |
| Broomhill Area | (250) | |
| PG Town Centre | (250) | |
| Creative Scotland - Match Funding | (250) | |
| Greenock Town Centre - Extra Police | (80) | |
| | | (9992) |

Approved Usage September 2013:

| | | |
|---|-------|--------|
| Joint Equipment Store | (50) | |
| Support for Young Carers | (65) | |
| Extend Hillend Respite Provision | (80) | |
| Employability Initiatives | (150) | |
| Grnk Municipal Bldgs Tourism Initiative | (150) | |
| Play Areas | (200) | |
| Improvement in Parks & cemeteries | (100) | |
| Shopfront Improvement Grants | (50) | |
| Aids and Adaptations | (100) | |
| Contribution to Match Funding for Second I Youth Zone | (75) | |
| Expansion of Summer Playschemes | (30) | |
| Regeneration of Clune Park Area | (200) | |
| Discretionary Housing Payments / Welfare Reform | (250) | |
| | | (1500) |

Approved Usage February 2014:

| | | |
|--|--------|--------|
| Increased expenditure on Roads Defects and Drainage over 14/16 | (500) | |
| Increased Funding for Regeneration Projects: | | |
| Lower Port Glasgow | (500) | |
| East Central Greenock | (500) | |
| Central Gourock | (150) | |
| Employability | (400) | |
| Commonwealth Flotilla Event | (250) | |
| Play Area Investment | (150) | |
| Birkmyre Park, Kilmacollm, Rugby Pitch / Drainage improvements | (100) | |
| Broomberry Drive Walled Gardens - provision of modular toilet | (40) | |
| Further investment in I Zone (Port Glasgow & Gourock) | (213) | |
| Ravensraig Sports Barn | (600) | |
| SEMP - increase investment in MUGAs within Primary School Estate | (1100) | |
| Create Loan Charge EMR to meet spike in Loan Charges from 16/17 | (1200) | |
| | | (5703) |

Workstream Updates as at: 17/11/14

| <u>Lead Officer</u> | <u>Workstream Saving</u> | <u>Update</u> | <u>Target (2013/16) £000</u> |
|---------------------|---|---|--|
| G Malone | 1 Utility Cost Reductions/Energy Management | SAVING COMPLETE | 150k |
| P Cassidy | 2 SEMP Model | SAVING COMPLETE | 190k |
| A Fawcett | 3 AMP | Further £33k achieved from the NDR Appeals Process. Model still in surplus overall. SAVING COMPLETE | 160k Over achieved by 33k. |
| A Puckrin | 4 Procurement | £75,000 Multi-Function Devices saving identified and being allocated. Additional savings which will be attributable to the Services due to rationalising the devices is being calculated. | 313k To be achieved: 2015/16 19k |
| B Moore | 5 Homecare | £125k achieved in 13/14 from <ul style="list-style-type: none"> • £64k internal staff savings – impact of CM2000 with 5 posts deleted. • £36k external from review of cases not achievable based on reviews to date, alternative identified and | 200k To be achieved: 2014/15 75k |

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(Page 2 of 4)

| | | | | |
|-----------|---|--|------|------------------------------|
| | | <p>two posts deleted.</p> <ul style="list-style-type: none"> £25k from part year CM2000 external met from within bottom line. <p>The remaining £75k from external implementation of CM2000 external equivalent will be achieved by a one year inflation uplift to providers linked to use of CM2000, incorporating revised band times for visits. Evergreen, Carewatch and Confident Care are live. Implementation with remaining providers ongoing (with usage linked to 2% uplift), with the exception of Cottage Care who has declined to use CM2000.</p> <p>Development of management information continues, with templates designed to capture month on month changes – implementation of CXAir reporting tool ongoing. A monthly overview takes place. Work continues on finalising a framework agreement for providers, with expected implementation for April 2015.</p> | | |
| CMT | 6 | 2015/16 Operational Saving | 950k | To be achieved: 2015/16 950k |
| J Mundell | 7 | Shared Services | | Target 0k |

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(Page 3 of 4)

| | | | | |
|-----------|----|--------------------|---|--|
| | | | Leaders. | |
| A Puckrin | 8 | Charging | <p>Additional service areas have been identified for consideration as possibilities for shared provision between the three Councils and options will be developed in due course. Savings expected beyond 2016.</p> <p>Council agreed target of £470k.</p> | <p>Target 470k</p> <p>To be achieved: 2015/16 470k</p> |
| I Moffat | 9 | Social Transport | <p>Report approved by CMT September 2014 and submitted to P&R Committee in November. Will form part of the overall budget consultation proposals.</p> <p>Saving approved at September Environment and Regeneration Committee.</p> <p>SAVING COMPLETE aside from adjustments to relevant budgets.</p> | <p>Target 50k</p> <p>To be achieved: 2015/16 50k</p> |
| S McNab | 10 | Terms & Conditions | <p>Council agreed a target of £30,000 and a report to be submitted to Committee later in 2014.</p> <p>Report submitted and approved by P&R Committee on 20 May 2014 to recommend savings of around £30k from discontinuation of Excess Travel Scheme.</p> <p>SAVING COMPLETE subject to relevant budget adjustments.</p> | <p>Target 30k</p> <p>To be achieved: 2015/16 30k</p> |
| S McNab | 11 | Sessional Budgets | <p>Target proposed to be a top slice of £15k from Teaching Supply Budget and a reduction of £15k from CHCP Sessional Budget. Discussed and Agreed at CMT and JBG. Working group no longer need to meet as operational</p> | <p>Target 30k</p> <p>To be achieved:</p> |

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(Page 4 of 4)

| | | | | |
|---------|----|------------------------|--|--|
| | | | system changes are in place and work will continue with each service as necessary. | 2015/16 30k |
| S McNab | 12 | Travel and Subsistence | <p>SAVING COMPLETE subject to relevant budget adjustments.</p> <p>Proposals to be developed around work of the Energy Saving Trust.</p> <p>Chief Executive has agreed (through SOLACE) to take up a free offer of assistance from the Energy Savings Trust on how we can reduce mileage. Chief Executive arranging visit over next couple months. Trust has met with Patricia Cassidy/Barbara McQuarrie and report is being prepared for CMT.</p> | Target 20k To be achieved: 2015/16 20k |

Savings Workstreams - 31/10/14

| Lead Officer | Savings Planned | 2013/14 | | | | 2014/15 | | | | 2015/16 | | | | Total 2013/16 | |
|--------------|--|---------|-----|-----|-----|---------|-----|-----|-----|---------|------|------|------|---------------|------|
| | | £000 | | | | £000 | | | | £000 | | | | £000 | |
| G Malone | 1/ Utility Cost Reductions/Energy Management | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| A Puckrin | 2/ SEMP Model | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| A Puckrin | 3/ AMP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| A Puckrin | 4/ Procurement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 19 | 19 | 19 | 19 | 19 |
| | Unidentified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| B Moore | 5/ Homecare | 0 | 0 | 0 | 0 | 75 | 75 | 75 | 75 | 0 | 0 | 0 | 0 | 75 | 75 |
| A Puckrin | 6/ 2015/16 Operational Savings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 950 | 950 | 950 | 950 | 950 | 950 |
| | Workstreams - Targets to be allocated | | | | | | | | | | | | | | |
| J Mundell | 7/ Shared Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| A Puckrin | 8/ Charging | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 470 | 470 | 470 | 470 | 470 | 470 |
| I Moffat | 9/ Social Transport | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 50 | 50 | 50 | 50 | 50 |
| S McNab | 10/ Terms & Conditions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 30 | 30 | 30 | 30 | 30 |
| S McNab | 11/ Sessional Budgets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 30 | 30 | 30 | 30 | 30 |
| S McNab | 12/ Travel & Subsistence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 20 | 20 | 20 | 20 | 20 |
| | Sub-Total | 0 | 0 | 0 | 0 | 75 | 75 | 75 | 75 | 1569 | 1569 | 1569 | 1569 | 1644 | 1644 |
| | Sub-Total (page1) | 387 | 387 | 387 | 387 | 504 | 504 | 504 | 504 | 61 | 61 | 61 | 61 | 952 | 952 |
| | Total | 387 | 387 | 387 | 387 | 579 | 579 | 579 | 579 | 1630 | 1630 | 1630 | 1630 | 2596 | 2596 |

| | | | |
|-------------------------|--|--------------------|------------------------|
| Report To: | Policy & Resources Committee | Date: | 3 February 2015 |
| Report By: | Chief Financial Officer | Report No: | FIN/03/15/AP/BH |
| Contact Officer: | Brendan Hurrell | Contact No: | 01475 712654 |
| Subject: | Procurement Update and Spend with Local Suppliers and SMEs. | | |

1.0 PURPOSE

- 1.1 The purpose of the report is to update Committee on the progress being made with Procurement since the last report in September and to inform Committee of the latest information with respect to spend with Local Suppliers and SME's.

2.0 SUMMARY

- 2.1 The Policy and Resources Committee agreed a refreshed Strategic Procurement Framework for 2012 to 2014 and this is contained in Appendix 1 with updates on progress and the Council has currently achieved "Improved Performance".
- 2.2 The Procurement Work stream savings target of £313,000 for 2013/16 has been agreed. £294,000 has been secured with a further £19,000 to be achieved.
- 2.3 The Policy and Resources Committee approved a proposal contained within the February 2013 Procurement Update report to pay Inverclyde based suppliers within 20 days rather than 30 days. Since approval was given to proceed with this proposal, 90% of payments to Inverclyde based suppliers have been made within 20 days.
- 2.4 A request was made at the November 2014 Policy and Resources Committee for a report containing statistics on procurement with Local Suppliers and SMEs. The requested details are contained within section 8 of this report.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note progress on the Strategic Procurement Framework.
- 3.2 That the Committee note the progress made in savings delivery.
- 3.3 That the Committee note the performance on procurement with Local Suppliers and SMEs

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 Regular Reports are presented to Committee throughout the year giving updates on the progress of the Strategic Procurement Framework. As per a report to the November Committee, the 2014 Procurement Capability Assessment has been carried out and the Council achieved a score of 62%. This is an 8% improvement on the 2013 score.
- 4.2 There are 4 performance standards identified within the McClelland report on Public Procurement in Scotland; Non Conformance, Conformance, Improved Performance and Superior Performance. The Council is within Improved Performance. There are 8 procurement sections assessed as part of the PCA. The sections and standards, as found at the most recent PCA, are listed as follows –

| | Section | Status |
|---|---|-------------|
| 1 | Procurement Leadership and Governance | Improved |
| 2 | Procurement Strategy and Objectives | Improved |
| 3 | Defining the Supply Need | Improved |
| 4 | Project Strategies and Collaborative purchasing | Improved |
| 5 | Contract and Supplier Management | Conformance |
| 6 | Key Purchasing Processes and Systems | Conformance |
| 7 | People | Improved |
| 8 | Performance Measurement | Improved |
| | Overall Value of Results | Improved |

- 4.3 The Procurement Capability Assessment will be replaced in 2015 by a different assessment which is currently being called Assessment Review 2015. (AR15). The current Strategic Procurement Framework ran to the end of 2014. It is proposed that a new Strategy is aligned to this assessment and to the overall strategies that the Council has put in place for future years. The new procurement strategy will be brought to the May Policy and Resources Committee for approval.
- 4.4 The details within this section demonstrate that there are limited options to increase opportunities for Local Suppliers and SMEs due to the legal and financial risks involved. In order to support supplier growth there are possible changes to the internal procurement thresholds that could be used to harness the lower value contracts as opportunities for supplier growth. The Procurement Board will consider increasing this threshold at its next meeting in order to increase the opportunities for Local Suppliers and SMEs. The outcome of this decision will be contained within proposed future Contract Standing Orders that will be put to Committee for approval.

5.0 RECENT PROGRESS

- 5.1 The Strategic Procurement Framework, with updates against each work item, is contained in Appendix 1.
- 5.2 As shown in Appendix 1 the Strategy with target dates has been delivered with other work becoming business as usual or part of a refreshed Procurement Strategy that will be put to the May Policy and Resources Committee for approval.
- 5.3 The focus on Contract and Supplier Management continues to deliver softer benefits and awareness of supply issues. The disciplines in place ensures that the Council manages its priority suppliers and addresses performance issues as they arise rather than dealing with larger problems at a later date.

- 5.4 Separate committee reports to the relevant committees give detailed updates on the Governance of external organisations with an annual summary report to the Policy and Resources Committee. The governance process was put in place to monitor the governance of key external organisations with whom the Council has a significant financial relationship but it also assess the performance of these organisations who tend to be local and provide services directly to the residents of Inverclyde. This forms part of the supplier management process for these organisations and works in tandem with the Council's overarching supplier management framework.
- 5.5 Further to the governance process a formal supplier management process has been in place with a number of suppliers on the basis of the assessed risks associated with the contracts. Meetings are conducted with these suppliers using a scorecard to rate supplier performance. Reviews are scheduled quarterly and suppliers are rated on quality, service, delivery and cost.

The suppliers currently part of this process are as follows:

William Tracey and Greenlight, Waste Management
BSS, Printing
Tarmac, Roadstone
Brakes, Catering
Northgate, ICT Software
Pride of Clyde, Schools Transport

- 5.6 Given the success of the work with these suppliers and the decrease in risks in some areas and increase in others, the Procurement Board will be asked to review this list and refresh the suppliers that will be worked with over the coming year.

6.0 PROCUREMENT SAVINGS

- 6.1 Appendix 2 shows the position in respect of savings planned during 2014/15. From this it can be seen that the £60,000 full year savings has been achieved. These savings are as a result of renegotiation of rates on mobile phones and Northgate software as well as better contract rates as a result of tenders for school transport, PPE and Waste Recycling. The tender exercise for Multi Function Devices (large printers) has seen substantial further savings being realised. It should also be noted that the tender for Multi Function Devices has resulted in a rationalisation of the number of these machines required within the Council. The subsequent drop in the number required will result in a further saving for Services.
- 6.2 The savings achieved leave a balance of £19,000 in 2015/16 to be closed in order to reach the target. The Corporate Procurement team continue to seek opportunities for further savings in conjunction with colleagues from services and continue to look for possible opportunities in national as well as local collaborative contracts with neighbouring Councils.

7.0 SUPPLIER PAYMENT

- 7.1 The Policy and Resources Committee approved a proposal contained within the February 2013 Procurement Update report to pay Inverclyde based suppliers within 20 days rather than 30 days. Since approval was given to proceed with this proposal, 90% of payments to Inverclyde based suppliers have been made within 20 days. This is a slight reduction in performance since last reported and Finance Service is working with the Services to improve this performance.

8.0 PROCUREMENT WITH LOCAL SUPPLIERS AND SMEs

- 8.1 The following section of this report details the Council's performance in terms of spend with Local Suppliers and SMEs. For the purposes of this report, 'Local supplier', means a supplier with an Inverclyde postcode. The exception to this is the spend with SPT for Schools Transport. This amount has been included in the figures below as the suppliers are local. The analysis is based on the last two financial years and compared to most recent national data for

all 32 Local Authorities.

8.2 There have been large capital spends in both 2012/13 and 2013/14 with around £30m in both years being spent with large suppliers on the SEMP and various office accommodation projects. At present there are no Inverclyde suppliers who have the capability to carry out work of this nature at multi million pound values and with the complexities that these projects involve. Had these one off spends not been included the 2013/14 figures would have increased to the national averages. Although, these contracts have not gone to Inverclyde based companies it should be noted that there have been significant community benefits in the form of sub contract opportunities and a significant number of job opportunities and training placements for local people.

8.3 The following tables show the overall percentage of spend with SMEs and with Local Suppliers.

SME statistics for 2013/14 in comparison to 2012/13 & National position

| Year | Percentage of spend to SMEs | Total value of Spend |
|-----------------------------------|-----------------------------|----------------------|
| Inverclyde 12/13 | 39% | £111m |
| Inverclyde 13/14 | 32% | £100m |
| Scottish National Local Authority | 51% | £8bn |

Local Supplier statistics for 13/14 in comparison to 12/13 & National position

| Year | Percentage of spend to Local Suppliers | Total value of Spend |
|-----------------------------------|--|----------------------|
| Inverclyde 12/13 | 22% | £111m |
| Inverclyde 13/14 | 24% | £100m |
| Scottish National Local Authority | 26% | £8bn |

8.4 Local supplier spend has increased from 22% to 24%. However the value of spend locally remains almost static at around £24m in each year. This is reasonable given that no local suppliers lost or gained a significant contract within the last financial year. The national average of 26% is skewed by the large number of Local Suppliers available within the larger Local Authorities such as Edinburgh and Glasgow.

8.5 The ability to increase spend with local suppliers is influenced by the Public Contracts (Scotland) Regulations and constrained by the availability of suppliers to fulfil the demands of the contracts that are let. The legislative obligations dictate that contracts are advertised openly and that procurement processes are operated transparently.

8.6 The Council has already made changes to the way in which it procures in order to be fairer to SMEs and Local Suppliers. However these changes need to remain within the law. The changes and initiatives already underway and in place are as follows: –

- Financial Appraisals have been revised to give more opportunities to suppliers with lower turnovers. The Council now accepts bids from suppliers where contract values represent up to 75% of their most recent turnover
- Where relevant, response times, fix times etc are taken into account in the award criteria
- Procurement and the Services often host pre-tender meetings (for all businesses which have expressed an interest)

- Where relevant, the PQQ asks about ability to deliver if suppliers do not have a base already in Inverclyde
- Always consider “loting” to take into account local businesses or SMEs
- Inverclyde Council is a member of the Supplier Development Programme and encourages suppliers to attend their procurement awareness sessions.

8.7 The relaxation of the contract value to turnover threshold should increase the ability of smaller and local suppliers to bid for contract opportunities. If they are then successful the associated increase in turnover then allows them to bid for other public sector work and increase the size of contracts that they bid for.

8.8 There are a large number of local service providers who provide an excellent support for the Council in delivering Social Care, Education and Regeneration services and these constitute the vast majority of the £24m spent locally. However large portions of the contract spend cannot be fulfilled by suppliers within Inverclyde. For example, there are no suppliers capable of providing a waste disposal or recycling service within Inverclyde at this represents around 3% of spend. This is also the case for other large value commodities such as utilities, software, quarried materials for roads, high volume catering for schools and financial services such as insurance provision.

In order to support supplier growth there may be a permissible legal route to harness the lower value contract opportunities. The present threshold for allowing quotations rather than tenders is £25,000 for Goods and Services and £50,000 for works. The Procurement Board will consider recommending increasing these thresholds at its next meeting in order to increase the opportunities for Local Suppliers and SMEs to bid for work with the Council. The outcome of this review will be contained within proposed future Contract Standing Orders that will be put to Committee for approval.

9.0 IMPLICATIONS

9.1 Finance

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A | | | | | |

Annually Recurring Costs/(Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (If Applicable) | Other Comments |
|----------------------|----------------|------------------|------------------------|-------------------------------|---|
| Savings Work streams | Procurement | 2013/16 | £313,000 | - | £19k remains to be achieved in 2015/16. |

9.2 Legal

Legal Services have been consulted on the content of this report.

9.3 Human Resources

None

9.4 Equalities

None

9.5 Repopulation

Procurement has a key role to play in the Council's drive to stabilise and grow the Inverclyde population. Engagement with Economic Development and making Council contracts more accessible to local businesses are viewed as key requirements and as such are an integral part of the Strategic Procurement Framework.

10.0 LIST OF BACKGROUND PAPERS

10.1 None

Appendix 1

Strategic Procurement Framework 2012/14

1. Resources, skills and capacity

| What we want to achieve | How will we achieve it? | Responsible | Update | Timescale |
|--|--|-------------------------------|--|------------------|
| Employees engaged in the procurement process shall possess the necessary knowledge, skills and capacity to support strategic and operational needs in line with agreed policies and practises. | Complete a skills gap analysis for all Corporate Procurement Officers, Designated Procurement Officers and Procurement Practitioners in Services | Corporate Procurement Manager | Complete with ongoing training to be delivered via Corporate Procurement | Complete |
| | Plan, design and deliver a Learning & Development Plan for Procurement Officers and Designated Procurement Officers. | Corporate Procurement Manager | Ongoing and on target. | Ongoing |

2. Management Information and Systems

| What we want to achieve | How will we achieve it? | Responsible | Update | Timescale |
|--|---|------------------------------|--|--|
| The adoption and corporate use of one integrated & electronic approach for tendering, Purchase to Pay transactions and contracts planning. | Undertake good practice review of P2P in other public/private sector organisations and Scottish Government recommendations. Use best practice from Clyde Valley and interface with Councils who show an interest. | Procurement Project Officer. | Complete | Complete |
| | Assess detailed current state of P2P in the Council create business case detailing change required | Procurement Project Officer. | Complete | Complete |
| | Implement changes to P2P | Procurement Project Officer. | Project officer working with services and suppliers to implement changes to purchase to pay processes and systems. | Ongoing and will become part of refreshed strategy |

3. Procedure, Processes and Performance

| What we want to achieve | How will we achieve it? | Responsible | Update | Timescale |
|--|---|--|---|------------------------------------|
| Rationalise and standardise procurement processes consistently across the Council. | Trial of e-tendering element of Public Contracts Scotland. | Corporate Procurement Manager/ Head of Legal and Democratic Services | Complete | Complete |
| | Implement increased use of e-tendering if approved. | Procurement Project Officer. | Trial evaluated. Use to be incorporated in new Standing Orders from November 2014 if trial is successful. | Trial Complete and now in place. |
| Deliver council business priorities through commodity/category strategy | Engage with Directors and Heads of Service - determine business requirements to facilitate creation of enhanced tender workplan | Corporate Procurement Manager/ Procurement Board | Now embedded | Ongoing & embedded |
| | Undertake detailed spend analysis to identify further savings opportunities, develop strategies, including a risk register and devise reporting process. | Corporate Procurement Manager | Contract Strategy now being used and includes a risk register | Will be refreshed for new Strategy |
| Commit to Corporate Social Responsibility | Review internal objectives in plans/strategies taking into consideration Scottish Government and national reform agenda for Corporate Social Responsibility ambitions. | Procurement Team Leader and Designated Procurement Officer network | Corporate Social Responsibility Group established and reported to Procurement Board. | Complete |
| | Establish a working group on the Corporate Social Responsibility agenda for procurement and develop a resourced and scheduled work plan. Agree measures and reporting schedule with the procurement board | Procurement Team Leader and Designated Procurement Officer network | Complete | Complete |

4. Contracts & Collaboration

| What we want to achieve | How will we achieve it? | Responsible | Update | Timescale |
|--|---|--|--|---|
| <p>Maximise buying opportunities through collaboration (internal & external) while minimising the need to undertake single client contracts.</p> <p>Collaboration for category C commodities with other local authorities.</p> | <p>Identify potential partners for collaboration - councils and other public sector</p> | <p>Corporate Procurement Manager</p> | <p>Ongoing activity with West of Scotland Councils discussed at Quarterly reviews with Scotland Excel.</p> | <p>Ongoing but embedded.</p> |
| | <p>Agree scope, remit and approach of each collaboration group</p> | <p>Procurement Team Leader</p> | <p>Ongoing</p> | <p>Ongoing</p> |
| | <p>Review council's tender workplan to identify potential areas for future collaborative opportunities Formal workplan for the group is agreed with a clear approach and responsibilities</p> | <p>Procurement Board./Corporate Procurement Manager/ Designated Procurement Officers</p> | <p>2012/13 Plan Reviewed at March Procurement Board</p> | <p>Will be refreshed for new Strategy</p> |

5. Supplier Strategy and Relationship Management

| What we want to achieve | How will we achieve it? | Responsible | Update | Timescale |
|--|--|---|---|------------------|
| Promote Economic Development in contracts where appropriate | Analyse current economic development activity, carry out stakeholder engagement, review tender workplan and establish opportunities. | Head of Regeneration & Planning / Corporate Procurement Manager | Ongoing Committee agreed reduction in supplier terms to 20 days for Inverclyde suppliers. | Ongoing |
| | Develop framework of activities for delivery of Procurement Improvement Plan and implement. | Head of Regeneration & Planning/ Corporate Procurement Manager | Ongoing work with Economic Development and Legal Services | Ongoing |
| Improved understanding of contract management process and appropriate levels of contract management. | Review current contract and supplier management processes and related information on service by service basis | Procurement Project Officer. | Now includes the Governance process | Complete |
| | Develop and agree an appropriate level of supplier management with Procurement Board | Corporate Procurement Manager | Suppliers to be reviewed at next Procurement Board | Ongoing review |
| | Develop governance, process, roles and responsibilities, training and communication for implementation | Procurement Project Officer | Dependent on outcome of above | Ongoing review |
| | Implement plan for supplier and contract management | Procurement Project Officer | Dependent on outcome of above | Ongoing review |

Appendix 2

| Commodity | New Supplier | Start Date | Annual Spend/ (Income) | Achieved or Planned | New Projected 2014/15 Savings | Full Year Savings |
|-------------------------------|---------------------|-------------------|-------------------------------|----------------------------|--------------------------------------|--------------------------|
| Software | Northgate | 01/04/14 | £85,000 | A | £3,000 | £3,000 |
| Mobile Phones | Vodafone | 01/04/14 | £70,000 | A | £4,000 | £4,000 |
| School Transport | SPT | 01/08/14 | £160,000 | A | £3,000 | £3,000 |
| PPE | Parker Merchant | 01/04/14 | £46,000 | A | £16,000 | £16,000 |
| Waste Recycling | Greenlight | 01/07/14 | £154,000 | A | £18,000 | £18,000 |
| Multi Function Devices | Konica | 01/06/14 | £400,000 | A | £16,000 | £75,000 |

Total Achieved and Planned
Total Workstream Target 14/15

£60,000
£60,000

| | |
|----------------------------------|----------------|
| <u>Savings Summary (2014/16)</u> | £ |
| Savings Achieved | 119,000 |
| Savings Target | <u>138,000</u> |
| Savings to be Achieved | 19,000 |

Appendix 3

| Quote | Type | Suppliers invited | Local Suppliers invited | Success | Reason for no local success |
|-------|----------|-------------------|-------------------------|---------|-----------------------------|
| 1 | Goods | 3 | 0 | 0 | NA |
| 2 | Services | 11 | 0 | 0 | NA |
| 3 | Works | 11 | 2 | 0 | 1 Outbid, 1 did not respond |
| 4 | Services | 4 | 0 | 0 | NA |
| 5 | Works | 4 | 0 | 0 | NA |
| 6 | Works | 5 | 0 | 0 | NA |
| 7 | Works | 6 | 0 | 0 | NA |
| 8 | Works | 4 | 2 | 0 | Outbid * 2 |
| 9 | Works | 5 | 2 | 1 | NA |
| 10 | Works | 6 | 0 | 0 | NA |
| 11 | Services | 4 | 0 | 0 | NA |
| 12 | Services | 4 | 0 | 0 | NA |
| 13 | Works | 4 | 0 | 0 | NA |
| 14 | Works | 4 | 0 | 0 | NA |
| 15 | Services | 4 | 0 | 0 | NA |
| 16 | Works | 4 | 0 | 0 | NA |
| 17 | Goods | 3 | 0 | 0 | NA |
| 18 | Works | 3 | 3 | 1 | NA |
| 19 | Services | 5 | 0 | 0 | NA |
| 20 | Services | 8 | 0 | 0 | NA |
| 21 | Works | 5 | 1 | 1 | NA |
| 22 | Services | 4 | 0 | 0 | NA |
| 23 | Goods | 3 | 0 | 0 | NA |
| 24 | Works | 5 | 0 | 0 | NA |
| 25 | Services | 4 | 0 | 0 | NA |
| 26 | Services | 3 | 0 | 0 | NA |
| 27 | Goods | 3 | 0 | 0 | NA |
| 28 | Goods | 3 | 0 | 0 | NA |
| 29 | Services | 5 | 5 | 1 | NA |
| 30 | Works | 3 | 0 | 0 | NA |

| | | |
|-------------------------|---|--|
| Report To: | Policy & Resources Committee | Date: 3 rd February 2015 |
| Report By: | Chief Financial Officer and Corporate Director Inverclyde CHCP | Report No: FIN/06/15/AP/LA |
| Contact Officer: | Alan Puckrin | Contact No: 01475 712223 |
| Subject: | Welfare Reforms Update | |

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with an update in respect of various aspects of the Welfare Reform Agenda.

2.0 SUMMARY

- 2.1 Overall there has been little in the way of new developments since the last report to the Policy & Resources Committee in November 2014.
- 2.2 Discretionary Housing Payment and Scottish Welfare Fund payments continue to operate well with spend in line with previous projections.
- 2.3 The DWP have yet to confirm when Inverclyde will begin to operate Universal Credit. The actual date will be confirmed by the DWP directly to the Council's Chief Executive. The Welfare Reform Officer Board is beginning to develop proposals as to how the Council will engage with the delivery of Universal Credit in the medium term.
- 2.4 Confirmation has been received from the Scottish Legal Aid Board which is funded by the Government that the two main projects currently funded by SLAB have progressed to the next stage for the continuation of funding post March 2015. Indications are that if formally approved funding will be extended to September 2016.
- 2.5 There remains a significant one off sum unallocated from the Welfare Reforms Earmarked Reserves. The Welfare Reform Officer Board in conjunction with the Financial Inclusion Partnership have reviewed those temporarily funded projects where funding is due to come to an end during 2015 and recommendations for the continuation of funding are contained in the body of the report. Further reports will be presented to Committee on this issue.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the latest position in respect of Welfare Reforms and its impact on the Inverclyde Council area.
- 3.2 It is recommended that the Committee consider and approve the recommendations of the Welfare Reform Officer Board in relation to further one off funding to projects which are currently managing the impact of Welfare Reforms within Inverclyde and note that further proposals will be submitted to Committee in due course.

Alan Puckrin
Chief Financial Officer

Brian Moore
Corporate Director CHCP

4.0 BACKGROUND

- 4.1 Regular reports have been presented to Committee relating to the main Welfare Reform changes and policies have been approved and revised as guidance has developed.
- 4.2 The Financial Inclusion Partnership has coordinated funding applications and achieved considerable success in developing cross partner working to support those impacted by the Welfare Reform Agenda.
- 4.3 The Council allocated £3.2 million for the period 2013/16 to meet some of the costs caused by Welfare Reform changes. Additional sums have been allocated by the DWP and the Scottish Government to supplement the funding allocated by the Council.

5.0 SCOTTISH WELFARE FUND AND DISCRETIONARY HOUSING PAYMENTS

- 5.1 The processes for dealing with applications for the Scottish Welfare Fund and Discretionary Housing Payments (DHP) are now well established and operating well.
- 5.2 The latest position in respect of DHP is that over 95% of those entitled to support in relation to the Social Sector Size Criteria (SSSC) are now in receipt of DHP payments. The remaining 5% continue to be targeted by RSLs in order to provide assistance with the completion of the abridged application form.
- 5.3 Both DHP and Scottish Welfare Fund continue to operate within approved budgets with payments of £587,500 having been made to 31 December 2014 in respect of the Scottish Welfare Fund against a budget of £905,000 for 2014/15. The position is detailed in Appendix 1.
- 5.4 The Scottish Government have confirmed that it is now likely to be the case that Councils will not formally take on the responsibility for the Scottish Welfare Fund until April 2016 due to delays in the passage of the legislation.

6.0 UNIVERSAL CREDIT

- 6.1 As advised at the last Committee the DWP have announced an acceleration of their geographical roll out of Universal Credit with their aim that during 2015 the majority of Councils in Scotland will be implementing Universal Credit albeit for a very small number of potential claimants.
- 6.2 The Council has yet to have formal confirmation as to which wave of implementation it has been included within. This confirmation will be given to the Chief Executive by the DWP in coming weeks but it is not expected that the Council will be implementing Universal Credit until the summer of 2015 at the earliest.
- 6.3 Whilst the initial implementation of Universal Credit will only impact on very small numbers of claimants within Inverclyde it highlights the need for the Council to provide clarity in conjunction with the DWP as to its role in the implementation of the wider implementation of Universal Credit in the medium term. Proposals in this regard are being developed by the Welfare Reform Officer Board and will be presented to Committee after having been considered by the Corporate Management Team during 2015.

7.0 FINANCIAL INCLUSION UPDATE

- 7.1 Committee has previously been advised that there are a number of externally funded projects mitigating the impact of the Welfare Reform changes which are due to have their funding terminated during 2015. Two of the larger projects are currently funded by the Scottish Legal Aid Board via the Scottish Government (SLAB) and following an initial review by SLAB it has been confirmed that both the projects (Advice First led by the

Council and Extracare plus led by Riverclyde Homes) have passed the first hurdle in respect of continuation of funding beyond March 2015. Indications are that if continuation of funding is ultimately agreed then that this funding could be extended to September 2016 which will be good news for both organisations and the clients who use the services.

- 7.2 Over and above these 2 projects there has been an assessment by the Financial Inclusion Partnership and the Welfare Reform Project Board. In order to ascertain which projects receive funding on a temporary basis it was agreed that an evaluation of the current projects and funding situation was essential to understand the impact of these projects if withdrawn. A self-assessment questionnaire requesting information on current funding secured was sent to all members of the partnership in October 2014.
- 7.3 Responses were received from 8 organisations/partners out of a potential 20: Inverclyde CHCP Advice Service, Financial Fitness, IHeat, Starterpacks, RCH, IHAF, ICOD, LSA. All of these organisations are currently funded either by Big Lottery Support and Connect or SLAB in addition to other external funders. All the projects are proving successful in over achieving on their intended outcomes.
- 7.4 Indications from the Big Lottery regarding the Support and Connect funding stream are that this will not be extended past June 2015. A small number of projects also have funding applications into a range of potential funders with anticipated outcome to be known over the next few months.
- 7.5 Following assessment by members of the Welfare Reform Project Board it was agreed to seek approval from Committee for the following 12 month funding allocations:
 - £30,000 to Financial Fitness for general welfare benefits and money advice subject to a SLA being agreed.
 - £20,000 to Starterpacks Inverclyde for the provision of approximately 140 individual packs at £145 per pack. This is in addition to the £7,000 recurring allocation already agreed towards running costs.
- 7.6 Officers recognise the importance of the support given to the very vulnerable members of the community who are affected by welfare reform changes. Further funding allocation recommendations will be submitted to Committee for some of the projects delivered through external funding, once further information is received regarding costs, outcomes and successful funding applications.
- 7.7 Positive discussions have taken place with Tail O' Bank Credit Union with a view to expanding the services that they currently offer including delivering "jam jar" type accounts. The Credit Union is keen to progress however this may take 6-12 months to develop and may require some development funding. A future report regarding this will be presented to the May Committee.
- 7.8 The Smarterbuys schemes is progressing with Oaktree Housing now as the franchise lead on behalf of the Financial Inclusion partners. Discussions are on-going between Oaktree's legal advisors and Smarterbuys to agree the Service Level Agreement. The roll out of this scheme will initially be to RSL tenants.
- 7.9 DWP locally are still in discussion with Citizen Advice (CAB) at a national level to try to progress suitable use of the funding allocated to CAB for Inverclyde.

8.0 FINANCIAL IMPLICATIONS

8.1 Financial Implications:

The latest position is summarised in Appendix 2.

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|--------------------|----------------|--------------|---------------------------------|---------------|--|
| Earmarked Reserves | Welfare Reform | 2015/16 | 50 | | Will leave a balance of £483,000 to be allocated |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (if Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| N/A | | | | | |

8.2 Legal

There are no legal implications arising from this report.

8.3 Human Resources

There are no HR implications arising from this report.

8.4 Equalities

There are no equalities implications arising from this report.

8.5 Repopulation

The Council and its partners continue to work hard to mitigate the impacts of Welfare Reform on the local community. This action will assist in retaining individuals within the area.

9.0 CONSULTATION

9.1 This report has been produced in consultation with Officers from Finance and the CHCP and is based on discussions with the Welfare Reforms Officer Board which is also attended by the DWP and Riverclyde Homes.

10.0 BACKGROUND PAPERS

10.1 None

Scottish Welfare Fund
31st December 2014

| | | | |
|------------------------|------|--------|--------|
| Calls Answered | 8885 | | |
| Applications | 2775 | | |
| Applications Granted | 2200 | 79.28% | |
| Applications Refused | 439 | 15.82% | Note 3 |
| Applications Withdrawn | 86 | 3.10% | |
| In Progress | 50 | 1.80% | |
| Referrals to DWP | 225 | | Note 2 |

| | | Budget £000 | | Spend % |
|--|----------------|----------------|--------|---------------|
| Crisis Grants Paid (1420) | £108.60 | 208 | | 52.21% |
| Community Care Grants Paid (846) (includes 66 applications paying both CCG & CG) | £478.90 | 697 | | 68.71% |
| | <u>£587.50</u> | <u>905</u> | Note 4 | <u>64.85%</u> |

Note 1 - 1st Tier Reviews = 54 (1.98%)

1st Tier Reviews Upheld in Customer Favour = 9 (16.67%) with 2 awaiting decision

2nd Tier Reviews = 7 (16.28%) out of 43 reviews refused

2nd Tier Reviews in Customer Favour = 0 (0%) with 2 waiting decision

Note 2 - Referrals to DWP relates to customers who are awaiting payment of a new claim for JSA/ESA from DWP. In these circumstances a Short Term Benefit Advance (STBA) can be paid by DWP.

Note 3 - The most common reasons for refusal of claims are, applicants not meeting the eligibility criteria, not being in receipt of a qualifying benefit or incomplete evidence provided.

Note 4 - Budget includes £173,000 carried over from 2013/14.

Welfare Reform - Use of Recurring Budget

| | 2014/15 £000 | 2015/16 £000 | Future Years £000 | |
|---------------------------------------|------------------|------------------|----------------------|---------------|
| Available | (1,100) | (1,300) | (1,300) | Note 1 |
| DHP - Assume all funded | - | - | - | |
| SWF - Administration Shortfall | 79 | 79 | 79 | Note 1 |
| Council Tax Reduction Shortfall | 533 | 533 | 533 | |
| Benefit Administration Grant Cut | 80 | 160 | 220 | Estimate Only |
| Financial Advice - Initial Allocation | 200 | 200 | 200 | |
| - Triage Service | - | 62 | 62 | Note 2 |
| Temp Accommodation Subsidy Reduction | - | - | 115 | Note 3 |
| P&R Approval Projects - | | | | |
| Clothing Grants | 45 | 45 | 45 | |
| Food Bank | 12 | 12 | 12 | |
| Starter Packs | 7 | 7 | 7 | |
| iHeat | 40 | 40 | 40 | |
| Balance Available | <u>(104)</u> | <u>(162)</u> | <u>13</u> | |

Notes:

- 1/ Will be reduced by £24k budget saving from 2016/17. Assume no further Government cuts in Administration Grant.
- 2/ Approved November 2014. Funding requirement 2015/16 depends on current SLAB review.
- 3/ Depends on timing of Universal Credit Roll Out.
- 4/ Excludes impact of SFIS transfer currently estimated as:
Excess Administration Grant Cut £40,000
Creation of Corporate Fraud Post £35,000
Transfer due February 2016

Earmarked Reserve

| | £000 |
|--|----------------|
| Balance 31.3.14 | 613 |
| Less: Money Advice Management Software | (40) |
| : One Off payment to Foodbank | (6) |
| : 2013/14 iHeat allocation carried forward | (34) |
| Balance as at 31.12.14 | <u>533</u> |

AP/CM
16/01/2015

Report To: Policy and Resources Committee **Date:** 3 February 2015

Report By: Corporate Director, Education, Communities and Organisational Development **Report No:** PR/123/15/PC/KB
 Corporate Director, Environment, Regeneration and Resources

Contact Officer: Karen Barclay, Corporate Policy Officer **Contact No:** 01475 712065

Subject: Corporate Services Performance Report

1.0 PURPOSE

- 1.1 The purpose of this report is to update Committee on the achievement of key objectives by the Council's Corporate Services, as detailed in the Education, Communities and Organisational Development Corporate Directorate Improvement Plan 2013/16 and the Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2013/16.
- 1.2 The report focuses on improvement actions that sit within the following Services: Finance; ICT; Legal and Property; Corporate Policy, and Organisational Development, Human Resources and Communications.

2.0 SUMMARY

- 2.1 This is the fourth Corporate Services Performance Report. Details are provided in the Appendices. Appendix 1
Appendix 2
- 2.2 The current status of the CDIPs' improvement actions, together with the status at the last report, is:

| Status | blue - complete | red - significant slippage | amber - slight slippage | green - on track |
|----------------|-----------------|----------------------------|-------------------------|------------------|
| Current | 22 | 0 | 5 | 26 |
| September 2014 | 21 | 0 | 8 | 21. |

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:

- a. notes the progress made by Corporate Services in delivering improvement actions outlined in their respective Corporate Directorate Improvement Plans 2013/16; and
- b. agrees to consider the fifth progress report at its meeting on 19 May 2015.

Patricia Cassidy
Corporate Director, Education,
Communities and Organisational
Development

Aubrey Fawcett
Corporate Director, Environment,
Regeneration and Resources

4.0 BACKGROUND

4.1 Corporate Directorate Improvement Plans (CDIPs) are a key component of the Council's Strategic Planning and Performance Management Framework. They are the principal vehicle for managing and delivering the strategic outcomes in the Single Outcome Agreement 2013/16 and the Council's Corporate Statement 2013/17, as well as the well-being outcomes which are Safe, Healthy, Achieving, Nurtured, Active, Respected and Responsible and Included (SHANARRI).

4.2 The Council's CDIPs 2013/16 were approved in 2013. The Education, Communities and Organisational Development and the Environment, Regeneration and Resources CDIPs have improvement actions that are of a corporate nature. A separate Corporate Services progress report is therefore submitted to every second meeting of the Committee. The remaining CDIP improvement actions are reported to every second meeting of the appropriate Committee.

Min Ref
E&C
Cttee
7.5.13
Para 363

Min Ref
P&R
Cttee
21.5.13
Para 384

4.3 As detailed in Appendix 1, improvement actions have been allocated a 'BRAG' status:

blue - complete; red - significant slippage; amber - slight slippage; green - on track.

4.4 The CDIPs also contain key performance indicators, comprising statutory performance indicators and local performance indicators. These indicators provide an important measure of how Corporate Services contribute to the Council's strategic aims. Full year details for 2013/14 are outlined in Appendix 2, together with comparator information for 2012/13 and Quarter 1 and 2 figures for 2014/15.

5.0 PROGRESS

5.1 This is the fourth progress report on the Corporate Services CDIPs' improvement actions. The last report was approved by the Policy and Resources Committee in September 2014. The current status of the CDIPs' improvement actions, together with the status at the last report, is:

Min Ref
P&R
Cttee
23.9.14
Para 568

| Status | blue - complete | red - significant slippage | amber - slight slippage | green - on track |
|----------------|-----------------|----------------------------|-------------------------|------------------|
| Current | 22 | 0 | 5 | 26 |
| September 2014 | 21 | 0 | 8 | 21. |

Appendix 1 details the present status of the improvement actions, together with a commentary from the appropriate Service.

5.2 During the last five months, good progress has been made in delivering most of the improvement actions, examples of which include:

- competitiveness - in partnership with the Improvement Service, we are leading on a benchmarking initiative on the subject of looked-after children which aims to assess performance and deliver improvements across eight councils. Alongside seven other local authorities, we are also taking part in two other benchmarking groups which are looking at Council Tax and waste services.
- public performance reporting (PPR) - as part of our PPR requirements, key performance information and service commentaries have been uploaded to our website
- new Council website - the design has been developed and existing content migrated to the new site.

5.3 There has been slight slippage with a small number of improvement actions including the following:

- Regulation of Investigatory Powers (Scotland) Act 2000 - this improvement action has not been progressed because of staff absence. However, it will be prioritised for completion by 31 March 2015.
- Digital Access Strategy - while there has been slight slippage overall with this improvement action, progress has been made regarding the customer relationship management hardware platform, software testing and data cleansing.

5.4 In December 2014, the Improvement Service published draft information regarding a variety of performance indicators, final confirmation of which is expected at the end of January 2015. It should be noted therefore that the ranking information included in Appendix 1 regarding the following improvement action is provisional at present and that finalised information will be presented to Committee in a future report:

- Gender equality: the % of the highest paid 5% of employees who are women.

Also, the % figure in this improvement action has been revised from 2% to 5% in line with the SOLACE Benchmarking Project's reporting requirements.

5.5 Appendix 2 provides information on the Corporate Services performance indicators, the status of which is:

| Status against the 2014/15 target | performance improved | performance declined | maximum performance achieved |
|-----------------------------------|----------------------|----------------------|------------------------------|
| April-June 2014 | 4 | 5 | 2 |
| July-September 2014 | 8 | 3 | 0. |

6.0 IMPLICATIONS

6.1 Financial Implications - One off Costs

| Cost Centre | Budget Heading | Budget Year | Proposed Spend this Report | Virement from | Other Comments |
|-------------|----------------|-------------|----------------------------|---------------|----------------|
| n/a | n/a | n/a | n/a | n/a | n/a |

Financial Implications - Annually Recurring Costs/(Savings)

| Cost Centre | Budget Heading | With effect from | Annual Net Impact | Virement from (if applicable) | Other Comments |
|-------------|----------------|------------------|-------------------|-------------------------------|----------------|
| n/a | n/a | n/a | n/a | n/a | n/a |

6.2 Human Resources: There are no direct human resources implications arising from this report.

6.3 Legal: There are no direct legal implications arising from this report.

6.4 Equalities: There are no direct equalities implications arising from this report.

6.5 Repopulation: Provision of Council Services which are subject to close scrutiny with the aim of delivering continuous improvement for current and potential citizens of Inverclyde support the Council's aim of retaining and enhancing the area's population.

7.0 CONSULTATION

- 7.1 Updates on progress with the CDIPs' implementation have been provided by the lead officers of each improvement action.

8.0 CONCLUSION

- 8.1 The fourth progress report on progress made by Corporate Services in delivering improvement actions outlined in their respective CDIPs is presented for Committee's approval with the recommendation that the fifth report is submitted to the Policy and Resources Committee's meeting on 19 May 2015.

9.0 LIST OF BACKGROUND PAPERS

- 9.1 Education, Communities and Organisational Development CDIP 2013/16. Environment, Regeneration and Resources CDIP 2013/16.

Appendix One

Corporate Services Performance Report - February 2015

| Safe | | | | | |
|-------------|--|--|--|-------------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| ER&R | <u>Data protection</u> The Council's approach to data protection is fully developed | Develop training, policies and procedures | ● | blue - complete | |
| ER&R | <u>Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)</u> Implement recommendations regarding improvements to be made at the last inspection by the Surveillance Commissioner | Carry out actions required to meet recommendations and report to the Council on progress | ● | amber - slight slippage | Due to staff absence, these actions have not yet been progressed. This work will be prioritised for completion by 31 March 2015. |
| ER&R | <u>Risk management</u> Implement and embed risk management in key business/management processes | Develop a Risk Management Action Plan by 31 August 2013 | ● | blue - complete | |
| | | Action Plan fully implemented by 31 March 2015 | ● | green - on track | Good progress is being made in implementing the action plan which will be complete by 31 March 2015. |
| ER&R | <u>Software asset management</u> Be confident that all software deployed on the network is fully licensed and all asset records are accurate | Working with Services and suppliers to ensure compliance | ● | blue - complete | |

| Achieving | | | | | |
|-------------|--|--|--|-------------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| ER&R | <u>Service accountancy</u> Improve the budget management by budget holders whilst managing a reduction in accountancy staff by 4 full-time equivalents | Improve systems and associated management information. Improve budget holder knowledge and increase self-reliance. | ● | green - on track | Work is ongoing to review the systems and develop better management information. |
| ER&R | <u>Finance-related systems</u> Implementation of SWIFT finance module Full on-line payment capability 24 hour access Reduction in face-to-face payments | Pilot implemented by March 2013; full roll-out programme during 2013/14 | ● | green - on track | Implementation is ongoing. The original timescales are now revised with continued roll-out in 2014/15. |
| | | Upgrade systems and implement new procedures | ● | blue - complete | |
| ER&R | <u>Digital Access Strategy</u> Greater on-line and telephone contacts, speeding up service delivery and making efficiencies | By working with ICT and Corporate Communications to ensure effective systems and processes are in place to facilitate channel shift. Progress will be tracked through the Customer Services Action Plan. | ● | amber - slight slippage | Customer relationship management (CRM): the new hardware platform is in place; the latest version of the CRM software testing is close to completion and the CRM data cleansing exercise is progressing. Web site development: the new design has been agreed and the Content Management System upgraded. A web ownership strategy has been drafted. Existing content has been reviewed and migrated to the new website. |

| Achieving | | | | | |
|-------------|--|---|---|------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | <p>Channel shift: Services are engaged and requirements have been identified. Software has been procured for citizen and employee self-service. Roads maintenance has been identified as an initial priority service for employee self-service.</p> <p>Electronic document and records management system: a new solution has been implemented in the Customer Services Centre and in Revenues and Benefits, Educational Psychology, More Choices More Chances; and Social Care finance. The electronic document and records management system has been implemented in the majority of the CHCP. We are progressing the roll-out to the rest of the CHCP and to Organisational Development and Human Resources.</p> |
| ER&R | <p><u>Customer Services Centre (CSC) development</u></p> <p>Expand the range of customer service enquiries at first point of contact</p> | <p>Migration of appropriate services into the CSC for front-facing and telephony contact with customers. Progress will be tracked through the Customer Services Action Plan</p> | ● | green - on track | <p>Front-line Customer Services Representatives now answer enquiries in respect of the Renfrewshire Valuation Joint Board, Support for Veterans and increasingly more</p> |

| Achieving | | | | | |
|-------------|--|---|--|------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | and the Corporate Improvement Group | | | detailed enquires for Education Services. Work is in progress to further expand on Education Service enquiries. |
| ER&R | <u>Welfare Reform Agenda</u> Introduce and deliver the Council Tax Reduction Scheme, the Scottish Welfare Fund and the changes to Housing Benefit legislation from April 2013 and manage the impact of the move to Universal Credit | Oversight from the Project Board with regular reports to Committee on key milestones | ● | green - on track | Regular reports are submitted to the Policy and Resources Committee and processes are working as planned. We are awaiting confirmation as to when the Universal Credit roll-out is to commence in 2015. |
| ER&R | <u>Procurement Framework</u> Deliver strategic Procurement Framework and achieve improved Procurement Capability Assessment performance | Monitored via the Procurement Board and regular committee updates | ● | blue - complete | |
| EC&OD | <u>Competitiveness</u> Effective processes are in place to ensure challenge and improvement These are consistently used across Services | Enhancement of self-evaluation guidelines and processes regarding competitiveness and challenge | ● | green - on track | In partnership with the Improvement Service, Inverclyde Council is leading on a pilot benchmarking initiative on the subject of looked-after children which aims to assess performance and deliver improvements across 8 councils. The first meeting of the family group was held on 20 November 2014. Additionally, we are participating in another family group on the subject of Council Tax, together with 7 |

| Achieving | | | | | |
|-------------|--|--|--|------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | other local authorities. The first meeting of this group took place on 28 October 2014. |
| EC&OD | <u>Self-evaluation</u> Self-evaluation is embedded into everyday performance and management and planning processes | Training rolled out across Services and guidance distributed across the Council by December 2014 | ● | blue - complete | |
| EC&OD | <u>Strategic Planning and Performance Management Framework</u> All employees are aware of the Council's vision, outcomes and values and these are embedded in service planning Integration of the well-being outcomes across all planning and performance management across the Council and Inverclyde Alliance partners | Information to be readily accessible on Icon | ● | blue - complete | |
| | | Develop information packs | ● | blue - complete | |
| | | Provide further training sessions | ● | blue - complete | |
| | | Provision of drop-in sessions to support Services in the development of plans and strategies | ● | blue - complete | |
| EC&OD | <u>Public performance reporting (PPR)</u> PPR is easily accessible to members of the public All Services play a role in making performance information accessible | Improve information on the Council's website from all Services | ● | green - on track | Key performance information with service commentaries has been uploaded to the Council's website as part of our ongoing PPR requirements. |
| | | Provide information in varying formats | ● | green - on track | No requests for alternative formats have been received. Financial implications mean that alternative formats will |





| Achieving | | | | | |
|-------------|---|--|--|-------------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | only be provided on request. |
| | | Work with libraries to assess demand and to facilitate access via the web to members of the public | ● | green - on track | This is being reviewed as part of the implementation of the Council's new website. |
| | | Utilise InView as a means of providing performance information to all households | ● | amber - slight slippage | Information was submitted to Corporate Communications for inclusion in the Winter 2014 edition of InView. However, the publication was heavily focused on the budget consultation process and it was therefore not possible to include the performance information. |
| | | Provide information in different formats to ensure that it is meaningful at all levels of the organisation | ● | green - on track | Content on the Council's intranet and website is being reviewed in light of the new website's development. |
| EC&OD | <u>Inverclyde Performs</u> Inverclyde Performs is used: to record and report all performance across the Council for both performance management and on-going self-evaluation by managers, officers and Councillors | Further training for Inverclyde Performs users | ● | green - on track | This is an ongoing action dictated by the demand from Council Services. System developers have received training on how to compile performance dashboards to make information easier to interpret. |
| | | Work with Directorate Management Teams and Extended Management Teams to establish training needs and develop a training plan | ● | green - on track | Demonstrations of additional system functionality such as briefing books and performance dashboards have been given to service managers in the Education, Communities and |

| Achieving | | | | | |
|-------------|--|---|---|------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | Organisational Development Directorate. Meetings with other Directorate Management Teams are also planned. |
| | | Work with Services to identify which plans, strategies and projects should be developed on Inverclyde Performs | ● | green - on track | The Human Resources and Organisational Development Service has identified a range of performance information to be uploaded to Inverclyde Performs. Discussions have also taken place with the CHCP regarding using the system as a performance management tool. Additionally, system developers received training from North Lanarkshire Council on how to create performance dashboards to make performance information easier to interpret. |
| EC&OD | <u>HR21</u> The maximum number of employees are able to use HR21 to manage their personal information requests for leave, employee development, etc Sickness absence recording and statistics drawn from Chris 21 Pensions auto-enrolment | HR21 to be rolled-out to Education Services and the CHCP in 2013 and to Environmental and Commercial Services and Property Assets and Facilities Management in March 2014 | ● | blue - complete | |
| | | Pilot for compiling statistics from Chris 21 in Organisational Development, Human | ● | blue - complete | |

| Achieving | | | | | |
|-------------|--|---|---|------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | Real-time information from Her Majesty's Revenue and Customs (HMRC) | Resources and Communications in September 2013. Extend Chris 21 pilot to other Services in parallel with self-service in April 2014. | | | |
| | | Software installation and process review to ensure compliance; liaison with the Pensions Regulator, the Strathclyde Pension Fund Office and the Scottish Public Pensions Agency by May 2013 | ● | slight slippage | Appropriate software has not been installed due to supplier failure. Manual workarounds are in place to ensure compliance. |
| | | Software installation and process review to ensure compliance; liaison with the HMRC and BACS software provider | ● | blue - complete | |
| EC&OD | <u>Recruitment portal</u> Recruitment portal to be upgraded. On/Grasp software. | Training/e-learning/development of new recruitment handbook for managers | ● | green - on track | Operational and managers' handbooks are available in draft format. Training days will be arranged. |
| | | Move to Talent Link | ● | green - on track | Talent Link will go live on 16 January 2015. |
| EC&OD | <u>Workforce Development Plan</u> To deliver the 4 themes as outlined in the Workforce Development Plan: <ul style="list-style-type: none"> • organisational development • leadership, succession planning and skills development • employer of choice • grading and pay | Implement the actions as identified within the 4 work streams in the Plan | ● | green - on track | Implementation of the Plan is in full progress. |

| Achieving | | | | | |
|-------------|--|---|--|------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| EC&OD | <u>Corporate Communications Strategy</u> To have an agreed Corporate Communications Strategy | Development of a Communications Strategy, working with Services and the CMT | ● | green - on track | The timescales for delivery have been revised and a draft Strategy developed by Corporate Communications. The next stage will be a review by Services and examination of linkages with partners and national changes such as health and social care integration prior to CMT examination. |
| EC&OD | <u>Social media</u> Use of social media as a co-ordinated means of communication and customer contact across the organisation | Creation of social media guidelines for use across the Council and schools | ● | blue - complete | |
| EC&OD | <u>Website</u> Review and design a new Council website including on-line services | Review content of the website via a cross-departmental content review team | ● | green - on track | ICT Services are leading a cross-Service content review of the Council website prior to re-launch of the new design. |
| | | Draft a new design and agree with CMT | ● | green - on track | The design was developed by ICT Services in partnership with the web content developer and web-labs and agreed at the Corporate Quality Improvement Group. |
| EC&OD | <u>Events</u> Carry out reviews of certain events – Fireworks, Gourrock Highland Games and Christmas Lights switch-on Improved events listing on website | Cross-Service events group to be set up and to report to the CMT | ● | green - on track | Council-wide events are being delivered by Corporate Communications including the fireworks display on 1 November 2014 and the Christmas lights switch-on events in December 2014. |

| Achieving | | | | | |
|-------------|--|---|--|-----------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | <p>An Events Group has been set up under the auspices of the Local Area Tourism Partnership with representation from Council Services including Corporate Communications and Economic Development.</p> <p>The events listing improvements are on hold pending the outcome of the new design for the Council website.</p> |
| EC&OD | <u>Press and media</u> Conduct a review of the Media Relations Protocol | Prepare a draft media relations protocol and issue to the CMT and senior Councillors by end June 2013 | ● | blue - complete | |
| | | Carry out media training for key Council staff by end December 2013 | ● | blue - complete | The Media and Social Media Protocol was agreed by the Policy and Resources Committee in December 2013. Original plans to develop a local partnership for media training are no longer available and plans are on hold. Media advice and guidance is available from Corporate Communications to key Council staff. |
| EC&OD | <u>InView</u> Review the design, layout and frequency of | Create reader survey to assess readership views of InView by November 2013 | ● | blue - complete | |

| Achieving | | | | | |
|-------------|---|---|---|-------------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | publication of InView | | | | |
| EC&OD | <u>SOA</u> New, revised SOA available with new approaches developed to meet Scottish Government expectations, including preventative and early intervention work and policy and resources across the Partnership | Hold workshops with all partners |  | blue - complete | |
| | | Sub-groups set up to deal with resource development and measurement |  | green - on track | The results of a questionnaire that was distributed to partners were analysed and presented to the Alliance Board on 15 December 2014. The recommendation is to focus on 2 priority locality planning areas with all partners to jointly plan and resource work. |
| EC&OD | <u>Absence management</u> Reduce the absence rate across the Council to below 9 days per annum Consider standardised reporting to align with the SOLACE indicators | Continuation of the automation of processes (links to HR21 development) |  | green - on track | In Quarter 2 of 2014/15, 2.2 work days were lost per full-time equivalent (FTE) employee, down from 2.7 days in Quarter 1 of 2014/15. The target is 2.25 work days per FTE per quarter. |
| | | New HR interventions/pilots to assist management and reduce absence level |  | amber - slight slippage | A number of interventions have been implemented to support managers and employees reduce absence levels including additional absence management training and targeting resources so that support is directed to those areas where it is required. The difference between absence levels in |

| Achieving | | | | | |
|-------------|---|---|---|------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | 2012/13 and 2013/14 was small i.e. an increase of 0.66 days. |
| | | Report to the CMT and the Policy and Resources Committee on the standardisation of KPIs | ● | blue - complete | The unit of measurement for the absence key performance indicator and the statutory performance indicator is now standardised to 'days per FTE employee'. |
| ER&R | <u>Self-evaluation - Environment, Regeneration and Resources Directorate</u> Self-evaluation is embedded into the Environment, Regeneration and Resources Directorate's everyday performance and management and planning processes | By conducting a Public Service Improvement Framework (PSIF) assessment for the Environment, Regeneration and Resources Directorate and devising an action plan by June 2015 By implementing the action plan during 2015/18 | ● | green - on track | This improvement action has not yet started as the timescale is April-June 2015. |

| Respected and responsible | | | | | |
|---------------------------|--|--|--|------------------|--|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| ERR | <u>Freedom of Information publication scheme</u> New scheme in place for implementation by 31 May 2013 | Develop and populate new Scheme, liaising with Services, as required | ● | blue - complete | |
| ERR | <u>Community councils liaison</u> Updated and established processes and procedures in place to reflect best practice | Develop a suite of guidance materials for use by the Service and community councils | ● | blue - complete | Two documents have been completed and published on the Council's website: a short introductory document 'Your community council - getting involved'; and a detailed community council handbook. |
| EC&OD | <u>Public Information Notices Portal</u> Council public notices published on-line | Redevelopment of the Council website and public notices published on the Public Information Notices portal | ● | blue - complete | |
| EC&OD | <u>Policy development</u> Remaining corporate policies to be updated and brought in to line with current legislation, case law and guidance/good practice | Identify priority policies based on legislative need, risk to the Council and information gaps | ● | green - on track | The Infection Control Policy is to be submitted to the Policy and Resources Committee meeting on 3 February 2015. |
| EC&OD | <u>Gender equality</u> The % of female employees in the top 5% of earners is increased | Monitor application of the Council's equal opportunity policies by Services | ● | green - on track | In terms of the % of the highest paid 5% of our employees who are women (excluding teachers), our ranking increased from 20th in 2012/13 to 15th in 2013/14 (out of the 32 Scottish local authorities). The % of Inverclyde Council |

| Respected and responsible | | | | | |
|---------------------------|-------------------------|--|---|------------------|---|
| Directorate | Where do we want to be? | How will we get there? | Status December 2014 - January 2015 | | Commentary December 2014 - January 2015 |
| | | | | | female employees (excluding teachers) who are in the top 5% of earners improved from 47% in 2012/13 to 50% in 2013/14. Note: The above ranking information is subject to final confirmation by the Improvement Service which is expected in late January 2015. |
| | | Link with the Corporate Equalities Officer to include as part of the overall Equality Strategy for the Council | ● | green - on track | Collaborative working is ongoing. |

Appendix Two

Corporate Services Performance Report - February 2015

The Council's Corporate Services' key performance indicators help demonstrate performance in terms of strategic and operational objectives. These indicators include statutory performance indicators and local performance indicators.

Full year figures for 2013/14 are shown below, together with 2012/13 comparator information and Quarter 1 and 2 details for 2014/15:

| Key performance measure | Relevance | Target 2014/15 | 2014/15 performance | 2013/14 performance | 2012/13 performance | Commentary on change between 2012/13 and 2013/14 |
|---|---|--|--|---------------------|---------------------|--|
| Creditor payments: number of invoices paid within 30 calendar days of receipt as a % of all invoices paid | Demonstrates the efficiency and effectiveness of the arrangements for paying creditors | 100% | Quarter 1: 98.01% Quarter 2: 97.06% | 96.3% | 96.03% | Performance improved by 0.27% |
| Council Tax in-year collection ¹ | Measures the efficiency and effectiveness of Council Tax billing and collection processes | Annual target: 94.5% Quarter 1 target: 27.7% Quarter 2 target: 54.4% | Quarter 1: 27.6% Quarter 2: 54.4% | 94.51% | 94.2% | Despite another challenging year due to the continuing difficult economic climate, the Council Tax in-year collection level increased by |

¹ A higher % of Council Tax is expected to be paid in the first 3 quarters of the year than in the final quarter. Most Council Tax customers pay by 10 monthly instalments from April to January each year, therefore dividing the annual target by 4 quarters would not give a true reflection of the expected income in each quarter.

| Key performance measure | Relevance | Target 2014/15 | 2014/15 performance | 2013/14 performance | 2012/13 performance | Commentary on change between 2012/13 and 2013/14 |
|--|--|----------------|--|---------------------|---------------------|--|
| | | | | | | 0.31% which is a significant achievement |
| Speed of Benefits processing - average number of days per case to process: <ul style="list-style-type: none"> new Housing Benefit/ Council Tax reduction claims | Demonstrates the effectiveness of the quality assurance measure in place within the Benefits service | 23 days | Quarter 1: 23 days Quarter 2: 24 days | 22 days | 23 days | Performance improved |
| <ul style="list-style-type: none"> Housing Benefit/ Council Tax Benefit reduction claim changes of circumstances | | 6 days | Quarter 1: 5 days Quarter 2: 5 days | 5 days | 6 days | Performance improved |
| Incident resolution times | Demonstrates the responsiveness of the ICT Service Desk to reported incidents, against | 80% | Quarter 1: 91.11% Quarter 2: 89.63% | 95.37% | 92.46% | Performance improved |

| Key performance measure | Relevance | Target 2014/15 | 2014/15 performance | 2013/14 performance | 2012/13 performance | Commentary on change between 2012/13 and 2013/14 |
|--|--|----------------|--|---------------------|---------------------|--|
| | service level agreements | | | | | |
| Service request resolution times | % of reported ICT service requests resolved within targets defined in service level agreements | 80% | Quarter 1: 90.49% Quarter 2: 93.08% | 94.96% | 93.13% | Performance improved |
| Network availability | Demonstrates the availability of the network and access to ICT services required by departments in their day-to-day activities | 99.5% | Quarter 1: 100% Quarter 2: 99.91% | 99.97% | 99.94% | Performance improved |
| Key applications availability | Demonstrates the availability of key applications required by Services | 99.5% | Quarter 1: 100% Quarter 2: 99.74% | 100% | 100% | Maximum performance maintained |
| Corporate absence rate: the average number of working days per full-time equivalent employee | High levels of attendance lead to higher levels of service provision, heightened morale | | | | | |

| Key performance measure | Relevance | Target 2014/15 | 2014/15 performance | 2013/14 performance | 2012/13 performance | Commentary on change between 2012/13 and 2013/14 |
|---|--|--|--|---------------------|---------------------|--|
| lost through sickness absence for: <ul style="list-style-type: none"> teachers | and, for the purposes of Best Value, the provision of competitive and effective services | Annual target: 9 days Quarterly target: 2.25 days | Quarter 1: 1.5 days Quarter 2: 0.6 days | 7.6 days | 8.3 days | The number of days lost for teachers reduced by 0.7 days |
| <ul style="list-style-type: none"> all other local government employees | | Annual target: 9 days Quarterly target: 2.25 days | Quarter 1: 3.1 days Quarter 2: 2.7 days | 11.9 days | 10.7 days | The number of days lost for all other local government employees increased by 1.2 days |
| <ul style="list-style-type: none"> all employees | | Annual target: 9 days Quarterly target: 2.25 days | Quarter 1: 2.7 days Quarter 2: 2.2 days | 10.9 | 10.2 | The overall number of days lost to the Council increased by 0.7 days |

| | | |
|-------------------------|---|-----------------------------------|
| Report To: | Policy & Resources Committee | Date: 3rd February 2015 |
| Report By: | Chief Financial Officer | Report No: FIN/01/15/AP/CM |
| Contact Officer: | Alan Puckrin | Contact No: 01475 712223 |
| Subject: | 2015/18 Budget Update | |

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with the latest information in respect of 2015/18 Budget prior to the Inverclyde Council approving the budget on the 19th February 2015.

2.0 SUMMARY

- 2.1 The Policy and Resources Committee approved the Council's Budget Strategy on 30th September 2014. The Strategy was based on the approval on a 2 year Revenue Budget covering the period 2015/17 and a 3 year Capital Budget covering 2015/18. The estimated 2 year Revenue funding gap was £7.0 million.
- 2.2 The Scottish Government announced the detailed Revenue and Capital settlement for Local Authorities on 11th December 2014 and the detail of this was reported to a Special Policy and Resources Committee on 16th December 2014. The report confirmed that the figures announced by Scottish Government were very much in line with those used in the Budget Strategy. A subsequent correction has been issued by the Government in relation to the 2014/15 grant. This has been reflected in this report.
- 2.3 The Committee has previously received information in respect of budget pressures, possible savings, the likely level of free reserves and a draft 2015/18 Capital Programme. These matters have also been considered in more detail by the Members Budget Working Group (MBWG) over the last two months. All Members will receive comprehensive detail of the, up to date status of the MBWG proposals as part of the report to the Council on 19th February 2015.
- 2.4 At the same time the Council has undertaken a comprehensive Budget Consultation Exercise via Community Meeting, Citizens Panel, Consultation with specific interests groups and using "budget slider" accessed via the Council's website. It should therefore be noted that the Members Budget Working Group proposals will reflect consideration of the feedback from the public consultation exercise.
- 2.5 The Council requires to set a legally balanced 2015/16 Revenue Budget and 2015/16 Capital Programme on 19th February 2015. This is to enable it to confirm the Council Tax level for the financial year 2015/16. Whilst this is the minimal requirement, since 2009 the Council has agreed a multi-year budget covering a 2 or 3 year period. The Council will have the opportunity to set a multi-year Revenue and/or Capital Budget on the 19th February 2015. One issue which may assist in this regard is the potential temporary use of reserves.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the latest information supplied in respect of the Revenue, Capital and Common Good Budgets.
- 3.2 It is recommended that the Committee note that the report to the Council Meeting on 19th February will include detailed information on the most up to date proposals from the Members Budget Working Group.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 At its meeting on 30th September 2014 the Policy and Resources Committee approved the Budget Strategy which was based on setting a 2 year Revenue Budget covering the period 2015/17 and a 3 year Capital Budget covering the period 2015/18.
- 4.2 At the same meeting it was agreed that the Council would undertake an extensive Consultation Exercise using a combination of public meetings, meetings with relevant interest groups, a Citizens Panel Survey and obtaining the views of the general public via the use of a "budget slider".
- 4.3 At its meeting on 18th November 2014 the Policy and Resources Committee received further updates in respect of unavoidable budget pressures, savings options for the period 2015/17, proposals in respect of new or increased charges from 2015/16 and a draft 2015/18 Capital Programme. It was agreed at that time that these issues would form the basis for the extensive public consultation referred to in 4.2, and be considered by an all party Members Budget Working Group.

5.0 MEMBERS BUDGET WORKING GROUP

- 5.1 Members agreed to create a Members Budget Working Group (MBWG) which would have representation from all political parties plus the two independent Councillors. This Group would meet with the Corporate Management Team and relevant Officers on a regular basis in order to identify areas of common agreement in order that these could be fed back to the Council in February 2015.
- 5.2 The MBWG has met on five occasions in the interim and is due to meet again on the 4th February 2015. Over these meetings the Group have considered each specific budget pressure, the overall 2015/18 Capital Programme, the Charging Workstreams proposals for 2015/16 and each individual saving proposal (122 in total). Where appropriate Members requested further information in the form of either reports or briefings and where possible have been able to arrive at a consensus as to the proposed treatment in the forthcoming budget, subject to consideration of the budget consultation feedback.
- 5.3 The results on the deliberation of the MBWG will be reported in detail as part of the budget report to the 19 February Council meeting.
- 5.4 At the February Council meeting when the overall Budget is being considered it will be possible for Members to agree further savings and adjustments to the Revenue and Capital Budgets and potentially agree a 2 year Revenue and 3 year Capital Budget.
- 5.5 One option subject to a commitment to continue to identify ongoing savings discussed at the MBWG has been the interim use of Reserves to balance the 2016/17 budget in lieu of further clarification of some of the major outstanding issues. These include Grant settlements from both UK and Scottish Government, pay awards, non-pay inflation and potential use by the Scottish Government of the powers devolved under the 2012 Scotland Act.

6.0 GENERAL FUND RESERVES AND COMMON GOOD BUDGET

- 6.1 From Appendix 1 it can be seen that it is projected that there remains £3.62 million unallocated General Fund Reserves as at 31st March 2016. Decisions regarding the use of this unallocated element of the General Fund Reserve can be taken at the 19th February Council meeting.
- 6.2 The Common Good Budget for the period 2015/17 is due to be considered by the Members Budget Working Group on 4th February and an update will be included within the February Council Budget report. At present though it is highlighted that the projected level of Common Good Reserves falls below the minimum recommended level of £100,000 and it will be recommended that Members address this issue when approving

the 2015/17 Common Good Budget.

7.0 SCOTTISH GOVERNMENT SETTLEMENT – 2015/16

7.1 In the letter received from the Scottish Government on 11th December regarding the 2015/16 Revenue Settlement the previously advised conditions from the Scottish Government were confirmed, namely:

- a) That the Council freezes its Council Tax 2015/16
- b) That the Council offers a place for each Probationer Teacher trained through the Teachers Induction Scheme.

In addition the Scottish Government has advised that it does not intend to apply penalties in respect of Teacher numbers however this is subject to review in early March. As previously intimated the penalty from the Scottish Government were the Council not to freeze its Council Tax would be £1.01 million whilst the estimated impact were the Council to breach the Teacher number condition (in the event that it is reinstated in March 2015) would be approximately £600,000 per year.

7.2 In event the Council does not intend to abide by the conditions set down by the Scottish Government then it needs to formally intimate this decision to the Cabinet Secretary no later than 10th March 2015.

8.0 IMPLICATIONS

8.1 Financial Implications:

There are no Financial Implications over and above those identified in Appendices and the report.

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A | | | | | |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (if Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| N/A | | | | | |

8.2 Legal

The Council has a requirement to set a legally balanced Revenue Budget by the end of February in order that the Council Tax can be set for the forthcoming financial year.

8.3 Human Resources

There will be HR implications arising from the approval of the Revenue Budget and these will be addressed using previously approved policies and procedures and following discussions with Trade Unions.

The Joint Budget Group, which comprises the Council's Corporate Management Team and representatives from the four largest Trade Unions, felt there would be value in scoping certain areas of the workforce where savings may be more difficult to achieve, to establish levels of interest in voluntary severance/early retirement. Whilst it is

acknowledged the Council will set a budget based on policy objectives, this 'soft trawl' may allow any decisions in part to be informed by knowledge and understanding of employee intentions.

8.4 Equalities

Relevant savings have been equality impact assessed by the responsible officers and these equality impact assessments will be available for Members to review.

8.5 Repopulation

A key cause of the reduction in revenue grant has been the area's depopulation and as such it is important that the Council takes necessary steps to reverse this trend. The proposals developed by the Corporate Management Team have sought to take this into account and a key part of the development of the Budget has been consultation with Alliance Partners.

9.0 CONSULTATION

9.1 The Council has undergone its most comprehensive Budget Consultation Exercise ever as part of the development of the 2015/17 Revenue Budget. Results of the consultation will form part of the report to the February Council meeting.

9.2 As has been the case for a number of years the Corporate Management Team has met with the main Trade Unions via the Joint Budget Group throughout this process. The creation of the Member Budget Working Group has changed the dynamic of this exercise but regular meetings of the Joint Budget Group have proven to be constructive and helped shape the information given to Members.

10.0 BACKGROUND PAPERS

10.1 Local Government Finance Circular No 9/2014.

2015/17 Revenue Budget - Position 21/1/15

| | 2015/16 £000 | 2016/17 £000 | Totals £000 |
|---|-----------------|-----------------|----------------|
| Financial Strategy December 14 Position | (1900) | 8910 | 7,010 |
| Extra Grant - Circular 9/2014 | (133) | - | (133) |
| Teachers Superannuation Increase (Note 1) | 400 | 290 | 690 |
| | <u>(1633)</u> | <u>9,200</u> | <u>7,567</u> |

Notes

1/ UK Government has been approached re: potential funding towards this sum. Failing that Cosla will approach the Scottish Government.

AP/CM
22/1/15

General Fund Reserves Projected Position - 21.1.15

| | <u>£000</u> |
|---------------------------------------|--------------|
| Free Balance 31.3.16 per February P&R | 3888 |
| Current decrease in 2015/16 Surplus | <u>(267)</u> |
| | <u>3621</u> |

AP/LA
22/1/15

| | | | |
|-------------------------|--|--------------------|------------------------|
| Report To: | Policy & Resources Committee | Date: | 3 February 2015 |
| Report By: | Head of Legal & Property Services | Report No: | LP/018/15/EM |
| Contact Officer: | Eddie Montgomery | Contact No: | 712472 |
| Subject: | Other Property Assets – Forward Years Investment Review | | |

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on the progress of the review of the forward years investment plan and the estimated costs in connection with the 'Other Property Assets' category.

2.0 SUMMARY

- 2.1 The forward years investment plan for 'Other Property Assets' has been reviewed and updated to reflect the progress made over the last 5 years and to include updated condition survey information, maintenance estimates, life cycle requirements and future mid-life upgrade/refurbishments. The overall Corporate Asset Management Plan review is on-going.
- 2.2 The investment required in the Other Property Assets over the next 10 years to maintain the stock in adequate condition is substantial and there is a significant shortfall between the investment required and the current level of investment through the Property Services core allocation. The position based largely on externally procured assessment of condition is shown in Appendix 1.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee agree the proposal to increase the core Property Services allocation from £1million per year to £2million per year to address the investment required in the 'Other Property' Assets as outlined in the report.
- 3.2 It is recommended that the Committee note that final decisions in respect of the 2015/18 Capital Programme, including the use of any surplus resources, will be taken at the Council meeting on 19 February 2015.

Gerard Malone
Head of Legal & Property Services

4.0 BACKGROUND

- 4.1 The 2009 Corporate Asset Management Strategy noted that maintenance expenditure had historically been highly reactive with funding targeted at urgently required maintenance when it is identified and as it arises. The Strategy outlined the proposal to utilise Asset Management Planning to support planned investment and maintenance through the Council's Property Service and to ensure the value for money focus of its Central Repairs Allocation.
- 4.2 The forward years investment plans that formed part of the 2009 strategy included estimates of future maintenance and upgrading costs and provided an estimate of year 1 to year 5 expenditure for the Council's properties and a year 6 to year 10 forecast. The 2009 summary indicated that investment of an estimated £171million needed to be considered and planned by the Council in order to upgrade and maintain in adequate condition the existing property portfolio at that time. This estimate included allowances for mid-life upgrade and refurbishment and works in connection with future investment plans at that time.
- 4.3 The Council's current annual allocation to address the on-going maintenance and upgrading of its Other Property Assets is £1million which includes an element of statutory duty related works.
- 4.4 The Draft 2015/18 Capital Programme report as presented to the November 2014 Policy & Resources Committee noted that the need for a £1million increase in Property Assets capital would be the subject of a more detailed report to Members as part of the consideration of the overall budget. This report addresses that commitment.

5.0 OTHER PROPERTY ASSETS

- 5.1 The Council's Corporate Asset Management Strategy has progressed significantly in the last 5 years with the various strands of the strategy e.g. School Estate Management Plan (SEMP), Roads Asset Management Plan (RAMP), Leisure Strategy and the Offices and Depots Asset Management Plan all advancing with significant rationalisation and modernisation of the Council's Property Assets achieved. All of these plans have separate funding models underpinning their implementation. The Property Services core allocation is the only funding available to address medium to larger scale lifecycle works unless specific funding is sought and made available via Committee for individual property upgrade/refurbishment.
- 5.2 The Other Property Assets category includes the following:
 - Leisure Trust Managed properties (major maintenance responsibility remains with the Council) including sports facilities, community halls and town halls.
 - CHCP Council related properties i.e. resource centres, children's homes etc.
 - Cemetery and Crematorium related properties.
 - Libraries and Museums.
 - Operational properties i.e. lifecycle and major maintenance works not specifically addressed by AMP funding model.
- 5.3 Updated condition surveys for a substantial number of the properties above have been carried out during 2nd and 3rd quarters 2014. This information has been utilised, as part of the planned periodic review of the Corporate Asset Management Plan, to update the forward investment plan within the current plan. The plan has also been updated to reflect the significant changes over the last 5 years and estimated life cycle profiles are being prepared for the new and fully refurbished facilities to address the future investment required to maintain the properties current condition and suitability ratings.

- 5.4 A summary of the investment required in the “Other Property Assets” over the next 10 years is included as Appendix 1. This indicates that in the region of £25.575million is required to maintain the property in satisfactory condition. Further refinement of the plan is on-going in consultation with the various services in respect of the assumptions made on future plans for properties.
- 5.5 It should be noted that the estimated cost of £25.575million outlined above relates to the repair and maintenance of the fabric and services infrastructure of the facilities only and does not include any element of remodelling, enhancement or upgrading to address significant suitability issues which are normally taken forward through separate comprehensive refurbishments. It should also be noted that even with the increased level of investment the Council will require to continue to review and manage its asset base to ensure that it can afford the property assets it is currently operating.

6.0 PROPOSED ACTION

- 6.1 The Draft 2015/18 Capital Programme as reported to the November 2014 Policy & Resources Committee included a recommendation, subject to the overall budget process, that the annual Property Assets expenditure of £1million be increased to £2million utilising prudential borrowing, to partially address the shortfall in the investment required in the Other Property Assets and the current level of investment.

7.0 IMPLICATIONS

Finance

- 7.1 The financial implications were set out in the report to the November 2014 Policy & Resources Committee (extract below).

Financial Implications:

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|----------------|----------------|--------------|---------------------------------|---------------|--|
| Other Property | Capital | 2015/18 | 1,000 | | Funded by recurring costs detailed below |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (if Applicable) | Other Comments |
|--------------|----------------|------------------|------------------------|-------------------------------|---|
| Loan Charges | - | 2015/17 | 70 | - | Annual prudential borrowing costs will increase by £70K/year for every year an extra £1million is allocated |

Legal

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

Human Resources

7.3 There are no HR implications arising from the contents of this report.

Equalities

7.4 There are no direct equalities implications arising from this report.

Repopulation

7.5 The Council's continuing significant level of Capital Investment provides opportunity for local businesses to invest and increase employment and therefore assist with the Council's repopulation agenda.

8.0 CONSULTATIONS

8.1 This report has been produced in consultation with the Asset Management CIG, the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer.

9.0 LIST OF BACKGROUND PAPERS

9.1 Corporate Asset Management Strategy – Property, Land & Buildings and Action Plan - 12th March 2009.

INVERCLYDE COUNCIL - REGENERATION & RESOURCES

Asset Management Plan - Forward Years Investment Plan

PIU Operational Portfolio - Prioritised Assets: Other Property

| | Description | Building Name | Street | Town | Post Code | Size (m2) GIA | 2014 Status | Planned / Recent Investment | Condition Rating | Suitability Rating | Investment Required Years 1-5 (£) | Investment Required Years 6-10 (£) | Notes |
|---------------------------|------------------|------------------------------------|----------------------|--------------|-----------|------------------|----------------|--|---------------------|-----------------------|--|---|--------------------|
| INVERCLYDE LEISURE | | | | | | | | | | | | | |
| Centre | COMMUNITY CENTRE | CRAWFURDSBURN | EAST CRAWFORD STREET | GREENOCK | PA15 2BS | 404 | L | | C | A | £211,209 | £62,788 | |
| Centre | COMMUNITY CENTRE | BOGLESTONE | BOGLESTONE | PORT GLASGOW | PA14 5TJ | 1,776 | L | Last major work over 10 years ago. | C | B | £578,864 | £352,902 | |
| Centre | CENTRE | BOW FARM FAMILY CENTRE | PATON STREET | GREENOCK | PA16 7EN | 384 | L | | B | B | £76,800 | £153,600 | |
| Centre | CENTRE | CLUNE PARK RESOURCE CENTRE | MONTGOMERIE STREET | PORT GLASGOW | PA14 5NS | 441 | L | Refurbished 2003. | B | A | £88,200 | £88,200 | |
| Hall | COMMUNITY HALL | PORT GLASGOW TOWN HALL | SHORE STREET | PORT GLASGOW | PA14 5HD | 1,901 | L | Rewire Ph.1 Aug 2009 £110K. G/F & 1st Fl Toilet Refurb 2013 £84K + reception £11K + stage lift £7K. Windows £50K 2015. Refresh budget 2014/15 mainly rewiring £358K. | C | A | £826,846 | £382,831 | Mainline - IL. |
| Hall | COMMUNITY HALL | PARK FARM COMMUNITY HALL | ORONSAY AVENUE | PORT GLASGOW | PA14 6EF | 265 | C | | B | A | £46,375 | £19,875 | Vacant - IL |
| Hall | COMMUNITY HALL | STRONE & MAUKINHILL COMMUNITY HALL | ABERFOYLE ROAD | GREENOCK | PA15 3DF | 158 | C | | C | B | £27,650 | £11,850 | Vacant - IL |
| Hall | COMMUNITY HALL | AUCHMOUNTAIN HALL | BURNHEAD STREET | GREENOCK | PA15 3LG | 745 | L | Refurbished 2003. | B | A | £136,520 | £48,835 | Mainline - IL. |
| Hall | COMMUNITY HALL | MEADOWLARK | GLENCAIRN ROAD | GREENOCK | PA16 0NB | 142 | L | | B | B | £24,850 | £10,650 | Vountary run - IL |
| Hall | COMMUNITY HALL | UPPER LARKFIELD | LOTHIAN ROAD | GREENOCK | PA16 0PG | 235 | L | | B | A | £41,125 | £17,625 | Voluntary run - IL |
| Hall | COMMUNITY HALL | GRIEVE ROAD | GRIEVE ROAD | GREENOCK | PA16 7AW | 259 | L | | B | B | £45,325 | £19,425 | Mainline - IL |
| Hall | COMMUNITY HALL | FANCY FARM | CAWDOR CRESCENT | GREENOCK | PA16 7LS | 166 | L | | C | B | £29,050 | £12,450 | Voluntary run - IL |
| Hall | COMMUNITY HALL | WEMYSS BAY | ARDGOWAN ROAD | WEMYSS BAY | PA18 6AT | 235 | L | | B | B | £41,125 | £17,625 | Voluntary run - IL |
| Hall | COMMUNITY HALL | UPPER GOUROCK | KIRN DRIVE | GOUROCK | PA19 1EQ | 256 | L | | B | A | £44,800 | £19,200 | Mainline - IL |
| Hall | COMMUNITY HALL | GAMBLE HALLS | SHORE STREET | GOUROCK | PA19 1RG | 805 | L | Windows 2015 £175K. | C | B | £542,765 | £63,660 | Mainline - IL. |
| Hall | COMMUNITY HALL | GREENOCK TOWN HALL | CLYDE SQUARE | GREENOCK | PA16 1LX | 4,556 | L | Foyer electrical Oct 2012 £108K. Kitchen upgrade 2015 £60K. Saloon decoration £30K. | B | A | £805,301 | £390,679 | Mainline - IL. |
| Sports | SWIMMING POOL | PORT GLASGOW BATHS | BAY STREET | PORT GLASGOW | PA14 5EB | 892 | L | Refurbished 2004. Emergency lighting £7K 2014. | B | B | £251,096 | £5,232 | Mainline - IL. |
| Sports | LEISURE COMPLEX | WATERFRONT | CUSTOMHOUSE WAY | GREENOCK | PA15 1EG | 8,174 | L | Refrigeration plant replaced 2014 £399K + tusk repairs £43K. CHP Plant proposed 2015 £250K & Flume strut repairs £35K. Plant screen £30K. | B | A | £1,730,519 | £3,622,225 | Mainline - IL. |
| Sports | SPORTS CENTRE | GREENOCK | NELSON STREET | GREENOCK | PA15 1QH | 3,628 | L | Partial Refurbishment 2013/14 £625K. | B | B | £395,032 | £1,098,786 | Mainline - IL. |

| | | | | | | | | | | | | | |
|-----------------------------|---------------------|--------------------------------|-------------------------|--------------|----------|-------|---|---|---|---|----------|----------|---|
| Sports | SPORTS CENTRE | LADY OCTAVIA | BRIDGEND ROAD | GREENOCK | PA15 2JN | 1,276 | L | Reception upgrade 2013 £15K. | C | A | £639,206 | £28,778 | Mainline - IL. |
| Sports | PAVILION/CHANGING | BATTERY PARK PAVILION | BATTERY PARK | GREENOCK | PA19 17T | 917 | L | Boilers renewed 2014 £41K. | B | A | £303,252 | £52,323 | Mainline - IL. |
| Sports | SWIMMING POOL & GYM | OUTDOOR POOL GOUROCK | ALBERT ROAD | GOUROCK | PA19 1NH | 799 | L | Comprehensive refurbishment 2012 £2.036M. Fire alarm £15K 2014. £130K allocated 2014/15 for ramp and ventilation works. | B | A | £190,402 | £53,195 | Mainline - IL. |
| Sports | STADIUM/PARK/TRACK | RAVENS CRAIG STADIUM | AUCHMEAD ROAD | GREENOCK | PA16 0JE | 1,042 | L | Refurbishment completed 2013 £1.836M. | B | B | £169,940 | £194,119 | |
| Sports | PAVILION/CHANGING | PARKLEA PAVILION | PARKLEA | PORT GLASGOW | PA14 6TR | 780 | L | New build completed 2012 £4.721M. | A | A | tbc | tbc | Lifecycle plan being prepared. |
| Sports | PARK/CHANGING | RANKIN PARK | INVERKIP ROAD | GREENOCK | PA16 9EU | | L | New build completed 2014 £1.4M (incl. grass pitch). | A | A | tbc | tbc | Lifecycle plan being prepared. |
| Sports | BOWLING CLUB | INVERCLYDE INDOOR | BOGSTON LANE | GREENOCK | PA15 2UL | 2,548 | L | Refurbishment completed Sept 2011 £152K. | B | A | £861,039 | £109,879 | |
| Sports | FITNESS GYM | BIRKMYRE PARK GYM | KNOCKBUCKLE ROAD | KILMACOLM | PA13 4HX | 608 | L | Refurbishment completed 2008. | A | A | £140,070 | £292,661 | |
| Sports | SPORTS CENTRE | RAVENS CRAIG | AUCHMEAD ROAD | GREENOCK | PA16 0JN | 1,270 | L | Separate investment plan via IL £1.2M overall (£600K IC + £600K loan) | C | A | £0 | £0 | Survey indicated £546K Yrs 1-5 and £114K Yrs 6-10. |
| Sports | PAVILION/CHANGING | PAVILION BUILDING 12 | GOUROCK PARK | GOUROCK | PA16 8AP | 261 | L | | B | A | £26,100 | £52,200 | |
| Sports | PAVILION/CHANGING | BROOMHILL PAVILION | DUNN STREET | GREENOCK | PA15 4JF | 118 | L | Refurbished Nov 2010 £230K. | A | A | £8,850 | £23,600 | |
| CHCP | | | | | | | | | | | | | |
| Centre | CENTRE | GIBSHILL CNTR FOR IND. LIVING | GIBSHILL ROAD | GREENOCK | PA15 2UP | 1,409 | O | | B | A | £243,211 | £598,925 | |
| Centre | CENTRE | FITZGERALD ADULT TRAIN. CENTRE | LYNE DOCH STREET | GREENOCK | PA15 4AH | 1,306 | O | | B | A | £272,607 | £730,509 | |
| Centre | CENTRE | GOLF ROAD RESOURCE CENTRE | GOLF ROAD | GOUROCK | PA19 1DQ | 90 | O | | B | B | £10,647 | £12,102 | |
| Centre | CENTRE | McPHERSON CENTRE | McPHERSON DRIVE | GOUROCK | PA19 1LJ | 958 | O | | B | A | £177,701 | £486,082 | |
| Centre | CENTRE | INVERCLYDE CENTRE | DALRYMPLE STREET | GREENOCK | PA15 1BZ | 1,813 | O | | B | A | £253,622 | £789,633 | |
| Centre | CENTRE | WELLPARK CENTRE | REGENT STREET | GREENOCK | PA15 4PB | 754 | O | New build 2010 £2.5M. | B | A | £35,084 | £93,484 | |
| Centre | CENTRE | CALADH HOUSE | BANK STREET | GREENOCK | PA15 4PG | 597 | O | Refurbishment project imminent circa £475K Revenue funded. | B | B | £262,985 | £84,589 | |
| Residential | RESIDENTIAL HOME | CROSSHILL HOUSE | CROSSHILL PLACE | PORT GLASGOW | PA14 5UF | 734 | O | Separate investment plan £1.622M replacement. | B | C | £0 | £0 | Assumed no major investment due to planned closure summer 2017. |
| Residential | RESIDENTIAL HOME | HILLEND HOUSE FOR ELDERLY | EAST CRAWFORD STREET | GREENOCK | PA15 2BT | 879 | O | Extension completed Dec 2014 £86K. | B | A | £286,943 | £136,912 | |
| Residential | CHILDREN'S HOME | NEIL STREET | NEIL STREET | GREENOCK | PA16 9JA | 488 | O | Emergency lighting £8K 2013. Separate investment plan £1.558M replacement. | C | C | £0 | £0 | Assumed no major investment due to planned closure summer 2016. |
| Residential | CHILDREN'S HOME | KYLEMORE | KYLEMORE TERRACE | GREENOCK | PA16 0RY | 494 | O | New build completed 2012 £1.244M. | A | A | £25,391 | £89,821 | |
| CEMETERY/CREMATORIUM | | | | | | | | | | | | | |
| Cemetery | CEMETERY | KNOCKNAIRSHILL WAITING ROOM | KNOCKNAIRSHILL CEMETERY | GREENOCK | PA15 3HT | 29 | O | | B | A | £5,800 | £11,600 | |
| Cemetery | CEMETERY | WORKSHOP | KNOCKNAIRSHILL CEMETERY | GREENOCK | PA15 3HT | 94 | O | | B | A | £7,050 | £14,100 | |
| Cemetery | CEMETERY | CREMATORIUM | SOUTH STREET | GREENOCK | PA16 8UG | 486 | O | No major work since 2009. Cremator repairs £25K 2014/15. Lighting and floor coverings within last 5 years. | C | A | £225,516 | £96,798 | |
| Cemetery | CEMETERY | IVY HOUSE | SOUTH STREET | GREENOCK | PA16 8UG | 104 | O | | C | C | £97,731 | £43,603 | |

| | | | | | | | | | | | | | | |
|---|----------------------|--|---------------------------------|--------------|----------|--------|---|---|---|---|----------|------------|---|--|
| Cemetery | CEMETERY | OFFICE/WAITING ROOM | SOUTH STREET | GREENOCK | PA16 8UG | 119 | O | Waiting room minor refurbishment within last 5 years. CCTV installed. | B | B | £30,254 | £19,185 | | |
| Cemetery | CEMETERY | GARAGE/STORE | SOUTH STREET | GREENOCK | PA16 8UG | | C | Fire damaged. Replacement being procured (£16K). | D | D | £0 | £0 | Awaiting provision of new structure. | |
| Cemetery | CEMETERY | GARAGE/STORE | LARKFIELD ROAD | GOUROCK | PA19 1YD | 62 | O | | B | D | £4,650 | £9,300 | | |
| Cemetery | CEMETERY | GARAGE/STORE | GLASGOW ROAD | PORT GLASGOW | PA14 6RZ | 78 | O | | B | C | £5,850 | £11,700 | | |
| LIBRARIES/MUSEUMS | | | | | | | | | | | | | | |
| Library | LIBRARY | PORT GLASGOW | MUNICIPAL BUILDINGS FORE STREET | PORT GLASGOW | PA14 5EX | 791 | O | Refurbished 1994. Minor refurbishment 2010 £25K. | B | A | £155,736 | £419,806 | | |
| Library | LIBRARY | JAMES WATT LIBRARY | UNION STREET | GREENOCK | PA16 8TY | 687 | O | Separate investment plan. E&C Capital £4M. | C | D | £0 | £0 | Survey indicated £474K Yrs1-5 and £41K Yrs 6-10. | |
| Library | LIBRARY | SOUTH WEST | INVERKIP ROAD | GREENOCK | PA16 9HG | 296 | O | Refurbishment completed Aug 2012. £314K. | B | A | £98,921 | £22,673 | | |
| Library | LIBRARY | GOUROCK | KEMPOCK PLACE | GOUROCK | PA19 1QU | 288 | O | | B | A | £95,251 | £87,135 | | |
| Museum | MUSEUM & ART GALLERY | McLEAN MUSEUM & ART GALLERY | UNION STREET | GREENOCK | PA16 8JH | 2,140 | O | Separate investment plan. E&C Capital £4M. | C | A | £0 | £0 | Survey indicated £665K Yrs1-5 and £268K Yrs 6-10. | |
| OPERATIONAL PROPERTIES - OFFICES | | | | | | | | | | | | | | |
| Operational | OFFICE | MUNICIPAL BUILDINGS | CLYDE SQUARE | GREENOCK | PA15 1LT | 10,586 | O | In office AMP but requires more investment. Fit out fire museum May 2011 £100K. HR offices, 2nd fl ladies WC & toilets, members lounge - £54K Mar 2013. Customer Centre June 2012 £2.457M + Banking Hall £256K. Boiler replacement 2014 £80K + Door security £19K. District Court Offices allocation 2014/16 £2.305M. Windows £150K 2015. | C | A | £982,330 | £1,312,363 | | |
| Operational | OFFICE | WEST STEWART STREET | WEST STEWART STREET | GREENOCK | PA15 1YB | 1,587 | O | Survey indicated £725K Yrs1-5 and £69K Yrs 6-10. | B | B | £0 | £0 | To be vacated and sold 2017. Assumed no investment. | |
| Operational | OFFICE | HECTOR McNEIL HOUSE | CLYDE SQUARE | GREENOCK | PA15 1NA | 1,920 | O | Conversion and refurbishment completed 2014 £3.576M. | A | A | tbc | tbc | Lifecycle plan being prepared. | |
| Operational | OFFICE | PRINCESS ST HOUSE | PRINCESS STREET | PORT GLASGOW | PA14 5JH | 486 | O | Conversion and refurbishment completed 2014 £820K. Fit out £55K. | A | A | tbc | tbc | Lifecycle plan being prepared. | |
| Operational | OFFICE | WALLACE PLACE | WALLACE PLACE | GREENOCK | PA15 1LZ | 1,693 | O | Conversion and refurbishment completed 2015 £2.33M. Library fit out £100K. | A | A | tbc | tbc | Lifecycle plan being prepared. | |
| OTHER OPERATIONAL PROPERTIES | | | | | | | | | | | | | | |
| Centre | CENTRE | OLD MENS CLUB | FORE STREET | PORT GLASGOW | PA14 5EG | 92 | L | | | | | | | |
| Centre | CENTRE | FORMER GARVEL DEAF CENTRE | CHESTER ROAD | GREENOCK | PA16 0TT | 125 | C | | C | C | £120,454 | £20,057 | Surplus, to be leased or demolished. | |
| Centre | CENTRE | FORMER DAY NURSERY ADJOINING GAMBLE HALL | KING STREET | GOUROCK | PA19 1PU | 123 | C | | B | C | £59,280 | £59,474 | Currently vacant to be upgraded for CLD use. | |

| | | | | | | | | | | | | | |
|-------------|-----------------|---|------------------------------------|--------------|----------|-----|---|---------------------------------------|---|---|-------------|-------------|-------------------------------|
| Centre | DAY CENTRE | YOUTH CONNECTIONS (FORMER JOHN REID LIBRARY) | BURNS SQUARE | GREENOCK | PA16 0NT | 251 | O | | B | | £47,631 | £80,612 | In use for youth connections. |
| Centre | CENTRE | CRAIGEND RESOURCE CENTRE | McLEOD STREET | GREENOCK | PA15 2HD | 210 | L | | B | | £61,521 | £154,039 | |
| Centre | CENTRE | KING GEORGE VI CLUB | KING STREET | PORT GLASGOW | PA14 5JA | | L | | C | | £289,977 | £38,719 | |
| Hall | COMMUNITY HALL | YOUTH CONNECTIONS | LEVEN ROAD | GREENOCK | PA15 3DX | 216 | L | | | | £0 | £0 | Youth connections. |
| Library | LIBRARY | FORMER LIBRARY | BAWHIRLEY ROAD | GREENOCK | PA15 2BH | 129 | L | | | | £0 | £0 | Leased to Unison. |
| Operational | OFFICE | YOUTH CONNECTIONS | NICOLSON STREET | GREENOCK | PA15 1UL | 159 | L | | | | £3,575 | £8,713 | currently iZone |
| Operational | OFFICE | PORT GLASGOW | MUNICIPAL BUILDINGS FORE STREET | PORT GLASGOW | PA14 5EX | | L | Refurbished by RI for current tenant. | B | A | £66,293 | £135,255 | |
| Operational | OFFICE | YOUTH CONNECTIONS | BOGGLESTONE | PORT GLASGOW | PA14 5TJ | 242 | O | | B | A | £8,803 | £22,298 | |
| Sports | GOLF CLUBHOUSE | WHINHILL | OLD LARGS ROAD | GREENOCK | PA16 9LJ | 132 | O | Ladies locker room refurbished. | C | B | £232,236 | £34,882 | |
| Nature | VISITORS CENTRE | CORNALEES | LOCH THOM | INVERKIP | PA16 9LX | 350 | L | | B | A | £200,103 | £95,926 | |
| | | | | | | | | | | | £12,649,465 | £12,925,488 | |

| |
|-------------|
| £25,574,953 |
|-------------|

| | |
|---|------------------|
| D | Demolished |
| O | Open/Operational |
| L | Open/Leased |
| C | Closed/Vacant |

| | | | |
|-------------------------|---|--------------------|------------------------|
| Report To: | Policy and Resources Committee | Date: | 3 February 2015 |
| Report By: | Head of Organisational Development, Human Resources and Communications | Report No: | HR/40/14/BMcQ |
| Contact Officer: | Pauline Ramsay Health and Safety Team Leader | Contact No: | 01475 714723 |
| Subject: | Infection Control Policy | | |

1.0 PURPOSE

- 1.1 To ask the Committee to approve a reviewed Infection Control Policy for the Council. (Appendix 1)

2.0 SUMMARY

- 2.1 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 place a duty on employers to carry out assessments of the risk to employees and others from various substances. These can include chemicals, infectious agents such as blood borne viruses and bacteria etc.; and to undertake appropriate preventative action where necessary. This policy formalises these requirements into a corporate policy.
- 2.2 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of Health and Safety. The Infection Control Policy will form part of the Council's arrangements for Health and Safety.
- 2.3 The policy sets out how the Council will control the risk from infection in line with the relevant legislation and HSE guidance documentation.
- 2.4 The Organisational Development Strategy was approved by the Policy and Resources Committee in March 2013. This particular proposal is contained within Theme 2 - *Leadership, Succession Planning and Skills Development (Employees our Most Valuable Resource)* and Theme 3 - *Employer of Choice (Continuous Improvement)* in that it focuses on the health, safety and welfare of our workforce.

3.0 RECOMMENDATIONS

- 3.1 The Committee is recommended to approve the Infection Control Policy.
- 3.2 The Committee is asked to support this policy by active promotion of Health and Safety.

Steven McNab
Head of Organisational Development,
Human Resources and Communications

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that the risks to employee, from the risk of exposure the infection are assessed in line with its legal duties as defined by the COSHH Regulations 2002 (as amended), the Management of Health and Safety at Work regulations 1999 and the Health and Safety at Work etc. Act 1974.
- 4.2 By law (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work and the organisation and arrangements in place for putting that policy into practice. The Infection Control Policy details the arrangements the Council has in place for managing the risks to employee from hazardous substances at work.
- 4.3 The infection Control Policy sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Health and Safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 4.4 The policy consists of the following main sections:
- Statement of Policy
 - Roles and Responsibilities
 - How the Policy should be implemented
 - Management Requirements
 - Information and Training Requirements
- 4.5 This policy replaces the Council's Blood Borne Virus Policy 1998 which has been withdrawn. It has been updated to include risks from all infections including, but not limited to, BBV's and to bring the policy into line with current guidance on Standard Infection Control Precautions and treatment for needle stick injuries.

5.0 PROPOSALS

- 5.1 The Infection Control Policy be adopted by Inverclyde Council and used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

Finance

- 6.1 There are no financial implications for this report.

Financial Implications:

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A | | | | | |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (if Applicable) | Other Comments |
|-------------|----------------|------------------|------------------------|-------------------------------|----------------|
| N/A | | | | | |

Legal

- 6.2 Legal: Failure to have a robust policy in place and to implement it could result in enforcement action being taken against the Council.

Human Resources

- 6.3 There are no Human Resources implications.

Equalities

- 6.4 YES
- NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

- 6.5 There are no repopulation issues within this report

7.0 CONSULTATIONS

- 7.1 The Infection Control Policy has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the Policy.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Appendix 1 – Infection Control Policy

OD, HR & Comms

Infection Control Policy

Version 2.0

Produced by:
Health and Safety OD, HR & Comms

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

February 2015



INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON AUDIOTAPE, OR CD.

DOCUMENT CONTROL

| Document Responsibility | | |
|-------------------------|-------------------------------|----------------|
| Name | Title | Service |
| Pauline Ramsay | Health and Safety Team Leader | OD, HR & Comms |
| | | |
| | | |

| Change History | | |
|----------------|---------------|---------------------------------------|
| Version | Date | Comments |
| 1.0 | October 1998 | Original Interim Document (Withdrawn) |
| 2.0 | February 2015 | Updated to Infection Control and BBV |

| Distribution | | |
|----------------------------------|------|-------------|
| Name | Date | Designation |
| CMT and Extended Management Team | | |
| Union Representatives | | |
| Stuart Graham | | UNITE |
| Billy Matthews | | UNISON |
| Barbara Gillan | | GMB |
| Tom Tracey | | EIS |
| David Magee | | SSTA |
| Noreen McMillan | | NAWUWT |

Distribution may be made to others on request

| Policy Review | | |
|---------------|-------------------------------|----------------|
| Review Date | Person Responsible | Service |
| February 2016 | Health and Safety Team Leader | OD, HR & Comms |

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1 INTRODUCTION

- 1.1 The Control Of Substances Hazardous to Health Regulations 2002 require the Council to ensure that employees are protected from chemicals including biological hazards and to protect its employees and others from acquiring blood borne viruses or other infections as a result of their work activities.
- 1.2 Infections at work are those created by exposure to harmful micro-organisms such as bacteria, fungi, viruses and internal parasites.
- 1.3 Micro-organisms which can cause infection in the workplace are generally spread by one of four main routes.
- Airborne Transmission - In this route, micro-organisms spread by aerosol droplets through the air e.g. respiratory discharges such as coughs and sneezes, or contaminated dust.
 - Faecal-Oral Transmission - This route is spread by hand to mouth e.g. going to the toilet, not washing hands then transferring micro-organisms to food which is then eaten.
 - Direct Contact Transmission - This can either be directly from person to person, from animal to person or indirectly via things such as inanimate objects.
 - Blood and Body Fluid Transmission - This includes a skin penetrating injury e.g. via a contaminated needle or other sharp object or through a bite caused by challenging behaviour or by an infected animal or insect.
- 1.4 Some of the key areas where employees may be exposed to infectious organisms are:
- Those providing personal care to service users¹ or others.
 - Those in contact with service users with additional support needs who are known to scratch or bite or be subject to unpredictable behaviours.
 - Working in the presence of or finding discarded/used needles.
 - Cleaning up of blood or body fluid spillages.

2 POLICY STATEMENT

- 2.1 It is the policy of Inverclyde Council to take all reasonably practicable steps to safeguard the health, safety and welfare at work of all of its employees. The council will comply with all aspects and provisions of the Health & Safety at Work etc. Act 1974; The Control of Substances Hazardous to Health Regulations 2002; The Management of Health and safety at Work Regulations 1999 and all other relevant statutory obligations. This includes the organisation and arrangements required to ensure the risks from infection are adequately controlled for employees and others who may be affected by our undertakings.

A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's Infection Control Policy.

¹ Service Users can be anyone receiving personal care within the Council, i.e. pupils in educational establishments, people receiving homecare, those attending residential accommodation, anyone receiving first aid.

2.2 This standard will be achieved by Inverclyde Council:-

- Providing managers with sufficient information to identify work activities and persons at risk from the transmission of infections including blood borne diseases
- Providing managers with information about the transmission of blood borne diseases and management standards for identifying the risk of exposure.
- Offering immunisation at no financial or time cost to those employees who undertake activities which puts them at risk of infection and where an immunisation programme would reduce the risk.
- Monitor immunisation programmes and maintain details of vaccinations including boosters.

2.3 Provide managers with information and training in respect of :-

- Identifying high risk activities where transmission of infection or blood borne diseases is likely to be a hazard.
- Advising whether immunisation may be an appropriate control measure
- The suitability of workplaces, safe working practices, personal protective equipment and equipment used by employees.

2.4 The aim of this policy is to minimise the risk of exposure to harmful micro-organisms and prevent the risk of infection.

2.5 This policy should be read in conjunction with the Council's Occupational Health Policy.

3 SCOPE

3.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable and to pupils, service users or members of the public who have access to Council premises.

4 CONSULTATION & IMPACT ASSESSMENT

4.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:

- Trade Union Representatives through the Corporate Health and Safety Committee.
- All Chief Officers.
- Employees via the Council Intranet.

4.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

5 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

5.1 Corporate Directors

Corporate Directors have a collective and individual responsibility to employees in providing Health and Safety Leadership within Inverclyde Council, they should ensure that their Directorate has:-

- As far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure for Personal Protective Equipment and training to deal with BBV's and other infections.

5.2 Heads of Service

Heads of Service will have a pivotal role in the effective implementation of the Infection Control Policy. They shall be responsible for ensuring:

- That this policy is implemented within those areas under their control or influence.
- That there is a system to monitor that their Managers are complying with this policy.
- That where two or more Services are located within a building to liaise with other Heads of Service to co-ordinate infection control arrangements.
- That adequate equipment or facilities are provided and maintained and;
- That suitable notices are displayed informing employees of the arrangements for infection control.

5.3 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure:

- Assess the risks of transmission of infection or Blood Borne Disease to employees and others, and to establish appropriate procedures.
- Refer employees in areas of known risk of infection to Occupational Health via HR to have their immune status confirmed. If an employee does not have immunity and immunisation is identified as an appropriate control measure for an individual employee they will be offered a course of vaccinations in work time and at no cost to the employee; or their work activities will be changed to reduce their exposure risk.
- Inform employees of the level of risk in their workplace.
- That infection control training is provided where required and retraining carried out every three years.
- Provide employees with guidance and information to minimise the risk of needle stick injuries and the action they should take in the event of a contamination injury.
- That infection control PPE and other materials or equipment are checked and stocks maintained.
- That suitable notices are displayed informing employees of the arrangements for first aid provision.
- Provide employees with guidance on standard infection control procedures to reduce the risk of transmission of blood borne diseases.

5.4 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to this Policy, employees should:

- Where designated as a responsible person ensure that checks on equipment or facilities are checked and maintained.
- Inform their line manager immediately if there are any concerns about safety in relation to infection control.
- Inform their line manager if they require immunisation.
- Report any incidents where there is a risk of infection or contact with Blood Borne Viruses.

5.5 Health and Safety Team Leader

The Council Health and Safety Team Leader shall ensure that the Infection Control Policy is monitored for effectiveness, is subject to regular review, and is revised when necessary. This shall be done in conjunction with Heads of Service and Trades Union safety representatives.

5.6 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The safety committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

6 ARRANGEMENTS

These arrangements outline the Council's intentions regarding infection control.

6.1 Risk Assessment

The risks from infection at work can be dealt with in the same way as any other health and safety issue - through carrying out a risk assessment. In line with the corporate policy on Hazardous Substances, a risk assessment must be carried out for all work activities where employees may come into contact with infectious micro-organisms at work.

Various factors need to be considered in assessing the risk. The key points are:

- Where the organism may be present e.g. in an animal, person or environment.
- How employees may be exposed e.g. direct skin contact and/or inhalation.
- What effects it may have e.g. infection, cause allergies.
- Exposure i.e. frequency of contact taking into account the systems of work and protective measures in place.
- Who is at risk e.g. employees, visitors, service users.
- Identify employees who may be at greater risk e.g. vulnerable staff.

The aim of the assessment is to enable decisions to be made about the actions needed to prevent or control the risk. This includes the setting up of practical control measures, providing information and training, monitoring exposure and carrying out immunisation and/or health surveillance where the assessment shows that these are required.

An Infection Control/BBV Risk Assessment proforma is available in Appendix 1.

6.2 Immunisation

The need for staff to be immunised is determined by the risk assessment process. Immunisation is a supplement to reinforce other control measures. Staff groups identified by

the risk assessment process as requiring immunisation will have vaccines made available to them free of charge. The line manager should refer the employee to Occupational Health by completing a Health and Safety Occupational Health referral form (See Occupational Health Policy) and sending it to the Health and Safety Team Leader at:

3rd Floor
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Or emailing it to: health.safety@inverclyde.gov.uk

Post exposure treatments are available for some diseases. Advice on post exposure treatments is available from the Council's occupational health provider. Enquiries should be emailed to health.safety@inverclyde.gov.uk or call (71)4720.

6.3 Standard Infection Control Precautions

Standard Infection Control Precautions (SICP's) are to be used by all employees in all settings where care is being provided at all times for all Service Users, whether infection is known to be present or not, to ensure the safety of those being cared for, including employees and visitors to the Council.

SICPs are the basic infection prevention and control measures necessary to reduce the risk of transmission of infectious agent from both recognised and unrecognised sources of infection. Sources of (potential) infection include blood and other body fluids secretions or excretions (excluding sweat), non-intact skin or mucous membranes and any equipment or items in the care environment or establishment that could have become contaminated.

The application of SICPs during service delivery is determined by an assessment of risk to and from individuals and includes the task, level of interaction and/or the anticipated level of exposure to blood and/or other body fluids.

To be effective in protecting against infection risks, SICPs must be used continuously by all employees. SICPs implementation monitoring must also be ongoing to ensure compliance with safe practices and to demonstrate ongoing commitment to service user and visitor safety.

There are 10 elements of SICP's

6.3.1 Assessment of Infection Risk

Service users must be assessed for infection risk prior to care being given and this should be continuously reviewed while they are under the care of the Council. This assessment will influence any decisions in regard to the care needs.

Service users who may present a cross-infection risk include those:

- With diarrhoea, vomiting, an unexplained rash, fever or respiratory symptoms.
- Known to have been previously positive with a Multi-drug Resistant Organism e.g. MRSA, CPE.
- Who have been hospitalised outside Scotland in the last 12 months.

6.3.2 Hand Hygiene

Hand washing is widely acknowledged to be one of the most important ways of controlling the spread of infection. Employees may think that they know how to wash their hands but evidence suggests that many people do not use the correct technique. This means that areas of the hands can be missed.

The diagrams in Appendix 2 demonstrate the hand hygiene procedure that should be followed when washing with soap and water or using alcohol hand gel or rub.

Hands should be cleaned:

- Before and after personal contact with service users
- Following cleaning activities
- Before handling food
- Before eating, drinking or smoking
- Before taking medication or giving it to someone else
- Before inserting contact lenses
- After contact with body fluids
- After removing gloves
- Whenever hands are visibly dirty
- After any activity or contact that contaminates the hands including using the toilet, coughing, sneezing, handling waste etc. even if gloves have been worn.

Alcohol/antibacterial hand gels and rubs are a practical alternative to soap and water where employees do not have immediate access to suitable washing facilities. However, hands that are visibly dirty or potentially grossly contaminated should wherever possible be washed with soap and water and dried thoroughly.

6.3.2.1 Hand Preparation

Preparation of the hands increases the effectiveness of cleaning. Employees identified as at risk from infection and/or deliver personal care should:

- Expose their forearms.
- Keep nails short, clean and free of polish or artificial nails.
- Avoid wearing jewellery, such as wristwatches, bracelets and especially rings with ridges or stones. A plain metal finger ring is acceptable but it should be moved up or removed during hand hygiene.
- Cover all cuts and abrasions with a waterproof dressing.

6.3.2.2 Hand Washing Facilities

In premises, adequate hand washing facilities must be available and easily accessible. Designated hand washing facilities must be provided in treatment rooms, laundries and kitchens. Designated hand washing facilities must have basins provided with liquid soap dispensers, paper towels and foot-operated waste bins. Where hand washing facilities are not readily available for example when working at outside locations employees should have access to alternatives i.e. alcohol/antibacterial hand gels and rubs.

6.3.2.3 Hand Drying/Skin Care

Improper drying can contaminate hands that have been washed. Wet surfaces transfer organisms more effectively than dry ones and inadequately dried hands are prone to skin damage.

- Dry hands thoroughly after hand washing using disposable paper hand towels.
- Use an emollient hand cream during work breaks and when not working.
- Do not use or provide communal tubs of hand cream in settings where personal care is being provided.

6.3.3 Respiratory and Cough Hygiene

Respiratory and cough hygiene is designed to minimise the risk of cross-transmission of respiratory illness:

- Cover the nose and mouth with a disposable tissue when sneezing, coughing wiping and blowing the nose.
- Dispose of all tissues promptly into a waste bin.
- Wash hands with a non-antimicrobial liquid soap and warm water after coughing, sneezing, using tissues, or after contact with respiratory secretions or objects contaminated by these secretions.
- Keep contaminated hands away from the eyes, nose and mouth.

Employees should promote respiratory and cough hygiene helping those (e.g. elderly, children or those with additional support needs) who need assistance with this e.g. providing Service Users with tissues, plastic bags for used tissues and hand hygiene facilities as necessary.

6.3.4 Personal Protective Equipment (PPE)

Personal protective equipment is used to protect both staff and service users from the risk of cross-infection. It may also be required for contact with animals, hazardous chemicals and some pharmaceuticals. PPE includes items such as gloves, aprons, masks, goggles or visors. In certain situations it may also include hats and footwear.

All PPE should be:

- Located close to the point of use
- Stored to prevent contamination in a clean/dry area until required for use (expiry dates must be adhered to.)
- Be single use only items where possible
- Disposed of correctly i.e. contaminated waste or domestic waste.

Reusable PPE items i.e. non disposable goggles or face shields must have a decontamination schedule with responsibility assigned.

6.3.4.1 Disposable Gloves

Gloves must be:

- worn where there might be contact with body fluids and or blood,
- changed immediately after each Service user and/or following completion of a procedure or task;
- changed if a perforation or puncture is suspected and appropriate for use, fit for purpose and well fitting.

Gloves are not a substitute for hand washing. Disposable gloves are for single use only and they must be removed and discarded appropriately as soon as the task is completed. Hands must always be washed following their removal. The disposable gloves provided

must be either powder free vinyl or nitrile. Latex gloves must not be issued to staff due to the risk of sensitivity and allergic reaction associated with latex.

The correct procedure for the safe removal of re-usable and single use gloves is shown in Appendix 3.

6.3.4.2 Disposable Plastics Aprons

These should be worn whenever there is a risk of contaminating clothing with body fluids and when a service user has a known infection. Employees should dispose of them appropriately once the task is completed and/or changed between Service users.

6.3.4.3 Masks, Visors and Eye protection

These should be worn when a work activity is likely to cause body fluids or substances to splash into the eyes, face or mouth. Masks may also be necessary if infection is spread through the airborne route – for example, severe acute respiratory syndrome (SARS). Staff should ensure that this equipment fits correctly, is handled as little as possible, and changed between service users or tasks. Masks should be disposed of appropriately immediately after use.

6.3.5 Safe Management of Care Equipment

Care equipment is easily contaminated with blood or other body fluids, secretions, excretions and infectious agents. Consequently it is easy to transfer infectious agents from communal equipment. Care equipment is classified as either:

- Single-use – equipment which is used once on a single service user and then discarded. It must never be reused even on the same person. The packaging carries this symbol.
 - Needles and syringes are single use devices.
 - Never administer medications from a single dose vial to multiple service users.
- Single Service User use – equipment which can be reused on the same Service User.
- Reusable invasive equipment – used once then decontaminated. (It is unlikely that Inverclyde Council will deal with this equipment stream.)
- Reusable non-invasive equipment – or communal equipment. Reused on more than one service user following decontamination between each use.



Before using any sterile equipment check that:

- The packaging is intact
- There are no obvious signs of packaging contamination; and
- The expiry date remains valid.

Decontamination of reusable non-invasive care equipment must be undertaken:

- Between each use
- After blood and/or body fluid contamination;
- At regular predefined intervals as part of an equipment cleaning protocol; and
- Before inspection, servicing and repair.

Follow manufacturers' guidance for use and decontamination of all care equipment.

All reusable non-invasive care equipment must be rinsed and dried following decontamination then stored clean and dry.

Decontamination protocols should include responsibility for; frequency of and method of environmental decontamination.

For guidance on how to decontaminate non-invasive care equipment see Information Sheet 58, Appendix 4.

6.3.6 Safe Management of the Workplace Environment

The cleanliness of the environment where a service user is being cared for is important to prevent the spread of infection. The person responsible for maintaining this environment must be identified and a clear reporting mechanism in place to ensure that any deficiencies are notified so that they can be acted upon.

The environment must be:

- Visibly clean, free from non-essential items and equipment to facilitate effective cleaning;
- Well maintained and in a good state of repair; and routinely cleaned in accordance with an agreed cleaning schedule.
- A fresh solution of general purpose neutral detergent in warm water is recommended for routine cleaning. This should be changed when dirty or at 15 minute intervals when changing tasks.
- Routine disinfection of the environment is not recommended. However, 1,000ppm available chlorine should be used routinely on sanitary fittings.

Employee groups should be aware of their environmental cleaning schedules and clear on their specific responsibilities. Cleaning protocols should include responsibility for; frequency of; and method of environmental decontamination.

6.3.7 Safe Management of Linen

Clean linen should be stored in a clean, designated area, preferably an enclosed cupboard. If it is not stored in a cupboard then the area it is stored must be designated for that purpose and the linen covered with an impervious cover able to withstand decontamination.

For all used linen:

- Ensure a laundry receptacle is available as close as possible to the point of use.

Do not:

- Rinse shake or sort linen on removal from any beds etc.;
- Place used linen on the floor or any other surfaces, i.e. tables;
- Re-handle used linen once bagged;
- Overfill laundry receptacles; or
- Place inappropriate items in the laundry receptacle i.e. used equipment/needles.

For all infectious linen i.e. linen or clothing that has been used by a service user who is known or suspected to be infectious and/or linen that is contaminated with blood and/or other body fluids e.g. faeces:

- Place directly into a water-soluble/alginage bag (Appendix 5) and secure; then place into a plastic bag e.g. clear bag before placing in a laundry receptacle or returning to the Service User. This applies to any items heavily soiled and unlikely to be fit for reuse.

6.3.8 Safe Management of Blood and Body Fluid Spillages

Spillages of blood or other body fluids may transmit blood borne viruses. Spillages must be decontaminated immediately by staff trained to undertake this safely. Responsibilities for the decontamination of blood and body fluid spillages should be clear within each area.

For management of blood and body fluid spillages see Appendix 6 Information Sheet 57.

6.3.9 Safe Disposal of Waste (including sharps)

There are various classifications of waste:

- Domestic Waste
 - Recyclates (glass, paper and plastics, metals, cardboard)
 - Residual waste (any other domestic waste that cannot be recycled)
- Clinical Waste
 - Generally is produced as a result of healthcare activities e.g. soiled dressings, sharps. Or waste which may contain infectious materials, i.e. blood or body fluid contamination.
- Hygiene Waste
 - See SEPA guidance on this type of waste. Appendix 7

Clinical waste should be put into clinical waste yellow bags, clearly identified as clinical waste. These bags must be removed and incinerated by an approved waste management provider, and should not be disposed of in any other manner.

6.3.9.1 Clinical Waste Deposit Area

To comply with the "Waste Management Licensing Regulations" Inverclyde Council have made available a central clinical waste collection point.

A clinical waste skip (yellow in colour) is located at the Pottery Street Waste Depot adjacent to the port-a-cabin at the weighbridge.

This facility is available to allow the safe deposit of clinical waste that may be collected by Inverclyde Council employees during the course of their duties.

The clinical waste skip will be controlled by Transport and Waste employees operating from the garage office. The key for the skip and the "Clinical Waste Deposit Register" will be held and controlled from this location.

Employees wishing to deposit clinical waste should report to the garage office and give the appropriate information to employees controlling the waste collection point.

If no employees are present efforts should be made to locate them or a return visit made.

- Clinical waste should not be deposited in this area if no employees are present to provide access to the skip.
- Clinical waste being deposited must be in either a sharps container or clinical waste yellow bag.
- Clinical waste must always be properly bagged; it must never be deposited loose.

Sharps boxes must:

- Have a dedicated handle.
- Have a temporary closure mechanism, which must be employed when the box is not in use.

- Be disposed of when the manufacturers' fill line is reached; and be labelled with the point of origin and the date of closure.

Information Sheet 49 – BBV: Sharp/needle uplift awareness provides further information on the correct method of uplifting needles. Appendix 8

6.3.10 Occupational Safety: prevention and exposure management (including sharps)

A sharp is defined as any item that is capable of penetrating the skin and may be contaminated with blood or other body fluids. Sharps include needles, glass, metal and knives. The main hazards of a sharps injury are Hepatitis B, Hepatitis C and HIV. Sharps handling must be assessed kept to a minimum and eliminated is possible with the use of approved safety devices. Manufacturers' instructions for safe use and disposal must be followed.

A significant occupational exposure is:

- An injury which breaks the skin, e.g. injuries from needles, bites etc.
- Exposure of broken skin (abrasions, cuts, eczema, etc.; and/or
- Exposure of mucous membranes including the eye from splashing of blood or other high risk body fluids.

There is a potential risk of transmission of a Blood Borne Virus (BBV) from a significant occupational exposure and employees must understand the actions they should take when a significant occupational exposure incident takes place.

Accidents can occur at any stage and to reduce the risk of injury and exposure to blood-borne transmissible diseases. To avoid injury employees should ensure that:

- Sharps are not passed directly from hand to hand.
- Handling is kept to a minimum.
- Needles are not broken or bent before use or disposal.
- Syringes or needles are not dismantled by hand before disposal.
- Needles are never re-sheathed.
- They plan for the safe handling and disposal of sharps before they are used.
- Used sharps are placed in a special container at the point of use, by the user and not a third party. This should conform to UN Standard 3291 and British Standard 7320.
- Service users who self-medicate must be encouraged to dispose of sharps themselves directly into a sharps container at the point of use.
- Where needles are regularly used consideration should be given to the use of retractable needles.
- Sharps containers must be kept in a secure place away from unauthorised people.

Employees who are identified at risk from injury by discarded needles should be provided with puncture resistant gloves and suitable equipment for safe handling and disposal.

Premises or locations that identify a risk from discarded sharps such as syringes must have suitable equipment available/accessible to remove the sharps. Out of hours, they can liaise with the Community Wardens to make arrangements for the area to be made safe.

For information on the management of an occupational exposure incident see Appendix 9

6.3.10.1 Managing Accidents

Accidental exposure to body fluids can occur by:

- Injury penetrating the skin – for example, from needles, instruments, bone fragments or significant bites that break the skin.
- Exposure of broken skin – for example, abrasions, cuts or eczema.
- Exposure of mucous membranes, including the eyes and the mouth.

The action that should be taken immediately following accidental exposure to body fluids, including blood is given below and illustrated in Appendix 9.

Action to be taken by the person exposed:

- Immediately stop what you are doing and attend the injury.
- Encourage bleeding of the wound by applying gentle pressure – do not suck. Wash well under running water, dry and apply a waterproof dressing as necessary. If body fluids splash into eyes, irrigate with cold water. If body fluids splash into your mouth, do not swallow. Rinse out several times with cold water. Report the incident to your manager and complete an online Accident Form and the Accident Book
- If line manager is not available contact Health and Safety on ext. 4720.
- Go to A&E

Action to be taken by the line manager:

- Initiate an investigation into the cause of the incident.
- If the Service User involved in the incident is known gain information from the Care Plan about medical history.
- Assess the degree of risk to the employee. Incident that will normally be regarded as high risk are:
 - Needlestick injuries
 - Bites – that break the skin
 - Any incident resulting in the skin being broken
- Contact the Health & Safety Team for follow up action/treatment as necessary.
- Inform Health and Safety of all relevant information about the incident.
- Ensure an accident form is completed.
- Complete/review risk assessment.
- Following an incident, exposed staff should be given time to talk about their concerns, provided with information about the risks arising from the exposure, and informed of the support available from the staff counselling service.

Action to be taken by Occupational Health

- Check the immune status of the exposed employee if known, and discuss their immune status with the employee.
- Dependent on best practice, offer the employee the chance to have their blood tested.

6.4 Special Considerations for First Aiders

The risk of being infected whilst carrying out first aid duties is small. The following precautions can be taken to reduce the risk of infection:

- Cover any cuts or grazes on your skin with a waterproof dressing.
- Wear disposable gloves when dealing with blood or any other body fluid.
- Use suitable eye protection and a disposable plastic apron where splashing is possible.
- Use devices such as a resuscitator when giving mouth-to-mouth resuscitation, but only if you have been trained to use them.
- Wash hands after the procedure.

6.5 Vulnerable Employees

If there is a known infectious risk, managers must consider if any of the staff exposed would be at increased risk due to their own health. Guidance on other infections is available in Appendix 10.

6.5.1 New or Expectant Mothers

Some infections in pregnancy may cause damage to the developing baby and pregnant staff should not work with these infectious hazards. (Advice must be sought from the Health and Safety Team or Occupational Health Service, on individual cases when appropriate.)

Main risks are from chicken pox, rubella, measles like rashes, slapped cheek and certain zoonosis such as toxoplasmosis and psittacosis. All pregnant staff must have a risk assessment completed as soon as their pregnancy is known.

6.5.2 Those with lowered immune system (immunocompromised)

This would include those being treated with radiotherapy and chemotherapy for cancer, and high doses of steroids or illness that affects immunity such as Leukaemia, HIV. These individuals are more likely to develop some infections and these may be more severe. Advice must be sought from the Occupational Health Unit on an individual case basis and an individual risk assessment carried out.

6.6 Confidentiality

Confidentiality must be maintained at all times. Services should actively safeguard and protect confidentiality about the medical status of all staff and service users. When the medical status of a staff member or service user is known, either through recorded information or verbally, the indisputable “need to know” is the criteria for disclosure not “want to know”.

Deliberate breaches of confidentiality will be considered a disciplinary matter. An individual who wishes his/her medical status to remain confidential should have his/her wishes respected. For information to be shared the informed consent of the individual should be obtained. Before an individual gives consent, it is vital that she/he should be aware of the implications of agreeing to disclosure of information. The Council's Data Protection Policy and Data Protection Protocols must always be followed.

7 INFORMATION AND TRAINING

7.1 Information

Inverclyde Council recognises the need to provide staff with relevant information on the how to deal with the risk of infection and exposure to BBV's. Employee awareness will help with the implementation of this policy. Information on the infection control will be made available on the Council's Intranet System ICON, and on Information Sheets. The information will be updated on a regular basis.

7.2 Training

The Council recognises that training of employees is important to ensure that all relevant employees have the necessary skills to carry out the requirements of this policy. Employees identified as at risk from infection and/or deliver personal care must receive information and

training on the Infection Control Policy and standard precautions on induction. This must be reviewed on a regular basis and the training recorded.

7.3 Communication of the Policy

The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system ICON.

8 MONITORING, EVALUATION & REVIEW

This reviewed policy was ratified by the Council's Policy and Resources Committee on 09 February 2015 and implemented immediately thereafter.

Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. This policy will be subject to monitoring and review on a regular basis by the Corporate Health and Safety Section via the Corporate Health and Safety Committee.

The policy will be reviewed 12 months from implementation and every three years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy, and monitoring of incidents.

**APPENDIX 1 – INFECTION CONTROL/RISK ASSESSMENT
PROFORMA**

Risk Assessment – Infection Control including Blood Borne Viruses (BBV's)

| | | | |
|---|------------------------------|---|---|
| Reference No: | | Service: | |
| <p>Please see guidance at Appendix 1 on how to complete this Risk Assessment on behalf of Individuals / Groups potentially exposed to BBV's. This risk assessment should be regularly reviewed as change in work activity / equipment / personnel / systems or industry standards dictate. If no other changes occur then the activity should be re-assessed after a period of 3 years. N.B Continue on blank paper if required.</p> | | | |
| 1. Provide Detail of Work Activity: | | 2. Person(s) at Risk: | |
| | | | |
| 3. Hazard: | | 4. Types of Loss / Injury /Ill health: e.g. infection/disease/psychological harm | |
| | | | |
| 5. Existing Control Measures: | | | |
| | | | |
| 6. Risk Rating Number (RRN) with Existing Control Measures: | | <input type="text"/> | X <input type="text"/> = <input type="text"/> |
| | | Severity | Likelihood |
| HIGH: <input type="text"/> | MEDIUM: <input type="text"/> | LOW: <input type="text"/> | <input type="text"/> |
| High =20 to 36 | Med = 9 to 18 | Low = 1 to 8 | |
| 7. Is vaccination available for control of this risk? | | | |
| 8. Could vaccination significantly reduce the risk to this individual or group? | | | |
| 9. After explanation has the individual or group expressed a willingness to consider this option? | | | |
| <p>If the above control measures are NOT considered adequate to reduce the risk of exposure to a tolerable level, additional control measures must be implemented. These could include vaccination, which should only be considered if responses to the following questions are 'yes'</p> | | | |
| 10. Additional Recommended Control Measures: | | Action by: | Completion Date: |
| | | | |
| | | | |
| | | | |
| | | | |
| 11. RRN after implementation of additional control measures: Repeat RRN from above if no additional measure recommended | | <input type="text"/> | X <input type="text"/> = <input type="text"/> |
| | | Severity | Likelihood |
| Assessed by: | <input type="text"/> | Date: | <input type="text"/> |
| Designation: | <input type="text"/> | | |
| Person Responsible for ensuring the above is Implemented: | | <input type="text"/> | |
| Signature: | <input type="text"/> | Issue Date: | <input type="text"/> |
| Designation: | <input type="text"/> | Review Date: | <input type="text"/> |
| 12. Occupational Health Referral: | <input type="text"/> | Date: | <input type="text"/> |
| Comments: If assessing for one individual please include employee signature and date | <input type="text"/> | | |

Guidance on Completion of Form

Introduction: - This Risk Assessment ProForma should be used when considering the level of risk of contracting an infection i.e. TB or a Blood Borne Virus (BBV) to which an individual or group may be exposed.

Detailed guidance and current best practice in terms of risk of BBV's and other Infection control issues can be found in the associated standard.

1. Describe the work activity undertaken by the individual or group. (Some relevant examples are listed in Infection Control or BBV Standard)
2. Consider who may be at risk Include all those who may be affected e.g., clients, service users, contractors, members of publics etc. where relevant
3. Consider the Hazards associated with this Work Activity i.e. what has the potential to cause harm? The following list of work areas / job types may be of use but is not exhaustive;

| | |
|----------------------------|---|
| Waste Management | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Property Maintenance | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Play Equipment Inspections | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Cleaners | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Caretakers/Janitors | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Social Care Workers | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Ground Maintenance | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Hostel Officers | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |
| Housing Inspectors | Contact / piercing of Skin from hidden contaminated sharps / needles / exposure to bacteria/virus |

- Blood Transfer through Violence / Assault
- Blood / Body Fluid Transfer through Personal Care Activities
- Blood / Body Fluid Transfer through Cleaning Activities
- Blood / Body Fluid Transfer through delivery of First Aid
- Body Fluid transfer through skin puncturing in the form of human bites
- Close sustained contact with an infected person

4. Detail potential Loss / Ill-Health / Disease or other Harm

Consider the various forms of Hepatitis, HIV or other known BBV's. Don't exclude psychological harm to which individuals may be exposed when contracting a needlestick injury and / or knowingly absorbing blood / body fluid products. While risk of contamination is still extremely low, it can be 6 months before an individual receives the 'all-clear' in this respect.

5. Existing Control Measures

Provide a detailed explanation of what is already in place to reduce the risk associated with the work activity. The following list of options may be helpful, but are not exhaustive;

- Provision of Information on Council Policy and Guidance
- Provision of Instruction and / or Training in:
 - BBV's, Infection Control, Sharps Handling, Blood and Body Fluid Spillages, Blood and Body Fluid Clean Up Procedures, Good Hygiene Standards, Use of Sharps Kits, COSHH Awareness etc.
- Use of Safe Systems of Work –
- Good Personal Hygiene / Hand washing Practices.
- Safe Handling and Disposal of Sharps
- Issue of Sharps Collection Kits
- Issue of Blood / Body Fluid Clean Up Kits
- Knowledge of 'Action to be Taken in the Event of a Sharps Injury' protocols
- Awareness of Incident / Accident reporting Procedures
- Adequately covered cuts and wounds.
- Use correct tools for job e.g. lifting hooks, devices, tongs, remote pickers
- Use of Personal Protective Equipment – e.g. various gloves – needle retardant or disposable gloves, disposable aprons, rubber boots, disposable overshoes, eye shields, face masks, waterproof clothing, disposable suits.
- (PPE should be seen as a last resort, and where used, suitably stored, inspected, maintained, cleaned etc. as required).

6. Assess the level of Risk with existing Control Measures.

See Appendix 2 for further assistance.

7, 8, 9 Vaccination

If the Control Measures are NOT considered adequate to reduce the risk of exposure to a tolerable level, additional control measures must be implemented. These could include vaccination, but this should only be considered if responses to the questions 8, 9, and 10, are 'yes'.

If this is the case, vaccination should be entered as an additional control measure (11) and the individual (or group) should be referred to Occupational Health for further 'person specific' guidance. When this process is complete the Risk Assessment should be updated.

10. Additional Control Measures

This is the opportunity to reduce the risk even further. In this section, you may include vaccination, (if the conditions of 7, 8, 9. are satisfied), or any of the wide range of Control Measures not previously implemented at 5, which might help to reduce the risk further.

11. Risk Rating (Following Implementation of Further Control Measures)

Assess the level of Risk with the Additional Control measures, using the same method as before.

12. Occupational Health Referral

Where it has been decided to pursue vaccination as an additional control measure – please record this here, with a note of appointment date.

Conclusion

Now simply ensure the assessment is signed and dated by the appropriate individuals and copied to the Health and Safety Team Leader, Municipal Building, Clyde Square Greenock.

This risk assessment should be regularly reviewed as change in work activity / equipment / personnel / systems or industry standards dictate. If no other changes occur then the activity should be re-assessed after a period of 3 years

Comments: If risk assessing exclusively for one individual, please include employee signature and date in this box.

13 General Risk Assessment Guidance

Hazard - Hazard is an event or situation, which has the potential to cause harm (loss, damage, injury, ill-health, psychological harm, industrial disease or death)

Risk - Risk is the chance, or likelihood, that the harm will occur from a particular hazard.

Examples

- (i) A discarded needle is a hazard, which could result in the risk of infection, ill-health or psychological damage.
- (ii) Exposure to body fluids is a hazard, which could result in risk of infection or ill health.

We require to estimate how likely a risk is to materialise and how severe the consequences might be, in order to prioritise the necessary preventative action.

Quantification of Risk

- Estimation of severity - The severity column should be used to estimate the severity of impact, should the risk arise.
- Estimation of Likelihood - The likelihood column should be used to estimate the chance of the risk occurring.

| Severity | | Likelihood | |
|----------|--------------|------------|----------------|
| 1 | Negligible | 1 | Remote |
| 2 | Minor | 2 | Very unlikely |
| 3 | Moderate | 3 | Possible |
| 4 | Major | 4 | Likely |
| 5 | Critical | 5 | Very Likely |
| 6 | Catastrophic | 6 | Almost Certain |

When selecting the “severity”, we need to consider how the risk would impact in terms of level of loss, injury or ill-health. We need to consider what is most probable, rather than what is possible.

When selecting the “likelihood”, we need to consider the exposure frequency, e.g. disposing of a hypodermic needle, as a ‘one off’, is less likely to have an impact than undertaking needle sweeps on a daily basis.

Risk Rating = Severity x Likelihood

The Risk Rating Matrix outlined below is a tool with which the risk rating can be classified, and is accepted as a means of analysing Inverclyde Council's Health and Safety Risk and whether this is considered to be HIGH, MEDIUM or LOW. Risks rated at 9 or above require to be addressed, in order that they can be reduced to the lowest level reasonably practicable. Those below 9 should be continually monitored, (and addressed where resources permit).

Risk Rating Matrix

| | | | | | |
|----|----|----|----|----|---|
| 36 | 30 | 24 | 18 | 12 | 6 |
| 30 | 25 | 20 | 15 | 10 | 5 |
| 24 | 20 | 16 | 12 | 8 | 4 |
| 18 | 15 | 12 | 9 | 6 | 3 |
| 12 | 10 | 8 | 6 | 4 | 2 |
| 6 | 5 | 4 | 3 | 2 | 1 |

| | | |
|------|----------|--|
| High | 20 to 36 | Risks not acceptable under any circumstances. Immediate risk reduction required. |
| Med | 9 to 18 | Risk reduction measures required. |
| Low | 1 to 8 | Address where resources permit and continue to monitor regularly, as risks can increase over time. |

APPENDIX 2 – HAND HYGIENE

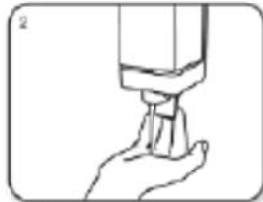
How to handwash step by step images.

Steps 3 – 8 should take at least 15 seconds

Source: World Health Organisation



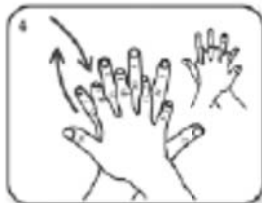
Wet hands with water



Apply enough soap to cover all hand surfaces



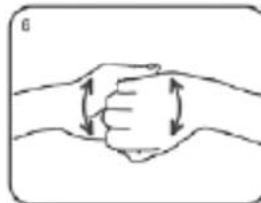
Rub hands palm to palm



Right palm over the back of the other hand with interlaced fingers and vice versa



Palm to palm with fingers interlaced



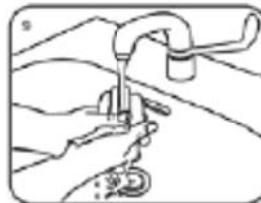
Backs of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa



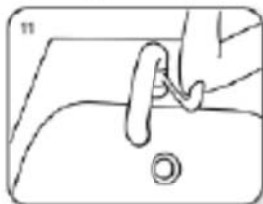
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



Rinse hands with water



Dry thoroughly with towel



Use elbow to turn off tap or turn off using the towel



Steps 3 - 8 should take at least 15 seconds

...and your hands are safe



Adapted from the World Health Organization



Germs. Wash your hands of them.

How to hand rub, step by step images.

How to handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS ONLY WHEN VISIBLY SOILED!

 Duration of the entire procedure: **20-30 sec.**



Apply a palmful of the product in a cupped hand and cover all surfaces.



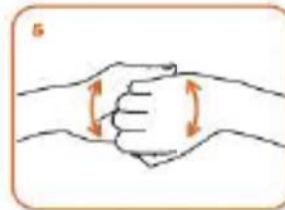
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



...once dry, your hands are safe.



Adapted from the World Health Organization



Germs. Wash your hands of them.

APPENDIX 3 – REMOVING GLOVES

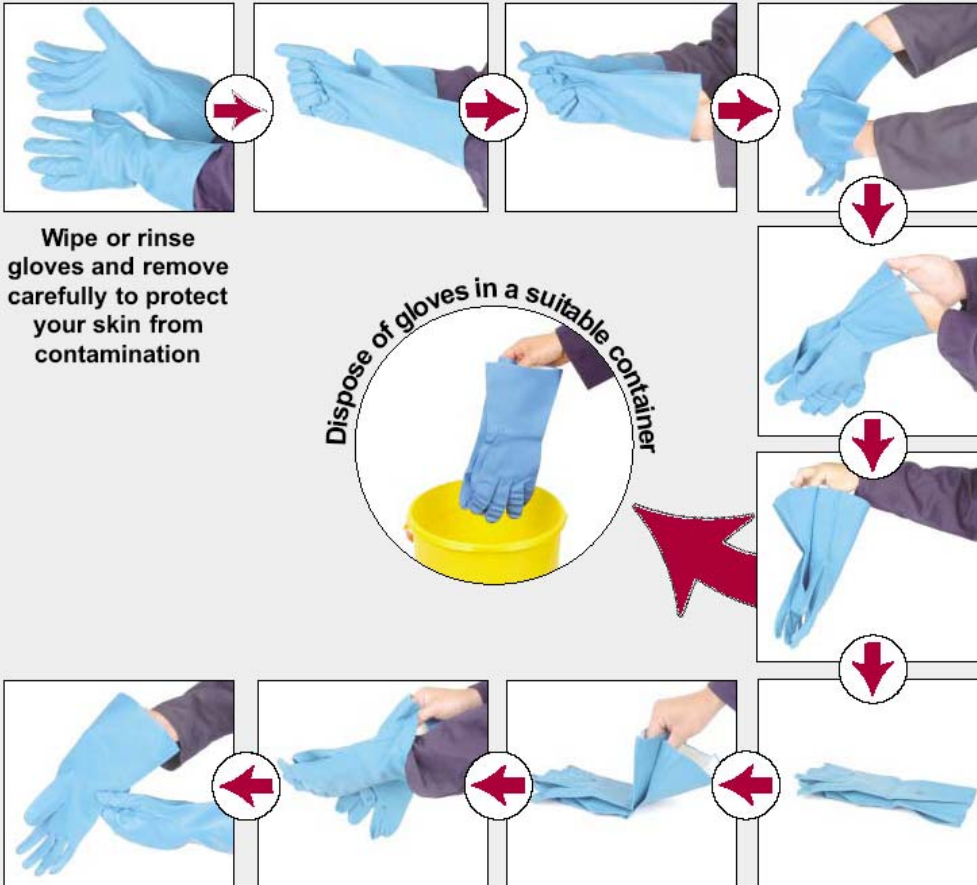


Health and Safety
Executive

Correct removal of gloves

Reusable gloves (chemically resistant)

Follow the steps shown



Wipe or rinse
gloves and remove
carefully to protect
your skin from
contamination

Dispose of gloves in a suitable container

- Always select the correct size gloves
- Use gloves for no longer than one day

Store gloves on a
clean surface for
re-use

www.hse.gov.uk

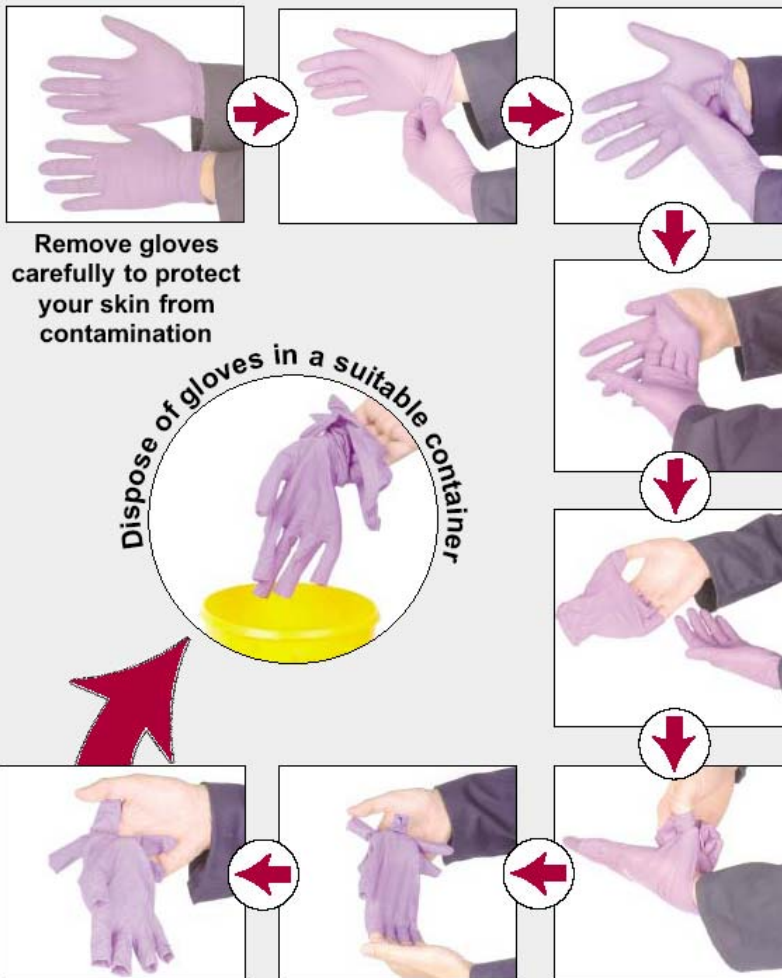


Health and Safety
Executive

Correct removal of gloves

Single use gloves (splash resistant)

Follow the steps shown



Remove gloves
carefully to protect
your skin from
contamination

Dispose of gloves in a suitable container

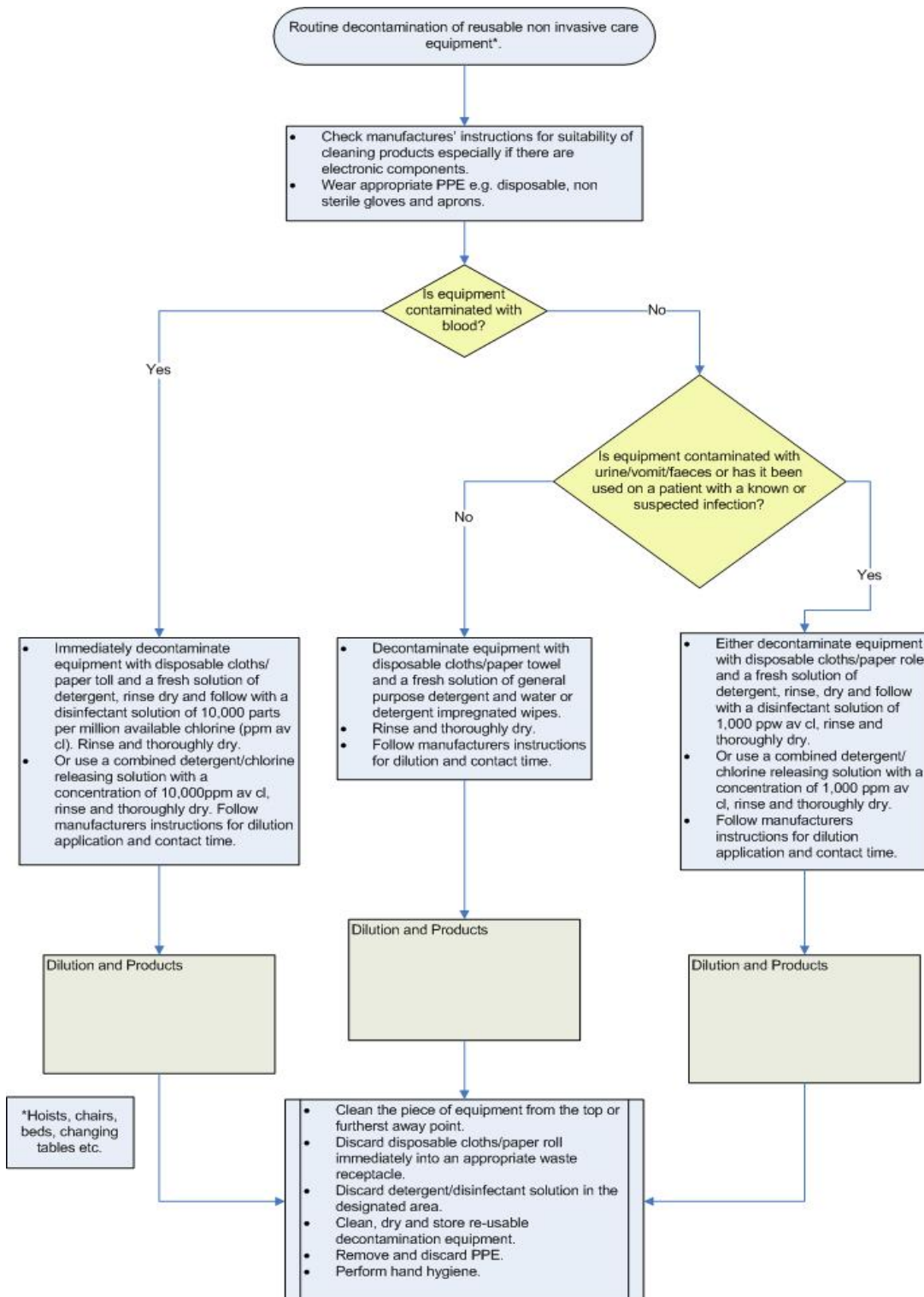
www.hse.gov.uk

APPENDIX 4 – DECONTAMINATION OF REUSABLE NON-INVASIVE CARE EQUIPMENT

Information Sheet No. 58

Decontamination of reusable non-invasive care equipment

The following procedure should be followed for decontamination of reusable non-invasive care equipment. Within boxes A and B the local chemicals and dilution rates should be added. This information sheet should be made freely available on noticeboards and to employees who may be responsible or required to deal with decontamination of reusable non-invasive care equipment.



APPENDIX 5 – WATER SOLUBLE LAUNDRY BAGS

Water soluble laundry bags are used to avoid the spread of infection and contamination, and to control environmental pollution.

Infected materials are placed and sealed into the bag at the source of infection and are then transferred to the washing machine still inside the bag. The soluble strip then dissolves to allow the bag to split and the infected item to be washed. This process prevents any employees coming into contact with the affected material.

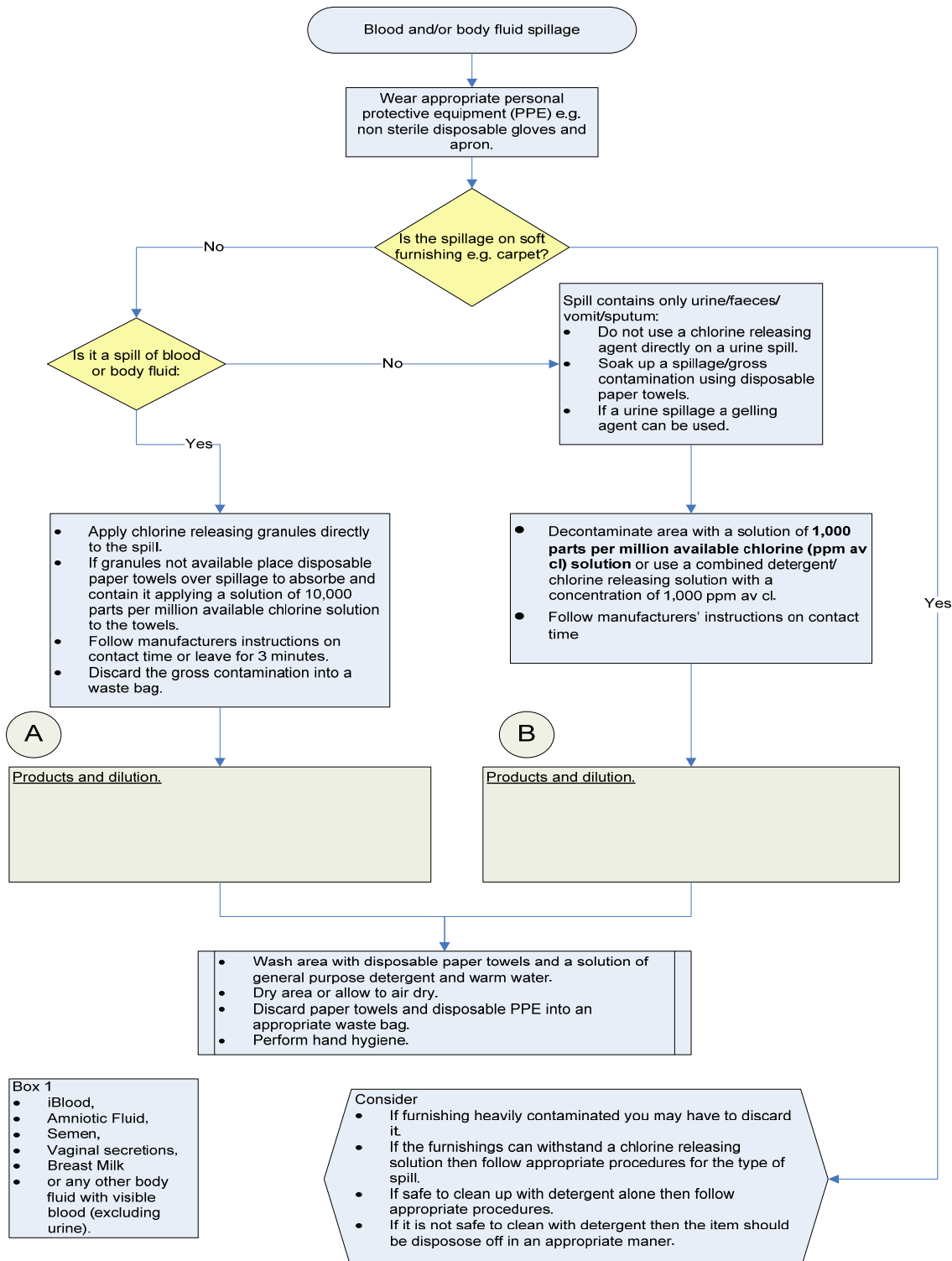


APPENDIX 6 – MANAGEMENT OF BLOOD AND BODY FLUID SPILLAGES

Information Sheet No. 57

Management of Blood and Body Fluid Spillages

The following procedure should be followed for blood and body fluid spillages. Within boxes A and B the local chemicals and dilution rates should be added. This information sheet should be made freely available on notices and to employees who may be responsible or required to deal with blood and body fluid spillages.



APPENDIX 7 – MANAGEMENT OF HYGIENE WASTE PRODUCED AS A RESULT OF PERSONAL CARE



Management of hygiene waste produced as a result of personal care

Background

The provision of 'personal care' is carried out in a number of settings such as care homes, day centres, nurseries, sheltered housing and housing support. Such activities produce varying quantities of 'hygiene waste' such as nappies, incontinence products and feminine hygiene products.

This guidance has been produced in co-operation with the Care Inspectorate and provides guidance on the management and disposal of hygiene waste as a result of personal care.

What is hygiene waste?

Hygiene waste can be defined as 'waste that is produced from human or animal hygiene activities that:

- may cause offence due to the presence of recognisable healthcare waste items or body fluids;
- does not meet the definition of an infectious waste;
- does not possess any hazardous properties;
- is not identified by the producer, or holder, as needing disinfection, or any other treatment, to reduce the number of microorganisms present.'

In general, hygiene waste will include:

- sanitary towels and tampons;
- panty liners;
- feminine wipes;
- incontinence products and nappies;
- catheter and stoma bags;
- animal faeces and animal bedding etc.

Please note: The term hygiene waste has all but replaced the historical terms 'SANPRO' and 'Group E' wastes. Hygiene waste is also commonly referred to as 'offensive' waste and both terms are interchangeable for the purposes of this guidance.

When is hygiene waste infectious or hazardous?

It is generally assumed that hygiene waste won't be infectious or hazardous.

Where 'client' knowledge or diagnosis by a medical practitioner suggests that there is a possibility of infection, such as the gastrointestinal infection *E-coli*, you should undertake a risk assessment to enable a proper classification of the waste.

Where the assessment proves that there is a risk of infection, the waste should be classified as hazardous and segregated from non-infectious hygiene waste.

APPENDIX 8 – BBV: SHARP/NEEDLE UPLIFT AWARENESS

Information Sheet No. 49

Blood Borne Virus: Sharp/ Needle Uplift Awareness

On discovering needles/ sharps

- Where practicable, make the area safe and get help.
- **Always** take the “**sharps box**” and selected kit items to the needle/ sharp; never the other way round!
- Sharp boxes are available in different sizes ranging from a small hand held (for minimal needles found) to large free standing ones (for larger amounts found on a regular basis).
- Choose a box that suits your needs.
- Your kit should include tweezers, gloves, disinfectant, plasters, dressings, etc.
- Always select the required items **before** lifting any sharp/needle

Uplifting needles / sharps

- Assess the situation/ location of the discovered sharp/ needle.
- If the sharp/needle is surrounded by body fluid/blood, is there any possibility of any blood/ fluid getting underneath your gloves, onto your hands and then into your own blood system.
- Check your hands for cuts prior to lifting sharp/needle in fluid. Before you put on any suitable item of PPE (e.g. Gloves) apply plasters to such cuts.
- Wear suitable PPE:- gloves, safety foot wear, apron, etc. as required and depending on your job.
- Use tweezers or litter pickers to uplift the sharps/ needles and place in the sharps box through the opening.
- Always lift needles individually, never more than one at a time as this increases the possibility of receiving a needle stick injury
- Never put your hands into any area you cannot see in to.

Use of a small hand held sharps box

- As a rule of thumb, always hold the sharps box at point/side where the handle is located (or side opposite the **disposal** opening)
- This ensures the designated disposal opening is as far away from your hand as possible as you could be distracted when disposing of a sharp/ needle, and your hand may slip and miss the opening. If so, you will minimise the possibility of sustaining a needle stick injury.
- The chances of obtaining a needle stick injury increases if the sharps box is held in any other way.

Use of a larger sharps box:

- As before, carry the **box** to the location of the sharp/ needle. Set the box down beside sharp/ needle on a solid level surface where possible.
- Pick up sharp/ needle with tweezers and drop into the box through the flap at the top.
- **NEVER** place your fingers inside box to hold the flap open when discarding sharps/ needles.

Dispose of material

- All “**soft**” material i.e. clothing, wound dressings etc, should be disposed of in suitable yellow bags clearly labelled as “**contaminated waste**” .
- **Never** place sharps/ needles in these yellow bags. These are only for soft material such as disposable gloves, light weight plastic aprons, soiled bandages, soft cloths used to soak up blood/ fluids, etc.
- Dispose of all contaminated waste in accordance with your service guidelines.
- Uplift may be arranged with an external contractor; or
- Disposal may have been agreed with Pottery Street depot, for the use of their clinical waste skip.
- Always take due care and attention when disposing of any sharp/needle.

Needle/ sharp removal from....

- If a needle is located outside in a public place such as in a park, Environmental Services will generally arrange to have the needle uplifted.
- If the needle is located within a social housing environment the relevant housing association would be responsible for its removal from site.
- If a private house then the owner/occupier is responsible for uplifting the sharp/needle.
- If further clarification is required contact your supervisor/line manager first. If advice is still required, contact Health and Safety.

Remember

- Assess the situation
- Wear appropriate PPE as required
- Always take the sharps box to the needle/ sharp
- If care and attention is taken at all times there is a minimal chance of receiving a needle stick injury
- The chances of contracting a Blood Borne Virus from a needle stick injury is **LOW!**

APPENDIX 9 – MANAGEMENT OF OCCUPATIONAL EXPOSURE INCIDENTS

Information Sheet No. 59

Management of Occupational Exposure Incidents

Needlestick Injuries

Injuries from needles used in medical procedures are sometimes called needlestick or sharps injuries. Sharps can include other medical supplies, such as syringes, scalpels and lancets and glass from broken equipment.

Once someone has used a needle, viruses in their blood such as hepatitis B, hepatitis C, HIV, may contaminate it. This includes needles used to inject illegal drugs. Blood can also contaminate sharps.

Blood/Body Fluid Exposure

Any incident involving contamination of eyes, mouth or open wounds with blood or body fluids which may or are likely to contain blood or are visibly blood stained.

Assessing your Exposure

The healthcare professional treating you will assess the risks to your health and ask about your exposure, for example, how and when it happened, who had used the needle, whose blood or body fluid you were exposed to.

Samples of your blood may need to be tested for hepatitis B and C or HIV.

They will want to know if you have been immunised against Hepatitis B and what your immunisation status is, have you previously received any doses of HBV vaccine, if so, did you respond to the vaccine? If you have been immunised by the Council's Occupational Health Provider this information will be on record and can be sourced by contacting:

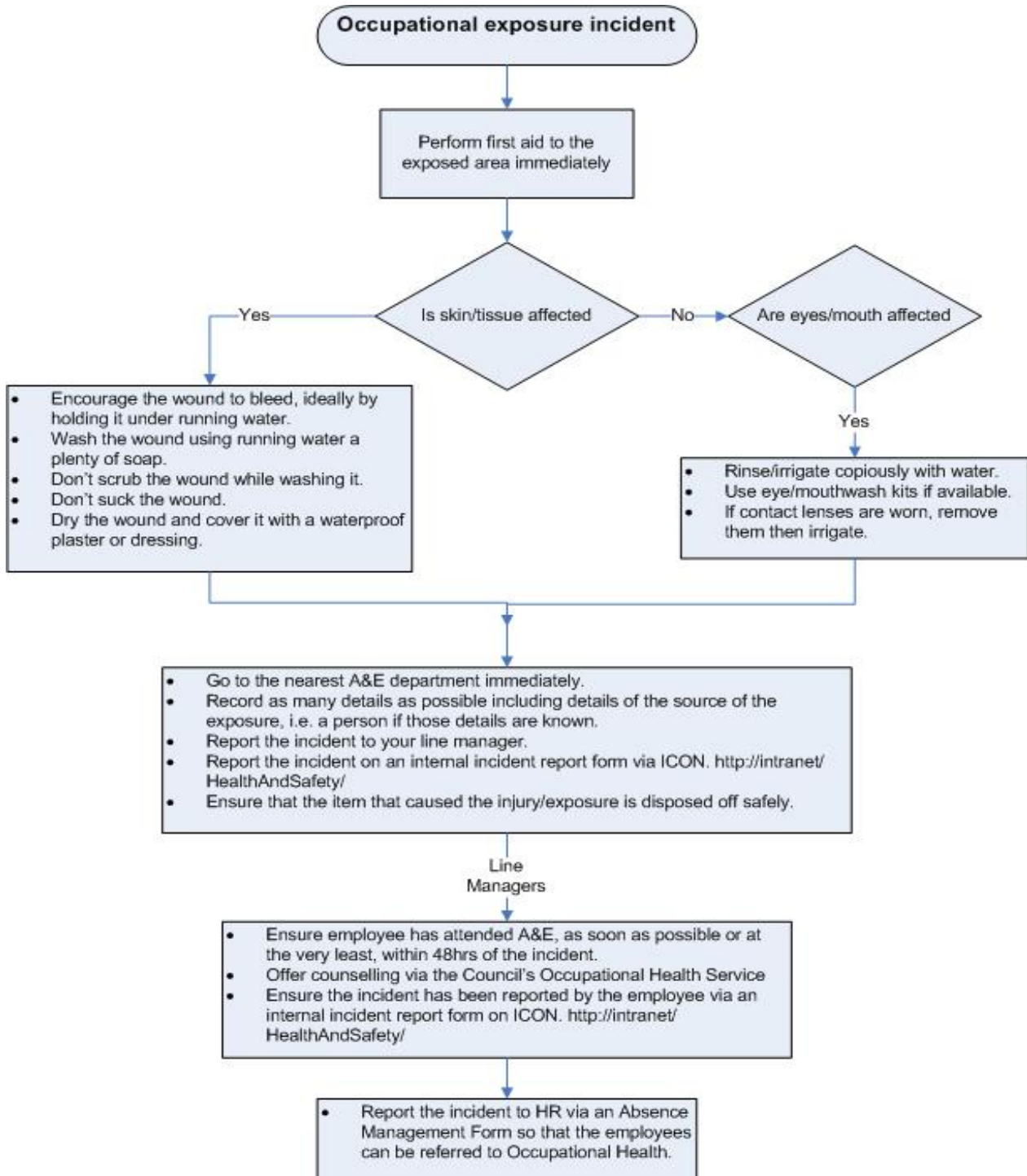
Inverclyde Physiotherapy
19 Union Street
Greenock PA16 8DD
01475 725285

Your healthcare professional may also arrange to test samples of the other person's blood, if they give their consent.

Post Exposure Prophylaxis

All of the above will contribute to any decisions on whether HIV and/or HBV post-exposure prophylaxis, or follow-up for evidence of HCV transmission, is required.

The flowchart below should be followed where there is an exposure to blood or body fluids.



APPENDIX 10 – GUIDANCE ON OTHER INFECTIONS

General Infections

| INFECTION | USUAL INCUBATION PERIOD (DAYS) | INFECTIOUS PERIOD (DAYS) | ADVICE ON RESTRICTIONS AND EXCLUSIONS | FURTHER INFORMATION |
|---|-------------------------------------|---|---|---|
| CHICKENPOX | 15–18 days. | From 1 day before up to 5 days after the appearance of rash. | Exclude for 5 days from onset of rash. | If a vulnerable person or pregnant woman is exposed to chickenpox or shingles they should be informed of the contact and be advised to seek appropriate medical advice. |
| SHINGLES | Re-activation of Chicken Pox virus. | Infectious only if lesions are exposed. | Only those people who have previously had chicken pox can get shingles. | |
| CONJUNCTIVITIS (viral or bacterial) | Depends on cause. | Whilst eye is inflamed, spread by contact , sharing towels etc. | Until treatment has begun and Inflammation has started to resolve. | Good personal hygiene can reduce the risk of transmission. |
| FIFTH DISEASE (Slapped Cheek Syndrome/ Parvovirus) | 5-7 days. | Probably from 7 - 14 days after initial contact. | Until clinically well. Rash does not indicate infectivity. | If a pregnant woman is exposed to Parvovirus she should promptly inform her GP. |
| GERMAN MEASLES (RUBELLA) | 14–21 days. | From a few days before to 5 days after onset of rash. | 5 days from appearance of rash. | If a pregnant woman is exposed to Rubella she should promptly seek advice from her GP. |
| GLANDULAR FEVER | 33–49 days. | Once symptoms have subsided, risk is small apart from very close contact, e.g. kissing. | Until clinical recovery. | None. |

| INFECTION | USUAL INCUBATION PERIOD (DAYS) | INFECTIOUS PERIOD (DAYS) | ADVICE ON RESTRICTIONS AND EXCLUSIONS | FURTHER INFORMATION |
|--|----------------------------------|---|---|---|
| HAND, FOOT AND MOUTH DISEASE | 3–7 days. | Probably from 1 day before to a few days after onset of symptoms. | Until clinically well. Rash does not indicate infectivity. | None. |
| HEPATITIS A (Infective Hepatitis) | 2-6 weeks. | From 7 - 14 days before to 7 days after onset of symptoms. | 7 days from onset of jaundice and when clinically fit with no symptoms. | None. |
| INFLUENZA | 1-5 days. | Probably up to 7 days in young children; 3-5 days in adults. | Until clinically well. | Immunisation is available for certain vulnerable groups. |
| MEASLES | 10–15 days. | A few days before up to 5 days after onset of rash. | 5 days from onset of rash. | None. |
| MENINGOCOCCAL DISEASE MENINGITIS/ SEPTICAEMIA | 2-10 days (commonly 2 – 5 days). | Whilst organism is present in naso-pharynx (back of the nose and throat). | Until clinical recovery. Must be with medical advice. | No exclusion for contacts receiving antibiotic prophylaxis. |
| MENINGITIS not due to meningococcal infection | Varies. | Varies. | Once person is well they can return to school or work. | |
| MUMPS | 12–21 days. | From a few days before onset of symptoms to subsidence of swelling. | Until swelling has subsided or when clinically recovered 5 days from onset of swollen glands. | None. |

| INFECTION | USUAL INCUBATION PERIOD (DAYS) | INFECTIOUS PERIOD (DAYS) | ADVICE ON RESTRICTIONS AND EXCLUSIONS | FURTHER INFORMATION |
|---|---------------------------------------|--|--|---|
| SCARLET FEVER AND OTHER STREPTOCOCCAL INFECTIONS | 2–5 days. | Whilst organism is present in the naso pharynx (back of nose and throat) or skin lesion. | 5 days after commencing antibiotics. | None. |
| TONSILITIS | Varies depending on organism. | Varies depending on organism. | Until clinically well. | None. |
| TUBERCULOSIS | Variable. | Whilst organism is present in sputum. | As per medical advice. | Managers must inform the Health and Safety Team of any cases of Tuberculosis. |
| WHOOPING COUGH | 10–14 days. | 7 days after exposure to 21 days after onset of paroxysmal coughing ('the whoop'). | 5 days after commencing antibiotics. | None. |
| WORMS | Variable. | Until worms are treated. | Until treated, may return with strict advice on good hand hygiene. | Close contacts, i.e. family members will require treatment. |

Skin Infections

| INFECTION | USUAL INCUBATION PERIOD (DAYS) | INFECTIOUS PERIOD (DAYS) | ADVICE ON RESTRICTIONS AND EXCLUSIONS | FURTHER INFORMATION |
|--|---|---|---|---|
| HEADLICE (PEDICULOSIS) | Lice eggs hatch in a week and reach maturity in 8-10 days. | As long as lice remain alive. | Exclusion is not necessary however, treatment should be administered as soon as possible after detection of live lice – all contacts should be checked. | Examination of family is required and treatment undertaken if live lice are detected. Head lice can only move from one head to another during head to head contact of at least 1 minute. |
| IMPETIGO (Streptococcus pyogenes and Staphylococcus aureus) | Usually 4-10 days, but can occur several months after colonisation. | Whilst lesion remains moist. | Until the lesions have crusted or healed. Treatment is rapidly effective. | None. |
| MOLLUSCUM CONTAGIOSUM | 19-50 days: 7 days to 6 months. | Unknown, probably as long as lesions persist. | No exclusion necessary. | None. |
| RINGWORM OF FEET (ATHLETES FOOT) | Unknown. | As long as lesions are present. | Exclusion from school or barefoot exercise not necessary once treatment commenced. | None. |
| RINGWORM OF SCALP | 10-14 days. | As long as active lesions are present. | Exclude until treatment has commenced. Treatment usually lasts several weeks. | None. |

| INFECTION | USUAL INCUBATION PERIOD (DAYS) | INFECTIOUS PERIOD (DAYS) | ADVICE ON RESTRICTIONS AND EXCLUSIONS | FURTHER INFORMATION |
|---|--------------------------------|--|--|--|
| RINGWORM OF BODY | 4-10 days. | As long as lesions are present. | Exclude until treatment has commenced. | None. |
| ROSEOLA (Sixth Disease) | 10 days range 5-15 days. | Unknown. | No exclusion necessary. | None. |
| SCABIES | 2-6 weeks. | Until treated. | Exclusion until the day after the first treatment. | Mites are transferred during prolonged skin to skin contact. Those who have had prolonged skin to skin contact should have simultaneous treatment. |
| VERRUCAE PLANTARIS (PLANTAR WARTS) | 2-3 months. | Unknown, probably as long as lesion visible. | Not generally necessary. PE and swimming may continue providing lesion is covered with a waterproof plaster. | None. |

| | | | |
|-------------------------|--|--------------------|------------------------|
| Report To: | Policy & Resources Committee | Date: | 3 February 2015 |
| Report By: | Corporate Director Environment, Regeneration & Resources | Report No: | RMcG/LP/020/15 |
| Contact Officer: | Rona McGhee | Contact No: | 01475 712113 |
| Subject: | Flooding Capital Spend Update – Remit from Environment & Regeneration Committee | | |

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Committee to consider a remit from the Environment & Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee on 15 January 2015 considered the attached report by the Corporate Director Environment, Regeneration & Resources on (1) progress with the Central Greenock Flooding Project, (2) flood schemes that did not qualify for support funding together with schemes not brought forward previously due to access or ownership issues, (3) discussions with Scottish Water on an Integrated Catchment Study and (4) the resources required to deliver these capital projects along with additional revenue requirements to enhance the Council's ability to respond to flooding incidents.
- 2.2 A copy of the report to the Environment & Regeneration Committee is attached as Appendix 1. This provides background information and details of the proposals together with information on the implications of the recommendations.
- 2.3 The Environment & Regeneration Committee decided:-
- (1) that the Committee note the progress on the Central Greenock Flood Protection Scheme;
 - (2) that approval be given to the additional flood schemes and revenue requirements listed in section 5 of the report and that the Head of Environmental & Commercial Services take forward a report to the Policy & Resources Committee recommending that £950,000 for additional flood alleviation capital works and revenue requirements be considered by Members when allocating reserves as part of the 2015 budget process;
 - (3) that, subject to approval of the above, authority be delegated to the Head of Environmental & Commercial Services to progress the capital and revenue schemes listed in section 5.2 of the report, substituting them as required with schemes listed in paragraph 5.4;
 - (4) that, subject to approval of the above, authority be delegated to the Head of Environmental & Commercial Services to progress and approve the agreement in principle to work with Scottish Water on an Integrated Catchment Study; and
 - (5) that, subject to the additional funding being allocated and the cost being contained within the current service budget, the Committee note the extension of the Flood Engineer's temporary contract of employment until 31 March 2018.

3.0 RECOMMENDATION

- 3.1 The Committee is asked to consider the remit from the Environment & Regeneration Committee.

Rona McGhee
Legal & Property Services

| | | | |
|-------------------------|--|--------------------|--------------------------|
| Report To: | Environmental & Regeneration Committee | Date: | 15 January 2015 |
| Report By: | Corporate Director Environment Regeneration & Resources | Report No: | ERC/ENV/IM/14.218 |
| Contact Officer: | Ian Moffat | Contact No: | 5910 |
| Subject: | Flooding Capital Spend Update | | |

1.0 PURPOSE

1.1 At the Environment & Regeneration Committee on 4 September 2014 it was agreed that officers would bring forward a report to the January Committee that would ;

- Provide Members with an update on progress with the Central Greenock Flooding project.
- Provide Members with further details and outline any additional capital requirements for flood schemes that did not qualify for support funding together with schemes that had not been brought forward previously due to access or ownership issues.
- Provide Members with an update on the discussions officers were having with Scottish Water and to make appropriate recommendations to enter an agreement to work collaboratively on an integrated catchment study to assist resolve flooding issues throughout Inverclyde.

1.2 Further to the above, officers were requested to report back to Committee outlining the resources that were required to deliver the above capital programmes along with additional revenue requirements to enhance response to flooding incidents.

2.0 SUMMARY

2.1 The detailed design phase for the Central Greenock Flood Prevention Scheme is approximately 80% complete. The design and contract preparation work initially focussed on the Aberfoyle Road proposals to allow this part of the Scheme to be tendered and commence on site in February.

2.2 Further design work is progressing well at the remaining locations, with the results from ground investigations and survey location trial pits awaited to finalise the design. It is anticipated that the design phase will be substantially complete by the end of January. The Projected spend of each scheme is highlighted in appendix A of this report.

2.3 The automatic trash screen at Crescent Street has been installed and commissioned.

2.4 Unfortunately, an application for further funding support through the Climate Challenge Fund for the flood protection works in Kilmacolm did not get beyond the first stage due to the concentration on infrastructure works.

2.5 Scottish Water has requested that Inverclyde Council enter in to an agreement in principle to undertake an Integrated Catchment Study (ICS) and work collaboratively in accordance with the requirements of the Flood Risk Management (Scotland) Act 2009. The study will provide detailed information on flooding mechanisms from overland flow, sewers and watercourses. Once completed officers will bring back a report on potential future investment requirements.

- 2.6 There are two study areas that Inverclyde are involved with. The main one is the Scottish Water Inverclyde catchment covering Port Glasgow to Wemyss Bay and the secondary one is the Scottish Water Erskine catchment and our element includes Kilmacolm. The overall cost of two study areas is estimated at £973,000 and the estimated portion of cost for Inverclyde would be £90,000. The study will provide detailed information on flooding mechanisms from overland flow, sewers and watercourses. Once completed officers will bring back a report on potential future investment requirements.
- 2.7 Section 5.0 of this report provides outline details and costs for the flood schemes that did not qualify for support funding together with schemes that had not been brought forward previously due to access or ownership issues. Also included in this section is the estimated cost for the integrated catchment study agreement with Scottish Water and the additional revenue requirements to enhance the Council's ability to respond to flooding incidents.
- 2.8 Overall after deducting the balance of the remaining capital funds earmarked for additional flood schemes, this report requests that a further £950,000 investment is made for flood alleviation works.

3.0 RECOMMENDATIONS:

It is recommended that the Committee:

- 3.1 Note the progress on the Central Greenock Flood Protection scheme.
- 3.2 Approve the additional flood schemes and revenue requirements listed in section 5.0 of this report and request that the Head of Environmental and Commercial Services takes forward a report to the Policy Resource Committee recommending that £950,000 for additional flood alleviation capital works and revenue requirements should be considered by Members when allocating reserves as part of the 2015 budget process.
- 3.3 Subject to approval of the above, delegate authority to the Head of Environmental and Commercial Services to progress the capital and revenue schemes listed in section 5.2, substituting them as required with schemes listed in para 5.4 of this report.
- 3.4 Subject to approval of the above, delegate authority to the Head of Environmental and Commercial Services to progress and approve the agreement in principle to work with Scottish Water on an Integrated Catchment Study.
- 3.5 Subject to the additional funding being allocated and the cost can be contained within the current service budget notes the extension of the Flood Engineers temporary contract of employment until 31 March 2018.

Ian Moffat

Head of Environmental and Commercial Services

4.0 BACKGROUND

- 4.1 The automated trash screen at Crescent Street is an innovative solution with Inverclyde having been successful in receiving a research grant from the Scottish Roads Research Board in conjunction with Heriot Watt University. The results from research will determine if this type of approach can successfully be rolled out to other locations across the Scottish transportation network.
- 4.2 The detailed design phase for the Central Greenock Flood Prevention Scheme is approximately 80% complete with the design and contract preparation work initially focussed on the Aberfoyle Road proposals. This has enabled a tender to be issued and allow a contract to be awarded in January. This will maintain the projected capital spend to the end of the financial year estimated as £289,000. Appendix A provides projected spend within each financial period along with dates projected costs for each scheme.
- 4.3 Further detailed design work is well advanced with site investigation works having been completed to inform the design consultant about ground conditions and utility locations at Kings Glen and Cartsburn Street respectively. Discussions are on-going with Network Rail to determine the particular construction constraints that will be required for the new culvert below the railway arch bridge in Cartsburn Street to protect the bridge.
- 4.4 The design of a solution for the flooding at West Station has identified that the extent and volume of potential surface water flow is significantly greater than originally understood. During the pre-design investigations, additional information received from SEPA demonstrated the full extent of the catchment area and sources of overland flow. The proposed solution will require being multi-faceted and detailed discussions are on-going with Transport Scotland, Scottish Water and Network Rail to consider solutions which will be of benefit to all organisations. The final cost of this scheme will be subject to a further report to this Committee.
- 4.5 An application for further funding support through the Climate Challenge Fund for the flood protection works in Kilmacolm was submitted. This application was pursued by the External Funding Officer following a suggestion of alternative funding sources from COSLA and a pre-application meeting had taken place with the Fund Manager to outline the potential project idea. However, the final application was considered to be too focused on the infrastructure relating to the flood prevention activity and not enough scope for a community led project.
- 4.6 The Council is responsible for maintaining the kerbside drains (gullies) which collect the surface water run-off from roads and footways adopted by the Council and for removing blockages in water courses that flow on Council owned land. The gully maintenance service provides key infrastructure support which assists the public in daily life and also protects and preserves Council assets. Transport Scotland is responsible for maintaining kerbside drains (gullies) on the truck road network. Organisations such as Network Rail and private property owners are responsible for removing blockages on watercourses that flow through their land.
- 4.7 Currently the Council operates one Gully vehicle, but has a number of drivers trained to operate it. Management are currently reviewing the vehicle productivity to ensure it is fully utilised and are exploring collaborative working with neighbouring authorities, gully emptying and drainage works form part of these talks.
- 4.8 In addition to the Gully emptying budget, roads services has a budget for other drainage works however with the increased severe weather events in recent years the budgets are constantly under pressure. In February 2014 the Council approved additional drainage works funding of £250,000 to spread over two years from 1 April 2014. This will be fully spent, mainly on improvements to carriageway drainage.
- 4.9 Due to a voluntary early retirement request in 2011 the Flooding Engineer's position was given up as a budget saving. This was put forward as being acceptable due to the level of capital spends and the number of outstanding projects ongoing at the time. However as a result of the detailed work required to complete the Council's bid for support grant funding and to cater for the increased investment made by the Council in flood prevention a flooding engineer has been employed on a temporary basis, this position is funded from other management savings until 31 March 2016.

5.0 Proposals

5.1 Future investment in flood alleviation works was outlined in the report to Committee on 4 September 2014 report no. ERC/ENV/IM/14.202. Officers were asked to report back to this Committee recommending the projects which could use the balance of the £1 million and also to advise Committee of an estimated sum to complete the projects identified.

5.2 The following schemes target resolution of business and property flooding issues and include areas flooded in the storm event at the end of October 2014:

| Location / Description | Estimated cost (£) | Comments |
|--|--------------------|---|
| Market Place and Gowkhouse Road, Kilmacolm | £358,000 | Replace upsized Culverts: Part of the original Inverclyde Flood protection Scheme funding bid. |
| Lower Bouverie Street, Port Glasgow | £334,000 | New Automated Trash Screen and upsized of culvert: Part of the original Inverclyde Flood protection Scheme funding bid. |
| Steel Street, Gourock | £256,000 | Upsize of Culvert: Part of the original Inverclyde Flood protection Scheme funding bid. |
| Quarrier's Village (Gotter Water) | £203,000 | Flood embankment works and flow control structure: Not previously included in funding bid because of land ownership issues |
| Integrated Catchment Study Agreement with Scottish Water | £90,000 | Initial study costs only and officers will bring back a further report detailing any future investment requirements for joint capital schemes. |
| Various locations - cleaning of large diameter culverts and provide stilling ponds / tide flap valves | £125,000 | Required to recover the hydraulic capacity in watercourses. Works will include the provision of stilling ponds upstream and flap valves on outlets. |
| Various locations - removal of road drainage from combined sewer network. | £175,000 | Work in conjunction with Scottish Water to install attenuation in upstream reservoirs and removal of road drainage from combined sewer network. |
| Procurement or the hire of a Gulley vehicle or Vactor | £185,000 | Allows for up to three years revenue funding for the hire or procurement of a specialist vehicle(s) or equipment that will significantly increase the operational flexibility whilst improving routine maintenance of gulley/drainage clearing and emergency response efforts during critical flood events. |
| Sub Total | £1,726,000 | |
| Minus balance of the Councils £1m capital investment plus other unallocated capital set aside for priority Flood schemes | (£776,000) | |
| Total | £950,000 | Total additional funding requirements to complete the above schemes = £1,726,000 minus the balance £776,000 of the remaining IC flood priority scheme capital. |

5.3 The balance of funding allocated towards the resolution of flooding in Inverclyde is currently £776,000 (which includes £223,000 of previously allocated flood funding and the balance of the £1,000,000 investment, £553,000), therefore a further £950,000 funding is requested to deliver the proposed works and secure the additional resources outlined above.

5.4 Reserve Projects:

In the event that officers are unable to progress any of the above schemes due to land ownership disputes etc., the following schemes listed in the table below and subject to detailed costing will act as reserves projects.

| Location/Description | Estimated Cost (£) | Comments |
|---------------------------|--------------------|---|
| Cumberland Road, Greenock | £200,000 | Details of works being investigated following recent flooding and cost estimate includes modelling and detailed design |
| Coronation Park, Greenock | £105,000 | De-culverting of Bouverie Burn to improve access for clearance of debris with the added benefit of increasing the amenity |

5.5 In addition to the above there are a number of flood projects outwith the above, such as the West Station, Oak Mall and Trunk Road at East Hamilton Street that the design of a solution will require multi-faceted and detailed discussions with Scottish Water, Transport Scotland, Network Rail and private property owners. Officers have met several times with Scottish Water, Transport Scotland and private property owners and will bring back a report on potential joint future investment requirements for these schemes.

5.6 The Capital works identified above includes for the cleaning of large culverts, providing stilling ponds, tide flaps, however Inverclyde Council has over 10,000 gullies that require routine cleaning.

5.7 Inverclyde Council is responsible for maintaining the kerbside drains (gullies) which collect the surface water run-off from roads and footways and for removing blockages in rivers and burns, all of which may lead to flooding.

5.8 The gully maintenance service provides key infrastructure support which assists the public in daily life and also protects and preserves Council assets through:

- Reducing the dangers of standing water on the road or footway for all road users;
- Reduces the risks of structural damage to the road infrastructure by water penetration;
- Alleviating the risks of flooding and its consequences;
- Lessening the risks to all road users and pedestrians of surface water freezing in cold weather;
- Mitigates the risk of polluting natural water courses etc.

5.9 To improve the Council's resilience during severe weather events, improve operational flexibility whilst improving routine maintenance of gully/drainage clearing and emergency response efforts during critical flood events, additional resource and revenue funding of £185,000 spread over three years is required to either procure or hire specialist vehicle(s) or equipment. This will be subject to a cost option appraisal.

5.10 Scottish Water has requested that Inverclyde Council enter in to an agreement in principle to undertake an Integrated Catchment Study (ICS) and work collaboratively in accordance with the requirements of the Flood Risk Management (Scotland) Act 2009. The estimated contribution that Inverclyde Council would make to the overall case study cost of £973,000 would be £90,000. Benefits to working in partnership with Scottish Water include the development of solutions to flooding on A78, A8 and at the Oak Mall.

5.11 Collaborative working with Scottish Water on an Integrated Catchment Study will provide detailed information on flooding mechanisms from overland flow, sewers and watercourses to support the production of the Local Flood Risk Management Plan as required by the Act.

5.12 The study will serve to inform Scottish Water capital spending priorities over the coming investment period. Without an ICS, it may be very difficult to encourage Scottish Water to make any significant investment in flood prevention within Inverclyde if there is insufficient information to support potential solutions.

- 5.13 The effective delivery of the flooding works, together with meeting the requirements of the Flood Risk Management (Scotland) Act 2009 will require an early commitment to staff resources to continue beyond the end March 2016.
- 5.14 The flooding staff resource currently consists of one Supervisory Engineer with a Graduate Engineer due to start in January. This is considerably less than any other Council areas where there are significant flood prevention requirements. With such a major programme of works to deliver a broad range of statutory duties to perform it is considered essential to provide long-term job security for key members of staff with temporary contracts which are due to terminate in March 2016.
- 5.15 Early budget savings in management costs, including RAMP temporary staff budget costs have been achieved which would fund the extension of the Flooding Engineer's temporary contract until 31 March 2018.

6.0 IMPLICATIONS

Finance

6.1 Financial Implications: One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report £000 | Virement From | Other Comments |
|-------------------|--|---------------|------------------------------------|---------------|--|
| Flooding Strategy | Capital Grant | 2015/16 | (1,743) | | Central Greenock Flooding Scheme part funded by the Scottish Government. |
| | Central Greenock Flood Prevention Scheme | 2013/16 | 2,200 | | |
| | | Free Reserves | 2013/17 | 776 | |
| | | 2015/18 | 950 | | Extra funding requested from Reserves as part of the budget |

Annually Recurring Costs / (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £000 | Virement From (If Applicable) | Other Comments |
|-------------|----------------|------------------|---------------------------|-------------------------------|--|
| Roads | Minor Works | 2015/16 | (£3) | | Savings to be retained in the overall budget to improve flooding maintenance work in other areas |

6.2 Human Resources

Consideration to be given to contract arrangements for current flooding staff.

6.3 **Equalities**

This report has no implications for the Council's equality and diversity policies. However, any flood prevention activity will have a positive impact on the groups of people who are disproportionately affected by flooding issues. These groups include the elderly, people with disabilities, and low income families with children where there is increased reliance on public transport and local services.

6.4 **Repopulation**

Continued flooding on the main transport routes through Inverclyde will have a negative impact on the area's attractiveness and businesses and as such will have an adverse impact on the Council's efforts to stabilise and grow the area's population.

7.0 **CONSULTATIONS**

7.1 Financial Services have been consulted on this report.

7.2 The Head of Legal and Property Services have been consulted on the contents of this report.

Appendix A

Estimated timescales and projected costs

| Location / Description | Projected Spend 2014/15 (£,000) | Projected Spend 2015/16 (£,000) | Projected Spend 2016/18 (£,000) |
|--|------------------------------------|------------------------------------|------------------------------------|
| Central Greenock Scheme (Support Funded) | | | |
| Crescent Street, Greenock | 80 | | |
| Kings Glen, Greenock | 26 | 152 | |
| Aberfoyle Road, Greenock | 183 | | |
| Rankin Park, Inverkip Road, Greenock | | 80 | |
| Crescent Street, Greenock | | 596 | |
| Drumfrochar Road / Mearns Street, Greenock | | 73 | |
| Lady Alice Pond, Inverkip Road, Greenock | | 80 | |
| West Station, Newton Road, Greenock | | 207 | |
| Brougham Street, Greenock | | 573 | |
| Drumfrochar Road, Greenock | | 150 | |
| Sub Total | 289 | 1,911 | |
| Proposed additional capital schemes and revenue funding | | | |
| Market Place and Gowkhouse Road, Kilmacolm | | | 358 |
| Lower Bouverie Street, Port Glasgow | | | 334 |
| Steel Street, Gourrock | | | 256 |
| Integrated Catchment Study with Scottish Water | | 90 | |
| Quarriers Village (Gotter Water) | | | 203 |
| Various locations Culvert cleaning, stilling ponds and flap valves | | | 125 |
| Various locations Removal of road drainage from combined sewer network | | | 175 |
| Procurement or the hire of a Gulley vehicle or Vactor | | 62 | 123 |
| Sub Total | | 152 | 1,574 |
| Total Estimated Spend | 289 | 2,063 | 1,574 |